

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	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Est.	2022 Est.
Percent of protected groups in the State's workforce reflecting proportional composition in the Maryland civilian labor force	35%	55%	45%	40%	33%	50%	50%
Percent of EEO complaints resolved with the agency and/or with the Office of the Statewide Equal Employment Opportunity Coordinator	87%	92%	89%	93%	86%	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	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Est.	2022 Est.
Retention rate of permanent employees in the State Personnel Management System grades 5 through 26	88%	88%	87%	91%	89%	90%	90%
Percentage of skilled and professional individuals who successfully completed probationary period	98%	98%	98%	97%	98%	98%	98%
Percent of Skilled and Professional Service appointments sampled for which agencies performed a complete verification of minimum qualifications	N/A	85%	85%	89%	80%	85%	85%
Percent of class specifications updated	13%	15%	25%	23%	25%	20%	20%
Percent of reclassification actions completed within 60 days	90%	93%	94%	90%	96%	90%	90%
Percent of resolved third-step grievance appeals	42%	74%	57%	47%	49%	50%	50%
Percent of disciplinary action appeal cases in which resolution is reached	65%	58%	57%	62%	62%	62%	62%
¹ 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	67%	82%	71%	89%	75%	80%	80%
¹ Percent of employees referred to EAP who improved post-referral work performance as assessed by their supervisors	61%	61%	55%	56%	87%	65%	65%
Percent of health plan vendors who received a "satisfactory" rating by at least 85 percent of all plan survey respondents	78%	88%	95%	90%	78%	80%	82%

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	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Est.	2022 Est.
Agency net profit (collection fee recovered on gross collections – operating expenses)	\$3,019,000	\$3,256,539	\$82,000	\$1,832,000	\$4,209,000	\$200,000	\$1,690,000
Percent of debts with payment recovered compared to total debt assigned to CCU during the fiscal year	3%	16%	9%	11%	15%	15%	15%
Dollar value of payment recovered compared to total dollar value of debts assigned to CCU during the fiscal year	12%	13%	14%	12%	22%	22%	22%

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Goal 3. Allocate resources in order to contribute to achievement of outcome goals by State agencies.

Obj. 3.1 State agencies improve their performance annually as measured by an index of performance measures reported by State agencies and other sources.

Obj. 3.2 Annually, 85 percent of State-owned capital projects included in the capital budget will be consistent with agency facilities master plans.

Obj. 3.3 Annually, 85 percent of State-owned capital projects included in the capital budget will have an approved facility program.

Performance Measures	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Est.	2022 Est.
² Index of 30 outcome-related performance measures reported by State agencies and other sources	124.40	123.05	120.68	124.46	125.52	126.78	128.04
Percent of State-owned capital projects in the capital budget that are consistent with agency facilities master plans	75%	88%	87%	89%	88%	85%	85%
Percent of State-owned capital projects with approved facility programs	85%	83%	87%	82%	90%	85%	85%

NOTES

¹ The Spring Survey was not sent out this year due to COVID. The 2020 percentages are therefore based only on the Fall Survey.

² The index retired a metric that was no longer available and replaced it with a metric on heroin overdose-related deaths. This adjusted all calculated index totals going back to 2016. Years prior to 2016 are no longer comparable.

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Summary of Department of Budget and Management

	2020 Actual	2021 Appropriation	2022 Allowance
Number of Authorized Positions	320.20	317.40	317.40
Number of Contractual Positions	33.00	33.50	35.50
Salaries, Wages and Fringe Benefits	31,105,749	111,069,301	203,288,967
Technical and Special Fees	1,414,618	1,342,381	1,480,970
Operating Expenses	18,099,111	126,496,439	29,827,038
Net General Fund Expenditure	20,813,787	82,080,216	159,622,865
Special Fund Expenditure	15,407,615	127,627,861	43,782,745
Federal Fund Expenditure	0	6,545,647	10,945,543
Reimbursable Fund Expenditure	14,398,076	22,654,397	20,245,822
Total Expenditure	50,619,478	238,908,121	234,596,975

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Summary of Office of the Secretary

	2020 Actual	2021 Appropriation	2022 Allowance
Number of Authorized Positions	148.00	144.00	144.00
Number of Contractual Positions	27.00	31.50	31.50
Salaries, Wages and Fringe Benefits	13,466,415	13,693,407	13,791,651
Technical and Special Fees	908,931	1,240,790	1,239,070
Operating Expenses	4,751,500	6,329,206	9,323,619
Net General Fund Expenditure	5,604,776	4,615,093	4,301,813
Special Fund Expenditure	12,858,091	16,418,977	19,820,742
Reimbursable Fund Expenditure	663,979	229,333	231,785
Total Expenditure	19,126,846	21,263,403	24,354,340

