Howard County Classification Plan
Fiscal Year 2026

(Revised – 2026)

The Howard County Classification Plan is a job schematic covering all officers and employees in the classified and exempt service of the merit system excepting those positions identified in Section 1.111.(a)(2) and Section 1.111.(b)(5) of the Howard County Code or under the conflicting provisions of Section 1.111.(e)(1). The Classification Plan contains information on occupational groups, class families, and the qualifications, duties, FLSA status, and general requirements for each position classification contained in the Plan.

The Classification Plan is administered by the Office of Human Resources, under authority of the Personnel Officer, in accordance with Section 1.201. of the Howard County Code. Revisions to the Classification Plan are submitted by the County Executive to the Personnel Board for approval and then transmitted to the County Council for legislative action.

TERMS:

Position (full-time): A group of duties and responsibilities, assigned by legitimate authority, requiring the full-time services of an employee. A position can be either vacant or occupied.

Classification: A group of positions similar enough in job content, qualification requirements and market worth as to share the same official title, classification code number, class description, test of fitness and salary grade.

Class Family: A group of job classifications which are similar enough in the area of work as to be joined together in representing the various levels of an occupation(s) for which Howard County has positions.

Occupational Group: The largest division of work which combine various class families into several broad categories of Howard County employment, i.e.; Technical Services, Public Safety, Community Services, etc.

Job Related Experience: Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position successfully after a normal orientation period and is typically in or related to the work of the position to be filled. Such experience is typically acquired by work performed at the next lower grade, and within the occupational class family of the position to be filled.

NOTES:

Class Descriptions in this Plan are intentionally general and brief containing only such information on job content as is useful in defining the nature and level of work and in differentiating the work from other classes.

Job Descriptions specifically identify various key aspects and components of a singular position such as duties and responsibilities, work location, work schedule, equipment utilized, task statements, physical requirements, etc. and are useful in classification matters, communicating job standards, recruitment, organizational development, performance evaluation and so forth. The Office of Human Resources strongly encourages county departments to maintain up-to-date job descriptions on all department positions and assistance is available for such purpose.

Classification Specifications for job classes covered by collective bargaining agreement with Police Local 21and Blue Collar Local 3085 will be maintained separately by the Office of Human Resources and are considered an official addendum to the Howard County Classification Plan. These classes are listed by union local within the Howard County Pay Plan. Each specification shall contain the title, grade, duties and qualification requirements of the class.

Some Job Classifications in the Classification Plan are covered by the provisions of a collective bargaining agreement and are listed in the Howard County Pay Plan by union local affiliation. However, not all positions in these listed Classifications are covered by the collective bargaining agreement; some are excluded from union participation due to the confidential or managerial nature of the work or because the position is grant funded, state-authorized exempt, seasonal, part-time, or temporary. Pay, benefits and working conditions for these employees shall follow the Employee Manual and other Pay Plan rules. The Office of Human Resources will maintain a register of these ineligible positions.

The Office of Human Resources encourages the use of functional job titles to identify individuals and positions in the public service. Official titles, grades, code numbers and other designations are maintained by the OHR as necessary to administer the provisions of the Classification and Pay Plans. The Office of Human Resources may also use functional or working titles in order to exchange classification and pay information with other employers.

General Reviews - The Classification Plan will be periodically reviewed to ensure that classes reflect County jobs and are correctly allocated to the appropriate grade. At such time department heads will be advised to furnish the Office of Human Resources with requests to review specific aspects of the Classification and the Pay Plans.

Position Reclassification - The Office of Human Resources will review the classification of individual positions when requested by a department head. Employees may initiate the process within their department. The procedure for conducting this review is established in Policy and Procedure titled POSITION RECLASSIFICATION, found in the Employee Manual.

Minimum Requirements - Unless otherwise specifically noted, minimum requirements include an equivalent combination of the education and experience listed in the area of the Occupational Class Family. The Human Resources Administrator determines educational and experience equivalency and sufficiency.

Preferred Qualifications - Specific education and experience preferences may vary according to the position assignments.

Licenses and Certificates – Any license, certificate or recognized equivalent required for the job issued by the State of Maryland or other authority.

*- An asterisk after the Code Number indicates that there are bargaining unit positions which are designated for conversion to this title. These positions shall remain in the current title until changed by negotiated agreement or until a negotiated agreement is no longer in effect.

OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-1. EXECUTIVE ADMINISTRATION & MANAGEMENT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
1119	CHIEF ADMINISTRATIVE OFFICER	Performs executive level administrative work under executive direction, managing daily government operations. Work includes directing major County activities and government services and performing other administrative duties as assigned by the County Executive; and acting as County Executive as required.	As specified by HC Charter	As specified by HC Charter	N/A	E
1117	DEPUTY CHIEF ADMINISTRATIVE OFFICER	Performs advanced administrative work under executive level direction. Work includes directing major County activities as directed by the Chief Administrative Officer; advising and providing information to the Chief Administrative Officer and other officials on administrative matters; and giving signatory approval to financial transactions, administrative records, and purchasing activities.	Bachelor Degree	10 Years	N/A	E
1116	CHIEF OF STAFF	Performs executive level administrative work under executive direction. Work includes policy development and implementation, overseeing special projects and management assistance directly for the County Executive.	Bachelor Degree	10 years	n/a	E
1115	ADMINISTRATOR TO COUNTY COUNCIL	Performs executive level administration work under executive direction. Work includes managing and supervising the work of the Council office under direction of the County Council.	Bachelor Degree	8 Years	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
1114	DEPUTY CHIEF OF STAFF	Performs advanced administrative work under executive level direction. Work includes coordination and implementation of policies, research and analysis to provide recommendations to the County Executive and Chief of Staff, and complete special assignments under the direction of the Chief of Staff.	Bachelor Degree	6 years	NA	E
1113	HUMAN RESOURCES ADMINISTRATOR	Performs advanced administrative human resource management work under executive level direction. Work includes directing and coordinating the human resource functions of the County such as recruitment and selection, examinations, classification and pay, worker's compensation and benefits, affirmative action, employee performance evaluation, training and employee relations.	Bachelor Degree	8 Years	N/A	E
1111	LABOR RELATIONS COORDINATOR	Performs advanced administrative labor relations work under executive level direction. Work includes coordinating contract negotiations with employee labor unions and overseeing contract administration for the County.	Bachelor Degree	5 Years	N/A	E
1110	TRANSPORTATION ADMINISTRATOR	Performs advanced administrative and coordinative work under executive level direction. Work includes oversight, coordination and management of the county's transportation system. Represents the county executive in transportation and transit matters and provides linkages between internal and external agencies, citizen groups, vendors and the Howard County transportation commission	Bachelor Degree	5 years	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
1109	COMMUNITY SUSTAINABILITY ADMINISTRATOR	Performs advanced administrative and coordinative work under executive level direction. Work includes assessing various aspects of economic, environmental, infrastructure, and agricultural sustainability, and advocating effective county-wide programs, policies, and actions based on current community sustainability principles and best practices.	Bachelor Degree	5 years Including at least two years in a supervisory role	N/A	E
1107	PUBLIC INFORMATION ADMINISTRATOR	Performs advanced administrative public information coordination work under executive level direction. Work includes coordinating public information and public relations activities in the Department of County Administration and the Office of the County Executive or County Council; and providing primary contact with the news media.	Bachelor Degree	5 Years	N/A	E
1105	DEPUTY ADMIN TO COUNTY COUNCIL	Performs advanced administrative work under executive level direction. Work includes developing, reviewing, and analyzing legislative and zoning ordinances for the Executive Secretary; and coordinating office support staff activities.	Bachelor Degree	4 Years	N/A	E
1104	EXECUTIVE ASSISTANT II	Performs advanced professional level administrative work under direction of the County Executive or the Chief Administrative Officer. Carries out legislative coordination functions such as analyzing and preparing executive legislation, or oversees lobbying activities on behalf of the county government. Employees also resolve major program problems; and develop, evaluate, and implement effective financial programs, controls and procedures. Employees in this class will also perform special assignments and projects for the executive and may serve as hearing officer in delegated cases.	Bachelor Degree	5 Years	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
1103	EXECUTIVE ASSISTANT I	Performs senior professional level administrative work under executive direction. Work includes performing management studies; making policy analyses; carrying out specific project assignments and special projects and studies and other duties assigned by the County Executive, Chief Administrative Officer or the Administrator to the County Council.	Bachelor Degree	4 Years	N/A	E
1101	SPECIAL ASSISTANT	Performs professional level personal support work for individual council members under executive direction. Work includes assisting Council members in responding to constituent concerns; advising on and developing legislative and policy initiatives; providing outreach to and liaison with the community, promoting positive public relations; and coordinating schedules.	Bachelor Degree	4 Years	N/A	E

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OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-2 FINANCIAL ADMINISTRATION & MANAGEMENT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	License/Certification	FLSA
1219	INSPECTOR GENERAL	Performs executive level professional and investigative duties. Work includes conducting investigation into fraud, waste, and abuse concerns covering Howard County Government, external entities and individuals receiving County funds or in contractual agreement with any Howard County Government department or agency.	Bachelor Degree	10 Years	Certified Inspector General, or obtain within one year of the appointment, certification as a Certified Inspector General.	E
1218	DEPUTY INSPECTOR GENERAL	Performs advanced and highly responsible professional level work under the direction of the Inspector General. Work includes conducting investigation into fraud, waste, and abuse concerns covering Howard County Government, external entities and individuals receiving County funds or in contractual agreement with any Howard County Government department or agency..	Bachelor Degree	8 Years		E
1217	DIRECTOR OF FINANCE	Performs executive level administrative financial work under executive direction. Work includes directing the general operation of the Department of Finance; advising and providing information to the County Executive, the County Council, department heads, and others on fiscal and revenue matters; and performing other administrative duties. Work also includes collection of all revenues; custody, safekeeping and investing all funds, and disbursement of County funds under applicable accounting standards.	Bachelor Degree	10 Years	Certified Public Accountant	E

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	License/Certification	FLSA
1215	COUNTY AUDITOR	Performs executive level administrative financial work under executive direction. Work includes conducting a comprehensive post-audit program for the County; and conducting performance audits of agencies or programs which are the recipients of funds appropriated or approved by the County Council.	Bachelor Degree	10 Years	Certified Public Accountant	E
1213	BUDGET ADMINISTRATOR	Performs advanced level administrative financial work under executive level direction. Work includes directing the operations of the County budget office; coordinating the preparation of the annual expense and capital budgets of the County; and advising in matters relating to County funds and revenues.	Bachelor Degree	6 Years	N/A	E
1212	DEPUTY COUNTY AUDITOR	Performs advanced and highly responsible professional level work under executive level direction. Work includes program analysis, fiscal impact analysis of proposed legislation, analysis of budget requests and related program and operational proposals of agencies subject to the County Council's budget authority, and planning, supervising and participating in complex audit assignments.	Bachelor Degree	6 Years	N/A	E
1211	DEPUTY DIRECTOR FINANCE	Performs advanced level administrative financial work under executive level direction. Work includes providing accounting, auditing and management assistance to the Director of Finance; and assisting in the planning, organization, coordination and direction of the financial programs, policies and activities of the Department of Finance.	Bachelor Degree	8 Years	Certified Public Accountant	E

