

Introduced _____
Public Hearing _____
Council Action _____
Executive Action _____
Effective Date _____

County Council Of Howard County, Maryland

2009 Legislative Session

Legislative Day No. 5

Bill No. 27-2009

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

AN ACT amending the Classification Plan for Howard County; adding and amending certain class descriptions; amending certain minimum educational requirements; amending certain licensure requirements; making certain technical corrections; providing for the application of this Act; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time _____, 2009. Ordered posted and hearing scheduled.

By order _____
Stephen LeGendre, 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 _____, 2009.

By order _____
Stephen LeGendre, Administrator

This Bill was read the third time on _____, 2009 and Passed ____, Passed with amendments ____, Failed ____.

By order _____
Stephen LeGendre, Administrator

Sealed with the County Seal and presented to the County Executive for approval this ____ day of _____, 2009 at ____ a.m./p.m.

By order _____
Stephen LeGendre, Administrator

Approved/Vetoed by the County Executive _____, 2009

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
3 Plan for Howard County, which describes the qualifications, duties, and general
4 requirements for each class of positions within County government; and
5

6 **WHEREAS**, a new classification for Security Officer III within the Sheriff's
7 Office has been created, the licensure and certification requirements for Deputy Sheriff
8 and Security Officer II have been amended; the licensure and certification requirements
9 for certain employees within the Department of Fire and Rescue Services have been
10 amended to reflect a current policy, the educational requirements for the classification of
11 Engineering Associate have been clarified, and the class description for the Director of
12 Technology and Communications Services has been amended; and
13

14 **WHEREAS**, under Section 1.201(c) of the County Code the Classification Plan,
15 and any amendments thereto, are adopted by the County Council as attachments to the
16 Council Bill through which the County Council exercises its legislative action on the
17 Classification Plan.
18

19 **NOW, THEREFORE,**
20

21 ***Section 1. Be It Enacted** by the County Council of Howard County, Maryland that it*
22 *adopts amendments to the Classification Plan of Howard County, as attached to this Bill.*
23

24 ***Section 2. And Be It Further Enacted** by the County Council of Howard County,*
25 *Maryland, that this Act shall apply beginning with the first pay date after July 1, 2009.*
26

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

**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-4 SHERIFF OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2413	CHIEF DEPUTY SHERIFF	Performs advanced administrative sheriff operations work under executive level direction. As directed by the Howard County Sheriff directs and supervises the activities and personnel of the Sheriff's Office .	Bachelor Degree	6 Years	Class C Maryland Driver's License	E
2411	LIEUTENANT DEPUTY SHERIFF	Performs senior supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes serving as a first line administrator; directing personnel, and directing an administrative operation within the department.	Associate Degree and 30 college level credits	6 Years	Class C Maryland Driver's License Must maintain current status as a certified Police Officer Graduation from the supervisory course of the Maryland Police Training Commission or equivalent course	E
2409	SERGEANT DEPUTY SHERIFF	Performs intermediate supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes public safety, law enforcement, court servicing work; and supervising subordinate personnel and may include functional control over a program, group of deputies or an area such as the District Court.	High School Diploma or GED and 15 college credits	3 Years	Class C Maryland Driver's License	E

4/23/09

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2407	CORPORAL DEPUTY SHERIFF	Performs supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes participating in and supervising subordinate officers engaged in serving civil and criminal papers; maintaining courtroom security; and maintaining security of and transporting prisoners.	High School Diploma or GED	2 Years	Class C Maryland Driver's License	E
2405	DEPUTY SHERIFF	Performs technical level sheriff operations work under general supervision from a technical superior. Work includes serving civil and criminal papers; maintaining courtroom security; and maintaining security of and transporting prisoners. An employee in this class will serve a 12 month probationary period.	High School Diploma or GED	0 Years	Class C Maryland Driver's License MUST BECOME A CERTIFIED LAW ENFORCEMENT OFFICER IN THE STATE OF MD WITHIN DEPARTMENT TIMEFRAMES.	N
2404	SECURITY OFFICER III	MAINTAINS SECURITY AND ASSISTS IN PRISONER CUSTODY AND TRANSPORT. THIS CLASS IS DISTINGUISHED FROM THE SECURITY OFFICER II DUE TO THE REQUIREMENT TO CARRY A HANDGUN.	HIGH SCHOOL DIPLOMA OR GED	1 YEAR MINIMUM AGE OF 21 YEARS	MUST POSSESS AND MAINTAIN MD. CORRECTIONAL OFFICER'S CERTIFICATION INCLUDING AUTHORIZATION TO CARRY A HANDGUN.	N

