

**VOLUME I: GENERAL GOVERNMENT
AND QUASI-PUBLIC AGENCIES**

**DEPARTMENT OF
ADMINISTRATION**

Agency Summary

Department of Administration

Agency Mission

To manage the State's financial, human, technological, physical and other resources in support of other state agencies carrying out their responsibilities to provide the citizens of the State of Rhode Island with the most responsive and cost-effective services possible. To oversee the provision of statewide supportive services to all departments and agencies in conformance with legislative and policy mandates. To ensure that programs of the Department are efficiently organized and implemented.

Agency Description

The Department of Administration provides supportive services to all Rhode Island departments and agencies for effective coordination and direction of state programs within the framework of a changing administrative and fiscal environment. The Department also provides policy direction for executive leadership in a variety of financial and administrative matters. It is responsible for the statewide implementation of policy decisions and delivery of services administered and supported by the state. The Department, headed by the Director of Administration, includes the programmatic functions of Central Management, Legal Services, Accounts and Control, Management and Budget, Purchasing, Auditing, Human Resources, Personnel Appeal Board, Capital Asset Management and Maintenance (DCAMM), Information Technology, Library and Information Services, Planning, General Appropriations, Debt Service Payments, Energy Resources, HealthSource RI (RI Health Benefits Exchange) and various Internal Services Programs.

Statutory History

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

Budget

Department of Administration

	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Expenditures by Program					
Central Management	162,688,326	272,082,107	286,394,889	274,332,193	141,028,647
Accounts and Control	4,959,134	14,386,232	12,777,715	14,236,605	19,767,213
Office of Management and Budget	9,019,040	8,382,172	9,983,685	10,156,490	11,053,032
Purchasing	4,246,510	4,479,151	4,763,131	4,378,799	4,927,613
Human Resources	405,879	510,529	755,922	786,404	937,996
Personnel Appeal Board	88,132	73,692	143,059	112,875	100,881
General	252,825,985	655,215,082	162,368,359	426,037,163	239,532,610
Debt Service Payments	193,626,737	181,838,497	194,639,833	192,012,130	218,147,926
Internal Service Programs	467,502,056	480,570,787	538,763,744	555,016,530	572,600,562
Legal Services	2,869,182	2,162,677	2,374,193	2,316,300	2,440,410
Information Technology	13,361,077	4,297,200	55,310,500	64,391,789	34,554,831
Library and Information Services	2,613,863	4,637,527	3,891,709	4,115,877	3,476,305
Planning	4,893,843	4,436,832	6,613,080	6,074,404	6,606,016
Statewide Personnel and Operations	4,602,414	0	15,350,000	15,000,000	0
Energy Resources	7,271,339	10,823,956	20,761,450	37,679,475	43,703,108
Rhode Island Health Benefits Exchange (HealthSource RI)	12,074,723	23,366,068	32,769,377	33,036,824	30,596,653
The Division of Equity, Diversity, and Inclusion	933,796	1,124,178	1,628,413	1,546,187	2,007,320
Capital Asset Management and Maintenance	40,985,958	16,414,276	9,810,315	11,297,015	12,161,961
Total Expenditures	1,184,967,995	1,684,800,964	1,359,099,374	1,652,527,060	1,343,643,084
<i>Internal Services</i>	<i>[467,502,056]</i>	<i>[480,570,787]</i>	<i>[538,763,744]</i>	<i>[555,016,530]</i>	<i>[572,600,562]</i>
Expenditures by Object					
Salary and Benefits	406,861,875	405,572,109	464,958,378	461,478,817	468,206,027
Contract Professional Services	38,805,744	33,629,454	33,668,010	36,862,409	37,596,712
Operating Supplies and Expenses	130,219,439	125,047,539	332,352,123	335,092,107	199,345,135
Assistance and Grants	131,253,066	84,307,424	82,263,924	104,911,295	118,406,316
Subtotal: Operating	707,140,124	648,556,525	913,242,435	938,344,628	823,554,190

Budget

Department of Administration

	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Capital Purchases and Equipment	13,732,952	11,618,136	126,266,384	149,824,580	142,247,100
Aid to Local Units of Government	11,844,545	11,240,841	12,850,722	12,850,722	13,593,868
Debt Service (Fixed Charges)	168,827,917	157,041,200	194,539,833	191,912,130	253,047,926
Operating Transfers	283,422,457	856,344,261	112,200,000	359,595,000	111,200,000
Subtotal: Other	477,827,870	1,036,244,439	445,856,939	714,182,432	520,088,894
Total Expenditures	1,184,967,995	1,684,800,964	1,359,099,374	1,652,527,060	1,343,643,084
Expenditures by Source of Funds					
General Revenue	350,166,983	823,590,658	270,317,985	512,083,251	306,972,201
Federal Funds	268,960,473	286,932,303	342,012,430	337,623,440	236,893,542
Restricted Receipts	23,421,193	32,219,534	88,035,853	113,638,395	48,620,086
Operating Transfers From Other Funds	54,804,878	61,430,156	119,849,555	134,063,593	178,447,631
Other Funds	487,614,468	480,628,313	538,883,551	555,118,381	572,709,624
Total Expenditures	1,184,967,994	1,684,800,964	1,359,099,374	1,652,527,060	1,343,643,084
FTE Authorization	647.7	650.7	662.7	662.7	674.7

Personnel Agency Summary

Department of Administration

	FY 2023		FY 2024	
	FTE	Cost	FTE	Cost
Classified	640.7	58,484,792	653.7	62,170,528
Unclassified	22.0	2,641,165	21.0	2,721,093
Subtotal	662.7	61,125,957	674.7	64,891,621
Transfer Out		(1,174,191)		(1,332,369)
Transfer In		227,170		245,796
Salaries Adjustment		70,239		56,374
Overtime		1,366,475		1,371,072
Seasonal/Special Salaries/Wages		132,486		135,513
Turnover		(1,862,674)		(1,662,883)
Total Salaries		59,885,462		63,705,124
Benefits				
Contract Stipends		621,345		143,131
FICA		4,929,560		5,189,048
Health Benefits		9,251,903		9,953,197
Other		6,000,000		6,000,000
Payroll Accrual		0		358,238
Retiree Health		2,630,078		2,826,415
Retirement		16,893,724		18,583,643
Subtotal		40,326,610		43,053,672
Total Salaries and Benefits	662.7	100,212,072	674.7	106,758,796
Cost Per FTE Position		151,218		158,232
Statewide Benefit Assessment		2,314,374		2,465,360
Payroll Costs	662.7	102,526,446	674.7	109,224,156
Purchased Services				
Buildings and Ground Maintenance		2,952,500		3,092,250
Clerical and Temporary Services		492,514		387,631
Design and Engineering Services		361,757		456,739
Information Technology		11,544,351		11,447,986
Legal Services		348,376		344,928
Management & Consultant Services		18,118,791		17,954,529
Other Contracts		3,003,120		3,875,649
Training and Educational Services		41,000		37,000
Subtotal		36,862,409		37,596,712
Total Personnel	662.7	139,388,855	674.7	146,820,868

Personnel Agency Summary

Department of Administration

	FY 2023		FY 2024	
	FTE	Cost	FTE	Cost
Distribution by Source of Funds				
General Revenue	200.6	30,361,628	209.6	30,976,051
Federal Funds	13.0	7,699,097	13.0	8,617,173
Restricted Receipts	27.0	14,260,782	28.0	16,075,666
Operating Transfers from Other Funds	5.0	4,252,364	5.0	4,579,757
Other Funds	417.1	82,814,984	419.1	86,572,221
Total All Funds	662.7	139,388,855	674.7	146,820,868

Program Summary

Department of Administration

Central Management

Mission

To oversee the provision of statewide supportive services to all departments and agencies in conformance with legislative and policy mandates. To ensure that programs of the department are efficiently organized and implemented. To select the best candidates for recommendation for appointment to the Judiciary.

Description

Central Management is comprised of three major functions: Director's Office, Central Business Office, and Judicial Nominating Commission. The Director's Office provides for the overall operation of the department and provides assistance to all Executive Branch Agencies. Primary functions include: Operations, Human Resources, Information technology, Legal Assistance, and Financial Administration. They also provide administrative assistance to the Office of the Governor. The Central Business Office provides financial management assistance in the areas of budgeting, financial management, accounting, and reporting to divisions within the Department of Administration to ensure maximum use of state and federal resources. The Judicial Nominating Commission was created by statute to recommend highly qualified candidates to the Governor to fill vacancies in the Rhode Island judiciary. Pursuant to R.I. General Laws § 8-16.1, the commission is required by statute to advertise for each judicial vacancy and to actively seek and encourage applications from qualified individuals who will reflect the diversity of the community they will serve.

Statutory History

The legal mandates of the Department of Administration are outlined in R.I. General Laws § 42-11-2. The Judicial Nominating Commission was created by RIGL § 8-16.1, which also outlines the criteria for the selection of qualified judicial nominees.

Budget

Department of Administration

Central Management

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Director's Office	31,447,425	271,048,009	285,307,327	273,117,801	139,588,883
Financial Management	131,226,968	1,027,809	1,065,601	1,192,431	1,416,803
Judicial Nominating Committee	13,932	6,289	21,961	21,961	22,961
Total Expenditures	162,688,326	272,082,107	286,394,889	274,332,193	141,028,647
Expenditures by Object					
Salary and Benefits	2,403,506	1,984,136	2,302,298	2,082,416	2,754,602
Contract Professional Services	3,220,743	2,316,095	2,256,400	2,305,400	481,400
Operating Supplies and Expenses	1,707,770	3,779,274	198,829,131	186,923,877	47,772,145
Assistance and Grants	125,496,818	0	20,000,000	20,018,000	7,018,000
Subtotal: Operating	132,828,837	8,079,504	223,387,829	211,329,693	58,026,147
Capital Purchases and Equipment	129,807	2,603	7,060	2,500	2,500
Debt Service (Fixed Charges)	95,982	0	0	0	0
Operating Transfers	29,633,700	264,000,000	63,000,000	63,000,000	83,000,000
Subtotal: Other	29,859,489	264,002,603	63,007,060	63,002,500	83,002,500
Total Expenditures	162,688,326	272,082,107	286,394,889	274,332,193	141,028,647
Expenditures by Source of Funds					
General Revenue	3,621,551	3,358,039	4,896,389	4,759,396	3,599,152
Federal Funds	159,066,775	268,724,068	281,498,500	269,572,797	137,429,495
Total Expenditures	162,688,326	272,082,107	286,394,889	274,332,193	141,028,647

Personnel

Department of Administration

Central Management

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Classified					
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	0134 A	1.0	106,719	1.0	109,388
ASSISTANT BUSINESS MANAGEMENT OFFICER	0319 A	2.0	96,358	2.0	101,696
ASSISTANT DIRECTOR FINANCIAL AND CONTRACT MANAGEMENT	0141 A	1.0	106,785	2.0	220,609
ASSOCIATE DIRECTOR (DHS) DIV OF MANAGEMENT SERVICES	0146 A	1.0	172,282	1.0	176,505
BUSINESS MANAGEMENT OFFICER	0126 A	2.0	123,248	2.0	126,330
CHIEF FINANCIAL OFFICER III	0147 A	1.0	135,857	1.0	135,857
CHIEF IMPLEMENTATION AIDE	0128 A	3.0	225,430	3.0	241,189
CHIEF PUBLIC AFFAIRS OFFICER	0137 A	1.0	96,079	1.0	102,108
FISCAL MANAGEMENT OFFICER	0B26 A	1.0	77,096	1.0	79,024
PRINCIPAL INFORMATION AND PUBLIC RELATIONS SPECIALIST	0126 A	1.0	58,434	1.0	61,943
PROGRAMMING SERVICES OFFICER	0131 A	1.0	66,369	1.0	82,265
SENIOR ECONOMIC AND POLICY ANALYST	0134 A	0.0	0	1.0	83,562
ZFTE RECONCILIATION TO AUTHORIZATION (CLASSIFIED)	0000 A	(2.0)	0	(2.0)	0
Subtotal Classified		13.0	1,264,657	15.0	1,520,476
Unclassified					
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	0743 A	1.0	75,824	1.0	147,500
DEPUTY CHIEF OF STAFF/POLICY	0845 A	1.0	139,380	1.0	148,601
DEPUTY DIRECTOR- DEPARTMENT OF ADMINISTRATION	0850 A	1.0	155,331	1.0	164,979
DIRECTOR OF ADMINISTRATION	0946KF	1.0	165,967	1.0	175,368
PRINCIPAL TECHNICAL SUPPORT ANALYST	5229 A	1.0	105,273	1.0	107,847
Subtotal Unclassified		5.0	641,775	5.0	744,295
Subtotal		18.0	1,906,432	20.0	2,264,771
Transfer Out			(454,374)		(539,586)
Overtime			47,690		37,700
Turnover			(161,688)		(19,642)
Total Salaries			1,338,060		1,743,243

Personnel

Department of Administration

Central Management

	FY 2023		FY 2024	
	FTE	Cost	FTE	Cost
Benefits				
Contract Stipends		1,950		0
FICA		95,603		126,684
Health Benefits		167,667		226,675
Payroll Accrual		0		9,896
Retiree Health		57,807		77,090
Retirement		370,359		503,645
Subtotal		693,386		943,990
Total Salaries and Benefits	18.0	2,031,446	20.0	2,687,233
Cost Per FTE Position		112,858		134,362
Statewide Benefit Assessment		50,970		67,369
Payroll Costs	18.0	2,082,416	20.0	2,754,602
Purchased Services				
Clerical and Temporary Services		45,000		45,000
Information Technology		249,000		249,000
Legal Services		6,400		6,400
Management & Consultant Services		2,000,000		0
Other Contracts		1,000		181,000
Training and Educational Services		4,000		0
Subtotal		2,305,400		481,400
Total Personnel	18.0	4,387,816	20.0	3,236,002
Distribution by Source of Funds				
General Revenue	18.0	4,387,816	20.0	3,236,002
Total All Funds	18.0	4,387,816	20.0	3,236,002

Performance Measures

Department of Administration

Central Management

Budget Accountability

DOA Central Management is committed to modeling best practices in budgeting. This measure indicates whether DOA ran a budget deficit in a given year, and if so, by how much.

Frequency: Annual

Reporting Period: State Fiscal Year

	2020	2021	2022	2023	2024
Target	\$0	\$0	\$0	\$0	\$0
Actual	\$0	\$0	\$0	--	--

Program Summary

Department of Administration

Accounts and Control

Mission

To provide various stakeholders with timely financial reporting that is consistent with generally accepted accounting principles. To establish policies and procedures to foster sound accounting practices and internal controls. To continually enhance and maintain the centralized accounting system to promote fiscal integrity across all State agencies. To support state operations by centrally processing financial transactions in a timely and accurate manner.

