

Introduced May 3, 2021
Public Hearing May 17, 2021
Council Action May 26, 2021
Executive Action June 3, 2021
Effective Date August 3, 2021

County Council of Howard County, Maryland

2021 Legislative Session

Legislative Day No. 7

Bill No. 33-2021

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

AN ACT amending the Classification Plan for Howard County to remove certain classifications and to add certain classifications; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time May 3, 2021. Ordered posted and hearing scheduled.
By order Michelle Harrod
Michelle Harrod, 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 May 17, 2021.

By order Michelle Harrod
Michelle Harrod, Administrator

This Bill was read the third time on May 26 2021 and Passed , Passed with amendments , Failed .

By order Michelle Harrod
Michelle Harrod, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 28 day of May, 2021 at 5 a.m./p.m.

By order Michelle Harrod
Michelle Harrod, Administrator

Approved/Vetoed by the County Executive June 3, 2021

Calvin Ball
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**, under Section 1.201(c) of the County Code, the Classification Plan, and any
7 amendments thereto, are adopted by the County Council as attachments to the Council Bill
8 through which the County Council exercises its legislative action on the Classification Plan; and

9
10 **WHEREAS**, changes proposed to the Classification Plan include the following, as
11 shown in the attached Exhibit A;

- 12 1. Updating reference to the Fiscal Year;
- 13 2. Adding a classification description for the position of Deputy Chief of Staff within
14 the Office of the County Executive;
- 15 3. Removing redundant classifications for the positions of Police Corporal, Police
16 Officer 1st Class, Police Officer, and Police Officer (Probationary) because these
17 classifications are also contained in Union Contracts and the classifications contained
18 in the Classification Plan have not been used since 1997; ~~and~~
- 19 4. Removing the position of Correctional Supervisor and substituting the Correctional
20 Dietary Coordinator-; and
- 21 5. Amends the class description for the position of Sheriff Deputy, First Class, in order
22 to amend the minimum experience.

23
24 **NOW, THEREFORE,**

25
26 ***Section 1. Be It Enacted*** by the County Council of Howard County, Maryland that the
27 *Classification Plan of Howard County is hereby amended, as shown in the attached Exhibit to*
28 *this Bill.*

29
30 ***Section 2. And Be It Further Enacted*** by the County Council of Howard County, Maryland that
31 *only the following occupational groups and class families are amended, and the classifications*

1 *for all other occupational groups and class families not attached to this Act shall remain in full*
2 *force and effect:*

3 1. *Occupational Group 1. Administration, Management, & Law - Class Family 1-1.*
4 *Executive Administration &, Management*

5 2. *Occupational Group 2. Uniformed public safety - Class Family 2-1 Police Operations,*
6 *Management, & Support*

7 3. *Occupational Group 2. Uniformed Public Safety Class Family 2-2 Corrections*
8 *Operations, Management, & Support*

9 4. *Occupational Group 2. Uniformed Public Safety, Class Family 2-4 Sheriff Operations,*
10 *Management, & Support*

11

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

Howard County Classification Plan

Fiscal Year [[2021]]2022

(Revised – July [[2020]]2021)

The Howard County Classification Plan is a job schematic covering all officers and employees in the classified and exempt service of the merit system excepting those positions identified in Section 1.111.(a)(2) and Section 1.111.(b)(5) of the Howard County Code or under the conflicting provisions of Section 1.111.(e)(1). The Classification Plan contains information on occupational groups, class families, and the qualifications, duties, FLSA status, and general requirements for each position classification contained in the Plan.

The Classification Plan is administered by the Office of Human Resources, under authority of the Personnel Officer, in accordance with Section 1.201. of the Howard County Code. Revisions to the Classification Plan are submitted by the County Executive to the Personnel Board for approval and then transmitted to the County Council for legislative action.

TERMS:

Position (full-time): A group of duties and responsibilities, assigned by legitimate authority, requiring the full-time services of an employee. A position can be either vacant or occupied.

Classification: A group of positions similar enough in job content, qualification requirements and market worth as to share the same official title, classification code number, class description, test of fitness and salary grade.

Class Family: A group of job classifications which are similar enough in the area of work as to be joined together in representing the various levels of an occupation(s) for which Howard County has positions.

Occupational Group: The largest division of work which combine various class families into several broad categories of Howard County employment, i.e.; Technical Services, Public Safety, Community Services, etc.

Job Related Experience: Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position successfully after a normal orientation period and is typically in or related to the work of the position to be filled. Such experience is typically acquired by work performed at the next lower grade, and within the occupational class family of the position to be filled.

NOTES:

Class Descriptions in this Plan are intentionally general and brief containing only such information on job content as is useful in defining the nature and level of work and in differentiating the work from other classes.

Job Descriptions specifically identify various key aspects and components of a singular position such as duties and responsibilities, work location, work schedule, equipment utilized, task statements, physical requirements, etc. and are useful in classification matters, communicating job standards, recruitment, organizational development, performance evaluation and so forth. The Office of Human Resources strongly encourages county departments to maintain up-to-date job descriptions on all department positions and assistance is available for such purpose.

Classification Specifications for job classes covered by collective bargaining agreement with Police Local 21 and Blue Collar Local 3085 will be maintained separately by the Office of Human Resources and are considered an official addendum to the Howard County Classification Plan. These classes are listed by union local within the Howard County Pay Plan. Each specification shall contain the title, grade, duties and qualification requirements of the class.

Some Job Classifications in the Classification Plan are covered by the provisions of a collective bargaining agreement and are listed in the Howard County Pay Plan by union local affiliation. However, not all positions in these listed Classifications are covered by the collective bargaining agreement; some are excluded from union participation due to the confidential or managerial nature of the work or because the position is grant funded, state-authorized exempt, seasonal, part-time, or temporary. Pay, benefits and working conditions for these employees shall follow the Employee Manual and other Pay Plan rules. The Office of Human Resources will maintain a register of these ineligible positions.

The Office of Human Resources encourages the use of functional job titles to identify individuals and positions in the public service. Official titles, grades, code numbers and other designations are maintained by the OHR as necessary to administer the provisions of the

Classification and Pay Plans. The Office of Human Resources may also use functional or working titles in order to exchange classification and pay information with other employers.

General Reviews - The Classification Plan will be periodically reviewed to ensure that classes reflect County jobs and are correctly allocated to the appropriate grade. At such time department heads will be advised to furnish the Office of Human Resources with requests to review specific aspects of the Classification and the Pay Plans.

Position Reclassification - The Office of Human Resources will review the classification of individual positions when requested by a department head. Employees may initiate the process within their department. The procedure for conducting this review is established in Policy and Procedure titled POSITION RECLASSIFICATION, found in the Employee Manual.

Minimum Requirements - Unless otherwise specifically noted, minimum requirements include an equivalent combination of the education and experience listed in the area of the Occupational Class Family. The Human Resources Administrator determines educational and experience equivalency and sufficiency.

Preferred Qualifications - Specific education and experience preferences may vary according to the position assignments.

Licenses and Certificates – Any license, certificate or recognized equivalent required for the job issued by the State of Maryland or other authority.

*- An asterisk after the Code Number indicates that there are bargaining unit positions which are designated for conversion to this title. These positions shall remain in the current title until changed by negotiated agreement or until a negotiated agreement is no longer in effect.

**OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-1. EXECUTIVE ADMINISTRATION &, MANAGEMENT**

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-------------------------------------|---|----------------------------|----------------------------|-------------|------|
| 1119 | CHIEF ADMINISTRATIVE OFFICER | Performs executive level administrative work under executive direction, managing daily government operations. Work includes directing major County activities and government services and performing other administrative duties as assigned by the County Executive; and acting as County Executive as required. | As specified by HC Charter | As specified by HC Charter | N/A | E |
| 1117 | DEPUTY CHIEF ADMINISTRATIVE OFFICER | Performs advanced administrative work under executive level direction. Work includes directing major County activities as directed by the Chief Administrative Officer; advising and providing information to the Chief Administrative Officer and other officials on administrative matters; and giving signatory approval to financial transactions, administrative records, and purchasing activities. | Bachelor Degree | 10 Years | N/A | E |
| 1116 | CHIEF OF STAFF | Performs executive level administrative work under executive direction. Work includes policy development and implementation, overseeing special projects and management assistance directly for the County Executive. | Bachelor Degree | 10 years | n/a | E |
| 1115 | ADMINISTRATOR TO COUNTY COUNCIL | Performs executive level administration work under executive direction. Work includes managing and supervising the work of the Council office under direction of the County Council. | Bachelor Degree | 8 Years | N/A | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|--|---|-----------------|---|-------------|------|
| 1114 | DEPUTY CHIEF OF STAFF | PERFORMS ADVANCED ADMINISTRATIVE WORK UNDER EXECUTIVE LEVEL DIRECTION. WORK INCLUDES COORDINATION AND IMPLEMENTATION OF POLICIES, RESEARCH AND ANALYSIS TO PROVIDE RECOMMENDATIONS TO THE COUNTY EXECUTIVE AND CHIEF OF STAFF, AND COMPLETE SPECIAL ASSIGNMENTS UNDER THE DIRECTION OF THE CHIEF OF STAFF. | BACHELOR DEGREE | 6 YEARS | NA | E |
| 1113 | HUMAN RESOURCES ADMINISTRATOR | Performs advanced administrative human resource management work under executive level direction. Work includes directing and coordinating the human resource functions of the County such as recruitment and selection, examinations, classification and pay, worker's compensation and benefits, affirmative action, employee performance evaluation, training and employee relations. | Bachelor Degree | 8 Years | N/A | E |
| 1111 | LABOR RELATIONS COORDINATOR | Performs advanced administrative labor relations work under executive level direction. Work includes coordinating contract negotiations with employee labor unions and overseeing contract administration for the County. | Bachelor Degree | 5 Years | N/A | E |
| 1110 | TRANSPORTATION ADMINISTRATOR | Performs advanced administrative and coordinative work under executive level direction. Work includes oversight, coordination and management of the county's transportation system. Represents the county executive in transportation and transit matters and provides linkages between internal and external agencies, citizen groups, vendors and the Howard County transportation commission | Bachelor Degree | 5 years | N/A | E |
| 1109 | COMMUNITY SUSTAINABILITY ADMINISTRATOR | Performs advanced administrative and coordinative work under executive level direction. Work includes assessing various aspects of economic, environmental, infrastructure, and agricultural sustainability, and advocating effective county-wide programs, policies, and actions based on current community sustainability principles and best practices. | Bachelor Degree | 5 years Including at least two years in a supervisory role | N/A | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|----------------------------------|--|-----------------|-------------|-------------|------|
| 1107 | PUBLIC INFORMATION ADMINISTRATOR | Performs advanced administrative public information coordination work under executive level direction. Work includes coordinating public information and public relations activities in the Department of County Administration and the Office of the County Executive or County Council; and providing primary contact with the news media. | Bachelor Degree | 5 Years | N/A | E |
| 1105 | DEPUTY ADMIN TO COUNTY COUNCIL | Performs advanced administrative work under executive level direction. Work includes developing, reviewing, and analyzing legislative and zoning ordinances for the Executive Secretary; and coordinating office support staff activities. | Bachelor Degree | 4 Years | N/A | E |
| 1104 | EXECUTIVE ASSISTANT II | Performs advanced professional level administrative work under direction of the County Executive or the Chief Administrative Officer. Carries out legislative coordination functions such as analyzing and preparing executive legislation, or oversees lobbying activities on behalf of the county government. Employees also resolve major program problems; and develop, evaluate, and implement effective financial programs, controls and procedures. Employees in this class will also perform special assignments and projects for the executive and may serve as hearing officer in delegated cases. | Bachelor Degree | 5 Years | N/A | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-----------------------|--|-----------------|-------------|-------------|------|
| 1103 | EXECUTIVE ASSISTANT I | Performs senior professional level administrative work under executive direction. Work includes performing management studies; making policy analyses; carrying out specific project assignments and special projects and studies and other duties assigned by the County Executive, Chief Administrative Officer or the Administrator to the County Council. | Bachelor Degree | 4 Years | N/A | E |
| 1101 | SPECIAL ASSISTANT | Performs professional level personal support work for individual council members under executive direction. Work includes assisting Council members in responding to constituent concerns; advising on and developing legislative and policy initiatives; providing outreach to and liaison with the community, promoting positive public relations; and coordinating schedules. | Bachelor Degree | 4 Years | N/A | E |

**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-1 POLICE OPERATIONS, MANAGEMENT, & SUPPORT**

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-----------------|---|-----------------|-------------|-----------------------------------|------|
| 2129 | CHIEF OF POLICE | Performs executive level police operations work under executive direction. Work includes directing the general operation of the Police Department, advising the County Executive and the County Council on related issues, and developing and monitoring the departmental and related capital budget. | Bachelor Degree | 10 Years | Class C Maryland Driver's License | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|--------------|---|---|---|---|------|
| 2127 | POLICE MAJOR | <p>Performs advanced administrative police operations work under executive level direction from the Chief of Police. Work includes operating a significant group of Departmental units and personnel, such as administrative services or field operations; assists in establishing Departmental policies, goals and objectives; and has primary responsibility for ensuring that these policies, goals, and objectives are implemented in an effective and efficient manner. Work also includes budgetary and fiscal responsibility over a significant number of Departmental activities.</p> | <p>Bachelor Degree (No experience or credit equivalency) Graduation from the Supervisory and Admin. courses mandated by the MD Police Training Commission or equivalent courses Graduation from a recognized program of police admin. and mgmt (e.g., National FBI Academy)</p> | <p>Satisfactory performance at the level of Howard County Police Captain for at least 1 year 3 years admin. and mgmt. experience</p> | <p>Basic law enforcement training as issued by a Maryland Law Enforcement Agency Class C Maryland Driver's License</p> | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-------------------|--|--|--|---|------|
| 2125 | POLICE CAPTAIN | Performs mid-management level and advanced police operations work under administrative direction. Work includes responsibility for the efficient operation of a major division typically comprised of several sections or a high level administrative position within the Police Department; and assisting in formulating and implementing Departmental goals and objectives. Work also includes being responsible for a significant segment of the Department's personnel, property, equipment and budget. | Bachelor Degree (No experience or credit equivalency) Graduation from both the Supervisory and Admin. courses mandated by the MD Police Training Commission or equivalent courses | Satisfactory performance within the grade of Police Lieutenant for at least 1 year | Basic Law enforcement training as issued by a MD law enforcement agency Class C MD Driver's License | E |
| 2123 | POLICE LIEUTENANT | Performs senior supervisory level and advanced police operations work under general supervision from an administrative or technical superior. Performs the duties of first responders, and is responsible for directing personnel, administrative operations within the department, seizure and custody of property, and collection and preservation of physical evidence and typically includes responsibility for the daily functioning of a departmental section, platoon or division. Lieutenants routinely serve as shift commanders. | High School Diploma or GED + 60 college-level credits Graduation from the Supervisory Course of the MD Police Training Commission or equivalent course | Satisfactory performance in the class of Sergeant within the Howard County Police Department for at least 1 year | Basic Law enforcement training as certified by MPCTC. Class C MD Driver's License or equivalent issued by state of residence | N |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-------------------------------|---|--|---|---|------|
| 2121 | POLICE SERGEANT | Performs intermediate supervisory level and advanced police operations work under general supervision from an administrative or technical superior. Performs the duties of first responders, such as, preventing, detecting, and investigating offenses and other irregularities; apprehending and assisting in the prosecution of offenders; and seizure and custody of money or other property as well as collection and preservation of physical evidence. Sergeants provide first line supervision to a squad of assigned officers or civilian personnel which includes but not limited to managing critical incidents, conducting report review, analysis of crime data, allocation and assignment of squad personnel, ensuring adherence to departmental policy and procedure and providing mentoring for career development. | High School Diploma or GED + 30 college-level credits from an accredited college or university if the experience substitution was used for the Probationary Police Officer classification. | Five years of Satisfactory performance as a sworn officer in the HCPD including at least one year at the Police Corporal level. | Basic Law enforcement training as certified by MPCTC. Class C MD Driver's License or equivalent issued by state of residence | N |
