

State of Rhode Island and Providence Plantations

# Budget



## Fiscal Year 2014

Volume I – General Government, Quasi-Public  
Agencies and Component Units

Lincoln D. Chafee, Governor

# Agency

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## Department Of Administration

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### Agency Mission

To manage the state's financial, human and other resources in support of other state agencies carrying out their responsibilities to provide citizens of the State of Rhode Island with the most responsive and cost effective services possible.

To oversee the provision of statewide supportive services to all departments and agencies in conformance with legislative and policy mandates.

To ensure that programs of the department are effeciently organized and implemented.

### Agency Description

The Department of Administration provides supportive services to all Rhode Island departments and agencies for effective coordination and direction of state programs within the framework of a changing administrative and fiscal environment. The department also provides policy direction for executive leadership in a variety of financial and administrative matters and is responsible for the statewide implementation of policy decisions affecting the organization and delivery of services administered and supported by the state.

The department, headed by the Director of Administration, has sixteen programmatic functions including Central Management, Legal Services, Accounts and Control, Budgeting, Purchasing, Auditing, Human Resources, Personnel Appeal Board, Facilities Management, Capital Projects and Property Management, Information Technology, Library and Information Services, Planning, General Appropriations, Debt Service Payments, Energy Resources and various Internal Services Programs.

### Statutory History

The Department of Administration was created in 1951 to consolidate central finance, purchasing and management functions of state government. R.I.G.L. 42-11 establishes and provides for the organization and functions of the Department of Administration.

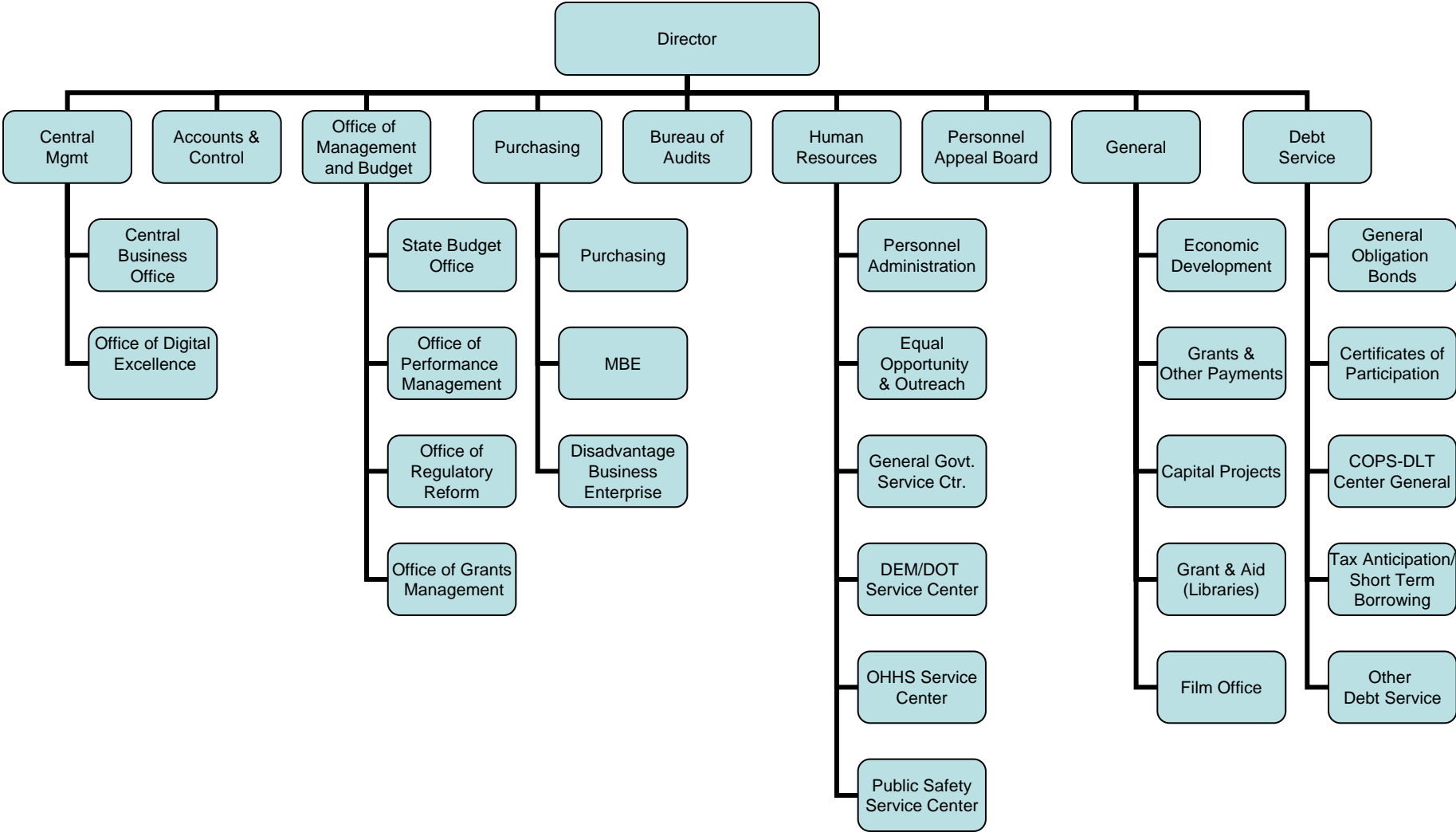
# Budget

## Department Of Administration

	FY 2011 Audited	FY 2012 Audited	FY 2013 Enacted	FY 2013 Revised	FY 2014 Recommend
<b>Expenditures By Program</b>					
Central Management	1,499,997	1,829,680	2,572,523	2,773,946	3,066,629
Accounts and Control	3,500,663	3,719,103	3,815,349	3,858,739	4,016,422
Office of Management and Budget	1,893,698	2,280,738	3,415,515	4,321,233	4,676,191
Purchasing	2,171,963	2,583,987	3,106,330	3,046,702	3,426,660
Auditing	1,243,959	1,211,825	1,200,000	1,166,728	1,394,585
Human Resources	10,564,613	10,748,149	11,391,801	11,227,897	11,543,159
Personnel Appeal Board	63,344	61,592	75,036	75,036	75,036
General	107,591,860	43,510,235	59,009,085	56,965,385	69,228,849
Debt Service Payments	190,928,230	191,350,509	203,351,021	195,564,810	194,399,179
Salary/Benefit Adjustments	-	-	-	-	(367,539)
Legal Services	1,735,578	1,925,459	2,006,995	2,608,234	2,098,683
Facilities Management	34,528,885	34,691,297	37,566,189	36,673,382	37,537,101
Capital Projects and Property Management	3,490,228	3,939,621	4,353,454	1,292,289	1,340,545
Information Technology	26,972,748	29,387,527	31,858,383	35,285,725	34,811,562
Library and Information Services	2,230,948	2,214,181	2,255,547	2,256,107	2,192,285
Planning	14,110,637	13,702,318	17,481,545	18,815,341	16,375,504
Security Services	15,829,950	-	-	-	-
Personnel Reform	-	-	1,049,579	1,049,579	-
Energy Resources	47,993,113	47,059,751	5,388,931	14,933,404	8,799,557
Construction Permitting, Approvals and Licensing	-	-	-	2,735,622	2,829,509
Rhode Island Health Benefits Exchange	-	-	-	28,829,827	28,348,926
<i>Internal Services</i>	<i>[318,858,457]</i>	<i>[343,575,109]</i>	<i>[381,053,154]</i>	<i>[381,931,979]</i>	<i>[383,842,341]</i>
<b>Total Expenditures</b>	<b>\$466,350,414</b>	<b>\$390,215,972</b>	<b>\$389,897,283</b>	<b>\$423,479,986</b>	<b>\$425,792,843</b>
<b>Expenditures By Object</b>					
Personnel	81,139,202	70,812,341	75,072,336	106,337,424	108,399,982
Operating Supplies and Expenses	32,507,399	33,023,935	33,631,060	33,859,081	34,225,001
Assistance and Grants	63,554,598	65,520,349	30,751,690	40,247,575	26,844,771
Aid to Local Units of Government	60,573,635	11,545,905	11,245,112	11,245,112	11,274,064
<b>Subtotal: Operating Expenditures</b>	<b>237,774,834</b>	<b>180,902,530</b>	<b>150,700,198</b>	<b>191,689,192</b>	<b>180,743,818</b>
Capital Purchases and Equipment	8,144,012	11,518,375	31,829,850	31,678,120	45,430,332
Debt Service (Fixed Charges)	161,717,043	162,329,608	203,141,021	195,464,810	194,299,179
Operating Transfers	58,714,525	35,465,459	4,226,214	4,647,864	5,319,514
<b>Total Expenditures</b>	<b>\$466,350,414</b>	<b>\$390,215,972</b>	<b>\$389,897,283</b>	<b>\$423,479,986</b>	<b>\$425,792,843</b>
<b>Expenditures By Funds</b>					
General Revenue	331,624,887	248,320,234	272,514,956	269,231,023	271,455,828
Federal Funds	64,251,118	64,385,781	25,578,339	66,041,287	53,606,544
Restricted Receipts	14,219,372	15,107,473	16,286,426	15,343,117	17,277,332
Operating Transfers from Other Funds	49,481,437	55,180,502	68,624,586	65,597,124	76,004,968
Other Funds	6,773,600	7,221,982	6,892,976	7,267,435	7,448,171
<b>Total Expenditures</b>	<b>\$466,350,414</b>	<b>\$390,215,972</b>	<b>\$389,897,283</b>	<b>\$423,479,986</b>	<b>\$425,792,843</b>
<b>FTE Authorization</b>	<b>871.6</b>	<b>694.2</b>	<b>687.2</b>	<b>723.7</b>	<b>727.7</b>

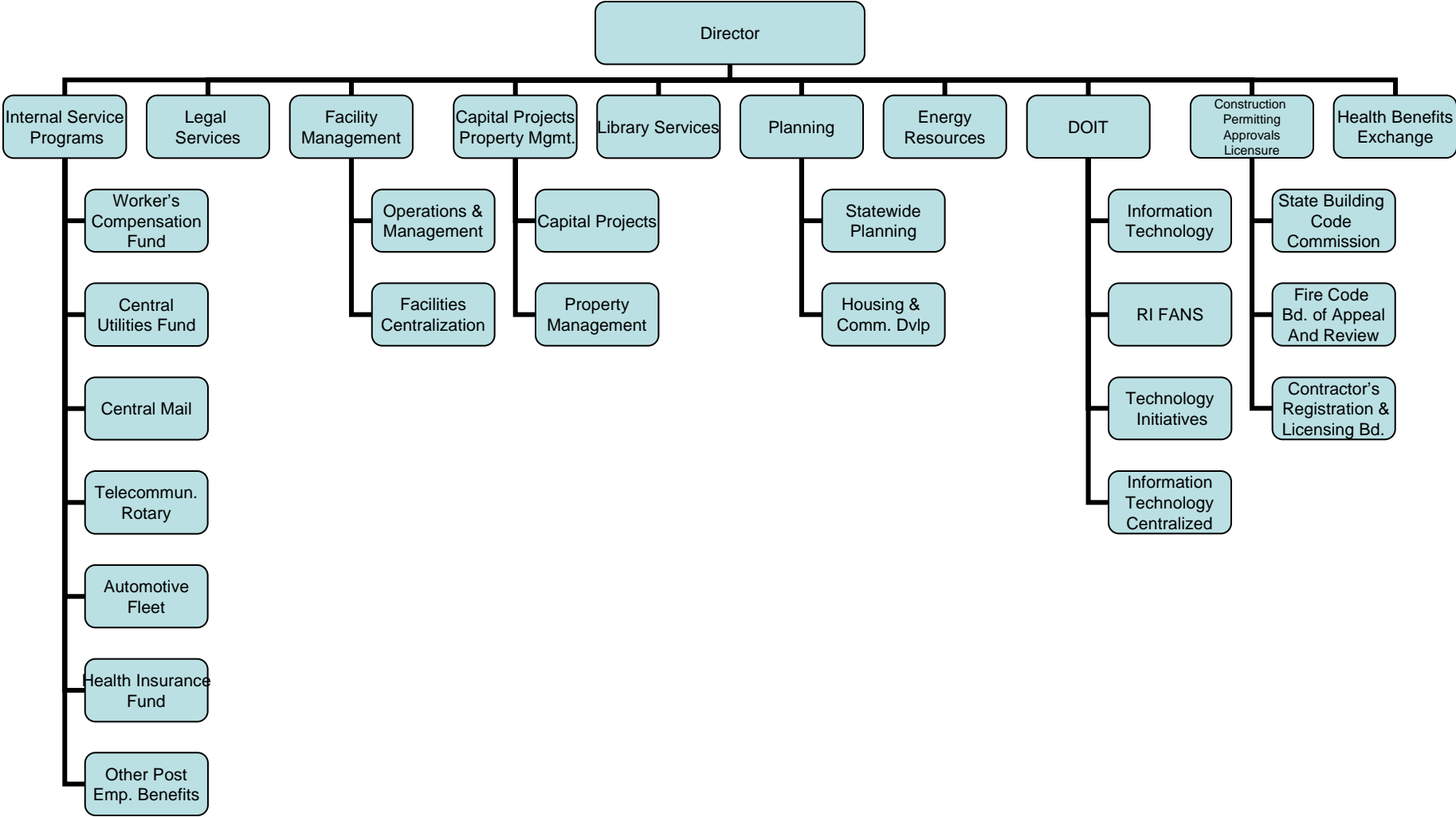
# The Agency

## Department of Administration



# The Agency

## Department of Administration, Continued



# Personnel

## Department Of Administration Agency Summary

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
Classified		695.1	47,283,040	703.1	48,119,331
Unclassified		19.6	1,808,706	19.6	1,814,358
<b>Subtotal</b>		<b>714.7</b>	<b>\$49,091,746</b>	<b>722.7</b>	<b>\$49,933,689</b>
Cost Allocation from Other Programs		4.9	387,773	4.9	388,853
Cost Allocation to Other Programs		(4.9)	(\$387,773)	(4.9)	(\$388,853)
Interdepartmental Transfer		9.0	1,077,284	5.0	815,702
Overtime		-	773,383	-	773,383
Temporary and Seasonal		-	57,903	-	57,903
Turnover		-	(\$3,661,539)	-	(\$1,796,665)
<b>Subtotal</b>		<b>9.0</b>	<b>(\$1,752,969)</b>	<b>5.0</b>	<b>(\$149,677)</b>
<b>Total Salaries</b>		<b>723.7</b>	<b>\$47,338,777</b>	<b>727.7</b>	<b>\$49,784,012</b>
<b>Benefits</b>					
Payroll Accrual			250,244		265,120
Holiday			84,593		84,593
FICA			3,578,533		3,381,112
Retiree Health			3,249,492		3,776,354
Health Benefits			8,066,803		9,297,476
Retirement			11,457,300		11,792,400
<b>Subtotal</b>			<b>\$26,686,965</b>		<b>\$28,597,055</b>
<b>Total Salaries and Benefits</b>		<b>723.7</b>	<b>\$74,025,742</b>	<b>727.7</b>	<b>\$78,381,067</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$102,289</b>		<b>\$107,712</b>
<b>Statewide Benefit Assessment</b>			<b>\$1,755,612</b>		<b>\$1,839,773</b>
<b>Payroll Costs</b>		<b>723.7</b>	<b>\$75,781,354</b>	<b>727.7</b>	<b>\$80,220,840</b>

# Personnel

## Department Of Administration Agency Summary

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Information Technology			14,069,803		14,454,176
Clerical and Temporary Services			489,218		80,837
Management & Consultant Services			15,695,943		12,626,862
Legal Services			836,075		1,252,181
Other Contracts			2,761,297		3,363,910
Buildings and Ground Maintenance			645,261		645,261
Training and Educational Services			214,320		301,452
Design and Engineering Services			564,064		1,042,973
Medical Services			9,934		9,934
<b>Subtotal</b>			<b>\$35,285,915</b>		<b>\$33,777,586</b>
<b>Total Personnel</b>		<b>723.7</b>	<b>\$111,067,269</b>	<b>727.7</b>	<b>\$113,998,426</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		493.8	\$57,556,545	495.8	\$59,325,550
Federal Funds		95.9	\$38,485,983	92.4	\$37,903,613
Restricted Receipts		32.3	\$3,807,836	37.8	\$4,479,423
Operating Transfers from Other Funds		17.3	\$1,794,215	17.3	\$1,923,310
Other Funds		84.4	\$9,422,690	84.4	\$10,366,530
<b>Total All Funds</b>		<b>723.7</b>	<b>\$111,067,269</b>	<b>727.7</b>	<b>\$113,998,426</b>

# The Program

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## Department Of Administration Central Management

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### **Program Mission**

To oversee the provision of statewide supportive services to all departments and agencies in conformance with legislative and policy mandates.

To ensure that programs of the department are efficiently organized and implemented.

To select the best candidates for recommendation for appointment to the Judiciary.

To manage the implementation of large-scale information technology projects.

### **Program Description**

Central Management is comprised of four major functions: the Director's Office, the Central Business Office, the Digital Excellence Office, and the Judicial Nominating Commission.

The Director's Office provides for the overall operation of the department and provides assistance with all Executive Branch Agencies. Primary functions include: Operations, Human Resources, Information technology, Legal Assistance and Financial Administration. They also provide administrative assistance to the Office of the Governor.

The Central Business Office provides financial management assistance in the areas of budgeting, financial management, accounting, and reporting to divisions within the Department of Administration and the Department of Revenue to ensure maximum use of state and federal resources.

The Judicial Nominating Commission was created by statute to recommend highly qualified candidates to the Governor to fill vacancies in the Rhode Island judiciary. Pursuant to R.I.G.L. 8-16.1, the commission is required by statute to advertise for each judicial vacancy and to actively seek and encourage applications from qualified individuals who will reflect the diversity of the community they will serve.

The Chief Digital Officer and staff manage the implementation of all new and mission critical technology infrastructure projects and upgrades for state agencies. DoIT continues to manage and support all day-to-day operations of the state's technology infrastructure, telecommunications, and associated applications.

### **Statutory History**

The central management and legal mandates of the Department of Administration are outlined in R.I.G.L. 42-11-2. The Judicial Nominating Commission was created by R.I.G.L. 8-16.1, which also outlines the criteria for the selection of qualified judicial nominees. The Legal and Adjudication Services subprogram was moved to the new Legal Services program as part of the FY 2006 enacted budget. In the FY 2013 revised budget, the Governor recommends transferring the Office of Digital Excellence from the General Program to the Central Management Program.



# The Budget

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## Department Of Administration Central Management

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Director's Office	740,456	1,018,365	1,285,408	1,285,390	1,064,725
Financial Management	744,665	805,358	959,590	963,825	988,664
Judicial Nominating Committee	14,876	5,957	27,525	27,525	27,525
Office of Digital Excellence	-	-	300,000	497,206	985,715
<b>Total Expenditures</b>	<b>\$1,499,997</b>	<b>\$1,829,680</b>	<b>\$2,572,523</b>	<b>\$2,773,946</b>	<b>\$3,066,629</b>
<b>Expenditures By Object</b>					
Personnel	1,453,120	1,790,200	2,453,567	2,650,782	2,942,527
Operating Supplies and Expenses	43,713	36,839	112,656	120,164	121,102
<b>Subtotal: Operating Expenditures</b>	<b>1,496,833</b>	<b>1,827,039</b>	<b>2,566,223</b>	<b>2,770,946</b>	<b>3,063,629</b>
Capital Purchases and Equipment	3,164	2,641	6,300	3,000	3,000
<b>Total Expenditures</b>	<b>\$1,499,997</b>	<b>\$1,829,680</b>	<b>\$2,572,523</b>	<b>\$2,773,946</b>	<b>\$3,066,629</b>
<b>Expenditures By Funds</b>					
General Revenue	1,499,997	1,829,680	2,572,523	2,687,089	2,872,038
Federal Funds	-	-	-	86,857	194,591
<b>Total Expenditures</b>	<b>\$1,499,997</b>	<b>\$1,829,680</b>	<b>\$2,572,523</b>	<b>\$2,773,946</b>	<b>\$3,066,629</b>

# Personnel

## Department Of Administration Central Management

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
EXECUTIVE DIRECTOR, DEPARTMENT OF	00050A	2.0	274,546	2.0	274,546
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	00044A	1.0	121,409	1.0	121,409
SR INFO TECH PROJ MGR (DOA)	00048A	1.0	117,101	1.0	121,581
EXECUTIVE ASSISTANT TO THE DIRECTOR (DEPT.	00041A	1.0	101,563	1.0	106,146
PROGRAMMING SERVICES OFFICER	00031A	1.0	78,871	1.0	78,871
PRIN HUMAN SERVS BUS OFFICER	00028A	1.0	77,107	1.0	77,107
ADMIN FINANCIAL MANAGEMENT	00037A	1.0	73,932	1.0	76,633
CHIEF IMPLEMENTATION AIDE	00028A	2.0	140,406	2.0	140,406
SUPERVISOR OF BILLINGS AND ACCOUNTS	00027A	1.0	65,561	1.0	65,561
SUPERVISING ACCOUNTANT	00031A	1.0	61,085	1.0	63,779
ADMINISTRATIVE OFFICER	00024A	1.0	57,548	1.0	59,358
MANAGEMENT & METHODS ANALYST	000001	1.0	55,853	1.0	55,853
ASSISTANT ADMINISTRATIVE OFFICER	00021A	1.0	52,168	1.0	52,168
JUNIOR RESOURCE SPECIALIST	00019A	1.0	44,221	1.0	44,221
BILLING SPECIALIST	00018A	1.0	42,523	1.0	42,623
ACCOUNTANT	00020A	1.0	39,574	1.0	40,524
ADMINISTRATOR MANAGEMENT INFORMATION	00040A	1	80,458	1.0	83,476
INFORMATION TECH PROJ MGR (DOA	00043A	4	92,446	1.0	96,927
PROGRAMMER/ANALYST III (ORACLE)	00035A	2	135,136	2.0	140,076
PROGRAMMER/ANALYST MANAGER	00038A	3	74,974	1.0	77,715
<b>Subtotal</b>		<b>23.0</b>	<b>\$1,786,482</b>	<b>23.0</b>	<b>\$1,818,980</b>
<b>Unclassified</b>					
DIRECTOR OF IT	07898F	1.0	176,800	1.0	176,800
DIRECTOR OF ADMINISTRATION	00946KF	1.0	149,512	1.0	149,512
PRINCIPAL TECHNICAL SUPPORT ANALYST	00826A	1.0	84,093	1.0	84,093
<b>Subtotal</b>		<b>3.0</b>	<b>\$410,405</b>	<b>3.0</b>	<b>\$410,405</b>
Cost Allocation to Other Programs		(3.8)	(234,380)	(3.8)	(235,460)
Turnover		-	(399,868)	-	(122,060)
<b>Subtotal</b>		<b>(3.8)</b>	<b>(\$634,248)</b>	<b>(3.8)</b>	<b>(\$357,520)</b>
<b>Total Salaries</b>		<b>22.2</b>	<b>\$1,562,639</b>	<b>22.2</b>	<b>\$1,871,865</b>
<b>Benefits</b>					
Payroll Accrual			8,334		10,116
FICA			109,881		134,463
Retiree Health			107,417		142,958
Health Benefits			196,804		253,066
Retirement			349,759		452,639
<b>Subtotal</b>			<b>\$772,195</b>		<b>\$993,242</b>
<b>Total Salaries and Benefits</b>		<b>22.2</b>	<b>\$2,334,834</b>	<b>22.2</b>	<b>\$2,865,107</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$105,173</b>		<b>\$129,059</b>
<b>Statewide Benefit Assessment</b>			<b>\$58,723</b>		<b>\$70,195</b>
<b>Payroll Costs</b>		<b>22.2</b>	<b>\$2,393,557</b>	<b>22.2</b>	<b>\$2,935,302</b>

# Personnel

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## Department Of Administration Central Management

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	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Management & Consultant Services			250,000		-
Legal Services			7,225		7,225
<b>Subtotal</b>			<b>\$257,225</b>		<b>\$7,225</b>
<b>Total Personnel</b>		<b>22.2</b>	<b>\$2,650,782</b>	<b>22.2</b>	<b>\$2,942,527</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		21.2	\$2,564,208	21.2	\$2,749,235
Federal Funds		1.0	\$86,574	1.0	\$193,292
<b>Total All Funds</b>		<b>22.2</b>	<b>\$2,650,782</b>	<b>22.2</b>	<b>\$2,942,527</b>

1 New position in Office of Digital Excellence.

3 New position in Office of Digital Excellence.

2 New positions in Office of Digital Excellence.

4 New position in Office of Digital Excellence.

# The Program

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## Department Of Administration Accounts and Control

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### **Program Mission**

To provide the various stakeholders with timely financial reporting that is consistent with generally accepted accounting principles.