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	License/Certification	FLSA
1209	PURCHASING ADMINISTRATOR	Performs management and advanced purchasing and financial cost control administrative work under executive direction. Work includes managing the activities and staff of the Office of Purchasing; developing and evaluating purchasing procedures; preparing procurement documentation; giving signatory approval to purchasing activities and documents; and achieving economies by recommending and implementing purchasing decisions and policies.	Bachelor Degree	6 Years	Certified Public Purchasing Officer	E
1208	FISCAL MANAGER III	Performs advanced level administrative financial work under executive level direction. Work includes planning, organizing, and supervising the business management and customer service activities of the finance department; resolving major program problems; and developing, evaluating and implementing effective financial programs, controls and procedures assisting the Director and Deputy Director.	Bachelor Degree	6 yrs	May require certification as Certified Public Accountant	E
1207	FISCAL MANAGER II	Performs management and advanced level financial administrative work under general supervision from an administrative superior. Work includes planning, organizing, and supervising the activities of a major financial bureau or assisting in the operational and administrative management of the Budget office; resolving major program problems; and developing, evaluating and implementing financial and budgeting programs and procedures.	Bachelor Degree	5 Years	May require certification as Certified Public Accountant	E

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	License/Certification	FLSA
1205	FISCAL MANAGER I	Performs mid-management and advanced level financial, auditing or budgeting work under general supervision from an administrative or technical superior. Work may include planning, organizing, and supervising the activities of a unit; coordinating budget activities; auditing electronic data processing systems; resolving major program problems; and developing, evaluating and implementing financial budgeting or auditing programs and procedures.	Bachelor Degree	4 Years	May require certification as Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA)	E
1203	FISCAL SPECIALIST II	Performs intermediate professional level financial administrative work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes examining and evaluating administrative and operational programs, financial reporting systems, and agency budgets; performing accounts and records audits; planning, developing, analyzing, and monitoring fiscal records and budgets; and preparing financial statements. Monitors budgeting activities and records of major departments. Supervises cashiers and oversees County banking operations.	Bachelor Degree	2 Years	May require certification as a Certified Public Accountant	E
1201	FISCAL SPECIALIST I	Performs professional level financial administrative work under general supervision from an administrative or technical superior. Work includes examining financial activities and operational programs of County agencies; planning and supervising the utility billing and collection section within the Department of Finance; performing financial and management studies of a routine nature; and participating in audits to determine the adequacy of internal control and the efficiency and effectiveness of operations.	Bachelor Degree	1 Year	N/A	E
1200	FISCAL ASSOCIATE	Performs professional level financial administrative work at the entry level under close supervision from an administrative or technical superior	Bachelor Degree	0	N/A	E

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OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-3 ADMINISTRATIVE SERVICES &, MANAGEMENT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
1307	ADMINISTRATIVE MANAGER	Performs senior administrative work, which may include supervision, under general supervision from an administrative or technical superior. Work includes directing and coordinating significant departmental administrative programs, preparing and monitoring complex budgets and performing management studies to effect efficiency and cost-effective operations.	Bachelor Degree	6 Years	N/A	E
1306	ASSISTANT ADMINISTRATOR	Performs advanced administrative work, which may include supervisory responsibilities, under supervision from an administrative superior. As directed, assists in the overall management of the human resources program and directly supervises one or more major functional activities such as benefits and records administration, classification and pay, or recruitment and selection.	Bachelor Degree	5 Years	N/A	E
1305	SENIOR ADMINISTRATIVE ANALYST	Performs advanced professional level administrative work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes the analysis and coordination of complex administrative matters; researching, reviewing, and analyzing legislative, budget, personnel, purchasing and policy issues; and supervising one or more major functional office programs or activities.	Bachelor Degree	4 Years	Certification as a Public Purchasing Officer or Professional Public Buyer	E

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
1303	ADMINISTRATIVE ANALYST II	Performs intermediate professional level administrative work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes administrative support of a functional program and professional level analysis and coordination of functional office programs and activities.	Bachelor Degree	2 Years	N/A	E
1301	ADMINISTRATIVE ANALYST I	Performs professional level administrative work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes carrying out administrative and technical tasks related to administrative support, public information, and purchasing.	Bachelor Degree	1 Year	N/A	E

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OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-4 ADMINISTRATIVE SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
1414	DISTRICT AIDE	Performs senior technical level administrative and personal support for individual Council Members under executive direction. Work includes assisting Council Members or Specialist Assistants with constituent service, research, correspondence, social media, and scheduling.	Associate Degree	1 year	N/A	E
1413	ADMINISTRATIVE ASSISTANT	Performs senior technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves administrative, technical and para-legal work providing staff assistance to various Boards; or administrative secretarial or constituent services work assisting the County Executive, the State's Attorney, the Chief Judge of the Fifth Judicial Circuit, Chief of Staff or the Chief Administrative Officer. Assumes responsibility for clerical procedures and office operations; maintains executive calendar and appointments. May supervise a support staff. Work at this level may include independent responsibility for a difficult and complex administrative or clerical process not requiring the attention of a professional or technical expert.	Associate Degree	4 Years	N/A	N
1412	ADMINISTRATIVE TECHNICIAN	Performs senior secretarial or routine paralegal work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves independent and confidential secretarial work as the appointed secretary to a Circuit Court Judge; or work may involve writing briefs, conducting research and providing other paralegal support to a legal staff.	Associate Degree	3 years	Certification by the American Bar Association	N

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
1411	ADMINISTRATIVE AIDE	Performs advanced technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves administrative support, technical tasks and secretarial work assisting legal staff or an executive level government official. Applies bookkeeping, accounting and data processing principles to accounting and financial record keeping and reporting systems at the advanced technical level. Work at this level may also include independent responsibility for a significant administrative or clerical process.	Associate Degree	2 Years		N
1409	ADMINISTRATIVE SUPPORT TECH III	Performs advanced technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves performing responsible clerical and secretarial work essential to the successful operation of a specialized function. Work may also include supervision of data entry staff and coordination and work scheduling of the data entry function. Work at this level may also include independent responsibility for a moderately complex clerical process.	High School Diploma or GED	4 Years	MILES/NCIC Authorization	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
1407	ADMINISTRATIVE SUPPORT TECH II	Performs intermediate technical level administrative support work under general supervision from an administrative or technical superior. Work typically involves performing clerical and secretarial work, such as data entry and document management, file maintenance of secure and confidential records, and public contact and service. Work may also include accounting clerical tasks such as bookkeeping, keeping of financial and other important records; preparing vouchers for payment; documenting and depositing cash receipts; and controlling, recording, and storing data. Work at this level may also include independent responsibility for a routine clerical process.	High School Diploma or GED	3 Years	MILES/NCIC Authorization	N
1405 *	ADMINISTRATIVE SUPPORT TECH I	Performs technical level administrative support work under general supervision from an administrative or technical superior. Work typically involves performing skilled clerical, stenographic, and typing tasks but may also include determination of weights at a sanitary landfill; collecting fees; operating scales and cash registers; keeping records of materials and money received; and performing routine clerical tasks in an accounting environment.	High School Diploma or GED	2 Years	Must meet Howard County Government's bonding requirements	N
1403 *	OFFICE ASSISTANT II	Performs administrative support work under general supervision from an administrative or technical superior. Work may include organizing, storing and maintaining records and books; processing mail; transcribing data using data entry and verifying equipment; and a variety of clerical and manual tasks; preparing materials for mailing; and operating automotive equipment.	High School Diploma or GED	1 Year	Class C Driver's License MILES/NCIC Authorization	N

OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-5 LEGAL SERVICES, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
1517	COUNTY SOLICITOR	Performs executive level legal work under executive direction. Serves as the legal advisor for the County and all County agencies, including the County Executive and County Council. Work includes heading the Office of Law; representing the County in all actions in which the County is a party; providing legal advice and opinions; reviewing all legal documents; handling activities directed toward the civil enforcement of County laws; and preparing the annual office budget and supervising the expenditure of funds.	As specified in the Howard County Charter	As specified in the Howard County Charter	Admitted to the Bar in Maryland	E
1515	DEPUTY ATTORNEY	Performs management and advanced level legal work under administrative direction. Work may include assisting in the management and supervision of a law office and/or legal staff.	Law Degree	5 Years	Admitted to the Bar in Maryland	E
1513	MASTER IN CHANCERY	Performs management and advanced level legal work under general supervision from an administrative superior. Work includes presiding over specified equity case hearings; dictating and drafting legal reports and decrees; and conferring with various parties regarding case status.	Law Degree	2 Years	Admitted to the Bar in Maryland	E

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
1511	PRINCIPAL ATTORNEY	Performs mid-management and advanced level legal work under general supervision from an administrative superior. Criminal work includes supervising and participating in the prosecution of criminal cases and related litigation on behalf of the State of Maryland; Civil work involves complex legal work at the highest performance level, including the handling of complex civil litigation on behalf of Howard County in Federal and State courts.	Law Degree	7 Years	Admitted to the Bar in Maryland	E
1509	CIRCUIT COURT ADMINISTRATOR	Performs advanced administrative legal work under executive direction. Work includes directing and coordinating a variety of administrative activities and programs for the Howard County Circuit Court. Work also includes being responsible for Circuit Court administration of personnel, budget preparation and monitoring, fiscal planning and reporting, purchasing, space planning, recordkeeping, and special projects.	Bachelor Degree	5 Years	N/A	E
1507	SENIOR ATTORNEY	Performs senior professional level legal work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Criminal work includes prosecuting on behalf of the State of Maryland; civil work includes providing legal advice and court representation on difficult legal matters, including handling civil litigation on behalf of Howard County in Federal and State courts.	Law Degree	5 Years	Admitted to the Bar in Maryland	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
1505	ATTORNEY	Performs advanced professional level legal work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Criminal work includes prosecuting criminals on behalf of the State of Maryland; civil work includes providing legal advice and court representation on routine legal matters such as handling civil litigation on behalf of Howard County in State courts.	Law Degree	1 Year	Admitted to the Bar in Maryland	E
1504	ENTRY LEVEL ATTORNEY	Performs professional level legal work at the entry level. Work includes assisting experienced attorneys in the practice of criminal or civil law and demonstrating proficiency in the independent handling of routine legal matters.	Law Degree	0 years	Admitted to the Bar in Maryland	E
1503	LEGAL SUPPORT SERVICES SPECIALIST	Performs professional level legal work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes providing administrative legal support work in a judicial setting, such as managing the public jury process for the Howard County Circuit Court; managing the judicial law library; supervising court reporters and managing the court recordation process or performing complex paralegal services.	Bachelor Degree	0 Years	May require certification by the American Bar Association	E/N
1501	LEGAL SUPPORT SERVICES TECHNICIAN	Performs advanced technical level legal work, which may include supervisory responsibility, under general supervision from a technical superior. Work includes providing supportive law clerk work or paraprofessional legal work, such as skilled stenographic, court reporting work; assisting attorneys, judges or court personnel in legal research and performing related clerical duties.	Associate Degree	0 Years	May require certification from the American Bar Association	N

