

CB 43


Howard County
Internal Memorandum

SUBJECT: Council Testimony and Fiscal Impact
Statement – Council Bill

To: Lonnie Robbins
Chief Administrative Officer

Through: L. Todd Allen 
Human Resources Administrator

From: Art Griffin 
Chief, Classification and Pay

Date: June 26, 21014

The Administration is seeking Council approval of this bill which will adjust the job duties and minimum qualifications of the Police Services Support Supervisor II job classification. These changes will allow the Office of Human Resources to reclassify and upgrade both shift supervisors in the Howard County Police Records Section operation.

The reclassification actions will be effective on the effective date of the passage of this bill and follows a Human Resources study of the Police Records operation. The cost of this reclassification and re-grading is negligible as there are only two incumbents affected and the employees will slot in to the new grade at that step which is closest to, but not less than, their current rate.

The Classification Plan and Pay Plan changes required for this action were reviewed and approved by the Howard County Personnel Board at their meeting on June 6, 2014.

Todd Allen will be available to answer any questions relating to this legislation.

cc: Ray Wacks
Jennifer Sager