

COUNTY COUNCIL OF ANNE ARUNDEL COUNTY, MARYLAND

Legislative Session 2024, Legislative Day No. 10

Bill No. 51-24

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

By the County Council, May 6, 2024

Introduced and first read on May 6, 2024
Public Hearing set for and held on June 3, 2024
Public Hearing on AMENDED bill set for and held on June 17, 2024
Public Hearing on SECOND AMENDED bill set for and held on July 1, 2024
Bill Expires August 9, 2024

By Order: Kaley Schultze, Administrative Officer

A BILL ENTITLED

1 AN ORDINANCE concerning: Personnel – Classification and Pay Plans – Classified
2 Service and Exempt Service – Public Ethics – Financial Disclosure

3
4 FOR the purpose of modifying pay at hire for certain represented employees; modifying
5 leave accrual for certain represented employees; requiring certain employees to file
6 financial disclosure statements; approving the Personnel Officer’s Classification and
7 Pay Plans; providing for pay increases for certain employees; providing for
8 advancement to new rate of pay for certain employees; providing for lump sum
9 payments for certain employees; confirming applicability of certain terms related to
10 pay in memoranda of agreements; providing for certain salary adjustments for certain
11 classified employees based on salary compression; applying certain provisions of this
12 Ordinance retroactively; providing for application of this Ordinance; and generally
13 relating to personnel, public ethics, and the Personnel Officer’s Classification and Pay
14 Plans.

15
16 BY repealing: §§ 6-2-103(a) and 7-6-101(a)
17 Anne Arundel County Code (2005, as amended)

18
19 BY adding: § 6-1-302(a)(4); 6-2-103(a); and § 7-6-101(a)
20 Anne Arundel County Code (2005, as amended)

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.

1 BY repealing and reenacting, with amendments: §§ 6-1-207(b)(1) and 6-1-302(a)(1)
2 Anne Arundel County Code (2005, as amended)

3
4 WHEREAS, § 6-1-201(a) of the County Code, as amended by Bill No. 4-24,
5 requires the Personnel Officer to prepare a classification plan for all positions in the
6 classified service and to present it to the County Council annually for approval by
7 ordinance; and

8
9 WHEREAS, § 6-1-201(c) of the County Code, as amended by Bill No. 4-24,
10 provides that the Personnel Officer may make modifications to the classification
11 plan during a year, but that any change in a pay grade assigned to an existing job
12 classification for which the base of the new pay grade exceeds the base of the
13 current pay grade by more than 10% must be approved by ordinance of the County
14 Council to become effective; and

15
16 WHEREAS, the Personnel Officer's Classification Plan for the Classified Service
17 dated January 2, 2024, was approved by the County Council by Bill No. 4-24; and

18
19 WHEREAS, the Personnel Officer has formulated the Classification Plan for the
20 Classified Service dated July 1, 2024, which includes changes in pay grades
21 assigned to existing job classifications for which the base of the new pay grade
22 exceeds the base of the current pay grade by more than 10%; and

23
24 WHEREAS, § 6-1-202 of the County Code, as amended by Bill No. 4-24, provides
25 that the Personnel Officer shall formulate a pay plan for all positions in the
26 classified service, which shall be approved annually by ordinance of the County
27 Council; and

28
29 WHEREAS, § 6-2-101 of the County Code, as amended by Bill No. 4-24, provides
30 that the Personnel Officer shall formulate a pay plan for all positions in the exempt
31 service, which shall be approved annually by ordinance of the County Council; and

32
33 WHEREAS, § 6-2-104 of the County Code, as amended by Bill No. 4-24, provides
34 that the Personnel Officer shall formulate a pay plan for positions in the exempt
35 service to which employees are appointed by the judges of the Circuit Court for the
36 Court or the State's Attorney for the County, which shall be approved annually by
37 ordinance of the County Council; and

38
39 WHEREAS, § 6-2-105 of the County Code, as amended by Bill No. 4-24, provides
40 that the Personnel Officer shall formulate a pay plan for all employees appointed
41 by the Soil Conservation Board of Supervisors, which shall be approved annually
42 by ordinance of the County Council; and

43
44 WHEREAS, the Personnel Officer's Pay Plan for the Classified Service, Pay Plan
45 for the Exempt Service, Pay Plan for the Court and State's Attorney, and Pay Plan
46 for the Soil Conservation District Employees, all dated July 1, 2024, were approved
47 by the County Council by Bill No. 4-24; and

1 WHEREAS, the Personnel Officer has formulated a Pay Plan for the Classified
2 Service, Pay Plan for the Exempt Service, Pay Plan for the Court and State's
3 Attorney, and Pay Plan for the Soil Conservation District Employees, all dated July
4 1, 2024; now, therefore,

5
6 SECTION 1. *Be it enacted by the County Council of Anne Arundel County, Maryland,*
7 That §§ 6-2-103(a) and 7-6-101(a) of the Anne Arundel County Code (2005, as amended)
8 are hereby repealed.

9
10 SECTION 2. *And be it further enacted,* That Section(s) of the Anne Arundel County
11 Code (2005, as amended) read as follows:

12 ARTICLE 6. PERSONNEL

13 TITLE 1. CLASSIFIED SERVICE

14 6-1-207. Pay at hiring; advancement through steps – Represented employees.

15 (b) Generally.

16
17 (1) Except as otherwise provided in this subsection OR BY AN APPLICABLE
18 MEMORANDUM OF AGREEMENT:

19
20 (i) an employee other than an employee hired into a classification on the FW
21 pay schedule shall be hired at the minimum rate of pay of the grade; and

22
23 (ii) an employee hired as a Water/Wastewater Systems Technician I on the FW
24 pay schedule shall be hired at the FW1 base rate; and

25
26 (iii) an employee hired into the water/wastewater systems technician series who
27 holds a current permanent water or wastewater operator's license issued by the Maryland
28 Department of the Environment may be placed as proficiency level II, subject to FW-02
29 base rate of pay and standard internal position requirements.

30 6-1-302. Annual leave.

31 (a) Generally.

32
33 (1) Except as provided in subsections (a)(2), [[and]] (a)(3), AND (A)(4), full-time
34 represented employees accrue annual leave as follows:

35
36 ***

37
38 (4) EFFECTIVE THE FIRST FULL PAY PERIOD BEGINNING ON OR AFTER JANUARY 1,
39 2025, FULL-TIME EMPLOYEES IN THE CLASSIFICATIONS OF DEPUTY SHERIFF, DEPUTY
40 SHERIFF CORPORAL, AND DEPUTY SHERIFF SERGEANT ACCRUE ANNUAL LEAVE AS
41 FOLLOWS:
42
43
44
45
46
47

1

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

2

3

4

TITLE 2. EXEMPT SERVICE

5

6-2-103. Additional exempt positions.

6

7

(A) **Additional positions by title.** IN ACCORDANCE WITH § 802(B) OF THE CHARTER THE POSITIONS DESCRIBED IN THIS SUBSECTION ARE ESTABLISHED AS POSITIONS IN THE EXEMPT SERVICE THAT ARE IN ADDITION TO THE POSITIONS ESTABLISHED BY § 802(A) OF THE CHARTER, WITH THE COMPENSATION FOR THE POSITIONS SET FORTH IN THE EXEMPT PAY AND BENEFIT PLAN. UNLESS OTHERWISE PROVIDED BY THIS SUBSECTION, THE NUMBER OF POSITIONS UNDER EACH TITLE DESCRIBED IN THIS SUBSECTION SHALL BE APPROVED AS PART OF THE ANNUAL BUDGET AND APPROPRIATION ORDINANCE AND MAY NOT BE CHANGED DURING A FISCAL YEAR EXCEPT AS APPROVED BY ORDINANCE OF THE COUNTY COUNCIL. THE POSITIONS ARE:

14

15

16

| TITLES |
|--|
| EXECUTIVE BRANCH |
| ADMINISTRATIVE ASSISTANT TO DEPARTMENT/AGENCY HEAD |
| ADMINISTRATIVE ASSISTANT TO THE COUNTY EXECUTIVE |
| ADMINISTRATIVE HEARING OFFICER |
| ASSISTANT CHIEF OF POLICE |
| ASSISTANT FIRE CHIEF |
| CHIEF OF STAFF |
| COUNTY EXECUTIVE APPOINTMENT COORDINATOR |
| CRIMINAL JUSTICE COORDINATOR |
| DEPUTY CENTRAL SERVICES OFFICER |
| DEPUTY CHIEF ADMINISTRATIVE OFFICER |
| DEPUTY DIRECTOR, AGING AND DISABILITIES |
| DEPUTY EMERGENCY MANAGEMENT DIRECTOR |
| DEPUTY PLANNING AND ZONING OFFICER |
| DEPUTY POLICE CHIEF, EXEMPT SERVICE |
| DIRECTOR, EQUITY AND HUMAN RELATIONS |
| DIRECTOR OF COMMUNICATIONS & POLICY |
| EXECUTIVE ADMINISTRATIVE ASSISTANT IV |
| EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE |
| EXECUTIVE BUDGET & MANAGEMENT ANALYST |
| EXECUTIVE CLERICAL AIDE |
| EXECUTIVE DIRECTOR, POLICE ACCOUNTABILITY BOARD |
| EXECUTIVE MANAGEMENT ASSISTANT I |
| EXECUTIVE MANAGEMENT ASSISTANT II |
| EXECUTIVE OFFICE SUPPORT ASSISTANT I |
| EXECUTIVE OFFICE SUPPORT ASSISTANT II |
| EXECUTIVE OFFICE SUPPORT SPECIALIST |
| EXECUTIVE PROGRAM MANAGER |
| EXECUTIVE PUBLIC INFORMATION ASSISTANT |

| |
|----------------------------------|
| FIRE CHIEF OF STAFF (CIVILIAN) |
| HUMAN SERVICES OFFICER |
| LAND USE AND ENVIRONMENT OFFICER |
| POLICE CHIEF OF STAFF (CIVILIAN) |
| POLICE MAJOR |
| RESILIENCE AUTHORITY DIRECTOR |
| LEGISLATIVE BRANCH |
| LEGISLATIVE CHIEF OF STAFF |

ARTICLE 7. PUBLIC ETHICS

TITLE 6. FINANCIAL DISCLOSURE

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

(A) **Generally.** ANY AND ALL INDIVIDUALS IN THE FOLLOWING CHART SHALL FILE WITH THE ETHICS COMMISSION THE STATEMENTS PROVIDED FOR IN THIS TITLE:

| |
|---|
| ANY BRANCH OR BOARDS, COMMISSIONS AND SIMILAR BODIES |
| ANY EMPLOYEE IN AN "ACTING" CAPACITY FOR MORE THAN 60 DAYS FOR ANY OF THE OFFICES OR POSITIONS LISTED IN THIS SUBSECTION |
| PUBLIC INFORMATION OFFICER |
| BOARDS, COMMISSIONS, AND SIMILAR BODIES |
| MEMBERS OF THE AGRICULTURAL LAND PRESERVATION ADVISORY BOARD |
| COMMISSIONERS OF THE AMUSEMENT LICENSING COMMISSION |
| MEMBERS, THE EXECUTIVE DIRECTOR, AND THE SECRETARY-TREASURER OF THE ANNE ARUNDEL COUNTY RECREATIONAL FACILITIES REVENUE AUTHORITY |
| TRUSTEES OF THE BOARD OF TRUSTEES OF THE ANNE ARUNDEL COUNTY RETIREMENT AND PENSION SYSTEM |
| MEMBERS, AIRPORT MANAGER, AND CHIEF FINANCIAL OFFICER OF THE ANNE ARUNDEL COUNTY TIPTON AIRPORT AUTHORITY |
| MEMBERS OF THE BOARD OF APPEALS |
| MEMBERS OF THE BOARD OF ELECTRICAL EXAMINERS |
| MEMBERS OF THE BOARD OF ENVIRONMENTAL SYSTEMS EXAMINERS |
| COMMISSIONERS OF THE ETHICS COMMISSION |
| EXECUTIVE DIRECTOR OF THE ETHICS COMMISSION |
| COMMISSIONERS OF THE GAS COMMISSION |
| COMMISSIONERS OF THE HOUSING COMMISSION OF ANNE ARUNDEL COUNTY |
| EXECUTIVE DIRECTOR OF THE HOUSING COMMISSION OF ANNE ARUNDEL COUNTY |
| VOTING MEMBERS OF THE HUMAN RELATIONS COMMISSION |
| MEMBERS OF THE PERSONNEL BOARD |
| MEMBERS OF THE PLANNING ADVISORY BOARD |
| COMMISSIONERS OF THE PLUMBING COMMISSION |
| EXECUTIVE DIRECTOR OF THE POLICE ACCOUNTABILITY BOARD |
| VOTING MEMBER OF THE POLICE ACCOUNTABILITY BOARD |
| RESILIENCE AUTHORITY DIRECTOR |
| MEMBERS OF THE VIDEO LOTTERY FACILITY LOCAL DEVELOPMENT COUNCIL |
| CANDIDATES |