To establish policies and procedures to foster sound accounting practices and internal controls.

To continually enhance and maintain the centralized accounting system to promote fiscal integrity across all State agencies.

To support State operations by centrally processing financial transactions in a timely and accurate manner.

### **Program Description**

The primary mission of the Office of Accounts and Control is to promote the financial integrity and accountability of state government through sound administrative and accounting controls and procedures.

The major activities of the Office of Accounts and Control include the central administration of a comprehensive accounting and recording system which classifies transactions of the departments and agencies in accordance with the budget plan; the processing of payroll for all State employees; the pre-audit of state receipts and expenditures; the approval of vouchers drawn on the General Treasurer; and the preparation of financial statements in accordance with generally accepted accounting principles.

This office is also responsible for the preparation and/or coordination of several publications, including the Comprehensive Annual Financial Report, Condensed State Financial Report, State Payroll Manual, Procedural Handbook of the Department of Administration, and the Consolidated Statewide Cost Allocation Plan.

### **Statutory History**

R.I.G.L. 35-6 establishes the statutory basis for this program. Other legal references are provided in Titles 9, 10, 11, 12, 16, 20, 24, 28, 30, 35, 39, 43, 44, 45, and 46 of the Rhode Island General Laws.

# The Budget

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## Department Of Administration Accounts and Control

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Accounts & Control	3,500,663	3,719,103	3,815,349	3,858,739	4,016,422
<b>Total Expenditures</b>	<b>\$3,500,663</b>	<b>\$3,719,103</b>	<b>\$3,815,349</b>	<b>\$3,858,739</b>	<b>\$4,016,422</b>
<b>Expenditures By Object</b>					
Personnel	3,385,181	3,627,234	3,679,384	3,718,774	3,880,457
Operating Supplies and Expenses	115,482	91,869	132,965	132,965	132,965
<b>Subtotal: Operating Expenditures</b>	<b>3,500,663</b>	<b>3,719,103</b>	<b>3,812,349</b>	<b>3,851,739</b>	<b>4,013,422</b>
Capital Purchases and Equipment	-	-	3,000	7,000	3,000
<b>Total Expenditures</b>	<b>\$3,500,663</b>	<b>\$3,719,103</b>	<b>\$3,815,349</b>	<b>\$3,858,739</b>	<b>\$4,016,422</b>
<b>Expenditures By Funds</b>					
General Revenue	3,500,663	3,719,103	3,815,349	3,858,739	4,016,422
<b>Total Expenditures</b>	<b>\$3,500,663</b>	<b>\$3,719,103</b>	<b>\$3,815,349</b>	<b>\$3,858,739</b>	<b>\$4,016,422</b>

# Personnel

## Department Of Administration Accounts and Control

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
CONTROLLER	00046A	1.0	119,343	1.0	119,343
ASSOCIATE CONTROLLER	00043A	2.0	235,785	2.0	235,785
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00041A	1.0	106,620	1.0	106,620
SUPVR FINANCIAL MGT &REPORTING	00035A	1.0	91,828	1.0	91,828
INVESTIGATIVE AUDITOR	00033A	1.0	86,042	1.0	86,042
INTERDEPARTMENTAL PROJECT MANAGER	00039A	1.0	78,334	1.0	81,957
CHIEF PREAUDIT SUPERVISOR	00031A	2.0	151,932	2.0	152,082
SUPERVISING ACCOUNTANT	00031A	1.0	75,769	1.0	75,769
FISCAL MANAGEMENT OFFICER	00026A	3.0	206,675	3.0	206,675
PRINCIPAL ACCOUNTING POLICY AND METHODS	00028A	5.0	332,684	5.0	332,684
SR MNGMT & METHODS ANALYST	00025A	1.0	62,251	1.0	62,251
ASSET PROTECTION OFFICER	00024A	2.0	121,083	2.0	121,083
CENTRAL ACCOUNTS PAYABLE SUPERVISING	00024A	1.0	49,024	1.0	50,829
CENTRAL PAYROLL OFFICE PREAUDIT CLERK	00017A	3.0	134,977	3.0	135,797
BILLING SPECIALIST	00018A	10.0	426,681	10.0	428,233
SCHEDULING AND RECORDING CLERK	00012A	2.0	75,330	2.0	75,897
<b>Subtotal</b>		<b>37.0</b>	<b>\$2,354,358</b>	<b>37.0</b>	<b>\$2,362,875</b>
Turnover		-	(73,523)	-	(47,256)
<b>Subtotal</b>		-	<b>(\$73,523)</b>	-	<b>(\$47,256)</b>
<b>Total Salaries</b>		<b>37.0</b>	<b>\$2,280,835</b>	<b>37.0</b>	<b>\$2,315,619</b>
<b>Benefits</b>					
Payroll Accrual			12,239		12,622
FICA			173,562		176,854
Retiree Health			156,464		176,853
Health Benefits			500,556		551,069
Retirement			505,891		556,910
<b>Subtotal</b>			<b>\$1,348,712</b>		<b>\$1,474,308</b>
<b>Total Salaries and Benefits</b>		<b>37.0</b>	<b>\$3,629,547</b>	<b>37.0</b>	<b>\$3,789,927</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$98,096</b>		<b>\$102,430</b>
<b>Statewide Benefit Assessment</b>			<b>\$85,527</b>		<b>\$86,830</b>
<b>Payroll Costs</b>		<b>37.0</b>	<b>\$3,715,074</b>	<b>37.0</b>	<b>\$3,876,757</b>
<b>Purchased Services</b>					
Legal Services			1,700		1,700
Other Contracts			2,000		2,000
<b>Subtotal</b>			<b>\$3,700</b>		<b>\$3,700</b>
<b>Total Personnel</b>		<b>37.0</b>	<b>\$3,718,774</b>	<b>37.0</b>	<b>\$3,880,457</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		37.0	\$3,718,774	37.0	\$3,880,457
<b>Total All Funds</b>		<b>37.0</b>	<b>\$3,718,774</b>	<b>37.0</b>	<b>\$3,880,457</b>

# Performance Measures

## Department Of Administration Accounts and Control

### *Timeliness of Invoice Processing*

The Office of Accounts and Control centrally processes all vouchers drawn on the General Treasury. The Office strives to process payments in a timely manner to vendors doing business with the state, and this measure provides an indication regarding the timeliness of payments to vendors. The figures below represent the percentage of invoices processed within 30 days of being received. [Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	99%	99%	99%	99%
<b>Actual</b>	99%	99%	99%	--

### *Timeliness of Annual Financial Report Completion*

The Office of Accounts and Control prepares the State of Rhode Island's Comprehensive Annual Financial Report (CAFR). This measure provides an indication regarding the timeliness of this financial report, which is essential for effective decision-making, effective and timely management of public funds and enhancing public accountability. Since the respective financial reports are issued subsequent to each fiscal year end, the actuals displayed relate to the previous fiscal year's financial report. The figures below represent the number of days after fiscal year end to complete the CAFR. [Performance data and targets are provided by State fiscal year. As the CAFR is published after the close of a fiscal year, the Actual figure represents the completion time for the previous fiscal year's CAFR (e.g., 2012 Actual is the completion time for the FY 2011 CAFR).]

	2011	2012	2013	2014
<b>Target</b>	184	176	174	173
<b>Actual</b>	183	175	173	--

# The Program

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## Department Of Administration Office of Management and Budget

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### **Program Mission**

To anticipate and provide ongoing, fiscal analysis, management support, and analytical research to the Governor, State departments and agencies, the General Assembly, and taxpayers. This includes establishing a robust public finance and management system that manages an accountable and transparent data-driven budget process, monitoring state departments' and agencies' performance and use of public funds, maximizing limited state resources to effectuate the State's policy goals, and ensuring the State's regulatory environment does not inhibit growth.

### **Program Description**

The Office of Management and Budget (OMB) serves as executive branch's principal agency to provide credible, accurate, financial information and objective insight to maximize finite resources. The Office develops, coordinates and monitors the State's operating and capital budgets, maintains a performance-based and data-driven process for resource allocation, monitors federal grants to ensure compliance with state and federal requirements, and evaluates and reforms the current regulatory environment to make it easier to do business in the State. The OMB includes the following key functions:

**Budget Office:** Formulates, prepares and executes the state's operating and capital budgets, analyzing department operating and capital funding requests, developing revenue and caseload estimates, and providing testimony before the General Assembly and bond rating agencies.

**Performance Management:** Develops and monitors performance measures for each department and program to align limited resources with results.

**Federal Grants Administration:** Monitors and reports on federal grants including stimulus grants, and maximizes use of Federal funds for eligible state programs and functions.

**Regulatory Reform:** Evaluates and reforms state and local regulatory environment to remove barriers to economic growth while protecting taxpayer interests.

### **Statutory History**

RIGL 35-1.1 created the new Office of Management and Budget. RIGL 35-3 establishes Budget Office responsibility for the executive budget, including the preparation and submission of the Governor's budget to the state legislature; the execution and management of the enacted budget plan throughout the fiscal year; and development of long-term financial programs, particularly relating to capital improvement programs. RIGL 35-16 requires the Budget Officer to participate in the Revenue Estimating Conference, which reviews and revises both the economic forecast and the estimated general revenues for the state. RIGL 22-12 requires that a fiscal note accompanies bills and resolutions that may impact state or municipal revenues or expenditures. RIGL 42-35.1-3 moved the Office of Regulatory Reform from the Economic Development Corporation to the Office of Management and Budget.



# The Budget

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## Department Of Administration Office of Management and Budget

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Budget Office	1,893,698	2,280,738	2,244,000	2,212,057	2,311,667
Director, Office of Mgt and Budget	-	-	277,827	756,707	825,462
Performance Management	-	-	482,228	224,484	341,638
Federal Grants Management	-	-	411,460	383,841	481,303
Office of Regulatory Reform	-	-	-	744,144	716,121
<b>Total Expenditures</b>	<b>\$1,893,698</b>	<b>\$2,280,738</b>	<b>\$3,415,515</b>	<b>\$4,321,233</b>	<b>\$4,676,191</b>
<b>Expenditures By Object</b>					
Personnel	1,814,962	2,188,750	3,289,583	3,861,496	4,225,216
Operating Supplies and Expenses	73,988	88,809	114,932	138,537	135,775
<b>Subtotal: Operating Expenditures</b>	<b>1,888,950</b>	<b>2,277,559</b>	<b>3,404,515</b>	<b>4,000,033</b>	<b>4,360,991</b>
Capital Purchases and Equipment	4,748	3,179	11,000	321,200	315,200
<b>Total Expenditures</b>	<b>\$1,893,698</b>	<b>\$2,280,738</b>	<b>\$3,415,515</b>	<b>\$4,321,233</b>	<b>\$4,676,191</b>
<b>Expenditures By Funds</b>					
General Revenue	1,893,698	2,280,738	3,004,055	3,937,392	4,194,888
Restricted Receipts	-	-	411,460	383,841	481,303
<b>Total Expenditures</b>	<b>\$1,893,698</b>	<b>\$2,280,738</b>	<b>\$3,415,515</b>	<b>\$4,321,233</b>	<b>\$4,676,191</b>

# Personnel

## Department Of Administration Office of Management and Budget

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
EXECUTIVE DIRECTOR (DOA)/BUDGET OFFICER	00050A	1.0	158,816	1.0	164,077
DEPUTY BUDGET OFFICER	00044A	1.0	132,447	1.0	132,447
ASSOCIATE DIRECTOR I (MHRH)	00042A	1.0	121,752	1.0	121,752
SUPERVISING BUDGET ANALYST	00039A	2.0	197,073	2.0	197,073
SR BUDGET ANALYST	000034	1.0	85,258	1.0	87,135
PRINCIPAL BUDGET ANALYST	00837A	1.0	85,129	1.0	86,523
BUDGET ANALYST II	00831A	6.0	411,115	6.0	413,473
PROGRAMMING SERVICES OFFICER	00031A	2.0	131,363	2.0	134,738
CHIEF IMPLEMENTATION AIDE	00028A	1.0	64,259	1.0	64,259
ADMINISTRATIVE OFFICER	00024A	1.0	57,949	1.0	57,949
BUDGET ANALYST I/ECONOMIST	00028A	1.0	56,981	1.0	58,557
BUDGET ANALYST I	00028A	3.0	155,598	3.0	161,088
SR MNGMT & METHODS ANALYST	00025A	4.0	178,556	4.0	190,980
CHIEF OF STRATEGIC PLANNING, MONITORING	00043A	1.0	101,408	1.0	105,889
DIRECTOR, REGULATORY REFORM	00142A	6	92,669	1.0	97,162
IMPLEMENTATION AIDE	00022A	5	40,637	1.0	41,856
<b>Subtotal</b>		<b>28.0</b>	<b>\$2,071,010</b>	<b>28.0</b>	<b>\$2,114,958</b>
<b>Unclassified</b>					
ASSOCIATE DIRECTOR, FINANCIAL MANAGEMENT	00844A	1.0	105,889	1.0	105,889
CONFIDENTIAL SECRETARY	00822A	1.0	44,747	1.0	45,906
DIRECTOR, OMB	00949K	1.0	155,000	1.0	155,000
<b>Subtotal</b>		<b>3.0</b>	<b>\$305,636</b>	<b>3.0</b>	<b>\$306,795</b>
Overtime		-	2,425	-	2,425
Temporary and Seasonal		-	15,750	-	15,750
Turnover		-	(280,066)	-	(96,151)
<b>Subtotal</b>		-	<b>(\$261,891)</b>	-	<b>(\$77,976)</b>
<b>Total Salaries</b>		<b>31.0</b>	<b>\$2,114,755</b>	<b>31.0</b>	<b>\$2,343,777</b>
<b>Benefits</b>					
Payroll Accrual			11,214		12,582
FICA			154,732		172,719
Retiree Health			147,620		177,611
Health Benefits			275,846		340,879
Retirement			472,577		559,307
<b>Subtotal</b>			<b>\$1,061,989</b>		<b>\$1,263,098</b>
<b>Total Salaries and Benefits</b>		<b>31.0</b>	<b>\$3,176,744</b>	<b>31.0</b>	<b>\$3,606,875</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$102,476</b>		<b>\$116,351</b>
<b>Statewide Benefit Assessment</b>			<b>\$79,212</b>		<b>\$87,801</b>
<b>Payroll Costs</b>		<b>31.0</b>	<b>\$3,255,956</b>	<b>31.0</b>	<b>\$3,694,676</b>

# Personnel

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## Department Of Administration Office of Management and Budget

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	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Management & Consultant Services			605,540		530,540
<b>Subtotal</b>			<b>\$605,540</b>		<b>\$530,540</b>
<b>Total Personnel</b>		<b>31.0</b>	<b>\$3,861,496</b>	<b>31.0</b>	<b>\$4,225,216</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		28.0	\$3,491,151	28.0	\$3,758,147
Restricted Receipts		3.0	\$370,345	3.0	\$467,069
<b>Total All Funds</b>		<b>31.0</b>	<b>\$3,861,496</b>	<b>31.0</b>	<b>\$4,225,216</b>

*5 Position transferred from EDC Renewable Energy Program.*

*6 Position transferred from EDC Renewable Energy Program.*

# Performance Measures

## Department Of Administration Office of Management and Budget

### *Fiscal Note Completion*

This measure illustrates the average time, in days, for the Budget Office to complete a fiscal note from the time that it is received from the House and/or Senate Finance Committee until the time of completion. RIGL 22-12-4 requires that fiscal notes be returned within ten (10) calendar days of when the request was made. The Budget Office strives to meet this completion timeframe for most fiscal notes, though the average number of days may exceed the threshold in order to complete fiscal notes on more complicated legislation. [Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	35.0	35.0	20.0	20.0
<b>Actual</b>	40.3	30.4	--	--

### *State Regulation Reviews*

The General Assembly passed legislation in 2012 (RI Public Law 2012, Chapter 445) requiring regulatory agencies to complete a look-back and evaluate existing regulations for adverse impacts on small business, with additional reviews done for clarity and consistency. OMB will review regulations in four cycles, consisting of a 120-day review by the agency, followed by a 120-day review done by OMB's Office of Regulatory Reform. The effort began on September 14, 2012. The figures below represent the percentage of state regulations reviewed. [Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	50%	100%
<b>Actual</b>	N/A	N/A	0%	--

### *Program Performance Reviews*

OMB is in the process of updating performance measures for government departments and agencies and has identified more than 100 programs whose performance should be reviewed regularly. Once new measures are created, OMB meets with departments on a quarterly basis to review actual performance relative to objectives. The figures below represent the percentage of the targeted state programs that have developed performance measures and are reviewed on a regular basis. [Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	75.0%	90.0%
<b>Actual</b>	N/A	N/A	62.7%	--

# The Program

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## Department Of Administration Purchasing

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### **Program Mission**

To obtain goods and services for public purposes in the most cost-effective manner possible and ensure that all procurements are made with care, integrity and a sense of responsibility to the taxpayers of Rhode Island.

To assure that user agencies obtain goods and services in a quick and cost-effective manner without sacrificing necessary quality and standards.

To establish and enforce rules, regulations, policies and procedures for the implementation of all laws and ethical standards relating to purchasing activities.

To determine purchasing and contract controversies, subject to the oversight of the Chief Purchasing Officer.

To improve, through ongoing evaluation, the effectiveness and efficiency of the procurement system.

To ensure public access to appropriate information by expanding the applications of the Rhode Island Vendor Information Program to enhance transparency.

To ensure the fullest participation of women/minority business enterprises in state-funded and directed construction programs and projects and state purchases of goods and services.

### **Program Description**

The Purchasing program is composed of five major functions: procurement, operational support services, standards and specifications development and management, vendor information and minority business. Procurement solicits bids or requests for proposal for services and supplies as well as price negotiations and carries out affirmative action programs. Operational support services includes purchase order production and record keeping, bid preparation and opening, requisition tracking, and vendor files. Standards and Specifications works with agency representatives to develop statewide standard specifications for goods and services to be solicited. The Vendor Information Program is an electronic system for registering potential bidders and providing bid and other information to vendors and the general public.

### **Statutory History**

The Purchasing program was established under R.I.G.L. 42-11-2. Operation of the state-purchasing program is set forth in R.I.G.L. 37-2. This section was established by public law in 1939 until its repeal in 1989, when House Bill 89-H-5000 Substitute A, as amended (known as the "Lamb Legislation"), an Act Relating to State Purchases, was enacted. This act established new language to institute legal mandates based on the Model Procurement Act published by the American Bar Association. The major thrust of the legislation was the creation of a framework for enhanced opportunities for competitive procurement and increased accountability for state officials through the centralization of purchasing functions for state agencies. R.I.G.L. 32-2.17 requires the institution of an electronic Vendor Information Program.

