

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	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Est.	2021 Est.
Percent of protected groups in the State's workforce reflecting proportional composition in the Maryland civilian labor force	45%	35%	55%	45%	40%	50%	50%
Percent of EEO complaints resolved with the agency and/or with the Office of the Statewide Equal Employment Opportunity Coordinator	90%	87%	92%	89%	93%	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	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Est.	2021 Est.
Retention rate of permanent employees in the State Personnel Management System grades 5 through 26	90%	88%	88%	87%	91%	90%	90%
Percentage of skilled and professional individuals who successfully completed probationary period	94%	98%	98%	98%	97%	98%	98%
Percent of Skilled and Professional Service appointments sampled for which agencies performed a complete verification of minimum qualifications	N/A	N/A	85%	85%	89%	85%	85%
Percent of class specifications updated	15%	13%	15%	25%	23%	20%	20%
Percent of reclassification actions completed within 60 days	94%	90%	93%	94%	90%	90%	90%
Percent of resolved third-step grievance appeals	61%	42%	74%	57%	47%	50%	52%
Percent of disciplinary action appeal cases in which resolution is reached	69%	65%	58%	57%	62%	62%	62%
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%	67%	82%	71%	89%	82%	82%
Percent of employees referred to EAP who improved post-referral work performance as assessed by their supervisors	67%	61%	61%	55%	56%	61%	61%
Percent of health plan vendors who received a "satisfactory" rating by at least 85 percent of all plan survey respondents	100%	78%	88%	95%	90%	90%	90%

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	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Est.	2021 Est.
Agency net profit (collection fee recovered on gross collections – operating expenses)	\$4,851,628	\$3,019,000	\$3,256,539	\$82,000	\$1,832,000	\$2,341,000	\$3,508,000
Percent of debts with payment recovered compared to total debt assigned to CCU during the fiscal year	27%	3%	16%	9%	11%	14%	16%
Dollar value of payment recovered compared to total dollar value of debts assigned to CCU during the fiscal year	30%	12%	13%	14%	12%	15%	17%

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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	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Est.	2021 Est.
Index of 30 outcome-related performance measures reported by State agencies and other sources	136.32	137.40	134.09	132.18	140.92	138.44	139.00
Percent of State-owned capital projects in the capital budget that are consistent with agency facilities master plans	82%	75%	88%	87%	89%	85%	85%
Percent of State-owned capital projects with approved facility programs	94%	85%	83%	87%	82%	85%	85%

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Summary of Department of Budget and Management

	2019 Actual	2020 Appropriation	2021 Allowance
Number of Authorized Positions	334.00	320.20	319.20
Number of Contractual Positions	36.45	33.00	33.50
Salaries, Wages and Fringe Benefits	31,498,456	46,825,755	170,226,978
Technical and Special Fees	1,265,367	1,263,781	1,345,315
Operating Expenses	17,245,155	23,996,471	30,053,605
Net General Fund Expenditure	18,757,174	35,685,490	129,021,365
Special Fund Expenditure	15,990,650	19,167,697	40,444,369
Federal Fund Expenditure	0	0	9,541,697
Reimbursable Fund Expenditure	15,261,154	17,232,820	22,618,467
Total Expenditure	50,008,978	72,086,007	201,625,898

Department of Budget and Management

Summary of Office of the Secretary

	2019 Actual	2020 Appropriation	2021 Allowance
Number of Authorized Positions	159.00	148.00	147.00
Number of Contractual Positions	31.95	31.00	31.50
Salaries, Wages and Fringe Benefits	13,659,328	14,173,704	14,153,735
Technical and Special Fees	1,000,580	1,162,190	1,243,724
Operating Expenses	6,823,609	8,194,131	6,429,490
Net General Fund Expenditure	5,267,267	6,526,375	4,594,565
Special Fund Expenditure	15,990,650	16,760,822	17,004,584
Reimbursable Fund Expenditure	225,600	242,828	227,800
Total Expenditure	21,483,517	23,530,025	21,826,949

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

		2019 Actual	2020 Appropriation	2021 Allowance
	Number of Authorized Positions	15.00	16.00	20.00
	Number of Contractual Positions	0.95	1.00	1.50
01	Salaries, Wages and Fringe Benefits	2,058,202	2,364,263	2,885,992
02	Technical and Special Fees	20,847	26,483	61,483
03	Communications	2	0	0
04	Travel	10,126	8,289	10,300
07	Motor Vehicle Operation and Maintenance	2,534	4,450	4,450
08	Contractual Services	196,898	427,002	213,274
13	Fixed Charges	63,041	61,500	62,500
	Total Operating Expenses	272,601	501,241	290,524
	Total Expenditure	<u>2,351,650</u>	<u>2,891,987</u>	<u>3,237,999</u>
	Net General Fund Expenditure	2,126,050	2,649,159	3,010,199
	Reimbursable Fund Expenditure	225,600	242,828	227,800
	Total Expenditure	<u>2,351,650</u>	<u>2,891,987</u>	<u>3,237,999</u>
Reimbursable Fund Expenditure				
F10901	Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	225,600	242,828	227,800
	Total	<u>225,600</u>	<u>242,828</u>	<u>227,800</u>

