



SPECIAL ORDER

SPECIAL ORDER 2018.50

Professional Standards Officer Vacancy

ADMINISTRATIVE SERVICES BUREAU

Issue Date: September 20, 2018

Expiration Date: October 15, 2018

Applicability: All Career Battalion Chiefs

1 OVERVIEW

2 The Department of Fire and Rescue Services (Department) Administrative Services Bureau (ASB) is
3 accepting interest for assignment to the position of Professional Standards Officer, a day-work position
4 within the bureau at the rank of Battalion Chief.

5 DEFINITIONS

6 ➤ None

7 TOPIC DETAILS

8 **Interested personnel should submit a Letter of Interest to Assistant Chief Lou Winston, Administrative**
9 **Services Bureau, via the chain of command by close of business on October 1, 2018.** All personnel who
10 express interest in the position shall be contacted.

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12 This position is an integral part of the ASB team. Primary responsibilities of the Professional Standards
13 Officer include functioning as a liaison with supervisors, managers, and employees both internally and
14 externally to the Department for purposes of resolving issues, providing recommendations, and
15 establishing courses of action for professional standards and personnel-related matters. As part of the
16 ASB team, this position also performs work associated with other bureau-wide responsibilities, including
17 human resource issues, payroll, budget and finance, policy, and grant management. See *Attachment A:*
18 *Summary of Essential Duties and Responsibilities* for further information.

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20 The required work schedule for the assignment is a standard five weekday, 40-hour per week, day-work
21 schedule. Some flexibility in specific daily work hours is possible, and can be discussed. This assignment
22 is for a minimum two-year commitment.

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24 The following are the qualifications for interested personnel. If any of the preferred qualifications are not
25 met, interested personnel are still encouraged to submit a Letter of Interest. It may be possible to
26 achieve some of these credentials once assigned to ASB. Preference may be given to those who meet the
27 preferred qualifications.

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30 **REQUIRED QUALIFICATIONS:**

- 31 • Refer to Class Plan requirements for Battalion Chief.

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33 **PREFERRED KNOWLEDGE AND EXPERIENCE:**

- 34 • Thorough knowledge of human resource issues as they relate to the Department.
- 35 • Knowledge of supervisory methods and techniques.
- 36 • Knowledge of County government functions and of applicable Departmental policies, rules,
- 37 regulations and procedures.
- 38 • Experience or contribution to Department policy and program development.

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40 Anyone with questions may contact Assistant Chief Lou Winston by telephone at x5975 or by

41 Departmental email. Information regarding the focus of ASB can also be obtained by visiting the

42 Department's Intranet page.

43 **FORMS/ATTACHMENTS/REFERENCES**

- 44 • Attachment A: Summary of Essential Duties and Responsibilities

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47 Approved:

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51 Daniel Merson, Interim Fire Chief

52 Office of the Fire Chief

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55 Author:

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59 Lou Winston, Assistant Chief

60 Administrative Services Bureau



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Attachment A:

Professional Standards Officer (ASB) Summary of Essential Duties and Responsibilities

- Coordinate Department personnel functions with Howard County Department of Human Resources.
- Develop and implement new Department administrative policies for approval.
- Create and/or review Department forms, reports and manuals as needed.
- In concert with the Department of Human Resources, provide guidance to DFRS employees, managers, and department heads concerning classification and compensation.
- Coordinate, or participate in, Departmental reviews and investigations or refer to County HR as appropriate.
- Coordinate background checks on candidates for employment.
- Represent Department at meetings, hearings, and conferences as required.
- Prepare, maintain, and distribute reports, assess and resolve personnel matters (including appropriate documentation), and refer more complex cases or issues to senior officers for action.
- Assist in budget preparation and administration, expenditures, and fiscal actions in assigned areas; participate in preparation and follow-up of grant requests.
- Observe, monitor, and evaluate subordinates' performance in all job areas.
- Coach, counsel, motivate, and provide individual instruction and guidance to subordinates as needed.
- Respond to emergency incidents as necessary.