

COUNTY COUNCIL OF ANNE ARUNDEL COUNTY, MARYLAND

Legislative Session 2025, Legislative Day No. 10

Bill No. 47-25

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

By the County Council, May 5, 2025

Introduced and first read on May 5, 2025
Public Hearing set for and held on June 2, 2025
Public Hearing on AMENDED bill set for and held on June 16, 2025
Bill Expires August 8, 2025

By Order: Kaley Schultze, Administrative Officer

A BILL ENTITLED

1 AN ORDINANCE concerning: Boards, Commissions, and Similar Bodies – Resilience
2 Authority of Annapolis and Anne Arundel County – Director – Personnel –
3 Classification and Pay Plans – Classified Service and Exempt Service – Public Ethics
4 – Financial Disclosure
5

6 FOR the purpose of making the Resilience Authority Director an employee of the
7 Resilience Authority; modifying pay at hire for certain represented employees;
8 modifying leave accrual for certain represented employees; adding the title of
9 Executive Director of Partnership for Children, Youth, and Families to the exempt
10 service; removing the title of Resilience Authority Director from the exempt service;
11 requiring certain employees to file financial disclosure statements; approving the
12 Personnel Officer’s Classification and Pay Plans; providing for pay increases for
13 certain employees; providing for advancement to new rate of pay for certain
14 employees; providing for lump sum payments for certain employees; confirming
15 applicability of certain terms related to pay in memoranda of agreements; providing for
16 certain salary adjustments for certain classified employees based on salary
17 compression; providing for application of this Ordinance; and generally relating to
18 boards, commissions, and similar bodies, personnel, public ethics, and the Personnel
19 Officer’s Classification and Pay Plans.

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.
Underlining indicates matter added to bill by amendment.

1 BY repealing and reenacting, with amendments: §§ 3-18-107(a)(3); 6-1-220; 6-1-302(a)(2)
2 and (a)(4); 6-2-103(a); and 7-6-101(a)
3 Anne Arundel County Code (2005, as amended)
4

5 WHEREAS, § 6-1-201(a) of the County Code requires the Personnel Officer to
6 prepare a classification plan for all positions in the classified service and to present
7 it to the County Council annually for approval by ordinance; and
8

9 WHEREAS, § 6-1-201(c) of the County Code provides that the Personnel Officer
10 may make modifications to the classification plan during a year, but that any change
11 in a pay grade assigned to an existing job classification for which the base of the
12 new pay grade exceeds the base of the current pay grade by more than 10% must
13 be approved by ordinance of the County Council to become effective; and
14

15 WHEREAS, the Personnel Officer's Classification Plan for the Classified Service
16 dated July 1, 2024, was approved by the County Council by Bill No. 51-24; and
17

18 WHEREAS, the Personnel Officer has formulated the Classification Plan for the
19 Classified Service dated July 1, 2025, which includes changes in pay grades
20 assigned to existing job classifications for which the base of the new pay grade
21 exceeds the base of the current pay grade by more than 10%; and
22

23 WHEREAS, § 6-1-202 of the County Code provides that the Personnel Officer shall
24 formulate a pay plan for all positions in the classified service, which shall be
25 approved annually by ordinance of the County Council; and
26

27 WHEREAS, § 6-2-101 of the County Code provides that the Personnel Officer shall
28 formulate a pay plan for all positions in the exempt service, which shall be approved
29 annually by ordinance of the County Council; and
30

31 WHEREAS, § 6-2-104 of the County Code provides that the Personnel Officer shall
32 formulate a pay plan for positions in the exempt service to which employees are
33 appointed by the judges of the Circuit Court for the Court or the State's Attorney
34 for the County, which shall be approved annually by ordinance of the County
35 Council; and
36

37 WHEREAS, § 6-2-105 of the County Code provides that the Personnel Officer shall
38 formulate a pay plan for all employees appointed by the Soil Conservation Board
39 of Supervisors, which shall be approved annually by ordinance of the County
40 Council; and
41

42 WHEREAS, the Personnel Officer's Pay Plan for the Classified Service, Pay Plan
43 for the Exempt Service, Pay Plan for the Court and State's Attorney, and Pay Plan
44 for the Soil Conservation District Employees, all dated July 1, 2024, were approved
45 by the County Council by Bill No. 51-24; and
46

47 WHEREAS, the Personnel Officer has formulated a Pay Plan for the Classified
48 Service, Pay Plan for the Exempt Service, Pay Plan for the Court and State's

1 Attorney, and Pay Plan for the Soil Conservation District Employees, all dated
2 July 1, 2025; now, therefore,

3
4 SECTION 1. *Be it enacted by the County Council of Anne Arundel County, Maryland*
5 That Section(s) of the Anne Arundel County Code (2005, as amended) read as follows:

6
7 **ARTICLE 3. BOARDS, COMMISSIONS, AND SIMILAR BODIES**

8
9 **TITLE 18. RESILIENCE AUTHORITY OF ANNAPOLIS AND**
10 **ANNE ARUNDEL COUNTY**

11
12 **3-18-107. Resilience Authority Director.**

13
14 **(a) Appointment.**

15
16 (3) The Resilience Authority Director shall be ~~[[a County]]~~ AN employee ~~[[in the~~
17 ~~exempt service]]~~ OF THE RESILIENCE AUTHORITY and shall serve at the pleasure of the
18 County Executive.

19
20 **ARTICLE 6. PERSONNEL**

21
22 **TITLE 1. CLASSIFIED SERVICE**

23
24 **6-1-220. Stand-by pay.**

25
26 ~~[[Employees who are in the classification of Roads Maintenance Supervisor]]~~
27 ~~DEPARTMENT OF PUBLIC WORKS, DEPARTMENT OF RECREATION AND PARKS, OFFICE OF~~
28 ~~CENTRAL SERVICES, AND OFFICE OF INFORMATION TECHNOLOGY EMPLOYEES ~~[[and]]~~~~
29 ~~who are not represented by a certified employee organization AND WHO ARE APPROVED~~
30 ~~BY THE PERSONNEL OFFICER TO RECEIVE STAND-BY PAY may be paid stand-by pay at the~~
31 ~~rate of \$20 per shift up to 8 hours of stand-by time and \$2.50 per hour or \$1.25 per half-~~
32 ~~hour of stand-by time thereafter.~~

33
34 **6-1-302. Annual leave.**

35
36 **(a) Generally.**

37
38 ***

39
40 (2) (I) Full-time employees represented by AFSCME Local 582 and AFSCME
41 Local 2563 accrue annual leave as follows:

1

Years of Continuous Service	Number of Working Days of Leave per Year
Less than 5	13
5 to less than 10	15
10 to less than 20	20
20 or more	26

2 (II) EFFECTIVE THE FIRST FULL PAY PERIOD BEGINNING ON OR AFTER
3 JANUARY 1, 2026, FULL-TIME EMPLOYEES REPRESENTED BY AFSCME LOCAL 582 AND
4 AFSCME LOCAL 2563 ACCRUE ANNUAL LEAVE AS FOLLOWS:

YEARS OF CONTINUOUS SERVICE	NUMBER OF WORKING DAYS OF LEAVE PER YEAR
LESS THAN 5	13
5 TO LESS THAN 10	16
10 TO LESS THAN 15	20
15 TO LESS THAN 20	23
20 OR MORE	26

5

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9

10

11

(4) (I) Effective the first full pay period beginning on or after January 1, 2025, full-time employees in the classification of Deputy Sheriff, Deputy Sheriff Corporal, and Deputy Sheriff Sergeant accrue annual leave as follows:

Years of Continuous Service	Number of Working Days of Leave per Year
Less than 5	13
5 to less than 10	15
10 to less than 20	20
20 or more	26

12

13

14

15

16

17

(II) EFFECTIVE THE FIRST FULL PAY PERIOD BEGINNING ON OR AFTER
JANUARY 1, 2026, FULL-TIME EMPLOYEES IN THE CLASSIFICATION OF DEPUTY SHERIFF,
DEPUTY SHERIFF CORPORAL, DEPUTY SHERIFF SERGEANT, AND DEPUTY SHERIFF
LIEUTENANT ACCRUE ANNUAL LEAVE AS FOLLOWS:

YEARS OF CONTINUOUS SERVICE	NUMBER OF WORKING DAYS OF LEAVE PER YEAR
LESS THAN 5	13
5 TO LESS THAN 10	17
10 TO LESS THAN 20	21
20 OR MORE	26

TITLE 2. EXEMPT SERVICE

6-2-103. Additional exempt positions.

(a) **Additional positions by title.** In accordance with § 802(b) of the Charter, the positions described in this subsection are established as positions in the exempt service that are in addition to the positions established by § 802(a) of the Charter, with the compensation for the positions set forth in the exempt pay and benefit plan. Unless otherwise provided by this subsection, the number of positions under each title described in this subsection shall be approved as part of the annual budget and appropriation ordinance and may not be changed during a fiscal year except as provided by ordinance of the County Council. The positions are:

TITLES
EXECUTIVE BRANCH

Executive Clerical Aide
EXECUTIVE DIRECTOR, PARTNERSHIP FOR CHILDREN, YOUTH AND FAMILIES

[[Resilience Authority Director]]

ARTICLE 7. PUBLIC ETHICS

TITLE 6. FINANCIAL DISCLOSURE

7-6-101. Persons required to file statements.

(a) **Generally.** Any and all individuals in the following chart shall file with the Ethics Commission the statements provided for in this title:

Executive Branch

Deputy Director, Recreation and Parks
DEPUTY EMERGENCY COMMUNICATIONS DIRECTOR

Emergency Management Director
EXECUTIVE DIRECTOR, PARTNERSHIP FOR CHILDREN, YOUTH AND FAMILIES

Recreation Administrator
RECREATION AND PARKS OPERATIONS ADMINISTRATOR

SECTION 2. *And be it further enacted*, That the Personnel Officer's Classification Plan for the Classified Service dated July 1, 2025, attached hereto as Exhibit A, is hereby approved.

1 SECTION 3. *And be it further enacted*, that the Personnel Officer's Pay Plan for the
2 Classified Service dated July 1, 2025, attached hereto as Exhibit B, is hereby approved.

3
4 SECTION 4. *And be it further enacted*, that the Personnel Officer's Pay Plan for the
5 Exempt Service dated July 1, 2025, attached hereto as Exhibit C, is hereby approved.

6
7 SECTION 5. *And be it further enacted*, that the Personnel Officer's Pay Plan for the
8 Court and State's Attorney dated July 1, 2025, attached hereto as Exhibit D, is hereby
9 approved.

10
11 SECTION 6. *And be it further enacted*, that the Personnel Officer's Pay Plan for Soil
12 Conservation District Employees dated July 1, 2025, attached hereto as Exhibit E, is hereby
13 approved.

14
15 SECTION 7. *And be it further enacted*, That if an employee's pay rate is below the
16 minimum of the employee's pay schedule established under this Ordinance, the employee's
17 rate of pay shall be increased to the minimum rate of pay of the employee's pay schedule.

18
19 SECTION 8. *And be it further enacted*, That the following employees shall receive a
20 3% increase in pay, not to exceed the maximum pay rate for the grade, effective the first
21 full pay period beginning on or after July 1, 2025, exclusive of any increase granted to any
22 such employee under § 6-1-205:

23
24 (1) classified employees on the NR, D-3, D-5 through D-8, C-3, S-4, F-7 through
25 F-9, and LA pay schedules;

26
27 (2) exempt employees under the Exempt Pay and Benefit Plan in § 6-2-101;

28
29 (3) exempt employees who are appointed by and with the approval of the State's
30 Attorney or the judges of the Circuit Court for the County and are paid under the Court and
31 State's Attorney Employees' Pay and Benefit Plan in § 6-2-104; and

32
33 (4) exempt employees paid under the Soil Conservation District Employees' Pay
34 and Benefit Plan in § 6-2-105.

35
36 SECTION 9. *And be it further enacted*, That the following employees shall receive a
37 2.5% increase in pay, not to exceed the maximum pay rate for the grade, effective the first
38 full pay period beginning on or after July 1, 2025, exclusive of any increase granted to any
39 such employee under § 6-1-205, classified employees on the R-1 through R-2, CO-3
40 through CO-4, and C-1 through C-2 pay schedules.

41
42 SECTION 10. *And be it further enacted*, That the following employees shall receive a
43 2% increase in pay, not to exceed the maximum pay rate for the grade, effective the first
44 full pay period beginning on or after July 1, 2025, exclusive of any increase granted to any
45 such employee under § 6-1-205, classified employees on the LM, FW, and OS pay
46 schedules.

47
48 SECTION 11. *And be it further enacted*, That classified employees on the FW pay
49 schedules shall receive a 1.75% increase in pay effective the first full pay period beginning

1 on or after January 1, 2026, exclusive of any increase granted to any such employee under
2 § 6-1-205.

3
4 SECTION 12. *And be it further enacted*, That classified employees on the F-1 through
5 F-6P, P-00 through P-4, D-1 through D-2, and S-1 through S-3 pay schedules shall receive
6 variable increases in pay through placement at the employee's current grade and step on
7 the respective adjusted pay schedule effective the first full pay period beginning on or after
8 July 1, 2025.

9
10 SECTION 13. *And be it further enacted*, That the following employees, whose overall
11 performance is rated satisfactory shall receive a 3% increase in pay, not to exceed the
12 maximum pay rate for the grade, effective the first full pay period beginning on or after the
13 employee's anniversary date:

14
15 (1) classified employees on the NR, OS, LM, D-5 through D-8, C-3, S-4, F-8
16 through F-9, LA, CO-3 through CO-4, and R-1 through R-2 pay schedules;

17
18 (2) exempt employees on the Exempt Pay and Benefit Plan in § 6-2-101;

19
20 (3) exempt employees who are appointed by and with the approval of the State's
21 Attorney or the judges of the Circuit Court for the County and are paid under the Court and
22 State's Attorney Employees' Pay and Benefit Plan in § 6-2-104; and

23
24 (4) exempt employees paid under the Soil Conservation District Employees' Pay
25 and Benefit Plan in § 6-2-105.

26
27 SECTION 14. *And be it further enacted*, That classified employees on the C-1 through
28 C-2, D-1 through D-3, S-1 through S-3, F-1 through F-7P, and P-00 through P-4 pay
29 schedules whose overall performance is rated satisfactory shall receive an increase in pay,
30 not to exceed the maximum pay rate for the grade, by advancing one step on the pay
31 schedule in effect the first full pay period beginning on or after the employee's anniversary
32 date.

33
34 SECTION 15. *And be it further enacted*, That classified employees on the F-7 through
35 F-7P pay scales who receive no increase in pay under § 6-1-207, because such an increase
36 would exceed the maximum of the pay grade, shall receive a lump sum payment of \$2,250,
37 on the first full pay period beginning on or after the employee's anniversary date.

38
39 SECTION 16. *And be it further enacted*, That classified employees on the R-1 through
40 R-2 pay scales who receive no increase in pay under § 6-1-207, because such an increase
41 would exceed the maximum of the pay grade, shall receive a lump sum payment of \$1,500,
42 on the first full pay period beginning on or after the employee's anniversary date.

43
44 SECTION 17. *And be it further enacted*, That classified employees on the D-3 pay
45 scales who receive no increase in pay under § 6-1-207, because such an increase would
46 exceed the maximum of the pay grade, shall receive a lump sum payment of \$1,800, on the
47 first full pay period beginning on or after the employee's anniversary date.

1 SECTION 18. *And be it further enacted*, That classified employees in the classification
2 of Deputy Sheriff, Deputy Sheriff Corporal, Deputy Sheriff II, and Deputy Sheriff III shall
3 receive any salary increases, lump sum payments, pay adjustments, and/or allowances in
4 accordance with the pay provisions of the Memorandum of Agreement between Anne
5 Arundel County and the Fraternal Order of Police, Anne Arundel County Lodge #106, Inc.
6 (Sheriffs) for Fiscal Year 2026.

7
8 SECTION 19. *And be it further enacted*, That classified employees in the classification
9 of Detention Officer and Detention Corporal shall receive any salary increases, lump sum
10 payments, pay adjustments, and/or allowances in accordance with the pay provisions of the
11 Memorandum of Agreement between Anne Arundel County and the Fraternal Order of
12 Anne Arundel Detention Center Officers and Personnel, Inc. for Fiscal Year 2026.

13
14 SECTION 20. *And be it further enacted*, That classified employees in the classification
15 of Detention Sergeant shall receive any salary increases, lump sum payments, pay
16 adjustments, and/or allowances in accordance with the pay provisions of the Memorandum
17 of Agreement between Anne Arundel County and the Anne Arundel County Detention
18 Sergeants Association International Union of Police Associations, Local 141, AFL-CIO
19 for Fiscal Year 2026.

20
21 SECTION 21. *And be it further enacted*, That classified employees in the classification
22 of Fire Battalion Chief and Fire Battalion Chief Emergency Medical Technician-Paramedic
23 shall receive any salary increases, lump sum payments, pay adjustments, and/or allowances
24 in accordance with the pay provisions of the Memorandum of Agreement between Anne
25 Arundel County and the Teamsters Union Local 355 Battalion Chiefs for Fiscal Year 2026.

26
27 SECTION 22. *And be it further enacted*, That classified employees in the classification
28 of Police Officer, Police Officer First Class, Police Corporal, Police Sergeant and Police
29 Lieutenant shall receive any salary increases, lump sum payments, pay adjustments, and/or
30 allowances in accordance with the pay provisions of the Memorandum of Agreement
31 between Anne Arundel County and the Fraternal Order of Police, Anne Arundel County
32 Lodge #70 for Fiscal Year 2026.

33
34 SECTION 23. *And be it further enacted*, That classified employees in the classification
35 of Fire Fighter II, Fire Fighter III, Fire Fighter/Emergency Medical Technician –
36 Paramedic, Fire Lieutenant, Fire Lieutenant/Emergency Medical Technician-Paramedic,
37 Fire Captain, and Fire Captain/Emergency Medical Technician-Paramedic shall receive
38 any salary increases, lump sum payments, pay adjustments, and/or allowances in
39 accordance with the pay provisions of the Memorandum of Agreement between Anne
40 Arundel County and the Local 1563 Anne Arundel County Professional Fire Fighters,
41 International Association of Fire Fighters, AFL-CIO-CLC for Fiscal Year 2026.

42
43 SECTION 24. *And be it further enacted*, That classified employees in the
44 classifications of Park Ranger I and Park Ranger II shall receive any salary increases, lump
45 sum payments, pay adjustments, and/or allowances in accordance with the pay provisions
46 of the Memorandum of Agreement between Anne Arundel County and the Teamsters
47 Union Local 355 Park Rangers for Fiscal Year 2026.

1 SECTION 25. *And be it further enacted*, That classified employees in the
2 classifications of Correctional Program Specialist I and Correctional Program Specialist II
3 shall receive any salary increases, lump sum payments, pay adjustments, and/or allowances
4 in accordance with the pay provisions of the Memorandum of Agreement between Anne
5 Arundel County and the Teamsters Union Local 355 Correctional Program Specialists for
6 Fiscal Year 2026.

7
8 SECTION 26. *And be it further enacted*, That classified employees represented by
9 AFSCME Local 582 shall receive any salary increases, lump sum payments, pay
10 adjustments, and/or allowances in accordance with the pay provisions of the Memorandum
11 of Agreement between Anne Arundel County and Local 582 of the American Federation
12 of State, County and Municipal Employees AFL-CIO (affiliated with Maryland Public
13 Employees Council 3) for Fiscal Year 2026.

14
15 SECTION 27. *And be it further enacted*, That classified employees represented by
16 AFSCME Local 2563 shall receive any salary increases, lump sum payments, pay
17 adjustments, and/or allowances in accordance with the pay provisions of the Memorandum
18 of Agreement between Anne Arundel County and Local 2563 of the American Federation
19 of State, County and Municipal Employees AFL-CIO (affiliated with Maryland Public
20 Employees Council 3) for Fiscal Year 2026.

21
22 SECTION 28. *And be it further enacted*, That classified employees in the classification
23 of Police Communications Operator III and Police Communications Operator IV shall
24 receive any salary increases, lump sum payments, pay adjustments, and/or allowances in
25 accordance with the pay provisions of the Memorandum of Agreement between Anne
26 Arundel County and the Teamsters Union Local 355 Police Communications Operator for
27 Fiscal Year 2026.

28
29 SECTION 29. *And be it further enacted*, That employees in the classified service may
30 receive a salary adjustment to correct salary compression identified by the Personnel
31 Officer.