4/23/09

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2403	SECURITY OFFICER II	Performs technical level sheriff operations work under regular supervision from a technical superior. Work includes maintaining security at assigned locations and guarding inmates or detainees held relative to criminal or administrative court proceedings.	High School Diploma or GED	1 Year Minimum Age of 21 Years	United States citizenship or possession of an Alien Registration Receipt Card Class C Maryland Driver's License Certified in the use of the expandable baton [[Certification by]] MUST SUCCESSFULLY PASS the Maryland Correctional Officers Training Commission PROGRAM [[may be required]]	N
2401	SECURITY OFFICER I	Performs entry level technical sheriff operations work under regular supervision from a technical superior. Work includes maintaining security at assigned sites and monitoring surveillance equipment.	High School Diploma or GED	0 Years	Class C Maryland Driver's License	N

**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-5 FIRE OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2519	CHIEF, FIRE & RESCUE SERVICES	Performs executive level fire and rescue operations work under executive direction. Work includes directing the general operation of the Department of Fire and Rescue Services, advising the County Executive and County Council on related issues, and developing the departmental and related capital budget program.	Bachelor Degree	10 Years	N/A	E
2517	ASSISTANT CHIEF	Performs advanced administrative fire and rescue operations work under executive level direction. Work includes managing assigned groups of departmental personnel as established by the Chief of Fire and Rescue Services and acting as the Chief during absences. Work also includes assisting the Chief of Fire and Rescue Services in establishing departmental policies, goals, objectives, and budgets.	Bachelor Degree	8 Years	Class C Maryland Driver's License	E
2515	DEPUTY CHIEF	Performs mid-management and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes responsibility for the efficient operation of a major bureau within the Department of Fire and Rescue Services and assisting in formulating and implementing departmental goals and objectives. Work also includes monetary responsibility for preparation and monitoring of bureau budgets.	High School Diploma or GED and 90 college credits	Serve satisfactorily for 1 year at the level of a Howard County Fire Captain	As established in HCDFRS [[Policy 130.03 for position descriptions]] GENERAL ORDER 100.04 LICENSE AND CERTIFICATION MAINTENANCE.	E
2513	BATTALION CHIEF	Performs senior supervisory and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes effective and efficient management of the assigned fire district or programs and attainment of established goals and programs.	High School Diploma or GED and 60 college credits	Serve satisfactorily for 1 year as a HCDFRS Fire Captain	As established in HCDFRS [[Policy 130.03 for position descriptions]] GENERAL ORDER 100.04 LICENSE AND CERTIFICATION MAINTENANCE.	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2511	FIRE CAPTAIN	Performs supervisory and advanced level fire and rescue operations work, at the first line supervisory level, under general supervision from an administrative or technical superior. Work includes serving as a shift supervisor and/or performing responsible staff work. Work also includes responsibility for the skilled and efficient operation of assigned personnel and equipment. May participate in other department programs such as training or inspections.	High School Diploma or GED and 30 college credits	Served satisfactorily for 1 year as Firefighter Lieutenant	As established in HCDFRS [[Policy 130.03 for position descriptions]] GENERAL ORDER 100.04 LICENSE AND CERTIFICATION MAINTENANCE.	E
