



**Gina M. Raimondo,  
Governor**

**State of Rhode Island and  
Providence Plantations  
Fiscal Year 2018  
Budget**

**Volume I – General Government  
and Quasi-Public Agencies**

# Agency

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## Department Of Administration

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### Agency Mission

To manage the State's financial, human, and other resources in support of other state agencies carrying out their responsibilities to provide 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.

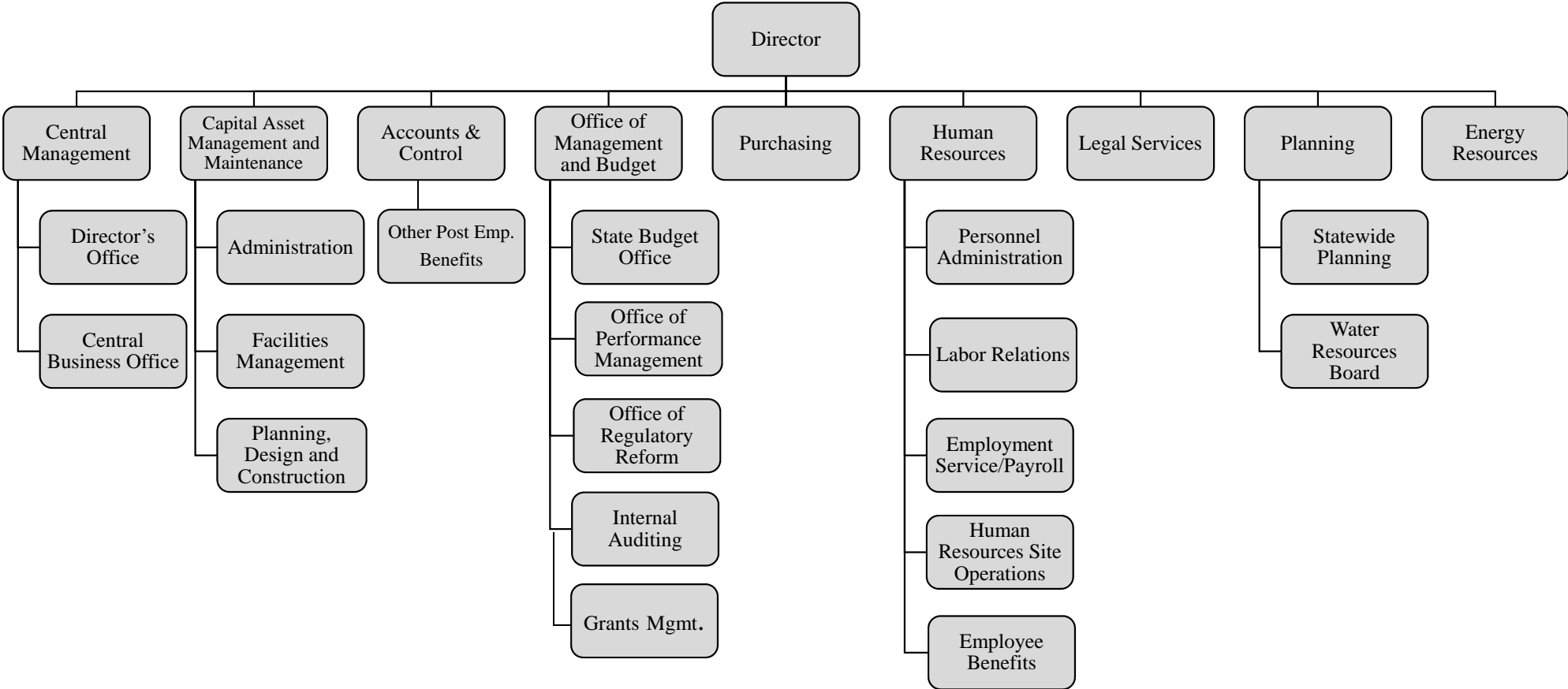
# Budget

## Department Of Administration

	FY 2015 Audited	FY 2016 Audited	FY 2017 Enacted	FY 2017 Revised	FY 2018 Recommend
<b>Expenditures By Program</b>					
Central Management	2,342,584	3,076,144	2,660,785	2,836,538	2,520,212
Accounts and Control	3,716,400	3,904,557	4,147,433	4,099,406	4,355,796
Office of Management and Budget	3,425,493	4,566,606	10,271,202	10,939,273	10,105,730
Purchasing	2,632,493	2,820,678	3,093,362	3,292,919	3,306,314
Auditing	1,294,235	1,420,096	-	-	-
Human Resources	9,577,006	9,699,928	10,542,300	11,229,871	11,927,509
Personnel Appeal Board	101,357	137,951	133,419	145,252	145,130
General	45,036,147	37,147,162	61,838,849	63,112,027	58,001,179
Debt Service Payments	194,237,049	162,849,916	179,041,292	170,687,472	185,684,481
Legal Services	1,980,498	2,131,683	2,185,988	2,133,735	2,300,956
Facilities Management	36,013,146	35,869,206	-	-	-
Capital Projects and Property Management	1,224,415	1,580,800	-	-	-
Information Technology	35,035,233	35,477,088	41,293,301	47,592,839	42,278,719
Library and Information Services	1,940,583	2,286,807	2,543,100	2,562,882	2,642,845
Planning	16,360,905	3,521,949	5,354,825	5,198,683	5,502,111
Personnel and Operational Reforms	-	-	(1,966,421)	(966,421)	(5,430,124)
Energy Resources	6,297,720	16,613,909	12,918,016	16,709,448	12,516,361
Construction Permitting, Approvals and Licensing	2,571,152	2,630,687	3,263,975	3,528,328	3,593,573
Rhode Island Health Benefits Exchange (HealthSource RI)	50,814,348	22,973,672	12,383,627	16,579,905	9,568,822
The Office of Diversity, Equity and Opportunity	847,891	914,512	1,387,633	1,274,721	1,468,873
Capital Asset Management and Maintenance	-	-	40,859,597	39,758,554	40,669,799
<i>Internal Services</i>	<i>[353,245,832]</i>	<i>[356,442,888]</i>	<i>[394,011,660]</i>	<i>[401,136,449]</i>	<i>[404,667,257]</i>
<b>Total Expenditures</b>	<b>\$415,448,655</b>	<b>\$349,623,351</b>	<b>\$391,952,283</b>	<b>\$400,715,432</b>	<b>\$391,158,286</b>
<b>Expenditures By Object</b>					
Personnel	126,728,748	99,133,349	95,395,497	102,707,002	98,782,619
Operating Supplies and Expenses	36,300,159	35,658,985	34,478,839	34,171,236	29,944,098
Assistance and Grants	22,109,489	16,511,706	15,184,735	18,260,018	13,167,967
Aid to Local Units of Government	10,385,409	10,684,299	11,585,292	11,583,018	11,682,361
<b>Subtotal: Operating Expenditures</b>	<b>195,523,805</b>	<b>161,988,339</b>	<b>156,644,363</b>	<b>166,721,274</b>	<b>153,577,045</b>
Capital Purchases and Equipment	15,637,548	21,451,501	56,366,628	63,406,686	51,996,760
Debt Service (Fixed Charges)	190,675,429	161,677,377	178,941,292	170,587,472	185,584,481
Operating Transfers	13,611,873	4,506,134	-	-	-
<b>Total Expenditures</b>	<b>\$415,448,655</b>	<b>\$349,623,351</b>	<b>\$391,952,283</b>	<b>\$400,715,432</b>	<b>\$391,158,286</b>
<b>Expenditures By Funds</b>					
General Revenue	244,775,881	212,928,494	237,083,518	229,671,472	248,080,830
Federal Funds	77,782,063	31,351,946	14,896,706	21,447,637	13,215,878
Restricted Receipts	20,553,583	29,970,285	34,263,955	42,293,091	33,095,338
Operating Transfers from Other Funds	64,765,107	68,002,934	96,944,043	99,162,305	88,486,924
Other Funds	7,572,021	7,369,692	8,764,061	8,140,927	8,279,316
<b>Total Expenditures</b>	<b>\$415,448,655</b>	<b>\$349,623,351</b>	<b>\$391,952,283</b>	<b>\$400,715,432</b>	<b>\$391,158,286</b>
<b>FTE Authorization</b>	<b>710.7</b>	<b>712.7</b>	<b>708.7</b>	<b>708.7</b>	<b>713.7</b>

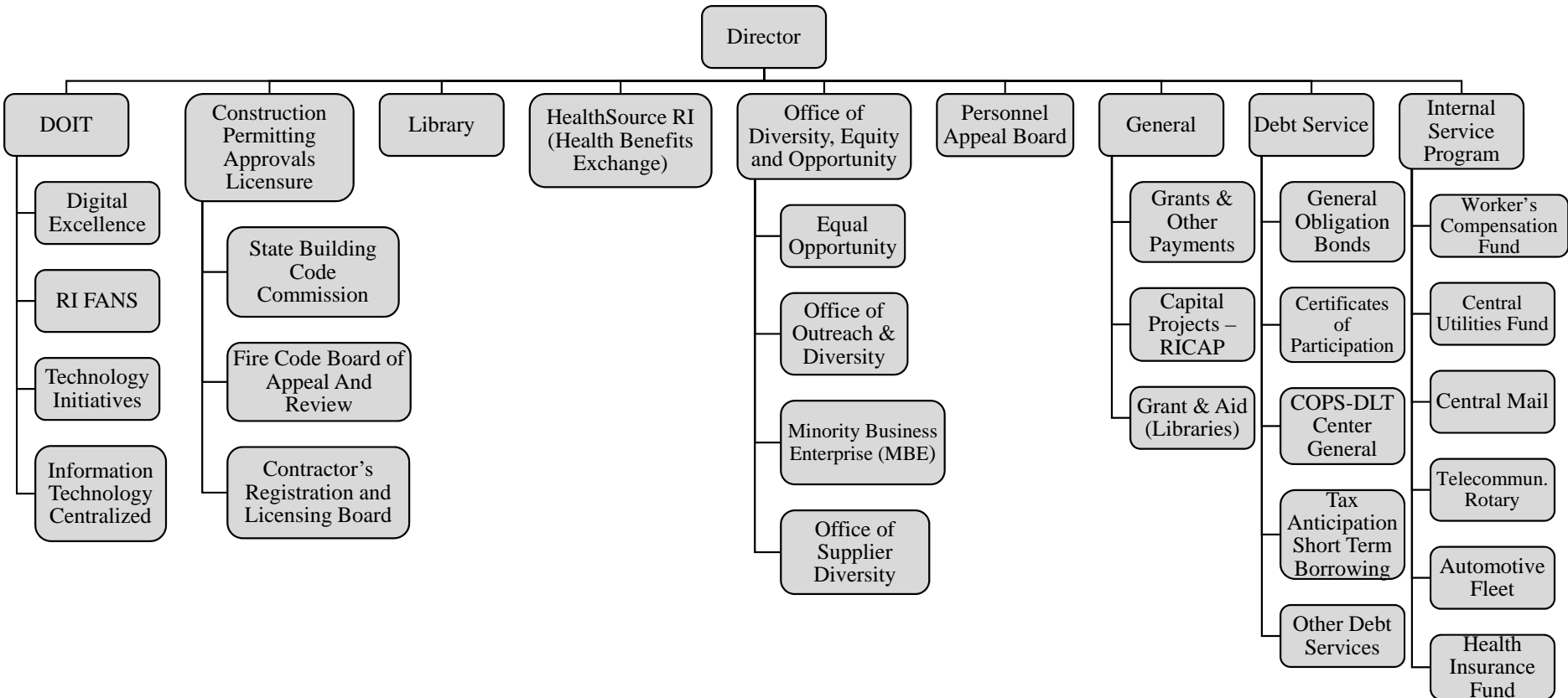
# The Agency

## Department of Administration



# The Agency

## Department of Administration, Continued



# Personnel

## Department Of Administration Agency Summary

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
Classified		743.5	53,782,637	737.5	53,963,773
Unclassified		22.0	2,336,576	27.0	2,754,677
<b>Subtotal</b>		<b>765.5</b>	<b>\$56,119,213</b>	<b>764.5</b>	<b>\$56,718,450</b>
Cost Allocation from Other Programs		-	921,961	-	920,978
Cost Allocation to Other Programs		-	(\$921,961)	-	(\$920,978)
Interdepartmental Transfer		-	(\$466,641)	-	(\$283,991)
Overtime		-	1,005,400	-	992,400
Program Reduction		(6.0)	(\$106,203)	-	-
Reconcile to FTE Authorization		(50.8)	-	(50.8)	-
Temporary and Seasonal		-	144,525	-	144,525
Turnover		-	(\$4,364,671)	-	(\$2,189,716)
<b>Subtotal</b>		<b>(56.8)</b>	<b>(\$3,787,590)</b>	<b>(50.8)</b>	<b>(\$1,336,782)</b>
<b>Total Salaries</b>		<b>708.7</b>	<b>\$52,331,623</b>	<b>713.7</b>	<b>\$55,381,668</b>
<b>Benefits</b>					
Payroll Accrual			295,641		312,238
Retiree Health			3,068,620		3,257,413
Holiday			75,153		75,153
Other			6,000,000		6,000,000
Health Benefits			10,027,539		10,820,590
Workers Compensation			29,115,000		30,515,000
FICA			4,360,707		4,605,054
Retirement			13,402,346		14,025,033
<b>Subtotal</b>			<b>\$66,345,006</b>		<b>\$69,610,481</b>
<b>Total Salaries and Benefits</b>		<b>708.7</b>	<b>\$118,676,629</b>	<b>713.7</b>	<b>\$124,992,149</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$167,253</b>		<b>\$174,930</b>
<b>Statewide Benefit Assessment</b>			<b>\$2,351,194</b>		<b>\$2,374,741</b>
<b>Payroll Costs</b>		<b>708.7</b>	<b>\$121,027,823</b>	<b>713.7</b>	<b>\$127,366,890</b>

# Personnel

## Department Of Administration Agency Summary

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Buildings and Ground Maintenance			848,501		848,501
Training and Educational Services			37,270		32,270
Legal Services			532,825		536,562
Other Contracts			1,120,313		1,003,224
Information Technology			4,157,244		1,482,796
Clerical and Temporary Services			98,729		139,908
Design and Engineering Services			493,982		493,982
Management & Consultant Services			16,592,179		10,530,884
Medical Services			3,000		3,000
<b>Subtotal</b>			<b>\$23,884,043</b>		<b>\$15,071,127</b>
<b>Total Personnel</b>		<b>708.7</b>	<b>\$144,911,866</b>	<b>713.7</b>	<b>\$142,438,017</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		514.9	\$66,018,293	519.5	\$68,664,539
Federal Funds		64.6	\$16,382,622	65.6	\$8,479,846
Restricted Receipts		53.7	\$11,265,714	54.2	\$12,104,058
Operating Transfers from Other Funds		32.9	\$3,592,973	31.8	\$3,941,768
Other Funds		93.4	\$47,652,264	93.4	\$49,247,806
<b>Total All Funds</b>		<b>759.5</b>	<b>\$144,911,866</b>	<b>764.5</b>	<b>\$142,438,017</b>

# 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.

	2014	2015	2016	2017	2018
<b>Target</b>	--	--	19%	20.5%	22.2%
<b>Actual</b>	17.2%	17.6%	17.9%	--	--

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.

	2014	2015	2016	2017	2018
<b>Target</b>	--	--	5	8	2
<b>Actual</b>	1	1	3	--	--

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. [Note: The 2015 actual has been updated to reflect complete data.]

	2014	2015	2016	2017	2018
<b>Target</b>	--	--	50%	75%	75%
<b>Actual</b>	--	14%	38%	--	--

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).

	2014	2015	2016	2017	2018
<b>Target</b>	--	--	100,372,910	98,324,484	88,345,739
<b>Actual</b>	102,759,693	102,421,337	98,492,048	--	--

Performance for this measure is reported by state fiscal year.



