

**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

	2022 Actuals	2023 Actuals	2024 Enacted Budget	2024 Revised Budget	2025 Recommended
<b>Expenditures by Program</b>					
Central Management	272,082,107	182,941,576	111,636,356	45,929,070	49,433,141
Accounts and Control	14,386,232	11,321,612	19,767,213	8,159,148	7,989,065
Office of Management and Budget	8,382,172	8,651,216	11,053,032	19,653,195	12,763,999
Purchasing	4,479,151	4,209,518	4,927,613	5,284,969	5,265,398
Human Resources	510,529	718,221	937,996	930,739	943,668
Personnel Appeal Board	73,692	97,963	100,881	100,368	159,290
General	655,215,082	344,183,195	224,521,902	264,290,593	142,155,297
Debt Service Payments	182,980,961	190,923,919	218,147,926	211,689,329	198,225,338
Internal Service Programs	479,315,734	519,521,002	572,600,562	561,206,082	564,431,069
Legal Services	2,162,677	2,054,360	2,440,410	2,409,575	2,491,594
Information Technology	4,297,200	18,336,636	20,554,831	60,822,232	55,468,258
Library and Information Services	4,637,527	3,681,418	3,476,305	3,456,047	3,562,628
Planning	4,436,832	4,292,437	6,606,016	6,552,981	6,758,419
Statewide Personnel and Operations	0	0	0	5,000,000	0
Energy Resources	10,823,956	32,568,312	47,533,500	68,182,359	42,824,429
Rhode Island Health Benefits Exchange (HealthSource RI)	23,366,068	31,176,296	31,893,421	30,485,975	30,427,443
The Division of Equity, Diversity, and Inclusion	1,124,178	1,394,342	2,007,320	1,780,546	2,762,640
Capital Asset Management and Maintenance	16,414,276	9,852,517	12,161,961	9,894,370	8,267,729
<b>Total Expenditures</b>	<b>1,684,688,374</b>	<b>1,365,924,540</b>	<b>1,290,367,245</b>	<b>1,305,827,578</b>	<b>1,133,929,405</b>
<i>Internal Services</i>	<i>[479,315,734]</i>	<i>[519,521,002]</i>	<i>[572,600,562]</i>	<i>[593,692,920]</i>	<i>[614,531,340]</i>
<b>Expenditures by Object</b>					
Salary and Benefits	404,317,055	427,106,111	468,169,775	463,081,858	466,254,832
Contract Professional Services	33,614,461	36,108,754	38,600,842	39,732,683	35,905,257
Operating Supplies and Expenses	126,749,575	146,444,587	221,109,547	171,556,626	139,795,941
Assistance and Grants	84,307,424	146,034,442	116,436,708	170,710,323	64,561,157
<b>Subtotal: Operating</b>	<b>648,988,514</b>	<b>755,693,894</b>	<b>844,316,872</b>	<b>845,081,490</b>	<b>706,517,187</b>

# Budget

## Department of Administration

	2022 Actuals	2023 Actuals	2024 Enacted Budget	2024 Revised Budget	2025 Recommended
Capital Purchases and Equipment	10,358,536	18,017,980	122,417,816	178,072,128	177,035,414
Aid to Local Units of Government	11,240,841	12,060,770	13,384,631	13,384,631	14,051,466
Debt Service (Fixed Charges)	158,298,961	165,464,150	253,047,926	246,589,329	198,125,338
Operating Transfers	855,801,521	414,687,745	57,200,000	22,700,000	38,200,000
<b>Subtotal: Other</b>	<b>1,035,699,860</b>	<b>610,230,646</b>	<b>446,050,373</b>	<b>460,746,088</b>	<b>427,412,218</b>
<b>Total Expenditures</b>	<b>1,684,688,374</b>	<b>1,365,924,540</b>	<b>1,290,367,245</b>	<b>1,305,827,578</b>	<b>1,133,929,405</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	824,590,678	489,769,564	293,843,692	292,357,861	227,870,824
Federal Funds	286,932,303	210,085,376	212,681,251	183,993,462	75,120,050
Restricted Receipts	32,219,534	66,714,157	48,486,518	59,415,067	47,189,447
Operating Transfers From Other Funds	61,430,156	79,875,717	162,646,160	176,263,272	169,107,223
Other Funds	479,515,703	519,479,727	572,709,624	593,797,916	614,641,861
<b>Total Expenditures</b>	<b>1,684,688,374</b>	<b>1,365,924,540</b>	<b>1,290,367,245</b>	<b>1,305,827,578</b>	<b>1,133,929,405</b>
<b>FTE Authorization</b>	<b>650.7</b>	<b>662.7</b>	<b>674.7</b>	<b>674.6</b>	<b>683.6</b>

# Personnel Agency Summary

## Department of Administration

	FY 2024		FY 2025	
	FTE	Cost	FTE	Cost
Classified	657.6	59,701,727	666.6	62,334,800
Unclassified	17.0	2,792,374	17.0	2,881,792
<b>Subtotal</b>	<b>674.6</b>	<b>62,494,101</b>	<b>683.6</b>	<b>65,216,592</b>
Transfer Out		(2,071,366)		(1,988,171)
Transfer In		249,030		251,738
Overtime		1,289,335		1,371,072
Seasonal/Special Salaries/Wages		314,860		314,860
Turnover		(2,217,596)		(3,981,516)
<b>Total Salaries</b>		<b>60,058,364</b>		<b>61,184,575</b>
<b>Benefits</b>				
Contract Stipends		143,421		140,131
FICA		4,931,444		5,168,269
Health Benefits		10,005,489		11,336,402
Other		6,000,000		6,000,000
Payroll Accrual		341,302		356,545
Retiree Health		2,642,098		2,423,427
Retirement		17,440,383		18,238,508
<b>Subtotal</b>		<b>41,504,137</b>		<b>43,663,282</b>
<b>Total Salaries and Benefits</b>	<b>674.6</b>	<b>101,562,501</b>	<b>683.6</b>	<b>104,847,857</b>
<b>Cost Per FTE Position</b>		<b>150,552</b>		<b>153,376</b>
Statewide Benefit Assessment		2,308,948		2,429,579
<b>Payroll Costs</b>	<b>674.6</b>	<b>103,871,449</b>	<b>683.6</b>	<b>107,277,436</b>
<b>Purchased Services</b>				
Buildings and Ground Maintenance		3,092,250		3,440,744
Clerical and Temporary Services		673,438		699,290
Design and Engineering Services		461,739		381,739
Information Technology		12,178,533		11,728,070
Legal Services		445,375		376,375
Management & Consultant Services		17,731,378		13,791,927
Other Contracts		5,090,870		5,427,289
Training and Educational Services		59,100		59,823
<b>Subtotal</b>		<b>39,732,683</b>		<b>35,905,257</b>
<b>Total Personnel</b>	<b>674.6</b>	<b>143,604,132</b>	<b>683.6</b>	<b>143,182,693</b>

---

## Personnel Agency Summary

---

### Department of Administration

---

	FY 2024		FY 2025	
	FTE	Cost	FTE	Cost
<b>Distribution by Source of Funds</b>				
General Revenue	215.6	33,437,577	218.6	31,698,410
Federal Funds	12.0	6,911,471	12.0	4,231,922
Restricted Receipts	28.0	16,190,642	29.0	16,793,532
Operating Transfers from Other Funds	4.0	3,925,189	4.0	4,078,052
Other Funds	415.0	83,139,253	420.0	86,380,777
<b>Total All Funds</b>	<b>674.6</b>	<b>143,604,132</b>	<b>683.6</b>	<b>143,182,693</b>

---

# 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

<b>Expenditures by Sub Program</b>	<b>2022 Actuals</b>	<b>2023 Actuals</b>	<b>2024 Enacted Budget</b>	<b>2024 Revised Budget</b>	<b>2025 Recommended</b>
Director's Office	271,048,009	179,011,741	110,196,592	44,518,727	47,948,873
Financial Management	1,027,809	3,918,648	1,416,803	1,387,389	1,461,307
Judicial Nominating Committee	6,289	11,187	22,961	22,954	22,961
<b>Total Expenditures</b>	<b>272,082,107</b>	<b>182,941,576</b>	<b>111,636,356</b>	<b>45,929,070</b>	<b>49,433,141</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,984,136	1,864,335	2,754,602	2,708,973	2,770,977
Contract Professional Services	2,316,095	445,168	301,400	2,391,400	481,400
Operating Supplies and Expenses	3,779,274	4,852,049	69,559,854	24,508,197	1,160,264
Assistance and Grants	0	97,470,750	18,000	11,018,000	12,018,000
<b>Subtotal: Operating</b>	<b>8,079,504</b>	<b>104,632,302</b>	<b>72,633,856</b>	<b>40,626,570</b>	<b>16,430,641</b>
Capital Purchases and Equipment	2,603	6,061	2,500	2,500	2,500
Operating Transfers	264,000,000	78,303,213	39,000,000	5,300,000	33,000,000
<b>Subtotal: Other</b>	<b>264,002,603</b>	<b>78,309,274</b>	<b>39,002,500</b>	<b>5,302,500</b>	<b>33,002,500</b>
<b>Total Expenditures</b>	<b>272,082,107</b>	<b>182,941,576</b>	<b>111,636,356</b>	<b>45,929,070</b>	<b>49,433,141</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	3,358,039	2,665,569	3,419,152	5,388,204	3,654,794
Federal Funds	268,724,068	180,276,008	108,217,204	40,540,866	45,778,347
<b>Total Expenditures</b>	<b>272,082,107</b>	<b>182,941,576</b>	<b>111,636,356</b>	<b>45,929,070</b>	<b>49,433,141</b>



# Personnel

## Department of Administration

### Central Management

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSISTANT BUSINESS MANAGEMENT OFFICER	0319 A	1.0	48,148	1.0	49,260
ASSISTANT DIRECTOR FINANCIAL AND CONTRACT MANAGEMENT	0141 A	2.0	244,584	2.0	257,171
BUSINESS MANAGEMENT OFFICER	0126 A	3.0	188,855	3.0	192,930
CHIEF FINANCIAL OFFICER III	0147 A	1.0	144,283	1.0	150,092
CHIEF IMPLEMENTATION AIDE	0128 A	1.0	57,050	1.0	73,391
ECONOMIC AND POLICY ANALYST I	0130 A	1.0	79,698	1.0	79,698
INTERDEPARTMENTAL PROJECT MANAGER	0139 A	1.0	107,030	1.0	111,248
PRINCIPAL INFORMATION AND PUBLIC RELATIONS SPECIALIST	0126 A	1.0	61,950	1.0	64,036
PROGRAMMING SERVICES OFFICER	0131 A	2.0	176,546	2.0	181,742
SENIOR ECONOMIC AND POLICY ANALYST	0134 A	1.0	84,241	1.0	87,385
SUPERVISING ACCOUNTANT	0131 A	1.0	86,243	1.0	87,071
SUPERVISOR OF FISCAL SERVICES (DEPT OF ADMINISTRATION)	3536 A	1.0	114,653	1.0	117,667
<b>Subtotal Classified</b>		<b>16.0</b>	<b>1,393,281</b>	<b>16.0</b>	<b>1,451,691</b>
<b>Unclassified</b>					
ASSISTANT ADMINISTRATOR/FINANCIAL MANAGEMENT	0835 A	1.0	66,131	1.0	96,744
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	0843 A	1.0	130,960	1.0	136,690
DEPUTY CHIEF OF STAFF/POLICY	0845 A	1.0	148,622	1.0	154,372
DEPUTY DIRECTOR- DEPARTMENT OF ADMINISTRATION	0850 A	2.0	318,612	2.0	330,080
DIRECTOR OF ADMINISTRATION	0946KF	1.0	180,184	1.0	180,184
ZFTE RECONCILIATION TO AUTHORIZATION (UNCLASSIFIED)	0000 A	(1.0)	0	(1.0)	0
<b>Subtotal Unclassified</b>		<b>5.0</b>	<b>844,509</b>	<b>5.0</b>	<b>898,070</b>
<b>Subtotal</b>		<b>21.0</b>	<b>2,237,790</b>	<b>21.0</b>	<b>2,349,761</b>
Transfer Out			(443,370)		(533,069)
Overtime			37,700		37,700
Turnover			(142,890)		(129,806)
<b>Total Salaries</b>			<b>1,689,230</b>		<b>1,724,586</b>

# Personnel

## Department of Administration

### Central Management

	FY 2024		FY 2025	
	FTE	Cost	FTE	Cost
<b>Benefits</b>				
FICA		125,104		129,033
Health Benefits		256,731		279,169
Payroll Accrual		9,624		9,821
Retiree Health		74,650		66,850
Retirement		488,397		494,498
<b>Subtotal</b>		<b>954,506</b>		<b>979,371</b>
<b>Total Salaries and Benefits</b>	<b>21.0</b>	<b>2,643,736</b>	<b>21.0</b>	<b>2,703,957</b>
<b>Cost Per FTE Position</b>		<b>125,892</b>		<b>128,760</b>
Statewide Benefit Assessment		65,237		67,020
<b>Payroll Costs</b>	<b>21.0</b>	<b>2,708,973</b>	<b>21.0</b>	<b>2,770,977</b>
<b>Purchased Services</b>				
Clerical and Temporary Services		45,000		45,000
Information Technology		249,000		249,000
Legal Services		6,400		6,400
Management & Consultant Services		2,090,000		180,000
Other Contracts		1,000		1,000
<b>Subtotal</b>		<b>2,391,400</b>		<b>481,400</b>
<b>Total Personnel</b>	<b>21.0</b>	<b>5,100,373</b>	<b>21.0</b>	<b>3,252,377</b>
<b>Distribution by Source of Funds</b>				
General Revenue	21.0	5,100,373	21.0	3,252,377
<b>Total All Funds</b>	<b>21.0</b>	<b>5,100,373</b>	<b>21.0</b>	<b>3,252,377</b>

---

## Performance Measures

---

### Department of Administration

---

### Central Management

---

#### Budget Accountability

---

DOA Central Management is committed to modeling best practices in budgeting. The figures below indicate whether DOA ran a budget deficit in a given year, and if so, by how much.