2507 *	FIRE FIGHTER LIEUTENANT	Performs senior technical level fire and rescue operations work, which may include occasional supervisory responsibility, under general supervision from an administrative or technical superior. Work includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities as well as departmental training programs; and performing staff work or as a shift supervisor in the absence of a higher ranking officer. Work also includes skilled tasks in response to fire, rescue and medical emergencies.	High School Diploma or GED and 15 college credits	4 Years of service in The HCDFRS at the rank of FF Trainee or above	As established in HCDFRS [[Policy 130.03 for position descriptions]] GENERAL ORDER 100.04 LICENSE AND CERTIFICATION MAINTENANCE.	E/N
2506	MASTER FIREFIGHTER/HVO	Performs advanced technical level fire and rescue operations work at the Master Firefighter level plus operates fire and rescue vehicles at the heavy vehicle operator level.	High School Diploma or GED And meet minimum requirements for Firefighter	Served for 3 years beyond the Firefighter Trainee level	As established in HCDFRS [[Policy 130.03 for position descriptions]] GENERAL ORDER 100.04 LICENSE AND CERTIFICATION MAINTENANCE.	E/N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2505 *	MASTER FIRE FIGHTER	Performs advanced technical level fire and rescue operations work, under general supervision from a technical superior. Work is as part of a crew and includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities; and performing staff work.	High School Diploma or GED and meet minimum requirements for Firefighter	Served for 3 years beyond the Firefighter Trainee level	As established in HCDFRS [[Policy 130.03 for position descriptions]] GENERAL ORDER 100.04 LICENSE AND CERTIFICATION MAINTENANCE.	N
2504	FIRE FIGHTER/HVO	Performs intermediate technical level fire and rescue operations work at the Firefighter level plus operates fire and rescue vehicles at the heavy vehicle operator level.	High School Diploma or GED And meet minimum requirements for Firefighter Recruit	12 months service as Firefighter Recruit following graduation from an approved fire academy	As established in HCDFRS [[Policy 130.03 for position descriptions]] GENERAL ORDER 100.04 LICENSE AND CERTIFICATION MAINTENANCE.	N
2503 *	FIRE FIGHTER	Performs intermediate technical level fire and rescue operations work under general supervision from a technical superior. Work is as part of a crew and includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities; and performing staff work.	High School Diploma or GED and meet minimum requirements for Firefighter Recruit	12 months service as Firefighter Recruit following graduation from an approved fire academy	As established in HCDFRS [[Policy 130.03 for position descriptions]] GENERAL ORDER 100.04 LICENSE AND CERTIFICATION MAINTENANCE.	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2501 *	FIREFIGHTER RECRUIT	Performs probationary level fire and rescue operations work under close supervision from a technical superior. Work includes learning basic fire fighting, emergency vehicle driving, and rescue and emergency medical techniques and methods. Work also includes acting as a member of a fire fighting crew, ambulance or rescue team; and operating fire, rescue or emergency medical equipment as directed.	High School Diploma or GED Graduated from fire academy approved by the Howard County Chief of Fire and Rescue Services	Minimum Age of 18 Years	As established in HCDFRS [[Policy 130.03 for position descriptions]] GENERAL ORDER 100.04 LICENSE AND CERTIFICATION MAINTENANCE.	N
2500 *	FIREFIGHTER TRAINEE	Performs entry level and probationary fire and rescue services work. An employee in this class attends training academy and trains to perform fire and rescue operations.	High School Diploma or GED	Minimum Age of 18 Years	Class C Maryland Driver's License. May require EMT-Paramedic certification if hired to fill an allocated Advanced Life Support position.	N

