

Introduced 05.05.2025
Public Hearing 05.19.2025
Council Action 05.21.2025
Executive Action 05.23.2025
Effective Date 07.23.2025

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.

Introduced and read first time May 5, 2025. 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 Charter, the Bill was read for a second time at a public hearing on May 19, 2025.

By order Michelle Harrod
Michelle Harrod, Administrator

This Bill was read the third time on May 21, 2025 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 23 day of May, 2025 at 5⁰⁰ a.m./p.m.

By order Michelle Harrod
Michelle Harrod, Administrator

Approved by the County Executive May 23, 2025

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 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**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
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



HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

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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

TO: Brandee Ganz
Chief Administrative Officer

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

Lauriane Shipley, Lead Analyst
Classification and Compensation Division

SUBJECT: Amendment to the Classification Plan to recognize two new positions authorized by Council Bill 9-2025 (Reorganization and creation of the Department of General Services)

Requested Action

With the approval of the CAO as noted above, the Administration is seeking adoption of the attached Classification Plan amendments to implement Council Bill 9-25, in which the Council approved a reorganization of the Executive Branch of the County Government to establish a Department of General Services.

Background

The amendments to the Pay Plan include the addition of two new, executive exempt classifications:

- Class code 4129 for the Director of General Services, Grade P
- Class Code 4128 for the Deputy Director of General Services, Grade O

Both positions are part of the executive exempt service, as adopted by Council Bill 9-2025. The newly created classifications reflect the scope of duties that will be carried out by the reorganized Department of General Services. All other positions within the Department of General Services are covered by the reorganization of current positions and existing classifications.

Fiscal Impact:

There is no additional fiscal impact to these amendments, as these positions were reviewed as CB 9-2025.

Attachment:

1. Classification Plan (page 60) Class Family 4-1 Operations Services, Management, & Support.

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

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
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
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

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on May 23, 2025.

Michelle Harrod
Michelle R. 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 _____, 2025.

Michelle R. 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 _____, 2025.

Michelle R. 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 _____, 2025.

Michelle R. 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 _____, 2025.

Michelle R. 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 _____, 2025.

Michelle R. Harrod, Administrator to the County Council