




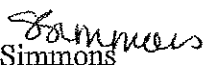
Howard County

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: April 25, 2016

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

The Office of Central Fleet has requested changes to the classification description, minimum requirements and licenses and certifications for the Motor Equipment Mechanic II. The changes in the description reflect the types of vehicles and equipment worked by the classification. The number of years for the required experience have been changed to keep in-line with industry standards and to create a larger applicant pool for recruitments. Finally, language was added regarding obtaining a Commercial Driver's License within departmental time frames and the need for a certification in welding based on job assignment.

Due to the passage of Council Bill No. 12-2016, changes in department and division names required a revision to the classification description for the positions of Director of Citizen Services, Human Services Manager II, Human Services Manager I, Human Services Supervisor and Human Services Specialist.

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

cc: Jennifer Sager