Description

The primary mission of the Office of Accounts and Control is to promote the financial integrity and accountability of state government through sound administrative and accounting controls and procedures. The major activities of the Office of Accounts and Control include the central administration of a comprehensive accounting and recording system which classifies transactions of the departments and agencies in accordance with the budget plan; the processing of payroll for all State employees; the preaudit of state receipts and expenditures; the approval of vouchers drawn on the treasury; the preparation of financial statements in accordance with generally accepted accounting principles; the management of federal fiscal proposals and guidelines and serving as the state clearinghouse for the application of federal grants; and the identification of federal grant-funding opportunities to support the governor's and general assembly's major policy initiatives and providing technical assistance with the application process and post-award grants management. This office is also responsible for the preparation and/or coordination of several publications, including the: Comprehensive Annual Financial Report, Condensed State Financial Report, State Payroll Manual, Procedural Handbook of the Department of Administration, and the Consolidated Statewide Cost Allocation Plan.

Statutory History

R.I. General Laws § 35-6 establishes the statutory basis for this program. Other legal references are provided in RIGL § 9, 10, 11, 12, 16, 20, 24, 28, 30, 35, 39, 43, 44, 45, and 46. RIGL § 35-1.1-5 assigns to the controller various functions related to the management of federal grants formerly assigned to the Office of Management and Budget.

Budget

Department of Administration

Accounts and Control

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Accounts & Control	4,959,134	8,292,628	7,479,379	7,607,025	8,020,346
Pandemic Recovery Office (PRO)	0	6,093,604	5,298,336	6,629,580	11,746,867
Total Expenditures	4,959,134	14,386,232	12,777,715	14,236,605	19,767,213
Expenditures by Object					
Salary and Benefits	4,038,346	4,785,306	6,097,757	6,125,704	6,715,144
Contract Professional Services	84,118	684,909	5,499,135	6,967,706	7,810,596
Operating Supplies and Expenses	834,364	8,905,781	1,167,823	1,124,595	5,222,873
Subtotal: Operating	4,956,828	14,375,996	12,764,715	14,218,005	19,748,613
Capital Purchases and Equipment	2,306	10,236	13,000	18,600	18,600
Subtotal: Other	2,306	10,236	13,000	18,600	18,600
Total Expenditures	4,959,134	14,386,232	12,777,715	14,236,605	19,767,213
Expenditures by Source of Funds					
General Revenue	4,858,321	4,475,899	5,211,103	5,097,305	5,315,642
Federal Funds	23,690	6,094,173	5,298,336	6,629,580	11,746,867
Restricted Receipts	77,124	3,816,161	2,268,276	2,509,720	2,704,704
Total Expenditures	4,959,134	14,386,232	12,777,715	14,236,605	19,767,213

Personnel

Department of Administration

Accounts and Control

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Classified					
ACCOUNTING CONTROL SPECIALIST (DOA)	0331 A	3.0	235,473	3.0	253,574
ACCOUNTS AND CONTROL CENTRALIZED ACCOUNTING CLERK	0324 A	8.0	472,035	8.0	491,654
ADMINISTRATOR, FINANCIAL MANAGEMENT	0137 A	1.0	78,950	1.0	97,887
ADMINISTRATOR, FINANCIAL MANAGEMENT	0139 A	1.0	95,552	1.0	101,595
ADMINISTRATOR, FINANCIAL MANAGEMENT	0141 A	1.0	105,299	1.0	113,682
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	0141 A	1.0	112,730	1.0	121,222
ASSOCIATE CONTROLLER	0143 A	2.0	267,189	2.0	273,868
ASSOCIATE DIRECTOR- DIVISION OF PLANNING	0147 A	1.0	139,042	1.0	148,245
BUYER I (DOA/OP)	0324 A	1.0	54,133	1.0	57,300
CENTRAL ACCOUNTS PAYABLE SUPERVISING PREAUDIT CLK (DOA)	0328 A	2.0	149,734	2.0	153,478
CHIEF IMPLEMENTATION AIDE	0128 A	2.0	143,809	2.0	147,405
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	0143 A	2.0	241,482	2.0	259,382
CHIEF PUBLIC AFFAIRS OFFICER	0137 A	1.0	89,248	1.0	94,897
CONTROLLER	0148 A	1.0	170,028	1.0	174,173
DATA ANALYST I	0134 A	1.0	73,958	1.0	84,898
DATA ANALYST III	0142 A	1.0	73,340	1.0	119,337
DEPUTY DIRECTOR OF OMB	0151 A	1.0	165,828	1.0	176,047
FINANCIAL REPORTING MANAGER (OFFICE OF ACCOUNTS & CONTROL)	0139 A	3.0	303,305	3.0	320,771
INTERDEPARTMENTAL PROJECT MANAGER	0139 A	4.0	376,191	4.0	427,173
PROGRAMMING SERVICES OFFICER	0131 A	1.0	72,850	1.0	77,426
SENIOR ECONOMIC AND POLICY ANALYST	0134 A	2.0	139,090	2.0	174,049
SUPERVISOR FINANCIAL MANAGEMENT AND REPORTING	0135 A	2.0	175,592	2.0	184,479
SUPERVISOR OF FISCAL SERVICES (DEPT OF ADMINISTRATION)	0136 A	2.0	188,614	2.0	209,714
ZFTE RECONCILIATION TO AUTHORIZATION (CLASSIFIED)	0000 A	(1.0)	0	(1.0)	0
Subtotal Classified		43.0	3,923,472	43.0	4,262,256
Unclassified					
SUPERVISING ACCOUNTANT	0831 A	1.0	72,824	1.0	77,405
Subtotal Unclassified		1.0	72,824	1.0	77,405
Subtotal		44.0	3,996,296	44.0	4,339,661
Transfer Out			(122,326)		(130,064)
Turnover			(53,717)		(52,704)

Personnel

Department of Administration

Accounts and Control

	FY 2023		FY 2024	
	FTE	Cost	FTE	Cost
Total Salaries		3,820,253		4,156,893
Benefits				
Contract Stipends		19,500		3,000
FICA		290,911		315,123
Health Benefits		569,587		624,368
Payroll Accrual		0		24,124
Retiree Health		171,148		187,891
Retirement		1,103,403		1,239,546
Subtotal		2,154,549		2,394,052
Total Salaries and Benefits	44.0	5,974,802	44.0	6,550,945
Cost Per FTE Position		135,791		148,885
Statewide Benefit Assessment		150,902		164,199
Payroll Costs	44.0	6,125,704	44.0	6,715,144
Purchased Services				
Information Technology		958,335		958,335
Legal Services		45,000		45,000
Management & Consultant Services		5,707,371		6,349,261
Other Contracts		257,000		458,000
Subtotal		6,967,706		7,810,596
Total Personnel	44.0	13,093,410	44.0	14,525,740
Distribution by Source of Funds				
General Revenue	34.0	4,365,636	34.0	4,523,740
Federal Funds	10.0	6,284,495	10.0	7,387,843
Restricted Receipts	0.0	2,443,279	0.0	2,614,157
Total All Funds	44.0	13,093,410	44.0	14,525,740

Performance Measures

Department of Administration

Accounts and Control

Timeliness of Invoice Payments

Invoices are processed in the state's finance system by Accounts and Control's Centralized Accounts Payable division. Each invoice is paid based on the vendor's agreed upon terms, but the invoice must be approved by its corresponding agency before it can be paid. The figures below represent the percentage of invoices paid within 30 days from the date it was entered into the system.

<i>Frequency: Annual</i>	<i>Reporting Period: State Fiscal Year</i>				
	2020	2021	2022	2023	2024
Target	99%	99%	99%	99%	99%
Actual	99.10%	98.96%	98.84%	--	--

Program Summary

Department of Administration

Office of Management and Budget

Mission

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

Description

The Office of Management and Budget (OMB) serves as the executive branch's principal agency to provide credible, accurate, financial information and objective insight to maximize finite resources. OMB develops, coordinates and monitors the State's operating and capital budgets, maintains a performance-based and data-driven process for resource allocation, monitors federal grants to ensure compliance with state and federal requirements, and evaluates and reforms the current regulatory environment to make it easier to do business in the State. The OMB includes the following key functions: Budget Office: Formulates, prepares and executes the state's operating and capital budgets, analyzing department operating and capital funding requests, developing revenue and caseload estimates, and providing testimony before the General Assembly and bond rating agencies; Strategic Management: Assists departments and agencies with strategic planning and continuous improvement processes to enhance management capacity; Performance Management: Develops and monitors performance measures for each department and program to align limited resources with results. Regulatory Reform: Evaluates and reforms state and local regulatory environment to remove barriers to economic growth while protecting taxpayer interests. Office of Internal Audit: Enhance and better protect organizational value by providing risk-based and objective assurance, advice, and insight across all executive branch departments and educational institutions.

Statutory History

R.I. General Laws § 35-1.1 created OMB. RIGL § 35-3 establishes the Budget Office's responsibility for the executive budget, including the preparation and submission of the Governor's budget to the general assembly; the execution and management of the enacted budget plan throughout the fiscal year; and development of long-term financial programs, particularly relating to capital improvement programs. RIGL § 35-16 requires the Budget Officer to participate in the Revenue Estimating Conference, which reviews and revises both the economic forecast and the estimated general revenues for the state. RIGL § 22-12 requires that a fiscal note accompany bills and resolutions that may impact state or municipal revenues or expenditures. RIGL § 42-35 moves the Office of Regulatory Reform from the Economic Development Corporation to OMB. RIGL § 35-7.1 reorganizes the Bureau of Audits, a program within the Department of Administration, as the Office of Internal Audit, a sub-program within OMB.

Budget

Department of Administration

Office of Management and Budget

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Budget Office	3,014,486	3,713,708	3,914,546	4,130,674	4,320,616
Director, Office of Mgt and Budget	1,616,415	817,635	808,525	782,811	840,051
Federal Grants Management	7	7,850	0	0	0
Office of Internal Audit	3,952,256	3,405,580	4,678,599	4,425,777	4,693,654
Office of Regulatory Reform	425,014	436,726	582,015	504,597	558,122
Performance Management	10,862	674	0	312,631	640,589
Total Expenditures	9,019,040	8,382,172	9,983,685	10,156,490	11,053,032
Expenditures by Object					
Salary and Benefits	7,681,329	7,019,440	8,468,521	8,691,304	9,388,840
Contract Professional Services	198,079	181,205	442,175	442,175	453,175
Operating Supplies and Expenses	1,131,192	1,123,580	1,057,889	1,007,911	1,192,917
Assistance and Grants	0	18,000	0	0	0
Subtotal: Operating	9,010,601	8,342,224	9,968,585	10,141,390	11,034,932
Capital Purchases and Equipment	8,439	39,948	15,100	15,100	18,100
Subtotal: Other	8,439	39,948	15,100	15,100	18,100
Total Expenditures	9,019,040	8,382,172	9,983,685	10,156,490	11,053,032
Expenditures by Source of Funds					
General Revenue	7,175,700	7,311,203	8,354,324	8,597,239	9,431,527
Federal Funds	784,542	127,878	101,250	101,250	101,250
Restricted Receipts	77,156	0	300,000	300,000	300,000
Operating Transfers from Other Funds	981,642	943,092	1,228,111	1,158,001	1,220,255
Total Expenditures	9,019,040	8,382,172	9,983,685	10,156,490	11,053,032

Personnel

Department of Administration

Office of Management and Budget

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATIVE OFFICER	0128 A	1.0	64,035	1.0	68,019
ASSISTANT DIRECTOR FINANCIAL AND CONTRACT MANAGEMENT	0141 A	1.0	102,750	1.0	105,319
ASSISTANT TO THE DIRECTOR (DHS)	0136 A	1.0	97,697	1.0	100,139
BUDGET AND POLICY ANALYST	0832 A	8.0	623,723	8.0	662,512
CHIEF BUDGET AND POLICY ANALYST	0146 A	2.0	308,488	2.0	316,200
CHIEF BUREAU OF AUDITS	0146 A	1.0	143,520	1.0	153,192
CHIEF DATA ANALYST	0145 A	0.0	0	1.0	136,298
CHIEF ECONOMIC AND POLICY ANALYST	0142 A	1.0	112,942	1.0	121,431
CHIEF IMPLEMENTATION AIDE	0128 A	1.0	63,853	1.0	67,830
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	0143 A	1.0	117,610	1.0	126,246
DATA ANALYST I	0834 A	1.0	83,257	1.0	88,573
DATA ANALYST III	0142 A	4.0	467,195	4.0	498,326
DATABASE ADMINISTRATOR	0148 A	1.0	157,931	1.0	161,879
DEPUTY BUDGET OFFICER	0149 A	1.0	146,899	1.0	150,571
DEPUTY CHIEF BUREAU OF AUDITS	0143 A	2.0	248,794	2.0	266,308
DEPUTY DIRECTOR OF OMB	0151 A	1.0	174,490	1.0	178,852
EXECUTIVE DIRECTOR (DOA)/BUDGET OFFICER	0152 A	1.0	169,816	1.0	179,857
FRAUD INTERNAL AUDITOR (DOA)	0128 A	1.0	63,689	1.0	65,281
FRAUD INTERNAL AUDITOR (DOA)	0327 A	3.0	188,339	3.0	195,932
INTERNAL AUDIT MANAGER (DOA)	0136 A	1.0	86,209	1.0	88,364
INTERNAL AUDITOR (DOA)	0327 A	3.0	198,509	3.0	203,473
PRINCIPAL BUDGET AND POLICY ANALYST	0840 A	1.0	110,876	1.0	116,916
PRINCIPAL ECONOMIC AND POLICY ANALYST	0138 A	1.0	92,283	2.0	194,351
PROGRAMMING SERVICES OFFICER	0131 A	1.0	80,902	1.0	82,925
SENIOR BUDGET AND POLICY ANALYST	0836 A	3.0	267,313	3.0	284,670
SENIOR ECONOMIC AND POLICY ANALYST	0134 A	1.0	80,561	2.0	143,918
SENIOR INTERNAL AUDITOR (DOA)	0131 A	8.0	641,892	8.0	660,631
SENIOR MANAGEMENT AND METHODS ANALYST	0125 A	1.0	66,873	1.0	68,545
SR FRAUD INTERNAL AUDITOR (DOA)	0131 A	1.0	75,189	1.0	80,543
SR FRAUD INTERNAL AUDITOR (DOA)	0140 A	1.0	99,034	1.0	101,510
ZFTE RECONCILIATION TO AUTHORIZATION (CLASSIFIED)	0000 A	(3.0)	0	(3.0)	0
Subtotal Classified		51.0	5,134,669	54.0	5,668,611
Unclassified					
CHIEF STRATEGIC PLANNING MONITORING & EVALUATOR (GOV OFFICE)	0141 A	1.0	102,750	0.0	0

Personnel

Department of Administration

Office of Management and Budget

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Unclassified					
CONFIDENTIAL SECRETARY	0722 A	1.0	54,954	1.0	58,231
DIRECTOR- OFFICE OF MANAGEMENT & BUDGET	0852 A	1.0	178,764	1.0	190,475
Subtotal Unclassified		3.0	336,468	2.0	248,706
Subtotal		54.0	5,471,137	56.0	5,917,317
Transfer In			26,774		28,469
Turnover			0		(45,000)
Total Salaries			5,497,911		5,900,786
Benefits					
Contract Stipends			24,000		(507)
FICA			415,766		444,147
Health Benefits			708,147		756,603
Payroll Accrual			0		34,243
Retiree Health			246,304		266,712
Retirement			1,582,008		1,753,768
Subtotal			2,976,225		3,254,966
Total Salaries and Benefits		54.0	8,474,136	56.0	9,155,752
Cost Per FTE Position			156,928		163,496
Statewide Benefit Assessment			217,168		233,088
Payroll Costs		54.0	8,691,304	56.0	9,388,840
Purchased Services					
Management & Consultant Services			442,175		452,675
Other Contracts			0		500
Subtotal			442,175		453,175
Total Personnel		54.0	9,133,479	56.0	9,842,015
Distribution by Source of Funds					
General Revenue		53.0	7,614,312	55.0	8,260,594
Federal Funds		0.0	91,875	0.0	91,875
Restricted Receipts		0.0	300,000	0.0	300,000
Operating Transfers from Other Funds		1.0	1,127,292	1.0	1,189,546
Total All Funds		54.0	9,133,479	56.0	9,842,015

Performance Measures

Department of Administration

Office of Management and Budget

OIA Performance Audits

The Office of Internal Audits (OIA) conducts performance audits of state departments, agencies, and private entities to evaluate if state resources are being used efficiently and effectively. The figures below represent the number of performance audits conducted annually.

