

Position Summary

The following pages include a summary of positions in Carroll County government. All positions are General Fund positions unless specified as a Grant Fund, Enterprise Fund, or Special Revenue Fund position.

- General Fund positions are supported by taxes, fees and other general fund revenues.
- Grant Fund positions are supported primarily by State and Federal grants.
- Enterprise Fund positions are supported apart from the General Fund by charges generated by and restricted to use for a specific service, for example water and sewer charges.
- Special Revenue Fund positions are supported by funds dedicated for a specific purpose, for example Property Tax dedicated to watershed restoration and NPDES Permit efforts.

The categories are arranged by Department and/or Bureau. The summary lists Full-Time Equivalent (FTE) totals of full-time, part-time, or other number of employees within the department or bureau. In some cases a position may be more than one of these. For example, the Circuit Court bailiffs are part-time and contractual.

- Full-Time (FT) are regular full-time positions with full benefits.
- Part-Time (PT) are positions scheduled for fewer than 30 hours per week with limited or no benefits.
- Other (O) are positions that are either subject to: the provisions of a contract that typically lasts for one year or less and have limited or no benefits (Contractual); hired for temporary, seasonal work and do not have benefits (Seasonal); required by law with salaries set by law (By-Law).

Some of the positions included in the summary are paid by the County, but do not report to the County Commissioners. They are listed under Sheriff's Office, Detention Center, Circuit Court, Circuit Court Magistrates, Orphan's Court, Volunteer Community Service Program, State's Attorney, and Soil Conservation.

The overall number of authorized positions for FY 17 is 1,029.57 FTEs, an increase of approximately 1.3 from the FY 16 Budget. The change is due to three new positions added during FY 16, the transfer of the State's Attorney's Child Support Unit from the County to the State in FY 17, and new positions in FY 17. The new positions approved for Public Works in FY 16 included a Maintenance Technician for Facilities, a Building Inspector for Permits and Inspections, and a Road Equipment Operator for Roads Operations. Funding for these positions was budgeted in the Reserve for Contingencies and transferred to the individual budgets during FY 16.

For FY 17, the following additional positions are included:

- Emergency Communications Specialist, Public Safety
- Part-Time Land Acquisition Specialist, Public Works Administration
- Project Manager, Building Construction
- Maintenance Technician, Facilities
- Fire Inspector, Permits and Inspections
- Road Equipment Operator, Roads Operations
- Contractual Veterans Services Coordinator, Citizen Services Administration
- Bureau Chief, Aging and Disabilities

- Comprehensive Planning Technician, Comprehensive Planning
- Administrative Support, Human Resources
- NPDES Compliance Specialist, Watershed Restoration and Protection Fund
- Office Associate, Airport