---

	<i>Frequency: Annual</i>		<i>Reporting Period: State Fiscal Year</i>		
	2021	2022	2023	2024	2025
<b>Target</b>	\$0	\$0	\$0	\$0	\$0
<b>Actual</b>	\$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

<b>Expenditures by Sub Program</b>	<b>2022 Actuals</b>	<b>2023 Actuals</b>	<b>2024 Enacted Budget</b>	<b>2024 Revised Budget</b>	<b>2025 Recommended</b>
Accounts & Control	8,292,628	7,217,707	8,020,346	8,159,148	7,989,065
Pandemic Recovery Office (PRO)	6,093,604	4,103,904	11,746,867	0	0
<b>Total Expenditures</b>	<b>14,386,232</b>	<b>11,321,612</b>	<b>19,767,213</b>	<b>8,159,148</b>	<b>7,989,065</b>
<b>Expenditures by Object</b>					
Salary and Benefits	4,785,306	5,739,286	6,715,144	4,831,004	4,942,832
Contract Professional Services	684,909	906,852	7,810,596	2,426,149	2,426,149
Operating Supplies and Expenses	8,905,781	4,664,953	5,222,873	883,395	601,484
<b>Subtotal: Operating</b>	<b>14,375,996</b>	<b>11,311,091</b>	<b>19,748,613</b>	<b>8,140,548</b>	<b>7,970,465</b>
Capital Purchases and Equipment	10,236	10,520	18,600	18,600	18,600
<b>Subtotal: Other</b>	<b>10,236</b>	<b>10,520</b>	<b>18,600</b>	<b>18,600</b>	<b>18,600</b>
<b>Total Expenditures</b>	<b>14,386,232</b>	<b>11,321,612</b>	<b>19,767,213</b>	<b>8,159,148</b>	<b>7,989,065</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	4,475,899	5,017,690	5,315,642	5,491,427	5,355,257
Federal Funds	6,094,173	4,103,904	11,746,867	0	0
Restricted Receipts	3,816,161	2,200,017	2,704,704	2,667,721	2,633,808
<b>Total Expenditures</b>	<b>14,386,232</b>	<b>11,321,612</b>	<b>19,767,213</b>	<b>8,159,148</b>	<b>7,989,065</b>

# Personnel

## Department of Administration

### Accounts and Control

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ACCOUNTING CONTROL SPECIALIST (DOA)	0331 A	3.0	253,583	3.0	256,281
ACCOUNTS AND CONTROL CENTRALIZED ACCOUNTING CLERK	0324 A	11.0	678,753	11.0	687,839
ADMINISTRATOR, FINANCIAL MANAGEMENT	0137 A	2.0	201,619	2.0	206,976
ADMIN OF FIN MGMT & REP (A&C)	0141 A	1.0	122,290	1.0	122,290
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	0141 A	1.0	121,243	2.0	236,032
ASSOCIATE CONTROLLER	0146 A	3.0	459,242	3.0	459,242
CENTRAL ACCOUNTS PAYABLE SUPERVISING PREAUDIT CLK (DOA)	0328 A	1.0	67,702	1.0	70,235
CHIEF DATA OPERATIONS	0133 A	0.0	0	1.0	83,475
CHIEF IMPLEMENTATION AIDE	0128 A	2.0	147,405	2.0	147,405
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	0146 A	1.0	154,578	1.0	158,098
CHIEF PREAUDIT SUPERVISOR	0131 A	3.0	239,848	3.0	253,390
CONTROLLER	0148 A	1.0	174,173	1.0	174,173
DATA ANALYST I	0134 A	1.0	86,632	1.0	90,634
DEPUTY DIRECTOR FINANCIAL SERVICE (DBR)	0146 A	0.0	0	1.0	142,017
FINANCIAL REPORTING MANAGER (OFFICE OF ACCOUNTS & CONTROL)	0139 A	3.0	330,101	3.0	338,486
INTERDEPARTMENTAL PROJECT MANAGER	0139 A	1.0	110,980	1.0	110,980
PROGRAMMING SERVICES OFFICER	0131 A	1.0	74,716	1.0	77,474
SUPERVISOR FINANCIAL MANAGEMENT AND REPORTING	0135 A	2.0	171,528	2.0	181,606
SUPERVISOR OF FISCAL SERVICES (DEPT OF ADMINISTRATION)	0136 A	2.0	194,618	2.0	207,388
<b>Subtotal Classified</b>		<b>39.0</b>	<b>3,589,011</b>	<b>42.0</b>	<b>4,004,021</b>
<b>Subtotal</b>		<b>39.0</b>	<b>3,589,011</b>	<b>42.0</b>	<b>4,004,021</b>
Transfer Out			(583,005)		(924,019)
Seasonal/Special Salaries/Wages			29,120		29,120
Turnover			(50,000)		(65,175)
<b>Total Salaries</b>			<b>2,985,126</b>		<b>3,043,947</b>
<b>Benefits</b>					
FICA			227,498		233,632
Health Benefits			463,389		512,117
Payroll Accrual			17,280		17,590
Retiree Health			133,611		119,381
Retirement			887,334		896,481
<b>Subtotal</b>			<b>1,729,112</b>		<b>1,779,201</b>

---

# Personnel

---

## Department of Administration

---

### Accounts and Control

---

	FY 2024		FY 2025	
	FTE	Cost	FTE	Cost
<b>Total Salaries and Benefits</b>	<b>39.0</b>	<b>4,714,238</b>	<b>42.0</b>	<b>4,823,148</b>
<b>Cost Per FTE Position</b>		<b>120,878</b>		<b>114,837</b>
Statewide Benefit Assessment		116,766		119,684
<b>Payroll Costs</b>	<b>39.0</b>	<b>4,831,004</b>	<b>42.0</b>	<b>4,942,832</b>
<b>Purchased Services</b>				
Information Technology		958,335		958,335
Legal Services		45,000		45,000
Management & Consultant Services		829,814		829,814
Other Contracts		593,000		593,000
<b>Subtotal</b>		<b>2,426,149</b>		<b>2,426,149</b>
<b>Total Personnel</b>	<b>39.0</b>	<b>7,257,153</b>	<b>42.0</b>	<b>7,368,981</b>
<b>Distribution by Source of Funds</b>				
General Revenue	39.0	4,679,979	42.0	4,781,529
Restricted Receipts	0.0	2,577,174	0.0	2,587,452
<b>Total All Funds</b>	<b>39.0</b>	<b>7,257,153</b>	<b>42.0</b>	<b>7,368,981</b>

---

---

## 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 percent of invoices paid within 30 days from the date it was entered into the system.

*Frequency: Annual*

*Reporting Period: State Fiscal Year*

	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Target</b>	99%	99%	99%	99%	99%
<b>Actual</b>	98.96%	98.84%	99.17%	--	--

---



# 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	2022 Actuals	2023 Actuals	2024 Enacted Budget	2024 Revised Budget	2025 Recommended
Budget Office	3,713,708	3,864,001	4,320,616	4,447,449	4,619,574
Director, Office of Mgt and Budget	817,635	773,562	840,051	1,033,374	779,660
Federal Grants Management	7,850	0	0	0	0
Office of Internal Audit	3,405,580	3,220,042	4,693,654	3,851,621	4,115,926
Office of Regulatory Reform	436,726	498,620	558,122	698,231	720,350
Pandemic Recovery Office (PRO)	0	0	0	8,968,664	1,830,147
Performance Management	674	294,992	640,589	653,856	698,342
<b>Total Expenditures</b>	<b>8,382,172</b>	<b>8,651,216</b>	<b>11,053,032</b>	<b>19,653,195</b>	<b>12,763,999</b>
<b>Expenditures by Object</b>					
Salary and Benefits	7,019,440	7,446,028	9,388,840	10,607,780	11,045,705
Contract Professional Services	181,205	271,934	453,175	3,425,004	453,175
Operating Supplies and Expenses	1,123,580	849,321	1,192,917	5,602,311	1,247,019
Assistance and Grants	18,000	18,000	0	0	0
<b>Subtotal: Operating</b>	<b>8,342,224</b>	<b>8,585,282</b>	<b>11,034,932</b>	<b>19,635,095</b>	<b>12,745,899</b>
Capital Purchases and Equipment	39,948	65,934	18,100	18,100	18,100
<b>Subtotal: Other</b>	<b>39,948</b>	<b>65,934</b>	<b>18,100</b>	<b>18,100</b>	<b>18,100</b>
<b>Total Expenditures</b>	<b>8,382,172</b>	<b>8,651,216</b>	<b>11,053,032</b>	<b>19,653,195</b>	<b>12,763,999</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	7,311,203	7,749,284	9,431,527	9,682,487	9,915,379
Federal Funds	127,878	110,477	101,250	9,069,914	1,931,397
Restricted Receipts	0	(24,613)	300,000	300,000	300,000
Operating Transfers from Other Funds	943,092	816,068	1,220,255	600,794	617,223
<b>Total Expenditures</b>	<b>8,382,172</b>	<b>8,651,216</b>	<b>11,053,032</b>	<b>19,653,195</b>	<b>12,763,999</b>

# Personnel

## Department of Administration

### Office of Management and Budget

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSISTANT DIRECTOR FINANCIAL AND CONTRACT MANAGEMENT	0141 A	1.0	112,236	1.0	117,919
ASSOCIATE DIRECTOR- DIVISION OF PLANNING	0147 A	1.0	148,265	1.0	154,002
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	0144 A	1.0	122,709	1.0	128,355
BUDGET AND POLICY ANALYST	0832 A	7.0	583,245	7.0	597,180
CHIEF BUDGET AND POLICY ANALYST	0146 A	4.0	587,161	4.0	592,921
CHIEF BUREAU OF AUDITS	0146 A	1.0	158,099	1.0	158,099
CHIEF IMPLEMENTATION AIDE	0128 A	1.0	51,876	1.0	68,773
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	0143 A	3.0	371,516	3.0	388,567
CHIEF PUBLIC AFFAIRS OFFICER	0137 A	1.0	98,486	1.0	103,718
DATA ANALYST I	0134 A	1.0	83,562	1.0	86,654
DATA ANALYST III	0142 A	4.0	493,971	4.0	504,768
DATABASE ADMINISTRATOR	0148 A	1.0	161,879	1.0	161,879
DEPUTY BUDGET OFFICER	0149 A	1.0	153,269	1.0	158,983
DEPUTY CHIEF BUREAU OF AUDITS	0143 A	1.0	119,337	1.0	125,051
DEPUTY DIRECTOR OF OMB	0151 A	2.0	360,922	2.0	366,647
EXECUTIVE DIRECTOR (DOA)/BUDGET OFFICER	0152 A	1.0	179,899	1.0	184,505
FRAUD INTERNAL AUDITOR (DOA)	0327 A	4.0	265,639	4.0	273,230
INTERDEPARTMENTAL PROJECT MANAGER	0139 A	3.0	250,802	3.0	321,852
INTERNAL AUDIT MANAGER (DOA)	0136 A	3.0	258,678	3.0	281,891
INTERNAL AUDITOR (DOA)	0327 A	1.0	65,659	1.0	68,353
INVESTIGATIVE AUDITOR	0133 A	1.0	85,323	1.0	88,512
PRINCIPAL BUDGET AND POLICY ANALYST	0840 A	2.0	207,468	2.0	217,171
PRINCIPAL ECONOMIC AND POLICY ANALYST	0138 A	2.0	199,495	2.0	207,926
PROGRAMMING SERVICES OFFICER	0131 A	2.0	148,351	2.0	153,786
SENIOR BUDGET AND POLICY ANALYST	0836 A	3.0	244,368	3.0	280,615
SENIOR ECONOMIC AND POLICY ANALYST	0134 A	6.0	505,581	6.0	547,076
SENIOR INTERNAL AUDIT MANAGER (DOA)	0140 A	1.0	111,607	1.0	116,637
SENIOR INTERNAL AUDITOR (DOA)	0131 A	6.0	504,228	6.0	517,560
<b>Subtotal Classified</b>		<b>65.0</b>	<b>6,633,631</b>	<b>65.0</b>	<b>6,972,630</b>
<b>Unclassified</b>					
DEPUTY POLICY DIRECTOR	0845 A	1.0	142,302	1.0	148,033
DIRECTOR- OFFICE OF MANAGEMENT & BUDGET	0852 A	1.0	197,609	1.0	203,636
ZFTE RECONCILIATION TO AUTHORIZATION (UNCLASSIFIED)	0000 A	(2.0)	0	(2.0)	0
<b>Subtotal Unclassified</b>		<b>0.0</b>	<b>339,911</b>	<b>0.0</b>	<b>351,669</b>

# Personnel

## Department of Administration

### Office of Management and Budget

	FY 2024		FY 2025	
	FTE	Cost	FTE	Cost
<b>Subtotal</b>	<b>65.0</b>	<b>6,973,542</b>	<b>65.0</b>	<b>7,324,299</b>
Transfer In		9,960		10,280
Seasonal/Special Salaries/Wages		72,800		72,800
Turnover		(410,000)		(511,808)
<b>Total Salaries</b>		<b>6,646,302</b>		<b>6,895,571</b>
<b>Benefits</b>				
Contract Stipends		2,493		(507)
FICA		502,286		524,782
Health Benefits		900,576		1,030,640
Payroll Accrual		38,384		39,736
Retiree Health		297,121		270,071
Retirement		1,960,965		2,014,651
<b>Subtotal</b>		<b>3,701,825</b>		<b>3,879,373</b>
<b>Total Salaries and Benefits</b>	<b>65.0</b>	<b>10,348,127</b>	<b>65.0</b>	<b>10,774,944</b>
<b>Cost Per FTE Position</b>		<b>159,202</b>		<b>165,768</b>
Statewide Benefit Assessment		259,653		270,761
<b>Payroll Costs</b>	<b>65.0</b>	<b>10,607,780</b>	<b>65.0</b>	<b>11,045,705</b>
<b>Purchased Services</b>				
Legal Services		80,000		0
Management & Consultant Services		3,344,504		452,675
Other Contracts		500		500
<b>Subtotal</b>		<b>3,425,004</b>		<b>453,175</b>
<b>Total Personnel</b>	<b>65.0</b>	<b>14,032,784</b>	<b>65.0</b>	<b>11,498,880</b>
<b>Distribution by Source of Funds</b>				
General Revenue	55.0	8,518,373	55.0	8,690,344
Federal Funds	10.0	4,644,326	10.0	1,922,022
Restricted Receipts	0.0	300,000	0.0	300,000
Operating Transfers from Other Funds	0.0	570,085	0.0	586,514
<b>Total All Funds</b>	<b>65.0</b>	<b>14,032,784</b>	<b>65.0</b>	<b>11,498,880</b>

---

## 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. [Note: This performance measure was established in FY 2023 and historical targets are not available.]

