

MEMORANDUM

TO: Headquarters' Program Directors, All Personnel Officers, and All
Personnel Liaisons

FROM: Dale McDonough, Personnel Officer, OHR Contracts Unit

RE: New Processing Guidelines Effective 7/1/09

DATE: June 15, 2009

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Effective 7/1/09, the Consolidation of Classification and Salary Services puts in place a change to the Processing Guidelines for Special Payments Payroll. The following applies to DHMH.

Any contract with a classification that does **NOT** appear on the attached DHMH Delegated Classifications listing will require the approval (certification) of the Department of Budget and Management (DBM) regardless of whether the contract meets the Fiscal Exclusion.

Those contracts with a classification that **IS** on the DHMH Delegated Classifications listing **AND meets the Fiscal Exclusion** will **NOT** require approval by DBM. A Fiscal Exclusion is:

- The person is not employed under any other contract with the contracting agency;
- The hourly or daily rate of remuneration specified in the contract does not exceed the comparable hourly or daily rates for maximum of grade 15;
- The total contract cost does not exceed the maximum salary of grade 15.

In addition, contracts shown on the attached "Exempt Certification Review Codes" instructions that were previously exempt from certification, remain exempt. You must use the applicable Review Code on the 311-T Form for these types of contracts.

Regarding the use of Review Codes "07" and "99", if an initial hire contract meets the Fiscal Exclusion, Review Code 07 is to be used. When that contract is due for renewal, the review code should be changed to Review Code "99". If an initial hire contract does

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Headquarters' Program Directors, All Personnel Officers & All Personnel Liaisons
June 3, 2009

NOT meet the Fiscal Exclusion, Review Code "99" is to be used; this review code will remain the same on renewal contracts.

ALL contracts, including renewals, **NOT** appearing on the DHMH Delegated Classifications listing requires a CPB 312 Form and must receive certification (approval) from DBM.

Special Payments Payroll contracts for units with On-Site Personnel Officers are to submit contracts requiring DBM certification directly to DBM at the following address:

Penni Miller, Director
Department of Budget & Management
Division of Classification & Salary
301 West Preston Street – Room 603
Baltimore, MD 21201-2365

Please do not hesitate to contact me should you have any questions at (410) 767-6400 or Mary Lee Ports at (410) 767-6411.

