

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	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
Percent of protected groups in the State's workforce reflecting proportional composition in the Maryland civilian labor force	38%	38%	45%	35%	55%	50%	50%
Percent of EEO complaints resolved with the agency and/or with the Office of the Statewide Equal Employment Opportunity Coordinator	89%	81%	90%	87%	92%	90%	90%

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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.

	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
Performance Measures							
Retention rate of permanent employees in the State Personnel Management System grades 5 through 26	91%	90%	90%	88%	88%	90%	90%
Percentage of skilled and professional individuals who successfully completed probationary period	98%	98%	94%	98%	98%	98%	98%
Percent of Skilled and Professional Service appointments sampled for which agencies performed a complete verification of minimum qualifications	88%	85%	N/A	N/A	85%	85%	85%
Percent of class specifications updated	15%	16%	15%	13%	15%	20%	20%
Percent of reclassification actions completed within 60 days	87%	96%	94%	90%	93%	93%	93%
Percent of resolved third-step grievance appeals	55%	54%	61%	42%	74%	55%	55%
Percent of disciplinary action appeal cases in which resolution is reached	61%	64%	69%	65%	58%	63%	63%
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	64%	84%	82%	67%	82%	75%	75%
Percent of employees referred to EAP who improved post-referral work performance as assessed by their supervisors	69%	64%	67%	61%	61%	64%	64%
Percent of health plan vendors who received a "satisfactory" rating by at least 85 percent of all plan survey respondents	100%	100%	100%	78%	88%	100%	100%

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).

	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
Performance Measures							
Increase in agency net profit (collection fee recovered on gross collections – operating expenses)	\$5,798,710	\$5,519,901	\$4,851,628	\$3,019,000	\$3,256,539	\$2,900,000	\$2,900,000
Percent of debts with payment recovered compared to total debt assigned to CCU during the fiscal year	N/A	N/A	27%	3%	16%	20%	20%
Dollar value of payment recovered compared to total dollar value of debts assigned to CCU during the fiscal year	N/A	N/A	27%	12%	13%	15%	15%

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

- Obj. 3.1** Annually at least 80 percent of competitive services procurements valued in excess of \$50,000 will have two or more bids/offers.
- Obj. 3.2** Maintain operating and maintenance costs for State compact cars at or below nationally reported private sector fleet operating costs.

Performance Measures	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
Percent of competitive services procurements valued in excess of \$50,000 with two or more bids	82%	80%	75%	90%	74%	74%	74%
Calendar year cost per mile for State fleet	\$0.14	\$0.10	\$0.10	N/A	N/A	N/A	N/A
Calendar year cost per mile for private sector fleet	\$0.15	\$0.13	N/A	N/A	N/A	N/A	N/A

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

- Obj. 4.1** State agencies improve their performance annually as measured by an index of performance measures reported by State agencies and other sources.
- Obj. 4.2** Annually, 90 percent of State-owned capital projects included in the capital budget will be consistent with agency facilities master plans.
- Obj. 4.3** Annually, 90 percent of State-owned capital projects included in the capital budget will have an approved facility program.

Performance Measures	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
Index of 30 outcome-related performance measures reported by State agencies and other sources	125.36	126.06	135.49	135.49	135.51	135.52	138.64
Percent of State-owned capital projects in the capital budget that are consistent with agency facilities master plans	90%	77%	82%	75%	88%	90%	90%
Percent of State-owned capital projects with approved facility programs	84%	82%	94%	85%	83%	90%	90%

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Summary of Department of Budget and Management

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	332.00	332.00	332.00
Number of Contractual Positions	25.50	32.50	33.50
Salaries, Wages and Fringe Benefits	30,670,924	31,240,124	102,555,546
Technical and Special Fees	1,037,183	1,162,688	1,220,971
Operating Expenses	10,778,367	10,196,404	10,439,219
Net General Fund Expenditure	17,902,386	17,973,151	73,002,786
Special Fund Expenditure	16,462,038	15,383,356	27,348,634
Federal Fund Expenditure	0	0	4,502,385
Reimbursable Fund Expenditure	8,122,050	9,242,709	9,361,931
Total Expenditure	42,486,474	42,599,216	114,215,736