	<i>Reporting Period: State Fiscal Year</i>				
	2021	2022	2023	2024	2025
<i>Frequency: Annual</i>					
<b>Target</b>	--	--	5	6	6
<b>Actual</b>	9	3	5	--	--

#### Budget Program Performance Measures

OMB is responsible for tracking and reporting performance data for Executive Branch agencies. The figures below represent the percent of applicable budget programs that have performance measures included with their budget proposal. [Note: This performance measure was established in FY 2023 and historical targets are not available.]

	<i>Reporting Period: State Fiscal Year</i>				
	2021	2022	2023	2024	2025
<i>Frequency: Annual</i>					
<b>Target</b>	--	--	90%	100%	100%
<b>Actual</b>	50%	57%	95%	97%	--

#### 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 percent of Budget Office reports that were filed/submitted within the required statutory deadlines. [Note: This performance measure was established in FY 2023 and historical targets are not available.]

	<i>Reporting Period: State Fiscal Year</i>				
	2021	2022	2023	2024	2025
<i>Frequency: Annual</i>					
<b>Target</b>	--	--	100%	100%	100%
<b>Actual</b>	71%	67%	100%	--	--

#### 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. [Note: This performance measure was established in FY 2023 and historical targets are not available.]

	<i>Reporting Period: State Fiscal Year</i>				
	2021	2022	2023	2024	2025
<i>Frequency: Annual</i>					
<b>Target</b>	--	--	20	20	20
<b>Actual</b>	13	15	8	--	--

# 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	2022 Actuals	2023 Actuals	2024 Enacted Budget	2024 Revised Budget	2025 Recommended
Purchasing	4,479,151	4,209,518	4,927,613	5,284,969	5,265,398
<b>Total Expenditures</b>	<b>4,479,151</b>	<b>4,209,518</b>	<b>4,927,613</b>	<b>5,284,969</b>	<b>5,265,398</b>
<b>Expenditures by Object</b>					
Salary and Benefits	3,672,888	3,634,950	4,164,194	4,388,584	4,563,145
Contract Professional Services	87,523	0	100,250	50,250	100,250
Operating Supplies and Expenses	720,976	574,568	663,169	813,135	602,003
<b>Subtotal: Operating</b>	<b>4,481,387</b>	<b>4,209,518</b>	<b>4,927,613</b>	<b>5,251,969</b>	<b>5,265,398</b>
Capital Purchases and Equipment	(2,237)	0	0	33,000	0
<b>Subtotal: Other</b>	<b>(2,237)</b>	<b>0</b>	<b>0</b>	<b>33,000</b>	<b>0</b>
<b>Total Expenditures</b>	<b>4,479,151</b>	<b>4,209,518</b>	<b>4,927,613</b>	<b>5,284,969</b>	<b>5,265,398</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	3,515,600	3,301,108	3,868,405	3,905,660	4,232,292
Restricted Receipts	430,896	390,846	446,294	809,323	461,480
Operating Transfers from Other Funds	532,655	517,563	612,914	569,986	571,626
<b>Total Expenditures</b>	<b>4,479,151</b>	<b>4,209,518</b>	<b>4,927,613</b>	<b>5,284,969</b>	<b>5,265,398</b>

# Personnel

## Department of Administration

### Purchasing

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSISTANT BUYER (DOA/DIVISION OF PURCHASES)	0324 A	9.0	520,819	9.0	537,547
BUYER I (DOA/OP)	0327 A	4.0	256,110	4.0	264,336
BUYER II (DOA/OP)	0329 A	3.0	221,129	3.0	229,516
CHIEF BUYER (DOA/OP)	0134 A	5.0	437,074	5.0	454,207
CHIEF IMPLEMENTATION AIDE	0128 A	1.0	66,477	1.0	68,876
DEPUTY PURCHASING AGENT	0143 A	2.0	242,206	2.0	253,704
INTERDEPARTMENTAL PROJECT MANAGER	0141 A	4.0	500,022	4.0	506,392
PROGRAMMING SERVICES OFFICER	0131 A	2.0	164,165	2.0	168,468
PURCHASING AGENT	0147 A	1.0	163,054	1.0	169,304
SENIOR BUYER (DOA/OP)	0331 A	3.0	225,757	3.0	234,078
<b>Subtotal Classified</b>		<b>34.0</b>	<b>2,796,813</b>	<b>34.0</b>	<b>2,886,428</b>
<b>Subtotal</b>		<b>34.0</b>	<b>2,796,813</b>	<b>34.0</b>	<b>2,886,428</b>
Transfer Out			(75,463)		(76,697)
Turnover			(61,858)		(46,647)
<b>Total Salaries</b>			<b>2,659,492</b>		<b>2,763,084</b>
<b>Benefits</b>					
Contract Stipends			3,169		3,169
FICA			203,273		212,234
Health Benefits			486,268		531,530
Payroll Accrual			15,538		16,101
Retiree Health			120,208		109,355
Retirement			795,587		818,040
<b>Subtotal</b>			<b>1,624,043</b>		<b>1,690,429</b>
<b>Total Salaries and Benefits</b>		<b>34.0</b>	<b>4,283,535</b>	<b>34.0</b>	<b>4,453,513</b>
<b>Cost Per FTE Position</b>			<b>125,986</b>		<b>130,986</b>
Statewide Benefit Assessment			105,049		109,632
<b>Payroll Costs</b>		<b>34.0</b>	<b>4,388,584</b>	<b>34.0</b>	<b>4,563,145</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			250		250
Management & Consultant Services			50,000		100,000
<b>Subtotal</b>			<b>50,250</b>		<b>100,250</b>
<b>Total Personnel</b>		<b>34.0</b>	<b>4,438,834</b>	<b>34.0</b>	<b>4,663,395</b>



---

## Personnel

---

### Department of Administration

---

#### Purchasing

---

	FY 2024		FY 2025	
	FTE	Cost	FTE	Cost
<b>Distribution by Source of Funds</b>				
General Revenue	30.0	3,588,557	30.0	3,792,789
Restricted Receipts	0.0	293,271	0.0	298,980
Operating Transfers from Other Funds	4.0	557,006	4.0	571,626
<b>Total All Funds</b>	<b>34.0</b>	<b>4,438,834</b>	<b>34.0</b>	<b>4,663,395</b>

---

---

## 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. [Note: This performance measure was established in FY 2023 and historical targets and actuals are not available.]

---

*Frequency: Annual*

*Reporting Period: State Fiscal Year*

	2021	2022	2023	2024	2025
<b>Target</b>	--	--	200	350	400
<b>Actual</b>	--	76	247	--	--

---

# 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

---

<b>Expenditures by Sub Program</b>	<b>2022 Actuals</b>	<b>2023 Actuals</b>	<b>2024 Enacted Budget</b>	<b>2024 Revised Budget</b>	<b>2025 Recommended</b>
Equal Opportunity/Outreach	0	5	0	0	0
Human Resources	510,529	719,876	937,996	930,739	943,668
Human Resources Centralization	0	(1,660)	0	0	0
<b>Total Expenditures</b>	<b>510,529</b>	<b>718,221</b>	<b>937,996</b>	<b>930,739</b>	<b>943,668</b>
<hr/>					
<b>Expenditures by Object</b>					
Salary and Benefits	0	89,641	198,644	191,387	199,627
Operating Supplies and Expenses	510,529	628,580	739,352	739,352	744,041
<b>Subtotal: Operating</b>	<b>510,529</b>	<b>718,221</b>	<b>937,996</b>	<b>930,739</b>	<b>943,668</b>
<hr/>					
<b>Total Expenditures</b>	<b>510,529</b>	<b>718,221</b>	<b>937,996</b>	<b>930,739</b>	<b>943,668</b>
<hr/>					
<b>Expenditures by Source of Funds</b>					
General Revenue	510,529	718,221	937,996	930,739	943,668
<b>Total Expenditures</b>	<b>510,529</b>	<b>718,221</b>	<b>937,996</b>	<b>930,739</b>	<b>943,668</b>

# Personnel

## Department of Administration

### Human Resources

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	0143 A	1.0	119,337	1.0	125,051
<b>Subtotal Classified</b>		<b>1.0</b>	<b>119,337</b>	<b>1.0</b>	<b>125,051</b>
<b>Subtotal</b>		<b>1.0</b>	<b>119,337</b>	<b>1.0</b>	<b>125,051</b>
Turnover			0		(692)
<b>Total Salaries</b>			<b>119,337</b>		<b>124,359</b>
<b>Benefits</b>					
FICA			9,129		9,566
Health Benefits			17,548		19,425
Payroll Accrual			693		721
Retiree Health			5,394		4,927
Retirement			34,572		35,689
<b>Subtotal</b>			<b>67,336</b>		<b>70,328</b>
<b>Total Salaries and Benefits</b>		<b>1.0</b>	<b>186,673</b>	<b>1.0</b>	<b>194,687</b>
<b>Cost Per FTE Position</b>			<b>186,673</b>		<b>194,687</b>
Statewide Benefit Assessment			4,714		4,940
<b>Payroll Costs</b>		<b>1.0</b>	<b>191,387</b>	<b>1.0</b>	<b>199,627</b>
<b>Total Personnel</b>		<b>1.0</b>	<b>191,387</b>	<b>1.0</b>	<b>199,627</b>
<b>Distribution by Source of Funds</b>					
General Revenue		1.0	191,387	1.0	199,627
<b>Total All Funds</b>		<b>1.0</b>	<b>191,387</b>	<b>1.0</b>	<b>199,627</b>

## **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

---

<b>Expenditures by Sub Program</b>	<b>2022 Actuals</b>	<b>2023 Actuals</b>	<b>2024 Enacted Budget</b>	<b>2024 Revised Budget</b>	<b>2025 Recommended</b>
Personnel Appeal Board	73,692	97,963	100,881	100,368	159,290
<b>Total Expenditures</b>	<b>73,692</b>	<b>97,963</b>	<b>100,881</b>	<b>100,368</b>	<b>159,290</b>
<hr/>					
<b>Expenditures by Object</b>					
Salary and Benefits	60,636	68,907	41,948	52,435	100,357
Contract Professional Services	11,338	26,795	57,000	46,000	57,000
Operating Supplies and Expenses	1,719	2,261	1,933	1,933	1,933
<b>Subtotal: Operating</b>	<b>73,692</b>	<b>97,963</b>	<b>100,881</b>	<b>100,368</b>	<b>159,290</b>
<b>Total Expenditures</b>	<b>73,692</b>	<b>97,963</b>	<b>100,881</b>	<b>100,368</b>	<b>159,290</b>
<hr/>					
<b>Expenditures by Source of Funds</b>					
General Revenue	73,692	97,963	100,881	100,368	159,290
<b>Total Expenditures</b>	<b>73,692</b>	<b>97,963</b>	<b>100,881</b>	<b>100,368</b>	<b>159,290</b>

# Personnel

## Department of Administration

### Personnel Appeal Board

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
MEMBER- PERSONNEL APPEAL BOARD	0541 F	0.0	36,000	0.0	36,000
<b>Subtotal Unclassified</b>		<b>0.0</b>	<b>36,000</b>	<b>0.0</b>	<b>36,000</b>
<b>Subtotal</b>		<b>0.0</b>	<b>36,000</b>	<b>0.0</b>	<b>36,000</b>
Transfer In			0		30,310
Turnover			0		(367)
<b>Total Salaries</b>			<b>36,000</b>		<b>65,943</b>
<b>Benefits</b>					
FICA			2,750		5,068
Health Benefits			0		4,506
Payroll Accrual			210		381
Retiree Health			1,625		2,614
Retirement			10,430		19,228
<b>Subtotal</b>			<b>15,015</b>		<b>31,797</b>
<b>Total Salaries and Benefits</b>		<b>0.0</b>	<b>51,015</b>	<b>0.0</b>	<b>97,740</b>
<b>Cost Per FTE Position</b>			<b>0</b>		<b>0</b>
Statewide Benefit Assessment			1,420		2,617
<b>Payroll Costs</b>		<b>0.0</b>	<b>52,435</b>	<b>0.0</b>	<b>100,357</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			7,500		7,500
Legal Services			38,000		49,000
Other Contracts			500		500
<b>Subtotal</b>			<b>46,000</b>		<b>57,000</b>
<b>Total Personnel</b>		<b>0.0</b>	<b>98,435</b>	<b>0.0</b>	<b>157,357</b>
<b>Distribution by Source of Funds</b>					
General Revenue		0.0	98,435	0.0	157,357
<b>Total All Funds</b>		<b>0.0</b>	<b>98,435</b>	<b>0.0</b>	<b>157,357</b>



