



# HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

3430 Courthouse Drive ■ Ellicott City, Maryland 21043 ■ 410-313-2033  
Brandee Ganz, Chief Administrative Officer Voice/Relay

Anju A. Bennett, Administrator, Office of Human Resources

FAX 410-313-3470

April 5, 2023

TO: Brandee Ganz  
Chief Administrative Officer

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

Leigh Cantor *LAC*  
Acting Classification and Compensation Manager

SUBJECT: Council Testimony: Amendment to Pay Plan

## Requested Action

With the CAO approval, noted above, we are requesting Council adoption of a change in the paygrade associated with the Park Ranger classification (Class Code 3015). This revision amends the paygrade from H7 and H9 for Class Code 3015, on the Local 3085, H Schedule (Skills Trades). The requested changes will affect the Pay Plan (Attachment 1) and the corresponding classification (Attachment II.) The change has been approved by Local 3085 of the American Federation of State, County and Municipal Employees (AFSCME).

## Background

As negotiated in the Memorandum of Agreement between the County and Local 3085, a salary study for the Park Ranger classification was completed December 2022. The study was conducted by the Office of Human Resources, Classification and Compensation Division.

The salary analysis considered similar positions in surrounding public entities including Anne Arundel County, Baltimore County, City of Bowie, Maryland-National Capital Park and Planning Commission, and the State of Maryland. Based on the study findings, the current pay for Park Rangers is not competitive with surrounding jurisdictions. In fact, the salary range for Howard County's Park Rangers was behind all five jurisdictions used for comparison in this study.

The present salary range has resulted in recruitment and retention challenges. Since 2020, the County has lost 8 full-time Park Rangers. These vacancies have resulting in numerous recruitments, retraining, and the loss of invaluable experience/institutional knowledge. For this reason, the County supports amending the associated paygrade from H7 to H9. With this action, Howard County will move up to second place among the six jurisdictions, just behind Baltimore County and just ahead of the Maryland-National Capital Park and Planning Commission. We believe this should help mitigate ongoing issues with recruiting and retaining Park Ranger staff. The change will be applied to current and new Park Rangers. The fiscal impact for pay adjustments is \$35,507 to adjust all nine current Park Rangers to the H9 paygrade, effective July 1, 2023.

## Attachment:

1. Pay Plan (page 53) Position Classification Codes and Pay Grades for Employees Covered Under the Bargaining Agreement Between Howard County and Local 3085 of AFSME.
2. PARK RANGER – Class Code 3015 (Revised Classification Specification)
3. Signed agreement from Local 3085 supporting the change to H9 paygrade Park Ranger Study 2023

**Position Classification Codes and Pay Grades for Employees Covered Under the  
Bargaining Agreement Between Howard County and Local 3085 of the American  
Federation of State, County and Municipal Employees**

<b>Class Code</b>	<b>Classification</b>	<b>Pay Grade</b>
1815	Stores Clerk	H4
1835	Senior Stores Clerk	H6
1855	Stores Control Technician	H7
3011	Parks Maintenance Worker	H5
3012	Parks Maintenance Specialist	H7
3013	Parks Maintenance Leader	H8
3015	Park Ranger	<del>H7</del> H9
7134	Communications Equip. Tech. I	H7
7135	Communications Equip. Tech II	H8
9113	Animal Handler	H6
9115	Animal Control Officer	H8
9215	Custodial Worker	H2
9221	Maintenance Mechanic I	H6
9222	Maintenance Mechanic II	H8
9234	Instruments/Electronics Technician	H8
9421	Motor Equipment Operator I	H5
9422	Motor Equipment Operator II	H7
9423	Motor Equipment Operator III	H8
9521	Buildings Control Technician	H10
9523	Apprentice	H6
9524	Journey Skilled Trades	H9
9525	Air Conditioning & Heating Mechanic	H10
9535	Traffic Signal Maintenance Technician	H10

<b>Class Code</b>	<b>Classification</b>	<b>Pay Grade</b>
9546	Electrician	H10
9565	Plumber	H10
9581	Motor Equipment Mechanic I	H8
9582	Motor Equipment Mechanic II	H10
9615	Weighmaster	H5
9621	Utility Worker I	H3
9622	Utility Worker II	H4
9623	Utility Worker III	H6
9624	Utility Worker IV	H7
9721	Water Reclamation Plant Operator I	H6
9722	Water Reclamation Plant Operator II	H8
9723	Water Reclamation Plant Operator III	H10

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 12<sup>th</sup> 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

John Peterson

3/7/2023

AFSCME Local 3085 along with members holding Classification of 3015 in 1.2 of the current MOU have evaluated the offer that was subject of our recent negotiation. The union & the Ranger unit would like to thank Howard County for the thoughtful work that led to the outcome that recognizes the effort & skills that are broadly performed on a day-to-day basis. We are lucky to have the Ranger workforce that we have today. They are a unique, dedicated energetic group with most of them holding multiple advanced degrees.

To that end, please let the Local know if there is a need to show support by testifying before the personal board or the County Council.

NOTE: The job description attachment will be pay grade H9.

Dale Chase

Dale Chase

PRESIDENT AFSCME LOCAL 3085

William Chenowith

*William Chenowith*

AFSCME Chief Shop Steward

Signature: *Dale Chase*  
Dale Chase (Mar 9, 2023, 13:56 EST)

Email: dalerchase@gmail.com