

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

County Council of Howard County, Maryland

2025 Legislative Session

Legislative Day No. 1

Bill No. 6 -2025

Introduced by: Deb Jung

SHORT TITLE: Inspector General and Deputy Inspector General Classification Plan
Amendment

AN ACT amending the Classification Plan for Howard County to establish the class code, pay grade, qualifications, duties, and general requirements for the Inspector General and Deputy Inspector General; and generally relating to the Howard County Classification Plan.

Introduced and read first time _____, 2025. Ordered posted and hearing scheduled.

By order _____
Michelle Harrod, 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 _____, 2025.

By order _____
Michelle Harrod, Administrator

This Bill was read the third time on _____, 2025 and Passed ____, Passed with amendments _____, Failed _____.

By order _____
Michelle Harrod, Administrator

Sealed with the County Seal and presented to the County Executive for approval this _____ day of _____, 2025 at ___ a.m./p.m.

By order _____
Michelle Harrod, Administrator

Approved by the County Executive _____, 2025

Calvin Ball, 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.

1 **WHEREAS**, Section 706 of the Howard County Charter and Section 1.201 of the
2 Howard County Code provide for the adoption of, and amendment to, the Howard County
3 Classification Plan, which describes the qualifications, duties, and general requirements for each
4 class of positions within County government; and
5

6 **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any
7 amendments thereto, are adopted by the County Council as attachments to the Council Bill
8 through which the County Council exercises its legislative action on the Classification Plan; and
9

10 **WHEREAS**, the positions of Inspector General and Deputy Inspector General were
11 established via County Council adoption of CB61-2024 on December 2, 2024; and
12

13 **WHEREAS**, prior to the recruitment and hiring of the Inspector General and Deputy
14 Inspector General, the County Council is required to pass legislation amending the classification
15 plan to account for the new positions; and
16

17 **WHEREAS**, proposed changes to the Classification Plan include establishing the class
18 code, pay grade, class title and description, minimum experience required, minimum education
19 required, and certificates and licenses required for the Inspector General and Deputy Inspector
20 General position, as shown in the attached Exhibit A;
21

22 **NOW, THEREFORE,**
23

24 *Section 1. Be It Enacted by the County Council of Howard County, Maryland, that the*
25 *Classification Plan of Howard County is hereby amended, as shown in the attached Exhibit A to*
26 *this Bill.*
27

28 *Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland, that*
29 *the Administrator of the Office of Human Resources shall publish the Classification Plan and*
30 *may correct obvious errors in section references, numbering, formatting, capitalization, spelling,*
31 *grammar, headings and similar matters.*

1

2 ***Section 3. And Be It Further Enacted*** by the County Council of Howard County, Maryland, that
3 *this Act shall become effective 61 days after its enactment.*

Exhibit A

**OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-2 FINANCIAL ADMINISTRATION &, MANAGEMENT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	License/ Certification	FLSA
1219	INSPECTOR GENERAL	PERFORMS EXECUTIVE LEVEL PROFESSIONAL AND INVESTIGATIVE DUTIES. WORK INCLUDES CONDUCTING INVESTIGATION INTO FRAUD, WASTE, AND ABUSE CONCERNS COVERING HOWARD COUNTY GOVERNMENT, EXTERNAL ENTITIES AND INDIVIDUALS RECEIVING COUNTY FUNDS OR IN CONTRACTUAL AGREEMENT WITH ANY HOWARD COUNTY GOVERNMENT DEPARTMENT OR AGENCY.	BACHELOR'S DEGREE	10 YEARS	CERTIFIED INSPECTOR GENERAL, OR OBTAIN WITHIN ONE YEAR OF THE APPOINTMENT, CERTIFICATION AS A CERTIFIED INSPECTOR GENERAL.	E
1218	DEPUTY INSPECTOR GENERAL	PERFORMS ADVANCED AND HIGHLY RESPONSIBLE PROFESSIONAL LEVEL WORK UNDER THE DIRECTION OF THE INSPECTOR GENERAL. WORK INCLUDES CONDUCTING INVESTIGATION INTO FRAUD, WASTE, AND ABUSE CONCERNS COVERING HOWARD COUNTY GOVERNMENT, EXTERNAL ENTITIES AND INDIVIDUALS RECEIVING COUNTY FUNDS OR IN CONTRACTUAL AGREEMENT WITH ANY HOWARD COUNTY GOVERNMENT DEPARTMENT OR AGENCY.	BACHELOR'S DEGREE	8 YEARS	N/A	E
1217	DIRECTOR OF FINANCE	Performs executive level administrative financial work under executive direction. Work includes directing the general operation of the Department of Finance; advising and providing information to the County Executive, the County Council, department heads, and others on fiscal and revenue matters; and performing other administrative duties. Work also includes collection of all revenues; custody, safekeeping and investing all funds, and disbursement of County funds under applicable accounting standards.	Bachelor's Degree	10 Years	Certified Public Accountant	E