



Howard County

Internal Memorandum

Subject: Council Testimony and Fiscal Impact Statement

To: Lonnie Robbins
Chief Administrative Officer

Through: *wsh*
Wanda Hutchinson
Human Resources Administrator

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

Date: November 24, 2015

The Administration is seeking Council approval for a bill amending the classification plan for certain education and experience requirements.

The Howard County Department of Fire and Rescue Services has proposed changes for the educational and experience requirements for the Assistant Chief, Battalion Chief, Fire Captain and Fire Fighter Lieutenant. The revisions reflect the requirements set forth by General Order 100.04 which cover experience and education prerequisites and will become effective November 1st, 2016. The proposed changes are being requested at this time to ensure personnel are aware of the new requirements for promotion within the department. The changes also reflect consistent effective dates for each classification. There will not be any fiscal impact created by the revisions.

cc: Jennifer Sager