DRM/drm

cc: Janet Nugent
Leslie Friedman

DHMM DELEGATED CLASSES

JUNE 1, 2009

| Class C | Class Title | Scale | NCP | WA | S | BU | ABOL |
|---------|--|-------|-----|----|---|----|------|
| 1563 | A/D ASSOCIATE COUNSELOR | 0014 | | 06 | P | E | |
| 1562 | A/D ASSOCIATE COUNSELOR PROVISIONAL | 0012 | | 06 | P | E | |
| 1566 | A/D PROFESSIONAL COUNSELOR | 0016 | | 06 | P | E | |
| 1565 | A/D PROFESSIONAL COUNSELOR PROVISIONAL | 0014 | | 06 | P | E | |
| 1568 | A/D PROFESSIONAL COUNSELOR SUPERVISOR | 0017 | | 06 | P | S | |
| 1561 | A/D SUPERVISED COUNSELOR | 0012 | | 06 | P | D | |
| 1560 | A/D SUPERVISED COUNSELOR PROVISIONAL | 0010 | | 06 | P | D | |
| 4546 | ACCOUNTANT I | 0014 | Y | 05 | S | G | |
| 4547 | ACCOUNTANT II | 0015 | Y | 05 | S | G | |
| 4545 | ACCOUNTANT TRAINEE | 0013 | Y | 05 | S | G | |
| 4200 | ACTIVITY THERAPY ASSOCIATE I | 0007 | Y | 06 | S | D | |
| 4201 | ACTIVITY THERAPY ASSOCIATE II | 0008 | Y | 06 | S | D | |
| 4202 | ACTIVITY THERAPY ASSOCIATE III | 0009 | Y | 06 | S | D | |
| 2239 | AGENCY HLTH AND SAFETY SPEC I | 0008 | Y | 17 | S | C | |
| 3298 | AGENCY HLTH AND SAFETY SPEC II | 0009 | Y | 17 | S | C | |
| 0061 | ALCOH & OTHER DRUG ABUSE PREVENT SPEC | 0010 | | 06 | S | E | |
| 4205 | ART THERAPIST I | 0012 | Y | 06 | S | E | |
| 4206 | ART THERAPIST II | 0013 | Y | 06 | S | E | |
| 4207 | ART THERAPIST SUPERVISOR | 0014 | | 06 | S | S | |
| 0119 | ASSOC LIBRARIAN I | 0012 | | 13 | P | G | |
| 0127 | AUTOMOTIVE SERVICES HELPER | 0005 | Y | 15 | S | A | |
| 0126 | AUTOMOTIVE SERVICES MECHANIC | 0010 | Y | 15 | S | A | |
| 0336 | AUTOPSY ASSISTANT | 1007 | Y | 06 | S | D | |
| 0335 | AUTOPSY ASSISTANT TRAINEE | 1006 | Y | 06 | S | D | |
| 0337 | AUTOPSY ASSISTANT, LEAD | 1008 | | 06 | S | D | |
| 3052 | BAKER I | 1005 | Y | 15 | S | A | |
| 1796 | BAKER II | 1006 | Y | 15 | S | A | |
| 0136 | BARBER | 0005 | | 15 | S | A | |
| 0138 | BEAUTY OPERATOR | 0005 | | 15 | S | A | |
| 4023 | BUILDING SECURITY OFFICER I | 1005 | Y | 19 | S | H | |
| 4024 | BUILDING SECURITY OFFICER II | 1006 | Y | 19 | S | H | |
| 4022 | BUILDING SECURITY OFFICER TRAINEE | 1005 | Y | 19 | S | H | |
| 4556 | BUILDING SERVICES WORKER | 0005 | Y | 15 | S | A | |
| 4557 | BUILDING SERVICES WORKER | 0005 | Y | 15 | S | A | |
| 0161 | BUYERS CLERK | 0008 | | 10 | S | B | |
| 4452 | CAMH ASSOCIATE I | 1008 | Y | 06 | S | D | |
| 4453 | CAMH ASSOCIATE II | 1009 | Y | 06 | S | D | |
| 4454 | CAMH ASSOCIATE III | 1010 | Y | 06 | S | D | |
| 4458 | CAMH SPECIALIST I | 1012 | Y | 06 | S | E | |
| 4459 | CAMH SPECIALIST II | 1013 | Y | 06 | S | E | |
| 0167 | CARPENTER | 0008 | | 15 | S | A | |
| 2126 | CARPENTER TRIM | 0009 | | 15 | S | A | |
| 5188 | CHAPLAIN | 0015 | Y | 01 | P | X | |
| 0236 | CHEMIST I | 0014 | Y | 12 | S | G | |
| 0237 | CHEMIST II | 0015 | Y | 12 | S | G | |
| 1439 | CLERICAL ASSISTANT | 9999 | | 03 | S | B | |
| 4215 | COMM HLTH NURSE I | 0015 | Y | 06 | P | E | |
| 4216 | COMM HLTH NURSE II | 0016 | Y | 06 | P | E | |
| 4217 | COMM HLTH NURSE PSYCHIATRIC | 0017 | | 06 | P | E | |
| 4218 | COMM HLTH NURSE SUPERVISOR | 0017 | | 06 | P | S | |
| 0205 | COMM HLTH OUTREACH WORKER I | 0006 | Y | 06 | S | D | |