Department of Budget and Management

Summary of Office of the Secretary

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	159.00	160.00	160.00
Number of Contractual Positions	19.50	32.50	33.50
Salaries, Wages and Fringe Benefits	14,406,930	14,497,062	14,697,646
Technical and Special Fees	710,529	1,162,688	1,220,971
Operating Expenses	7,293,828	5,409,015	5,775,172
Net General Fund Expenditure	5,727,065	5,458,003	5,540,998
Special Fund Expenditure	16,462,038	15,383,356	15,927,191
Reimbursable Fund Expenditure	222,184	227,406	225,600
Total Expenditure	22,411,287	21,068,765	21,693,789

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

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	14.00	15.00	15.00
Number of Contractual Positions	1.50	2.50	3.50
01 Salaries, Wages and Fringe Benefits	2,401,507	2,173,379	2,313,367
02 Technical and Special Fees	15,111	26,983	85,266
03 Communications	6	0	0
04 Travel	8,652	9,500	9,700
07 Motor Vehicle Operation and Maintenance	673	4,123	4,450
08 Contractual Services	23,340	176,113	187,293
13 Fixed Charges	85,137	56,500	56,500
Total Operating Expenses	117,808	246,236	257,943
Total Expenditure	2,534,426	2,446,598	2,656,576
Net General Fund Expenditure	2,312,242	2,219,192	2,430,976
Reimbursable Fund Expenditure	222,184	227,406	225,600
Total Expenditure	2,534,426	2,446,598	2,656,576
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	222,184	227,406	225,600
Total	222,184	227,406	225,600

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

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	5.00	5.00	5.00
01 Salaries, Wages and Fringe Benefits	796,235	625,927	567,832
03 Communications	121,898	132,485	124,249
04 Travel	248	1,000	1,000
07 Motor Vehicle Operation and Maintenance	(14,565)	2,120	2,000
08 Contractual Services	467,862	248,320	167,188
09 Supplies and Materials	52,446	65,000	65,000
10 Equipment - Replacement	18,100	65,000	65,000
13 Fixed Charges	15,368	17,110	6,099
Total Operating Expenses	<u>661,357</u>	<u>531,035</u>	<u>430,536</u>
Total Expenditure	<u>1,457,592</u>	<u>1,156,962</u>	<u>998,368</u>
Net General Fund Expenditure	<u>1,457,592</u>	<u>1,156,962</u>	<u>998,368</u>
Total Expenditure	<u>1,457,592</u>	<u>1,156,962</u>	<u>998,368</u>

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

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	120.00	120.00	120.00
Number of Contractual Positions	18.00	30.00	30.00
01 Salaries, Wages and Fringe Benefits	9,258,089	9,628,907	9,717,793
02 Technical and Special Fees	695,418	1,135,705	1,135,705
03 Communications	2,092,191	636,882	964,172
04 Travel	16,610	7,500	8,500
07 Motor Vehicle Operation and Maintenance	12,131	5,280	5,250
08 Contractual Services	3,780,012	3,381,755	3,428,995
09 Supplies and Materials	71,810	65,000	65,000
10 Equipment - Replacement	99,399	54,482	58,000
13 Fixed Charges	436,378	467,845	543,776
Total Operating Expenses	6,508,531	4,618,744	5,073,693
Total Expenditure	16,462,038	15,383,356	15,927,191
Special Fund Expenditure	16,462,038	15,383,356	15,927,191
Total Expenditure	16,462,038	15,383,356	15,927,191
Special Fund Expenditure			
F10301 Collection Fees	16,462,038	15,383,356	15,927,191
Total	16,462,038	15,383,356	15,927,191

Department of Budget and Management

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

Program Description

The Division of Procurement Policy and Administration provides centralized review and approval or rejection of procurements for services submitted by Executive State agencies; procurement of services for statewide use; internal support for all DBM procurements; review, approval and reporting of interagency agreements; 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.