Authorized Position History

General Fund	FY 15 Adjusted FTE				FY 16 Budget FTE				FY 16 Adjusted FTE				FY 17 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Cable Regulatory Commission	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Cable Regulatory Commission TOTAL	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Circuit Court	18.00	---	15.21	33.21	18.00	---	16.55	34.55	18.00	0.53	16.55	35.08	18.00	0.53	16.55	35.08
Circuit Court Magistrates	7.00	---	---	7.00	7.00	---	---	7.00	6.67	---	---	6.67	6.67	---	---	6.67
Orphan's Court	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00
Volunteer Community Service Program	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Courts TOTAL	28.00	0.00	18.21	46.21	28.00	0.00	19.55	47.55	27.67	0.53	19.55	47.75	27.67	0.53	19.55	47.75
Public Safety 911	39.00	---	2.13	41.13	39.00	---	2.13	41.13	39.00	---	2.70	41.70	40.00	---	2.70	42.70
Public Safety 911 TOTAL	39.00	0.00	2.13	41.13	39.00	0.00	2.13	41.13	39.00	0.00	2.70	41.70	40.00	0.00	2.70	42.70
CC Advocacy and Investigation Center	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Detention Center	109.00	0.50	---	109.50	109.00	0.50	---	109.50	109.00	0.50	---	109.50	109.00	0.50	---	109.50
Sheriff's Office	144.00	---	3.00	147.00	149.00	---	3.00	152.00	150.00	---	3.00	153.00	150.00	---	3.00	153.00
Sheriff Services TOTAL	255.00	0.50	3.00	258.50	260.00	0.50	3.00	263.50	261.00	0.50	3.00	264.50	261.00	0.50	3.00	264.50
State's Attorney's Office	35.00	0.50	1.00	36.50	43.00	0.62	1.00	44.62	42.00	0.62	1.00	43.62	42.00	0.62	1.00	43.62
Victim Witness Assistance	5.00	---	---	5.00	---	---	---	0.00	---	---	---	0.00	---	---	---	0.00
State's Attorney TOTAL	40.00	0.50	1.00	41.50	43.00	0.62	1.00	44.62	42.00	0.62	1.00	43.62	42.00	0.62	1.00	43.62
Public Works Administration	5.74	---	1.00	6.74	4.74	---	1.00	5.74	5.60	---	1.00	6.60	5.60	0.50	1.00	7.10
Building Construction	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00	3.00	---	---	3.00
Engineering Administration	2.80	---	---	2.80	3.75	---	---	3.75	4.75	---	---	4.75	4.75	---	---	4.75
Engineering Construction Inspection	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Engineering Design	6.00	---	---	6.00	6.00	---	---	6.00	5.00	---	---	5.00	5.00	---	---	5.00
Engineering Survey	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Facilities	51.00	---	0.50	51.50	51.00	---	0.50	51.50	51.00	0.60	0.90	52.50	52.00	0.60	0.90	53.50
Fleet Management	24.00	---	---	24.00	24.00	---	---	24.00	24.00	---	---	24.00	24.00	---	---	24.00
Permits and Inspection	22.00	---	---	22.00	22.00	---	---	22.00	23.00	---	---	23.00	24.00	---	---	24.00
Roads Operations	103.00	0.50	2.40	105.90	103.00	0.50	2.40	105.90	104.00	0.50	2.40	106.90	105.00	0.50	2.40	107.90
Public Works TOTAL	226.54	0.50	3.90	230.94	226.49	0.50	3.90	230.89	229.35	1.10	4.30	234.75	233.35	1.60	4.30	239.25
Citizen Services Administration	4.00	---	1.25	5.25	4.00	---	1.25	5.25	4.00	---	1.25	5.25	4.00	---	1.88	5.88
Aging and Disabilities	19.00	---	---	19.00	19.00	---	---	19.00	18.44	---	---	18.44	19.44	---	---	19.44
Citizen Services TOTAL	23.00	0.00	1.25	24.25	23.00	0.00	1.25	24.25	22.44	0.00	1.25	23.69	23.44	0.00	1.88	25.32
Recreation and Parks Administration	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Hashawha	8.00	0.63	1.19	9.82	8.00	0.63	1.19	9.82	8.00	0.63	1.19	9.82	8.00	0.63	1.19	9.82
Piney Run	5.00	---	11.34	16.34	6.00	---	11.34	17.34	6.00	---	11.34	17.34	6.00	---	11.34	17.34
Recreation	5.50	---	3.00	8.50	5.50	---	3.00	8.50	5.50	---	3.00	8.50	5.50	---	3.00	8.50
Sports Complex	2.00	---	0.70	2.70	2.00	---	0.70	2.70	2.00	---	0.70	2.70	2.00	---	0.70	2.70
Recreation and Parks TOTAL	24.50	0.63	16.23	41.36	25.50	0.63	16.23	42.36	25.50	0.63	16.23	42.36	25.50	0.63	16.23	42.36
Comprehensive Planning	5.00	---	---	5.00	9.00	---	1.15	10.15	9.00	---	1.15	10.15	10.00	---	1.15	11.15
Comprehensive Planning TOTAL	5.00	0.00	0.00	5.00	9.00	0.00	1.15	10.15	9.00	0.00	1.15	10.15	10.00	0.00	1.15	11.15
Comptroller Administration	4.00	---	0.12	4.12	4.00	---	0.12	4.12	4.00	---	0.12	4.12	4.00	---	0.12	4.12
Accounting	12.00	---	---	12.00	12.00	---	---	12.00	12.00	---	---	12.00	12.00	---	---	12.00
Collections Office	10.00	---	0.63	10.63	10.00	---	0.63	10.63	10.00	---	0.63	10.63	10.00	---	0.63	10.63
Purchasing	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Comptroller TOTAL	31.00	0.00	0.75	31.75	31.00	0.00	0.75	31.75	31.00	0.00	0.75	31.75	31.00	0.00	0.75	31.75

