



Gregory J. Swain, County Attorney

MEMORANDUM

To: Members, Anne Arundel County Council

From: Lori L. Blair Klasmeier, Deputy County Attorney /s/

Via: Gregory J. Swain, County Attorney /s/

Date: November 18, 2019

Subject: Bill No. 85-19: Personnel – Positions in the Classified Service

Legislative Summary

This summary was prepared by the Anne Arundel County Office of Law for use by members of the Anne Arundel County Council during consideration of Bill No. 85-19, which adds titles, grades, and minimum qualifications for new position classifications in the classified service; changes minimum qualifications for certain existing positions in the classified service, and increases and decreases positions in certain classifications.

Purpose. The purpose of this bill is to create five new position classifications in the classified service; modify the minimum qualifications for four existing positions in the classified service; and increase and decrease positions in certain classifications in equal numbers in various offices and departments.

Background. Subsection 6-1-201(d) of the County Code sets forth the titles, pay grades, minimum qualifications, and work week for each position in the classified service. As defined in § 6-1-201(b), a “B” work week means 40 hours; a “C” work week means hours as required; and a “D” work week means hours as scheduled.

As provided in § 6-1-110(a) of the County Code, with certain exceptions that are not applicable here, “the number and classification of positions, including the number of positions in each classification, in an office or department of County government that are approved as part of the annual budget and appropriation ordinance, shall not be changed during a fiscal year except as approved by ordinance of the County Council.”

Summary.

Section 1 of the bill modifies §6-1-201(d) to create the following new position classifications in the classified service: (i) Animal Care Attendant I, LM5B; (ii) Animal Care Attendant II, LM6B; (iii) GIS Senior Specialist, NR19B; (iv) GIS Specialist II, NR17B; and (v) GIS Technician II, NR13B. There are no positions for the proposed classifications currently included in the FY20 budget.

Minimum qualifications for the following position classifications in the classified service are modified to align with current industry norms and to allow for the promotion and hiring of qualified employees: Crime Scene Technician I; Crime Scene Technician II, GIS Specialist I; and GIS Technician I.

As required by § 6-1-110(a), **Sections 2 through 9** of the bill increase and decrease equal numbers of positions in the Office of Central Services, the Department of Detention Facilities, the Fire Department, the Health Department, the Office of Information Technology, the Office of Planning and Zoning, the Police Department, and the Department of Public Works.

Section 10 provides that the amendment or addition of classifications and increases and decreases of positions in the classified service take effect at the beginning of the first full pay period after the effective date of the bill. That Section further states that it is not the intent of the Council to abolish any position in the classified service, and that all employees in positions in classifications that are amended or decreased are to be reclassified to positions in existing classifications or in new classifications created by the bill.

Section 11 of the bill provides that it will take effect 45 days from the date it becomes law.

If there are any questions, please let me know.

cc: Honorable Stuart Pittman, County Executive
Jennifer Purcell, Chief of Staff
Benjamin Birge, Chief Administrative Officer
Peter Baron, Legislative Liaison
Kaley Schultze, Legislative Liaison
Sherri Dickerson, Personnel Officer
Jim Beauchamp, Budget Officer