32
33 SECTION 30. *And be it further enacted*, That the addition of the position title, pay
34 grade, work week, and qualifications of the “Deputy Director, Animal Services” to section
35 (d)(9) of the Classification Plan for Fiscal Year 2026 under Section 2 of this Ordinance;
36 and the addition of the position title and pay grade of the “Director of Animal Services” to
37 section (a) of the Pay Plan – Exempt Service for Fiscal Year 2026 under Section 4 of this
38 Ordinance are contingent on passage by the Anne Arundel County Council and the
39 approval and enactment by the County Executive of Bill No. 25-25; and if Bill No. 25-25
40 does not pass or is not approved and enacted, the addition of the position title, pay grade,
41 work week, and qualifications of the “Deputy Director, Animal Services” to section (d)(9)
42 of the Classification Plan for Fiscal Year 2026 under Section 2 of this Ordinance; and the
43 addition of the position title and pay grade of the “Director of Animal Services” to section
44 (a) of the Pay Plan – Exempt Service for Fiscal Year 2026 under Section 4 of this Ordinance
45 shall be null and void without further action of the County Council.

46
47 SECTION 31. *And be it further enacted*, That the provisions of this Ordinance shall
48 apply to the first full pay period beginning on or after July 1, 2025.

- 1 SECTION 32. And be it further enacted, That this Ordinance shall take effect 45 days
2 from the date it becomes law.

AMENDMENTS ADOPTED: June 2, 2025

READ AND PASSED this 16th day of June, 2025

By Order:

A handwritten signature in black ink, appearing to be 'K Schultze', with a long horizontal line extending to the right.

Kaley Schultze
Administrative Officer

PRESENTED to the County Executive for his approval this 17th day of June, 2025

A handwritten signature in black ink, appearing to be 'K Schultze', with a long horizontal line extending to the right.

Kaley Schultze
Administrative Officer

APPROVED AND ENACTED this 20th day of June, 2025

A handwritten signature in black ink, appearing to be 'Christine Anderson', with a long horizontal line extending to the right.

Christine Anderson, Chief Administrative Officer
Acting County Executive

EFFECTIVE DATE: August 4, 2025

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF
BILL NO. 47-25 THE ORIGINAL OF WHICH IS RETAINED IN THE FILES
OF THE COUNTY COUNCIL.

A handwritten signature in black ink, appearing to read 'K Schultze', with a long horizontal line extending to the right.

Kaley Schultze
Administrative Officer



CLASSIFICATION PLAN
FISCAL YEAR 2026
July 1, 2025

Titles; pay grades; work weeks; minimum qualifications.

(a) **Definitions.** In this section, the following words have the meanings indicated.

(1) “Extensive experience” means the most advanced degree of experience likely to be found. The work calls for complete mastery and understanding of the subject. This level is generally attained through six or more years of experience in a relevant field of work.

(2) “Thorough experience” means almost complete coverage of the subject matter area. The work calls for sufficient comprehension of the subject to solve unusual as well as commonplace work problems. This level is generally attained through four or more years of experience in a relevant field of work.

(3) “Considerable experience” implies sufficient knowledge in a field to perform most assigned work with little direct supervision. The work calls for journeyman comprehension of standard work situations. This level is generally gained through two or more years of experience in a relevant field of work.

(4) “Experience” means sufficient knowledge of the subject to enable the employee to work effectively in a limited range of work situations. This level is generally attained through one or more years of experience.

(5) “Graduation from high school” means receipt of a high school diploma upon the successful completion of high school or upon the award of a G.E.D. diploma by the State of Maryland or other agency approved by the Personnel Officer.

(6) “Motor vehicle operator’s license” means a valid license of a certain class from the State of Maryland or from another state that authorizes the person to drive the types of motor vehicles that the Maryland license would authorize the person to drive.

(7) “Some experience” means sufficient familiarity with the subject to know elementary principles and terminology and to understand simple problems. This level is generally attained through six or more months of experience in a relevant field of work.

(b) Work weeks. Except as provided in subsection (c) or as otherwise provided in a memorandum of agreement negotiated and signed under Title 4 between the County and an exclusive representative, a “B” work week means 40 hours; a “C” work week means hours as required; and a “D” work week means hours as scheduled.

(c) Part-time positions.

(1) A full-time position in the classified service may be permanently reduced to part-time by ordinance or temporarily reduced to part-time by agreement of an appointing authority and an employee.

(2) A part-time position in the classified service is entitled to compensation at a prorated rate in the pay grade provided in subsection (d), and is required to follow the indicated work week as reduced.

(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:

(1) Accounting, Auditing, and Budgeting (AC).

Title	Grade and Work Week	Minimum Qualifications
Accountant I	NR15B	Graduation from an accredited four-year college or university with major course work in accounting
Accountant II	NR17C	Graduation from an accredited four-year college or university with major course work in accounting; and considerable experience in accounting and fiscal operations
Accountant III	NR19C	Graduation from an accredited four-year college or university, with major course work in accounting; and considerable experience in complex accounting and fiscal operations, including considerable supervisory experience
Assistant Budget Officer	NR23C	A graduate degree in finance, public or business administration, or a related field; and thorough supervisory experience in fiscal operations and budget and management analysis
Assistant Controller	NR23C	Graduation from an accredited four-year college or university, with major course work in accounting, finance, or business; certification as a certified public accountant, or a master's degree in business or finance from an accredited college or university; and extensive supervisory experience in business, finance, fiscal operations, or governmental accounting
Budget Administrator	NR24C	A graduate degree in economics, finance, public or business administration, or a related field; and extensive supervisory experience in fiscal operations and budget and management analysis
Budget and Management Analyst I	NR16C	Graduation from an accredited four-year college or university, with major course work in public or business administration, finance, or accounting; and considerable experience in public management or finance administration
Budget and	NR18C	Graduation from an accredited four-year college or

Management Analyst II		university, with major course work in public or business administration, finance, or accounting, supplemented by graduate study in business or public management; and considerable technical experience in public management or finance administration
Budget and Management Analyst III	NR20C	A graduate degree in public or business administration; and broad and diversified experience in public management and financial administration, including supervisory experience
Cashier I	OS3B	Graduation from high school; and experience in cashiering
Cashier II	OS7B	Graduation from high school; and thorough experience in cashiering
Finance Systems Analyst	NR20C	Graduation from an accredited four-year college or university with major course work in mathematics, public or business administration, or a related field, including or supplemented by specialized training in electronic data processing, programming, operations, and methodologies; and extensive experience in electronic data processing systems analysis and design
Financial Analyst	NR16C	Graduation from an accredited four-year college or university with major course work in accounting, economics, business administration, or a related field; experience in cost analysis and general accounting; and a valid non-commercial Class C motor vehicle operator's license
Financial Clerk I	OS7B	Graduation from high school including or supplemented by accounting or accounting-related course work; and considerable experience in bookkeeping, payroll, or disbursements
Financial Clerk II	NR11B	Graduation from high school including or supplemented by accounting or accounting-related course work; and thorough experience in bookkeeping, payroll, or disbursements
Financial Operations Supervisor	NR16C	Graduation from an accredited four-year college or university with major course work in finance, accounting, business, or public administration, or a related field; and thorough experience in financial services in the specialty area of assignment or a related field to include some supervisory experience
Financial Reporting Manager	NR21C	Graduation from an accredited four-year college or university with major course work in accounting; and extensive experience in complex accounting and fiscal operations, including considerable experience in preparing governmental financial reports and in supervision
Investment Analyst	NR19C	Graduation from an accredited four-year college or university in business or public administration or a related field; and considerable experience in banking, financial, investment, or related work

Manager, Financial Services	NR20C	Graduation from an accredited four-year college or university with major course work in finance, accounting, public administration or a related field; thorough experience in financial management, including reporting, forecasting, and budget administration; and some supervisory experience
Manager, Utilities Revenue Administration	NR19C	Graduation from an accredited four-year college or university with major course work in public or business administration, finance, or a related field; thorough experience in office administration, including revenue billing and assessments; and considerable supervisory experience
Police Fiscal Operations and Management Administrator	NR24C	A graduate degree in economics, finance, public or business administration, or a related field; and extensive supervisory experience in fiscal operations and budget and management analysis; or any combination of training, education, or experience equivalent to the graduate degree requirements
Senior Budget and Management Analyst	NR21C	A graduate degree in public or business administration, finance, or accounting; and senior level experience in managing technical financial operations and managing technical budget personnel in a non-traditional budget environment

(2) Administrative, Managerial, Professional and Legal (AD).

Title	Grade and Work Week	Minimum Qualifications
Assistant Chief, Bureau of Highways	NR21C	Graduation from an accredited four-year college or university with major course work in public or business administration, engineering, or a related field; and thorough experience in progressively responsible managerial work, including considerable supervisory experience over technical and clerical personnel in the field of public works maintenance and construction
Assistant Chief, Road Operations	NR20C	Graduation from an accredited four-year college or university with major course work in civil engineering; thorough experience in the field of public works maintenance and construction, including supervisory and administrative experience; and a valid non-commercial Class C motor vehicle operator's license
Assistant Claims Adjustor	NR12B	Graduation from high school with some college or university courses in risk management, business administration, or a related field; and some experience in claims adjustment/loss control work
Assistant Director,	NR24C	Graduation from a four-year college or university with

Public Works		major course work in engineering or a related field; a master's degree in management or business administration; extensive experience in the field of public or business administration, including thorough supervisory and administrative experience; and a valid non-commercial Class C motor vehicle operator's license
Assistant Facilities Administrator	NR19C	Graduation from high school or vocational school supplemented by completion of college-level courses in civil engineering or a related field; thorough experience in building maintenance, heating, ventilation, repair, and alterations, including supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Assistant Facility Superintendent	NR16C	Graduation from an accredited four-year college or university with major course work in park/facility management or a related field; considerable experience in park/facility operations and maintenance, including some supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Assistant Manager, Safety and Insurance	NR19C	Graduation from an accredited four-year college or university with major course work in risk management, safety-engineering, or a related field; experience in safety, occupational risk insurance, or a related field; and a valid non-commercial Class C motor vehicle operator's license
Assistant Personnel Officer	NR22C	Graduation from an accredited four-year college or university with major course work in public or business administration, social sciences, or a related field, supplemented by graduate study in public or personnel administration; and thorough professional experience in the field of personnel administration
Attorney I	NR17C	Graduation from an accredited school of law; and admission to the bar of the State
Attorney II	NR19C	Graduation from an accredited school of law; admission to the bar of the State; and experience in professional legal work as an attorney
Attorney III	NR21C	Graduation from an accredited school of law; admission to the bar of the State; and considerable experience in professional legal work as an attorney
Automotive Fleet Manager	NR21C	Graduation from a four-year college or university with major course work in transportation or business administration or a related field; extensive experience in automotive and construction fleet maintenance and management, including considerable managerial experience; and a valid non-commercial Class C motor vehicle operator's license
Chief, Road Operations	NR22C	Graduation from an accredited four-year college or university with major course work in civil engineering, business administration, or a related field; extensive

		experience in the field of public works maintenance and construction, including considerable administrative experience; and a valid non-commercial Class C motor vehicle operator's license
Claims Adjustor	NR16C	Graduation from an accredited four-year college or university with major course work in business administration, risk management, or a related field; thorough experience in insurance adjusting and managing worker's compensation, vehicle liability, and general liability claims; and a valid non-commercial Class C motor vehicle operator's license
Communications Emergency Management Planner	NR18C	Graduation from an accredited four-year college or university with a degree in emergency management, emergency and disaster management, homeland security, public administration, journalism, or a related field; and thorough experience in emergency management services to include: National Incident Management System (NIMS); Incident Command System (ICS); one year experience as a public information officer; and, a valid non-commercial Class C motor vehicle operator's license
Deputy Central Services Officer	NR23C	Graduation from an accredited four-year college or university with major course work in public administration, business administration, or a related field; extensive supervisory experience in administrative management of a centralized procurement and contract administration, facility construction and maintenance, fleet management, risk management and insurance, and real estate management; and a valid Class C motor vehicle operator's license
Deputy County Attorney	NR24C	Graduation from an accredited school of law; admission to the bar of the State; and extensive experience in professional legal work as an attorney
Deputy Director Aging	NR23C	Graduation from an accredited four-year college or university with major course work in public administration, business administration or a related field in the human services environment; extensive supervisory experience in the administration of services to older adults, adults with disabilities and caregivers; extensive experience in business planning and development in the government and non-profit environment; and, a valid Class C motor vehicle operator's license
Deputy Director, Public Works	NR24C	A bachelor's degree from an accredited four-year college or university with a degree in civil engineering or a related field; some graduate level course work in business administration, management, or a related field; extensive engineering experience in a specific engineering program area such as civil, environmental, transportation, utility, highway, water, wastewater, or sanitary engineering,

		including management, supervisory, and administrative experience; and a valid non-commercial Class C motor vehicle operator's license
Deputy Personnel Officer	NR23C	Graduation from an accredited four-year college or university; a master's degree in business administration, public administration or benefits administration, or a related field; and extensive supervisory experience in the administration of employee benefits or other major areas in the field of human resources
Deputy Emergency Communications Director	NR22C	Graduation from an accredited four-year college or university with major course work in public administration, emergency management, business administration, public safety communications, or a related field; extensive progressively responsible professional experience in emergency communications, including considerable management and administrative experience, thorough supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Facilities Construction and Planning Coordinator	NR18C	Graduation from high school, supplemented by college level courses in construction project management, contract administration, or engineering; thorough experience in planning, supervising, and coordinating construction projects to include plans and contract review; and a valid non-commercial Class C motor vehicle operator's license
Facilities Manager	NR21C	Graduation from an accredited four-year college or university with major course work in civil engineering or a related field; thorough experience in building and HVAC maintenance, repair, and alterations, including extensive supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Human Relations Officer	NR21C	Graduation from an accredited four-year college or university with major course work in sociology, human relations, social work, or a related field; considerable experience in the field of minority relations; and a valid non-commercial Class C motor vehicle operator's license
Human Resources Records Manager	NR18C	Graduation from an accredited four-year college or university with major course work in public or business administration or a related field and considerable government experience in data analysis, employee database and human resources records management, some supervisory experience
Legislative Management Assistant I	NR15C	Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; experience in office management in the legislative field or a related field; or an equivalent combination of education and experience

Management Assistant I	NR15C	Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; and experience in office management or another specialty area related to the specific position
Management Assistant II	NR17C	Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; and considerable experience in office management or another specialty area related to the specific position
Manager, Inspections and Permits Personnel Administration	NR20C	Graduation from an accredited four-year college or university with major course work in public administration, human resources, or a related field; thorough experience in public personnel administration; and some supervisory experience
Manager, Public Works Customer Relations	NR17C	Graduation from an accredited four-year college or university with major course work in public or business administration, journalism, or a related field; considerable experience in developing and administering customer relations programs; and some supervisory experience
Manager, Planning and Zoning Personnel Administration	NR20C	Graduation from an accredited four-year college or university with major course work in public administration, human resources, or a related field; thorough experience in public personnel administration; and some supervisory experience
Manager, Public Works Financial Services	NR19C	Graduation from an accredited four-year college or university with major course work in finance, accounting, or a related field; thorough experience in financial management, including reporting, forecasting, and budget administration; and some supervisory experience
Manager, Public Works Personnel Administration	NR20C	Graduation from an accredited four-year college or university with major course work in public administration, human resources, or a related field; thorough experience in public personnel administration; and some supervisory experience
Manager, Recreation & Parks Personnel Administration	NR20C	Graduation from an accredited four-year college or university with major course work in public administration, human resources, or a related field; thorough experience in public personnel administration; and some supervisory experience
Manager, Safety and Insurance	NR21C	Graduation from an accredited four-year college or university with major course work in business administration; considerable experience with risk management or insurance programs; and a valid non-commercial Class C motor vehicle operator's license

Manager, Solid Waste Operations	NR21C	Graduation from an accredited four-year college or university with major course work in civil engineering or a related field; thorough experience in public works management, operations, and construction, including solid waste management, supervision, and administrative experience; and a valid non-commercial Class C motor vehicle operator's license
Minority Business and Small Business Coordinator	NR16C	Graduation from an accredited four-year college or university with major course work in business administration or a related field; and considerable experience in purchasing, including experience promoting the participation of small and minority business in the bid purchasing process
Paralegal	NR12B	Graduation from an accredited four-year college or university with major course work in a related degree program or completion of training as a paralegal; and some experience in legal research and other phases of paralegal services
Personnel Analyst I	NR15C	Graduation from an accredited four-year college or university with major course work in business or public administration, the social sciences, or a related field; and work experience in personnel administration
Personnel Analyst II	NR17C	Graduation from an accredited four-year college or university with major course work in public or business administration, the social sciences, or a related field; and considerable technical experience in major phases of personnel management
Personnel Analyst III	NR19C	Graduation from an accredited four-year college or university with major course work in public or business administration, the social sciences, or a related field, supplemented by graduate study related to public personnel administration; and considerable professional experience in the field of personnel administration
Personnel Assistant I	NR10B	Graduation from high school; and considerable experience in administrative support work, including data entry, data verification, and customer service
Personnel Assistant II	NR12B	Graduation from high school supplemented by educational or training courses in office practice; and thorough experience in administrative support work, including data entry, data verification, and customer service
Personnel Assistant III	NR13B	Graduation from high school supplemented by educational or training courses in personnel office practice; and thorough experience in advanced technical paraprofessional support work in the appropriate personnel discipline

Program Manager	NR19	Graduation from an accredited four-year college or university; and thorough experience in a program/specialization area directly related to the assignment of the position
Program Specialist I	NR15C	Graduation from an accredited four-year college or university; and experience in a program/specialization area directly related to the assignment of the position
Program Specialist II	NR17C	Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; and considerable experience in program management or another specialty area directly related to the specific position
Recreation Administrator	NR22C	Graduation from a four-year college or university with major course work in recreation administration or a related field; extensive experience in recreation administration or a related field, including thorough supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Recreation and Parks Facility Superintendent	NR17C	Graduation from an accredited four-year college or university with major course work in park management or a related field; considerable experience in park operation and maintenance, including some supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Roads Maintenance Management Administrator	NR17C	Graduation from an accredited four-year college or university with major course work in public or business administration; considerable experience in the financial administration of budgets and projects, including management analysis, supervisory, and computer experience; experience in administration related to maintenance of roads, bridges, and storm drains; and a valid non-commercial Class C motor vehicle operator's license
Roads Superintendent	NR18C	Graduation from high school, supplemented by college-level course work in civil engineering or a related field; considerable experience in managing road and storm drain maintenance, repair, and limited construction activities; and a valid non-commercial Class C motor vehicle operator's license
Safety Coordinator	NR15B	Graduation from an accredited four-year college or university with major course work in safety management and program development; experience in risk management, safety education, or training; and a valid non-commercial Class C motor vehicle operator's license

Senior Assistant County Attorney	NR22C	Graduation from an accredited school of law; admission to the bar of the State; and thorough experience in professional legal work as an attorney
Senior Claims Adjustor	NR17C	Graduation from an accredited four-year college or university with major course work in business management, risk management, or a related field; thorough experience functioning as a lead, managing worker's compensation, insurance adjustment, claims negotiations, settlement execution, medical coverage and care, and disability benefits; and a valid non-commercial Class C motor vehicle operator's license
Senior Management Assistant	NR19C	Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; and thorough experience in office and personnel management, including fiscal and budgetary analysis
Senior Paralegal	NR14B	Graduation from an accredited four-year college or university with major course work in a related degree program or completion of training as a paralegal; and thorough experience in legal research and other phases of paralegal services
Senior Personnel Analyst	NR20C	Graduation from an accredited four-year college or university with major course work in public or business administration, the social sciences, or a related field, supplemented by graduate study related to personnel administration; and thorough professional experience in the field of personnel administration
Senior Safety Coordinator	NR17C	Graduation from an accredited four-year college or university with major coursework in risk management and occupational safety and health, or a related field; considerable experience in risk management and occupational safety and health programs; and a valid non-commercial Class C motor vehicle operator's license
Solid Waste Community Services Manager	NR20C	A bachelor's degree from an accredited college or university in environmental science, business management, public administration, or a related area; thorough supervisory and administrative management experience in developing and implementing solid waste collection programs and services; and a valid non-commercial Class C motor vehicle operator's license
Solid Waste Disposal and Maintenance Manager	NR21C	A bachelor's degree from an accredited college or university in engineering, environmental science, physical science, geology, public administration, business management, or a related field; thorough supervisory and administrative management experience in solid waste management and operations; and a valid non-commercial Class C motor vehicle operator's license

