

Department of Budget and Management

MISSION

The Department of Budget and Management (DBM) helps the Governor and State agencies provide effective, efficient, and fiscally sound government to the citizens of Maryland through the use of effective budgeting and resource management. DBM supports agency efforts to achieve results by helping them obtain the fiscal, capital, procurement, and personnel resources needed to provide services to Maryland citizens. The Department is dedicated to providing advice and assistance with professionalism, modern management techniques, and teamwork. DBM ensures effective budgeting by allocating State resources in ways that provide the most benefit at the least cost to the citizens of the State. The Department ensures a fair and equitable personnel system in which State employees are able to pursue their careers without discrimination or harassment, job applicants have an equal opportunity to compete for State employment, and individuals requesting services from the State are provided those services without discrimination.

VISION

DBM will advance the interests of the citizens of Maryland in a State government that is well regarded, responsive, and contributes to environmentally sound communities whose residents are well-educated, healthy, safe, and gainfully employed. The Department's success depends on its employees. The recognition DBM gives to individual effort and teamwork will make the agency a desirable place to work. DBM's advice and assistance will be actively sought. DBM will emphasize getting the job done with utmost professionalism.

KEY GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

Goal 1. Executive branch and independent agencies retain a high quality workforce that reflects the diversity of the State.

Obj. 1.1 Annually, 50 percent of the protected groups in the State's workforce will reflect their proportional composition in Maryland's Civilian Labor Force.

Obj. 1.2 Annually, at least 88 percent of Equal Employment Opportunity (EEO) complaints will be resolved with the agency and/or with the Office of the Statewide Equal Employment Opportunity (EEO) Coordinator.

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Percent of protected groups in the State's workforce reflecting proportional composition in the Maryland civilian labor force	38%	45%	35%	55%	45%	50%	50%
Percent of EEO complaints resolved with the agency and/or with the Office of the Statewide Equal Employment Opportunity Coordinator	81%	90%	87%	92%	89%	88%	88%



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Obj. 1.3 Annually, maintain or improve the retention rate of permanent employees in the State Personnel Management System in grades 5-26.

Obj. 1.4 Annually, 100 percent of health plan vendors will receive a "satisfactory" rating by at least 85 percent of all plan survey respondents in their overall plan satisfaction.

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Retention rate of permanent employees in the State Personnel Management System grades 5 through 26	90%	90%	88%	88%	87%	90%	90%
Percentage of skilled and professional individuals who successfully completed probationary period	98%	94%	98%	98%	98%	98%	98%
Percent of Skilled and Professional Service appointments sampled for which agencies performed a complete verification of minimum qualifications	85%	N/A	N/A	85%	85%	85%	85%
Percent of class specifications updated	16%	15%	13%	15%	25%	20%	20%
Percent of reclassification actions completed within 60 days	96%	94%	90%	93%	94%	93%	93%
Percent of resolved third-step grievance appeals	54%	61%	42%	74%	57%	56%	56%
Percent of disciplinary action appeal cases in which resolution is reached	64%	69%	65%	58%	57%	60%	60%
Percent of Employee Assistance Program (EAP) participants who judge the EAP services as having significantly helped with the problem for which the referral was made	84%	82%	67%	82%	71%	72%	72%
Percent of employees referred to EAP who improved post-referral work performance as assessed by their supervisors	64%	67%	61%	61%	55%	65%	65%
Percent of health plan vendors who received a "satisfactory" rating by at least 85 percent of all plan survey respondents	100%	100%	78%	88%	95%	95%	95%

Goal 2. Maximize returns on debt collection.

Obj. 2.1 The unit will increase or maintain its net profit (gross collections – operating expenses) annually.

Obj. 2.2 Increase total dollars and the percentage of debts collected within the first twelve months of assignment to Central Collection Unit (CCU).

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Agency net profit (collection fee recovered on gross collections – operating expenses)	\$5,519,901	\$4,851,628	\$3,019,000	\$3,256,539	\$82,000	\$2,244,000	\$2,908,000
Percent of debts with payment recovered compared to total debt assigned to CCU during the fiscal year	N/A	27%	3%	16%	9%	18%	20%
Dollar value of payment recovered compared to total dollar value of debts assigned to CCU during the fiscal year	N/A	30%	12%	13%	14%	18%	20%

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Goal 3. Maximize the competition for services procurements, keeping the State fleet effective and economical.

Obj. 3.1 Annually at least 80 percent of competitive services procurements valued in excess of \$50,000 will have two or more bids/offers.

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Percent of competitive services procurements valued in excess of \$50,000 with two or more bids	80%	75%	90%	74%	79%	80%	80%

Goal 4. Allocate resources in order to contribute to achievement of outcome goals by State agencies.

Obj. 4.1 State agencies improve their performance annually as measured by an index of performance measures reported by State agencies and other sources.

Obj. 4.2 Annually, 85 percent of State-owned capital projects included in the capital budget will be consistent with agency facilities master plans.

Obj. 4.3 Annually, 85 percent of State-owned capital projects included in the capital budget will have an approved facility program.

