

HOUSE BILL 260

P4

01r0098

By: **Chair, Appropriations Committee (By Request – Departmental – Budget and Management)**

Introduced and read first time: January 25, 2010

Assigned to: Appropriations

A BILL ENTITLED

1 AN ACT concerning

2 **State Personnel – Classification of Positions in the State Personnel**
3 **Management System**

4 FOR the purpose of requiring the Secretary of Budget and Management to classify
5 certain positions in the State Personnel Management System; repealing a
6 provision of law that requires the Secretary to provide certain training
7 regarding certain standards and procedures; requiring the Secretary to provide
8 certain advice; authorizing the Secretary to delegate authority to the head of a
9 principal unit to classify positions for the principal unit under certain
10 circumstances; requiring the head of a principal unit to classify certain positions
11 if the Secretary delegates classification authority to the head of the principal
12 unit; altering the circumstances under which the Secretary must conduct
13 position classification audits; authorizing, instead of requiring, the Secretary to
14 conduct certain operational audits; making clarifying and conforming changes;
15 and generally relating to the classification of positions in the State Personnel
16 Management System.

17 BY repealing and reenacting, with amendments,
18 Article – State Personnel and Pensions
19 Section 4–202 and 4–203
20 Annotated Code of Maryland
21 (2009 Replacement Volume and 2009 Supplement)

22 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF
23 MARYLAND, That the Laws of Maryland read as follows:

24 **Article – State Personnel and Pensions**

25 4–202.

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



1 The Secretary shall:

2 (1) CLASSIFY SKILLED SERVICE POSITIONS, PROFESSIONAL
3 SERVICE POSITIONS, MANAGEMENT SERVICE POSITIONS, AND EXECUTIVE
4 SERVICE POSITIONS;

5 (2) establish standards and general procedures to be used to classify
6 positions in the skilled service, professional service, management service, and
7 executive service; and

8 [(2)] (3) provide [training] ADVICE and guidance on the use of those
9 standards and procedures.

10 4–203.

11 (a) (1) THE SECRETARY MAY DELEGATE AUTHORITY TO THE HEAD
12 OF A PRINCIPAL UNIT TO CLASSIFY POSITIONS FOR THE PRINCIPAL UNIT IN
13 ACCORDANCE WITH STANDARDS AND PROCEDURES ESTABLISHED BY THE
14 SECRETARY IN ACCORDANCE WITH § 4–202(2) OF THIS SUBTITLE.

15 (2) [The] IF THE SECRETARY DELEGATES CLASSIFICATION
16 AUTHORITY TO THE HEAD OF A PRINCIPAL UNIT UNDER PARAGRAPH (1) OF THIS
17 SUBSECTION, THE head of [a] THE principal unit shall:

18 (I) submit for the Secretary’s approval a position classification
19 plan for classifying positions in the PRINCIPAL unit that are in the skilled service,
20 professional service, and management service[.]; AND

21 [(b) The head of a principal unit or designee shall]

22 (II) classify skilled service positions, professional service
23 positions, and management service positions in the PRINCIPAL unit in accordance
24 with the approved classification plan.

25 [(c)] (B) (1) Each employee in a position shall assume the classification
26 title given the class to which that position belongs.

27 (2) The Secretary, the Comptroller, and the Treasurer shall use these
28 classification titles in all relevant records and communications.

29 [(d)] (C) To ensure that positions in the State Personnel Management
30 System are classified properly, the Secretary:

1 (1) shall conduct position classification audits at least once every 3
2 years **FOR ANY CLASSIFICATION ACTIVITY PERFORMED IN ACCORDANCE WITH**
3 **SUBSECTION (A)(2) OF THIS SECTION**; and

4 (2) **[shall] MAY** conduct operational audits of classification practices
5 and records in **PRINCIPAL** units at least once every 3 years.

6 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect
7 July 1, 2010.