

COUNTY COUNCIL OF ANNE ARUNDEL COUNTY, MARYLAND

Legislative Session 2024, Legislative Day No. 2

Bill No. 4-24

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

By the County Council, January 16, 2024

Introduced and first read on January 16, 2024
Public Hearing set for and held on February 20, 2024
Public Hearing on AMENDED bill set for and held on March 4, 2024
Public Hearing on SECOND AMENDED bill set for and held on March 18, 2024
Public Hearing on THIRD AMENDED bill set for and held on April 1, 2024
Bill Expires on April 20, 2024

By Order: Laura Corby, Administrative Officer

A BILL ENTITLED

1 AN ORDINANCE concerning: Personnel

2
3 FOR the purpose of expanding the basis for nondiscrimination in hiring; modifying the
4 duties of the Personnel Officer relating to work-related physical agility standards for
5 certain agencies; requiring routine reviews of and recommendations for employee pay
6 and benefit practices; modifying an exception to County Council approval of position
7 control; repealing provisions relating to job classifications and pay scales in the
8 classified and exempt service; requiring the Personnel Officer to formulate and
9 maintain classification and pay plans in the classified and exempt service; providing
10 for the modification, approval, and operation of classification and pay plans in the
11 classified and exempt service; modifying certain provisions relating to pay at hiring,
12 promotion, demotion, reclassification, grade allocation, and upon movement between
13 pay schedules in the classified service; modifying qualifications for acting out-of-class;
14 increasing the amount of carry over of accumulated annual leave; modifying certain
15 positions in the exempt service; adopting classification and pay plans for the classified
16 and exempt service; and generally relating to personnel.

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.
~~Strikeover~~ indicates matter removed from bill by amendment.

BY repealing: §§ 6-1-101(10); 6-1-104(6); 6-1-201; 6-1-202(a), (b)(1), (c)(1), (c)(2), and (d) through (j); 6-2-101(a) through (d); 6-2-104(b)(1); and 6-2-105(b) through (d) Anne Arundel County Code (2005, as amended)

BY renumbering: §§ 6-1-101(11) through (23) to be 6-1-101(10) through (22), respectively; 6-1-104(7) and (8) to be 6-1-104(6) and (7), respectively; 6-1-203(c) to be 6-1-203(d); 6-2-103(a)(29) through (a)(38) to be 6-2-103(a)(28) through (a)(37), respectively; and 6-2-104(c) and (d) to be 6-2-104(e) and (f), respectively Anne Arundel County Code (2005, as amended)

BY adding: §§ 6-1-201; 6-1-202(a), (b), and (c); 6-1-203(c); 6-2-101(a) through (d); 6-2-104(b)(1), (c), and (d); and 6-2-105(b) through (d) Anne Arundel County Code (2005, as amended)

BY repealing and reenacting, with amendments: §§ 6-1-102; 6-1-104(6); 6-1-105; 6-1-110(b)(6); 6-1-202(b)(2), (b)(3), and (c)(3); ~~6-1-203(b); 6-1-203(b) and (d);~~ 6-1-206(a), (b)(1) and (c)(1); 6-1-208(a) and (b); 6-1-209(a) through (d) and (e)(1); 6-1-210(a) and (b)(1); 6-1-215(e); 6-1-302(d); and 6-2-103(a) Anne Arundel County Code (2005, as amended) (as amended by Bill No. 67-23) (as enacted by Section 2 of this Ordinance)

SECTION 1. *Be it enacted by the County Council of Anne Arundel County, Maryland,* That §§ 6-1-101(10); 6-1-104(6); 6-1-201; 6-1-202(a), (b)(1), (c)(1), (c)(2), and (d) through (j); 6-2-101(a) through (d); 6-2-104(b)(1); and 6-2-105(b) through (d) of the Anne Arundel County Code (2005, as amended) are hereby repealed.

SECTION 2. *And be it further enacted,* That §§ 6-1-101(11) through (23); 6-1-104(7) and (8); 6-1-203(c); 6-2-103(a)(29) through (a)(38); and 6-2-104(c) and (d); respectively, of the Anne Arundel County Code (2005, as amended) are hereby renumbered to be §§ 6-1-101(10) through (22); 6-1-104(6) and (7); 6-1-203(d); 6-2-103(a)(28) through (a)(37); and 6-2-104(e) and (f), respectively, of the Anne Arundel County Code (2005, as amended).

SECTION 3. *And be it further enacted,* That Section(s) of the Anne Arundel County Code (2005, as amended) (and as amended by Bill No. 67-23) read as follows:

ARTICLE 6. PERSONNEL

TITLE 1. CLASSIFIED SERVICE

6-1-102. Nondiscrimination.

It is the policy of the County, for the maintenance of business and good government, to assure persons an equal opportunity in receiving employment with the County and in receiving promotions and other personnel action within the County's merit system, that there will be no discrimination on the basis of [[race, color, religion, sex, disability, ancestry, or national origin]] AGE, ANCESTRY, CITIZENSHIP, COLOR, CREED, DISABILITY, FAMILIAL STATUS, GENDER IDENTIFY OR EXPRESSION, MARITAL STATUS, NATIONAL

1 ORIGIN, OCCUPATION, RACE, RELIGION, SEX, SEXUAL ORIENTATION, OR SOURCE OF
2 INCOME.

3
4 **6-1-104. Powers and duties of Personnel Officer.**

5
6 The Personnel Officer has the following powers and duties:

7
8 ***

9
10 (6) to establish work-related physical agility standards for Police Department, Fire
11 Department, and DEPARTMENT OF Detention ~~[[Center]]~~ FACILITIES employees IN
12 CONSULTATION WITH THE POLICE DEPARTMENT, FIRE DEPARTMENT, AND DEPARTMENT
13 OF DETENTION FACILITIES; and

14
15 ***

16
17 **6-1-105. Review of employee compensation by Personnel Officer.**

18
19 To ~~[[maintain the compensation plan in a]]~~ REMAIN competitive ~~[[position]]~~ with area
20 employers, the Personnel Officer shall ~~[[conduct a]]~~ ROUTINELY review ~~[[of the]]~~
21 EMPLOYEE compensation ~~[[plan once every five years. The]]~~ AT LEAST ONCE EVERY TWO
22 YEARS, INCLUDING A review ~~[[shall include a comprehensive survey]]~~ of pay and other
23 employee benefit practices of other PUBLIC AND PRIVATE employers in the appropriate
24 labor markets, and ~~[[the development of revisions to this title in the compensation plan and~~
25 ~~related provisions]]~~ SHALL RECOMMEND CHANGES TO EMPLOYEE COMPENSATION BASED
26 ON THE REVIEW.

