

Introduced \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Council Action \_\_\_\_\_  
Executive Action \_\_\_\_\_  
Effective Date \_\_\_\_\_

## County Council of Howard County, Maryland

2019 Legislative Session

Legislative Day No. 13

Bill No. 58 -2019

Introduced by: The Chairperson at the request of the County Executive

AN ACT amending the Classification Plan for Howard County to add a description for the position of Office of Emergency Management Administrator; and generally relating to amendments to the Howard County Classification Plan.

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Introduced and read first time \_\_\_\_\_, 2019. Ordered posted and hearing scheduled.

By order \_\_\_\_\_  
Diane Schwartz Jones, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to the Charter, the Bill was read for a second time at a public hearing on \_\_\_\_\_, 2019.

By order \_\_\_\_\_  
Diane Schwartz Jones, Administrator

This Bill was read the third time on \_\_\_\_\_, 2019 and Passed \_\_\_\_, Passed with amendments \_\_\_\_\_, Failed \_\_\_\_\_.

By order \_\_\_\_\_  
Diane Schwartz Jones, Administrator

Sealed with the County Seal and presented to the County Executive for approval this \_\_\_ day of \_\_\_\_\_, 2019 at \_\_\_ a.m./p.m.

By order \_\_\_\_\_  
Diane Schwartz Jones, Administrator

Approved/Vetoed by the County Executive \_\_\_\_\_, 2019

\_\_\_\_\_  
Calvin Ball, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; ~~Strike-out~~ indicates material deleted by amendment; Underlining indicates material added by amendment.

1           **WHEREAS**, Section 706 of the Howard County Charter and Section 1.201 of the  
2 Howard County Code provide for the adoption of and amendment to the Classification Plan for  
3 Howard County, which describes the qualifications, duties, and general requirements for each  
4 class of positions within County government; and  
5

6           **WHEREAS**, this amendment to the Classification Plan adds a classification description  
7 for the position of the Administrator of the Office of Emergency Management; and  
8

9           **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any  
10 amendments thereto, are adopted by the County Council as attachments to the Council Bill  
11 through which the County Council exercises its legislative action on the Classification Plan.  
12

13           **NOW, THEREFORE,**  
14

15    *Section 1. Be It Enacted by the County Council of Howard County, Maryland that it amends the*  
16 *Classification Plan of Howard County to adopt the classification description for the position of*  
17 *Administrator, Office of Emergency Management, as shown in the attached Exhibit to this Bill.*  
18

19    *Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland that*  
20 *only Occupational Group 2, Uniformed Public Safety; Class Family 2-5 Fire Operations,*  
21 *Management, & Support is amended, as shown in the attached exhibit, and all other*  
22 *occupational groups not attached to this Act shall remain in full force and effect.*  
23

24    *Section 3. And Be It Further Enacted by the County Council of Howard County, Maryland,*  
25 *that this Act shall become effective 61 days after its enactment.*

