
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 05				FY 06				FY 07			
	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	11.00	---	0.63	11.63	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	34.00	---	0.63	34.63	34.00	---	0.63	34.63	34.00	---	0.63	34.63
County Attorney	13.50	---	---	13.50	13.00	---	0.63	13.63	13.00	---	0.63	13.63
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	16.50	0.63	---	17.13	16.00	0.63	---	17.26	16.00	0.63	---	17.26
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	---	2.30	4.30	2.00	---	2.30	4.30
Economic Dev. TOTAL	12.15	---	1.83	13.98	12.15	---	2.30	14.45	12.15	---	2.30	14.45
General Services Administration	2.00	---	2.50	4.50	2.00	---	2.00	4.00	2.00	---	2.00	4.00
Building Construction	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Central Warehouse	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Facilities	56.00	---	0.50	56.50	58.00	---	0.50	58.50	58.00	---	0.50	58.50
Fleet Management	19.00	---	---	19.00	22.00	---	---	22.00	22.00	---	---	22.00
Permits and Inspection	26.00	0.47	---	26.47	26.00	0.56	---	26.56	26.00	0.56	---	26.56
General Services TOTAL	114.00	0.47	3.00	117.47	119.00	0.56	2.50	122.06	119.00	0.56	2.50	122.06
Human Resources Admin	13.00	0.47	---	13.47	13.00	0.47	---	13.47	13.00	0.47	---	13.47
Personnel Services	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Human Resources TOTAL	18.00	0.47	---	18.47	18.00	0.47	---	18.47	18.00	0.47	---	18.47
ITS	24.75	---	---	24.75	24.75	---	---	24.75	25.75	---	---	25.75
Production & Distribution	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Information Tech. TOTAL	27.75	0.00	---	27.75	27.75	0.00	---	27.75	28.75	0.00	---	28.75
Budget	7.00	---	---	7.00	7.00	---	---	7.00	7.00	---	---	7.00
Grants	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Mgmt. & Budget Admin	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Risk Management	4.00	---	0.50	4.50	4.00	---	1.00	5.00	5.00	---	---	5.00
Mgmt. & Budget TOTAL	17.00	---	0.50	17.50	17.00	---	1.00	18.00	18.00	---	0.00	18.00
Planning	12.00	0.56	0.40	12.96	13.00	---	0.40	13.40	13.00	---	0.40	13.40
Planning Administration	9.00	0.94	---	9.94	7.00	0.50	---	7.50	7.00	0.50	---	7.50
Environmental Compliance	---	---	---	---	3.00	---	---	3.00	3.00	---	---	3.00
Development Review	9.00	---	---	9.00	9.00	---	---	9.00	9.00	---	---	9.00
Planning TOTAL	30.00	1.50	0.40	31.90	32.00	0.50	0.40	32.90	32.00	0.50	0.40	32.90
County Commissioners	10.50	---	0.40	10.90	10.50	---	0.40	10.90	14.50	---	0.40	14.90
Legislative Services	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Office of Public Information	2.50	---	---	2.50	3.50	---	---	3.50	3.50	---	---	3.50
Performance Audit & Spec. Projects	2.60	---	---	2.60	3.80	---	0.60	4.40	2.60	---	0.60	3.20
Zoning Administration	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Gen Govt. Other TOTAL	21.60	---	0.40	22.00	23.80	---	1.00	24.80	26.60	---	1.00	27.60