# 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	2022 Actuals	2023 Actuals	2024 Enacted Budget	2024 Revised Budget	2025 Recommended
Capital Projects	16,752,645	44,381,191	174,382,271	212,814,016	125,336,759
Economic Development	(0)	0	0	0	0
General	563,374,476	285,379,969	700,000	700,000	1,000,000
Grants & Other Payments	63,423,023	1,571,313	36,055,000	37,391,946	2,110,405
State Aid to Local Communities	11,664,938	12,850,722	13,384,631	13,384,631	13,708,133
<b>Total Expenditures</b>	<b>655,215,082</b>	<b>344,183,195</b>	<b>224,521,902</b>	<b>264,290,593</b>	<b>142,155,297</b>
<b>Expenditures by Object</b>					
Salary and Benefits	0	0	0	0	167,072
Contract Professional Services	1,641,925	1,156,498	0	0	300,000
Operating Supplies and Expenses	2,043,715	4,080,786	700,000	700,000	700,000
Assistance and Grants	62,875,116	1,304,448	59,415,065	84,112,076	1,600,000
<b>Subtotal: Operating</b>	<b>66,560,756</b>	<b>6,541,732</b>	<b>60,115,065</b>	<b>84,812,076</b>	<b>2,767,072</b>
Capital Purchases and Equipment	10,103,485	14,648,420	116,022,206	131,093,886	125,336,759
Aid to Local Units of Government	11,240,841	12,060,770	13,384,631	13,384,631	14,051,466
Debt Service (Fixed Charges)	0	0	35,000,000	35,000,000	0
Operating Transfers	567,310,000	310,932,273	0	0	0
<b>Subtotal: Other</b>	<b>588,654,327</b>	<b>337,641,463</b>	<b>164,406,837</b>	<b>179,478,517</b>	<b>139,388,225</b>
<b>Total Expenditures</b>	<b>655,215,082</b>	<b>344,183,195</b>	<b>224,521,902</b>	<b>264,290,593</b>	<b>142,155,297</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	638,087,961	299,817,035	49,439,631	50,776,577	15,818,538
Federal Funds	0	10,000,000	58,360,065	81,720,130	0
Restricted Receipts	374,476	(15,031)	700,000	700,000	1,000,000
Operating Transfers from Other Funds	16,752,645	34,381,191	116,022,206	131,093,886	125,336,759
<b>Total Expenditures</b>	<b>655,215,083</b>	<b>344,183,195</b>	<b>224,521,902</b>	<b>264,290,593</b>	<b>142,155,297</b>

## **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

<b>Expenditures by Sub Program</b>	<b>2022 Actuals</b>	<b>2023 Actuals</b>	<b>2024 Enacted Budget</b>	<b>2024 Revised Budget</b>	<b>2025 Recommended</b>
Certificates of Participation	23,949,429	23,962,138	20,152,750	20,152,750	15,538,300
General Obligation Bonds	112,313,107	118,237,260	134,807,810	134,884,129	139,118,593
Other Debt Service	46,670,390	48,680,061	63,087,366	56,552,450	43,468,445
Tax Anticipation/S T Borrowing	48,035	44,460	100,000	100,000	100,000
<b>Total Expenditures</b>	<b>182,980,961</b>	<b>190,923,919</b>	<b>218,147,926</b>	<b>211,689,329</b>	<b>198,225,338</b>
<b>Expenditures by Object</b>					
Operating Supplies and Expenses	190,479	(97,984)	100,000	100,000	100,000
<b>Subtotal: Operating</b>	<b>190,479</b>	<b>(97,984)</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
Debt Service (Fixed Charges)	158,298,961	165,464,150	218,047,926	211,589,329	198,125,338
Operating Transfers	24,491,521	25,557,753	0	0	0
<b>Subtotal: Other</b>	<b>182,790,482</b>	<b>191,021,903</b>	<b>218,047,926</b>	<b>211,589,329</b>	<b>198,125,338</b>
<b>Total Expenditures</b>	<b>182,980,961</b>	<b>190,923,919</b>	<b>218,147,926</b>	<b>211,689,329</b>	<b>198,225,338</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	143,340,306	150,623,479	182,821,772	176,363,175	165,237,664
Operating Transfers from Other Funds	39,498,211	40,442,884	35,326,154	35,326,154	32,987,674
<b>Total Expenditures</b>	<b>182,838,517</b>	<b>191,066,363</b>	<b>218,147,926</b>	<b>211,689,329</b>	<b>198,225,338</b>

## 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

<b>Expenditures by Sub Program</b>	<b>2022 Actuals</b>	<b>2023 Actuals</b>	<b>2024 Enacted Budget</b>	<b>2024 Revised Budget</b>	<b>2025 Recommended</b>
Assessed Fringe Benefit Fund	36,229,378	32,925,939	37,390,672	37,381,752	36,946,270
Automotive Fleet Fund	13,529,424	15,764,366	13,069,648	15,412,286	15,496,081
Central Mail Fund	7,154,034	7,826,480	8,076,555	8,060,275	8,419,019
Central Utilities Fund	26,997,910	32,634,959	39,364,206	32,749,880	30,029,111
Health Insurance Fund	253,334,806	276,840,411	272,732,438	272,734,901	272,804,635
Human Resource Service Centers	15,732,587	16,036,920	17,117,623	17,853,821	17,669,248
Information Processing Fund	44,377,133	44,483,960	56,136,183	56,110,196	62,092,295
Other Post Employment Benefits	33,349,148	35,838,461	63,858,483	63,854,008	63,854,008
Statewide Facility Services	45,574,851	54,221,915	61,150,543	53,343,973	53,327,083
Surplus Property	1,014	16,686	44,789	44,789	44,789
Telecommunications Fund	3,035,450	2,930,905	3,659,422	3,660,201	3,748,530
<b>Total Expenditures</b>	<b>479,315,734</b>	<b>519,521,002</b>	<b>572,600,562</b>	<b>561,206,082</b>	<b>564,431,069</b>
<i>Internal Services</i>	<i>[479,315,734]</i>	<i>[519,521,002]</i>	<i>[572,600,562]</i>	<i>[561,206,082]</i>	<i>[564,431,069]</i>
<b>Expenditures by Object</b>					
Salary and Benefits	374,178,905	395,834,532	429,093,120	426,119,952	428,686,775
Contract Professional Services	12,457,158	15,221,483	16,351,910	16,124,714	16,560,877
Operating Supplies and Expenses	92,643,552	106,812,976	125,219,688	117,025,572	117,106,860
Assistance and Grants	0	0	491,476	491,476	491,476
<b>Subtotal: Operating</b>	<b>479,279,615</b>	<b>517,868,991</b>	<b>571,156,194</b>	<b>559,761,714</b>	<b>562,845,988</b>
Capital Purchases and Equipment	36,119	1,652,011	244,368	244,368	385,081
Operating Transfers	0	0	1,200,000	1,200,000	1,200,000
<b>Subtotal: Other</b>	<b>36,119</b>	<b>1,652,011</b>	<b>1,444,368</b>	<b>1,444,368</b>	<b>1,585,081</b>
<b>Total Expenditures</b>	<b>479,315,734</b>	<b>519,521,002</b>	<b>572,600,562</b>	<b>561,206,082</b>	<b>564,431,069</b>
<b>Expenditures by Source of Funds</b>					
Other Funds	479,315,734	519,521,002	572,600,562	561,206,082	564,431,069
<b>Total Expenditures</b>	<b>479,315,734</b>	<b>519,521,002</b>	<b>572,600,562</b>	<b>561,206,082</b>	<b>564,431,069</b>

# Personnel

## Department of Administration

### Internal Service Programs

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATIVE SERVICES SPECIALIST (DOA)	0124 A	3.0	172,625	3.0	178,174
ADMINISTRATOR, FINANCIAL MANAGEMENT	0137 A	1.0	98,028	1.0	103,467
ADMINISTRATOR MANAGEMENT INFORMATION SYSTEMS	0140 A	5.0	620,735	5.0	626,491
ADMINISTRATOR- OPERATIONS MANAGEMENT	0141 A	4.0	525,629	4.0	528,756
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	0134 A	1.0	92,018	1.0	93,096
ASSISTANT BUILDING AND GROUNDS OFFICER	0324 A	2.0	135,255	2.0	137,425
ASSISTANT BUILDING AND GROUNDS OFFICER	0824 A	3.0	171,539	3.0	189,563
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	0141 A	1.0	122,290	1.0	122,290
ASSISTANT DIRECTOR, STATEWIDE CAPITAL ASSET PROJECT MANAGEME	0152 A	1.0	120,598	1.0	175,956
ASSISTANT RECORDS ANALYST	0319 A	1.0	63,260	1.0	63,260
ASSISTANT STATE BUILDING AND GROUNDS COORDINATOR	0830 A	1.0	79,893	1.0	79,893
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	0327 A	1.0	72,007	1.0	73,855
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	0827 A	1.0	72,262	1.0	72,262
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	0144 A	2.0	278,502	2.0	278,506
AUTOMOTIVE MECHANIC	0000 A	1.0	0	1.0	0
BUILDING AND GROUNDS OFFICER	0328 A	0.0	0	1.0	86,240
BUILDING AND GROUNDS OFFICER	0828 A	5.0	365,155	5.0	392,159
BUILDING SUPERINTENDENT	0818 A	1.0	53,352	1.0	53,352
BUILDING SYSTEMS TECHNICIAN	0317 A	1.0	52,070	1.0	52,070
CARPENTER	0000 A	1.0	0	1.0	0
CHF OF INFORMATION TECHNOLOGY I	0151 A	4.0	722,957	5.0	905,651
CHF OF INFO TECHNOLOGY II	0155 A	1.0	189,841	1.0	195,560
CHIEF ENGINEER FOR CAPITAL ASSET MANAGEMENT & MAINTENANCE	0143 A	1.0	133,594	1.0	133,594
CHIEF IMPLEMENTATION AIDE	0128 A	7.0	499,359	7.0	523,507
CHIEF IMPLEMENTATION AIDE	0328 A	2.0	161,723	2.0	161,725
CHIEF OF HUMAN RESOURCES	0138 A	1.0	98,316	1.0	98,316
CHIEF OF INTEGRATED FACILITIES MANAGEMENT	0143 A	5.0	649,837	5.0	669,155
CHIEF PROGRAM DEVELOPMENT	0134 A	1.0	97,751	1.0	97,751
CHIEF PROPERTY MANAGEMENT	0141 A	8.0	942,045	8.0	1,021,183
CLAIMS EXAMINER(ST EMP WRKS CO	0329 A	3.0	272,601	3.0	272,601
COMMUNITY HOUSEKEEPING AIDE	0314 A	1.0	54,122	1.0	54,122
COMMUNITY MAINTENANCE TECHNICIAN - ENVIRONMENTAL SERVS	0000 A	1.0	0	1.0	0
COMPUTER OPERATOR (OIP)	0316 A	6.0	277,983	6.0	282,939

# Personnel

## Department of Administration

### Internal Service Programs

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
CONTR & SPECIFICIN ASST ADMIN	0136 A	1.0	104,644	1.0	110,153
COORDINATOR OF EMPLOYEE TRAINING	0138 A	1.0	112,402	1.0	112,402
DATABASE ADMINISTRATOR ADABAS/NATURAL	0138 A	1.0	107,285	1.0	107,285
DATABASE MANAGER (DB2)	0138 A	1.0	107,285	1.0	107,285
DATA CONTROL CLERK	0315 A	1.0	47,174	1.0	47,174
DATA ENTRY UNIT SUPERVISOR	0B21 A	1.0	73,898	1.0	73,898
DEPUTY CHIEF DIVISION OF FACILITIES MANAGEMENT	0137 A	3.0	289,723	3.0	324,693
DEPUTY PERSONNEL ADMINISTRATOR	0144 A	6.0	914,737	6.0	930,919
DIVISION DIRECTOR- CAPITAL ASSET MANAGEMENT AND MAINT	0152 A	1.0	170,238	1.0	175,956
ELECTRICIAN	0000 A	2.0	0	2.0	0
ELECTRICIAN SUPERVISOR	0000 A	1.0	0	1.0	0
EMPLOYEE BENEFITS SPECIALIST	0322 A	1.0	54,661	1.0	56,320
ENTERPRISE RESOURCE MANAGER (ORACLE ERP MANAGER)	0142 A	2.0	294,944	2.0	294,944
ENVIRONMENTAL SCIENTIST II	0132 A	1.0	81,782	1.0	83,937
EXECUTIVE ASSISTANT	0118 A	1.0	51,094	1.0	51,094
EXECUTIVE DIRECTOR OF HUMAN RESOURCES/ PERSONNEL ADMIN	0150 A	1.0	160,621	1.0	166,406
FLEET OPERATIONS OFFICER	0130 A	1.0	87,668	1.0	87,668
GEOGRAPHIC INFORMATION SYSTEM SPECIALIST II	0328 A	1.0	76,267	1.0	76,267
HUMAN RESOURCE PROGRAM ADMINISTRATOR	0139 A	7.0	770,960	9.0	993,679
HUMAN RESOURCES ADMINISTRATOR	0141 A	1.0	110,350	1.0	116,157
HUMAN RESOURCES ANALYST I	0126 A	14.0	832,034	14.0	846,946
HUMAN RESOURCES ANALYST II (GENERAL)	0129 A	17.0	1,283,631	17.0	1,319,686
HUMAN RESOURCES ANALYST III (CLASS & ORGANIZ ANALYSIS)	0133 A	1.0	96,330	1.0	96,330
HUMAN RESOURCES ANALYST III (GENERAL)	0135 A	4.0	379,239	4.0	389,093
HUMAN RESOURCES BUSINESS PARTNER	0135 A	2.0	188,134	2.0	193,090
HUMAN RESOURCES COORDINATOR	0135 A	4.0	369,558	4.0	379,999
HUMAN RESOURCES SUPERVISOR	0136 A	1.0	109,909	1.0	115,668
HUMAN RESOURCES TECHNICIAN	0122 A	6.0	333,578	6.0	338,114
HUMAN RESOURCES TECHNICIAN	0129 A	8.0	546,774	8.0	529,216
HUMAN RESOURCE TECHNICIAN	0322 A	1.0	51,394	1.0	51,394
IMPLEMENTATION AIDE	0122 A	1.0	53,486	1.0	54,922
IMPLEMENTATION DIRECTOR POLICY AND PROGRAMS	0140 A	2.0	220,135	2.0	226,919
INFORMATION PROCESSING OFFICER	0142 A	1.0	116,528	1.0	116,528