| |
|--|
| FOR COUNTY COUNCIL |
| FOR COUNTY EXECUTIVE |
| EXECUTIVE BRANCH |
| ADMINISTRATIVE HEARING OFFICER |
| ASSISTANT BUDGET OFFICER |
| ASSISTANT CHIEF OF POLICE |
| ASSISTANT CONTROLLER |
| ASSISTANT CORRECTIONAL FACILITY ADMINISTRATOR |
| ASSISTANT DIRECTOR, INSPECTIONS AND PERMITS |
| ASSISTANT DIRECTOR, PUBLIC WORKS |
| ASSISTANT DIRECTOR OF AGING AND DISABILITIES |
| ASSISTANT FIRE CHIEF |
| ASSISTANT PERSONNEL OFFICER |
| ASSISTANT PLANNING AND ZONING OFFICER |
| ASSISTANT TO THE CHIEF ADMINISTRATIVE OFFICER |
| ASSISTANT TO THE COUNTY EXECUTIVE |
| BUDGET ADMINISTRATOR |
| BUDGET OFFICER |
| CABLE TELEVISION ADMINISTRATOR |
| CENTRAL SERVICES OFFICER |
| CHIEF, ENVIRONMENTAL FACILITIES AND PROGRAMS IN THE DEPARTMENT OF RECREATION AND PARKS |
| CHIEF, INFORMATION SECURITY |
| CHIEF, INFORMATION TECHNOLOGY OPERATIONS |
| CHIEF, NETWORK AND CYBER SECURITY |
| CHIEF, RECREATION AND ATHLETIC PROGRAMS |
| CHIEF, TELECOMMUNICATION SERVICES |
| CHIEF ADMINISTRATIVE OFFICER |
| CHIEF OF PLANNING AND CONSTRUCTION PROGRAMS IN THE DEPARTMENT OF RECREATION AND PARKS |
| CHIEF OF POLICE |
| CHIEF OF STAFF |
| CONTROLLER |
| CORRECTIONAL FACILITY ADMINISTRATOR |
| COUNTY ATTORNEY |
| COUNTY EXECUTIVE |
| DEPUTY CENTRAL SERVICES OFFICER |
| DEPUTY CHIEF ADMINISTRATIVE OFFICER |
| DEPUTY COUNTY ATTORNEY |
| DEPUTY DIRECTOR, AGING AND DISABILITIES |
| DEPUTY DIRECTOR, PUBLIC WORKS |
| DEPUTY DIRECTOR, RECREATION AND PARKS |
| DEPUTY EMERGENCY MANAGEMENT DIRECTOR |
| DEPUTY PLANNING AND ZONING OFFICER |
| DEPUTY POLICE CHIEF, EXEMPT SERVICE |
| DEPUTY POLICE CHIEF IN THE CLASSIFIED SERVICE |
| <u>DIRECTOR, EQUITY AND HUMAN RELATIONS</u> |
| DIRECTOR OF AGING AND DISABILITIES |
| DIRECTOR OF COMMUNICATIONS & POLICY |
| DIRECTOR OF INSPECTIONS AND PERMITS |
| DIRECTOR OF RECREATION AND PARKS |

| |
|---|
| DIRECTOR OF PUBLIC WORKS |
| ECONOMIC DEVELOPMENT OFFICER |
| EMERGENCY MANAGEMENT DIRECTOR |
| EQUITY AND HUMAN RELATIONS DIRECTOR |
| FACILITY SUPERINTENDENT, TRAILS AND GREENWAYS |
| FINANCIAL OPERATIONS SUPERVISOR |
| FIRE CHIEF |
| FIRE CHIEF OF STAFF |
| FIRE DEPUTY CHIEF IN THE CLASSIFIED SERVICE |
| FIRE DIVISION CHIEF |
| HUMAN SERVICES OFFICER |
| INFORMATION TECHNOLOGY OFFICER |
| INFORMATION SERVICES MANAGER |
| LAND USE AND ENVIRONMENT OFFICER |
| LEGISLATIVE LIAISON OFFICER |
| PARKS ADMINISTRATOR |
| PERSONNEL OFFICER |
| PLANNING AND ZONING OFFICER |
| POLICE CHIEF OF STAFF |
| POLICE FISCAL OPERATIONS AND MANAGEMENT ADMINISTRATOR |
| POLICE MAJOR (EXEMPT SERVICE) |
| PROCUREMENT CATEGORY MANAGEMENT MANAGER |
| PROCUREMENT STRATEGY MANAGER |
| PROGRAM SPECIALIST II IN THE DEPARTMENT OF RECREATION AND PARKS |
| PURCHASING AGENT |
| RECREATION ADMINISTRATOR |
| RECREATION AND PARKS FACILITY SUPERINTENDENT |
| RECREATION AND PARKS PROJECT MANAGER |
| RECREATION SUPERVISOR |
| REAL ESTATE MANAGER |
| SENIOR MANAGEMENT ASSISTANT IN THE DEPARTMENT OF RECREATION AND PARKS |
| SUPERINTENDENT, DETENTION CENTER |
| TRANSIT OFFICER |
| ANY OTHER INDIVIDUAL EMPLOYED IN THE EXECUTIVE BRANCH OF THE COUNTY GOVERNMENT WHO IS DECLARED BY THE COUNTY EXECUTIVE, BY EXECUTIVE ORDER, TO BE IN A POLICY MAKING OR MANAGERIAL POSITION |
| LEGISLATIVE BRANCH |
| ADMINISTRATIVE OFFICER, COUNTY COUNCIL |
| ASSISTANT ADMINISTRATIVE OFFICER, COUNTY COUNCIL |
| COUNTY AUDITOR |
| LEGISLATIVE CHIEF OF STAFF |
| LEGISLATIVE COUNSEL TO THE COUNTY COUNCIL |
| MEMBERS OF THE COUNTY COUNCIL |

SECTION 3. *And be it further enacted*, That the Personnel Officer's Classification Plan for the Classified Service dated July 1, 2024, attached hereto as ~~Exhibit A~~ Exhibit A-1, is hereby approved.

1 SECTION 4. *And be it further enacted*, that the Personnel Officer's Pay Plan for the
2 Classified Service dated July 1, 2024, attached hereto as ~~Exhibit B~~ Exhibit B-1, is hereby
3 approved.

4
5 SECTION 5. *And be it further enacted*, that the Personnel Officer's Pay Plan for the
6 Exempt Service dated July 1, 2024, attached hereto as ~~Exhibit C~~ Exhibit C-1, is hereby
7 approved.

8
9 SECTION 6. *And be it further enacted*, that the Personnel Officer's Pay Plan for the
10 Court and State's Attorney dated July 1, 2024, attached hereto as Exhibit D, is hereby
11 approved.

12
13 SECTION 7. *And be it further enacted*, that the Personnel Officer's Pay Plan for Soil
14 Conservation District Employees dated July 1, 2024, attached hereto as Exhibit E, is hereby
15 approved.

16
17 SECTION 8. *And be it further enacted*, That if an employee's pay rate is below the
18 minimum of the employee's pay schedule established under this Ordinance, the employee's
19 rate of pay shall be increased to the minimum rate of pay of the employee's pay schedule.

20
21 SECTION 9. *And be it further enacted*, That the following employees shall receive a
22 3% increase in pay, not to exceed the maximum pay rate for the grade, effective the first
23 full pay period beginning on or after July 1, 2024, exclusive of any increase granted to any
24 such employee under § 6-1-205:

25
26 (1) classified employees on the NR, D-5 through D-8, C-3, S-4, F-8 through F-9,
27 LA, R-1 through R-2, CO-3 through CO-4, OS and LM pay schedules;

28
29 (2) exempt employees under the Exempt Pay and Benefit Plan in § 6-2-101;

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

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

37
38 SECTION 10. *And be it further enacted*, That classified employees on the FW pay
39 schedules shall receive a 3% increase in pay effective the first full pay period beginning on
40 or after July 1, 2024, exclusive of any increase granted to any such employee under § 6-1-
41 205.

42
43 SECTION 11. *And be it further enacted*, That classified employees on the FW pay
44 schedules shall receive a 1.5% increase in pay effective the first full pay period beginning
45 on or after January 1, 2025, exclusive of any increase granted to any such employee under
46 § 6-1-205.

47
48 SECTION 12. *And be it further enacted*, That classified employees on the F-1 through
49 F-7P, P-00 through P-4, D-1 through D-3, C-1 through C-2, and S-1 through S-3 pay

1 schedules shall receive variable increases in pay through placement at the employee's
2 current grade and step on the respective adjusted pay schedule effective the first full pay
3 period beginning on or after July 1, 2024.

4
5 SECTION 13. *And be it further enacted*, That the following employees, whose overall
6 performance is rated satisfactory shall receive a 3% increase in pay, not to exceed the
7 maximum pay rate for the grade, effective the first full pay period beginning on or after the
8 employee's anniversary date:

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

12
13 (2) exempt employees on the Exempt Pay and Benefit Plan in § 6-2-101;

14
15 (3) exempt employees who are appointed by and with the approval of the State's
16 Attorney or the judges of the Circuit Court for the County and are paid under the Court and
17 State's Attorney Employees' Pay and Benefit Plan in § 6-2-104; and

18
19 (4) exempt employees paid under the Soil Conservation District Employees' Pay
20 and Benefit Plan in § 6-2-105.

21
22 SECTION 14. *And be it further enacted*, That classified employees on the C-1 through
23 C-2, D-1 through D-3, S-1 through S-3, F-1 through F-7P, and P-00 through P-4 pay
24 schedules whose overall performance is rated satisfactory shall receive an increase in pay,
25 not to exceed the maximum pay rate for the grade, by advancing one step on the pay
26 schedule in effect the first full pay period beginning on or after the employee's anniversary
27 date.

28
29 SECTION 15. *And be it further enacted*, That classified employees on the F-7 through
30 F-7P pay scales who receive no increase in pay under § 6-1-207, because such an increase
31 would exceed the maximum of the pay grade, shall receive a lump sum payment of \$2,850,
32 on the first full pay period beginning on or after the employee's anniversary date.

33
34 SECTION 16. *And be it further enacted*, That classified employees on the C-1 through
35 C-2 pay scales who receive no increase in pay under § 6-1-207, because such an increase
36 would exceed the maximum of the pay grade, shall receive a lump sum payment of \$750,
37 on the first full pay period beginning on or after the employee's anniversary date.

38
39 SECTION 17. *And be it further enacted*, That classified employees on the R-1 through
40 R-2 pay scales who receive no increase in pay under § 6-1-207, because such an increase
41 would exceed the maximum of the pay grade, shall receive a lump sum payment of \$1,500,
42 on the first full pay period beginning on or after the employee's anniversary date.

43
44 SECTION 18. *And be it further enacted*, That classified employees on the D-3 pay
45 scales who receive no increase in pay under § 6-1-207, because such an increase would
46 exceed the maximum of the pay grade, shall receive a lump sum payment of \$1,750, on the
47 first full pay period beginning on or after the employee's anniversary date.

