

COUNTY COUNCIL OF ANNE ARUNDEL COUNTY, MARYLAND

Legislative Session 2022, Legislative Day No. 10

Bill No. 52-22

Introduced by Ms. Rodvien, Chair
(by request of the County Executive)

By the County Council, May 2, 2022

Introduced and first read on May 2, 2022
Public Hearing set for and held on June 6, 2022
Public Hearing on AMENDED bill set for and held on June 21, 2022
Bill Expires on August 5, 2022

By Order: Laura Corby, Administrative Officer

A BILL ENTITLED

1 AN ORDINANCE concerning: Personnel – Positions in the Classified Service – Positions
2 in the Exempt Service
3

4 FOR the purpose of modifying minimum qualifications for a certain position in the
5 classified service; modifying the pay grade for Police Communications Operators III
6 and IV job classifications to correspond with a new pay scale; adding certain positions
7 in the classified service; providing for the pay grade, work week, and minimum
8 qualifications applicable to positions added to the classified service; modifying the pay
9 grade for certain positions in the exempt service; providing for the elimination of
10 certain exempt positions under certain circumstances; making certain technical and
11 stylistic changes; and generally relating to personnel.
12

13 BY repealing and reenacting, with amendments: §§ 6-1-201(d)(2), (8), and (10); and 6-2-
14 101(a)
15 Anne Arundel County Code (2005, as amended)
16

17 SECTION 1. *Be it enacted by the County Council of Anne Arundel County, Maryland,*
18 That Section(s) of the Anne Arundel County Code (2005, as amended) read 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.
Underlining indicates matter added to bill by amendment.
~~Strikeover~~ indicates matter removed from bill by amendment.

ARTICLE 6. PERSONNEL

TITLE 1. CLASSIFIED SERVICE

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

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

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

Title	Grade and Work Week	Minimum Qualifications

<u>Assistant Facilities Administrator</u>	<u>NR19C</u>	<u>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</u>
<u>ASSISTANT FACILITY SUPERINTENDENT</u>	<u>NR16C</u>	<u>GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN PARK/FACILITY MANAGEMENT OR A RELATED FIELD; CONSIDERABLE EXPERIENCE IN PARK/FACILITY OPERATIONS AND MAINTENANCE, INCLUDING SOME SUPERVISORY EXPERIENCE; AND A VALID NON-COMMERCIAL CLASS C MOTOR VEHICLE OPERATOR'S LICENSE</u>

Claims Adjustor	NR16C	Graduation from an accredited four-year college or university with major course work in business administration, risk management, or a related field; thorough experience in insurance adjusting and managing worker's compensation, vehicle liability, and general liability claims; and a valid non-commercial Class C motor vehicle operator's license
COMMUNICATIONS EMERGENCY MANAGEMENT PLANNER	NR18C	GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH A DEGREE IN EMERGENCY MANAGEMENT, EMERGENCY AND DISASTER MANAGEMENT, HOMELAND SECURITY, PUBLIC ADMINISTRATION, JOURNALISM, OR A RELATED FIELD; AND THOROUGH EXPERIENCE IN EMERGENCY MANAGEMENT SERVICES TO INCLUDE; NATIONAL INCIDENT MANAGEMENT

Title	Grade and Work Week	Minimum Qualifications
		SYSTEM (NIMS); INCIDENT COMMAND SYSTEM (ICS); ONE YEAR EXPERIENCE AS A PUBLIC INFORMATION OFFICER; AND, A VALID NON-COMMERCIAL CLASS C MOTOR VEHICLE OPERATOR'S LICENSE
DEPUTY CENTRAL SERVICES OFFICER	NR23C	GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN PUBLIC ADMINISTRATION, BUSINESS ADMINISTRATION, OR A RELATED FIELD; EXTENSIVE SUPERVISORY EXPERIENCE IN ADMINISTRATIVE MANAGEMENT OF A CENTRALIZED PROCUREMENT AND CONTRACT ADMINISTRATION, FACILITY CONSTRUCTION AND MAINTENANCE, FLEET MANAGEMENT, RISK MANAGEMENT AND INSURANCE, AND REAL ESTATE MANAGEMENT; AND A VALID CLASS C MOTOR VEHICLE OPERATOR'S LICENSE
DEPUTY DIRECTOR AGING	NR23C	GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN PUBLIC ADMINISTRATION, BUSINESS ADMINISTRATION OR A RELATED FIELD IN THE HUMAN SERVICES ENVIRONMENT; EXTENSIVE SUPERVISORY EXPERIENCE IN THE ADMINISTRATION OF SERVICES TO OLDER ADULTS, ADULTS WITH DISABILITIES AND CAREGIVERS; EXTENSIVE EXPERIENCE IN BUSINESS PLANNING AND DEVELOPMENT IN THE GOVERNMENT AND NON-PROFIT ENVIRONMENT; AND, A VALID CLASS C MOTOR VEHICLE OPERATOR'S LICENSE

