

State of Rhode Island and Providence Plantations

Budget



Fiscal Year 2013

Volume 1 – General Government, Quasi-Public
Agencies and Component Units

Lincoln D. Chafee, Governor

Budget

General Government Function Expenditures

	FY 2010 Audited	FY 2011 Audited	FY 2012 Enacted	FY 2012 Revised	FY 2013 Recommend
Expenditures By Object					
Personnel	215,900,424	230,876,788	237,683,999	245,834,922	232,228,670
Operating Supplies and Expenses	275,229,261	285,425,631	279,382,848	299,436,813	303,482,285
Assistance and Grants	1,025,938,260	902,488,521	570,692,504	832,803,900	498,834,896
Aid to Local Units of Government	168,819,711	60,573,635	67,142,534	69,658,752	67,278,508
Subtotal: Operating Expenditures	1,685,887,656	1,479,364,575	1,154,901,885	1,447,734,387	1,101,824,359
Capital Purchases and Equipment	29,937,513	12,697,051	28,913,672	41,412,298	44,992,862
Debt Service (Fixed Charges)	168,852,388	166,416,521	200,704,497	217,167,781	221,588,514
Operating Transfers	54,119,834	86,202,682	33,378,892	50,047,156	36,049,340
Total Expenditures	\$1,938,797,391	\$1,744,680,829	\$1,417,898,946	\$1,756,361,622	\$1,404,455,075
Expenditures By Funds					
General Revenue	511,743,070	434,617,886	411,138,619	420,816,294	427,390,454
Federal Funds	391,908,861	301,696,846	180,340,027	320,597,879	77,592,689
Restricted Receipts	76,559,302	73,941,240	81,055,515	115,388,971	112,760,937
Operating Transfers from Other Funds	69,085,664	51,979,549	72,870,144	78,094,361	81,634,183
Other Funds	889,500,494	882,445,308	672,494,641	821,464,117	705,076,812
Total Expenditures	\$1,938,797,391	\$1,744,680,829	\$1,417,898,946	\$1,756,361,622	\$1,404,455,075
FTE Authorization	2,409.8	2,477.3	2,270.3	2,283.3	2,157.0

Agency

Department Of Administration

Agency 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.

Agency Description

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

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

Statutory History

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

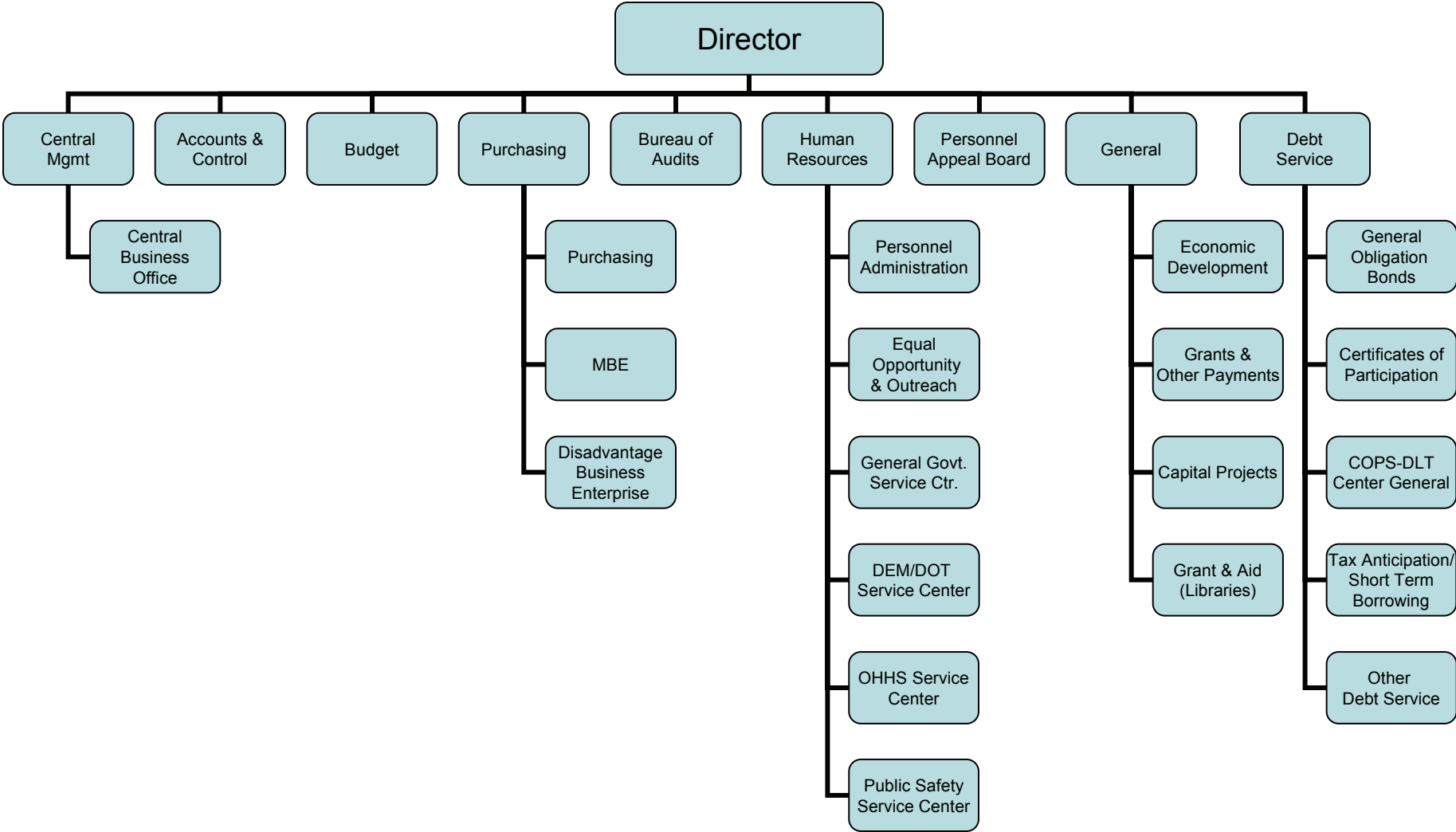
Budget

Department Of Administration

	FY 2010 Audited	FY 2011 Audited	FY 2012 Enacted	FY 2012 Revised	FY 2013 Recommend
Expenditures By Program					
Central Management	1,263,509	1,499,997	1,326,065	2,166,297	2,022,523
Accounts & Control	3,450,141	3,500,663	3,751,998	3,781,171	3,815,349
Budgeting/Office of Management & Budget	1,681,178	1,893,698	2,015,159	2,363,543	3,415,515
Purchasing	2,155,815	2,171,963	2,780,346	2,634,362	2,838,379
Auditing	1,153,211	1,243,959	1,376,922	1,240,008	-
Human Resources	10,676,552	10,564,613	11,510,839	11,059,220	11,035,792
Personnel Appeal Board	65,482	63,344	73,560	74,676	34,932
General	194,709,177	107,591,860	43,157,098	60,667,976	58,755,235
Debt Service Payments	201,228,865	190,799,910	200,904,497	191,694,481	204,151,021
Legal Services	1,585,988	1,735,578	1,825,486	1,932,094	2,006,995
Facilities Management	33,833,319	34,529,296	36,456,953	36,680,452	37,694,569
Capital Projects and Property Management	3,389,507	3,490,228	3,922,079	4,124,616	3,596,574
Information Technology	25,338,716	26,972,748	30,379,954	30,516,234	35,882,649
Library and Information Services	1,781,561	2,230,948	2,223,311	2,371,396	2,313,355
Planning	13,916,455	14,110,637	21,679,192	21,383,491	17,726,201
Security Services	14,641,865	15,829,950	-	-	-
Personnel Reform	-	-	(3,000,000)	-	-
Energy Resources	46,203,494	47,993,113	53,551,892	74,321,626	12,848,205
<i>Internal Services</i>	<i>[313,652,184]</i>	<i>[318,858,457]</i>	<i>[380,095,782]</i>	<i>[380,333,943]</i>	<i>[381,053,031]</i>
Total Expenditures	\$557,074,835	\$466,222,505	\$413,935,351	\$447,011,643	\$398,137,294
Expenditures By Object					
Personnel	77,382,008	81,139,202	69,348,545	71,914,667	71,295,107
Operating Supplies and Expenses	31,023,995	32,379,490	32,712,222	34,207,035	34,620,456
Assistance and Grants	63,188,919	63,554,598	73,266,161	102,327,365	34,005,968
Aid to Local Units of Government	168,819,711	60,573,635	11,595,170	11,595,170	11,245,112
Subtotal: Operating Expenditures	340,414,633	237,646,925	186,922,098	220,044,237	151,166,643
Capital Purchases and Equipment	11,060,895	8,144,012	21,232,542	29,636,711	38,553,416
Debt Service (Fixed Charges)	168,852,388	161,717,043	200,704,497	191,484,481	203,941,021
Operating Transfers	36,746,919	58,714,525	5,076,214	5,846,214	4,476,214
Total Expenditures	\$557,074,835	\$466,222,505	\$413,935,351	\$447,011,643	\$398,137,294
Expenditures By Funds					
General Revenue	418,405,347	331,624,887	246,446,221	248,884,402	257,026,536
Federal Funds	57,534,460	64,251,529	69,084,207	96,578,355	25,893,240
Restricted Receipts	19,964,401	14,219,372	20,059,071	19,629,239	27,546,929
Operating Transfers from Other Funds	54,964,296	49,353,117	71,891,644	75,280,130	80,887,138
Other Funds	6,206,331	6,773,600	6,454,208	6,639,517	6,783,451
Total Expenditures	\$557,074,835	\$466,222,505	\$413,935,351	\$447,011,643	\$398,137,294
FTE Authorization	835.4	871.6	694.6	694.2	665.6
Agency Measures					
Minorities as a Percentage of the Workforce	9.1%	8.9%	9.0%	9.0%	9.0%
Females as a Percentage of the Workforce	41.6%	40.1%	40.1%	40.1%	40.1%
Persons with Disabilities as a Percentage of the Workforce	3.1%	3.0%	3.0%	3.0%	3.0%

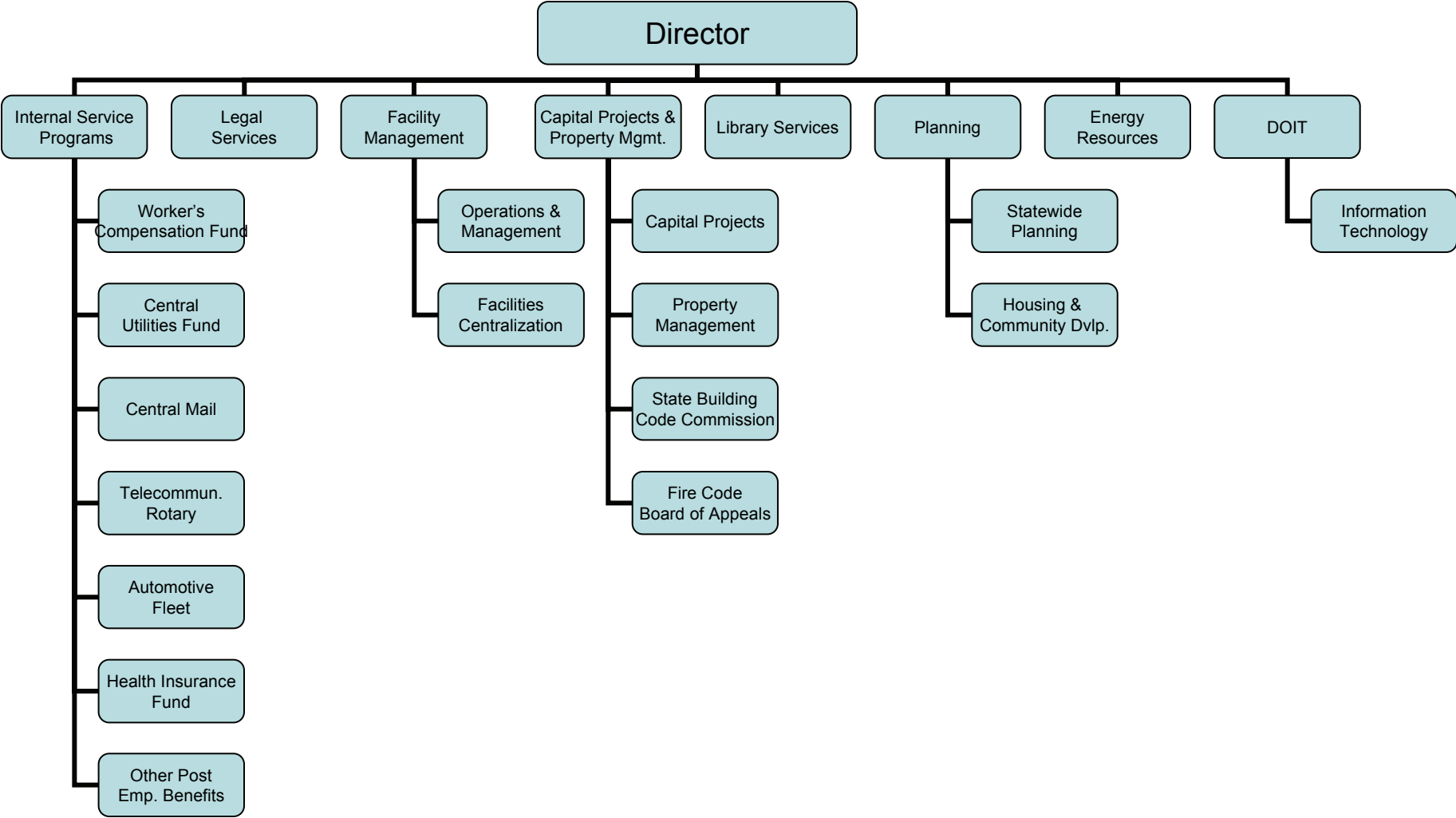
The Agency

Department of Administration



The Agency

Department of Administration, Continued



Personnel

Department Of Administration Agency Summary

	FY 2012		FY 2013	
	FTE	Cost	FTE	Cost
Distribution by Category				
Classified	685.2	45,904,761	678.2	45,710,668
Unclassified	9.0	874,679	10.0	1,014,825
Cost Allocation from Other Programs	1.6	547,085	0.6	376,766
Cost Allocation to other programs	(1.6)	(547,086)	(4.6)	(731,569)
Interdepartmental Transfers	-	25,552	-	136,144
Overtime	-	693,310	-	663,310
Program Reduction	-	-	(18.6)	(905,258)
Turnover	-	(3,043,625)	-	(1,924,847)
Total Salaries	694.2	\$44,454,676	665.6	\$44,340,039
Benefits				
Defined Contribution Plan	-	-	-	442,556
FICA	-	3,382,348	-	3,362,263
Holiday Pay	-	84,352	-	76,684
Medical	-	7,125,594	-	7,950,810
Payroll Accrual	-	-	-	251,530
Retiree Health	-	3,049,539	-	3,031,604
Retirement	-	10,117,092	-	9,293,395
Total Salaries and Benefits	694.2	\$68,213,601	665.6	\$68,748,881
Cost Per FTE Position		\$98,262		\$103,289
Statewide Benefit Assessment	-	1,648,451	-	1,635,694
Temporary and Seasonal	-	64,730	-	64,730
Payroll Costs	694.2	\$69,926,782	665.6	\$70,449,305
Purchased Services				
Building and Grounds Maintenance	-	700,210	-	650,261
Clerical and Temporary Services	-	84,910	-	16,750
Design and Engineering Services	-	330,266	-	277,906
Information Technology	-	1,129,315	-	968,180
Legal Services	-	204,808	-	39,525
Management and Consultant Services	-	3,696,597	-	3,228,132
Medical Services	-	1,199	-	1,199
Other Contract Services	-	352,801	-	352,601
Temporary and Clerical and Temporary Services	-	2,700	-	3,060
Training and Educational Services	-	268,820	-	117,017

Personnel

Department Of Administration Agency Summary

	FY 2012		FY 2013	
	FTE	Cost	FTE	Cost
Total Personnel	694.2	\$76,698,408	665.6	\$76,103,936
Distribution by Source of Funds				
General Revenue	488.1	54,018,984	463.3	52,860,297
Federal Funds	79.9	9,347,579	69.4	8,167,988
Restricted Receipts	28.5	2,648,987	32.3	3,603,064
Operating Transfers from Other Fund	-	-	4.0	608,515
Other Funds	54.7	5,899,117	54.7	6,055,243
Internal Service Funds	43.0	4,783,741	43.0	4,808,829
Total All Funds	694.2	\$76,698,408	665.6	\$76,103,936

The Program

Department Of Administration Central Management

Program Mission

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

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

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

Program Description

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

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

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

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

Statutory History

The central management and legal mandates of the Department of Administration are outlined in R.I.G.L. 42-11-2. The Judicial Nominating Commission was created by R.I.G.L. 8-16.1, which also outlines the criteria for the selection of qualified judicial nominees. The Legal and Adjudication Services subprogram was moved to the new Legal Services program as part of the FY 2006 enacted budget.