1 SECTION 19. *And be it further enacted*, That classified employees on the P-00 through
2 P1-B pay scales who are in steps 5 through 13 prior to merit increases in FY25, shall receive
3 a lump sum payment of \$500, effective the first full pay period on or after July 1, 2024.
4

5 SECTION 20. *And be it further enacted*, That classified employees on the CO-3
6 through CO-4 pay scales who receive no increase in pay under § 6-1-207, because such an
7 increase would exceed the maximum of the pay grade, shall receive a lump sum payment
8 of \$1,500, on the first full pay period beginning on or after the employee's anniversary
9 date.
10

11 SECTION 21. *And be it further enacted*, That classified employees in the classification
12 of Deputy Sheriff, Deputy Sheriff Corporal, Deputy Sheriff II, and Deputy Sheriff III shall
13 receive any salary increases, lump sum payments, pay adjustments, and/or allowances in
14 accordance with the pay provisions of the Memorandum of Agreement between Anne
15 Arundel County and the Fraternal Order of Police, Anne Arundel County Lodge #106, Inc.
16 (Sheriffs) for Fiscal Year 2025.
17

18 SECTION 22. *And be it further enacted*, That classified employees in the classification
19 of Detention Officer and Detention Corporal shall receive any salary increases, lump sum
20 payments, pay adjustments, and/or allowances in accordance with the pay provisions of the
21 Memorandum of Agreement between Anne Arundel County and the Fraternal Order of
22 Anne Arundel Detention Center Officers and Personnel, Inc. for Fiscal Year 2025.
23

24 SECTION 23. *And be it further enacted*, That classified employees in the classification
25 of Detention Sergeant shall receive any salary increases, lump sum payments, pay
26 adjustments, and/or allowances in accordance with the pay provisions of the Memorandum
27 of Agreement between Anne Arundel County and the Anne Arundel County Detention
28 Sergeants Association International Union of Police Associations, Local 141, AFL-CIO
29 for Fiscal Year 2025.
30

31 SECTION 24. *And be it further enacted*, That classified employees in the classification
32 of Fire Battalion Chief and Fire Battalion Chief Emergency Medical Technician-Paramedic
33 shall receive any salary increases, lump sum payments, pay adjustments, and/or allowances
34 in accordance with the pay provisions of the Memorandum of Agreement between Anne
35 Arundel County and the Teamsters Union Local 355 Battalion Chiefs for Fiscal Year 2025.
36

37 SECTION 25. *And be it further enacted*, That classified employees in the classification
38 of Police Officer, Police Officer First Class, Police Corporal, Police Sergeant and Police
39 Lieutenant shall receive any salary increases, lump sum payments, pay adjustments, and/or
40 allowances in accordance with the pay provisions of the Memorandum of Agreement
41 between Anne Arundel County and the Fraternal Order of Police, Anne Arundel County
42 Lodge #70 for Fiscal Year 2025.
43

44 SECTION 26. *And be it further enacted*, That classified employees in the classification
45 of Fire Fighter II, Fire Fighter III, Fire Fighter/Emergency Medical Technician –
46 Paramedic, Fire Lieutenant, Fire Lieutenant/Emergency Medical Technician-Paramedic,
47 Fire Captain, Fire Captain/Emergency Medical Technician-Paramedic shall receive any
48 salary increases, lump sum payments, pay adjustments, and/or allowances in accordance
49 with the pay provisions of the Memorandum of Agreement between Anne Arundel County

1 and the Local 1563 Anne Arundel County Professional Fire Fighters, International
2 Association of Fire Fighters, AFL-CIO-CLC for Fiscal Year 2025.

3
4 SECTION 27. *And be it further enacted*, That classified employees in the
5 classifications of Park Ranger I and Park Ranger II shall receive any salary increases, lump
6 sum payments, pay adjustments, and/or allowances in accordance with the pay provisions
7 of the Memorandum of Agreement between Anne Arundel County and the Teamsters
8 Union Local 355 Park Rangers for Fiscal Year 2025.

9
10 SECTION 28. *And be it further enacted*, That classified employees in the
11 classifications of Correctional Program Specialist I and Correctional Program Specialist II
12 shall receive any salary increases, lump sum payments, pay adjustments, and/or allowances
13 in accordance with the pay provisions of the Memorandum of Agreement between Anne
14 Arundel County and the Teamsters Union Local 355 Correctional Program Specialists for
15 Fiscal Year 2025.

16
17 SECTION 29. *And be it further enacted*, That classified employees represented by
18 AFSCME Local 582 shall receive any salary increases, lump sum payments, pay
19 adjustments, and/or allowances in accordance with the pay provisions of the Memorandum
20 of Agreement between Anne Arundel County and Local 582 of the American Federation
21 of State, County and Municipal Employees AFL-CIO (affiliated with Maryland Public
22 Employees Council 3) for Fiscal Year 2025.

23
24 SECTION 30. *And be it further enacted*, That classified employees represented by
25 AFSCME Local 2563 shall receive any salary increases, lump sum payments, pay
26 adjustments, and/or allowances in accordance with the pay provisions of the Memorandum
27 of Agreement between Anne Arundel County and Local 2563 of the American Federation
28 of State, County and Municipal Employees AFL-CIO (affiliated with Maryland Public
29 Employees Council 3) for Fiscal Year 2025.

30
31 SECTION 31. *And be it further enacted*, That classified employees in the classification
32 of Police Communications Operator III and Police Communications Operator IV shall
33 receive any salary increases, lump sum payments, pay adjustments, and/or allowances in
34 accordance with the pay provisions of the Memorandum of Agreement between Anne
35 Arundel County and the Teamsters Union Local 355 Police Communications Operator for
36 Fiscal Year 2025.

37
38 SECTION 32. *And be it further enacted*, That employees in the classified service may
39 receive a salary adjustment to correct salary compression identified by the Personnel
40 Officer.

41
42 SECTION 33. *And be it further enacted*, That the provisions of this Ordinance shall
43 apply to the first full pay period beginning on or after July 1, 2024.

44
45 SECTION 34. *And be it further enacted*, That this Ordinance shall take effect 45 days
46 from the date it becomes law.

Bill No. 51-24

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AMENDMENTS ADOPTED: June 3 and 17, 2024

READ AND PASSED this 1st day of July, 2024

By Order:

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

Kaley Schultze
Administrative Officer

PRESENTED to the County Executive for his approval this 2nd day of July, 2024

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

Kaley Schultze
Administrative Officer

APPROVED AND ENACTED this 5th day of July, 2024

A handwritten signature in blue ink, appearing to be 'Stuart Pittman', with a long horizontal line extending to the right.

Steuart Pittman
County Executive

EFFECTIVE DATE: August 19, 2024

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF
BILL NO. 51-24 THE ORIGINAL OF WHICH IS RETAINED IN THE FILES
OF THE COUNTY COUNCIL.

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

Kaley Schultze
Administrative Officer



CLASSIFICATION PLAN
FISCAL YEAR 2025
July 1, 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 administration, finance, or accounting; and considerable experience in public management or finance administration |
| Budget and | NR18C | Graduation from an accredited four-year college or |

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

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

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

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

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

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

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| | | 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 Construction and Planning Coordinator | NR18C | Graduation from high school, supplemented by college level courses in construction project management, contract administration, or engineering; thorough experience in planning, supervising, and coordinating construction projects to include plans and contract review; and a valid non-commercial Class C motor vehicle operator's license |
| Facilities Manager | NR21C | Graduation from an accredited four-year college or university with major course work in civil engineering or a related field; thorough experience in building and HVAC maintenance, repair, and alterations, including extensive supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Human Relations Officer | NR21C | Graduation from an accredited four-year college or university with major course work in sociology, human relations, social work, or a related field; considerable experience in the field of minority relations; and a valid non-commercial Class C motor vehicle operator's license |
| Human Resources Records Manager | NR18C | Graduation from an accredited four-year college or university with major course work in public or business administration or a related field and considerable government experience in data analysis, employee database and human resources records management, some supervisory experience |
| Legislative Management Assistant I | NR15C | Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; experience in office management in the legislative field or a related field; or an equivalent combination of education and experience |
| Management Assistant I | NR15C | Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; and experience in office management or another specialty area related to the specific position |
| Management Assistant II | NR17C | Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; and considerable experience in office management or another specialty area related to the specific position |

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| Manager, Inspections and Permits Personnel Administration | NR20C | Graduation from an accredited four-year college or university with major course work in public administration, human resources, or a related field; thorough experience in public personnel administration; and some supervisory experience |
| Manager, Public Works Customer Relations | NR17C | Graduation from an accredited four-year college or university with major course work in public or business administration, journalism, or a related field; considerable experience in developing and administering customer relations programs; and some supervisory experience |
| Manager, Public Works Financial Services | NR19C | Graduation from an accredited four-year college or university with major course work in finance, accounting, or a related field; thorough experience in financial management, including reporting, forecasting, and budget administration; and some supervisory experience |
| Manager, Public Works Personnel Administration | NR20C | Graduation from an accredited four-year college or university with major course work in public administration, human resources, or a related field; thorough experience in public personnel administration; and some supervisory experience |
| Manager, Recreation & Parks Personnel Administration | NR20C | Graduation from an accredited four-year college or university with major course work in public administration, human resources, or a related field; thorough experience in public personnel administration; and some supervisory experience |
| Manager, Safety and Insurance | NR21C | Graduation from an accredited four-year college or university with major course work in business administration; considerable experience with risk management or insurance programs; and a valid non-commercial Class C motor vehicle operator's license |
| Manager, Solid Waste Operations | NR21C | Graduation from an accredited four-year college or university with major course work in civil engineering or a related field; thorough experience in public works management, operations, and construction, including solid waste management, supervision, and administrative experience; and a valid non-commercial Class C motor vehicle operator's license |
| Minority Business and Small Business Coordinator | NR16C | Graduation from an accredited four-year college or university with major course work in business administration or a related field; and considerable experience in purchasing, including experience promoting the participation of small and minority business in the bid purchasing process |
| Paralegal | NR12B | Graduation from an accredited four-year college or university with major course work in a related degree program or completion of training as a paralegal; and some experience in legal research and other phases of paralegal |

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| | | services |
| Personnel Analyst I | NR15C | Graduation from an accredited four-year college or university with major course work in business or public administration, the social sciences, or a related field; and work experience in personnel administration |
| Personnel Analyst II | NR17C | Graduation from an accredited four-year college or university with major course work in public or business administration, the social sciences, or a related field; and considerable technical experience in major phases of personnel management |
| Personnel Analyst III | NR19C | Graduation from an accredited four-year college or university with major course work in public or business administration, the social sciences, or a related field, supplemented by graduate study related to public personnel administration; and considerable professional experience in the field of personnel administration |
| Personnel Assistant I | NR10B | Graduation from high school; and considerable experience in administrative support work, including data entry, data verification, and customer service |
| Personnel Assistant II | NR12B | Graduation from high school supplemented by educational or training courses in office practice; and thorough experience in administrative support work, including data entry, data verification, and customer service |
| 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 | NR17C | Graduation from an accredited four-year college or university with major course work in park management or a |

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| Superintendent | | related field; considerable experience in park operation and maintenance, including some supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Roads Maintenance Management Administrator | NR17C | Graduation from an accredited four-year college or university with major course work in public or business administration; considerable experience in the financial administration of budgets and projects, including management analysis, supervisory, and computer experience; experience in administration related to maintenance of roads, bridges, and storm drains; and a valid non-commercial Class C motor vehicle operator's license |
| Roads Superintendent | NR18C | Graduation from high school, supplemented by college-level course work in civil engineering or a related field; considerable experience in managing road and storm drain maintenance, repair, and limited construction activities; and a valid non-commercial Class C motor vehicle operator's license |
| Safety Coordinator | NR15B | Graduation from an accredited four-year college or university with major course work in safety management and program development; experience in risk management, safety education, or training; and a valid non-commercial Class C motor vehicle operator's license |
| Senior Assistant County Attorney | NR22C | Graduation from an accredited school of law; admission to the bar of the State; and thorough experience in professional legal work as an attorney |
| Senior Management Assistant | NR19C | Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; and thorough experience in office and personnel management, including fiscal and budgetary analysis |
| Senior Paralegal | NR14B | Graduation from an accredited four-year college or university with major course work in a related degree program or completion of training as a paralegal; and thorough experience in legal research and other phases of paralegal services |
| Senior Personnel Analyst | NR20C | Graduation from an accredited four-year college or university with major course work in public or business administration, the social sciences, or a related field, supplemented by graduate study related to personnel administration; and thorough professional experience in the field of personnel administration |
| Senior Safety Coordinator | NR17C | Graduation from an accredited four-year college or university with major coursework in risk management and occupational safety and health, or a related field; considerable experience in risk management and occupational safety and health programs; and a valid non- |

