

The Maryland-National Capital Park and Planning Commission
Reclassification Certification Program

Eligible Job Classes

Artistic Display

Exhibits Technician to Exhibits Specialist I
Graphic Designer to Senior Graphic Designer

Building Trades

Park/General Maintenance Worker I to Carpenter
Carpenter to Senior Carpenter
Park/General Maintenance Worker I to Electrician
Electrician to Senior Electrician
Park/General Maintenance Worker I to Mason
Mason to Senior Mason
Park/General Maintenance Worker I to Painter
Painter to Senior Painter
Park/General Maintenance Worker I to Plumber
Plumber to Senior Plumber
Park/General Maintenance Worker I to Welder
Welder to Senior Welder

Building/Grounds Maintenance

Park/General Maintenance Worker I to Park/General Maintenance Worker II
Park/General Maintenance Worker II to Tree Climber/Maintenance Worker I

Equipment Repair and Operation

Park/General Maintenance Worker I to HVACR Mechanic
HVACR Mechanic to Senior HVACR Mechanic
Park/General Maintenance Worker I to Mechanic
Mechanic to Senior Mechanic

General Administrative

Technical Writer/Editor to Senior Technical Writer/Editor

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Reclassification Certification Program

Eligible Job Classes

General Clerical

Clerical/Inventory Operations Assistant to Senior Clerical/Inventory Operations Assistant*

Horticultural Support Series

Greenhouse/Nursery Technician to Senior Greenhouse/Nursery Technician

Information Technology

IT Support Technician to IT Support Specialist I
GIS Specialist I to GIS Specialist II
Programmer/Analyst I to Programmer/Analyst II

Legal

Assistant General Counsel to Associate General Counsel

Natural Science

Park Naturalist Technician to Park Naturalist I

Parks Activities

Park Management Technician to Park Manager I
Park Ranger to Senior Park Ranger

Park Police

Park Police Communication Technician to Sr. Park Police Communication Technician

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Planning

Planner to Senior Planner
Planning Technician to Senior Planning Technician

Recreation

Child Care Aide I to Child Care Aide II

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CRITERIA

Artistic Display

Exhibits Technician to Exhibits Specialist I

1. Meets the minimum qualifications as stated in the class specification for the Exhibits Specialist I (3111).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Exhibit Specialist I level for a minimum of 12 months, with a minimum of six of those months at those months performing at the Exhibits Specialist I level.
3. Demonstrates knowledge and application of professional artwork skills, including three dimensional creations; and the ability to develop and interpret concepts for display purposes. Applies knowledge of computer graphic software to render illustrations, design logos and other graphics. Demonstrates knowledge in the design of brochures, reports, maps and other publications. Applies knowledge of the use of digital camera operations in completing assigned tasks, including acquiring digital imagery, make photographic surveys of Commission facilities and parks.
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

Graphic Designer to Senior Graphic Designer

1. Meets the minimum qualifications as stated in the class specification for Senior Graphic Designer.
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Graphic Designer level for a minimum of 12 months, with a minimum of six of those months at the Senior Graphic Designer level.
3. Applies knowledge to complete full scope of entire graphic design projects; performs all aspects of an assignment, including conception and planning to completion and exhibition. Independently utilizes judgment to determine style, format, and materials for desired effect and output. Demonstrates knowledge of graphic standards to develop methods and mediums to achieve desired effect. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

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Building Trades

Park/General Maintenance Worker I to Carpenter

1. Meets the minimum qualifications as stated in the class specification for Carpenter (see class specification 5110).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Carpenter level for a minimum of six months.
3. Demonstrates work actions that involve responsibility for the completion of limited carpentry projects, or assistance in the completion of large-scale projects, including knowledge of building codes, materials, and techniques used in the carpentry trade. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions; and not less than 1 for all other functions and an average factor rating of 1.5 or better.

Carpenter to Senior Carpenter

1. Meets the minimum qualifications as stated in the class specification for Senior Carpenter (see class specification 5112).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Senior Carpenter level for a minimum of six months.
3. Demonstrates work actions that involve responsibility for the completion of entire carpentry assignments or projects including planning responsibilities (provide two to three examples).
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

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Park/General Maintenance Worker I to Electrician

1. Meets the minimum qualifications as stated in the class specification for Electrician (see class specification 5120).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Electrician level for a minimum of six months.
3. Demonstrates work actions that involve responsibility for the completion of limited electrical projects, or assistance in the completion of large-scale projects, including knowledge of codes, materials, and techniques used in the electrical trade. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2 which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions; and not less than 1 for all other functions and an average factor rating of 1.5 or better.