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Index of 30 outcome-related performance measures reported by State agencies and other sources	125.31	135.07	138.14	133.34	131.15	132.46	133.79
Percent of State-owned capital projects in the capital budget that are consistent with agency facilities master plans	77%	82%	75%	88%	87%	85%	85%
Percent of State-owned capital projects with approved facility programs	82%	94%	85%	83%	87%	85%	85%



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Summary of Department of Budget and Management

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	332.00	334.00	322.00
Number of Contractual Positions	34.31	32.00	33.00
Salaries, Wages and Fringe Benefits	29,294,843	35,196,401	261,288,940
Technical and Special Fees	1,236,157	1,162,688	1,264,281
Operating Expenses	10,948,880	15,864,290	28,601,787
Net General Fund Expenditure	17,170,631	21,298,392	205,837,829
Special Fund Expenditure	15,229,409	16,104,252	51,925,993
Federal Fund Expenditure	0	223,745	16,318,584
Reimbursable Fund Expenditure	9,079,840	14,596,990	17,072,602
Total Expenditure	41,479,880	52,223,379	291,155,008

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Summary of Office of the Secretary

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	160.00	159.00	148.00
Number of Contractual Positions	26.50	32.00	31.00
Salaries, Wages and Fringe Benefits	13,362,806	14,712,429	14,026,893
Technical and Special Fees	1,048,200	1,162,688	1,162,690
Operating Expenses	6,080,617	5,965,184	6,676,630
Net General Fund Expenditure	5,034,808	5,697,975	5,097,064
Special Fund Expenditure	15,229,409	15,916,726	16,533,309
Reimbursable Fund Expenditure	227,406	225,600	235,840
Total Expenditure	20,491,623	21,840,301	21,866,213

Department of Budget and Management

F10A01.01 Executive Direction - Office of the Secretary

Program Description

The Secretary of the Department of Budget and Management, under the direction of the Governor, is responsible for the overall review, analysis and final preparation of the State Budget for Chief Executive approval and submission to the General Assembly. The Office of the Secretary coordinates the functions of the various Departmental divisions and formulates policies and guidelines to promote efficient budgetary, fiscal, and personnel management within State government. The Office provides legal counsel and representation and coordinates legislative activities for the Department.

Appropriation Statement

		2018 Actual	2019 Appropriation	2020 Allowance
	Number of Authorized Positions	15.00	15.00	16.00
	Number of Contractual Positions	2.00	1.00	1.00
01	Salaries, Wages and Fringe Benefits	2,147,442	2,323,452	2,492,593
02	Technical and Special Fees	67,603	26,983	26,983
03	Communications	1	0	0
04	Travel	8,182	9,700	9,700
07	Motor Vehicle Operation and Maintenance	1,598	4,450	4,450
08	Contractual Services	30,538	187,293	427,002
13	Fixed Charges	88,103	56,500	61,500
	Total Operating Expenses	128,422	257,943	502,652
	Total Expenditure	<u>2,343,467</u>	<u>2,608,378</u>	<u>3,022,228</u>
	Net General Fund Expenditure	2,116,061	2,382,778	2,786,388
	Reimbursable Fund Expenditure	227,406	225,600	235,840
	Total Expenditure	<u>2,343,467</u>	<u>2,608,378</u>	<u>3,022,228</u>
Reimbursable Fund Expenditure				
F10901	Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	227,406	225,600	235,840
	Total	<u>227,406</u>	<u>225,600</u>	<u>235,840</u>

Department of Budget and Management

F10A01.02 Division of Finance and Administration - Office of the Secretary

Program Description

The Division of Finance and Administration is responsible for the accounting, budgeting, payroll, purchasing, and related functions for the Department.

Appropriation Statement

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	5.00	4.00	4.00
Number of Contractual Positions	0.50	0.00	0.00
01 Salaries, Wages and Fringe Benefits	610,875	570,044	566,503
02 Technical and Special Fees	18,764	0	0
03 Communications	124,092	186,927	56,700
04 Travel	866	1,000	1,000
06 Fuel and Utilities	502	0	0
07 Motor Vehicle Operation and Maintenance	4,147	2,000	2,000
08 Contractual Services	276,328	300,811	525,105
09 Supplies and Materials	37,424	65,000	65,000
10 Equipment - Replacement	31,493	65,000	65,000
13 Fixed Charges	8,235	6,099	6,099
Total Operating Expenses	483,087	626,837	720,904
Total Expenditure	1,112,726	1,196,881	1,287,407
Net General Fund Expenditure	1,112,726	1,196,881	1,287,407
Total Expenditure	1,112,726	1,196,881	1,287,407

Department of Budget and Management

F10A01.03 Central Collection Unit - Office of the Secretary

Program Description

The Central Collection Unit is the unit of State Government responsible for the collection of all delinquent debts, claims, and accounts of the State other than taxes, child support, unemployment insurance contributions, and overpayments. Typical debts are Motor Vehicle Administration fines, student tuition and fees, restitution for damage to State property, reimbursement for institutional care, local health department fees, workers' compensation premiums, Home Improvement Commission awards, and State grant overpayments.

Appropriation Statement

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	120.00	120.00	120.00
Number of Contractual Positions	24.00	31.00	30.00
01 Salaries, Wages and Fringe Benefits	8,805,714	9,713,617	9,952,528
02 Technical and Special Fees	961,833	1,135,705	1,135,707
03 Communications	1,206,163	964,172	942,500
04 Travel	14,274	8,500	20,500
07 Motor Vehicle Operation and Maintenance	2,438	5,250	5,405
08 Contractual Services	3,576,188	3,422,706	3,747,914
09 Supplies and Materials	79,265	65,000	65,000
10 Equipment - Replacement	128,923	58,000	98,000
13 Fixed Charges	454,611	543,776	565,755
Total Operating Expenses	<u>5,461,862</u>	<u>5,067,404</u>	<u>5,445,074</u>
Total Expenditure	<u>15,229,409</u>	<u>15,916,726</u>	<u>16,533,309</u>
Special Fund Expenditure	<u>15,229,409</u>	<u>15,916,726</u>	<u>16,533,309</u>
Total Expenditure	<u>15,229,409</u>	<u>15,916,726</u>	<u>16,533,309</u>
Special Fund Expenditure			
F10301 Collection Fees	<u>15,229,409</u>	<u>15,916,726</u>	<u>16,533,309</u>
Total	<u>15,229,409</u>	<u>15,916,726</u>	<u>16,533,309</u>

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F10A01.04 Division of Procurement Policy and Administration - Office of the Secretary

Program Description

The Division of Procurement Policy and Administration provides policy and procedural direction and contract management services that ensure effective and efficient statewide fleet operations; and statewide compliance oversight and assistance on certain audits. The DBM Procurement Unit has been transferred to the Department of General Services in FY 2020.

