

FINAL

COUNTY COUNCIL OF ANNE ARUNDEL COUNTY, MARYLAND

Legislative Session 2019, Legislative Day No. 33

Bill No. 60-19

Introduced by Mr. Pruski, Chairman
(by request of the County Executive)

By the County Council, July 1, 2019

Introduced and first read on July 1, 2019
Public Hearing set for and held on September 3, 2019
Bill Expires October 4, 2019

By Order: JoAnne Gray, Administrative Officer

A BILL ENTITLED

1 AN ORDINANCE concerning: Personnel – Positions in the Classified Service

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3 FOR the purpose of modifying titles for certain classifications in the classified service;
4 adding new positions in the classified service; amending the minimum qualifications
5 for certain classifications in the classified service; providing for the pay and minimum
6 qualifications applicable to the positions added to the classified service; providing for
7 the applicability of this Ordinance; and generally relating to personnel.

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9 BY repealing and reenacting, with amendments: §§ 6-1-201(d)(1), (d)(2), (d)(4) through
10 (d)(8), and (d)(10); and 6-1-207(b)(1)
11 Anne Arundel County Code (2005, as amended)

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13 SECTION 1. *Be it enacted by the County Council of Anne Arundel County, Maryland,*
14 That Section(s) of the Anne Arundel County Code (2005, as amended) read as follows:

ARTICLE 6. PERSONNEL

TITLE 1. CLASSIFIED SERVICE

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20 **6-1-201. Titles; pay grades; work weeks; minimum qualifications.**

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22 (d) **Title, pay grades, work week, and minimum qualifications.** The title, minimum
23 standards, pay grade, and the work week designation that an employee is required to follow
24 for each class within the classified service are as follows:

EXPLANATION: CAPITALS indicate new matter added to existing law.
[Brackets] indicate matter stricken from existing law.
Captions and taglines in **bold** in this bill are catchwords and are not law.
Asterisks *** indicate existing Code provisions in a list or chart that remain unchanged.

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(1) Accounting, Auditing, and Budgeting (AC).

Title	Grade and Work Week	Minimum Qualifications

Legislative Audit Manager	LA3C	Graduation from an accredited four-year college or university with major course work in accounting or finance; and five years experience in accounting or auditing
LEGISLATIVE IT AUDIT MANAGER	LA3C	GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH MAJOR WORK IN INFORMATION TECHNOLOGY OR A RELATED FIELD; AND FIVE YEARS OF IT AUDITING EXPERIENCE

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(2) Administrative, Managerial, Professional and Legal (AD).

Title	Grade and Work Week	Minimum Qualifications

Assistant Facilities Administrator	[NR18C] NR19C	Graduation from high school or vocational school supplemented by completion of college-level courses in civil engineering or a related field; thorough experience in building maintenance, heating, ventilation, repair, and alterations, including supervisory experience; and a valid non-commercial Class C motor vehicle operator's license

Technical Support Programs Administrator	NR20C	Graduation from an accredited four-year college or university with major course work in engineering, natural science, environmental science, business administration, GIS, or a related field; extensive experience in [utilities] ASSET MANAGEMENT OR PUBLIC WORKS systems administration and management, including thorough experience in [water and wastewater] PUBLIC WORKS COMPUTERIZED systems [control centers utilizing computerized control and] INCLUDING data acquisition, EVALUATION, AND ANALYSIS, OR PUBLIC WORKS and water and wastewater system MAINTENANCE, REPAIR, AND rehabilitation; considerable supervisory experience; and a valid non-commercial Class C motor vehicle operator's license

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(4) Facilities, Trades, Equipment and Maintenance (FT).

