

State of Rhode Island and Providence Plantations

Budget



Fiscal Year 2017

Volume I – General Government and Quasi-Public Agencies

Gina M. Raimondo, Governor

Agency

Department Of Administration

Agency Mission

To manage the State's financial, human, and other resources in support of other state agencies carrying out their responsibilities to provide the 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 efficiently 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. It is responsible for the statewide implementation of policy decisions and delivery of services administered and supported by the state.

The Department, headed by the Director of Administration, includes the programmatic functions of Central Management, Legal Services, Accounts and Control, Management and Budget, 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, Construction Permitting, Approvals, and Licensing (CPAL), HealthSource RI (RI Health Benefits Exchange) 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.

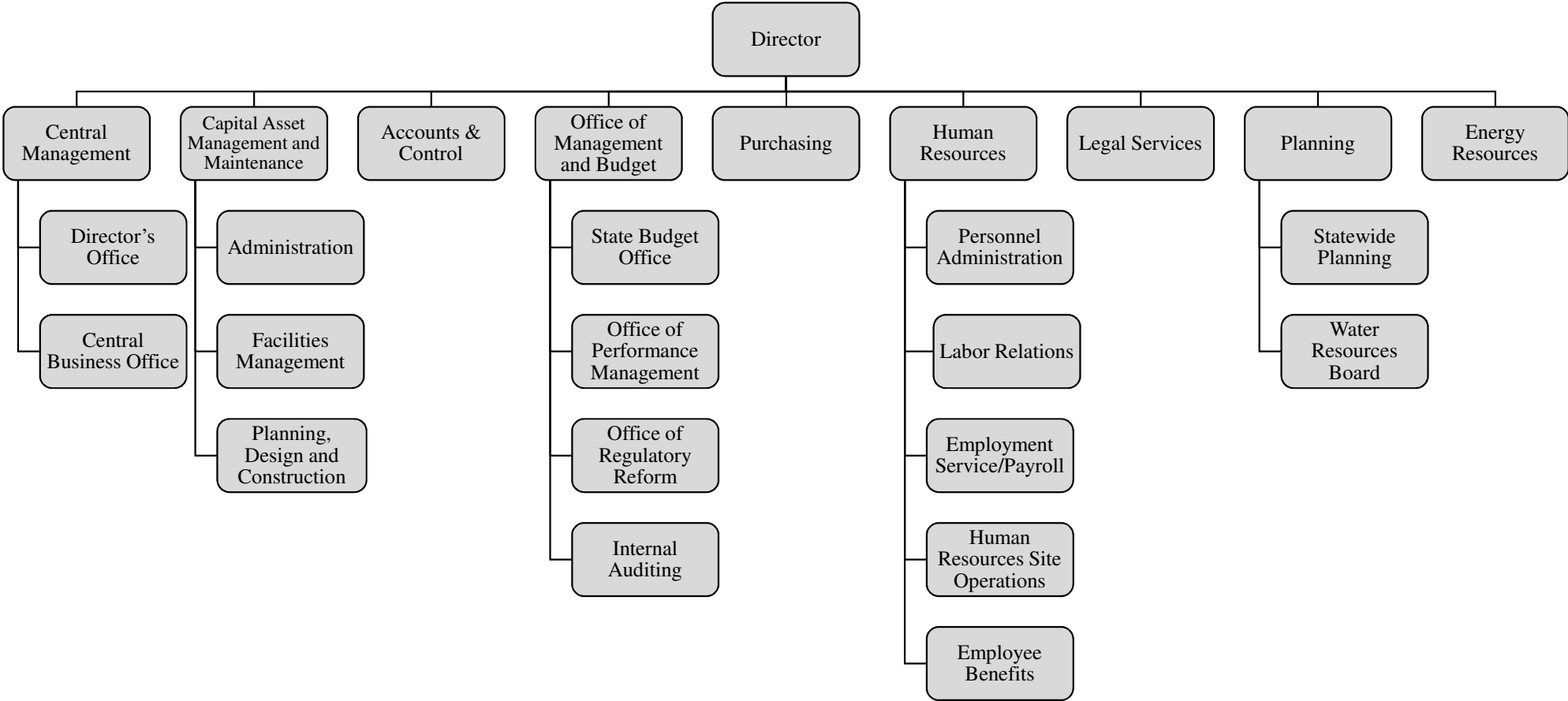
Budget

Department Of Administration

	FY 2014 Audited	FY 2015 Audited	FY 2016 Enacted	FY 2016 Revised	FY 2017 Recommend
Expenditures By Program					
Central Management	2,608,697	2,342,584	3,790,943	3,681,723	2,789,779
Accounts and Control	3,733,014	3,716,400	4,080,143	4,036,146	4,147,433
Office of Management and Budget	3,536,842	3,425,493	4,146,713	4,634,737	11,178,610
Purchasing	3,081,730	2,632,493	3,085,408	2,897,430	3,181,348
Auditing	1,336,731	1,294,235	1,476,262	1,426,416	-
Human Resources	10,439,178	9,577,006	10,371,075	10,032,930	10,842,300
Personnel Appeal Board	68,511	101,357	119,874	134,444	133,419
General	49,615,756	45,036,147	61,669,353	54,431,516	57,771,898
Debt Service Payments	189,421,726	194,237,049	150,262,732	165,050,610	181,811,292
Legal Services	2,389,419	1,980,498	2,166,696	2,156,082	2,185,988
Facilities Management	36,351,383	36,013,146	37,681,225	38,414,050	-
Capital Projects and Property Management	1,324,739	1,224,415	3,612,931	1,638,278	-
Information Technology	31,751,696	35,035,233	39,971,076	46,183,809	41,697,145
Library and Information Services	2,112,021	1,940,583	2,434,428	2,483,496	2,543,100
Planning	14,477,628	16,360,905	5,644,655	5,317,425	5,354,825
Personnel and Operational Reforms	-	-	(8,225,000)	(2,000,000)	(116,421)
Energy Resources	10,279,806	6,297,720	10,601,458	19,597,078	14,692,328
Construction Permitting, Approvals and Licensing	2,618,051	2,571,152	3,024,913	2,965,466	3,263,975
Rhode Island Health Benefits Exchange (HealthSource RI)	47,348,145	50,814,348	30,926,620	31,773,795	12,383,627
The Office of Diversity, Equity and Opportunity	-	847,891	1,190,135	1,158,756	1,387,633
Capital Asset Management and Maintenance	-	-	-	-	42,446,394
<i>Internal Services</i>	<i>[349,619,168]</i>	<i>[353,245,832]</i>	<i>[395,982,557]</i>	<i>[392,468,938]</i>	<i>[394,011,660]</i>
Total Expenditures	\$412,495,073	\$415,448,655	\$368,031,640	\$396,014,187	\$397,694,673
Expenditures By Object					
Personnel	121,939,962	126,728,748	106,539,429	110,669,071	99,381,848
Operating Supplies and Expenses	38,804,414	36,300,159	32,575,448	33,047,457	36,406,141
Assistance and Grants	23,747,192	25,669,489	18,159,267	27,807,519	15,756,472
Aid to Local Units of Government	10,545,470	10,385,409	11,436,698	11,436,698	10,685,292
Subtotal: Operating Expenditures	195,037,038	199,083,805	168,710,842	182,960,745	162,229,753
Capital Purchases and Equipment	20,959,293	15,637,548	49,158,066	48,102,832	53,753,628
Debt Service (Fixed Charges)	160,770,045	167,639,381	150,162,732	164,950,610	181,711,292
Operating Transfers	35,728,697	33,087,921	-	-	-
Total Expenditures	\$412,495,073	\$415,448,655	\$368,031,640	\$396,014,187	\$397,694,673
Expenditures By Funds					
General Revenue	259,268,901	244,775,881	197,494,291	216,525,887	243,008,631
Federal Funds	72,702,362	77,782,063	43,302,629	43,989,894	14,896,706
Restricted Receipts	15,899,348	20,553,583	28,853,407	45,364,953	35,983,267
Operating Transfers from Other Funds	56,809,875	64,765,107	89,731,613	82,134,225	95,042,008
Other Funds	7,814,587	7,572,021	8,649,700	7,999,228	8,764,061
Total Expenditures	\$412,495,073	\$415,448,655	\$368,031,640	\$396,014,187	\$397,694,673
FTE Authorization	720.7	710.7	711.7	723.7	743.7

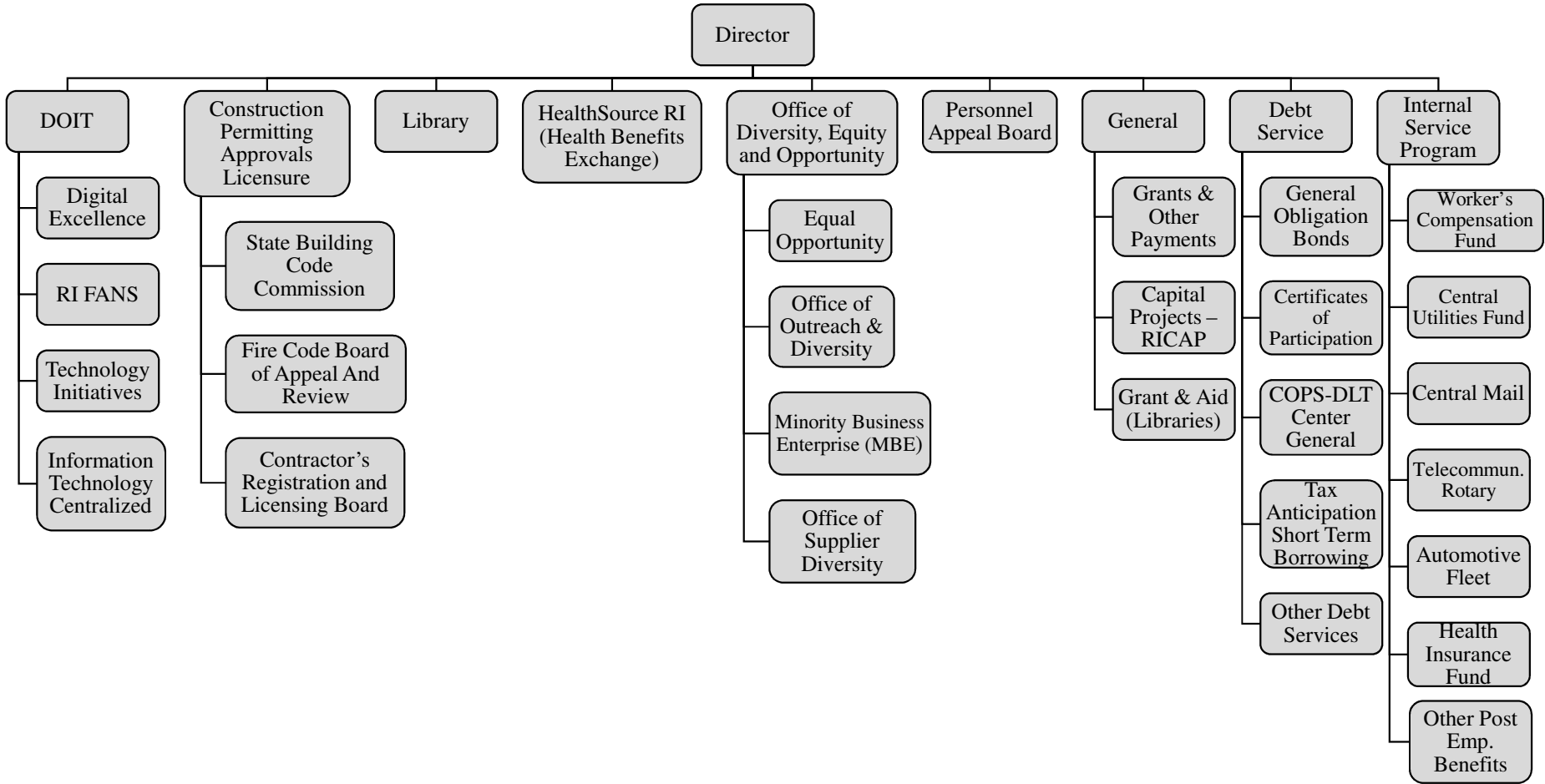
The Agency

Department of Administration



The Agency

Department of Administration, Continued



Personnel

Department Of Administration Agency Summary

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified		707.4	50,889,881	726.4	52,951,057
Unclassified		29.0	2,792,186	30.0	3,019,166
Nonclassified		-	-	2.0	179,236
Subtotal		736.4	\$53,682,067	758.4	\$56,149,459
Cost Allocation from Other Programs		-	905,328	-	870,538
Cost Allocation to Other Programs		-	(\$905,328)	-	(\$870,538)
Interdepartmental Transfer		-	(\$213,378)	-	(\$205,591)
Overtime		-	800,224	-	797,900
Program Reduction		-	-	(2.0)	(\$85,222)
Reconcile to FTE Authorization		(12.7)	-	(12.7)	-
Temporary and Seasonal		-	134,724	-	193,639
Turnover		-	(\$4,257,160)	-	(\$2,492,624)
Subtotal		(12.7)	(\$3,535,590)	(14.7)	(\$1,791,898)
Total Salaries		723.7	\$50,146,477	743.7	\$54,357,561
Benefits					
Payroll Accrual			279,072		307,288
Holiday			70,217		76,517
Other			6,000,000		6,000,000
FICA			4,217,313		4,510,456
Retiree Health			2,946,538		3,199,496
Health Benefits			8,489,170		9,726,173
Retirement			11,968,728		13,930,352
Workers Compensation			28,965,000		30,315,000
Subtotal			\$62,936,038		\$68,065,282
Total Salaries and Benefits		723.7	\$113,082,515	743.7	\$122,422,843
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$156,070		\$164,353
Statewide Benefit Assessment			\$2,258,894		\$2,538,990
Payroll Costs		723.7	\$115,341,409	743.7	\$124,961,833

Personnel

Department Of Administration Agency Summary

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Purchased Services					
Buildings and Ground Maintenance			819,875		719,100
Training and Educational Services			282,783		200,500
Legal Services			249,299		204,058
Other Contracts			1,123,641		128,654
Information Technology			19,625,978		6,296,040
Clerical and Temporary Services			78,110		73,610
Design and Engineering Services			477,510		475,181
Management & Consultant Services			14,068,861		8,682,757
Medical Services			1,749		1,800
Subtotal			\$36,727,806		\$16,781,700
Total Personnel		723.7	\$152,069,215	743.7	\$142,493,533
Distribution By Source Of Funds					
General Revenue		379.9	\$62,828,211	466.4	\$67,099,360
Federal Funds		22.0	\$33,815,196	22.0	\$9,594,742
Restricted Receipts		19.0	\$7,098,168	20.0	\$12,928,741
Operating Transfers from Other Funds		2.0	\$1,659,400	18.0	\$4,240,326
Other Funds		313.5	\$46,668,240	230.0	\$48,630,364
Total All Funds		736.4	\$152,069,215	756.4	\$142,493,533

Performance Measures

Department Of Administration

Minorities in the Executive Branch of the State Workforce

One of the Department of Administration's strategic objectives is to attract, hire, and retain a talented and diverse workforce. To that end, the department intends to increase the representation of people of color in state government.

	2013	2014	2015	2016	2017
Target	--	--	--	19%	20.5%
Actual	16.7%	17.2%	17.6%	--	--

Performance for this measure is reported by state fiscal year.

Major Processes Subject to a Lean Review

One of the Department of Administration's strategic objectives is to deliver core processes that are predictable, equitable, consistent, timely, and cost-effective. To accomplish this goal, the department intends to standardize and streamline procedures using Lean process improvement techniques.

	2013	2014	2015	2016	2017
Target	--	--	--	5	8
Actual		1	1	--	--

Performance for this measure is reported by state fiscal year.

Major Processes that are Online or Paperless

One of the Department of Administration's strategic objectives is to deliver core processes that are predictable, equitable, consistent, timely, and cost-effective. To accomplish this goal, the department intends to make key processes online and/or paperless using the appropriate technology.

	2013	2014	2015	2016	2017
Target	--	--	--	50%	75%
Actual	--	--	10%	--	--

Performance for this measure is reported by state fiscal year.

State Government Energy Consumption

As part of its efforts to provide cost-effective services, the Department of Administration is pursuing energy efficiency initiatives that will reduce overall consumption of gas and electricity by state agencies. The figures below illustrate baseline and projected electricity usage, measured in kilowatt-hours (kWh).

	2013	2014	2015	2016	2017
Target	--	--	--	100,372,910	98,324,484
Actual	99,311,589	102,759,693	102,421,337	--	--

Performance for this measure is reported by state fiscal year.

