




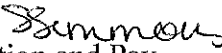
Howard County

Internal Memorandum

Subject: Council Testimony and Fiscal Impact Statement

To: Lonnie Robbins
Chief Administrative Officer

Through: 
Wanda Hutchinson
Human Resources Administrator

From: Stacey Simmons 
Chief, Classification and Pay

Date: May 1, 2018

The Administration is seeking Council approval for a bill amending the classification plan for certain class descriptions and certain educational and experience requirements.

The following changes were made to classifications to the Uniformed Public Safety, Sheriff Operations, Management and Support classes:

- Per the negotiated contract, the classification of Deputy First Class was developed and added to the Classification Plan. The fiscal impact is approximately \$36,000
- Revised the number of years of experience for the Sergeant Deputy Sheriff and Corporal Deputy Sheriff in response to the addition of the Deputy First Class classification.
- Updated certification requirements for Lieutenant Deputy Sheriff, Sergeant Deputy Sheriff and Corporal Deputy Sheriff

An unintended effect of DROP, which was instituted for the Department of Fire and Rescue Services in 2015, has incentivized retirement earlier in career timelines and has shortened promotional preparation timelines. As a result, DFRS has requested a temporary change to the educational and experience requirements for the Assistant Chief, Battalion Chief, Fire Captain and Fire Fighter Lieutenant. These changes will allow current staff time to gain education and experience needed to enhance the candidate pool. The temporary changes will also help with a large number of retirements expected in the next two years. The FLSA status for the Fire Fighter Lieutenant was amended to reflect the correct designation.

The classifications, Office Assistant I, Operations Worker I, Recreation Services Assistant I and Human Services Aide, were removed as the salary grades for these classifications no longer exist.

Due to an Apprenticeship Program being developed, the classification of Apprentice has been added the Classification Plan.

cc: Jennifer Sager