	<i>Reporting Period: State Fiscal Year</i>				
	2020	2021	2022	2023	2024
Target	--	--	--	5	6
Actual	8	9	3	--	--

Budget Program Performance Measures

OMB is in the process of updating performance metrics for Executive Branch agencies. The figures below represent the percentage of applicable budget programs that have performance measures included with their budget proposal.

	<i>Reporting Period: State Fiscal Year</i>				
	2020	2021	2022	2023	2024
Target	--	--	--	90%	100%
Actual	49%	50%	57%	98%	--

Timeliness of Budget Office Reporting

The Budget Office has an assortment of work products with statutorily mandated public reporting requirements. The figures below represent the percentage of Budget Office reports that were filed/submitted within the required statutory deadlines.

	<i>Reporting Period: State Fiscal Year</i>				
	2020	2021	2022	2023	2024
Target	--	--	--	100%	100%
Actual	33%	71%	67%	--	--

Timeliness of Regulatory Review

Executive Order 15-07 requires regulatory agencies to submit all regulatory actions to the Office of Management and Budget (OMB) for review and approval in accordance with RIGL 42-35-3(a)(1). OMB has thirty (30) calendar days to review each submission, with a goal of averaging fewer than twenty (20) calendar days per action. The figures below represent the average number of days it took OMB to complete its reviews.

	<i>Reporting Period: State Fiscal Year</i>				
	2020	2021	2022	2023	2024
Target	--	--	--	20	20
Actual	15	13	15	--	--

Program Summary

Department of Administration

Purchasing

Mission

To obtain goods and services for public purposes in the most cost-effective manner possible and ensure that all procurements are made with care, integrity and conform to rules, regulations and ethical standards relating to purchasing activities. The program ensures that user agencies obtain goods and services in a cost-effective manner without sacrificing quality and standards. The program ensures public access to appropriate information by expanding the applications of the Rhode Island Vendor Information Program to enhance transparency. The program ensures the fullest participation of women and minority business enterprises in state-funded and directed construction programs and projects and state purchases of goods and services.

Description

The Purchasing program is composed of five major functions: procurement, operational support services, standards and specifications development and management and vendor information. Procurement solicits bids or requests for proposal and requests for quotes for services and supplies, supports price negotiations and implements affirmative action programs. Operational support services include purchase order production and record keeping, bid preparation and opening, requisition tracking, and vendor files. Standards and Specifications works with agency representatives to develop statewide standard specifications for goods and services to be solicited. The Vendor Information Program is an electronic system for registering potential bidders and providing bid and other information to vendors and the general public. The Division continues to streamline operations by using legal counsel to standardize front end solicitation documents. This will provide greater uniformity for all users of the procurement process including the Division, agencies, architects and bidders. In addition, the utilization of the Lean process review for Request for Proposals will result in several efficiencies over the upcoming months.

Statutory History

The Purchasing program was established under R.I. General Laws § 42-11-2. Operation of the state purchasing program is set forth in RIGL § 37-2. This section was established by public law in 1939 until its repeal in 1989, when House Bill 89-H-5000 Substitute A, as amended (known as the Lamb Legislation), an Act Relating to State Purchases, was enacted. This act established new language to institute legal mandates based on the Model Procurement Act published by the American Bar Association. The major thrust of the legislation was the creation of a framework for enhanced opportunities for competitive procurement and increased accountability for state officials through the centralization of purchasing functions for state agencies. RIGL § 37-2-17.2 requires the institution of an electronic Vendor Information Program. In 2011, in accordance with RIGL § 37-2-18(b) and the proposed Purchasing Regulations (Effective on or about 1/11/11), which provides that, beginning January 1, 2014, all bid proposals for public works projects are required to include a copy to be available for public inspection upon the opening of the bids. Any bid proposal that does not include a copy for public inspection shall be deemed to be non-responsive. RIGL § 37-2-18(b) and (j).

Budget

Department of Administration

Purchasing

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Purchasing	4,246,510	4,479,151	4,763,131	4,378,799	4,927,613
Total Expenditures	4,246,510	4,479,151	4,763,131	4,378,799	4,927,613
Expenditures by Object					
Salary and Benefits	3,503,769	3,672,888	3,921,855	3,755,956	4,164,194
Contract Professional Services	51,783	87,523	250	250	100,250
Operating Supplies and Expenses	688,652	720,976	841,026	622,593	663,169
Subtotal: Operating	4,244,204	4,481,387	4,763,131	4,378,799	4,927,613
Capital Purchases and Equipment	2,306	(2,237)	0	0	0
Subtotal: Other	2,306	(2,237)	0	0	0
Total Expenditures	4,246,510	4,479,151	4,763,131	4,378,799	4,927,613
Expenditures by Source of Funds					
General Revenue	3,746,633	3,515,600	3,830,668	3,416,691	3,868,405
Federal Funds	42,010	0	0	0	0
Restricted Receipts	0	430,896	381,474	384,878	446,294
Operating Transfers from Other Funds	457,868	532,655	550,989	577,230	612,914
Total Expenditures	4,246,510	4,479,151	4,763,131	4,378,799	4,927,613

Personnel

Department of Administration

Purchasing

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATIVE OFFICER	0124 A	1.0	60,556	1.0	62,865
ASSET PROTECTION OFFICER	0324 A	1.0	61,265	1.0	62,797
ASSISTANT BUYER (DOA/DIVISION OF PURCHASES)	0322 A	8.0	443,267	8.0	466,619
BUYER I (DOA/OP)	0324 A	3.0	164,133	3.0	173,652
BUYER II (DOA/OP)	0327 A	2.0	140,038	2.0	144,193
CHIEF BUYER (DOA/OP)	0132 A	5.0	423,639	5.0	441,158
CHIEF IMPLEMENTATION AIDE	0128 A	1.0	79,095	1.0	81,073
CONTR & SPECIFICIN ASST ADMIN	0136 A	2.0	202,383	2.0	210,719
DEPUTY PURCHASING AGENT	0141 A	1.0	114,064	2.0	236,258
INTERDEPARTMENTAL PROJECT MANAGER	0139 A	4.0	431,177	4.0	443,917
PROGRAMMING SERVICES OFFICER	0131 A	1.0	88,992	2.0	162,816
PURCHASING AGENT	0145 A	1.0	157,783	1.0	161,670
SENIOR BUYER (DOA/OP)	0329 A	2.0	145,505	2.0	151,864
Subtotal Classified		32.0	2,511,897	34.0	2,799,601
Subtotal		32.0	2,511,897	34.0	2,799,601
Transfer Out			(194,022)		(204,168)
Turnover			(20,344)		(52,795)
Total Salaries			2,297,531		2,542,638
Benefits					
Contract Stipends			27,750		3,169
FICA			176,927		193,907
Health Benefits			393,502		433,878
Payroll Accrual			0		14,757
Retiree Health			102,931		114,925
Retirement			666,564		760,487
Subtotal			1,367,674		1,521,123
Total Salaries and Benefits		32.0	3,665,205	34.0	4,063,761
Cost Per FTE Position			114,538		119,522
Statewide Benefit Assessment			90,751		100,433
Payroll Costs		32.0	3,755,956	34.0	4,164,194
Purchased Services					
Clerical and Temporary Services			250		250
Management & Consultant Services			0		100,000
Subtotal			250		100,250

Personnel

Department of Administration

Purchasing

	FY 2023		FY 2024	
	FTE	Cost	FTE	Cost
Total Personnel	32.0	3,756,206	34.0	4,264,444
Distribution by Source of Funds				
General Revenue	28.0	2,956,598	30.0	3,380,716
Restricted Receipts	0.0	222,378	0.0	283,794
Operating Transfers from Other Funds	4.0	577,230	4.0	599,934
Total All Funds	32.0	3,756,206	34.0	4,264,444

Performance Measures

Department of Administration

Purchasing

OSP Vendor Training

In February 2022, the all-digital solicitation module in Purchases' Ocean State Procures (OSP) software was launched. To maximize the number of qualified applicants able to participate in an open competition, the Division of Purchases has performed vendor outreach through live virtual training sessions as well as self-directed online trainings. The figures below represent the cumulative count of unique individuals (vendors) trained on OSP via live virtual training. [This is a new performance measure. Historical targets are not available.]

As OSP continues to roll-out over FY 2023 and 2024, additional performance measures will be introduced and reported publicly.

Frequency: Annual

Reporting Period: State Fiscal Year

	2020	2021	2022	2023	2024
Target	--	--	--	200	350
Actual	--	--	76	--	--

Program Summary

Department of Administration

Human Resources

Mission

To make State Government an Employer of Choice in the State of Rhode Island by building, maintaining and developing a skilled workforce committed to excellence that reflects the diversity and talent of our community. To provide Human Resources services to all State Departments in support of their missions. To continually assess and enhance the services provided to ensure efficiency, appropriateness and cost effectiveness.

Description

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

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

Statutory History

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

Budget

Department of Administration

Human Resources

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Human Resources	405,879	510,529	755,922	786,404	937,996
Total Expenditures	405,879	510,529	755,922	786,404	937,996
<hr/>					
Expenditures by Object					
Salary and Benefits	0	0	183,430	183,434	198,644
Operating Supplies and Expenses	405,879	510,529	572,492	602,970	739,352
Subtotal: Operating	405,879	510,529	755,922	786,404	937,996
<hr/>					
Total Expenditures	405,879	510,529	755,922	786,404	937,996
<hr/>					
Expenditures by Source of Funds					
General Revenue	405,879	510,529	755,922	786,404	937,996
Total Expenditures	405,879	510,529	755,922	786,404	937,996

Personnel

Department of Administration

Human Resources

	FY 2023		FY 2024		
	FTE	Cost	FTE	Cost	
Classified					
INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	0143 A	1.0	116,337	1.0	124,990
Subtotal Classified		1.0	116,337	1.0	124,990
Subtotal		1.0	116,337	1.0	124,990
Total Salaries			116,337		124,990
Benefits					
FICA			8,900		9,561
Health Benefits			15,804		16,571
Payroll Accrual			0		725
Retiree Health			5,212		5,650
Retirement			32,586		36,210
Subtotal			62,502		68,717
Total Salaries and Benefits		1.0	178,839	1.0	193,707
Cost Per FTE Position			178,839		193,707
Statewide Benefit Assessment			4,595		4,937
Payroll Costs		1.0	183,434	1.0	198,644
Total Personnel		1.0	183,434	1.0	198,644
Distribution by Source of Funds					
General Revenue		1.0	183,434	1.0	198,644
Total All Funds		1.0	183,434	1.0	198,644

Program Summary

Department of Administration

Personnel Appeal Board

Mission

To provide an impartial hearing process for appellants whose complaints fall under the jurisdiction of the board. To develop policies and procedures to ensure that the board's obligations to appellants and agencies are discharged and that just decisions are rendered in accordance with the responsibility entrusted to the Personnel Appeal Board by law. To develop a work calendar to ensure expeditious scheduling of hearings and rendering of judicious decisions.

Description

The Personnel Appeal Board hears appeals: by any person with provisional, probationary, or permanent status in a position in the classified service aggrieved by an action of the Administrator of Adjudication for the Department of Administration on matters of personnel administration; by any person with provisional, probationary or permanent status in a position in the classified service who has been discharged, demoted, suspended or laid off by any appointing authority; by any person who holds the belief that he/she has been discriminated against because of his/her race, sex, age, physical handicap, or political or religious beliefs; by any person who, by the personnel policy of Rhode Island or by contractual agreement with Rhode Island, is vested with the right of appeal to the Personnel Appeal Board. The Personnel Appeal Board consists of five qualified electors known to be in sympathy with the application of modern personnel practices, not more than three of whom shall be members of the same political party. The board shall elect one of its members chairperson. The Personnel Appeal Board administers the Merit System Law governing appeals, maintenance of records, reviews, appeals from decisions rendered, and records of cases adjudicated prior to scheduling a public hearing. The board is authorized to require the attendance of witnesses by subpoena and acquire the production of books, papers and documents necessary at any hearing. Transcripts are available to all interested parties. Where permissible within the law, the board assists state personnel in the proper filings and processing of appeals.

