
Position Summary

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

- General Fund positions – those positions supported by taxes, fees and other general fund revenues.
- Enterprise Fund positions – those positions supported apart from the General Fund by charges generated by and restricted to use for a specific service, for example water and sewer charges.
- Grant Fund positions – those positions are supported primarily by State and Federal grants.

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) – These are regular full-time positions with full benefits.
- Part-Time (PT) – These are positions scheduled for fewer than thirty hours per week with limited or no benefits.
- Other (O) – These 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 the Sheriff, Detention Center, Circuit Court, Juvenile Master, Volunteer Community Service Program, State's Attorney, Victim Witness, Child Support and Soil Conservation.

Position History

General Government	FY 02				FY 03				FY 04			
	Authorized FTE				Authorized FTE				Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Accounting	23.00	---	0.75	23.75	13.00	---	---	13.00	13.00	---	---	13.00
Collections Office	---	---	---	---	10.00	---	0.63	10.63	10.00	---	0.63	10.63
Comptroller Administration	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Purchasing	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Comptroller TOTAL	33.00	---	---	33.75	33.00	---	0.63	33.63	33.00	---	0.63	33.63
County Attorney	14.00	0.94	---	14.94	13.00	0.75	---	13.75	13.00	0.75	---	13.75
Board of License Comm.	1.00	---	1.25	2.25	2.00	0.63	---	2.63	2.00	0.63	---	2.63
Board of Zoning Appeals	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
County Attorney TOTAL	16.00	0.94	1.25	18.19	16.00	1.38	---	17.38	16.00	1.38	---	17.38
BERC	4.15	---	---	4.15	3.15	---	---	3.15	3.15	---	---	3.15
Economic Dev. Admin.	6.00	---	---	6.00	7.00	---	---	7.00	7.00	---	---	7.00
Tourism	2.00	1.66	---	3.66	2.00	1.83	---	3.83	2.00	1.83	---	3.83
Economic Dev. TOTAL	12.15	1.66	---	13.81	12.15	1.83	---	13.98	12.15	1.83	---	13.98
General Services Administration	2.00	---	---	2.00	2.00	---	2.50	4.50	2.00	---	2.50	4.50
Building Construction	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Central Warehouse	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Facilities	53.00	---	---	53.00	55.00	---	0.50	55.50	56.00	---	0.50	56.50
Fleet Management	21.00	---	---	21.00	22.00	---	---	22.00	21.00	---	---	21.00
Permits and Inspection	27.00	0.47	---	27.47	26.00	0.47	---	26.47	26.00	0.47	---	26.47
General Services TOTAL	112.00	0.47	---	112.47	114.00	0.47	3.00	117.47	114.00	0.47	3.00	117.47
Human Resources Admin	12.00	0.50	---	12.50	13.00	0.43	---	13.43	13.00	0.43	---	13.43
Personnel Services	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Human Resources TOTAL	17.00	0.50	---	17.50	18.00	0.43	---	18.43	18.00	0.43	---	18.43
ITS	23.00	---	---	23.00	24.00	0.75	---	24.75	24.00	0.75	---	24.75
Production & Distribution	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Information Tech. TOTAL	26.00	---	---	26.00	27.00	0.75	---	27.75	27.00	0.75	---	27.75
Budget	6.00	---	---	6.00	8.00	---	---	8.00	8.00	---	---	8.00
Grants	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Mgmt. & Budget Admin	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Risk Management	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Mgmt. & Budget TOTAL	15.00	---	---	15.00	17.00	---	---	17.00	17.00	---	---	17.00
Planning	14.00	0.84	---	14.84	14.00	0.80	0.40	15.20	14.00	0.80	0.40	15.20
Planning Administration	4.00	0.47	---	4.47	5.00	0.43	---	5.43	6.00	0.43	---	6.43
Development Review	12.00	---	---	12.00	10.00	---	---	10.00	10.00	---	---	10.00
Planning TOTAL	30.00	1.31	---	31.31	29.00	1.23	0.40	30.63	30.00	1.23	0.40	31.63
County Commissioners	8.00	---	3.40	11.40	7.00	---	3.50	10.50	8.00	---	3.00	11.00
Media Relations	6.00	---	---	6.00	0.75	---	---	0.75	0.75	---	---	0.75
Performance Audit & Spec. Project	5.00	---	---	5.00	3.60	---	---	3.60	3.60	---	---	3.60
Zoning Administration	---	---	---	0.00	4.00	---	---	4.00	4.00	---	---	4.00
Gen Govt. Other TOTAL	19.00	---	3.40	22.40	15.35	---	3.50	18.85	16.35	---	3.00	19.35

