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## Agency Summary

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### DEPARTMENT OF ADMINISTRATION

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#### 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, Cybersecurity, Planning, General Appropriations, Debt Service Payments, Energy Resources, Construction Permitting, Approvals, and Licensing (CPAL), HealthSource RI (RI Health Benefits Exchange) and various Internal Services Programs.

#### Statutory History

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

# Budget

## DEPARTMENT OF ADMINISTRATION

	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
<b>Expenditures by Program</b>					
Central Management	2,142,200	2,824,619	2,735,330	2,765,824	2,669,232
Accounts and Control	3,999,112	5,060,719	5,570,382	5,004,527	5,562,009
Office of Management and Budget	7,508,069	9,125,602	10,534,560	9,677,671	9,841,526
Purchasing	3,050,163	3,648,240	3,892,555	4,411,606	4,406,689
Human Resources	10,597,688	1,153,476	1,274,257	789,026	788,541
Personnel Appeal Board	114,599	102,303	149,477	149,736	151,521
General	47,697,141	53,886,849	45,444,600	73,299,565	66,193,874
Debt Service Payments	168,071,675	179,649,841	182,679,939	165,683,399	201,980,951
Internal Service Programs	372,486,784	464,798,069	486,699,823	494,147,299	489,848,494
Legal Services	1,893,892	1,943,569	2,424,062	2,241,985	2,505,412
Facilities Management	0	996,887	0	0	0
Information Technology	38,271,729	22,795,771	11,901,569	18,437,122	8,383,510
Library and Information Services	2,336,188	2,464,556	2,661,294	2,526,473	2,614,826
Planning	3,070,692	3,503,881	5,839,360	5,693,200	5,659,583
Personnel and Operational Reforms	0	0	(20,084,559)	(3,200,000)	(15,857,000)
Energy Resources	9,078,262	5,054,728	8,704,012	9,385,996	8,604,102
Construction Permitting, Approvals and Licensing	2,913,525	3,166,479	0	0	0
Rhode Island Health Benefits Exchange (HealthSource RI)	11,836,188	9,656,976	8,921,345	10,600,526	10,203,397
The Office of Diversity, Equity and Opportunity	954,214	1,130,353	1,393,580	1,323,829	1,426,500
Capital Asset Management and Maintenance	36,001,574	8,387,524	10,621,701	9,726,825	9,817,305
<b>Total Expenditures</b>	<b>722,023,695</b>	<b>779,350,442</b>	<b>771,363,287</b>	<b>812,664,609</b>	<b>814,800,472</b>
<i>Internal Services</i>	<i>[372,486,784]</i>	<i>[464,798,069]</i>	<i>[486,699,823]</i>	<i>[494,147,299]</i>	<i>[489,848,494]</i>
<b>Expenditures by Object</b>					
Salary And Benefits	405,636,428	415,137,476	437,961,857	431,290,326	429,575,767
Contract Professional Services	18,974,533	24,043,955	14,742,213	19,874,693	16,649,464
Operating Supplies And Expenses	77,823,636	96,725,386	80,267,618	102,859,264	91,022,728
Assistance And Grants	5,761,754	6,454,948	3,093,105	3,107,232	2,946,476
Aid To Local Units Of Government	11,154,782	11,107,320	11,538,543	11,538,543	11,299,302
<b>Subtotal: Operating</b>	<b>519,351,133</b>	<b>553,469,085</b>	<b>547,603,336</b>	<b>568,670,058</b>	<b>551,493,737</b>

# Budget

## DEPARTMENT OF ADMINISTRATION

	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Capital Purchases And Equipment	32,655,521	38,137,397	39,706,226	76,937,366	59,951,998
Debt Service (fixed Charges)	141,935,670	156,678,487	182,579,939	165,583,399	201,880,951
Operating Transfers	28,081,371	31,065,473	1,473,786	1,473,786	1,473,786
<b>Subtotal: Other</b>	<b>202,672,562</b>	<b>225,881,357</b>	<b>223,759,951</b>	<b>243,994,551</b>	<b>263,306,735</b>
<b>Total Expenditures</b>	<b>722,023,695</b>	<b>779,350,442</b>	<b>771,363,287</b>	<b>812,664,609</b>	<b>814,800,472</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	217,802,033	189,889,755	177,080,380	174,283,385	200,464,434
Federal Funds	16,553,489	7,678,087	3,877,255	4,669,039	4,048,409
Restricted Receipts	26,458,599	30,686,532	26,597,691	35,274,182	23,497,835
Operating Transfers From Other Funds	80,922,146	83,732,163	76,906,537	104,175,111	96,818,997
Other Funds	380,287,428	467,363,905	486,901,424	494,262,892	489,970,797
<b>Total Expenditures</b>	<b>722,023,695</b>	<b>779,350,442</b>	<b>771,363,287</b>	<b>812,664,609</b>	<b>814,800,472</b>
<b>FTE Authorization</b>	<b>708.7</b>	<b>697.7</b>	<b>655.7</b>	<b>657.7</b>	<b>670.7</b>

# Personnel Agency Summary

## DEPARTMENT OF ADMINISTRATION

	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
Classified	650.6	50,522,633	663.6	54,255,435
Unclassified	7.1	3,799,066	7.1	3,766,542
<b>Subtotal</b>	<b>657.7</b>	<b>54,321,699</b>	<b>670.7</b>	<b>58,021,977</b>
Transfer Out		(1,697,364)		(1,619,142)
Transfer In		204,914		201,167
Regular Wages		35,815		1,373,720
Overtime (1.5)		536,481		(1,821)
Seasonal/Special Salaries/Wages		510,758		457,351
Turnover		(2,799,276)		(1,100,348)
<b>Total Salaries</b>		<b>51,075,809</b>		<b>55,953,344</b>
<b>Benefits</b>				
Contract Stipends		800		800
FICA		4,343,945		4,294,123
Health Benefits		322,629,176		323,247,049
Other		6,000,524		525
Payroll Accrual		290,227		321,620
Retiree Health		2,989,631		3,672,674
Retirement		13,618,054		15,124,308
Workers Compensation		28,472,180		25,082,309
<b>Subtotal</b>		<b>378,344,537</b>		<b>371,743,408</b>
<b>Total Salaries and Benefits</b>	<b>657.7</b>	<b>429,420,346</b>	<b>670.7</b>	<b>427,696,752</b>
<b>Cost Per FTE Position</b>		<b>652,910</b>		<b>637,685</b>
Statewide Benefit Assessment		2,273,876		2,282,911
<b>Payroll Costs</b>	<b>657.7</b>	<b>431,694,222</b>	<b>670.7</b>	<b>429,979,663</b>
<b>Purchased Services</b>				
Buildings and Ground Maintenance		842,000		827,000
Clerical and Temporary Services		61,071		129,105
Design and Engineering Services		155,500		101,500
Information Technology		5,234,138		4,377,284
Legal Services		454,820		334,358
Management & Consultant Services		11,351,428		9,886,798
Medical Services		5,000		5,000
Other Contracts		1,642,774		942,919
Training and Educational Services		127,962		45,500
<b>Subtotal</b>		<b>19,874,693</b>		<b>16,649,464</b>
<b>Total Personnel</b>	<b>657.7</b>	<b>451,568,915</b>	<b>670.7</b>	<b>446,629,127</b>

