

VOLUME I:
GENERAL GOVERNMENT
AND QUASI-PUBLIC AGENCIES

DEPARTMENT OF
ADMINISTRATION

Agency Summary

DEPARTMENT OF ADMINISTRATION

Agency Mission

To manage the State's financial, human, technological, physical 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, Capital Asset Management and Maintenance (DCAMM), Information Technology, Library and Information Services, Planning, General Appropriations, Debt Service Payments, Energy Resources, 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. General Laws § 42-11 establishes and provides for the organization and functions of the Department of Administration.

Budget

Department Of Administration

	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Expenditures by Program					
Central Management	2,114,525	98,786,453	204,367,998	238,627,313	129,164,348
Accounts and Control	4,856,802	5,598,205	5,283,112	7,005,779	4,827,505
Office of Management and Budget	8,375,210	8,642,507	9,543,885	9,766,909	9,718,857
Purchasing	4,330,929	4,239,473	4,526,725	4,117,924	4,145,838
Human Resources	560,407	433,138	389,142	389,142	1,099,549
Personnel Appeal Board	127,863	58,466	125,298	125,503	120,050
General	44,450,912	46,595,204	123,081,127	128,266,553	85,775,905
Debt Service Payments	164,862,254	183,931,606	194,010,814	193,768,814	184,730,292
Internal Service Programs	475,763,305	463,666,575	532,151,557	532,358,969	530,417,267
Legal Services	1,943,571	2,148,844	2,278,549	3,243,181	2,262,149
Information Technology	7,338,984	13,435,584	10,961,048	20,038,460	3,674,212
Library and Information Services	2,551,546	2,559,957	2,975,869	2,987,798	3,214,131
Planning	3,985,460	5,128,532	7,292,535	7,407,227	5,928,508
Statewide Personnel and Operations	(914,743)	(2,000,000)	0	0	3,245,269
Energy Resources	2,712,772	16,241,080	8,483,725	13,925,482	9,552,650
Rhode Island Health Benefits Exchange (HealthSource RI)	8,077,253	8,827,226	21,544,792	21,914,299	24,902,490
The Office of Diversity, Equity and Opportunity	1,292,410	1,275,100	1,447,830	1,452,320	1,229,792
Capital Asset Management and Maintenance	9,763,192	38,028,508	26,735,867	58,105,506	25,356,573
Total Expenditures	742,192,651	897,596,456	1,155,199,873	1,243,501,179	1,029,365,385
<i>Internal Services</i>	<i>[475,763,305.44]</i>	<i>[463,666,575]</i>	<i>[532,151,557]</i>	<i>[532,358,969]</i>	<i>[530,417,267]</i>
Expenditures by Object					
Salary And Benefits	408,934,825	397,122,476	453,630,976	454,294,118	445,330,277
Contract Professional Services	17,433,173	28,117,434	26,746,204	72,373,832	48,858,401
Operating Supplies And Expenses	105,969,389	132,275,578	200,454,034	122,783,465	123,365,887
Assistance And Grants	5,213,036	110,643,641	142,500,195	147,576,605	14,329,808
Capital Purchases And Equipment	0	0	4,938,757	4,938,757	4,938,757

Budget

Department Of Administration

	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Aid To Local Units Of Government	11,118,150	11,078,909	12,264,938	12,264,938	11,664,938
Subtotal: Operating	548,668,572	679,238,037	840,535,104	814,231,715	648,488,068
Capital Purchases And Equipment	21,918,770	25,780,627	29,289,616	34,550,618	32,583,025
Debt Service (fixed Charges)	140,948,085	159,645,377	193,910,814	193,668,814	184,630,292
Operating Transfers	30,657,224	32,932,416	91,464,339	201,050,032	163,664,000
Subtotal: Other	193,524,079	218,358,419	314,664,769	429,269,464	380,877,317
Total Expenditures	742,192,651	897,596,456	1,155,199,873	1,243,501,179	1,029,365,385
Expenditures by Source of Funds					
General Revenue	174,086,174	219,395,027	313,013,170	216,692,413	243,186,421
Federal Funds	4,361,890	107,478,549	205,851,758	382,308,650	149,580,747
Restricted Receipts	13,988,613	32,650,278	38,833,760	46,955,663	30,032,478
Operating Transfers From Other Funds	73,882,824	74,294,772	65,237,274	65,072,711	76,035,849
Other Funds	475,873,150	463,777,830	532,263,911	532,471,742	530,529,890
Total Expenditures	742,192,651	897,596,456	1,155,199,873	1,243,501,179	1,029,365,385
FTE Authorization	655.7	647.7	647.7	647.7	649.7

Personnel Agency Summary

Department Of Administration

	FY 2021		FY 2022	
	FTE	Cost	FTE	Cost
Classified			625.7	53,329,422
Unclassified			24.0	2,719,748
Subtotal	647.7	55,676,117	649.7	56,049,170
Transfer Out		0.0		(1,044,309)
Transfer In		0.0		265,890
Overtime (1.5)		998,314		1,196,555
Seasonal/Special Salaries/Wages		37,699		161,980
Turnover		(1,968,163)		(1,856,644)
Total Salaries		54,743,967		46,653,796
Benefits				
FICA		4,163,307		4,032,126
Health Benefits		8,349,105		8,607,991
Payroll Accrual		316,609		308,196
Retiree Health		3,211,198		2,790,356
Retirement		15,490,197		15,289,343
Workers Compensation		139,600		129,600
Subtotal		31,670,016		31,157,612
Total Salaries and Benefits		86,413,983	649.7	77,811,408
Cost Per FTE Position				120,321
Statewide Benefit Assessment		2,468,764		2,107,498
Payroll Costs		454,698,014	649.7	445,734,173
Purchased Services				
Buildings and Ground Maintenance		1,791,499		2,952,500
Clerical and Temporary Services		491,638		336,229
Design and Engineering Services		194,529		97,500
Information Technology		11,067,008		15,289,122
Legal Services		302,336		282,336
Management & Consultant Services		10,482,098		9,786,613
Medical Services		5,000		0
Other Contracts		47,911,724		20,018,601
Training and Educational Services		128,000		95,500
Subtotal		72,373,832		48,858,401
Total Personnel		527,071,846	649.7	494,592,574

Personnel Agency Summary

Department Of Administration

	FY 2021		FY 2022	
	FTE	Cost	FTE	Cost
Distribution by Source of Funds				
General Revenue		23,537,382	194.2	16,934,656
Federal Funds		48,383,586	3.0	19,846,131
Restricted Receipts		12,097,641	27.0	19,027,808
Operating Transfers from Other Funds		4,205,243	4.0	4,105,604
Other Funds		438,847,994	421.5	434,678,375
Total All Funds		527,071,846	649.7	494,592,574

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. [Note: Missing values appear as zeros in the measure.]

	<i>Reporting Period: State Fiscal Year</i>				
	2018	2019	2020	2021	2022
Target	22.20%	24.10%	25.80%	27.50%	22.70%
Actual	19.67%	19.00%	20.00%	0.00%	

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 energy consumption (natural gas and electricity), measured in million BTU (MMBTU). [Notes: This measure has been revised to incorporate natural gas usage. Historical targets are not available. Missing values appear as zeros in the measure.]

	<i>Reporting Period: State Fiscal Year</i>				
	2018	2019	2020	2021	2022
Target	0.00	1,469,700.00	1,440,306.00	1,389,839.00	1,389,839.00
Actual	1,493,744.00	1,500,753.00	1,418,203.00	0.00	

Program Summary

DEPARTMENT OF ADMINISTRATION

Central Management

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.

Description

Central Management is comprised of three major functions: Director's Office, Central Business Office, and 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 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. General Laws § 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. General Laws § 42-11-2. The Judicial Nominating Commission was created by RIGL § 8-16.1, which also outlines the criteria for the selection of qualified judicial nominees.

Budget

Agency: Department Of Administration

Central Management

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Director's Office	1,292,248	2,138,750	25,307,753	106,974,435	127,172,584
Financial Management	818,013	96,644,573	179,038,284	131,630,916	1,969,803
Judicial Nominating Committee	4,264	3,129	21,961	21,961	21,961
Total Expenditures	2,114,525	98,786,453	204,367,998	238,627,313	129,164,348
Expenditures by Object					
Salary and Benefits	1,681,322	1,784,031	1,516,851	1,910,806	2,213,615
Contract Professional Services	174,082	314,127	256,400	2,395,366	3,987,792
Operating Supplies and Expenses	253,137	1,198,794	77,587,687	4,591,822	2,991,881
Assistance And Grants	0	95,382,087	125,000,000	125,000,000	0
Subtotal: Operating	2,108,540	98,679,038	204,360,938	133,897,994	9,193,288
Capital Purchases And Equipment	5,985	1,517	7,060	7,060	7,060
Debt Service (Fixed Charges)	0	105,898	0	0	0
Operating Transfers	0	0	0	104,722,259	119,964,000
Subtotal: Other	5,985	107,415	7,060	104,729,319	119,971,060
Total Expenditures	2,114,525	98,786,453	204,367,998	238,627,313	129,164,348
Expenditures by Source of Funds					
General Revenue	2,114,525	2,251,849	2,067,998	2,073,492	2,569,679
Federal Funds	0	96,534,604	202,300,000	236,553,821	126,594,669
Total Expenditures	2,114,525	98,786,453	204,367,998	238,627,313	129,164,348

