

Introduced 10/5/15
Public Hearing 10/19/15
Council Action 11/2/15
Executive Action 11/4/15
Effective Date 1/4/16

County Council Of Howard County, Maryland

2015 Legislative Session

Legislative Day No. 11

Bill No. 45-2015

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

AN ACT amending the Classification Plan for Howard County; amending certain class descriptions; amending certain educational and licensure requirements; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time October 5, 2015. Ordered posted and hearing scheduled.

By order Jessica Feldmark
Jessica Feldmark, 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 October 19, 2015.

By order Jessica Feldmark
Jessica Feldmark, Administrator

This Bill was read the third time on November 2, 2015 and Passed , Passed with amendments , Failed .

By order Jessica Feldmark
Jessica Feldmark, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 4th day of November, 2015 at 2:00 a.m./p.m.

By order Jessica Feldmark
Jessica Feldmark, Administrator

Approved/Vetoed by the County Executive Nov. 4th, 2015

Allan H. Kittleman
Allan H. Kittleman, 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. Amends the minimum educational requirements and licensure requirements for
8 the position of Probationary Police Officer; and
- 9 2. Amends the classification description and education and licensure requirements
10 for the positions of Engineering Manager II, Engineering Manager I, Engineering
11 Specialist III, Engineering Specialist II, and Engineering Specialist I in order to
12 allow an architect to perform those functions.

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 become effective 61 days after its enactment.*

**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-1 POLICE OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2107 *	POLICE OFFICER (PROBATIONARY)	Performs entry level technical police operations work under close supervision from a technical superior. Work includes learning basic police methods, legal requirements for the prevention, detection and investigation of offenses and other irregularities, and methods for the apprehension and prosecution of offenders. An employee in this class attends a Police Academy and must satisfactorily complete the prescribed courses of academy and field training for a period of not less than one year and is a trainee and probationary employee for eighteen months. Employees who satisfactorily complete the probationary period shall be classified as Police Officers.	[[Associate Degree (60 credit hours) required before the end of the 18 month probationary period. No experience equivalency except that experience as a Howard County Police Cadet hired before July 1, 2008 or two years actively engaged in military service may be substituted for the required education on a year for year basis.]] AN ASSOCIATE'S DEGREE OR A MINIMUM SIXTY (60) COLLEGE CREDITS FROM AN ACCREDITED COLLEGE OR UNIVERSITY. NO EXPERIENCE EQUIVALENCY EXCEPT THAT TWO YEARS ACTIVELY ENGAGED IN MILITARY SERVICE MAY BE SUBSTITUTED FOR THE REQUIRED EDUCATION ON A YEAR FOR YEAR BASIS.	Minimum age of 21 years prior to the announced date of the swearing in ceremony associated with completion of the training academy.	CLASS C Maryland Driver's License OR EQUIVALENT ISSUED BY STATE OF RESIDENCE	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
3119	ENGINEERING MANAGER II OR ENGINEERING MANAGER II (ARCHITECTURE)	Performs advanced administrative level engineering AND/OR ARCHITECTURAL work under general supervision from an administrative or technical superior. Work includes planning, directing, and coordinating engineering AND/OR ARCHITECTURAL programs of considerable scope and complexity; supervising lower level engineers AND ARCHITECTS; 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 OR ARCHITECTURE	8 yrs.	Registered Professional Engineer OR MD LICENSED ARCHITECT	E
3117	ENGINEERING MANAGER I OR ENGINEERING MANAGER I (ARCHITECTURE)	Performs mid-management level and advanced engineering AND/OR ARCHITECTURAL 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]] AND/OR ARCHITECTURAL design problems.	Bachelor Degree in Engineering OR ARCHITECTURE	6 yrs.	Registered Professional Engineer OR MD LICENSED ARCHITECT	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 OR ENGINEERING SPECIALIST III (ARCHITECTURE)	<p>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 AND/OR ARCHITECTURAL plans, resolving difficult design analysis, acting as project [[engineer]] MANAGER 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.]] ONE OF THE FOLLOWING: UNIQUE ENGINEERING ANALYSIS AND EXPERTISE IN MECHANICAL, ELECTRICAL OR STRUCTURAL ENGINEERING; IN-DEPTH ARCHITECTURAL EXPERIENCE IN THE DEVELOPMENT, DESIGN AND CONSTRUCTION OF INSTITUTIONAL BUILDING TYPES SUCH AS LIBRARIES, COMMUNITY CENTERS, POLICE AND FIRE STATIONS, ETC.</p> <p><u>Performs advanced professional level engineering AND/OR ARCHITECTURAL work, which may include supervisory responsibility, with considerable independence but under general supervision from an administrative or technical superior. Work includes reviewing complex engineering AND/OR ARCHITECTURAL plans, resolving difficult design analysis, acting as project [[engineer]] MANAGER 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.]] AREAS SUCH AS MECHANICAL, ELECTRICAL OR STRUCTURAL ENGINEERING; IN-DEPTH ARCHITECTURAL EXPERIENCE IN THE DEVELOPMENT, DESIGN AND CONSTRUCTION OF INSTITUTIONAL BUILDING TYPES SUCH AS LIBRARIES, COMMUNITY CENTERS, POLICE AND FIRE STATIONS, ETC.</u></p>	Bachelor Degree in Engineering OR ARCHITECTURE	4 yrs.	Registered Professional Engineer OR MD LICENSED ARCHITECT	E
------	-------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------	--------	-----------------------------------------------------------	---

