

Table B-1: Compensation Data - All Responding Agencies

| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|---------------------------------------|------------------------|----------|-----------|--------|----------------------|-----------------|-----------------|
| Virginia | NCC | | | | | | | |
| West Virginia | NCC | | | | | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Assistant Public Defender II | 5 | | | | 171 | \$57,070 | \$96,351 |
| Maryland Class Number | 5431 | | \$55,388 | \$88,927 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | Attorney | | \$77,860 | \$119,615 | | | | |
| Delaware | Assistant Public Defender II SMV | | \$64,310 | \$103,610 | 4 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | Assistant Deputy Public Defender 2 | | \$66,586 | \$95,023 | 93 | | | |
| Ohio | Assistant Public Defender II | | \$37,211 | \$82,680 | | | | |
| Pennsylvania | NCC | | | | | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Hearing & Legal Services Officer II | | \$39,384 | \$80,829 | 74 | | | |
| West Virginia | NCC | | | | | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Collection Agent II | 3 | | | | 108 | \$44,000 | \$68,834 |
| Maryland Class Number | 5452 | | \$29,607 | \$46,490 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Tax Auditor II | | \$42,801 | \$64,201 | 12 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | Revenue Coll Spec | | \$49,376 | \$81,782 | 0 | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Revenue Enforcement Collections Agent | | \$39,824 | \$60,519 | 96 | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | NCC | | | | | | | |

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|-----------------------|--|------------------------|-----------|-----------|--------|----------------------|-----------------|------------------|
| Federal Mid-Atlantic | Account Tech/Lead Acct Tech/ Account Maintenance Clerk | | \$20,401 | \$41,262 | | | | |
| Maryland Class Name | Human Resources Director/ Administrative Program Manager IV | 9 | | | | 26 | \$69,043 | \$110,771 |
| Maryland Class Number | 5475 | | \$59,107 | \$94,909 | | | | |
| Anne Arundel | Personnel Officer | | \$84,691 | \$134,316 | 1 | | | |
| Baltimore County | Personnel Analyst IV | | \$60,223 | \$93,825 | 6 | | | |
| Baltimore City | EXECUTIVE LEVEL I | | \$52,000 | \$93,600 | 1 | | | |
| Washington, DC | Director of Personnel | | \$109,590 | \$164,129 | | | | |
| Delaware | NCC | | | | | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | Manager III | | \$60,680 | \$110,910 | 7 | | | |
| North Carolina | Personnel Director III | | \$59,613 | \$99,923 | | | | |
| New Jersey | Manager 4 Human Resources | | \$83,208 | \$116,475 | 3 | | | |
| Ohio | | | | | | | | |
| Pennsylvania | Human Resource Director 4 | | \$67,580 | \$102,729 | 6 | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | Administrative Services Manager 4 | | \$43,800 | \$81,036 | 2 | | | |
| Federal Mid-Atlantic | Supervisory Personnel Management Specialist GS00201-14 (no pay data) | | | | | | | |
| Maryland Class Name | Program Manager IV | 9 | | | | 47 | \$63,730 | \$106,643 |
| Maryland Class Number | 5479 | | \$59,107 | \$94,909 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Chief Enforcement Officer | | \$52,433 | \$78,649 | 4 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | Engineering Manager I | | \$72,717 | \$117,312 | 4 | | | |
| Montgomery County | Manager II | | \$70,632 | \$128,222 | 4 | | | |
| North Carolina | Program Manager IV | | \$54,538 | \$91,042 | | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | Environmental Administrator | | \$67,995 | \$89,190 | | | | |
| Pennsylvania | Regional Environmental Field Operations Director | | \$77,125 | \$117,223 | 6 | | | |
| PG County | Environmental Sanitarian V | | \$57,235 | \$100,887 | 4 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Environmental Manager III | | \$67,218 | \$137,952 | 16 | | | |

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| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|--|------------------------|-----------|-----------|--------|----------------------|-----------------|------------------|
| West Virginia | Environmental Resources Program Administrator | | \$53,676 | \$99,312 | 9 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Director, Application Systems Management, Department of Budget & Management (DBM) (Program Manager Senior I) | 8 | | | | 174 | \$71,601 | \$108,773 |
| Maryland Class Number | 5482 | | \$63,087 | \$101,301 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | PC Network Support Manager | | \$60,223 | \$93,825 | 0 | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Strategic Information Systems Manager | | \$60,035 | \$90,053 | 16 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | Director, Department of Technology & Communications | | \$89,232 | \$143,957 | 1 | | | |
| Montgomery County | Manager II | | \$70,632 | \$128,222 | 4 | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | Deputy Chief Technology Officer, NJ Office of Information Technology | | \$117,703 | \$117,703 | 1 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Information Technology Manager 1 | | \$67,580 | \$102,729 | 53 | | | |
| PG County | Administrative Specialist I | | \$57,235 | \$100,887 | 84 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | Information Systems Manager 3 | | \$50,172 | \$92,808 | 15 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Chief Information Officer (Program Manager Senior II) | 7 | | | | 170 | \$69,083 | \$108,945 |
| Maryland Class Number | 5483 | | \$67,345 | \$108,134 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | Chief Technology Officer | | \$118,651 | \$179,096 | | | | |
| Delaware | Information Systems Manager | | \$68,732 | \$103,098 | 9 | | | |
| Harford County | Chief, Information Systems Division | | \$63,482 | \$95,992 | 1 | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | Manager 1 Information Processing | | \$68,456 | \$95,846 | 60 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | NCC | | | | | | | |
| PG County | Admin. Specialist I | | \$57,235 | \$100,887 | 84 | | | |

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| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|---|------------------------|-----------|-----------|--------|----------------------|------------------|------------------|
| Queen Anne's County | Information Systems Manager | | \$56,852 | \$94,887 | 1 | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | Information Systems Manager 3 | | \$50,172 | \$92,808 | 15 | | | |
| Federal Mid-Atlantic | Supervisory IT Specialist GS-2210-14 (no pay data) | | | | | | | |
| Maryland Class Name | Chief Information Officer (Program Manager Senior IV) | 9 | | | | 56 | \$102,638 | \$135,461 |
| Maryland Class Number | 5485 | | \$76,699 | \$123,277 | | | | |
| Anne Arundel | Information Technology Manager (Appointed - handles IT for 5,000 employees) | | \$84,691 | \$134,316 | 1 | | | |
| Baltimore County | Director of Information Technology | | \$158,718 | \$158,718 | 1 | | | |
| Baltimore City | EXECUTIVE LEVEL III | | \$104,000 | \$166,500 | 1 | | | |
| Washington, DC | Chief Technology Officer | | \$118,651 | \$179,096 | | | | |
| Delaware | Information Systems Manager II | | \$78,696 | \$118,044 | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | Chief Information Officer | | \$179,000 | no range | 1 | | | |
| North Carolina | Information Technology Executive (no pay data) | | | | | | | |
| New Jersey | Manager 3 Information Processing | | \$83,208 | \$116,475 | 6 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | NCC | | | | | | | |
| PG County | Admin. Specialist II | | \$63,102 | \$111,228 | 37 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | Information Systems Manager 4 | | \$53,676 | \$99,312 | 8 | | | |
| Federal Mid-Atlantic | Supervisory IT Specialist GS-2210-14 (no pay data) | | | | | | | |
| Maryland Class Name | Principal Counsel | 13 | | | | 310 | \$73,411 | \$119,617 |
| Maryland Class Number | 5626 | | \$71,902 | \$115,442 | | | | |
| Anne Arundel | Senior Assistant County Attorney | | \$69,509 | \$112,014 | 5 | | | |
| Baltimore County | NCC | | | | | | | |
| Baltimore City | ASSISTANT STATE'S ATTORNEY | | \$50,800 | \$88,500 | 159 | | | |
| Washington, DC | General Counsel | | \$128,750 | \$193,125 | | | | |
| Delaware | Deputy Attorney General V SMV | | \$93,309 | \$155,515 | 73 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | Senior Attorney | | \$72,717 | \$117,312 | 6 | | | |
| Montgomery County | Manager I | | \$80,722 | \$143,461 | 1 | | | |
| North Carolina | Attorney IV | | \$78,603 | \$132,704 | | | | |
| New Jersey | Regulatory Officer 1 | | \$75,473 | \$105,673 | 4 | | | |
| Ohio | Attorney IV | | \$56,139 | \$73,528 | | | | |
| Pennsylvania | Attorney 5 Office of General Counsel | | \$77,125 | \$112,157 | 22 | | | |
| PG County | Attorney III | | \$69,571 | \$122,629 | 7 | | | |
| Queen Anne's County | NCC | | | | | | | |

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|-----------------------|---|------------------------|-----------|-----------|--------|----------------------|-----------------|-----------------|
| Virginia | Hearing & Legal Services Officer III | | \$51,452 | \$105,594 | 24 | | | |
| West Virginia | Attorney Supervisor | | \$50,172 | \$92,808 | 9 | | | |
| Federal Mid-Atlantic | Supervisory Attorney | | \$110,363 | \$143,471 | | | | |
| Maryland Class Name | Vocational Rehabilitation Specialist III | 8 | | | | 1484 | \$38,185 | \$61,621 |
| Maryland Class Number | 5630 | | \$33,444 | \$52,886 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Vocational Rehabilitation Counselor II | | \$37,386 | \$56,078 | 18 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | Rehab Program Specialist I | | \$40,082 | \$65,978 | | | | |
| New Jersey | Vocational Rehabilitation Counselor 2 | | \$48,298 | \$68,514 | 96 | | | |
| Ohio | Vocational Rehabilitation Assistant Counselor 2/3/4 | | \$35,339 | \$43,555 | | | | |
| Pennsylvania | Vocational Rehab Counselor | | \$39,824 | \$60,519 | 368 | | | |
| PG County | Community Developer III | | \$47,151 | \$86,051 | 38 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Counselor II | | \$30,146 | \$61,872 | 931 | | | |
| West Virginia | Rehabilitation Counselor, Senior | | \$27,252 | \$50,400 | 33 | | | |
| Federal Mid-Atlantic | Vocational Rehab Specialist | | \$56,824 | \$56,824 | | | | |
| Maryland Class Name | Maryland State Police Lieutenant | 11 | | | | 785 | \$67,314 | \$98,077 |
| Maryland Class Number | 5906 | | \$62,111 | \$100,904 | | | | |
| Anne Arundel | Police Lieutenant | | \$60,865 | \$90,336 | 32 | | | |
| Baltimore County | Captain | | \$75,318 | \$96,769 | 23 | | | |
| Baltimore City | POLICE LIEUTENANT | | \$63,458 | \$83,555 | 103 | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | data to be provided by Delaware State Police | | | | | | | |
| Harford County | Captain | | \$77,210 | \$110,074 | 10 | | | |
| Howard County | Police Captain | | \$78,770 | \$107,349 | 5 | | | |
| Montgomery County | Police Lt. | | \$71,492 | \$107,684 | 33 | | | |
| North Carolina | Highway Patrol Lt | | \$41,808 | \$69,098 | | | | |
| New Jersey | Lieutenant | | \$87,617 | \$114,480 | 209 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | State Police Lieutenant | | \$75,507 | \$96,642 | 116 | | | |
| PG County | Police Lieutenant | | \$56,956 | \$97,271 | 70 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Law Enforcement Manager II | | \$51,452 | \$105,594 | 184 | | | |
| West Virginia | NCC | | | | | | | |

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| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|--|------------------------|-----------|-----------|--------|----------------------|-----------------|------------------|
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Maryland State Police Sergeant | 11 | | | | 2153 | \$59,334 | \$88,714 |
| Maryland Class Number | 5908 | | \$49,350 | \$81,247 | | | | |
| Anne Arundel | Police Sergeant | | \$55,346 | \$85,000 | 75 | | | |
| Baltimore County | Lieutenant | | \$64,838 | \$83,007 | 77 | | | |
| Baltimore City | POLICE SERGEANT | | \$55,827 | \$73,502 | 337 | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | data to be provided by Delaware State Police | | | | | | | |
| Harford County | Lieutenant | | \$68,162 | \$100,110 | 20 | | | |
| Howard County | Police Lieutenant | | \$65,957 | \$89,918 | 22 | | | |
| Montgomery County | Police Sgt. | | \$57,515 | \$93,108 | | | | |
| North Carolina | Highway Patrol Sgt | | \$40,082 | \$65,978 | 217 | | | |
| New Jersey | Sergeant/ Sergeant First Class | | \$72,446 | \$102,540 | 839 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | State Police Sergeant | | \$69,268 | \$88,672 | 237 | | | |
| PG County | Police Sergeant | | \$51,778 | \$88,428 | 145 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Law Enforcement Manager II | | \$51,452 | \$105,594 | 184 | | | |
| West Virginia | NCC | | | | | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Forensic Sciences Director - Maryland State Police | 8 | | | | 5 | \$71,819 | \$111,518 |
| Maryland Class Number | 5910 | | \$71,902 | \$115,442 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Forensic Services Manager | | \$63,892 | \$99,539 | 1 | | | |
| Baltimore City | POLICE COMMAND STAFF I | | \$72,800 | \$98,900 | 1 | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | data to be provided by Delaware State Police | | | | | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | Director, NC Justice Academy | | \$59,613 | \$99,923 | | | | |
| New Jersey | Forensic Laboratory Director | | \$112,882 | \$112,882 | 1 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Director Scientific Services Division Psp | | \$67,580 | \$102,729 | 1 | | | |
| PG County | Laboratory Manager | | \$63,102 | \$111,228 | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Forensic Science Manager II | | \$87,812 | \$180,221 | | | | |
| West Virginia | Director, State Police Crime Laboratory | | \$46,872 | \$86,724 | 1 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Maryland State Police Trooper | 9 | | | | 7958 | \$42,496 | \$68,181 |

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| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|--|------------------------|----------|----------|--------|----------------------|-----------------|-----------------|
| Maryland Class Number | 5912 | | \$40,185 | \$65,776 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Police Officer | | \$45,783 | \$57,529 | 171 | | | |
| Baltimore City | POLICE OFFICER | | \$39,103 | \$63,359 | 2269 | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | data to be provided by Delaware State Police | | | | | | | |
| Harford County | NCC | | | | | | | |
| Howard County | Police Officer | | \$43,742 | \$72,925 | 25 | | | |
| Montgomery County | Police Officer I | | \$45,165 | \$73,118 | | | | |
| North Carolina | Highway Patrol Trooper | | \$30,472 | \$48,152 | | | | |
| New Jersey | Trooper/ Trooper 2 | | \$55,335 | \$84,456 | 1235 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | State Police Trooper | | \$48,780 | \$77,176 | 3093 | | | |
| PG County | Police Officer First Class | | \$43,941 | \$75,043 | 94 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Law Enforcement Officer II | | \$30,146 | \$61,872 | 1071 | | | |
| West Virginia | NCC | | | | | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Maryland State Police Trooper First Class | 8 | | | | 4494 | \$48,298 | \$72,131 |
| Maryland Class Number | 5913 | | \$42,936 | \$70,597 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Police Officer First Class | | \$49,327 | \$62,255 | 1242 | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | data to be provided by Delaware State Police | | | | | | | |
| Harford County | NCC | | | | | | | |
| Howard County | Police Officer First Class | | \$50,211 | \$75,275 | 201 | | | |
| Montgomery County | Police Officer II | | \$47,424 | \$76,773 | | | | |
| North Carolina | Highway Patrol Trooper Sr | | \$31,699 | \$50,357 | | | | |
| New Jersey | Trooper 1 | | \$66,660 | \$88,401 | 477 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | State Police Corporal | | \$63,844 | \$81,724 | 779 | | | |
| PG County | Police Corporal | | \$47,071 | \$80,388 | 724 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Law Enforcement Officer II | | \$30,146 | \$61,872 | 1071 | | | |
| West Virginia | NCC | | | | | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Engineer Senior | 14 | | | | 217 | \$53,242 | \$82,434 |
| Maryland Class Number | 6332 | | \$42,867 | \$68,626 | | | | |
| Anne Arundel | Engineer III | | \$51,684 | \$83,287 | 31 | | | |

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|-----------------------|---|------------------------|----------|-----------|--------|----------------------|-----------------|-----------------|
| Baltimore County | Engineer II | | \$46,684 | \$58,032 | 5 | | | |
| Baltimore City | ENGINEER III | | \$50,800 | \$61,800 | 28 | | | |
| Washington, DC | Civil Engineer | | \$62,502 | \$92,786 | | | | |
| Delaware | Engineer II SMV | | \$52,012 | \$76,893 | 36 | | | |
| Harford County | Civil Engineer III | | \$54,912 | \$83,034 | 12 | | | |
| Howard County | Engineering Specialist II | | \$59,238 | \$95,555 | 11 | | | |
| Montgomery County | Senior Engineer | | \$59,490 | \$98,860 | 12 | | | |
| North Carolina | Facility Structural Engineer III (licO | | \$54,538 | \$91,042 | 2 | | | |
| New Jersey | Project Engineer Construction | | \$63,576 | \$90,667 | 33 | | | |
| Ohio | | | | | | | | |
| Pennsylvania | Senior Civil Engineer General | | \$45,438 | \$69,027 | 23 | | | |
| PG County | Engineer III | | \$54,510 | \$96,083 | 21 | | | |
| Queen Anne's County | Civil Engineer III | | \$51,765 | \$86,260 | 2 | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | Engineer 1 | | \$38,244 | \$70,752 | 1 | | | |
| Federal Mid-Atlantic | Civil Engineer GS-0810-12 | | \$66,767 | \$86,801 | | | | |
| Maryland Class Name | Budget Analyst III Operating | 9 | | | | 61 | \$50,523 | \$82,649 |
| Maryland Class Number | 6791 | | \$45,650 | \$73,259 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Budget Analyst III | | \$63,892 | \$99,539 | 5 | | | |
| Baltimore City | BUDGET MANAGEMENT ANALYST III | | \$52,800 | \$64,600 | 2 | | | |
| Washington, DC | | | | | | | | |
| Delaware | Senior Fiscal & Policy Analyst | | \$60,035 | \$90,053 | 2 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | Sr. Mgt. & Budget Spec. | | \$54,490 | \$98,860 | 10 | | | |
| North Carolina | Budget Analyst III | | \$49,837 | \$83,013 | 3 | | | |
| New Jersey | Program Analyst 3 Budget and Accounting | | \$46,160 | \$65,410 | 2 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | NCC | | | | | | | |
| PG County | Budget Management Analyst III | | \$44,846 | \$79,048 | 10 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Financial Services Specialist III | | \$51,452 | \$105,594 | 27 | | | |
| West Virginia | Budget Analyst 3 | | \$31,200 | \$57,720 | 0 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Budget Analyst III Capital Programs | 11 | | | | 51 | \$56,805 | \$90,217 |
| Maryland Class Number | 6792 | | \$45,650 | \$73,259 | | | | |
| Anne Arundel | Budget & Management Analyst III | | \$59,937 | \$96,591 | 2 | | | |
| Baltimore County | Budget Analyst III | | \$63,892 | \$99,539 | 5 | | | |
| Baltimore City | BUDGET MANAGEMENT ANALYST IV | | \$58,400 | \$71,200 | 2 | | | |

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| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|---|------------------------|----------|-----------|--------|----------------------|-----------------|------------------|
| Washington, DC | NCC | | | | | | | |
| Delaware | Assistant Chief of Fiscal & Policy Analysis | | \$64,235 | \$96,353 | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | Sr. Mgt. & Budget Spec. | | \$54,490 | \$98,860 | 6 | | | |
| North Carolina | Budget Analyst III | | \$49,837 | \$83,013 | 3 | | | |
| New Jersey | Program Analyst 3 Budget and Accounting | | \$46,160 | \$65,410 | 2 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Director Bur Budget And Analysis | | \$88,020 | \$117,223 | 1 | | | |
| PG County | Budget Management Analyst V | | \$57,235 | \$100,887 | 2 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Financial Services Specialist III | | \$51,452 | \$105,594 | 27 | | | |
| West Virginia | Budget Analyst 3 | | \$31,200 | \$57,720 | 0 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Department of Transportation Heavy Equipment Maintenance Technician III | 13 | | | | 2958 | \$33,181 | \$50,856 |
| Maryland Class Number | 7126 | | \$31,461 | \$49,571 | | | | |
| Anne Arundel | Automotive Mechanic III | | \$35,818 | \$48,152 | 15 | | | |
| Baltimore County | Heavy Equipment Mechanic II | | \$37,066 | \$46,925 | 43 | | | |
| Baltimore City | HEAVY EQUIPMENT OPERATOR II | | \$31,454 | \$35,350 | 60 | | | |
| Washington, DC | Engineering Equipment Operator | | \$39,218 | \$59,690 | | | | |
| Delaware | Equipment Mechanic IV | | \$28,522 | \$42,784 | 35 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | Motor Equipment Mechanic II | | \$40,102 | \$59,592 | 24 | | | |
| Montgomery County | Senior Mechanic Tech. | | \$42,966 | \$70,986 | 0 | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | Mechanical Equipment Specialist | | \$38,151 | \$53,801 | 23 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Diesel Mechanic | | \$27,306 | \$40,724 | 411 | | | |
| PG County | Heavy Equipment Mechanic III | | \$33,509 | \$61,598 | 10 | | | |
| Queen Anne's County | Mechanic II | | \$28,750 | \$47,332 | 3 | | | |
| Virginia | Equipment Service Repair Tech II | | \$30,146 | \$61,872 | 1721 | | | |
| West Virginia | Transportation Worker 3 | | \$18,346 | \$32,324 | 613 | | | |
| Federal Mid-Atlantic | Surface Maintenance Mechanic | | \$46,820 | \$54,662 | | | | |
| Maryland Class Name | Executive Director, Commission on Human Relations (CHR) | 7 | | | | 7 | \$78,276 | \$104,584 |
| Maryland Class Number | 7226 | | \$84,471 | \$112,745 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC | | | | | | | |
| Baltimore City | EXECUTIVE LEVEL II | | \$72,800 | \$124,800 | 1 | | | |

Table B-1: Compensation Data - All Responding Agencies

| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|--|------------------------|-----------|-----------|--------|----------------------|----------|----------|
| Washington, DC | NCC | | | | | | | |
| Delaware | Director of Human Relations | | \$72,150 | \$72,150 | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | Human Services Manager II | | \$72,717 | \$117,312 | 1 | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | Director , Division on Civil Rights, under Dept of Law & Public Safety | | \$117,672 | \$117,672 | 1 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Director Human Relations Commission | | \$88,020 | \$122,524 | 1 | | | |
| PG County | Executive Director, Human Relations Commission | | \$69,571 | \$122,629 | 1 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | Executive Director, Human Rights Commission | | \$55,000 | \$55,000 | 1 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Department of Transportation Police Officer I | 1 | | | | 349 | \$29,879 | \$55,466 |
| Maryland Class Number | 7479 | | \$40,185 | \$65,776 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC - only have one Police Department | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | NCC | | | | | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | Law Enforcemnt Officer | | \$29,879 | \$55,466 | 349 | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | NCC | | | | | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | NCC | | | | | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Department of Transportation Police Officer II | 1 | | | | 349 | \$29,879 | \$55,466 |
| Maryland Class Number | 7480 | | \$42,936 | \$70,597 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC - only have one Police Department | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |

Table B-1: Compensation Data - All Responding Agencies

| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|--|------------------------|----------|----------|--------|----------------------|-----------------|-----------------|
| Delaware | NCC | | | | | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | Law Enforcemnt Officer | | \$29,879 | \$55,466 | 349 | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | NCC | | | | | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | NCC | | | | | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Department of Transportation Police Sergeant | 1 | | | | 349 | \$29,879 | \$55,466 |
| Maryland Class Number | 7482 | | \$49,350 | \$81,247 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC - only have one Police Department | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | NCC | | | | | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | Law Enforcemnt Officer | | \$29,879 | \$55,466 | 349 | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | NCC | | | | | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | NCC | | | | | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Department of Transportation Police Lieutenant | 1 | | | | 145 | \$41,550 | \$77,353 |
| Maryland Class Number | 7483 | | \$58,022 | \$94,224 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC - only have one Police Department | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | NCC | | | | | | | |
| Harford County | NCC | | | | | | | |

Table B-1: Compensation Data - All Responding Agencies

| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|--|------------------------|-----------|-----------|--------|----------------------|------------------|------------------|
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | Law Enforcement Supervisor | | \$41,550 | \$77,353 | 145 | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | NCC | | | | | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | NCC | | | | | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Secretary, Department of Agriculture | 4 | | | | 3 | \$112,479 | \$112,479 |
| Maryland Class Number | 7507 | | \$105,094 | \$140,460 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Secretary, Department of Agriculture | | \$115,550 | \$115,550 | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | Commissioner of Agriculture (no pay data) | | | | | | | |
| New Jersey | Secretary of Agriculture | | \$141,000 | \$141,000 | | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Department Head | | \$118,366 | \$118,366 | 1 | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | Agriculture Commissioner | | \$75,000 | \$75,000 | 1 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Secretary, Department of Health & Mental Hygiene | 5 | | | | 5 | \$124,394 | \$136,894 |
| Maryland Class Number | 7517 | | \$121,740 | \$162,825 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Health Officer | | \$148,402 | \$148,402 | 1 | | | |
| Baltimore City | EXECUTIVE LEVEL III | | \$104,000 | \$166,500 | 1 | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Secretary , Department Health & Social Services | | \$143,050 | \$143,050 | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |

Table B-1: Compensation Data - All Responding Agencies

| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|--|------------------------|-----------|-----------|--------|----------------------|------------------|------------------|
| North Carolina | Secretary of Health & Human Services (no pay data) | | | | | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Department Head | | \$131,517 | \$131,517 | 1 | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | Secretary, Department of Health and Human Resources | | \$95,000 | \$95,000 | 1 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Secretary, Department of Human Resources | 5 | | | | 5 | \$120,189 | \$131,134 |
| Maryland Class Number | 7555 | | \$113,094 | \$151,210 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Director of Social Services | | \$131,303 | \$131,303 | 1 | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Secretary, Department Health & Social Services | | \$143,050 | \$143,050 | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | Director Department of Citizen Services | | \$89,232 | \$143,957 | 1 | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | Secretary, Department of Human Resources (no pay data) | | | | | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Department Head | | \$142,358 | \$142,358 | 1 | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | Secretary, Department of Health and Human Resources | | \$95,000 | \$95,000 | 1 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Secretary, Department of Public Safety & Correctional Services | 5 | | | | 9 | \$118,878 | \$133,810 |
| Maryland Class Number | 7595 | | \$121,740 | \$162,825 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Director, Department of Corrections | | \$141,130 | \$141,130 | 1 | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Secretary, Safety & Homeland Security | | \$128,850 | \$128,850 | 1 | | | |
| Harford County | NCC | | | | | | | |

Table B-1: Compensation Data - All Responding Agencies

| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|---|------------------------|-----------|-----------|--------|----------------------|----------|-----------|
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | Secretary - Corrections (no pay data) | | | | | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Department Head | | \$131,517 | \$131,517 | 1 | | | |
| PG County | Deputy Chief Admin. Officer | | \$97,892 | \$172,551 | 5 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | Secretary, Department of Military Affairs and Public Safety | | \$95,000 | \$95,000 | 1 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Director, Division of Parole & Probation, Department of Public Safety & Correctional Services (DPSCS) | 6 | | | | 11 | \$81,736 | \$114,489 |
| Maryland Class Number | 7604 | | \$90,823 | \$121,282 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Bureau Chief Community Corrections | | \$106,350 | \$106,350 | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | Chief of Adult Parole Authority | | \$67,995 | \$89,190 | | | | |
| Pennsylvania | Executive Deputy Secretary Corrections | | \$124,226 | \$124,226 | 1 | | | |
| PG County | Correctional Administrator | | \$63,102 | \$111,228 | 6 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Security Manager V | | \$87,812 | \$180,221 | 2 | | | |
| West Virginia | Corrections Program Manager 3 | | \$40,932 | \$75,720 | 1 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Deputy Secretary For Operations, Department of Public Safety & Correctional Services (DPSCS) | 5 | | | | 22 | \$96,132 | \$137,571 |
| Maryland Class Number | 7614 | | \$97,683 | \$130,501 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Deputy Administrator of Corrections | | \$71,908 | \$112,032 | 1 | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Commissioner of Corrections | | \$143,050 | \$143,050 | 1 | | | |

Table B-1: Compensation Data - All Responding Agencies

| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|---|------------------------|-----------|-----------|--------|----------------------|------------------|------------------|
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | NCC | | | | | | | |
| PG County | Deputy Chief Admin. Officer | | \$97,892 | \$172,551 | 5 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | General Administrative Manager IV | | \$87,812 | \$180,221 | 14 | | | |
| West Virginia | Commissioner, Division of Corrections | | \$80,000 | \$80,000 | 1 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Secretary, Department of the Environment | 5 | | | | 9 | \$121,308 | \$136,239 |
| Maryland Class Number | 7830 | | \$113,094 | \$151,210 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Director of Environmental Protection & Resource Management | | \$141,129 | \$141,129 | 1 | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | NCC | | | | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | Secretary - NC Dept Environment & Natural Resources (no pay data) | | | | | | | |
| New Jersey | Commissioner of Dept of Environmental Protection | | \$141,000 | \$141,000 | | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Department Head | | \$131,517 | \$131,517 | 1 | | | |
| PG County | Deputy Chief Admin. Officer | | \$97,892 | \$172,551 | 5 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | Secretary, Department of Environmental Protection | | \$95,000 | \$95,000 | 1 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Department of Transportation Facility Maintenance Technician I | 10 | | | | 3914 | \$23,985 | \$35,131 |
| Maryland Class Number | 7887 | | \$22,007 | \$34,035 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Public Works Technician I | | \$26,374 | \$32,427 | 23 | | | |
| Baltimore City | NCC | | \$25,584 | \$26,437 | 764 | | | |
| Washington, DC | NCC | | | | | | | |

Table B-1: Compensation Data - All Responding Agencies

| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|---|------------------------|----------|----------|--------|----------------------|-----------------|-----------------|
| Delaware | Equipment Operator I | | \$20,334 | \$30,500 | 45 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | Equipment Operator I | | \$32,999 | \$53,617 | 112 | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | Maintenance Worker 2 Transportation | | \$24,721 | \$34,355 | 23 | | | |
| Ohio | Maintenance Repair Worker I/Highway Maintenance Worker II/Bridge Worker I | | \$28,849 | \$36,899 | | | | |
| Pennsylvania | Transportation Equipment Operator A | | \$24,235 | \$35,638 | 1357 | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | Equipment Operator I | | \$25,019 | \$41,071 | 20 | | | |
| Virginia | Transportation Operator I | | \$14,780 | \$30,335 | 87 | | | |
| West Virginia | Transportation Worker 2 | | \$16,952 | \$30,036 | 1483 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Department of Transportation Facility Maintenance Technician III | 10 | | | | 7016 | \$27,009 | \$39,736 |
| Maryland Class Number | 7889 | | \$27,876 | \$43,647 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Public Works Technician III | | \$32,427 | \$40,560 | 92 | | | |
| Baltimore City | NCC | | \$25,584 | \$26,437 | 764 | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Equipment Operator III | | \$26,654 | \$39,980 | 165 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | Equipment Operator II | | \$34,376 | \$56,165 | 20 | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | Maintenance Worker 1 Transportation | | \$26,913 | \$37,502 | 262 | | | |
| Ohio | Maintenance Repair Worker III/Highway Maintenance Worker III/Bridge Worker II | | \$32,344 | \$39,956 | | | | |
| Pennsylvania | Transportation Equipment Operator B | | \$27,306 | \$40,724 | 2593 | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | Equipment Operator II | | \$26,829 | \$44,086 | 12 | | | |
| Virginia | Transportation Operator II | | \$19,310 | \$39,629 | 2495 | | | |
| West Virginia | Transportation Worker 3 | | \$18,346 | \$32,324 | 613 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Department of Transportation Motor Vehicle Branch, Branch Manager II | 4 | | | | 54 | \$44,395 | \$67,638 |
| Maryland Class Number | 8015 | | \$48,664 | \$78,130 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC | | | | | | | |

Table B-1: Compensation Data - All Responding Agencies

| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|--|------------------------|----------|----------|--------|----------------------|----------|----------|
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Motor Vehicle Lane Manager | | \$42,801 | \$64,201 | 3 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | Manager 3 Div of Motor Vehicles | | \$62,091 | \$86,926 | 1 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Motor Vehicle Program Supervisor 3 | | \$45,438 | \$69,027 | 13 | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | Transportation Services Manager 1 | | \$27,252 | \$50,400 | 37 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Department of Transportation Airport Management Officer II | 2 | | | | 4 | \$43,481 | \$69,345 |
| Maryland Class Number | 8431 | | \$45,650 | \$73,259 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | NCC | | | | | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Aviation Specialist | | \$39,824 | \$60,519 | 3 | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | Airport Manager | | \$47,138 | \$78,170 | 1 | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | NCC | | | | | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Department of Transportation Environmental Analyst I | 7 | | | | 613 | \$34,174 | \$54,687 |
| Maryland Class Number | 8433 | | \$33,444 | \$56,438 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Natural Resources Specialist I | | \$38,889 | \$48,851 | 3 | | | |
| Baltimore City | NCC | | | | | | | |

Table B-1: Compensation Data - All Responding Agencies

| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|---|------------------------|----------|----------|--------|----------------------|-----------------|-----------------|
| Washington, DC | NCC | | | | | | | |
| Delaware | Planner I | | \$32,652 | \$48,978 | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | Natural Resource Engineer I | | \$43,742 | \$64,022 | | | | |
| Pennsylvania | Environmental Planner 1 | | \$34,875 | \$53,008 | 2 | | | |
| PG County | Planner I | | \$33,465 | \$58,987 | 0 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Environmental Specialist I | | \$30,146 | \$61,872 | 607 | | | |
| West Virginia | Environmental Resources Specialist 1 | | \$25,452 | \$47,088 | 0 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Department of Transportation Environmental Analyst IV | 10 | | | | 825 | \$49,836 | \$79,688 |
| Maryland Class Number | 8436 | | \$45,650 | \$73,259 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Natural Resource Specialist III | | \$53,509 | \$83,362 | 7 | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Planner III | | \$42,801 | \$64,201 | 14 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | Engineering Specialist II | | \$59,238 | \$95,555 | 4 | | | |
| Montgomery County | Sr. Planning Spec. | | \$54,192 | \$89,898 | 26 | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | Section Chief | | \$66,586 | \$95,023 | 39 | | | |
| Ohio | Natural Resource Engineer III | | \$56,139 | \$73,528 | | | | |
| Pennsylvania | Environmental Planning Supervisor | | \$45,438 | \$69,027 | 6 | | | |
| PG County | Planner IV | | \$51,915 | \$91,508 | 4 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Environmental Specialist II | | \$39,384 | \$80,829 | 666 | | | |
| West Virginia | Environmental Resources Specialist 3 | | \$29,160 | \$53,952 | 59 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Department of Transportation, Transportation Engineer I | 12 | | | | 1365 | \$40,398 | \$63,130 |
| Maryland Class Number | 8439 | | \$33,444 | \$56,438 | | | | |
| Anne Arundel | Engineer I | | \$44,566 | \$71,816 | 2 | | | |
| Baltimore County | Engineer I | | \$38,889 | \$48,851 | 0 | | | |
| Baltimore City | Engineer I | | \$37,700 | \$46,100 | 6 | | | |

Table B-1: Compensation Data - All Responding Agencies

| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|--|------------------------|----------|-----------|--------|----------------------|-----------------|------------------|
| Washington, DC | NCC | | | | | | | |
| Delaware | Engineer I SMV | | \$45,521 | \$67,156 | 11 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | Engineer I | | \$41,036 | \$67,725 | 0 | | | |
| North Carolina | Transportation Engineer I | | \$41,808 | \$69,098 | 384 | | | |
| New Jersey | Assitant Engineer Transportation | | \$42,181 | \$59,647 | 54 | | | |
| Ohio | Transportation Engineer Intern | | \$39,956 | \$52,811 | | | | |
| Pennsylvania | Civil Engineer Transportation | | \$39,824 | \$60,519 | 164 | | | |
| PG County | Engineer I | | \$42,710 | \$75,284 | 7 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Architecture/Engineer I | | \$39,384 | \$80,829 | 714 | | | |
| West Virginia | Highway Engineer Trainee | | \$31,200 | \$57,720 | 23 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Department of Transportation, Transportation Engineering Technician IV | 11 | | | | 1482 | \$42,613 | \$64,652 |
| Maryland Class Number | 8449 | | \$33,444 | \$56,438 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Engineering Associate III | | \$42,786 | \$53,406 | 23 | | | |
| Baltimore City | Engineer SUPERVISOR | | \$58,400 | \$71,200 | 14 | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Engineering/Planning/Survey Technician IV | | \$49,129 | \$56,078 | 52 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | Engineering Support Technician III | | \$48,277 | \$77,834 | 2 | | | |
| Montgomery County | Senior Engineer Technician | | \$47,132 | \$78,002 | 3 | | | |
| North Carolina | Transportation Engineer Tech II | | \$27,310 | \$42,432 | | | | |
| New Jersey | Engineering Technician 1 | | \$46,160 | \$65,410 | 29 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Senior Civil Engineer Supervisor Transportation | | \$45,438 | \$69,027 | 204 | | | |
| PG County | Engineering Technician IV | | \$42,767 | \$78,194 | 6 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Engineer Technician III | | \$30,146 | \$61,872 | 1002 | | | |
| West Virginia | Transportation Engineering Technician, Senior | | \$31,200 | \$57,720 | 147 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Secretary, Department of Veterans Affairs (DVA) | 4 | | | | 4 | \$91,824 | \$109,051 |
| Maryland Class Number | 9242 | | \$78,588 | \$104,843 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |

Table B-1: Compensation Data - All Responding Agencies

| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|---|------------------------|-----------|-----------|--------|----------------------|------------------|------------------|
| Delaware | NCC | | | | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | Deputy Commissioner of Veterans Affairs, in dept of Military and Veterans Affairs | | \$123,318 | \$123,318 | 1 | | | |
| Ohio | Veterans Home Superintendent | | \$60,611 | \$129,521 | | | | |
| Pennsylvania | Department Head | | \$118,366 | \$118,366 | 1 | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | Director, Division of Veterans Affairs | | \$65,000 | \$65,000 | 1 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Deputy Secretary for Administration, Department of Juvenile Services (DJS) | 3 | | | | 16 | \$103,252 | \$134,055 |
| Maryland Class Number | 9405 | | \$97,683 | \$130,501 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Director, Management Services, Services for Children, Youth, & Families | | \$101,650 | \$101,650 | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Deputy Secretary Children Youth & Family Services | | \$120,294 | \$120,294 | 1 | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | General Administrative Manager IV | | \$87,812 | \$180,221 | 14 | | | |
| West Virginia | NCC | | | | | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Deputy Secretary for Operations, Department of Juvenile Services (DJS) | 4 | | | | 17 | \$89,371 | \$121,099 |
| Maryland Class Number | 9405.5 | | \$97,683 | \$130,501 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC | | | | | | | |

Table B-1: Compensation Data - All Responding Agencies

| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|---|------------------------|-----------|-----------|--------|----------------------|-----------------|------------------|
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Director, Youth Rehabilitation Services | | \$101,650 | \$101,650 | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Delinquency Services Director Dpw | | \$88,020 | \$122,524 | 1 | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | General Administrative Manager IV | | \$87,812 | \$180,221 | 14 | | | |
| West Virginia | Director, Division of Juvenile Services | | \$80,000 | \$80,000 | 1 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Chief Administrative Law Judge, Office of Administrative Hearings (OAH) | 3 | | | | 3 | \$86,395 | \$111,104 |
| Maryland Class Number | 9420 | | \$90,823 | \$121,282 | | | | |
| Anne Arundel | Administrative Hearing Officer | | \$84,691 | \$134,316 | 1 | | | |
| Baltimore County | NCC | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Chief of Driver Services | | \$49,005 | \$73,507 | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | Director and Chief Administrative Law Judge | | \$125,490 | \$125,490 | 1 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | NCC | | | | | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | NCC | | | | | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Assistant Secretary for Real Estate, Department of General Services (DGS) | 6 | | | | 17 | \$80,507 | \$114,136 |
| Maryland Class Number | 9605 | | \$78,588 | \$104,843 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Chief of Real Estate | | \$67,782 | \$105,602 | 1 | | | |

