

Howard County Classification Plan

Fiscal Year 20[09] 10

(Revised – July, 2009)

The Howard County Classification Plan is a job schematic covering all officers and employees in the classified and exempt service of the merit system excepting those positions identified in Section 1.111.(a)(2) and Section 1.111.(b)(5) of the Howard County Code or under the conflicting provisions of Section 1.111.(e)(1). The Classification Plan contains information on occupational groups, class families, and the qualifications, duties, FLSA status, and general requirements for each position classification contained in the Plan.

The Classification Plan is administered by the Office of Human Resources, under authority of the Personnel Officer, in accordance with Section 1.201. of the Howard County Code. Revisions to the Classification Plan are submitted by the County Executive to the Personnel Board for approval and then transmitted to the County Council for legislative action.

TERMS:

Position (full-time): A group of duties and responsibilities, assigned by legitimate authority, requiring the full-time services of an employee. A position can be either vacant or occupied.

Classification: A group of positions similar enough in job content, qualification requirements and market worth as to share the same official title, classification code number, class description, test of fitness and salary grade.

Class Family: a group of job classifications which are similar enough in the area of work as to be joined together in representing the various levels of an occupation(s) for which Howard County has positions.

Occupational Group: The largest division of work which combine various class families into several broad categories of Howard County employment, i.e.; Technical Services, Public Safety, Community Services, etc.

NOTES:

Class Descriptions in this Plan are intentionally general and brief containing only such information on job content as is useful in defining the nature and level of work and in differentiating the work from other classes.

Job Descriptions specifically identify various key aspects and components of a singular position such as duties and responsibilities, work location, work schedule, equipment utilized, task statements, physical requirements, etc. and are useful in classification matters, communicating job standards, recruitment, organizational development, performance evaluation and so forth. The Office of Human Resources strongly encourages county departments to maintain up-to-date job descriptions on all department positions and assistance is available for such purpose.

Classification Specifications for job classes covered by collective bargaining agreement with Police Local 86 and Blue Collar Local 3085 will be maintained separately by the Office of Human Resources and are considered an official addendum to the Howard County Classification Plan. These classes are listed by union local within the Howard County Pay Plan. Each specification shall contain the title, grade, duties and qualification requirements of the class.

The Office of Human Resources encourages the use of functional job titles to identify individuals and positions in the public service. official titles, grades, code numbers and other designations are maintained by the OHR as necessary to administer the provisions of the Classification and Pay Plans. The Office of Human Resources may also use functional or working titles in order to exchange classification and pay information with other employers.

General Reviews- The Classification Plan will be periodically reviewed to ensure that classes reflect County jobs and are correctly allocated to the appropriate grade. At such time department heads will be advised to furnish the Office of Human Resources with requests to review specific aspects of the Classification and the Pay Plans.

Position Reclassification- The Office of Human Resources will review the classification of individual positions when requested by a department head. Employees may initiate the process within their department. the procedure for conducting this review is established in Policy and Procedure titled POSITION RECLASSIFICATION, found in the Employee Manual.

Minimum Requirements- Unless otherwise specifically noted, minimum requirements include an equivalent combination of the education and experience listed in the area of the Occupational Class Family. The Human Resources Administrator determines equivalency.

Preferred Qualifications- Specific education and experience preferences may vary according to the position assignments.

Licenses and Certificates- Depending upon position assignments, one or more of the listed licenses or certificates, or it's equivalent, issued or recognized by the State of Maryland, may be required.

*- An asterisk after the Code Number indicates that there are bargaining unit positions which are designated for conversion to this title. These positions shall remain in the current title until changed by negotiated agreement or until a negotiated agreement is no longer in effect.

**OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-1. EXECUTIVE ADMINISTRATION &, MANAGEMENT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1119	CHIEF ADMINISTRATIVE OFFICER	Performs executive level administrative work under executive direction, managing daily government operations. Work includes directing major County activities and government services and performing other administrative duties as assigned by the County Executive; and acting as County Executive as required.	As specified by HC Charter	As specified by HC Charter	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1117	DEPUTY CHIEF ADMINISTRATIVE OFFICER	Performs advanced administrative work under executive level direction. Work includes directing major County activities as directed by the Chief Administrative Officer; advising and providing information to the Chief Administrative Officer and other officials on administrative matters; and giving signatory approval to financial transactions, administrative records, and purchasing activities.	Bachelor Degree	10 Years	N/A	E
1116	CHIEF OF STAFF	Performs executive level administrative work under executive direction. Work includes policy development and implementation, overseeing special projects and management assistance directly for the County Executive.	Bachelor Degree	10 years	n/a	e
1115	ADMINISTRATOR TO COUNTY COUNCIL	Performs executive level administration work under executive direction. Work includes managing and supervising the work of the Council office under direction of the County Council.	Bachelor Degree	8 Years	N/A	E
1113	HUMAN RESOURCES ADMINISTRATOR	Performs advanced administrative human resource management work under executive level direction. Work includes directing and coordinating the human resource functions of the County such as recruitment and selection, examinations, classification and pay, worker's compensation and benefits, affirmative action, employee performance evaluation, training and employee relations.	Bachelor Degree	8 Years	N/A	E
1111	LABOR RELATIONS COORDINATOR	Performs advanced administrative labor relations work under executive level direction. Work includes coordinating contract negotiations with employee labor unions and overseeing contract administration for the County.	Bachelor Degree	5 Years	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1109	ENVIRONMENT AND SUSTAINABILITY ADMINISTRATOR	Performs advanced administrative and coordinative work under executive level direction. Work includes coordinating environmental activities and groups, providing linkages between the public and private sector and promoting resources available to those involved in environmental efforts.	Bachelor Degree	5 years	N/A	E
1107	PUBLIC INFORMATION ADMINISTRATOR	Performs advanced administrative public information coordination work under executive level direction. Work includes coordinating public information and public relations activities in the Department of County Administration and the Office of the County Executive; and providing primary contact with the news media.	Bachelor Degree	5 Years	N/A	E
1105	DEPUTY ADMIN TO COUNTY COUNCIL	Performs advanced administrative work under executive level direction. Work includes developing, reviewing, and analyzing legislative and zoning ordinances for the Executive Secretary; and coordinating office support staff activities.	Bachelor Degree	4 Years	N/A	E
1104	EXECUTIVE ASSISTANT II	Performs advanced professional level administrative work under direction of the county executive or the chief administrative officer. Carries out legislative coordination functions such as analyzing and preparing executive legislation, or oversees lobbying activities on behalf of the county government. 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

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
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.	Bachelor Degree	4 Years	N/A	E
1101	SPECIAL ASSISTANT	Performs professional level personal support work for individual council members under executive direction. Work includes assisting Council members in responding to constituent concerns; advising on and developing legislative and policy initiatives; providing outreach to and liaison with the community, promoting positive public relations; and coordinating schedules.	Bachelor Degree	1 Year	N/A	E

**OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-2 FINANCIAL ADMINISTRATION &, MANAGEMENT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1217	DIRECTOR OF FINANCE	Performs executive level administrative financial work under executive direction. Work includes directing the general operation of the Department of Finance; advising and providing information to the County Executive, the County Council, department heads, and others on fiscal and revenue matters; and performing other administrative duties. Work also includes collection of all revenues; custody, safekeeping and investing all funds, and disbursement of County funds under applicable accounting standards.	Bachelor Degree	10 Years	Certified Public Accountant	E
1215	COUNTY AUDITOR	Performs executive level administrative financial work under executive direction. Work includes conducting a comprehensive post-audit program for the County; and conducting performance audits of agencies or programs which are the recipients of funds appropriated or approved by the County Council.	Bachelor Degree	10 Years	Certified Public Accountant	E
1213	BUDGET ADMINISTRATOR	Performs advanced level administrative financial work under executive level direction. Work includes directing the operations of the County budget office; coordinating the preparation of the annual expense and capital budgets of the County; and advising in matters relating to County funds and revenues.	Bachelor Degree	5 Years	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1211	DEPUTY DIRECTOR FINANCE	Performs advanced level administrative financial work under executive level direction. Work includes providing accounting, auditing and management assistance to the Director of Finance; and assisting in the planning, organization, coordination and direction of the financial programs, policies and activities of the Department of Finance.	Bachelor Degree	8 Years	Certified Public Accountant	E
1209	PURCHASING ADMINISTRATOR	Performs management and advanced purchasing and financial cost control administrative work under executive direction. Work includes managing the activities and staff of the Office of Purchasing; developing and evaluating purchasing procedures; preparing procurement documentation; giving signatory approval to purchasing activities and documents; and achieving economies by recommending and implementing purchasing decisions and policies.	Bachelor Degree	6 Years	Certified Public Purchasing Officer	E
1207	FISCAL MANAGER II	Performs management and advanced level financial administrative work under general supervision from an administrative superior. Work includes planning, organizing, and supervising the activities of a major financial bureau or assisting in the operational and administrative management of the Budget office; resolving major program problems; and developing, evaluating and implementing financial and budgeting programs and procedures.	Bachelor Degree	5 Years	May require certification as Certified Public Accountant	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1205	FISCAL MANAGER I	Performs mid-management and advanced level financial, auditing or budgeting work under general supervision from an administrative or technical superior. Work may include planning, organizing, and supervising the activities of a unit; coordinating budget activities; auditing electronic data processing systems; resolving major program problems; and developing, evaluating and implementing financial budgeting or auditing programs and procedures.	Bachelor Degree	4 Years	May require certification as Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA)	E
1203	FISCAL SPECIALIST II	Performs intermediate professional level financial administrative work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes examining and evaluating administrative and operational programs, financial reporting systems, and agency budgets; performing accounts and records audits; planning, developing, analyzing, and monitoring fiscal records and budgets; and preparing financial statements. Monitors budgeting activities and records of major departments.	Bachelor Degree	2 Years	May require certification as a Certified Public Accountant	E
1201	FISCAL SPECIALIST I	Performs professional level financial administrative work under general supervision from an administrative or technical superior. Work includes examining financial activities and operational programs of County agencies; planning and supervising the utility billing and collection section within the Department of Finance; performing financial and management studies of a routine nature; and participating in audits to determine the adequacy of internal control and the efficiency and effectiveness of operations.	Bachelor Degree	1 Year	N/A	E

FAM1-2.AJG

7/23/09

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1200	FISCAL ASSOCIATE	Performs professional level financial administrative work at the entry level under close supervision from an administrative or technical superior	Bachelor Degree	0	N/A	E

**OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-3 ADMINISTRATIVE SERVICES &, MANAGEMENT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1307	ADMINISTRATIVE MANAGER	Performs senior administrative work, which may include supervision, under general supervision from an administrative or technical superior. Work includes directing and coordinating significant departmental administrative programs; such as managing the Bureau of Recreation or Bureau of Parks, preparing and monitoring complex budgets and performing management studies to effect efficiency and cost-effective operations.	Bachelor Degree	6 Years	N/A	E
1306	ASSISTANT ADMINISTRATOR	Performs advanced administrative work, which may include supervisory responsibilities, under supervision from an administrative superior. As directed, assists in the overall management of the human resources program and directly supervises one or more major functional activities such as benefits and records administration, classification and pay, or recruitment and selection.	Bachelor Degree	5 Years	N/A	E
1305	SENIOR ADMINISTRATIVE ANALYST	Performs advanced professional level administrative work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes the analysis and coordination of complex administrative matters; researching, reviewing, and analyzing legislative, budget, personnel, purchasing and policy issues; and supervising one or more major functional office programs or activities.	Bachelor Degree	4 Years	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1303	ADMINISTRATIVE ANALYST II	Performs intermediate professional level administrative work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes administrative support of a functional program and professional level analysis and coordination of functional office programs and activities.	Bachelor Degree	2 Years	N/A	E
1301	ADMINISTRATIVE ANALYST I	Performs professional level administrative work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes carrying out administrative and technical tasks related to administrative support, public information, and purchasing.	Bachelor Degree	1 Year	N/A	E

**OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-4 ADMINISTRATIVE SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1413	ADMINISTRATIVE ASSISTANT	Performs senior technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves administrative, technical and paralegal work providing staff assistance to various Boards; or administrative secretarial or constituent services work assisting the County Executive, the State's Attorney, the Chief Judge of the Fifth Judicial Circuit, Chief of Staff or the Chief Administrative Officer. Assumes responsibility for clerical procedures and office operations; maintains executive calendar and appointments. May supervise a support staff. Work at this level may include independent responsibility for a difficult and complex administrative or clerical process not requiring the attention of a professional or technical expert.	Associate Degree	4 Years	N/A	N
1412	ADMINISTRATIVE TECHNICIAN	Performs senior secretarial or routine paralegal work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves independent and confidential secretarial work as the appointed secretary to the County Solicitor or a Circuit Court judge; or work may involve writing briefs, conducting research and providing other paralegal support to a legal staff.	Associate Degree	3 years	Certification by the American Bar Association	E/N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1411	ADMINISTRATIVE AIDE	Performs advanced technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves administrative support work, technical tasks, and secretarial work assisting legal staff or an executive level government official. May apply bookkeeping, accounting and data processing principles to accounting and financial record keeping and reporting systems at the advanced technical level. Work at this level may also include independent responsibility for a significant administrative or clerical process.	Associate Degree	2 Years	Certified typing score of 50 WPM	N
1409	ADMINISTRATIVE SUPPORT TECH III	Performs advanced technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves performing responsible clerical and secretarial work essential to the successful operation of a specialized function. Work may also include supervision of data entry staff and coordination and work scheduling of the data entry function. Work at this level may also include independent responsibility for a moderately complex clerical process.	High School Diploma or GED	4 Years	Certified typing score of 50 WPM MILES/NCIC Authorization	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1407	ADMINISTRATIVE SUPPORT TECH II	Performs intermediate technical level administrative support work under general supervision from an administrative or technical superior. Work typically involves performing clerical and secretarial work, such as data entry and document management, file maintenance of secure and confidential records, and public contact and service. Work may also include accounting clerical tasks such as bookkeeping, keeping of financial and other important records; preparing vouchers for payment; documenting and depositing cash receipts; and controlling, recording, and storing data. Work at this level may also include independent responsibility for a routine clerical process.	High School Diploma or GED	3 Years	Certified typing score of 50 WPM MILES/NCIC Authorization	N
1405 *	ADMINISTRATIVE SUPPORT TECH I	Performs technical level administrative support work under general supervision from an administrative or technical superior. Work typically involves performing skilled clerical, stenographic, and typing tasks but may also include determination of weights at a sanitary landfill; collecting fees; operating scales and cash registers; keeping records of materials and money received; and performing routine clerical tasks in an accounting environment.	High School Diploma or GED	2 Years	Must meet Howard County Government's bonding requirements Certified typing score of 40 WPM	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1403 *	OFFICE ASSISTANT II	Performs administrative support work under general supervision from an administrative or technical superior. Work may include organizing, storing and maintaining records and books; processing mail; transcribing data using data entry and verifying equipment; and a variety of clerical and manual tasks, such as carrying mail, messages, documents, and other materials; preparing materials for mailing; and operating automotive equipment.	High School Diploma or GED	1 Year	Class C Driver's License MILES/NCIC Authorization	N
1401	OFFICE ASSISTANT I	Performs entry level administrative support work under general supervision from a technical or administrative superior. Work includes performing basic data entry typing and related clerical tasks and routine public service functions.	High School Diploma or GED	0 Year		N

**OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-5 LEGAL SERVICES, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1517	COUNTY SOLICITOR	Performs executive level legal work under executive direction. Serves as the legal advisor for the County and all County agencies, including the County Executive and County Council. Work includes heading the Office of Law ; representing the County in all actions in which the County is a party; providing legal advice and opinions; reviewing all legal documents; handling activities directed toward the civil enforcement of County laws; and preparing the annual office budget and supervising the expenditure of funds.	As specified in the Howard County Charter	As specified in the Howard County Charter	Admitted to the Bar in Maryland	E
1515	DEPUTY ATTORNEY	Performs management and advanced level legal work under administrative direction. Work may include assisting in the management and supervision of a law office and/or legal staff.	Law Degree	5 Years	Admitted to the Bar in Maryland	E
1513	MASTER IN CHANCERY	Performs management and advanced level legal work under general supervision from an administrative superior. Work includes presiding over specified equity case hearings; dictating and drafting legal reports and decrees; and conferring with various parties regarding case status.	Law Degree	2 Years	Admitted to the Bar in Maryland	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1511	PRINCIPAL ATTORNEY	Performs mid-management and advanced level legal work under general supervision from an administrative superior. Criminal work includes supervising and participating in the prosecution of criminal cases and related litigation on behalf of the State of Maryland; Civil work involves complex legal work at the highest performance level, including the handling of complex civil litigation on behalf of Howard County in Federal and State courts.	Law Degree	7 Years	Admitted to the Bar in Maryland	E
1509	CIRCUIT COURT ADMINISTRATOR	Performs advanced administrative legal work under executive direction. Work includes directing and coordinating a variety of administrative activities and programs for the Howard County Circuit Court. Work also includes being responsible for Circuit Court administration of personnel, budget preparation and monitoring, fiscal planning and reporting, purchasing, space planning, recordkeeping, and special projects.	Bachelor Degree	5 Years	N/A	E
1507	SENIOR ATTORNEY	Performs senior professional level legal work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Criminal work includes prosecuting on behalf of the State of Maryland; civil work includes providing legal advice and court representation on difficult legal matters, including handling civil litigation on behalf of Howard County in Federal and State courts.	Law Degree	5 Years	Admitted to the Bar in Maryland	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1505	ATTORNEY	Performs advanced professional level legal work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Criminal work includes prosecuting criminals on behalf of the State of Maryland; civil work includes providing legal advice and court representation on routine legal matters such as handling civil litigation on behalf of Howard County in State courts.	Law Degree	1 Year	Admitted to the Bar in Maryland	E
1504	ENTRY LEVEL ATTORNEY	Performs professional level legal work at the entry level. Work includes assisting experienced attorneys in the practice of criminal or civil law and demonstrating proficiency in the independent handling of routine legal matters.	Law Degree	0 years	Admitted to the Bar in Maryland	E
1503	LEGAL SUPPORT SERVICES SPECIALIST	Performs professional level legal work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes providing administrative legal support work in a judicial setting, such as managing the public jury process for the Howard County Circuit Court; managing the judicial law library; supervising court reporters and managing the court recordation process or performing complex paralegal services.	Bachelor Degree	0 Years	May require certification by the American Bar Association	E/N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1501	LEGAL SUPPORT SERVICES TECHNICIAN	Performs advanced technical level legal work, which may include supervisory responsibility, under general supervision from a technical superior. Work includes providing supportive law clerk work or paraprofessional legal work, such as skilled stenographic, court reporting work; assisting attorneys, judges or court personnel in legal research and performing related clerical duties.	Associate Degree	0 Years	May require certification from the American Bar Association	E/N

**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
2129	CHIEF OF POLICE	Performs executive level police operations work under executive direction. Work includes directing the general operation of the Police Department, advising the County Executive and the County Council on related issues, and developing and monitoring the departmental and related capital budget.	Bachelor Degree	10 Years	Class C Maryland Driver's License	E
2127	POLICE MAJOR	Performs advanced administrative police operations work under executive level direction from the Chief of Police. Work includes operating a significant group of Departmental units and personnel, such as administrative services or field operations; assists in establishing Departmental policies, goals and objectives; and has primary responsibility for ensuring that these policies, goals, and objectives are implemented in an effective and efficient manner. Work also includes budgetary and fiscal responsibility over a significant number of Departmental activities.	Bachelor Degree Graduation from the Supervisory and Admin. courses mandated by the MD Police Training Commission or equivalent courses Graduation from a recognized program of police admin. and mgmt (e.g., National FBI Academy)	Satisfactory performance at the level of Howard County Police Captain for at least 1 year 3 years admin. and mgmt. experience	Basic law enforcement training as issued by a Maryland Law Enforcement Agency Class C Maryland Driver's License	E

2125	POLICE CAPTAIN	Performs mid-management level and advanced police operations work under administrative direction. Work includes responsibility for the efficient operation of a major division typically comprised of several sections or a high level administrative position within the Police Department; and assisting in formulating and implementing Departmental goals and objectives. Work also includes being responsible for a significant segment of the Department's personnel, property, equipment and budget.	Bachelor Degree Graduation from both the Supervisory and Admin. courses mandated by the MD Police Training Commission or equivalent courses	Satisfactory performance within the grade of Police Lieutenant for at least 1 year	Basic Law enforcement training as issued by a MD law enforcement agency Class C MD Driver's License	E
2123	POLICE LIEUTENANT	Performs senior supervisory level and advanced police operations work under general supervision from an administrative or technical superior. Work involves responsibility for directing personnel, administrative operations within the department, seizure and custody of property, and collection and preservation of physical evidence and typically includes responsibility for the daily functioning of a departmental section, platoon or division. Lieutenants routinely serve as shift commanders.	High School Diploma or GED + 60 college-level credits Graduation from the Supervisory Course of the MD Police Training Commission or equivalent course	Satisfactory performance in the class of Sergeant within the Howard County Police Department for at least 1 year	Basic Law enforcement training as issued by a MD law enforcement agency Class C MD Driver's License	E

