

# 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	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Act.	2023 Est.	2024 Est.
Percent of protected groups in the State's workforce reflecting proportional composition in the Maryland civilian labor force	45%	40%	33%	43%	40%	42%	44%
Percent of EEO complaints resolved with the agency and/or with the Office of the Statewide Equal Employment Opportunity Coordinator	89%	93%	86%	90%	82%	84%	86%

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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	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Act.	2023 Est.	2024 Est.
Retention rate of permanent employees in the State Personnel Management System grades 5 through 26	87%	91%	89%	90%	88%	90%	90%
Percentage of skilled and professional individuals who successfully completed probationary period	98%	97%	98%	97%	98%	98%	98%
Percent of Skilled and Professional Service appointments sampled for which agencies performed a complete verification of minimum qualifications	85%	89%	80%	88%	79%	85%	85%
Percent of class specifications updated	25%	23%	25%	25%	26%	25%	25%
Percent of reclassification actions completed within 60 days	94%	90%	96%	97%	97%	90%	90%
Percent of resolved third-step grievance appeals	57%	47%	49%	29%	28%	30%	30%
Percent of disciplinary action appeal cases in which resolution is reached	57%	62%	62%	58%	70%	65%	65%
<sup>1</sup> 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	71%	89%	75%	64%	74%	70%	70%
<sup>1</sup> Percent of employees referred to EAP who improved post-referral work performance as assessed by their supervisors	55%	56%	87%	63%	56%	60%	60%
Percent of health plan vendors who received a "satisfactory" rating by at least 85 percent of all plan survey respondents	95%	90%	78%	82%	57%	60%	62%

**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	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Act.	2023 Est.	2024 Est.
Agency net profit (collection fee recovered on gross collections – operating expenses)	\$82,000	\$1,832,000	\$4,209,000	-\$2,455,000	\$85,000	\$1,150,000	\$2,700,000
Percent of debts with payment recovered compared to total debt assigned to CCU during the fiscal year	9%	11%	15%	17%	21%	23%	23%
Dollar value of payment recovered compared to total dollar value of debts assigned to CCU during the fiscal year	14%	12%	22%	12%	15%	17%	17%

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

**Obj. 3.1** Annually, 85 percent of State-owned capital projects included in the capital budget will be consistent with agency facilities master plans.

**Obj. 3.2** Annually, 85 percent of State-owned capital projects included in the capital budget will have an approved facility program.

Performance Measures	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Act.	2023 Est.	2024 Est.
Percent of State-owned capital projects in the capital budget that are consistent with agency facilities master plans	87%	89%	88%	91%	89%	89%	89%
Percent of State-owned capital projects with approved facility programs	87%	82%	90%	91%	74%	85%	85%

**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	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Act.	2023 Est.	2024 Est.
Total number of non-ZEV vehicles purchased for which there is a ZEV equivalent on State contract	162	156	61	97	66	95	95
Total number of ZEVs purchased	0	0	5	40	90	90	90
Percent of vehicle purchases that are ZEV	0%	0%	8%	29%	58%	48%	48%

**NOTES**

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<sup>1</sup> The Spring Survey was not sent out in 2020 due to COVID. The 2020 percentages are therefore based only on the Fall Survey.

## Department of Budget and Management

### Summary of Department of Budget and Management

	<b>2022 Actual</b>	<b>2023 Appropriation</b>	<b>2024 Allowance</b>
Number of Authorized Positions	320.40	323.40	325.40
Number of Contractual Positions	20.30	37.00	24.00
Salaries, Wages and Fringe Benefits	113,706,952	139,419,472	429,848,564
Technical and Special Fees	1,069,590	1,842,234	1,296,977
Operating Expenses	26,621,552	33,005,821	29,610,010
Net General Fund Expenditure	103,701,675	129,380,109	336,187,144
Special Fund Expenditure	20,091,285	22,913,334	75,535,453
Federal Fund Expenditure	0	839,207	27,157,374
Reimbursable Fund Expenditure	17,605,134	21,134,877	21,875,580
Total Expenditure	141,398,094	174,267,527	460,755,551

## Department of Budget and Management

### Summary of Office of the Secretary

	<b>2022 Actual</b>	<b>2023 Appropriation</b>	<b>2024 Allowance</b>
Number of Authorized Positions	145.00	148.00	148.00
Number of Contractual Positions	15.50	33.00	20.00
Salaries, Wages and Fringe Benefits	13,978,099	15,528,646	16,640,415
Technical and Special Fees	795,238	1,579,046	1,043,486
Operating Expenses	8,119,052	13,411,089	11,158,162
Net General Fund Expenditure	6,109,200	9,373,601	7,252,810
Special Fund Expenditure	16,554,094	20,894,046	21,324,714
Reimbursable Fund Expenditure	229,095	251,134	264,539
Total Expenditure	<u>22,892,389</u>	<u>30,518,781</u>	<u>28,842,063</u>