Position History

General Government (Cont.)	FY 02				FY 03				FY 04			
	Authorized FTE				Authorized FTE				Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Circuit Court	15.00	---	15.52	30.52	12.00	---	13.00	25.00	12.75	---	13.00	25.75
Juvenile Master	3.00	---	1.00	4.00	3.00	---	1.50	4.50	3.00	---	1.50	4.50
Orphan's Court	---	---	---	---	---	---	---	---	---	---	---	---
Vol. Community Services	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Courts TOTAL	21.00	---	16.52	37.52	18.00	---	14.50	32.50	18.75	---	14.50	33.25
Emergency Services TOTAL	28.00	5.63	---	33.63	29.00	5.63	---	34.63	29.00	5.63	---	34.63
Detention Center	95.00	---	---	95.00	99.00	---	---	99.00	99.00	0.50	---	99.50
Sheriff's Services	56.00	---	3.00	59.00	56.00	---	3.00	59.00	59.00	---	1.00	60.00
Sheriff's Svcs. TOTAL	151.00	---	3.00	154.00	155.00	---	3.00	158.00	158.00	0.50	1.00	159.50
State's Attorney's Office	32.00	0.50	1.00	33.50	33.00	0.50	1.00	34.50	35.00	0.50	1.00	36.50
Victim Witness Assistance	3.25	---	---	3.25	3.50	---	---	3.50	4.00	---	---	4.00
State's Att'y TOTAL	35.25	0.50	1.00	36.75	36.50	0.50	1.00	38.00	39.00	0.50	1.00	40.50
Engineering Admin.	3.00	---	---	3.00	5.00	---	---	5.00	5.00	---	---	5.00
Eng. Constr. Inspection	8.00	---	---	8.00	7.00	---	---	7.00	7.00	---	---	7.00
Engineering Design	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Engineering Survey	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Public Works Admin.	7.55	---	---	7.55	4.10	---	---	4.10	4.10	---	---	4.10
Roads Operations	116.00	0.50	---	116.50	116.00	0.50	---	116.50	116.00	0.50	---	116.50
Public Works TOTAL	145.55	0.50	---	146.05	143.10	0.50	0.00	143.60	145.55	0.50	---	143.60
Citizen Services Admin.	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Aging	12.44	0.50	---	12.94	11.32	2.50	---	13.82	11.32	2.50	---	13.82
Housing & Comm. Dev.	1.00	0.50	---	1.50	1.00	0.63	---	1.63	1.00	0.63	---	1.63
Citizen Services TOTAL	15.44	1.00	---	16.44	14.32	3.13	---	17.45	14.32	3.13	---	17.45
Rec and Parks Admin.	4.80	---	0.18	4.98	3.00	---	0.18	3.18	3.00	---	0.30	3.30
Hashawha	11.00	1.50	1.71	14.21	11.00	1.50	1.18	13.68	11.00	1.75	1.33	14.08
Piney Run	6.00	0.50	7.27	13.77	6.00	0.50	7.27	13.77	6.00	0.50	7.27	13.77
Recreation	4.00	---	2.68	6.68	5.00	---	3.70	8.70	5.00	---	3.87	8.87
Sports Complex	2.00	---	1.60	3.60	2.00	---	1.62	3.62	2.00	---	1.62	3.62
Rec and Parks TOTAL	27.80	2.00	13.44	43.24	27.00	2.00	13.95	42.95	27.00	2.25	14.39	43.64
Farm Museum	9.00	1.86	1.86	12.72	9.00	1.86	1.64	12.50	9.00	1.86	1.64	12.50
Enviro. Res. Protection Admin.	---	---	---	0.00	3.00	---	---	3.00	3.00	---	---	3.00
Enforcement Division	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Resource Management	7.00	---	---	7.00	7.00	---	---	7.00	7.00	---	---	7.00
Soil Conservation	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Soil Conservation	19.00	---	0.00	19.00	22.00	---	0.00	22.00	22.00	---	0.00	22.00
TOTAL General Government	732.19	16.37	40.47	789.78	735.42	19.71	41.62	796.75	746.12	20.46	39.56	803.69

