

Introduced	<u>5/2/16</u>
Public Hearing	<u>5/16/16</u>
Council Action	<u>5/26/16</u>
Executive Action	<u>6/13/16</u>
Effective Date	<u>8/13/16</u>

**County Council of Howard County, Maryland**

2016 Legislative Session

Legislative Day No. 5

**Bill No. 26-2016**

Introduced by: The Chairperson

AN ACT amending the Classification Plan for Howard County; amending and adding certain class descriptions; providing for the application of this Act; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time May 2, 2016. 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 May 16, 2016.

By order Jessica Feldmark  
 Jessica Feldmark, Administrator

This Bill was read the third time on May 26, 2016 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 27<sup>th</sup> day of May, 2016 at 5:00 a.m./p.m.

By order Jessica Feldmark  
 Jessica Feldmark, Administrator

Approved  Vetoed by the County Executive June 3, 2016

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 **Section 1. Be It Enacted** by the County Council of Howard County, Maryland that the following  
 2 **classifications are added to the Classification Plan of Howard County:**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert	FSLA
1212	DEPUTY COUNTY AUDITOR	Performs advanced and highly responsible professional level work under executive level direction. Work includes program analysis, fiscal impact analysis of proposed legislation, analysis of budget requests and related program and operational proposals of agencies subject to the County Council's budget authority, and planning, supervising and participating in complex audit assignments.	Bachelor Degree	6 years	N/A	E
1414	DISTRICT AIDE	Performs senior technical level administrative and personal support work for individual Council Members under executive direction. Work includes assisting Council Members or Special Assistants with constituent service, research, correspondence, social media, and scheduling.	Associate Degree	1 year	N/A	E

3 **Section 2. Be It Enacted** by the County Council of Howard County, Maryland that the following  
 4 **classification is amended:**

1103	EXECUTIVE ASSISTANT I	Performs senior professional level administrative work under executive direction. Work includes performing management studies; making policy analyses; carrying out specific project assignments and special projects and studies and other duties assigned by the County Executive [or], the Chief Administrative Officer, OR THE ADMINISTRATOR TO THE COUNTY COUNCIL.	Bachelor Degree	4 Years	N/A	E
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5  
 6  
 7 **Section 2 Section 3. And Be It Further Enacted** by the County Council of Howard County,  
 8 **Maryland, that this Act shall apply beginning with the first pay date after July 1, 2016.**

9  
 10 **Section 3 Section 4. And Be It Further Enacted** by the County Council of Howard County,  
 11 **Maryland, that this Act shall become effective 61 days after its enactment.**

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on June 3, 2016.

  
\_\_\_\_\_  
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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, Administrator to the County Council

Amendment 1 to Council Bill No. 26-2016

BY: The Chairperson

Legislative Day No. 6

Date: May 26, 2016

Amendment No. 1

*(This amendment accommodates a change made by Council Bill 24- 2016.)*

1 At line 3 insert:

2 “Section 2. Be It Enacted by the County Council of Howard County, Maryland that the  
3 following classification is amended:

1103	EXECUTIVE ASSISTANT I	Performs senior professional level administrative work under executive direction. Work includes performing management studies; making policy analyses; carrying out specific project assignments and special projects and studies and other duties assigned by the County Executive [or], the Chief Administrative Officer, OR THE ADMINISTRATOR TO THE COUNTY COUNCIL.	Bachelor Degree	4 Years	N/A	E
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4 ”.

5  
6 In line 5, strike “Section 2” and substitute “Section 3”.

7  
8 In line 8, strike “Section 3” and substitute “Section 4”.

ADOPTED 5/26/16  
FAILED \_\_\_\_\_  
SIGNATURE Jessica Eldredge

Amendment 2 to Council Bill No. 26-2016

BY: Greg Fox

Legislative Day No. 6

Date: May 26, 2016

Amendment No. 2

*(This amendment modifies the Classification Plan by deleting the District Aide class and modifying the Executive Assistant II class.)*

1 On page 1, after line 2, strike the row that is labelled "1414"

2 Also on page 1, at line 3, insert:

3 "Section 2. Be It Enacted by the County Council of Howard County, Maryland that the  
4 following classification is amended:

1104	EXECUTIVE ASSISTANT II	Performs advanced professional level administrative work under direction of the County Executive [or], the Chief Administrative Officer, OR THE COUNCIL ADMINISTRATOR. Carries out legislative coordination functions such as analyzing and preparing executive legislation, or oversees lobbying activities on behalf of the county government. Employees also resolve major program problems; and develop, evaluate, and implement effective financial programs, controls and procedures. Employees in this class will also perform special assignments and projects for the executive and may serve as hearing officer in delegated cases.	Bachelor Degree	5 Years	N/A	E
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ADOPTED \_\_\_\_\_  
FAILED 5/26/16  
SIGNATURE Jessica Feldman



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