

Class Code	Classification	Pay Grade
2511	Fire Captain	FM1 (P) (A)
2507	Firefighter Lieutenant	J (P) (A)
2506	Master firefighter/HVO	I (P) (D)
2505	Master Firefighter	H (P) (A)
2504	Firefighter/HVO	G (P) (D)
2503	Firefighter	F (P) (A)
2501	Firefighter Recruit	E (P)
2500	Firefighter Trainee	D
3117	Engineering Manager I	N
3115	Engineering Support Supervisor	M
3114	Engineering Specialist III	M
3112	Engineering Specialist II	L
3111	Engineering Specialist I	K
3110	Engineering Associate	J
3109	Stormwater Management Coordinator	K
3108	Engineering Support Technician IV	K
3107	Engineering Support Technician III	J
3105	Engineering Support Technician II	I
3103	Engineering Support Technician I	G
3101	Engineering Support Worker	E
3211	Planning Manager	M
3209	Planning Supervisor	K
3207	Planning Specialist II	J
3205	Planning Specialist I	I
3203	Planning Support Technician II	H
3201	Planning Support Technician I	F
3313	Regulation Manager	L

Class Code	Classification	Pay Grade
3309	Regulation Supervisor	J
3306	Regulation Inspector II	I
3305	Regulation Inspector I	H
3303	Regulation Support Technician II	G
3301	Regulation Support Technician I	E
4127	Operations Manager	M
4125	Operations Superintendent	L
4123	Operations Supervisor III	K
4121	Operations Supervisor II, ASE	J
4119	Operations Supervisor I	I
4117	Chief Mechanic	I
4115	Operations Leader II	H
4113	Operations Mechanic	G
4111	Operations Leader I	G
4110	Operations Technician III	G
4109	Operations Technician II	F
4107	Operations Technician I	E
4105	Operations Worker III	D
4103	Operations Worker II	C
4101	Operations Worker I	B
4219	Technical Services Manager II	N
4217	Technical Services Manager I	M
4215	Technical Services Supervisor	L
4213	Technical Services Support Specialist IV	L
4211	Technical Services Support Specialist III	K
4209	Technical Services Support Specialist II	J
4207	Technical Services Support Specialist I	I

4205	Technical Services Support Technician III	H
4203	Technical Services Support Technician II	G
4201	Technical Services Support Technician I	E
5137	Child Care Site Director	F
5136	Child Care Assistant Site Director	E
5133	Child Care Group Leader	C
5131	Child Care Assistant Group Leader	B
5129	Natural Resource Superintendent	L
5128	Natural Resource Program Manager III	K
5127	Natural Resource Program Manager II	J
5125	Natural Resource Program Manager I	I
5124	Natural Resource Specialist	H
5123	Natural Resource Technician II	G
5121	Natural Resource Technician I	F
5115	Recreation and Parks Bureau Chief	N
5111	Recreation Services Manager	L
5109	Recreation Services Supervisor	K
5107	Recreation Services Coordinator II	H
5105	Recreation Services Coordinator I	G
5103	Recreation Leader	F
5102	Recreation Services Assistant II	D
5100	Recreation Services Assistant I	B
5215	Human Services Manager II	N
5213	Human Services Manager I	M
5212	Human Services Supervisor	L
5211	Human Services Specialist III	K
5209	Human Services Specialist II	J
5207	Human Services Specialist I	H

5205	Human Services Worker II	G
5203	Human Services Worker I	E
5201	Human Services Aide	B

P Individuals serving in paramedic positions which are allocated to the Advanced Life Support (ALS) function are eligible to receive a paramedic premium. Failure to maintain EMT-P registration or movement to a position not allocated to the ALS function will result in forfeiture of paramedic premium pay.

D Individuals serving in designated heavy vehicle operator positions are eligible to receive a driver premium. Failure to maintain CDL certification endorsements or movement from a driver position will result in forfeiture of driver premium pay.

A Employees assigned to the day shift shall receive shift premium pay which shall be added to the base wage.