27
28 **6-1-110. Control of positions.**

29
30 (b) **Exceptions.** The number and classification of positions may be changed during a
31 fiscal year without the approval of the County Council if a change results from:

32
33 ***

34
35 (6) moving and filling a vacant position ~~[[to a position that has a lower level of job~~
36 ~~responsibility]]~~ to meet a department's recruitment, cost saving, or organizational needs
37 BASED ON THE PERSONNEL OFFICER'S DETERMINATION OF THE DUTIES, TASKS, AND
38 RESPONSIBILITIES TO BE ASSIGNED TO THE POSITION, SO LONG AS THE BASE OF THE PAY
39 GRADE FOR THE NEW POSITION DOES NOT EXCEED THE BASE OF THE PAY GRADE FOR THE
40 EXISTING POSITION BY MORE THAN 10%, THE POSITION REMAINS IN THE SAME COUNTY
41 DEPARTMENT AS WAS APPROVED IN THE MOST RECENT ANNUAL BUDGET, AND THE
42 CONTROLLER CERTIFIES THAT FUNDS ARE AVAILABLE FOR THE NEW POSITION.

43
44 **6-1-201. Classification plan.**

45
46 (A) **Formulation.** IN ACCORDANCE WITH CHARTER SECTION 801, THE PERSONNEL
47 OFFICER SHALL FORMULATE AND MAINTAIN A CLASSIFICATION PLAN FOR ALL POSITIONS
48 IN THE CLASSIFIED SERVICE.

49
50 (B) **Contents.** FOR EACH CLASS OF POSITION, THE CLASSIFICATION PLAN SHALL
51 INCLUDE MINIMUM QUALIFICATIONS AND DESIGNATE A PAY GRADE AND WORK WEEK.

1 **(C) Approval and modification.**

2
3 (1) THE CLASSIFICATION PLAN SHALL BE ANNUALLY APPROVED BY ORDINANCE
4 OF THE COUNTY COUNCIL.

5
6 (2) (I) THE PERSONNEL OFFICER MAY MODIFY THE CLASSIFICATION PLAN DURING
7 A YEAR BASED ON REVIEW AND ANALYSIS OF JOB CLASSIFICATIONS.

8
9 (II) EXCEPT AS PROVIDED IN PARAGRAPH (III), MODIFICATIONS TO THE
10 CLASSIFICATION PLAN SHALL BE EFFECTIVE UPON APPROVAL OF THE CHIEF
11 ADMINISTRATIVE OFFICER AND SHALL BE INCLUDED IN THE NEXT PLAN PRESENTED
12 ANNUALLY TO THE COUNTY COUNCIL FOR APPROVAL BY ORDINANCE.

13
14 (III) ANY CHANGE IN A PAY GRADE ASSIGNED TO AN EXISTING JOB
15 CLASSIFICATION FOR WHICH THE BASE OF THE NEW PAY GRADE EXCEEDS THE BASE OF
16 THE CURRENT PAY GRADE BY MORE THAN 10% SHALL BE APPROVED BY THE COUNTY
17 COUNCIL.

18
19 (3) UPON APPROVAL OF THE MODIFICATIONS TO THE CLASSIFICATION PLAN BY
20 THE CHIEF ADMINISTRATIVE OFFICER, THE PERSONNEL OFFICER MAY ASSIGN CURRENT
21 EMPLOYEES TO NEW OR MODIFIED JOB CLASSIFICATIONS AND MAY HIRE TO FILL NEW OR
22 MODIFIED JOB CLASSIFICATIONS.

23
24 (4) THE COUNTY COUNCIL MAY REJECT MODIFICATIONS MADE TO THE
25 CLASSIFICATION PLAN SINCE THE LAST APPROVAL OF THE PLAN, BUT MAY NOT
26 OTHERWISE MODIFY THE PLAN.

27
28 (5) IF THE COUNTY COUNCIL REJECTS A MODIFICATION TO THE CLASSIFICATION
29 PLAN, THE PERSONNEL OFFICER SHALL TRANSFER EMPLOYEES AFFECTED BY THE
30 MODIFICATION TO A JOB CLASSIFICATION FOR WHICH THE EMPLOYEE IS QUALIFIED AND
31 IS SIMILAR IN SCOPE AND PAY, WITH SALARY ADJUSTMENTS AS PERMITTED UNDER TITLE
32 2.

33
34 **(D) Reporting.** THE PERSONNEL OFFICER SHALL SUBMIT ~~AN ANNUAL~~ A QUARTERLY
35 REPORT TO THE COUNTY COUNCIL IDENTIFYING:

36
37 (1) EACH MODIFICATION TO THE CLASSIFICATION PLAN MADE SINCE THE LAST
38 COUNCIL APPROVAL OF THE PLAN; AND

39
40 (2) THE NUMBER OF VACANT AND FILLED POSITIONS AFFECTED BY EACH
41 MODIFICATION TO THE PLAN.

42
43 **(E) Posting.** THE CLASSIFICATION PLAN SHALL BE POSTED ON THE COUNTY WEBSITE
44 AND AVAILABLE TO COUNTY EMPLOYEES AND THE PUBLIC.

45
46 **6-1-202. Pay plan.**

47
48 **(A) Formulation.** IN ACCORDANCE WITH CHARTER SECTION 801, THE PERSONNEL
49 OFFICER SHALL FORMULATE AND MAINTAIN A PAY PLAN FOR ALL POSITIONS IN THE
50 CLASSIFIED SERVICE.

51
52 **(B) Approval.** THE PAY PLAN SHALL BE APPROVED ANNUALLY BY ORDINANCE OF THE
53 COUNTY COUNCIL.

54
55 **(C) Posting.** THE PAY PLAN SHALL BE POSTED ON THE COUNTY WEBSITE AND
56 AVAILABLE TO COUNTY EMPLOYEES AND THE PUBLIC.

1 **[[b)]] (D) Office Support, Administrative Aides, and Technical employees.**

2
3 **[[2)]]** (1) The method of payment for employees in the classification of Booking
4 Officer shall be as stated in the applicable memorandum of agreement, negotiated and
5 executed in accordance with Title 4 of this article.