Department of Budget and Management

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

Program Description

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

Appropriation Statement

	2019 Actual	2020 Appropriation	2021 Allowance
Number of Authorized Positions	4.00	4.00	7.00
01 Salaries, Wages and Fringe Benefits	758,875	579,446	1,015,533
03 Communications	114,324	56,700	58,800
04 Travel	1,141	359	11,473
07 Motor Vehicle Operation and Maintenance	3,748	2,000	3,500
08 Contractual Services	219,016	1,810,579	348,394
09 Supplies and Materials	23,069	65,000	65,000
10 Equipment - Replacement	181,789	65,000	65,000
13 Fixed Charges	6,189	243,840	16,666
Total Operating Expenses	<u>549,276</u>	<u>2,243,478</u>	<u>568,833</u>
Total Expenditure	<u>1,308,151</u>	<u>2,822,924</u>	<u>1,584,366</u>
Net General Fund Expenditure	<u>1,308,151</u>	<u>2,822,924</u>	<u>1,584,366</u>
Total Expenditure	<u>1,308,151</u>	<u>2,822,924</u>	<u>1,584,366</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

	2019 Actual	2020 Appropriation	2021 Allowance
Number of Authorized Positions	120.00	120.00	120.00
Number of Contractual Positions	31.00	30.00	30.00
01 Salaries, Wages and Fringe Benefits	9,020,636	10,180,817	10,252,210
02 Technical and Special Fees	979,733	1,135,707	1,182,241
03 Communications	1,523,706	942,500	1,442,500
04 Travel	11,058	20,500	35,000
07 Motor Vehicle Operation and Maintenance	3,719	5,405	5,400
08 Contractual Services	2,746,452	3,747,138	3,342,285
09 Supplies and Materials	66,741	65,000	65,000
10 Equipment - Replacement	1,094,014	98,000	98,000
13 Fixed Charges	544,591	565,755	581,948
Total Operating Expenses	5,990,281	5,444,298	5,570,133
Total Expenditure	15,990,650	16,760,822	17,004,584
Special Fund Expenditure	15,990,650	16,760,822	17,004,584
Total Expenditure	15,990,650	16,760,822	17,004,584
Special Fund Expenditure			
F10301 Collection Fees	15,990,650	16,760,822	17,004,584
Total	15,990,650	16,760,822	17,004,584

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

Appropriation Statement

	2019 Actual	2020 Appropriation	2021 Allowance
Number of Authorized Positions	20.00	8.00	0.00
01 Salaries, Wages and Fringe Benefits	1,821,615	1,049,178	0
03 Communications	1	0	0
04 Travel	9,006	2,114	0
08 Contractual Services	656	0	0
13 Fixed Charges	1,788	3,000	0
Total Operating Expenses	11,451	5,114	0
Total Expenditure	1,833,066	1,054,292	0
Net General Fund Expenditure	1,833,066	1,054,292	0
Total Expenditure	1,833,066	1,054,292	0

Department of Budget and Management

Summary of Office of Personnel Services and Benefits

	2019 Actual	2020 Appropriation	2021 Allowance
Number of Authorized Positions	138.20	135.40	135.40
Number of Contractual Positions	4.50	2.00	2.00
Salaries, Wages and Fringe Benefits	13,804,019	28,261,632	151,611,390
Technical and Special Fees	264,787	101,591	101,591
Operating Expenses	10,336,680	13,550,894	18,185,491
Net General Fund Expenditure	9,379,932	23,099,631	118,165,471
Special Fund Expenditure	0	1,851,184	22,838,643
Federal Fund Expenditure	0	0	9,541,697
Reimbursable Fund Expenditure	15,025,554	16,963,302	19,352,661
Total Expenditure	24,405,486	41,914,117	169,898,472

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

	2019 Actual	2020 Appropriation	2021 Allowance
Number of Authorized Positions	16.00	14.00	23.00
01 Salaries, Wages and Fringe Benefits	2,281,649	1,805,878	2,799,528
03 Communications	3	0	0
04 Travel	3,247	3,756	3,756
08 Contractual Services	33,584	6,335,898	8,721,586
13 Fixed Charges	1,248	3,000	3,000
Total Operating Expenses	38,082	6,342,654	8,728,342
Total Expenditure	2,319,731	8,148,532	11,527,870
Net General Fund Expenditure	2,319,731	1,987,634	2,651,661
Reimbursable Fund Expenditure	0	6,160,898	8,876,209
Total Expenditure	2,319,731	8,148,532	11,527,870
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	0	0	326,961
F50910 State Personnel System Allocation	0	6,160,898	8,549,248
Total	0	6,160,898	8,876,209

