
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.

During FY 09, the Board of County Commissioners instituted a hiring freeze to ensure fiscal flexibility in response to the State of Maryland's expected shortfall. Due to the greater financial challenges facing both the State and County in FY 10 a number of positions were eliminated, thus creating ongoing savings.

The overall authorized positions for all departments in FY 10 are 1,025.54 positions. The workforce decreased by 17.39 positions from FY 09. Of the eliminated positions, 2.72 positions were grant funded, 1.0 was part of an enterprise fund, and 13.67 were in the general fund.

Authorized Position History

General Fund	Actual	Budget FY 09 FTE											
	FY 08 FTE	Budget FY 09 FTE			Adjusted FY 09 FTE				FY 10 Budget FTE				
	Total	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	---	---	13.00
Collections Office	11.63	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	---	---	4.00
Purchasing	6.00	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Comptroller TOTAL	34.63	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	14.63	14.00	---	0.63	14.63	14.00	---	0.63	14.63	13.00	---	0.63	13.63
Board of License Comm.	2.63	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	---	---	1.00
County Attorney TOTAL	18.26	17.00	0.63	0.63	18.26	17.00	0.63	0.63	18.26	16.00	0.63	0.63	17.26
BERC	2.95	2.95	---	---	2.95	2.95	---	---	2.95	2.95	---	---	2.95
Economic Dev. Admin.	7.00	7.00	---	---	7.00	7.00	---	---	7.00	7.00	---	---	7.00
Tourism	4.38	2.00	---	2.38	4.38	2.00	---	2.38	4.38	2.00	---	2.38	4.38
Economic Dev. TOTAL	14.33	11.95	0.00	2.38	14.33	11.95	0.00	2.38	14.33	11.95	0.00	2.38	14.33
General Services Administration	4.00	2.00	---	2.00	4.00	2.00	---	2.00	4.00	2.00	---	1.00	3.00
Building Construction	7.00	7.00	---	---	7.00	6.00	---	---	6.00	6.00	---	---	6.00
Central Warehouse	5.00	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Facilities	61.10	60.00	---	1.10	61.10	60.00	---	0.50	60.50	60.00	---	0.50	60.50
Fleet Management	22.00	23.00	---	---	23.00	21.00	---	---	21.00	21.00	---	---	21.00
Permits and Inspection	27.00	27.00	---	---	27.00	27.00	---	---	27.00	27.00	---	---	27.00
General Services TOTAL	126.10	124.00	0.00	3.10	127.10	121.00	0.00	2.50	123.50	121.00	0.00	1.50	122.50
Human Resources Admin	13.47	13.00	0.47	---	13.47	12.00	0.47	---	12.47	12.00	0.47	---	12.47
Personnel Services	5.57	5.00	---	0.57	5.57	5.00	---	0.57	5.57	5.00	---	---	5.00
Human Resources TOTAL	19.04	18.00	0.47	0.57	19.04	17.00	0.47	0.57	18.04	17.00	0.47	0.00	17.47
Department of Technology Services	26.75	27.75	---	---	27.75	27.75	---	---	27.75	27.75	---	---	27.75
Production & Distribution	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Department of Tech. Serv. TOTAL	29.75	30.75	0.00	0.00	30.75	30.75	0.00	0.00	30.75	30.75	0.00	0.00	30.75
Budget	8.00	8.00	---	---	8.00	9.00	---	---	9.00	9.00	---	---	9.00
Grants	2.00	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Mgmt. & Budget Admin	3.00	3.00	---	---	3.00	2.00	---	---	2.00	2.00	---	---	2.00
Risk Management	5.00	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Mgmt. & Budget TOTAL	18.00	18.00	0.00	0.00	18.00	18.00	0.00	0.00	18.00	18.00	0.00	0.00	18.00
Comprehensive Planning	13.40	13.00	---	0.40	13.40	13.00	---	0.40	13.40	12.00	---	0.40	12.40
Planning Administration	8.00	8.00	---	---	8.00	8.00	---	---	8.00	8.00	---	---	8.00
Environmental Compliance	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Resource Management	18.00	18.00	---	---	18.00	18.00	---	---	18.00	17.00	---	---	17.00
Development Review	8.00	8.00	---	---	8.00	8.00	---	---	8.00	8.00	---	---	8.00
Planning TOTAL	50.40	50.00	0.00	0.40	50.40	50.00	0.00	0.40	50.40	48.00	0.00	0.40	48.40
County Commissioners	12.00	11.60	---	0.40	12.00	11.60	---	0.40	12.00	11.60	---	0.40	12.00
Legislative Services	0.00	---	---	---	0.00	---	---	---	0.00	---	---	---	0.00
Office of Public Information	2.00	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
TV Production	1.90	1.40	---	0.50	1.90	1.40	---	0.50	1.90	1.40	---	0.50	1.90
Management Analysis	2.25	2.00	---	0.25	2.25	2.00	---	0.25	2.25	2.00	---	0.25	2.25
Zoning Administration	4.00	4.00	---	---	4.00	3.00	---	---	3.00	3.00	---	---	3.00
Gen Govt. Other TOTAL	22.15	21.00	0.00	1.15	22.15	20.00	0.00	1.15	21.15	20.00	0.00	1.15	21.15

