

COUNTY ORDINANCE NO. 99-01

A BILL ENTITLED

AN ACT concerning the Repeal and Re-adoption with Amendments of Sections 27-1006, 27-1006(d), 27-801(d), 27-404, 27-201(d), 27-504, ;27-509, 27-508, 27-503(b) and the Repeal of Sections 27-201(e) and 27-1304(e)(4) of the Code of Public Local Laws of Queen Anne's County (1996 Edition);

FOR THE PURPOSE of revising the Queen Anne's County Human Resources Ordinance, Title 27 of the Code of Public Local Laws of Queen Anne's County; revising the death benefits payable to employees who die while in active service; revising the benefits to Sheriff's Department and Correctional employees who work on County Holidays; adding positions to the County Classification Plan; correcting provisions relating to development and implementation of operational policies and procedures by department directors; eliminating the position of Chief, Advanced Life Support Services from the Professional and Executive Service; modifying the qualifications for County Administrator; revising the restrictions on members of the Personnel Board; and generally making revisions and clarifications to the Queen Anne's County Human Resource Ordinance.

SECTION I

BE IT ENACTED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY, MARYLAND that Section 27-201(e) and Section 27-1301(e)(4) of the Code of Public Local Laws of Queen Anne's County (1996 Edition) be and are hereby repealed.

SECTION II

BE IT FURTHER ENACTED that the following Sections of Title 27 of the Code of Public Local Laws of Queen Anne's County be and are repealed and reenacted to read as set forth below:

27-201. Statement of Purpose and Policy.

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- (d) This Personnel Ordinance is not intended to preclude the development and implementation of operational policies and procedures by department directors. Such policies and procedures shall be developed and implemented;
- (1) When reasonably necessary to effectuate effectiveness and efficiency of County operations;
 - (2) In a job-related context; and
 - (3) With the approval of the County Administrator who shall ensure that such policies and procedures are applied to as many departments and

units of County government as shall be appropriate and, where necessary, extended to the entire County work force.

27-404. Classification Plan.

(a) Allocation of Positions; Classified Service.

Positions within the Classified Service are allocated to the following pay grades:

<u>Position Title</u>	<u>Pay Grade</u>
Clerk Typist I	1
Custodian	1
Clerk Typist II	2
Human Service Associate I	2
4-H Program Assistant	3
Clerk I	3
Clerk Typist III	3
Highway Worker	3
Maintenance Worker I	3
Clerk II	4
Corrections Cook	4
Human Service Associate II	4
Maintenance Worker II	4
Mechanic Helper	4
Senior Center Manager	4
Clerk III	5
Custodial Supervisor	5
Equipment Operator I	5
Liquor Inspector	5
Maintenance Worker III	5
Mechanic I	5
Public Safety Dispatcher I	5
Recreation Program Coordinator	5
Secretary I	5
Senior Programs Planner	5
Transportation Dispatcher	5
Weed Control Technician	5
Benefits Counselor	6
Clerk IV	6

Equipment Operator II	6
Maintenance Technician	6
Public Safety Dispatcher II	6
Secretary II	6
Utility Worker	6
Zoning Inspector	6
Administrative Assistant	7
Animal Control Officer	7
Computer Technician I	7
Equipment Operator III	7
GIS Program Specialist	7
Legal Secretary	7
Maintenance Craftsman	7
Mechanic II	7
Office Supervisor	7
Utilities Technician I	7
Waste Water Operator I	7
Water Operator I	7
Computer Technician II	8
Construction Inspector I	8
Housing Program Coordinator	8
Maintenance Supervisor	8
Chief of Recreation Programs	9
Correctional Officer	9
Construction Inspector II	9
Deputy Sheriff	9
Deputy Sheriff First Class	9
Economic Development Specialist	9
Foreman	9
Health Care Specialist	9
Prosecution Coordinator	9
Senior Care Specialist	9
Utilities Technician II	9
Wastewater Operator II	9
Water Operator II	9
Controlled Substance Testing Coordinator	10
Corporal (Corrections)	10
Corporal (Sheriff's Office)	10
Golf Course Manager	10
Housing Program Manager	10
Land Use Planner I	10

Public Landings Supervisor	10
Roads Supervisor	10
Utilities Technician III	10
Wastewater Operator III	10
Water Operator III	10
Accountant	11
Civil Engineer I	11
Construction Supervisor	11
Laboratory Technician	11
Landscape Architect I	11
Nutrition Program Coordinator	11
Parks Supervisor	11
Sergeant (Corrections)	11
Sergeant (Sheriff's Office)	11
Social Worker I	11
Solid Waste Supervisor	11
Utilities Shift Supervisor	11
Vehicle Service Supervisor	11
Assistant Director, Human Resources	12
Laboratory Technician	12
Land Use Planner II	12
Lieutenant (Corrections)	12
Lieutenant (Sheriff's Office)	12
Parks Superintendent	12
Roads Superintendent	12
Captain (Corrections)	13
Facilities Project Manager	13
Landscape Architect II	13
Paramedic	13
Treasury Manager	13
Chief Wastewater Operator	14
Chief Water Operator	14
Civil Engineer II	14
Supervisor, ALS	14
Utilities Collection Supervisor	14
Utility Construction Supervisor	14
Utilities System Maintenance Supervisor	14
Zoning Administrator	14
Airport Manager	15
Land Use Planner III	15

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27-503. Appointing Authorities and Qualifications.