# The Budget

## Department Of Administration Purchasing

	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Purchasing	1,886,501	2,272,527	2,789,127	2,731,213	3,099,968
Minority Business Enterprise	285,462	311,460	317,203	315,489	326,692
<b>Total Expenditures</b>	<b>\$2,171,963</b>	<b>\$2,583,987</b>	<b>\$3,106,330</b>	<b>\$3,046,702</b>	<b>\$3,426,660</b>
<b>Expenditures By Object</b>					
Personnel	2,114,489	2,505,332	3,054,223	2,963,392	3,362,487
Operating Supplies and Expenses	50,346	47,732	49,107	68,310	62,673
<b>Subtotal: Operating Expenditures</b>	<b>2,164,835</b>	<b>2,553,064</b>	<b>3,103,330</b>	<b>3,031,702</b>	<b>3,425,160</b>
Capital Purchases and Equipment	7,128	30,923	3,000	15,000	1,500
<b>Total Expenditures</b>	<b>\$2,171,963</b>	<b>\$2,583,987</b>	<b>\$3,106,330</b>	<b>\$3,046,702</b>	<b>\$3,426,660</b>
<b>Expenditures By Funds</b>					
General Revenue	2,007,460	2,291,968	2,741,468	2,550,246	2,872,136
Federal Funds	61,748	67,764	69,888	168,178	193,710
Operating Transfers from Other Funds	102,755	224,255	294,974	328,278	360,814
<b>Total Expenditures</b>	<b>\$2,171,963</b>	<b>\$2,583,987</b>	<b>\$3,106,330</b>	<b>\$3,046,702</b>	<b>\$3,426,660</b>

# Personnel

## Department Of Administration Purchasing

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
PURCHASING AGENT	00045A	1.0	126,345	1.0	126,345
CHIEF OF PURCHASING MANAGEMENT AND ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00038A	1.0	95,805	1.0	74,974
ASSISTANT ADMINISTRATOR - MBE COMPLIANCE	00041A	1.0	92,078	1.0	103,540
INTERDEPARTMENTAL PROJECT MANAGER	00034A	1.0	86,702	1.0	86,702
CHIEF BUYER (DOA/OP)	00039A	3.0	235,765	3.0	245,871
CHIEF IMPLEMENTATION AIDE	00032A	4.0	289,958	4.0	295,641
SR EXTERNAL EQUAL OPP COMP OFF	00028A	1.0	72,045	1.0	72,045
BUYER II (DOA/OP)	00227A	1.0	60,592	1.0	60,592
SENIOR BUYER (DOA/OP)	00027A	4.0	236,532	4.0	242,779
IMPLEMENTATION AIDE	00029A	1.0	53,751	1.0	57,690
BUYER I (DOA/OP)	00022A	1.0	50,606	1.0	50,855
SYSTEMS SUPPORT TECHNICIAN I	00024A	2.0	99,045	2.0	102,066
LEGAL ASSISTANT	00018A	2.0	96,598	2.0	96,598
EXTERNAL EQUAL OPPORTUNITY COMPLIANCE STANDARDS TECH (DIV OF PURCHS)	00019A	1.0	47,146	1.0	47,146
CHIEF OF STRATEGIC PLANNING, MONITORING	00023A	1.0	45,259	1.0	47,154
DEPUTY PURCHASING AGENT	000001	7.0	288,585	7.0	292,845
	00043A	8	128,311	1.0	128,311
	00039A	7	-	1.0	81,957
<b>Subtotal</b>		<b>33.0</b>	<b>\$2,105,123</b>	<b>34.0</b>	<b>\$2,213,111</b>
Turnover		-	(310,080)	-	(175,561)
<b>Subtotal</b>		-	<b>(\$310,080)</b>	-	<b>(\$175,561)</b>
<b>Total Salaries</b>		<b>33.0</b>	<b>\$1,795,043</b>	<b>34.0</b>	<b>\$2,037,550</b>
<b>Benefits</b>					
Payroll Accrual			10,734		11,108
FICA			150,398		155,281
Retiree Health			138,664		158,157
Health Benefits			353,883		433,805
Retirement			440,109		490,030
<b>Subtotal</b>			<b>\$1,093,788</b>		<b>\$1,248,381</b>
<b>Total Salaries and Benefits</b>		<b>33.0</b>	<b>\$2,888,831</b>	<b>34.0</b>	<b>\$3,285,931</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$87,540</b>		<b>\$96,645</b>
<b>Statewide Benefit Assessment</b>			<b>\$74,411</b>		<b>\$76,406</b>
<b>Payroll Costs</b>		<b>33.0</b>	<b>\$2,963,242</b>	<b>34.0</b>	<b>\$3,362,337</b>

# Personnel

## Department Of Administration Purchasing

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Clerical and Temporary Services			150		150
<b>Subtotal</b>			<b>\$150</b>		<b>\$150</b>
<b>Total Personnel</b>		<b>33.0</b>	<b>\$2,963,392</b>	<b>34.0</b>	<b>\$3,362,487</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		28.1	\$2,469,123	29.1	\$2,812,013
Federal Funds		1.9	\$167,603	1.9	\$192,539
Operating Transfers from Other Funds		3.0	\$326,666	3.0	\$357,935
<b>Total All Funds</b>		<b>33.0</b>	<b>\$2,963,392</b>	<b>34.0</b>	<b>\$3,362,487</b>

*7 New Deputy Purchasing Agent recommended in FY 2014.*

*8 Chief of Strategic Planning shifted from Planning to Purchasing.*



# Performance Measures

## Department Of Administration Purchasing

### *Master Price Agreement (MPA) Renewal*

The Division of Purchases procures Master Price Agreements (MPAs) for statewide procurements of all state agencies, quasi-public agencies and municipalities. The MPAs provide opportunity to procure services at lower cost than if procured independently. Timely renewal of MPAs provides price surety for state and municipal agencies reliant upon the discounts achieved through this state procurement contract mechanism. The figures below represent the percentage of MPAs renewed prior to their expiration. [Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	25%	50%
<b>Actual</b>	N/A	N/A	10.6%	--

### *Rhode Island Capital Plan Fund (RICAP) Requisitions*

The Division of Purchases performs bid solicitations, bid openings and bid awards for all state agencies. During the first quarter of FY 2013 (ending 10/31/12), Purchases began the process of capturing baselines to establish targets of Rhode Island Capital Plan Fund (RICAP) requisitions ready for bid vs. bid opening date. Additionally, the Division can isolate change orders that are utilizing RICAP funding and are critical to procuring additional services and goods. Requisitions are measured by bid openings held and requisitions processed. The figures below represent the percentage of actual RICAP requisitions processed during the reporting year against the total inventory of RICAP requisitions in-process during the reporting year. [Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	75%	75%
<b>Actual</b>	N/A	N/A	71.3%	--

# The Program

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## Department Of Administration Auditing

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### **Program Mission**

To provide independent and objective assurance on governance, risk management, and control processes that will furnish a reasonable basis to report on the effectiveness and efficiency of state operations, the reliability of financial reporting, compliance with applicable laws, regulations, and contracts.

### **Program Description**

The Bureau of Audits performs the auditing function for the Executive Branch. The Bureau provides the Director of Administration with an independent appraisal and evaluation of the effectiveness of financial and operational control through objective analyses, evaluations, and recommendations on operations, systems, controls, and contracted services.

The primary activity of the Bureau can be classified as internal auditing. The Bureau of Audits is required to audit the financial records and accounts of all state departments and agencies; determine audits that will be performed on a risk-based evaluation system; and report all findings and recommendations relative to the financial affairs, and the economy and efficiency of operations.

Additional responsibilities include: conducting investigations at the request of the Governor, the director of the Department of Administration, or of either branch of the general assembly; providing management advisory and consulting expertise to state departments, agencies, and quasi-state agencies; performing the fiscal year-end intergovernmental service fund inventory count; coordinating with the Office of Management and Budget to improve department, agency and program performance metrics; and administering and evaluating the results of the annual statewide internal control reporting questionnaire; namely the Fiscal Integrity and Accountability Report (FIA Report).

### **Statutory History**

R.I.G.L. 35-7 establishes the Bureau of Audits and authorizes it to conduct audits of the financial affairs, the economy and efficiency of management, and the books and accounts of all state departments and agencies in accordance with a risk-based evaluation system. The Bureau may also, at the written request of the Governor, the director of the Department of Administration, or of either branch of the general assembly, conduct investigations of and provide management advisory and consulting services to state departments, agencies, and quasi-state agencies.

# The Budget

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## Department Of Administration Auditing

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Auditing	1,243,959	1,211,825	1,200,000	1,166,728	1,394,585
<b>Total Expenditures</b>	<b>\$1,243,959</b>	<b>\$1,211,825</b>	<b>\$1,200,000</b>	<b>\$1,166,728</b>	<b>\$1,394,585</b>
<b>Expenditures By Object</b>					
Personnel	1,206,620	1,191,314	1,165,962	1,116,555	1,355,412
Operating Supplies and Expenses	30,114	20,511	29,038	35,173	34,173
<b>Subtotal: Operating Expenditures</b>	<b>1,236,734</b>	<b>1,211,825</b>	<b>1,195,000</b>	<b>1,151,728</b>	<b>1,389,585</b>
Capital Purchases and Equipment	7,225	-	5,000	15,000	5,000
<b>Total Expenditures</b>	<b>\$1,243,959</b>	<b>\$1,211,825</b>	<b>\$1,200,000</b>	<b>\$1,166,728</b>	<b>\$1,394,585</b>
<b>Expenditures By Funds</b>					
General Revenue	1,243,959	1,211,825	1,200,000	1,166,728	1,394,585
<b>Total Expenditures</b>	<b>\$1,243,959</b>	<b>\$1,211,825</b>	<b>\$1,200,000</b>	<b>\$1,166,728</b>	<b>\$1,394,585</b>

# Personnel

## Department Of Administration Auditing

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
CHIEF, BUREAU OF AUDITS	00045A	1.0	115,891	1.0	120,602
DEPUTY CHIEF BUREAU OF AUDITS	00043A	2.0	226,567	2.0	226,567
INTERNAL AUDIT MANAGER (DOA)	00036A	2.0	187,558	2.0	187,558
PRINCIPAL AUDITOR	00028A	1.0	71,173	1.0	71,173
SENIOR INTERNAL AUDITOR (DOA)	00031A	4.0	248,201	4.0	257,063
SENIOR AUDITOR	00025A	2.0	107,074	2.0	108,721
<b>Subtotal</b>		<b>12.0</b>	<b>\$956,464</b>	<b>12.0</b>	<b>\$971,684</b>
Turnover		-	(231,846)	-	(115,384)
<b>Subtotal</b>		<b>-</b>	<b>(\$231,846)</b>	<b>-</b>	<b>(\$115,384)</b>
<b>Total Salaries</b>		<b>12.0</b>	<b>\$724,618</b>	<b>12.0</b>	<b>\$856,300</b>
<b>Benefits</b>					
Payroll Accrual			3,880		4,649
FICA			55,294		65,618
Retiree Health			52,140		67,832
Health Benefits			92,729		122,959
Retirement			160,720		205,941
<b>Subtotal</b>			<b>\$364,763</b>		<b>\$466,999</b>
<b>Total Salaries and Benefits</b>		<b>12.0</b>	<b>\$1,089,381</b>	<b>12.0</b>	<b>\$1,323,299</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$90,782</b>		<b>\$110,275</b>
<b>Statewide Benefit Assessment</b>			<b>\$27,174</b>		<b>\$32,113</b>
<b>Payroll Costs</b>		<b>12.0</b>	<b>\$1,116,555</b>	<b>12.0</b>	<b>\$1,355,412</b>
<b>Total Personnel</b>		<b>12.0</b>	<b>\$1,116,555</b>	<b>12.0</b>	<b>\$1,355,412</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		12.0	\$1,116,555	12.0	\$1,355,412
<b>Total All Funds</b>		<b>12.0</b>	<b>\$1,116,555</b>	<b>12.0</b>	<b>\$1,355,412</b>

# Performance Measures

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## Department Of Administration Auditing

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### *Implementation of Recommendations*

The Bureau of Audits makes recommendations to improve operational efficiencies and effectiveness, the reliability of financial reporting, and compliance with applicable laws, regulations, and contracts. The figures below represent the percentage of Bureau recommendations that are implemented by the audited department or agency. [Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	90%	90%
<b>Actual</b>	N/A	91%	--	--

# The Program

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## Department Of Administration Human Resources

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### **Program Mission**

To promote and maintain effective programs, policies and procedures in support of the human resource needs of the citizens, elected officials, managers and employees of the state.

### **Program Description**

The Division of Human Resources is composed of a number of subprograms: Administrative services, Classification & Examinations, Equal Employment Opportunity, Outreach & Diversity, Employee Benefits, Training and Development, Employee Services, Human Resource Service Centers. Its primary mission is to provide the best possible cost effective human resource services to employees, labor, and management in assisting them in carrying out the functions and responsibilities of state government; to be accountable to the general public by instituting policies and procedures that are fair and equitable in providing the finest possible service to those seeking employment in state service; to be responsive to employees by providing a progression in employment opportunities, adequate employee benefits, ensuring affirmative action, the rights of the disabled and promoting career development and training; to assist those disabled, as a result of a job related injury, with adequate benefits during their convalescence and to ensure their eventual return to productive employment; and to safeguard the integrity and quality of the state employment system by continuously protecting it from influences that are detrimental to that effort.

Human Resources Service Centers: Executive Order 05-11, issued by Governor Carcieri, established four Human Resource Service Centers within the Department of Administration, each of which services a cluster of Executive Branch departments and agencies. Each Center is responsible for standardizing human resources policies on a statewide basis, implementing uniform human resources practices, automating tasks, and eliminating redundant activities.

DEM/DOT HR Service Center – Services the Departments of Environmental Management and Transportation.

General Government HR Service Center – Services the Departments of Administration, Business Regulation, Labor and Training and Revenue as well as various commissions, boards and councils.

Health and Human Services HR Service Center – Services the Executive Office of Health and Human Services and the Departments of Children, Youth and Families, Elderly Affairs, Health, Human Services, and the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH).

Public Safety HR Service Center – Services the Department of Corrections, Emergency Management Agency and the Rhode Island National Guard.

### **Statutory History**

Title 36, Chapters 3 and 4 of the Rhode Island General Laws establish the basic principles of the Merit System Law, under which the Division of Human Resources operates.

# The Budget

## Department Of Administration Human Resources

	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Personnel Administration	3,734,367	3,913,856	3,787,107	3,676,502	3,447,650
Equal Opportunity/Outreach	426,358	441,751	563,181	493,021	601,461
DEM/DOT HR Service Center	1,383,949	1,475,782	1,458,429	1,480,364	1,499,604
General Gov. HR Service Center	756,444	904,351	1,034,012	1,004,119	1,069,325
Human Services HR Svc Center	3,053,649	2,717,709	3,289,440	2,984,586	3,352,325
Public Safety HR Service Cntr	1,209,846	1,294,700	1,259,632	1,589,305	1,572,794
<b>Total Expenditures</b>	<b>\$10,564,613</b>	<b>\$10,748,149</b>	<b>\$11,391,801</b>	<b>\$11,227,897</b>	<b>\$11,543,159</b>
<b>Expenditures By Object</b>					
Personnel	10,356,252	10,545,559	11,131,267	10,928,094	11,198,057
Operating Supplies and Expenses	179,257	202,590	242,937	286,138	331,437
Assistance and Grants	25,000	-	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>10,560,509</b>	<b>10,748,149</b>	<b>11,374,204</b>	<b>11,214,232</b>	<b>11,529,494</b>
Capital Purchases and Equipment	4,104	-	17,597	13,665	13,665
<b>Total Expenditures</b>	<b>\$10,564,613</b>	<b>\$10,748,149</b>	<b>\$11,391,801</b>	<b>\$11,227,897</b>	<b>\$11,543,159</b>
<b>Expenditures By Funds</b>					
General Revenue	8,054,530	8,246,473	8,839,720	8,572,825	8,684,981
Federal Funds	655,054	670,553	764,973	741,284	808,123
Restricted Receipts	419,450	389,643	427,760	420,461	469,283
Other Funds	1,435,579	1,441,480	1,359,348	1,493,327	1,580,772
<b>Total Expenditures</b>	<b>\$10,564,613</b>	<b>\$10,748,149</b>	<b>\$11,391,801</b>	<b>\$11,227,897</b>	<b>\$11,543,159</b>

# Personnel

## Department Of Administration

### Human Resources

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
PERSONNEL ADMINISTRATOR	00046A	1.0	146,165	1.0	146,165
DEPUTY PERSONNEL ADMINISTRATOR	00044A	3.0	381,514	3.0	381,512
HUMAN RESOURCES ADMINISTRATOR	00041A	3.0	349,658	3.0	349,658
HUMAN RESOURCE PROGRAM ADMINISTRATOR	00039A	1.0	106,025	1.0	106,025
ADMINISTRATOR STATE EQUAL OPPORTUNITY	00039A	1.0	105,862	1.0	105,862
HUMAN RESOURCES SUPERVISOR	00036A	2.0	192,213	2.0	192,213
RISK MANAGEMENT COORDINATOR	00535A	1.0	93,494	1.0	93,494
CHIEF OF EMPLOYEE BENEFITS	00039A	1.0	92,362	1.0	92,362
HUMAN RESOURCES COORDINATOR	00035A	6.0	501,085	6.0	505,680
CHIEF PROGRAM DEVELOPMENT	00034A	1.0	77,478	1.0	77,478
CHIEF OF HUMAN RESOURCES SERVICES	00033A	1.0	76,449	1.0	76,449
SUPERVISOR PERSONNEL SUPPORT SERVICES	00028A	1.0	73,505	1.0	73,505
PROGRAMMING SERVICES OFFICER	00031A	3.0	219,181	3.0	222,420
HUMAN RESOURCES ANALYST III (GENERAL)	00033A	7.0	503,276	7.0	513,191
IMPLEMENTATION AIDE	00022A	3.0	210,625	3.0	165,107
CHF EMPLOYEE RELATIONS OFF	00030A	3.0	208,872	3.0	211,569
PRIN RESOURCE SPECIALIST	00028A	1.0	69,512	1.0	69,512
HUMAN RESOURCES ANALYST II (MERIT SELECT &	00029A	1.0	66,901	1.0	66,873
CHIEF IMPLEMENTATION AIDE	00028A	2.0	132,953	2.0	134,248
SR ELEC COMPTR PROGRAMMER	00026A	1.0	65,831	1.0	65,831
HUMAN RESOURCES ANALYST I	00026A	7.0	431,703	7.0	433,292
DATA ENTRY UNIT SUPERVISOR	00921A	<sup>9</sup> 1.5	92,214	1.5	79,613
HUMAN RESOURCES ANALYST II (GENERAL)	00029A	3.0	182,719	3.0	186,657
ADMINISTRATIVE OFFICER	00024A	1.0	58,547	1.0	58,547
SUPERV. EMPLOYEE RELATIONS OFF	00228A	2.0	116,834	2.0	116,834
HUMAN RESOURCES ANALYST II (LABOR	00029A	1.0	54,713	1.0	56,682
SR SYSTEMS ANALYST	00026A	2.0	101,171	2.0	104,298
HUMAN RESOURCES TECHNICIAN	00022A	30.0	1,433,072	30.0	1,452,993
SR EQUAL OPPORT OFF	00026A	1.0	47,221	1.0	48,790
JUNIOR RESOURCE SPECIALIST	00019A	2.0	91,788	2.0	92,885
EMPLOYEE BENEFITS SPECIALIST	00022A	3.0	131,950	3.0	134,361
PERSONNEL AIDE	000001	4.0	175,335	4.0	177,116
SR COMM ASST SPECIALIST	00023A	1.0	42,562	1.0	43,808
EXECUTIVE ASSISTANT	00018A	1.0	40,497	1.0	40,497
SENIOR WORD PROCESSING TYPIST	00312A	1.0	34,859	1.0	34,859
BUSINESS MANAGEMENT OFFICER	00026A	1.0	71,988	1.0	71,988
EXECUTIVE DIRECTOR, DEPARTMENT OF	00050A	<sup>10</sup> 1.0	123,819	1.0	128,308
HUMAN RESOURCES ANALYST II (CLASSIF &	00029A	-	81,134	-	-
PROPERTY CONTROL AND SUPPLY OFFICER	00017A	-	10,884	-	-
<b>Subtotal</b>		<b>105.5</b>	<b>\$6,995,971</b>	<b>105.5</b>	<b>\$6,910,682</b>
<b>Unclassified</b>					
SUPERVISING EMPLOYEE RELATIONS OFFICER	00828A	1.0	75,988	1.0	75,988
INTERAGENCY LIAISON SPECIALIST	00826A	1.0	70,268	1.0	70,268
<b>Subtotal</b>		<b>2.0</b>	<b>\$146,256</b>	<b>2.0</b>	<b>\$146,256</b>



# Personnel

## Department Of Administration Human Resources

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
Overtime		-	56,638	-	56,638
Temporary and Seasonal		-	42,153	-	42,153
Turnover		-	(409,238)	-	(282,710)
<b>Subtotal</b>		-	<b>(\$310,447)</b>	-	<b>(\$183,919)</b>
<b>Total Salaries</b>		<b>107.5</b>	<b>\$6,831,780</b>	<b>107.5</b>	<b>\$6,873,019</b>
<b>Benefits</b>					
Payroll Accrual			35,994		36,726
Holiday			3,242		3,242
FICA			517,379		522,364
Retiree Health			472,096		527,570
Health Benefits			1,104,940		1,207,899
Retirement			1,493,370		1,629,200
<b>Subtotal</b>			<b>\$3,627,021</b>		<b>\$3,927,001</b>
<b>Total Salaries and Benefits</b>		<b>107.5</b>	<b>\$10,458,801</b>	<b>107.5</b>	<b>\$10,800,020</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$97,273</b>		<b>\$100,465</b>
<b>Statewide Benefit Assessment</b>			<b>\$252,493</b>		<b>\$254,037</b>
<b>Payroll Costs</b>		<b>107.5</b>	<b>\$10,711,294</b>	<b>107.5</b>	<b>\$11,054,057</b>
<b>Purchased Services</b>					
Management & Consultant Services			204,000		134,000
Legal Services			2,800		-
Training and Educational Services			10,000		10,000
<b>Subtotal</b>			<b>\$216,800</b>		<b>\$144,000</b>
<b>Total Personnel</b>		<b>107.5</b>	<b>\$10,928,094</b>	<b>107.5</b>	<b>\$11,198,057</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		77.6	\$8,317,160	77.6	\$8,392,735
Federal Funds		8.5	\$725,471	8.5	\$789,792
Restricted Receipts		5.0	\$412,831	5.0	\$460,132
Other Funds		16.3	\$1,472,632	16.3	\$1,555,398
<b>Total All Funds</b>		<b>107.5</b>	<b>\$10,928,094</b>	<b>107.5</b>	<b>\$11,198,057</b>

9 Includes Sunk Cost of retired FTE in FY 2013

10 New Executive Director of Human Resources recommend in FY 2013.

# Performance Measures

## Department Of Administration Human Resources

### *Timeliness of Personnel Action Request Form (PARF) Processing*

Personnel Action Request Forms (PARFs) are submitted by agency Directors to fill existing positions, create a new positions, etc. The figures below represent the percentage of PARFs processed within 60 days of submission. [Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	N/A	80%	80%	90%
<b>Actual</b>	N/A	N/A	80%	--

### *Timeliness of Desk Audits*

Employees who believe they are performing the duties of a different job classification than their own may request a desk audit. The figures below represent the number of desk audit requests reviewed, analyzed and issued a decision letter within 60 days. [Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	N/A	80%	80%	75%
<b>Actual</b>	48%	71%	57%	--

### *Timeliness of Civil Service Examinations*

This measure provides an indication of the production timeline from the end of the civil service application period to the creation of a civil service list. The figures below represent the percentage of Civil Service Examinations completed within 120 days.