Position History

General Fund (cont'd)	FY 05				FY 06				FY 07			
	Authorized FTE				Authorized FTE				Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Circuit Court	13.75	---	13.89	27.64	16.75	---	13.89	30.64	14.75	---	13.89	28.64
Juvenile Master	2.00	---	1.50	3.50	2.00	---	1.50	3.50	2.00	---	1.50	3.50
Vol. Community Services	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Courts TOTAL	18.75	0.00	15.39	34.14	21.75	0.00	15.39	37.14	19.75	0.00	15.39	35.14
Emergency Services TOTAL	35.00	---	5.63	40.63	35.00	---	5.63	40.63	35.00	---	5.63	40.63
Detention Center	103.00	---	1.50	104.50	103.00	---	0.50	103.50	107.00	---	0.50	107.50
Sheriff's Services	70.00	---	2.00	72.00	85.00	---	2.00	87.00	87.00	---	2.00	89.00
Sheriff's Svcs. TOTAL	173.00	0.00	3.50	176.50	188.00	0.00	2.50	190.50	194.00	0.00	2.50	196.50
State's Attorney's Office	32.00	0.50	1.00	33.50	32.00	0.50	1.00	33.50	32.00	0.50	1.00	33.50
Victim Witness Assistance	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
State's Att'y TOTAL	36.00	0.50	1.00	37.50	36.00	0.50	1.00	37.50	36.00	0.50	1.00	37.50
Engineering Admin.	5.00	---	---	5.00	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	4.00	0.70	---	4.70	4.00	0.70	---	4.70	4.00	0.70	---	4.70
Public Works Admin.	4.50	---	---	4.50	4.50	---	---	4.50	4.10	---	---	4.10
Roads Operations	116.00	0.50	1.60	118.10	116.00	0.50	1.60	118.10	116.00	0.50	1.60	118.10
Public Works TOTAL	142.50	1.20	1.60	145.30	142.50	1.20	1.60	145.30	142.10	1.20	1.60	144.90
Citizen Services Admin.	3.80	---	---	3.80	3.80	---	---	3.80	4.55	---	---	4.55
Aging	12.43	1.50	---	13.93	16.80	---	---	16.80	16.19	---	---	16.19
CC Advocacy and Investigation Center	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Housing & Comm. Dev.	---	---	---	0.00	---	---	---	0.00	---	---	---	0.00
Citizen Services TOTAL	19.23	1.50	---	20.73	23.60	0.00	---	23.60	23.74	0.00	---	23.74
Rec and Parks Admin.	3.00	---	0.30	3.30	3.00	---	0.30	3.30	3.00	---	0.30	3.30
Hashawha	11.00	1.75	1.56	14.31	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	---	4.28	9.28	5.00	---	3.28	8.28	5.00	---	3.28	8.28
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	2.25	15.03	44.28	27.00	2.25	14.03	43.28	27.00	2.25	14.03	43.28
Farm Museum	9.00	1.86	2.18	13.04	9.00	1.86	2.80	13.66	9.00	1.86	2.80	13.66
Resource Management	16.00	---	---	16.00	16.00	---	---	16.00	16.00	---	---	16.00
Soil Conservation	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Cons. & Natural Res. TOTAL	22.00	---	---	22.00	22.00	---	---	22.00	22.00	---	---	22.00
TOTAL General Fund	773.48	10.38	51.09	834.95	804.55	7.97	50.78	863.93	813.09	7.97	49.78	871.47

Position History

Enterprise Funds	FY 05 Authorized FTE				FY 06 Authorized FTE				FY 07 Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Solid Waste Management	0.85	---	---	0.85	0.85	---	---	0.85	2.05	---	---	2.05
County Waste Removal	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Northern Landfill	12.00	---	---	12.00	13.00	---	---	13.00	13.00	---	---	13.00
Recycling	1.00	---	---	1.00	---	---	---	0.00	---	---	---	0.00
Solid Waste Accounting	5.75	---	---	5.75	5.75	---	---	5.75	5.75	---	---	5.75
Solid Waste TOTAL	21.60	---	---	21.60	21.60	---	---	21.60	22.80	---	---	22.80
BOU Accounting Admin.	7.45	---	---	7.45	7.45	---	---	7.45	7.85	---	---	7.85
BOE Facilities	0.25	---	---	0.25	1.59	---	---	1.59	1.59	---	---	1.59
Freedom Sewer	8.00	---	---	8.00	6.00	---	---	6.00	6.00	---	---	6.00
Freedom Water	12.00	---	---	12.00	14.00	---	---	14.00	14.00	---	---	14.00
Hampstead Sewer	3.50	---	---	3.50	4.50	---	---	4.50	4.50	---	---	4.50
Other Water/Sewer	0.25	---	---	0.25	0.91	---	---	0.91	0.91	---	---	0.91
BOU TOTAL	31.45	---	---	31.45	34.45	---	---	34.45	34.85	---	---	34.85
Airport	1.40	---	0.50	1.90	2.20	---	0.80	3.00	3.20	---	0.80	4.00
Firearms Facility	---	---	2.50	2.50	---	---	3.15	3.15	---	---	3.15	3.15
Septage Facilities	0.20	---	---	0.20	0.20	---	---	0.20	---	---	---	0.00
Enterprise Funds TOTAL	1.60	---	3.00	4.60	2.40	---	3.95	6.35	3.20	---	3.95	7.15
TOTAL Enterprise Funds	54.65	---	3.00	57.65	58.45	---	3.95	62.40	60.85	---	3.95	64.80

