

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	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Est.	2023 Est.
Percent of protected groups in the State's workforce reflecting proportional composition in the Maryland civilian labor force	55%	45%	40%	33%	43%	50%	50%
Percent of EEO complaints resolved with the agency and/or with the Office of the Statewide Equal Employment Opportunity Coordinator	92%	89%	93%	86%	90%	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	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Est.	2023 Est.
Retention rate of permanent employees in the State Personnel Management System grades 5 through 26	88%	87%	91%	89%	90%	90%	90%
Percentage of skilled and professional individuals who successfully completed probationary period	98%	98%	97%	98%	97%	98%	98%
Percent of Skilled and Professional Service appointments sampled for which agencies performed a complete verification of minimum qualifications	85%	85%	89%	80%	88%	85%	85%
Percent of class specifications updated	15%	25%	23%	25%	25%	25%	25%
Percent of reclassification actions completed within 60 days	93%	94%	90%	96%	97%	95%	95%
Percent of resolved third-step grievance appeals	74%	57%	47%	49%	29%	32%	35%
Percent of disciplinary action appeal cases in which resolution is reached	58%	57%	62%	62%	58%	60%	60%
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	82%	71%	89%	75%	64%	65%	65%
¹ Percent of employees referred to EAP who improved post-referral work performance as assessed by their supervisors	61%	55%	56%	87%	63%	65%	65%
Percent of health plan vendors who received a "satisfactory" rating by at least 85 percent of all plan survey respondents	88%	95%	90%	78%	82%	83%	84%

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	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Est.	2023 Est.
Agency net profit (collection fee recovered on gross collections – operating expenses)	\$3,256,539	\$82,000	\$1,832,000	\$4,209,000	-\$2,455,000	\$1,366,000	\$2,425,000
Percent of debts with payment recovered compared to total debt assigned to CCU during the fiscal year	16%	9%	11%	15%	17%	17%	18%
Dollar value of payment recovered compared to total dollar value of debts assigned to CCU during the fiscal year	13%	14%	12%	22%	12%	15%	20%

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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	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Est.	2023 Est.
² Index of 30 outcome-related performance measures reported by State agencies and other sources	125.19	122.11	123.58	124.00	124.76	126.01	127.27
Percent of State-owned capital projects in the capital budget that are consistent with agency facilities master plans	88%	87%	89%	88%	91%	89%	89%
Percent of State-owned capital projects with approved facility programs	83%	87%	82%	90%	91%	87%	87%

Goal 4. Reduce greenhouse gas emissions from State operations by electrifying the State vehicle fleet.

Obj. 4.1 Annually, at least 25 percent of vehicle purchases will be Zero-Emission Vehicles (ZEVs).

Performance Measures	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Est.	2023 Est.
Total number of non-ZEV vehicles purchased for which there is a ZEV equivalent on State contract	157	162	156	61	97	107	N/A
Total number of ZEVs purchased	0	0	0	5	40	90	N/A
Percent of vehicle purchases that are ZEV	0%	0%	0%	8%	29%	46%	25%

NOTES

¹ The Spring Survey was not sent out in 2020 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 Office of the Secretary

	2021 Actual	2022 Appropriation	2023 Allowance
Number of Authorized Positions	144.00	145.00	147.00
Number of Contractual Positions	11.00	31.50	33.00
Salaries, Wages and Fringe Benefits	13,168,856	14,076,796	14,554,455
Technical and Special Fees	898,906	1,239,070	1,459,287
Operating Expenses	4,871,542	10,326,330	10,788,725
Net General Fund Expenditure	4,729,600	5,363,908	6,480,704
Special Fund Expenditure	13,980,371	20,042,821	20,084,084
Reimbursable Fund Expenditure	229,333	235,467	237,679
Total Expenditure	18,939,304	25,642,196	26,802,467

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	2021 Actual	2022 Appropriation	2023 Allowance
Number of Authorized Positions	19.00	21.00	23.00
Number of Contractual Positions	1.00	1.50	3.00
01 Salaries, Wages and Fringe Benefits	2,861,489	2,830,189	3,355,044
02 Technical and Special Fees	49,534	61,483	263,233
03 Communications	2	0	0
04 Travel	1,346	1,000	1,000
07 Motor Vehicle Operation and Maintenance	2,103	2,450	3,450
08 Contractual Services	26,407	269,844	258,663
10 Equipment - Replacement	0	175,000	0
13 Fixed Charges	12,646	38,500	43,300
Total Operating Expenses	42,504	486,794	306,413
Total Expenditure	2,953,527	3,378,466	3,924,690
Net General Fund Expenditure	2,724,194	3,142,999	3,687,011
Reimbursable Fund Expenditure	229,333	235,467	237,679
Total Expenditure	2,953,527	3,378,466	3,924,690
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	229,333	235,467	237,679
Total	229,333	235,467	237,679