# Personnel

## Department of Administration

### Internal Service Programs

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
INFORMATION SYSTEMS GROUP COORDINATOR (OIP)	0138 A	1.0	107,285	1.0	107,285
INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	0143 A	22.0	3,046,371	22.0	3,074,088
INTERDEPARTMENTAL PROJECT MANAGER	0139 A	11.0	1,195,006	11.0	1,224,997
INTERNET COMMUNICATIONS SPECIALIST	0328 A	1.0	71,914	1.0	73,085
JANITOR	0309 A	6.0	253,028	6.0	254,784
JUNIOR COMPUTER OPERATOR (OIP)	0313 A	3.0	139,569	3.0	139,569
LABOR RELATIONS HEARING OFFICER	0135 A	1.0	87,671	1.0	90,944
MAINTENANCE SUPERINTENDENT	0322 A	5.0	290,429	5.0	295,340
MAINTENANCE SUPERINTENDENT	0822 A	1.0	54,558	1.0	56,395
MECHANICAL AND ELECTRICAL SHOP SUPERVISOR	0326 A	3.0	208,203	3.0	210,402
PLUMBER	0000 A	1.0	42,222	1.0	60,000
PLUMBER SUPERVISOR	0000 A	1.0	0	1.0	0
POWER PLANT OPERATOR	3118 A	5.0	294,605	5.0	294,605
PRINCIPAL COMPUTER OPERATOR (OIP)	0324 A	1.0	62,797	1.0	62,797
PRINCIPAL ENERGY CONSERVATION TECHNICIAN	0328 A	1.0	80,393	1.0	80,394
PRINCIPAL ENVIRONMENTAL PLANNER	0329 A	1.0	93,057	1.0	93,057
PRINCIPAL JANITOR	0315 A	3.0	147,422	3.0	148,248
PROGRAMMER/ANALYST I (COBOL/CICS)	0328 A	1.0	88,216	1.0	88,216
PROGRAMMER/ANALYST II (ADABAS/NATURAL)	0332 A	1.0	99,783	1.0	99,783
PROGRAMMER/ANALYST II (COBOL/CICS)	0332 A	1.0	84,922	1.0	84,922
PROGRAMMER/ANALYST III (COBOL/CICS)	0335 A	1.0	112,940	1.0	112,940
PROGRAMMER/ANALYST III (COBOL/CICS)	0835 A	2.0	193,558	2.0	193,558
PROGRAMMER/ANALYST III (ORACLE)	2835 A	1.0	96,779	1.0	96,779
PROGRAMMER/ANALYST III (UNIX/SQL)	0835 A	2.0	193,558	2.0	193,558
PROGRAMMER/ANALYST II (ORACLE)	0032 A	1.0	100,424	1.0	100,424
PROGRAMMER/ANALYST II (ORACLE)	0132 A	1.0	90,468	1.0	90,468
PROGRAMMER/ANALYST II (ORACLE)	0332 A	1.0	102,101	1.0	102,101
PROGRAMMER/ANALYST II (UNIX/SQL)	0132 A	2.0	180,569	2.0	183,455
PROGRAMMER/ANALYST II (UNIX/SQL)	0135 A	1.0	113,440	1.0	113,440
PROGRAMMER/ANALYST II (UNIX/SQL)	0332 A	11.0	1,013,827	11.0	1,020,106
PROGRAMMER/ANALYST I (ORACLE)	0328 A	1.0	73,085	1.0	73,085
PROGRAMMER/ANALYST I (UNIX/SQL)	2928 A	3.0	226,563	3.0	226,564
PROGRAMMER/ANALYST MANAGER	0138 A	8.0	927,913	8.0	927,913
PROGRAMMING SERVICES OFFICER	0131 A	2.0	163,326	2.0	165,850
PROJECT MANAGER I (DOA)	0137 A	3.0	300,122	3.0	310,067

# Personnel

## Department of Administration

### Internal Service Programs

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
RISK MANAGEMENT COORDINATOR	0135 A	1.0	100,216	1.0	101,372
RISK MANAGER-INSURANCE	0137 A	1.0	121,869	1.0	121,869
SENIOR COMPUTER OPERATOR (OIP)	0322 A	2.0	121,657	2.0	123,765
SENIOR ENERGY CONSERVATION TECHNICIAN	0323 A	1.0	57,002	1.0	59,248
SENIOR HUMAN RESOURCES BUSINESS PARTNER	0137 A	9.0	976,057	10.0	1,079,211
SENIOR INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	0148 A	5.0	833,399	5.0	839,138
SENIOR JANITOR	0312 A	2.0	74,983	2.0	89,088
SENIOR LABOR RELATIONS HEARING OFFICER	0137 A	1.0	103,718	1.0	103,718
SENIOR MAINTENANCE TECHNICIAN	0000 A	11.0	70,000	11.0	70,000
SENIOR MAINTENANCE TECHNICIAN	0314 A	4.0	197,036	4.0	280,000
SENIOR SYSTEMS ANALYST	0126 A	1.0	66,422	1.0	69,491
STATE BUILDING AND GROUNDS COORDINATOR	0132 A	7.0	582,999	7.0	611,940
STATE FLEET ADMINISTRATOR	0139 A	1.0	110,979	1.0	110,979
STATEWIDE INFORMATION TECHNOLOGY TRAINING MANAGER	0135 A	1.0	99,831	1.0	101,372
STEAMFITTER SUPERVISOR	0320 A	1.0	56,296	1.0	80,000
SUPERVISING ACCOUNTANT	0131 A	1.0	82,925	1.0	82,925
SUPERVISING PLANNER	0831 A	1.0	52,935	1.0	77,435
SUPERVISOR CENTRAL MAIL SERVICES	0316 A	1.0	48,292	1.0	48,292
SUPERVISOR COMPUTER OPERATIONS	0328 A	2.0	162,061	2.0	162,061
SUPERVISOR OF PAINTING PLASTERING MASONRY AND GLAZING	0323 A	1.0	95,207	1.0	95,207
SYSTEMS ADMINISTRATOR (BHDDH)	0139 A	1.0	110,979	1.0	110,979
SYSTEMS SUPPORT TECHNICIAN II	0321 A	1.0	66,527	1.0	66,527
SYSTEMS SUPPORT TECHNICIAN III	0324 A	1.0	73,173	1.0	73,173
TECHNICAL SUPPORT MANAGER (DOS/MVS)	0138 A	1.0	107,285	1.0	107,285
TECHNICAL SUPPORT MANAGER (UNIX/ NETWORKS/TELECOMMUNIC.)	0138 A	7.0	735,067	7.0	747,534
TECHNICAL SUPPORT SPECIALIST II (DOS/MVS)	0332 A	3.0	267,795	3.0	267,795
TECHNICAL SUPPORT SPECIALIST III (DOS/MVS)	0135 A	2.0	202,744	2.0	202,744
TECHNICAL SUPPORT SPECIALIST III (TELECOMMUNICATIONS)	0135 A	2.0	211,158	2.0	211,158
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	0135 A	16.0	1,540,781	16.0	1,549,777
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	0335 A	1.0	113,018	1.0	113,018
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	0835 A	1.0	99,878	1.0	101,618

# Personnel

## Department of Administration

### Internal Service Programs

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	AB35 A	1.0	116,125	1.0	116,125
TECHNICAL SUPPORT SPECIALIST II (OS 400/ NETWORK)	0332 A	3.0	259,333	3.0	265,391
TECHNICAL SUPPORT SPECIALIST II (OS 400/ NETWORK)	0A32 A	1.0	109,567	1.0	109,567
TECHNICAL SUPPORT SPECIALIST II (TELECOMMUNICATIONS)	3232 A	2.0	169,844	2.0	169,844
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	0032 A	1.0	104,244	1.0	104,244
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	0132 A	3.0	236,980	3.0	241,072
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	0332 A	15.0	1,318,979	15.0	1,335,547
TECHNICAL SUPPORT SPECIALIST I (TELECOMMUNICATIONS)	0328 A	1.0	82,974	1.0	82,975
TECHNICAL SUPPORT SPECIALIST I (UNIX/ NETWORKS)	0328 A	5.0	375,860	5.0	382,306
WASTEWATER TREATMENT FACILITIES PROCESS MONITOR I	3121 A	3.0	161,284	3.0	164,068
WASTEWATER TREATMENT FACILITIES PROCESS MONITOR II	3124 A	1.0	72,217	1.0	72,217
<b>Subtotal Classified</b>		<b>410.0</b>	<b>36,277,630</b>	<b>415.0</b>	<b>37,648,355</b>
<b>Unclassified</b>					
ADMINISTRATIVE ASSISTANT	8325 A	1.0	69,595	1.0	69,595
CHIEF DIGITAL OFFICER	0856 A	1.0	235,850	1.0	243,138
DATA PROCESSING SYSTEMS MANAGER	0836 A	1.0	123,674	1.0	123,674
DEPUTY DIRECTOR	0838 A	1.0	122,762	1.0	122,762
<b>Subtotal Unclassified</b>		<b>4.0</b>	<b>551,881</b>	<b>4.0</b>	<b>559,169</b>
<b>Subtotal</b>		<b>414.0</b>	<b>36,829,511</b>	<b>419.0</b>	<b>38,207,524</b>
Transfer Out			(1,015,503)		(1,245,107)
Transfer In			1,113,481		1,463,551
Overtime			1,207,959		1,289,696
Seasonal/Special Salaries/Wages			81,900		81,900
Turnover			(1,105,827)		(1,049,125)
<b>Total Salaries</b>			<b>37,111,521</b>		<b>38,748,439</b>

---

# Personnel

---

## Department of Administration

---

### Internal Service Programs

---

	FY 2024		FY 2025	
	FTE	Cost	FTE	Cost
<b>Benefits</b>				
Contract Stipends		118,340		118,050
FICA		3,193,617		3,313,322
Health Benefits		6,560,956		7,389,054
Other		6,000,000		6,000,000
Payroll Accrual		209,127		216,637
Retiree Health		1,619,108		1,472,661
Retirement		10,681,909		10,974,816
<b>Subtotal</b>		<b>28,383,057</b>		<b>29,484,540</b>
<b>Total Salaries and Benefits</b>	<b>414.0</b>	<b>65,494,578</b>	<b>419.0</b>	<b>68,232,979</b>
<b>Cost Per FTE Position</b>		<b>158,199</b>		<b>162,847</b>
Statewide Benefit Assessment		1,414,965		1,476,400
<b>Payroll Costs</b>	<b>414.0</b>	<b>66,909,543</b>	<b>419.0</b>	<b>69,709,379</b>
<b>Purchased Services</b>				
Buildings and Ground Maintenance		3,092,250		3,440,744
Clerical and Temporary Services		144,000		144,000
Design and Engineering Services		73,250		73,250
Information Technology		4,655,850		4,692,788
Legal Services		234,458		234,458
Management & Consultant Services		6,063,230		5,863,230
Other Contracts		1,832,576		2,082,584
Training and Educational Services		29,100		29,823
<b>Subtotal</b>		<b>16,124,714</b>		<b>16,560,877</b>
<b>Total Personnel</b>	<b>414.0</b>	<b>83,034,257</b>	<b>419.0</b>	<b>86,270,256</b>
<b>Distribution by Source of Funds</b>				
Other Funds	414.0	83,034,257	419.0	86,270,256
<b>Total All Funds</b>	<b>414.0</b>	<b>83,034,257</b>	<b>419.0</b>	<b>86,270,256</b>

---

## Performance Measures

---

### Department of Administration

---

#### Internal Service Programs

---

##### Digitalization of Processes

---

In an effort to modernize delivery of core functions, the Division of Information Technology (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 percent of digitalization-appropriate processes to have been digitalized. [Note: This performance measure was established in FY 2023 and historical targets and actuals are not available.]

	<i>Reporting Period: State Fiscal Year</i>				
	2021	2022	2023	2024	2025
<b>Target</b>	--	--	25%	50%	40%
<b>Actual</b>	--	11%	30%	--	--

---

##### 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 number of days it took for a PAR from an Executive Branch agency to be initiated and then completed or approved. [Note: This performance measure was established in FY 2023 and historical targets are not available.]

