
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.

The overall authorized positions for all departments in FY 08 are 1,021.4 positions. The workforce grows by 20.15 positions from FY 07. Of the new positions, 13.8 positions were added to the Public Safety/Courts Departments in response to the Commissioners goal of making safety a priority for the citizens of Carroll County. In order to address water issues facing Carroll County, three positions have been added to the Planning Department in FY 08. Four additional positions are in the Citizen Services department in lieu of contracted custodial services at two Senior/Community Centers.

Authorized Position History

| General Fund | FY 06 | | | | FY 07 | | | | FY 08 | | | |
|------------------------------------|----------------|-------------|-------------|---------------|----------------|-------------|-------------|---------------|----------------|-------------|-------------|---------------|
| | 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 | 13.00 | --- | 0.63 | 13.63 | 13.00 | --- | 0.63 | 13.63 | 14.00 | --- | 0.63 | 14.63 |
| 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 | 16.00 | 0.63 | 0.63 | 17.26 | 16.00 | 0.63 | 0.63 | 17.26 | 17.00 | 0.63 | 0.63 | 18.26 |
| 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 | --- | 2.30 | 4.30 | 2.00 | --- | 2.38 | 4.38 | 2.00 | --- | 2.38 | 4.38 |
| Economic Dev. TOTAL | 12.15 | --- | 2.30 | 14.45 | 12.15 | --- | 2.38 | 14.53 | 12.15 | --- | 2.38 | 14.53 |
| General Services Administration | 2.00 | --- | 2.00 | 4.00 | 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 | 58.00 | --- | 0.50 | 58.50 | 61.00 | --- | 0.50 | 61.50 | 60.00 | --- | 1.10 | 61.10 |
| Fleet Management | 22.00 | --- | --- | 22.00 | 22.00 | --- | --- | 22.00 | 22.00 | --- | --- | 22.00 |
| Permits and Inspection | 26.00 | 0.56 | --- | 26.56 | 26.00 | 0.56 | --- | 26.56 | 27.00 | --- | --- | 27.00 |
| General Services TOTAL | 119.00 | 0.56 | 2.50 | 122.06 | 122.00 | 0.56 | 2.50 | 125.06 | 122.00 | 0.00 | 3.10 | 125.10 |
| 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 | --- | 0.57 | 5.57 |
| Human Resources TOTAL | 18.00 | 0.47 | --- | 18.47 | 18.00 | 0.47 | 0.00 | 18.47 | 18.00 | 0.47 | 0.57 | 19.04 |
| ITS | 24.75 | --- | --- | 24.75 | 25.75 | --- | --- | 25.75 | 26.75 | --- | --- | 26.75 |
| Production & Distribution | 3.00 | --- | --- | 3.00 | 3.00 | --- | --- | 3.00 | 3.00 | --- | --- | 3.00 |
| Information Tech. TOTAL | 27.75 | 0.00 | --- | 27.75 | 28.75 | 0.00 | 0.00 | 28.75 | 29.75 | 0.00 | --- | 29.75 |
| 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 | 5.00 | --- | --- | 5.00 | 5.00 | --- | --- | 5.00 |
| Mgmt. & Budget TOTAL | 17.00 | --- | 0.50 | 17.50 | 18.00 | 0.00 | 0.00 | 18.00 | 18.00 | 0.00 | 0.00 | 18.00 |
| Planning | 13.00 | --- | 0.40 | 13.40 | 13.00 | --- | 0.40 | 13.40 | 13.00 | --- | 0.40 | 13.40 |
| Planning Administration | 7.00 | 0.50 | --- | 7.50 | 7.00 | --- | --- | 7.00 | 8.00 | --- | --- | 8.00 |
| Environmental Compliance | 3.00 | --- | --- | 3.00 | 3.00 | --- | --- | 3.00 | 3.00 | --- | --- | 3.00 |
| Development Review | 9.00 | --- | --- | 9.00 | 9.00 | --- | --- | 9.00 | 9.00 | --- | --- | 9.00 |
| Planning TOTAL | 32.00 | 0.50 | 0.40 | 32.90 | 32.00 | 0.00 | 0.40 | 32.40 | 33.00 | 0.00 | 0.40 | 33.40 |
| County Commissioners | 10.50 | --- | 0.40 | 10.90 | 14.50 | --- | 0.40 | 14.90 | 11.60 | --- | 0.40 | 12.00 |
| Legislative Services | 1.00 | --- | --- | 1.00 | 1.00 | --- | --- | 1.00 | --- | --- | --- | 0.00 |
| Office of Public Information | 3.50 | --- | --- | 3.50 | 3.50 | --- | --- | 3.50 | 2.00 | --- | --- | 2.00 |
| TV Production | --- | --- | --- | 0.00 | --- | --- | --- | 0.00 | 1.40 | --- | 0.50 | 1.90 |
| Performance Audit & Spec. Projects | 3.80 | --- | 0.60 | 4.40 | 2.60 | --- | 0.60 | 3.20 | 2.60 | --- | 0.60 | 3.20 |
| Zoning Administration | 5.00 | --- | --- | 5.00 | 4.00 | --- | --- | 4.00 | 4.00 | --- | --- | 4.00 |
| Gen Govt. Other TOTAL | 23.80 | --- | 1.00 | 24.80 | 25.60 | --- | 1.00 | 26.60 | 21.60 | --- | 1.50 | 23.10 |