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

	2020 Actual	2021 Appropriation	2022 Allowance
Number of Authorized Positions	16.00	19.00	19.00
Number of Contractual Positions	1.00	1.50	1.50
01 Salaries, Wages and Fringe Benefits	2,447,287	2,654,751	2,781,326
02 Technical and Special Fees	55,666	61,413	61,483
04 Travel	8,200	2,800	1,000
07 Motor Vehicle Operation and Maintenance	4,242	4,450	2,450
08 Contractual Services	31,656	229,535	238,616
13 Fixed Charges	9,337	0	38,500
Total Operating Expenses	53,435	236,785	280,566
Total Expenditure	2,556,388	2,952,949	3,123,375
Net General Fund Expenditure	2,041,320	2,723,616	2,891,590
Reimbursable Fund Expenditure	515,068	229,333	231,785
Total Expenditure	2,556,388	2,952,949	3,123,375
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	234,381	229,333	231,785
H00A01 Department of General Services	280,687	0	0
Total	515,068	229,333	231,785

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	2020 Actual	2021 Appropriation	2022 Allowance
Number of Authorized Positions	4.00	7.00	7.00
01 Salaries, Wages and Fringe Benefits	891,160	1,019,189	1,007,322
03 Communications	598,447	58,800	55,800
04 Travel	4,372	1,973	1,000
07 Motor Vehicle Operation and Maintenance	3,062	3,500	2,000
08 Contractual Services	966,109	551,563	257,435
09 Supplies and Materials	25,197	40,000	40,000
10 Equipment - Replacement	24,956	30,000	30,000
13 Fixed Charges	68,891	186,452	16,666
Total Operating Expenses	1,691,034	872,288	402,901
Total Expenditure	2,582,194	1,891,477	1,410,223
Net General Fund Expenditure	2,528,997	1,891,477	1,410,223
Reimbursable Fund Expenditure	53,197	0	0
Total Expenditure	2,582,194	1,891,477	1,410,223
Reimbursable Fund Expenditure			
M00F06 MDH - Office of Preparedness and Response	53,197	0	0
Total	53,197	0	0

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	2020 Actual	2021 Appropriation	2022 Allowance
Number of Authorized Positions	120.00	118.00	118.00
Number of Contractual Positions	26.00	30.00	30.00
01 Salaries, Wages and Fringe Benefits	9,095,968	10,019,467	10,003,003
02 Technical and Special Fees	853,265	1,179,377	1,177,587
03 Communications	205,031	1,092,500	1,357,500
04 Travel	11,718	35,000	25,000
07 Motor Vehicle Operation and Maintenance	1,366	5,400	5,400
08 Contractual Services	2,163,432	3,342,285	6,507,305
09 Supplies and Materials	64,533	65,000	65,000
10 Equipment - Replacement	(3,659)	98,000	98,000
13 Fixed Charges	562,151	581,948	581,947
Total Operating Expenses	3,004,572	5,220,133	8,640,152
Total Expenditure	12,953,805	16,418,977	19,820,742
Special Fund Expenditure	12,858,091	16,418,977	19,820,742
Reimbursable Fund Expenditure	95,714	0	0
Total Expenditure	12,953,805	16,418,977	19,820,742
Special Fund Expenditure			
F10301 Collection Fees	12,858,091	16,418,977	19,820,742
Total	12,858,091	16,418,977	19,820,742
Reimbursable Fund Expenditure			
M00F06 MDH - Office of Preparedness and Response	95,714	0	0
Total	95,714	0	0

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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

		2020 Actual	2021 Appropriation	2022 Allowance
	Number of Authorized Positions	8.00	0.00	0.00
01	Salaries, Wages and Fringe Benefits	1,032,000	0	0
04	Travel	2,459	0	0
	Total Operating Expenses	2,459	0	0
	Total Expenditure	1,034,459	0	0
	Net General Fund Expenditure	1,034,459	0	0
	Total Expenditure	1,034,459	0	0

Department of Budget and Management

Summary of Office of Personnel Services and Benefits

	2020 Actual	2021 Appropriation	2022 Allowance
Number of Authorized Positions	135.40	133.60	133.60
Number of Contractual Positions	6.00	2.00	4.00
Salaries, Wages and Fringe Benefits	13,411,812	92,908,759	184,800,064
Technical and Special Fees	505,687	101,591	241,900
Operating Expenses	11,692,290	114,813,991	15,170,282
Net General Fund Expenditure	9,432,430	71,248,669	148,902,557
Special Fund Expenditure	2,549,524	110,641,005	23,387,320
Federal Fund Expenditure	0	6,545,647	10,945,543
Reimbursable Fund Expenditure	13,627,835	19,389,020	16,976,826
Total Expenditure	25,609,789	207,824,341	200,212,246