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OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-1 POLICE OPERATIONS, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
2129	CHIEF OF POLICE	Performs executive level police operations work under executive direction. Work includes directing the general operation of the Police Department, advising the County Executive and the County Council on related issues, and developing and monitoring the departmental and related capital budget.	Bachelor Degree	10 Years	Class C Maryland Driver's License	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
2127	POLICE MAJOR	Performs advanced administrative police operations work under executive level direction from the Chief of Police. Work includes operating a significant group of Departmental units and personnel, such as administrative services or field operations; assists in establishing Departmental policies, goals and objectives; and has primary responsibility for ensuring that these policies, goals, and objectives are implemented in an effective and efficient manner. Work also includes budgetary and fiscal responsibility over a significant number of Departmental activities.	Bachelor Degree (No experience or credit equivalency) Graduation from the Supervisory and Admin. courses mandated by the MD Police Training Commission or equivalent courses Graduation from a recognized program of police admin. and mgmt (e.g., National FBI Academy)	Satisfactory performance at the level of Howard County Police Captain for at least 1 year 3 years admin. and mgmt. experience	Basic law enforcement training as issued by a Maryland Law Enforcement Agency Class C Maryland Driver's License	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
2125	POLICE CAPTAIN	Performs mid-management level and advanced police operations work under administrative direction. Work includes responsibility for the efficient operation of a major division typically comprised of several sections or a high level administrative position within the Police Department; and assisting in formulating and implementing Departmental goals and objectives. Work also includes being responsible for a significant segment of the Department's personnel, property, equipment and budget.	Bachelor Degree (No experience or credit equivalency) Graduation from both the Supervisory and Admin. courses mandated by the MD Police Training Commission or equivalent courses	Satisfactory performance within the grade of Police Lieutenant for at least 1 year	Basic Law enforcement training as issued by a MD law enforcement agency Class C MD Driver's License	E
2123	POLICE LIEUTENANT	Performs senior supervisory level and advanced police operations work under general supervision from an administrative or technical superior. Performs the duties of first responders, and is responsible for directing personnel, administrative operations within the department, seizure and custody of property, and collection and preservation of physical evidence and typically includes responsibility for the daily functioning of a departmental section, platoon or division. Lieutenants routinely serve as shift commanders.	High School Diploma or GED + 60 college-level credits Graduation from the Supervisory Course of the MD Police Training Commission or equivalent course	Satisfactory performance in the class of Sergeant within the Howard County Police Department for at least 1 year	Basic Law enforcement training as certified by MPCTC. Class C MD Driver's License or equivalent issued by state of residence	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
2121	POLICE SERGEANT	Performs intermediate supervisory level and advanced police operations work under general supervision from an administrative or technical superior. Performs the duties of first responders, such as, preventing, detecting, and investigating offenses and other irregularities; apprehending and assisting in the prosecution of offenders; and seizure and custody of money or other property as well as collection and preservation of physical evidence. Sergeants provide first line supervision to a squad of assigned officers or civilian personnel which includes but not limited to managing critical incidents, conducting report review, analysis of crime data, allocation and assignment of squad personnel, ensuring adherence to departmental policy and procedure and providing mentoring for career development.	High School Diploma or GED + 30 college-level credits from an accredited college or university.	Five years of Satisfactory performance as a sworn officer in the HCPD including at least one year at the Police Corporal level.	Basic Law enforcement training as certified by MPCTC. Class C MD Driver's License or equivalent issued by state of residence	N
2120	POLICE INFORMATION SUPERVISOR	Performs public information and media relations work at the advanced professional level as spokesperson for the chief of police and the Howard County Police Department. Work involves directing the activities of the Office of Public Affairs including supervision of assigned staff. Prepares news releases, writes and edits copy, conducts research, liaison to the press, responds to crime scenes or emergency situations and conducts on air interviews. Work includes the development and supervision of comprehensive technological strategies to inform the public of Department activities. Develops proactive marketing strategies including the design and approval of marketing materials and Department reports. Supervises the police related, public affairs activities during the management of large-scale emergency operations center activities.	Bachelor Degree	4 years	Class C MD driver's license MILES/NCIC Authorization	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
2119	POLICE SERVICES SUPPORT SUPERVISOR III	Performs intermediate supervisory level and advanced police services support work or oversees the operations of a forensic unit under general supervision from an administrative or technical superior. Work involves directing a major civilian activity within the department such as a 24-hour police records operation with responsibility for all division personnel, equipment and criminal records, incident and accident reports, and reproduction services for the department, or Animal Control operation or the Latent Print Unit of the Forensic Services Section. Work includes establishing and implementing goals and objectives, assigning personnel, ensuring appropriate training of staff, and preparing and monitoring the unit budget.	Bachelor Degree	3 Years	May require Certification by the International Association for Identification MILES/NCIC Authorization Class C MD Driver's License	E
2118	POLICE SERVICES SUPPORT SPECIALIST	Performs intermediate professional level investigative support work which may include supervisory responsibility. Work may include chemical testing, analysis and determination of unknown substances in support of criminal investigations; analysis of traffic and criminal intelligence information; preparing, giving and interpreting polygraph examinations. May testify as an expert witness.	Bachelor Degree	1 Year	Cert. by the MD ST Dept of Health and Mental Hygiene to perform tests in accordance W/COMAR 10.10.09 MILES/NCIC Authorization May require Certification by the International Association for Identification	E
2117	POLICE SERVICES SUPPORT SUPERVISOR II	Performs supervisory level and advanced police services support work under general supervision from an administrative or technical superior. Work includes responsibility for a police records shift and for all personnel, equipment and criminal records, incident and accident reports, and reproduction services for the department.	Associate Degree	3 Years	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
2113	POLICE SERVICES SUPPORT SUPERVISOR I	Performs supervisory level and advanced police support services work under general supervision from a technical superior. Work includes participating in and supervising staff engaged in either the capture, transport and care of animals or in the receiving, warehousing and disposition of property and evidence seized and held in police custody; or in the securing and storing of records in compliance with applicable laws. Trains, evaluates and schedules employees and resolves problems or difficulties.	Associate Degree	1 Year	Class C Maryland Driver's License	N
2105	POLICE SERVICES SUPPORT TECHNICIAN II	Performs advanced technical level police support services work, which may include supervision, under regular supervision from a technical superior. Work involves providing civilian advanced technical support within a police related activity. Work includes responding to and examining crime and accident scenes; and identifying, collecting, recording and preserving evidence**.** Work may also include being responsible for the forensic field of identification, technical work in a police laboratory; operating and maintaining laboratory equipment; and preparing and analyzing evidence.	High School Diploma or GED	3 Years	Certification by the International Association of Identification as a Crime Lab Technician Class C Maryland Driver's License Fingerprint classification and latent print certificates. MILES/NCIC Authorization	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
2103 *	POLICE SERVICES SUPPORT TECHNICIAN I	Performs technical level police operations work under regular supervision from a technical superior. Work includes enforcing relevant Howard County Code, civilian support to police work, assisting with criminal and non-criminal complaints, and performing support work for the various bureaus within the Police Department. Work may also include custody of property; collecting and preserving physical evidence; identifying criminals by prints and maintaining related records and files; identifying, capturing, transporting, and caring for animals.	High School Diploma or GED	1 Year	Fingerprint Classification Class C Maryland Driver's License MILES/NCIC Authorization	N
2101	POLICE CADET	Performs entry level technical police support services work under regular supervision from a technical superior. Work includes assisting members of the public with non-criminal complaints and performing support work for the various divisions within the Police Department usually on a job rotation basis. A police cadet shall be considered for movement to the Police Officer (Probationary) class upon receiving endorsement from the chief of police and otherwise meeting the minimum requirements of the Police Officer (Probationary) class. This is a training classification and continued employment is contingent upon the incumbent receiving appointment as Police Officer (Probationary). Individuals who do not receive this appointment by the start of the second Police Academy for which they are eligible will be terminated. Movement will be effective with the first day of the academy.	High School Diploma or GED	N/A	Class C Maryland Driver's License Must pass agility test, background investigation and polygraph examination.	N

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OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-2 CORRECTIONS OPERATIONS, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
2229	DIRECTOR OF CORRECTIONS	Performs executive level corrections operations work under executive direction. Work includes directing the general operations of the Department of Corrections, advising the County Executive and the County Council on related issues, and developing and monitoring the departmental and related capital budget.	Bachelor Degree	10 Years	N/A	E
2227	DEPUTY DIRECTOR OF CORRECTIONS	Performs advanced administrative corrections operations work under executive level direction. Work includes administrative correctional, custodial and programming work assisting the Director of Corrections in daily operational activities. This includes assisting in the planning, organization, coordination and direction of security, programs and treatment at the detention center.	Bachelor Degree	6 Years	N/A	E
2225	CUSTODY AND SECURITY CHIEF	Performs management level corrections operations work under executive level direction. Work includes overseeing the custody and security of inmates at the Detention Center, interpreting and implementing policies and procedures; program planning and development; and participating in the budgetary process. Work also includes supervising inmate classification and coordination with Court systems	Bachelor Degree	5 Years	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
2223	CORRECTIONAL CAPTAIN	Performs senior supervisory and advanced level corrections operations work under general supervision from an administrative superior. Work includes assigning and supervising the activities of a shift of correctional officers and participating in maintaining order and discipline among inmates at the County Detention Center. Work may also include directing assigned administrative functions or programs within the department.	Associate Degree	3 Years U.S. Citizenship or possession of an Alien Registration Receipt Card	Certification by the Maryland Correctional Training Commission as a correctional "supervisor" Successful completion of required in-service training courses Eligibility for certification by the Maryland Police Training Commission as an instructor Class C Maryland Driver's License	E
2221	CORRECTIONS PROGRAM SUPERVISOR II	Performs intermediate supervisory and advanced level corrections operations work under general supervision from an administrative or technical superior. Work includes participating in and supervising staff engaged in assessing and evaluating the personal and criminal history of adult inmates in order to recommend a security level, developing and monitoring appropriate work and education programs, and placing and monitoring inmates within a work release program. Assigns and reviews work, develops programs, and assists in the administration of a variety of program and treatment activities.	Bachelor Degree	2 Years	Must meet the selection standards required and successfully complete the training prescribed by the Correctional Training Commission for a correctional classification counselor U.S. Citizenship or Resident Alien status	E

2219	DETENTION CENTER NURSE	Performs intermediate professional nursing work in a correctional setting under general supervision from an administrative or technical superior. Work includes providing health nursing services at the County Detention Center, planning and coordinating nursing activities, administering patient care; training of personnel, and assisting physicians as needed. Work also includes maintaining records and security of controlled substances and instruments.	Bachelor Degree	U.S. Citizenship or Resident Alien status	Licensed with the Maryland State Board of Examiners of Nurses as a registered nurse under Maryland State Law Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment	E
2217	CORRECTIONAL LIEUTENANT	Performs supervisory and advanced level corrections operations work under general supervision from an administrative or technical superior. Work includes maintaining order and discipline among inmates and first line supervision over correctional officers and staff as assistant shift leader. Assigns work, conducts inspections, evaluates performance, and hears employee grievances.	Associate Degree	2 Years U.S. Citizenship or Resident Alien status	Certification by the Maryland Correctional Training Commission as a Correctional "Supervisor" Successful completion of required in-service training courses Class C Maryland Driver's License	N

2213	CORRECTIONAL SPECIALIST	Performs professional level corrections operations work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes interviewing, counseling, orienting inmates in the Detention Center; classifying inmates and developing and implementing treatment plans; and conducting education and rehabilitation programs.	Bachelor Degree	U.S. Citizenship or Resident Alien status	Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment Successful completion of required in-service training courses Class C Maryland Driver's License	E
2212	CORRECTIONAL TECHNICIAN	Performs advanced technical level correctional support services work, under regular supervision from a technical superior. Work, which may include supervision and training, involves providing civilian advanced technical support within a correction related activity. Work may include technical oversight of staff responsible for initial intake/commitment process, computing inmate release dates, reconciling inmate funds and preparing Department of Public Safety and Corrections billing, reviewing data entry into the jail management system and various court logs, and may require inmate custody and security activities.	Associate Degree	1 year U.S. Citizenship or Resident Alien status	Certification by the Maryland Correctional Training Commission Class C Maryland Driver's License	N