Authorized Position History

| General Fund (cont'd) | FY 06 | | | | FY 07 | | | | FY 08 | | | |
|---------------------------------------|----------------|-------------|--------------|---------------|----------------|-------------|--------------|---------------|----------------|-------------|--------------|---------------|
| | Authorized FTE | | | | Authorized FTE | | | | Authorized FTE | | | |
| | FT | PT | O | Total | FT | PT | O | Total | FT | PT | O | Total |
| Circuit Court | 16.75 | --- | 13.89 | 30.64 | 14.75 | --- | 13.89 | 28.64 | 15.00 | --- | 13.89 | 28.89 |
| Juvenile Master | 2.00 | --- | 1.50 | 3.50 | 2.00 | --- | 1.50 | 3.50 | 6.00 | --- | --- | 6.00 |
| Vol. Community Services | 3.00 | --- | --- | 3.00 | 3.00 | --- | --- | 3.00 | 3.00 | --- | --- | 3.00 |
| Courts TOTAL | 21.75 | 0.00 | 15.39 | 37.14 | 19.75 | 0.00 | 15.39 | 35.14 | 24.00 | 0.00 | 13.89 | 37.89 |
| Emergency Services TOTAL | 35.00 | --- | 5.63 | 40.63 | 35.00 | 0.00 | 5.63 | 40.63 | 35.00 | --- | 5.63 | 40.63 |
| Detention Center | 103.00 | --- | 0.50 | 103.50 | 107.00 | --- | 0.50 | 107.50 | 109.00 | --- | 0.50 | 109.50 |
| Sheriff's Services | 85.00 | --- | 2.00 | 87.00 | 89.00 | --- | 2.00 | 91.00 | 93.00 | --- | 2.00 | 95.00 |
| Sheriff's Svcs. TOTAL | 188.00 | 0.00 | 2.50 | 190.50 | 196.00 | 0.00 | 2.50 | 198.50 | 202.00 | 0.00 | 2.50 | 204.50 |
| State's Attorney's Office | 32.00 | 0.50 | 1.00 | 33.50 | 32.00 | 0.50 | 1.00 | 33.50 | 33.00 | 0.50 | 1.00 | 34.50 |
| 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 | 37.00 | 0.50 | 1.00 | 38.50 |
| 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 | 4.10 | --- | --- | 4.10 | 4.10 | --- | --- | 4.10 |
| Roads Operations | 116.00 | 0.50 | 1.60 | 118.10 | 116.00 | 0.50 | 1.60 | 118.10 | 117.00 | 0.50 | 1.60 | 119.10 |
| Public Works TOTAL | 142.50 | 1.20 | 1.60 | 145.30 | 142.10 | 1.20 | 1.60 | 144.90 | 143.10 | 1.20 | 1.60 | 145.90 |
| Citizen Services Admin. | 3.80 | --- | --- | 3.80 | 3.80 | --- | 0.75 | 4.55 | 3.80 | --- | 0.75 | 4.55 |
| Aging | 16.80 | --- | --- | 16.80 | 16.39 | --- | --- | 16.39 | 20.39 | --- | --- | 20.39 |
| CC Advocacy and Investigation Center | 3.00 | --- | --- | 3.00 | 3.00 | --- | --- | 3.00 | 3.00 | --- | --- | 3.00 |
| Citizen Services TOTAL | 23.60 | 0.00 | 0.00 | 23.60 | 23.19 | 0.00 | 0.75 | 23.94 | 27.19 | 0.00 | 0.75 | 27.94 |
| Rec and Parks Admin. | 3.00 | --- | 0.30 | 3.30 | 3.00 | --- | 0.30 | 3.30 | 4.00 | --- | 0.30 | 4.30 |
| 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 | --- | 3.38 | 8.38 | 5.00 | --- | 3.38 | 8.38 | 4.00 | --- | 3.38 | 7.38 |
| 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 | 14.13 | 43.38 | 27.00 | 2.25 | 14.13 | 43.38 | 27.00 | 2.25 | 14.13 | 43.38 |
| Farm Museum | 10.00 | 1.23 | 2.38 | 13.61 | 10.00 | 1.23 | 2.38 | 13.61 | 10.00 | 1.23 | 2.38 | 13.61 |
| Resource Management | 16.00 | --- | --- | 16.00 | 16.00 | --- | --- | 16.00 | 18.00 | --- | --- | 18.00 |
| Soil Conservation | 6.00 | --- | --- | 6.00 | 6.00 | --- | --- | 6.00 | 6.00 | --- | --- | 6.00 |
| Cons. & Natural Res. TOTAL | 22.00 | 0.00 | 0.00 | 22.00 | 22.00 | 0.00 | 0.00 | 22.00 | 24.00 | --- | --- | 24.00 |
| TOTAL General Fund | 805.55 | 7.34 | 50.59 | 863.48 | 817.54 | 6.84 | 50.92 | 875.30 | 834.79 | 6.28 | 51.09 | 892.16 |

