

Job Class	Job Description	Min Grade
1001	OFFICE ASSOCIATE I	A02
1002	OFFICE ASSOCIATE II	A04
1004	POLICE RECORDS SPECIALIST	A06
1005	OFFICE ASSOCIATE III	A06
1006	OFFICE ASSOCIATE IV	A07
1007	EXECUTIVE OFFICE ASSOCIATE	A10
1008	ADMINISTRATIVE OFFICE ASSOC	A09
1009	TRAINING PROGRAM ADMINISTRATOR	A15
1010	LEGAL ASSISTANT	A09
1011	BENEFITS ADMINISTRATOR	A15
1013	PERMITS ADMINISTRATOR	A10
1014	CITY CLERK	A16
1015	DEPUTY CITY CLERK	A10
1016	PW COMMUNICATIONS OP	A07
1017	RECRUITMENT/EMPLOYEE RELATIONS	A15
1018	FIRE ADMINISTRATIVE OFFICER	A14
1019	LEGISLATIVE AND POLICY ANALYST	A14
1023	HISTORIC PRESERVATION ASST	A11
1024	WARRANT CONTROL CLERK	A05
1025	HUMAN RESOURCES ASSOCIATE I	A07
1026	HR OFFICE ADMINISTRATOR	A10
1028	PERMITS ASSOCIATE	A07
1029	ADMINISTRATIVE ASSISTANT	A08
1030	ELECTION/BOARD & COMM ADMIN	A10
1101	MIT ANALYST	A16
1103	MIT MANAGER	A18
1104	MIT SPECIALIST	A12
1105	MIT WEB DEVELOPER	A13
1106	MIT NETWORK ENGINEER	A15
1112	MIT ADMIN SUPPORT ANALYST	A10
1113	GIS COORDINATOR	A15
1114	GIS TECHNICIAN	A11
1201	PROCUREMENT OFFICER	A18
1202	SENIOR BUYER	A10
1203	BUYER	A09
1204	SENIOR PURCHASING CLERK	A08
1205	POLICE ADMINISTRATIVE CLERK	A09
1207	FACILITIES MAINT SUPERVISOR	A13
1301	FINANCE DIRECTOR	A20
1302	ASSISTANT FINANCE DIRECTOR	A18
1304	SENIOR ACCOUNTANT	A15
1306	ACCOUNTING ASSOCIATE I	A07
1307	ACCOUNTING ASSOCIATE II	A08
1308	ACCOUNTING ASSOCIATE III	A09
1309	ACCOUNTANT	A13
1311	FINANCE OFFICE ADMINISTRATOR	A10

Job Class	Job Description	Min Grade
1501	HUMAN RESOURCES DIRECTOR	A20
1502	ALDERMAN	
1503	CITY MANAGER	
1504	MAYOR	
1507	MARKETING SPECIALIST - TRANSP	A13
1508	COMMUNITY SERVICES SPECIALST	A10
1509	COMMUNICATIONS OFFICER	A18
1511	SMBE COORDINATOR	A14
1519	HS OFFICER & OMBUDSMAN	A18
1520	COMMUNITY RELATIONS SPECIALIST	A12
1521	CITY COUNCIL ASSOCIATE	A10
1522	ASSISTANT CITY MANAGER	A14
1601	DIRECTOR OF TRANSPORTATION	A20
1602	TRANS GRANTS SPECIALIST	A13
1603	TRANSPORTATION SUPERVISOR	A10
1604	TRANSPORTATION SUPERINTENDENT	A14
1605	BUS DRIVER II	A07
1606	BUS DRIVER I	A05
1607	TRANSPORTATION INSPECTOR	A10
1608	TRANSPORTATION SPECIALIST	A13
1609	BUS DRIVER TRAINEE	A04
1610	FLEET MAINTENANCE SPECIALIST	A11
1611	FLEET MAINTENANCE TECHNICIAN I	A10
1612	FLEET MAINTENANCE TECH II	A11
1613	FLEET MAINTENANCE SUPERVISOR	A12
1614	LEAD BUS DRIVER	A08
1700	MOBILITY & PARKING SPECIALIST	A13
2001	CITY ATTORNEY	A20
2002	ASSISTANT CITY ATTORNEY	A18
2003	PARALEGAL	A10
4001	POLICE CHIEF	P20
4002	POLICE MAJOR/DEPUTY CHIEF	P18
4003	POLICE CAPTAIN	P17
4004	POLICE LIEUTENANT	P15
4005	POLICE SERGEANT	P13
4006	POLICE CORPORAL	P12
4007	POLICE OFFICER 1/C	P11
4009	POLICE OFFICER	P10
4011	PARKING ENFORCEMENT OFFICER I	A04
4012	PARKING ENFORCEMENT OFF SUPER	A06
4013	POLICE COMMUNICATIONS OPER 2	A11
4014	POLICE COMMUNICATIONS OPER 1	A09
4016	POLICE PROPERTY COORDINATOR	A10
4017	POLICE PLANNING ANALYST	A10
4019	POLICE ID SPECIALIST	A08
4020	PARKING METER COLLECTOR II	A08

Job Class	Job Description	Min Grade
4021	PARKING METER COLLECTOR I	A05
4022	WARRANT CONTROL/RECORDS SUPER	A10
4026	COMMUNITY SRVS SUPERVISOR	A14
4027	SYSTEMS SUPPORT SPECIALIST	A12
4030	POL EXTERNAL AFFAIRS OFFICER	A15
4031	HISPANIC COMMUNITY LIAISON	A12
4032	ADMIN ENFORCEMENT ASSOC	A08
4033	CRIME ANALYST	A12
4101	FIRE CHIEF	F20
4102	DEPUTY FIRE CHIEF	F18
4103	FIRE BATTALION CHIEF	F17
4104	FIRE CAPTAIN	F16
4105	FIRE LIEUTENANT	F15
4108	FIRE APPARATUS MAINT SPECIALIS	A11
4109	FIRE ADMIN SPECIALIST	A12
4110	FIREFIGHTER I	F10
4111	FIREFIGHTER II	F10
4112	FF I/II-EMT-I OR CRT	F11
4113	FF II-TECHNICIAN	F11
4114	FF III	F11
4115	FF I/II EMT-P	F12
4116	FF II-FIRE MARSHAL INSP	F12
4119	FF III-EMT-I OR CRT	F12
4120	FF III - TECHNICIAN	F12
4121	FF 1/C	F13
4122	FF III-EMT-P	F13
4124	FF III-FIRE MARSHAL INVEST	F13
4126	FIREFIGHTER 1/C ALS	F14
4127	FF 1/C-FIRE MARSHAL INSPECTOR	F14
4128	FF 1/C-FIRE MARSHAL INVST	F14
4129	FF 1/C INSTRUCTOR	F14
4200	DEP DIR EMERGENCY PREPAREDNESS	A14
4201	PIO & QUARTERMASTER	A12
4300	RISK ANALYST	A12
5001	PLANNING DIRECTOR	A20
5002	CHIEF OF CURRENT PLANNING	A18
5003	CHIEF OF HISTORIC PRESERVATION	A17
5004	CHIEF COMPREHENSIVE PLANNING	A17
5005	SENIOR PLANNER	A15
5006	ZONING ENFORCEMENT OFFICER	A13
5007	PLANNER	A13
5008	COMMUNITY DEVELOPMENT ADMIN	A17
5009	COMMUNITY DEV SPECIALIST	A13
5010	SR COMPREHENSIVE PLANNER	A15
5011	SR TRANSPORTATION PLANNER	A15
5012	PLANNING OFFICE ADMINISTRATOR	A10

Job Class	Job Description	Min Grade
5101	DIRECTOR OF PUBLIC WORKS	A20
5102	ASSISTANT DIRECTOR PW	A18
5103	PW BUREAU CHIEF-ENGINEERING	A18
5105	BUREAU CHIEF-ENVTL PROGRAMS	A17
5106	COMPUTER DRAFTSPERSON	A11
5107	ENGINEERING TECHNICIAN III	A09
5108	ENGINEERING TECHNICIAN II	A08
5109	ENGINEERING TECHNICIAN IV	A10
5110	CIVIL ENGINEER II	A15
5111	CIVIL ENGINEER I	A13
5113	TRAFFIC ENGINEER	A15
5114	ASSISTANT TO DNEP DIRECTOR	A15
5115	PUBLIC WORKS ANALYST	A15
5200	DNEP DIRECTOR	A20
5201	CHIEF OF CODE ENFORCEMENT	A17
5202	BUILDING INSPECTOR	A10
5203	SENIOR PROP MAINT INSPECTOR	A12
5204	PROPERTY MAINTENANCE INSPECTOR	A09
5205	PLUMBING/UTILITY INSPECTOR	A12
5206	ENVIRONMENTAL PROGRAM COORD	A12
5207	ELECTRICAL INSPECTOR	A12
5208	ARCHITECTURAL PLANS REVIEWER	A15
5209	PUBLIC WORKS INSPECTOR	A10
5210	ENVIRONMENTALIST	A12
5211	MECHANICAL/LIFE SAFETY INSPECT	A12
5212	FIRE SAFETY INSPECTOR	A09
5213	COMBINATION INSPECTOR	A13
5214	STORMWATER MANAGEMENT ENGINEER	A15
5215	ENVIRONMENTAL COMPLIANCE INSP	A11
6001	DIRECTOR OF REC AND PARKS	A20
6002	PARKS ADMINISTRATOR	A15
6003	RECREATION SPORTS SUPERVISOR	A12
6004	RECREATION LEADER I	A07
6005	RECREATION LEADER II	A08
6006	RECREATION PROGRAM SUPERVISOR	A14
6007	HORTICULTURIST	A13
6008	PARKS TURF SPECIALIST	A08
6009	RECREATION OFFICE ADMIN	A10
6010	PARK FOREMAN	A10
6011	PARKS MAINTENANCE WORKER I	A05
6013	DANCE & FITNESS COORDINATOR	A04
6014	RECREATION DIVISION CHIEF	A16
6015	PARKS&FACILITIESDIVISION CHIEF	A16
6016	STANTON CENTER MANAGER	A13
6100	FRONT DESK SUPERVISOR	A12
6200	MARKETING/MBRSHP COORDINATOR	A10

Job Class	Job Description	Min Grade
6300	PMRC FACILITY SUPERVISOR	A12
6311	PARKS MAINTENANCE WORKER III	A07
7001	PW MAINTENANCE WORKER I	A04
7002	PW MAINTENANCE WORKER II	A05
7003	PARKS MAINT WORKER II	A06
7004	MASON I	A07
7005	MASON II	A08
7010	PUBLIC WORKS SUPERVISOR	A11
7012	CREW LEADER	A09
7014	TRAFFIC TECHNICIAN I	A06
7015	TRAFFIC TECHNICIAN II	A08
7016	TRAFFIC TECHNICIAN III	A10
7101	PUBLIC WORKS SERVICE WORKER	A04
7104	SUPERINTENDENT-PW SERVICES	A16
7201	GARAGE SUPERVISOR	A12
7203	AUTOMOTIVE TECHNICIAN	A09
7220	FLEET MANAGER	A16
7301	EQUIPMENT OPERATOR I	A06
7302	EQUIPMENT OPERATOR II	A07
7303	EQUIPMENT OPERATOR III	A08
7402	SUPERINTENDENT-PW UTILITIES	A16
7403	WATER PLANT SUPERINTENDENT	A16
7404	ASST WATER PLANT SUPT	A14
7405	UTILITY SUPERVISOR	A12
7406	INSTRUMENTATION TECHNICIAN	A10
7407	METER TECHNICIAN I	A06
7408	METER TECHNICIAN II	A07
7409	UTILITY MECHANIC II	A09
7410	WATER PLANT MECHANIC	A09
7411	UNDERGROUND UTILITY LOCATOR	A07
7412	WATER PLANT TECHNICIAN I	A07
7413	WATER PLANT TECHNICIAN II	A09
7414	WATER PLANT TECHNICIAN III	A11
7415	UTILITY MECHANIC III	A10
7417	WATER PLANT OPERATOR IV	A11
7600	FACILITIES MAINT ENGINEER II	A12
7601	FACILITIES MAINT ENGINEER I	A11
7602	FACILITIES MAINTENANCE TECHNIC	A07
8001	HARBORMASTER	A18
8002	HARBORMASTER OFFICE ADMIN	A10
8004	DEPUTY HARBORMASTER	A13