# The Program

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## Department Of Administration Central Management

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### **Program Mission**

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

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

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

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

### **Program Description**

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

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.

### **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

	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Director's Office	1,124,534	1,463,676	1,561,589	1,793,965	1,405,771
Financial Management	758,380	931,506	1,079,346	1,020,323	1,092,191
Judicial Nominating Committee	1,695	18,491	19,850	22,250	22,250
Office of Digital Excellence	457,975	662,471	-	-	-
<b>Total Expenditures</b>	<b>\$2,342,584</b>	<b>\$3,076,144</b>	<b>\$2,660,785</b>	<b>\$2,836,538</b>	<b>\$2,520,212</b>
<b>Expenditures By Object</b>					
Personnel	2,128,723	2,915,510	2,570,274	2,739,366	2,423,040
Operating Supplies and Expenses	90,413	78,224	88,011	90,112	90,112
Assistance and Grants	123,448	60,378	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>2,342,584</b>	<b>3,054,112</b>	<b>2,658,285</b>	<b>2,829,478</b>	<b>2,513,152</b>
Capital Purchases and Equipment	-	22,032	2,500	7,060	7,060
<b>Total Expenditures</b>	<b>\$2,342,584</b>	<b>\$3,076,144</b>	<b>\$2,660,785</b>	<b>\$2,836,538</b>	<b>\$2,520,212</b>
<b>Expenditures By Funds</b>					
General Revenue	2,342,584	3,076,144	2,660,785	2,836,538	2,520,212
<b>Total Expenditures</b>	<b>\$2,342,584</b>	<b>\$3,076,144</b>	<b>\$2,660,785</b>	<b>\$2,836,538</b>	<b>\$2,520,212</b>

# Personnel

## Department Of Administration Central Management

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	00144A	1.0	133,971	1.0	133,971
EXECUTIVE ASSISTANT TO THE DIRECTOR (DEPT. ADMINISTRATOR, FINANCIAL MANAGEMENT)	00141A	1.0	102,860	1.0	102,860
SUPERVISOR OF FISCAL SERVICES (DEPT OF PROGRAMMING SERVICES OFFICER)	00137A	1.0	87,239	1.0	87,239
PRINCIPAL HUMAN SERVICES BUSINESS OFFICER	00136A	1.5	127,811	1.0	79,996
ASSISTANT ADMINISTRATOR, FINANCIAL	00131A	1.0	83,573	1.0	83,573
CHIEF IMPLEMENTATION AIDE	00A28A	1.0	81,661	1.0	81,661
SUPERVISING ACCOUNTANT	00134A	0.5	37,427	1.0	74,853
SUPERVISOR OF BILLINGS AND ACCOUNTS	00128A	2.0	148,213	2.0	148,213
BUSINESS MANAGEMENT OFFICER	00131A	1.0	69,750	1.0	69,750
FISCAL MANAGEMENT OFFICER	03527A	1.0	68,737	1.0	68,737
ADMINISTRATIVE OFFICER	00A26A	1.0	68,569	1.0	73,346
IMPLEMENTATION AIDE	00B26A	2.0	127,601	2.0	130,538
ASSISTANT ADMINISTRATIVE OFFICER	00124A	1.0	63,593	1.0	63,593
ASSISTANT BUSINESS MANAGEMENT OFFICER	00122A	1.0	48,464	1.0	48,943
FISCAL CLERK	00121A	1.0	43,403	1.0	44,985
	00319A	1.0	42,975	1.0	43,909
	00314A	1.0	37,292	1.0	38,064
<b>Subtotal</b>		<b>19.0</b>	<b>\$1,373,139</b>	<b>19.0</b>	<b>\$1,374,231</b>
<b>Unclassified</b>					
DEPUTY DIRECTOR, DEPARTMENT OF	00850A	1.0	155,564	1.0	155,564
DIRECTOR OF ADMINISTRATION	00946KF	1.0	136,510	1.0	136,510
PRINCIPAL TECHNICAL SUPPORT ANALYST	05229A	1.0	88,316	1.0	88,316
PUBLIC INFORMATION OFFICER	00829A	1.0	63,646	1.0	65,969
EXECUTIVE SECRETARY (STATE PROPERTIES)	00321A	1.0	45,972	1.0	45,972
<b>Subtotal</b>		<b>5.0</b>	<b>\$490,008</b>	<b>5.0</b>	<b>\$492,331</b>
Cost Allocation to Other Programs		-	(579,629)	-	(560,771)
Interdepartmental Transfer		-	60,133	-	75,765
Turnover		-	(99,906)	-	(44,985)
<b>Subtotal</b>		<b>-</b>	<b>(\$619,402)</b>	<b>-</b>	<b>(\$529,991)</b>
<b>Total Salaries</b>		<b>24.0</b>	<b>\$1,243,745</b>	<b>24.0</b>	<b>\$1,336,571</b>
<b>Benefits</b>					
Payroll Accrual			7,190		7,707
FICA			91,210		98,808
Retiree Health			74,253		79,929
Health Benefits			222,358		235,218
Retirement			332,894		351,269
<b>Subtotal</b>			<b>\$727,905</b>		<b>\$772,931</b>

# Personnel

## Department Of Administration Central Management

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Total Salaries and Benefits</b>		24.0	\$1,971,650	24.0	\$2,109,502
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			\$82,152		\$87,896
<b>Statewide Benefit Assessment</b>			\$55,888		\$56,138
<b>Payroll Costs</b>		24.0	\$2,027,538	24.0	\$2,165,640
<b>Purchased Services</b>					
Management & Consultant Services			704,428		250,000
Legal Services			6,400		6,400
Other Contracts			1,000		1,000
<b>Subtotal</b>			\$711,828		\$257,400
<b>Total Personnel</b>		24.0	\$2,739,366	24.0	\$2,423,040
<b>Distribution By Source Of Funds</b>					
General Revenue		24.0	\$2,739,366	24.0	\$2,423,040
<b>Total All Funds</b>		24.0	\$2,739,366	24.0	\$2,423,040

# The Program

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## Department Of Administration Accounts and Control

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### **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

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## Department Of Administration Accounts and Control

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	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Accounts & Control	3,716,400	3,904,557	4,147,433	4,099,406	4,355,796
<b>Total Expenditures</b>	<b>\$3,716,400</b>	<b>\$3,904,557</b>	<b>\$4,147,433</b>	<b>\$4,099,406</b>	<b>\$4,355,796</b>
<b>Expenditures By Object</b>					
Personnel	3,610,089	3,764,336	4,009,988	3,963,344	4,219,734
Operating Supplies and Expenses	106,311	133,434	134,445	133,062	133,062
Assistance and Grants	-	1,500	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>3,716,400</b>	<b>3,899,270</b>	<b>4,144,433</b>	<b>4,096,406</b>	<b>4,352,796</b>
Capital Purchases and Equipment	-	5,287	3,000	3,000	3,000
<b>Total Expenditures</b>	<b>\$3,716,400</b>	<b>\$3,904,557</b>	<b>\$4,147,433</b>	<b>\$4,099,406</b>	<b>\$4,355,796</b>
<b>Expenditures By Funds</b>					
General Revenue	3,716,400	3,904,557	4,147,433	4,099,406	4,130,796
Restricted Receipts	-	-	-	-	225,000
<b>Total Expenditures</b>	<b>\$3,716,400</b>	<b>\$3,904,557</b>	<b>\$4,147,433</b>	<b>\$4,099,406</b>	<b>\$4,355,796</b>

# Personnel

## Department Of Administration Accounts and Control

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
CONTROLLER	00148A	1.0	148,811	1.0	151,107
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	113,146	1.0	113,146
ASSOCIATE CONTROLLER	00143A	2.0	220,849	2.0	225,604
SUPERVISOR FINANCIAL MANAGEMENT AND FINANCIAL REPORTING MANAGER (OFFICE OF INVESTIGATIVE AUDITOR	00135A	1.0	97,447	1.0	97,447
ADMINISTRATOR, FINANCIAL MANAGEMENT	00139A	1.0	93,347	1.0	93,347
CHIEF PREAUDIT SUPERVISOR	00133A	1.0	91,260	1.0	91,260
SUPERVISING ACCOUNTANT	00137A	1.0	87,240	1.0	87,240
FISCAL MANAGEMENT OFFICER	00131A	4.0	318,273	4.0	318,273
SENIOR MANAGEMENT AND METHODS ANALYST	00831A	1.0	76,911	1.0	76,911
PRINCIPAL ACCOUNTING POLICY AND METHODS	00B26A	3.0	206,694	3.0	208,940
ASSET PROTECTION OFFICER	00325A	1.0	66,039	1.0	66,039
CENTRAL ACCOUNTS PAYABLE SUPERVISING	00828A	2.0	130,496	2.0	130,496
ACCOUNTS AND CONTROL CENTRALIZED	00324A	2.0	112,751	2.0	114,240
SCHEDULING AND RECORDING CLERK	00321A	1.0	52,084	1.0	54,034
	00312A	13.0	621,092	13.0	635,678
		2.0	81,583	2.0	81,583
<b>Subtotal</b>		<b>37.0</b>	<b>\$2,518,023</b>	<b>37.0</b>	<b>\$2,545,345</b>
Overtime		-	3,000	-	-
Turnover		-	(116,517)	-	(72,542)
<b>Subtotal</b>		<b>-</b>	<b>(\$113,517)</b>	<b>-</b>	<b>(\$72,542)</b>
<b>Total Salaries</b>		<b>37.0</b>	<b>\$2,404,506</b>	<b>37.0</b>	<b>\$2,472,803</b>
<b>Benefits</b>					
Payroll Accrual			13,885		14,265
FICA			182,023		187,540
Retiree Health			143,371		147,873
Health Benefits			479,012		500,065
Retirement			630,634		641,083
<b>Subtotal</b>			<b>\$1,448,925</b>		<b>\$1,490,826</b>
<b>Total Salaries and Benefits</b>		<b>37.0</b>	<b>\$3,853,431</b>	<b>37.0</b>	<b>\$3,963,629</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$104,147</b>		<b>\$107,125</b>
<b>Statewide Benefit Assessment</b>			<b>\$107,913</b>		<b>\$104,105</b>
<b>Payroll Costs</b>		<b>37.0</b>	<b>\$3,961,344</b>	<b>37.0</b>	<b>\$4,067,734</b>

# Personnel

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## Department Of Administration Accounts and Control

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	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Management & Consultant Services			-		100,000
Legal Services			-		50,000
Other Contracts			2,000		2,000
<b>Subtotal</b>			<b>\$2,000</b>		<b>\$152,000</b>
<b>Total Personnel</b>		<b>37.0</b>	<b>\$3,963,344</b>	<b>37.0</b>	<b>\$4,219,734</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		37.0	\$3,963,344	36.5	\$3,994,734
Restricted Receipts		-	-	0.5	\$225,000
<b>Total All Funds</b>		<b>37.0</b>	<b>\$3,963,344</b>	<b>37.0</b>	<b>\$4,219,734</b>



# The Program

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## Department Of Administration Office of Management and Budget

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### Program Mission

To anticipate and provide ongoing fiscal analysis, management support, and analytical research to the Governor, state departments and agencies, the General Assembly, and taxpayers. This includes establishing a robust public finance and management system that manages an accountable and transparent data-driven budget process, monitoring state departments' and agencies' performance and use of public funds, 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.

### 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

	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Budget Office	2,003,021	1,986,610	2,655,354	2,306,261	2,302,458
Director, Office of Mgt and Budget	332,057	635,869	1,942,865	1,969,785	869,950
Performance Management	315,936	494,964	1,071,063	1,479,660	1,244,079
Federal Grants Management	256,645	22,375	-	214,075	213,675
Office of Regulatory Reform	517,834	1,285,438	560,405	1,076,689	1,186,924
Office of Internal Audit	-	141,350	4,041,515	3,892,803	4,288,644
<b>Total Expenditures</b>	<b>\$3,425,493</b>	<b>\$4,566,606</b>	<b>\$10,271,202</b>	<b>\$10,939,273</b>	<b>\$10,105,730</b>
<b>Expenditures By Object</b>					
Personnel	3,335,240	3,794,012	7,971,145	8,560,559	8,877,701
Operating Supplies and Expenses	83,230	191,880	795,557	797,038	797,038
Assistance and Grants	-	-	500,000	500,000	400,000
<b>Subtotal: Operating Expenditures</b>	<b>3,418,470</b>	<b>3,985,892</b>	<b>9,266,702</b>	<b>9,857,597</b>	<b>10,074,739</b>
Capital Purchases and Equipment	7,023	580,714	1,004,500	1,081,676	30,991
<b>Total Expenditures</b>	<b>\$3,425,493</b>	<b>\$4,566,606</b>	<b>\$10,271,202</b>	<b>\$10,939,273</b>	<b>\$10,105,730</b>
<b>Expenditures By Funds</b>					
General Revenue	3,409,598	4,361,219	8,535,107	8,969,835	8,086,236
Restricted Receipts	15,895	64,037	355,000	464,647	300,000
Operating Transfers from Other Funds	-	141,350	1,381,095	1,504,791	1,719,494
<b>Total Expenditures</b>	<b>\$3,425,493</b>	<b>\$4,566,606</b>	<b>\$10,271,202</b>	<b>\$10,939,273</b>	<b>\$10,105,730</b>

# Personnel

## Department Of Administration Office of Management and Budget

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
EXECUTIVE DIRECTOR (DOA)/BUDGET OFFICER	00152A	1.0	185,739	1.0	185,739
CHIEF BUREAU OF AUDITS	00145A	1.0	132,183	1.0	132,183
ASSOCIATE DIRECTOR I (MHRH)	00142A	1.0	129,046	1.0	129,046
DEPUTY BUDGET OFFICER	00144A	1.0	126,648	1.0	126,648
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	00144A	0.6	70,277	0.6	70,277
DIRECTOR REGULATORY REFORM (OMB)	00146A	1.0	116,762	1.0	121,523
DEPUTY CHIEF BUREAU OF AUDITS	00143A	2.0	213,776	2.0	218,292
SENIOR INTERNAL AUDIT MANAGER (DOA)	00140A	1.0	103,011	1.0	103,011
SUPERVISING BUDGET ANALYST	00139A	4.0	396,431	4.0	400,276
SENIOR BUDGET ANALYST	00834A	1.0	93,844	1.0	93,844
CHIEF BUDGET ANALYST	00142A	1.0	93,347	1.0	98,105
INTERNAL AUDIT MANAGER (DOA)	00136A	4.0	369,682	4.0	372,446
BUDGET ANALYST II	00831A	1.0	86,809	1.0	86,809
PRINCIPAL ECONOMIC AND POLICY ANALYST	00138A	2.0	165,406	2.0	171,706
CHIEF PROGRAM DEVELOPMENT	00134A	1.0	78,305	1.0	78,305
ASSISTANT TO THE DIRECTOR (DHS)	00136A	1.0	76,934	1.0	76,934
PRINCIPAL BUDGET ANALYST	00137A	1.0	75,673	1.0	78,354
PRINCIPAL AUDITOR	00328A <sup>1</sup>	0.5	37,715	-	-
PROGRAMMING SERVICES OFFICER	00131A	2.0	146,474	2.0	146,474
CHIEF OF RESEARCH AND ANALYSIS	00134A	1.0	73,017	1.0	76,422
SENIOR ECONOMIC AND POLICY ANALYST	00134A	4.0	280,204	4.0	290,414
SENIOR AUDITOR	00025A	1.0	67,229	1.0	67,229
SENIOR INTERNAL AUDITOR (DOA)	00131A <sup>2</sup>	7.5	497,848	8.0	541,252
ECONOMIC AND POLICY ANALYST	00130A	2.0	132,536	2.0	134,986
ADMINISTRATIVE OFFICER	00124A	1.0	61,456	1.0	61,456
BUDGET ANALYST I	00828A	6.0	348,974	6.0	360,680
SENIOR MANAGEMENT AND METHODS ANALYST	00125A	2.0	109,818	2.0	109,818
ELIGIBILITY TECHNICIAN	00321A	7.0	348,966	1.0	58,358
INTERNAL AUDITOR (DOA)	00325A	11.0	529,037	11.0	546,492
AUDITOR	00K22A	1.0	47,715	1.0	49,210
<b>Subtotal</b>		<b>70.6</b>	<b>\$5,194,862</b>	<b>64.6</b>	<b>\$4,986,289</b>
<b>Unclassified</b>					
DIRECTOR, OFFICE OF MANAGEMENT & BUDGET	00852A	1.0	171,281	1.0	171,281
ASSOCIATE DIRECTOR FOR PLANNING, POLICY & CONFIDENTIAL SECRETARY	00843A 00822A	1.0 1.0	122,186 53,003	1.0 1.0	122,186 53,003
<b>Subtotal</b>		<b>3.0</b>	<b>\$346,470</b>	<b>3.0</b>	<b>\$346,470</b>