Authorized Position History

	FY 15 Adjusted FTE			FY 16 Budget FTE			FY 16 Adjusted FTE			FY 17 Budget FTE						
County Attorney	9.75	---	0.63	10.38	9.75	---	0.63	10.38	9.75	---	0.63	10.38	8.75	---	0.63	9.38
County Attorney TOTAL	9.75	0.00	0.63	10.38	9.75	0.00	0.63	10.38	9.75	0.00	0.63	10.38	8.75	0.00	0.63	9.38
Economic Development Administration	7.00	---	---	7.00	7.00	---	---	7.00	6.00	---	---	6.00	6.00	---	---	6.00
BERC	2.85	---	---	2.85	2.85	---	---	2.85	2.85	---	---	2.85	2.85	---	---	2.85
Farm Museum	7.00	1.15	1.84	9.99	7.00	1.15	1.84	9.99	7.00	1.33	2.32	10.65	7.00	1.33	2.32	10.65
Tourism	1.00	---	1.80	2.80	1.00	---	1.80	2.80	1.00	---	1.80	2.80	1.00	---	1.80	2.80
Economic Development TOTAL	17.85	1.15	3.64	22.64	17.85	1.15	3.64	22.64	16.85	1.33	4.12	22.30	16.85	1.33	4.12	22.30
Human Resources	10.00	---	---	10.00	10.00	---	---	10.00	10.00	---	---	10.00	11.00	---	---	11.00
Personnel Services	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Human Resources TOTAL	13.00	0.00	0.00	13.00	13.00	0.00	0.00	13.00	13.00	0.00	0.00	13.00	14.00	0.00	0.00	14.00
Land and Res. Management Administration	13.80	---	1.00	14.80	10.00	---	---	10.00	10.00	---	---	10.00	9.10	---	---	9.10
Development Review	8.00	---	---	8.00	8.00	---	---	8.00	8.00	---	---	8.00	8.00	---	---	8.00
Resource Management	19.00	---	---	19.00	9.10	---	---	9.10	9.10	---	---	9.10	9.90	---	---	9.90
Zoning Administration	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Land and Resource Management TOTAL	44.80	0.00	1.00	45.80	31.10	0.00	0.00	31.10	31.10	0.00	0.00	31.10	31.00	0.00	0.00	31.00
Management and Budget Administration	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Budget	7.00	---	0.15	7.15	7.00	---	0.15	7.15	7.00	---	0.15	7.15	7.00	---	0.15	7.15
Grant Management	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Risk Management	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Management and Budget TOTAL	15.00	0.00	0.15	15.15	15.00	0.00	0.15	15.15	15.00	0.00	0.15	15.15	15.00	0.00	0.15	15.15
Technology Services	30.75	---	---	30.75	30.75	---	---	30.75	31.00	---	---	31.00	31.00	---	---	31.00
Production and Distribution Services	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Technology Services TOTAL	33.75	0.00	0.00	33.75	33.75	0.00	0.00	33.75	34.00	0.00	0.00	34.00	34.00	0.00	0.00	34.00
Administrative Hearings	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Audio Video Production	2.00	---	0.63	2.63	2.00	---	0.63	2.63	2.00	---	0.63	2.63	2.00	---	0.63	2.63
Board of Elections	---	---	0.09	0.09	---	---	0.09	0.09	---	---	0.60	0.60	---	---	0.25	0.25
Board of License Commissioners	1.00	---	0.55	1.55	1.00	---	0.38	1.38	1.00	---	0.38	1.38	1.00	---	0.38	1.38
County Commissioners	6.00	---	8.88	14.88	6.00	---	8.88	14.88	6.00	---	8.88	14.88	6.00	---	8.88	14.88
Gen Government Other TOTAL	10.00	0.00	10.15	20.15	10.00	0.00	9.98	19.98	10.00	0.00	10.49	20.49	10.00	0.00	10.14	20.14
Soil Conservation	6.00	---	---	6.00	5.00	0.63	---	5.63	5.00	0.63	---	5.63	5.00	0.63	---	5.63
Cons. and Natural Resources TOTAL	6.00	0.00	0.00	6.00	5.00	0.63	0.00	5.63	5.00	0.63	0.00	5.63	5.00	0.63	0.00	5.63
TOTAL General Fund	823.19	3.28	62.04	888.51	821.44	4.03	63.36	888.83	822.66	5.34	65.32	893.32	829.56	5.84	65.60	901.00