Position Classification Codes and Pay Grades for State-Authorized Exempt Employees

Class Code	Classification	Pay Grade
1301	Administrative Analyst I- Office of the State's Attorney	I
1305	Senior Administrative Analyst - Office of the State's Attorney	L
1413	Administrative Assistant - Assistant to the Chief Judge of the Circuit Court; Assistant to the State's Attorney	I
1412	Administrative Technician - Judicial Secretary	H
1411	Administrative Aide -Soil Conservation	G
1403	Office Assistant II - Law Library Assistant	C
1407	Administrative Support Technician II- Soil Conservation	E
1515	Deputy Attorney - Office of the State's Attorney	P
1513	Master in Chancery	P
1511	Principal Attorney - Office of the State's Attorney	O
1509	Circuit Court Administrator	P
1507	Senior Attorney - Office of the State's Attorney	N
1505	Attorney - Office of the State's Attorney	M
1504	Entry Level Attorney - Office of the State's Attorney	L
1503	Legal Support Services Specialist - Judicial Law Librarian; Jury Commissioner	I
1501	Legal Support Services Technician - Judicial Reporter; Judicial Law Clerk	G
2413	Chief Deputy Sheriff	L
2411	Lieutenant Deputy Sheriff	DS 6
2409	Sergeant Deputy Sheriff	DS 5
2407	Corporal Deputy Sheriff	CS 2
2405	Deputy Sheriff	CS 1
2404	Security Officer III	DS 2

Class Code	Classification	Pay Grade
2403	Security Officer II	DS 1
3211	Planning Manager - Soil Conservation District Coordinator	M
3111	Engineering Specialist I - Soil Conservation	K
5207	Human Services Specialist I - Family Support Services Coord.	H
5209	Human Services Specialist II- Office of the State's Attorney	J
5211	Human Services Specialist III - Circuit Court	K

Position Classification Codes and Pay Grades for Executive Exempt Employees

Class Code	Classification	Pay Grade
1119	Chief Administrative Officer	S
1117	Deputy Chief Administrative Officer	Q
1116	Chief of Staff	Q
1115	Administrator to County Council	Q
1113	Human Resources Administrator	O
1111	Labor Relations Coordinator	N
1110	Transportation Administrator	O
1109	Environment And Sustainability Administrator	N
1107	Public Information Administrator	O
1105	Deputy Administrator to County Council	M
1104	Executive Assistant II - Assistant to County Executive	N
1104	Executive Assistant II - Assistant to Chief Administrative Officer	N
1103	Executive Assistant I - Assistant to County Executive	L
1103	Executive Assistant I - Assistant to Chief Administrative Officer	L
1101	Special Assistant - County Council	L
1217	Director of Finance	P
1215	County Auditor	P
1213	Budget Administrator	P
1211	Deputy Director of Finance	O
1413	Administrative Assistant- Secretary to County Solicitor	I
1413	Administrative Assistant - Secretary To The Chief Administrative Officer	I
1413	Administrative Assistant - Secretary To The Chief Of Staff	I
1413	Administrative Assistant - Secretary to the County Executive	I

Class Code	Classification	Pay Grade
1413	Administrative Assistant – Constituent Relations Assistant To The County Executive	I
1517	County Solicitor	Q
1515	Deputy Attorney - Deputy County Solicitor	P
1511	Principal Attorney - Office of Law	O
1507	Senior Attorney - Office of Law	N
1505	Attorney - Office of Law	M
1504	Entry Level Attorney - Office of Law	L
2119	Police Services Support Supervisor III - Animal Control Administrator	K
2120	Police Information [[Specialist]] SUPERVISOR	[[K]]L
2129	Chief of Police	R
2127	Police Major	PM4
2229	Director of Corrections	P
2227	Deputy Director of Corrections	N
2225	Custody and Security Chief	M
2519	Chief, Fire & Rescue Services	R
2518	Medical Director	Q
2517	Deputy Chief	P
3121	Director, Public Works	R
3120	Deputy Director, Public Works	P
3119	Engineering Manager II	P
3215	Director, Planning & Zoning	P
3213	Deputy Director of Planning & Zoning	N
3317	Director, Inspections, Licenses & Permits	P
4215	Technical Services Supervisor - Cable Administrator	L
4223	Director, Technology & Communication Services	S
4221	Deputy Director, Technology and Communication Services	O

5135	Director, Recreation & Parks	P
5218	Director, Housing and Community Development	P
5217	Director, Citizen Services	P
5215	Human Services Manager II - Deputy Director, Citizen Services	N
5215	Human Services Manager II - Human Rights Administrator	N
5215	Human Services Manager II - Deputy Director, Housing and Community Development	N
5215	Human Services Manager II - Administrator on Aging	N
5213	Human Services Manager I - Workforce Development Administrator	M
5213	Human Services Manager I - Consumer Affairs Administrator	M
5213	Human Services Manager I - Children's Services Administrator	M
5211	Human Services Specialist III - Substance Abuse Impact Coordinator	K
5211	Human Services Specialist III - Child Care Coordinator	K
5211	Human Services Specialist III - Grants Coordinator	K