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

	2021 Actual	2022 Appropriation	2023 Allowance
Number of Authorized Positions	7.00	7.00	7.00
01 Salaries, Wages and Fringe Benefits	1,078,401	1,021,525	947,940
02 Technical and Special Fees	0	0	6,824
03 Communications	42,476	55,800	67,000
04 Travel	0	1,000	1,950
07 Motor Vehicle Operation and Maintenance	2,623	2,000	2,000
08 Contractual Services	836,305	768,050	1,606,313
09 Supplies and Materials	15,091	40,000	55,000
10 Equipment - Replacement	2,491	30,000	90,000
11 Equipment - Additional	1,570	0	0
13 Fixed Charges	26,449	302,534	16,666
Total Operating Expenses	927,005	1,199,384	1,838,929
Total Expenditure	2,005,406	2,220,909	2,793,693
Net General Fund Expenditure	2,005,406	2,220,909	2,793,693
Total Expenditure	2,005,406	2,220,909	2,793,693

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

	2021 Actual	2022 Appropriation	2023 Allowance
Number of Authorized Positions	118.00	117.00	117.00
Number of Contractual Positions	10.00	30.00	30.00
01 Salaries, Wages and Fringe Benefits	9,228,966	10,225,082	10,251,471
02 Technical and Special Fees	849,372	1,177,587	1,189,230
03 Communications	254,379	1,357,500	1,357,500
04 Travel	708	25,000	37,500
07 Motor Vehicle Operation and Maintenance	773	5,400	5,741
08 Contractual Services	3,020,613	6,507,305	6,495,809
09 Supplies and Materials	12,970	65,000	65,000
10 Equipment - Replacement	23,473	98,000	98,000
13 Fixed Charges	589,117	581,947	583,833
Total Operating Expenses	3,902,033	8,640,152	8,643,383
Total Expenditure	13,980,371	20,042,821	20,084,084
Special Fund Expenditure	13,980,371	20,042,821	20,084,084
Total Expenditure	13,980,371	20,042,821	20,084,084
Special Fund Expenditure			
F10301 Collection Fees	13,980,371	20,042,821	20,084,084
Total	13,980,371	20,042,821	20,084,084

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Summary of Office of Personnel Services and Benefits

	2021 Actual	2022 Appropriation	2023 Allowance
Number of Authorized Positions	133.60	133.60	133.60
Number of Contractual Positions	7.18	4.00	4.00
Salaries, Wages and Fringe Benefits	13,921,537	65,080,738	691,451,354
Technical and Special Fees	442,857	241,900	241,900
Operating Expenses	13,581,187	15,170,282	12,258,476
Net General Fund Expenditure	8,210,026	20,121,001	549,873,657
Special Fund Expenditure	0	2,721,770	87,824,686
Federal Fund Expenditure	0	551,662	48,858,732
American Rescue Plan Act of 21 Expenditure	0	40,000,000	0
Reimbursable Fund Expenditure	19,735,555	17,098,487	17,394,655
Total Expenditure	27,945,581	80,492,920	703,951,730

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

	2021 Actual	2022 Appropriation	2023 Allowance
Number of Authorized Positions	23.00	25.00	25.00
Number of Contractual Positions	2.40	0.00	0.00
01 Salaries, Wages and Fringe Benefits	2,821,115	3,045,566	3,094,884
02 Technical and Special Fees	136,524	0	0
03 Communications	2,293	0	0
04 Travel	177	1,000	2,000
08 Contractual Services	8,451,734	6,407,000	6,427,000
13 Fixed Charges	8,252	3,000	8,600
Total Operating Expenses	8,462,456	6,411,000	6,437,600
Total Expenditure	11,420,095	9,456,566	9,532,484
Net General Fund Expenditure	2,667,454	2,675,000	2,727,629
Reimbursable Fund Expenditure	8,752,641	6,781,566	6,804,855
Total Expenditure	11,420,095	9,456,566	9,532,484

Reimbursable Fund Expenditure

F10901	Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	0	472,143	476,217
F50910	State Personnel System Allocation	8,752,641	6,309,423	6,328,638
	Total	8,752,641	6,781,566	6,804,855

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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