DHHM DELEGATED CLASSES

JUNE 1, 2009

| | | | | | | |
|------|----------------------------------|------|---|----|---|---|
| 0206 | COMM HLTH OUTREACH WORKER II | 0007 | Y | 06 | S | D |
| 4408 | COMPUTER INFO SERVICES SPEC I | 0013 | Y | 03 | S | G |
| 4409 | COMPUTER INFO SERVICES SPEC II | 0015 | Y | 03 | S | G |
| 4410 | COMPUTER INFO SERVICES SPEC SUPV | 0017 | | 03 | S | S |
| 4412 | COMPUTER NETWORK SPEC I | 0016 | Y | 03 | S | G |
| 4413 | COMPUTER NETWORK SPEC II | 0017 | Y | 03 | S | G |
| 4411 | COMPUTER NETWORK SPEC TRAINEE | 0015 | Y | 03 | S | G |
| 3054 | COOK I | 1005 | Y | 15 | S | A |
| 1797 | COOK II | 1006 | Y | 15 | S | A |
| 4559 | CUSTOM SEWER II | 0005 | Y | 15 | S | A |
| 4224 | DANCE THERAPIST I | 0012 | Y | 06 | S | E |
| 4225 | DANCE THERAPIST II | 0013 | Y | 06 | S | E |
| 4226 | DANCE THERAPIST SUPERVISOR | 0014 | | 06 | S | S |
| 0798 | DATA ENTRY OPERATOR I | 0006 | Y | 03 | S | B |
| 0799 | DATA ENTRY OPERATOR II | 0007 | Y | 03 | S | B |
| 0800 | DATA ENTRY OPERATOR LEAD | 0008 | | 03 | S | B |
| 0801 | DATA ENTRY OPERATOR SUPR | 0010 | | 03 | S | S |
| 4228 | DENTAL ASSISTANT I | 0007 | Y | 06 | S | D |
| 4229 | DENTAL ASSISTANT II | 0008 | Y | 06 | S | D |
| 4227 | DENTAL ASSISTANT TRAINEE | 0006 | Y | 06 | S | D |
| 4230 | DENTAL HYGIENIST I | 0010 | Y | 06 | S | D |
| 4231 | DENTAL HYGIENIST II | 0012 | Y | 06 | S | D |
| 4233 | DENTIST I | 0023 | Y | 06 | P | E |
| 4234 | DENTIST II | 0024 | Y | 06 | P | E |
| 4209 | DEVELOPMENTAL DISABIL ASSOC | 1009 | | 06 | S | D |
| 4238 | DIALYSIS SERV TECH I | 1009 | Y | 06 | S | D |
| 4239 | DIALYSIS SERV TECH II | 1011 | Y | 06 | S | D |
| 4237 | DIALYSIS SERV TECH TRAINEE | 1007 | Y | 06 | S | D |
| 4002 | DIRECT CARE ASST I | 1006 | Y | 06 | S | D |
| 4003 | DIRECT CARE ASST II | 1007 | Y | 06 | S | D |
| 4001 | DIRECT CARE TRAINEE | 1005 | Y | 06 | S | D |
| 0217 | DRIVER/ATTENDANT OCME | 0005 | | 15 | S | A |
| 0418 | ELECTRICIAN | 0009 | | 15 | S | A |
| 0598 | ELECTRICIAN SENIOR | 0011 | | 15 | S | A |
| 2646 | ELECTRONIC TECH I | 0009 | Y | 07 | S | B |
| 2647 | ELECTRONIC TECH II | 0010 | Y | 07 | S | B |
| 2236 | ENVRMNTL HEALTH AIDE I | 0005 | Y | 06 | S | D |
| 2237 | ENVRMNTL HEALTH AIDE II | 0006 | Y | 06 | S | D |
| 2371 | ENVRMNTL HEALTH AIDE III | 0008 | Y | 06 | S | D |
| 2429 | ENVRMNTL SANITARIAN I | 0014 | Y | 06 | P | G |
| 2430 | ENVRMNTL SANITARIAN II | 0015 | Y | 06 | P | G |
| 2431 | ENVRMNTL SANITARIAN SUPV | 0016 | | 06 | P | S |
| 2428 | ENVRMNTL SANITARIAN TRAINEE | 0013 | Y | 06 | S | G |
| 3641 | EPIDEMIOLOGIST I | 0016 | Y | 06 | P | E |
| 3642 | EPIDEMIOLOGIST II | 0017 | Y | 06 | P | E |
| 0463 | FINANCIAL AGENT I | 0008 | Y | 17 | S | G |
| 1246 | FINANCIAL AGENT II | 0009 | Y | 17 | S | G |
| 3424 | FINANCIAL AGENT III | 0010 | Y | 17 | S | G |
| 4517 | FISCAL ACCOUNTS CLERK I | 0007 | Y | 05 | S | B |
| 4518 | FISCAL ACCOUNTS CLERK II | 0009 | Y | 05 | S | B |
| 4521 | FISCAL ACCOUNTS CLERK MANAGER | 0014 | | 05 | S | S |
| 4520 | FISCAL ACCOUNTS CLERK SUPERVISOR | 0012 | | 05 | S | S |