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

	2020 Actual	2021 Appropriation	2022 Allowance
Number of Authorized Positions	14.00	23.00	25.00
01 Salaries, Wages and Fringe Benefits	1,963,687	2,813,067	2,993,800
04 Travel	1,644	1,256	1,000
08 Contractual Services	6,966,466	8,721,586	6,407,000
13 Fixed Charges	7,886	3,000	3,000
Total Operating Expenses	6,975,996	8,725,842	6,411,000
Total Expenditure	8,939,683	11,538,909	9,404,800
Net General Fund Expenditure	2,895,196	2,660,182	2,631,212
Reimbursable Fund Expenditure	6,044,487	8,878,727	6,773,588
Total Expenditure	8,939,683	11,538,909	9,404,800
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	0	329,479	471,588
F50910 State Personnel System Allocation	6,044,487	8,549,248	6,302,000
Total	6,044,487	8,878,727	6,773,588

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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

	2020 Actual	2021 Appropriation	2022 Allowance
Number of Authorized Positions	39.00	37.00	36.00
Number of Contractual Positions	6.00	2.00	4.00
01 Salaries, Wages and Fringe Benefits	3,059,368	3,241,421	3,460,902
02 Technical and Special Fees	505,687	101,591	241,900
03 Communications	647,883	784,000	724,000
04 Travel	313	14,300	14,300
08 Contractual Services	1,275,560	4,066,445	3,425,634
09 Supplies and Materials	14,720	50,000	50,000
10 Equipment - Replacement	0	14,500	42,400
13 Fixed Charges	194,190	210,948	210,948
Total Operating Expenses	2,132,666	5,140,193	4,467,282
Total Expenditure	5,697,721	8,483,205	8,170,084
Reimbursable Fund Expenditure	5,697,721	8,483,205	8,170,084
Total Expenditure	5,697,721	8,483,205	8,170,084
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	5,690,466	8,483,205	8,170,084
M00F06 MDH - Office of Preparedness and Response	7,255	0	0
Total	5,697,721	8,483,205	8,170,084

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

		2020 Actual	2021 Appropriation	2022 Allowance
Number of Authorized Positions		49.80	42.00	42.00
01	Salaries, Wages and Fringe Benefits	4,950,563	4,329,693	4,329,162
04	Travel	1,510	1,600	1,000
08	Contractual Services	5,546	0	0
09	Supplies and Materials	332	15,000	15,000
10	Equipment - Replacement	24,990	25,000	25,000
Total Operating Expenses		32,378	41,600	41,000
Total Expenditure		4,982,941	4,371,293	4,370,162
Net General Fund Expenditure		3,182,863	2,437,108	2,445,330
Reimbursable Fund Expenditure		1,800,078	1,934,185	1,924,832
Total Expenditure		4,982,941	4,371,293	4,370,162
Reimbursable Fund Expenditure				
F10901	Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	202,261	226,440	257,734
F10909	Central Collection Unit Fund	195,977	195,626	196,757
F10910	Human Resources Shared Services Allocation	1,401,840	1,512,119	1,470,341
Total		1,800,078	1,934,185	1,924,832

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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	2020 Actual	2021 Appropriation	2022 Allowance
Number of Authorized Positions	19.60	19.60	18.60
01 Salaries, Wages and Fringe Benefits	2,040,907	2,066,623	1,975,571
04 Travel	0	180	0
10 Equipment - Replacement	431	0	0
Total Operating Expenses	431	180	0
Total Expenditure	<u>2,041,338</u>	<u>2,066,803</u>	<u>1,975,571</u>
Net General Fund Expenditure	<u>2,041,338</u>	<u>2,066,803</u>	<u>1,975,571</u>
Total Expenditure	<u><u>2,041,338</u></u>	<u><u>2,066,803</u></u>	<u><u>1,975,571</u></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

	2020 Actual	2021 Appropriation	2022 Allowance
Number of Authorized Positions	13.00	12.00	12.00
01 Salaries, Wages and Fringe Benefits	1,397,287	1,230,226	1,131,608
04 Travel	126	1,076	1,000
08 Contractual Services	1,169	5,100	0
Total Operating Expenses	1,295	6,176	1,000
Total Expenditure	1,398,582	1,236,402	1,132,608
Net General Fund Expenditure	1,313,033	1,143,499	1,024,286
Reimbursable Fund Expenditure	85,549	92,903	108,322
Total Expenditure	1,398,582	1,236,402	1,132,608
Reimbursable Fund Expenditure			
F10910 Human Resources Shared Services Allocation	85,549	92,903	108,322
Total	85,549	92,903	108,322

