
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, Circuit Court Masters, 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 through retirement incentives and layoffs, thus creating ongoing savings.

The overall number of authorized positions for FY 11 is 967.01 positions. Fifteen positions were added in FY 11 that include nine new deputies to the Sheriff Services budget, four positions to the County Commissioners' budget, and two contractual positions to the Roads budget. Without the new positions in FY 11, the workforce decreased by 73.2 positions from FY 10 and 90.30 positions from FY 09 actual.

Authorized Position History

General Fund	FY 09 Budget FTE				FY 10 Budget FTE				FY 10 Adjusted FTE				FY 11 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Circuit Court	15.00	---	14.06	29.06	15.00	---	14.06	29.06	15.00	---	14.06	29.06	15.00	---	14.06	29.06
Circuit Court Masters	8.00	---	---	8.00	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	---	---	3.00
Orphan's Court	0.75	---	---	0.75	0.75	---	---	0.75	0.75	---	---	0.75	0.75	---	---	0.75
Courts TOTAL	26.75	0.00	14.06	40.81	26.75	0.00	14.06	40.81	26.75	0.00	14.06	40.81	26.75	0.00	14.06	40.81
Office of Public Safety	35.00	---	5.63	40.63	35.00	---	5.63	40.63	31.00	---	5.63	36.63	31.00	---	5.63	36.63
Public Safety TOTAL	35.00	0.00	5.63	40.63	35.00	0.00	5.63	40.63	31.00	0.00	5.63	36.63	31.00	0.00	5.63	36.63
Detention Center	109.00	---	0.50	109.50	109.00	---	0.50	109.50	109.00	---	0.50	109.50	109.00	---	0.50	109.50
Sheriff's Services	97.00	---	2.00	99.00	97.00	---	2.00	99.00	96.00	---	2.00	98.00	105.00	---	2.00	107.00
Sheriff's Svcs. TOTAL	206.00	0.00	2.50	208.50	206.00	0.00	2.50	208.50	205.00	0.00	2.50	207.50	214.00	0.00	2.50	216.50
State's Attorney's Office	35.00	0.50	0.00	35.50	35.00	0.50	0.00	35.50	35.00	0.50	0.00	35.50	35.00	0.50	0.00	35.50
Victim Witness Assistance	4.00	---	---	4.00	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
CC Advocacy and Investigation Center	2.00	---	1.00	3.00	1.00	---	1.00	2.00	1.00	---	1.00	2.00	1.00	---	1.00	2.00
State's Atty TOTAL	41.00	0.50	1.00	42.50	41.00	0.50	1.00	42.50	41.00	0.50	1.00	42.50	41.00	0.50	1.00	42.50
Law Enforcement	3.00	---	---	3.00	0.00	---	---	0.00	0.00	---	---	0.00	0.00	---	---	0.00
Public Safety Other TOTAL	3.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	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	---	---	5.00