1% COLA

Pay Scale Effective 07/01/2015 GRADE	STEP (5.361%)											
	1 (7.5%)	2	3	4	5	6	7	8	9	10	11	
A01	23,239.40	24,485.64	25,798.22	27,181.03	28,637.92	30,173.83	31,791.32	33,495.39	35,291.05	37,183.36		
A02	24,982.51	26,321.48	27,733.18	29,220.16	30,786.20	32,436.31	34,175.52	36,007.57	37,937.51	39,971.61		
A03	26,856.70	28,296.61	29,813.69	31,412.37	33,036.36	34,869.44	36,739.15	38,709.23	40,784.74	42,970.66		
A04	28,870.61	30,418.52	32,048.57	33,767.68	35,577.17	37,484.52	39,494.77	41,611.68	43,842.78	46,193.10		
A05	31,035.80	32,699.83	34,452.83	36,299.94	38,246.22	40,296.60	42,456.18	44,732.46	47,130.45	49,657.70		
A06	33,363.79	35,153.03	37,036.52	39,022.96	41,114.77	43,318.25	45,640.95	48,087.89	50,665.35	53,382.07		
A07	35,866.07	37,789.44	39,814.76	41,949.24	44,197.90	46,567.04	49,064.17	51,694.30	54,466.22	57,385.01		
A08	38,555.62	40,622.87	42,800.03	45,095.11	47,511.94	50,059.24	52,743.36	55,570.49	58,549.48	61,689.08		
A09	41,446.85	43,668.37	46,009.90	48,476.90	51,075.66	53,813.72	56,698.60	59,737.82	62,940.16	66,314.41		
A10	44,555.63	46,944.74	49,460.69	52,112.18	54,906.68	57,849.28	60,951.24	64,218.83	67,662.12	71,288.60		
A11	47,897.77	50,465.83	53,171.25	56,020.99	59,025.07	62,189.78	65,522.62	69,036.15	72,736.68	76,636.72		
A12	51,489.14	54,249.15	57,157.88	60,222.17	63,450.88	66,851.48	70,436.55	74,212.38	78,190.22	82,382.63		
A13	55,351.34	58,318.59	61,445.64	64,739.60	68,210.47	71,867.08	75,719.42	79,778.84	84,055.33	88,561.44		
A14	59,503.06	62,692.95	66,053.42	69,594.57	73,326.45	77,256.61	81,398.83	85,763.16	90,360.88	95,204.55		
A15	63,964.53	67,393.57	71,006.26	74,813.45	78,823.88	83,050.20	87,502.37	92,192.94	97,135.76	102,343.32		
A16	68,763.09	72,449.31	76,333.05	80,426.32	84,737.95	89,280.45	94,066.43	99,109.61	104,422.60	110,020.43		
A17	73,920.36	77,882.77	82,058.87	86,458.34	91,092.44	95,976.29	101,121.11	106,542.00	112,254.04	118,272.24		
A18	79,463.70	83,724.05	88,212.60	92,940.83	97,923.78	103,174.03	108,704.12	114,532.83	120,672.76	127,141.44		
A19	85,423.37	90,003.25	94,828.10	99,911.46	105,268.37	110,911.36	116,856.78	123,122.20	129,722.64	136,676.94		
A20	91,829.65	96,753.03	101,939.27	107,404.10	113,162.55	119,229.68	125,620.58	132,355.28	139,451.41	146,927.72		
F10	40,956.50	43,152.38	45,465.52	47,902.53	50,471.33	53,176.37	56,027.82	59,031.30	62,195.81	65,530.40	69,043.48	
F11	44,029.29	46,390.09	48,876.67	51,497.24	54,257.48	57,166.37	60,230.65	63,460.51	66,862.65	70,447.22	74,223.90	
F12	47,331.57	49,868.82	52,542.33	55,358.87	58,327.44	61,453.68	64,748.84	68,219.67	71,877.46	75,730.07	79,789.95	
F13	50,880.00	53,607.68	56,481.65	59,509.92	62,700.34	66,060.81	69,602.60	73,333.59	77,265.03	81,408.19	85,772.47	
F14	54,695.56	57,628.09	60,717.16	63,971.78	67,402.08	71,014.81	74,822.37	78,833.77	83,060.27	87,513.12	92,204.70	
F15	58,798.84	61,951.43	65,272.50	68,771.49	72,458.55	76,342.70	80,435.19	84,747.25	89,291.33	94,077.54	99,121.03	
F16	63,208.24	66,596.86	70,166.80	73,928.20	77,892.30	82,068.12	86,468.04	91,103.34	95,987.51	101,132.95	106,554.70	
F17	67,950.74	71,593.65	75,431.63	79,475.69	83,735.97	88,224.86	92,954.75	97,938.03	103,189.33	108,721.06	114,549.60	
F18	73,046.61	76,963.22	81,088.35	85,435.36	90,015.45	94,842.20	99,925.71	105,282.88	110,927.21	116,874.48	123,140.12	
F20	84,413.59	88,938.85	93,707.03	98,730.85	104,023.82	109,600.59	115,475.80	121,666.32	128,189.07	135,060.92	142,301.53	
P10	47,475.57	50,021.35	52,702.18	55,527.96	58,505.44	61,641.43	64,946.75	68,428.17	72,096.45	75,961.31		
P11	51,038.68	53,775.06	56,657.72	59,694.84	62,895.83	66,267.53	69,819.40	73,562.24	77,506.94	81,661.61		
P12	54,865.54	57,806.47	60,905.84	64,170.54	67,611.31	71,236.33	75,055.06	79,078.33	83,318.34	87,784.57		

P13	58,979.58	62,141.29	65,472.33	68,982.20	72,681.74	76,577.68	80,682.20	85,007.59	89,565.93	94,366.77
P15	66,822.15	70,403.98	74,178.37	78,155.94	82,346.02	86,760.55	91,411.48	96,312.07	101,475.64	106,915.44
P17	77,220.99	81,360.60	85,722.01	90,318.48	95,160.65	100,261.76	105,636.52	111,299.40	117,266.40	123,553.57
P18	83,012.74	87,463.11	92,152.55	97,091.66	102,297.72	107,781.35	113,559.83	119,647.61	126,062.24	132,819.57
P20	95,930.91	101,073.23	106,491.79	112,201.19	118,216.01	124,553.55	131,231.14	138,267.30	145,679.25	153,489.76

2% COLA

Pay Scale Effective 01/01/2016 GRADE (7.5%)	STEP (5.361%)										
	1	2	3	4	5	6	7	8	9	10	11
A01	23,704.19	24,975.36	26,314.18	27,724.65	29,210.68	30,777.31	32,427.15	34,165.30	35,996.87	37,927.03	
A02	25,482.16	26,847.90	28,287.84	29,804.56	31,401.92	33,085.03	34,859.03	36,727.72	38,696.26	40,771.04	
A03	27,393.83	28,862.54	30,409.96	32,040.62	33,758.29	35,566.83	37,473.93	39,483.42	41,600.44	43,830.08	
A04	29,448.02	31,026.89	32,689.55	34,443.04	36,288.71	38,234.21	40,284.67	42,443.92	44,719.64	47,116.96	
A05	31,656.52	33,353.82	35,141.89	37,025.94	39,011.15	41,102.54	43,305.30	45,627.11	48,073.06	50,650.85	
A06	34,031.07	35,856.09	37,777.25	39,803.41	41,937.07	44,184.62	46,553.77	49,049.65	51,678.66	54,449.71	
A07	36,583.39	38,545.23	40,611.05	42,788.23	45,081.86	47,498.38	50,045.46	52,728.19	55,555.55	58,532.71	
A08	39,326.74	41,435.33	43,656.03	45,997.01	48,462.18	51,060.42	53,798.23	56,681.90	59,720.47	62,922.87	
A09	42,275.78	44,541.74	46,930.09	49,446.44	52,097.18	54,890.00	57,832.57	60,932.58	64,198.97	67,640.70	
A10	45,446.74	47,883.64	50,449.90	53,154.42	56,004.81	59,006.26	62,170.27	65,503.20	69,015.36	72,714.37	
A11	48,855.73	51,475.15	54,234.68	57,141.41	60,205.57	63,433.58	66,833.07	70,416.88	74,191.41	78,169.45	
A12	52,518.92	55,334.14	58,301.03	61,426.62	64,719.90	68,188.51	71,845.29	75,696.63	79,754.02	84,030.28	
A13	56,458.36	59,484.96	62,674.55	66,034.39	69,574.68	73,304.42	77,233.81	81,374.41	85,736.44	90,332.67	
A14	60,693.12	63,946.81	67,374.49	70,986.46	74,792.98	78,801.74	83,026.80	87,478.42	92,168.09	97,108.64	
A15	65,243.82	68,741.45	72,426.39	76,309.72	80,400.36	84,711.20	89,252.42	94,036.80	99,078.48	104,390.19	
A16	70,138.36	73,898.30	77,859.71	82,034.85	86,432.71	91,066.06	95,947.76	101,091.80	106,511.05	112,220.84	
A17	75,398.77	79,440.43	83,700.05	88,187.51	92,914.29	97,895.82	103,143.54	108,672.84	114,499.12	120,637.68	
A18	81,052.97	85,398.53	89,976.86	94,799.65	99,882.25	105,237.52	110,878.20	116,823.49	123,086.22	129,684.27	
A19	87,131.84	91,803.31	96,724.66	101,909.69	107,373.74	113,129.59	119,193.92	125,584.64	132,317.09	139,410.48	
A20	93,666.24	98,688.10	103,978.06	109,552.18	115,425.80	121,614.27	128,132.99	135,002.38	142,240.44	149,866.27	
F10	41,775.63	44,015.42	46,374.83	48,860.58	51,480.76	54,239.90	57,148.37	60,211.93	63,439.73	66,841.01	70,424.35
F11	44,909.88	47,317.90	49,854.20	52,527.19	55,342.63	58,309.69	61,435.27	64,729.72	68,199.90	71,856.16	75,708.38
F12	48,278.20	50,866.19	53,593.18	56,466.05	59,493.99	62,682.76	66,043.81	69,584.06	73,315.01	77,244.67	81,385.75
F13	51,897.60	54,679.84	57,611.29	60,700.12	63,954.35	67,382.02	70,994.65	74,800.26	78,810.33	83,036.35	87,487.92
F14	55,789.47	58,780.65	61,931.51	65,251.22	68,750.12	72,435.11	76,318.82	80,410.44	84,721.47	89,263.38	94,048.79
F15	59,974.82	63,190.46	66,577.95	70,146.92	73,907.72	77,869.56	82,043.89	86,442.20	91,077.16	95,959.09	101,103.45
F16	64,472.40	67,928.80	71,570.14	75,406.76	79,450.15	83,709.48	88,197.40	92,925.40	97,907.26	103,155.61	108,685.79
F17	69,309.76	73,025.53	76,940.26	81,065.20	85,410.69	89,989.36	94,813.85	99,896.79	105,253.12	110,895.48	116,840.60
F18	74,507.54	78,502.48	82,710.12	87,144.07	91,815.76	96,739.05	101,924.23	107,388.54	113,145.75	119,211.97	125,602.93
F20	86,101.86	90,717.63	95,581.17	100,705.47	106,104.30	111,792.60	117,785.31	124,099.64	130,752.85	137,762.13	145,147.56
P10	48,425.08	51,021.78	53,756.22	56,638.52	59,675.55	62,874.26	66,245.69	69,796.73	73,538.37	77,480.53	
P11	52,059.46	54,850.56	57,790.87	60,888.73	64,153.74	67,592.88	71,215.79	75,033.49	79,057.08	83,294.85	
P12	55,962.85	58,962.60	62,123.95	65,453.95	68,963.54	72,661.05	76,556.16	80,659.90	84,984.71	89,540.26	

P13	60,159.17	63,384.11	66,781.78	70,361.85	74,135.37	78,109.23	82,295.84	86,707.74	91,357.25	96,254.10
P15	68,158.59	71,812.06	75,661.93	79,719.06	83,992.94	88,495.76	93,239.71	98,238.31	103,505.16	109,053.75
P17	78,765.41	82,987.81	87,436.45	92,124.85	97,063.86	102,267.00	107,749.25	113,525.39	119,611.72	126,024.64
P18	84,672.99	89,212.37	93,995.60	99,033.49	104,343.68	109,936.97	115,831.02	122,040.56	128,583.48	135,475.96
P20	97,849.53	103,094.69	108,621.63	114,445.21	120,580.33	127,044.62	133,855.76	141,032.64	148,592.83	156,559.55

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

July 15, 2005

MEMBERS PRESENT: James R. RENFROE - Chairperson
Clifton JOHNSON
Velma McCULLOUGH
Joseph F. RODOWSKY
Sherry YANIGA

STAFF PRESENT: Charles Hendricks, Presenter
Kimla Milburn, Director of Human Resources
Danielle Matland, Director of Transportation
Paul Rensted, Recruitment Administrator
Ald. Classie Hoyle

PRESENT AT LARGE: Willie Charles
Jay Tucker
Marcia Patrick

A quorum being present, the Chairperson called the meeting to order at 9:05 a.m.