Title	Grade and Work Week	Minimum Qualifications

Automotive Mechanic II	LM9B	Graduation from high or vocational school; considerable experience in the repair and maintenance of automotive equipment at the full performance level; automotive service excellence (ASE) certification as determined by area of assignment; [and] a valid commercial Class B motor vehicle operator's license without air brake restriction; A TANKER ENDORSEMENT OR ABILITY TO OBTAIN THE TANKER ENDORSEMENT WITHIN SIX MONTHS OF EMPLOYMENT, AS DETERMINED BY AREA OF ASSIGNMENT; AND A HAZMAT ENDORSEMENT OR ABILITY TO OBTAIN THE HAZMAT ENDORSEMENT WITHIN 12 MONTHS OF EMPLOYMENT, AS DETERMINED BY AREA OF ASSIGNMENT
Automotive Mechanic III	LM11B	Graduation from high school or vocational school supplemented by special courses in electrical, hydraulic, or instrumentation systems; considerable experience in skilled work in the diagnosis and repair of complex diesel or gasoline-powered equipment and ancillary systems; automotive service excellence (ASE) certification as determined by area of assignment; [and] a valid commercial Class A OR B motor vehicle operator's license without air brake restriction, AS DETERMINED BY AREA OF ASSIGNMENT, EXCEPT THAT A VALID COMMERCIAL CLASS A MOTOR VEHICLE OPERATOR'S LICENSE WITHOUT AIR BRAKE RESTRICTION MAY BE SUBSTITUTED WITH A VALID COMMERCIAL CLASS B MOTOR VEHICLE OPERATOR'S LICENSE WITHOUT AIR BRAKE RESTRICTION SO LONG AS A CANDIDATE OBTAINS A VALID COMMERCIAL CLASS A MOTOR VEHICLE OPERATOR'S LICENSE WITHOUT AIR BRAKE RESTRICTION WITHIN SIX MONTHS OF EMPLOYMENT; A TANKER ENDORSEMENT OR ABILITY TO OBTAIN THE TANKER ENDORSEMENT WITHIN SIX MONTHS OF EMPLOYMENT, AS DETERMINED BY AREA OF ASSIGNMENT; AND A HAZMAT ENDORSEMENT OR THE ABILITY TO OBTAIN THE HAZMAT ENDORSEMENT WITHIN 12 MONTHS OF EMPLOYMENT, AS DETERMINED BY AREA OF ASSIGNMENT

Equipment Operator I	LM6B	Sufficient education to understand and follow oral and written instructions; experience in the operation of light- to medium-duty automotive and related equipment; and[, as determined by area of

Title	Grade and Work Week	Minimum Qualifications
		assignment,] a valid commercial Class B motor vehicle operator's license

Equipment Operator III	LM9B	Sufficient education to understand and follow oral and written instructions; thorough experience in the operation of heavy-duty automotive and related equipment; and, as determined by area of assignment, a valid commercial Class A OR B motor vehicle operator's license

Facilities Maintenance Manager	[NR16C] NR17C	Graduation from high school or vocational school with course work in civil or mechanical engineering; extensive experience in building maintenance and repair, including the use of tools and equipment related to such trades as plumbing, carpentry, and HVAC; supervisory experience; and a valid non-commercial Class C motor vehicle operator's license

Maintenance Worker II	LM5B	Sufficient education to understand and follow oral and written instructions; experience in work providing a familiarity with the area of assignment; a valid non-commercial Class C motor vehicle operator's license; [and,] as determined by area of assignment, a valid commercial Class B motor vehicle operator's license OR ABILITY TO OBTAIN THE VALID COMMERCIAL CLASS B MOTOR VEHICLE OPERATOR'S LICENSE WITHIN SIX MONTHS OF HIRE; AT MINIMUM, A VALID NON-PROVISIONAL CLASS C MOTOR VEHICLE OPERATOR'S LICENSE; OBTAIN A CDL LEARNER'S PERMIT WITHIN 45 DAYS OF HIRE TO ALLOW FOR ADEQUATE CDL TRAINING; AND OBTAIN A MEDICAL CERTIFICATE AS MANDATED BY FEDERAL LAW FOR A CDL LEARNER'S PERMIT

Roads Maintenance Crew Leader	LM10B	Graduation from high school or vocational school; thorough experience in maintenance, repair, and construction work; [and] a valid [non-commercial] COMMERCIAL Class [C] B motor vehicle operator's license OR ABILITY TO OBTAIN THE LICENSE WITHIN SIX MONTHS OF EMPLOYMENT; AT MINIMUM, A VALID NON-PROVISIONAL CLASS C MOTOR VEHICLE OPERATOR'S LICENSE; OBTAIN A CDL LEARNER'S PERMIT WITHIN 45 DAYS OF HIRE TO ALLOW FOR ADEQUATE CDL TRAINING; AND OBTAIN A MEDICAL CERTIFICATE AS MANDATED BY FEDERAL LAW FOR A CDL LEARNER'S PERMIT