OCCUPATIONAL GROUP 3. ENGINEERING/SURVEYING SERVICES, MANAGEMENT, & SUPPORT
CLASS FAMILY 3-1. ENGINEERING/SURVEYING SERVICES, MANAGEMENT & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./ Cert.	FLSA
3121	DIRECTOR OF PUBLIC WORKS	Performs executive level engineering work under executive direction. Work includes directing the general operation of the Department of Public Works, advising the County Executive and County Council on related issues, and developing and monitoring the department and related capital budget program.	Bachelor Degree in Engineering	10 yrs.	Registered Professional Engineer	E
3120	DEPUTY DIRECTOR OF PUBLIC WORKS	Performs advanced engineering work under executive level direction. Plans, directs and coordinates the development and implementation of the capital budget and the most complex capital projects. Negotiates and manages capital project contracts. Resolves intra- and inter-agency disputes. Oversees land acquisition. As directed, assists the Director in managing all aspects of the public works program.	Bachelor Degree in Engineering	8 yrs.	Registered Professional Engineer	E
3119	ENGINEERING MANAGER II	Performs advanced administrative level engineering work under general supervision from an administrative or technical superior. Work includes planning, directing, and coordinating engineering programs of considerable scope and complexity; supervising lower level engineers; and overseeing the completion of major capital programs. May direct the operations of a department bureau, such as water and sewer services, highways, solid waste, facilities, or engineering and surveys.	Bachelor Degree in Engineering	8 yrs.	Registered Professional Engineer	E
3117	ENGINEERING MANAGER I	Performs mid-management level and advanced engineering work under general supervision from an administrative or technical superior. Work involves managing the administrative, technical and budgetary affairs of a division or overseeing the activities of the Bureau of Facilities. Work includes preparing and maintaining an operating budget; projecting manpower needs, materials, and equipment; plans review, and resolving the most difficult engineering and design problems.	Bachelor Degree in Engineering	6 yrs.	Registered Professional Engineer	E

3115	ENGINEERING SUPPORT SUPERVISOR	Performs senior supervisory and advanced level engineering support work under general supervision from an administrative or technical superior. Work involves managing the administrative, technical and budgetary affairs of either the Real Estate Services Division or the Surveys and Drafting Division.	Bachelor Degree	5 yrs.	Registered Professional Land Surveyor Property Line Surveyor License	E
3114	ENGINEERING SPECIALIST III	Performs advanced professional level engineering work, which may include supervisory responsibility, with considerable independence but under general supervision from an administrative or technical superior. Work includes reviewing complex engineering plans, resolving difficult design analysis, acting as project engineer for large scale projects, and preparing planning and engineering documents. Work at this level is distinguished by unique engineering analysis and expertise in a defined engineering specialty area such as bridges, storm water, highway and utility construction, electrical design, etc.	Bachelor Degree in Engineering	4 yrs.	Registered Professional Engineer	E
3112	ENGINEERING SPECIALIST II	Performs professional level engineering work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes designing engineering features, reviewing engineering and construction plans, and assisting with preparation of planning and engineering documents.	Bachelor Degree in Engineering	2 yrs.	N/A	E
3111	ENGINEERING SPECIALIST I	Performs professional engineering related services by applying principles and practices of architecture, landscape architecture or engineering to the review of site development or construction plans.	Bachelor Degree	1 yr.	N/A	E
3110	ENGINEERING ASSOCIATE	Performs professional engineering [[related]] services, at the entry professional level, under supervision from an administrative or technical superior	Bachelor Degree IN ENGINEERING	0	N/A	E

**OCCUPATIONAL GROUP 4. FIELD AND TECHNICAL SERVICES
CLASS FAMILY 4-2 TECHNICAL SERVICES, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4223	DIR, TECHNOLOGY AND COMMUNICATIONS SERVICES	Performs executive level technology and communication services work under executive direction. Work includes RESEARCHING OPERATIONAL EFFICIENCIES AND ADVISING THE COUNTY EXECUTIVE ON GOVERNMENT PERFORMANCE IMPROVEMENTS ; directing the general operation of the Department of Technology and Communication Services; advising the County Executive, County Council, and others on related issues; and developing and monitoring the departmental budget program.	Bachelor's Degree	10 Years	N/A	E
4221	INFO SYSTEMS SERVICES ADMIN	Performs advanced administrative level technology and communication services work under executive level direction. Work includes developing and maintaining effective information systems for the County government; managing the Data Processing Division; and supervising personnel. Work also includes developing the data processing operating and capital budget and all subsequent expenditures.	Bachelor's Degree	7 Years	N/A	E