

Introduced _____

Public Hearing _____

Council Action _____

Executive Action _____

Effective Date _____

County Council Of Howard County, Maryland

2014 Legislative Session

Legislative Day No. **5**

Bill No. 23-2014

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

AN ACT amending the Classification Plan for Howard County; amending and adding certain class descriptions; clarifying certain eligibility to participate in a union; providing for the application of this Act; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time _____, 2014. Ordered posted and hearing scheduled.

By order _____
Sheila M. Tolliver, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on _____, 2014.

By order _____
Sheila M. Tolliver, Administrator

This Bill was read the third time on _____, 2014 and Passed ____, Passed with amendments _____, Failed _____.

By order _____
Sheila M. Tolliver, Administrator

Sealed with the County Seal and presented to the County Executive for approval this ___ day of _____, 2014 at ___ a.m./p.m.

By order _____
Sheila M. Tolliver, Administrator

Approved/Vetoed by the County Executive _____, 2014

Ken Ulman, County Executive

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

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

6 **WHEREAS**, this amendment to the Classification Plan:

- 7 1. Adds a classification description for the position of Correctional Technician;
- 8 2. Amends the classification descriptions for the positions of Fiscal Specialist II,
9 Administrative Aide, Police Information Specialist, Police Services Support
10 Supervisor III, and Natural Resource Technician II;
- 11 3. Removes the position of Management Aide; and
- 12 4. Clarifies that some job classifications may be excluded from union participation
13 due to the confidential or managerial nature of the work or because the position is
14 grant-funded, state-authorized exempt, seasonal, part-time, or temporary.
15

16 **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any
17 amendments thereto, are adopted by the County Council as attachments to the Council Bill
18 through which the County Council exercises its legislative action on the Classification Plan.
19

20 **NOW, THEREFORE,**
21

22 *Section 1. Be It Enacted by the County Council of Howard County, Maryland that it adopts*
23 *amendments to the Classification Plan of Howard County, as attached to this Bill.*
24

25 *Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland,*
26 *that this Act shall apply beginning with the first pay date after July 1, 2014.*
27

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

Howard County Classification Plan

Fiscal Year [[2014]]2015

(Revised – July, [[2013]]2014)

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.

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 86 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- Depending upon position assignments, one or more of the listed licenses or certificates, or its equivalent, issued or recognized by the State of Maryland, may be required.

*- 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.