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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	2020 Actual	2021 Appropriation	2022 Allowance
01 Salaries, Wages and Fringe Benefits	0	79,227,729	170,909,021
07 Motor Vehicle Operation and Maintenance	2,549,524	0	2,250,000
12 Grants, Subsidies, and Contributions	0	100,000,000	0
Total Operating Expenses	2,549,524	100,000,000	2,250,000
Total Expenditure	<u>2,549,524</u>	<u>179,227,729</u>	<u>173,159,021</u>
Net General Fund Expenditure	0	62,041,077	138,826,158
Special Fund Expenditure	2,549,524	110,641,005	23,387,320
Federal Fund Expenditure	0	6,545,647	10,945,543
Total Expenditure	<u>2,549,524</u>	<u>179,227,729</u>	<u>173,159,021</u>
Special Fund Expenditure			
F10310 Various State Agencies	182,568	10,641,005	21,137,320
SWF316 Strategic Energy Investment Fund - RGGI	2,366,956	0	2,250,000
SWF334 Rainy Day Fund- Covid 19	0	100,000,000	0
Total	<u>2,549,524</u>	<u>110,641,005</u>	<u>23,387,320</u>
Federal Fund Expenditure			
F10501 Various State Agencies	0	6,545,647	10,945,543
Total	<u>0</u>	<u>6,545,647</u>	<u>10,945,543</u>

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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

	2020 Actual	2021 Appropriation	2022 Allowance
12 Grants, Subsidies, and Contributions	0	900,000	2,000,000
Total Operating Expenses	0	900,000	2,000,000
Total Expenditure	<u>0</u>	<u>900,000</u>	<u>2,000,000</u>
Net General Fund Expenditure	0	900,000	2,000,000
Total Expenditure	<u>0</u>	<u>900,000</u>	<u>2,000,000</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		2020 Actual	2021 Appropriation	2022 Allowance
	Number of Authorized Positions	26.80	29.80	29.80
01	Salaries, Wages and Fringe Benefits	2,925,265	3,193,980	3,467,432
04	Travel	2,693	3,403	1,000
08	Contractual Services	1,650,086	5,342,546	5,325,637
13	Fixed Charges	529	5,000	5,000
	Total Operating Expenses	<u>1,653,308</u>	<u>5,350,949</u>	<u>5,331,637</u>
	Total Expenditure	<u>4,578,573</u>	<u>8,544,929</u>	<u>8,799,069</u>
	Net General Fund Expenditure	4,487,894	4,941,006	5,187,175
	Special Fund Expenditure	0	567,879	574,683
	Reimbursable Fund Expenditure	<u>90,679</u>	<u>3,036,044</u>	<u>3,037,211</u>
	Total Expenditure	<u>4,578,573</u>	<u>8,544,929</u>	<u>8,799,069</u>
Special Fund Expenditure				
F10301	Collection Fees	0	567,879	574,683
	Total	<u>0</u>	<u>567,879</u>	<u>574,683</u>
Reimbursable Fund Expenditure				
F10901	Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	0	26,044	27,211
F10911	Enterprise Budget System Operations and Maintenance Allocation	0	3,000,000	3,000,000
M00F06	MDH - Office of Preparedness and Response	90,679	0	0
Q00A03	Maryland Correctional Enterprises	<u>0</u>	<u>10,000</u>	<u>10,000</u>
	Total	<u>90,679</u>	<u>3,036,044</u>	<u>3,037,211</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		2020 Actual	2021 Appropriation	2022 Allowance
	Number of Authorized Positions	10.00	10.00	10.00
01	Salaries, Wages and Fringe Benefits	1,302,257	1,273,155	1,229,820
03	Communications	157	0	0
04	Travel	1,856	1,793	1,000
13	Fixed Charges	0	500	500
	Total Operating Expenses	2,013	2,293	1,500
	Total Expenditure	<u>1,304,270</u>	<u>1,275,448</u>	<u>1,231,320</u>
	Net General Fund Expenditure	1,288,687	1,275,448	1,231,320
	Reimbursable Fund Expenditure	15,583	0	0
	Total Expenditure	<u>1,304,270</u>	<u>1,275,448</u>	<u>1,231,320</u>
Reimbursable Fund Expenditure				
M00F06	MDH - Office of Preparedness and Response	15,583	0	0
	Total	<u>15,583</u>	<u>0</u>	<u>0</u>

