
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 by revenues generated primarily by specific services; for example, water and sewer charges support Utilities positions.
- Special Revenue Fund positions are supported by funds dedicated to a specific purpose, for example Property Tax dedicated to Watershed Protection and Restoration.

The categories are arranged by Department and/or Bureau. The summary lists Full-Time Equivalent (FTE) totals of full-time, part-time, or other 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); or 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 Board of Elections, Sheriff's Office, Circuit Court, Circuit Court Magistrates, Orphan's Court, Volunteer Community Service Program, State's Attorney's Office, and Soil Conservation.

The overall number of authorized positions for FY 20 is 1,069.33 FTE, an increase of 10.41 FTE from FY 19.

For FY 20, the following General Fund changes are included:

- One full-time position added to Circuit Court while one full-time position eliminated from Circuit Court Magistrates. One grant-funded position changed its hours and total scheduled hours for Visitation Observers have decreased
- Five positions added to the Sheriff's Office for the School Resource Officer program, including a Unit Coordinator, Lieutenant, Corporal, and two Deputies
- A full-time Employment Compliance Coordinator added to Human Resources Administration
- A full-time Resource Management Technician added, split 50% to Resource Management, and 50% to Watershed Protection and Restoration, a Special Revenue Fund
- A full-time Network Client Analyst position added to Technology Services

The following Grant Fund changes are included:

- Aging and Disabilities Grant Fund positions increase for a change in salary allocations, offset by a decrease to Aging and Disabilities General Fund positions
- A BEREC administrative position eliminated
- A part-time Information Desk position added in Housing

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- A Sheriff's Office position eliminated
 - One part-time position changed to full-time and three full-time positions added to the State's Attorney's Office
 - Twelve Citizen Services positions converted from contingent; two Senior Inclusion Program, five Housing, and five Aging and Disabilities