Appropriation Statement

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	20.00	20.00	20.00
01 Salaries, Wages and Fringe Benefits	1,951,099	2,068,849	2,098,654
03 Communications	3	0	0
04 Travel	1,960	5,000	5,000
08 Contractual Services	0	5,000	5,000
13 Fixed Charges	4,169	3,000	3,000
Total Operating Expenses	6,132	13,000	13,000
Total Expenditure	1,957,231	2,081,849	2,111,654
Net General Fund Expenditure	1,957,231	2,081,849	2,111,654
Total Expenditure	1,957,231	2,081,849	2,111,654

Department of Budget and Management

Summary of Office of Personnel Services and Benefits

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	137.40	137.20	137.20
Number of Contractual Positions	6.00	0.00	0.00
Salaries, Wages and Fringe Benefits	12,159,786	12,787,319	83,791,990
Technical and Special Fees	326,654	0	0
Operating Expenses	3,364,291	4,641,389	4,477,027
Net General Fund Expenditure	7,960,865	8,423,405	63,218,858
Special Fund Expenditure	0	0	11,421,443
Federal Fund Expenditure	0	0	4,502,385
Reimbursable Fund Expenditure	7,889,866	9,005,303	9,126,331
Total Expenditure	15,850,731	17,428,708	88,269,017

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 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

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	15.00	15.00	15.00
Number of Contractual Positions	0.50	0.00	0.00
01 Salaries, Wages and Fringe Benefits	2,104,538	1,651,173	1,698,166
02 Technical and Special Fees	5,515	0	0
03 Communications	3	0	0
04 Travel	3,833	6,000	6,000
08 Contractual Services	89,375	111,000	111,000
13 Fixed Charges	6,512	12,000	3,000
Total Operating Expenses	99,723	129,000	120,000
Total Expenditure	2,209,776	1,780,173	1,818,166
Net General Fund Expenditure	1,819,957	1,780,173	1,818,166
Reimbursable Fund Expenditure	389,819	0	0
Total Expenditure	2,209,776	1,780,173	1,818,166
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	149,798	0	0
F10902 Various State Agencies	240,021	0	0
Total	389,819	0	0

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

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	41.00	39.00	39.00
Number of Contractual Positions	1.50	0.00	0.00
01 Salaries, Wages and Fringe Benefits	2,957,031	3,377,274	3,333,322
02 Technical and Special Fees	98,118	0	0
03 Communications	456,700	328,730	327,760
04 Travel	2,049	14,300	14,300
08 Contractual Services	2,570,142	3,614,368	3,694,500
09 Supplies and Materials	50,395	35,000	35,000
10 Equipment - Replacement	2,125	12,000	12,000
13 Fixed Charges	177,434	186,658	197,317
Total Operating Expenses	3,258,845	4,191,056	4,280,877
Total Expenditure	6,313,994	7,568,330	7,614,199
Reimbursable Fund Expenditure	6,313,994	7,568,330	7,614,199
Total Expenditure	6,313,994	7,568,330	7,614,199
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	6,313,994	7,568,330	7,614,199
Total	6,313,994	7,568,330	7,614,199

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

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	45.80	49.60	49.60
Number of Contractual Positions	3.00	0.00	0.00
01 Salaries, Wages and Fringe Benefits	4,050,422	4,206,862	4,563,912
02 Technical and Special Fees	210,216	0	0
03 Communications	2	0	0
04 Travel	2,252	1,750	1,750
09 Supplies and Materials	26	15,000	15,000
10 Equipment - Replacement	0	25,000	25,000
Total Operating Expenses	2,280	41,750	41,750
Total Expenditure	4,262,918	4,248,612	4,605,662
Net General Fund Expenditure	3,076,865	2,875,844	3,173,935
Reimbursable Fund Expenditure	1,186,053	1,372,768	1,431,727
Total Expenditure	4,262,918	4,248,612	4,605,662
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	92,220	194,503	184,012
F10909 Central Collection Unit Fund	138,331	194,503	184,103
F10910 Human Resources Shared Services Allocation	955,502	983,762	1,063,612
Total	1,186,053	1,372,768	1,431,727

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

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	22.60	20.60	20.60
Number of Contractual Positions	0.50	0.00	0.00
01 Salaries, Wages and Fringe Benefits	1,834,290	2,306,589	2,092,839
02 Technical and Special Fees	7,774	0	0
03 Communications	10	0	0
04 Travel	0	500	500
Total Operating Expenses	10	500	500
Total Expenditure	<u>1,842,074</u>	<u>2,307,089</u>	<u>2,093,339</u>
Net General Fund Expenditure	1,842,074	2,242,884	2,093,339
Reimbursable Fund Expenditure	0	64,205	0
Total Expenditure	<u>1,842,074</u>	<u>2,307,089</u>	<u>2,093,339</u>
Reimbursable Fund Expenditure			
F10910 Human Resources Shared Services Allocation	0	64,205	0
Total	0	64,205	0