Authorized Position History

| Enterprise Funds | FY 06 Authorized FTE | | | | FY 07 Authorized FTE | | | | FY 08 Authorized FTE | | | |
|-------------------------------|-------------------------|------------|-------------|--------------|-------------------------|------------|-------------|--------------|-------------------------|------------|-------------|--------------|
| | FT | PT | O | Total | FT | PT | O | Total | FT | PT | O | Total |
| Solid Waste Management | 0.85 | --- | --- | 0.85 | 2.05 | --- | --- | 2.05 | 2.05 | --- | --- | 2.05 |
| County Waste Removal | 2.00 | --- | --- | 2.00 | 2.00 | --- | --- | 2.00 | 2.00 | --- | --- | 2.00 |
| Northern Landfill | 13.00 | --- | --- | 13.00 | 13.00 | --- | --- | 13.00 | 13.00 | --- | --- | 13.00 |
| Recycling | --- | --- | --- | 0.00 | --- | --- | --- | 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 | 22.80 | --- | --- | 22.80 | 22.80 | --- | --- | 22.80 |
| BOU Accounting Admin. | 7.45 | --- | --- | 7.45 | 7.85 | --- | --- | 7.85 | 8.85 | --- | --- | 8.85 |
| BOE Facilities | 1.59 | --- | --- | 1.59 | 1.59 | --- | --- | 1.59 | 1.59 | --- | --- | 1.59 |
| Freedom Sewer | 6.00 | --- | --- | 6.00 | 6.00 | --- | --- | 6.00 | 6.00 | --- | --- | 6.00 |
| Freedom Water | 14.00 | --- | --- | 14.00 | 13.00 | --- | --- | 13.00 | 14.00 | --- | --- | 14.00 |
| Hampstead Sewer | 4.50 | --- | --- | 4.50 | 4.50 | --- | --- | 4.50 | 4.50 | --- | --- | 4.50 |
| Other Water/Sewer | 0.91 | --- | --- | 0.91 | 0.91 | --- | --- | 0.91 | 0.91 | --- | --- | 0.91 |
| BOU TOTAL | 34.45 | --- | --- | 34.45 | 33.85 | --- | --- | 33.85 | 35.85 | --- | --- | 35.85 |
| Airport | 2.20 | --- | 0.80 | 3.00 | 2.40 | --- | 0.60 | 3.00 | 2.40 | --- | 0.60 | 3.00 |
| Firearms Facility | --- | --- | 3.15 | 3.15 | --- | --- | 3.15 | 3.15 | --- | --- | 3.15 | 3.15 |
| Septage Facilities | 0.20 | --- | --- | 0.20 | --- | --- | --- | 0.00 | --- | --- | --- | 0.00 |
| Enterprise Funds TOTAL | 2.40 | --- | 3.95 | 6.35 | 2.40 | --- | 3.75 | 6.15 | 2.40 | --- | 3.75 | 6.15 |
| TOTAL Enterprise Funds | 58.45 | --- | 3.95 | 62.40 | 59.05 | --- | 3.75 | 62.80 | 61.05 | --- | 3.75 | 64.80 |