Table B-1: Compensation Data - All Responding Agencies

| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|--|------------------------|-----------|-----------|--------|----------------------|----------|-----------|
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | NCC | | | | | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | Director, Division of Property Management and Construction, within the NJ Dept of the Treasury | | \$117,133 | \$117,133 | 1 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Real Estate Director | | \$67,580 | \$102,729 | 1 | | | |
| PG County | Deputy Chief Admin. Officer | | \$97,892 | \$172,551 | 5 | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Land Acquisition & Property Mgmt Manager II | | \$51,452 | \$105,594 | 8 | | | |
| West Virginia | Director, Real Estate Division | | \$81,204 | \$81,204 | 1 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Assistant Secretary for Unemployment Insurance Programs, Department of Labor, Licensing & Regulations (DLLR) | 4 | | | | 257 | \$78,922 | \$101,245 |
| Maryland Class Number | 9606 | | \$84,471 | \$112,745 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | NCC | | | | | | | |
| Baltimore City | NCC | | | | | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Director , Division of Unemployment and Insurance | | \$95,750 | \$95,750 | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | NCC | | | | | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | Director, Unemployment Insurance Services, part of NJ Dept of Labor and Workforce Development | | \$100,908 | \$100,908 | 1 | | | |
| Ohio | | | | | | | | |
| Pennsylvania | Director Bur Unemployment Comp Benefits Alw | | \$67,580 | \$102,729 | 1 | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | Program Admin Manager III | | \$51,452 | \$105,594 | 254 | | | |
| West Virginia | NCC | | | | | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | Executive Director, Office of Personnel Services & Benefits, Department of Budget & Management | 7 | | | | 20 | \$97,545 | \$133,179 |

Table B-1: Compensation Data - All Responding Agencies

| Organization | Name | # of Agencies w/ Match | Min | Max | No Pos | Total # of Positions | Avg Min | Avg Max |
|-----------------------|--|------------------------|-----------|-----------|--------|----------------------|------------------|------------------|
| Maryland Class Number | 9608 | | \$97,683 | \$130,501 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Director of Human Resources | | \$130,389 | \$130,389 | 1 | | | |
| Baltimore City | EXECUTIVE LEVEL III | | \$104,000 | \$166,500 | 1 | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Director of Human Resource Management | | \$90,094 | \$135,142 | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | Human Resources Administrator | | \$80,517 | \$130,000 | 1 | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | NCC | | | | | | | |
| New Jersey | NCC | | | | | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Deputy Secretary Human Resources Management | | \$120,001 | \$120,001 | 1 | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | General Administrative Manager IV | | \$87,812 | \$180,221 | 14 | | | |
| West Virginia | Director, Division of Personnel | | \$70,000 | \$70,000 | 1 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |
| Maryland Class Name | State Chief Information Officer (CIO) | 7 | | | | 7 | \$121,418 | \$136,718 |
| Maryland Class Number | 9609 | | \$105,094 | \$140,460 | | | | |
| Anne Arundel | NCC | | | | | | | |
| Baltimore County | Director of Information Technology | | \$158,718 | \$158,718 | 1 | | | |
| Baltimore City | EXECUTIVE LEVEL III | | \$104,000 | \$166,500 | 1 | | | |
| Washington, DC | NCC | | | | | | | |
| Delaware | Chief Information Officer | | \$155,450 | \$155,450 | 1 | | | |
| Harford County | NCC | | | | | | | |
| Howard County | Public Information Administrator | | \$72,717 | \$117,312 | 1 | | | |
| Montgomery County | NCC | | | | | | | |
| North Carolina | State Chief Information Officer (no pay data) | | | | | | | |
| New Jersey | Chief Technology Officer, Heads the Office of Information Technology | | \$123,000 | \$123,000 | 1 | | | |
| Ohio | NCC | | | | | | | |
| Pennsylvania | Deputy Secretary Information Technology | | \$126,045 | \$126,045 | 1 | | | |
| PG County | NCC | | | | | | | |
| Queen Anne's County | NCC | | | | | | | |
| Virginia | NCC | | | | | | | |
| West Virginia | Chief Technology Officer | | \$109,999 | \$109,999 | 1 | | | |
| Federal Mid-Atlantic | NCC | | | | | | | |

Appendix C – Total Compensation Data

Table C-1: Total Cost of Employment Analysis

| | Maryland Minimum (Year 1) | Average Minimum All Comps | Variance from Minimum All Comps | Maryland Maximum | Average Maximum All Comps | Variance from Maximum All Comps | Baltimore County | | Harford County | | Howard County | | Montgomery County | | Prince George's County | | Delaware | | North Carolina | | Pennsylvania | | West Virginia | |
|--|---------------------------|---------------------------|---------------------------------|------------------|---------------------------|---------------------------------|------------------|----------|----------------|----------|---------------|-----------|-------------------|-----------|------------------------|-----------|----------|----------|----------------|----------|--------------|-----------|---------------|----------|
| | | | | | | | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max |
| I. Annualized Cost - Wages Only | | | | | | | | | | | | | | | | | | | | | | | | |
| 418 - Electrician (A) | \$26,257 | \$32,473 | -19.1% | \$40,996 | \$50,632 | -19.0% | \$37,066 | \$46,925 | \$39,811 | \$60,195 | \$40,102 | \$59,592 | \$39,188 | \$64,624 | \$27,568 | \$50,968 | | | \$29,349 | \$46,134 | \$27,306 | \$40,724 | \$19,392 | \$35,892 |
| 1376 - Office Services Clerk (B) | \$24,744 | \$25,246 | -2.0% | \$38,516 | \$41,132 | -6.4% | | | | | | | \$34,376 | \$56,165 | \$28,908 | \$50,955 | \$24,910 | \$37,366 | | | \$24,235 | \$35,638 | \$13,800 | \$25,536 |
| 4081 - Correctional Officer II (H) | \$33,444 | \$34,396 | -2.8% | \$52,886 | \$55,232 | -4.2% | \$38,889 | \$48,851 | \$41,662 | \$66,872 | \$34,798 | \$54,392 | \$40,732 | \$61,557 | \$40,676 | \$71,699 | \$31,454 | \$52,423 | \$27,310 | \$42,432 | \$32,777 | \$62,968 | \$21,264 | \$35,892 |
| 4216 - Community Health Nurse II (E) | \$40,268 | \$41,216 | -2.3% | \$64,282 | \$66,932 | -4.0% | \$48,851 | \$60,996 | | | | | \$49,376 | \$81,782 | \$40,731 | \$74,580 | \$42,305 | \$70,508 | \$35,651 | \$57,678 | \$45,438 | \$69,027 | \$26,160 | \$53,952 |
| 4413 - Computer Network Specialist II (G) | \$42,867 | \$41,502 | 3.3% | \$68,626 | \$66,947 | 2.5% | \$42,786 | \$53,406 | | | | | \$56,789 | \$94,270 | \$41,029 | \$79,687 | \$37,386 | \$56,078 | | | \$39,824 | \$60,519 | \$31,200 | \$57,720 |
| 5479 - Program Manager IV (M) | \$59,107 | \$62,622 | -5.6% | \$94,909 | \$104,664 | -9.3% | | | | | \$72,717 | \$117,312 | \$70,632 | \$128,222 | \$57,235 | \$100,887 | \$52,433 | \$78,649 | \$54,538 | \$91,042 | \$77,125 | \$117,223 | \$53,676 | \$99,312 |
| 5913 - Maryland State Patrol Trooper, First Class (I) (class code / job title / bargaining unit) | \$42,936 | \$48,263 | -11.0% | \$70,597 | \$71,129 | -0.7% | \$49,327 | \$62,255 | | | \$50,211 | \$75,275 | \$47,424 | \$76,773 | \$47,071 | \$80,388 | | | \$31,699 | \$50,357 | \$63,844 | \$81,724 | | |
| Average Variance | \$38,518 | \$40,817 | -5.65% | \$61,545 | \$65,238 | -5.9% | | | | | | | | | | | | | | | | | | |
| II. Annualized Total Cost of Compensation | | | | | | | | | | | | | | | | | | | | | | | | |
| Productive Work Hours Calculation | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Work Hours | 2,080 | 2,038 | 2.1% | 2,080 | 2,038 | 2.1% | 2,080 | 2,080 | 2,080 | 2,080 | 2,080 | 2,080 | 2,080 | 2,080 | 2,080 | 2,080 | 1,953 | 1,953 | 2,080 | 2,080 | 1,953 | 1,953 | 1,953 | 1,953 |
| Paid Holidays Hours | 96 | 88 | 9.6% | 96 | 88 | 9.6% | 80 | 80 | 80 | 80 | 96 | 96 | 72 | 72 | 88 | 88 | 105 | 105 | 80 | 80 | 83 | 83 | 105 | 105 |
| Paid Vacation Hours | 80 | 99 | -19.2% | 200 | 191 | 5.0% | 96 | 200 | 96 | 192 | 104 | 168 | 120 | 208 | 104 | 208 | 113 | 158 | 94 | 206 | 53 | 195 | 113 | 180 |
| Paid Personal Leave Hours | 48 | 40 | 20.0% | 48 | 40 | 20.0% | 48 | 48 | 64 | 64 | 48 | 48 | 24 | 24 | 24 | 24 | | | | | 32 | 32 | | |
| Paid Sick Hours | 120 | 112 | 7.0% | 120 | 112 | 7.0% | 120 | 120 | 120 | 120 | 96 | 96 | 116 | 116 | 116 | 116 | 113 | 113 | 96 | 96 | 98 | 98 | 135 | 135 |
| Total Paid Leave | 344 | 325 | 5.7% | 464 | 417 | 11.3% | 344 | 448 | 360 | 456 | 344 | 408 | 332 | 420 | 332 | 436 | 330 | 375 | 270 | 382 | 265 | 407 | 353 | 420 |
| Total Productive Hours | 1,832 | 1,739 | 5.4% | 1,712 | 1,647 | 3.9% | 1,784 | 1,680 | 1,784 | 1,688 | 1,784 | 1,720 | 1,772 | 1,684 | 1,772 | 1,668 | 1,623 | 1,578 | 1,810 | 1,698 | 1,721 | 1,578 | 1,601 | 1,533 |
| Value of All Paid Leave | | | | | | | | | | | | | | | | | | | | | | | | |
| 418 - Electrician (A) | \$4,343 | \$5,164 | -15.9% | \$9,145 | \$10,425 | -12.3% | \$6,130 | \$10,107 | \$6,890 | \$13,197 | \$6,632 | \$11,689 | \$6,255 | \$13,049 | \$4,400 | \$10,684 | | | \$3,810 | \$8,473 | \$3,698 | \$8,487 | \$3,500 | \$7,719 |
| 1376 - Office Services Clerk (B) | \$4,092 | \$4,017 | 1.9% | \$8,592 | \$8,423 | 2.0% | | | | | | | \$5,487 | \$11,341 | \$4,614 | \$10,681 | \$4,209 | \$7,175 | | | \$3,282 | \$7,427 | \$2,491 | \$5,492 |
| 4081 - Correctional Officer II (H) | \$5,531 | \$5,503 | 0.5% | \$11,798 | \$11,334 | 4.1% | \$6,432 | \$10,522 | \$7,211 | \$14,660 | \$5,755 | \$10,669 | \$6,501 | \$12,430 | \$6,493 | \$15,029 | \$5,315 | \$10,066 | \$3,545 | \$7,793 | \$4,439 | \$13,122 | \$3,838 | \$7,719 |
| 4216 - Community Health Nurse II (E) | \$6,660 | \$6,445 | 3.3% | \$14,340 | \$13,629 | 5.2% | \$8,079 | \$13,138 | | | | | \$7,881 | \$16,514 | \$6,501 | \$15,633 | \$7,148 | \$13,538 | \$4,628 | \$10,593 | \$6,154 | \$14,385 | \$4,722 | \$11,603 |
| 4413 - Computer Network Specialist II (G) | \$7,090 | \$6,672 | 6.3% | \$15,309 | \$13,839 | 10.6% | \$7,076 | \$11,503 | | | | | \$9,064 | \$19,035 | \$6,549 | \$16,704 | \$6,317 | \$10,768 | | | \$5,393 | \$12,612 | \$5,631 | \$12,413 |
| 5479 - Program Manager IV (M) | \$9,775 | \$9,787 | -0.1% | \$21,172 | \$21,094 | 0.4% | | | | | \$12,026 | \$23,011 | \$11,274 | \$25,891 | \$9,136 | \$21,147 | \$8,860 | \$15,102 | \$7,079 | \$16,720 | \$10,445 | \$24,429 | \$9,688 | \$21,357 |
| 5913 - Maryland State Patrol Trooper, First Class (I) (class code / job title / bargaining unit) | \$7,101 | \$7,384 | -3.8% | \$15,749 | \$14,468 | 8.9% | \$8,158 | \$13,409 | | | \$8,304 | \$14,765 | \$7,570 | \$15,502 | \$7,513 | \$16,851 | | | \$4,115 | \$9,248 | \$8,647 | \$17,031 | | |
| Average Variance | \$6,370 | \$6,425 | -1.1% | \$13,729 | \$13,316 | 2.7% | | | | | | | | | | | | | | | | | | |
| Employer Medical Contributions (Medical + Dental + Prescription + Vision For Primary Carrier) | | | | | | | | | | | | | | | | | | | | | | | | |
| Annual contribution - Employee Only | \$6,071 | \$5,192 | 16.9% | \$6,071 | \$5,192 | 16.9% | \$5,466 | \$5,466 | \$4,784 | \$4,784 | \$4,938 | \$4,938 | \$5,168 | \$5,168 | \$4,623 | \$4,623 | \$5,246 | \$5,246 | \$3,854 | \$3,854 | \$8,580 | \$8,580 | \$4,068 | \$4,068 |
| Annual Contribution - Family | \$14,464 | \$12,043 | 20.1% | \$14,464 | \$12,043 | 20.1% | \$16,615 | \$16,615 | \$14,130 | \$14,130 | \$13,233 | \$13,233 | \$14,868 | \$14,868 | \$13,845 | \$13,845 | \$13,568 | \$13,568 | \$5,762 | \$5,762 | \$8,580 | \$8,580 | \$7,788 | \$7,788 |
| Other Employer Pension Contribution (State, County, City; 401a, etc) | | | | | | | | | | | | | | | | | | | | | | | | |
| Monthly % of Gross Salary Contributed | 8.86% | 6.91% | 28.2% | 8.86% | 6.91% | 28.2% | 4.20% | 4.20% | 6.00% | 6.00% | 12.80% | 12.80% | 6.00% | 6.00% | 5.27% | 5.27% | 7.07% | 7.07% | 7.14% | 7.14% | 3.23% | 3.23% | 10.50% | 10.50% |
| Legally Required Employer Pension Contribution | | | | | | | | | | | | | | | | | | | | | | | | |
| FICA | 6.20% | 6.20% | 0.0% | 6.20% | 6.20% | 0.0% | 6.20% | 6.20% | 6.20% | 6.20% | 6.20% | 6.20% | 6.20% | 6.20% | 6.20% | 6.20% | 6.20% | 6.20% | 6.20% | 6.20% | 6.20% | 6.20% | 6.20% | 6.20% |
| Medicare | 1.45% | 1.45% | 0.0% | 1.45% | 1.45% | 0.0% | 1.45% | 1.45% | 1.45% | 1.45% | 1.45% | 1.45% | 1.45% | 1.45% | 1.45% | 1.45% | 1.45% | 1.45% | 1.45% | 1.45% | 1.45% | 1.45% | 1.45% | 1.45% |

Table C-1: Total Cost of Employment Analysis

| | Maryland Minimum (Year 1) | Average Minimum All Comps | Variance from Minimum All Comps | Maryland Maximum | Average Maximum All Comps | Variance from Maximum All Comps | Baltimore County | | Harford County | | Howard County | | Montgomery County | | Prince George's County | | Delaware | | North Carolina | | Pennsylvania | | West Virginia | |
|---|---------------------------|---------------------------|---------------------------------|------------------|---------------------------|---------------------------------|------------------|----------|----------------|----------|---------------|----------|-------------------|-----------|------------------------|----------|----------|----------|----------------|----------|--------------|----------|---------------|----------|
| | | | | | | | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max |
| Cost Attributed to Pay For Productive Work Hours | | | | | | | | | | | | | | | | | | | | | | | | |
| 418 - Electrician (A) | \$23,126 | \$27,836 | -16.9% | \$33,743 | \$40,995 | -17.7% | \$31,791 | \$37,901 | \$34,146 | \$48,851 | \$34,395 | \$49,278 | \$33,385 | \$52,321 | \$23,486 | \$40,872 | | | \$25,539 | \$37,661 | \$24,055 | \$32,904 | \$15,892 | \$28,173 |
| 1376 - Office Services Clerk (B) | \$21,794 | \$21,455 | 1.6% | \$31,702 | \$33,073 | -4.1% | | | | | | | \$29,286 | \$45,472 | \$24,627 | \$40,862 | \$20,701 | \$30,191 | | | \$21,350 | \$28,795 | \$11,309 | \$20,044 |
| 4081 - Correctional Officer II (H) | \$29,456 | \$29,388 | 0.2% | \$43,529 | \$44,676 | -2.6% | \$33,355 | \$39,457 | \$35,733 | \$54,269 | \$29,846 | \$44,978 | \$34,701 | \$49,837 | \$34,653 | \$57,497 | \$26,139 | \$42,357 | \$23,765 | \$34,639 | \$28,875 | \$50,877 | \$17,426 | \$28,173 |
| 4216 - Community Health Nurse II (E) | \$35,467 | \$35,187 | 0.8% | \$52,909 | \$53,923 | -1.9% | \$41,899 | \$49,266 | | | | | \$42,065 | \$66,212 | \$34,700 | \$59,807 | \$35,157 | \$56,970 | \$31,023 | \$47,085 | \$40,029 | \$55,773 | \$21,438 | \$42,349 |
| 4413 - Computer Network Specialist II (G) | \$37,756 | \$35,292 | 7.0% | \$56,484 | \$53,813 | 5.0% | \$36,697 | \$43,136 | | | | | \$48,380 | \$76,322 | \$34,954 | \$63,903 | \$31,069 | \$45,310 | | | \$35,083 | \$48,899 | \$25,569 | \$45,307 |
| 5479 - Program Manager IV (M) | \$52,060 | \$53,466 | -2.6% | \$78,117 | \$84,609 | -7.7% | | | | | \$62,369 | \$97,008 | \$60,173 | \$103,811 | \$48,760 | \$80,904 | \$43,573 | \$63,547 | \$47,459 | \$74,322 | \$67,943 | \$94,715 | \$43,988 | \$77,955 |
| 5913 - Maryland State Patrol Trooper, First Class (I) | \$37,817 | \$41,617 | -9.1% | \$58,107 | \$57,715 | 0.7% | \$42,307 | \$50,283 | | | \$43,066 | \$62,247 | \$40,402 | \$62,157 | \$40,101 | \$64,465 | | | \$27,584 | \$41,109 | \$56,244 | \$66,032 | | |
| (class code / job title / bargaining unit) | | | | | | | | | | | | | | | | | | | | | | | | |
| Average Variance | \$33,925 | \$34,892 | -2.7% | \$50,656 | \$52,686 | -4.0% | | | | | | | | | | | | | | | | | | |
| Cost Attributed To Pay for Holidays | | | | | | | | | | | | | | | | | | | | | | | | |
| 418 - Electrician (A) | \$1,212 | \$1,332 | -9.0% | \$1,892 | \$2,086 | -9.3% | \$1,426 | \$1,805 | \$1,531 | \$2,315 | \$1,851 | \$2,750 | \$1,357 | \$2,237 | \$1,166 | \$2,156 | | | \$1,129 | \$1,774 | \$1,153 | \$1,720 | \$1,043 | \$1,930 |
| 1376 - Office Services Clerk (B) | \$1,142 | \$1,104 | 3.5% | \$1,778 | \$1,797 | -1.1% | | | | | | | \$1,190 | \$1,944 | \$1,223 | \$2,156 | \$1,339 | \$2,009 | | | \$1,024 | \$1,505 | \$742 | \$1,373 |
| 4081 - Correctional Officer II (H) | \$1,544 | \$1,456 | 6.0% | \$2,441 | \$2,352 | 3.8% | \$1,496 | \$1,879 | \$1,602 | \$2,572 | \$1,606 | \$2,510 | \$1,410 | \$2,131 | \$1,721 | \$3,033 | \$1,691 | \$2,818 | \$1,050 | \$1,632 | \$1,385 | \$2,660 | \$1,143 | \$1,930 |
| 4216 - Community Health Nurse II (E) | \$1,859 | \$1,755 | 5.9% | \$2,967 | \$2,880 | 3.0% | \$1,879 | \$2,346 | | | | | \$1,709 | \$2,831 | \$1,723 | \$3,155 | \$2,274 | \$3,791 | \$1,371 | \$2,218 | \$1,919 | \$2,916 | \$1,406 | \$2,901 |
| 4413 - Computer Network Specialist II (G) | \$1,978 | \$1,786 | 10.8% | \$3,167 | \$2,894 | 9.4% | \$1,646 | \$2,054 | | | | | \$1,966 | \$3,263 | \$1,736 | \$3,371 | \$2,010 | \$3,015 | | | \$1,682 | \$2,556 | \$1,677 | \$3,103 |
| 5479 - Program Manager IV (M) | \$2,728 | \$2,755 | -1.0% | \$4,380 | \$4,592 | -4.6% | | | | | \$3,356 | \$5,414 | \$2,445 | \$4,438 | \$2,421 | \$4,268 | \$2,819 | \$4,228 | \$2,098 | \$3,502 | \$3,258 | \$4,952 | \$2,886 | \$5,339 |
| 5913 - Maryland State Patrol Trooper, First Class (I) | \$1,982 | \$1,961 | 1.1% | \$3,258 | \$2,886 | 12.9% | \$1,897 | \$2,394 | | | \$2,317 | \$3,474 | \$1,642 | \$2,658 | \$1,991 | \$3,401 | | | \$1,219 | \$1,937 | \$2,697 | \$3,452 | | |
| (class code / job title / bargaining unit) | | | | | | | | | | | | | | | | | | | | | | | | |
| Average Variance | \$1,778 | \$1,735 | 2.5% | \$2,841 | \$2,784 | 2.0% | | | | | | | | | | | | | | | | | | |
| Cost Attributed to Pay for Vacation Days | | | | | | | | | | | | | | | | | | | | | | | | |
| 418 - Electrician (A) | \$1,010 | \$1,546 | -34.7% | \$3,942 | \$4,798 | -17.8% | \$1,711 | \$4,512 | \$1,837 | \$5,556 | \$2,005 | \$4,813 | \$2,261 | \$6,462 | \$1,378 | \$5,097 | | | \$1,326 | \$4,569 | \$734 | \$4,066 | \$1,117 | \$3,308 |
| 1376 - Office Services Clerk (B) | \$952 | \$1,262 | -24.6% | \$3,703 | \$3,927 | -5.7% | | | | | | | \$1,983 | \$5,617 | \$1,445 | \$5,096 | \$1,435 | \$3,013 | | | \$651 | \$3,558 | \$795 | \$2,354 |
| 4081 - Correctional Officer II (H) | \$1,286 | \$1,666 | -22.8% | \$5,085 | \$5,179 | -1.8% | \$1,795 | \$4,697 | \$1,923 | \$6,173 | \$1,740 | \$4,393 | \$2,350 | \$6,156 | \$2,034 | \$7,170 | \$1,812 | \$4,228 | \$1,234 | \$4,202 | \$881 | \$6,287 | \$1,225 | \$3,308 |
| 4216 - Community Health Nurse II (E) | \$1,549 | \$1,988 | -22.1% | \$6,181 | \$6,395 | -3.3% | \$2,255 | \$5,865 | | | | | \$2,849 | \$8,178 | \$2,037 | \$7,458 | \$2,437 | \$5,686 | \$1,611 | \$5,712 | \$1,221 | \$6,892 | \$1,507 | \$4,973 |
| 4413 - Computer Network Specialist II (G) | \$1,649 | \$2,054 | -19.7% | \$6,599 | \$6,403 | 3.1% | \$1,975 | \$5,135 | | | | | \$3,276 | \$9,427 | \$2,051 | \$7,969 | \$2,154 | \$4,522 | | | \$1,071 | \$6,043 | \$1,797 | \$5,320 |
| 5479 - Program Manager IV (M) | \$2,273 | \$3,032 | -25.0% | \$9,126 | \$9,800 | -6.9% | | | | | \$3,636 | \$9,475 | \$4,075 | \$12,822 | \$2,862 | \$10,089 | \$3,020 | \$6,343 | \$2,465 | \$9,017 | \$2,073 | \$11,704 | \$3,092 | \$9,153 |
| 5913 - Maryland State Patrol Trooper, First Class (I) | \$1,651 | \$2,171 | -23.9% | \$6,788 | \$6,822 | -0.5% | \$2,277 | \$5,986 | | | \$2,511 | \$6,080 | \$2,736 | \$7,677 | \$2,354 | \$8,039 | | | \$1,433 | \$4,987 | \$1,716 | \$8,160 | | |
| (class code / job title / bargaining unit) | | | | | | | | | | | | | | | | | | | | | | | | |
| Average Variance | \$1,481 | \$1,960 | -24.7% | \$5,918 | \$6,189 | -4.7% | | | | | | | | | | | | | | | | | | |
| Cost Attributed to Pay for Personal Leave Days | | | | | | | | | | | | | | | | | | | | | | | | |
| 418 - Electrician (A) | \$606 | \$704 | -13.9% | \$946 | \$1,052 | -10.1% | \$855 | \$1,083 | \$1,225 | \$1,852 | \$925 | \$1,375 | \$452 | \$746 | \$318 | \$588 | | | | | \$447 | \$667 | | |
| 1376 - Office Services Clerk (B) | \$571 | \$376 | 52.0% | \$889 | \$607 | 46.5% | | | | | | | \$397 | \$648 | \$334 | \$588 | | | | | \$397 | \$584 | | |
| 4081 - Correctional Officer II (H) | \$772 | \$743 | 3.9% | \$1,220 | \$1,168 | 4.5% | \$897 | \$1,127 | \$1,282 | \$2,058 | \$803 | \$1,255 | \$470 | \$710 | \$469 | \$827 | | | | | \$537 | \$1,032 | | |
| 4216 - Community Health Nurse II (E) | \$929 | \$728 | 27.7% | \$1,483 | \$1,086 | 36.6% | \$1,127 | \$1,408 | | | | | \$570 | \$944 | \$470 | \$861 | | | | | \$745 | \$1,131 | | |
| 4413 - Computer Network Specialist II (G) | \$989 | \$692 | 42.9% | \$1,584 | \$1,058 | 49.7% | \$987 | \$1,232 | | | | | \$655 | \$1,088 | \$473 | \$919 | | | | | \$653 | \$992 | | |
| 5479 - Program Manager IV (M) | \$1,364 | \$1,104 | 23.5% | \$2,190 | \$1,818 | 20.5% | | | | | \$1,678 | \$2,707 | \$815 | \$1,479 | \$660 | \$1,164 | | | | | \$1,264 | \$1,921 | | |
| 5913 - Maryland State Patrol Trooper, First Class (I) | \$991 | \$887 | 11.7% | \$1,629 | \$1,265 | 28.8% | \$1,138 | \$1,437 | | | \$1,159 | \$1,737 | \$547 | \$886 | \$543 | \$928 | | | | | \$1,046 | \$1,339 | | |
| (class code / job title / bargaining unit) | | | | | | | | | | | | | | | | | | | | | | | | |
| Average Variance | \$889 | \$748 | 21.1% | \$1,420 | \$1,150 | 25.2% | | | | | | | | | | | | | | | | | | |

Table C-1: Total Cost of Employment Analysis

| | Maryland Minimum (Year 1) | Average Minimum All Comps | Variance from Minimum All Comps | Maryland Maximum | Average Maximum All Comps | Variance from Maximum All Comps | Baltimore County | | Harford County | | Howard County | | Montgomery County | | Prince George's County | | Delaware | | North Carolina | | Pennsylvania | | West Virginia | |
|--|---------------------------|---------------------------|---------------------------------|------------------|---------------------------|---------------------------------|------------------|----------|----------------|----------|---------------|-----------|-------------------|-----------|------------------------|-----------|----------|-----------|----------------|-----------|--------------|-----------|---------------|-----------|
| | | | | | | | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max |
| Cost Attributed to Pay For Sick Days | | | | | | | | | | | | | | | | | | | | | | | | |
| 418 - Electrician (A) | \$1,515 | \$1,758 | -13.9% | \$2,365 | \$2,753 | -14.1% | \$2,138 | \$2,707 | \$2,297 | \$3,473 | \$1,851 | \$2,750 | \$2,185 | \$3,604 | \$1,537 | \$2,842 | | | \$1,355 | \$2,129 | \$1,363 | \$2,033 | \$1,340 | \$2,481 |
| 1376 - Office Services Clerk (B) | \$1,428 | \$1,426 | 0.1% | \$2,222 | \$2,334 | -4.8% | | | | | | | \$1,917 | \$3,132 | \$1,612 | \$2,842 | \$1,435 | \$2,152 | | | \$1,210 | \$1,779 | \$954 | \$1,765 |
| 4081 - Correctional Officer II (H) | \$1,929 | \$1,886 | 2.3% | \$3,051 | \$3,025 | 0.9% | \$2,244 | \$2,818 | \$2,404 | \$3,858 | \$1,606 | \$2,510 | \$2,272 | \$3,433 | \$2,268 | \$3,999 | \$1,812 | \$3,020 | \$1,260 | \$1,958 | \$1,636 | \$3,144 | \$1,470 | \$2,481 |
| 4216 - Community Health Nurse II (E) | \$2,323 | \$2,286 | 1.6% | \$3,709 | \$3,734 | -0.7% | \$2,818 | \$3,519 | | | | | \$2,754 | \$4,561 | \$2,272 | \$4,159 | \$2,437 | \$4,062 | \$1,645 | \$2,662 | \$2,268 | \$3,446 | \$1,808 | \$3,729 |
| 4413 - Computer Network Specialist II (G) | \$2,473 | \$2,370 | 4.3% | \$3,959 | \$3,837 | 3.2% | \$2,468 | \$3,081 | | | | | \$3,167 | \$5,257 | \$2,288 | \$4,444 | \$2,154 | \$3,230 | | | \$1,988 | \$3,021 | \$2,157 | \$3,990 |
| 5479 - Program Manager IV (M) | \$3,410 | \$3,369 | 1.2% | \$5,476 | \$5,663 | -3.3% | | | | | \$3,356 | \$5,414 | \$3,939 | \$7,151 | \$3,192 | \$5,626 | \$3,020 | \$4,530 | \$2,517 | \$4,202 | \$3,850 | \$5,852 | \$3,710 | \$6,865 |
| 5913 - Maryland State Patrol Trooper, First Class (I) | \$2,477 | \$2,514 | -1.5% | \$4,073 | \$3,706 | 9.9% | \$2,846 | \$3,592 | | | | | \$2,317 | \$3,474 | \$2,645 | \$4,282 | \$2,625 | \$4,483 | \$1,463 | \$2,324 | \$3,187 | \$4,080 | | |
| (class code / job title / bargaining unit) | | | | | | | | | | | | | | | | | | | | | | | | |
| Average Variance | \$2,222 | \$2,230 | -0.8% | \$3,551 | \$3,579 | -1.3% | | | | | | | | | | | | | | | | | | |
| Cost Attributed to Other Employer Pension Contributions | | | | | | | | | | | | | | | | | | | | | | | | |
| 418 - Electrician (A) | \$2,326 | \$2,237 | 4.0% | \$3,632 | \$3,519 | 3.2% | \$1,557 | \$1,971 | \$2,389 | \$3,612 | \$5,133 | \$7,628 | \$2,351 | \$3,877 | \$1,453 | \$2,686 | | | \$2,096 | \$3,294 | \$882 | \$1,315 | \$2,036 | \$3,769 |
| 1376 - Office Services Clerk (B) | \$2,192 | \$1,516 | 44.6% | \$3,413 | \$2,506 | 36.2% | | | | | | | \$2,063 | \$3,370 | \$1,523 | \$2,685 | \$1,761 | \$2,642 | | | \$783 | \$1,151 | \$1,449 | \$2,681 |
| 4081 - Correctional Officer II (H) | \$2,963 | \$2,293 | 29.2% | \$4,686 | \$3,671 | 27.6% | \$1,633 | \$2,052 | \$2,500 | \$4,012 | \$4,454 | \$6,962 | \$2,444 | \$3,693 | \$2,144 | \$3,779 | \$2,224 | \$3,706 | \$1,950 | \$3,030 | \$1,059 | \$2,034 | \$2,233 | \$3,769 |
| 4216 - Community Health Nurse II (E) | \$3,568 | \$2,416 | 47.7% | \$5,695 | \$4,057 | 40.4% | \$2,052 | \$2,562 | | | | | \$2,963 | \$4,907 | \$2,147 | \$3,930 | \$2,991 | \$4,985 | \$2,545 | \$4,118 | \$1,468 | \$2,230 | \$2,747 | \$5,665 |
| 4413 - Computer Network Specialist II (G) | \$3,798 | \$2,429 | 56.4% | \$6,080 | \$4,013 | 51.5% | \$1,797 | \$2,243 | | | | | \$3,407 | \$5,656 | \$2,162 | \$4,200 | \$2,643 | \$3,965 | | | \$1,286 | \$1,955 | \$3,276 | \$6,061 |
| 5479 - Program Manager IV (M) | \$5,237 | \$4,613 | 13.5% | \$8,409 | \$7,757 | 8.4% | | | | | \$9,308 | \$15,016 | \$4,238 | \$7,693 | \$3,016 | \$5,317 | \$3,707 | \$5,560 | \$3,894 | \$6,500 | \$2,491 | \$3,786 | \$5,636 | \$10,428 |
| 5913 - Maryland State Patrol Trooper, First Class (I) | \$3,804 | \$3,025 | 25.8% | \$6,255 | \$4,555 | 37.3% | \$2,072 | \$2,615 | | | | | \$6,427 | \$9,635 | \$2,845 | \$4,606 | \$2,481 | \$4,236 | \$2,263 | \$3,595 | \$2,062 | \$2,640 | | |
| (class code / job title / bargaining unit) | | | | | | | | | | | | | | | | | | | | | | | | |
| Average Variance | \$3,413 | \$2,647 | 31.6% | \$5,453 | \$4,297 | 29.2% | | | | | | | | | | | | | | | | | | |
| Cost Attributed to Mandatory Employer Pension Contributions | | | | | | | | | | | | | | | | | | | | | | | | |
| 418 - Electrician (A) | \$2,009 | \$2,484 | -19.1% | \$3,136 | \$3,873 | -19.0% | \$2,836 | \$3,590 | \$3,046 | \$4,605 | \$3,068 | \$4,559 | \$2,998 | \$4,944 | \$2,109 | \$3,899 | | | \$2,245 | \$3,529 | \$2,089 | \$3,115 | \$1,483 | \$2,746 |
| 1376 - Office Services Clerk (B) | \$1,893 | \$1,931 | -2.0% | \$2,946 | \$3,147 | -6.4% | | | | | | | \$2,630 | \$4,297 | \$2,211 | \$3,898 | \$1,906 | \$2,858 | | | \$1,854 | \$2,726 | \$1,056 | \$1,954 |
| 4081 - Correctional Officer II (H) | \$2,558 | \$2,631 | -2.8% | \$4,046 | \$4,225 | -4.2% | \$2,975 | \$3,737 | \$3,187 | \$5,116 | \$2,662 | \$4,161 | \$3,116 | \$4,709 | \$3,112 | \$5,485 | \$2,406 | \$4,010 | \$2,089 | \$3,246 | \$2,507 | \$4,817 | \$1,627 | \$2,746 |
| 4216 - Community Health Nurse II (E) | \$3,081 | \$3,153 | -2.3% | \$4,918 | \$5,120 | -4.0% | \$3,737 | \$4,666 | | | | | \$3,777 | \$6,256 | \$3,116 | \$5,705 | \$3,236 | \$5,394 | \$2,727 | \$4,412 | \$3,476 | \$5,281 | \$2,001 | \$4,127 |
| 4413 - Computer Network Specialist II (G) | \$3,279 | \$3,175 | 3.3% | \$5,250 | \$5,121 | 2.5% | \$3,273 | \$4,086 | | | | | \$4,344 | \$7,212 | \$3,139 | \$6,096 | \$2,860 | \$4,290 | | | \$3,047 | \$4,630 | \$2,387 | \$4,416 |
| 5479 - Program Manager IV (M) | \$4,522 | \$4,791 | -5.6% | \$7,261 | \$8,007 | -9.3% | | | | | \$5,563 | \$8,974 | \$5,403 | \$9,809 | \$4,378 | \$7,718 | \$4,011 | \$6,017 | \$4,172 | \$6,965 | \$5,900 | \$8,968 | \$4,106 | \$7,597 |
| 5913 - Maryland State Patrol Trooper, First Class (I) | \$3,285 | \$3,692 | -11.0% | \$5,401 | \$5,441 | -0.7% | \$3,774 | \$4,763 | | | | | \$3,841 | \$5,759 | \$3,628 | \$5,873 | \$3,601 | \$6,150 | \$2,425 | \$3,852 | \$4,884 | \$6,252 | | |
| (class code / job title / bargaining unit) | | | | | | | | | | | | | | | | | | | | | | | | |
| Average Variance | \$2,947 | \$3,122 | -5.7% | \$4,708 | \$4,991 | -5.9% | | | | | | | | | | | | | | | | | | |
| Cost Attributed to Medical & Dental Coverage | | | | | | | | | | | | | | | | | | | | | | | | |
| Maximum Family Coverage | \$14,464 | \$12,043 | 20.1% | \$14,464 | \$12,043 | 20.1% | \$16,615 | \$16,615 | \$14,130 | \$14,130 | \$13,233 | \$13,233 | \$14,868 | \$14,868 | \$13,845 | \$13,845 | \$13,568 | \$13,568 | \$5,762 | \$5,762 | \$8,580 | \$8,580 | \$7,788 | \$7,788 |
| III. Total Annualized Cost of Total Compensation | | | | | | | | | | | | | | | | | | | | | | | | |
| 418 - Electrician (A) | \$46,268 | \$49,574 | -6.7% | \$64,121 | \$70,665 | -9.3% | \$58,928 | \$70,183 | \$60,600 | \$84,393 | \$62,461 | \$86,387 | \$59,857 | \$89,058 | \$45,293 | \$71,986 | | | \$39,451 | \$58,719 | \$39,304 | \$54,402 | \$30,700 | \$50,194 |
| 1376 - Office Services Clerk (B) | \$44,436 | \$40,648 | 9.3% | \$61,117 | \$58,878 | 3.8% | | | | | | | \$54,332 | \$79,347 | \$46,821 | \$71,971 | \$42,144 | \$56,434 | | | \$35,849 | \$48,679 | \$24,093 | \$37,959 |
| 4081 - Correctional Officer II (H) | \$54,974 | \$51,859 | 6.0% | \$78,523 | \$75,950 | 3.4% | \$61,009 | \$72,382 | \$62,760 | \$92,187 | \$55,950 | \$80,003 | \$61,629 | \$85,537 | \$60,246 | \$95,635 | \$49,652 | \$73,707 | \$37,111 | \$54,469 | \$45,460 | \$79,431 | \$32,911 | \$50,194 |
| 4216 - Community Health Nurse II (E) | \$63,239 | \$58,776 | 7.6% | \$92,326 | \$88,304 | 4.6% | \$72,382 | \$86,246 | | | | | \$71,553 | \$108,756 | \$60,308 | \$98,921 | \$62,100 | \$94,454 | \$46,685 | \$71,970 | \$59,706 | \$86,248 | \$38,696 | \$71,532 |
| 4413 - Computer Network Specialist II (G) | \$66,387 | \$60,111 | 10.4% | \$97,588 | \$89,330 | 9.2% | \$65,458 | \$77,582 | | | | | \$80,063 | \$123,093 | \$60,648 | \$104,747 | \$56,457 | \$77,900 | | | \$53,389 | \$76,675 | \$44,651 | \$75,984 |
| 5479 - Program Manager IV (M) | \$86,058 | \$83,749 | 2.8% | \$129,423 | \$132,559 | -2.4% | | | | | \$102,499 | \$157,243 | \$95,956 | \$162,071 | \$79,135 | \$128,931 | \$73,719 | \$103,794 | \$68,366 | \$110,269 | \$95,360 | \$140,478 | \$71,206 | \$125,125 |
| 5913 - Maryland State Patrol Trooper, First Class (I) | \$66,471 | \$67,869 | -2.1% | \$99,975 | \$94,329 | 6.0% | \$72,925 | \$87,683 | | | | | \$74,871 | \$105,639 | \$69,312 | \$103,006 | \$67,541 | \$105,547 | \$42,149 | \$63,566 | \$80,416 | \$100,535 | | |
| (class code / job title / bargaining unit) | | | | | | | | | | | | | | | | | | | | | | | | |
| Average Total Variance | \$61,119 | \$58,941 | 3.9% | \$89,011 | \$87,145 | 2.2% | | | | | | | | | | | | | | | | | | |