6
7 **[[3)]]** (2) Beginning the first full pay period on or after July 1, 2008 an employee
8 on the OS pay schedule who completes the following required years of service is entitled
9 to a longevity award as follows:

10
11 (i) for completion of seven years of continuous County service, a total of 5% of
12 the employee's rate of pay for the grade;

13
14 (ii) for completion of 11 years of continuous County service, a total of 10% of
15 the employee's rate of pay for the grade;

16
17 (iii) for completion of 16 years of continuous County service, a total of 15% of
18 the employee's rate of pay for the grade; and

19
20 (iv) for completion of 25 years of continuous County service, a total of 18% of
21 the employee's rate of pay for the grade.

22
23 **[[c)]] (E) Labor, Maintenance, Trades, and Inspection employees.**

24
25 **[[3)]]** An employee on the LM or FW pay schedule who completes the following
26 required years of service is entitled to a longevity award as follows:

27
28 **[[i)]]** (1) for completion of seven years of continuous County service, a total of
29 5% of the employee's pay rate for the grade;

30
31 **[[ii)]]** (2) for completion of 11 years of continuous County service, a total of
32 10% of the employee's pay rate for the grade;

33
34 **[[iii)]]** (3) for completion of 16 years of continuous County service, a total of
35 15% of the employee's pay rate for the grade; and

36
37 **[[iv)]]** (4) for completion of 25 years of continuous County service, a total of
38 18% of the employee's pay rate for the grade.

39
40 **6-1-203. Pay at hiring – Non-represented employees.**

41
42 (b) **Hired at minimum pay for the grade.** Except as otherwise provided in this
43 subsection, AND IN SUBSECTION (C). **[[an]]** A NON-REPRESENTED employee shall be hired
44 at the minimum pay for the grade. **[[The]]** WITH DOCUMENTATION JUSTIFYING THE PAY
45 RATE, THE appointing authority may make initial appointments:

46
47 (1) **[[with the approval of the Personnel Officer,]]** at a pay rate not exceeding 15%
48 more than the minimum pay for the grade;

(2) with the approval of the Personnel Officer, ~~and~~ the Chief Administrative Officer~~];~~:

(i)~~]~~ at a pay rate exceeding 15% more than the minimum pay for the grade but not exceeding ~~35%~~50% more than the minimum pay for the grade; or

~~or]~~ (ii) at a pay rate not lower than 10% less than the minimum pay for the grade;

(3) with the approval of the Personnel Officer~~, and~~ the Chief Administrative Officer, ~~and~~ the County Executive, at a pay rate exceeding ~~35%~~50% more than the minimum pay for the grade but not more than the maximum of the pay for the grade.

(C) Hired as minimum pay for the grade – Legislative branch employees. AN EMPLOYEE ON THE LG PAY SCHEDULE SHALL BE HIRED AT THE MINIMUM PAY FOR THE GRADE, EXCEPT THAT THE APPOINTING AUTHORITY MAY MAKE INITIAL APPOINTMENTS AT A PAY RATE EXCEEDING THE MINIMUM PAY FOR THE GRADE IF THE FUNDS ARE AVAILABLE, OR AT A PAY RATE NOT LOWER THAN 10% LESS THAN THE MINIMUM PAY FOR THE GRADE.

(d) Retention after probationary period. For an employee appointed under [[subsection (b)(2)(ii)] PARAGRAPH (B)(2) OR SUBSECTION (C) AT LESS THAN THE MINIMUM PAY FOR THE GRADE, if the employee is retained at the conclusion of the probationary period, the appointing authority shall increase the pay of the employee to at least the minimum pay for the grade.

6-1-206. Pay on promotion, demotion, reclassification, or grade allocation – Non-represented employees.

(a) **Applicability.** This section applies to all employees in the classified service who are not represented by a certified employee organization AND MOVE BETWEEN NON-REPRESENTED POSITIONS.

(b) Promotion.

(1) Except as otherwise provided in this subsection, if ~~an~~ A NON-REPRESENTED employee is promoted to a NON-REPRESENTED position that is classified in a higher grade, the employee's new pay rate is ~~the greater of:~~

(i)~~]~~ AT LEAST the minimum pay for the new grade~~];~~ or, WITHOUT EXCEEDING THE MAXIMUM PAY FOR THE NEW GRADE AND WITH DOCUMENTATION JUSTIFYING THE PAY RATE:

~~or]~~ (ii) that amount within the range for the new grade that is a minimum of 5% but no more than 15% above the level at which the employee was paid in the former grade, in accordance with Office of Personnel policies and procedures, but not exceeding the maximum pay for the new grade.~~]~~

(I) WITH THE APPROVAL OF THE APPOINTING AUTHORITY, A PAY RATE THAT DOES NOT EXCEED 15% MORE THAN THE EMPLOYEE WAS PAID IN THE PRIOR GRADE;

(II) WITH THE APPROVAL OF THE PERSONNEL OFFICER AND THE CHIEF ADMINISTRATIVE OFFICER, A PAY RATE EXCEEDING 15% MORE BUT NOT EXCEEDING ~~50%~~ 35% MORE THAN THE EMPLOYEE WAS PAID IN THE PRIOR GRADE; OR

(III) WITH THE APPROVAL OF THE PERSONNEL OFFICER ~~AND~~ THE CHIEF ADMINISTRATIVE OFFICER, AND THE COUNTY EXECUTIVE A PAY RATE EXCEEDING ~~50%~~ 35% MORE THAN THE EMPLOYEE WAS PAID IN THE PRIOR GRADE, BUT NOT MORE THAN THE MAXIMUM OF THE PAY FOR THE NEW GRADE.

(c) Demotion.

(1) ~~[[An]]~~ A NON-REPRESENTED employee who is demoted TO A NON-REPRESENTED POSITION is entitled to the pay provided in this subsection.

6-1-208. Pay on promotion, demotion, reclassification, or grade reallocation – Represented employees.

(a) **Applicability.** ~~[[This]]~~ EXCEPT AS PROVIDED IN § 6-1-210, THIS section applies to all employees in the classified service who are represented by a certified employee organization. This section governs pay as a result of any movement in the classified service between REPRESENTED positions ~~[[that are on the same pay schedule]]~~.

