

## 1.129—Official Copy of the Classification Plan

The Personnel Officer shall be responsible for maintaining an official copy of the Classification Plan. The official copy shall include regulations for administration, schematic list of class titles, and class specifications plus all amendments thereto, which have been approved by the proper authority. A copy of the official plan shall be available for inspection by the public under reasonable conditions during business hours.

## 1.130—Amendments to the Classification Plan

Each time a new class of positions should be established or a current class of positions abolished, the Personnel Board shall review such a change and institute the proper procedure as directed by the Howard County Charter.

## 1.131—Allocation of Existing Positions

Within three months of legislative action by the Council on the classification plan, the Personnel Officer shall allocate each position in the classified service to the appropriate class. ALL EMPLOYEES IN THE EMPLOYMENT OF HOWARD COUNTY, AS OF THE EFFECTIVE DATE OF THIS ACT, SHALL BE CONSIDERED AS QUALIFIED CLASSIFIED SERVICE EMPLOYEES, POSSESSING ALL MINIMUM QUALIFICATIONS PERTINENT TO THE DUTIES AND RESPONSIBILITIES OF THE RESPECTIVE POSITION TO WHICH THEY ARE ALLOCATED AND SHALL BE ENTITLED TO EQUIVALENT CREDIT FOR SUCH QUALIFICATIONS IN CONSIDERATION FOR PROMOTIONAL EXAMINATIONS. Employees shall have a right to appeal such allocations to the Personnel Board, whose action upon such appeals shall be final.

## 1.132—Class Titles

The following classes of positions shall be within the classified service:

## Clerical

1. Clerk-Typist
2. Senior Clerk-Typist
3. ~~Clerk Stenographer~~ SECRETARY I
4. ~~Senior Clerk Stenographer~~ SECRETARY II
5. ~~Secretary~~ SECRETARY III
6. Telephone Operator
7. Duplicating Machine Operator
8. Printer
9. Shop Clerk

## Administration

10. Personnel ~~Technician~~ ASSISTANT
11. Purchasing Technician
12. Administrative Assistant
13. Bookkeeping Machine Operator
14. Account Clerk
15. Senior Account Clerk
16. Principal Account Clerk
17. Sanitary Assessment Supervisor
18. Accountant
19. Senior Accountant
20. Chief Accountant