

1.122—Scope

The Classification Plan shall apply to all positions in the Classified Service of Howard County, Maryland, as defined in Section 1.101 of this Act.

1.123—Definitions

a. A position is a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.

b. A class is a group of positions (or one position) that: (a) have similar duties and responsibilities, (2) require like qualifications and (3) can be equitably compensated by the same salary range.

c. The class title is the official designation or name of the class as stated in the class specification. It shall be used on all personnel records and actions. Working or office titles may be used for purposes of internal administration.

1.124—Responsibility for Administration

The Personnel Officer shall be responsible for administering the Position Classification Plan.

1.125—Allocation of New Positions

The department head shall complete a position description covering the duties and responsibilities of each proposed position. The Personnel Officer shall allocate the position to one of the classes in the Position Classification Plan. If a suitable class does not exist, he shall recommend the establishment of a new class for the consideration of the Personnel Board. After the new class is officially approved by the Personnel Board, it shall be submitted to the Council for legislative action and after approval by the Council, the Personnel Director shall allocate the position to it.

1.126—Allocation Appeals

If an employee has facts which indicate to him that his position is improperly allocated, he may appeal such allocation to the Personnel Board, whose action upon such appeal shall be final.

1.127—Maintenance of Plan

(a) The Personnel Officer shall maintain the classification plan on a current basis in order that it may properly reflect the minimum qualifications required for each position in the Classified Service. Each such proposed change shall be submitted to the Personnel Board for its approval and to the Council for legislative action thereon.

(b) Two years after the adoption of this Plan, the Personnel Officer shall conduct a general review of the Classification Plan, to be followed by a minimum of at least one general review in each ~~preceding~~ SUCCEEDING two-year period.

1.128—Interpretation of Class Specification

The class specifications are descriptive and not restrictive. "ANY EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE" IS INCLUDED SO THAT ANY APPLICANT WHO POSSESSES AN UNUSUAL COMBINATION OF EDUCATION AND EXPERIENCE WILL NOT BE ELIMINATED TO THE END THAT ALL APPLICANTS, REASONABLY WELL QUALIFIED, WILL BE GIVEN CONSIDERATION.