Eng. Constr. Inspection	7.00	---	---	7.00	7.00	---	---	7.00	5.00	---	---	5.00	5.00	---	---	5.00
Engineering Design	6.00	---	---	6.00	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	5.00	---	---	5.00
Public Works Admin.	4.10	---	---	4.10	4.10	---	---	4.10	2.30	---	---	2.30	2.30	---	---	2.30
Roads Operations	117.00	0.50	1.60	119.10	117.00	0.50	1.60	119.10	104.00	0.50	0.40	104.90	104.00	0.50	2.40	106.90
Public Works TOTAL	144.10	0.50	1.60	146.20	144.10	0.50	1.60	146.20	127.30	0.50	0.40	128.20	127.30	0.50	2.40	130.20
Rec and Parks Admin.	4.00	---	0.30	4.30	4.00	---	0.30	4.30	4.00	---	---	4.00	4.00	---	---	4.00
Hashawha	11.00	2.38	1.06	14.44	10.00	2.38	1.06	13.44	9.00	1.13	0.33	10.46	9.00	1.13	0.33	10.46
Piney Run	6.00	0.50	7.27	13.77	6.00	0.50	7.27	13.77	4.00	0.50	6.51	11.01	4.00	0.50	6.51	11.01
Recreation	5.00	---	3.38	8.38	5.00	---	3.38	8.38	5.00	---	3.38	8.38	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	2.00	---	1.62	3.62
Rec and Parks TOTAL	28.00	2.88	13.63	44.51	27.00	2.88	13.63	43.51	24.00	1.63	11.84	37.47	24.00	1.63	11.84	37.47
Farm Museum	10.00	1.23	2.38	13.61	10.00	1.23	2.38	13.61	7.00	1.23	2.77	11.00	7.00	1.23	2.77	11.00
Citizen Services Admin.	3.80	---	0.75	4.55	3.80	---	0.75	4.55	2.75	---	---	2.75	2.75	---	---	2.75
Aging	22.50	---	---	22.50	23.00	---	---	23.00	19.00	---	---	19.00	19.00	---	---	19.00
Citizen Services TOTAL	26.30	0.00	0.75	27.05	26.80	0.00	0.75	27.55	21.75	0.00	0.00	21.75	21.75	0.00	0.00	21.75
Accounting	13.00	---	---	13.00	13.00	---	---	13.00	12.00	---	---	12.00	12.00	---	---	12.00
Collections Office	11.00	---	0.63	11.63	11.00	---	0.63	11.63	11.00	---	0.42	11.42	11.00	---	0.42	11.42
Comptroller Administration	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Purchasing	6.00	---	---	6.00	6.00	---	---	6.00	5.00	---	---	5.00	5.00	---	---	5.00
Comptroller TOTAL	34.00	0.00	0.63	34.63	34.00	0.00	0.63	34.63	32.00	0.00	0.42	32.42	32.00	0.00	0.42	32.42
County Attorney	14.00	---	0.63	14.63	13.00	---	0.63	13.63	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	1.00	---	---	1.00	1.00	---	---	1.00
Board of Zoning Appeals	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
County Attorney TOTAL	17.00	0.63	0.63	18.26	16.00	0.63	0.63	17.26	15.00	0.00	0.63	15.63	15.00	0.00	0.63	15.63