# Personnel

## Department Of Administration Office of Management and Budget

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
Interdepartmental Transfer		-	(70,277)	-	(70,277)
Program Reduction		(6.0)	(106,203)	-	-
Temporary and Seasonal		-	66,400	-	66,400
Turnover		-	(538,172)	-	(171,952)
<b>Subtotal</b>		<b>(6.0)</b>	<b>(\$648,252)</b>	<b>-</b>	<b>(\$175,829)</b>
<b>Total Salaries</b>		<b>67.6</b>	<b>\$4,893,080</b>	<b>67.6</b>	<b>\$5,156,930</b>
<b>Benefits</b>					
Payroll Accrual			27,885		28,915
FICA			360,686		381,105
Retiree Health			288,149		304,417
Health Benefits			863,745		962,586
Retirement			1,266,519		1,315,251
<b>Subtotal</b>			<b>\$2,806,984</b>		<b>\$2,992,274</b>
<b>Total Salaries and Benefits</b>		<b>67.6</b>	<b>\$7,700,064</b>	<b>67.6</b>	<b>\$8,149,204</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$112,924</b>		<b>\$119,568</b>
<b>Statewide Benefit Assessment</b>			<b>\$222,100</b>		<b>\$225,529</b>
<b>Payroll Costs</b>		<b>67.6</b>	<b>\$7,922,164</b>	<b>67.6</b>	<b>\$8,374,733</b>
<b>Purchased Services</b>					
Management & Consultant Services			571,428		332,264
Legal Services			66,967		170,704
<b>Subtotal</b>			<b>\$638,395</b>		<b>\$502,968</b>
<b>Total Personnel</b>		<b>67.6</b>	<b>\$8,560,559</b>	<b>67.6</b>	<b>\$8,877,701</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		51.9	\$6,640,347	52.9	\$6,881,950
Restricted Receipts		-	\$439,164	-	\$300,000
Operating Transfers from Other Funds		15.7	\$1,481,048	14.7	\$1,695,751
<b>Total All Funds</b>		<b>67.6</b>	<b>\$8,560,559</b>	<b>67.6</b>	<b>\$8,877,701</b>

1 Retirement December 2015. Converted to Senior Internal Auditor

2 Principal Auditor Retirement December 2015. Converted to Senior Internal Auditor

# The Program

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## Department Of Administration Purchasing

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### **Program Mission**

To obtain goods and services for public purposes in the most cost-effective manner possible and ensure that all procurements are made with care, integrity and 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

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## Department Of Administration Purchasing

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	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Purchasing	2,632,493	2,820,678	3,093,362	3,292,919	3,306,314
<b>Total Expenditures</b>	<b>\$2,632,493</b>	<b>\$2,820,678</b>	<b>\$3,093,362</b>	<b>\$3,292,919</b>	<b>\$3,306,314</b>
<b>Expenditures By Object</b>					
Personnel	2,562,922	2,749,258	3,014,902	3,214,459	3,235,189
Operating Supplies and Expenses	68,015	64,488	78,460	78,460	71,125
<b>Subtotal: Operating Expenditures</b>	<b>2,630,937</b>	<b>2,813,746</b>	<b>3,093,362</b>	<b>3,292,919</b>	<b>3,306,314</b>
Capital Purchases and Equipment	1,556	6,932	-	-	-
<b>Total Expenditures</b>	<b>\$2,632,493</b>	<b>\$2,820,678</b>	<b>\$3,093,362</b>	<b>\$3,292,919</b>	<b>\$3,306,314</b>
<b>Expenditures By Funds</b>					
General Revenue	2,316,069	2,501,126	2,860,722	3,013,859	3,072,789
Operating Transfers from Other Funds	316,424	319,552	232,640	279,060	233,525
<b>Total Expenditures</b>	<b>\$2,632,493</b>	<b>\$2,820,678</b>	<b>\$3,093,362</b>	<b>\$3,292,919</b>	<b>\$3,306,314</b>

# Personnel

## Department Of Administration Purchasing

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
PURCHASING AGENT	00145A	1.0	132,719	1.0	136,345
DEPUTY PURCHASING AGENT	00141A	1.0	108,003	1.0	108,003
INTERDEPARTMENTAL PROJECT MANAGER	00139A	3.0	282,150	3.0	285,714
CHIEF BUYER (DOA/OP)	00132A	5.0	401,299	5.0	405,352
CHIEF OF PURCHASING MANAGEMENT AND PROGRAMMING SERVICES OFFICER	00138A	1.0	79,562	1.0	82,471
CHIEF IMPLEMENTATION AIDE	00131A	1.0	76,725	1.0	76,725
BUYER II (DOA/OP)	00128A	1.0	68,193	1.0	68,193
ADMINISTRATIVE OFFICER	00327A	2.3	144,816	2.3	217,564
SYSTEMS SUPPORT TECHNICIAN I	00124A	1.0	57,419	1.0	59,202
LEGAL ASSISTANT	00318A	2.0	102,976	2.0	102,976
BUYER I (DOA/OP)	00119A	1.0	49,952	1.0	49,952
STANDARDS TECHNICIAN (DIVISION OF	00324A	1.7	80,482	1.7	16,476
	00318A	10.0	457,310	10.0	459,042
<b>Subtotal</b>		<b>31.0</b>	<b>\$2,041,606</b>	<b>31.0</b>	<b>\$2,068,015</b>
Cost Allocation to Other Programs		-	(17,045)	-	(17,045)
Interdepartmental Transfer		-	(97,815)	-	(97,815)
Turnover		-	(71,637)	-	(44,491)
<b>Subtotal</b>		<b>-</b>	<b>(\$186,497)</b>	<b>-</b>	<b>(\$159,351)</b>
<b>Total Salaries</b>		<b>31.0</b>	<b>\$1,855,109</b>	<b>31.0</b>	<b>\$1,908,664</b>
<b>Benefits</b>					
Payroll Accrual			10,765		11,040
FICA			143,381		145,303
Retiree Health			110,749		114,137
Health Benefits			475,800		462,900
Retirement			489,635		496,983
<b>Subtotal</b>			<b>\$1,230,330</b>		<b>\$1,230,363</b>
<b>Total Salaries and Benefits</b>		<b>31.0</b>	<b>\$3,085,439</b>	<b>31.0</b>	<b>\$3,139,027</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$99,530</b>		<b>\$101,259</b>
<b>Statewide Benefit Assessment</b>			<b>\$83,770</b>		<b>\$80,912</b>
<b>Payroll Costs</b>		<b>31.0</b>	<b>\$3,169,209</b>	<b>31.0</b>	<b>\$3,219,939</b>

# Personnel

## Department Of Administration Purchasing

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Information Technology			30,000		-
Clerical and Temporary Services			250		250
Legal Services			15,000		15,000
<b>Subtotal</b>			<b>\$45,250</b>		<b>\$15,250</b>
<b>Total Personnel</b>		<b>31.0</b>	<b>\$3,214,459</b>	<b>31.0</b>	<b>\$3,235,189</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		29.5	\$2,935,399	29.5	\$3,001,664
Operating Transfers from Other Funds		1.5	\$279,060	1.5	\$233,525
<b>Total All Funds</b>		<b>31.0</b>	<b>\$3,214,459</b>	<b>31.0</b>	<b>\$3,235,189</b>



# The Program

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## Department Of Administration Auditing

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### Program Mission

To provide independent and objective assurance regarding governance, risk management, and control processes. To report the effectiveness and efficiency of state operation, the reliability of the 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 the General Assembly.

The Bureau of Audits performs the internal auditing function for the Executive Branch of State Government, and fall 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 operation, 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 was merged into the Office of Management and Budget in FY 2017.

### Statutory History

Chapter 35-7 establishes the Bureau of Audits and authorizes in 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 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 the chapter shall not apply to non-profit organizations.

# The Budget

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## Department Of Administration Auditing

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	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Auditing	1,294,235	1,420,096	-	-	-
<b>Total Expenditures</b>	<b>\$1,294,235</b>	<b>\$1,420,096</b>	-	-	-
<b>Expenditures By Object</b>					
Personnel	1,249,612	1,380,695	-	-	-
Operating Supplies and Expenses	44,623	34,537	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>1,294,235</b>	<b>1,415,232</b>	-	-	-
Capital Purchases and Equipment	-	4,864	-	-	-
<b>Total Expenditures</b>	<b>\$1,294,235</b>	<b>\$1,420,096</b>	-	-	-
<b>Expenditures By Funds</b>					
General Revenue	1,294,235	1,420,096	-	-	-
<b>Total Expenditures</b>	<b>\$1,294,235</b>	<b>\$1,420,096</b>	-	-	-

# The Program

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## Department Of Administration Human Resources

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### **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

	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Human Resources	161,147	631,990	1,212,230	1,022,160	1,085,579
Personnel Administration	2,706,531	2,093,868	1,762,119	1,027,752	1,036,219
General Gov. HR Service Center	-	976	-	609	609
Human Resources Centralization	6,709,328	6,973,094	7,567,951	9,179,350	9,805,102
<b>Total Expenditures</b>	<b>\$9,577,006</b>	<b>\$9,699,928</b>	<b>\$10,542,300</b>	<b>\$11,229,871</b>	<b>\$11,927,509</b>
<b>Expenditures By Object</b>					
Personnel	9,401,113	9,401,263	10,214,501	10,880,853	11,580,271
Operating Supplies and Expenses	161,443	171,842	318,299	337,018	335,238
Assistance and Grants	-	409	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>9,562,556</b>	<b>9,573,514</b>	<b>10,532,800</b>	<b>11,217,871</b>	<b>11,915,509</b>
Capital Purchases and Equipment	14,450	126,414	9,500	12,000	12,000
<b>Total Expenditures</b>	<b>\$9,577,006</b>	<b>\$9,699,928</b>	<b>\$10,542,300</b>	<b>\$11,229,871</b>	<b>\$11,927,509</b>
<b>Expenditures By Funds</b>					
General Revenue	7,171,969	7,157,340	7,783,906	7,977,246	8,602,573
Federal Funds	685,698	755,695	784,618	1,044,844	1,068,199
Restricted Receipts	432,533	481,067	487,070	624,246	637,889
Other Funds	1,286,806	1,305,826	1,486,706	1,583,535	1,618,848
<b>Total Expenditures</b>	<b>\$9,577,006</b>	<b>\$9,699,928</b>	<b>\$10,542,300</b>	<b>\$11,229,871</b>	<b>\$11,927,509</b>

# Personnel

## Department Of Administration

### Human Resources

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSOCIATE DIRECTOR (DHS) DIV OF	00146A	1.0	148,993	1.0	148,993
EXECUTIVE DIRECTOR, DEPARTMENT OF	00050A	1.0	145,674	1.0	145,674
DIRECTOR OF HUMAN RESOURCES	00148A	1.0	136,161	1.0	136,161
DEPUTY PERSONNEL ADMINISTRATOR	00144A	3.0	404,541	3.0	397,249
HUMAN RESOURCES ADMINISTRATOR	00141A	1.0	123,432	1.0	123,432
HUMAN RESOURCE PROGRAM ADMINISTRATOR	00139A	2.0	206,158	2.0	209,843
CHIEF OF STRATEGIC PLANNING, MONITORING	00143A	1.0	102,500	1.0	105,950
HUMAN RESOURCES SUPERVISOR	00136A	2.0	203,751	2.0	203,751
CHIEF OF HUMAN RESOURCES	00138A	1.0	88,455	1.0	88,455
HUMAN RESOURCES COORDINATOR	00135A	7.4	650,125	7.4	622,266
CHIEF OF HUMAN RESOURCES SERVICES	00133A	1.0	86,515	1.0	87,201
PROGRAMMING SERVICES OFFICER	00131A	1.0	84,412	1.0	84,412
COORDINATOR OF EMPLOYEE TRAINING	00138A	1.0	79,562	1.0	81,834
BUSINESS MANAGEMENT OFFICER	00B26A	1.0	76,369	1.0	76,369
SUPERVISOR PERSONNEL SUPPORT SERVICES	00128A	1.0	75,607	1.0	75,607
HUMAN RESOURCES ANALYST III (GENERAL)	00133A	14.0	1,055,241	14.0	1,076,970
CHIEF IMPLEMENTATION AIDE	00128A	1.0	73,793	1.0	73,793
HUMAN RESOURCES ANALYST II (CLASSIF &	00129A	1.0	69,963	1.0	69,963
CHIEF IMPLEMENTATION AIDE	00328A	1.0	68,558	1.0	68,558
HUMAN RESOURCES ANALYST II (GENERAL)	00129A	6.0	387,874	6.0	392,138
ASSISTANT LABOR RELATIONS HEARING OFFICER	00132A	1.0	64,022	1.0	65,231
DATA ENTRY UNIT SUPERVISOR	00B21A	0.8	47,846	0.8	47,929
HUMAN RESOURCES ANALYST I	00126A	9.0	537,878	9.0	539,492
ADMINISTRATIVE OFFICER	00124A	4.0	208,445	4.0	214,487
IMPLEMENTATION AIDE	00122A	2.0	103,111	2.0	104,347
HUMAN RESOURCES TECHNICIAN	00122A	30.6	1,538,615	30.6	1,573,322
EXECUTIVE ASSISTANT	00118A	1.0	42,976	1.0	42,976
LEGAL ASSISTANT	00119A	1.0	40,899	1.0	41,794
LABOR RELATIONS CLERK	00114A	1.0	37,673	1.0	38,652
<b>Subtotal</b>		<b>98.8</b>	<b>\$6,889,149</b>	<b>98.8</b>	<b>\$6,936,849</b>
<b>Unclassified</b>					
SUPERVISING EMPLOYEE RELATIONS OFFICER	00828A	1.0	80,639	1.0	80,639
ADMINISTRATIVE ASSISTANT	00825A	3	-	3.0	181,382
DEPUTY DIRECTOR	00838A	4	-	1.0	93,077
<b>Subtotal</b>		<b>1.0</b>	<b>\$80,639</b>	<b>5.0</b>	<b>\$355,098</b>

