

Introduced _____

Public Hearing _____

Council Action _____

Executive Action _____

Effective Date _____

County Council of Howard County, Maryland

2023 Legislative Session

Legislative Day No. **5**

Bill No. 20 -2023

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

AN ACT amending the Classification Plan for Howard County to amend the minimum experience required for the position of Fire Fighter/HVO and to reflect the pay grade change for the position of Park Ranger; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time _____, 2023. Ordered posted and hearing scheduled.

By order _____
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 _____, 2023.

By order _____
Michelle Harrod, Administrator

This Bill was read the third time on _____, 2023 and Passed ____, Passed with amendments _____, Failed _____.

By order _____
Michelle Harrod, Administrator

Sealed with the County Seal and presented to the County Executive for approval this ___ day of _____, 2023 at ___ a.m./p.m.

By order _____
Michelle Harrod, Administrator

Approved/Vetoed by the County Executive _____, 2023

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. Amends the minimum experience required for the position of Fire Fighter/HVO to
13 ensure consistency with the approved Collective Bargaining Agreement with
14 members of Local 2000 of the International Association of Firefighters; and
- 15 2. Amends the pay grade for the position of Park Ranger.

16
17 **NOW, THEREFORE,**

18
19 ***Section 1. Be It Enacted*** by the County Council of Howard County, Maryland that the
20 *Classification Plan of Howard County is hereby amended, as shown in the attached Exhibit A to*
21 *this Bill.*

22
23 ***Section 2. And Be It Further Enacted*** by the County Council of Howard County, Maryland that
24 *the Administrator of the Office of Human Resources shall publish the Classification Plan and*
25 *may correct obvious errors in section references, numbering, formatting, capitalization, spelling,*
26 *grammar, headings and similar matters.*

27
28 ***Section 3. And Be It Further Enacted*** by the County Council of Howard County, Maryland, that
29 *this Act shall become effective 61 days after its enactment.*

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2504	FIRE FIGHTER/HVO	Performs intermediate technical level fire and rescue operations work at the Firefighter level plus operates fire and rescue vehicles at the heavy vehicle operator level.	High School Diploma or GED And meet minimum requirements for Firefighter Recruit	[[12 months service as Firefighter Recruit following graduation from an approved fire academy]] SERVED FOR 3 YEARS BEYOND THE FIREFIGHTER TRAINEE LEVEL	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N
2503 *	FIRE FIGHTER	Performs intermediate technical level fire and rescue operations work under general supervision from a technical superior. Work is as part of a crew and includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities; and performing staff work.	High School Diploma or GED and meet minimum requirements for Firefighter Recruit	12 months service as Firefighter Recruit following graduation from an approved fire academy	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N
2501 *	FIREFIGHTER RECRUIT	Performs probationary level fire and rescue operations work under close supervision from a technical superior. Work includes learning basic fire fighting, emergency vehicle driving, and rescue and emergency medical techniques and methods. Work also includes acting as a member of a fire fighting crew, ambulance or rescue team; and operating fire, rescue or emergency medical equipment as directed. Continued employment is contingent upon the incumbent being reclassified as Firefighter.	High School Diploma or GED Graduated from fire academy approved by the Howard County Chief of Fire and Rescue Services	Minimum Age of 18 Years	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N

2500 *	FIREFIGHTER TRAINEE	<p>Performs entry level and probationary fire and rescue services work. An employee in this class attends training academy and trains to perform fire and rescue operations.</p> <p>This is a training classification and continued employment is contingent upon the incumbent being reclassified as Firefighter Recruit.</p>	High School Diploma or GED	Minimum Age of 18 Years	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N
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PARK RANGER
3015 ~~[[H7]]-H9~~

GENERAL DEFINITION

This is specialized park safety and security work which typically involves routine patrol of county park lands and facilities ensuring compliance with park rules and ordinances. Work activities also include assisting the public in the use of park assets and maintain a cooperative liaison with county police and other law enforcement agencies. An employee in this class operates vehicles on a variety of terrain and uses specialized police laptop computer and radio communication systems equipment to maintain contact and coordination with county police.

Work is performed with general supervision from an administrative superior. Assignments are stable in nature and are carried out in accordance with accepted law enforcement standards and applicable regulations. Work activities may involve limited intervention in critical and emergency incidents. May be required to work special or non-routine hours as a result of assignment or special event.

Contacts with others are sensitive and important and include park visitors, home owners, representative of community groups and county police and other law enforcement agencies.

TYPICAL EXAMPLES OF WORK

Patrols parklands and facilities by vehicle, bicycle or on foot to maintain public safety and to ensure compliance with rules and regulations. May issue warning and citations. Installs and monitors surveillance cameras. Investigates violations, prepares reports, secures evidence and testifies in court. Ensures proper usage and care of facilities requiring a permit and resolves permit disputes. Provides security at special events.

Notifies police of disturbances, serious infractions or criminal activity. Assists law enforcement agencies in crime prevention and reporting, search and rescue operations, parking and traffic regulation and occasional accident investigation. Operates two-way radio to maintain contact with other parks bureau personnel and local law enforcement contacts.

Notifies 911 of injuries or other incidents requiring emergency response. Receives training as a first responder and may render assistance and first aid for minor scrapes or other distress prior to the arrival of emergency medical personnel. Notifies animal control of injured or deceased wildlife.

Represents the county as a goodwill ambassador of county park programs and offerings. Answer questions, describes park assets and explains rules and regulations. Makes special presentations to groups. Cooperates with community and service groups in clean-up projects. Provides assistance to other park personnel such as crowd control, traffic control, managed hunting,

protection of reforestation land, wildlife management and protection, and water quality monitoring and wetlands protection.

May provide direction to lower level employees during some operations or special events. Keeps various logs of activities and provides public feedback to park management authorities.

Performs other duties as assigned or required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of park management and administration.

Considerable knowledge of law enforcement techniques and practices.

Working knowledge of county geography.

Ability to operate a 4-wheel drive vehicle over a variety of terrain. Also, requires ability to operate an atv, bicycle or snowmobile.

Ability to communicate with the public in resolving routine inquiries, complaints and disputes.

Ability to act calmly and decisively in non-routine situations.

Ability to operate two-way radios and administers first aid.

Ability to establish effective working relationships with law enforcement employees.

MINIMUM EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to completion of the 12th grade plus 2 years of experience in security, law enforcement, park management or a related field; or, completion of an associate's degree program in law enforcement, park management or a related field.

REQUIRED LICENSES CERTIFICATES AND/OR REGISTRATIONS

Possession of a valid class c driver's license required.

Possession of first responder certification within time frames established by the department.

May also require training and certification in various law enforcement practices and techniques.

WORKING CONDITIONS

Exposure to the elements.

Exposure to sick or injured wildlife and humans.

Hazards associated with dealing with disruptive individuals.

CLASS ESTABLISHED: JULY 1985

REVISED: JULY 1994

REVISED: JULY 1995

REVISED: JULY 1999

REVISED: JULY 2007

REVISED: JULY 2023