3 Year Position Summary

Classification Title	FY 2020 Positions	FY 2020 Expenditures	FY 2021 Positions	FY 2021 Appropriation	FY 2022 Positions	FY 2022 Allowance
F10 - Department of Budget and Management						
F10A01 - Office of the Secretary						
F10A0101 - Executive Direction						
Admin Officer I	0.00	0	1.00	59,360	1.00	59,360
Administrator IV	1.00	84,752	1.00	89,379	0.00	0
Administrator V	1.00	0	1.00	95,338	1.00	95,338
Asst Attorney General VII	4.00	409,049	3.00	341,157	3.00	341,157
Dep Secy Dept Budget & Mgmt	1.00	162,218	1.00	163,736	1.00	163,736
Designated Admin Mgr II	0.00	0	0.00	0	1.00	95,338
Designated Admin Mgr IV	1.00	81,087	1.00	68,901	0.00	0
Designated Admin Mgr Senior I	1.00	107,778	1.00	113,661	1.00	115,852
Designated Admin Mgr Senior III	1.00	127,603	2.00	245,727	2.00	245,727
Div Dir Ofc Atty General	1.00	126,190	1.00	133,078	1.00	133,078
Exec Assoc I	1.00	60,059	1.00	63,338	1.00	63,338
Exec Assoc II	1.00	7,522	0.00	0	0.00	0
Exec Assoc III	1.00	75,855	1.00	79,996	1.00	79,996
Exec IX	0.00	0	0.00	0	1.00	154,000
Prgm Analyst Sr Bdgt & Mgmt	1.00	43,303	3.00	239,210	3.00	239,210
Prgm Mgr IV	0.00	0	1.00	110,635	0.00	0
Prgm Mgr Senior II	0.00	0	0.00	0	1.00	126,047
Secy Dept Budget & Mgmt	1.00	179,903	1.00	189,731	1.00	189,731
Total F10A0101	16.00	1,465,319	19.00	1,993,247	19.00	2,101,908
F10A0102 - Division of Finance and Administration						
Accountant Manager II	1.00	88,714	1.00	93,557	0.00	0
Admin Officer I	0.00	0	0.00	0	1.00	43,402
Admin Prog Mgr IV	0.00	0	1.00	95,043	2.00	201,547
Admin Spec II	0.00	0	1.00	38,371	0.00	0
Admin Spec III	1.00	51,785	1.00	54,612	1.00	54,612
Administrator II	0.00	0	1.00	76,996	1.00	76,996
Administrator III	1.00	70,836	1.00	74,703	1.00	74,703
Prgm Mgr Senior III	1.00	105,405	1.00	111,159	1.00	115,480
Total F10A0102	4.00	316,740	7.00	544,441	7.00	566,740
F10A0103 - Central Collection Unit						
Accountant I	2.00	45,406	1.00	41,464	2.00	102,445
Accountant II	1.00	62,878	1.00	66,311	0.00	0
Admin Aide	1.00	17,380	1.00	43,072	1.00	43,072
Admin Aide OAG	3.00	136,672	3.00	144,135	3.00	144,135
Admin Officer I	3.00	223,313	5.00	267,088	6.00	310,490
Admin Officer II	2.00	139,940	3.00	175,813	3.00	175,813
Admin Officer III	4.00	230,562	3.00	182,843	3.00	182,843
Admin Spec II	6.00	241,037	6.00	260,716	6.00	245,355
Admin Spec III	10.00	319,894	6.00	271,573	5.00	233,468
Administrator I	2.00	120,551	3.00	191,974	3.00	178,131
Administrator II	3.00	140,892	2.00	148,661	1.00	68,665
Administrator III	1.00	114,895	2.00	122,690	2.00	122,690
Asst Attorney General VI	1.00	95,394	1.00	102,531	1.00	68,901
Asst Attorney General VII	1.00	101,791	1.00	115,852	1.00	109,411
Asst Attorney General VIII	1.00	119,524	1.00	126,047	1.00	123,663
Collection Agent I	4.00	51,500	0.00	0	2.00	81,304
Collection Agent II	11.00	567,527	16.00	643,076	13.00	516,126