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

		2017 Actual	2018 Appropriation	2019 Allowance
	Number of Authorized Positions	13.00	13.00	13.00
	Number of Contractual Positions	0.50	0.00	0.00
01	Salaries, Wages and Fringe Benefits	1,213,505	1,245,421	1,315,035
02	Technical and Special Fees	5,031	0	0
03	Communications	2	0	0
04	Travel	524	4,000	4,000
08	Contractual Services	2,907	29,900	29,900
	Total Operating Expenses	3,433	33,900	33,900
	Total Expenditure	1,221,969	1,279,321	1,348,935
	Net General Fund Expenditure	1,221,969	1,279,321	1,268,530
	Reimbursable Fund Expenditure	0	0	80,405
	Total Expenditure	1,221,969	1,279,321	1,348,935
Reimbursable Fund Expenditure				
F10910	Human Resources Shared Services Allocation	0	0	80,405
	Total	0	0	80,405

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.

Appropriation Statement

	2017 Actual	2018 Appropriation	2019 Allowance
01 Salaries, Wages and Fringe Benefits	0	0	70,788,716
08 Contractual Services	0	245,183	0
Total Operating Expenses	0	245,183	0
Total Expenditure	0	245,183	70,788,716
Net General Fund Expenditure	0	245,183	54,864,888
Special Fund Expenditure	0	0	11,421,443
Federal Fund Expenditure	0	0	4,502,385
Total Expenditure	0	245,183	70,788,716
Special Fund Expenditure			
F10310 Various State Agencies	0	0	11,421,443
Total	0	0	11,421,443
Federal Fund Expenditure			
F10501 Various State Agencies	0	0	4,502,385
Total	0	0	4,502,385

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

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	24.60	24.80	24.80
01 Salaries, Wages and Fringe Benefits	2,875,136	2,714,955	2,836,771
03 Communications	2	0	0
04 Travel	3,479	19,500	19,500
08 Contractual Services	110,195	116,000	129,500
13 Fixed Charges	5,057	5,000	5,000
Total Operating Expenses	118,733	140,500	154,000
Total Expenditure	2,993,869	2,855,455	2,990,771
Net General Fund Expenditure	2,983,869	2,845,455	2,980,771
Reimbursable Fund Expenditure	10,000	10,000	10,000
Total Expenditure	2,993,869	2,855,455	2,990,771
Reimbursable Fund Expenditure			
Q00A03 Maryland Correctional Enterprises	10,000	10,000	10,000
Total	10,000	10,000	10,000

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

		2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions		11.00	10.00	10.00
01	Salaries, Wages and Fringe Benefits	1,229,072	1,240,788	1,229,139
04	Travel	1,515	5,000	5,000
08	Contractual Services	0	0	27,520
13	Fixed Charges	0	500	500
Total Operating Expenses		1,515	5,500	33,020
Total Expenditure		<u>1,230,587</u>	<u>1,246,288</u>	<u>1,262,159</u>
Net General Fund Expenditure		<u>1,230,587</u>	<u>1,246,288</u>	<u>1,262,159</u>
Total Expenditure		<u><u>1,230,587</u></u>	<u><u>1,246,288</u></u>	<u><u>1,262,159</u></u>