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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

	2019 Actual	2020 Appropriation	2021 Allowance
Number of Authorized Positions	39.00	39.00	37.00
Number of Contractual Positions	4.00	2.00	2.00
01 Salaries, Wages and Fringe Benefits	3,022,032	3,593,902	3,220,957
02 Technical and Special Fees	250,978	101,591	101,591
03 Communications	858,133	784,000	784,000
04 Travel	272	14,300	14,300
08 Contractual Services	3,084,709	4,075,001	4,066,445
09 Supplies and Materials	23,467	50,000	50,000
10 Equipment - Replacement	431	7,000	14,500
13 Fixed Charges	192,324	205,155	210,948
Total Operating Expenses	4,159,336	5,135,456	5,140,193
Total Expenditure	7,432,346	8,830,949	8,462,741
Reimbursable Fund Expenditure	7,432,346	8,830,949	8,462,741
Total Expenditure	7,432,346	8,830,949	8,462,741
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	7,432,346	8,830,949	8,462,741
Total	7,432,346	8,830,949	8,462,741

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

	2019 Actual	2020 Appropriation	2021 Allowance
Number of Authorized Positions	49.60	49.80	42.80
01 Salaries, Wages and Fringe Benefits	4,401,116	5,028,225	4,594,027
03 Communications	7	0	0
04 Travel	5,489	628	1,600
08 Contractual Services	6,086,330	0	0
09 Supplies and Materials	15,000	15,000	15,000
10 Equipment - Replacement	25,000	25,000	25,000
13 Fixed Charges	4,424	0	0
Total Operating Expenses	6,136,250	40,628	41,600
Total Expenditure	10,537,366	5,068,853	4,635,627
Net General Fund Expenditure	3,024,563	3,182,947	2,714,108
Reimbursable Fund Expenditure	7,512,803	1,885,906	1,921,519
Total Expenditure	10,537,366	5,068,853	4,635,627
Reimbursable Fund Expenditure			
F10901 Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	184,012	202,260	223,314
F10909 Central Collection Unit Fund	184,103	195,977	195,989
F10910 Human Resources Shared Services Allocation	1,063,612	1,487,669	1,502,216
F50910 State Personnel System Allocation	6,081,076	0	0
Total	7,512,803	1,885,906	1,921,519

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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

	2019 Actual	2020 Appropriation	2021 Allowance
Number of Authorized Positions	20.60	19.60	19.60
01 Salaries, Wages and Fringe Benefits	1,775,023	2,041,158	2,057,758
03 Communications	3	0	0
04 Travel	0	180	180
Total Operating Expenses	3	180	180
Total Expenditure	<u>1,775,026</u>	<u>2,041,338</u>	<u>2,057,938</u>
Net General Fund Expenditure	<u>1,775,026</u>	<u>2,041,338</u>	<u>2,057,938</u>
Total Expenditure	<u><u>1,775,026</u></u>	<u><u>2,041,338</u></u>	<u><u>2,057,938</u></u>

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

		2019 Actual	2020 Appropriation	2021 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	1,275,266	1,397,287	1,440,770
02	Technical and Special Fees	13,809	0	0
03	Communications	17	0	0
04	Travel	221	2,076	2,076
08	Contractual Services	1,934	29,900	23,100
13	Fixed Charges	837	0	0
	Total Operating Expenses	3,009	31,976	25,176
	Total Expenditure	1,292,084	1,429,263	1,465,946
	Net General Fund Expenditure	1,211,679	1,343,714	1,373,754
	Reimbursable Fund Expenditure	80,405	85,549	92,192
	Total Expenditure	1,292,084	1,429,263	1,465,946
Reimbursable Fund Expenditure				
F10910	Human Resources Shared Services Allocation	80,405	85,549	92,192
	Total	80,405	85,549	92,192

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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