Title	Grade and Work Week	Minimum Qualifications
Scale House Supervisor	NR15B	An associate's degree or 60 college credits from an accredited college or university in business administration or a related field with major course work in accounting and financial management; experience in customer service, accounting, and developing and applying effective cash management techniques and audit controls; and a valid non-commercial Class C motor vehicle operator's license
SENIOR AUTOMOTIVE MECHANIC	LM12B	GRADUATION FROM HIGH SCHOOL OR VOCATIONAL SCHOOL SUPPLEMENTED BY SPECIAL COURSES IN ELECTRICAL, HYDRAULIC, OR INSTRUMENTATION SYSTEMS; EXTENSIVE EXPERIENCE IN SKILLED WORK IN THE DIAGNOSIS AND REPAIR OF COMPLEX DIESEL- OR GASOLINE-POWERED EQUIPMENT AND ANCILLARY SYSTEMS; AUTOMOTIVE SERVICE EXCELLENCE (ASE) CERTIFICATION AS DETERMINED BY AREA OF ASSIGNMENT; AND A VALID COMMERCIAL CLASS A MOTOR VEHICLE OPERATOR'S LICENSE WITHOUT AIR BRAKE RESTRICTION

Senior Equipment Operator	LM10B	Graduation from high school or vocational school; extensive experience in the operation of heavy construction vehicles, equipment, and power tools; and a valid commercial Class A OR B motor vehicle operator's license, AS DETERMINED BY AREA OF ASSIGNMENT
SENIOR FACILITIES MAINTENANCE MECHANIC	LM12B	GRADUATION FROM HIGH SCHOOL OR VOCATIONAL SCHOOL; STATE LICENSE OR INTERNATIONAL CODE COUNCIL CERTIFICATION IN ONE OR MORE OF THE BUILDING TRADES; EXTENSIVE KNOWLEDGE OF ENERGY MANAGEMENT SYSTEM PROGRAMS; AND A VALID NON-COMMERCIAL CLASS C MOTOR VEHICLE OPERATOR'S LICENSE

Solid Waste Collection Inspector	LM8B	Graduation from high school; considerable experience in work involving solid waste collection and public contact[, including some supervisory experience]; and a valid non-commercial Class C motor vehicle operator's license

Utilities Maintenance Crew Leader	LM8B	Graduation from high school; considerable experience in maintenance, repair, and construction of water and wastewater systems; some lead worker experience; [a Class II wastewater collection system operator's license or a Class I water distribution operator's license as required by the State;] A TEMPORARY WASTEWATER COLLECTION

Title	Grade and Work Week	Minimum Qualifications
		SYSTEM CERTIFICATE AT HIRE; MEETING THE EDUCATION AND EXPERIENCE REQUIREMENTS AND PASSING THE APPROPRIATE BOARD EXAMINATION TO OBTAIN THE CLASS II WASTEWATER COLLECTION SYSTEM OPERATOR'S CERTIFICATE WITHIN THE RENEWAL TIME PERIOD OF THREE YEARS AS ESTABLISHED BY THE STATE; and a valid commercial Class B motor vehicle operator's license

Utilities Repair Crew Leader	LM11B	Graduation from high school; thorough experience in maintenance, repair, and construction of water and wastewater systems; lead worker experience; [a Class II wastewater collection system operator's license or a Class I water distribution operator's license as required by the State;] A TEMPORARY WASTEWATER COLLECTION SYSTEM CERTIFICATE OR A TEMPORARY WATER DISTRIBUTION CERTIFICATE AT HIRE; MEETING THE EDUCATION AND EXPERIENCE REQUIREMENTS AND PASSING THE APPROPRIATE BOARD EXAMINATION TO OBTAIN EITHER THE CLASS II WASTEWATER COLLECTION SYSTEM OPERATOR'S CERTIFICATE WITHIN THE RENEWAL TIME PERIOD OF THREE YEARS AS ESTABLISHED BY THE STATE OR THE CLASS I WATER DISTRIBUTION SYSTEM OPERATOR'S CERTIFICATE WITHIN THE RENEWAL TIME PERIOD OF ONE YEAR AS ESTABLISHED BY THE STATE; and a valid commercial Class B motor vehicle operator's license
Utilities Special Crew Leader	LM9B	Graduation from high school; thorough experience in maintenance, repair, and construction of water and wastewater systems and operation of specialized water or wastewater equipment; some lead worker experience; [a Class II wastewater collection system operator's license as required by the State;] A TEMPORARY WASTEWATER COLLECTION SYSTEM CERTIFICATE AT HIRE AND MEETING THE EDUCATION AND EXPERIENCE REQUIREMENT AND PASSING THE APPROPRIATE BOARD EXAMINATION TO OBTAIN THE CLASS II WASTEWATER COLLECTION SYSTEM OPERATOR'S CERTIFICATE WITHIN THE RENEWAL TIME PERIOD OF THREE YEARS AS ESTABLISHED BY THE STATE; and a valid commercial Class B motor vehicle operator's license
Utilities Support Worker I	LM6B	Graduation from high school; some experience in repair, maintenance, and construction work; [and] a valid [non-commercial] COMMERCIAL Class [C] B motor vehicle operator's license WITH TANKER ENDORSEMENT OR ABILITY TO OBTAIN THE