Human Resources Records Manager	NR16C	Graduation from an accredited four-year college or university with major course work in public or business administration or a related field and considerable government experience in data analysis, employee database and human resources records management, some supervisory experience
LEGISLATIVE ANALYST	NR17C	GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN POLITICAL SCIENCE, PUBLIC OR BUSINESS ADMINISTRATION, PUBLIC POLICY OR A RELATED SUBJECT; THOROUGH EXPERIENCE IN PROFESSIONAL LEVEL PROGRAMMING FOR A SUBJECT AREA RELEVANT TO LOCAL GOVERNMENT ADMINISTRATION; CONSIDERABLE EXPERIENCE WORKING WITH A LEGISLATIVE BODY OR COMMITTEE; OR A COMBINATION OF EDUCATION AND EXPERIENCE

Title	Grade and Work Week	Minimum Qualifications
<u>Manager, Public Works Personnel Administration</u>	NR20C	<u>Graduation from an accredited four-year college or university with major course work in public administration, human resources, or a related field; thorough experience in public personnel administration; and some supervisory experience</u>
<u>MANAGER, RECREATION & PARKS PERSONNEL ADMINISTRATION</u>	NR20C	<u>GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN PUBLIC ADMINISTRATION, HUMAN RESOURCES, OR A RELATED FIELD; THOROUGH EXPERIENCE IN PUBLIC PERSONNEL ADMINISTRATION; AND SOME SUPERVISORY EXPERIENCE</u>

1
2
3

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

Title	Grade and Work Week	Minimum Qualifications

Fire Fighter/Emergency Medical Technician-Paramedic	F4D	Graduation from high school; successful completion of the Anne Arundel County Fire Training Academy program; one year as a Fire Fighter II in the classified service of the Anne Arundel County Fire Department; certification as a nationally registered [[emergency medical technician-paramedic and certification]] PARAMEDIC AND LICENSED AS A PARAMEDIC by the Maryland State EMS Board; and a valid non-commercial Class B motor vehicle operator's license; OR GRADUATION FROM HIGH SCHOOL; CERTIFICATION AT HIRE AS A NATIONALLY REGISTERED PARAMEDIC AND LICENSED AS A PARAMEDIC BY THE MARYLAND STATE EMS BOARD; AND A VALID NON-COMMERCIAL CLASS B MOTOR VEHICLE OPERATOR'S LICENSE

Police Communications Operator III	[[NR14D]] CO3D	Graduation from high school; and considerable experience as a police communications operator, including experience as a Police Communications Operator II
Police Communications Operator IV	[[NR16D]] CO4D	Graduation from high school; and thorough experience as a police communications operator, with two years of experience as a Police Communications Operator II or Police

Title	Grade and Work Week	Minimum Qualifications
		Communications Operator III, including experience in the supervision of operations in a communications center

Special Investigator	NR14B	Graduation from high school; four years of experience in conducting investigations for a police department or other criminal justice agency, including applicant processing; and a valid non-commercial Class C motor vehicle operator's license
VETERINARIAN	NR24C	GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH A DOCTOR OF VETERINARY MEDICINE, MUST HAVE AT LEAST TWO (2) YEARS PROFESSIONAL EXPERIENCE, AT LEAST ONE (1) YEAR OF WHICH SHOULD BE WORK IN A PUBLIC SHELTER OR HIGH VOLUME SPAY/NEUTER CLINIC; POSSESSION OF A SHELTER MEDICINE CERTIFICATE FROM AN ACCREDITED INSTITUTION MAY BE ACCEPTED IN LIEU OF PROFESSIONAL EXPERIENCE; DEA LICENSE IS REQUIRED PRIOR TO HIRE AND MUST BE MAINTAINED DURING EMPLOYMENT; MUST BE LICENSED BY THE STATE OF MARYLAND TO PRACTICE VETERINARY MEDICINE PRIOR TO HIRE AND SAID LICENSE MAINTAINED DURING EMPLOYMENT; AND, A VALID NON-COMMERCIAL CLASS C MOTOR VEHICLE OPERATOR'S LICENSE

1
2
3


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

Title	Grade and Work Week	Minimum Qualifications


Laboratory Technician	LM10B	Graduation from high school, supplemented by college-level courses in chemistry or microbiology; eligibility for State certification in bacteriological testing of water and wastewater; experience in conducting chemical and bacteriological laboratory tests; and a valid non-commercial Class C motor vehicle operator's license
LEGISLATIVE IT TECHNICIAN	NR16C	GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN COMPUTER SCIENCE, INFORMATION TECHNOLOGY, OR A RELATED SUBJECT; CONSIDERABLE EXPERIENCE IN SERVICE

READ AND PASSED this 21st day of June, 2022

By Order:


Laura Corby
Administrative Officer

PRESENTED to the County Executive for his approval this 28th day of June, 2022


Laura Corby
Administrative Officer

APPROVED AND ENACTED this 30th day of June, 2022


Steuart Pittman
County Executive

EFFECTIVE DATE: August 14, 2022

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF
BILL NO. 52-22 THE ORIGINAL OF WHICH IS RETAINED IN THE FILES
OF THE COUNTY COUNCIL.


Laura Corby
Administrative Officer