	2019 Actual	2020 Appropriation	2021 Allowance
01 Salaries, Wages and Fringe Benefits	1,048,933	14,395,182	137,498,350
07 Motor Vehicle Operation and Maintenance	0	0	2,250,000
Total Operating Expenses	0	0	2,250,000
Total Expenditure	<u>1,048,933</u>	<u>14,395,182</u>	<u>139,748,350</u>
Net General Fund Expenditure	1,048,933	12,543,998	107,368,010
Special Fund Expenditure	0	1,851,184	22,838,643
Federal Fund Expenditure	0	0	9,541,697
Total Expenditure	<u>1,048,933</u>	<u>14,395,182</u>	<u>139,748,350</u>
Special Fund Expenditure			
F10310 Various State Agencies	0	1,851,184	20,588,643
SWF330 Strategic Energy Investment Fund - Other	0	0	2,250,000
Total	<u>0</u>	<u>1,851,184</u>	<u>22,838,643</u>
Federal Fund Expenditure			
F10501 Various State Agencies	0	0	9,541,697
Total	<u>0</u>	<u>0</u>	<u>9,541,697</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

	2019 Actual	2020 Appropriation	2021 Allowance
12 Grants, Subsidies, and Contributions	0	2,000,000	2,000,000
Total Operating Expenses	<u>0</u>	<u>2,000,000</u>	<u>2,000,000</u>
Total Expenditure	<u><u>0</u></u>	<u><u>2,000,000</u></u>	<u><u>2,000,000</u></u>
Net General Fund Expenditure	<u>0</u>	<u>2,000,000</u>	<u>2,000,000</u>
Total Expenditure	<u><u>0</u></u>	<u><u>2,000,000</u></u>	<u><u>2,000,000</u></u>

Department of Budget and Management

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

Program Description

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

Appropriation Statement

		2019 Actual	2020 Appropriation	2021 Allowance
Number of Authorized Positions		26.80	26.80	26.80
01	Salaries, Wages and Fringe Benefits	2,836,108	3,088,162	3,194,641
03	Communications	1	0	0
04	Travel	7,015	13,403	13,403
08	Contractual Services	73,350	2,203,230	5,417,928
13	Fixed Charges	455	5,000	5,000
Total Operating Expenses		80,821	2,221,633	5,436,331
Total Expenditure		<u>2,916,929</u>	<u>5,309,795</u>	<u>8,630,972</u>
Net General Fund Expenditure		2,906,929	4,727,414	4,991,824
Special Fund Expenditure		0	555,691	601,142
Reimbursable Fund Expenditure		10,000	26,690	3,038,006
Total Expenditure		<u>2,916,929</u>	<u>5,309,795</u>	<u>8,630,972</u>
Special Fund Expenditure				
F10301	Collection Fees	0	555,691	601,142
Total		0	555,691	601,142
Reimbursable Fund Expenditure				
F10901	Transfer from Employees and Retirees' Health Insurance Non-Budgeted Accounts	0	16,690	28,006
F10911	Enterprise Budget System Operations and Maintenance Allocation	0	0	3,000,000
Q00A03	Maryland Correctional Enterprises	10,000	10,000	10,000
Total		<u>10,000</u>	<u>26,690</u>	<u>3,038,006</u>

Department of Budget and Management

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

Program Description

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

Appropriation Statement

	2019 Actual	2020 Appropriation	2021 Allowance
Number of Authorized Positions	10.00	10.00	10.00
01 Salaries, Wages and Fringe Benefits	1,199,001	1,302,257	1,267,212
03 Communications	3	0	0
04 Travel	3,937	1,793	1,793
08 Contractual Services	0	27,520	0
09 Supplies and Materials	105	0	0
13 Fixed Charges	0	500	500
Total Operating Expenses	4,045	29,813	2,293
Total Expenditure	1,203,046	1,332,070	1,269,505
Net General Fund Expenditure	1,203,046	1,332,070	1,269,505
Total Expenditure	1,203,046	1,332,070	1,269,505

