

FINAL

COUNTY COUNCIL OF ANNE ARUNDEL COUNTY, MARYLAND

Legislative Session 2022, Legislative Day No. 6

Bill No. 28-22

Introduced by Ms. Rodvien, Chair
(by request of the County Executive)

By the County Council, March 7, 2022

Introduced and first read on March 7, 2022
Public Hearing set for and held on April 4, 2022
Bill Expires on June 10, 2022

By Order: Laura Corby, Administrative Officer

A BILL ENTITLED

1 AN ORDINANCE concerning: Personnel – Positions in the Classified Service

2
3 FOR the purpose of adding the position of Correctional Records Clerk II to the classified
4 service; providing for the pay, work week, and minimum qualifications applicable to
5 the Correctional Records Clerk II position; modifying the titles, pay, and minimum
6 qualifications applicable to certain positions in the classified service; decreasing and
7 increasing certain positions in the Department of Detention Facilities in the classified
8 service approved as part of the annual budget and appropriation ordinance; providing
9 for the application of this Ordinance; and generally relating to personnel.

10
11 BY repealing and reenacting, with amendments: § 6-1-201(d)(4) and (8)
12 Anne Arundel County Code (2005, as amended)

13
14 SECTION 1. *Be it enacted by the County Council of Anne Arundel County, Maryland,*
15 That Section(s) of the Anne Arundel County Code (2005, as amended) read as follows:

16 ARTICLE 6. PERSONNEL

17 TITLE 1. CLASSIFIED SERVICE

18
19 **6-1-201. Titles; pay grades; work weeks; minimum qualifications.**
20

21
22 (d) **Title, pay grades, work week, and minimum qualifications.** The title, minimum
23 standards, pay grade, and the work week designation that an employee is required to follow
24

EXPLANATION: CAPITALS indicate new matter added to existing law.
[[Brackets]] indicate matter deleted from existing law.
Captions and taglines in **bold** in this bill are catchwords and are not law.
Asterisks *** indicate existing Code provisions in a list or chart that remain unchanged.

for each class within the classified service are as follows:

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

Title	Grade and Work Week	Minimum Qualifications

Mechanical Technician II	FW2B	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; [[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

(8) Public Safety and Criminal Justice (PS).

Title	Grade and Work Week	Minimum Qualifications

Correctional Records Clerk I	OS7B	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
CORRECTIONAL RECORDS CLERK II	OS9B	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

Fire Communications Operator I	[[LM10D]] LM11D	Graduation from high school; experience in an emergency services environment or progressively responsible multi-faceted clerical work; [[and]] skill in data entry keyboard functions; SUCCESSFUL COMPLETION OF THE FIRE COMMUNICATIONS OPERATOR ENTRY-LEVEL

		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	[[LM11D]] LM12D	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; [[and]] 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	[[NR14D]] NR15D	Graduation from high school; five years of experience as an Emergency Services Communications Operator in a fire or police 911 dispatch center; certified in [[EFD, EMD or EPD]] 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 [[two]] THREE years with AT LEAST one year at the FCO II level [[or equivalent]]

Police Communications Operator I	[[LM9D]] LM10D	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	[[LM10D]] LM11D	Graduation from high school or a GED; considerable work experience with multi-faceted responsibilities; and skill in data entry keyboard functions

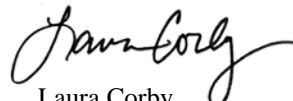
1 SECTION 2. *And be it further enacted*, That, in accordance with § 6-1-110 of the Anne
2 Arundel County Code (2005, as amended), this Ordinance shall approve a decrease of
3 thirteen Correctional Records Clerk positions in the Department of Detention Facilities

1 from the number of positions approved in this classification in the Department of Detention
2 Facilities as part of the Annual Budget and Appropriation Ordinance, and an increase of
3 twelve Correctional Records Clerk I positions and one Correctional Records Clerk II
4 position to the positions approved in the Department of Detention Facilities as part of the
5 Annual Budget and Appropriation Ordinance.

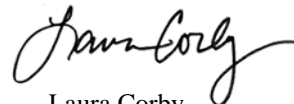
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7 SECTION 3. *And be it further enacted*, That this Ordinance shall take effect 45 days
8 from the date it becomes law.

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