The Program

Department Of Administration Central Management

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 Office of Digital Excellence, and the Judicial Nominating Commission. The Office of Digital Excellence will move to the Information Technology program in FY 2017.

The Director's Office provides for the overall operation of the department and provides assistance to 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, including upgrades for other state agencies. The Division of Information Technology (DoIT) continues to manage and support day-to-day operations of the State's technology infrastructure, telecommunications, and associated applications.

Statutory History

The 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 Office of Digital Excellence was transferred from the General Program to the Central Management Program in FY 2013.

The Budget

Department Of Administration Central Management

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Director's Office	1,159,097	1,124,534	1,753,727	1,954,341	1,690,583
Financial Management	904,232	758,380	1,038,347	964,375	1,079,346
Judicial Nominating Committee	4,246	1,695	14,850	19,850	19,850
Office of Digital Excellence	541,122	457,975	984,019	743,157	-
Total Expenditures	\$2,608,697	\$2,342,584	\$3,790,943	\$3,681,723	\$2,789,779
Expenditures By Object					
Personnel	2,467,394	2,128,723	3,658,867	3,482,412	2,699,268
Operating Supplies and Expenses	81,956	90,413	129,976	140,711	88,011
Assistance and Grants	55,680	123,448	-	55,000	-
Subtotal: Operating Expenditures	2,605,030	2,342,584	3,788,843	3,678,123	2,787,279
Capital Purchases and Equipment	3,667	-	2,100	3,600	2,500
Total Expenditures	\$2,608,697	\$2,342,584	\$3,790,943	\$3,681,723	\$2,789,779
Expenditures By Funds					
General Revenue	2,608,697	2,342,584	3,790,943	3,681,723	2,789,779
Total Expenditures	\$2,608,697	\$2,342,584	\$3,790,943	\$3,681,723	\$2,789,779

Personnel

Department Of Administration Central Management

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	00144A	1.0	133,291	1.0	133,971
INFORMATION TECHNOLOGY PROJECT MANAGER	00143A ²	5.0	513,481	-	-
EXECUTIVE ASSISTANT TO THE DIRECTOR (DEPT.	00141A	1.0	102,317	1.0	102,860
SUPERVISOR OF FISCAL SERVICES (DEPT OF	00136A	1.0	100,541	1.0	101,074
ADMINISTRATOR, FINANCIAL MANAGEMENT	00137A	1.0	86,778	1.0	87,239
ADMINISTRATOR, FINANCIAL MANAGEMENT-	00139A	1.0	83,708	1.0	86,849
PROGRAMMING SERVICES OFFICER	00131A	1.0	83,149	1.0	83,572
PRINCIPAL HUMAN SERVICES BUSINESS OFFICER	00A28A	1.0	81,244	1.0	81,661
PROGRAMMER/ANALYST III (ORACLE)	00835A ³	1.0	78,900	-	-
CHIEF IMPLEMENTATION AIDE	00128A	2.0	147,435	2.0	153,480
SUPERVISING ACCOUNTANT	00131A	1.0	69,381	1.0	69,750
SUPERVISOR OF BILLINGS AND ACCOUNTS	03527A	1.0	68,588	1.0	68,949
FISCAL MANAGEMENT OFFICER	00B26A	2.0	127,297	2.0	131,014
ADMINISTRATIVE OFFICER	00124A	1.0	63,265	1.0	63,593
BUSINESS MANAGEMENT OFFICER	00A26A	1.0	59,985	1.0	61,839
ASSISTANT BUSINESS MANAGEMENT OFFICER	00319A	1.0	46,313	1.0	46,558
ASSISTANT ADMINISTRATIVE OFFICER	00121A	1.0	42,380	1.0	43,403
Subtotal		23.0	\$1,888,053	17.0	\$1,315,812
Unclassified					
CHIEF DIGITAL OFFICER	00856A ¹	1.0	204,620	-	-
DEPUTY DIRECTOR	04948A	1.0	155,564	1.0	155,564
DIRECTOR OF ADMINISTRATION	00946KF	1.0	130,010	1.0	130,010
PRINCIPAL TECHNICAL SUPPORT ANALYST	05229A	1.0	88,068	1.0	88,524
PUBLIC INFORMATION OFFICER	00829A	1.0	70,380	1.0	68,548
ADMINISTRATIVE OFFICER	00122A	1.0	47,486	1.0	48,975
EXECUTIVE SECRETARY (STATE PROPERTIES	00321A	1.0	45,730	1.0	45,972
FISCAL CLERK	00314A	2.0	74,765	2.0	76,071
CYBER SECURITY DIRECTOR	00854A ⁴	-	-	1.0	177,489
Subtotal		9.0	\$816,623	9.0	\$791,153
Cost Allocation to Other Programs		-	(701,872)	-	(666,008)
Interdepartmental Transfer		-	(88,740)	-	70,630
Overtime		-	2,324	-	-
Turnover		-	(306,941)	-	-
Subtotal		-	(\$1,095,229)	-	(\$595,378)
Total Salaries		32.0	\$1,609,447	26.0	\$1,511,587
Benefits					
Payroll Accrual			9,183		8,728
FICA			118,627		112,778
Retiree Health			96,172		90,240
Health Benefits			215,797		244,697
Retirement			399,335		398,817
Subtotal			\$839,114		\$855,260

Personnel

Department Of Administration Central Management

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Total Salaries and Benefits		32.0	\$2,448,561	26.0	\$2,366,847
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$76,518		\$91,033
Statewide Benefit Assessment			\$74,101		\$73,421
Payroll Costs		32.0	\$2,522,662	26.0	\$2,440,268
Purchased Services					
Management & Consultant Services			950,750		250,000
Legal Services			4,000		4,000
Other Contracts			5,000		5,000
Subtotal			\$959,750		\$259,000
Total Personnel		32.0	\$3,482,412	26.0	\$2,699,268
Distribution By Source Of Funds					
General Revenue		32.0	\$3,482,412	26.0	\$2,699,268
Total All Funds		32.0	\$3,482,412	26.0	\$2,699,268

- 1 Moved to Information Technology in FY 2017.
3 Moved to Information Technology in FY 2017.

- 2 Moved to Information Technology in FY 2017.
4 New position to enhance cyber security.

The Program

Department Of Administration Accounts and Control

Program Mission

To provide 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 treasury; 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

Department Of Administration Accounts and Control

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Accounts & Control	3,733,014	3,716,400	4,080,143	4,036,146	4,147,433
Total Expenditures	\$3,733,014	\$3,716,400	\$4,080,143	\$4,036,146	\$4,147,433
Expenditures By Object					
Personnel	3,642,309	3,610,089	3,940,178	3,898,701	4,009,988
Operating Supplies and Expenses	92,205	106,311	136,965	134,445	134,445
Assistance and Grants	(1,500)	-	-	-	-
Subtotal: Operating Expenditures	3,733,014	3,716,400	4,077,143	4,033,146	4,144,433
Capital Purchases and Equipment	-	-	3,000	3,000	3,000
Total Expenditures	\$3,733,014	\$3,716,400	\$4,080,143	\$4,036,146	\$4,147,433
Expenditures By Funds					
General Revenue	3,733,014	3,716,400	4,080,143	4,036,146	4,147,433
Total Expenditures	\$3,733,014	\$3,716,400	\$4,080,143	\$4,036,146	\$4,147,433

Personnel

Department Of Administration Accounts and Control

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
CONTROLLER	00148A	1.0	139,028	1.0	140,645
ASSOCIATE CONTROLLER	00143A	2.0	248,740	2.0	250,045
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	112,549	1.0	113,146
SUPERVISOR FINANCIAL MANAGEMENT AND INVESTIGATIVE AUDITOR	00135A	1.0	96,933	1.0	97,447
FINANCIAL REPORTING MANAGER (OFFICE OF CHIEF PREAUDIT SUPERVISOR)	00133A	1.0	90,783	1.0	91,260
SUPERVISING ACCOUNTANT	00139A	1.0	90,315	1.0	93,346
FISCAL MANAGEMENT OFFICER	00131A	4.0	316,599	4.0	318,273
SENIOR MANAGEMENT AND METHODS ANALYST	00831A	1.0	76,505	1.0	76,911
PRINCIPAL ACCOUNTING POLICY AND METHODS ASSET PROTECTION OFFICER	00B26A	3.0	205,413	3.0	206,186
CENTRAL ACCOUNTS PAYABLE SUPERVISING ACCOUNTS AND CONTROL CENTRALIZED	00325A	1.0	65,693	1.0	66,040
ACCOUNTS AND CONTROL CENTRALIZED	00828A	3.0	183,789	3.0	185,537
SCHEDULING AND RECORDING CLERK	00324A	2.0	109,883	2.0	110,211
	00324A	1.0	50,258	1.0	52,084
	00321A	10.0	466,627	10.0	483,783
	00021A	3.0	137,264	3.0	140,020
	00312A	2.0	81,152	2.0	81,583
Subtotal		37.0	\$2,471,531	37.0	\$2,506,517
Turnover		-	(82,999)	-	(67,676)
Subtotal		-	(\$82,999)	-	(\$67,676)
Total Salaries		37.0	\$2,388,532	37.0	\$2,438,841
Benefits					
Payroll Accrual			13,824		14,102
FICA			183,590		185,141
Retiree Health			146,720		147,724
Health Benefits			447,808		465,863
Retirement			594,815		640,470
Subtotal			\$1,386,757		\$1,453,300
Total Salaries and Benefits		37.0	\$3,775,289	37.0	\$3,892,141
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$102,035		\$105,193
Statewide Benefit Assessment			\$111,412		\$115,847
Payroll Costs		37.0	\$3,886,701	37.0	\$4,007,988
Purchased Services					
Management & Consultant Services			10,000		-
Other Contracts			2,000		2,000
Subtotal			\$12,000		\$2,000
Total Personnel		37.0	\$3,898,701	37.0	\$4,009,988
Distribution By Source Of Funds					
General Revenue		37.0	\$3,898,701	37.0	\$4,009,988
Total All Funds		37.0	\$3,898,701	37.0	\$4,009,988

The Program

Department Of Administration Office of Management and Budget

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, applying strategic planning and continuous improvement principles to maximize and align 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 the executive branch's principal agency to provide credible, accurate, financial information and objective insight to maximize finite resources. OMB 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.

Strategic Management: Assists departments and agencies with strategic planning and continuous improvement processes to enhance management capacity.

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.

Office of Internal Audit: Enhance and better protect organizational value by providing risk-based and objective assurance, advice, and insight across all executive branch departments and educational institutions. This function will become part of OMB.

Statutory History

RIGL 35-1.1 created the Office of Management and Budget. RIGL 35-3 establishes the Budget Office's responsibility for the executive budget, including the preparation and submission of the Governor's budget to the general assembly; 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 accompany 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

Department Of Administration Office of Management and Budget

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Budget Office	2,129,218	2,003,021	2,310,228	2,234,837	2,655,354
Director, Office of Mgt and Budget	437,200	332,057	632,945	496,982	2,042,865
Performance Management	258,690	315,936	373,084	651,095	1,433,010
Federal Grants Management	255,828	256,645	281,235	-	-
Office of Regulatory Reform	455,906	517,834	549,221	1,251,823	1,191,642
Office of Internal Audit	-	-	-	-	3,855,739
Total Expenditures	\$3,536,842	\$3,425,493	\$4,146,713	\$4,634,737	\$11,178,610
Expenditures By Object					
Personnel	3,400,208	3,335,240	4,036,091	3,958,644	8,378,553
Operating Supplies and Expenses	116,906	83,230	105,122	110,447	795,557
Assistance and Grants	-	-	-	-	500,000
Subtotal: Operating Expenditures	3,517,114	3,418,470	4,141,213	4,069,091	9,674,110
Capital Purchases and Equipment	19,728	7,023	5,500	565,646	1,504,500
Total Expenditures	\$3,536,842	\$3,425,493	\$4,146,713	\$4,634,737	\$11,178,610
Expenditures By Funds					
General Revenue	3,308,787	3,409,598	4,146,713	4,608,429	9,599,520
Restricted Receipts	228,055	15,895	-	26,308	300,000
Operating Transfers from Other Funds	-	-	-	-	1,279,090
Total Expenditures	\$3,536,842	\$3,425,493	\$4,146,713	\$4,634,737	\$11,178,610

Personnel

Department Of Administration Office of Management and Budget

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
EXECUTIVE DIRECTOR (DOA)/BUDGET OFFICER	00152A	1.0	183,723	1.0	185,739
CHIEF BUDGET ANALYST	00142A	1.0	128,378	1.0	129,046
DIRECTOR REGULATORY REFORM (OMB)	00142A	1.0	113,750	1.0	118,200
DEPUTY BUDGET OFFICER	00144A	1.0	112,643	1.0	117,412
SUPERVISING BUDGET ANALYST	00139A	3.0	305,329	3.0	306,932
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	00144A	1.0	93,575	1.0	95,500
SENIOR BUDGET ANALYST	00834A	1.0	93,368	1.0	93,845
PRINCIPAL BUDGET ANALYST	00137A	2.0	175,056	2.0	179,041
BUDGET ANALYST II	00831A	1.0	86,366	1.0	86,809
PRINCIPAL ECONOMIC AND POLICY ANALYST	00138A	1.0	79,562	1.0	82,471
CHIEF PROGRAM DEVELOPMENT	00134A	1.0	78,493	1.0	80,063
PROGRAMMING SERVICES OFFICER	00131A	2.0	144,129	2.0	146,474
CHIEF OF RESEARCH AND ANALYSIS	00134A	2.0	140,556	2.0	148,808
SENIOR ECONOMIC AND POLICY ANALYST	00134A	3.0	210,834	3.0	223,212
BUDGET ANALYST I	00828A	4.0	246,954	4.0	256,880
ADMINISTRATIVE OFFICER	00124A	1.0	61,135	1.0	61,456
PRINCIPAL MANAGEMENT AND METHODS	00128A	2.0	108,675	2.0	113,430
SENIOR MANAGEMENT AND METHODS ANALYST	00125A	3.0	158,457	3.0	160,606
IMPLEMENTATION AIDE	00122A	2.0	92,116	2.0	91,916
AUDITOR	00K22A	-	-	3.0	164,310
CHIEF BUREAU OF AUDITS	00145A	-	-	1.0	132,183
DEPUTY CHIEF BUREAU OF AUDITS	00143A	-	-	2.0	218,472
ELIGIBILITY TECHNICIAN	00321A	-	-	8.0	385,147
FRAUD INVESTIGATION AND OVERPAYMENT	00024A	-	-	1.0	46,729
INTERNAL AUDIT MANAGER (DOA)	00136A	-	-	3.0	293,998
INTERNAL AUDITOR (DOA)	00325A	-	-	1.0	51,914
INVESTIGATIVE AUDITOR	00133A	-	-	1.0	69,225
PRINCIPAL AUDITOR	00328A	-	-	1.0	75,429
SEASONAL POLICY INTERN	00252H	-	-	-	-
SENIOR AUDITOR	0AB25A	-	-	2.0	125,021
SENIOR INTERNAL AUDIT MANAGER (DOA)	00140A	-	-	1.0	103,011
SENIOR INTERNAL AUDITOR (DOA)	00131A	-	-	5.0	338,806
SENIOR WORD PROCESSING TYPIST	00312A	-	-	1.0	37,048
Subtotal		33.0	\$2,613,099	63.0	\$4,719,133
Unclassified					
DIRECTOR, OFFICE OF MANAGEMENT & BUDGET	00852A	1.0	170,377	1.0	171,282
ASSOCIATE DIRECTOR FOR PLANNING, POLICY &	00843A	1.0	121,541	1.0	122,186
Subtotal		2.0	\$291,918	2.0	\$293,468
Nonclassified					
INTERNAL AUDITOR	000012	-	-	2.0	179,236
Subtotal		-	-	2.0	\$179,236

Personnel

Department Of Administration Office of Management and Budget

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Program Reduction		-	-	(2.0)	(85,222)
Temporary and Seasonal		-	82,800	-	82,800
Turnover		-	(527,340)	-	(221,264)
Subtotal		-	(\$444,540)	(2.0)	(\$223,686)
Total Salaries		35.0	\$2,460,477	65.0	\$4,968,151
Benefits					
Payroll Accrual			13,563		28,262
FICA			174,843		366,851
Retiree Health			142,159		291,871
Health Benefits			294,080		771,286
Retirement			582,835		1,283,879
Subtotal			\$1,207,480		\$2,742,149
Total Salaries and Benefits		35.0	\$3,667,957	65.0	\$7,710,300
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$102,433		\$117,346
Statewide Benefit Assessment			\$113,182		\$235,989
Payroll Costs		35.0	\$3,781,139	65.0	\$7,946,289
Purchased Services					
Management & Consultant Services			132,264		432,264
Legal Services			45,241		-
Subtotal			\$177,505		\$432,264
Total Personnel		35.0	\$3,958,644	65.0	\$8,378,553
Distribution By Source Of Funds					
General Revenue		35.0	\$3,958,644	49.0	\$6,826,413
Restricted Receipts		-	-	-	\$300,000
Operating Transfers from Other Funds		-	-	16.0	\$1,252,140
Total All Funds		35.0	\$3,958,644	65.0	\$8,378,553

The Program

Department Of Administration Purchasing

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 conform to rules, regulations and ethical standards relating to purchasing activities. The program ensures that user agencies obtain goods and services in a cost-effective manner without sacrificing quality and standards. The program ensures public access to appropriate information by expanding the applications of the Rhode Island Vendor Information Program to enhance transparency. The program ensures the fullest participation of women and 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 and vendor information. Procurement solicits bids or requests for proposal and requests for quotes for services and supplies, supports price negotiations and implements 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. The Division continues to streamline operations by using legal counsel to standardize front end solicitation documents. This will provide greater uniformity for all users of the procurement process including the Division, agencies, architects and bidders. In addition, the utilization of the Lean process review for Request for Proposals will result in several efficiencies over the upcoming months.