3 Year Position Summary

Classification Title	FY 2017 Positions	FY 2017 Expenditures	FY 2018 Positions	FY 2018 Appropriation	FY 2019 Positions	FY 2019 Allowance
F10 - Department of Budget and Management						
F10A01 - Office of the Secretary						
F10A0101 - Executive Direction						
Administrator IV	0.00	81,471	0.00	0	0.00	0
Administrator VII	1.00	103,739	1.00	103,743	1.00	103,743
Asst Attorney General VII	4.00	428,627	4.00	430,634	4.00	430,634
Dep Secy Dept Budget & Mgmt	1.00	153,473	1.00	153,532	1.00	153,532
Designated Admin Mgr IV	0.00	91,684	1.00	92,564	1.00	92,564
Designated Admin Mgr Senior III	1.00	122,603	1.00	123,792	1.00	123,792
Director Governmental Efficiency	1.00	156,226	1.00	156,574	1.00	156,574
Div Dir Ofc Atty General	1.00	123,588	1.00	124,789	1.00	124,789
Exec Assoc II	1.00	60,731	1.00	61,009	1.00	61,009
Exec Assoc III	1.00	72,887	1.00	73,593	1.00	73,593
Management Assoc	1.00	57,499	1.00	57,808	1.00	57,808
Prgm Analyst III Bdgt & Mgt	1.00	53,237	0.00	0	0.00	0
Prgm Analyst Sr Bdgt & Mgmt	0.00	25,472	1.00	86,087	1.00	86,087
Secy Dept Budget & Mgmt	1.00	177,691	1.00	177,906	1.00	177,906
Total F10A0101	14.00	1,708,928	15.00	1,642,031	15.00	1,642,031
F10A0102 - Division of Finance and Administration						
Accountant Manager I	1.00	82,241	1.00	82,247	1.00	82,247
Admin Spec III	1.00	49,826	1.00	50,272	1.00	50,272
Administrator III	1.00	68,718	1.00	68,723	1.00	68,723
Administrator VII	1.00	72,361	1.00	72,369	1.00	72,369
Prgm Mgr Senior III	1.00	99,376	1.00	102,270	1.00	102,270
Total F10A0102	5.00	372,522	5.00	375,881	5.00	375,881
F10A0103 - Central Collection Unit						
Accountant I	1.00	32,415	2.00	88,208	2.00	88,208
Accountant II	1.00	62,174	1.00	62,179	1.00	62,179
Accountant Supervisor I	1.00	49,489	0.00	0	0.00	0
Admin Aide OAG	4.00	138,831	4.00	160,925	4.00	160,925
Admin Officer I	3.00	170,569	3.00	140,683	3.00	140,683
Admin Officer II	2.00	116,544	2.00	116,552	2.00	116,552
Admin Officer III	3.00	181,101	4.00	228,000	4.00	228,000
Admin Spec II	11.00	262,097	4.00	163,391	4.00	163,391
Admin Spec III	4.00	343,918	10.00	442,362	10.00	442,362
Administrator I	2.00	117,552	2.00	106,693	2.00	106,693
Administrator II	2.00	136,989	2.00	136,995	2.00	136,995
Administrator III	1.00	39,047	1.00	61,301	1.00	61,301
Asst Attorney General VI	1.00	66,415	1.00	64,608	1.00	64,608
Asst Attorney General VII	1.00	99,701	1.00	100,660	1.00	100,660
Asst Attorney General VIII	1.00	118,193	1.00	118,197	1.00	118,197
Collection Agent I	5.00	188,518	2.00	68,251	2.00	68,251
Collection Agent II	11.00	476,634	13.00	542,898	13.00	542,898
Collection Agent Lead	9.00	420,685	9.00	435,923	9.00	435,923
Collection Agent Supervisor	7.00	309,124	8.00	372,600	8.00	372,600
Collection Manager II	1.00	52,840	1.00	52,846	1.00	52,846
Fiscal Accounts Clerk II	13.00	455,454	13.00	435,950	13.00	435,950
Fiscal Accounts Technician II	3.00	114,843	3.00	127,744	3.00	127,744
Fiscal Services Admin IV	1.00	81,219	1.00	81,994	1.00	81,994
Internal Auditor Lead	1.00	64,337	1.00	64,387	1.00	64,387