Solid Waste Operations Administrator	NR22C	A bachelor's degree from an accredited four-year college or university in environmental policy, environmental science, engineering, business management, public administration, or a related field; extensive experience in solid waste management operations in managing the collection, disposal, recycling, equipment maintenance, scalehouse operation, and environmental monitoring for a large organization that includes work involving business management, environmental policy, environmental sciences, construction, contract, finance, and human resources management; and a valid non-commercial Class C motor vehicle operator's license
Solid Waste Recycling Manager	NR20C	Graduation from an accredited four-year college or university with coursework in business administration, environmental sciences, or a related field; thorough supervisory and administrative management experience in large-scale comprehensive residential recycling programs, including the direction of significant public information marketing campaigns; and a valid non-commercial Class C motor vehicle operator's license
Special Program Manager I	NR14B	Graduation from an accredited four-year college or university with major course work in health, human and social services, or a related field; considerable experience in the management of human services-related programs, including some supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Special Program Manager II	NR16C	Graduation from an accredited four-year college or university with major course work in health, human and social services, or a related field; thorough experience in the management of human service-related programs, including some supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Supervising County Attorney	NR23C	Graduation from an accredited school of law; admission to the bar of the State; and extensive experience in professional legal work as an attorney that includes representing County departments or comparable organizations in administrative actions, drafting and interpreting legislation, providing legal opinions, or litigating complex legal cases
Technical Support Programs Administrator	NR20C	Graduation from an accredited four-year college or university with major course work in engineering, natural science, environmental science, business administration, GIS, or a related field; extensive experience in asset management or public works systems administration and management, including thorough experience in public works computerized systems including data acquisition, evaluation, and analysis, or public works and water and wastewater system maintenance, repair, and rehabilitation;

		considerable supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Traffic Maintenance Superintendent	NR18C	Graduation from high school, supplemented by college-level course work related to traffic-control devices; extensive experience in the installation, maintenance, and repair of traffic-control devices, including considerable managerial experience in traffic maintenance activities; and a valid non-commercial Class C motor vehicle operator's license
Urban Roads Superintendent	NR19C	Graduation from high school, supplemented by college-level course work in civil engineering or a related field; thorough managerial experience in road and storm drainage maintenance, repair, and limited construction activities; and a valid non-commercial Class C motor vehicle operator's license
Utilities Electrical Coordinator	NR18C	An associate's degree or 60 college credits with college course work in engineering, electronics, and electrical or pneumatic instrumentation from an accredited college or university; additional training in programmable process controllers and related equipment; thorough experience in the design, repair, and inspection of electrical and electronic equipment and systems; and a valid non-commercial Class C motor vehicle operator's license
Utilities Emergency Response Technician	LM9B	Graduation from high school; thorough experience in the construction, repair, and maintenance of water distribution or wastewater collection systems; and a valid non-commercial Class C motor vehicle operator's license
Utilities Mechanical Maintenance Superintendent	NR19C	Graduation from an accredited four-year college or university with major course work in mechanical engineering; extensive experience in progressively responsible supervisory and technical work in equipment repair and maintenance operations; and a valid non-commercial Class C motor vehicle operator's license
Utilities Team Manager	NR19C	An associate's degree or 60 college credits with college course work in civil or sanitary engineering, environmental science, or a related field; thorough experience in the maintenance, repair, and operation of water or wastewater treatment plants and facilities; considerable supervisory experience; state licensure for water or wastewater utility operations; and a valid non-commercial Class C motor vehicle operator's license

Utility Lines Superintendent	NR18C	Graduation from an accredited four-year college or university with major course work in sanitation, civil engineering, or a related field; extensive knowledge of and experience in water/wastewater system operation and maintenance; thorough supervisory and managerial experience; water/wastewater facilities licenses as required by the State or the education and experience to obtain the licenses within six months of hire; and a valid non-commercial Class C motor vehicle operator's license
Utility Operations Administrator	NR22C	A bachelor's degree from an accredited four-year college or university with major course work in civil, environmental, or sanitary engineering, business administration, or a related field; extensive engineering experience or administration and management of a large public utility operating system, including extensive management, supervisory, administrative, and financial experience; and a valid non-commercial Class C motor operator's license
Volunteer Coordinator	NR17C	Graduation from an accredited four-year college or university with course work in public or business administration, community relations, or a related field; and considerable experience in community relations and fiscal management associated with volunteer programs
Wastewater Operations Superintendent	NR20C	Graduation from an accredited four-year college or university with major course work in sanitary, civil, or environmental engineering; extensive experience in all technical aspects of wastewater treatment and pumping station operations, including design, construction, and maintenance; thorough supervisory experience; licenses for wastewater treatment operations as required by the State or the education and experience necessary to obtain the licenses within six months of hire; and a valid non-commercial Class C motor vehicle operator's license
Wastewater Plant Superintendent I	NR18C	Graduation from high school supplemented by two years of college course work in civil or sanitary engineering or environmental sciences; thorough experience in all technical aspects of wastewater treatment plant operation; considerable supervisory experience in wastewater treatment; licenses for wastewater treatment operations as required by the State or the education and experience to obtain the licenses within six months of hire; and a valid non-commercial Class C motor vehicle operator's license

Wastewater Plant Superintendent II	NR19C	Graduation from an accredited four-year college or university with major course work in civil or sanitary engineering, wastewater technology, or environmental sciences; extensive experience in all technical aspects of wastewater treatment plant operations, including administration, operations, and maintenance; thorough supervisory experience; licenses for wastewater treatment operations as required by the State or the education and experience to obtain the licenses within six months of hire; and a valid non-commercial Class C motor vehicle operator's license
Water Operations Superintendent	NR19C	Graduation from an accredited four-year college or university with major course work in sanitary, civil, or environmental engineering; extensive experience in all technical aspects of water treatment, distribution, and plant operations, including design, construction, and maintenance; thorough supervisory experience; licenses for water treatment operations as required by the State or the education and experience necessary to obtain the licenses within six months of hire; and a valid non-commercial Class C motor vehicle operator's license

(3) Administrative Office Support and Clerical (AO).

Title	Grade and Work Week	Minimum Qualifications
Administrative Assistant II (NR)	NR7B	Graduation from high school, including or supplemented by courses in secretarial science; considerable experience in secretarial and general clerical work; and a passing score on appropriate proficiency tests
Administrative Assistant II (represented)	OS4B	Graduation from high school, including or supplemented by courses in secretarial science; considerable experience in secretarial and general clerical work; and a passing score on appropriate proficiency tests
Administrative Assistant III (NR)	NR9B	Graduation from high school, including or supplemented by courses in secretarial science; thorough experience in secretarial and general clerical work; and a passing score on appropriate proficiency tests
Administrative Assistant III (represented)	OS6B	Graduation from high school, including or supplemented by courses in secretarial science; thorough experience in secretarial and general clerical work; and a passing score on appropriate proficiency tests
Administrative Lead	NR12B	Graduation from high school, including or supplemented by courses in secretarial sciences; thorough experience in secretarial and general office administrative work; and a passing score on appropriate proficiency tests

Copy Center Operator	OS5B	Graduation from high school; experience operating computer graphics publishing software, duplicating equipment, or network printers; and a valid non-commercial Class C operator's license
Customer Service Representative	OS7B	Graduation from high school; college-level course work in public or human relations or a related field; and thorough experience in public contact work involving complaint and problem-solving situations
Lead Mail Clerk	OS6B	Graduation from high school; thorough experience in providing central mail services; and a valid non-commercial Class C motor vehicle operator's license
Legal Administrative Assistant	NR10B	Graduation from high school; thorough experience in legal secretarial work; and a passing score on appropriate proficiency tests
Mail Clerk	OS2B	Sufficient education to interpret and follow oral and written instructions and postal regulations; and a valid non-commercial Class C motor vehicle operator's license
Mail Room Supervisor	NR11B	Graduation from high school; considerable experience in providing central mail and office supply services; and a valid non-commercial Class C motor vehicle operator's license
Management Aide	NR12B	Completion of an associate's degree from an accredited college; and considerable paraprofessional experience in supporting a program/specialization area directly related to the assignment of the position
Office Support Assistant I (NR)	NR5B	Graduation from high school; and experience in general office support clerical duties
Office Support Assistant I (represented)	OS2B	Graduation from high school; and experience in general office support clerical duties
Office Support Assistant II (NR)	NR7B	Graduation from high school; and considerable experience in general office support duties
Office Support Assistant II (represented)	OS4B	Graduation from high school; and considerable experience in general office support duties
Office Support Specialist (NR)	NR9B	Graduation from high school; and thorough experience in progressively responsible office support work
Office Support Specialist (represented)	OS6B	Graduation from high school; and thorough experience in progressively responsible office support work
Public Services Dispatcher	LM7B	Graduation from high school; and experience in dispatching, computerized dispatch systems, and customer service
Senior Center Associate	OS6B	Graduation from high school and considerable experience working in a general office support capacity for a senior center or a related senior care environment

Senior Customer Service Representative	OS9B	Graduation from high school, college-level course work in public or human relations or a related field; and extensive experience in public contact work involving complaint and problem-solving situations
Space Permits Facilitator	OS7B	Graduation from high school; and considerable experience in governmental permit processes
Telephone Clerk	OS3B	Graduation from high school; considerable experience in the operation of a telephone switchboard; and progressively responsible clerical work to include telephone order processing, computer database management, and word processing
Title Abstractor	NR9B	Graduation from high school; and considerable experience in title abstracting or related work

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

Title	Grade and Work Week	Minimum Qualifications
Assistant Water Plant Operator	LM6B	Graduation from high school, supplemented by some facility operational, mechanical, or electrical experience; the skills and knowledge to obtain a temporary State Class IV water treatment plant operator's license within six months of hire; and a valid non-commercial Class C motor vehicle operator's license
Automotive Machinist	LM11B	Graduation from high school or vocational school; thorough experience as an automotive machinist; automotive service excellence (ASE) certification as determined by the area of assignment; and a valid non-commercial Class C motor vehicle operator's license
Automotive Maintenance Manager	NR16C	Graduation from high school or vocational school; considerable experience of progressive responsibility in the maintenance and repair of automotive, heavy road, and specialized equipment, including considerable experience in a supervisory capacity; and a valid non-commercial Class C motor vehicle operator's license
Automotive Maintenance Supervisor	NR15B	Graduation from high school or vocational school; thorough experience as a journeyman automotive mechanic, including some supervisory experience; and a valid commercial Class A motor vehicle operator's license without air brake restriction
Automotive Mechanic I	LM7B	Sufficient education to read and interpret automotive repair manuals; some experience in basic automotive repair and maintenance; automotive service excellence (ASE) certification as determined by area of assignment; a valid non-commercial Class C motor vehicle operator's license;

		and, as determined by area of assignment, a valid commercial Class B motor vehicle operator's license
Automotive Mechanic II	LM9B	Graduation from high school or vocational school; considerable experience in the repair and maintenance of automotive equipment at the full performance level; automotive service excellence (ASE) certification as determined by area of assignment; a valid commercial Class B motor vehicle operator's license without air brake restriction; a tanker endorsement or ability to obtain the tanker endorsement within six months of employment, as determined by area of assignment; and a HazMat endorsement or ability to obtain the HazMat endorsement within 12 months of employment, as determined by area of assignment
Automotive Mechanic III	LM11B	Graduation from high school or vocational school supplemented by special courses in electrical, hydraulic, or instrumentation systems; considerable experience in skilled work in the diagnosis and repair of complex diesel or gasoline-powered equipment and ancillary systems; automotive service excellence (ASE) certification as determined by area of assignment; a valid commercial Class A or B motor vehicle operator's license without air brake restriction, as determined by area of assignment, except that a valid commercial Class A motor vehicle operator's license without air brake restriction may be substituted with a valid commercial Class B motor vehicle operator's license without air brake restriction so long as a candidate obtains a valid commercial Class A motor vehicle operator's license without air brake restriction within six months of employment; a tanker endorsement or ability to obtain the tanker endorsement within six months of employment, as determined by area of assignment; and a HazMat endorsement or the ability to obtain the HazMat endorsement within 12 months of employment, as determined by area of assignment
Automotive Service Worker	LM5B	Sufficient education to interpret and follow oral and written instructions; some experience in general automotive maintenance; a valid non-commercial Class C motor vehicle operator's license; and, as determined by area of assignment, a valid commercial Class B motor vehicle operator's license
Custodial Supervisor	NR8B	Sufficient education to understand and follow oral and written instructions
Custodial Worker	LM2B	Sufficient education to understand and follow oral and written instructions; and, as determined by area of assignment, a valid Class C motor vehicle license

Electrical Technician I	FW1B	Graduation from high school; experience in the installation, maintenance, and repair of electrical systems; qualified to enter, or the successful completion of, an electrical apprenticeship program registered with the Maryland Apprenticeship and Training Council; and a valid non-commercial Class C motor vehicle operator's license
Electrical Technician II	FW2B	Graduation from high school; maintenance career path certification as an Electrical Technician I; considerable experience in the installation and maintenance of industrial electrical equipment and systems; and a valid non-commercial Class C motor vehicle operator's license
Electrical Technician III	FW3B	Graduation from high school; maintenance career path certification as an Electrical Technician II; qualified to obtain Maryland State Board of Master Electricians' license; and a valid non-commercial Class C motor vehicle operator's license
Equipment Operator I	LM6B	Sufficient education to understand and follow oral and written instructions; experience in the operation of light- to medium-duty automotive and related equipment; and, as determined by area of assignment, a valid commercial Class B motor vehicle operator's license
Equipment Operator II	LM7B	Sufficient education to understand and follow oral and written instructions; considerable experience in the operation of medium- duty motor equipment; and, as determined by area of assignment, a valid commercial Class B motor vehicle operator's license
Equipment Operator III	LM9B	Sufficient education to understand and follow oral and written instructions; thorough experience in the operation of heavy-duty automotive and related equipment; and, as determined by area of assignment, a valid commercial Class A or B motor vehicle operator's license
Facilities Attendant	LM1B	Sufficient education to understand and follow oral and written instructions; and a valid non-commercial Class C motor vehicle operator's license
Facilities Construction Supervisor	NR16C	Graduation from high school or vocational school supplemented by course work in civil engineering; extensive experience in a wide variety of building construction; and a valid non-commercial Class C motor vehicle operator's license
Facilities Maintenance Manager	NR17C	Graduation from high school or vocational school with course work in civil or mechanical engineering; extensive experience in building maintenance and repair, including the use of tools and equipment related to such trades as plumbing, carpentry, and HVAC; supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Facilities Maintenance	LM7B	Graduation from high school or vocational school; some experience in performing skilled trades work in the repair

Mechanic I		and maintenance of buildings and mechanical equipment; and a valid non-commercial Class C motor vehicle operator's license in the State
Facilities Maintenance Mechanic II	LM9B	Graduation from high school or vocational school; experience at the journeyman level in one or more of the building and mechanical trades; and a valid non-commercial Class C motor vehicle operator's license
Facilities Maintenance Mechanic III	LM11B	Graduation from high school or vocational school; State license or International Code Council certification in one or more of the building trades; experience as a Facilities Maintenance Mechanic II; considerable knowledge of energy management system programs; and a valid non-commercial Class C motor vehicle operator's license
Facilities Maintenance Supervisor	NR14B	Graduation from high school or vocational school; considerable experience in building maintenance and repair operations, including supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Field Service Representative	LM10B	Graduation from high school; thorough experience in meter reading and repair; experience in public relations; and a valid non-commercial Class C motor vehicle operator's license
Fuel Systems Technician	NR15B	Graduation from high school or vocational school, supplemented by course work in electronic and electrical systems or a related field; considerable experience in the maintenance and inspection of remote terminal units as associated with automated fuel management systems; and, as determined by area of assignment, a valid commercial Class B motor vehicle operator's license
Fuel Technician I	LM7B	Graduation from high school or vocation school, supplemented by course work in fuel systems or a related field; experience in the maintenance and inspection of remote terminal units as associated with automated fuel management systems; and a valid non-commercial Class C motor vehicle operator's license
Fuel Technician II	LM9B	Graduation from high school or vocational school, supplemented by course work in fuel systems or a related field; considerable experience in the maintenance and inspection of remote terminal units as associated with automated fuel management systems, at the full performance level; and, as determined by area of assignment; a valid commercial Class B motor vehicle operator's license without air brake restriction; a tanker endorsement or ability to obtain the tanker endorsement within six months of employment, as determined by area of assignment; and a hazmat endorsement or ability to obtain the hazmat endorsement within 12 months of employment, as determined by area of assignment

Fuel Technician III	LM11B	Graduation from high school or vocation school, supplemented by course work in fuel systems or a related field; thorough experience in skilled work in the diagnosis and inspection of complex remote terminal units as associated with automated fuel management systems; and, as determined by area of assignment; a valid commercial Class B motor vehicle operator's license without air brake restriction; a tanker endorsement or ability to obtain the tanker endorsement within six months of employment, as determined by area of assignment; and a hazmat endorsement or ability to obtain the hazmat endorsement within 12 months of employment, as determined by area of assignment
Fuel Technician Supervisor	NR15B	Graduation from high school or vocational school, supplemented by course work in fuel systems or a related field; thorough experience in the diagnosis and inspection of complex remote terminal units as associated with automated fuel management systems; some supervisory experience, and, as determined by area of assignment; a valid Class B motor vehicle operator's license without air brake restriction; a tanker endorsement or ability to obtain the tanker endorsement within six months of employment, as determined by area of assignment; and a hazmat endorsement or ability to obtain the hazmat endorsement within 12 months of employment, as determined by area of assignment
Generator Mechanic	LM12B	Graduation from high school or vocational school; considerable experience in repair, operation, and maintenance of various types of diesel, gasoline, natural gas, and propane fueled generator sets or similar equipment; and a valid non-commercial Class C motor vehicle operator's license
Generator Technician I	FW1B	Graduation from high school; experience in the maintenance and repair of internal combustion engines or electric motors; and a valid non-commercial Class C motor vehicle operator's license
Generator Technician II	FW2B	Graduation from high school; maintenance career path certification as a Generator Technician I; considerable experience in the maintenance and repair of internal combustion engine-driven generator sets and related electrical equipment; and a valid commercial Class A motor vehicle operator's license
Generator Technician III	FW3B	Graduation from high school; maintenance career path certification as a Generator Technician II; extensive experience in the operation, installation, and repair of internal combustion engine-driven generator sets and related electrical equipment; and a valid commercial Class A motor vehicle operator's license

Instrumentation Technician I	FW1B	Graduation from high school; experience in the maintenance, repair, and installation of microcomputer hardware and operating systems; and a valid non-commercial Class C motor vehicle operator's license
Instrumentation Technician II	FW2B	Graduation from high school; maintenance career path certification as an Instrumentation Technician I; considerable experience in the installation and maintenance of 4-20 mille-ampere control loops, flow measurement devices, and process alarm circuits; and a valid non-commercial Class C motor vehicle operator's license
Instrumentation Technician III	FW3B	Graduation from high school; maintenance career path certification as an Instrumentation Technician II; extensive experience in the maintenance and repair of instrumentation equipment and the programming and maintenance of programmable logic controllers and their interface with flow processing instrumentation; and a valid non-commercial Class C motor vehicle operator's license
Landfill Manager	NR19C	A bachelor's degree from an accredited college or university in physical, environmental, or biological sciences, engineering, geology, hydrology, or a related field; considerable experience in landfill operations, environmental regulations, and waste management service operations; and a valid non-commercial Class C motor vehicle operator's license
Laundry Assistant	NR8B	Graduation from high school; experience in a large-scale commercial, industrial, or institutional laundry operation; and a valid non-commercial Class C motor vehicle operator's license
Laundry Supervisor	NR12B	Graduation from high school; considerable experience in a large-scale commercial, industrial, or institutional laundry operation, including supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Maintenance Worker I	LM3B	Sufficient education to understand and follow oral and written instructions; and a valid non-commercial Class C motor vehicle operator's license
Maintenance Worker II	LM5B	Sufficient education to understand and follow oral and written instructions; experience in work providing a familiarity with the area of assignment; a valid non-commercial Class C motor vehicle operator's license; as determined by area of assignment, a valid commercial Class B motor vehicle operator's license or the ability to obtain the valid commercial Class B motor vehicle operator's license within six months of hire; at minimum, a valid non-provisional Class C motor vehicle operator's license; obtain a CDL learner's permit within 45 days of hire to allow for adequate CDL training; and obtain a medical certificate as mandated by federal law for a CDL learner's permit