(b) **Inclusion of longevity awards.** For the purposes of this section, an employee's former and new pay rates shall include the appropriate longevity entitlements as provided for in ~~[[§ 6-1-202(b)(6) through (b)(10) and (c)(3) through (c)(5)]]~~ § 6-1-202.

6-1-209. Pay upon movement between pay schedules – Represented and non-represented employees.

(a) **Applicability.** ~~[[This]]~~ EXCEPT AS PROVIDED IN § 6-1-210, THIS section governs pay as a result of movement between REPRESENTED AND NON-REPRESENTED pay schedules in the classified service.

(b) **Inclusion of longevity awards.** For the purposes of this section, an employee's former and new pay rates shall include the appropriate longevity awards as provided for in ~~[[§ 6-1-202(b) and (c)]]~~ § 6-1-202.

(c) **Transferred employee.** If an employee is transferred BETWEEN REPRESENTED AND NON-REPRESENTED POSITIONS, the employee's rate of pay on the new pay schedule shall be that pay amount, within the new grade that is the same as the employee's former rate of pay or the maximum of the new pay schedule, whichever is less.

(d) **Demotion.** If an employee is demoted BETWEEN REPRESENTED AND NON-REPRESENTED POSITIONS, the employee is entitled to one of the following rates of pay as applicable:

1 **(e) Promotion.**

2
3 (1) Except as otherwise provided in this subsection, if an employee is promoted
4 BETWEEN REPRESENTED AND NON-REPRESENTED POSITIONS, WITH DOCUMENTATION
5 JUSTIFYING THE PAY RATE, the employee's new pay shall be the greater of:

6
7 ***

8
9 **6-1-210. Pay on promotion, demotion, or reclassification on same pay schedule**
10 **between represented and non-represented public safety positions.**

11
12 (a) **Applicability.** Except as otherwise provided by an applicable memorandum of
13 agreement, this section shall govern pay as a result of any movement in the classified
14 service between represented and non-represented PUBLIC SAFETY positions that are on the
15 same pay schedule.

16
17 **(b) Promotion.**

18
19 (1) Except as otherwise provided in this subsection, if an employee is promoted [[to
20 a position]] BETWEEN REPRESENTED AND NON-REPRESENTED PUBLIC SAFETY POSITIONS
21 that [[is]] ARE classified in a higher grade, WITH DOCUMENTATION JUSTIFYING THE PAY
22 RATE, the employee's new pay is the greater of:

23
24 ***

25
26 **6-1-215. Out-of-class pay.**

27
28 (e) **Qualifications for assignment.** Except as otherwise provided in a memorandum of
29 agreement, negotiated and executed under Title 4, between the County and an exclusive
30 representative, an employee may be temporarily assigned to a position under this section
31 only if the employee meets the minimum qualifications of the position OR MEETS ANY
32 EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE TO SUBSTITUTE FOR THE
33 MINIMUM QUALIFICATIONS AS DETERMINED BY THE PERSONNEL OFFICER and is qualified
34 to perform all the duties of the position to which the employee is being temporarily
35 assigned.

36
37 **6-1-302. Annual leave.**

38
39 (d) **Accumulation of annual leave.** Employees eligible to accumulation annual leave
40 may not carry over more than [[35]] 40 days of annual leave into a pay period calendar
41 year.

42
43 **TITLE 2. EXEMPT SERVICE**

44
45 **6-2-101. Exempt pay and benefit plan.**

46
47 (A) **Pay plan.** THE PERSONNEL OFFICER SHALL FORMULATE AND MAINTAIN A PAY
48 PLAN FOR ALL POSITIONS IN THE EXEMPT SERVICE, WHICH SHALL INCLUDE JOB TITLES,
49 PAY GRADES, AND PAY SCALES.

1 (B) **Approval.** THE PAY PLAN SHALL BE APPROVED ANNUALLY BY ORDINANCE OF THE
2 COUNTY COUNCIL.

3
4 (C) **Posting.** THE PAY PLAN SHALL BE POSTED ON THE COUNTY WEBSITE AND
5 AVAILABLE TO COUNTY EMPLOYEES AND THE PUBLIC.

6
7 (D) **Pay on appointment.** THE APPOINTING AUTHORITY SHALL MAKE AN
8 APPOINTMENT TO A POSITION IN THE EXEMPT SERVICE THAT IS WITHIN THE PAY SCALE
9 FOR THE PAY GRADE IN THE PAY PLAN FORMULATED UNDER SUBSECTION (A).

10
11 **6-2-103. Additional exempt positions.**

12
13 (a) **Additional positions by title.** In accordance with § 802(b) of the Charter, the
14 positions described in this subsection are established as positions in the exempt service that
15 are in addition to the positions established by § 802(a) of the Charter, with the
16 compensation for the positions set forth in the exempt pay ~~[[and benefit]]~~ plan
17 FORMULATED UNDER § 6-2-101(A). Unless otherwise provided by this subsection, the
18 number of positions under each title described in this subsection shall be approved as part
19 of the annual budget and appropriation ordinance and may not be changed during a fiscal
20 year except as approved by ordinance of the County Council. The positions are:

21
22 ***

23
24 (27) ~~[[Emergency Management Director]]~~ ADMINISTRATIVE HEARING OFFICER;

25
26 ***

27
28 ~~(29) ~~[[Transit Officer]]~~ CRIMINAL JUSTICE COORDINATOR; [[(29) Transit Officer]]~~

29
30 ***

31
32 ~~(36)~~ (35) Director, Equity~~[[, Diversity,]]~~ and ~~[[Inclusion]]~~ HUMAN RELATIONS;

33
34 ***

35
36 **6-2-104. Court and State's Attorney employees' pay and benefit plan.**

37
38 (B) **Pay plan.**

39
40 (1) THE PERSONNEL OFFICER SHALL FORMULATE AND MAINTAIN A PAY PLAN FOR
41 POSITIONS IN THE EXEMPT SERVICE TO WHICH EMPLOYEES ARE APPOINTED BY THE
42 JUDGES OF THE CIRCUIT COURT FOR THE COUNTY OR THE STATE'S ATTORNEY FOR THE
43 COUNTY, WHICH SHALL INCLUDE JOB TITLES, PAY GRADES, AND PAY SCALES.

44
45 (C) **Approval.** THE PAY PLAN SHALL BE APPROVED ANNUALLY BY ORDINANCE OF THE
46 COUNTY COUNCIL.