# Personnel

## Department Of Administration Human Resources

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
Cost Allocation from Other Programs		-	7,638	-	8,000
Temporary and Seasonal		-	44,975	-	44,975
Turnover		-	(454,540)	-	(216,970)
<b>Subtotal</b>		-	<b>(\$401,927)</b>	-	<b>(\$163,995)</b>
<b>Total Salaries</b>		<b>99.8</b>	<b>\$6,567,861</b>	<b>103.8</b>	<b>\$7,127,952</b>
<b>Benefits</b>					
Payroll Accrual			37,691		40,817
FICA			493,563		536,201
Retiree Health			398,845		432,995
Health Benefits			1,194,212		1,302,617
Retirement			1,699,465		1,824,446
<b>Subtotal</b>			<b>\$3,823,776</b>		<b>\$4,137,076</b>
<b>Total Salaries and Benefits</b>		<b>99.8</b>	<b>\$10,391,637</b>	<b>103.8</b>	<b>\$11,265,028</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$103,674</b>		<b>\$108,093</b>
<b>Statewide Benefit Assessment</b>			<b>\$300,116</b>		<b>\$310,443</b>
<b>Payroll Costs</b>		<b>99.8</b>	<b>\$10,691,753</b>	<b>103.8</b>	<b>\$11,575,471</b>
<b>Purchased Services</b>					
Management & Consultant Services			38,600		4,300
Legal Services			150,000		-
Other Contracts			500		500
<b>Subtotal</b>			<b>\$189,100</b>		<b>\$4,800</b>
<b>Total Personnel</b>		<b>99.8</b>	<b>\$10,880,853</b>	<b>103.8</b>	<b>\$11,580,271</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		70.1	\$7,703,840	74.1	\$8,330,487
Federal Funds		9.7	\$1,020,228	9.7	\$1,043,583
Restricted Receipts		5.8	\$608,725	5.8	\$622,508
Other Funds		14.2	\$1,548,060	14.2	\$1,583,693
<b>Total All Funds</b>		<b>99.8</b>	<b>\$10,880,853</b>	<b>103.8</b>	<b>\$11,580,271</b>

3 Transfer from Public Safety

4 Transfer from Public Safety

# The Program

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## Department Of Administration Personnel Appeal Board

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### **Program Mission**

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

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

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

### **Program Description**

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

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

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

### **Statutory History**

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

# The Budget

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## Department Of Administration Personnel Appeal Board

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	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Personnel Appeal Board	101,357	137,951	133,419	145,252	145,130
<b>Total Expenditures</b>	<b>\$101,357</b>	<b>\$137,951</b>	<b>\$133,419</b>	<b>\$145,252</b>	<b>\$145,130</b>
<b>Expenditures By Object</b>					
Personnel	100,308	136,590	132,329	143,789	143,667
Operating Supplies and Expenses	1,049	1,361	1,090	1,463	1,463
<b>Subtotal: Operating Expenditures</b>	<b>101,357</b>	<b>137,951</b>	<b>133,419</b>	<b>145,252</b>	<b>145,130</b>
<b>Total Expenditures</b>	<b>\$101,357</b>	<b>\$137,951</b>	<b>\$133,419</b>	<b>\$145,252</b>	<b>\$145,130</b>
<b>Expenditures By Funds</b>					
General Revenue	101,357	137,951	133,419	145,252	145,130
<b>Total Expenditures</b>	<b>\$101,357</b>	<b>\$137,951</b>	<b>\$133,419</b>	<b>\$145,252</b>	<b>\$145,130</b>



# Personnel

## Department Of Administration Personnel Appeal Board

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
MEMBER, PERSONNEL APPEAL BOARD	00541F	-	36,000	-	36,000
<b>Subtotal</b>		-	<b>\$36,000</b>	-	<b>\$36,000</b>
Cost Allocation from Other Programs		-	22,986	-	22,986
<b>Subtotal</b>		-	<b>\$22,986</b>	-	<b>\$22,986</b>
<b>Total Salaries</b>		-	<b>\$58,986</b>	-	<b>\$58,986</b>
<b>Benefits</b>					
Payroll Accrual			308		308
FICA			4,509		4,509
Retiree Health			1,373		1,375
Health Benefits			3,407		3,534
Retirement			6,055		5,977
<b>Subtotal</b>			<b>\$15,652</b>		<b>\$15,703</b>
<b>Total Salaries and Benefits</b>		-	<b>\$74,638</b>	-	<b>\$74,689</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			-		-
<b>Statewide Benefit Assessment</b>			<b>\$2,651</b>		<b>\$2,478</b>
<b>Payroll Costs</b>		-	<b>\$77,289</b>	-	<b>\$77,167</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			6,000		6,000
Legal Services			60,000		60,000
Other Contracts			500		500
<b>Subtotal</b>			<b>\$66,500</b>		<b>\$66,500</b>
<b>Total Personnel</b>		-	<b>\$143,789</b>	-	<b>\$143,667</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		-	\$143,789	-	\$143,667
<b>Total All Funds</b>		-	<b>\$143,789</b>	-	<b>\$143,667</b>

# The Program

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## Department Of Administration General

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### **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 Budget

## Department Of Administration General

	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
General	5,210,625	813,496	421,500	700,000	700,000
Capital Projects	16,229,554	19,484,046	46,161,000	47,157,952	42,847,761
Grants & Other Payments	2,989,891	5,412,922	3,671,057	3,671,057	2,771,057
Economic Development	9,188,170	-	-	-	-
State Aid to Local Communities	11,104,687	11,436,698	11,585,292	11,583,018	11,682,361
RI film & Television Office	313,220	-	-	-	-
<b>Total Expenditures</b>	<b>\$45,036,147</b>	<b>\$37,147,162</b>	<b>\$61,838,849</b>	<b>\$63,112,027</b>	<b>\$58,001,179</b>
<b>Expenditures By Object</b>					
Personnel	1,483,352	566,575	-	-	-
Operating Supplies and Expenses	5,153,383	4,095,312	2,633,057	3,021,057	3,021,057
Assistance and Grants	5,142,108	1,192,494	1,350,000	1,350,000	450,000
Aid to Local Units of Government	10,385,409	10,684,299	11,585,292	11,583,018	11,682,361
<b>Subtotal: Operating Expenditures</b>	<b>22,164,252</b>	<b>16,538,680</b>	<b>15,568,349</b>	<b>15,954,075</b>	<b>15,153,418</b>
Capital Purchases and Equipment	12,788,423	17,237,400	46,270,500	47,157,952	42,847,761
Operating Transfers	10,083,472	3,371,082	-	-	-
<b>Total Expenditures</b>	<b>\$45,036,147</b>	<b>\$37,147,162</b>	<b>\$61,838,849</b>	<b>\$63,112,027</b>	<b>\$58,001,179</b>
<b>Expenditures By Funds</b>					
General Revenue	23,804,376	16,849,620	15,256,349	15,254,075	14,453,418
Federal Funds	4,345,555	-	-	-	-
Restricted Receipts	656,662	813,496	421,500	700,000	700,000
Operating Transfers from Other Funds	16,229,554	19,484,046	46,161,000	47,157,952	42,847,761
<b>Total Expenditures</b>	<b>\$45,036,147</b>	<b>\$37,147,162</b>	<b>\$61,838,849</b>	<b>\$63,112,027</b>	<b>\$58,001,179</b>

# The Program

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## Department Of Administration Debt Service Payments

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### **Program Mission**

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

### **Program Description**

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

### **Statutory History**

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

# The Budget

## Department Of Administration Debt Service Payments

	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
General Obligation Bonds	106,092,034	55,471,340	82,797,541	74,393,721	98,163,851
Certificates of Participation	27,936,636	31,671,673	31,712,039	31,712,039	27,080,218
COPS - DLT Ctr. Gnrl. Building	2,015,899	2,003,247	947,437	947,437	-
COPS - Ctr General Furniture	1,772	4,699	-	-	-
Tax Anticipation/S T Borrowing	33,174	37,443	100,000	100,000	100,000
Other Debt Service	58,157,534	73,661,514	63,484,275	63,534,275	60,340,412
<b>Total Expenditures</b>	<b>\$194,237,049</b>	<b>\$162,849,916</b>	<b>\$179,041,292</b>	<b>\$170,687,472</b>	<b>\$185,684,481</b>
<b>Expenditures By Object</b>					
Operating Supplies and Expenses	33,219	37,487	100,000	100,000	100,000
<b>Subtotal: Operating Expenditures</b>	<b>33,219</b>	<b>37,487</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
Debt Service (Fixed Charges)	190,675,429	161,677,377	178,941,292	170,587,472	185,584,481
Operating Transfers	3,528,401	1,135,052	-	-	-
<b>Total Expenditures</b>	<b>\$194,237,049</b>	<b>\$162,849,916</b>	<b>\$179,041,292</b>	<b>\$170,687,472</b>	<b>\$185,684,481</b>
<b>Expenditures By Funds</b>					
General Revenue	142,828,043	112,513,527	130,523,966	122,168,998	144,357,135
Federal Funds	2,657,423	2,643,287	2,235,315	2,234,616	1,870,830
Restricted Receipts	2,259,317	1,372,210	111,453	111,904	-
Operating Transfers from Other Funds	46,489,864	46,316,226	46,170,558	46,170,501	39,456,516
Other Funds	2,402	4,666	-	1,453	-
<b>Total Expenditures</b>	<b>\$194,237,049</b>	<b>\$162,849,916</b>	<b>\$179,041,292</b>	<b>\$170,687,472</b>	<b>\$185,684,481</b>

# The Program

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## Department Of Administration Internal Service Programs

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### **Program Mission**

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

### **Program Description**

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

Internal service programs that are operated by the Department of Administration include telecommunications services, mail services, utility services, automotive services (repair and replacement), 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 moved 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

	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Assessed Fringe Benefit Fund	40,222,460	36,692,751	41,699,269	39,846,094	41,229,448
Central Utilities Fund	17,778,975	14,617,978	14,900,975	20,926,448	24,910,320
Central Mail Fund	5,812,116	5,426,515	6,190,285	6,826,590	6,838,505
Telecommunciations Fund	2,837,087	3,187,069	3,017,521	3,185,153	3,244,413
Automotive Fleet Fund	11,946,941	13,731,772	12,543,165	14,637,857	12,784,388
Surplus Property	1,570	2,885	2,500	3,000	3,000
Health Insurance Fund	233,366,096	244,114,465	251,723,462	251,776,824	251,804,700
Other Post Employment Benefits	41,280,587	38,669,453	63,934,483	63,934,483	63,852,483
Internal Services	[353,245,832]	[356,442,888]	[394,011,660]	[401,136,449]	[404,667,257]
<b>Total Expenditures</b>	<b>\$353,245,832</b>	<b>\$356,442,888</b>	<b>\$394,011,660</b>	<b>\$401,136,449</b>	<b>\$404,667,257</b>
<b>Expenditures By Object</b>					
Personnel	314,303,690	319,163,092	356,867,365	356,025,544	357,476,078
Operating Supplies and Expenses	37,030,787	34,343,207	34,934,795	41,317,991	45,297,893
Assistance and Grants	32,229	225,655	270,000	270,000	270,000
<b>Subtotal: Operating Expenditures</b>	<b>351,366,706</b>	<b>353,731,954</b>	<b>392,072,160</b>	<b>397,613,535</b>	<b>403,043,971</b>
Capital Purchases and Equipment	93,568	32,985	154,500	149,500	149,500
Operating Transfers	1,785,558	2,677,949	1,785,000	3,373,414	1,473,786
<b>Total Expenditures</b>	<b>\$353,245,832</b>	<b>\$356,442,888</b>	<b>\$394,011,660</b>	<b>\$401,136,449</b>	<b>\$404,667,257</b>
<b>Expenditures By Funds</b>					
Other Funds	353,245,832	356,442,888	394,011,660	401,136,449	404,667,257
<b>Total Expenditures</b>	<b>\$353,245,832</b>	<b>\$356,442,888</b>	<b>\$394,011,660</b>	<b>\$401,136,449</b>	<b>\$404,667,257</b>

# Personnel

## Department Of Administration Internal Service Programs

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
DEPUTY PERSONNEL ADMINISTRATOR	00144A	1.0	138,158	1.0	142,990
ASSISTANT DIRECTOR CENTRAL INFORMATION	00143A	1.0	137,490	1.0	137,490
INFORMATION SYSTEMS GROUP COORDINATOR	00138A	1.0	109,036	1.0	109,036
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	108,003	1.0	108,003
TECHNICAL SUPPORT SPECIALIST III	00135A	1.0	96,590	1.0	96,590
SENIOR LEGAL COUNSEL	00134A	2.0	190,068	2.0	190,068
MANAGER, WORKERS' COMPENSATION PROGRAM	00834A	1.0	94,808	1.0	94,808
ADMINISTRATOR, OPERATIONS MANAGEMENT	00141A	1.0	93,530	1.0	98,288
TECHNICAL SUPPORT MANAGER	00138A	1.0	90,239	1.0	90,239
ASSISTANT ADMINISTRATOR, STATE EMPLOYEES	00137A	1.0	83,741	1.0	83,741
CHIEF PROGRAM DEVELOPMENT	00134A	1.0	82,220	1.0	82,220
TECHNICAL SUPPORT SPECIALIST II	00332A	1.0	71,430	1.0	71,430
CHIEF IMPLEMENTATION AIDE	00828A	2.0	137,382	2.0	137,382
CHIEF IMPLEMENTATION AIDE	00328A	1.0	66,871	1.0	67,621
PROGRAMMING SERVICES OFFICER	00131A	1.0	66,077	1.0	69,612
FLEET OPERATIONS OFFICER	00130A	1.0	65,722	1.0	69,008
PRINCIPAL ENERGY CONSERVATION TECHNICIAN	00328A	1.0	64,044	1.0	67,121
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00827A	3.0	191,069	3.0	191,069
CLAIMS EXAMINER II (STATE EMPLOYEES)	00325A	7.0	440,226	7.0	440,226
ACCOUNTANT	00320A	1.0	62,724	1.0	65,000
TECHNICAL SUPPORT SPECIALIST I	00328A	2.0	122,946	2.0	122,946
TECHNICAL SUPPORT SPECIALIST I	00328A	1.0	61,473	1.0	61,473
SENIOR SYSTEMS ANALYST	00126A	1.0	53,621	1.0	55,371
SENIOR COMPUTER OPERATOR (OIP)	00322A	2.0	105,483	2.0	105,483
ASSISTANT RECORDS ANALYST	00319A	1.0	51,697	1.0	53,209
LEGAL ASSISTANT	00119A	1.0	51,648	1.0	51,648
EMPLOYEE BENEFITS SPECIALIST	00322A	3.0	147,186	3.0	147,186
PRINCIPAL COMPUTER OPERATOR (OIP)	00324A	1.0	47,428	1.0	48,916
ENERGY CONSERVATION TECHNICIAN	00320A	1.0	45,747	1.0	45,747
JUNIOR COMPUTER OPERATOR (OIP)	00313A	1.0	44,516	1.0	44,516
ASSISTANT BUSINESS MANAGEMENT OFFICER	00319A	1.0	39,988	1.0	41,987
DATA CONTROL CLERK	00315A	1.0	39,678	1.0	39,678
COMPUTER OPERATOR (OIP)	00316A	1.0	39,344	1.0	40,402
SUPERVISOR CENTRAL MAIL SERVICES	00816A	1.0	38,241	1.0	40,153
<b>Subtotal</b>		<b>48.0</b>	<b>\$3,278,424</b>	<b>48.0</b>	<b>\$3,310,657</b>
<b>Unclassified</b>					
TASK FORCE AGENT/INSPECTOR	00828A	1.0	70,559	1.0	70,559
<b>Subtotal</b>		<b>1.0</b>	<b>\$70,559</b>	<b>1.0</b>	<b>\$70,559</b>



# Personnel

## Department Of Administration Internal Service Programs

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
Cost Allocation from Other Programs		-	42,479	-	42,479
Cost Allocation to Other Programs		-	(160,547)	-	(160,547)
Overtime		-	206,000	-	196,000
Turnover		-	(142,449)	-	(20,816)
<b>Subtotal</b>		-	<b>(\$54,517)</b>	-	<b>\$57,116</b>
<b>Total Salaries</b>		<b>49.0</b>	<b>\$3,294,466</b>	<b>49.0</b>	<b>\$3,438,332</b>
<b>Benefits</b>					
Payroll Accrual			17,816		18,634
Holiday			4,000		4,000
Other			6,000,000		6,000,000
FICA			697,920		708,731
Retiree Health			186,738		196,251
Health Benefits			621,010		692,026
Retirement			800,654		830,356
Workers Compensation			29,115,000		30,515,000
<b>Subtotal</b>			<b>\$37,443,138</b>		<b>\$38,964,998</b>
<b>Total Salaries and Benefits</b>		<b>49.0</b>	<b>\$40,737,604</b>	<b>49.0</b>	<b>\$42,403,330</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$831,380</b>		<b>\$865,374</b>
<b>Statewide Benefit Assessment</b>			<b>\$146,700</b>		<b>\$154,008</b>
<b>Payroll Costs</b>		<b>49.0</b>	<b>\$40,884,304</b>	<b>49.0</b>	<b>\$42,557,338</b>
<b>Purchased Services</b>					
Management & Consultant Services			961,102		738,602
Legal Services			34,458		34,458
Design and Engineering Services			325,000		325,000
<b>Subtotal</b>			<b>\$1,320,560</b>		<b>\$1,098,060</b>
<b>Total Personnel</b>		<b>49.0</b>	<b>\$42,204,864</b>	<b>49.0</b>	<b>\$43,655,398</b>
<b>Distribution By Source Of Funds</b>					
Other Funds		49.0	\$42,204,864	49.0	\$43,655,398
<b>Total All Funds</b>		<b>49.0</b>	<b>\$42,204,864</b>	<b>49.0</b>	<b>\$43,655,398</b>

