

Introduced _____

Public Hearing _____

Council Action _____

Executive Action _____

Effective Date _____

County Council Of Howard County, Maryland

2013 Legislative Session

Legislative Day No. 6

Bill No. 24 -2013

Introduced by: The Chairperson at the request of the County Executive

AN ACT amending the Classification Plan for Howard County; amending and adding certain class descriptions; providing for the application of this Act; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time _____, 2013. Ordered posted and hearing scheduled.

By order _____
Sheila M. Tolliver, 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 _____, 2013.

By order _____
Sheila M. Tolliver, Administrator

This Bill was read the third time on _____, 2013 and Passed ____, Passed with amendments _____, Failed _____.

By order _____
Sheila M. Tolliver, Administrator

Sealed with the County Seal and presented to the County Executive for approval this ___ day of _____, 2013 at ___ a.m./p.m.

By order _____
Sheila M. Tolliver, Administrator

Approved/Vetoed by the County Executive _____, 2013

Ken Ulman, 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**, this amendment to the Classification Plan:

- 7 1. Adds classification descriptions for the positions of Fiscal Manager III and
8 Management Aide;
- 9 2. Amends the classification descriptions for the positions of Administrative Aide,
10 Recreation Services Supervisor, Recreation Services Coordinator II, and
11 Recreation Services Coordinator I; and
- 12 3. Amends the experience requirements for the position of Budget Administrator.

13
14 **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any
15 amendments thereto, are adopted by the County Council as attachments to the Council Bill
16 through which the County Council exercises its legislative action on the Classification Plan.
17

18 **NOW, THEREFORE,**

19
20 *Section 1. Be It Enacted by the County Council of Howard County, Maryland that it adopts*
21 *amendments to the Classification Plan of Howard County, as attached to this Bill.*
22

23 *Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland,*
24 *that this Act shall apply beginning with the first pay date after July 1, 2013.*
25

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

**OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-2 FINANCIAL ADMINISTRATION &, MANAGEMENT**

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLS A |
|------|-------------------------|--|-----------------|--------------|-----------------------------|----------|
| 1217 | DIRECTOR OF FINANCE | Performs executive level administrative financial work under executive direction. Work includes directing the general operation of the Department of Finance; advising and providing information to the County Executive, the County Council, department heads, and others on fiscal and revenue matters; and performing other administrative duties. Work also includes collection of all revenues; custody, safekeeping and investing all funds, and disbursement of County funds under applicable accounting standards. | Bachelor Degree | 10 Years | Certified Public Accountant | E |
| 1215 | COUNTY AUDITOR | Performs executive level administrative financial work under executive direction. Work includes conducting a comprehensive post-audit program for the County; and conducting performance audits of agencies or programs which are the recipients of funds appropriated or approved by the County Council. | Bachelor Degree | 10 Years | Certified Public Accountant | E |
| 1213 | BUDGET ADMINISTRATOR | Performs advanced level administrative financial work under executive level direction. Work includes directing the operations of the County budget office; coordinating the preparation of the annual expense and capital budgets of the County; and advising in matters relating to County funds and revenues. | Bachelor Degree | [[5]]6 Years | N/A | E |
| 1211 | DEPUTY DIRECTOR FINANCE | Performs advanced level administrative financial work under executive level direction. Work includes providing accounting, auditing and management assistance to the Director of Finance; and assisting in the planning, organization, coordination and direction of the financial programs, policies and activities of the Department of Finance. | Bachelor Degree | 8 Years | Certified Public Accountant | E |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLS A |
|-------------|---------------------------|--|-------------------------|--------------|---|----------|
| 1209 | PURCHASING ADMINISTRATOR | Performs management and advanced purchasing and financial cost control administrative work under executive direction. Work includes managing the activities and staff of the Office of Purchasing; developing and evaluating purchasing procedures; preparing procurement documentation; giving signatory approval to purchasing activities and documents; and achieving economies by recommending and implementing purchasing decisions and policies. | Bachelor Degree | 6 Years | Certified Public Purchasing Officer | E |
| 1208 | FISCAL MANAGER III | PERFORMS ADVANCED LEVEL ADMINISTRATIVE FINANCIAL WORK UNDER EXECUTIVE LEVEL DIRECTION. WORK INCLUDES PLANNING, ORGANIZING, AND SUPERVISING THE BUSINESS MANAGEMENT AND CUSTOMER SERVICE ACTIVITIES OF THE FINANCE DEPARTMENT; RESOLVING MAJOR PROGRAM PROBLEMS; AND DEVELOPING, EVALUATING AND IMPLEMENTING EFFECTIVE FINANCIAL PROGRAMS, CONTROLS AND PROCEDURES ASSISTING THE DIRECTOR AND DEPUTY DIRECTOR. | BACHELORS DEGREE | 6 YRS | MAY REQUIRE CERTIFICATION AS CERTIFIED PUBLIC ACCOUNTANT | E |

**OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-4 ADMINISTRATIVE SUPPORT**

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|---------------------------|---|------------------|-------------|---|------|
| 1413 | ADMINISTRATIVE ASSISTANT | Performs senior technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves administrative, technical and paralegal work providing staff assistance to various Boards; or administrative secretarial or constituent services work assisting the County Executive, the State's Attorney, the Chief Judge of the Fifth Judicial Circuit, Chief of Staff or the Chief Administrative Officer. Assumes responsibility for clerical procedures and office operations; maintains executive calendar and appointments. May supervise a support staff. Work at this level may include independent responsibility for a difficult and complex administrative or clerical process not requiring the attention of a professional or technical expert. | Associate Degree | 4 Years | N/A | N |
| 1412 | ADMINISTRATIVE TECHNICIAN | Performs senior secretarial or routine paralegal work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves independent and confidential secretarial work as the appointed secretary to the County Solicitor or a Circuit Court judge; or work may involve writing briefs, conducting research and providing other paralegal support to a legal staff. | Associate Degree | 3 years | Certification by the American Bar Association | E/N |

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./Cert. | FLSA |
|------|---------------------------------|---|----------------------------|----------------|--|----------|
| 1411 | ADMINISTRATIVE AIDE | Performs advanced technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves administrative support [[work,] technical tasks[[,]] and secretarial work assisting legal staff [[or an executive level government official. May apply]] AND APPLYING bookkeeping, accounting and data processing principles to accounting and financial record keeping and reporting systems at the advanced technical level. Work at this level may also include independent responsibility for a significant administrative or clerical process. | Associate Degree | 2 Years | Certified typing score of 50 WPM | N |
| 1410 | MANAGEMENT AIDE | PERFORMS ADVANCED TECHNICAL LEVEL ADMINISTRATIVE SUPPORT WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK TYPICALLY INVOLVES ADMINISTRATIVE SUPPORT WORK, TECHNICAL TASKS AND SECRETARIAL WORK ASSISTING AN EXECUTIVE LEVEL GOVERNMENT OFFICIAL. | ASSOCIATE DEGREE | 2 YEARS | CERTIFIED TYPING SCORE OF 50 WPM | N |
| 1409 | ADMINISTRATIVE SUPPORT TECH III | Performs advanced technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves performing responsible clerical and secretarial work essential to the successful operation of a specialized function. Work may also include supervision of data entry staff and coordination and work scheduling of the data entry function. Work at this level may also include independent responsibility for a moderately complex clerical process. | High School Diploma or GED | 4 Years | Certified typing score of 50 WPM MILES/NCIC Authorization | N |

OCCUPATIONAL GROUP 5. COMMUNITY SERVICES
CLASS FAMILY 5-1 RECREATION SERVICES, MANAGEMENT, & SUPPORT

| No. | Class Title | Class Description | Min. Educ. | Min. Exper. | Lisc./ Cert. | FLSA |
|------|---|--|--------------------|-------------|---|------|
| 5135 | DIRECTOR RECREATION AND PARKS | Performs executive level recreation and parks services work under executive direction. Work includes directing the general operation of the Department of Recreation and Parks, advising the County Executive and County Council on related issues, and developing and monitoring the departmental budget and related capital budget program. | Bachelor Degree | 10 yrs. | N/A | E |
| 5115 | RECREATION AND PARKS BUREAU CHIEF | Performs senior administrative work, which may include supervision, under general supervision from an administrative superior. Work includes directing and coordinating significant departmental administrative and operational programs within the Department Of Recreation and Parks. Prepares and monitors budgets, administer programs, and oversees activity and field supervisors in the Bureau of Parks, the Bureau of Recreation, or the Bureau of Park Planning, Conservation and Capitol Projects. | Bachelor Degree | 6 yrs. | Certification with the National Recreation and Park Association Certification with the Maryland Recreation and Park Association | E |
| 5111 | RECREATION SERVICES MANAGER I | Performs senior supervisory and advanced level recreation services work under general supervision from an administrative or technical superior. Work typically involves overseeing the operation of a comprehensive and significant department program. Work activities include planning, implementing, and evaluating program activities; supervising program coordinators and other recreational sports and parks personnel; proposing and controlling program budget; and handling the distribution and utilization of employees, equipment and supplies. | Bachelor Degree | 4 yrs. | Certification with the National Recreation and Park Association Certification with the Maryland Recreation and Park Association | E |