Mason	LM10B	Sufficient education to understand and follow blueprints, plans, and specifications; considerable experience at the journeyman level in the masonry trade; and a valid non-commercial Class C motor vehicle operator's license
Mechanical Technician I	FW1B	Graduation from high school; experience in the maintenance and repair of mechanical equipment, including engines, transmissions, gear drives, pumps, and valves; and a valid non-commercial Class C motor vehicle operator's license
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; a valid commercial Class B motor vehicle operator's license; and, as determined by area of assignment, a hazardous materials (HazMat) and tanker endorsement
Meter Services Manager	NR19C	Graduation from high school with college-level course work in management, water utility, distribution, or a related field; considerable experience in the repair, installation, reading of meters and automated meter reading; considerable supervisory experience; and a valid Class C motor vehicle operator's license
Meter Technician I	LM4B	Graduation from high school; and a valid non-commercial Class C motor vehicle operator's license
Meter Technician II	LM6B	Graduation from high school; experience in reading, servicing, and repairing water meters; and a valid non-commercial Class C motor vehicle operator's license
Meter Technician III	LM7B	Graduation from high school; considerable experience in reading, servicing, and repairing water meters; and a valid non-commercial Class C motor vehicle operator's license
Pumping Station Operator	LM9B	Graduation from high school; considerable experience in the operation of wastewater pumping stations; a wastewater collection systems operations certification as required by the State or eligibility to obtain the license within six months of hire; some supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Road Operations Supervisor	NR16C	Graduation from high school supplemented by college-level courses in surveying and civil engineering or a related field; considerable experience in planning and overseeing the construction and maintenance of roads, drains, and other public facilities; and a valid non-commercial Class C motor vehicle operator's license
Roads Maintenance Crew Leader	LM10B	Graduation from high school or vocational school; thorough experience in maintenance, repair, and construction work; a valid commercial Class B motor vehicle operator's license or ability to obtain the license within six months of employment; at minimum, a valid non-provisional Class C

		motor vehicle operator's license; obtain a CDL learner's permit within 45 days of hire to allow for adequate CDL training; and obtain a medical certificate as mandated by federal law for a CDL learner's permit
Roads Maintenance Supervisor	NR14B	Graduation from high school or vocational school; thorough experience in maintenance, repair, and construction work in public works, including considerable supervisory experience; a valid non-commercial Class C motor vehicle operator's license; and a valid commercial Class B motor vehicle operator's license
Scale House Supervisor	NR15B	An associate's degree or 60 college credits from an accredited college or university in business administration or a related field with major course work in accounting and financial management; experience in customer service, accounting, and developing and applying effective cash management techniques and audit controls; and a valid non-commercial Class C motor vehicle operator's license
Senior Automotive Mechanic	LM12B	Graduation from high school or vocational school supplemented by special courses in electrical, hydraulic, or instrumentation systems; extensive experience in skilled work in the diagnosis and repair of complex diesel- or gasoline-powered equipment and ancillary systems; automotive service excellence (ASE) certification as determined by area of assignment; and a valid commercial Class A motor vehicle operator's license without air brake restriction
Senior Electrical Technician	FW4B	Graduation from high school; maintenance career path certification as an Electrical Technician III; qualified to obtain Maryland State Board of Master Electricians' license; experience in the administration of a maintenance work team; and a valid non-commercial Class C motor vehicle operator's license
Senior Equipment Operator	LM10B	Graduation from high school or vocational school; extensive experience in the operation of heavy construction vehicles, equipment, and power tools; and a valid commercial Class B motor vehicle operator's license
Senior Facilities Maintenance Mechanic	LM12B	Graduation from high school or vocational school; State license or International Code Council certification in one or more of the building trades; extensive knowledge of energy management system programs; and a valid non-commercial Class C motor vehicle operator's license
Senior Generator Technician	FW4B	Graduation from high school; maintenance career path certification as a Generator Technician III; extensive experience in the operation, installation, and repair of internal combustion, engine-driven generator sets, and related electrical equipment; experience in the installation and maintenance of three-phase electric motors and motor control circuits; experience in the administration of a maintenance

		work team; and a valid commercial Class A motor vehicle operator's license
Senior Instrumentation Technician	FW4B	Graduation from high school; maintenance career path certification as an Instrumentation Technician III; extensive experience in the installation, maintenance, calibration, and repair of instrumentation equipment that includes three-phase electric motors and motor control circuits; experience in the administration of a maintenance work team; and a valid non-commercial Class C motor vehicle operator's license
Senior Mechanical Technician	FW3B	Graduation from high school; maintenance career path certification as a Mechanical Technician II; extensive experience in the maintenance, operation, installation, and repair of mechanical, electrical, pneumatic, and pumping equipment; and a valid commercial Class B motor vehicle operator's license
Senior Wastewater Plant Operator	LM11B	Graduation from high school supplemented by courses in basic sciences and wastewater treatment; thorough experience in wastewater treatment plant operations; some supervisory experience; a State Class 5-A wastewater treatment operator's license or eligibility to become fully certified within one year of hire; and a valid non-commercial Class C motor vehicle operator's license
Senior Water Plant Operator	LM11B	Graduation from high school supplemented by courses in basic sciences and water treatment and supply; thorough experience in water treatment plant operation; some supervisory experience; a State Class IV water treatment plant operator's license or eligibility to become fully certified within one year of hire; and a valid non-commercial Class C motor vehicle operator's license
Sign Fabrication Supervisor	NR15B	Graduation from high school; thorough experience in the production of signs by silk screening and overlaying techniques, including supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Sign Fabricator	LM10B	Graduation from high school supplemented by training or education to provide ability to read and interpret sketches, layouts, drawings, and specifications; experience in the layout and production of signs by silk screening and overlaying techniques; and a valid non-commercial Class C motor vehicle operator's license
Solid Waste Collection Inspector	LM8B	Graduation from high school; considerable experience in work involving solid waste collection and public contact and a valid non-commercial Class C motor vehicle operator's license

Solid Waste Crew Supervisor	NR14B	Graduation from high school; considerable experience in solid waste operations involving the collection, and transportation of trash and recyclables, or a related field; experience operating equipment, working with contractual personnel, enforcing environmental regulations, and meeting with the public to explain and resolve complaints; and a valid non-commercial Class C motor vehicle operator's license
Solid Waste Equipment Maintenance Supervisor	NR16C	Graduation from high school; thorough experience in supervising an equipment and maintenance facility involving the maintenance and repair of a wide variety of light automotive and heavy duty on and off road equipment; and a valid commercial Class B motor vehicle operator's license
Solid Waste Mechanic	LM12B	Graduation from high school or vocational school supplemented by special courses in electrical, hydraulic, or instrumentation systems; considerable experience in skilled work in the diagnosis and repair of complex diesel- or gasoline-powered vehicles, equipment, and ancillary systems; a valid Class A CDL with hazardous materials and tanker endorsements; and ASE certifications, including T1 (gasoline engines), T2 (diesel engines), T4 (brakes), and T8 (preventative maintenance inspections) or the ability to obtain such certifications within six (6) months
Solid Waste Scale House Operator	LM5B	Graduation from high school; and some office or landfill operations experience in cashiering, bookkeeping, and general clerical work requiring use of a computer and computer software applications
Solid Waste Supervisor	NR15B	Graduation from high school; considerable experience in planning and supervising solid waste management services in collection, landfill, disposal, recycling operations or a related field; and a valid non-commercial Class C motor vehicle operator's license
Trades Helper	LM7B	Graduation from high school; considerable experience in the repair, maintenance and construction of water and wastewater systems; and, as determined by area of assignment, a valid commercial Class B motor vehicle operator's license
Tree Crew Worker	LM6B	Sufficient education to understand and follow oral and written instructions; experience in climbing and trimming of trees; and, as determined by area of assignment, a valid commercial Class B motor vehicle operator's license
Utilities Area Maintenance Supervisor	NR16C	Graduation from high school; extensive experience in progressively responsible work at journeyman level mechanical, electrical, or utility plant maintenance; considerable supervisory experience; and a valid non-commercial Class C motor vehicle operator's license

Utilities Crew Leader I	LM9B	Graduation from high school; considerable experience in maintenance, repair or construction of water distribution or wastewater collection systems infrastructure; some lead worker experience; a valid State of Maryland Class II wastewater collection system operator's license or a Class I water distribution operator's license; and a valid State of Maryland commercial Class B motor vehicle operator's license
Utilities Crew Leader II	LM11B	Graduation from high school; thorough experience in maintenance, repair, or construction of water distribution or wastewater collection systems infrastructure; lead worker experience; a valid State of Maryland Class II wastewater collection system operator's license or a Class I water distribution operator's license; and a valid State of Maryland commercial Class B motor vehicle operator's license
Utilities Crew Leader III	LM12B	Graduation from high school; thorough experience in the repair, maintenance or construction work of water or wastewater lines and related infrastructure, including thorough lead worker experience, possession of a State of Maryland Class I water distribution system and a Class II wastewater collection system operator's license; and a valid State of Maryland commercial Class B motor vehicle operator's license
Utilities Electrical Technician	LM12B	Graduation from high school or vocational school; completion of a four-year electrical apprenticeship program; a master electrician's license or ability to obtain the license within 12 months of hire; considerable experience in the repair, inspection, adjustment, reconstruction, and rehabilitation of electrical and electronic controls and equipment; and a valid non-commercial Class C motor vehicle operator's license
Utilities Electrician	LM10B	Graduation from high school or vocational school; completion of a four-year electrical apprenticeship program; a journeyman electrician's license or ability to obtain the license within 12 months of hire; and a valid non-commercial Class C motor vehicle operator's license
Utilities Instrumentation Technician	LM12B	Graduation from high school or vocational school supplemented by courses in electronics, electrical/pneumatic instrumentation, and controls; considerable experience in the repair, inspection, adjustment, and calibration of electronic controls and instrumentation; and a valid non-commercial Class C motor vehicle operator's license
Utilities Line Marking Technician	LM7B	Graduation from high school; experience in reading and interpreting project plans, blue prints, plat maps, and like materials related to water and wastewater systems and the marking of utility infrastructures; and a valid non-

		commercial Class C motor vehicle operator's license
Utilities Maintenance and Repair Supervisor	NR16C	Graduation from high school; thorough experience in maintenance, repair, and limited construction work of water and wastewater lines and related facilities, including considerable supervisory experience; certification in water/wastewater facilities operation as required by the State or the education and experience necessary to obtain the certification within six months of hire; and a valid non-commercial Class C motor vehicle operator's license
Utilities Maintenance Coordinator	NR16C	Graduation from an accredited four-year college or university with major course work in public or business administration, transportation, or a related field; considerable experience in automotive and heavy equipment maintenance or fleet management, including supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Utilities Maintenance Crew Leader	LM8B	Graduation from high school; considerable experience in maintenance, repair, and construction of water and wastewater systems; some lead worker experience; a temporary wastewater collection system certificate at hire; meeting the education and experience requirements and passing the appropriate board examination to obtain either the Class II wastewater collection system operator's certificate within the renewal time period of three years as established by the State; and a valid commercial Class B motor vehicle operator's license
Utilities Mechanic I	LM8B	Graduation from high school; considerable experience in the operation, maintenance and repair of electrical, mechanical, pneumatic, and pumping equipment; experience in welding and reading blueprints and schematics; such licenses as may be required by job assignment; and a valid non-commercial Class C motor vehicle operator's license
Utilities Mechanic II	LM10B	Graduation from high school; thorough experience in the operation, maintenance and repair of electrical, mechanical, pneumatic, and pumping equipment; experience in using welding equipment and precision tools and reading blueprints and schematics; such licenses as may be required by job assignment; and a valid non-commercial Class C motor vehicle operator's license
Utilities Mechanic III	LM11B	Graduation from high school; completion of a related apprenticeship program; machinist grade skills; extensive experience in the maintenance, operation, installation, and repair of electrical, mechanical, pneumatic, and pumping equipment; experience in the use of oxygen acetylene torch and arc welder and in machinery upgrade programs; such licenses as may be required by job assignment; and a valid

		non-commercial Class C motor vehicle operator's license
Utilities Repair Crew Leader	LM11B	Graduation from high school; thorough experience in maintenance, repair, and construction of water and wastewater systems; lead worker experience; a temporary wastewater collection system certificate or a temporary water distribution certificate at time of hire; meeting the education and experience requirements and passing the appropriate board examination to obtain either the Class II wastewater collection system operator's certificate within the renewal time period of three years as established by the State or the Class I water distribution system operator's certificate within the renewal time period of one year as established by the State; and a valid commercial Class B motor vehicle operator's license
Utilities Special Crew Leader	LM9B	Graduation from high school; thorough experience in maintenance, repair, and construction of water and wastewater systems and operation of specialized water or wastewater equipment; some lead worker experience; a temporary wastewater collection system certificate at hire and meeting the education and experience requirement and passing the appropriate board examination to obtain the Class II wastewater collection system operator's certificate within the renewal time period of three years as established by the State; and a valid commercial Class B motor vehicle operator's license
Utilities Support Worker I	LM6B	Graduation from high school; some experience in repair, maintenance, or construction work; a valid commercial Class B motor vehicle operator's license with tanker endorsement or ability to obtain the license with tanker endorsement within six months of hire; at minimum, a valid non-provisional Class C motor vehicle operator's license; obtain a CDL learner's permit within 45 days of hire to allow for adequate CDL training; and obtain a medical certificate as mandated by federal law for a CDL learner's permit
Utilities Support Worker II	LM7B	Graduation from high school; considerable experience in repair, maintenance, or construction of water or wastewater systems; a valid commercial Class B motor vehicle operator's license or the ability to obtain a commercial Class B motor vehicle operator's license within six months of employment; at minimum, a valid non-provisional Class C motor vehicle operator's license; obtain a CDL learner's permit within 45 days of hire to allow for adequate CDL training; and obtain a medical certificate as mandated by federal law for a CDL learner's permit

Utility Assessments Technician	OS9B	Graduation from high school; thorough experience in repair, maintenance or construction of water or wastewater systems; valid State of Maryland commercial Class A (restricted) motor vehicle operator's license, with tank vehicle endorsement (N); and a State of Maryland Class I water distribution or Class II wastewater collection system license
Utility Systems Technician I	LM6B	Graduation from high school; experience in the construction and maintenance of water distribution or wastewater collection systems; and a valid non-commercial Class C motor vehicle operator's license
Utility Systems Technician II	LM8B	Graduation from high school, supplemented by course work in mathematics; considerable experience in the construction and maintenance of water distribution or wastewater collection systems; and a valid non-commercial Class C motor vehicle operator's license
Utility Systems Technician III	LM10B	Graduation from high school supplemented by at least two years of course work in mathematics; thorough experience in water distribution and wastewater collection systems evaluation survey work or thorough experience in the reading and interpretation of maps, as-built drawings, schematics, and various water and sewer computer models; considerable lead worker experience; and a valid non-commercial Class C motor vehicle operator's license
Vacuum Rodder Operator	LM8B	Sufficient education to understand and follow oral and written instructions and blueprints, diagrams, and sketches; considerable experience in the maintenance, repair, and limited construction of public works and facilities; considerable experience in the operation of light- to medium-duty motor equipment; and a valid commercial Class B motor vehicle operator's license with tanker endorsement or ability to obtain the tanker endorsement within six months of employment
Wastewater Plant Supervisor	NR16C	Graduation from high school supplemented by college-level courses in civil or sanitary engineering or environmental sciences; thorough experience in wastewater treatment operations and maintenance; considerable supervisory experience; licenses for wastewater treatment operations as required by the State or the education and experience to obtain the licenses within six months of hire; and a valid non-commercial Class C motor vehicle operator's license
Water Plant Supervisor	NR16C	Graduation from high school supplemented by college-level courses in civil or sanitary engineering or environmental sciences; thorough experience in water treatment plant operation and maintenance; considerable supervisory experience; licenses for water treatment operations as required by the State or the education and experience to obtain the licenses within six months of hire; and a valid non-

		commercial Class C motor vehicle operator's license
Water/Wastewater Systems Technician I	FW1B	Graduation from high school; considerable experience in facility plant operations, laboratory work, or mechanical, electrical or instrumentation maintenance work; a temporary water or wastewater operator's license; and a valid non-commercial Class C motor vehicle operator's license
Water/Wastewater Systems Technician II	FW2B	Graduation from high school; Anne Arundel County Water or Wastewater Systems Technician I certification; a temporary water or wastewater operator's license; passage of water or wastewater tests administered by the Maryland Department of the Environment; and a valid non-commercial Class C motor vehicle operator's license
Water/Wastewater Systems Technician III	FW3B	Graduation from high school; Anne Arundel County Water or Wastewater Systems Technician II certification; a water or wastewater operator's license; and a valid non-commercial Class C motor vehicle operator's license
Welder	LM10B	Graduation from high school or vocational school; considerable experience in complex welding work at the journeyman level; a welding certification in accordance with AWS Structural Code D-1-1-83 or equivalent or ability to obtain the certification within six months of hire; and a valid non-commercial Class C motor vehicle operator's license

(5) Health and Human Services (HE).

Title	Grade and Work Week	Minimum Qualifications
ADA Coordinator	NR19C	Graduation from an accredited four-year college or university with major course work in the social sciences, psychology, human resources, or a related field; thorough experience in developing and implementing employer-based compliance and accommodation programs mandated by federal and State laws, including the Americans with Disabilities Act; and considerable training experience
Addictions Specialist	NR14C	Graduation from an accredited four-year college or university with major course work in counseling, education, or a related field; considerable experience in counseling or education; and certification or license as required by the State

Assistant Director, Aging and Disabilities	NR22C	A graduate degree from an accredited college or university in public or business administration, the social sciences, or a closely related field; thorough experience, including considerable management experience, in the field of programs and services for the aging or a related field; and a valid non-commercial Class C motor vehicle operator's license
Crisis Intervention Counselor	NR14B	A master's degree in counseling, social work, psychology, or a closely related discipline; and considerable experience in counseling
Deputy Director, Public Health Programs	NR20C	Graduation from an accredited four-year college or university with major course work in business administration, health, human services, or a related degree; and thorough administrative experience in a related field including experience in supervising a health program
Director, Public Health Programs	NR21C	Graduation from an accredited college or university with major course work in business administration, health, human services, or a related degree; and extensive administrative experience in a related field including experience in supervising a health program
Environmental Sanitarian I	NR13B	Graduation from an accredited four-year college or university with major course work in biological, environmental, or physical sciences; certification as a registered environmental sanitarian or proof of eligibility to obtain license, from the Maryland State Board of Environmental Sanitarian Registration; and a valid non-commercial Class C motor vehicle operator's license
Environmental Sanitarian II	NR15B	Graduation from an accredited four-year college or university with major course work in biological, environmental, or physical sciences; certification as a registered environmental sanitarian with the Maryland State Board of Environmental Sanitarian Registration; professional experience in environmental health inspection work; and a valid non-commercial Class C motor vehicle operator's license
Environmental Sanitarian III	NR16C	Graduation from an accredited four-year college or university with major course work in biological, environmental, or physical sciences; certification as a registered environmental sanitarian with the Maryland State Board of Environmental Sanitarian Registration; considerable professional experience in environmental health inspection work; and a valid non-commercial Class C motor vehicle operator's license
Environmental Sanitarian Supervisor	NR18C	Certification as a registered environmental sanitarian by the Maryland State Board of Environmental Sanitarian Registration; thorough experience in professional environmental inspection work; and a valid non-commercial Class C motor vehicle operator's license

Environmental Technician	LM10B	Graduation from high school; considerable experience in environmental contamination, pollution, emissions control or related work; and a valid non-commercial Class C motor vehicle operator's license
Human Services Aide I	OS7B	Graduation from high school supplemented by college course work in social work, psychology, or a related field; and some experience in a human services program area
Human Services Aide II	OS9B	Graduation from high school supplemented by at least 30 credits of college level course work in social work, psychology, or a related field; and considerable experience in a human services program area
Human Services Specialist	NR15B	Graduation from an accredited four-year college or university with a bachelor's degree in social work, nursing, psychology, or a related area; considerable experience in human services program areas; and a valid non-commercial Class C motor vehicle operator's license
Human Services Supervisor	NR17C	Graduation from an accredited four-year college or university with a master's degree in social work or nursing; and thorough experience in human services case management or a related human services program area

(6) Legislative Branch (LG).