# The Program

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## Department Of Administration Legal Services

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### **Program Mission**

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

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

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

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

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

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

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

### **Program Description**

The Division of Legal Services 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

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## Department Of Administration Legal Services

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	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Legal Services	1,980,498	2,131,683	2,185,988	2,133,735	2,300,956
<b>Total Expenditures</b>	<b>\$1,980,498</b>	<b>\$2,131,683</b>	<b>\$2,185,988</b>	<b>\$2,133,735</b>	<b>\$2,300,956</b>
<b>Expenditures By Object</b>					
Personnel	1,917,004	2,065,002	2,116,856	2,064,603	2,231,824
Operating Supplies and Expenses	61,021	64,208	66,657	66,657	66,657
<b>Subtotal: Operating Expenditures</b>	<b>1,978,025</b>	<b>2,129,210</b>	<b>2,183,513</b>	<b>2,131,260</b>	<b>2,298,481</b>
Capital Purchases and Equipment	2,473	2,473	2,475	2,475	2,475
<b>Total Expenditures</b>	<b>\$1,980,498</b>	<b>\$2,131,683</b>	<b>\$2,185,988</b>	<b>\$2,133,735</b>	<b>\$2,300,956</b>
<b>Expenditures By Funds</b>					
General Revenue	1,980,498	2,131,683	2,185,988	2,133,735	2,300,956
<b>Total Expenditures</b>	<b>\$1,980,498</b>	<b>\$2,131,683</b>	<b>\$2,185,988</b>	<b>\$2,133,735</b>	<b>\$2,300,956</b>

# Personnel

## Department Of Administration Legal Services

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATIVE AND LEGAL SUPPORT SERVICES	00145A	1.0	121,889	1.0	121,889
ADMINISTRATOR ADJUDICATION	00140A	1.0	113,048	1.0	113,048
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	108,003	1.0	108,003
CHIEF LEGAL COUNSEL-STATE LABOR RELATIONS	00142A	1.0	107,615	1.0	107,615
LEGAL COUNSEL (MHRH)	00136A	1.0	105,492	1.0	105,492
CHIEF OF LEGAL SERVICES	00139A	2.0	208,561	2.0	208,561
LEGAL COUNSEL	00132A	0.6	50,006	0.6	50,006
DEPUTY CHIEF OF LEGAL SERVICES	00137A	3.0	248,299	3.0	254,025
SENIOR LEGAL COUNSEL	00134A	2.0	144,567	2.0	151,221
IMPLEMENTATION AIDE	00122A	1.0	58,161	1.0	58,161
ADMINISTRATIVE OFFICER	00124A	1.0	52,877	1.0	52,877
EXECUTIVE ASSISTANT	00318A	1.0	38,840	1.0	39,842
SENIOR WORD PROCESSING TYPIST	00112A	1.0	36,993	1.0	36,993
<b>Subtotal</b>		<b>16.6</b>	<b>\$1,394,351</b>	<b>16.6</b>	<b>\$1,407,733</b>
Cost Allocation to Other Programs		-	(44,535)	-	(46,983)
Turnover		-	(195,538)	-	(107,184)
<b>Subtotal</b>		<b>-</b>	<b>(\$240,073)</b>	<b>-</b>	<b>(\$154,167)</b>
<b>Total Salaries</b>		<b>16.6</b>	<b>\$1,154,278</b>	<b>16.6</b>	<b>\$1,253,566</b>
<b>Benefits</b>					
Payroll Accrual			6,669		7,231
FICA			88,277		96,059
Retiree Health			68,910		74,962
Health Benefits			162,744		193,610
Retirement			301,657		323,545
<b>Subtotal</b>			<b>\$628,257</b>		<b>\$695,407</b>
<b>Total Salaries and Benefits</b>		<b>16.6</b>	<b>\$1,782,535</b>	<b>16.6</b>	<b>\$1,948,973</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$107,382</b>		<b>\$117,408</b>
<b>Statewide Benefit Assessment</b>			<b>\$51,868</b>		<b>\$52,651</b>
<b>Payroll Costs</b>		<b>16.6</b>	<b>\$1,834,403</b>	<b>16.6</b>	<b>\$2,001,624</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			30,200		30,200
Legal Services			200,000		200,000
<b>Subtotal</b>			<b>\$230,200</b>		<b>\$230,200</b>
<b>Total Personnel</b>		<b>16.6</b>	<b>\$2,064,603</b>	<b>16.6</b>	<b>\$2,231,824</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		16.6	\$2,064,603	16.6	\$2,231,824
<b>Total All Funds</b>		<b>16.6</b>	<b>\$2,064,603</b>	<b>16.6</b>	<b>\$2,231,824</b>

# The Program

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## Department Of Administration Facilities Management

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### **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 building at the Capitol Hill Complex, Pastore Center, Zambarano Campus, Veteran's Home, Ladd Center, and numerous other that buildings throughout the State.

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 administrators 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 merged into the Capital Asset Maintenance and Management 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

	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Operations and Maintenance	9,111,170	8,272,282	-	-	-
Facilities Centralization	26,901,976	27,596,924	-	-	-
<b>Total Expenditures</b>	<b>\$36,013,146</b>	<b>\$35,869,206</b>	-	-	-
<b>Expenditures By Object</b>					
Personnel	13,088,584	13,887,926	-	-	-
Operating Supplies and Expenses	22,914,416	21,757,755	-	-	-
Assistance and Grants	-	580	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>36,003,000</b>	<b>35,646,261</b>	-	-	-
Capital Purchases and Equipment	10,146	222,945	-	-	-
<b>Total Expenditures</b>	<b>\$36,013,146</b>	<b>\$35,869,206</b>	-	-	-
<b>Expenditures By Funds</b>					
General Revenue	30,688,008	30,301,593	-	-	-
Federal Funds	1,325,035	1,614,126	-	-	-
Restricted Receipts	581,038	628,151	-	-	-
Other Funds	3,419,065	3,325,336	-	-	-
<b>Total Expenditures</b>	<b>\$36,013,146</b>	<b>\$35,869,206</b>	-	-	-

# The Program

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## Department Of Administration Capital Projects and Property Management

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### **Program Mission**

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

### **Program Description**

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

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## Department Of Administration Capital Projects and Property Management

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	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Capital Projects	1,224,415	1,580,800	-	-	-
<b>Total Expenditures</b>	<b>\$1,224,415</b>	<b>\$1,580,800</b>	-	-	-
<b>Expenditures By Object</b>					
Personnel	1,202,052	1,553,866	-	-	-
Operating Supplies and Expenses	20,082	25,902	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>1,222,134</b>	<b>1,579,768</b>	-	-	-
Capital Purchases and Equipment	2,281	1,032	-	-	-
<b>Total Expenditures</b>	<b>\$1,224,415</b>	<b>\$1,580,800</b>	-	-	-
<b>Expenditures By Funds</b>					
General Revenue	1,224,415	1,580,800	-	-	-
<b>Total Expenditures</b>	<b>\$1,224,415</b>	<b>\$1,580,800</b>	-	-	-



# The Program

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## Department Of Administration Information Technology

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### Program Mission

To enable State Government to meet its goals effectively and efficiently by providing leadership in the application of information technology and delivering secure, innovative, and reliable technology solutions in the most responsive and effective manner; and to continually address the ever changing information technology landscape to improve access to information, to stimulate business activity and to ultimately address the needs of all Rhode Island citizens.

The duties of ETSS are to:

- Manage the implementation of all new and mission critical technology infrastructure projects and upgrades for state agencies. The office of information technology, under ETSS, shall manage and support all day-to-day operations of the state's technology infrastructure, telecommunications, and associated applications.
- Manage the office of digital excellence in order to ensure that large scale technology projects are delivered in a timely manner in accordance with accepted best industry practices.
- To oversee the chief of library services and the office of library and information services to ensure that this office fulfills its statutory duties in an effective manner.
- Coordinate efforts with the director of administration in order to plan, allocate and implement projects supported by the information technology investment fund.
- Supervise all intellectual property created as a result of work undertaken by employees of ETSS to ensure that ownership of this intellectual property remains with the state. Any patents applied for shall be in the name of the state.

### Program Description

The Division of Enterprise Technology Strategy and Service, which shall include the office of information technology, the office of digital excellence (ODE), and the office of library and information services (OLIS). Within ETSS, there shall be a chief digital officer in the unclassified service who shall oversee and manage the division and shall be appointed by the director of administration. Any prior reference in statute to the division of information technology shall now mean ETSS. The chief digital officer shall supervise the state's chief information officer, chief technology officer, chief information security officer, the directors of information technology and all associated employees. The focus of ETSS will be to lead the strategic technology decisions and efforts across all of the executive branch state agencies, identify opportunities to implement technology solutions across state agencies to prevent duplication of systems and effort, as well as effectively support these solutions in an efficient manner.

### Statutory History

April 29, 2004 Executive Order 04-06 establishes and defines the duties and responsibilities of the Division of Information Technology (DoIT) within the Department of Administration. § 42-11-2.5 Information technology investment fund established. § 42-11-2.6 Establishment of Office of Digital Excellence. § 42-11-2.7 July, 2016 Division of enterprise technology strategy and service established by General Assembly.

# The Budget

## Department Of Administration Information Technology

	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Executive Director-CIO	481,417	335,673	3,280,799	3,207,656	3,262,130
Information Technology	7,424,268	6,994,700	10,880,217	17,028,293	11,566,832
IT Centralization	10,459,642	10,521,162	7,614,873	8,034,300	7,935,881
Enterprise Technology, Strategy & Service	-	-	620,824	337,314	337,692
Doit Project Management	-	-	926,060	859,653	1,071,936
Doit Operations	16,669,906	17,625,553	12,371,018	14,132,998	14,155,953
Networking And Security	-	-	5,599,510	3,992,625	3,948,295
<b>Total Expenditures</b>	<b>\$35,035,233</b>	<b>\$35,477,088</b>	<b>\$41,293,301</b>	<b>\$47,592,839</b>	<b>\$42,278,719</b>
<b>Expenditures By Object</b>					
Personnel	26,357,813	25,560,057	26,556,908	26,834,122	26,996,708
Operating Supplies and Expenses	6,132,486	6,965,963	5,775,293	5,747,617	6,270,911
<b>Subtotal: Operating Expenditures</b>	<b>32,490,299</b>	<b>32,526,020</b>	<b>32,332,201</b>	<b>32,581,739</b>	<b>33,267,619</b>
Capital Purchases and Equipment	2,544,934	2,951,068	8,961,100	15,011,100	9,011,100
<b>Total Expenditures</b>	<b>\$35,035,233</b>	<b>\$35,477,088</b>	<b>\$41,293,301</b>	<b>\$47,592,839</b>	<b>\$42,278,719</b>
<b>Expenditures By Funds</b>					
General Revenue	18,937,202	19,579,828	21,840,562	21,816,921	22,146,644
Federal Funds	6,598,601	6,703,883	6,778,053	6,847,151	6,655,755
Restricted Receipts	6,720,790	6,543,175	9,903,237	16,208,130	10,777,319
Other Funds	2,778,640	2,650,202	2,771,449	2,720,637	2,699,001
<b>Total Expenditures</b>	<b>\$35,035,233</b>	<b>\$35,477,088</b>	<b>\$41,293,301</b>	<b>\$47,592,839</b>	<b>\$42,278,719</b>

# Personnel

## Department Of Administration Information Technology

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ENTERPRISE RESOURCE MANAGER (ORACLE ERP)	00142A	1.0	129,816	1.0	129,816
ASSISTANT DIRECTOR CENTRAL INFORMATION	00143A	3.0	383,065	3.0	383,065
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	4.0	469,122	4.0	469,122
INFORMATION TECHNOLOGY PROJECT MANAGER	00143A	5.0	536,977	5.0	553,072
ADMINISTRATOR MANAGEMENT INFORMATION	00140A	10.0	1,073,597	10.0	1,083,115
PROGRAMMER/ANALYST MANAGER	00138A	9.0	896,220	9.0	896,220
PROGRAMMER/ANALYST III (UNIX/SQL)	00135A	1.0	99,146	1.0	99,146
TECHNICAL SUPPORT MANAGER	00138A	6.0	594,376	6.0	594,376
TECHNICAL SUPPORT SPECIALIST III	00035A	1.0	98,442	1.0	98,442
SYSTEMS ADMINISTRATOR (MHRH)	00139A	4.0	392,057	4.0	392,057
PROGRAMMER/ANALYST III (ORACLE)	02835A	1.0	95,269	1.0	95,269
TECHNICAL SUPPORT SPECIALIST III	00335A	2.0	189,920	2.0	189,920
TECHNICAL SUPPORT SPECIALIST II (OS	00A32A	1.0	92,516	1.0	92,516
ENTERPRISE RESOURCE ADMINISTRATOR	00140A	1.0	91,517	1.0	91,517
TECHNICAL SUPPORT SPECIALIST III (DOS/MVS)	00135A	2.0	182,713	2.0	182,713
PROGRAMMER/ANALYST III (COBOL/CICS)	00835A	8.0	718,544	8.0	722,556
PROGRAMMER/ANALYST III (UNIX/SQL)	00835A	6.0	530,170	6.0	533,547
DATABASE MANAGER (DB2)	00338A	1.0	88,313	1.0	88,313
TECHNICAL SUPPORT SPECIALIST II	00032A	3.0	263,334	3.0	263,334
PROGRAMMER/ANALYST II (ORACLE)	00332A	1.0	86,249	1.0	86,249
PROGRAMMER/ANALYST III (ORACLE)	00835A	2.0	171,702	2.0	174,324
PRINCIPAL PROGRAMMER/ANALYST (OIP)	00331A	1.0	85,589	1.0	85,589
STATEWIDE INFORMATION TECHNOLOGY	00135A	1.0	85,266	1.0	85,266
PROGRAMMER/ANALYST III (UNIX/SQL)	00035A	2.0	170,058	2.0	172,771
INTERDEPARTMENTAL PROJECT MANAGER	00139A	2.0	169,840	2.0	180,443
TECHNICAL SUPPORT SPECIALIST III	00135A	13.0	1,103,388	13.0	1,111,323
PROGRAMMER/ANALYST II (ADABAS/NATURAL)	00332A	2.0	169,646	2.0	169,646
PROGRAMMER/ANALYST II (ORACLE)	00032A	1.0	84,642	1.0	84,642
PROGRAMMER/ANALYST II (UNIX/SQL)	00332A	10.0	827,814	10.0	827,814
TECHNICAL SUPPORT SPECIALIST II (DOS/MVS)	00332A	2.0	162,735	2.0	162,735
PROGRAMMER/ANALYST II (COBOL/CICS)	00332A	4.0	319,955	4.0	319,955
PROGRAMMER/ANALYST I (ADABAS/NATURAL)	00A28A	1.0	79,762	1.0	79,762
TECHNICAL SUPPORT SPECIALIST II (OS	00332A	2.0	158,254	2.0	161,826
PRINCIPAL ENVIRONMENTAL PLANNER	00329A	1.0	78,581	1.0	78,581
WEB DEVELOPMENT MANAGER	00135A	3.0	235,663	3.0	241,257
TECHNICAL SUPPORT SPECIALIST II	00132A	3.0	235,427	3.0	235,427
TECHNICAL SUPPORT SPECIALIST II	00332A	19.0	1,480,695	19.0	1,486,046
PROGRAMMER/ANALYST II (ORACLE)	00132A	3.0	231,032	3.0	231,032
DATABASE ADMINISTRATOR ADABAS/NATURAL	00135A	1.0	75,681	1.0	79,122
PROGRAMMER/ANALYST II (UNIX/SQL)	00132A	2.0	151,269	2.0	158,122
CHIEF IMPLEMENTATION AIDE	00128A	1.0	74,829	1.0	74,829
TECHNICAL SUPPORT SPECIALIST I	00128A	1.0	70,773	1.0	70,773
PROGRAMMER/ANALYST I (COBOL/CICS)	00328A	3.0	210,424	3.0	210,538
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00327A	2.0	137,095	2.0	140,355
SUPERVISOR COMPUTER OPERATIONS	00328A	2.0	133,506	2.0	133,506