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. 37-2-17.2 requires the institution of an electronic Vendor Information Program.

In 2011, in accordance with RIGL 37-2-18(b) and the proposed Purchasing Regulations (Effective on or about 1/11/11), which provides that, beginning January 1, 2014, all bid proposals for "public works projects" are required to include a copy "to be available for public inspection upon the opening of the bids." Any bid proposal that does not include a copy for public inspection shall be deemed to be non-responsive. R.I.G.L. 37-2-18(b) and (j).

The Budget

Department Of Administration Purchasing

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Purchasing	2,748,072	2,632,493	3,085,408	2,897,430	3,181,348
Minority Business Enterprise	333,658	-	-	-	-
Total Expenditures	\$3,081,730	\$2,632,493	\$3,085,408	\$2,897,430	\$3,181,348
Expenditures By Object					
Personnel	2,979,453	2,562,922	2,991,682	2,818,970	3,102,888
Operating Supplies and Expenses	74,513	68,015	93,726	78,460	78,460
Subtotal: Operating Expenditures	3,053,966	2,630,937	3,085,408	2,897,430	3,181,348
Capital Purchases and Equipment	-	1,556	-	-	-
Operating Transfers	27,764	-	-	-	-
Total Expenditures	\$3,081,730	\$2,632,493	\$3,085,408	\$2,897,430	\$3,181,348
Expenditures By Funds					
General Revenue	2,818,185	2,316,069	2,764,921	2,622,193	2,948,708
Federal Funds	83,027	-	-	-	-
Operating Transfers from Other Funds	180,518	316,424	320,487	275,237	232,640
Total Expenditures	\$3,081,730	\$2,632,493	\$3,085,408	\$2,897,430	\$3,181,348

Personnel

Department Of Administration Purchasing

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
PURCHASING AGENT	00145A	1.0	126,832	1.0	132,718
DEPUTY PURCHASING AGENT	00141A	1.0	105,346	1.0	108,002
INTERDEPARTMENTAL PROJECT MANAGER	00139A	3.0	277,719	3.0	283,013
CHIEF BUYER (DOA/OP)	00132A	4.0	323,639	4.0	325,632
CHIEF OF PURCHASING MANAGEMENT AND PROGRAMMING SERVICES OFFICER	00138A	1.0	79,899	1.0	83,979
00131A	1.0	69,851	1.0	70,221	
SENIOR BUYER (DOA/OP)	00829A	1.0	69,104	1.0	71,134
CHIEF IMPLEMENTATION AIDE	00128A	1.0	67,832	1.0	68,192
BUYER II (DOA/OP)	00327A	2.0	128,896	2.0	129,568
SYSTEMS SUPPORT TECHNICIAN I	00318A	2.0	101,847	2.0	102,376
LEGAL ASSISTANT	00119A	1.0	49,696	1.0	49,953
BUYER I (DOA/OP)	00324A	2.0	92,250	2.0	96,460
ADMINISTRATIVE OFFICER	00124A	1.0	46,016	1.0	48,114
STANDARDS TECHNICIAN (DIVISION OF	00318A	10.0	441,178	10.0	446,629
Subtotal		31.0	\$1,980,105	31.0	\$2,015,991
Interdepartmental Transfer		-	(102,140)	-	(102,682)
Turnover		-	(179,090)	-	(86,862)
Subtotal		-	(\$281,230)	-	(\$189,544)
Total Salaries		31.0	\$1,698,875	31.0	\$1,826,447
Benefits					
Payroll Accrual			9,638		10,573
FICA			128,486		139,236
Retiree Health			100,530		109,038
Health Benefits			369,709		433,806
Retirement			418,745		481,783
Subtotal			\$1,027,108		\$1,174,436
Total Salaries and Benefits		31.0	\$2,725,983	31.0	\$3,000,883
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$87,935		\$96,803
Statewide Benefit Assessment			\$77,737		\$86,755
Payroll Costs		31.0	\$2,803,720	31.0	\$3,087,638

Personnel

Department Of Administration Purchasing

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Purchased Services					
Clerical and Temporary Services			250		250
Legal Services			15,000		15,000
Subtotal			\$15,250		\$15,250
Total Personnel		31.0	\$2,818,970	31.0	\$3,102,888
Distribution By Source Of Funds					
General Revenue		29.0	\$2,543,733	29.0	\$2,870,248
Operating Transfers from Other Funds		2.0	\$275,237	2.0	\$232,640
Total All Funds		31.0	\$2,818,970	31.0	\$3,102,888

The Program

Department Of Administration Auditing

Program Mission

To provide independent and objective assurance regarding governance, risk management, and control processes. To report the effectiveness and efficiency of state operations, the reliability of financial reporting, and compliance with applicable laws, regulations, and contracts.

To be the independent voice which helps ensure that our state government resources are being utilized in a cost efficient, effective manner and promote a control conscious environment. Our guiding values include objectivity, independence, integrity, and professionalism.

Program Description

The Bureau of Audits was established to conduct all audits required by the Department of Administration. Its authority is given under RIGL 35-7 which allows the Bureau of Audits:

- To conduct audits of any state department, state agency, or private entity that is a recipient of state funding, or state grants, as deemed necessary or expedient by the Bureau of Audits. Audits may be made relative to financial affairs, or the economy and efficiency of management of each department and agency.
- To determine which audits shall be performed in accordance with a risk based evaluation.
- To conduct investigations, or management advisory and consulting services upon request of the Governor or the General Assembly.

The Bureau of Audits performs the internal auditing function for the Executive Branch of State Government, and falls under the Department of Administration. Bureau of Audits reports functionally to the Internal Audit Advisory Group and administratively to the Director of the Department of Administration. Bureau of Audits provides the Governor and the Director of Administration with an independent appraisal and evaluation of the effectiveness of financial and operational controls through objective analyses, evaluations, and recommendations on operations, systems, and contracted services of state government. Additionally, Bureau of Audits provides expert technical advice on how to coordinate process improvement and quality control activities across state government.

Bureau of Audits provides independent and objective assurance on governance, risk management, and control processes in order to furnish a reasonable basis to report on the effectiveness and efficiency of state operations, the reliability of financial reporting, and compliance with applicable laws, regulations, and contracts. Additionally, Bureau of Audits conducts fraud awareness and ethics training to state employees, forensic audits, state vendor and contractor audits, accounting assistance, investigative reviews, enterprise risk assessment, and more. This function will be merged into the Office of Internal Audit in the Office of Management and Budget in FY 2017.

Statutory History

Chapter 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. Unless there is an issue of misappropriation, the provisions of this chapter shall not apply to non-profit organizations.

The Budget

Department Of Administration Auditing

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Auditing	1,336,731	1,294,235	1,476,262	1,426,416	-
Total Expenditures	\$1,336,731	\$1,294,235	\$1,476,262	\$1,426,416	-
Expenditures By Object					
Personnel	1,307,586	1,249,612	1,436,625	1,386,885	-
Operating Supplies and Expenses	28,283	44,623	37,137	37,031	-
Subtotal: Operating Expenditures	1,335,869	1,294,235	1,473,762	1,423,916	-
Capital Purchases and Equipment	862	-	2,500	2,500	-
Total Expenditures	\$1,336,731	\$1,294,235	\$1,476,262	\$1,426,416	-
Expenditures By Funds					
General Revenue	1,336,731	1,294,235	1,476,262	1,426,416	-
Total Expenditures	\$1,336,731	\$1,294,235	\$1,476,262	\$1,426,416	-

Personnel

Department Of Administration Auditing

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
CHIEF BUREAU OF AUDITS	00145A	1.0	131,508	-	-
DEPUTY CHIEF BUREAU OF AUDITS	00143A	2.0	216,179	-	-
INTERNAL AUDIT MANAGER (DOA)	00136A	2.0	197,927	-	-
PRINCIPAL AUDITOR	00328A	1.0	75,039	-	-
SENIOR INTERNAL AUDITOR (DOA)	00131A	5.0	331,036	-	-
INTERNAL AUDITOR (DOA)	00325A	1.0	49,632	-	-
Subtotal		12.0	\$1,001,321	-	-
Turnover		-	(98,813)	-	-
Subtotal		-	(\$98,813)	-	-
Total Salaries		12.0	\$902,508	-	-
Benefits					
Payroll Accrual			5,151		-
FICA			68,423		-
Retiree Health			53,880		-
Health Benefits			93,984		-
Retirement			221,423		-
Subtotal			\$442,861		-
Total Salaries and Benefits		12.0	\$1,345,369	-	-
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$112,114		-
Statewide Benefit Assessment			\$41,516		-
Payroll Costs		12.0	\$1,386,885	-	-
Total Personnel		12.0	\$1,386,885	-	-
Distribution By Source Of Funds					
General Revenue		12.0	\$1,386,885	-	-
Total All Funds		12.0	\$1,386,885	-	-

The Program

Department Of Administration Human Resources

Program Mission

To make State Government an Employer of Choice in the State of Rhode Island by building, maintaining and developing a skilled workforce committed to excellence that reflects the diversity and talent of our community

To provide Human Resources services to all State Departments in support of their missions.

To continually assess and enhance the services provided to ensure efficiency, appropriateness and cost effectiveness.

Program Description

The Division of Human Resources is led by a Director of Human Resources whose office is responsible for the overall management of the quality of the State's Human Resources functions and services, including strategic planning, directing, developing and implementing a statewide program of personnel administration, payroll, recruitment, employee/labor relations, employee benefits/wellness, training and development and Workers' Compensation for State employees.

The major activities of Human Resources include:

- Personnel Administration – administration of the provisions of the law, rules and regulations relating to the operation of the merit system of personnel administration, including Training/ Development and Classification/Civil Service Examinations
- Labor Relations – Grievance processing, collective bargaining, contract interpretation and overall interactions between management and employees
- Recruitment/Employment/Employee Services/Payroll and Data – Recruitment/hiring/onboarding, payroll processing, personnel transactions and administrative services;
- Agency Liaisons – Primary point of contact for all Departments while serving as a proactive advisor to Department leadership.
- Disability Management
- Employee Benefits Administration – Responsible for the administration of benefit programs including, but not limited to medical, prescription drug, dental, vision, life insurance and disability plans for State employees and qualified retirees. The Office of Employee Benefits also develops, recommends and installs new/modified plans, ensures compliance with all applicable laws/regulations and oversees the State's wellness initiatives
- State Employees Worker's Compensation

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

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Human Resources	6,824	161,147	1,732,231	1,087,601	1,212,230
Personnel Administration	3,046,910	2,706,531	1,267,732	1,856,951	2,062,119
Equal Opportunity/Outreach	456,378	-	-	-	-
Human Resources Centralization	6,929,066	6,709,328	7,371,112	7,088,378	7,567,951
Total Expenditures	\$10,439,178	\$9,577,006	\$10,371,075	\$10,032,930	\$10,842,300
Expenditures By Object					
Personnel	10,220,940	9,401,113	10,106,889	9,697,331	10,514,501
Operating Supplies and Expenses	209,801	161,443	248,117	318,299	318,299
Subtotal: Operating Expenditures	10,430,741	9,562,556	10,355,006	10,015,630	10,832,800
Capital Purchases and Equipment	8,437	14,450	16,069	17,300	9,500
Total Expenditures	\$10,439,178	\$9,577,006	\$10,371,075	\$10,032,930	\$10,842,300
Expenditures By Funds					
General Revenue	7,804,452	7,171,969	7,679,763	7,412,745	8,083,906
Federal Funds	714,339	685,698	800,576	750,641	784,618
Restricted Receipts	432,850	432,533	489,333	468,147	487,070
Other Funds	1,487,537	1,286,806	1,401,403	1,401,397	1,486,706
Total Expenditures	\$10,439,178	\$9,577,006	\$10,371,075	\$10,032,930	\$10,842,300

Personnel

Department Of Administration

Human Resources

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
ASSOCIATE DIRECTOR (DHS) DIV OF	00146A	1.0	145,727	1.0	148,993
DEPUTY PERSONNEL ADMINISTRATOR	00144A	4.0	554,537	4.0	563,121
DIRECTOR OF HUMAN RESOURCES	00148A	1.0	135,442	1.0	136,161
HUMAN RESOURCES ADMINISTRATOR	00141A	1.0	122,780	1.0	123,432
PERSONNEL ADMINISTRATOR	00146A	1.0	113,009	1.0	119,509
HUMAN RESOURCES SUPERVISOR	00136A	2.0	202,694	2.0	203,750
HUMAN RESOURCES COORDINATOR	00135A	9.0	800,414	9.0	807,316
PROGRAMMING SERVICES OFFICER	00131A	1.0	83,970	1.0	84,411
CHIEF OF HUMAN RESOURCES SERVICES	00133A	1.0	81,869	1.0	86,515
SUPERVISOR PERSONNEL SUPPORT SERVICES	00128A	1.0	77,403	1.0	60,100
HUMAN RESOURCES ANALYST II (GENERAL)	00129A	2.0	152,714	2.0	153,514
BUSINESS MANAGEMENT OFFICER	00B26A	1.0	75,969	1.0	76,370
CHIEF IMPLEMENTATION AIDE	00128A	1.0	73,407	1.0	73,792
HUMAN RESOURCES ANALYST III (GENERAL)	00133A	11.0	794,016	11.0	827,879
LABOR RELATIONS HEARING OFFICER	00135A	1.0	72,007	1.0	75,682
SENIOR ELECTRONIC COMPUTER PROGRAMMER	00126A	1.0	69,423	1.0	69,785
HUMAN RESOURCES ANALYST II (CLASSIF &	00129A	2.0	136,986	2.0	137,702
CHIEF IMPLEMENTATION AIDE	00328A	1.0	68,201	1.0	68,558
ASSISTANT LABOR RELATIONS HEARING OFFICER	00132A	1.0	64,294	1.0	67,576
ADMINISTRATIVE OFFICER	00124A	2.0	119,660	2.0	120,295
CHIEF EMPLOYEE RELATIONS OFFICER	00130A	1.0	59,521	1.0	62,525
HUMAN RESOURCES ANALYST I	00126A	7.0	408,410	7.0	417,503
IMPLEMENTATION AIDE	00122A	4.0	209,231	4.0	210,331
HUMAN RESOURCES TECHNICIAN	00122A	33.0	1,676,062	33.0	1,703,928
EXECUTIVE ASSISTANT	00118A	1.0	42,749	1.0	42,976
PERSONNEL AIDE	00119A	1.0	42,693	1.0	44,234
LEGAL ASSISTANT	00119A	1.0	39,873	1.0	41,238
SENIOR WORD PROCESSING TYPIST	00112A	1.0	36,798	1.0	36,993
DATA ENTRY UNIT SUPERVISOR	00B21A	0.8	28,231	0.8	29,621
Subtotal		94.8	\$6,488,090	94.8	\$6,593,810
Unclassified					
SUPERVISING EMPLOYEE RELATIONS OFFICER	00828A	1.0	80,213	1.0	80,638
Subtotal		1.0	\$80,213	1.0	\$80,638