Personnel

Agency: Department Of Administration

Central Management

		FY 2022	
		FTE	Cost
Classified			
ADMINISTRATOR- FINANCIAL MANAGEMENT	00137A	1.0	88,920
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	00134A	1.0	99,100
ASSISTANT BUSINESS MANAGEMENT OFFICER	00319A	1.0	46,974
ASSOCIATE DIRECTOR (DHS) DIV OF MANAGEMENT SERVICES	00146A	1.0	160,218
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	00144A	2.0	239,307
BUSINESS MANAGEMENT OFFICER	00126A	2.0	135,811
CHIEF IMPLEMENTATION AIDE	00128A	3.0	232,774
FISCAL MANAGEMENT OFFICER	00B26A	1.0	73,513
PRINCIPAL INSURANCE ANALYST	0AB31A	1.0	67,368
PROGRAMMING SERVICES OFFICER	00131A	1.0	75,126
SENIOR MANAGEMENT AND METHODS ANALYST	00125A	1.0	54,840
Subtotal Classified		15.0	1,273,951
Unclassified			
CHIEF OF STAFF	00839A	1.0	111,056
DEPUTY DIRECTOR- DEPARTMENT OF ADMINISTRATION	00850A	1.0	152,146
DIRECTOR OF ADMINISTRATION	00946KF	1.0	155,000
PRINCIPAL TECHNICAL SUPPORT ANALYST	05229A	1.0	94,219
Subtotal Unclassified		4.0	512,421
Subtotal		19.0	1,786,372
Transfer Out			(382,619)
Transfer In			154,124
Seasonal/Special Salaries/Wages			36,400
Turnover			(177,660)
Total Salaries			1,420,836
Benefits			
FICA			106,393
Health Benefits			154,015
Payroll Accrual			8,040
Retiree Health			72,877
Retirement			396,937
Subtotal			738,262
Total Salaries and Benefits		19.0	2,159,098
Cost Per FTE Position			127,006
Statewide Benefit Assessment			54,517

Personnel

Agency: Department Of Administration

Central Management

	FY 2022	
	FTE	Cost
Payroll Costs	19.0	2,213,615
Purchased Services		
Information Technology		249,000
Legal Services		6,400
Other Contracts		3,732,392
Subtotal		3,987,792
Total Personnel	19.0	6,201,407
Distribution by Source of Funds		
General Revenue	19.0	2,239,505
Federal Funds	0.0	3,961,902
Total All Funds	19.0	6,201,407

Program Summary

DEPARTMENT OF ADMINISTRATION

Accounts & Control

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.

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; the preparation of financial statements in accordance with generally accepted accounting principles; the management of federal fiscal proposals and guidelines and serving as the state clearinghouse for the application of federal grants; and the identification of federal grant-funding opportunities to support the governor's and general assembly's major policy initiatives and providing technical assistance with the application process and post-award grants management. 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. General Laws § 35-6 establishes the statutory basis for this program. Other legal references are provided in RIGL § 9, 10, 11, 12, 16, 20, 24, 28, 30, 35, 39, 43, 44, 45, and 46. RIGL § 35-1.1-5 assigns to the controller various functions related to the management of federal grants formerly assigned to the Office of Management and Budget.

Budget

Agency: Department Of Administration

Accounts and Control

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Accounts & Control	4,856,802	5,598,205	5,283,112	7,005,779	4,827,505
Total Expenditures	4,856,802	5,598,205	5,283,112	7,005,779	4,827,505
Expenditures by Object					
Salary and Benefits	3,623,911	4,229,078	3,996,719	3,719,386	3,823,167
Contract Professional Services	84,712	301,327	200,000	200,000	102,000
Operating Supplies and Expenses	1,144,695	1,066,230	1,073,393	1,073,393	889,338
Capital Purchases And Equipment	0	0	10,000	10,000	10,000
Subtotal: Operating	4,853,319	5,596,635	5,280,112	5,002,779	4,824,505
Capital Purchases And Equipment	3,483	1,570	3,000	2,003,000	3,000
Subtotal: Other	3,483	1,570	3,000	2,003,000	3,000
Total Expenditures	4,856,802	5,598,205	5,283,112	7,005,779	4,827,505
Expenditures by Source of Funds					
General Revenue	4,793,513	5,374,867	4,795,477	4,809,924	4,358,896
Federal Funds	0	0	347,447	2,055,520	0
Restricted Receipts	63,289	223,338	140,188	140,335	468,609
Total Expenditures	4,856,802	5,598,205	5,283,112	7,005,779	4,827,505

Personnel

Agency: Department Of Administration

Accounts and Control

		FY 2022	
		FTE	Cost
Classified			
ACCOUNTING CONTROL SPECIALIST (DOA)	00331A	3.0	246,898
ACCOUNTS AND CONTROL CENTRALIZED ACCOUNTING CLERK	00324A	8.0	445,142
ADMINISTRATOR- FINANCIAL MANAGEMENT	00137A	2.0	184,850
ASSET PROTECTION OFFICER	00324A	1.0	56,892
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	121,867
ASSOCIATE CONTROLLER	00143A	2.0	245,532
ASSOCIATE DIRECTOR I (MHRH)	00142A	1.0	138,792
CENTRAL ACCOUNTS PAYABLE SUPERVISING PREAUDIT CLK (DOA)	00328A	2.0	133,106
CHIEF IMPLEMENTATION AIDE	00128A	1.0	66,771
CHIEF PREAUDIT SUPERVISOR	00131A	0.0	0
CONTROLLER	00148A	1.0	171,483
DATA CONTROL CLERK	00315A	1.0	42,737
FINANCIAL REPORTING MANAGER (OFFICE OF ACCOUNTS & CONTROL)	00139A	1.0	100,542
INTERDEPARTMENTAL PROJECT MANAGER	00139A	3.0	287,508
SUPERVISING ACCOUNTANT	00831A	1.0	75,308
SUPERVISOR FINANCIAL MANAGEMENT AND REPORTING	00135A	1.0	82,864
SUPERVISOR OF FISCAL SERVICES (DEPT OF ADMINISTRATION)	00136A	3.0	309,250
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(2.0)	0
Subtotal Classified		30.0	2,709,542
Subtotal		30.0	2,709,542
Transfer Out			(90,887)
Turnover			(260,854)
Total Salaries			2,357,801
Benefits			
FICA			178,834
Health Benefits			370,871
Payroll Accrual			13,760
Retiree Health			124,492
Retirement			684,275
Subtotal			1,372,232
Total Salaries and Benefits		30.0	3,730,033
Cost Per FTE Position			124,334
Statewide Benefit Assessment			93,134
Payroll Costs		30.0	3,823,167

Personnel

Agency: Department Of Administration

Accounts and Control

	FY 2022	
	FTE	Cost
Purchased Services		
Management & Consultant Services		100,000
Other Contracts		2,000
Subtotal		102,000
Total Personnel	30.0	3,925,167
Distribution by Source of Funds		
General Revenue	26.0	3,456,558
Restricted Receipts	4.0	468,609
Total All Funds	30.0	3,925,167

Program Summary

DEPARTMENT OF ADMINISTRATION

Office of Management & Budget

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.

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. 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

R.I. General Laws § 35-1.1 created OMB. 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 moves the Office of Regulatory Reform from the Economic Development Corporation to OMB. RIGL § 35-7.1 reorganizes the Bureau of Audits, a program within the Department of Administration, as the Office of Internal Audit, a sub-program within OMB.

Budget

Agency: Department Of Administration

Office of Management and Budget

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Budget Office	2,438,314	2,699,935	3,064,661	3,076,170	3,973,745
Director, Office of Mgt and Budget	662,876	1,995,172	1,692,378	1,648,581	818,095
Federal Grants Management	263,568	0	0	0	0
Office of Internal Audit	3,525,372	3,243,200	4,114,438	4,367,366	4,189,313
Office of Regulatory Reform	1,010,548	573,017	664,915	667,299	737,704
Performance Management	474,532	131,183	7,493	7,493	0
Total Expenditures	8,375,210	8,642,507	9,543,885	9,766,909	9,718,857
Expenditures by Object					
Salary and Benefits	6,907,744	7,435,744	8,056,349	8,160,707	8,211,019
Contract Professional Services	264,431	247,196	385,300	477,175	442,175
Operating Supplies and Expenses	1,160,746	951,901	1,089,136	1,106,927	1,050,563
Subtotal: Operating	8,332,921	8,634,841	9,530,785	9,744,809	9,703,757
Capital Purchases And Equipment	42,289	7,666	13,100	22,100	15,100
Subtotal: Other	42,289	7,666	13,100	22,100	15,100
Total Expenditures	8,375,210	8,642,507	9,543,885	9,766,909	9,718,857
Expenditures by Source of Funds					
General Revenue	7,346,250	6,793,710	7,479,409	7,504,850	8,076,487
Federal Funds	0	836,546	726,930	920,910	224,755
Restricted Receipts	37,599	(7,540)	300,000	300,000	300,000
Operating Transfers from Other Funds	991,361	1,019,790	1,037,546	1,041,149	1,117,615
Total Expenditures	8,375,210	8,642,507	9,543,885	9,766,909	9,718,857