3 Year Position Summary

Classification Title	FY 2020 Positions	FY 2020 Expenditures	FY 2021 Positions	FY 2021 Appropriation	FY 2022 Positions	FY 2022 Allowance
Collection Agent Lead	10.00	451,556	9.00	477,026	12.00	587,313
Collection Agent Supervisor	7.00	287,171	7.00	344,833	7.00	335,336
Collection Manager II	1.00	0	0.00	0	0.00	0
Fiscal Accounts Clerk II	12.00	390,547	15.00	519,573	14.00	479,340
Fiscal Accounts Technician II	3.00	27,976	0.00	0	0.00	0
Fiscal Services Admin II	0.00	77,873	1.00	79,747	1.00	79,747
Fiscal Services Admin IV	1.00	82,915	1.00	87,441	1.00	87,441
Internal Auditor Officer	0.00	5,272	1.00	76,996	1.00	49,971
IT Asst Director I	1.00	57,380	1.00	60,514	1.00	78,859
IT Asst Director III	1.00	90,123	1.00	95,043	1.00	95,043
IT Functional Analyst I	2.00	91,493	0.00	0	0.00	0
IT Functional Analyst II	1.00	49,366	4.00	198,260	4.00	212,103
IT Functional Analyst Lead	0.00	0	0.00	0	1.00	64,857
IT Functional Analyst Supervisor	0.00	23,692	2.00	117,357	1.00	64,143
IT Functional Analyst Trainee	0.00	0	0.00	0	1.00	44,551
Management Associate	1.00	8,894	1.00	50,614	1.00	50,614
Office Clerk II	4.00	49,720	1.00	39,273	0.00	0
Office Secy II	1.00	0	0.00	0	0.00	0
Office Secy III	2.00	83,089	2.00	87,798	2.00	87,798
Office Services Clerk	2.00	73,435	2.00	77,445	2.00	77,445
Office Services Clerk Lead	1.00	21,584	1.00	33,976	1.00	33,976
Paralegal II	1.00	43,897	2.00	82,147	2.00	93,374
Paralegal II OAG	3.00	135,577	2.00	110,322	2.00	110,322
Prgm Mgr III	3.00	220,983	3.00	273,599	3.00	273,599
Prgm Mgr Senior II	1.00	104,575	1.00	110,283	1.00	110,283
Prgm Mgr Senior III	1.00	127,603	1.00	134,568	1.00	134,568
Staff Atty I Attorney General	2.00	69,177	2.00	119,416	2.00	119,416
Staff Atty II Attorney Genral	3.00	178,661	3.00	206,524	3.00	206,524
Total F10A0103	120.00	5,481,715	118.00	6,286,601	118.00	6,183,135
F10A0104 - Division of Procurement Policy and Administration						
Admin Officer I	1.00	56,288	0.00	0	0.00	0
Admin Prog Mgr IV	1.00	90,123	0.00	0	0.00	0
Admin Spec II	1.00	36,385	0.00	0	0.00	0
Administrator I	0.00	24,923	0.00	0	0.00	0
Administrator II	1.00	73,010	0.00	0	0.00	0
Administrator V	0.00	90,404	0.00	0	0.00	0
Prgm Analyst Sr Bdgt & Mgmt	2.00	116,481	0.00	0	0.00	0
Prgm Mgr IV	1.00	242,731	0.00	0	0.00	0
Prgm Mgr Senior II	0.00	94,336	0.00	0	0.00	0
Prgm Mgr Senior III	0.00	58,130	0.00	0	0.00	0
Procurement Analyst I Bdgt & Mgmt	1.00	101,900	0.00	0	0.00	0
Procurement Analyst II Bdgt & Mgmt	0.00	125,918	0.00	0	0.00	0
Procurement Analyst III Bdgt & Mgmt	0.00	76,224	0.00	0	0.00	0
Total F10A0104	8.00	1,186,853	0.00	0	0.00	0
Total F10A01-Office of the Secretary	148.00	8,450,627	144.00	8,824,289	144.00	8,851,783
F10A02 - Office of Personnel Services and Benefits						
F10A0201 - Executive Direction						
Admin Aide	1.00	24,830	0.00	0	0.00	0
Admin Officer III	1.00	50,133	2.00	100,289	2.00	96,983
Admin Spec III	0.00	19,431	1.00	45,456	1.00	45,456

3 Year Position Summary

Classification Title	FY 2020 Positions	FY 2020 Expenditures	FY 2021 Positions	FY 2021 Appropriation	FY 2022 Positions	FY 2022 Allowance
Administrator I	0.00	2,135	0.00	0	1.00	46,942
Administrator II	0.00	0	0.00	0	1.00	69,985
Administrator III	1.00	48,851	3.00	218,756	3.00	186,572
Administrator IV	1.00	80,095	1.00	84,467	2.00	168,934
Administrator VI	0.00	0	1.00	90,802	1.00	90,802
Exec IX	0.00	69,009	1.00	152,127	1.00	152,127
Exec VIII	1.00	78,619	0.00	0	0.00	0
HR Administrator II	1.00	25,571	1.00	71,108	1.00	71,108
HR Administrator IV	1.00	184,987	1.00	103,661	1.00	103,661
HR Analyst Sr DBM	1.00	80,671	3.00	214,952	2.00	135,840
HR Analyst Supv DBM	1.00	86,360	1.00	91,075	1.00	91,075
HR Officer I	0.00	0	1.00	54,872	1.00	58,069
HR Officer II	0.00	0	0.00	0	1.00	63,136
HRIS Analyst II DBM	0.00	0	1.00	53,214	0.00	0
Management Advocate Sr	1.00	84,429	1.00	91,806	1.00	91,806
Prgm Mgr Senior II	3.00	269,566	4.00	445,704	4.00	452,065
Prgm Mgr Senior IV	1.00	123,792	1.00	130,549	1.00	138,286
Total F10A0201	14.00	1,228,479	23.00	1,948,838	25.00	2,062,847