11/2/15

3112	ENGINEERING SPECIALIST II OR ENGINEERING SPECIALIST II (ARCHITECTURE)	Performs professional level engineering AND/OR ARCHITECTURAL work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes designing ARCHITECTURAL AND/OR engineering features TO MEET THE OVERALL END-USE OBJECTIVES, reviewing engineering and construction plans, and assisting with preparation of planning and engineering documents.	Bachelor Degree in Engineering OR ARCHITECTURE	2 yrs.	[[N/A]] ENGINEERING INTERN OR ENGINEER IN TRAINING (EIT) REGISTRATION OR MD LICENSED ARCHITECT (PREFERRED)	E
3111	ENGINEERING SPECIALIST I OR ENGINEERING SPECIALIST I (ARCHITECTURE)	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 IN ENGINEERING OR <u>BACHELOR DEGREE IN ARCHITECTURE</u>	1 yr.	N/A	E

Amendment 1 to Council Bill No. 45-2015

BY: The Chairperson at the
request of the County Executive

Legislative Day No. 12
Date: November 2, 2015

Amendment No. 1

(This amendment corrects the classification description for the position of Engineering Specialist III, the licensure requirements for the position of Engineering Specialist II, and the minimum education requirements for the position of Engineering Specialist I.)

1 On page 3, of the Classification Plan, attached to the Bill as introduced, strike the classification
2 description for Class Title 3114, Engineering Specialist III, and substitute:

3 “Performs advanced professional level engineering AND/OR ARCHITECTURAL work, which may
4 include supervisory responsibility, with considerable independence but under general supervision
5 from an administrative or technical superior. Work includes reviewing complex engineering
6 AND/OR ARCHITECTURAL plans, resolving difficult design analysis, acting as project [[engineer]]
7 MANAGER for large scale projects, and preparing planning and engineering documents. Work at
8 this level is distinguished by unique engineering analysis and expertise in [[a defined engineering
9 specialty area such as bridges, storm water, highway and utility construction, electrical design,
10 etc.]] AREAS SUCH AS MECHANICAL, ELECTRICAL OR STRUCTURAL ENGINEERING; IN-DEPTH
11 ARCHITECTURAL EXPERIENCE IN THE DEVELOPMENT, DESIGN AND CONSTRUCTION OF
12 INSTITUTIONAL BUILDING TYPES SUCH AS LIBRARIES, COMMUNITY CENTERS, POLICE AND FIRE
13 STATIONS, ETC.”.