ISSUE BEFORE THE BOARD: Creation of new Transportation Grants/Parking Coordinator position within The Department of Transportation.

Kimla Milburn presented a memorandum from the Director of Transportation, Danielle Matland, requesting to change the duties and reclassify a currently vacant position, Account Clerk III, to include responsibilities of grant writing, processing, implementing, record keeping and serving as parking ombudsman. Ms. Matland elaborated, explaining how the position has evolved due to an outsourcing of the Parking functions and increasing government regulations regarding grants. She explained that there would not be any cost impact due to the fact that the employee holding the current position has now retired and funding for that position had already been included in the approved FY 2006 budget. There was a concern raised about the salary grade being comparable to surrounding jurisdictions and Ms. Matland assured the Board that there was research on this issue and the new position was actually included for comparison in the recent Hendricks study.

The Board unanimously approved the change.

ISSUE BEFORE THE BOARD: Presentation of the 2005 Classification and Compensation Study.

Kimla Milburn introduced Mr. Charles Hendricks of Hendricks and Associates who gave a presentation of the 2005 Classification and Compensation Study. There was discussion about the cost of implementation of the recommendations. Mr. Hendricks stated that at the time of the study, he estimated the cost of implementation to be less than two million dollars. Given some recent changes in surrounding jurisdictions, some adjustments may be necessary to account for various increases in their salary schedules.

The discussion then turned toward the classification component of the study. Ald. Hoyle asked why all of the Directors were placed at grade 20 when their responsibilities are not all equivalent. Mr.

Hendricks explained that responsibilities of a position were only one area of comparison for each classification. Other factors were considered, including the number of employees supervised and the impact of that position within the department. Ald. Hoyle replied that too little weight was given to the physical and environmental aspects of a job, such as is endured by groups of employees in positions at lower grades. Ms. Yaniga then asked if any classifications had been lowered, to which Mr. Hendricks replied possibly one or two, but in those situations the employee in those positions would remain at their current grade, and only after a vacancy occurs would a new employee be placed at the lower grade. Ms. Milburn assured the Board that at no time is an employee penalized as a result of a classification study.

Mr. Rodowski asked if the study focused only on salary and duties as opposed to all aspects of the position including benefits and working conditions. Mr. Hendricks stated that all of these factors were considered in the comparisons.

Mr. Johnson asked how long it usually takes to implement such studies, and Mr. Hendricks replied that it is typically within the fiscal year, but can go out as far as three years. Mr. Johnson then stated that the study should have included a time line for implementation, with recommendations based on projected dates.

Ms. Patrick asked if backup data would be available for review during the process and Mr. Hendricks said he would be able to make some of the documentation available.

Mr. Tucker asked if the salary midpoints were determined by including the steps reserved for longevity, or simply those from merit based increases. Mr. Hendricks stated that the entire salary range, from steps one to ten were included, which does in fact embrace the longevity steps.

Chairman Renfroe concluded that there is a lot of work ahead for the Board that will require more input from Human Resources. He also said he would like to invite Mr. Hendricks back at some point in the future. He then adjourned the meeting at 10:25 a.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

Attachments

copy: Each Board Member
Mayor and Alderman
Transportation Director

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

August 26, 2005

MEMBERS PRESENT: James R. RENFROE - Chairperson
Clifton JOHNSON
Joseph F. RODOWSKY
Sherry YANIGA

STAFF PRESENT: Kimla Milburn, Director of Human Resources
Marcia Patrick, Assistant to the Director of Public Works

PRESENT AT LARGE: Willie Charles, Public Works Utility Mechanic

A quorum being present, the Chairperson called the meeting to order at 9:03 a.m.

ISSUE BEFORE THE BOARD: Reclassification of Assistant Water Plant Superintendent in Public Works Department.

Kimla Milburn presented a memorandum from the Director of Public Works, Margaret Martin, requesting to upgrade the classification of a currently vacant position, Assistant Water Plant Superintendent, from a grade 13 to a grade 14. Although the 2005 Hendricks Classification and Compensation study proposed such an increase that will truly compensate for the level of responsibility of this position, the study has not yet been approved. Further, there is an immediate need to act on this specific classification due to the fact that this position has been vacant for approximately one year. Additionally, Marcia Patrick stated that the current Water Plant Superintendent is eligible to retire, but has agreed to continue working until this position is filled by a qualified applicant. No additional funds are needed to reclassify this position due to the long term vacancy and the fact that the salary has been budgeted for annually.

There were no objections and the Board unanimously approved the upgrade.

ISSUE BEFORE THE BOARD: Request by Willie Charles to speak to the Board regarding the 2005 Hendricks Classification and Compensation Study

Willie Charles spoke regarding the fairness and accuracy of the study. After concluding, he presented the Board with a written copy of his concerns. Mr. Renfro assured Mr. Charles that the Board will consider this information when reviewing the Public Works positions.

ISSUE BEFORE THE BOARD: Distribution of proposed job classification manual

Board members were given a binder that included copies of the current job descriptions along with copies of the proposed job descriptions from the Hendricks study. After much discussion as to how to proceed, the Board agreed to a series of meetings with each department, to be scheduled immediately. Kimla Milburn agreed to make arrangements with all Directors and to notify the Board in advance so they may prepare for each session. At the Board's request, Ms. Milburn will obtain updated information from Mr. Charles Hendricks on the pay plan when the Board is ready to proceed on that issue.

The meeting adjourned at 10:15 a.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

Attachments

copy: Each Board Member
Mayor and Alderman
Public Works Director

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

September 9, 2005

MEMBERS PRESENT: James R. RENFROE - Chairperson
Clifton JOHNSON
Joseph F. RODOWSKY
Sherry YANIGA

STAFF PRESENT: Kimla Milburn, Director of Human Resources
Joseph Johnson, Chief of Police
Barbara Hopkins, Police Captain
Mike Mallinoff, Dir. of Dept. of Neighborhood and Environmental Programs
Danielle Matland, Transportation Director
Tim Elliott, Finance Director
Shirley Tripodi, Assistant Director for Accounting
Paul Thorn, MIT Manager
Paul Ronsted, Recruitment Administrator
Teresa Marshall, HR Associate

A quorum being present, the Chairperson called the meeting to order at 1:25 p.m.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Police Department

Chairman Renfroe proposed reviewing the classification descriptions one at a time allowing for comments and approval on an individual basis. There were minor corrections for grammar and spelling, with discussion whenever content needed clarification. Specific concern was raised regarding the pay grade of the Parking Enforcement Officer positions. As a result of discussion, it was recommended that the PEO II be changed to PEO Supervisor and upgraded to grade 10 and the PEO I be upgraded to grade 6. It was agreed that the Department would submit back-up information for these requests, and this information would be forwarded to Mr. Hendricks for further consideration. There was also a request that a supervisor position be added in the Records section to oversee the Records clerks. Again the department was instructed to submit supporting documentation for further consideration at a later date. All other descriptions were approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Department of Neighborhood and Environmental Programs

Mr. Mallinoff was excused due to prior commitment and will return at a later date.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Transportation Department

Minor corrections for grammar and spelling were made to each job description. Thereafter ensued discussion regarding the difference between a Supervisor and a Superintendent as the descriptions appeared almost identical, but for a four grade difference in salary. It was agreed that there needs to be a rewrite of the Superintendent description to correctly reflect the duties and warrant the grade. It was also noted that there is no difference between the Bus Driver I, Bus Driver II, and Lead Bus Driver descriptions. Since it was intended at the beginning of the Hendricks study for the three positions to merge into a career ladder job, staff agreed to rewrite the descriptions and submit to the Board for approval. All other descriptions were approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Finance Department

The Finance Director discussed briefly with the Board his opinion regarding the study. Thereafter the Board along with Mr. Thorn, made recommendations for changes and/or corrections to language within the MIT job descriptions. Ms. Tripodi spoke to concerns regarding job descriptions within the Finance Department. The Board requested that the Finance Department work with Human Resources to make any requested changes to the job description language that were not requested and made during the study.

The meeting adjourned at 3:50 p.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

copy: Each Board Member
Mayor and Alderman
Chief of Police
Director of DNEP
Transportation Director
Finance Director

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

September 30, 2005

MEMBERS PRESENT: James R. RENFROE - Chairperson
Clifton JOHNSON
Velma MCCULLOUGH
Joseph F. RODOWSKY
Sherry YANIGA

STAFF PRESENT: Kimla Milburn, Director of Human Resources
Mike Mallinoff, Dir. of Dept. of Neighborhood and Environmental Programs
Margaret Martin, Public Works Director
Marcia Patrick, Assistant to Public Works Director
Teresa Marshall, HR Associate

A quorum being present, the Chairperson called the meeting to order at 9:02 a.m.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Department of Neighborhood and Environmental Programs

Minor corrections for grammar and spelling were made to each job description. Required certification information was updated on several Inspector positions. The grade for the Environmentalist position was discussed and a request submitted to reconsider the assigned grade based on educational requirements as compared to other City positions. The Board took this request under advisement. All DNEP position descriptions were approved with amendments.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Public Works Department

The Public Works Director presented the Board with a 4 page memorandum outlining specific concerns with the Hendricks Classifications and Compensation Study. After allowing the Board time to review the memorandum, there was discussion about how to proceed. It was decided that the Public Works Director will outline specific issues and the Human Resources Director would ask Mr. Hendricks to address all issues point by point. It was suggested by the Chairman that Human Resources schedule a meeting with Mr. Hendricks, inviting all Department directors to be present to come up with a resolution to issues that have been raised regarding the study.

The meeting adjourned at approximately 11:30 a.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

copy: Each Board Member
Mayor and Alderman
Director of DNEP
Public Works Director

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

October 28, 2005

MEMBERS PRESENT: James R. RENFROE - Chairperson
Velma MCCULLOUGH
Joseph F. RODOWSKY

STAFF PRESENT: Kimla Milburn, Director of Human Resources
LeeAnn Plumer, Recreation and Parks Director
Ulrich Dahlgren, Harbormaster
Mike Miron, Economic Development Coordinator
Ruby Blakeney, Minority Business Enterprise Coordinator
Shaem Spencer, City Attorney
Jerome Smith, Acting Fire Chief
Douglas Remaley, Fire Battalion Chief
Jon Arason, Director of Planning and Zoning
Paul Rensted, Recruitment Administrator
Teresa Marshall, HR Associate

A quorum being present, the Chairperson called the meeting to order at 9:20 a.m.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Recreation and Parks Department

The Director of Recreation and Parks presented a packet of revised job descriptions that she stated more accurately reflects the current duties and responsibilities of classifications within the Recreation and Parks Department. Also included was a new description for Stanton Center Recreation Manager

Minor corrections for grammar and spelling were made to each job description. All job descriptions were then approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Harbormaster's Office

There was discussion between the Board and the Harbormaster regarding the significant upgrade of that position. The FLSA designation of the Harbormaster Office Administrator was also questioned. Ms. Milburn stated she would ask Mr. Hendricks to reevaluate the non-exempt designation for that position. After minor spelling and grammar corrections, all job descriptions were approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Economic Development Office

There was discussion between the Board and the Economic Development Coordinator regarding the significant upgrade of that position. There was also a request from that office to modify the title and description of the Minority Business Enterprise Coordinator to also reflect the duties dealing with small businesses. It was suggested that a new description be written and brought back before the Board.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Office of Law and City Clerk's Office

The City Attorney requested that the Assistant City Attorney job description be resurrected. There is currently a classification number assigned, but no job description exists or ever existed for this position. It was also noted that the current descriptions for Legal Assistant and Paralegal are the same and need to be rewritten to differentiate between the two classifications. Those position descriptions will be written and brought back to the Board. The classification numbers will also be changed to fit chronologically along with the City Attorney classification number. After minor corrections to grammar and spelling, all other descriptions were approved as written.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Fire Department

The Fire Chief presented a packet of revised job descriptions. He expressed his intent to create a "job ladder" for Firefighters. It was decided that there needs to be a review and comparison of these descriptions with those proposed by the Hendricks study, and then they can be brought back to the Board for discussion.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Planning and Zoning Department

The Director of Planning and Zoning stated that he was generally pleased with the overall study and proposed job descriptions as written. His only concern was to possibly create a career ladder for the Planner position, but he will address that issue outside the scope of the study and bring it back to the Board at a later date. After minor corrections to grammar and spelling, all descriptions were approved as written.