| 2120 | POLICE INFORMATION SUPERVISOR | Performs public information and media relations work at the advanced professional level as spokesperson for the chief of police and the Howard County Police Department. Work involves directing the activities of the Office of Public Affairs including supervision of assigned staff. Prepares news releases, writes and edits copy, conducts research, liaison to the press, responds to crime scenes or emergency situations and conducts on air interviews. Work includes the development and supervision of comprehensive technological strategies to inform the public of Department activities. Develops proactive marketing strategies including the design and approval of marketing materials and Department reports. Supervises the police related, public affairs activities during the management of large-scale emergency operations center activities. | Bachelor Degree | 4 years | Class C MD driver's license MILES/NCI C Authorization | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|--|---|--------------------|-------------|---|------|
| 2119 | POLICE SERVICES SUPPORT SUPERVISOR III | Performs intermediate supervisory level and advanced police services support work or oversees the operations of a forensic unit under general supervision from an administrative or technical superior. Work involves directing a major civilian activity within the department such as a 24-hour police records operation with responsibility for all division personnel, equipment and criminal records, incident and accident reports, and reproduction services for the department, or Animal Control operation or the Latent Print Unit of the Forensic Services Section. Work includes establishing and implementing goals and objectives, assigning personnel, ensuring appropriate training of staff, and preparing and monitoring the unit budget. | Bachelor Degree | 3 Years | May require Certification by the International Association for Identificatio n MILES/NCI C Authorizati on Class C MD Driver's License | E |
| 2118 | POLICE SERVICES SUPPORT SPECIALIST | Performs intermediate professional level investigative support work which may include supervisory responsibility. Work may include chemical testing, analysis and determination of unknown substances in support of criminal investigations; analysis of traffic and criminal intelligence information; preparing, giving and interpreting polygraph examinations. May testify as an expert witness. | Bachelor Degree | 1 Year | Cert. by the MD ST Dept of Health and Mental Hygiene to perform tests in accordance W/COMAR 10.10.09 MILES/NCIC Authorization May require Certification by the International Association for Identification | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|-----------------|---------------------------------------|---|--------------------------|---|--|------|
| 2117 | POLICE SERVICES SUPPORT SUPERVISOR II | Performs supervisory level and advanced police services support work under general supervision from an administrative or technical superior. Work includes responsibility for a police records shift and for all personnel, equipment and criminal records, incident and accident reports, and reproduction services for the department. | Associate Degree | 3 Years | N/A | E |
| II 2115 * | POLICE CORPORAL | Performs senior technical level police operations work, which may include occasional supervisory responsibility, under general supervision from a technical superior. Work includes a full range of duties assigned to Police Officer/Police Officer First Class incumbents in addition to assigned administrative duties, lead worker duties, and serving as the first line supervisor when designated to do so by higher authority. Assists in personnel and equipment inspections, report review, control of investigations, scheduling of leave and other administrative tasks. | 15 college level credits | 3 Years satisfactory performance as a sworn officer in the Howard County Police Department including at least one year at the Police Officer First Class level. | Basic law enforcement training as issued by a Maryland law enforcement agency Class C Maryland Driver's License | N]] |
| 2113 | POLICE SERVICES SUPPORT SUPERVISOR I | Performs supervisory level and advanced police support services work under general supervision from a technical superior. Work includes participating in and supervising staff engaged in either the capture, transport and care of animals or in the receiving, warehousing and disposition of property and evidence seized and held in police custody; or in the securing and storing of records in compliance with applicable laws. Trains, evaluates and schedules employees and resolves problems or difficulties. | Associate Degree | 1 Year | Class C Maryland Driver's License | N |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|-----------------|-----------------------------|---|---|---|---|------|
| II 2111 * | POLICE OFFICER 1ST CLASS | Performs advanced technical level police operations work under regular supervision from a technical superior. Work includes preventing, detecting and investigating offenses and other irregularities; apprehending and assisting in the prosecution of offenders; and providing a variety of community service activities to members of the public. Work may also include seizure and custody of property as well as collection and preservation of physical evidence. | As specified in the negotiated agreement with Howard County Police Officer's Association-Lodge 21 | As specified in the negotiated agreement with Howard County Police Officer's Association-Lodge 21 | Class C Maryland Driver's License | N]] |
| II 2109 * | POLICE OFFICER | Performs technical level police operations work under regular supervision from a technical superior. Work includes preventing, detecting and investigating offenses and other irregularities; apprehending and assisting in the prosecution of offenders; and providing a variety of community service activities to members of the public. Work may also include seizure and custody of property as well as collection and preservation of physical evidence. | High School Diploma or GED | Minimum age of 21 years Pass agility test, background investigation and polygraph examination Served as a Howard County Police Officer (Probationary) or serve one-year probationary period or actively engaged in law enforcement (including other states) during the previous 2 years | Basic law enforcement training as issued by a Maryland law enforcement agency ClassC Maryland Driver's License | N]] |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|--------------------------|--|--|---|--|--|----------|
| <p>II 2107 *</p> | <p>POLICE OFFICER (PROBATIONARY)</p> | <p>Performs entry level technical police operations work under close supervision from a technical superior. Work includes learning basic police methods, legal requirements for the prevention, detection and investigation of offenses and other irregularities, and methods for the apprehension and prosecution of offenders. An employee in this class attends a Police Academy and must satisfactorily complete the prescribed courses of academy and field training for a period of not less than one year and is a trainee and probationary employee for eighteen months. Employees who satisfactorily complete the probationary period shall be classified as Police Officers.</p> | <p>An Associate's Degree or a minimum sixty (60) college credits from an accredited college or university. No experience equivalency except that two years actively engaged in military service or police service may be substituted for the required education on a year for year basis.</p> | <p>Minimum age of 21 years prior to the announced date of the swearing in ceremony associated with completion of the training academy.</p> | <p>CLASS C Maryland Driver's License or equivalent issued by state of residence.</p> | <p>N</p> |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|---------------------------------------|---|----------------------------|--|--|------|
| 2105 | POLICE SERVICES SUPPORT TECHNICIAN II | Performs advanced technical level police support services work, which may include supervision, under regular supervision from a technical superior. Work involves providing civilian advanced technical support within a police related activity. Work includes responding to and examining crime and accident scenes; and identifying, collecting, recording and preserving evidence. Work may also include being responsible for the forensic field of identification, technical work in a police laboratory; operating and maintaining laboratory equipment; and preparing and analyzing evidence. | High School Diploma or GED | 3 Years [[Qualified in Court as a latent fingerprint expert]] | Certification by the International Association of Identification as a Crime Lab Technician Class C Maryland Driver's License Fingerprint classification and latent print certificates. MILES/NCIC Authorization | N |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|-----------|--------------------------------------|---|----------------------------|-------------|---|------|
| 2103 * | POLICE SERVICES SUPPORT TECHNICIAN I | Performs technical level police operations work under regular supervision from a technical superior. Work includes enforcing relevant Howard County Code, civilian support to police work, assisting with criminal and non-criminal complaints, and performing support work for the various bureaus within the Police Department. Work may also include custody of property; collecting and preserving physical evidence; identifying criminals by prints and maintaining related records and files; identifying, capturing, transporting, and caring for animals. | High School Diploma or GED | 1 Year | Fingerprint Classification Class C Maryland Driver's License MILES/NCIC Authorization | N |
| 2101 | POLICE CADET | Performs entry level technical police support services work under regular supervision from a technical superior. Work includes assisting members of the public with non-criminal complaints and performing support work for the various divisions within the Police Department usually on a job rotation basis. A police cadet shall be considered for movement to the Police Officer (Probationary) class upon receiving endorsement from the chief of police and otherwise meeting the minimum requirements of the Police Officer (Probationary) class. This is a training classification and continued employment is contingent upon the incumbent receiving appointment as Police Officer (Probationary). Individuals who do not receive this appointment by the start of the second Police Academy for which they are eligible will be terminated. Movement will be effective with the first day of the academy. | High School Diploma or GED | N/A | Class C Maryland Driver's License Must pass agility test, background investigation and polygraph examination | N |