Personnel

Agency: Department Of Administration

Office of Management and Budget

		FY 2022	
		FTE	Cost
Classified			
ADMINISTRATOR MANAGEMENT SERVICES (DHS)	00144A	0.0	143,902
ASSISTANT TO THE DIRECTOR (DHS)	00136A	1.0	90,721
BUDGET ANALYST	00828A	1.0	61,133
BUDGET AND POLICY ANALYST	00832A	6.0	436,921
CHIEF BUDGET AND POLICY ANALYST	00146A	3.0	418,086
CHIEF BUREAU OF AUDITS	00146A	1.0	147,429
CHIEF DATA ANALYST	00145A	1.0	120,833
CHIEF ECONOMIC AND POLICY ANALYST	00142A	0.0	0
CHIEF IMPLEMENTATION AIDE	00128A	1.0	66,771
DATA ANALYST II	00138A	1.0	91,813
DATA ANALYST III	00142A	3.0	336,262
DATABASE ADMINISTRATOR	00148A	1.0	146,655
DEPUTY BUDGET OFFICER	00149A	1.0	143,892
DEPUTY CHIEF BUREAU OF AUDITS	00143A	2.0	248,113
DEPUTY DIRECTOR OF OMB	00151A	2.0	312,387
ECONOMIC AND POLICY ANALYST I	00130A	2.0	134,654
EXECUTIVE DIRECTOR (DOA)/BUDGET OFFICER	00152A	1.0	199,794
INTERNAL AUDIT MANAGER (DOA)	00136A	1.0	86,353
INTERNAL AUDITOR (DOA)	00327A	7.0	431,900
PRINCIPAL BUDGET AND POLICY ANALYST	00840A	3.0	287,260
PRINCIPAL ECONOMIC AND POLICY ANALYST	00138A	1.0	183,877
PROGRAMMING SERVICES OFFICER	00131A	1.0	73,924
SENIOR BUDGET AND POLICY ANALYST	00836A	2.0	168,160
SENIOR ECONOMIC AND POLICY ANALYST	00134A	3.0	238,633
SENIOR INTERNAL AUDIT MANAGER (DOA)	00140A	2.0	208,930
SENIOR INTERNAL AUDITOR (DOA)	00131A	7.0	545,827
SENIOR INTERNAL AUDITOR II (DOA)	00133A	1.0	75,551
SENIOR MANAGEMENT AND METHODS ANALYST	00125A	1.0	62,098
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(2.0)	0
Subtotal Classified		54.0	5,461,879
Unclassified			
CONFIDENTIAL SECRETARY	00822A	1.0	52,932
DIRECTOR- OFFICE OF MANAGEMENT & BUDGET	00852A	1.0	184,483
Subtotal Unclassified		2.0	237,415
Subtotal		56.0	5,699,294
Transfer Out			(154,124)

Personnel

Agency: Department Of Administration

Office of Management and Budget

	FY 2022	
	FTE	Cost
Seasonal/Special Salaries/Wages		36,400
Turnover		(351,997)
Total Salaries		5,229,573
Benefits		
FICA		393,663
Health Benefits		577,214
Payroll Accrual		30,285
Retiree Health		274,204
Retirement		1,500,950
Subtotal		2,776,316
Total Salaries and Benefits	56.0	8,005,889
Cost Per FTE Position		142,962
Statewide Benefit Assessment		205,130
Payroll Costs	56.0	8,211,019
Purchased Services		
Management & Consultant Services		442,175
Subtotal		442,175
Total Personnel	56.0	8,653,194
Distribution by Source of Funds		
General Revenue	56.0	7,050,908
Federal Funds	0.0	215,380
Restricted Receipts	0.0	300,000
Operating Transfers from Other Funds	0.0	1,086,906
Total All Funds	56.0	8,653,194

Program Summary

DEPARTMENT OF ADMINISTRATION

Purchasing

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.

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. General Laws § 42-11-2. Operation of the state-purchasing program is set forth in RIGL § 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. RIGL § 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. RIGL § 37-2-18(b) and (j).

Budget

Agency: Department Of Administration

Purchasing

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Purchasing	4,330,929	4,239,473	4,526,725	4,117,924	4,145,838
Total Expenditures	4,330,929	4,239,473	4,526,725	4,117,924	4,145,838
Expenditures by Object					
Salary and Benefits	3,424,160	3,495,780	3,640,172	3,536,817	3,543,791
Contract Professional Services	492,105	193,217	18,339	18,339	250
Operating Supplies and Expenses	408,229	546,381	862,214	556,768	601,797
Subtotal: Operating	4,324,495	4,235,378	4,520,725	4,111,924	4,145,838
Capital Purchases And Equipment	6,434	4,095	6,000	6,000	0
Subtotal: Other	6,434	4,095	6,000	6,000	0
Total Expenditures	4,330,929	4,239,473	4,526,725	4,117,924	4,145,838
Expenditures by Source of Funds					
General Revenue	3,870,861	3,625,340	3,591,871	3,602,210	3,350,393
Federal Funds	0	0	0	41,998	0
Restricted Receipts	0	132,528	462,694	0	298,059
Operating Transfers from Other Funds	460,067	481,605	472,160	473,716	497,386
Total Expenditures	4,330,929	4,239,473	4,526,725	4,117,924	4,145,838

Personnel

Agency: Department Of Administration

Purchasing

		FY 2022	
		FTE	Cost
Classified			
ADMINISTRATIVE OFFICER	00124A	1.0	53,825
BUYER I (DOA/OP)	00324A	3.0	160,509
BUYER II (DOA/OP)	00327A	2.0	133,687
CHIEF BUYER (DOA/OP)	00132A	4.0	327,844
CHIEF IMPLEMENTATION AIDE	00128A	1.0	73,448
CHIEF OF PURCHASING MANAGEMENT AND SUPPORT SERVICES	00138A	1.0	97,194
CONTR & SPECIFICITIN ASST ADMIN	00136A	1.0	106,699
DEPUTY PURCHASING AGENT	00141A	1.0	116,327
INTERDEPARTMENTAL PROJECT MANAGER	00139A	3.0	294,900
LEGAL ASSISTANT	00119A	1.0	53,703
PROGRAMMING SERVICES OFFICER	00131A	2.0	148,990
PURCHASING AGENT	00145A	1.0	146,679
SENIOR BUYER (DOA/OP)	00329A	3.0	206,370
STANDARDS TECHNICIAN (DIVISION OF PURCHASES)	00318A	9.0	429,782
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(3.0)	0
Subtotal Classified		30.0	2,349,957
Subtotal		30.0	2,349,957
Transfer Out			(28,486)
Turnover			(140,444)
Total Salaries			2,181,027
Benefits			
FICA			154,423
Health Benefits			413,537
Payroll Accrual			11,790
Retiree Health			106,582
Retirement			590,283
Subtotal			1,276,615
Total Salaries and Benefits		30.0	3,457,642
Cost Per FTE Position			115,255
Statewide Benefit Assessment			86,149
Payroll Costs		30.0	3,543,791
Purchased Services			
Clerical and Temporary Services			250
Subtotal			250

Personnel

Agency: Department Of Administration

Purchasing

	FY 2022	
	FTE	Cost
Total Personnel	30.0	3,544,041
Distribution by Source of Funds		
General Revenue	26.0	2,963,600
Restricted Receipts	0.0	92,613
Operating Transfers from Other Funds	4.0	487,828
Total All Funds	30.0	3,544,041

Program Summary

DEPARTMENT OF ADMINISTRATION

Human Resources

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.

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

R.I. General Laws § 36-3 and RIGL § 36-4 establish the basic principles of the Merit System Law, under which the Division of Human Resources operates. In the FY 2018 revised budget, the human resource program was shifted to internal service funds pursuant to the authorization provided by the General Assembly in the FY 2018 Appropriations Act.

Budget

Agency: Department Of Administration

Human Resources

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Human Resources	560,407	433,138	389,142	389,142	1,099,549
Total Expenditures	560,407	433,138	389,142	389,142	1,099,549
Expenditures by Object					
Operating Supplies and Expenses	560,407	433,138	389,142	389,142	1,099,549
Subtotal: Operating	560,407	433,138	389,142	389,142	1,099,549
Total Expenditures	560,407	433,138	389,142	389,142	1,099,549
Expenditures by Source of Funds					
General Revenue	560,407	433,138	389,142	389,142	1,099,549
Total Expenditures	560,407	433,138	389,142	389,142	1,099,549

Program Summary

DEPARTMENT OF ADMINISTRATION

Personnel Appeal Board

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.

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. General Laws § 36-3 through RIGL § 36-11 delineate the powers and duties of the Personnel Appeal Board.

Budget

Agency: Department Of Administration

Personnel Appeal Board

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Personnel Appeal Board	127,863	58,466	125,298	125,503	120,050
Total Expenditures	127,863	58,466	125,298	125,503	120,050
Expenditures by Object					
Salary and Benefits	79,505	36,993	57,415	57,620	72,167
Contract Professional Services	38,984	20,108	66,500	66,500	46,500
Operating Supplies and Expenses	9,375	1,364	1,383	1,383	1,383
Subtotal: Operating	127,863	58,466	125,298	125,503	120,050
Total Expenditures	127,863	58,466	125,298	125,503	120,050
Expenditures by Source of Funds					
General Revenue	127,863	58,466	125,298	125,503	120,050
Total Expenditures	127,863	58,466	125,298	125,503	120,050

Personnel

Agency: Department Of Administration

Personnel Appeal Board

		FY 2022	
		FTE	Cost
Unclassified			
MEMBER- PERSONNEL APPEAL BOARD	00541F	0.0	28,800
Subtotal Unclassified		0.0	28,800
Subtotal		0.0	28,800
Transfer In			16,475
Total Salaries			45,275
Benefits			
FICA			3,460
Health Benefits			6,143
Payroll Accrual			264
Retiree Health			2,390
Retirement			12,848
Subtotal			25,105
Total Salaries and Benefits		0.0	70,380
Cost Per FTE Position			0
Statewide Benefit Assessment			1,787
Payroll Costs		0.0	72,167
Purchased Services			
Clerical and Temporary Services			6,000
Legal Services			40,000
Other Contracts			500
Subtotal			46,500
Total Personnel		0.0	118,667
Distribution by Source of Funds			
General Revenue		0.0	118,667
Total All Funds		0.0	118,667

Program Summary

DEPARTMENT OF ADMINISTRATION

General

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.

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. General Laws § 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. General Laws § 9-31.