DHMH DELEGATED CLASSES

JUNE 1, 2009

| | | | | | | |
|-------------|-----------------------------------|-------------|----------|-----------|----------|-------------|
| 4516 | FISCAL ACCOUNTS CLERK TRAINEE | 0006 | Y | 05 | S | B |
| 4519 | FISCAL ACCOUNTS CLERK, LEAD | 0010 | | 05 | S | B |
| 0163 | FOOD SERVICE ASSISTANT | 1005 | | 15 | S | A |
| 4560 | FOOD SERVICE WORKER I | 1005 | Y | 15 | S | A |
| 4561 | FOOD SERVICE WORKER II | 1005 | Y | 15 | S | A |
| 1193 | GERIATRIC NURSING ASSISTANT I | 1006 | Y | 06 | S | D |
| 1194 | GERIATRIC NURSING ASSISTANT II | 1007 | Y | 06 | S | D |
| 0497 | GROUNDS SUPERVISOR I | 0006 | | 15 | S | S |
| 0498 | GROUNDS SUPERVISOR II | 0008 | | 15 | S | S |
| 4577 | GROUNDSKEEPER I | 0005 | Y | 15 | S | A |
| 4578 | GROUNDSKEEPER II | 0005 | Y | 15 | S | A |
| 1444 | HABILITATION TECHNICIAN | 0009 | | 06 | S | D |
| 4242 | HLTH AIDE TRAINEE | | | | | ABOL |
| 4241 | HLTH AIDE II | | | | | ABOL |
| 4243 | HLTH AIDE II | 0005 | Y | 06 | S | D |
| 1421 | HLTH FAC SURVEYOR I DIETARY | 0013 | Y | 06 | P | E |
| 1422 | HLTH FAC SURVEYOR I ENVR HLTH | 0013 | Y | 06 | P | E |
| 3327 | HLTH FAC SURVEYOR I GENERAL | 0013 | Y | 06 | P | E |
| 1424 | HLTH FAC SURVEYOR I PHARMACY | 0013 | Y | 06 | P | E |
| 1423 | HLTH FAC SURVEYOR I PHYS THERPY | 0013 | Y | 06 | P | E |
| 1500 | HLTH FAC SURVEYOR II DIETARY | 0014 | Y | 06 | P | E |
| 1501 | HLTH FAC SURVEYOR II ENV HLTH | 0014 | Y | 06 | P | E |
| 3480 | HLTH FAC SURVEYOR II GENERAL | 0014 | Y | 06 | P | E |
| 1503 | HLTH FAC SURVEYOR II PHARMACY | 0014 | Y | 06 | P | E |
| 1504 | HLTH FAC SURVEYOR II PHY THERPY | 0014 | Y | 06 | P | E |
| 3615 | HLTH RECORDS TECH TR | 0007 | Y | 06 | S | D |
| 3616 | HLTH RECORDS TECH I | 0008 | Y | 06 | S | D |
| 3617 | HLTH RECORDS TECH II | 0009 | Y | 06 | S | D |
| 3619 | HLTH RECORDS TECH SUPV | 0011 | | 06 | S | S |
| 0734 | HLTH SER SPEC I | 0010 | Y | 06 | S | E |
| 2149 | HLTH SER SPEC II | 0011 | Y | 06 | S | E |
| 2924 | HLTH SER SPEC III | 0012 | | 06 | S | E |
| 4438 | HOME HEALTH NURSE | 0017 | | 06 | P | E |
| 0504 | HOUSEKEEPING SUPV I | 0006 | | 15 | S | S |
| 0526 | HOUSEKEEPING SUPV II | 0007 | | 15 | S | S |
| 0876 | HOUSEKEEPING SUPV III | 0008 | | 15 | S | S |
| 2066 | HOUSEKEEPING SUPV IV | 0009 | | 15 | S | S |
| 0629 | INSTRUCTIONAL ASSISTANT I | 0006 | Y | 16 | S | B |
| 0630 | INSTRUCTIONAL ASSISTANT II | 0008 | Y | 16 | S | B |
| 3465 | INTERVIEWER-TRANSLATOR | 0008 | | 09 | S | B |
| 4467 | IT PROGRAMMER | 0013 | Y | 03 | S | G |
| 4469 | IT PROGRAMMER ANALYST I | 0016 | Y | 03 | S | G |
| 4470 | IT PROGRAMMER ANALYST II | 0017 | Y | 03 | S | G |
| 4468 | IT PROGRAMMER ANALYST TRAINEE | 0015 | Y | 03 | S | G |
| 4466 | IT PROGRAMMER TRAINEE | 0010 | Y | 03 | S | G |
| 4246 | LICENSED PRACTICAL NURSE I | 1011 | Y | 06 | S | D |
| 4247 | LICENSED PRACTICAL NURSE II | 1012 | Y | 06 | S | D |
| 2734 | LINEN SERVICE CHIEF | 0005 | | 15 | S | S |
| 1003 | LINEN SERVICE SUPV | 0006 | | 15 | S | S |
| 4562 | LINEN SERVICE WORKER I | 0005 | Y | 15 | S | A |
| 4563 | LINEN SERVICE WORKER II | 0005 | Y | 15 | S | A |
| 0395 | LOCKSMITH | 0009 | | 15 | S | A |