Electrician to Senior Electrician

1. Meets the minimum qualifications as stated in the class specification for Senior Electrician (see class specification 5122).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Senior Electrician level for a minimum of six months.
3. Demonstrates work that involves responsibility for the completion of entire electrical assignments or projects including planning responsibilities. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions and an average factor rating of 1.5 or better.

Park/General Maintenance Worker I to Mason

1. Meets the minimum qualifications as stated in the class specification for Mason (see class specification 5140).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Mason level for a minimum of six months.
3. Demonstrates work actions that involve responsibility for the completion of limited masonry projects, or assistance in the completion of large-scale projects, including knowledge of building codes, materials, and techniques used in the masonry trade. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions; and not less than 1 for all other functions and an average factor rating of 1.5 or better.

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Mason to Senior Mason

1. Meets the minimum qualifications as stated in the class specification for Senior Mason (see class specification 5142).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Senior Mason level for a minimum of six months.
3. Demonstrates work actions that involve responsibility for the completion of entire masonry projects or assignments, including planning responsibilities. (Provide two or three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions, and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

Park/General Maintenance Worker I to Painter

1. Meets the minimum qualifications as stated in the class specification for Painter (see class specification 5150).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Painter level for a minimum of six months.
3. Demonstrates work actions that involve responsibility for the completion of limited painting projects, or assistance in the completion of large-scale projects, including knowledge of building codes, materials, and techniques used in the painting trade. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions; and not less than 1 for all other functions and an average factor rating of 1.5 or better.

Painter to Senior Painter

1. Meets the minimum qualifications as stated in the class specification for Senior Painter (see class specification 5152).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Senior Painter level for a minimum of six months.
3. Demonstrates work actions that involve responsibility for the completion of entire painting assignments or projects including planning responsibilities (provide two to three examples).
4. Received on most recent annual performance review an overall performance rating of 2 which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

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Park/General Maintenance Worker I to Plumber

1. Meets the minimum qualifications as stated in the class specification for Plumber (see class specification 5160).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Plumber level or a minimum of six months.
3. Demonstrates work actions that involve responsibility for the completion of limited plumbing projects, or assistance in the completion of large-scale projects, including knowledge of codes, materials, and techniques used in the plumbing trade. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

Plumber to Senior Plumber

1. Meets the minimum qualifications as stated in the class specification for Senior Plumber (see class specification 5162).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Senior Plumber level for a minimum of six months.
3. Demonstrates work actions that involve responsibility for the completion of entire plumbing assignments or projects including planning responsibilities. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

Park/General Maintenance Worker I to Welder

1. Meets the minimum qualifications as stated in the class specification for Welder (see class specification 5170).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Welder level for a minimum of six months.
3. Demonstrates work actions that involve responsibility for the completion of limited welding projects, or assistance in the completion of large-scale projects, including knowledge of codes, materials, and techniques used in the welding trade. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

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Welder to Senior Welder

1. Meets the minimum qualifications as stated in the class specification for Senior Welder (see class specification 5172).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Senior Welder level for a minimum of six months.
3. Demonstrates work actions that involve responsibility for the completion of entire welding assignments or projects including performance of more difficult and complex assignments, including planning responsibilities. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

Building/Grounds Maintenance

Park/General Maintenance Worker I to Park/General Maintenance Worker II

1. Meets the minimum qualifications as stated in the class specification for Park/General Maintenance Worker II (see class specification 5222).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Park/General Maintenance Worker II level for a minimum of six months.
3. Demonstrates work assignments that affect the quality of final products, services, or completed assignments. (Provide two to three examples.)
4. Demonstrates work that requires initiative to begin and complete recurring assignments without specific instructions. (Provide two to three examples.)
5. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

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CRITERIA

Park/General Maintenance Worker II to Tree Climber/Maintenance Worker I

1. Meets the minimum qualifications as stated in the class specification for Tree Climber/Maintenance Worker I.
2. Performed all duties and responsibilities in a competent and full satisfactory manner as a Tree Climber/Maintenance Worker I for a minimum of six months.
3. Demonstrated ability to perform skilled, hazardous tree maintenance work, involving moderate responsibility, complexity and variety. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

Equipment Repair and Operation

Park/General Maintenance Worker I to HVACR Mechanic

1. Meets the minimum qualifications as stated in the class specification for HVACR Mechanic (see class specification 5710).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the HVACR Mechanic level for a minimum of six months.
3. Demonstrates work actions that involve responsibility for the completion of limited HVACR projects, or assistance in the completion of large-scale projects, including knowledge of codes, materials, and techniques used in the HVACR trade. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

HVACR Mechanic to Senior HVACR Mechanic

1. Meets the minimum qualifications as stated in the class specification for Senior HVACR Mechanic (see class specification 5712).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Senior HVACR Mechanic level for a minimum of six months.
3. Demonstrates work that involves responsibility for the completion of entire HVACR assignments and projects including planning responsibilities. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions; and not less than 1 for all other functions and an average factor rating of 1.5 or better.