Title	Grade and Work Week	Minimum Qualifications
Assistant County Auditor	LA4C	Graduation from an accredited four-year college or university with major course work in accounting or finance; seven years experience in governmental or public accounting and auditing; certification as a public accountant in the State, or a master's degree in accounting or a related field from an accredited college or university; or a combination of education and experience
Deputy County Auditor	LA5C	Graduation from an accredited four-year college or university with major course work in accounting or finance; extensive experience in governmental or public accounting and auditing; certification as a public accountant in the State, or a master's degree in accounting or a related field from an accredited college or university; and thorough supervisory experience in governmental or public accounting and auditing
Legislative Administrative Lead	NR12B	Graduation from high school, including or supplemented by courses in secretarial sciences; thorough experience in secretarial and administrative work in the legislative field or a related field; and a passing score on appropriate proficiency tests

Legislative Analyst I	NR17C	Graduation from an accredited four-year college or university with major course work in political science, public or business administration, public policy or a related subject; considerable experience in professional level programming for a subject area relevant to local government administration; considerable experience working with a legislative body or committee; or a combination of education and experience
Legislative Analyst II	NR19C	Graduation from an accredited four-year college or university with major course work in political science, public or business administration, public policy or a related subject; thorough experience in professional level programming for a subject area relevant to local government administration; considerable experience working with a legislative body or committee; or a combination of education and experience
Legislative Audit Manager	LA3C	Graduation from an accredited four-year college or university with major course work in accounting or finance; and five years experience in accounting or auditing
Legislative IT Audit Manager	LA3C	Graduation from an accredited four-year college or university with major course work in information technology or a related field; and five years of IT auditing experience
Legislative IT Technician	NR16C	Graduation from an accredited four-year college or university with major course work in computer science, information technology, or a related subject; considerable experience in service management best practices, information technology methodologies and standards, and maintenance of computer systems, including the configuration and troubleshooting of hardware and software; or an equivalent combination of education and experience
Legislative Management Assistant I	NR15C	Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; experience in office management in the legislative field or a related field; or an equivalent combination of education and experience
Legislative Management Assistant II	NR17C	Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; and considerable experience in office management in the legislative field or a related field; or an equivalent combination of education and experience
Legislative Administrative Assistant	NR9B	Graduation from high school, including or supplemented by courses in secretarial science; considerable experience in secretarial and office support work in the legislative field or a related field; and a passing score on appropriate proficiency tests

Legislative Senior Administrative Assistant	NR10B	Graduation from high school, including or supplemented by courses in secretarial science; thorough experience in secretarial and office support work in the legislative field or a related field; and a passing score on appropriate proficiency tests
Legislative Senior Staff Auditor	LA2C	Graduation from an accredited four-year college or university with major course work in accounting or finance; and three years experience in accounting or auditing
Legislative Staff Auditor	LA1C	Graduation from an accredited four-year college or university with major course work in accounting or finance
Senior Legislative Analyst	NR21C	Graduation from an accredited four-year college or university with major course work in political science, public or business administration, public policy or a related subject; extensive experience in professional level programming for a subject area relevant to local government administration, including supervisory experience; considerable experience working with a legislative body or committee; or a combination of education and experience

(7) Planning and Inspections (PI).

Title	Grade and Work Week	Minimum Qualifications
Assistant Director, Inspections and Permits	NR22C	Graduation from an accredited four-year college or university with major course work in public or business administration, civil engineering, or a related field; extensive experience in the field of public administration, development and enforcement of codes, regulations, and licensing requirements, including thorough supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Assistant Planning and Zoning Officer	NR22C	Graduation from an accredited four-year college or university with major course work in public or business administration, planning, or a related field; extensive experience in the field of public administration, planning, development and enforcement of regulations, including thorough supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Building Inspection Supervisor	NR17C	Graduation from high school; considerable experience in the field of building construction, including experience in working with or inspecting building construction plans; certification as a building inspector; and a valid non-commercial Class C motor vehicle operator's license

Building Inspector	LM12B	Graduation from high school; thorough experience in building construction; BOCA or State certification as a building inspector or ability to obtain certification within six months of hire; and a valid non-commercial Class C motor vehicle operator's license
Chief, Building Inspection	NR19C	Graduation from high school supplemented by course work in construction technology; thorough experience in building inspection work; International Code Council or State certification as a building inspector; supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Chief, Electrical Inspections	NR19C	Graduation from high school or vocational school; extensive experience as a journeyman electrician; thorough experience in electrical inspection work, including supervisory experience; a master electrician's license or graduation from an accredited four-year college or university with major course work in electrical engineering or a related field; and a valid non-commercial Class C motor vehicle operator's license
Chief, Licensing	NR19C	Graduation from an accredited four-year college or university with major course work in public or business administration, education, or law; thorough experience in office management, licensing, utility allocation systems, or a related area; and a valid non-commercial Class C motor vehicle operator's license
Chief, Plumbing Inspections	NR19C	Graduation from high school or vocational school; extensive experience in plumbing or heating, ventilating, and air conditioning; thorough experience in plumbing or HVAC inspection work, including supervisory experience; a master plumber's license in the State, a master mechanical contractor's license, or graduation from an accredited four-year college or university with major course work in mechanical engineering, or a related field; and a valid non-commercial Class C motor vehicle operator's license
Code Enforcement Administrator	NR21C	Graduation from an accredited four-year college or university with major course work in engineering, environmental resource management, or a related field; extensive experience in a variety of construction inspection work, including thorough supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Combination Inspections Supervisor	NR18C	Graduation from high school or vocational school; thorough experience in the field of construction, including experience in construction inspection and enforcement work; International Code Council certification as residential combination inspector; and a valid non-commercial Class C motor vehicle operator's license
Combination Inspector	NR16C	Graduation from high school; considerable experience in the field of construction, including experience in inspection and

		code enforcement; International Code Council certification as a residential combination inspector; and a valid non-commercial Class C motor vehicle operator's license
Commercial Permit Coordinator	NR19C	Graduation from an accredited four-year college or university with major course work in information processing, public or business administration, planning, architecture, or engineering; considerable technical experience in management information systems, the governmental permit process, or planning and zoning; supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Construction Code Inspector	LM12B	Graduation from high school; thorough experience as a journeyman plumber, journeyman HVACR mechanic, journeyman electrician, or in building construction; State certificate in building inspection, International Code Council certification in building, plumbing, electrical, or HVAC mechanical, or a master trade license issued by the State in plumbing, electrical, or HVACR mechanical; and a valid non-commercial Class C motor vehicle operator's license
Construction Inspection Supervisor	NR17C	Graduation from high school supplemented by completion of college-level courses in engineering; thorough experience in a wide variety of construction inspection work, including supervisory and managerial experience in construction; and a valid non-commercial Class C motor vehicle operator's license
Construction Inspector	LM12B	Graduation from high school or vocational school; considerable technical and trades experience in a variety of construction work, to include inspections; and a valid non-commercial Class C motor vehicle operator's license
Electrical Inspections Supervisor	NR17C	Graduation from high school or vocational school; thorough experience as a journeyman electrician, including experience in electrical inspection work; a master electrician's license; and a valid non-commercial Class C motor vehicle operator's license
Electrical Inspector	LM12B	Graduation from high school or vocational school; considerable experience in all phases of commercial and residential electrical construction of new and existing buildings; a master electrician's license valid in the State; and a valid non-commercial Class C motor vehicle operator's license
Environmental Control Inspection Supervisor	NR17C	Graduation from high school; considerable experience in the field of building construction with emphasis on grading, sediment control, soil erosion, and inspection techniques, or a related field; successful completion of an erosion and sediment control training program pursuant to State law; and a valid non-commercial Class C motor vehicle operator's license

Environmental Control Inspector	LM12B	Graduation from high school, including or supplemented by courses in plan reading; considerable experience in erosion control practices and infrastructure installations or a related field; a Maryland certificate in training for erosion control or ability to obtain the certificate within six months of hire; and a valid non-commercial Class C motor vehicle operator's license
Fire Inspector	LM12B	Graduation from high school; an associate's degree in fire science engineering or considerable experience in fire inspections or prevention; successful completion of Fire Inspector I training course by the end of probation; thorough experience enforcing codes, ordinances, and standards; and a valid non-commercial Class C motor vehicle operator's license
Land Use and Environmental Affairs Manager	NR19C	Graduation from an accredited four-year college or university with major course work in public or business administration, community relations, or a related field; and thorough experience in environmental projects to include investigation and resolution of complaints in working with community groups
Land Use and Environmental Impact Coordinator	NR21C	Graduation from an accredited four-year college or university with major course work in planning, environmental science, engineering, or a related field; and extensive management experience in land use issues, state and local legislative processes, and community consensus- building at the local government level
License Inspector	LM9B	Graduation from high school; considerable experience in the field of governmental licensing or regulatory authority; and a valid non-commercial Class C motor vehicle operator's license
Mechanical Inspection Supervisor	NR17C	Graduation from high school or vocational school; thorough experience as a journeyman; a master mechanic's license; and a valid non-commercial Class C motor vehicle operator's license
Mechanical Inspector	LM12B	Graduation from high school or vocational school; thorough experience as a journeyman HVAC mechanic; a master or master restricted HVAC license; and a valid non- commercial Class C motor vehicle operator's license
Permits Processor I	OS6B	Graduation from high school; considerable experience in office work, including interaction with the public; and some experience in permits work
Permits Processor II	OS7B	Graduation from high school; and considerable experience in permits work
Planner I	NR15B	A bachelor's degree from an accredited four-year college or university with course work in planning or a closely related field; experience in professional planning and zoning work or a related field; and a valid non-commercial Class C motor vehicle operator's license

Planner II	NR17C	A bachelor's degree from an accredited four-year college or university with course work in planning or a closely related field; considerable experience in professional planning and zoning work or a related field; and a valid non-commercial Class C motor vehicle operator's license
Planner III	NR18C	A bachelor's degree from an accredited four-year college or university with course work in planning or a closely related field; thorough experience in professional planning and zoning work or a related field; and a valid non-commercial Class C motor vehicle operator's license
Planning Administrator	NR21C	A bachelor's degree from an accredited four-year college or university with course work in planning or a closely related field; extensive experience in major professional planning and zoning projects to include considerable lead worker or project management experience in the area of assignment; and a valid non-commercial Class C motor vehicle operator's license
Planning Technician I	OS7B	Graduation from high school; some experience in real estate or building construction; experience in building permit review; and a valid non-commercial Class C motor vehicle operator's license
Planning Technician II	OS9B	Graduation from high school; considerable experience in planning, subdivision control, and zoning enforcement work; and a valid non-commercial Class C motor vehicle operator's license
Plumbing Inspection Supervisor	NR17C	Graduation from high school or vocational school; thorough experience as a journeyman plumber, including considerable experience in plumbing inspection work; a master plumber's license in the State; and a valid non-commercial Class C motor vehicle operator's license
Plumbing Inspector	LM12B	Graduation from high school or vocational school; thorough experience as a journeyman plumber; a master plumber's license in the State or ability to obtain the license within six months of hire, and other licenses as may be required for the area of assignment; and a valid non-commercial Class C motor vehicle operator's license
Project Development Administrator	NR21C	A bachelor's degree from an accredited four-year college or university; extensive experience in permitting, planning, zoning, or property development management; and a valid non-commercial Class C motor vehicle operator's license
Quality Control Inspector	NR16C	Graduation from high school; thorough experience conducting utility inspections; computer proficiency in the operation of personal computers; and a valid non-commercial Class C motor vehicle operator's license

Residential Permit Coordinator	NR17C	Graduation from an accredited four-year college or university with major course work in information processing, public or business administration, planning, architecture, or engineering; considerable technical experience in management information systems, the governmental permit process, and planning and zoning; and a valid non-commercial Class C motor vehicle operator's license
Senior Inspector	NR16C	Graduation from high school, or equivalent vocational or technical school; considerable technical and trades experience in a variety of site and building inspection, land development and construction work, to include inspections and enforcement; and a valid non-commercial Class C motor vehicle operator's license
Senior Planner	NR19C	A bachelor's degree from an accredited four-year college or university with course work in planning or a closely related field; extensive experience in major professional planning and zoning projects; and a valid non-commercial Class C motor vehicle operator's license
Zoning Inspection Supervisor	NR18C	Graduation from an accredited four-year college or university with major course work in planning or a related field; considerable technical experience in planning, zoning, and code enforcement, including some supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Zoning Inspector	OS12B	Graduation from high school with some college-level course work in planning or a related field; experience in land use enforcement or related work; and a valid non-commercial Class C motor vehicle operator's license

(8) Purchasing and Property Control (PP).

Title	Grade and Work Week	Minimum Qualifications
Assistant Purchasing Agent	NR20C	Graduation from an accredited four-year college or university with major course work in business administration or a related field; and thorough experience in governmental purchasing and contracting, including considerable supervisory experience
Buyer I	NR9B	Graduation from high school; and considerable experience in responsible fiscal, storekeeping, or clerical work, including the requisitioning or purchasing of commodities

Buyer II	NR13B	Graduation from high school, supplemented by completion of college-level courses in business administration; and experience in the purchasing of a variety of supplies, materials, and equipment
Buyer III	NR16C	Graduation from an accredited four-year college or university with major course work in business administration or a related field; and considerable experience in governmental purchasing
Buyer IV	NR18C	Graduation from an accredited four-year college or university with major course work in business administration, finance, or a related field; and thorough technical experience in large-scale procurement of diverse materials, supplies, and services
Buyer's Assistant	OS5B	Graduation from high school; and experience in fiscal, storekeeping, or clerical work, including the requisitioning or purchasing of commodities
Duplicating Equipment Operator	OS6B	Graduation from high school; and experience in the operation of offset duplicating and related equipment
Duplicating Equipment Supervisor	NR11B	Graduation from high school; and considerable supervisory experience in the operation and management of offset duplicating and related printing shop services
Peripheral Equipment Operator	OS3B	Graduation from high school, including or supplemented by training in the operation of standard tabulating equipment and various standard binding and copying equipment
Procurement Category Management Manager	NR20	Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; extensive experience in governmental purchasing to include five or more years of progressively responsible management of other procurement professionals; and a valid non-commercial Class C motor vehicle operator's license
Procurement Strategy Manager	NR20	Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; extensive experience in governmental purchasing to include five or more years of progressively responsible management of other procurement professionals; and a valid non-commercial Class C motor vehicle operator's license
Property Acquisition Agent	NR15B	Graduation from high school, supplemented by completion of college-level course work in public or business administration or real estate; experience in the real estate field, including experience in the legal and engineering aspects of the appraisal and acquisition of real property; and a valid non-commercial Class C motor vehicle operator's license

Property Control and Accountability Manager	NR18C	Graduation from an accredited four-year college or university with a bachelor's degree in public or business administration, finance, or a related field; and extensive experience in inventory control and automated inventory systems
Purchasing Agent	NR22C	Graduation from an accredited four-year college or university with major course work in public or business administration; extensive experience in governmental purchasing, including managerial experience; and a valid non-commercial Class C motor vehicle operator's license
Real Estate Manager	NR21C	Graduation from an accredited four-year college or university with a degree in public or business administration, finance, or a related field; and extensive experience in real estate, including property acquisition and management, lease agreements, and space planning, including thorough supervisory experience
Storekeeper I	LM4B	Graduation from high school; some stock-keeping experience; and a valid non-commercial Class C motor vehicle operator's license
Storekeeper II	LM6B	Graduation from high school; considerable experience in the keeping of warehouses and warehouse records; and a valid non-commercial Class C motor vehicle operator's license
Warehouse Manager	NR14C	Graduation from high school; thorough supervisory experience in the operation and management of warehouse operations and related services; and a valid, non-commercial Class C motor vehicle operator's license
Warehouse Supervisor	NR11B	Graduation from high school; considerable supervisory experience in the operation and management of warehouse operations and related services; and a valid non-commercial Class C motor vehicle operator's license

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

Title	Grade and Work Week	Minimum Qualifications
Animal Care Attendant I	LM5B	Sufficient education to understand and follow oral and written instructions; some experience in the knowledge or various breeds, coloration and treatment of animals; and a valid non-commercial Class C motor vehicle operator's license
Animal Care Attendant II	LM6B	Graduation from high school; experience in humane animal care and treatment, animal shelter operations and laws governing animal protection and control; certified euthanasia; and a valid non-commercial Class C motor vehicle operator's license

Animal Control Administrator	NR20C	Graduation from an accredited four-year college or university, with major course work in business or public administration; thorough experience in animal control work, including considerable supervisory and administrative experience; and a valid non-commercial Class C motor vehicle operator's license
Animal Control Officer	LM9B	Graduation from high school; experience in animal control or related work dealing with the public; and a valid non-commercial Class C motor vehicle operator's license
Animal Control Supervisor	NR15B	Graduation from high school; considerable experience in animal control work; and a valid non-commercial Class C motor vehicle operator's license
Animal Control Technician	LM9	Graduation from high school; and experience as a veterinary technician, including euthanizing animals
Assistant Correctional Facility Administrator	D7C	Graduation from an accredited four-year college or university with major course work in penology, social sciences, or a related field; thorough administrative experience in correctional facility functions, or a related criminal justice function, including considerable supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Booking Officer	OS9B	Graduation from high school; one year of responsible work experience; some experience in computer keyboard entry; and a valid non-commercial Class C motor vehicle operator's license
Correctional Facility Administrator	D8C	Graduation from an accredited four-year college or university with major course work in penology, criminal justice, social science, business management, or a related field; extensive experience in supervision, management, or administration of correctional facility functions; and a valid non-commercial Class C motor vehicle operator's license
Correctional Program Specialist I	C1B	Graduation from high school; experience in the field of criminal justice; a minimum age of 21 at the time of appointment; and a valid non-commercial Class C motor vehicle operator's license
Correctional Program Specialist II	C2B	Graduation from an accredited four-year college or university with major course work in criminal justice, corrections, or the social sciences; considerable experience in criminal justice; a minimum age of 18 at the time of appointment; and a valid non-commercial Class C motor vehicle operator's license
Correctional Records Clerk I	OS9B	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	OS10B	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
Correctional Support Services Manager	NR20C	Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; and thorough experience in financial administration to include personnel management with considerable supervisory experience in these areas
Crime Analyst	OS11B	An associate's degree or 60 college credits from an accredited college or university with major course work in mathematics or the social sciences, including courses in statistical analysis and data processing; and a valid non-commercial Class C motor vehicle operator's license
Crime Scene Supervisor	NR15B	An associate's degree or 60 college credits from an accredited college or university with major course work in law enforcement, criminal justice, chemistry, biology, physics, or a related field and course work in the collection and preservation of evidence or other areas of forensic science or criminalistics; thorough experience in the collection and preservation of evidence or a related field of forensic science or criminalistics; and a valid non-commercial Class C motor vehicle operator's license
Crime Scene Technician I	OS10B	An associate's degree or 60 college credits from an accredited college or university with major course work in forensic science, chemistry, biology, physics, or a related science and course work in the collection and preservation of evidence or other areas of forensic science or criminalistics; experience in the collection and preservation of evidence or a related field of forensic science or criminalistics; and a valid non-commercial Class C motor vehicle operator's license
Crime Scene Technician II	OS12B	A bachelor's degree from an accredited college or university with major course work in forensic science, chemistry, biology, physics, or a related science and course work in the collection and preservation of evidence or other areas of forensic science or criminalistics; considerable experience in the collection, preservation and latent fingerprint processing of evidence or in a related field of forensic science or criminalistics; and a valid non-commercial Class C motor vehicle operator's license
Criminal Justice Program Supervisor	C3C	A bachelor's degree from an accredited four-year college or university with major course work in criminal justice, corrections or the social sciences; thorough experience working in criminal justice programs, preferably in corrections; a minimum age of 18 at the time of appointment; and a valid non-commercial Class C motor vehicle operator's license