Appendix D – Benefits Data

Table D-1: Pay Plan Structure and Primary Work Week

| Agency | Salary Plan Structure | | Primary Work Week | |
|------------------------|---|---|----------------------|-------------------|
| | Step Plan | Open Range/Control Point | Management Employees | General Employees |
| City of Baltimore | 3-4 steps depending on union affiliation | | 36.67 | 36.67 |
| Washington, DC | nr | nr | nr | nr |
| Anne Arundel County | | Minimum - Maximum | 40 | 40 |
| Baltimore County | 5-15 steps based on pay schedule with 4.5 to 5% between steps. | | 40 | 40 |
| Harford County | 23 pay grades with 15 steps (including 6 longevity steps) and 3% between steps. | | 40 | 40 |
| Howard County | 17 steps | | 40 | 40 |
| Montgomery County | 14-15 steps based on pay schedule with 3.5% between steps | 90% of the assigned pay range | 40+ | 40 |
| Prince George's County | Some unions have step scales (no details provided) | It is different for each rank. However increases are approximately 3.5% each year for approximately 16 years. | 40 | 40 |
| Queen Anne's County | | Based on pay for performance employees are eligible for increases of 1 to 6% annually. Average is 4%. | 40 | 40 |
| Delaware | | Pay plan has 26 pay grades with minimum, midpoint, and maximum. Midpoint = control point. Minimum is 80% of the midpoint; maximum = 120% of the midpoint. | 37.5 | 37.5 |
| New Jersey | 10 steps with equal dollar amount between steps resulting in varying percentage increases between steps. Starting at Step 1 it takes approximately 10.5 years to reach the maximum. | | 35 | 35 |
| North Carolina | | Based on years of experience - uses minimum, midpoint and maximum. No steps (unable to get detailed information). | 40 | 40 |
| Ohio | nr | nr | nr | nr |
| Pennsylvania | 20 steps | | 37.5 | 37.5 |
| Virginia | nr | nr | nr | nr |
| West Virginia | | Market Rate with Compa-ratio at 63%. | 37.5 | 37.5 |
| Federal Government | 15 grades, 10 steps | | 40 | 40 |
| AVERAGE: | | | 38.8 | 38.9 |
| Maryland | 22 pay grades with each grade consisting of a base step and 20 additional defined steps. Employees are eligible to receive 1 increment step per fiscal year provided that funding has been made available for that purpose and the employees performance meets standards or above under the Performance Planning & Evaluation Program | NOTE: Executive Service Employees (in the EPP Salary Plan) may receive merit bonus pay that will increase annual pay and/or provide for a one time lump sum payment. The specific amounts per positions are at the discretion of the agency head or Governor. In FY 06, 3% of the agency's executive salaries could be used for merit increase pay. To date, for FY 07, no executive merit bonus process has been developed. | 40 | 40 |

nr = no response; na = not applicable

Table D-2: Cost-of-Living Adjustment Dates and Cost-of-Living Adjustment Amount Practices

| Agency | Management Employees | | | | General Employees | | | |
|------------------------|----------------------|--|--------------------|---|--------------------|--|--------------------|---|
| | Last Increase Date | Amount of COLA/General Increase | Next Increase Date | Amount of COLA/General Increase | Last Increase Date | Amount of COLA/General Increase | Next Increase Date | Amount of COLA/General Increase |
| City of Baltimore | 1/1/2007 | 2% | unknown | unknown | 7/1/2007 | 3% | 1/1/2008 | 1% |
| Washington, DC | nr | nr | 2008 | nr | nr | Depends on the applicable labor contract. | 2008 | nr |
| Anne Arundel County | 7/12/2007 | 2% | 1/10/2008 | 1% | 7/7/2007 | 2 to 3% | 1/8/2008 | 1% |
| Baltimore County | 7/1/2007 | 3% | unknown | unknown | 7/1/2007 | 3% | unknown | unknown |
| Harford County | 7/1/2007 | 3% | 7/1/2008 | unknown | 7/1/2007 | 3% | 7/1/2008 | unknown |
| Howard County | 7/1/2007 | 3% | unknown | unknown | 7/1/2007 | 3% | unknown | unknown |
| Montgomery County | 7/8/2007 | 4% | unknown | unknown | 7/8/2007 | 4% | unknown | unknown |
| Prince George's County | 7/1/2007 | 2.5% | unknown | unknown | 7/1/2007 | 2.5% | unknown | unknown |
| Queen Anne's County | 7/1/2007 | \$900.00 or 1.5% whichever is greater | 7/1/2008 | unknown | 7/1/2007 | \$900.00 or 1.5% whichever is greater | 7/1/2008 | unknown |
| Delaware | 7/1/2007 | Flat Rate \$750.00 | 7/1/2008 | General increase determined by legislature. No COLA | 7/1/2007 | Flat Rate \$750.00 | 7/1/2008 | General increase determined by legislature. No COLA |
| New Jersey | 7/1/2007 | 0 - 6% based on performance | 7/1/2008 | 0-6% based on performance | 7/7/2007 | 3.00% | 7/1/2008 | 3% |
| North Carolina | 7/1/2007 | 4.0 to 4.5% | 7/1/2008 | unknown | 7/1/2007 | 4 to 4.5% | 7/1/2008 | unknown |
| Ohio | nr | nr | nr | nr | nr | nr | n | nr |
| Pennsylvania | 1/1/2007 | 3.5% | 7/1/2008 | 3% | 1/1/2007 | 3.5% | 7/1/2008 | 3% |
| Virginia | nr | nr | nr | nr | nr | nr | nr | nr |
| West Virginia | 7/1/2007 | At least \$600.00, no more than \$1200.00. | unknown | unknown | 7/1/2007 | At least \$600.00, no more than \$1200.00. | unknown | unknown |
| Federal Government | 1/1/2007 | 1.7% across the board, plus .5% locality pay increase for 2.2% total increase. | unknown | unknown | 1/1/2007 | 1.7% across the board, plus .5% locality pay increase for 2.2% total increase. | unknown | unknown |
| AVERAGE: | | 2.87% | | | | 2.95% | | |
| Maryland | 7/1/2007 | 2% | unknown | unknown | 7/1/2007 | 2% | unknown | unknown |

(1) For purposes of average COLA for all survey respondents flat dollar amounts are not included and if a percentage range was reported the average of the range was used for averaging purposes.

Table D-3: Shift Differential Pay Practices

| Organization | Shift Differential Pay? | 1st Shift Hours and Pay Differential | | 2nd Shift Hours and Pay Differential | |
|------------------------|-------------------------|---|---|--|---|
| | Yes/No | Hours | Pay Differential/Hour | Hours | Pay Differential/Hour |
| City of Baltimore | Yes | 2:00 pm to 10:00 pm | \$0.35 | 11:00 pm to 7:00 am | \$0.35 |
| Washington, DC | Yes | 6:00 pm to 6:00 am | 10%; Sunday hours at 25% | 6:00 pm to 6:00 am | 10%; Sunday hours at 25% |
| Anne Arundel County | Yes | Varies based on bargaining unit - hours range from 3pm to 9am | Ranges from 3% to 7% or \$.40 to \$1.20 | Varies based on bargaining unit - hours range from 3:00 pm to 9:00 am | Ranges from 3% to 7% or \$.40 to \$1.20 |
| Baltimore County | Yes | Varies based on bargaining unit & length of employment (i.e. Bureau of Corrections receives pay differential if 4 or more hours of work occur between 3:00 pm to 8:00 am) | Employees hired after 1984 receive \$.75 to \$1.10 pay differential (all but one unit receive \$1.10), employees hired before 1984 receive 10% pay differential. | Same as described for 1st Shift. | Same as described for 1st Shift. |
| Harford County | Yes | 7:00 am to 3:00 pm | 5% | 3:00 pm to 11:00 pm | 7% |
| Howard County | Yes | 3:00 pm to 8:59 pm | 5% | 9:00 pm to 4:59 am | 7.5% |
| Montgomery County | Yes | Depends on the group - Police 12:00 pm to 8:00 pm | \$1.24 | Police 8:00 pm to 6:00 am | \$1.65 |
| Prince George's County | Yes | Dependent on union affiliation - does not know shift hours | "Not sure, possibly \$1.00 to \$3.00" | Dependent on union affiliation - does not know shift hours | "Not sure, possibly \$1.00 to \$3.00" |
| Queen Anne's County | Yes | 3:00 pm to 11:00 pm | \$0.30 | 11:00 pm to 7:00 am | \$0.60 |
| Delaware | Yes | Eligibility is based on at least 4 or more hours of work between 6:00 pm and 8:00 am | 5% of employee's pay grade midpoint | Same as 1st shift except for nursing staff (nursing staff - 11:00 pm to 7:00 am) | 10% of midpoint for nurses |
| New Jersey | Yes | Known as afternoon / evening (does not know specific hours) | \$0.25 | known as night or midnight (does not know specific hours) | \$0.25 |
| North Carolina | Yes | 4:00 pm to 12:00 am (referred to as 2nd shift) | 10% | 12:00 am to 8:00 am (referred to as 3rd shift) | 10% |
| Ohio | nr | nr | nr | nr | nr |
| Pennsylvania | Yes | 3:00 pm to 11:00 pm | \$1.00 | 11:00 pm to 7:00 am | \$1.00 |
| Virginia | nr | nr | nr | nr | nr |
| West Virginia | Yes | 3:00 pm to 11:00 pm | \$1.00 | 11:00 pm to 7:00 am | \$1.00 |
| Federal Government | Yes | 3:00 pm to 12:00 am | 7.50% | 11:00 pm to 8:00 am | 10% |
| Maryland | Yes | Starts at or after 2:00 pm and at or before 1:00 am | Grades 1-17: \$0.625 cents/hr; RN's in State institutions through Grade 17 (except at Clifton T. Perkins): \$1.25/hour; RN's through grade 18 in Clifton T. Perkins RN Classification series: \$1.25/hour, Sworn police officers and fire marshals: \$1.00/hour | Starts at or after 2:00 pm and at or before 1:00 am | Grades 1-17: \$0.625 cents/hr; RN's in State institutions through Grade 17 (except at Clifton T. Perkins): \$1.25/hour; RN's through grade 18 in Clifton T. Perkins RN Classification series: \$1.25/hour, Sworn police officers and fire marshals: \$1.00/hour |

nr = no response; na = not applicable

Table D-4: Longevity Pay Practices

| Organization | Pay Plan Steps from Table D-1 | Management Employees | General Employees |
|------------------------|-------------------------------|---|--|
| City of Baltimore | 3 to 4 | 2.5% | 2.5% |
| Washington, DC | nr | nr | nr |
| Anne Arundel County | na | No | AFSCME 2563 & 582 Only: 7 years = 5%, 11 years = 10% (total); 16 years = 15% (total) |
| Baltimore County | 5 to 15 | No | Longevity step increments at: 10, 15, 20, 25, and 29/30 years of service. At 10 years receive 5%, and an additional 5% for every increment thereafter. |
| Harford County | 15 | As of FY07, a band structure is in place for longevity purposes. For Band 1 Grades G01-G08 employees receive 5% between longevity steps (no additional details provided). | Band 2 - Grades G09-G15: 4% between longevity steps, Band 3 - grades G16-G23: 3% between longevity steps (no additional details provided). |
| Howard County | 17 | They do offer - no details provided | They do offer - no details provided |
| Montgomery County | 14 to 15 | No | 2% is automatic for represented employees with 20 years service. For non-represented employees no years identified but must have 2 successive years of exceptional or highly successful performance. |
| Prince George's County | nr | No | No |
| Queen Anne's County | na | No | No |
| Delaware | na | No | No |
| New Jersey | 10 | No | No |
| North Carolina | na | 10 years of service = 1.5% of pay rate, 15 years of service = 2.25% of pay rate, 20 years of service = 3.02% of pay rate, and at 25+ years of service = 4.5%. | 10 years of service = 1.5% of pay rate, 15 years of service = 2.25% of pay rate, 20 years of service = 3.02% of pay rate, and at 25+ years of service = 4.5%. |
| Ohio | nr | nr | nr |
| Pennsylvania | 20 | No | No |
| Virginia | nr | nr | nr |
| West Virginia | na | Employee with 3 or more full years of service receives annual increment payment equal to \$50.00 times years of service (without limit). | Employee with 3 or more full years of service receives annual increment payment equal to \$50.00 times years of service (without limit). |
| Federal Government | 10 | No | No |
| Maryland | 20 | No | No |

nr = no response; na = not applicable - open pay range with not defined steps

Table D-5: Incentive/Bonus Pay Practices

| Organization | Management Employees | General Employees |
|------------------------|---|-------------------------------------|
| City of Baltimore | No | No |
| Washington, DC | nr | nr |
| Anne Arundel County | \$775.00 provided on 1/11/07 | No |
| Baltimore County | No | No |
| Harford County | No | No |
| Howard County | They do offer - no details provided | They do offer - no details provided |
| Montgomery County | \$1462.32 provided July 2006 | \$1085.69 provided July 2006 |
| Prince George's County | No | No |
| Queen Anne's County | No | No |
| Delaware | No | No |
| New Jersey | No | No |
| North Carolina | No | No |
| Ohio | nr | nr |
| Pennsylvania | Do not offer this except for "exceptional pay increase." Available only to management and is reserved for times when an employee has performed exceptionally well. Incentive/bonus pay consists of 1 to 4 steps. There is no average amount paid. | No |
| Virginia | nr | nr |
| West Virginia | nr | nr |
| Federal Government | No | No |
| Maryland | No | No |

nr = no response

Table D-6: Educational Incentive Pay Practices

| Organization | Yes/No | Amount per Month: Dollar Amount or as a Percentage of Salary: |
|------------------------|--------|--|
| City of Baltimore | Yes | 50% of total tuition is reimbursed (no maximum. Different unions pay different amounts. The only maximum reimbursement is for administrative costs: minimum = \$25.00, maximum = \$60.00) |
| Washington, DC | nr | |
| Anne Arundel County | Yes | Limit of \$2,000 annual reimbursement for non-represented; \$1200 for most represented employees and \$800 for other collective bargaining units. Reimbursement based on: "A" = 100%; "B" = 75%; "C" = 50%; Satisfactory Pass = 65%. |
| Baltimore County | Yes | Amount varies by bargaining unit; majority receive 70 - 80% reimbursement up to \$2000.00 with "C" or better. |
| Harford County | Yes | Limited to \$600 per credit with \$3000 annual maximum. Reimbursed based on: "A" = 100%; "B" = 85%; "C" = 75%. |
| Howard County | nr | |
| Montgomery County | Yes | Tuition assistance program: Up to \$1530.00 per year. |
| Prince George's County | Yes | No overall County program tuition reimbursement program; individual departments offer under their own programs. |
| Queen Anne's County | Yes | Employees are eligible for up to \$2400.00 annually for undergraduate courses and \$3500.00 for graduate degree programs. |
| Delaware | Yes | No statewide program and no average amount. Each agency has the flexibility to establish their own criteria. |
| New Jersey | Yes | No tuition reimbursement amount details. However, with higher degree attainment employees are eligible for an increase of 1 step in pay grade (e.g., if a Teacher receives a Master's Degree, they move up 1 step) |
| North Carolina | nr | |
| Ohio | nr | |
| Pennsylvania | No | |
| Virginia | Yes | No details provided. |
| West Virginia | nr | |
| Federal Government | Yes | May pay some or all of tuition costs. If grade scale used: "A" = 100% reimbursement; "B" = 75%; "C" = 50%. |
| Maryland | Yes | Maximum per credit hour - Undergraduate coursework \$273.00, Graduate coursework \$427.00 for each class. |

nr = no response

Table D-7: Vacation/Holiday Practices

| Agency | Vacation Leave: Days Earned Annually After: | | | | | | Maximum Accrual of Vacation Days | Holidays Earned Annually: | Annual Leave Buy Back | Buy-Back Description |
|------------------------|---|-------------|-------------|-------------|-------------|-------------|----------------------------------|---------------------------|-----------------------|--|
| | 1 Year | 5 Years | 10 Years | 15 Years | 20 Years | 25 Years | | | | |
| City of Baltimore | 12 | 12 | 15 | 15 | 24 | 24 | 24 | 9 | No | |
| Washington, DC | 13 | 20 | 26 | 26 | 26 | 26 | nr | 11 | nr | |
| Anne Arundel County | 13 | 20 | 20 | 26 | 26 | 26 | 35 | 13 | No | |
| Baltimore County | 12 | 15 | 20 | 25 | 25 | 25 | 50 | 10 | No | |
| Harford County | 12 | 15 | 21 | 24 | 24 | 24 | 40 | 10 | no | |
| Howard County | 13 | 13 | 16 | 19 | 19 | 21 | 40 | 12 | No | |
| Montgomery County | 15 | 20 | 20 | 20 | 26 | 26 | 30 | 9 | Yes | Employees can buy back up to 50% of balance over 240 hours subject to annual budget constraints. |
| Prince George's County | 13 | 19.5 | 19.5 | 19.5 | 26 | 26 | 45 | 11 | No | |
| Queen Anne's County | 12 | 15 | 20 | 20 | 25 | 25 | 50 | 11 | Yes | Must have a minimum of 240 hours and can cash in a maximum of 40 hours or apply to 457 plan. |
| Delaware | 15 | 15 | 18 | 18 | 21 | 21 | 42 | 14 | No | |
| New Jersey | 12 | 12 | 15 | 15 | 20 | 25 | 50 | 13 | No | |
| North Carolina | 11.75 | 13.75 | 16.75 | 19.75 | 25.75 | 25.75 | 30 | 10 | No | |
| Ohio | nr | nr | nr | nr | nr | nr | nr | nr | nr | |
| Pennsylvania | 7 | 15 | 15 | 20 | 20 | 26 | 45 | 11 | No | |
| Virginia | 13 | 16 | 20 | 23 | 26 | 29 | 54 | 12 | nr | |
| West Virginia | 15 | 18 | 21 | 24 | 24 | 24 | 40 | 14 | No | |
| Federal Government (1) | 13 | 20 | 20 | 26 | 26 | 26 | 90 | 11 | Yes | Upon separation: Compensated for all accrued annual leave at current hourly rate + other pay employee would have received while on annual leave. |
| AVERAGE: | 12.6 | 16.2 | 19.0 | 21.3 | 24.0 | 25.0 | 44.3 | 11.3 | | |
| Maryland | 10 | 15 | 20 | 20 | 25 | 25 | 50 | 12 | Yes | Upon termination of employment: Compensation for unused annual leave not exceeding 400 hours accrued at end of previous calendar year and number of unused days accrued during calendar that employment is terminated. |

nr = no response; (1) Maximum vacation accrual for General Service employees is 30 days. Senior Executive Service employees are allowed to accrue 90 days.

Table D-8: Sick Leave Practices

| Organization | Sick Leave Days Accrued per Year | Maximum Sick Leave Days Accrual | Sick Leave Days Credited Toward Pension Benefits? | If Yes, Please Describe: | Sick Leave Days Cashed Out Upon Separation? | If Yes, Please Describe: |
|------------------------|----------------------------------|---------------------------------|---|---|---|---|
| City of Baltimore | 12 | Unlimited | No | | Yes | One day for each 3 days accrued, or 1 for 4 depending on union affiliation |
| Washington, D.C. | 13 | Unlimited | nr | | nr | |
| Anne Arundel County | 15 | Unlimited | Yes | 2199 Hours Maximum. | Yes | \$25.00 for each day of accrued sick leave. |
| Baltimore County | 15 | Unlimited | Yes | 22 days = 1 month of service | No | |
| Harford County | 15 | Unlimited | Yes | 22 days = 1 month of service | Yes | 50% of accrued sick leave paid out upon retirement and/or death. |
| Howard County | 12 | Unlimited | Yes | 22 days = 1 month of service | No | |
| Montgomery County | 14.5 | Unlimited | Yes | 4160 Hours Maximum | No | |
| Prince George's County | 14.5 | Unlimited | Yes | 22 days = 1 month of service | Yes | Only for sick leave accrued prior to July 1, 1995. |
| Queen Anne's County | 15 | Unlimited | Yes | 22 days = 1 month of service | No | |
| Delaware | 15 | Unlimited | No | | Yes | At retirement or death: one-half of accrued balance up to 45 days total. |
| New Jersey | 15 | Unlimited | No | | Yes | Up to \$15,000 based on formula of 50% of daily rate (no details). |
| North Carolina | 12 | Unlimited | Yes | 20 days = 1 month of service | No | |
| Ohio | nr | nr | nr | | nr | |
| Pennsylvania | 13 | 300 | Yes | | No | Upon Qualified Retirement: 0-100 days = 30%, 101-200 days = 40%, 201-300 days = 50%, greater than 300 accrued days = 100% of up to 13 days. |
| Virginia | nr | Unlimited | nr | | Yes | With 5+ years of service eligible for 25% of balance up to \$5000. |
| West Virginia | 18 | Unlimited | Yes | Employees may purchase additional service credit by formula or use to pay health insurance premium (no details). | No | |
| Federal Government | 13 | Unlimited | Yes | Only for Civil Service Retirement System employees hired prior to 1989 (no details). | No | No cash out. Can be reccredited if reemployed within 3 years of separation. |
| AVERAGE: | 14.1 | Unlimited | | | | |
| Maryland | 15 | Unlimited | Yes | 22 days = One month of creditable service. A max of 15 unused sick days for each year of membership may be applied to calculate additional service. | No | |

nr = no response

Table D-9: Miscellaneous Leave Practices

| Agency | Bereavement Leave | Disaster Service Leave | Jury Service Leave | Legal Actions Leave | Military Leave | Personal Leave |
|------------------------|---|------------------------------|--|--|---|---|
| City of Baltimore | 1 - 4 days | No | As required | No | Unlimited | 3 days |
| Washington, D.C. | nr | nr | nr | nr | nr | nr |
| Anne Arundel County | Up to 3 Days | No | As required | No | 20 days | 1 day |
| Baltimore County | Varies based on relationship: 1 to 5 days | No | As required | No | 15 days | 6 days |
| Harford County | Up to 4 days | No | As required | No | 14 days | 8 days |
| Howard County | 3 days | No | As required | No | As required | 6 days |
| Montgomery County | 3 days | Varies | As required | Varies - only if related to official duties | 14 days | 3 days |
| Prince George's County | Depends upon union affiliation, ranges from 1 to 3 days | By executive order | As required | No maximum number of days, however, employees must have documentation | 15 days | Depends on union affiliation, ranges from 1-3 days |
| Queen Anne's County | 4 days | No | As required | No | 15 days | 5 days |
| Delaware | 3 consecutive days for immediate family, 1 for near relatives | Not to exceed 15 work days | As required | Per Subpoena (cannot be a party in the proceedings and cannot be due to other employment/volunteer activities. | 15 days for training; if state pay exceeds military pay, state pays the difference. If called to active duty by presidential order then leave is without pay. | Included in Annual Leave |
| New Jersey | No | No | As required | No | 15 days | 3 days |
| North Carolina | No | No | No | No | 120 days/yr | No |
| Ohio | nr | nr | nr | nr | nr | nr |
| Pennsylvania | 3 | Unlimited | Maximum of 1 full shift of wages for each day of required court attendance | No | 15 days for any type of military duty and 15 days for certain specific types of duty | 1st year = 1 day; 2nd year = 2 days, thereafter = 4 days. |
| Virginia | nr | nr | nr | nr | 15 days | nr |
| West Virginia | 3 days | Unlimited | As required | No | 60 days | No |
| Federal Government | Included in sick leave days | No policy on this | As required | As required | 15 days. Eligible for an additional 22 days if performing Full Time military service as a result of call to order or active duty in support of contingency operation. | Included in Annual Leave |
| Maryland | 3 days | 15 days in a 12 month period | Leave with pay if jury service occurs on employee's scheduled work day | Leave with pay unless employee is party to action or a paid witness | Either 15 days for military training or active military duty or compensation for the difference between active duty base salary and State's base salary or direct wages | 6 days |

nr = no response

Table D-10: Retirement/Social Security/Deferred Compensation Plan Practices

| Organization | Primary State Employee Plan: | | Law Enforcement/Fire Fighter Plan: | | Social Security Participation: | Deferred Compensation Plan/Employer Match | |
|------------------------|---|---|---|--|--|---|--|
| | Employer Contribution | Employee Contribution | Employer Contribution | Employee Contribution | Full Participation = 7.65% Medicare Only = 1.45% | Yes/No | Description: |
| City of Baltimore | 100% of total. Percent of compensation unknown. | 0 | 94% of total. Percent of compensation unknown. | 6% of total. Percent of compensation unknown. | nr | No | |
| Washington, DC | nr | nr | nr | nr | nr | nr | |
| Anne Arundel County | 10.58% (County Employees Plan) | 4.0% | Fire: 25.34% - Police: 23.85% -Detention Sheriff: 18.48% | Fire: 5% - Police: 5% - Detention Sheriff: 5% | 7.65% | No | |
| Baltimore County | 4.2% | Varies based on age at enrollment 4.42% - 6.85% | Fire: 17.2% Police: 17.8% | Fire: 6.16% to 7.33% Police: 5.56% to 6.73% | 7.65% | No | |
| Harford County | 6.0% | 4.0% | 38% | 4.0% | 7.65% | No | |
| Howard County | 12.8% (Howard County Retirement Program) | 2.0% | 30% both Police & Fire | Police: 11.6%, Fire: 7.7% | 7.65% | No | |
| Montgomery County | 6.0% (Retirement Saving Plan - 401a) | 3.0% | Varies - ranging from 22.26% - 40.86% | Varies ranging from 4.0 to 4.75% | 7.65% | No | |
| Prince George's County | 5.27% | 0% | Ranges from 21.77% - 50.2% depending on length of employment and position | Ranges from 4.0% to 13% depending on length of employment and position | 7.65% | No | |
| Queen Anne's County | 8.8% | 4.0% | 36.80% | 4.0% | 7.65% | No | |
| Delaware | 7.07% | 3% above \$6,000 in salary | 14.27% | 7.0% | 7.65% | Yes | \$10.00 per pay period; maximum of \$260/year. |
| New Jersey | Does not know | 5.0% | Not able to get this information | Not able to get this information | 7.65% | No | |
| North Carolina | 7.14% | 6.0% | 12.14% | 6.0% | 7.65% | Law Enforcement only. | 5% to 401k |
| Ohio | nr | nr | nr | nr | nr | nr | nr |
| Pennsylvania | 3.23% | 6.25% | 11.80% | 5.0% | 7.65% | No | |
| Virginia | nr | nr | nr | nr | nr | nr | nr |
| West Virginia | 10.5% | 4.50% | Na | na | 7.65% | No | |

| Organization | Primary State Employee Plan: | | Law Enforcement/Fire Fighter Plan: | | Social Security Participation: | Deferred Compensation Plan/Employer Match | |
|------------------------|---|---|---|---|--|---|---|
| | Employer Contribution | Employee Contribution | Employer Contribution | Employee Contribution | Full Participation = 7.65% Medicare Only = 1.45% | Yes/No | Description: |
| Federal Government | 6.2% up to \$68,400 in salary, Basic Benefit Plan - 11.5% | 6.2% up to \$68,400 in salary, Basic Benefit Plan - difference between 7% of basic pay and social security's old age, survivor & disability insurance tax rate or .080% | 6.2% up to \$68,400 in salary, Basic Benefit Plan - 11.5% | 6.2% up to \$68,400 in salary, Basic Benefit Plan - 1.3% of total basic pay | 1.45% | Yes | Employee Contribution 1%, employer match =1%; employee 2%, employer 2%, employee 3%, employer 3%, employee 4%, employer 3.5%, employee 5%, employer 4% maximum. |
| City Average: | Insufficient Data | Insufficient Data | Insufficient Data | Insufficient Data | | | |
| County Average: | 7.66% | 4.0% | 34.14% | 7.6% | | | |
| State Average: | 6.99% | 5.0% | 12.74% | 6.0% | | | |
| All Average: | 7.42% | 4.5% | 27.72% | 7.1% | | | |
| Maryland | 8.86% | 4.0% | 15.44% | 4.0% | 7.65% | Yes | Dollar for dollar match up to \$600 for fiscal year. |

Note: Average data excludes federal data. nr = no response; na = not applicable

Table D-11: Retirement Calculation/Eligibility Practices

| Organization | Retirement Formula Provided Employees | Compensation Component of Retirement Formula | Name of Retirement Plan | Vesting Policy for Retirement Eligibility |
|------------------------|--|---|---|---|
| City of Baltimore | Varies depending on department and year employee started. Most common: 2.5% X # of years of service X AFC. | nr | Baltimore Employee Retirement System | 5 years |
| Washington, DC | nr | nr | nr | nr |
| Anne Arundel County | 2% per year up to 30 years (maximum = 60%). | Average of 3 highest years of service at date of termination and preceding 4 years. | Anne Arundel County Retirement & Pension Plan. | 5 years |
| Baltimore County | 1.55% X AFC X years of service | 12 consecutive full calendar months with the highest average | Baltimore County Employees Retirement System | 5 years |
| Harford County | .14 X AFC X Years of Service | Highest 3 years | ACPS State of Maryland | 5 years |
| Howard County | Years of Service X 1.55% X AFC | Highest 3 years | Howard County Pension | 5 Years |
| Montgomery County | Depends. Most get 2% per year @ 55 years of age (public safety is different). | Depends on group - highest year or highest 36 months. | Montgomery County Employee Retirement System | 5 years for pension, 3 years for 401a |
| Prince George's County | .8% AFS up to SSIL 1.5% AFS in excess | Highest 3 years | MD SRPS | 5 years |
| Queen Anne's County | .14 X AFS X Years of Service | Last 3 highest years | MD State Retirement System | 5 years |
| Delaware | 2% for years prior to 1997; 1.85% for years after 1996 | Highest 3 years | Delaware State Employees Pension Plan | 5 years |
| New Jersey | Years of Service / 55 X AFC | Highest 3 years | Public Employees' Retirement System, State Police Retirement System | 10 years or 60 years of age |
| North Carolina | 1.82% per year of service | Average salary of last 4 consecutive years | North Carolina State Retirement System | 5 Years |
| Ohio | nr | nr | nr | nr |
| Pennsylvania | 2.5% per year of service @ age 60 or at 35 years | Highest 3 years | State Employees' Retirement System | 5 years |
| Virginia | nr | nr | nr | nr |
| West Virginia | 2% X Years of service X AFC | Highest 3 years average salary over the past 10 years | West Virginia Public Employees Consolidated Retirement System | 5 years |
| Federal Government | 1% of high 3 year average X Years of service (Basic Benefit Plan) | Average pay of the highest 3 consecutive years of service | Federal Employee Retirement System (instituted in 1987) | 5 Years |
| Maryland | 1.2% X AFC X years of credit to 6/30/98 plus 1.8% X AFC X years of credit after 6/30/98 at age 62 with 5 years service or any age with 30 years service. | Average of highest 3 consecutive annual salaries | SRPS | 5 years |

nr = no response; AFC/AFS = Average Final Compensation/Average Final Salary

Table D-12: Health Insurance Practices – Combined Monthly Costs

| Organization | Employer Cost | | | Employee Cost | | | Total Combined Maximum Family Cost | Percentage Share: | |
|-----------------------------------|---------------|-----------------|-----------------|---------------|-----------------|----------------|------------------------------------|-------------------|----------------|
| | Employee Only | Employee Plus 1 | Maximum Family | Employee Only | Employee Plus 1 | Maximum Family | | Employer Share | Employee Share |
| City of Baltimore | 353.75 | 787.91 | 842.98 | 86.61 | 193.31 | 210.75 | \$1,053.73 | 80.0% | 20.0% |
| Washington, DC | nr | nr | nr | nr | nr | nr | | | |
| Anne Arundel County | nr | nr | nr | nr | nr | nr | | | |
| Baltimore County | 455.47 | 970.22 | 1384.55 | 89.94 | 191.13 | 269.41 | \$1,653.96 | 83.7% | 16.3% |
| Harford County | 398.64 | 958.03 | 1,177.46 | 28.42 | 59.16 | 72.87 | \$1,250.33 | 94.2% | 5.8% |
| Howard County | 411.53 | 896.80 | 1,102.75 | 57.00 | 180.00 | 222.00 | \$1,324.75 | 83.2% | 16.8% |
| Montgomery County | 430.65 | 732.65 | 1,238.96 | 107.65 | 231.38 | 330.38 | \$1,569.34 | 78.9% | 21.1% |
| Prince George's County | 385.22 | 762.30 | 1,153.74 | 147.33 | 288.12 | 409.09 | \$1,562.83 | 73.8% | 26.2% |
| Queen Anne's County | nr | nr | nr | nr | nr | nr | | | |
| Delaware | 437.14 | 904.50 | 1,130.64 | 66.78 | 131.56 | 175.90 | \$1,306.54 | 86.5% | 13.5% |
| New Jersey | 655.38 | 1,410.50 | 1,659.25 | 195.20 | 409.48 | 503.37 | \$2,162.62 | 76.7% | 23.3% |
| North Carolina | 321.14 | 480.14 | 480.14 | 40.62 | 406.70 | 456.60 | \$936.74 | 51.3% | 48.7% |
| Ohio | 274.46 | na | 753.80 | 55.96 | na | 152.90 | \$906.70 | 83.1% | 16.9% |
| Pennsylvania | 715.00 | 715.00 | 715.00 | 61.92 | na | 140.01 | \$855.01 | 83.6% | 16.4% |
| Virginia | 74.00 | 158.00 | 224.00 | 395.00 | 706.00 | 1,035.00 | \$1,259.00 | 17.8% | 82.2% |
| West Virginia | 339.00 | 649.00 | 649.00 | 195.25 | 354.33 | 598.42 | \$1,247.42 | 52.0% | 48.0% |
| Federal Government | 307.49 | na | 697.43 | 228.41 | 105.43 | 543.03 | \$1,240.46 | 56.2% | 43.8% |
| County Average: | 416.30 | 864.00 | 1,211.49 | 86.07 | 189.96 | 260.75 | \$1,472.24 | 82.8% | 17.2% |
| State Average: | 402.30 | 719.52 | 801.69 | 144.39 | 401.61 | 437.46 | \$1,239.15 | 64.4% | 35.6% |
| All Average: | 397.06 | 785.42 | 943.55 | 125.44 | 278.48 | 365.70 | \$1,309.25 | 72.1% | 27.9% |
| Maryland Employer Average: | 405.88 | 851.32 | 1,150.07 | 86.16 | 189.96 | 252.42 | \$1,402.49 | 82.0% | 18.0% |
| Maryland | 505.90 | 892.98 | 1,205.37 | 135.05 | 240.19 | 333.45 | \$1,538.82 | 78.3% | 21.7% |

nr = no response; na = not applicable (no premium cost or employee sharing). Note: In all cases the maximum premium reported by respondents was used for comparative purposes to identify the highest level of employer contribution; Insufficient data to average cities.

Table D-13: Health Insurance – Maximum Medical Insurance Monthly Cost

| Organization | Employer Cost | | | Employee Cost | | | Total Combined Maximum Family Cost | Percentage Share: | |
|-----------------------------------|---------------|-----------------|----------------|---------------|-----------------|----------------|------------------------------------|-------------------|----------------|
| | Employee Only | Employee Plus 1 | Maximum Family | Employee Only | Employee Plus 1 | Maximum Family | | Employer Share | Employee Share |
| City of Baltimore | 346.42 | 773.25 | 842.98 | 86.61 | 193.31 | 210.75 | \$1,053.73 | 80.0% | 20.0% |
| Washington, DC | nr | nr | nr | nr | nr | nr | | | |
| Anne Arundel County | nr | nr | nr | nr | nr | nr | | | |
| Baltimore County | 442.54 | 944.37 | 1347.91 | 84.29 | 179.88 | 256.74 | \$1,604.65 | 84.0% | 16.0% |
| Harford County | 376.14 | 907.69 | 1109.63 | 20.00 | 40.00 | 50.00 | \$1,159.63 | 95.7% | 4.3% |
| Howard County | 401.00 | 871.00 | 1071.00 | 45.00 | 154.00 | 190.00 | \$1,261.00 | 84.9% | 15.1% |
| Montgomery County | 288.58 | 474.23 | 840.55 | 72.14 | 149.76 | 210.14 | \$1,050.69 | 80.0% | 20.0% |
| Prince George's County | 294.67 | 593.58 | 833.33 | 98.22 | 197.86 | 277.78 | \$1,111.11 | 75.0% | 25.0% |
| Queen Anne's County | nr | nr | nr | nr | nr | nr | | | |
| Delaware | 437.14 | 904.50 | 1130.64 | 48.60 | 102.92 | 128.74 | \$1,259.38 | 89.8% | 10.2% |
| New Jersey | 523.62 | 1120.69 | 1333.8 | 174.53 | 373.56 | 444.60 | \$1,778.40 | 75.0% | 25.0% |
| North Carolina | 321.14 | 480.14 | 480.14 | na | 321.14 | 321.14 | \$801.28 | 59.9% | 40.1% |
| Ohio | 274.46 | na | 753.80 | 55.96 | na | 152.90 | \$906.70 | 83.1% | 16.9% |
| Pennsylvania | 715.00 | 715.00 | 715.00 | 61.92 | na | 140.01 | \$855.01 | 83.6% | 16.4% |
| Virginia | 74.00 | 158.00 | 224.00 | 395.00 | 706.00 | 1035.00 | \$1,259.00 | 17.8% | 82.2% |
| West Virginia | 339.00 | 649.00 | 649.00 | 156.00 | 331.00 | 540.00 | \$1,189.00 | 54.6% | 45.4% |
| Federal Government | 307.49 | na | 697.43 | 175.72 | na | 384.91 | \$1,082.34 | 64.4% | 35.6% |
| County Average: | 360.59 | 758.17 | 1040.48 | 63.93 | 144.30 | 196.93 | \$1,237.42 | 84.1% | 15.9% |
| State Average: | 383.48 | 671.22 | 755.20 | 148.67 | 366.92 | 394.63 | \$1,149.82 | 65.7% | 34.3% |
| All Average: | 367.23 | 715.95 | 859.23 | 113.38 | 255.61 | 310.19 | \$1,169.42 | 73.5% | 26.5% |
| Maryland Employer Average: | 358.23 | 760.69 | 1007.57 | 67.71 | 144.30 | 199.24 | \$1,206.80 | 83.5% | 16.5% |
| Maryland | 347.18 | 625.66 | 867.98 | 86.80 | 156.23 | 216.99 | \$1,084.97 | 80.0% | 20.0% |

nr = no response; na = not applicable (no premium cost or employee sharing). Note: In all cases the maximum premium reported by respondents was used for comparative purposes to identify the highest level of employer contribution; insufficient data to average cities.