## 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.

<b>Appropriation Statement</b>	<b>2022 Actual</b>	<b>2023 Appropriation</b>	<b>2024 Allowance</b>
Number of Authorized Positions	21.00	23.00	23.00
Number of Contractual Positions	2.40	3.00	3.00
01 Salaries, Wages and Fringe Benefits	2,916,781	3,581,834	3,778,665
02 Technical and Special Fees	219,739	286,396	276,721
03 Communications	2	0	0
04 Travel	12,818	1,000	10,000
07 Motor Vehicle Operation and Maintenance	532	3,450	3,450
08 Contractual Services	43,206	258,663	427,679
10 Equipment - Replacement	14,150	0	0
13 Fixed Charges	9,147	43,300	54,700
Total Operating Expenses	79,855	306,413	495,829
Total Expenditure	3,216,375	4,174,643	4,551,215
Net General Fund Expenditure	2,987,280	3,923,509	4,286,676
Reimbursable Fund Expenditure	229,095	251,134	264,539
Total Expenditure	3,216,375	4,174,643	4,551,215
<b>Reimbursable Fund Expenditure</b>			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	229,095	251,134	264,539

## 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

	2022 Actual	2023 Appropriation	2024 Allowance
Number of Authorized Positions	7.00	8.00	9.00
01 Salaries, Wages and Fringe Benefits	1,178,890	1,004,213	1,208,844
02 Technical and Special Fees	175	6,824	0
03 Communications	46,630	67,000	67,000
04 Travel	5,961	1,950	1,950
07 Motor Vehicle Operation and Maintenance	12,418	2,000	2,000
08 Contractual Services	1,668,065	3,445,560	1,499,674
09 Supplies and Materials	25,756	55,000	55,000
10 Equipment - Replacement	61,334	90,000	100,000
13 Fixed Charges	122,691	777,545	31,666
Total Operating Expenses	1,942,855	4,439,055	1,757,290
Total Expenditure	3,121,920	5,450,092	2,966,134
Net General Fund Expenditure	3,121,920	5,450,092	2,966,134
Total Expenditure	3,121,920	5,450,092	2,966,134

## 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

	2022 Actual	2023 Appropriation	2024 Allowance
Number of Authorized Positions	117.00	117.00	116.00
Number of Contractual Positions	13.10	30.00	17.00
01 Salaries, Wages and Fringe Benefits	9,882,428	10,942,599	11,652,906
02 Technical and Special Fees	575,324	1,285,826	766,765
03 Communications	397,447	1,357,500	1,357,500
04 Travel	2,513	37,500	37,500
07 Motor Vehicle Operation and Maintenance	1,148	5,741	5,550
08 Contractual Services	4,967,052	6,495,809	6,715,003
09 Supplies and Materials	26,502	65,000	65,000
10 Equipment - Replacement	116,589	98,000	98,000
13 Fixed Charges	585,091	606,071	626,490
Total Operating Expenses	6,096,342	8,665,621	8,905,043
Total Expenditure	16,554,094	20,894,046	21,324,714
Special Fund Expenditure	16,554,094	20,894,046	21,324,714
Total Expenditure	16,554,094	20,894,046	21,324,714
<b>Special Fund Expenditure</b>			
F10301 Collection Fees	16,554,094	20,894,046	21,324,714

## Department of Budget and Management

### Summary of Office of Personnel Services and Benefits

	<b>2022 Actual</b>	<b>2023 Appropriation</b>	<b>2024 Allowance</b>
Number of Authorized Positions	133.60	133.60	133.60
Number of Contractual Positions	4.57	4.00	4.00
Salaries, Wages and Fringe Benefits	94,723,737	118,190,733	406,833,247
Technical and Special Fees	255,937	263,188	253,491
Operating Expenses	14,611,155	12,266,432	12,317,776
Net General Fund Expenditure	90,872,792	110,790,459	320,236,720
Special Fund Expenditure	2,992,940	1,250,000	53,439,220
Federal Fund Expenditure	0	839,207	27,157,374
Reimbursable Fund Expenditure	15,725,097	17,840,687	18,571,200
Total Expenditure	109,590,829	130,720,353	419,404,514

## 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 Performance Evaluation Program (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 to 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

	2022 Actual	2023 Appropriation	2024 Allowance
Number of Authorized Positions	25.00	25.00	26.00
Number of Contractual Positions	0.21	0.00	0.00
01 Salaries, Wages and Fringe Benefits	2,775,951	3,300,110	3,462,461
02 Technical and Special Fees	13,716	0	0
03 Communications	6,113	0	0
04 Travel	1,386	2,000	2,000
08 Contractual Services	6,539,414	6,427,000	6,466,868
09 Supplies and Materials	54	0	0
13 Fixed Charges	8,972	8,600	8,600
Total Operating Expenses	6,555,939	6,437,600	6,477,468
Total Expenditure	9,345,606	9,737,710	9,939,929
Net General Fund Expenditure	2,729,886	2,898,183	2,990,239
Reimbursable Fund Expenditure	6,615,720	6,839,527	6,949,690
Total Expenditure	9,345,606	9,737,710	9,939,929
<b>Reimbursable Fund Expenditure</b>			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	92,195	478,640	607,822
F50910 State Personnel System Allocation	6,523,525	6,360,887	6,341,868
Total	6,615,720	6,839,527	6,949,690

