

Introduced 05.04.2022  
Public Hearing 05.16.2022  
Council Action 05.25.2022  
Executive Action 05.31.2022  
Effective Date 07.31.2022

## County Council of Howard County, Maryland

2022 Legislative Session

Legislative Day No. 7

Bill No. 33 -2022

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

AN ACT amending the Classification Plan for Howard County to amend the required skills and abilities, educational and certification requirements for certain positions; removing certain positions from the Classification Plan; adding certain positions to the Classification Plan; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time May 4, 2022. 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 16, 2022.

By order Michelle Harrod  
Michelle Harrod, Administrator

This Bill was read the third time on May 25, 2022 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, 2022 at 12<sup>00</sup> a.m./p.m.

By order Michelle Harrod  
Michelle Harrod, Administrator

Approved/Vetoed by the County Executive May 31, 2022

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. Removes the position of Emergency Communications Operator from the  
13           Classification Plan;
- 14           2. For the position of Dispatcher, clarifies what is required during the probationary year  
15           and provides that work may be performed at the technical level, amends the  
16           experience requirements and requires certain additional certifications;
- 17           3. Renames Lieutenant Deputy Sheriff, Sergeant Deputy Sheriff, and Corporal Deputy  
18           Sheriff to be Captain Deputy Sheriff, Lieutenant Deputy Sheriff and Sergeant Deputy  
19           Sheriff, respectively;
- 20           4. For certain Sheriff positions, amends the minimum education and minimum  
21           experience; and
- 22           5. Adds the position of Corporal Deputy Sheriff.

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 A to*  
28           *this Bill.*

29  
30           *Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland that*  
31           *the position of Emergency Communications Operator is being removed from the Classification*  
32           *Plan and the position of Corporal Deputy Sheriff is being added to the Classification Plan and*

1 *only the following positions are amended and the classifications for all other occupational*  
2 *groups and class families not attached to this Act shall remain in full force and effect:*

- 3 1. *Dispatcher, Classification Code 2303;*
- 4 2. *Captain Deputy Sheriff (formerly known as Lieutenant Deputy Sheriff), Code 2411;*
- 5 3. *Lieutenant Deputy Sheriff (formerly known as Sergeant Deputy Sheriff), Code 2409;*
- 6 4. *Sergeant Deputy Sheriff (formerly known as Corporal Deputy Sheriff), Code 2407; and*

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.*

No.	Class Title	Class Description	Min Educ.	Min Exper.	Lisc./Cert.	FLSA
[[ 2301	EMERGENCY COMMUNICATIONS OPERATOR	Performs technical level emergency communications under general supervision from a technical superior. Work includes receiving, routing and transmitting information on both an emergency and non-emergency basis via telephone, radio, teletype, computer terminal and other communications equipment or performing emergency dispatch work at the trainee level during a one-year probationary period.	High School Diploma or GED	0 years  Must pass a criminal background check Must be able to type at a rate of 40 WPM	Miles/NCIC AUTHORIZATION  EMD CPR Hazmat Awareness MD Emergency Telecommunications Specialist	N]]
2303	DISPATCHER	Performs TECHNICAL LEVEL THROUGH intermediate technical level dispatching operations work under general supervision from a technical superior. THE ONE-YEAR PROBATIONARY PERIOD CONSISTS OF LEARNING AND BECOMING PROFICIENT AT THE BELOW LISTED FUNCTIONS WHILE ASSIGNED A TRAINING OFFICER AND ENDS UPON CONSISTENTLY DISPLAYED COMPETENCY AND SUPERVISORY SIGN-OFF. AT THE INTERMEDIATE TECHNICAL LEVEL, work includes receiving, routing and transmitting information on both an emergency and non-emergency basis via telephone, radio, teletype, computer terminal and other communications equipment and dispatching emergency equipment.	High School Diploma or GED	[[1]] 0 Year  Must pass a criminal background investigation, PSYCHOLOGICAL AND PHYSICAL EXAM  MUST PASS TEST SPECIFIED BY THE APPOINTING AUTHORITY	Miles/NCIC AUTHORIZATION  [[EMD/CPR]] EMD/EPD/EPD/ETCCPR Hazmat Awareness MD Emergency Telecommunications Specialist	N

No.	Class Title	Class Description	Min Educ.	Min Exper.	Lisc./Cert.	FLSA
2411	[[LIEUTENANT]] CAPTAIN 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]] LIEUTENANT 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
2409	[[SERGEANT]] LIEUTENANT 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]] SERGEANT 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

2408	CORPORAL DEPUTY SHERIFF	PERFORMS ADVANCED LEVEL SHERIFF OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES FUNCTIONING AS LEAD WORKER FOR SUBORDINATE OFFICERS ENGAGED IN SERVING CIVIL AND CRIMINAL PAPERS; MAINTAINING COURTROOM SECURITY; AND MAINTAINING SECURITY OF AND TRANSPORTING PRISONERS.	HIGH SCHOOL DIPLOMA OR GED	3 YEARS 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
2407	[[CORPORAL]] SERGEANT 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	4 Years satisfactory service TO INCLUDE 2 YEARS OF EXPERIENCE AS A HCSO CORPORAL 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
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 courtroom 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

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on May 31, 2022.

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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
Michelle Harrod, Administrator to the County Council





# Howard County

## Internal Memorandum

**Subject:** Council Testimony and Fiscal Impact Statement

**To:** Lonnie R. Robbins  
Chief Administrative Officer

**Through:** Anju A. Bennett   
Human Resources Administrator

**From:** Stacey Simmons   
Chief, Classification and Pay

**Date:** April 21, 2022

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

First, as part of a negotiated agreement with Howard County Public Safety Dispatchers Association, the classification of Emergency Communications Operator is being abolished and revisions are being made to the Dispatcher classification and minimum requirements to reflect the agreed upon changes. The result is a classification that will function at the technical through the intermediate technical level. Additional revisions include updates to the minimum experience requirements and required licenses and certifications.

Second, per a negotiated agreement between the Local 131 and the Sheriff, deputy sheriff classifications have been retitled. There is no corresponding change in pay for the retitled classifications. In addition, a new Corporal classification was developed to ensure the rank structure remains intact. Due to the retitled classifications, revisions were made to minimum experience requirements.

The changes to the classification plan do not have fiscal impact.

cc: Jennifer Sager