Position Classification Codes and Pay Grades for Grant-Funded Employees

Class Code	Classification	Pay Grade
2103	Police Services Support Technician - School Crossing Guard Supervisor	F
4101	Operations Worker I - Utility Assistant	B
4215	Technical Services Supervisor - Cable T.V. Station Manager	L
4207	Technical Services Support Specialist I - Television Production	I
4205	Technical Services Support Technician III - T.V. Production; Public Access Coordinator	H
4203	Technical Services Support Technician II - T.V. Production Asst.	G
5211	Human Services Specialist III - Employment and Training Services Supervisor	K
5209	Human Services Specialist II - Employment Counselor II; Employment and Training Specialist	J
5207	Human Services Specialist I - Employment Counselor I	H
5203	Human Services Worker I - Employment Counseling Aide	E

**Position Classification Codes and Pay Grades for Employees Covered Under the
Bargaining Agreement Between Howard County and Lodge 21 of the Howard County
Police Officer's Association**

Class Code	Classification	Pay Grade
7762	Police Officer (Probationary)	PO
7764	Police Officer	PO
7766	Police Officer First Class	PFC
7767	Police Corporal	CPL

**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, Local 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
7134	Communications Equip. Tech. I	H7
7135	Communications Equip. Tech II	H8
9113	Animal Handler	H5
9115	Animal Control Officer	H7
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	H9
9525	Air Conditioning & Heating Mechanic	H9
9535	Traffic Signal Maintenance Technician	H9
9546	Electrician	H9
9565	Plumber	H9
9581	Motor Equipment Mechanic I	H8

Class Code	Classification	Pay Grade
9582	Motor Equipment Mechanic II	H9
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	H5
9722	Water Reclamation Plant Operator II	H7
9723	Water Reclamation Plant Operator III	H8

Position Classification Codes and Pay Grades for Employees Covered Under the Bargaining Agreement Between Howard County and Local 1810 of the American Federation of State, Local and Municipal Employees

Note: Confidential and non-merit exempt employees in these classes are ineligible for union membership

Class Code	Classification	Pay Grade
1401	Office Assistant I	B
1403	Office Assistant II	C
1405	Admin Support Tech I	D
1407	Admin Support Tech II	E
1409	Admin Support Tech III	F
1411	Admin Aide	G
1412	Administrative Technician	H
1413	Admin Assistant	I
1501	Legal Support Serv Tech	G
2103	Police Serv Support Tech I	F
2105	Police Serv Support Tech II	H
3101	Engineering Support Worker	E
3103	Engineering Support Tech I	G
3105	Engineering Support Tech II	I
3107	Engineering Support Tech III	J
3108	Engineering Support Tech IV	K
3201	Planning Support Tech I	F
3203	Planning Support Tech II	H
3301	Regulation Support Tech I	E
3303	Regulation Support Tech II	G
3305	Regulation Inspector I	H
3306	Regulation Inspector II	I

Class Code	Classification	Pay Grade
4107	Operations Technician I	E
4109	Operations Technician II	F
4110	Operations Technician III	G
4111	Operations Leader I	G
4115	Operations Leader II	H
4201	Technical Serv Support Tech I	E
4203	Technical Serv Support Tech II	G
4205	Technical Serv Supp Tech III	H
4207	Technical Serv Support Spec I	I
4209	Technical Serv Support Spec II	J
4211	Technical Serv Supp Spec III	K
5105	Recreation Servs Coord I	G
5121	Natural Resources Tech I	F
5123	Natural Resources Tech II	G
5203	Human Servs Worker I	E
5205	Human Servs Worker II	G

Position Classification Codes and Pay Grades for Employees Covered Under the Bargaining Agreement Between Howard County and The Howard County Public Safety Dispatcher's Association

Class Code	Classification	Pay Grade
2301	Emergency Communications Operator	DF
2303	Dispatcher	DG
2304	Dispatcher First Class	DFC
2305	Senior Dispatcher	DH

Position Classification Codes and Pay Grades for Employees Covered Under the Bargaining Agreement Between Howard County and Local 3888 of the American Federation of State, Local and Municipal Employees

Class Code	Classification	Pay Grade
4119	Operations Supervisor I	I
4121	Operations Supervisor II	J

Position classification codes and pay grades for employees covered under the bargaining agreement between the Howard County sheriff and Local 131 of the Fraternal Order of Police