3 Year Position Summary

Classification Title	FY 2019 Positions	FY 2019 Expenditures	FY 2020 Positions	FY 2020 Appropriation	FY 2021 Positions	FY 2021 Allowance
F10 - Department of Budget and Management						
F10A01 - Office of the Secretary						
F10A0101 - Executive Direction						
Admin Officer I	0.00	0	0.00	0	1.00	58,772
Administrator IV	0.00	84,752	1.00	88,494	1.00	88,494
Administrator V	0.00	0	1.00	94,394	1.00	94,394
Administrator VII	1.00	0	0.00	0	0.00	0
Asst Attorney General VII	4.00	409,049	4.00	454,692	4.00	454,692
Dep Secy Dept Budget & Mgmt	1.00	162,218	1.00	162,115	1.00	162,115
Designated Admin Mgr IV	1.00	81,087	1.00	99,606	1.00	68,218
Designated Admin Mgr Senior I	0.00	107,778	1.00	112,535	1.00	112,535
Designated Admin Mgr Senior III	1.00	127,603	1.00	133,235	1.00	133,235
Director Governmental Efficiency	1.00	0	0.00	0	0.00	0
Div Dir Ofc Atty General	1.00	126,190	1.00	131,760	1.00	131,760
Exec Assoc I	0.00	60,059	1.00	62,710	1.00	62,710
Exec Assoc II	1.00	7,522	1.00	64,419	1.00	43,669
Exec Assoc III	1.00	75,855	1.00	79,203	1.00	79,203
Management Assoc	1.00	0	0.00	0	0.00	0
Prgm Analyst Sr Bdgt & Mgmt	1.00	43,303	1.00	90,897	3.00	236,840
Prgm Mgr IV	0.00	0	0.00	0	1.00	109,539
Secy Dept Budget & Mgmt	1.00	179,903	1.00	187,852	1.00	187,852
Total F10A0101	15.00	1,465,319	16.00	1,761,912	20.00	2,024,028
F10A0102 - Division of Finance and Administration						
Accountant Manager I	1.00	0	0.00	0	0.00	0
Accountant Manager II	0.00	88,714	1.00	92,630	1.00	92,630
Admin Prog Mgr IV	0.00	0	0.00	0	1.00	94,101
Admin Spec II	0.00	0	0.00	0	1.00	37,991
Admin Spec III	1.00	51,785	1.00	54,071	1.00	54,071
Administrator II	0.00	0	0.00	0	1.00	76,233
Administrator III	1.00	70,836	1.00	73,963	1.00	73,963
Prgm Mgr Senior III	1.00	105,405	1.00	110,058	1.00	110,058
Total F10A0102	4.00	316,740	4.00	330,722	7.00	539,047
F10A0103 - Central Collection Unit						
Accountant I	2.00	45,406	2.00	88,463	1.00	41,053
Accountant II	1.00	62,878	1.00	65,654	1.00	65,654
Admin Aide	0.00	17,380	1.00	34,174	1.00	43,072
Admin Aide OAG	4.00	136,672	3.00	142,706	3.00	142,706
Admin Officer I	3.00	223,313	3.00	148,545	5.00	264,441
Admin Officer II	2.00	139,940	2.00	123,066	3.00	174,070
Admin Officer III	4.00	230,562	4.00	240,741	3.00	181,031
Admin Spec II	4.00	241,037	6.00	259,456	6.00	258,133
Admin Spec III	10.00	319,894	10.00	467,091	6.00	268,882
Administrator I	2.00	120,551	2.00	112,655	3.00	190,072
Administrator II	2.00	140,892	3.00	196,664	2.00	147,188
Administrator III	1.00	114,895	1.00	64,727	2.00	121,474
Asst Attorney General VI	1.00	95,394	1.00	99,606	1.00	101,515
Asst Attorney General VII	1.00	101,791	1.00	106,284	1.00	114,704
Asst Attorney General VIII	1.00	119,524	1.00	124,799	1.00	124,799
Collection Agent I	2.00	51,500	4.00	140,413	0.00	0
Collection Agent II	13.00	567,527	11.00	478,166	16.00	636,700