The Budget

Department Of Administration Central Management

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Director's Office	568,689	740,456	345,664	1,323,077	1,035,408
Financial Management	669,543	744,665	953,138	815,695	959,590
Judicial Nominating Committee	25,277	14,876	27,263	27,525	27,525
Total Expenditures	\$1,263,509	\$1,499,997	\$1,326,065	\$2,166,297	\$2,022,523
Expenditures By Object					
Personnel	1,206,961	1,453,120	1,262,532	2,097,341	1,953,567
Operating Supplies and Expenses	54,779	43,713	57,233	62,656	62,656
Subtotal: Operating Expenditures	1,261,740	1,496,833	1,319,765	2,159,997	2,016,223
Capital Purchases and Equipment	1,769	3,164	6,300	6,300	6,300
Total Expenditures	\$1,263,509	\$1,499,997	\$1,326,065	\$2,166,297	\$2,022,523
Expenditures By Funds					
General Revenue	1,263,509	1,499,997	1,326,065	2,166,297	2,022,523
Total Expenditures	\$1,263,509	\$1,499,997	\$1,326,065	\$2,166,297	\$2,022,523

Personnel

Department Of Administration Central Management

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
Executive Director (DOA) Operations	0150A	2.0	274,201	2.0	274,546
Associate Director (Financial Management)	0144A	1.0	121,409	1.0	121,409
Programming Services Officer	0131A	1.0	77,781	1.0	78,871
Administrator Financial Management	0137A	1.0	77,161	1.0	81,048
Prin. Human Services Business Officer	0A28A	1.0	77,107	1.0	77,107
Chief Implementation Aide	0128A	2.0	139,192	2.0	140,406
Supvr. of Billing & Accounts Receivable	03527A	1.0	65,735	1.0	65,735
Supervising Accountant	0031A	1.0	59,276	1.0	- (1)
Management and Methods Analyst	0322A	1.0	55,853	1.0	55,853
Implementation Aide	0122A	1.0	55,654	1.0	55,654
Assistant Administrative Officer	0121A	1.0	52,168	1.0	52,168
Fiscal Management Officer	0126A	1.0	47,250	1.0	48,750
Billing Specialist	0318A	1.0	40,967	1.0	42,240
Accountant	0020A	1.0	39,000	1.0	40,250
Subtotal		16.0	\$1,182,754	16.0	\$1,134,037
Unclassified					
Director of Administration	30946KF	1.0	149,512	1.0	149,512
Executive Assistant to the Director	841A	1.0	96,706	1.0	101,411
Principal Technical Support Analyst	5229A	1.0	84,264	1.0	84,264
Junior Resource Specialist	03519A	1.0	44,380	1.0	44,380
Supervisor of Fiscal Services	5234A	-	7,809	-	-
Subtotal		4.0	\$382,671	4.0	\$379,567
Cost Allocation to Energy		(0.9)	(72,672)	-	- (1)
Cost Allocation to Planning		(0.7)	(37,919)	(0.6)	(37,919)
Cost Allocation to Facilities Management		-	(196,774)	-	(199,543)
Turnover		-	(79,250)	-	(12,004)
Subtotal		(1.6)	(\$386,615)	(0.6)	(\$249,466)
Total Salaries		18.4	\$1,178,810	19.4	\$1,264,138
Benefits					
Defined Contribution Plan		-	-	-	12,625
FICA		-	82,873	-	89,323
Medical		-	130,243	-	170,979
Payroll Accrual		-	-	-	7,428
Retiree Health		-	80,866	-	84,906
Retirement		-	273,117	-	269,601
Subtotal		-	\$567,099	-	\$634,862
Total Salaries and Benefits		18.4	\$1,745,909	19.4	\$1,899,000
Cost Per FTE Position			\$94,886		\$97,887
Statewide Benefit Assessment		-	44,207	-	47,342
Subtotal		-	\$44,207	-	\$47,342

Personnel

Department Of Administration Central Management

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Payroll Costs		18.4	\$1,790,116	19.4	\$1,946,342
Purchased Services					
Legal Services		-	7,225	-	7,225
Management and Consultant Services		-	300,000	-	-
Subtotal		-	\$307,225	-	\$7,225
Total Personnel		18.4	\$2,097,341	19.4	\$1,953,567
Distribution By Source Of Funds					
General Revenue		18.4	2,097,341	18.5	1,953,567
Total All Funds		18.4	\$2,097,341	18.5	\$1,953,567

1 Reflects the transfer of a cost-allocated FTE position (Supervising Accountant (Gr. 0031A) to the program of Central Management from the program of Energy Resources to the Department of Human Services pursuant to Chapter 151 of the Public Laws of 2011.

The Program

Department Of Administration Accounts & Control

Program Mission

To maintain and continually enhance a statewide accounting system in order to ensure that state funds are spent according to legislative intent, leading to the promotion of the fiscal integrity of the state.

To facilitate the accounts payable process on behalf of the Executive Branch.

To provide management with timely financial data to measure performance and create or revise strategic or operating plans.

Program Description

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

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

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

Statutory History

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

The Budget

Department Of Administration Accounts & Control

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Accounts & Control	3,450,141	3,500,663	3,751,998	3,781,171	3,815,349
Total Expenditures	\$3,450,141	\$3,500,663	\$3,751,998	\$3,781,171	\$3,815,349
Expenditures By Object					
Personnel	3,335,940	3,385,181	3,616,033	3,645,206	3,679,384
Operating Supplies and Expenses	114,201	115,482	132,965	132,965	132,965
Subtotal: Operating Expenditures	3,450,141	3,500,663	3,748,998	3,778,171	3,812,349
Capital Purchases and Equipment	-	-	3,000	3,000	3,000
Total Expenditures	\$3,450,141	\$3,500,663	\$3,751,998	\$3,781,171	\$3,815,349
Expenditures By Funds					
General Revenue	3,450,141	3,500,663	3,751,998	3,781,171	3,815,349
Total Expenditures	\$3,450,141	\$3,500,663	\$3,751,998	\$3,781,171	\$3,815,349
Program Measures					
Percentage of Invoices Processed Within 30 Days	99.0%	99.0%	99.0%	99.0%	99.0%
Objective	100%	100%		100%	100%
Number of Days after Fiscal Year End to Publication of CAFR	184	179	210	174	174
Objective	210	210		210	174
Number of Days to Fiscal Close	37	37	37	34	34
Objective	37	37		34	34

Personnel

Department Of Administration Accounts & Control

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
Controller	0146A	1.0	119,343	1.0	119,343
Associate Controller	0143A	2.0	235,785	2.0	235,785
Associate Director for Special Projects	0141A	1.0	106,620	1.0	106,620
Supervisor Fin Reporting & Fin Mgmt	0135A	1.0	91,828	1.0	91,828
Investigative Auditor	0133A	1.0	86,042	1.0	86,042
Supervising Accountant	0831A	1.0	74,755	1.0	75,769
Chief Preaudit Supervisor	0131A	2.0	148,104	2.0	151,932
Fiscal Management Officer	0B26A	3.0	204,192	3.0	206,675
Prin. Accounting Policy & Methods Analyst	0828A	5.0	331,558	5.0	332,684
Sr. Management and Methods Analyst	0325A	1.0	62,251	1.0	62,251
Asset Protection Officer	0324A	2.0	121,083	2.0	121,083
Central Accts. Pyble Supervising Pre Ck	0324A	1.0	47,551	1.0	49,024
Central Payroll Office Preaudit Clerk	0317A	3.0	134,205	3.0	134,977
Billing Specialist	0318A	10.0	434,943	10.0	440,403
Schedule and Recording Clerk	0312A	2.0	74,782	2.0	75,330
Senior Word Processing Typist	0312A	1.0	35,335	1.0	36,410
Subtotal		37.0	\$2,308,377	37.0	\$2,326,156
Turnover		-	(63,922)	-	(69,225)
Subtotal		-	(\$63,922)	-	(\$69,225)
Total Salaries		37.0	\$2,244,455	37.0	\$2,256,931
Benefits					
Defined Contribution Plan		-	-	-	22,569
FICA		-	169,795	-	170,720
Medical		-	448,350	-	494,683
Payroll Accrual		-	-	-	13,333
Retiree Health		-	153,969	-	154,824
Retirement		-	515,774	-	477,994
Subtotal		-	\$1,287,888	-	\$1,334,123
Total Salaries and Benefits		37.0	\$3,532,343	37.0	\$3,591,054
Cost Per FTE Position			\$95,469		\$97,056
Statewide Benefit Assessment		-	84,163	-	84,630
Subtotal		-	\$84,163	-	\$84,630
Payroll Costs		37.0	\$3,616,506	37.0	\$3,675,684

Personnel

Department Of Administration Accounts & Control

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Purchased Services					
Legal Services		-	26,700	-	1,700
Other Contract Services		-	2,000	-	2,000
Subtotal		-	\$28,700	-	\$3,700
Total Personnel		37.0	\$3,645,206	37.0	\$3,679,384
Distribution By Source Of Funds					
General Revenue		37.0	3,645,206	37.0	3,679,384
Total All Funds		37.0	\$3,645,206	37.0	\$3,679,384

The Program

Department Of Administration

Budgeting/Office of Management & Budget

Program Mission

To ensure that the performance of state programs and activities reflects accurately and effectively the policies of the Governor and the acts and appropriations established by the General Assembly; to ensure that the Governor and the General Assembly have the best possible information and analysis available in carrying out their respective constitutional duties; to establish a robust public finance and management system that manages a data-driven budget process, monitors state departments' and agencies' performance, maximizes the application for and use of federal grants and ensures accountability and transparency to Rhode Island citizens regarding the use of public funds.

Program Description

The Office of Management and Budget will be established within the Department of Administration to serve as the principal agency of the executive branch for managing the functions of the budget, performance management and federal grants management. In this capacity, the office will establish an in-depth form of data analysis within and between departments and agencies, creating a more informed process for resource allocation; identify federal grant funding opportunities to support the Governor's and General Assembly's major policy initiatives.

The Office of Management and Budget will include the Budget Office, which will maintain all of its existing capacity and authority. The Budget Office performs three key functions:

Formulation, preparation, and execution of the state budget, including the analysis of departmental requests for financing, incorporation of priorities, and presentation and testimony on the executive budget before the General Assembly. During the legislative session, the Budget Office also prepares fiscal notes on legislation with fiscal impacts upon request.

Economic analysis and revenue estimating, including participation in the Revenue and Caseload Estimating Conferences and reporting on actual versus estimated receipts.

Capital development program analysis and development of a financing plan for execution. This includes presentations to bond rating agencies, preparation of debt offering circulars, tracking of expenditures against authorizations and debt management.

Statutory History

The Governor proposes RIGL 35-1.1 to create the new Office of Management and Budget. R.I.G.L. 35-3 establishes Budget Office responsibility for the executive budget, including the preparation and submission of the Governor's budget to the state legislature; the execution and management of the enacted budget plan throughout the fiscal year; and development of long-term financial programs, particularly relating to capital improvement programs. R.I.G.L. 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. R.I.G.L. 22-12 requires that a fiscal note accompanies bills and resolutions that may impact state or municipal revenues or expenditures.

The Budget

Department Of Administration Budgeting/Office of Management & Budget

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Budget Office	1,681,178	1,893,698	2,015,159	2,363,543	2,244,000
Director, Office of Mgt and Budget	-	-	-	-	277,827
Performance Management	-	-	-	-	482,228
Federal Grants Management	-	-	-	-	411,460
Total Expenditures	\$1,681,178	\$1,893,698	\$2,015,159	\$2,363,543	\$3,415,515
Expenditures By Object					
Personnel	1,607,564	1,814,962	1,916,562	2,267,646	3,289,583
Operating Supplies and Expenses	67,891	73,988	87,227	90,897	114,932
Subtotal: Operating Expenditures	1,675,455	1,888,950	2,003,789	2,358,543	3,404,515
Capital Purchases and Equipment	5,723	4,748	11,370	5,000	11,000
Total Expenditures	\$1,681,178	\$1,893,698	\$2,015,159	\$2,363,543	\$3,415,515
Expenditures By Funds					
General Revenue	1,681,178	1,893,698	2,015,159	2,363,543	3,004,055
Restricted Receipts	-	-	-	-	411,460
Total Expenditures	\$1,681,178	\$1,893,698	\$2,015,159	\$2,363,543	\$3,415,515
Program Measures					
Budget Presentation Index	12	10	12		
Objective	24	24		24	
Bond Rating Index	11	9	9		
Objective	3	3		3	

Personnel

Department Of Administration Budgeting/Office of Management & Budget

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
Executive Director/Budget Officer	0150A	1.0	153,542	1.0	158,811
Deputy Budget Officer	0144A	1.0	132,447	1.0	132,447
Chief Budget Analyst	0141A	0.6	61,064	0.6	61,064
Supervising Budget Analyst	0139A	2.0	197,073	2.0	197,073
Senior Budget Analyst	0834A	1.0	89,040	1.0	89,040
Principal Budget Analyst	0837A	1.0	81,102	1.0	85,129
Budget Analyst II	0831A	5.0	360,058	4.0	301,410
Programming Services Officer	0131A	1.0	69,012	3.0	189,324 (1)
Administrative Officer	0124A	1.0	57,948	1.0	57,948
Budget Analyst I/Economist	0828A	1.0	54,589	1.0	56,981
Budget Analyst I	0828A	3.0	162,575	4.0	221,923
Associate Director, Financial Management	0144A	-	-	2.0	202,816 (1)
Principal Accounting, Policy & Methods Analyst	0128A	-	-	1.0	53,570 (1)
Senior Management & Methods Analyst	0125A	-	-	2.0	92,566 (1)
Senior Word Processing Typist	0112A	-	-	2.0	65,788 (1)
Subtotal		17.6	\$1,418,450	26.6	\$1,965,890
Unclassified					
Confidential Secretary	0822A	-	-	1.0	44,747 (1)
Director, Office of Management and Budget	0949K	-	-	1.0	130,010 (1)
Subtotal		-	-	2.0	\$174,757
Overtime		-	2,425	-	2,425
Turnover		-	(73,461)	-	(43,180)
Subtotal		-	(\$71,036)	-	(\$40,755)
Total Salaries		17.6	\$1,347,414	28.6	\$2,099,892
Benefits					
Defined Contribution Plan		-	-	-	20,937
FICA		-	99,797	-	155,591
Medical		-	132,662	-	286,052
Payroll Accrual		-	-	-	8,160
Retiree Health		-	92,266	-	143,628
Retirement		-	309,078	-	450,520
Subtotal		-	\$633,803	-	\$1,064,888
Total Salaries and Benefits		17.6	\$1,981,217	28.6	\$3,164,780
Cost Per FTE Position			\$112,569		\$110,657
Statewide Benefit Assessment		-	50,439	-	78,513
Temporary and Seasonal		-	15,750	-	15,750
Subtotal		-	\$66,189	-	\$94,263
Payroll Costs		17.6	\$2,047,406	28.6	\$3,259,043

Personnel

Department Of Administration

Budgeting/Office of Management & Budget

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Purchased Services					
Information Technology		-	2,500	-	-
Management and Consultant Services		-	217,540 ⁽²⁾	-	30,540
Other Contract Services		-	200	-	-
Subtotal		-	\$220,240	-	\$30,540
Total Personnel		17.6	\$2,267,646	28.6	\$3,289,583
Distribution By Source Of Funds					
General Revenue		17.6	2,267,646	24.6	2,887,123
Restricted Receipts		-	-	4.0	402,460
Total All Funds		17.6	\$2,267,646	28.6	\$3,289,583

1 Eleven (11) new FTE positions for the Office of Management & Budget include: 1.0 Director; 2.0 Associate Director, Financial Management; 2.0 Programming Services Officer; 1.0 Principal Accounting, Policy & Methods Analyst; 2.0 Senior Management & Methods Analyst, and; 2.0 Confidential Secretary; and 1.0 Senior Word Processing Typist.