Class code	Classification	Pay grade
2405	Deputy Sheriff	CS 3
2407	Corporal Deputy Sheriff	CS 4

Pay Rates for Contingent Employees

Employment Category	Rate of Pay	
	Minimum	Maximum
Administrative Support	Minimum Wage	\$15.00/ hour
Paraprofessional	Minimum Wage	\$18.00/ hour
Professional	\$11.00/hour	\$32.00/ hour
Protective Service	Minimum Wage	\$24.00/ hour
Service-Maintenance	Minimum Wage	\$15.00/ hour
Special Project	\$30.00	\$75.00 Req. Executive Approval

Handwritten text, possibly a signature or date, located in the lower-left quadrant of the page.

Amendment 1 to Council Bill No. 22-2014

BY: Chairperson at the request
of the County Executive

Legislative Day No.
Date: May 21, 2014

Amendment No. 1

(This amendment corrects the fiscal year.)

- 1 On page 1 of the Pay Plan, attached to the Bill as introduced, strike the first "2014" and
2 substitute "2015".

ADOPTED 5/21/2014
FAILED _____
SIGNATURE D. Jellison

11/11/2019 10:11:11 AM
11/11/2019 10:11:11 AM
11/11/2019 10:11:11 AM

Howard County Pay Plan

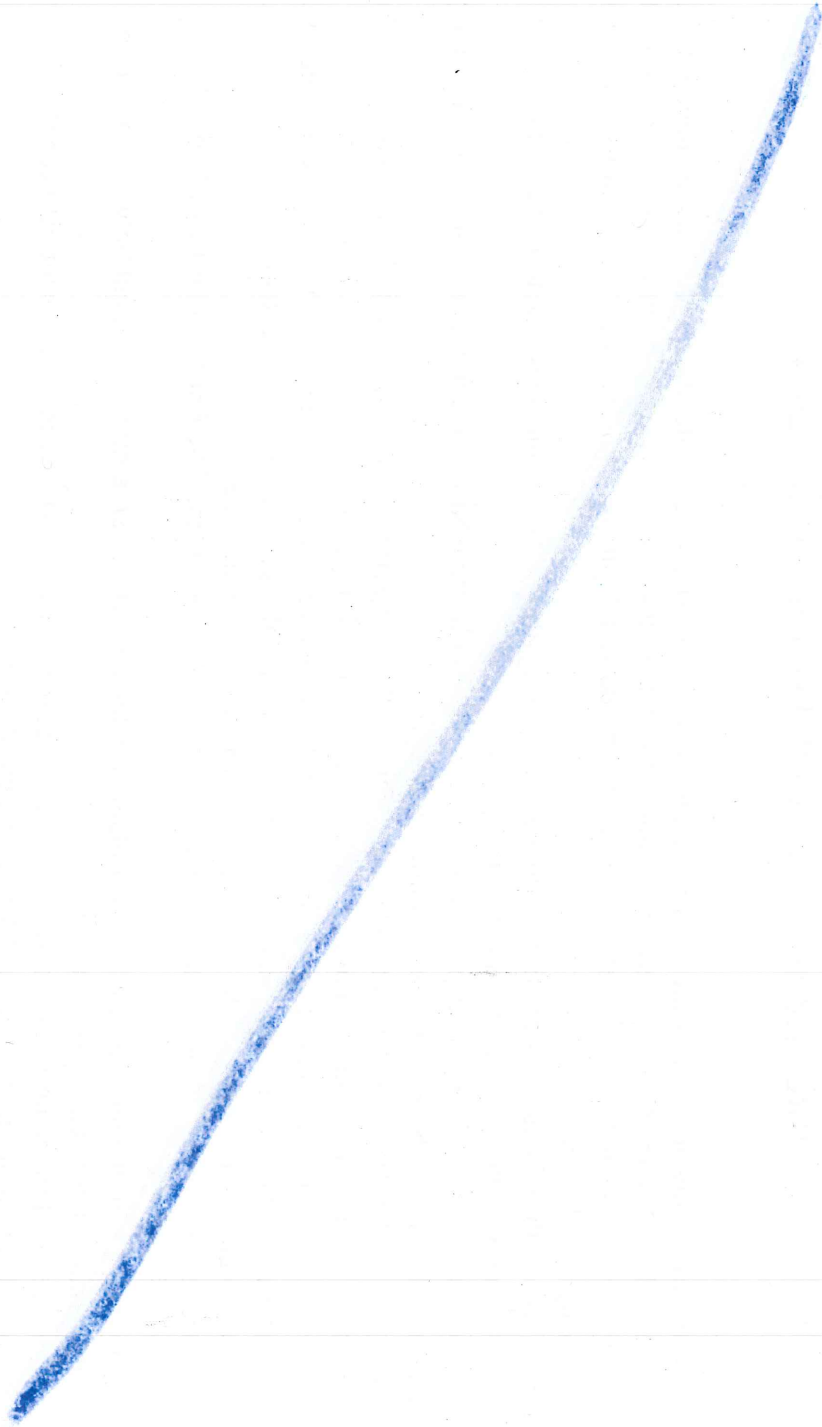
Fiscal Year 2014

[[Revised January 1, 2014]] EFFECTIVE JULY 1, 2014

Salary Schedules

Hourly rates for employees of Howard County are as provided in the General Salary Schedule, the Police Management Schedule (PM), the Corrections Management Schedule (CM), the County Sheriff Schedule (DS), the EMERGENCY COMMUNICATIONS SUPERVISOR SCHEDULE (EC), and the Fire Management Schedule (FM) except that hourly rates for positions included in Unit Descriptions in collective bargaining agreements shall be in accordance with the following schedules:

- (1) *C Schedule* for employees within the unit description as contained in the collective bargaining agreement between the County and Local 3080 of the American Federation of State, Local and municipal employees;
- (2) *H Schedule* for employees within the Unit Description as contained in the collective bargaining agreement between the County and Local 3085 of the American Federation of State, Local and Municipal Employees;
- (3) *P Schedule* for employees of the Police Department who are within the Unit Description as contained in the collective bargaining agreement between the County and The Howard County's Police Officer's Association, Lodge 21;
- (4) *F Schedule* for employees of the Department of Fire and Rescue Services who are within the unit description as contained in the collective bargaining agreement between the County and Local 2000 of the International Association of Firefighters;
- (5) *PS Schedule* for Police Sergeant employees of the Police Department who are within the description as contained in the collective bargaining agreement between the County and The Fraternal Order of Police Lodge 143, Howard County Police Supervisor's Alliance;