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

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|--------------------------------|--|-----------------|-------------|-------------|------|
| 2229 | DIRECTOR OF CORRECTIONS | Performs executive level corrections operations work under executive direction. Work includes directing the general operations of the Department of Corrections, advising the County Executive and the County Council on related issues, and developing and monitoring the departmental and related capital budget. | Bachelor Degree | 10 Years | N/A | E |
| 2227 | DEPUTY DIRECTOR OF CORRECTIONS | Performs advanced administrative corrections operations work under executive level direction. Work includes administrative correctional, custodial and programming work assisting the Director of Corrections in daily operational activities. This includes assisting in the planning, organization, coordination and direction of security, programs and treatment at the detention center. | Bachelor Degree | 6 Years | N/A | E |
| 2225 | CUSTODY AND SECURITY CHIEF | Performs management level corrections operations work under executive level direction. Work includes overseeing the custody and security of inmates at the Detention Center, interpreting and implementing policies and procedures; program planning and development; and participating in the budgetary process. Work also includes supervising inmate classification and coordination with Court systems | Bachelor Degree | 5 Years | N/A | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-----------------------------------|--|------------------|---|--|------|
| 2223 | CORRECTIONAL CAPTAIN | Performs senior supervisory and advanced level corrections operations work under general supervision from an administrative superior. Work includes assigning and supervising the activities of a shift of correctional officers and participating in maintaining order and discipline among inmates at the County Detention Center. Work may also include directing assigned administrative functions or programs within the department. | Associate Degree | 3 Years U.S. Citizenship or possession of an Alien Registration Receipt Card | Certification by the Maryland Correctional Training Commission as a correctional "supervisor" Successful completion of required in-service training courses Eligibility for certification by the Maryland Police Training Commission as an instructor Class C Maryland Driver's License | E |
| 2221 | CORRECTIONS PROGRAM SUPERVISOR II | Performs intermediate supervisory and advanced level corrections operations work under general supervision from an administrative or technical superior. Work includes participating in and supervising staff engaged in assessing and evaluating the personal and criminal history of adult inmates in order to recommend a security level, developing and monitoring appropriate work and education programs, and placing and monitoring inmates within a work release program. Assigns and reviews work, develops programs, and assists in the administration of a variety of program and treatment activities. | Bachelor Degree | 2 Years | Must meet the selection standards required and successfully complete the training prescribed by the Correctional Training Commission for a correctional classification counselor U.S. Citizenship or Resident Alien status | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-------------------------|--|------------------|--|--|------|
| 2219 | DETENTION CENTER NURSE | Performs intermediate professional nursing work in a correctional setting under general supervision from an administrative or technical superior. Work includes providing health nursing services at the County Detention Center, planning and coordinating nursing activities, administering patient care; training of personnel, and assisting physicians as needed. Work also includes maintaining records and security of controlled substances and instruments. | Bachelor Degree | U.S. Citizenship or Resident Alien status | Licensed with the Maryland State Board of Examiners of Nurses as a registered nurse under Maryland State Law Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment | E |
| 2217 | CORRECTIONAL LIEUTENANT | Performs supervisory and advanced level corrections operations work under general supervision from an administrative or technical superior. Work includes maintaining order and discipline among inmates and first line supervision over correctional officers and staff as assistant shift leader. Assigns work, conducts inspections, evaluates performance, and hears employee grievances. | Associate Degree | 2 Years U.S. Citizenship or Resident Alien status | Certification by the Maryland Correctional Training Commission as a Correctional "Supervisor" Successful completion of required in-service training courses Class C Maryland Driver's License | N |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-------------------------|---|------------------|--|--|------|
| 2213 | CORRECTIONAL SPECIALIST | Performs professional level corrections operations work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes interviewing, counseling, orienting inmates in the Detention Center; classifying inmates and developing and implementing treatment plans; and conducting education and rehabilitation programs. | Bachelor Degree | U.S. Citizenship or Resident Alien status | Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment Successful completion of required in-service training courses Class C Maryland Driver's License | E |
| 2212 | CORRECTIONAL TECHNICIAN | Performs advanced technical level correctional support services work, under regular supervision from a technical superior. Work, which may include supervision and training, involves providing civilian advanced technical support within a correction related activity. Work may include technical oversight of staff responsible for initial intake/commitment process, computing inmate release dates, reconciling inmate funds and preparing Department of Public Safety and Corrections billing, reviewing data entry into the jail management system and various court logs, and may require inmate custody and security activities. | Associate Degree | 1 year U.S. Citizenship or Resident Alien status | Certification by the Maryland Correctional Training Commission Class C Maryland Driver's License | N |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|-----------|--------------------------------------|---|----------------------------------|---|--|------|
| 2211 * | CORRECTIONAL SERGEANT | Performs senior technical level corrections operations work, which may include occasional supervisory responsibility, under general supervision from an administrative or technical superior on an assigned shift and performing as an assistant shift leader or shift leader, in the absence of a Lieutenant. Work includes monitoring inmates and maintaining security, completing records, directing subordinate correctional officers, and performing related administrative tasks as assigned; | High School Diploma or GED | 3 Years OF Satisfactory performance as a Correctional Officer in the Howard County Department of Corrections including at least one year at the Correctional Corporal level. U.S. Citizenship or Resident Alien status | Certification by the Maryland Correctional Training Commission as a Correctional Officer Class C Maryland Driver's License | N |
| 2210 * | CORRECTIONAL SERGEANT- DIETARY | Performs senior level corrections dietary operations work which may include supervisory responsibility, under general supervision from an administrative or technical superior on an assigned shift and would assume the duties and responsibilities of the Dietary Lieutenant in their absence. Work includes monitoring inmates and maintaining security, completing dietary records, directing subordinate Correctional Dietary Officers and performing related administrative tasks as assigned such as scheduling Dietary Officers and reviewing reports from the Dietary Staff. | High School Diploma or GED | 3 Years OF Satisfactory performance as a Correctional Officer in the Howard County Department of Corrections. U.S. Citizenship or Resident Alien status | Certification by the Maryland Correctional Training Commission as a Correctional Officer Class C Maryland Driver's License | N |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|--|--|----------------------------|---|--|------|
| 2209 | <p>[[CORRECTIONAL SUPERVISOR I]]</p> <p>CORRECTIONAL DIETARY COORDINATOR</p> | <p>[[Performs supervisory and advanced level correctional support work under general supervision from an administrative or technical superior. Work includes supervising the food and meal preparation function at the Detention Center. Directs subordinate cooks, establishes kitchen procedures, and participates in menu planning. Supervises assigned inmates in food preparation, serving, and clean-up.]] PERFORMS ADVANCED LEVEL CORRECTIONAL SUPPORT WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES OVERSEEING THE FOOD AND MEAL PREPARATION FUNCTION AT THE DETENTION CENTER. MONITORS CIVILIAN AND INMATE FOOD SERVICE WORKERS WITH FOOD PREPARATION AS WELL AS CLEANING OF THE KITCHEN. ESTABLISHES KITCHEN PROCEDURES AND PARTICIPATES IN MENU PLANNING. ACTS AS TEAM LEADER.</p> | High School Diploma or GED | 3 Years U.S. Citizenship or Resident Alien status | Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment | E |
| 2207 | CORRECTIONAL CORPORAL | Performs advanced technical level corrections operations work, which may include occasional supervisory responsibility, under general supervision from a technical superior. Work includes maintaining security and discipline of inmates both on and off the property of the Howard County Detention Center, on an assigned shift. Work also includes care and custody of inmates while monitoring and supervising their activities; and, on occasion, guiding and supervising other employees in the performance of their assigned duties. Participates in counseling and rehabilitation programs as assigned. | High School Diploma or GED | 2 Years of satisfactory performance as a Correctional Officer in the Howard County Department of Corrections U.S. Citizenship or Resident Alien status | Certification by the Maryland Correctional Training Commission as a Correctional Officer Class C Maryland Driver's License | N |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|-----------|------------------------------|--|----------------------------|--|---|------|
| 2205 * | CORRECTIONAL OFFICER | Performs technical level corrections operations work under regular supervision from a technical superior. Work includes maintaining security and discipline of inmates both on and off the property of the Howard County Detention Center on an assigned shift. Work also includes guarding inmates at an assigned location and in cell blocks; and participating in counseling and rehabilitation programs as assigned. An individual in this class will serve a 12-month probationary period during which time they must attend and satisfactorily complete correctional classroom and field training. | High School Diploma or GED | Pass background investigation and medical examination U.S. Citizenship or Resident Alien status | Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment Class C Maryland Driver's License | N |
| 2201 * | CORRECTIONAL DIETARY OFFICER | Performs technical level correctional operations support work under regular supervision from a technical superior. Work includes general food service work preparing meals in the kitchen of the County Detention Center, serving food, and performing standard kitchen cleaning tasks. Work also includes the custody and security of inmates assigned to the kitchen. | High School Diploma or GED | 2 Years U.S. Citizenship or Resident Alien status | Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment | N |

OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-4 SHERIFF OPERATIONS, MANAGEMENT, & SUPPORT

| <u>No.</u> | <u>Class Title</u> | <u>Class Description</u> | <u>Min. Educ.</u> | <u>Min. Exper.</u> | <u>Lisc./Cert.</u> | <u>FLSA</u> |
|------------|---------------------------|---|--------------------------|---|---|-------------|
| 2413 | CHIEF DEPUTY SHERIFF | Performs advanced administrative sheriff operations work under executive level direction. As directed by the Howard County Sheriff directs and supervises the activities and personnel of the Sheriff's Office. | Bachelor Degree | 6 Years to include 5 years of law enforcement experience | Class C Maryland Driver's License | E |
| 2411 | LIEUTENANT DEPUTY SHERIFF | Performs senior supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes serving as a first line administrator; directing personnel, and directing an administrative operation within the department. | 90 college level credits | 6 Years to include 3 years of experience as a HCSO Sergeant or equivalent | Class C Maryland Driver's License Must maintain current status as a certified Police Officer Satisfactory completion of the Administrator course of the Maryland Police Training Commission or equivalent course within a year of appointment | E |

| <u>No.</u> | <u>Class Title</u> | <u>Class Description</u> | <u>Min. Educ.</u> | <u>Min. Exper.</u> | <u>Lisc./Cert.</u> | <u>FLSA</u> |
|------------|-------------------------|--|---|---|--|-------------|
| 2409 | SERGEANT DEPUTY SHERIFF | Performs intermediate supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes public safety, law enforcement, court servicing work; and supervising subordinate personnel and may include functional control over a program, group of deputies or an area such as the District Court. | High School Diploma or GED and 15 college credits | 5 Years to include 2 years of experience as a HCSO Corporal or equivalent | Class C Maryland Driver's License Satisfactory completion of the Administrator course of the Maryland Police Training Commission or equivalent course within a year of appointment | E |
| 2407 | CORPORAL DEPUTY SHERIFF | Performs supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes participating in and supervising subordinate officers engaged in serving civil and criminal papers; maintaining courtroom security; and maintaining security of and transporting prisoners. | High School Diploma or GED | 4Years satisfactory service as a Howard County Deputy Sheriff or equivalent | Class C Maryland Driver's License Satisfactory completion of the supervisory course of the Maryland Police Training Commission or equivalent course within a year of appointment | N |

| <u>No.</u> | <u>Class Title</u> | <u>Class Description</u> | <u>Min. Educ.</u> | <u>Min. Exper.</u> | <u>Lisc./Cert.</u> | <u>FLSA</u> |
|------------|--------------------|--|-------------------------------|---|--|-------------|
| 2406 | DEPUTY FIRST CLASS | Performs advanced technical level sheriff operations work under general supervision from a technical superior. Work includes serving civil and criminal papers; maintaining court room security; and maintaining security of and transporting prisoners. Movement to this classification is through proficiency advancement. | High School Diploma or GED | (3) 2 Years satisfactory service as a Howard County Deputy Sheriff | Class C Maryland Driver's License | N |
| 2405 | DEPUTY SHERIFF | Performs technical level sheriff operations work under general supervision from a technical superior. Work includes serving civil and criminal papers; maintaining court room security; and maintaining security of and transporting prisoners. An employee in this class will serve a 12-month probationary period. | High School Diploma or GED | 0 Years | Class C Maryland Driver's License Must become a certified law enforcement officer in the state of MD within department timeframes. | N |

| <u>No.</u> | <u>Class Title</u> | <u>Class Description</u> | <u>Min. Educ.</u> | <u>Min. Exper.</u> | <u>Lisc./Cert.</u> | <u>FLSA</u> |
|------------|--------------------|--|-----------------------------------|--|---|-------------|
| 2404 | SECURITY OFFICER | <p>Performs technical level sheriff operations work under regular supervision from a technical superior. Work includes maintaining security at assigned locations and guarding inmates or detainees held relative to criminal or administrative court proceedings. This position requires a Special Police Officer certification from the State of Maryland.</p> | <p>High School Diploma or GED</p> | <p>1 Year <u>Minimum Age of 21 Years</u></p> | <p>United States citizenship or possession of an Alien Registration Receipt Card.</p> <p>Class C Driver's License</p> <p>Must successfully pass, within 6 months of hire, the Maryland Police and Correctional Training Commission-Correctional Entry Level Training program.</p> <p>Must obtain the Special Police Officer certification within 6 months of hire and maintain certification during employment.</p> | N |

Introduced 5-3-2021
Public Hearing 5-17-2021
Council Action 5-26-2021
Executive Action _____
Effective Date _____

County Council of Howard County, Maryland

2021 Legislative Session

Legislative Day No. 7

Bill No. 33 -2021

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

AN ACT amending the Classification Plan for Howard County to remove certain classifications and to add certain classifications; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time on May 3, 2021. Ordered posted and hearing scheduled.