	<i>Reporting Period: State Fiscal Year</i>				
	2021	2022	2023	2024	2025
<b>Target</b>	--	--	9.0	9.0	7.5
<b>Actual</b>	8.0	8.8	6.3	--	--

---

# 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

<b>Expenditures by Sub Program</b>	<b>2022 Actuals</b>	<b>2023 Actuals</b>	<b>2024 Enacted Budget</b>	<b>2024 Revised Budget</b>	<b>2025 Recommended</b>
Legal Services	2,162,677	2,054,360	2,440,410	2,409,575	2,491,594
<b>Total Expenditures</b>	<b>2,162,677</b>	<b>2,054,360</b>	<b>2,440,410</b>	<b>2,409,575</b>	<b>2,491,594</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,936,601	1,830,465	2,198,673	2,176,633	2,240,449
Contract Professional Services	44,722	47,892	45,500	45,500	45,500
Operating Supplies and Expenses	179,054	174,928	191,237	182,442	200,645
Assistance and Grants	2,300	0	0	0	0
<b>Subtotal: Operating</b>	<b>2,162,677</b>	<b>2,053,284</b>	<b>2,435,410</b>	<b>2,404,575</b>	<b>2,486,594</b>
Capital Purchases and Equipment	0	1,075	5,000	5,000	5,000
<b>Subtotal: Other</b>	<b>0</b>	<b>1,075</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Total Expenditures</b>	<b>2,162,677</b>	<b>2,054,360</b>	<b>2,440,410</b>	<b>2,409,575</b>	<b>2,491,594</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	2,162,677	2,054,360	2,440,410	2,409,575	2,491,594
<b>Total Expenditures</b>	<b>2,162,677</b>	<b>2,054,360</b>	<b>2,440,410</b>	<b>2,409,575</b>	<b>2,491,594</b>

# Personnel

## Department of Administration

### Legal Services

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATIVE AND LEGAL SUPPORT SERVICES ADMINISTRATOR	0148 A	1.0	150,571	1.0	150,571
ADMINISTRATOR ADJUDICATION	0145 A	1.0	158,310	1.0	158,310
CHF LEGAL CONSL LITIGATION(DOA	0145 A	1.0	131,919	1.0	137,686
CHIEF LEGAL COUNSEL-STATE LABOR RELATIONS	0145 A	1.0	139,253	1.0	139,253
CHIEF LEGAL COUNSEL - TRANSACTIONS (DOA)	0145 A	1.0	146,612	1.0	152,158
CHIEF OF LEGAL SERVICES	0141 A	1.0	128,405	1.0	128,405
DEPUTY CHIEF OF LEGAL SERVICES	0139 A	1.0	102,356	1.0	106,604
IMPLEMENTATION AIDE	0122 A	1.0	52,454	1.0	53,927
LEGAL COUNSEL	0134 A	0.6	102,724	0.6	107,060
PROGRAMMING SERVICES OFFICER	0131 A	1.0	82,925	1.0	82,925
SENIOR LEGAL COUNSEL	0136 A	3.0	278,621	3.0	287,053
<b>Subtotal Classified</b>		<b>12.6</b>	<b>1,474,150</b>	<b>12.6</b>	<b>1,503,952</b>
<b>Subtotal</b>		<b>12.6</b>	<b>1,474,150</b>	<b>12.6</b>	<b>1,503,952</b>
Transfer Out			(51,178)		(53,302)
Turnover			(50,000)		(37,794)
<b>Total Salaries</b>			<b>1,372,972</b>		<b>1,412,856</b>
<b>Benefits</b>					
FICA			105,032		108,677
Health Benefits			161,676		177,955
Payroll Accrual			8,030		8,246
Retiree Health			62,059		55,972
Retirement			412,631		420,627
<b>Subtotal</b>			<b>749,428</b>		<b>771,477</b>
<b>Total Salaries and Benefits</b>		<b>12.6</b>	<b>2,122,400</b>	<b>12.6</b>	<b>2,184,333</b>
<b>Cost Per FTE Position</b>			<b>168,444</b>		<b>173,360</b>
Statewide Benefit Assessment			54,233		56,116
<b>Payroll Costs</b>		<b>12.6</b>	<b>2,176,633</b>	<b>12.6</b>	<b>2,240,449</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			42,700		42,700
Other Contracts			2,800		2,800
<b>Subtotal</b>			<b>45,500</b>		<b>45,500</b>
<b>Total Personnel</b>		<b>12.6</b>	<b>2,222,133</b>	<b>12.6</b>	<b>2,285,949</b>



---

## Personnel

---

### Department of Administration

---

### Legal Services

---

	FY 2024		FY 2025	
	FTE	Cost	FTE	Cost
<b>Distribution by Source of Funds</b>				
General Revenue	12.6	2,222,133	12.6	2,285,949
<b>Total All Funds</b>	<b>12.6</b>	<b>2,222,133</b>	<b>12.6</b>	<b>2,285,949</b>

---

---

## Performance Measures

---

### Department of Administration

---

### Legal Services

---

#### Legal Survey Response

---

Each year, DOA Legal surveys its clients within the agency 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 performance measure was established in FY 2023 and historical data and targets are not available.]

---

*Frequency: Annual*

*Reporting Period: State Fiscal Year*

	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Target</b>	--	--	4	4	4
<b>Actual</b>	--	4.0	3.8	--	--

---

# 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

<b>Expenditures by Sub Program</b>	<b>2022 Actuals</b>	<b>2023 Actuals</b>	<b>2024 Enacted Budget</b>	<b>2024 Revised Budget</b>	<b>2025 Recommended</b>
Doit Operations	521,340	740,851	1,221,340	971,340	1,988,147
Executive Director-CIO	(1)	0	0	0	0
Information Technology	3,775,861	17,595,785	19,333,491	59,850,892	53,480,111
<b>Total Expenditures</b>	<b>4,297,200</b>	<b>18,336,636</b>	<b>20,554,831</b>	<b>60,822,232</b>	<b>55,468,258</b>
<i>Internal Services</i>	<i>[]</i>	<i>[]</i>	<i>[]</i>	<i>[32,486,838]</i>	<i>[50,100,271]</i>
<b>Expenditures by Object</b>					
Salary and Benefits	(691)	22	0	0	265,624
Contract Professional Services	2,110,451	7,379,032	0	0	150,000
Operating Supplies and Expenses	2,034,301	9,470,922	1,521,340	1,271,340	3,891,147
<b>Subtotal: Operating</b>	<b>4,144,061</b>	<b>16,849,975</b>	<b>1,521,340</b>	<b>1,271,340</b>	<b>4,306,771</b>
Capital Purchases and Equipment	153,139	1,486,661	6,033,491	46,550,892	51,161,487
Operating Transfers	0	0	13,000,000	13,000,000	0
<b>Subtotal: Other</b>	<b>153,139</b>	<b>1,486,661</b>	<b>19,033,491</b>	<b>59,550,892</b>	<b>51,161,487</b>
<b>Total Expenditures</b>	<b>4,297,200</b>	<b>18,336,636</b>	<b>20,554,831</b>	<b>60,822,232</b>	<b>55,468,258</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	521,340	740,851	14,221,340	13,971,340	1,988,147
Restricted Receipts	3,775,861	17,595,785	6,333,491	14,364,054	3,379,840
Other Funds	0	0	0	32,486,838	50,100,271
<b>Total Expenditures</b>	<b>4,297,201</b>	<b>18,336,636</b>	<b>20,554,831</b>	<b>60,822,232</b>	<b>55,468,258</b>

---

# Personnel

---

## Department of Administration

---

### Information Technology

---

	FY 2024		FY 2025	
	FTE	Cost	FTE	Cost
Transfer In		0		170,299
<b>Total Salaries</b>		<b>0</b>		<b>170,299</b>
<b>Benefits</b>				
FICA		0		12,879
Health Benefits		0		19,425
Payroll Accrual		0		981
Retiree Health		0		6,710
Retirement		0		48,603
<b>Subtotal</b>		<b>0</b>		<b>88,598</b>
<b>Total Salaries and Benefits</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>258,897</b>
<b>Cost Per FTE Position</b>		<b>0</b>		
Statewide Benefit Assessment		0		6,727
<b>Payroll Costs</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>265,624</b>
<b>Purchased Services</b>				
Other Contracts		0		150,000
<b>Subtotal</b>		<b>0</b>		<b>150,000</b>
<b>Total Personnel</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>415,624</b>
<b>Distribution by Source of Funds</b>				
General Revenue	0.0	0	0.0	150,000
Restricted Receipts	0.0	0	0.0	265,624
<b>Total All Funds</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>415,624</b>

## **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

<b>Expenditures by Sub Program</b>	<b>2022 Actuals</b>	<b>2023 Actuals</b>	<b>2024 Enacted Budget</b>	<b>2024 Revised Budget</b>	<b>2025 Recommended</b>
Library Services	4,637,527	3,681,418	3,476,305	3,456,047	3,562,628
<b>Total Expenditures</b>	<b>4,637,527</b>	<b>3,681,418</b>	<b>3,476,305</b>	<b>3,456,047</b>	<b>3,562,628</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,650,790	1,650,090	1,803,198	1,781,498	1,801,836
Contract Professional Services	18,135	3,500	10,000	10,000	10,000
Operating Supplies and Expenses	1,180,908	1,153,111	1,477,112	1,478,554	1,564,797
Assistance and Grants	1,786,641	872,147	181,620	181,620	181,620
<b>Subtotal: Operating</b>	<b>4,636,474</b>	<b>3,678,847</b>	<b>3,471,930</b>	<b>3,451,672</b>	<b>3,558,253</b>
Capital Purchases and Equipment	1,053	2,571	4,375	4,375	4,375
<b>Subtotal: Other</b>	<b>1,053</b>	<b>2,571</b>	<b>4,375</b>	<b>4,375</b>	<b>4,375</b>
<b>Total Expenditures</b>	<b>4,637,527</b>	<b>3,681,418</b>	<b>3,476,305</b>	<b>3,456,047</b>	<b>3,562,628</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	1,714,146	1,810,379	1,903,636	1,909,515	1,949,487
Federal Funds	2,923,131	1,870,839	1,565,679	1,539,542	1,606,151
Restricted Receipts	250	200	6,990	6,990	6,990
<b>Total Expenditures</b>	<b>4,637,527</b>	<b>3,681,418</b>	<b>3,476,305</b>	<b>3,456,047</b>	<b>3,562,628</b>

# Personnel

## Department of Administration

### Library and Information Services

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
IMPLEMENTATION AIDE	0322 A	1.0	58,329	1.0	58,329
INFORMATION SERVICES TECHNICIAN II	0320 A	3.0	172,882	3.0	174,113
LIBRARY PROGRAM MANAGER I	0137 A	2.0	203,814	2.0	207,436
LIBRARY PROGRAM SPECIALIST II	AB28 A	3.0	200,860	3.0	211,026
LIBRARY PROGRAM SPECIALIST III	AB32 A	3.0	267,798	3.0	267,798
SENIOR INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	0148 A	1.0	167,928	1.0	174,186
<b>Subtotal Classified</b>		<b>13.0</b>	<b>1,071,611</b>	<b>13.0</b>	<b>1,092,888</b>
<b>Subtotal</b>		<b>13.0</b>	<b>1,071,611</b>	<b>13.0</b>	<b>1,092,888</b>
Turnover			(5,000)		(21,330)
<b>Total Salaries</b>			<b>1,066,611</b>		<b>1,071,558</b>
<b>Benefits</b>					
Contract Stipends			(159)		(159)
FICA			81,114		81,837
Health Benefits			218,928		241,124
Payroll Accrual			6,228		6,230
Retiree Health			48,210		42,351
Retirement			318,432		316,438
<b>Subtotal</b>			<b>672,753</b>		<b>687,821</b>
<b>Total Salaries and Benefits</b>		<b>13.0</b>	<b>1,739,364</b>	<b>13.0</b>	<b>1,759,379</b>
<b>Cost Per FTE Position</b>			<b>133,797</b>		<b>135,337</b>
Statewide Benefit Assessment			42,134		42,457
<b>Payroll Costs</b>		<b>13.0</b>	<b>1,781,498</b>	<b>13.0</b>	<b>1,801,836</b>
<b>Purchased Services</b>					
Training and Educational Services			10,000		10,000
<b>Subtotal</b>			<b>10,000</b>		<b>10,000</b>
<b>Total Personnel</b>		<b>13.0</b>	<b>1,791,498</b>	<b>13.0</b>	<b>1,811,836</b>
<b>Distribution by Source of Funds</b>					
General Revenue		13.0	1,013,224	13.0	1,016,705
Federal Funds		0.0	778,274	0.0	795,131
<b>Total All Funds</b>		<b>13.0</b>	<b>1,791,498</b>	<b>13.0</b>	<b>1,811,836</b>



---

## 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 figures below represent the number of library staff participating in synchronous and asynchronous workshops and training opportunities.

*Frequency: Annual*

*Reporting Period: Federal Fiscal Year*

	2021	2022	2023	2024	2025
<b>Target</b>	--	1,361	1,388	1,096	1,107
<b>Actual</b>	1,412	1,361	1,085	--	--

##### 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.

*Frequency: Annual*

*Reporting Period: Federal Fiscal Year*

	2021	2022	2023	2024	2025
<b>Target</b>	--	14,278	14,706	12,203	12,325
<b>Actual</b>	10,755	14,278	12,082	--	--

##### 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.

*Frequency: Annual*

*Reporting Period: Federal Fiscal Year*

	2021	2022	2023	2024	2025
<b>Target</b>	--	50,243	51,245	50,461	50,965
<b>Actual</b>	50,062	50,243	49,961	--	--

## **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

<b>Expenditures by Sub Program</b>	<b>2022 Actuals</b>	<b>2023 Actuals</b>	<b>2024 Enacted Budget</b>	<b>2024 Revised Budget</b>	<b>2025 Recommended</b>
Statewide Planning	4,436,832	4,292,437	6,606,016	6,552,981	6,758,419
<b>Total Expenditures</b>	<b>4,436,832</b>	<b>4,292,437</b>	<b>6,606,016</b>	<b>6,552,981</b>	<b>6,758,419</b>
<b>Expenditures by Object</b>					
Salary and Benefits	2,713,632	2,632,878	3,620,182	3,404,660	3,683,817
Contract Professional Services	51,500	72,989	101,989	276,989	201,989
Operating Supplies and Expenses	361,998	348,123	360,295	347,782	349,063
Assistance and Grants	1,305,919	1,229,285	2,488,050	2,488,050	2,488,050
<b>Subtotal: Operating</b>	<b>4,433,048</b>	<b>4,283,275</b>	<b>6,570,516</b>	<b>6,517,481</b>	<b>6,722,919</b>
Capital Purchases and Equipment	3,784	9,162	35,500	35,500	35,500
<b>Subtotal: Other</b>	<b>3,784</b>	<b>9,162</b>	<b>35,500</b>	<b>35,500</b>	<b>35,500</b>
<b>Total Expenditures</b>	<b>4,436,832</b>	<b>4,292,437</b>	<b>6,606,016</b>	<b>6,552,981</b>	<b>6,758,419</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	650,507	574,450	1,138,335	1,090,163	1,175,750
Federal Funds	82,772	(23)	3,050	3,050	3,050
Restricted Receipts	0	0	0	50,000	50,000
Operating Transfers from Other Funds	3,703,552	3,718,010	5,464,631	5,409,768	5,529,619
<b>Total Expenditures</b>	<b>4,436,832</b>	<b>4,292,437</b>	<b>6,606,016</b>	<b>6,552,981</b>	<b>6,758,419</b>