2 Reflects funding for Economy.com economic forecasting and actuarial study for pension reform by GRS Actuary Study.

The Program

Department Of Administration Purchasing

Program Mission

To obtain goods and services for public purposes in the most cost-effective manner possible and ensure that all procurements are made with care, integrity and a sense of responsibility to the taxpayers of Rhode Island. To assure that user agencies obtain goods and services in a quick and cost-effective manner without sacrificing necessary quality and standards.

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

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

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

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

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

Program Description

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

Statutory History

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

The Budget

Department Of Administration Purchasing

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Purchasing	1,941,825	1,886,501	2,483,213	2,321,592	2,514,767
Minority Business Enterprise	213,990	285,462	297,133	312,770	323,612
Total Expenditures	\$2,155,815	\$2,171,963	\$2,780,346	\$2,634,362	\$2,838,379
Expenditures By Object					
Personnel	1,975,123	2,114,489	2,726,588	2,563,391	2,754,223
Operating Supplies and Expenses	40,772	50,346	49,608	67,971	81,156
Assistance and Grants	138,770	-	-	-	-
Subtotal: Operating Expenditures	2,154,665	2,164,835	2,776,196	2,631,362	2,835,379
Capital Purchases and Equipment	1,150	7,128	4,150	3,000	3,000
Total Expenditures	\$2,155,815	\$2,171,963	\$2,780,346	\$2,634,362	\$2,838,379
Expenditures By Funds					
General Revenue	2,144,707	2,007,460	2,445,901	2,305,807	2,441,468
Federal Funds	6,187	61,748	68,956	68,885	76,297
Restricted Receipts	4,921	-	-	-	-
Operating Transfers from Other Funds	-	102,755	265,489	259,670	320,614
Total Expenditures	\$2,155,815	\$2,171,963	\$2,780,346	\$2,634,362	\$2,838,379
Program Measures					
Performance Measures Developed	N/A	N/A	N/A	N/A	TBD
Objective	N/A	N/A		N/A	75%

Personnel

Department Of Administration Purchasing

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
Purchasing Agent	0145A	1.0	123,497	1.0	126,345
Assistant Director for Special Projects	0141A	1.0	111,466	1.0	111,466
Chief of Purchasing Mgmt & Supp Svcs	0138A	1.0	93,532	1.0	95,805
Asst Administrator MBE Compliance	0134A	1.0	86,702	1.0	86,702
Chief Buyer (DOA/OP)	0132A	2.0	152,087	2.0	154,625
Chief Implementation Aide	0828A	1.0	72,045	1.0	72,045
Sr External Equal Opp Comp Off	0127A	1.0	60,592	1.0	60,592
Buyer II (DOA/OP)	0327A	4.0	225,107	4.0	232,462
Senior Buyer (DOA/OP)	0829A	1.0	53,879	1.0	55,808
Pr Purchasing Tech	0319A	1.0	50,844	1.0	50,844
Implementation Aide	0322A	1.0	48,551	1.0	50,606
Systems Support Technician I	0318A	3.0	143,914	3.0	143,994
Legal Assistant	0119A	1.0	47,146	1.0	47,146
Buyer I (DOA/OP)	0324A	4.0	186,956	4.0	192,873
Ext Equal Opp Officer	0123A	1.0	43,944	1.0	45,259
Standards Tech	0316A	5.0	210,084	5.0	212,676
Subtotal		29.0	\$1,710,346	29.0	\$1,739,248
Turnover		-	(170,687)	-	(54,946)
Subtotal		-	(\$170,687)	-	(\$54,946)
Total Salaries		29.0	\$1,539,659	29.0	\$1,684,302
Benefits					
Defined Contribution Plan		-	-	-	16,843
FICA		-	116,469	-	127,404
Medical		-	307,326	-	377,670
Payroll Accrual		-	-	-	9,887
Retiree Health		-	108,236	-	118,085
Retirement		-	353,814	-	356,720
Subtotal		-	\$885,845	-	\$1,006,609
Total Salaries and Benefits		29.0	\$2,425,504	29.0	\$2,690,911
Cost Per FTE Position			\$83,638		\$92,790
Statewide Benefit Assessment		-	57,737	-	63,162
Subtotal		-	\$57,737	-	\$63,162
Payroll Costs		29.0	\$2,483,241	29.0	\$2,754,073

Personnel

Department Of Administration Purchasing

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Purchased Services					
Clerical and Temporary Services		-	150	-	150
Information Technology		-	80,000	-	-
Subtotal		-	\$80,150	-	\$150
Total Personnel		29.0	\$2,563,391	29.0	\$2,754,223
Distribution By Source Of Funds					
General Revenue		25.0	2,241,300	25.0	2,391,461
Federal Funds		1.0	67,459	1.0	69,888
Other Funds		3.0	254,632	3.0	292,874
Total All Funds		29.0	\$2,563,391	29.0	\$2,754,223

The Program

Department Of Administration Auditing

Program Mission

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

Program Description

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

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

Additional responsibilities include: conducting investigations at the request of the Governor, the director of the Department of Administration, or of either branch of the general assembly; providing management advisory and consulting expertise to state departments, agencies, and quasi-state agencies; performing the fiscal year-end intergovernmental service fund inventory count; conducting audits of American Recovery and Reinvestment Act (ARRA) funded projects; conducting audits of low income home energy assistance programs (LIHEAP); and administering and evaluating the results of the annual statewide internal control reporting questionnaire; namely the Fiscal Integrity and Accountability Report (FIA Report).

For FY 2013, the Governor proposes to eliminate the functions and activities of the Bureau of Audits and integrate some of its functions in a new Performance Management unit in the newly created Office of Management and Budget.

Statutory History

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

The Budget

Department Of Administration Auditing

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Auditing	1,153,211	1,243,959	1,376,922	1,240,008	-
Total Expenditures	\$1,153,211	\$1,243,959	\$1,376,922	\$1,240,008	-
Expenditures By Object					
Personnel	1,138,050	1,206,620	1,336,173	1,198,789	-
Operating Supplies and Expenses	9,435	30,114	33,749	34,219	-
Subtotal: Operating Expenditures	1,147,485	1,236,734	1,369,922	1,233,008	-
Capital Purchases and Equipment	5,726	7,225	7,000	7,000	-
Total Expenditures	\$1,153,211	\$1,243,959	\$1,376,922	\$1,240,008	-
Expenditures By Funds					
General Revenue	1,086,430	1,243,959	1,376,922	1,240,008	-
Restricted Receipts	66,781	-	-	-	-
Total Expenditures	\$1,153,211	\$1,243,959	\$1,376,922	\$1,240,008	-

Personnel

Department Of Administration Auditing

	Grade	FY 2012		FY 2013		
		FTE	Cost	FTE	Cost	
Classified						
Chief , Bureau of Audits	0145A	1.0	134,939	-	-	(1)
Deputy Chief, Bureau of Audits	0143A	2.0	226,567	-	-	(1)
Internal Audit Manager	0136A	2.0	186,099	-	-	(1)
Principal Auditor	0328A	1.0	71,173	-	-	(1)
Senior Auditor	0325A	2.0	124,141	-	-	(1)
Sr. Internal Auditor	0131A	3.0	180,051	-	-	(1)
Implementation Aide	0322A	1.0	55,254	-	-	(1)
Subtotal		12.0	\$978,224	-	-	
Cost Allocation to Energy		-	(32,095)	-	-	
Turnover		-	(149,329)	-	-	
Subtotal		-	(\$181,424)	-	-	
Total Salaries		12.0	\$796,800	-	-	
Benefits						
Defined Contribution Plan		-	-	-	-	
FICA		-	58,408	-	-	
Medical		-	73,582	-	-	
Payroll Accrual		-	-	-	-	
Retiree Health		-	57,014	-	-	
Retirement		-	183,105	-	-	
Subtotal		-	\$372,109	-	-	
Total Salaries and Benefits		12.0	\$1,168,909	-	-	
Cost Per FTE Position			\$97,409			
Statewide Benefit Assessment		-	29,880	-	-	
Subtotal		-	\$29,880	-	-	
Payroll Costs		12.0	\$1,198,789	-	-	
Total Personnel		12.0	\$1,198,789	-	-	
Distribution By Source Of Funds						
General Revenue		12.0	1,198,789	-	-	
Total All Funds		12.0	\$1,198,789	-	-	

1 Reflects the elimination of the Bureau of Audits and the assumption of its function within the newly-created program of Office of Management & Budget within the Department of Administration.

The Program

Department Of Administration Human Resources

Program Mission

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

Program Description

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

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

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

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

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

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

Statutory History

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

The Budget

Department Of Administration Human Resources

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Human Resources	269,864	-	-	-	-
Personnel Administration	3,801,637	3,734,367	4,046,022	4,037,259	3,317,107
Equal Opportunity/Outreach	365,537	426,358	534,451	468,179	563,181
DEM/DOT HR Service Center	1,384,172	1,383,949	1,476,524	1,477,547	1,461,402
General Gov. HR Service Center	741,020	756,444	1,050,457	969,456	1,054,230
Human Services HR Svc Center	2,994,511	3,053,649	3,187,699	2,817,489	3,374,787
Public Safety HR Service Cntr	1,119,811	1,209,846	1,215,686	1,289,290	1,265,085
Total Expenditures	\$10,676,552	\$10,564,613	\$11,510,839	\$11,059,220	\$11,035,792
Expenditures By Object					
Personnel	10,489,605	10,356,252	11,229,380	10,781,681	10,660,858
Operating Supplies and Expenses	180,216	179,257	265,666	259,942	357,337
Assistance and Grants	-	25,000	-	-	-
Subtotal: Operating Expenditures	10,669,821	10,560,509	11,495,046	11,041,623	11,018,195
Capital Purchases and Equipment	6,731	4,104	15,793	17,597	17,597
Total Expenditures	\$10,676,552	\$10,564,613	\$11,510,839	\$11,059,220	\$11,035,792
Expenditures By Funds					
General Revenue	8,401,840	8,054,530	8,952,981	8,702,014	8,369,425
Federal Funds	633,971	655,054	770,374	689,114	833,539
Restricted Receipts	387,419	419,450	426,866	373,563	466,875
Other Funds	1,253,322	1,435,579	1,360,618	1,294,529	1,365,953
Total Expenditures	\$10,676,552	\$10,564,613	\$11,510,839	\$11,059,220	\$11,035,792
Program Measures					
Percentage of PARFs Completed within 60 Days	N/A	N/A	75.0%	N/A	TBD
Objective	N/A	N/A		N/A	75.0%
Percentage of Desk Audits Completed within 60 Days	45.5%	48.2%	50.0%	50.0%	50.0%
Objective	50.0%	50.0%		50.0%	50.0%
Percentage of Civil Service Examinations Completed within 120 Days	18.0%	100.0%	100.0%	100.0%	100.0%
Objective	100.0%	100.0%		100.0%	100.0%

Personnel

Department Of Administration

Human Resources

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
Personnel Administrator	0146A	1.0	146,165	1.0	146,165
Deputy Personnel Administrator	0144A	3.0	381,512	3.0	381,512
Human Resources Administrator	0141A	3.0	342,484	3.0	342,484
Human Resources Program Administrator	0139A	1.0	106,025	1.0	106,025
Admin., State Equal Opportunity Program	0139A	1.0	104,239	1.0	105,862
Human Resources Supervisor	0136A	2.0	190,691	2.0	192,213
Risk Management Coordinator	0135A	1.0	93,493	1.0	93,493
Chief of Employee Benefits	0139A	1.0	92,362	1.0	92,362
Human Resources Coordinator	0135A	5.0	422,522	5.0	424,972
Human Resources Analyst III (Labor Rel)	0133A	1.0	83,307	1.0	83,307
Chief Program Development	0134A	1.0	77,478	1.0	77,478
Chief of Human Resources Services	0133A	1.0	76,449	1.0	76,449
Human Resources Analyst III (Class & Org)	0133A	1.0	74,589	1.0	74,589
Supervising Personnel Support Services	0128A	1.0	72,561	1.0	73,505
Programming Services Officer	0131A	3.0	216,996	3.0	219,181
Human Resources Analyst II (Labor Rel)	0129A	1.0	72,185	1.0	72,185
Business Management Officer	0B26A	1.0	71,988	1.0	71,988
Human Resources Analyst II (General)	0129A	2.0	143,204	2.0	143,204
Human Resources Analyst III (General)	0133A	6.0	427,941	6.0	445,191
Chief Employee Relations Officer	0130A	3.0	213,342	3.0	213,588
Chief Implementation Aide	0128A	2.0	140,159	2.0	140,159
Sr. Equal Opp Off	0326A	1.0	68,800	1.0	71,250
Prin Resource Specialist	0328A	1.0	68,343	1.0	69,512
Human Resources Analyst II (Merit)	0129A	1.0	66,901	1.0	66,901
Sr Elect Computer Programmer	0126A	1.0	65,831	1.0	65,831
Chief Implementation Aide	0328A	1.0	60,749	1.0	63,362
Human Resources Analyst I	0126A	8.0	476,092	8.0	483,281
Human Resources Analyst II (Class & Org)	0129A	5.0	294,868	5.0	302,818
Administrative Officer	0124A	1.0	58,547	1.0	58,547
Supervising Employee Relations Officer	0128A	2.0	111,828	2.0	115,036
Data Entry Unit Supervisor	0B21A	2.0	107,688	2.0	110,508
Implementation Aide	0122A	5.0	261,489	5.0	263,545
Personnel Aide	0319A	2.0	99,008	2.0	99,008
Senior System Analyst	0126A	2.0	97,471	2.0	101,171
Human Resources Technician	0122A	26.0	1,231,614	26.0	1,254,214
Payroll Office Supervisor	0317A	1.0	47,166	1.0	47,166
Prop Control & Supply Officer	0317A	1.0	47,166	1.0	47,166
Personnel Aide	0119A	4.0	182,598	4.0	187,469
Jr Resource Specialist	0119A	3.0	131,395	3.0	133,472
Employee Benefits Specialist	0322A	3.0	128,074	3.0	131,770
Sr. Comm Assist Specialist	0123A	1.0	42,500	1.0	43,900
Executive Assistant	0118A	1.0	39,509	1.0	40,497
Sr Word Processing Typist	3112A	1.0	34,092	1.0	34,860
Subtotal		114.0	\$7,271,421	114.0	\$7,367,196