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| | | commercial Class C motor vehicle operator's license |
| Solid Waste Community Services Manager | NR20C | A bachelor's degree from an accredited college or university in environmental science, business management, public administration, or a related area; thorough supervisory and administrative management experience in developing and implementing solid waste collection programs and services; and a valid non-commercial Class C motor vehicle operator's license |
| Solid Waste Disposal and Maintenance Manager | NR21C | A bachelor's degree from an accredited college or university in engineering, environmental science, physical science, geology, public administration, business management, or a related field; thorough supervisory and administrative management experience in solid waste management and operations; and a valid non-commercial Class C motor vehicle operator's license |
| Solid Waste Operations Administrator | NR22C | A bachelor's degree from an accredited four-year college or university in environmental policy, environmental science, engineering, business management, public administration, or a related field; extensive experience in solid waste management operations in managing the collection, disposal, recycling, equipment maintenance, scalehouse operation, and environmental monitoring for a large organization that includes work involving business management, environmental policy, environmental sciences, construction, contract, finance, and human resources management; and a valid non-commercial Class C motor vehicle operator's license |
| Solid Waste Recycling Manager | NR20C | Graduation from an accredited four-year college or university with coursework in business administration, environmental sciences, or a related field; thorough supervisory and administrative management experience in large-scale comprehensive residential recycling programs, including the direction of significant public information marketing campaigns; and a valid non-commercial Class C motor vehicle operator's license |
| Special Program Manager I | NR14B | Graduation from an accredited four-year college or university with major course work in health, human and social services, or a related field; considerable experience in the management of human services-related programs, including some supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Special Program Manager II | NR16C | Graduation from an accredited four-year college or university with major course work in health, human and social services, or a related field; thorough experience in the management of human service-related programs, including some supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |

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| Supervising County Attorney | NR23C | Graduation from an accredited school of law; admission to the bar of the State; and extensive experience in professional legal work as an attorney that includes representing County departments or comparable organizations in administrative actions, drafting and interpreting legislation, providing legal opinions, or litigating complex legal cases |
| Technical Support Programs Administrator | NR20C | Graduation from an accredited four-year college or university with major course work in engineering, natural science, environmental science, business administration, GIS, or a related field; extensive experience in asset management or public works systems administration and management, including thorough experience in public works computerized systems including data acquisition, evaluation, and analysis, or public works and water and wastewater system maintenance, repair, and rehabilitation; considerable supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Traffic Maintenance Superintendent | NR18C | Graduation from high school, supplemented by college-level course work related to traffic-control devices; extensive experience in the installation, maintenance, and repair of traffic-control devices, including considerable managerial experience in traffic maintenance activities; and a valid non-commercial Class C motor vehicle operator's license |
| Urban Roads Superintendent | NR19C | Graduation from high school, supplemented by college-level course work in civil engineering or a related field; thorough managerial experience in road and storm drainage maintenance, repair, and limited construction activities; and a valid non-commercial Class C motor vehicle operator's license |
| Utilities Electrical Coordinator | NR18C | An associate's degree or 60 college credits with college course work in engineering, electronics, and electrical or pneumatic instrumentation from an accredited college or university; additional training in programmable process controllers and related equipment; thorough experience in the design, repair, and inspection of electrical and electronic equipment and systems; and a valid non-commercial Class C motor vehicle operator's license |
| Utilities Emergency Response Technician | LM9B | Graduation from high school; thorough experience in the construction, repair, and maintenance of water distribution or wastewater collection systems; and a valid non-commercial Class C motor vehicle operator's license |
| Utilities Mechanical Maintenance Superintendent | NR19C | Graduation from an accredited four-year college or university with major course work in mechanical engineering; extensive experience in progressively responsible supervisory and technical work in equipment repair and maintenance operations; and a valid non-commercial Class C motor vehicle operator's license |

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| Utilities Team Manager | NR19C | An associate's degree or 60 college credits with college course work in civil or sanitary engineering, environmental science, or a related field; thorough experience in the maintenance, repair, and operation of water or wastewater treatment plants and facilities; considerable supervisory experience; state licensure for water or wastewater utility operations; and a valid non-commercial Class C motor vehicle operator's license |
| Utility Lines Superintendent | NR18C | Graduation from an accredited four-year college or university with major course work in sanitation, civil engineering, or a related field; extensive knowledge of and experience in water/wastewater system operation and maintenance; thorough supervisory and managerial experience; water/wastewater facilities licenses as required by the State or the education and experience to obtain the licenses within six months of hire; and a valid non-commercial Class C motor vehicle operator's license |
| Utility Operations Administrator | NR22C | A bachelor's degree from an accredited four-year college or university with major course work in civil, environmental, or sanitary engineering, business administration, or a related field; extensive engineering experience or administration and management of a large public utility operating system, including extensive management, supervisory, administrative, and financial experience; and a valid non-commercial Class C motor operator's license |
| Volunteer Coordinator | NR17C | Graduation from an accredited four-year college or university with course work in public or business administration, community relations, or a related field; and considerable experience in community relations and fiscal management associated with volunteer programs |
| Wastewater Operations Superintendent | NR20C | Graduation from an accredited four-year college or university with major course work in sanitary, civil, or environmental engineering; extensive experience in all technical aspects of wastewater treatment and pumping station operations, including design, construction, and maintenance; thorough supervisory experience; licenses for wastewater treatment operations as required by the State or the education and experience necessary to obtain the licenses within six months of hire; and a valid non-commercial Class C motor vehicle operator's license |
| Wastewater Plant Superintendent I | NR18C | Graduation from high school supplemented by two years of college course work in civil or sanitary engineering or environmental sciences; thorough experience in all technical aspects of wastewater treatment plant operation; considerable supervisory experience in wastewater treatment; licenses for wastewater treatment operations as required by the State or the education and experience to |

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

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

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

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

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

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

| Title | Grade and Work Week | Minimum Qualifications |
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| 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 |

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

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

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| Maintenance Mechanic I | | 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 |
| Fuel Technician I | LM7B | Graduation from high school or vocation school, supplemented by course work in fuel systems or a related field; experience in the maintenance and inspection of remote terminal units as associated with automated fuel management systems; and a valid non-commercial Class C motor vehicle operator's license |
| Fuel Technician II | LM9B | Graduation from high school or vocational school, supplemented by course work in fuel systems or a related field; considerable experience in the maintenance and inspection of remote terminal units as associated with automated fuel management systems, at the full performance level; and, as determined by area of assignment; a valid commercial Class B motor vehicle operator's license without air brake restriction; a tanker endorsement or ability to obtain the tanker endorsement within six months of employment, as determined by area of assignment; and a hazmat endorsement or ability to obtain the hazmat endorsement within 12 months of employment, |

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

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

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| | | adequate CDL training; and obtain a medical certificate as mandated by federal law for a CDL learner's permit |
| Mason | LM10B | Sufficient education to understand and follow blueprints, plans, and specifications; considerable experience at the journeyman level in the masonry trade; and a valid non-commercial Class C motor vehicle operator's license |
| Mechanical Technician I | FW1B | Graduation from high school; experience in the maintenance and repair of mechanical equipment, including engines, transmissions, gear drives, pumps, and valves; and a valid non-commercial Class C motor vehicle operator's license |
| Mechanical Technician II | FW2B | Graduation from high school; maintenance career path certification as a Mechanical Technician I; considerable experience in the operation, maintenance, and repair of mechanical, electrical, pneumatic, and plumbing equipment; a valid commercial Class B motor vehicle operator's license; and, as determined by area of assignment, a hazardous materials (HazMat) and tanker endorsement |
| Meter Services Manager | NR18C | Graduation from high school with college-level course work in management, water utility, distribution, or a related field; considerable experience in the repair, installation, reading of meters and automated meter reading; considerable supervisory experience; and a valid Class C motor vehicle operator's license |
| Meter Technician I | LM4B | Graduation from high school; and a valid non-commercial Class C motor vehicle operator's license |
| Meter Technician II | LM6B | Graduation from high school; experience in reading, servicing, and repairing water meters; and a valid non-commercial Class C motor vehicle operator's license |
| Meter Technician III | LM7B | Graduation from high school; considerable experience in reading, servicing, and repairing water meters; and a valid non-commercial Class C motor vehicle operator's license |
| Pumping Station Operator | LM9B | Graduation from high school; considerable experience in the operation of wastewater pumping stations; a wastewater collection systems operations certification as required by the State or eligibility to obtain the license within six months of hire; some supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Road Operations Supervisor | NR16C | Graduation from high school supplemented by college-level courses in surveying and civil engineering or a related field; considerable experience in planning and overseeing the construction and maintenance of roads, drains, and other public facilities; and a valid non-commercial Class C motor vehicle operator's license |
| Roads Maintenance Crew Leader | LM10B | Graduation from high school or vocational school; thorough experience in maintenance, repair, and construction work; a |

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

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

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

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

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

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

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

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

(5) Health and Human Services (HE).

| Title | Grade and Work Week | Minimum Qualifications |
|--|----------------------------|---|
| ADA Coordinator | NR19C | Graduation from an accredited four-year college or university with major course work in the social sciences, psychology, human resources, or a related field; thorough experience in developing and implementing employer-based compliance and accommodation programs mandated by federal and State laws, including the Americans with Disabilities Act; and considerable training experience |
| Addictions Specialist | NR14C | Graduation from an accredited four-year college or university with major course work in counseling, education, or a related field; considerable experience in counseling or education; and certification or license as required by the State |
| Assistant Director, Aging and Disabilities | NR22C | A graduate degree from an accredited college or university in public or business administration, the social sciences, or a closely related field; thorough experience, including considerable management experience, in the field of |

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| | | programs and services for the aging or a related field; and a valid non-commercial Class C motor vehicle operator's license |
| Crisis Intervention Counselor | NR14B | A master's degree in counseling, social work, psychology, or a closely related discipline; and considerable experience in counseling |
| Deputy Director, Public Health Programs | NR20C | Graduation from an accredited four-year college or university with major course work in business administration, health, human services, or a related degree; and thorough administrative experience in a related field including experience in supervising a health program |
| Director, Public Health Programs | NR21C | Graduation from an accredited college or university with major course work in business administration, health, human services, or a related degree; and extensive administrative experience in a related field including experience in supervising a health program |
| Environmental Sanitarian I | 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 |

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

(6) Legislative Branch (LG).

| Title | Grade and Work Week | Minimum Qualifications |
|---------------------------------|----------------------------|---|
| Assistant County Auditor | LA4C | Graduation from an accredited four-year college or university with major course work in accounting or finance; seven years experience in governmental or public accounting and auditing; certification as a public accountant in the State, or a master's degree in accounting or a related field from an accredited college or university; or a combination of education and experience |
| Deputy County Auditor | LA5C | Graduation from an accredited four-year college or university with major course work in accounting or finance; extensive experience in governmental or public accounting and auditing; certification as a public accountant in the State, or a master's degree in accounting or a related field from an accredited college or university; and thorough supervisory experience in governmental or public accounting and auditing |
| Legislative Administrative Lead | NR12B | Graduation from high school, including or supplemented by courses in secretarial sciences; thorough experience in secretarial and administrative work in the legislative field or a related field; and a passing score on appropriate proficiency tests |
| Legislative Analyst I | NR17C | Graduation from an accredited four-year college or university with major course work in political science, public or business administration, public policy or a related subject; considerable experience in professional level |

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| | | programming for a subject area relevant to local government administration; considerable experience working with a legislative body or committee; or a combination of education and experience |
| Legislative Analyst II | NR19C | Graduation from an accredited four-year college or university with major course work in political science, public or business administration, public policy or a related subject; thorough experience in professional level programming for a subject area relevant to local government administration; considerable experience working with a legislative body or committee; or a combination of education and experience |
| Legislative Audit Manager | LA3C | Graduation from an accredited four-year college or university with major course work in accounting or finance; and five years experience in accounting or auditing |
| Legislative IT Audit Manager | LA3C | Graduation from an accredited four-year college or university with major course work in information technology or a related field; and five years of IT auditing experience |
| Legislative IT Technician | NR16C | Graduation from an accredited four-year college or university with major course work in computer science, information technology, or a related subject; considerable experience in service management best practices, information technology methodologies and standards, and maintenance of computer systems, including the configuration and troubleshooting of hardware and software; or an equivalent combination of education and experience |
| Legislative Management Assistant I | NR15C | Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; experience in office management in the legislative field or a related field; or an equivalent combination of education and experience |
| Legislative Management Assistant II | NR17C | Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; and considerable experience in office management in the legislative field or a related field; or an equivalent combination of education and experience |
| Legislative Administrative Assistant | NR9B | Graduation from high school, including or supplemented by courses in secretarial science; considerable experience in secretarial and office support work in the legislative field or a related field; and a passing score on appropriate proficiency tests |
| Legislative Senior Administrative | NR10B | Graduation from high school, including or supplemented by courses in secretarial science; thorough experience in |

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

(7) Planning and Inspections (PI).

| Title | Grade and Work Week | Minimum Qualifications |
|---|----------------------------|---|
| Assistant Director, Inspections and Permits | NR22C | Graduation from an accredited four-year college or university with major course work in public or business administration, civil engineering, or a related field; extensive experience in the field of public administration, development and enforcement of codes, regulations, and licensing requirements, including thorough supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Assistant Planning and Zoning Officer | NR22C | Graduation from an accredited four-year college or university with major course work in public or business administration, planning, or a related field; extensive experience in the field of public administration, planning, development and enforcement of regulations, including thorough supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Building Inspection Supervisor | NR17C | Graduation from high school; considerable experience in the field of building construction, including experience in working with or inspecting building construction plans; certification as a building inspector; and a valid non-commercial Class C motor vehicle operator's license |
| Building Inspector | LM12B | Graduation from high school; thorough experience in building construction; BOCA or State certification as a |