Personnel

Department Of Administration Human Resources

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Cost Allocation from Other Programs		-	8,371	-	8,685
Temporary and Seasonal		-	30,000	-	30,000
Turnover		-	(516,018)	-	(284,976)
Subtotal		-	(\$477,647)	-	(\$246,291)
Total Salaries		95.8	\$6,090,656	95.8	\$6,428,157
Benefits					
Payroll Accrual			34,515		36,700
FICA			459,241		482,715
Retiree Health			371,447		389,263
Health Benefits			986,249		1,116,516
Retirement			1,470,958		1,653,572
Subtotal			\$3,322,410		\$3,678,766
Total Salaries and Benefits		95.8	\$9,413,066	95.8	\$10,106,923
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$97,944		\$105,187
Statewide Benefit Assessment			\$280,165		\$303,478
Payroll Costs		95.8	\$9,693,231	95.8	\$10,410,401
Purchased Services					
Management & Consultant Services			4,100		4,100
Training and Educational Services			-		100,000
Subtotal			\$4,100		\$104,100
Total Personnel		95.8	\$9,697,331	95.8	\$10,514,501
Distribution By Source Of Funds					
General Revenue		95.8	\$7,114,337	95.8	\$7,789,650
Federal Funds		-	\$740,063	-	\$775,190
Restricted Receipts		-	\$460,429	-	\$480,334
Other Funds		-	\$1,382,502	-	\$1,469,327
Total All Funds		95.8	\$9,697,331	95.8	\$10,514,501

The Program

Department Of Administration Personnel Appeal Board

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

Department Of Administration Personnel Appeal Board

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Personnel Appeal Board	68,511	101,357	119,874	134,444	133,419
Total Expenditures	\$68,511	\$101,357	\$119,874	\$134,444	\$133,419
Expenditures By Object					
Personnel	67,469	100,308	118,574	133,354	132,329
Operating Supplies and Expenses	1,042	1,049	1,300	1,090	1,090
Subtotal: Operating Expenditures	68,511	101,357	119,874	134,444	133,419
Total Expenditures	\$68,511	\$101,357	\$119,874	\$134,444	\$133,419
Expenditures By Funds					
General Revenue	68,511	101,357	119,874	134,444	133,419
Total Expenditures	\$68,511	\$101,357	\$119,874	\$134,444	\$133,419

Personnel

Department Of Administration Personnel Appeal Board

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Unclassified					
MEMBER, PERSONNEL APPEAL BOARD	00541F	-	36,525	-	36,720
Subtotal		-	\$36,525	-	\$36,720
Cost Allocation from Other Programs		-	22,865	-	22,986
Subtotal		-	\$22,865	-	\$22,986
Total Salaries		-	\$59,390	-	\$59,706
Benefits					
Payroll Accrual			296		298
FICA			4,545		4,564
Retiree Health			1,365		1,373
Health Benefits			3,231		3,336
Retirement			5,635		6,055
Subtotal			\$15,072		\$15,626
Total Salaries and Benefits		-	\$74,462	-	\$75,332
Cost Per FTE Position (Excluding Temporary and Seasonal)			-		-
Statewide Benefit Assessment			\$2,732		\$2,837
Payroll Costs		-	\$77,194	-	\$78,169
Purchased Services					
Clerical and Temporary Services			5,060		3,060
Legal Services			50,600		50,600
Other Contracts			500		500
Subtotal			\$56,160		\$54,160
Total Personnel		-	\$133,354	-	\$132,329
Distribution By Source Of Funds					
General Revenue		-	\$133,354	-	\$132,329
Total All Funds		-	\$133,354	-	\$132,329

The Program

Department Of Administration General

Program Mission

To maintain a statewide accounting of 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 consists of 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. It should be noted that the Department's Rhode Island Capital Plan Fund appropriations are included under this program.

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 Rhode Island Film and Television Office was created through R.I.G.L. 44-31.2 (9).

The Budget

Department Of Administration General

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
General	2,516,308	5,210,625	4,767,055	4,767,055	1,171,500
Capital Projects	24,004,496	16,229,554	39,773,494	32,535,657	43,048,000
Grants & Other Payments	2,765,650	2,989,891	5,692,106	5,692,106	2,867,106
Economic Development	8,752,548	9,188,170	-	-	-
State Aid to Local Communities	11,273,455	11,104,687	11,436,698	11,436,698	10,685,292
RI film & Television Office	303,299	313,220	-	-	-
Total Expenditures	\$49,615,756	\$45,036,147	\$61,669,353	\$54,431,516	\$57,771,898
Expenditures By Object					
Personnel	1,054,418	1,483,352	-	-	750,000
Operating Supplies and Expenses	7,751,079	5,153,383	2,633,057	2,635,230	2,633,057
Assistance and Grants	1,011,625	5,142,108	7,716,604	7,714,431	546,049
Aid to Local Units of Government	10,545,470	10,385,409	11,436,698	11,436,698	10,685,292
Subtotal: Operating Expenditures	20,362,592	22,164,252	21,786,359	21,786,359	14,614,398
Capital Purchases and Equipment	18,674,409	12,788,423	39,882,994	32,645,157	43,157,500
Operating Transfers	10,578,755	10,083,472	-	-	-
Total Expenditures	\$49,615,756	\$45,036,147	\$61,669,353	\$54,431,516	\$57,771,898
Expenditures By Funds					
General Revenue	23,517,325	23,804,376	17,128,804	17,128,804	14,302,398
Federal Funds	-	4,345,555	4,345,555	4,345,555	-
Restricted Receipts	2,093,935	656,662	421,500	421,500	421,500
Operating Transfers from Other Funds	24,004,496	16,229,554	39,773,494	32,535,657	43,048,000
Total Expenditures	\$49,615,756	\$45,036,147	\$61,669,353	\$54,431,516	\$57,771,898

The Program

Department Of Administration Debt Service Payments

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

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
General Obligation Bonds	102,024,977	106,092,034	40,399,414	55,471,335	85,567,541
Certificates of Participation	31,322,015	27,936,636	33,441,092	33,754,705	31,712,039
COPS - DLT Ctr. Gnrl. Building	2,017,409	2,009,832	2,018,250	2,018,250	947,437
COPS - Ctr General Furniture	-	7,839	-	-	-
Tax Anticipation/S T Borrowing	31,845	33,174	100,000	100,000	100,000
Other Debt Service	54,025,480	58,157,534	74,303,976	73,706,320	63,484,275
Total Expenditures	\$189,421,726	\$194,237,049	\$150,262,732	\$165,050,610	\$181,811,292
Expenditures By Object					
Operating Supplies and Expenses	31,886	33,219	100,000	100,000	100,000
Assistance and Grants	3,560,000	3,560,000	-	-	-
Subtotal: Operating Expenditures	3,591,886	3,593,219	100,000	100,000	100,000
Debt Service (Fixed Charges)	160,770,045	167,639,381	150,162,732	164,950,610	181,711,292
Operating Transfers	25,059,795	23,004,449	-	-	-
Total Expenditures	\$189,421,726	\$194,237,049	\$150,262,732	\$165,050,610	\$181,811,292
Expenditures By Funds					
General Revenue	153,701,141	142,828,043	99,137,176	112,590,084	133,293,966
Federal Funds	2,664,188	2,657,423	2,657,152	2,657,152	2,235,315
Restricted Receipts	2,263,012	2,259,317	2,085,410	3,420,380	111,453
Operating Transfers from Other Funds	30,791,944	46,489,864	46,382,994	46,382,994	46,170,558
Other Funds	1,441	2,402	-	-	-
Total Expenditures	\$189,421,726	\$194,237,049	\$150,262,732	\$165,050,610	\$181,811,292

The Program

Department Of Administration Internal Service Programs

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), state employee health fund, other post-employment benefits (OPEB) 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.

The State Employee Health Fund provides for the administration and distribution of active and retiree healthcare costs statewide. In FY 15 the Department is proposing to move the worksite wellness program and employee benefits contracts used for auditing, employee bid preparation, and employee bid review to this fund.

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 RIGL 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

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Assessed Fringe Benefit Fund	34,569,744	40,222,460	38,930,194	40,755,745	41,699,269
Central Utilities Fund	14,491,089	17,778,975	17,782,800	14,693,275	14,900,975
Central Mail Fund	5,608,978	5,812,116	6,203,680	5,998,304	6,190,285
Telecommunications Fund	2,686,252	2,837,087	4,122,558	2,999,962	3,017,521
Automotive Fleet Fund	12,841,124	11,946,941	13,830,623	12,472,922	12,543,165
Surplus Property	1,200	1,570	2,500	2,500	2,500
Health Insurance Fund	226,868,458	233,366,096	251,175,719	251,611,747	251,723,462
Other Post Employment Benefits	52,552,323	41,280,587	63,934,483	63,934,483	63,934,483
Internal Services	[349,619,168]	[353,245,832]	[395,982,557]	[392,468,938]	[394,011,660]
Total Expenditures	\$349,619,168	\$353,245,832	\$395,982,557	\$392,468,938	\$394,011,660
Expenditures By Object					
Personnel	313,341,150	314,303,690	353,527,375	355,155,824	356,867,365
Operating Supplies and Expenses	34,662,011	37,030,787	40,431,690	35,080,614	34,934,795
Assistance and Grants	15,499	32,229	75,000	270,000	270,000
Subtotal: Operating Expenditures	348,018,660	351,366,706	394,034,065	390,506,438	392,072,160
Capital Purchases and Equipment	65,372	93,568	157,500	177,500	154,500
Operating Transfers	1,535,136	1,785,558	1,790,992	1,785,000	1,785,000
Total Expenditures	\$349,619,168	\$353,245,832	\$395,982,557	\$392,468,938	\$394,011,660
Expenditures By Funds					
Other Funds	349,619,168	353,245,832	395,982,557	392,468,938	394,011,660
Total Expenditures	\$349,619,168	\$353,245,832	\$395,982,557	\$392,468,938	\$394,011,660

Personnel

Department Of Administration Internal Service Programs

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
ASSISTANT DIRECTOR CENTRAL INFORMATION	00143A	1.0	136,779	1.0	137,490
DEPUTY PERSONNEL ADMINISTRATOR	00144A	1.0	131,770	1.0	138,158
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	102,466	1.0	103,010
TECHNICAL SUPPORT SPECIALIST III	00135A	1.0	96,086	1.0	96,590
SENIOR LEGAL COUNSEL	00134A	2.0	189,098	2.0	190,068
MANAGER, WORKERS' COMPENSATION PROGRAM	00834A	1.0	94,322	1.0	94,808
ADMINISTRATOR, OPERATIONS MANAGEMENT	00141A	1.0	89,342	1.0	95,726
TECHNICAL SUPPORT MANAGER	00138A	1.0	87,777	1.0	90,238
CHIEF PROGRAM DEVELOPMENT	00134A	1.0	81,787	1.0	82,221
ASSISTANT ADMINISTRATOR, STATE EMPLOYEES	00137A	1.0	76,943	1.0	79,753
TECHNICAL SUPPORT SPECIALIST I	00328A	1.0	73,379	1.0	73,768
TECHNICAL SUPPORT SPECIALIST II	00332A	1.0	71,052	1.0	71,430
CHIEF IMPLEMENTATION AIDE	00828A	2.0	136,661	2.0	137,383
IMPLEMENTATION AIDE	00130A	1.0	63,631	1.0	66,996
CLAIMS EXAMINER II (STATE EMPLOYEES)	00325A	7.0	445,316	7.0	447,825
PROGRAMMING SERVICES OFFICER	00131A	1.0	63,416	1.0	66,078
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00827A	3.0	187,524	3.0	191,069
FLEET OPERATIONS OFFICER	00130A	1.0	62,392	1.0	65,722
TECHNICAL SUPPORT SPECIALIST I	00328A	2.0	119,360	2.0	119,993
SENIOR SYSTEMS ANALYST	00126A	1.0	56,840	1.0	57,141
SENIOR ENERGY CONSERVATION TECHNICIAN	00323A	1.0	55,791	1.0	56,087
ACCOUNTANT	00320A	1.0	53,541	1.0	53,819
SENIOR COMPUTER OPERATOR (OIP)	00322A	2.0	104,926	2.0	105,483
LEGAL ASSISTANT	00119A	1.0	51,379	1.0	51,648
EMPLOYEE BENEFITS SPECIALIST	00322A	3.0	146,409	3.0	147,186
ASSISTANT RECORDS ANALYST	00319A	1.0	48,487	1.0	48,744
ASSISTANT BUSINESS MANAGEMENT OFFICER	00319A	1.0	46,313	1.0	46,558
ENERGY CONSERVATION TECHNICIAN	00320A	1.0	45,506	1.0	45,747
PRINCIPAL COMPUTER OPERATOR (OIP)	00324A	1.0	45,500	1.0	47,500
JUNIOR COMPUTER OPERATOR (OIP)	00313A	1.0	44,281	1.0	44,516
DATA CONTROL CLERK	00315A	1.0	39,468	1.0	39,678
COMPUTER OPERATOR (OIP)	00316A	1.0	38,413	1.0	39,344
SUPERVISOR CENTRAL MAIL SERVICES	00816A	1.0	38,241	1.0	39,410
Subtotal		47.0	\$3,124,196	47.0	\$3,171,187
Unclassified					
TASK FORCE AGENT/INSPECTOR	00828A	2.0	124,147	2.0	127,541
Subtotal		2.0	\$124,147	2.0	\$127,541

Personnel

Department Of Administration Internal Service Programs

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Cost Allocation from Other Programs		-	48,046	-	48,301
Cost Allocation to Other Programs		-	(155,486)	-	(156,304)
Overtime		-	37,500	-	37,500
Turnover		-	(134,581)	-	(57,344)
Subtotal		-	(\$204,521)	-	(\$127,847)
Total Salaries		49.0	\$3,043,822	49.0	\$3,170,881
Benefits					
Payroll Accrual			17,131		18,088
Holiday			4,000		4,000
Other			6,000,000		6,000,000
FICA			681,902		691,521
Retiree Health			181,895		189,481
Health Benefits			592,845		629,652
Retirement			729,702		814,170
Workers Compensation			28,965,000		30,315,000
Subtotal			\$37,172,475		\$38,661,912
Total Salaries and Benefits		49.0	\$40,216,297	49.0	\$41,832,793
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$820,741		\$853,730
Statewide Benefit Assessment			\$138,287		\$148,832
Payroll Costs		49.0	\$40,354,584	49.0	\$41,981,625
Purchased Services					
Management & Consultant Services			711,102		795,602
Legal Services			34,458		34,458
Design and Engineering Services			300,000		300,000
Subtotal			\$1,045,560		\$1,130,060
Total Personnel		49.0	\$41,400,144	49.0	\$43,111,685
Distribution By Source Of Funds					
Other Funds		49.0	\$41,400,144	49.0	\$43,111,685
Total All Funds		49.0	\$41,400,144	49.0	\$43,111,685

The Program

Department Of Administration Legal Services

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 establishes, 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

Department Of Administration Legal Services

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Legal Services	2,389,419	1,980,498	2,166,696	2,156,082	2,185,988
Total Expenditures	\$2,389,419	\$1,980,498	\$2,166,696	\$2,156,082	\$2,185,988
Expenditures By Object					
Personnel	2,316,115	1,917,004	2,104,523	2,087,142	2,116,856
Operating Supplies and Expenses	70,831	61,021	58,830	66,465	66,657
Assistance and Grants	-	-	1,011	-	-
Subtotal: Operating Expenditures	2,386,946	1,978,025	2,164,364	2,153,607	2,183,513
Capital Purchases and Equipment	2,473	2,473	2,332	2,475	2,475
Total Expenditures	\$2,389,419	\$1,980,498	\$2,166,696	\$2,156,082	\$2,185,988
Expenditures By Funds					
General Revenue	2,389,419	1,980,498	2,166,696	2,156,082	2,185,988
Total Expenditures	\$2,389,419	\$1,980,498	\$2,166,696	\$2,156,082	\$2,185,988

Personnel

Department Of Administration Legal Services

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATIVE AND LEGAL SUPPORT SERVICES	00145A	1.0	120,348	1.0	121,889
CHIEF OF LEGAL SERVICES	00139A	1.0	114,623	2.0	208,562
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	107,433	1.0	108,003
ADMINISTRATOR ADJUDICATION	00140A	1.0	107,347	1.0	107,916
CHIEF LEGAL COUNSEL-STATE LABOR RELATIONS	00142A	1.0	107,047	1.0	107,615
LEGAL COUNSEL (MHRH)	00136A	1.0	104,958	1.0	105,492
DEPUTY CHIEF OF LEGAL SERVICES	00137A	3.0	260,320	2.0	177,567
SENIOR LEGAL COUNSEL	00134A	1.0	70,906	1.0	74,311
LEGAL COUNSEL	00132A	2.6	179,315	2.6	186,850
IMPLEMENTATION AIDE	00122A	1.0	57,857	1.0	58,161
ADMINISTRATIVE OFFICER	00124A	1.0	52,598	1.0	52,877
EXECUTIVE ASSISTANT	00318A	1.0	38,840	1.0	39,824
SENIOR WORD PROCESSING TYPIST	00112A	1.0	36,798	1.0	36,993
Subtotal		16.6	\$1,358,390	16.6	\$1,386,060
Turnover		-	(103,734)	-	(127,423)
Subtotal		-	(\$103,734)	-	(\$127,423)
Total Salaries		16.6	\$1,254,656	16.6	\$1,258,637
Benefits					
Payroll Accrual			7,158		7,272
FICA			95,982		96,285
Retiree Health			74,904		75,141
Health Benefits			190,647		191,337
Retirement			305,880		328,197
Subtotal			\$674,571		\$698,232
Total Salaries and Benefits		16.6	\$1,929,227	16.6	\$1,956,869
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$116,218		\$117,884
Statewide Benefit Assessment			\$57,715		\$59,787
Payroll Costs		16.6	\$1,986,942	16.6	\$2,016,656
Purchased Services					
Clerical and Temporary Services			200		200
Legal Services			100,000		100,000
Subtotal			\$100,200		\$100,200
Total Personnel		16.6	\$2,087,142	16.6	\$2,116,856
Distribution By Source Of Funds					
General Revenue		16.6	\$2,087,142	16.6	\$2,116,856
Total All Funds		16.6	\$2,087,142	16.6	\$2,116,856

The Program

Department Of Administration Facilities Management

Program Mission

To protect and preserve the State of 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. This program will be merged into the Capital Asset Maintenance and Management (CAMM) program in FY 2017.