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# Personnel Agency Summary

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## DEPARTMENT OF ADMINISTRATION

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	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
<b>Distribution by Source of Funds</b>				
General Revenue		25,752,834		23,757,451
Federal Funds		2,080,539		1,689,642
Restricted Receipts		9,235,261		8,789,415
Operating Transfers from Other Funds		3,872,011		4,484,321
Other Funds		410,628,270		407,908,298
<b>Total All Funds</b>		<b>451,568,915</b>		<b>446,629,127</b>

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# Performance Measures

## DEPARTMENT OF ADMINISTRATION

### Minorities in the Executive Branch of the State Workforce

One of the Department of Administration's strategic objectives is to attract, hire, and retain a talented and diverse workforce. To that end, the department intends to increase the representation of people of color in state government. [Note: Missing values appear as zeros in the measure.]

	<i>Reporting Period: State Fiscal Year</i>				
	2016	2017	2018	2019	2020
<b>Target</b>	17.90%	20.50%	22.20%	24.10%	24.10%
<b>Actual</b>	17.90%	18.50%	19.67%	0.00%	

### Major Processes Subject to a Lean Review

One of the Department of Administration's strategic objectives is to deliver core processes that are predictable, equitable, consistent, timely, and cost-effective. To accomplish this goal, the department intends to standardize and streamline procedures using Lean process improvement techniques. [Note: Missing values appear as zeros in the measure.]

	<i>Reporting Period: State Fiscal Year</i>				
	2016	2017	2018	2019	2020
<b>Target</b>	3.00	8.00	3.00	3.00	3.00
<b>Actual</b>	3.00	3.00	4.00	3.00	

### State Government Energy Consumption

As part of its efforts to provide cost-effective services, the Department of Administration is pursuing energy efficiency initiatives that will reduce overall consumption of gas and electricity by state agencies. The figures below illustrate baseline and projected energy consumption (natural gas and electricity), measured in million BTU (MMBTU). [Notes: This measure has been revised to incorporate natural gas usage. Historical targets are not available. Missing values appear as zeros in the measure.]

	<i>Reporting Period: State Fiscal Year</i>				
	2016	2017	2018	2019	2020
<b>Target</b>	1,452,878.00	0.00	0.00	1,469,700.00	1,469,700.00
<b>Actual</b>	1,452,878.00	1,441,930.00	1,493,744.00	0.00	

## **Program Summary**

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### **Central Management**

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#### **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 four major functions: the Director's Office, the Central Business Office, the Judicial Nominating Commission, and Cybersecurity. The Director's Office provides for the overall operation of the department and provides assistance to all Executive Branch Agencies. Primary functions include: Operations, Human Resources, Information technology, Legal Assistance, and Financial Administration. They also provide administrative assistance to the Office of the Governor. The Central Business Office provides financial management assistance in the areas of budgeting, financial management, accounting, and reporting to divisions within the Department of Administration and the Department of Revenue to ensure maximum use of state and federal resources. The Judicial Nominating Commission was created by statute to recommend highly qualified candidates to the Governor to fill vacancies in the Rhode Island judiciary. Pursuant to R.I.G.L. 8-16.1, the commission is required by statute to advertise for each judicial vacancy and to actively seek and encourage applications from qualified individuals who will reflect the diversity of the community they will serve. Additionally, the Director of Cybersecurity is housed within the Department of Administration Central Management function. The Director of Cybersecurity, also the Governor's Homeland Security Advisor, is charged with developing and implementing a comprehensive statewide cybersecurity strategy in collaboration with ETSS, DPS, RIEMA, and the Rhode Island National Guard.

#### **Statutory History**

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

# Budget

## Agency: DEPARTMENT OF ADMINISTRATION

### Central Management

<b>Expenditures by Sub Program</b>	<b>2017 Actuals</b>	<b>2018 Actuals</b>	<b>2019 Enacted Budget</b>	<b>2019 Revised Budget</b>	<b>2020 Recommended</b>
Director's Office	1,203,001	2,048,551	1,892,174	1,831,681	1,633,719
Financial Management	933,138	768,418	807,609	911,979	1,013,552
Judicial Nominating Committee	6,063	7,650	22,250	22,164	21,961
Office of Digital Excellence	(2)	0	13,297	0	0
<b>Total Expenditures</b>	<b>2,142,200</b>	<b>2,824,619</b>	<b>2,735,330</b>	<b>2,765,824</b>	<b>2,669,232</b>
<b>Expenditures by Object</b>					
Salary and Benefits	2,041,544	2,027,494	2,175,855	1,955,699	1,800,516
Contract Professional Services	20,262	470,723	256,400	475,429	536,400
Operating Supplies and Expenses	73,320	174,480	296,015	330,136	325,256
<b>Subtotal: Operating</b>	<b>2,135,126</b>	<b>2,672,697</b>	<b>2,728,270</b>	<b>2,761,264</b>	<b>2,662,172</b>
Capital Purchases And Equipment	7,074	151,922	7,060	4,560	7,060
<b>Subtotal: Other</b>	<b>7,074</b>	<b>151,922</b>	<b>7,060</b>	<b>4,560</b>	<b>7,060</b>
<b>Total Expenditures</b>	<b>2,142,200</b>	<b>2,824,619</b>	<b>2,735,330</b>	<b>2,765,824</b>	<b>2,669,232</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	2,142,200	2,824,619	2,735,330	2,765,824	2,669,232
<b>Total Expenditures</b>	<b>2,142,200</b>	<b>2,824,619</b>	<b>2,735,330</b>	<b>2,765,824</b>	<b>2,669,232</b>



# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

### Central Management

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATOR- FINANCIAL MANAGEMENT	00137A	2.0	157,718	2.0	172,884
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	00134A	1.0	90,071	1.0	93,472
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	00144A	1.0	105,740	1.0	116,911
BUSINESS MANAGEMENT OFFICER	00126A	2.0	127,704	2.0	135,150
CHIEF IMPLEMENTATION AIDE	00128A	3.0	213,902	3.0	227,907
DATA CONTROL CLERK	00315A	1.0	41,171	1.0	43,507
FISCAL MANAGEMENT OFFICER	00B26A	1.0	70,567	1.0	73,158
PROGRAMMING SERVICES OFFICER	00131A	2.0	133,912	1.0	70,522
<b>Subtotal Classified</b>		<b>13.0</b>	<b>940,785</b>	<b>12.0</b>	<b>933,511</b>
<b>Unclassified</b>					
CHIEF OF STAFF (DOA)	00839A	1.0	89,964	1.0	95,169
CYBERSECURITY OFFICER (HOMELAND SECURITY ADVISOR)	00853A	1.0	176,419	0.0	0
DEPUTY DIRECTOR	00850A	1.0	148,624	1.0	164,437
DIRECTOR OF ADMINISTRATION	20946F	1.0	162,750	1.0	162,750
EXECUTIVE SECRETARY (STATE PROPERTIES COMMITTEE)	00321A	1.0	52,658	1.0	54,646
PRINCIPAL TECHNICAL SUPPORT ANALYST	05229A	1.0	90,584	1.0	93,918
PUBLIC INFORMATION OFFICER	00835A	1.0	85,582	1.0	88,812
<b>Subtotal Unclassified</b>		<b>7.0</b>	<b>806,581</b>	<b>6.0</b>	<b>659,732</b>
<b>Subtotal</b>		<b>20.0</b>	<b>1,747,366</b>	<b>18.0</b>	<b>1,593,243</b>
Transfer Out			(451,271)		(405,913)
Transfer In			49,912		9,609
Regular Wages			0		(247,333)
Seasonal/Special Salaries/Wages			52,300		2,300
Turnover			(103,585)		(20,000)
<b>Total Salaries</b>			<b>1,294,722</b>		<b>1,179,239</b>
<b>Benefits</b>					
FICA			91,576		86,801
Health Benefits			117,717		111,808
Payroll Accrual			7,152		6,713
Retiree Health			74,980		78,267
Retirement			314,125		291,197
<b>Subtotal</b>			<b>605,550</b>		<b>574,786</b>

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## Personnel

Agency: DEPARTMENT OF ADMINISTRATION

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### Central Management

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	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
<b>Total Salaries and Benefits</b>	<b>20.0</b>	<b>1,900,272</b>	<b>18.0</b>	<b>1,754,025</b>
<b>Cost Per FTE Position</b>		<b>95,014</b>		<b>97,446</b>
Statewide Benefit Assessment		55,427		46,491
<b>Payroll Costs</b>	<b>20.0</b>	<b>1,955,699</b>	<b>18.0</b>	<b>1,800,516</b>
<b>Purchased Services</b>				
Information Technology		249,000		249,000
Legal Services		6,400		6,400
Management & Consultant Services		219,029		280,000
Other Contracts		1,000		1,000
<b>Subtotal</b>		<b>475,429</b>		<b>536,400</b>
<b>Total Personnel</b>	<b>20.0</b>	<b>2,431,128</b>	<b>18.0</b>	<b>2,336,916</b>
<b>Distribution by Source of Funds</b>				
General Revenue		2,431,128		2,336,916
<b>Total All Funds</b>		<b>2,431,128</b>		<b>2,336,916</b>

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## **Program Summary**

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### **Accounts and Control**

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#### **Mission**

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

#### **Description**

The primary mission of the Office of Accounts and Control is to promote the financial integrity and accountability of state government through sound administrative and accounting controls and procedures. The major activities of the Office of Accounts and Control include the central administration of a comprehensive accounting and recording system which classifies transactions of the departments and agencies in accordance with the budget plan; the processing of payroll for all State employees; the pre-audit of state receipts and expenditures; the approval of vouchers drawn on the treasury; and the preparation of financial statements in accordance with generally accepted accounting principles. This office is also responsible for the preparation and/or coordination of several publications, including the: Comprehensive Annual Financial Report, Condensed State Financial Report, State Payroll Manual, Procedural Handbook of the Department of Administration, and the Consolidated Statewide Cost Allocation Plan.

#### **Statutory History**

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

# Budget

Agency: DEPARTMENT OF ADMINISTRATION

## Accounts and Control

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Accounts & Control	3,999,112	5,060,719	5,570,382	5,004,527	5,562,009
<b>Total Expenditures</b>	<b>3,999,112</b>	<b>5,060,719</b>	<b>5,570,382</b>	<b>5,004,527</b>	<b>5,562,009</b>
<b>Expenditures by Object</b>					
Salary and Benefits	3,804,198	3,741,095	4,117,260	3,801,824	4,306,512
Contract Professional Services	115	154,397	152,000	160,946	202,000
Operating Supplies and Expenses	177,107	1,145,229	1,298,122	1,038,757	1,040,497
<b>Subtotal: Operating</b>	<b>3,981,420</b>	<b>5,040,721</b>	<b>5,567,382</b>	<b>5,001,527</b>	<b>5,549,009</b>
Capital Purchases And Equipment	17,692	19,998	3,000	3,000	13,000
<b>Subtotal: Other</b>	<b>17,692</b>	<b>19,998</b>	<b>3,000</b>	<b>3,000</b>	<b>13,000</b>
<b>Total Expenditures</b>	<b>3,999,112</b>	<b>5,060,719</b>	<b>5,570,382</b>	<b>5,004,527</b>	<b>5,562,009</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	3,999,112	4,844,264	5,345,087	4,807,108	5,412,043
Restricted Receipts	0	216,455	225,295	197,419	149,966
<b>Total Expenditures</b>	<b>3,999,112</b>	<b>5,060,719</b>	<b>5,570,382</b>	<b>5,004,527</b>	<b>5,562,009</b>

# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

### Accounts and Control

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ACCOUNTS AND CONTROL CENTRALIZED ACCOUNTING CLERK	00321A	12.0	597,825	12.0	623,553
ADMINISTRATOR- FINANCIAL MANAGEMENT	00137A	2.0	161,833	2.0	176,429
ASSET PROTECTION OFFICER	00324A	1.0	53,441	1.0	56,610
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	116,851	1.0	121,263
ASSOCIATE CONTROLLER	00143A	2.0	231,872	2.0	245,695
CENTRAL ACCOUNTS PAYABLE SUPERVISING PREAUDIT CLK (DOA)	00324A	2.0	113,780	2.0	118,882
CHIEF IMPLEMENTATION AIDE	00128A	1.0	55,630	1.0	58,848
CHIEF PREAUDIT SUPERVISOR	00131A	2.0	166,590	2.0	172,846
CONTROLLER	00148A	1.0	161,310	1.0	170,650
DATA CONTROL CLERK	00315A	1.0	38,490	1.0	39,943
FINANCIAL REPORTING MANAGER (OFFICE OF ACCOUNTS & CONTROL)	00139A	1.0	93,977	1.0	100,044
FISCAL MANAGEMENT OFFICER	00326A	1.0	37,326	1.0	53,710
FISCAL MANAGEMENT OFFICER	00B26A	2.0	173,058	2.0	160,026
SUPERVISING ACCOUNTANT	00831A	2.0	134,108	2.0	145,768
SUPERVISOR FINANCIAL MANAGEMENT AND REPORTING	00135A	1.0	72,645	1.0	78,172
SUPERVISOR OF FISCAL SERVICES (DEPT OF ADMINISTRATION)	00136A	3.0	272,682	3.0	288,355
<b>Subtotal Classified</b>		<b>35.0</b>	<b>2,481,418</b>	<b>35.0</b>	<b>2,610,794</b>
<b>Subtotal</b>		<b>35.0</b>	<b>2,481,418</b>	<b>35.0</b>	<b>2,610,794</b>
Transfer Out			(58,715)		(63,716)
Transfer In			0		138,117
Turnover			(119,388)		(43,000)
<b>Total Salaries</b>			<b>2,303,315</b>		<b>2,642,195</b>
<b>Benefits</b>					
FICA			177,449		200,959
Health Benefits			428,500		443,681
Payroll Accrual			13,455		15,312
Retiree Health			139,214		175,706
Retirement			636,926		724,211
<b>Subtotal</b>			<b>1,395,544</b>		<b>1,559,869</b>
<b>Total Salaries and Benefits</b>		<b>35.0</b>	<b>3,698,859</b>	<b>35.0</b>	<b>4,202,064</b>
<b>Cost Per FTE Position</b>			<b>105,682</b>		<b>120,059</b>
Statewide Benefit Assessment			102,965		104,448