14
15 On page 4, in Class Title 3112, Engineering Specialist II, in the Lisc./Cert. column, strike
16 “ENGINEERING INTERN OR ENGINEER IN TRAINING (EIT) REGISTRATION OR”.

17
18 Also on page 4, in Class Title 3111, Engineering Specialist I”, in the column for Min. Educ.,
19 strike “IN ENGINEERING” and, after “OR” insert “BACHELOR DEGREE IN”.

~~ADOPTED~~ 11/2/15
~~FAILED~~
SIGNATURE Jessica Feldman

**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
3119	ENGINEERING MANAGER II OR ENGINEERING MANAGER II (ARCHITECTURE)	Performs advanced administrative level engineering AND/OR ARCHITECTURAL work under general supervision from an administrative or technical superior. Work includes planning, directing, and coordinating engineering AND/OR ARCHITECTURAL programs of considerable scope and complexity; supervising lower level engineers AND ARCHITECTS; 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 OR ARCHITECTURE	8 yrs.	Registered Professional Engineer OR MD LICENSED ARCHITECT	E
3117	ENGINEERING MANAGER I OR ENGINEERING MANAGER I (ARCHITECTURE)	Performs mid-management level and advanced engineering AND/OR ARCHITECTURAL 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]] AND/OR ARCHITECTURAL design problems.	Bachelor Degree in Engineering OR ARCHITECTURE	6 yrs.	Registered Professional Engineer OR MD LICENSED ARCHITECT	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

**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-1 POLICE OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2107 *	POLICE OFFICER (PROBATIONARY)	Performs entry level technical police operations work under close supervision from a technical superior. Work includes learning basic police methods, legal requirements for the prevention, detection and investigation of offenses and other irregularities, and methods for the apprehension and prosecution of offenders. An employee in this class attends a Police Academy and must satisfactorily complete the prescribed courses of academy and field training for a period of not less than one year and is a trainee and probationary employee for eighteen months. Employees who satisfactorily complete the probationary period shall be classified as Police Officers.	[[Associate Degree (60 credit hours) required before the end of the 18 month probationary period. No experience equivalency except that experience as a Howard County Police Cadet hired before July 1, 2008 or two years actively engaged in military service may be substituted for the required education on a year for year basis.]] AN ASSOCIATE'S DEGREE OR A MINIMUM SIXTY (60) COLLEGE CREDITS FROM AN ACCREDITED COLLEGE OR UNIVERSITY. NO EXPERIENCE EQUIVALENCY EXCEPT THAT TWO YEARS ACTIVELY ENGAGED IN MILITARY SERVICE MAY BE SUBSTITUTED FOR THE REQUIRED EDUCATION ON A YEAR FOR YEAR BASIS.	Minimum age of 21 years prior to the announced date of the swearing in ceremony associated with completion of the training academy.	CLASS C Maryland Driver's License OR EQUIVALENT ISSUED BY STATE OF RESIDENCE	N


3114	ENGINEERING SPECIALIST III OR ENGINEERING SPECIALIST III (ARCHITECTURE)	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 AND/OR ARCHITECTURAL plans, resolving difficult design analysis, acting as project [[engineer]] MANAGER 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.]] ONE OF THE FOLLOWING: UNIQUE ENGINEERING ANALYSIS AND EXPERTISE IN MECHANICAL, ELECTRICAL OR STRUCTURAL ENGINEERING; IN-DEPTH ARCHITECTURAL EXPERIENCE IN THE DEVELOPMENT, DESIGN AND CONSTRUCTION OF INSTITUTIONAL BUILDING TYPES SUCH AS LIBRARIES, COMMUNITY CENTERS, POLICE AND FIRE STATIONS, ETC.	Bachelor Degree in Engineering OR ARCHITECTURE	4 yrs.	Registered Professional Engineer OR MD LICENSED ARCHITECT	E
3112	ENGINEERING SPECIALIST II OR ENGINEERING SPECIALIST II (ARCHITECTURE)	Performs professional level engineering AND/OR ARCHITECTURAL work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes designing ARCHITECTURAL AND/OR engineering features TO MEET THE OVERALL END-USE OBJECTIVES, reviewing engineering and construction plans, and assisting with preparation of planning and engineering documents.	Bachelor Degree in Engineering OR ARCHITECTURE	2 yrs.	[[N/A]] ENGINEERING INTERN OR ENGINEER IN TRAINING (EIT) REGISTRATION OR MD LICENSED ARCHITECT (PREFERRED)	E
3111	ENGINEERING SPECIALIST I OR ENGINEERING SPECIALIST I (ARCHITECTURE)	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 IN ENGINEERING OR ARCHITECTURE	1 yr.	N/A	E

