AN ORDINANCE concerning: Personnel – Positions in the Classified Service

FOR the purpose of adding the position of Correctional Records Clerk II to the classified service; providing for the pay, work week, and minimum qualifications applicable to the Correctional Records Clerk II position; modifying the titles, pay, and minimum qualifications applicable to certain positions in the classified service; decreasing and increasing certain positions in the Department of Detention Facilities in the classified service approved as part of the annual budget and appropriation ordinance; providing for the application of this Ordinance; and generally relating to personnel.

BY repealing and reenacting, with amendments: § 6-1-201(d)(4) and (8) Anne Arundel County Code (2005, as amended)

SECTION 1. Be it enacted by the County Council of Anne Arundel County, Maryland, That Section(s) of the Anne Arundel County Code (2005, as amended) read as follows:

ARTICLE 6. PERSONNEL

TITLE 1. CLASSIFIED SERVICE

6-1-201. Titles; pay grades; work weeks; minimum qualifications.

(d) Title, pay grades, work week, and minimum qualifications. The title, minimum standards, pay grade, and the work week designation that an employee is required to follow
for each class within the classified service are as follows:

(4) Facilities, Trades, Equipment and Maintenance (FT).

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<thead>
<tr>
<th>Title</th>
<th>Grade and Work Week</th>
<th>Minimum Qualifications</th>
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<tr>
<td>Mechanical Technician II</td>
<td>FW2B</td>
<td>Graduation from high school; maintenance career path certification as a Mechanical Technician I; considerable experience in the operation, maintenance, and repair of mechanical, electrical, pneumatic, and plumbing equipment; [[\text{and}]] a valid commercial Class B motor vehicle operator’s license; AND, AS DETERMINED BY AREA OF ASSIGNMENT, A HAZARDOUS MATERIALS (HAZMAT) AND TANKER ENDORSEMENT</td>
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(8) Public Safety and Criminal Justice (PS).

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<thead>
<tr>
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<th>Grade and Work Week</th>
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<tr>
<td>Correctional Records Clerk I</td>
<td>OS7B</td>
<td>Graduation from high school; and thorough experience in progressively responsible office support work including experience in a specialized work environment requiring attention to detail and accuracy and proficiency in office software systems</td>
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<tr>
<td>CORRECTIONAL RECORDS CLERK II</td>
<td>OS9B</td>
<td>GRADUATION FROM HIGH SCHOOL; AND EXTENSIVE EXPERIENCE IN PROGRESSIVELY RESPONSIBLE OFFICE SUPPORT WORK, INCLUDING CONSIDERABLE EXPERIENCE IN A SPECIALIZED WORK ENVIRONMENT REQUIRING ATTENTION TO DETAIL AND ACCURACY AND PROFICIENCY IN OFFICE SOFTWARE SYSTEMS</td>
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<tr>
<td>Fire Communications Operator I</td>
<td>[[LM10D]] LM11D</td>
<td>Graduation from high school; experience in an emergency services environment or progressively responsible multi-faceted clerical work; [[\text{and}]] skill in data entry keyboard functions; SUCCESSFUL COMPLETION OF THE FIRE COMMUNICATIONS OPERATOR ENTRY-LEVEL</td>
</tr>
</tbody>
</table>
TRAINING PROGRAM OFFERED THROUGH THE FIRE DEPARTMENT INFORMATION MANAGEMENT DIVISION; AND CERTIFICATIONS MAINTAINED IN ETC/PRIORITY DISPATCH, EMD/PRIORITY DISPATCH, EFD/PRIORITY DISPATCH, EMD/MIEMSS, AND CPR/AHA AS CONDITIONS OF CONTINUED EMPLOYMENT

| Fire Communications Operator II | Graduation from high school; considerable experience in an emergency services environment or progressively responsible multi-faceted clerical work; skill in data entry keyboard functions; two years experience as an FCO I; certification as a Communication Training Officer (CTO) and Public Safety Telecommunicator II; SUCCESSFUL COMPLETION OF THE FIRE COMMUNICATIONS OPERATOR II (FCO II) CLEARANCE PROCESS; AND CURRENT CERTIFICATIONS IN ETC/PRIORITY DISPATCH, EMD/PRIORITY DISPATCH, EFD/PRIORITY DISPATCH, EMD/MIEMSS, AND CPR/AHA |
| Fire Communications Operator III | Graduation from high school; five years of experience as an Emergency Services Communications Operator in a fire or police 911 dispatch center; certified in ETC/PRIORITY DISPATCH, EMD/PRIORITY DISPATCH, EFD/PRIORITY DISPATCH, EMD/MIEMSS, AND CPR/AHA; AND served as an FCO with the Anne Arundel County Fire Department for the past three years with AT LEAST one year at the FCO II level or equivalent |

Police Communications Operator I
Graduation from high school or a GED; one year of responsible work experience; and some knowledge of data entry keyboard functions

Police Communications Operator II
Graduation from high school or a GED; considerable work experience with multi-faceted responsibilities; and skill in data entry keyboard functions

SECTION 2. And be it further enacted, That, in accordance with § 6-1-110 of the Anne Arundel County Code (2005, as amended), this Ordinance shall approve a decrease of thirteen Correctional Records Clerk positions in the Department of Detention Facilities
from the number of positions approved in this classification in the Department of Detention
Facilities as part of the Annual Budget and Appropriation Ordinance, and an increase of
twelve Correctional Records Clerk I positions and one Correctional Records Clerk II
position to the positions approved in the Department of Detention Facilities as part of the
Annual Budget and Appropriation Ordinance.

SECTION 3. And be it further enacted, That this Ordinance shall take effect 45 days
from the date it becomes law.

READ AND PASSED this 4th day of April, 2022

By Order:

Laura Corby
Administrative Officer

PRESENTED to the County Executive for his approval this 5th day of April, 2022

Laura Corby
Administrative Officer

APPROVED AND ENACTED this 14th day of April, 2022

Steuart Pittman
County Executive

EFFECTIVE DATE: May 29, 2022

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF
BILL NO. 28-22 THE ORIGINAL OF WHICH IS RETAINED IN THE FILES
OF THE COUNTY COUNCIL.

Laura Corby
Administrative Officer