Grant Funds	FY 05 Authorized FTE				FY 06 Authorized FTE				FY 07 Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Aging	13.07	2.25	---	16.21	13.07	2.25	---	16.21	14.70	0.62	---	15.45
BERC	6.85	---	2.53	9.38	6.85	---	2.78	9.38	6.85	---	2.53	9.38
Circuit Court	---	---	3.70	3.70	---	---	3.70	3.70	---	---	3.70	3.70
Emergency Services	---	---	---	---	---	---	---	---	1.00	---	---	1.00
Housing and Comm. Dev.	10.13	1.84	---	11.17	10.13	1.84	---	9.58	9.20	0.00	---	9.20
Local Management Board	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Recreation	---	---	---	---	---	---	---	---	---	---	0.50	0.50
Sheriff's Services	3.00	---	---	3.00	3.00	---	---	3.00	5.00	---	---	5.00
State's Attorney's Office	10.00	---	---	10.00	11.00	---	---	11.00	12.00	---	---	12.00
TOTAL Grant-Funded	46.05	4.09	6.23	56.46	47.05	4.09	6.48	55.87	51.75	0.62	6.73	59.23

TOTAL Government	FY 05 Authorized FTE				FY 06 Authorized FTE				FY 07 Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
TOTAL General Fund	773.48	10.38	51.09	834.95	804.55	7.97	50.78	863.93	813.09	7.97	49.78	871.47
TOTAL Enterprise Funds	54.65	---	3.00	57.65	58.45	---	3.95	62.40	60.85	---	3.95	64.80
TOTAL Grant Funds	46.05	4.09	6.23	56.46	47.05	4.09	6.48	55.87	51.75	0.62	6.73	59.23
TOTAL FTE	874.18	14.47	60.32	949.06	910.05	12.06	61.21	982.20	925.69	8.59	60.46	995.50

Grant-Funded Position History

Grant Funds	FY 05				FY 06				FY 07			
	Authorized FTE				Authorized FTE				Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Accounts Technician	0.75	---	---	0.75	0.75	---	---	0.75	1.50	---	---	1.50
Caregiver Support	---	0.56	---	0.56	---	0.56	---	0.56	---	0.56	---	0.56
Client Services Supervisor	0.47	---	---	0.47	0.47	---	---	0.47	---	---	---	0.00
Guardianship Case Coordinator	0.75	---	---	0.75	0.75	---	---	0.75	0.75	---	---	0.75
Information and Assistant Coord.	0.94	---	---	0.94	0.94	---	---	0.94	0.94	---	---	0.94
Long Term Care Ombudsman	0.75	---	---	0.75	0.75	---	---	0.75	0.75	---	---	0.75
Manager/Senior Center	1.38	---	---	1.38	1.38	---	---	1.38	1.38	---	---	1.38
MEDBANK Specialist	---	---	---	0.00	---	---	---	0.00	---	---	---	0.00
Medicaid Waiver Program Coord.	0.75	---	---	0.75	0.75	---	---	0.75	0.75	---	---	0.75
Medicaid Waiver Case Manager	2.81	---	---	2.81	2.81	---	---	2.81	2.37	---	---	2.37
Nutrition Coordinator	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Office Associate	---	0.63	---	0.63	---	0.63	---	0.63	---	0.63	---	0.63
Ombudsman Assistant	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Senior Assisted Housing Coord.	---	0.19	---	0.19	---	0.19	---	0.19	---	0.19	---	0.19
Senior Center Operating Prof.	---	---	---	0.00	---	---	---	0.00	---	---	---	0.00
Senior Health Insurance Coord.	0.63	---	---	0.63	0.63	---	---	0.63	0.63	---	---	0.63
Senior Inclusion Aid	1.50	---	---	1.50	1.50	---	---	1.50	1.50	---	---	1.50
Senior Inclusion Assistant	0.25	---	---	0.25	0.25	---	---	0.25	0.25	---	---	0.25
Senior Inclusion Coordinator	0.25	---	---	0.25	0.25	---	---	0.25	0.25	---	---	0.25
Site Manager	---	1.60	---	1.60	---	1.60	---	1.60	1.00	---	---	1.00
Aging	13.23	2.98	---	16.21	13.23	2.98	---	16.21	14.07	1.38	---	15.45
Administrative Support	---	---	0.53	0.53	---	---	0.53	0.53	---	---	0.53	0.53
Business Consultant	0.85	---	---	0.85	0.85	---	---	0.85	0.85	---	---	0.85
Employment Consultant	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
MIS Specialist	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Professional	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00	2.00
Resource Specialist	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Trainer	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
BERC	6.85	---	2.53	9.38	6.85	---	2.53	9.38	6.85	---	2.53	9.38
Administrative Assistant	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00
Custody Evaluator	---	---	0.70	0.70	---	---	0.70	0.70	---	---	0.70	0.70
Family Law Administrator	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00
Visitation Services Coordinator	---	---	1.00	---	---	---	1.00	1.00	---	---	1.00	1.00
Circuit Court	---	---	3.70	3.70	---	---	3.70	3.70	---	---	3.70	3.70
Planner	---	---	---	---	---	---	---	---	1.00	---	---	1.00
Emergency Services	---	---	---	---	---	---	---	---	1.00	---	---	1.00
Accountant	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Accounts Technician	---	0.63	---	0.63	---	0.63	---	0.63	1.00	---	---	1.00
Counseling Aide	---	0.71	---	0.71	---	---	---	0.00	---	---	---	0.00
Family Self-Sufficiency Case Work.	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Family Self-Sufficiency Coord.	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
HMIS Coordinator	---	0.50	---	0.50	---	0.75	---	0.75	---	---	---	0.00
Housing Inspector	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Housing Specialist	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Office Associate	0.20	---	---	0.20	0.20	---	---	0.20	0.20	---	---	0.20
Professional	1.13	---	---	1.13	---	---	---	0.00	---	---	---	0.00
Program Manager	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Housing and Comm. Dev.	9.33	1.84	---	11.17	8.20	1.38	---	9.58	9.20	0.00	---	9.20