By order Michelle Harrod
Michelle Harrod, 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 May 17, 2021.

By order Michelle Harrod
Michelle Harrod, Administrator

This Bill was read the third time on May 26, 2021 and Passed ✓, Passed with amendments ✓, Failed _____.

By order Michelle Harrod
Michelle Harrod, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 27 day of May, 2021 at _____ a.m./p.m.

By order Michelle Harrod
Michelle Harrod, Administrator

Approved/Vetoed by the County Executive _____, 2021

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**, under Section 1.201(c) of the County Code, the Classification Plan, and any
7 amendments thereto, are adopted by the County Council as attachments to the Council Bill
8 through which the County Council exercises its legislative action on the Classification Plan; and

9
10 **WHEREAS**, changes proposed to the Classification Plan include the following, as
11 shown in the attached Exhibit A;

- 12 1. Updating reference to the Fiscal Year;
- 13 2. Adding a classification description for the position of Deputy Chief of Staff within
14 the Office of the County Executive;
- 15 3. Removing redundant classifications for the positions of Police Corporal, Police
16 Officer 1st Class, Police Officer, and Police Officer (Probationary) because these
17 classifications are also contained in Union Contracts and the classifications contained
18 in the Classification Plan have not been used since 1997; and
- 19 4. Removing the position of Correctional Supervisor and substituting the Correctional
20 Dietary Coordinator.

21
22 **NOW, THEREFORE,**

23
24 ***Section 1. Be It Enacted*** by the County Council of Howard County, Maryland that the
25 *Classification Plan of Howard County is hereby amended, as shown in the attached Exhibit to*
26 *this Bill.*

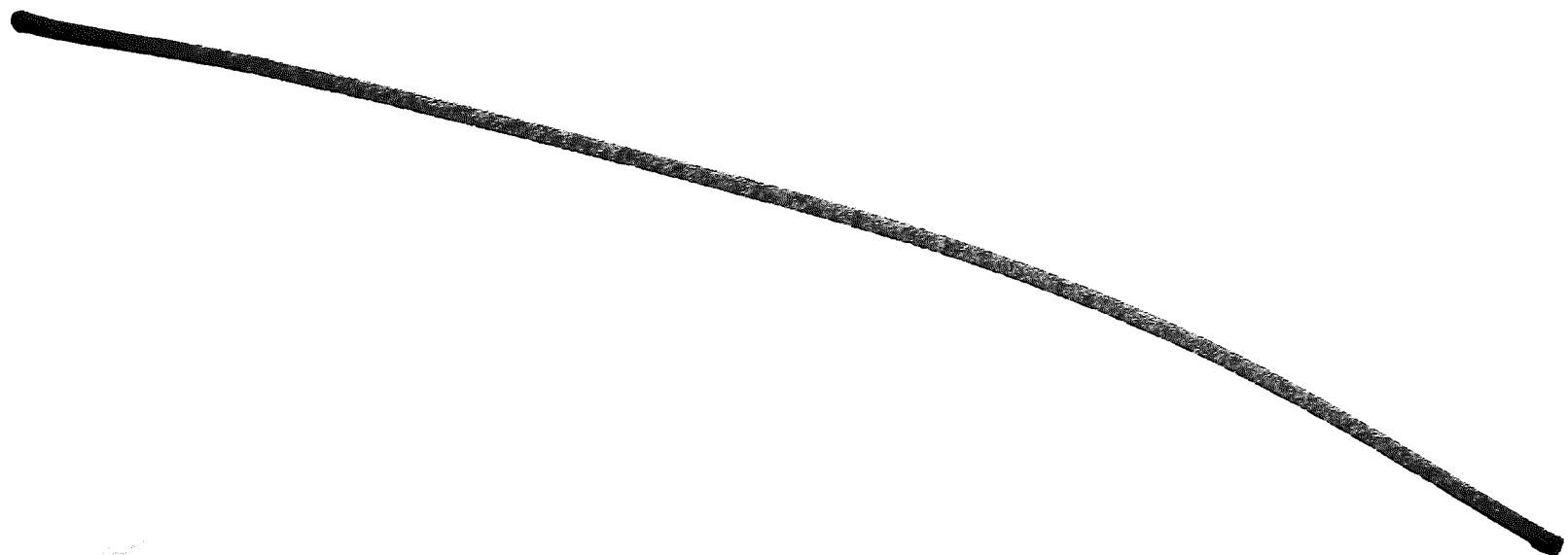
27
28 ***Section 2. And Be It Further Enacted*** by the County Council of Howard County, Maryland that
29 *only the following occupational groups and class families are amended, and the classifications*
30 *for all other occupational groups and class families not attached to this Act shall remain in full*
31 *force and effect:*

- 1 1. *Occupational Group 1. Administration, Management, & Law - Class Family 1-1.*
- 2 *Executive Administration &, Management*
- 3 2. *Occupational Group 2. Uniformed public safety - Class Family 2-1 Police Operations,*
- 4 *Management, & Support*
- 5 3. *Occupational Group 2. Uniformed Public Safety Class Family 2-2 Corrections*
- 6 *Operations, Management, & Support*

7

8 ***Section 3. And Be It Further Enacted*** *by the County Council of Howard County, Maryland,*

9 *that this Act shall become effective 61 days after its enactment.*



Howard County Classification Plan

Fiscal Year [[2021]]2022

(Revised – July [[2020]]2021)

The Howard County Classification Plan is a job schematic covering all officers and employees in the classified and exempt service of the merit system excepting those positions identified in Section 1.111.(a)(2) and Section 1.111.(b)(5) of the Howard County Code or under the conflicting provisions of Section 1.111.(e)(1). The Classification Plan contains information on occupational groups, class families, and the qualifications, duties, FLSA status, and general requirements for each position classification contained in the Plan.

The Classification Plan is administered by the Office of Human Resources, under authority of the Personnel Officer, in accordance with Section 1.201. of the Howard County Code. Revisions to the Classification Plan are submitted by the County Executive to the Personnel Board for approval and then transmitted to the County Council for legislative action.

TERMS:

Position (full-time): A group of duties and responsibilities, assigned by legitimate authority, requiring the full-time services of an employee. A position can be either vacant or occupied.

Classification: A group of positions similar enough in job content, qualification requirements and market worth as to share the same official title, classification code number, class description, test of fitness and salary grade.

Class Family: A group of job classifications which are similar enough in the area of work as to be joined together in representing the various levels of an occupation(s) for which Howard County has positions.

Occupational Group: The largest division of work which combine various class families into several broad categories of Howard County employment, i.e.; Technical Services, Public Safety, Community Services, etc.

Job Related Experience: Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position successfully after a normal orientation period and is typically in or related to the work of the position to be filled. Such experience is typically acquired by work performed at the next lower grade, and within the occupational class family of the position to be filled.

NOTES:

Class Descriptions in this Plan are intentionally general and brief containing only such information on job content as is useful in defining the nature and level of work and in differentiating the work from other classes.

Job Descriptions specifically identify various key aspects and components of a singular position such as duties and responsibilities, work location, work schedule, equipment utilized, task statements, physical requirements, etc. and are useful in classification matters, communicating job standards, recruitment, organizational development, performance evaluation and so forth. The Office of Human Resources strongly encourages county departments to maintain up-to-date job descriptions on all department positions and assistance is available for such purpose.

Classification Specifications for job classes covered by collective bargaining agreement with Police Local 21 and Blue Collar Local 3085 will be maintained separately by the Office of Human Resources and are considered an official addendum to the Howard County Classification Plan. These classes are listed by union local within the Howard County Pay Plan. Each specification shall contain the title, grade, duties and qualification requirements of the class.

Some Job Classifications in the Classification Plan are covered by the provisions of a collective bargaining agreement and are listed in the Howard County Pay Plan by union local affiliation. However, not all positions in these listed Classifications are covered by the collective bargaining agreement; some are excluded from union participation due to the confidential or managerial nature of the work or because the position is grant funded, state-authorized exempt, seasonal, part-time, or temporary. Pay, benefits and working conditions for these employees shall follow the Employee Manual and other Pay Plan rules. The Office of Human Resources will maintain a register of these ineligible positions.

The Office of Human Resources encourages the use of functional job titles to identify individuals and positions in the public service. Official titles, grades, code numbers and other designations are maintained by the OHR as necessary to administer the provisions of the Classification and Pay Plans. The Office of Human Resources may also use functional or working titles in order to exchange classification and pay information with other employers.