3 Year Position Summary

Classification Title	FY 2017 Positions	FY 2017 Expenditures	FY 2018 Positions	FY 2018 Appropriation	FY 2019 Positions	FY 2019 Allowance
IT Asst Director I	0.00	11,272	1.00	56,743	1.00	56,743
IT Asst Director II	1.00	52,415	0.00	0	0.00	0
IT Asst Director III	0.00	33,357	1.00	89,122	1.00	89,122
IT Functional Analyst I	1.00	59,460	2.00	91,864	2.00	91,864
IT Functional Analyst II	1.00	51,372	1.00	52,846	1.00	52,846
IT Functional Analyst Lead	1.00	41,667	0.00	0	0.00	0
Management Associate	1.00	58,056	1.00	47,935	1.00	47,935
Office Clerk I	2.00	0	0.00	0	0.00	0
Office Clerk II	3.00	117,369	4.00	116,090	4.00	116,090
Office Secy II	1.00	9,523	1.00	28,702	1.00	28,702
Office Secy III	2.00	81,436	2.00	82,327	2.00	82,327
Office Services Clerk	3.00	102,143	3.00	102,617	3.00	102,617
Office Services Clerk Lead	1.00	40,178	1.00	40,181	1.00	40,181
Paralegal II	1.00	44,820	1.00	43,409	1.00	43,409
Paralegal II OAG	3.00	106,108	3.00	137,837	3.00	137,837
Prgm Mgr III	3.00	244,977	3.00	264,008	3.00	264,008
Prgm Mgr Senior II	1.00	102,426	1.00	103,413	1.00	103,413
Prgm Mgr Senior III	1.00	126,182	1.00	126,186	1.00	126,186
Staff Atty I Attorney General	3.00	164,450	2.00	115,999	2.00	115,999
Staff Atty II Attorney Genral	2.00	102,471	3.00	190,171	3.00	190,171
Total F10A0103	120.00	5,648,371	120.00	5,862,797	120.00	5,862,797
F10A0104 - Division of Procurement Policy and Administration						
Admin Officer I	1.00	55,658	1.00	55,662	1.00	55,662
Admin Officer II	1.00	18,370	0.00	0	0.00	0
Admin Prog Mgr IV	1.00	101,778	1.00	101,786	1.00	101,786
Admin Spec II	1.00	25,548	1.00	35,980	1.00	35,980
Administrator I	1.00	92,752	2.00	113,280	2.00	113,280
Administrator V	1.00	89,393	1.00	89,400	1.00	89,400
Prgm Analyst III Bdgt & Mgt	2.00	75,598	0.00	0	0.00	0
Prgm Analyst Sr Bdgt & Mgmt	0.00	25,958	2.00	144,472	2.00	144,472
Prgm Mgr II	1.00	63,285	0.00	0	0.00	0
Prgm Mgr III	1.00	0	0.00	0	0.00	0
Prgm Mgr IV	2.00	209,006	3.00	283,762	3.00	283,762
Prgm Mgr Senior II	1.00	92,268	1.00	92,275	1.00	92,275
Prgm Mgr Senior III	1.00	114,662	1.00	114,671	1.00	114,671
Procurement Analyst I Bdgt & Mgmt	1.00	70,499	4.00	196,352	4.00	196,352
Procurement Analyst II Bdgt & Mgmt	5.00	283,889	2.00	134,874	2.00	134,874
Procurement Analyst III Bdgt & Mgmt	0.00	17,583	1.00	75,377	1.00	75,377
Total F10A0104	20.00	1,336,247	20.00	1,437,891	20.00	1,437,891
Total F10A01-Office of the Secretary	159.00	9,066,068	160.00	9,318,600	160.00	9,318,600
F10A02 - Office of Personnel Services and Benefits						
F10A0201 - Executive Direction						
Admin Aide	0.00	7,483	1.00	40,059	1.00	40,059
Admin Officer III	2.00	48,685	1.00	49,583	1.00	49,583
Administrator I	0.00	54,363	1.00	67,639	1.00	67,639
Administrator II	1.00	67,190	1.00	68,175	1.00	68,175
Administrator III	1.00	76,666	2.00	139,085	2.00	139,085
Exec VIII	1.00	142,565	1.00	142,646	1.00	142,646
HR Administrator IV	1.00	97,200	1.00	97,203	1.00	97,203
HR Analyst IV DBM	1.00	15,463	1.00	46,857	1.00	46,857