Table D-14: Health Insurance – Maximum Dental Insurance Monthly Cost

| Organization | Employer Cost | | | Employee Cost | | | Total Combined Maximum Family Cost | Percentage Share: | |
|-----------------------------------|--------------------------------------|-----------------|---------------------|---------------|-----------------|----------------|------------------------------------|-------------------|----------------|
| | Employee Only | Employee Plus 1 | Maximum Family | Employee Only | Employee Plus 1 | Maximum Family | | Employer Share | Employee Share |
| City of Baltimore | 7.33 | 14.66 | Included in Medical | na | na | na | na | | |
| Washington, DC | nr | nr | nr | nr | nr | nr | | | |
| Anne Arundel County | nr | nr | nr | nr | nr | nr | | | |
| Baltimore County | 10.64 | 21.27 | 29.78 | 5.40 | 10.74 | 11.91 | \$41.69 | 71.4% | 28.6% |
| Harford County | 22.50 | 50.34 | 67.83 | 4.00 | 8.00 | 10.00 | \$77.83 | 87.2% | 12.8% |
| Howard County | 10.53 | 25.8 | 31.75 | 12.00 | 26.00 | 32.00 | \$63.75 | 49.8% | 50.2% |
| Montgomery County | 26.45 | 55.97 | 84.78 | 6.61 | 17.68 | 21.20 | \$105.98 | 80.0% | 20.0% |
| Prince George's County | na | na | na | 39.04 | 71.51 | 105.89 | \$105.89 | 0.0% | 100.0% |
| Queen Anne's County | nr | nr | nr | nr | nr | nr | | | |
| Delaware | na | na | na | 24.48 | 49.96 | 81.84 | \$81.84 | 0.0% | 100.0% |
| New Jersey | 20.67 | 35.91 | 58.76 | 20.67 | 35.92 | 58.77 | \$117.53 | | |
| North Carolina | na | na | na | 32.64 | 65.32 | 115.22 | \$115.22 | 0.0% | 100.0% |
| Ohio | Included in Medical Health Care Cost | | | | | | na | | |
| Pennsylvania | Included in Medical Health Care Cost | | | | | | na | | |
| Virginia | Included in Medical Health Care Cost | | | | | | na | | |
| West Virginia | na | na | na | 29.17 | 23.33 | \$33.92 | \$33.92 | 0.0% | 100.0% |
| Federal Government | na | na | na | 40.99 | 82.01 | 123.00 | \$123.00 | 0.0% | 100.0% |
| County Average: | 17.53 | 38.35 | 53.54 | 13.41 | 26.79 | 36.20 | \$89.74 | 59.7% | 40.3% |
| State Average: | 20.67 | 35.91 | 58.76 | 26.74 | 43.63 | 72.44 | \$131.20 | 44.8% | 55.2% |
| All Average: | 16.35 | 33.99 | 54.58 | 21.50 | 39.05 | 59.38 | \$113.96 | 47.9% | 52.1% |
| Maryland Employer Average: | 15.49 | 33.61 | 53.54 | 13.41 | 26.79 | 36.20 | \$89.74 | 59.7% | 40.3% |
| Maryland | 11.42 | 22.85 | 42.81 | 11.43 | 22.85 | 42.81 | \$85.62 | 50.0% | 50.0% |

nr = no response; na = not applicable (no premium cost or employee sharing). Note: In all cases the maximum premium reported by respondents was used for comparative purposes to identify the highest level of employer contribution.

Table D-15: Health Insurance – Maximum Prescription Drug Plan Monthly Cost

| Organization | Employer Cost | | | Employee Cost | | |
|------------------------|--------------------------------------|-----------------|----------------|---------------|-----------------|----------------|
| | Employee Only | Employee Plus 1 | Maximum Family | Employee Only | Employee Plus 1 | Maximum Family |
| City of Baltimore | Included in Medical Health Care Cost | | | | | |
| Washington, DC | nr | nr | nr | nr | nr | nr |
| Anne Arundel County | nr | nr | nr | nr | nr | nr |
| Baltimore County | Included in Medical Health Care Cost | | | | | |
| Harford County | Included in Medical Health Care Cost | | | | | |
| Howard County | Included in Medical Health Care Cost | | | | | |
| Montgomery County | 112.74 | 198.12 | 307.05 | 28.18 | 62.57 | 96.96 |
| Prince George's County | 84.28 | 168.72 | 215.45 | 9.37 | 18.75 | 23.94 |
| Queen Anne's County | nr | nr | nr | nr | nr | nr |
| Delaware | Included in Medical Health Care Cost | | | | | |
| New Jersey | 111.09 | 253.9 | 266.69 | na | na | na |
| North Carolina | Included in Medical Health Care Cost | | | | | |
| Ohio | Included in Medical Health Care Cost | | | | | |
| Pennsylvania | Included in Medical Health Care Cost | | | | | |
| Virginia | Included in Medical Health Care Cost | | | | | |
| West Virginia | Included in Medical Health Care Cost | | | | | |
| Federal Government | Included in Medical Health Care Cost | | | | | |
| AVERAGE: | 102.70 | 206.91 | 263.06 | 18.78 | 40.66 | 60.45 |
| Maryland | 147.30 | 244.47 | 294.58 | 36.82 | 61.11 | 73.65 |

nr = no response; na = not applicable (no premium cost or employee sharing). Note: In all cases the maximum premium reported by respondents was used for comparative purposes to identify the highest level of employer contribution.

Table D-16: Health Insurance – Maximum Vision Insurance Monthly Cost

| Organization | Employer Cost | | | Employee Cost | | |
|----------------------------|--------------------------------------|-----------------|----------------|---------------|-----------------|----------------|
| | Employee Only | Employee Plus 1 | Maximum Family | Employee Only | Employee Plus 1 | Maximum Family |
| City of Baltimore | Included in Medical Health Care Cost | | | | | |
| Washington, DC | | | | | | |
| Anne Arundel County | nr | nr | nr | nr | nr | nr |
| Baltimore County | 2.29 | 4.58 | 6.86 | 0.25 | 0.51 | 0.76 |
| Harford County | na | na | na | 4.42 | 11.16 | 12.87 |
| Howard County | Included in Medical Health Care Cost | | | | | |
| Montgomery County | 2.88 | 4.33 | 6.58 | 0.72 | 1.37 | 2.08 |
| Prince George's County (1) | 6.27 | na | 13.36 | 0.70 | na | 1.48 |
| Queen Anne's County | nr | nr | nr | nr | nr | nr |
| Delaware | na | na | na | 9.09 | 14.32 | 23.58 |
| New Jersey (2) | See note below | 0 | 0 | 0 | 0 | 0 |
| North Carolina | na | na | na | 7.98 | 20.24 | 20.24 |
| Ohio | Included in Medical Health Care Cost | | | | | |
| Pennsylvania | Included in Medical Health Care Cost | | | | | |
| Virginia | Included in Medical Health Care Cost | | | | | |
| West Virginia | na | na | na | 10.08 | na | 24.50 |
| Federal Government | na | na | na | 11.70 | 23.42 | 35.12 |
| AVERAGE: | 3.81 | 4.46 | 8.93 | 5.62 | 11.84 | 15.08 |
| Maryland | Included in Medical Health Care Cost | | | | | |

nr = no response; na = not applicable (no premium cost or employee sharing).

Note: In all cases the maximum premium reported by respondents was used for comparative purposes to identify the highest level of employer contribution.

(1) Prince George's County provides Employee Only and Maximum Family coverage.

(2) New Jersey provides Vision Care only through a union contract agreement: One examination and eye glass reimbursement per year - \$35.00 for single; \$40.00 for bifocals.

Table D-17: Prescription Co-pay Practices – Retail Store Front and Mail-in

| Organization | Co-Pay Required? | Retail Store-Front Co-Pay | Mail-In Co-Pay |
|------------------------|------------------|---|--|
| City of Baltimore | Yes | Active: \$10.00/\$20.00/\$30.00; Retiree: \$10.00/\$20.00/\$30.00. | Active: \$15.00/\$25.00/\$35.00; Retiree: \$20.00/\$40.00/\$60.00. (30-day supply) |
| Washington, DC | Yes | nr | \$5.00/\$15.00/\$25.00 |
| Anne Arundel County | Yes | nr | 30 day supply: \$5.00/\$15.00/\$25.00 |
| Baltimore County | Yes | Varies based on tier level/generic/brand name. | \$5.00 Generic; \$15.00 Brand Name |
| Harford County | Yes | PPO: \$10.00/\$20.00/\$35.00; MPOS: \$8.00/\$15.00/\$30.00; Blue Choice: \$5.00/\$10.00/\$15.00. | Maintenance drugs ordered by mail are available for two-tier pay levels instead of three levels. |
| Howard County | Yes | \$15.00. | \$8.00 per mail order (generic drugs are mandatory) |
| Montgomery County | Yes | nr | Generic: \$4.00; Non-generic: \$8.00 |
| Prince George's County | Yes | \$6.00 generic/\$12.00 or 20% Whichever Is Greater (WIG)/\$27.00 or 30% WIG (\$50 max for retail). | \$12.00 generic/\$24.00 or 20% WIG/\$54.00 or 30% WIG (\$100 max for mail order). \$50.00 annual deductible per covered individual. |
| Queen Anne's County | Yes | Generic: \$5.00; Brand drug: \$20.00 (30 day supply). | Generic: \$5.00; non-Generic: \$20.00 (100 day supply) |
| Delaware | Yes | nr | 30 Day Supply: \$8.50/\$20.00/\$45.00; 90 Day Supply: \$17.00/\$40.00/\$90.00. . |
| New Jersey | Yes | 30 Day Supply: Generic: \$3.00; Non-generic: \$10.00. | 90 Day Supply: \$5.00/\$15.00/\$40.00 |
| North Carolina | nr | | \$10.00 Generic; \$30 preferred brand where no generic available; \$40.00 preferred brand where a generic is available; \$50.00 non-preferred band. |
| Ohio | Yes | \$10.00/\$20.00/\$44.00 + (\$44.00 plus difference in cost between brand name and generic for any non-formulary brand drug that has a generic equivalent). | 90 day supply: \$25.00/\$55.00/\$110.00 + (\$110 plus difference in cost between brand name and generic for any non-formulary brand drug that has a generic equivalent). |
| Pennsylvania | Yes | Up to 30 day supply: \$10.00/\$18.00 (plus the cost difference between the brand and the generic equivalent)/\$36.00 (plus the cost difference between the brand and the generic equivalent); Retail Maintenance (At a Rite Aid Pharmacy): (up to 90 day supply: \$20.00/\$36.00 (plus the cost difference between the brand name and the generic equivalent)/\$72.00 (plus the cost difference between the brand name and the generic equivalent). | Up to 90 day supply: \$15.00/\$27.00 (plus the cost difference between the brand and the generic equivalent)/\$54.00 (plus the cost difference between the brand and the generic equivalent). |
| Virginia | nr | | |
| West Virginia | Yes | Annual Deductibles: Employee Only = \$150.00; Employee Plus = \$300.00. | Annual Deductibles: Employee Only = \$150.00; Employee Plus = \$300.00. Co-pay varies. |
| Federal Government | Yes | Up to 30 day supply: \$10.00/\$25.00/\$40.00; Up to 90 day supply: \$20.00/\$50.00/\$80.00. Same as Mail. | Up to 30 day supply: \$10.00/\$25.00/\$40.00; Up to 90 day supply: \$20.00/\$50.00/\$80.00. Same as Retail. |
| Maryland | Yes | \$5.00/\$15.00/\$25.00. | Generic: one co-pay \$5.00, two co-pay \$10.00; Preferred Brand name: one co-pay \$15.00, two co-pay \$20.00; Non-Preferred Brand name: one co-pay \$20.00, two co-pays \$20.00. Maximum mail in co-pay \$20.00. Annual out-of-pocket is \$700.00. One co-pay = 1 to 45 day prescription; Two co-pays are for a 46 to 90 day prescription. |

Note: Unless otherwise noted co-pays based on three-tier payment options. Typically: Tier 1 = Generic, Tier 2 = Preferred, Tier 3 = Non-preferred (generic/preferred formulary/non-preferred non-formulary).

Table D-18: Cafeteria Style Health Care Plan Practices

| Organization | Employer Cost | | | | | | Employee Cost | | | | | |
|------------------------|---------------|---------------|-----------------|---------------|----------------|----------------|---------------|--------------|-----------------|--------------|----------------|---------------|
| | Employee Only | | Employee Plus 1 | | Maximum Family | | Employee Only | | Employee Plus 1 | | Maximum Family | |
| | Non-HMO | HMO | Non-HMO | HMO | Non-HMO | HMO | Non-HMO | HMO | Non-HMO | HMO | Non-HMO | HMO |
| City of Baltimore | na | na | na | na | na | na | na | na | na | na | na | na |
| Washington, DC | | | | | | | | | | | | |
| Anne Arundel County | 415.10 | 358.23 | 882.90 | 763.09 | 1,144.09 | 988.01 | 103.78 | 39.80 | 220.74 | 84.79 | 286.02 | 109.78 |
| Baltimore County | na | na | na | na | na | na | na | na | na | na | na | na |
| Harford County | na | na | na | na | na | na | na | na | na | na | na | na |
| Howard County | na | na | na | na | na | na | na | na | na | na | na | na |
| Montgomery County | na | na | na | na | na | na | na | na | na | na | na | na |
| Prince George's County | na | na | na | na | na | na | na | na | na | na | na | na |
| Queen Anne's County | 520.81 | 520.81 | 1,299.20 | 954.33 | 1,437.50 | 1,437.50 | 50.11 | 50.11 | 157.62 | 106.94 | 185.70 | 185.70 |
| Delaware | na | na | na | na | na | na | na | na | na | na | na | na |
| New Jersey | na | na | na | na | na | na | na | na | na | na | na | na |
| North Carolina | na | na | na | na | na | na | na | na | na | na | na | na |
| Ohio | | | | | | | | | | | | |
| Pennsylvania | na | na | na | na | na | na | na | na | na | na | na | na |
| Virginia | | | | | | | | | | | | |
| West Virginia | na | na | na | na | na | na | na | na | na | na | na | na |
| Federal Government | na | na | na | na | na | na | na | na | na | na | na | na |
| AVERAGE: | 467.96 | 439.52 | 1091.05 | 858.71 | 1290.80 | 1212.76 | 76.95 | 44.96 | 189.18 | 95.87 | 235.86 | 147.74 |
| Maryland | na | na | na | na | na | na | na | na | na | na | na | na |

na = not applicable

Table D-19: Retiree Health Insurance Benefits

| Organization | Does Your Organization Offer Health Care Benefits to Retirees? | Same Plan or Separate Plan | Employer Contribution | Retiree Contribution | Current Minimum Eligibility Requirements |
|------------------------|--|---|---|---|--|
| City of Baltimore | Yes | nr | 50% | 50% | nr |
| Washington, DC | nr | | | | |
| Anne Arundel County | Yes | Same Plan | Several options. Maximum for full family coverage = \$1,144.09 per month. Maximum for Medicare supplement = \$275.43. | Several options. Maximum full family coverage = \$286.02. Medicare supplement = \$179.88 | 5 years of service |
| Baltimore County | Yes | Non-Medicare eligible = Same Plan; Medicare eligible = Separate Plan. | Varies | Varies | 10 years of service |
| Harford County | nr | | | | |
| Howard County | nr | | | | |
| Montgomery County | Yes | Same Plan | Hired after 12/31/1986: 5 years creditable service = 50%; 10 years = 60%; 15 or more = 7-% | Hired after 12/31/1986: 5 years creditable service = 50%; 10 years = 40%; 15 or more = 30%. | 5 years of eligibility under group insurance plans as an active employee. |
| Prince George's County | Yes | Same Plan | 20% | Varies | 5 years of service |
| Queen Anne's County | Yes | Same Plan | 90% with 30 years of service | 10% | 15 years with reduced contribution by County for premium coverage; With 30 years of service County pays 90% of premium costs. |
| Delaware | Yes | Same Plan | 95% of cost (\$437.14) for Pre-1991 hires. | 5% for Pre-1991 hires. | For Post-1991 hires: 20 years of service = 100% of employer share; 15 to 20 years of service = 75% of employer share paid; 10 to 15 years of service = 50% of employer share paid; less than 10 years = 0% of employer share paid. |
| New Jersey | Yes | Same Plan | \$286 million annually. | | Must have been eligible for health care coverage prior to retirement. |

| Organization | Does Your Organization Offer Health Care Benefits to Retirees? | Same Plan or Separate Plan | Employer Contribution | Retiree Contribution | Current Minimum Eligibility Requirements |
|--------------------|--|----------------------------|---|----------------------|---|
| North Carolina | Yes | Same Plan | \$357.72 for employee up to 100% of cost. | | Hired before 10/1/2006: 5 years of State System membership service. Hired after 10/1/2006: 20 or more years = 100% paid of premium paid by State; 10 to 19 years of service = 50% of premium paid by State; less than 10 years of service = 0% premium paid by State. |
| Ohio | nr | | | | |
| Pennsylvania | Yes | Separate Plan | \$817.00 | | 15 years of credited service; effective 7/1/2008 must have 20 years of credited service. |
| Virginia | nr | | | | |
| West Virginia | Yes | Separate Plan | Varies | | Varies |
| Federal Government | nr | | | | |
| Maryland | Yes | Same Plan | \$867.98 | | 16 years of more of state service = same subsidy as provided active employees; 5 to 15 years of service = .52% of health premium cost; less than 5 years = not eligible; disability retirement = no service requirement minimum. |

nr = no response

Table D-20: Short and/or Long Term Disability Insurance

| Organization | Short-Term Disability | | | | | Long-Term Disability | | | | |
|------------------------|---------------------------------------|--|-----------------------|--|---|--------------------------------------|-----------------------|----------------------|-------------------------------|---|
| | Offer Short-Term Disability Insurance | Employer Contribution | Total Benefit in Days | Wait Time to Receive Benefits | Percentage of Income Replacement | Offer Long-Term Disability Insurance | Employer Contribution | Total Benefit Period | Wait Time to Receive Benefits | Percentage of Income Replacement |
| City of Baltimore | No | | | | | No | | | | |
| Washington, DC | nr | | | | | nr | | | | |
| Anne Arundel County | Yes | 0% | nr | nr | nr | Yes | 0% | nr | nr | nr |
| Baltimore County | No | | | | | No | | | | |
| Harford County | nr | | | | | nr | | | | |
| Howard County | nr | | | | | nr | | | | |
| Montgomery County | No | | | | | No | 76 or 80% | One Year | Five Months | 60% for LTD; 70% for all sources of income. |
| Prince George's County | No | | | | | Yes | 0% | Varies | 180 days | 50 or 60% based on plan coverage selected. |
| Queen Anne's County | Yes | 0% | Varies | Varies | Varies | Yes | 0% | Two Years | 90 days | 60% |
| Delaware | nr | | | | | nr | | | | |
| New Jersey | Yes | Varies between 10% and 75% of premium cost for salary maximum to \$26,600. | 182 | 7 days after all Sick Leave exhausted. | 66% up to a maximum of \$502.00 per week. | No | | | | |
| North Carolina | No | | | | | No | | | | |
| Ohio | nr | | | | | | | | | |
| Pennsylvania | No | | | | | No | | | | |
| Virginia | nr | | | | | | | | | |
| West Virginia | Yes | 0% | 180 days | 30 days | 60% of pre-disability earnings. | Yes | 0% | Varies | 180 days | nr |
| Federal Government | nr | | | | | nr | | | | |
| Maryland | No | | | | | No | | | | |

nr = no response

Table D-21: Employee Leave Eligibility upon Hire

| Organization | What Leave, If Any, Is Available for Employees Immediately Following Hire? | | |
|------------------------|--|-----------------------|-------------------------------|
| | Sick Leave | Personal Leave | Vacation Leave |
| City of Baltimore | As earned | As earned | After six months of service |
| Washington, DC | nr | nr | nr |
| Anne Arundel County | nr | nr | nr |
| Baltimore County | As earned | As earned | After three months of service |
| Harford County | nr | nr | nr |
| Howard County | nr | nr | nr |
| Montgomery County | Immediate eligibility | Immediate eligibility | Immediate eligibility |
| Prince George's County | As earned | As earned | As earned |
| Queen Anne's County | As earned | As earned | After six months of service |
| Delaware | As earned | na | After six months of service |
| New Jersey | As earned | As earned | As earned |
| North Carolina | As earned | na | nr |
| Ohio | nr | nr | nr |
| Pennsylvania | As earned | As earned | nr |
| Virginia | nr | nr | nr |
| West Virginia | As earned | na | nr |
| Federal Government | nr | nr | nr |
| Maryland | As earned | As earned | nr |

nr = no response; na = not applicable/not provided

Appendix E – List of Classification Titles

| Maryland Class Title | # of Agencies w/ Match |
|---|------------------------|
| Accountant Supervisor I | 12 |
| Accountant Trainee | 11 |
| Administrative Aide | 15 |
| Administrative Law Judge III | 5 |
| Administrative Officer II | 14 |
| Administrative Specialist III | 9 |
| Agency Budget Specialist II | 12 |
| Agency Buyer I | 10 |
| Agency Grants Specialist II | 8 |
| Agency Procurement Specialist II | 14 |
| Agricultural Inspector III | 7 |
| Alcohol & Drug Associate Counselor | 14 |
| Assessor III Real Property | 7 |
| Assistant Attorney General VI | 10 |
| Assistant Public Defender II | 5 |
| Assistant Secretary for Real Estate, Department of General Services (DGS) | 6 |
| <i>Assistant Secretary for Unemployment Insurance Programs, Department of Labor, Licensing & Regulations (DLLR)</i> | 4 |
| Automotive Services Specialist | 14 |
| Budget Analyst III Capital Programs | 11 |
| Budget Analyst III Operating | 9 |
| Building Construction Inspector III | 15 |
| Building Security Officer II | 12 |
| Building Services Worker II | 16 |
| Capital Projects Engineer | 15 |
| Capital Projects Manager | 14 |
| Carpenter, Trim | 12 |
| Casework Specialist Family Services | 8 |
| <i>Chief Administrative Law Judge, Office of Administrative Hearings (OAH)</i> | 3 |
| Chief Information Officer (Program Manager Senior II) | 7 |
| Chief Information Officer (Program Manager Senior IV) | 9 |
| Child Support Specialist II | 6 |
| <i>Collection Agent II</i> | 4 |
| Community Health Educator II | 8 |
| Community Health Nurse II | 11 |
| Community Health Nurse Supervisor | 9 |
| Community Health Outreach Worker II | 8 |
| Computer Information Services Specialist II | 10 |

| Maryland Class Title | # of Agencies w/ Match |
|---|------------------------|
| Computer Network Specialist II | 11 |
| Computer Operator II | 9 |
| Computer User Support Specialist II | 11 |
| Cook II | 9 |
| <i>Coordinator Special Programs, Health Services I</i> | 3 |
| Correctional Case Management Specialist II | 13 |
| Correctional Dietary Officer II Cooking | 8 |
| Correctional Officer I | 13 |
| Correctional Officer II | 15 |
| Correctional Officer Lieutenant | 16 |
| Correctional Officer Sergeant | 15 |
| <i>Correctional Supply Officer II</i> | 3 |
| Data Entry Operator II | 9 |
| Data Processing Production Control Specialist II | 8 |
| Database Functional Analyst II | 9 |
| Database Programmer Analyst II | 14 |
| Database Specialist II | 9 |
| Department of Juvenile Services Case Management Specialist III | 6 |
| <i>Department of Juvenile Services Community Detention Officer III</i> | 4 |
| Department of Juvenile Services Resident Advisor II | 5 |
| Department of Transportation Airport Fire Lieutenant | 7 |
| Department of Transportation Airport Firefighter I | 8 |
| Department of Transportation Airport Firefighter II | 9 |
| <i>Department of Transportation Airport Firefighter Trainee</i> | 3 |
| <i>Department of Transportation Airport Management Officer II</i> | 2 |
| Department of Transportation Customer Agent II | 6 |
| Department of Transportation Driver License Agent II | 7 |
| Department of Transportation Environmental Analyst I | 7 |
| Department of Transportation Environmental Analyst IV | 10 |
| Department of Transportation Facility Maintenance Technician I | 10 |
| Department of Transportation Facility Maintenance Technician III | 10 |
| Department of Transportation Heavy Equipment Maintenance Technician III | 14 |
| <i>Department of Transportation Motor Vehicle Branch, Branch Manager II</i> | 4 |
| <i>Department of Transportation Police Lieutenant</i> | 1 |
| <i>Department of Transportation Police Officer I</i> | 1 |
| <i>Department of Transportation Police Officer II</i> | 1 |
| <i>Department of Transportation Police Sergeant</i> | 1 |
| Department of Transportation Real Property Specialist I | 9 |
| Department of Transportation Real Property Specialist IV | 11 |
| Department of Transportation, Transportation Engineer I | 12 |
| Department of Transportation, Transportation Engineer IV | 13 |
| Department of Transportation, Transportation Engineering Technician IV | 11 |

| Maryland Class Title | # of Agencies w/ Match |
|--|------------------------|
| Deputy Boiler Inspector Commissioned | 7 |
| <i>Deputy Secretary for Administration, Department of Juvenile Services (DJS)</i> | 3 |
| <i>Deputy Secretary for Operations, Department of Juvenile Services (DJS)</i> | 4 |
| Deputy Secretary For Operations, Department of Public Safety & Correctional Services (DPSCS) | 5 |
| Deputy State Fire Marshal I | 7 |
| <i>Deputy State Fire Marshal II Explosives</i> | 4 |
| Deputy State Fire Marshal II Inspection & Investigation | 8 |
| Deputy State Fire Marshal Supervisor | 8 |
| <i>Developmental Disability Associate</i> | 4 |
| Direct Care Assistant II | 7 |
| Director Nursing Psychiatry | 6 |
| Director, Application Systems Management, Department of Budget & Management (DBM) (Program Manager Senior I) | 8 |
| Director, Division of Parole & Probation, Department of Public Safety & Correctional Services (DPSCS) | 6 |
| <i>District Public Defender, Metropolitan</i> | 3 |
| <i>Education Program Manager II</i> | 4 |
| Electrician | 13 |
| Engineer I Civil General | 15 |
| Engineer Senior | 15 |
| Environmental Compliance Specialist III | 9 |
| Environmental Sanitarian II | 10 |
| Environmental Specialist II General | 6 |
| Epidemiologist III | 12 |
| Executive Associate III | 14 |
| Executive Director, Commission on Human Relations (CHR) | 7 |
| Executive Director, Office of Personnel Services & Benefits, Department of Budget & Management | 7 |
| Family Services Caseworker II | 9 |
| Family Services Caseworker Trainee | 5 |
| Family Support Worker II | 5 |
| Financial Compliance Auditor II | 13 |
| Fingerprint Specialist III | 11 |
| Fiscal Accounts Clerk I | 14 |
| Fiscal Accounts Clerk II | 16 |
| Fiscal Accounts Technician II | 11 |
| Food Service Worker II | 9 |
| Forensic Sciences Director - Maryland State Police | 8 |
| Forensic Scientist III - Maryland State Police | 11 |
| Forensic Scientist Manager - Maryland State Police | 10 |
| Geologist III | 7 |
| Geriatric Nursing Assistant II | 7 |

| Maryland Class Title | # of Agencies w/ Match |
|---|------------------------|
| Health Aide II | 7 |
| Health Policy Analyst II | 6 |
| Health Records Technician II | 10 |
| Human Resources Director/ Administrative Program Manager IV | 9 |
| Human Resources Director/ Personnel Administrator II | 9 |
| Income Maintenance Specialist I | 7 |
| Income Maintenance Specialist II | 9 |
| Internal Auditor II | 11 |
| <i>Investigator III Human Resources</i> | 4 |
| IT Systems Technical Specialist | 10 |
| Legal Secretary | 13 |
| Licensed Practical Nurse II | 11 |
| Maintenance Chief III, Non-Licensed | 12 |
| Maintenance Mechanic Senior | 13 |
| <i>Maryland State Police Civilian Helicopter Pilot II (Non-Sworn)</i> | 7 |
| Maryland State Police Lieutenant | 11 |
| Maryland State Police Sergeant | 11 |
| Maryland State Police Trooper | 9 |
| Maryland State Police Trooper First Class | 8 |
| Mental Health Associate III | 6 |
| Natural Resources Police Lieutenant | 7 |
| Natural Resources Police Officer | 8 |
| Natural Resources Police Officer First Class | 6 |
| Natural Resources Police Sergeant | 7 |
| Occupational Safety & Health Compliance Officer III | 12 |
| Office Clerk I | 13 |
| Office Clerk II | 16 |
| Office Secretary I | 13 |
| Office Secretary III | 15 |
| Office Services Clerk | 10 |
| Office Supervisor | 11 |
| Painter | 12 |
| Paralegal II | 14 |
| Paramedic - Department of Transportation, Airport | 9 |
| Park Services Associate II | 6 |
| Parole & Probation Agent Senior | 9 |
| Personnel Associate II | 15 |
| Personnel Officer II | 14 |
| Personnel Specialist Trainee | 12 |
| Physician Clinical Specialist | 6 |
| Physician Clinical Staff | 7 |
| Physician Program Manager II | 5 |

| Maryland Class Title | # of Agencies w/ Match |
|--|------------------------|
| Physician Program Manager III | 7 |
| <i>Physician Program Specialist</i> | 4 |
| Planner IV | 15 |
| Plumber | 12 |
| Police Communications Operator II | 12 |
| Police Officer I | 12 |
| Police Officer II | 13 |
| Police Officer III | 10 |
| Police Officer Supervisor | 14 |
| Principal Counsel | 14 |
| Program Manager IV | 9 |
| Psychologist II | 10 |
| <i>Public Defender Intake Specialist II</i> | 0 |
| <i>Public Defender Investigator III</i> | 1 |
| Public Health Engineer III | 9 |
| Public Health Laboratory Scientist General III | 9 |
| Registered Nurse | 11 |
| Revenue Examiner I | 5 |
| Revenue Examiner III | 8 |
| Revenue Field Auditor II | 8 |
| Revenue Specialist I | 8 |
| Sanitarian IV Registered | 11 |
| <i>Secretary, Department of Agriculture</i> | 4 |
| Secretary, Department of Health & Mental Hygiene | 5 |
| Secretary, Department of Human Resources | 5 |
| Secretary, Department of Public Safety & Correctional Services | 5 |
| Secretary, Department of the Environment | 5 |
| <i>Secretary, Department of Veterans Affairs (DVA)</i> | 4 |
| Social Work Supervisor - Family Services | 9 |
| Social Worker I Family Services | 10 |
| Social Worker II Family Services | 12 |
| Social Worker II, Criminal Justice | 11 |
| Soil Conservation Associate III | 8 |
| Soil Conservation Engineering Technician | 5 |
| Staff Attorney II | 12 |
| <i>Staff Specialist III Education</i> | 4 |
| State Chief Information Officer (CIO) | 7 |
| Stationary Engineer First Grade | 7 |
| Supply Officer II | 12 |
| Therapeutic Recreator II | 10 |
| Veterinarian III, Agriculture, Field Inspection | 6 |
| Veterinarian IV Agriculture | 5 |

| Maryland Class Title | # of Agencies w/ Match |
|--|------------------------|
| Vocational Rehabilitation Director III | 8 |
| Vocational Rehabilitation Specialist III | 9 |
| Vocational Rehabilitation Supervisor | 8 |
| Warden | 14 |
| Webmaster II | 6 |

Appendix F – Survey Instrument

June 5, 2007



Ms. Andrea Fulton
Anne Arundel County Government
2660 Riva Road

Annapolis, MD 21401

RE: State of Maryland Salary and Benefits Comparative Study

VIA EMAIL

Dear Ms. Fulton:

CPS Human Resource Services, on behalf of the State of Maryland, Department of Budget and Management is conducting a Salary and Benefits Comparative Study for a variety of benchmark classes. Your agency has been identified as a survey respondent. We would appreciate your assistance in collecting the requested information.

In addition to the original introduction letter that was sent to you by the State of Maryland, Department of Budget and Management, please find attached the complete survey instrument, including:

- I. General Instructions (p. 1)
- II. Participating Agency Contact Information Form (p. 2)
- III. General Information Form (p. 3)
- IV. Benefits Survey Form (pp. 4-10)
- V. Compensation Survey Salary Data Collection Sheet (see separate Microsoft Excel file: DataCollectionSheet.xls)
- VI. Classification Descriptions (see separate Microsoft Word file: ClassDescripts.doc)

As noted in the introduction letter, we had hoped to distribute the survey the week of May 21. However, finalizing the classification descriptions took longer than anticipated. Please note we've extended the deadline to return completed surveys; we would like to receive all survey responses no later than **Friday, June 22, 2007**. We greatly appreciate your participation in the survey, and will share the results with all respondents. We look forward to hearing from you.

Best regards,
Jeff Schutt
Project Director
CPS Human Resource Services

**State of Maryland
Department of Budget and Management
Salary and Benefits Comparative Study**

I. GENERAL INSTRUCTIONS

This Salary and Benefits Comparative Study is a three-part survey:

- The first section (pages 2-3) asks some general information questions with respect to your agency size and salary plan structure.
- The second section (pages 4-10) provides a structured benefits data collection form. This information is particularly critical to our efforts to survey.
- The third section represents the Salary and Benefits Comparative Study Survey. Please find attached a separate Microsoft Excel file with a structured salary data collection sheet for this information. The descriptions for these survey classes are included in the Microsoft Word file: ClassDescripts.doc. If your agency has a comparable class, please provide the requested information.
 - Note that the monthly minimum and maximum salary provided to your agency's comparable class is requested. If your agency utilizes an open range pay structure with a control point, please provide the control or market point for that class.
 - Also, please list the bargaining group that represents each of your agency's classes that you are able to match to the survey classes.

If your agency does not have a comparable class, please list the class or classes, if any, that perform some or all of the described duties.

In completing the survey, we ask that you do the following:

1. Please complete all sections of the questionnaire using the **July 1, 2007** salary and benefit information for your agency's classification that matches the benchmark classification.
2. Please include copies of your agency's salary schedules, organization charts and the classification specifications for the comparable classes, or provide the website address where this information may be found.
3. Please complete and return the survey no later than **Friday, June 22, 2007**
4. Please email your completed survey and any accompanying documentation to mdclasssurv@cps.ca.gov.
5. If you have any questions about the survey or any the requested data, please contact Jeff Schutt by email at jschutt@cps.ca.gov or phone at (303) 902-5403.

Thank you for your cooperation and participation.

**State of Maryland, Department of Budget and Management
Salary and Benefits Comparative Study Survey**

| II. PARTICIPATING AGENCY CONTACT INFORMATION | |
|--|--|
| Please complete the following information so that we can track responses and follow-up as necessary. | |
| Agency Name: | |
| Address: | |
| Contact Name: | |
| Title: | |
| Telephone Number: | |
| Facsimile Number: | |
| E-mail Address: | |

**State of Maryland, Department of Budget and Management
Salary and Benefits Comparative Study Survey**

III. GENERAL INFORMATION

What is the total number of residents in your jurisdiction?

What is the total number of full-time employees within your agency?

How many job titles does your organization have?

Please provide details of your salary plan structure/administration. If your agency utilizes an open range plan, please provide the control point (e.g. mid-point, range maximum or any other point within the range).

- Step plan (indicate number of steps):
- Open range (indicate control point):

Please provide the next date and anticipated amount of cost-of-living-adjustment (COLA) increases for the following groups:

- | | | |
|------------------------|-----------------|---------|
| ▪ Management Employees | Last COLA Date: | Amount: |
| | Next COLA Date: | Amount: |
| ▪ General Employees | Last COLA Date: | Amount: |
| | Next COLA Date: | Amount: |

Please provide the number of hours per week (40, etc.) considered to be full time employment with your agency for the following groups:

- Management Employees:
- General Employees:

**State of Maryland, Department of Budget and Management
Salary and Benefits Comparative Study Survey**

IV. BENEFITS SURVEY

- This is a survey of your employee benefits and costs as of **July 1, 2007**.
- If employees do not receive a specific benefit, please enter “NA” for “not applicable” in the appropriate columns.
- Please report all premiums as a **monthly** cost.

| CASH BENEFITS | | |
|---|------------------------------|------------------------------|
| Retirement Contribution Practices | | |
| Primary State Employee Plan Name: | Employer Contribution | Employee Contribution |
| What is the total contribution? | | |
| Law Enforcement/Fire Fighter Retirement Plan Name: | Employer Contribution | Employee Contribution |
| What is the total contribution? | | |
| Deferred Compensation Practices | | |
| Does your organization offer an Employer Match to Deferred Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If yes , please describe | | |
| Educational Incentive Pay Practices | | |
| Please enter the amount paid per month, in dollars, or as a percentage of salary, for achievement of advanced degrees or training beyond that required for the class. | | |

**State of Maryland, Department of Budget and Management
Salary and Benefits Comparative Study Survey**

| Longevity Pay Practices | Management Employees | General Employees |
|--|--|-------------------|
| Enter the amount paid per month, in dollars, or as a percentage of salary, for premium pay based on length of service. Enter each level of longevity pay including the year of service and corresponding pay amount. | | |
| Incentive/Bonus Pay | Management Employees | General Employees |
| If you have an incentive or bonus pay program, provide the average amount paid across the organization at the last payout and the date of last payout. Please attach the policy. | | |
| Shift Differential | | |
| Are employees eligible for shift differential pay? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes , what are the Hours of the 1 st shift differential? (e.g., 6:00 PM to 1:00 AM) | | |
| If yes , what is the Pay Differential for the 1 st shift? (e.g., \$0.50 per hour or 5%) | | |
| If yes , what are the Hours of the 2 nd shift differential? | | |
| If yes , what is the Pay Differential for the 2 nd shift? | | |
| Social Security | | |
| Indicate whether your agency participates in Social Security at the full rate of 7.65% (Medicare and FICA), or 1.45% (Medicare only) | | |

**State of Maryland, Department of Budget and Management
Salary and Benefits Comparative Study Survey**

| RETIREMENT INFORMATION | | |
|---|-------------------------------|-------------------------------|
| Retirement Benefit Information | | |
| What is the retirement formula provided to employees (e.g. <u>2% @ 55</u> , etc.)? | | |
| What is the compensation component of your agency's retirement formula (e.g. highest year, etc)? | | |
| Please list the retirement plan your agency provides to employees (e.g. Maryland SRPS, etc.). | | |
| What is your agency's vesting policy for eligibility for retirement (e.g. employee must have at least 5 years of service to be eligible)? | | |
| HEALTH BENEFITS | | |
| Cafeteria Plan Practices - If your agency has a cafeteria plan provision, please answer the following questions. | Employer Monthly Contribution | Employee Monthly Contribution |
| Employee Only Coverage: | | |
| Employee + 1 Coverage: | | |
| Maximum Family Coverage: | | |

**State of Maryland, Department of Budget and Management
Salary and Benefits Comparative Study Survey**

For health-related benefits, provided separate from a cafeteria plan, please base your responses on the **most expensive plan** for each level of coverage.

| Medical Insurance Costs | Employer Monthly Contribution | Employee Monthly Contribution |
|--|--------------------------------------|--------------------------------------|
| Employee Only Coverage: | | |
| Employee + 1 Coverage: | | |
| Maximum Family Coverage: | | |
| Dental Insurance Costs | Employer Monthly Contribution | Employee Monthly Contribution |
| Employee Only Coverage: | | |
| Employee + 1 Coverage: | | |
| Maximum Family Coverage: | | |
| Prescription Drug Plan Costs | Employer Monthly Contribution | Employee Monthly Contribution |
| Employee Only Coverage: | | |
| Employee + 1 Coverage: | | |
| Maximum Family Coverage: | | |
| Do you require co-pay for prescription drug coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If Yes , please describe: | | |
| Vision Insurance Costs | Employer Monthly Contribution | Employee Monthly Contribution |
| Employee Only Coverage: | | |
| Employee + 1 Coverage: | | |
| Maximum Family Coverage: | | |

**State of Maryland, Department of Budget and Management
Salary and Benefits Comparative Study Survey**

| LEAVE PRACTICES | | |
|---|--|-----------------|
| Vacation Leave | | |
| Please enter the number of days accrued per year for each year of service, as well as the maximum amount that can be accrued in that year of service. | Annual Accrual | Maximum Accrual |
| Year 1 | | |
| Year 5 | | |
| Year 10 | | |
| Year 15 | | |
| Year 20 | | |
| Year 25 | | |
| Sick Leave | | |
| Please list the number of days accrued per year. | | |
| What is the maximum number of sick leave days that can be accrued and carried over? | | |
| Are unused sick leave days credited toward pension benefits? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If Yes , please describe: | | |
| Can unused sick leave days be cashed out upon separation from service? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If Yes , please describe: | | |

**State of Maryland, Department of Budget and Management
Salary and Benefits Comparative Study Survey**

| Holidays | | |
|--|---|---|
| Please check holidays observed: | | |
| <input type="checkbox"/> New Year's Day | <input type="checkbox"/> Martin Luther King Day | <input type="checkbox"/> President's Day |
| <input type="checkbox"/> Memorial Day | <input type="checkbox"/> Independence Day | <input type="checkbox"/> Labor Day |
| <input type="checkbox"/> Veteran's Day | <input type="checkbox"/> Thanksgiving Day | <input type="checkbox"/> Day after Thanksgiving Day |
| <input type="checkbox"/> Christmas Eve Day | <input type="checkbox"/> Christmas Day | |
| <input type="checkbox"/> Floating Holiday, If Yes , How many? | | |
| <input type="checkbox"/> Other? Please describe: | | |

| Other Leave | | |
|-------------------------|--|-----------------|
| Bereavement Leave: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number of Days: |
| Disaster Service Leave: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number of Days: |
| Jury Service Leave: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number of Days: |
| Legal Actions Leave: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number of Days: |
| Military Leave: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number of Days: |
| Personal Leave: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number of Days: |