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Park/General Maintenance Worker I to Mechanic

1. Meets the minimum qualifications as stated in the class specification for Mechanic (see class specification 5720).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Mechanic level for a minimum of six months.
3. Demonstrates work actions that involve responsibility for the completion of minor repairs and preventive maintenance, or assistance in the completion of more complex repairs, including knowledge of the tools, equipment, and techniques used in equipment repair and operation. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions; and not less than 1 for all other functions and an average factor rating of 1.5 or better.

Mechanic to Senior Mechanic

1. Meets the minimum qualifications as stated in the class specification for Senior Mechanic (see class specification 5722).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Senior Mechanic level for a minimum of six months.
3. Demonstrates work that involves responsibility for the completion of entire mechanical assignments and projects including planning responsibilities. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

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CRITERIA

General Administrative

Technical Writer/Editor to Senior Technical Writer/Editor

1. Meets the minimum qualifications as stated in the class specification for Senior Technical Writer/Editor (see class specification 2312).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Technical Writer/Editor level for a minimum of 24 months, with a minimum of six of those months at the Senior Technical Writer/Editor level.
3. Demonstrates knowledge and skills of Senior Technical Writer/Editor, as well as ability to work independently and under general direction to perform assigned duties. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

Horticultural Support Series

Greenhouse/Nursery Technician to Senior Greenhouse/Nursery Technician

1. Meets the minimum qualifications as stated in the class specification for Senior Greenhouse/Nursery Technician.
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Greenhouse/Nursery Technician level for a minimum of 12 months, with a minimum of six of those months as the Senior Greenhouse/ Nursery Technician level.
3. Applies knowledge to complete the full scope of entire greenhouse/nursery projects; performs all aspects of an assignment, including conception and planning to completion and exhibition of plant and/or flower displays. Independently utilizes judgment to determine design, format and materials for desired effect and output. Demonstrates knowledge of greenhouse/nursery standards to develop methods or to independently perform full range of horticultural support functions, and to operate equipment to insure planting within horticultural guidelines.
4. Received on most recent annual performance review an overall performance rating 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

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CRITERIA

Information Technology

IT Support Technician to IT Support Specialist I

1. Meets the minimum qualifications as stated in the IT Support Specialist I class specification. (See class spec 2221.)
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner as an IT Support Technician for a minimum of 18 months with at least 6 of those months performing at the IT Support Specialist I level.
3. Demonstrates work actions that involve participation in system analysis and network administration. (Provide two or three examples.)
4. Demonstrates the ability to work independently under general supervision to perform assigned duties.
5. Received on last annual performance review an overall performance rating of "2", which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of "2" for the majority of job functions and not less than "1" for all other functions; and an average factor rating of 1.5 or better.

Programmer/Analyst I to Programmer/Analyst II

1. Meets the minimum qualifications as stated in the Programmer/Analyst II class specification. (See class spec 2231.)
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner as a Programmer/Analyst I for a minimum of 18 months with at least 6 of those months performing at the Programmer/Analyst II level.
3. Applied programming and systems analysis methods and techniques to design, develop, setup, maintain, debug, and customize computer applications on various hardware and software platforms. (Provide two or three examples.)
4. Received on last annual performance review an overall performance rating of "2", which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of "2" for the majority of job functions and not less than "1" for all other functions; and an average factor rating of 1.5 or better.

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CRITERIA

GIS Specialist I to GIS Specialist II

1. Meets the minimum qualifications as stated in the GIS Specialist II class specification. (See class spec 2261.)
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner as a GIS Specialist I for a minimum of 18 months, with at least 6 of those months performing at the GIS Specialist II level.
3. Demonstrated work actions which indicated the application of knowledge of programming, database management, and systems analysis methods and techniques to support and customize department specific GIS applications. (Provide two or three examples.)
4. Received on last annual performance review an overall performance rating of "2", which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of "2" for the majority of job functions and not less than "1" for all other functions; and an average factor rating of 1.5 or better.