Statutory History

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

Budget

Department of Administration

Personnel Appeal Board

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Personnel Appeal Board	88,132	73,692	143,059	112,875	100,881
Total Expenditures	88,132	73,692	143,059	112,875	100,881
Expenditures by Object					
Salary and Benefits	54,339	60,636	77,302	41,946	41,948
Contract Professional Services	31,275	11,338	53,000	68,996	57,000
Operating Supplies and Expenses	2,518	1,719	12,757	1,933	1,933
Subtotal: Operating	88,132	73,692	143,059	112,875	100,881
Total Expenditures	88,132	73,692	143,059	112,875	100,881
Expenditures by Source of Funds					
General Revenue	88,132	73,692	143,059	112,875	100,881
Total Expenditures	88,132	73,692	143,059	112,875	100,881

Personnel

Department of Administration

Personnel Appeal Board

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Unclassified					
MEMBER- PERSONNEL APPEAL BOARD	0541 F	0.0	28,800	0.0	28,800
Subtotal Unclassified		0.0	28,800	0.0	28,800
Subtotal		0.0	28,800	0.0	28,800
Total Salaries			28,800		28,800
Benefits					
Contract Stipends			450		0
FICA			2,200		2,200
Payroll Accrual			0		168
Retiree Health			1,292		1,300
Retirement			8,068		8,344
Subtotal			12,010		12,012
Total Salaries and Benefits		0.0	40,810	0.0	40,812
Cost Per FTE Position			0		0
Statewide Benefit Assessment			1,136		1,136
Payroll Costs		0.0	41,946	0.0	41,948
Purchased Services					
Clerical and Temporary Services			12,496		7,500
Legal Services			56,000		49,000
Other Contracts			500		500
Subtotal			68,996		57,000
Total Personnel		0.0	110,942	0.0	98,948
Distribution by Source of Funds					
General Revenue		0.0	110,942	0.0	98,948
Total All Funds		0.0	110,942	0.0	98,948

Program Summary

Department of Administration

General

Mission

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

Description

The General program consists of funds appropriated to finance expenditures not allocated to other state departments or agencies and not specific to any one program within the Department of Administration. It should be noted that the Department's Rhode Island Capital Plan Fund appropriations are included under this program. Special legislative appropriations are initially the result of the passage of legislation which is not part of the annual appropriation act. Tort claims and court awards are paid pursuant to R.I. General Laws § 9-31, which provides that the general assembly may make such appropriations as it shall deem proper in payment of or settlement of claims against the state, provided, however, that there is hereby appropriated any money in the treasury not otherwise appropriated a sum sufficient to pay claims against the state, settled pursuant to the provisions of the chapter and the state controller is hereby authorized and directed to draw his orders upon the general treasurer for the payment of said sums.

Statutory History

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

Budget

Department of Administration

General

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Capital Projects	11,320,311	16,752,645	105,012,637	124,822,062	189,183,742
Economic Development	87,382,331	0	0	0	0
General	140,832,788	563,374,476	43,700,000	286,095,000	700,000
Grants & Other Payments	1,025,618	63,423,023	805,000	2,269,379	36,055,000
State Aid to Local Communities	12,264,938	11,664,938	12,850,722	12,850,722	13,593,868
Total Expenditures	252,825,985	655,215,082	162,368,359	426,037,163	239,532,610
Expenditures by Object					
Contract Professional Services	1,771,531	1,656,917	0	0	0
Operating Supplies and Expenses	1,951,816	1,758,715	5,700,000	700,000	700,000
Assistance and Grants	636,655	62,875,116	24,165,095	30,629,444	54,415,065
Subtotal: Operating	4,360,002	66,290,749	29,865,095	31,329,444	55,115,065
Capital Purchases and Equipment	8,254,746	10,088,492	71,652,542	86,461,997	135,823,677
Aid to Local Units of Government	11,844,545	11,240,841	12,850,722	12,850,722	13,593,868
Debt Service (Fixed Charges)	0	0	0	0	35,000,000
Operating Transfers	228,366,692	567,595,000	48,000,000	295,395,000	0
Subtotal: Other	248,465,983	588,924,334	132,503,264	394,707,719	184,417,545
Total Expenditures	252,825,985	655,215,082	162,368,359	426,037,163	239,532,610
Expenditures by Source of Funds					
General Revenue	133,290,555	638,087,961	56,655,722	300,515,101	49,648,868
Federal Funds	87,382,331	0	33,360,095	38,360,065	53,360,065
Restricted Receipts	832,788	374,476	700,000	700,000	700,000
Operating Transfers from Other Funds	11,320,311	16,752,645	71,652,542	86,461,997	135,823,677
Other Funds	20,000,000	0	0	0	0
Total Expenditures	252,825,985	655,215,082	162,368,359	426,037,163	239,532,610

Program Summary

Department of Administration

Debt Service Payments

Mission

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

Description

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

Statutory History

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

Budget

Department of Administration

Debt Service Payments

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Certificates of Participation	27,106,852	22,691,669	23,968,050	23,968,050	20,152,750
General Obligation Bonds	108,449,662	112,313,107	121,230,407	118,155,878	134,807,810
Other Debt Service	58,013,237	46,785,686	49,341,376	49,788,202	63,087,366
Tax Anticipation/S T Borrowing	56,986	48,035	100,000	100,000	100,000
Total Expenditures	193,626,737	181,838,497	194,639,833	192,012,130	218,147,926
Expenditures by Object					
Operating Supplies and Expenses	56,986	48,035	100,000	100,000	100,000
Subtotal: Operating	56,986	48,035	100,000	100,000	100,000
Debt Service (Fixed Charges)	168,731,935	157,041,200	194,539,833	191,912,130	218,047,926
Operating Transfers	24,837,816	24,749,261	0	0	0
Subtotal: Other	193,569,751	181,790,462	194,539,833	191,912,130	218,047,926
Total Expenditures	193,626,737	181,838,497	194,639,833	192,012,130	218,147,926
Expenditures by Source of Funds					
General Revenue	155,691,415	142,340,286	153,991,095	151,363,392	182,821,772
Operating Transfers from Other Funds	37,935,322	39,498,211	40,648,738	40,648,738	35,326,154
Total Expenditures	193,626,737	181,838,497	194,639,833	192,012,130	218,147,926

Program Summary

Department of Administration

Internal Service Programs

Mission

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

Description

Various services needed by state-operated programs and activities are provided on a centralized basis. The costs of these operations are borne by the user agencies through a charge system that allocates the cost of delivery of the goods or services. The operational expenses of these programs are shown for display purposes only, since the costs to state agencies are reflected in the budget of the user agency both on an actual and budget basis. Internal service programs that are operated by the Department of Administration include telecommunications services, mail services, utility services, automotive services (repair and replacement), state employee health fund, other post-employment benefits (OPEB) and the assessed fringe benefit fund. The telecommunications office manages all voice grade telephone line installations, service changes and billing statewide, and provides direct services both internally to government and to the public. Central mail services provides for inter-agency mail delivery and processing of United States mail for most state agencies. Central utilities provides for the administration and fiscal management of electricity and gas services. State fleet provides for the administration and fiscal management of the state-owned vehicles and operates several fuel depots throughout the state. The Assessed Fringe Benefit Fund provides funding for state employee workers' compensation, severance pay, unemployment pay and employee assistance programs. Funds are raised through an assessment on payroll expenses of all state departments and agencies. The State Employee Health Fund provides for the administration and distribution of active and retiree healthcare costs statewide. In FY 15 the Department moved the worksite wellness program and employee benefits contracts used for auditing, employee bid preparation, and employee bid review to this fund. A dedicated trust has been set up to fund the liability related to Other Post Employment Benefits (OPEB) on an actuarial basis. An example of OPEB benefits include retiree medical, dental, prescription, and other similar post employment benefits for retired employees and their dependents. In accordance with RIGL 36-12.1-5, the trust began operations in fiscal year 2011. In the FY 2018 revised budget, human resources, information technology, and facilities management transferred to internal service funds pursuant to the authorization by the General Assembly in the FY 2018 Appropriations Act.

Statutory History

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

Budget

Department of Administration

Internal Service Programs

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Assessed Fringe Benefit Fund	44,367,656	36,229,378	37,370,321	37,384,711	37,390,672
Automotive Fleet Fund	12,336,792	13,529,424	12,869,107	12,886,486	13,069,648
Central Mail Fund	6,757,784	7,154,034	7,303,550	7,739,779	8,076,555
Central Utilities Fund	26,804,914	26,997,910	27,355,205	35,379,345	39,364,206
Health Insurance Fund	246,335,528	254,589,859	272,697,174	272,642,618	272,732,438
Human Resource Service Centers	12,418,892	15,732,587	15,991,654	16,005,094	17,117,623
Information Processing Fund	38,604,923	44,377,133	50,789,409	50,748,407	56,136,183
Other Post Employment Benefits	35,117,909	33,349,148	63,858,483	63,858,483	63,858,483
State Fleet Revolving Loan Fund	263,857	0	0	0	0
Statewide Facility Services	40,959,422	45,574,851	47,011,910	54,866,999	61,150,543
Surplus Property	2,285	1,014	3,000	44,789	44,789
Telecommunications Fund	3,532,093	3,035,450	3,513,931	3,459,819	3,659,422
Total Expenditures	467,502,056	480,570,787	538,763,744	555,016,530	572,600,562
<i>Internal Services</i>	<i>[467,502,056.07]</i>	<i>[480,570,787]</i>	<i>[538,763,744]</i>	<i>[555,016,530]</i>	<i>[572,600,562]</i>
Expenditures by Object					
Salary and Benefits	372,301,131	375,433,958	428,363,633	426,111,082	429,093,120
Contract Professional Services	10,779,786	12,457,158	14,187,899	15,554,422	16,351,910
Operating Supplies and Expenses	83,201,348	91,366,637	94,339,148	111,466,267	125,219,688
Assistance and Grants	1,178	0	491,476	491,476	491,476
Subtotal: Operating	466,283,444	479,257,753	537,382,156	553,623,247	571,156,194
Capital Purchases and Equipment	954,756	1,313,034	181,588	193,283	244,368
Operating Transfers	263,857	0	1,200,000	1,200,000	1,200,000
Subtotal: Other	1,218,612	1,313,034	1,381,588	1,393,283	1,444,368
Total Expenditures	467,502,056	480,570,787	538,763,744	555,016,530	572,600,562
Expenditures by Source of Funds					
Other Funds	467,502,056	480,570,787	538,763,744	555,016,530	572,600,562
Total Expenditures	467,502,056	480,570,787	538,763,744	555,016,530	572,600,562

Personnel

Department of Administration

Internal Service Programs

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Classified					
ACCOUNTS AND CONTROL CENTRALIZED ACCOUNTING CLERK	0324 A	3.0	191,718	3.0	198,440
ADMINISTRATIVE SERVICES SPECIALIST (DOA)	0124 A	4.0	239,234	4.0	250,624
ADMINISTRATOR MANAGEMENT INFORMATION SYSTEMS	0140 A	6.0	731,388	6.0	756,766
ADMINISTRATOR- OPERATIONS MANAGEMENT	0141 A	4.0	484,813	4.0	507,504
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	0134 A	2.0	171,255	2.0	184,719
ASSISTANT BUILDING AND GROUNDS OFFICER	0324 A	1.0	64,328	1.0	65,937
ASSISTANT BUILDING AND GROUNDS OFFICER	0824 A	3.0	190,579	3.0	195,343
ASSISTANT BUILDING AND GROUNDS OFFICER	3124 A	1.0	65,527	1.0	69,310
ASSISTANT DIRECTOR CENTRAL INFORMATION MANAGEMENT SVS	0143 A	1.0	159,049	1.0	162,959
ASSISTANT DIRECTOR FINANCIAL AND CONTRACT MANAGEMENT	0141 A	1.0	102,750	1.0	105,319
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	0141 A	1.0	119,307	1.0	122,290
ASSISTANT RECORDS ANALYST	0319 A	1.0	61,717	1.0	63,260
ASSISTANT STATE BUILDING AND GROUNDS COORDINATOR	0830 A	1.0	73,994	1.0	79,878
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	0327 A	2.0	136,174	2.0	141,810
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	0827 A	2.0	141,062	2.0	144,524
ASSOCIATE CONTROLLER	0143 A	1.0	130,336	1.0	133,594
ASST DIR STWIDE CAP ASSET PJ M	0152 A	2.0	343,457	2.0	352,043
AUTOMOTIVE MECHANIC	0314 G	1.0	51,365	1.0	52,648
BUILDING AND GROUNDS OFFICER	0828 A	4.0	302,555	4.0	315,817
BUILDING SUPERINTENDENT	0818 A	1.0	52,051	1.0	53,352
BUILDING SYSTEMS TECHNICIAN	0317 A	1.0	50,799	1.0	52,070
CARPENTER	0314 G	3.0	139,630	3.0	142,040
CHF OF INFORMATION TECHNOLOGY I	0151 A	5.0	855,281	5.0	897,582
CHIEF ENGINEER FOR CAPITAL ASSET MANAGEMENT & MAINTENANCE	0143 A	1.0	130,336	1.0	133,594
CHIEF IMPLEMENTATION AIDE	0128 A	9.0	678,917	9.0	700,737
CHIEF IMPLEMENTATION AIDE	0328 A	2.0	157,801	2.0	161,723
CHIEF OFFICE OF SYSTEMS PLANNING	0143 A	1.0	130,336	1.0	133,594
CHIEF OF HUMAN RESOURCES	0138 A	1.0	111,761	1.0	114,509
CHIEF OF HUMAN RESOURCES SERVICES	0133 A	1.0	101,063	1.0	103,577
CHIEF OF INTEGRATED FACILITIES MANAGEMENT	0143 A	1.0	130,336	1.0	133,594
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	0143 A	1.0	132,685	1.0	138,448
CHIEF POWER PLANT OPERATOR	0325 A	1.0	55,079	1.0	56,456

Personnel

Department of Administration

Internal Service Programs

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Classified					
CHIEF PREAUDIT SUPERVISOR	0131 A	1.0	93,037	1.0	95,364
CHIEF PROGRAM DEVELOPMENT	0134 A	1.0	95,366	1.0	97,751
CHIEF PROPERTY MANAGEMENT	0141 A	6.0	774,350	6.0	806,874
CLAIMS EXAMINER(ST EMP WRKS CO	0329 A	4.0	354,969	4.0	363,719
COMMUNITY HOUSEKEEPING AIDE	0314 A	1.0	52,802	1.0	54,122
COMMUNITY MAINTENANCE TECHNICIAN - ENVIRONMENTAL SERVS	0314 G	1.0	65,056	1.0	66,682
COMPUTER OPERATOR (OIP)	0316 A	4.0	172,750	4.0	181,389
CONTRACTS AND SPECIFICATIONS ADMINISTRATOR (DOT)	0139 A	1.0	95,552	1.0	97,941
COORDINATOR OF EMPLOYEE TRAINING	0138 A	1.0	109,785	1.0	112,402
DATABASE ADMINISTRATOR ADABAS/NATURAL	0138 A	1.0	104,668	1.0	107,285
DATABASE MANAGER (DB2)	0138 A	1.0	104,668	1.0	107,285
DATA CONTROL CLERK	0315 A	1.0	46,023	1.0	47,174
DATA ENTRY UNIT SUPERVISOR	0B21 A	1.0	72,160	1.0	73,898
DEPUTY CHIEF DIVISION OF FACILITIES MANAGEMENT	0137 A	4.0	447,598	4.0	463,139
DEPUTY PERSONNEL ADMINISTRATOR	0144 A	7.0	996,459	7.0	1,063,913
DIVISION DIRECTOR- CAPITAL ASSET MANAGEMENT AND MAINT	0152 A	1.0	173,003	1.0	183,018
ECONOMIC AND POLICY ANALYST I	0130 A	1.0	68,758	1.0	70,477
ELECTRICIAN	0316 G	4.0	201,005	4.0	203,800
EMPLOYEE BENEFITS SPECIALIST	0322 A	2.0	103,983	2.0	109,463
ENERGY CONSERVATION TECHNICIAN	0320 A	1.0	53,063	1.0	54,390
ENTERPRISE RESOURCE MANAGER (ORACLE ERP MANAGER)	0142 A	2.0	287,766	2.0	294,944
EXECUTIVE ASSISTANT	0118 A	1.0	49,848	1.0	51,094
EXECUTIVE DIRECTOR OF HUMAN RESOURCES/ PERSONNEL ADMIN	0150 A	1.0	168,966	1.0	173,190
FLEET OPERATIONS OFFICER	0130 A	1.0	85,529	1.0	87,668
GEOGRAPHIC INFORMATION SYSTEM SPECIALIST II	0328 A	1.0	74,484	1.0	76,267
GROUNDS SUPERINTENDENT	0317 A	1.0	58,056	1.0	59,508
HUMAN RESOURCE PROGRAM ADMINISTRATOR	0139 A	6.0	662,230	7.0	798,304
HUMAN RESOURCES ANALYST I	0126 A	11.0	728,901	11.0	765,644
HUMAN RESOURCES ANALYST II (GENERAL)	0122 A	1.0	50,369	1.0	53,208
HUMAN RESOURCES ANALYST II (GENERAL)	0129 A	4.0	293,015	4.0	306,853
HUMAN RESOURCES ANALYST III (CLASS & ORGANIZ ANALYSIS)	0133 A	1.0	94,035	1.0	96,330
HUMAN RESOURCES ANALYST III (GENERAL)	0133 A	5.0	411,655	5.0	445,043

