
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.

Authorized Position History

General Fund	Adjusted FY 07 FTE				Adjusted FY 08 FTE				FY 09 Budget 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	0.00	0.63	34.63	34.00	0.00	0.63	34.63	34.00	0.00	0.63	34.63
County Attorney	13.00	---	0.63	13.63	14.00	---	0.63	14.63	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	17.00	0.63	0.63	18.26	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	---	2.38	4.38	2.00	---	2.38	4.38	2.00	---	2.38	4.38
Economic Dev. TOTAL	12.15	0.00	2.38	14.53	12.15	0.00	2.38	14.53	12.15	0.00	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	7.00	---	---	7.00	7.00	---	---	7.00
Central Warehouse	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Facilities	61.00	---	0.50	61.50	60.00	---	1.10	61.10	60.00	---	1.10	61.10
Fleet Management	22.00	---	---	22.00	22.00	---	---	22.00	23.00	---	---	23.00
Permits and Inspection	26.00	0.56	---	26.56	27.00	---	---	27.00	27.00	---	---	27.00
General Services TOTAL	122.00	0.56	2.50	125.06	123.00	0.00	3.10	126.10	124.00	0.00	3.10	127.10
Human Resources Admin	13.00	0.47	---	13.47	13.00	0.47	---	13.47	13.00	0.47	---	13.47
Personnel Services	4.57	---	---	4.57	5.00	---	0.57	5.57	5.00	---	0.57	5.57
Human Resources TOTAL	17.57	0.47	0.00	18.04	18.00	0.47	0.57	19.04	18.00	0.47	0.57	19.04
Department of Technology Services	25.75	---	---	25.75	26.75	---	---	26.75	27.75	---	---	27.75
Production & Distribution	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Department of Tech. Serv. TOTAL	28.75	0.00	0.00	28.75	29.75	0.00	0.00	29.75	30.75	0.00	0.00	30.75
Budget	7.00	---	---	7.00	8.00	---	---	8.00	8.00	---	---	8.00
Grants	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Mgmt. & Budget Admin	4.00	---	---	4.00	3.00	---	---	3.00	3.00	---	---	3.00
Risk Management	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Mgmt. & Budget TOTAL	18.00	0.00	0.00	18.00	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	---	---	7.00	8.00	---	---	8.00	8.00	---	---	8.00
Environmental Compliance	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Resource Management	16.00	---	---	16.00	18.00	---	---	18.00	18.00	---	---	18.00
Development Review	9.00	---	---	9.00	8.00	---	---	8.00	8.00	---	---	8.00
Planning TOTAL	48.00	0.00	0.40	48.40	50.00	0.00	0.40	50.40	50.00	0.00	0.40	50.40
County Commissioners	11.60	---	0.40	12.00	11.60	---	0.40	12.00	11.60	---	0.40	12.00
Legislative Services	1.00	---	---	1.00	---	---	---	0.00	---	---	---	0.00
Office of Public Information	3.50	---	---	3.50	2.00	---	---	2.00	2.00	---	---	2.00
TV Production	1.40	---	---	1.40	1.40	---	0.50	1.90	1.40	---	0.50	1.90
Management Analysis	2.60	---	0.60	3.20	2.00	---	0.25	2.25	2.00	---	0.25	2.25
Zoning Administration	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Gen Govt. Other TOTAL	24.10	0.00	1.00	25.10	21.00	0.00	1.15	22.15	21.00	0.00	1.15	22.15

Authorized Position History

General Fund (cont'd)	Adjusted FY 07 FTE				Adjusted FY 08 FTE				FY 09 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Circuit Court	14.75	---	13.89	28.64	15.00	---	14.89	29.89	15.00	---	15.50	30.50
Circuit Court Masters	5.00	---	0.00	5.00	6.00	---	---	6.00	8.00	---	---	8.00
Vol. Community Services	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Courts TOTAL	22.75	0.00	13.89	36.64	24.00	0.00	14.89	38.89	26.00	0.00	15.50	41.50
Office of Public Safety	35.00	---	5.63	40.63	35.00	---	5.63	40.63	35.00	---	5.63	40.63
Public Safety TOTAL	35.00	0.00	5.63	40.63	35.00	0.00	5.63	40.63	35.00	0.00	5.63	40.63
Detention Center	107.00	---	0.50	107.50	109.00	---	0.50	109.50	109.00	---	0.50	109.50
Sheriff's Services	89.00	---	2.00	91.00	93.00	---	2.00	95.00	97.00	---	2.00	99.00
Sheriff's Svcs. TOTAL	196.00	0.00	2.50	198.50	202.00	0.00	2.50	204.50	206.00	0.00	2.50	208.50
State's Attorney's Office	32.00	0.50	1.00	33.50	33.00	0.50	1.00	34.50	34.00	0.50	1.00	35.50
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	37.00	0.50	1.00	38.50	38.00	0.50	1.00	39.50
Law Enforcement	---	---	---	---	---	---	---	0.00	3.00	---	---	3.00
Public Safety Other TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	3.00
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	5.00	---	---	5.00
Public Works Admin.	4.10	---	---	4.10	4.10	---	---	4.10	4.10	---	---	4.10
Roads Operations	116.00	0.50	1.60	118.10	117.00	0.50	1.60	119.10	117.00	0.50	1.60	119.10
Public Works TOTAL	142.10	1.20	1.60	144.90	143.10	1.20	1.60	145.90	144.10	0.50	1.60	146.20
Citizen Services Admin.	3.80	---	0.75	4.55	3.80	---	0.75	4.55	3.80	---	0.75	4.55
Aging	16.39	---	---	16.39	20.39	---	---	20.39	22.39	---	---	22.39
CC Advocacy and Investigation Center	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Citizen Services TOTAL	23.19	0.00	0.75	23.94	27.19	0.00	0.75	27.94	29.19	0.00	0.75	29.94
Rec and Parks Admin.	3.00	---	0.30	3.30	4.00	---	0.30	4.30	4.00	---	0.30	4.30
Hashawha	11.00	2.38	1.06	14.44	11.00	2.38	1.06	14.44	11.00	2.38	1.06	14.44
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	4.00	---	3.38	7.38	5.00	---	3.38	8.38
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	2.88	13.63	43.51	27.00	2.88	13.63	43.51	28.00	2.88	13.63	44.51
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
Soil Conservation	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Cons. & Natural Res. TOTAL	6.00	0.00	0.00	6.00	6.00	0.00	0.00	6.00	6.00	0.00	0.00	6.00
TOTAL General Fund	818.61	7.47	48.92	875.00	834.19	6.91	51.24	892.34	850.19	6.21	51.85	908.25