The meeting adjourned at approximately 12:00 p.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

copy: Each Board Member
Mayor and Alderman
Director of Recreation and Parks
Harbormaster
Economic Development Coordinator
City Attorney
Fire Chief
Director of Planning and Zoning

**THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES**

October 28, 2005

MEMBERS PRESENT: James R. RENFROE - Chairperson
Velma MCCULLOUGH
Joseph F. RODOWSKY

STAFF PRESENT: Kimla Milburn, Director of Human Resources
LeeAnn Plumer, Recreation and Parks Director
Ulrich Dahlgren, Harbormaster
Mike Miron, Economic Development Coordinator
Ruby Blakeney, Minority Business Enterprise Coordinator
Shaem Spencer, City Attorney
Jerome Smith, Acting Fire Chief
Douglas Remaley, Fire Battalion Chief
Jon Arason, Director of Planning and Zoning
Paul Rensted, Recruitment Administrator
Teresa Marshall, HR Associate

A quorum being present, the Chairperson called the meeting to order at 9:20 a.m.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Recreation and Parks Department

The Director of Recreation and Parks presented a packet of revised job descriptions that she stated more accurately reflects the current duties and responsibilities of classifications within the Recreation and Parks Department. Also included was a new description for Stanton Center Recreation Manager

Minor corrections for grammar and spelling were made to each job description. All job descriptions were then approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Harbormaster's Office

There was discussion between the Board and the Harbormaster regarding the significant upgrade of that position. The FLSA designation of the Harbormaster Office Administrator was also questioned. Ms. Milburn stated she would ask Mr. Hendricks to reevaluate the non-exempt designation for that position. After minor spelling and grammar corrections, all job descriptions were approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Economic Development Office

There was discussion between the Board and the Economic Development Coordinator regarding the significant upgrade of that position. There was also a request from that office to modify the title and description of the Minority Business Enterprise Coordinator to also reflect the duties dealing with small businesses. It was suggested that a new description be written and brought back before the Board.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Office of Law and City Clerk's Office

The City Attorney requested that the Assistant City Attorney job description be resurrected. There is currently a classification number assigned, but no job description exists or ever existed for this position. It was also noted that the current descriptions for Legal Assistant and Paralegal are the same and need to be rewritten to differentiate between the two classifications. Those position descriptions will be written and brought back to the Board. The classification numbers will also be changed to fit chronologically along with the City Attorney classification number. After minor corrections to grammar and spelling, all other descriptions were approved as written.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Fire Department

The Fire Chief presented a packet of revised job descriptions. He expressed his intent to create a "job ladder" for Firefighters. It was decided that there needs to be a review and comparison of these descriptions with those proposed by the Hendricks study, and then they can be brought back to the Board for discussion.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Planning and Zoning Department

The Director of Planning and Zoning stated that he was generally pleased with the overall study and proposed job descriptions as written. His only concern was to possibly create a career ladder for the Planner position, but he will address that issue outside the scope of the study and bring it back to the Board at a later date. After minor corrections to grammar and spelling, all descriptions were approved as written.

The meeting adjourned at approximately 12:00 p.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

copy: Each Board Member
Mayor and Alderman
Director of Recreation and Parks
Harbormaster
Economic Development Coordinator
City Attorney
Fire Chief
Director of Planning and Zoning

**THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES**

November 4, 2005

MEMBERS PRESENT: James R. RENFROE - Chairperson
Clifton JOHNSON
Velma MCCULLOUGH
Joseph F. RODOWSKY
Sherry YANIGA

STAFF PRESENT: Kimla Milburn, Director of Human Resources
Emory Harrison, Director of Central Services
Margaret Martin, Public Works Director
Marcia Patriek, Assistant to Public Works Director
Teresa Marshall, HR Associate

A quorum being present, the Chairperson called the meeting to order at 12:50 p.m.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Human Resources Department

The Human Resources Director presented revised job descriptions that she stated more accurately reflects the current duties and responsibilities of classifications within the Human Resources Department. Minor corrections were made to each job description, and were then approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within Central Services Department

After brief discussion and minor corrections, all job descriptions were approved. The Central Services Director then raised concern with the Police Department classification title of Senior Purchasing Clerk as it compares to the Purchasing Clerk within Central Services. The recommendation was that the Police position simply be considered as a clerk. An issue was also raised disputing the proposed upgrade of the Harbormaster classification, stating classifications of comparable grade carry more responsibilities. The Board agreed to take these issues under advisement. They also requested that Mr. Hendricks provide justification for any classification for which the study has proposed at least a two grade increase.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for remaining positions within the Mayor's Office

There was brief discussion about the proposed upgrade of the Executive Office Administrator and Public Information Coordinator positions. Again, the Board requested justification for the proposed upgrades. The descriptions were approved for content.

ISSUE BEFORE THE BOARD: Review of Classification and Compensation recommendations as proposed by the Public Works Director for positions within the Public Works Department

The Director and Assistant Director of Public Works presented a binder of revised job descriptions that they stated more accurately reflects the current duties and responsibilities of classifications within their Department. The Board preceeded any discussion by reminding the department representatives that the purpose of the Board is to address the job descriptions, not the pay grades, and to equalize the descriptions within the City. It was agreed that the Board would consider the information presented, based on the content of the descriptions only. The Board also stated that the burden of proof will be on the department to verify the duties outlined on those descriptions presented. After minor corrections to grammar and spelling, the descriptions were approved as written. The remaining classifications will be presented at the next scheduled meeting.

Civil Service Board Minutes
November 4, 2005
Page Two

The meeting adjourned at approximately 4:00 p.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

copy: Each Board Member
Mayor and Alderman
Director of Central Services
Director of Human Resources
Director of Public Works

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

November 18, 2005

MEMBERS PRESENT: James R. RENFROE - Chairperson
Clifton JOHNSON
Velma MCCULLOUGH
Joseph F. RODOWSKY

STAFF PRESENT: Tim Elliott, Finance Director
Shirley Tripodi, Asst. Director for Accounting
Jerome Smith, Acting Fire Chief
Douglas Remaley, Fire Battalion Chief
Margaret Martin, Public Works Director
Marcia Patrick, Assistant to Public Works Director
Bob Couchenour, Supt. Public Works Services
Kimla Milburn, Director of Human Resources
Paul Rensted, Recruitment/EEO Administrator
Teresa Marshall, HR Associate

PRESENT AT LARGE: LeeAnn Plumer
Jay Tucker
Willie Charles

A quorum being present, the Chairperson called the meeting to order at 1:05 p.m.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Finance Department

The Finance Director presented a packet of revised job descriptions that he stated more accurately reflects the current duties and responsibilities of classifications within the Finance Department. Most classifications had proposed grade increases. The Board explained that their purpose was strictly to consider the job description clarity of content, grammatical and typographical errors. The Director also proposed that a new Accountant Associate IV classification be created from one of the Accountant II positions. The Board approved the new descriptions, but noted that at the Hendricks' proposed grades, that new position would have to be a grade 10 to maintain the "ladder". Minor corrections were made to each job description, and were then approved for content only.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Fire Department

The Fire Chief presented a packet of revised job descriptions with updated language. After brief discussion and minor corrections, all were approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for remaining positions within the Department of Public Works

The Public Works Director presented the remaining job descriptions. The Board reiterated their standing that they are reviewing descriptions for content only. Specific requests from the Public Works Director were for the revised Custodian description to be resubmitted to Mr. Hendricks; for creation a City-wide career ladder for maintenance workers to include Recreation Department positions, and for creation of a career ladder for Fleet Maintenance personnel to include Transportation Department, and maintain parity between departments. It was noted that this is a proposal, and is a work in progress. Minor corrections were made to each job description, and were then approved for content only.

Civil Service Board Minutes
November 18, 2005
Page Two

The meeting adjourned at approximately 4:10 p.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

copy: Each Board Member
Mayor and Alderman
Finance Director
Fire Chief
Director of Public Works

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

December 16, 2005

MEMBERS PRESENT: James R. RENFROE - Chairperson
Clifton JOHNSON
Velma MCCULLOUGH
Joseph F. RODOWSKY
Sherry YANIGA

STAFF PRESENT: Kimla MILBURN, Director of Human Resources

GUEST PRESENT: Charles HENDRICKS, Hendricks and Associates

A quorum being present, the Chairperson called the meeting to order at 1:05 p.m.

ISSUE BEFORE THE BOARD: Response from Hendricks and Associates on inquiries from the Board.

Mr. Hendricks presented to the Board, by way of a letter dated December 7, 2005, requested information concerning upgrades recommended in his study of the City's classification and compensation system. Mr. Hendricks discussed the contents of the letter and answered questions from Board members.

In addition, the Board discussed with Mr. Hendricks in detail, the issue of benefits of City employees as compared with benefits of area jurisdictions. It was noted by Mr. Hendricks that in 2000, his study reflected an analysis of the City's benefits as compared with area jurisdictions and that the City was on par with area jurisdictions in the type and value of benefits offered to City employees. While the current 2005 study did not involve a detailed study of area benefits as compared to City benefits, Mr. Hendricks however, reviewed his data and conducted a review of the benefits in area jurisdictions at the request of the Board. He reported that his findings concluded that the City now offers retiree health insurance, which is a change from the 2000 study. Nevertheless, the City's benefits are still comparable to the benefit packages within area jurisdictions.

Finally, the Board requested Mr. Hendricks to address the issue of the recommended pay plan adjustments and whether the recommendations are still correct for 2006, since the study was completed a year ago, in 2005. Mr. Hendricks responded that in comparison to area jurisdictions, the City was approximately one (1) percentage point off of the 2005 recommendation. Since a cost of living equal to 3% was implemented on July 1, 2005, the City would only need to add approximately 1% to the recommended pay plan adjustments to keep up with the changes in the market in 2005. Accordingly, the recommendations to adjust the Civil Service pay plan would increase from 10% to 11%, the Police pay plan from 5% to 6%, and the Fire pay plan from 4% to 5%.

The Board discussed and made preparations to draft the final report to the City Council and complete all necessary review of the 2005 Hendricks report by mid January 2006.

The Board adjourned at approximately 2:10 p.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

copy: Each Board Member
Mayor and Alderman

CITY OF ANNAPOLIS CIVIL SERVICE BOARD
RE: 2005 HENDRICKS CLASSIFICATION AND COMPENSATION STUDY
JANUARY 13, 2006

INTRODUCTION

On June 13, 2005, the members of the Annapolis City Council forwarded to the Civil Service Board, the complete report of the most recent City of Annapolis classification and compensation study conducted by Charles Hendricks of Hendricks and Associates for review, consideration, and recommendation. The Board began hearings on the Study in September of 2005, holding approximately 3 meetings each month, for a period of four hours or longer at each meeting. The hearings concluded on December 16, 2005, representing a total of four months of a complete and thorough review of the 2004 Hendricks report.

The attached report represents the four months of a detailed review followed by recommendations by the members of the Civil Service Board on the 2005 Hendricks Study.

BACKGROUND

The current membership of the Civil Service Board ("The Board") consists of the following Annapolis City residents:

James R. Renfroe, Esquire, Chairman and member of the Board since 1990

Clifton Johnson, member of the Board since 1988

Sherry Yaniga, member of the Board since 1991

Joseph S. Rodowsky, member of the Board since 1993

Velma McCullough, member of the Board since 1995

All of the current Board members have been active on this Board for 10 years or more. As a result, this Board entered the review process of the current 2005 Hendricks Study with experience reviewing and implementing two previous City classification and compensation studies for the City of Annapolis (Yarger II, 1994-1995, and Hendricks 2000).

In 1999, the City submitted a request for proposal ("RFP") to conduct the 2000 classification and compensation study for the City of Annapolis. Numerous companies submitted request, which were reviewed by a panel consisting of the City's Purchasing Agent, Finance Director, Human Resources Director, and Chairman of the Civil Service Board. Upon a detailed review of all responses to the RFP, Hendricks and Associates was selected based on their comprehensive response to the RFP and their demonstrated years of experience conducting public sector classification and compensation studies within the Washington, D.C./Baltimore corridor, their comprehensive methodology in conducting such studies, as well as their extensive database of classification and compensation information for comparable jurisdictions. At the conclusion of the Study, a majority of the recommendations from Hendricks were submitted for consideration to the City Council and were fully implemented by the City administration and City Council in fiscal year 2001.

