




**Howard County**  
*Internal Memorandum*

**SUBJECT:** Council Testimony and Fiscal Impact  
Statement – Council Bills

**To:** Lonnie Robbins  
Chief Administrative Officer

**Through:** L. Todd Allen   
Human Resources Administrator

**From:** Art Griffin   
Chief, Classification and Pay

**Date:** April 24, 2014

The Administration is seeking Council approval of several Human Resource related Council bills affecting the Howard County Classification and Pay Plans and the Retirement Plan Section of the Howard County Code.

The changes to the Howard County Pay Plan include the FY 15 pay rates for General Scale non-union County employees as well as the rates negotiated with the unions for FY 15. Not all groups have ratified agreements as of the bill filing so FY14 rates will prevail until these unions ratify and sign new collective bargaining agreements.

Any conflicting provisions between the new contracts and the Howard County Code will be submitted under separate legislation.

The Police Department has requested that the Emergency Communications Supervisor class be shifted from the General scale to its own pay scale so that improvements that the Dispatcher union has negotiated can more easily be passed through to this group of first line supervisors. The Police Chief has also asked the Police Information Specialist be retitled and upgraded to reflect new assignments and responsibilities. The new title will be Police Information Supervisor at a Grade L.

For the Department of Corrections the Administration is seeking to create a new classification of work at the Grade H level. The new class is expected to have two incumbents when funded. The Director has asked that this class be included under the

Page 2

Corrections Retirement Formula. Also, there is a revision in the Pay Plan that will pay Correctional Supervisors the new longevity rates that the Correctional Officer union has negotiated.

The Classification Descriptions for several jobs are being revised as a result of job studies conducted by the Human Resources Office during the past year. More accurate language is being added or replacing outdated language. The Natural Resources Technician II, Police Support Services Supervisor III and Fiscal Specialist II are affected by these changes.

Not all positions in the New Office/Technical Union, Local 1810, are eligible to participate in the union under Howard County Labor Relations Law. The Administration is seeking to add language to the Classification Plan to explain how the Human Resources Office will track and identify these positions so that the employees and the union are aware of which positions are affected. We are also asking the Council to reverse the action we requested last year in creating the Management Aide class which we now believe to be a burdensome and less effective way to track and manage these positions which are ineligible for participation in Local 1810.

The Bill also seeks to remove some outdated language referencing the 207K exemption available for use with public safety employees. As overtime is now fully managed by negotiated agreement with these individuals, there is no need to keep this language in the Pay Plan.

A chart is attached to this testimony that provides a single source summary of the changes and Todd Allen and I will be available to the Council to more fully explain any individual action. The costs for these items have been included in the department salary accounts of the County Executive's budget bill which is presently before the Council.

These items have been discussed before the Personnel Board and have received the Board's approval for items under its purview and the Board received a courtesy update for items in the Exempt Service.

cc: Ray Wacks  
Jennifer Sager

**Human Resource Issues Requiring Legislation**

	ISSUE/ POSITION	CLASS CODE (for current positions)	GRADE (Current or proposed)	PAY PLAN	CLASS. PLAN	COMMENT
1	FY 2015 Payscale			New pay scales for FY15 effective July 1, 2014 and January 1, 2015		Excluding: Police Union and mgt Fire Union and mgt Sheriff Deputies and mgt.
2	Emergency Communication Supervisors	2307	EC 1	Create newayscale for employees in this class effective 7/1/14 and 1/1/15		Add 2% to base Reduce Shift diff from 8.3% to 6% Increase 4 Area Premium Pay from 2% to 4% Move \$499 Health Premium into base
3	Correctional Managers	2223, 2217, 2209		Increase longevity pay		Increase from \$.50 to \$.75 on 7/1/14 New 15 year longevity on 1/1/15
4	Natural Resources Technician II	5123			Revise job duties	Removes language related to inspections and open-space land mgt
5	Correctional Technician	2212	H		Creates new level of work in Correctional class family	New Classification to be eligible for Corrections Retirement formula
6	Police Information Specialist	2120	K to L	Retitle class to Police Information Supervisor	Revise description to include new responsibilities of supervising the Office of Public Affairs	
7	Fiscal Specialist II	1203			Revises description to include responsibility of supervising cashiers and banking operations	
8	Police Services Support Supv III	2119			Revises description to include responsibility for overseeing the Police Records operation.	

ISSUE/ POSITION	CLASS CODE (for current positions)	GRADE (Current or proposed)	PAY PLAN	CLASS. PLAN	COMMENT
9	Union Exempt positions			Adds language to Class Plan allowing HR to track and designate positions which are ineligible for union participation	
10	Management Aide	1410		Abolish Class as employees will now be tracked by method above	There are no occupants in this class
11	Administrative Aide	1411		Revises description to again include language describing department head secretary work.	
12	207k exemption		Remove reference		Existing language is outdated as overtime provision rules for public safety classes that are covered by FLSA are specified in the labor agreements.