## Department of Budget and Management

### 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

	2022 Actual	2023 Appropriation	2024 Allowance
Number of Authorized Positions	36.00	36.00	35.00
Number of Contractual Positions	4.00	4.00	4.00
01 Salaries, Wages and Fringe Benefits	3,258,217	3,903,032	4,106,173
02 Technical and Special Fees	229,109	263,188	253,491
03 Communications	57,036	740,350	740,350
04 Travel	952	14,300	14,300
08 Contractual Services	3,289,523	3,426,878	3,428,848
09 Supplies and Materials	7,646	50,000	50,000
10 Equipment - Replacement	0	85,400	85,400
13 Fixed Charges	202,513	218,904	228,410
Total Operating Expenses	3,557,670	4,535,832	4,547,308
Total Expenditure	7,044,996	8,702,052	8,906,972
Reimbursable Fund Expenditure	7,044,996	8,702,052	8,906,972
Total Expenditure	7,044,996	8,702,052	8,906,972
<b>Reimbursable Fund Expenditure</b>			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	7,044,996	8,702,052	8,906,972

## 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 20 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.

<b>Appropriation Statement</b>		<b>2022 Actual</b>	<b>2023 Appropriation</b>	<b>2024 Allowance</b>
	Number of Authorized Positions	42.00	42.00	42.00
	Number of Contractual Positions	0.36	0.00	0.00
01	Salaries, Wages and Fringe Benefits	4,532,115	5,292,450	5,909,420
02	Technical and Special Fees	13,112	0	0
03	Communications	13	0	0
04	Travel	425	2,000	2,000
08	Contractual Services	2,168	0	0
09	Supplies and Materials	0	15,000	15,000
10	Equipment - Replacement	0	25,000	25,000
13	Fixed Charges	742	0	0
	Total Operating Expenses	3,348	42,000	42,000
	Total Expenditure	4,548,575	5,334,450	5,951,420
	Net General Fund Expenditure	2,594,128	3,283,396	3,568,457
	Reimbursable Fund Expenditure	1,954,447	2,051,054	2,382,963
	Total Expenditure	4,548,575	5,334,450	5,951,420
<b>Reimbursable Fund Expenditure</b>				
F10901	Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	261,696	256,498	454,132
F10909	Central Collection Unit Fund	199,784	211,790	225,309
F10910	Human Resources Shared Services Allocation	1,492,967	1,582,766	1,703,522
	Total	1,954,447	2,051,054	2,382,963

## Department of Budget and Management

### 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

	2022 Actual	2023 Appropriation	2024 Allowance
Number of Authorized Positions	19.60	18.60	18.60
01 Salaries, Wages and Fringe Benefits	2,065,103	2,268,343	2,321,606
03 Communications	2	0	0
Total Operating Expenses	2	0	0
Total Expenditure	2,065,105	2,268,343	2,321,606
Net General Fund Expenditure	2,065,105	2,138,159	2,184,510
Reimbursable Fund Expenditure	0	130,184	137,096
Total Expenditure	2,065,105	2,268,343	2,321,606
<b>Reimbursable Fund Expenditure</b>			
F10910 Human Resources Shared Services Allocation	0	130,184	137,096

## Department of Budget and Management

### 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

		2022 Actual	2023 Appropriation	2024 Allowance
Number of Authorized Positions		11.00	12.00	12.00
01	Salaries, Wages and Fringe Benefits	1,181,139	1,378,730	1,555,066
03	Communications	256	0	0
04	Travel	0	1,000	1,000
08	Contractual Services	1,000	0	0
Total Operating Expenses		1,256	1,000	1,000
Total Expenditure		1,182,395	1,379,730	1,556,066
Net General Fund Expenditure		1,072,461	1,261,860	1,361,587
Reimbursable Fund Expenditure		109,934	117,870	194,479
Total Expenditure		1,182,395	1,379,730	1,556,066
<b>Reimbursable Fund Expenditure</b>				
F10901	Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	0	0	58,171
F10910	Human Resources Shared Services Allocation	109,934	117,870	136,308
Total		109,934	117,870	194,479