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## Personnel

Agency: DEPARTMENT OF ADMINISTRATION

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### Accounts and Control

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	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
<b>Payroll Costs</b>	<b>35.0</b>	<b>3,801,824</b>	<b>35.0</b>	<b>4,306,512</b>
<b>Purchased Services</b>				
Clerical and Temporary Services		8,946		0
Legal Services		50,000		0
Management & Consultant Services		100,000		200,000
Other Contracts		2,000		2,000
<b>Subtotal</b>		<b>160,946</b>		<b>202,000</b>
<b>Total Personnel</b>	<b>35.0</b>	<b>3,962,770</b>	<b>35.0</b>	<b>4,508,512</b>
<b>Distribution by Source of Funds</b>				
General Revenue		3,765,351		4,358,546
Restricted Receipts		197,419		149,966
<b>Total All Funds</b>		<b>3,962,770</b>		<b>4,508,512</b>

# Program Summary

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**Agency: DEPARTMENT OF ADMINISTRATION**

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## Office of Management and Budget

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### 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.

**Federal Grants Administration:** Monitors and reports on federal grants including stimulus grants, and maximizes use of federal funds for eligible state programs and functions.

**Regulatory Reform:** Evaluates and reforms state and local regulatory environment to remove barriers to economic growth while protecting taxpayer interests.

**Office of Internal Audit:** Enhance and better protect organizational value by providing risk-based and objective assurance, advice, and insight across all executive branch departments and educational institutions.

### Statutory History

RIGL 35-1.1 created the Office of Management and Budget. RIGL 35-3 establishes the Budget Office's responsibility for the executive budget, including the preparation and submission of the Governor's budget to the general assembly; the execution and management of the enacted budget plan throughout the fiscal year; and development of long-term financial programs, particularly relating to capital improvement programs. RIGL 35-16 requires the Budget Officer to participate in the Revenue Estimating Conference, which reviews and revises both the economic forecast and the estimated general revenues for the state. RIGL 22-12 requires that a fiscal note accompany bills and resolutions that may impact state or municipal revenues or expenditures. RIGL 42-35.1-3 moved the Office of Regulatory Reform from the Economic Development Corporation to the Office of Management and Budget.

# Budget

Agency: DEPARTMENT OF ADMINISTRATION

## Office of Management and Budget

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Budget Office	2,341,931	2,344,287	2,698,016	2,409,801	2,615,937
Director, Office of Mgt and Budget	444,891	1,941,585	1,416,371	1,221,368	772,512
Federal Grants Management	311,362	232,147	386,268	327,983	0
Office of Internal Audit	2,875,675	2,748,294	4,456,331	4,153,161	4,820,798
Office of Regulatory Reform	946,602	1,183,816	852,111	924,849	973,761
Performance Management	587,608	675,473	725,463	640,509	658,518
<b>Total Expenditures</b>	<b>7,508,069</b>	<b>9,125,602</b>	<b>10,534,560</b>	<b>9,677,671</b>	<b>9,841,526</b>
<b>Expenditures by Object</b>					
Salary and Benefits	6,803,918	6,844,095	8,425,393	7,515,232	8,494,730
Contract Professional Services	272,664	1,247,426	802,968	875,968	344,800
Operating Supplies and Expenses	326,783	1,086,535	1,223,983	1,260,371	987,896
<b>Subtotal: Operating</b>	<b>7,403,365</b>	<b>9,178,056</b>	<b>10,452,344</b>	<b>9,651,571</b>	<b>9,827,426</b>
Capital Purchases And Equipment	104,704	(52,454)	82,216	26,100	14,100
<b>Subtotal: Other</b>	<b>104,704</b>	<b>(52,454)</b>	<b>82,216</b>	<b>26,100</b>	<b>14,100</b>
<b>Total Expenditures</b>	<b>7,508,069</b>	<b>9,125,602</b>	<b>10,534,560</b>	<b>9,677,671</b>	<b>9,841,526</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	6,543,588	8,265,319	9,011,679	8,231,923	8,220,142
Restricted Receipts	151,257	87,213	300,046	323,142	300,000
Operating Transfers from Other Funds	813,224	773,070	1,222,835	1,122,606	1,321,384
<b>Total Expenditures</b>	<b>7,508,069</b>	<b>9,125,602</b>	<b>10,534,560</b>	<b>9,677,671</b>	<b>9,841,526</b>



# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

### Office of Management and Budget

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATIVE OFFICER	00124A	1.0	63,447	1.0	65,819
ASSISTANT TO THE DIRECTOR (DHS)	00136A	1.0	86,988	1.0	90,272
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	00144A	1.0	138,191	1.0	143,214
ASSOCIATE DIRECTOR I (MHRH)	00142A	1.0	133,186	1.0	138,117
BUDGET ANALYST I	00828A	4.0	239,137	4.0	254,806
BUDGET ANALYST II	00831A	3.0	202,913	3.0	217,645
CHIEF BUDGET ANALYST	00142A	1.0	112,283	1.0	121,102
CHIEF BUREAU OF AUDITS	00145A	1.0	136,375	1.0	141,366
CHIEF ECONOMIC AND POLICY ANALYST	00142A	2.0	213,585	2.0	226,697
CHIEF IMPLEMENTATION AIDE	00128A	1.0	62,193	1.0	66,441
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	00143A	0.0	0	0.0	0
CHIEF PROGRAM DEVELOPMENT	00134A	1.0	80,869	1.0	83,923
DATA ANALYST I	00134A	2.0	137,162	2.0	150,777
DATA ANALYST III	00142A	1.0	107,615	1.0	107,615
DEPUTY BUDGET OFFICER	00146A	1.0	116,199	1.0	127,938
DEPUTY CHIEF BUREAU OF AUDITS	00143A	2.0	223,596	2.0	239,095
DIRECTOR REGULATORY REFORM (OMB)	00146A	1.0	130,796	1.0	135,734
EXECUTIVE DIRECTOR (DOA)/BUDGET OFFICER	00152A	1.0	191,712	1.0	198,822
INTERDEPARTMENTAL PROJECT MANAGER	00139A	2.0	172,722	1.0	77,584
INTERNAL AUDIT MANAGER (DOA)	00136A	4.0	331,242	4.0	340,046
INTERNAL AUDITOR (DOA)	00325A	12.0	613,746	12.0	651,895
PRINCIPAL ECONOMIC AND POLICY ANALYST	00138A	3.0	257,170	3.0	278,427
PRINCIPAL MANAGEMENT AND METHODS ANALYST	00128A	0.0	21,237	0.0	0
PROGRAMMING SERVICES OFFICER	00131A	1.0	75,636	1.0	78,492
SENIOR BUDGET ANALYST	00834A	1.0	74,659	1.0	80,556
SENIOR ECONOMIC AND POLICY ANALYST	00134A	3.0	214,591	3.0	232,862
SENIOR INTERNAL AUDIT MANAGER (DOA)	00140A	1.0	98,758	1.0	105,144
SENIOR INTERNAL AUDITOR (DOA)	00131A	9.0	633,475	9.0	672,581
SENIOR MANAGEMENT AND METHODS ANALYST	00125A	1.0	56,707	1.0	58,848
SUPERVISING BUDGET ANALYST	00139A	3.0	286,421	3.0	303,357
<b>Subtotal Classified</b>		<b>65.0</b>	<b>5,212,611</b>	<b>64.0</b>	<b>5,389,175</b>
<b>Unclassified</b>					
CONFIDENTIAL SECRETARY	00822A	1.0	48,747	1.0	52,996
DIRECTOR- OFFICE OF MANAGEMENT & BUDGET	00852A	1.0	176,891	1.0	183,569
SEASONAL FY19	00000A	0.0	0	0.0	10,000

# Personnel

Agency: DEPARTMENT OF ADMINISTRATION

## Office of Management and Budget

	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
<b>Unclassified</b>				
<b>Subtotal Unclassified</b>	<b>2.0</b>	<b>225,638</b>	<b>2.0</b>	<b>246,565</b>
<b>Subtotal</b>	<b>67.0</b>	<b>5,438,249</b>	<b>66.0</b>	<b>5,635,740</b>
Transfer Out		(213,739)		(215,701)
Seasonal/Special Salaries/Wages		35,500		25,500
Turnover		(557,644)		(120,000)
<b>Total Salaries</b>		<b>4,702,366</b>		<b>5,325,539</b>
<b>Benefits</b>				
FICA		357,786		398,588
Health Benefits		615,549		700,065
Payroll Accrual		27,562		30,822
Retiree Health		283,580		351,788
Retirement		1,317,085		1,476,572
<b>Subtotal</b>		<b>2,601,562</b>		<b>2,957,835</b>
<b>Total Salaries and Benefits</b>	<b>67.0</b>	<b>7,303,928</b>	<b>66.0</b>	<b>8,283,374</b>
<b>Cost Per FTE Position</b>		<b>109,014</b>		<b>125,506</b>
Statewide Benefit Assessment		211,304		211,356
<b>Payroll Costs</b>	<b>67.0</b>	<b>7,515,232</b>	<b>66.0</b>	<b>8,494,730</b>
<b>Purchased Services</b>				
Management & Consultant Services		860,051		344,800
Training and Educational Services		15,917		0
<b>Subtotal</b>		<b>875,968</b>		<b>344,800</b>
<b>Total Personnel</b>	<b>67.0</b>	<b>8,391,200</b>	<b>66.0</b>	<b>8,839,530</b>
<b>Distribution by Source of Funds</b>				
General Revenue		6,983,386		7,248,855
Restricted Receipts		315,917		300,000
Operating Transfers from Other Funds		1,091,897		1,290,675
<b>Total All Funds</b>		<b>8,391,200</b>		<b>8,839,530</b>

# Program Summary

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**Agency: DEPARTMENT OF ADMINISTRATION**

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## Purchasing

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### Mission

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

### Description

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

### Statutory History

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

# Budget

Agency: DEPARTMENT OF ADMINISTRATION

## Purchasing

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Purchasing	3,050,163	3,648,240	3,892,555	4,411,606	4,406,689
<b>Total Expenditures</b>	<b>3,050,163</b>	<b>3,648,240</b>	<b>3,892,555</b>	<b>4,411,606</b>	<b>4,406,689</b>
<b>Expenditures by Object</b>					
Salary and Benefits	2,976,673	2,976,167	3,376,465	3,493,425	3,716,200
Contract Professional Services	0	276,547	15,250	500,250	250
Operating Supplies and Expenses	61,531	376,483	500,840	417,931	690,239
<b>Subtotal: Operating</b>	<b>3,038,204</b>	<b>3,629,197</b>	<b>3,892,555</b>	<b>4,411,606</b>	<b>4,406,689</b>
Capital Purchases And Equipment	11,959	19,043	0	0	0
<b>Subtotal: Other</b>	<b>11,959</b>	<b>19,043</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>3,050,163</b>	<b>3,648,240</b>	<b>3,892,555</b>	<b>4,411,606</b>	<b>4,406,689</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	2,727,089	3,249,292	2,888,826	3,935,824	3,443,947
Restricted Receipts	0	0	540,000	0	459,389
Operating Transfers from Other Funds	323,074	398,948	463,729	475,782	503,353
<b>Total Expenditures</b>	<b>3,050,163</b>	<b>3,648,240</b>	<b>3,892,555</b>	<b>4,411,606</b>	<b>4,406,689</b>

# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

### Purchasing

	FY 2019		FY 2020		
	FTE	Cost	FTE	Cost	
<b>Classified</b>					
ADMINISTRATIVE OFFICER	00124A	1.0	63,165	1.0	65,522
BUYER I (DOA/OP)	00324A	4.0	194,485	4.0	208,182
BUYER II (DOA/OP)	00327A	3.0	186,360	3.0	198,374
CHIEF BUYER (DOA/OP)	00132A	4.0	308,728	4.0	323,311
CHIEF IMPLEMENTATION AIDE	00128A	1.0	70,425	1.0	73,085
CHIEF OF PURCHASING MANAGEMENT AND SUPPORT SERVICES	00138A	1.0	83,454	1.0	89,749
CONTR & SPECIFICITIN ASST ADMIN	00136A	1.0	95,167	1.0	102,854
DEPUTY PURCHASING AGENT	00141A	1.0	111,539	1.0	115,751
INTERDEPARTMENTAL PROJECT MANAGER	00139A	3.0	298,866	3.0	310,146
LEGAL ASSISTANT	00119A	1.0	51,546	1.0	53,444
PROGRAMMING SERVICES OFFICER	00131A	1.0	79,237	1.0	82,229
PURCHASING AGENT	00145A	1.0	140,736	1.0	145,964
SENIOR BUYER (DOA/OP)	00829A	1.0	59,050	1.0	63,421
STANDARDS TECHNICIAN (DIVISION OF PURCHASES)	00318A	9.0	414,278	9.0	430,828
SYSTEMS SUPPORT TECHNICIAN I	00318A	2.0	94,846	2.0	99,312
<b>Subtotal Classified</b>		<b>34.0</b>	<b>2,251,882</b>	<b>34.0</b>	<b>2,362,172</b>
<b>Subtotal</b>		<b>34.0</b>	<b>2,251,882</b>	<b>34.0</b>	<b>2,362,172</b>
Transfer Out			(73,184)		(75,943)
Turnover			(95,211)		(55,680)
<b>Total Salaries</b>			<b>2,083,487</b>		<b>2,230,549</b>
<b>Benefits</b>					
FICA			160,331		169,933
Health Benefits			451,653		462,311
Payroll Accrual			12,128		12,898
Retiree Health			121,627		143,361
Retirement			573,776		610,997
<b>Subtotal</b>			<b>1,319,515</b>		<b>1,399,500</b>
<b>Total Salaries and Benefits</b>		<b>34.0</b>	<b>3,403,002</b>	<b>34.0</b>	<b>3,630,049</b>
<b>Cost Per FTE Position</b>			<b>100,088</b>		<b>106,766</b>
Statewide Benefit Assessment			90,423		86,151
<b>Payroll Costs</b>		<b>34.0</b>	<b>3,493,425</b>	<b>34.0</b>	<b>3,716,200</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			250		250