General Reviews - The Classification Plan will be periodically reviewed to ensure that classes reflect County jobs and are correctly allocated to the appropriate grade. At such time department heads will be advised to furnish the Office of Human Resources with requests to review specific aspects of the Classification and the Pay Plans.

Position Reclassification - The Office of Human Resources will review the classification of individual positions when requested by a department head. Employees may initiate the process within their department. The procedure for conducting this review is established in Policy and Procedure titled POSITION RECLASSIFICATION, found in the Employee Manual.

Minimum Requirements - Unless otherwise specifically noted, minimum requirements include an equivalent combination of the education and experience listed in the area of the Occupational Class Family. The Human Resources Administrator determines educational and experience equivalency and sufficiency.

Preferred Qualifications - Specific education and experience preferences may vary according to the position assignments.

Licenses and Certificates - Any license, certificate or recognized equivalent required for the job issued by the State of Maryland or other authority.

*- An asterisk after the Code Number indicates that there are bargaining unit positions which are designated for conversion to this title. These positions shall remain in the current title until changed by negotiated agreement or until a negotiated agreement is no longer in effect.

**OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-1. EXECUTIVE ADMINISTRATION &, MANAGEMENT**

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-------------------------------------|---|----------------------------|----------------------------|-------------|------|
| 1119 | CHIEF ADMINISTRATIVE OFFICER | Performs executive level administrative work under executive direction, managing daily government operations. Work includes directing major County activities and government services and performing other administrative duties as assigned by the County Executive; and acting as County Executive as required. | As specified by HC Charter | As specified by HC Charter | N/A | E |
| 1117 | DEPUTY CHIEF ADMINISTRATIVE OFFICER | Performs advanced administrative work under executive level direction. Work includes directing major County activities as directed by the Chief Administrative Officer; advising and providing information to the Chief Administrative Officer and other officials on administrative matters, and giving signatory approval to financial transactions, administrative records, and purchasing activities. | Bachelor Degree | 10 Years | N/A | E |
| 1116 | CHIEF OF STAFF | Performs executive level administrative work under executive direction. Work includes policy development and implementation, overseeing special projects and management assistance directly for the County Executive. | Bachelor Degree | 10 years | n/a | E |
| 1115 | ADMINISTRATOR TO COUNTY COUNCIL | Performs executive level administration work under executive direction. Work includes managing and supervising the work of the Council office under direction of the County Council. | Bachelor Degree | 8 Years | N/A | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|--|---|-----------------|---|-------------|------|
| 1114 | DEPUTY CHIEF OF STAFF | PERFORMS ADVANCED ADMINISTRATIVE WORK UNDER EXECUTIVE LEVEL DIRECTION. WORK INCLUDES COORDINATION AND IMPLEMENTATION OF POLICIES, RESEARCH AND ANALYSIS TO PROVIDE RECOMMENDATIONS TO THE COUNTY EXECUTIVE AND CHIEF OF STAFF, AND COMPLETE SPECIAL ASSIGNMENTS UNDER THE DIRECTION OF THE CHIEF OF STAFF. | BACHELOR DEGREE | 6 YEARS | NA | E |
| 1113 | HUMAN RESOURCES ADMINISTRATOR | Performs advanced administrative human resource management work under executive level direction. Work includes directing and coordinating the human resource functions of the County such as recruitment and selection, examinations, classification and pay, worker's compensation and benefits, affirmative action, employee performance evaluation, training and employee relations. | Bachelor Degree | 8 Years | N/A | E |
| 1111 | LABOR RELATIONS COORDINATOR | Performs advanced administrative labor relations work under executive level direction. Work includes coordinating contract negotiations with employee labor unions and overseeing contract administration for the County. | Bachelor Degree | 5 Years | N/A | E |
| 1110 | TRANSPORTATION ADMINISTRATOR | Performs advanced administrative and coordinative work under executive level direction. Work includes oversight, coordination and management of the county's transportation system. Represents the county executive in transportation and transit matters and provides linkages between internal and external agencies, citizen groups, vendors and the Howard County transportation commission | Bachelor Degree | 5 years | N/A | E |
| 1109 | COMMUNITY SUSTAINABILITY ADMINISTRATOR | Performs advanced administrative and coordinative work under executive level direction. Work includes assessing various aspects of economic, environmental, infrastructure, and agricultural sustainability, and advocating effective county-wide programs, policies, and actions based on current community sustainability principles and best practices. | Bachelor Degree | 5 years Including at least two years in a supervisory role | N/A | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|----------------------------------|--|-----------------|-------------|-------------|------|
| 1107 | PUBLIC INFORMATION ADMINISTRATOR | Performs advanced administrative public information coordination work under executive level direction. Work includes coordinating public information and public relations activities in the Department of County Administration and the Office of the County Executive or County Council; and providing primary contact with the news media. | Bachelor Degree | 5 Years | N/A | E |
| 1105 | DEPUTY ADMIN TO COUNTY COUNCIL | Performs advanced administrative work under executive level direction. Work includes developing, reviewing, and analyzing legislative and zoning ordinances for the Executive Secretary; and coordinating office support staff activities. | Bachelor Degree | 4 Years | N/A | E |
| 1104 | EXECUTIVE ASSISTANT II | Performs advanced professional level administrative work under direction of the County Executive or the Chief Administrative Officer. Carries out legislative coordination functions such as analyzing and preparing executive legislation, or oversees lobbying activities on behalf of the county government. Employees also resolve major program problems; and develop, evaluate, and implement effective financial programs, controls and procedures. Employees in this class will also perform special assignments and projects for the executive and may serve as hearing officer in delegated cases. | Bachelor Degree | 5 Years | N/A | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-----------------------|--|-----------------|-------------|-------------|------|
| 1103 | EXECUTIVE ASSISTANT I | Performs senior professional level administrative work under executive direction. Work includes performing management studies; making policy analyses; carrying out specific project assignments and special projects and studies and other duties assigned by the County Executive, Chief Administrative Officer or the Administrator to the County Council. | Bachelor Degree | 4 Years | N/A | E |
| 1101 | SPECIAL ASSISTANT | Performs professional level personal support work for individual council members under executive direction. Work includes assisting Council members in responding to constituent concerns; advising on and developing legislative and policy initiatives; providing outreach to and liaison with the community, promoting positive public relations; and coordinating schedules. | Bachelor Degree | 4 Years | N/A | E |