Personnel

Department of Administration

Internal Service Programs

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Classified					
HUMAN RESOURCES ANALYST III (GENERAL)	0135 A	1.0	98,900	1.0	101,372
HUMAN RESOURCES BUSINESS PARTNER	0135 A	5.0	459,352	5.0	479,201
HUMAN RESOURCES COORDINATOR	0135 A	3.0	267,455	3.0	281,272
HUMAN RESOURCES TECHNICIAN	0122 A	26.0	1,425,775	26.0	1,486,424
HUMAN RESOURCES TECHNICIAN	0129 A	1.0	73,570	1.0	75,390
IMPLEMENTATION DIRECTOR POLICY AND PROGRAMS	0140 A	3.0	319,824	3.0	333,506
INFORMATION SYSTEMS GROUP COORDINATOR (OIP)	0138 A	1.0	104,668	1.0	107,285
INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	0143 A	22.0	2,993,524	22.0	3,104,503
INTERDEPARTMENTAL PROJECT MANAGER	0139 A	8.0	877,325	8.0	922,605
INTERNET COMMUNICATIONS SPECIALIST	0328 A	1.0	67,101	1.0	71,901
JANITOR	0309 A	7.0	284,892	7.0	293,023
JUNIOR COMPUTER OPERATOR (OIP)	0313 A	1.0	51,634	1.0	52,926
LICENSED STEAMFITTER	0000 A	1.0	38,758	1.0	62,982
MAINTENANCE SUPERINTENDENT	0322 A	7.0	387,947	7.0	405,968
MAINTENANCE SUPERINTENDENT	0822 A	1.0	51,737	1.0	54,547
MECHANICAL AND ELECTRICAL SHOP SUPERVISOR	0326 A	3.0	201,684	3.0	208,826
PLUMBER	0316 G	1.0	44,616	1.0	44,616
PLUMBER SUPERVISOR	0320 G	1.0	47,653	1.0	47,653
POWER PLANT OPERATOR	3118 A	5.0	287,580	5.0	294,605
PRINCIPAL COMPUTER OPERATOR (OIP)	0324 A	1.0	61,265	1.0	62,797
PRINCIPAL ENERGY CONSERVATION TECHNICIAN	0328 A	1.0	78,432	1.0	80,393
PRINCIPAL ENVIRONMENTAL PLANNER	0329 A	1.0	90,835	1.0	93,057
PRINCIPAL JANITOR	0315 A	3.0	142,972	3.0	147,416
PROGRAMMER/ANALYST I (ADABAS/NATURAL)	0A28 A	1.0	77,944	1.0	79,893
PROGRAMMER/ANALYST I (COBOL/CICS)	0328 A	2.0	172,163	2.0	176,353
PROGRAMMER/ANALYST II (ADABAS/NATURAL)	0332 A	1.0	97,350	1.0	99,783
PROGRAMMER/ANALYST II (COBOL/CICS)	0332 A	1.0	82,851	1.0	84,922
PROGRAMMER/ANALYST III (COBOL/CICS)	0335 A	1.0	110,223	1.0	112,940
PROGRAMMER/ANALYST III (COBOL/CICS)	0835 A	2.0	188,838	2.0	193,558
PROGRAMMER/ANALYST III (ORACLE)	2835 A	2.0	177,786	2.0	182,230
PROGRAMMER/ANALYST III (UNIX/SQL)	0835 A	3.0	272,205	3.0	279,009
PROGRAMMER/ANALYST II (ORACLE)	0032 A	1.0	98,001	1.0	100,424
PROGRAMMER/ANALYST II (ORACLE)	0132 A	2.0	172,321	2.0	176,628
PROGRAMMER/ANALYST II (ORACLE)	0332 A	1.0	99,668	1.0	102,101

Personnel

Department of Administration

Internal Service Programs

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Classified					
PROGRAMMER/ANALYST II (UNIX/SQL)	0132 A	2.0	174,594	2.0	178,919
PROGRAMMER/ANALYST II (UNIX/SQL)	0135 A	1.0	110,673	1.0	113,440
PROGRAMMER/ANALYST II (UNIX/SQL)	0332 A	10.0	908,363	10.0	934,369
PROGRAMMER/ANALYST I (ORACLE)	0328 A	1.0	71,302	1.0	73,085
PROGRAMMER/ANALYST I (UNIX/SQL)	0328 A	4.0	292,338	4.0	299,648
PROGRAMMER/ANALYST I (UNIX/SQL)	2928 A	1.0	63,501	1.0	65,089
PROGRAMMER/ANALYST MANAGER	0138 A	8.0	905,520	8.0	927,913
PROGRAMMING SERVICES OFFICER	0131 A	1.0	80,902	2.0	149,297
PROJECT MANAGER I (DOA)	0137 A	4.0	374,958	4.0	391,547
RISK MANAGEMENT COORDINATOR	0135 A	1.0	93,060	1.0	100,196
RISK MANAGER-INSURANCE	0137 A	2.0	208,144	2.0	213,348
SENIOR COMPUTER OPERATOR (OIP)	0322 A	2.0	115,825	2.0	120,364
SENIOR ENVIRONMENTAL SCIENTIST	0130 A	1.0	76,391	1.0	79,698
SENIOR HUMAN RESOURCES BUSINESS PARTNER	0137 A	6.0	633,284	6.0	663,017
SENIOR INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	0148 A	4.0	618,960	4.0	648,174
SENIOR JANITOR	0312 A	2.0	93,038	2.0	96,214
SENIOR LABOR RELATIONS HEARING OFFICER	0137 A	1.0	92,754	1.0	98,828
SENIOR LEGAL COUNSEL	0134 A	1.0	109,745	1.0	112,414
SENIOR MAINTENANCE TECHNICIAN	0314 G	11.0	512,379	11.0	520,731
SENIOR MAINTENANCE TECHNICIAN	3114 G	1.0	53,084	1.0	54,411
SENIOR PLANNER	0126 A	1.0	56,970	1.0	58,394
SENIOR SYSTEMS ANALYST	0126 A	1.0	62,841	1.0	66,414
STATE BUILDING AND GROUNDS COORDINATOR	0132 A	7.0	592,966	7.0	610,999
STATE FLEET ADMINISTRATOR	0139 A	1.0	108,272	1.0	110,979
SUPERVISING ACCOUNTANT	0131 A	1.0	77,067	1.0	82,925
SUPERVISOR CENTRAL MAIL SERVICES	0316 A	1.0	47,114	1.0	48,292
SUPERVISOR COMPUTER OPERATIONS	0328 A	3.0	221,639	3.0	227,150
SUPERVISOR OF FISCAL SERVICES (DEPT OF ADMINISTRATION)	0136 A	1.0	113,264	1.0	116,072
SUPERVISOR OF PAINTING PLASTERING MASONRY AND GLAZING	0323 A	1.0	73,925	1.0	75,774
SYSTEMS ADMINISTRATOR (BHDDH)	0139 A	1.0	108,272	1.0	110,979
SYSTEMS SUPPORT TECHNICIAN II	0321 A	1.0	64,951	1.0	66,527
SYSTEMS SUPPORT TECHNICIAN III	0324 A	3.0	198,609	3.0	205,366
TECHNICAL SUPPORT MANAGER (DOS/MVS)	0138 A	1.0	104,668	1.0	107,285
TECHNICAL SUPPORT MANAGER (UNIX/ NETWORKS/TELECOMMUNIC.)	0138 A	6.0	658,505	6.0	674,814

Personnel

Department of Administration

Internal Service Programs

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Classified					
TECHNICAL SUPPORT SPECIALIST II (DOS/MVS)	0332 A	3.0	264,558	3.0	273,730
TECHNICAL SUPPORT SPECIALIST III (DOS/MVS)	0135 A	2.0	197,800	2.0	202,744
TECHNICAL SUPPORT SPECIALIST III (TELECOMMUNICATIONS)	0135 A	2.0	206,036	2.0	211,158
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	0035 A	1.0	111,322	1.0	116,126
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	0135 A	14.0	1,315,013	14.0	1,361,286
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	0335 A	1.0	110,301	1.0	113,018
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	0835 A	1.0	92,902	1.0	99,859
TECHNICAL SUPPORT SPECIALIST II (OS 400/ NETWORK)	0332 A	2.0	172,139	2.0	179,977
TECHNICAL SUPPORT SPECIALIST II (OS 400/ NETWORK)	0A32 A	1.0	106,950	1.0	109,567
TECHNICAL SUPPORT SPECIALIST II (TELECOMMUNICATIONS)	0332 A	3.0	245,586	3.0	254,766
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	0032 A	1.0	101,768	1.0	104,244
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	0132 A	2.0	176,524	2.0	180,936
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	0332 A	16.0	1,381,599	16.0	1,427,999
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	0832 A	1.0	84,265	1.0	86,372
TECHNICAL SUPPORT SPECIALIST I (TELECOMMUNICATIONS)	0328 A	1.0	81,013	1.0	82,974
TECHNICAL SUPPORT SPECIALIST I (UNIX/ NETWORKS)	0328 A	7.0	497,588	7.0	527,937
WASTEWATER TREATMENT FACILITIES PROCESS MONITOR I	3121 A	3.0	148,614	3.0	158,995
WASTEWATER TREATMENT FACILITIES PROCESS MONITOR II	3124 A	1.0	70,455	1.0	72,217
ZFTE RECONCILIATION TO AUTHORIZATION (CLASSIFIED)	0000 A	(11.9)	0	(11.9)	0
Subtotal Classified		412.1	37,085,752	414.1	38,658,886
Unclassified					
ADMINISTRATIVE ASSISTANT	0825 A	1.0	69,257	1.0	70,988
CHIEF DIGITAL OFFICER	0856 A	1.0	238,597	1.0	244,562
DATA PROCESSING SYSTEMS MANAGER	0836 A	1.0	120,658	1.0	123,674
DEPUTY DIRECTOR	0838 A	1.0	119,767	1.0	122,762
SUPERVISING ACCOUNTANT	0831 A	1.0	71,625	1.0	73,416

Personnel

Department of Administration

Internal Service Programs

	FY 2023		FY 2024	
	FTE	Cost	FTE	Cost
Unclassified				
Subtotal Unclassified	5.0	619,904	5.0	635,402
Subtotal	417.1	37,705,656	419.1	39,294,288
Transfer Out		(788,629)		(829,834)
Transfer In		782,824		883,191
Salaries Adjustment		163,239		156,374
Overtime		1,275,109		1,289,696
Seasonal/Special Salaries/Wages		100,086		103,113
Turnover		(1,444,387)		(1,460,742)
Total Salaries		37,793,898		39,436,086
Benefits				
Contract Stipends		484,388		118,050
FICA		3,249,904		3,351,220
Health Benefits		6,016,199		6,387,982
Other		6,000,000		6,000,000
Payroll Accrual		0		217,475
Retiree Health		1,641,748		1,730,088
Retirement		10,529,613		11,363,077
Subtotal		27,921,852		29,167,892
Total Salaries and Benefits	417.1	65,715,750	419.1	68,603,978
Cost Per FTE Position		157,554		163,694
Statewide Benefit Assessment		1,442,961		1,507,271
Payroll Costs	417.1	67,158,711	419.1	70,111,249
Purchased Services				
Buildings and Ground Maintenance		2,952,500		3,092,250
Clerical and Temporary Services		75,000		144,000
Design and Engineering Services		35,000		73,250
Information Technology		4,758,120		4,994,896
Legal Services		234,458		234,458
Management & Consultant Services		5,761,553		5,863,230
Other Contracts		1,730,791		1,942,826
Training and Educational Services		7,000		7,000
Subtotal		15,554,422		16,351,910
Total Personnel	417.1	82,713,133	419.1	86,463,159

Personnel

Department of Administration

Internal Service Programs

	FY 2023		FY 2024	
	FTE	Cost	FTE	Cost
Distribution by Source of Funds				
Other Funds	417.1	82,713,133	419.1	86,463,159
Total All Funds	417.1	82,713,133	419.1	86,463,159

Performance Measures

Department of Administration

Internal Service Programs

Digitalization of Processes

In an effort to modernize delivery of core functions, DOIT is working to digitalize all eligible processes. In FY 2022, DoIT identified nearly 150 systems that were appropriate for digitalization and conversion to paperless processes. The figures below represent the cumulative percentage of digitalization-appropriate processes to have been digitalized.

	<i>Frequency: Annual</i>		<i>Reporting Period: State Fiscal Year</i>		
	2020	2021	2022	2023	2024
Target	--	--	--	25%	50%
Actual	--	--	11.1%	--	--

Timeliness of Personnel Action Request (PAR) Processing

Personnel Action Requests (PARs) are submitted by agency directors to fill existing positions, create new positions, etc. The data below represent the average days from when PAR is initiated to when PAR is completed/approved. [Note: This is a new measure and historical targets are not available.]