Deputy Director, Animal Services	NR20C	Graduation from an accredited four-year college or university, with major course work in business or public administration; thorough experience in animal services work, including considerable supervisory and administrative experience; and a valid non-commercial Class C motor vehicle operator's license
Deputy Police Chief	P6C	Graduation from an accredited four-year college or university; a total of ten years of experience in progressively responsible police work in police administration, management, or supervision, including one year of experience at the rank of major or captain; and a valid non-commercial Class C motor vehicle operator's license
Deputy Sheriff	S1B	Graduation from high school; considerable general work experience; a minimum age of 21 at the time of appointment; and a valid non-commercial Class C motor vehicle operator's license
Deputy Sheriff Corporal	S1AB	Graduation from high school; two continuous years of experience as an Anne Arundel County Deputy Sheriff; and a valid non-commercial Class C motor vehicle operator's license
Deputy Sheriff II ("Sergeant")	S2B	Graduation from high school; successful completion of two continuous years of experience as a Deputy Sheriff I in the Anne Arundel County Sheriff's Office; two continuous years of experience at the rank of Deputy Sheriff Corporal in the Anne Arundel County Sheriff's Office; and a valid non-commercial Class C motor vehicle operator's license
Deputy Sheriff III ("Lieutenant")	S3C	Graduation from high school; a minimum of 60 credits of acceptable college-level course work in law enforcement, criminal justice, police administration, or a related discipline; thorough experience as a deputy sheriff in the Anne Arundel County Sheriff's Office to include two years at the rank of Deputy Sheriff II; and a valid non-commercial Class C motor vehicle operator's license
Deputy Sheriff IV ("Captain")	S4C	Graduation from high school; 60 credits of college-level course work in law enforcement or a related discipline; extensive experience as a deputy sheriff in the Anne Arundel County Sheriff's Office to include two years at the rank of Deputy Sheriff III; and a valid non-commercial Class C motor operator's license
Detention Captain	D6C	Graduation from an accredited four-year college or university with major course work in criminal justice, corrections, or the social sciences; considerable experience in an administrative support position in a criminal justice agency; a minimum age of 18 at the time of appointment; and a valid non-commercial Class C motor vehicle operator's license
Detention Corporal	D2D	Graduation from high school; two years of experience as a detention officer for Anne Arundel County; and a valid non-

		commercial Class C motor vehicle operator's license
Detention Lieutenant	D5D	Graduation from high school; two years of experience as a detention officer for Anne Arundel County; one year of experience as a detention sergeant for Anne Arundel County; and a valid non-commercial Class C motor vehicle operator's license
Detention Officer	D1D	Graduation from high school; a minimum age of 18 at the time of appointment; and a valid non-commercial Class C motor vehicle operator's license
Detention Sergeant	D3D	Graduation from high school; three years of experience as a detention officer for Anne Arundel County, or two years of experience as a detention officer for Anne Arundel County and one year of experience as a detention corporal for Anne Arundel County; and a valid non-commercial Class C motor vehicle operator's license
Emergency Management Planner	NR16	Graduation from an accredited four-year college or university with a degree in emergency management, emergency and disaster management, homeland security, public administration, or a related field; and thorough experience in emergency management services to include a certificate of completion of the FEMA Professional Development Series; National Incident Management System (NIMS); Incident Command System (ICS); and a valid non-commercial Class C motor vehicle operator's license
Emergency Management Training and Exercise Coordinator	NR18C	Graduation from an accredited four-year college or university with a degree in business administration, business management or public administration or a related field; and thorough experience in emergency management training and exercise services to include a certificate of completion of the FEMA Professional Development Series; National Incident Management System (NIMS); Incident Command System (ICS); and a valid non-commercial Class C motor vehicle operator's license
Evidence Coordinator	NR15	An associate's degree or 60 college credits from an accredited college or university in law enforcement, criminal justice, chemistry, biology, physics, or a related field; considerable experience in progressively more responsible work in the collection and preservation of evidence for use in criminal or civil proceedings; and a valid non-commercial Class C motor vehicle operator's license
Evidence Coordinator Leader	NR18C	An associate's degree or 60 college credits from an accredited college or university in law enforcement, criminal justice, chemistry, biology, physics, or a related field; thorough experience in progressively responsible work in the collection and preservation of evidence for use in criminal or civil proceedings; and a valid non-commercial Class C motor vehicle operator's license

Fingerprint Technician	OS6B	Graduation from high school; considerable experience in fingerprint classification and identification using the ten-print Henry Classification System; and a valid non-commercial Class C motor vehicle operator's license
Fire Battalion Chief	F7C	Two years of acceptable college course work in fire science, emergency health services, public or business administration, or a related field; nine years of progressively responsible experience in the Anne Arundel County Fire Department, including two years as a captain; certification as a Fire Officer 3 by the Maryland Fire Service Personnel Qualifications Board; and a valid non-commercial Class C motor vehicle operator's license
Fire Battalion Chief/Emergency Medical Technician-Paramedic	F7PC	Two years of acceptable college course work in fire science, emergency health services, public or business administration, or a related field; nine years of progressively responsible experience in the Anne Arundel County Fire Department, including two years as a Captain; certification as a Fire Officer 3 by the Maryland Fire Service Personnel Qualifications Board; certification as a nationally registered paramedic and licensed as a paramedic by the Maryland State EMS Board; and a valid non-commercial Class C motor vehicle operator's license
Fire Captain	F6D	One year of acceptable college education; six years of progressively responsible experience in the classified service of the Anne Arundel County Fire Department, two years of which must have been at the level of lieutenant, or graduation from high school and seven years of progressively responsible Anne Arundel County Fire Department experience, two years of which must have been at the lieutenant level; certification as Fire Officer 2 by the Maryland Fire Service Personnel Qualifications Board; and a valid non-commercial Class B motor vehicle operator's license
Fire Captain/Emergency Medical Technician-Paramedic	F6PD	One year of acceptable college education; six years of progressively responsible experience in the classified service of the Anne Arundel County Fire Department, two years of which must have been at the level of Lieutenant, or graduation from high school and seven years of progressively responsible Anne Arundel County Fire Department experience, two years of which must have been at the Lieutenant level; certification as Fire Officer 2 by the Maryland Fire Service Personnel Qualifications Board; certification as a nationally registered paramedic and licensed as a paramedic by the Maryland State EMS Board; and a valid non-commercial Class B motor vehicle operator's license
Fire Communications	LM11D	Graduation from high school; experience in an emergency services environment or progressively responsible multi-

Operator I		faceted clerical work; 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	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; 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	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 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
Fire Deputy Chief	F9C	Graduation from an accredited four-year college or university with major course work in fire science, emergency health services, public or business administration, or a related field; 11 years of progressively responsible experience, including at least two years at the level of Division Chief, or two years of acceptable college course work and 13 years of progressively responsible experience, including two years at the level of Division Chief; certification as a Fire Officer 4 by the Maryland Fire Service Personnel Qualifications Board; and a valid non-commercial Class C motor vehicle operator's license
Fire Division Chief	F8C	Two years of acceptable college course work in fire science, emergency health services, public or business administration, or a related field; 11 years of progressively responsible experience in the Anne Arundel County Fire Department including two years at the level of Fire Battalion Chief; certification as a Fire Officer 4 by the Maryland Fire Service Personnel Qualifications Board; and a valid non-commercial Class C motor vehicle operator's license
Fire Fighter II	F1D	Graduation from high school; some work experience; a valid non-commercial Class C motor vehicle operator's license; and a valid non-commercial Class B motor vehicle operator's license upon graduation from the Anne Arundel County Fire

		Training Academy program
Fire Fighter III	F2D	Graduation from high school; two years of experience as a fire fighter in the classified service of the Anne Arundel County Fire Department; and a valid non-commercial Class B motor vehicle operator's license
Fire Fighter/Emergency Medical Technician-Intermediate	F3D	Graduation from high school; successful completion of the Anne Arundel County Fire Training Academy program; one year as a Fire Fighter II in the classified service of the Anne Arundel County Fire Department; certification as a nationally registered emergency medical technician-intermediate and certification by the Maryland State EMS Board; and a valid non-commercial Class B motor vehicle operator's license
Fire Fighter/Emergency Medical Technician-Paramedic	F4PD	Graduation from high school; successful completion of the Anne Arundel County Fire Training Academy program; certification as a nationally registered paramedic and licensed as a paramedic by the Maryland State EMS Board; and a valid non-commercial Class B motor vehicle operator's license; or graduation from high school; certification at hire as a nationally registered paramedic and licensed as a paramedic by the Maryland State EMS Board; and a valid non-commercial Class B motor vehicle operator's license
Fire Lieutenant	F5D	Graduation from high school; five years of progressively responsible experience in the Anne Arundel County Fire Department; certification as a Fire Officer 1 by the Maryland Fire Service Personnel Qualifications Board; and a valid non-commercial Class B motor vehicle operator's license
Fire Lieutenant/Emergency Medical Technician-Paramedic	F5PD	Graduation from high school; five years of progressively responsible experience in the Anne Arundel County Fire Department; certification as a Fire Officer 1 by the Maryland Fire Service Personnel Qualifications Board; certification as a nationally registered paramedic and licensed as a paramedic by the Maryland State EMS Board; and a valid non-commercial Class B motor vehicle operator's license
Firearms Examiner	NR17	A bachelor's degree from an accredited four-year college or university with major course work in biological or physical science; considerable experience in criminal justice; law enforcement or a related field. Completion of a training program providing original certification by the Association of Firearms and Toolmark Examiners (AFTE) as a firearms and toolmark examiner; and a valid non-commercial Class C motor vehicle operator's license
Forensic Chemist I	NR16C	A bachelor's degree from an accredited four-year college or university with major course work in forensic science, chemistry, biology, or other natural science; and a valid non-commercial Class C motor vehicle operator's license

Forensic Chemist II	NR17C	A bachelor's degree from an accredited four-year college or university with major course work in forensic science, chemistry, biology, or other natural science; experience in forensic identification and analysis; and a valid non-commercial Class C motor vehicle operator's license
Forensic Chemist Supervisor	NR19C	A master's degree from an accredited four-year college or university with major course work in forensic science, chemistry, biology, or other natural science; thorough experience in progressively more responsible work in CDS or serology/DNA analysis in a forensic laboratory, including supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Forensic Services Director	NR20	A master's degree from an accredited four-year college or university in forensic science, a natural science such as chemistry, physics, or biology; or a subspecialty of a natural science such as organic chemistry, biochemistry, or molecular biology; and thorough experience in documented forensic laboratory work; considerable years of managerial or supervisory experience; extensive experience with ASLD/Lab-International (American Society of Crime Lab Directors/Laboratory Accreditation Board-International) standards; a valid non-commercial Class C motor vehicle operator's license; and meet the minimum qualifications of a Forensic Laboratory Director as defined in Title 10 (Department of Health & Mental Hygiene) Subtitle 51 (Forensic Laboratories) in the Code of Maryland Regulations (COMAR)
Latent Print Examiner I	NR14B	Graduation from high school; thorough experience in classifying, identifying, and processing fingerprints using the ten-print Henry Classification System and an automated fingerprint identification system; formal training or courses in fingerprint classification and identification through completion of the FBI Basic Fingerprint School or an equivalent recognized fingerprint training program; and a valid non-commercial Class C motor vehicle operator's license
Latent Print Examiner II	NR16B	An associate's degree or 60 college credits in law enforcement, mathematics, biology, chemistry, criminalistics, physics, or a related field from an accredited college or university; formal training or courses in fingerprint classification and identification through completion of the FBI Basic Fingerprint School or an equivalent recognized fingerprint training program; considerable experience in latent print identification, including court qualification as an expert witness; and a valid non-commercial Class C motor vehicle operator's license
Law Enforcement	NR14C	Graduation from an accredited four-year college or university with major course work in law enforcement,

Training Coordinator		criminal justice, or a related field; experience in the development and presentation of staff training in a law enforcement organization; and a valid non-commercial Class C motor vehicle operator's license
Photographic Laboratory Technician	NR12B	Graduation from high school, supplemented by acceptable college course work in photography, audiovisual production, computer- aided design, or related areas; considerable experience in photography and print making, and developing video presentations; some experience with related computer software; and a valid non-commercial Class C motor vehicle operator's license
Police Captain	P4C	Graduation from high school; 90 credits at an accredited college or university; eight years of experience with the Anne Arundel County Police Department in progressively responsible police work, with four years of experience in police administration, management, or supervision and with two years of experience at the rank of lieutenant with the Anne Arundel County Police Department; and a valid non-commercial Class C motor vehicle operator's license
Police Communications Coordinator	NR14D	Graduation from high school; and considerable experience as a police communications operator
Police Communications Manager	NR20D	Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; thorough experience in public safety communications management and supervision; and a valid non-commercial Class C motor vehicle operator's license
Police Communications Operator I	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	LM11D	Graduation from high school or a GED; considerable work experience with multi-faceted responsibilities; and skill in data entry keyboard functions
Police Communications Operator III	CO3D	Graduation from high school; and considerable experience as a police communications operator, including experience as a Police Communications Operator II
Police Communications Operator IV	CO3D	Graduation from high school; and thorough experience as a police communications operator, with two years of experience as a Police Communications Operator II or Police Communications Operator III, including experience in the supervision of operations in a communications center
Police Corporal	P1BB	Graduation from high school; successful completion of two years as an Anne Arundel County Police Officer First Class; two years as an Anne Arundel County Police Officer; and a valid non-commercial Class C motor vehicle operator's license

Police Fleet Coordinator	NR15B	Graduation from high school; 60 college credits in business administration or a closely related field; considerable experience in inventory management; some experience with vehicle mechanics; and a valid non-commercial Class C motor vehicle operator's license
Police Lieutenant	P3	Graduation from high school; 60 credits of college-level course work or an associate degree; six years of experience in progressively responsible police work with the Anne Arundel County Police Department, with two years of experience in police administration, management, or supervision as an Anne Arundel County police sergeant; and a valid non-commercial Class C motor vehicle operator's license
Police Major	P5C	Graduation from an accredited four-year college or university with major course work in police administration, criminal justice, or a related field; 10 years of experience with the Anne Arundel County Police Department in progressively responsible police work to include six years of experience in police administration, management, or supervision, with one year of experience at the rank of captain with the Anne Arundel County Police Department; and a valid non-commercial Class C motor vehicle operator's license
Police Officer	P-00B	Graduation from high school; successful completion of recruit training and probationary period; and a valid non-commercial Class C motor vehicle operator's license
Police Officer First Class	P-00B	Graduation from high school; successful completion of two continuous years of experience as an Anne Arundel County Police Officer; and a valid non-commercial Class C motor vehicle operator's license
Police Records Manager	NR19C	Graduation from an accredited four-year college or university with major course work in public or business administration, criminal justice, or a related field; training in the application of computer technology to record or retrieve large bodies of information; and considerable experience in records management, including considerable supervisory experience
Police Sergeant	P2C	Graduation from high school; successful completion of two continuous years of experience as an Anne Arundel County Police Officer; two continuous years as an Anne Arundel County Police Officer First Class; attainment of the rank of Police Corporal in the Anne Arundel County Police Department; and a valid non-commercial Class C motor vehicle operator's license
Polygraph Examiner	NR15B	Graduation from an accredited four-year college or university with major course work in psychology, sociology, or criminal justice; considerable experience in the administration of criminal case examinations; graduation from an American Polygraph Association- accredited school;

		full membership in the American Polygraph Association; and a valid non-commercial Class C motor vehicle operator's license
Public Safety Analyst I	LM11B	Graduation from high school or a GED; experience working in law enforcement operations, public safety analytics, or public safety emergency dispatch; a valid non-commercial Class C motor vehicle operator's license; and a NCIC/METERS certification or ability to obtain a NCIC/METERS certification within six months of hire
Public Safety Analyst II	LM12B	Graduation from high school or a GED; considerable experience working in law enforcement operations, public safety analytics, or public safety emergency dispatch; a valid non-commercial Class C motor vehicle operator's license; and a NCIC/METERS certification or ability to obtain a NCIC/METERS certification within six months of hire
Public Safety Analyst III	NR15B	Graduation from high school or a GED; thorough experience working in law enforcement operations, public safety analytics, or public safety emergency dispatch; a valid non-commercial Class C motor vehicle operator's license; and a NCIC/METERS certification or ability to obtain a NCIC/METERS certification within six months of hire
Senior Booking Officer	OS10B	Graduation from high school; three years of work as a booking officer; considerable experience in computer keyboard entry; and a valid non-commercial Class C motor vehicle operator's license
Senior Emergency Management Planner	NR19C	Graduation from an accredited four-year college or university with a degree in emergency management, emergency and disaster management, homeland security, public administration, or a related field; extensive experience in emergency management services to include a certificate of completion of the FEMA Professional Development Series, National Incident Management System (NIMS), and Incident Command System (ICS); and, a valid non-commercial Class C motor vehicle operator's license
Senior Forensic Chemist	NR18C	Graduation from an accredited four-year college or university with major course work in forensic science, chemistry, biology, physics, or other natural science, such as organic chemistry, biochemistry, or molecular biology; thorough experience in the forensic discipline or subdiscipline as a technical leader, to include four years with a bachelor's degree, three years with a master's degree, or two years with a doctoral degree, as required by the Code of Maryland Regulations ("COMAR"); and a valid non-commercial Class C motor vehicle operator's license

Senior Forensic Examiner	NR18C	Graduated from an accredited four-year college or university with major course work in forensic science, chemistry, biology, physics, criminalistics or other natural science; additional courses at the graduate or undergraduate level as required by the Code of Maryland Regulations (“COMAR”); four years of forensic discipline or subdiscipline work experience with a bachelor’s degree, three years work experience with a master’s degree, or two years work experience with a doctoral degree; with progressively more responsible work in forensic analysis within a laboratory, including supervisory experience; and a valid non-commercial Class C motor vehicle operator’s license
Senior Latent Print Examiner	NR18C	Graduation from an accredited four-year college or university with major course work in law enforcement, mathematics, biology, chemistry, criminalistics, physics, or other natural science; additional courses at the graduate or undergraduate level as required by the American Society of Crime Lab Directors/Laboratory Accreditation Board; thorough experience in progressively more responsible work in latent print identification and analysis in a latent print laboratory, including supervisory experience; and a valid non-commercial Class C motor vehicle operator’s license
Senior Photographic Laboratory Technician	NR13B	Graduation from high school; thorough work experience in forensic photography, digital image processing and enhancement, and dark room techniques; and a valid non-commercial Class C motor vehicle operator’s license
Senior Special Investigator	NR15B	Graduation from high school; extensive experience conducting investigations for a police department or other criminal justice agency, including applicant processing; and a valid non-commercial Class C motor vehicle operator’s license
Sheriff’s Communications Operator	LM8B	Graduation from high school; considerable work experience in data entry and keyboard functions; a passing score on all required proficiency tests; and a valid non-commercial Class C motor vehicle operator’s license
Sheriff Fleet Coordinator	NR15B	Graduation from high school; 60 college credits in business administration or a closely related field; considerable experience in inventory management or property acquisition; some experience with vehicle mechanics; and a valid non-commercial Class C motor vehicle operator’s license
Special Investigator	NR14B	Graduation from high school; four years of experience in conducting investigations for a police department or other criminal justice agency, including applicant processing; and a valid non-commercial Class C motor vehicle operator’s license

Veterinarian	NR24C	Graduation from an accredited four-year college or university with a doctor of veterinary medicine, must have at least two (2) years professional experience, at least one (1) year of which should be work in a public shelter or high volume spay/neuter clinic; possession of a shelter medicine certificate from an accredited institution may be accepted in lieu of professional experience; DEA license is required prior to hire and must be maintained during employment; must be licensed by the State of Maryland to practice veterinary medicine prior to hire and said license maintained during employment; and, a valid non-commercial Class C motor vehicle operator's license
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(10) Recreation and Parks (RP).