Legal

Assistant General Counsel to Associate General Counsel

1. Meets the minimum qualifications as stated in the class specification for Associate General Counsel (see class specification _____).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Associate General Counsel I level for a minimum of 18 months, with at least 12 of those months at the Associate General Counsel level.
3. Demonstrates a good understanding of professional legal work at the Associate General Counsel level, including conducting legal research, investigating cases, writing legal documents, negotiating settlements, and arguing more complex cases in court. (Provide two to three examples.)
4. Demonstrates the ability to work cooperatively with interested parties to explain legal matters and resolve problems related to actions of the Planning Board or Commission departments. Exchanges information with other government agencies regarding legal matters that affect the Commission. (Provide two to three examples.)
5. Demonstrates the ability to work independently, under general direction, to perform assigned duties.
6. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

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CRITERIA

Natural Science

Park Naturalist Technician to Park Naturalist I

1. Meets the minimum qualifications as stated in the class specification for Park Naturalist I (see class specification 4410).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Park Naturalist I level for a minimum of 12 months.
3. Performs work assignments that are at the level of the Park Naturalist I that include developing and conducting routine programs and projects in natural and cultural history, environmental education, nature crafts, outdoor skills, and conservation (provide two to three examples).
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

Parks Activities

Park Management Technician to Park Manager I

1. Meets the minimum qualifications as stated in the class specification for Park Manager I (see class specification 3231).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Park Manager I level for a minimum of 12 months.
3. Performs work assignments that are at the level of Park Manager I that include planning, developing, and coordinating activities, programs, and personnel both internally and externally to accomplish assignments, and assisting in the day-to-day management of park operations and programs. (Provide two to three examples.)
4. Received on last annual performance review an overall performance rating of 2 which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions, and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

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Park Ranger to Senior Park Ranger

1. Meets the minimum qualifications as stated in the class specification for Senior Park Ranger (see class specification 3291).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Senior Park Ranger level for a minimum of 12 months. (Provide two to three examples.)
3. Demonstrates work assignments that affect the quality of final products, services, or completed assignments (Provide two to three examples).
4. Demonstrates work that requires initiative to begin and complete recurring assignments without specific instructions. (Provide two to three examples.)
5. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

Park Police

Park Police Communication Technician to Senior Park Police Communication Technician

1. Meets the minimum qualifications as stated in the class specification for Senior Park Police Communication Technician (see class specification 2911).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Senior Park Police Communication Technician level for a minimum of six months.
3. Demonstrates knowledge of park police dispatching procedures and practices. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

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Planning

Planner to Senior Planner

1. Meets the minimum qualifications as stated in the class specification for Senior Planner (see class specification 4331).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Planner level for a minimum of 18 months, with at least 12 of those months at the Senior Planner level.
3. Demonstrates a good understanding of professional planning processes and practices, the ability to analyze a wide variety of non-standard planning processes; and ability to apply knowledge of planning standards, codes, plans, and specialized methods of analysis to develop alternatives to effectively resolve planning problems. (Provide two to three examples).
4. Demonstrates the ability to work cooperatively with interested parties to design and recommend alternatives, negotiate solutions, and explain technical planning issues and concepts that support conclusions and recommendations. (Provide two to three examples.)
5. Demonstrates the ability to work independently under general supervision to perform assigned duties.
6. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

Planning Technician to Senior Planning Technician

1. Meets the minimum qualifications as stated in the class specification for Senior Planning Technician (see class specification 4311).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Senior Planning Technician level for a minimum of six months.
3. Performs work assignments that affect the quality of final outputs through verification, explanation, or application of rules and procedures. (Provide two to three examples).
4. Demonstrates work actions that require initiative to begin and complete recurring assignments without receiving specific instructions. (Provide two to three examples).
5. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.

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CRITERIA

Recreation

Child Care Aide I to Child Care Aide II

1. Meets the minimum qualifications as stated in the class specification for Child Care Aide II (see class specification 3424).
2. Performed all assigned duties and responsibilities in a competent and fully satisfactory manner at the Child Care Aide II level for a minimum of six months.
3. Demonstrates knowledge of several work procedures, steps, or tasks to perform routine childcare work not requiring special training. (Provide two to three examples.)
4. Received on most recent annual performance review an overall performance rating of 2, which is performance that achieved results that fully met the supervisor's expectations; and earned a rating of 2 for the majority of job functions and not less than 1 for all other functions; and an average factor rating of 1.5 or better.