## Department of Budget and Management

### 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.

<b>Appropriation Statement</b>	<b>2022 Actual</b>	<b>2023 Appropriation</b>	<b>2024 Allowance</b>
01 Salaries, Wages and Fringe Benefits	80,911,212	102,048,068	389,478,521
07 Motor Vehicle Operation and Maintenance	2,992,940	1,250,000	1,250,000
Total Operating Expenses	2,992,940	1,250,000	1,250,000
Total Expenditure	<u>83,904,152</u>	<u>103,298,068</u>	<u>390,728,521</u>
Net General Fund Expenditure	80,911,212	101,208,861	310,131,927
Special Fund Expenditure	2,992,940	1,250,000	53,439,220
Federal Fund Expenditure	0	839,207	27,157,374
Total Expenditure	<u>83,904,152</u>	<u>103,298,068</u>	<u>390,728,521</u>
<b>Special Fund Expenditure</b>			
F10310 Various State Agencies	742,940	0	52,189,220
SWF316 Strategic Energy Investment Fund - RGGI	2,250,000	1,250,000	1,250,000
Total	<u>2,992,940</u>	<u>1,250,000</u>	<u>53,439,220</u>
<b>Federal Fund Expenditure</b>			
F10501 Various State Agencies	<u>0</u>	<u>839,207</u>	<u>27,157,374</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

	2022 Actual	2023 Appropriation	2024 Allowance
12 Grants, Subsidies, and Contributions	1,500,000	0	0
Total Operating Expenses	1,500,000	0	0
Total Expenditure	1,500,000	0	0
Net General Fund Expenditure	1,500,000	0	0
Total Expenditure	1,500,000	0	0

## 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

	2022 Actual	2023 Appropriation	2024 Allowance
Number of Authorized Positions	30.80	29.80	29.80
Number of Contractual Positions	0.23	0.00	0.00
<b>01 Salaries, Wages and Fringe Benefits</b>	<b>3,710,213</b>	<b>4,188,359</b>	<b>4,448,322</b>
<b>02 Technical and Special Fees</b>	<b>18,415</b>	<b>0</b>	<b>0</b>
<b>04 Travel</b>	<b>237</b>	<b>12,500</b>	<b>19,500</b>
<b>08 Contractual Services</b>	<b>3,884,390</b>	<b>7,304,300</b>	<b>6,103,072</b>
<b>13 Fixed Charges</b>	<b>4,624</b>	<b>10,000</b>	<b>10,000</b>
Total Operating Expenses	3,889,251	7,326,800	6,132,572
Total Expenditure	7,617,879	11,515,159	10,580,894
Net General Fund Expenditure	5,422,686	7,702,815	6,769,534
Special Fund Expenditure	544,251	769,288	771,519
Reimbursable Fund Expenditure	1,650,942	3,043,056	3,039,841
Total Expenditure	7,617,879	11,515,159	10,580,894
<b>Special Fund Expenditure</b>			
F10301 Collection Fees	544,251	769,288	771,519
<b>Reimbursable Fund Expenditure</b>			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	0	33,056	29,841
F10911 Enterprise Budget System Operations and Maintenance Allocation	1,650,942	3,000,000	3,000,000
Q00A03 Maryland Correctional Enterprises	0	10,000	10,000
Total	1,650,942	3,043,056	3,039,841

## 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

	<b>2022 Actual</b>	<b>2023 Appropriation</b>	<b>2024 Allowance</b>
Number of Authorized Positions	11.00	12.00	14.00
01 Salaries, Wages and Fringe Benefits	1,294,903	1,511,734	1,926,580
03 Communications	144	0	0
04 Travel	0	1,000	1,000
08 Contractual Services	600	0	0
09 Supplies and Materials	502	0	0
13 Fixed Charges	848	500	500
Total Operating Expenses	2,094	1,500	1,500
Total Expenditure	1,296,997	1,513,234	1,928,080
Net General Fund Expenditure	1,296,997	1,513,234	1,928,080
Total Expenditure	1,296,997	1,513,234	1,928,080