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

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

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

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

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| | | 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 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 |

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| Buyer IV | NR18C | Graduation from an accredited four-year college or university with major course work in business administration, finance, or a related field; and thorough technical experience in large-scale procurement of diverse materials, supplies, and services |
| Buyer's Assistant | OS5B | Graduation from high school; and experience in fiscal, storekeeping, or clerical work, including the requisitioning or purchasing of commodities |
| Duplicating Equipment Operator | OS6B | Graduation from high school; and experience in the operation of offset duplicating and related equipment |
| Duplicating Equipment Supervisor | NR11B | Graduation from high school; and considerable supervisory experience in the operation and management of offset duplicating and related printing shop services |
| Peripheral Equipment Operator | OS3B | Graduation from high school, including or supplemented by training in the operation of standard tabulating equipment and various standard binding and copying equipment |
| Procurement Category Management Manager | NR20 | Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; extensive experience in governmental purchasing to include five or more years of progressively responsible management of other procurement professionals; and a valid non-commercial Class C motor vehicle operator's license |
| Procurement Strategy Manager | NR20 | Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; extensive experience in governmental purchasing to include five or more years of progressively responsible management of other procurement professionals; and a valid non-commercial Class C motor vehicle operator's license |
| Property Acquisition Agent | NR15B | Graduation from high school, supplemented by completion of college-level course work in public or business administration or real estate; experience in the real estate field, including experience in the legal and engineering aspects of the appraisal and acquisition of real property; and a valid non-commercial Class C motor vehicle operator's license |
| Property Control and Accountability Manager | NR18C | Graduation from an accredited four-year college or university with a bachelor's degree in public or business administration, finance, or a related field; and extensive experience in inventory control and automated inventory systems |
| Purchasing Agent | NR22C | Graduation from an accredited four-year college or university with major course work in public or business administration; extensive experience in governmental purchasing, including managerial experience; and a valid |

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| | | non-commercial Class C motor vehicle operator's license |
| Real Estate Manager | NR21C | Graduation from an accredited four-year college or university with a degree in public or business administration, finance, or a related field; and extensive experience in real estate, including property acquisition and management, lease agreements, and space planning, including thorough supervisory experience |
| Storekeeper I | LM4B | Graduation from high school; some stock-keeping experience; and a valid non-commercial Class C motor vehicle operator's license |
| Storekeeper II | LM6B | Graduation from high school; considerable experience in the keeping of warehouses and warehouse records; and a valid non-commercial Class C motor vehicle operator's license |
| Warehouse Manager | NR14C | Graduation from high school; thorough supervisory experience in the operation and management of warehouse operations and related services; and a valid, non-commercial Class C motor vehicle operator's license |
| Warehouse Supervisor | NR11B | Graduation from high school; considerable supervisory experience in the operation and management of warehouse operations and related services; and a valid non-commercial Class C motor vehicle operator's license |

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

| Title | Grade and Work Week | Minimum Qualifications |
|------------------------------|----------------------------|---|
| Animal Care Attendant I | LM5B | Sufficient education to understand and follow oral and written instructions; some experience in the knowledge or various breeds, coloration and treatment of animals; and a valid non-commercial Class C motor vehicle operator's license |
| Animal Care Attendant II | LM6B | Graduation from high school; experience in humane animal care and treatment, animal shelter operations and laws governing animal protection and control; certified euthanasia; and a valid non-commercial Class C motor vehicle operator's license |
| Animal Control Administrator | NR20C | Graduation from an accredited four-year college or university, with major course work in business or public administration; thorough experience in animal control work, including considerable supervisory and administrative experience; and a valid non-commercial Class C motor vehicle operator's license |
| Animal Control Officer | LM9B | Graduation from high school; experience in animal control or related work dealing with the public; and a valid non- |

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| | | commercial Class C motor vehicle operator's license |
| Animal Control Supervisor | NR15B | Graduation from high school; considerable experience in animal control work; and a valid non-commercial Class C motor vehicle operator's license |
| Animal Control Technician | LM9 | Graduation from high school; and experience as a veterinary technician, including euthanizing animals |
| Assistant Correctional Facility Administrator | D7C | Graduation from an accredited four-year college or university with major course work in penology, social sciences, or a related field; thorough administrative experience in correctional facility functions, or a related criminal justice function, including considerable supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Booking Officer | OS9B | Graduation from high school; one year of responsible work experience; some experience in computer keyboard entry; and a valid non-commercial Class C motor vehicle operator's license |
| Correctional Facility Administrator | D8C | Graduation from an accredited four-year college or university with major course work in penology, criminal justice, social science, business management, or a related field; extensive experience in supervision, management, or administration of correctional facility functions; and a valid non-commercial Class C motor vehicle operator's license |
| Correctional Program Specialist I | C1B | Graduation from high school; experience in the field of criminal justice; a minimum age of 21 at the time of appointment; and a valid non-commercial Class C motor vehicle operator's license |
| Correctional Program Specialist II | C2B | Graduation from an accredited four-year college or university with major course work in criminal justice, corrections, or the social sciences; considerable experience in criminal justice; a minimum age of 18 at the time of appointment; and a valid non-commercial Class C motor vehicle operator's license |
| Correctional Records Clerk I | OS9B | Graduation from high school; and thorough experience in progressively responsible office support work including experience in a specialized work environment requiring attention to detail and accuracy and proficiency in office software systems |
| Correctional Records Clerk II | OS10B | Graduation from high school; and extensive experience in progressively responsible office support work, including considerable experience in a specialized work environment requiring attention to detail and accuracy and proficiency in office software systems |
| Correctional Support Services Manager | NR20C | Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; and thorough experience in financial administration to include personnel |

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| | | management with considerable supervisory experience in these areas |
| Crime Analyst | OS11B | An associate's degree or 60 college credits from an accredited college or university with major course work in mathematics or the social sciences, including courses in statistical analysis and data processing; and a valid non-commercial Class C motor vehicle operator's license |
| Crime Scene Supervisor | NR15B | An associate's degree or 60 college credits from an accredited college or university with major course work in law enforcement, criminal justice, chemistry, biology, physics, or a related field and course work in the collection and preservation of evidence or other areas of forensic science or criminalistics; thorough experience in the collection and preservation of evidence or a related field of forensic science or criminalistics; and a valid non-commercial Class C motor vehicle operator's license |
| Crime Scene Technician I | OS10B | An associate's degree or 60 college credits from an accredited college or university with major course work in forensic science, chemistry, biology, physics, or a related science and course work in the collection and preservation of evidence or other areas of forensic science or criminalistics; experience in the collection and preservation of evidence or a related field of forensic science or criminalistics; and a valid non-commercial Class C motor vehicle operator's license |
| Crime Scene Technician II | OS12B | A bachelor's degree from an accredited college or university with major course work in forensic science, chemistry, biology, physics, or a related science and course work in the collection and preservation of evidence or other areas of forensic science or criminalistics; considerable experience in the collection, preservation and latent fingerprint processing of evidence or in a related field of forensic science or criminalistics; and a valid non-commercial Class C motor vehicle operator's license |
| Criminal Justice Program Supervisor | C3C | A bachelor's degree from an accredited four-year college or university with major course work in criminal justice, corrections or the social sciences; thorough experience working in criminal justice programs, preferably in corrections; a minimum age of 18 at the time of appointment; and a valid non-commercial Class C motor vehicle operator's license |
| Deputy 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 |

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| | | 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 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 |

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

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| | | 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 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 | LM12D | Graduation from high school; considerable experience in |

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| Operator II | | an emergency services environment or progressively responsible multi-faceted clerical work; skill in data entry keyboard functions; two years experience as an FCO I; certification as a Communication Training Officer (CTO) and Public Safety Telecommunicator II; successful completion of the Fire Communications Operator II (FCO II) clearance process; and current certifications in ETC/Priority Dispatch, EMD/Priority Dispatch, EFD/Priority Dispatch, EMD/MIEMSS, and CPR/AHA |
| Fire Communications Operator III | NR15D | Graduation from high school; five years of experience as an Emergency Services Communications Operator in a fire or police 911 dispatch center; certified in ETC/Priority Dispatch, EMD/Priority Dispatch, EFD/Priority Dispatch, EMD/MIEMSS, and CPR/AHA; and served as an FCO with the Anne Arundel County Fire Department for the past three years with at least one year at the FCO II level |
| Fire Deputy Chief | F9C | Graduation from an accredited four-year college or university with major course work in fire science, emergency health services, public or business administration, or a related field; 11 years of progressively responsible experience, including at least two years at the level of Division Chief, or two years of acceptable college course work and 13 years of progressively responsible experience, including two years at the level of Division Chief; certification as a Fire Officer 4 by the Maryland Fire Service Personnel Qualifications Board; and a valid non-commercial Class C motor vehicle operator's license |
| Fire Division Chief | F8C | Two years of acceptable college course work in fire science, emergency health services, public or business administration, or a related field; 11 years of progressively responsible experience in the Anne Arundel County Fire Department including two years at the level of Fire Battalion Chief; certification as a Fire Officer 4 by the Maryland Fire Service Personnel Qualifications Board; and a valid non-commercial Class C motor vehicle operator's license |
| Fire Fighter II | F1D | Graduation from high school; some work experience; a valid non-commercial Class C motor vehicle operator's license; and a valid non-commercial Class B motor vehicle operator's license upon graduation from the Anne Arundel County Fire Training Academy program |
| Fire Fighter III | F2D | Graduation from high school; two years of experience as a fire fighter in the classified service of the Anne Arundel County Fire Department; and a valid non-commercial Class B motor vehicle operator's license |
| Fire Fighter/Emergency | F3D | Graduation from high school; successful completion of the Anne Arundel County Fire Training Academy program; |

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| Medical Technician-Intermediate | | 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 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- |

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

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| | | enforcement organization; and a valid non-commercial Class C motor vehicle operator's license |
| Photographic Laboratory Technician | NR12B | Graduation from high school, supplemented by acceptable college course work in photography, audiovisual production, computer- aided design, or related areas; considerable experience in photography and print making, and developing video presentations; some experience with related computer software; and a valid non-commercial Class C motor vehicle operator's license |
| Police Captain | P4C | Graduation from high school; 90 credits at an accredited college or university; eight years of experience with the Anne Arundel County Police Department in progressively responsible police work, with four years of experience in police administration, management, or supervision and with two years of experience at the rank of lieutenant with the Anne Arundel County Police Department; and a valid non-commercial Class C motor vehicle operator's license |
| Police Communications Coordinator | NR14D | Graduation from high school; and considerable experience as a police communications operator |
| Police Communications Manager | NR20D | Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; thorough experience in public safety communications management and supervision; and a valid non-commercial Class C motor vehicle operator's license |
| Police Communications Operator I | LM10D | Graduation from high school or a GED; one year of responsible work experience; and some knowledge of data entry keyboard functions |
| Police Communications Operator II | LM11D | Graduation from high school or a GED; considerable work experience with multi-faceted responsibilities; and skill in data entry keyboard functions |
| Police Communications Operator III | CO3D | Graduation from high school; and considerable experience as a police communications operator, including experience as a Police Communications Operator II |
| Police Communications Operator IV | CO3D | Graduation from high school; and thorough experience as a police communications operator, with two years of experience as a Police Communications Operator II or Police Communications Operator III, including experience in the supervision of operations in a communications center |
| Police Corporal | P1BB | Graduation from high school; successful completion of two years as an Anne Arundel County Police Officer First Class; two years as an Anne Arundel County Police Officer; and a valid non-commercial Class C motor vehicle operator's license |
| Police Fleet Coordinator | NR15B | Graduation from high school; 60 college credits in business administration or a closely related field; considerable |

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

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

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

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| | | volume spay/neuter clinic; possession of a shelter medicine certificate from an accredited institution may be accepted in lieu of professional experience; DEA license is required prior to hire and must be maintained during employment; must be licensed by the State of Maryland to practice veterinary medicine prior to hire and said license maintained during employment; and, a valid non-commercial Class C motor vehicle operator's license |
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(10) Recreation and Parks (RP).