Authorized Position History By Fund

General Fund	FY 18 Adjusted FTE				FY 19 Budget FTE				FY 19 Adjusted FTE				FY 20 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	0.55	16.55	35.10	18.00	0.55	16.55	35.10	19.00	0.60	17.50	37.10	19.00	0.60	17.50	37.10
Circuit Court Magistrates	5.76	---	---	5.76	5.76	---	---	5.76	4.76	---	---	4.76	4.76	---	---	4.76
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	26.76	0.55	19.55	46.86	26.76	0.55	19.55	46.86	26.76	0.60	20.50	47.86	26.76	0.60	20.50	47.86
Public Safety 911	42.00	---	2.45	44.45	42.00	---	2.45	44.45	42.00	---	2.45	44.45	42.00	---	2.45	44.45
Public Safety 911 TOTAL	40.00	0.00	2.45	44.45	42.00	0.00	2.45	44.45	42.00	0.00	2.45	44.45	42.00	0.00	2.45	44.45
Administrative Services	---	---	---	0.00	---	---	---	0.00	---	---	---	0.00	53.25	0.50	2.00	55.75
CCAIC	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00	0.00	---	---	0.00
Corrections	109.00	0.50	---	109.50	109.00	0.50	---	109.50	109.00	0.50	---	109.50	92.00	---	---	92.00
Law Enforcement	149.25	---	3.00	152.25	159.25	---	3.00	162.25	159.25	---	3.00	162.25	130.00	---	1.00	131.00
Sheriff's Office TOTAL	260.25	0.50	3.00	263.75	270.25	0.50	3.00	273.75	270.25	0.50	3.00	273.75	275.25	0.50	3.00	278.75
State's Attorney's Office	43.00	0.63	1.00	44.63	43.80	0.62	1.00	45.42	43.80	0.63	1.00	45.43	43.80	0.63	1.00	45.43
State's Attorney TOTAL	43.00	0.63	1.00	44.63	43.80	0.62	1.00	45.42	43.80	0.63	1.00	45.43	43.80	0.63	1.00	45.43
Public Works Administration	5.50	0.50	1.00	7.00	5.20	0.50	1.00	6.70	5.09	0.50	1.00	6.59	5.09	0.50	1.00	6.59
Building Construction	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Engineering Administration	4.75	---	---	4.75	4.75	---	---	4.75	4.75	---	---	4.75	4.75	---	---	4.75
Engineering Construction Inspection	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Engineering Design	5.00	---	---	5.00	5.00	---	---	5.00	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	58.00	0.00	0.50	58.50	59.00	0.00	1.00	60.00	59.00	0.00	1.00	60.00	59.00	0.00	1.00	60.00
Fleet Management	24.00	---	---	24.00	24.00	---	---	24.00	24.00	---	---	24.00	24.00	---	---	24.00
Permits and Inspections	23.00	---	0.60	23.60	23.00	---	0.60	23.60	23.00	---	0.60	23.60	23.00	---	0.60	23.60
Roads Operations	105.00	0.50	2.40	107.90	105.00	0.50	2.40	107.90	105.00	0.50	2.40	107.90	105.00	0.50	2.40	107.90
Transit Administration	0.00	0.00	0.00	0.00	1.50	0.00	0.00	1.50	1.35	0.00	0.00	1.35	1.35	0.00	0.00	1.35
Public Works TOTAL	240.25	1.00	4.50	245.75	242.45	1.00	5.00	248.45	242.19	1.00	5.00	248.19	242.19	1.00	5.00	248.19
Citizen Services Administration	4.50	---	1.88	6.38	4.50	---	0.00	4.50	4.50	---	---	4.50	4.50	---	---	4.50
Aging and Disabilities	19.38	---	---	19.38	19.38	---	1.88	21.26	18.64	---	1.88	20.52	18.64	---	1.88	20.52
Citizen Services TOTAL	23.88	0.00	1.88	25.76	23.88	0.00	1.88	25.76	23.14	0.00	1.88	25.02	23.14	0.00	1.88	25.02
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	1.60	10.23	8.00	0.63	1.60	10.23	8.00	0.63	1.60	10.23	8.00	0.63	1.60	10.23
Piney Run	6.00	---	12.00	18.00	6.00	---	12.00	18.00	6.00	---	12.00	18.00	6.00	---	12.00	18.00
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	25.50	0.63	17.30	43.43	25.50	0.63	17.30	43.43	25.50	0.63	17.30	43.43	25.50	0.63	17.30	43.43
Comprehensive Planning	11.00	---	0.62	11.62	11.00	---	0.62	11.62	11.00	---	0.62	11.62	11.00	---	0.62	11.62
Comprehensive Planning TOTAL	11.00	0.00	0.62	11.62	11.00	0.00	0.62	11.62	11.00	0.00	0.62	11.62	11.00	0.00	0.62	11.62
Comptroller Administration	4.00	---	0.15	4.15	4.00	---	0.15	4.15	4.00	---	0.15	4.15	4.00	---	0.15	4.15
Accounting	12.00	---	---	12.00	13.00	---	---	13.00	13.00	---	---	13.00	13.00	---	---	13.00
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	0.78	31.78	32.00	0.00	0.78	32.78	32.00	0.00	0.78	32.78	32.00	0.00	0.78	32.78