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1205	FISCAL MANAGER I	Performs mid-management and advanced level financial, auditing or budgeting work under general supervision from an administrative or technical superior. Work may include planning, organizing, and supervising the activities of a unit; coordinating budget activities; auditing electronic data processing systems; resolving major program problems; and developing, evaluating and implementing financial budgeting or auditing programs and procedures.	Bachelor Degree	4 Years	May require certification as Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA)	E
1203	FISCAL SPECIALIST II	Performs intermediate professional level financial administrative work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes examining and evaluating administrative and operational programs, financial reporting systems, and agency budgets; performing accounts and records audits; planning, developing, analyzing, and monitoring fiscal records and budgets; and preparing financial statements. Monitors budgeting activities and records of major departments. SUPERVISES CASHIERS AND OVERSEES COUNTY BANKING OPERATIONS.	Bachelor Degree	2 Years	May require certification as a Certified Public Accountant	E
1201	FISCAL SPECIALIST I	Performs professional level financial administrative work under general supervision from an administrative or technical superior. Work includes examining financial activities and operational programs of County agencies; planning and supervising the utility billing and collection section within the Department of Finance; performing financial and management studies of a routine nature; and participating in audits to determine the adequacy of internal control and the efficiency and effectiveness of operations.	Bachelor Degree	1 Year	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1411	ADMINISTRATIVE AIDE	Performs advanced technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves administrative support, technical tasks and secretarial work assisting legal staff OR AN EXECUTIVE LEVEL GOVERNMENT OFFICIAL. [[and applying]] APPLIES bookkeeping, accounting and data processing principles to accounting and financial record keeping and reporting systems at the advanced technical level. Work at this level may also include independent responsibility for a significant administrative or clerical process.	Associate Degree	2 Years	Certified typing score of 50 WPM	N
[[1410]]	[[MANAGEMENT AIDE]]	[[Performs advanced technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves administrative support work, technical tasks and secretarial work assisting an executive level government official.]]	[[Associate Degree]]	[[2 Years]]	[[Certified typing score of 50 WPM]]	[[N]]
1409	ADMINISTRATIVE SUPPORT TECH III	Performs advanced technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves performing responsible clerical and secretarial work essential to the successful operation of a specialized function. Work may also include supervision of data entry staff and coordination and work scheduling of the data entry function. Work at this level may also include independent responsibility for a moderately complex clerical process.	High School Diploma or GED	4 Years	Certified typing score of 50 WPM MILES/NCIC Authorization	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. Work includes 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 routinely provide first line supervision to a squad of assigned officers or civilian personnel.	High School Diploma or GED + 30 college-level credits	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 issued by a MD law enforcement agency Class C MD Driver's License	E
2120	POLICE INFORMATION [[SPECIALIST]] 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	[[2]]4 years	Class C MD driver's license MILES/NCIC 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 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; the Forensics [[lab]] LAB; or Animal Control operation. 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 forensic chemistry work which may include supervisory responsibility. Performs chemical testing, analysis and determination of unknown substances in support of criminal investigations. Maintains laboratory and chain of custody protocol. 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	E
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 24-hour police records operation and for all division personnel, equipment and criminal records, incident and accident reports, and reproduction services for the department.	Associate Degree	3 Years	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
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 CORRECTIONS RELATED ACTIVITY. WORK MAY INCLUDE TECHNICAL OVERSIGHT OF STAFF RESPONSIBLE FOR INITIAL INTAKE/COMMITMENT PROCESS, COMPUTING INMATE RELEASE DATES, RECONCILING INMATE FUNDS AND PREPARING MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES AND COUNTY DEPARTMENT OF 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 U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS	CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION CLASS C MARYLAND DRIVER'S LICENSE	N
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

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./ Cert.	FLSA
5125	NATURAL RESOURCE PROGRAM MANAGER I	Performs advance level natural resource work under general supervision from an administrative or technical superior. Oversees the County-wide forest mitigation program and administers contracts with growers and other contractual service providers.	Bachelor Degree	1 year	N/A	E
5124	NATURAL RESOURCE SPECIALIST	Performs senior level natural resource related work under general supervision from an administrative or technical superior. Work includes carrying out administrative and technical duties, which may include supervisory responsibility, related to planning, directing and overseeing the offering and operation of a variety of natural resource educational and community programs and services related to land use, wildlife, ecology, or forestry matters. Such programs may be offered at the Robinson Nature Center, Middle Patuxent Environmental Area, or involve multiple sites around the County.	Associate Degree	3 years	Class C Maryland Driver's License	N
5123	NATURAL RESOURCE TECHNICIAN II	Performs natural resource intermediate technical level work under general supervision. [[Work typically involves assisting in open space and forest conservation law implementation and compliance by performing inspections, responding to complaints, and carrying out public information programs related to land use, wildlife, ecology, or forestry matters. May represent the County in dealing with developers and contractors about open space issues.]]WORK MAY INVOLVE DESIGNING, COORDINATING AND IMPLEMENTING ENVIRONMENTAL EDUCATION PROGRAMS AND RESOURCE PROTECTION/ENHANCEMENT VOLUNTEER PROGRAMS. RECRUITS AND TRAINS VOLUNTEERS, PARTICIPATES IN NATURAL RESOURCES DATA COLLECTION, MAINTAINS PROGRAM EQUIPMENT AND SUPPLY INVENTORIES. CONDUCTS FORESTRY RELATED ACTIVITIES FOR CREATING NEW AND MANAGING EXISTING FORESTS. MAY SERVE AS NATURALIST.	Associate Degree	2 years	Class C Maryland Driver's License	N