Authorized Position History

Enterprise Funds	FY 15 Adjusted FTE				FY 16 Budget FTE				FY 16 Adjusted FTE				FY 17 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Solid Waste Management	2.38	---	---	2.38	2.38	---	---	2.38	1.70	---	---	1.70	1.70	---	---	1.70
Northern Landfill	11.00	---	---	11.00	11.00	---	---	11.00	11.00	---	---	11.00	11.00	---	---	11.00
Recycling	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Solid Waste Accounting	5.75	---	---	5.75	5.75	---	---	5.75	5.75	---	---	5.75	5.75	---	---	5.75
Solid Waste TOTAL	20.13	0.00	0.00	20.13	20.13	0.00	0.00	20.13	19.45	0.00	0.00	19.45	19.45	0.00	0.00	19.45
BOU Accounting Administration	7.83	---	---	7.83	7.88	---	---	7.88	7.60	---	---	7.60	7.60	---	---	7.60
Board of Education Facilities	1.34	---	---	1.34	1.34	---	---	1.34	1.34	---	---	1.34	1.34	---	---	1.34
Freedom Sewer	7.33	---	---	7.33	7.33	---	---	7.33	7.33	---	---	7.33	7.33	---	---	7.33
Freedom Water	13.34	---	---	13.34	13.34	---	---	13.34	14.34	---	---	14.34	14.34	---	---	14.34
Hampstead Sewer	4.33	---	---	4.33	4.33	---	---	4.33	4.33	---	---	4.33	4.33	---	---	4.33
Other Water/Sewer	0.66	---	---	0.66	0.66	---	---	0.66	0.66	---	---	0.66	0.66	---	---	0.66
Utilities TOTAL	34.83	0.00	0.00	34.83	34.88	0.00	0.00	34.88	35.60	0.00	0.00	35.60	35.60	0.00	0.00	35.60
Airport	1.25	---	1.00	2.25	1.25	---	1.00	2.25	1.35	---	1.00	2.35	2.35	---	1.00	3.35
Firearms Facility	---	---	3.50	3.50	---	---	3.50	3.50	---	---	3.00	3.00	---	---	3.00	3.00
Airport/Firearms Facility TOTAL	1.25	0.00	4.50	40.58	1.25	0.00	4.50	5.75	1.35	0.00	4.00	5.35	2.35	0.00	4.00	6.35
TOTAL Enterprise Funds	56.21	0.00	4.50	95.54	56.26	0.00	4.50	60.76	56.40	0.00	4.00	60.40	57.40	0.00	4.00	61.40

Special Revenue Fund	FY 15 Adjusted FTE				FY 16 Budget FTE				FY 16 Adjusted FTE				FY 17 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Watershed Protection and Restoration	12.20	---	---	12.20	12.20	---	---	12.20	12.20	---	---	12.20	12.00	---	---	12.00
TOTAL Special Revenue Fund	12.20	---	---	12.20	12.20	---	---	12.20	12.20	---	---	12.20	12.00	---	---	12.00

Grant Fund	FY 15 Adjusted FTE				FY 16 Budget FTE				FY 16 Adjusted FTE				FY 17 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Aging	18.65	---	0.15	18.80	18.65	---	0.15	18.80	19.32	---	0.95	20.27	19.32	---	0.95	20.27
BERC	6.90	---	---	6.90	7.90	---	---	7.90	7.90	---	---	7.90	7.90	---	---	7.90
Circuit Court	6.00	---	3.50	9.50	6.00	---	3.50	9.50	6.00	---	3.50	9.50	6.00	---	2.81	8.81
Emergency Management	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Housing and Comm/Development	9.00	---	0.13	9.13	9.00	---	0.13	9.13	7.50	---	0.13	7.63	7.50	---	0.13	7.63
Local Management Board	1.60	---	0.56	2.16	1.60	---	0.56	2.16	2.00	---	0.56	2.56	2.00	---	0.56	2.56
Public Works Transit	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Recreation	0.50	---	---	0.50	0.50	---	---	0.50	0.50	---	---	0.50	0.50	---	---	0.50
Sheriff Services	2.50	---	---	2.50	2.50	---	---	2.50	2.50	---	---	2.50	2.50	---	---	2.50
State's Attorney	12.00	---	---	12.00	12.00	---	---	12.00	12.00	---	---	12.00	1.00	---	---	1.00
TOTAL Grant Fund	61.15	0.00	4.34	65.49	62.15	0.00	4.34	66.49	61.72	0.00	5.14	66.86	50.72	0.00	4.45	55.17

TOTAL Government	FY 15 Adjusted FTE				FY 16 Budget FTE				FY 16 Adjusted FTE				FY 17 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
TOTAL General Fund	818.19	3.28	62.04	883.51	821.44	4.03	63.36	888.83	822.66	5.34	65.32	893.32	829.56	5.84	65.60	901.00
TOTAL Special Revenue Fund	12.20	---	---	12.20	12.20	---	---	12.20	12.20	---	---	12.20	12.00	---	---	12.00
TOTAL Enterprise Funds	56.21	0.00	4.50	60.71	56.26	0.00	4.50	60.76	56.40	0.00	4.00	60.40	57.40	0.00	4.00	61.40
TOTAL Grant Fund	61.15	0.00	4.34	65.49	62.15	0.00	4.34	66.49	61.72	0.00	5.14	66.86	50.72	0.00	4.45	55.17
TOTAL FTE	947.75	3.28	70.88	1021.91	952.05	4.03	72.20	1028.28	952.98	5.34	74.46	1032.78	949.68	5.84	74.05	1029.57