Budget

Agency: Department Of Administration

General

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Capital Projects	29,721,196	34,189,981	19,586,189	19,407,699	29,880,967
Economic Development	0	0	0	87,363,916	0
General	326,126	295,975	90,700,000	8,500,000	43,200,000
Grants & Other Payments	2,865,047	609,945	530,000	730,000	1,030,000
State Aid to Local Communities	11,538,543	11,499,302	12,264,938	12,264,938	11,664,938
Total Expenditures	44,450,912	46,595,204	123,081,127	128,266,553	85,775,905
Expenditures by Object					
Contract Professional Services	983,988	879,467	0	0	0
Operating Supplies and Expenses	5,723,060	3,729,722	700,000	1,000,000	700,000
Assistance And Grants	424,077	541,410	530,000	730,000	1,030,000
Aid To Local Units Of Government	11,118,150	11,078,909	12,264,938	12,264,938	11,664,938
Subtotal: Operating	18,249,276	16,229,508	13,494,938	13,994,938	13,394,938
Capital Purchases And Equipment	17,256,583	22,016,296	19,586,189	19,407,699	29,880,967
Operating Transfers	8,945,052	8,349,400	90,000,000	94,863,916	42,500,000
Subtotal: Other	26,201,636	30,365,696	109,586,189	114,271,615	72,380,967
Total Expenditures	44,450,912	46,595,204	123,081,127	128,266,553	85,775,905
Expenditures by Source of Funds					
General Revenue	14,403,590	12,109,247	102,794,938	20,494,938	55,194,938
Federal Funds	0	0	0	87,363,916	0
Restricted Receipts	326,126	295,975	700,000	1,000,000	700,000
Operating Transfers from Other Funds	29,721,196	34,189,981	19,586,189	19,407,699	29,880,967
Total Expenditures	44,450,912	46,595,204	123,081,127	128,266,553	85,775,905

Program Summary

DEPARTMENT OF ADMINISTRATION

Debt Service Payments

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.

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. General Laws § 35-3-25 requires that debt service be enumerated within a program within the Department of Administration.

Budget

Agency: Department Of Administration

Debt Service Payments

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Certificates of Participation	26,762,935	29,193,442	27,107,688	27,107,688	22,702,299
General Obligation Bonds	99,862,722	106,634,675	108,469,834	108,469,834	115,202,350
Other Debt Service	38,173,389	48,049,432	58,333,292	58,091,292	46,725,643
Tax Anticipation/S T Borrowing	63,208	54,058	100,000	100,000	100,000
Total Expenditures	164,862,254	183,931,606	194,010,814	193,768,814	184,730,292
Expenditures by Object					
Operating Supplies and Expenses	63,208	54,058	100,000	100,000	100,000
Assistance And Grants	3,560,000	(0)	0	0	0
Subtotal: Operating	3,623,208	54,057	100,000	100,000	100,000
Debt Service (Fixed Charges)	140,948,085	159,539,479	193,910,814	193,668,814	184,630,292
Operating Transfers	20,290,961	24,338,069	0	0	0
Subtotal: Other	161,239,046	183,877,548	193,910,814	193,668,814	184,630,292
Total Expenditures	164,862,254	183,931,606	194,010,814	193,768,814	184,730,292
Expenditures by Source of Funds					
General Revenue	123,210,528	147,923,127	156,032,478	155,790,478	145,424,890
Federal Funds	1,886,958	1,356,520	0	0	0
Operating Transfers from Other Funds	39,764,768	34,651,959	37,978,336	37,978,336	39,305,402
Total Expenditures	164,862,254	183,931,606	194,010,814	193,768,814	184,730,292

Program Summary

DEPARTMENT OF ADMINISTRATION

Internal Service Programs

Mission

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

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 dependents. In accordance with RIGL 36-12.1-5, the trust began operations in fiscal year 2011. In the FY 2018 revised budget, human resources, information technology, and facilities management transferred to internal service funds pursuant to the authorization by the General Assembly in the FY 2018 Appropriations Act.

Statutory History

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

Budget

Agency: Department Of Administration

Internal Service Programs

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Assessed Fringe Benefit Fund	39,519,449	35,380,415	37,505,032	37,518,277	37,626,944
Automotive Fleet Fund	12,516,610	11,936,450	12,743,810	12,746,422	12,664,678
Central Mail Fund	6,337,108	6,134,987	6,583,197	6,586,516	6,736,424
Central Utilities Fund	27,314,987	27,031,285	27,426,989	27,427,555	27,345,573
Health Insurance Fund	260,421,596	252,117,854	273,639,595	273,647,077	272,604,683
Human Resource Service Centers	12,136,325	12,667,625	14,237,328	14,278,614	13,962,865
Information Processing Fund	39,092,989	38,751,321	49,488,621	49,583,032	48,951,700
Other Post Employment Benefits	37,570,308	35,688,951	63,858,483	63,858,483	63,858,483
STATE FLEET REVOLVING LOAN FUND	0	9,447	264,339	263,857	0
Statewide Facility Services	37,499,299	40,438,784	42,849,110	42,890,862	43,562,371
Surplus Property	1,665	1,288	3,000	3,000	3,000
Telecommunications Fund	3,352,969	3,508,168	3,552,053	3,555,274	3,100,546
Total Expenditures	475,763,305	463,666,575	532,151,557	532,358,969	530,417,267
<i>Internal Services</i>	<i>[475,763,305.44]</i>	<i>[463,666,575]</i>	<i>[532,151,557]</i>	<i>[532,358,969]</i>	<i>[530,417,267]</i>
Expenditures by Object					
Salary and Benefits	381,186,429	369,634,335	422,801,290	423,009,184	421,932,170
Contract Professional Services	7,123,685	10,927,605	15,322,141	15,322,141	12,229,686
Operating Supplies and Expenses	81,822,660	82,960,283	86,149,596	86,149,596	89,449,590
Assistance And Grants	255,553	190,481	491,476	491,476	491,476
Capital Purchases And Equipment	0	0	4,928,757	4,928,757	4,928,757
Subtotal: Operating	470,388,327	463,712,704	529,693,260	529,901,154	529,031,679
Capital Purchases And Equipment	4,217,958	(55,576)	993,958	993,958	185,588
Operating Transfers	1,157,020	9,447	1,464,339	1,463,857	1,200,000
Subtotal: Other	5,374,979	(46,130)	2,458,297	2,457,815	1,385,588
Total Expenditures	475,763,305	463,666,575	532,151,557	532,358,969	530,417,267
Expenditures by Source of Funds					
Other Funds	475,763,305	463,666,575	532,151,557	532,358,969	530,417,267
Total Expenditures	475,763,305	463,666,575	532,151,557	532,358,969	530,417,267

Personnel

Agency: Department Of Administration

Internal Service Programs

		FY 2022	
		FTE	Cost
Classified			
ACCOUNTS AND CONTROL CENTRALIZED ACCOUNTING CLERK	00324A	3.0	177,568
ADMINISTRATIVE SERVICES SPECIALIST (DOA)	00124A	2.0	123,443
ADMINISTRATOR MANAGEMENT INFORMATION SYSTEMS	00140A	8.0	944,156
ADMINISTRATOR- OPERATIONS MANAGEMENT	00141A	4.0	451,889
ASSISTANT BUILDING AND GROUNDS OFFICER	00324A	1.0	59,737
ASSISTANT BUILDING AND GROUNDS OFFICER	00824A	4.0	231,471
ASSISTANT BUILDING AND GROUNDS OFFICER	03124A	1.0	64,323
ASSISTANT DIRECTOR CENTRAL INFORMATION MANAGEMENT SVS	00143A	3.0	439,143
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	4.0	448,690
ASSISTANT RECORDS ANALYST	00319A	1.0	57,311
ASSISTANT STATE BUILDING AND GROUNDS COORDINATOR	00830A	1.0	68,710
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00327A	1.0	64,747
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00827A	3.0	198,421
ASSOCIATE CONTROLLER	00143A	1.0	116,677
ASSOCIATE DIRECTOR OF ADMINISTRATION-CENTRAL SERVICES	00147A	1.0	139,301
ASST DIR STWIDE CAP ASSET PJ M	00152A	1.0	167,153
AUTOMOTIVE MECHANIC	00314G	1.0	50,764
BUILDING AND GROUNDS OFFICER	00828A	3.0	206,989
BUILDING SUPERINTENDENT	00318A	1.0	54,519
BUILDING SUPERINTENDENT	00818A	1.0	48,333
BUILDING SYSTEMS TECHNICIAN	00317A	1.0	47,172
CARPENTER	00314G	3.0	158,310
CHF OF INFORMATION TECHNOLOGY I	00151A	2.0	324,060
CHF OF INFO TECHNOLOGY II	00155A	2.0	369,818
CHIEF IMPLEMENTATION AIDE	00128A	6.0	410,776
CHIEF IMPLEMENTATION AIDE	00328A	2.0	146,599
CHIEF IMPLEMENTATION AIDE	00828A	2.0	147,920
CHIEF OF HUMAN RESOURCES	00138A	1.0	103,914
CHIEF OF HUMAN RESOURCES SERVICES	00133A	1.0	93,883
CHIEF OF INTEGRATED FACILITIES MANAGEMENT	00143A	1.0	121,030
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	00143A	2.0	236,060
CHIEF POWER PLANT OPERATOR	00325A	1.0	67,812
CHIEF PREAUDIT SUPERVISOR	00131A	1.0	86,395
CHIEF PROGRAM DEVELOPMENT	00134A	1.0	88,557
CHIEF PROPERTY MANAGEMENT	00141A	5.0	576,348
CLAIMS EXAMINER(ST EMP WRKS CO	00329A	6.0	470,994
CLEANER (PUBLIC BUILDINGS)	00301W	0.5	1,765