	2021 Actual	2022 Appropriation	2023 Allowance
Number of Authorized Positions	37.00	36.00	36.00
Number of Contractual Positions	4.00	4.00	4.00
01 Salaries, Wages and Fringe Benefits	3,564,326	3,543,357	3,660,865
02 Technical and Special Fees	288,084	241,900	241,900
03 Communications	181,939	724,000	740,350
04 Travel	0	14,300	14,300
08 Contractual Services	3,440,269	3,425,634	3,426,878
09 Supplies and Materials	12,994	50,000	50,000
10 Equipment - Replacement	80,696	42,400	85,400
13 Fixed Charges	203,086	210,948	210,948
Total Operating Expenses	3,918,984	4,467,282	4,527,876
Total Expenditure	7,771,394	8,252,539	8,430,641
Reimbursable Fund Expenditure	7,771,394	8,252,539	8,430,641
Total Expenditure	7,771,394	8,252,539	8,430,641
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	7,771,394	8,252,539	8,430,641
Total	7,771,394	8,252,539	8,430,641

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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	2021 Actual	2022 Appropriation	2023 Allowance
Number of Authorized Positions	42.00	42.00	42.00
Number of Contractual Positions	0.70	0.00	0.00
01 Salaries, Wages and Fringe Benefits	4,368,536	4,402,389	4,958,357
02 Technical and Special Fees	16,404	0	0
03 Communications	4	0	0
04 Travel	0	1,000	2,000
08 Contractual Services	555	0	0
09 Supplies and Materials	0	15,000	15,000
10 Equipment - Replacement	10,020	25,000	25,000
13 Fixed Charges	458	0	0
Total Operating Expenses	<u>11,037</u>	<u>41,000</u>	<u>42,000</u>
Total Expenditure	<u>4,395,977</u>	<u>4,443,389</u>	<u>5,000,357</u>
Net General Fund Expenditure	2,461,792	2,488,941	3,073,843
Reimbursable Fund Expenditure	<u>1,934,185</u>	<u>1,954,448</u>	<u>1,926,514</u>
Total Expenditure	<u>4,395,977</u>	<u>4,443,389</u>	<u>5,000,357</u>
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	460	261,697	240,930
F10909 Central Collection Unit Fund	0	199,784	198,938
F10910 Human Resources Shared Services Allocation	<u>1,933,725</u>	<u>1,492,967</u>	<u>1,486,646</u>
Total	<u>1,934,185</u>	<u>1,954,448</u>	<u>1,926,514</u>

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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

	2021 Actual	2022 Appropriation	2023 Allowance
Number of Authorized Positions	19.60	18.60	18.60
Number of Contractual Positions	0.08	0.00	0.00
01 Salaries, Wages and Fringe Benefits	2,060,389	2,008,887	2,125,833
02 Technical and Special Fees	1,845	0	0
03 Communications	1	0	0
Total Operating Expenses	1	0	0
Total Expenditure	2,062,235	2,008,887	2,125,833
Net General Fund Expenditure	2,062,235	2,008,887	2,003,850
Reimbursable Fund Expenditure	0	0	121,983
Total Expenditure	2,062,235	2,008,887	2,125,833
Reimbursable Fund Expenditure			
F10910 Human Resources Shared Services Allocation	0	0	121,983
Total	0	0	121,983

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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	2021 Actual	2022 Appropriation	2023 Allowance
Number of Authorized Positions	12.00	12.00	12.00
01 Salaries, Wages and Fringe Benefits	<u>1,107,171</u>	<u>1,150,364</u>	<u>1,293,750</u>
03 Communications	1	0	0
04 Travel	295	1,000	1,000
08 Contractual Services	401	0	0
13 Fixed Charges	<u>1,580</u>	<u>0</u>	<u>0</u>
Total Operating Expenses	<u>2,277</u>	<u>1,000</u>	<u>1,000</u>
Total Expenditure	<u><u>1,109,448</u></u>	<u><u>1,151,364</u></u>	<u><u>1,294,750</u></u>
Net General Fund Expenditure	1,016,545	1,041,430	1,184,088
Reimbursable Fund Expenditure	<u>92,903</u>	<u>109,934</u>	<u>110,662</u>
Total Expenditure	<u><u>1,109,448</u></u>	<u><u>1,151,364</u></u>	<u><u>1,294,750</u></u>
Reimbursable Fund Expenditure			
F10910 Human Resources Shared Services Allocation	<u>92,903</u>	<u>109,934</u>	<u>110,662</u>
Total	<u><u>92,903</u></u>	<u><u>109,934</u></u>	<u><u>110,662</u></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	2021 Actual	2022 Appropriation	2023 Allowance
01 Salaries, Wages and Fringe Benefits	0	50,930,175	676,317,665
07 Motor Vehicle Operation and Maintenance	1,184,432	2,250,000	1,250,000
Total Operating Expenses	1,184,432	2,250,000	1,250,000
Total Expenditure	1,184,432	53,180,175	677,567,665
Net General Fund Expenditure	0	9,906,743	540,884,247
Special Fund Expenditure	0	2,721,770	87,824,686
Federal Fund Expenditure	0	551,662	48,858,732
American Rescue Plan Act of 21 Expenditure	0	40,000,000	0
Reimbursable Fund Expenditure	1,184,432	0	0
Total Expenditure	1,184,432	53,180,175	677,567,665
Special Fund Expenditure			
F10310 Various State Agencies	0	471,770	86,574,686
SWF316 Strategic Energy Investment Fund - RGGI	0	2,250,000	1,250,000
Total	0	2,721,770	87,824,686
Federal Fund Expenditure			
F10501 Various State Agencies	0	551,662	48,858,732
Total	0	551,662	48,858,732
American Rescue Plan Act of 21 Expenditure			
21.027 American Rescue Plan Act of 2021	0	40,000,000	0
Total	0	40,000,000	0
Reimbursable Fund Expenditure			
F10A01 Department of Budget and Management	1,184,432	0	0
Total	1,184,432	0	0