Grant-Funded Position History

Grant Funds (cont'd)	FY 05 Authorized FTE				FY 06 Authorized FTE				FY 07 Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Administrator	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Contract Coordinator	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Office Associate	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Local Management Board	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Recreation Program Specialist	---	---	---	---	---	---	---	---	---	---	0.50	0.50
Recreation	---	---	---	---	---	---	---	---	---	---	0.50	0.50
Community Conference Coord.	---	---	---	0.00	---	---	---	---	---	---	---	---
Corporal	---	---	---	0.00	---	---	---	---	2.00	---	---	2.00
Deputy	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Executive Secretary	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Sheriff's Services	3.00	---	---	3.00	3.00	---	---	3.00	5.00	---	---	5.00
Administrative Assistant	---	---	---	---	---	---	---	---	1.00	---	---	1.00
Assistant State's Attorney II	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Case Technician	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Chief Investigator	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Domestic Violence Prosecutor	---	---	---	---	---	---	---	---	---	---	---	---
Investigator II	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Prosecution Aide	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Prosecution Assistant	3.00	---	---	3.00	4.00	---	---	4.00	4.00	---	---	4.00
Senior Asst. State's Atty.	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
State's Attorney's Office	10.00	---	---	10.00	11.00	---	---	11.00	12.00	---	---	12.00
TOTAL Grant Funds	48.41	4.82	6.23	56.46	48.28	4.36	6.23	55.87	55.12	1.38	6.23	59.23

All Grant Funds	FY 05 Authorized FTE				FY 06 Authorized FTE				FY 07 Authorized FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Aging	13.23	2.98	---	16.21	13.23	2.98	---	16.21	14.07	1.38	---	15.45
BERC	6.85	---	2.53	9.38	6.85	---	2.78	9.38	6.85	---	2.53	9.38
Circuit Court	---	---	3.70	3.70	---	---	3.70	3.70	---	---	3.70	3.70
Emergency Services	---	---	---	---	---	---	---	---	1.00	---	---	1.00
Housing and Comm. Dev.	9.33	1.84	---	11.17	8.20	1.38	---	9.58	9.20	0.00	---	9.20
Local Management Board	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Recreation	---	---	---	---	---	---	---	---	---	---	0.50	0.50
Sheriff's Services	3.00	---	---	3.00	3.00	---	---	3.00	5.00	---	---	5.00
State's Attorney's Office	10.00	---	---	10.00	11.00	---	---	11.00	12.00	---	---	12.00
TOTAL Grant Funds	45.41	4.82	6.23	56.46	45.28	4.36	6.48	55.87	51.12	1.38	6.73	59.23