
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 12 is 975.16 positions. Twenty-nine positions are planned to be added in FY 12 and include 23 officers for the Sheriff's Office, 5 Communication Specialists for the Office of Public Safety, and 1 Network Security Analyst for Office of Technology Services. Without the new positions in FY 12, the workforce decreased by 11.72 positions from FY 11.

Authorized Position History

General Fund	FY 10 Adjusted FTE				FY 11 Budget FTE				FY 11 Adjusted FTE				FY 12 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	7.00	---	---	7.00	7.00	---	---	7.00
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	25.75	0.00	14.06	39.81	25.75	0.00	14.06	39.81
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	96.00	---	2.00	98.00	96.00	---	2.00	98.00	105.00	---	2.00	107.00	119.00	---	2.00	121.00
Sheriff's Svcs. TOTAL	205.00	0.00	2.50	207.50	205.00	0.00	2.50	207.50	214.00	0.00	2.50	216.50	228.00	0.00	2.50	230.50
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	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
CC Advocacy and Investigation Center	1.00	---	1.00	2.00	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
Engineering Admin.	4.00	---	---	4.00	4.00	---	---	4.00	3.00	---	---	3.00	3.00	---	---	3.00
Eng. Constr. Inspection	5.00	---	---	5.00	5.00	---	---	5.00	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.	2.30	---	---	2.30	2.30	---	---	2.30	3.30	---	1.00	4.30	3.30	---	1.00	4.30
Roads Operations	104.00	0.50	0.40	104.90	104.00	0.50	2.40	106.90	104.00	0.50	2.40	106.90	104.00	0.50	2.40	106.90
General Services Administration	2.00	---	1.00	3.00	2.00	---	1.00	3.00	0.00	---	0.00	0.00	0.00	---	0.00	0.00
Building Construction	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Central Warehouse	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Facilities	49.00	---	0.50	49.50	49.00	---	0.50	49.50	49.00	---	0.50	49.50	49.00	---	0.50	49.50
Fleet Management	21.00	---	---	21.00	21.00	---	---	21.00	21.00	---	---	21.00	21.00	---	---	21.00
Permits and Inspection	23.00	---	---	23.00	23.00	---	---	23.00	23.00	---	---	23.00	23.00	---	---	23.00
Public Works TOTAL	229.30	0.50	1.90	231.70	229.30	0.50	3.90	233.70	227.30	0.50	3.90	231.70	227.30	0.50	3.90	231.70
Citizen Services Admin.	2.80	---	---	2.80	2.80	---	---	2.80	2.80	---	---	2.80	2.80	---	---	2.80
Aging	19.00	---	---	19.00	19.00	---	---	19.00	19.00	---	---	19.00	19.00	---	---	19.00
Rec and Parks Admin.	4.20	---	---	4.20	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Hashawha	9.00	1.13	1.40	11.53	9.00	1.13	1.40	11.53	9.00	1.13	1.40	11.53	9.00	1.13	1.40	11.53
Piney Run	4.00	0.50	10.55	15.05	4.00	0.50	10.55	15.05	4.00	0.50	9.93	14.43	4.00	0.50	9.93	14.43
Recreation	5.00	---	3.16	8.16	5.00	---	3.16	8.16	5.00	---	3.16	8.16	5.00	---	3.16	8.16
Sports Complex	2.00	---	1.62	3.62	2.00	---	1.62	3.62	2.00	---	1.62	3.62	2.00	---	1.42	3.42
Farm Museum	7.00	1.23	2.99	11.22	7.00	1.23	2.99	11.22	7.00	1.23	2.99	11.22	7.00	1.23	2.99	11.22
Citizen Services TOTAL	53.00	2.86	19.72	75.58	52.80	2.86	19.72	75.38	52.80	2.86	19.10	74.76	52.80	2.86	18.90	74.56
Accounting	12.00	---	---	12.00	12.00	---	---	12.00	12.00	---	---	12.00	12.00	---	---	12.00
Collections Office	11.00	---	0.42	11.42	11.00	---	0.42	11.42	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	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Comptroller TOTAL	32.00	0.00	0.42	32.42	32.00	0.00	0.42	32.42	32.00	0.00	0.42	32.42	32.00	0.00	0.42	32.42
County Attorney	12.00	0.75	0.63	13.38	12.00	0.75	0.63	13.38	12.00	0.75	0.63	13.38	12.00	0.75	0.63	13.38
County Attorney TOTAL	12.00	0.75	0.63	13.38	12.00	0.75	0.63	13.38	12.00	0.75	0.63	13.38	12.00	0.75	0.63	13.38