DHMH DELEGATED CLASSES

JUNE 1, 2009

| | | | | | | | |
|-------------|--------------------------------------|-------------|----------|-----------|----------|----------|-------------|
| 2736 | MAINT ASST | 0006 | | 15 | S | A | |
| 1107 | MAINT MECHANIC | 0007 | | 15 | S | A | |
| 0606 | MAINT MECHANIC SENIOR | 0008 | | 15 | S | A | |
| 0620 | MASON PLASTERER | 0009 | | 15 | S | A | |
| 4250 | MEDICAL SERV REVIEWING NURSE I | 0016 | Y | 06 | P | E | |
| 4251 | MEDICAL SERV REVIEWING NURSE II | 0017 | Y | 06 | P | E | |
| 2243 | MENTAL HEALTH ASSOC I | 1008 | Y | 06 | S | D | |
| 2500 | MENTAL HEALTH ASSOC II | 1009 | Y | 06 | S | D | |
| 1254 | METAL MAINTENANCE WORKER | 0009 | | 15 | S | A | |
| 1258 | MOTOR VEHICLE OPER II | 0005 | Y | 15 | S | A | |
| 4253 | MUSIC THERAPIST I | 0012 | Y | 06 | S | E | |
| 4254 | MUSIC THERAPIST II | 0013 | Y | 06 | S | E | |
| 4255 | MUSIC THERAPIST SUPERVISOR | 0014 | | 06 | S | S | |
| 4256 | NURSE PRACTITIONER/MIDWIFE I | 1018 | Y | 06 | P | E | |
| 4257 | NURSE PRACTITIONER/MIDWIFE II | 1019 | Y | 06 | P | E | |
| 4258 | NURSE PRACTITIONER/MIDWIFE SUPER | 1020 | | 06 | P | S | |
| 0013 | NURSING TECH | 1014 | | 06 | P | E | |
| 3331 | NUTRITIONIST I | 0014 | Y | 06 | P | E | |
| 1272 | NUTRITIONIST II | 0015 | Y | 06 | P | E | |
| 2318 | OBS-TEACHER AIDE I | 0005 | Y | 16 | S | E | ABOL |
| 2958 | OBS-TEACHER AIDE II | 0005 | Y | 16 | S | E | ABOL |
| 4265 | OCCUPATIONAL THERAPIST I | 0014 | Y | 06 | P | E | |
| 4266 | OCCUPATIONAL THERAPIST II | 0016 | Y | 06 | P | E | |
| 4396 | OCCUPATIONAL THERAPIST III ADV | 0017 | | 06 | P | E | |
| 4267 | OCCUPATIONAL THERAPIST III LEAD | 0017 | | 06 | P | E | |
| 0015 | OCCUPATIONAL THERAPIST INSTITUTIONAL | 0015 | | 06 | P | E | |
| 4268 | OCCUPATIONAL THERAPIST SUPERVISOR | 0018 | | 06 | P | S | |
| 4270 | OCCUPATIONAL THERAPY ASST I | 0009 | Y | 06 | S | D | |
| 4271 | OCCUPATIONAL THERAPY ASST II | 0010 | Y | 06 | S | D | |
| 1373 | OFFICE CLERK ASSISTANT | 0005 | Y | 03 | S | B | |
| 1374 | OFFICE CLERK I | 0006 | Y | 03 | S | B | |
| 1375 | OFFICE CLERK II | 0007 | Y | 03 | S | B | |
| 1368 | OFFICE PROCESSING ASSISTANT | 0005 | Y | 03 | S | B | |
| 1369 | OFFICE PROCESSING CLERK I | 0006 | Y | 03 | S | B | |
| 1370 | OFFICE PROCESSING CLERK II | 0007 | Y | 03 | S | B | |
| 1371 | OFFICE PROCESSING CLERK LEAD | 0008 | | 03 | S | B | |
| 1372 | OFFICE PROCESSING CLERK SUPR | 0010 | | 03 | S | B | |
| 1376 | OFFICE SERVICES CLERK | 0008 | | 03 | S | B | |
| 1377 | OFFICE SERVICES CLERK LEAD | 0009 | | 03 | S | B | |
| 0667 | PAINTER | 0009 | | 15 | S | A | |
| 0086 | PATIENT/CLIENT DRIVER | 1006 | | 15 | S | A | |
| 1268 | PH LAB ASSISTANT I | 0005 | Y | 04 | S | B | |
| 1269 | PH LAB ASSISTANT II | 0005 | Y | 04 | S | B | |
| 1270 | PH LAB ASSISTANT III | 0006 | Y | 04 | S | B | |
| 0304 | PH LAB TECHNICIAN I | 0007 | Y | 04 | S | B | |
| 0305 | PH LAB TECHNICIAN II | 0008 | Y | 04 | S | B | |
| 0306 | PH LAB TECHNICIAN III | 0009 | Y | 04 | S | B | |
| 0688 | PHARMACIST I | 0016 | Y | 06 | P | E | |
| 2376 | PHARMACIST II | 0017 | Y | 06 | P | E | |
| 3451 | PHARMACIST III | 0018 | | 06 | P | E | |
| 0680 | PHARMACY TECHNICIAN | 0005 | | 06 | S | D | |
| 4272 | PHYSICAL THERAPIST I | 0014 | Y | 06 | P | E | |