Personnel

Department Of Administration Human Resources

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Unclassified					
Supervising Employees Relations Officer	0828A	1.0	75,988	1.0	75,988
Inter-Agency Liaison Specialist	0826A	1.0	70,268	1.0	70,268
Subtotal		2.0	\$146,256	2.0	\$146,256
Interdepartmental Transfers - DOR (DMV)		-	(93,842) ⁽³⁾	-	-
Interdepartmental Transfers - DOR (Municipal)		-	(16,750) ⁽²⁾	-	-
Overtime		-	86,565	-	86,565
Program Reduction		-	-	(12.0)	(406,714) ⁽¹⁾
Turnover		-	(569,894)	-	(538,877)
Subtotal		-	(\$593,921)	(12.0)	(\$859,026)
Total Salaries		116.0	\$6,823,756	104.0	\$6,654,426
Benefits					
Defined Contribution Plan		-	-	-	70,583
FICA		-	518,599	-	506,021
Holiday Pay		-	4,501	-	4,092
Medical		-	1,039,397	-	1,128,475
Payroll Accrual		-	-	-	38,991
Retiree Health		-	471,591	-	460,158
Retirement		-	1,548,209	-	1,368,834
Subtotal		-	\$3,582,297	-	\$3,577,154
Total Salaries and Benefits		116.0	\$10,406,053	104.0	\$10,231,580
Cost Per FTE Position			\$89,707		\$98,381
Statewide Benefit Assessment		-	252,648	-	246,298
Temporary and Seasonal		-	48,980	-	48,980
Subtotal		-	\$301,628	-	\$295,278
Payroll Costs		116.0	\$10,707,681	104.0	\$10,526,858
Purchased Services					
Management and Consultant Services		-	74,000	-	134,000
Subtotal		-	\$74,000	-	\$134,000
Total Personnel		116.0	\$10,781,681	104.0	\$10,660,858

Personnel

Department Of Administration Human Resources

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Distribution By Source Of Funds					
General Revenue		90.9	8,465,893	78.9	8,134,030
Federal Funds		7.3	674,363	7.3	755,806
Restricted Receipts		4.0	365,223	4.0	423,396
Other Funds		13.8	1,276,202	13.8	1,347,626
Total All Funds		116.0	\$10,781,681	104.0	\$10,660,858

1 Reflects the elimination of the Office of Classification and Examination, including the following positions: a) Human Resources Coordinator (Gr. 135A) – 1.0 FTE; b) Human Resources Analyst II (Classification & Organization) (Gr. 129A) – 4.0 FTEs; c) Human Resources Analyst I (Gr. 0126A) – 1.0 FTE; d) Chief Implementation Aide (Gr. 128A) – 1.0 FTE; e) Implementation Aide (Gr. 122A) – 2.0 FTEs; f) Data Entry Unit Supervisor (Gr. 0B21) – 1.0 FTE.

3 Reflects the allocation to the Division of Motor Vehicles for assistance with office transition.

2 Reflects the allocation to Municipal Finance for assistance with the Central Falls receivership.

The Program

Department Of Administration Personnel Appeal Board

Program Mission

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

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

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

Program Description

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

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

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

Statutory History

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

The Budget

Department Of Administration Personnel Appeal Board

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Personnel Appeal Board	65,482	63,344	73,560	74,676	34,932
Total Expenditures	\$65,482	\$63,344	\$73,560	\$74,676	\$34,932
Expenditures By Object					
Personnel	64,582	62,351	72,288	73,404	33,660
Operating Supplies and Expenses	900	993	1,272	1,272	1,272
Subtotal: Operating Expenditures	65,482	63,344	73,560	74,676	34,932
Total Expenditures	\$65,482	\$63,344	\$73,560	\$74,676	\$34,932
Expenditures By Funds					
General Revenue	65,482	63,344	73,560	74,676	34,932
Total Expenditures	\$65,482	\$63,344	\$73,560	\$74,676	\$34,932

Personnel

Department Of Administration Personnel Appeal Board

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Unclassified					
Member, Personnel Appeal Board		-	36,000	-	- (1)
Subtotal		-	\$36,000	-	-
Total Salaries		-	\$36,000	-	-
Benefits					
FICA		-	2,754	-	-
Subtotal		-	\$2,754	-	-
Total Salaries and Benefits		-	\$38,754	-	-
Cost Per FTE Position			-		-
Statewide Benefit Assessment		-	1,350	-	-
Subtotal		-	\$1,350	-	-
Payroll Costs		-	\$40,104	-	-
Purchased Services					
Legal Services		-	30,600	-	30,600
Temporary and Clerical and Temporary Services		-	2,700	-	3,060
Subtotal		-	\$33,300	-	\$33,660
Total Personnel		-	\$73,404	-	\$33,660
Distribution By Source Of Funds					
General Revenue		-	73,404	-	33,660
Total All Funds		-	\$73,404	-	\$33,660

1 Reflects the elimination of compensation for the five-member Personnel Appeal Board.

The Program

Department Of Administration Legal Services

Program Mission

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

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

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

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

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

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

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

Program Description

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

Statutory History

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

The Budget

Department Of Administration Legal Services

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Legal Services	1,585,988	1,735,578	1,825,486	1,932,094	2,006,995
Total Expenditures	\$1,585,988	\$1,735,578	\$1,825,486	\$1,932,094	\$2,006,995
Expenditures By Object					
Personnel	1,537,752	1,679,954	1,775,297	1,873,708	1,949,109
Operating Supplies and Expenses	40,384	48,020	41,836	55,043	54,543
Assistance and Grants	1,011	2,381	1,011	1,011	1,011
Subtotal: Operating Expenditures	1,579,147	1,730,355	1,818,144	1,929,762	2,004,663
Capital Purchases and Equipment	6,841	5,223	7,342	2,332	2,332
Total Expenditures	\$1,585,988	\$1,735,578	\$1,825,486	\$1,932,094	\$2,006,995
Expenditures By Funds					
General Revenue	1,565,350	1,756,216	1,825,486	1,932,094	2,006,995
Operating Transfers from Other Funds	20,638	(20,638)	-	-	-
Total Expenditures	\$1,585,988	\$1,735,578	\$1,825,486	\$1,932,094	\$2,006,995

Personnel

Department Of Administration Legal Services

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
Asst. Director of Administration (Legal)	0844A	1.0	119,629	1.0	119,629
Administrator Adjudication	0140A	1.0	101,692	1.0	101,692
Chief of Legal Services	0139A	2.0	201,117	2.0	201,117
Deputy Chief of Legal Services	0137A	2.0	199,833	2.0	199,833
Legal Counsel (BHDDH)	0136A	1.0	99,662	1.0	99,662
Asst. Director for Special Projects	0141A	1.0	99,421	1.0	101,773
Chief Legal Counsel - ST Labor Relations	0142A	1.0	92,446	1.0	92,446
Legal Counsel	0132A	0.6	47,122	0.6	47,122
Senior Legal Counsel	0134A	1.0	77,478	1.0	77,478
Asst. Labor Relations Hearing Officer	0132A	1.0	72,847	1.0	72,847
Implementation Aide	0122A	1.0	54,844	1.0	54,844
Administrative Officer	0124A	1.0	43,218	1.0	44,369
Executive Assistant	0118A	1.0	37,891	1.0	38,698
Senior Word Processing Typist	0112A	1.0	34,860	1.0	34,860
Subtotal		15.6	\$1,282,060	15.6	\$1,286,370
Cost Allocation to Energy		-	(68,322)	-	-
Turnover		-	-	-	(30,021)
Subtotal		-	(\$68,322)	-	(\$30,021)
Total Salaries		15.6	\$1,213,738	15.6	\$1,256,349
Benefits					
Defined Contribution Plan		-	-	-	12,560
FICA		-	91,937	-	95,191
Medical		-	152,556	-	178,215
Payroll Accrual		-	-	-	7,022
Retiree Health		-	83,263	-	86,164
Retirement		-	278,916	-	266,009
Subtotal		-	\$606,672	-	\$645,161
Total Salaries and Benefits		15.6	\$1,820,410	15.6	\$1,901,510
Cost Per FTE Position			\$116,693		\$121,892
Statewide Benefit Assessment		-	45,515	-	45,099
Subtotal		-	\$45,515	-	\$45,099
Payroll Costs		15.6	\$1,865,925	15.6	\$1,946,609

Personnel

Department Of Administration

Legal Services

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Purchased Services					
Clerical and Temporary Services		-	2,500	-	2,500
Legal Services		-	5,283	-	-
Subtotal		-	\$7,783	-	\$2,500
Total Personnel		15.6	\$1,873,708	15.6	\$1,949,109
Distribution By Source Of Funds					
General Revenue		15.6	1,873,708	15.6	1,949,109
Total All Funds		15.6	\$1,873,708	15.6	\$1,949,109

The Program

Department Of Administration Facilities Management

Program Mission

To protect and preserve Rhode Island's facility assets.

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

Program Description

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

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

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

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

Statutory History

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

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

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

The Budget

Department Of Administration Facilities Management

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Operations and Maintenance	6,565,201	6,687,760	6,665,241	6,805,108	6,994,455
Facilities Centralization	27,268,118	27,841,536	29,791,712	29,875,344	30,700,114
Total Expenditures	\$33,833,319	\$34,529,296	\$36,456,953	\$36,680,452	\$37,694,569
Expenditures By Object					
Personnel	12,355,025	12,508,225	13,143,471	13,005,122	13,669,929
Operating Supplies and Expenses	20,929,922	21,981,706	23,308,953	23,670,778	24,020,088
Assistance and Grants	1,707	1,140	1,828	1,852	1,852
Subtotal: Operating Expenditures	33,286,654	34,491,071	36,454,252	36,677,752	37,691,869
Capital Purchases and Equipment	59,057	38,225	2,701	2,700	2,700
Debt Service (Fixed Charges)	487,608	-	-	-	-
Total Expenditures	\$33,833,319	\$34,529,296	\$36,456,953	\$36,680,452	\$37,694,569
Expenditures By Funds					
General Revenue	28,580,921	29,740,284	31,519,155	31,835,832	32,690,324
Federal Funds	936,179	1,073,091	1,041,891	1,023,046	1,069,511
Restricted Receipts	902,597	416,294	594,907	583,319	609,814
Other Funds	3,413,622	3,299,627	3,301,000	3,238,255	3,324,920
Total Expenditures	\$33,833,319	\$34,529,296	\$36,456,953	\$36,680,452	\$37,694,569
Program Measures					
Percentage of Days with No Utility Service Interruption	99.9%	99.9%	99.9%	99.9%	99.9%
Objective	100.0%	100.0%		100.0%	100.0%

Personnel

Department Of Administration Facilities Management

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
Associate Director of Administration	0147A	1.0	123,819	1.0	123,819
Associate Director I (BHDDH)	0142A	1.0	120,580	1.0	120,580
Assistant Director for Special Projects	0141A	1.0	116,312	1.0	116,312
Chief Property Management	0141A	1.0	104,267	1.0	104,267
Risk Manager - Insurance	0137A	1.0	96,593	1.0	96,593
Employment & Training Administrator	0135A	1.0	90,467	1.0	90,467
Deputy Chief, Div of Facilities Mgmt	0137A	2.0	176,033	2.0	176,033
Supervisor of Office Services	0131A	1.0	81,679	1.0	81,679
Chief of Inspections	0135A	1.0	76,221	1.0	76,523
State Operations Officer	0137A	1.0	75,154	1.0	77,901
Sr. Environmental Scientist	0330A	1.0	72,567	1.0	75,496
State Bldg. & Grounds Coordinator	0132A	4.0	286,558	4.0	295,323
Building & Grounds Officer	0828A	3.0	202,078	3.0	203,485
Coord. Of Maintenance Programs	0324A	1.0	61,247	1.0	61,247
Chief Power Plant Operator	0325A	1.0	60,965	1.0	61,908
Asst. Bldg. & Grounds Officer	0124A	1.0	59,792	1.0	59,792
Federal Surplus Prop Off	0826A	1.0	59,375	1.0	59,375
Superv Painting, Plst, Mason, Glzg	0323A	1.0	57,656	1.0	57,656
Mechanical & Elec Shop Supervisor	0326A	3.0	166,193	3.0	172,200
Asst. Bldg. & Grounds Officer	0824A	3.0	165,523	3.0	167,905
WWTF Process Monitor II	3124A	1.0	53,830	1.0	55,145
Chief of Elec General & Elec Distb	0329A	1.0	53,498	1.0	56,975
Asst. Bldg. & Grounds Officer	3124A	2.0	104,111	2.0	109,596
WWTF Process Monitor I	3121A	1.0	50,070	1.0	50,070
Maintenance Superintendent	0322A	1.0	48,544	1.0	48,544
Bldg. Superintendent	0318A	1.0	47,697	1.0	47,697
Sr. Fireperson (H.P)	3116A	1.0	47,680	1.0	47,680
HVAC Shop Supervisor	0320A	1.0	47,420	1.0	47,420
Automotive Service Supervisor	0318G	1.0	47,324	1.0	47,324
Mason Supervisor	0318G	1.0	47,324	1.0	47,324
Painter Supervisor	0318G	1.0	47,324	1.0	47,324
Assistant Carpenter Supervisor	0317A	1.0	47,166	1.0	47,166
Grounds Superintendent	0317A	1.0	47,166	1.0	47,166
Power Plant Operator	3118A	5.0	234,874	5.0	235,585
Plumber Supervisor	0320G	1.0	46,946	1.0	47,927
Asst. Business Management Officer	0119A	1.0	44,277	1.0	45,105
Steamfitter Supervisor	0320A	1.0	43,608	1.0	43,608
Bldg. Superintendent	0318G	1.0	43,380	1.0	43,380
Building Systems Technician	0317A	1.0	43,235	1.0	43,235
Bldg. Superintendent	0818A	2.0	86,372	2.0	87,509
Sr. Gardener	0313G	1.0	43,106	1.0	43,106
Building Maintenance Supervisor	0318G	2.0	84,485	2.0	84,485
Steamfitter	0314G	1.0	42,219	1.0	42,219
Carpenter	3114G	1.0	41,841	1.0	41,841