Authorized Position History

General Fund	FY 09 Budget FTE				FY 10 Budget FTE				FY 10 Adjusted FTE				FY 11 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
BERC	2.95	---	---	2.95	2.95	---	---	2.95	2.95	---	---	2.95	2.92	---	---	2.92
Economic Dev. Admin.	7.00	---	---	7.00	7.00	---	---	7.00	6.00	---	---	6.00	6.00	---	---	6.00
Tourism	2.00	---	2.38	4.38	2.00	---	2.38	4.38	1.00	---	2.38	3.38	1.00	---	2.38	3.38
Economic Dev. TOTAL	11.95	0.00	2.38	14.33	11.95	0.00	2.38	14.33	9.95	0.00	2.38	12.33	9.92	0.00	2.38	12.30
General Services Administration	2.00	---	2.00	4.00	2.00	---	1.00	3.00	2.00	---	1.00	3.00	2.00	---	1.00	3.00
Building Construction	7.00	---	---	7.00	6.00	---	---	6.00	4.00	---	---	4.00	4.00	---	---	4.00
Central Warehouse	5.00	---	---	5.00	5.00	---	---	5.00	4.00	---	---	4.00	4.00	---	---	4.00
Facilities	60.00	0.60	0.50	61.10	60.00	0.60	0.50	61.10	53.00	---	0.50	53.50	53.00	---	0.50	53.50
Fleet Management	23.00	---	---	23.00	21.00	---	---	21.00	21.00	---	---	21.00	21.00	---	---	21.00
Permits and Inspection	27.00	---	---	27.00	27.00	---	---	27.00	23.00	---	---	23.00	23.00	---	---	23.00
General Services TOTAL	124.00	0.60	2.50	127.10	121.00	0.60	1.50	123.10	107.00	0.00	1.50	108.50	107.00	0.00	1.50	108.50
Human Resources Admin	13.00	0.47	---	13.47	12.00	0.47	---	12.47	12.00	---	---	12.00	12.00	---	---	12.00
Personnel Services	5.00	---	0.57	5.57	5.00	---	---	5.00	3.00	---	---	3.00	3.00	---	---	3.00
Human Resources TOTAL	18.00	0.47	0.57	19.04	17.00	0.47	0.00	17.47	15.00	0.00	0.00	15.00	15.00	0.00	0.00	15.00
Department of Technology Services	27.75	---	---	27.75	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	---	---	3.00
Department of Tech. Serv. TOTAL	30.75	0.00	0.00	30.75	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	9.00	---	---	9.00	8.00	---	---	8.00	8.00	---	---	8.00
Grants	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Mgmt. & Budget Admin	3.00	---	---	3.00	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Risk Management	5.00	---	---	5.00	5.00	---	---	5.00	4.00	---	---	4.00	4.00	---	---	4.00
Mgmt. & Budget TOTAL	18.00	0.00	0.00	18.00	18.00	0.00	0.00	18.00	16.00	0.00	0.00	16.00	16.00	0.00	0.00	16.00
Comprehensive Planning	13.00	---	0.40	13.40	12.00	---	0.40	12.40	10.00	---	0.40	10.40	10.00	---	0.40	10.40
Planning Administration	8.00	---	---	8.00	8.00	---	---	8.00	9.00	---	---	9.00	9.00	---	---	9.00
Environmental Compliance	3.00	---	---	3.00	3.00	---	---	3.00	0.00	---	---	0.00	0.00	---	---	0.00
Resource Management	18.00	---	---	18.00	17.00	---	---	17.00	18.00	---	---	18.00	18.00	---	---	18.00
Development Review	8.00	---	---	8.00	8.00	---	---	8.00	7.00	---	---	7.00	7.00	---	---	7.00
Planning TOTAL	50.00	0.00	0.40	50.40	48.00	0.00	0.40	48.40	44.00	0.00	0.40	44.40	44.00	0.00	0.40	44.40
County Commissioners	11.60	---	0.40	12.00	11.60	---	0.40	12.00	11.60	---	---	11.60	15.60	---	---	15.60
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	---	---	2.00
TV Production	1.40	---	0.50	1.90	1.40	---	0.50	1.90	2.40	---	---	2.40	2.40	---	---	2.40
Management Analysis	2.00	---	0.25	2.25	2.00	---	0.25	2.25	2.00	---	0.25	2.25	2.00	---	---	2.00
Zoning Administration	4.00	---	---	4.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Gen Govt. Other TOTAL	21.00	0.00	1.15	22.15	20.00	0.00	1.15	21.15	21.00	0.00	0.25	21.25	25.00	0.00	0.00	25.00
Soil Conservation	6.00	---	---	6.00	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	6.00	0.00	0.00	6.00
TOTAL General Fund	850.85	6.81	49.81	907.47	839.35	6.81	48.24	894.40	780.50	3.86	43.78	828.14	793.47	3.86	45.53	842.86