Title	Grade and Work Week	Minimum Qualifications
		LICENSE WITH TANKER ENDORSEMENT WITHIN SIX MONTHS OF HIRE; AT MINIMUM, A VALID NON-PROVISIONAL CLASS C MOTOR VEHICLE OPERATOR'S LICENSE; OBTAIN A CDL LEARNER'S PERMIT WITHIN 45 DAYS OF HIRE TO ALLOW FOR ADEQUATE CDL TRAINING; AND OBTAIN A MEDICAL CERTIFICATE AS MANDATED BY FEDERAL LAW FOR A CDL LEARNER'S PERMIT
Utilities Support Worker II	LM7B	Graduation from high school; CONSIDERABLE experience in repair, maintenance, and construction of water and wastewater systems; [and] a valid commercial Class B motor vehicle operator's license OR THE ABILITY TO OBTAIN A COMMERCIAL CLASS B MOTOR VEHICLE OPERATOR'S LICENSE WITHIN SIX MONTHS OF EMPLOYMENT; AT MINIMUM, A VALID NON-PROVISIONAL CLASS C MOTOR VEHICLE OPERATOR'S LICENSE; OBTAIN A CDL LEARNER'S PERMIT WITHIN 45 DAYS OF HIRE TO ALLOW FOR ADEQUATE CDL TRAINING; AND OBTAIN A MEDICAL CERTIFICATE AS MANDATED BY FEDERAL LAW FOR A CDL LEARNER'S PERMIT

Utility Systems Technician II	LM8B	Graduation from high school, supplemented by [college-level] course work in mathematics [or civil, sanitary, or environmental engineering]; considerable experience in the construction and maintenance of water distribution or wastewater collection systems; and a valid non-commercial Class C motor vehicle operator's license
Utility Systems Technician III	LM10B	Graduation from high school, supplemented by at least two years of [college-level courses] COURSE WORK in mathematics [or civil, sanitary, or environmental engineering from an accredited college or university]; thorough experience in water distribution and wastewater collection systems evaluation survey work or THOROUGH EXPERIENCE in the reading and interpretation of maps, as-built drawings, schematics, and various water and sewer computer models; considerable [supervisory] LEAD WORKER experience; and a valid non-commercial Class C motor vehicle operator's license
Vacuum Rodder Operator	LM8B	Sufficient education to understand and follow oral and written instructions and blueprints, diagrams, and sketches; considerable experience in the maintenance, repair, and limited construction of public works and facilities; considerable experience in the operation of light- to medium-duty motor equipment; and a valid commercial CLASS B motor

Title	Grade and Work Week	Minimum Qualifications
		vehicle operator's license with [code "N"-tank vehicle] TANKER ENDORSEMENT OR ABILITY TO OBTAIN THE TANKER ENDORSEMENT WITHIN SIX MONTHS OF EMPLOYMENT

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(5) Health and Human Services (HE).

Title	Grade and Work Week	Minimum Qualifications

Environmental Technician	LM10B	Graduation from high school; considerable experience in environmental contamination, pollution, emissions control or related work; and a valid [commercial] NON-COMMERCIAL Class [B] C motor vehicle operator's license

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(6) Planning and Inspections (PI).

Title	Grade and Work Week	Minimum Qualifications

Environmental Control Inspector	LM12B	Graduation from high school, including or supplemented by courses in [drafting and blueprint] PLAN reading; considerable experience in erosion control practices and infrastructure installations or a related field; a Maryland certificate in training for erosion control or ability to obtain the certificate within six months of hire; and a valid non-commercial Class C motor vehicle operator's license

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(7) Purchasing and Property Control (PP).

Title	Grade and Work Week	Minimum Qualifications

Storekeeper II	LM6B	Graduation from high school; considerable experience in the keeping of [stores] WAREHOUSES and [store] WAREHOUSE records; and a valid non-commercial Class C motor vehicle operator's license

(8) Public Safety and Criminal Justice (PS).