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2211 *	CORRECTIONAL SERGEANT	Performs senior technical level corrections operations work, which may include occasional supervisory responsibility, under general supervision from an administrative or technical superior on an assigned shift and performing as an assistant shift leader or shift leader, in the absence of a Lieutenant. Work includes monitoring inmates and maintaining security, completing records, directing subordinate correctional officers, and performing related administrative tasks as assigned;	High School Diploma or GED	3 Years OF Satisfactory performance as a Correctional Officer in the Howard County Department of Corrections including at least one year at the Correctional Corporal level. U.S. Citizenship or Resident Alien status	Certification by the Maryland Correctional Training Commission as a Correctional Officer Class C Maryland Driver's License	N
2210 *	CORRECTIONAL SERGEANT-DIETARY	Performs senior level corrections dietary operations work which may include supervisory responsibility, under general supervision from an administrative or technical superior on an assigned shift and would assume the duties and responsibilities of the Dietary Lieutenant in their absence. Work includes monitoring inmates and maintaining security, completing dietary records, directing subordinate Correctional Dietary Officers and performing related administrative tasks as assigned such as scheduling Dietary Officers and reviewing reports from the Dietary Staff.	High School Diploma or GED	3 Years OF Satisfactory performance as a Correctional Officer in the Howard County Department of Corrections. U.S. Citizenship or Resident Alien status	Certification by the Maryland Correctional Training Commission as a Correctional Officer Class C Maryland Driver's License	N
2209	CORRECTIONAL DIETARY COORDINATOR	Performs advanced level correctional support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes overseeing the food and meal preparation function at the Detention Center. Monitors civilian and inmate food service workers with food preparation as well as cleaning of the kitchen. Establishes kitchen procedures and participates in menu planning. Acts as team leader.	High School Diploma or GED	3 Years U.S. Citizenship or Resident Alien status	Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment	E

2207 *	CORRECTIONAL CORPORAL	Performs advanced technical level corrections operations work, which may include occasional supervisory responsibility, under general supervision from a technical superior. Work includes maintaining security and discipline of inmates both on and off the property of the Howard County Detention Center, on an assigned shift. Work also includes care and custody of inmates while monitoring and supervising their activities; and, on occasion, guiding and supervising other employees in the performance of their assigned duties. Participates in counseling and rehabilitation programs as assigned.	High School Diploma or GED	2 Years of satisfactory performance as a Correctional Officer in the Howard County Department of Corrections U.S. Citizenship or Resident Alien status	Certification by the Maryland Correctional Training Commission as a Correctional Officer Class C Maryland Driver's License	N
2205 *	CORRECTIONAL OFFICER	Performs technical level corrections operations work under regular supervision from a technical superior. Work includes maintaining security and discipline of inmates both on and off the property of the Howard County Detention Center on an assigned shift. Work also includes guarding inmates at an assigned location and in cell blocks; and participating in counseling and rehabilitation programs as assigned. An individual in this class will serve a 12-month probationary period during which time they must attend and satisfactorily complete correctional classroom and field training.	High School Diploma or GED	Pass background investigation and medical examination U.S. Citizenship or Resident Alien status	Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment Class C Maryland Driver's License	N
2201 *	CORRECTIONAL DIETARY OFFICER	Performs technical level correctional operations support work under regular supervision from a technical superior. Work includes general food service work preparing meals in the kitchen of the County Detention Center, serving food, and performing standard kitchen cleaning tasks. Work also includes the custody and security of inmates assigned to the kitchen.	High School Diploma or GED	2 Years U.S. Citizenship or Resident Alien status	Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment	N

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OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-3 DISPATCHING OPERATIONS, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
2307	EMERGENCY COMMUNICATIONS SUPERVISOR	Performs supervisory and advanced level dispatching operations work under general supervision from an administrative superior. Work includes planning, assigning and reviewing the work of a shift of dispatchers responsible for emergency 911, Police, Fire, non-emergency and administrative communications and staff engaged in receiving, routing and transmitting information via telephone, radio, teletype, computer terminal and other communications equipment. Resolves the most difficult and complex problems during shift.	Associate's Degree	4 Years	Miles/NCIC AUTHORI-ZATION EMD ECS Others as required by the appointing authority	E
2305	SENIOR DISPATCHER	Performs advanced technical level dispatching operations work, which may include occasional supervisory responsibility, under general supervision from a technical superior. Work includes receiving, routing and transmitting emergency 911, Police, Fire, and non-emergency radio traffic via telephone, radio, teletype, computer terminal and other communications equipment. Employees at this level can effectively operate at any station within the emergency communications center and frequently participate in training other dispatchers.	High School Diploma or GED	2 Years	Miles/NCIC AUTHORI-ZATION EMD ECS Others as required by the appointing authority	E/N
2304	DISPATCHER FIRST CLASS	Performs intermediate technical level dispatching operations work under general supervision from a technical superior. Work includes receiving, routing and transmitting information on both an emergency and non-emergency basis via telephone, radio, teletype, computer terminal and other communications equipment and dispatching emergency equipment. Employees at this level must effectively operate at any station within the emergency communications center (4-areas: Call Taking, Teletype Operations, Police Dispatch and Fire Dispatch).	High School Dip or GED	5 Years Experience As A Dispatcher	Miles/NCIC AUTHORI-ZATION EMD/CPR Hazmat Awareness MD Emergency Telecommunic-ations Specialist Demonstrated proficiency in the 4 areas as required by the appointing authority	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
2303	DISPATCHER	Performs technical level through intermediate technical level dispatching operations work under general supervision from a technical superior. The one-year probationary period consists of learning and becoming proficient at the below listed functions while assigned a training officer and ends upon consistently displayed competency and supervisory sign-off. At the intermediate technical level, work includes receiving, routing and transmitting information on both an emergency and non-emergency basis via telephone, radio, teletype, computer terminal and other communications equipment and dispatching emergency equipment	High School Diploma or GED	0 Years Must pass a criminal background investigation, psychological and physical exam Must pass test specified by the Appointing Authority	Miles/NCIC AUTHORI-ZATION EMD/EPD/EFD/ETC CPR Hazmat Awareness MD Emergency Telecommunications Specialist	N

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OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-4 SHERIFF OPERATIONS, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
2413	CHIEF DEPUTY SHERIFF	Performs advanced administrative sheriff operations work under executive level direction. As directed by the Howard County Sheriff directs and supervises the activities and personnel of the Sheriff's Office.	Bachelor Degree	6 Years to include 5 years of law enforcement experience	Class C Maryland Driver's License	E
2411	CAPTAIN DEPUTY SHERIFF	Performs senior supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes serving as a first line administrator; directing personnel, and directing an administrative operation within the department.	90 college level credits	6 Years to include 3 years of experience as a HCSO Lieutenant or equivalent	Class C Maryland Driver's License Must maintain current status as a certified Police Officer Satisfactory completion of the Administrator course of the Maryland Police Training Commission or equivalent course within a year of appointment	E
2409	LIEUTENANT DEPUTY SHERIFF	Performs intermediate supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes public safety, law enforcement, court servicing work; and supervising subordinate personnel and may include functional control over a program, group of deputies or an area such as the District Court.	High School Diploma or GED and 15 college credits	5 Years to include 2 years of experience as a HCSO Sergeant or equivalent	Class C Maryland Driver's License Satisfactory completion of the Administrator course of the Maryland Police Training Commission or equivalent course within a year of appointment	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
2407	SERGEANT DEPUTY SHERIFF	Performs supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes participating in and supervising subordinate officers engaged in serving civil and criminal papers; maintaining courtroom security; and maintaining security of and transporting prisoners.	High School Diploma or GED	4 Years satisfactory service to include 2 years of experience as a HCSO Corporal or equivalent	Class C Maryland Driver's License Satisfactory completion of the supervisory course of the Maryland Police Training Commission or equivalent course within a year of appointment	N
2408	CORPORAL DEPUTY SHERIFF	Performs advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes functioning as lead worker for subordinate officers engaged in serving civil and criminal papers; maintaining courtroom security; and maintaining security of and transporting prisoners	High School Diploma or GED	3 Years satisfactory service as a Howard County Deputy Sheriff or equivalent	Class C Maryland Driver's License Satisfactory completion of the supervisory course of the Maryland Police Training Commission or equivalent course within a year of appointment	N
2406	DEPUTY FIRST CLASS	Performs advanced technical level sheriff operations work under general supervision from a technical superior. Work includes serving civil and criminal papers; maintaining court room security; and maintaining security of and transporting prisoners. Movement to this classification is through proficiency advancement.	High School Diploma or GED	2 Years satisfactory service as a Howard County Deputy Sheriff	Class C Maryland Driver's License	N
2405	DEPUTY SHERIFF	Performs technical level sheriff operations work under general supervision from a technical superior. Work includes serving civil and criminal papers; maintaining court room security; and maintaining security of and transporting prisoners. An employee in this class will serve a 12-month probationary period.	High School Diploma or GED	0 Years	Class C Maryland Driver's License Must become a certified law enforcement officer in the state of MD within department timeframes.	N

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
2404	SECURITY OFFICER	Performs technical level sheriff operations work under regular supervision from a technical superior. Work includes maintaining security at assigned locations and guarding inmates or detainees held relative to criminal or administrative court proceedings. This position requires a Special Police Officer certification from the State of Maryland.	High School Diploma or GED	1 Year Minimum Age of 21 Years	United States citizenship or possession of an Alien Registration Receipt Card. Class C Driver's License Must successfully pass, within 6 months of hire, the Maryland Police and Correctional Training Commission-Correctional Entry Level Training program. Must obtain the Special Police Officer certification within 6 months of hire and maintain certification during employment.	N