Authorized Position History

Enterprise Funds	Adjusted FY 07 FTE				Adjusted FY 08 FTE				FY 09 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Solid Waste Management	2.05	---	---	2.05	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	1.00	---	---	1.00
Solid Waste Accounting	5.75	---	---	5.75	5.75	---	---	5.75	5.75	---	---	5.75
Solid Waste TOTAL	22.80	0.00	0.00	22.80	22.80	0.00	0.00	22.80	23.80	0.00	0.00	23.80
BOU Accounting Admin.	7.45	---	---	7.45	8.10	---	---	8.10	8.10	---	---	8.10
BOE Facilities	1.59	---	---	1.59	1.59	---	---	1.59	1.59	---	---	1.59
Freedom Sewer	6.00	---	---	6.00	6.50	---	---	6.50	7.50	---	---	7.50
Freedom Water	13.00	---	---	13.00	14.50	---	---	14.50	16.50	---	---	16.50
Hampstead Sewer	3.50	---	---	3.50	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	32.45	0.00	0.00	32.45	36.10	0.00	0.00	36.10	39.10	0.00	0.00	39.10
Airport	2.40	---	0.60	3.00	3.00	---	1.50	4.50	3.00	---	1.50	4.50
Firearms Facility	---	---	3.13	3.13	---	---	3.13	3.13	---	---	3.13	3.13
Septage Facilities	---	---	---	0.00	---	---	---	0.00	---	---	---	0.00
Enterprise Funds SUBTOTAL	2.40	0.00	3.73	6.13	3.00	0.00	4.63	7.63	3.00	0.00	4.63	7.63
TOTAL Enterprise Funds	57.65	0.00	3.73	61.38	61.90	0.00	4.63	66.53	65.90	0.00	4.63	70.53

Grant Funds	Adjusted FY 07 FTE				Adjusted FY 08 FTE				FY 09 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Aging	14.76	0.56	---	15.32	14.75	0.56	---	15.31	14.75	0.56	---	15.31
BERC	6.85	---	2.50	9.35	6.85	---	2.50	9.35	6.85	---	2.50	9.35
Circuit Court	---	---	6.36	6.36	7.00	---	1.66	8.66	7.00	---	1.66	8.66
Emergency Services	1.00	---	---	1.00	1.00	---	0.00	1.00	1.00	---	---	1.00
Housing and Comm. Dev.	9.20	---	---	9.20	9.20	---	0.00	9.20	9.20	---	---	9.20
Local Management Board	3.00	---	1.00	4.00	3.00	---	1.00	4.00	3.00	---	1.00	4.00
Recreation	---	---	0.75	0.75	0.00	---	0.75	0.75	---	---	0.75	0.75
Sheriff's Services	4.00	---	---	4.00	4.00	---	---	4.00	3.50	---	---	3.50
State's Attorney's Office	13.00	---	---	13.00	13.00	---	---	13.00	13.00	---	---	13.00
TOTAL Grant-Funded	51.81	0.56	10.61	62.98	58.80	0.56	5.91	65.27	58.30	0.56	5.91	64.77

TOTAL Government	Adjusted FY 07 FTE				Adjusted FY 08 FTE				FY 09 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
TOTAL General Fund	818.61	7.47	48.92	875.00	834.19	6.91	51.24	892.34	850.19	6.21	51.85	908.25
TOTAL Enterprise Funds	57.65	0.00	3.73	61.38	61.90	0.00	4.63	66.53	65.90	0.00	4.63	70.53
TOTAL Grant Funds	51.81	0.56	10.61	62.98	58.80	0.56	5.91	65.27	58.30	0.56	5.91	64.77
TOTAL FTE	928.07	8.03	63.26	999.36	954.89	7.47	61.78	1024.14	974.39	6.77	62.39	1043.55