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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	2021 Actual	2022 Appropriation	2023 Allowance
08 Contractual Services	2,000	0	0
12 Grants, Subsidies, and Contributions	<u>0</u>	<u>2,000,000</u>	<u>0</u>
Total Operating Expenses	<u>2,000</u>	<u>2,000,000</u>	<u>0</u>
Total Expenditure	<u><u>2,000</u></u>	<u><u>2,000,000</u></u>	<u><u>0</u></u>
Net General Fund Expenditure	<u>2,000</u>	<u>2,000,000</u>	<u>0</u>
Total Expenditure	<u><u>2,000</u></u>	<u><u>2,000,000</u></u>	<u><u>0</u></u>

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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		2021 Actual	2022 Appropriation	2023 Allowance
	Number of Authorized Positions	29.80	30.80	30.80
	Number of Contractual Positions	0.50	0.00	0.00
01	Salaries, Wages and Fringe Benefits	3,530,124	3,525,522	3,930,094
02	Technical and Special Fees	25,510	0	0
03	Communications	5	0	0
04	Travel	101	1,000	12,500
08	Contractual Services	5,033,297	5,621,235	6,078,523
13	Fixed Charges	5,437	5,000	10,000
	Total Operating Expenses	5,038,840	5,627,235	6,101,023
	Total Expenditure	8,594,474	9,152,757	10,031,117
	Net General Fund Expenditure	5,132,844	5,540,863	6,218,773
	Special Fund Expenditure	511,221	574,683	769,288
	Reimbursable Fund Expenditure	2,950,409	3,037,211	3,043,056
	Total Expenditure	8,594,474	9,152,757	10,031,117
Special Fund Expenditure				
F10301	Collection Fees	511,221	574,683	769,288
	Total	511,221	574,683	769,288
Reimbursable Fund Expenditure				
F10901	Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	0	27,211	33,056
F10911	Enterprise Budget System Operations and Maintenance Allocation	2,950,409	3,000,000	3,000,000
Q00A03	Maryland Correctional Enterprises	0	10,000	10,000
	Total	2,950,409	3,037,211	3,043,056

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

	2021 Actual	2022 Appropriation	2023 Allowance
Number of Authorized Positions	10.00	11.00	11.00
01 Salaries, Wages and Fringe Benefits	1,295,267	1,250,783	1,419,130
03 Communications	246	0	0
04 Travel	0	1,000	1,000
08 Contractual Services	48	0	0
09 Supplies and Materials	54	0	0
13 Fixed Charges	0	500	500
Total Operating Expenses	348	1,500	1,500
Total Expenditure	1,295,615	1,252,283	1,420,630
Net General Fund Expenditure	1,295,615	1,252,283	1,420,630
Total Expenditure	1,295,615	1,252,283	1,420,630