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OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-5 FIRE OPERATIONS, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
2519	CHIEF, FIRE & RESCUE SERVICES	Performs executive level fire and rescue operations work under executive direction. Work includes directing the general operation of the Department of Fire and Rescue Services, advising the County Executive and County Council on related issues, and developing the departmental and related capital budget program.	Bachelor Degree	10 Years	N/A	E
2518	MEDICAL DIRECTOR	Provides oversight and consultative services to emergency medical service (EMS) operations of the Department of Fire and Rescue services. Conducts audits, reviews protocols, develops training, evaluates certifications, may participate in pre-hospital care, and ensures county compliance with COMAR and MIEMSS.	Doctorate Degree	5 years of Board Certified experience in emergency medicine	Licensed by the State of Maryland to practice medicine	E
2517	DEPUTY CHIEF	Performs advanced administrative fire and rescue operations work under executive level direction. Work includes managing assigned groups of departmental personnel as established by the Chief of Fire and Rescue Services and acting as the Chief during absences. Work also includes assisting the Chief of Fire and Rescue Services in establishing departmental policies, goals, objectives, and budgets.	Bachelor Degree	8 Years	Class C Driver's License	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
2516	ADMINISTRATOR, OFFICE OF EMERGENCY MANAGEMENT	Performs advanced administrative emergency management under executive level direction. Work includes responsibility for overall management and strategic direction of the Office of Emergency Management to include establishing polices, disaster preparation, and leading the response and recovery efforts. Advises and provides information to the County Executive, Chief Administrative Office and the Chief, Fire and Rescue Services regarding emergency preparation and situations. The Administrator shall serve as the Director of Emergency Management as required by State Law and the County Code.	Bachelor degree No experience equivalency	5 years	Certified Emergency Manager from International Association of Emergency Managers	E
2515	ASSISTANT CHIEF	Performs mid-management and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes responsibility for the efficient operation of a major bureau within the Department of Fire and Rescue Services and assisting in formulating and implementing departmental goals and objectives. Work also includes monetary responsibility for preparation and monitoring of bureau budgets.	Bachelor's Degree No experience equivalency	Five (5) years credible service classified as a HCDFRS Fire Captain and/or HCDFRS Battalion Chief	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
2513	BATTALION CHIEF	Performs senior supervisory and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes effective and efficient management of the assigned fire district or programs and attainment of established goals and programs.	Sixty (60) semester-based credits (or 90 quarter-based credits) from an accredited post-secondary institution No experience equivalency	Two (2) years credible service classified as a HCDFRS Fire Captain	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E
2511	FIRE CAPTAIN	Performs supervisory and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes serving as a shift supervisor and/or performing responsible staff work. Work also includes responsibility for the skilled and efficient operation of assigned personnel and equipment.	Forty-five (45) semester-based credits (or 68 quarter-based credits) from an accredited post-secondary institution No experience equivalency	Two (2) years credible service classified as a HCDFRS Firefighter Lieutenant	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
2507 *	FIRE FIGHTER LIEUTENANT	Performs senior technical level fire and rescue operations work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities as well as departmental training programs; and performing staff work or as a shift supervisor in the absence of a higher-ranking officer. Work also includes skilled tasks in response to fire, rescue and medical emergencies.	Thirty (30) semester-based credits (or 45 quarter-based credits) from an accredited post-secondary institution No experience equivalency	Four (4) years credible service classified as a HCDFRS Firefighter	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N
2506	MASTER FIREFIGHTER/HVO	Performs advanced technical level fire and rescue operations work at the Master Firefighter level plus operates fire and rescue vehicles at the heavy vehicle operator level.	High School Diploma or GED And meet minimum requirements for Firefighter	Served for 3 years beyond the Firefighter Trainee level	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E/N
2505 *	MASTER FIRE FIGHTER	Performs advanced technical level fire and rescue operations work, under general supervision from a technical superior. Work is as part of a crew and includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities; and performing staff work.	High School Diploma or GED and meet minimum requirements for Firefighter	Served for 3 years beyond the Firefighter Trainee level	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
2504	FIRE FIGHTER/HVO	Performs intermediate technical level fire and rescue operations work at the Firefighter level plus operates fire and rescue vehicles at the heavy vehicle operator level.	High School Diploma or GED And meet minimum requirements for Firefighter Recruit	Served for 3 years beyond the Firefighter Trainee level	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N
2503 *	FIRE FIGHTER	Performs intermediate technical level fire and rescue operations work under general supervision from a technical superior. Work is as part of a crew and includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities; and performing staff work.	High School Diploma or GED and meet minimum requirements for Firefighter Recruit	12 months service as Firefighter Recruit following graduation from an approved fire academy	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N
2501 *	FIREFIGHTER RECRUIT	Performs probationary level fire and rescue operations work under close supervision from a technical superior. Work includes learning basic fire fighting, emergency vehicle driving, and rescue and emergency medical techniques and methods. Work also includes acting as a member of a fire fighting crew, ambulance or rescue team; and operating fire, rescue or emergency medical equipment as directed. Continued employment is contingent upon the incumbent being reclassified as Firefighter.	High School Diploma or GED Graduated from fire academy approved by the Howard County Chief of Fire and Rescue Services	Minimum Age of 18 Years	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
2500 *	FIREFIGHTER TRAINEE	Performs entry level and probationary fire and rescue services work. An employee in this class attends training academy and trains to perform fire and rescue operations. This is a training classification and continued employment is contingent upon the incumbent being reclassified as Firefighter Recruit.	High School Diploma or GED	Minimum Age of 18 Years	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N

OCCUPATIONAL GROUP 3. ENGINEERING/SURVEYING SERVICES, MANAGEMENT, & SUPPORT
CLASS FAMILY 3-1. ENGINEERING/SURVEYING SERVICES, MANAGEMENT & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
3121	DIRECTOR OF PUBLIC WORKS	Performs executive level engineering work under executive direction. Work includes directing the general operation of the Department of Public Works, advising the County Executive and County Council on related issues, and developing and monitoring the department and related capital budget program.	Bachelor Degree in Engineering	10 yrs.	Registered Professional Engineer	E
3120	DEPUTY DIRECTOR OF PUBLIC WORKS	Performs advanced engineering work under executive level direction. Plans, directs and coordinates the development and implementation of the capital budget and the most complex capital projects. Negotiates and manages capital project contracts. Resolves intra- and inter-agency disputes. Oversees land acquisition. As directed, assists the Director in managing all aspects of the public works program.	Bachelor Degree in Engineering	8 yrs.	Registered Professional Engineer	E
3119	ENGINEERING MANAGER II or ENGINEERING MANAGER II (ARCHITECTURE)	Performs advanced administrative level engineering and/or architectural work under general supervision from an administrative or technical superior. Work includes planning, directing, and coordinating engineering and/or architectural programs of considerable scope and complexity; supervising lower level engineers and architects; and overseeing the completion of major capital programs. May direct the operations of a department bureau, such as water and sewer services, highways, solid waste, facilities, or engineering and surveys.	Bachelor Degree in Engineering Or Architecture	8 yrs.	Registered Professional Engineer MD Licensed Architect	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
3117	ENGINEERING MANAGER I or ENGINEERING MANAGER I (ARCHITECTURE)	Performs mid-management level and advanced engineering and/or architectural work under general supervision from an administrative or technical superior. Work involves managing the administrative, technical and budgetary affairs of a division or overseeing the activities of the Bureau of Facilities. Work includes preparing and maintaining an operating budget; projecting manpower needs, materials, and equipment; plans review, and resolving the most difficult engineering and/or architectural design problems.	Bachelor Degree in Engineering Or Architecture	6 yrs.	Registered Professional Engineer MD Licensed Architect	E
3115	ENGINEERING SUPPORT SUPERVISOR	Performs senior supervisory and advanced level engineering support work under general supervision from an administrative or technical superior. Work involves managing the administrative, technical and budgetary affairs of either the Real Estate Services Division or the Surveys and Drafting Division.	Bachelor Degree	5 yrs.	Registered Professional Land Surveyor Property Line Surveyor License	E
3114	ENGINEERING SPECIALIST III or ENGINEERING SPECIALIST III (ARCHITECTURE)	Performs advanced professional level engineering and/or architectural work, which may include supervisory responsibility, with considerable independence but under general supervision from an administrative or technical superior. Work includes reviewing complex engineering and/or architectural plans, resolving difficult design analysis, acting as project manager for large scale projects, and preparing planning and engineering documents. Work at this level is distinguished by unique engineering analysis and expertise in areas such as mechanical, electrical or structural engineering; in depth architectural experience in the development, design and construction of institutional building types such as libraries, community centers, police and fire stations, etc.	Bachelor Degree in Engineering Or Architecture	4 yrs.	Registered Professional Engineer MD Licensed Architect	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
3112	ENGINEERING SPECIALIST II or ENGINGEERING SPECIALIST II (ARCHITECTURE)	Performs professional level engineering and/or architectural work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes designing engineering and/or architectural features to meet overall end-use objectives, reviewing engineering and construction plans, and assisting with preparation of planning and engineering documents.	Bachelor Degree in Engineering Or Architecture	2 yrs.	N/A	E
3111	ENGINEERING SPECIALIST I or ENGINGEERING SPECIALIST I (ARCHITECTURE)	Performs professional engineering related services by applying principles and practices of architecture, landscape architecture or engineering to the review of site development or construction plans.	Bachelor Degree Or Architecture	1 yr.	N/A	E
3110	ENGINEERING ASSOCIATE	Performs professional engineering services, at the entry professional level, under supervision from an administrative or technical superior	Bachelor Degree In Engineering	0	N/A	E
3109	STORMWATER MANGEMENT COORDINATOR	Performs advanced administrative and coordinative work under administrative direction. Uses the principles of engineering, landscape architecture, soil conservation, ecology, and water resource management to make policy recommendations and implement the goals and strategies of the county's storm water management program and municipal separate storm sewer system. Work includes coordination with related departments and outreach to independent organizations as well as residential and commercial property owners.	Bachelor Degree	4 yrs.	N/A	E

3108	ENGINEERING SUPPORT TECHNICIAN IV	Performs intermediate professional level engineering support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes provision of expert property appraisal, land acquisition work, preparing detailed in-house reports, and evaluating contracted appraisals; or work may involve supervision of a treatment plant laboratory including the operation and maintenance of laboratory equipment, monitoring of the laboratory budget, and coordination of laboratory tests and analysis.	Associate Degree	3 yrs.	N/A	E/N
3107	ENGINEERING SUPPORT TECHNICIAN III	Performs senior technical level engineering work, which may include supervisory responsibility, under the general supervision from a technical superior. Work includes conducting complex negotiations with government agencies and private corporations, developing and implementing land acquisition procedures, and directing employee activities. Work may also include organizing work of survey parties, and performing computations and reports for surveying.	Associate Degree	2 yrs.	Registered Professional Land Surveyor Property Line Surveyor License	E/N
3105	ENGINEERING SUPPORT TECHNICIAN II	Performs advanced technical level engineering support work, which may include supervisory responsibility, under the general supervision from a technical superior. Work includes technical land acquisition work such as negotiating the acquisition of rights-of-way and fee simple parcels; preparing legal and administrative documents used in land acquisition and condemnation proceedings; and preparing and executing contracts, deeds, and agreements. Work may also include planning, coordinating, and reviewing the work of a survey crew acquiring hydrographic and topographic data.	Associate Degree	1 yr.	N/A	N

3103	ENGINEERING SUPPORT TECHNICIAN I	Performs intermediate technical level engineering support work under the general supervision from a technical superior. Work includes survey field work and operating survey instruments; and preparing graphic materials and drafting plans, schematics and maps by hand or by using CAD/GIS equipment in associated engineering and planning projects. Work involves relieving engineers of routine office and field technical duties.	High School Diploma or GED	2 yrs.	Class C Maryland Driver's license	N
3101	ENGINEERING SUPPORT WORKER	Performs technical level engineering support work under regular supervision from a technical superior. Work includes providing technical and non-technical assistance in conducting field surveys, map-making, and other related engineering support activities.	High School Diploma Or GED	1 yr.	N/A	N

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OCCUPATIONAL GROUP 3. ENGINEERING, LAND USE PLANNING, & REGULATION
CLASS FAMILY 3-2 LAND USE PLANNING SERVICES, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
3215	DIRECTOR PLANNING AND ZONING	Performs executive level planning and zoning work under executive direction. Work includes directing the general operation of the Department of Planning and Zoning, advising the County Executive and County Council on related issues, and developing and monitoring the department and related capital budget program.	Bachelor Degree	10 yrs	N/A	E
3213	DEPUTY DIRECTOR PLANNING & ZONING	Performs advanced administrative level planning and zoning work under executive level direction. Work includes assisting the Director of Planning and Zoning in administering and supervising the activities of the Planning and Zoning Office or overseeing special projects as the county ombudsman in the planning and zoning area**.** Work may also include office administration and directing planning and zoning programs.	Bachelor Degree	8 yrs.	N/A	E