Authorized Position History

General Fund (cont'd)	Actual	Budget FY 09 FTE											
	FY 08 FTE	Budget FY 09 FTE			Adjusted FY 09 FTE				FY 10 Budget FTE				
	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Circuit Court	29.89	15.00	---	15.50	30.50	15.00	---	15.50	30.50	15.00	---	15.50	30.50
Circuit Court Masters	6.00	8.00	---	---	8.00	8.00	---	---	8.00	8.00	---	---	8.00
Vol. Community Services	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Adjudication of Estates	---	---	---	---	0.00	---	---	---	0.00	---	---	---	0.00
Courts TOTAL	38.89	26.00	0.00	15.50	41.50	26.00	0.00	15.50	41.50	26.00	0.00	15.50	41.50
Office of Public Safety	40.63	35.00	---	5.63	40.63	35.00	---	5.63	40.63	35.00	---	5.63	40.63
Public Safety TOTAL	40.63	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	109.50	109.00	---	0.50	109.50	109.00	---	0.50	109.50	109.00	---	0.50	109.50
Sheriff's Services	96.00	97.00	---	2.00	99.00	97.00	---	2.00	99.00	97.00	---	2.00	99.00
Sheriff's Svcs. TOTAL	205.50	206.00	0.00	2.50	208.50	206.00	0.00	2.50	208.50	206.00	0.00	2.50	208.50
State's Attorney's Office	34.50	34.00	0.50	1.00	35.50	34.00	0.50	1.00	35.50	34.00	0.50	1.00	35.50
Victim Witness Assistance	4.00	4.00	---	---	4.00	4.00	---	---	4.00	5.00	---	---	5.00
CC Advocacy and Investigation Center	0.00	0.00	---	0.00	0.00	1.00	---	1.00	2.00	1.00	---	1.00	2.00
State's Atty TOTAL	38.50	38.00	0.50	1.00	39.50	39.00	0.50	2.00	41.50	40.00	0.50	2.00	42.50
Law Enforcement	0.00	3.00	---	---	3.00	---	---	---	0.00	0.00	---	---	0.00
Public Safety Other TOTAL	0.00	3.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Engineering Admin.	5.00	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	---	---	7.00
Engineering Design	6.00	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Engineering Survey	4.70	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Public Works Admin.	4.10	4.10	---	---	4.10	4.10	---	---	4.10	4.10	---	---	4.10
Roads Operations	119.10	117.00	0.50	1.60	119.10	117.00	0.50	1.60	119.10	117.00	0.50	1.60	119.10
Public Works TOTAL	145.90	144.10	0.50	1.60	146.20	144.10	0.50	1.60	146.20	144.10	0.50	1.60	146.20
Citizen Services Admin.	4.55	3.80	---	0.75	4.55	3.80	---	0.75	4.55	3.80	---	0.75	4.55
Aging	20.50	22.50	---	---	22.50	22.50	---	---	22.50	23.00	---	---	23.00
CC Advocacy and Investigation Center	3.00	3.00	---	---	3.00	0.00	---	---	0.00	0.00	---	---	0.00
Citizen Services TOTAL	28.05	29.30	0.00	0.75	30.05	26.30	0.00	0.75	27.05	26.80	0.00	0.75	27.55
Rec and Parks Admin.	4.30	4.00	---	0.30	4.30	4.00	---	0.30	4.30	4.00	---	0.30	4.30
Hashawha	14.44	11.00	2.38	1.06	14.44	10.00	2.38	1.06	13.44	10.00	2.38	1.06	13.44
Piney Run	13.77	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	7.38	5.00	---	3.38	8.38	5.00	---	3.38	8.38	5.00	---	3.38	8.38
Sports Complex	3.62	2.00	---	1.62	3.62	2.00	---	1.62	3.62	2.00	---	1.62	3.62
Rec and Parks TOTAL	43.51	28.00	2.88	13.63	44.51	27.00	2.88	13.63	43.51	27.00	2.88	13.63	43.51
Farm Museum	13.61	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	---	---	6.00
Cons. & Natural Res. TOTAL	6.00	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	893.25	850.10	6.21	51.85	908.16	839.10	6.21	52.25	897.56	837.60	6.21	50.68	894.49