Personnel

Agency: Department Of Administration

Internal Service Programs

		FY 2022	
		FTE	Cost
Classified			
CLERK SECRETARY	03116A	1.0	49,922
COMMUNITY HOUSEKEEPING AIDE	00314A	1.0	49,033
COMMUNITY MAINTENANCE TECHNICIAN - ENVIRONMENTAL SERVS	00314G	1.0	60,413
COMPUTER OPERATOR (OIP)	00316A	2.0	85,093
COMPUTER OPERATOR (OIP)	00326A	1.0	61,245
DATABASE ADMINISTRATOR ADABAS/NATURAL	00138A	1.0	97,194
DATABASE MANAGER (DB2)	00138A	1.0	97,194
DATA CONTROL CLERK	00315A	1.0	42,737
DATA ENTRY UNIT SUPERVISOR	00B21A	1.0	67,200
DEPUTY CHIEF DIVISION OF FACILITIES MANAGEMENT	00137A	5.0	522,046
DEPUTY PERSONNEL ADMINISTRATOR	00144A	6.0	855,433
DIVISION DIRECTOR- CAPITAL ASSET MANAGEMENT AND MAINT	00152A	1.0	167,153
ELECTRICIAN	00316G	4.0	202,050
EMPLOYEE BENEFITS SPECIALIST	00322A	3.0	152,502
ENERGY CONSERVATION TECHNICIAN	00320A	1.0	49,273
ENTERPRISE RESOURCE MANAGER (ORACLE ERP MANAGER)	00142A	2.0	267,269
EXECUTIVE ASSISTANT	00118A	1.0	46,289
EXECUTIVE DIRECTOR OF HUMAN RESOURCES/PERSONNEL ADMIN	00150A	1.0	156,901
GEOGRAPHIC INFORMATION SYSTEM SPECIALIST II	00328A	1.0	66,210
GROUNDS SUPERINTENDENT	00317A	1.0	53,911
HUMAN RESOURCE PROGRAM ADMINISTRATOR	00139A	5.0	539,878
HUMAN RESOURCES ANALYST I	00126A	12.0	775,179
HUMAN RESOURCES ANALYST II (GENERAL)	00129A	5.0	354,632
HUMAN RESOURCES ANALYST III (CLASS & ORGANIZ ANALYSIS)	00133A	1.0	87,480
HUMAN RESOURCES ANALYST III (GENERAL)	00133A	14.0	1,179,034
HUMAN RESOURCES ANALYST III (GENERAL)	00135A	1.0	91,838
HUMAN RESOURCES COORDINATOR	00135A	2.0	193,007
HUMAN RESOURCES TECHNICIAN	00122A	28.0	1,471,254
IMPLEMENTATION AIDE	00122A	1.0	52,715
IMPLEMENTATION DIRECTOR POLICY AND PROGRAMS	00140A	1.0	105,667
INFORMATION PROCESSING OFFICER	00142A	1.0	121,704
INFORMATION SYSTEMS GROUP COORDINATOR (OIP)	00138A	2.0	193,581
INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	00143A	15.0	1,900,685
INTERDEPARTMENTAL PROJECT MANAGER	00139A	3.0	315,225
JANITOR	00309A	7.0	269,092
JUNIOR COMPUTER OPERATOR (OIP)	00313A	1.0	47,947
JUNIOR ELECTRONIC COMPUTER PROGRAMMER	00320A	1.0	49,273

Personnel

Agency: Department Of Administration

Internal Service Programs

		FY 2022	
		FTE	Cost
Classified			
LABORER SUPERVISOR	00313G	1.0	48,329
LABOR RELATIONS HEARING OFFICER	00135A	1.0	82,066
LEGAL ASSISTANT	00119A	1.0	55,570
LICENSED STEAMFITTER	00314G	1.0	49,067
MAINTENANCE SUPERINTENDENT	00322A	3.0	167,635
MECHANICAL AND ELECTRICAL SHOP SUPERVISOR	00326A	3.0	224,915
PLUMBER	00316G	1.0	48,464
PLUMBER SUPERVISOR	00320G	1.0	63,977
POWER PLANT OPERATOR	03118A	5.0	255,428
PRINCIPAL COMPUTER OPERATOR (OIP)	00324A	1.0	56,892
PRINCIPAL ENERGY CONSERVATION TECHNICIAN	00328A	1.0	72,831
PRINCIPAL ENVIRONMENTAL PLANNER	00329A	1.0	84,487
PRINCIPAL JANITOR	00315A	3.0	135,690
PRINCIPAL PROPERTY MANAGEMENT OFFICER	00132A	1.0	76,975
PROGRAMMER/ANALYST I (ADABAS/NATURAL)	00A28A	1.0	85,718
PROGRAMMER/ANALYST I (COBOL/CICS)	00328A	3.0	222,106
PROGRAMMER/ANALYST II (ADABAS/NATURAL)	00332A	2.0	182,723
PROGRAMMER/ANALYST II (COBOL/CICS)	00332A	1.0	76,936
PROGRAMMER/ANALYST III (COBOL)	00835A	1.0	81,597
PROGRAMMER/ANALYST III (COBOL/CICS)	00335A	1.0	102,466
PROGRAMMER/ANALYST III (COBOL/CICS)	00835A	4.0	375,463
PROGRAMMER/ANALYST III (ORACLE)	00835A	1.0	81,597
PROGRAMMER/ANALYST III (ORACLE)	02835A	1.0	81,913
PROGRAMMER/ANALYST III (UNIX/SQL)	00835A	4.0	369,175
PROGRAMMER/ANALYST III (UNIX/SQL)	0AB35A	1.0	102,948
PROGRAMMER/ANALYST II (ORACLE)	00032A	1.0	91,081
PROGRAMMER/ANALYST II (ORACLE)	00132A	3.0	248,625
PROGRAMMER/ANALYST II (ORACLE)	00332A	1.0	92,718
PROGRAMMER/ANALYST II (UNIX/SQL)	00132A	1.0	93,284
PROGRAMMER/ANALYST II (UNIX/SQL)	00135A	1.0	102,771
PROGRAMMER/ANALYST II (UNIX/SQL)	00332A	10.0	866,495
PROGRAMMER/ANALYST I (ORACLE)	00328A	1.0	66,210
PROGRAMMER/ANALYST I (UNIX/SQL)	00328A	6.0	398,345
PROGRAMMER/ANALYST MANAGER	00138A	9.0	969,954
PROGRAMMING SERVICES OFFICER	00131A	1.0	75,126
PROJECT MANAGER I (DOA)	00137A	4.0	384,724
RISK MANAGER-INSURANCE	00137A	0.0	0

Personnel

Agency: Department Of Administration

Internal Service Programs

		FY 2022	
		FTE	Cost
Classified			
SENIOR COMPUTER OPERATOR (OIP)	00322A	3.0	165,380
SENIOR INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	00148A	1.0	144,269
SENIOR JANITOR	00312A	1.0	47,930
SENIOR MAINTENANCE TECHNICIAN	00314G	13.0	578,768
SENIOR MAINTENANCE TECHNICIAN	03114G	1.0	54,534
SENIOR SYSTEMS ANALYST	00126A	1.0	64,622
STATE BUILDING AND GROUNDS COORDINATOR	00132A	8.0	651,785
STATE FLEET ADMINISTRATOR	00139A	1.0	100,542
SUPERVISING ACCOUNTANT	00131A	2.0	150,252
SUPERVISOR CENTRAL MAIL SERVICES	00316A	1.0	43,750
SUPERVISOR COMPUTER OPERATIONS	00328A	3.0	216,457
SUPERVISOR OF FISCAL SERVICES (DEPT OF ADMINISTRATION)	00136A	1.0	105,241
SUPERVISOR OF OFFICE SERVICES (DLT)	00131A	1.0	92,959
SUPERVISOR OF PAINTING PLASTERING MASONRY AND GLAZING	00323A	1.0	73,390
SUPERVISOR PERSONNEL SUPPORT SERVICES	00128A	1.0	81,341
SYSTEMS ADMINISTRATOR (MHRH)	00139A	1.0	100,542
SYSTEMS SUPPORT TECHNICIAN II	00321A	2.0	119,907
SYSTEMS SUPPORT TECHNICIAN III	00324A	2.0	127,472
TECHNICAL SUPPORT MANAGER (DOS/MVS)	00138A	1.0	97,194
TECHNICAL SUPPORT MANAGER (UNIX/NETWORKS/TELECOMMUNIC.)	00138A	8.0	853,977
TECHNICAL SUPPORT SPECIALIST II (DOS/MVS)	00332A	3.0	251,784
TECHNICAL SUPPORT SPECIALIST III (DOS/MVS)	00135A	3.0	265,079
TECHNICAL SUPPORT SPECIALIST III (TELECOMMUNICATIONS)	00135A	2.0	191,409
TECHNICAL SUPPORT SPECIALIST III (UNIX/NETWORKS)	00135A	10.0	885,500
TECHNICAL SUPPORT SPECIALIST III (UNIX/NETWORKS)	00335A	1.0	102,544
TECHNICAL SUPPORT SPECIALIST III (UNIX/NETWORKS)	0AB35A	1.0	105,658
TECHNICAL SUPPORT SPECIALIST II (OS 400/NETWORK)	00332A	1.0	84,630
TECHNICAL SUPPORT SPECIALIST II (OS 400/NETWORK)	00A32A	1.0	99,473
TECHNICAL SUPPORT SPECIALIST II (TELECOMMUNICATIONS)	00332A	2.0	153,872
TECHNICAL SUPPORT SPECIALIST II (UNIX/NETWORKS)	00032A	1.0	94,698
TECHNICAL SUPPORT SPECIALIST II (UNIX/NETWORKS)	00132A	2.0	163,922
TECHNICAL SUPPORT SPECIALIST II (UNIX/NETWORKS)	00332A	17.0	1,357,423
TECHNICAL SUPPORT SPECIALIST II (UNIX/NETWORKS)	00832A	2.0	158,052
TECHNICAL SUPPORT SPECIALIST I (OS 400/NETWORK)	00328A	1.0	69,521
TECHNICAL SUPPORT SPECIALIST I (TELECOMMUNICATIONS)	00328A	2.0	139,652
TECHNICAL SUPPORT SPECIALIST I (UNIX/NETWORKS)	00328A	9.0	613,302
WASTEWATER TREATMENT FACILITIES PROCESS MONITOR I	03121A	2.0	97,442