2121	POLICE SERGEANT	Performs intermediate supervisory level and advanced police operations work under general supervision from an administrative or technical superior. Work includes preventing, detecting, and investigating offenses and other irregularities; apprehending and assisting in the prosecution of offenders; and seizure and custody of money or other property as well as collection and preservation of physical evidence. Sergeants routinely provide first line supervision to a squad of assigned officers or civilian personnel.	High School Diploma or GED + 30 college-level credits	Five years of Satisfactory performance as a sworn officer in the HCPD including at least one year at the Police Corporal level.	Basic Law enforcement training as issued by a MD law enforcement agency Class C MD Driver's License	E
2120	POLICE INFORMATION SPECIALIST	Performs public information and media relations work at the advanced professional level as spokesperson for the chief of police and the Howard County Police Department. Prepares news releases, writes and edits copy, conducts research, liaison to the press, responds to crime scenes or emergency situations and conducts on air interviews	Bachelor Degree	2 years	Class C MD driver's license MILES/NCIC Authorization	E
2119	POLICE SERVICES SUPPORT SUPERVISOR III	Performs intermediate supervisory level and advanced police services support work under general supervision from an administrative or technical superior. Work involves directing a major civilian activity within the department such as the Forensics lab or Animal Control operation. Work includes establishing and implementing goals and objectives, assigning personnel, ensuring appropriate training of staff, and preparing and monitoring the unit budget.	Bachelor Degree	3 Years	May require Certification by the International Association for Identification MILES/NCIC Authorization Class C MD Driver's License	E

2118	POLICE SERVICES SUPPORT SPECIALIST	Performs intermediate professional level forensic chemistry work which may include supervisory responsibility. Performs chemical testing, analysis and determination of unknown substances in support of criminal investigations. Maintains laboratory and chain of custody protocol. May testify as an expert witness.	Bachelor Degree	1 YEAR	Cert. by the MD ST Dept of Health and Mental Hygiene to perform tests in accordance W/COMAR 10.10.09 MILES/NCIC Authorization	E
2117	POLICE SERVICES SUPPORT SUPERVISOR II	Performs supervisory level and advanced police services support work under general supervision from an administrative or technical superior. Work includes responsibility for a 24-hour police records operation and for all division personnel, equipment and criminal records, incident and accident reports, and reproduction services for the department.	Associate Degree	3 Years	N/A	E
2115 *	POLICE CORPORAL	Performs senior technical level police operations work, which may include occasional supervisory responsibility, under general supervision from a technical superior. Work includes a full range of duties assigned to Police Officer/Police Officer First Class incumbents in addition to assigned administrative duties, lead worker duties, and serving as the first line supervisor when designated to do so by higher authority. Assists in personnel and equipment inspections, report review, control of investigations, scheduling of leave and other administrative tasks.	15 college level credits	3 Years satisfactory performance as a sworn officer in the Howard County Police Department including at least one year at the Police Officer First Class level.	Basic law enforcement training as issued by a Maryland law enforcement agency Class C Maryland Driver's License	E/N

2113	POLICE SERVICES SUPPORT SUPERVISOR I	Performs supervisory level and advanced police support services work under general supervision from a technical superior. Work includes participating in and supervising staff engaged in either the capture, transport and care of animals or in the receiving, warehousing and disposition of property and evidence seized and held in police custody; or in the securing and storing of records in compliance with applicable laws. Trains, evaluates and schedules employees and resolves problems or difficulties.	Associate Degree	1 Year	Class C Maryland Driver's License	E
2111 *	POLICE OFFICER 1ST CLASS	Performs advanced technical level police operations work under regular supervision from a technical superior. Work includes preventing, detecting and investigating offenses and other irregularities; apprehending and assisting in the prosecution of offenders; and providing a variety of community service activities to members of the public. Work may also include seizure and custody of property as well as collection and preservation of physical evidence.	As specified in the negotiated agreement with Howard County Local 86 of the International Union of Police Associations	As specified in the negotiated agreement with Howard County Local 86 of the International Union of Police Associations	Class C Maryland Driver's License	N

<p>2109 *</p>	<p>POLICE OFFICER</p>	<p>Performs technical level police operations work under regular supervision from a technical superior. Work includes preventing, detecting and investigating offenses and other irregularities; apprehending and assisting in the prosecution of offenders; and providing a variety of community service activities to members of the public. Work may also include seizure and custody of property as well as collection and preservation of physical evidence.</p>	<p>High School Diploma or GED</p>	<p>Minimum age of 21 years Pass agility test, background investigation and polygraph examination Served as a Howard County Police Officer (Probationary) or serve one year probationary period or actively engaged in law enforcement (including other states) during the previous 2 years</p>	<p>Basic law enforcement training as issued by a Maryland law enforcement agency Class C Maryland Driver's License</p>	<p>N</p>
-------------------	-----------------------	---	-----------------------------------	--	--	----------

<p>2107 *</p>	<p>POLICE OFFICER (PROBATIONARY)</p>	<p>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.</p>	<p>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.</p>	<p>Minimum age of 21 years prior to the announced date of the swearing in ceremony associated with completion of the training academy.</p>	<p>CLASS C Maryland Driver's License</p>	<p>N</p>
-------------------	--	--	---	--	--	----------

2105	POLICE SERVICES SUPPORT TECHNICIAN II	Performs advanced technical level police support services work, which may include supervision, under regular supervision from a technical superior. Work involves providing civilian advanced technical support within a police related activity. Work includes responding to and examining crime and accident scenes; and identifying, collecting, recording and preserving evidence. Work may also include being responsible for the forensic field of identification, technical work in a police laboratory; operating and maintaining laboratory equipment; and preparing and analyzing evidence.	High School Diploma or GED	3 Years Qualified in Court as a latent fingerprint expert	Certification by the International Association of Identification as a Crime Lab Technician Class C Maryland Driver's License Fingerprint classification and latent print certificates. MILES/NCIC Authorization	N
2103 *	POLICE SERVICES SUPPORT TECHNICIAN I	Performs technical level police operations work under regular supervision from a technical superior. Work includes enforcing relevant Howard County Code, civilian support to police work, assisting with criminal and non-criminal complaints, and performing support work for the various bureaus within the Police Department. Work may also include custody of property; collecting and preserving physical evidence; identifying criminals by prints and maintaining related records and files; identifying, capturing, transporting, and caring for animals.	High School Diploma or GED	1 Year	Fingerprint Classification Class C Maryland Driver's License MILES/NCIC Authoriza-tion	N

2101	POLICE CADET	Performs entry level technical police support services work under regular supervision from a technical superior. Work includes assisting members of the public with non-criminal complaints and performing support work for the various divisions within the Police Department usually on a job rotation basis. A police cadet shall be considered for movement to the Police Officer (Probationary) class upon receiving endorsement from the chief of police and otherwise meeting the minimum requirements of the Police Officer (Probationary) class. Movement will be effective with the first day of the academy.	High School Diploma or GED	N/A	Class C Maryland Driver's License Must pass agility test, background investigation and polygraph examination.	N
------	--------------	---	----------------------------	-----	--	---

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

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2229	DIRECTOR OF CORRECTIONS	Performs executive level corrections operations work under executive direction. Work includes directing the general operations of the Department of Corrections, advising the County Executive and the County Council on related issues, and developing and monitoring the departmental and related capital budget.	Bachelor Degree	10 Years	N/A	E
2227	DEPUTY DIRECTOR OF CORRECTIONS	Performs advanced administrative corrections operations work under executive level direction. Work includes administrative correctional, custodial and programming work assisting the Director of Corrections in daily operational activities. This includes assisting in the planning, organization, coordination and direction of security, programs and treatment at the detention center.	Bachelor Degree	6 Years	N/A	E
2225	CORRECTIONS PROGRAM SUPERVISOR III	Performs mid-management and advanced level corrections operations work under general supervision from an administrative or technical superior. Work includes interpreting and implementing policies and procedures; program planning and development; providing for detention center security; and participating in the budgetary process. Work also includes supervising inmate classification and coordination with Court systems.	Bachelor Degree	4 Years	N/A	E

2223	CORRECTIONAL CAPTAIN	Performs senior supervisory and advanced level corrections operations work under general supervision from an administrative superior. Work includes assigning and supervising the activities of a shift of correctional officers and participating in maintaining order and discipline among inmates at the County Detention Center. Work may also include directing assigned administrative functions or programs within the department.	Associate Degree	3 Years U.S. Citizenship or possession of an Alien Registration Receipt Card	Certification by the Maryland Correctional Training Commission as a correctional “supervisor” Successful completion of required in- service training courses Eligibility for certification by the Maryland Police Training Commission as an instructor Class C Maryland Driver’s License	E
------	-------------------------	---	---------------------	--	---	---

OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY

2221	CORRECTIONS PROGRAM SUPERVISOR II	Performs intermediate supervisory and advanced level corrections operations work under general supervision from an administrative or technical superior. Work includes participating in and supervising staff engaged in assessing and evaluating the personal and criminal history of adult inmates in order to recommend a security level, developing and monitoring appropriate work and education programs, and placing and monitoring inmates within a work release program. Assigns and reviews work, develops programs, and assists in the administration of a variety of program and treatment activities.	Bachelor Degree	2 Years	Must meet the selection standards required and successfully complete the training prescribed by the Correctional Training Commission for a correctional classification counselor U.S. Citizenship or Resident Alien status	E
------	-----------------------------------	--	-----------------	---------	---	---

OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY

2219	DETENTION CENTER NURSE	Performs intermediate professional nursing work in a correctional setting under general supervision from an administrative or technical superior. Work includes providing health nursing services at the County Detention Center, planning and coordinating nursing activities, administering patient care; training of personnel, and assisting physicians as needed. Work also includes maintaining records and security of controlled substances and instruments.	Bachelor Degree	U.S. Citizenship or Resident Alien status	Licensed with the Maryland State Board of Examiners of Nurses as a registered nurse under Maryland State Law Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment	E
------	---------------------------	--	--------------------	--	---	---

OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY

2217	CORRECTIONAL LIEUTENANT	Performs supervisory and advanced level corrections operations work under general supervision from an administrative or technical superior. Work includes maintaining order and discipline among inmates and first line supervision over correctional officers and staff as assistant shift leader. Assigns work, conducts inspections, evaluates performance, and hears employee grievances.	Associate Degree	2 Years U.S. Citizenship or Resident Alien status	Certification by the Maryland Correctional Training Commission as a Correctional "Supervisor" Successful completion of required in- service training courses Class C Maryland Driver's License	E
------	----------------------------	---	---------------------	---	---	---

OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY

2213	CORRECTIONAL SPECIALIST	<p>Performs professional level corrections operations work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes interviewing, counseling, orienting inmates in the Detention Center; classifying inmates and developing and implementing treatment plans; and conducting education and rehabilitation programs.</p>	Bachelor Degree	U.S. Citizenship or Resident Alien status	<p>Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment</p> <p>Successful completion of required in-service training courses</p> <p>Class C Maryland Driver's License</p>	E
------	-------------------------	---	-----------------	---	---	---

OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY

<p>2211 *</p>	<p>CORRECTIONAL SERGEANT</p>	<p>Performs senior technical level corrections operations work, which may include occasional supervisory responsibility, under general supervision from an administrative or technical superior on an assigned shift and performing as an assistant shift leader or shift leader, in the absence of a Lieutenant. Work includes monitoring inmates and maintaining security, completing records, directing subordinate correctional officers, and performing related administrative tasks as assigned;</p>	<p>High School Diploma or GED</p>	<p>3 Years OF Satisfactory performance as a Correctional Officer in the Howard County Department of Corrections including at least one year at the Correctional Corporal level. U.S. Citizenship or Resident Alien status</p>	<p>Certification by the Maryland Correctional Training Commission as a Correctional Officer Class C Maryland Driver's License</p>	<p>N</p>
<p>2209</p>	<p>CORRECTIONAL SUPERVISOR I</p>	<p>Performs supervisory and advanced level correctional support work under general supervision from an administrative or technical superior. Work includes supervising the food and meal preparation function at the Detention Center. Directs subordinate cooks, establishes kitchen procedures, and participates in menu planning. Supervises assigned inmates in food preparation, serving, and clean-up.</p>	<p>High School Diploma or GED</p>	<p>3 Years U.S. Citizenship or Resident Alien status</p>	<p>Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment</p>	<p>E</p>

OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY

<p>2207 *</p>	<p>CORRECTIONAL CORPORAL</p>	<p>Performs advanced technical level corrections operations work, which may include occasional supervisory responsibility, under general supervision from a technical superior. Work includes maintaining security and discipline of inmates both on and off the property of the Howard County Detention Center, on an assigned shift. Work also includes care and custody of inmates while monitoring and supervising their activities; and, on occasion, guiding and supervising other employees in the performance of their assigned duties. Participates in counseling and rehabilitation programs as assigned.</p>	<p>High School Diploma or GED</p>	<p>2 Years of satisfactory performance as a Correctional Officer in the Howard County Department of Corrections U.S. Citizenship or Resident Alien status</p>	<p>Certification by the Maryland Correctional Training Commission as a Correctional Officer Class C Maryland Driver's License</p>	<p>N</p>
<p>2205 *</p>	<p>CORRECTIONAL OFFICER</p>	<p>Performs technical level corrections operations work under regular supervision from a technical superior. Work includes maintaining security and discipline of inmates both on and off the property of the Howard County Detention Center on an assigned shift. Work also includes guarding inmates at an assigned location and in cell blocks; and participating in counseling and rehabilitation programs as assigned. An individual in this class will serve a 12 month probationary period during which time they must attend and satisfactorily complete correctional classroom and field training.</p>	<p>High School Diploma or GED</p>	<p>Pass background investigation and medical examination U.S. Citizenship or Resident Alien status</p>	<p>Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment Class C Maryland Driver's License</p>	<p>N</p>

OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY

2201 *	CORRECTIONAL DIETARY OFFICER	Performs technical level correctional operations support work under regular supervision from a technical superior. Work includes general food service work preparing meals in the kitchen of the County Detention Center, serving food, and performing standard kitchen cleaning tasks. Work also includes the custody and security of inmates assigned to the kitchen.	High School Diploma or GED	2 Years U.S. Citizenship or Resident Alien status	Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment	N
-----------	---------------------------------	---	----------------------------------	---	--	---

CLASS FAMILY 2-3 DISPATCHING OPERATIONS, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2307	EMERGENCY COMMUNICATIONS SUPERVISOR	Performs supervisory and advanced level dispatching operations work under general supervision from an administrative superior. Work includes planning, assigning and reviewing the work of a shift of dispatchers responsible for emergency 911, Police, Fire, non-emergency and administrative communications and staff engaged in receiving, routing and transmitting information via telephone, radio, teletype, computer terminal and other communications equipment. Resolves the most difficult and complex problems during shift.	Associate's Degree	4 Years	Miles/NCIC AUTHORIZATION EMD ECS Others as required by the appointing authority	E
2305	SENIOR DISPATCHER	Performs advanced technical level dispatching operations work, which may include occasional supervisory responsibility, under general supervision from a technical superior. Work includes receiving, routing and transmitting emergency 911, Police, Fire, and non-emergency radio traffic via telephone, radio, teletype, computer terminal and other communications equipment. Employees at this level can effectively operate at any station within the emergency communications center and frequently participate in training other dispatchers.	High School Diploma or GED	2 Years	Miles/NCIC AUTHORIZATION EMD ECS Others as required by the appointing authority	E/N
2304	DISPATCHER FIRST CLASS	Same As Dispatcher	High School Dip or GED	5 Years Experience As A Dispatcher	Same As Dispatcher	N
2303	DISPATCHER	Performs intermediate technical level dispatching operations work under general supervision from a technical superior. Work includes receiving, routing and transmitting information on both an emergency and non-emergency basis via telephone, radio, teletype, computer terminal and other communications equipment and dispatching emergency equipment.	High School Diploma or GED	1 Year Must pass a criminal background investigation	Miles/NCIC AUTHORIZATION EMD/CPR Hazmat Awareness MD Emergency Telecommunications Specialist	N

2301	EMERGENCY COMMUNICATIONS OPERATOR	Performs technical level emergency communications under general supervision from a technical superior. Work includes receiving, routing and transmitting information on both an emergency and non-emergency basis via telephone, radio, teletype, computer terminal and other communications equipment or performing emergency dispatch work at the trainee level during a one year probationary period.	High School Diploma or GED	0 years Must pass a criminal background check Must be able to type at a rate of 25 WPM	Miles/NCIC AUTHORIZATION EMD CPR Hazmat Awareness MD Emergency Telecommunications Specialist	N
------	-----------------------------------	--	----------------------------	---	---	---

**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-4 SHERIFF OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2413	CHIEF DEPUTY SHERIFF	Performs advanced administrative sheriff operations work under executive level direction. As directed by the Howard County Sheriff directs and supervises the activities and personnel of the Sheriff's Office .	Bachelor Degree	6 Years	Class C Maryland Driver's License	E
2411	LIEUTENANT DEPUTY SHERIFF	Performs senior supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes serving as a first line administrator; directing personnel, and directing an administrative operation within the department.	Associate Degree and 30 college level credits	6 Years	Class C Maryland Driver's License Must maintain current status as a certified Police Officer Graduation from the supervisory course of the Maryland Police Training Commission or equivalent course	E
2409	SERGEANT DEPUTY SHERIFF	Performs intermediate supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes public safety, law enforcement, court servicing work; and supervising subordinate personnel and may include functional control over a program, group of deputies or an area such as the District Court.	High School Diploma or GED and 15 college credits	3 Years	Class C Maryland Driver's License	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2407	CORPORAL DEPUTY SHERIFF	Performs supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes participating in and supervising subordinate officers engaged in serving civil and criminal papers; maintaining courtroom security; and maintaining security of and transporting prisoners.	High School Diploma or GED	2 Years	Class C Maryland Driver's License	E
2405	DEPUTY SHERIFF	Performs technical level sheriff operations work under general supervision from a technical superior. Work includes serving civil and criminal papers; maintaining courtroom security; and maintaining security of and transporting prisoners. An employee in this class will serve a 12 month probationary period.	High School Diploma or GED	0 Years	Class C Maryland Driver's License Must become a certified law enforcement officer in the state of MD within department timeframes.	N
2404	SECURITY OFFICER III	Maintains security and assists in prisoner custody.. This class is distinguished from the Security Officer II due to the requirement to carry a handgun and participating in prisoner transport.	High School Diploma or GED	1 Year Minimum Age of 21 Years	Must possess and maintain MD. Correctional Officer's certification including authorization to carry a handgun.	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2403	SECURITY OFFICER II	Performs technical level sheriff operations work under regular supervision from a technical superior. Work includes maintaining security at assigned locations and guarding inmates or detainees held relative to criminal or administrative court proceedings.	High School Diploma or GED	1 Year Minimum Age of 21 Years	United States citizenship or possession of an Alien Registration Receipt Card Class C Maryland Driver's License Certified in the use of the expandable baton Must successfully pass the Maryland Correctional Officers Training Commission program.	N
2401	SECURITY OFFICER I	Performs entry level technical sheriff operations work under regular supervision from a technical superior. Work includes maintaining security at assigned sites and monitoring surveillance equipment.	High School Diploma or GED	0 Years	Class C Maryland Driver's License	N