3 Year Position Summary

Classification Title	FY 2017 Positions	FY 2017 Expenditures	FY 2018 Positions	FY 2018 Appropriation	FY 2019 Positions	FY 2019 Allowance
HR Analyst Sr DBM	3.00	58,735	1.00	55,796	1.00	55,796
HR Analyst Supv DBM	1.00	84,596	1.00	85,401	1.00	85,401
Management Advocate Sr	0.00	73,572	1.00	78,322	1.00	78,322
Office Secy III	1.00	30,513	0.00	0	0.00	0
Prgm Mgr Senior II	2.00	214,853	2.00	216,928	2.00	216,928
Prgm Mgr Senior IV	1.00	116,690	1.00	117,821	1.00	117,821
Total F10A0201	15.00	1,088,574	15.00	1,205,515	15.00	1,205,515
F10A0202 - Division of Employee Benefits						
Accountant Supervisor I	1.00	64,382	1.00	64,387	1.00	64,387
Admin Officer I	2.00	58,126	1.00	56,725	1.00	56,725
Admin Officer II	1.00	13,652	1.00	53,012	1.00	53,012
Admin Officer III	4.00	225,369	5.00	259,766	5.00	259,766
Admin Spec II	18.00	590,027	13.00	480,172	13.00	480,172
Admin Spec III	1.00	45,941	3.00	123,339	3.00	123,339
Administrator III	1.00	30,817	0.00	0	0.00	0
Financial Compliance Auditor II	2.00	114,216	1.00	51,452	1.00	51,452
Financial Compliance Auditor Lead	0.00	0	1.00	67,639	1.00	67,639
Financial Compliance Auditor Prg Supv	1.00	48,383	0.00	0	0.00	0
Fiscal Accounts Technician II	3.00	116,086	3.00	125,483	3.00	125,483
Fiscal Services Admin II	0.00	22,045	1.00	73,361	1.00	73,361
HR Administrator II	0.00	0	1.00	82,247	1.00	82,247
HR Administrator III	3.00	132,850	4.00	298,664	4.00	298,664
HR Analyst Supv DBM	1.00	73,356	0.00	0	0.00	0
Office Clerk II	0.00	5,702	1.00	25,502	1.00	25,502
Prgm Mgr Senior I	1.00	110,725	1.00	110,729	1.00	110,729
Prgm Mgr Senior II	1.00	94,928	1.00	95,840	1.00	95,840
Prgm Mgr Senior IV	1.00	129,662	1.00	129,672	1.00	129,672
Total F10A0202	41.00	1,876,267	39.00	2,097,990	39.00	2,097,990
F10A0204 - Division of Personnel Services						
Admin Aide	1.00	11,202	0.00	0	0.00	0
Admin Officer II	1.00	63,944	1.00	59,392	1.00	59,392
Admin Officer III	3.00	176,214	2.00	117,822	2.00	117,822
Admin Prog Mgr II	1.00	73,237	1.00	73,946	1.00	73,946
Admin Spec II	0.00	0	1.00	40,059	1.00	40,059
Admin Spec III	12.00	455,128	12.00	512,723	12.00	512,723
Administrator I	1.00	18,434	1.00	54,884	1.00	54,884
Administrator II	1.00	0	0.00	0	0.00	0
Administrator III	2.00	217,727	2.80	173,149	2.80	173,149
HR Administrator I	1.00	78,562	1.00	78,568	1.00	78,568
HR Administrator II	1.00	130,318	2.00	160,180	2.00	160,180
HR Administrator III	2.00	273,373	2.00	175,586	2.00	175,586
HR Administrator IV	1.00	93,583	1.00	93,590	1.00	93,590
HR Analyst III DBM	2.00	123,156	5.80	287,145	5.80	287,145
HR Analyst IV DBM	3.00	275,392	4.00	283,485	4.00	283,485
HR Analyst Sr DBM	2.00	337,199	6.00	408,721	6.00	408,721
HR Analyst Supv DBM	1.00	76,952	1.00	77,699	1.00	77,699
HR Officer I	2.00	33,325	0.00	0	0.00	0
HR Officer II	1.00	66,358	1.00	66,363	1.00	66,363
HR Officer III	2.00	11,551	0.00	0	0.00	0
IT Programmer Analyst Lead/Advanced	0.00	4,268	1.00	64,902	1.00	64,902