Appropriation Statement

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	20.00	20.00	8.00
01 Salaries, Wages and Fringe Benefits	1,798,775	2,105,316	1,015,269
04 Travel	2,067	5,000	5,000
08 Contractual Services	3,669	5,000	0
13 Fixed Charges	1,510	3,000	3,000
Total Operating Expenses	7,246	13,000	8,000
Total Expenditure	1,806,021	2,118,316	1,023,269
Net General Fund Expenditure	1,806,021	2,118,316	1,023,269
Total Expenditure	1,806,021	2,118,316	1,023,269

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Summary of Office of Personnel Services and Benefits

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	137.20	138.20	137.20
Number of Contractual Positions	7.73	0.00	2.00
Salaries, Wages and Fringe Benefits	12,053,535	16,402,658	242,989,668
Technical and Special Fees	186,231	0	101,591
Operating Expenses	4,761,489	9,712,086	19,556,504
Net General Fund Expenditure	8,156,821	11,342,083	194,711,201
Special Fund Expenditure	0	187,526	34,807,906
Federal Fund Expenditure	0	223,745	16,318,584
Reimbursable Fund Expenditure	8,844,434	14,361,390	16,810,072
Total Expenditure	<u>17,001,255</u>	<u>26,114,744</u>	<u>262,647,763</u>

Department of Budget and Management

F10A02.01 Executive Direction - Office of Personnel Services and Benefits

Program Description

The Office of Personnel Services and Benefits (OPSB) provides policy direction for the human resources system established by the State Personnel and Pensions Article. The Executive Director manages OPSB and administers State personnel policies and health benefit programs. The Executive Director functions as the State's Chief Negotiator in collective bargaining, overseeing the administration of seven Memoranda of Understanding (MOUs) between the State and various exclusive representatives. The Employee and Labor Relations Division (ELRD) holds settlement conferences in grievance and disciplinary appeals, and provides advice and assistance on the interpretation of State personnel law and policies and the collective bargaining MOUs. The ELRD represents the Department in contested case hearings at the Office of Administrative Hearings and handles complaints filed under the various MOUs. The ELRD is responsible for training agencies in various aspects of employee and labor relations including employee supervision, leave issues, the PEP process, the disciplinary process, and changes to MOUs. Mediation services are provided to employees in conflict through the Shared Neutrals Mediation Program. OPSB coordinates the State's Employee Assistance Program. OPSB houses the Statewide Social Security Administrator function responsible for administering the agreement between the State and federal government by which State and local government employees receive social security benefits. The Shared Services Division oversees management of the Statewide Personnel System and performs a variety of tasks relating the administration of the system, including integrations management, reporting, security, change management, and responding to the needs of users via a help desk ticket system. The Division manages the day-to-day operations of the State's Learning Management System (the Hub) and handles the technical aspects of the State's online recruitment tool, JobAps.

Appropriation Statement

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	15.00	16.00	14.00
Number of Contractual Positions	0.40	0.00	0.00
01 Salaries, Wages and Fringe Benefits	2,126,777	1,706,131	1,755,708
02 Technical and Special Fees	12,768	0	0
03 Communications	15	0	0
04 Travel	1,221	6,000	6,000
08 Contractual Services	78,820	111,000	6,335,898
09 Supplies and Materials	41	0	0
13 Fixed Charges	4,756	3,000	3,000
Total Operating Expenses	84,853	120,000	6,344,898
Total Expenditure	2,224,398	1,826,131	8,100,606
Net General Fund Expenditure	2,224,398	1,826,131	1,939,708
Reimbursable Fund Expenditure	0	0	6,160,898
Total Expenditure	2,224,398	1,826,131	8,100,606
Reimbursable Fund Expenditure			
F50910 State Personnel System Allocation	0	0	6,160,898
Total	0	0	6,160,898

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F10A02.02 Division of Employee Benefits - Office of Personnel Services and Benefits

Program Description

The Employee Benefits Division administers the State Employee and Retiree Health and Welfare Benefits Program (the Program) for State employees, retirees and their eligible dependents. Benefits administration extends to satellite agencies, certain continuation of coverage participants, contractual employees and those on various forms of leave. The Program offers eight medical plans, two dental plans and one prescription plan. In addition, the Program offers employee paid coverage for flexible spending accounts, life, accidental death and dismemberment, and long term care insurance. The State's share of the estimated fiscal year cost of the health benefits programs is appropriated in the various agency budgets.