**State of Maryland, Department of Budget and Management
Salary and Benefits Comparative Study Survey**

| Leave Buy Back Practices |
|---|
| Do you have a leave buy back policy? |
| If yes , please describe the policy: |
| Comments |
| |

| Survey Class Title | No. | Your Agency's Class Title | Minimum Monthly or Annual Salary (as of 7/1/07) | Maximum Monthly or Annual Salary (as of 7/1/07) | If no match, list which class performs these duties | Bargaining Unit of matched class | Number of budgeted positions in each class |
|-------------------------------------|------|---------------------------|---|---|---|----------------------------------|--|
| Accountant II | 4547 | | | | | | |
| Accountant Supervisor I | 4551 | | | | | | |
| Accountant Trainee | 4545 | | | | | | |
| Agency Buyer I | 3317 | | | | | | |
| Agency Procurement Specialist II | 849 | | | | | | |
| Agency Budget Specialist II | 987 | | | | | | |
| Budget Analyst III Capital Programs | 6792 | | | | | | |
| Budget Analyst III Operating | 6791 | | | | | | |
| Collection Agent II | 5452 | | | | | | |
| Financial Compliance Auditor II | 4540 | | | | | | |
| Fiscal Accounts Clerk I | 4517 | | | | | | |
| Fiscal Accounts Clerk II | 4518 | | | | | | |
| Fiscal Accounts Technician II | 4523 | | | | | | |
| Internal Auditor II | 4373 | | | | | | |

| Survey Class Title | No. | Your Agency's Class Title | Minimum Monthly or Annual Salary (as of 7/1/07) | Maximum Monthly or Annual Salary (as of 7/1/07) | If no match, list which class performs these duties | Bargaining Unit of matched class | Number of budgeted positions in each class |
|--|------------|----------------------------------|--|--|--|---|---|
| Revenue Examiner I | 123 | | | | | | |
| Revenue Examiner III | 1843 | | | | | | |
| Revenue Field Auditor II | 3061 | | | | | | |
| Revenue Specialist I | 1940 | | | | | | |
| Agency Grants Specialist II | 807 | | | | | | |
| Administrative Aide | 2572 | | | | | | |
| Administrative Officer II | 3235 | | | | | | |
| Administrative Specialist III | 2043 | | | | | | |
| Data Entry Operator II | 799 | | | | | | |
| Data Processing Production Control Specialist II | 433 | | | | | | |
| Executive Associate III | 5053 | | | | | | |
| Office Clerk I | 1374 | | | | | | |
| Office Clerk II | 1375 | | | | | | |
| Office Secretary I | 1318 | | | | | | |

| Survey Class Title | No. | Your Agency's Class Title | Minimum Monthly or Annual Salary (as of 7/1/07) | Maximum Monthly or Annual Salary (as of 7/1/07) | If no match, list which class performs these duties | Bargaining Unit of matched class | Number of budgeted positions in each class |
|---|------|---------------------------|---|---|---|----------------------------------|--|
| Office Secretary III | 1362 | | | | | | |
| Office Services Clerk | 1376 | | | | | | |
| Office Supervisor | 1442 | | | | | | |
| Supply Officer II | 1111 | | | | | | |
| Agricultural Inspector III | 741 | | | | | | |
| Department of Transportation Environmental Analyst IV | 8436 | | | | | | |
| Department of Transportation Environmental Analyst I | 8433 | | | | | | |
| Environmental Compliance Specialist III | 1880 | | | | | | |
| Environmental Sanitarian II | 2430 | | | | | | |
| Environmental Specialist II General | 3295 | | | | | | |
| Geologist III | 1033 | | | | | | |
| Park Services Associate II | 2140 | | | | | | |
| Program Manager IV | 5479 | | | | | | |
| Soil Conservation Associate III | 3315 | | | | | | |

| Survey Class Title | No. | Your Agency's Class Title | Minimum Monthly or Annual Salary (as of 7/1/07) | Maximum Monthly or Annual Salary (as of 7/1/07) | If no match, list which class performs these duties | Bargaining Unit of matched class | Number of budgeted positions in each class |
|--|------------|----------------------------------|--|--|--|---|---|
| Soil Conservation Engineering Technician | 196 | | | | | | |
| Veterinarian III, Agriculture, Field Inspection | 2837 | | | | | | |
| Veterinarian IV Agriculture | 3040 | | | | | | |
| Warden | 5144 | | | | | | |
| Director, Division of Parole & Probation, Department of Public Safety & Correctional Services (DPSCS) | 7604 | | | | | | |
| Parole & Probation Agent Senior | 3340 | | | | | | |
| Correctional Case Management Specialist II | 4027 | | | | | | |
| Correctional Officer I | 4080 | | | | | | |
| Correctional Officer II | 4081 | | | | | | |
| Correctional Officer Lieutenant | 4083 | | | | | | |
| Correctional Officer Sergeant | 4082 | | | | | | |
| Correctional Supply Officer II | 4092 | | | | | | |
| Police Officer I | 4125 | | | | | | |

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|--|------|---------------------------|---|---|---|----------------------------------|--|
| Police Officer II | 4126 | | | | | | |
| Police Officer III | 4127 | | | | | | |
| Police Officer Supervisor | 4128 | | | | | | |
| Maryland State Police Lieutenant | 5906 | | | | | | |
| Maryland State Police Sergeant | 5908 | | | | | | |
| Maryland State Police Trooper | 5912 | | | | | | |
| Maryland State Police Trooper First Class | 5913 | | | | | | |
| Natural Resources Police Lieutenant | 27 | | | | | | |
| Natural Resources Police Officer | 535 | | | | | | |
| Natural Resources Police Officer First Class | 407 | | | | | | |
| Natural Resources Police Sergeant | 25 | | | | | | |
| Department of Transportation Police Lieutenant | 7483 | | | | | | |
| Department of Transportation Police Officer I | 7479 | | | | | | |
| Department of Transportation Police Officer II | 7480 | | | | | | |

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|--|------|---------------------------|---|---|---|----------------------------------|--|
| Department of Transportation Police Sergeant | 7482 | | | | | | |
| Deputy State Fire Marshal I | 4098 | | | | | | |
| Deputy State Fire Marshal II Explosives | 4099 | | | | | | |
| Deputy State Fire Marshal II Inspection & Investigation | 4100 | | | | | | |
| Deputy State Fire Marshal Supervisor | 4101 | | | | | | |
| Department of Transportation Airport Fire Lieutenant | 4013 | | | | | | |
| Department of Transportation Airport Firefighter I | 4011 | | | | | | |
| Department of Transportation Airport Firefighter II | 4012 | | | | | | |
| Department of Transportation Airport Firefighter Trainee | 4010 | | | | | | |
| Fingerprint Specialist III | 4449 | | | | | | |
| Forensic Scientist III - Maryland State Police | 254 | | | | | | |
| Forensic Scientist Manager - Maryland State Police | 257 | | | | | | |
| Forensic Sciences Director - Maryland State Police | 5910 | | | | | | |
| Maryland State Police Civilian Helicopter Pilot II (Non-Sworn) | 2272 | | | | | | |

| Survey Class Title | No. | Your Agency's Class Title | Minimum Monthly or Annual Salary (as of 7/1/07) | Maximum Monthly or Annual Salary (as of 7/1/07) | If no match, list which class performs these duties | Bargaining Unit of matched class | Number of budgeted positions in each class |
|--|--------|---------------------------|---|---|---|----------------------------------|--|
| Police Communica-tions Operator II | 2704 | | | | | | |
| Building Security Officer II | 4024 | | | | | | |
| Chief Administrative Law Judge, Office of Administrative Hearings (OAH) | 9420 | | | | | | |
| Deputy Secretary for Administration, Department of Juvenile Services (DJS) | 9405 | | | | | | |
| Deputy Secretary for Operations, Department of Juvenile Services (DJS) | 9405.5 | | | | | | |
| Deputy Secretary For Operations, Department of Public Safety & Correctional Services (DPSCS) | 7614 | | | | | | |
| Executive Director, Commission on Human Relations (CHR) | 7226 | | | | | | |
| Executive Director, Office of Personnel Services & Benefits, Department of Budget & Management | 9608 | | | | | | |
| Secretary, Department of Agriculture | 7507 | | | | | | |
| Secretary, Department of Health & Mental Hygiene | 7517 | | | | | | |

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|--|------|---------------------------|---|---|---|----------------------------------|--|
| Secretary, Department of Human Resources | 7555 | | | | | | |
| Secretary, Department of Public Safety & Correctional Services | 7595 | | | | | | |
| Secretary, Department of the Environment | 7830 | | | | | | |
| Secretary, Department of Veterans Affairs (DVA) | 9242 | | | | | | |
| State Chief Information Officer (CIO) | 9609 | | | | | | |
| Education Program Manager II | 5059 | | | | | | |
| Staff Specialist III Education | 5298 | | | | | | |
| Vocational Rehabilitation Director III | 5232 | | | | | | |
| Vocational Rehabilitation Specialist III | 5630 | | | | | | |
| Vocational Rehabilitation Supervisor | 5209 | | | | | | |
| Capital Projects Engineer | 5273 | | | | | | |
| Capital Projects Manager | 3587 | | | | | | |
| Building Construction Inspector III | 2810 | | | | | | |

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|--|------|---------------------------|---|---|---|----------------------------------|--|
| Engineer I Civil General | 1883 | | | | | | |
| Engineer Senior | 6332 | | | | | | |
| Department of Transportation Facility Maintenance Technician I | 7887 | | | | | | |
| Department of Transportation Facility Maintenance Technician III | 7889 | | | | | | |
| Carpenter, Trim | 2126 | | | | | | |
| Electrician | 418 | | | | | | |
| Painter | 667 | | | | | | |
| Plumber | 697 | | | | | | |
| Planner IV | 1274 | | | | | | |
| Alcohol & Drug Associate Counselor | 1563 | | | | | | |
| Casework Specialist Family Services | 4511 | | | | | | |
| Child Support Specialist II | 4574 | | | | | | |
| Community Health Educator II | 1026 | | | | | | |

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|---|------|---------------------------|---|---|---|----------------------------------|--|
| Community Health Nurse II | 4216 | | | | | | |
| Community Health Nurse Supervisor | 4218 | | | | | | |
| Community Health Outreach Worker II | 206 | | | | | | |
| Coordinator Special Programs, Health Services I | 2722 | | | | | | |
| Department of Juvenile Services Case Management Specialist III | 2592 | | | | | | |
| Department of Juvenile Services Community Detention Officer III | 2558 | | | | | | |
| Department of Juvenile Services Resident Advisor II | 2607 | | | | | | |
| Developmental Disability Associate | 4209 | | | | | | |
| Direct Care Assistant II | 4003 | | | | | | |
| Director Nursing Psychiatry | 4295 | | | | | | |
| Epidemiologist III | 3643 | | | | | | |
| Family Services Caseworker II | 4509 | | | | | | |
| Family Services Caseworker Trainee | 4507 | | | | | | |

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|---|------|---------------------------|---|---|---|----------------------------------|--|
| Family Support Worker II | 502 | | | | | | |
| Geriatric Nursing Assistant II | 1194 | | | | | | |
| Health Aide II | 4243 | | | | | | |
| Health Policy Analyst II | 2419 | | | | | | |
| Health Records Technician II | 3617 | | | | | | |
| Income Maintenance Specialist I | 683 | | | | | | |
| Income Maintenance Specialist II | 3546 | | | | | | |
| Licensed Practical Nurse II | 4247 | | | | | | |
| Mental Health Associate III | 2737 | | | | | | |
| Paramedic - Department of Transportation, Airport | 4204 | | | | | | |
| Physician Clinical Specialist | 4606 | | | | | | |
| Physician Clinical Staff | 4603 | | | | | | |
| Physician Program Manager II | 4609 | | | | | | |
| Physician Program Manager III | 4610 | | | | | | |

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| Physician Program Specialist | 4605 | | | | | | |
| Psychologist II | 613 | | | | | | |
| Public Health Engineer III | 177 | | | | | | |
| Public Health Laboratory Scientist General III | 1086 | | | | | | |
| Registered Nurse | 4284 | | | | | | |
| Social Work Supervisor - Family Services | 4514 | | | | | | |
| Social Worker I Family Services | 4512 | | | | | | |
| Social Worker II Family Services | 4513 | | | | | | |
| Social Worker II, Criminal Justice | 2004 | | | | | | |
| Therapeutic Recreator II | 4302 | | | | | | |
| Assistant Secretary for Unemployment Insurance Programs, Department of Labor, Licensing & Regulations (DLLR) | 9606 | | | | | | |
| Sanitarian IV Registered | 277 | | | | | | |

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|---|------|---------------------------|---|---|---|----------------------------------|--|
| Food Service Worker II | 4561 | | | | | | |
| Cook II | 1797 | | | | | | |
| Correctional Dietary Officer II Cooking | 4034 | | | | | | |
| Chief Information Officer (Program Manager Senior II) | 5483 | | | | | | |
| Chief Information Officer (Program Manager Senior IV) | 5485 | | | | | | |
| Computer Information Services Specialist II | 4409 | | | | | | |
| Computer Network Specialist II | 4413 | | | | | | |
| Computer Operator II | 1042 | | | | | | |
| Computer User Support Specialist II | 20 | | | | | | |
| Database Functional Analyst II | 4499 | | | | | | |
| Database Programmer Analyst II | 4470 | | | | | | |
| Database Specialist II | 4480 | | | | | | |
| Director, Application Systems Management, Department of Budget & Management (DBM) (Program Manager Senior I) | 5482 | | | | | | |

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|---|------------|----------------------------------|--|--|--|---|---|
| IT Systems Technical Specialist | 4488 | | | | | | |
| Webmaster II | 388 | | | | | | |
| Administrative Law Judge III | 5266 | | | | | | |
| Assistant Attorney General VI | 5301 | | | | | | |
| Assistant Public Defender II | 5431 | | | | | | |
| District Public Defender, Metropolitan | 5429 | | | | | | |
| Legal Secretary | 835 | | | | | | |
| Paralegal II | 885 | | | | | | |
| Principal Counsel | 5626 | | | | | | |
| Public Defender Intake Specialist II | 2694 | | | | | | |
| Public Defender Investigator III | 3452 | | | | | | |
| Staff Attorney II | 5094 | | | | | | |
| Investigator III Human Resources | 3649 | | | | | | |
| Occupational Safety & Health Compliance Officer III | 1312 | | | | | | |

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| Automotive Services Specialist | 2715 | | | | | | |
| Building Services Worker II | 4557 | | | | | | |
| Department of Transportation Heavy Equipment Maintenance Technician III | 7126 | | | | | | |
| Deputy Boiler Inspector Commissioned | 346 | | | | | | |
| Maintenance Chief III, Non-Licensed | 1965 | | | | | | |
| Maintenance Mechanic Senior | 606 | | | | | | |
| Stationary Engineer First Grade | 287 | | | | | | |
| Human Resources Director/ Administrative Program Manager IV | 5475 | | | | | | |
| Human Resources Director/ Personnel Administrator II | 392 | | | | | | |
| Personnel Associate II | 1260 | | | | | | |
| Personnel Officer II | 2939 | | | | | | |
| Personnel Specialist Trainee | 693 | | | | | | |

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|---|------|---------------------------|---|---|---|----------------------------------|--|
| Assessor III Real Property | 3029 | | | | | | |
| Assistant Secretary for Real Estate, Department of General Services (DGS) | 9605 | | | | | | |
| Department of Transportation Real Property Specialist I | 4902 | | | | | | |
| Department of Transportation Real Property Specialist IV | 4905 | | | | | | |
| Department of Transportation Airport Management Officer II | 8431 | | | | | | |
| Department of Transportation Customer Agent II | 4864 | | | | | | |
| Department of Transportation Driver License Agent II | 4869 | | | | | | |
| Department of Transportation Motor Vehicle Branch, Branch Manager II | 8015 | | | | | | |
| Department of Transportation, Transportation Engineer I | 8439 | | | | | | |
| Department of Transportation, Transportation Engineer IV | 516 | | | | | | |
| Department of Transportation, Transportation Engineering Technician IV | 8449 | | | | | | |

State of Maryland Job Classification Descriptions

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| Class Title | Code | Description |
|--|------|--|
| Accounting, Finance, Budget and Revenue | | |
| Accountant II | 4547 | The full performance level of work performing the full range of accountant duties examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles in order to modify and maintain agency accounting systems, prepare financial reports or statements and give fiscal advice to management. Does not supervise others and receives general supervision from an Accountant Supervisor or other designated administrator. Requires: Bachelor's degree in Accounting or a bachelor's degree with 30 credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing, and two years of experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles, or licensed CPA and one year experience. |

| Class Title | Code | Description |
|----------------------------------|------|---|
| Accountant Supervisor I | 4551 | The full supervisory level of work examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles in order to modify and maintain agency accounting systems, prepare financial reports or statements and give fiscal advice to management. Examples of duties include: Plans, coordinates, supervises and evaluates the work of Accountants and related fiscal staff; develops and implements training programs for the accounting staff; determines the need for modifications of manual and automated systems to meet the specific fiscal requirements of the agency and oversees the development and implementation of necessary modifications; maintains, updates, interprets and applies pertinent laws and regulations to fiscal and accounting operations. Receives general supervision from an Accountant Manager I or other designated administrator. Requires: Bachelor's degree in Accounting or a bachelor's degree with 30 credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing, and four years of experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles, or licensed CPA and three years experience. |
| Accountant Trainee | 4545 | The entry level of work examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles in order to modify and maintain agency accounting systems, prepare financial reports or statements and give fiscal advice to management. Does not supervise others and receives close supervision from an Accountant Supervisor or other designated administrator. Requires: Bachelor's degree in Accounting or a Bachelor's degree with 30 credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing, or licensure as a Certified Public Accountant. |
| Agency Buyer I | 3317 | Specialized work involving the total responsibility for the materials management of a small State institution involving the procurement, receipt, storage distribution and disposition of supplies, materials and equipment. Responsible for determining the sources of supply for exempt items ordered and must directly contract for a wide variety of services and equipment. Develops or modifies product specifications to meet specific needs and provides technical advice regarding specifications, standards, standard packaging, most economical ordering quantities, and product suitability to the agency. May assist in preparing the operating and capital budgets for the agency by furnishing current prices for supplies, equipment and trade-in items. The work involves extensive, but relatively routine contact with vendors and with the Purchasing Bureau in initiating requisitions and purchase orders for materials, supplies and equipment. Receives general direction from the chief administrative officer superintendent, business manager or other designated official. Works within the policy and guidelines established by the agency and by the Purchasing Bureau. Supervises all clerical and supply staff performing duties related to the purchasing, procurement, storage and distribution of supplies, equipment and services. Requires: Graduation from high school or equivalent and five years of experience in receiving, storing, issuing, purchasing and requisitioning supplies, materials and equipment including three years at the supervisory or management level or the final responsibility for purchasing and requisitioning. |
| Agency Procurement Specialist II | 849 | The full performance level of work in the procurement of equipment, services, construction, supplies, information technology, and other needs, which must be obtained through the competitive or negotiated procurement process. Responsible for soliciting, evaluating, negotiating and awarding contracts, according to State Procurement laws, procedures and regulations, as well as maintaining contracts by assuring compliance with terms and conditions. Does not supervise other Agency Procurement Specialists, but may supervise or give guidance and direction to a unit of agency procurement associates and support staff. Receives general supervision from an Agency Procurement Specialist Supervisor or other designated administrator. Requires: Bachelor's degree, two years of contract management or procurement experience involving duties such as: soliciting, evaluating, negotiating and awarding contracts and ensuring compliance with governmental procurement laws, regulations and conditions and a valid motor vehicle operator's license. |

| Class Title | Code | Description |
|-------------------------------------|------|---|
| Agency Budget Specialist II | 987 | The full performance level of work preparing, presenting and executing agency budgets with three years of experience. Prepares and distributes budget instructions to assigned units, review budget submissions, and prepares and presents draft budgets to executive management at agency-level hearings. After the budgets are approved, prepares finalized budgets for submission to the Department of Budget and Management and monitors and approves expenditures throughout the year. Notifies agency personnel regarding appropriation levels after their budget has been approved by the legislature. May supervise support staff. |
| Budget Analyst III Capital Programs | 6792 | Full performance level of work in the formulation and expenditure oversight of the Governor's annual spending plan and legislative appropriation. Work involves the analysis of capital budgets and capital programs of State agencies. Evaluates State capital funding requests from State agencies, local governments and non-government organizations. Conducts analysis and evaluation of facility master plans and programs and existing facilities and programs to develop recommendations for improvement, adjustment or alternative methods of financing. Makes recommendations to the Secretary of DBM and to the Governor regarding funding capital programs and projects and provide technical advice and assistance, including interpreting budget policies to State agencies in the preparation of their budgets, and to local government and non-government organizations requesting State financial assistance. Attends agency budget hearings conducted by DBM and the Governor, and Hearings and Committee meetings conducted by the General Assembly. |
| Budget Analyst III Operating | 6791 | The full performance level of work in the formulation and expenditure oversight of the Governor's annual spending plan and legislative appropriation. Work involves the analysis of operating budgets of State agencies. Conducts studies of all budget expenditures of units of the Executive Branch of State government and makes recommendations to the Secretary of DBM and to the Governor regarding resource allocation for assigned State agencies. Provides technical advice and assistance, including interpreting budget policies to State agencies in the preparation of budgets, and analyzes the organization, policy, procedures and management practices of State departments and agencies to develop recommendations for their improvement. Investigates the propriety and need for the transfer of appropriations between programs to maintain fiscal integrity and may attend agency budget hearings conducted by DBM and the Governor, and Hearings and Committee meetings conducted by the General Assembly. Does not supervise. |
| Collection Agent II | 5452 | The full performance level of professional work in the collection of delinquent accounts as an agent of the Central Collection Unit, Department of Budget and Management. Collections are those owed by individuals to various State agencies, and which have passed payment deadlines. Locates, contacts and interviews debtors and arranges for the collection of delinquent accounts. Responsible for resolving a full caseload of accounts with intermediate complexity. Receives general supervision from the Supervisor or Assistant Supervisor of Collections. Assigned a caseload of routine nature which requires some independence of action. The employee will be required to assist the Special Attorneys in case preparation. The employee may be required to appear in court as a witness for the State in cases involving litigation initiated by the Unit's Special Attorneys. Requires: Bachelor's Degree from an accredited four-year college or university. One year of full-time experience or its equivalent in the Maryland State classification of Collection Agent I. |

| Class Title | Code | Description |
|---------------------------------|------|--|
| Financial Compliance Auditor II | 4540 | The full performance level of work examining and analyzing the business records and accounting systems of a State agency, grantee, business or other entity to verify reliability, accuracy and compliance with generally accepted accounting principles and with statutes or contract provisions. The audits are performed independently or as a member of an audit team. Performs financial and compliance audits of a State agency, grantee, business or other entity to determine financial status and compliance with pertinent laws, regulations and contract provisions; evaluates the adequacy and effectiveness of an entity's internal controls by reviewing and verifying adherence to policies and procedures meant to insure the reliability and accuracy of financial data and reports and compliance with pertinent laws and regulations; prepares workpapers to document findings; prepares audit reports; and, participates in pre-audit and post-audit conferences with management and employees of the audited entity. Does not supervise others and receives general supervision from a Financial Compliance Auditor Supervisor or other designated administrator. Requires: Bachelor's degree in Accounting or a bachelor's degree with 30 credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing, and two years of experience performing financial and compliance audits of a State agency, grantee, business or other entity, or licensed CPA or Certified Internal Auditor and one year experience. |
| Fiscal Accounts Clerk I | 4517 | The intermediate level of work reviewing, verifying, recording, adjusting and balancing financial transactions. Employees do not supervise. Receives moderate supervision from a Fiscal Accounts Clerk Supervisor, a professional accountant or other designated administrator. Requires: Graduation from an accredited high school or possession of a high school equivalency certificate. One year of experience reviewing, verifying, recording, adjusting and balancing financial transactions. |
| Fiscal Accounts Clerk II | 4518 | The full performance level of work reviewing, verifying, recording, adjusting and balancing financial transactions. Employees do not supervise. Receives general supervision from a Fiscal Accounts Clerk Supervisor, a professional accountant or other designated administrator. Requires: Graduation from an accredited high school or possession of a high school equivalency certificate. Two years of experience reviewing, verifying, recording, adjusting and balancing financial transactions. |
| Fiscal Accounts Technician II | 4523 | The full performance level of work reconciling agency accounting systems to fiscal control systems or developing automated spreadsheets, ledgers and reports or identifying budget trends and recommending budget realignments. Employees do not supervise. Receives general supervision from a Fiscal Accounts Technician Supervisor, a professional accountant or other designated administrator. Requires: Graduation from an accredited high school or possession of a high school equivalency certificate. One year of experience reconciling agency accounting systems to fiscal control systems or developing automated spreadsheets, ledgers and reports using accounting software packages or identifying budget trends and recommending budget realignments. |
| Internal Auditor II | 4373 | The full performance level of work conducting finance and compliance, economy and efficiency, and program results audits of a State agency's records and accounting systems to verify their correctness or to determine compliance with provisions of a statute or contract. The audits are performed independently or as a member of an audit team. Employees do not supervise. Receives general supervision from an Internal Auditor Supervisor or Internal Auditor Program Supervisor. Technical guidance may be received from an Internal Auditor Lead. The work may require travel throughout the State, including overnight travel. Requires: Bachelor's degree in accounting from an accredited college or university or a bachelor's degree from an accredited college or university with 30 credit hours in accounting and related courses, including or supplemented by three credit hours in auditing. Three years of experience conducting financial and operational internal audits that include elements for finance and compliance, economy and efficiency, and program results. |

| Class Title | Code | Description |
|-------------------------------|------|---|
| Revenue Examiner I | 123 | Entry level of work in tax assessments, collections, investigations and examinations. Performs duties independently, as a member of an examination or collection team or provides professional taxpayer service assistance within one or more of the specialized fields of revenue production administered by the Comptroller of Maryland. Learn to examine and edit tax returns and International Fuel Tax Agreement (IFTA) reports submitted to the Comptroller to determine adequacy and compliance with reporting regulations and tax laws. Learn to interpret, apply and enforce tax and licensing laws for one or more of the specialized fields of revenue production and the regulatory controls of IFTA and all beer, wine, liquor and tobacco tax laws. May supervise subordinate Fiscal Aides, Fiscal Clerks or Office Clerks. Requires: Two years of experience in customer service, telecommunications, fiscal clerical or clerical related work. |
| Revenue Examiner III | 1843 | Full performance level of work in tax assessments, collections, investigations and examinations. Performs duties independently, as a member of an examination or collection team or provides professional taxpayer service assistance, within one or more of the specialized fields of revenue production administered by the Comptroller of Maryland. Requires: Four years of experience in customer service, telecommunications, fiscal clerical or clerical related. |
| Revenue Field Auditor II | 3061 | The full performance level of work conducting limited financial and compliance revenue field audits independently or as part of an audit team, within one or more of the specialized fields of revenue production, administered by the Comptroller of Maryland. These specialized fields may include sales and use tax, admissions and amusement tax, withholding tax, motor vehicle fuel tax, alcohol and tobacco tax, unclaimed property, tire fee and any other revenue levy authorized by the legislature. Does not supervise. Receives general supervision from a Revenue Field Auditor Supervisor or Revenue Administrator. The work may require travel in the State of Maryland and throughout the country, to perform on-site audits of commercial taxpayers. Requires: Bachelor's degree with six credit hours in accounting and fifteen credit hours in related courses (e.g., business finance, economics, business administration, introduction to data processing), one year of experience performing revenue field auditing or outside tax auditing, and a valid motor vehicle operator's license. |
| Revenue Specialist I | 1940 | The advanced level of work examining, investigating, reporting, interviewing, corresponding and collecting taxes and assisting taxpayers within two or more of the specialized fields of revenue production or the advanced level of work examining, investigating, reporting, interviewing, corresponding and collecting taxes, and assisting taxpayers within the motor fuel/motor carrier tax field, administered by the Comptroller of Maryland. These specialized fields may include sales and use tax, income tax, admissions and amusement tax, withholding tax, alcohol and tobacco tax, and any other revenue levy authorized by the legislature. May supervise Revenue Examiners, Fiscal Aides, Fiscal Clerks or Office Clerks. Receives general supervision from a higher level Revenue Specialist or Revenue Administrator. The work may require travel in the State of Maryland. Requires: Graduation from high school or equivalent, including or supplemented with a course in bookkeeping or accounting, three years of experience performing work in tax assessments, collections, investigations, examinations, adjustments or taxpayer services, and a valid motor vehicle operator's license. |
| Agency Grants Specialist II | 807 | The full performance level of work evaluating grant proposals, distributing grant monies and monitoring and reporting for a grant program. Does not supervise. Receives general supervision from an Agency Grants Specialist Supervisor or higher level administrator. Requires: Bachelor's degree and three years of related experience. |
| Administrative Support | | |
| Administrative Aide | 2572 | Performs variety of support duties to a manager in a headquarters or district office, such as typing/keyboarding, arranging meetings and answering phone inquiries. Develops databases, filing systems and office procedures. Requires considerable ability to handle difficult problems under frequently changing priorities. May act as Office Manager and assign work to or supervise other staff. Is expected to work to a considerable extent without recourse to supervisor's advice. Personal contacts may involve considerable tact in securing or giving confidential information or heavy or sensitive dealings with the general public. Composes correspondence for the supervisor, develops standard response letters and may send some correspondence under own signature. |

| Class Title | Code | Description |
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| Administrative Officer II | 3235 | General administrative staff work at the full performance level. Expedites and coordinates administrative details for a variety of areas, such as personnel transactions, training, fleet and facilities management and assists with budget preparation or administration for an administration or major division within a department. Serves as liaison to departmental headquarters personnel. May also be used for full performance training positions. Researches and compiles information and work flow charts, evaluates and prepares narrative reports on programs or subprograms. Recommends improvements in program administration. May provide information on program to the public. |
| Administrative Specialist III | 2043 | The entry level of administrative work as defined by the FLSA for candidates with a Bachelor's degree and no experience. Conducts studies and analyses of programs, organizations, procedures or systems; prepares reports, statistical tables and charts; makes recommendations to improve programs; and assists in formulating budgets and planning new programs. |
| Data Entry Operator II | 799 | The full performance level of work accurately keying large amounts of alpha, numeric or symbolic data from source documents into a computer or onto magnetic tape or disk for subsequent entry according to a production schedule. Does not supervise. Receives general supervision from a Data Entry Operator Supervisor. May be assigned to day, evening or night shifts, which may include weekends and holidays. Required to work with keyboards and visual display terminals for long periods of time. Requires: Completion of the eighth grade and one year of related experience. |
| Data Processing Production Control Specialist II | 433 | The full performance level of work in scheduling, controlling input and output or maintaining a tape library to process data on multipurpose, multi-tasking computer systems. Does not supervise. Receives general supervision from a DP Production Control Supervisor or other data processing administrator. The work requires careful observance of safety procedures related to fire extinguishing systems for computers. The work may be performed in a computer room and involve exposure to moderate levels of noise and to a climate controlled environment. The work may require operating high speed equipment such as bursters, decollators or binders, moving boxes of paper weighing up to forty pounds, and working evenings, weekends and holidays. Requires: Graduation from high school or equivalent and two years of related experience. |
| Executive Associate III | 5053 | Provides administrative support as the personal secretary and assistant to a Cabinet Secretary. May supervise lower-level secretarial or clerical employees. Requires: Graduation from high school or equivalent and five years of experience in secretarial work. |
| Office Clerk I | 1374 | The intermediate level of work performing clerical duties which are clear-cut and typically found in office settings, such as filing, photocopying, posting data, stamping and sorting mail and other material, and directing telephone calls and visitors. Does not supervise. Receives moderate supervision from an Office Supervisor or other clerical or administrative supervisor. Requires: Completion of the eighth grade and six months experience performing clerical duties in an office environment. |
| Office Clerk II | 1375 | The full performance level of work performing clerical duties which are clear-cut and typically found in office settings, such as filing, photocopying, posting data, stamping and sorting mail and other material and directing telephone calls and visitors. Does not supervise. Receives general supervision from an Office Supervisor or other clerical or administrative supervisor. Requires: Completion of the eighth grade and one year experience performing clerical duties in an office environment. |
| Office Secretary I | 1318 | Lowest level secretary. Performs variety of support duties for one or more supervisors such as typing/keyboarding, filing, answering phones and taking messages. Work consists of routine assignments following established procedures or guidelines with little decision making required. Requires: One year or less training time and experience. |

| Class Title | Code | Description |
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| Office Secretary III | 1362 | Performs variety of support duties for a professional or administrator, such as typing/keyboarding, maintaining computer logs and databases, maintaining filing systems, answering phones and exchanging information with internal and external customers. May be expected to work to a considerable extent without recourse to supervisor's advice. Requires ability to handle moderately difficult problems, which deviate from established procedures. Regular outside contacts where the matters discussed require a working knowledge of agency programs and policies. May involve close contact with the public. May revise procedures or compose correspondence. May lead or supervise other clerical staff. |
| Office Services Clerk | 1376 | The full performance level of work performing diverse clerical duties which support agency operations and require the review, verification and interpretation of information in order to make determinations and resolve problems in accordance with policies, regulations and laws applicable to agency programs. Does not supervise. Receives general supervision from an Office Supervisor or other clerical or administrative supervisor. Requires: Graduation from high school or equivalent and two years of experience performing clerical duties. |
| Office Supervisor | 1442 | The supervisory level of work performing diverse clerical duties that support agency operations. Supervises lower-level clerical employees. Receives general supervision from an Office Manager or an administrative position. Requires: Graduation from high school or equivalent and four years of experience performing clerical duties. |
| Supply Officer II | 1111 | Responsible for the proper receipt, storage, and issuance of supplies, maintenance of inventory and other store records, and the preparation of purchase requisitions for stock replacement; develops storage methods, including the allocation and arrangement of storage facilities; takes physical inventory of supplies, materials, and equipment; may supervise stock clerks or other lower level supply personnel performing storekeeping functions; contacts vendors concerning supply purchases; and may assist in the preparation of specifications for equipment and supplies. |
| Agriculture and Environment | | |
| Agricultural Inspector III | 741 | The full performance level of agricultural inspection work in the Department of Agriculture. Performs agricultural inspection work involving the independent conduct of both complex and routine inspection, testing, and sampling activities in the areas of field inspections, animal health, weights and measures, pesticides, pest survey and control or turf and seed. Does not supervise. Work is performed at various field locations throughout a geographic region of the State requiring extensive travel. Some positions may require lifting and carrying up to 100 pounds. Requires: Graduation from high school or equivalent, three years of experience performing inspections or quality/quantity control work directly related to the specific area of assignment including at least one year as a local, state, or federal inspector, and a valid motor vehicle operator's license. For Pesticide and Pest Survey and Control assignments, a Commercial Applicators Certification is required. |
| Department of Transportation Environmental Analyst IV | 8436 | The senior or advanced level of professional work as a team leader in the environmental sciences, conducting major, complex and/or innovative projects in researching, analyzing and evaluating the environmental or socio-economic impact of projects, and making recommendations to minimize and mitigate environmental impact. Employees are responsible for leading multi-disciplined teams on major, complex and politically sensitive environmental studies and serve as technical expert in a particular area of environmental studies. Serves as project team leader and directs, supervises, schedules, and monitors the work of multi-disciplined teams of consultants and professional and technical staff. Work is performed under managerial supervision of a higher level Environmental Manager or other higher level professional. Work is performed in an office setting and in the field; work may involve physical inspection of job sites. Requires: Bachelor's degree in natural sciences, agronomy, forestry, horticultural or related sciences, geography, environmental planning, civil engineering, sociology, economics, planning, anthropology, architectural history or related fields such as ecology, landscape architecture, or environmental engineering, and six years experience in environmental analysis to include the development of plans, specifications, estimates, and design, and a valid motor vehicle operator's license. |

| Class Title | Code | Description |
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| Department of Transportation Environmental Analyst I | 8433 | The entry level professional environmental work in the environmental sciences preparing environmental studies, specialized technical analysis such as air quality, land use, etc., wetland permit applications and assisting in preparing wetland mitigation and stream restoration plans, specifications and costs estimates. Employees are responsible for attending public meetings and hearings to explain the environmental impact of projects or programs, collecting natural or socio-economic information on impact, and assisting in preparing environmental documents and vegetation management plans. Positions in this class do not generally supervise; however, the employee in this class may provide technical guidance to others as a function of responsibility over specific programs or projects. Work is performed under the close supervision of a higher level Environmental Analyst, or other higher level professional. Work is performed in an office setting and in the field; work may involve physical inspection of job sites. Requires: Bachelor's degree in natural sciences, agronomy, forestry, horticulture or related sciences, geography, environmental planning, civil engineering, sociology, economics, planning, anthropology, architectural history or related fields such as ecology, landscape architecture, or environmental engineering, and a valid motor vehicle operator's license. |
| Environmental Compliance Specialist III | 1880 | The full performance level of environmental regulatory compliance work in the areas of water pollution control; sediment and erosion control; tidal and nontidal wetlands; flood control and waterway construction; stormwater management; coal, non-coal and surface mining; and oil pollution control. Ensures compliance with State and federal environmental laws and regulations through consultation, negotiation, inspection and investigation activities and initiate enforcement actions. Does not supervise. Receives general supervision from an Environmental Compliance Specialist Supervisor. May be required to work evenings and weekends and may be subject to call-in for emergency situations. The work is performed out of doors in all kinds of weather, requires travel throughout the State, may require the use of safety equipment, and may require carrying specialized tools and testing devices while walking over uneven and rocky surfaces and bending or stooping in confined spaces. May be exposed to physical hazards, such as toxic materials and fumes, asbestos, lead particles and falling debris. Requires: Bachelor's degree in earth science, environmental science, geology, civil or environmental engineering, biology, chemistry, agronomy, forestry or other related discipline, two years performing environmental regulatory compliance work in related areas and a valid motor vehicle operator's license. |
| Environmental Sanitarian II | 2430 | The full performance level of work in a local health department performing inspections and investigations to secure compliance with environmental health laws and regulations. Does not supervise Environmental Sanitarians, but may supervise support staff. Receives general supervision from an Environmental Sanitarian Supervisor or Environmental Sanitarian Program Supervisor. May be subject to 24-hour on-call duty and overtime based on staffing needs. The work may be performed at private homes, businesses, construction sites and other community settings where travel is required and the environment is often unpredictable. Required to observe infection control precautions in order to prevent contamination and the spread of disease. May be required to wear safety equipment and are expected to lift and carry objects weighing over 50 pounds. Requires: license as a Registered Environmental Sanitarian, two years of experience performing inspections and investigations to secure compliance with environmental health laws and regulations, and a valid motor vehicle operator's license. |

| Class Title | Code | Description |
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| Environmental Specialist II General | 3295 | The full performance level of work in researching, gathering, analyzing, and coordinating environmental matters related to the planning, design, construction and maintenance of State facilities. Investigates and evaluates the moderately difficult problems arising from these projects that may affect the environment, develops recommendations for their solution, and reviews projects for compliance with established rules, regulations, and procedures. Duties include serving in a liaison capacity with others involved in conducting studies related to environmental matters, and assisting engineering personnel, through reports and at public meetings, in answering questions related to the social, economic, and ecological impact of proposed projects. Work is supervised closely while in process and reviewed thoroughly upon completion by a higher-level Environmental Specialist or other official. Employees in this class may supervise lower-level Environmental Specialists and technical personnel. Requires: Bachelor's degree from an accredited four-year college or university. Three years of professional experience in analysis, research and evaluation of natural and human ecological or environmental resources. |
| Geologist III | 1033 | The full performance level of professional geological work with a focus on environmental programs. Applies theoretical and practical knowledge of geological concepts and principles, testing and sampling equipment, and geological mapping to environmental investigations and projects. Does not supervise other Geologists, but may provide guidance and training to lower-level Geologists, support staff or summer technical assistants. Receives general supervision from a Geologist Supervisor or other designated supervisor. The work is performed both in the office and in the field. In the field, employees may experience a variety of conditions related to weather and terrain; be required to travel throughout the State; be required to walk considerable distances over rough or unstable terrain; be exposed to standard physical hazards associated with construction sites, and industrial and manufacturing operations and equipment; be exposed to hazardous substances and fumes; be required to carry heavy equipment exceeding 50 pounds; be required to wear personal protective equipment; and work evenings and weekends. Requires: Bachelor's degree in Geology, Environmental Geology or a related earth science, three years of experience performing professional geological work, and a valid motor vehicle operator's license. May be required to become certified in Hazardous Waste Operations and Emergency Response. |
| Park Services Associate II | 2140 | The full performance level of work involving the coordination of forest and park development, programming, and interpretive services. Work in interpretive services involves informing visitors about forest and park resources and features. Does not supervise, but may provide technical direction to forest and park employees and seasonal personnel. Receives general supervision from a Park Services Associate Supervisor or other forest or park administrator. May be required to work evenings and weekends and may be subject to call-in 24 hours a day. The work is performed indoors and in the field under various weather conditions, requires lifting objects weighing twenty-five pounds or more and traveling throughout the State and may require wearing protective clothing and equipment, carrying specialized tools over uneven and rocky surfaces and bending or stooping in confined spaces. Requires: Bachelor's degree in park operations, recreation, education, business administration, forestry, social sciences or a natural resources related field, two years of experience in forest or park management, recreation, or natural resources management, or preparing, developing or delivering programs that interpret natural, historical, cultural or recreational features, and a valid motor vehicle operator's license. |
| Program Manager IV | 5479 | Directs a large statewide division in the Maryland Department of the Environment. Responsible for compliance activities including inspection coordination and support services, enforcement through three regional inspection units. Reports to the Executive Director of the Water Management Administration, which is an executive service position equivalent to an Assistant Secretary. |