| | | | | | | |
|------|--------------------------------|---|-----------------|--------|-----|---|
| 5109 | RECREATION SERVICES SUPERVISOR | <p>Performs intermediate professional level recreation services work, which may include supervision, under general supervision from an administrative or technical superior. Work includes [[programming and coordinating recreation activities in a functional or geographic area or for a special population;]]</p> <p>THE MANAGEMENT AND SUPERVISION OF RECREATION AND PARKS PROGRAMS, CLASSES AND EVENTS AND CAN ALSO INCLUDE THE MANAGEMENT OF LARGE FACILITIES. THIS OVERSIGHT CAN BE IN A FUNCTIONAL AREA OF EXPERTISE, FACILITY OR GEOGRAPHIC AREA. [[serving as Department liaison with community groups;]] SERVES AS DEPARTMENT LIAISON WITH COMMUNITY GROUPS, PARTNERSHIPS, GRANTS AND SPONSORS; coordinating activities of CONTINGENT STAFF, CONTRACTORS AND volunteers; supervising lower level full time and highly specialized part-time staff; and preparing computerized payroll and COMPREHENSIVE program, BROCHURE AND PROMOTIONAL DATA AND PLANNING reports.</p> | Bachelor Degree | 2 yrs. | N/A | E |
|------|--------------------------------|---|-----------------|--------|-----|---|

| | | | | | | |
|------|------------------------------------|---|------------------|--------|-----------------------------------|-----|
| 5107 | RECREATION SERVICES COORDINATOR II | <p>Performs professional level recreation services work, which may include supervision, under general supervision from an administrative or technical superior. Work includes OVERSEEING THE SAFE AND EFFICIENT OPERATION OF ACTIVITIES AT SCHOOL AND DEPARTMENT RECREATIONAL FACILITIES, PARKS AND PRIVATE RECREATIONAL FACILITIES [[planning and directing the safe and efficient operation of activities of a recreation center, park site, playground, or seasonal recreational facility or of a County-wide, age specific recreation program]]; or OVERSEEING THE OPERATION OF PROGRAMS IN SPECIFIC FUNCTIONAL AREAS UNDER THE DIRECTION OF A RECREATION SUPERVISOR. ASSISTS IN ANALYZING MARKETING DATA FOR PROGRAM PROMOTION AND CUSTOMER SERVICE.[[overseeing the marketing and participant registration for recreation programs, classes and special events; supervising assigned part-time and full-time personnel; and preparing the budget for center operations.]]</p> <p>WORK ALSO INCLUDES THE SUPERVISION OF CONTINGENT, PART-TIME STAFF AND VOLUNTEERS; AND OVERSEEING THE APPROVED BUDGET; AND PREPARING INFORMATION FOR RECREATION SUPERVISORS FOR SEASONAL AND FISCAL REPORTS.</p> | Bachelor Degree | 1 YR | Class C Maryland Driver's License | E |
| 5105 | RECREATION SERVICES COORDINATOR I | <p>Performs senior support level [[administrative]] COMMUNITY CENTER FACILITY and recreation related services work under general supervision from an administrative or technical superior. Work includes overseeing, planning, [[and directing]] the safe and efficient operation of a variety of recreation programs and services at Recreation and Parks facilities [[and playgrounds]]. Coordinates externally with community groups, CONTRACTORS, PART-TIME STAFF and volunteers, manages facility arrangements, maintains records and prepares evaluative reports.</p> | Associate Degree | 2 yrs. | Class C Maryland Driver's License | E/N |