



# 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  
Chief, Classification and Pay

**Date:** February 26, 2016

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 classifications of Assistant Chief, Battalion Chief, Captain and Lieutenant. The education and experience requirements listed in the Classification Plan are based on the General Order 100.4, and currently, the effective dates are not consistent; two classifications have the effective dates listed as FY 2017 and two classifications have the effective dates of November 1, 2016. It is very important the effective dates are consistent to avoid confusion or misinterpretation. We are requesting the approval to change the effective dates for all of the classifications to November 1, 2016.

We are also seeking approval for the modification to the educational requirements. In this section, we have added clarification of quarter-based and semester-based credits to account for the differences in awarded credits from multiple colleges and universities.

The final request for approval is the modification to the wording in the experience section of the requirements. The new wording does not change the requirement, just restates it for clarity.

There will not be any fiscal impact created by the revisions.

cc: Jennifer Sager