| Class Title | Code | Description |
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| Soil Conservation Associate III | 3315 | The fully proficient level of technical soil and water conservation work. Independently reviews technical aspects of soil and water conservation practices and engineering tasks, which follow prescribed methods and procedures. Responsible for assisting farmers and land owners in the planning and installation of soil and water conservation projects such as terraces, diversions, waterways, impoundments, and subsurface drainage systems and performing technical engineering tasks at an advanced level of proficiency. This work requires considerable time to be spent out-of-doors under varying climatic conditions, often in isolated areas requiring arduous physical activity. Works with and are supervised by professional employees in the Soil Conservation Districts. Requires: Graduation from high school or equivalent, two years of experience related to soil and water conservation in such areas as surveying, drafting, construction or agricultural work, and a valid motor vehicle operator's license. |
| Soil Conservation Engineering Technician | 196 | This is technical and planning work at the fully proficient level in soil and water conservation engineering. Assists regional and local professional engineering conservationists in planning, designing, recommending and implementing soil and water conservation practices, such as agricultural waste management systems, roof runoff management systems, poultry waste storage structures, remote watering structures, shallow water control structures, shallow water wetlands, and contour cropping systems. Does not supervise, but may assist in the training and guidance of lower-level employees, such as Soil Conservation Associates and Soil Conservation Planners. In addition to performing the most difficult of sub-professional engineering duties, assists professional employees in planning, recommending and implementing conservation activities in one or more soil conservation districts. Applies methods and techniques of engineering and soil and water conservation principles and practices. Work assignments may be conducted outdoors in all types of weather conditions. Receives general supervision from a Soil Conservation Engineer, Resource Conservation District Supervisor, Resource Conservation Regional Coordinator, or other designated employee. Requires: 60 credit hours in agricultural or civil engineering college courses and a valid motor vehicle operator's license. |
| Veterinarian III, Agriculture, Field Inspection | 2837 | This is professional work in the field of Veterinary Medicine at the supervisory or specialty level. Responsible for both scientific and administrative phases of animal health programs within an assigned geographical or specialty area. Duties require extensive travel within the assigned area in order to investigate outbreaks of disease and initiate prevention, control and/or eradication measures. Conducts required tests, examinations or post-mortem examinations as necessary; manages livestock inspections for disease problems, sanitation and regulation enforcement at auctions markets, sales, fairs, or shows; contacts and consults with practicing veterinarians, extension agents, agricultural instructors and livestock owners in the assigned area. In addition, employees in this class may have statewide coordination, regulation or advisory responsibilities in one or more specialized aspects of the disease control program. Provides supervision and guidance to Livestock Inspectors assigned to the area. Receives general supervision from the Chief, Animal Health Section. Requires: Doctor of Veterinary Medicine degree or a Veterinary Medical Doctor's degree and three years of general veterinary medicine experience, at least one year of which must have included field experience involving inspection, diagnosis or treatment of a variety of animal types, and a valid motor vehicle operator's license. |

| Class Title | Code | Description |
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| Veterinarian IV Agriculture | 3040 | This is responsible professional work in the field of Veterinary Medicine at the supervisory level. Serves as the Veterinarian-in-charge of the Central laboratory, Animal Health Section, Department of Agriculture. The work involves the direction and administration of all aspects of the central diagnostic laboratory and the coordination of laboratory activities with the several branch laboratories, federal laboratories, meat and poultry inspectors, field veterinarians and all other persons or agencies submitting specimens for diagnostic assistance. Provides guidance and supervision to all professional, technical and clerical personnel at the central laboratory. Responsible for administrative and procedural aspects of laboratory management including budgetary and personnel matters, the maintenance and administration of the physical plant and facilities, the procurement and distribution of supplies and equipment, and the care of laboratory animals and livestock. Receives general supervision and guidance from the Chief, Animal Health Section. Requires: Doctor of Veterinary Medicine or a Veterinary Medical Doctor's degree and five years of post-doctoral experience in Veterinary Medicine including three years in a Veterinary diagnostic laboratory specialty. |
| Corrections, Police and Fire | | |
| Warden | 5144 | Chief Administrator of a major adult correctional facility with full responsibility for planning, coordinating and directing all activities and services in the operation of the facility. Responsible for the overall security of the facility. Facility security level may be minimum, medium or maximum or a combination of these. Supervises an Assistant Warden and a Correctional Security Chief and through them a substantial correctional and operational staff. Is the appointing authority for personnel matters. Reports to the Commissioner, Deputy Commissioner or Assistant Commissioner of Correction. |
| Director, Division of Parole & Probation, Department of Public Safety & Correctional Services (DPSCS) | 7604 | Provides executive direction to the division within Public Safety and Correctional Services that provides offender supervision and investigation services under Maryland law. The Division monitors approximately 78,000 offenders who are under parole or probation supervision throughout Maryland. Directs a division with an operating budget of \$89.5 million, and employs 1,265 authorized positions. Reports to the Deputy Secretary for Programs, DPSCS. |
| Parole & Probation Agent Senior | 3340 | The advanced level of professional competency involving supervision of a caseload consisting of minimum, medium and maximum cases. Provides direct operational guidance to less experienced agents, or provide direct support to overall parole and probation activities by serving as a resource development coordinator in a specialized area of parole and probation work. Will either spend full time in a designated operational support role, as an investigation agent, or may supervise a caseload. May be a lead worker in a special activity assignment and may provide guidance and direction to new and subordinate agents. May also provide direct work supervision to clerical employees where the situation warrants. Receives general direction from a Parole and Probation Field Supervisor. Requires: Bachelor's degree with 30 semester credit hours in the social, behavioral, or correctional sciences, four years of experience in one or more of the following areas of work: parole and/or probation, counseling youth, vocational or marital counseling, social work, inmate classification counseling in correctional institutions, or criminal or civil field investigations, and a valid motor vehicle operator's license. |

| Class Title | Code | Description |
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| Correctional Case Management Specialist II | 4027 | The full performance level of work in assessing and evaluating the personal and criminal history of adult inmates in order to recommend a security level, and developing and monitoring appropriate work and educational programs. Does not supervise other Correctional Case Management Specialists. Receives general supervision from a Correctional Case Management Supervisor. Work is performed in an adult correctional environment and involves frequent contact with convicted felons, some of whom may become violent. Requires: Bachelor's degree, three years of experience in assessing inmates' security risk and inmates' program needs for the purpose of determining correct security classifications and developing program plans, and a valid motor vehicle operator's license. |
| Correctional Officer I | 4080 | The entry level of work in the custody, security and supervision of adult inmates confined in a correctional facility. Does not supervise other correctional officers. Receives close supervision from a Correctional Officer Lieutenant or other designated officer. Assigned to day, evening, night or rotating shifts. Subject to call-in during emergencies and staffing shortages. Work is performed primarily in a correctional facility and employees are continually exposed to inmates who may be abusive and hostile. When assigned to outside security posts, exposed to all types of weather conditions. Required to physically subdue and restrain inmates during fights, riots and escape attempts and must wear protective clothing such as gloves, helmets and riot vests when the need arises. Required to bear firearms. Requires: Graduation from high school or equivalent, and the ability to pass the training prescribed by the Maryland Correctional Training Commission. May require a valid motor vehicle operator's license. May require obtaining a Class B Commercial Driver's License with passenger and air brakes endorsements to operate busses for the transportation of inmates. |
| Correctional Officer II | 4081 | The full performance level of work in the custody, security and supervision of adult inmates confined in a correctional facility. Does not supervise other correctional officers. Receives general supervision from a Correctional Officer Lieutenant or other designated officer. Assigned to day, evening, night or rotating shifts. Subject to call-in during emergencies and staffing shortages. Work is performed primarily in a correctional facility and employees are continually exposed to inmates who may be abusive and hostile. When assigned to outside security posts, exposed to all types of weather conditions. Required to physically subdue and restrain inmates during fights, riots and escape attempts and must wear protective clothing such as gloves, helmets and riot vests when the need arises. Required to bear firearms. Requires: Graduation from high school or equivalent, one year of experience as a correctional officer involving the custody and security of adult inmates, and the ability to pass the training prescribed by the Maryland Correctional Training Commission. May require a valid motor vehicle operator's license. May require obtaining a Class B Commercial Driver's License with passenger and air brakes endorsements to operate busses for the transportation of inmates. |
| Correctional Officer Lieutenant | 4083 | The full supervisory level correctional work involving the security and supervision of adult inmates confined in a correctional facility. Receive general supervision from a Correctional Officer Captain or other designated manager. Assigned to day, evening, night or rotating shifts. Work is performed primarily in a correctional facility and continually exposed to inmates who may be abusive and hostile. May be exposed to all types of weather conditions when assigned to outside posts. Required to physically subdue and restrain inmates during fights, riots and escape attempts and must wear protective clothing such as gloves, helmets and riot vests when the need arises. Correctional Officer Lieutenant is differentiated from Correctional Officer Sergeant in that the Lieutenant has full supervisory responsibility for subordinate Correctional Officers. Requires: Graduation from high school or equivalent, two years of experience leading the work of correctional officers in the custody and security of adult inmates or in performing advanced work as a correctional K-9 officer or correctional internal security officer and the ability to pass the training prescribed by the Maryland Correctional Training Commission. May require a valid motor vehicle operator's license. May require obtaining a Commercial Driver's License with passenger and air brakes endorsements to operate busses for the transportation of inmates. |

| Class Title | Code | Description |
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| Correctional Officer Sergeant | 4082 | Correctional work at the advanced or lead level in the custody, security and supervision of adult inmates confined in a correctional facility. Performs duties of an exceptional nature with fully developed expertise in one or more areas. Does not supervise other correctional officers, but have lead responsibility for lower-level correctional officers. Receives general supervision from a Correctional Officer Lieutenant or other designated officer. Assigned to day, evening, night or rotating shifts. Subject to call-in during emergencies and staffing shortages. Work is performed primarily in a correctional facility and employees are continually exposed to inmates who may be abusive and hostile. When assigned to outside security posts, exposed to all types of weather conditions. Required to physically subdue and restrain inmates during fights, riots and escape attempts and must wear protective clothing such as gloves, helmets and riot vests when the need arises. Requires: Graduation from high school or equivalent, three years of experience as a correctional officer involving the custody and security of adult inmates, and the ability to pass the training prescribed by the Maryland Correctional Training Commission. May require a valid motor vehicle operator's license. May require obtaining a Class B Commercial Driver's License with passenger and air brakes endorsements to operate busses for the transportation of inmates. |
| Correctional Supply Officer II | 4092 | The full performance level of work involving the custody, security and supervision of adult inmates in storekeeping and warehousing operations at a correctional facility. Performs the full range of duties with complete independence within established guidelines. Employees in this classification do not supervise other Correctional Supply Officers. Employees receive general supervision from a Correctional Supply Officer Supervisor or other designated official. Work is performed in and around a correctional facility and employees are continually exposed to inmates who may be abusive and hostile. Employees may be required to physically subdue and restrain inmates during fights and escape attempts. Requires: Graduation from high school or equivalent, One year of experience involving the custody, security and supervision of adult inmate workers in storekeeping or warehousing operations at a correctional facility and the ability to pass the training prescribed by the Maryland Correctional Training Commission. May require a valid motor vehicle operator's license. May require obtaining a Commercial Driver's License with passenger and air brakes endorsements to operate busses for the transportation of inmates. |
| Police Officer I | 4125 | Intermediate level of law enforcement work enforcing laws, rules and regulations governing the safety and protection of personnel and State property. Receives moderate supervision from a Police Officer Supervisor or Police Chief I. Performs duties under close supervision at times and with complete independence at other times depending upon the complexity of the specific duty being performed. Employees do not have supervisory responsibility. May be required to bear firearms and to demonstrate practical knowledge and proficiency in the safe use and care of firearms on a periodic basis. Requires: High School diploma or acceptable equivalent. No experience required. Must possess police officer certification as required by the Maryland Police Training Commission at the time of application. |
| Police Officer II | 4126 | The full performance level of law enforcement work enforcing laws, rules and regulations governing the safety and protection of personnel and State property. Employees do not have supervisory responsibility. Receive general supervision from a Police Officer Supervisor or Police Chief I. May be required to bear firearms and to demonstrate practical knowledge and proficiency in the safe use and care of firearms on a periodic basis. May be required to work outdoors in all types of weather conditions. Police Officer I and Police Officer II levels are differentiated on the basis of degree of supervisory control exercised by the supervisor over these employees. Police Officer II performs the full range of duties with complete independence. Requires: High School diploma or G.E.D. acceptable equivalent, and six months of experience as a certified law enforcement officer. Employees in this classification must possess police officer certification as required by the Maryland Police Training Commission at the time of application. |

| Class Title | Code | Description |
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| Police Officer III | 4127 | Lead level of law enforcement work enforcing laws, rules and regulations governing the safety and protection of personnel and State property. Receive general supervision from a Police Officer Supervisor or Police Chief I. May be required to bear firearms and to demonstrate practical knowledge and proficiency in the safe use and care of firearms on a periodic basis. May be required to work outdoors in all types of weather conditions. Police Officer III differs from Police Officer II in that the Police Officer III has lead responsibility for lower level police officers or building guards. Requires: High School diploma or acceptable equivalent, and two years of experience as a certified law enforcement officer. An associate degree from an accredited college in law enforcement, criminology or related social sciences may be substituted for one year of the required experience. Employees in this classification must possess police officer certification as required by the Maryland Police Training Commission at the time of application. |
| Police Officer Supervisor | 4128 | Supervisory level of law enforcement work at a State facility. Supervises police officers and other security personnel. Receives general supervision from a Police Officer Manager. May be required to bear firearms and to demonstrate practical knowledge and proficiency in the safe use and care of firearms on a periodic basis. May be required to work outdoors in all types of weather conditions. Police Officer Supervisor differs from Police Officer III in that the Police Officer Supervisor functions as a first-line supervisor of police officers. Requires: High School diploma or acceptable equivalent, and three years of experience as a certified law enforcement officer. An associate degree from an accredited college in law enforcement, criminology or related social sciences may be substituted for one year of the required experience. Employees in this classification must possess police officer certification as required by the Maryland Police Training Commission at the time of application. |
| Maryland State Police Lieutenant | 5906 | Similar to a Captain, Lieutenants have responsibilities that vary depending upon their particular assignment. A Lieutenant is the Commander of each barrack which is a MSP station serving a geographical area of the State. Other Lieutenants may command a Unit (such as the Recruitment & Selection Unit). Those holding the rank of Lieutenant or above are considered "Commissioned Officers". To achieve the rank of Lieutenant, one must complete the promotional process and score high enough to be selected for promotion. |
| Maryland State Police Sergeant | 5908 | Serves as duty officer for a barrack which is a MSP station serving a geographical area of the State. Responsible for overseeing the entire shift of Troopers for the barrack as they perform their duties. In addition to supervising the entire shift, they answer questions from citizens and assist the barrack administrators as necessary. To achieve the rank of Sergeant, one must complete the promotional process and score high enough to be selected for promotion. |
| Maryland State Police Trooper | 5912 | Troopers generally have the greatest amount of contact with the public of any rank. When a citizen calls for assistance, it is usually a Trooper who initially responds to assist them. Troopers are on the front lines handling accidents, burglaries, domestic disturbances and other calls for service. They also have the primary responsibility for enforcing traffic and criminal laws while on patrol. Requires: Graduation from a standard high school or GED. Successful completion of the MSP Trooper Academy. After graduation the Trooper receives 6-8 weeks of close supervision by a training officer before handling duties independently. Troopers carry firearms and must be certified in their proper use on a regular basis. |
| Maryland State Police Trooper First Class | 5913 | Trooper First Class. Duties and responsibilities are generally the same as a Trooper. All Troopers who complete three years of satisfactory or exceptional service are promoted to this rank. |
| Natural Resources Police Lieutenant | 27 | One of four managerial levels of law enforcement work enforcing conservation, criminal, civil and boating laws, rules and regulations. Directly supervises Natural Resources Police Sergeants and through them, indirectly supervise Natural Resources Police Officers. Receives general supervision from a Natural Resources Police Captain or other higher ranking officer. May be subject to call-in duty during emergencies and staffing shortages. May be required to work outdoors in all types of weather conditions and may be exposed to toxic fumes and other hazards. Requires: Graduation from high school or equivalent, one year of supervisory experience as a commissioned Natural Resources law enforcement officer and a valid motor vehicle operator's license |

| Class Title | Code | Description |
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| Natural Resources Police Officer | 535 | The trainee level of law enforcement work learning to enforce conservation, criminal, civil and boating laws, rules, and regulations. Does not supervise. Receives close supervision from a training officer or a Natural Resources Police Sergeant. May be subject to call-in duty during emergencies and staffing shortages and may work a rotating shift. May be required to work outdoors in all types of weather conditions and may be exposed to toxic fumes and other hazards. The work may involve lifting objects weighing twenty-five pounds or more, climbing, crouching, crawling, walking and running. Requires: Graduation from high school or equivalent and a valid motor vehicle operator's license. |
| Natural Resources Police Officer First Class | 407 | The full performance level of law enforcement work enforcing conservation, criminal, civil and boating laws, rules and regulations. Does not supervise. Receives supervision from a Natural Resources Police Sergeant or other higher ranking officer. May be subject to call-in duty during emergencies and staffing shortages, work a rotating shift, be required to work outdoors in all types of weather conditions, and be exposed to toxic fumes and other hazards. The work may involve lifting objects weighing twenty-five pounds or more, climbing, crouching, crawling, walking and running. Requires: Graduation from high school or equivalent, one year of experience as a commissioned law enforcement officer, certification as an emergency medical technician, and a valid motor vehicle operator's license. |
| Natural Resources Police Sergeant | 25 | The supervisory level of law enforcement work enforcing conservation, criminal, civil and boating laws, rules and regulations. Supervises police officers and other employees. Receives general supervision from a Natural Resources Police Lieutenant or other higher ranking officer. May be subject to call 24 hours a day, call-in duty during emergencies and staffing shortages and may work a rotating shift. May be required to work outdoors in all types of weather conditions and may be exposed to toxic fumes and other hazards. Requires: Graduation from high school or equivalent, one year of experience as a commissioned natural resources law enforcement officer at the lead worker level and a valid motor vehicle operator's license. |
| Department of Transportation Police Lieutenant | 7483 | This is supervisory level work in law enforcement and security for the Maryland Transportation Authority (MTA). Serve as police officers sworn to uphold and enforce the laws of the State of Maryland on all properties under the MTA's jurisdiction. Serve as commanders or assistant commanders. Responsible for developing work schedules and duty rosters, and for assigning personnel to squads in order to maintain proper staff levels on all shifts. Continually review security, safety and law enforcement operations to ascertain compliance with policies and procedures. Receive supervision from a MTA Police Captain or other designated supervisor. Subject to emergency call back procedures, twenty-four hours a day. Requires: One year of current experience in the MTA Police Sergeant classification and valid Class C Driver's License. |
| Department of Transportation Police Officer I | 7479 | The entry level of law enforcement and security work for the Maryland Transportation Authority (MTA). Serve as police officers sworn to uphold and enforce the laws of the State of Maryland on all properties under the MTA's jurisdiction. Patrols an assigned station at one of the statewide properties under the MTA's jurisdiction. Receives supervision from a higher level officer. May work rotating shifts, weekends and holidays. Subject to emergency call back procedures, twenty-four hours a day. The work is performed outdoors in all weather conditions and includes standing and walking in tunnels or on bridges and roadways under conditions of traffic noise and congestion and possible exposure to fumes and smoke. Requires: Graduation from high school or equivalent and a valid motor vehicle operator's license. |

| Class Title | Code | Description |
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| Department of Transportation Police Officer II | 7480 | The journey level of law enforcement and security work for the Maryland Transportation Authority (MTA). Serve as police officers sworn to uphold and enforce the laws of the State of Maryland on all properties under the MTA's jurisdiction. The employees patrol an assigned station at one of the statewide properties under the MTA's jurisdiction. May provide guidance to MTA Police Cadets or less experienced officers. Receives supervision from a higher level officer. May work rotating shifts, weekends and holidays. Subject to emergency call back procedures, twenty-four hours a day. The work is performed outdoors in all weather conditions and includes standing and walking in tunnels or on bridges and roadways under conditions of traffic noise and congestion and possible exposure to fumes and smoke. Requires: Graduation from high school or equivalent and one year of experience in the MTA Police Officer I classification or one year of experience as a police officer with another Maryland police agency, including certification from the Maryland Police and Correctional Training Commission and a valid motor vehicle operator's license. |
| Department of Transportation Police Sergeant | 7482 | The supervisory level work in law enforcement and security for the Maryland Transportation Authority (MTA). Serve as police officers sworn to uphold and enforce the laws of the State of Maryland on all properties under the MTA's jurisdiction. Serve as commanders, shift commanders or assistant shift commanders depending on location assignment and also are responsible for training lower level officers in maintaining law and order to safeguard both personnel and property. Provides supervision and direction through MTA Police Corporals. Receive supervision from a MTA Police Lieutenant or other designated supervisor. May be required to work rotating shifts, weekends, and holidays. Subject to emergency call back procedures, twenty-four hours a day. The work is performed outdoors in all weather conditions, including standing and walking in tunnels or on bridges and roadways under conditions of traffic noise and congestion and possible exposure to fumes and smoke. Requires: One year of experience in the MTA Police Corporal classification and a valid Class C Driver's License. |
| Deputy State Fire Marshal I | 4098 | Entry level of work in the enforcement of State laws in the field of fire prevention, fire investigation and fire inspection. Employees in this classification do not have supervisory responsibility. Receive close supervision from the Deputy State Fire Marshal Supervisor. Assigned primarily to a specific geographical area, but the work requires travel to emergency sites that may be located anywhere within the State. May be exposed to hazardous conditions such as unsafe buildings and intense heat, hazardous materials and extreme weather conditions. Subject to call-in on a 24-hour basis. Requires: High School diploma or G.E.D. certificate. No experience required. |
| Deputy State Fire Marshal II Explosives | 4099 | The full performance level of work as a law enforcement officer in the field of explosives control under general supervision. Conducts regular inspections at on-site blasting operations and explosive storage facilities in order to ensure compliance with the State's explosives laws and regulations; inspects the background and the operational facilities of persons applying for licenses to deal in or use explosives; disarms bombs and explosive devices. Employees do not have supervisory responsibility. Receives general supervision from the Deputy State Fire Marshal Supervisor. Serve as field agent within a designated geographical area, but the work requires travel to emergency sites that may be located anywhere within the State. May be exposed to hazardous conditions such as unsafe buildings and intense heat, hazardous materials and extreme weather conditions. Employees are exposed to life threatening situations when disarming explosive devices or handling explosive materials. The Deputy State Fire Marshal I and Deputy State Fire Marshal II are differentiated on the basis of degree of supervisory control exercised by the supervisor over these employees. Required to bear firearms and to demonstrate practical knowledge and proficiency in the safe use and care of firearms on a periodic basis. Requires: High School diploma or acceptable equivalent and two years of experience inspecting and disposing of explosive materials and devices and investigating the origins and causes of explosions. |

| Class Title | Code | Description |
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| Deputy State Fire Marshal II Inspection & Investigation | 4100 | The full performance level of work as a law enforcement officer in the field of fire prevention, fire investigation and inspection. Employees do not have supervisory responsibility. Receives general supervision from the Deputy State Fire Marshal Supervisor. Serve as field agent within a designated geographical area, but the work requires travel to emergency sites that may be located anywhere within the State. May be exposed to hazardous conditions such as unsafe buildings and intense heat, hazardous materials and extreme weather conditions. The Deputy State Fire Marshal I and Deputy State Fire Marshal II are differentiated on the basis of degree of supervisory control exercised by the supervisor over these employees. Required to bear firearms and to demonstrate practical knowledge and proficiency in the safe use and care of firearms on a periodic basis. Requires: High School diploma or acceptable equivalent and two years of experience inspecting buildings and other places of public assembly for compliance with fire prevention codes and investigating the origins and causes of fires. |
| Deputy State Fire Marshal Supervisor | 4101 | Supervisory level of work as a law enforcement officer in the field of fire prevention, fire investigation and explosives control. Enforces State Fire Prevention Code and statutes relating to fire prevention, fire investigation and explosives control. Supervises Deputy State Fire Marshals within a specific geographical region. Receives general supervision from the Deputy State Fire Marshal Manager. Requires travel to emergency sites anywhere within the state. May be exposed to hazardous conditions such as unsafe buildings and intense heat, hazardous materials and extreme weather conditions. Directly supervises fire marshals in a regional office. Requires: High School diploma or acceptable equivalent and five years of experience inspecting buildings and other places of public assembly for compliance with fire prevention codes, inspecting and disposing of explosive materials and devices or investigating the cause and origin of fires and explosions. |
| Department of Transportation Airport Fire Lieutenant | 4013 | Serves as a first line supervisor at the Baltimore/Washington International Airport Fire and Rescue Department (BWI Airport F&RD). Supervises a crew of Airport Firefighters on an assigned shift and is the designated fire officer on firefighting and rescue vehicles. Additionally, may be assigned as a fire protection or training officer. Work requires strenuous physical activity such as lifting, climbing and bending. On some assignments, the employee may need to lift and carry/drag persons weighing over 100 pounds. Employees in this class are considered essential employees and are subject to call-in 24 hours a day. May assume the responsibilities of an assistant shift commander. Employees receive supervision from an Airport Fire Captain or Airport Division Fire Chief. Requires: Graduation from a standard high school or GED. Four years experience as a career firefighter, two years of which must have been at the BWI Airport Fire and Rescue Department, or a comparable airport fire department. |
| Department of Transportation Airport Firefighter I | 4011 | Journey level of airport firefighting and fire rescue work. Does not have supervisory responsibilities. Does not function as a driver/pump operator. Receives general supervision from an Airport Fire Lieutenant or other designated Fire-Rescue Service personnel. Required to work a rotating 24-hour shift, be subject to emergency recall 24 hours a day. Work is performed at an airport fire station, which is continually exposed to high noise levels from aircraft and at fire and rescue scenes. Required to work outdoors in all types of weather, and may be exposed to extreme heat, fumes, smoke and hazardous materials. On some assignments, wears heavy protective clothing and safety equipment, and are expected to lift and carry persons or objects weighing over 100 pounds. Requires graduation from high school or equivalent, one year of experience performing fire suppression and crash rescue work, and a valid motor vehicle operator's license. Will be required to obtain a National Fire Protection Association (NFPA) Airport Firefighter 1003 certificate within one year after appointment to this class. |

| Class Title | Code | Description |
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| Department of Transportation Airport Firefighter II | 4012 | The journey level of work responsible for the driving and operating of fire rescue vehicles and associated equipment. Performs the full range of duties and are responsible for vehicle, firefighting and rescue operations. Does not supervise, but may train other Airport Firefighters in the operation and maintenance of fire rescue vehicles and associated equipment. Receives general supervision from an Airport Fire Lieutenant or other designated Fire Rescue Officer. Required to work a rotating 24-hour shift, to work outdoors in all types of weather, and to wear protective clothing to include self contained breathing apparatus (SCBA) during emergencies. May be exposed to extreme heat, fumes, smoke, as well as hazardous materials and communicable diseases. Requires strenuous physical activity such as lifting, climbing and bending. On some assignments, may need to lift and carry/drag persons weighing over 100 pounds. Subject to emergency recall 24 hours a day. Requires: Graduation from high school or equivalent, two years experience as a career firefighter, one year of which must have been at the BWI Thurgood Marshall Airport Fire and Rescue Department, and a valid Class A or Class B motor vehicle operator’s license. Will be required to have and maintain NFPA 1003 Airport Firefighter and NFPA 1002 Fire Apparatus Driver Operator - Pump, Aerial, and ARFFA (Aircraft Rescue and Firefighting Apparatus), Emergency Medical Technician–Basic (EMT-B) Airfield Operations certificate/license/permit. |
| Department of Transportation Airport Firefighter Trainee | 4010 | The entry level of work in airport firefighting and fire rescue work. Does not have supervisory responsibilities. Receives close supervision from an Airport Fire Lieutenant or other Fire-Rescue Service personnel. Required to work a rotating 24-hour shift and subject to emergency recall 24 hours a day. Work is performed at an airport fire station, which is continually exposed to high noise levels from aircraft and at fire and rescue scenes. Required to work outdoors in all types of weather, and may be exposed to extreme heat, fumes, smoke and hazardous materials. On some assignments, employees wear heavy protective clothing and safety equipment, and are expected to lift and carry persons or objects weighing over 100 pounds. Requires: Graduation from high school or equivalent and a valid motor vehicle operator’s license. Will be required to obtain a National Fire Protection Association (NFPA) Airport Firefighter 1003 certificate. |
| Fingerprint Specialist III | 4449 | The advanced level of work examining, classifying and identifying fingerprints; verifying fingerprint matches; and entering pertinent information into the automated fingerprint identification system. Responsibility includes making final fingerprint identification decisions and altering official identification records. Employees do not have supervisory responsibilities. Receives general supervision from a Fingerprint Specialist Supervisor. Requires: Graduation from an accredited high school or possession of a high school equivalency certificate. Two years of experience examining, classifying and identifying fingerprints. |
| Forensic Scientist III - Maryland State Police | 254 | The full performance level of work in the chemical, biological, physical or comparative analysis of criminal evidence in the Forensic Sciences Division of the Maryland State Police. Performs laboratory tests or comparative analyses in one specialized forensic discipline such as controlled dangerous substances, toxicology, serology, DNA, trace evidence, firearms and toolmark, questioned documents or latent print examination. Does not supervise, but may provide guidance and advice to less experienced staff. Receives general supervision from an MSP Forensic Scientist Supervisor. Work may be performed in a laboratory setting or at crime scenes located throughout the State. May be required to work overtime, be exposed to hazardous agents requiring the use of safety equipment. Subject to call in on a 24-hour basis. Requires: Bachelor’s degree in chemistry, biology, biochemistry, genetics, medical technology, pharmaceutical science, criminal justice or related physical, natural or forensic science; three years of experience in comparative analysis or scientific evaluation of evidence including experience in providing testimony as an expert witness in moot or criminal court; the certification or license required by the governing body of the forensic discipline associated with the job duties for the specific position; and a valid motor vehicle operator’s license. |

| Class Title | Code | Description |
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| Forensic Scientist Manager - Maryland State Police | 257 | One of three managerial levels of work in the chemical, biological, physical or comparative analysis of criminal evidence in the Forensic Sciences Division of the Maryland State Police. Supervises MSP Forensic Scientist Supervisors. Receives general supervision from the MSP Deputy Director, Forensic Sciences or other designated administrator. Work may be performed in a laboratory setting or at crime scenes located throughout the State. May be required to work overtime. Subject to call in on a 24-hour basis. Requires: Bachelor's degree in chemistry, biology, biochemistry, genetics, medical technology, pharmaceutical science, criminal justice or related physical, natural or forensic science; six years of experience in comparative analysis or scientific evaluation of evidence including experience in providing testimony as an expert witness in moot or criminal court and including two years experience in a supervisory capacity; and a valid motor vehicle operator's license. |
| Forensic Sciences Director - Maryland State Police | 5910 | The senior manager level in the chemical, biological, physical or comparative analysis of criminal evidence in the Forensic Sciences Division of the Maryland State Police. Responsible for the overall administration and operation of the Forensic Sciences Division. Establishes and implements policies, procedures, goals and objectives for the Forensic Sciences Division and evaluates the effectiveness of same; manages the qualitative and quantitative aspects of the division and assures the quality of forensic work performed by Division staff. Receives executive direction from a designated higher-level departmental official. Requires: Bachelor's degree in chemistry, biology, biochemistry, genetics, medical technology, pharmaceutical science, criminal justice or related physical, natural or forensic science; and, specific experience requirements as set by the agency based on essential job functions but no less than six years of experience in comparative analysis or scientific evaluation of evidence. |
| Maryland State Police Civilian Helicopter Pilot II (Non-Sworn) | 2272 | The full performance level of civilian helicopter aircraft pilot work in the Aviation Division, Maryland State Police Department (MSP). Pilots helicopters as enumerated in the Aviation Division Standard Operating Procedures and as directed by the Commanding Officer of the Aviation Division in accordance with Federal Aviation Administration (FAA) rules and regulations for search and rescue missions, medical evacuation operations, and other law enforcement related missions. Does not supervise. Receives general supervision from the Commanding Officer of the Aviation Division and technical training from Helicopter Flight Instructors. Assigned shift work including holidays and weekends and are subject to 24-hour on-call duty during emergencies and staff shortages. Required to work outdoors in all types of weather conditions. The work involves hazardous conditions such as maneuvering helicopters in congested or unusual terrain. Requires: Graduation from high school or equivalent, completion of 2600 helicopter flight hours as a FAA licensed pilot-in-command, a FAA Commercial Helicopter license, a FAA 2nd Class Physical certification, Instrument Helicopter Rating, and a valid motor vehicle operator's license. Note: Do not report sworn/law enforcement jobs. |
| Police Communications Operator II | 2704 | This is responsible communications and clerical work in a State Police Post, Barrack or Headquarters Communications Center. Required to operate radio, teletype, telephone and computer terminal equipment. Receives calls, verifies information or obtains requested information, and sends messages. May also be assigned duties including responsibility for miscellaneous filing and other clerical and typing assignments required in conjunction with the operation of a State Police Communications installation. Receives general supervision of a State Police Officer or other designated official on an assigned shift. On occasion, may assume the responsibilities of Communications Supervisor in the absence of the State Police Officer. Requires: Graduation from high school or equivalent, two years of full-time employment, or equivalent in the Maryland State class of Police Communications Operator I. |
| Building Security Officer II | 4024 | The full performance level of work responsible for protecting the safety and security of persons, equipment, and facilities on State grounds. Does not supervise. Receives general supervision from a Police Officer or other designated supervisor. May be required to work a rotating shift and are subject to call-in duty. Requires: Ability to read and write, two years of experience in building security work, and a valid motor vehicle operator's license. |

| Class Title | Code | Description |
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| Department Heads | | |
| Chief Administrative Law Judge, Office of Administrative Hearings (OAH) | 9420 | Responsible for the executive functions of the Office of Administrative Hearings, which conducts administrative hearings on behalf of State government agencies for cases involving the Motor Vehicle Administration, involuntary admission to institutions, professional licensing, employee grievances and other issues. Directs an agency with an operating budget of \$12 million, and employs 123 authorized positions. Reports to the Governor. |
| Deputy Secretary for Administration, Department of Juvenile Services (DJS) | 9405 | Responsible for implementation and management in the areas of budget and finance, departmental support, community affairs, Fair Practice and Equal Employment Opportunity, legislation and public information and communications. Directs an administration with an operating budget of \$27.1 million that employs 208 authorized positions. Reports to the Secretary, DJS. |
| Deputy Secretary for Operations, Department of Juvenile Services (DJS) | | Responsible for executive direction and supervision of residential facilities and their programs for youth detained or committed by the court. Under Operations are Baltimore Juvenile Justice Center, Behavioral Health Services, Community Justice Programs, Residential Services, and Western Regional Operations. Directs an administration with an operating budget of \$111.9 million that employs 929 authorized positions. Reports to the Secretary, DJS. |
| Deputy Secretary For Operations, Department of Public Safety & Correctional Services (DPSCS) | 7614 | Provides executive direction to the Division of Correction, Division of Parole and Probation, the Division of Pretrial Detention and Services and the Police and Correctional Training Commissions, which collectively supervise and rehabilitate adjudicated individuals. Directs Public Safety and Correctional Services programs with an operating budget of \$625.7 million that employs 7435 authorized positions. Reports to the Secretary, DPSCS. |
| Executive Director, Commission on Human Relations (CHR) | 7226 | The chief executive officer for the Commission, with responsibility to formulate and implement policies, guidelines and procedures for the administration and enforcement of Maryland anti-discrimination statutes on housing, employment and public accommodations and for the initiation and investigation of complaints of discrimination in State governmental agencies. Directs a commission with an operating budget of \$3.5 million that employs 42 authorized positions. Appointed by the Governor and reports to the nine-member Commission. |

| Class Title | Code | Description |
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| Executive Director, Office of Personnel Services & Benefits, Department of Budget & Management | | Establishes and administers personnel policies for the State Personnel Management System which covers approximately 50,000 employees (excludes University System). Directs an Office within the Department of Budget and Management with responsibility for all aspects of State human resources, including health benefits. Directs an Office with a budget of \$118.6 million and a staff of 122. Reports to the Secretary, Department of Budget and Management. |
| Secretary, Department of Agriculture | 7507 | The chief executive officer for the Department. Responsible for directing and administering the Governor's policies in the areas of agriculture, Smart Growth, land preservation and animal health. Appoints the State Chemist, the State Veterinarian, and the Chief of Weights and Measures. Directs an agency with an operating budget of \$29.6 million, and employs 478 authorized positions. Reports to the Governor. |
| Secretary, Department of Health & Mental Hygiene | 7517 | The chief executive officer for the Department, with responsibility for the administrative direction of the Department, 24 local health departments, the State Medical Assistance Program, establishment of policy regarding health services for the citizens of Maryland, and also directs and coordinates numerous boards, commissions, and citizen advisory groups. Directs an agency with an operating budget of \$7.4 billion, and employs 11,000 positions. Reporting to the Secretary are two deputy secretaries, each with a specific area of responsibility: Health Care Financing and Public Health Services. Reports to the Governor. |
| Secretary, Department of Human Resources | 7555 | The chief executive officer for the Department, with responsibility for setting policy and providing direction to an agency that provides state and federally funded social services, cash assistance, Food Stamps, Medical Assistance and child support services to needy families, children and individual adults. Reports to the Governor. Directs an agency with an operating budget of \$1.7 billion that employs 7,157 authorized positions. Reporting to the Secretary are two deputy secretaries, each with a specific area of responsibility: Operations and Programs. |
| Secretary, Department of Public Safety & Correctional Services | 7595 | The chief executive officer for the Department. Responsible for directing and administering the Governor's policies in the areas of public safety, crime prevention, correction, parole and probation. On average, the State maintains a corrections population of 24,000 and an additional population of 78,000 in the parole and probation system. Directs an agency with an operating budget of \$1 billion, and employs almost 12,000 authorized positions. Reports to the Governor. |
| Secretary, Department of the Environment | 7830 | The chief executive officer for the Department, with responsibility for developing and implementing MDE policies, protocol, guidelines and procedures for enforcement and regulations, long-term planning and research and provides technical assistance to industries and Maryland communities in their efforts to responsibly control and prevent pollution and hazardous environmental situations. Directs an agency with an operating budget of \$283 million that employs 985 authorized positions. Reports to the Governor. |
| Secretary, Department of Veterans Affairs (DVA) | 9242 | Provides executive direction to the Department responsible for the Veterans Benefit Service Program, the Charlotte Hall Veterans Home, Maryland veteran cemeteries and monuments, and the Interdepartmental Advisory Committee for Minority Affairs. The Secretary must be an honorably discharged veteran. Directs an agency with an operating budget of \$20 million, and employs 70 authorized positions. Reports to the Governor. |