**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-5 FIRE OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2519	CHIEF, FIRE & RESCUE SERVICES	Performs executive level fire and rescue operations work under executive direction. Work includes directing the general operation of the Department of Fire and Rescue Services, advising the County Executive and County Council on related issues, and developing the departmental and related capital budget program.	Bachelor Degree	10 Years	N/A	E
2517	ASSISTANT CHIEF	Performs advanced administrative fire and rescue operations work under executive level direction. Work includes managing assigned groups of departmental personnel as established by the Chief of Fire and Rescue Services and acting as the Chief during absences. Work also includes assisting the Chief of Fire and Rescue Services in establishing departmental policies, goals, objectives, and budgets.	Bachelor Degree	8 Years	Class C Maryland Driver's License	E
2515	DEPUTY CHIEF	Performs mid-management and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes responsibility for the efficient operation of a major bureau within the Department of Fire and Rescue Services and assisting in formulating and implementing departmental goals and objectives. Work also includes monetary responsibility for preparation and monitoring of bureau budgets.	High School Diploma or GED and 90 college credits	Serve satisfactorily for 1 year at the level of a Howard County Fire Captain	General Order 100.04 License and Certification Maintenance.	E
2513	BATTALION CHIEF	Performs senior supervisory and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes effective and efficient management of the assigned fire district or programs and attainment of established goals and programs.	High School Diploma or GED and 60 college credits	Serve satisfactorily for 1 year as a HCDFRS Fire Captain	General Order 100.04 License and Certification Maintenance.	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2511	FIRE CAPTAIN	Performs supervisory and advanced level fire and rescue operations work, at the first line supervisory level, under general supervision from an administrative or technical superior. Work includes serving as a shift supervisor and/or performing responsible staff work. Work also includes responsibility for the skilled and efficient operation of assigned personnel and equipment. May participate in other department programs such as training or inspections.	High School Diploma or GED and 30 college credits	Served satisfactorily for 1 year as Firefighter Lieutenant	General Order 100.04 License and Certification Maintenance.	E
2507 *	FIRE FIGHTER LIEUTENANT	Performs senior technical level fire and rescue operations work, which may include occasional supervisory responsibility, under general supervision from an administrative or technical superior. Work includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities as well as departmental training programs; and performing staff work or as a shift supervisor in the absence of a higher ranking officer. Work also includes skilled tasks in response to fire, rescue and medical emergencies.	High School Diploma or GED and 15 college credits	4 Years of service in The HCDFRS at the rank of FF Trainee or above	General Order 100.04 License and Certification Maintenance.	E/N
2506	MASTER FIREFIGHTER/HVO	Performs advanced technical level fire and rescue operations work at the Master Firefighter level plus operates fire and rescue vehicles at the heavy vehicle operator level.	High School Diploma or GED And meet minimum requirements for Firefighter	Served for 3 years beyond the Firefighter Trainee level	General Order 100.04 License and Certification Maintenance.	E/N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2505 *	MASTER FIRE FIGHTER	Performs advanced technical level fire and rescue operations work, under general supervision from a technical superior. Work is as part of a crew and includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities; and performing staff work.	High School Diploma or GED and meet minimum requirements for Firefighter	Served for 3 years beyond the Firefighter Trainee level	General Order 100.04 License and Certification Maintenance.	N
2504	FIRE FIGHTER/HVO	Performs intermediate technical level fire and rescue operations work at the Firefighter level plus operates fire and rescue vehicles at the heavy vehicle operator level.	High School Diploma or GED And meet minimum requirements for Firefighter Recruit	12 months service as Firefighter Rrecruit following graduation from an approved fire academy	General Order 100.04 License and Certification Maintenance.	N
2503 *	FIRE FIGHTER	Performs intermediate technical level fire and rescue operations work under general supervision from a technical superior. Work is as part of a crew and includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities; and performing staff work.	High School Diploma or GED and meet minimum requirements for Firefighter Recruit	12 months service as Firefighter Recruit following graduation from an approved fire academy	General Order 100.04 License and Certification Maintenance.	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2501 *	FIREFIGHTER RECRUIT	Performs probationary level fire and rescue operations work under close supervision from a technical superior. Work includes learning basic fire fighting, emergency vehicle driving, and rescue and emergency medical techniques and methods. Work also includes acting as a member of a fire fighting crew, ambulance or rescue team; and operating fire, rescue or emergency medical equipment as directed.	High School Diploma or GED Graduated from fire academy approved by the Howard County Chief of Fire and Rescue Services	Minimum Age of 18 Years	General Order 100.04 License and Certification Maintenance.	N
2500 *	FIREFIGHTER TRAINEE	Performs entry level and probationary fire and rescue services work. An employee in this class attends training academy and trains to perform fire and rescue operations.	High School Diploma or GED	Minimum Age of 18 Years	Class C Maryland Driver's License. May require EMT-Paramedic certification if hired to fill an allocated Advanced Life Support position.	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
3121	DIRECTOR OF PUBLIC WORKS	Performs executive level engineering work under executive direction. Work includes directing the general operation of the Department of Public Works, advising the County Executive and County Council on related issues, and developing and monitoring the department and related capital budget program.	Bachelor Degree in Engineering	10 yrs.	Registered Professional Engineer	E
3120	DEPUTY DIRECTOR OF PUBLIC WORKS	Performs advanced engineering work under executive level direction. Plans, directs and coordinates the development and implementation of the capital budget and the most complex capital projects. Negotiates and manages capital project contracts. Resolves intra- and inter-agency disputes. Oversees land acquisition. As directed, assists the Director in managing all aspects of the public works program.	Bachelor Degree in Engineering	8 yrs.	Registered Professional Engineer	E
3119	ENGINEERING MANAGER II	Performs advanced administrative level engineering work under general supervision from an administrative or technical superior. Work includes planning, directing, and coordinating engineering programs of considerable scope and complexity; supervising lower level engineers; 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	8 yrs.	Registered Professional Engineer	E
3117	ENGINEERING MANAGER I	Performs mid-management level and advanced engineering 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 design problems.	Bachelor Degree in Engineering	6 yrs.	Registered Professional Engineer	E

FAM 3-1.AJG

7/23/09

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	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 plans, resolving difficult design analysis, acting as project engineer 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.	Bachelor Degree in Engineering	4 yrs.	Registered Professional Engineer	E
3112	ENGINEERING SPECIALIST II	Performs professional level engineering work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes designing engineering features, reviewing engineering and construction plans, and assisting with preparation of planning and engineering documents.	Bachelor Degree in Engineering	2 yrs.	N/A	E
3111	ENGINEERING SPECIALIST I	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	1 yr.	N/A	E
3110	ENGINEERING ASSOCIATE	Performs professional engineering services, at the entry professional level, under supervision from an administrative or technical superior	Bachelor Degree In Engineering	0	N/A	E

3109	ENGINEERING SUPPORT TECHNICIAN IV	Performs intermediate professional level engineering support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes provision of expert property appraisal, land acquisition work, preparing detailed in-house reports, and evaluating contracted appraisals; or work may involve supervision of a treatment plant laboratory including the operation and maintenance of laboratory equipment, monitoring of the laboratory budget, and coordination of laboratory tests and analysis.	Associate Degree	3 yrs.	N/A	E/N
3107	ENGINEERING SUPPORT TECHNICIAN III	Performs senior technical level engineering work, which may include supervisory responsibility, under the general supervision from a technical superior. Work includes conducting complex negotiations with government agencies and private corporations, developing and implementing land acquisition procedures, and directing employee activities. Work may also include organizing work of survey parties, and performing computations and reports for surveying.	Associate Degree	2 yrs.	Registered Professional Land Surveyor Property Line Surveyor License	E/N
3105	ENGINEERING SUPPORT TECHNICIAN II	Performs advanced technical level engineering support work, which may include supervisory responsibility, under the general supervision from a technical superior. Work includes technical land acquisition work such as negotiating the acquisition of rights-of-way and fee simple parcels; preparing legal and administrative documents used in land acquisition and condemnation proceedings; and preparing and executing contracts, deeds, and agreements. Work may also include planning, coordinating, and reviewing the work of a survey crew acquiring hydrographic and topographic data.	Associate Degree	1 yr.	N/A	N
3103	ENGINEERING SUPPORT TECHNICIAN I	Performs intermediate technical level engineering support work under the general supervision from a technical superior. Work includes survey field work and operating survey instruments; and preparing graphic materials and drafting plans, schematics and maps by hand or by using CAD/GIS equipment in associated engineering and planning projects. Work involves relieving engineers of routine office and field technical duties.	High School Diploma or GED	2 yrs.	Class C Maryland Driver's license	N

FAM 3-1.AJG

7/23/09

3101	ENGINEERING SUPPORT WORKER	Performs technical level engineering support work under regular supervision from a technical superior. Work includes providing technical and non-technical assistance in conducting field surveys, map-making, and other related engineering support activities.	High School Diploma Or GED	1 yr.	N/A	N
------	-------------------------------	--	----------------------------------	-------	-----	---

**OCCUPATIONAL GROUP 3. ENGINEERING, LAND USE PLANNING, & REGULATION
CLASS FAMILY 3-2 LAND USE PLANNING SERVICES, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lic./Cert.	FLSA
3215	DIRECTOR PLANNING AND ZONING	Performs executive level planning and zoning work under executive direction. Work includes directing the general operation of the Department of Planning and Zoning, advising the County Executive and County Council on related issues, and developing and monitoring the department and related capital budget program.	Bachelor Degree	10 yrs	N/A	E
3213	DEPUTY DIRECTOR PLANNING & ZONING	Performs advanced administrative level planning and zoning work under executive level direction. Work includes assisting the Director of Planning and Zoning in administering and supervising the activities of the Planning and Zoning Office or overseeing special projects as the county ombudsman in the planning and zoning area. Work may also include office administration and directing planning and zoning programs.	Bachelor Degree	8 yrs.	N/A	E
3211	PLANNING MANAGER	Performs management and advanced level planning work under general supervision from an administrative or technical superior. Work includes conferring with officials and governmental representatives, preparing budgetary requests, and managing monies and other assets. Work may also include directing and coordinating a variety of environmental planning activities, developing and administering operating budgets, and overseeing the work of consultants. Work may also include directing the collection, analysis, and compilation of technical data into plans to meet future County needs and the review of developer submitted plans.	Bachelor Degree	6 yrs.	N/A	E

3209	PLANNING SUPERVISOR	Performs intermediate supervisory and advanced level professional planning and zoning work under general supervision from an administrative or technical superior. Work includes directing the collection, analysis, and compilation of technical data into plans to meet the County's needs; providing expertise in specialized areas of planning, zoning, development and preservation. Acts as project leader or workgroup leader and assists the division chief in carrying out the administrative responsibilities of the unit.	Bachelor Degree	4 yrs.	N/A	E
3207	PLANNING SPECIALIST II	Performs intermediate professional level planning and zoning work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes coordinating the plan review process; planning and implementing recycling activities; collecting, organizing, analyzing, and evaluating data required in the development and review of comprehensive plans and regulations.	Bachelor Degree	2 yrs.	N/A	E
3205	PLANNING SPECIALIST I	Performs professional level planning and zoning work under general supervision from an administrative or technical superior. Work includes compiling data of factors affecting land use, transportation, water and sewer, or environmental planning for the County; analyzing data collected; and projecting future conditions and needs.	Bachelor Degree	N/A	N/A	E
3203	PLANNING SUPPORT TECHNICIAN II	Performs advanced technical level planning and zoning support work under general supervision from a technical superior. Work includes the final review and processing of plans, building permit applications; and carrying out other planning and zoning related procedures. Collects and enters data for use in the planning data base and assists the public at the service counter.	High School Diploma/ GED	2 yrs.	N/A	N