### 3 Year Position Summary

Classification Title	FY 2022 Positions	FY 2022 Expenditures	FY 2023 Positions	FY 2023 Appropriation	FY 2024 Positions	FY 2024 Allowance
<b>F10 - Department of Budget and Management</b>						
<b>F10A01 - Office of the Secretary</b>						
<b>F10A0101 - Executive Direction</b>						
Admin Officer I	0.00	0	1.00	65,417	0.00	0
Admin Officer II	1.00	65,536	0.00	0	1.00	72,954
Administrator IV	0.00	76,804	1.00	77,651	1.00	103,011
Administrator V	1.00	98,649	1.00	105,160	3.00	254,573
Administrator VI	0.00	70,179	0.00	0	2.00	219,511
Asst Attorney General VII	3.00	353,077	3.00	372,673	3.00	393,210
Dep Secy Dept Budget & Mgmt	1.00	186,589	1.00	180,708	1.00	188,840
Designated Admin Mgr Senior I	1.00	119,886	1.00	126,555	1.00	133,561
Designated Admin Mgr Senior III	2.00	180,439	1.00	147,106	1.00	155,248
Div Dir Ofc Atty General	1.00	115,761	1.00	145,343	1.00	106,849
Exec Assoc I	1.00	65,540	1.00	69,155	1.00	72,954
Exec Assoc III	1.00	82,811	1.00	87,449	1.00	92,290
Exec IX	0.00	17,645	0.00	0	0.00	0
Internal Auditor Officer	2.00	0	2.00	151,879	0.00	0
Prgm Analyst III Bdgt & Mgt	0.00	0	2.00	121,638	2.00	127,112
Prgm Analyst Sr Bdgt & Mgmt	3.00	120,885	2.00	196,911	0.00	0
Prgm Mgr Senior II	1.00	128,034	1.00	139,155	1.00	145,417
Prgm Mgr Senior III	1.00	0	1.00	147,106	1.00	100,166
Prgm Mgr Senior IV	1.00	52,954	1.00	157,086	1.00	165,780
Procurement Manager I	0.00	0	1.00	78,850	1.00	82,399
Secy Dept Budget & Mgmt	1.00	196,399	1.00	209,398	1.00	218,821
<b>Total F10A0101</b>	<b>21.00</b>	<b>1,931,188</b>	<b>23.00</b>	<b>2,579,240</b>	<b>23.00</b>	<b>2,632,696</b>
<b>F10A0102 - Division of Finance and Administration</b>						
Admin Officer I	1.00	23,708	1.00	48,618	0.00	0
Admin Officer III	0.00	0	0.00	0	1.00	52,575
Admin Prog Mgr IV	2.00	174,926	2.00	222,144	0.00	0
Admin Spec III	1.00	56,506	1.00	59,614	1.00	62,884
Administrator I	0.00	0	1.00	65,738	1.00	68,697
Administrator II	1.00	32,921	1.00	84,083	0.00	0
Administrator III	1.00	132,944	1.00	82,357	2.00	180,760
Fiscal Services Admin II	0.00	0	0.00	0	1.00	72,340
Prgm Mgr Senior I	0.00	47,870	0.00	0	1.00	130,941
Prgm Mgr Senior II	0.00	0	0.00	0	2.00	233,493
Prgm Mgr Senior III	1.00	131,469	1.00	126,101	0.00	0
Procurement Manager I	0.00	32,733	0.00	0	0.00	0
<b>Total F10A0102</b>	<b>7.00</b>	<b>633,077</b>	<b>8.00</b>	<b>688,655</b>	<b>9.00</b>	<b>801,690</b>
<b>F10A0103 - Central Collection Unit</b>						
Accountant II	2.00	58,312	1.00	66,995	1.00	68,697
Admin Aide	1.00	16,350	1.00	42,956	1.00	49,126
Admin Aide OAG	3.00	131,932	3.00	153,526	3.00	159,604
Admin Officer I	6.00	280,478	6.00	343,384	4.00	232,845
Admin Officer II	3.00	137,005	3.00	171,974	3.00	173,784
Admin Officer III	3.00	189,197	3.00	200,241	3.00	210,646
Admin Spec II	6.00	287,713	6.00	271,920	6.00	293,635
Admin Spec III	5.00	187,498	5.00	237,069	4.00	200,413
Administrator I	3.00	150,410	3.00	198,171	3.00	232,639
Administrator II	1.00	70,930	1.00	75,693	1.00	79,100

### 3 Year Position Summary

Classification Title	FY 2022 Positions	FY 2022 Expenditures	FY 2023 Positions	FY 2023 Appropriation	FY 2024 Positions	FY 2024 Allowance
Administrator III	2.00	89,910	2.00	136,934	2.00	138,859
Asst Attorney General VI	1.00	75,852	1.00	78,850	1.00	113,693
Asst Attorney General VII	1.00	113,217	1.00	119,469	1.00	126,036
Asst Attorney General VIII	1.00	127,968	1.00	136,426	0.00	0
Collection Agent I	2.00	25,793	2.00	77,917	8.00	346,064
Collection Agent II	13.00	490,409	14.00	622,781	10.00	494,393
Collection Agent Lead	12.00	505,662	11.00	594,648	10.00	571,623
Collection Agent Supervisor	7.00	310,868	7.00	374,791	8.00	474,280
Fiscal Accounts Clerk II	14.00	462,835	14.00	568,812	12.00	509,804
Fiscal Accounts Clerk Supervisor	0.00	0	0.00	0	1.00	51,724
Fiscal Services Admin II	1.00	81,602	1.00	86,946	1.00	90,859
Fiscal Services Admin IV	1.00	96,496	1.00	101,817	1.00	107,408
IT Asst Director I	1.00	81,608	1.00	86,946	1.00	90,859
IT Asst Director III	1.00	94,244	1.00	104,747	1.00	109,461
IT Functional Analyst II	4.00	249,473	4.00	237,417	5.00	304,078
IT Functional Analyst Lead	1.00	38,008	1.00	71,488	0.00	0
IT Functional Analyst Supervisor	1.00	98,076	1.00	70,034	2.00	152,108
IT Functional Analyst Trainee	1.00	46,497	1.00	50,812	1.00	53,099
IT Systems Technical Spec	0.00	0	0.00	0	1.00	95,450
Management Associate	1.00	60,073	1.00	56,281	1.00	58,814
Office Clerk II	0.00	25,966	1.00	32,873	1.00	40,540
Office Secy III	2.00	54,700	2.00	79,225	1.00	38,648
Office Services Clerk	2.00	80,096	2.00	85,182	2.00	89,016
Office Services Clerk Lead	1.00	22,170	1.00	38,681	0.00	0
Office Supervisor	0.00	15,935	0.00	0	1.00	45,692
Paralegal II	2.00	97,553	2.00	103,804	2.00	108,476
Paralegal II OAG	2.00	65,697	2.00	100,280	2.00	117,963
Prgm Mgr III	3.00	283,111	3.00	298,727	3.00	283,743
Prgm Mgr Senior II	1.00	114,120	1.00	120,420	1.00	127,038
Prgm Mgr Senior III	1.00	139,303	1.00	148,562	1.00	155,248
Principal Counsel	0.00	0	0.00	0	1.00	149,218
Staff Atty I Attorney General	2.00	78,209	2.00	136,372	0.00	0
Staff Atty II Attorney Genral	3.00	250,251	3.00	228,185	5.00	379,363
<b>Total F10A0103</b>	<b>117.00</b>	<b>5,785,527</b>	<b>117.00</b>	<b>6,711,356</b>	<b>116.00</b>	<b>7,124,046</b>

