



HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

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Chief Administrative Officer

FROM: Anju A. Bennett, Administrator *Anju A. Bennett*
Office of Human Resources

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SUBJECT: Amendments to the Classification Plan on Minimum Experience (Job Qualification Requirements) for Firefighter/Heavy Vehicle Operators to ensure consistency with the previously adopted Collective Bargaining Agreement for Local 2000

Requested Action

With the approval of the CAO as noted above, the Administration is seeking adoption of a corrective revision to the Classification Plan to ensure consistency with the adopted Collective Bargaining Agreement between Howard County and the Local 2000 of the International Association of Firefighters. These amendments correct the minimum experience required to qualify for the position of Firefighter/Heavy Vehicle Operator to reflect provisions adopted in the CBA some years ago.

Background

During a review of the Classification Plan, it was discovered that the minimum listed experience, required to qualify for Class Code 2504 (Firefighter/HVO), is in conflict with the Local 2000 Collective Bargaining Agreement (CBA). The requirements in the CBA require additional experience than is listed in the Classification Plan. The higher standard has been in the CBA since the early 2000 but had not been picked up in earlier Classification Plan amendments.

As such we are requesting the Council adopt the correction to the Classification Plan so the minimum experience for Class Code 2504 reads "Served for 3 years beyond the Firefighter Trainee level".

The change does not have a fiscal impact or any operational impact as the proper standard has been applied.

Attachments:

- Attachment 1: FY24 - Firefighter HVO Change to the Class Plan, identifies specific page in the Classification Plan and amends specific wording
- Attachment 2: Firefighter HVO Section 1.3 Position Classification from Local 2000 CBA MOU

Proposed Amendments to the Classification Plan

Attachment I

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	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. This is a training classification and continued employment is contingent upon the incumbent being reclassified as Firefighter Recruit.	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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Excerpt from Local 2000 CBA covering Firefighters

(d) FF/Heavy Vehicle Operator (HVO) Driver -

1. Employees in the rank of H.V.O. shall receive annually \$1,000.00 heavy vehicle operation (H.V.O) pay added to their base pay. As of July 1, 2021, the normal unit staffing of each career staffed suppression piece (to include trucks, engines, tankers and the special operations transport unit) will include a Heavy Vehicle Operator. The Fire Chief may adjust the number of employees selected to receive the H.V.O. pay based on the needs of the Howard County Department of Fire and Rescue Services. Selection for the H.V.O. pay will be based on a competitive test. All unit members with three years of satisfactory service with the Department above the rank of Firefighter Trainee and who meet the eligibility requirements for the position shall be eligible to take the H.V.O. test. Selected employees shall be moved to the Firefighter/HVO classification and placed in the step that corresponds to the employee's length of service. However, if an employee at the rank of Firefighter Lieutenant -- Grade J -- tests for and is selected to receive the H.V.O. pay, he/she shall be moved to either the FF/HVO or MFF/HVO classification and placed in the corresponding grade based upon their previous rank prior to promotion -- Grade G or Grade I on the salary scale. Such employees shall also relinquish their Lieutenant rank, position, pay and all entitlements associated with the rank of Fire Lieutenant.