- (6) *D Schedule* for employees within the unit description as contained in the collective bargaining agreement between the County and The Howard County Public Safety Dispatchers Association;
- (7) *OS Schedule* for employees within the unit description as contained in the collective bargaining agreement between the County and Local 3888 of the American Federation of State, Local and Municipal employees;
- (8) *OT Schedule* for employees within the unit description as contained in the collective bargaining agreement between the County and Local 1810 of the American Federation of State, Local and Municipal Employees; and
- (9) *CS Schedule* for employees within the unit description as contained in the collective bargaining agreement between the Howard County Sheriff and Lodge 131 of the Fraternal Order of Police.



BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on May 29, 2014.

Sheila M. Tolliver
Sheila M. Tolliver, 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 _____, 2014.

Sheila M. Tolliver, 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 _____, 2014.

Sheila M. Tolliver, 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 _____, 2014.

Sheila M. Tolliver, 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 _____, 2014.

Sheila M. Tolliver, 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 _____, 2014.

Sheila M. Tolliver, Administrator to the County Council

Habicht, Kelli

From: Tolliver, Sheila
Sent: Wednesday, April 30, 2014 1:11 PM
To: Habicht, Kelli; Hammond, Patricia; Harold, Lisa; Hightower, Rozonna; Ratliff, Sarah; Respass, Charity; Sayers, Margery
Cc: Ball, Calvin B; Councilmember Courtney Watson; Fox, Greg; Greg Fox (Greg.Fox@Constellation.com); Sigaty, Mary Kay; Terrasa, Jen
Subject: FW: CBs 22 and 23
Attachments: 20140430102110396.pdf

Please distribute to legislative books/iPads. Thanks.

Sheila

-----Original Message-----

From: Sager, Jennifer
Sent: Wednesday, April 30, 2014 11:05 AM
To: Tolliver, Sheila; Glendenning, Craig
Cc: Beach, Meredith
Subject: CBs 22 and 23

Attached is testimony for CBs 22 and 23

Thanks.





Howard County

Internal Memorandum

SUBJECT: Council Testimony and Fiscal Impact
Statement – Council Bills

To: Lonnie Robbins
Chief Administrative Officer

Through: L. Todd Allen 
Human Resources Administrator

From: Art Griffin 
Chief, Classification and Pay

Date: April 24, 2014

The Administration is seeking Council approval of several Human Resource related Council bills affecting the Howard County Classification and Pay Plans and the Retirement Plan Section of the Howard County Code.

