



Wes Moore GOVERNOR

Aruna Miller LT. GOVERNOR

Charles Glass, Ph.D., P.E. EXECUTIVE DIRECTOR

**BOARD OF DIRECTORS
HUMAN RESOURCES COMMITTEE
MEETING MINUTES
January 19, 2023**

LOCATION: Conference/Video Call

TIME: 11:00 a.m.

COMMITTEE MEMBERS PRESENT: Marian C. Hwang, Esq. (Chair) (phone)
Honorable Frederic N. Smalkin (video)
Robert L. Witt II (phone)

COMMITTEE MEMBERS ABSENT: Hiram L. Tanner, Jr., P.E.

OTHERS PRESENT: Charles C. Glass, Ph.D., P.E., Executive Director
Sean Coleman, Esq.
Ellen Frketic
Melissa Slatnick
Pamela Fuller
Casey Powers (IT) (video)

CALL TO ORDER

Ms. Hwang called the meeting to order at 11:00 a.m. Some Board members and staff participated via Zoom video and/or audio call; the remainder were present at Maryland Environmental Service (MES) Headquarters. The meeting was streamed live to the public via YouTube.

MINUTES

Ms. Hwang requested discussion or a motion for the approval of the October 18, 2022, committee meeting minutes. There were no questions or comments. The minutes were unanimously approved.

ELECTRICIAN & MECHANIC CAREER LADDERS

Ms. Slatnick presented the Electrician and Mechanic Career ladders to the Committee for their review and comments. These ladders represent an effort to clean up and create clearly defined career paths for these designations. The changes will have minimal impact on current employees, as many will have a lateral move.

The mechanic ladder will decrease the number of classifications. Many current levels were duplicative, with similar titles. They have created two avenues: a technical path and a supervisory path.

Summary of proposed changes to the Mechanic classification series

The proposed mechanic classification series includes both technical and supervisory tracks with overlap to provide career advancement through either track. Grade advancement requirements include additional years of experience or education, as well as approved training or certification.

- Combine similar mechanic position classifications (with similar grades) into one series that progresses in grade increases with experience and additional education or certifications.
 - Mechanic Trainee – Grade 2
 - Mechanic – Grade 4
 - Senior Mechanic – Grade 5
 - Lead Mechanic – Grade 6
 - Senior Lead Mechanic – Grade 7
- Combine similar supervisory mechanic position classifications (with similar grades) into a similar series that progresses in grade increases with experience and education and includes supervisory or management requirements.
 - Maintenance Supervisor – Grade 6
 - Senior Maintenance Supervisor – Grade 7
 - Lead Maintenance Supervisor – Grade 8
 - Manager, Mechanical Projects – Grade 8
 - Senior Lead Maintenance Supervisor – Grade 9

Summary of proposed changes to the Electrician classification series

The proposed electrician classification series requires additional years of experience or education, as well as approved training or certification for grade advancement. The proposed changes also include a new Electrician Apprentice position (Grade 3) for those who have more experience than an Electrician Trainee (Grade 2) but do not yet meet the

experience requirement for an Electrician (Grade 4). Additionally, a new Grade 10 Master Electrician classification has been added for those that obtain their Master Electrician license.

- Electrician Trainee – Grade 2
- NEW Electrician Apprentice – Grade 3
- Electrician I – Grade 4
- Senior Electrician (II) – Grade 5
- Lead Electrician (III) – Grade 6
- Senior Lead Electrician (IV) – Grade 8
- Master Electrician (V) – Grade 10

All levels of both ladders set out training and certification requirements. Current staff were consulting when drafting these steps. The tuition policy can be used to cover educational requirements, or education can be funded through training budgets.

Mr. Witt made a motion for the committee to recommend approval of the career ladders to the full board at the next meeting. Judge Smalkin seconded. The motion passed unanimously.

ADJOURNMENT

Upon motion by Ms. Hwang, the meeting adjourned at 11:22 a.m.

Marian C. Hwang

MARIAN HWANG, ESQ.
HUMAN RESOURCES COMMITTEE CHAIR