FAM3-2.AJG

7/23/09

3201	PLANNING SUPPORT TECHNICIAN I	Performs technical level planning and zoning support work under general supervision from a technical superior. Work includes preliminary review and processing of plans, building permit applications; and carrying out other planning and zoning related procedures of a routine nature. Assists in the collection of data and answering questions at the service counter.	High School Diploma/ GED	1 yr.	N/A	N
------	----------------------------------	---	--------------------------------	-------	-----	---

**OCCUPATIONAL GROUP 3. ENGINEERING, LAND USE PLANNING, & REGULATION
CLASS FAMILY 3-3 LICENSING & INSPECTION SERVICES, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./ Cert.	FLSA
3317	DIRECTOR INSPECTION, LICENSES & PERMITS	Performs executive level licensing, inspections, and regulations work under executive direction. Work includes directing the general operation of the Department of Inspections, Licenses and Permits, advising the County Executive and County Council on related issues, and developing and monitoring the departmental and related capital budget program.	Bachelor Degree	10 yrs.	Registered Professional Engineer	E
3313	REGULATION MANAGER	Performs management level inspection and regulation work under general supervision from an administrative or technical superior. Work includes supervising the inspections and enforcement function of the department and responsibility for Code compliance. Work includes supervising the inspection of complex residential, commercial and industrial related development for conformance to building construction codes and regulations; resolving complex problems; and formulating budgets.	Associates Degree	5 yrs.	Class C Maryland Driver's License.	E

7/23/09

3309	REGULATION SUPERVISOR	Performs intermediate supervisory level and advanced licensing, inspections, and regulation work under general supervision from an administrative or technical superior. Work includes overseeing the inspection of project construction to ensure conformance with standards, specifications, and drawings; providing inspections for subdivision and Capital Project constructions; supervising and administering code enforcement programs; examining plans and permits; and maintaining unit budget and records. Work includes scheduling inspections; reviewing inspection reports; resolving complex problems; and overseeing the work of trained and technically proficient inspectors engaged in conducting inspections of residential, commercial and capital projects for conformance with codes and standards, specifications, local and state laws and ordinances; and assisting others in the interpretation of codes.	Associate Degree	4 yrs.	Class C Maryland Driver's License Master Electrician's License Master Plumber's License BOCA or NICET Certificates as specified in departmental policy by the Appointing Authority	E
3306	REGULATION INSPECTOR II	Performs senior technical level licensing, inspections and regulations work under general supervision from an administrative or technical superior	High School Diploma or GED	6 yrs.	Class C Maryland Driver's License Certificates or Licenses as specified in departmental policy by the Appointing Authority	N

7/23/09

3305	REGULATION INSPECTOR I	Performs advanced technical level licensing, inspections, and regulations work under general supervision from a technical superior. Work includes interpreting and enforcing policy and acceptable construction methods; inspecting and insuring code compliance with local, State, and Federal building, housing, environmental, and safety codes and laws; providing technical assistance to County residents towards resolving problems; interpreting and addressing conflicts with codes, ordinances, plans, or specifications; and insuring adequate laboratory work and materials testing for subdivision and capital project work.	High School Diploma or GED	5 yrs.	Class C Maryland Driver's License Water Resources Administration Responsible Personnel Certificate	N
3303	REGULATION SUPPORT TECHNICIAN II	Performs intermediate technical level licensing, inspections, and regulations support work under general supervision from a technical superior. Work includes performing specialized review services essential to the successful operation of the licenses and permits division; and the contracted residential waste hauler program.	High School Diploma or GED	3 yrs.	Class C Maryland Driver's License	N
3301	REGULATION SUPPORT TECHNICIAN I	Performs technical level licensing, inspections, and regulations support work under regular supervision from a technical superior. Work includes the issuance, receipt, review, processing and distribution of license and permits.	High School Diploma or GED	2 yrs.	N/A	N

**OCCUPATIONAL GROUP 4. FIELD AND TECHNICAL SERVICES
CLASS FAMILY 4-1 OPERATIONS SERVICES, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4127	OPERATIONS MANAGER	Performs management and advanced level operations service work under administrative direction. Work includes managing the operation, construction, and maintenance program of the Bureau of Utilities or the Bureau of Parks. Work also includes implementing program policies and procedures; assigning duties to technical and clerical staff; supervising equipment operation maintenance and repair and maintenance facilities; and preparing and monitoring the Bureau's annual operating budget.	Bachelor's Degree	6 Years	Class C Maryland Driver's License Water Distribution Operator certificate plus Wastewater Collection Class "2" Operator Certificate Successful passage of the oral examination for Superintendent and maintenance of said certification Out of state applicants required to obtain Statement of Reciprocity CLP or such other license and certificate as determined by the appointing authority	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4125	OPERATIONS SUPERINTENDENT	Performs senior supervisory and advanced level operations service work under general supervision from an administrative or technical superior. Work includes planning and directing operations, maintenance, and repair activities of the landfill, water and sewer services, treatment plant, maintenance services, or Highway Zone. Work also includes inspecting daily operations; and enforcing standard safety practices, policies, and procedures; maintaining records; assisting in the budgetary process; and reviewing expenditures.	High School Diploma or GED	8 Years	Class C Maryland Driver's License Class B Commercial Driver's License Passage of the examination for Wastewater Collection Class "2" Operator and Water Distribution Operator and maintenance of said certification Certification by the Maryland State Board of Waterworks and Waste System Operators as a temporary Class "2" Wastewater Treatment Plant Operator and must obtain permanent class "2" certification after 1 year Out of state applicants are required to obtain statement of reciprocity Class "5A" Wastewater Operator Certificate	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4123	OPERATIONS SUPERVISOR III	Performs senior supervisory level and advanced operations service work under general supervision from an administrative or technical superior. Work includes overseeing the activities of laboring and equipment operation personnel in areas such as construction, maintenance, landfill disposal, tree care, utility, vehicle, water reclamation, parks, horticulture, and forestry work; reviewing operations to ensure work standards and timetables are met and records are maintained; directing shift operations; inspecting work sites and maintaining administrative controls; keeping a record of hours and materials used and planning daily work duties based on work orders. Work also includes monitoring the facility operation, maintenance, and usage of equipment, materials, supplies and tools; collecting and processing revenue receipts; and developing, administering and accounting for division's operating budget.	High School Diploma or GED	7 yrs.	MD State Pesticide Applicator's Certificate	E

7/23/09

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4121	OPERATIONS SUPERVISOR II	Performs intermediate supervisory level and advanced operations service work under general supervision from an administrative or technical superior. Work includes supervising the activities of laboring and equipment operation personnel in areas such as construction, maintenance, landfill disposal, tree care, utility, vehicle repair, contracted refuse collection, water reclamation, parks, horticulture, and forestry work.	High School Diploma or GED	6 Years	Class C Maryland Driver's License Maryland State Pesticide Applicator's Certificate Class "5A" Wastewater Operator Certificate Out of state applicants are required to obtain a Statement of Reciprocity May require Class B Commercial Driver's License Passage of Water Distribution Operator and Wastewater Collection Class "2" Operator exam Certification by the Maryland State Board of Waterworks and Waste System Operators as a temporary Class "2" Wastewater System Operator and must obtain a permanent Class "2" certification after one year	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4119 *	OPERATIONS SUPERVISOR I	Performs supervisory and advanced level operations service work under general supervision from an administrative or technical superior. Work includes directing the activities of one or more crews of laboring and/or motor equipment operation and repair personnel; driving and operating of heavy motor, construction, and complex mechanical equipment; may direct and participate in the day to day operations of a large size site or sites.	High School Diploma or GED	4 Years	MD CDL License Class C Maryland Driver's License MD Professional Pesticide Applicator's Certificate Passage of the Water Distribution Operator and Wastewater Collection Class "2" Operator exam Out of state applicants require statement of reciprocity	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4117 *	CHIEF MECHANIC	Performs senior technical level operations service work, which may include lead worker responsibility, under general supervision from an administrative or technical superior. Work includes skilled trades work at the master mechanic level involving either plumbing, electrical, heating and air conditioning, traffic control devices or vehicle maintenance and repair. Inspects, troubleshoots, tests, installs, repairs or replaces equipment and devices.	High School Diploma or GED	6 Years	Class C Maryland Driver's License Valid master H.V.A.C.R. License and maintenance of said licensing Out of state applicants required to obtain Maryland state licensing Master Electrician-Limited or General license and maintenance of said licensing Applicant from another jurisdiction required to obtain Howard County Licensing Master Plumber license and maintenance of said licensing Valid MD Class B CDL Driver's License Passage of welding tests State certification as an emissions technician or equivalent	E/N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4115	OPERATIONS LEADER II	Performs senior technical level operations work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes receipt and distribution of supplies (all clothing and equipment) for Police or Fire and Rescue operations ; ordering and distributing clothing and supplies of considerable value; and maintaining an inventory on all items within the Police Department or the Department of Fire and Rescue Services.	High School Diploma or GED	4 Years	N/A	E/N
4113 *	OPERATIONS MECHANIC	Performs advanced technical level operations service work under general supervision from an administrative or technical superior. Work includes journeyman level work concerned with the design, installation, maintenance and repair of electronic, hydraulic, pneumatic, electrical and mechanical systems of vehicles and facilities.	High School Diploma or GED	3 Years	Class C Maryland Driver's License A specific trades license, certificate or registration Valid master H.V.A.C.R. License and maintenance of said licensing Applicants from another jurisdiction are required to obtain Maryland state Licensing Valid MD Class B CDL Driver's License Proficiency in welding as demonstrated by the passage of appropriate tests	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4111 *	OPERATIONS LEADER I	Performs advanced technical level operations service work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work involves leader level responsibility for an operations activity. Work includes operating complex equipment and overseeing staff and assuming responsibility for one or more operational programs within a division; advanced inventory control of critical equipment and supplies; supervising mail services work; directing the school crossing guard program; and operating, maintaining, and assisting with the management of facilities such as parks and animal shelters.	High School Diploma or GED	3 Years	Maryland Professional Pesticide Applicator's Certificate Valid MD Class B Commercial Driver's License Class C Maryland Driver's License Tree Expert license Class "5A" Wastewater Operator Certificate Out of state applicants require a Statement of Reciprocity	E/N
4110	OPERATIONS TECHNICIAN III	Performs advanced, technical level operations service work under general supervision from an administrative or technical superior. Work involves the collection, testing and reporting of water and wastewater samples. Maintains and calibrates instruments, prepares chemical reagents and bacteriological media, operates testing equipment, completes spreadsheets and submits required reports, and maintains quality control of samples and the testing laboratory.	High School Diploma or GED	4 Years	Maryland State Microbiology Analyst Certificate Maryland State Drinking Water Collection Certificate	N