| Title | Grade and Work Week | Minimum Qualifications |
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| Aquatics Recreation Center Supervisor | NR11B | Graduation from high school supplemented by college-level courses in recreation, physical education, or a related field; and experience in managing aquatic programs |
| Chief, Environmental Facilities and Programs | NR19C | Graduation from an accredited four-year college or university with major course work in environmental, natural or marine science, or horticulture supplemented by graduate study; thorough technical and managerial experience in a park or recreational facility; and a valid non-commercial Class C motor vehicle operator's license |
| Chief, Planning and Construction Programs | NR20C | Graduation from an accredited four-year college or university with major course work in landscape architecture, parks management, or a related field; extensive experience in parks management of a major public parks program; and a valid non-commercial Class C motor vehicle operator's license |
| Chief, Recreation and Athletics Programs | NR20C | Graduation from an accredited four-year college or university with major course work in recreation, business, or public administration, or a related field; considerable experience in recreation administration or a related field, including supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Child Care Program Specialist | NR14B | A bachelor's degree from an accredited four-year college or university with major course work in business or recreation administration, education, or a related field; considerable experience in youth programs management and administration; and a valid non-commercial Class C motor vehicle operator's license |
| Deputy Director, Recreation and Parks | NR23C | Graduation from a college or university with a bachelor's degree in business administration, recreation, public or park administration, park planning, landscape architecture, or a related field; extensive park and recreation management experience; extensive supervisory and |

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| | | budgetary experience; and, a valid Class C motor vehicle operator's license |
| District Park Maintenance Supervisor | NR14B | Graduation from high school or vocational school; thorough experience in the maintenance and repair of equipment and facilities; considerable supervisory experience; and a valid commercial Class B motor vehicle operator's license |
| Facility Superintendent, Trails and Greenways | NR18C | Graduation from an accredited four-year college or university with major course work in park management, conservation, or natural resources management, recreation or forestry; considerable experience in park operation and maintenance, including supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Horticulturist I | LM10B | Graduation from a two-year degree program at an accredited college or university with major course work in horticulture; considerable experience in planning and maintaining landscape plantings and exhibits; and a valid non-commercial Class C motor vehicle operator's license |
| Horticulturist II | NR16C | Graduation from an accredited four-year college or university with major course work in horticulture; considerable experience in park, recreational, or landscape plantings; and a valid non-commercial Class C motor vehicle operator's license |
| 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 |

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| | | management, recreation, or forestry; and a valid non-commercial Class C motor vehicle operator's license |
| Parks Administrator | NR22C | Graduation from an accredited four-year college or university with major course work in parks administration or a related field; extensive experience in the construction, maintenance, and operation of parks and related facilities, including thorough supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Recreation and Parks Project Manager | NR18C | Graduation from an accredited four-year college or university with a bachelor's degree, and thorough experience in recreation and parks planning or facilities management, engineering, development management, landscape architecture, construction management, or a closely related field; and a valid non-commercial Class C motor vehicle operator's license |
| Recreation Specialist | NR13B | A bachelor's degree from an accredited four-year college or university with major course work in recreation administration or a related field; experience in general recreation or physical education programs; and a valid non-commercial Class C motor vehicle operator's license |
| Recreation Supervisor | NR17C | Graduation from an accredited four-year college or university with major course work in recreation administration or a related field; considerable experience in management of recreation programs, including some supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Sports Complex Supervisor | NR14B | Graduation from high school; thorough experience in the supervision of sports programs and sports facility maintenance; and a valid non-commercial Class C motor vehicle operator's license |
| Turf Maintenance Assistant | NR9B | Graduation from high school; experience in the maintenance of turf and irrigation systems; and a valid non-commercial Class C motor vehicle operator's license |
| Turf Maintenance Specialist | NR16C | A bachelor's degree from an accredited four-year college or university with major course work in agronomy or a related field; thorough experience in design, installation, and maintenance of irrigation systems; considerable supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |

(11) Engineering, Information Technology and Science (SC).

| Title | Grade and Work Week | Minimum Qualifications |
|------------------|----------------------------|---|
| Assistant Chief, | NR16C | Graduation from high school or vocational school, |

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| Surveys | | supplemented by course work in land surveying, global positioning system (GPS) surveying, or related subjects; thorough experience in boundary, right-of-way, easement, construction, topographic, and as-built surveying and field operations; experience in GPS surveying; considerable supervisory experience; certification as a Certified Survey Technician IV by the National Society of Professional Surveyors or registration with the State of Maryland as a property line surveyor or professional land surveyor; and a valid non-commercial Class C motor vehicle operator's license |
| Assistant Information Technology Officer | NR24C | A master's degree from an accredited college or university in information systems management, business or public administration, or a related field; and extensive experience in integrated information technology systems, including considerable supervisory experience |
| Cable Television Administrator | NR19C | Graduation from an accredited four-year college or university with major course work in communications or a related field; thorough experience in television programming and production, cable television franchises, legislation, and program development, including supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Chemist | NR17C | Graduation from an accredited four-year college or university with major course work in chemistry or biology; considerable experience in the field of water and wastewater chemistry, including supervisory experience; some experience in instrumentation and environmental chemistry analysis; and a valid non-commercial Class C motor vehicle operator's license |
| Chief, Client Support | NR20C | Graduation from an accredited four-year college or university with major course work in computer programming or a related field; and extensive supervisory experience in the design and operation of local and wide area networks, and support of network users |
| Chief, Data Resources | NR21C | Graduation from an accredited four-year college or university with major course work in mathematics, public or business administration, or a related field, including or supplemented by specialized training in electronic data processing programming, operations, and methodologies; and thorough responsible experience in telecommunications, computer operating systems, and data base management |
| Chief, Information Security | NR23C | Graduation from an accredited four-year college or university with major course work in computer science, information technology, information systems or a related field; extensive experience in cybersecurity operations, |

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| | | strategy, policy and program development; supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Chief, Information Technology Operations | NR23C | Graduation from an accredited four-year college or university with major course work in computer programming or a related field; extensive experience with information technology operations and infrastructure; extensive experience in WAN/LAN multiple server systems administration, information processing, telecommunications, and troubleshooting internet issues; extensive supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Chief, Network and Cyber Security | NR23C | Graduation from an accredited four-year college or university with major course work in computer science or a related field; extensive experience with information technology and network security methods and infrastructure; extensive experience in WAN/LAN multiple server systems administration, information processing, telecommunications, and troubleshooting internet issues; extensive experience dealing with intranet/extranet firewall and anti-virus security issues; extensive supervisory experience; and a valid non-commercial Class C motor vehicle operator's license |
| Chief, Production Services | NR21C | Graduation from a four-year college or university with major course work in mathematics, accounting, public or business administration, or a related field, including or supplemented by specialized training in electronic computer operation; and thorough supervisory experience |
| Chief, Programming and Systems | NR21C | Graduation from an accredited four-year college or university with major course work in mathematics, accounting, public or business administration, or a related field, including or supplemented by specialized training in electronic computer programming and systems analysis; and extensive supervisory experience in the field of electronic computer programming and systems analysis |
| Chief, Project Management and Planning | NR23C | Graduation from an accredited four-year college or university with major course work in computer science or a related field; extensive experience in technical project management; extensive experience in leading a project management office; extensive experience in the implementation of software and infrastructure technologies; demonstrated knowledge of technology related planning and development; and a valid non-commercial Class C motor vehicle operator's license |
| Chief, Rights-of-Way | NR19C | Graduation from an accredited four-year college or university with major course work in public or business administration or real estate; detailed working knowledge |

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| | | of plats, plans, and other engineering documents; full comprehension of subdivision and land development guidelines and procedures; thorough experience in the appraisal and acquisition of real property; considerable supervisory and negotiation experience; and a valid non-commercial Class C motor vehicle operator's license |
| Chief, Surveys | NR19C | Graduation from high school or vocational school, supplemented by course work in land surveying, global positioning system (GPS) surveying, or related subjects; extensive experience in boundary, right-of-way, easement, construction, topographic, and as-built surveying and field operations; experience in GPS surveying and field operations; thorough supervisory experience; registration with the State of Maryland as a property line surveyor or professional land surveyor; and a valid non-commercial Class C motor vehicle operator's license |
| Chief, Telecommunication Services | NR23C | Graduation from an accredited four-year college or university in business or public administration, supplemented by course work in engineering; considerable experience in management of telecommunications facilities and systems for government organizations, including supervisory experience and related computer applications experience; and a valid non-commercial Class C motor vehicle operator's license |
| Communications Officer | NR19C | Graduation from an accredited four-year college or university with a specialization in communications, electronics, or a related field; extensive experience in radio and telephone communications systems with particular emphasis on computer- assisted systems and participation in the integration of different types of communications facilities and systems or closely related work; and a valid non-commercial Class C motor vehicle operator's license |
| Communications Services Manager | NR17C | Graduation from an accredited four-year college or university with a degree in electrical engineering or a related field; considerable experience in fiber optics and telecommunications systems and operations, including some experience in contract management; and a valid non-commercial Class C motor vehicle operator's license |
| Communications System Manager | NR16C | Graduation from high school supplemented by training in computer systems programming, operations, and methodologies; experience in telecommunications, including public safety communications, operations, computer-aided dispatch functions, computer operating systems, and data base management |
| Communications Systems Support Specialist | NR13B | Graduation from high school; considerable experience in telecommunications, computer-aided, dispatch functions; and a valid non-commercial Class C motor vehicle |

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| | | operator's license |
| Computer Operations Supervisor | NR14B | Graduation from high school supplemented by training in the operation of electronic computers; and thorough experience in the operation of electronic computers and peripheral equipment, including some supervisory experience |
| Data Base Administrator | NR18C | Graduation from an accredited four-year college or university with major course work in computer science or a related field supplemented by specialized training in electronic data processing, programming, operations, and methodologies; and experience of progressive responsibility in operating systems and data base design and maintenance |
| Data Entry Supervisor | NR8B | Graduation from high school, including or supplemented by training in the operation of key punch machines; and considerable experience in the operation of key punch, verifier, and related machines |
| Drafting Supervisor | NR14B | Graduation from high school or vocational school, including or supplemented by course work in drafting; extensive experience in technical drafting work; and thorough supervisory experience in technical drafting or a related field |
| Emergency Services Manager | NR18C | Graduation from an accredited four-year college or university with major course work in business administration or a related field and course work or technical training in computer operations; considerable experience in managing a computerized emergency dispatch system; some experience in fleet management; and a valid non-commercial Class C motor vehicle operator's license |
| Engineer Administrator | NR22C | A bachelor's degree from an accredited four-year college or university with a degree in engineering or a related field; extensive experience in several of the various specialized areas of engineering work, including thorough management, supervisory, and administrative experience; state registration as a professional engineer; and a valid non-commercial Class C motor vehicle operator's license |
| Engineer I | NR16C | A bachelor's degree from an accredited four-year college or university with a degree in engineering or a related field; and a valid non-commercial Class C motor vehicle operator's license |
| Engineer II | NR17C | A bachelor's degree from an accredited four-year college or university with a degree in engineering or a related field; considerable experience in professional engineering work; and a valid non-commercial Class C motor vehicle operator's license |
| Engineer III | NR18C | A bachelor's degree from an accredited four-year college |

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| | | or university with a degree in engineering or a related field; thorough experience in professional engineering work; and a valid non-commercial Class C motor vehicle operator's license |
| Engineer Manager | NR21C | A bachelor's degree from an accredited four-year college or university with a degree in engineering or a related field; considerable administrative and lead, advanced, or supervisory work experience; state registration as a professional engineer; and a valid non-commercial Class C motor vehicle operator's license |
| Engineering Specialist I | NR16C | A bachelor's degree from an accredited four-year college or university with a degree in environmental science, engineering or a related field; office, field, technical or internship experience in engineering, GIS, environmental sciences or a related field; and a valid non-commercial Class C motor vehicle operator's license |
| Engineering Specialist II | NR17C | A bachelor's degree from an accredited four-year college or university with a degree in environmental science, engineering or a related field; considerable office, field, or technical experience in engineering, GIS, environmental sciences or a related field; and a valid non-commercial Class C motor vehicle operator's license |
| Engineering Specialist III | NR18C | A bachelor's degree from an accredited four-year college or university with a degree in environmental science, engineering or a related field; thorough office, field, or technical experience in engineering, GIS, environmental sciences or a related field; and a valid non-commercial Class C motor vehicle operator's license |
| Enterprise Application Manager | NR21C | Graduation from an accredited four-year college or university with major course work in computer science, information systems, mathematics, business administration, or a related field, including or supplemented by specialized training in electronic data processing programming, operations, and methodologies; thorough responsible experience in telecommunications, computer operating systems, and database management; and a valid non-commercial Class C motor vehicle operator's license |
| GIS Manager | NR21C | Graduation from an accredited four-year college or university with a bachelor's degree in geographic information systems (GIS), geography, computer science, earth science, or a related field; considerable administrative and lead, advanced, or supervisory work experience; certification as a geographic information systems professional (GISP); and a valid non-commercial Class C motor vehicle operator's license |
| GIS Senior Specialist | NR19C | Graduation from an accredited four-year college or |