3 Year Position Summary

Classification Title	FY 2019 Positions	FY 2019 Expenditures	FY 2020 Positions	FY 2020 Appropriation	FY 2021 Positions	FY 2021 Allowance
Collection Agent Lead	9.00	451,556	10.00	510,900	9.00	472,299
Collection Agent Supervisor	8.00	287,171	7.00	352,370	7.00	341,415
Collection Manager II	1.00	0	1.00	55,799	0.00	0
Fiscal Accounts Clerk II	13.00	390,547	12.00	409,251	15.00	514,421
Fiscal Accounts Technician II	3.00	27,976	3.00	125,985	1.00	34,174
Fiscal Services Admin II	0.00	77,873	0.00	0	1.00	78,957
Fiscal Services Admin IV	1.00	82,915	1.00	86,575	1.00	86,575
Internal Auditor Lead	1.00	0	0.00	0	0.00	0
Internal Auditor Officer	0.00	5,272	0.00	0	1.00	76,233
IT Asst Director I	1.00	57,380	1.00	59,914	1.00	59,914
IT Asst Director III	1.00	90,123	1.00	94,101	1.00	94,101
IT Functional Analyst I	2.00	91,493	2.00	96,998	0.00	0
IT Functional Analyst II	1.00	49,366	1.00	55,799	4.00	196,296
IT Functional Analyst Supervisor	0.00	23,692	0.00	0	2.00	116,194
Management Associate	1.00	8,894	1.00	50,614	1.00	50,614
Office Clerk II	4.00	49,720	4.00	122,583	2.00	65,813
Office Secy II	1.00	0	1.00	30,307	0.00	0
Office Secy III	2.00	83,089	2.00	86,928	2.00	86,928
Office Services Clerk	3.00	73,435	2.00	76,677	2.00	76,677
Office Services Clerk Lead	1.00	21,584	1.00	42,426	1.00	33,639
Paralegal II	1.00	43,897	1.00	45,835	2.00	82,147
Paralegal II OAG	3.00	135,577	3.00	151,100	2.00	109,229
Prgm Mgr III	3.00	220,983	3.00	278,758	3.00	270,888
Prgm Mgr Senior II	1.00	104,575	1.00	109,191	1.00	109,191
Prgm Mgr Senior III	1.00	127,603	1.00	133,235	1.00	133,235
Staff Atty I Attorney General	2.00	69,177	2.00	122,481	2.00	118,232
Staff Atty II Attorney Genral	3.00	178,661	3.00	200,797	3.00	204,477
Total F10A0103	120.00	5,481,715	120.00	6,191,834	120.00	6,287,143
F10A0104 - Division of Procurement Policy and Administration						
Admin Officer I	1.00	56,288	1.00	58,772	0.00	0
Admin Prog Mgr IV	1.00	90,123	1.00	94,101	0.00	0
Admin Spec II	1.00	36,385	1.00	37,991	0.00	0
Administrator I	2.00	24,923	0.00	0	0.00	0
Administrator II	0.00	73,010	1.00	76,233	0.00	0
Administrator V	1.00	90,404	0.00	0	0.00	0
Prgm Analyst Sr Bdgt & Mgmt	2.00	116,481	2.00	152,544	0.00	0
Prgm Mgr IV	3.00	242,731	1.00	109,539	0.00	0
Prgm Mgr Senior II	1.00	94,336	0.00	0	0.00	0
Prgm Mgr Senior III	1.00	58,130	0.00	0	0.00	0
Procurement Analyst I Bdgt & Mgmt	4.00	101,900	1.00	46,477	0.00	0
Procurement Analyst II Bdgt & Mgmt	2.00	125,918	0.00	0	0.00	0
Procurement Analyst III Bdgt & Mgmt	1.00	76,224	0.00	0	0.00	0
Total F10A0104	20.00	1,186,853	8.00	575,657	0.00	0
Total F10A01-Office of the Secretary	159.00	8,450,627	148.00	8,860,125	147.00	8,850,218
F10A02 - Office of Personnel Services and Benefits						
F10A0201 - Executive Direction						
Admin Aide	1.00	24,830	1.00	42,298	0.00	0
Admin Officer III	1.00	50,133	1.00	52,353	2.00	99,295
Admin Spec III	0.00	19,431	0.00	0	1.00	45,005
Administrator I	1.00	2,135	0.00	0	0.00	0

3 Year Position Summary

Classification Title	FY 2019 Positions	FY 2019 Expenditures	FY 2020 Positions	FY 2020 Appropriation	FY 2021 Positions	FY 2021 Allowance
Administrator II	1.00	0	0.00	0	0.00	0
Administrator III	2.00	48,851	1.00	76,844	3.00	216,588
Administrator IV	0.00	80,095	1.00	83,630	1.00	83,630
Administrator VI	0.00	0	0.00	0	1.00	89,902
Corr Officer II-4081	1.00	0	0.00	0	0.00	0
Exec IX	0.00	69,009	0.00	0	1.00	150,621
Exec VIII	1.00	78,619	1.00	150,621	0.00	0
HR Administrator II	0.00	25,571	1.00	62,853	1.00	70,403
HR Administrator IV	1.00	184,987	1.00	102,634	1.00	102,634
HR Analyst IV DBM	1.00	0	0.00	0	0.00	0
HR Analyst Sr DBM	1.00	80,671	1.00	65,965	3.00	212,822
HR Analyst Supv DBM	1.00	86,360	1.00	90,173	1.00	90,173
HR Officer I	0.00	0	0.00	0	1.00	54,328
HRIS Analyst II DBM	0.00	0	0.00	0	1.00	52,687
Management Advocate Sr	1.00	84,429	1.00	82,698	1.00	90,897
Prgm Mgr Senior II	2.00	269,566	3.00	334,156	4.00	441,288
Prgm Mgr Senior IV	1.00	123,792	1.00	129,256	1.00	129,256
Total F10A0201	16.00	1,228,479	14.00	1,273,481	23.00	1,929,529
F10A0202 - Division of Employee Benefits						
Accountant II	0.00	40,972	0.00	0	1.00	43,669
Accountant Supervisor I	1.00	35	1.00	67,985	0.00	0
Admin Officer I	1.00	106,951	1.00	59,895	4.00	209,210
Admin Officer II	1.00	53,608	1.00	65,138	1.00	55,975
Admin Officer III	5.00	275,928	5.00	274,282	5.00	280,521
Admin Spec II	13.00	220,598	13.00	526,498	6.00	229,522
Admin Spec III	3.00	328,742	3.00	130,233	8.00	330,324
Administrator I	0.00	35,231	0.00	0	1.00	55,799
Administrator II	0.00	57,975	0.00	0	1.00	79,203
Administrator III	0.00	58,819	0.00	0	0.00	0
Financial Compliance Auditor II	1.00	52,031	1.00	54,328	0.00	0
Financial Compliance Auditor Lead	1.00	68,399	1.00	71,418	2.00	104,427
Fiscal Accounts Technician II	3.00	65,190	3.00	132,497	0.00	0
Fiscal Services Admin I	0.00	24,708	0.00	0	1.00	68,529
Fiscal Services Admin II	1.00	71,719	1.00	77,461	1.00	80,483
HR Administrator II	1.00	8,496	1.00	86,842	0.00	0
HR Administrator III	4.00	151,225	4.00	315,352	2.00	162,681
HRIS Analyst Supv DBM	0.00	0	0.00	0	1.00	112,535
Office Clerk II	1.00	9,013	1.00	26,929	0.00	0
Prgm Mgr IV	0.00	103,391	0.00	0	2.00	188,244
Prgm Mgr Senior I	1.00	0	1.00	116,915	0.00	0
Prgm Mgr Senior II	1.00	73,088	1.00	101,194	0.00	0
Prgm Mgr Senior III	0.00	0	0.00	0	1.00	82,986
Prgm Mgr Senior IV	1.00	131,128	1.00	136,916	0.00	0
Total F10A0202	39.00	1,937,247	39.00	2,243,883	37.00	2,084,108
F10A0204 - Division of Personnel Services						
Admin Officer II	1.00	65,856	1.00	62,710	2.00	119,755
Admin Officer III	2.00	3,246	0.00	0	0.00	0
Admin Prog Mgr II	1.00	65,840	1.00	84,296	0.00	0
Admin Spec II	1.00	36,135	0.80	33,231	0.00	0
Admin Spec III	12.00	101,158	3.00	140,152	2.80	125,007