Appropriation Statement

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	39.00	39.00	39.00
Number of Contractual Positions	4.00	0.00	2.00
01 Salaries, Wages and Fringe Benefits	2,988,801	3,333,322	3,498,240
02 Technical and Special Fees	92,658	0	101,591
03 Communications	792,258	327,760	784,000
04 Travel	739	14,300	14,300
08 Contractual Services	3,239,785	3,694,500	4,075,001
09 Supplies and Materials	50,572	35,000	50,000
10 Equipment - Replacement	54,338	12,000	7,000
13 Fixed Charges	188,310	197,317	205,155
Total Operating Expenses	4,326,002	4,280,877	5,135,456
Total Expenditure	7,407,461	7,614,199	8,735,287
Reimbursable Fund Expenditure	7,407,461	7,614,199	8,735,287
Total Expenditure	7,407,461	7,614,199	8,735,287
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	7,407,461	7,614,199	8,735,287
Total	7,407,461	7,614,199	8,735,287

Department of Budget and Management

F10A02.04 Division of Personnel Services - Office of Personnel Services and Benefits

Program Description

The Division of Personnel Services acts as the human resources office for the Department of Budget and Management and 19 other State agencies. The Division provides guidance Statewide on personnel matters and coordinates related legislative duties such as drafting and reviewing proposed legislation and researching and writing fiscal notes and testimony. The Division processes gross payroll for all SPMS employees (approximately 52,000 employees). The Division also manages Statewide programs such as telework, Military Administrative Leave, PEP, tuition reimbursement, and the Leave Bank, as well as managing contracts for medical services, specimen collection and testing, the Employee Assistance Program, and the contract for the Hub and Workday. The DBM Consolidated Payroll services all SPMS agencies and ensures gross payroll amounts are processed correctly for the Central Payroll Bureau and that these payments comply with the law. The office processes overpayment recoveries, settlement payments due to employees, and retroactive adjustments for all SPMS agencies.

Appropriation Statement

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	49.60	49.60	51.60
Number of Contractual Positions	3.00	0.00	0.00
01 Salaries, Wages and Fringe Benefits	4,135,974	4,570,988	4,993,954
02 Technical and Special Fees	72,174	0	0
03 Communications	12	0	0
04 Travel	753	1,750	1,750
08 Contractual Services	3,434	5,235,059	0
09 Supplies and Materials	15,000	15,000	15,000
10 Equipment - Replacement	25,000	25,000	25,000
13 Fixed Charges	300	0	0
Total Operating Expenses	44,499	5,276,809	41,750
Total Expenditure	4,252,647	9,847,797	5,035,704
Net General Fund Expenditure	2,879,879	3,181,011	3,204,460
Reimbursable Fund Expenditure	1,372,768	6,666,786	1,831,244
Total Expenditure	4,252,647	9,847,797	5,035,704
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	194,503	184,012	196,400
F10909 Central Collection Unit Fund	194,503	184,103	190,298
F10910 Human Resources Shared Services Allocation	983,762	1,063,612	1,444,546
F50910 State Personnel System Allocation	0	5,235,059	0
Total	1,372,768	6,666,786	1,831,244

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F10A02.06 Division of Classification and Salary - Office of Personnel Services and Benefits

Program Description

The Division of Classification and Salary develops and maintains the State's position classification plan and provides for the development and operation of the State's salary and wage program.

Appropriation Statement

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	20.60	20.60	19.60
Number of Contractual Positions	0.03	0.00	0.00
01 Salaries, Wages and Fringe Benefits	1,664,924	2,094,913	1,993,901
02 Technical and Special Fees	730	0	0
03 Communications	3	0	0
04 Travel	0	500	500
Total Operating Expenses	3	500	500
Total Expenditure	<u>1,665,657</u>	<u>2,095,413</u>	<u>1,994,401</u>
Net General Fund Expenditure	1,601,452	2,095,413	1,994,401
Reimbursable Fund Expenditure	64,205	0	0
Total Expenditure	<u>1,665,657</u>	<u>2,095,413</u>	<u>1,994,401</u>
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	64,205	0	0
Total	<u>64,205</u>	<u>0</u>	<u>0</u>

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F10A02.07 Division of Recruitment and Examination - Office of Personnel Services and Benefits

Program Description

The Division of Recruitment and Examination evaluates applications, analyzes jobs, and creates appropriate testing instruments to provide a ranking system to assist hiring managers; assures the provision of a fair and equitable review process for applications; conducts tests at various sites throughout the State; and provides consultation, training and technical assistance to agencies conducting selection processes for unique classifications. The Division also manages the functional aspects of the State's online recruitment tool, JobAps.

Appropriation Statement

		2018 Actual	2019 Appropriation	2020 Allowance
	Number of Authorized Positions	13.00	13.00	13.00
	Number of Contractual Positions	0.30	0.00	0.00
01	Salaries, Wages and Fringe Benefits	1,137,059	1,317,810	1,361,092
02	Technical and Special Fees	7,901	0	0
03	Communications	14	0	0
04	Travel	34	4,000	4,000
08	Contractual Services	608	29,900	29,900
13	Fixed Charges	252	0	0
	Total Operating Expenses	908	33,900	33,900
	Total Expenditure	<u>1,145,868</u>	<u>1,351,710</u>	<u>1,394,992</u>
	Net General Fund Expenditure	1,145,868	1,271,305	1,312,349
	Reimbursable Fund Expenditure	0	80,405	82,643
	Total Expenditure	<u>1,145,868</u>	<u>1,351,710</u>	<u>1,394,992</u>
Reimbursable Fund Expenditure				
F10910	Human Resources Shared Services Allocation	0	80,405	82,643
	Total	<u>0</u>	<u>80,405</u>	<u>82,643</u>

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F10A02.08 Statewide Expenses - Office of Personnel Services and Benefits

Program Description

This program contains statewide expenses that are later distributed to state agencies. The expenses may include salary adjustments, state law enforcement officers' death benefits, and other statewide expense items.