# Personnel

## Department Of Administration Information Technology

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
PROGRAMMER/ANALYST I (UNIX/SQL)	00328A	5.0	325,695	5.0	325,809
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00827A	2.0	128,064	2.0	128,064
PROGRAMMER/ANALYST I (ORACLE)	00328A	1.0	61,473	1.0	61,473
TECHNICAL SUPPORT SPECIALIST I	00328A	5.0	305,738	5.0	308,805
RECORDS ANALYST	00324A	1.0	55,462	1.0	55,462
JUNIOR ELECTRONIC COMPUTER PROGRAMMER	00320A	1.0	54,943	1.0	54,943
PRINCIPAL COMPUTER OPERATOR (OIP)	00324A	1.0	54,095	1.0	54,095
SYSTEMS SUPPORT TECHNICIAN II	00321A	7.0	371,470	7.0	371,470
SYSTEMS SUPPORT TECHNICIAN III	00324A	2.0	104,514	2.0	104,514
SENIOR COMPUTER OPERATOR (OIP)	00322A	3.0	151,580	3.0	153,430
SYSTEMS SUPPORT TECHNICIAN I	00318A	2.0	97,892	2.0	97,892
INFORMATION SERVICES TECHNICIAN I	00316A	1.0	48,237	1.0	48,237
JUNIOR COMPUTER OPERATOR (OIP)	00313A	1.0	41,995	1.0	43,228
COMPUTER OPERATOR (OIP)	00316A	5.0	204,805	5.0	206,784
<b>Subtotal</b>		<b>191.0</b>	<b>\$15,720,952</b>	<b>191.0</b>	<b>\$15,814,255</b>
<b>Unclassified</b>					
CHIEF DIGITAL OFFICER	00856A	1.0	205,706	1.0	205,706
CHIEF INFORMATION OFFICER	00848A	1.0	146,026	1.0	146,026
DATA PROCESSING SYSTEMS MANAGER	00836A <sup>5</sup>	-	-	1.0	104,024
<b>Subtotal</b>		<b>2.0</b>	<b>\$351,732</b>	<b>3.0</b>	<b>\$455,756</b>
Cost Allocation from Other Programs		-	467,353	-	457,701
Cost Allocation to Other Programs		-	(66,855)	-	(82,282)
Interdepartmental Transfer		-	(162,862)	-	618
Overtime		-	360,400	-	360,400
Turnover		-	(1,077,331)	-	(966,675)
<b>Subtotal</b>		<b>-</b>	<b>(\$479,295)</b>	<b>-</b>	<b>(\$230,238)</b>
<b>Total Salaries</b>		<b>193.0</b>	<b>\$15,593,389</b>	<b>194.0</b>	<b>\$16,039,773</b>
<b>Benefits</b>					
Payroll Accrual			87,748		90,139
Holiday			21,153		21,153
FICA			1,149,916		1,189,711
Retiree Health			910,697		942,137
Health Benefits			2,721,158		2,825,946
Retirement			3,974,209		4,054,333
<b>Subtotal</b>			<b>\$8,864,881</b>		<b>\$9,123,419</b>
<b>Total Salaries and Benefits</b>		<b>193.0</b>	<b>\$24,458,270</b>	<b>194.0</b>	<b>\$25,163,192</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$126,727</b>		<b>\$129,707</b>
<b>Statewide Benefit Assessment</b>			<b>\$698,677</b>		<b>\$685,789</b>
<b>Payroll Costs</b>		<b>193.0</b>	<b>\$25,156,947</b>	<b>194.0</b>	<b>\$25,848,981</b>

# Personnel

## Department Of Administration Information Technology

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Information Technology			1,651,600		1,122,152
Clerical and Temporary Services			500		500
Other Contracts			25,075		25,075
<b>Subtotal</b>			<b>\$1,677,175</b>		<b>\$1,147,727</b>
<b>Total Personnel</b>		<b>193.0</b>	<b>\$26,834,122</b>	<b>194.0</b>	<b>\$26,996,708</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		127.7	\$17,740,781	127.7	\$18,113,754
Federal Funds		40.9	\$5,792,078	41.9	\$5,608,291
Restricted Receipts		7.5	\$1,017,473	7.5	\$1,008,462
Other Funds		16.9	\$2,283,790	16.9	\$2,266,201
<b>Total All Funds</b>		<b>193.0</b>	<b>\$26,834,122</b>	<b>194.0</b>	<b>\$26,996,708</b>

5 Transfer from Public Safety

# The Program

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## Department Of Administration Library and Information Services

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### **Program Mission**

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

Distribute state funds for public library development, 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

	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Library Services	1,940,583	2,286,807	2,543,100	2,562,882	2,642,845
<b>Total Expenditures</b>	<b>\$1,940,583</b>	<b>\$2,286,807</b>	<b>\$2,543,100</b>	<b>\$2,562,882</b>	<b>\$2,642,845</b>
<b>Expenditures By Object</b>					
Personnel	1,231,857	1,306,878	1,517,617	1,511,593	1,601,995
Operating Supplies and Expenses	631,106	970,114	1,025,483	1,045,789	1,037,850
Assistance and Grants	77,620	-	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>1,940,583</b>	<b>2,276,992</b>	<b>2,543,100</b>	<b>2,557,382</b>	<b>2,639,845</b>
Capital Purchases and Equipment	-	9,815	-	5,500	3,000
<b>Total Expenditures</b>	<b>\$1,940,583</b>	<b>\$2,286,807</b>	<b>\$2,543,100</b>	<b>\$2,562,882</b>	<b>\$2,642,845</b>
<b>Expenditures By Funds</b>					
General Revenue	877,350	1,217,578	1,342,819	1,341,629	1,479,475
Federal Funds	1,063,233	1,069,279	1,200,253	1,215,753	1,157,870
Restricted Receipts	-	(50)	28	5,500	5,500
<b>Total Expenditures</b>	<b>\$1,940,583</b>	<b>\$2,286,807</b>	<b>\$2,543,100</b>	<b>\$2,562,882</b>	<b>\$2,642,845</b>

# Personnel

## Department Of Administration Library and Information Services

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
CHIEF OF LIBRARY SERVICES	00143A	1.0	118,578	1.0	123,607
LIBRARY PROGRAM MANAGER I	00137A	2.0	175,716	2.0	179,216
LIBRARY PROGRAM SPECIALIST III	0AB32A	4.0	331,284	4.0	334,735
LIBRARY PROGRAM SPECIALIST II	0AB28A	2.0	135,419	2.0	137,451
INFORMATION SERVICES TECHNICIAN II	0AB20A	3.0	146,971	3.0	146,971
ASSISTANT ADMINISTRATIVE OFFICER	0AB21A	1.0	46,396	1.0	47,228
<b>Subtotal</b>		<b>13.0</b>	<b>\$954,364</b>	<b>13.0</b>	<b>\$969,208</b>
Turnover		-	(58,115)	-	-
<b>Subtotal</b>		<b>-</b>	<b>(\$58,115)</b>	<b>-</b>	<b>-</b>
<b>Total Salaries</b>		<b>13.0</b>	<b>\$896,249</b>	<b>13.0</b>	<b>\$969,208</b>
<b>Benefits</b>					
Payroll Accrual			5,180		5,590
FICA			68,564		74,200
Retiree Health			53,507		57,961
Health Benefits			182,667		176,767
Retirement			234,046		250,085
<b>Subtotal</b>			<b>\$543,964</b>		<b>\$564,603</b>
<b>Total Salaries and Benefits</b>		<b>13.0</b>	<b>\$1,440,213</b>	<b>13.0</b>	<b>\$1,533,811</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$110,786</b>		<b>\$117,985</b>
<b>Statewide Benefit Assessment</b>			<b>\$41,380</b>		<b>\$43,184</b>
<b>Payroll Costs</b>		<b>13.0</b>	<b>\$1,481,593</b>	<b>13.0</b>	<b>\$1,576,995</b>
<b>Purchased Services</b>					
Training and Educational Services			30,000		25,000
<b>Subtotal</b>			<b>\$30,000</b>		<b>\$25,000</b>
<b>Total Personnel</b>		<b>13.0</b>	<b>\$1,511,593</b>	<b>13.0</b>	<b>\$1,601,995</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		7.0	\$773,590	7.0	\$844,958
Federal Funds		6.0	\$738,003	6.0	\$757,037
<b>Total All Funds</b>		<b>13.0</b>	<b>\$1,511,593</b>	<b>13.0</b>	<b>\$1,601,995</b>



# The Program

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## Department Of Administration Planning

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### **Program Mission**

To administer technical and financial assistance to and supervise selected activities of cities and towns in organization, planning, and management; to prepare, maintain, and encourage implementation of strategic plans and the State Guide Plan; to coordinate activities among state agencies, and economic development.

### **Program Description**

The Division of Planning is comprised of three subprograms: Statewide Planning, Strategic Planning and Economic 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

	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Statewide Planning	3,749,279	3,521,952	5,354,825	5,198,683	5,502,111
Housing and Comm. Development	12,611,626	(3)	-	-	-
<b>Total Expenditures</b>	<b>\$16,360,905</b>	<b>\$3,521,949</b>	<b>\$5,354,825</b>	<b>\$5,198,683</b>	<b>\$5,502,111</b>
<b>Expenditures By Object</b>					
Personnel	4,260,048	2,644,113	3,086,909	2,906,456	3,233,195
Operating Supplies and Expenses	123,448	126,073	102,663	126,974	103,663
Assistance and Grants	11,959,024	730,383	2,154,200	2,154,200	2,154,200
<b>Subtotal: Operating Expenditures</b>	<b>16,342,520</b>	<b>3,500,569</b>	<b>5,343,772</b>	<b>5,187,630</b>	<b>5,491,058</b>
Capital Purchases and Equipment	18,385	21,380	11,053	11,053	11,053
<b>Total Expenditures</b>	<b>\$16,360,905</b>	<b>\$3,521,949</b>	<b>\$5,354,825</b>	<b>\$5,198,683</b>	<b>\$5,502,111</b>
<b>Expenditures By Funds</b>					
General Revenue	1,939,378	1,195,042	1,341,758	1,124,371	1,271,483
Federal Funds	9,702,837	585,147	1,014,317	24,311	1,000
Restricted Receipts	2,989,425	-	-	-	-
Operating Transfers from Other Funds	1,729,265	1,741,760	2,998,750	4,050,001	4,229,628
<b>Total Expenditures</b>	<b>\$16,360,905</b>	<b>\$3,521,949</b>	<b>\$5,354,825</b>	<b>\$5,198,683</b>	<b>\$5,502,111</b>

# Personnel

## Department Of Administration Planning

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSOCIATE DIRECTOR, DIVISION OF PLANNING	00144A	1.0	115,481	1.0	117,128
STAFF DIRECTOR (WATER RESOURCES BOARD)	00137A	1.0	100,069	1.0	100,069
CHIEF OFFICE OF SYSTEMS PLANNING	00138A	1.0	90,239	1.0	90,239
ASSISTANT CHIEF OF PLANNING	00137A	2.0	166,993	2.0	169,908
SUPERVISING CIVIL ENGINEER	00335A	1.0	81,787	1.0	81,787
SUPERVISING PLANNER	00831A	4.0	308,997	4.0	308,997
GEOGRAPHIC INFORMATION SYSTEM SPECIALIST II	00328A	1.0	67,621	1.0	67,621
PRINCIPAL PLANNER	00829A	8.0	514,510	8.0	517,232
FISCAL MANAGEMENT OFFICER	00B26A	1.0	63,303	1.0	63,303
PRINCIPAL RESEARCH TECHNICIAN	00827A	1.0	59,709	1.0	59,709
SENIOR PLANNER	00326A	2.0	119,412	2.0	119,412
INFORMATION SERVICES TECHNICIAN II	0AB20A	1.0	55,494	1.0	55,494
EXECUTIVE ASSISTANT	00318A	1.0	48,151	1.0	48,151
<b>Subtotal</b>		<b>25.0</b>	<b>\$1,791,766</b>	<b>25.0</b>	<b>\$1,799,050</b>
<b>Unclassified</b>					
GENERAL MANAGER (RI WATER RESOURCES)	00839A	1.0	110,257	1.0	110,257
<b>Subtotal</b>		<b>1.0</b>	<b>\$110,257</b>	<b>1.0</b>	<b>\$110,257</b>
Cost Allocation from Other Programs		-	13,247	-	13,247
Interdepartmental Transfer		-	(5,843)	-	-
Turnover		-	(372,617)	-	(139,461)
<b>Subtotal</b>		<b>-</b>	<b>(\$365,213)</b>	<b>-</b>	<b>(\$126,214)</b>
<b>Total Salaries</b>		<b>26.0</b>	<b>\$1,536,810</b>	<b>26.0</b>	<b>\$1,783,093</b>
<b>Benefits</b>					
Payroll Accrual			8,808		10,210
FICA			116,629		135,469
Retiree Health			91,749		106,628
Health Benefits			319,584		396,758
Retirement			402,303		461,216
<b>Subtotal</b>			<b>\$939,073</b>		<b>\$1,110,281</b>
<b>Total Salaries and Benefits</b>		<b>26.0</b>	<b>\$2,475,883</b>	<b>26.0</b>	<b>\$2,893,374</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$95,226</b>		<b>\$111,284</b>
<b>Statewide Benefit Assessment</b>			<b>\$71,573</b>		<b>\$80,821</b>
<b>Payroll Costs</b>		<b>26.0</b>	<b>\$2,547,456</b>	<b>26.0</b>	<b>\$2,974,195</b>

# Personnel

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## Department Of Administration Planning

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	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Management & Consultant Services			304,000		204,000
Design and Engineering Services			55,000		55,000
<b>Subtotal</b>			<b>\$359,000</b>		<b>\$259,000</b>
<b>Total Personnel</b>		<b>26.0</b>	<b>\$2,906,456</b>	<b>26.0</b>	<b>\$3,233,195</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		10.4	\$1,073,591	10.4	\$1,220,703
Operating Transfers from Other Funds		15.6	\$1,832,865	15.6	\$2,012,492
<b>Total All Funds</b>		<b>26.0</b>	<b>\$2,906,456</b>	<b>26.0</b>	<b>\$3,233,195</b>

# The Program

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## Department Of Administration Personnel and Operational Reforms

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### **Program Mission**

To address funding requirements associated with personnel and operating reforms throughout the state.

### **Program Description**

This program is used to book proposed savings associated with personnel and operating reforms throughout the state. Often these savings give the state the ability to provide government with flexibility in hiring and managing personnel as well as address structural challenges. Operational reforms promote more efficiencies in state government and provide savings.

### **Statutory History**

The Governor recommends these proposals as part of the FY 2018 Appropriations Act.