47
48 (D) **Posting.** THE PAY PLAN SHALL BE POSTED ON THE COUNTY WEBSITE AND
49 AVAILABLE TO COUNTY EMPLOYEES AND THE PUBLIC.

1 **6-2-105. Soil Conservation District Employees' Pay and Benefit Plan.**

2
3 (B) **Pay plan.** THE PERSONNEL OFFICER SHALL FORMULATE AND MAINTAIN A PAY
4 PLAN FOR ALL EMPLOYEES APPOINTED BY THE SOIL CONSERVATION BOARD OF
5 SUPERVISORS TO POSITIONS IN THE EXEMPT SERVICE, WHICH SHALL INCLUDE JOB TITLES,
6 PAY GRADES, AND PAY SCALES.
7

8 (C) **Approval.** THE PAY PLAN SHALL BE APPROVED ANNUALLY BY ORDINANCE OF THE
9 COUNTY COUNCIL.
10

11 (D) **Posting.** THE PAY PLAN SHALL BE POSTED ON THE COUNTY WEBSITE AND
12 AVAILABLE TO COUNTY EMPLOYEES AND THE PUBLIC.
13

14 SECTION 4. *And be it further enacted*, that the Personnel Officer's Classification Plan
15 for the Classified Service dated January 2, 2024, attached hereto as Exhibit A, is hereby
16 approved.
17

18 SECTION 5. *And be it further enacted*, that the Personnel Officer's Pay Plan for the
19 Classified Service dated January 2, 2024, attached hereto as Exhibit B, is hereby approved.
20

21 SECTION 6. *And be it further enacted*, that the Personnel Officer's Pay Plan for the
22 Exempt Service dated January 2, 2024, attached hereto as Exhibit C, is hereby approved.
23

24 SECTION 7. *And be it further enacted*, that the Personnel Officer's Pay Plan for the
25 ~~County Court~~ Court and State's Attorney dated January 2, 2024, attached hereto as Exhibit D, is
26 hereby approved.
27


28 SECTION 8. *And be it further enacted*, that the Personnel Officer's Pay Plan for Soil
29 Conservation District Employees dated January 2, 2024, attached hereto as Exhibit E, is
30 hereby approved.
31

32 SECTION 9. *And be it further enacted*, That this Ordinance shall take effect 45 days
33 from the date it becomes law.

AMENDMENTS ADOPTED: February 20, and March 4 and 18, 2024

READ AND PASSED this 1st day of April, 2024

By Order:


Laura Corby
Administrative Officer

PRESENTED to the County Executive for his approval this 3rd day of April, 2024

A handwritten signature in black ink, appearing to read "Laura Corby", with a stylized, flowing script.

Laura Corby
Administrative Officer

APPROVED AND ENACTED this 5th day of April, 2024

A handwritten signature in blue ink, appearing to read "Steuart Pittman", with a stylized, flowing script.

Steuart Pittman
County Executive

EFFECTIVE DATE: May 20, 2024

Bill No. 4-24

Page No. 12

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF
BILL NO. 4-24 THE ORIGINAL OF WHICH IS RETAINED IN THE FILES
OF THE COUNTY COUNCIL.

A handwritten signature in black ink, appearing to read "Laura Corby", with a stylized, flowing script.

Laura Corby
Administrative Officer



CLASSIFICATION PLAN

FISCAL YEAR 2024

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

Title	Grade and Work Week	Minimum Qualifications
		administration, finance, or accounting; and considerable experience in public management or finance administration
Budget and Management Analyst II	NR18C	Graduation from an accredited four-year college or 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
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

Title	Grade and Work Week	Minimum Qualifications
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, 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

Title	Grade and Work Week	Minimum Qualifications
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, Public Works	NR24C	Graduation from a four-year college or university with 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

Title	Grade and Work Week	Minimum Qualifications
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 Director Aging	NR23C	Graduation from an accredited four-year college or university with major course work in public

Title	Grade and Work Week	Minimum Qualifications
		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 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, 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
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
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
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

Title	Grade and Work Week	Minimum Qualifications
		experience in the field of minority relations; and a valid non-commercial Class C motor vehicle operator's license
Human Resources Records Manager	NR16C	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, 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, 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;

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
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
Personal 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

Title	Grade and Work Week	Minimum Qualifications
		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 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
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

Title	Grade and Work Week	Minimum Qualifications
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 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
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
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

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
		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 Secretary	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

Title	Grade and Work Week	Minimum Qualifications
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 Secretary	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 (represented)	OS2B	Graduation from high school; and experience in general office support clerical duties
Office Support Assistant I (NR)	NR5B	Graduation from high school; and experience in general office support clerical duties
Office Support Assistant II (represented)	OS4B	Graduation from high school; and considerable experience in general office support duties
Office Support Assistant II (NR)	NR7B	Graduation from high school; and considerable experience in general office support duties
Office Support Specialist (represented)	OS6B	Graduation from high school; and thorough experience in progressively responsible office support work
Office Support Specialist (NR)	NR9B	Graduation from high school; and thorough experience in progressively responsible office support work

Title	Grade and Work Week	Minimum Qualifications
Public Services Dispatcher	LM7B	Graduation from high school; and experience in dispatching, computerized dispatch systems, and customer service
Secretary I (represented)	OS3B	Graduation from high school, including or supplemented by courses in secretarial science; experience in secretarial and general clerical work; and a passing score on appropriate proficiency tests
Secretary I (NR)	NR6B	Graduation from high school, including or supplemented by courses in secretarial science; experience in secretarial and general clerical work; and a passing score on appropriate proficiency tests
Secretary 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
Secretary 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
Secretary 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
Secretary 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
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	Grade and Work Week	Minimum Qualifications
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

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
		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;

Title	Grade and Work Week	Minimum Qualifications
		and a valid non-commercial Class C motor vehicle operator's license
Facilities Maintenance Mechanic I	LM7B	Graduation from high school or vocational school; some experience in performing skilled trades work in the repair 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
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

Title	Grade and Work Week	Minimum Qualifications
		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;

Title	Grade and Work Week	Minimum Qualifications
		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	LM7B	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	NR18C	Graduation from high school with college-level course work in management, water utility, distribution, or a

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
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

Title	Grade and Work Week	Minimum Qualifications
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

Title	Grade and Work Week	Minimum Qualifications
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

Title	Grade and Work Week	Minimum Qualifications
		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 supervisory 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