3 Year Position Summary

Classification Title	FY 2021 Positions	FY 2021 Expenditures	FY 2022 Positions	FY 2022 Appropriation	FY 2023 Positions	FY 2023 Allowance
F10 - Department of Budget and Management						
F10A01 - Office of the Secretary						
F10A0101 - Executive Direction						
Admin Officer I	1.00	59,947	1.00	60,548	1.00	60,548
Administrator IV	1.00	47,264	0.00	0	1.00	72,531
Administrator V	1.00	96,280	1.00	97,245	1.00	97,245
Asst Attorney General VII	3.00	344,527	3.00	347,982	3.00	347,982
Dep Secy Dept Budget & Mgmt	1.00	178,000	1.00	167,011	1.00	167,011
Designated Admin Mgr II	0.00	96,280	0.00	0	0.00	0
Designated Admin Mgr IV	1.00	0	0.00	0	0.00	0
Designated Admin Mgr Senior I	1.00	116,997	1.00	118,170	1.00	118,170
Designated Admin Mgr Senior III	2.00	135,897	2.00	250,643	1.00	137,260
Div Dir Ofc Atty General	1.00	134,393	1.00	135,740	1.00	135,740
Exec Assoc I	1.00	63,964	1.00	64,605	1.00	64,605
Exec Assoc III	1.00	80,786	1.00	81,596	1.00	81,596
Exec IX	0.00	155,521	0.00	0	0.00	0
Internal Auditor Officer	0.00	0	2.00	141,200	2.00	141,200
Prgm Analyst III Bdgt & Mgt	0.00	0	0.00	0	2.00	108,558
Prgm Analyst Sr Bdgt & Mgmt	3.00	180,462	3.00	243,996	2.00	182,271
Prgm Mgr IV	1.00	0	0.00	0	0.00	0
Prgm Mgr Senior II	0.00	127,292	1.00	128,568	1.00	128,568
Prgm Mgr Senior III	0.00	0	1.00	137,260	1.00	137,260
Prgm Mgr Senior IV	0.00	0	1.00	146,573	1.00	146,573
Procurement Manager I	0.00	0	0.00	0	1.00	70,280
Secy Dept Budget & Mgmt	1.00	191,598	1.00	193,526	1.00	193,526
Total F10A0101	19.00	2,009,208	21.00	2,314,663	23.00	2,390,924
F10A0102 - Division of Finance and Administration						
Accountant Manager II	1.00	0	0.00	0	0.00	0
Admin Officer I	0.00	43,831	1.00	44,271	1.00	44,271
Admin Prog Mgr IV	1.00	203,538	2.00	205,579	2.00	205,579
Admin Spec II	1.00	0	0.00	0	0.00	0
Admin Spec III	1.00	55,152	1.00	55,705	1.00	55,705
Administrator II	1.00	77,757	1.00	78,536	1.00	78,536
Administrator III	1.00	75,441	1.00	76,198	1.00	76,198
Prgm Mgr Senior III	1.00	116,621	1.00	117,790	1.00	117,790
Total F10A0102	7.00	572,340	7.00	578,079	7.00	578,079
F10A0103 - Central Collection Unit						
Accountant I	1.00	44,713	2.00	111,355	0.00	0
Accountant II	1.00	5,091	0.00	0	1.00	62,001
Admin Aide	1.00	38,706	1.00	43,934	1.00	39,139
Admin Aide OAG	3.00	100,002	3.00	147,019	3.00	141,558
Admin Officer I	5.00	312,270	6.00	316,703	6.00	316,703
Admin Officer II	3.00	177,550	3.00	179,330	3.00	158,232
Admin Officer III	3.00	184,650	3.00	186,501	3.00	186,501
Admin Spec II	6.00	211,258	6.00	250,267	6.00	250,267
Admin Spec III	6.00	235,777	5.00	238,140	5.00	216,607
Administrator I	3.00	132,486	3.00	181,694	3.00	181,694
Administrator II	2.00	69,293	1.00	70,039	1.00	70,039
Administrator III	2.00	123,903	2.00	125,145	2.00	125,145
Asst Attorney General VI	1.00	0	1.00	70,280	1.00	70,280