3 Year Position Summary

Classification Title	FY 2017 Positions	FY 2017 Expenditures	FY 2018 Positions	FY 2018 Appropriation	FY 2019 Positions	FY 2019 Allowance
Personnel Associate II	1.00	46,380	1.00	46,350	1.00	46,350
Personnel Associate III	2.00	69,212	1.00	34,390	1.00	34,390
Prgm Mgr III	0.80	15,075	0.00	0	0.00	0
Prgm Mgr Senior II	2.00	61,130	0.00	0	0.00	0
Prgm Mgr Senior III	0.00	168,320	2.00	233,766	2.00	233,766
Total F10A0204	45.80	2,880,040	49.60	3,042,720	49.60	3,042,720
F10A0206 - Division of Classification and Salary						
Admin Spec III	1.00	52,673	1.00	53,175	1.00	53,175
Administrator IV	1.00	0	1.00	82,247	1.00	82,247
Designated Admin Mgr IV	1.00	0	0.00	0	0.00	0
HR Administrator III	4.00	287,145	4.00	327,306	4.00	327,306
HR Administrator IV	1.00	96,280	1.00	97,203	1.00	97,203
HR Analyst I DBM	1.00	29,114	2.00	73,114	2.00	73,114
HR Analyst II DBM	1.00	16,299	1.00	46,560	1.00	46,560
HR Analyst III DBM	5.00	170,778	0.00	0	0.00	0
HR Analyst IV DBM	1.00	142,239	5.00	281,049	5.00	281,049
HR Analyst Sr DBM	5.60	315,011	4.60	298,378	4.60	298,378
Prgm Mgr Senior II	1.00	106,402	1.00	107,429	1.00	107,429
Total F10A0206	22.60	1,215,941	20.60	1,366,461	20.60	1,366,461
F10A0207 - Division of Recruitment and Examination						
Admin Spec II	1.00	26,052	0.00	0	0.00	0
HR Administrator III	0.00	1,127	0.00	0	0.00	0
HR Administrator IV	1.00	82,409	1.00	83,553	1.00	83,553
HR Analyst II DBM	2.00	71,321	1.00	38,880	1.00	38,880
HR Analyst III DBM	0.00	10,104	1.00	46,098	1.00	46,098
HR Analyst IV DBM	1.00	78,861	1.00	64,387	1.00	64,387
HR Analyst Sr DBM	6.00	428,463	7.00	506,980	7.00	506,980
HR Officer II	1.00	51,298	0.00	0	0.00	0
Personnel Associate III	0.00	9,176	1.00	35,629	1.00	35,629
Prgm Mgr Senior II	1.00	106,402	1.00	107,429	1.00	107,429
Total F10A0207	13.00	865,213	13.00	882,956	13.00	882,956
Total F10A02-Office of Personnel Services and Benefits	137.40	7,926,035	137.20	8,595,642	137.20	8,595,642
F10A0501 - Budget Analysis and Formulation						
Administrator III	1.00	55,790	1.00	55,796	1.00	55,796
Administrator VI	0.60	64,406	0.80	73,468	0.80	73,468
Budget Analyst I Operating	6.00	168,084	3.00	161,313	3.00	161,313
Budget Analyst II Operating	0.00	155,203	5.00	298,396	5.00	298,396
Budget Analyst III Operating	4.00	174,749	2.00	138,777	2.00	138,777
Budget Analyst IV Operating	3.00	313,287	4.00	326,735	4.00	326,735
Exec VIII	1.00	133,845	1.00	133,804	1.00	133,804
IT Systems Technical Spec	1.00	83,805	1.00	83,811	1.00	83,811
Prgm Mgr III	1.00	83,352	0.00	0	0.00	0
Prgm Mgr Senior II	2.00	234,143	2.00	234,156	2.00	234,156
Prgm Mgr Senior III	1.00	126,182	1.00	126,186	1.00	126,186
Supv Budget Examiner	4.00	357,598	4.00	359,316	4.00	359,316
Total F10A0501	24.60	1,950,444	24.80	1,991,758	24.80	1,991,758
F10A0601 - Capital Budget Analysis and Formulation						
Administrator I	1.00	48,201	1.00	49,088	1.00	49,088
Budget Analyst I, Capital Programs	1.00	35,667	0.00	0	0.00	0
Budget Analyst II Capital Programs	1.00	27,832	0.00	0	0.00	0

3 Year Position Summary

Classification Title	FY 2017 Positions	FY 2017 Expenditures	FY 2018 Positions	FY 2018 Appropriation	FY 2019 Positions	FY 2019 Allowance
Budget Analyst III, Capital Programs	4.00	268,541	4.00	270,339	4.00	270,339
Budget Analyst Lead, Capital Programs	0.00	35,353	1.00	75,982	1.00	75,982
Exec VII	1.00	132,564	1.00	132,569	1.00	132,569
OBSBudget Analyst Lead,Capital Programs	2.00	172,529	2.00	172,542	2.00	172,542
Prgm Mgr Senior II	1.00	118,193	1.00	118,197	1.00	118,197
Total F10A0601	11.00	838,880	10.00	818,717	10.00	818,717
Total F10 Department of Budget and Management	332.00	19,781,427	332.00	20,724,717	332.00	20,724,717