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## Personnel

Agency: DEPARTMENT OF ADMINISTRATION

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### Purchasing

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	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
<b>Purchased Services</b>				
Management & Consultant Services		500,000		0
<b>Subtotal</b>		<b>500,250</b>		<b>250</b>
<b>Total Personnel</b>	<b>34.0</b>	<b>3,993,675</b>	<b>34.0</b>	<b>3,716,450</b>
<b>Distribution by Source of Funds</b>				
General Revenue		3,517,893		3,059,154
Restricted Receipts		0		153,943
Operating Transfers from Other Funds		475,782		503,353
<b>Total All Funds</b>		<b>3,993,675</b>		<b>3,716,450</b>

## Program Summary

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### Auditing

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#### Mission

To provide independent and objective assurance regarding governance, risk management, and control processes. To report the effectiveness and efficiency of state operation, the reliability of the financial reporting, and compliance with applicable laws, regulations, and contracts. To be the independent voice which helps ensure that our state government resources are being utilized in a cost efficient, effective manner and promote a control conscious environment. Our guiding values include objectivity, independence, integrity, and professionalism.

#### Description

• The Bureau of Audits was established to conduct all audits required by the Department of Administration. Its authority is given under RIGL 35-7 which allows the Bureau of Audits:

- To conduct audits of any state department, state agency, or private entity that is a recipient of state funding, or state grants, as deemed necessary or expedient by the Bureau of Audits. Audits may be made relative to financial affairs, or the economy and efficiency of management of each department and agency.
- To determine which audits shall be performed in accordance with a risk based evaluation.
- To conduct investigations, or management advisory and consulting services upon request of the Governor the General Assembly. The Bureau of Audits performs the internal auditing function for the Executive Branch of State Government, and fall under the Department of Administration. Bureau of Audits reports functionally to the Internal Audit Advisory Group and administratively to the Director of the Department of Administration. Bureau of Audits provides the Governor and the Director of Administration with an independent appraisal and evaluation of the effectiveness of financial and operational controls through objective analyses, evaluations, and recommendations on operations, systems, and contracted services of state government. Additionally, Bureau of Audits provides expert technical advice on how to coordinate process improvement and quality control activities across state government. Bureau of Audits provides independent and objective assurance on governance, risk management, and control processes in order to furnish a reasonable basis to report on the effectiveness and efficiency of state operation, the reliability of financial reporting, and compliance with applicable laws, regulations, and contracts. Additionally, Bureau of Audits conducts fraud awareness and ethics training to state employees, forensic audits, state vendor and contractor audits, accounting assistance, investigative reviews, enterprise risk assessment, and more. This function was merged into the Office of Management and Budget in FY 2017.

#### Statutory History

Chapter 35-7 establishes the Bureau of Audits and authorizes in to conduct audits of the financial affairs, the economy and efficiency of management, and the books and accounts of all state departments and agencies in accordance with a risk-based evaluation system. The Bureau may also, at the written request of the Governor, the Director of Department of Administration, or of either branch of the general assembly, conduct investigations of and provide management advisory and consulting services to state departments, agencies, and quasi-state agencies. Unless there is an issue of misappropriation, the provisions of the chapter shall not apply to non-profit organizations.

## Program Summary

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### Human Resources

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#### 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

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



# Budget

## Agency: DEPARTMENT OF ADMINISTRATION

### Human Resources

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
DEM/DOT HR Service Center	103,757	(1,527)	0	0	0
General Gov. HR Service Center	4,099	0	0	0	0
Human Resources	815,499	1,051,017	1,274,257	789,026	788,541
Human Resources Centralization	8,671,827	103,986	0	0	0
Personnel Administration	979,797	0	0	0	0
Public Safety HR Service Cntr	22,709	0	0	0	0
<b>Total Expenditures</b>	<b>10,597,688</b>	<b>1,153,476</b>	<b>1,274,257</b>	<b>789,026</b>	<b>788,541</b>
<b>Expenditures by Object</b>					
Salary and Benefits	10,109,571	0	0	0	0
Contract Professional Services	160,395	0	0	0	0
Operating Supplies and Expenses	316,106	963,500	1,274,257	789,026	788,541
Assistance And Grants	(200)	0	0	0	0
<b>Subtotal: Operating</b>	<b>10,585,872</b>	<b>963,500</b>	<b>1,274,257</b>	<b>789,026</b>	<b>788,541</b>
Capital Purchases And Equipment	11,816	0	0	0	0
Operating Transfers	0	189,976	0	0	0
<b>Subtotal: Other</b>	<b>11,816</b>	<b>189,976</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>10,597,688</b>	<b>1,153,476</b>	<b>1,274,257</b>	<b>789,026</b>	<b>788,541</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	7,319,221	1,051,017	1,274,257	789,026	788,541
Federal Funds	1,174,450	39,017	0	0	0
Restricted Receipts	641,504	21,130	0	0	0
Other Funds	1,462,513	42,312	0	0	0
<b>Total Expenditures</b>	<b>10,597,688</b>	<b>1,153,476</b>	<b>1,274,257</b>	<b>789,026</b>	<b>788,541</b>

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## Personnel

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Agency: DEPARTMENT OF ADMINISTRATION

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### Human Resources

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FY 2019		FY 2020	
FTE	Cost	FTE	Cost

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## **Program Summary**

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### **Personnel Appeal Board**