3 Year Position Summary

Classification Title	FY 2021 Positions	FY 2021 Expenditures	FY 2022 Positions	FY 2022 Appropriation	FY 2023 Positions	FY 2023 Allowance
Asst Attorney General VII	1.00	110,492	1.00	111,600	1.00	111,600
Asst Attorney General VIII	1.00	124,885	1.00	126,137	1.00	126,137
Collection Agent I	0.00	36,137	2.00	82,931	2.00	70,414
Collection Agent II	16.00	532,926	13.00	526,455	14.00	563,865
Collection Agent Lead	9.00	553,384	12.00	599,064	11.00	545,476
Collection Agent Supervisor	7.00	296,778	7.00	342,046	7.00	342,046
Fiscal Accounts Clerk II	15.00	478,774	14.00	519,505	14.00	517,104
Fiscal Services Admin II	1.00	55,034	1.00	86,842	1.00	80,437
Fiscal Services Admin IV	1.00	88,305	1.00	95,132	1.00	95,132
Internal Auditor Officer	1.00	0	0.00	0	0.00	0
IT Asst Director I	1.00	79,638	1.00	80,437	1.00	80,437
IT Asst Director III	1.00	95,982	1.00	96,944	1.00	96,944
IT Functional Analyst II	4.00	214,199	4.00	216,346	4.00	216,346
IT Functional Analyst Lead	0.00	65,498	1.00	66,155	1.00	66,155
IT Functional Analyst Supervisor	2.00	64,777	1.00	65,426	1.00	65,426
IT Functional Analyst Trainee	0.00	44,992	1.00	45,443	1.00	45,443
Management Associate	1.00	58,816	1.00	51,627	1.00	51,627
Office Clerk II	1.00	0	0.00	0	1.00	31,286
Office Secy III	2.00	88,666	2.00	89,554	2.00	72,671
Office Services Clerk	2.00	78,211	2.00	78,995	2.00	78,995
Office Services Clerk Lead	1.00	34,312	1.00	34,656	1.00	34,656
Paralegal II	2.00	95,241	2.00	95,242	2.00	95,242
Paralegal II OAG	2.00	97,942	2.00	112,530	2.00	92,096
Prgm Mgr III	3.00	276,302	3.00	279,072	3.00	279,072
Prgm Mgr Senior II	1.00	111,372	1.00	112,489	1.00	112,489
Prgm Mgr Senior III	1.00	135,897	1.00	137,260	1.00	137,260
Staff Atty I Attorney General	2.00	112,431	2.00	121,805	2.00	127,404
Staff Atty II Attorney Genral	3.00	194,336	3.00	210,657	3.00	210,657
Total F10A0103	118.00	5,761,026	117.00	6,304,757	117.00	6,164,583

Total F10A01-Office of the Secretary

144.00 8,342,574

145.00 9,197,499

147.00 9,133,586

F10A02 - Office of Personnel Services and Benefits

F10A0201 - Executive Direction

Admin Officer I	0.00	0	0.00	0	1.00	41,212
Admin Officer III	2.00	53,400	2.00	98,924	1.00	53,935
Admin Spec III	1.00	45,906	1.00	46,366	1.00	46,366
Administrator I	0.00	0	1.00	47,881	1.00	47,881
Administrator II	0.00	0	1.00	71,385	2.00	138,810
Administrator III	3.00	64,777	3.00	190,305	4.00	272,559
Administrator IV	1.00	85,302	2.00	172,314	1.00	86,157
Administrator V	0.00	0	0.00	0	2.00	169,310
Administrator VI	1.00	20,897	1.00	92,619	0.00	0
Administrator VII	0.00	76,736	0.00	0	0.00	0
Employee and Labor Relations Representative	0.00	65,330	0.00	0	1.00	99,895
Exec IX	1.00	159,768	1.00	155,170	1.00	155,170
HR Administrator II	1.00	0	1.00	72,531	1.00	57,862
HR Administrator IV	1.00	119,998	1.00	105,735	1.00	105,735
HR Analyst Sr DBM	3.00	44,337	2.00	138,558	0.00	0
HR Analyst Supv DBM	1.00	91,975	1.00	92,897	1.00	92,897
HR Officer I	1.00	0	1.00	59,231	0.00	0
HR Officer II	0.00	12,108	1.00	64,399	0.00	0