**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY  
CLASS FAMILY 2-5 FIRE OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2519	CHIEF, FIRE & RESCUE SERVICES	Performs executive level fire and rescue operations work under executive direction. Work includes directing the general operation of the Department of Fire and Rescue Services, advising the County Executive and County Council on related issues, and developing the departmental and related capital budget program.	Bachelor Degree	10 Years	N/A	E
2518	MEDICAL DIRECTOR	Provides oversight and consultative services to emergency medical service (EMS) operations of the Department of Fire and Rescue services. Conducts audits, reviews protocols, develops training, evaluates certifications, may participate in pre-hospital care, and ensures county compliance with COMAR and MIEMSS.	Doctorate Degree	5 years of Board Certified experience in emergency medicine	Licensed by the State of Maryland to practice medicine	E
2517	DEPUTY CHIEF	Performs advanced administrative fire and rescue operations work under executive level direction. Work includes managing assigned groups of departmental personnel as established by the Chief of Fire and Rescue Services and acting as the Chief during absences. Work also includes assisting the Chief of Fire and Rescue Services in establishing departmental policies, goals, objectives, and budgets.	Bachelor Degree	8 Years	Class C Driver's License	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2516	ADMINISTRATOR, OFFICE OF EMERGENCY MANAGEMENT	PERFORMS ADVANCED ADMINISTRATIVE EMERGENCY MANAGEMENT UNDER EXECUTIVE LEVEL DIRECTION. WORK INCLUDES RESPONSIBILITY FOR OVERALL MANAGEMENT AND STRATEGIC DIRECTION OF THE OFFICE OF EMERGENCY MANAGEMENT TO INCLUDE ESTABLISHING POLICES, DISASTER PREPARATION, AND LEADING THE RESPONSE AND RECOVERY EFFORTS. ADVISES AND PROVIDES INFORMATION TO THE COUNTY EXECUTIVE, CHIEF ADMINISTRATIVE OFFICE AND THE CHIEF, FIRE AND RESCUE SERVICES REGARDING EMERGENCY PREPARATION AND SITUATIONS.	BACHELORS DEGREE  NO EXPERIENCE EQUIVALENCY	5 YEARS	CERTIFIED EMERGENCY MANAGER FROM INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2515	ASSISTANT CHIEF	Performs mid-management and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes responsibility for the efficient operation of a major bureau within the Department of Fire and Rescue Services and assisting in formulating and implementing departmental goals and objectives. Work also includes monetary responsibility for preparation and monitoring of bureau budgets.	<p>One hundred five (105) semester-based credits (or 158 quarter-based credits towards a degree program at an accredited post-secondary institution and at least three (3) semester-based college credits (or 5 quarter-based credits) achieved by successful course completion at that institution in the previous 12 months from list eligibility</p> <p>No experience equivalency</p> <p><i>Effective 09/01/2021</i></p> <p><i>Bachelor's Degree</i></p> <p><i>No experience equivalency</i></p>	<p>Five (5) years credible service classified as a HCDFRS Fire Captain and/or HCDFRS Battalion Chief</p> <p>OR</p> <p>Four (4) years credible service classified as a HCDFRS Fire Captain and/or HCDFRS Battalion Chief</p> <p>AND</p> <p>Master's degree</p>	<p>General Order #100.04</p> <p>Position Requirements - Licenses, Certifications, Experience and Education Prerequisites</p>	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2513	BATTALION CHIEF	Performs senior supervisory and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes effective and efficient management of the assigned fire district or programs and attainment of established goals and programs.	<p>Seventy-five (75) semester-based credits (or 113 quarter-based credits) towards a degree program at an accredited post-secondary institution and at least three (3) semester-based college credits (or 5 quarter-based credits) achieved by successful course completion at that institution in the previous 12 months from list eligibility</p> <p>No experience equivalency</p> <p><i>Effective 09/01/2021</i></p> <p><i>Ninety (90) semester-based credits (or 135 quarter-based credits) towards a degree program at an accredited post-secondary institution</i></p> <p><i>No experience equivalency</i></p>	<p>Two (2) years credible service classified as a HCDFRS Fire Captain</p> <p>OR</p> <p>One (1) year credible service classified as a HCDFRS Fire Captain</p> <p>AND</p> <p>Master's degree</p>	<p>General Order #100.04</p> <p>Position Requirements - Licenses, Certifications, Experience and Education Prerequisites</p>	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2511	FIRE CAPTAIN	Performs supervisory and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes serving as a shift supervisor and/or performing responsible staff work. Work also includes responsibility for the skilled and efficient operation of assigned personnel and equipment. May participate in other department programs such as training or inspections.	<p>Forty-five (45) semester-based credits (or 68 quarter-based credits) and at least three (3) college credits (or 5 quarter based credits) or achieved by successful course completion at an accredited post-secondary institution in the previous 12 months from list eligibility</p> <p>No experience equivalency</p> <p><i>Effective 09/01/2021</i></p> <p><i>An Associate's Degree</i></p> <p>OR</p> <p><i>Seventy-five (75) semester-based credits (or 113 quarter-based credits) towards a degree program at an accredited post-secondary institution and at least three (3) semester-based college credits (or 5 quarter-based credits) achieved by successful course completion at that institution in the previous 12 months from list eligibility</i></p> <p>No experience equivalency</p>	<p>Two (2) years credible service classified as a HCDFRS Firefighter Lieutenant</p> <p>OR</p> <p>One (1) year credible service classified as a HCDFRS Firefighter Lieutenant</p> <p>AND</p> <p>Bachelor's Degree</p>	<p>General Order #100.04</p> <p>Position Requirements - Licenses, Certifications, Experience and Education Prerequisites</p>	E

