
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 Fund	FY 03				FY 04				FY 05			
	Authorized FTE				Authorized FTE				Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Accounting	13.00	---	---	13.00	13.00	---	---	13.00	13.00	---	---	13.00
Collections Office	10.00	---	0.63	10.63	11.00	---	0.63	11.63	11.00	---	0.63	11.63
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	---	0.63	33.63	34.00	---	0.63	34.63	34.00	---	0.63	34.63
County Attorney	13.00	0.75	---	13.75	13.00	0.75	---	13.75	12.63	0.75	---	13.38
Board of License Comm.	2.00	0.63	---	2.63	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	1.38	---	17.38	16.00	1.38	---	17.38	15.63	1.38	---	17.01
BERC	3.15	---	---	3.15	3.15	---	---	3.15	3.15	---	---	3.15
Economic Dev. Admin.	7.00	---	---	7.00	7.00	---	---	7.00	7.00	---	---	7.00
Tourism	2.00	---	1.83	3.83	2.00	---	1.83	3.83	2.00	---	1.83	3.83
Economic Dev. TOTAL	12.15	---	1.83	13.98	12.15	---	1.83	13.98	12.15	---	1.83	13.98
General Services Administration	2.00	---	2.50	4.50	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	5.00	---	---	5.00	5.00	---	---	5.00
Facilities	55.00	---	0.50	55.50	56.00	---	0.50	56.50	56.00	---	0.50	56.50
Fleet Management	22.00	---	---	22.00	21.00	---	---	21.00	19.00	---	---	19.00
Permits and Inspection	26.00	0.47	---	26.47	26.00	0.47	---	26.47	26.00	0.47	---	26.47
General Services TOTAL	114.00	0.47	3.00	117.47	116.00	0.47	3.00	119.47	114.00	0.47	3.00	117.47
Human Resources Admin	13.00	0.43	---	13.43	13.00	1.18	---	14.18	13.00	1.18	---	14.18
Personnel Services	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Human Resources TOTAL	18.00	0.43	---	18.43	18.00	1.18	---	19.18	18.00	1.18	---	19.18
ITS	24.00	0.75	---	24.75	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	27.00	0.75	---	27.75	27.00	0.75	---	27.75	27.00	0.75	---	27.75
Budget	8.00	---	---	8.00	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	17.00	---	---	17.00	17.00	---	---	17.00	17.00	---	---	17.00
Planning	13.00	0.80	0.40	14.20	12.00	0.80	0.40	13.20	12.00	0.80	0.40	13.20
Planning Administration	5.00	0.43	---	5.43	6.00	0.43	---	6.43	6.00	0.43	---	6.43
Development Review	9.00	---	---	9.00	9.00	---	---	9.00	9.00	---	---	9.00
Planning TOTAL	27.00	1.23	0.40	28.63	27.00	1.23	0.40	28.63	27.00	1.23	0.40	28.63
County Commissioners	8.00	---	3.00	11.00	8.00	---	3.40	11.40	8.00	---	3.40	11.40
Office of Public Information	0.75	---	---	0.75	0.75	---	---	0.75	2.00	---	---	2.00
Performance Audit & Spec. Projects	3.60	---	---	3.60	2.60	---	---	2.60	2.60	---	---	2.60
Zoning Administration	4.00	---	---	4.00	5.00	---	---	5.00	5.00	---	---	5.00
Gen Govt. Other TOTAL	16.35	---	3.00	19.35	16.35	---	3.40	19.75	17.60	---	3.40	21.00

Position History

General Fund (cont'd)	FY 03				FY 04				FY 05			
	Authorized FTE				Authorized FTE				Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Circuit Court	16.50	---	13.45	29.95	14.25	---	10.73	24.98	13.75	---	13.89	27.64
Juvenile Master	3.00	---	1.50	4.50	3.00	---	1.50	4.50	2.00	---	1.50	3.50
Vol. Community Services	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Courts TOTAL	22.50	---	14.95	37.45	20.25	---	14.50	32.48	18.75	---	14.50	34.14
Emergency Services TOTAL	29.00	---	5.63	34.63	35.00	---	5.63	40.63	35.00	---	5.63	40.63
Detention Center	99.00	---	---	99.00	100.00	---	0.50	100.50	103.00	---	0.50	103.50
Sheriff's Services	56.66	---	3.00	59.66	66.00	---	2.00	68.00	67.00	---	2.00	69.00
Sheriff's Svcs. TOTAL	155.66	---	3.00	158.66	158.00	0.50	1.00	168.50	170.00	0.50	1.00	172.50
State's Attorney's Office	34.00	0.50	1.00	35.50	34.00	0.50	1.00	35.50	32.00	0.50	1.00	33.50
Victim Witness Assistance	3.50	---	---	3.50	4.00	---	---	4.00	4.00	---	---	4.00
State's Att'y TOTAL	37.50	0.50	1.00	39.00	39.00	0.50	1.00	39.50	39.00	0.50	1.00	37.50
Engineering Admin.	3.00	---	---	3.00	5.00	---	---	5.00	5.00	---	---	5.00
Eng. Constr. Inspection	7.00	---	---	7.00	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.	4.10	---	---	4.10	4.10	---	---	4.10	4.50	---	---	4.50
Roads Operations	116.00	0.50	---	116.50	116.00	0.50	---	116.50	116.00	0.50	---	116.50
Public Works TOTAL	141.10	0.50	---	141.60	145.55	0.50	---	143.60	145.55	0.50	---	144.00
Citizen Services Admin.	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Aging	11.32	2.50	---	13.82	11.32	2.50	---	13.82	11.32	2.50	---	13.82
Child Abuse and Sexual Assault Div	---	---	---	---	---	---	---	---	3.00	---	---	3.00
Housing & Comm. Dev.	1.00	0.63	---	1.63	1.00	0.63	---	1.63	1.00	0.63	---	1.63
Citizen Services TOTAL	14.32	3.13	---	17.45	14.32	3.13	---	17.45	17.32	3.13	---	20.45
Rec and Parks Admin.	3.00	---	0.18	3.18	3.00	---	0.30	3.30	3.00	---	0.30	3.30
Hashawha	11.00	1.50	1.18	13.68	11.00	1.75	1.56	14.31	11.00	1.75	1.56	14.31
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	5.00	---	3.87	8.87	5.00	---	4.28	9.28	5.00	---	4.28	9.28
Sports Complex	2.00	---	1.62	3.62	2.00	---	1.62	3.62	2.00	---	1.62	3.62
Rec and Parks TOTAL	27.00	2.00	14.12	43.12	27.00	2.25	15.03	44.28	27.00	2.25	15.03	44.28
Farm Museum	9.00	1.86	1.64	12.50	9.00	1.86	2.18	13.04	9.00	1.86	2.18	13.04
Enviro. Res. Protection Admin.	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Enforcement Division	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Environmental Resource Mgmt.	8.00	---	---	8.00	8.00	---	---	8.00	8.00	---	---	8.00
Soil Conservation	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Cons. & Natural Res. TOTAL	23.00	---	---	23.00	23.00	---	---	23.00	23.00	---	---	23.00
TOTAL General Fund	739.58	12.25	49.20	801.03	754.62	13.75	48.60	820.25	767.00	13.75	48.60	826.19