	<i>Frequency: Annual</i>		<i>Reporting Period: State Fiscal Year</i>		
	2020	2021	2022	2023	2024
Target	--	--	--	9.0	9.0
Actual	14.3	10.4	9.4	--	--

Program Summary

Department of Administration

Legal Services

Mission

To provide a centralized legal structure within the Executive Branch to manage, coordinate, maintain and provide in-house legal services and certain non-programmatic legal services, including developing various areas of legal expertise, templates, legal resources and knowledge to assist the legal divisions of the departments and agencies in the Executive branch. To coordinate the hiring of outside legal counsel in the Executive Branch in an efficient manner. To assign legal staff (attorneys, hearing officers, paralegals, legal assistants and support staff) in a manner that is appropriate for his/her level of expertise and experience to utilize legal resources in the most cost effective and efficient manner. To represent the Department of Administration in litigation; provide legal risk management services; and provide a central hearing office for the department and other agencies upon request. To standardize legal policies and procedures across the Executive Branch and reduce redundant legal processes and work to improve the efficiency and quality of legal services. To coordinate and develop labor negotiation strategy on a statewide basis and represent the Executive Branch in all legal forums in all labor relations and employment law matters that have statewide impact. To provide hearing officers for grievances and other administrative adjudication matters that are required by law, by conflict, or as needed, and requested by the Executive Branch.

Description

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

Statutory History

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

Budget

Department of Administration

Legal Services

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Legal Services	2,869,182	2,162,677	2,374,193	2,316,300	2,440,410
Total Expenditures	2,869,182	2,162,677	2,374,193	2,316,300	2,440,410
Expenditures by Object					
Salary and Benefits	1,725,480	1,936,601	2,177,944	2,041,882	2,198,673
Contract Professional Services	257,031	44,722	200	45,500	45,500
Operating Supplies and Expenses	886,672	179,054	188,574	223,918	191,237
Assistance and Grants	0	2,300	0	0	0
Subtotal: Operating	2,869,182	2,162,677	2,366,718	2,311,300	2,435,410
Capital Purchases and Equipment	0	0	7,475	5,000	5,000
Subtotal: Other	0	0	7,475	5,000	5,000
Total Expenditures	2,869,182	2,162,677	2,374,193	2,316,300	2,440,410
Expenditures by Source of Funds					
General Revenue	2,122,205	2,162,677	2,374,193	2,316,300	2,440,410
Federal Funds	746,978	0	0	0	0
Total Expenditures	2,869,182	2,162,677	2,374,193	2,316,300	2,440,410

Personnel

Department of Administration

Legal Services

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATIVE AND LEGAL SUPPORT SERVICES ADMINISTRATOR	0145 A	1.0	141,378	1.0	144,912
ADMINISTRATOR ADJUDICATION	0143 A	1.0	147,335	1.0	152,085
CHF LEGAL CONSL LITIGATION(DOA	0143 A	1.0	117,610	1.0	126,246
CHIEF LEGAL COUNSEL-STATE LABOR RELATIONS	0143 A	1.0	130,336	1.0	133,594
CHIEF LEGAL COUNSEL - TRANSACTIONS (DOA)	0143 A	1.0	131,263	1.0	140,274
CHIEF OF LEGAL SERVICES	0139 A	1.0	113,686	1.0	116,528
DEPUTY CHIEF OF LEGAL SERVICES	0137 A	1.0	90,627	1.0	96,348
IMPLEMENTATION AIDE	0122 A	1.0	51,040	1.0	53,790
LEGAL COUNSEL	0132 A	0.6	96,668	0.6	99,084
LEGAL COUNSEL	0134 A	1.0	109,745	1.0	112,414
PROGRAMMING SERVICES OFFICER	0131 A	1.0	80,902	1.0	82,925
SENIOR LEGAL COUNSEL	0134 A	2.0	167,282	2.0	178,578
Subtotal Classified		12.6	1,377,872	12.6	1,436,778
Subtotal		12.6	1,377,872	12.6	1,436,778
Transfer Out			(45,314)		(48,174)
Turnover			(28,746)		0
Total Salaries			1,303,812		1,388,604
Benefits					
FICA			99,719		106,219
Health Benefits			151,238		163,403
Payroll Accrual			0		8,058
Retiree Health			58,412		62,763
Retirement			377,199		414,775
Subtotal			686,568		755,218
Total Salaries and Benefits		12.6	1,990,380	12.6	2,143,822
Cost Per FTE Position			157,967		170,145
Statewide Benefit Assessment			51,502		54,851
Payroll Costs		12.6	2,041,882	12.6	2,198,673
Purchased Services					
Clerical and Temporary Services			42,700		42,700
Other Contracts			2,800		2,800
Subtotal			45,500		45,500
Total Personnel		12.6	2,087,382	12.6	2,244,173

Personnel

Department of Administration

Legal Services

	FY 2023		FY 2024	
	FTE	Cost	FTE	Cost
Distribution by Source of Funds				
General Revenue	12.6	2,087,382	12.6	2,244,173
Total All Funds	12.6	2,087,382	12.6	2,244,173

Performance Measures

Department of Administration

Legal Services

Legal Survey Response

Each year, DOA Legal surveys its clients within the Department of Administration on topics such as “quality of legal services,” “timeliness to response,” “soundness of legal advice,” etc. Respondents are asked to rate each question using a numeric scale of 0-4, with a “4” representing “very satisfied.” The figures below represent the overall average response received on the 0-4 scale. [Note: This data was not available in FY 2020 and FY 2021.]

	<i>Reporting Period: State Fiscal Year</i>				
<i>Frequency: Annual</i>	2020	2021	2022	2023	2024
Target	--	--	--	4.0	4.0
Actual	--	--	3.93	--	--

Program Summary

Department of Administration

Information Technology

Mission

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

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

Description

ETSS includes ODE and OLIS. Within ETSS there is a Chief Digital Officer in the unclassified service who oversees and manages the division and is appointed by the Director of Administration. The Chief Digital Officer supervises the state's Chief Information Officer, Chief Technology Officer, Chief Information Security Officer, the Directors of Information Technology and all associated employees. The focus of ETSS is to lead the strategic technology decisions and efforts across all executive branch state agencies, identify opportunities to implement technology solutions across state agencies to prevent duplication of systems and effort, as well as effectively support these solutions in an efficient manner.

Statutory History

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

Budget

Department of Administration

Information Technology

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Doit Operations	1,184,139	521,340	721,340	960,390	1,221,340
Executive Director-CIO	6,376,820	(1)	0	0	0
Information Technology	5,800,117	3,775,861	54,589,160	63,431,399	33,333,491
Total Expenditures	13,361,077	4,297,200	55,310,500	64,391,789	34,554,831
Expenditures by Object					
Salary and Benefits	82,360	(691)	0	0	0
Contract Professional Services	4,221,696	2,110,451	0	0	0
Operating Supplies and Expenses	4,696,525	2,034,301	1,021,340	1,360,390	1,521,340
Subtotal: Operating	9,000,582	4,144,061	1,021,340	1,360,390	1,521,340
Capital Purchases and Equipment	4,117,496	153,139	54,289,160	63,031,399	6,033,491
Operating Transfers	243,000	0	0	0	27,000,000
Subtotal: Other	4,360,495	153,139	54,289,160	63,031,399	33,033,491
Total Expenditures	13,361,077	4,297,200	55,310,500	64,391,789	34,554,831
Expenditures by Source of Funds					
General Revenue	1,520,406	521,340	721,340	960,390	28,221,340
Federal Funds	6,040,553	(1)	0	0	0
Restricted Receipts	5,800,117	3,775,861	54,589,160	63,431,399	6,333,491
Total Expenditures	13,361,077	4,297,200	55,310,500	64,391,789	34,554,831

Program Summary

Department of Administration

Library and Information Services

Mission

Enforce public library and library network standards and exercise general coordination and supervision over interlibrary cooperation and resource sharing in the state, including interlibrary loan and delivery. Distribute state funds for public library development, interlibrary cooperation, and resource sharing in accordance with law and regulation of the library board. Give assistance, advice, continuing education, and counsel to public libraries and to participants in interlibrary cooperation and resource sharing activities. Maintain and develop the Library of Rhode Island Network. Promote library development statewide by providing for various state and federal grant programs to public and institutional libraries, including funds distributed under the federal Library Services and Technology Act. Provide library services to individuals with disabilities through the Talking Books Plus program, including the RI Regional Library for the Blind and Physically Handicapped of the Library of Congress National Library Service. Provide for statewide reference service through online services of “AskRI”. Coordinate with all other state departments and agencies in the provision of library services to state government and to the public.

Description

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

Statutory History

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

Budget

Department of Administration

Library and Information Services

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Library Services	2,613,863	4,637,527	3,891,709	4,115,877	3,476,305
Total Expenditures	2,613,863	4,637,527	3,891,709	4,115,877	3,476,305
Expenditures by Object					
Salary and Benefits	1,306,369	1,650,790	1,730,072	1,707,592	1,803,198
Contract Professional Services	9,575	18,135	28,000	10,000	10,000
Operating Supplies and Expenses	1,082,435	1,180,908	1,353,387	1,430,542	1,477,112
Assistance and Grants	210,212	1,786,641	775,000	963,368	181,620
Subtotal: Operating	2,608,591	4,636,474	3,886,459	4,111,502	3,471,930
Capital Purchases and Equipment	5,272	1,053	5,250	4,375	4,375
Subtotal: Other	5,272	1,053	5,250	4,375	4,375
Total Expenditures	2,613,863	4,637,527	3,891,709	4,115,877	3,476,305
Expenditures by Source of Funds					
General Revenue	1,608,809	1,714,146	1,796,514	1,797,541	1,903,636
Federal Funds	1,005,054	2,923,131	2,088,205	2,311,346	1,565,679
Restricted Receipts	0	250	6,990	6,990	6,990
Total Expenditures	2,613,863	4,637,527	3,891,709	4,115,877	3,476,305

Personnel

Department of Administration

Library and Information Services

	FY 2023		FY 2024		
	FTE	Cost	FTE	Cost	
Classified					
CHIEF OF LIBRARY SERVICES	0143 A	1.0	143,370	1.0	146,953
IMPLEMENTATION AIDE	AB22 A	1.0	56,906	1.0	58,329
INFORMATION SERVICES TECHNICIAN II	AB20 A	3.0	167,415	3.0	172,878
LIBRARY PROGRAM MANAGER I	0137 A	2.0	189,435	2.0	203,774
LIBRARY PROGRAM SPECIALIST II	AB28 A	3.0	202,378	3.0	210,162
LIBRARY PROGRAM SPECIALIST III	AB32 A	3.0	286,779	3.0	293,834
Subtotal Classified		13.0	1,046,283	13.0	1,085,930
Subtotal		13.0	1,046,283	13.0	1,085,930
Turnover			(25,000)		0
Total Salaries			1,021,283		1,085,930
Benefits					
Contract Stipends			24,600		(159)
FICA			79,163		83,073
Health Benefits			201,218		211,958
Payroll Accrual			0		6,301
Retiree Health			45,754		49,083
Retirement			295,234		324,120
Subtotal			645,969		674,376
Total Salaries and Benefits		13.0	1,667,252	13.0	1,760,306
Cost Per FTE Position			128,250		135,408
Statewide Benefit Assessment			40,340		42,892
Payroll Costs		13.0	1,707,592	13.0	1,803,198
Purchased Services					
Training and Educational Services			10,000		10,000
Subtotal			10,000		10,000
Total Personnel		13.0	1,717,592	13.0	1,813,198
Distribution by Source of Funds					
General Revenue		13.0	955,309	13.0	1,008,787
Federal Funds		0.0	762,283	0.0	804,411
Total All Funds		13.0	1,717,592	13.0	1,813,198

Performance Measures

Department of Administration

Library and Information Services

Professional Development for Library Staff

OLIS understands that a well-trained staff is necessary to provide the best information services to the public. The figure below represents the number of library staff participating in synchronous and asynchronous workshops and training opportunities. [Note: This is a new measure and historical targets are not available.]

*The unusually high total for FY 2020 reflects the large number of programs held virtually to update libraries on the pandemic and response.

	<i>Frequency: Annual</i>		<i>Reporting Period: Federal Fiscal Year</i>		
	2020	2021	2022	2023	2024
Target	--	--	--	1,388	1,416
Actual	4,240	1,412	1,361	--	--

Summer Reading Program

In order to help children maintain their reading skills over the summer months, OLIS offers a robust summer reading program. The figures below represent the number of children and teens participating in library-based summer reading programs statewide. [Note: This is a new measure and historical targets are not available.]

	<i>Frequency: Annual</i>		<i>Reporting Period: Federal Fiscal Year</i>		
	2020	2021	2022	2023	2024
Target	--	--	--	14,706	15,148
Actual	7,802	10,755	14,278	--	--

Talking Books Library Circulation

The Talking Books Library provides important services to blind and print-disabled Rhode Islanders. The figures below represent the number of physical audiobooks circulated and online audiobooks downloaded. [Note: This is a new measure and historical targets are not available.]

	<i>Frequency: Annual</i>		<i>Reporting Period: Federal Fiscal Year</i>		
	2020	2021	2022	2023	2024
Target	--	--	--	51,245	52,270
Actual	48,100	50,062	50,243	--	--

Program Summary

Department of Administration

Planning

Mission

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

Description

The Division of Planning is comprised of three subprograms: Statewide Planning, Strategic Planning and Economic Development, and the Water Resources Board. Statewide Planning is responsible for preparing, adopting, and amending strategic plans for the physical, economic, and social development of the state. It also includes the State Planning Council, which is comprised of state and local government officials, public members, and federal officials in an advisory capacity and serves as the State's Metropolitan Planning Organization responsible for the planning and prioritizing of state and federal transportation funding. Strategic Planning and Economic Development is involved in all major interest areas using policy analysis and the planning process to prepare issue briefs and draft strategic plans that address current topics of special interest. It also is responsible for the development of the Comprehensive Economic Development Strategy (CEDS) and receives support from the federal Economic Development Administration. The Water Resources Board (WRB) is the State's water supply agency responsible for the proper use, development, protection and conservation of the State's water resources. The WRB manages the planning and development of the twenty-nine major water supply systems and manages the Big River Management Area, the State's primary water resource reservation area. The WRB also performs scientific research and capital projects required to fulfill its mission.