3 Year Position Summary

Classification Title	FY 2021 Positions	FY 2021 Expenditures	FY 2022 Positions	FY 2022 Appropriation	FY 2023 Positions	FY 2023 Allowance
HR Officer III	0.00	56,040	0.00	0	1.00	68,717
HRIS Analyst I DBM	0.00	0	0.00	0	1.00	50,971
HRIS Analyst II DBM	1.00	0	0.00	0	0.00	0
HRIS Analyst Prgm Expert DBM	0.00	98,337	0.00	0	0.00	0
Management Advocate Sr	1.00	84,478	1.00	93,643	1.00	80,437
Prgm Mgr Senior II	4.00	287,374	4.00	461,109	1.00	119,109
Prgm Mgr Senior III	0.00	0	0.00	0	2.00	249,468
Prgm Mgr Senior IV	1.00	139,652	1.00	141,052	1.00	141,052
Total F10A0201	23.00	1,506,415	25.00	2,104,119	25.00	2,077,543
F10A0202 - Division of Employee Benefits						
Accountant Advanced	0.00	47,593	2.00	101,942	2.00	133,580
Accountant II	1.00	0	0.00	0	0.00	0
Admin Officer I	4.00	31,611	1.00	55,106	0.00	0
Admin Officer II	1.00	0	0.00	0	0.00	0
Admin Officer III	5.00	93,285	2.00	119,593	1.00	59,231
Admin Spec II	6.00	26,547	2.00	81,222	1.00	35,207
Admin Spec III	8.00	69,325	2.00	88,666	1.00	43,136
Administrator I	1.00	0	0.00	0	0.00	0
Administrator II	1.00	2,684	0.00	0	0.00	0
Administrator III	0.00	0	0.00	0	1.00	54,279
Employee Benefits Specialist I	0.00	277,218	9.00	443,317	2.00	105,881
Employee Benefits Specialist II	0.00	259,528	2.00	120,365	8.00	424,140
Employee Benefits Specialist III	0.00	139,665	2.00	109,041	5.00	263,905
Employee Benefits Specialist IV	0.00	232,378	3.00	199,781	4.00	268,498
Financial Compliance Auditor Lead	2.00	59,108	1.00	63,687	1.00	63,687
Fiscal Services Admin I	1.00	58,874	1.00	75,354	0.00	0
Fiscal Services Admin II	1.00	43,701	1.00	88,492	0.00	0
HR Administrator III	2.00	89,283	1.00	90,178	1.00	90,178
HRIS Analyst Supv DBM	1.00	0	1.00	115,935	1.00	115,935
IT Functional Analyst II	0.00	58,328	1.00	53,397	2.00	111,072
Prgm Mgr I	0.00	13,372	0.00	0	1.00	75,354
Prgm Mgr II	0.00	157,851	2.00	157,855	3.00	219,580
Prgm Mgr IV	2.00	48,298	1.00	98,800	0.00	0
Prgm Mgr Senior I	0.00	104,369	1.00	105,415	1.00	105,415
Prgm Mgr Senior III	1.00	133,319	1.00	134,656	1.00	134,656
Total F10A0202	37.00	1,946,337	36.00	2,302,802	36.00	2,303,734
F10A0204 - Division of Personnel Services						
Admin Officer II	2.00	4,542	1.00	42,294	1.00	42,294
Admin Officer III	0.00	4,372	0.00	0	0.00	0
Admin Spec III	2.00	151,032	3.00	152,546	3.00	152,546
Administrator I	0.00	61,200	1.00	66,895	1.00	66,895
Administrator II	0.00	94,258	0.00	0	0.00	0
Administrator III	0.00	117,950	0.00	0	0.00	0
Administrator IV	0.00	74,598	0.00	0	0.00	0
Administrator V	0.00	50,632	0.00	0	0.00	0
HR Administrator I	0.00	67,117	0.00	0	1.00	80,695
HR Administrator II	2.00	114,809	2.00	149,029	1.00	91,167
HR Administrator III	1.00	98,120	1.00	99,103	1.00	99,103
HR Administrator IV	2.00	199,698	1.00	101,805	0.00	0
HR Analyst III DBM	3.00	0	0.00	0	1.00	44,989