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

# Budget

Agency: DEPARTMENT OF ADMINISTRATION

## Personnel Appeal Board

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Personnel Appeal Board	114,599	102,303	149,477	149,736	151,521
<b>Total Expenditures</b>	<b>114,599</b>	<b>102,303</b>	<b>149,477</b>	<b>149,736</b>	<b>151,521</b>
<b>Expenditures by Object</b>					
Salary and Benefits	78,904	79,655	81,514	81,513	83,638
Contract Professional Services	33,893	20,567	66,500	66,500	66,500
Operating Supplies and Expenses	1,802	2,081	1,463	1,723	1,383
<b>Subtotal: Operating</b>	<b>114,599</b>	<b>102,303</b>	<b>149,477</b>	<b>149,736</b>	<b>151,521</b>
<b>Total Expenditures</b>	<b>114,599</b>	<b>102,303</b>	<b>149,477</b>	<b>149,736</b>	<b>151,521</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	114,599	102,303	149,477	149,736	151,521
<b>Total Expenditures</b>	<b>114,599</b>	<b>102,303</b>	<b>149,477</b>	<b>149,736</b>	<b>151,521</b>

# Personnel

Agency: DEPARTMENT OF ADMINISTRATION

## Personnel Appeal Board

	FY 2019		FY 2020		
	FTE	Cost	FTE	Cost	
<b>Unclassified</b>					
MEMBER- PERSONNEL APPEAL BOARD	00541F	0.0	21,600	0.0	21,600
MEMBER- PERSONNEL APPEAL BOARD	10541F	0.0	14,400	0.0	14,400
<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			26,329		27,323
Turnover			(681)		0
<b>Total Salaries</b>			<b>61,648</b>		<b>63,323</b>
<b>Benefits</b>					
FICA			4,764		4,840
Health Benefits			3,279		3,356
Payroll Accrual			312		318
Retiree Health			1,574		1,817
Retirement			7,182		7,484
<b>Subtotal</b>			<b>17,111</b>		<b>17,815</b>
<b>Total Salaries and Benefits</b>		<b>0.0</b>	<b>78,759</b>	<b>0.0</b>	<b>81,138</b>
<b>Cost Per FTE Position</b>			<b>0</b>		<b>0</b>
Statewide Benefit Assessment			2,754		2,500
<b>Payroll Costs</b>		<b>0.0</b>	<b>81,513</b>	<b>0.0</b>	<b>83,638</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			6,000		6,000
Legal Services			60,000		60,000
Other Contracts			500		500
<b>Subtotal</b>			<b>66,500</b>		<b>66,500</b>
<b>Total Personnel</b>		<b>0.0</b>	<b>148,013</b>	<b>0.0</b>	<b>150,138</b>
<b>Distribution by Source of Funds</b>					
General Revenue			148,013		150,138
<b>Total All Funds</b>			<b>148,013</b>		<b>150,138</b>

## **Program Summary**

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### **General**

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#### **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.G.L. 9-31, which provides that the general assembly may make such appropriations as it shall deem proper in payment of or settlement of claims against the state, provided, however, that there is hereby appropriated any money in the treasury not otherwise appropriated a sum sufficient to pay claims against the state, settled pursuant to the provisions of the chapter and the state controller is hereby authorized and directed to draw his orders upon the general treasurer for the payment of said sums.

#### **Statutory History**

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

# Budget

## Agency: DEPARTMENT OF ADMINISTRATION

### General

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Capital Projects	31,517,233	38,963,198	30,355,000	58,253,695	53,664,572
General	179,962	589,070	700,000	700,000	700,000
Grants & Other Payments	4,422,021	2,810,882	2,851,057	2,807,327	530,000
State Aid to Local Communities	11,577,925	11,523,699	11,538,543	11,538,543	11,299,302
<b>Total Expenditures</b>	<b>47,697,141</b>	<b>53,886,849</b>	<b>45,444,600</b>	<b>73,299,565</b>	<b>66,193,874</b>
<b>Expenditures by Object</b>					
Contract Professional Services	827,970	781,964	0	0	0
Operating Supplies and Expenses	5,468,229	6,253,605	3,021,057	2,977,327	700,000
Assistance And Grants	1,176,825	408,103	530,000	530,000	530,000
Aid To Local Units Of Government	11,154,782	11,103,307	11,538,543	11,538,543	11,299,302
<b>Subtotal: Operating</b>	<b>18,627,806</b>	<b>18,546,979</b>	<b>15,089,600</b>	<b>15,045,870</b>	<b>12,529,302</b>
Capital Purchases And Equipment	26,796,000	31,730,669	30,355,000	58,253,695	53,664,572
Operating Transfers	2,273,335	3,609,201	0	0	0
<b>Subtotal: Other</b>	<b>29,069,335</b>	<b>35,339,870</b>	<b>30,355,000</b>	<b>58,253,695</b>	<b>53,664,572</b>
<b>Total Expenditures</b>	<b>47,697,141</b>	<b>53,886,849</b>	<b>45,444,600</b>	<b>73,299,565</b>	<b>66,193,874</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	15,999,946	14,334,581	14,389,600	14,345,870	11,829,302
Restricted Receipts	179,962	589,070	700,000	700,000	700,000
Operating Transfers from Other Funds	31,517,233	38,963,198	30,355,000	58,253,695	53,664,572
<b>Total Expenditures</b>	<b>47,697,141</b>	<b>53,886,849</b>	<b>45,444,600</b>	<b>73,299,565</b>	<b>66,193,874</b>

## **Program Summary**

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### **Debt Service Payments**

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



# Budget

## Agency: DEPARTMENT OF ADMINISTRATION

### Debt Service Payments

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Certificates of Participation	31,689,330	25,028,102	27,411,537	26,796,062	30,322,761
COPS - Ctr General Furniture	1,524	(2)	0	0	0
COPS - DLT Ctr. Gnrl. Building	945,932	(90)	0	0	0
General Obligation Bonds	74,393,729	96,544,125	114,105,305	101,499,240	119,456,588
Other Debt Service	60,929,695	58,030,158	41,063,097	37,288,097	52,101,602
Tax Anticipation/S T Borrowing	111,465	47,548	100,000	100,000	100,000
<b>Total Expenditures</b>	<b>168,071,675</b>	<b>179,649,841</b>	<b>182,679,939</b>	<b>165,683,399</b>	<b>201,980,951</b>
<b>Expenditures by Object</b>					
Operating Supplies and Expenses	111,481	47,441	100,000	100,000	100,000
Assistance And Grants	3,560,000	3,560,001	0	0	0
<b>Subtotal: Operating</b>	<b>3,671,481</b>	<b>3,607,442</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
Debt Service (Fixed Charges)	141,935,670	156,678,487	182,579,939	165,583,399	201,880,951
Operating Transfers	22,464,524	19,363,912	0	0	0
<b>Subtotal: Other</b>	<b>164,400,194</b>	<b>176,042,399</b>	<b>182,579,939</b>	<b>165,583,399</b>	<b>201,880,951</b>
<b>Total Expenditures</b>	<b>168,071,675</b>	<b>179,649,841</b>	<b>182,679,939</b>	<b>165,683,399</b>	<b>201,980,951</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	119,535,437	136,892,329	140,686,161	124,011,009	163,687,862
Federal Funds	2,249,323	1,879,793	1,870,830	1,870,830	1,870,830
Restricted Receipts	107,880	0	0	0	0
Operating Transfers from Other Funds	46,177,638	40,877,719	40,122,948	39,801,560	36,422,259
Other Funds	1,397	0	0	0	0
<b>Total Expenditures</b>	<b>168,071,675</b>	<b>179,649,841</b>	<b>182,679,939</b>	<b>165,683,399</b>	<b>201,980,951</b>

## Program Summary

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### Internal Service Programs

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#### 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 dependants. 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.G.L. 35-5 to establish a system of rotary or rotating funds in any state department or agency. R.I.G.L. 36-12.1-5 established the OPEB trust.