Title	Grade and Work Week	Minimum Qualifications
		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,

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
		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 operators 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 operators license; passage of water or wastewater tests administered by the

Title	Grade and Work Week	Minimum Qualifications
		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 operators 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

Title	Grade and Work Week	Minimum Qualifications
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	NR12B	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	NR17C	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

Title	Grade and Work Week	Minimum Qualifications
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 Secretary	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

Title	Grade and Work Week	Minimum Qualifications
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 Secretary	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

Title	Grade and Work Week	Minimum Qualifications
		related field; and a passing score on appropriate proficiency tests
Legislative Senior Secretary	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

Title	Grade and Work Week	Minimum Qualifications
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;

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
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

Title	Grade and Work Week	Minimum Qualifications
		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 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

Title	Grade and Work Week	Minimum Qualifications
		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	NR19C	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

Title	Grade and Work Week	Minimum Qualifications
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

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
		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	OS7B	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

Title	Grade and Work Week	Minimum Qualifications
		valid non-commercial Class C motor vehicle operator's license
Correctional Records Clerk I	OS7B	Graduation from high school; and thorough experience in progressively responsible office support work including experience in a specialized work environment requiring attention to detail and accuracy and proficiency in office software systems
Correctional Records Clerk II	OS9B	Graduation from high school; and extensive experience in progressively responsible office support work, including considerable experience in a specialized work environment requiring attention to detail and accuracy and proficiency in office software systems
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

Title	Grade and Work Week	Minimum Qualifications
		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 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; considerable experience as a deputy sheriff 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

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
		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	NR16C	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

Title	Grade and Work Week	Minimum Qualifications
		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 Operator I	LM11D	Graduation from high school; experience in an emergency services environment or progressively responsible multi- faceted clerical work; skill in data

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
		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; one year as a Fire Fighter II in the classified service of the Anne Arundel County Fire Department; 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

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
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 Training Coordinator	NR14C	Graduation from an accredited four-year college or university with major course work in law enforcement, criminal justice, or a related field; experience in the development and presentation of staff training in a law enforcement organization; and

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
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
Senior Booking Officer	OS9B	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

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
		processing; and a valid non-commercial Class C motor vehicle operator's license
Sheriff's Communications Operator	LM6B	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
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

(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

Title	Grade and Work Week	Minimum Qualifications
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

Title	Grade and Work Week	Minimum Qualifications
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
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

Title	Grade and Work Week	Minimum Qualifications
		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

(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

Title	Grade and Work Week	Minimum Qualifications
		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 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

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
		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
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

Title	Grade and Work Week	Minimum Qualifications
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

Title	Grade and Work Week	Minimum Qualifications
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	NR21	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

Title	Grade and Work Week	Minimum Qualifications
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 Specialist	NR19C	Graduation from an accredited four-year college or university 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

Title	Grade and Work Week	Minimum Qualifications
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

Title	Grade and Work Week	Minimum Qualifications
		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

Title	Grade and Work Week	Minimum Qualifications
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



PAY PLAN – CLASSIFIED SERVICE
FISCAL YEAR 2024

Pay schedules.

(a) **Non-represented employees.** Beginning the first full pay period on or after July 1, 2023, 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	\$28,141	\$50,554
NR-02	29,561	53,122
NR-03	31,070	55,806
NR-04	32,638	58,630
NR-05	34,290	61,598
NR-06	36,025	64,724
NR-07	37,853	68,001
NR-08	39,768	71,437
NR-09	41,772	75,063
NR-10	43,894	78,865
NR-11	46,120	82,851
NR-12	48,454	87,043
NR-13	50,901	91,447
NR-14	53,480	96,075
NR-15	56,190	100,943
NR-16	60,506	114,210
NR-17	65,158	122,989
NR-18	70,171	132,448
NR-19	75,569	142,639
NR-20	81,380	153,605
NR-21	87,634	165,418
NR-22	94,374	178,136

Grade	Minimum	Maximum
NR-23	99,095	191,491
NR-24	104,175	201,544

(b) **Office Support, Administrative Aides, and Technical employees.** Beginning the first full pay period on or after July 1, 2023, 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	\$14.97	\$24.04
OS-2	15.72	25.19
OS-3	16.51	26.43
OS-4	17.33	27.73
OS-5	18.20	29.10
OS-6	19.11	30.48
OS-7	20.07	31.99
OS-8	21.07	33.54
OS-9	22.12	35.19
OS-10	23.23	36.94
OS-11	24.39	38.73
OS-12	25.61	40.65

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

(1) Beginning the first full pay period on or after July 1, 2023, 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	\$15.04	\$23.34
LM-2	15.78	24.56
LM-3	16.58	25.75
LM-4	17.41	27.07
LM-5	18.28	28.41

Grade	Minimum	Maximum
LM-6	19.19	29.86
LM-7	20.15	31.37
LM-8	21.16	32.97
LM-9	22.22	34.61
LM-10	23.33	36.37
LM-11	24.50	38.24
LM-12	25.73	40.15

(2) (i) Beginning the first full pay period on or after July 1, 2023, 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	\$20.74	\$22.23	\$22.97	\$23.82	\$24.64	\$25.48
FW-02	Base	Skill 6	Skill 7	Skill 8	Skill 9	Skill 10
	\$28.04	\$29.42	\$30.93	\$32.49	\$34.08	\$39.34
FW-03	Skill 11	Skill 12				
	\$42.90	\$45.07				
FW-04	Skill 13					
	\$47.34					

(ii) Beginning the first full pay period on or after January 1, 2024, 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	\$21.15	\$22.67	\$23.43	\$24.30	\$25.13	\$25.99
FW-02	Base	Skill 6	Skill 7	Skill 8	Skill 9	Skill 10
	\$28.60	\$30.01	\$31.55	\$33.14	\$34.76	\$40.13
FW-03	Skill 11	Skill 12				
	\$43.76	\$45.97				
FW-04	Skill 13					
	\$48.29					

(d) Detention Center employees.