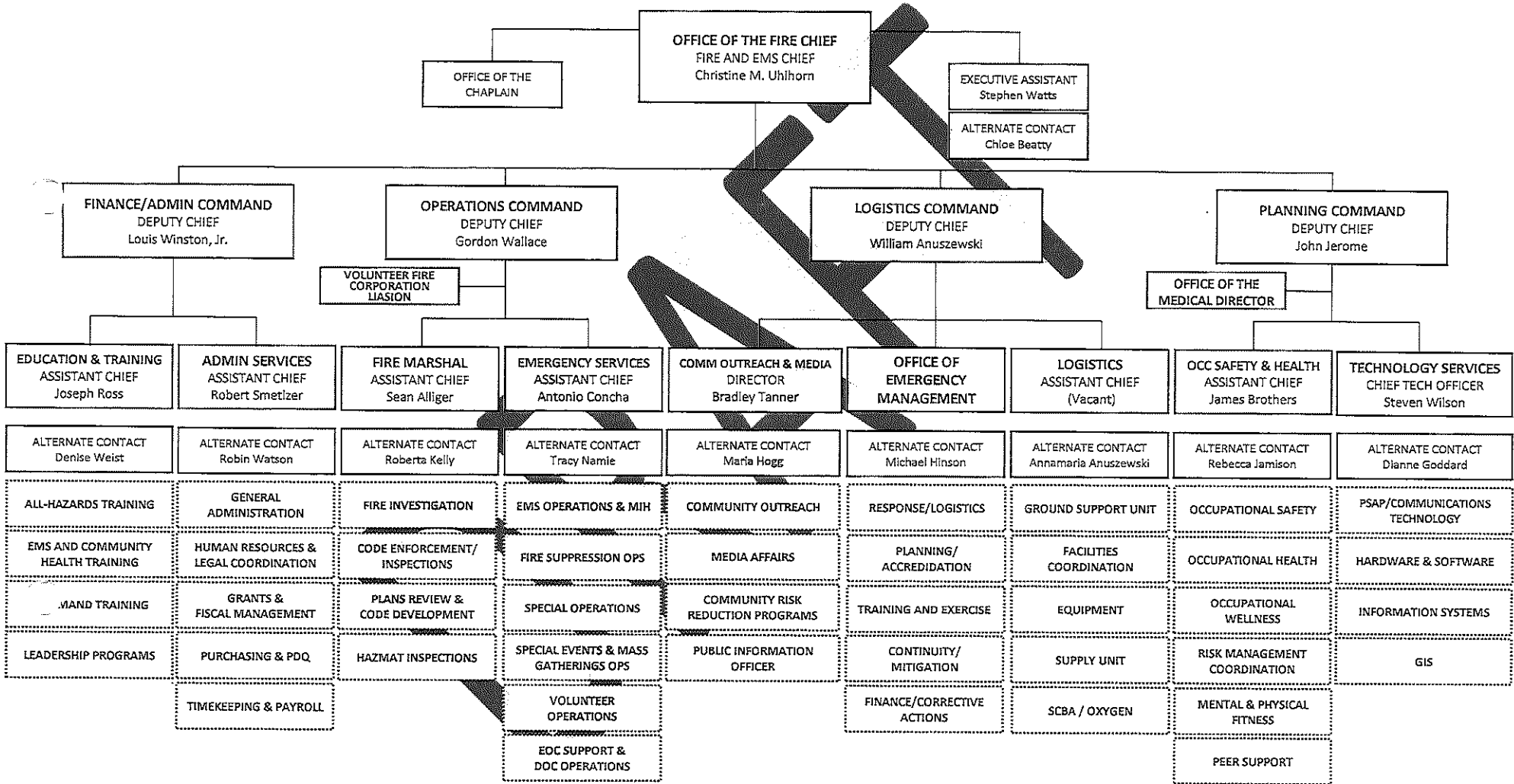
No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2507 *	FIRE FIGHTER LIEUTENANT	Performs senior technical level fire and rescue operations work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities as well as departmental training programs; and performing staff work or as a shift supervisor in the absence of a higher-ranking officer. Work also includes skilled tasks in response to fire, rescue and medical emergencies.	<p>Thirty (30) semester-based credits (or 45 quarter-based credits) and at least three (3) semester-based college credits (or 5 quarter-based credits achieved by successful course completion at an accredited post-secondary institution in the previous 12 months from list eligibility</p> <p>No experience equivalency</p> <p><i>Effective 09/01/2021</i></p> <p><i>Forty-five (45) semester-based credits (or 67 quarter-based credits)</i></p> <p><i>No experience equivalency</i></p>	<p>Four (4) years credible service classified as a HCDFRS Firefighter</p> <p>OR</p> <p>Three (3) years credible service classified as a HCDFRS Firefighter which includes three (3) years credible service as a Departmentally-authorized Operational Paramedic</p>	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N