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
3211	PLANNING MANAGER	Performs management and advanced level planning work under general supervision from an administrative or technical superior. Work includes conferring with officials and governmental representatives, preparing budgetary requests, and managing monies and other assets. Work may also include directing and coordinating a variety of environmental planning activities, developing and administering operating budgets, and overseeing the work of consultants. Work may also include directing the collection, analysis, and compilation of technical data into plans to meet future County needs and the review of developer submitted plans.	Bachelor Degree	6 yrs.	N/A	E
3209	PLANNING SUPERVISOR	Performs intermediate supervisory and advanced level professional planning and zoning work under general supervision from an administrative or technical superior. Work includes directing the collection, analysis, and compilation of technical data into plans to meet the County's needs; providing expertise in specialized areas of planning, zoning, development and preservation. Acts as project leader or workgroup leader and assists the division chief in carrying out the administrative responsibilities of the unit.	Bachelor Degree	4 yrs.	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
3207	PLANNING SPECIALIST II	Performs intermediate professional level planning and zoning work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes coordinating the plan review process; planning and implementing recycling activities; collecting, organizing, analyzing, and evaluating data required in the development and review of comprehensive plans and regulations.	Bachelor Degree	2 yrs.	N/A	E
3205	PLANNING SPECIALIST I	Performs professional level planning and zoning work under general supervision from an administrative or technical superior. Work includes compiling data of factors affecting land use, transportation, water and sewer, or environmental planning for the County; analyzing data collected; and projecting future conditions and needs.	Bachelor Degree	N/A	N/A	E
3203	PLANNING SUPPORT TECHNICIAN II	Performs advanced technical level planning and zoning support work under general supervision from a technical superior. Work includes the final review and processing of plans, building permit applications; and carrying out other planning and zoning related procedures. Collects and enters data for use in the planning data base and assists the public at the service counter.	High School Diploma/ GED	2 yrs.	N/A	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certifications	FLSA
3201	PLANNING SUPPORT TECHNICIAN I	Performs technical level planning and zoning support work under general supervision from a technical superior. Work includes preliminary review and processing of plans, building permit applications; and carrying out other planning and zoning related procedures of a routine nature. Assists in the collection of data and answering questions at the service counter.	High School Diploma/ GED	1 yr.	N/A	N

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OCCUPATIONAL GROUP 3. ENGINEERING, LAND USE PLANNING, & REGULATION
CLASS FAMILY 3-3 LICENSING & INSPECTION SERVICES, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/ Certifications	FLSA
3317	DIRECTOR INSPECTION, LICENSES & PERMITS	Performs executive level licensing, inspections, and regulations work under executive direction. Work includes directing the general operation of the Department of Inspections, Licenses and Permits, advising the County Executive and County Council on related issues, and developing and monitoring the departmental and related capital budget program.	Bachelor Degree	10 yrs.	Registered Professional Engineer	E
3313	REGULATION MANAGER	Performs management level inspection and regulation work under general supervision from an administrative or technical superior. Work includes supervising the inspections and enforcement function of the department and responsibility for Code compliance. Work includes supervising the inspection of complex residential, commercial and industrial related development for conformance to building construction codes and regulations; resolving complex problems; and formulating budgets.	Associates Degree	5 yrs.	Class C Maryland Driver's License.	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/ Certifications	FLSA
3309	REGULATION SUPERVISOR	Performs intermediate supervisory level and advanced licensing, inspections, and regulation work under general supervision from an administrative or technical superior. Work includes overseeing the inspection of project construction to ensure conformance with standards, specifications, and drawings; providing inspections for subdivision and Capital Project constructions; supervising and administering code enforcement programs; examining plans and permits; and maintaining unit budget and records. Work includes scheduling inspections; reviewing inspection reports; resolving complex problems; and overseeing the work of trained and technically proficient inspectors engaged in conducting inspections of residential, commercial and capital projects for conformance with codes and standards, specifications, local and state laws and ordinances; and assisting others in the interpretation of codes.	Associate Degree	4 yrs.	Class C Maryland Driver's License Master Electrician's License Master Plumber's License BOCA or NICET Certificates as specified in depart-mental policy by the Appointing Authority	E
3306	REGULATION INSPECTOR II	Performs senior technical level licensing, inspections and regulations work under general supervision from an administrative or technical superior	High School Diploma or GED	6 yrs.	Class C Maryland Driver's License Certificates or Licenses as specified in depart-mental policy by the Appointing Authority	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/ Certifications	FLSA
3305	REGULATION INSPECTOR I	Performs advanced technical level licensing, inspections, and regulations work under general supervision from a technical superior. Work includes interpreting and enforcing policy and acceptable construction methods; inspecting and insuring code compliance with local, State, and Federal building, housing, environmental, and safety codes and laws; providing technical assistance to County residents towards resolving problems; interpreting and addressing conflicts with codes, ordinances, plans, or specifications; and insuring adequate laboratory work and materials testing for subdivision and capital project work.	High School Diploma or GED	5 yrs.	Class C Maryland Driver's License Water Resources Administration Responsible Personnel Certificate	N
3303	REGULATION SUPPORT TECHNICIAN II	Performs intermediate technical level licensing, inspections, and regulations support work under general supervision from a technical superior. Work includes performing specialized review services essential to the successful operation of the licenses and permits division; and the contracted residential waste hauler program.	High School Diploma or GED	3 yrs.	Class C Maryland Driver's License	N
3301	REGULATION SUPPORT TECHNICIAN I	Performs technical level licensing, inspections, and regulations support work under regular supervision from a technical superior. Work includes the issuance, receipt, review, processing and distribution of license and permits.	High School Diploma or GED	2 yrs.	N/A	N

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OCCUPATIONAL GROUP 4. FIELD AND TECHNICAL SERVICES
CLASS FAMILY 4-1 OPERATIONS SERVICES, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
4129	DIRECTOR OF GENERAL SERVICES	Performs executive level administrative and coordinative work under executive level direction. Work includes oversight of County facilities and property to include the following areas such as: real estate management; operations and maintenance; planning, design and construction; property contracts, and facility security. Ensures that services are delivered efficiently, comply with relevant regulations and policies, and support the strategic goals of the County. Carries out functions including constructing of buildings and improvements, maintaining County-owned and leased property, acquiring land as prescribed by law and as directed by the County Executive, obtaining and administering agreements for the construction of public facilities, providing engineering, architectural and surveying services for all agencies of County Government; managing property owned by the County and obtaining leased space, and coordinating space needs and securing of property owned or leased by the County. Develops and monitors the departmental budget and related capital budget program; and advises the County Executive and County Council on related issues.	Bachelor's degree	10 yrs.	N/A	E
4128	DEPUTY DIRECTOR OF GENERAL SERVICES	Performs advanced administrative level work under executive level direction. Works with the Director of General Services to manage and direct the general services for the County Government, real estate management; operations and maintenance; planning, design and construction; property contracts, and facility security.	Bachelor's degree	8 yrs.	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
4127	OPERATIONS MANAGER	Performs management and advanced level operations service work under administrative direction. Work includes managing the operation, construction, and maintenance program of the Bureau of Utilities. Work also includes implementing program policies and procedures; assigning duties to technical and clerical staff; supervising equipment operation maintenance and repair and maintenance facilities; and preparing and monitoring the Bureau's annual operating budget.	Bachelor's Degree	6 Years	Class C Maryland Driver's License Water Distribution Operator certificate plus Wastewater Collection Class "2" Operator Certificate Successful passage of the oral examination for Superintendent and maintenance of said certification Out of state applicants required to obtain Statement of Reciprocity CLP or such other license and certificate as determined by the appointing authority	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
4125	OPERATIONS SUPERINTENDENT	Performs senior supervisory and advanced level operations service work under general supervision from an administrative or technical superior. Work includes planning and directing operations, maintenance, and repair activities of the landfill, water and sewer services, treatment plant, maintenance services, or Highway Zone. Work also includes inspecting daily operations; and enforcing standard safety practices, policies, and procedures; maintaining records; assisting in the budgetary process; and reviewing expenditures.	High School Diploma or GED	8 Years	Class C Maryland Driver's License Class B Commercial Driver's License Passage of the examination for Wastewater Collection Class "2" Operator and Water Distribution Operator and maintenance of said certification Certification by the Maryland State Board of Waterworks and Waste System Operators as a temporary Class "2" Wastewater Treatment Plant Operator and must obtain permanent class "2" certification after 1 year Out of state applicants are required to obtain statement of reciprocity Class "5A" Wastewater Operator Certificate	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
4123	OPERATIONS SUPERVISOR III	Performs senior supervisory level and advanced operations service work under general supervision from an administrative or technical superior. Work includes overseeing the activities of laboring and equipment operation personnel in areas such as construction, maintenance, landfill disposal, tree care, utility, vehicle, water reclamation, parks, horticulture, and forestry work; reviewing operations to ensure work standards and timetables are met and records are maintained; directing shift operations; inspecting work sites and maintaining administrative controls; keeping a record of hours and materials used and planning daily work duties based on work orders. Work also includes monitoring the facility operation, maintenance, and usage of equipment, materials, supplies and tools; collecting and processing revenue receipts; and developing, administering and accounting for division's operating budget.	High School Diploma or GED	7 yrs.	MD State Pesticide Applicator's Certificate	E

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
4121	OPERATIONS SUPERVISOR II	Performs intermediate supervisory level and advanced operations service work under general supervision from an administrative or technical superior. Work includes supervising the activities of laboring and equipment operation personnel in areas such as construction, maintenance, landfill disposal, tree care, utility, vehicle repair, contracted refuse collection, water reclamation, parks, horticulture, and forestry work.	High School Diploma or GED	6 Years	Class C Maryland Driver's License Maryland State Pesticide Applicator's Certificate Class "5A" Wastewater Operator Certificate Out of state applicants are required to obtain a Statement of Reciprocity May require Class B Commercial Driver's License Passage of Water Distribution Operator and Wastewater Collection Class "2" Operator exam Certification by the Maryland State Board of Waterworks and Waste System Operators as a temporary Class "2" Wastewater System Operator and must obtain a permanent Class "2" certification after one year	E

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
4119 *	OPERATIONS SUPERVISOR I	Performs supervisory and advanced level operations service work under general supervision from an administrative or technical superior. Work includes directing the activities of one or more crews of laboring and/or motor equipment operation and repair personnel; driving and operating of heavy motor, construction, and complex mechanical equipment; may direct and participate in the day to day operations of a large size site or sites.	High School Diploma or GED	4 Years	MD CDL License Class C Maryland Driver's License MD Professional Pesticide Applicator's Certificate Passage of the Water Distribution Operator and Wastewater Collection Class "2" Operator exam Out of state applicants require statement of reciprocity	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
4117 *	CHIEF MECHANIC	Performs senior technical level operations service work, which may include lead worker responsibility, under general supervision from an administrative or technical superior. Work includes skilled trades work at the master mechanic level involving either plumbing, electrical, heating and air conditioning, traffic control devices or vehicle maintenance and repair. Inspects, troubleshoots, tests, installs, repairs or replaces equipment and devices.	High School Diploma or GED	6 Years	Class C Maryland Driver's License Valid master H.V.A.C.R. License and maintenance of said licensing Out of state applicants required to obtain Maryland state licensing Master Electrician-Limited or General license and maintenance of said licensing Applicant from another jurisdiction required to obtain Howard County Licensing Master Plumber license and maintenance of said licensing Valid MD Class B CDL Driver's License Passage of welding tests State certification as an emissions technician or equivalent	E/N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
4115	OPERATIONS LEADER II	Performs senior technical level operations work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes receipt and distribution of supplies (all clothing and equipment) for Police or Fire and Rescue operations; ordering and distributing clothing and supplies of considerable value; and maintaining an inventory on all items within the Police Department or the Department of Fire and Rescue Services.	High School Diploma or GED	4 Years	N/A	N
4113 *	OPERATIONS MECHANIC	Performs advanced technical level operations service work under general supervision from an administrative or technical superior. Work includes journeyman level work concerned with the design, installation, maintenance and repair of electronic, hydraulic, pneumatic, electrical and mechanical systems of vehicles and facilities.	High School Diploma or GED	3 Years	Class C Maryland Driver's License A specific trades license, certificate or registration Valid master H.V.A.C.R. License and maintenance of said licensing Applicants from another jurisdiction are required to obtain Maryland state Licensing Valid MD Class B CDL Driver's License Proficiency in welding as demonstrated by the passage of appropriate tests	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
4111 *	OPERATIONS LEADER I	Performs advanced technical level operations service work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work involves leader level responsibility for an operations activity. Work includes operating complex equipment and overseeing staff and assuming responsibility for one or more operational programs within a division; advanced inventory control of critical equipment and supplies; supervising mail services work; directing the school crossing guard program; and operating, maintaining, and assisting with the management of facilities such as parks and animal shelters.	High School Diploma or GED	3 Years	Maryland Professional Pesticide Applicator's Certificate Valid MD Class B Commercial Driver's License Class C Maryland Driver's License Tree Expert license Class "5A" Wastewater Operator Certificate Out of state applicants require a Statement of Reciprocity	N
4110	OPERATIONS TECHNICIAN III	Performs advanced, technical level operations service work under general supervision from an administrative or technical superior. Work involves the collection, testing and reporting of water and wastewater samples. Maintains and calibrates instruments, prepares chemical reagents and bacteriological media, operates testing equipment, completes spreadsheets and submits required reports, and maintains quality control of samples and the testing laboratory.	High School Diploma or GED	4 Years	Maryland State Microbiology Analyst Certificate Maryland State Drinking Water Collection Certificate	N

