

Introduced 05.01.2023
Public Hearing 05.15.2023
Council Action 05.24.2023
Executive Action 06.01.2023
Effective Date 08.01.2023

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 May 1, 2023. 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 15, 2023.

By order Michelle Harrod
Michelle Harrod, Administrator

This Bill was read the third time on May 24, 2023 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 26 day of May, 2023 at 5:00 a.m./p.m.

By order Michelle Harrod
Michelle Harrod, Administrator

Approved/Voted by the County Executive June 1, 2023

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. 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	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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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



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 19, 2023

TO: Brandee Ganz
Chief Administrative Officer

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

Shana Fischer, Manager
Classification and Compensation Division

Leigh Cantor, Classification Analyst II
Classification and Compensation Division

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 1

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 Fighfighters

(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.



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

Class Code	Classification	Pay Grade
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	H7 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

Class Code	Classification	Pay Grade
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

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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.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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Working knowledge of county geography.

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

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

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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

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on June 1, 2023.

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 _____, 2023.

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 _____, 2023.

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 _____, 2023.

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 _____, 2023.

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 _____, 2023.

Michelle Harrod, Administrator to the County Council