**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-1 POLICE OPERATIONS, MANAGEMENT, & SUPPORT**

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-----------------|--|--|--|--|------|
| 2129 | CHIEF OF POLICE | Performs executive level police operations work under executive direction. Work includes directing the general operation of the Police Department, advising the County Executive and the County Council on related issues, and developing and monitoring the departmental and related capital budget. | Bachelor Degree | 10 Years | Class C Maryland Driver's License | E |
| 2127 | POLICE MAJOR | Performs advanced administrative police operations work under executive level direction from the Chief of Police. Work includes operating a significant group of Departmental units and personnel, such as administrative services or field operations; assists in establishing Departmental policies, goals and objectives; and has primary responsibility for ensuring that these policies, goals, and objectives are implemented in an effective and efficient manner. Work also includes budgetary and fiscal responsibility over a significant number of Departmental activities. | Bachelor Degree (No experience or credit equivalency) Graduation from the Supervisory and Admin. courses mandated by the MD Police Training Commission or equivalent courses Graduation from a recognized program of police admin. and mgmt (e.g., National FBI Academy) | Satisfactory performance at the level of Howard County Police Captain for at least 1 year 3 years admin. and mgmt. experience | Basic law enforcement training as issued by a Maryland Law Enforcement Agency Class C Maryland Driver's License | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-------------------|---|--|--|---|------|
| 2125 | POLICE CAPTAIN | Performs mid-management level and advanced police operations work under administrative direction. Work includes responsibility for the efficient operation of a major division typically comprised of several sections or a high level administrative position within the Police Department; and assisting in formulating and implementing Departmental goals and objectives. Work also includes being responsible for a significant segment of the Department's personnel, property, equipment and budget. | Bachelor Degree (No experience or credit equivalency) Graduation from both the Supervisory and Admin. courses mandated by the MD Police Training Commission or equivalent courses | Satisfactory performance within the grade of Police Lieutenant for at least 1 year | Basic Law enforcement training as issued by a MD law enforcement agency Class C MD Driver's License | E |
| 2123 | POLICE LIEUTENANT | Performs senior supervisory level and advanced police operations work under general supervision from an administrative or technical superior. Performs the duties of first responders, and is responsible for directing personnel administrative operations within the department, seizure and custody of property, and collection and preservation of physical evidence and typically includes responsibility for the daily functioning of a departmental section, platoon or division. Lieutenants routinely serve as shift commanders. | High School Diploma or GED + 60 college-level credits Graduation from the Supervisory Course of the MD Police Training Commission or equivalent course | Satisfactory performance in the class of Sergeant within the Howard County Police Department for at least 1 year | Basic Law enforcement training as certified by MPCTC. Class C MD Driver's License or equivalent issued by state of residence | N |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-------------------------------|---|--|---|---|------|
| 2121 | POLICE SERGEANT | Performs intermediate supervisory level and advanced police operations work under general supervision from an administrative or technical superior. Performs the duties of first responders, such as, preventing, detecting, and investigating offenses and other irregularities; apprehending and assisting in the prosecution of offenders; and seizure and custody of money or other property as well as collection and preservation of physical evidence. Sergeants provide first line supervision to a squad of assigned officers or civilian personnel which includes but not limited to managing critical incidents, conducting report review, analysis of crime data, allocation and assignment of squad personnel, ensuring adherence to departmental policy and procedure and providing mentoring for career development. | High School Diploma or GED + 30 college-level credits from an accredited college or university if the experience substitution was used for the Probationary Police Officer classification. | Five years of Satisfactory performance as a sworn officer in the HCPD including at least one year at the Police Corporal level. | Basic Law enforcement training as certified by MPCTC. Class C MD Driver's License or equivalent issued by state of residence | N |
| 2120 | POLICE INFORMATION SUPERVISOR | Performs public information and media relations work at the advanced professional level as spokesperson for the chief of police and the Howard County Police Department. Work involves directing the activities of the Office of Public Affairs including supervision of assigned staff. Prepares news releases, writes and edits copy, conducts research, liaison to the press, responds to crime scenes or emergency situations and conducts on air interviews. Work includes the development and supervision of comprehensive technological strategies to inform the public of Department activities. Develops proactive marketing strategies including the design and approval of marketing materials and Department reports. Supervises the police related, public affairs activities during the management of large-scale emergency operations center activities. | Bachelor Degree | 4 years | Class C MD driver's license MILES/NCI C Authorizatio n | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|--|---|-----------------|-------------|---|------|
| 2119 | POLICE SERVICES SUPPORT SUPERVISOR III | Performs intermediate supervisory level and advanced police services support work or oversees the operations of a forensic unit under general supervision from an administrative or technical superior. Work involves directing a major civilian activity within the department such as a 24-hour police records operation with responsibility for all division personnel, equipment and criminal records, incident and accident reports, and reproduction services for the department, or Animal Control operation or the Latent Print Unit of the Forensic Services Section. Work includes establishing and implementing goals and objectives, assigning personnel, ensuring appropriate training of staff, and preparing and monitoring the unit budget. | Bachelor Degree | 3 Years | May require Certification by the International Association for Identification MILES/NCIC Authorization Class C MD Driver's License | E |
| 2118 | POLICE SERVICES SUPPORT SPECIALIST | Performs intermediate professional level investigative support work which may include supervisory responsibility. Work may include chemical testing, analysis and determination of unknown substances in support of criminal investigations; analysis of traffic and criminal intelligence information; preparing, giving and interpreting polygraph examinations. May testify as an expert witness. | Bachelor Degree | 1 Year | Cert. by the MD ST Dept of Health and Mental Hygiene to perform tests in accordance W/COMAR 10.10.09 MILES/NCIC Authorization May require Certification by the International Association for Identification | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|-----------------|---------------------------------------|---|--------------------------|---|--|------|
| 2117 | POLICE SERVICES SUPPORT SUPERVISOR II | Performs supervisory level and advanced police services support work under general supervision from an administrative or technical superior. Work includes responsibility for a police records shift and for all personnel, equipment and criminal records, incident and accident reports, and reproduction services for the department. | Associate Degree | 3 Years | N/A | E |
| II 2115 * | POLICE CORPORAL | Performs senior technical level police operations work, which may include occasional supervisory responsibility, under general supervision from a technical superior. Work includes a full range of duties assigned to Police Officer/Police Officer First Class incumbents in addition to assigned administrative duties, lead worker duties, and serving as the first line supervisor when designated to do so by higher authority. Assists in personnel and equipment inspections, report review, control of investigations, scheduling of leave and other administrative tasks. | 15 college level credits | 3 Years satisfactory performance as a sworn officer in the Howard County Police Department including at least one year at the Police Officer First Class level. | Basic law enforcement training as issued by a Maryland law enforcement agency Class C Maryland Driver's License | N |
| 2113 | POLICE SERVICES SUPPORT SUPERVISOR I | Performs supervisory level and advanced police support services work under general supervision from a technical superior. Work includes participating in and supervising staff engaged in either the capture, transport and care of animals or in the receiving, warehousing and disposition of property and evidence seized and held in police custody; or in the securing and storing of records in compliance with applicable laws. Trains, evaluates and schedules employees and resolves problems or difficulties. | Associate Degree | 1 Year | Class C Maryland Driver's License | N |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------------------------|-----------------------------|---|---|---|--|------------|
| II 2111 * | POLICE OFFICER 1ST CLASS | Performs advanced technical level police operations work under regular supervision from a technical superior. Work includes preventing, detecting and investigating offenses and other irregularities; apprehending and assisting in the prosecution of offenders; and providing a variety of community service activities to members of the public. Work may also include seizure and custody of property as well as collection and preservation of physical evidence. | As specified in the negotiated agreement with Howard County Police Officer's Association-Lodge 21 | As specified in the negotiated agreement with Howard County Police Officer's Association-Lodge 21 | Class C Maryland Driver's License | NII |
| II 2109 * | POLICE OFFICER | Performs technical level police operations work under regular supervision from a technical superior. Work includes preventing, detecting and investigating offenses and other irregularities; apprehending and assisting in the prosecution of offenders; and providing a variety of community service activities to members of the public. Work may also include seizure and custody of property as well as collection and preservation of physical evidence. | High School Diploma or GED | Minimum age of 21 years Pass agility test, background investigation and polygraph examination Served as a Howard County Police Officer (Probationary) or serve one-year probationary period or actively engaged in law enforcement (including other states) during the previous 2 years | Basic law enforcement training as issued by a Maryland law enforcement agency Class C Maryland Driver's License | NII |
| | | | | | | |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|--------------------------|--|--|---|--|--|----------|
| <p>II 2107 *</p> | <p>POLICE OFFICER (PROBATIONARY)</p> | <p>Performs entry level technical police operations work under close supervision from a technical superior. Work includes learning basic police methods, legal requirements for the prevention, detection and investigation of offenses and other irregularities, and methods for the apprehension and prosecution of offenders. An employee in this class attends a Police Academy and must satisfactorily complete the prescribed courses of academy and field training for a period of not less than one year and is a trainee and probationary employee for eighteen months. Employees who satisfactorily complete the probationary period shall be classified as Police Officers.</p> | <p>An Associate's Degree or a minimum sixty (60) college credits from an accredited college or university. No experience equivalency except that two years actively engaged in military service or police service may be substituted for the required education on a year for year basis.</p> | <p>Minimum age of 21 years prior to the announced date of the swearing in ceremony associated with completion of the training academy.</p> | <p>CLASS C Maryland Driver's License or equivalent issued by state of residence.</p> | <p>N</p> |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|---------------------------------------|---|----------------------------|--|--|------|
| 2105 | POLICE SERVICES SUPPORT TECHNICIAN II | Performs advanced technical level police support services work, which may include supervision, under regular supervision from a technical superior. Work involves providing civilian advanced technical support within a police related activity. Work includes responding to and examining crime and accident scenes; and identifying, collecting, recording and preserving evidence. Work may also include being responsible for the forensic field of identification, technical work in a police laboratory; operating and maintaining laboratory equipment; and preparing and analyzing evidence. | High School Diploma or GED | 3 Years [[Qualified in Court as a latent fingerprint expert]] | Certification by the International Association of Identification as a Crime Lab Technician Class C Maryland Driver's License Fingerprint classification and latent print certificates. MILES/NCIC Authorization | N |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|-----------|--------------------------------------|---|----------------------------|-------------|---|------|
| 2103 * | POLICE SERVICES SUPPORT TECHNICIAN I | Performs technical level police operations work under regular supervision from a technical superior. Work includes enforcing relevant Howard County Code, civilian support to police work, assisting with criminal and non-criminal complaints, and performing support work for the various bureaus within the Police Department. Work may also include custody of property; collecting and preserving physical evidence; identifying criminals by prints and maintaining related records and files; identifying, capturing, transporting, and caring for animals. | High School Diploma or GED | 1 Year | Fingerprint Classification Class C Maryland Driver's License MILES/NCI C Authorization | N |
| 2101 | POLICE CADET | Performs entry level technical police support services work under regular supervision from a technical superior. Work includes assisting members of the public with non-criminal complaints and performing support work for the various divisions within the Police Department usually on a job rotation basis. A police cadet shall be considered for movement to the Police Officer (Probationary) class upon receiving endorsement from the chief of police and otherwise meeting the minimum requirements of the Police Officer (Probationary) class. This is a training classification and continued employment is contingent upon the incumbent receiving appointment as Police Officer (Probationary). Individuals who do not receive this appointment by the start of the second Police Academy for which they are eligible will be terminated. Movement will be effective with the first day of the academy. | High School Diploma or GED | N/A | Class C Maryland Driver's License agility test, background investigation and polygraph examination | N |