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| | | university with major course work in geography, cartography, planning, computer science, civil engineering, or related discipline; thorough experience in the operation and application of GIS technology; experience in GIS application software, automated drafting techniques, equipment plotting, digitizing, and data input; and a valid non-commercial Class C motor vehicle operator's license |
| GIS Specialist I | NR15B | Graduation from an accredited four-year college or university with major course work in geography, cartography, planning, computer science, civil engineering, or related disciplines; considerable experience in the operation and application of GIS technology; and a valid non-commercial Class C motor vehicle operator's license |
| GIS Specialist II | NR17C | Graduation from an accredited four-year college or university with major course work in geography, cartography, planning, computer science, civil engineering, or related disciplines; considerable experience in the operation and application of GIS technology; experience in GIS application software, automated drafting techniques, equipment plotting, digitizing, and data input; and a valid non-commercial Class C motor vehicle operator's license |
| GIS Technician I | NR11B | Graduation from high school, supplemented by college-level courses in geography, cartography, planning, engineering, computer science, or related disciplines; experience in GIS application software, automated drafting techniques, equipment plotting, digitizing, and data input; and a valid non-commercial Class C motor vehicle operator's license |
| GIS Technician II | NR13B | Graduation from high school with courses in drafting, geography, or mathematics; or college-level courses in geography, cartography, planning, engineering, or computer science, or related disciplines; experience in GIS application software, automated drafting techniques, equipment plotting, digitizing, and data input; considerable years of work experience in AutoCAD, GIS, or closely related work; and a valid non-commercial Class C motor vehicle operator's license |
| Graphics Specialist | OS4B | Graduation from high school or vocational school; and experience in graphic arts, including computer-aided design |
| Information Services Manager | NR22C | A graduate degree in business, public administration, or information services; and thorough experience in the supervision of information services and systems |
| Information Services | NR18C | Graduation from an accredited four-year college or |

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

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

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| | | Society of Professional Surveyors or registration with the State of Maryland as a property line surveyor or professional land surveyor; and a valid non-commercial Class C motor vehicle operator's license |
| Survey Field Technician I | LM8B | Graduation from high school or vocational school; experience in boundary, right-of-way, easement, construction, topographic, and as-built surveying and field operations; and a valid non-commercial Class C motor vehicle operator's license |
| Survey Field Technician II | LM9B | Graduation from high school or vocational school; experience in boundary, right-of-way, easement, construction, topographic, as-built and global positioning system (GPS) surveying and field operations; certification as a Certified Survey Technician II by the National Society of Professional Surveyors; and a valid non-commercial Class C motor vehicle operator's license |
| Survey Technician I | NR14B | Graduation from high school or vocational school, supplemented by course work in land surveying, global positioning system (GPS) surveying, or related subjects; considerable experience in boundary, right-of-way, easement, construction, topographic, and as-built surveying and field operations; experience in GPS surveying and field operations; and a valid non-commercial Class C motor vehicle operator's license |
| Survey Technician II | NR15B | Graduation from high school or vocational school, supplemented by course work in land surveying, global positioning system (GPS) surveying, or related subjects; thorough experience in boundary, right-of-way, easement, construction, topographic, and as-built surveying and field operations; considerable experience in GPS surveying and field operations; certification as a Certified Survey Technician III by the National Society of Professional Surveyors or registration with the State of Maryland as a property line surveyor or professional land surveyor; and a valid non-commercial Class C motor vehicle operator's license |
| Systems Analyst | NR20C | Graduation from an accredited four-year college or university with major course work in mathematics, public or business administration, or a related field, including or supplemented by specialized training in electronic data processing, programming, operations, and methodologies; and extensive experience in electronic data processing systems analysis and design |
| Systems Programmer I | NR17C | Graduation from an accredited four-year college or university with major course work in mathematics, public or business administration, or a related field, including or supplemented by specialized training in electronic data |

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| | | processing, programming, operations, and methodologies; and experience in telecommunications, computer operating systems, and data base management |
| Systems Programmer II | NR19C | Graduation from an accredited four-year college or university with major course work in mathematics, public or business administration, or a related field, including or supplemented by specialized training in electronic data processing, programming, operations, and methodologies; and considerable experience in telecommunications, computer operating systems, and data base management |
| Traffic Analyst I | LM10B | Graduation from high school, including or supplemented by courses in mathematics and computers; experience in traffic data collection or related work; and a valid non-commercial Class C motor vehicle operator's license |
| Traffic Analyst II | LM12B | Graduation from high school, including or supplemented by courses in mathematics and computers; considerable experience in traffic data collection or analysis or related work; and a valid non-commercial Class C motor vehicle operator's license |
| Traffic Maintenance Technician | LM8B | Sufficient education to understand and follow oral and written instructions and blueprints, diagrams, and sketches; considerable experience in the installation and maintenance of traffic control devices; experience in utilizing appropriate traffic-control measures to protect work sites in or along roadways; a valid non-commercial Class C motor vehicle operator's license; and, as determined by area of assignment, a valid commercial Class B motor vehicle operator's license |
| Traffic Signal Technician | LM11B | Graduation from high school or vocational school supplemented by specialized training in electronic technology; considerable experience in the maintenance and repair of electronic, electro-mechanical, and solid state devices; and a valid commercial Class B motor vehicle operator's license or ability to obtain the valid Class B commercial motor vehicle operator's license within six months of hire |
| Water Quality Compliance Specialist | NR18C | Graduation from an accredited four-year college or university with major course work in chemistry or biology; considerable experience in the field of water and wastewater chemistry; some experience in instrumentation and environmental chemistry analysis; and a valid non-commercial Class C motor vehicle operator's license |



PAY PLAN – CLASSIFIED SERVICE
FISCAL YEAR 2025
July 1, 2024

Pay schedules.

(a) Non-represented employees. Beginning the first full pay period on or after July 1, 2024, 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 | \$28,985 | \$52,071 |
| NR-02 | 30,448 | 54,716 |
| NR-03 | 32,002 | 57,480 |
| NR-04 | 33,617 | 60,389 |
| NR-05 | 35,318 | 63,445 |
| NR-06 | 37,106 | 66,665 |
| NR-07 | 38,989 | 70,041 |
| NR-08 | 40,962 | 73,580 |
| NR-09 | 43,026 | 77,315 |
| NR-10 | 45,211 | 81,231 |
| NR-11 | 47,503 | 85,336 |
| NR-12 | 49,908 | 89,655 |
| NR-13 | 52,428 | 94,190 |
| NR-14 | 55,084 | 98,958 |
| NR-15 | 57,876 | 103,971 |
| NR-16 | 62,321 | 117,636 |
| NR-17 | 67,112 | 126,678 |
| NR-18 | 72,276 | 136,421 |
| NR-19 | 77,836 | 146,918 |
| NR-20 | 83,821 | 158,214 |
| NR-21 | 90,263 | 170,381 |
| NR-22 | 97,205 | 183,480 |
| NR-23 | 102,068 | 197,236 |
| NR-24 | 107,301 | 207,590 |

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

Beginning the first full pay period on or after July 1, 2024, for employees in the classified service whose pay grades are designated “OS”, the hourly pay schedule is:

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

| Grade | Minimum | Maximum |
|--------------|----------------|----------------|
| OS-1 | \$15.42 | \$25.13 |
| OS-2 | 16.19 | 26.32 |
| OS-3 | 17.00 | 27.62 |
| OS-4 | 17.85 | 28.98 |
| OS-5 | 18.75 | 30.41 |
| OS-6 | 19.68 | 31.86 |
| OS-7 | 20.67 | 33.43 |
| OS-8 | 21.70 | 35.05 |
| OS-9 | 22.79 | 36.78 |
| OS-10 | 23.92 | 38.60 |
| OS-11 | 25.12 | 40.48 |
| OS-12 | 26.38 | 42.48 |

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

(1) Beginning the first full pay period on or after July 1, 2024, 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 | \$15.49 | \$24.39 |
| LM-2 | 16.26 | 25.67 |
| LM-3 | 17.08 | 26.91 |
| LM-4 | 17.93 | 28.29 |
| LM-5 | 18.83 | 29.68 |
| LM-6 | 19.77 | 31.20 |
| LM-7 | 20.76 | 32.78 |
| LM-8 | 21.79 | 34.45 |
| LM-9 | 22.88 | 36.17 |
| LM-10 | 24.03 | 38.01 |
| LM-11 | 25.23 | 39.96 |
| LM-12 | 26.50 | 41.96 |

(2) (i) Beginning the first full pay period on or after July 1, 2024, 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 |
|--------------|-------------|----------------|----------------|----------------|----------------|----------------|
|--------------|-------------|----------------|----------------|----------------|----------------|----------------|

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|--------------|-----------------|-----------------|----------------|----------------|----------------|-----------------|
| FW-01 | \$21.78 | \$23.35 | \$24.13 | \$25.03 | \$25.88 | \$26.77 |
| FW-02 | Base | Skill 6 | Skill 7 | Skill 8 | Skill 9 | Skill 10 |
| | \$29.46 | \$30.91 | \$32.50 | \$34.13 | \$35.80 | \$41.33 |
| FW-03 | Skill 11 | Skill 12 | | | | |
| | \$45.07 | \$47.35 | | | | |
| FW-04 | Skill 13 | | | | | |
| | \$49.74 | | | | | |

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

| Grade | Base | Skill 1 | Skill 2 | Skill 3 | Skill 4 | Skill 5 |
|--------------|-----------------|-----------------|----------------|----------------|----------------|-----------------|
| FW-01 | \$22.11 | \$23.70 | \$24.49 | \$25.41 | \$26.27 | \$27.17 |
| FW-02 | Base | Skill 6 | Skill 7 | Skill 8 | Skill 9 | Skill 10 |
| | \$29.90 | \$31.37 | \$32.99 | \$34.64 | \$36.34 | \$41.95 |
| FW-03 | Skill 11 | Skill 12 | | | | |
| | \$45.75 | \$48.06 | | | | |
| FW-04 | Skill 13 | | | | | |
| | \$50.49 | | | | | |

(d) Detention Center employees.

(1) Beginning the first full pay period on or after July 1, 2024, for employees in the classified service whose pay grades are designated “D-1” and “D-2”, the annual pay schedule is:

DETENTION CENTER EMPLOYEES (D) PAY SCHEDULE

| Grade | | |
|--------------|------------|------------|
| Step | D-1 | D-2 |
| 0 | \$54,000 | |
| 1 | 54,000 | |
| 2 | 55,620 | \$58,401 |
| 3 | 57,289 | 60,153 |
| 4 | 59,007 | 61,958 |
| 5 | 60,777 | 63,816 |
| 6 | 62,601 | 65,731 |
| 7 | 64,479 | 67,703 |
| 8 | 66,413 | 69,734 |
| 9 | 68,406 | 71,826 |
| 10 | 70,458 | 73,981 |
| 11 | 72,571 | 76,200 |
| 12 | 74,749 | 78,486 |
| 13 | 76,991 | 80,841 |
| 14 | 79,301 | 83,266 |
| 15 | 81,680 | 85,764 |

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| | | |
|----|---------|---------|
| 16 | 84,130 | 88,337 |
| 17 | 86,654 | 90,987 |
| 18 | 89,254 | 93,716 |
| 19 | 91,931 | 96,528 |
| 20 | 94,689 | 99,424 |
| 21 | 97,530 | 102,407 |
| 22 | 100,456 | 105,479 |

(2) Beginning the first full pay period on or after July 1, 2024, for employees in the classified service whose pay grade is designated “D-3”, the annual pay schedule is:

DETENTION CENTER EMPLOYEES (D) PAY SCHEDULE

| Grade | |
|--------------|------------|
| Step | D-3 |
| 5 | \$67,705 |
| 6 | 69,736 |
| 7 | 71,828 |
| 8 | 73,983 |
| 9 | 76,202 |
| 10 | 78,489 |
| 11 | 80,843 |
| 12 | 83,267 |
| 13 | 85,767 |
| 14 | 88,340 |
| 15 | 90,990 |
| 16 | 93,719 |
| 17 | 96,531 |
| 18 | 99,428 |
| 19 | 102,410 |
| 20 | 105,482 |
| 21 | 108,646 |
| 22 | 111,906 |
| 23 | 115,263 |
| 24 | 118,721 |