Personnel

Department Of Administration Facilities Management

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Sr. Maintenance Technician	3114G	1.0	41,841	1.0	41,841
Mechanical Parts Storekeeper	3113A	1.0	41,516	1.0	41,683
Carpenter	0314G	2.0	82,798	2.0	82,798
Principal Janitor	0314A	2.0	82,454	2.0	83,201
Plumber	0316G	1.0	41,205	1.0	41,642
Locksmith	0315A	1.0	41,128	1.0	41,128
Sr. Maintenance Technician	0314G	11.0	450,418	11.0	455,538
Painter	0314G	4.0	162,312	4.0	163,987
Automotive Mechanic	0314G	1.0	40,383	1.0	40,383
Mason	0314G	1.0	40,383	1.0	40,383
Maintenance Technician	0310G	1.0	40,285	1.0	40,285
Semi-skilled Laborer	0310G	2.0	80,179	2.0	80,995
Laborer Supervisor	0313G	1.0	39,246	1.0	39,246
Painter	3114G	1.0	38,897	1.0	39,171
Public Properties Officer	0312G	1.0	38,417	1.0	38,417
Electrician	0316G	5.0	189,604	5.0	195,345
Senior Janitor	0312A	2.0	75,719	2.0	76,443
WWTF Operator II	3117G	1.0	37,274	1.0	37,274
Janitor	0309A	10.0	337,643	10.0	341,520
Carpenter	0314A	2.0	67,222	2.0	70,798
Cleaner (Public Buildings)	0301W	1.5	39,000	1.5	39,526
Subtotal		113.5	\$5,704,500	113.5	\$5,767,596
Cost Allocation from Central Management		-	196,774	-	199,543
Cost Allocation to ISF (Auto Maintenance)		-	(30,955)	-	(30,955)
Overtime		-	334,320	-	334,320
Turnover		-	(548,240)	-	(296,601)
Subtotal		-	(\$48,101)	-	\$206,307
Total Salaries		113.5	\$5,656,399	113.5	\$5,973,903
Benefits					
Defined Contribution Plan		-	-	-	56,397
FICA		-	433,777	-	458,066
Holiday Pay		-	46,501	-	42,274
Medical		-	1,374,335	-	1,623,148
Payroll Accrual		-	-	-	33,551
Retiree Health		-	382,919	-	404,699
Retirement		-	1,237,489	-	1,197,232
Subtotal		-	\$3,475,021	-	\$3,815,367
Total Salaries and Benefits		113.5	\$9,131,420	113.5	\$9,789,270
Cost Per FTE Position			\$80,453		\$86,249
Statewide Benefit Assessment		-	199,584	-	211,490
Subtotal		-	\$199,584	-	\$211,490

Personnel

Department Of Administration Facilities Management

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Payroll Costs		113.5	\$9,331,004	113.5	\$10,000,760
Purchased Services					
Building and Grounds Maintenance		-	700,210	-	650,261
Clerical and Temporary Services		-	8,000	-	8,000
Design and Engineering Services		-	60,106	-	60,106
Management and Consultant Services		-	2,809,002	-	2,854,002
Medical Services		-	1,199	-	1,199
Other Contract Services		-	95,601	-	95,601
Subtotal		-	\$3,674,118	-	\$3,669,169
Total Personnel		113.5	\$13,005,122	113.5	\$13,669,929
Distribution By Source Of Funds					
General Revenue		99.1	11,321,604	99.1	11,885,653
Federal Funds		3.1	355,191	3.1	376,447
Restricted Receipts		1.7	202,521	1.7	214,643
Other Funds		9.6	1,125,806	9.6	1,193,186
Total All Funds		113.5	\$13,005,122	113.5	\$13,669,929

The Program

Department Of Administration Capital Projects and Property Management

Program Mission

To provide for quality construction of state facilities; to facilitate services to the public by providing healthy, safe, secure and accessible service environments and employee workplaces; to assure public welfare by interpreting and enforcing building code standards on state properties; to protect the public from unscrupulous building contractors and shoddy workmanship; and to assure fairness, transparency and good value in developing and securing property for the State's use.

Program Description

The Division of Capital Projects and Property Management is responsible for the planning, design and construction of new state facilities and the major renovation of existing buildings. It also solicits, negotiates and administers real estate leases. The Division conducts ongoing assessments of the State's space needs for governmental activities, allocates space and oversees capital planning and development. In addition, the Division is responsible for a variety of related activities including the administration of the Building Code Commission and the Contractors' Registration and Licensing Board.

The Building Code Commission oversees the approval of state projects for conformance to ADA and accessibility standards and building codes. The Commission also conducts a variety of training programs for code officials and building trades people.

The Contractors' Registration and Licensing Board safeguards consumers' rights related to contracted improvements on their property and has a dispute resolution process that criminally prosecutes cases when not resolved through the Attorney Generals office in District Court. Additionally the Board registers contractors who perform work on residential and commercial properties licensing of home inspectors and commercial roofers.

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

Statutory History

Executive Order 04-04 establishes the Division of Capital Projects and Property Management. RIGL 23-27.3-108.2 et. seq. and RIGL 5-65-15.1 establish the duties and authority and responsibility of the State Building Commission. RIGL 5-65 establishes and sets the legislative operating authority for the Contractors' Registration Board. CHAPTER 5-73 sets regulations and Board authority over roofing contractors. Chapter 65.1 regulates Home Inspectors which falls under the jurisdiction of the Board. The Fire Board of Appeal and Review is governed by RIGL 23-28.3-3 through RIGL 23-28.3-10.

The Budget

Department Of Administration Capital Projects and Property Management

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Capital Projects	957,273	1,029,466	1,098,483	1,422,595	711,888
Property Management	276,476	146,110	153,855	157,677	-
State Building Code Commission	1,873,052	2,004,521	2,344,528	2,212,267	2,548,724
FIRE CODE BOARD OF APPEAL & RE	282,706	310,131	325,213	332,077	335,962
Total Expenditures	\$3,389,507	\$3,490,228	\$3,922,079	\$4,124,616	\$3,596,574
Expenditures By Object					
Personnel	3,161,890	3,357,000	3,671,128	3,693,981	3,278,192
Operating Supplies and Expenses	289,504	103,955	208,951	389,135	263,882
Assistance and Grants	-	354,572	-	-	-
Subtotal: Operating Expenditures	3,451,394	3,815,527	3,880,079	4,083,116	3,542,074
Capital Purchases and Equipment	(61,887)	(325,299)	42,000	41,500	54,500
Total Expenditures	\$3,389,507	\$3,490,228	\$3,922,079	\$4,124,616	\$3,596,574
Expenditures By Funds					
General Revenue	2,452,260	2,495,585	2,429,894	2,636,697	2,184,943
Federal Funds	58,363	22,771	58,363	233,865	-
Restricted Receipts	878,884	971,872	1,433,822	1,254,054	1,411,631
Total Expenditures	\$3,389,507	\$3,490,228	\$3,922,079	\$4,124,616	\$3,596,574
Program Measures					
Dollar Savings Realized By Moving State Operations from Leased to State-Owned Space Objective	\$65,426	\$1,551,553	\$445,300	\$839,384	\$50,000
Objective	\$192,400	\$981,625		\$870,578	\$50,000

Personnel

Department Of Administration Capital Projects and Property Management

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
Associate Director	0147A	1.0	150,887	1.0	150,887
Chief, Property Management	0141A	1.0	116,312	1.0	116,312
Exec. Dir(Fire Safety Code Bd)	3640A	1.0	109,823	1.0	109,823
State Building Code Commissioner	0142A	1.0	101,408	1.0	101,408
Deputy Chief, Div of Facilities Mgmt	0137A	1.0	100,101	1.0	100,101
Executive Director Contractors Regis. Bd.	0837A	1.0	99,595	1.0	99,595
Chief Facilities Mgmt. Officer	0135A	1.0	94,325	1.0	94,325
Supervisor Civil Engineer (Mechanical)	0335A	1.0	89,833	1.0	89,833
Supervisor Civil Engineer (Electrical)	0335A	1.0	88,493	1.0	90,266
Architect - Building Commission	0335A	3.0	248,561	3.0	248,561
Hearing Officer Contractors Reg Bd	0334A	1.0	78,314	1.0	82,070
Pr. State Bldg. Code Official	0331A	2.0	154,985	2.0	154,985
State Building & Grounds Coordinator	0132A	1.0	71,707	1.0	71,707
Chief Implementation Aide	0128A	1.0	70,444	1.0	70,444
Pr. State Bldg. Code Official - Elec.	0331A	1.0	68,127	1.0	68,127
Architect	0332A	1.0	62,675	1.0	65,281
Assistant Building and Grounds Officer	0824A	1.0	59,815	1.0	60,592
Sr State Building Code Official, Bldg	0328A	4.0	235,374	4.0	240,085
Implementation Aide	0322A	1.0	52,771	1.0	54,645
Assistant Administrative Officer	4521A	1.0	51,610	1.0	51,610
Licensing Aide	0315A	3.0	133,205	3.0	133,205
Enforcement Aide	0319A	2.0	88,489	2.0	90,258
Clerk Secretary	0B16A	1.0	42,848	1.0	44,137
Administrative Aide	4514A	1.0	38,930	1.0	38,930
Subtotal		33.0	\$2,408,632	33.0	\$2,427,187
Allocation to General - RICAP Fund		-	-	(4.0)	(354,803) ⁽¹⁾
Turnover		-	(149,526)	-	-
Subtotal		-	(\$149,526)	(4.0)	(\$354,803)
Total Salaries		33.0	\$2,259,106	29.0	\$2,072,384
Benefits					
Defined Contribution Plan		-	-	-	20,724
FICA		-	169,316	-	155,616
Medical		-	335,784	-	357,796
Payroll Accrual		-	-	-	12,108
Retiree Health		-	154,976	-	142,167
Retirement		-	523,333	-	431,081
Subtotal		-	\$1,183,409	-	\$1,119,492
Total Salaries and Benefits		33.0	\$3,442,515	29.0	\$3,191,876
Cost Per FTE Position			\$104,319		\$110,065

Personnel

Department Of Administration Capital Projects and Property Management

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Statewide Benefit Assessment		-	84,716	-	77,716
Subtotal		-	\$84,716	-	\$77,716
Payroll Costs		33.0	\$3,527,231	29.0	\$3,269,592
Purchased Services					
Clerical and Temporary Services		-	6,100	-	6,100
Design and Engineering Services		-	2,500	-	2,500
Legal Services		-	135,000 ⁽²⁾	-	-
Training and Educational Services		-	23,150	-	-
Subtotal		-	\$166,750	-	\$8,600
Total Personnel		33.0	\$3,693,981	29.0	\$3,278,192
Distribution By Source Of Funds					
General Revenue		19.0	2,532,232	16.7	2,076,398
Federal Funds		-	23,150	-	-
Restricted Receipts		14.0	1,138,599	12.3	1,201,794
Total All Funds		33.0	\$3,693,981	29.0	\$3,278,192

1 Reflects the allocation of personal services costs for four positions to the General program for direct services provided the state's various capital projects: a) Chief of Property Management (Gr.141A) – 1.0 FTE; b) Chief Facilities Management Officer (Gr.135A) – 1.0 FTE; and c) Architects (Gr. 332A) – 2.0 FTEs.

2 Reflects the cost of arbitration for the Rhode Island Training School project.

The Program

Department Of Administration Information Technology

Program Mission

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

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

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

Implement and test a disaster recovery capability for Rhode Island's critical systems

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

Continue to expand and improve technology advancements by performing a migration from Novell Netware to a Windows Active Directory infrastructure, Virtualized Server capacity and implement E-licensing initiatives

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

Program Description

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

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

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

Statutory History

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

The Budget

Department Of Administration Information Technology

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Executive Director-CIO	426,715	360,260	373,030	378,684	380,662
Information Technology	2,218,071	2,131,839	3,401,252	3,942,034	9,159,750
IT Centralization	22,693,930	24,480,649	26,605,672	26,195,516	26,342,237
Total Expenditures	\$25,338,716	\$26,972,748	\$30,379,954	\$30,516,234	\$35,882,649
Expenditures By Object					
Personnel	20,427,202	21,345,155	23,468,592	23,041,448	22,834,437
Operating Supplies and Expenses	4,042,831	4,872,936	4,605,987	5,020,458	5,308,286
Assistance and Grants	1,038	1,037	1,038	1,038	1,038
Subtotal: Operating Expenditures	24,471,071	26,219,128	28,075,617	28,062,944	28,143,761
Capital Purchases and Equipment	867,645	753,620	2,304,337	2,453,290	7,738,888
Total Expenditures	\$25,338,716	\$26,972,748	\$30,379,954	\$30,516,234	\$35,882,649
Expenditures By Funds					
General Revenue	17,314,737	18,958,145	19,949,105	20,917,193	20,213,175
Federal Funds	5,757,060	5,262,858	6,775,106	5,715,710	6,174,413
Restricted Receipts	727,532	740,085	1,863,153	1,776,598	7,402,483
Other Funds	1,539,387	2,011,660	1,792,590	2,106,733	2,092,578
Total Expenditures	\$25,338,716	\$26,972,748	\$30,379,954	\$30,516,234	\$35,882,649
Program Measures					
Assignment of Service Tickets Requests - Severe	N/A	N/A	N/A	N/A	TBD
Objective	N/A	N/A		N/A	90.0%
Assignment of Service Tickets Requests - High	N/A	N/A	N/A	N/A	TBD
Objective	N/A	N/A		N/A	90.0%
Assignment of Service Tickets Requests - Normal	N/A	N/A	N/A	N/A	TBD
Objective	N/A	N/A		N/A	75.0%
Resolution of Service Tickets Requests - Severe	N/A	N/A	N/A	N/A	TBD
Objective	N/A	N/A		N/A	90.0%
Resolution of Service Tickets Requests - High	N/A	N/A	N/A	N/A	TBD
Objective	N/A	N/A		N/A	90.0%
Resolution of Service Tickets Requests - Normal	N/A	N/A	N/A	N/A	TBD
Objective	N/A	N/A		N/A	75.0%
Maintain State Mainframe's Availability	N/A	N/A	N/A	N/A	TBD
Objective	N/A	N/A		N/A	99.9%

Maintain State Mainframe's Availability-Unscheduled Maintenance Objective	N/A	N/A	N/A	N/A	TBD
	N/A	N/A		N/A	98.9%

