

Introduced November 4, 2019  
Public Hearing November 18, 2019  
Council Action February 3, 2020  
Executive Action February 5, 2020  
Effective Date April 6, 2020

## County Council Of Howard County, Maryland

2019 Legislative Session

Legislative Day No. 13

Bill No. 59 -2019

Introduced by: The Chairperson at the request of the County Executive

AN ACT amending the Pay Plan for Howard County to add certain positions into the list of Executive Exempt positions; and generally relating to the Pay Plan for Howard County.

Introduced and read first time November 4, 2019. Ordered posted and hearing scheduled.  
By order Diane A. Jones  
Diane Schwartz Jones, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on November 18, 2019.  
By order Diane A. Jones  
Diane Schwartz Jones, Administrator

This Bill was read the third time on February 3, 2020 and Passed  Passed with amendments \_\_\_\_\_, Failed \_\_\_\_\_.  
By order Diane A. Jones  
Diane Schwartz Jones, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 4th day of February, 2019 at 11:30 a.m./p.m.  
By order Diane A. Jones  
Diane Schwartz Jones, Administrator

Approved/Vetoed by the County Executive February 5, 2020  
Calvin Ball  
Calvin Ball, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; ~~Strike-out~~ indicates material deleted by amendment; Underlining indicates material added by amendment.

1           **WHEREAS**, Sections 706 and 707 of the Howard County Charter and Section 1.301 of  
2 the Howard County Code provide for the adoption of and amendment to the Pay Plan for  
3 Howard County, which allocates each class of positions to the appropriate pay grade, and which  
4 establishes rules for administration of the Pay Plan for positions within County government; and  
5

6           **WHEREAS**, under Section 1.301(c) of the County Code the Pay Plan, and any  
7 amendments thereto, are adopted by the County Council as attachments to the Council Bill  
8 through which the County Council exercises its legislative action on the Pay Plan; and  
9

10           **WHEREAS**, Council Bill No. 6-2019 added an Assistant Administrator as a position  
11 appointed by the Chief of Police; and  
12

13           **WHEREAS**, Council Bill No. 19-2019 added an Assistant Administrator as a position  
14 appointed by the Fire Chief; and  
15

16           **WHEREAS**, in conjunction with this Act, the Council is considering legislation to create  
17 a new classification for the position of Administrator of the Office of Emergency Management  
18 and legislation to add the Administrator of the Office of Emergency Management to the County  
19 Code as a position appointed by the Fire Chief; and  
20

21           **WHEREAS**, the position of Administrator of the Office of Emergency Management also  
22 needs to be added to the Pay Plan.  
23

24 **NOW, THEREFORE,**  
25

26 *Section 1. Be It Enacted by the County Council of Howard County, Maryland, that the list of*  
27 *Executive Exempt positions shall be amended as shown in the attached Exhibit.*  
28

29 *Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland that*  
30 *only the list of Executive Exempt positions has been amended and attached to this Act and all*  
31 *other provisions of the Pay Plan shall remain in full force and effect.*

1

2 ***Section 3. And Be It Further Enacted*** by the County Council of Howard County, Maryland,  
3 *that this Act shall become effective 61 days after enactment.*



## Position Classification Codes and Pay Grades for Executive Exempt Employees

Class Code	Classification	Pay Grade
1119	Chief Administrative Officer	S
1117	Deputy Chief Administrative Officer	Q
1116	Chief of Staff	Q
1115	Administrator to County Council	Q
1113	Human Resources Administrator	O
1111	Labor Relations Coordinator	N
1110	Transportation Administrator	O
1109	Community Sustainability Administrator	N
1107	Public Information Administrator – Administration	O
1107	Public Information Administrator- County Council	O
1105	Deputy Administrator to County Council	M
1104	Executive Assistant II - Assistant to County Executive	N
1104	Executive Assistant II - Assistant to Chief Administrative Officer	N
1103	Executive Assistant I - Assistant to County Executive	L
1103	Executive Assistant I - Assistant to Chief Administrative Officer	L
1103	Executive Assistant I-Assistant to County Council Administrator	L
1101	Special Assistant - County Council	L
1217	Director of Finance	P
1215	County Auditor	Q
1213	Budget Administrator	P
1211	Deputy Director of Finance	O
1212	Deputy County Auditor	O
1303	Administrative Analyst II	K
1306	ASSISTANT ADMINISTRATOR – EXECUTIVE ASST. TO THE CHIEF OF POLICE	M
1306	ASSISTANT ADMINISTRATOR – EXECUTIVE ASST. TO THE FIRE CHIEF	M