Statutory History

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

Budget

Department of Administration

Planning

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Statewide Planning	4,893,843	4,436,832	6,613,080	6,074,404	6,606,016
Total Expenditures	4,893,843	4,436,832	6,613,080	6,074,404	6,606,016
Expenditures by Object					
Salary and Benefits	2,659,911	2,713,632	3,664,423	3,075,650	3,620,182
Contract Professional Services	78,435	51,500	101,989	101,989	101,989
Operating Supplies and Expenses	672,988	361,998	323,118	373,215	360,295
Assistance and Grants	1,474,514	1,305,919	2,488,050	2,488,050	2,488,050
Subtotal: Operating	4,885,849	4,433,048	6,577,580	6,038,904	6,570,516
Capital Purchases and Equipment	7,995	3,784	35,500	35,500	35,500
Subtotal: Other	7,995	3,784	35,500	35,500	35,500
Total Expenditures	4,893,843	4,436,832	6,613,080	6,074,404	6,606,016
Expenditures by Source of Funds					
General Revenue	754,299	650,507	840,855	853,727	1,138,335
Federal Funds	29,809	82,772	3,050	3,050	3,050
Operating Transfers from Other Funds	4,109,735	3,703,552	5,769,175	5,217,627	5,464,631
Total Expenditures	4,893,843	4,436,832	6,613,080	6,074,404	6,606,016

Personnel

Department of Administration

Planning

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Classified					
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	0134 A	1.0	82,266	1.0	87,428
ASSISTANT CHIEF OF PLANNING	0137 A	2.0	202,374	2.0	207,436
ASSOCIATE DIRECTOR- DIVISION OF PLANNING	0147 A	1.0	160,027	1.0	164,028
CHIEF IMPLEMENTATION AIDE	0128 A	2.0	158,948	2.0	164,757
DATA ANALYST I	0134 A	1.0	99,909	1.0	102,406
DATA ANALYST I	0334 A	0.0	0	1.0	85,353
DATA ANALYST II	0138 A	1.0	108,924	1.0	117,759
INTERDEPARTMENTAL PROJECT MANAGER	0839 A	1.0	110,776	1.0	118,650
INTERNET COMMUNICATIONS SPECIALIST	AB28 A	1.0	87,090	1.0	89,255
PRINCIPAL PLANNER	0829 A	5.0	365,168	5.0	374,292
PRINCIPAL RESEARCH TECHNICIAN	0827 A	1.0	69,256	1.0	70,988
PROGRAMMING SERVICES OFFICER	0131 A	1.0	80,902	2.0	160,145
STAFF DIRECTOR (WATER RESOURCES BOARD)	0137 A	1.0	115,413	1.0	118,196
SUPERVISING GEOGRAPHIC INFORMATION SYSTEM SPECIALIST	0332 A	1.0	74,730	1.0	79,330
SUPERVISING PLANNER	0831 A	3.0	224,351	3.0	229,958
Subtotal Classified		22.0	1,940,134	24.0	2,169,981
Subtotal		22.0	1,940,134	24.0	2,169,981
Transfer In			21,055		21,569
Overtime			5,385		5,385
Turnover			(128,792)		(32,000)
Total Salaries			1,837,782		2,164,935
Benefits					
Contract Stipends			33,600		19,578
FICA			140,307		164,449
Health Benefits			381,048		434,390
Payroll Accrual			0		12,530
Retiree Health			82,092		97,611
Retirement			528,437		641,387
Subtotal			1,165,484		1,369,945
Total Salaries and Benefits		22.0	3,003,266	24.0	3,534,880
Cost Per FTE Position			136,512		147,287
Statewide Benefit Assessment			72,384		85,302
Payroll Costs		22.0	3,075,650	24.0	3,620,182

Personnel

Department of Administration

Planning

	FY 2023		FY 2024	
	FTE	Cost	FTE	Cost
Purchased Services				
Design and Engineering Services		67,989		67,989
Management & Consultant Services		34,000		34,000
Subtotal		101,989		101,989
Total Personnel	22.0	3,177,639	24.0	3,722,171
Distribution by Source of Funds				
General Revenue	22.0	629,797	24.0	931,894
Operating Transfers from Other Funds	0.0	2,547,842	0.0	2,790,277
Total All Funds	22.0	3,177,639	24.0	3,722,171

Performance Measures

Department of Administration

Planning

Board Member Training

Outreach and education are critical services that the Division of Statewide Planning provides to Rhode Island municipalities. The numbers below represent the Planning, Zoning, & Historic District Commission members trained in the basics of sound land use decisions and associated planning issues.

Frequency: Annual

Reporting Period: State Fiscal Year

	2020	2021	2022	2023	2024
Target	--	50	70	125	250
Actual	--	51	72	--	--

Water Supplier Outreach (WRB)

Frequent contact (defined as 3x or more per year) between planning staff and local water suppliers improves data provision, enhances information sharing, and ensures timely submission of Water System Supply Management Plans (WSSMPs). The figures below record the number suppliers receiving frequent contact.

Frequency: Annual

Reporting Period: State Fiscal Year

	2020	2021	2022	2023	2024
Target	--	--	--	10	13
Actual	3	7	10	--	--

Program Summary

Department of Administration

Statewide Personnel and Operations

Mission

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

Description

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

Statutory History

The Governor recommends these proposals as part of the FY 2023 Appropriations Act.

Budget

Department of Administration

Statewide Personnel and Operations

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Undistributed Statewide Adjustments	4,602,414	0	15,350,000	15,000,000	0
Total Expenditures	4,602,414	0	15,350,000	15,000,000	0
Expenditures by Object					
Salary and Benefits	4,602,414	0	0	0	0
Operating Supplies and Expenses	0	0	15,350,000	15,000,000	0
Subtotal: Operating	4,602,414	0	15,350,000	15,000,000	0
Total Expenditures	4,602,414	0	15,350,000	15,000,000	0
Expenditures by Source of Funds					
General Revenue	4,602,414	0	15,350,000	15,000,000	0
Total Expenditures	4,602,414	0	15,350,000	15,000,000	0

Personnel

Department of Administration

Statewide Personnel and Operations

FY 2023		FY 2024	
FTE	Cost	FTE	Cost

Program Summary

Department of Administration

Energy Resources

Mission

The mission of the Office of Energy Resources (OER) is to lead Rhode Island to a secure, cost-effective, and sustainable energy future. OER is actively supporting the development of a clean energy economy that will create jobs; foster new business investment opportunities; reduce long-term energy costs and mitigate price volatility; and enhance reliability through the diversification of our energy portfolio; and advance important environmental policy goals by reducing our reliance on carbon emitting sources of energy. OER's work involves the adoption of policies addressing energy efficiency and system reliability, renewable energy, petroleum reduction and reduction of carbon emissions. OER works at all levels - local, state, regional, and federal - to advance these and other State energy policy goals. To ensure that the federal programs overseen by the Office are up-to date in terms of administrative practices and are efficiently organized and implemented. To seek federal funding opportunities and implement grant-funded programs that establish Rhode Island as a national leader on energy policy and innovation. To work in partnership with municipalities and with the DOA Division of Capital Assets, Management and Maintenance to reduce public sector energy consumption and costs; increase the use of clean energy resources at public facilities; and reduce public sector carbon emissions. OER is also responsible for the tracking and management of State energy data. To lead, coordinate, and strengthen energy planning in Rhode Island by working in collaboration with various agencies and commissions including, but not limited to, the Energy Efficiency Resource Management Council (EERMC), the Distributed Generation Contracting Board (DG Board), the Executive Climate Change Coordinating Council, the State Planning Council, CommerceRI, the Department of Environmental Management, the Department of Administration, the Division of Public Utilities and Carriers, and the Public Utilities Commission. To support and manage the development of energy efficiency and renewable energy programs in the state in a coordinated integrated manner. To develop the Rhode Island Energy Assurance Plan to prepare for and respond to energy emergencies and enhance energy security.

Description

OER provides comprehensive and integrated development, administration and oversight of energy policies, plans, and programs to meet state and federal requirements and is responsible for applying for and administering federal energy grants. OER works closely with two appointed bodies, the EERMC and the DG Board. The EERMC provides publicly-accountable ratepayer oversight of energy efficiency programs; the OER Commissioner serves as the non-voting Executive Director of the EERMC. The DG Board oversees the Rhode Island Renewable Energy Growth Program and includes representatives from various energy stakeholder groups.

Statutory History

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

Budget

Department of Administration

Energy Resources

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Energy Resources	7,271,339	10,823,956	20,761,450	37,679,475	43,703,108
Total Expenditures	7,271,339	10,823,956	20,761,450	37,679,475	43,703,108
Expenditures by Object					
Salary and Benefits	1,438,097	1,422,208	2,157,688	2,114,296	2,249,281
Contract Professional Services	579,595	574,202	1,072,374	1,312,823	954,754
Operating Supplies and Expenses	1,598,691	1,323,249	2,482,011	3,921,813	2,808,420
Assistance and Grants	3,426,689	7,500,866	15,021,794	30,302,960	37,663,070
Subtotal: Operating	7,043,072	10,820,524	20,733,867	37,651,892	43,675,525
Capital Purchases and Equipment	228,266	3,432	27,583	27,583	27,583
Subtotal: Other	228,266	3,432	27,583	27,583	27,583
Total Expenditures	7,271,339	10,823,956	20,761,450	37,679,475	43,703,108
Expenditures by Source of Funds					
Federal Funds	1,052,547	1,045,266	5,981,791	6,931,438	21,628,101
Restricted Receipts	6,218,792	9,778,690	14,779,659	30,748,037	22,075,007
Total Expenditures	7,271,339	10,823,956	20,761,450	37,679,475	43,703,108

Personnel

Department of Administration

Energy Resources

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATOR, FINANCIAL MANAGEMENT	0137 A	1.0	118,896	1.0	121,869
ADMINISTRATOR OF ENERGY PROGRAMS	0137 A	4.0	374,295	4.0	387,010
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	0141 A	1.0	113,367	1.0	121,850
CHIEF PROGRAM DEVELOPMENT	0134 A	1.0	80,121	1.0	85,203
CHIEF PUBLIC AFFAIRS OFFICER	0137 A	1.0	93,027	1.0	99,251
DEPUTY COMMISSIONER- OFFICE OF ENERGY RESOURCES	0145 A	1.0	127,367	1.0	136,298
IMPLEMENTATION DIRECTOR POLICY AND PROGRAMS	0140 A	1.0	118,572	1.0	121,416
PROGRAMMING SERVICES OFFICER	0131 A	4.0	291,597	4.0	309,905
Subtotal Classified		14.0	1,317,242	14.0	1,382,802
Unclassified					
COMMISSIONER OF ENERGY RESOURCES	0743 A	1.0	138,853	1.0	147,500
Subtotal Unclassified		1.0	138,853	1.0	147,500
Subtotal		15.0	1,456,095	15.0	1,530,302
Transfer Out			(166,292)		(170,390)
Transfer In			45,314		48,174
Seasonal/Special Salaries/Wages			32,400		32,400
Total Salaries			1,367,517		1,440,486
Benefits					
FICA			104,614		110,198
Health Benefits			143,677		150,641
Payroll Accrual			0		8,175
Retiree Health			59,815		63,645
Retirement			385,931		420,520
Subtotal			694,037		753,179
Total Salaries and Benefits		15.0	2,061,554	15.0	2,193,665
Cost Per FTE Position			137,437		146,244
Statewide Benefit Assessment			52,742		55,616
Payroll Costs		15.0	2,114,296	15.0	2,249,281
Purchased Services					
Clerical and Temporary Services			301,656		132,081
Design and Engineering Services			257,768		311,500
Management & Consultant Services			30,000		0
Other Contracts			703,399		491,173

Personnel

Department of Administration

Energy Resources

	FY 2023		FY 2024	
	FTE	Cost	FTE	Cost
Purchased Services				
Training and Educational Services		20,000		20,000
Subtotal		1,312,823		954,754
Total Personnel	15.0	3,427,119	15.0	3,204,035
Distribution by Source of Funds				
Federal Funds	2.0	527,733	2.0	333,044
Restricted Receipts	13.0	2,899,386	13.0	2,870,991
Total All Funds	15.0	3,427,119	15.0	3,204,035

Performance Measures

Department of Administration

Energy Resources

State Government Energy Consumption

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

	<i>Reporting Period: State Fiscal Year</i>				
<i>Frequency: Annual</i>	2020	2021	2022	2023	2024
Target	1,580,524	1,517,303	1,456,611	1,398,346	1,342,413
Actual	1,418,203	1,399,766	1,384,269	--	--

Program Summary

Department of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

Mission

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

Description

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

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

Statutory History

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

Budget

Department of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Operations	12,074,723	23,366,068	32,769,377	33,036,824	30,596,653
Total Expenditures	12,074,723	23,366,068	32,769,377	33,036,824	30,596,653
Expenditures by Object					
Salary and Benefits	1,937,047	1,922,574	2,401,318	2,158,553	2,295,904
Contract Professional Services	9,359,025	9,393,904	10,007,176	10,033,736	11,194,038
Operating Supplies and Expenses	760,174	1,228,223	1,011,248	802,295	928,770
Assistance and Grants	0	10,818,582	19,322,509	20,017,997	16,149,035
Subtotal: Operating	12,056,245	23,363,283	32,742,251	33,012,581	30,567,747
Capital Purchases and Equipment	18,478	2,785	27,126	24,243	28,906
Subtotal: Other	18,478	2,785	27,126	24,243	28,906
Total Expenditures	12,074,723	23,366,068	32,769,377	33,036,824	30,596,653
Expenditures by Source of Funds					
General Revenue	1,300,147	3,008,664	4,077,880	3,765,539	3,484,018
Federal Funds	359,360	6,314,203	13,681,203	13,713,914	11,059,035
Restricted Receipts	10,415,216	14,043,201	15,010,294	15,557,371	16,053,600
Total Expenditures	12,074,723	23,366,068	32,769,377	33,036,824	30,596,653

Personnel

Department of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Classified					
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	0134 A	2.0	181,650	2.0	186,192
CHIEF OF LEGAL SERVICES	0139 A	1.0	104,661	1.0	110,979
IMPLEMENTATION DIRECTOR POLICY AND PROGRAMS	0140 A	2.0	197,879	2.0	209,532
INTERDEPARTMENTAL PROJECT MANAGER	0139 A	2.0	205,462	2.0	219,630
PROJECT MANAGER I (DOA)	0137 A	0.0	0	1.0	96,475
SENIOR ECONOMIC AND POLICY ANALYST	0134 A	1.0	90,825	1.0	93,096
Subtotal Classified		8.0	780,477	9.0	915,904
Unclassified					
ADMINISTRATIVE ASSISTANT	0825 A	1.0	54,948	1.0	56,322
CHIEF STRATEGIC PLANNING MONITORING & EVALUATOR (GOV OFFICE)	8343 A	1.0	120,311	1.0	125,737
DEPUTY DIRECTOR OF HEALTHSOURCE RI	0845 A	1.0	146,331	1.0	156,594
DIRECTOR HEALTHSOURCE RI	0851 A	1.0	180,629	1.0	190,613
DIRECTOR OF FINANCE/ASSOCIATE ADMINISTRATOR	0844 A	1.0	147,249	1.0	150,930
SENIOR POLICY ANALYST	0839 A	1.0	93,933	1.0	98,170
Subtotal Unclassified		6.0	743,401	6.0	778,366
Subtotal		14.0	1,523,878	15.0	1,694,270
Transfer Out			(427,061)		(545,728)
Transfer In			266,758		288,989
Total Salaries			1,363,575		1,437,531
Benefits					
Contract Stipends			607		0
FICA			102,511		107,124
Health Benefits			183,811		193,042
Payroll Accrual			0		8,342
Retiree Health			61,091		64,978
Retirement			393,094		428,102
Subtotal			741,114		801,588
Total Salaries and Benefits		14.0	2,104,689	15.0	2,239,119
Cost Per FTE Position			150,335		149,275
Statewide Benefit Assessment			53,864		56,785
Payroll Costs		14.0	2,158,553	15.0	2,295,904
Purchased Services					

Personnel

Department of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

	FY 2023		FY 2024	
	FTE	Cost	FTE	Cost
Purchased Services				
Information Technology		5,578,896		5,245,755
Legal Services		6,518		10,070
Management & Consultant Services		4,143,692		5,155,363
Other Contracts		304,630		782,850
Subtotal		10,033,736		11,194,038
Total Personnel	14.0	12,192,289	15.0	13,489,942
Distribution by Source of Funds				
General Revenue	0.0	3,763,839	0.0	3,483,218
Federal Funds	0.0	32,711	0.0	0
Restricted Receipts	14.0	8,395,739	15.0	10,006,724
Total All Funds	14.0	12,192,289	15.0	13,489,942

Performance Measures

Department of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

Exchange-Eligible Uninsured Rhode Islanders

HealthSource RI (HSRI), Rhode Island's health benefits exchange, aims to make health insurance more accessible and affordable for Rhode Islanders and to reduce the number of uninsured residents. The percentages below represent the number of Rhode Islanders estimated to be uninsured, according to the Health Information Survey, conducted by the State of Rhode Island every other year.