Personnel

Department Of Administration Information Technology

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
Assistant Director Central Info Mgmt	0143A	3.0	361,192	3.0	361,192
Assistant Director Special Projects	0141A	3.0	335,654	3.0	338,308
Information System Group Coordinator	0138A	1.0	102,790	1.0	102,790
Admin Management Information Systems	0140A	11.0	1,117,249	11.0	1,123,285
Technical Support Manager	0138A	10.0	973,885	10.0	973,885
Supervisor of Fiscal Services	0136A	1.0	95,245	1.0	95,245
Programmer/Analyst Manager	0138A	7.0	651,512	7.0	654,248
Tech Support Spec III (UNIX/NTWK)	0035A	1.0	93,043	1.0	93,043
Systems Administrator	0139A	7.0	638,284	7.0	647,300
Programmer/Analyst III	2835A	1.0	90,821	1.0	90,821
Programmer/Analyst III (SQL/UNIX)	0035A	1.0	90,334	1.0	90,334
Web Development Manager	0832A	1.0	88,061	1.0	88,061
Tech Support Specialist II	0A32A	1.0	87,310	1.0	87,310
Programmer/Analyst III (SQL/UNIX)	0135A	2.0	173,876	2.0	173,876
Tech Support Spec III	0135A	10.0	832,389	10.0	833,770
Programmer/Analyst III	0835A	18.0	1,498,055	18.0	1,507,287
Tech Support Spec III	0335A	3.0	245,844	3.0	248,189
Programmer/Analyst II	0332A	1.0	81,408	1.0	81,408
Principal Programmer/Analyst (OIP)	0331A	1.0	80,822	1.0	80,822
Statewide Info Technology Training Mang	0135A	1.0	80,349	1.0	80,349
Chief Data Operations	0133A	1.0	78,141	1.0	78,141
Technical Support Specialist II	0032A	4.0	307,227	4.0	315,030
Tech Support Specialist II	0332A	16.0	1,216,456	16.0	1,237,830
Programmer/Analyst II	0132A	4.0	302,770	4.0	299,675
Programmer/Analyst I	0A28A	1.0	75,304	1.0	75,304
Programmer/Analyst II	0332A	18.0	1,345,441	18.0	1,369,362
Principal Environmental Planner	0329A	1.0	74,160	1.0	74,160
Network Tech. Technician Spec. (OIP)	0130A	0.5	36,031	0.5	36,031
Tech Support Specialist II	0132A	4.0	287,938	4.0	290,342
Principal System Analyst	0329A	1.0	71,816	1.0	72,221
Chief Implementation Aide	0128A	2.0	137,304	2.0	139,681
Principal System Analyst	0B29A	1.0	68,127	1.0	68,127
Assistant Supervisor, Computer Ops.	0327A	2.0	134,107	2.0	134,107
Programmer/Analyst I	0028A	3.0	193,650	3.0	193,875
Supervisor Computer Operations	0328A	1.0	63,720	1.0	63,720
Programmer/Analyst I	0328A	8.0	506,985	8.0	511,205
Associate Executive Assistant	8326A	1.0	61,484	1.0	61,485
Assistant Supervisor, Computer Ops.	0827A	2.0	122,937	2.0	122,937
Principal Computer Operator (OIP)	0324A	1.0	59,730	1.0	59,730
Tech Support Specialist I	0328A	5.0	298,560	5.0	304,590
Jr. Electronic Computer Programmer	0320A	1.0	51,843	1.0	51,843
System Support Technician III	0324A	3.0	155,195	3.0	159,552
Systems Support Technician II	0321A	12.0	589,650	12.0	593,849
Implementation Aide	0122A	1.0	48,426	1.0	48,426

Personnel

Department Of Administration Information Technology

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Billing Specialist	0318A	1.0	47,523	1.0	49,050
Systems Support Technician I	0318A	2.0	90,320	2.0	90,320
Senior Computer Operator (OIP)	0322A	4.0	175,751	4.0	179,175
Training Officer	0322A	1.0	40,734	1.0	42,006
Computer Operator	0816A	4.0	149,270	4.0	150,974
Subtotal		189.5	\$14,508,723	189.5	\$14,624,271
Unclassified					
Chief Information Officer	0848A	1.0	137,604	1.0	137,604
Subtotal		1.0	\$137,604	1.0	\$137,604
Cost Allocation from ISP - Central Mail Svcs.		-	108,349	-	108,349
Overtime		-	250,000 ⁽¹⁾	-	220,000
Program Reduction		-	-	(5.6)	(405,062)
Turnover		-	(912,184)	-	(726,854)
Subtotal		-	(\$553,835)	(5.6)	(\$803,567)
Total Salaries		190.5	\$14,092,492	184.9	\$13,958,308
Benefits					
Defined Contribution Plan		-	-	-	137,383
FICA		-	1,085,478	-	1,063,061
Holiday Pay		-	32,000	-	29,091
Medical		-	2,024,289	-	2,169,689
Payroll Accrual		-	-	-	81,166
Retiree Health		-	964,738	-	947,297
Retirement		-	3,216,915	-	2,911,067
Subtotal		-	\$7,323,420	-	\$7,338,754
Total Salaries and Benefits		190.5	\$21,415,912	184.9	\$21,297,062
Cost Per FTE Position			\$112,419		\$115,182
Statewide Benefit Assessment		-	524,721	-	515,195
Subtotal		-	\$524,721	-	\$515,195
Payroll Costs		190.5	\$21,940,633	184.9	\$21,812,257
Purchased Services					
Information Technology		-	1,046,815	-	968,180
Management and Consultant Services		-	54,000	-	54,000
Subtotal		-	\$1,100,815	-	\$1,022,180
Total Personnel		190.5	\$23,041,448	184.9	\$22,834,437

Personnel

Department Of Administration Information Technology

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Distribution By Source Of Funds					
General Revenue		130.5	15,693,774	124.9	15,373,847
Federal Funds		39.4	4,908,984	39.4	4,981,671
Restricted Receipts		5.6	658,894	5.6	676,068
Other Funds		15.0	1,779,796	15.0	1,802,851
Total All Funds		190.5	\$23,041,448	184.9	\$22,834,437

1 Reflects additional overtime costs for relocation of the Enterprise Operations Center to Warwick (50 Service Avenue).

The Program

Department Of Administration Library and Information Services

Program Mission

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

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

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

Maintain and develop the Library of Rhode Island Network.

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

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

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

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

Program Description

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

Statutory History

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

The Budget

Department Of Administration Library and Information Services

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Library Services	1,781,561	2,230,948	2,223,311	2,371,396	2,313,355
Total Expenditures	\$1,781,561	\$2,230,948	\$2,223,311	\$2,371,396	\$2,313,355
Expenditures By Object					
Personnel	1,157,952	1,304,471	1,416,654	1,444,959	1,402,864
Operating Supplies and Expenses	450,861	534,480	615,324	776,400	837,782
Assistance and Grants	166,730	388,133	191,333	150,037	72,709
Subtotal: Operating Expenditures	1,775,543	2,227,084	2,223,311	2,371,396	2,313,355
Capital Purchases and Equipment	6,018	3,864	-	-	-
Total Expenditures	\$1,781,561	\$2,230,948	\$2,223,311	\$2,371,396	\$2,313,355
Expenditures By Funds					
General Revenue	832,239	884,954	932,971	931,169	933,989
Federal Funds	949,150	1,345,996	1,288,445	1,438,332	1,377,471
Restricted Receipts	172	(2)	1,895	1,895	1,895
Total Expenditures	\$1,781,561	\$2,230,948	\$2,223,311	\$2,371,396	\$2,313,355

Personnel

Department Of Administration Library and Information Services

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
Chief of Library Services	0143A	1.0	124,419	1.0	124,419
Library Program Manager I	0137A	2.0	180,856	2.0	180,856
Library Program Specialist III	AB32A	4.0	314,506	4.0	316,381
Library Program Specialist I	AB24A	2.0	107,537	2.0	110,883
Information Services Tech II	AB20A	2.0	102,799	2.0	103,462
Information Services Tech I	AB16A	2.0	77,023	2.0	77,893
Subtotal		13.0	\$907,140	13.0	\$913,894
Turnover		-	-	-	(27,417)
Subtotal		-	-	-	(\$27,417)
Total Salaries		13.0	\$907,140	13.0	\$886,477
Benefits					
Defined Contribution Plan		-	-	-	8,865
FICA		-	68,306	-	66,724
Medical		-	116,171	-	107,589
Payroll Accrual		-	-	-	5,235
Retiree Health		-	62,230	-	60,811
Retirement		-	208,459	-	187,748
Subtotal		-	\$455,166	-	\$436,972
Total Salaries and Benefits		13.0	\$1,362,306	13.0	\$1,323,449
Cost Per FTE Position			\$104,793		\$101,804
Statewide Benefit Assessment		-	34,017	-	33,244
Subtotal		-	\$34,017	-	\$33,244
Payroll Costs		13.0	\$1,396,323	13.0	\$1,356,693
Purchased Services					
Training and Educational Services		-	48,636	-	46,171
Subtotal		-	\$48,636	-	\$46,171
Total Personnel		13.0	\$1,444,959	13.0	\$1,402,864
Distribution By Source Of Funds					
General Revenue		6.5	745,693	6.5	731,944
Federal Funds		6.5	699,266	6.5	670,920
Total All Funds		13.0	\$1,444,959	13.0	\$1,402,864

The Program

Department Of Administration Planning

Program Mission

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

Program Description

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

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

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

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

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

Statutory History

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

The Budget

Department Of Administration Planning

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Statewide Planning	2,227,970	2,679,164	7,269,804	7,047,597	7,042,921
Housing and Comm. Development	11,688,485	11,431,473	14,409,388	14,335,894	10,683,280
Total Expenditures	\$13,916,455	\$14,110,637	\$21,679,192	\$21,383,491	\$17,726,201
Expenditures By Object					
Personnel	2,900,281	3,023,084	4,487,455	4,189,982	4,104,656
Operating Supplies and Expenses	65,028	76,449	278,664	253,516	439,159
Assistance and Grants	10,830,724	11,001,283	16,900,024	16,926,944	13,170,287
Subtotal: Operating Expenditures	13,796,033	14,100,816	21,666,143	21,370,442	17,714,102
Capital Purchases and Equipment	5,422	9,821	13,049	13,049	12,099
Operating Transfers	115,000	-	-	-	-
Total Expenditures	\$13,916,455	\$14,110,637	\$21,679,192	\$21,383,491	\$17,726,201
Expenditures By Funds					
General Revenue	3,279,122	3,131,004	4,075,067	4,063,411	3,960,126
Federal Funds	9,355,278	9,212,277	12,467,962	12,400,492	8,775,712
Operating Transfers from Other Funds	1,282,055	1,767,356	5,136,163	4,919,588	4,990,363
Total Expenditures	\$13,916,455	\$14,110,637	\$21,679,192	\$21,383,491	\$17,726,201
Program Measures					
New Affordable Housing Units	227	419	25	25	25
Objective	337	337		337	25

Personnel

Department Of Administration Planning

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
Chief, Strategic Planning	0143A	1.0	128,312	1.0	128,312
Assoc Director Division of Planning	0144A	1.0	115,891	1.0	115,891
General Manager (RI Water Res Bd)	0839A	1.0	103,287	1.0	104,013
Staff Director (RI Water Res. Bd)	0137A	1.0	94,534	1.0	94,534
Chief, Office of Housing & Comm Dev	0138A	1.0	92,343	1.0	96,273
Supervising Civil Eng. (Water Res Bd)	0135A	1.0	91,917	1.0	91,917
Chief, Office of Systems Planning	0138A	1.0	85,034	1.0	85,034
Asst. Chief of Planning	0137A	1.0	75,788	1.0	78,895
Programming Services Officer	0131A	1.0	72,298	1.0	72,298
Supervising Planner	0831A	4.0	270,368	4.0	276,084
Supervising Geographic Info Sys Spec.	0132A	1.0	67,358	1.0	68,293
Principal Planner	0829A	8.0	509,808	8.0	517,524
Supervisor Local Govt Asst	0133A	1.0	63,508	1.0	65,824
Principal Research Technician	0827A	1.0	61,891	1.0	61,891
Geographic Info Systems Specialist	0328A	1.0	61,492	1.0	63,720
Principal Program Analyst	0328A	1.0	59,344	1.0	60,629
Housing Commission Coordinator	0128A	5.0	292,764	5.0	296,787
Senior Planner	0326A	2.0	112,524	2.0	112,524
FMO	AB26A	1.0	53,324	1.0	55,144
Information Services Tech II	2020A	1.0	52,328	1.0	52,328
Executive Secretary - Properties Comm	0321A	1.0	50,449	1.0	50,449
Executive Assistant	0318A	1.0	38,666	1.0	39,717
	Subtotal	37.0	\$2,553,228	37.0	\$2,588,081
Unclassified					
Principal Planner	3529A	1.0	70,495	1.0	70,495
	Subtotal	1.0	\$70,495	1.0	\$70,495
Cost Allocation from Central Management		0.7	37,919	0.6	37,919
Program Reduction		-	-	(1.0)	(93,482) ⁽¹⁾
Turnover		-	(134,026)	-	(125,722)
	Subtotal	0.7	(\$96,107)	(0.4)	(\$181,285)
	Total Salaries	38.7	\$2,527,616	37.6	\$2,477,291
Benefits					
Defined Contribution Plan		-	-	-	25,714
FICA		-	191,481	-	188,679
Medical		-	345,115	-	387,898
Payroll Accrual		-	-	-	15,194
Retiree Health		-	173,394	-	169,977
Retirement		-	582,930	-	524,685
	Subtotal	-	\$1,292,920	-	\$1,312,147
	Total Salaries and Benefits	38.7	\$3,820,536	37.6	\$3,789,438
	Cost Per FTE Position		\$98,722		\$100,783

Personnel

Department Of Administration Planning

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Statewide Benefit Assessment		-	94,786	-	92,918
Subtotal		-	\$94,786	-	\$92,918
Payroll Costs		38.7	\$3,915,322	37.6	\$3,882,356
Purchased Services					
Design and Engineering Services		-	267,660	-	215,300
Management and Consultant Services		-	7,000	-	7,000
Subtotal		-	\$274,660	-	\$222,300
Total Personnel		38.7	\$4,189,982	37.6	\$4,104,656
Distribution By Source Of Funds					
General Revenue		16.5	1,862,394	16.5	1,764,121
Federal Funds		8.9	864,907	8.8	921,829
Other Funds		13.3	1,462,681	13.3	1,418,706
Total All Funds		38.7	\$4,189,982	38.6	\$4,104,656

1 Reflects the elimination of the position of Chief, Strategic Planning (Gr. 143A) via attrition (retirement).

The Program

Department Of Administration Energy Resources

Program Mission

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

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

To strengthen energy planning in Rhode Island by working in cooperation with EERMC, State Planning, the RI Economic Development Corporation, the Department of Environmental Management, and the Division of Public Utilities.

Program Description

The Rhode Island Office of Energy Resources (OER) and the Energy Efficiency and Resource Management Council (EERMC) replaced the former State Energy Office

The OER provides comprehensive, integrated development, administration and oversight of ongoing energy policies, plans and programs to meet state and federal requirements and is responsible for applying for and administering federal energy grants. The OER administers, on an on-going basis, federal programs for Low Income Home Energy Assistance (LIHEAP) and Weatherization (WAP); and during the period March 2009 – March 2012, is managing approximately \$55 million in American Recovery and Reinvestment Act funds to Rhode Island for energy programs. The OER also supports the development of energy efficiency and renewable energy programs in the state.

The EERMC provides to the OER consistent, comprehensive, informed and publicly-accountable stakeholder involvement in energy efficiency, conservations and resource development. The EERMC consists of voting members, representing knowledge of energy law, small and large commercial/industrial users, residential users, low income users, environmental expertise and energy design and code expertise. Non-voting members of the Council are the Commissioner of the OER, who is executive director and executive secretary of the Council, and the representatives of electric, natural gas utilities and oil distribution companies.

Statutory History

The Office of Energy Resources was created in 2006 to consolidate energy policies of state government. Additional mandates of the Office are outlined in R.I.G.L. 23-82-6, 39-1-27.7 through 10, and 42-140.1. The Energy Efficiency and Resource Management Council was established pursuant to R.I.G.L. 42-140.1.