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. 42-56.2 establishes the Federal Surplus Property program.

The Budget

Department Of Administration Facilities Management

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Operations and Maintenance	8,186,446	9,111,170	8,119,073	8,779,683	-
Facilities Centralization	28,164,937	26,901,976	29,562,152	29,634,367	-
Total Expenditures	\$36,351,383	\$36,013,146	\$37,681,225	\$38,414,050	-
Expenditures By Object					
Personnel	13,669,206	13,088,584	13,089,527	15,525,461	-
Operating Supplies and Expenses	22,543,377	22,914,416	24,578,997	22,858,689	-
Subtotal: Operating Expenditures	36,212,583	36,003,000	37,668,524	38,384,150	-
Capital Purchases and Equipment	138,800	10,146	12,701	29,900	-
Total Expenditures	\$36,351,383	\$36,013,146	\$37,681,225	\$38,414,050	-
Expenditures By Funds					
General Revenue	31,068,323	30,688,008	32,172,352	33,031,346	-
Federal Funds	1,172,020	1,325,035	1,208,674	1,157,640	-
Restricted Receipts	350,944	581,038	376,880	390,646	-
Other Funds	3,760,096	3,419,065	3,923,319	3,834,418	-
Total Expenditures	\$36,351,383	\$36,013,146	\$37,681,225	\$38,414,050	-

Personnel

Department Of Administration Facilities Management

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
ASSOCIATE DIRECTOR OF ADMINISTRATION-	00147A	2.0	261,408	-	-
MANAGING ENGINEER (DOT)	00141A	1.0	125,185	-	-
IMPLEMENTATION DIRECTOR POLICY AND	00140A	1.0	114,666	-	-
CHIEF PROPERTY MANAGEMENT	00141A	2.0	203,763	-	-
SUPERVISING ENVIRONMENTAL SCIENTIST	00134A	1.0	96,137	-	-
SUPERVISOR OF OFFICE SERVICES (DLT)	00131A	1.0	86,066	-	-
PROJECT MANAGER I (DOA)	00137A	4.0	334,461	-	-
STATE BUILDING AND GROUNDS COORDINATOR	00132A	6.0	499,935	-	-
PRINCIPAL PROPERTY MANAGEMENT OFFICER	02832A	1.0	83,220	-	-
ASSISTANT STATE BUILDING AND GROUNDS	00830A	1.0	80,102	-	-
CHIEF CENTRAL POWER PLANT OPERATOR (RIMC)	00130A	1.0	80,019	-	-
DEPUTY CHIEF DIVISION OF FACILITIES	00137A	6.0	456,259	-	-
PROGRAMMER/ANALYST I (COBOL/CICS)	00328A	1.0	71,850	-	-
BUILDING AND GROUNDS OFFICER	00828A	3.0	215,458	-	-
BUILDING AND GROUNDS OFFICER	00128A	1.0	70,726	-	-
SENIOR CIVIL ENGINEER (CONSTRUCTION &	02931A	1.0	70,055	-	-
MECHANICAL AND ELECTRICAL SHOP SUPERVISOR	00326A	2.0	134,336	-	-
MAINTENANCE SUPERINTENDENT	00322A	4.0	246,895	-	-
SUPERVISOR OF PAINTING PLASTERING MASONRY	00323A	1.0	60,862	-	-
ASSISTANT BUILDING AND GROUNDS OFFICER	03124A	1.0	59,374	-	-
WASTEWATER TREATMENT FACILITIES PROCESS	03124A	1.0	58,724	-	-
SUPERVISOR OF PLUMBING HEATING AND	00322A	1.0	58,300	-	-
CHIEF POWER PLANT OPERATOR	00325A	1.0	56,913	-	-
STATE COLLECTIONS MANAGER	00128A	1.0	56,475	-	-
PLUMBER SUPERVISOR	00320G	1.0	55,543	-	-
PAINTER SUPERVISOR	00318G	1.0	55,013	-	-
JUNIOR RESOURCE SPECIALIST	00319A	1.0	52,257	-	-
IMPLEMENTATION AIDE	00122A	1.0	51,036	-	-
OFFICE MANAGER	00123A	1.0	50,671	-	-
BUILDING SUPERINTENDENT	00318A	1.0	50,349	-	-
HVAC SHOP SUPERVISOR	00320A	1.0	50,056	-	-
AUTOMOTIVE SERVICE SUPERVISOR	00318G	1.0	49,966	-	-
MASON SUPERVISOR	00318G	1.0	49,966	-	-
GROUNDS SUPERINTENDENT	00317A	1.0	49,789	-	-
BUILDING MAINTENANCE SUPERVISOR	00318G	1.0	48,925	-	-
PLUMBER	00316G	1.0	48,603	-	-
SENIOR DRAFTPERSON	00323A	1.0	47,779	-	-
STEAMFITTER	00314G	1.0	47,748	-	-
POWER PLANT OPERATOR	03118A	5.0	238,252	-	-
CLERK SECRETARY	03116A	1.0	46,714	-	-
ELECTRICIAN	00316G	4.0	183,364	-	-
BUILDING SUPERINTENDENT	00318G	1.0	45,802	-	-
SENIOR GARDENER	00313G	1.0	45,509	-	-
CARPENTER	00314G	3.0	134,535	-	-
SENIOR JANITOR	00312A	1.0	44,265	-	-

Personnel

Department Of Administration Facilities Management

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
BUILDING SUPERINTENDENT	00818A	2.0	87,730	-	-
LICENSED STEAMFITTER	00315G	1.0	43,804	-	-
BUILDING SYSTEMS TECHNICIAN	00317A	1.0	43,565	-	-
SENIOR MAINTENANCE TECHNICIAN	03114G	1.0	43,544	-	-
LOCKSMITH	00315A	1.0	43,415	-	-
AUTOMOTIVE MECHANIC	00314G	1.0	42,622	-	-
SENIOR MAINTENANCE TECHNICIAN	00314G	12.0	508,827	-	-
WASTEWATER TREATMENT FACILITIES PROCESS	03121A	1.0	42,245	-	-
PRINCIPAL JANITOR	00315A	4.0	165,133	-	-
PAINTER	03114G	1.0	40,765	-	-
LABORER SUPERVISOR	00313G	1.0	40,584	-	-
PUBLIC PROPERTIES OFFICER	00312G	1.0	39,698	-	-
ASSISTANT BUILDING AND GROUNDS OFFICER	00824A	6.0	237,166	-	-
SEMI-SKILLED LABORER	00310G	2.0	77,652	-	-
WASTEWATER TREATMENT FACILITIES OPERATOR	03114G	1.0	36,104	-	-
JANITOR	00309A	12.0	363,518	-	-
CLEANER (PUBLIC BUILDINGS)	00301W	1.5	41,849	-	-
Subtotal		124.5	\$6,925,552	-	-
Cost Allocation from Other Programs		-	302,422	-	-
Cost Allocation to Other Programs		-	(32,676)	-	-
Overtime		-	400,000	-	-
Turnover		-	(379,951)	-	-
Subtotal		-	\$289,795	-	-
Total Salaries		124.5	\$7,215,347	-	-
Benefits					
Payroll Accrual			38,860	-	-
Holiday			43,700	-	-
FICA			543,400	-	-
Retiree Health			412,809	-	-
Health Benefits			1,782,365	-	-
Retirement			1,674,938	-	-
Subtotal			\$4,496,072	-	-
Total Salaries and Benefits		124.5	\$11,711,419	-	-
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$94,068	-	-
Statewide Benefit Assessment			\$313,718	-	-
Payroll Costs		124.5	\$12,025,137	-	-

Personnel

Department Of Administration Facilities Management

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Purchased Services					
Management & Consultant Services			2,459,400	-	-
Other Contracts			54,990	-	-
Buildings and Ground Maintenance			819,875	-	-
Training and Educational Services			59,500	-	-
Design and Engineering Services			104,810	-	-
Medical Services			1,749	-	-
Subtotal			\$3,500,324	-	-
Total Personnel		124.5	\$15,525,461	-	-
Distribution By Source Of Funds					
General Revenue		41.0	\$13,453,956	-	-
Federal Funds		-	\$419,570	-	-
Restricted Receipts		-	\$169,444	-	-
Other Funds		83.5	\$1,482,491	-	-
Total All Funds		124.5	\$15,525,461	-	-

The Program

Department Of Administration Capital Projects and Property Management

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. This program will be merged into the Capital Asset Maintenance and Management program in FY 2017.

Statutory History

Executive Order 04-04 establishes the Division of Capital Projects and Property Management.

The Budget

Department Of Administration Capital Projects and Property Management

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Capital Projects	1,324,739	1,224,415	3,612,931	1,638,278	-
Total Expenditures	\$1,324,739	\$1,224,415	\$3,612,931	\$1,638,278	-
Expenditures By Object					
Personnel	1,226,826	1,202,052	3,573,086	1,533,678	-
Operating Supplies and Expenses	97,913	20,082	34,845	99,600	-
Subtotal: Operating Expenditures	1,324,739	1,222,134	3,607,931	1,633,278	-
Capital Purchases and Equipment	-	2,281	5,000	5,000	-
Total Expenditures	\$1,324,739	\$1,224,415	\$3,612,931	\$1,638,278	-
Expenditures By Funds					
General Revenue	1,250,704	1,224,415	2,967,816	1,638,278	-
Federal Funds	74,035	-	21,955	-	-
Restricted Receipts	-	-	127,339	-	-
Other Funds	-	-	495,821	-	-
Total Expenditures	\$1,324,739	\$1,224,415	\$3,612,931	\$1,638,278	-

Personnel

Department Of Administration Capital Projects and Property Management

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
ASSOCIATE DIRECTOR OF ADMINISTRATION-	00147A	1.0	159,148	-	-
DIVISION DIRECTOR, CAPITAL ASSET	00152A	1.0	138,157	-	-
CHIEF PROPERTY MANAGEMENT	00141A	1.0	102,317	-	-
CHIEF OF STRATEGIC PLANNING, MONITORING	00143A	3.0	288,543	-	-
PROJECT MANAGER I (DOA)	00139A	2.0	167,416	-	-
ARCHITECT BUILDING COMMISSION	00335A	1.0	83,272	-	-
ARCHITECT	00332A	1.0	71,052	-	-
CHIEF IMPLEMENTATION AIDE	00128A	2.0	111,468	-	-
SEASONAL TECHNICAL SUPPORT INTERN	00213G	-	-	-	-
Subtotal		12.0	\$1,121,373	-	-
Cost Allocation from Other Programs		-	64,723	-	-
Turnover		-	(206,273)	-	-
Subtotal		-	(\$141,550)	-	-
Total Salaries		12.0	\$979,823	-	-
Benefits					
Payroll Accrual			5,360	-	-
FICA			68,695	-	-
Retiree Health			56,235	-	-
Health Benefits			128,419	-	-
Retirement			229,296	-	-
Subtotal			\$488,005	-	-
Total Salaries and Benefits		12.0	\$1,467,828	-	-
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$122,319	-	-
Statewide Benefit Assessment			\$44,350	-	-
Payroll Costs		12.0	\$1,512,178	-	-
Purchased Services					
Clerical and Temporary Services			3,000	-	-
Other Contracts			2,000	-	-
Design and Engineering Services			16,500	-	-
Subtotal			\$21,500	-	-
Total Personnel		12.0	\$1,533,678	-	-
Distribution By Source Of Funds					
General Revenue		12.0	\$1,533,678	-	-
Total All Funds		12.0	\$1,533,678	-	-

The Program

Department Of Administration Information Technology

Program Mission

Maintain and improve information technology (IT) services to executive branch departments and agencies, including technical support to end users and networks, help desk services, application development, and 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

The Division of Information Technology, headed by the state's Chief Information Officer (CIO), is responsible for oversight, coordination, and development of information technology (IT) resources within the executive branch of state government.

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

The Division is responsible for planning 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

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Executive Director-CIO	337,688	481,417	406,308	467,785	3,280,799
Information Technology	5,195,281	7,424,268	10,908,255	17,658,198	10,984,061
IT Centralization	9,501,176	10,459,642	10,769,999	10,484,458	7,614,873
Enterprise Technology, Strategy & Service	-	-	-	-	620,824
Doit Project Management	-	-	-	-	926,060
Doit Operations	16,717,551	16,669,906	17,886,514	17,573,368	12,671,018
Networking And Security	-	-	-	-	5,599,510
Total Expenditures	\$31,751,696	\$35,035,233	\$39,971,076	\$46,183,809	\$41,697,145
Expenditures By Object					
Personnel	23,582,382	26,357,813	25,320,288	25,353,866	26,960,752
Operating Supplies and Expenses	6,263,236	6,132,486	5,498,977	6,062,742	5,775,293
Assistance and Grants	-	-	500	-	-
Subtotal: Operating Expenditures	29,845,618	32,490,299	30,819,765	31,416,608	32,736,045
Capital Purchases and Equipment	1,906,078	2,544,934	9,151,311	14,767,201	8,961,100
Total Expenditures	\$31,751,696	\$35,035,233	\$39,971,076	\$46,183,809	\$41,697,145
Expenditures By Funds					
General Revenue	18,828,798	18,937,202	20,201,589	20,075,997	22,244,406
Federal Funds	5,821,317	6,598,601	6,746,649	6,750,847	6,778,053
Restricted Receipts	4,536,068	6,720,790	10,193,681	16,684,778	9,903,237
Other Funds	2,565,513	2,778,640	2,829,157	2,672,187	2,771,449
Total Expenditures	\$31,751,696	\$35,035,233	\$39,971,076	\$46,183,809	\$41,697,145