F10A0202 - Division of Employee Benefits

Accountant Advanced	0.00	0	0.00	0	2.00	93,884
Accountant II	0.00	40,972	1.00	44,106	0.00	0
Accountant Supervisor I	1.00	35	0.00	0	0.00	0
Admin Officer I	1.00	106,951	4.00	211,303	1.00	54,025
Admin Officer II	1.00	53,608	1.00	56,535	0.00	0
Admin Officer III	5.00	275,928	5.00	283,327	2.00	117,247
Admin Spec II	13.00	220,598	6.00	231,819	2.00	79,628
Admin Spec III	3.00	328,742	8.00	333,632	2.00	86,927
Administrator I	0.00	35,231	1.00	56,357	0.00	0
Administrator II	0.00	57,975	1.00	79,996	0.00	0
Administrator III	0.00	58,819	0.00	0	0.00	0
Employee Benefits Specialist I	0.00	0	0.00	0	9.00	434,619
Employee Benefits Specialist II	0.00	0	0.00	0	2.00	118,003
Employee Benefits Specialist III	0.00	0	0.00	0	2.00	106,902
Employee Benefits Specialist IV	0.00	0	0.00	0	3.00	195,862
Financial Compliance Auditor II	1.00	52,031	0.00	0	0.00	0
Financial Compliance Auditor Lead	1.00	68,399	2.00	105,472	1.00	58,530
Fiscal Accounts Technician II	3.00	65,190	0.00	0	0.00	0
Fiscal Services Admin I	0.00	24,708	1.00	69,215	1.00	69,215
Fiscal Services Admin II	1.00	71,719	1.00	81,288	1.00	81,288
HR Administrator II	1.00	8,496	0.00	0	0.00	0
HR Administrator III	4.00	151,225	2.00	164,309	1.00	88,409
HRIS Analyst Supv DBM	0.00	0	1.00	113,661	1.00	113,661
IT Functional Analyst II	0.00	0	0.00	0	1.00	52,350
Office Clerk II	1.00	9,013	0.00	0	0.00	0
Prgm Mgr II	0.00	0	0.00	0	2.00	154,759
Prgm Mgr IV	0.00	103,391	2.00	190,128	1.00	96,862
Prgm Mgr Senior I	1.00	0	0.00	0	1.00	103,348
Prgm Mgr Senior II	1.00	73,088	0.00	0	0.00	0
Prgm Mgr Senior III	0.00	0	1.00	83,816	1.00	132,015
Prgm Mgr Senior IV	1.00	131,128	0.00	0	0.00	0

3 Year Position Summary

Classification Title	FY 2020 Positions	FY 2020 Expenditures	FY 2021 Positions	FY 2021 Appropriation	FY 2022 Positions	FY 2022 Allowance
Total F10A0202	39.00	1,937,247	37.00	2,104,964	36.00	2,237,534
F10A0204 - Division of Personnel Services						
Admin Officer II	1.00	65,856	2.00	120,954	1.00	41,464
Admin Officer III	0.00	3,246	0.00	0	0.00	0
Admin Prog Mgr II	1.00	65,840	0.00	0	0.00	0
Admin Spec II	0.80	36,135	0.00	0	0.00	0
Admin Spec III	3.00	101,158	2.00	96,918	3.00	149,553
Administrator I	1.00	0	0.00	0	1.00	65,583
Administrator II	2.00	70,751	0.00	0	0.00	0
Administrator III	3.00	94,627	0.00	0	0.00	0
Exec Assoc I	1.00	50,303	0.00	0	0.00	0
HR Administrator I	1.00	0	0.00	0	0.00	0
HR Administrator II	1.00	205,819	2.00	180,454	2.00	146,106
HR Administrator III	2.00	258,229	1.00	97,159	1.00	97,159
HR Administrator IV	2.00	275,734	2.00	199,616	1.00	99,808
HR Analyst III DBM	6.00	255,124	3.00	158,331	0.00	0
HR Analyst IV DBM	6.00	259,075	3.00	219,901	5.00	349,790
HR Analyst Sr DBM	6.00	480,849	5.00	381,402	5.00	381,402
HR Analyst Supv DBM	1.00	64,854	0.00	0	0.00	0
HR Officer I	0.00	203,235	5.00	296,115	3.00	179,977
HR Officer III	0.00	16,004	1.00	74,109	1.00	74,109
HR Specialist	5.00	70,567	0.00	0	0.00	0
HRIS Analyst I DBM	0.00	72,494	7.00	422,316	5.00	290,306
HRIS Analyst II DBM	0.00	23,616	1.00	69,215	6.00	413,175
HRIS Analyst III DBM	0.00	31,369	2.00	175,165	3.00	254,024
HRIS Analyst Ld/Adv DBM	0.00	16,261	1.00	90,802	1.00	90,802
HRIS Analyst Prgm Expert DBM	0.00	0	0.00	0	1.00	106,504
HRIS Analyst Supv DBM	0.00	85,630	1.00	113,661	1.00	113,661
IT Programmer Analyst I	2.00	71,990	0.00	0	0.00	0
IT Programmer Analyst Lead/Advanced	1.00	35,440	0.00	0	0.00	0
IT Systems Technical Spec	0.00	34,894	1.00	73,876	0.00	0
Personnel Associate II	1.00	18,816	0.00	0	0.00	0
Personnel Associate III	0.00	30,573	1.00	52,113	0.00	0
Personnel Associate IV	1.00	44,468	0.00	0	0.00	0
Prgm Mgr Senior III	2.00	192,124	1.00	124,648	1.00	132,015
Prgm Mgr Senior IV	0.00	48,285	1.00	133,078	1.00	133,078
Total F10A0204	49.80	3,283,366	42.00	3,079,833	42.00	3,118,516
F10A0206 - Division of Classification and Salary						
Admin Spec III	1.00	53,773	1.00	56,709	1.00	56,709
HR Administrator II	0.00	0	0.00	0	1.00	84,467
HR Administrator III	4.00	330,982	4.00	349,048	4.00	349,048
HR Administrator IV	1.00	98,295	2.00	201,597	2.00	201,597
HR Analyst I DBM	5.00	158,054	0.00	0	0.00	0
HR Analyst II DBM	0.00	62,924	5.00	239,425	0.00	0
HR Analyst III DBM	1.00	21,328	0.00	0	5.00	254,920
HR Analyst IV DBM	0.00	32,941	1.00	60,120	0.00	0
HR Analyst Sr DBM	6.60	294,715	4.60	313,068	4.60	310,586
HRIS Analyst I DBM	0.00	0	1.00	64,857	0.00	0
Prgm Mgr Senior II	1.00	108,635	1.00	114,565	1.00	114,565
Total F10A0206	19.60	1,161,647	19.60	1,399,389	18.60	1,371,892

