



# Howard County


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## 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:** April 21, 2021

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

After review of the operation in the office, the classification of Deputy Chief of Staff has been developed and assists with developing, communicating, executing, and sustaining strategic initiatives; works with the departments to coordinate and advance the policies of the Administration; and develops partnerships, oversees constituent issues and develops and maintains relationships with community stakeholders.

The minimum requirement of *qualified in Court as a latent fingerprint expert* has been removed from the Police Services Support Technician II because this is no longer required for the classification.

Due to the privatization of food service at the dentation center, the class description for Correctional Supervisor I has been revised to reflect the duties currently performed by the classification and the title changed to Correctional Dietary Coordinator.

When the Class Plan was developed in 1997, the decision was made to maintain the class specifications for the Police Local 21 separately and these specifications are still in use at the current time. Class descriptions for Probationary Police Officer, Police Officer, Police Officer First Class, and Police Corporal were included in the 1997 Class Plan but have never been used and have been removed.

The changes to the Class Plan do not have a fiscal impact.

cc: Jennifer Sager  
Janssen Evelyn

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