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(b) County Administrator.

(1) Appointment. The County Administrator shall be appointed by the County Commissioners.

(2) Minimum Qualifications. This section sets forth the minimum qualifications for any person appointed to the position of County Administrator. These qualifications may be supplemented with other, job-related qualifications by the Board of County Commissioners of Queen Anne's County.

(i) Education - An undergraduate degree in public or business administration, engineering, or planning; and a masters degree in public or business administration, engineering, or planning or a law degree;

(ii) Experience - Five (5) or more years experience in public sector agency management; or

(iii) An equivalent combination of education and experience in the discretion of the County Commissioners.

(3) Employment Agreement.

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27-504. Allocation of Positions; Professional and Executive Service. The County's Professional and Executive Service shall consist of the following positions, allocated to the following pay grades:

<u>Position Title</u>	<u>Pay Grade</u>
Captain, Sheriff's Office	PE1
Clerk to County Commissioners	PE1
Director, Animal Control	PE1
Accounting Manager	PE2
Civil Engineer III	PE2
Director, Housing and Community Services	PE2
Director, Public Safety Communications	PE2
Director, Economic Development	PE2

Director, Tourism	PE2
Principal Land Use Planner	PE2
Chief of Engineering	PE3
Chief Roads Engineer	PE3
Chief Sanitary Engineer	PE3
Director, Human Resources	PE3
Utility Manager	PE3
Director, Aging	PE4
Director, Correctional Services	PE4
Director, Parks and Recreation	PE4
Director, Finance	PE5
Director, Planning and Zoning	PE5
Director, Public Works	PE5

27-508. Annual Performance Review. The job performance of all Professional and Executive Service employees shall be reviewed annually on or before July 1 of each year through use of objective, job-related methods approved by the Director of Human Resources.

27-509. Performance Salary Advance Within the Grades.

- (a) Annual Salary Increase. Employees may receive an annual salary increase on July 1 of each year provided their performance is evaluated as satisfactory or better.
- (b) Purpose of Annual Pay Increase. These increases are intended to recognize increases in productivity and effectiveness as employees gain experience in their positions.
- (c) Determination of Amount of Annual Pay Increase.
 - (1) Any increase in annual salary which may occur shall result in a rate of pay which falls within the range of pay set forth in the Professional/Executive Service Salary Schedule and shall be determined in accordance with the provisions of this section.
 - (2) Professional and Executive Service employees shall receive an annual performance evaluation conducted by their appointing authority on or before July 1 of each year.

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Subtitle VIII. HOLIDAYS AND LEAVE.

27-801. Paid Holidays Observed.

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- (d) Payment of Employees Required to Work on a Holiday. An employee who works all or any part of the designated holidays shall receive, at his or her option, in addition to one day of holiday pay, either;
- (1) At the employee's option, compensatory leave at the rate of one and one-half (1 ½) hours of such leave for every hour actually worked, or pay at the rate of time and one-half the employee's normal rate of pay for every hour actually worked, if the department to which the employee is assigned has elected to use compensatory leave; or
 - (2) Pay at the rate of time and one-half the employee's normal rate of pay for every hour actually worked.
 - (3) Notwithstanding the foregoing, and in lieu thereof, employees of the Sheriff's Department and Corrections Department whose normal shift falls on a designated holiday shall receive additional leave at the rate of one hour for every hour actually worked.

27-1006. Death Benefit. If an employee dies while still in active service, the employee's designated beneficiary(ies) will receive a lump sum payment of life insurance equal to the following schedule, rounded to the next highest thousand dollars, at the time of death:

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|-----|--|-------------------------|
| (a) | Less than five years of County service- | Amount of annual salary |
| (b) | Five years but less than ten years of County service- | 125% of annual salary |
| (c) | Ten years but less than twenty years of County service- | 150% of annual salary |
| (d) | Twenty or more years of County service- | 175% of annual salary |
| (e) | In no event shall the death benefit hereunder exceed the higher of \$100,000.00 or the amount of coverage provided by the County insurance plan in effect on the date of the employee's death. | |

SECTION III

BE IT FURTHER ENACTED that this Act shall be an emergency bill, is determined to affect the public health, safety and welfare and will take effect immediately upon its adoption.

Introduced By: George O'Donnell
Date of Introduction: 1-19-99
Public Hearing Held: 2-2-99 10:00 AM
Vote: 5 YEA NAY
Date: adopt 2-2-99
Effective 2-2-99