**Total F10A01-Office of the Secretary**

**145.00      8,349,792**

**148.00      9,979,251**

**148.00      10,558,432**

**F10A02 - Office of Personnel Services and Benefits**

**F10A0201 - Executive Direction**

Admin Officer I	0.00	0	1.00	45,245	0.00	0
Admin Officer III	2.00	84,785	1.00	57,691	1.00	60,847
Admin Spec I	0.00	0	0.00	0	1.00	38,648
Admin Spec III	1.00	48,775	1.00	49,574	1.00	54,229
Administrator I	0.00	0	1.00	53,564	0.00	0
Administrator II	1.00	0	2.00	149,324	1.00	87,028
Administrator III	4.00	173,900	4.00	294,946	1.00	78,228
Administrator IV	2.00	201,003	1.00	93,072	2.00	167,655
Administrator V	0.00	0	2.00	182,027	0.00	0
Administrator VI	1.00	0	0.00	0	0.00	0
Administrator VII	0.00	11,099	0.00	0	0.00	0
Contract Administrator I DBM-4895	0.00	18,058	0.00	0	1.00	55,062
Contract Administrator III DBM-4897	0.00	0	0.00	0	2.00	127,112

### 3 Year Position Summary

Classification Title	FY 2022 Positions	FY 2022 Expenditures	FY 2023 Positions	FY 2023 Appropriation	FY 2024 Positions	FY 2024 Allowance
Contract Administrator IV DBM-4898	0.00	75,329	0.00	0	3.00	259,758
Contract Administrator Supv DBM-4899	0.00	38,254	0.00	0	1.00	118,100
Employee and Labor Relations Representative	0.00	83,271	1.00	106,922	1.00	96,961
Exec Assoc I	0.00	10,278	0.00	0	1.00	57,125
Exec IX	1.00	163,771	1.00	167,897	1.00	175,452
HR Administrator II	1.00	44,906	1.00	63,687	0.00	0
HR Administrator IV	1.00	106,771	1.00	114,441	1.00	119,591
HR Analyst I DBM	0.00	0	0.00	0	1.00	48,129
HR Analyst III DBM	0.00	0	0.00	0	1.00	72,148
HR Analyst Sr DBM	2.00	94,458	0.00	0	0.00	0
HR Analyst Supv DBM	1.00	94,279	1.00	99,561	1.00	105,072
HR Officer I	1.00	0	0.00	0	0.00	0
HR Officer II	1.00	0	0.00	0	0.00	0
HR Officer III	0.00	0	1.00	73,562	0.00	0
HRIS Analyst I DBM	0.00	0	1.00	57,041	0.00	0
Management Advocate Sr	1.00	58,562	1.00	86,122	0.00	0
Prgm Mgr Senior II	4.00	297,353	1.00	127,519	1.00	122,290
Prgm Mgr Senior III	0.00	0	2.00	267,086	2.00	281,774
Prgm Mgr Senior IV	1.00	143,108	1.00	151,031	1.00	159,343
Senior Labor Relations Specialist DBM-4953	0.00	62,457	0.00	0	1.00	104,564
<b>Total F10A0201</b>	<b>25.00</b>	<b>1,810,417</b>	<b>25.00</b>	<b>2,240,312</b>	<b>26.00</b>	<b>2,389,116</b>
<b>F10A0202 - Division of Employee Benefits</b>						
Accountant Advanced	2.00	133,800	2.00	143,678	2.00	152,309
Admin Officer II	0.00	0	0.00	0	1.00	49,403
Admin Officer III	3.00	64,044	1.00	63,395	1.00	72,148
Admin Spec II	0.00	0	1.00	39,299	1.00	41,068
Admin Spec III	4.00	13,118	1.00	47,366	0.00	0
Administrator III	0.00	0	1.00	60,819	0.00	0
Administrator IV	0.00	0	0.00	0	1.00	67,802
Employee Benefits Specialist I	3.00	107,983	2.00	113,274	3.00	165,910
Employee Benefits Specialist II	5.00	322,870	8.00	456,921	5.00	306,145
Employee Benefits Specialist III	4.00	347,006	5.00	287,729	7.00	442,437
Employee Benefits Specialist IV	4.00	282,513	4.00	288,794	4.00	318,284
Financial Compliance Auditor Lead	1.00	16,921	1.00	68,822	0.00	0
Fiscal Services Admin I	1.00	0	0.00	0	0.00	0
Fiscal Services Admin II	1.00	0	0.00	0	0.00	0
HR Administrator III	1.00	91,475	1.00	97,418	1.00	101,802
HRIS Analyst Supv DBM	1.00	0	1.00	125,302	1.00	130,941
IT Functional Analyst II	1.00	114,299	2.00	121,846	2.00	124,672
IT Staff Specialist	0.00	0	0.00	0	1.00	74,705
Prgm Mgr I	0.00	0	1.00	81,446	1.00	86,754
Prgm Mgr II	2.00	168,709	3.00	239,026	0.00	0
Prgm Mgr III	0.00	0	0.00	0	2.00	193,922
Prgm Mgr IV	1.00	75,460	0.00	0	0.00	0
Prgm Mgr Senior I	1.00	114,016	1.00	112,836	1.00	128,465
Prgm Mgr Senior III	1.00	138,411	1.00	145,649	1.00	155,248
<b>Total F10A0202</b>	<b>36.00</b>	<b>1,990,625</b>	<b>36.00</b>	<b>2,493,620</b>	<b>35.00</b>	<b>2,612,015</b>
<b>F10A0204 - Division of Personnel Services</b>						
Admin Officer II	1.00	56,062	1.00	47,275	1.00	59,273
Admin Officer III	0.00	0	0.00	0	1.00	63,187