FAM5-2.AJG
9/24/15



BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on November 4, 2015.



Jessica Feldmark, Administrator to the County Council

BY THE COUNCIL

This Bill, having been passed by the yeas and nays of two-thirds of the members of the Council notwithstanding the objections of the Executive, stands enacted on _____, 2015.

Jessica Feldmark, Administrator to the County Council

BY THE COUNCIL

This Bill, having received neither the approval nor the disapproval of the Executive within ten days of its presentation, stands enacted on _____, 2015.

Jessica Feldmark, Administrator to the County Council

BY THE COUNCIL

This Bill, not having been considered on final reading within the time required by Charter, stands failed for want of consideration on _____, 2015.

Jessica Feldmark, Administrator to the County Council

BY THE COUNCIL

This Bill, having been disapproved by the Executive and having failed on passage upon consideration by the Council stands failed on _____, 2015.

Jessica Feldmark, Administrator to the County Council

BY THE COUNCIL

This Bill, the withdrawal of which received a vote of two-thirds (2/3) of the members of the Council, is withdrawn from further consideration on _____, 2015.

Jessica Feldmark, Administrator to the County Council

Amendment 1 to Council Bill No. 45-2015

BY: The Chairperson at the
request of the County Executive

Legislative Day No. 12
Date: November 2, 2015

Amendment No. 1

(This amendment corrects the classification description for the position of Engineering Specialist III, the licensure requirements for the position of Engineering Specialist II, and the minimum education requirements for the position of Engineering Specialist I.)

1 On page 3, of the Classification Plan, attached to the Bill as introduced, strike the classification
2 description for Class Title 3114, Engineering Specialist III, and substitute:
3 “Performs advanced professional level engineering AND/OR ARCHITECTURAL work, which may
4 include supervisory responsibility, with considerable independence but under general supervision
5 from an administrative or technical superior. Work includes reviewing complex engineering
6 AND/OR ARCHITECTURAL plans, resolving difficult design analysis, acting as project [[engineer]]
7 MANAGER for large scale projects, and preparing planning and engineering documents. Work at
8 this level is distinguished by unique engineering analysis and expertise in [[a defined engineering
9 specialty area such as bridges, storm water, highway and utility construction, electrical design,
10 etc.]] AREAS SUCH AS MECHANICAL, ELECTRICAL OR STRUCTURAL ENGINEERING; IN-DEPTH
11 ARCHITECTURAL EXPERIENCE IN THE DEVELOPMENT, DESIGN AND CONSTRUCTION OF
12 INSTITUTIONAL BUILDING TYPES SUCH AS LIBRARIES, COMMUNITY CENTERS, POLICE AND FIRE
13 STATIONS, ETC.”.

14
15 On page 4, in Class Title 3112, Engineering Specialist II, in the Lisc./Cert. column, strike
16 “ENGINEERING INTERN OR ENGINEER IN TRAINING (EIT) REGISTRATION OR”.

17
18 Also on page 4, in Class Title 3111, Engineering Specialist I”, in the column for Min. Educ.,
19 strike “IN ENGINEERING” and, after “OR” insert “BACHELOR DEGREE IN”.





Howard County

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