	2011	2012	2013	2014
<b>Target</b>	90%	90%	90%	90%
<b>Actual</b>	75%	80%	90%	--

# The Program

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## Department Of Administration Personnel Appeal Board

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### **Program Mission**

To provide an impartial hearing process for appellants whose complaints fall under the jurisdiction of the board.

To develop policies and procedures to ensure that the board's obligations to appellants and agencies are discharged and that just decisions are rendered in accordance with the responsibility entrusted to the Personnel Appeal Board by law.

To develop a work calendar to ensure expeditious scheduling of hearings and rendering of judicious decisions.

### **Program Description**

The Personnel Appeal Board hears appeals: by any person with provisional, probationary, or permanent status in a position in the classified service aggrieved by an action of the Administrator of Adjudication for the Department of Administration on matters of personnel administration; by any person with provisional, probationary or permanent status in a position in the classified service who has been discharged, demoted, suspended or laid off by any appointing authority; by any person who holds the belief that he/she has been discriminated against because of his/her race, sex, age, physical handicap, or political or religious beliefs; by any person who, by the personnel policy of Rhode Island or by contractual agreement with Rhode Island, is vested with the right of appeal to the Personnel Appeal Board.

The Personnel Appeal Board consists of five qualified electors known to be in sympathy with the application of modern personnel practices, not more than three of whom shall be members of the same political party. The board shall elect one of its members chairperson.

The Personnel Appeal Board administers the Merit System Law governing appeals, maintenance of records, reviews, appeals from decisions rendered, and records of cases adjudicated prior to scheduling a public hearing. The board is authorized to require the attendance of witnesses by subpoena and acquire the production of books, papers and documents necessary at any hearing. Transcripts are available to all interested parties. Where permissible within the law, the board assists state personnel in the proper filings and processing of appeals.

### **Statutory History**

R.I.G.L. 36-3, sections 3 through 11 delineate the powers and duties of the Personnel Appeal Board.

# The Budget

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## Department Of Administration Personnel Appeal Board

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	<b>2011 Audited</b>	<b>2012 Audited</b>	<b>2013 Enacted</b>	<b>2013 Revised</b>	<b>2014 Recommend</b>
<b>Expenditures By Subprogram</b>					
Personnel Appeal Board	63,344	61,592	75,036	75,036	75,036
<b>Total Expenditures</b>	<b>\$63,344</b>	<b>\$61,592</b>	<b>\$75,036</b>	<b>\$75,036</b>	<b>\$75,036</b>
<b>Expenditures By Object</b>					
Personnel	62,351	60,554	73,764	73,764	73,764
Operating Supplies and Expenses	993	1,038	1,272	1,272	1,272
<b>Subtotal: Operating Expenditures</b>	<b>63,344</b>	<b>61,592</b>	<b>75,036</b>	<b>75,036</b>	<b>75,036</b>
<b>Total Expenditures</b>	<b>\$63,344</b>	<b>\$61,592</b>	<b>\$75,036</b>	<b>\$75,036</b>	<b>\$75,036</b>
<b>Expenditures By Funds</b>					
General Revenue	63,344	61,592	75,036	75,036	75,036
<b>Total Expenditures</b>	<b>\$63,344</b>	<b>\$61,592</b>	<b>\$75,036</b>	<b>\$75,036</b>	<b>\$75,036</b>

# Personnel

## Department Of Administration Personnel Appeal Board

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
MEMBER PERSONNEL APPEAL BOARD	00541F	-	36,000	-	36,000
<b>Subtotal</b>		-	<b>\$36,000</b>	-	<b>\$36,000</b>
<b>Total Salaries</b>		-	<b>\$36,000</b>	-	<b>\$36,000</b>
<b>Benefits</b>					
FICA			2,755		2,755
<b>Subtotal</b>			<b>\$2,755</b>		<b>\$2,755</b>
<b>Total Salaries and Benefits</b>		-	<b>\$38,755</b>	-	<b>\$38,755</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			-		-
<b>Statewide Benefit Assessment</b>			<b>\$1,349</b>		<b>\$1,349</b>
<b>Payroll Costs</b>		-	<b>\$40,104</b>	-	<b>\$40,104</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			3,060		3,060
Legal Services			30,600		30,600
<b>Subtotal</b>			<b>\$33,660</b>		<b>\$33,660</b>
<b>Total Personnel</b>		-	<b>\$73,764</b>	-	<b>\$73,764</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		-	\$73,764	-	\$73,764
<b>Total All Funds</b>		-	<b>\$73,764</b>	-	<b>\$73,764</b>

# The Program

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## Department Of Administration Legal Services

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### **Program Mission**

To provide a centralized legal structure within the Executive Branch to manage, coordinate, maintain and provide in-house legal services and certain non-programmatic legal services, including developing various areas of legal expertise, templates, legal resources and knowledge to assist the legal divisions of the departments and agencies in the Executive branch.

To coordinate the hiring of outside legal counsel in the Executive Branch in an efficient manner.

To assign legal staff (attorneys, hearing officers, paralegals, legal assistants and support staff) in a manner that is appropriate for his/her level of expertise and experience to utilize legal resources in the most cost effective and efficient manner.

To represent the Department of Administration in litigation; provide legal risk management services; and provide a central hearing office for the department and other agencies upon request.

To standardize legal policies and procedures across the Executive Branch and reduce redundant legal processes and work to improve the efficiency and quality of legal services.

To coordinate and develop labor negotiation strategy on a statewide basis and represent the Executive Branch in all legal forums in all labor relations and employment law matters that have statewide impact.

To provide hearing officers for grievances and other administrative adjudication matters that are required by law, by conflict, or as needed, and requested by the Executive Branch.

### **Program Description**

The Division of Legal Services is established, manages, coordinates, and maintains legal resources to support the Executive Branch. The mission of the Division is to provide proactive legal assistance to the various divisions within the Department of Administration and certain non-programmatic legal services within the Executive Branch to assist them in achieving their statutory goals and objectives. In addition, the Division manages, coordinates, and assists attorneys across all Executive Branch departments and agencies.

### **Statutory History**

On August 24, 2004 Governor Carcieri issued Executive Order 04-09 creating a Division of Legal Services within the Department of Administration. In addition, several of the departments and agencies have independent statutory authority to establish and maintain legal resources.

# The Budget

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## Department Of Administration Legal Services

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Legal Services	1,735,578	1,925,459	2,006,995	2,608,234	2,098,683
<b>Total Expenditures</b>	<b>\$1,735,578</b>	<b>\$1,925,459</b>	<b>\$2,006,995</b>	<b>\$2,608,234</b>	<b>\$2,098,683</b>
<b>Expenditures By Object</b>					
Personnel	1,679,954	1,867,438	1,949,109	2,540,848	2,038,797
Operating Supplies and Expenses	48,020	55,182	54,543	56,543	56,543
Assistance and Grants	2,381	506	1,011	1,011	1,011
<b>Subtotal: Operating Expenditures</b>	<b>1,730,355</b>	<b>1,923,126</b>	<b>2,004,663</b>	<b>2,598,402</b>	<b>2,096,351</b>
Capital Purchases and Equipment	5,223	2,333	2,332	9,832	2,332
<b>Total Expenditures</b>	<b>\$1,735,578</b>	<b>\$1,925,459</b>	<b>\$2,006,995</b>	<b>\$2,608,234</b>	<b>\$2,098,683</b>
<b>Expenditures By Funds</b>					
General Revenue	1,756,216	1,925,459	2,006,995	2,608,234	2,098,683
Operating Transfers from Other Funds	(20,638)	-	-	-	-
<b>Total Expenditures</b>	<b>\$1,735,578</b>	<b>\$1,925,459</b>	<b>\$2,006,995</b>	<b>\$2,608,234</b>	<b>\$2,098,683</b>

# Personnel

## Department Of Administration Legal Services

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00041A	1.0	101,773	1.0	101,773
ADMINISTRATOR ADJUDICATION	00040A	1.0	101,692	1.0	101,692
CHIEF OF LEGAL SERVICES	00239A	2.0	201,117	2.0	201,117
DEPUTY CHIEF OF LEGAL SERVICES	00037A	2.0	199,833	2.0	199,833
LEGAL COUNSEL (MHRH)	00036A	1.0	99,662	1.0	99,662
CHIEF LEGAL COUNSEL-STATE LABOR RELATIONS	00042A	1.0	96,927	1.0	96,927
LEGAL COUNSEL	00232A	0.6	47,122	0.6	47,122
SENIOR LEGAL COUNSEL	00034A	1.0	77,478	1.0	77,478
ASSISTANT LABOR RELATIONS HEARING OFFICER	00032A	1.0	72,847	1.0	72,847
IMPLEMENTATION AIDE	00022A	1.0	54,844	1.0	54,844
ADMINISTRATIVE OFFICER	00024A	1.0	45,769	1.0	47,207
EXECUTIVE ASSISTANT	00018A	1.0	38,698	1.0	39,769
SENIOR WORD PROCESSING TYPIST	00312A	1.0	34,860	1.0	34,860
<b>Subtotal</b>		<b>14.6</b>	<b>\$1,172,622</b>	<b>14.6</b>	<b>\$1,175,131</b>
<b>Unclassified</b>					
ASSISTANT DIRECTOR OF ADMINISTRATION	00844A	1.0	119,629	1.0	119,629
<b>Subtotal</b>		<b>1.0</b>	<b>\$119,629</b>	<b>1.0</b>	<b>\$119,629</b>
Turnover		-	(97,603)	-	(97,603)
<b>Subtotal</b>		<b>-</b>	<b>(\$97,603)</b>	<b>-</b>	<b>(\$97,603)</b>
<b>Total Salaries</b>		<b>15.6</b>	<b>\$1,194,648</b>	<b>15.6</b>	<b>\$1,197,157</b>
<b>Benefits</b>					
Payroll Accrual			6,391		6,492
FICA			91,006		91,408
Retiree Health			81,954		91,428
Health Benefits			156,580		169,003
Retirement			264,971		287,917
<b>Subtotal</b>			<b>\$600,902</b>		<b>\$646,248</b>
<b>Total Salaries and Benefits</b>		<b>15.6</b>	<b>\$1,795,550</b>	<b>15.6</b>	<b>\$1,843,405</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$115,099</b>		<b>\$118,167</b>
<b>Statewide Benefit Assessment</b>			<b>\$44,798</b>		<b>\$44,892</b>
<b>Payroll Costs</b>		<b>15.6</b>	<b>\$1,840,348</b>	<b>15.6</b>	<b>\$1,888,297</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			500		500
Legal Services			700,000		150,000
<b>Subtotal</b>			<b>\$700,500</b>		<b>\$150,500</b>
<b>Total Personnel</b>		<b>15.6</b>	<b>\$2,540,848</b>	<b>15.6</b>	<b>\$2,038,797</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		15.6	\$2,540,848	15.6	\$2,038,797
<b>Total All Funds</b>		<b>15.6</b>	<b>\$2,540,848</b>	<b>15.6</b>	<b>\$2,038,797</b>



# The Program

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## Department Of Administration Facilities Management

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### **Program Mission**

To protect and preserve Rhode Island's facility assets.

To provide a clean, safe, healthy and secure environment conducive to employee productivity.

### **Program Description**

The Division of Facilities Management provides maintenance and operations services at 140 buildings under the direct jurisdiction of the Department of Administration. This includes the buildings at the Capitol Hill Complex, Pastore Center, Zambarano Campus, Veteran's Home, Ladd Center and numerous other state buildings throughout the State. In addition, the division includes the State Fleet Operations, Environmental Compliance, Asset Protection and Surplus Property.

The responsibility for building operations includes capital improvements, general maintenance, janitorial services, maintenance and operation of boilers and mechanical equipment, electrical power and distribution.

State Fleet maintains and operates 15 state fuel depots, administers the repair program for state vehicles, and administers the purchasing and disposal of state vehicles.

The Division also oversees environmental compliance of various state facilities and properties with environmental conditions that warrant remediation and/or permitting.

### **Statutory History**

Executive Order 04-04 establishes and defines the duties of the Division of Facilities Management.

R.I.G.L. 42-11-2 and Executive Order 86-15 establish the duties, authority and responsibilities of the property management and buildings and grounds functions. R.I.G.L. 42-11-2 establishes authority for the surplus state property program, the repair and operation of the State House, the State Office building and other premises, and control and supervision of the acquisition, operation, maintenance, repair and replacement of state-owned motor vehicles.

R.I.G.L. 45-56.2 establishes the Federal Surplus Property program.

# The Budget

## Department Of Administration Facilities Management

	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Operations and Maintenance	6,687,760	6,326,164	6,994,591	6,791,347	6,794,501
Facilities Centralization	27,841,125	28,365,133	30,571,598	29,882,035	30,742,600
<b>Total Expenditures</b>	<b>\$34,528,885</b>	<b>\$34,691,297</b>	<b>\$37,566,189</b>	<b>\$36,673,382</b>	<b>\$37,537,101</b>
<b>Expenditures By Object</b>					
Personnel	12,508,225	12,586,688	13,574,156	13,512,858	14,105,901
Operating Supplies and Expenses	21,981,295	22,086,148	23,987,481	23,145,962	23,416,638
Assistance and Grants	1,140	276	1,852	1,862	1,862
<b>Subtotal: Operating Expenditures</b>	<b>34,490,660</b>	<b>34,673,112</b>	<b>37,563,489</b>	<b>36,660,682</b>	<b>37,524,401</b>
Capital Purchases and Equipment	38,225	18,185	2,700	12,700	12,700
<b>Total Expenditures</b>	<b>\$34,528,885</b>	<b>\$34,691,297</b>	<b>\$37,566,189</b>	<b>\$36,673,382</b>	<b>\$37,537,101</b>
<b>Expenditures By Funds</b>					
General Revenue	29,740,284	29,783,198	32,593,888	31,652,817	32,298,875
Federal Funds	1,072,680	944,306	1,048,736	887,220	925,630
Restricted Receipts	416,294	420,190	598,202	590,475	616,083
Other Funds	3,299,627	3,543,603	3,325,363	3,542,870	3,696,513
<b>Total Expenditures</b>	<b>\$34,528,885</b>	<b>\$34,691,297</b>	<b>\$37,566,189</b>	<b>\$36,673,382</b>	<b>\$37,537,101</b>

# Personnel

## Department Of Administration Facilities Management

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSOCIATE DIRECTOR OF ADMINISTRATION-	00047A	1.0	123,819	1.0	123,819
ASSOCIATE DIRECTOR I (MHRH)	00042A	1.0	120,580	1.0	120,580
IMPLMNT DIR-POLICY & PROGRAMS	00240A	1.0	106,195	1.0	108,626
CHIEF PROPERTY MANAGEMENT	00041A	1.0	101,773	1.0	101,773
EMPLOYMENT AND TRAINING ADMINISTRATOR	00035A	1.0	90,467	1.0	90,467
DPTY CHF DIV OF FACILITIES MG	00037A	3.0	252,877	3.0	256,584
SUPERVISOR OF OFFICE SVS (DLT)	00031A	1.0	81,679	1.0	81,679
CHIEF OF INSPECTIONS	00035A	1.0	76,523	1.0	76,523
STATE BUILDING AND GROUNDS COORDINATOR	00032A	4.0	300,796	4.0	304,861
PROJECT MANAGER I (DOA)	00037A	3.0	221,490	3.0	229,584
BUILDING & GROUNDS OFFICER	00228A	4.0	268,154	4.0	270,451
SUPERVISING ENVIR. SCIENTIST	000034	1.0	65,399	1.0	67,705
CHIEF POWER PLANT OPERATOR	00025A	1.0	61,908	1.0	61,908
MECHANICAL AND ELECTRICAL SHOP SUPERVISOR	00026A	2.0	122,712	2.0	124,674
COORD. OF MAINTENANCE PROGRAMS	00524A	1.0	61,247	1.0	61,247
FEDERAL SURPLUS PROP OFF	00026A	1.0	59,375	1.0	59,375
SUPERVISOR OF PAINTING PLASTERING MASONRY	00923A	1.0	57,656	1.0	57,656
ASSISTANT BUILDING AND GROUNDS OFFICER	00024A	7.0	371,214	7.0	377,851
WWTF PROCESS MONITOR I	00021A	1.0	49,944	1.0	49,944
MAINTENANCE SUPERINTENDENT	000001	1.0	48,544	1.0	48,544
PLUMBER SUPERVISOR	00020G	1.0	47,927	1.0	47,927
SR FIREPERSON (H.P.)	000001	1.0	47,680	1.0	47,680
HVAC SHOP SUPERVISOR	00020A	1.0	47,420	1.0	47,420
STEAMFITTER SUPERVISOR	00020A	1.0	47,420	1.0	47,420
AUTOMOTIVE SERVICE SUPERVISOR	00018G	1.0	47,324	1.0	47,324
MASON SUPERVISOR	00018G	1.0	47,324	1.0	47,324
PAINTER SUPERVISOR	00318G	1.0	47,324	1.0	47,324
ASSISTANT CARPENTER SUPERVISOR	00917A	1.0	47,166	1.0	47,166
GROUNDS SUPERINTENDENT	000001	1.0	47,166	1.0	47,166
BLDG MAINT SUPERVISOR	00018G	1.0	46,338	1.0	46,338
ASST BUS MGT OFF	000001	1.0	45,105	1.0	45,105
BUILDING SUPERINTENDENT	00018A	4.0	178,586	4.0	178,586
POWER PLANT OPERATOR	000001	5.0	222,890	5.0	223,751
BUILDING SYSTEMS TECHNICIAN	00017A	1.0	43,235	1.0	43,235
SR GARDENER	00013G	1.0	43,106	1.0	43,106
WWTF PROCESS MONITOR II	00024A	1.0	42,960	1.0	44,374
STEAMFITTER	00014G	1.0	42,219	1.0	42,219
PLUMBER	00016G	1.0	41,642	1.0	41,642
PRIN JANITOR	000001	2.0	83,201	2.0	83,201
PAINTER	00014G	4.0	166,214	4.0	166,214
MECHANICAL PARTS STOREKEEPER	00013A	1.0	41,552	1.0	41,552
LOCKSMITH	000001	1.0	41,128	1.0	41,128
SEMI-SKILLED LABORER	00010G	2.0	80,995	2.0	80,995
AUTOMOTIVE MECHANIC	00514G	1.0	40,383	1.0	40,383
MASON	00014G	1.0	40,383	1.0	40,383

# Personnel

## Department Of Administration Facilities Management

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
MAINTENANCE TECHNICIAN	00510G	1.0	40,285	1.0	40,285
SR MAINTENANCE TECHNICIAN	00014G	14.0	562,083	14.0	565,243
LABORER SUPERVISOR	00013G	1.0	39,246	1.0	39,246
ELECTRICIAN	00016G	4.0	155,889	4.0	156,716
PUBLIC PROPERTIES OFFICER	00012G	1.0	38,417	1.0	38,417
CARPENTER	00014G	4.0	153,664	4.0	155,244
WWTF OPERATOR II	00017G	1.0	37,149	1.0	37,149
SR JANITOR	000000	3.0	109,759	3.0	110,752
JANITOR	000000	9.0	309,543	9.0	311,008
CLEANER (PUBLIC BUILDINGS)	00001W	1.5	30,231	1.5	30,231
<b>Subtotal</b>		<b>113.5</b>	<b>\$5,745,306</b>	<b>113.5</b>	<b>\$5,787,105</b>
Cost Allocation from Other Programs		3.2	196,538	3.2	197,618
Cost Allocation to Other Programs		(0.2)	(30,955)	(0.2)	(30,955)
Overtime		-	334,320	-	334,320
Turnover		-	(413,837)	-	(289,288)
<b>Subtotal</b>		<b>3.0</b>	<b>\$86,066</b>	<b>3.0</b>	<b>\$211,695</b>
<b>Total Salaries</b>		<b>116.5</b>	<b>\$5,831,372</b>	<b>116.5</b>	<b>\$5,998,800</b>
<b>Benefits</b>					
Payroll Accrual			29,388		30,715
Holiday			46,501		46,501
FICA			448,732		458,498
Retiree Health			391,600		447,102
Health Benefits			1,593,785		1,700,028
Retirement			1,233,721		1,376,776
<b>Subtotal</b>			<b>\$3,743,727</b>		<b>\$4,059,620</b>
<b>Total Salaries and Benefits</b>		<b>116.5</b>	<b>\$9,575,099</b>	<b>116.5</b>	<b>\$10,058,420</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$82,190</b>		<b>\$86,338</b>
<b>Statewide Benefit Assessment</b>			<b>\$206,143</b>		<b>\$215,865</b>
<b>Payroll Costs</b>		<b>116.5</b>	<b>\$9,781,242</b>	<b>116.5</b>	<b>\$10,274,285</b>

# Personnel

## Department Of Administration Facilities Management

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Clerical and Temporary Services			1,500		1,500
Management & Consultant Services			2,914,001		3,014,001
Other Contracts			87,156		87,156
Buildings and Ground Maintenance			645,261		645,261
Design and Engineering Services			73,764		73,764
Medical Services			9,934		9,934
<b>Subtotal</b>			<b>\$3,731,616</b>		<b>\$3,831,616</b>
<b>Total Personnel</b>		<b>116.5</b>	<b>\$13,512,858</b>	<b>116.5</b>	<b>\$14,105,901</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		101.3	\$11,665,646	101.3	\$12,162,301
Federal Funds		2.6	\$326,064	2.6	\$343,072
Restricted Receipts		1.8	\$217,304	1.8	\$228,645
Other Funds		10.8	\$1,303,844	10.8	\$1,371,883
<b>Total All Funds</b>		<b>116.5</b>	<b>\$13,512,858</b>	<b>116.5</b>	<b>\$14,105,901</b>

# The Program

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## Department Of Administration Capital Projects and Property Management

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### **Program Mission**

To provide for quality construction and major renovation of state facilities; to assess the State's space needs for governmental activities, allocate space and develop a strategic plan for the use of capital assets; to facilitate services to the public by providing healthy, safe, secure and accessible service environments and employee workplaces; and to assure fairness, transparency and good value in developing and securing property for the State's use through lease or purchase.