<b>Class Code</b>	<b>Classification</b>	<b>Pay Grade</b>
1413	Administrative Assistant- Secretary to County Solicitor	I
1413	Administrative Assistant - Secretary To The Chief Administrative Officer	I
1413	Administrative Assistant - Secretary To The Chief Of Staff	I
1413	Administrative Assistant - Secretary to the County Executive	I
1413	Administrative Assistant – Constituent Relations Assistant To The County Executive	I
1414	District Aide	H
1517	County Solicitor	Q
1515	Deputy Attorney - Deputy County Solicitor	P
1511	Principal Attorney - Office of Law	O
1507	Senior Attorney - Office of Law	N
1505	Attorney - Office of Law	M
1504	Entry Level Attorney - Office of Law	L
2119	Police Services Support Supervisor III - Animal Control Administrator	K
2120	Police Information Supervisor	N
2129	Chief of Police	R
2127	Police Major	PM4
2229	Director of Corrections	P
2227	Deputy Director of Corrections	N
2225	Custody and Security Chief	M
2519	Chief, Fire & Rescue Services	R
2518	Medical Director	Q
2516	ADMINISTRATOR, OFFICE OF EMERGENCY MANAGEMENT	O
2517	Deputy Chief	P
3121	Director, Public Works	R
3120	Deputy Director, Public Works	P

3119	Engineering Manager II	P
3215	Director, Planning & Zoning	P
3213	Deputy Director of Planning & Zoning	N
3317	Director, Inspections, Licenses & Permits	P
4215	Technical Services Supervisor - Cable Administrator	L
4223	Director, Technology & Communication Services	S
4221	Deputy Director, Technology and Communication Services	O
5135	Director, Recreation & Parks	P
5218	Director, Housing and Community Development	P
5217	Director, Community Resources and Services	P
5215	Human Services Manager II - Deputy Director, Community Resources and Services	N
5215	Human Services Manager II - Human Rights Administrator	N
5215	Human Services Manager II - Deputy Director, Housing and Community Development	N
5215	Human Services Manager II - Administrator on and Independence	N
5213	Human Services Manager I – Community Partnerships Administrator	M
5213	Human Services Manager I –Workforce Development Administrator	M
5213	Human Services Manager I - Consumer Protection Administrator	M
5213	Human Services Manager I –Administrator of the Office of Children and Families	M
5211	Human Services Specialist III - Substance Abuse Impact Coordinator	K
5211	Human Services Specialist III - Child Care Coordinator	K
5211	Human Services Specialist III - Grants Coordinator	K




# Howard County

## Internal Memorandum

**Subject:** Council Testimony and Fiscal Impact Statement

**To:** Lonnie Robbins  
Chief Administrative Officer

**Through:**   
Wanda Hutchinson  
Human Resources Administrator

**From:** Stacey Simmons  
Chief, Classification and Pay

**Date:** October 18, 2019

The Administration is seeking Council approval for a bill adjusting the pay plan for Fiscal Year 2020.

Based on recent changes to the County Code, the changes to the pay plan include adding the following classifications to the **Position Classification Codes and Pay Grades for Executive Exempt Employees**:

- 1306 Assistant Administrator-Executive Assistant to the Police Chief (grade M)
- 1306 Assistant Administrator-Executive Assistant to the Fire Chief (grade M)
- 2516 Administrator, Office of Emergency Management (grade O)

cc: Jennifer Sager  
Janssen Evelyn

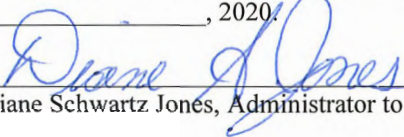


BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on

April 6

\_\_\_\_\_, 2020.

  
\_\_\_\_\_  
Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, having been passed by the yeas and nays of two-thirds of the members of the Council notwithstanding the objections of the Executive, stands enacted on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, having received neither the approval nor the disapproval of the Executive within ten days of its presentation, stands enacted on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, not having been considered on final reading within the time required by Charter, stands failed for want of consideration on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, having been disapproved by the Executive and having failed on passage upon consideration by the Council stands failed on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, the withdrawal of which received a vote of two-thirds (2/3) of the members of the Council, is withdrawn from further consideration on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Diane Schwartz Jones, Administrator to the County Council