Authorized Position History

Enterprise Funds	Actual	Budget FY 09 FTE			Adjusted FY 09 FTE			FY 10 Budget FTE					
	FY 08 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	---	---	2.05
County Waste Removal	2.00	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	---	---	13.00
Recycling	0.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Solid Waste Accounting	5.75	5.75	---	---	5.75	5.75	---	---	5.75	5.75	---	---	5.75
Solid Waste TOTAL	22.80	23.80	0.00	0.00	23.80	23.80	0.00	0.00	23.80	23.80	0.00	0.00	23.80
BOU Accounting Admin.	8.10	8.10	---	---	8.10	8.10	---	---	8.10	8.10	---	---	8.10
BOE Facilities	1.59	1.59	---	---	1.59	1.59	---	---	1.59	1.59	---	---	1.59
Freedom Sewer	6.50	7.50	---	---	7.50	7.50	---	---	7.50	7.50	---	---	7.50
Freedom Water	14.50	16.50	---	---	16.50	16.50	---	---	16.50	16.50	---	---	16.50
Hampstead Sewer	4.50	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	---	---	0.91
BOU TOTAL	36.10	39.10	0.00	0.00	39.10	39.10	0.00	0.00	39.10	39.10	0.00	0.00	39.10
Airport	4.50	3.00	---	1.50	4.50	3.00	---	1.50	4.50	2.00	---	1.50	3.50
Firearms Facility	3.13	---	---	3.13	3.13	---	---	3.13	3.13	---	---	3.13	3.13
Septage Facilities	0.00	---	---	---	0.00	---	---	---	0.00	---	---	---	0.00
Enterprise Funds SUBTOTAL	7.63	3.00	0.00	4.63	7.63	3.00	0.00	4.63	7.63	2.00	0.00	4.63	6.63
TOTAL Enterprise Funds	66.53	65.90	0.00	4.63	70.53	65.90	0.00	4.63	70.53	64.90	0.00	4.63	69.53

Grant Funds	Actual	Budget FY 09 FTE			Adjusted FY 09 FTE			FY 10 Budget FTE					
	FY 08 FTE	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Aging	15.88	13.76	0.56	1.56	15.88	13.76	0.56	1.12	15.44	12.06	1.20	1.68	14.94
BERC	9.25	5.85	---	2.40	8.25	5.85	0.00	2.40	8.25	5.85	---	2.40	8.25
Circuit Court	8.66	7.00	---	1.66	8.66	7.00	0.00	1.88	8.88	7.00	---	1.88	8.88
Emergency Services	1.00	1.00	---	---	1.00	1.00	0.00	0.00	1.00	1.00	---	---	1.00
Housing and Comm. Dev.	9.20	9.20	---	---	9.20	9.20	0.00	0.00	9.20	9.20	---	---	9.20
Local Management Board	4.00	4.00	---	0.00	4.00	4.00	0.00	0.00	4.00	4.00	---	0.00	4.00
Recreation	0.75	---	---	0.75	0.75	0.00	0.00	0.75	0.75	---	---	0.75	0.75
Sheriff's Services	4.00	3.50	---	---	3.50	2.50	0.00	0.00	2.50	2.50	---	---	2.50
State's Attorney's Office	13.00	13.00	---	---	13.00	13.00	0.00	0.00	13.00	12.00	---	---	12.00
TOTAL Grant-Funded	65.74	57.31	0.56	6.37	64.24	56.31	0.56	6.15	63.02	53.61	1.20	6.71	61.52

TOTAL Government	Actual	Budget FY 09 FTE			FY 09 Adjusted FTE			FY 10 Budget FTE					
	FY 08 FTE	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
TOTAL General Fund	893.25	850.10	6.21	51.85	908.16	839.10	6.21	52.25	897.56	837.60	6.21	50.68	894.49
TOTAL Enterprise Funds	66.53	65.90	0.00	4.63	70.53	65.90	0.00	4.63	70.53	64.90	0.00	4.63	69.53
TOTAL Grant Funds	65.74	57.31	0.56	6.37	64.24	56.31	0.56	6.15	63.02	53.61	1.20	6.71	61.52
TOTAL FTE	1025.52	973.31	6.77	62.85	1042.93	961.31	6.77	63.03	1031.11	956.11	7.41	62.02	1025.54