7/23/09

4109 *	OPERATIONS TECHNICIAN II	Performs intermediate technical level operations service work under general supervision from a technical superior. Work includes the installation, repair, operation, preventive maintenance and care of mechanical and electrical equipment, heavy motor and construction equipment, complex mechanical equipment, and hand and power tools; performing skilled laboring tasks; repair, maintenance and installation of a variety of electronic, hydraulic, and pneumatic instruments and systems; maintaining and repairing breathing apparatus and other air/oxygen equipment or machines . Work also includes maintenance of park lands, government properties, and related facilities and structures; tree care and applying regulated horticultural and landscaping practices; and maintaining physical inventories including receiving and issuing equipment and supplies, requisitioning supplies and materials, record keeping, and maintenance of a perpetual inventory of all materials.	High School Diploma or GED	3 Years	MD Class B CDL License Class C Maryland Driver's License Maryland Professional Pesticide Applicator's Certificate Class "5A" Operator's certificate Certificates required to rebuild breathing apparatus	E/N
4107 *	OPERATIONS TECHNICIAN I	Performs technical level operations work under regular supervision from a technical superior. Work includes operating and performing preventive maintenance of mechanical and electrical equipment, and hand and power tools; maintaining, repairing, constructing, and operating public works facilities; tree care; testing samples of wastewater flow and assisting in the operation of intake structures, pumps and other plant equipment; and performing skilled manual operations work. Work also includes providing a wide variety of supplies and materials to County departments and agencies; operating a storeroom and maintaining inventory; establishing storage methods and procedures; maintaining inventory records, and requisitioning items.	High School Diploma or GED	2 Years	MD Class B CDL License Class C Maryland Driver's License Tree Expert license Certification by the Maryland State Board of Waterworks and Waste System Operations as a Temporary Class "5A" Wastewater Operator	E/N

7/23/09

4105 *	OPERATIONS WORKER III	Performs technical level operations service work under regular supervision from a technical superior. Work includes performing semi-skilled manual laboring operations in the maintenance of park lands and related facilities and structures; creating graphic arts in the production of roadway and directional signs; using hand and bench tools; and operating less complex types of motor and mechanical equipment. Work also includes performing public works construction and maintenance tasks; tree care and maintaining grounds using basic horticultural and landscaping principles; applying inventory control of materials and supplies of minimum monetary value and/or the receipt, logging and distribution of stationary and supply items; manual and clerical work in stock handling, receipt, storage, maintenance, and issuance of supplies, materials and equipment; and keeping routine stores records.	High School Diploma or GED	1 Year	MD Class B CDL License Class C Maryland Driver's License	N
4103 *	OPERATIONS WORKER II	Performs technical level operations service work under regular supervision from a technical superior. Work includes animal handling, control and care; non-technical work in an analytical laboratory maintaining a supply inventory and general upkeep of the laboratory; or using manual and smaller power operated tools in a wide variety of routine and repetitive outdoor laboring activities, such as highway, park, facility, and utility maintenance.	High School Diploma or GED		Class C Driver's License	N
4101 *	OPERATIONS WORKER I	Performs entry level technical operations service work under regular supervision from a technical superior. Work includes routine repetitive manual work, usually performed on a seasonal or temporary basis during peak work load periods; routine manual work in the custodial care of public buildings and surrounding grounds; the use of manual tools and small power tools in custodial, maintenance and repair work.	Any combination sufficient to provide knowledge and ability	Any combination sufficient to provide knowledge and ability		N

**OCCUPATIONAL GROUP 4. FIELD AND TECHNICAL SERVICES
CLASS FAMILY 4-2 TECHNICAL SERVICES, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4223	DIR, TECHNOLOGY AND COMMUNICATIONS SERVICES	Performs executive level technology and communication services work under executive direction. Work includes researching operational efficiencies and advising the County Executive on government performance improvements; directing the general operation of the Department of Technology and Communication Services; advising the County Executive, County Council, and others on related issues; and developing and monitoring the departmental budget program.	Bachelor's Degree	10 Years	N/A	E
4221	INFO SYSTEMS SERVICES ADMIN	Performs advanced administrative level technology and communication services work under executive level direction. Work includes developing and maintaining effective information systems for the County government; managing the Data Processing Division; and supervising personnel. Work also includes developing the data processing operating and capital budget and all subsequent expenditures.	Bachelor's Degree	7 Years	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4219	TECHNICAL SERVICES MANAGER II	Performs management and advanced level technology and communication services work under general supervision from an administrative or technical superior. Assignments include managing the operations of the Office of Central Services, such as mail services, printing services, and fleet management; or developing and maintaining the County's information processing and systems programming systems; or planning, directing, and managing the Technical Support component within the Information Systems Services Office; or coordinating County-wide geographic database information and integration system; and administering systems programming, data communication, and data base administration; or, overall management of the County's radio and telephone communication systems. Work also includes monitoring budget expenditures.	Bachelor's Degree	6 Years	N/A	E
4217	TECHNICAL SERVICES MANAGER I	Performs mid-management and advanced level technology and communication services work under general supervision from an administrative or technical superior, within the radio and telephone communications systems area. Work includes coordinating county wide communication systems, both hard-wired and cellular. Work also includes coordinating hardware and software purchases and managing contractual services; ensuring inter-agency support, resource sharing, data and platform standardization and integrity; and providing system training. As a database manager, work includes design, administration and maintenance of databases in ms sql server and oracle; application development, creation of database standards and project leadership.	Bachelor Degree	5 Years		E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4215	TECHNICAL SERVICES SUPERVISOR	Performs senior supervisory and advanced level technology and communication services work under general supervision from an administrative or technical superior. Work includes managing a significant information or communication function, such as a 24 hour computer operation, cable T.V. contract administration, , public cable T.V. station management, or a 24 hour emergency communications and dispatch center.	Associate Degree	5 Years		E
4213	TECH SERVICES SUPPORT SPEC IV	Performs senior professional level technology and communication services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes maintaining, supporting, and using the multiple and complex operating system components and subsystems used by the Data Operation Center or performing highly complex programming analysis and systems design.	Bachelor Degree	4 Years	N/A	E
4211	TECHNICAL SERVICES SUPPORT SPEC III	Performs advanced professional level technology and communication services work under general supervision from an administrative or technical superior. Work includes maintaining system software packages and system libraries, providing aid in the analysis for feasibility and cost effectiveness studies relating to software utilization; and solving complex program or system software problems. Work may also include moderately complex programming analysis and systems design at the project or team leader level.	Bachelor Degree	2 Years	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4209	TECHNICAL SERVICES SUPPORT SPEC II	Performs intermediate professional level technology and communication services work under general supervision from an administrative or technical superior. Work includes administering data bases and developing data processing systems and computer programs for user departments; providing intermediate level computer programming, software maintenance and systems design; and writing, updating or revising, and documenting programs. Work also includes interacting with user department personnel; software vendors developing systems performance specifications; and estimating resource requirements based on functional specifications.	Bachelor Degree	1 Year		E/N
4207	TECHNICAL SERVICES SUPPORT SPEC I	Performs senior technical level information, technology and communication services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work may include testing, updating, maintaining, and providing training on mainframe client servers and microcomputer software and hardware; responds to more complex helpdesk requests; managing and controlling the use of the computer-aided dispatch system; or managing the installation and maintenance of radio, telephone, data and related electronic equipment; or work may also include skilled illustration and graphic design; producing television programs and public service announcements; or coordinating public information program activities.	Associate Degree	2 Years	Federal Communications Commission General Class Radio/Telephone License or equivalent certification Class C Maryland Driver's License	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4205	TECHNICAL SERVICES SUPPORT TECH III	Performs senior technical level technology and communication services work under regular supervision from a technical superior. Work may include assisting in the production of television programs and public service announcements; preparing illustrations, graphic designs, and construction drawings; providing media conversion and laser or photo type output services for reproduction; operating computers and planning computer operating schedules; or installing, repairing and maintaining radio, telephone, data and related electronic equipment. May serve as a lead worker.	High School Diploma or GED Successful completion of a formal training program	3 Years	Federal Communications Commission General Class Radio/Telephone License or equivalent certification within 1 year of appointment Class C Maryland Driver's License	N
4203	TECHNICAL SERVICES SUPPORT TECH II	Performs intermediate technical level technology and communication services work under regular supervision from a technical superior. Work may include assisting in television production work; providing graphic arts, printing and reproduction services; installing, repairing and maintaining radio, telephone, data and related electronic equipment; performing entry level desktop or GIS support functions; or operating computers and peripheral on-line components of the data processing system.	High School Diploma or GED Completion of formal training program	2 Years	Class C Maryland Driver's License Federal Communications Commission General Class Radio/Telephone License or equivalent certification within 1 year of appointment	N
4201	TECHNICAL SERVICES SUPPORT TECH I	Performs technical level technology and communication services work under regular supervision from a technical superior. Work includes reproducing written and graphic materials, preparing materials for reproduction, servicing customers at the front counter, and operating and maintaining a variety of equipment.	High School Diploma or GED	1 Year	N/A	N