# The Budget

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## Department Of Administration Personnel and Operational Reforms

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	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Reduction in Force Savings	-	-	(1,966,421)	(966,421)	(5,430,124)
<b>Total Expenditures</b>	-	-	<b>(\$1,966,421)</b>	<b>(\$966,421)</b>	<b>(\$5,430,124)</b>
<b>Expenditures By Object</b>					
Operating Supplies and Expenses	-	-	(1,966,421)	(966,421)	(5,430,124)
<b>Subtotal: Operating Expenditures</b>	-	-	<b>(1,966,421)</b>	<b>(966,421)</b>	<b>(5,430,124)</b>
<b>Total Expenditures</b>	-	-	<b>(\$1,966,421)</b>	<b>(\$966,421)</b>	<b>(\$5,430,124)</b>
<b>Expenditures By Funds</b>					
General Revenue	-	-	(1,966,421)	(966,421)	(5,430,124)
<b>Total Expenditures</b>	-	-	<b>(\$1,966,421)</b>	<b>(\$966,421)</b>	<b>(\$5,430,124)</b>

# The Program

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## Department Of Administration Energy Resources

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### 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

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## Department Of Administration Energy Resources

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	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Energy Resources	6,297,720	16,613,909	12,918,016	16,709,448	12,516,361
<b>Total Expenditures</b>	<b>\$6,297,720</b>	<b>\$16,613,909</b>	<b>\$12,918,016</b>	<b>\$16,709,448</b>	<b>\$12,516,361</b>
<b>Expenditures By Object</b>					
Personnel	1,397,112	1,558,174	1,633,795	2,321,654	2,220,727
Operating Supplies and Expenses	91,095	309,339	102,686	126,976	126,867
Assistance and Grants	4,807,289	14,525,962	11,180,535	14,255,818	10,163,767
<b>Subtotal: Operating Expenditures</b>	<b>6,295,496</b>	<b>16,393,475</b>	<b>12,917,016</b>	<b>16,704,448</b>	<b>12,511,361</b>
Capital Purchases and Equipment	2,224	220,434	1,000	5,000	5,000
<b>Total Expenditures</b>	<b>\$6,297,720</b>	<b>\$16,613,909</b>	<b>\$12,918,016</b>	<b>\$16,709,448</b>	<b>\$12,516,361</b>
<b>Expenditures By Funds</b>					
General Revenue	-	-	-	-	250,000
Federal Funds	589,333	406,217	397,040	571,400	723,171
Restricted Receipts	5,708,387	16,207,692	12,520,976	16,138,048	11,543,190
<b>Total Expenditures</b>	<b>\$6,297,720</b>	<b>\$16,613,909</b>	<b>\$12,918,016</b>	<b>\$16,709,448</b>	<b>\$12,516,361</b>



# Personnel

## Department Of Administration Energy Resources

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
DEPUTY COMMISSIONER, OFFICE OF ENERGY	00145A	1.0	118,078	1.0	121,255
INTERDEPARTMENTAL PROJECT MANAGER	00139A	1.0	111,283	1.0	111,283
ADMINISTRATOR, FINANCIAL MANAGEMENT	00137A	1.0	102,506	1.0	102,506
CHIEF PROGRAM DEVELOPMENT	00134A	6.0	449,383	6.0	463,399
PROGRAMMING SERVICES OFFICER	00131A	1.0	69,750	1.0	69,750
CHIEF IMPLEMENTATION AIDE	00128A	1.0	55,879	1.0	57,871
PRINCIPAL INFORMATION AND PUBLIC RELATIONS	00126A	1.0	50,940	1.0	52,600
<b>Subtotal</b>		<b>12.0</b>	<b>\$957,819</b>	<b>12.0</b>	<b>\$978,664</b>
<b>Unclassified</b>					
COMMISSIONER OF ENERGY RESOURCES	00843A	1.0	115,030	1.0	119,802
<b>Subtotal</b>		<b>1.0</b>	<b>\$115,030</b>	<b>1.0</b>	<b>\$119,802</b>
Cost Allocation from Other Programs		-	44,536	-	46,983
Cost Allocation to Other Programs		-	(20,501)	-	(20,501)
Temporary and Seasonal		-	8,190	-	8,190
Turnover		-	(34,784)	-	(1)
<b>Subtotal</b>		<b>-</b>	<b>(\$2,559)</b>	<b>-</b>	<b>\$34,671</b>
<b>Total Salaries</b>		<b>13.0</b>	<b>\$1,070,290</b>	<b>13.0</b>	<b>\$1,133,137</b>
<b>Benefits</b>					
Payroll Accrual			6,105		6,520
FICA			81,250		86,060
Retiree Health			63,406		67,274
Health Benefits			148,305		168,619
Retirement			277,652		290,283
<b>Subtotal</b>			<b>\$576,718</b>		<b>\$618,756</b>
<b>Total Salaries and Benefits</b>		<b>13.0</b>	<b>\$1,647,008</b>	<b>13.0</b>	<b>\$1,751,893</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$126,063</b>		<b>\$134,131</b>
<b>Statewide Benefit Assessment</b>			<b>\$51,229</b>		<b>\$53,826</b>
<b>Payroll Costs</b>		<b>13.0</b>	<b>\$1,698,237</b>	<b>13.0</b>	<b>\$1,805,719</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			57,179		98,358
Management & Consultant Services			250,000		125,000
Other Contracts			316,238		191,650
<b>Subtotal</b>			<b>\$623,417</b>		<b>\$415,008</b>
<b>Total Personnel</b>		<b>13.0</b>	<b>\$2,321,654</b>	<b>13.0</b>	<b>\$2,220,727</b>
<b>Distribution By Source Of Funds</b>					
Federal Funds		1.8	\$263,374	1.8	\$270,254
Restricted Receipts		11.2	\$2,058,280	11.2	\$1,950,473
<b>Total All Funds</b>		<b>13.0</b>	<b>\$2,321,654</b>	<b>13.0</b>	<b>\$2,220,727</b>

# The Program

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Department Of Administration

Construction Permitting, Approvals and Licensing

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## **Program Mission**

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

## **Program Description**

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

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

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

## **Statutory History**

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

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## Department Of Administration Construction Permitting, Approvals and Licensing

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	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Operations	2,571,152	2,630,687	3,263,975	3,528,328	3,593,573
<b>Total Expenditures</b>	<b>\$2,571,152</b>	<b>\$2,630,687</b>	<b>\$3,263,975</b>	<b>\$3,528,328</b>	<b>\$3,593,573</b>
<b>Expenditures By Object</b>					
Personnel	2,446,666	2,514,395	2,902,192	3,149,215	3,314,960
Operating Supplies and Expenses	108,389	102,399	341,783	359,113	258,613
<b>Subtotal: Operating Expenditures</b>	<b>2,555,055</b>	<b>2,616,794</b>	<b>3,243,975</b>	<b>3,508,328</b>	<b>3,573,573</b>
Capital Purchases and Equipment	16,097	13,893	20,000	20,000	20,000
<b>Total Expenditures</b>	<b>\$2,571,152</b>	<b>\$2,630,687</b>	<b>\$3,263,975</b>	<b>\$3,528,328</b>	<b>\$3,593,573</b>
<b>Expenditures By Funds</b>					
General Revenue	1,381,616	1,543,702	1,823,455	2,149,292	2,155,703
Restricted Receipts	1,189,536	1,086,985	1,440,520	1,379,036	1,437,870
<b>Total Expenditures</b>	<b>\$2,571,152</b>	<b>\$2,630,687</b>	<b>\$3,263,975</b>	<b>\$3,528,328</b>	<b>\$3,593,573</b>

# Personnel

## Department Of Administration

### Construction Permitting, Approvals and Licensing

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
STATE BUILDING CODE COMMISSIONER	00142A	1.0	107,615	1.0	107,615
EXECUTIVE DIRECTOR CONTRACTORS'	00837A	1.0	105,648	1.0	105,648
EXECUTIVE DIRECTOR FIRE SAFETY CODE OF	03640A	1.0	100,311	1.0	103,183
SUPERVISING CIVIL ENGINEER	00335A	1.0	95,669	1.0	95,669
CHIEF STATE BUILDING CODE OFFICIAL	00332A	1.0	93,386	1.0	70,000
HEARING OFFICER CONTRACTORS' REGISTRATION	00334A	1.0	92,529	1.0	92,529
ARCHITECT BUILDING COMMISSION	00335A	2.0	179,908	2.0	179,908
CHIEF OF INSPECTIONS	00135A	2.0	158,386	2.0	178,861
PRINCIPAL STATE BUILDING CODE OFFICIAL	00331A	3.0	219,107	3.0	206,076
PRINCIPAL STATE BUILDING CODE OFFICIAL	00331A	1.0	69,750	1.0	70,000
PROGRAMMING SERVICES OFFICER	00131A	1.0	65,000	1.0	69,750
SENIOR STATE BUILDING CODE OFFICIAL	00328A	3.0	184,192	3.0	184,419
IMPLEMENTATION AIDE	00322A	2.0	113,186	2.0	113,186
SYSTEMS SUPPORT TECHNICIAN I	00318A	1.0	50,254	1.0	50,254
ENFORCEMENT AIDE	00319A	3.0	147,507	3.0	149,292
LICENSING AIDE	00315A	1.0	47,095	1.0	47,095
<b>Subtotal</b>		<b>25.0</b>	<b>\$1,829,543</b>	<b>25.0</b>	<b>\$1,823,485</b>
<b>Unclassified</b>					
ADMINISTRATIVE ASSISTANT TO ATTORNEY	00126A	1.0	65,000	1.0	93,386
ASSISTANT ADMINISTRATIVE OFFICER	04521A	1.0	50,503	1.0	52,070
ADMINISTRATIVE AIDE	04514A	1.0	40,568	1.0	40,568
<b>Subtotal</b>		<b>3.0</b>	<b>\$156,071</b>	<b>3.0</b>	<b>\$186,024</b>
Turnover		-	(128,167)	-	-
<b>Subtotal</b>		-	<b>(\$128,167)</b>	-	-
<b>Total Salaries</b>		<b>28.0</b>	<b>\$1,857,447</b>	<b>28.0</b>	<b>\$2,009,509</b>
<b>Benefits</b>					
Payroll Accrual			10,741		11,594
FICA			142,092		153,723
Retiree Health			110,890		120,165
Health Benefits			345,854		401,147
Retirement			492,223		525,550
<b>Subtotal</b>			<b>\$1,101,800</b>		<b>\$1,212,179</b>
<b>Total Salaries and Benefits</b>		<b>28.0</b>	<b>\$2,959,247</b>	<b>28.0</b>	<b>\$3,221,688</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$105,687</b>		<b>\$115,060</b>
<b>Statewide Benefit Assessment</b>			<b>\$85,368</b>		<b>\$88,672</b>
<b>Payroll Costs</b>		<b>28.0</b>	<b>\$3,044,615</b>	<b>28.0</b>	<b>\$3,310,360</b>

# Personnel

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## Department Of Administration

### Construction Permitting, Approvals and Licensing

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	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Clerical and Temporary Services			4,600		4,600
Other Contracts			100,000		-
<b>Subtotal</b>			<b>\$104,600</b>		<b>\$4,600</b>
<b>Total Personnel</b>		<b>28.0</b>	<b>\$3,149,215</b>	<b>28.0</b>	<b>\$3,314,960</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		16.0	\$1,903,699	16.0	\$2,002,610
Restricted Receipts		12.0	\$1,245,516	12.0	\$1,312,350
<b>Total All Funds</b>		<b>28.0</b>	<b>\$3,149,215</b>	<b>28.0</b>	<b>\$3,314,960</b>

# The Program

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Department Of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

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## **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

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

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	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Operations	50,814,348	22,973,672	12,383,627	16,579,905	9,568,822
<b>Total Expenditures</b>	<b>\$50,814,348</b>	<b>\$22,973,672</b>	<b>\$12,383,627</b>	<b>\$16,579,905</b>	<b>\$9,568,822</b>
<b>Expenditures By Object</b>					
Personnel	50,127,953	22,478,549	11,907,994	16,194,097	9,162,112
Operating Supplies and Expenses	456,839	476,130	469,633	370,808	398,260
<b>Subtotal: Operating Expenditures</b>	<b>50,584,792</b>	<b>22,954,679</b>	<b>12,377,627</b>	<b>16,564,905</b>	<b>9,560,372</b>
Capital Purchases and Equipment	229,556	18,993	6,000	15,000	8,450
<b>Total Expenditures</b>	<b>\$50,814,348</b>	<b>\$22,973,672</b>	<b>\$12,383,627</b>	<b>\$16,579,905</b>	<b>\$9,568,822</b>
<b>Expenditures By Funds</b>					
General Revenue	-	2,625,838	2,625,841	2,625,841	2,625,841
Federal Funds	50,814,348	17,574,312	1,177,039	7,940,818	135,136
Restricted Receipts	-	2,773,522	8,580,747	6,013,246	6,807,845
<b>Total Expenditures</b>	<b>\$50,814,348</b>	<b>\$22,973,672</b>	<b>\$12,383,627</b>	<b>\$16,579,905</b>	<b>\$9,568,822</b>

# Personnel

## Department Of Administration

### Rhode Island Health Benefits Exchange (HealthSource RI)

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
CHIEF OF STRATEGIC PLANNING, MONITORING	00143A	2.0	224,740	2.0	234,556
INTERDEPARTMENTAL PROJECT MANAGER	00139A	1.0	90,234	1.0	93,347
CHIEF OF LEGAL SERVICES	00139A	1.0	85,382	1.0	88,586
VALUE BASED PURCHASING ANALYST	00139A	1.0	85,382	1.0	88,586
CHIEF PUBLIC AFFAIRS OFFICER (DOT)	00137A	1.0	79,754	1.0	82,669
ASSISTANT ADMINISTRATOR, FINANCIAL	00134A	3.0	222,170	3.0	228,011
SENIOR ECONOMIC AND POLICY ANALYST	00134A	1.0	71,608	1.0	74,225
LEGAL COUNSEL	00132A	1.0	65,823	1.0	68,229
<b>Subtotal</b>		<b>11.0</b>	<b>\$925,093</b>	<b>11.0</b>	<b>\$958,209</b>
<b>Unclassified</b>					
DEPUTY DIRECTOR OF HEALTHSOURCE RI	08351A	1.0	159,413	1.0	160,329
DIRECTOR HEALTHSOURCE RI	00851A	1.0	149,879	1.0	154,647
CHIEF OF STRATEGIC PLANNING, MONITORING	00843A	1.0	122,186	1.0	112,370
SENIOR POLICY ANALYST	00839A	1.0	93,575	1.0	98,340
ADMINISTRATIVE ASSISTANT	00825A	1.0	54,757	1.0	56,694
<b>Subtotal</b>		<b>5.0</b>	<b>\$579,810</b>	<b>5.0</b>	<b>\$582,380</b>
Cost Allocation from Other Programs		-	9,241	-	9,241
Interdepartmental Transfer		-	(189,977)	-	(192,282)
Turnover		-	(46,104)	-	-
<b>Subtotal</b>		<b>-</b>	<b>(\$226,840)</b>	<b>-</b>	<b>(\$183,041)</b>
<b>Total Salaries</b>		<b>16.0</b>	<b>\$1,278,063</b>	<b>16.0</b>	<b>\$1,357,548</b>
<b>Benefits</b>					
Payroll Accrual			7,381		7,823
FICA			95,198		101,381
Retiree Health			76,299		81,182
Health Benefits			233,759		234,198
Retirement			336,722		352,933
<b>Subtotal</b>			<b>\$749,359</b>		<b>\$777,517</b>
<b>Total Salaries and Benefits</b>		<b>16.0</b>	<b>\$2,027,422</b>	<b>16.0</b>	<b>\$2,135,065</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$126,714</b>		<b>\$133,442</b>
<b>Statewide Benefit Assessment</b>			<b>\$60,710</b>		<b>\$64,486</b>
<b>Payroll Costs</b>		<b>16.0</b>	<b>\$2,088,132</b>	<b>16.0</b>	<b>\$2,199,551</b>