### **Program Description**

The Division of Capital Projects and Property Management is responsible for the planning, design and construction of new state facilities and the major renovation of existing buildings. The Division conducts feasibility studies, hires architects, engineers and other design professionals, retain services of building contractors through state's purchasing bidding process and, oversees projects from design conception through turnover of building construction/renovation to the end user agency. It also solicits, negotiates and administers real estate purchases and/or leases. The Division conducts ongoing assessments of the State's space needs for governmental activities, allocates space and oversees capital planning and development

### **Statutory History**

Executive Order 04-04 establishes the Division of Capital Projects and Property Management. "...there shall be established within the Department of Administration a Division of Capital Projects/Property Management to be headed by an Associate Director of Capital projects/ Property Management designated from time to time by the Director of the DOA. The Division will assume direct responsibility of real property inventories, strategic planning, budgeting, construction management, and code enforcement for all Capital Projects/Property Management..."

# The Budget

## Department Of Administration Capital Projects and Property Management

	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Capital Projects	2,001,338	2,514,511	2,580,399	1,292,289	1,340,545
Property Management	146,110	167,718	-	-	-
State Building Code Commission	1,032,649	934,356	1,437,093	-	-
FIRE CODE BOARD OF APPEAL & RE	310,131	323,036	335,962	-	-
<b>Total Expenditures</b>	<b>\$3,490,228</b>	<b>\$3,939,621</b>	<b>\$4,353,454</b>	<b>\$1,292,289</b>	<b>\$1,340,545</b>
<b>Expenditures By Object</b>					
Personnel	3,357,000	3,598,328	3,833,559	1,134,108	1,317,312
Operating Supplies and Expenses	103,955	198,549	165,395	118,181	18,233
Assistance and Grants	354,572	139,802	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>3,815,527</b>	<b>3,936,679</b>	<b>3,998,954</b>	<b>1,252,289</b>	<b>1,335,545</b>
Capital Purchases and Equipment	(325,299)	2,942	354,500	40,000	5,000
<b>Total Expenditures</b>	<b>\$3,490,228</b>	<b>\$3,939,621</b>	<b>\$4,353,454</b>	<b>\$1,292,289</b>	<b>\$1,340,545</b>
<b>Expenditures By Funds</b>					
General Revenue	2,495,585	2,638,367	3,040,310	1,192,289	1,340,545
Federal Funds	22,771	185,214	-	100,000	-
Restricted Receipts	971,872	1,116,040	1,313,144	-	-
<b>Total Expenditures</b>	<b>\$3,490,228</b>	<b>\$3,939,621</b>	<b>\$4,353,454</b>	<b>\$1,292,289</b>	<b>\$1,340,545</b>

# Personnel

## Department Of Administration Capital Projects and Property Management

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSOCIATE DIRECTOR OF ADMINISTRATION-	00047A	1.0	150,887	1.0	150,887
CHIEF PROPERTY MANAGEMENT	00041A	1.0	116,312	1.0	92,705
DPTY CHF DIV OF FACILITIES MG	00037A	1.0	100,101	1.0	100,101
CHIEF FACILITIES MANAGEMENT OFFICER (DOT)	00035A	1.0	94,325	-	-
ARCHITECT - BUILDING COM	00035A	1.0	78,885	1.0	78,885
STATE BUILDING AND GROUNDS COORDINATOR	00032A	1.0	71,707	1.0	71,707
CHIEF IMPLEMENTATION AIDE	00028A	1.0	70,444	1.0	70,444
ARCHITECT	00032A	1.0	65,281	1.0	67,310
FISCAL MANAGEMENT OFFICER	00026A	1.0	52,999	1.0	54,672
PROJECT MANAGER II (DOA)	00039A <sup>11</sup>	-	-	2.0	168,934
<b>Subtotal</b>		<b>9.0</b>	<b>\$800,941</b>	<b>10.0</b>	<b>\$855,645</b>
Cost Allocation to Other Programs		(0.2)	(14,089)	(0.2)	(14,089)
Turnover		-	(61,080)	-	(27,685)
<b>Subtotal</b>		<b>(0.2)</b>	<b>(\$75,169)</b>	<b>(0.2)</b>	<b>(\$41,774)</b>
<b>Total Salaries</b>		<b>8.8</b>	<b>\$725,772</b>	<b>9.8</b>	<b>\$813,871</b>
<b>Benefits</b>					
Payroll Accrual			3,872		4,324
FICA			53,018		60,148
Retiree Health			49,171		62,156
Health Benefits			107,582		144,057
Retirement			160,977		195,736
<b>Subtotal</b>			<b>\$374,620</b>		<b>\$466,421</b>
<b>Total Salaries and Benefits</b>		<b>8.8</b>	<b>\$1,100,392</b>	<b>9.8</b>	<b>\$1,280,292</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$125,045</b>		<b>\$130,642</b>
<b>Statewide Benefit Assessment</b>			<b>\$27,216</b>		<b>\$30,520</b>
<b>Payroll Costs</b>		<b>8.8</b>	<b>\$1,127,608</b>	<b>9.8</b>	<b>\$1,310,812</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			1,500		1,500
Design and Engineering Services			5,000		5,000
<b>Subtotal</b>			<b>\$6,500</b>		<b>\$6,500</b>
<b>Total Personnel</b>		<b>8.8</b>	<b>\$1,134,108</b>	<b>9.8</b>	<b>\$1,317,312</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		8.8	\$1,134,108	9.8	\$1,317,312
<b>Total All Funds</b>		<b>8.8</b>	<b>\$1,134,108</b>	<b>9.8</b>	<b>\$1,317,312</b>

*11 Of the two new Project Manager II positions in FY 2014, one is a new position and one is a position that was converted from Chief Facilities Management Officer.*



# Performance Measures

## Department Of Administration Capital Projects and Property Management

### *Final Project Cost Relative to Allocated Budget*

The Division of Capital Projects and Property Management strives to complete state capital projects in on time and on budget. The figures below represent the cumulative ratio of actual costs associated with performing design and construction relative to projects' approved budgets. [Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first quarter of FY 2013 (7/1/12 through 9/30/12).]

	2011	2012	2013	2014
<b>Target</b>	100%	100%	100%	100%
<b>Actual</b>	95%	96%	24%	--

### *Timeliness of Project Completion*

The Division of Capital Projects and Property Management strives to complete state capital projects in on time and on budget. The figures below represent the percentage of projects completed on time. [Performance data and targets are provided by State fiscal year. Prior to FY 2013, data were reported on an annual basis; reporting will occur on a quarterly basis by the end of FY 2013.]

	2011	2012	2013	2014
<b>Target</b>	100%	100%	100%	100%
<b>Actual</b>	100%	100%	--	--

# The Program

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## Department Of Administration Information Technology

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### **Program Mission**

Maintain and improve IT services to executive branch departments and agencies, including technical support to end users and networks, help desk services, and application development, delivery and maintenance.

Continue the integration of all executive branch agency and departmental IT organizations into the Information Technology program, including personnel and hardware consolidation.

Continue the implementation of the approved statewide-integrated financial management system.

Maintain and test disaster recovery capability for Rhode Island's critical systems.

Further expand and improve e-government services through Rhode Island's portal, RI.gov.

Continue to expand and improve technology advancements by performing a migration from Novell Netware to a Windows Active Directory infrastructure, increase virtualized server capacity, implement E-licensing initiatives and consolidate the email infrastructure to a single mail system throughout the Executive Branch agencies.

Provide state agencies and departments with improved transparency and clarity in their services through refinement of the cost allocation process.

### **Program Description**

Information Technology, headed by the state's Chief Information Officer (CIO), is responsible for oversight, coordination, and development of all information technology (IT) resources within the executive branch of state government. All hiring and spending decisions involving IT may only be made with the advice and approval of the CIO.

Information Technology defines and maintains the architectural standards for hardware, software, networks and services that guide the State's investments in IT. Information Technology defines and enforces statewide policies and procedures pertaining to project management, operations and the effective use of security of IT resources.

Information Technology is responsible for planning all IT investments and activities throughout the executive branch departments and agencies.

### **Statutory History**

Executive Order 04-06 establishes and defines the duties and responsibilities of the Division of Information Technology (DoIT) within the Department of Administration.

# The Budget

## Department Of Administration Information Technology

	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Executive Director-CIO	360,260	412,276	380,662	381,185	388,625
Information Technology	2,131,839	2,539,367	5,606,184	8,139,151	6,856,285
IT Centralization	24,480,649	26,435,884	25,871,537	26,765,389	27,566,652
<b>Total Expenditures</b>	<b>\$26,972,748</b>	<b>\$29,387,527</b>	<b>\$31,858,383</b>	<b>\$35,285,725</b>	<b>\$34,811,562</b>
<b>Expenditures By Object</b>					
Personnel	21,345,155	23,250,908	22,837,346	24,163,980	25,044,837
Operating Supplies and Expenses	4,872,936	5,251,841	4,834,677	5,342,001	5,499,901
Assistance and Grants	1,037	259	1,038	1,102	1,102
<b>Subtotal: Operating Expenditures</b>	<b>26,219,128</b>	<b>28,503,008</b>	<b>27,673,061</b>	<b>29,507,083</b>	<b>30,545,840</b>
Capital Purchases and Equipment	753,620	884,519	4,185,322	5,778,642	4,265,722
<b>Total Expenditures</b>	<b>\$26,972,748</b>	<b>\$29,387,527</b>	<b>\$31,858,383</b>	<b>\$35,285,725</b>	<b>\$34,811,562</b>
<b>Expenditures By Funds</b>					
General Revenue	18,958,145	20,347,644	20,215,153	21,148,448	21,675,790
Federal Funds	5,262,858	6,392,992	5,760,616	6,910,221	7,135,490
Restricted Receipts	740,085	409,992	3,789,803	5,111,272	3,818,258
Other Funds	2,011,660	2,236,899	2,092,811	2,115,784	2,182,024
<b>Total Expenditures</b>	<b>\$26,972,748</b>	<b>\$29,387,527</b>	<b>\$31,858,383</b>	<b>\$35,285,725</b>	<b>\$34,811,562</b>

# Personnel

## Department Of Administration Information Technology

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSISTANT DIRECTOR CENTRAL INFORMATION	00043A	3.0	361,193	3.0	361,192
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00041A	1.0	115,995	1.0	116,257
INFORMATION SYSTEMS GROUP COORDINATOR	00038A	1.0	102,791	1.0	102,791
ADMINISTRATOR MANAGEMENT INFORMATION	00040A	14.0	1,420,404	14.0	1,442,119
TECHNICAL SUPPORT MANAGER (DOS/MVS)	00038A	2.0	198,455	2.0	198,455
TECHNICAL SUPPORT MANAGER	00038A	6.0	576,166	6.0	576,166
SUPERVISOR OF FISCAL SERVICES (DEPT OF	00036A	1.0	95,245	1.0	95,245
PROGRAMMER/ANALYST MANAGER	00038A	7.0	658,166	7.0	658,644
WEB DEVELOPMENT MANAGER	00035A	1.0	92,565	1.0	92,565
SYSTEMS ADMINISTRATOR (MHRH)	00039A	6.0	538,143	6.0	548,401
TECHNICAL SUPPORT SPECIALIST III (DOS/MVS)	00035A	2.0	172,176	2.0	172,176
PROGRAMMER/ANALYST III (ORACLE)	00035A	3.0	252,585	3.0	255,055
PROGRAMMER/ANALYST III (COBOL)	00035A	1.0	84,379	1.0	84,379
PROGRAMMER/ANALYST III (COBOL/CICS)	00035A	8.0	674,709	8.0	677,775
PROGRAMMER/ANALYST III (UNIX/SQL)	00035A	12.0	1,012,061	12.0	1,017,794
TECHNICAL SUPPORT SPECIALIST III	00035A	13.0	1,071,961	13.0	1,078,529
TECHNICAL SUPPORT SPECIALIST II (OS	00032A	3.0	243,231	3.0	243,231
PRINCIPAL PROGRAMMER/ANALYST (OIP)	00031A	1.0	80,823	1.0	80,823
STATEWIDE INFORM TECH TRNG MGT	00035A	1.0	80,348	1.0	80,348
PROGRAMMER/ANALYST II (ADABAS/NATURAL)	00032A	2.0	159,861	2.0	159,861
CHIEF DATA OPERATIONS	00133A	1.0	78,140	1.0	78,140
TECHNICAL SUPPORT SPECIALIST II (DOS/MVS)	00032A	2.0	153,671	2.0	153,671
TECHNICAL SUPPORT SPECIALIST II	00132A	22.0	1,663,728	22.0	1,675,859
PROGRAMMER/ANALYST II (COBOL/CICS)	00032A	4.0	301,724	4.0	301,724
PROGRAMMER/ANALYST II (UNIX/SQL)	00032A	12.0	904,778	12.0	909,436
PROGRAMMER/ANALYST I (ADABAS/NATURAL)	00028A	1.0	75,304	1.0	75,304
PROGRAMMER/ANALYST II (ORACLE)	00032A	5.0	373,573	5.0	376,787
PRINCIPAL ENVIRON. PLANNER	00529A	1.0	74,160	1.0	74,160
PRIN SYSTEMS ANALYST	00029A	2.0	140,348	2.0	140,348
CHIEF IMPLEMENTATION AIDE	00028A	2.0	139,681	2.0	139,681
PROGRAMMER/ANALYST I (COBOL/CICS)	00028A	3.0	208,796	3.0	208,796
ASST SUPVR COMPTR OPS	00027A	4.0	257,675	4.0	257,675
SUPERVISOR COMPUTER OPERATIONS	00028A	1.0	63,721	1.0	63,721
PROGRAMMER/ANALYST I (UNIX/SQL)	00028A	5.0	300,675	5.0	302,411
TECHNICAL SUPPORT SPECIALIST I	00028A	4.0	239,452	4.0	241,506
PRINCIPAL COMPUTER OPERATOR (OIP)	00024A	1.0	59,730	1.0	59,730
NETWORK TECHN SPEC (OIP)	00030A	0.5	27,997	0.5	30,920
SYSTEMS SUPPORT TECHNICIAN III	00024A	3.0	159,552	3.0	159,552
JR ELEC COMPUTER PROGRAMMER	000001	1.0	51,843	1.0	51,843
PROGRAMMER/ANALYST I (ORACLE)	00028A	1.0	51,591	1.0	53,324
SYSTEMS SUPPORT TECHNICIAN II	00021A	12.0	593,640	12.0	594,775
IMPLEMENTATION AIDE	00022A	1.0	48,427	1.0	48,427
SENIOR COMPUTER OPERATOR (OIP)	00022A	4.0	180,491	4.0	184,348
SYSTEMS SUPPORT TECHNICIAN I	00018A	2.0	79,311	2.0	80,240
COMPUTER OPERATOR (OIP)	00016A	5.0	189,945	5.0	192,496

# Personnel

## Department Of Administration Information Technology

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
BILLING SPECIALIST	00018A	1.0	36,688	1.0	37,619
ENTERPRISE DATABASE ADMINISTRATOR	00152A <sup>12</sup>	1.0	133,112	1.0	137,604
ENTERPRISE RESOURCE ADMINISTRATOR	00140A <sup>14</sup>	1.0	80,652	1.0	83,676
ENTERPRISE RESOURCE MANAGER	00142A <sup>13</sup>	1.0	88,177	1.0	92,669
<b>Subtotal</b>		<b>191.5</b>	<b>\$14,747,839</b>	<b>191.5</b>	<b>\$14,848,248</b>
<b>Unclassified</b>					
CHIEF INFORMATION OFFICER	00848A	1.0	137,604	1.0	137,604
ASSOCIATE EXECUTIVE ASSISTANT	00826A	1.0	61,485	1.0	61,485
<b>Subtotal</b>		<b>2.0</b>	<b>\$199,089</b>	<b>2.0</b>	<b>\$199,089</b>
Cost Allocation from Other Programs		0.9	62,168	0.9	62,168
Overtime		-	360,000	-	360,000
Turnover		-	(519,186)	-	(427,715)
<b>Subtotal</b>		<b>0.9</b>	<b>(\$97,018)</b>	<b>0.9</b>	<b>(\$5,547)</b>
<b>Total Salaries</b>		<b>194.4</b>	<b>\$14,849,910</b>	<b>194.4</b>	<b>\$15,041,790</b>
<b>Benefits</b>					
Payroll Accrual			78,020		79,613
Holiday			32,000		32,000
FICA			1,111,859		1,119,993
Retiree Health			1,006,867		1,127,183
Health Benefits			2,193,776		2,491,325
Retirement			3,237,555		3,532,478
<b>Subtotal</b>			<b>\$7,660,077</b>		<b>\$8,382,592</b>
<b>Total Salaries and Benefits</b>		<b>194.4</b>	<b>\$22,509,987</b>	<b>194.4</b>	<b>\$23,424,382</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$115,798</b>		<b>\$120,502</b>
<b>Statewide Benefit Assessment</b>			<b>\$547,131</b>		<b>\$550,575</b>
<b>Payroll Costs</b>		<b>194.4</b>	<b>\$23,057,118</b>	<b>194.4</b>	<b>\$23,974,957</b>
<b>Purchased Services</b>					
Information Technology			1,051,862		1,014,880
Clerical and Temporary Services			1,000		1,000
Management & Consultant Services			54,000		54,000
<b>Subtotal</b>			<b>\$1,106,862</b>		<b>\$1,069,880</b>
<b>Total Personnel</b>		<b>194.4</b>	<b>\$24,163,980</b>	<b>194.4</b>	<b>\$25,044,837</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		127.8	\$15,761,824	127.8	\$16,394,426
Federal Funds		46.3	\$5,926,385	46.3	\$6,103,990
Restricted Receipts		5.5	\$674,856	5.5	\$694,478
Other Funds		14.8	\$1,800,915	14.8	\$1,851,943
<b>Total All Funds</b>		<b>194.4</b>	<b>\$24,163,980</b>	<b>194.4</b>	<b>\$25,044,837</b>

# Personnel

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## Department Of Administration Information Technology

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	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<i>12 New Enterprise Database Administrator recommended in FY 2013.</i>					
<i>14 New Enterprise Resource Administrator recommended in FY 2013.</i>					
<i>13 New Enterprise Resource Manager position recommended in FY 2013</i>					

# Performance Measures

## Department Of Administration Information Technology

### *Timeliness of Severe-Priority Service Ticket Assignment*

The Division of Information Technology's goal is to provide responsive customer service to all of customers utilizing its services. The figures below represent the percentage of severe-priority tickets that are assigned a technician within ten minutes during business hours and within 30 minutes after business hours.

[Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	90.0%	90.0%
<b>Actual</b>	N/A	N/A	93.8%	--

### *Timeliness of Severe-Priority Service Ticket Resolution*

The figures below represent the percentage of severe-priority tickets that are resolved within eight business hours. [Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	90.0%	90.0%
<b>Actual</b>	N/A	N/A	100.0%	--

### *State Mainframe Availability*

The Division of Information Technology's goal is to provide consistent, sustained mainframe system availability for critical state applications, which serve most agencies throughout the state. The figures below represent the percentage of time the state's mainframe has been available for critical state applications.

[Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	99.0%	99.0%
<b>Actual</b>	N/A	N/A	99.7%	--

### *Unscheduled Mainframe Downtime*

The Division of Information Technology seeks to avoid unscheduled downtime of the State Mainframe because unavailability can be disruptive to State operations.

The figures below represent the percentage of time that the mainframe computer system was unavailable due to unscheduled maintenance (any figure above 0% indicates unscheduled downtime). [Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	0%	0%
<b>Actual</b>	N/A	N/A	0%	--

# The Program

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## Department Of Administration Library and Information Services

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### **Program Mission**

Enforce public library and library network standards and exercise general coordination and supervision over interlibrary cooperation and resource sharing in the state including interlibrary loan and delivery.

Distribute state funds for public library development and interlibrary cooperation and resource sharing in accordance with law and regulation of the library board.

Give assistance, advice, continuing education and counsel to public libraries and to participants in interlibrary cooperation and resource sharing activities.

Maintain and develop the Library of Rhode Island Network.

Promote library development statewide by providing for various state and federal grant programs to public and institutional libraries including funds distributed under the federal Library Services and Technology Act.

Provide library services to individuals with disabilities through the Talking Books Plus program, including the RI Regional Library for the Blind and Physically Handicapped of the Library of Congress National Library Service.

Provide for statewide reference service through online services of "AskRI".

Coordinate with all other state departments and agencies in the provision of library services to state government and to the public.

### **Program Description**

The Office of Library and Information Services, under the direction of the Chief of Library Services, ensures the maintenance and improvement of library and information services to the residents of the state through the development of interlibrary collaboration and resource sharing, provision of services to RI public, academic, health sciences, school and special libraries and their librarians, and the provision of library services to individuals on a statewide scale.

### **Statutory History**

Title 29 Chapters 3.1 through 6 of the Rhode Island General Laws establish the statutory basis for the Office of Library and Information Services.