The Budget

Department Of Administration Energy Resources

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Energy Resources	46,203,494	47,993,113	53,551,892	74,321,626	12,848,205
Total Expenditures	\$46,203,494	\$47,993,113	\$53,551,892	\$74,321,626	\$12,848,205
Expenditures By Object					
Personnel	1,402,471	1,702,307	2,226,392	2,038,009	1,076,130
Operating Supplies and Expenses	120,947	177,639	191,730	548,726	103,341
Assistance and Grants	44,669,829	46,105,776	51,133,770	71,532,391	11,666,234
Subtotal: Operating Expenditures	46,193,247	47,985,722	53,551,892	74,119,126	12,845,705
Capital Purchases and Equipment	10,247	7,391	-	202,500	2,500
Total Expenditures	\$46,203,494	\$47,993,113	\$53,551,892	\$74,321,626	\$12,848,205
Expenditures By Funds					
General Revenue	613,094	(508,238)	-	-	-
Federal Funds	38,990,231	44,130,599	45,869,762	63,558,473	481,414
Restricted Receipts	6,600,169	4,370,752	7,682,130	10,763,153	12,366,791
Total Expenditures	\$46,203,494	\$47,993,113	\$53,551,892	\$74,321,626	\$12,848,205

Personnel

Department Of Administration Energy Resources

	Grade	FY 2012		FY 2013		
		FTE	Cost	FTE	Cost	
Classified						
Administrator Operations Management	0141 A	1.0	106,620	1.0	106,620	
Admin. Financial Management	0137 A	1.0	95,426	1.0	96,593	
Chief Program Development	0134 A	4.0	306,116	1.0	88,302	(1)
Administrator of Energy Resources	0137 A	1.0	73,830	-	-	(1)
Senior Resource Specialist	3526A	3.0	178,296	-	-	(1)
Executive Secretary	4623 A	1.0	58,235	-	-	
Programming Services Officer	0131 A	1.0	58,051	2.0	120,312	(2)
Junior Resource Specialist	3519A	1.0	47,751	-	-	(1)
Internal Auditor	3525 A	1.0	44,639	-	-	
Implementation Aide	3522 A	1.0	40,274	1.0	41,416	
Interdepartmental Program Manager	0139 A	-	-	1.0	80,458	(2)
Subtotal		15.0	\$1,009,238	7.0	\$533,701	
Unclassified						
Commissioner of Energy	0843A	1.0	101,653	-	106,146	
Subtotal		1.0	\$101,653	-	\$106,146	
Cost Allocation from Central Mgmt		0.9	72,672	-	-	
Cost Allocation from Auditing		-	32,094	-	-	
Cost Allocation from Legal Services		-	68,322	-	-	
Turnover		-	(171,929)	-	-	
Subtotal		0.9	\$1,159	-	-	
Total Salaries		16.9	\$1,112,050	7.0	\$639,847	
Benefits						
Defined Contribution Plan		-	-	-	6,399	
FICA		-	86,184	-	48,947	
Medical		-	189,160	-	95,115	
Payroll Accrual		-	-	-	3,444	
Retiree Health		-	76,285	-	43,894	
Retirement		-	265,670	-	143,645	
Subtotal		-	\$617,299	-	\$341,444	
Total Salaries and Benefits		16.9	\$1,729,349	7.0	\$981,291	
Cost Per FTE Position			\$102,328		\$140,184	
Statewide Benefit Assessment		-	43,466	-	23,993	
Subtotal		-	\$43,466	-	\$23,993	
Payroll Costs		16.9	\$1,772,815	7.0	\$1,005,284	

Personnel

Department Of Administration Energy Resources

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Purchased Services					
Clerical and Temporary Services		-	68,160	-	-
Training and Educational Services		-	197,034	-	70,846
Subtotal		-	\$265,194	-	\$70,846
Total Personnel		16.9	\$2,038,009	7.0	\$1,076,130
Distribution By Source Of Funds					
Federal Funds		13.7	1,754,259	3.3	391,427
Restricted Receipts		3.2	283,750	4.7	684,703
Total All Funds		16.9	\$2,038,009	8.0	\$1,076,130

1 Reflects the transfer of positions pursuant to Chapter 151 of the Public Laws of 2011, including the following:
a) Administrator of Energy Resources (Gr. 137A) – 1.0 FTE; b) Chief Program Development (Gr. 134A) – 2.0 FTEs; c) Senior Resource Specialist (Gr. 3526A) – 3.0 FTEs; d) Executive Secretary (Gr. 4623A) – 1.0 FTE; e) Junior Resource Specialist (Gr. 3519A) – 1.0 FTE.

2 Reflects an addition of the position of Interdepartmental Manager (Gr. 139A) – 1.0 FTE and a down grade of the position of Chief, Program Development (Gr. 134A) to Programming Services Officer (Gr. 131A) – 1.0 FTE for policy support to the Governor's Office and the Public Utilities Commission for rate filings.

The Program

Department Of Administration General

Program Mission

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

Program Description

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

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

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

Statutory History

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

The Budget

Department Of Administration General

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
General	677,316	22,666,946	421,500	9,112,610	4,767,055
Capital Projects	12,591,044	11,824,802	18,706,000	26,769,943	31,198,515
Grants & Other Payments	3,323,370	3,173,598	3,097,617	3,083,442	2,997,895
Economic Development	9,928,868	10,010,237	9,336,811	10,106,811	8,546,658
State Aid to Local Communities	168,188,579	59,916,277	11,595,170	11,595,170	11,245,112
Total Expenditures	\$194,709,177	\$107,591,860	\$43,157,098	\$60,667,976	\$58,755,235
Expenditures By Object					
Personnel	733,017	682,926	-	-	608,515
Operating Supplies and Expenses	3,090,995	3,298,668	2,633,057	2,633,057	2,633,057
Assistance and Grants	3,818,892	2,114,081	5,037,157	13,714,092	9,092,837
Aid to Local Units of Government	168,819,711	60,573,635	11,595,170	11,595,170	11,245,112
Subtotal: Operating Expenditures	176,462,615	66,669,310	19,265,384	27,942,319	23,579,521
Capital Purchases and Equipment	8,858,938	8,912,313	18,815,500	26,879,443	30,699,500
Operating Transfers	9,387,624	32,010,237	5,076,214	5,846,214	4,476,214
Total Expenditures	\$194,709,177	\$107,591,860	\$43,157,098	\$60,667,976	\$58,755,235
Expenditures By Funds					
General Revenue	181,440,817	95,100,112	24,029,598	24,785,423	22,789,665
Federal Funds	-	-	-	8,691,110	4,345,555
Restricted Receipts	677,316	666,946	421,500	421,500	421,500
Operating Transfers from Other Funds	12,591,044	11,824,802	18,706,000	26,769,943	31,198,515
Total Expenditures	\$194,709,177	\$107,591,860	\$43,157,098	\$60,667,976	\$58,755,235

Personnel

Department Of Administration General

	Grade	FY 2012		FY 2013		
		FTE	Cost	FTE	Cost	
Classified						
Cost Allocation from Cap Projects & Prop Mgmt		-	-	4.0	354,803	(1)
Subtotal		-	-	4.0	\$354,803	
Total Salaries		-	-	4.0	\$354,803	
Benefits						
Defined Contribution Plan		-	-	-	3,548	
FICA		-	-	-	26,554	
Medical		-	-	-	55,809	
Retiree Health		-	-	-	24,340	
Retirement		-	-	-	130,156	
Subtotal		-	-	-	\$240,407	
Total Salaries and Benefits		-	-	4.0	\$595,210	
Cost Per FTE Position					\$148,803	
Statewide Benefit Assessment		-	-	-	13,305	
Subtotal		-	-	-	\$13,305	
Payroll Costs		-	-	4.0	\$608,515	
Total Personnel		-	-	4.0	\$608,515	
Distribution By Source Of Funds						
Operating Transfers from Other Fund		-	-	4.0	608,515	
Total All Funds		-	-	4.0	\$608,515	

1 Reflects the allocation of personal services costs for four positions from Capital Projects and Property Management for direct services provided to the state's various capital projects: a) Chief of Property Management (Gr. 141A) – 1.0 FTE; b) Chief Facilities Management Officer (Gr. 135A) – 1.0 FTE; and c) Architects (Gr. 332A) – 2.0 FTEs.

The Budget

Department Of Administration Security Services

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Sheriffs	14,641,865	15,829,950	-	-	-
Total Expenditures	\$14,641,865	\$15,829,950	-	-	-
Expenditures By Object					
Personnel	13,888,593	15,143,105	-	-	-
Operating Supplies and Expenses	753,054	685,650	-	-	-
Assistance and Grants	218	1,195	-	-	-
Subtotal: Operating Expenditures	14,641,865	15,829,950	-	-	-
Capital Purchases and Equipment	-	-	-	-	-
Total Expenditures	\$14,641,865	\$15,829,950	-	-	-
Expenditures By Funds					
General Revenue	14,641,865	15,829,950	-	-	-
Total Expenditures	\$14,641,865	\$15,829,950	-	-	-

The Budget

Department Of Administration Personnel Reform

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Medical Insurance Savings	-	-	(3,000,000)	-	-
Total Expenditures	-	-	(\$3,000,000)	-	-
Expenditures By Object					
Personnel	-	-	(3,000,000)	-	-
Subtotal: Operating Expenditures	-	-	(3,000,000)	-	-
Total Expenditures	-	-	(\$3,000,000)	-	-
Expenditures By Funds					
General Revenue	-	-	(3,000,000)	-	-
Total Expenditures	-	-	(\$3,000,000)	-	-

The Program

Department Of Administration Debt Service Payments

Program Mission

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

Program Description

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

Statutory History

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

The Budget

Department Of Administration Debt Service Payments

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
General Obligation Bonds	93,345,352	99,508,274	108,577,279	103,608,921	114,275,229
Certificates of Participation	29,094,942	26,472,208	27,650,288	28,133,465	32,092,459
COPS - DLT Ctr. Gnrl. Building	2,014,373	2,015,177	2,013,625	2,013,625	2,012,625
RI Refunding Bond Authority	6,315,734	(44)	-	-	-
Tax Anticipation/S T Borrowing	7,734,826	6,786,017	6,927,778	2,898,889	2,898,889
Other Debt Service	62,723,638	56,018,278	55,735,527	55,039,581	52,871,819
Total Expenditures	\$201,228,865	\$190,799,910	\$200,904,497	\$191,694,481	\$204,151,021
Expenditures By Object					
Operating Supplies and Expenses	772,275	106,094	200,000	210,000	210,000
Assistance and Grants	3,560,000	3,560,000	-	-	-
Aid to Local Units of Government	-	-	-	-	-
Subtotal: Operating Expenditures	4,332,275	3,666,094	200,000	210,000	210,000
Capital Purchases and Equipment	1,287,515	(1,287,515)	-	-	-
Debt Service (Fixed Charges)	168,364,780	161,717,043	200,704,497	191,484,481	203,941,021
Operating Transfers	27,244,295	26,704,288	-	-	-
Total Expenditures	\$201,228,865	\$190,799,910	\$200,904,497	\$191,694,481	\$204,151,021
Expenditures By Funds					
General Revenue	149,591,655	145,973,224	144,742,359	141,149,067	152,559,567
Federal Funds	848,041	2,487,135	743,348	2,759,328	2,759,328
Restricted Receipts	9,718,610	6,633,975	7,634,798	4,455,157	4,454,480
Operating Transfers from Other Funds	41,070,559	35,678,842	47,783,992	43,330,929	44,377,646
Other Funds	-	26,734	-	-	-
Total Expenditures	\$201,228,865	\$190,799,910	\$200,904,497	\$191,694,481	\$204,151,021

The Program

Department Of Administration

Internal Service Programs - Assessed Fringe Benefit Fund

Program Mission

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

Program Description

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

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

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

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

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

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

Statutory History

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

The Budget

Department Of Administration

Internal Service Programs - Assessed Fringe Benefit Fund

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Workers' Compensation Fund	28,159,376	30,951,419	31,054,962	31,383,479	32,106,713
Central Utilities Fund	15,900,480	14,043,034	20,244,491	20,187,192	20,227,492
Central Mail Rotary	5,011,201	4,769,180	5,585,439	5,594,063	5,613,232
Telecommunications Fund	2,322,232	2,469,854	2,882,141	2,870,356	2,881,461
Automotive Fleet Rotary	14,182,572	11,616,706	13,926,504	13,941,254	13,952,999
Surplus Property	2,323	1,390	2,500	2,500	2,500
Health Insurance Fund	248,074,000	255,006,874	306,399,745	306,355,099	306,268,634
Internal Services	[313,652,184]	[318,858,457]	[380,095,782]	[380,333,943]	[381,053,031]
Total Expenditures	\$313,652,184	\$318,858,457	\$380,095,782	\$380,333,943	\$381,053,031
Expenditures By Object					
Personnel	275,512,079	284,870,536	336,718,726	336,984,539	337,707,627
Operating Supplies and Expenses	32,445,515	31,605,981	40,951,195	40,913,543	40,914,543
Assistance and Grants	51,339	39,110	75,760	75,760	75,760
Subtotal: Operating Expenditures	308,008,933	316,515,627	377,745,681	377,973,842	378,697,930
Capital Purchases and Equipment	179,604	89,010	109,500	119,500	114,500
Debt Service (Fixed Charges)	7,283	-	-	-	-
Operating Transfers	5,456,364	2,253,820	2,240,601	2,240,601	2,240,601
Total Expenditures	\$313,652,184	\$318,858,457	\$380,095,782	\$380,333,943	\$381,053,031
Expenditures By Funds					
Other Funds	313,652,184	318,858,457	380,095,782	380,333,943	381,053,031
Total Expenditures	\$313,652,184	\$318,858,457	\$380,095,782	\$380,333,943	\$381,053,031

Personnel

Department Of Administration

Internal Service Programs - Assessed Fringe Benefit Fund

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
Workers' Compensation Administrator	0140A	1.0	113,372	1.0	113,372
Asst. Admin. State Employees Comp.	0137A	1.0	97,938	1.0	97,938
Senior Legal Counsel	0134A	2.0	179,456	2.0	179,456
Mgr Worker Compensation Program	0834A	1.0	89,489	1.0	89,489
Claims Examiner II (St Wkr Comp)	0325A	6.0	361,348	6.0	366,383
Legal Assistant	0119A	1.0	48,714	1.0	48,714
Asst Business Management Officer	0319A	1.0	43,873	1.0	43,873
Claims Examiner I (St Wkr Comp)	0322A	1.0	41,468	1.0	42,642
Subtotal		14.0	\$975,658	14.0	\$981,867
Cost Allocation from Energy		-	-	-	-
Interdepartmental Transfers (DPS)		-	136,144	-	136,144
Turnover		-	(2,368)	-	-
Subtotal		-	\$133,776	-	\$136,144
Total Salaries		14.0	\$1,109,434	14.0	\$1,118,011
Benefits					
Defined Contribution Plan		-	-	-	11,180
FICA		-	84,464	-	85,120
Medical		-	152,708	-	172,178
Payroll Accrual		-	-	-	6,605
Retiree Health		-	76,108	-	76,695
Retirement		-	254,946	-	236,783
Subtotal		-	\$568,226	-	\$588,561
Total Salaries and Benefits		14.0	\$1,677,660	14.0	\$1,706,572
Cost Per FTE Position			\$119,833		\$121,898
Statewide Benefit Assessment		-	41,604	-	41,926
Subtotal		-	\$41,604	-	\$41,926
Payroll Costs		14.0	\$1,719,264	14.0	\$1,748,498
Purchased Services					
Management and Consultant Services		-	12,000	-	12,000
Subtotal		-	\$12,000	-	\$12,000
Total Personnel		14.0	\$1,731,264	14.0	\$1,760,498