| Class Title | Code | Description |
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| State Chief Information Officer (CIO) | | Plans the effective, comprehensive, and coordinated use of information technology to achieve State objectives for all Departments and Agencies, and makes budgetary and priority recommendations to the Governor. Directs a division with an operating budget of \$19.9 million, and employs 119 authorized positions. Reports to the Governor. |
| Education | | |
| Education Program Manager II | 5059 | Manages two or more core program areas of a branch or office in a Division of the Maryland State Department of Education, such as the Adult Education and Literacy Services Branch in the Career Technology and Adult Learning Division or the Non-Public Schools Approval Branch of the Certification and Accreditation Division. |
| Staff Specialist III Education | 5298 | The full performance level of Education Staff Specialist work in the administration of education, library and rehabilitation programs for the Maryland State Department of Education. The Staff Specialist III specializes in program services and support through providing advice, consultation and technical assistance to other educators and administrators in public and nonpublic schools, public libraries, rehabilitation programs or facilities, and other agency staff. Provides direct, specialized technical assistance in educational program areas to Maryland's public and nonpublic schools, public libraries, or rehabilitation programs or facilities; interprets and explains federal and State rules, regulations, and procedures governing the program(s) assigned; evaluates program effectiveness in accordance with applicable federal and State laws, rules and regulations and program goals; develops and implements specialized education, library or rehabilitation programs. Requires master's degree or equivalent and three years related experience. |
| Vocational Rehabilitation Director III | 5232 | Directs a major organizational component of the Division of Vocational Rehabilitation such as the Client Services Program, the Maryland Rehabilitation Center, the Program and Administrative Support Services Program, or the Disability Determination Service Program. Plans, coordinates, supervises and evaluates Vocational Rehabilitation Directors I, II, and other staff. Establishes program goals, standards and controls to meet program objectives; establishes policies and procedures for the assigned rehabilitation program(s), and oversees implementation and approves revisions; develops short and long-range plans for program operations and resources; determines organizational structure and staffing needs of program(s); makes recommendations concerning rehabilitation program areas and operational issues to higher level administrators; and, represents the rehabilitation program in a liaison capacity with managers and officials of other agencies concerning program activities. Receive executive supervision from an Assistant State Superintendent of the Division of Vocational Rehabilitation or other designated administrator. Requires: Bachelor's degree in Vocational Rehabilitation, Sociology, or related field and seven years experience working in rehabilitation programs, employment counseling, vocational assessment, teaching, vocational guidance, social work, or human service work in support of handicapped persons or other closely related fields at the supervisory level or administration of a specialized vocational rehabilitation program. |
| Vocational Rehabilitation Specialist III | 5630 | The full performance level of work in rehabilitation or disability determination services in the Department of Education's Division of Rehabilitation Services. Does not supervise other Vocational Rehabilitation Specialists. Receives general supervision from a Vocational Rehabilitation Supervisor or other designated administrator. Requires: Bachelor's degree and two years of specialized experience in one or more of the following areas; rehabilitation counseling, vocational evaluation, employer relations services for clients with physical or mental disabilities; teaching clients, with partial or total visual impairments or adjudicating or processing social security disability claims. |

| Class Title | Code | Description |
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| Vocational Rehabilitation Supervisor | 5209 | The supervisory level of work in vocational rehabilitation or disability determination services in the Department of Education's Division of Rehabilitation Services. Administers activities within a geographic or programmatic area of Rehabilitation Services or administers and assesses the quality of all disability claims adjudication activities of a unit within the Disability Determination Services Program. Plans, develops and implements service programs or disability claims adjudication processes that are in compliance with federal and State laws, regulations, policies and procedures. Supervises Vocational Rehabilitation Specialists, Technical Specialists, and support staff. Receives managerial supervision from a Vocational Rehabilitation Director or other designated administrator. Requires: Bachelor's degree in vocational rehabilitation or related area, and four years of professional work experience in providing rehabilitation services including two years of which must have been at the full performance vocational rehabilitation specialist or disability determination level. |
| Engineering, Construction and Trades | | |
| Capital Projects Engineer | 5273 | The full performance/proficient level work as a design or project engineer for large scale multi-year capital construction projects for State or local governments. Specialize in one of the following discipline areas: civil-general, electrical, mechanical, civil-geotechnical, structural, or civil-hydrology. Capital construction projects are not subject to review by a control or higher-level organization and may include office buildings, health care facilities, correctional institutions, multi-family housing, educational facilities, and public works structures and operations. In some cases, may function as both the design and project Engineer. Reviews designs, plans, specifications, contract documents, feasibility studies, and cost analysis of major multi-year capital construction projects developed by Architectural/Engineering (A/E) consultants; and provides technical review comments on major multi-year capital construction projects for technical efficiency and sufficiency, code compliance, program requirements, and sound architectural/engineering practices. May provide guidance and direction to consultants but does not supervise other engineers. Requires: One year of experience as a registered Professional Engineer responsible for the design and/or review for technical efficacy of engineering systems for building or five years of engineering experience responsible for the design <u>and</u> review for technical efficacy on major or complex State projects may be substituted for the required experience but only <u>after</u> registration as a Professional Engineer is obtained. |
| Capital Projects Manager | 3587 | The supervisory level design or project engineer work for large scale multi-year capital construction projects for State or local governments. Specialize in one of the following areas: civil-general, electrical, mechanical, civil-geotechnical, structural, or civil-hydrology. Capital construction projects are not subject to review by a control or higher-level organization and may include office buildings, health care facilities, correctional institutions, multi-family housing, educational facilities, and public works structures and operations. Serves a project administrator with final authority for the completion of the projects and supervises a team of multidisciplinary registered engineers, architects. Requires: Registered as a professional engineer or professional architect and seven years of managerial experience as a professional engineer or professional architect in the completion of various building construction projects. |

| Class Title | Code | Description |
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| Building Construction Inspector III | 2810 | The full performance level of work in the inspection of construction projects to ensure compliance with local, State and federal construction codes and that the work is completed in accordance with the contract specifications and project plans. Employees in this classification may oversee the work of consultant or contractual inspectors on a project-to-project basis, but do not supervise. Employees receive general supervision from a construction project site Supervisor or other designated administrator. Employees in this class may be required to work evenings and weekends and may be subject to call-in during non-working hours in response to construction problems. The work is performed primarily outdoors under varying weather conditions and requires frequent travel to various construction sites located throughout the State. The work requires use of safety equipment such as hard hats, gloves, protective eyewear and may require the use of respirators. Employees are exposed to variety to physical hazards, such as proximity to moving mechanical parts, electrical shock, and exposure to chemical fumes, asbestos, lead particles or other hazardous conditions. The work requires climbing ladders and scaffolds, and may involve entering confined spaces such as manholes or tunnels. Requires: Graduation from high school or equivalent, four years of building construction experience including three years at the level of supervisor or building codes inspector on building construction projects, and a valid motor vehicle operator's license. |
| Engineer I Civil General | 1883 | The entry level of engineering work in the disciplines and specialties involved in the design of systems, utilities, and support facilities related to the construction of buildings and marine structures. Applies established engineering principles to design and develop mechanical, electrical, electronic, structural, hydraulic, civil, hydrologic, or comparable systems and their components necessary in the support of building and marine construction. Analyzes technical data, designs, and specifications to conceive practical formats or layouts. Analyzes engineering proposals, process requirements, and related technical data to determine feasibility and practicality. Provides technical information concerning construction and manufacturing techniques, materials, properties, and process advantages and limitations affecting long-range engineering planning. Receives supervision from a higher-level engineer, project engineer or other designated supervisor. Does not supervise, but may direct and review the technical work of drafters and other technical support personnel. Requires: Bachelor's degree in civil, mechanical or electrical engineering. |
| Engineer Senior | 6332 | The full performance/proficient level of professional engineering work in one of the following discipline areas: civil-general, electrical, mechanical, civil-geotechnical, structural, or civil-hydrology. Responsible for short term agency construction and maintenance projects and serves as a liaison to the architect/engineer consultants or control agency engineers for large-scale multi-year capital projects. Projects may include construction, renovation or maintenance of office buildings, health care facilities, correctional institutions, housing, educational facilities, and public works structures and operations. May supervise maintenance, labor or skilled trade staff, but does not supervise other engineers. Requires: proof of eligibility for registration as a Professional Engineer or Bachelor degree in engineering and four years engineering experience. |
| Department of Transportation Facility Maintenance Technician I | 7887 | The entry level of maintenance and construction work on facilities such as bridges, buildings, bulkheads, highways, parking areas, piers, railroads, ramps, roads, taxiways, tunnels, or adjacent areas of the Maryland Department of Transportation. Employees utilize the tools, operate the motorized equipment, and perform the manual tasks essential to the upkeep and appearance of a facility. Works independently or as a member of a crew and does not supervise other employees. Provides assistance to other maintenance employees. This is maintenance work requiring physical exertion, which is performed either outdoors under all weather conditions or inside an MDOT building. On some assignments, employees may be required to move objects weighing over 50 pounds, and may also be required to work at high elevations or perform their job in cramped quarters in buildings or underground. Receives supervision from a Facility Maintenance Technician IV or other designated official. Requires: Completion of eight grade education, and possession of a valid Class C motor vehicle operator's license. During the probationary period, the employee will be required to obtain and maintain a valid Class A or B Commercial Driver's License. |

| Class Title | Code | Description |
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| Department of Transportation Facility Maintenance Technician III | 7889 | The full journey or specialized level of maintenance and construction work on facilities such as bridges, buildings, bulkheads, highways, parking areas, piers, railroads, ramps, roads, taxiways, tunnels, or adjacent areas of the Maryland Department of Transportation. Employees utilize the tools, operate the motorized equipment, and perform the manual tasks essential to the upkeep and appearance of a facility. Employees work independently or as members of a crew. At the journey-level, employees may work within a specialized trade. Does not supervise, but may provide guidance, instruction, and assistance to other employees. This is maintenance work requiring physical exertion, which is performed either outdoors under all weather conditions or inside an MDOT building. On some assignments, employees may be required to move objects weighing over 50 pounds, and may also be required to work at high elevations or perform their job in cramped quarters in buildings or underground. Receives supervision from a Facility Maintenance Technician IV or other designated official. Requires: Completion of eight grade education, two years of experience in construction, facilities maintenance or skilled trades work, including operation of heavy motorized equipment, and possession of a valid Class A or B Commercial Driver's License. |
| Carpenter, Trim | 2126 | The advanced level of work in woodworking, involving constructing, installing, maintaining, altering, removing, repairing and finishing structures and objects made of wood or other building materials. May supervise lower-level maintenance employees or helpers. Receives general supervision from a Carpenter Supervisor or other designated higher-level staff. Work is performed at various State facilities. May be required to work in elevated areas and may be required to lift heavy objects. Requires: Completion of the eighth grade and five years of experience in carpentry including two years in finish or trim carpentry work or in cabinetmaking. |
| Electrician | 418 | The full performance level of electrical maintenance work in electrical maintenance installing, repairing, testing and maintaining electrical systems including high-voltage service, equipment, fixtures, and control. May supervise one or more semi-skilled workers, patients or helpers. Receives general supervision from Electrician/High Voltage or other designated higher-level maintenance staff. Work is performed at various state facilities. May be required to work evenings, weekends and holidays, as needed, and be available for 24 hour on-call duty. May be required to work in elevated locations and in cramped quarters or lift heavy objects. Requires: Completion of the seventh grade and four years of experience performing installation, maintenance and repair work involving all electrical circuits carrying less than 13,000 volts. |
| Painter | 667 | The full performance level of work in interior and exterior painting. May supervise one or more lower-level maintenance workers, patient or inmate helpers. Receives supervision from a Maintenance Chief or other designated higher-level maintenance staff. Work is performed at various state facilities. May be required to work in elevated areas and may be required to lift heavy objects. Requires: Completion of eight grade and four years of experience e in painting work, including one year at the fully proficient level. |
| Plumber | 697 | The full performance level of plumbing work. Repairs, installs and maintains plumbing and plumbing fixtures. Reports to a maintenance superintendent. Requires: Completion of elementary school, Journeyman's Plumber certificate, and two years experience as a journeyman plumber including or supplemented by at least one year of experience in installing sanitary plumbing appliances. |

| Class Title | Code | Description |
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| Planner IV | 1274 | Professional work in the field of local, regional, State or transportation planning at a level of complete professional competence. Independently performs complex planning projects and carries out an important aspect of a master development plan. May also serve as group leader for several assigned projects. Work requires the preparation of recommendations as part of a master plan, for utilization of land, natural, community or transportation resources, such as rules and regulations and estimated costs of plans, or solutions to immediate local, regional, State, or transportation planning problems. May specialize in such areas as physical design, survey and research or community relations work. Has considerable contact with public officials, private developers and civic leaders. Responsible for directing and reviewing the work of professional planning consultants, for giving technical advice and assistance to local, regional, State or federal planning agencies, and for speaking at civic meetings on the progress of planning projects. Receives assignments and general direction from a program chief. Frequently called upon to give advice and assistance to Planners of lower level, and may also be responsible for their supervision. Requires: Master's degree in Planning and four years of planning experience. |
| Health and Human Services | | |
| Alcohol & Drug Associate Counselor | 1563 | The full performance level of work, at the certified Bachelor's Degree level, counseling clients with substance use disorders by using intervention, treatment and rehabilitation. Does not supervise. Receives general supervision from an Alcohol and Drug Professional Counselor Supervisor or other supervisor approved by the Board of Professional Counselors and Therapists. May be required to work evenings and on weekends. The work is performed in addictions programs located in State institutions and facilities, such as inpatient and outpatient facilities, jails, detention centers, prisons, halfway house facilities and community-based programs. Requires: Certification as a Certified Associate Counselor-Alcohol and Drug and a valid motor vehicle operator's license. |
| Casework Specialist Family Services | 4511 | The provisional level of professional social work used for social workers that have not yet become licensed in Maryland. Employees provide preventive or protective services to vulnerable adults, children or families. Cases involve suspected child or adult abuse or neglect, out of home placement, guardianship or emergency protective orders, adoption or adult case management. Employees do not supervise. Receives close supervision from a Social Work Supervisor, Family Services. Work is performed in customer's homes, schools, hospitals and other community settings. Employees may be required to deal with potentially hazardous situations. Requires: Determined by the Maryland State Board of Social Work Examiners under the licensing requirements for Social Workers. No experience required. |
| Child Support Specialist II | 4574 | The full performance level of child support work. Investigates and analyzes child support cases and initiates appropriate actions to establish, maintain and enforce support payments for dependent children in accordance with applicable Federal and State laws, rules and regulations. Perform duties related to establishing paternity and child support orders, negotiating agreements for child support payments and health insurance coverage and maintaining and enforcing the collection of current and past due amounts. Does not supervise others and receives general supervision from a Child Support Specialist Supervisor or other designated administrator. Requires: Associate of Arts degree in social services, human services, legal studies, public administration, or similar fields of study, and two years experience investigating and analyzing child support cases and initiating appropriate actions to establish, maintain and enforce support payments for dependent children in accordance with Federal and State laws, rules and regulations. |
| Community Health Educator II | 1026 | The full performance level professional work in the area of community health education. Serves as a staff associate and has professional responsibility for specific health education projects within a program area at the State, regional, local or institutional level. Develops health education components. Receives direction from an administrative supervisor or higher level Community Health Educator. Requires: Bachelor's degree in public health education, health science, behavioral science or community health education and two years of experience in community health education or one year as a Community Health Educator I in Maryland State Service. |

| Class Title | Code | Description |
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| Community Health Nurse II | 4216 | The full performance level of direct nursing care to patients in various community settings and local health department clinics. Does not supervise other nursing staff but may supervise support staff. Receives general supervision from a Community Health Nurse Supervisor or higher-level nurse. The work may be performed at patients' homes, schools and other community settings where travel is required and the environment is often unpredictable. May require the lifting and positioning of non-ambulatory patients and the lifting of wheelchairs and other heavy equipment. Requires: A bachelor's degree in nursing from an accredited college or university. No previous experience required. |
| Community Health Nurse Supervisor | 4218 | Supervisory level of work providing care to patients in various community settings and local health department clinics. Supervises Community Health Nurses and other health care staff. Receives general supervision from a higher-level Community Health Nurse. The work may be performed at patients' homes, schools and other community settings where travel is required and the environment is often unpredictable. The work may require the lifting and positioning of non-ambulatory patients and the lifting of wheelchairs and other heavy equipment. The Community Health Program Supervisor is not responsible for a nursing service program. Requires: Bachelor's degree in nursing from an accredited college or university and one year of experience as a community health nurse. |
| Community Health Outreach Worker II | 206 | The full performance level of work providing health promotional and disease prevention information within the community to reach medically underserved populations to change their behavior in order to better care for themselves. Does not supervise. Receives general supervision from a community health educator or other designated higher-level administrative official. Requires travel to various locations, such as homes, religious organizations and community agencies to provide health information to individuals and groups. Requires: Graduation from high school or equivalent, one year of related experience and a valid motor vehicle operator's license. |
| Coordinator Special Programs, Health Services I | 2722 | The entry level of work coordinating programs in the Department of Health and Mental Hygiene in a local health department, residential facility or the headquarters administration. Conducts studies and implements assigned program activities in the areas of mental health, developmental disabilities, addiction and health services. Does not supervise. Receives moderate supervision from a higher-level administrator. Following a period of training and orientation during which assists in conducting activities related to specific program services, will begin to specialize in mental health, developmental disabilities, addiction or health services program activities. Requires: Bachelor's degree in nursing, social work, psychology, education, counseling or a related field. |
| Department of Juvenile Services Case Management Specialist III | 2592 | The full performance level work providing case management services to juveniles in a community or residential setting. Implements and coordinates the delivery of services and treatment plans for juveniles on informal supervision, probation supervision, after-care supervision, detained pending trial or disposition, or committed to the Department of Juvenile Services. Does not supervise. Receives general supervision from a DJS Case Management Specialist Supervisor, DJS Case Management Program Supervisor or other designated administrator. May be required to work evenings and weekends and may be subject to call-in duty. The work may require travel throughout the State to attend court proceedings, visit homes, schools, community based services and juvenile residential facilities. Requires: Bachelor's degree, two years of experience providing case management services to emotionally or socially maladjusted, delinquent, victimized, or exceptional juveniles in a community or residential setting, certification by the Maryland Correctional Training Commission, and a valid motor vehicle operator's license. |

| Class Title | Code | Description |
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| Department of Juvenile Services Community Detention Officer III | 2558 | The full performance level of work providing supervision and guidance to juveniles under court ordered placement in the Department of Juvenile Services Community Detention Program. Ensures juveniles' compliance with the terms and conditions of community detention through supervision, field visits, surveillance and electronic monitoring. Does not supervise. Receives general supervision from a DJS Community Detention Officer Supervisor or other designated administrator. May be required to work evenings, nights, weekends, and holidays and are subject to call-in duty. The work requires travel to various locations, such as schools, homes, places of employment and court to investigate and confirm location of juveniles. May be subject to verbal abuse by juveniles and will be required to remain calm in stressful situations involving agitated, irate or overwrought juveniles and family members. Requires: Graduation from high school or equivalent, two years of experience providing supervision and guidance to juveniles in a court ordered community or home detention program, certification by the Maryland Correctional Training Commission, and a valid motor vehicle operator's license. |
| Department of Juvenile Services Resident Advisor II | 2607 | The full performance level of work providing supervision and guidance to youths residing in a facility operated by the Department of Juvenile Services by observing and interacting with youths, assisting them with everyday life skills and advising them of appropriate alternative behaviors as needed. Provides guidance and advice to lower-level Resident Advisors, but does not supervise other employees. Receives general supervision from a DJS Resident Advisor Supervisor or from a designated administrator. The work of this class may require travel to various locations for youth appointments and activities, such as courts, local health departments and community service project sites. Assigned to a regular shift, but may be required to work other shifts, evenings, nights, weekends and holidays as required by staffing needs. May be subject to call-in based on staffing needs. May be subject to verbal abuse by youths and will be required to remain calm in stressful situations involving agitated, irate or overwrought youths. Requires: Graduation from high school or equivalent, one year of experience providing supervision and guidance to youths in a juvenile facility or juvenile services community program for at-risk youth, certification by the Maryland Correctional Training Commission as a DJS Resident Advisor II, and a valid motor vehicle operator's license. |
| Developmental Disability Associate | 4209 | The full performance level of work providing residential services for developmentally disabled clients. Responsible for implementation of the prescribed treatments and services required to carry out the clients' individual treatment plans on an assigned shift for a cottage or living unit in a residential facility. Employees have lead responsibility for Direct Care Assistants but do not have full supervisory responsibility. Receives general supervision from a Qualified Developmental Disabilities Professional, Supervisor; Developmental Disabilities Associate Supervisor; or other designated health care personnel. May be required to physically restrain clients displaying violent and aggressive behavior. The work may require the lifting and positioning of non-ambulatory clients and the lifting of wheelchairs and other heavy equipment. Requires: Completion of 60 credits from an accredited college or university with a minimum of 15 credits in health or human services, education or the behavioral sciences. One year of experience providing direct client services in a developmental disability or similar behavior modification setting. Additional experience providing rehabilitation services in a developmental disability setting may be substituted for the required college credits at the rate of one year of experience for 30 credits. |
| Direct Care Assistant II | 4003 | The full performance level of work assisting in the care, treatment, habilitation or rehabilitation of mentally ill patients, aged or physically ill patients, or developmentally disabled clients who are residents of various State treatment facilities or community based programs. Does not supervise. May function as work leaders in the supervisor's absence. If assigned to facilities for mentally and physically ill patients, receives general supervision from nursing staff or other licensed staff. If in a developmental disability setting, receives general supervision from designated client care staff. Subject to call-in and mandatory overtime based on staffing requirements. May be assigned to day, evening, night or rotating shifts, which may include holidays and weekends. The work involves the lifting and positioning of patients/clients and the lifting of wheelchairs and other heavy objects. Requires: Graduation from high school or equivalent, two years of experience in patient/client direct care work, certification as a Nursing Assistant, and a valid motor vehicle operator's license. May be required to possess or obtain a Geriatric Aide certificate. |

| Class Title | Code | Description |
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| Director Nursing Psychiatry | 4295 | <u>Executive</u> level of work responsible for developing, planning and implementing an integrated program of nursing service in a State facility. Employees in the Psychiatric Option are primarily responsible for nursing services in a psychiatric setting. Directly supervises Assistant Directors of Nursing and through them indirectly supervises subordinate supervisors and licensed and non-licensed nursing staff. Receives <u>executive</u> level supervision from the facility's chief executive officer or clinical director. Requires: Specific educational and experience requirements are set by the agency based on the essential job functions assigned to the position. Employees in these classifications must possess a current license as a Registered Nurse from the Maryland State Board of Nursing |
| Epidemiologist III | 3643 | Responsible professional and administrative work as an epidemiologist in a headquarters program of the Department of Health and Mental Hygiene or in a county Health Department. In a headquarters position, functions as a highly skilled, technical expert in the field of epidemiology. Collects and analyzes data on disease trends and makes recommendations for control and prevention of disease. Directs and participates in investigations and surveys that have statewide or multi-county impact. In a county office, responsible for the overall administration of the county epidemiology program(s). In both types of positions, expected to function with a high degree of independence. Receives general administrative supervision from a higher level health professional, such as a physician. Provides direction and supervision to subordinate staff on an as needed basis, such as during an investigation, and may be assigned full-time supervisory responsibilities as well. Requires: Doctoral degree in the field of Public Health with a minimum of six graduate courses in Epidemiology and three graduate courses in Biostatistics and three years of full-time experience as an epidemiologist post-Master's degree. |
| Family Services Caseworker II | 4509 | The full performance level of work providing direct services to individuals or families who are troubled. These services, provided by local departments of social services, are designed to sustain and improve the social, health, economic, behavioral and emotional functioning of customers. Employees do not supervise. Receives general supervision from a licensed social worker. Work is performed in customer's homes, schools, hospitals and other community settings. Employees may be required to deal with potentially hazardous situations. Requires: Bachelor's degree from an accredited college or university in an appropriate behavioral science. Two years experience providing casework or community organizational services in a public or private social service agency. |
| Family Services Caseworker Trainee | 4507 | The entry level of work providing direct services to individuals or families who are troubled. These services, provided by local departments of social services, are designed to sustain and improve the social, health, economic, behavioral and emotional functioning of customers. Employees do not supervise. Learns to perform duties under close supervision from a licensed social worker. Work is performed in customers' homes, schools, hospitals and other community settings. Employees may be required to deal with potentially hazardous situations. Requires: Bachelor's degree from an accredited college or university in an appropriate behavioral science. No experience required. |
| Family Support Worker II | 502 | The full performance level of work providing in-home support services that enable individuals to maintain their independence and well being, assist in preserving the family structure, promote a functional home environment and teach clients to make use of available community resources. Serve as a member of a treatment or service team and visit clients' homes to identify needs and provide in-home assistance in activities associated with daily living, personal care, care giving or parenting. Does not supervise other employees. Receives general supervision from a Family Services Caseworker, a Social Worker, a Registered Nurse or other professional. The work requires travel to visit private residences and community based services. The work may involve the lifting of heavy objects such as groceries, furniture, wheel chairs and clients with disabilities. Requires: Graduation from high school or equivalent; two years of experience providing support services to children or adults through teaching and demonstrating practical living skills; and a valid motor vehicle operator's license. Some positions may require a license as a Certified Nursing Assistant or a Geriatric Nursing Assistant. |

| Class Title | Code | Description |
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| Geriatric Nursing Assistant II | 1194 | The full performance level of work providing assistance in the care, treatment, habilitation or rehabilitation of aged physically ill patients who are residents of State chronic disease hospitals. Does not supervise. Receives general supervision from nursing staff or other licensed personnel. Subject to call 24 hours a day and overtime. May be assigned to day, evening, night, or rotating shifts, which may include holidays and weekends. Required to observe infection control precautions in order to prevent contamination and the spread of disease. The work may require lifting patients, wheelchairs and heavy equipment. Requires: Graduation from high school or equivalent, two years of experience in direct care of patients in a medical setting, certification as a Geriatric Nursing Assistant and a Nursing Assistant and maintain a current listing in the Geriatric Nursing Assistant registry. May be required to become certified in cardiopulmonary resuscitation training. |
| Health Aide II | 4243 | The full performance level of work assisting in the health care of clients in community health programs, inpatient or residential facilities. Do not have supervisory responsibility but may provide advice and guidance to lower-level workers. Receive general supervision from a physician, registered nurse or other health care professional. The work may require the lifting of patients, wheelchairs and heavy equipment. Performs the full range of duties under general supervision. Requires: Graduation from an accredited high school or GED. One year of experience assisting health care professionals in the care of clients in a health setting. |
| Health Policy Analyst II | 2419 | The full performance level of work evaluating, analyzing, researching and developing health care services, policies and programs. Does not supervise other Health Policy Analysts. Receives general supervision from a designated program administrator. Requires: Bachelor's degree, two years of experience evaluating, analyzing, researching and developing health care services, policies and programs and a valid motor vehicle operator's license. |
| Health Records Technician II | 3617 | The full performance level of work compiling and maintaining health records in a State facility or local health department. Performs duties related to the ongoing organization of a system of files and records concerning patients' diagnoses, treatments, admissions, discharges and daily patient census changes. Does not supervise. Receives general supervision from a Health Records Technician Supervisor or Health Records Program Supervisor. Requires: Graduation from high school or equivalent and two years of experience compiling and maintaining health records. |
| Income Maintenance Specialist I | 683 | Under close supervision, determines the eligibility of applicants for public assistance programs and reviews client information for continued eligibility. Does not supervise. Interviews clients to explain programs, verifies information and determines category of eligibility. Processes applications, maintains case materials and assists clients in resolving problems. May require working evening and weekend hours and may require visiting clients in their homes. Requires: Bachelor's degree and a valid motor vehicle operator's license. |
| Income Maintenance Specialist II | 3546 | The full performance level of work determining the eligibility of applicants for public assistance programs and reviewing client information for continued eligibility. Employees do not supervise. Receives moderate supervision. Interview clients to explain programs, verify information and determine category of eligibility. They process applications, maintain case materials and assist clients in resolving problems. Requires: Bachelor's degree from an accredited college or university. One year experience determining eligibility for governmental assistant programs. |

| Class Title | Code | Description |
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| Licensed Practical Nurse II | 4247 | The full performance level of work performing practical nursing duties for the care, treatment, habilitation or rehabilitation of mentally ill, aged, physically ill or physically disabled patients; developmentally disabled clients; or clients attending clinics for preventive or treatment services. May have lead responsibility for direct care and other non-licensed staff. Work is performed in a team relationship with a Registered Nurse in compliance with the statutes and regulations governing nursing and the Standards of Practice for Licensed Practical Nurses. Receives general supervision from a Registered Nurse or other licensed health professional. Employees may be required to physically restrain patients/clients displaying violent aggressive behavior. The work may require the lifting and positioning of non-ambulatory patients/clients and the lifting of wheelchairs and other heavy equipment. Work is performed in a residential or inpatient treatment facility providing twenty-four hour care or a community setting such as a home, school or clinic. Requires: Determined by the Maryland Board of Nursing under the licensing requirements for practical nurses. One year of experience as a Licensed Practical Nurse. |
| Mental Health Associate III | 2737 | Provides counseling or other therapeutic services in the field of mental health in a residential facility or local health department in the Department of Health and Mental Hygiene at the full performance level. Does not supervise, but may provide guidance to less experienced personnel. Receives moderate supervision from a licensed professional staff member or a master's prepared mental health professional. May be required to work evenings, weekends, holidays or rotating shifts. Requires: Completion of 60 credit hours in a human service program including either a supervised practicum in providing counseling or other therapeutic services to the mentally ill or at least nine credit hours in psychology, including abnormal psychology and three years of post education experience providing counseling or other therapeutic services to the mentally ill including 100 hours of clinical supervision and 25 hours of in-service training in mental health. |
| Paramedic - Department of Transportation, Airport | 4204 | The journey level of work responsible for responding to medical emergencies by providing basic and advanced life support services to ill and injured persons at the Baltimore/Washington International (BWI) Airport and surrounding mutual aid jurisdictions. Provides emergency medical treatment at the scene of an accident or illness and transport sick and injured persons to medical facilities. Does not supervise, but may assist in the training of other fire rescue personnel. Receives general supervision from an Airport Paramedic Lieutenant or other designated Fire Rescue Officer. May be required to work on a rotating shift basis. Are subject to emergency recall 24 hours a day. Work is performed outdoors in all types of weather and during emergencies; employees may be exposed to extreme heat, fumes, smoke, as well as hazardous materials and communicable diseases. Requires strenuous physical activity such as lifting, climbing and bending. May need to lift and carry/drag persons weighing over 100 pounds. Requires: Graduation from high school or equivalent, a valid Class C motor vehicle operator's license, a valid license as an Emergency Medical Technician – Paramedic (EMT-P). Will be required to obtain an Airfield Operators Permit. |

| Class Title | Code | Description |
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| Physician Clinical Specialist | 4606 | <p>The advanced level of physician work <u>providing clinical services</u> in an area of medical specialization to patients who are mentally ill, chronically ill or developmentally disabled or are in need of medical and preventive treatment. The majority of Physician Clinical Specialists are located at Department of Health and Mental Hygiene facilities and local health departments. Provides consultation, advice and overview of treatment in an area of medical specialization to other physicians and health care staff; plans and participates in the medical care of patients in a State facility, local health department or other agency; develops patient treatment plans based on assessments and diagnoses; implements and oversees implementation of treatment plans; examines and treats patients based on diagnoses; prescribes medications and treatments as indicated by diagnoses; analyzes reports and findings in order to determine patient's progress and adjusts treatment plan accordingly; advises health care support staff of appropriate treatment techniques needed for individual cases; and, gives lectures and presentations to medical students, health care professionals and lay groups in an area of medical specialization. Does not supervise other physicians but may supervise health care support staff. Receives general supervision from a higher-level physician or an administrative official. Requires: Degree in medicine and experience sufficient for certification in an area of medical specialization by an American Medical Association Specialty Board. Must be certified by an American Medical Association Specialty Board in an area of medical specialization and licensed and currently registered with the Maryland Board of Physicians to practice medicine under Maryland State Law.</p> |
| Physician Clinical Staff | 4603 | <p>The full performance level of work providing clinical services to patients who are mentally ill, chronically ill or developmentally disabled or are in need of medical and preventive treatment. The majority of Physician Clinical Staff are located at Department of Health and Mental Hygiene facilities and local health departments. Plans and participates in the medical care of patients in a State facility, local health department or other agency; develops patient treatment plans based on assessments and diagnoses; implements and oversees implementation of treatment plans; examines and treats patients based on diagnoses; prescribes medications and treatments as indicated by diagnoses; analyzes reports and findings in order to determine patient's progress and adjusts treatment plan accordingly; reviews patients' records to assure their adequacy and proper administration; advises health care support staff of appropriate treatment techniques needed for individual cases; conducts clinical rounds and reviews progress of patients; meets with patients and their families to discuss treatment plans and address concerns; attends staff meetings and participates in diagnostic and treatment discussions, lectures, seminars and case presentations. Physician Clinical Staff do not supervise other physicians but may supervise health care support staff. Receives general supervision from a higher-level physician or an administrative official. Requires: Degree in medicine and four years of experience in the practice of medicine. Must be licensed and currently registered with the Maryland Board of Physicians to practice medicine under Maryland State Law.</p> |
| Physician Program Manager II | 4609 | <p>The managerial level of physician work as a Health Officer of a large county or multi-county local health department or an assistant director at a headquarters administration. The majority of Physician Program Manager II's are located in the Department of Health and Mental Hygiene. Establishes and implements medical guidelines, policies, procedures, standards and controls; evaluates implementation of programs and coordinates with public and private agencies providing similar services; formulates policy and coordinates the activities for various services within the program. May preside at ward, diagnostic and clinical conferences on appropriate treatment required for specific cases; may review clinical records of patients to assure their adequacy and proper administration; may provide consultation and review of the clinical appropriateness of prescribed medications and laboratory tests; may provide hands-on patient and clinical services; and, may provide consultative services in an area of medical specialization; Plans, organizes and supervises the work of assigned subordinate personnel or through subordinate supervisors oversees the supervision of all assigned professional, technical and support staff employees. Receives managerial supervision from a higher-level administrator or an executive. Requires: Degree in medicine and specific educational and experience requirements as set by the agency based on the essential job functions assigned to the position. Must be licensed and currently registered with the Maryland Board of Physicians to practice medicine under Maryland State Law.</p> |

| Class Title | Code | Description |
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| Physician Program Manager III | 4610 | This is managerial level physician work as a <u>Clinical Director</u> of a residential institution or facility. The majority of Physician Program Manager III's are located in the Department of Health and Mental Hygiene. Establishes and implements medical guidelines, policies, procedures, standards and controls; evaluates implementation of programs and coordinates with public and private agencies providing similar services; formulates policy and coordinates the activities for various services within the program. May preside at ward, diagnostic and clinical conferences on appropriate treatment required for specific cases; may review clinical records of patients to assure their adequacy and proper administration; may provide consultation and review of the clinical appropriateness of prescribed medications and laboratory tests; may provide hands-on patient and clinical services; and, may provide consultative services in an area of medical specialization. Plans, organizes and supervises the work of assigned subordinate personnel or through subordinate supervisors oversees the supervision of all assigned professional, technical and support staff employees. Receives managerial supervision from a higher-level administrator or an executive. Requires: Degree in medicine and specific educational and experience requirements as set by the agency based on the essential job functions assigned to the position. Must be licensed and currently registered with the Maryland Board of Physicians to practice medicine under Maryland State Law. |
| Physician Program Specialist | 4605 | The advanced level of work providing medical program services in an area of medical specialization in a <u>headquarters program</u> concerned with mental health, disabilities or chronic illness needs. The majority of Physician Program Specialists are located at Department of Health and Mental Hygiene headquarters. Provides consultative services in an area of medical specialization; gives lectures and presentations to medical students, health care professionals and lay groups in an area of medical specialization; develops medical guidelines, policies, procedures and standards; reviews and evaluates statistical reports and other reports; and, evaluates implementation of programs and coordinates with public and private agencies providing similar services. Physician Program Specialists do not supervise others and receive general supervision from a higher-level physician or an administrative official. Requires: Degree in medicine and experience sufficient for certification in an area of medical specialization by an American Medical Association Specialty Board. Must be licensed and currently registered with the Maryland Board of Physicians to practice medicine under Maryland State Law. |
| Psychologist II | 613 | The full performance level of professional psychology staff work applying the science of psychology to the investigation, understanding and modification of human behavior and adjustment and providing psychological services such as diagnostic assessments, individual and group counseling and psychotherapy to persons considered emotionally disturbed, maladjusted, developmentally disabled or suffering from other psychological stress. Does not supervise, but may supervise non-licensed psychology staff or other health care staff in multi-disciplinary programs. Receives general supervision from a Psychology Services Chief or other designated official. May be required to work evenings or weekends. The work is performed in hospitals, State programs, community clinics, health centers, juvenile justice facilities or other residential facilities. Requires: license as a Psychologist, two years of experience rendering psychological services or engaged in psychological research after receipt of the License as a Psychologist, and a valid motor vehicle operator's license. |
| Public Health Engineer III | 177 | Highly responsible professional work as an engineering specialist in the State's environmental health services programs. Responsible for developing, implementing and evaluating comprehensive environmental health services programs including, but not limited to, sanitary engineering, industrial hygiene, air pollution, sanitation, and environmental safety; for controlling and improving environmental factors, which affect the health of the human population of the county; for the professional growth and supervision of a staff of Public Health Engineers and Sanitarians; and for developing and maintaining programs such as abatement and control of air pollution, and sewage or water control. Reports to the County Health Officer or the County Environmental Health Director, or if at the Headquarters level, a section head in the Environmental Health Administration. Requires: Bachelor's degree in engineering or registration as a Professional Engineer in the State of Maryland and two years of professional engineering experience in a field related to public health. |

| Class Title | Code | Description |
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| Public Health Laboratory Scientist General III | 1086 | The full performance level of work performing public health analytical, diagnostic, environmental and epidemiological laboratory testing in a public health laboratory. Employees in this classification perform a variety of laboratory tests, assays, analytical procedure validations and quality assurance and quality control studies in such fields as analytical and environmental chemistry, diagnostic and environmental microbiology and immunology, biochemistry, molecular biology and virology. Does not supervise. Receives general supervision from a Public Health Laboratory Scientist Supervisor. Work is performed in a laboratory setting. May be required to work evenings, weekends and holidays. Required to observe infection control precautions in order to prevent contamination and the spread of disease. Requires: Bachelor's degree in Biochemistry, Biology, Biotechnology, Chemistry, Genetics, Immunology, Microbiology, Molecular Biology, Medical Technology, Pharmacy or Zoology and two years of experience working in a chemistry laboratory performing analytical tests on environmental, biological or multi-matrix samples or experience working in a medical or public health laboratory performing diagnostic or public health testing on human specimens. |
| Registered Nurse | 4284 | The full performance level of work providing direct nursing care to patients/clients in State facilities. Employees in this class may supervise Licensed Practical Nurses and non-licensed nursing and support staff. Receive general supervision from a higher-level nurse. The work is usually performed in a residential or inpatient treatment facility providing twenty-four hour care. The work may require the lifting and positioning of non-ambulatory patients and the lifting of wheelchairs and other heavy equipment. Requires: Determined by the Maryland Board of Nursing under the licensing requirements for Registered Nurses. |
| Social Work Supervisor - Family Services | 4514 | The supervisory level of professional licensed social work providing preventive or protective services to vulnerable adults, children or families. Cases involve suspected child or adult abuse or neglect, out of home placement, guardianship or emergency protective orders, adoption or adult case management. Employees supervise lower-level social workers. Receives general supervision from a social work administrator or other administrative official. Work is generally performed in an office setting but may be performed in customer's homes, schools, hospitals and other community settings. May be required to deal with potentially hazardous situations. Requires: Determined by the Maryland State Board of Social Work Examiners under the licensing requirements for Social Workers. Three years of experience providing child welfare or adult services to vulnerable children, individuals or families. |
| Social Worker I Family Services | 4512 | The intermediate level of professional licensed social work providing preventive or protective services to vulnerable adults, children or families. Cases involve suspected child or adult abuse or neglect, out of home placement, guardianship or emergency protective orders, adoption or adult case management. Employees do not supervise. Receives moderate supervision from a Social Work Supervisor, Family Services. Work is performed in customer's homes, schools, hospitals and other community settings. May be required to deal with potentially hazardous situations. Requires: Determined by the Maryland State Board of Social Work Examiners under the licensing requirements for Social Workers. |
| Social Worker II Family Services | 4513 | The full performance level of professional licensed social work providing preventive or protective services to vulnerable adults, children or families. Cases involve suspected child or adult abuse or neglect, out of home placement, guardianship or emergency protective orders, adoption or adult case management. Employees do not supervise. Employees receive general supervision from a Social Work Supervisor, Family Services. Work is performed in customer's homes, schools, hospitals and other community settings. Employees may be required to deal with potentially hazardous situations. Requires: Determined by the Maryland State Board of Social Work Examiners under the licensing requirements for Social Workers. One year of experience providing child welfare or adult services to vulnerable children, individuals or families. |