Authorized Position History

Enterprise Funds	FY 09 Budget FTE				FY 10 Budget FTE				FY 10 Adjusted FTE				FY 11 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Solid Waste Management	2.05	---	---	2.05	2.05	---	---	2.05	1.85	---	---	1.85	1.85	---	---	1.85
County Waste Removal	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Northern Landfill	13.00	---	---	13.00	13.00	---	---	13.00	10.00	---	---	10.00	10.00	---	---	10.00
Recycling	1.00	---	---	1.00	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	---	---	5.75
Solid Waste TOTAL	23.80	0.00	0.00	23.80	23.80	0.00	0.00	23.80	20.60	0.00	0.00	20.60	20.60	0.00	0.00	20.60
BOU Accounting Admin.	8.10	---	---	8.10	8.10	---	---	8.10	6.85	---	---	6.85	6.85	---	---	6.85
BOE Facilities	1.59	---	---	1.59	1.59	---	---	1.59	1.59	---	---	1.59	1.59	---	---	1.59
Freedom Sewer	7.50	---	---	7.50	7.50	---	---	7.50	7.50	---	---	7.50	7.50	---	---	7.50
Freedom Water	16.50	---	---	16.50	16.50	---	---	16.50	14.50	---	---	14.50	14.50	---	---	14.50
Hampstead Sewer	4.50	---	---	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	---	---	0.91
BOU TOTAL	39.10	0.00	0.00	39.10	39.10	0.00	0.00	39.10	35.85	0.00	0.00	35.85	35.85	0.00	0.00	35.85
Airport	3.00	---	1.50	4.50	2.00	---	1.50	3.50	2.00	---	1.50	3.50	2.00	---	1.50	3.50
Firearms Facility	---	---	3.13	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	3.00	0.00	4.63	7.63	2.00	0.00	4.63	6.63	2.00	0.00	4.63	6.63	2.00	0.00	4.63	6.63
TOTAL Enterprise Funds	65.90	0.00	4.63	70.53	64.90	0.00	4.63	69.53	58.45	0.00	4.63	63.08	58.45	0.00	4.63	63.08

Grant Funds	FY 09 Budget FTE				FY 10 Budget FTE				FY 10 Adjusted FTE				FY 11 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Aging	13.76	0.56	1.56	15.88	12.06	1.20	1.68	14.94	11.00	0.00	3.06	14.06	11.00	---	3.06	14.06
BERC	5.85	0.00	2.50	8.35	5.85	---	2.40	8.25	6.68	---	0.00	6.68	6.68	---	0.00	6.68
Circuit Court	7.00	0.00	1.88	8.88	7.00	---	1.88	8.88	7.00	---	2.63	9.63	7.00	---	2.63	9.63
Emergency Services	1.00	0.00	0.00	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	0.00	1.00
Housing and Comm. Dev.	9.20	0.00	0.00	9.20	9.20	---	---	9.20	11.20	---	---	11.20	11.20	---	0.00	11.20
Local Management Board	4.00	0.00	0.00	4.00	4.00	---	0.00	4.00	4.00	---	0.00	4.00	4.00	---	0.00	4.00
Recreation	0.00	0.00	0.75	0.75	---	---	0.75	0.75	---	---	0.00	0.00	0.00	---	0.00	0.00
Sheriff's Services	3.50	0.00	0.00	3.50	2.50	---	---	2.50	2.50	---	---	2.50	2.50	---	0.00	2.50
State's Attorney's Office	13.00	0.00	0.00	13.00	12.00	---	---	12.00	12.00	---	---	12.00	12.00	---	0.00	12.00
TOTAL Grant-Funded	57.31	0.56	6.69	64.56	53.61	1.20	6.71	61.52	55.38	0.00	5.69	61.07	55.38	0.00	5.69	61.07

TOTAL Government	FY 09 Budget FTE				FY 10 Budget FTE				FY 10 Adjusted FTE				FY 11 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
TOTAL General Fund	850.85	6.81	49.81	907.47	839.35	6.81	48.24	894.40	780.50	3.86	43.78	828.14	793.47	3.86	45.53	842.86
TOTAL Enterprise Funds	65.90	0.00	4.63	70.53	64.90	0.00	4.63	69.53	58.45	0.00	4.63	63.08	58.45	0.00	4.63	63.08
TOTAL Grant Funds	57.31	0.56	6.69	64.56	53.61	1.20	6.71	61.52	55.38	0.00	5.69	61.07	55.38	0.00	5.69	61.07
TOTAL FTE	974.06	7.37	61.13	1042.56	957.86	8.01	59.58	1025.45	894.33	3.86	54.10	952.29	907.30	3.86	55.85	967.01