Personnel

Department Of Administration Information Technology

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
ENTERPRISE RESOURCE MANAGER (ORACLE ERP)	00142A	1.0	129,134	1.0	129,816
ASSISTANT DIRECTOR CENTRAL INFORMATION	00143A	3.0	381,064	3.0	383,066
DATABASE ADMINISTRATOR	00148A	1.0	124,165	1.0	128,821
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	4.0	461,871	4.0	469,121
ADMINISTRATOR MANAGEMENT INFORMATION	00140A	10.0	1,098,573	10.0	1,104,324
INFORMATION SYSTEMS GROUP COORDINATOR	00138A	1.0	108,464	1.0	109,036
TECHNICAL SUPPORT MANAGER (DOS/MVS)	00138A	2.0	209,449	2.0	210,557
INFORMATION TECHNOLOGY PROJECT MANAGER	00143A	1.0	100,513	6.0	642,761
PROGRAMMER/ANALYST III (ORACLE)	00835A	1.0	99,484	2.0	181,242
PROGRAMMER/ANALYST III (UNIX/SQL)	00135A	1.0	98,632	1.0	99,147
TECHNICAL SUPPORT MANAGER	00138A	6.0	591,282	6.0	594,377
TECHNICAL SUPPORT SPECIALIST III	00035A	1.0	97,948	1.0	98,443
SYSTEMS ADMINISTRATOR (MHRH)	00139A	4.0	387,540	4.0	392,056
PROGRAMMER/ANALYST III (UNIX/SQL)	00035A	1.0	95,239	1.0	95,733
PROGRAMMER/ANALYST III (ORACLE)	02835A	1.0	94,985	1.0	95,476
PROGRAMMER/ANALYST MANAGER	00138A	9.0	854,444	9.0	861,177
TECHNICAL SUPPORT SPECIALIST III	00335A	2.0	188,942	2.0	189,921
TECHNICAL SUPPORT SPECIALIST II (OS)	00A32A	1.0	92,040	1.0	92,517
TECHNICAL SUPPORT SPECIALIST III (DOS/MVS)	00135A	2.0	181,750	2.0	182,714
PROGRAMMER/ANALYST III (COBOL/CICS)	00835A	8.0	712,119	8.0	718,546
PROGRAMMER/ANALYST III (UNIX/SQL)	00835A	7.0	611,731	7.0	614,950
TECHNICAL SUPPORT SPECIALIST II	00032A	3.0	261,975	3.0	263,336
ENTERPRISE RESOURCE ADMINISTRATOR	00140A	1.0	86,849	1.0	91,517
EXECUTIVE ASSISTANT TO THE DIRECTOR (DEPT.	00141A	1.0	86,750	1.0	90,275
PROGRAMMER/ANALYST II (UNIX/SQL)	00132A	1.0	86,273	1.0	86,722
PROGRAMMER/ANALYST II (ORACLE)	00332A	1.0	85,805	1.0	86,248
PRINCIPAL PROGRAMMER/ANALYST (OIP)	00331A	1.0	85,153	1.0	85,589
WEB DEVELOPMENT MANAGER	00135A	3.0	255,000	3.0	260,100
STATEWIDE INFORMATION TECHNOLOGY	00135A	1.0	84,817	1.0	85,267
TECHNICAL SUPPORT SPECIALIST III	00135A	13.0	1,099,415	13.0	1,111,618
PROGRAMMER/ANALYST II (ADABAS/NATURAL)	00332A	2.0	168,750	2.0	169,646
PROGRAMMER/ANALYST II (ORACLE)	00032A	1.0	84,202	1.0	84,643
TECHNICAL SUPPORT SPECIALIST II (OS)	00332A	2.0	164,529	2.0	165,396
PROGRAMMER/ANALYST II (UNIX/SQL)	00332A	11.0	894,572	11.0	899,238
TECHNICAL SUPPORT SPECIALIST II (DOS/MVS)	00332A	2.0	161,903	2.0	162,733
PROGRAMMER/ANALYST II (COBOL/CICS)	00332A	4.0	318,283	4.0	319,953
PROGRAMMER/ANALYST I (ADABAS/NATURAL)	00A28A	1.0	79,353	1.0	79,761
PRINCIPAL ENVIRONMENTAL PLANNER	00329A	1.0	78,177	1.0	78,581
TECHNICAL SUPPORT SPECIALIST II	00132A	3.0	234,202	3.0	235,427
TECHNICAL SUPPORT SPECIALIST II	00332A	16.0	1,240,232	16.0	1,263,408
PROGRAMMER/ANALYST II (ORACLE)	00132A	3.0	229,828	3.0	231,033
CHIEF IMPLEMENTATION AIDE	00128A	1.0	74,435	1.0	74,828
TECHNICAL SUPPORT SPECIALIST I	00128A	1.0	70,413	1.0	70,773
PROGRAMMER/ANALYST I (COBOL/CICS)	00328A	3.0	206,441	3.0	210,425
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00327A	2.0	134,275	2.0	137,096

Personnel

Department Of Administration Information Technology

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
SUPERVISOR COMPUTER OPERATIONS	00328A	2.0	132,808	2.0	133,506
PROGRAMMER/ANALYST I (UNIX/SQL)	00328A	6.0	382,228	6.0	387,167
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00827A	2.0	124,750	2.0	128,064
PROGRAMMER/ANALYST I (ORACLE)	00328A	1.0	61,149	1.0	61,473
NETWORK TECHNICIAN SPECIALIST (OIP)	00130A	0.5	30,000	0.5	31,500
TECHNICAL SUPPORT SPECIALIST I	00328A	5.0	293,779	5.0	304,412
DATABASE ADMINISTRATOR ADABAS/NATURAL	00135A	1.0	56,979	1.0	57,281
RECORDS ANALYST	00324A	1.0	55,169	1.0	55,462
JUNIOR ELECTRONIC COMPUTER PROGRAMMER	00320A	1.0	54,659	1.0	54,943
PRINCIPAL COMPUTER OPERATOR (OIP)	00324A	1.0	51,834	1.0	54,094
SYSTEMS SUPPORT TECHNICIAN II	00321A	9.0	458,039	9.0	464,259
SENIOR COMPUTER OPERATOR (OIP)	00322A	3.0	149,364	3.0	151,579
SYSTEMS SUPPORT TECHNICIAN III	00324A	2.0	98,985	2.0	104,514
SYSTEMS SUPPORT TECHNICIAN I	00318A	2.0	89,986	2.0	90,464
COMPUTER OPERATOR (OIP)	00316A	5.0	200,784	5.0	204,151
Subtotal		186.5	\$15,231,514	192.5	\$16,020,283
Unclassified					
CHIEF INFORMATION OFFICER	00848A	1.0	133,813	1.0	138,489
ASSOCIATE EXECUTIVE ASSISTANT	00826A	1.0	64,904	1.0	65,248
CHIEF DIGITAL OFFICER	00856A	-	-	1.0	205,706
Subtotal		2.0	\$198,717	3.0	\$409,443
Cost Allocation from Other Programs		-	445,691	-	367,380
Interdepartmental Transfer		-	(109,079)	-	(245,704)
Overtime		-	360,400	-	360,400
Temporary and Seasonal		-	-	-	50,000
Turnover		-	(1,036,641)	-	(945,053)
Subtotal		-	(\$339,629)	-	(\$412,977)
Total Salaries		188.5	\$15,090,602	195.5	\$16,016,749
Benefits					
Payroll Accrual			82,562		90,284
Holiday			22,517		22,517
FICA			1,128,766		1,188,344
Retiree Health			866,808		937,564
Health Benefits			2,281,435		2,544,805
Retirement			3,518,748		4,077,591
Subtotal			\$7,900,836		\$8,861,105
Total Salaries and Benefits		188.5	\$22,991,438	195.5	\$24,877,854
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$121,970		\$126,997
Statewide Benefit Assessment			\$663,156		\$741,308
Payroll Costs		188.5	\$23,654,594	195.5	\$25,619,162

Personnel

Department Of Administration Information Technology

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Purchased Services					
Information Technology			1,675,605		1,318,511
Clerical and Temporary Services			-		500
Other Contracts			23,667		22,579
Subtotal			\$1,699,272		\$1,341,590
Total Personnel		188.5	\$25,353,866	195.5	\$26,960,752
Distribution By Source Of Funds					
General Revenue		7.5	\$16,252,920	14.5	\$18,012,201
Federal Funds		-	\$5,721,201	-	\$5,786,285
Restricted Receipts		-	\$1,067,868	-	\$809,412
Other Funds		181.0	\$2,311,877	181.0	\$2,352,854
Total All Funds		188.5	\$25,353,866	195.5	\$26,960,752

The Program

Department Of Administration Library and Information Services

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, 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

RIGL 29-3.1 establishes the statutory basis for the Office of Library and Information Services.

The Budget

Department Of Administration Library and Information Services

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Library Services	2,112,021	1,940,583	2,434,428	2,483,496	2,543,100
Total Expenditures	\$2,112,021	\$1,940,583	\$2,434,428	\$2,483,496	\$2,543,100
Expenditures By Object					
Personnel	1,266,685	1,231,857	1,399,569	1,348,098	1,517,617
Operating Supplies and Expenses	613,557	631,106	1,027,859	1,095,233	1,025,483
Assistance and Grants	228,992	77,620	-	31,165	-
Subtotal: Operating Expenditures	2,109,234	1,940,583	2,427,428	2,474,496	2,543,100
Capital Purchases and Equipment	2,787	-	7,000	9,000	-
Total Expenditures	\$2,112,021	\$1,940,583	\$2,434,428	\$2,483,496	\$2,543,100
Expenditures By Funds					
General Revenue	972,214	877,350	1,229,995	1,217,581	1,342,819
Federal Funds	1,139,113	1,063,233	1,204,253	1,265,887	1,200,253
Restricted Receipts	694	-	180	28	28
Total Expenditures	\$2,112,021	\$1,940,583	\$2,434,428	\$2,483,496	\$2,543,100

Personnel

Department Of Administration Library and Information Services

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
CHIEF OF LIBRARY SERVICES	00143A	1.0	107,346	1.0	107,915
LIBRARY PROGRAM MANAGER I	00137A	2.0	171,806	2.0	175,716
LIBRARY PROGRAM SPECIALIST III	0AB32A	4.0	328,052	4.0	332,350
LIBRARY PROGRAM SPECIALIST II	0AB28A	2.0	130,323	1.0	78,810
INFORMATION SERVICES TECHNICIAN II	0AB20A	3.0	146,196	3.0	146,970
ASSISTANT ADMINISTRATIVE OFFICER	0AB21A	1.0	44,659	1.0	46,396
LIBRARY PROGRAM SPECIALIST I	0AB24A	-	-	1.0	56,983
Subtotal		13.0	\$928,382	13.0	\$945,140
Turnover		-	(87,228)	-	(13,704)
Subtotal		-	(\$87,228)	-	(\$13,704)
Total Salaries		13.0	\$841,154	13.0	\$931,436
Benefits					
Payroll Accrual			4,832		5,463
FICA			64,809		72,305
Retiree Health			50,577		56,427
Health Benefits			111,132		130,309
Retirement			206,624		246,783
Subtotal			\$437,974		\$511,287
Total Salaries and Benefits		13.0	\$1,279,128	13.0	\$1,442,723
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$98,394		\$110,979
Statewide Benefit Assessment			\$38,970		\$44,894
Payroll Costs		13.0	\$1,318,098	13.0	\$1,487,617
Purchased Services					
Training and Educational Services			30,000		30,000
Subtotal			\$30,000		\$30,000
Total Personnel		13.0	\$1,348,098	13.0	\$1,517,617
Distribution By Source Of Funds					
General Revenue		13.0	\$663,366	13.0	\$790,354
Federal Funds		-	\$684,732	-	\$727,263
Total All Funds		13.0	\$1,348,098	13.0	\$1,517,617

The Program

Department Of Administration Planning

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, and economic development.

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.

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.

The Budget

Department Of Administration Planning

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Statewide Planning	4,334,157	3,749,279	5,644,655	5,317,425	5,354,825
Housing and Comm. Development	10,143,471	12,611,626	-	-	-
Total Expenditures	\$14,477,628	\$16,360,905	\$5,644,655	\$5,317,425	\$5,354,825
Expenditures By Object					
Personnel	4,747,172	4,260,048	3,878,868	2,960,721	3,086,909
Operating Supplies and Expenses	151,031	123,448	100,534	100,372	102,663
Assistance and Grants	9,560,105	11,959,024	1,654,200	2,245,279	2,154,200
Subtotal: Operating Expenditures	14,458,308	16,342,520	5,633,602	5,306,372	5,343,772
Capital Purchases and Equipment	19,320	18,385	11,053	11,053	11,053
Total Expenditures	\$14,477,628	\$16,360,905	\$5,644,655	\$5,317,425	\$5,354,825
Expenditures By Funds					
General Revenue	4,349,466	1,939,378	1,316,146	1,365,195	1,341,758
Federal Funds	8,295,245	9,702,837	1,073,871	1,011,893	1,014,317
Restricted Receipts	-	2,989,425	-	-	-
Operating Transfers from Other Funds	1,832,917	1,729,265	3,254,638	2,940,337	2,998,750
Total Expenditures	\$14,477,628	\$16,360,905	\$5,644,655	\$5,317,425	\$5,354,825

Personnel

Department Of Administration Planning

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
ASSOCIATE DIRECTOR, DIVISION OF PLANNING	00144A	1.0	122,335	1.0	122,984
STAFF DIRECTOR (WATER RESOURCES BOARD)	00137A	1.0	99,562	1.0	100,069
CHIEF OFFICE OF SYSTEMS PLANNING	00138A	1.0	89,763	1.0	90,239
ASSISTANT CHIEF OF PLANNING	00137A	1.0	86,778	1.0	87,239
SUPERVISING CIVIL ENGINEER	00335A	1.0	81,787	1.0	81,787
SUPERVISING PLANNER	00831A	4.0	307,373	4.0	308,997
SUPERVISING GEOGRAPHIC INFORMATION	00132A	1.0	72,091	1.0	72,473
GEOGRAPHIC INFORMATION SYSTEM SPECIALIST II	00328A	1.0	67,264	1.0	67,621
PRINCIPAL PLANNER	00829A	8.0	517,979	8.0	525,510
FISCAL MANAGEMENT OFFICER	00B26A	1.0	62,969	1.0	63,303
SENIOR PLANNER	00326A	2.0	118,782	2.0	119,412
PRINCIPAL RESEARCH TECHNICIAN	00827A	1.0	58,825	1.0	59,709
INFORMATION SERVICES TECHNICIAN II	0AB20A	1.0	55,204	1.0	55,494
EXECUTIVE ASSISTANT	00318A	1.0	47,484	1.0	48,151
Subtotal		25.0	\$1,788,196	25.0	\$1,802,988
Unclassified					
GENERAL MANAGER (RI WATER RESOURCES)	00839A	1.0	109,686	1.0	110,257
Subtotal		1.0	\$109,686	1.0	\$110,257
Cost Allocation from Other Programs		-	13,210	-	13,279
Interdepartmental Transfer		-	(11,798)	-	(26,214)
Turnover		-	(209,781)	-	(143,213)
Subtotal		-	(\$208,369)	-	(\$156,148)
Total Salaries		26.0	\$1,689,513	26.0	\$1,757,097
Benefits					
Payroll Accrual			9,388		10,156
FICA			130,725		134,418
Retiree Health			102,058		104,900
Health Benefits			271,081		276,288
Retirement			419,148		460,387
Subtotal			\$932,400		\$986,149
Total Salaries and Benefits		26.0	\$2,621,913	26.0	\$2,743,246
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$100,843		\$105,509
Statewide Benefit Assessment			\$78,608		\$83,463
Payroll Costs		26.0	\$2,700,521	26.0	\$2,826,709

Personnel

Department Of Administration Planning

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Purchased Services					
Management & Consultant Services			204,000		204,000
Design and Engineering Services			56,200		56,200
Subtotal			\$260,200		\$260,200
Total Personnel		26.0	\$2,960,721	26.0	\$3,086,909
Distribution By Source Of Funds					
General Revenue		26.0	\$1,225,627	26.0	\$1,290,978
Federal Funds		-	\$350,931	-	\$353,355
Operating Transfers from Other Funds		-	\$1,384,163	-	\$1,442,576
Total All Funds		26.0	\$2,960,721	26.0	\$3,086,909

The Program

Department Of Administration Personnel and Operational Reforms

Program Mission

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

Program Description

The Governor's recommended budget includes legislative proposals to provide state government with greater flexibility in hiring and managing personnel. The Department of Administration expects to negotiate with representatives of state employees to achieve costs savings in personnel costs and address structural challenges facing the state. The Governor also recommends operational reforms to promote more efficiencies in state government and provide savings in FY 2016. These initiatives are identified below:

The Division of Purchases, with support of the Bureau of Audits and contracted service providers, will survey existing state contracts to recoup costs -- particularly in the areas of commodities and deliverable-based contracts.

The Office of Energy Resources will establish a competitive procurement program for the state's electricity supply. OER expects additional savings may be attained through energy efficiency efforts.

The Division of Information Technology will conduct a review of state printing to reduce the number of office printers and to encourage the use of managed printing services when practical.

The Division of Information Technology will conduct a review of office phone services to identify unused and underused telephone lines. The review will also survey office teleconferencing and videoconferencing capabilities to encourage remote-access meetings instead of offsite meetings that require travel and mileage reimbursement.

Statutory History

The Governor recommends these proposals as part of the FY 2016 Appropriations Act.