DHMH DELEGATED CLASSES

JUNE 1, 2009

| | | | | | | |
|------|--------------------------------------|------|---|----|---|---|
| 4273 | PHYSICAL THERAPIST II | 0016 | Y | 06 | P | E |
| 4397 | PHYSICAL THERAPIST III ADV | 0017 | | 06 | P | E |
| 4274 | PHYSICAL THERAPIST III LEAD | 0017 | | 06 | P | E |
| 0014 | PHYSICAL THERAPIST INSTITUTIONAL | 0015 | | 06 | P | E |
| 4275 | PHYSICAL THERAPIST SUPERVISOR | 0018 | | 06 | P | S |
| 4276 | PHYSICAL THERAPY ASSISTANT I | 0009 | Y | 06 | S | D |
| 4277 | PHYSICAL THERAPY ASSISTANT II | 0010 | Y | 06 | S | D |
| 4606 | PHYSICIAN CLINICAL SPECIALIST | 1036 | | 06 | P | E |
| 4603 | PHYSICIAN CLINICAL STAFF | 1033 | | 06 | P | E |
| 0697 | PLUMBER | 0009 | | 15 | S | A |
| 4125 | POLICE OFFICER I | 1106 | Y | 19 | S | I |
| 4126 | POLICE OFFICER II | 1107 | Y | 19 | S | I |
| 4127 | POLICE OFFICER III | 1108 | | 19 | S | I |
| 4128 | POLICE OFFICER SUPERVISOR | 1109 | | 19 | S | S |
| 4124 | POLICE OFFICER TRAINEE | 1105 | Y | 19 | S | I |
| 0012 | PRACTICAL NURSING TECH | 0009 | | 06 | S | D |
| 0612 | PSYCHOLOGIST I | 0018 | Y | 01 | P | F |
| 0613 | PSYCHOLOGIST II | 0019 | Y | 01 | P | F |
| 0464 | PSYCHOLOGIST INTERN | 9999 | | 01 | P | F |
| 0465 | PSYCHOLOGY ASSOCIATE DOCTORATE | 0017 | Y | 01 | P | F |
| 0608 | PSYCHOLOGY ASSOCIATE I MASTERS | 0012 | Y | 01 | P | F |
| 0609 | PSYCHOLOGY ASSOCIATE II MASTERS | 0013 | Y | 01 | P | F |
| 0610 | PSYCHOLOGY ASSOCIATE III MASTERS | 0014 | Y | 01 | P | F |
| 4280 | RADIOLOGIC TECHNOLOGIST I | 1009 | Y | 06 | S | D |
| 4281 | RADIOLOGIC TECHNOLOGIST II | 1010 | Y | 06 | S | D |
| 2036 | REFRIGERATION MECHANIC | 0010 | | 15 | S | A |
| 1440 | REGISTERED DIETITIAN I | 0013 | Y | 06 | P | E |
| 1446 | REGISTERED DIETITIAN II | 0014 | Y | 06 | P | E |
| 4284 | REGISTERED NURSE | 1016 | | 06 | P | E |
| 4286 | REGISTERED NURSE CHARGE MED | 1017 | | 06 | P | E |
| 0349 | REGISTERED NURSE CHARGE PERKINS | 1018 | | 06 | P | E |
| 4285 | REGISTERED NURSE CHARGE PSYCH | 1017 | | 06 | P | E |
| 0348 | REGISTERED NURSE PERKINS | 1017 | | 06 | P | E |
| 4288 | REGISTERED NURSE SUPV MED | 1018 | | 06 | P | S |
| 0350 | REGISTERED NURSE SUPV PERKINS | 1019 | | 06 | P | S |
| 4287 | REGISTERED NURSE SUPV PSYCH | 1018 | | 06 | P | S |
| 4300 | RESPIRATORY CARE NURSE | 1017 | | 06 | P | E |
| 2412 | RESPIRATORY CARE PRACTITIONER I | 1012 | Y | 06 | P | E |
| 2413 | RESPIRATORY CARE PRACTITIONER II | 1014 | | 06 | P | E |
| 2414 | RESPIRATORY CARE PRACTITIONER LEAD | 1015 | | 06 | P | E |
| 2415 | RESPIRATORY CARE PRACTITIONER SUPV | 1016 | | 06 | P | S |
| 2388 | RESPIRATORY THERAPIST II | 1014 | Y | 06 | P | E |
| 4143 | SECURITY ATTEND I | 1011 | Y | 19 | S | H |
| 4150 | SECURITY ATTEND I HOSP POLICE | 1011 | Y | 19 | S | H |
| 4144 | SECURITY ATTEND II | 1012 | Y | 19 | S | H |
| 4151 | SECURITY ATTEND II HOSP POLICE | 1012 | Y | 19 | S | H |
| 4145 | SECURITY ATTEND III | 1013 | | 19 | S | H |
| 4152 | SECURITY ATTEND III HOSP POLICE | 1013 | | 19 | S | H |
| 4146 | SECURITY ATTEND LPN | 1015 | | 19 | S | H |
| 4147 | SECURITY ATTEND SUPV | 1015 | | 19 | S | S |
| 4153 | SECURITY ATTEND SUPV HOSP POLICE | 1015 | | 19 | S | S |
| 4154 | SECURITY ATTENDANT NURSING I,PERKINS | 1011 | Y | 19 | S | H |