Authorized Position History

General Fund	FY 10 Adjusted FTE				FY 11 Budget FTE				FY 11 Adjusted FTE				FY 12 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
BERC	2.90	---	---	2.90	2.90	---	---	2.90	2.90	---	---	2.90	2.90	---	---	2.90
Economic Dev. Admin.	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Tourism	1.00	---	2.36	3.36	1.00	---	2.36	3.36	1.00	---	1.80	2.80	1.00	---	1.80	2.80
Economic Dev. TOTAL	9.90	0.00	2.36	12.26	9.90	0.00	2.36	12.26	9.90	0.00	1.80	11.70	9.90	0.00	1.80	11.70
Administrative Services Admin	---	---	---	0.00	---	---	---	0.00	1.00	---	---	1.00	1.00	---	---	1.00
TV Production	2.40	---	---	2.40	2.40	---	---	2.40	2.00	---	---	2.00	2.00	---	---	2.00
Office of Public Information	2.00	---	---	2.00	2.00	---	---	2.00	0.00	---	---	0.00	0.00	---	---	0.00
Human Resources Admin	12.00	---	---	12.00	12.00	---	---	12.00	11.00	---	---	11.00	11.00	---	---	11.00
Personnel Services	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Management Analysis	2.00	---	0.25	2.25	2.00	---	---	2.00	1.60	---	---	1.60	1.60	---	---	1.60
Office of Public Safety	31.00	---	5.63	36.63	31.00	---	5.63	36.63	31.00	---	5.63	36.63	36.00	---	5.63	41.63
Department of Technology Services	27.75	---	---	27.75	27.75	---	---	27.75	28.75	---	---	28.75	29.75	---	---	29.75
Production & Distribution	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Administrative Services TOTAL	83.15	0.00	5.88	89.03	83.15	0.00	5.63	88.78	81.35	0.00	5.63	86.98	87.35	0.00	5.63	92.98
Budget	8.00	---	---	8.00	8.00	---	---	8.00	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	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Risk Management	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Mgmt. & Budget TOTAL	16.00	0.00	0.00	16.00	16.00	0.00	0.00	16.00	16.00	0.00	0.00	16.00	16.00	0.00	0.00	16.00
Comprehensive Planning	10.00	---	0.40	10.40	10.00	---	0.40	10.40	10.00	---	0.40	10.40	10.00	---	0.40	10.40
Administration	9.00	---	---	9.00	9.00	---	---	9.00	9.00	---	---	9.00	9.00	---	---	9.00
Environmental Compliance	0.00	---	---	0.00	0.00	---	---	0.00	0.00	---	---	0.00	0.00	---	---	0.00
Resource Management	18.00	---	---	18.00	18.00	---	---	18.00	17.00	---	---	17.00	17.00	---	---	17.00
Development Review	8.00	---	---	8.00	8.00	---	---	8.00	9.00	---	---	9.00	9.00	---	---	9.00
Zoning Administration	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Land Use, Planning & Dev TOTAL	48.00	0.00	0.40	48.40	48.00	0.00	0.40	48.40	48.00	0.00	0.40	48.40	48.00	0.00	0.40	48.40
County Commissioners	11.10	---	---	11.10	15.60	---	---	15.60	11.38	---	---	11.38	11.38	---	---	11.38
Board of License Commissioners	1.00	---	---	1.00	1.00	---	---	1.00	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
Gen Govt. Other TOTAL	13.10	0.00	0.00	13.10	17.60	0.00	0.00	17.60	13.38	0.00	0.00	13.38	13.38	0.00	0.00	13.38
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	775.20	4.61	48.87	828.68	779.50	4.61	50.62	834.73	779.48	4.61	49.44	833.53	799.48	4.61	49.24	853.33