(3) Beginning the first full pay period on or after July 1, 2024, 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 | \$69,570 | \$135,561 |
| D-6 | 76,368 | 148,938 |

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| | | |
|------------|--------|---------|
| D-7 | 84,656 | 161,806 |
| D-8 | 98,140 | 186,080 |

(4) Beginning the first full pay period on or after July 1, 2024, 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 | \$51,421 | \$56,499 |
| 2 | 52,963 | 58,194 |
| 3 | 54,553 | 59,940 |
| 4 | 56,189 | 61,738 |
| 5 | 57,875 | 63,590 |
| 6 | 59,611 | 65,498 |
| 7 | 61,399 | 67,464 |
| 8 | 63,241 | 69,487 |
| 9 | 65,138 | 71,571 |
| 10 | 67,093 | 73,719 |
| 11 | 69,106 | 75,930 |
| 12 | 71,179 | 78,209 |
| 13 | 73,314 | 80,555 |
| 14 | 75,514 | 82,971 |
| 15 | 77,778 | 85,460 |
| 16 | 80,112 | 88,024 |
| 17 | 82,515 | 90,666 |
| 18 | 84,991 | 93,384 |
| 19 | 87,540 | 96,186 |
| 20 | 90,167 | 99,072 |
| 21 | 92,872 | 102,044 |
| 22 | 95,659 | 105,105 |
| 23 | 98,528 | 108,259 |

(5) Beginning the first full pay period on or after July 1, 2024, 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 | \$65,146 | \$132,843 |

(e) Communications Operator employees. Beginning the first full pay period on or after July 1, 2024, for employees in the classified service whose pay grades are designated “CO-3” and “CO-4”, the annual pay schedule is:

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COMMUNICATIONS OPERATOR EMPLOYEES (CO) PAY SCHEDULE

| Grade | Minimum | Maximum |
|--------------|----------------|----------------|
| CO-3 | \$54,293 | \$92,265 |
| CO-4 | \$61,426 | \$109,681 |

(f) Deputy Sheriff employees.

(1) Beginning the first full pay period on or after July 1, 2024, 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 | \$58,500 | \$ 60,840 | | |
| 2 | 58,500 | 60,840 | \$ 68,062 | |
| 3 | 60,255 | 62,665 | 70,104 | |
| 4 | 62,063 | 64,545 | 72,207 | |
| 5 | 63,925 | 66,482 | 74,374 | \$78,092 |
| 6 | 65,842 | 68,476 | 76,605 | 80,435 |
| 7 | 67,818 | 70,530 | 78,903 | 82,848 |
| 8 | 69,852 | 72,646 | 81,270 | 85,334 |
| 9 | 71,948 | 74,826 | 83,708 | 87,894 |
| 10 | 74,106 | 77,070 | 86,219 | 90,530 |
| 11 | 76,329 | 79,382 | 88,806 | 93,246 |
| 12 | 78,619 | 81,764 | 91,470 | 96,044 |
| 13 | 80,978 | 84,217 | 94,214 | 98,925 |
| 14 | 83,407 | 86,743 | 97,041 | 101,893 |
| 15 | 85,909 | 89,346 | 99,952 | 104,950 |
| 16 | 88,486 | 92,026 | 102,950 | 108,098 |
| 17 | 91,141 | 94,787 | 106,039 | 111,341 |
| 18 | 93,875 | 97,630 | 109,220 | 114,681 |
| 19 | 96,692 | 100,559 | 112,497 | 118,122 |
| 20 | 99,592 | 103,576 | 115,872 | 121,665 |
| 21 | | | 119,348 | 125,315 |

(2) Beginning the first full pay period on or after July 1, 2024, 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 |
|--------------|----------------|----------------|
|--------------|----------------|----------------|

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| | | |
|------------|----------|-----------|
| S-4 | \$80,237 | \$147,097 |
|------------|----------|-----------|

(g) Fire Department employees.

(1) Beginning the first full pay period on or after July 1, 2024, 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 | \$53,595 | \$56,275 | | | \$65,189 | | |
| 1 | 55,471 | 58,245 | | | 67,306 | | |
| 2 | 57,413 | 60,283 | | | 69,498 | | |
| 3 | 59,422 | 62,393 | | | 71,766 | | |
| 4 | 61,502 | 64,577 | | | 74,114 | | |
| 5 | 63,654 | 66,837 | \$77,239 | | 76,543 | \$81,932 | |
| 6 | 65,882 | 69,176 | 79,942 | | 79,058 | 84,635 | |
| 7 | 68,188 | 71,598 | 82,740 | \$88,945 | 81,661 | 87,433 | \$93,639 |
| 8 | 70,575 | 74,103 | 85,636 | 92,058 | 84,355 | 90,329 | 96,752 |
| 9 | 73,045 | 76,697 | 88,633 | 95,281 | 87,143 | 93,326 | 99,974 |
| 10 | 75,601 | 79,381 | 91,735 | 98,615 | 90,028 | 96,429 | 103,309 |
| 11 | 78,247 | 82,160 | 94,946 | 102,067 | 93,015 | 99,639 | 106,760 |
| 12 | 80,986 | 85,035 | 98,269 | 105,639 | 96,106 | 102,962 | 110,333 |
| 13 | 83,821 | 88,012 | 101,708 | 109,337 | 99,306 | 106,402 | 114,030 |
| 14 | 86,754 | 91,092 | 105,268 | 113,163 | 102,617 | 109,962 | 117,857 |
| 15 | 89,791 | 94,280 | 108,953 | 117,124 | 106,045 | 113,646 | 121,818 |
| 16 | 92,933 | 97,580 | 112,766 | 121,223 | 109,592 | 117,459 | 125,917 |
| 17 | 96,186 | 100,995 | 116,713 | 125,466 | 113,263 | 121,406 | 130,160 |
| 18 | 99,553 | 104,530 | 120,798 | 129,858 | 117,063 | 125,491 | 134,551 |
| 19 | 103,037 | 108,189 | 125,026 | 134,403 | 120,996 | 129,719 | 139,096 |
| 20 | 106,643 | 111,975 | 129,402 | 139,107 | 125,067 | 134,095 | 143,800 |
| 21 | | | 133,931 | 143,975 | | 138,624 | 148,669 |

(2) Beginning the first full pay period on or after July 1, 2024, 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 | \$112,674 | \$117,367 |
| 2 | 116,618 | 121,311 |

| | | |
|----|---------|---------|
| 3 | 120,700 | 125,393 |
| 4 | 124,923 | 129,616 |
| 5 | 129,296 | 133,989 |
| 6 | 133,821 | 138,514 |
| 7 | 138,506 | 143,199 |
| 8 | 143,353 | 148,046 |
| 9 | 148,370 | 153,063 |
| 10 | 153,563 | 158,256 |
| 11 | 158,938 | 163,631 |
| 12 | 164,501 | 169,194 |
| 13 | 170,259 | 174,952 |

(3) Beginning the first full pay period on or after July 1, 2024, 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 | \$82,495 | \$186,380 |
| F-9 | 96,165 | 214,337 |

(h) Police Department employees.

(1) Beginning the first full pay period on or after July 1, 2024, 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

| Step | Grade | | | |
|-------------|--------------|-------------|------------|------------|
| | P-00 | P-1B | P-2 | P-3 |
| 1 | \$70,000 | \$73,500 | | |
| 2 | 70,875 | 74,419 | | |
| 3 | 73,001 | 76,651 | | |
| 4 | 75,191 | 78,951 | | |
| 5 | 77,447 | 81,319 | \$89,451 | \$98,396 |
| 6 | 80,545 | 84,572 | 93,029 | 102,332 |
| 7 | 83,767 | 87,955 | 96,751 | 106,426 |
| 8 | 86,699 | 91,033 | 100,137 | 110,150 |
| 9 | 89,733 | 94,220 | 103,642 | 114,006 |
| 10 | 92,874 | 97,517 | 107,269 | 117,996 |
| 11 | 96,124 | 100,930 | 111,023 | 122,126 |
| 12 | 99,489 | 104,463 | 114,909 | 126,400 |
| 13 | 102,971 | 108,119 | 118,931 | 130,824 |
| 14 | 106,575 | 111,903 | 123,094 | 135,403 |

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| | | | | |
|----|---------|---------|---------|---------|
| 15 | 110,305 | 115,820 | 127,402 | 140,142 |
| 16 | 114,165 | 119,874 | 131,861 | 145,047 |
| 17 | 118,161 | 124,069 | 136,476 | 150,124 |
| 18 | 121,115 | 127,171 | 139,888 | 153,877 |
| 19 | 124,143 | 130,350 | 143,385 | 157,724 |
| 20 | 127,557 | 133,935 | 147,328 | 162,061 |
| 21 | | | 151,380 | 166,518 |
| 22 | | | | 171,097 |

(2) Beginning the first full pay period on or after July 1, 2024, 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 | \$125,348 |
| 10 | \$129,676 |
| 11 | \$134,155 |
| 12 | \$138,790 |
| 13 | \$143,588 |
| 14 | \$148,553 |
| 15 | \$153,693 |
| 16 | \$159,012 |
| 17 | \$164,518 |
| 18 | \$168,588 |
| 19 | \$172,760 |
| 20 | \$177,464 |
| 21 | \$182,297 |
| 22 | \$187,263 |
| 23 | \$193,757 |
| 24 | \$200,479 |
| 25 | \$207,436 |

(i) Legislative Auditor employees. Beginning the first full pay period on or after July 1, 2024, 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 | \$57,875 | \$97,308 |
| LA-2 | 72,276 | 129,741 |
| LA-3 | 103,845 | 170,286 |
| LA-4 | 124,613 | 207,590 |
| LA-5 | 149,536 | 220,009 |

(j) Park Ranger employees. Beginning the first full pay period on or after July 1, 2024, 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 | \$52,412 | \$82,822 |
| R-2 | 55,032 | 86,964 |



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

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

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

(b) Annual pay schedule. Beginning the first full pay period on or after July 1, 2024, the annual pay schedule for employees in the exempt service is:

| GRADE | MINIMUM | MAXIMUM |
|--------------|----------------|----------------|
| EL-01 | \$32,426 | \$60,237 |
| EL-02 | 44,168 | 82,041 |
| EL-03 | 64,852 | 120,466 |
| EX-01 | 28,984 | 52,071 |

| | | |
|--------------|---------|---------|
| EX-02 | 30,448 | 54,716 |
| EX-03 | 32,002 | 57,480 |
| EX-04 | 33,617 | 60,389 |
| EX-05 | 35,318 | 63,446 |
| EX-06 | 37,105 | 66,666 |
| EX-07 | 38,988 | 70,041 |
| EX-08 | 40,962 | 73,580 |
| EX-09 | 43,026 | 77,315 |
| EX-10 | 45,211 | 81,231 |
| EX-11 | 47,503 | 85,336 |
| EX-12 | 49,908 | 89,655 |
| EX-13 | 52,429 | 94,190 |
| EX-14 | 55,084 | 98,958 |
| EX-15 | 57,875 | 103,971 |
| EX-16 | 62,320 | 117,636 |
| EX-17 | 67,112 | 126,678 |
| EX-18 | 72,276 | 136,421 |
| EE-01 | 43,026 | 77,315 |
| EE-02 | 77,836 | 146,916 |
| E-01 | 52,774 | 94,190 |
| E-02 | 77,836 | 146,919 |
| E-03 | 83,822 | 158,214 |
| E-04 | 90,263 | 170,381 |
| E-05 | 97,205 | 183,480 |
| E-06 | 107,300 | 207,590 |
| E-07 | 118,438 | 220,009 |
| E-08 | 133,839 | 248,609 |
| E-09 | 143,206 | 266,016 |
| E-10 | 153,233 | 284,631 |

(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 2025
July 1, 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:

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

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



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

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

(c) Pay schedule. Beginning the first full pay period on or after July 1, 2024, the annual pay schedule for employees in the Soil and Conservation District Employees’ Pay and Benefit Plan is:

| Grade | Minimum | Maximum |
|--------------|----------------|----------------|
| ES-1 | \$38,988 | \$70,039 |
| ES-2 | 43,026 | 77,316 |
| ES-3 | 49,908 | 89,655 |
| ES-4 | 62,320 | 117,636 |
| ES-5 | 72,275 | 136,422 |
| ES-6 | 83,822 | 158,214 |