### 3 Year Position Summary

Classification Title	FY 2022 Positions	FY 2022 Expenditures	FY 2023 Positions	FY 2023 Appropriation	FY 2024 Positions	FY 2024 Allowance
Admin Spec I	0.00	0	0.00	0	1.00	38,648
Admin Spec III	3.00	175,681	3.00	164,155	2.00	119,312
Administrator I	1.00	56,919	1.00	71,606	0.00	0
Administrator II	0.00	0	0.00	0	1.00	82,178
HR Administrator I	0.00	0	1.00	86,397	1.00	91,149
HR Administrator II	2.00	152,292	1.00	98,575	0.00	0
HR Administrator III	1.00	100,578	1.00	107,264	0.00	0
HR Administrator IV	1.00	104,526	0.00	0	0.00	0
HR Analyst III DBM	0.00	0	1.00	49,418	1.00	76,379
HR Analyst IV DBM	5.00	292,868	3.00	224,434	4.00	328,798
HR Analyst Sr DBM	5.00	670,841	10.00	803,400	8.00	741,776
HRIS Analyst I DBM	3.00	70,180	2.00	114,082	2.00	144,987
HRIS Analyst II DBM	2.00	28,666	1.00	88,909	0.00	0
HRIS Analyst III DBM	7.00	612,184	7.00	639,411	5.00	530,610
HRIS Analyst Ld/Adv DBM	3.00	206,512	2.00	192,937	3.00	334,142
HRIS Analyst Prgm Expert DBM	1.00	213,939	2.00	222,039	3.00	354,300
HRIS Analyst Supv DBM	1.00	254,204	1.00	124,117	2.00	261,882
IT Functional Analyst Trainee	0.00	0	0.00	0	1.00	49,403
Prgm Mgr Senior I	4.00	324,917	3.00	359,909	4.00	518,859
Prgm Mgr Senior III	1.00	141,611	1.00	145,649	1.00	152,204
Prgm Mgr Senior IV	1.00	137,719	1.00	146,737	1.00	153,341
<b>Total F10A0204</b>	<b>42.00</b>	<b>3,599,699</b>	<b>42.00</b>	<b>3,686,314</b>	<b>42.00</b>	<b>4,100,428</b>
<b>F10A0206 - Division of Classification and Salary</b>						
Admin Spec III	1.00	58,677	1.00	61,933	1.00	65,361
Contract Administrator IV DBM-4898	0.00	0	0.00	0	0.60	50,498
Employee Benefits Specialist I	0.00	0	0.00	0	1.00	46,435
HR Administrator III	5.00	292,689	5.00	482,782	1.00	112,091
HR Administrator IV	2.00	180,633	0.00	0	4.00	428,116
HR Analyst I DBM	0.00	0	0.00	0	3.00	161,091
HR Analyst III DBM	1.00	45,416	0.00	0	1.00	52,575
HR Analyst IV DBM	4.00	197,489	5.60	358,077	0.00	0
HR Analyst Sr DBM	4.60	364,332	5.00	379,252	5.00	387,162
Prgm Mgr Senior I	0.00	0	1.00	129,087	1.00	136,233
Prgm Mgr Senior II	1.00	121,836	0.00	0	0.00	0
Prgm Mgr Senior III	1.00	112,747	1.00	133,543	1.00	140,887
<b>Total F10A0206</b>	<b>19.60</b>	<b>1,373,819</b>	<b>18.60</b>	<b>1,544,674</b>	<b>18.60</b>	<b>1,580,449</b>
<b>F10A0207 - Division of Recruitment and Examination</b>						
HR Administrator IV	0.00	0	1.00	72,510	0.00	0
HR Analyst I DBM	0.00	90	1.00	46,056	0.00	0
HR Analyst II DBM	2.00	94,533	1.00	56,200	0.00	0
HR Analyst III DBM	1.00	33,439	0.00	0	4.00	248,111
HR Analyst IV DBM	1.00	118,134	2.00	138,313	0.00	0
HR Analyst Sr DBM	6.00	387,839	5.00	396,570	5.00	450,005
HRIS Analyst III DBM	0.00	0	1.00	98,347	1.00	103,744
Prgm Mgr Senior III	1.00	125,873	1.00	133,543	1.00	140,887
Senior Labor Relations Specialist DBM-4953	0.00	0	0.00	0	1.00	110,675
<b>Total F10A0207</b>	<b>11.00</b>	<b>759,908</b>	<b>12.00</b>	<b>941,539</b>	<b>12.00</b>	<b>1,053,422</b>
<b>Total F10A02-Office of Personnel Services and Benefits</b>	<b>133.60</b>	<b>9,534,468</b>	<b>133.60</b>	<b>10,906,459</b>	<b>133.60</b>	<b>11,735,430</b>
<b>F10A0501 - Budget Analysis and Formulation</b>						
Administrator III	1.00	62,148	1.00	68,064	1.00	71,127