DHMH DELEGATED CLASSES

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| | | | | | | | |
|-------------|---------------------------------------|-------------|---|-----------|----------|----------|-------------|
| 4156 | SECURITY ATTENDANT NURSING II,PERKINS | 1012 | Y | 19 | S | H | |
| 0505 | SERVICE WORK CHIEF | 0005 | | 15 | S | H | |
| 0810 | SHEET METAL WORKER | 0009 | | 15 | S | A | |
| 1991 | SOCIAL WORKER I, HEALTH SVCS | 0015 | Y | 01 | P | F | |
| 1992 | SOCIAL WORKER II, HEALTH SVCS | 0016 | Y | 01 | P | F | |
| 2153 | SPEECH PATHOLGST AUDIOLGST I | 0014 | Y | 06 | P | E | |
| 2527 | SPEECH PATHOLGST AUDIOLGST II | 0016 | Y | 06 | P | E | |
| 1030 | SPEECH PATHOLGST AUDIOLGST III | 0017 | | 06 | P | E | |
| 0287 | STATIONARY ENGINEER 1ST GRADE | 1010 | | 15 | S | A | |
| 0811 | STATIONARY ENGINEER 2ND GRADE | 1008 | | 15 | S | A | ABOL |
| 0831 | STATIONARY ENGINEER 3RD GRADE | 1005 | | 15 | S | A | ABOL |
| 0386 | STATIONARY ENGINEER APPRENTICE | 9990 | | 15 | S | A | ABOL |
| 0832 | STEAM FITTER | 0009 | | 15 | S | A | |
| 4564 | STOCK CLERK I | 0005 | Y | 10 | S | B | |
| 4565 | STOCK CLERK II | 0005 | Y | 10 | S | B | |
| 0900 | TELEPHONE OPERATOR I | 0005 | Y | 03 | S | B | |
| 0901 | TELEPHONE OPERATOR II | 0006 | Y | 03 | S | B | |
| 0902 | TELEPHONE OPERATOR SUPR | 0007 | | 03 | S | S | |
| 4283 | THERAPEUTIC RECREATOR I | 0012 | Y | 06 | S | E | |
| 4302 | THERAPEUTIC RECREATOR II | 0013 | Y | 06 | S | E | |
| 4303 | THERAPEUTIC RECREATOR SUPERVISOR | 0014 | | 06 | S | S | |
| 4304 | THERAPY SERVICES MGR I | 0019 | | 06 | M | M | |
| 6324 | THERAPY SERVICES MGR I | 0019 | | 03 | M | M | |
| 4307 | VISION HEARG SCREEN TECH | 0006 | Y | 06 | S | D | |
| 4308 | VISION HEARG SCREEN TECH LEAD | 0007 | | 06 | S | D | |
| 4309 | VISION HEARG SCREEN TECH SUPV I | 0008 | | 06 | S | S | |
| 4310 | VISION HEARG SCREEN TECH SUPV II | 0009 | | 06 | S | S | |
| 4306 | VISION HEARG SCREEN TECH TRAINEE | 0005 | Y | 06 | S | D | |
| 0974 | VOLUNTEER ACTIVITIES COORD I | 0008 | Y | 09 | S | F | |
| 2262 | VOLUNTEER ACTIVITIES COORD II | 0010 | Y | 09 | S | F | |
| 1893 | WIC SERVICES ASSOC | 0009 | Y | 06 | S | D | |
| 1892 | WIC SERVICES ASSOC TRN | 0008 | Y | 06 | S | D | |
| 4311 | WORK ADJUSTMENT ASSOCIATE I | 0007 | Y | 06 | S | D | |
| 4312 | WORK ADJUSTMENT ASSOCIATE II | 0008 | Y | 06 | S | D | |