Title	Grade and Work Week	Minimum Qualifications

Police Communications Operator I	LM9D	Graduation from high school OR A GED; one year of responsible work experience; and some knowledge of data entry keyboard functions
Police Communications Operator II	LM10D	Graduation from high school OR A GED; CONSIDERABLE WORK experience [in an emergency services environment or progressively responsible] WITH multi-faceted [clerical work] RESPONSIBILITIES; and skill in data entry keyboard functions

Polygraph Examiner	NR15B	Graduation from an accredited four-year college or university with major course work in psychology, sociology, or criminal justice; considerable experience in the administration of criminal case examinations; graduation from an American Polygraph Association-accredited school; full membership in the American Polygraph Association; and a valid non-commercial Class C motor vehicle operator's license
SENIOR BOOKING OFFICER	OS9B	GRADUATION FROM HIGH SCHOOL; THREE YEARS OF WORK AS A BOOKING OFFICER; CONSIDERABLE EXPERIENCE IN COMPUTER KEYBOARD ENTRY; AND A VALID NON-COMMERCIAL CLASS C MOTOR VEHICLE OPERATOR'S LICENSE

(10) Engineering, Information Technology and Science (SC).

Title	Grade and Work Week	Minimum Qualifications

Traffic Analyst I	LM10B	Graduation from high school, including or supplemented by courses in mathematics and [drafting] COMPUTERS; experience in traffic data collection or related work; and a valid non-commercial Class C motor vehicle operator's license
Traffic Analyst II	LM12B	Graduation from high school, including or supplemented by courses in mathematics and [drafting] COMPUTERS; considerable experience in traffic data collection [and] OR analysis or related work; and a valid non-commercial Class C motor vehicle operator's license

Title	Grade and Work Week	Minimum Qualifications
Traffic Signal Technician	LM11B	Graduation from high school or vocational school supplemented by specialized training in electronic technology; considerable experience in the maintenance and repair of electronic, electro-mechanical, and solid state devices; and a valid [non-commercial] COMMERCIAL Class [C] B motor vehicle operator's license OR ABILITY TO OBTAIN THE VALID CLASS B COMMERCIAL MOTOR VEHICLE OPERATOR'S LICENSE WITHIN SIX MONTHS OF HIRE

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2 **6-1-207. Pay at hiring; advancement through steps – Represented employees.**

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4 **(b) Generally.**

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6 (1) Except as otherwise provided in this subsection:

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8 (i) an employee other than an employee hired into a classification on the FW
9 pay schedule shall be hired at the minimum rate of pay of the grade; [and]

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11 (ii) an employee hired as a Water/Wastewater Systems Technician I on the FW
12 pay schedule shall be hired at the FW1 base rate[.]; AND

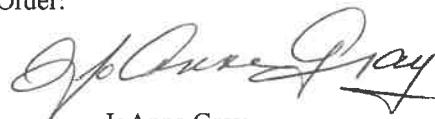
13
14 (III) AN EMPLOYEE HIRED INTO THE WATER/WASTEWATER SYSTEMS
15 TECHNICIAN SERIES WHO HOLDS A CURRENT PERMANENT WATER OR WASTEWATER
16 OPERATOR'S LICENSE ISSUED BY THE MARYLAND DEPARTMENT OF THE ENVIRONMENT
17 MAY BE PLACED AT PROFICIENCY LEVEL II, SUBJECT TO FW-02 BASE RATE OF PAY AND
18 STANDARD INTERNAL POSITION REQUIREMENTS.

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20 SECTION 2. *And be it further enacted,* That the provisions of this Ordinance shall
21 apply to the first pay period beginning on or after July 1, 2019.

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23 SECTION 3. *And be it further enacted,* That this Ordinance shall take effect 45 days
24 from the date it becomes law.

READ AND PASSED this 3rd day of September, 2019

By Order:




JoAnne Gray
Administrative Officer

PRESENTED to the County Executive for his approval this 4th day of September, 2019


JoAnne Gray
Administrative Officer

APPROVED AND ENACTED this 10th day of September, 2019


Stuart Pittman
County Executive

EFFECTIVE DATE: **OCT 2 5 2019**

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF BILL NO.
60-19. THE ORIGINAL OF WHICH IS RETAINED IN THE FILES
OF THE COUNTY COUNCIL.


JoAnne Gray
Administrative Officer