# Personnel

## Department of Administration

### Planning

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	0134 A	1.0	87,440	1.0	91,940
ASSISTANT CHIEF OF PLANNING	0137 A	2.0	197,672	2.0	201,177
ASSOCIATE DIRECTOR- DIVISION OF PLANNING	0147 A	1.0	164,027	1.0	164,027
CHIEF IMPLEMENTATION AIDE	0128 A	2.0	164,759	2.0	164,759
DATA ANALYST I	0134 A	2.0	185,968	2.0	189,060
DATA ANALYST II	0138 A	1.0	118,014	1.0	118,014
INTERDEPARTMENTAL PROJECT MANAGER	0839 A	1.0	118,674	1.0	122,377
INTERNET COMMUNICATIONS SPECIALIST	AB28 A	1.0	89,254	1.0	89,254
PRINCIPAL PLANNER	0829 A	4.0	311,768	4.0	314,310
PRINCIPAL RESEARCH TECHNICIAN	0827 A	1.0	70,988	1.0	70,988
PROGRAMMING SERVICES OFFICER	0131 A	2.0	149,018	2.0	154,500
SENIOR PLANNER	0126 A	1.0	59,429	1.0	61,526
STAFF DIRECTOR (WATER RESOURCES BOARD)	0137 A	1.0	118,196	1.0	118,196
SUPERVISING GEOGRAPHIC INFORMATION SYSTEM SPECIALIST	0832 A	1.0	86,372	1.0	86,372
SUPERVISING PLANNER	0831 A	3.0	232,806	3.0	238,326
<b>Subtotal Classified</b>		<b>24.0</b>	<b>2,154,385</b>	<b>24.0</b>	<b>2,184,826</b>
<b>Subtotal</b>		<b>24.0</b>	<b>2,154,385</b>	<b>24.0</b>	<b>2,184,826</b>
Transfer In			17,197		17,650
Overtime			5,385		5,385
Turnover			(126,934)		(2,723)
<b>Total Salaries</b>			<b>2,050,033</b>		<b>2,205,138</b>
<b>Benefits</b>					
Contract Stipends			19,578		19,578
FICA			156,182		168,489
Health Benefits			384,982		458,867
Payroll Accrual			11,934		12,759
Retiree Health			92,418		86,779
Retirement			608,776		645,214
<b>Subtotal</b>			<b>1,273,870</b>		<b>1,391,686</b>
<b>Total Salaries and Benefits</b>		<b>24.0</b>	<b>3,323,903</b>	<b>24.0</b>	<b>3,596,824</b>
<b>Cost Per FTE Position</b>			<b>138,496</b>		<b>149,868</b>
Statewide Benefit Assessment			80,757		86,993
<b>Payroll Costs</b>		<b>24.0</b>	<b>3,404,660</b>	<b>24.0</b>	<b>3,683,817</b>

---

# Personnel

---

## Department of Administration

---

### Planning

---

	FY 2024		FY 2025	
	FTE	Cost	FTE	Cost
<b>Purchased Services</b>				
Design and Engineering Services		67,989		67,989
Management & Consultant Services		159,000		84,000
Other Contracts		50,000		50,000
<b>Subtotal</b>		<b>276,989</b>		<b>201,989</b>
<b>Total Personnel</b>	<b>24.0</b>	<b>3,681,649</b>	<b>24.0</b>	<b>3,885,806</b>
<b>Distribution by Source of Funds</b>				
General Revenue	24.0	896,235	24.0	980,216
Restricted Receipts	0.0	50,000	0.0	50,000
Operating Transfers from Other Funds	0.0	2,735,414	0.0	2,855,590
<b>Total All Funds</b>	<b>24.0</b>	<b>3,681,649</b>	<b>24.0</b>	<b>3,885,806</b>

---

---

## 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 figures below represent the number of 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*

---

	2021	2022	2023	2024	2025
<b>Target</b>	50	70	125	250	250
<b>Actual</b>	51	72	133	--	--

---

##### Water Supplier Outreach

---

Frequent contact (defined as three 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. The figures below represent the number suppliers receiving frequent contact.

*Frequency: Annual*

*Reporting Period: State Fiscal Year*

---

	2021	2022	2023	2024	2025
<b>Target</b>	8	10	10	13	15
<b>Actual</b>	7	10	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

---

<b>Expenditures by Sub Program</b>	<b>2022 Actuals</b>	<b>2023 Actuals</b>	<b>2024 Enacted Budget</b>	<b>2024 Revised Budget</b>	<b>2025 Recommended</b>
Undistributed Statewide Adjustments	0	0	0	5,000,000	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000,000</b>	<b>0</b>
<hr/>					
<b>Expenditures by Object</b>					
Operating Supplies and Expenses	0	(21,057)	0	5,000,000	0
<b>Subtotal: Operating</b>	<b>0</b>	<b>(21,057)</b>	<b>0</b>	<b>5,000,000</b>	<b>0</b>
Capital Purchases and Equipment	0	21,057	0	0	0
<b>Subtotal: Other</b>	<b>0</b>	<b>21,057</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000,000</b>	<b>0</b>
<hr/>					
<b>Expenditures by Source of Funds</b>					
General Revenue	0	0	0	5,000,000	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000,000</b>	<b>0</b>



---

**Personnel**

---

**Department of Administration**

---

**Statewide Personnel and Operations**

---

<b>FY 2024</b>		<b>FY 2025</b>	
<b>FTE</b>	<b>Cost</b>	<b>FTE</b>	<b>Cost</b>

---

# 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

<b>Expenditures by Sub Program</b>	<b>2022 Actuals</b>	<b>2023 Actuals</b>	<b>2024 Enacted Budget</b>	<b>2024 Revised Budget</b>	<b>2025 Recommended</b>
Energy Resources	10,823,956	32,568,312	47,533,500	68,182,359	42,824,429
<b>Total Expenditures</b>	<b>10,823,956</b>	<b>32,568,312</b>	<b>47,533,500</b>	<b>68,182,359</b>	<b>42,824,429</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,422,208	1,573,985	2,249,281	2,167,992	2,404,049
Contract Professional Services	574,202	944,980	954,754	2,361,932	1,990,400
Operating Supplies and Expenses	1,320,926	3,762,548	2,608,420	4,147,833	2,673,859
Assistance and Grants	7,500,866	26,273,420	37,693,462	56,287,002	31,728,538
<b>Subtotal: Operating</b>	<b>10,818,201</b>	<b>32,554,934</b>	<b>43,505,917</b>	<b>64,964,759</b>	<b>38,796,846</b>
Capital Purchases and Equipment	5,755	13,379	27,583	17,600	27,583
Operating Transfers	0	0	4,000,000	3,200,000	4,000,000
<b>Subtotal: Other</b>	<b>5,755</b>	<b>13,379</b>	<b>4,027,583</b>	<b>3,217,600</b>	<b>4,027,583</b>
<b>Total Expenditures</b>	<b>10,823,956</b>	<b>32,568,312</b>	<b>47,533,500</b>	<b>68,182,359</b>	<b>42,824,429</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	0	0	0	0	500,000
Federal Funds	1,045,266	990,284	21,628,101	40,109,693	15,042,632
Restricted Receipts	9,778,690	31,578,028	21,905,399	24,809,982	23,217,475
Operating Transfers from Other Funds	0	0	4,000,000	3,262,684	4,064,322
<b>Total Expenditures</b>	<b>10,823,956</b>	<b>32,568,312</b>	<b>47,533,500</b>	<b>68,182,359</b>	<b>42,824,429</b>

# Personnel

## Department of Administration

### Energy Resources

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATOR OF ENERGY PROGRAMS	0137 A	3.0	300,169	3.0	308,869
ASSISTANT ADMINISTRATOR/FINANCIAL MANAGEMENT	0134 A	0.0	0	1.0	86,654
ASSISTANT DIRECTOR FINANCIAL AND CONTRACT MANAGEMENT	0141 A	1.0	131,385	1.0	138,043
CHIEF PROGRAM DEVELOPMENT	0134 A	2.0	170,551	2.0	175,221
CHIEF PUBLIC AFFAIRS OFFICER	0137 A	1.0	99,292	1.0	103,717
DEPUTY COMMISSIONER- OFFICE OF ENERGY RESOURCES	0145 A	1.0	140,301	1.0	144,913
IMPLEMENTATION DIRECTOR POLICY AND PROGRAMS	0140 A	2.0	228,244	2.0	233,273
PROGRAMMING SERVICES OFFICER	0131 A	4.0	307,177	4.0	320,313
<b>Subtotal Classified</b>		<b>14.0</b>	<b>1,377,119</b>	<b>15.0</b>	<b>1,511,003</b>
<b>Unclassified</b>					
COMMISSIONER OF ENERGY RESOURCES	0743 A	1.0	142,407	1.0	147,555
<b>Subtotal Unclassified</b>		<b>1.0</b>	<b>142,407</b>	<b>1.0</b>	<b>147,555</b>
<b>Subtotal</b>		<b>15.0</b>	<b>1,519,526</b>	<b>16.0</b>	<b>1,658,558</b>
Transfer Out			(104,303)		(106,633)
Transfer In			76,016		79,054
Seasonal/Special Salaries/Wages			131,040		131,040
Turnover			(200,087)		(190,847)
<b>Total Salaries</b>			<b>1,422,192</b>		<b>1,571,172</b>
<b>Benefits</b>					
FICA			108,799		120,192
Health Benefits			131,985		164,272
Payroll Accrual			7,553		8,361
Retiree Health			58,359		56,740
Retirement			388,104		426,426
<b>Subtotal</b>			<b>694,800</b>		<b>775,991</b>
<b>Total Salaries and Benefits</b>		<b>15.0</b>	<b>2,116,992</b>	<b>16.0</b>	<b>2,347,163</b>
<b>Cost Per FTE Position</b>			<b>141,133</b>		<b>146,698</b>
Statewide Benefit Assessment			51,000		56,886
<b>Payroll Costs</b>		<b>15.0</b>	<b>2,167,992</b>	<b>16.0</b>	<b>2,404,049</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			417,888		443,740
Design and Engineering Services			316,500		236,500

---

# Personnel

---

## Department of Administration

---

### Energy Resources

---

	FY 2024		FY 2025	
	FTE	Cost	FTE	Cost
<b>Purchased Services</b>				
Legal Services		40,000		40,000
Other Contracts		1,567,544		1,250,160
Training and Educational Services		20,000		20,000
<b>Subtotal</b>		<b>2,361,932</b>		<b>1,990,400</b>
<b>Total Personnel</b>	<b>15.0</b>	<b>4,529,924</b>	<b>16.0</b>	<b>4,394,449</b>
<b>Distribution by Source of Funds</b>				
Federal Funds	2.0	1,488,871	2.0	1,514,769
Restricted Receipts	13.0	2,978,369	14.0	2,815,358
Operating Transfers from Other Funds	0.0	62,684	0.0	64,322
<b>Total All Funds</b>	<b>15.0</b>	<b>4,529,924</b>	<b>16.0</b>	<b>4,394,449</b>

---

## 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 represent Rhode Island State Government's energy consumption (natural gas and electricity), measured in million BTU (MMBTU).

	<i>Reporting Period: State Fiscal Year</i>				
<i>Frequency: Annual</i>	2021	2022	2023	2024	2025
<b>Target</b>	1,517,303	1,456,611	1,398,346	1,342,413	1,284,076
<b>Actual</b>	1,399,766	1,384,269	1,351,659	--	--

---

# 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)

<b>Expenditures by Sub Program</b>	<b>2022 Actuals</b>	<b>2023 Actuals</b>	<b>2024 Enacted Budget</b>	<b>2024 Revised Budget</b>	<b>2025 Recommended</b>
Operations	23,366,068	31,176,296	31,893,421	30,485,975	30,427,443
<b>Total Expenditures</b>	<b>23,366,068</b>	<b>31,176,296</b>	<b>31,893,421</b>	<b>30,485,975</b>	<b>30,427,443</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,922,574	1,766,026	2,259,652	1,304,754	1,612,353
Contract Professional Services	9,393,904	9,613,816	12,378,168	12,447,128	12,090,900
Operating Supplies and Expenses	1,228,223	845,974	1,105,473	558,687	635,288
Assistance and Grants	10,818,582	18,866,393	16,149,035	16,132,099	16,053,473
<b>Subtotal: Operating</b>	<b>23,363,283</b>	<b>31,092,209</b>	<b>31,892,328</b>	<b>30,442,668</b>	<b>30,392,014</b>
Capital Purchases and Equipment	2,785	84,086	1,093	43,307	35,429
<b>Subtotal: Other</b>	<b>2,785</b>	<b>84,086</b>	<b>1,093</b>	<b>43,307</b>	<b>35,429</b>
<b>Total Expenditures</b>	<b>23,366,068</b>	<b>31,176,296</b>	<b>31,893,421</b>	<b>30,485,975</b>	<b>30,427,443</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	3,008,664	3,424,857	4,744,746	3,768,711	3,529,116
Federal Funds	6,314,203	12,762,514	11,059,035	11,010,267	10,758,473
Restricted Receipts	14,043,201	14,988,924	16,089,640	15,706,997	16,139,854
<b>Total Expenditures</b>	<b>23,366,068</b>	<b>31,176,296</b>	<b>31,893,421</b>	<b>30,485,975</b>	<b>30,427,443</b>



