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## **BOARD OF LICENSE COMMISSIONERS FOR ANNE ARUNDEL COUNTY**

### **Reclassification of the Chief Inspector Position - HB0410**

#### **Chair, Vice Chair, and Members of the Committee:**

This legislation is designed to bring the Chief Inspector pay scale up to par within the Liquor Board and that the Chief Inspector position has a competitive salary should the Board need to fill it in the future. This legislation creates no immediate increase in the Chief's current salary and any such future increase would be covered by existing Liquor Board budgets surplus and would not require an increase in license fees or use of any tax dollars.

The current and proposed total compensation packages are outlined below:

<b>Classification</b>	<b>Min Salary</b>	<b>Max Salary</b>	<b>Insurance</b>	<b>FICA</b>	<b>Retirement</b>	<b>Total Compensation (Min - Max)</b>
<b>NR-05</b>	\$35,318	\$63,445	\$7,500	\$2,702	\$9,712	<b>\$55,232 - \$93,246</b>
<b>NR-15</b>	\$57,876	\$103,971	\$7,500	\$4,428	\$15,916	<b>\$85,719 - \$148,017</b>
<b>Difference</b>	+\$22,558	+\$40,526	—	+\$1,726	+\$6,204	<b>+\$30,487 - \$54,771</b>

In summary, this legislation is about setting up the Board for future success by providing it with the ability to fairly and competitively compensate the position of Chief Inspector. This legislation is not about an imminent pay raise to the current Chief Inspector, which is not currently under consideration.

This is the current NR Classifications for the five full time staff.

**NR – 17 – Executive Director**

**NR – 16 – Administrator**

**NR – 13 – Secretary**

**NR – 13 – Secretary**

**NR – 05 – Chief Inspector**

Thank you for your time and consideration.



## **JOB DESCRIPTION for CHIEF INSPECTOR of the ANNE ARUNDEL COUNTY BOARD of LICENSE COMMISSIONERS**

Position of Chief Inspector is a full-time position with dual authority under Anne Arundel County and Maryland State Comptroller's Office.

### **Mission of the Chief Inspector**

To ensure that the Rules and Regulations of the Board of License Commissioners and state law are followed by Liquor Board licensees in a manner consistent with well-being of the citizens of Anne Arundel County, Maryland, and the steady flow of fair commerce therein.

### **Inspections and Investigations**

- Receive and review relevant incoming complaints received from Administration.
- Manage investigations, tracking to completion and update the Board and Administration as necessary.
- Review, investigate (if necessary), and approve all Outdoor Service applications. Provide approvals or denials to Secretary for distribution to applicant.
- Perform stakeouts and surveillance with Inspectors or assign other Inspectors to ensure their safety and success (including 2:00 a.m. late closing checks when Inspectors are unavailable due to other obligations).

### **Inspector Hiring, On-boarding, and Training:**

- Interview new Inspector applicants at the request of the Chairman.
- Set forth duties, obligations, responsibilities, hours, compensation, etc. and inform applicants of a six-month probationary period.
- Issue Liquor Board ID Card (signed by Chairman), uniform shirt or blouse, jacket, badge, badge wallet, business cards, forms, violation book, book of Rules and Regulations, and assign Inspector a Sector of county territory.
- Work with the Administrator on obtaining county email address, employee exterior door pass card, and anything else required for the Inspector to do their job.
- Accompany the Inspector to the Clerk of the Courts office to be sworn in and registered in the Oath Book.
- Send Oath letters to Clerk of Courts for new employees and renewal of terms.
- Oversee initial and continuous in-service training of all field personnel on an as needed basis, including regular staff meetings and use of any field-related devices.
- Ensure Alcohol Awareness training for all required personnel (including Inspectors and Administration).
- Completion of Homeland Security Training if required.
- Oversee the necessary requirements and security credentials for several Inspectors, Including Chief, for BWI-Thurgood Marshall airport.
- Update the Chairman with any developments herein for consultation and approval when necessary.

### **Supervision (Chief is on call 24 hours a day, 7 days a week):**

- Report directly to the Chairman of the Board of License Commissioners.
- Management and oversight of 18 part time Inspectors and 1 part-time Deputy Chief Inspector as needed for the completion of their duties.
- Monitor and audit, as necessary, the Monthly Activity Reports of each Inspector (hours & activity).
- Supervise the serving of summons issued by the Administration.
- Supervise the confirmation of required posted hearing signage 10 days prior to hearing.
- Delegate and supervise/oversee special events that occasionally occur throughout the county including festivals, after prom parties, and one-day license detail.

**Liaison:**

- Work with counterparts within the Police, Fire Marshals, Department of Health, Inspections & Permits, etc.
- Cooperate and assist Anne Arundel County Police with S.A.V.E. (Selective Alcohol Violation Enforcement) initiative.
- Act as principal point of contact between Liquor Board and Maryland Live Casino, Hotel and liquor storage facility.

**Hearings/Meetings:**

- Attend all hearings held by the Board and sit as a non-voting member in the chair on the dais participating as the Sgt. of Arms with the duties of announcing each case in order and reading all charges or information provided prior to the case being heard.
- Inviting individuals who wish to testify, for or against, to identify themselves, be sworn in by the Chief and ask them to state their name and address for the record.
- Track Inspector (mandatory) hearing attendance.
- Attend all Administration and Board meetings as requested by the Chairman & Exec. Director to participate in discussions, adding input from the Inspectors outlook and observations in the field.
- Organize and oversee semi-regular in-person or virtual Inspector staff meetings.

**Administration:**

- Consult with Executive Director and Administrator concerning any issues they ask to be addressed (for instance, investigating issues that may be concerning on new license applications, etc.).
- Enforce closure notices issued by the Administration or if a license is expired or terminated.
- Assist in the ongoing development of a database for admin purposes and various web apps to allow Inspectors the use of digital tablets in the field during inspections.
- Maintain records in connection with the digital tablets including, but not limited to serial numbers, passwords, and Inspector assignment.
- Deliver summons to the assigned Inspector for in person service. If Inspector is not available for such service, the Chief or Deputy Chief will serve the summons in a timely manner.
- Oversee any Liquor Board office security (including management of key card and key card access for all Liquor Board Employees) and/or escort service when required.
- Confirm work hours of each Inspector with the Executive Director for payroll purposes.
- Gather and distribute all mail for Inspectors.
- Work in coordination with Administration to track changes to the GIS Sector Map and update accordingly.
- Consult with Administration on budget as it pertains to the needs of the Chief, Deputy Chief, and all Inspectors.
- Using information provided by the Administration on a weekly basis, liaise with Administration to ensure that special events and one-day licenses are properly staffed by Inspectors, where and when necessary.

**Other Duties:**

- Work with Agents and Inspectors ATCC, when requested, or as needed in joint investigations or inspections.
- Participate as requested by the State Comptroller's office in any so-called "Alcohol Academy" which helps organize other liquor boards in assisting with the understanding of rules and regulations and the best way to enforce them fairly.
- Attend MALA conferences once or twice a year to participate and share knowledge and experience gained with other Liquor Boards of neighboring jurisdictions.
- Work with all the surrounding jurisdictions in the form of cooperation to better our relationship.
- Perform other duties the Board of Commissioners and the Administration deem necessary to complete the purpose, mission, and goals of the Liquor Board.