Personnel

Agency: Department Of Administration

Internal Service Programs

		FY 2022	
		FTE	Cost
Classified			
WASTEWATER TREATMENT FACILITIES PROCESS MONITOR II	03124A	1.0	62,954
Subtotal Classified		414.5	33,803,545
Unclassified			
ADMINISTRATIVE ASSISTANT	00825A	1.0	64,311
CHIEF DIGITAL OFFICER	00856A	1.0	221,560
DATA PROCESSING SYSTEMS MANAGER	00836A	1.0	112,042
DEPUTY DIRECTOR	00838A	1.0	111,216
RECRUITMENT SPECIALIST	00137A	1.0	93,963
SENIOR LEGAL COUNSEL	00134A	1.0	102,126
TASK FORCE AGENT/INSPECTOR	00828A	1.0	75,997
Subtotal Unclassified		7.0	781,215
Subtotal		421.5	34,584,760
Transfer Out			(827,875)
Transfer In			608,112
Overtime (1.5)			1,161,000
Seasonal/Special Salaries/Wages			50,050
Turnover			(489,431)
Total Salaries			35,086,616
Benefits			
FICA			2,558,854
Health Benefits			5,742,839
Payroll Accrual			195,567
Retiree Health			1,770,698
Retirement			9,698,549
Workers Compensation			25,714,600
Subtotal			45,681,107
Total Salaries and Benefits		421.5	55,182,723
Cost Per FTE Position			131,231
Statewide Benefit Assessment			1,338,076
Payroll Costs		421.5	422,336,066
Purchased Services			
Buildings and Ground Maintenance			2,952,500
Clerical and Temporary Services			75,000
Design and Engineering Services			35,000

Personnel

Agency: Department Of Administration

Internal Service Programs

	FY 2022	
	FTE	Cost
Purchased Services		
Information Technology		1,948,000
Legal Services		234,458
Management & Consultant Services		5,484,902
Other Contracts		1,493,826
Training and Educational Services		6,000
Subtotal		12,229,686
Total Personnel	421.5	434,565,752
Distribution by Source of Funds		
Other Funds	421.5	434,565,752
Total All Funds	421.5	434,565,752

Program Summary

DEPARTMENT OF ADMINISTRATION

Legal Services

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.

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.

Budget

Agency: Department Of Administration

Legal Services

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Legal Services	1,943,571	2,148,844	2,278,549	3,243,181	2,262,149
Total Expenditures	1,943,571	2,148,844	2,278,549	3,243,181	2,262,149
Expenditures by Object					
Salary and Benefits	1,744,938	1,923,217	1,875,230	1,881,794	2,085,599
Contract Professional Services	86,051	145,494	0	1,258,068	200
Operating Supplies and Expenses	98,262	79,996	400,844	100,844	173,875
Subtotal: Operating	1,929,251	2,148,707	2,276,074	3,240,706	2,259,674
Capital Purchases And Equipment	14,320	136	2,475	2,475	2,475
Subtotal: Other	14,320	136	2,475	2,475	2,475
Total Expenditures	1,943,571	2,148,844	2,278,549	3,243,181	2,262,149
Expenditures by Source of Funds					
General Revenue	1,943,571	2,008,823	2,278,549	2,285,113	2,262,149
Federal Funds	0	140,020	0	958,068	0
Total Expenditures	1,943,571	2,148,844	2,278,549	3,243,181	2,262,149

Personnel

Agency: Department Of Administration

Legal Services

		FY 2022	
		FTE	Cost
Classified			
ADMINISTRATIVE AND LEGAL SUPPORT SERVICES ADMINISTRATOR	00145A	1.0	131,284
ADMINISTRATOR ADJUDICATION	00140A	1.0	121,366
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	116,327
CHF LEGAL CONSL LITIGATION(DOA	00142A	1.0	115,909
CHIEF IMPLEMENTATION AIDE	00128A	1.0	66,771
CHIEF LEGAL COUNSEL-STATE LABOR RELATIONS	00142A	1.0	115,909
CHIEF OF LEGAL SERVICES	00139A	1.0	105,569
DEPUTY CHIEF OF LEGAL SERVICES	00137A	2.0	187,926
IMPLEMENTATION AIDE	00122A	2.0	105,430
LEGAL COUNSEL	00132A	0.6	89,767
LEGAL COUNSEL	00134A	1.0	102,126
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(2.4)	0
Subtotal Classified		10.2	1,258,384
Unclassified			
SENIOR LEGAL COUNSEL	00134A	3.0	241,392
Subtotal Unclassified		3.0	241,392
Subtotal		13.2	1,499,776
Transfer Out			(17,449)
Turnover			(221,775)
Total Salaries			1,260,552
Benefits			
FICA			96,435
Health Benefits			237,493
Payroll Accrual			7,362
Retiree Health			66,555
Retirement			367,411
Subtotal			775,256
Total Salaries and Benefits		13.2	2,035,808
Cost Per FTE Position			154,228
Statewide Benefit Assessment			49,791
Payroll Costs		13.2	2,085,599
Purchased Services			
Clerical and Temporary Services			200
Subtotal			200

Personnel

Agency: Department Of Administration

Legal Services

	FY 2022	
	FTE	Cost
Total Personnel	13.2	2,085,799
Distribution by Source of Funds		
General Revenue	13.2	2,085,799
Total All Funds	13.2	2,085,799

Program Summary

DEPARTMENT OF ADMINISTRATION

Information Technology

Mission

The mission of the Division of Enterprise Technology, Strategy, and Service (ETSS) is 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 Office of Library and Information Services (OLIS) 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; and 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, including that any patents applied for shall be in the name of the state.

Description

ETSS includes ODE and OLIS. Within ETSS there is a Chief Digital Officer in the unclassified service who oversees and manages the division and is appointed by the Director of Administration. The Chief Digital Officer supervises 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 is to lead the strategic technology decisions and efforts across all 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

Executive Order 04-06 establishes and defines the duties and responsibilities of the Division of Information Technology (DoIT) within the Department of Administration. R.I. General Laws § 42-11-2.5 Information technology investment fund established. RIGL § 42-11-2.6 Establishment of Office of Digital Excellence. RIGL § 42-11-2.7 July, 2016 Division of enterprise technology strategy and service established by General Assembly. In the FY 2018 revised recommendation, the majority of the information technology program is shifted to internal service funds pursuant to the authorization provided by the General Assembly in the FY 2018 Appropriations Act.

Budget

Agency: Department Of Administration

Information Technology

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Doit Operations	652,915	771,892	1,297,418	1,297,418	721,340
Executive Director-CIO	0	3,775,350	0	6,327,578	327,707
Information Technology	6,686,068	8,888,342	9,663,630	12,413,464	2,625,165
Total Expenditures	7,338,984	13,435,584	10,961,048	20,038,460	3,674,212
Expenditures by Object					
Salary and Benefits	154,810	448,289	173,428	475,542	35,156
Contract Professional Services	2,101,161	7,021,380	114,000	3,252,788	292,551
Operating Supplies and Expenses	4,679,662	3,077,331	2,164,678	4,370,696	1,021,340
Subtotal: Operating	6,935,633	10,547,000	2,452,106	8,099,026	1,349,047
Capital Purchases And Equipment	139,161	2,653,084	8,508,942	11,939,434	2,325,165
Operating Transfers	264,190	235,500	0	0	0
Subtotal: Other	403,351	2,888,584	8,508,942	11,939,434	2,325,165
Total Expenditures	7,338,984	13,435,584	10,961,048	20,038,460	3,674,212
Expenditures by Source of Funds					
General Revenue	652,915	771,892	1,297,418	1,298,238	721,340
Federal Funds	23	3,889,350	114,000	6,326,758	327,707
Restricted Receipts	6,686,046	8,774,342	9,549,630	12,413,464	2,625,165
Total Expenditures	7,338,984	13,435,584	10,961,048	20,038,460	3,674,212

Personnel

Agency: Department Of Administration

Information Technology

	FY 2022	
	FTE	Cost
Transfer In		0
Total Salaries		35,156
Total Salaries and Benefits	0.0	35,156
Cost Per FTE Position		
Payroll Costs	0.0	35,156
Purchased Services		
Other Contracts		292,551
Subtotal		292,551
Total Personnel	0.0	327,707
Distribution by Source of Funds		
Federal Funds	0.0	327,707
Total All Funds	0.0	327,707

Program Summary

DEPARTMENT OF ADMINISTRATION

Library & Information Services

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.

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

R.I. General Laws § 29-3.1 establishes the statutory basis for the Office of Library and Information Services.

Budget

Agency: Department Of Administration

Library and Information Services

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Library Services	2,551,546	2,559,957	2,975,869	2,987,798	3,214,131
Total Expenditures	2,551,546	2,559,957	2,975,869	2,987,798	3,214,131
Expenditures by Object					
Salary and Benefits	1,275,500	1,415,088	1,584,706	1,596,635	1,623,528
Contract Professional Services	36,390	36,169	30,000	30,000	28,000
Operating Supplies and Expenses	1,074,839	1,007,123	1,207,113	1,207,113	1,282,353
Assistance And Grants	163,981	101,577	150,000	150,000	275,000
Subtotal: Operating	2,550,709	2,559,957	2,971,819	2,983,748	3,208,881
Capital Purchases And Equipment	837	0	4,050	4,050	5,250
Subtotal: Other	837	0	4,050	4,050	5,250
Total Expenditures	2,551,546	2,559,957	2,975,869	2,987,798	3,214,131
Expenditures by Source of Funds					
General Revenue	1,419,448	1,455,723	1,605,551	1,608,809	1,640,558
Federal Funds	1,119,469	1,104,234	1,368,914	1,377,585	1,566,583
Restricted Receipts	12,629	0	1,404	1,404	6,990
Total Expenditures	2,551,546	2,559,957	2,975,869	2,987,798	3,214,131

Personnel

Agency: Department Of Administration

Library and Information Services

		FY 2022	
		FTE	Cost
Classified			
CHIEF OF LIBRARY SERVICES	00143A	1.0	133,133
IMPLEMENTATION AIDE	0AB22A	1.0	52,843
INFORMATION SERVICES TECHNICIAN II	0AB20A	3.0	160,136
LIBRARY PROGRAM SPECIALIST II	0AB28A	2.0	132,162
LIBRARY PROGRAM SPECIALIST III	0AB32A	4.0	341,792
Subtotal Classified		11.0	820,066
Subtotal		11.0	820,066
Turnover			173,856
Total Salaries			993,922
Benefits			
FICA			76,039
Health Benefits			172,547
Payroll Accrual			5,776
Retiree Health			52,480
Retirement			285,848
Subtotal			592,690
Total Salaries and Benefits		11.0	1,586,612
Cost Per FTE Position			144,237
Statewide Benefit Assessment			36,916
Payroll Costs		11.0	1,623,528
Purchased Services			
Training and Educational Services			28,000
Subtotal			28,000
Total Personnel		11.0	1,651,528
Distribution by Source of Funds			
General Revenue		11.0	951,388
Federal Funds		0.0	700,140
Total All Funds		11.0	1,651,528

Program Summary

DEPARTMENT OF ADMINISTRATION

Planning

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.