In 2004, the City submitted another RFP for bids for a second, follow up classification and compensation study due to the massive changes in the market within the past four years. Once again, Hendricks and Associates were selected based upon their response to the criteria listed in this second RFP. Based upon the documentation provided in the response, Hendricks was the most capable company to handle the City's request for a classification and compensation review. In fact, several area municipalities hired Hendricks between the completion of our study in 2000 and 2004, which enhanced their access to current and accurate data needed for an analysis of the City's classification and pay systems in 2004-2005.

The Board spent numerous hours outside of Board meetings, reviewing the written report from Mr. Hendricks, as well as over 160 individual job descriptions for the City's classification system. In addition, the Board attended 8 meetings with the City's Human Resources Department and spent hours reviewing all of the job descriptions with each Department Director and/or their designated staff. As the attached minutes of the 8 meetings will reflect, some of the departments returned to the Board a second or even a third time, to ensure a review of every job description. Each department director and/or their designated staff, had the opportunity to speak before the Board and provide any comments and make any requests regarding the outcome and/or implementation of the Hendricks 2005 study ("The Hendricks Study"). All meetings were open and Employees were also given an opportunity to address the Board regarding any issue associated with the results or implementation of the Hendricks Study.

City Employees and Department Directors were invited and encouraged from the very beginning of the process to get involved and be an integral part of this 2005 Hendricks Study by fully participating and completing either the Position Analysis questionnaire or modifying the current job description as outlined in a memorandum dated November 22, 2004. In addition, two meetings were held with each department director and Mr. Hendricks to discuss the concerns and goals of each department with respect to the study. One meeting was held prior to the completion of the

questionnaires/revised job description in December of 2004, and a second meeting was held in February of 2005 to go over the results of Mr. Hendricks' findings.

During the review process by the Board, commencing in September of 2005, many job descriptions were modified, language added or deleted to ensure that the written description accurately reflected the job duties of each classification as assigned. The Board spent a great deal of time streamlining the language, to avoid repetitiveness and ensure accuracy of language within each job description. Appropriate federal, state, and City of Annapolis rules and regulations were also considered and discussed during the review process, in order to verify that the language within each description adhered to all relevant laws. For example, the Board examined bona fide occupational qualifications, fair labor standards act requirements, the federal Americans with Disabilities Act and Equal Employment Opportunity Act issues, to ensure that the job description language was compliant with these designated laws. Other legal documents such as current collective bargaining agreements, City of Annapolis Code, City of Annapolis rules and regulations, departmental rules and regulations, and individual industry and certification standards for particular job classifications were also reviewed and considered for compliance within revised job descriptions.

Aside from the classification issues raised, the Board undertook testimony from department directors and employees regarding compensation issues such as salary and grade increases for individual job classification. Many directors and certain employees that came before the board provided statements regarding their reasoning for higher grades and higher salaries for certain classifications. The Board listened very carefully to each and every presentation, and deliberated on concerns raised. The Board also reviewed the process of the classification and compensation study to determine if these issues were raised or could have been raised, and if they were adequately considered during the study.

Mr. Hendricks' report recommended as of March 2005, a 10% increase to the overall civil service pay scale, a 5% increase in the Police pay scale, and a 4% increase in the Fire Department pay scale. In addition, the report recommended several grade increases to certain job classifications, some of which increased by two or more steps. The Board queried Mr. Hendricks regarding the individual grade increases and the process he used to determine the amount of grade increase for particular job descriptions. Mr. Hendricks provided a complete explanation to this inquiry in person at the December 16, 2005, meeting and in writing (see letter attached dated December 7, 2005.)

During Mr. Hendricks' appearances before the Board, questions also arose regarding market changes since March of 2005 and whether these changes affect the initial recommendation for pay plan increases. Mr. Hendricks responded that the market had changed from the time he issued his report to the City in March of 2005, and as a result, he adjusted the percentage increase by an additional 4%. These changes are significant in our consideration because many jurisdictions, like Annapolis, begin their fiscal year on July 1 of each year, and many salary changes (including cost of living adjustments) occur during transition from one fiscal year to the next.

Mr. Hendricks confirmed the 4% market adjustment in his final meeting with the Board on December 16, 2005, stating that since the City implemented a 3% COLA on July 1, 2005, the recommendations for each pay plan (Civil Service, Police, and Fire) would only increase by 1% from the March 2005 recommendation. Accordingly, he recommended an overall Civil Service pay plan increase of 11%, a Police pay plan increase of 6%, and a Fire pay plan increase of 5%.

Based upon the complete review of the Hendricks 2005 report, documentation, statements before the board, and correspondence provided by department directors and City employees as outlined above, the Board provides to the City Council the recommendations noted below.

RECOMMENDATIONS

The Board has sufficient documentation to support the fact that each and every employee and department director/manager had a full opportunity to participate in this Hendricks 2005 classification study. Whether the findings and recommendations from Mr. Hendricks or this Board is in agreement or contrary to the opinion or desire of a department director or employee does not negate the fact that all had a full voice in this process.

The Board is of the opinion that it is vital that this process be conducted objectively. That is, personal opinions and desires must remain absent when evaluating the classification and compensation of job descriptions within City government. This goal is sometimes difficult to achieve, particularly when the process is conducted internally. Therefore, the Board commends the City in its decision to hire an outside specialist when performing this type of study. Objectivity is most closely achieved when the person rendering the decision has no personal stake in the outcome of where a particular job is placed in the grade scale. The only possible concern of the external specialist in this type of study is that the process be conducted objectively so that decisions can be supported and defended through the data collected and analyzed.

In review of the 2005 Hendricks Study, the Board attempted to undertake an inclusive philosophy. In giving every stakeholder a voice in the process, it prohibits allegations of exclusion and subjectivity with respect to the outcome of the study. We support the fact that by taking our time reviewing all documentation and allowing anyone who chose to speak before the board to do so, supports this inclusive philosophy.

As a result of the review, many job descriptions were modified in language at the request of department directors and employees (either before the Board or through their respective department leadership). Additional language changes within job descriptions were initiated and implemented by members of the Board. The final job descriptions that are attached to this report reflect all of the changes to each and every job classification within the City's civil service system as proposed by the Hendricks study, with the input

of Department Directors, employees, the Human Resources Department, and the Civil Service Board. The revised job descriptions reflect the most detailed and thorough review to date within the City's classification system.

Accordingly, the Board's first recommendation to the City Council is the adoption, by resolution, of the attached job description binder representing job descriptions for all classified personnel within the City of Annapolis government.

The Board also considered the compensation recommendations rendered by Mr. Hendricks in his 2005 report. There was much controversy over the compensation recommendations, particularly regarding those who felt either their grade was classified too low or that other classifications held by others were graded too high. The Board spent time going through Mr. Hendricks' report on compensation issues and following up with him on a series of questions regarding his reasoning behind compensation assignments. At the request of the Board, Mr. Hendricks addressed in writing, his reasoning behind some of the classifications that were challenged. The Board refers the Council to his letter dated December 15, 2005, and accepts Mr. Hendricks' recommendations with regard to compensation assignments as noted in his report.

The Board feels strongly that it will be difficult to please every employee in the City with respect to grade assignments. The Board looks to the process of how each grade assignment was given and whether the process was completed fairly and objectively. Once again, every department and employee had the opportunity prior to the review by this Board, to provide documentation to Hendricks and Associates, to support a grade increase. Mr. Hendricks is the one person that is capable of assessing, objectively, the justification for a grade increase for any of the City's classifications. He obtained all of the information from area jurisdictions regarding comparable salaries; he was able to look at each classification from a global perspective (area jurisdictions) and from an internal perspective, assessing how each position compared with the internal (City) universe and the external universe. The Board feels that it must rely on his objective data and analysis rather than input from a particular department that excludes this external data. Furthermore, we can accurately assume that the departments provided or had the opportunity to provide the same data to Mr. Hendricks for an objective consideration.

For the Board to step in at this time and change an individual compensation level at the request of a particular employee or department, without the opportunity to conduct a full and thorough investigation as done so by Mr. Hendricks would be unfair to the entire process and other classified employees. Moreover, by making changes to compensation levels of certain classifications based upon partial information would clearly disrupt the entire city-wide compensation system as proposed by Mr. Hendricks in his March 2005 report. The Board would simply be making a change in a compensation level without any support from external sources, jurisdictional comparisons, or the ability to analyze the requested change through the point factor system, as done so and explained in Mr. Hendricks' 2005 report.

It is therefore, the Board's recommendation that all compensation levels, including pay scale adjustments and upgrades, as recommended by Mr. Hendricks in his March 2005 report, be approved by the City Council through a resolution and/or ordinance, where necessary. These upgrades include the individual grade reclassifications noted in the report and on the affected job description, and the recommendation to increase the overall civil service pay scale by eleven percent (11%), increase the police pay scale by six percent (6%), and increase the fire pay scale by five percent (5%).

The Board would like to note that each and every employee has the opportunity, pursuant to the City's personnel rules and regulations, to appeal the final decision of any classification or compensation change to the Human Resources Department. In the past, this process has been outsourced to a third party to objectively review such appeals to continue the internal philosophy of fairness and equity in these matters. We have been told by the Human Resources Department that this process will in fact occur for this study. The Board is convinced that this process is fair and equitable, and has had such a process demonstrated to be so in the past during the 2000 Hendricks Study. The Board is of the opinion that if they, or any other entity, begin to change City job descriptions without a documented, equitable process in place, everyone will appeal their classification with the hopes of a subjective increase in salary. Once again, the Board understands that everyone cannot be pleased in this process, but that the Board can insure that the process is fair. Objective consideration of salary changes to individual job classification is the only way the Board has found any study to end fairly and successfully.

Finally, the Board would like to strongly recommend to the Mayor and City Council to seriously evaluate the cost of living adjustment (COLA) for employees during each budget cycle to ensure that a comparable COLA is budgeted for all employees each fiscal year. By ensuring that the COLA awarded each year to all employees is comparable to the cost price index and/or COLA's awarded by area employers/competitors, the City can avoid having to conduct classification and compensation studies so frequently and thus avoid constant pay scale and classification adjustments. This recommendation is given based upon the past experience of all Board members in evaluating and rendering opinions regarding such studies over the last 10 or more years. The Board has found that if COLA's are implemented according to the market each year, the adjustments to pay scales and/or classifications occur less frequently, and on a case by case basis, depending upon market changes not related to cost of living adjustments (such as union negotiated changes, supply and demand of certain skills/professions, and significant changes in job duties/responsibilities.)

Accordingly, the City of Annapolis Civil Service Board renders its findings and recommendations as noted herein to the City Council for consideration and further action in accordance with the terms and conditions of the City Charter and Code, as well as any other resolutions/ordinances adopted.

Respectfully submitted,

James R. Renfroe, Esquire
Chairman
Annapolis Civil Service Board

Joseph Rodowsky
Civil Service Board Member

Velma Mc Cullough
Civil Service Board Member

Clifton Johnson
Civil Service Board Member

Sherry Yaniga
Civil Service Board Member

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

August 25, 2006

MEMBERS PRESENT: James R. RENFROE - Chairperson
Clifton JOHNSON
Joseph F. RODOWSKY

STAFF PRESENT: Kimla MILBURN, Director of Human Resources
Teresa MARSHALL, Human Resources Department
Barbara HOPKINS, Captain, Police Department
Jeanne COUGHLIN, Chairperson, Employee Recognition Committee
Linda KLINE, Employee Recognition Committee
Mike MIRON, Economic Development
Ruby BLAKENEY, Economic Development
Danielle MATLAND, Director of Transportation

A quorum being present, the Chairperson called the meeting to order at 9:10 a.m.

ISSUE BEFORE THE BOARD: Create new position of Warrant Control/Records Supervisor in the Police Department

Ms. Milburn presented a copy of the proposed job description along with a written request from Chief Joseph Johnson that had been approved by Mayor Mayer, requesting that a civil service position of Warrant Control/Records Supervisor be added to the City classification table. She explained that the duties were previously performed by a sworn police officer that had recently retired. After discussion about the salary range, making minor spelling and grammatical changes to the job description, and receiving assurance that a vacancy announcement for the new position would be posted, the Board approved creation of the position.

