

**Office of the County Auditor**  
**Auditor's Analysis**

**Council Bill No. 70-2022**

Introduced: October 3, 2022

Auditors: Michael A. Martin and Rebecca Gold

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Fiscal Impact:

There will be an immaterial fiscal impact of promoting apprentices from Pay Grade H6 to the new Journey-Skilled Trades position classification in Pay Grade H9. Our Office is unable to quantify the amount of the fiscal impact, as it is dependent upon the timing of apprentices completing their training and obtaining the applicable licenses.

Purpose:

The purpose of the proposed legislation is to amend the Howard County Classification Plan to add a Journey-Skilled Trades position classification at Pay Grade H9.

Employees who successfully complete the apprenticeship program in the Department of Public Works (DPW) will be able to non-competitively progress to this new position classification once they have obtained the appropriate licenses.

Other Comments:

The Office of Human Resources provided the following information about the apprenticeship program from which employees may progress into the newly created Journey-Skilled Trades classification:

- It takes four to five years for an individual to complete an apprenticeship.
- To date, there are five apprentices employed by the DPW. Three of the apprentices are currently in Year 4, one is in Year 2, and one is in Year 1.

- The educational costs for the apprentices vary, depending on the school the apprentice attends. These costs are currently funded through the Department of Public Works' Director's Office operating budget. The average annual costs are:
  - \$2,000 for heating, ventilation, and air conditioning
  - \$3,125 for plumbing
  - \$2,500 for electrical

According to the Office of Human Resources, apprentices' step placement in Pay Grade H9 will adhere to the standard promotion procedures specified in the current Employee Manual. There is an approximately 18 percent salary increase from Pay Grade H6 to Pay Grade H9 across all steps in Fiscal Year 2023 and Fiscal Year 2024.