

d. Candidate

An individual who has applied and has been approved for an examination.

e. Certification

Endorsement by the Personnel Officer as meeting required minimum standards for one or more classes of work.

f. Class

A group of positions which are sufficiently alike in general duties and responsibilities to warrant the use of the same title, specifications and pay range.

g. Class Code

A number assigned to each class title to identify it.

h. Class Specification

A written description of a class consisting of a class title, a general statement of the level of work, a statement of the required knowledge skills and abilities, some examples of work, and the minimum qualifications for the class.

i. Classification

The grouping of positions in regard to: (a) duties performed and responsibilities; (b) requirements as to education, knowledge, experience and ability; (c) tests of fitness; (d) ranges of pay.

j. Compensation

The standard rates of pay which have been established for the respective classes of work, as set forth in the compensation plan.

k. Compensation Plan

The official schedule of pay approved by the Howard County Council assigning one or more rates of pay to each class title, arranged schematically by classified service.

l. Continuous Service

Employment without interruption, except for absences on approved leaves or absences to serve in the Armed Forces of the United States.

m. Demotion

Assignment of an employee from one class to another which has a lower maximum rate of pay.

n. Examination

The process of testing, evaluating or investigating the fitness and qualifications of applicants.

o. Exempt Service

Those positions not included in the classified service as defined in these rules.

p. Grievance

A wrong, real or fancied, considered by an employee as grounds for complaint.