ISSUE BEFORE THE BOARD: Changes to Employee Recognition Manual

The Board was presented with a printed excerpt from the current Employee Recognition and Reward Manual concerning longevity awards for City employees. A proposal was made, on behalf of the Employee Recognition Committee, that employees be granted an extra day of annual leave for each 5-year milestone, after 20 years of service and above, instead of receiving tangible awards such as plaques, etc. The Board approved the change to the manual, to take effect January 1, 2007.

ISSUE BEFORE THE BOARD: Job Description and Civil Service Status of Small/Minority Business Enterprise Coordinator in Economic Development

Ms. Milburn provided the Board with a copy of a page from the City's FY2007 budget whereby the position of Minority Business Enterprise Coordinator was funded as a full-time position. Ms. Milburn explained that the City Council had approved this funding and the Board was being asked to approve the job description provided, as well as its inclusion as a civil service position. After further discussion, the Board approved the description for the classification of Small/Minority Business Enterprise Coordinator with minor grammatical changes.

ISSUE BEFORE THE BOARD: Changes to the Annapolis Transit Drug and Alcohol Testing Policy

Ms. Matland spoke to the Board regarding the proposed changes to this policy. She explained that the revisions requested were the result of a recent audit by the Federal Transportation Authority, over and above those approved by the Board after a previous Maryland Transit Authority audit. The Board agreed that they could not contradict Federal regulations and therefore approved the revision. However, they did

suggest that the effective revision date be added as part of the document.

After all agenda items had been addressed, Mr. Renfroe asked Ms. Milburn about the status of the 2005 Hendricks study that the Board had approved at the end of 2005. He spoke for other members by stating that they were concerned, and anxious to know that their months of work on the Hendricks Study were not in vain. They would like to know if the Council intends to confirm or deny the results, and stated they would like to see further action with the study by the City Council.

The Board adjourned at approximately 10:10 a.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

copy: Board Members
Mayor and Aldermen
Affected Department Directors

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

March 28, 2008

MEMBERS PRESENT: James R. RENFROE - Chairperson
Clifton JOHNSON
Velma McCOLLOUGH
Joseph F. RODOWSKY

STAFF PRESENT: Kimla MILBURN, Director of Human Resources
Marcia PATRICK, Assistant to the Director of Public Works
James FITZGERALD, Water Plant Superintendent

A quorum being present, the Chairperson called the meeting to order at 9:05 a.m.

ISSUE BEFORE THE BOARD: New Job Description - Instrumentation Technician in the Department of Public Works

Ms. Milburn presented to the Board the draft of the new job description of Instrumentation Technician for review and approval. This new position will replace within the Civil Service System, the current job description of Lab Technician in the Public Works Department. As explained in Ms. Patrick's memorandum to Human Resources, the new job description is needed within the Water Plant in order to obtain a permanent employee to perform the needed repair and maintenance work on equipment. The current Lab Technician position is vacant and has been so for several months. Ms. Patrick confirmed that the Department will be able to save money by hiring a contractual employee to perform the duties of a Lab Technician, when needed. Ms. Patrick also confirmed that the funding for the new Instrumentation Technician is available in the current Public Works Budget.

After consideration and discussion of this request, the Board unanimously approved the placement of the Instrumentation Technician job description into the Civil Service system, to replace the Lab Technician position at a pay grade of 10. Further, the Board directed the posting and advertising of the new Instrumentation Technician position upon approval.

ISSUE BEFORE THE BOARD: Revised Rules and Regulations

Ms. Milburn reported that the final amendments to the revised City of Annapolis Rules and Regulations are being made to the draft and will be distributed to the Board for final approval this week.

The business meeting adjourned at approximately 9:15 a.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

copy: Board Members
Mayor and Aldermen
Public Works Director

**THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES**

August 18, 2008

MEMBERS PRESENT: Clifton A. JOHNSON, Acting Chairperson
Anthony F. CHRISTHILF
Roberto VELOSO
Sherry YANGIA

STAFF PRESENT: Kimla MILBURN, Director of Human Resources
Danielle MATLAND, Director of Transportation
LeeAnn PLUMER, Director of Recreation & Parks
Shaem SPENCER, City Attorney
Lt. Brian DELLA, Police Department
Rose Mary BLOUIN, Human Resources

A quorum being present, the Acting Chairperson called the meeting to order at 8:05 a.m.

Ms. Milburn introduced and welcomed the new members of the Civil Service Board, Mr. Anthony F. Christhill, Esquire and Mr. Roberto Veloso, Esquire.

ISSUE BEFORE THE BOARD: Request to Reclassify Transportation Parking/Grants Coordinator to Transportation Grants Specialist.

Ms. Milburn presented a memorandum from the Director of Transportation, Ms. Danielle Matland, requesting the separation of Parking and Grant duties within the department. The Grants Specialist is responsible for coordinating, preparing, submitting and following through to completion, grant applications. The Grants Specialist position will remain a full time Civil Service position while the Parking Coordinator position will revert to a contractual position. Funding is available for both positions in the fiscal year 2009 budget.

The Board unanimously approved this change with minor corrections to the job description.

ISSUE BEFORE THE BOARD: Request to place into Civil Service the position of Election/Boards and Commissions Administrator.

Ms. Milburn presented a memorandum from the City Attorney, Shaem Spencer, requesting the placement into the Civil Service, the position of Election/Boards and Commissions Administrator.

Mr. Spencer stated that this position has existed since the 1980's as a contractual Elections Administrator and that over time, as election laws and processes have been modified, this position has expanded in duties and responsibilities, requiring the need for more continuity and permanency. Also, the demands of the City's various Boards and Commissions require the need for additional administrative assistance. This position has been funded as a full time permanent position in the FY09 budget.

The Board unanimously approved this change with minor corrections to the job description.

ISSUE BEFORE THE BOARD: Status on Review by Office of Law on Revised Rules and Regulations.

With the departure of Mr. Spencer, he stated that the Assistant City Attorney, Ms. Williams will review and submit any recommendations to the Board in a timely fashion.

ISSUE BEFORE THE BOARD: Request to replace the vacant Recreation Leader 1 position at the Stanton Center with the new Civil Service position of Recreation Manager.

Ms. Milburn presented a memorandum from the Director of Recreation and Parks, LeeAnn Plumer, requesting the elimination of a vacant Recreation Leader 1 position at the Stanton Community Center and to move the Recreation Manager position from contractual to Civil Service classification. The contractual salary is equivalent to a Grade 12 and the Civil Service classification would keep the Recreation Manager position the same salary grade.

The Board unanimously approved this change with minor corrections on the job description.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of Dance and Fitness Coordinator.

Ms. Plumer stated that this position has existed since 1981 and as the demand for dance and fitness programming continues to grow, without a permanent employee, the Department risks losing revenue for a well-respected program. The current contractual salary is \$29,000 per year and the proposed pay for this classification would remain at less than \$30,000 per year.

The Board unanimously approved this change with minor corrections on the job description.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the current contractual position of Hispanic Community Liaison.

Ms. Milburn presented a memorandum from Police Chief, Michael Pristoop, requesting the placement of Hispanic Community Liaison position into the Civil Service.

Lt. Della (on behalf of the Police Department) stated that this position interacts with the Hispanic community and the Police Department. This position is currently funded by a grant and will be submitted for full funding in FY10 with the proposed budget.

The Board unanimously approved this change with minor corrections to language in the job description.

The Board also recommended that a Hispanic Liaison-type position be created in the Human Resources Department for recruitment and staffing. This position would also conduct formal and informal educational programs for employees and the community; provide translation services to employees and the community; and would be available to all City departments.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of External Affairs Officer.

Ms. Milburn presented a memorandum from Police Chief, Michael Pristoop, requesting the need for a liaison between the Police Department and public at large. Lt. Della stated that this position would be responsible for planning, researching, preparation and dissemination of public information, news releases, public service announcements, and promotional and educational materials.

The Board unanimously approved this position with minor corrections to the job description.

ISSUE BEFORE THE BOARD: Request to remove the rank of Police Major and Police Captain from Civil Service status.

Ms. Milburn presented a letter from Police Chief, Michael Pristoop, requesting the removal of the rank of Police Major and Police Captain from the Civil Service

system.

Lt. Della stated that the Major position is currently filled by a contractual employee and that as of September 1, 2008, the last Captain will retire with no eligibility list for the Captain positions in place. Removing these positions from Civil Service status would enable the Police Chief to appoint Major or Captains from within or outside the agency.

As stated in Chief Pristoop's letter, modern, professional police departments generally structure top command positions in exempt status. Reclassification to Exempt status for Police Major and Police Captain will ensure greater accountability for performance.

After discussion, the Board unanimously approved these changes.

The meeting adjourned approximately at 9:43 am.

FOR THE BOARD:

Clifton A. Johnson
Acting Chairperson

cc: D. Matland
I. Plumer
S. Spencer
M. Pristoop
Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

October 20, 2008

MEMBERS PRESENT: Clifton A. JOHNSON, Acting Chairperson
Anthony F. CHRISTHILF
Roberto VELOSO
Sherry YANGIA

STAFF PRESENT: Paul RENSTED, Recruitment/Employee Relations
Administrator, Human Resources
Tira KIMBO, Training Administrator, Human Resources
Lt. Brian DELLA, Police Department
Michael MALLINOFF, Director, DNEP
Marcia PATRICK, Assistant to PW Director
Rose Mary BLOUIN, Human Resources

A quorum being present, the Acting Chairperson called the meeting to order at 8:03 a.m.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of Grants Coordinator – Police Department.

Lt. Brian Della stated that writing, managing and administering grants is currently assigned to various personnel throughout the Police Department. It is currently a contractual position with an annual salary of approximately \$62,000 which the Police Department would like placed in the Civil Service. After reviewing the job description, the Board recommended the job description be sent back to APD for some corrections and clarification to examples of work. They also would like a fiscal impact statement as well as a formal recommendation from the Human Resources Director. The position and supporting documentation should be re-submitted to the Board at the November 17, 2008 meeting.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of Sediment, Erosion and Sustainability Inspector.

Mr. Mallinoff stated that currently there are two positions; a contractual building inspector and a sustainability inspector. He wants to combine the two into one full time position with more emphasis on sustainability. The Board wants examples of work re-recorded on the job description and replace the ADA section. The Board also wants recommendations from Finance and Human Resources. Resubmit at November meeting.

ISSUE BEFORE THE BOARD: Request to reclassify the position of Senior Property Maintenance Inspector.

Mr. Mallinoff stated that the scope and amount of work has increased. This position now enforces the International Property Maintenance Code which has been incorporated in the City Code and supervises four inspectors. The Board would like #3 under examples of work re-written, documentation that job grade is where it is suppose to be.

The Board approved this position with minor corrections to the job description.

Ms. Yaniga stated that she would have preferred to wait in order to ensure that the placement in grade was in the appropriate place based on Hendricks Study.

ISSUE BEFORE THE BOARD: Request to reclassify the position of Storm Water Management Engineer.

Mr. Mallinoff stated that during the Hendricks Study this position was contractual and was not reviewed by Hendricks. He also said that this was originally a function of Public Works and that positions with equivalent requirements in Public Works are at Grade 15. He stated that the Mayor and Finance Director support this change.

The Board approved this position with minor corrections to the job description.

ISSUE BEFORE THE BOARD: Request to adopt minor revisions to the job description for Public Works Maintenance Worker II position.

Ms. Patrick stated that minor revisions to the job description were needed. In order to have examples of work no longer include items that require a commercial drivers license, since such a requirement was not a part of the job description.

The Board unanimously approved the minor corrections to the job description.

ISSUE BEFORE THE BOARD: Immediate amendment to the City of Annapolis Personnel Rules and Regulations, Section 6-2 "Sick Leave", pursuant to recently enacted Maryland Law.

Mr. Rensted presented a memo from Kimla Milburn, Director of Human Resources explaining The Flexible Leave Act that became law in Maryland on October 1, 2008. As a result of this law, the current City policy must be modified to allow City employees to use any form of paid leave for the illness of an immediate family.

The Board wants wording for any leave category that the legislation may cover placed in the appropriate places in the Personnel Rules and Regulations. These categories would include annual leave, sick leave, and personal leave.

The Board requested that updated draft language be submitted for its review at the November meeting.

ISSUE BEFORE THE BOARD: Update on Samuel Cyrus matter.

Mr. Rensted stated that no court date has been set for his appeal.

ISSUE BEFORE THE BOARD: Update on Personnel Rules and Regulations.

