

FINAL

COUNTY COUNCIL OF ANNE ARUNDEL COUNTY, MARYLAND

Legislative Session 2016, Legislative Day No. 40

Bill No. 89-16

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

By the County Council, December 5, 2016

Introduced and first read on December 5, 2016
Public Hearing set for and held on January 3, 2017
Bill Expires March 10, 2017

By Order: Elizabeth E. Jones, Administrative Officer

A BILL ENTITLED

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

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3 FOR the purpose of creating new titles, grades and minimum qualifications for certain
4 classifications in the classified service; increasing and decreasing certain positions in
5 the classified service; and generally relating to personnel.
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7 BY repealing and reenacting, with amendments: § 6-1-201(d)(2), (3), and (8)
8 Anne Arundel County Code (2005, as amended)
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10 SECTION 1. *Be it enacted by the County Council of Anne Arundel County,*
11 *Maryland,* That Section(s) of the Anne Arundel County Code (2005, as amended) read as
12 follows:
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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).

EXPLANATION: CAPITALS indicate new matter added to existing law.
[Brackets] indicate matter stricken from existing law.
Asterisks *** indicate existing Code provisions in a list or chart that remain unchanged.

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Title	Grade and Work Week	Minimum Qualifications

Personnel Assistant II	NR12B	Graduation from high school supplemented by educational or training courses in office practice; and thorough experience in administrative support work including data entry, data verification, and customer service.
PERSONNEL ASSISTANT III	NR13B	GRADUATION FROM HIGH SCHOOL SUPPLEMENTED BY EDUCATIONAL OR TRAINING COURSES IN PERSONNEL OFFICE PRACTICE; AND THOROUGH EXPERIENCE IN ADVANCED TECHNICAL PARAPROFESSIONAL SUPPORT WORK IN THE APPROPRIATE PERSONNEL DISCIPLINE.

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(3) Administrative Office Support and Clerical (AO).

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Title	Grade and Work Week	Minimum Qualifications

Secretary III (NR)	NR9B	Graduation from high school, including or supplemented by courses in secretarial science; thorough experience in secretarial and general clerical work; and a passing score on appropriate proficiency tests
SENIOR CENTER ASSOCIATE	OS6B	GRADUATION FROM HIGH SCHOOL AND CONSIDERABLE EXPERIENCE WORKING IN A GENERAL OFFICE SUPPORT CAPACITY FOR A SENIOR CENTER OR A RELATED SENIOR CARE ENVIRONMENT.

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

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Title	Grade and Work Week	Minimum Qualifications

Fire Lieutenant	F5D	Graduation from high school; five years of progressively responsible experience in the Anne Arundel County Fire Department;

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		certification as Fire Officer 1 by the Maryland Fire Service Personnel Qualifications Board; for assignment to the Emergency Medical Services Division, certification as a nationally registered EMT/Paramedic and certification by the Maryland State EMS Board; and a valid Class B motor vehicle operator's license.
FIREARMS EXAMINER	NR17	A BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN BIOLOGICAL OR PHYSICAL SCIENCE; CONSIDERABLE EXPERIENCE IN CRIMINAL JUSTICE; LAW ENFORCEMENT OR A RELATED FIELD. COMPLETION OF A TRAINING PROGRAM PROVIDING ORIGINAL CERTIFICATION BY THE ASSOCIATION OF FIREARMS AND TOOLMARK EXAMINERS (AFTE) AS A FIREARMS AND TOOLMARK EXAMINER; AND A VALID NON-COMMERCIAL CLASS C MOTOR VEHICLE OPERATOR'S LICENSE.

Forensic Chemist Supervisor	NR19C	A master's degree from an accredited four-year college or university with major course work in forensic science, chemistry, biology, or other natural science; thorough experience in progressively more responsible work in CDS or serology/DNA analysis in a forensic laboratory, including supervisory experience; and a valid non-commercial Class C motor vehicle operator's license.
FORENSIC SERVICES DIRECTOR	NR20	A MASTER'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY IN FORENSIC SCIENCE, A NATURAL SCIENCE SUCH AS CHEMISTRY, PHYSICS, OR BIOLOGY; OR A SUBSPECIALTY OF A NATURAL SCIENCE SUCH AS ORGANIC CHEMISTRY, BIOCHEMISTRY, OR MOLECULAR BIOLOGY; AND THOROUGH EXPERIENCE IN DOCUMENTED FORENSIC LABORATORY WORK; CONSIDERABLE YEARS OF MANAGERIAL OR SUPERVISORY EXPERIENCE; EXTENSIVE EXPERIENCE WITH ASCLD/LAB-INTERNATIONAL (AMERICAN SOCIETY OF CRIME LAB DIRECTORS/LABORATORY ACCREDITATION BOARD-INTERNATIONAL) STANDARDS; A

		VALID NON-COMMERCIAL CLASS C MOTOR VEHICLE OPERATOR'S LICENSE; AND MEET THE MINIMUM QUALIFICATIONS OF A FORENSIC LABORATORY DIRECTOR AS DEFINED IN TITLE 10 (DEPARTMENT OF HEALTH & MENTAL HYGIENE) SUBTITLE 51 (FORENSIC LABORATORIES) IN THE CODE OF MARYLAND REGULATIONS (COMAR).

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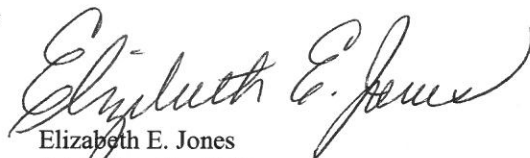
SECTION 2. *And be it further enacted*, That in accordance with § 6-1-110 of the Anne Arundel County Code (2005, as amended), this Ordinance shall approve a decrease of one Information Systems Support Specialist in the Police Department from the number of positions approved in this classification as part of the Annual Budget and Appropriation Ordinance.

SECTION 3. *And be it further enacted*, That in accordance with § 6-1-110 of the Anne Arundel County Code (2005, as amended), this Ordinance shall approve an increase of one Firearms Examiner in the Police Department, in addition to the number of positions approved in this classification as part of the Annual Budget and Appropriation Ordinance.

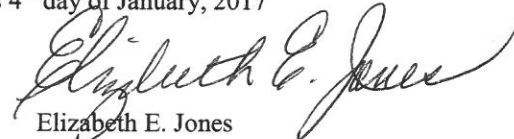
SECTION 4. *And be it further enacted*, That this Ordinance shall take effect 45 days from the date it becomes law.

READ AND PASSED this 3rd day of January, 2017


By Order:


Elizabeth E. Jones
Administrative Officer

PRESENTED to the County Executive for his approval this 4th day of January, 2017

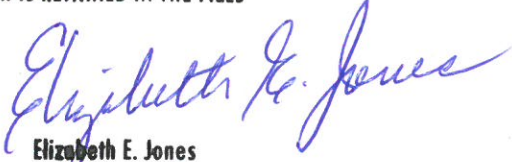

Elizabeth E. Jones
Administrative Officer

APPROVED AND ENACTED this 4th day of January, 2017


Steven R. Schuh
County Executive

EFFECTIVE DATE: February 18, 2017

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF BILL NO.
89-16. THE ORIGINAL OF WHICH IS RETAINED IN THE FILES
OF THE COUNTY COUNCIL.



Elizabeth E. Jones
Administrative Officer