Authorized Position History By Fund

	FY 18 Adjusted FTE			FY 19 Budget FTE				FY 19 Adjusted FTE				FY 20 Budget FTE			
County Attorney	6.75	---	---	6.75	6.75	---	---	6.75	6.75	---	---	6.75	6.75	---	---
County Attorney TOTAL	6.75	0.00	0.00	6.75	6.75	0.00	0.00	6.75	6.75	0.00	0.00	6.75	6.75	0.00	0.00
Economic Development Administration	5.75	---	---	5.75	5.75	---	---	5.75	5.75	---	---	5.75	5.75	---	---
BERC	2.85	---	---	2.85	2.85	---	---	2.85	2.85	---	---	2.85	2.85	---	---
Farm Museum	7.00	0.70	3.36	11.06	7.00	0.70	3.20	10.90	7.00	0.70	3.40	11.10	7.00	0.70	3.40
Tourism	1.00	---	1.90	2.90	1.00	---	1.90	2.90	1.00	---	1.90	2.90	1.00	---	1.90
Economic Development TOTAL	16.60	0.70	5.26	22.56	16.60	0.70	5.10	22.40	16.60	0.70	5.30	22.60	16.60	0.70	5.30
Human Resources	11.00	---	---	11.00	10.00	---	---	10.00	10.00	---	---	10.00	11.00	---	---
Personnel Services	3.00	---	---	3.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---
Human Resources TOTAL	14.00	0.00	0.00	14.00	14.00	0.00	0.00	14.00	14.00	0.00	0.00	14.00	15.00	0.00	0.00
Land and Res. Management Administration	9.10	0.23	---	9.33	9.20	---	0.23	9.43	9.20	---	0.23	9.43	9.20	---	0.23
Development Review	8.00	---	---	8.00	8.00	---	---	8.00	8.00	---	---	8.00	8.00	---	---
Resource Management	9.90	---	---	9.90	10.15	---	---	10.15	10.15	---	---	10.15	10.65	---	---
Zoning Administration	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---
Land and Resource Management TOTAL	31.00	0.23	0.00	31.23	31.35	0.00	0.23	31.58	31.35	0.00	0.23	31.58	31.85	0.00	0.23
Management and Budget Administration	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
Grant Management	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	---	---
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
Technology Services	31.00	---	0.17	31.17	31.00	---	0.17	31.17	31.00	---	0.17	31.17	32.00	---	0.17
Production and Distribution Services	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---
Technology Services TOTAL	34.00	0.00	0.17	34.17	34.00	0.00	0.17	34.17	34.00	0.00	0.17	34.17	35.00	0.00	0.17
Administrative Hearings	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---
Audio Video Production	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---
Board of Elections	---	---	0.62	0.62	---	---	0.62	0.62	---	---	0.62	0.62	---	---	0.62
Board of License Commissioners	1.00	---	0.38	1.38	1.00	---	0.38	1.38	1.00	---	0.18	1.18	1.00	---	0.18
County Commissioners	8.00	---	6.00	14.00	8.00	---	6.00	14.00	7.00	---	6.65	13.65	7.00	---	6.65
Gen Government Other TOTAL	13.00	0.00	7.00	20.00	13.00	0.00	7.00	20.00	12.00	0.00	7.45	19.45	12.00	0.00	7.45
Soil Conservation	5.00	0.63	---	5.63	5.00	0.63	---	5.63	5.00	0.63	---	5.63	5.00	0.63	---
Cons. and Natural Resources TOTAL	5.00	0.63	0.00	5.63	5.00	0.63	0.00	5.63	5.00	0.63	0.00	5.63	5.00	0.63	0.00
TOTAL General Fund	837.99	4.87	63.66	908.52	854.34	4.63	64.23	923.20	852.34	4.69	65.83	922.86	859.84	4.69	65.83

Authorized Position History By Fund

Enterprise Funds	FY 18 Adjusted FTE				FY 19 Budget FTE				FY 19 Adjusted FTE				FY 20 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Solid Waste Management	1.60	---	---	1.60	1.60	---	---	1.60	1.68	---	---	1.68	1.68	---	---	1.68
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	19.35	0.00	0.00	19.35	19.35	0.00	0.00	19.35	19.43	0.00	0.00	19.43	19.43	0.00	0.00	19.43
BOU Accounting Administration	7.60	---	---	7.60	7.60	---	---	7.60	7.69	---	---	7.69	7.69	---	---	7.69
Board of Education Facilities	1.34	---	---	1.34	1.34	---	---	1.34	1.34	---	---	1.34	1.34	---	---	1.34
Freedom Sewer	7.50	---	---	7.50	7.50	---	---	7.50	7.50	---	---	7.50	7.50	---	---	7.50
Freedom Water	14.50	---	0.15	14.65	14.50	---	0.15	14.65	14.50	---	0.15	14.65	14.50	---	0.15	14.65
Hampstead Sewer	4.00	---	0.15	4.15	4.00	---	0.15	4.15	4.00	---	0.15	4.15	4.00	---	0.15	4.15
Other Water/Sewer	0.66	---	---	0.66	0.66	---	---	0.66	0.66	---	---	0.66	0.66	---	---	0.66
Utilities TOTAL	35.60	0.00	0.30	35.90	35.60	0.00	0.30	35.90	35.69	0.00	0.30	35.99	35.69	0.00	0.30	35.99
Airport	2.60	---	0.50	3.10	3.35	---	0.50	3.85	3.43	---	0.50	3.93	3.43	---	0.50	3.93
Firearms Facility	1.00	---	2.00	3.00	1.00	---	2.00	3.00	1.00	---	2.00	3.00	1.00	---	2.00	3.00
Airport/Firearms Facility TOTAL	3.60	0.00	2.50	6.10	4.35	0.00	2.50	6.85	4.43	0.00	2.50	6.93	4.43	0.00	2.50	6.93
TOTAL Enterprise Funds	58.55	0.00	2.80	61.35	59.30	0.00	2.80	62.10	59.55	0.00	2.80	62.35	59.55	0.00	2.80	62.35