(1) Beginning the first full pay period on or after July 1, 2023, 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	\$52,500	
1	53,490	
2	54,481	\$57,205
3	55,471	58,245
4	56,462	59,285
5	58,156	61,064
6	59,900	62,896
7	61,698	64,782
8	63,548	66,726
9	65,455	68,728
10	67,419	70,789
11	69,441	72,913
12	71,524	75,101
13	73,670	77,354
14	75,880	79,674
15	78,157	82,064
16	80,501	84,526
17	82,916	87,062
18	85,404	89,674
19	87,966	92,364
20	90,605	94,673
21	92,870	97,040
22	95,192	99,951

(2) Beginning the first full pay period on or after July 1, 2023, for employees in the classified service whose pay grade is designated “D-3”, the annual pay schedule is:

DETENTION CENTER EMPLOYEES (D) PAY SCHEDULE

Step	Grade
	D-3
5	\$65,733
6	67,705
7	69,736
8	71,828
9	73,983
10	76,203
11	78,489
12	80,842
13	83,268
14	85,767
15	88,340
16	90,990
17	93,719
18	96,532
19	99,428
20	102,410
21	105,482
22	108,646
23	111,906
24	115,263

(3) Beginning the first full pay period on or after July 1, 2023, 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	\$67,543	\$131,612
D-6	74,143	144,600
D-7	82,191	157,093
D-8	95,281	180,660

(4) Beginning the first full pay period on or after July 1, 2023, 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	\$49,923	\$54,854
2	51,421	56,499
3	52,964	58,194
4	54,553	59,940
5	56,190	61,738
6	57,875	63,590
7	59,611	65,499
8	61,399	67,463
9	63,240	69,487
10	65,139	71,571
11	67,093	73,718
12	69,106	75,931
13	71,178	78,208
14	73,314	80,555
15	75,513	82,971
16	77,779	85,461
17	80,112	88,025
18	82,515	90,664
19	84,990	93,384
20	87,541	96,186
21	90,167	99,072
22	92,873	102,044
23	95,658	105,105

(5) Beginning the first full pay period on or after July 1, 2023, 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	\$63,249	\$128,974

(e) **Communications Operator employees.** Beginning the first full pay period on or after July 1, 2023, 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	\$52,712	\$89,578
CO-4	59,637	106,486

(f) **Deputy Sheriff employees.**

(1) Beginning the first full pay period on or after July 1, 2023, 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	\$54,420			
2	56,054	\$58,295		
3	57,735	60,043		
4	59,467	61,846		
5	61,252	63,702	\$74,004	\$77,703
6	63,088	65,612	76,224	80,035
7	64,981	67,580	78,511	82,436
8	66,931	69,608	80,865	84,907
9	68,939	71,696	83,292	87,457
10	71,007	73,848	85,789	90,080
11	73,137	76,063	88,363	92,781
12	75,330	78,345	91,014	95,565
13	77,592	80,695	93,745	98,432
14	79,920	83,116	96,557	101,385
15	82,316	85,609	99,455	104,427
16	84,786	88,177	102,437	107,560
17	87,331	90,823	105,510	110,786
18	89,949	93,548	108,675	114,109

19	92,648	96,353	111,935	117,533
20	95,427	99,244	115,294	121,060
21			118,754	124,691

(2) Beginning the first full pay period on or after July 1, 2023, 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	\$77,900	\$142,813

(g) **Fire Department employees.**

(1) Beginning the first full pay period on or after July 1, 2023, 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	\$51,783	\$54,372			\$62,572		
1	53,595	56,275			64,618		
2	55,471	58,245			66,735		
3	57,413	60,283			68,927		
4	59,422	62,393			71,195		
5	61,502	64,577	\$74,627		73,543	\$78,749	
6	63,654	66,837	77,239		75,972	81,361	
7	65,882	69,176	79,942	\$85,938	78,487	84,064	\$90,060
8	68,188	71,598	82,740	88,945	81,090	86,862	93,068
9	70,575	74,103	85,636	92,058	83,784	89,758	96,181
10	73,045	76,697	88,633	95,281	86,572	92,755	99,403
11	75,601	79,381	91,735	98,615	89,458	95,858	102,738
12	78,247	82,160	94,946	102,067	92,444	99,068	106,189
13	80,986	85,035	98,269	105,639	95,536	102,391	109,762
14	83,821	88,012	101,708	109,337	98,735	105,831	113,459
15	86,754	91,092	105,268	113,163	102,046	109,391	117,286

16	89,791	94,280	108,953	117,124	105,474	113,075	121,247
17	92,933	97,580	112,766	121,223	109,021	116,888	125,346
18	96,186	100,995	116,713	125,466	112,692	120,835	129,589
19	99,553	104,530	120,798	129,858	116,492	124,920	133,980
20			125,026	134,403		129,148	138,525
21			129,402	139,107		133,524	143,229

(2) Beginning the first full pay period on or after July 1, 2023, 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	\$108,864	\$112,986
2	112,674	116,797
3	116,618	120,740
4	120,699	124,822
5	124,924	129,046
6	129,296	133,419
7	133,822	137,944
8	138,505	142,628
9	143,353	147,476
10	148,370	152,493
11	153,563	157,686
12	158,938	163,061
13	164,501	168,623

(3) Beginning the first full pay period on or after July 1, 2023, 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	\$80,092	\$180,951
F-9	93,364	208,094

(h) Police Department employees.

(1) Beginning the first full pay period on or after July 1, 2023, 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	\$62,160	\$65,268		
2	64,646	67,879		
3	67,232	70,594		
4	69,922	73,418		
5	72,718	76,354	\$83,990	\$92,389
6	75,627	79,409	87,349	96,084
7	78,652	82,585	90,843	99,928
8	81,405	85,475	94,023	103,425
9	84,254	88,467	97,314	107,045
10	87,203	91,563	100,720	110,792
11	90,255	94,768	104,245	114,669
12	93,414	98,085	107,893	118,683
13	96,684	101,518	111,670	122,837
14	100,068	105,071	115,578	127,136
15	103,570	108,748	119,623	131,586
16	107,195	112,555	123,810	136,191
17	110,947	116,494	128,143	140,958
18	113,720	119,406	131,347	144,482
19	116,563	122,392	134,631	148,094
20	119,769	125,757	138,333	152,166
21			142,137	156,351
22				160,651

(2) Beginning the first full pay period on or after July 1, 2023, 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	\$117,750
10	121,871
11	126,136
12	130,551
13	135,120
14	139,849
15	144,744
16	149,810
17	155,054
18	158,930
19	162,903
20	167,383
21	171,986
22	176,716
23	182,901
24	189,302
25	195,928