# The Budget

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## Department Of Administration Library and Information Services

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Library Services	2,230,948	2,214,181	2,255,547	2,256,107	2,192,285
<b>Total Expenditures</b>	<b>\$2,230,948</b>	<b>\$2,214,181</b>	<b>\$2,255,547</b>	<b>\$2,256,107</b>	<b>\$2,192,285</b>
<b>Expenditures By Object</b>					
Personnel	1,304,471	1,431,276	1,402,864	1,447,140	1,470,676
Operating Supplies and Expenses	534,480	571,077	779,974	668,468	687,764
Assistance and Grants	388,133	211,828	72,709	136,654	30,000
<b>Subtotal: Operating Expenditures</b>	<b>2,227,084</b>	<b>2,214,181</b>	<b>2,255,547</b>	<b>2,252,262</b>	<b>2,188,440</b>
Capital Purchases and Equipment	3,864	-	-	3,845	3,845
<b>Total Expenditures</b>	<b>\$2,230,948</b>	<b>\$2,214,181</b>	<b>\$2,255,547</b>	<b>\$2,256,107</b>	<b>\$2,192,285</b>
<b>Expenditures By Funds</b>					
General Revenue	884,954	931,169	933,989	956,299	1,007,465
Federal Funds	1,345,996	1,281,649	1,319,663	1,298,114	1,183,126
Restricted Receipts	(2)	1,363	1,895	1,694	1,694
<b>Total Expenditures</b>	<b>\$2,230,948</b>	<b>\$2,214,181</b>	<b>\$2,255,547</b>	<b>\$2,256,107</b>	<b>\$2,192,285</b>

# Personnel

## Department Of Administration Library and Information Services

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
CHIEF OF LIBRARY SERVICES	00043A	1.0	124,419	1.0	124,419
LIBRARY PROGRAM MANAGER I	00037A	2.0	180,856	2.0	180,856
LIBRARY PROGRAM SPECIALIST III	00032A	4.0	316,381	4.0	316,382
LIBRARY PROGRAM SPECIALIST I	00024A	2.0	110,883	2.0	112,678
INFORMATION SERVICES TECHNICIAN II	00020A	4.0	184,225	4.0	186,180
<b>Subtotal</b>		<b>13.0</b>	<b>\$916,764</b>	<b>13.0</b>	<b>\$920,515</b>
Turnover		-	(17,154)	-	(8,272)
<b>Subtotal</b>		-	<b>(\$17,154)</b>	-	<b>(\$8,272)</b>
<b>Total Salaries</b>		<b>13.0</b>	<b>\$899,610</b>	<b>13.0</b>	<b>\$912,243</b>
<b>Benefits</b>					
Payroll Accrual			4,844		4,968
FICA			68,139		69,314
Retiree Health			61,714		69,669
Health Benefits			123,354		132,837
Retirement			199,533		219,395
<b>Subtotal</b>			<b>\$457,584</b>		<b>\$496,183</b>
<b>Total Salaries and Benefits</b>		<b>13.0</b>	<b>\$1,357,194</b>	<b>13.0</b>	<b>\$1,408,426</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$104,400</b>		<b>\$108,340</b>
<b>Statewide Benefit Assessment</b>			<b>\$33,736</b>		<b>\$34,210</b>
<b>Payroll Costs</b>		<b>13.0</b>	<b>\$1,390,930</b>	<b>13.0</b>	<b>\$1,442,636</b>
<b>Purchased Services</b>					
Training and Educational Services			56,210		28,040
<b>Subtotal</b>			<b>\$56,210</b>		<b>\$28,040</b>
<b>Total Personnel</b>		<b>13.0</b>	<b>\$1,447,140</b>	<b>13.0</b>	<b>\$1,470,676</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		6.5	\$740,635	6.5	\$766,111
Federal Funds		6.5	\$706,505	6.5	\$704,565
<b>Total All Funds</b>		<b>13.0</b>	<b>\$1,447,140</b>	<b>13.0</b>	<b>\$1,470,676</b>

# Performance Measures

## Department Of Administration Library and Information Services

### *Talking Books Plus Circulation*

Talking Books Plus provides books and magazines in audio and Braille formats to individuals who cannot read traditional print materials. Audio materials are available on cassette, digital cartridge or via online download. The service is transitioning from analog to digital formats, resulting in fewer titles being available during the transition and challenges for users in using the new digital technology (users of the service tend to be elderly and less familiar with digital technology.) Following the transition, more materials should be more easily available to users, who often have no other source for reading materials. The figures below represent the number of items circulated by the Regional Library for the Blind and Physically Handicapped (Talking Books Plus). [Performance data and targets are provided by Federal fiscal year.]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	53,388	54,456
<b>Actual</b>	56,927	56,917	--	--

### *Library of Rhode Island Delivery System*

The Library of Rhode Island (LORI) network enables over 200 public, academic, school and special libraries to share materials via LORI delivery. Rhode Islanders have access to materials in all member libraries and can request delivery of items to their local library. Sharing materials between libraries saves money for libraries while providing library users with access to more materials. A new delivery contract in 2012 reduced delivery stops and implemented other changes to make the system more efficient without increasing costs for the state. The figures below represent the number of items transported by the Library of Rhode Island Delivery System. [Performance data and targets are provided by State fiscal year.]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	2,569,096	2,494,592
<b>Actual</b>	2,737,725	2,645,825	--	--

### *Office of Library and Information Services (OLIS) Continuing Education*

OLIS provides Continuing Education classes to enable librarians and library staff to keep up-to-date on library trends, service, and procedures. Classes are open to librarians from public, academic, school and special libraries. Knowledgeable library staff are better able to serve the people of their community and curate the materials held at their libraries. The figures below represent the number of OLIS Continuing Education attendees. [Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	812	843
<b>Actual</b>	812	899	108	--

# The Program

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## Department Of Administration Planning

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### **Program Mission**

To administer technical and financial assistance to and supervise selected activities of cities and towns in organization, planning, and management.; to prepare, maintain, and encourage implementation of strategic plans and the State Guide Plan; to coordinate activities among state agencies, political subdivisions and private partners pertaining to housing, community development, and economic development; and to adopt policies and administer programs designed to address State and local community development needs, including the need for adequate safe and affordable housing.

### **Program Description**

The Division of Planning is comprised of four subprograms: Statewide Planning; Strategic Planning and Economic Development; Housing & Community Development; and the Water Resources Board.

Statewide Planning is responsible for preparing, adopting, and amending strategic plans for the physical, economic, and social development of the state. It also includes the State Planning Council, which is comprised of state and local government officials, public members, and federal officials in an advisory capacity and serves as the state's Metropolitan Planning Organization responsible for the planning and prioritizing of state and federal transportation funding.

Strategic Planning and Economic Development is involved in all major interest areas using policy analysis and the planning process to prepare issue briefs and draft strategic plans that address current topics of special interest. It also is responsible for the development of the Comprehensive Economic Development Strategy (CEDS) and receives support from the federal Economic Development Administration.

Housing and Community Development is comprised of the Housing Resources Commission (HRC) and the Office of Community Development, which administers the federal Community Development Block (CDBG) Grant and related programs. The HRC provides opportunities for healthy and affordable housing through production, lead hazard mitigation and the coordination of the homeless system and implementation of the state's plan to end homelessness.

The Water Resources Board (WRB) is the State's water supply agency responsible for the proper use, development, protection and conservation of the State's water resources. The WRB manages the planning and development of the twenty nine major water supply systems and manages the Big River Management Area, the State's primary water resource reservation area. The WRB also performs scientific research and capital projects required to fulfill its mission.

### **Statutory History**

R.I.G.L. 42-11 includes provisions relative to the division of planning. Other legal references are provided in Titles 1, 16, 22, 23, 34, 35, 37, 42, 44, 45 and 46.

# Personnel

## Department Of Administration Planning

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSOCIATE DIRECTOR, DIVISION OF PLANNING	00044A	1.0	115,891	1.0	115,891
CHIEF OFFICE OF HOUSING AND COMMUNITY	00038A	1.0	96,274	1.0	99,915
STAFF DIRECTOR (WATER RESOURCES BOARD)	00037A	1.0	94,534	1.0	94,534
SUPERVISING CIVIL ENGINEER (WATER	00035A	1.0	91,917	1.0	91,917
CHIEF OFFICE OF SYSTEMS PLANNING	00038A	1.0	85,034	1.0	85,034
ASSISTANT CHIEF OF PLANNING	00037A	1.0	78,895	1.0	82,207
PROGRAMMING SERVICES OFFICER	00031A	1.0	72,298	1.0	72,298
SUPVSG PLANNER	00031A	5.0	343,596	5.0	352,367
SUPERVISING GEOGRAPHIC INFORMATION	00032A	1.0	68,293	1.0	68,293
SUPERVISOR LOCAL GOVERNMENT ASSISTANCE	00033A	1.0	67,015	1.0	70,475
PRINCIPAL PLANNER	00829A	9.0	590,601	9.0	596,554
GEOGRAPHIC INFORMATION SYSTEM SPECIALIST II	00028A	1.0	63,720	1.0	63,720
PRIN PROGRAM ANALYST	00028A	1.0	60,629	1.0	60,629
HOUSING COMMISSION COORDINATOR	00028A	5.0	290,417	5.0	290,417
SENIOR PLANNER	00126A	2.0	115,136	2.0	115,137
FISCAL MANAGEMENT OFFICER	00026A	1.0	54,794	1.0	57,393
INFORMATION SERVICES TECHNICIAN II	00020A	1.0	52,328	1.0	52,328
PRIN RESEARCH TECHNICIAN	00027A	15	49,946	1.0	51,598
EXECUTIVE ASSISTANT	00018A	1.0	41,068	1.0	41,848
<b>Subtotal</b>		<b>36.0</b>	<b>\$2,432,386</b>	<b>36.0</b>	<b>\$2,462,555</b>
<b>Unclassified</b>					
GENERAL MANAGER (RI WATER RESOURCES	00839A	1.0	104,013	1.0	104,013
EXECUTIVE SECRETARY (STATE PROPERTIES	00821A	1.0	50,448	1.0	50,448
<b>Subtotal</b>		<b>2.0</b>	<b>\$154,461</b>	<b>2.0</b>	<b>\$154,461</b>
Cost Allocation from Other Programs		0.4	37,842	0.4	37,842
Turnover		-	(69,994)	-	(71,603)
<b>Subtotal</b>		<b>0.4</b>	<b>(\$32,152)</b>	<b>0.4</b>	<b>(\$33,761)</b>
<b>Total Salaries</b>		<b>38.4</b>	<b>\$2,554,695</b>	<b>38.4</b>	<b>\$2,583,255</b>
<b>Benefits</b>					
Payroll Accrual			13,670		14,018
FICA			195,173		197,672
Retiree Health			175,250		197,288
Health Benefits			360,660		398,771
Retirement			568,506		623,143
<b>Subtotal</b>			<b>\$1,313,259</b>		<b>\$1,430,892</b>
<b>Total Salaries and Benefits</b>		<b>38.4</b>	<b>\$3,867,954</b>	<b>38.4</b>	<b>\$4,014,147</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$100,728</b>		<b>\$104,535</b>
<b>Statewide Benefit Assessment</b>			<b>\$95,803</b>		<b>\$96,875</b>
<b>Payroll Costs</b>		<b>38.4</b>	<b>\$3,963,757</b>	<b>38.4</b>	<b>\$4,111,022</b>

# Personnel

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## Department Of Administration Planning

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	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Management & Consultant Services			507,000		683,000
Design and Engineering Services			230,300		709,209
<b>Subtotal</b>			<b>\$737,300</b>		<b>\$1,392,209</b>
<b>Total Personnel</b>		<b>38.4</b>	<b>\$4,701,057</b>	<b>38.4</b>	<b>\$5,503,231</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		15.2	\$1,756,094	15.3	\$2,272,653
Federal Funds		9.0	\$1,477,414	8.8	\$1,665,203
Operating Transfers from Other Funds		14.3	\$1,467,549	14.3	\$1,565,375
<b>Total All Funds</b>		<b>38.4</b>	<b>\$4,701,057</b>	<b>38.4</b>	<b>\$5,503,231</b>

*15 New position for new Housing Sustainability Grant,  
which is 100% federally funded.*

# The Program

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## Department Of Administration Energy Resources

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### Program Mission

To stabilize and, where possible, reduce energy costs and consumption in all sectors by increasing energy efficiency, diversifying energy resources, and increasing supplies of clean reliable energy that reduce reliance on imported energy.

To ensure that the federal programs overseen by the Office are up-to date in terms of administrative practices and are efficiently organized and implemented.

To lead, coordinate and strengthen energy planning in Rhode Island by working in collaboration with various agencies and commissions including but not limited to the Renewable Energy Coordinating Board, Energy Efficiency Resource Management Council (EERMC), State Planning, the RI Economic Development Corporation (EDC), the Department of Environmental Management, the Department of Administration, and the Division of Public Utilities.

To support and manage the development of energy efficiency and renewable energy programs in the state in a coordinated integrated manner

To develop the Rhode Island Energy Assurance Plan to prepare for and respond to energy emergencies and enhance energy security.

### Program Description

The Rhode Island Office of Energy Resources (OER) provides comprehensive and integrated development, administration and oversight of energy policies, plans and programs to meet state and federal requirements and is responsible for applying for and administering federal energy grants. The OER is managing approximately \$55 million in American Recovery and Reinvestment Act funds to Rhode Island for energy programs (March 2009 – September, 2013) and coordinates closely with the EDC on deployment of the Renewable Energy Fund. The OER also works closely with two appointed bodies, the EERMC and the RECB. The EERMC provides publicly-accountable ratepayer oversight of energy efficiency programs; the OER Commission serves as the non-voting Executive Director. The RECB promotes coordination of renewable energy programs in the state and includes the directors/administrators of the OER, the Department of Administration, the Department of Environmental Management and the Coastal Resource Management Council. The Board receives assistance from a fifteen (15) member Advisory Council.

### Statutory History

The Office of Energy Resources was created in 2006 to consolidate energy policies of state government. The Office of Energy Resources responsibilities and objectives expanded in 2012 as outlined in R.I.G.L. 23-82-6, 39-1-27.7 through 10, and 42-140.1. The Energy Efficiency and Resource Management Council was established pursuant to R.I.G.L. 42-140.1. The Renewable Energy Coordinating Board was established pursuant to R.I.G.L. 42-140.3.

# The Budget

## Department Of Administration Energy Resources

	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
No Sub-Programs	-	-	-	-	2,500,000
Energy Resources	47,993,113	47,059,751	5,388,931	14,933,404	6,299,557
<b>Total Expenditures</b>	<b>\$47,993,113</b>	<b>\$47,059,751</b>	<b>\$5,388,931</b>	<b>\$14,933,404</b>	<b>\$8,799,557</b>
<b>Expenditures By Object</b>					
Personnel	1,702,307	1,643,399	1,196,037	1,471,413	1,593,870
Operating Supplies and Expenses	177,639	402,417	60,394	160,398	62,580
Assistance and Grants	46,105,776	45,011,646	4,130,000	13,294,093	7,143,107
<b>Subtotal: Operating Expenditures</b>	<b>47,985,722</b>	<b>47,057,462</b>	<b>5,386,431</b>	<b>14,925,904</b>	<b>8,799,557</b>
Capital Purchases and Equipment	7,391	2,289	2,500	7,500	-
<b>Total Expenditures</b>	<b>\$47,993,113</b>	<b>\$47,059,751</b>	<b>\$5,388,931</b>	<b>\$14,933,404</b>	<b>\$8,799,557</b>
<b>Expenditures By Funds</b>					
General Revenue	(508,238)	-	-	-	-
Federal Funds	44,130,599	39,765,858	573,228	10,051,039	840,080
Restricted Receipts	4,370,752	7,293,893	4,815,703	4,882,365	7,959,477
<b>Total Expenditures</b>	<b>\$47,993,113</b>	<b>\$47,059,751</b>	<b>\$5,388,931</b>	<b>\$14,933,404</b>	<b>\$8,799,557</b>



# Personnel

## Department Of Administration Energy Resources

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATOR, OPERATIONS MANAGEMENT	00041A	1.0	101,159	1.0	106,313
ADMIN FINANCIAL MANAGEMENT	00037A	1.0	96,593	1.0	96,593
CHIEF PROGRAM DEVELOPMENT	00034A	1.0	88,302	1.0	88,302
INTERDEPARTMENTAL PROJECT MANAGER	00039A	1.0	79,042	2.0	162,619
PRINCIPAL CIVIL ENGINEER (DESIGN)	00033A	1.0	63,859	1.0	66,191
PROGRAMMING SERVICES OFFICER	00031A	2.0	119,682	3.0	185,339
IMPLEMENTATION AIDE	00022A	1.0	41,271	1.0	42,420
<b>Subtotal</b>		<b>8.0</b>	<b>\$589,908</b>	<b>10.0</b>	<b>\$747,777</b>
<b>Unclassified</b>					
COMMISSIONER OF ENGERY RESOURC	00843A	1.0	103,900	1.0	108,393
EXECUTIVE SECRETARY	00823A	1.0	59,082	1.0	59,082
<b>Subtotal</b>		<b>2.0</b>	<b>\$162,982</b>	<b>2.0</b>	<b>\$167,475</b>
Interdepartmental Transfer		-	(28,347)	-	-
Turnover		-	(166,724)	-	(3,228)
<b>Subtotal</b>		<b>-</b>	<b>(\$195,071)</b>	<b>-</b>	<b>(\$3,228)</b>
<b>Total Salaries</b>		<b>10.0</b>	<b>\$557,819</b>	<b>12.0</b>	<b>\$912,024</b>
<b>Benefits</b>					
Payroll Accrual			2,991		4,756
FICA			42,670		69,770
Retiree Health			38,266		69,651
Health Benefits			94,232		170,648
Retirement			126,597		222,219
Clerical and Temporary Services			477,908		69,527
Management & Consultant Services			-		41,073
Training and Educational Services			110,013		-
Not Personnel			13,461,991		7,205,687
Assessed Fringe Benefits			20,917		34,202
Direct Salaries			557,819		912,024
<b>Subtotal</b>			<b>\$14,933,404</b>		<b>\$8,799,557</b>
<b>Total Salaries and Benefits</b>		<b>10.0</b>	<b>\$862,575</b>	<b>12.0</b>	<b>\$1,449,068</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$86,691</b>		<b>\$120,756</b>
<b>Statewide Benefit Assessment</b>			<b>\$20,917</b>		<b>\$34,202</b>
<b>Payroll Costs</b>		<b>10.0</b>	<b>\$883,492</b>	<b>12.0</b>	<b>\$1,483,270</b>

# Personnel

## Department Of Administration Energy Resources

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Clerical and Temporary Services			477,908		69,527
Management & Consultant Services			-		41,073
Training and Educational Services			110,013		-
<b>Subtotal</b>			<b>\$587,921</b>		<b>\$110,600</b>
<b>Total Personnel</b>		<b>10.0</b>	<b>\$1,471,413</b>	<b>12.0</b>	<b>\$1,593,870</b>
<b>Distribution By Source Of Funds</b>					
Federal Funds		5.2	\$594,643	1.8	\$207,463
Restricted Receipts		4.8	\$876,770	10.3	\$1,386,407
<b>Total All Funds</b>		<b>10.0</b>	<b>\$1,471,413</b>	<b>12.0</b>	<b>\$1,593,870</b>

16 Governor recommends transferring position from EDC.

17 Governor recommends transferring position from EDC.

# The Program

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Department Of Administration

Construction Permitting, Approvals and Licensing

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## **Program Mission**

To provide for quality construction in all buildings by the adoption of a statewide model and uniform building codes, as well as utilizing licensed and registered contractors. To protect the public from unscrupulous building contractors and regulating the industry in order to assure fairness, safety and transparency. Develop and administer a comprehensive fire code for the State of Rhode Island.

## **Program Description**

Building Code Commission is responsible for adopting, promulgating and administering a state building code for the purpose of regulating the design, construction and use of buildings or structures. The Commission oversees the approval of state projects for conformance to ADA and accessibility standards and building codes. The commission conducts a variety of training programs for code officials and building trade's people.

Contractors' Registration and Licensing Board provides a dispute resolution process that criminally prosecutes cases when not resolved through the Attorney General's office in District Court. The Board establishes standards and enforces the rules and regulations enacted.

Fire Code Board of Appeal and Review adopts fire safety codes, provides hearings for code appeals and disseminates training and technical assistance to local governmental authorities.

## **Statutory History**

Rhode Island General Law 5-65-15.1 establishes the duties, authority and responsibility of the State Building Commission. RIGL 23-27.3-100 et. al. establishes statutory provisions used in conjunction with additional regulations and administrative provisions contained within the individual codes.

Rhode Island General Law 5-65 et. el., establishes and sets the legislative operating authority for the Contractors' Registration and Licensing Board. Chapter 5-73 sets regulations and the Boards authority over roofing contractors. Chapter 5-65.1 regulates Home Inspectors, which falls under the jurisdiction of the Board; and Chapter 5-65.2 governs the well drillers.

Rhode Island General Law 23-28.3-1 through RIGL 23-28.3-11 governs the Fire Code Board of Appeal and Review.