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

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|--------------------------------|--|-----------------|-------------|-------------|------|
| 2229 | DIRECTOR OF CORRECTIONS | Performs executive level corrections operations work under executive direction. Work includes directing the general operations of the Department of Corrections, advising the County Executive and the County Council on related issues, and developing and monitoring the departmental and related capital budget. | Bachelor Degree | 10 Years | N/A | E |
| 2227 | DEPUTY DIRECTOR OF CORRECTIONS | Performs advanced administrative corrections operations work under executive level direction. Work includes administrative correctional, custodial and programming work assisting the Director of Corrections in daily operational activities. This includes assisting in the planning, organization, coordination and direction of security, programs and treatment at the detention center. | Bachelor Degree | 6 Years | N/A | E |
| 2225 | CUSTODY AND SECURITY CHIEF | Performs management level corrections operations work under executive level direction. Work includes overseeing the custody and security of inmates at the Detention Center, interpreting and implementing policies and procedures, program planning and development; and participating in the budgetary process. Work also includes supervising inmate classification and coordination with Court systems | Bachelor Degree | 5 Years | N/A | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-----------------------------------|--|------------------|---|--|------|
| 2223 | CORRECTIONAL CAPTAIN | Performs senior supervisory and advanced level corrections operations work under general supervision from an administrative superior. Work includes assigning and supervising the activities of a shift of correctional officers and participating in maintaining order and discipline among inmates at the County Detention Center. Work may also include directing assigned administrative functions or programs within the department. | Associate Degree | 3 Years U.S. Citizenship or possession of an Alien Registration Receipt Card | Certification by the Maryland Correctional Training Commission as a correctional "supervisor" Successful completion of required in-service training courses Eligibility for certification by the Maryland Police Training Commission as an instructor Class C Maryland Driver's License | E |
| 2221 | CORRECTIONS PROGRAM SUPERVISOR II | Performs intermediate supervisory and advanced level corrections operations work under general supervision from an administrative or technical superior. Work includes participating in and supervising staff engaged in assessing and evaluating the personal and criminal history of adult inmates in order to recommend a security level, developing and monitoring appropriate work and education programs, and placing and monitoring inmates within a work release program. Assigns and reviews work, develops programs, and assists in the administration of a variety of program and treatment activities. | Bachelor Degree | 2 Years | Must meet the selection standards required and successfully complete the training prescribed by the Correctional Training Commission for a correctional classification counselor U.S. Citizenship or Resident Alien status | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-------------------------|--|------------------|---|--|------|
| 2219 | DETENTION CENTER NURSE | Performs intermediate professional nursing work in a correctional setting under general supervision from an administrative or technical superior. Work includes providing health nursing services at the County Detention Center, planning and coordinating nursing activities, administering patient care; training of personnel, and assisting physicians as needed. Work also includes maintaining records and security of controlled substances and instruments. | Bachelor Degree | U.S. Citizenship or Resident Alien status | Licensed with the Maryland State Board of Examiners of Nurses as a registered nurse under Maryland State Law Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment | E |
| 2217 | CORRECTIONAL LIEUTENANT | Performs supervisory and advanced level corrections operations work under general supervision from an administrative or technical superior. Work includes maintaining order and discipline among inmates and first line supervision over correctional officers and staff as assistant shift leader. Assigns work, conducts inspections, evaluates performance, and hears employee grievances. | Associate Degree | 2 Years U.S. Citizenship or Resident Alien status | Certification by the Maryland Correctional Training Commission as a Correctional Supervisor Successful completion of required in-service training courses Class C Maryland Driver's License | N |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|-------------------------|---|------------------|--|--|------|
| 2213 | CORRECTIONAL SPECIALIST | Performs professional level corrections operations work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes interviewing, counseling, orienting inmates in the Detention Center; classifying inmates and developing and implementing treatment plans; and conducting education and rehabilitation programs. | Bachelor Degree | U.S. Citizenship or Resident Alien status | Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment Successful completion of required in-service training courses Class C Maryland Driver's License | E |
| 2212 | CORRECTIONAL TECHNICIAN | Performs advanced technical level correctional support services work, under regular supervision from a technical superior. Work, which may include supervision and training, involves providing civilian advanced technical support within a correction related activity. Work may include technical oversight of staff responsible for initial intake/commitment process, computing inmate release dates, reconciling inmate funds and preparing Department of Public Safety and Corrections billing, reviewing data entry into the jail management system and various court logs, and may require inmate custody and security activities. | Associate Degree | 1 year U.S. Citizenship or Resident Alien status | Certification by the Maryland Correctional Training Commission Class C Maryland Driver's License | N |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|-----------|--------------------------------------|--|----------------------------------|---|--|------|
| 2211 * | CORRECTIONAL SERGEANT | Performs senior technical level corrections operations work, which may include occasional supervisory responsibility, under general supervision from an administrative or technical superior on an assigned shift and performing as an assistant shift leader or shift leader, in the absence of a Lieutenant. Work includes monitoring inmates and maintaining security, completing records, directing subordinate correctional officers, and performing related administrative tasks as assigned; | High School Diploma or GED | 3 Years OF Satisfactory performance as a Correctional Officer in the Howard County Department of Corrections including at least one year at the Correctional Corporal level. U.S. Citizenship or Resident Alien status | Certification by the Maryland Correctional Training Commission as a Correctional Officer Class C Maryland Driver's License | N |
| 2210 * | CORRECTIONAL SERGEANT- DIETARY | Performs senior level correctional dietary operations work which may include supervisory responsibility, under general supervision from an administrative or technical superior on an assigned shift and would assume the duties and responsibilities of the Dietary Lieutenant in their absence. Work includes monitoring inmates and maintaining security, completing dietary records, directing subordinate Correctional Dietary Officers and performing related administrative tasks as assigned such as scheduling Dietary Officers and reviewing reports from the Dietary Staff. | High School Diploma or GED | 3 Years OF Satisfactory performance as a Correctional Officer in the Howard County Department of Corrections. U.S. Citizenship or Resident Alien status | Certification by the Maryland Correctional Training Commission as a Correctional Officer Class C Maryland Driver's License | N |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|-----------|--|--|----------------------------|---|--|------|
| 2209 | <p>[[CORRECTIONAL SUPERVISOR I]]</p> <p>CORRECTIONAL DIETARY COORDINATOR</p> | <p>[[Performs supervisory and advanced level correctional support work under general supervision from an administrative or technical superior. Work includes supervising the food and meal preparation function at the Detention Center. Directs subordinate cooks, establishes kitchen procedures, and participates in menu planning. Supervises assigned inmates in food preparation, serving, and clean-up.]] PERFORMS ADVANCED LEVEL CORRECTIONAL SUPPORT WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES OVERSEEING THE FOOD AND MEAL PREPARATION FUNCTION AT THE DETENTION CENTER. MONITORS CIVILIAN AND INMATE FOOD SERVICE WORKERS WITH FOOD PREPARATION AS WELL AS CLEANING OF THE KITCHEN. ESTABLISHES KITCHEN PROCEDURES AND PARTICIPATES IN MENU PLANNING. ACTS AS TEAM LEADER.</p> | High School Diploma or GED | 3 Years U.S. Citizenship or Resident Alien status | Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment | E |
| 2207 * | CORRECTIONAL CORPORAL | Performs advanced technical level corrections operations work, which may include occasional supervisory responsibility, under general supervision from a technical superior. Work includes maintaining security and discipline of inmates both on and off the property of the Howard County Detention Center, on an assigned shift. Work also includes care and custody of inmates while monitoring and supervising their activities; and, on occasion, guiding and supervising other employees in the performance of their assigned duties. Participates in counseling and rehabilitation programs as assigned. | High School Diploma or GED | 2 Years of satisfactory performance as a Correctional Officer in the Howard County Department of Corrections U.S. Citizenship or Resident Alien status | Certification by the Maryland Correctional Training Commission as a Correctional Officer Class C Maryland Driver's License | N |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|-----------|------------------------------|--|----------------------------|--|---|------|
| 2205 * | CORRECTIONAL OFFICER | Performs technical level corrections operations work under regular supervision from a technical superior. Work includes maintaining security and discipline of inmates both on and off the property of the Howard County Detention Center on an assigned shift. Work also includes guarding inmates at an assigned location and in cell blocks; and participating in counseling and rehabilitation programs as assigned. An individual in this class will serve a 12-month probationary period during which time they must attend and satisfactorily complete correctional classroom and field training. | High School Diploma or GED | Pass background investigation and medical examination U.S. Citizenship or Resident Alien status | Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment Class C Maryland Driver's License | N |
| 2201 * | CORRECTIONAL DIETARY OFFICER | Performs technical level correctional operations support work under regular supervision from a technical superior. Work includes general food service work preparing meals in the kitchen of the County Detention Center, serving food, and performing standard kitchen cleaning tasks. Work also includes the custody and security of inmates assigned to the kitchen. | High School Diploma or GED | 2 Years U.S. Citizenship or Resident Alien status | Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment | N |



BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on June 3, 2021.

Michelle Harrod
Michelle Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, having been passed by the yeas and nays of two-thirds of the members of the Council notwithstanding the objections of the Executive, stands enacted on _____, 2021.

Michelle Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, having received neither the approval nor the disapproval of the Executive within ten days of its presentation, stands enacted on _____, 2021.

Michelle Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, not having been considered on final reading within the time required by Charter, stands failed for want of consideration on _____, 2021.

Michelle Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, having been disapproved by the Executive and having failed on passage upon consideration by the Council stands failed on _____, 2021.

Michelle Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, the withdrawal of which received a vote of two-thirds (2/3) of the members of the Council, is withdrawn from further consideration on _____, 2021.

Michelle Harrod, Administrator to the County Council