Title	Grade and Work Week	Minimum Qualifications
Aquatics Recreation Center Supervisor	NR11B	Graduation from high school supplemented by college-level courses in recreation, physical education, or a related field; and experience in managing aquatic programs
Chief, Environmental Facilities and Programs	NR19C	Graduation from an accredited four-year college or university with major course work in environmental, natural or marine science, or horticulture supplemented by graduate study; thorough technical and managerial experience in a park or recreational facility; and a valid non-commercial Class C motor vehicle operator's license
Chief, Planning and Construction Programs	NR20C	Graduation from an accredited four-year college or university with major course work in landscape architecture, parks management, or a related field; extensive experience in parks management of a major public parks program; and a valid non-commercial Class C motor vehicle operator's license
Chief, Recreation and Athletics Programs	NR20C	Graduation from an accredited four-year college or university with major course work in recreation, business, or public administration, or a related field; considerable experience in recreation administration or a related field, including supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Child Care Program Specialist	NR14B	A bachelor's degree from an accredited four-year college or university with major course work in business or recreation administration, education, or a related field; considerable experience in youth programs management and administration; and a valid non-commercial Class C motor vehicle operator's license

Deputy Director, Recreation and Parks	NR23C	Graduation from a college or university with a bachelor's degree in business administration, recreation, public or park administration, park planning, landscape architecture, or a related field; extensive park and recreation management experience; extensive supervisory and budgetary experience; and, a valid Class C motor vehicle operator's license
District Park Maintenance Supervisor	NR14B	Graduation from high school or vocational school; thorough experience in the maintenance and repair of equipment and facilities; considerable supervisory experience; and a valid commercial Class B motor vehicle operator's license
Facility Superintendent, Trails and Greenways	NR18C	Graduation from an accredited four-year college or university with major course work in park management, conservation, or natural resources management, recreation or forestry; considerable experience in park operation and maintenance, including supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Horticulturist I	LM10B	Graduation from a two-year degree program at an accredited college or university with major course work in horticulture; considerable experience in planning and maintaining landscape plantings and exhibits; and a valid non-commercial Class C motor vehicle operator's license
Horticulturist II	NR16C	Graduation from an accredited four-year college or university with major course work in horticulture; considerable experience in park, recreational, or landscape plantings; and a valid non-commercial Class C motor vehicle operator's license
Recreation and Parks Operations Administrator	NR22C	Graduation from an accredited four-year college or university with major course work in business administration or a related field; extensive experience in the administration, management, and financial operation of a large municipal department, including thorough supervisory experience; a valid non-commercial Class C motor vehicle operator's license
Naturalist	NR14B	Graduation from an accredited college or university with a bachelor's degree in outdoor education, conservation, biological sciences, or a related field; and three years of experience in nature interpretation, conservation, and teaching natural science, including one year of experience in scientific research in field ecology or biology
Park Maintenance Foreman	LM10B	Graduation from high school or vocational school; considerable experience in the repair and maintenance of park facilities and equipment, including some lead worker experience; and, as determined by area of assignment, a valid commercial Class B motor vehicle operator's license

Park Maintenance Supervisor	NR13B	Graduation from high school or vocational school; considerable experience in the repair and maintenance of park facilities and equipment, including some lead worker experience; and a valid commercial Class B motor vehicle operator's license
Park Ranger I	R1B	Graduation from an accredited four-year college or university with major course work and some experience in park, conservation or natural resource management, recreation, or forestry; and a valid non-commercial Class C motor vehicle operator's license
Park Ranger II	R2B	Graduation from an accredited four-year college or university with major course work and extensive experience in park, conservation or natural resource management, recreation, or forestry; and a valid non- commercial Class C motor vehicle operator's license
Parks Administrator	NR22C	Graduation from an accredited four-year college or university with major course work in parks administration or a related field; extensive experience in the construction, maintenance, and operation of parks and related facilities, including thorough supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Recreation and Parks Project Manager	NR18C	Graduation from an accredited four-year college or university with a bachelor's degree, and thorough experience in recreation and parks planning or facilities management, engineering, development management, landscape architecture, construction management, or a closely related field; and a valid non-commercial Class C motor vehicle operator's license
Recreation Specialist	NR13B	A bachelor's degree from an accredited four-year college or university with major course work in recreation administration or a related field; experience in general recreation or physical education programs; and a valid non-commercial Class C motor vehicle operator's license
Recreation Supervisor	NR17C	Graduation from an accredited four-year college or university with major course work in recreation administration or a related field; considerable experience in management of recreation programs, including some supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Sports Complex Supervisor	NR14B	Graduation from high school; thorough experience in the supervision of sports programs and sports facility maintenance; and a valid non-commercial Class C motor vehicle operator's license
Turf Maintenance Assistant	NR9B	Graduation from high school; experience in the maintenance of turf and irrigation systems; and a valid non- commercial Class C motor vehicle operator's license

Turf Maintenance Specialist	NR16C	A bachelor's degree from an accredited four-year college or university with major course work in agronomy or a related field; thorough experience in design, installation, and maintenance of irrigation systems; considerable supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
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(11) Engineering, Information Technology and Science (SC).

Title	Grade and Work Week	Minimum Qualifications
Assistant Chief, Surveys	NR16C	Graduation from high school or vocational school, supplemented by course work in land surveying, global positioning system (GPS) surveying, or related subjects; thorough experience in boundary, right-of-way, easement, construction, topographic, and as-built surveying and field operations; experience in GPS surveying; considerable supervisory experience; certification as a Certified Survey Technician IV by the National Society of Professional Surveyors or registration with the State of Maryland as a property line surveyor or professional land surveyor; and a valid non-commercial Class C motor vehicle operator's license
Assistant Information Technology Officer	NR24C	A master's degree from an accredited college or university in information systems management, business or public administration, or a related field; and extensive experience in integrated information technology systems, including considerable supervisory experience
Cable Television Administrator	NR19C	Graduation from an accredited four-year college or university with major course work in communications or a related field; thorough experience in television programming and production, cable television franchises, legislation, and program development, including supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Chemist	NR17C	Graduation from an accredited four-year college or university with major course work in chemistry or biology; considerable experience in the field of water and wastewater chemistry, including supervisory experience; some experience in instrumentation and environmental chemistry analysis; and a valid non-commercial Class C motor vehicle operator's license
Chief, Client Support	NR20C	Graduation from an accredited four-year college or university with major course work in computer programming or a related field; and extensive supervisory experience in the design and operation of local and wide area networks, and support of network users

Chief, Data Resources	NR21C	Graduation from an accredited four-year college or university with major course work in mathematics, public or business administration, or a related field, including or supplemented by specialized training in electronic data processing programming, operations, and methodologies; and thorough responsible experience in telecommunications, computer operating systems, and data base management
Chief, Information Security	NR23C	Graduation from an accredited four-year college or university with major course work in computer science, information technology, information systems or a related field; extensive experience in cybersecurity operations, strategy, policy and program development; supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Chief, Information Technology Operations	NR23C	Graduation from an accredited four-year college or university with major course work in computer programming or a related field; extensive experience with information technology operations and infrastructure; extensive experience in WAN/LAN multiple server systems administration, information processing, telecommunications, and troubleshooting internet issues; extensive supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Chief, Network and Cyber Security	NR23C	Graduation from an accredited four-year college or university with major course work in computer science or a related field; extensive experience with information technology and network security methods and infrastructure; extensive experience in WAN/LAN multiple server systems administration, information processing, telecommunications, and troubleshooting internet issues; extensive experience dealing with intranet/extranet firewall and anti-virus security issues; extensive supervisory experience; and a valid non-commercial Class C motor vehicle operator's license
Chief, Production Services	NR21C	Graduation from a four-year college or university with major course work in mathematics, accounting, public or business administration, or a related field, including or supplemented by specialized training in electronic computer operation; and thorough supervisory experience
Chief, Programming and Systems	NR21C	Graduation from an accredited four-year college or university with major course work in mathematics, accounting, public or business administration, or a related field, including or supplemented by specialized training in electronic computer programming and systems analysis; and extensive supervisory experience in the field of electronic computer programming and systems analysis

Chief, Project Management and Planning	NR23C	Graduation from an accredited four-year college or university with major course work in computer science or a related field; extensive experience in technical project management; extensive experience in leading a project management office; extensive experience in the implementation of software and infrastructure technologies; demonstrated knowledge of technology related planning and development; and a valid non-commercial Class C motor vehicle operator's license
Chief, Rights-of-Way	NR19C	Graduation from an accredited four-year college or university with major course work in public or business administration or real estate; detailed working knowledge of plats, plans, and other engineering documents; full comprehension of subdivision and land development guidelines and procedures; thorough experience in the appraisal and acquisition of real property; considerable supervisory and negotiation experience; and a valid non-commercial Class C motor vehicle operator's license
Chief, Surveys	NR19C	Graduation from high school or vocational school, supplemented by course work in land surveying, global positioning system (GPS) surveying, or related subjects; extensive experience in boundary, right-of-way, easement, construction, topographic, and as-built surveying and field operations; experience in GPS surveying and field operations; thorough supervisory experience; registration with the State of Maryland as a property line surveyor or professional land surveyor; and a valid non-commercial Class C motor vehicle operator's license
Chief, Telecommunication Services	NR23C	Graduation from an accredited four-year college or university in business or public administration, supplemented by course work in engineering; considerable experience in management of telecommunications facilities and systems for government organizations, including supervisory experience and related computer applications experience; and a valid non-commercial Class C motor vehicle operator's license
Communications Officer	NR19C	Graduation from an accredited four-year college or university with a specialization in communications, electronics, or a related field; extensive experience in radio and telephone communications systems with particular emphasis on computer- assisted systems and participation in the integration of different types of communications facilities and systems or closely related work; and a valid non-commercial Class C motor vehicle operator's license

Communications Services Manager	NR17C	Graduation from an accredited four-year college or university with a degree in electrical engineering or a related field; considerable experience in fiber optics and telecommunications systems and operations, including some experience in contract management; and a valid non-commercial Class C motor vehicle operator's license
Communications System Manager	NR16C	Graduation from high school supplemented by training in computer systems programming, operations, and methodologies; experience in telecommunications, including public safety communications, operations, computer-aided dispatch functions, computer operating systems, and data base management
Communications Systems Support Specialist	NR13B	Graduation from high school; considerable experience in telecommunications, computer-aided, dispatch functions; and a valid non-commercial Class C motor vehicle operator's license
Computer Operations Supervisor	NR14B	Graduation from high school supplemented by training in the operation of electronic computers; and thorough experience in the operation of electronic computers and peripheral equipment, including some supervisory experience
Data Base Administrator	NR18C	Graduation from an accredited four-year college or university with major course work in computer science or a related field supplemented by specialized training in electronic data processing, programming, operations, and methodologies; and experience of progressive responsibility in operating systems and data base design and maintenance
Data Entry Supervisor	NR8B	Graduation from high school, including or supplemented by training in the operation of key punch machines; and considerable experience in the operation of key punch, verifier, and related machines
Drafting Supervisor	NR14B	Graduation from high school or vocational school, including or supplemented by course work in drafting; extensive experience in technical drafting work; and thorough supervisory experience in technical drafting or a related field
Emergency Services Manager	NR18C	Graduation from an accredited four-year college or university with major course work in business administration or a related field and course work or technical training in computer operations; considerable experience in managing a computerized emergency dispatch system; some experience in fleet management; and a valid non-commercial Class C motor vehicle operator's license

Engineer Administrator	NR22C	A bachelor's degree from an accredited four-year college or university with a degree in engineering or a related field; extensive experience in several of the various specialized areas of engineering work, including thorough management, supervisory, and administrative experience; state registration as a professional engineer; and a valid non-commercial Class C motor vehicle operator's license
Engineer I	NR16C	A bachelor's degree from an accredited four-year college or university with a degree in engineering or a related field; and a valid non-commercial Class C motor vehicle operator's license
Engineer II	NR17C	A bachelor's degree from an accredited four-year college or university with a degree in engineering or a related field; considerable experience in professional engineering work; and a valid non-commercial Class C motor vehicle operator's license
Engineer III	NR18C	A bachelor's degree from an accredited four-year college or university with a degree in engineering or a related field; thorough experience in professional engineering work; and a valid non-commercial Class C motor vehicle operator's license
Engineer Manager	NR21C	A bachelor's degree from an accredited four-year college or university with a degree in engineering or a related field; considerable administrative and lead, advanced, or supervisory work experience; state registration as a professional engineer; and a valid non-commercial Class C motor vehicle operator's license
Engineering Specialist I	NR16C	A bachelor's degree from an accredited four-year college or university with a degree in environmental science, engineering or a related field; office, field, technical or internship experience in engineering, GIS, environmental sciences or a related field; and a valid non-commercial Class C motor vehicle operator's license
Engineering Specialist II	NR17C	A bachelor's degree from an accredited four-year college or university with a degree in environmental science, engineering or a related field; considerable office, field, or technical experience in engineering, GIS, environmental sciences or a related field; and a valid non-commercial Class C motor vehicle operator's license
Engineering Specialist III	NR18C	A bachelor's degree from an accredited four-year college or university with a degree in environmental science, engineering or a related field; thorough office, field, or technical experience in engineering, GIS, environmental sciences or a related field; and a valid non-commercial Class C motor vehicle operator's license

Enterprise Application Manager	NR21C	Graduation from an accredited four-year college or university with major course work in computer science, information systems, mathematics, business administration, or a related field, including or supplemented by specialized training in electronic data processing programming, operations, and methodologies; thorough responsible experience in telecommunications, computer operating systems, and database management; and a valid non-commercial Class C motor vehicle operator's license
GIS Manager	NR21C	Graduation from an accredited four-year college or university with a bachelor's degree in geographic information systems (GIS), geography, computer science, earth science, or a related field; considerable administrative and lead, advanced, or supervisory work experience; certification as a geographic information systems professional (GISP); and a valid non-commercial Class C motor vehicle operator's license
GIS Senior Specialist	NR19C	Graduation from an accredited four-year college or university with major course work in geography, cartography, planning, computer science, civil engineering, or related discipline; thorough experience in the operation and application of GIS technology; experience in GIS application software, automated drafting techniques, equipment plotting, digitizing, and data input; and a valid non-commercial Class C motor vehicle operator's license
GIS Specialist I	NR15B	Graduation from an accredited four-year college or university with major course work in geography, cartography, planning, computer science, civil engineering, or related disciplines; considerable experience in the operation and application of GIS technology; and a valid non-commercial Class C motor vehicle operator's license
GIS Specialist II	NR17C	Graduation from an accredited four-year college or university with major course work in geography, cartography, planning, computer science, civil engineering, or related disciplines; considerable experience in the operation and application of GIS technology; experience in GIS application software, automated drafting techniques, equipment plotting, digitizing, and data input; and a valid non-commercial Class C motor vehicle operator's license
GIS Technician I	NR11B	Graduation from high school, supplemented by college-level courses in geography, cartography, planning, engineering, computer science, or related disciplines; experience in GIS application software, automated drafting techniques, equipment plotting, digitizing, and data input; and a valid non-commercial Class C motor vehicle operator's license

GIS Technician II	NR13B	Graduation from high school with courses in drafting, geography, or mathematics; or college-level courses in geography, cartography, planning, engineering, or computer science, or related disciplines; experience in GIS application software, automated drafting techniques, equipment plotting, digitizing, and data input; considerable years of work experience in AutoCAD, GIS, or closely related work; and a valid non-commercial Class C motor vehicle operator's license
Graphics Specialist	OS4B	Graduation from high school or vocational school; and experience in graphic arts, including computer-aided design
Information Services Manager	NR22C	A graduate degree in business, public administration, or information services; and thorough experience in the supervision of information services and systems
Information Services Quality Assurance Analyst	NR18C	Graduation from an accredited four-year college or university with major course work in computer science, data processing, systems analysis and design, personal computers, and software applications; and thorough experience in designing and implementing quality assurance standards and in developing procedures and practices for an organization's quality assurance program
Information Systems Support Specialist	NR14B	Two years of course work with an AA certificate in electronic data processing from an accredited college, supplemented by courses in computer system administration or a related field; considerable experience in technical support and maintenance of computer systems, including the configuration and troubleshooting of hardware and software
Information Technology Senior Project Manager	NR21C	Graduation from an accredited four-year college or university with major course work in computer science, business, or a related field; considerable experience in managing concurrent complex technology and related projects; thorough experience in project life cycle methodologies, cost and schedule development and controls; and a valid non-commercial Class C motor vehicle operator's license
Laboratory Technician	LM10B	Graduation from high school, supplemented by college-level courses in chemistry or microbiology; eligibility for State certification in bacteriological testing of water and wastewater; experience in conducting chemical and bacteriological laboratory tests; and a valid non-commercial Class C motor vehicle operator's license
Manager, Computer Operations	NR19C	Graduation from a four-year college or university with major course work in electronic data processing; and thorough technical experience in electronic computer operations, including considerable supervisory experience
Manager, Public Works Information Services	NR17C	Graduation from high school supplemented by college-level courses in mathematics, computer science, or engineering; thorough experience in computer systems, including operations, programming, network administration, and maintenance
Office Automation	NR19C	Graduation from an accredited four-year college or university

Specialist		with major course work in accounting, computer services, or public or business administration; special training in office automation techniques; and considerable experience in the design and installation of automated office systems
Programmer I	NR14C	Two years of college with an AA certificate in electronic data processing supplemented by courses in electronic computer programming
Programmer II	NR16C	Two years of college with an AA certificate in electronic data processing supplemented by courses in electronic computer programming; and considerable experience in programming electronic computers
Programmer-Analyst I	NR17C	Graduation from an accredited four-year college or university with a bachelor's degree, including or supplemented by courses in electronic computer programming, systems analysis, and operating systems; and considerable experience in the field of electronic computer programming
Programmer-Analyst II	NR18C	Graduation from an accredited four-year college or university with a bachelor's degree, including or supplemented by courses in electronic computer programming, system analysis, and operating systems; and thorough experience in the field of electronic computer programming
Senior Engineer	NR19C	A bachelor's degree from an accredited four-year college or university with a degree in engineering or a related field; thorough technical experience in engineering; and a valid non-commercial Class C motor vehicle operator's license
Senior Information Systems Support Specialist	NR15B	Two years of course work with an AA certificate in electronic data processing from an accredited college, supplemented by courses in computer system administration or a related subject; thorough experience in technical support and maintenance of computer systems, including the configuration and troubleshooting of hardware and software
Senior Traffic Signal Technician	NR16B	Graduation from high school or vocational school, supplemented by specialized training in electronic technology; thorough experience in the maintenance and repair of microprocessor-based and solid state devices; and a valid non-commercial Class C motor vehicle operator's license
Survey Crew Chief I	NR14B	Graduation from high school or vocational school, supplemented by course work in land surveying, global positioning system (GPS) surveying, or related subjects; considerable experience in boundary, right-of-way, easement, construction, topographic, and as-built surveying and field operations; and a valid non-commercial Class C motor vehicle operator's license

Survey Crew Chief II	NR15B	Graduation from high school or vocational school, supplemented by course work in land surveying, global positioning system (GPS) surveying, or related subjects; thorough experience in boundary, right-of-way, easement, construction, topographic, and as-built surveying and field operations; considerable experience in global positioning system (GPS) surveying and field operations; certification as a Certified Survey Technician III by the National Society of Professional Surveyors or registration with the State of Maryland as a property line surveyor or professional land surveyor; and a valid non-commercial Class C motor vehicle operator's license
Survey Field Technician I	LM8B	Graduation from high school or vocational school; experience in boundary, right-of-way, easement, construction, topographic, and as-built surveying and field operations; and a valid non-commercial Class C motor vehicle operator's license
Survey Field Technician II	LM9B	Graduation from high school or vocational school; experience in boundary, right-of-way, easement, construction, topographic, as-built and global positioning system (GPS) surveying and field operations; certification as a Certified Survey Technician II by the National Society of Professional Surveyors; and a valid non-commercial Class C motor vehicle operator's license
Survey Technician I	NR14B	Graduation from high school or vocational school, supplemented by course work in land surveying, global positioning system (GPS) surveying, or related subjects; considerable experience in boundary, right-of-way, easement, construction, topographic, and as-built surveying and field operations; experience in GPS surveying and field operations; and a valid non-commercial Class C motor vehicle operator's license
Survey Technician II	NR15B	Graduation from high school or vocational school, supplemented by course work in land surveying, global positioning system (GPS) surveying, or related subjects; thorough experience in boundary, right-of-way, easement, construction, topographic, and as-built surveying and field operations; considerable experience in GPS surveying and field operations; certification as a Certified Survey Technician III by the National Society of Professional Surveyors or registration with the State of Maryland as a property line surveyor or professional land surveyor; and a valid non-commercial Class C motor vehicle operator's license

Systems Analyst	NR20C	Graduation from an accredited four-year college or university with major course work in mathematics, public or business administration, or a related field, including or supplemented by specialized training in electronic data processing, programming, operations, and methodologies; and extensive experience in electronic data processing systems analysis and design
Systems Programmer I	NR17C	Graduation from an accredited four-year college or university with major course work in mathematics, public or business administration, or a related field, including or supplemented by specialized training in electronic data processing, programming, operations, and methodologies; and experience in telecommunications, computer operating systems, and data base management
Systems Programmer II	NR19C	Graduation from an accredited four-year college or university with major course work in mathematics, public or business administration, or a related field, including or supplemented by specialized training in electronic data processing, programming, operations, and methodologies; and considerable experience in telecommunications, computer operating systems, and data base management
Traffic Analyst I	LM10B	Graduation from high school, including or supplemented by courses in mathematics and computers; experience in traffic data collection or related work; and a valid non- commercial Class C motor vehicle operator's license
Traffic Analyst II	LM12B	Graduation from high school, including or supplemented by courses in mathematics and computers; considerable experience in traffic data collection or analysis or related work; and a valid non-commercial Class C motor vehicle operator's license
Traffic Maintenance Technician	LM8B	Sufficient education to understand and follow oral and written instructions and blueprints, diagrams, and sketches; considerable experience in the installation and maintenance of traffic control devices; experience in utilizing appropriate traffic-control measures to protect work sites in or along roadways; a valid non-commercial Class C motor vehicle operator's license; and, as determined by area of assignment, a valid commercial Class B motor vehicle operator's license
Traffic Signal Technician	LM11B	Graduation from high school or vocational school supplemented by specialized training in electronic technology; considerable experience in the maintenance and repair of electronic, electro-mechanical, and solid state devices; and a valid commercial Class B motor vehicle operator's license or ability to obtain the valid Class B commercial motor vehicle operator's license within six months of hire

Water Quality Compliance Specialist	NR18C	Graduation from an accredited four-year college or university with major course work in chemistry or biology; considerable experience in the field of water and wastewater chemistry; some experience in instrumentation and environmental chemistry analysis; and a valid non- commercial Class C motor vehicle operator's license
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PAY PLAN – CLASSIFIED SERVICE
FISCAL YEAR 2026
July 1, 2025

Pay schedules.