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
4109 *	OPERATIONS TECHNICIAN II	Performs intermediate technical level operations service work under general supervision from a technical superior. Work includes the installation, repair, operation, preventive maintenance and care of mechanical and electrical equipment, heavy motor and construction equipment, complex mechanical equipment, and hand and power tools; performing skilled laboring tasks; repair, maintenance and installation of a variety of electronic, hydraulic, and pneumatic instruments and systems; maintaining and repairing breathing apparatus and other air/oxygen equipment or machines. Work also includes maintenance of park lands, government properties, and related facilities and structures; tree care and applying regulated horticultural and landscaping practices; and maintaining physical inventories including receiving and issuing equipment and supplies, requisitioning supplies and materials, record keeping, and maintenance of a perpetual inventory of all materials.	High School Diploma or GED	3 Years	MD Class B CDL License Class C Maryland Driver's License Maryland Professional Pesticide Applicator's Certificate Class "5A" Operator's certificate Certificates required to rebuild breathing apparatus	N
4107 *	OPERATIONS TECHNICIAN I	Performs technical level operations work under regular supervision from a technical superior. Work includes operating and performing preventive maintenance of mechanical and electrical equipment, and hand and power tools; maintaining, repairing, constructing, and operating public works facilities; tree care; testing samples of wastewater flow and assisting in the operation of intake structures, pumps and other plant equipment; and performing skilled manual operations work. Work also includes providing a wide variety of supplies and materials to County departments and agencies; operating a storeroom and maintaining inventory; establishing storage methods and procedures; maintaining inventory records, and requisitioning items.	High School Diploma or GED	2 Years	MD Class B CDL License Class C Maryland Driver's License Tree Expert license Certification by the Maryland State Board of Waterworks and Waste System Operations as a Temporary Class "5A" Wastewater Operator	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
4105 *	OPERATIONS WORKER III	Performs technical level operations service work under regular supervision from a technical superior. Work includes performing semi-skilled manual laboring operations in the maintenance of park lands and related facilities and structures; creating graphic arts in the production of roadway and directional signs; using hand and bench tools; and operating less complex types of motor and mechanical equipment. Work also includes performing public works construction and maintenance tasks; tree care and maintaining grounds using basic horticultural and landscaping principles; applying inventory control of materials and supplies of minimum monetary value and/or the receipt, logging and distribution of stationary and supply items; manual and clerical work in stock handling, receipt, storage, maintenance, and issuance of supplies, materials and equipment; and keeping routine stores records.	High School Diploma or GED	1 Year	MD Class B CDL License Class C Maryland Driver's License	N
4103 *	OPERATIONS WORKER II	Performs technical level operations service work under regular supervision from a technical superior. Work includes animal handling, control and care; non-technical work in an analytical laboratory maintaining a supply inventory and general upkeep of the laboratory; or using manual and smaller power operated tools in a wide variety of routine and repetitive outdoor laboring activities, such as highway, park, facility, and utility maintenance.	High School Diploma or GED		Class C Driver's License	N

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OCCUPATIONAL GROUP 4. FIELD AND TECHNICAL SERVICES
CLASS FAMILY 4-2 TECHNICAL SERVICES, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
4223	DIR, TECHNOLOGY AND COMMUNICATIONS SERVICES	Performs executive level technology and communication services work under executive direction. Work includes researching operational efficiencies and advising the County Executive on government performance improvements; directing the general operation of the Department of Technology and Communication Services; advising the County Executive, County Council, and others on related issues; and developing and monitoring the departmental budget program.	Bachelor Degree	10 Years	N/A	E
4221	DEPUTY DIRECTOR, TECHNOLOGY AND COMMUNICATION SERVICES	Performs advanced administrative level technology and communication services work under executive level direction assisting the director in the overall administration of the department of technology and communications services. Work includes developing and maintaining effective information systems for the County government; managing the Data Processing Division; and supervising personnel. Work also includes developing the data processing operating and capital budget and all subsequent expenditures.	Bachelor Degree	7 Years	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
4219	TECHNICAL SERVICES MANAGER II	Performs management and advanced level technology and communication services work under general supervision from an administrative or technical superior. Assignments include managing the operations of the Office of Central Services, such as mail services, printing services, and fleet management; or developing and maintaining the County's information processing and systems programming systems; or planning, directing, and managing the Technical Support component within the Information Systems Services Office; or coordinating County-wide geographic database information and integration system; and administering systems programming, data communication, and data base administration; or, overall management of the County's radio and telephone communication systems. Work also includes monitoring budget expenditures.	Bachelor Degree	6 Years	N/A	E
4217	TECHNICAL SERVICES MANAGER I	Performs mid-management and advanced level technology and communication services work under general supervision from an administrative or technical superior, within the radio and telephone communications systems area. Work includes coordinating county wide communication systems, both hard-wired and cellular. Work also includes coordinating hardware and software purchases and managing contractual services; ensuring inter-agency support, resource sharing, data and platform standardization and integrity; and providing system training. As a database manager, work includes design, administration and maintenance of databases in ms sql server and oracle; application development, creation of database standards and project leadership.	Bachelor Degree	5 Years		E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
4215	TECHNICAL SERVICES SUPERVISOR	Performs senior supervisory and advanced level technology and communication services work under general supervision from an administrative or technical superior. Work includes managing a significant information or communication function, such as a 24 hour computer operation, cable T.V. contract administration, public cable T.V. station management, or a 24 hour emergency communications and dispatch center.	Associate Degree	5 Years		E
4213	TECH SERVICES SUPPORT SPEC IV	Performs senior professional level technology and communication services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes maintaining, supporting, and using the multiple and complex operating system components and subsystems used by the Data Operation Center or performing highly complex programming analysis and systems design.	Bachelor Degree	4 Years	N/A	E
4211	TECHNICAL SERVICES SUPPORT SPEC III	Performs advanced professional level technology and communication services work under general supervision from an administrative or technical superior. Work includes maintaining system software packages and system libraries, providing aid in the analysis for feasibility and cost effectiveness studies relating to software utilization; and solving complex program or system software problems. Work may also include moderately complex programming analysis and systems design at the project or team leader level.	Bachelor Degree	2 Years	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
4209	TECHNICAL SERVICES SUPPORT SPEC II	Performs intermediate professional level technology and communication services work under general supervision from an administrative or technical superior. Work includes administering data bases and developing data processing systems and computer programs for user departments; providing intermediate level computer programming, software maintenance and systems design; and writing, updating or revising, and documenting programs. Work also includes interacting with user department personnel; software vendors developing systems performance specifications; and estimating resource requirements based on functional specifications.	Bachelor Degree	1 Year		E/N
4207	TECHNICAL SERVICES SUPPORT SPEC I	Performs senior technical level information, technology and communication services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work may include testing, updating, maintaining, and providing training on mainframe client servers and microcomputer software and hardware; responds to more complex helpdesk requests; managing and controlling the use of the computer-aided dispatch system; or managing the installation and maintenance of radio, telephone, data and related electronic equipment; or work may also include skilled illustration and graphic design; producing television programs and public service announcements; or coordinating public information program activities.	Associate Degree	2 Years	Federal Communications Commission General Class Radio/Telephone License or equivalent certification Class C Maryland Driver's License	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
4205	TECHNICAL SERVICES SUPPORT TECH III	Performs senior technical level technology and communication services work under regular supervision from a technical superior. Work may include assisting in the production of television programs and public service announcements; preparing illustrations, graphic designs, and construction drawings; providing media conversion and laser or photo type output services for reproduction; operating computers and planning computer operating schedules; or installing, repairing and maintaining radio, telephone, data and related electronic equipment. May serve as a lead worker.	High School Diploma or GED Successful completion of a formal training program	3 Years	Federal Communications Commission General Class Radio/Telephone License or equivalent certification within 1 year of appointment Class C Maryland Driver's License	N
4203	TECHNICAL SERVICES SUPPORT TECH II	Performs intermediate technical level technology and communication services work under regular supervision from a technical superior. Work may include assisting in television production work; providing graphic arts, printing and reproduction services; installing, repairing and maintaining radio, telephone, data and related electronic equipment; performing entry level desktop or GIS support functions**;** or operating computers and peripheral on-line components of the data processing system.	High School Diploma or GED Completion of formal training program	2 Years	Class C Maryland Driver's License Federal Communications Commission General Class Radio/Telephone License or equivalent certification within 1 year of appointment	N
4201	TECHNICAL SERVICES SUPPORT TECH I	Performs technical level technology and communication services work under regular supervision from a technical superior. Work includes reproducing written and graphic materials, preparing materials for reproduction, servicing customers at the front counter, and operating and maintaining a variety of equipment.	High School Diploma or GED	1 Year	N/A	N