Appropriation Statement

	2018 Actual	2019 Appropriation	2020 Allowance
01 Salaries, Wages and Fringe Benefits	0	3,379,494	229,386,773
08 Contractual Services	305,224	0	0
Total Operating Expenses	305,224	0	0
Total Expenditure	<u>305,224</u>	<u>3,379,494</u>	<u>229,386,773</u>
Net General Fund Expenditure	305,224	2,968,223	178,260,283
Special Fund Expenditure	0	187,526	34,807,906
Federal Fund Expenditure	0	223,745	16,318,584
Total Expenditure	<u>305,224</u>	<u>3,379,494</u>	<u>229,386,773</u>
Special Fund Expenditure			
F10310 Various State Agencies	0	187,526	34,807,906
Total	<u>0</u>	<u>187,526</u>	<u>34,807,906</u>
Federal Fund Expenditure			
F10501 Various State Agencies	0	223,745	16,318,584
Total	<u>0</u>	<u>223,745</u>	<u>16,318,584</u>

Department of Budget and Management

F10A02.09 SmartWork - Office of Personnel Services and Benefits

Program Description

Maryland SmartWork will offer Maryland state employees working in specified shortage areas – such as correctional officers, nurses, and IT workers – the opportunity to receive state assistance to repay their student loans. Current state employees working in those areas that are paying down their children’s student loans also qualify for this benefit. To enact this program, the governor signed Executive Order 01.01.2018.17, Student Loan Repayment Benefits to Relieve State Workforce Shortages.

Appropriation Statement

	2018 Actual	2019 Appropriation	2020 Allowance
12 Grants, Subsidies, and Contributions	0	0	8,000,000
Total Operating Expenses	0	0	8,000,000
Total Expenditure	<u>0</u>	<u>0</u>	<u>8,000,000</u>
Net General Fund Expenditure	0	0	8,000,000
Total Expenditure	<u>0</u>	<u>0</u>	<u>8,000,000</u>

Department of Budget and Management

F10A05.01 Budget Analysis and Formulation - Office of Budget Analysis

Program Description

The Office of Budget Analysis (OBA) analyzes State agency and department programs, expenditures, revenues, and performance, and recommends funding allocations to the Secretary of Budget and Management and the Governor. OBA develops the annual operating budget in accordance with both legal requirements and the Governor's priorities. The annual operating budget is presented to the General Assembly for consideration and enactment. OBA manages the automated budget system, provides support to Departmental staff and State agencies that use the system, and is responsible for printing the State Budget and Fiscal Digest. In addition, the Office maintains master position control documentation for all authorized State positions with position, classification, and salary information for the annual State Budget.

Appropriation Statement

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	24.80	26.80	26.80
Number of Contractual Positions	0.08	0.00	0.00
01 Salaries, Wages and Fringe Benefits	2,715,061	2,849,355	3,003,101
02 Technical and Special Fees	1,726	0	0
03 Communications	7	0	0
04 Travel	5,737	19,500	19,500
08 Contractual Services	99,203	129,500	2,311,133
13 Fixed Charges	926	5,000	5,000
Total Operating Expenses	105,873	154,000	2,335,633
Total Expenditure	<u>2,822,660</u>	<u>3,003,355</u>	<u>5,338,734</u>
Net General Fund Expenditure	2,814,660	2,993,355	4,727,266
Special Fund Expenditure	0	0	584,778
Reimbursable Fund Expenditure	8,000	10,000	26,690
Total Expenditure	<u>2,822,660</u>	<u>3,003,355</u>	<u>5,338,734</u>
Special Fund Expenditure			
F10301 Collection Fees	0	0	584,778
Total	<u>0</u>	<u>0</u>	<u>584,778</u>
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	0	0	16,690
Q00A03 Maryland Correctional Enterprises	8,000	10,000	10,000
Total	<u>8,000</u>	<u>10,000</u>	<u>26,690</u>

Department of Budget and Management

F10A06.01 Capital Budget Analysis and Formulation - Office of Capital Budgeting

Program Description

The Office of Capital Budgeting (OCB) develops the annual Capital Budget, prepares the five-year Capital Improvement Program, and strengthens master planning in other State agencies.

Appropriation Statement

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	10.00	10.00	10.00
01 Salaries, Wages and Fringe Benefits	1,163,441	1,231,959	1,269,278
04 Travel	675	5,000	5,000
08 Contractual Services	0	27,520	27,520
13 Fixed Charges	226	500	500
Total Operating Expenses	901	33,020	33,020
Total Expenditure	<u>1,164,342</u>	<u>1,264,979</u>	<u>1,302,298</u>
Net General Fund Expenditure	<u>1,164,342</u>	<u>1,264,979</u>	<u>1,302,298</u>
Total Expenditure	<u><u>1,164,342</u></u>	<u><u>1,264,979</u></u>	<u><u>1,302,298</u></u>