No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2506	MASTER FIREFIGHTER/HVO	Performs advanced technical level fire and rescue operations work at the Master Firefighter level plus operates fire and rescue vehicles at the heavy vehicle operator level.	High School Diploma or GED  And meet minimum requirements for Firefighter	Served for 3 years beyond the Firefighter Trainee level	General Order #100.04  Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E/N
2505 *	MASTER FIRE FIGHTER	Performs advanced technical level fire and rescue operations work, under general supervision from a technical superior. Work is as part of a crew and includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities; and performing staff work.	High School Diploma or GED  and meet minimum requirements for Firefighter	Served for 3 years beyond the Firefighter Trainee level	General Order #100.04  Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N
2504	FIRE FIGHTER/HVO	Performs intermediate technical level fire and rescue operations work at the Firefighter level plus operates fire and rescue vehicles at the heavy vehicle operator level.	High School Diploma or GED  And meet minimum requirements for Firefighter Recruit	12 months service as Firefighter Recruit following graduation from an approved fire academy	General Order #100.04  Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N
2503 *	FIRE FIGHTER	Performs intermediate technical level fire and rescue operations work under general supervision from a technical superior. Work is as part of a crew and includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities; and performing staff work.	High School Diploma or GED  and meet minimum requirements for Firefighter Recruit	12 months service as Firefighter Recruit following graduation from an approved fire academy	General Order #100.04  Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2501 *	FIREFIGHTER RECRUIT	Performs probationary level fire and rescue operations work under close supervision from a technical superior. Work includes learning basic fire fighting, emergency vehicle driving, and rescue and emergency medical techniques and methods. Work also includes acting as a member of a fire fighting crew, ambulance or rescue team; and operating fire, rescue or emergency medical equipment as directed. Continued employment is contingent upon the incumbent being reclassified as Firefighter.	High School Diploma or GED  Graduated from fire academy approved by the Howard County Chief of Fire and Rescue Services	Minimum Age of 18 Years	General Order #100.04  Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N
2500 *	FIREFIGHTER TRAINEE	Performs entry level and probationary fire and rescue services work. An employee in this class attends training academy and trains to perform fire and rescue operations. This is a training classification and continued employment is contingent upon the incumbent being reclassified as Firefighter Recruit.	High School Diploma or GED	Minimum Age of 18 Years	General Order #100.04  Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N

Howard County (Maryland) Department of Fire and Rescue Services  
 Organization Chart, Effective November 13, 2019



1. The 'alternate contact' is the designated member of each Bureau who is available to provide information and/or assistance in the absence of the Bureau Chief or designee.  
 2. Other Bureaus are secondary responsibilities of each Deputy Chief. This provides continuity of operations in the event any Deputy Chief is not readily available.