Authorized Position History

Enterprise Funds	FY 10 Adjusted FTE				FY 11 Budget FTE				FY 11 Adjusted FTE				FY 12 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Solid Waste Management	1.85	---	---	1.85	1.85	---	---	1.85	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	10.00	---	---	10.00	10.00	---	---	10.00	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	20.60	0.00	0.00	20.60	20.60	0.00	0.00	20.60	20.60	0.00	0.00	20.60	20.60	0.00	0.00	20.60
BOU Accounting Admin.	6.85	---	---	6.85	6.85	---	---	6.85	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	6.50	---	---	6.50	6.50	---	---	6.50	6.83	---	---	6.83	6.83	---	---	6.83
Freedom Water	14.50	---	---	14.50	14.50	---	---	14.50	13.84	---	---	13.84	13.84	---	---	13.84
Hampstead Sewer	4.50	---	---	4.50	4.50	---	---	4.50	4.83	---	---	4.83	4.83	---	---	4.83
Other Water/Sewer	0.91	---	---	0.91	0.91	---	---	0.91	0.91	---	---	0.91	0.91	---	---	0.91
BOU TOTAL	34.85	0.00	0.00	34.85	34.85	0.00	0.00	34.85	34.85	0.00	0.00	34.85	34.85	0.00	0.00	34.85
Airport	2.00	---	1.50	3.50	2.00	---	1.50	3.50	1.40	---	1.50	2.90	1.40	---	1.50	2.90
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	2.00	0.00	4.63	6.63	2.00	0.00	4.63	6.63	1.40	0.00	4.63	6.03	1.40	0.00	4.63	6.03
TOTAL Enterprise Funds	57.45	0.00	4.63	62.08	57.45	0.00	4.63	62.08	56.85	0.00	4.63	61.48	56.85	0.00	4.63	61.48

Grant Funds	FY 10 Adjusted FTE				FY 11 Budget FTE				FY 11 Adjusted FTE				FY 12 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Aging	11.00	0.00	3.06	14.06	11.00	---	3.06	14.06	12.50	---	2.31	14.81	12.50	---	2.31	14.81
BERC	6.68	---	0.00	6.68	6.68	---	0.00	6.68	5.85	---	0.00	5.85	5.85	---	0.00	5.85
Circuit Court	7.00	---	2.63	9.63	7.00	---	2.63	9.63	7.00	---	2.63	9.63	7.00	---	2.63	9.63
Emergency Services	1.00	---	---	1.00	1.00	---	0.00	1.00	1.00	---	0.00	1.00	1.00	---	0.00	1.00
Housing and Comm. Dev.	11.20	---	---	11.20	11.20	---	0.00	11.20	11.20	---	0.00	11.20	11.20	---	0.00	11.20
Local Management Board	4.00	---	0.00	4.00	4.00	---	0.00	4.00	4.00	---	0.00	4.00	1.80	---	0.56	2.36
Recreation	---	---	0.00	0.00	0.00	---	0.00	0.00	0.00	---	0.00	0.00	0.00	---	0.00	0.00
Sheriff's Services	2.50	---	---	2.50	2.50	---	0.00	2.50	2.50	---	0.00	2.50	2.50	---	0.00	2.50
State's Attorney's Office	12.00	---	---	12.00	12.00	---	0.00	12.00	12.00	---	0.00	12.00	12.00	---	0.00	12.00
TOTAL Grant-Funded	55.38	0.00	5.69	61.07	55.38	0.00	5.69	61.07	56.05	0.00	4.94	60.99	53.85	0.00	5.50	59.35

TOTAL Government	FY 10 Adjusted FTE				FY 11 Budget FTE				FY 11 Adjusted FTE				FY 12 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
TOTAL General Fund	775.20	4.61	48.87	828.68	779.50	4.61	50.62	834.73	779.48	4.61	49.44	833.53	799.48	4.61	49.24	853.33
TOTAL Enterprise Funds	57.45	0.00	4.63	62.08	57.45	0.00	4.63	62.08	56.85	0.00	4.63	61.48	56.85	0.00	4.63	61.48
TOTAL Grant Funds	55.38	0.00	5.69	61.07	55.38	0.00	5.69	61.07	56.05	0.00	4.94	60.99	53.85	0.00	5.50	59.35
TOTAL FTE	888.03	4.61	59.19	951.83	892.33	4.61	60.94	957.88	892.38	4.61	59.01	956.00	910.18	4.61	59.37	974.16