




# Howard County


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## Internal Memorandum

**Subject:** Council Testimony and Fiscal Impact Statement

**To:** Lonnie Robbins  
Chief Administrative Officer

**Through:**   
Wanda Hutchinson  
Human Resources Administrator

**From:** Stacey Simmons   
Acting Chief, Classification and Pay

**Date:** September 28, 2015

The Administration is seeking Council approval for a bill amending the classification plan for certain class descriptions and certain educational and licensure requirements.

The Howard County Police Department has proposed changes for the educational and license requirements for the Police Officer (Probationary). Previously, HCPD had a partnership with Howard Community College that allowed Police Recruits to obtain 60 credits or finish an Associates degree while attending the academy. HCPD has not utilized this program in four years and was recently notified by HCC the program will be discontinued. The department is requesting applicants have an Associates degree or a minimum of 60 college credits in order to meet the minimum requirements prior to starting the academy. The department is also asking that wording for the driver's license requirement reflect acceptance of an out-of-state license.

Finally, the Department of Public Works has requested changes to the classification descriptions and minimum requirements for the Engineering Manager I & II and the Engineering Specialists I, II, and III. These changes add wording to the descriptions as well as the requirements for education and experience that will allow the department to hire Architects to oversee construction projects for the Bureau of Facilities. These changes will give the department the flexibility to hire Architects based on the needs of a project. With changes in place, the Department of Public Works will not have to hire consultants to fill this need thus saving the County money.

cc: Jennifer Sager