Mr. Rensted stated that the Rules and Regulations have been forwarded by former Acting City Attorney Andreeze Williams to the new Acting City Attorney Steve Kling for his review. Mr. Kling indicated that he planned on presenting his feedback at the November meeting.

ISSUE BEFORE THE BOARD: Suggestions for Procedures on Establishing New Positions or Reclassify an Existing Position.

The Board presented suggestions for formal procedures for departments to follow when establishing a new position or reclassifying an existing position. The Board suggested having a conference call with Ms. Milburn to review these guidelines prior to the next meeting.

The meeting adjourned approximately at 9:35 a.m.

FOR THE BOARD:

Clifton A. Johnson
Acting Chairperson

cc: Board Members
Mayor
Aldermen

**THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES**

December 15, 2008

MEMBERS PRESENT: Robert R. PENALOZA, Chairperson
Anthony F. CHRISTHILF
Roberto VELOSO
Sherry YANGIA

STAFF PRESENT: Kimla MILBURN, Director of Human Resources
Michael MALLINOFF, Director, DNEP
Frank BIBA, Bureau Chief, Environmental Programs
Rose Mary BLOUIN, Human Resources

A quorum being present, the Chairperson called the meeting to order at 8:15 a.m.

ISSUE BEFORE THE BOARD: Minutes of October 20, 2008 meeting were approved as amended.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of Environmental Compliance Inspector.

Mr. Mallinoff stated that the primary job responsibility is sediment and erosion control with construction background and education in a science-related field. He also stated that this job is funded in the current 2009 budget.

After consultation with Mr. Hendricks, Ms. Milburn stated that Mr. Hendricks is in agreement with pay grade and language of job description.

The Board approved this position.

ISSUE BEFORE THE BOARD: Request to reclassify the position of Senior Property Maintenance Inspector.

The Board accepted minor changes in the job description. Mr. Mallinoff and Ms. Milburn will consult with Mr. Hendricks regarding this position and update the Board at the next meeting.

ISSUE BEFORE THE BOARD: Update on the Rules and Regulations.

Ms. Milburn stated that the Rules and Regulations are still in the Office of Law for review. Mr. Kling will outsource if review can not be completed by January meeting.

ISSUE BEFORE THE BOARD: Placement of positions into Civil Service: Dance and Fitness Coordinator, Hispanic Community Liaison, External Affairs Officer, and Grants Coordinator.

Ms. Milburn stated that she met with the City Council in closed session regarding these positions. These positions will be presented to the City Council at their next meeting but the Grants Coordinator position will remain contractual.

ISSUE BEFORE THE BOARD: Amendment to the City of Annapolis Personnel Rules and Regulations regarding Flexible Leave Act.

After discussion, the Board agreed that a separate section for Flexible Leave be created, with the ability to add, define and/or clarify the language in the future.

ISSUE BEFORE THE BOARD: Update on Samuel Cyrus matter.

No court date has been set in Circuit Court for Anne Arundel County.

ISSUE BEFORE THE BOARD: Procedures on Establishing New Positions or Reclassifying an Existing Position.

Discussion continued regarding the need for procedures when establishing or reclassifying positions. Ms. Milburn suggested reviewing jobs once a year in conjunction with the budget process, and working with Mr. Hendricks to assist with compensation and classification issues.

There needs to be a written Policy and Procedure for Classifications. A form (Request for Authorizations to Establish or Reclassify a Position) should be attached to Policy and Procedures for Classifications. The Board would also like job descriptions to be more concise.

Ms. Milburn will provide to the Board a draft written Policy & Procedure along with a form for changes.

ISSUE BEFORE THE BOARD: Update on Bowen.

Ms. Milburn provided the Board with an update on the status of the Bowen case.

ISSUE BEFORE THE BOARD: Selection of Chairperson for the Board.

Members present unanimously selected Robert Penaloza as the new Chairperson for the Civil Service Board.

ISSUE BEFORE THE BOARD: The next meeting of the Civil Service Board is scheduled for Monday, January 26, 2009 at 8:00 a.m. in the Council Chambers.

The meeting adjourned approximately at 10:05 a.m.

FOR THE BOARD:

Robert R. Penaloza
Chairperson

cc: Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

January 28, 2008

MEMBERS PRESENT: James R. RENFROE - Chairperson
Clifton JOHNSON
Velma McCULLOUGH

STAFF PRESENT: Paul RENSTED, Recruitment/Employee Relations Administrator
Michael MIRON, Economic Development Director
Rose Mary BLOUIN, Human Resources Department
Shaem C. SPENCER, City Attorney
Anndreeze WILLIAMS, Assistant City Attorney
Jerome W. SMITH, Fire Chief
Douglas M. REMALEY, Deputy Fire Chief
Richard BUTLER, Battalion Chief
Mark M. TULLY, Fire Captain
Richard H. DUDEN, Attorney

A quorum being present, the Chairperson called the meeting to order at 9:00 a.m.

ISSUE BEFORE THE BOARD: Reclassification of Economic Development Director to Economic Affairs Director.

Mr. Rensted stated that the position of Economic Affairs Director replaces Economic Development Director position. This position adds additional duties, to include working with the Economic Affairs Commission, which were mandated by City Council Ordinance No. 0-11-07 Revised C. Job class and pay grade would remain the same. After discussion, the new job description was approved.

ISSUE BEFORE THE BOARD: Appeal Hearing - Captain Mark Tully

Mr. Tully filed a complaint seeking the Board to review his "unsatisfactory" performance evaluation.

Mr. Spencer presented a Motion to Dismiss stating that there is no right of appeal to the Board for unsatisfactory performance reviews and accordingly this matter must be dismissed.

Mr. Duden, attorney for Captain Tully, presented his opposition to this Motion stating intolerable working conditions and disparate treatment.

A preliminary ruling by the Board agreed with the City, consistent with arguments, that the Board does not have jurisdiction to hear the merits of the case, and to dismiss this matter at this juncture.

The meeting adjourned at approximately 9:26 a.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

cc: Board Members
Mayor and Aldermen
Department Directors

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

October 19, 2007

MEMBERS PRESENT: James R. RENFROE - Chairperson
Clifton JOHNSON
Velma McCOLLOUGH
Joseph F. RODOWSKY

STAFF PRESENT: Kimla MILBURN, Director of Human Resources
Frank BIBA, Bureau Chief of Environmental
Michael MALLINOFF, Director of DNEP
Marcia PATRICK, Assistant to PW Director
Rose Mary BLOUIN, Human Resources Department

A quorum being present, the Chairperson called the meeting to order at 9:05 a.m.

ISSUE BEFORE THE BOARD: Reclassification of Pre-Treatment Inspector to Environmental Program Coordinator, in the Department of Neighborhood and Environmental Programs

Mr. Mallinoff stated that the Pre-Treatment Inspector is an existing position in DNEP Department and he is requesting a change in the job description which needs to be amended to reflect current duties. DNEP intends to assign additional duties to the position: public education activities related to the City of Annapolis Recycling Program and oversight of the City's Energy Efficiency Initiatives which were mandated by City Council Resolution R-38-06. Job class and pay grade would remain the same. After discussion, the new job description was unanimously approved.

ISSUE BEFORE THE BOARD: Creation of new position, Public Works Analyst, in the Public Works Department.

Ms. Patrick spoke on this position and stated that position was approved as an enhancement for the FY08 budget. After discussion, the new position was unanimously approved with only grammatical changes to the description.

ISSUE BEFORE THE BOARD: Reclassification of Water Plant Technician I, II, III, in the Public Works Department (replaces Water Plant Journeyman 7413).

Ms. Patrick stated that this position was approved by the Civil Service Board during FY07. The Department of Public Works is requesting that a few modifications to the position description be reviewed and approved. These changes reflect both typographical errors and deviations from existing requirements. After discussion, the Civil Service Board unanimously approved the job description.

ISSUE BEFORE THE BOARD: Hendricks Study

The Board requested an update on the implementation of the Hendricks II Study. Ms. Milburn stated that the reclassifications from Hendricks II Study are in the final phase of implementation.

ISSUE BEFORE THE BOARD: Rules and Regulations of the Personnel System

The Board requested an update on the Rules and Regulations. Ms. Milburn stated that progress has been made on the edits and that two sections remain for additional work. The final version will be submitted to the Board at the next meeting.

The meeting adjourned at approximately 10:10 a.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

cc: Board Members
Mayor and Aldermen
Department Directors

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

August 17, 2009

MEMBERS PRESENT: Robert R. PENALOZA, Chairperson
Anthony F. CHRISTHILF
Clifton A. JOHNSON
Roberto VELOSO
Sherry YANGIA

STAFF PRESENT: Kimla MILBURN, Director of Human Resources
Rose Mary BLOUIN, Human Resources
Jerome Smith, Chief, Annapolis Fire Department

A quorum being present, the Chairperson, Mr. Penaloza, called the meeting to order at 8:04 a.m.

ISSUE BEFORE THE BOARD: New Position – Fire Administrative Specialist

Mrs. Milburn presented documentation from the Annapolis Fire Department regarding the reclassification of Administrative Office Associate. A report from Hendricks & Associates, Inc. recommended that a new position entitled Fire Administrative Specialist be established at Grade A12. After discussion, the Board unanimously approved the new position and job description.

ISSUE BEFORE THE BOARD: Update on Rules and Regulations of the Personnel System.

Mrs. Milburn stated that Resolution R-52-09 went before the City Council and was referred to the Rules Committee. Questions from the committee will be answered by the next committee meeting in September. Update at next meeting.

ISSUE BEFORE THE BOARD: Update Resolution R-22-09 – Section 6 (Flexible Leave)

Mrs. Milburn stated that the Resolution was approved by the City Council on May 22, 2009.

ISSUE BEFORE THE BOARD: Update on Reclassification of Senior Planner in Planning and Zoning Department.

Mrs. Milburn stated that the position has been filled. Mr. Arason, Department Director, will wait and perhaps request a change to the job description at a later date.

ISSUE BEFORE THE BOARD: Update on Classification Policy

Mrs. Milburn presented the final draft of the Classification Policy. After discussion and with minor changes to the Position Analysis Questionnaire (PAQ), the Board unanimously approved the policy.

ISSUE BEFORE THE BOARD: Update on Samuel Cyrus matter.

The City has received a written opinion from Circuit Court for Anne Arundel County on this matter. The Office of Law will appeal the Court's decision to the Court of Special Appeals.

ISSUE BEFORE THE BOARD: Update on Bowen matter.

Ms. Milburn stated that the first phase of the Bowen case is complete. Human Resources is now awaiting releases for phase two (retired police and fire who did not participate in the first phase).

The next meeting of the Civil Service Board will be scheduled as needed.

The meeting adjourned approximately at 9:40 a.m.

FOR THE BOARD:

Robert R. Penaloza
Chairperson

copy: Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

April 18, 2011

MEMBERS PRESENT: Robert R. PENALOZA, Chair
Anthony F. CHRISTHILF
Roberto L. VELOSO

EXCUSED: Clifton A. JOHNSON
Sherry M. YANIGA

STAFF PRESENT: Paul M. RENSTED, Acting Director of Human Resources
Tira R. KIMBO, Human Resources
Rose Mary BLOUIN, Human Resources
Phill MC GOWAN, Mayor's Office
Gail SMITH, Mayor's Office
Paul THORN, MIT
David JARRELL, Public Works
LeoAnn PLUMER, Recreation and Parks

A quorum being present, the Chairperson, Mr. Penaloza, called the meeting to order at 8:00 a.m.

ISSUE BEFORE THE BOARD: Job Descriptions

After discussion with Department Directors and a review from Hendricks and Associates, Inc. regarding grade placement, the following positions were unanimously approved:

Digital Media & Marketing Administrator -- Contractual to Civil Service
GIS Coordinator -- Contractual to Civil Service
GIS Technician -- Contractual to Civil Service
MIT Support Analyst -- Contractual to Civil Service
Facilities Maintenance Engineer I and II -- New Classification (Series of 2)
(one: existing CS: one: contractual)
Fleet Maintenance/Asset Forfeiture -- New Classification
Mobility & Parking Specialist -- Contractual to Civil Service
Community Health/Aquatics Supervisor -- Contractual to Civil Service
Facility Supervisor -- Contractual to Civil Service
Front Desk Supervisor -- Contractual to Civil Service
Marketing/Membership Coordinator -- Contractual to Civil Service
Harbormaster -- Re-classification
Harbormaster Administrative Coordinator -- Re-Classification

ISSUE BEFORE THE BOARD: Policy for Contractual Employees

The Board reviewed the proposed changes from the City Council. After a discussion, the Board approved the policy with one change.