# Personnel

## Department Of Administration

### Rhode Island Health Benefits Exchange (HealthSource RI)

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Information Technology			2,475,644		360,644
Management & Consultant Services			11,010,321		5,974,418
Other Contracts			620,000		627,499
<b>Subtotal</b>			<b>\$14,105,965</b>		<b>\$6,962,561</b>
<b>Total Personnel</b>		<b>16.0</b>	<b>\$16,194,097</b>	<b>16.0</b>	<b>\$9,162,112</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		-	\$2,625,841	-	\$2,625,841
Federal Funds		1.0	\$7,940,818	1.0	\$135,136
Restricted Receipts		15.0	\$5,627,438	15.0	\$6,401,135
<b>Total All Funds</b>		<b>16.0</b>	<b>\$16,194,097</b>	<b>16.0</b>	<b>\$9,162,112</b>

# The Program

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## Department Of Administration

## The Office of Diversity, Equity and Opportunity

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### 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

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## Department Of Administration The Office of Diversity, Equity and Opportunity

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	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Operations	847,891	914,512	1,387,633	1,274,721	1,468,873
<b>Total Expenditures</b>	<b>\$847,891</b>	<b>\$914,512</b>	<b>\$1,387,633</b>	<b>\$1,274,721</b>	<b>\$1,468,873</b>
<b>Expenditures By Object</b>					
Personnel	828,300	856,150	1,263,973	1,152,286	1,346,438
Operating Supplies and Expenses	19,591	52,537	123,660	122,435	122,435
<b>Subtotal: Operating Expenditures</b>	<b>847,891</b>	<b>908,687</b>	<b>1,387,633</b>	<b>1,274,721</b>	<b>1,468,873</b>
Capital Purchases and Equipment	-	5,825	-	-	-
<b>Total Expenditures</b>	<b>\$847,891</b>	<b>\$914,512</b>	<b>\$1,387,633</b>	<b>\$1,274,721</b>	<b>\$1,468,873</b>
<b>Expenditures By Funds</b>					
General Revenue	762,783	830,850	1,294,640	1,224,597	1,382,250
Other Funds	85,108	83,662	92,993	50,124	86,623
<b>Total Expenditures</b>	<b>\$847,891</b>	<b>\$914,512</b>	<b>\$1,387,633</b>	<b>\$1,274,721</b>	<b>\$1,468,873</b>

# Personnel

## Department Of Administration

### The Office of Diversity, Equity and Opportunity

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSOCIATE DIRECTOR, DIVERSITY, EQUITY AND ADMINISTRATOR STATE EQUAL OPPORTUNITY	00142A	1.0	129,606	1.0	129,606
CHIEF PROGRAM DEVELOPMENT	00139A	1.0	112,187	1.0	112,187
ASSISTANT ADMINISTRATOR - MBE COMPLIANCE	00134A	2.0	155,975	2.0	157,727
PROGRAMMING SERVICES OFFICER	00134A	1.0	76,846	1.0	79,594
IMPLEMENTATION AIDE	00131A	3.0	215,210	3.0	219,690
	00122A	1.0	44,560	1.0	45,733
<b>Subtotal</b>		<b>9.0</b>	<b>\$734,384</b>	<b>9.0</b>	<b>\$744,537</b>
Temporary and Seasonal		-	24,960	-	24,960
Turnover		-	(53,253)	-	-
<b>Subtotal</b>		<b>-</b>	<b>(\$28,293)</b>	<b>-</b>	<b>\$24,960</b>
<b>Total Salaries</b>		<b>9.0</b>	<b>\$706,091</b>	<b>9.0</b>	<b>\$769,497</b>
<b>Benefits</b>					
Payroll Accrual			3,928		4,286
FICA			51,606		56,640
Retiree Health			40,663		44,523
Health Benefits			126,336		132,789
Retirement			176,174		190,326
<b>Subtotal</b>			<b>\$398,707</b>		<b>\$428,564</b>
<b>Total Salaries and Benefits</b>		<b>9.0</b>	<b>\$1,104,798</b>	<b>9.0</b>	<b>\$1,198,061</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$119,982</b>		<b>\$130,345</b>
<b>Statewide Benefit Assessment</b>			<b>\$30,688</b>		<b>\$31,577</b>
<b>Payroll Costs</b>		<b>9.0</b>	<b>\$1,135,486</b>	<b>9.0</b>	<b>\$1,229,638</b>
<b>Purchased Services</b>					
Management & Consultant Services			10,300		10,300
Other Contracts			-		100,000
Training and Educational Services			6,500		6,500
<b>Subtotal</b>			<b>\$16,800</b>		<b>\$116,800</b>
<b>Total Personnel</b>		<b>9.0</b>	<b>\$1,152,286</b>	<b>9.0</b>	<b>\$1,346,438</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		8.2	\$1,102,162	8.2	\$1,259,815
Other Funds		0.8	\$50,124	0.8	\$86,623
<b>Total All Funds</b>		<b>9.0</b>	<b>\$1,152,286</b>	<b>9.0</b>	<b>\$1,346,438</b>

# The Program

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## Department Of Administration

## Capital Asset Management and Maintenance

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### 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.

### Statutory History

# The Budget

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## Department Of Administration Capital Asset Management and Maintenance

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	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
<b>Expenditures By Subprogram</b>					
Capital Asset Management And Maintenance Admin	-	-	542,468	1,059,476	1,050,102
Facilities Management And Maintenance	-	-	38,436,445	37,004,199	37,728,535
Planning, Design And Construction	-	-	1,880,684	1,694,879	1,891,162
<b>Total Expenditures</b>	-	-	<b>\$40,859,597</b>	<b>\$39,758,554</b>	<b>\$40,669,799</b>
<b>Expenditures By Object</b>					
Personnel	-	-	16,496,114	17,070,606	18,195,058
Operating Supplies and Expenses	-	-	24,288,483	22,613,078	22,439,871
<b>Subtotal: Operating Expenditures</b>	-	-	<b>40,784,597</b>	<b>39,683,684</b>	<b>40,634,929</b>
Capital Purchases and Equipment	-	-	75,000	74,870	34,870
<b>Total Expenditures</b>	-	-	<b>\$40,859,597</b>	<b>\$39,758,554</b>	<b>\$40,669,799</b>
<b>Expenditures By Funds</b>					
General Revenue	-	-	34,693,189	33,756,298	34,530,313
Federal Funds	-	-	1,310,071	1,568,744	1,603,917
Restricted Receipts	-	-	443,424	648,334	660,725
Other Funds	-	-	4,412,913	3,785,178	3,874,844
<b>Total Expenditures</b>	-	-	<b>\$40,859,597</b>	<b>\$39,758,554</b>	<b>\$40,669,799</b>

# Personnel

## Department Of Administration

### Capital Asset Management and Maintenance

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
DIVISION DIRECTOR, CAPITAL ASSET	00152A	1.0	148,238	1.0	152,997
INTERDEPARTMENTAL PROJECT MANAGER	00139A	1.0	127,868	1.0	113,468
ASSOCIATE DIRECTOR OF ADMINISTRATION- IMPLEMENTATION DIRECTOR POLICY AND	00147A	2.0	243,218	2.0	236,397
CHIEF ENGINEER FOR CAPITAL ASSET	00140A	1.0	115,275	1.0	115,275
CHIEF OF PLANNING, CAPITAL ASSET	00143A	1.0	107,066	1.0	111,821
CHIEF OF STRATEGIC PLANNING, MONITORING	00143A	1.0	105,000	1.0	111,821
CHIEF OF INTEGRATED FACILITIES MANAGEMENT	00143A	1.0	102,494	1.0	107,249
CHIEF PROPERTY MANAGEMENT	00143A	1.0	102,311	1.0	107,066
CHIEF PROPERTY MANAGEMENT	00141A	4.0	402,661	4.0	409,977
SUPERVISING ENVIRONMENTAL SCIENTIST	00134A	1.0	96,632	1.0	96,632
DEPUTY CHIEF DIVISION OF FACILITIES	00137A	3.0	273,912	3.0	273,912
PROJECT MANAGER I (DOA)	00139A	3.0	271,470	3.0	276,012
SUPERVISOR OF OFFICE SERVICES (DLT)	00131A	1.0	86,508	1.0	86,508
PROJECT MANAGER I (DOA)	00137A	4.0	336,300	4.0	348,956
ARCHITECT BUILDING COMMISSION	00335A	1.0	83,713	1.0	83,713
PRINCIPAL PROPERTY MANAGEMENT OFFICER	02832A	1.0	83,220	1.0	83,220
CHIEF CENTRAL POWER PLANT OPERATOR (RIMC)	00130A	1.0	80,443	1.0	80,443
STATE BUILDING AND GROUNDS COORDINATOR	00132A	8.0	632,475	8.0	642,539
CHIEF OF INSPECTIONS	00135A	1.0	75,527	1.0	79,250
BUILDING AND GROUNDS OFFICER	00128A	1.0	74,392	1.0	74,392
PROGRAMMER/ANALYST I (COBOL/CICS)	00328A	1.0	72,231	1.0	72,231
ARCHITECT	00332A	1.0	71,430	1.0	71,430
BUILDING AND GROUNDS OFFICER	00828A	2.0	141,371	2.0	141,371
SENIOR CIVIL ENGINEER (CONSTRUCTION & PROGRAMMING SERVICES OFFICER	02931A	1.0	70,055	1.0	70,055
MECHANICAL AND ELECTRICAL SHOP SUPERVISOR	00131A	1.0	66,167	1.0	69,750
ASSISTANT BUILDING AND GROUNDS OFFICER	00326A	3.0	194,616	3.0	196,981
SUPERVISOR OF PAINTING PLASTERING MASONRY	00324A	1.0	62,065	1.0	62,065
ASSISTANT BUILDING AND GROUNDS OFFICER	00323A	1.0	61,185	1.0	61,185
ASSISTANT BUILDING AND GROUNDS OFFICER	03124A	1.0	60,182	1.0	60,182
CHIEF POWER PLANT OPERATOR	00325A	1.0	58,960	1.0	61,117
WASTEWATER TREATMENT FACILITIES PROCESS	03124A	1.0	58,902	1.0	58,902
PLUMBER SUPERVISOR	00320G	1.0	55,681	1.0	55,681
ASSISTANT BUILDING AND GROUNDS OFFICER	00824A	4.0	220,552	4.0	223,872
CHIEF IMPLEMENTATION AIDE	00128A	3.0	160,652	3.0	166,260
JUNIOR RESOURCE SPECIALIST	00319A	1.0	52,532	1.0	52,532
PAINTER SUPERVISOR	00318G	1.0	52,404	1.0	52,404
MAINTENANCE SUPERINTENDENT	00322A	4.0	208,513	4.0	208,513
OFFICE MANAGER	00123A	1.0	50,940	1.0	50,940
BUILDING SUPERINTENDENT	00318A	1.0	50,617	1.0	50,617
HVAC SHOP SUPERVISOR	00320A	1.0	50,322	1.0	50,322
AUTOMOTIVE SERVICE SUPERVISOR	00318G	1.0	50,220	1.0	50,220
MASON SUPERVISOR	00318G	1.0	50,220	1.0	50,220
GROUNDS SUPERINTENDENT	00317A	1.0	50,053	1.0	50,053
SENIOR DRAFTPERSON	00323A	1.0	49,939	1.0	50,988
PLUMBER	00316G	1.0	48,280	1.0	48,280

# Personnel

## Department Of Administration Capital Asset Management and Maintenance

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
POWER PLANT OPERATOR	03118A	5.0	239,817	5.0	239,817
CLERK SECRETARY	03116A	1.0	46,822	1.0	46,822
SENIOR GARDENER	00313G	1.0	45,752	1.0	45,752
ELECTRICIAN	00316G	4.0	180,631	4.0	180,631
WASTEWATER TREATMENT FACILITIES PROCESS	03121A	1.0	45,141	1.0	45,626
SENIOR JANITOR	00312A	1.0	44,500	1.0	44,500
BUILDING SYSTEMS TECHNICIAN	00317A	1.0	43,796	1.0	43,796
SENIOR MAINTENANCE TECHNICIAN	03114G	1.0	43,625	1.0	43,625
PAINTER	03114G	1.0	43,221	1.0	43,221
LICENSED STEAMFITTER	00315G	1.0	42,890	1.0	42,890
AUTOMOTIVE MECHANIC	00314G	1.0	42,854	1.0	42,854
CARPENTER	00314G	4.0	169,490	4.0	169,490
BUILDING SUPERINTENDENT	00818A	3.0	127,056	3.0	129,888
SENIOR MAINTENANCE TECHNICIAN	00314G	12.0	504,053	12.0	504,053
BUILDING MAINTENANCE SUPERVISOR	00318G	1.0	41,091	1.0	42,507
PRINCIPAL JANITOR	00315A	4.0	163,740	4.0	164,548
LABORER SUPERVISOR	00313G	1.0	40,797	1.0	40,797
SEMI-SKILLED LABORER	00310G	2.0	78,386	2.0	78,386
PUBLIC PROPERTIES OFFICER	00312G	1.0	39,137	1.0	39,137
REFRIGERATION MECHANIC (LICENSED)	00316A	1.0	37,239	1.0	37,239
WASTEWATER TREATMENT FACILITIES OPERATOR	03114G	1.0	37,128	1.0	37,128
STEAMFITTER	00314G	1.0	36,471	1.0	37,083
JANITOR	00309A	10.0	362,208	10.0	362,208
LABORER	00308G	2.0	64,442	2.0	65,366
CLEANER (PUBLIC BUILDINGS)	00301W	1.5	42,063	1.5	42,063
<b>Subtotal</b>		<b>136.5</b>	<b>\$8,179,162</b>	<b>136.5</b>	<b>\$8,247,246</b>
Cost Allocation from Other Programs		-	314,481	-	320,341
Cost Allocation to Other Programs		-	(32,849)	-	(32,849)
Overtime		-	436,000	-	436,000
Turnover		-	(975,541)	-	(404,639)
<b>Subtotal</b>		<b>-</b>	<b>(\$257,909)</b>	<b>-</b>	<b>\$318,853</b>
<b>Total Salaries</b>		<b>136.5</b>	<b>\$7,921,253</b>	<b>136.5</b>	<b>\$8,566,099</b>
<b>Benefits</b>					
Payroll Accrual			43,541		47,159
Holiday			50,000		50,000
FICA			593,883		649,614
Retiree Health			449,021		485,604
Health Benefits			1,927,588		2,131,810
Retirement			1,981,504		2,111,397
<b>Subtotal</b>			<b>\$5,045,537</b>		<b>\$5,475,584</b>



# Personnel

## Department Of Administration Capital Asset Management and Maintenance

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
<b>Total Salaries and Benefits</b>		136.5	\$12,966,790	136.5	\$14,041,683
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			\$94,995		\$102,869
<b>Statewide Benefit Assessment</b>			\$340,563		\$340,122
<b>Payroll Costs</b>		136.5	\$13,307,353	136.5	\$14,381,805
<b>Purchased Services</b>					
Management & Consultant Services			2,742,000		2,792,000
Other Contracts			55,000		55,000
Buildings and Ground Maintenance			848,501		848,501
Training and Educational Services			770		770
Design and Engineering Services			113,982		113,982
Medical Services			3,000		3,000
<b>Subtotal</b>			\$3,763,253		\$3,813,253
<b>Total Personnel</b>		136.5	\$17,070,606	136.5	\$18,195,058
<b>Distribution By Source Of Funds</b>					
General Revenue		116.6	\$14,607,941	116.6	\$15,589,492
Federal Funds		5.2	\$628,121	5.2	\$665,545
Restricted Receipts		2.1	\$269,118	2.1	\$284,130
Other Funds		12.6	\$1,565,426	12.6	\$1,655,891
<b>Total All Funds</b>		136.5	\$17,070,606	136.5	\$18,195,058