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# 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:** October 18, 2019

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

The Department of Fire and Rescue Services has requested a classification be developed for the Office of Emergency Management. Previously, the Office of Emergency Management was under the direction of a Deputy Chief, but due to a recent retirement, the Chief, Fire and Rescue Services made the decision to move the position to a civilian classification. This classification will be responsible for the overall management and strategic direction of the Office of Emergency Management. After review of the duties, it was determined a new classification was needed, and will be titled: Administrator, Office of Emergency Management. This position will report to a Deputy Chief and be Executive Exempt.

cc: Jennifer Sager  
Janssen Evelyn