Special Revenue Fund	FY 18 Adjusted FTE				FY 19 Budget FTE				FY 19 Adjusted FTE				FY 20 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Watershed Protection and Restoration	12.00	---	---	12.00	11.65	---	---	11.65	11.65	---	---	11.65	12.15	---	---	12.15
TOTAL Special Revenue Fund	12.00	---	---	12.00	11.65	---	---	11.65	11.65	---	---	11.65	12.15	---	---	12.15

Grant Fund	FY 18 Adjusted FTE				FY 19 Budget FTE				FY 19 Adjusted FTE				FY 20 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Aging and Disabilities	19.02	0.50	2.60	22.12	19.27	0.45	1.38	21.10	19.96	0.00	2.43	22.39	19.96	0.00	2.43	22.39
Business Employment Resource Center	9.40	---	---	9.40	10.90	---	---	10.90	10.90	---	---	10.90	9.90	---	---	9.90
Circuit Court	8.24	0.50	2.72	11.46	8.24	0.50	2.72	11.46	7.95	0.50	2.35	10.80	7.95	0.50	2.35	10.80
Housing and Community Development	7.00	---	0.13	7.13	7.00	0.00	0.13	7.13	7.63	0.00	0.00	7.63	7.63	0.00	0.00	7.63
Local Management Board	2.00	---	0.50	2.50	2.00	---	0.50	2.50	2.00	---	0.50	2.50	2.00	---	0.50	2.50
Public Safety	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Recreation	0.50	---	---	0.50	0.50	---	---	0.50	0.50	---	---	0.50	0.50	---	---	0.50
Sheriff's Office	2.75	---	---	2.75	2.75	---	---	2.75	1.75	---	---	1.75	1.75	---	---	1.75
State's Attorney's Office	1.00	---	1.25	2.25	1.00	---	0.63	1.63	3.00	---	0.50	3.50	5.00	---	---	5.00
Transit	1.00	---	---	1.00	0.00	---	---	0.00	0.00	---	---	0.00	0.00	---	---	0.00
TOTAL Grant Fund	54.91	1.00	7.20	63.11	55.66	0.95	5.36	61.97	57.69	0.50	5.78	63.97	58.69	0.50	5.28	64.47

TOTAL Government	FY 18 Adjusted FTE				FY 19 Budget FTE				FY 19 Adjusted FTE				FY 20 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
TOTAL General Fund	837.99	4.87	63.66	906.52	854.34	4.63	64.23	923.20	852.34	4.69	65.83	922.86	859.84	4.69	65.83	930.36
TOTAL Enterprise Funds	58.55	0.00	2.80	61.35	59.30	0.00	2.80	62.10	59.55	0.00	2.80	62.35	59.55	0.00	2.80	62.35
TOTAL Special Revenue Fund	12.00	---	---	12.00	11.65	---	---	11.65	11.65	---	---	11.65	12.15	---	---	12.15
TOTAL Grant Fund	54.91	1.00	7.20	63.11	55.66	0.95	5.36	61.97	57.69	0.50	5.78	63.97	58.69	0.50	5.28	64.47
TOTAL FTE	963.45	5.87	73.66	1042.98	980.95	5.58	72.39	1058.92	981.23	5.19	74.41	1060.83	990.23	5.19	73.91	1069.33