	<i>Reporting Period: Calendar Year</i>				
<i>Frequency: Annual</i>	2020	2021	2022	2023	2024
Target	4.0%	--	2.9%	--	3.7%
Actual	4.0%	--	2.9%	--	--

Federal Affordability Tax Credits

Beginning in January 2014, the Patient Protection and Affordable Care Act established premium support and cost-sharing subsidies for qualifying individuals and families to help offset the cost of health insurance. Qualifying Rhode Islanders without access to affordable employer-sponsored health insurance may purchase health insurance through HSRI and receive a federal advance premium tax credit to offset the cost of the monthly premium. The figures below represent the annual total dollar amount Rhode Islanders receive from the federal advance premium tax credits to lower their monthly premium payments through HealthSourceRI during the calendar year.

	<i>Reporting Period: Calendar Year</i>				
<i>Frequency: Annual</i>	2020	2021	2022	2023	2024
Target	--	--	--	\$150,201,025	\$188,361,579
Actual	\$102,822,731	\$121,498,327	--	--	--

Total Program Enrollment

This measure sums the enrollees in the individual market with those in HealthSource RI for Employers. The target is higher in part due to the anticipated end in 2023 of the COVID-related policies that have delayed Medicaid terminations and slowed enrollment in the individual market. Actuals and targets are average monthly enrollment in the time period shown.

	<i>Reporting Period: State Fiscal Year</i>				
<i>Frequency: Annual</i>	2020	2021	2022	2023	2024
Target	--	--	--	41,032	48,244
Actual	38,485	37,638	38,044	--	--

Program Summary

Department of Administration

The Division of Equity, Diversity, and Inclusion

Mission

The mission of the Division of Equity Diversity and Inclusion is to create and support a diverse and inclusive state government culture that values and reflects the changing demographics of Rhode Island by advancing equitable and fair opportunities for all Rhode Island citizens to be employed by and/or do business with the State of Rhode Island. The mission of the State Equal Opportunity Office is to ensure equal opportunity compliance for all units of Rhode Island state government, as set forth by all federal agencies and Rhode Island General Laws, and to ensure non-discrimination and equal opportunity in all aspects of state government, including, but not limited to, employment, procurement, and policy relative to state programs, services, and activities. The mission of the Minority Business Enterprise Compliance Office is to support Rhode Island General Laws and policies that ensure the fullest possible participation of MBEs and Disadvantaged Business Enterprises (DBE) in state- and federally-funded and directed programs, construction projects, professional contracts, and in the purchases of all goods and services. The mission of the Outreach and Diversity Office is to create a culture that values a diverse workforce, promotes an inclusive workplace and provides quality customer service to all.

Description

The Division of Equity Diversity and Inclusion includes an Associate Director, a senior-level leadership position to promote coordination between the State Equal Opportunity Office, the Outreach and Diversity Office, the Minority Business Enterprise Compliance Office, and all state agencies. The Division of Equity Diversity and Inclusion works in partnership with the Division of Human Resources, the Division of Purchases, and with all state agencies on the state's equal opportunity, affirmative action, diversity, and MBE procurement goals. The State Equal Opportunity Office is charged with providing training and technical assistance requested by any company doing business in Rhode Island and to all state departments as is necessary to comply with the intent of RIGL § 28-5.1-2. The State Equal Opportunity Office is also charged with issuing any guidelines, directives or instructions necessary to effectuate its responsibilities under this chapter, and to investigate possible discrimination, hold hearings, and direct corrective action to said discrimination. The goals of the MBE Compliance Office are to increase the number of MBEs and DBEs available for contract competition, to maximize opportunity for business participation by MBEs and DBEs, and to stimulate MBE and DBE development and growth. The Outreach and Diversity Office offers diversity training to state employees and provides technical assistance in recruiting a talented and diverse workforce.

Statutory History

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

Budget

Department of Administration

The Division of Equity, Diversity, and Inclusion

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Operations	933,796	1,124,178	1,628,413	1,546,187	2,007,320
Total Expenditures	933,796	1,124,178	1,628,413	1,546,187	2,007,320
Expenditures by Object					
Salary and Benefits	877,431	1,061,403	1,541,657	1,400,447	1,616,149
Contract Professional Services	0	0	0	0	10,000
Operating Supplies and Expenses	56,365	60,907	86,756	145,740	381,171
Subtotal: Operating	933,796	1,122,310	1,628,413	1,546,187	2,007,320
Capital Purchases and Equipment	0	1,868	0	0	0
Subtotal: Other	0	1,868	0	0	0
Total Expenditures	933,796	1,124,178	1,628,413	1,546,187	2,007,320
Expenditures by Source of Funds					
General Revenue	821,385	1,066,653	1,508,606	1,444,336	1,898,258
Federal Funds	0	0	0	0	0
Other Funds	112,412	57,525	119,807	101,851	109,062
Total Expenditures	933,796	1,124,178	1,628,413	1,546,187	2,007,320

Personnel

Department of Administration

The Division of Equity, Diversity, and Inclusion

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATOR STATE EQUAL OPPORTUNITY PROGRAMS	0134 A	1.0	81,476	1.0	86,621
ASSISTANT ADMINISTRATOR - MBE COMPLIANCE	0139 A	1.0	97,159	1.0	103,330
ASSOCIATE DIRECTOR- DIVERSITY- EQUITY AND OPPORTUNITY	0142 A	1.0	124,821	1.0	127,942
CHIEF IMPLEMENTATION AIDE	0128 A	1.0	71,905	1.0	73,703
CHIEF PROGRAM DEVELOPMENT	0134 A	1.0	99,907	1.0	102,406
PROGRAMMING SERVICES OFFICER	0131 A	5.0	391,554	6.0	494,429
ZFTE RECONCILIATION TO AUTHORIZATION (CLASSIFIED)	0000 A	(1.0)	0	(1.0)	0
Subtotal Classified		9.0	866,822	10.0	988,431
Subtotal		9.0	866,822	10.0	988,431
Total Salaries			866,822		988,431
Benefits					
FICA			66,313		75,612
Health Benefits			145,282		169,797
Payroll Accrual			0		5,738
Retiree Health			38,833		44,676
Retirement			248,958		292,850
Subtotal			499,386		588,673
Total Salaries and Benefits		9.0	1,366,208	10.0	1,577,104
Cost Per FTE Position			151,801		157,710
Statewide Benefit Assessment			34,239		39,045
Payroll Costs		9.0	1,400,447	10.0	1,616,149
Purchased Services					
Other Contracts			0		10,000
Subtotal			0		10,000
Total Personnel		9.0	1,400,447	10.0	1,626,149
Distribution by Source of Funds					
General Revenue		8.0	1,298,596	9.0	1,517,087
Federal Funds		1.0	0	1.0	0
Other Funds		0.0	101,851	0.0	109,062
Total All Funds		9.0	1,400,447	10.0	1,626,149

Performance Measures

Department of Administration

The Division of Equity, Diversity, and Inclusion

State Government Workforce Diversity

One of DOA's strategic objectives is to attract, hire, and retain a talented and diverse workforce. To that end, the department intends to increase the representation of people of color in state government. This represents the percentage of the Executive Branch workforce who identify on HR paperwork as minority. [Note: Targets from 2022-onward were developed using 2020 census data. Historical targets were based on the percentage of minorities and/or women in State government workforce. Actual data and targets 2022-forward are based solely on race and ethnicity. For a detailed breakdown by department, see technical appendix. Measure data derived from employee self-selection on HR onboarding paperwork; historical actuals have been updated based on available data.]

	<i>Reporting Period: State Fiscal Year</i>				
	2020	2021	2022	2023	2024
Target	51.6%	55.0%	27.5%	29.6%	29.6%
Actual	18.2%	19.1%	20.2%	--	--

Program Summary

Department of Administration

Capital Asset Management and Maintenance

Mission

The Division of Capital Asset Management and Maintenance is established to improve the management of the State's real estate portfolio such that appropriate and timely investments are made that meet the highest standards of safety, security, accessibility, energy efficiency and comfort for the employees and citizens that are served. The State's portfolio includes 17,770,849 gross square feet of space in over 1,379 structures, including 13 campuses.

Description

The Division of Capital Asset Management & Maintenance oversees the following functions: Planning/Design/Construction; Facilities Management & Maintenance; and Risk Management. The re-organization of the capital projects and facilities maintenance functions into the Division of Capital Asset Management & Maintenance is intended to better align staff resources and clarify roles and responsibilities in order to support the state's portfolio such that cost savings and efficiencies are achieved. This approach incorporates viewing facilities from a life cycle perspective so that we build the right facilities and maintain them appropriately. The new model creates an Office of Planning, Design and Construction (PDC)-previously referred to as Capital projects-that will handle new construction and major rehabilitation projects. This unit will manage projects with a value greater than \$2.5M. The Office of PDC will work with agencies to establish master plans that are driven by the strategic plans of each agency. The master planning opportunity will insure that a full analysis is done of agency needs that incorporates service delivery trends, use of technology and opportunities for co-location with other agencies. The new model creates the Office of Facilities Management & Maintenance (formerly Facilities Management) is responsible for the management of all active campuses and buildings and surplus property and is led by the Associate Director of Facilities Management & Maintenance. The Office of OFMM has oversight for the following Property Management functions:

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

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

Statutory History

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

Budget

Department of Administration

Capital Asset Management and Maintenance

Expenditures by Sub Program	2021 Actuals	2022 Actuals	2023 Enacted Budget	2023 Revised Budget	2024 Recommended
Capital Asset Management And Maintenance Admin	13,314,544	1,977,910	414,846	464,870	474,610
Facilities Management And Maintenance	25,944,551	12,830,539	7,751,691	9,089,851	9,909,549
Planning, Design And Construction	1,726,863	1,605,826	1,643,778	1,742,294	1,777,802
Total Expenditures	40,985,958	16,414,276	9,810,315	11,297,015	12,161,961
Expenditures by Object					
Salary and Benefits	2,250,347	1,909,229	1,870,480	1,988,555	2,066,148
Contract Professional Services	8,163,071	4,041,395	19,412	19,412	26,100
Operating Supplies and Expenses	30,485,062	10,463,652	7,915,423	9,284,048	10,064,713
Assistance and Grants	7,000	0	0	0	0
Subtotal: Operating	40,905,480	16,414,276	9,805,315	11,292,015	12,156,961
Capital Purchases and Equipment	3,086	0	5,000	5,000	5,000
Operating Transfers	77,392	0	0	0	0
Subtotal: Other	80,478	0	5,000	5,000	5,000
Total Expenditures	40,985,958	16,414,276	9,810,315	11,297,015	12,161,961
Expenditures by Source of Funds					
General Revenue	28,559,133	14,793,463	9,810,315	11,297,015	12,161,961
Federal Funds	12,426,826	1,620,813	0	0	0
Total Expenditures	40,985,958	16,414,276	9,810,315	11,297,015	12,161,961

Personnel

Department of Administration

Capital Asset Management and Maintenance

		FY 2023		FY 2024	
		FTE	Cost	FTE	Cost
Classified					
ARCHITECT BUILDING COMMISSION	0335 A	2.0	193,792	2.0	198,531
ASST DIR STWIDE CAP ASSET PJ M	0152 A	1.0	180,005	1.0	184,505
CHIEF ENGINEER FOR CAPITAL ASSET MANAGEMENT & MAINTENANCE	0143 A	1.0	135,457	1.0	138,715
PROJECT MANAGER I (DOA)	0137 A	4.0	404,493	4.0	419,822
PROJECT MANAGER II (DOA)	0139 A	2.0	205,431	2.0	214,309
Subtotal Classified		10.0	1,119,178	10.0	1,155,882
Unclassified					
EXECUTIVE SECRETARY (STATE PROPERTIES COMMITTEE)	0321 A	1.0	59,140	1.0	60,619
Subtotal Unclassified		1.0	59,140	1.0	60,619
Subtotal		11.0	1,178,318	11.0	1,216,501
Transfer In			108,272		110,979
Salaries Adjustment			(93,000)		(100,000)
Overtime			38,291		38,291
Total Salaries			1,231,881		1,265,771
Benefits					
Contract Stipends			4,500		0
FICA			96,722		99,531
Health Benefits			174,723		183,889
Payroll Accrual			0		7,706
Retiree Health			57,639		60,003
Retirement			372,270		396,812
Subtotal			705,854		747,941
Total Salaries and Benefits		11.0	1,937,735	11.0	2,013,712
Cost Per FTE Position			176,158		183,065
Statewide Benefit Assessment			50,820		52,436
Payroll Costs		11.0	1,988,555	11.0	2,066,148
Purchased Services					
Clerical and Temporary Services			15,412		16,100
Design and Engineering Services			1,000		4,000
Other Contracts			3,000		6,000
Subtotal			19,412		26,100
Total Personnel		11.0	2,007,967	11.0	2,092,248

Personnel

Department of Administration

Capital Asset Management and Maintenance

	FY 2023		FY 2024	
	FTE	Cost	FTE	Cost
Distribution by Source of Funds				
General Revenue	11.0	2,007,967	11.0	2,092,248
Total All Funds	11.0	2,007,967	11.0	2,092,248

Performance Measures

Department of Administration

Capital Asset Management and Maintenance

Expenditures Against Capital Budget

The Division of Capital Asset Management and Maintenance (DCAMM) oversees many large-scale, multiyear construction projects for the state. The DCAMM performance measure tracks the percentage of RI Capital Plan Fund dollars spent across the project portfolio by state fiscal year. The goal is measured against the final enacted budget figures. [Note: This is a new performance measure. Historical targets are not available.]

Frequency: Annual

Reporting Period: State Fiscal Year

	2020	2021	2022	2023	2024
Target	--	--	--	75%	75%
Actual	68%	60%	38%	--	--
