

Introduced \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Council Action \_\_\_\_\_  
Executive Action \_\_\_\_\_  
Effective Date \_\_\_\_\_

## County Council of Howard County, Maryland

2025 Legislative Session

Legislative Day No. 6

### Bill No. 35 -2025

Introduced by the Chairperson at the request of the County Executive

Short Title: Classification Plan Amendment- Director and Deputy Director of the  
Department of General Services

Title: AN ACT amending the Classification Plan for Howard County to establish the  
class code, pay grade, qualifications, duties, and general requirements for the  
Director and Deputy Director of the Department of General Services; and  
generally relating to the Howard County Classification Plan.

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Introduced and read first time \_\_\_\_\_, 2025. 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 Charter, the Bill was read for a  
second time at a public hearing on \_\_\_\_\_, 2025.

By order \_\_\_\_\_  
Michelle Harrod, Administrator

This Bill was read the third time on \_\_\_\_\_, 2025 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 \_\_\_\_\_, 2025 at \_\_\_ a.m./p.m.

By order \_\_\_\_\_  
Michelle Harrod, Administrator

Approved by the County Executive \_\_\_\_\_, 2025

\_\_\_\_\_  
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 Howard County  
3 Classification Plan, 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**, the positions of Director and Deputy Director of the Department of General  
11 Services were established via County Council adoption of Council Bill No. 9-2025 on March 4,  
12 2025; and  
13

14           **WHEREAS**, prior to the recruitment and hiring of the Director and Deputy Director, the  
15 classification plan must be amended to include these new positions; and  
16

17           **WHEREAS**, proposed changes to the Classification Plan include establishing the class  
18 code, pay grade, class title and description, minimum experience required, minimum education  
19 required, and certificates and licenses required for the positions of Director and Deputy Director  
20 of the Department of General Services, as shown in the attached Exhibit A;  
21

22           **NOW, THEREFORE,**  
23

24   ***Section 1. Be It Enacted** by the County Council of Howard County, Maryland, that the*  
25   *Classification Plan of Howard County is hereby amended, as shown in the attached Exhibit A to*  
26   *this Bill.*  
27

28   ***Section 2. And Be It Further Enacted** by the County Council of Howard County, Maryland, that*  
29   *the Administrator of the Office of Human Resources shall publish the Classification Plan and*  
30   *may correct obvious errors in section references, numbering, formatting, capitalization, spelling,*  
31   *grammar, headings and similar matters. In order to spell out abbreviations, the Administrator of*

1 *the Office of Human Resources may change the abbreviations in the header rows throughout the*  
2 *Classification Plan including, without limitation:*

- 3       1. *Changing “Lisc./Cert.” to be “Licenses/Certifications”;*
- 4       2. *Changing “Min. Educ.” to be “Minimum Education”; and*
- 5       3. *Changing “Min. Exper.” to be “Minimum Experience”.*

6  
7 ***Section 3. And Be It Further Enacted*** *by the County Council of Howard County, Maryland, that*  
8 *this Act shall become effective 61 days after its enactment.*

**Exhibit A**

**OCCUPATIONAL GROUP 4. FIELD AND TECHNICAL SERVICES  
CLASS FAMILY 4-1 OPERATIONS SERVICES, MANAGEMENT, & SUPPORT**

<b>No.</b>	<b>Class Title</b>	<b>Class Description</b>	<b>Min. Educ.</b>	<b>Min. Exper.</b>	<b>Licenses/Certifications</b>	<b>FLSA</b>
4129	DIRECTOR OF GENERAL SERVICES	<p>PERFORMS EXECUTIVE LEVEL ADMINISTRATIVE AND COORDINATIVE WORK UNDER EXECUTIVE LEVEL DIRECTION. WORK INCLUDES OVERSIGHT OF COUNTY FACILITIES AND PROPERTY TO INCLUDE THE FOLLOWING AREAS SUCH AS: REAL ESTATE MANAGEMENT; OPERATIONS AND MAINTENANCE; PLANNING, DESIGN AND CONSTRUCTION; PROPERTY CONTRACTS, AND FACILITY SECURITY.</p> <p>ENSURES THAT SERVICES ARE DELIVERED EFFICIENTLY, COMPLY WITH RELEVANT REGULATIONS AND POLICIES, AND SUPPORT THE STRATEGIC GOALS OF THE COUNTY. CARRIES OUT FUNCTIONS INCLUDING CONSTRUCTING OF BUILDINGS AND IMPROVEMENTS, MAINTAINING COUNTY-OWNED AND LEASED PROPERTY, ACQUIRING LAND AS PRESCRIBED BY LAW AND AS DIRECTED BY THE COUNTY EXECUTIVE, OBTAINING AND ADMINISTERING AGREEMENTS FOR THE CONSTRUCTION OF PUBLIC FACILITIES, PROVIDING ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR ALL AGENCIES OF COUNTY GOVERNMENT; MANAGING PROPERTY OWNED BY THE COUNTY AND OBTAINING LEASED SPACE, AND COORDINATING SPACE NEEDS AND SECURING OF PROPERTY OWNED OR LEASED BY THE COUNTY. DEVELOPS AND MONITORS THE DEPARTMENTAL BUDGET AND RELATED CAPITAL BUDGET PROGRAM; AND ADVISES THE COUNTY EXECUTIVE AND COUNTY COUNCIL ON RELATED ISSUES.</p>	BACHELOR'S DEGREE	10 YRS.	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
4128	DEPUTY DIRECTOR OF GENERAL SERVICES	PERFORMS ADVANCED ADMINISTRATIVE LEVEL WORK UNDER EXECUTIVE LEVEL DIRECTION. WORKS WITH THE DIRECTOR OF GENERAL SERVICES TO MANAGE AND DIRECT THE GENERAL SERVICES FOR THE COUNTY GOVERNMENT, REAL ESTATE MANAGEMENT; OPERATIONS AND MAINTENANCE; PLANNING, DESIGN AND CONSTRUCTION; PROPERTY CONTRACTS, AND FACILITY SECURITY.	BACHELOR'S DEGREE	8 YRS.	N/A	E
4127	OPERATIONS MANAGER	Performs management and advanced level operations service work under administrative direction. Work includes managing the operation, construction, and maintenance program of the Bureau of Utilities. Work also includes implementing program policies and procedures; assigning duties to technical and clerical staff; supervising equipment operation maintenance and repair and maintenance facilities; and preparing and monitoring the Bureau's annual operating budget.	Bachelor's Degree	6 Years	Class C Maryland Driver's License Water Distribution Operator certificate plus Wastewater Collection Class "2" Operator Certificate Successful passage of the oral examination for Superintendent and maintenance of said certification Out of state applicants required to obtain Statement of Reciprocity CLP or such other license and certificate as determined by the appointing authority	E