# Personnel

## Department of Administration

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

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	0134 A	2.0	186,191	2.0	186,192
CHIEF OF LEGAL SERVICES	0141 A	1.0	122,290	1.0	122,291
CHIEF PUBLIC AFFAIRS OFFICER	0137 A	1.0	94,573	1.0	98,125
ECONOMIC AND POLICY ANALYST I	0130 A	1.0	62,645	1.0	72,795
IMPLEMENTATION DIRECTOR POLICY AND PROGRAMS	0140 A	1.0	90,233	1.0	104,995
INTERDEPARTMENTAL PROJECT MANAGER	0139 A	2.0	219,655	2.0	221,961
PROJECT MANAGER I (DOA)	0137 A	1.0	93,074	1.0	96,512
<b>Subtotal Classified</b>		<b>9.0</b>	<b>868,661</b>	<b>9.0</b>	<b>902,871</b>
<b>Unclassified</b>					
ADMINISTRATIVE ASSISTANT	8325 A	1.0	64,076	1.0	66,472
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	0843 A	1.0	141,695	1.0	145,265
DEPUTY DIRECTOR OF HEALTHSOURCE RI	0845 A	1.0	156,594	1.0	156,593
DIRECTOR HEALTHSOURCE RI	0851 A	1.0	190,613	1.0	190,613
DIRECTOR OF FINANCE/ASSOCIATE ADMINISTRATOR	0844 A	1.0	150,931	1.0	150,930
SENIOR POLICY ANALYST	0839 A	1.0	113,138	1.0	118,836
<b>Subtotal Unclassified</b>		<b>6.0</b>	<b>817,047</b>	<b>6.0</b>	<b>828,709</b>
<b>Subtotal</b>		<b>15.0</b>	<b>1,685,708</b>	<b>15.0</b>	<b>1,731,580</b>
Transfer Out			(1,177,373)		(1,037,846)
Transfer In			300,226		305,907
Turnover			0		(72)
<b>Total Salaries</b>			<b>808,561</b>		<b>999,569</b>
<b>Benefits</b>					
FICA			61,475		75,897
Health Benefits			119,248		156,981
Payroll Accrual			4,721		5,804
Retiree Health			36,553		39,385
Retirement			242,256		295,229
<b>Subtotal</b>			<b>464,253</b>		<b>573,296</b>
<b>Total Salaries and Benefits</b>		<b>15.0</b>	<b>1,272,814</b>	<b>15.0</b>	<b>1,572,865</b>
<b>Cost Per FTE Position</b>			<b>84,854</b>		<b>104,858</b>
Statewide Benefit Assessment			31,940		39,488
<b>Payroll Costs</b>		<b>15.0</b>	<b>1,304,754</b>	<b>15.0</b>	<b>1,612,353</b>

---

## Personnel

---

### Department of Administration

---

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

---

	FY 2024		FY 2025	
	FTE	Cost	FTE	Cost
<b>Purchased Services</b>				
Information Technology		6,315,348		5,827,947
Management & Consultant Services		5,104,830		4,982,208
Other Contracts		1,026,950		1,280,745
<b>Subtotal</b>		<b>12,447,128</b>		<b>12,090,900</b>
<b>Total Personnel</b>	<b>15.0</b>	<b>13,751,882</b>	<b>15.0</b>	<b>13,703,253</b>
<b>Distribution by Source of Funds</b>				
General Revenue	0.0	3,760,054	0.0	3,527,135
Restricted Receipts	15.0	9,991,828	15.0	10,176,118
<b>Total All Funds</b>	<b>15.0</b>	<b>13,751,882</b>	<b>15.0</b>	<b>13,703,253</b>

---

## 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 figures below represent the percent of Rhode Islanders estimated to be uninsured, according to the Health Information Survey, conducted by the State of Rhode Island every other year.

	<i>Frequency: Annual</i>		<i>Reporting Period: Calendar Year</i>		
	2021	2022	2023	2024	2025
<b>Target</b>	--	3%	--	4%	--
<b>Actual</b>	--	3%	--	--	--

---

#### 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. [Note: CY 2023 data is preliminary and subject to adjustment.]

	<i>Frequency: Annual</i>		<i>Reporting Period: Calendar Year</i>		
	2021	2022	2023	2024	2025
<b>Target</b>	--	\$126,617,911	\$150,201,025	\$188,361,579	\$184,278,746
<b>Actual</b>	\$121,498,327	\$123,569,333	\$128,603,255	--	--

---

#### Total Program Enrollment

---

The figures below represent the number of enrollees in the individual market and 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>Frequency: Annual</i>		<i>Reporting Period: State Fiscal Year</i>		
	2021	2022	2023	2024	2025
<b>Target</b>	--	37,445	41,032	48,244	46,997
<b>Actual</b>	37,638	37,573	--	--	--

---

# 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	2022 Actuals	2023 Actuals	2024 Enacted Budget	2024 Revised Budget	2025 Recommended
Operations	1,124,178	1,394,342	2,007,320	1,780,546	2,762,640
<b>Total Expenditures</b>	<b>1,124,178</b>	<b>1,394,342</b>	<b>2,007,320</b>	<b>1,780,546</b>	<b>2,762,640</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,061,403	1,241,308	1,616,149	1,294,599	1,432,275
Contract Professional Services	0	11,040	10,000	100,000	1,010,000
Operating Supplies and Expenses	60,907	140,466	381,171	385,947	320,365
<b>Subtotal: Operating</b>	<b>1,122,310</b>	<b>1,392,814</b>	<b>2,007,320</b>	<b>1,780,546</b>	<b>2,762,640</b>
Capital Purchases and Equipment	1,868	1,528	0	0	0
<b>Subtotal: Other</b>	<b>1,868</b>	<b>1,528</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>1,124,178</b>	<b>1,394,342</b>	<b>2,007,320</b>	<b>1,780,546</b>	<b>2,762,640</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	1,066,653	1,293,174	1,898,258	1,675,550	2,652,119
Other Funds	57,525	101,168	109,062	104,996	110,521
<b>Total Expenditures</b>	<b>1,124,178</b>	<b>1,394,342</b>	<b>2,007,320</b>	<b>1,780,546</b>	<b>2,762,640</b>

# Personnel

## Department of Administration

### The Division of Equity, Diversity, and Inclusion

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATOR STATE EQUAL OPPORTUNITY PROGRAMS	0134 A	1.0	76,041	1.0	84,994
ASSISTANT ADMINISTRATOR - MBE COMPLIANCE	0134 A	1.0	89,145	1.0	93,096
ASSOCIATE DIRECTOR- DIVERSITY- EQUITY AND OPPORTUNITY	0142 A	1.0	127,942	1.0	127,942
CHIEF IMPLEMENTATION AIDE	0128 A	1.0	73,703	1.0	73,703
CHIEF PROGRAM DEVELOPMENT	0134 A	1.0	84,464	1.0	87,624
PROGRAMMING SERVICES OFFICER	0131 A	5.0	405,593	5.0	418,048
<b>Subtotal Classified</b>		<b>10.0</b>	<b>856,888</b>	<b>10.0</b>	<b>885,407</b>
<b>Subtotal</b>		<b>10.0</b>	<b>856,888</b>	<b>10.0</b>	<b>885,407</b>
Turnover			(65,000)		(4,420)
<b>Total Salaries</b>			<b>791,888</b>		<b>880,987</b>
<b>Benefits</b>					
FICA			60,582		67,736
Health Benefits			134,971		149,596
Payroll Accrual			4,621		5,127
Retiree Health			35,794		34,886
Retirement			235,464		258,970
<b>Subtotal</b>			<b>471,432</b>		<b>516,315</b>
<b>Total Salaries and Benefits</b>		<b>10.0</b>	<b>1,263,320</b>	<b>10.0</b>	<b>1,397,302</b>
<b>Cost Per FTE Position</b>			<b>126,332</b>		<b>139,730</b>
Statewide Benefit Assessment			31,279		34,973
<b>Payroll Costs</b>		<b>10.0</b>	<b>1,294,599</b>	<b>10.0</b>	<b>1,432,275</b>
<b>Purchased Services</b>					
Management & Consultant Services			90,000		1,000,000
Other Contracts			10,000		10,000
<b>Subtotal</b>			<b>100,000</b>		<b>1,010,000</b>
<b>Total Personnel</b>		<b>10.0</b>	<b>1,394,599</b>	<b>10.0</b>	<b>2,442,275</b>
<b>Distribution by Source of Funds</b>					
General Revenue		9.0	1,289,603	9.0	2,331,754
Other Funds		1.0	104,996	1.0	110,521
<b>Total All Funds</b>		<b>10.0</b>	<b>1,394,599</b>	<b>10.0</b>	<b>2,442,275</b>

---

## 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. The figures below represent the percent of the Executive Branch workforce who identify on HR paperwork as belonging to a racial minority. [Note: Targets from 2022-onward were developed using 2020 census data. For a detailed breakdown by department, see technical appendix. Measure data is derived from employee self-selection on HR onboarding paperwork; historical actuals have been updated based on available data.]

---

*Frequency: Annual*

*Reporting Period: State Fiscal Year*

	2021	2022	2023	2024	2025
<b>Target</b>	31.4%	31.4%	31.4%	31.4%	31.4%
<b>Actual</b>	20.39%	21.56%	22.08%	--	--

---

# 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	2022 Actuals	2023 Actuals	2024 Enacted Budget	2024 Revised Budget	2025 Recommended
Capital Asset Management And Maintenance Admin	1,977,910	412,444	474,610	385,337	159,803
Facilities Management And Maintenance	12,830,539	8,025,519	9,909,549	7,649,982	7,715,523
Planning, Design And Construction	1,605,826	1,414,555	1,777,802	1,859,051	392,403
<b>Total Expenditures</b>	<b>16,414,276</b>	<b>9,852,517</b>	<b>12,161,961</b>	<b>9,894,370</b>	<b>8,267,729</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,909,229	1,733,659	2,066,148	2,051,607	337,939
Contract Professional Services	4,041,395	6,775	26,100	27,617	27,617
Operating Supplies and Expenses	10,463,652	8,202,063	10,064,713	7,810,146	7,897,173
<b>Subtotal: Operating</b>	<b>16,414,276</b>	<b>9,942,496</b>	<b>12,156,961</b>	<b>9,889,370</b>	<b>8,262,729</b>
Capital Purchases and Equipment	0	15,515	5,000	5,000	5,000
Operating Transfers	0	(105,494)	0	0	0
<b>Subtotal: Other</b>	<b>0</b>	<b>(89,979)</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Total Expenditures</b>	<b>16,414,276</b>	<b>9,852,517</b>	<b>12,161,961</b>	<b>9,894,370</b>	<b>8,267,729</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	14,793,463	9,881,144	12,161,961	9,894,370	8,267,729
Federal Funds	1,620,813	(28,627)	0	0	0
<b>Total Expenditures</b>	<b>16,414,276</b>	<b>9,852,517</b>	<b>12,161,961</b>	<b>9,894,370</b>	<b>8,267,729</b>

# Personnel

## Department of Administration

### Capital Asset Management and Maintenance

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ARCHITECT BUILDING COMMISSION	0335 A	1.0	99,525	1.0	99,525
ASST DIR STWIDE CAP ASSET PJ M	0152 A	1.0	190,020	1.0	190,020
CHIEF ENGINEER FOR CAPITAL ASSET MANAGEMENT & MAINTENANCE	0143 A	1.0	138,715	1.0	138,715
PROJECT MANAGER I (DOA)	0137 A	3.0	316,325	3.0	316,325
PROJECT MANAGER II (DOA)	0139 A	4.0	344,625	4.0	421,092
<b>Subtotal Classified</b>		<b>10.0</b>	<b>1,089,210</b>	<b>10.0</b>	<b>1,165,677</b>
<b>Unclassified</b>					
EXECUTIVE SECRETARY (STATE PROPERTIES COMMITTEE)	0321 A	1.0	60,619	1.0	60,620
<b>Subtotal Unclassified</b>		<b>1.0</b>	<b>60,619</b>	<b>1.0</b>	<b>60,620</b>
<b>Subtotal</b>		<b>11.0</b>	<b>1,149,829</b>	<b>11.0</b>	<b>1,226,297</b>
Transfer Out			0		(30,310)
Transfer In			110,979		193,499
Overtime			38,291		38,291
Turnover			0		(1,920,710)
<b>Total Salaries</b>			<b>1,299,099</b>		<b>(492,933)</b>
<b>Benefits</b>					
FICA			94,603		104,925
Health Benefits			168,231		201,741
Payroll Accrual			7,359		8,050
Retiree Health			56,988		54,745
Retirement			375,526		406,526
<b>Subtotal</b>			<b>702,707</b>		<b>775,987</b>
<b>Total Salaries and Benefits</b>		<b>11.0</b>	<b>2,001,806</b>	<b>11.0</b>	<b>283,054</b>
<b>Cost Per FTE Position</b>			<b>181,982</b>		<b>25,732</b>
Statewide Benefit Assessment			49,801		54,885
<b>Payroll Costs</b>		<b>11.0</b>	<b>2,051,607</b>	<b>11.0</b>	<b>337,939</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			16,100		16,100
Design and Engineering Services			4,000		4,000
Legal Services			1,517		1,517
Other Contracts			6,000		6,000
<b>Subtotal</b>			<b>27,617</b>		<b>27,617</b>
<b>Total Personnel</b>		<b>11.0</b>	<b>2,079,224</b>	<b>11.0</b>	<b>365,556</b>

---

# Personnel

---

## Department of Administration

---

### Capital Asset Management and Maintenance

---

	FY 2024		FY 2025	
	FTE	Cost	FTE	Cost
<b>Distribution by Source of Funds</b>				
General Revenue	11.0	2,079,224	11.0	365,556
<b>Total All Funds</b>	<b>11.0</b>	<b>2,079,224</b>	<b>11.0</b>	<b>365,556</b>

---

---

## 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 figures below represent the percent 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 performance measure was established in FY 2023 and historical targets are not available.]

---

*Frequency: Annual*

*Reporting Period: State Fiscal Year*

	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Target</b>	--	--	75%	75%	70%
<b>Actual</b>	60%	38%	38%	--	--

---