3 Year Position Summary

Classification Title	FY 2019 Positions	FY 2019 Expenditures	FY 2020 Positions	FY 2020 Appropriation	FY 2021 Positions	FY 2021 Allowance
Administrator I	1.00	0	1.00	57,950	0.00	0
Administrator II	0.00	70,751	2.00	141,680	0.00	0
Administrator III	2.80	94,627	3.00	175,881	0.00	0
Exec Assoc I	0.00	50,303	1.00	51,004	0.00	0
HR Administrator I	1.00	0	1.00	82,958	0.00	0
HR Administrator II	2.00	205,819	1.00	90,173	2.00	178,667
HR Administrator III	2.00	258,229	2.00	182,094	1.00	96,197
HR Administrator IV	1.00	275,734	2.00	193,966	2.00	197,638
HR Analyst III DBM	5.80	255,124	6.00	300,244	3.00	156,762
HR Analyst IV DBM	4.00	259,075	6.00	403,481	3.00	217,722
HR Analyst Sr DBM	6.00	480,849	6.00	470,174	5.00	377,624
HR Analyst Supv DBM	1.00	64,854	1.00	82,040	0.00	0
HR Officer I	0.00	203,235	0.00	0	5.00	293,182
HR Officer II	1.00	0	0.00	0	0.00	0
HR Officer III	0.00	16,004	0.00	0	1.00	73,375
HR Specialist	0.00	70,567	5.00	274,864	0.00	0
HRIS Analyst I DBM	0.00	72,494	0.00	0	7.00	418,132
HRIS Analyst II DBM	0.00	23,616	0.00	0	1.00	68,529
HRIS Analyst III DBM	0.00	31,369	0.00	0	2.00	173,430
HRIS Analyst Ld/Adv DBM	0.00	16,261	0.00	0	1.00	89,902
HRIS Analyst Supv DBM	0.00	85,630	0.00	0	1.00	112,535
IT Programmer Analyst I	0.00	71,990	2.00	120,366	0.00	0
IT Programmer Analyst Lead/Advanced	1.00	35,440	1.00	68,529	0.00	0
IT Systems Technical Spec	0.00	34,894	0.00	0	1.00	73,144
Personnel Associate II	1.00	18,816	1.00	48,940	0.00	0
Personnel Associate III	1.00	30,573	0.00	0	1.00	52,113
Personnel Associate IV	0.00	44,468	1.00	53,490	0.00	0
Prgm Mgr Senior III	2.00	192,124	2.00	246,826	1.00	123,413
Prgm Mgr Senior IV	0.00	48,285	0.00	0	1.00	131,760
Total F10A0204	49.60	3,283,366	49.80	3,365,049	42.80	3,078,887
F10A0206 - Division of Classification and Salary						
Admin Spec III	1.00	53,773	1.00	56,147	1.00	56,147
Administrator IV	1.00	0	0.00	0	0.00	0
HR Administrator III	4.00	330,982	4.00	345,592	4.00	345,592
HR Administrator IV	1.00	98,295	1.00	102,634	2.00	199,600
HR Analyst I DBM	2.00	158,054	5.00	222,720	0.00	0
HR Analyst II DBM	1.00	62,924	0.00	0	5.00	237,050
HR Analyst III DBM	0.00	21,328	1.00	52,353	0.00	0
HR Analyst IV DBM	5.00	32,941	0.00	0	1.00	59,524
HR Analyst Sr DBM	4.60	294,715	6.60	415,340	4.60	309,966
HRIS Analyst I DBM	0.00	0	0.00	0	1.00	64,214
Prgm Mgr Senior II	1.00	108,635	1.00	113,430	1.00	113,430
Total F10A0206	20.60	1,161,647	19.60	1,308,216	19.60	1,385,523
F10A0207 - Division of Recruitment and Examination						
HR Administrator IV	1.00	84,492	1.00	88,222	1.00	88,222
HR Analyst I DBM	0.00	38,310	1.00	40,002	1.00	40,002
HR Analyst II DBM	1.00	0	1.00	41,053	0.00	0
HR Analyst III DBM	1.00	12,804	1.00	48,674	0.00	0
HR Analyst IV DBM	1.00	103,529	1.00	67,985	1.00	55,227
HR Analyst Sr DBM	7.00	520,363	7.00	540,430	9.00	675,810