3 Year Position Summary

Classification Title	FY 2018 Positions	FY 2018 Expenditures	FY 2019 Positions	FY 2019 Appropriation	FY 2020 Positions	FY 2020 Allowance
F10 - Department of Budget and Management						
F10A01 - Office of the Secretary						
F10A0101 - Executive Direction						
Administrator IV	0.00	82,894	0.00	0	1.00	85,488
Administrator VII	1.00	69,001	1.00	103,743	0.00	0
Asst Attorney General VII	4.00	421,777	4.00	430,634	4.00	439,248
Dep Secy Dept Budget & Mgmt	1.00	153,532	1.00	153,532	1.00	156,603
Designated Admin Mgr IV	1.00	93,297	1.00	92,564	1.00	96,222
Designated Admin Mgr Senior I	0.00	35,916	0.00	0	1.00	108,713
Designated Admin Mgr Senior III	1.00	124,783	1.00	123,792	1.00	128,710
Director Governmental Efficiency	1.00	86,287	1.00	156,574	1.00	153,000
Div Dir Ofc Atty General	1.00	124,789	1.00	124,789	1.00	127,285
Exec Assoc I	0.00	20,014	0.00	0	1.00	60,580
Exec Assoc II	1.00	61,009	1.00	61,009	1.00	62,230
Exec Assoc III	1.00	74,180	1.00	73,593	1.00	76,513
Management Assoc	1.00	38,449	1.00	57,808	0.00	0
Prgm Analyst Sr Bdgt & Mgmt	1.00	86,087	1.00	86,087	1.00	87,809
Secy Dept Budget & Mgmt	1.00	177,906	1.00	177,906	1.00	181,464
Total F10A0101	15.00	1,649,921	15.00	1,642,031	16.00	1,763,865
F10A0102 - Division of Finance and Administration						
Accountant Manager I	1.00	45,067	1.00	82,247	0.00	0
Accountant Manager II	0.00	39,785	0.00	0	1.00	89,484
Admin Spec III	1.00	50,718	1.00	50,272	1.00	52,234
Administrator III	1.00	69,353	1.00	68,723	1.00	71,450
Administrator VII	1.00	42,153	0.00	0	0.00	0
Prgm Mgr Senior III	1.00	103,204	1.00	102,270	1.00	106,320
Total F10A0102	5.00	350,280	4.00	303,512	4.00	319,488
F10A0103 - Central Collection Unit						
Accountant I	2.00	73,184	2.00	88,208	2.00	85,458
Accountant II	1.00	62,179	1.00	62,179	1.00	63,423
Accountant Supervisor I	0.00	(1,381)	0.00	0	0.00	0
Admin Aide	0.00	2,684	0.00	0	1.00	33,012
Admin Aide OAG	4.00	104,287	4.00	160,925	3.00	137,858
Admin Officer I	3.00	140,685	3.00	140,683	3.00	143,498
Admin Officer II	2.00	116,552	2.00	116,552	2.00	118,884
Admin Officer III	4.00	226,484	4.00	228,000	4.00	232,561
Admin Spec II	4.00	222,068	4.00	163,391	6.00	250,640
Admin Spec III	10.00	410,946	10.00	442,362	10.00	451,217
Administrator I	2.00	62,856	2.00	106,693	2.00	108,828
Administrator II	2.00	182,128	2.00	136,995	3.00	189,983
Administrator III	1.00	125,736	1.00	61,301	1.00	62,528
Asst Attorney General VI	1.00	71,591	1.00	64,608	1.00	96,222
Asst Attorney General VII	1.00	100,660	1.00	100,660	1.00	102,674
Asst Attorney General VIII	1.00	118,197	1.00	118,197	1.00	120,561
Collection Agent I	2.00	61,141	2.00	68,251	4.00	135,641
Collection Agent II	13.00	505,664	13.00	542,898	11.00	461,917
Collection Agent Lead	9.00	421,353	9.00	435,923	10.00	493,540
Collection Agent Supervisor	8.00	333,599	8.00	372,600	7.00	340,400
Collection Manager II	1.00	2,606	1.00	52,846	1.00	53,903
Fiscal Accounts Clerk II	13.00	388,769	13.00	435,950	12.00	395,342

3 Year Position Summary

Classification Title	FY 2018 Positions	FY 2018 Expenditures	FY 2019 Positions	FY 2019 Appropriation	FY 2020 Positions	FY 2020 Allowance
Fiscal Accounts Technician II	3.00	87,431	3.00	127,744	3.00	121,704
Fiscal Services Admin IV	1.00	81,994	1.00	81,994	1.00	83,634
Internal Auditor Lead	1.00	706	1.00	64,387	0.00	0
IT Asst Director I	1.00	56,743	1.00	56,743	1.00	57,878
IT Asst Director III	1.00	89,122	1.00	89,122	1.00	90,905
IT Functional Analyst I	2.00	91,865	2.00	91,864	2.00	93,703
IT Functional Analyst II	1.00	52,846	1.00	52,846	1.00	53,903
Management Associate	1.00	47,936	1.00	47,935	1.00	48,894
Office Clerk II	4.00	64,489	4.00	116,090	4.00	118,415
Office Secy II	1.00	0	1.00	28,702	1.00	29,277
Office Secy III	2.00	82,172	2.00	82,327	2.00	83,974
Office Services Clerk	3.00	83,304	3.00	102,617	2.00	74,072
Office Services Clerk Lead	1.00	29,619	1.00	40,181	1.00	40,985
Paralegal II	1.00	43,410	1.00	43,409	1.00	44,278
Paralegal II OAG	3.00	136,584	3.00	137,837	3.00	145,965
Prgm Mgr III	3.00	264,009	3.00	264,008	3.00	269,289
Prgm Mgr Senior II	1.00	103,413	1.00	103,413	1.00	105,482
Prgm Mgr Senior III	1.00	126,187	1.00	126,186	1.00	128,710
Staff Atty I Attorney General	2.00	112,881	2.00	115,999	2.00	118,320
Staff Atty II Attorney Genral	3.00	196,285	3.00	190,171	3.00	193,976
Total F10A0103	120.00	5,482,984	120.00	5,862,797	120.00	5,981,454
F10A0104 - Division of Procurement Policy and Administration						
Admin Officer I	1.00	55,662	1.00	55,662	1.00	56,776
Admin Prog Mgr IV	1.00	24,205	1.00	101,786	1.00	90,905
Admin Spec II	1.00	35,981	1.00	35,980	1.00	36,700
Administrator I	2.00	52,455	2.00	113,280	0.00	0
Administrator II	0.00	58,856	0.00	0	1.00	73,643
Administrator V	1.00	89,400	1.00	89,400	0.00	0
Prgm Analyst Sr Bdgt & Mgmt	2.00	87,729	2.00	144,472	1.00	89,484
Prgm Mgr IV	3.00	242,192	3.00	283,762	1.00	105,818
Prgm Mgr Senior II	1.00	92,275	1.00	92,275	0.00	0
Prgm Mgr Senior III	1.00	114,671	1.00	114,671	0.00	0
Procurement Analyst I Bdgt & Mgmt	4.00	129,963	4.00	196,352	2.00	89,796
Procurement Analyst II Bdgt & Mgmt	2.00	126,520	2.00	134,874	0.00	0
Procurement Analyst III Bdgt & Mgmt	1.00	75,377	1.00	75,377	0.00	0
Total F10A0104	20.00	1,185,286	20.00	1,437,891	8.00	543,122
Total F10A01-Office of the Secretary	160.00	8,668,471	159.00	9,246,231	148.00	8,607,929
F10A02 - Office of Personnel Services and Benefits						
F10A0201 - Executive Direction						
Admin Aide	1.00	40,060	1.00	40,059	1.00	40,861
Admin Officer III	1.00	49,583	1.00	49,583	1.00	50,575
Administrator I	1.00	54,884	1.00	67,639	0.00	0
Administrator II	1.00	58,276	1.00	68,175	0.00	0
Administrator III	2.00	74,014	2.00	139,085	1.00	74,233
Administrator IV	0.00	11,540	0.00	0	1.00	80,790
Exec VIII	1.00	142,646	1.00	142,646	1.00	145,499
HR Administrator II	0.00	20,060	0.00	0	1.00	60,718
HR Administrator IV	1.00	97,203	1.00	97,203	1.00	99,148
HR Analyst IV DBM	1.00	0	1.00	46,857	0.00	0
HR Analyst Sr DBM	1.00	69,149	1.00	55,796	1.00	63,724