The Budget

Department Of Administration Personnel and Operational Reforms

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Reduction in Force Savings	-	-	(8,225,000)	(2,000,000)	(116,421)
Total Expenditures	-	-	(\$8,225,000)	(\$2,000,000)	(\$116,421)
Expenditures By Object					
Personnel	-	-	(5,000,000)	-	-
Operating Supplies and Expenses	-	-	(3,225,000)	(2,000,000)	(116,421)
Subtotal: Operating Expenditures	-	-	(8,225,000)	(2,000,000)	(116,421)
Total Expenditures	-	-	(\$8,225,000)	(\$2,000,000)	(\$116,421)
Expenditures By Funds					
General Revenue	-	-	(8,225,000)	(2,000,000)	(116,421)
Total Expenditures	-	-	(\$8,225,000)	(\$2,000,000)	(\$116,421)

The Program

Department Of Administration Energy Resources

Program Mission

The mission of the Office of Energy Resources (OER) is to lead Rhode Island to a secure, cost-effective, and sustainable energy future. OER is actively supporting the development of a clean energy economy that will create jobs; foster new business investment opportunities; reduce long-term energy costs and mitigate price volatility; and enhance reliability through the diversification of our energy portfolio; and advance important environmental policy goals by reducing our reliance on carbon emitting sources of energy. OER's work involves the adoption of policies addressing energy efficiency and system reliability, renewable energy, petroleum reduction and reduction of carbon emissions. OER works at all levels - local, state, regional, and federal - to advance these and other State energy policy goals.

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 seek federal funding opportunities and implement grant-funded programs that establish Rhode Island as a national leader on energy policy and innovation.

To work in partnership with municipalities and with the DOA Division of Capital Assets, Management and Maintenance to reduce public sector energy consumption and costs; increase the use of clean energy resources at public facilities; and reduce public sector carbon emissions. OER is also responsible for the tracking and management of State energy data.

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 Energy Efficiency Resource Management Council (EERMC), the Distributed Generation Contracting Board (DG Board), the Executive Climate Change Coordinating Council, the State Planning Council, CommerceRI, the Department of Environmental Management, the Department of Administration, the Division of Public Utilities and Carriers, and the Public Utilities Commission.

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

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. OER works closely with two appointed bodies, the EERMC and the DG Board. The EERMC provides publicly-accountable ratepayer oversight of energy efficiency programs; the OER Commissioner serves as the non-voting Executive Director of the EERMC. The DG Board oversees the Rhode Island Renewable Energy Growth Program and includes representatives from various energy stakeholder groups.

Statutory History

OER was created in 2006 to consolidate state energy programs. OER's mission expanded in 2012 as outlined in R.I.G.L. 23-82-6, 39-1-27.7 through 10, and 42-140.1.

The Budget

Department Of Administration Energy Resources

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Energy Resources	10,279,806	6,297,720	10,601,458	19,597,078	14,692,328
Total Expenditures	\$10,279,806	\$6,297,720	\$10,601,458	\$19,597,078	\$14,692,328
Expenditures By Object					
Personnel	1,352,351	1,397,112	1,739,564	1,665,896	2,032,419
Operating Supplies and Expenses	(556,634)	91,095	69,158	168,538	102,686
Assistance and Grants	9,332,290	4,807,289	8,786,952	17,761,644	12,556,223
Subtotal: Operating Expenditures	10,128,007	6,295,496	10,595,674	19,596,078	14,691,328
Capital Purchases and Equipment	89,416	2,224	5,784	1,000	1,000
Operating Transfers	62,383	-	-	-	-
Total Expenditures	\$10,279,806	\$6,297,720	\$10,601,458	\$19,597,078	\$14,692,328
Expenditures By Funds					
General Revenue	151,232	-	-	-	-
Federal Funds	5,390,933	589,333	406,587	437,090	397,040
Restricted Receipts	4,737,641	5,708,387	10,194,871	19,159,988	14,295,288
Total Expenditures	\$10,279,806	\$6,297,720	\$10,601,458	\$19,597,078	\$14,692,328

Personnel

Department Of Administration Energy Resources

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATOR, OPERATIONS MANAGEMENT	00141A	1.0	112,159	1.0	112,591
INTERDEPARTMENTAL PROJECT MANAGER	00139A	1.0	110,704	1.0	111,283
ADMINISTRATOR, FINANCIAL MANAGEMENT	00137A	1.0	101,964	1.0	102,505
CHIEF PROGRAM DEVELOPMENT	00134A	6.0	436,604	7.0	523,605
PROGRAMMING SERVICES OFFICER	00131A	1.0	66,231	1.0	69,749
PRINCIPAL INFORMATION AND PUBLIC RELATIONS	00126A	1.0	56,840	1.0	57,141
IMPLEMENTATION AIDE	00122A	1.0	43,243	1.0	45,638
Subtotal		12.0	\$927,745	13.0	\$1,022,512
Unclassified					
COMMISSIONER OF ENERGY RESOURCES	00843A	1.0	138,737	1.0	140,514
Subtotal		1.0	\$138,737	1.0	\$140,514
Cost Allocation to Other Programs		-	(15,294)	-	(15,377)
Temporary and Seasonal		-	9,444	-	5,879
Turnover		-	(26,785)	-	-
Subtotal		-	(\$32,635)	-	(\$9,498)
Total Salaries		13.0	\$1,033,847	14.0	\$1,153,528
Benefits					
Payroll Accrual			5,995		6,630
FICA			79,346		86,802
Retiree Health			62,755		68,515
Health Benefits			110,311		143,553
Retirement			257,037		300,304
Subtotal			\$515,444		\$605,804
Total Salaries and Benefits		13.0	\$1,549,291	14.0	\$1,759,332
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$118,450		\$125,247
Statewide Benefit Assessment			\$48,355		\$54,512
Payroll Costs		13.0	\$1,597,646	14.0	\$1,813,844
Purchased Services					
Clerical and Temporary Services			65,000		65,000
Management & Consultant Services			-		150,000
Other Contracts			3,250		3,575
Subtotal			\$68,250		\$218,575
Total Personnel		13.0	\$1,665,896	14.0	\$2,032,419
Distribution By Source Of Funds					
General Revenue		1.0	-	1.0	-
Federal Funds		5.0	\$285,510	5.0	\$271,304
Restricted Receipts		7.0	\$1,380,386	8.0	\$1,761,115
Total All Funds		13.0	\$1,665,896	14.0	\$2,032,419

The Program

Department Of Administration

Construction Permitting, Approvals and Licensing

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

RIGL 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.

RIGL 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.

RIGL 23-28.3-1 governs the Fire Code Board of Appeal and Review.

The Budget

Department Of Administration Construction Permitting, Approvals and Licensing

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Operations	2,618,051	2,571,152	3,024,913	2,965,466	3,263,975
Total Expenditures	\$2,618,051	\$2,571,152	\$3,024,913	\$2,965,466	\$3,263,975
Expenditures By Object					
Personnel	2,418,049	2,446,666	2,719,738	2,640,300	2,902,192
Operating Supplies and Expenses	151,838	108,389	285,175	305,166	341,783
Subtotal: Operating Expenditures	2,569,887	2,555,055	3,004,913	2,945,466	3,243,975
Capital Purchases and Equipment	48,164	16,097	20,000	20,000	20,000
Total Expenditures	\$2,618,051	\$2,571,152	\$3,024,913	\$2,965,466	\$3,263,975
Expenditures By Funds					
General Revenue	1,361,902	1,381,616	1,615,416	1,707,053	1,823,455
Restricted Receipts	1,256,149	1,189,536	1,409,497	1,258,413	1,440,520
Total Expenditures	\$2,618,051	\$2,571,152	\$3,024,913	\$2,965,466	\$3,263,975

Personnel

Department Of Administration

Construction Permitting, Approvals and Licensing

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
STATE BUILDING CODE COMMISSIONER	00142A	1.0	107,047	1.0	107,615
EXECUTIVE DIRECTOR CONTRACTORS'	00837A	1.0	105,094	1.0	105,648
SUPERVISING CIVIL ENGINEER	00335A	1.0	95,176	1.0	95,670
EXECUTIVE DIRECTOR FIRE SAFETY CODE OF	03640A	1.0	95,006	1.0	100,471
HEARING OFFICER CONTRACTORS' REGISTRATION	00334A	1.0	92,051	1.0	92,529
ARCHITECT BUILDING COMMISSION	00335A	2.0	178,973	2.0	179,910
DEPUTY BUILDING CODE COMMISSIONER	00140A	1.0	85,765	1.0	89,776
CHIEF STATE BUILDING CODE OFFICIAL	00332A	1.0	79,305	1.0	79,305
PRINCIPAL STATE BUILDING CODE OFFICIAL	00331A	1.0	71,916	1.0	72,298
PRINCIPAL STATE BUILDING CODE OFFICIAL	00331A	3.0	212,733	3.0	215,977
PROGRAMMING SERVICES OFFICER	00131A	1.0	69,408	1.0	69,750
SENIOR STATE BUILDING CODE OFFICIAL	00328A	3.0	180,363	3.0	184,192
IMPLEMENTATION AIDE	00322A	2.0	112,590	2.0	113,186
ENFORCEMENT AIDE	00319A	2.0	106,944	2.0	107,506
SYSTEMS SUPPORT TECHNICIAN I	00318A	1.0	49,992	1.0	50,254
LICENSING AIDE	00315A	2.0	94,211	2.0	94,708
Subtotal		24.0	\$1,736,574	24.0	\$1,758,795
Unclassified					
ASSISTANT ADMINISTRATIVE OFFICER	04521A	1.0	48,992	1.0	50,663
ADMINISTRATIVE AIDE	04514A	1.0	40,506	1.0	40,721
Subtotal		2.0	\$89,498	2.0	\$91,384
Turnover		-	(201,157)	-	(89,776)
Subtotal		-	(\$201,157)	-	(\$89,776)
Total Salaries		26.0	\$1,624,915	26.0	\$1,760,403
Benefits					
Payroll Accrual			9,356		10,181
FICA			125,388		132,670
Retiree Health			97,854		105,096
Health Benefits			295,883		339,220
Retirement			406,908		466,407
Subtotal			\$935,389		\$1,053,574
Total Salaries and Benefits		26.0	\$2,560,304	26.0	\$2,813,977
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$98,473		\$108,230
Statewide Benefit Assessment			\$75,396		\$83,615
Payroll Costs		26.0	\$2,635,700	26.0	\$2,897,592

Personnel

Department Of Administration

Construction Permitting, Approvals and Licensing

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Purchased Services					
Clerical and Temporary Services			4,600		4,600
Subtotal			\$4,600		\$4,600
Total Personnel		26.0	\$2,640,300	26.0	\$2,902,192
Distribution By Source Of Funds					
General Revenue		14.0	\$1,523,765	14.0	\$1,585,362
Restricted Receipts		12.0	\$1,116,535	12.0	\$1,316,830
Total All Funds		26.0	\$2,640,300	26.0	\$2,902,192

The Program

Department Of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

Program Mission

The Rhode Island Health Benefits Exchange, branded "HealthSource RI," serves two important purposes. First, to negotiate for high quality, affordable health insurance options on behalf of small businesses and individuals (in order to promote the health of all Rhode Islanders). Second, to be a robust resource for all Rhode Islanders and Rhode Island businesses to learn about and compare the quality and affordability of their health insurance options, enroll in coverage and, if eligible, access Medicaid or federal tax subsidies for coverage.

Program Description

HealthSource RI (HSRI) seeks to improve the health of Rhode Islanders by adhering to its mission statement and fulfilling its statutory charge to carry out the requirements of the federal Patient Protection and Affordable Care Act (ACA). The following are key programmatic components considered by the HSRI to best exemplify the goals and values of the organization:

- 1.HSRI will be a place to compare and buy health insurance.
- 2.HSRI will work closely with small employers to provide new and beneficial health insurance options.
- 3.HSRI will be a reliable and trusted source of healthcare information for all constituents.

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. The Rhode Island Health Benefits Exchange was established on September 19, 2011 by Executive Order 11-09.

The Budget

Department Of Administration Rhode Island Health Benefits Exchange (HealthSource RI)

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Operations	47,348,145	50,814,348	30,926,620	31,773,795	12,383,627
Total Expenditures	\$47,348,145	\$50,814,348	\$30,926,620	\$31,773,795	\$12,383,627
Expenditures By Object					
Personnel	46,221,399	50,127,953	30,290,028	31,142,536	11,907,994
Operating Supplies and Expenses	1,081,594	456,839	605,870	611,259	469,633
Subtotal: Operating Expenditures	47,302,993	50,584,792	30,895,898	31,753,795	12,377,627
Capital Purchases and Equipment	45,152	229,556	30,722	20,000	6,000
Total Expenditures	\$47,348,145	\$50,814,348	\$30,926,620	\$31,773,795	\$12,383,627
Expenditures By Funds					
General Revenue	-	-	2,625,841	2,625,841	2,625,841
Federal Funds	47,348,145	50,814,348	24,746,063	25,613,189	1,177,039
Restricted Receipts	-	-	3,554,716	3,534,765	8,580,747
Total Expenditures	\$47,348,145	\$50,814,348	\$30,926,620	\$31,773,795	\$12,383,627

Personnel

Department Of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
IMPLEMENTATION DIRECTOR POLICY AND ASSISTANT ADMINISTRATOR, FINANCIAL	00140A	1.0	97,588	1.0	98,106
INTERDEPARTMENTAL PROJECT MANAGER	00139A	2.0	175,221	2.0	181,665
COMMUNITY LIAISON OFFICER	00124A	1.0	167,416	2.0	173,698
ASSISTANT ADMINISTRATOR/MONITORING AND	00129A	1.0	78,715	1.0	81,206
Subtotal		7.0	\$576,863	7.0	\$594,696
Unclassified					
DEPUTY DIRECTOR	08351A	1.0	153,844	1.0	159,412
DIRECTOR (GOVERNOR'S OFFICE)	00301F	1.0	149,821	1.0	155,381
CHIEF STRATEGIC PLANNING MONITORING AND	00843A	3.0	335,604	3.0	351,687
CHIEF OF LEGAL SERVICES	00137A	1.0	84,931	1.0	85,382
SENIOR POLICY ANALYST (GOVERNOR'S OFFICE)	08330A	1.0	68,591	1.0	68,955
LEGAL COUNSEL	00735F	1.0	65,063	1.0	67,439
ADMINISTRATIVE ASSISTANT	00323A	1.0	48,268	1.0	49,792
Subtotal		9.0	\$906,122	9.0	\$938,048
Interdepartmental Transfer		-	98,379	-	98,379
Turnover		-	(61,098)	-	-
Subtotal		-	\$37,281	-	\$98,379
Total Salaries		16.0	\$1,520,266	16.0	\$1,631,123
Benefits					
Payroll Accrual			8,671		8,856
FICA			112,539		120,700
Retiree Health			90,759		98,137
Health Benefits			208,136		229,277
Retirement			374,598		427,664
Subtotal			\$794,703		\$884,634
Total Salaries and Benefits		16.0	\$2,314,969	16.0	\$2,515,757
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$144,686		\$157,235
Statewide Benefit Assessment			\$69,932		\$77,317
Payroll Costs		16.0	\$2,384,901	16.0	\$2,593,074

Personnel

Department Of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Purchased Services					
Information Technology			17,950,373		4,977,529
Management & Consultant Services			9,592,245		4,307,391
Other Contracts			1,032,234		30,000
Training and Educational Services			182,783		-
Subtotal			\$28,757,635		\$9,314,920
Total Personnel		16.0	\$31,142,536	16.0	\$11,907,994
Distribution By Source Of Funds					
General Revenue		-	\$2,625,841	-	\$2,625,841
Federal Funds		16.0	\$25,613,189	16.0	\$1,177,039
Restricted Receipts		-	\$2,903,506	-	\$8,105,114
Total All Funds		16.0	\$31,142,536	16.0	\$11,907,994

The Program

Department Of Administration

The Office of Diversity, Equity and Opportunity

Program Mission

The mission of the Office of Diversity, Equity and Opportunity is to create and support a diverse and inclusive state government culture that values and reflects the changing demographics of Rhode Island by advancing equitable and fair opportunities for all Rhode Island citizens to be employed by and/or do business with the State of Rhode Island.

The mission of the State Equal Opportunity Office is to ensure equal opportunity compliance for all units of Rhode Island state government, as set forth by all federal agencies and Rhode Island General Laws, and to ensure non-discrimination and equal opportunity in all aspects of state government, including, but not limited to, employment, procurement, and policy relative to state programs, services, and activities.

The mission of the Minority Business Enterprise Compliance Office is to support Rhode Island General Laws and policies that ensure the fullest possible participation of MBEs and Disadvantaged Business Enterprises (DBE) in state- and federally-funded and directed programs, construction projects, professional contracts, and in the purchases of all goods and services.

The mission of the Outreach and Diversity Office is to create a culture that values a diverse workforce, promotes an inclusive workplace and provides quality customer service to all.