### 3 Year Position Summary

Classification Title	FY 2022 Positions	FY 2022 Expenditures	FY 2023 Positions	FY 2023 Appropriation	FY 2024 Positions	FY 2024 Allowance
Administrator IV	2.00	55,458	1.00	68,654	1.00	67,802
Administrator V	2.00	106,649	2.00	184,364	1.00	98,035
Administrator VI	0.80	60,803	0.80	86,347	0.80	95,673
Budget Analyst I Operating	4.00	133,898	4.00	242,452	2.00	136,308
Budget Analyst II Operating	4.00	289,446	4.00	288,861	5.00	388,113
Budget Analyst III Operating	7.00	490,998	7.00	573,416	6.00	534,455
Budget Analyst IV Operating	4.00	324,147	4.00	381,386	2.00	211,126
Exec IX	1.00	125,510	1.00	170,082	1.00	177,736
Executive Senior	0.00	0	0.00	0	1.00	195,800
Office Secy II	0.00	0	1.00	34,817	0.00	0
Prgm Mgr I	0.00	0	0.00	0	1.00	67,802
Prgm Mgr Senior I	1.00	66,795	0.00	0	1.00	128,465
Prgm Mgr Senior II	2.00	261,019	2.00	256,846	2.00	261,568
Prgm Mgr Senior IV	2.00	306,967	2.00	315,727	2.00	272,629
Supv Budget Examiner	0.00	0	0.00	0	3.00	355,308
<b>Total F10A0501</b>	<b>30.80</b>	<b>2,283,838</b>	<b>29.80</b>	<b>2,671,016</b>	<b>29.80</b>	<b>3,061,947</b>
<b>F10A0601 - Capital Budget Analysis and Formulation</b>						
Budget Analyst I, Capital Programs	0.00	0	1.00	66,467	2.00	138,918
Budget Analyst II Capital Programs	4.00	214,688	4.00	295,705	3.00	231,384
Budget Analyst III, Capital Programs	2.00	135,558	2.00	152,366	4.00	330,195
Budget Analyst Lead, Capital Programs	1.00	50,983	1.00	86,815	0.00	0
Budget Analyst Supv Capital Prgm	1.00	142,644	1.00	110,715	2.00	225,053
Exec VII	0.00	0	1.00	156,029	0.00	0
Exec VIII	1.00	150,740	0.00	0	1.00	163,050
OBS-Budget Analyst Lead,Capital Programs	1.00	103,276	1.00	109,997	1.00	114,947
Prgm Mgr Senior II	0.00	0	1.00	126,302	0.00	0
Prgm Mgr Senior III	1.00	114,540	0.00	0	1.00	138,218
<b>Total F10A0601</b>	<b>11.00</b>	<b>912,429</b>	<b>12.00</b>	<b>1,104,396</b>	<b>14.00</b>	<b>1,341,765</b>
<b>Total F10 Department of Budget and Management</b>	<b>320.40</b>	<b>21,080,527</b>	<b>323.40</b>	<b>24,661,122</b>	<b>325.40</b>	<b>26,697,574</b>