

Howard County Classification Plan

Fiscal Year [[2015]]2016

(Revised – July, [[2014]]2015)

The Howard County Classification Plan is a job schematic covering all officers and employees in the classified and exempt service of the merit system excepting those positions identified in Section 1.111.(a)(2) and Section 1.111.(b)(5) of the Howard County Code or under the conflicting provisions of Section 1.111.(e)(1). The Classification Plan contains information on occupational groups, class families, and the qualifications, duties, FLSA status, and general requirements for each position classification contained in the Plan.

The Classification Plan is administered by the Office of Human Resources, under authority of the Personnel Officer, in accordance with Section 1.201. of the Howard County Code. Revisions to the Classification Plan are submitted by the County Executive to the Personnel Board for approval and then transmitted to the County Council for legislative action.

TERMS:

Position (full-time): A group of duties and responsibilities, assigned by legitimate authority, requiring the full-time services of an employee. A position can be either vacant or occupied.

Classification: A group of positions similar enough in job content, qualification requirements and market worth as to share the same official title, classification code number, class description, test of fitness and salary grade.

Class Family: A group of job classifications which are similar enough in the area of work as to be joined together in representing the various levels of an occupation(s) for which Howard County has positions.

Occupational Group: The largest division of work which combine various class families into several broad categories of Howard County employment, i.e.; Technical Services, Public Safety, Community Services, etc.

Job Related Experience: Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position successfully after a normal orientation period and is typically in or related to the work of the position to be filled. Such experience is typically acquired by work performed at the next lower grade, and within the occupational class family of the position to be filled.

NOTES:

Class Descriptions in this Plan are intentionally general and brief containing only such information on job content as is useful in defining the nature and level of work and in differentiating the work from other classes.

Job Descriptions specifically identify various key aspects and components of a singular position such as duties and responsibilities, work location, work schedule, equipment utilized, task statements, physical requirements, etc. and are useful in classification matters, communicating job standards, recruitment, organizational development, performance evaluation and so forth. The Office of Human Resources strongly encourages county departments to maintain up-to-date job descriptions on all department positions and assistance is available for such purpose.

Classification Specifications for job classes covered by collective bargaining agreement with Police Local 86 and Blue Collar Local 3085 will be maintained separately by the Office of Human Resources and are considered an official addendum to the Howard County Classification Plan. These classes are listed by union local within the Howard County Pay Plan. Each specification shall contain the title, grade, duties and qualification requirements of the class.

Some Job Classifications in the Classification Plan are covered by the provisions of a collective bargaining agreement and are listed in the Howard County Pay Plan by union local affiliation. However, not all positions in these listed Classifications are covered by the collective bargaining agreement; some are excluded from union participation due to the confidential or managerial nature of the work or because the position is grant funded, state-authorized exempt, seasonal, part-time, or temporary. Pay, benefits and working conditions for these employees shall follow the Employee Manual and other Pay Plan rules. The Office of Human Resources will maintain a register of these ineligible positions.

The Office of Human Resources encourages the use of functional job titles to identify individuals and positions in the public service. Official titles, grades, code numbers and other designations are maintained by the OHR as necessary to administer the provisions of the Classification and Pay Plans. The Office of Human Resources may also use functional or working titles in order to exchange classification and pay information with other employers.

General Reviews - The Classification Plan will be periodically reviewed to ensure that classes reflect County jobs and are correctly allocated to the appropriate grade. At such time department heads will be advised to furnish the Office of Human Resources with requests to review specific aspects of the Classification and the Pay Plans.

Position Reclassification - The Office of Human Resources will review the classification of individual positions when requested by a department head. Employees may initiate the process within their department. The procedure for conducting this review is established in Policy and Procedure titled POSITION RECLASSIFICATION, found in the Employee Manual.

Minimum Requirements - Unless otherwise specifically noted, minimum requirements include an equivalent combination of the education and experience listed in the area of the Occupational Class Family. The Human Resources Administrator determines educational and experience equivalency and sufficiency.

Preferred Qualifications - Specific education and experience preferences may vary according to the position assignments.

Licenses and Certificates – Any license, certificate or recognized equivalent required for the job issued by the State of Maryland or other authority.

*- An asterisk after the Code Number indicates that there are bargaining unit positions which are designated for conversion to this title. These positions shall remain in the current title until changed by negotiated agreement or until a negotiated agreement is no longer in effect.

OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-1. EXECUTIVE ADMINISTRATION &, MANAGEMENT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1109	COMMUNITY [[ENVIRONMENT AND]] SUSTAINABILITY ADMINISTRATOR	Performs advanced administrative and coordinative work under executive level direction. Work includes ASSESSING VARIOUS ASPECTS OF ECONOMIC, ENVIRONMENTAL, INFRASTRUCTURE, AND AGRICULTURAL SUSTAINABILITY, AND ADVOCATING EFFECTIVE COUNTY-WIDE PROGRAMS, POLICIES, AND ACTIONS BASED ON CURRENT COMMUNITY SUSTAINABILITY PRINCIPLES AND BEST PRACTICES. [[coordinating environmental activities and groups, providing linkages between the public and private sector and promoting resources available to those involved in environmental efforts.]]	Bachelor Degree	5 years INCLUDING AT LEAST TWO YEARS IN A SUPERVISORY ROLE	N/A	E
1107	PUBLIC INFORMATION ADMINISTRATOR	Performs advanced administrative public information coordination work under executive level direction. Work includes coordinating public information and public relations activities in the Department of County Administration and the Office of the County Executive; and providing primary contact with the news media.	Bachelor Degree	5 Years	N/A	E
1105	DEPUTY ADMIN TO COUNTY COUNCIL	Performs advanced administrative work under executive level direction. Work includes developing, reviewing, and analyzing legislative and zoning ordinances for the Executive Secretary; and coordinating office support staff activities.	Bachelor Degree	4 Years	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1104	EXECUTIVE ASSISTANT II	Performs advanced professional level administrative work under direction of the County Executive or the Chief Administrative Officer. Carries out legislative coordination functions such as analyzing and preparing executive legislation, or oversees lobbying activities on behalf of the county government. EMPLOYEES ALSO RESOLVE MAJOR PROGRAM PROBLEMS; AND DEVELOP, EVALUATE, AND IMPLEMENT EFFECTIVE FINANCIAL PROGRAMS, CONTROLS AND PROCEDURES. Employees in this class will also perform special assignments and projects for the executive and may serve as hearing officer in delegated cases.	Bachelor Degree	5 Years	N/A	E
1103	EXECUTIVE ASSISTANT I	Performs senior professional level administrative work under executive direction. Work includes performing management studies; making policy analyses; carrying out specific project assignments and special projects and studies and other duties assigned by the County Executive or the Chief Administrative Officer.	Bachelor Degree	4 Years	N/A	E
1101	SPECIAL ASSISTANT	Performs professional level personal support work for individual council members under executive direction. Work includes assisting Council members in responding to constituent concerns; advising on and developing legislative and policy initiatives; providing outreach to and liaison with the community, promoting positive public relations; and coordinating schedules.	Bachelor Degree	4 Years	N/A	E