| 4313 | WORK ADJUSTMENT ASSOCIATE III | 0009 | Y | 06 | S | D | |

Special Payments Contractual Employment Exempt Certification
Review Codes

Section 13-201 of the State Personnel and Pensions Article (SPP) stipulates that the Secretary of the Department of Budget and Management (DBM) may exempt specific types of contractual employees from certification by DBM.

The following types of contracts are exempt from certification and do not require review by DBM. Please use the appropriate Review Code on the CPB-311 form to indicate the specific type of contract exempt from certification.

REVIEW CODE

- (01) Contracts for Employment of **Student Labor**. For a contract to be exempt, the student shall be officially enrolled and regularly attending classes throughout the period of employment.
- (02) Contracts for employment of **Patient Labor** in a hospital.
- (03) Contracts for employment of **Inmate Labor** in a correctional institution.
- (04) Contracts for Direct Emergency Services calling for immediate action due to unforeseen circumstances that threaten health, injury, loss of life, or property loss or damage.
- (05) Contracts for employment by the **Maryland School, for the Deaf** relating to direct student services rendered on an on-call basis.
- (06) Contracts for **College Faculty**.
- (08) Contracts for one of the following [**Special Authority**]
 - (a) When any statute authorizes contracts for employment by State agencies that have authority to appoint or fix the compensation of these employees without regard to the Merit System Law; or
 - (b) For the employment of persons by those State agencies exempted by statute from control agency review and approval of contractual employment.
- (09) Contracts for **On-duty Physicians** employed by the Department of Health and Mental Hygiene under the rate schedule approved by the DBM.
- (10) Contract already approved by the **Board of Public Works**.
- (11) Contracts for **Intermittent Unemployment Insurance Claims Aides, Associates, and Specialists** employed by the Division of Employment and Training under the rate approved by the Secretary.
- (12) Contracts executed by the **Executive Department** - Governor
- (21) Contracts executed under **Statutory Authority**
- (41) Contracts executed by the **Legislative**
- (51) Contracts executed by the **Judicial**