Program Description

The Office of Diversity, Equity and Opportunity includes an Associate Director, a senior-level leadership position to promote coordination between the State Equal Opportunity Office, the Outreach and Diversity Office, the Minority Business Enterprise Compliance Office, and all state agencies. The Office of Diversity, Equity and Opportunity works in partnership with the Division of Human Resources, the Division of Purchases, and with all state agencies on the state's equal opportunity, affirmative action, diversity, and MBE procurement goals.

The State Equal Opportunity Office is charged with providing training and technical assistance requested by any company doing business in Rhode Island and to all state departments as is necessary to comply with the intent of RIGL 28-5.1-2. The State Equal Opportunity Office is also charged with issuing any guidelines, directives or instructions necessary to effectuate its responsibilities under this chapter, and to investigate possible discrimination, hold hearings, and direct corrective action to said discrimination. The goals of the MBE Compliance Office are to increase the number of MBEs and DBEs available for contract competition, to maximize opportunity for business participation by MBEs and DBEs, and to stimulate MBE and DBE development and growth. The Outreach and Diversity Office offers diversity training to state employees and provides technical assistance in recruiting a talented and diverse workforce.

Statutory History

On May 9, 2013, Governor Lincoln D. Chafee issued Executive Order 13-05 entitled "Promotion of Diversity, Equal Opportunity and Minority Business Enterprises in Rhode Island." The Executive Order required the Director of the Department of Administration to review all divisions and offices within the Department charged with facilitation of equal opportunity employment, diversity, and MBE's, including, but not limited to, the Division of Human Resources, the State Equal Opportunity Office, the Human Resources Outreach and Diversity Office, the Division of Purchases, and the Minority Business Enterprise Compliance Office, and to make recommendations to the Governor to improve operations and collaboration between these offices and all executive departments to ensure these programs are more effective. The recommendations were required to encourage measures of quality and accountability in equal opportunity, affirmative action, and diversity hiring, as well as MBE procurement as allowed by law.

The Budget

Department Of Administration The Office of Diversity, Equity and Opportunity

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Operations	-	847,891	1,190,135	1,158,756	1,387,633
Total Expenditures	-	\$847,891	\$1,190,135	\$1,158,756	\$1,387,633
Expenditures By Object					
Personnel	-	828,300	1,135,332	1,035,076	1,263,973
Operating Supplies and Expenses	-	19,591	54,803	123,680	123,660
Subtotal: Operating Expenditures	-	847,891	1,190,135	1,158,756	1,387,633
Total Expenditures	-	\$847,891	\$1,190,135	\$1,158,756	\$1,387,633
Expenditures By Funds					
General Revenue	-	762,783	1,098,841	1,067,530	1,294,640
Federal Funds	-	-	91,294	-	-
Other Funds	-	85,108	-	91,226	92,993
Total Expenditures	-	\$847,891	\$1,190,135	\$1,158,756	\$1,387,633

Personnel

Department Of Administration

The Office of Diversity, Equity and Opportunity

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
ASSOCIATE DIRECTOR, DIVERSITY, EQUITY AND ADMINISTRATOR STATE EQUAL OPPORTUNITY PROGRAMMING SERVICES OFFICER	00142A	1.0	124,784	1.0	129,605
ASSISTANT ADMINISTRATOR STATE EQUAL OPPORTUNITY	00139A	1.0	111,608	1.0	112,187
ASSISTANT ADMINISTRATOR STATE EQUAL OPPORTUNITY	00131A	1.0	80,449	1.0	82,058
ASSISTANT ADMINISTRATOR - MBE COMPLIANCE	00136A	1.0	79,854	1.0	84,229
CHIEF PROGRAM DEVELOPMENT	00134A	1.0	76,367	1.0	77,202
SENIOR EXTERNAL EQUAL OPPORTUNITY IMPLEMENTATION AIDE	00134A	1.6	114,588	2.0	148,814
	00127A	1.4	84,797	1.0	59,564
	00122A	1.0	56,450	1.0	57,579
Subtotal		9.0	\$728,897	9.0	\$751,238
Temporary and Seasonal		-	12,480	-	24,960
Turnover		-	(98,730)	-	-
Subtotal		-	(\$86,250)	-	\$24,960
Total Salaries		9.0	\$642,647	9.0	\$776,198
Benefits					
Payroll Accrual			3,589		4,335
FICA			48,006		57,154
Retiree Health			37,611		44,848
Health Benefits			106,058		134,469
Retirement			152,103		194,638
Subtotal			\$347,367		\$435,444
Total Salaries and Benefits		9.0	\$990,014	9.0	\$1,211,642
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$108,615		\$131,854
Statewide Benefit Assessment			\$29,562		\$36,831
Payroll Costs		9.0	\$1,019,576	9.0	\$1,248,473
Purchased Services					
Management & Consultant Services			5,000		5,000
Training and Educational Services			10,500		10,500
Subtotal			\$15,500		\$15,500
Total Personnel		9.0	\$1,035,076	9.0	\$1,263,973
Distribution By Source Of Funds					
General Revenue		8.0	\$943,850	8.0	\$1,170,980
Federal Funds		1.0	-	1.0	-
Other Funds		-	\$91,226	-	\$92,993
Total All Funds		9.0	\$1,035,076	9.0	\$1,263,973

The Program

Department Of Administration

Capital Asset Management and Maintenance

Program Mission

The Division of Capital Asset Management and Maintenance is established to improve the management of the State's real estate portfolio such that appropriate and timely investments are made that meet the highest standards of safety, security, accessibility, energy efficiency and comfort for the employees and citizens that are served.

The State's portfolio includes 17,770,849 gross square feet of space in over 1,379 structures, including 13 campuses.

Program Description

The new Division of Capital Asset Management & Maintenance will oversee: Planning/Design/Construction; Facilities Management & Maintenance; Risk Management; Fire Safety Code Board of Appeals; State Building Commission; and Contractor Registration and Licensing.

The re-organization of the capital projects and facilities maintenance functions into the Division of Capital Asset Management & Maintenance is intended to better align staff resources and clarify roles and responsibilities in order to support the state's portfolio such that cost savings and efficiencies are achieved. This approach incorporates viewing facilities from a life cycle perspective so that we build the right facilities and maintain them appropriately.

The new model creates an Office of Planning, Design and Construction (PDC)--previously referred to as Capital projects--that will handle new construction and major rehabilitation projects. This unit will manage projects with a value greater than \$2.5M. The Office of PDC will work with agencies to establish master plans that are driven by the strategic plans of each agency. The master planning opportunity will insure that a full analysis is done of agency needs that incorporates service delivery trends, use of technology and opportunities for co-location with other agencies.

The new model creates the Office of Facilities Management & Maintenance (formerly Facilities Management) is responsible for the management of all active campuses and buildings and surplus property and is led by the Associate Director of Facilities Management & Maintenance. The Office of OFMM has oversight for the following Property Management functions:

- Space Management: Expansion or modification of the State's portfolio
- Contracting: Extension, cancellation or execution of new/existing vendor contracts
- Deferred Maintenance Investments: Large projects focused on repair and replacement of deteriorating assets
- Capital Equipment replacement: Replacement of infrastructure and equipment as needed
- Leasing/New Construction: Execution of lease agreements on behalf of client state agencies.

Facilities Management & Maintenance is responsible for handling day to day operations at all state facilities where DCAMM has direct oversight including handling minor repairs (under \$2.5M), setting up and overseeing facility/campus security, ensuring appropriate ADA access at all facilities, responding to facility emergencies 24/7, managing traffic flows and wayfinding systems, maintaining an efficient and effective communication system with all building/facility/campus tenants, grounds keeping/landscaping, utilities management, snow removal, care/maintenance of artwork and historic artifacts, et al.

The Budget

Department Of Administration Capital Asset Management and Maintenance

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
Expenditures By Subprogram					
Capital Asset Management And Maintenance Admin	-	-	-	-	2,513,818
Facilities Management And Maintenance	-	-	-	-	39,334,862
Planning, Design And Construction	-	-	-	-	597,714
Total Expenditures	-	-	-	-	\$42,446,394
Expenditures By Object					
Personnel	-	-	-	-	18,005,609
Operating Supplies and Expenses	-	-	-	-	24,365,785
Subtotal: Operating Expenditures	-	-	-	-	42,371,394
Capital Purchases and Equipment	-	-	-	-	75,000
Total Expenditures	-	-	-	-	\$42,446,394
Expenditures By Funds					
General Revenue	-	-	-	-	34,967,016
Federal Funds	-	-	-	-	1,310,071
Restricted Receipts	-	-	-	-	443,424
Operating Transfers from Other Funds	-	-	-	-	1,312,970
Other Funds	-	-	-	-	4,412,913
Total Expenditures	-	-	-	-	\$42,446,394

Personnel

Department Of Administration

Capital Asset Management and Maintenance

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified					
ARCHITECT	00332A	-	-	1.0	71,430
ARCHITECT BUILDING COMMISSION	00335A	-	-	1.0	83,714
ASSISTANT BUILDING AND GROUNDS OFFICER	00324A	-	-	1.0	45,642
ASSISTANT BUILDING AND GROUNDS OFFICER	00824A	-	-	4.0	239,083
ASSISTANT BUILDING AND GROUNDS OFFICER	03124A	-	-	1.0	60,319
ASSISTANT STATE BUILDING AND GROUNDS	00830A	-	-	1.0	80,519
ASSOCIATE DIRECTOR OF ADMINISTRATION-	00147A	-	-	2.0	291,378
AUTOMOTIVE MECHANIC	00314G	-	-	1.0	42,848
AUTOMOTIVE SERVICE SUPERVISOR	00318G	-	-	1.0	50,231
BUILDING AND GROUNDS OFFICER	00128A	-	-	1.0	74,390
BUILDING AND GROUNDS OFFICER	00828A	-	-	3.0	216,598
BUILDING MAINTENANCE SUPERVISOR	00318G	-	-	1.0	49,184
BUILDING SUPERINTENDENT	00318A	-	-	1.0	50,617
BUILDING SUPERINTENDENT	00318G	-	-	1.0	46,045
BUILDING SUPERINTENDENT	00818A	-	-	2.0	95,714
BUILDING SYSTEMS TECHNICIAN	00317A	-	-	1.0	43,796
CARPENTER	00314G	-	-	4.0	170,890
CHIEF CENTRAL POWER PLANT OPERATOR (RIMC)	00130A	-	-	1.0	80,019
CHIEF ENGINEER (DOT)	00049A	-	-	1.0	100,843
CHIEF IMPLEMENTATION AIDE	00128A	-	-	1.0	57,737
CHIEF OF STRATEGIC PLANNING, MONITORING	00143A	-	-	4.0	436,447
CHIEF POWER PLANT OPERATOR	00325A	-	-	1.0	58,960
CHIEF PROPERTY MANAGEMENT	00141A	-	-	3.0	312,441
CLEANER (PUBLIC BUILDINGS)	00301W	-	-	1.5	42,063
CLERK SECRETARY	03116A	-	-	1.0	46,962
DEPUTY CHIEF DIVISION OF FACILITIES	00137A	-	-	5.0	462,570
DIVISION DIRECTOR, CAPITAL ASSET	00152A	-	-	1.0	142,818
ELECTRICIAN	00316G	-	-	4.0	182,118
GROUNDS SUPERINTENDENT	00317A	-	-	1.0	50,053
HVAC SHOP SUPERVISOR	00320A	-	-	1.0	50,322
IMPLEMENTATION AIDE	00122A	-	-	2.0	109,127
IMPLEMENTATION DIRECTOR POLICY AND	00140A	-	-	1.0	115,274
JANITOR	00309A	-	-	11.0	361,125
JUNIOR RESOURCE SPECIALIST	00319A	-	-	1.0	53,302
LABORER SUPERVISOR	00313G	-	-	3.0	104,514
LICENSED STEAMFITTER	00315G	-	-	1.0	44,036
LOCKSMITH	00315A	-	-	1.0	43,646
MAINTENANCE SUPERINTENDENT	00322A	-	-	4.0	250,711
MANAGING ENGINEER (DOT)	00141A	-	-	1.0	125,185
MASON SUPERVISOR	00318G	-	-	1.0	50,231
MECHANICAL AND ELECTRICAL SHOP SUPERVISOR	00326A	-	-	2.0	135,049
OFFICE MANAGER	00123A	-	-	1.0	51,684
PAINTER	03114G	-	-	1.0	40,981
PAINTER SUPERVISOR	00318G	-	-	1.0	55,304
PLUMBER	00316G	-	-	1.0	48,861

Personnel

Department Of Administration Capital Asset Management and Maintenance

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
PLUMBER SUPERVISOR	00320G	-	-	1.0	55,839
POWER PLANT OPERATOR	03118A	-	-	5.0	240,474
PRINCIPAL JANITOR	00315A	-	-	4.0	166,773
PRINCIPAL PROPERTY MANAGEMENT OFFICER	02832A	-	-	1.0	83,220
PROGRAMMER/ANALYST I (COBOL/CICS)	00328A	-	-	1.0	72,231
PROJECT MANAGER I (DOA)	00137A	-	-	3.0	345,789
PROJECT MANAGER I (DOA)	00139A	-	-	2.0	173,698
PUBLIC PROPERTIES OFFICER	00312G	-	-	1.0	39,905
REFRIGERATION MECHANIC (LICENSED)	00316A	-	-	1.0	37,239
SEASONAL TECHNICAL SUPPORT INTERN	00213G	-	-	-	-
SEMI-SKILLED LABORER	00310G	-	-	2.0	78,367
SENIOR CIVIL ENGINEER (CONSTRUCTION &	02931A	-	-	1.0	70,055
SENIOR DRAFTPERSON	00323A	-	-	1.0	49,938
SENIOR GARDENER	00313G	-	-	1.0	45,750
SENIOR JANITOR	00312A	-	-	1.0	44,500
SENIOR MAINTENANCE TECHNICIAN	00314G	-	-	11.0	461,408
SENIOR MAINTENANCE TECHNICIAN	03114G	-	-	1.0	43,775
STATE BUILDING AND GROUNDS COORDINATOR	00132A	-	-	6.0	463,528
STATE COLLECTIONS MANAGER	00128A	-	-	1.0	58,813
STEAMFITTER	00314G	-	-	1.0	48,001
SUPERVISING ENVIRONMENTAL SCIENTIST	00134A	-	-	1.0	96,633
SUPERVISOR OF OFFICE SERVICES (DLT)	00131A	-	-	1.0	86,508
SUPERVISOR OF PAINTING PLASTERING MASONRY	00323A	-	-	1.0	61,185
SUPERVISOR OF PLUMBING HEATING AND	00322A	-	-	1.0	58,609
WASTEWATER TREATMENT FACILITIES OPERATOR	03114G	-	-	1.0	37,255
WASTEWATER TREATMENT FACILITIES PROCESS	03121A	-	-	1.0	43,585
WASTEWATER TREATMENT FACILITIES PROCESS	03124A	-	-	1.0	59,036
Subtotal		-	-	136.5	\$8,346,895
Cost Allocation from Other Programs		-	-	-	409,907
Cost Allocation to Other Programs		-	-	-	(32,849)
Overtime		-	-	-	400,000
Turnover		-	-	-	(455,333)
Subtotal		-	-	-	\$321,725
Total Salaries		-	-	136.5	\$8,668,620
Benefits					
Payroll Accrual			-		47,360
Holiday			-		50,000
FICA			-		638,972
Retiree Health			-		489,878
Health Benefits			-		2,071,759
Retirement			-		2,149,635
Subtotal			-		\$5,447,604

Personnel

Department Of Administration Capital Asset Management and Maintenance

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Total Salaries and Benefits		-	-	136.5	\$14,116,224
Cost Per FTE Position (Excluding Temporary and Seasonal)					\$103,416
Statewide Benefit Assessment					\$390,104
Payroll Costs		-	-	136.5	\$14,506,328
Purchased Services					
Management & Consultant Services			-		2,534,400
Other Contracts			-		65,000
Buildings and Ground Maintenance			-		719,100
Training and Educational Services			-		60,000
Design and Engineering Services			-		118,981
Medical Services			-		1,800
Subtotal			-		\$3,499,281
Total Personnel		-	-	136.5	\$18,005,609
Distribution By Source Of Funds					
General Revenue		-	-	136.5	\$14,428,892
Federal Funds		-	-	-	\$504,306
Restricted Receipts		-	-	-	\$155,936
Operating Transfers from Other Funds		-	-	-	\$1,312,970
Other Funds		-	-	-	\$1,603,505
Total All Funds		-	-	136.5	\$18,005,609