The changes to the Howard County Pay Plan include the FY 15 pay rates for General Scale non-union County employees as well as the rates negotiated with the unions for FY 15. Not all groups have ratified agreements as of the bill filing so FY14 rates will prevail until these unions ratify and sign new collective bargaining agreements.

Any conflicting provisions between the new contracts and the Howard County Code will be submitted under separate legislation.

The Police Department has requested that the Emergency Communications Supervisor class be shifted from the General scale to its own pay scale so that improvements that the Dispatcher union has negotiated can more easily be passed through to this group of first line supervisors. The Police Chief has also asked the Police Information Specialist be retitled and upgraded to reflect new assignments and responsibilities. The new title will be Police Information Supervisor at a Grade L.

For the Department of Corrections the Administration is seeking to create a new classification of work at the Grade H level. The new class is expected to have two incumbents when funded. The Director has asked that this class be included under the

Page 2

Corrections Retirement Formula. Also, there is a revision in the Pay Plan that will pay Correctional Supervisors the new longevity rates that the Correctional Officer union has negotiated.

The Classification Descriptions for several jobs are being revised as a result of job studies conducted by the Human Resources Office during the past year. More accurate language is being added or replacing outdated language. The Natural Resources Technician II, Police Support Services Supervisor III and Fiscal Specialist II are affected by these changes.

Not all positions in the New Office/Technical Union, Local 1810, are eligible to participate in the union under Howard County Labor Relations Law. The Administration is seeking to add language to the Classification Plan to explain how the Human Resources Office will track and identify these positions so that the employees and the union are aware of which positions are affected. We are also asking the Council to reverse the action we requested last year in creating the Management Aide class which we now believe to be a burdensome and less effective way to track and manage these positions which are ineligible for participation in Local 1810.

The Bill also seeks to remove some outdated language referencing the 207K exemption available for use with public safety employees. As overtime is now fully managed by negotiated agreement with these individuals, there is no need to keep this language in the Pay Plan.

A chart is attached to this testimony that provides a single source summary of the changes and Todd Allen and I will be available to the Council to more fully explain any individual action. The costs for these items have been included in the department salary accounts of the County Executive's budget bill which is presently before the Council.

These items have been discussed before the Personnel Board and have received the Board's approval for items under its purview and the Board received a courtesy update for items in the Exempt Service.

cc: Ray Wacks
Jennifer Sager

Human Resource Issues Requiring Legislation

	ISSUE/ POSITION	CLASS CODE (for current positions)	GRADE (Current or proposed)	PAY PLAN	CLASS. PLAN	COMMENT
1	FY 2015 Payscale			New pay scales for FY15 effective July 1, 2014 and January 1, 2015		Excluding: Police Union and mgt Fire Union and mgt Sheriff Deputies and mgt.
2	Emergency Communication Supervisors	2307	EC 1	Create new pay scale for employees in this class effective 7/1/14 and 1/1/15		Add 2% to base Reduce Shift diff from 8.3% to 6% Increase 4 Area Premium Pay from 2% to 4% Move \$499 Health Premium into base
3	Correctional Managers	2223, 2217, 2209		Increase longevity pay		Increase from \$.50 to \$.75 on 7/1/14 New 15 year longevity on 1/1/15
4	Natural Resources Technician II	5123			Revise job duties	Removes language related to inspections and open-space land mgt
5	Correctional Technician	2212	H		Creates new level of work in Correctional class family	New Classification to be eligible for Corrections Retirement formula
6	Police Information Specialist	2120	K to L	Retitle class to Police Information Supervisor	Revise description to include new responsibilities of supervising the Office of Public Affairs	
7	Fiscal Specialist II	1203			Revises description to include responsibility of supervising cashiers and banking operations	
8	Police Services Support Supv III	2119			Revises description to include responsibility for overseeing the Police Records operation.	

ISSUE/ POSITION	CLASS CODE (for current positions)	GRADE (Current or proposed)	PAY PLAN	CLASS. PLAN	COMMENT
9 Union Exempt positions				Adds language to Class Plan allowing HR to track and designate positions which are ineligible for union participation	
10 Management Aide	1410			Abolish Class as employees will now be tracked by method above	There are no occupants in this class
11 Administrative Aide	1411			Revises description to again include language describing department head secretary work.	
12 207k exemption			Remove reference		Existing language is outdated as overtime provision rules for public safety classes that are covered by FLSA are specified in the labor agreements.