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. General Laws § 42-11 includes provisions relative to the division of planning. Other legal references are provided in RIGL § 1, 16, 22, 23, 34, 35, 37, 42, 44, 45 and 46. The FY 2018 revised recommendation shifts the Water Resource Board to the Division of Public Utilities and Carriers.

Budget

Agency: Department Of Administration

Planning

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Housing and Comm. Development	0	0	15,448	15,448	15,448
Statewide Planning	3,985,460	5,128,532	7,277,087	7,391,779	5,913,060
Total Expenditures	3,985,460	5,128,532	7,292,535	7,407,227	5,928,508
Expenditures by Object					
Salary and Benefits	2,585,630	2,408,695	3,183,847	3,194,942	2,982,673
Contract Professional Services	113,146	85,626	271,750	271,750	95,500
Operating Supplies and Expenses	251,301	871,520	418,496	418,496	259,372
Assistance And Grants	1,025,205	1,693,285	3,304,200	3,407,797	2,492,252
Subtotal: Operating	3,975,282	5,059,126	7,178,293	7,292,985	5,829,797
Capital Purchases And Equipment	10,179	69,406	114,242	114,242	98,711
Subtotal: Other	10,179	69,406	114,242	114,242	98,711
Total Expenditures	3,985,460	5,128,532	7,292,535	7,407,227	5,928,508
Expenditures by Source of Funds					
General Revenue	836,374	1,055,359	1,114,044	1,116,371	671,329
Federal Funds	203,654	121,735	15,448	119,045	22,700
Operating Transfers from Other Funds	2,945,433	3,951,438	6,163,043	6,171,811	5,234,479
Total Expenditures	3,985,460	5,128,532	7,292,535	7,407,227	5,928,508

Personnel

Agency: Department Of Administration

Planning

		FY 2022	
		FTE	Cost
Classified			
ASSISTANT CHIEF OF PLANNING	00137A	2.0	187,926
ASSOCIATE DIRECTOR- DIVISION OF PLANNING	00147A	1.0	148,601
CHIEF IMPLEMENTATION AIDE	00128A	1.0	63,000
DATA ANALYST I	00134A	1.0	96,022
DATA ANALYST II	00138A	1.0	97,578
DATA ANALYST III	00142A	1.0	100,541
EXECUTIVE ASSISTANT	00318A	1.0	54,749
FISCAL MANAGEMENT OFFICER	00B26A	1.0	68,182
INTERNET COMMUNICATIONS SPECIALIST	0AB28A	1.0	77,505
PRINCIPAL PLANNER	00829A	6.0	419,620
PRINCIPAL RESEARCH TECHNICIAN	00827A	1.0	64,312
PROGRAMMING SERVICES OFFICER	00131A	1.0	74,518
STAFF DIRECTOR (WATER RESOURCES BOARD)	00137A	1.0	107,466
SUPERVISING GEOGRAPHIC INFORMATION SYSTEM SPECIALIST	00032A	1.0	69,122
SUPERVISING PLANNER	00831A	5.0	399,273
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(2.0)	0
Subtotal Classified		23.0	2,028,415
Subtotal		23.0	2,028,415
Transfer In			14,132
Turnover			(231,207)
Total Salaries			1,811,340
Benefits			
FICA			133,660
Health Benefits			354,431
Payroll Accrual			10,212
Retiree Health			92,308
Retirement			509,174
Subtotal			1,099,785
Total Salaries and Benefits		23.0	2,911,125
Cost Per FTE Position			126,571
Statewide Benefit Assessment			71,548
Payroll Costs		23.0	2,982,673
Purchased Services			
Design and Engineering Services			61,500

Personnel

Agency: Department Of Administration

Planning

	FY 2022	
	FTE	Cost
Purchased Services		
Management & Consultant Services		34,000
Subtotal		95,500
Total Personnel	23.0	3,078,173
Distribution by Source of Funds		
General Revenue	23.0	547,303
Operating Transfers from Other Funds	0.0	2,530,870
Total All Funds	23.0	3,078,173

Program Summary

DEPARTMENT OF ADMINISTRATION

Personnel & Operational Reforms

Mission

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

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 2021 Appropriations Act.

Budget

Agency: Department Of Administration

Statewide Personnel and Operations

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Reduction in Force Savings	(914,743)	(2,000,000)	0	0	0
Undistributed Statewide Adjustments	0	0	0	0	3,245,269
Total Expenditures	(914,743)	(2,000,000)	0	0	3,245,269
Expenditures by Object					
Salary and Benefits	0	(2,000,000)	0	0	(8,158,221)
Operating Supplies and Expenses	0	0	0	0	11,403,490
Assistance And Grants	(914,743)	0	0	0	0
Subtotal: Operating	(914,743)	(2,000,000)	0	0	3,245,269
Total Expenditures	(914,743)	(2,000,000)	0	0	3,245,269
Expenditures by Source of Funds					
General Revenue	(914,743)	(2,000,000)	0	0	3,245,269
Total Expenditures	(914,743)	(2,000,000)	0	0	3,245,269

Personnel

Agency: Department Of Administration

Statewide Personnel and Operations

	FY 2022	
	FTE	Cost
Total Salaries		(8,158,221)
Total Salaries and Benefits	0.0	(8,158,221)
Cost Per FTE Position		
Payroll Costs	0.0	(8,158,221)
Total Personnel	0.0	(8,158,221)
Distribution by Source of Funds		
General Revenue	0.0	(8,158,221)
Total All Funds	0.0	(8,158,221)

Program Summary

DEPARTMENT OF ADMINISTRATION

Energy Resources

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.

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. General Laws § 23-82-6, § 39-1-27.7 through § 10, and § 42-140.1.

Budget

Agency: Department Of Administration

Energy Resources

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Energy Resources	2,712,772	16,241,080	8,483,725	13,925,482	9,552,650
Total Expenditures	2,712,772	16,241,080	8,483,725	13,925,482	9,552,650
Expenditures by Object					
Salary and Benefits	1,432,162	1,409,616	1,580,431	1,509,623	1,534,460
Contract Professional Services	276,255	209,003	637,355	843,328	842,260
Operating Supplies and Expenses	102,992	1,338,542	1,520,820	2,054,599	2,346,938
Assistance And Grants	698,963	12,734,800	4,724,519	9,497,332	4,801,409
Subtotal: Operating	2,510,371	15,691,960	8,463,125	13,904,882	9,525,067
Capital Purchases And Equipment	202,400	549,120	20,600	20,600	27,583
Subtotal: Other	202,400	549,120	20,600	20,600	27,583
Total Expenditures	2,712,772	16,241,080	8,483,725	13,925,482	9,552,650
Expenditures by Source of Funds					
Federal Funds	1,018,011	994,962	979,019	1,006,705	761,478
Restricted Receipts	1,694,761	15,246,118	7,504,706	12,918,777	8,791,172
Total Expenditures	2,712,772	16,241,080	8,483,725	13,925,482	9,552,650

Personnel

Agency: Department Of Administration

Energy Resources

		FY 2022	
		FTE	Cost
Classified			
ADMINISTRATOR- FINANCIAL MANAGEMENT	00137A	1.0	110,406
ADMINISTRATOR OF ENERGY PROGRAMS	00137A	4.0	385,412
DEPUTY COMMISSIONER- OFFICE OF ENERGY RESOURCES	00145A	1.0	123,396
INTERDEPARTMENTAL PROJECT MANAGER	00139A	2.0	220,278
PROGRAMMING SERVICES OFFICER	00131A	3.0	219,849
Subtotal Classified		11.0	1,059,341
Unclassified			
COMMISSIONER OF ENERGY RESOURCES	00843A	1.0	138,183
Subtotal Unclassified		1.0	138,183
Subtotal		12.0	1,197,524
Transfer Out			(148,738)
Transfer In			17,449
Seasonal/Special Salaries/Wages			39,130
Turnover			(123,396)
Total Salaries			981,969
Benefits			
FICA			75,123
Health Benefits			112,291
Payroll Accrual			5,498
Retiree Health			49,781
Retirement			272,558
Subtotal			515,251
Total Salaries and Benefits		12.0	1,497,220
Cost Per FTE Position			124,768
Statewide Benefit Assessment			37,240
Payroll Costs		12.0	1,534,460
Purchased Services			
Clerical and Temporary Services			239,367
Management & Consultant Services			132,020
Other Contracts			409,373
Training and Educational Services			61,500
Subtotal			842,260
Total Personnel		12.0	2,376,720

Personnel

Agency: Department Of Administration

Energy Resources

	FY 2022	
	FTE	Cost
Distribution by Source of Funds		
Federal Funds	3.0	556,930
Restricted Receipts	9.0	1,819,790
Total All Funds	12.0	2,376,720

Program Summary

DEPARTMENT OF ADMINISTRATION

Rhode Island Health Benefits Exchange (HealthSource RI)

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.

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 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 Rhode Islanders.

Statutory History

The federal Patient Protection and Affordable Care Act of 2010 (the “ACA”) provides for the establishment of a health benefits exchange by each state. Governor Lincoln D. Chaffee established the Rhode Island Health Benefits exchange by Executive Order 11-09 in 2011 R.I. General Laws § 42-157 codified the Rhode Island Health Benefits Exchange into state law in 2015.