3 Year Position Summary

Classification Title	FY 2019 Positions	FY 2019 Expenditures	FY 2020 Positions	FY 2020 Appropriation	FY 2021 Positions	FY 2021 Allowance
Personnel Associate III	1.00	0	0.00	0	0.00	0
Prgm Mgr Senior II	1.00	108,635	1.00	113,430	1.00	113,430
Total F10A0207	13.00	868,133	13.00	939,796	13.00	972,691
Total F10A02-Office of Personnel Services and Benefits	138.20	8,478,872	135.40	9,130,425	135.40	9,450,738
F10A0501 - Budget Analysis and Formulation						
Administrator III	2.00	56,423	1.00	58,913	1.00	58,913
Administrator V	0.00	0	0.00	0	1.00	59,914
Administrator VI	0.80	74,293	0.80	77,573	0.80	77,573
Budget Analyst I Operating	3.00	158,847	3.00	156,503	3.00	171,512
Budget Analyst II Operating	5.00	347,261	6.00	349,809	5.00	323,581
Budget Analyst III Operating	2.00	167,247	2.00	133,626	6.00	416,403
Budget Analyst IV Operating	4.00	241,058	4.00	344,990	4.00	349,722
Exec IX	0.00	72,875	0.00	0	1.00	152,581
Exec VIII	1.00	68,774	1.00	141,284	0.00	0
IT Systems Technical Spec	1.00	45,765	1.00	88,494	0.00	0
Prgm Mgr Senior I	0.00	77,053	1.00	72,812	0.00	0
Prgm Mgr Senior II	2.00	144,701	2.00	247,237	1.00	122,438
Prgm Mgr Senior III	1.00	191,270	1.00	133,235	2.00	266,470
Supv Budget Examiner	4.00	281,397	4.00	357,356	2.00	175,136
UI Claim Center Assoc Supv I	1.00	0	0.00	0	0.00	0
Total F10A0501	26.80	1,926,964	26.80	2,161,832	26.80	2,174,243
F10A0601 - Capital Budget Analysis and Formulation						
Administrator I	1.00	0	0.00	0	0.00	0
Budget Analyst I, Capital Programs	0.00	14,650	0.00	0	2.00	117,184
Budget Analyst II Capital Programs	0.00	139,066	2.00	110,454	1.00	60,662
Budget Analyst III, Capital Programs	4.00	111,526	2.00	138,142	1.00	69,071
Budget Analyst Lead, Capital Programs	1.00	122,544	2.00	173,591	2.00	158,932
Budget Analyst Supv Capital Prgm	0.00	70,076	0.00	0	1.00	106,284
Exec VII	1.00	134,058	1.00	139,980	1.00	139,980
OBS-Budget Analyst Lead,Capital Programs	2.00	108,917	2.00	182,183	1.00	98,819
Prgm Mgr Senior II	1.00	119,524	1.00	124,799	1.00	124,799
Total F10A0601	10.00	820,361	10.00	869,149	10.00	875,731
Total F10 Department of Budget and Management	334.00	19,676,824	320.20	21,021,531	319.20	21,350,930