

FINAL

COUNTY COUNCIL OF ANNE ARUNDEL COUNTY, MARYLAND

Legislative Session 2020, Legislative Day No. 23

Bill No. 48-20

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

By the County Council, June 15, 2020

Introduced and first read on June 15, 2020
Public Hearing set for and held on July 20, 2020
Bill Expires September 18, 2020

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 adding certain positions in the classified service; providing for the pay
4 and minimum qualifications applicable to the positions added to the classified service;
5 providing for the application of this Ordinance; and generally relating to personnel.

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7 BY repealing and reenacting, with amendments: § 6-1-201(d)(1), (3), and (8)
8 Anne Arundel County Code (2005, as amended)

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10 BY renumbering: § 7-6-101(a)(25) through (34) to be § 7-6-101(a)(26) through (35),
11 respectively; and § 7-6-101(a)(35) through (95) to be § 7-6-101(a)(37) through (97),
12 respectively
13 Anne Arundel County Code (2005, as amended)

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15 BY adding: § 7-6-101(a)(25) and (36)
16 Anne Arundel County Code (2005, as amended)

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18 SECTION 1. *Be it enacted by the County Council of Anne Arundel County, Maryland,*
19 *That § 7-6-101(a)(25) through (34) and § 7-6-101(a)(35) through (95) of the Anne Arundel*
20 *County Code (2005, as amended) are hereby renumbered to be § 7-6-101(a)(25) through*
21 *(35) and § 7-6-101(a)(37) through (97), respectively.*

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23 SECTION 2. *And be it further enacted,* That Section(s) of the Anne Arundel County
24 Code (2005, as amended) read as follows:

EXPLANATION: CAPITALS indicate new matter added to existing law.
[[Brackets]] indicate matter deleted from existing law.
Captions and taglines in **bold** in this bill are catchwords and are not law.

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:

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

Title	Grade and Work Week	Minimum Qualifications

Assistant County Auditor	LA4C	Graduation from an accredited four-year college or university with major course work in accounting or finance; seven years experience in governmental or public accounting and auditing; and certification as a public accountant in the State
BUDGET ADMINISTRATOR	NR24C	A GRADUATE DEGREE IN ECONOMICS, FINANCE, PUBLIC OR BUSINESS ADMINISTRATION, OR A RELATED FIELD; AND EXTENSIVE SUPERVISORY EXPERIENCE IN FISCAL OPERATIONS AND BUDGET AND MANAGEMENT ANALYSIS

Manager, Utilities Revenue Administration	NR19C	Graduation from an accredited four-year college or university with major course work in public or business administration, finance, or a related field; thorough experience in office administration, including revenue billing and assessments; and considerable supervisory experience
POLICE FISCAL OPERATIONS AND MANAGEMENT ADMINISTRATOR	NR24C	A GRADUATE DEGREE IN ECONOMICS, FINANCE, PUBLIC OR BUSINESS ADMINISTRATION, OR A RELATED FIELD; AND EXTENSIVE SUPERVISORY EXPERIENCE IN FISCAL OPERATIONS AND BUDGET AND MANAGEMENT ANALYSIS; OR ANY COMBINATION OF TRAINING, EDUCATION, OR EXPERIENCE EQUIVALENT TO THE GRADUATE DEGREE REQUIREMENTS

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

Title	Grade and Work Week	Minimum Qualifications

Customer Service Representative	OS7B	Graduation from high school; college-level course work in public or human relations or a related field; and thorough experience in public contact work involving complaint and problem-solving situations
LEAD MAIL CLERK	OS6B	GRADUATION FROM HIGH SCHOOL; THOROUGH EXPERIENCE IN PROVIDING CENTRAL MAIL SERVICES; AND A VALID NON-COMMERCIAL CLASS C MOTOR VEHICLE OPERATOR'S LICENSE

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
SENIOR CUSTOMER SERVICE REPRESENTATIVE	OS9B	GRADUATION FROM HIGH SCHOOL, COLLEGE-LEVEL COURSE WORK IN PUBLIC OR HUMAN RELATIONS OR A RELATED FIELD; AND EXTENSIVE EXPERIENCE IN PUBLIC CONTACT WORK INVOLVING COMPLAINT AND PROBLEM-SOLVING SITUATIONS

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

Title	Grade and Work Week	Minimum Qualifications

Senior Forensic Chemist	NR18C	Graduation from an accredited four-year college or university with major course work in forensic science, chemistry, biology, or other natural science; additional courses at a graduate or undergraduate level as required by the American Society of Crime Lab Directors/Laboratory Accreditation Board; thorough experience in progressively more responsible work in forensic identification and analysis in a forensic laboratory, including supervisory experience; and a valid non-

		commercial Class C motor vehicle operator's license
SENIOR LATENT PRINT EXAMINER	NR18C	GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN LAW ENFORCEMENT, MATHEMATICS, BIOLOGY, CHEMISTRY, CRIMINALISTICS, PHYSICS, OR OTHER NATURAL SCIENCE; ADDITIONAL COURSES AT THE GRADUATE OR UNDERGRADUATE LEVEL AS REQUIRED BY THE AMERICAN SOCIETY OF CRIME LAB DIRECTORS/LABORATORY ACCREDITATION BOARD; THOROUGH EXPERIENCE IN PROGRESSIVELY MORE RESPONSIBLE WORK IN LATENT PRINT IDENTIFICATION AND ANALYSIS IN A LATENT PRINT LABORATORY, INCLUDING SUPERVISORY EXPERIENCE; AND A VALID NON-COMMERCIAL CLASS C MOTOR VEHICLE OPERATOR'S LICENSE

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TITLE 6. FINANCIAL DISCLOSURE

7-6-101. Persons required to file statements.

(a) **Generally.** Each of the following and each candidate for County Executive or the County Council shall file with the Ethics Commission the statements provided for in this title:

(25) THE POLICE FISCAL OPERATIONS AND MANAGEMENT ADMINISTRATOR;

(36) THE BUDGET ADMINISTRATOR;

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

READ AND PASSED this 20th day of July, 2020

By Order:

JoAnne Gray
Administrative Officer

PRESENTED to the County Executive for his approval this 21st day of July, 2020



JoAnne Gray
Administrative Officer

APPROVED AND ENACTED this 24th day of July, 2020



Steuart Pittman
County Executive

EFFECTIVE DATE: September 7, 2020

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF
BILL NO. 48-20. THE ORIGINAL OF WHICH IS RETAINED IN THE
FILES OF THE COUNTY COUNCIL.



JoAnne Gray
Administrative Officer