3 Year Position Summary

Classification Title	FY 2018 Positions	FY 2018 Expenditures	FY 2019 Positions	FY 2019 Appropriation	FY 2020 Positions	FY 2020 Allowance
HR Analyst Supv DBM	1.00	85,401	1.00	85,401	1.00	87,110
Management Advocate Sr	1.00	78,322	1.00	78,322	1.00	79,889
Prgm Mgr Senior II	2.00	216,929	3.00	316,477	3.00	322,807
Prgm Mgr Senior IV	1.00	119,723	1.00	117,821	1.00	124,866
Total F10A0201	15.00	1,117,790	16.00	1,305,064	14.00	1,230,220
F10A0202 - Division of Employee Benefits						
Accountant II	0.00	6,266	0.00	0	0.00	0
Accountant Supervisor I	1.00	64,387	1.00	64,387	1.00	65,675
Admin Officer I	1.00	56,726	1.00	56,725	1.00	57,860
Admin Officer II	1.00	53,012	1.00	53,012	1.00	62,925
Admin Officer III	5.00	253,293	5.00	259,766	5.00	264,964
Admin Spec II	13.00	250,949	13.00	480,172	13.00	508,605
Admin Spec III	3.00	357,067	3.00	123,339	3.00	125,808
Financial Compliance Auditor II	1.00	49,716	1.00	51,452	1.00	52,482
Financial Compliance Auditor Lead	1.00	69,820	1.00	67,639	1.00	68,992
Fiscal Accounts Technician II	3.00	121,161	3.00	125,483	3.00	127,995
Fiscal Services Admin II	1.00	73,361	1.00	73,361	1.00	74,829
HR Administrator II	1.00	94,824	1.00	82,247	1.00	83,892
HR Administrator III	4.00	132,863	4.00	298,664	4.00	304,640
HR Analyst Supv DBM	0.00	7,518	0.00	0	0.00	0
Office Clerk II	1.00	25,502	1.00	25,502	1.00	26,013
Prgm Mgr IV	0.00	30,608	0.00	0	0.00	0
Prgm Mgr Senior I	1.00	55,577	1.00	110,729	1.00	112,944
Prgm Mgr Senior II	1.00	95,737	1.00	95,840	1.00	97,757
Prgm Mgr Senior IV	1.00	129,672	1.00	129,672	1.00	132,266
Total F10A0202	39.00	1,928,059	39.00	2,097,990	39.00	2,167,647
F10A0204 - Division of Personnel Services						
Admin Officer II	1.00	59,392	1.00	59,392	1.00	60,580
Admin Officer III	2.00	26,710	2.00	117,822	0.00	0
Admin Prog Mgr II	1.00	75,253	1.00	73,946	1.00	81,432
Admin Spec II	1.00	7,728	1.00	40,059	0.80	32,102
Admin Spec III	12.00	205,032	12.00	512,723	4.00	170,468
Administrator I	1.00	57,818	1.00	54,884	1.00	55,982
Administrator II	0.00	56,755	0.00	0	2.00	136,866
Administrator III	2.80	153,429	2.80	173,149	3.00	169,905
Exec Assoc I	0.00	0	0.00	0	1.00	49,271
HR Administrator I	1.00	52,293	1.00	78,568	1.00	80,140
HR Administrator II	2.00	171,829	2.00	160,180	1.00	87,110
HR Administrator III	2.00	360,288	2.00	175,586	2.00	175,910
HR Administrator IV	1.00	138,185	1.00	93,590	2.00	187,377
HR Analyst III DBM	5.80	234,760	5.80	287,145	6.80	333,645
HR Analyst IV DBM	4.00	330,483	4.00	283,485	6.00	389,773
HR Analyst Sr DBM	6.00	413,153	6.00	408,721	6.00	454,200
HR Analyst Supv DBM	1.00	77,699	1.00	77,699	1.00	79,253
HR Officer II	1.00	31,307	1.00	66,363	0.00	0
HR Specialist	0.00	213,278	0.00	0	5.00	265,523
IT Programmer Analyst I	0.00	56,781	0.00	0	2.00	116,278
IT Programmer Analyst Lead/Advanced	1.00	64,902	1.00	64,902	1.00	66,201
Office Clerk II	0.00	1,626	0.00	0	0.00	0
Personnel Associate II	1.00	46,351	1.00	46,350	1.00	47,277