# The Budget

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## Department Of Administration Construction Permitting, Approvals and Licensing

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Operations	-	-	-	2,735,622	2,829,509
<b>Total Expenditures</b>	-	-	-	<b>\$2,735,622</b>	<b>\$2,829,509</b>
<b>Expenditures By Object</b>					
Personnel	-	-	-	2,503,807	2,605,549
Operating Supplies and Expenses	-	-	-	174,115	184,460
<b>Subtotal: Operating Expenditures</b>	-	-	-	<b>2,677,922</b>	<b>2,790,009</b>
Capital Purchases and Equipment	-	-	-	57,700	39,500
<b>Total Expenditures</b>	-	-	-	<b>\$2,735,622</b>	<b>\$2,829,509</b>
<b>Expenditures By Funds</b>					
General Revenue	-	-	-	1,386,072	1,421,350
Restricted Receipts	-	-	-	1,349,550	1,408,159
<b>Total Expenditures</b>	-	-	-	<b>\$2,735,622</b>	<b>\$2,829,509</b>

# Personnel

## Department Of Administration

### Construction Permitting, Approvals and Licensing

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
EXECUTIVE DIRECTOR FIRE SAFETY CODE OF	00040A	1.0	109,669	1.0	109,669
STATE BUILDING CODE COMMISSIONER	00042A	1.0	101,408	1.0	101,408
EXECUTIVE DIRECTOR CONTRACTORS'	00037A	1.0	99,595	1.0	99,595
SPVR CIVIL ENGINEER MECHANICAL	00035A	1.0	90,266	1.0	90,266
ARCHITECT - BUILDING COM	00035A	2.0	169,676	2.0	169,676
HEARING OFFICER CONTRACTORS' REGISTRATION	00034A	1.0	81,752	1.0	85,334
PRINCIPAL STATE BUILDING CODE OFFICIAL	00031A	3.0	214,563	3.0	216,650
PRINCIPAL STATE BUILDING CODE OFFICIAL	00031A	1.0	68,127	1.0	68,127
CHF ST BLDING CODE OFFICIAL(PL	00032A	1.0	61,839	1.0	64,012
SENIOR STATE BUILDING CODE OFFICIAL	00028A	3.0	178,399	3.0	180,209
IMPLEMENTATION AIDE	00022A	2.0	96,651	2.0	98,930
ENFORCEMENT AIDE	00019A	2.0	95,900	2.0	96,647
SYSTEMS SUPPORT TECHNICIAN I	00018A	1.0	47,396	1.0	47,396
LICENSING AIDE	00015A	2.0	89,273	2.0	89,273
<b>Subtotal</b>		<b>22.0</b>	<b>\$1,504,514</b>	<b>22.0</b>	<b>\$1,517,192</b>
<b>Unclassified</b>					
ASSISTANT ADMIN OFFICER	00021A	1.0	51,469	1.0	51,469
ADMINISTRATIVE AIDE	00114A	1.0	38,795	1.0	38,795
<b>Subtotal</b>		<b>2.0</b>	<b>\$90,264</b>	<b>2.0</b>	<b>\$90,264</b>
Cost Allocation from Other Programs		0.2	14,089	0.2	14,089
Turnover		-	(37,714)	-	(32,149)
<b>Subtotal</b>		<b>0.2</b>	<b>(\$23,625)</b>	<b>0.2</b>	<b>(\$18,060)</b>
<b>Total Salaries</b>		<b>24.2</b>	<b>\$1,571,153</b>	<b>24.2</b>	<b>\$1,589,396</b>
<b>Benefits</b>					
Payroll Accrual			8,431		8,694
FICA			120,194		121,589
Retiree Health			107,780		121,386
Health Benefits			280,497		314,279
Retirement			353,232		387,002
Clerical and Temporary Services			3,600		3,600
Not Personnel			231,815		223,960
Assessed Fringe Benefits			58,920		59,603
Direct Salaries			1,571,153		1,589,396
<b>Subtotal</b>			<b>\$2,735,622</b>		<b>\$2,829,509</b>
<b>Total Salaries and Benefits</b>		<b>24.2</b>	<b>\$2,441,287</b>	<b>24.2</b>	<b>\$2,542,346</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$100,880</b>		<b>\$105,056</b>
<b>Statewide Benefit Assessment</b>			<b>\$58,920</b>		<b>\$59,603</b>
<b>Payroll Costs</b>		<b>24.2</b>	<b>\$2,500,207</b>	<b>24.2</b>	<b>\$2,601,949</b>

# Personnel

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## Department Of Administration

### Construction Permitting, Approvals and Licensing

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	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Clerical and Temporary Services			3,600		3,600
<b>Subtotal</b>			<b>\$3,600</b>		<b>\$3,600</b>
<b>Total Personnel</b>		<b>24.2</b>	<b>\$2,503,807</b>	<b>24.2</b>	<b>\$2,605,549</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		12.0	\$1,300,556	12.0	\$1,333,157
Restricted Receipts		12.2	\$1,203,251	12.2	\$1,272,392
<b>Total All Funds</b>		<b>24.2</b>	<b>\$2,503,807</b>	<b>24.2</b>	<b>\$2,605,549</b>

# The Program

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## Department Of Administration Rhode Island Health Benefits Exchange

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### **Program Mission**

To serve as a resource for Rhode Islanders and Rhode Island businesses, to educate them about and easily compare the quality and affordability of their health insurance options, enroll in coverage and, if eligible, access subsidies for coverage.

### **Program Description**

The Rhode Island Health Benefits Exchange seeks to improve the health of Rhode Islanders by assisting those eligible to receive federal subsidies to purchase insurance and assist small businesses to qualify for available tax credits. The Exchange will also negotiate pricing and benefits of insurance plans and monitor quality and outcomes on behalf of small employers and individuals. The Exchange will establish a web-based hub for insurance information and services where all Rhode Islanders can find information about health care providers and the quality of their services, as well as other state services and other health programs, such as health insurance for young families or help for senior citizens.

### **Statutory History**

The Patient Protection and Affordable Care Act (Pub. Law 111-148) (the "ACA") provides for the establishment of a Health Benefits Exchange by each State. Executive Order 11-09, signed by Governor Chafee on September 19, 2011, designates the Executive Department to administer the Fund and creates a division within the Executive Department known as the Rhode Island Health Benefits Exchange ("RIHBE") to administer the Fund. Executive Order 11-09 requires the RIHBE, at a minimum, to carry out the functions and responsibilities to create a Health Benefits Exchange pursuant section 1311 of the ACA. Executive Order 11-09 stipulates that the Fund, consistent with R.I.G.L. 42-62-17, shall receive funds from insurers or other entities, including the federal department of Health and Human Services ("HHS"). Executive Order 11-09 further stipulates that no state general revenues shall be used for the purposes of the RIHBE and no liability incurred by the RIHBE or any of its employees may be satisfied using state general revenues. R.I.G.L. 42-62-16 creates the health resources development fund (the "Fund") to be administered by the Director of the Department of Health for the purposes of, inter alia, benefits for persons lacking adequate insured coverage, and the development and implementation of experiments in lower costs or to improve the quality, availability, and accessibility of health services. R.I.G.L. 42-62-17 authorizes the Director of Health to expend moneys from the Fund appropriated by the general assembly or received from insurers or other entities. R.I.G.L. 42-62-18 authorizes the Governor to designate a different department as having responsibility for the implementation of specific duties under 62 of Title 42.

# The Budget

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## Department Of Administration Rhode Island Health Benefits Exchange

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Operations	-	-	-	28,829,827	28,348,926
<b>Total Expenditures</b>	-	-	-	<b>\$28,829,827</b>	<b>\$28,348,926</b>
<b>Expenditures By Object</b>					
Personnel	-	-	-	28,223,425	27,766,810
Operating Supplies and Expenses	-	-	-	485,022	551,475
<b>Subtotal: Operating Expenditures</b>	-	-	-	<b>28,708,447</b>	<b>28,318,285</b>
Capital Purchases and Equipment	-	-	-	121,380	30,641
<b>Total Expenditures</b>	-	-	-	<b>\$28,829,827</b>	<b>\$28,348,926</b>
<b>Expenditures By Funds</b>					
Federal Funds	-	-	-	28,829,827	28,348,926
<b>Total Expenditures</b>	-	-	-	<b>\$28,829,827</b>	<b>\$28,348,926</b>



# Personnel

## Department Of Administration Rhode Island Health Benefits Exchange

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSISTANT ADMINISTRATOR, FINANCIAL	00134A	1.0	65,092	1.0	67,477
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00041A	2.0	184,892	3.0	288,381
BUSINESS MANAGEMENT OFFICER	00026A	-	-	1.0	47,745
COMM LIAISON/RELA COORD (DCYF)	00035A	2.0	135,136	2.0	140,076
IMPLEMENTATION AIDE	00022A	1.0	40,637	1.0	41,905
PROGRAMMING SERVICES OFFICER	00031A	-	-	1.0	65,726
SENIOR LEGAL COUNSEL	00034A	-	-	1.0	67,477
<b>Subtotal</b>		<b>6.0</b>	<b>\$425,757</b>	<b>10.0</b>	<b>\$718,787</b>
Interdepartmental Transfer		9.0	969,487	5.0	679,558
Turnover		-	(442,315)	-	-
<b>Subtotal</b>		<b>9.0</b>	<b>\$527,172</b>	<b>5.0</b>	<b>\$679,558</b>
<b>Total Salaries</b>		<b>15.0</b>	<b>\$952,929</b>	<b>15.0</b>	<b>\$1,398,345</b>
<b>Benefits</b>					
Payroll Accrual			5,070		7,552
FICA			66,202		101,048
Retiree Health			65,370		109,072
Health Benefits			132,106		291,238
Retirement			211,358		336,297
Information Technology			12,917,941		13,039,296
Management & Consultant Services			11,032,724		7,830,703
Legal Services			93,750		1,062,656
Other Contracts			2,672,141		3,274,754
Training and Educational Services			38,097		263,412
Not Personnel			606,402		582,116
Assessed Fringe Benefits			35,737		52,437
Direct Salaries			952,929		1,398,345
<b>Subtotal</b>			<b>\$28,829,827</b>		<b>\$28,348,926</b>
<b>Total Salaries and Benefits</b>		<b>15.0</b>	<b>\$1,433,035</b>	<b>15.0</b>	<b>\$2,243,552</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$95,536</b>		<b>\$149,570</b>
<b>Statewide Benefit Assessment</b>			<b>\$35,737</b>		<b>\$52,437</b>
<b>Payroll Costs</b>		<b>15.0</b>	<b>\$1,468,772</b>	<b>15.0</b>	<b>\$2,295,989</b>

# Personnel

## Department Of Administration Rhode Island Health Benefits Exchange

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Information Technology			12,917,941		13,039,296
Management & Consultant Services			11,032,724		7,830,703
Legal Services			93,750		1,062,656
Other Contracts			2,672,141		3,274,754
Training and Educational Services			38,097		263,412
<b>Subtotal</b>			<b>\$26,754,653</b>		<b>\$25,470,821</b>
<b>Total Personnel</b>		<b>15.0</b>	<b>\$28,223,425</b>	<b>15.0</b>	<b>\$27,766,810</b>
<b>Distribution By Source Of Funds</b>					
Federal Funds		15.0	\$28,223,425	15.0	\$27,766,810
<b>Total All Funds</b>		<b>15.0</b>	<b>\$28,223,425</b>	<b>15.0</b>	<b>\$27,766,810</b>

# Performance Measures

## Department Of Administration Rhode Island Health Benefits Exchange

### *Health Insurance Coverage of Rhode Islanders*

One of the goals of the Rhode Island Health Benefits Exchange is to make health insurance more accessible and affordable for Rhode Islanders and to reduce the number of uninsured residents. According to the American Community Survey, 126,000 Rhode Islanders lacked health insurance in 2010, and 117,000 in 2011. The Health Benefits Exchange has a goal of reducing the number of uninsured by 10% in 2014. [Performance data and targets are provided by calendar year. The 2012 and 2013 Actual figures are estimates.]

	2011	2012	2013	2014
<b>Target</b>	117,000	117,000	117,000	105,000
<b>Actual</b>	117,000	117,000	117,000	--

### *Rhode Islanders Receiving Federal Affordability Tax Credits*

The Patient Protection and Affordable Care Act (PPACA) established premium support and cost-sharing subsidies, available starting in January 2014 for qualifying individuals and families to help offset the cost of health insurance. Qualifying Rhode Islanders without access to affordable employer-sponsored health insurance may purchase health insurance through the Rhode Island Health Benefits Exchange and receive an advance Federal tax credit to offset the cost of the monthly premium. The Rhode Island Health Benefits Exchange expects to increase the the number of Rhode Islanders receiving the Federal tax credit by 7,000. (Note: This is a conservative estimate and could increase if the state makes decisions in calendar year 2013 on certain Federal options.) [Performance data and targets are provided by calendar year. The 2012 and 2013 Actual figures are estimates.]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	N/A	7,000
<b>Actual</b>	N/A	N/A	N/A	--

# The Program

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## Department Of Administration General

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### **Program Mission**

The mission is to maintain a statewide accounting for all expenditures, which are not allocated to other state departments or agencies and not specific to any one program within the Department of Administration.

### **Program Description**

The General program reflects funds appropriated to finance expenditures not allocated to other state departments or agencies and not specific to any one program within the Department of Administration.

Grants and benefits reflect grants made to certain organizations and funds provided to certain entities, which are appropriated by the legislature. This includes grants made to the Rhode Island Economic Development Corporation, the Slater Centers of Excellence and the RI Research Alliance.

Special legislative appropriations are initially the result of the passage of legislation which is not part of the annual appropriation act. Tort claims and court awards are paid pursuant to R.I.G.L. 9-31, which provides that "the general assembly may make such appropriations as it shall deem proper in payment of or settlement of claims against the state, provided, however, that there is hereby appropriated any money in the treasury not otherwise appropriated a sum sufficient to pay claims against the state, settled pursuant to the provisions of the chapter and the state controller is hereby authorized and directed to draw his orders upon the general treasurer for the payment of said sums."

### **Statutory History**

The existence of "General" has no statutory basis, but rather reflects a combination of appropriations which support various expenditures not allocated to other state agencies. The authority for payment of tort claims was enacted in 1970 and is described in R.I.G.L. 9-31.

# The Budget

## Department Of Administration General

	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
General	22,666,946	5,070,779	5,217,055	5,217,055	5,217,055
Capital Projects	11,824,802	11,832,916	27,115,000	25,150,578	40,606,174
Grants & Other Payments	3,173,598	4,921,194	2,867,106	2,867,106	2,867,106
Economic Development	10,010,237	10,139,441	12,259,403	12,181,053	8,953,703
State Aid to Local Communities	59,916,277	11,545,905	11,245,112	11,245,112	11,274,064
RI film & Television Office	-	-	305,409	304,481	310,747
<b>Total Expenditures</b>	<b>\$107,591,860</b>	<b>\$43,510,235</b>	<b>\$59,009,085</b>	<b>\$56,965,385</b>	<b>\$69,228,849</b>
<b>Expenditures By Object</b>					
Personnel	682,926	676,838	277,280	276,352	282,618
Operating Supplies and Expenses	3,298,668	3,687,360	2,661,186	2,661,186	2,661,186
Assistance and Grants	2,114,081	6,896,870	13,374,793	12,874,793	8,975,793
Aid to Local Units of Government	60,573,635	11,545,905	11,245,112	11,245,112	11,274,064
<b>Subtotal: Operating Expenditures</b>	<b>66,669,310</b>	<b>22,806,973</b>	<b>27,558,371</b>	<b>27,057,443</b>	<b>23,193,661</b>
Capital Purchases and Equipment	8,912,313	10,563,821	27,224,500	25,260,078	40,715,674
Operating Transfers	32,010,237	10,139,441	4,226,214	4,647,864	5,319,514
<b>Total Expenditures</b>	<b>\$107,591,860</b>	<b>\$43,510,235</b>	<b>\$59,009,085</b>	<b>\$56,965,385</b>	<b>\$69,228,849</b>
<b>Expenditures By Funds</b>					
General Revenue	95,100,112	26,606,540	27,127,030	27,047,752	23,855,620
Federal Funds	-	4,345,555	4,345,555	4,345,555	4,345,555
Restricted Receipts	666,946	725,224	421,500	421,500	421,500
Operating Transfers from Other Funds	11,824,802	11,832,916	27,115,000	25,150,578	40,606,174
<b>Total Expenditures</b>	<b>\$107,591,860</b>	<b>\$43,510,235</b>	<b>\$59,009,085</b>	<b>\$56,965,385</b>	<b>\$69,228,849</b>

# Personnel

## Department Of Administration General

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
EXECUTIVE DIRECTOR OFFICE OF FILM &	00839A	1.0	102,020	1.0	102,020
SENIOR SYSTEMS DESIGN PROGRAMMER	00128A	0.6	39,341	0.6	39,341
ADMINISTRATIVE ASST./SECRETARY	00316A	1.0	42,623	1.0	42,623
<b>Subtotal</b>		<b>2.6</b>	<b>\$183,984</b>	<b>2.6</b>	<b>\$183,984</b>
<b>Total Salaries</b>		<b>2.6</b>	<b>\$183,984</b>	<b>2.6</b>	<b>\$183,984</b>
<b>Benefits</b>					
Payroll Accrual			983		997
FICA			14,076		14,076
Retiree Health			12,622		14,052
Health Benefits			16,981		18,362
Retirement			40,807		44,248
<b>Subtotal</b>			<b>\$85,469</b>		<b>\$91,735</b>
<b>Total Salaries and Benefits</b>		<b>2.6</b>	<b>\$269,453</b>	<b>2.6</b>	<b>\$275,719</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$103,636</b>		<b>\$106,046</b>
<b>Statewide Benefit Assessment</b>			<b>\$6,899</b>		<b>\$6,899</b>
<b>Payroll Costs</b>		<b>2.6</b>	<b>\$276,352</b>	<b>2.6</b>	<b>\$282,618</b>
<b>Total Personnel</b>		<b>2.6</b>	<b>\$276,352</b>	<b>2.6</b>	<b>\$282,618</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		2.6	\$276,352	2.6	\$282,618
<b>Total All Funds</b>		<b>2.6</b>	<b>\$276,352</b>	<b>2.6</b>	<b>\$282,618</b>

# The Budget

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## Department Of Administration Security Services

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Sheriffs	15,829,950	-	-	-	-
<b>Total Expenditures</b>	<b>\$15,829,950</b>	-	-	-	-
<b>Expenditures By Object</b>					
Personnel	15,143,105	-	-	-	-
Operating Supplies and Expenses	685,650	-	-	-	-
Assistance and Grants	1,195	-	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>15,829,950</b>	-	-	-	-
<b>Total Expenditures</b>	<b>\$15,829,950</b>	-	-	-	-
<b>Expenditures By Funds</b>					
General Revenue	15,829,950	-	-	-	-
<b>Total Expenditures</b>	<b>\$15,829,950</b>	-	-	-	-

# The Program

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## Department Of Administration Personnel Reform

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### **Program Mission**

To address funding requirements associated with personnel or pension-related reforms.

### **Program Description**

State law requires that whenever the actuarially determined state contribution for state employees and teachers is lower than that for the prior fiscal year, the Governor shall apply twenty percent of the rate reduction to reducing the actuarially accrued liability. The FY 2013 retirement rates determined by the Retirement Board's actuary were lower than the final rates for FY 2012 and thus the FY 2013 Appropriations Act included the funding necessary to make this contribution to the pension fund.

### **Statutory History**

R.I.G.L. 36-10-2(e) establishes the requirement for this transfer.



# The Budget

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## Department Of Administration Personnel Reform

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Pension Reform	-	-	1,049,579	1,049,579	-
<b>Total Expenditures</b>	-	-	<b>\$1,049,579</b>	<b>\$1,049,579</b>	-
<b>Expenditures By Object</b>					
Personnel	-	-	1,049,579	1,049,579	-
<b>Subtotal: Operating Expenditures</b>	-	-	<b>1,049,579</b>	<b>1,049,579</b>	-
<b>Total Expenditures</b>	-	-	<b>\$1,049,579</b>	<b>\$1,049,579</b>	-
<b>Expenditures By Funds</b>					
General Revenue	-	-	629,747	629,747	-
Federal Funds	-	-	251,899	251,899	-
Restricted Receipts	-	-	52,479	52,479	-
Other Funds	-	-	115,454	115,454	-
<b>Total Expenditures</b>	-	-	<b>\$1,049,579</b>	<b>\$1,049,579</b>	-

# Personnel

## Department Of Administration Personnel Reform

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
NO FTE ASSIGNED		-	-	-	-
<b>Subtotal</b>		-	-	-	-
<b>Total Salaries</b>		-	-	-	-
<b>Benefits</b>					
Retiree Health			-		-
Health Benefits			-		-
Retirement			1,049,579		-
<b>Subtotal</b>			<b>\$1,049,579</b>		-
<b>Total Salaries and Benefits</b>		-	<b>\$1,049,579</b>	-	-
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>					-
<b>Statewide Benefit Assessment</b>			-		-
<b>Payroll Costs</b>		-	<b>\$1,049,579</b>	-	-
<b>Total Personnel</b>		-	<b>\$1,049,579</b>	-	-
<b>Distribution By Source Of Funds</b>					
General Revenue		-	\$629,747	-	-
Federal Funds		-	\$251,899	-	-
Restricted Receipts		-	\$52,479	-	-
Other Funds		-	\$115,454	-	-
<b>Total All Funds</b>		-	<b>\$1,049,579</b>	-	-

# The Program

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## Department Of Administration Salary/Benefit Adjustments

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### **Program Mission**

Achieve savings through adjustments to the salary and/or benefit structures of state employees.

### **Program Description**

The FY 2014 Governor's recommended budget includes proposed savings from the transition of seasonal and part-time employees that are not members of the Employees Retirement System of Rhode Island to a FICA Alternative Retirement Plan (FARP). The federal Omnibus Budget Reconciliation Act of 1990 permits implementation of these plans for this class of employee who are not covered by an alternative pension plan.

A FARP is an alternative retirement plan that replaces Social Security for seasonal, part-time, and temporary employees. Employees that select this plan will cease their contributions to FICA and instead contribute 7.65 percent of their compensation on a pre-tax basis to a 401(a) account. The employee's contributions and interest are available upon termination of employment, in the event of death or disability, or at normal retirement age.