| Class Title | Code | Description |
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| Social Worker II, Criminal Justice | 2004 | The full performance level of professional social work providing clinical and therapeutic or forensic social work services in either a criminal justice or indigent defense environment. In a criminal justice environment, provides clinical and therapeutic services to clients who have demonstrated a need for rehabilitative intervention. In an indigent defense environment, provides forensic social work services, including mitigation to clients charged with crimes or delinquent offenses and creates a defense strategy with Assistant Public Defenders for the legal disposition of criminal or delinquent cases. Does not supervise. Generally works in correctional or detention facilities, juvenile facilities, other criminal justice or juvenile services environments, or public defender offices. Frequently exposed to hazardous situations and must exercise vigilance and sound judgment when working with clients. May be required to work evenings and weekends. Receives general supervision from a Social Work Supervisor, Criminal Justice or other designated administrator, or a District Public Defender, Division Chief or designee when assigned with the Office of the Public Defender. Requires: license as a certified social worker or certification as a certified social worker-clinical and two years of experience providing clinical and therapeutic social work services to clients requiring rehabilitative counseling and a valid motor vehicle operator's license. |
| Therapeutic Recreator II | 4302 | The full performance level of work performing therapeutic recreation in the treatment of mentally ill, aged, physically ill or physically disabled patients, or developmentally disabled clients who are residents of State treatment facilities or community-based programs. Responsible for the assessment, planning and implementation of clients'/patients' recreation therapy treatment. May supervise Activity Therapy Associates, Direct Care Assistants, students and volunteers assigned to the recreation therapy program. Receives general supervision from a higher level health professional. May be required to physically restrain patients/clients displaying violent aggressive behavior. May require the lifting and positioning of non-ambulatory patients/clients and the lifting of wheelchairs and other heavy equipment. Requires: Bachelor's or Master's degree in therapeutic recreation or recreation from an accredited college or university. Current certification as a Therapeutic Recreator may be substituted for the education requirement. |
| Assistant Secretary for Unemployment Insurance Programs, Department of Labor, Licensing & Regulations (DLLR) | | Administers the Unemployment Insurance Program which collects and distributes Unemployment Insurance benefits to eligible unemployed Marylanders, develops and implements policies, procedures and guidelines for eligibility determination, determination of benefit amounts, the collection of improperly paid benefits and the reconciliation of out-of-state unemployment benefit claims. Directs a program with an operating budget of \$60.7 million that employs 536 authorized positions. Reports to the Secretary, DLLR. |

| Class Title | Code | Description |
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| Sanitarian IV Registered | 277 | The technical and supervisory level of work in local health departments or state headquarters with responsibility for planning, executing, and promoting the activities of county environmental health programs and coordinating with other public health activities or for providing technical expertise in a specialized area of responsibility. Work requires the exercise of considerable independent judgment in the establishment of standards and in the interpretation of regulations and in the determination of the best methods to be utilized in the abatement of unsatisfactory conditions. <u>In local health departments</u> acts as program chief and supervises at least five lower-level Sanitarians and Environmental Health Aides. Receives administrative direction from the Health Officer, Director of Environmental Health Services, or higher level Sanitarian at the local health department level. <u>At the headquarters level</u> is either head of a component of an environmental health program providing direction and guidance to local health department Sanitarians or directly supervises two headquarters professionals, and receives administrative direction from a major section head, division chief or higher-level staff. Requires: Bachelor's degree in public health or environmental health sciences and four years of environmental health work in the promotion, control, and maintenance of environmental health, two years of which must have involved direction of an environmental health project and/or in a supervisory capacity, and licensed as a Registered Environmental Sanitarian from the State Board of Environmental Sanitarians. |
| Food Service Worker II | 4561 | The full performance level of work preparing and serving food in a food service operation of a State facility. Examples of duties include: prepares and sets up food service lines and steam tables and serves food; serves measured portions in accordance with portion control instructions; cleans and sanitizes utensils, dishes, pots, pans, appliances and work areas such as kitchen and cafeteria areas; serves food at luncheons, conferences and other special events; assists cooks with food preparation. May deliver food carts to wards or other serving areas; drive food delivery trucks; and, operate cash registers in a cafeteria. Does not supervise others and receives general supervision from a Food Service Supervisor I, Food Service Supervisor II or other supervisory position. Requires: Six months of experience in food production or food service for a food service operation. May require valid motor vehicle operator's license. |
| Cook II | 1797 | The intermediate level of work in food preparation. May involve supervising lower-level employees engaged in food production. Receives moderate supervision from a Chef or other designated staff member of the food service program. May be required to be present for duty on weekends and holidays, may be assigned to either of two shifts and may be called to duty during off hours in order to maintain proper coverage. Work performed in the central kitchen may require employees to work in areas of extreme heat or cold. The work takes place in hospitals, residential or correctional institutions located throughout the State. Requires: Completion of the sixth grade and three years of experience in food preparation in a public establishment or a degree from an accredited vocational high school and one year of experience. |
| Correctional Dietary Officer II Cooking | 4034 | The full performance level of work involving the custody, security and supervision of adult inmates in food preparation and serving of meals at correctional institutions. Does not supervise. Receives general supervision from a Correctional Dietary Supervisor or Correctional Dietary Services Supervisor. Assigned to day, evening, night or rotating shifts. Subject to call-in during emergencies and staffing shortages. Work is performed in a correctional institution kitchen, and employees are continually exposed to inmates who may be abusive and hostile and have access to a variety of kitchen utensils, which could be used as weapons. The work may involve moving objects weighing twenty-five pounds or more. Requires: Graduation from high school or equivalent, one year of experience involving the custody, security and supervision of adult inmate workers in a food operation of a correctional institution, and ability to pass the Entrance Level Correctional Training Course. May require a valid motor vehicle operator's license. May require obtaining a Class C driver's license to operate large vans for transportation of supplies. |

| Class Title | Code | Description |
|---|------|---|
| Information Technology | | |
| Chief Information Officer (Program Manager Senior II) | 5483 | The CIO at a <u>small</u> (less than 1,000 employees) Maryland department or agency is responsible for overseeing all aspects of its information technology (IT) activities. The activities include programming, networks, IT development, IT support, database management, communications, and security. Small agencies have a centralized IT operation designed for the operation and administration of that agency. On average, directs IT divisions with an operating budgets ranging from \$1.4 million to \$3 million, and staff positions ranging from 10 to 19. Reports to a Deputy Secretary or Assistant Secretary. |
| Chief Information Officer (Program Manager Senior IV) | 5485 | The CIO at a <u>large</u> (7,000 – 12,000 employees) Maryland department or agency is responsible for overseeing all aspects of its information technology (IT) activities. The activities include programming, networks, IT development, IT support, database management, communications, and security. Large agencies typically have a de-centralized IT operation with multiple databases and networks that are used by other agencies, local jurisdictions and the public. On average, directs IT divisions with an operating budgets ranging from \$16 million to \$61 million, and staff positions ranging from 73 to 138. Reports to a Deputy Secretary or Assistant Secretary. |
| Computer Information Services Specialist II | 4409 | The full performance level of work evaluating, implementing and maintaining microcomputer hardware and software. Employees do not supervise Computer Information Services Specialists. Receives general supervision from a Computer Information Services Specialist Supervisor, a data processing administrator or other administrator. Requires: Graduation from an accredited high school or possession of a high school equivalency certificate. One year of experience evaluating, implementing and maintaining microcomputer hardware and software. |
| Computer Network Specialist II | 4413 | The full performance level of work planning, integrating and maintaining software and hardware for local or wide area microcomputer or minicomputer networks to include operating systems software and network communications software. Employees do not supervise Computer Network Specialists. Receive general supervision from a Computer Network Specialist Supervisor or other data processing administrator. The work is performed in normal office settings and at users' work sites in offices. The work may involve running cables through ceilings and floors resulting in exposure to moderate amounts of dust, dirt and insulation which may include asbestos and fiberglass. The work may require moving computers and printers weighing up to 80 pounds. Requires: Bachelor's degree from an accredited college or university in Computer Information Technology, Management Information Systems or other information technology-related field to include course work in local or wide area microcomputer or minicomputer networks. One year of experience planning, integrating and maintaining software and hardware for local or wide area microcomputer or minicomputer networks. |
| Computer Operator II | 1042 | The full performance level of work operating multipurpose, multi-tasking computer systems. Does not supervise. Receives general supervision from a Computer Operator Supervisor. May be required to work on evenings, weekends and holidays. Work is normally performed in a computer room and involves exposure to moderate levels of noise and to a climate controlled environment necessary to keep the computer from overheating. The work requires careful observance of safety procedures related to fire extinguishing systems for computers. The work requires moving boxes of paper weighing up to forty pounds. Requires: Graduation from high school or equivalent and two years of related experience. |
| Computer User Support Specialist II | 20 | The full performance level of work responding to and coordinating the resolution of Help Desk calls from users of computer systems. Does not supervise. Receives general supervision from higher-level data communications, data processing or information services staff. Requires: Graduation from high school or equivalent and one year of experience responding to Help Desk calls from users of computer systems. |

| Class Title | Code | Description |
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| Database Functional Analyst II | 4499 | The full performance level of work providing problem analysis and ongoing user support, coordinating system development and implementation, and training users on the functionality of applications for agency or Statewide systems housed on mainframe computers or large client server platforms. Employees do not supervise. Receives general supervision from a DP Functional Analyst Supervisor, other data processing administrator or other administrator. Requires: Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Administration, Human Resources Management, Information Technology or other related field with specific coursework in the structure and use of automated information systems. One year of experience providing problem analysis and ongoing user support, coordinating system development and implementation, and training users on the functionality of applications for agency or Statewide systems housed on mainframe computers or large client server platforms. |
| Database Programmer Analyst II | 4470 | The full performance level of work designing, developing, testing, implementing and maintaining applications systems and programs using third generation or other generally accepted computer programming languages. Employees do not supervise. Receives general supervision from a DP Programmer Analyst Supervisor or other data processing administrator. Requires: Bachelor's degree from an accredited college or university in Computer Information Technology, Computer Science, Management Information Systems, or other information technology-related field to include coursework in systems analysis and applications programming using third generation or other generally accepted computer programming languages. One year of experience designing, developing, testing, implementing and maintaining applications systems and program using third generation or other generally accepted computer programming languages. |
| Database Specialist II | 4480 | The full performance level of work designing, developing, implementing, maintaining and controlling data base management systems for multipurpose, multi-tasking computers. Employees do not supervise. Receive general supervision from a Data Base Specialist Supervisor or other data processing administrator. Requires: Bachelor's degree from an accredited college or university in Computer Information Technology, Management Information Systems, Computer Science or other information technology-related field to include course work in data base management systems. One year of experience designing, developing, implementing, maintaining and controlling data base management systems for multipurpose, multi-tasking computers. |
| Director, Application Systems Management, Department of Budget & Management (DBM) (Program Manager Senior I) | 5482 | Provides oversight and evaluation of information system development including applications systems life cycle development and testing, programming, and software modification and development for major software application systems used by large agencies. These systems provide accounting, purchasing, budgeting, financial management, payroll, and personnel support statewide. Typically directs a division with an annual operating budget in excess of \$5 million that employs a staff of 20 or more. Reports to the Chief Information Officer at DBM. |
| IT Systems Technical Specialist | 4488 | The full performance level of work planning, designing and developing improvements and new or advanced systems or applications across an entire area of specialization in application, communication, data base, or operating systems software technology. Employees do not supervise. Receives general supervision from an IT Systems Technical Specialist Supervisor or other data processing administrator. Requires: Bachelor's degree from an accredited college or university in Computer Science, Computer Information Technology, Management Information Systems or other information technology-related field to include coursework in application, communication, data base or operating systems software technology. Three years of experience designing, developing, testing, implementing and maintaining application, communication, database or operating systems software. |

| Class Title | Code | Description |
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| Webmaster II | 388 | The full performance level of work designing, developing, implementing and maintaining an agency's web site. Does not supervise, but may provide advice and guidance to agency employees on the use of the Internet, Intranet and web site. Receives general supervision from a Webmaster Supervisor or designated administrator. May be subject to work evenings, weekends and holidays. Requires: Associate's degree in Computer Information Technology, Management Information Systems or other information technology related field to include course work in web page design, development and programming, one year of experience in web page design, development and programming, and a valid motor vehicle operator's license. |
| Legal and Compliance | | |
| Administrative Law Judge III | 5266 | The advanced level of professional work for the Office of Administrative Hearings conducting formal contested case administrative hearings and preparing recommended or final decisions. Is regularly assigned the full range of complex cases heard by the Office of Administrative Hearings. May also be assigned to serve as a liaison between the Office of Administrative Hearings and one or more of the State executive agencies, with duties including the review of proposed legislation and regulations. May also serve as a team leader or as a Subject Matter Specialists and review decisions of other Administrative Law Judges. Receives managerial supervision and direction from the Chief Administrative Law Judge or other designated superior. May require travel to local or regional offices of various State agencies. Requires: Law degree and admission to the Bar of any state or federal jurisdiction and two years satisfactory performance as an Administrative Law Judge hearing a broad variety of cases. |
| Assistant Attorney General VI | 5301 | The highest level at which a senior attorney can be compensated without supervisory, lead or specialized advanced responsibilities and is considered a senior level litigator. Represents the State in court in difficult and complex legal matters. May assist in training less experienced attorneys. Senior attorney with 5 years experience before the Bar and one year experience as an Assistant Attorney General. A high degree in competence has been demonstrated in a variety of areas. |
| Assistant Public Defender II | 5431 | The intermediate level of trial attorney work in the Office of the Public Defender. Represents the Office of the Public Defender in aspects of criminal, juvenile, involuntary commitment and Children in Need of Assistance proceedings before the courts of the State. Reviews case files in order to determine the nature of the charges and the factual and legal issues involved and plan defense strategies; counsels and advises clients regarding theories of possible defense, trial factors and procedures, rights, alternatives to incarceration, appeal rights and procedures, rehabilitation services and other matters of law; engages in plea negotiations with Assistant State's Attorneys and other opposing counsel and attends conferences with the court in an attempt to resolve issues before trial. Does not supervise others and receives moderate supervision from an Assistant Public Defender Supervisor or other higher-level attorney. Requires: Juris Doctor or equivalent degree and some experience as a practicing attorney. Must be a member of the Maryland Bar at the time of appointment. |
| District Public Defender, Metropolitan | 5429 | The managerial level of work in a district of the Office of the Public Defender. The District Public Defender Metropolitan is the chief administrator and responsible for the entire Public Defender operation for a designated metropolitan district. Directs and coordinates all legal and non-legal functions of a district of the Office of Public Defender; Supervises the development and implementation of district procedures and controls; Oversees a budget and the use of expenditures for legal services. Manages, coordinates, supervises and evaluates the work of subordinate supervisors and staff within the assigned district. Receives executive direction from the Public Defender, Deputy Public Defender and Chief Counsel of Administration of the Office of the Public Defender. Requires: Juris Doctor or equivalent degree and experience as a practicing attorney. Must have membership in the Maryland Bar at the time of appointment. |

| Class Title | Code | Description |
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| Legal Secretary | 835 | The full performance level of work providing legal secretarial support as a personal assistant to one or more attorneys. The work involves the preparation of legal documents and correspondence pertaining to the conduct of court cases. Employees do not supervise. Receives general supervision from an attorney. Requires: Graduation from an accredited high school or GED. One year of experience as a legal secretary to include keyboarding legal briefs, pleadings, affidavits, subpoenas and other legal documents; maintaining case files, schedules and logs and verifying legal citations and references. |
| Paralegal II | 885 | The full performance level of support work to an attorney involving legal research, application of Maryland case law and preparation of various legal documents. Does not supervise. Receives general supervision from an attorney. Requires: Graduation from high school or equivalent and three years of experience as a legal assistant or legal secretary performing legal research or preparing legal documents on behalf of an attorney and a valid motor vehicle operator's license. |
| Principal Counsel | 5626 | A fully experienced senior attorney who has demonstrated the highest level of competence. Supervises attorneys and provides a full range of legal services, such as official opinions, letters of advice and litigation support as well as daily counsel to a small state department or as deputy to a director of a legal division of a major department. |
| Public Defender Intake Specialist II | 2694 | The full performance level of work determining client eligibility for representation by the Office of the Public Defender and obtaining initial client information. Does not supervise. Receives general supervision from a Public Defender Intake Supervisor or an administrator. Work is sometimes performed at detention centers and prisons. Requires: Graduation from high school or equivalent, one year of experience interviewing clients to determine eligibility for legal representation, and a valid motor vehicle operator's license. |
| Public Defender Investigator III | 3452 | The advanced level of work conducting investigations in cases of alleged criminal conduct for the defense of persons represented by the Office of the Public Defender or in investigating cases of involuntary commitment and cases where an individual's mental health condition is at issue for the defense of criminal charges. Does not supervise. Receives general supervision from an Assistant Public Defender or an administrator. May be required to work evenings or weekends. Work performing field investigations is performed at various locations to include crime scenes, detention centers, prisons, private residences and places of employment. Work performing mental health investigations is primarily performed at public and private psychiatric hospitals and facilities. Requires: Graduation from high school or equivalent, one year of related experience, and a valid motor vehicle operator's license. |
| Staff Attorney II | 5094 | Professional legal counsel staff work providing consultative and advisory legal services on matters affecting agency operations and administration. Interprets, evaluates and applies applicable laws, rules and regulations generally in the absence of clear and directly applicable legal precedents. Represents the agency in a broad range of issues in administrative hearings. Does not represent in court. Requires: One year experience as a legal counsel providing advice and guidance to agency officials and possession of a Juris Doctorate or Masters in letters of Law degree. |
| Investigator III Human Resources | 3649 | The proficient level of work investigating the economic crime of welfare fraud against the State of Maryland. Investigates cases of suspected fraud using knowledge of public assistance policy, appropriate law, and investigative techniques to either substantiate the allegation or to exonerate the persons involved. Testifies at Grand Jury hearings, court trials and prepare applications for criminal charges and arrest warrants. Prepares a complete and accurate case report according to division standards and maintains daily and case statistical reports. Receives supervision from a DHR Investigative Supervisory or other designated agency official. Does not supervise, but may give instruction and guidance to other investigators and clerical personnel. Does not have normal law enforcement powers of arrest. If a dangerous situation is anticipated police are requested as escorts. Requires: Graduation from high school or equivalent and three years of experience in income maintenance investigation or income maintenance eligibility determination. |

| Class Title | Code | Description |
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| Occupational Safety & Health Compliance Officer III | 1312 | The full performance level of work in the inspection of workplaces to ensure compliance and to enforce state and federal occupational safety and health laws, regulations and standards. Does not supervise other compliance officers. Receives general supervision from an OSH Compliance Officer Supervisor. Subject to call-in on a 24 hour basis. May be required to work evenings and weekends. The work requires travel to work sites such as construction or manufacturing sites where conditions may be noisy, dirty and uncomfortable and requires the use of specialized safety equipment. May be exposed to a variety of physical and health hazards, such as falling debris, noxious fumes, live electrical wiring and asbestos particles. The work require climbing ladders, working at elevated heights and in confined areas, and carrying test equipment such as voltage testers, sound level meters, penetrometers and pressure gauges. Requires: Graduation from high school or equivalent, two years of experience in related inspection of work places, and a valid motor vehicle operator's license. |
| Maintenance and Mechanical | | |
| Automotive Services Specialist | 2715 | The full performance level of automotive maintenance work repairing and installing parts on automobiles, buses, trucks and other types of motor vehicles. Work is performed in a garage or outdoors under a variety of weather conditions. Employees are exposed to hazardous substances such as asbestos, battery acid, gasoline, diesel fuel, synthetic additives for oil and fuel, cleaning solvents and spray paint and may be required to wear protective suits, eye shields and respirators. The work may require moving heavy automotive components. May supervise lower-level automotive mechanics or helpers Requires: Completion of the eighth grade, five years of experience in the servicing, maintaining and repairing of motor vehicles or equipment including one year of responsibility for performing major automotive repair work, and a valid motor vehicle operator's license. |
| Building Services Worker II | 4557 | The full performance level of work in the maintenance, housekeeping and general servicing of State buildings. Depending on the area of assignment examples of duties include: cleans, maintains and services State buildings; collects, recycles and disposes of trash and other items from State buildings; loads and unloads supplies and equipment from trucks, moves office furniture and equipment and sets up chairs and tables for meetings and special events; cleans floors, halls and stairways; waxes and buffs floors and stairways; shampoos and vacuums rugs, carpets and upholstered furniture; cleans and disinfects restrooms and replaces supplies; dusts, cleans and makes minor repairs to furniture; performs routine building maintenance such as making minor roof repairs, preparing surfaces for painting, installing and replacing light bulbs, cleaning and unclogging drains, traps and lines and replacing washers; and, maintains equipment by inspecting and replacing filters, belts and switches, cleaning and lubricating machinery and tools, changing motor fluids and sharpening blades. Does not supervise others and receives general supervision from a supervisory position in the employees' area of assignment. Requires: Six months experience in building maintenance, cleaning and servicing. May require a valid motor vehicle operator's license. |
| Department of Transportation Heavy Equipment Maintenance Technician III | 7126 | The advanced level of repair and maintenance work on motor vehicles and construction/maintenance equipment. Responsible for performing major mechanical repairs, diagnosing various system malfunctions, and extensive overhauls of all types of major automotive and equipment components, assemblies, and sub-assemblies. This is maintenance work requiring physical exertion which is performed either outdoors under all weather conditions or inside a building. Employees are required to work outdoors in all types of weather and may be exposed to extreme heat, fumes, exhaust and hazardous materials. Employees do not supervise, but may provide advice and guidance to other employees. Receives general supervision from a Heavy Equipment Maintenance Supervisor or other designated supervisor. Requires: High school graduation or equivalent and four years of experience servicing, maintaining and repairing motor vehicles, diesel powered equipment, gasoline and diesel engines, and heavy duty construction equipment. Requires possession of a valid Class A or B Commercial Driver's License. Air Conditioning Recycling and Recovery Certification may also be required. |

| Class Title | Code | Description |
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| Deputy Boiler Inspector Commissioned | 346 | The full performance level of work in the registration and inspection of boilers, pressure vessels and related equipment in order to ensure compliance with applicable State laws, rules and regulations and to safeguard the general public. Does not supervise, but may provide direction and guidance to less experienced staff. Receives general supervision from the Chief Boiler Inspector. May be subject to call-in. The work is usually performed on-site in boiler rooms, nuclear power plants, manufacturing and repair facilities and requires the use of specialized safety equipment and regularly involves exposure to hazardous materials such as asbestos. The work requires crawling, climbing ladders and bending and stooping in confined spaces. Requires: Graduation from high school or equivalent; three years of experience in high pressure boiler and pressure vessel construction or repair, or as an operating engineer in charge of a high pressure boiler operation, or as an inspector of high pressure boilers and pressure vessels; Commission by the National Board of Boiler and Pressure Vessel Inspectors; and a valid motor vehicle operator's license. |
| Maintenance Chief III, Non-Licensed | 1965 | The supervisory level for plant operation and maintenance work. Supervises skilled trade workers such as plumbers, carpenters, stationary engineers, electricians, refrigeration mechanics and painters and may supervise lower-level maintenance staff. Duties include: Trains staff in maintenance techniques and building code regulations; Prioritizes and schedules maintenance and installation work and inspects work to ensure that maintenance standards and building code requirements are met; Prepares requisitions for needed maintenance supplies, materials and equipment; Maintains inventory of maintenance supplies, materials and equipment; Assists in reviewing plans, specifications, blueprints and drawings of proposed maintenance and construction projects to understand the scope of work to be done and to identify potential problems; Prepares and maintains work orders, contract specifications, material and labor cost estimates and overtime authorization forms to document the cost and time spent on maintenance projects; Monitors the work performed by contractors to ensure that work is completed as specified; Inspects shop and work areas for adherence to health, safety and security regulations; Performs construction, maintenance and repair work; Adjusts, maintains and makes minor repairs to maintenance equipment. |
| Maintenance Mechanic Senior | 606 | Maintenance Mechanic Senior is the full performance level of work assisting skilled trade workers in maintenance and repair work in one or more of the following trades: electricity, plumbing, steam fitting, heating, ventilation, air conditioning, refrigeration, carpentry or masonry. Performs routine maintenance and repairs. Employees in this classification do not supervise, but may act as a lead worker for Maintenance Service Workers and patient or inmate helpers. The work may be performed in extremes of heat and cold and employees may be exposed to noisy, dirty and uncomfortable conditions. The work may require the use of protective equipment such as a back brace when moving heavy objects, goggles when operating machinery and power tools and gloves when working on pipes. The work may require working in confined spaces, at different heights and moving objects in excess of 50 pounds. |
| Stationary Engineer First Grade | 287 | The full performance level of work involving the operation and maintenance of all plant machinery including plant machinery rated in excess of 500 horsepower. May provide technical guidance and assign and review work completed by lower level stationary engineers and other maintenance staff. Receives general supervision from a Maintenance Chief, Maintenance Supervisor or other designated authority. Assigned to day, evening, night or rotating shifts and may be required to work weekends and holidays. Work involves the lifting of heavy mechanical equipment and apparatus and may be performed in areas of extreme heat and cold. Requires: Completion of eighth grade, two years of experience in a boiler room facility tending a boiler, and a current license as a Stationary Engineer, First Grade. |

| Class Title | Code | Description |
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| Personnel | | |
| Human Resources Director/ Administrative Program Manager IV | 5475 | Large Agency: 8,000 – 12,000 employees. Manages and directs personnel activities in the areas of classification and compensation, employer-employee relations, recruitment and examination, training and staff development, employment services, organizational development and design, collective bargaining, payroll, leave and timekeeping, attendance control, and drug testing; plans, develops and implements personnel and other administrative policies and procedures; interprets State personnel management policies, regulations and laws and may develop personnel policies that are unique to the operations of the agency; participates in labor relations activities involving union organizations and representatives; and assists in resolving disputes concerning union agreements or memorandums of understanding. |
| Human Resources Director/ Personnel Administrator II | 392 | Small Agency: fewer than 500 employees. Manages and directs personnel activities in the areas of classification and compensation, employer-employee relations, recruitment and examination, training and staff development, employment services, organizational development and design, payroll, leave and timekeeping, attendance control, drug testing, and human resource information system; plans, develops and implements personnel and other administrative policies and procedures; may be involved in collective bargaining and labor relations issues to a limited degree depending on the collective bargaining status of the agency and its employees. |
| Personnel Associate II | 1260 | Paraprofessional personnel work at the full performance level involving the processing and completion of a variety of personnel records and forms; maintains files of confidential employee records and information; receives and answers inquiries from program managers, employees and the public concerning personnel regulations, policies and procedures; coordinates the dissemination, collection and record keeping of employee health and retirement benefits forms; may coordinate special events, such as combined charity campaigns and employee recognition activities; assists in recruitment efforts by receiving eligibility lists and preparing and sending out interview letters to candidates; and prepares routine correspondence relating to a variety of personnel issues. |
| Personnel Officer II | 2939 | The full performance or advanced level work in the administration of state personnel programs. May specialize in a specific personnel management functional area such as employment services, classification and compensation, employee-employer relations, or may function as a personnel generalist. Generally regarded as technical experts within the respective areas of endeavor and may be responsible for leading or supervising other personnel professionals or directing the personnel program activities of a state agency. Receives general or managerial direction from a designated higher level department official. The work takes place in various agencies and departments located throughout the state. Requires: Bachelor's degree and three years of professional personnel work in the areas of either job analysis, job evaluation, salary administration, employee recruitment and selection, employer-employee relations, personnel program evaluation, or personnel policy formulation. |
| Personnel Specialist Trainee | 693 | The entry level of staff work in the administration of state personnel programs. May specialize in a specific functional area of personnel management such as employment services, classification and compensation, employee-employer relations, or may function as a personnel generalist. May supervise clerical support staff. Receives close supervision from a designated higher level personnel professional. The work takes place in various agencies and departments located throughout the state. Requires: Bachelor's degree and a valid motor vehicle operator's license. |

| Class Title | Code | Description |
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| Property Management | | |
| Assessor III Real Property | 3029 | The full performance level of work performing real property assessments for tax assessment purposes. Does not supervise. Receives general supervision from an Assessor Supervisor, Real Property or other administrator. The work may require frequent travel in Maryland to perform on-site appraisals. Requires: Bachelor's degree, completion of the International Association of Assessing Officers Courses 1 and 300 or equivalent courses, two years of appraisal experience estimating the value of real property performed in accordance with the provisions of the Uniform Standards of Professional Appraisal Practice Code, and a valid motor vehicle operator's license. |
| Assistant Secretary for Real Estate, Department of General Services (DGS) | | Provides executive direction for a division of General Services that acquires and disposes of real property interests serving the specific agency's mission, protecting the legal interests of the State, and ensuring reasonable property values for Maryland citizens. Directs division of DGS with an operating budget of \$2.2 million, and employs 27 authorized positions. Reports to the Secretary, DGS. |
| Department of Transportation Real Property Specialist I | 4902 | The entry level of real estate work in the acquisition, disposal, management or appraisal of property for the Maryland Department of Transportation. Perform tasks associated with the delivery of real estate services in a transportation program and handle duties related to valuation, negotiation, relocation assistance, property management and general administrative duties. Function as a generalist in the real estate profession rather than specializing in any particular aspect. Work is performed in an office setting and in the field, and may require on-site property inspections. Employees in this classification do not supervise and work under close supervision from a Real Property Supervisor or other designated official. May be subject to Statewide assignment as required. Expected to follow a well-prescribed training course in basic real estate work. Requires: Bachelor's degree and possession of a valid motor vehicle operator's license. |
| Department of Transportation Real Property Specialist IV | 4905 | The senior or advanced level of real estate work in the acquisition, disposal, management or appraisal of property for the Maryland Department of Transportation. Functions independently as a team leader or project manager and exercise demonstrated and documented expertise in a specialized real estate discipline (e.g., appraisal, negotiation, contract negotiation, relocation assistance, property management or a real estate related support function) or as the designated liaison within the Administration for Federally specified programs. Does not supervise, but may assign and review the work of other Real Property Specialists while serving as team leader/ project manager. Receives general supervision from a Real Property Supervisor or other designated official. Work is performed in an office setting and in the field and may require on-site property inspections and wearing of some protective clothing. May be subject to Statewide assignment as required. Expected to follow a well-prescribed training course in basic real estate work. Requires: Bachelor's degree from an accredited college or university, five years of experience with a condemning authority providing acquisition, relocation assistance, or property/ asset management services and a valid motor vehicle operator's license. |

| Class Title | Code | Description |
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| Transportation | | |
| Department of Transportation Airport Management Officer II | 8431 | The full performance level of work responsible for either the management of operational activities at the Baltimore-Washington International and Martin State Airports or for the administration and management of State-wide airport system regulatory programs. Employee in this class ensure airport operational activities are in conformance with Federal Aviation Administration (FAA), Occupational Safety and Health Administration, Code of Maryland, and Maryland Aviation Administration (MAA) rules and regulations, good safety practices, airport security directives, noise abatement practices, aircraft rescue procedures, firefighting response capabilities, communications requirements, emergency defense readiness procedures and other operational considerations. In an administrative capacity, the employee manages regulatory programs which include financial assistance, equipment procurement, technical assistance, flight safety, information and other aviation and airport related programs designed to regulate, develop, improve and promote the State's general aviation airports. Employees identify operational discrepancies which are referred and corrected through appropriate line supervisors and direct and control multi-jurisdictional agencies during emergency events. Employees in this class may supervise Airport Management Specialists or Aircraft Service Workers. Receives general supervision from an Airport Management Officer III, Director of Operations, or other designated official. Requires: Bachelor's degree in Aviation/Airport Management, Airport Business Administration or equivalent, and six years experience in airport operations or management including four years experience as an operations officer responsible for land-based services to aircraft operators and a valid motor vehicle operator's license. Requires a Baltimore-Washington International Airfield Operator's Permit and some positions may require FAA Pilot's Certification and Airman's Medical Certification. |
| Department of Transportation Customer Agent II | 4864 | The full performance/proficient level of customer service work for the Motor Vehicle Administration (MVA). Employees in this classification perform a variety of duties such as titling and registering vehicles, licensing and monitoring drivers, issuing identification cards, licensing and regulating vehicle related businesses, enforcing insurance and vehicle emissions inspections laws, investigating for non-compliance with motor vehicles laws and regulations and other customer support functions. Employees in this classification do not supervise. Receives general supervision from Customer Agent IV, Customer Agent V and other designated officials. Work is performed at a branch, express, customer service center, or headquarters facility of the MVA. Requires: Graduation from high school or equivalent, one year of vehicle titling, registration or driver license issuance experience or other MVA customer service experience. |
| Department of Transportation Driver License Agent II | 4869 | The full performance/proficient level of work issuing driver's licenses and photo identification cards and administering driver's license examinations. Employees in this classification test applicants on their knowledge of State laws governing the operation of a motor vehicle using standard written or automated testing procedures. Employees conduct non-commercial and commercial driver's license tests and brake reaction time tests, and administer vision screening and knowledge tests. The work is of standard complexity but requires tact and discretion in judging the ability of an applicant to operate a motor vehicle in accordance with specific instructions. This employee decides whether an individual has qualified on the particular examination. Employees in this classification do not supervise. Receive general supervision from a Customer Agent IV, Customer Agent V or other designated official. Requires: Graduation from high school or equivalent and one year's experience testing applicants' knowledge of the Maryland State laws governing the use of motor vehicles, conducting driver's license tests, and other related duties, and valid motor vehicle Class A/M commercial driver's license. Brake reaction time testing and commercial drivers license testing certifications required. |

| Class Title | Code | Description |
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| Department of Transportation Motor Vehicle Branch, Branch Manager II | 8015 | The full performance managerial level of work in the administration of a full service branch of the Motor Vehicle Administration providing varied motor vehicle programs and efficient services to the public. Directs and coordinates, through subordinate supervisors, the activities of vehicle titling, driver licensing, insurance compliance, and titling examining units. Responsible for administering and coordinating programs, procedures, and operations, including development of budgets; preparing various statistical reports; interpreting and implementing relevant laws and procedures, developing work flow efficiencies, and complying with accountability requirements. Work is performed in a normal office setting. Supervises, plans, assigns, schedules, and evaluates the work of subordinate supervisors, examiners, customer service representatives, maintenance, and support staff. Receives managerial direction from an Operations Regional Manager or other designated official. Requires: Bachelor's degree and three years of experience managing the operations of a subordinate section or unit within a transportation, banking, insurance, retail or regulatory organization. |
| Department of Transportation, Transportation Engineer I | 8439 | The entry level professional civil engineering work applying engineering theories, principles, and standards to a variety of engineering projects and processes. Assists with engineering projects; operates CADD; assists in preparation of supporting documentation for engineering projects; reviews plans and specifications; conducts material testing evaluation and quality assurance and conducts construction inspection under the direction of a higher level engineer. Positions in this class do not supervise, but may provide direction and guidance to technicians. This is a training level for inexperienced civil engineers with career progression occurring into specialized areas such as bridge, port, hydraulics, traffic, materials, highway, rail and airport engineering. Does not supervise and receives close to moderate supervision from a higher level engineer or engineering supervisor. Work is performed in an office setting and in the field; work may require physical inspection of job sites. Requires: Bachelor's degree in engineering. |
| Department of Transportation, Transportation Engineer IV | 516 | The senior or advanced level professional civil engineering work applying engineering theories, principles and standards to a variety of complex engineering projects and processes in highway, traffic, construction, structural, rail, port, airport, maintenance, materials, or other transportation areas. May serve as project manager and provide guidance and direction to a project team and consultants, or supervise assigned engineering technicians or may apply advanced knowledge in a specialized technical area such as hydraulics or environmental design, or in a broad range of engineering areas. May serve as team leaders over lower level professional engineers, technicians, and/or consultants that perform engineering functions necessary to prepare construction plans, specifications and cost estimates. Receives general supervision from a higher level engineer or manager. Requires: Bachelor's degree in engineering and four years professional engineering experience. |
| Department of Transportation, Transportation Engineering Technician IV | 8449 | The senior technical or supervisory level of work performing a variety of transportation engineering support tasks. May serve as Project Engineer for medium sized construction and maintenance projects; coordinating complex maintenance activities; performs advanced design work involving complex calculations and computations and geometric design elements; performs advanced tests on soils and materials; may supervise a crew engaged in basic technical engineering activities; serves as instrument person on a survey crew; develops complex maintenance contract specifications; designs and coordinates major traffic control devices and management projects; and serves as a field crew chief for planning projects or maintaining advanced data systems in support of planning programs. Receives general supervision from an engineer, surveyor, or higher level technical employee. Work conditions vary depending on assignments and are performed in the office or in the field during survey and inspection assignments. Requires: High School diploma or GED and five years experience in technical engineering related work in the areas of design, traffic, construction, materials testing, engineering surveys, maintenance, or planning and a valid motor vehicle operator's license. Employees in this classification may be required to possess National Institute for Certification in Engineering Technologies; Federal Highway Administration In-Service Bridges Inspection Certification; Non-Destructive Testing Level II certification; and/or concrete, soil aggregate and Hot Mix Asphalt field testing certification. |

Appendix G – Supplemental Survey Instrument

**State of Maryland, Department of Budget and Management
Salary and Benefits Comparative Study Survey**

**State of Maryland
Department of Budget and Management
Supplemental Benefits Survey**

I. GENERAL INSTRUCTIONS

Thank you for participating in the State of Maryland’s Salary and Benefits Comparative Study. As a result of information received to date, we have identified three additional areas for which we are seeking your continued participation. The following three pages seek additional information regarding the following:

- Retiree Health Insurance Benefits
- Short- and/or Long-term Disability Insurance
- Employee Leave Eligibility Upon Hire
- Mail-in Prescription Plan Benefits

In completing the survey, we ask that you do the following:

1. Please complete all sections of the questionnaire using current benefit cost information. (If you have a two-tier plan or some employees grandfathered under another plan, do not report these plans, report only your current benefit cost information.)
2. Please complete and return the survey no later than **Tuesday, September 25, 2007**
3. Please email your completed survey and any accompanying documentation to mdclasssurv@cps.ca.gov.
4. If you have any questions about the survey or any the requested data, please contact Jeff Schutt by email at jschutt@cps.ca.gov or phone at (303) 902-5403.

Thank you for your continued cooperation and participation.

| II. PARTICIPATING AGENCY CONTACT INFORMATION | |
|--|--|
| Agency Name: | |
| Contact Name: | |
| Contact Title: | |
| Telephone Number: | |
| Email Address: | |

**State of Maryland, Department of Budget and Management
Salary and Benefits Comparative Study Survey**

III. BENEFITS SURVEY

- This is a survey of your employee benefits and employer costs as of **July 1, 2007**.
- If employees do not receive a specific benefit, please enter “NA” for “not applicable” in the appropriate columns.
- Please report all premiums as a **monthly** cost.

RETIREE HEALTH BENEFITS

Does your organization offer health care benefits to retirees? Yes No

If Yes, do you offer retirees the same plans as for active employees, or are retirees under distinct and separate plans? Same Plan Separate Plan

| | |
|---|----|
| What is the current employer contribution toward retiree health care benefits? | \$ |
|---|----|

What are the current eligibility requirements to receive retiree healthcare benefits?

SHORT- AND/OR LONG-TERM DISABILITY

Short-Term Disability

Does your organization offer short-term disability insurance? Yes No

If yes, what is the employer contribution, if any, for the plan(s) offered?

If yes, what is the total benefit in terms of days that the short-term plan covers for disability?

If yes, what is the current wait time for employees to receive short-term disability benefits?

**State of Maryland, Department of Budget and Management
Salary and Benefits Comparative Study Survey**

| |
|---|
| If yes, what is the current percentage of income replacement for employees on short-term disability? |
| Long-Term Disability |
| Does your organization offer long-term disability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, what is the employer contribution, if any, for the plan(s) offered? |
| If yes, what is the total benefit in terms of days that the long-term plan covers for disability? |
| If yes, what is the current wait time for employees to receive long-term disability benefits? |
| If yes, what is the current percentage of income replacement for employees on long-term disability? |
| LEAVE ELIGIBILITY FOR IMMEDIATE USE UPON HIRE |
| What leave, if any, is available for employees immediately following hire? (For example, are employees eligible for sick leave or personal leave once hired? If so, what are the parameters? If not, what is the waiting period?) |

| |
|--|
| IV. MAIL-IN PRESCRIPTION PLAN BENEFITS |
| Does your organization offer a mail-in prescription plan? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If so, what are the co-pay amounts: |