3 Year Position Summary

Classification Title	FY 2020 Positions	FY 2020 Expenditures	FY 2021 Positions	FY 2021 Appropriation	FY 2022 Positions	FY 2022 Allowance
F10A0207 - Division of Recruitment and Examination						
HR Administrator IV	1.00	84,492	1.00	89,105	1.00	64,565
HR Analyst I DBM	1.00	38,310	1.00	40,403	2.00	88,785
HR Analyst II DBM	1.00	0	0.00	0	0.00	0
HR Analyst III DBM	1.00	12,804	0.00	0	1.00	60,308
HR Analyst IV DBM	1.00	103,529	1.00	55,780	1.00	55,780
HR Analyst Sr DBM	7.00	520,363	8.00	600,373	6.00	468,047
Prgm Mgr Senior II	1.00	108,635	1.00	114,565	1.00	114,565
Total F10A0207	13.00	868,133	12.00	900,226	12.00	852,050
Total F10A02-Office of Personnel Services and Benefits	135.40	8,478,872	133.60	9,433,250	133.60	9,642,839
F10A0501 - Budget Analysis and Formulation						
Administrator III	1.00	56,423	1.00	59,503	1.00	59,503
Administrator IV	0.00	0	2.00	132,253	2.00	132,253
Administrator V	0.00	0	2.00	139,373	2.00	167,268
Administrator VI	0.80	74,293	0.80	78,349	0.80	78,349
Budget Analyst I Operating	3.00	158,847	3.00	173,228	4.00	228,100
Budget Analyst II Operating	6.00	347,261	5.00	326,821	4.00	260,766
Budget Analyst III Operating	2.00	167,247	6.00	420,571	7.00	500,119
Budget Analyst IV Operating	4.00	241,058	4.00	353,222	4.00	346,832
Exec IX	0.00	72,875	1.00	154,107	1.00	154,107
Exec VIII	1.00	68,774	0.00	0	0.00	0
IT Systems Technical Spec	1.00	45,765	0.00	0	0.00	0
Prgm Mgr Senior I	1.00	77,053	0.00	0	0.00	0
Prgm Mgr Senior II	2.00	144,701	1.00	123,663	2.00	233,946
Prgm Mgr Senior III	1.00	191,270	2.00	269,136	0.00	0
Prgm Mgr Senior IV	0.00	0	0.00	0	2.00	287,398
Supv Budget Examiner	4.00	281,397	2.00	176,889	0.00	0
Total F10A0501	26.80	1,926,964	29.80	2,407,115	29.80	2,448,641
F10A0601 - Capital Budget Analysis and Formulation						
Budget Analyst I, Capital Programs	0.00	14,650	2.00	118,356	3.00	162,462
Budget Analyst II Capital Programs	2.00	139,066	1.00	61,269	0.00	0
Budget Analyst III, Capital Programs	2.00	111,526	1.00	69,762	2.00	139,524
Budget Analyst Lead, Capital Programs	2.00	122,544	2.00	160,523	1.00	79,493
Budget Analyst Supv Capital Prgm	0.00	70,076	1.00	107,347	1.00	107,347
Exec VII	1.00	134,058	1.00	141,380	1.00	141,380
OBS-Budget Analyst Lead,Capital Programs	2.00	108,917	1.00	99,808	1.00	99,808
Prgm Mgr Senior II	1.00	119,524	1.00	126,047	1.00	126,047
Total F10A0601	10.00	820,361	10.00	884,492	10.00	856,061
Total F10 Department of Budget and Management	320.20	19,676,824	317.40	21,549,146	317.40	21,799,324