Position History

Enterprise Funds	FY 03 Authorized FTE				FY 04 Authorized FTE				FY 05 Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Solid Waste Management	1.80	---	---	1.80	0.85	---	---	0.85	0.85	---	---	0.85
County Waste Removal	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Northern Landfill	11.00	---	---	11.00	12.00	---	---	12.00	12.00	---	---	12.00
Recycling	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Solid Waste Accounting	5.00	---	---	5.00	5.75	---	---	5.75	5.75	---	---	5.75
Solid Waste TOTAL	20.80	---	---	20.80	21.60	---	---	21.60	21.60	---	---	21.60
BOU Accounting Admin.	7.85	---	---	7.85	6.85	---	---	6.85	7.45	---	---	7.45
BOE Facilities	0.25	---	---	0.25	0.25	---	---	0.25	0.25	---	---	0.25
Freedom Sewer	7.33	---	---	7.33	7.33	---	---	7.33	8.00	---	---	8.00
Freedom Water	12.33	---	---	12.33	12.33	---	---	12.33	12.00	---	---	12.00
Hampstead Sewer	3.83	---	---	3.83	3.83	---	---	3.83	3.50	---	---	3.50
Other Water/Sewer	0.25	---	---	0.25	0.25	---	---	0.25	0.25	---	---	0.25
BOU TOTAL	31.84	---	---	31.84	30.84	---	---	30.84	31.45	---	---	31.45
Airport	1.40	---	---	1.40	1.40	---	0.50	1.90	1.40	---	0.50	1.90
Firearms Facility	---	---	2.50	2.50	---	---	2.50	2.50	---	---	2.50	2.50
Septage Facilities	0.20	---	---	0.20	0.20	---	---	0.20	0.20	---	---	0.20
Enterprise Funds TOTAL	1.60	---	2.50	3.90	1.60	---	3.00	4.60	1.60	---	3.00	4.60
TOTAL Enterprise Funds	54.24	---	2.50	56.54	54.04	---	3.00	57.04	54.65	---	3.00	57.65

Grant Funds	FY 03 Authorized FTE				FY 04 Authorized FTE				FY 05 Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Aging	13.24	2.79	0.75	16.78	13.10	3.35	1.75	18.20	13.23	2.98	---	16.21
BERC	8.85	0.53	---	9.38	8.85	0.53	---	9.38	6.85	---	2.53	9.38
Circuit Court	2.63	---	---	2.63	3.00	---	---	3.00	---	---	3.70	3.70
Housing and Comm. Dev.	10.34	---	---	10.34	10.34	---	---	10.34	10.13	1.84	---	11.97
Local Management Board	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Planning	---	0.23	---	0.23	---	0.19	---	0.19	---	0.19	---	0.19
Sheriff's Services	4.34	0.50	---	4.84	3.34	0.50	---	3.84	3.00	---	---	3.00
State's Attorney's Office	12.25	---	---	12.25	10.00	---	---	10.00	10.00	---	---	10.00
TOTAL Grant-Funded	54.65	4.05	0.75	59.45	51.63	4.57	1.75	57.95	46.21	5.01	6.23	57.45

TOTAL Government	FY 03 Authorized FTE				FY 04 Authorized FTE				FY 05 Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
TOTAL General Fund	739.58	12.25	49.20	801.03	754.62	13.75	48.60	820.25	767.00	13.75	48.60	826.19
TOTAL Enterprise Funds	54.24	---	2.50	56.54	54.04	---	3.00	57.04	54.65	---	3.00	57.65
TOTAL Grant Funds	54.65	4.05	0.75	59.45	51.63	4.57	1.75	57.95	46.21	5.01	6.23	57.45
TOTAL FTE	848.47	16.30	52.45	917.02	860.29	18.32	53.35	935.24	867.86	18.76	57.83	941.29