3 Year Position Summary

Classification Title	FY 2021 Positions	FY 2021 Expenditures	FY 2022 Positions	FY 2022 Appropriation	FY 2023 Positions	FY 2023 Allowance
HR Analyst IV DBM	3.00	243,110	5.00	356,788	3.00	209,009
HR Analyst Sr DBM	5.00	612,508	5.00	389,032	10.00	741,886
HR Officer I	5.00	145,332	3.00	183,578	0.00	0
HR Officer III	1.00	14,385	1.00	75,592	0.00	0
HRIS Analyst I DBM	7.00	64,135	5.00	296,115	2.00	101,942
HRIS Analyst II DBM	1.00	180,117	6.00	421,443	1.00	82,254
HRIS Analyst III DBM	2.00	394,826	3.00	259,107	7.00	594,197
HRIS Analyst Ld/Adv DBM	1.00	175,011	1.00	92,619	2.00	180,267
HRIS Analyst Prgm Expert DBM	0.00	78,429	1.00	108,635	2.00	207,435
HRIS Analyst Supv DBM	1.00	229,568	1.00	115,935	1.00	115,935
IT Systems Technical Spec	1.00	0	0.00	0	0.00	0
Personnel Associate III	1.00	0	0.00	0	0.00	0
Prgm Mgr Senior I	0.00	0	0.00	0	3.00	335,095
Prgm Mgr Senior II	0.00	115,696	0.00	0	0.00	0
Prgm Mgr Senior III	1.00	133,319	1.00	134,656	1.00	134,656
Prgm Mgr Senior IV	1.00	134,393	1.00	135,740	1.00	135,740
Total F10A0204	42.00	3,559,157	42.00	3,180,912	42.00	3,416,105
F10A0206 - Division of Classification and Salary						
Admin Spec III	1.00	57,270	1.00	57,844	1.00	57,844
HR Administrator II	0.00	48,714	1.00	86,157	0.00	0
HR Administrator III	4.00	391,674	4.00	356,032	5.00	447,924
HR Administrator IV	2.00	104,685	2.00	205,630	0.00	0
HR Analyst II DBM	5.00	23,502	0.00	0	0.00	0
HR Analyst III DBM	0.00	156,739	5.00	260,020	0.00	0
HR Analyst IV DBM	1.00	88,082	0.00	0	5.60	325,903
HR Analyst Sr DBM	4.60	290,204	4.60	316,800	5.00	351,554
HRIS Analyst I DBM	1.00	0	0.00	0	0.00	0
Prgm Mgr Senior I	0.00	0	0.00	0	1.00	120,447
Prgm Mgr Senior II	1.00	115,697	1.00	116,857	0.00	0
Prgm Mgr Senior III	0.00	0	0.00	0	1.00	124,734
Total F10A0206	19.60	1,276,567	18.60	1,399,340	18.60	1,428,406
F10A0207 - Division of Recruitment and Examination						
HR Administrator IV	1.00	0	1.00	65,857	1.00	65,857
HR Analyst I DBM	1.00	74,385	2.00	90,562	1.00	41,212
HR Analyst II DBM	0.00	16,329	0.00	0	1.00	52,546
HR Analyst III DBM	0.00	41,860	1.00	61,515	0.00	0
HR Analyst IV DBM	1.00	78,178	1.00	56,896	2.00	126,935
HR Analyst Sr DBM	8.00	439,258	6.00	477,410	5.00	367,151
HRIS Analyst III DBM	0.00	16,283	0.00	0	1.00	91,892
Prgm Mgr Senior II	1.00	115,697	1.00	116,857	0.00	0
Prgm Mgr Senior III	0.00	0	0.00	0	1.00	124,734
Total F10A0207	12.00	781,990	12.00	869,097	12.00	870,327
Total F10A02-Office of Personnel Services and Benefits	133.60	9,070,466	133.60	9,856,270	133.60	10,096,115
F10A0501 - Budget Analysis and Formulation						
Administrator III	1.00	60,091	1.00	60,694	1.00	60,694
Administrator IV	2.00	40,641	2.00	134,899	1.00	62,368
Administrator V	2.00	141,698	2.00	170,615	2.00	170,615
Administrator VI	0.80	59,342	0.80	79,916	0.80	79,916
Budget Analyst I Operating	3.00	138,607	4.00	232,664	4.00	224,947
Budget Analyst II Operating	5.00	325,139	4.00	265,984	4.00	268,546

3 Year Position Summary

Classification Title	FY 2021 Positions	FY 2021 Expenditures	FY 2022 Positions	FY 2022 Appropriation	FY 2023 Positions	FY 2023 Allowance
Budget Analyst III Operating	6.00	495,208	7.00	510,125	7.00	531,978
Budget Analyst IV Operating	4.00	350,259	4.00	353,771	4.00	353,771
Designated Admin Mgr Senior III	0.00	73,884	0.00	0	1.00	113,383
Exec IX	1.00	155,629	1.00	157,189	1.00	157,189
Office Secy II	0.00	0	1.00	39,544	1.00	31,286
Prgm Mgr Senior II	1.00	219,337	2.00	238,626	2.00	238,626
Prgm Mgr Senior III	2.00	11,024	0.00	0	0.00	0
Prgm Mgr Senior IV	0.00	279,213	2.00	293,146	2.00	293,146
Supv Budget Examiner	2.00	15,856	0.00	0	0.00	0
Total F10A0501	29.80	2,365,928	30.80	2,537,173	30.80	2,586,465
F10A0601 - Capital Budget Analysis and Formulation						
Budget Analyst I, Capital Programs	2.00	108,067	3.00	165,713	0.00	0
Budget Analyst II Capital Programs	1.00	77,112	1.00	66,155	4.00	273,628
Budget Analyst III, Capital Programs	1.00	140,904	2.00	142,316	2.00	142,316
Budget Analyst Lead, Capital Programs	2.00	84,318	1.00	81,083	1.00	81,083
Budget Analyst Supv Capital Prgm	1.00	108,407	1.00	109,494	1.00	103,428
Exec VII	1.00	142,772	1.00	144,203	1.00	144,203
OBS-Budget Analyst Lead,Capital Programs	1.00	100,794	1.00	101,805	1.00	101,805
Prgm Mgr Senior II	1.00	127,292	1.00	128,568	1.00	116,857
Total F10A0601	10.00	889,666	11.00	939,337	11.00	963,320
Total F10 Department of Budget and Management	317.40	20,668,634	320.40	22,530,279	322.40	22,779,486