FAM4-2.AJG
7/23/09

**OCCUPATIONAL GROUP 5. COMMUNITY SERVICES
CLASS FAMILY 5-1 RECREATION SERVICES, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./ Cert.	FLSA
5135	DIRECTOR RECREATION AND PARKS	Performs executive level recreation and parks services work under executive direction. Work includes directing the general operation of the Department of Recreation and Parks, advising the County Executive and County Council on related issues, and developing and monitoring the departmental budget and related capital budget program.	Bachelor Degree	10 yrs.	N/A	E
5111	RECREATION SERVICES MANAGER I	Performs senior supervisory and advanced level recreation services work under general supervision from an administrative or technical superior. Work typically involves overseeing the operation of a comprehensive and significant department program. Work activities include planning, implementing, and evaluating program activities; supervising program coordinators and other recreational sports and parks personnel; proposing and controlling program budget; and handling the distribution and utilization of employees, equipment and supplies.	Bachelor Degree	4 yrs.	Certification with the National Recreation and Park Association Certification with the Maryland Recreation and Park Association	E
5109	RECREATION SERVICES SUPERVISOR	Performs intermediate professional level recreation services work, which may include supervision, under general supervision from an administrative or technical superior. Work includes programming and coordinating recreation activities in a functional or geographic area or for a special population; serving as Department liaison with community groups; coordinating activities of volunteers; supervising lower level full time and highly specialized part-time staff; and preparing computerized payroll and program reports.	Bachelor Degree	2 yrs.	N/A	E

7/23/09

5107	RECREATION SERVICES COORDINATOR II	Performs professional level recreation services work, which may include supervision, under general supervision from an administrative or technical superior. Work includes planning and directing the safe and efficient operation of activities of a recreation center, park site, playground, or seasonal recreational facility or of a County-wide, age specific recreation program; or overseeing the marketing and participant registration for recreation programs, classes and special events; supervising assigned part-time and full-time personnel; and preparing the budget for center operations.	Bachelor Degree	1 YR	Class C Maryland Driver's License	E
5105	RECREATION SERVICES COORDINATOR I	Performs senior support level administrative and recreation related services work under general supervision from an administrative or technical superior. Work includes overseeing, planning, and directing the safe and efficient operation of a variety of recreation programs and services at Recreation and Parks facilities and playgrounds. Coordinates externally with community groups and volunteers, manages facility arrangements, maintains records and prepares evaluative reports.	Associate Degree	2 yrs.	Class C Maryland Driver's License	E/N
5103	RECREATION LEADER	Performs advanced technical level recreation services work under general supervision from a technical superior. Work includes ensuring the safe and efficient operation of recreational programs or recreation licensed childcare sites identifying program needs and instructing participants in program activities or regulations; coordinating programs for special populations; and assisting in planning and directing the activities of a recreation licensed childcare site.	Associate Degree	0 yrs.		N
5102	RECREATION SERVICES ASSISTANT II	Provides direct leadership and on-site coordination of a particular site or program. Work includes facility set-up, program preparation, administration and instruction. May supervise entire program staff.. Works under the general supervision of a technical or administrative superior. Will enforce state and/or local program and facility regulations and policies.		1 yr.		N

7/23/09

5100	RECREATION SERVICES ASSISTANT I	Performs assistant/leader Recreation and Parks service work under the supervision of a program director or assistant director. Work includes facility set-up, program preparation, operation and instruction.		0 years		N
5137	CHILD CARE SITE DIRECTOR	Responsible for the day to day supervision of children and on site staff. Directors implement program activities, monitor program supplies and budget. The site director also maintains office of child care regulations and is responsible for the overall monitoring the children's records and submitting required paperwork.	High school diploma or GED		Must meet county and state requirements	N
5136	CHILD CARE ASSISTANT SITE DIRECTOR	Responsible for assisting the director with supervision of the day to day operations of a child care program, and planning activities for a well rounded program. Assist with the daily set up and take down of equipment as well as keeping the work area clean. Assistant directors take responsibility of the program in the directors absence.	High school diploma or GED		Must meet county and state requirements	N
5133	CHILD CARE GROUP LEADER	Responsible for planning activities and leading a group of 15 children in planned activities. Assist with the daily set up and take down of equipment as well as keeping the work area clean.	High school diploma or GED		Must meet county and state requirements	N
5131	CHILD CARE ASSISTANT GROUP LEADER	Responsible for assisting with leading group activities. Set-up and break-down equipment daily and substituting at area programs whenever necessary.		N/A		N
5129	NATURAL RESOURCE SUPERINTENDENT	Performs senior supervisory and advanced level operation service work under general supervision. Work includes managing and overseeing natural resource operations, wildlife management, regulation implementation, mowing and horticultural operations. Work also includes budget formulation and monitoring, enforcing safety policies, analyzing program operations and goals, and open space and forest conservation law implementation and compliance	Bachelor Degree	4 years	May require MD State certification in Forestry Class C Maryland Driver's License	E

7/23/09

5127	NATURAL RESOURCE PROGRAM MANAGER II	Performs mid management and advanced level natural resources work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work may include developing natural resource management plans, managing natural resource field operations and regulation implementation and compliance. Work may also include providing technical direction related to natural resource/ecosystem management, developing natural resource policies and procedures, and overseeing county-wide deer or other wildlife management programs.	Bachelor Degree	2 years	May require MD State certification in Forestry or related area Class C Maryland Driver's License	E
5125	NATURAL RESOURCE PROGRAM MANAGER I	Performs advance level natural resource work under general supervision from an administrative or technical superior. Oversees the County-wide forest mitigation program and administers contracts with growers and other contractual service providers.	Bachelor Degree	1 year	N/A	E
5123	NATURAL RESOURCE TECHNICIAN II	Performs natural resource intermediate technical level work under general supervision. Work typically involves assisting in open space and forest conservation law implementation and compliance by performing inspections, responding to complaints, and carrying out public information programs. Work may also include serving as a natural resource specialist on land use, wildlife, ecology, or forestry matters. May represent the County in dealing with developers and contractors about open space issues.	Associate Degree	2 years	Class C Maryland Driver's License	N
5121	NATURAL RESOURCE TECHNICIAN I	Performs natural resource technical level work under general supervision. Work may include collecting and analyzing technical and biological data; assisting in planning and implementing programs and projects to enhance public natural resource volunteer programs; implementing habitat management and restoration programs.	Associate Degree	1 year	Class C Maryland Driver's License	N

**OCCUPATIONAL GROUP 5. COMMUNITY SERVICES
CLASS FAMILY 5-2 HUMAN SERVICES, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./ Cert.	FLSA
5218	DIRECTOR OF HOUSING AND COMMUNITY DEVELOPMENT	Performs executive housing and community development work under executive direction. Directs the activities of the Department of Housing and Community Development. Plans and monitors programs and activities. Establishes policy and procedures and oversees budgets and grants.	Bachelor Degree	8 yrs.	N/A	E

FAM5-2.AJG

7/23/09

5217	DIRECTOR OF CITIZENS SERVICES	Performs executive level human services work under executive direction. Work includes directing the general operation of the Department of Citizen Services, advising the County Executive and County Council on related issues, and developing and monitoring the related capital budget and grants program.	Bachelor Degree	8 yrs.	N/A	E
5215	HUMAN SERVICES MANAGER II	Performs advanced administrative human services work under executive level direction. Work includes administrative work directing the activities of the Office of Human Rights or the Office On Aging, or assisting the Director in supervising the activities of the Department of Citizens Services or the Department of Housing and Community Development. Work includes planning, organization, coordination, and direction of human services or housing programs, and preparing and administering budgets and grants.	Bachelor Degree	5yrs.	N/A	E
5213	HUMAN SERVICES MANAGER I	Performs management and advanced level human services work under executive level direction. Work includes directing the activities of an office or agency providing human services in such areas as consumer affairs or workforce development. Work includes establishing and implementing programs and procedures; planning, preparing and monitoring budgets; supervising and training staff; and maintaining liaison with outside agencies.	Bachelor Degree	5 yrs.	N/A	E
5211	HUMAN SERVICES SPECIALIST III	Performs advanced professional level human services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically includes administrative support of a Division within the Department of Citizens Services; supervision over a major phase of citizen services delivery for the department; and planning, implementing, and evaluating program policies and procedures. Work also includes negotiating and administering grants; preparing budgets; designing instruments for use in data gathering; and contacts with public, health, and social service agencies.	Bachelor Degree	3 yrs.	N/A	E

5209	HUMAN SERVICES SPECIALIST II	<p>Performs intermediate professional level human services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes administering human service programs or providing specialized health and human services targeted to a special population; assists in formulating policies and developing goals and objectives; and providing a full range of counseling and referral services. Work may also include identifying and investigating complaints of unfair and deceptive practices and violations of local and State laws; and administering criminal justice and alternative sentencing programs.</p>	Bachelor Degree	1 yr.	<p>May require licensing, certification, or registration as physical therapist, occupational therapist, speech therapist, licensed clinical social worker, or registered nurse, if required by work assignment</p> <p>Class C Maryland Driver's License</p> <p>Passage of the NCIC "Basic Access Course"</p> <p>MILES/NCIC Authorization</p>	E/N
------	------------------------------	--	-----------------	-------	--	-----

5207	HUMAN SERVICES SPECIALIST I	Performs professional level human services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes human service, administrative, and counseling work; providing counseling and programmatic services to the special populations; and providing assistance in identifying the population at risk, its needs and how to meet those needs. Organizes and publicizes large events for citizens or special groups. Work also includes providing services needed to carry out human service programs or the operation of a medium sized center with extensive regional responsibility and concurrent programming.	Bachelor Degree	0 yrs.	N/A	E/N
5205	HUMAN SERVICES WORKER II	Performs advanced technical level human services work, which may include supervisory responsibility, under regular supervision from an administrative or technical superior. Work includes providing services needed to carry out human service programs or the operation of a medium sized center with extensive regional responsibility and daily programs. Work also includes performing supportive casework services needed to carry out an alternative sentencing program, and placing adult offenders into community service organizations according to court specified sentencing instructions.	Associate Degree	1 yr.	Class C Maryland Driver's License Passage of the NCIC "Basic Access Course" MILES/NCIC Authorization	N
5203	HUMAN SERVICES WORKER I	Performs technical level human services work under regular supervision from a technical superior. Work includes providing assistance in a human service delivery program or the operation of a site with periodic on-site but no regional programming responsibility. Work also includes managing a small center where activities are scheduled daily and being responsible for providing safe and efficient operation of a center or a site with limited regional responsibility and limited programming on a daily basis.	Associate Degree	1 yr.	N/A	N

FAM5-2.AJG

7/23/09

5201	HUMAN SERVICES AIDE	Performs entry level human services work under regular supervision from a technical superior. Work includes assisting a center director in the daily operation of a daytime program in a group setting.	High School Diploma or GED	0 yrs.	N/A	N
------	---------------------	---	----------------------------	--------	-----	---