(i) **Legislative Auditor employees.** Beginning the first full pay period on or after July 1, 2023, 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	\$56,190	\$94,473
LA-2	70,171	125,962
LA-3	100,821	165,327
LA-4	120,984	201,544
LA-5	145,181	213,601

(j) **Park Ranger employees.** Beginning the first full pay period on or after July 1, 2023, 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	\$50,885	\$80,410
R-2	53,429	84,431



PAY PLAN – EXEMPT SERVICE
FISCAL YEAR 2024

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:

Assistant Administrative Officer, County Council E4

Administrative Officer, County Council E5

Legislative Aide I, County Council EL1

Legislative Aide II, County Council EL3

Legislative Counsel to the County Council E6

Administrative Assistant to the County Auditor E2

County Auditor E8

Central Services Officer E7

Deputy Central Services Officer E5

Information Technology Officer E7

Controller E7

Budget Officer E8

Chief of Staff E8

Chief Administrative Officer E10

Assistant to the Chief Administrative Officer E5

Administrative Assistant to the County Executive E2

Assistant to the County Executive E5

Director of Programming E8

Public Information Officer E5

Legislative Liaison Officer E6

Director, Equity, Diversity, and Inclusion E7

Resilience Authority Director E7

Executive Director, Police Accountability Board E7

Secretary, Ethics Commission EE1

Executive Director, Ethics Commission EE2

County Attorney E8

Personnel Officer E7

Planning and Zoning Officer E7

Deputy Planning and Zoning Officer E5

Transit Officer E6

Director of Inspections and Permits E7

Administrative Hearing Officer E7

Superintendent, Detention Center E8

Human Services Officer E7

Fire Chief E9

Assistant Fire Chief E8

Fire Chief of Staff E6

Chief of Police E9

Assistant Chief of Police E7

Deputy Police Chief, exempt service E8

Police Major E7

Police Chief of Staff E6

Executive Assistant to the Chief of Police E2

Director of Public Works E8

Land Use and Environmental Officer E7

Director of Recreation and Parks E7

Director of Aging and Disabilities E7

Deputy Director, Aging and Disabilities E5

Criminal Justice Coordinator E7

Executive Clerical Aide EX2

Executive Office Support Assistant I EX5

Executive Office Support Assistant II EX8

Executive Secretary I EX7

Executive Secretary II EX8

Executive Secretary III EX10

Executive Office Support Specialist EX10

Executive Public Information Assistant EX11

Executive Administrative Secretary EX13

County Executive Appointment Coordinator EX15

Executive Management Assistant I EX16

Executive Management Assistant II EX18

Administrative Secretary to Department/Agency Head E1

Emergency Management Director E6

Deputy Emergency Management Director E3

Director of Communications & Policy E7

Deputy Chief Administrative Officer E7

Executive Program Manager EX18

Executive Budget & Management Analyst EX17

(b) **Annual pay schedule.** Beginning the first full pay period on or after July 1, 2023, the annual pay schedule for employees in the exempt service is:

GRADE	MINIMUM	MAXIMUM
EL-01	\$31,481	\$58,482
EL-02	42,882	79,651
EL-03	62,963	116,958
EX-01	28,140	50,554
EX-02	29,561	53,122
EX-03	31,070	55,806
EX-04	32,638	58,630
EX-05	34,290	61,598
EX-06	36,024	64,724
EX-07	37,853	68,001
EX-08	39,768	71,437
EX-09	41,772	75,063
EX-10	43,894	78,865
EX-11	46,119	82,851
EX-12	48,454	87,044
EX-13	50,902	91,447
EX-14	53,480	96,075
EX-15	56,190	100,943
EX-16	60,505	114,210
EX-17	65,158	122,988
EX-18	70,171	132,447
EE-01	41,772	75,063
EE-02	75,569	142,637
E-01	51,237	91,447
E-02	75,569	142,639

GRADE	MINIMUM	MAXIMUM
E-03	81,380	153,605
E-04	87,634	165,418
E-05	94,374	178,136
E-06	104,175	201,544
E-07	114,989	213,601
E-08	129,941	241,368
E-09	139,035	258,268
E-10	148,769	276,341

(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 2024**

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:

Court Clerk NR1

Court Docket Officer NR1

Court Clerk Typist I NR2

Court Bailiff Supervisor NR4

Court Clerk II NR4

Court Clerk Typist II NR5

Court Clerk III NR6

Court Clerk Typist III NR6

Court Secretary I NR6

Court Secretary II NR7

Court Clerk IV NR9

Court Secretary III NR9

Court Administrative Secretary NR11

Court Assignment Clerk NR12

Juvenile Drug Court Clerk NR11

Court Law Clerk NR11

Court Paralegal NR12

Court Programmer I NR12

Court Reporter I NR12

Master's Administrative Aide NR12

Assistant Director of Assignment NR15

Court Legal Assistant II NR14

Court Programmer II NR14

Deputy Jury Commissioner NR14

State's Attorney Special Investigator I NR15

Victim/Witness Advocate NR14

Circuit Court Judge's Administrative Aide NR15

Court Management Assistant I NR15

Court Program Specialist I NR15

Court Reporter II NR15

Court Mediator NR16

Court Social Worker NR16

Court Management Assistant II NR17

Court Program Specialist II NR17

Court Systems Programmer NR17

Director of Assignment NR17

Jury Commissioner NR17

State's Attorney Special Investigator II NR17

Administrative Assistant to State's Attorney NR19

Court Program Manager NR19

Director Victim/Witness Advocate Program NR19

Family Law Administrator NR19

Director of Court Operations NR20

Court Administrator NR23

Master Circuit Court NR23



**PAY PLAN – SOIL CONSERVATION DISTRICT EMPLOYEES’
FISCAL YEAR 2024**

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):

Soil Conservation Office Assistant ES1

Soil Conservation District Secretary ES2

Soil Conservation Office Manager ES3

Soil Conservation Specialist ES4

Senior Soil Conservation Specialist ES5

Soil Conservation District Manager ES6

(c) **Pay schedule.** Beginning the first full pay period on or after July 1, 2023, the annual pay schedule for employees in the Soil and Conservation District Employees’ Pay and Benefit Plan is:

Grade	Minimum	Maximum
ES-1	\$37,853	\$67,999
ES-2	41,772	75,064
ES-3	48,454	87,044
ES-4	60,505	114,210
ES-5	70,170	132,449
ES-6	81,380	153,605