Budget

Agency: Department Of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Operations	8,077,253	8,827,226	21,544,792	21,914,299	24,902,490
Total Expenditures	8,077,253	8,827,226	21,544,792	21,914,299	24,902,490
Expenditures by Object					
Salary and Benefits	1,765,224	1,579,422	1,791,970	1,856,477	2,479,129
Contract Professional Services	5,583,339	6,665,125	9,409,919	9,714,919	16,688,003
Operating Supplies and Expenses	710,765	579,941	2,022,903	2,022,903	468,561
Assistance And Grants	0	0	8,300,000	8,300,000	5,239,671
Subtotal: Operating	8,059,328	8,824,488	21,524,792	21,894,299	24,875,364
Capital Purchases And Equipment	17,925	2,738	20,000	20,000	27,126
Subtotal: Other	17,925	2,738	20,000	20,000	27,126
Total Expenditures	8,077,253	8,827,226	21,544,792	21,914,299	24,902,490
Expenditures by Source of Funds					
General Revenue	2,775,312	841,710	1,369,654	1,369,654	2,820,336
Federal Funds	133,776	0	0	362,962	5,239,671
Restricted Receipts	5,168,164	7,985,516	20,175,138	20,181,683	16,842,483
Total Expenditures	8,077,253	8,827,226	21,544,792	21,914,299	24,902,490

Personnel

Agency: Department Of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

		FY 2022	
		FTE	Cost
Classified			
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	00134A	2.0	168,680
CHIEF OF LEGAL SERVICES	00139A	1.0	93,131
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	00143A	1.0	110,413
CHIEF PUBLIC AFFAIRS OFFICER	00137A	1.0	92,997
INTERDEPARTMENTAL PROJECT MANAGER	00139A	1.0	100,544
SENIOR ECONOMIC AND POLICY ANALYST	00134A	1.0	84,340
VALUE BASED PURCHASING ANALYST	00139A	1.0	100,542
Subtotal Classified		8.0	750,647
Unclassified			
ADMINISTRATIVE ASSISTANT	05325A	1.0	57,494
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	00843A	1.0	131,605
DEPUTY DIRECTOR OF HEALTHSOURCE RI	00845A	1.0	133,340
DIRECTOR HEALTHSOURCE RI	00851A	1.0	167,731
DIRECTOR OF FINANCE/ASSOCIATE ADMINISTRATOR	00844A	1.0	133,558
SENIOR POLICY ANALYST	00839A	1.0	101,676
Subtotal Unclassified		6.0	725,404
Subtotal		14.0	1,476,051
Transfer Out			(225,131)
Transfer In			303,073
Total Salaries			1,553,993
Benefits			
FICA			117,405
Health Benefits			208,815
Payroll Accrual			9,048
Retiree Health			81,977
Retirement			446,508
Subtotal			863,753
Total Salaries and Benefits		14.0	2,417,746
Cost Per FTE Position			172,696
Statewide Benefit Assessment			61,383
Payroll Costs		14.0	2,479,129
Purchased Services			
Information Technology			13,092,122
Legal Services			1,478

Personnel

Agency: Department Of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

	FY 2022	
	FTE	Cost
Purchased Services		
Management & Consultant Services		3,593,516
Other Contracts		887
Subtotal		16,688,003
Total Personnel	14.0	19,167,132
Distribution by Source of Funds		
General Revenue	0.0	2,820,336
Restricted Receipts	14.0	16,346,796
Total All Funds	14.0	19,167,132

Program Summary

DEPARTMENT OF ADMINISTRATION

Office of Diversity, Equity & Opportunity

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.

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.

Budget

Agency: Department Of Administration

The Office of Diversity, Equity and Opportunity

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Operations	1,292,410	1,275,100	1,447,830	1,452,320	1,229,792
Total Expenditures	1,292,410	1,275,100	1,447,830	1,452,320	1,229,792
Expenditures by Object					
Salary and Benefits	1,146,314	1,141,543	1,263,240	1,267,730	1,164,433
Contract Professional Services	561	320	0	0	0
Operating Supplies and Expenses	145,535	131,484	184,590	184,590	65,359
Subtotal: Operating	1,292,410	1,273,346	1,447,830	1,452,320	1,229,792
Capital Purchases And Equipment	0	1,754	0	0	0
Subtotal: Other	0	1,754	0	0	0
Total Expenditures	1,292,410	1,275,100	1,447,830	1,452,320	1,229,792
Expenditures by Source of Funds					
General Revenue	1,182,565	1,163,845	1,335,476	1,339,547	1,117,169
Other Funds	109,845	111,255	112,354	112,773	112,623
Total Expenditures	1,292,410	1,275,100	1,447,830	1,452,320	1,229,792

Personnel

Agency: Department Of Administration

The Office of Diversity, Equity and Opportunity

		FY 2022	
		FTE	Cost
Classified			
ASSISTANT ADMINISTRATOR - MBE COMPLIANCE	00134A	1.0	90,215
ASSOCIATE DIRECTOR- DIVERSITY- EQUITY AND OPPORTUNITY	00142A	1.0	106,036
CHIEF IMPLEMENTATION AIDE	00128A	1.0	66,771
CHIEF PROGRAM DEVELOPMENT	00134A	2.0	177,114
PRINCIPAL RESOURCE SPECIALIST	00328A	1.0	58,966
PROGRAMMING SERVICES OFFICER	00131A	3.0	257,150
Subtotal Classified		9.0	756,252
Subtotal		9.0	756,252
Turnover			(33,736)
Total Salaries			722,516
Benefits			
FICA			55,271
Health Benefits			108,462
Payroll Accrual			4,205
Retiree Health			38,149
Retirement			207,292
Subtotal			413,379
Total Salaries and Benefits		9.0	1,135,895
Cost Per FTE Position			126,211
Statewide Benefit Assessment			28,538
Payroll Costs		9.0	1,164,433
Total Personnel		9.0	1,164,433
Distribution by Source of Funds			
General Revenue		9.0	1,051,810
Other Funds		0.0	112,623
Total All Funds		9.0	1,164,433

Program Summary

DEPARTMENT OF ADMINISTRATION

Capital Asset Management & Maintenance

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.

Description

The Division of Capital Asset Management & Maintenance oversees the following functions: Planning/Design/Construction; Facilities Management & Maintenance; and Risk Management. 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, etc.

Statutory History

In the FY 2018 revised budget, facilities management shifted to the internal service funds pursuant to the authorization provided by the General Assembly in the FY 2018 Appropriations Act. Public Law 2019, ch. 88, art. 4, § 4 moved the Construction, Permitting, Approvals, and Licensing Program be moved to the Department of Business Regulations in FY 2019.

Budget

Agency: Department Of Administration

Capital Asset Management and Maintenance

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Capital Asset Management And Maintenance Admin	565,686	28,586,694	16,581,207	47,945,831	15,043,609
Facilities Management And Maintenance	7,613,525	7,828,171	8,556,564	8,556,564	8,583,232
Planning, Design And Construction	1,583,981	1,613,643	1,598,096	1,603,111	1,729,732
Total Expenditures	9,763,192	38,028,508	26,735,867	58,105,506	25,356,573
Expenditures by Object					
Salary and Benefits	1,927,177	2,180,647	2,109,328	2,116,855	1,787,591
Contract Professional Services	74,282	1,071,270	34,500	38,523,458	14,103,484
Operating Supplies and Expenses	7,760,516	34,247,770	24,582,039	17,455,193	9,460,498
Subtotal: Operating	9,761,975	37,499,687	26,725,867	58,095,506	25,351,573
Capital Purchases And Equipment	1,216	528,821	10,000	10,000	5,000
Subtotal: Other	1,216	528,821	10,000	10,000	5,000
Total Expenditures	9,763,192	38,028,508	26,735,867	58,105,506	25,356,573
Expenditures by Source of Funds					
General Revenue	9,763,192	35,527,930	26,735,867	12,884,144	10,513,389
Federal Funds	0	2,500,578	0	45,221,362	14,843,184
Total Expenditures	9,763,192	38,028,508	26,735,867	58,105,506	25,356,573

Personnel

Agency: Department Of Administration

Capital Asset Management and Maintenance

		FY 2022	
		FTE	Cost
Classified			
ARCHITECT BUILDING COMMISSION	00335A	2.0	180,258
ASST DIR STWIDE CAP ASSET PJ M	00152A	1.0	167,153
CHIEF ENGINEER FOR CAPITAL ASSET MANAGEMENT & MAINTENANCE	00143A	1.0	121,030
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	00143A	0.0	0
DIVISION DIRECTOR- CAPITAL ASSET MANAGEMENT AND MAINT	00152A	0.0	0
PROJECT MANAGER I (DOA)	00137A	4.0	367,673
PROJECT MANAGER II (DOA)	00139A	2.0	221,329
Subtotal Classified		10.0	1,057,443
Unclassified			
EXECUTIVE SECRETARY (STATE PROPERTIES COMMITTEE)	00321A	1.0	54,918
Subtotal Unclassified		1.0	54,918
Subtotal		11.0	1,112,361
Transfer Out			(16,475)
Overtime (1.5)			35,555
Total Salaries			1,131,441
Benefits			
FICA			82,566
Health Benefits			149,333
Payroll Accrual			6,389
Retiree Health			57,863
Retirement			316,710
Subtotal			612,861
Total Salaries and Benefits		11.0	1,744,302
Cost Per FTE Position			158,573
Statewide Benefit Assessment			43,289
Payroll Costs		11.0	1,787,591
Purchased Services			
Clerical and Temporary Services			15,412
Design and Engineering Services			1,000
Other Contracts			14,087,072
Subtotal			14,103,484
Total Personnel		11.0	15,891,075

Personnel

Agency: Department Of Administration

Capital Asset Management and Maintenance

	FY 2022	
	FTE	Cost
Distribution by Source of Funds		
General Revenue	11.0	1,807,003
Federal Funds	0.0	14,084,072
Total All Funds	11.0	15,891,075