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OCCUPATIONAL GROUP 5. COMMUNITY SERVICES
CLASS FAMILY 5-1 RECREATION SERVICES, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
5135	DIRECTOR RECREATION AND PARKS	Performs executive level recreation and parks services work under executive direction. Work includes directing the general operation of the Department of Recreation and Parks, advising the County Executive and County Council on related issues, and developing and monitoring the departmental budget and related capital budget program.	Bachelor Degree	10 yrs.	N/A	E
5115	RECREATION AND PARKS BUREAU CHIEF	Performs senior administrative work, which may include supervision, under general supervision from an administrative superior. Work includes directing and coordinating significant departmental administrative and operational programs within the Department of Recreation and Parks. Prepares and monitors budgets, administer programs, and oversees activity and field supervisors in the Bureau of Parks, the Bureau of Recreation, or the Bureau of Park Planning, Conservation and Capitol Projects.	Bachelor Degree	6 yrs.	Certification with the National Recreation and Park Association Certification with the Maryland Recreation and Park Association	E
5111	RECREATION SERVICES MANAGER I	Performs senior supervisory and advanced level recreation services work under general supervision from an administrative or technical superior. Work typically involves overseeing the operation of a comprehensive and significant department program. Work activities include planning, implementing, and evaluating program activities; supervising program coordinators and other recreational sports and parks personnel; proposing and controlling program budget; and handling the distribution and utilization of employees, equipment and supplies.	Bachelor Degree	4 yrs.	Certification with the National Recreation and Park Association Certification with the Maryland Recreation and Park Association	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
5109	RECREATION SERVICES SUPERVISOR	Performs intermediate professional level recreation services work, which may include supervision, under general supervision from an administrative or technical superior. Work includes the management and supervision of recreation and parks programs, classes and events and can also include the management of large facilities. This oversight can be in a functional area of expertise, facility or geographic area. Serves as Department liaison with community groups; partnerships, grants and sponsors; coordinating activities of contingent staff, contractors and volunteers; supervising lower level full time and highly specialized part-time staff; and preparing computerized payroll and comprehensive program, brochure and promotional data and planning reports.	Bachelor Degree	2 yrs.	N/A	E
5107	RECREATION SERVICES COORDINATOR II	Performs professional level recreation services work, which may include supervision, under general supervision from an administrative or technical superior. Work includes overseeing the safe and efficient operation of activities at school and department recreational facilities, parks and private recreational facilities; or overseeing the operation of programs in specific functional areas under the direction of a recreation supervisor. Assists in analyzing marketing data for program promotion and customer service. Work also includes the supervision of contingent, part-time staff and volunteers; overseeing the approved budget; and preparing information for recreation supervisor for seasonal and fiscal reports.	Bachelor Degree	1 YR	Class C Maryland Driver's License	N
5105	RECREATION SERVICES COORDINATOR I	Performs senior support level community center facility and recreation related services work under general supervision from an administrative or technical superior. Work includes overseeing, planning, the safe and efficient operation of a variety of recreation programs and services at recreation and parks facilities. Coordinates externally with community groups, contractors, part-time staff and volunteers, manages facility arrangements, maintains records and prepares evaluative reports.	Associate Degree	2 yrs.	Class C Maryland Driver's License	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
5103	RECREATION LEADER	Performs advanced technical level recreation services work under general supervision from a technical superior. Work includes ensuring the safe and efficient operation of recreational programs or recreation licensed childcare sites identifying program needs and instructing participants in program activities or regulations; coordinating programs for special populations; and assisting in planning and directing the activities of a recreation licensed childcare site.	Associate Degree	0 yrs.		N
5102	RECREATION SERVICES ASSISTANT II	Provides direct leadership and on-site coordination of a particular site or program. Work includes facility set-up, program preparation, administration and instruction. May supervise entire program staff. Works under the general supervision of a technical or administrative superior. Will enforce state and/or local program and facility regulations and policies.		1 yr.		N
5137	CHILD CARE SITE DIRECTOR	Responsible for the day to day supervision of children and on-site staff. Directors implement program activities, monitor program supplies and budget. The site director also maintains office of child care regulations and is responsible for the overall monitoring the children's records and submitting required paperwork.	High school diploma or GED		Must meet county and state requirements	N
5136	CHILD CARE ASSISTANT SITE DIRECTOR	Responsible for assisting the director with supervision of the day to day operations of a child care program, and planning activities for a well-rounded program. Assist with the daily set up and take down of equipment as well as keeping the work area clean. Assistant directors take responsibility of the program in the Director’s absence.	High school diploma or GED		Must meet county and state requirements	N
5133	CHILD CARE GROUP LEADER	Responsible for planning activities and leading a group of 15 children in planned activities. Assist with the daily set up and take down of equipment as well as keeping the work area clean.	High school diploma or GED		Must meet county and state requirements	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
5131	CHILD CARE ASSISTANT GROUP LEADER	Responsible for assisting with leading group activities. Set-up and break-down equipment daily and substituting at area programs whenever necessary.		N/A		N
5129	NATURAL RESOURCE SUPERINTENDENT	Performs senior supervisory and advanced level operation service work under general supervision. Work includes managing and overseeing natural resource operations, wildlife management, regulation implementation, mowing and horticultural operations. Work also includes budget formulation and monitoring, enforcing safety policies, analyzing program operations and goals, and open space and forest conservation law implementation and compliance	Bachelor Degree	4 years	May require MD State certification in Forestry Class C Maryland Driver's License	E
5128	NATURAL RESOURCE PROGRAM MANAGER III	Performs mid management and advanced professional level natural resources work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work may include overseeing and providing professional expertise in matters related to natural resource operations on County parkland, including the full range of field operations, such as land acceptance, reforestation, park ranger and enforcement of parkland, open spaces and natural resource regulations. Or, developing and overseeing the activities at the Robinson Nature Center, applying expertise to ensure high quality presentation of the Center and its features in supporting a variety of educational and public enrichment events, activities and programs. Accountable for the effective overall operation and maintenance of the facility.	Bachelor Degree	3 years	May require MD State certification in Forestry or related area Class C Maryland Driver's License	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
5127	NATURAL RESOURCE PROGRAM MANAGER II	Performs mid management and advanced level natural resources work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work may include developing natural resource management plans, managing natural resource field operations and regulation implementation and compliance. Work may also include providing technical direction related to natural resource/ecosystem management, developing natural resource policies and procedures, and overseeing county-wide deer, other wildlife management, or educational programs.	Bachelor Degree	2 years	May require MD State certification in Forestry or related area Class C Maryland Driver's License	E
5125	NATURAL RESOURCE PROGRAM MANAGER I	Performs advance level natural resource work under general supervision from an administrative or technical superior. Oversees the County-wide forest mitigation program and administers contracts with growers and other contractual service providers.	Bachelor Degree	1 year	N/A	E
5124	NATURAL RESOURCE SPECIALIST	Performs senior level natural resource related work under general supervision from an administrative or technical superior. Work includes carrying out administrative and technical duties, which may include supervisory responsibility, related to planning, directing and overseeing the offering and operation of a variety of natural resource educational and community programs and services related to land use, wildlife, ecology, or forestry matters. Such programs may be offered at the Robinson Nature Center, Middle Patuxent Environmental Area, or involve multiple sites around the County.	Associate Degree	3 years	Class C Maryland Driver's License	N
5123	NATURAL RESOURCE TECHNICIAN II	Performs natural resource intermediate technical level work under general supervision. Work may involve designing, coordinating and implementing environmental education programs and resource protection/enhancement volunteer programs. Recruits and trains volunteers, participates in natural resources data collection, maintains program equipment and supply inventories. Conducts forestry related activities for creating new and managing existing forests. May serve as Naturalist.	Associate Degree	2 years	Class C Maryland Driver's License	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
5121	NATURAL RESOURCE TECHNICIAN I	Performs natural resource technical level work under general supervision. Work may include collecting and analyzing technical and biological data; assisting in planning and implementing programs and projects to enhance public natural resource volunteer programs; implementing habitat management and restoration programs.	Associate Degree	1 year	Class C Maryland Driver's License	N

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OCCUPATIONAL GROUP 5. COMMUNITY SERVICES

CLASS FAMILY 5-2 HUMAN SERVICES, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
5218	DIRECTOR OF HOUSING AND COMMUNITY DEVELOPMENT	Performs executive housing and community development work under executive direction. Directs the activities of the Department of Housing and Community Development. Plans and monitors programs and activities. Establishes policy and procedures and oversees budgets and grants.	Bachelor Degree	8 yrs.	N/A	E
5217	DIRECTOR OF COMMUNITY RESOURCES AND SERVICES	Performs executive level human services work under executive direction. Work includes directing the general operation of the Department of Community Resources and Services, advising the County Executive and County Council on related issues, and developing and monitoring the related capital budget and grants program.	Bachelor Degree	8 yrs.	N/A	E
5215	HUMAN SERVICES MANAGER II	Performs advanced administrative human services work under executive level direction. Work includes administrative work directing the activities of the Office of Human Rights, Office of the Consumer Protection, or the Office On Aging and Independence, or assisting the Director in supervising the activities of the Department of Community Resources and Services. Work includes planning, organization, coordination, and direction of human services or housing programs, and preparing and administering budgets and grants.	Bachelor Degree	5yrs.	N/A	E
5213	HUMAN SERVICES MANAGER I	Performs management and advanced level human services work under executive level direction. Work includes directing the activities of an office or agency providing human services in such areas as consumer protection, workforce development or community partnerships. Work includes establishing and implementing programs and procedures; planning, preparing and monitoring budgets; supervising and training staff; and maintaining liaison with outside agencies.	Bachelor Degree	5 yrs.	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
5212	HUMAN SERVICES SUPERVISOR	Performs advanced professional level human services work, which includes supervisory responsibility, under general supervision from a senior manager. Work typically includes supervision of a Division within the Department Community Resources and Services providing a major grouping of citizen services involving multiple sites, such as senior centers, or providing guided access to a broad array of supportive social and health services and resources for target populations. Work may also include negotiating and administering grants; preparing budgets; designing instruments for use in data gathering; and contacts with public, health, and social service agencies in support of programs.	Bachelor Degree	4 yrs.	N/A	E
5211	HUMAN SERVICES SPECIALIST III	Performs advanced professional level human services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically includes administrative support of a Division within the Department of Community Resources and Services; supervision over a major phase of citizen services delivery for the department; and planning, implementing, and evaluating program policies and procedures. Work also includes negotiating and administering grants; preparing budgets; designing instruments for use in data gathering; and contacts with public, health, and social service agencies.	Bachelor Degree	3 yrs.	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
5209	HUMAN SERVICES SPECIALIST II	Performs intermediate professional level human services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes administering human service programs or providing specialized health and human services targeted to a special population; assists in formulating policies and developing goals and objectives; and providing a full range of counseling and referral services. Work may also include identifying and investigating complaints of unfair and deceptive practices and violations of local and State laws; and administering criminal justice and alternative sentencing programs.	Bachelor Degree	1 yr.	May require licensing, certification, or registration as physical therapist, occupational therapist, speech therapist, licensed clinical social worker, or registered nurse, if required by work assignment Class C Maryland Driver's License Passage of the NCIC "Basic Access Course" MILES/NCIC Authorization	E/N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
5207	HUMAN SERVICES SPECIALIST I	Performs professional level human services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes human service, administrative, and counseling work; providing counseling and programmatic services to the special populations; and providing assistance in identifying the population at risk, its needs and how to meet those needs. Organizes and publicizes large events for citizens or special groups. Work also includes providing services needed to carry out human service programs or the operation of a medium sized center with extensive regional responsibility and concurrent programming.	Bachelor Degree	0 yrs.	N/A	E/N
5205	HUMAN SERVICES WORKER II	Performs advanced technical level human services work, which may include supervisory responsibility, under regular supervision from an administrative or technical superior. Work includes providing services needed to carry out human service programs or the operation of a medium sized center with extensive regional responsibility and daily programs. Work also includes performing supportive casework services needed to carry out an alternative sentencing program, and placing adult offenders into community service organizations according to court specified sentencing instructions.	Associate Degree	1 yr.	Class C Maryland Driver's License Passage of the NCIC "Basic Access Course" MILES/NCIC Authorization	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses/Certification	FLSA
5203	HUMAN SERVICES WORKER I	Performs technical level human services work under regular supervision from a technical superior. Work includes providing assistance in a human service delivery program or the operation of a site with periodic on-site but no regional programming responsibility. Work also includes managing a small center where activities are scheduled daily and being responsible for providing safe and efficient operation of a center or a site with limited regional responsibility and limited programming on a daily basis.	Associate Degree	1 yr.	N/A	N