Personnel

Department Of Administration

Internal Service Programs - Assessed Fringe Benefit Fund

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Distribution By Source Of Funds					
Internal Service Funds		14.0	1,731,264	14.0	1,760,498
Total All Funds		14.0	\$1,731,264	14.0	\$1,760,498

Personnel

Department Of Administration

Internal Service Program - Central Utilities Fund

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
Junior Resource Specialist	0319A	1.0	49,528	1.0	49,528
Office Manager	0123A	1.0	44,506	1.0	45,967
Junior Resource Specialist	0319A	1.0	37,618	1.0	38,536
Subtotal		3.0	\$131,652	3.0	\$134,031
Turnover		-	(18,809)	-	-
Subtotal		-	(\$18,809)	-	-
Total Salaries		3.0	\$112,843	3.0	\$134,031
Benefits					
Defined Contribution Plan		-	-	-	1,340
FICA		-	8,633	-	10,253
Medical		-	27,810	-	38,468
Payroll Accrual		-	-	-	793
Retiree Health		-	7,742	-	9,195
Retirement		-	25,932	-	28,386
Subtotal		-	\$70,117	-	\$88,435
Total Salaries and Benefits		3.0	\$182,960	3.0	\$222,466
Cost Per FTE Position			\$60,987		\$74,155
Statewide Benefit Assessment		-	4,232	-	5,026
Subtotal		-	\$4,232	-	\$5,026
Payroll Costs		3.0	\$187,192	3.0	\$227,492
Total Personnel		3.0	\$187,192	3.0	\$227,492
Distribution By Source Of Funds					
Internal Service Funds		3.0	187,192	3.0	227,492
Total All Funds		3.0	\$187,192	3.0	\$227,492

Personnel

Department Of Administration

Internal Service Program - Central Mail Rotary

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
Information Processing Officer	0142A	1.0	124,336	1.0	124,336
Deputy Information Processing Officer	0139A	1.0	92,362	1.0	92,362
Assistant Supervisor, Computer Ops.	0827A	2.0	119,327	2.0	121,270
Principal Computer Operator	0324A	1.0	57,241	1.0	57,241
Sr. Computer Operator	0322A	2.0	91,955	2.0	94,601
Tab Equipment Operator	0313A	1.0	42,841	1.0	42,841
Junior Computer Operator	0313A	1.0	41,949	1.0	41,949
Computer Operator (OIP)	0316A	1.0	38,566	1.0	39,551
Subtotal		10.0	\$608,577	10.0	\$614,151
Cost Allocation to Information Technology		-	(108,349)	-	(108,349)
Overtime		-	5,000	-	5,000
Subtotal		-	(\$103,349)	-	(\$103,349)
Total Salaries		10.0	\$505,228	10.0	\$510,802
Benefits					
Defined Contribution Plan		-	-	-	5,058
FICA		-	38,182	-	38,609
Holiday Pay		-	1,000	-	909
Medical		-	108,930	-	121,381
Payroll Accrual		-	-	-	2,987
Retiree Health		-	36,938	-	37,320
Retirement		-	114,952	-	107,123
Subtotal		-	\$300,002	-	\$313,387
Total Salaries and Benefits		10.0	\$805,230	10.0	\$824,189
Cost Per FTE Position			\$80,523		\$82,419
Statewide Benefit Assessment		-	18,759	-	18,969
Subtotal		-	\$18,759	-	\$18,969
Payroll Costs		10.0	\$823,989	10.0	\$843,158
Purchased Services					
Other Contract Services		-	255,000	-	255,000
Subtotal		-	\$255,000	-	\$255,000
Total Personnel		10.0	\$1,078,989	10.0	\$1,098,158

Personnel

Department Of Administration

Internal Service Program - Central Mail Rotary

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Distribution By Source Of Funds					
Internal Service Funds		10.0	1,078,989	10.0	1,098,158
Total All Funds		10.0	\$1,078,989	10.0	\$1,098,158

Personnel

Department Of Administration

Internal Service Program - Telecommunications Fund

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
Technical Support Manager	0138A	1.0	97,071	1.0	97,071
Technical Support Specialist II	0132A	1.0	81,260	1.0	81,417
Chief Implementation Aide	0828A	1.0	70,940	1.0	70,940
Technical Support Specialist I	0328A	5.0	273,408	5.0	275,784
Information Services Technician I	0316A	1.0	45,932	1.0	45,932
Subtotal		9.0	\$568,611	9.0	\$571,144
Overtime		-	2,500	-	2,500
Subtotal		-	\$2,500	-	\$2,500
Total Salaries		9.0	\$571,111	9.0	\$573,644
Benefits					
Defined Contribution Plan		-	-	-	5,711
FICA		-	43,690	-	43,883
Medical		-	82,682	-	91,410
Payroll Accrual		-	-	-	3,374
Retiree Health		-	39,006	-	39,180
Retirement		-	130,667	-	120,964
Subtotal		-	\$296,045	-	\$304,522
Total Salaries and Benefits		9.0	\$867,156	9.0	\$878,166
Cost Per FTE Position			\$96,351		\$97,574
Statewide Benefit Assessment		-	21,322	-	21,417
Subtotal		-	\$21,322	-	\$21,417
Payroll Costs		9.0	\$888,478	9.0	\$899,583
Total Personnel		9.0	\$888,478	9.0	\$899,583
Distribution By Source Of Funds					
Internal Service Funds		9.0	888,478	9.0	899,583
Total All Funds		9.0	\$888,478	9.0	\$899,583

Personnel

Department Of Administration

Internal Service Program - Automotive Maintenance

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Classified					
State Fleet Operations Officer	0130A	1.0	75,804	1.0	75,804
Chief Implementation Aide	0828A	1.0	70,365	1.0	70,365
Sr. Energy Conservation Tech.	0323A	1.0	51,040	1.0	52,852
Implementation Aide	0322A	1.0	50,855	1.0	50,855
Accountant	0320A	1.0	50,785	1.0	50,785
Energy Conservation Technician	0320A	1.0	41,995	1.0	43,109
Data Control Clerk	0315A	1.0	36,326	1.0	37,275
Subtotal		7.0	\$377,170	7.0	\$381,045
Cost Allocation from Facilities Management		-	30,955	-	30,955
Overtime		-	12,500	-	12,500
Subtotal		-	\$43,455	-	\$43,455
Total Salaries		7.0	\$420,625	7.0	\$424,500
Benefits					
Defined Contribution Plan		-	-	-	4,120
FICA		-	32,205	-	32,501
Holiday Pay		-	350	-	318
Medical		-	84,494	-	94,255
Payroll Accrual		-	-	-	2,252
Retiree Health		-	27,998	-	28,264
Retirement		-	93,786	-	84,847
Subtotal		-	\$238,833	-	\$246,557
Total Salaries and Benefits		7.0	\$659,458	7.0	\$671,057
Cost Per FTE Position			\$94,208		\$95,865
Statewide Benefit Assessment		-	15,305	-	15,451
Subtotal		-	\$15,305	-	\$15,451
Payroll Costs		7.0	\$674,763	7.0	\$686,508
Total Personnel		7.0	\$674,763	7.0	\$686,508
Distribution By Source Of Funds					
Internal Service Funds		7.0	674,763	7.0	686,508
Total All Funds		7.0	\$674,763	7.0	\$686,508

Personnel

Department Of Administration

Internal Service Program - Other Post Employment Benefits

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Purchased Services					
Management and Consultant Services		-	223,055	-	136,590
Subtotal		-	\$223,055	-	\$136,590
Total Personnel		-	\$223,055	-	\$136,590
Distribution By Source Of Funds					
Internal Service Funds		-	223,055	-	136,590
Total All Funds		-	\$223,055	-	\$136,590

Department Of Administration Performance Measure Narratives

Accounts & Control

Percentage of Invoices Processed Within 30 Days

The first indicator above compares invoices paid within the statutory deadline of thirty days as a percentage of all invoices paid. State Prompt Payment Law requires certain payments to be made within 30 working days of receipt of an invoice. Consequently, this indicator measures compliance with state law. The second indicator measures the average number of calendar days from the date an invoice voucher is received from departments or agencies to the date of payment to vendors. It measures the average number of calendar days from the date an invoice voucher is received from departments or agencies to the date of payment to vendors.

R.I.G.L. 42-11.1 sets standards for the payment of bills incurred by state agencies. The objective for the first indicator above is to process 100 percent of invoices within 30 days. The objective for the second indicator above is the lowest actual annual average number of days to payment since FY 1999

Number of Days after Fiscal Year End to Publication of CAFR

This indicator measures the number of days it takes for the Office of Accounts and Control to compile and publish the Comprehensive Annual Financial Report (CAFR). The earlier the CAFR is published, the sooner the information can be used to prepare official statements for any borrowing required during the ensuing fiscal year. Publication of the CAFR shall mean the printing and distribution of the document after it has been audited by the Auditor General.

The standard is the fewest number of days from fiscal year end in previous years to the publication of the CAFR.

Number of Days to Fiscal Close

This measure indicates how many calendar days elapse from June 30th of each year to fiscal closing. "Fiscal closing" is defined as the printing and distribution of final reports and statements for June 30th of the fiscal year being closed. The final reports are used to prepare fiscal and program reports for grantors, and are the basis for future fiscal year planning.

The standard is the fewest number of calendar days in previous years to close the books following the June 30th fiscal year end.

Purchasing

Performance Measures Developed

The Division of Purchases entered into Memoranda of Understanding (MOU) with two (2) high volume user agencies: a) Office of Higher Education (the 3 public institutions for Higher Education: 1) University of Rhode Island, 2) Rhode Island College and 3) Community College of Rhode Island) and b) Department of Transportation. The agreements define the process and desire to streamline and improve the purchasing process. Upon entering into an MOU, the Division initiated a tracking system upon receipt of the incoming requisitions and identifying the type of requisition in order to monitor and evaluate the processing time. The average turn around time for a solicitation is approximately four (4) months. It is the Division's goal to reduce the DOT and Higher Education requisitions' turnaround time from four (4) months to 90 days. For FY2013, our goal is to get at least 75% of the requisitions turned around within 90 days. Purchasing will utilize this information to evaluate the procurement process and define improvements. This Pilot program will assist Purchasing to streamline procurements, meet all applicable laws, and meet the state agency procurements in a timely manner.

Department Of Administration Performance Measure Narratives

Human Resources

Percentage of PARFs Completed within 60 Days

This indicator measures the percentage of Personnel Action Request Forms (PARFs) completed within 60 days. State agencies utilize the PARF form to fill existing positions, change existing positions, establish new positions, reallocate staff, initiate public hearing requests, implement acting assignments, request special employment, purchase services, or initiate temporary services.

Percentage of Desk Audits Completed within 60 Days

This indicator measures the number of desk audits completed from the date the Human Resources program receives the questionnaire to the mailing date of official decision letters.

The standard had been raised from fifty to sixty percent beginning in FY 2004. The standard, however, has been changed beginning in FY 2006 to the previous highest percentage since FY 2004.

Percentage of Civil Service Examinations Completed within 120 Days

This indicator measures the percentage of civil service examinations completed within 120 days. This time parameter allows for civil service examinations to be developed in accordance with uniform examination guidelines. Rhode Island General Law 36-4-2 and state equal opportunity and affirmative action guidelines mandate professionally-developed and administered merit selection instruments. Completion times are measured from the close of the application period to the notification of applicant test results and the establishment of the civil service employment list.

The standard is that all civil service examinations will be complete within 180 days.

Facilities Management

Percentage of Days with No Utility Service Interruption

The department is responsible for maintaining the Central Power Plant and Utility systems (heat, power, water) at the Pastore Center. This indicator measures the percentage of days in the fiscal year in which the utility systems operate without interruption or loss of service. This measure relates to the division's stated objective of maintaining operational support functions to the hospital.

The objective is that the utility systems operate one hundred percent of the time.

Capital Projects and Property Management

Dollar Savings Realized By Moving State Operations from Leased to State-Owned Space

This measure is the gross annual dollar savings, adjusted for inflation, realized by moving state operations from leased to state-owned space. The Property Management section is responsible for leaseholds for state property. A goal of the section is to achieve cost savings whenever possible by moving state operations from leased space to state-owned property. The data are collected on a calendar year basis.

The objective is the previous highest rental savings, adjusted for inflation (Base Year 2006), realized by moving state operations from leased to state-owned space.

Department Of Administration Performance Measure Narratives

Information Technology

Assignment of Service Tickets Requests - Severe

Severe: Used for logging and tracking reported major outage affecting an enterprise system, multiple agencies, statewide, or individual applications/network connections.

Objective: Service Desk has to have a technician identified and assigned to respond within five minutes of call placed by client. The goal is 90% response within the stated period.

Assignment of Service Tickets Requests - High

High: Potential exposure affecting individual agency's application, network connections, or multiple user outages.

Objective: Service Desk has to have a technician identified and assigned to respond within fifteen minutes of call placed by client. The goal is 90% response within the stated period.

Assignment of Service Tickets Requests - Normal

Normal: Non-Emergency

Objective: Service Desk has to assign the issue to a specific work group within thirty minutes. The work group manager shall assign issue to technician within 24 hours. The goal is 75% response within the stated period.

Resolution of Service Tickets Requests - Severe

Severe: Used for logging and tracking reported major outage affecting an enterprise system, multiple agencies, statewide, or individual applications/network connections.

Objective: The work group assigned this priority shall close the service ticket within five (5) days. The goal is 90% response within the stated period.

Resolution of Service Tickets Requests - High

High: Potential exposure affecting individual agency application, network connections, or multiple user outages.

Objective: The work group assigned this priority shall close the service ticket within five (5) days. The goal is 90% response within the stated period.

Resolution of Service Tickets Requests - Normal

Normal: Non-Emergency

Objective: The work group assigned this priority shall close the service ticket within five (5) days. The goal is 75% response within the stated period.

Maintain State Mainframe's Availability

The Division of Information Technology's objective is to provide consistent, sustained data center performance availability to all of its clients throughout state government. Today's customer demands faster, more responsive, accessible service. The division's goal is to build long-term IT solutions, necessitating an objective of 99.9 percent availability.

Department Of Administration Performance Measure Narratives

Maintain State Mainframe's Availability-Unscheduled Maintenance

Periodically, unscheduled interruptions are required to perform maintenance, upgrades, performance enhancements, security upgrades, etc., and these will be handled by a thorough understanding of the impact of the outage and working with the clients involved. If these interruptions are required more frequently than originally estimated, because of new system requirements or upgrades, the overall system availability will not be allowed to go below 98.9 percent.

Planning

New Affordable Housing Units

This indicator measures the annual number of newly-developed affordable housing units provided through the Housing Resources Commission's production funds. The housing units measured by this indicator are those that are financed, in part, with Neighborhood Opportunities Program funds and, beginning in FY 2008, with dollars from affordable housing bonds authorized by Rhode Island voters in November, 2006.

The Neighborhood Opportunities Program was created in 2001 to provide state funding to increase the supply of decent, safe, sanitary and affordable rental housing for very low, low, and moderate income families and individuals. The program's funding is used to leverage millions of federal and private dollars for affordable housing. Housing financed under this program must remain affordable for thirty years.

The standard, beginning next year, will be the highest number of affordable housing units established in a previous fiscal year since FY 2007.