(a) Non-represented employees. Beginning the first full pay period on or after July 1, 2025, the annual pay schedule for employees in the classified service whose pay grades are designated “NR” is:

NON-REPRESENTED EMPLOYEES (NR) PAY SCHEDULE

Grade	Minimum	Maximum
NR-01	\$29,854	\$55,195
NR-02	31,361	57,999
NR-03	32,962	60,929
NR-04	34,625	64,012
NR-05	36,378	67,252
NR-06	38,219	70,665
NR-07	40,158	74,243
NR-08	42,190	77,994
NR-09	44,316	81,954
NR-10	46,568	86,105
NR-11	48,928	90,456
NR-12	51,405	95,034
NR-13	54,001	99,842
NR-14	56,737	104,895
NR-15	59,612	110,209
NR-16	64,191	124,695
NR-17	69,126	134,279
NR-18	74,445	144,607
NR-19	80,171	155,733
NR-20	86,336	167,706
NR-21	92,971	180,604
NR-22	100,121	194,489
NR-23	107,821	209,446
NR-24	116,114	225,555

(b) Office Support, Administrative Aides, and Technical employees.

Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grades are designated “OS”, the hourly pay schedule is:

**OFFICE SUPPORT, ADMINISTRATIVE AIDES, AND TECHNICAL EMPLOYEES
(OS) PAY SCHEDULE**

Grade	Minimum	Maximum
OS-1	\$15.73	\$26.01
OS-2	16.52	27.24
OS-3	17.34	28.59
OS-4	18.21	29.99
OS-5	19.12	31.47
OS-6	20.08	32.97
OS-7	21.08	34.60
OS-8	22.13	36.27
OS-9	23.24	38.07
OS-10	24.40	39.95
OS-11	25.62	41.89
OS-12	26.90	43.96

(c) Labor, Maintenance, Trades, and Inspection employees.

(1) Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grades are designated “LM”, the hourly pay schedule is:

**LABOR, MAINTENANCE, TRADES, AND INSPECTION EMPLOYEES
(LM) PAY SCHEDULE**

Grade	Minimum	Maximum
LM-1	\$15.80	\$25.30
LM-2	16.58	26.63
LM-3	17.42	27.92
LM-4	18.29	29.35
LM-5	19.20	30.80
LM-6	20.16	32.37
LM-7	21.17	34.01
LM-8	22.23	35.74
LM-9	23.34	37.52
LM-10	24.51	39.44
LM-11	25.74	41.46
LM-12	27.03	43.53

(2) (i) Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grades are designated “FW”, the hourly pay schedule is:

FLEXIBLE WORKER (WT) PAY SCHEDULE

Grade	Base	Skill 1	Skill 2	Skill 3	Skill 4	Skill 5
FW-01	\$22.55	\$24.17	\$24.98	\$25.92	\$26.80	\$27.71
FW-02	Base	Skill 6	Skill 7	Skill 8	Skill 9	Skill 10
	\$30.50	\$32.00	\$33.65	\$35.33	\$37.07	\$42.79
FW-03	Skill 11	Skill 12				
	\$46.67	\$49.02				
FW-04	Skill 13					
	\$51.50					

(ii) Beginning the first full pay period on or after January 1, 2026, for employees in the classified service whose pay grades are designated “FW”, the hourly pay schedule is:

Grade	Base	Skill 1	Skill 2	Skill 3	Skill 4	Skill 5
FW-01	\$22.94	\$24.59	\$25.42	\$26.37	\$27.27	\$28.19
FW-02	Base	Skill 6	Skill 7	Skill 8	Skill 9	Skill 10
	\$31.03	\$32.56	\$34.24	\$35.95	\$37.72	\$43.54
FW-03	Skill 11	Skill 12				
	\$47.49	\$49.88				
FW-04	Skill 13					
	\$52.40					

(d) Detention Center employees.

(1) Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grades are designated “D-1” and “D-2”, the annual pay schedule is:

DETENTION CENTER EMPLOYEES (D) PAY SCHEDULE

Grade		
Step	D-1	D-2
0	\$54,540	
1	55,085	
2	56,738	59,575
3	58,440	61,362
4	60,193	63,203
5	61,999	65,099
6	63,859	67,052
7	65,775	69,064
8	67,748	71,135
9	69,781	73,270
10	71,874	75,468
11	74,030	77,732
12	76,251	80,064

13	78,539	82,466
14	80,895	84,940
15	83,322	87,488
16	85,821	90,112
17	88,396	92,816
18	91,048	95,600
19	93,779	98,468
20	96,593	101,422
21	99,490	104,465
22	102,475	107,599

(2) Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grade is designated “D-3”, the annual pay schedule is:

DETENTION CENTER EMPLOYEES (D) PAY SCHEDULE

	Grade
Step	D-3
5	\$69,736
6	71,828
7	73,983
8	76,202
9	78,488
10	80,844
11	83,268
12	85,765
13	88,340
14	90,990
15	93,720
16	96,531
17	99,427
18	102,411
19	105,482
20	108,646
21	111,905
22	115,263
23	118,721
24	122,283

(3) Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grades are designated “D-5” through “D-8”, the annual pay schedule is:

DETENTION CENTER EMPLOYEES (D) PAY SCHEDULE

Grade	Minimum	Maximum
D-5	\$71,657	\$143,694
D-6	78,659	157,874
D-7	87,196	171,514
D-8	101,084	197,244

(4) Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grades are designated “C-1” and “C-2”, the annual pay schedule is:

CORRECTIONAL PROGRAM SPECIALIST EMPLOYEES (C) PAY SCHEDULE

Grade		
Step	C-1	C-2
1	\$52,707	\$57,912
2	54,288	59,649
3	55,916	61,439
4	57,594	63,282
5	59,322	65,180
6	61,101	67,136
7	62,934	69,150
8	64,822	71,224
9	66,767	73,361
10	68,770	75,562
11	71,005	78,018
12	73,135	80,358
13	75,329	82,769
14	77,589	85,252
15	79,917	87,809
16	82,714	90,883
17	85,195	93,609
18	87,751	96,418
19	90,384	99,310
20	93,095	102,289
21	96,586	106,125
22	99,484	109,309
23	102,468	112,588

(5) Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grade is designated “C-3”, the annual pay schedule is:

CRIMINAL JUSTICE PROGRAM SUPERVISOR EMPLOYEES (C) PAY SCHEDULE

Grade	Minimum	Maximum
C-3	\$67,100	\$140,814

(e) Communications Operator employees. Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grades are designated “CO-3” and “CO-4”, the annual pay schedule is:

COMMUNICATIONS OPERATOR EMPLOYEES (CO) PAY SCHEDULE

Grade	Minimum	Maximum
CO-3	\$55,650	\$103,337
CO-4	\$62,962	\$120,101

(f) Deputy Sheriff employees.

(1) Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grades are designated “S-1”, “S-1A”, “S-2”, and “S-3”, the annual pay schedule is:

DEPUTY SHERIFF EMPLOYEES (S) PAY SCHEDULE

Grade				
Step	S-1	S-1A	S-2	S-3
1	\$59,524	\$61,905		
2	59,970	62,369		
3	61,769	64,240		
4	63,622	66,167		
5	65,531	68,152	\$75,117	\$78,873
6	67,497	70,197	77,371	81,239
7	69,522	72,303	79,692	83,677
8	71,608	74,472	82,083	86,187
9	73,756	76,706	84,545	88,773
10	75,968	79,007	87,082	91,436
11	78,247	81,377	89,694	94,179
12	80,595	83,819	92,385	97,004
13	83,013	86,333	95,156	99,914
14	85,503	88,923	98,011	102,912
15	88,068	91,591	100,951	105,999
16	90,710	94,339	103,980	109,179
17	93,432	97,169	107,099	112,454
18	96,235	100,084	110,312	115,828
19	99,122	103,086	113,622	119,303
20	102,095	106,179	117,030	122,882
21			120,541	126,568

(2) Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grade is designated “S-4”, the annual pay schedule is:

DEPUTY SHERIFF EMPLOYEES (S) PAY SCHEDULE

Grade	Minimum	Maximum
S-4	\$82,644	\$155,923

(g) Fire Department employees.

(1) Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grades are designated “F-1” through “F-6” and “F-4P” through “F-6P”, the annual pay schedule is:

FIRE DEPARTMENT EMPLOYEES (F) PAY SCHEDULE B

Grade							
Step	F-1	F-2	F-5	F-6	F-4P	F-5P	F-6P
0-11 months	\$56,402	\$59,222			\$69,000		
1	58,320	61,236			71,165		
2	60,303	63,318			73,403		
3	62,353	65,470			75,717		
4	64,473	67,696			78,110		
5	66,665	69,998	\$80,892		80,584	\$86,228	
6	68,932	72,378	83,642		83,143	88,978	
7	71,275	74,839	86,486	\$92,972	85,788	91,822	\$98,309
8	73,699	77,383	89,426	96,133	88,524	94,763	101,470
9	76,204	80,014	92,467	99,402	91,352	97,803	104,738
10	78,795	82,735	95,611	102,781	94,277	100,947	108,118
11	81,474	85,548	98,861	106,276	97,300	104,198	111,612
12	84,244	88,457	102,223	109,889	100,427	107,559	115,226
13	87,109	91,464	105,698	113,626	103,660	111,035	118,962
14	90,070	94,574	109,292	117,489	107,003	114,628	122,825
15	93,133	97,789	113,008	121,483	110,460	118,344	126,820
16	96,299	101,114	116,850	125,614	114,034	122,187	130,950
17	99,573	104,552	120,823	129,885	117,730	126,159	135,221
18	102,959	108,107	124,931	134,301	121,551	130,267	139,637
19	106,460	111,783	129,179	138,867	125,503	134,515	144,204
20	110,079	115,583	133,571	143,589	129,588	138,907	148,925
21			138,112	148,471		143,449	153,807

(2) Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grade is designated “F-7” and “F-7P”, the annual pay schedule is:

FIRE DEPARTMENT EMPLOYEES (F) PAY SCHEDULE

Grade		
Step	F-7	F-7P
1	\$116,054	\$120,946
2	120,116	125,008
3	124,321	129,212
4	128,671	133,563
5	133,175	138,067
6	137,836	142,728
7	142,661	147,553
8	147,653	152,545
9	152,821	157,713
10	158,170	163,062
11	163,706	168,598
12	169,436	174,328
13	175,366	180,258

(3) Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grades are designated “F-8” and “F-9”, the annual pay schedule is:

FIRE DEPARTMENT EMPLOYEES (F) PAY SCHEDULE

Grade	Minimum	Maximum
F-8	\$84,969	\$197,562
F-9	99,050	227,197

(h) Police Department employees.

(1) Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grades are designated “P-00”, “P-1B”, “P-2”, and “P-3”, the annual pay schedule is:

POLICE DEPARTMENT EMPLOYEES (P) PAY SCHEDULE

Grade				
Step	P-00	P-1B	P-2	P-3
1	\$71,200	\$74,760		
2	73,692	77,377		
3	76,271	80,085		
4	78,941	82,888		
5	81,704	85,789	\$94,368	\$103,804
6	84,563	88,791	97,671	107,438
7	87,523	91,899	101,089	111,198
8	90,586	95,116	104,627	115,090

9	93,757	98,445	108,289	119,118
10	97,038	101,890	112,079	123,287
11	100,435	105,456	116,002	127,602
12	103,950	109,147	120,062	132,068
13	107,588	112,967	124,264	136,691
14	111,354	116,921	128,613	141,475
15	115,251	121,014	133,115	146,426
16	119,285	125,249	137,774	151,551
17	123,460	129,633	142,596	156,856
18	126,546	132,874	146,161	160,777
19	129,710	136,195	149,815	164,797
20	132,953	139,600	153,560	168,916
21			157,399	173,139
22				177,468

(2) Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grade is designated “P-4”, the annual pay schedule is:

POLICE DEPARTMENT EMPLOYEES (P) PAY SCHEDULE

	GRADE
STEP	P-4
9	\$130,738
10	135,252
11	139,923
12	144,758
13	149,762
14	154,941
15	160,302
16	165,850
17	171,592
18	175,837
19	180,189
20	185,095
21	190,136
22	195,315
23	202,089
24	209,099
25	216,355

(i) Legislative Auditor employees. Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grades are designated “LA”, the annual pay schedule is:

LEGISLATIVE AUDITORS (LA) PAY SCHEDULE

Grade	Minimum	Maximum
LA-1	\$59,612	\$103,146
LA-2	74,445	137,526
LA-3	106,961	180,503
LA-4	128,352	220,046
LA-5	154,023	233,210

(j) Park Ranger employees. Beginning the first full pay period on or after July 1, 2025, for employees in the classified service whose pay grades are designated “R”, the annual pay schedule is:

PARK RANGER EMPLOYEES (R) PAY SCHEDULE

Grade	Minimum	Maximum
R-1	\$53,722	\$84,893
R-2	56,408	89,138



PAY PLAN – EXEMPT SERVICE
FISCAL YEAR 2026
July 1, 2025

Exempt pay and benefit plan.

(a) Pay grades. The following officers and employees in the exempt service of the County are entitled to compensation at the indicated pay grade:

Title	Grade
Ethics Commission	
Administrative Assistant, Ethics Commission	EE1
Executive Director, Ethics Commission	EE2
Executive Branch	
Administrative Assistant to Department/Agency Head	E1
Administrative Assistant to the County Executive	E2
Administrative Hearing Officer	E7
Assistant Chief of Police	E8
Assistant Fire Chief	E8
Assistant to the Chief Administrative Officer	E5
Assistant to the County Executive	E5
Budget Officer	E8
Central Services Officer	E7
Chief Administrative Officer	E10
Chief of Police	E9
Chief of Staff	E8
Controller	E7
County Attorney	E8
County Executive Appointment Coordinator	EX15
Criminal Justice Coordinator	E7
Deputy Central Services Officer	E5
Deputy Chief Administrative Officer	E7
Deputy Director, Aging and Disabilities	E5
Deputy Emergency Management Director	E3
Deputy Planning and Zoning Officer	E5
Deputy Police Chief, exempt service	E8
Director of Animal Services	E6
Director, Equity and Human Relations	E7
Director of Aging and Disabilities	E7
Director of Communications & Policy	E7
Director of Inspections and Permits	E7
Director of Programming	E8
Director of Public Works	E8

Director of Recreation and Parks	E7
Emergency Management Director	E6
Executive Administrative Assistant IV	EX13
Executive Assistant to the Chief of Police	E2
Executive Budget & Management Analyst	EX17
Executive Clerical Aide	EX2
Executive Director, Partnership for Children, Youth and Families	E6
Executive Director, Police Accountability Board	E7
Executive Management Assistant I	EX16
Executive Management Assistant II	EX18
Executive Office Support Assistant I	EX5
Executive Office Support Assistant II	EX8
Executive Office Support Specialist	EX10
Executive Program Manager	EX18
Executive Public Information Assistant	EX11
Fire Chief	E9
Fire Chief of Staff	E6
Human Services Officer	E7
Information Technology Officer	E7
Land Use and Environmental Officer	E7
Legislative Liaison Officer	E6
Personnel Officer	E7
Planning and Zoning Officer	E7
Police Chief of Staff	E6
Police Major	E7
Public Information Officer	E5
Superintendent, Detention Center	E8
Transportation Officer	E6
Legislative Branch	
Administrative Assistant to the County Auditor	E2
Administrative Officer, County Council	E5
Assistant Administrative Officer, County Council	E4
County Auditor	E8
Legislative Aide I, County Council	EL1
Legislative Aide II, County Council	EL3
Legislative Chief of Staff	E6
Legislative Counsel to the County Council	E6

(b) Annual pay schedule. Beginning the first full pay period on or after July 1, 2025, the annual pay schedule for employees in the exempt service is:

GRADE	MINIMUM	MAXIMUM
EL-01	\$33,399	\$63,851
EL-02	45,494	86,963
EL-03	66,797	127,694
EX-01	29,854	55,195
EX-02	31,361	57,999
EX-03	32,962	60,929
EX-04	34,625	64,012
EX-05	36,378	67,253
EX-06	38,218	70,666
EX-07	40,158	74,243
EX-08	42,190	77,994
EX-09	44,316	81,953
EX-10	46,568	86,105
EX-11	48,928	90,456
EX-12	51,405	95,035
EX-13	54,002	99,842
EX-14	56,737	104,895
EX-15	59,612	110,209
EX-16	64,190	124,695
EX-17	69,126	134,278
EX-18	74,445	144,606
EE-01	44,316	81,953
EE-02	80,171	155,731
E-01	54,358	99,842
E-02	80,171	155,734
E-03	86,336	167,706
E-04	92,971	180,604
E-05	100,121	194,489
E-06	116,114	225,555
E-07	121,992	233,210
E-08	137,854	263,526
E-09	147,502	281,976
E-10	157,830	301,709

(c) Initial appointments.

(1) Except as provided in subsection (c)(2), the appointing authority shall make an appointment to a position in the exempt service at a pay not exceeding the maximum pay for the grade of the position as described in subsection (b).

(2) For a period not exceeding one year, the appointing authority may make an initial

appointment at a pay not lower than 10% less than the minimum pay for the grade of the position.

(3) If the appointing authority does not increase the pay of an individual appointed under subsection (c)(2) to the minimum pay for the grade in the exempt service for the grade of the position within one year of the appointment, the individual automatically is dismissed from the position.

(d) Pay increases. The appointing authority may increase the base pay of an employee at intervals no more frequently than once every fiscal year if the employee has been a County employee for at least six months. The amount of the pay increase may not exceed 10% of the pay that the employee is receiving at the time of the increase, and may not exceed the maximum pay for the grade.



PAY PLAN – COURT AND STATE’S ATTORNEY
FISCAL YEAR 2026
July 1, 2025

Court and State’s Attorney employees’ pay and benefit plan.

Pay grades.

The following officers and employees of the Circuit Court and State’s Attorney’s Office are entitled to compensation at the indicated grade of the non-represented employee pay schedule:

Title	Grade
Administrative Assistant to State’s Attorney	NR19
Circuit Court Judge’s Administrative Aide	NR15
Court Administrative Secretary	NR11
Court Administrator	NR23
Court Assignment Clerk	NR14
Court Bailiff Supervisor	NR4
Court Clerk	NR1
Court Clerk II	NR4
Court Clerk III	NR6
Court Clerk IV	NR9
Court Clerk Typist I	NR2
Court Clerk Typist II	NR5
Court Clerk Typist III	NR6
Court Docket Officer	NR1
Court Law Clerk	NR11
Court Legal Assistant II	NR14
Court Management Assistant I	NR15
Court Management Assistant II	NR17
Court Mediator	NR16
Court Program Manager	NR19
Court Program Specialist I	NR15
Court Program Specialist II	NR17
Court Programmer I	NR12
Court Programmer II	NR14
Court Reporter I	NR12
Court Reporter II	NR15
Court Secretary I	NR6
Court Secretary II	NR7
Court Secretary III	NR9

Court Social Worker	NR16
Court Systems Programmer	NR17
Deputy Director of Assignment	NR16
Deputy Jury Commissioner	NR14
Director of Assignment	NR18
Director of Court Operations	NR20
Director Victim/Witness Advocate Program	NR19
Family Law Administrator	NR19
Jury Clerk	NR13
Jury Commissioner	NR17
Juvenile Drug Court Clerk	NR11
Master Circuit Court	NR23
Master's Administrative Aide	NR12
State's Attorney Special Investigator I	NR15
State's Attorney Special Investigator II	NR17
Victim/Witness Advocate	NR14



**PAY PLAN – SOIL CONSERVATION DISTRICT EMPLOYEES’
FISCAL YEAR 2026
July 1, 2025**

Soil Conservation District Employees’ Pay and Benefit Plan.

(a) Generally. An employee appointed by the Anne Arundel Soil Conservation Board of Supervisors is in the Soil Conservation District Employees’ Pay and Benefit Plan and is entitled to the pay and benefits set forth in this section.

(b) Pay grade. An employee of the Soil Conservation District is entitled to compensation according to the employee’s title at the indicated grade of the pay schedule in subsection (d):

Title	Grade
Senior Soil Conservation Specialist	ES5
Soil Conservation District Manager	ES6
Soil Conservation District Secretary	ES2
Soil Conservation Office Assistant	ES1
Soil Conservation Office Manager	ES3
Soil Conservation Specialist	ES4

(c) Pay schedule. Beginning the first full pay period on or after July 1, 2025, the annual pay schedule for employees in the Soil and Conservation District Employees’ Pay and Benefit Plan is:

Grade	Minimum	Maximum
ES-1	\$40,158	\$74,241
ES-2	44,316	81,955
ES-3	51,405	95,035
ES-4	64,190	124,695
ES-5	74,444	144,607
ES-6	86,336	167,706