| Grant Funds | FY 06 Authorized FTE | | | | FY 07 Authorized FTE | | | | FY 08 Authorized FTE | | | |
|---------------------------|-------------------------|-------------|-------------|--------------|-------------------------|-------------|--------------|--------------|-------------------------|-------------|-------------|--------------|
| | FT | PT | O | Total | FT | PT | O | Total | FT | PT | O | Total |
| Aging | 13.07 | 3.35 | --- | 16.42 | 14.76 | 0.56 | --- | 15.32 | 14.75 | 0.56 | --- | 15.31 |
| BERC | 6.85 | --- | 2.25 | 9.10 | 6.85 | --- | 2.50 | 9.35 | 6.85 | --- | 2.50 | 9.35 |
| Circuit Court | 0.00 | 0.00 | 6.53 | 6.53 | --- | --- | 6.53 | 6.53 | 7.00 | --- | 1.83 | 8.83 |
| Emergency Services | --- | --- | --- | --- | 1.00 | --- | --- | 1.00 | 1.00 | --- | --- | 1.00 |
| Housing and Comm. Dev. | 8.20 | 1.38 | --- | 9.58 | 9.20 | --- | --- | 9.20 | 9.20 | --- | --- | 9.20 |
| Local Management Board | 3.00 | --- | --- | 3.00 | 3.00 | --- | 1.00 | 4.00 | 3.00 | --- | 1.00 | 4.00 |
| Recreation | --- | --- | 0.75 | 0.75 | --- | --- | 0.75 | 0.75 | --- | --- | 0.75 | 0.75 |
| Sheriff's Services | 2.00 | --- | --- | 2.00 | 4.00 | --- | --- | 4.00 | 4.00 | --- | --- | 4.00 |
| State's Attorney's Office | 12.00 | --- | --- | 12.00 | 13.00 | --- | --- | 13.00 | 13.00 | --- | --- | 13.00 |
| TOTAL Grant-Funded | 45.12 | 4.73 | 9.53 | 59.38 | 51.81 | 0.56 | 10.78 | 63.15 | 58.80 | 0.56 | 6.08 | 65.44 |

| TOTAL Government | FY 06 Authorized FTE | | | | FY 07 Authorized FTE | | | | FY 08 Authorized FTE | | | |
|------------------------|-------------------------|--------------|--------------|---------------|-------------------------|-------------|--------------|----------------|-------------------------|-------------|--------------|----------------|
| | FT | PT | O | Total | FT | PT | O | Total | FT | PT | O | Total |
| TOTAL General Fund | 805.55 | 7.34 | 50.59 | 863.48 | 817.54 | 6.84 | 50.92 | 875.30 | 834.79 | 6.28 | 51.09 | 892.16 |
| TOTAL Enterprise Funds | 58.45 | --- | 3.95 | 62.40 | 59.05 | --- | 3.75 | 62.80 | 61.05 | --- | 3.75 | 64.80 |
| TOTAL Grant Funds | 45.12 | 4.73 | 9.53 | 59.38 | 51.81 | 0.56 | 10.78 | 63.15 | 58.80 | 0.56 | 6.08 | 65.44 |
| TOTAL FTE | 909.12 | 12.07 | 64.07 | 985.26 | 928.40 | 7.40 | 65.45 | 1001.25 | 954.64 | 6.84 | 60.92 | 1022.40 |