Introduced _____
Public Hearing _____
Council Action _____
Executive Action _____
Effective Date _____

County Council Of Howard County, Maryland

2007 Legislative Session Legislative Day No. **15**

Bill No. 83 - 2007

Introduced by: The Chairperson at the request of the County Executive

AN ACT amending the Classification Plan for Howard County by adding class descriptions for the positions of Child Care Site Director, Child Care Assistant Site Director, Child Care Group Leader, and Child Care Assistant Group Leader within the Department of Recreation and Parks; amending the class title and description for Planning Specialist III; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time _____, 2007. Ordered posted and hearing scheduled.

By order_____
Sheila M. Tolliver, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on _____, 2007.

By order _____
Sheila M. Tolliver, Administrator

This Bill was read the third time on _____, 2008 and Passed ___, Passed with amendments _____, Failed _____.

By order _____
Sheila M. Tolliver, Administrator

Sealed with the County Seal and presented to the County Executive for approval this ___day of _____, 2008 at ___ a.m./p.m.

By order _____
Sheila M. Tolliver, Administrator

Approved by the County Executive _____, 2008

_____
Ken Ulman, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; Strike-out indicates material deleted by amendment; Underlining indicates material added by amendment.

WHEREAS, Section 706 of the Howard County Charter and Section 1.201 of the Howard County Code provide for the adoption of and amendment to the Classification Plan for Howard County, which describes the qualifications, duties, and general requirements for each class of positions within County government; and

WHEREAS, under Section 1.201(c) of the County Code the Classification Plan, and any amendments thereto, are adopted by the County Council as attachments to the Council Bill through which the County Council exercises its legislative action on the Classification Plan.

NOW, THEREFORE,

Section 1. Be It Enacted *by the County Council of Howard County, Maryland that it adopts amendments to the Classification Plan of Howard County, as attached to this Bill.*

Section 2. And Be It Further Enacted *by the County Council of Howard County, Maryland, that this Act shall become effective 61 days after its enactment.*

3209	PLANNING **[[SPECIALIST III]] SUPERVISOR**	Performs **INTERMEDIATE SUPERVISORY AND** advanced level **PROFESSIONAL** planning and zoning work under general supervision from an administrative or technical superior. Work includes directing the collection, analysis, and compilation of technical data into plans to meet the County's needs; providing expertise in specialized areas of planning, zoning, development and preservation. Acts as project leader or workgroup leader and assists the division chief in carrying out the administrative responsibilities of the unit.	Bachelor Degree	4 yrs.	N/A	E
3207	PLANNING SPECIALIST II	Performs intermediate professional level planning and zoning work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes coordinating the plan review process; planning and implementing recycling activities; collecting, organizing, analyzing, and evaluating data required in the development and review of comprehensive plans and regulations**.**	Bachelor Degree	2 yrs.	N/A	E
3205	PLANNING SPECIALIST I	Performs professional level planning and zoning work under general supervision from an administrative or technical superior. Work includes compiling data of factors affecting land use, transportation, water and sewer, or environmental planning for the County; analyzing data collected; and projecting future conditions and needs.	Bachelor Degree	N/A	N/A	E
3203	PLANNING SUPPORT TECHNICIAN II	Performs advanced technical level planning and zoning support work under general supervision from a technical superior. Work includes the final review and processing of plans, building permit applications; and carrying out other planning and zoning related procedures. Collects and enters data for use in the planning data base and assists the public at the service counter.	High School Diploma/ GED	2 yrs.	N/A	N

5121	NATURAL RESOURCE TECHNICIAN I	Performs natural resource technical level work under general supervision. Work may include collecting and analyzing technical and biological data; assisting in planning and implementing programs and projects to enhance public natural resource volunteer programs; implementing habitat management and restoration programs.	Associate Degree	1 year	Class C Maryland Driver's License	N
5137	**CHILD CARE SITE DIRECTOR**	**RESPONSIBLE FOR THE DAY-TO-DAY SUPERVISION OF CHILDREN AND ON-SITE STAFF. DIRECTORS IMPLEMENT PROGRAM ACTIVITIES, MONITOR PROGRAM SUPPLIES AND BUDGET. THE SITE DIRECTOR ALSO MAINTAINS THE OFFICE OF CHILD CARE REGULATIONS AND IS RESPONSIBLE FOR THE OVERALL MONITORING OF THE CHILDREN'S RECORDS AND SUBMITTING REQUIRED PAPERWORK.**	**HIGH SCHOOL DIPLOMA OR GED**		**MUST MEET COUNTY AND STATE REQUIREMENTS**	**N**
5135	**CHILD CARE ASSISTANT SITE DIRECTOR**	**RESPONSIBLE FOR ASSISTING THE DIRECTOR WITH SUPERVISION OF THE DAY-TO-DAY OPERATIONS OF A CHILD CARE PROGRAM, AND PLANNING ACTIVITIES FOR A WELL ROUNDED PROGRAM. ASSIST WITH THE DAILY SET-UP AND TAKE-DOWN OF EQUIPMENT AS WELL AS KEEPING THE WORK AREA CLEAN. ASSISTANT DIRECTORS TAKE RESPONSIBILITY OF THE PROGRAM IN THE DIRECTOR'S ABSENCE.**	**HIGH SCHOOL DIPLOMA OR GED**		**MUST MEET COUNTY AND STATE REQUIREMENTS**	**N**
5133	**CHILD CARE GROUP LEADER**	**RESPONSIBLE FOR PLANNING ACTIVITIES AND LEADING A GROUP OF 15 CHILDREN IN PLANNED ACTIVITIES. ASSIST WITH THE DAILY SET-UP AND TAKE-DOWN OF EQUIPMENT AS WELL AS KEEPING THE WORK AREA CLEAN.**	**HIGH SCHOOL DIPLOMA OR GED**		**MUST MEET COUNTY AND STATE REQUIREMENTS**	**N**
5131	**CHILD CARE ASSISTANT GROUP LEADER**	**RESPONSIBLE FOR ASSISTING WITH LEADING GROUP ACTIVITIES. SET-UP AND TAKE-DOWN EQUIPMENT DAILY AND SUBSTITUTING AT AREA PROGRAMS WHENEVER NECESSARY.**		**N/A**		**N**