3 Year Position Summary

Classification Title	FY 2018 Positions	FY 2018 Expenditures	FY 2019 Positions	FY 2019 Appropriation	FY 2020 Positions	FY 2020 Allowance
Personnel Associate III	1.00	0	1.00	34,390	0.00	0
Personnel Associate IV	0.00	7,219	0.00	0	1.00	51,673
Prgm Mgr Senior III	2.00	233,766	2.00	233,766	2.00	238,442
Total F10A0204	49.60	3,076,037	49.60	3,042,720	51.60	3,329,408
F10A0206 - Division of Classification and Salary						
Admin Spec III	1.00	53,176	1.00	53,175	1.00	54,239
Administrator IV	1.00	0	1.00	82,247	0.00	0
HR Administrator III	4.00	274,438	4.00	327,306	4.00	333,854
HR Administrator IV	1.00	97,203	1.00	97,203	1.00	99,148
HR Analyst I DBM	2.00	64,192	2.00	73,114	5.00	215,150
HR Analyst II DBM	1.00	20,236	1.00	46,560	0.00	0
HR Analyst III DBM	0.00	28,120	0.00	0	1.00	50,575
HR Analyst IV DBM	5.00	116,297	5.00	281,049	0.00	0
HR Analyst Sr DBM	4.60	336,692	4.60	298,378	6.60	401,230
Management Specialist II	0.00	2,102	0.00	0	0.00	0
Prgm Mgr Senior II	1.00	107,429	1.00	107,429	1.00	109,578
Total F10A0206	20.60	1,099,885	20.60	1,366,461	19.60	1,263,774
F10A0207 - Division of Recruitment and Examination						
HR Administrator IV	1.00	83,553	1.00	83,553	1.00	85,225
HR Analyst I DBM	0.00	21,944	0.00	0	1.00	38,642
HR Analyst II DBM	1.00	0	1.00	38,880	1.00	39,658
HR Analyst III DBM	1.00	46,098	1.00	46,098	1.00	47,020
HR Analyst IV DBM	1.00	65,185	1.00	64,387	1.00	65,675
HR Analyst Sr DBM	7.00	507,731	7.00	506,980	7.00	522,070
Personnel Associate III	1.00	15,510	1.00	35,629	0.00	0
Prgm Mgr Senior II	1.00	107,429	1.00	107,429	1.00	109,578
Student Technical Asst	0.00	1,979	0.00	0	0.00	0
Total F10A0207	13.00	849,429	13.00	882,956	13.00	907,868
Total F10A02-Office of Personnel Services and Benefits	137.20	8,071,200	138.20	8,695,191	137.20	8,898,917
F10A0501 - Budget Analysis and Formulation						
Administrator III	1.00	55,796	2.00	105,695	1.00	56,912
Administrator VI	0.80	73,468	0.80	73,468	0.80	74,938
Budget Analyst I Operating	3.00	159,360	3.00	161,313	3.00	151,186
Budget Analyst II Operating	5.00	326,665	5.00	298,396	6.00	337,924
Budget Analyst III Operating	2.00	80,995	2.00	138,777	2.00	129,086
Budget Analyst IV Operating	4.00	330,084	4.00	326,735	4.00	333,271
Exec VIII	1.00	133,804	1.00	133,804	1.00	136,480
IT Systems Technical Spec	1.00	83,811	1.00	83,811	1.00	85,488
Prgm Mgr Senior I	0.00	10,876	0.00	0	1.00	70,339
Prgm Mgr Senior II	2.00	234,157	2.00	234,156	2.00	238,840
Prgm Mgr Senior III	1.00	126,186	1.00	126,186	1.00	128,710
Supv Budget Examiner	4.00	318,709	4.00	359,316	4.00	345,217
UI Claim Center Assoc Supv I	0.00	0	1.00	56,725	0.00	0
Total F10A0501	24.80	1,933,911	26.80	2,098,382	26.80	2,088,391
F10A0601 - Capital Budget Analysis and Formulation						
Administrator I	1.00	8,069	1.00	49,088	0.00	0
Budget Analyst II Capital Programs	0.00	47,548	0.00	0	2.00	106,702
Budget Analyst III, Capital Programs	4.00	184,348	4.00	270,339	2.00	133,450
Budget Analyst Lead, Capital Programs	1.00	151,599	1.00	75,982	2.00	167,695
Exec VII	1.00	132,569	1.00	132,569	1.00	135,220

3 Year Position Summary

Classification Title	FY 2018 Positions	FY 2018 Expenditures	FY 2019 Positions	FY 2019 Appropriation	FY 2020 Positions	FY 2020 Allowance
OBS-Budget Analyst Lead,Capital Programs	2.00	172,543	2.00	172,542	2.00	175,994
Prgm Mgr Senior II	1.00	118,197	1.00	118,197	1.00	120,561
Total F10A0601	10.00	814,873	10.00	818,717	10.00	839,622
Total F10 Department of Budget and Management	332.00	19,488,455	334.00	20,858,521	322.00	20,434,859