After approval by the City Council, this would be a standard policy within the Human Resources Department.

The next meeting of the Civil Service Board is scheduled for Monday, May 16, 2011 at 8:00 am in the Council Chambers.

The meeting adjourned approximately at 9:15 am.

FOR THE BOARD:

Robert R. Penaloza
Chairperson

cc: Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

May 23, 2011

MEMBERS PRESENT: Anthony F. CHRISTHILF, Acting Chair
Roberto L. VELOSO
Shery M. YANIGA

EXCUSED: Clifton A. JOHNSON
Robert R. PENALOZA

STAFF PRESENT: Paul M. RENSTED, Acting Director of Human Resources
Tira R. KIMBO, Human Resources
Gary ELSON, Assistant City Attorney
Debra TUBAYA, Parking Enforcement Officer Supervisor
Roberta POOLE, Transportation Supervisor
Richard NEWELL, Transportation Director
Shelly PARKER, Transportation Specialist
Tom RAYMOND, AFSCME, Local 3162

A quorum being present, the Acting Chairperson, Mr. Christhillf, called the meeting to order at 9:00 a.m.

ISSUE BEFORE THE BOARD: Update on Policy for Contractual Employees

Mr. Rensted stated that the Policy for Contractual Employees (R-8-11 Amended) was approved by the City Council on May 9, 2011. A copy is attached.

ISSUE BEFORE THE BOARD: Job Description

Mr. Rensted presented requested language changes to the position description for Accountant - Finance Department. After minor changes, the Board unanimously approved the job description.

ISSUE BEFORE THE BOARD: Appeal Hearing -- Sharon Y. Carter

For reasons stated in the accompanying Decision by Transcript, the appeal for dismissal of the three (3) day suspension is ordered and reduced to a two (2) work day suspension in consideration of the withdrawal of a portion of the original disciplinary action.

The meeting adjourned approximately at 11:45 a.m.

The next meeting of the Civil Service Board is scheduled for Monday, June 20, 2011 at 8:00 am in the Council Chambers.

FOR THE BOARD:

Anthony F. Christhillf
Acting Chairperson

cc. Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

May 23, 2011

MEMBERS PRESENT: Anthony F. CHRISTHILF, Acting Chair
Roberto L. VELOSO
Sherry M. YANIGA

EXCUSED: Clifton A. JOHNSON
Robert R. PENALOZA

STAFF PRESENT: Paul M. RENSTED, Acting Director of Human Resources
Tira R. KIMBO, Human Resources
Gary ELSON, Assistant City Attorney
Debra TUBAYA, Parking Enforcement Officer Supervisor
Roberta POOLE, Transportation Supervisor
Richard NEWELL, Transportation Director
Shelly PARKER, Transportation Specialist
Tom RAYMOND, AFSCME, Local 3162

A quorum being present, the Acting Chairperson, Mr. Christhilf, called the meeting to order at 9:00 a.m.

ISSUE BEFORE THE BOARD: Update on Policy for Contractual Employees

Mr. Rensted stated that the Policy for Contractual Employees (R-8-11 Amended) was approved by the City Council on May 9, 2011. A copy is attached.

ISSUE BEFORE THE BOARD: Job Description

Mr. Rensted presented requested language changes to the position description for Accountant – Finance Department. After minor changes, the Board unanimously approved the job description.

ISSUE BEFORE THE BOARD: Appeal Hearing – Sharon Y. Carter

For reasons stated in the accompanying Decision by Transcript, the appeal from the disciplinary action of the Director of the Department of Transportation is denied but, in consideration of the withdrawal of a portion of the original disciplinary action, the three (3) day suspension is reduced to two (2) work days.

The meeting adjourned approximately at 11:45 a.m.

The next meeting of the Civil Service Board is scheduled for Monday, June 20, 2011 at 8:00 am in the Council Chambers.

FOR THE BOARD:


Anthony F. Christhilf
Acting Chairperson

cc: Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

May 9, 2012

MEMBERS PRESENT: Anthony F. CHRISTHILF, Acting Chair
Allen PACK
Sherry M. YANIGA

STAFF PRESENT: Paul M. RENSTED, Acting Director of Human Resources
Jacalyn BIERMAN, Human Resources
Rosé Mary BLOUIN, Human Resources
David STOKES, Fire Chief
Kevin SIMMONS, Deputy Fire Chief
Richard NEWELL, Director of Transportation
Kwaku AGYEMANG-DUAH, Transportation Planner
Scott WILLIAMS, Capt., Police Operations
Robert COUCHENOUR, PW Superintendent

A quorum being present, the Acting Chairperson, Mr. Christhilf, called the meeting to order at 8:05 a.m.

ISSUE BEFORE THE BOARD: Job Descriptions with Justifications

Job descriptions for Fire Department: Risk Analyst, OEM and Deputy Director, OEM, were unanimously approved.

Job description for Public Works: Facilities Maintenance Supervisor was unanimously approved.

Job description for Transportation Department: Revised: Transportation Superintendent; and Re-classification: Transportation Planning/Administration Division Chief were unanimously approved.

Job description for Police Department: Administrative Enforcement Associate was unanimously approved.

Job description for Mayor's Office: City Council Associate was unanimously approved with minor changes to the job description.

ISSUE BEFORE THE BOARD: Revised Rules and Regulations of the Personnel System

Sections 7 and 8 were distributed to the Board members for their review.

ISSUE BEFORE THE BOARD: A draft of Ordinance No. O-18-12

Draft of ordinance was distributed to the Board members for their information.

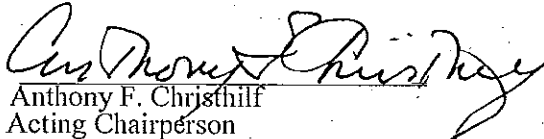
ISSUE BEFORE THE BOARD: Appeal Hearings

The Board requested information relating to any hearings. Mr. Rensted will discuss with Mr. Elson, Assistant City Attorney.

The meeting adjourned approximately at 9:10 a.m.

The next meeting of the Civil Service Board is scheduled for Monday, May 21, 2012 at 9:00 am in the Council Chambers.

FOR THE BOARD:


Anthony F. Christhilf
Acting Chairperson

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

May 20, 2013

MEMBERS PRESENT: Anthony F. CHRISTHILF, Acting Chair
Samuel CALLAHAN
Cutter MATLOCK
Allen PACK

EXCUSED: Sherry YANIGA

STAFF PRESENT: Paul RENSTED, HR Director
Rose Mary BLOUIN, Human Resources

A quorum being present, the Chairperson, Mr. Christhilf, called the meeting to order at 8:03 a.m.

ISSUE BEFORE THE BOARD: Appeal Hearing -- James Creek

The Board was informed by Mr. Rensted that the City has not received any communication from Mr. Creek since his appeal hearing on January 14, 2013. A copy of a memo to the Board, letters, and certified mail receipts are attached. Mr. Rensted is requesting that the Civil Service Board dismiss Mr. Creek's appeal and allow the Department of Public Works to fill the position.

In light of Mr. Creek's failure to pursue his appeal and to respond to the referenced correspondence, the Board unanimously agreed to dismiss the appeal and allow the Department of Public Works to fill the position.

ISSUE BEFORE THE BOARD: Job Descriptions

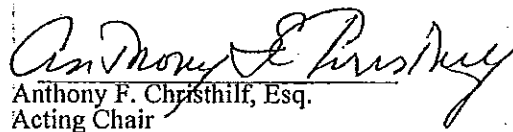
Job description for Police Department was presented by Major Scott Baker: Community Services Specialist (existing and updated) was unanimously approved.

Job description for Recreation and Parks was presented by Brian Woodward, Director of Recreation & Parks: Park Maintenance Worker III (new) was unanimously approved.

Job description for Finance Department was presented by Bruce Miller, Director of Finance: Finance Office Administrator (new) was unanimously approved.

The meeting adjourned approximately at 8:40 a.m.

FOR THE BOARD:


Anthony F. Christhilf, Esq.
Acting Chair

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

September 16, 2013

MEMBERS PRESENT: Anthony F. CHRISTHILF, Acting Chair
Jennifer BEARD
Samuel CALLAHAN
Allen PACK

STAFF PRESENT: Paul RENSTED, HR Director
Rose Mary BLOUIN, Human Resources
Laurie GARDNER, Human Resources

Gary ELSON, Assistant City Attorney
Mark HOWES, Esq.

A quorum being present, the Acting Chair, Mr. Christhilf, called the meeting to order at 8:32 a.m.

ISSUE BEFORE THE BOARD: Job Descriptions

Job descriptions for the Recreation and Parks Department were presented by Brian Woodward, Director of Recreation & Parks. Descriptions for a Parks & Facilities Division Chief (new) and a Recreation Division Chief (new) were unanimously approved.

A job description for the Public Works Department was presented by David Jarrell, Director of Public Works. The description for a Fleet Manager (new) was unanimously approved.

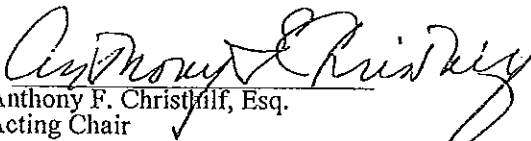
ISSUE BEFORE THE BOARD: Appeal Hearing – Rufus Steed

Mr. Steed filed an appeal to the Board from the decision of Mr. Rensted, HR Director, to disallow a change of the beneficiary of Mr. Steed's pension benefits.

After testimony, acceptance of exhibits into evidence and closing arguments by counsel, the Board requested written memoranda from counsel by October 1, 2013.

The meeting adjourned approximately at 10:45 a.m.

FOR THE BOARD:


Anthony F. Christhilf, Esq.
Acting Chair

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES
May 19, 2014

MEMBERS PRESENT: Anthony F. CHRISTHILF, Acting Chair
Jennifer BEARD
Samuel CALLAHAN
Allen PACK

STAFF PRESENT: Paul RENSTED, HR Director
Rose Mary BLOUIN, Human Resources
Brian WOODWARD, Acting City Manager
Julian WALTERS, Acting Recreation & Parks Director

A quorum being present, the Chairperson, Mr. Christhif, called the meeting to order at 8:07 a.m.

ISSUE BEFORE THE BOARD: Job Descriptions

Job description for Recreation and Parks Department was presented by Julian Walters, Acting Director of Recreation & Parks: Deputy Harbormaster (reclassification).

Job description for Recreation and Parks Department was presented by Brian Woodward, Acting City Manager: Stanton Center Manager (reclassification).

Both job descriptions were unanimously approved.

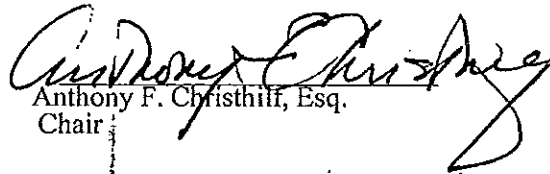
ISSUE BEFORE THE BOARD: Election of Officers

Anthony F Christhif was elected to serve as Chair for a period on one year.

Allen Pack was elected to serve as Vice-Chair for a period of one year.

The meeting adjourned approximately at 8:39 a.m.

FOR THE BOARD:


Anthony F. Christhif, Esq.
Chair

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES
December 8, 2014

MEMBERS PRESENT: Anthony F. CHRISTHILF, Acting Chair
Jennifer BEARD
Samuel CALLAHAN
Allen PACK

STAFF PRESENT: Paul RENSTED, HR Director
Rose Mary BLOUIN, Human Resources
David JARRELL, Director, PW
Marcia PATRICK, Asst. Director, PW
Chris AMOIA, Capt., APD

A quorum being present, the Chairperson, Mr. Christhif, called the meeting to order at 8:05 a.m.

ISSUE BEFORE THE BOARD: Job Descriptions

Job descriptions for Public Works were presented by David Jarrell:

Public Works Service Worker (revised);
Facilities Maintenance Technician (new);
Facilities Maintenance Engineer I (revised);
Facilities Maintenance Engineer II (revised); and
Facilities Maintenance Supervisor (revised)

All job descriptions were unanimously approved.

Job descriptions for Police Department were presented by Capt. Chris Amoia:

Community Services Specialist (revised) was unanimously approved with minor revisions;
Crime Analyst (new) was unanimously approved.

The meeting adjourned approximately at 8:19 a.m.

FOR THE BOARD:


Anthony F. Christhif, Esq.
Chair