### **Statutory History**

Proposed as part of the FY 2014 Appropriation Act

# The Budget

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## Department Of Administration Salary/Benefit Adjustments

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Personnel Savings	-	-	-	-	(367,539)
<b>Total Expenditures</b>	-	-	-	-	<b>(\$367,539)</b>
<b>Expenditures By Object</b>					
Personnel	-	-	-	-	(367,539)
<b>Subtotal: Operating Expenditures</b>	-	-	-	-	<b>(367,539)</b>
<b>Total Expenditures</b>	-	-	-	-	<b>(\$367,539)</b>
<b>Expenditures By Funds</b>					
General Revenue	-	-	-	-	(263,588)
Federal Funds	-	-	-	-	(63,113)
Restricted Receipts	-	-	-	-	(29,700)
Other Funds	-	-	-	-	(11,138)
<b>Total Expenditures</b>	-	-	-	-	<b>(\$367,539)</b>

# Personnel

## Department Of Administration Salary/Benefit Adjustments

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
NO FTE ASSIGNED		-	-	-	-
<b>Subtotal</b>		-	-	-	-
<b>Total Salaries</b>		-	-	-	-
<b>Benefits</b>					
FICA			-		(367,539)
<b>Subtotal</b>			-		<b>(\$367,539)</b>
<b>Total Salaries and Benefits</b>		-	-	-	<b>(\$367,539)</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			-		-
<b>Statewide Benefit Assessment</b>			-		-
<b>Payroll Costs</b>		-	-	-	<b>(\$367,539)</b>
<b>Total Personnel</b>		-	-	-	<b>(\$367,539)</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		-	-	-	(\$263,588)
Federal Funds		-	-	-	(\$63,113)
Restricted Receipts		-	-	-	(\$29,700)
Other Funds		-	-	-	(\$11,138)
<b>Total All Funds</b>		-	-	-	<b>(\$367,539)</b>

# The Program

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## Department Of Administration Debt Service Payments

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### **Program Mission**

To maintain a statewide accounting of all general obligation debt service and other short and long term obligations of the state and quasi-state agencies.

### **Program Description**

The Debt Service Payments Program reflects funding for expenditures for both long- and short-term tax-supported debt obligations of the state. This includes debt service on general obligation bonds as well as lease payments securing certificates of participation, issued by the state. Moreover, this program encompasses leases or trust agreements, securing revenue bonds issued by the Rhode Island Convention Center Authority, Rhode Island Refunding Bond Authority, Rhode Island Economic Development Corporation, or other obligations that are part of the state's net tax supported debt.

### **Statutory History**

R.I.G.L. 35-3-25 requires that debt service be enumerated within a program within the Department of Administration.

# The Budget

## Department Of Administration Debt Service Payments

	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
General Obligation Bonds	99,508,274	103,607,467	114,275,229	113,253,707	102,652,677
Certificates of Participation	26,472,208	28,474,013	31,892,459	28,678,659	32,512,152
COPS - DLT Ctr. Gnrl. Building	2,015,177	2,013,043	2,012,625	2,012,625	2,017,375
RI Refunding Bond Authority	(44)	-	-	-	-
Tax Anticipation/S T Borrowing	6,914,337	2,825,792	2,898,889	100,000	100,000
Other Debt Service	56,018,278	54,430,194	52,271,819	51,519,819	57,116,975
<b>Total Expenditures</b>	<b>\$190,928,230</b>	<b>\$191,350,509</b>	<b>\$203,351,021</b>	<b>\$195,564,810</b>	<b>\$194,399,179</b>
<b>Expenditures By Object</b>					
Operating Supplies and Expenses	234,414	134,883	210,000	100,000	100,000
Assistance and Grants	3,560,000	3,560,000	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>3,794,414</b>	<b>3,694,883</b>	<b>210,000</b>	<b>100,000</b>	<b>100,000</b>
Capital Purchases and Equipment	(1,287,515)	-	-	-	-
Debt Service (Fixed Charges)	161,717,043	162,329,608	203,141,021	195,464,810	194,299,179
Operating Transfers	26,704,288	25,326,018	-	-	-
<b>Total Expenditures</b>	<b>\$190,928,230</b>	<b>\$191,350,509</b>	<b>\$203,351,021</b>	<b>\$195,564,810</b>	<b>\$194,399,179</b>
<b>Expenditures By Funds</b>					
General Revenue	145,973,224	142,539,267	159,759,567	155,873,765	159,509,908
Federal Funds	2,487,135	2,809,843	2,759,328	2,759,328	2,759,328
Restricted Receipts	6,633,975	4,751,128	4,454,480	2,129,480	2,131,275
Operating Transfers from Other Funds	35,807,162	41,250,271	36,377,646	34,802,237	29,998,668
Other Funds	26,734	-	-	-	-
<b>Total Expenditures</b>	<b>\$190,928,230</b>	<b>\$191,350,509</b>	<b>\$203,351,021</b>	<b>\$195,564,810</b>	<b>\$194,399,179</b>

# The Program

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## Department Of Administration Internal Service Programs

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### **Program Mission**

To provide the most cost-effective delivery of goods and services to other state programs.

### **Program Description**

Various services needed by state-operated programs and activities are provided on a centralized basis. The costs of these operations are borne by the user agencies through a charge system that allocates the cost of delivery of the goods or services. The operational expenses of these programs are shown for display purposes only, since the costs to state agencies are reflected in the budget of the user agency both on an actual and budget basis.

Internal service programs that are operated by the Department of Administration include telecommunications services, mail services, utility services, automotive services (repair and replacement), and the assessed fringe benefit fund.

The telecommunications office manages all voice grade telephone line installations, service changes and billing statewide, and provides direct services both internally to government and to the public. Central mail services provides for inter-agency mail delivery and processing of United States mail for most state agencies.

Central utilities provides for the administration and fiscal management of electricity and gas services. State fleet provides for the administration and fiscal management of the state-owned vehicles, and operates several fuel depots throughout the state.

The Assessed Fringe Benefit Fund provides funding for state employee workers' compensation, severance pay, unemployment pay and employee assistance programs. Funds are raised through an assessment on payroll expenses of all state departments and agencies.

A dedicated trust has been set up to fund the liability related to Other Post Employment Benefits (OPEB) on an actuarial basis. An example of OPEB benefits include retiree medical, dental, prescription, and other similar post employment benefits for retired employees and their dependants. In accordance with Rhode Island General Law Section 36-12.1-5, the trust began operations in fiscal year 2011.

### **Statutory History**

The Director of Administration is authorized by R.I.G.L. 35-5 to establish a system of rotary or rotating funds in any state department or agency. R.I.G.L. 36-12.1-5 established the OPEB trust.



# The Budget

## Department Of Administration Internal Service Programs

	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Assessed Fringe Benefit Fund	30,951,419	34,549,735	32,106,713	32,734,182	33,644,675
Central Utilities Fund	14,043,034	12,944,574	20,227,492	20,224,612	20,253,728
Central Mail Fund	4,769,180	4,849,952	5,613,323	5,178,625	5,336,633
Telecommunications Fund	2,469,854	3,557,111	2,881,461	3,850,014	4,084,660
Automotive Fleet Fund	11,616,706	12,468,662	13,953,031	13,596,324	13,668,556
Surplus Property	1,390	1,001	2,500	2,500	2,500
Health Insurance Fund	255,006,874	275,204,074	306,268,634	306,345,722	306,851,589
Internal Services	[318,858,457]	[343,575,109]	[381,053,154]	[381,931,979]	[383,842,341]
<b>Total Expenditures</b>	<b>\$318,858,457</b>	<b>\$343,575,109</b>	<b>\$381,053,154</b>	<b>\$381,931,979</b>	<b>\$383,842,341</b>
<b>Expenditures By Object</b>					
Personnel	284,870,536	308,923,460	337,707,750	338,304,639	340,023,238
Operating Supplies and Expenses	31,605,981	32,473,643	40,914,543	41,357,239	41,549,002
Assistance and Grants	39,110	26,054	75,760	75,000	75,000
<b>Subtotal: Operating Expenditures</b>	<b>316,515,627</b>	<b>341,423,157</b>	<b>378,698,053</b>	<b>379,736,878</b>	<b>381,647,240</b>
Capital Purchases and Equipment	89,010	111,731	114,500	184,500	184,500
Operating Transfers	2,253,820	2,040,221	2,240,601	2,010,601	2,010,601
<b>Total Expenditures</b>	<b>\$318,858,457</b>	<b>\$343,575,109</b>	<b>\$381,053,154</b>	<b>\$381,931,979</b>	<b>\$383,842,341</b>
<b>Expenditures By Funds</b>					
Other Funds	318,858,457	343,575,109	381,053,154	381,931,979	383,842,341
<b>Total Expenditures</b>	<b>\$318,858,457</b>	<b>\$343,575,109</b>	<b>\$381,053,154</b>	<b>\$381,931,979</b>	<b>\$383,842,341</b>

# Personnel

## Internal Service Programs / Assessed Fringe Benefit Fund

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
WORKERS' COMPENSATION ADMINISTRATOR	00040A	1.0	113,372	1.0	113,372
ASSISTANT ADMINISTRATOR, STATE EMPLOYEES	00037A	1.0	97,938	1.0	97,938
SENIOR LEGAL COUNSEL	00034A	2.0	179,456	2.0	179,456
MANAGER, WORKERS' COMPENSATION PROGRAM	00034A	1.0	89,489	1.0	89,489
CLAIMS EXAMINER II (STATE EMPLOYEES)	00025A	7.0	412,715	7.0	418,546
LEGAL ASSISTANT	00019A	1.0	48,714	1.0	48,714
ASST BUS MGT OFF	000001	1.0	43,873	1.0	43,873
<b>Subtotal</b>		<b>14.0</b>	<b>\$985,557</b>	<b>14.0</b>	<b>\$991,388</b>
Interdepartmental Transfer		-	136,144	-	136,144
<b>Subtotal</b>		<b>-</b>	<b>\$136,144</b>	<b>-</b>	<b>\$136,144</b>
<b>Total Salaries</b>		<b>14.0</b>	<b>\$1,121,701</b>	<b>14.0</b>	<b>\$1,127,532</b>
<b>Benefits</b>					
Payroll Accrual			6,003		6,120
FICA			85,811		86,467
Retiree Health			76,949		86,112
Health Benefits			172,514		186,221
Retirement			248,791		271,172
<b>Subtotal</b>			<b>\$590,068</b>		<b>\$636,092</b>
<b>Total Salaries and Benefits</b>		<b>14.0</b>	<b>\$1,711,769</b>	<b>14.0</b>	<b>\$1,763,624</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$122,269</b>		<b>\$125,973</b>
<b>Statewide Benefit Assessment</b>			<b>\$42,064</b>		<b>\$42,283</b>
<b>Payroll Costs</b>		<b>14.0</b>	<b>\$1,753,833</b>	<b>14.0</b>	<b>\$1,805,907</b>
<b>Purchased Services</b>					
Management & Consultant Services			15,000		20,000
<b>Subtotal</b>			<b>\$15,000</b>		<b>\$20,000</b>
<b>Total Personnel</b>		<b>14.0</b>	<b>\$1,768,833</b>	<b>14.0</b>	<b>\$1,825,907</b>
<b>Distribution By Source Of Funds</b>					
Other Funds		14.0	\$1,768,833	14.0	\$1,825,907
<b>Total All Funds</b>		<b>14.0</b>	<b>\$1,768,833</b>	<b>14.0</b>	<b>\$1,825,907</b>

# Personnel

## Internal Service Programs / Central Utilities Fund

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASST BUS MGT OFF	000001	1.0	50,141	1.0	50,141
JUNIOR RESOURCE SPECIALIST	00019A	1.0	49,528	1.0	49,528
OFFICE MANAGER	00023A	1.0	45,797	1.0	45,797
<b>Subtotal</b>		<b>3.0</b>	<b>\$145,466</b>	<b>3.0</b>	<b>\$145,466</b>
Turnover		-	(11,571)	-	-
<b>Subtotal</b>		<b>-</b>	<b>(\$11,571)</b>	<b>-</b>	<b>-</b>
<b>Total Salaries</b>		<b>3.0</b>	<b>\$133,895</b>	<b>3.0</b>	<b>\$145,466</b>
<b>Benefits</b>					
Payroll Accrual			716		788
FICA			10,243		11,128
Retiree Health			9,186		11,109
Health Benefits			34,556		42,377
Retirement			29,697		34,984
<b>Subtotal</b>			<b>\$84,398</b>		<b>\$100,386</b>
<b>Total Salaries and Benefits</b>		<b>3.0</b>	<b>\$218,293</b>	<b>3.0</b>	<b>\$245,852</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$72,764</b>		<b>\$81,951</b>
<b>Statewide Benefit Assessment</b>			<b>\$5,020</b>		<b>\$5,454</b>
<b>Payroll Costs</b>		<b>3.0</b>	<b>\$223,313</b>	<b>3.0</b>	<b>\$251,306</b>
<b>Total Personnel</b>		<b>3.0</b>	<b>\$223,313</b>	<b>3.0</b>	<b>\$251,306</b>
<b>Distribution By Source Of Funds</b>					
Other Funds		3.0	\$223,313	3.0	\$251,306
<b>Total All Funds</b>		<b>3.0</b>	<b>\$223,313</b>	<b>3.0</b>	<b>\$251,306</b>

# Personnel

## Internal Service Programs / Central Mail Fund

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
INFORMATION PROCESSING OFFICER	00042A	1.0	124,336	1.0	124,336
DEPUTY INFORMATION PROCESSING OFFICER	00039A	1.0	92,362	1.0	92,362
ASST SUPVR COMPTR OPS	00027A	2.0	121,270	2.0	123,783
PRINCIPAL COMPUTER OPERATOR (OIP)	00024A	1.0	57,241	1.0	57,241
SENIOR COMPUTER OPERATOR (OIP)	00022A	2.0	94,601	2.0	97,577
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JUNIOR COMPUTER OPERATOR (OIP)	00013A	1.0	41,949	1.0	41,949
COMPUTER OPERATOR (OIP)	00016A	1.0	39,551	1.0	39,551
<b>Subtotal</b>		<b>10.0</b>	<b>\$614,151</b>	<b>10.0</b>	<b>\$619,640</b>
Cost Allocation to Other Programs		(0.7)	(108,349)	(0.7)	(108,349)
Overtime		-	5,000	-	5,000
<b>Subtotal</b>		<b>(0.7)</b>	<b>(\$103,349)</b>	<b>(0.7)</b>	<b>(\$103,349)</b>
<b>Total Salaries</b>		<b>9.3</b>	<b>\$510,802</b>	<b>9.3</b>	<b>\$516,291</b>
<b>Benefits</b>					
Payroll Accrual			2,702		2,769
Holiday			1,000		1,000
FICA			38,354		38,879
Retiree Health			37,321		41,670
Health Benefits			116,049		125,486
Retirement			112,188		122,965
<b>Subtotal</b>			<b>\$307,614</b>		<b>\$332,769</b>
<b>Total Salaries and Benefits</b>		<b>9.3</b>	<b>\$818,416</b>	<b>9.3</b>	<b>\$849,060</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$88,002</b>		<b>\$91,297</b>
<b>Statewide Benefit Assessment</b>			<b>\$18,970</b>		<b>\$19,175</b>
<b>Payroll Costs</b>		<b>9.3</b>	<b>\$837,386</b>	<b>9.3</b>	<b>\$868,235</b>
<b>Purchased Services</b>					
Design and Engineering Services			255,000		255,000
<b>Subtotal</b>			<b>\$255,000</b>		<b>\$255,000</b>
<b>Total Personnel</b>		<b>9.3</b>	<b>\$1,092,386</b>	<b>9.3</b>	<b>\$1,123,235</b>
<b>Distribution By Source Of Funds</b>					
Other Funds		9.3	\$1,092,386	9.3	\$1,123,235
<b>Total All Funds</b>		<b>9.3</b>	<b>\$1,092,386</b>	<b>9.3</b>	<b>\$1,123,235</b>

# Personnel

## Internal Service Programs / Telecommunications Fund

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
TECHNICAL SUPPORT SPECIALIST II	00032A	1.0	81,417	1.0	81,417
TECHNICAL SUPPORT MANAGER	00038A	1.0	78,373	1.0	77,715
CHIEF IMPLEMENTATION AIDE	00028A	1.0	70,940	1.0	70,940
TECHNICAL SUPPORT SPECIALIST I	00028A	1.0	57,927	1.0	57,927
TECHNICAL SUPPORT SPECIALIST I	00028A	4.0	216,787	4.0	222,502
INFORMATION SERVICES TECHNICIAN I	00016A	1.0	45,932	1.0	45,932
<b>Subtotal</b>		<b>9.0</b>	<b>\$551,376</b>	<b>9.0</b>	<b>\$556,433</b>
Cost Allocation from Other Programs		-	46,181	-	46,181
Overtime		-	2,500	-	2,500
Turnover		-	(119,740)	-	-
<b>Subtotal</b>		<b>-</b>	<b>(\$71,059)</b>	<b>-</b>	<b>\$48,681</b>
<b>Total Salaries</b>		<b>9.0</b>	<b>\$480,317</b>	<b>9.0</b>	<b>\$605,114</b>
<b>Benefits</b>					
Payroll Accrual			2,560		3,269
Holiday			1,500		1,500
FICA			36,554		46,098
Retiree Health			32,777		46,022
Health Benefits			94,040		132,838
Retirement			105,980		144,926
<b>Subtotal</b>			<b>\$273,411</b>		<b>\$374,653</b>
<b>Total Salaries and Benefits</b>		<b>9.0</b>	<b>\$753,728</b>	<b>9.0</b>	<b>\$979,767</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$83,748</b>		<b>\$108,863</b>
<b>Statewide Benefit Assessment</b>			<b>\$17,918</b>		<b>\$22,597</b>
<b>Payroll Costs</b>		<b>9.0</b>	<b>\$771,646</b>	<b>9.0</b>	<b>\$1,002,364</b>
<b>Total Personnel</b>		<b>9.0</b>	<b>\$771,646</b>	<b>9.0</b>	<b>\$1,002,364</b>
<b>Distribution By Source Of Funds</b>					
Other Funds		9.0	\$771,646	9.0	\$1,002,364
<b>Total All Funds</b>		<b>9.0</b>	<b>\$771,646</b>	<b>9.0</b>	<b>\$1,002,364</b>

# Personnel

## Internal Service Programs / Automotive Fleet Fund

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
FLEET OPERATIONS OFFICER	00030A	1.0	75,804	1.0	75,804
CHIEF IMPLEMENTATION AIDE	00028A	1.0	70,365	1.0	70,365
SENIOR ENERGY CONSERVATION TECHNICIAN	00923A	1.0	52,852	1.0	52,852
IMPLEMENTATION AIDE	00022A	1.0	50,855	1.0	50,855
ACCOUNTANT	00020A	1.0	50,785	1.0	50,785
ENERGY CONSERVATION TECHNICIAN	00020A	1.0	43,109	1.0	43,109
DATA CONTROL CLERK	00015A	1.0	37,275	1.0	37,389
<b>Subtotal</b>		<b>7.0</b>	<b>\$381,045</b>	<b>7.0</b>	<b>\$381,159</b>
Cost Allocation from Other Programs		0.2	30,955	0.2	30,955
Overtime		-	12,500	-	12,500
<b>Subtotal</b>		<b>0.2</b>	<b>\$43,455</b>	<b>0.2</b>	<b>\$43,455</b>
<b>Total Salaries</b>		<b>7.2</b>	<b>\$424,500</b>	<b>7.2</b>	<b>\$424,614</b>
<b>Benefits</b>					
Payroll Accrual			2,208		2,242
Holiday			350		350
FICA			32,501		32,509
Retiree Health			28,264		31,473
Health Benefits			65,333		70,329
Retirement			91,382		99,115
<b>Subtotal</b>			<b>\$220,038</b>		<b>\$236,018</b>
<b>Total Salaries and Benefits</b>		<b>7.2</b>	<b>\$644,538</b>	<b>7.2</b>	<b>\$660,632</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$89,519</b>		<b>\$91,754</b>
<b>Statewide Benefit Assessment</b>			<b>\$15,451</b>		<b>\$15,455</b>
<b>Payroll Costs</b>		<b>7.2</b>	<b>\$659,989</b>	<b>7.2</b>	<b>\$676,087</b>
<b>Total Personnel</b>		<b>7.2</b>	<b>\$659,989</b>	<b>7.2</b>	<b>\$676,087</b>
<b>Distribution By Source Of Funds</b>					
Other Funds		7.2	\$659,989	7.2	\$676,087
<b>Total All Funds</b>		<b>7.2</b>	<b>\$659,989</b>	<b>7.2</b>	<b>\$676,087</b>

# Personnel

## Internal Service Programs / Other Post Employment Benefits

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
NO FTE ASSIGNED		-	-	-	-
<b>Subtotal</b>		-	-	-	-
<b>Total Salaries</b>		-	-	-	-
<b>Total Salaries and Benefits</b>		-	-	-	-
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			-		-
<b>Statewide Benefit Assessment</b>			-		-
<b>Payroll Costs</b>		-	-	-	-
<b>Purchased Services</b>					
Information Technology			100,000		400,000
Management & Consultant Services			113,678		319,545
<b>Subtotal</b>			<b>\$213,678</b>		<b>\$719,545</b>
<b>Total Personnel</b>		-	<b>\$213,678</b>	-	<b>\$719,545</b>
<b>Distribution By Source Of Funds</b>					
Other Funds		-	\$213,678	-	\$719,545
<b>Total All Funds</b>		-	<b>\$213,678</b>	-	<b>\$719,545</b>

# Performance Measures

## Department Of Administration Internal Service Programs

### *Mailroom Discounted Pricing*

The Division of Information Technology's Mail Facility's goal is to provide cost-efficient postal mailings to all of its clients throughout the state. The figures below represent the percentage of mail processed that receives discounted pricing. [Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	97.0%	97.0%
<b>Actual</b>	N/A	N/A	98.6%	--

### *Mailroom Discounted Pricing Savings*

The figures below represent the annual savings received through discounted mail pricing. [Performance data and targets are provided by State fiscal year. The 2013 Actual figure represents performance data from the first four months of FY 2013 (7/1/12 through 10/31/12).]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	\$600,000	\$600,000
<b>Actual</b>	N/A	N/A	\$290,597	--

### *State Fleet Cost Per Mile*

The Division of Facilities Management oversees state vehicle fleet operations and seeks to reduce the cost of purchasing, fueling, insuring and maintaining vehicles operated by state departments and agencies. It also reviews mileage activity of vehicles to determine usage patterns and optimize fleet size. The figures below illustrate annual operating costs of the state's passenger and light-duty vehicles (excluding State Police vehicles) divided by total annual mileage; it is presented in dollars per mile. Ongoing analysis of this new measure will help Facilities Management adopt policies to maximize the cost-effectiveness of the state fleet. [Performance data and targets are provided by calendar year.]

	2011	2012	2013	2014
<b>Target</b>	N/A	N/A	\$0.32	\$0.32
<b>Actual</b>	\$0.32	--	--	--