Position History

Enterprise Funds	FY 02 Authorized FTE				FY 03 Authorized FTE				FY 04 Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Solid Waste Management	1.80	---	---	1.80	1.80	---	---	1.80	1.80	---	---	1.80
County Waste Removal	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Northern Landfill	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
Solid Waste Accounting	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Solid Waste TOTAL	20.80	---	---	20.80	20.80	---	---	20.80	20.80	---	---	20.80
BOU Accounting Admin.	7.45	---	---	7.45	6.85	---	---	6.85	6.85	---	---	6.85
BOE Facilities	0.25	---	---	0.25	0.25	---	---	0.25	0.25	---	---	0.25
Freedom Sewer	7.33	---	---	7.33	7.33	---	---	7.33	7.33	---	---	7.33
Freedom Water	13.33	---	---	13.33	12.33	---	---	12.33	12.33	---	---	12.33
Hampstead Sewer	3.83	---	---	3.83	3.83	---	---	3.83	3.83	---	---	3.83
Other Water/Sewer	0.25	---	---	0.25	0.25	---	---	0.25	0.25	---	---	0.25
BOU TOTAL	32.44	---	---	32.44	30.84	---	---	30.84	30.84	---	---	30.84
Airport	1.40	---	---	1.40	1.40	---	---	1.40	1.40	---	---	1.40
Firearms Facility	---	---	2.50	2.50	---	---	2.50	2.50	---	---	2.50	2.50
Septage Facilities	---	---	---	---	0.20	---	---	0.20	0.20	---	---	0.20
Enterprise Funds TOTAL	1.40	---	2.50	3.90	1.60	---	2.50	3.90	1.60	---	2.50	4.10
TOTAL Enterprise Funds	54.64	---	2.50	57.14	53.24	---	2.50	55.54	53.24	---	2.50	55.74

Grant-Funded	FY 02 Authorized FTE				FY 03 Authorized FTE				FY 04 Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Aging	8.79	0.67	---	9.46	13.24	2.79	0.75	16.78	13.10	3.35	1.75	18.20
BERC	7.85	---	---	7.85	10.85	---	---	10.85	10.85	---	---	10.85
Circuit Court	2.39	---	---	2.39	2.63	---	---	2.63	3.00	---	---	3.00
Housing and Comm. Dev.	9.67	---	---	9.67	10.34	---	---	10.34	10.34	---	---	10.34
Local Management Board	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Planning	---	0.23	---	0.23	---	0.23	---	0.23	---	0.19	---	0.19
Sheriff's Services	5.00	---	---	5.00	5.00	0.50	---	5.50	4.00	0.50	---	4.50
State's Attorney's Office	14.00	---	---	14.00	12.25	---	---	12.25	11.00	---	---	11.00
TOTAL Grant-Funded	50.70	0.90	---	51.60	57.31	3.52	0.75	61.58	55.29	4.04	1.75	61.08

TOTAL Government	FY 02 Authorized FTE				FY 03 Authorized FTE				FY 04 Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
TOTAL General Government	732.19	16.37	40.47	789.78	735.42	19.71	41.62	796.75	746.12	20.46	39.56	803.69
TOTAL Enterprise Funds	54.64	---	2.50	57.14	53.24	---	2.50	55.54	53.24	---	2.50	55.74
TOTAL Grant-Funded	50.70	0.90	---	51.60	57.31	3.52	0.75	61.58	55.29	4.04	1.75	61.08
TOTAL FTE	837.53	17.27	42.97	898.52	845.97	23.23	44.87	913.87	854.65	24.50	43.81	920.51