# Budget

## Agency: DEPARTMENT OF ADMINISTRATION

### Internal Service Programs

<b>Expenditures by Sub Program</b>	<b>2017 Actuals</b>	<b>2018 Actuals</b>	<b>2019 Enacted Budget</b>	<b>2019 Revised Budget</b>	<b>2020 Recommended</b>
Assessed Fringe Benefit Fund	35,351,581	49,537,857	41,383,271	40,889,406	31,377,620
Automotive Fleet Fund	13,882,444	11,566,018	12,823,759	12,931,122	13,014,706
Central Mail Fund	5,224,095	6,010,253	6,539,120	6,284,172	6,290,947
Central Utilities Fund	21,678,864	25,587,077	22,910,320	23,049,565	23,055,162
Health Insurance Fund	252,895,824	250,616,354	251,953,418	252,581,059	252,559,111
Human Resource Service Centers	0	12,147,654	12,131,620	13,377,854	15,227,277
Information Processing Fund	0	31,169,076	32,282,229	39,077,346	40,631,267
Other Post Employment Benefits	40,363,858	39,409,531	63,858,483	63,858,483	63,858,483
Statewide Facility Services	0	35,567,867	39,212,184	38,693,072	40,379,969
Surplus Property	1,255	1,884	3,000	3,000	3,000
Telecommunications Fund	3,088,863	3,184,498	3,602,419	3,402,220	3,450,952
<b>Total Expenditures</b>	<b>372,486,784</b>	<b>464,798,069</b>	<b>486,699,823</b>	<b>494,147,299</b>	<b>489,848,494</b>
<i>Internal Services</i>	<i>[372,486,784]</i>	<i>[464,798,069]</i>	<i>[486,699,823]</i>	<i>[494,147,299]</i>	<i>[489,848,494]</i>
<b>Expenditures by Object</b>					
Salary and Benefits	330,878,796	384,828,957	405,827,879	401,466,493	399,316,881
Contract Professional Services	849,050	5,526,459	6,318,446	8,642,288	8,065,218
Operating Supplies and Expenses	37,197,743	72,716,002	72,604,540	80,400,977	80,149,737
Assistance And Grants	211,192	205,784	270,000	269,799	266,476
<b>Subtotal: Operating</b>	<b>369,136,781</b>	<b>463,277,202</b>	<b>485,020,865</b>	<b>490,779,557</b>	<b>487,798,312</b>
Capital Purchases And Equipment	6,491	478,639	205,172	1,893,956	576,396
Operating Transfers	3,343,512	1,042,228	1,473,786	1,473,786	1,473,786
<b>Subtotal: Other</b>	<b>3,350,003</b>	<b>1,520,867</b>	<b>1,678,958</b>	<b>3,367,742</b>	<b>2,050,182</b>
<b>Total Expenditures</b>	<b>372,486,784</b>	<b>464,798,069</b>	<b>486,699,823</b>	<b>494,147,299</b>	<b>489,848,494</b>
<b>Expenditures by Source of Funds</b>					
Other Funds	372,486,784	464,798,069	486,699,823	494,147,299	489,848,494
<b>Total Expenditures</b>	<b>372,486,784</b>	<b>464,798,069</b>	<b>486,699,823</b>	<b>494,147,299</b>	<b>489,848,494</b>

# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

### Internal Service Programs

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ACCOUNTANT	00320A	1.0	55,542	1.0	57,593
ADMINISTRATIVE SERVICES SPECIALIST (DOA)	00124A	3.0	163,835	3.0	173,324
ADMINISTRATOR MANAGEMENT INFORMATION SYSTEMS	00140A	9.0	974,805	10.0	1,112,313
ADMINISTRATOR- OPERATIONS MANAGEMENT	00141A	1.0	106,228	1.0	110,239
ASSISTANT BUILDING AND GROUNDS OFFICER	00324A	2.0	121,374	2.0	125,958
ASSISTANT BUILDING AND GROUNDS OFFICER	00824A	3.0	166,004	3.0	174,232
ASSISTANT BUILDING AND GROUNDS OFFICER	03124A	1.0	61,780	1.0	64,113
ASSISTANT DIRECTOR CENTRAL INFORMATION MANAGEMENT SVS	00143A	3.0	421,348	3.0	437,000
ASSISTANT DIRECTOR FINANCIAL AND CONTRACT MANAGEMENT	00141A	1.0	95,287	1.0	103,952
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	6.0	649,943	6.0	687,291
ASSISTANT LABOR RELATIONS HEARING OFFICER	00132A	1.0	72,078	1.0	77,672
ASSISTANT RECORDS ANALYST	00319A	1.0	54,952	1.0	57,026
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00327A	1.0	55,374	1.0	59,315
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00827A	5.0	295,469	6.0	372,803
ASSOCIATE DIRECTOR (DHS) DIV OF MANAGEMENT SERVICES	00146A	1.0	153,763	1.0	159,442
ASSOCIATE DIRECTOR OF ADMINISTRATION-CENTRAL SERVICES	00147A	1.0	135,700	1.0	140,824
ASST DIR STWIDE CAP ASSET PJ M	00152A	1.0	160,275	1.0	166,326
BUILDING AND GROUNDS OFFICER	00828A	3.0	188,855	3.0	202,470
BUILDING SUPERINTENDENT	00318A	2.0	92,467	2.0	97,689
BUILDING SUPERINTENDENT	00818A	1.0	42,087	1.0	44,994
BUILDING SYSTEMS TECHNICIAN	00317A	1.0	45,231	1.0	46,938
CHF OF INFORMATION TECHNOLOGY I	00151A	3.0	455,762	4.0	613,096
CHF OF INFO TECHNOLOGY II	00155A	2.0	338,849	2.0	353,237
CHIEF ENGINEER FOR CAPITAL ASSET MANAGEMENT & MAINTENANCE	00143A	1.0	101,745	1.0	112,642
CHIEF IMPLEMENTATION AIDE	00128A	6.0	389,059	7.0	467,900
CHIEF IMPLEMENTATION AIDE	00328A	2.0	140,607	2.0	145,879
CHIEF IMPLEMENTATION AIDE	00828A	2.0	141,859	2.0	147,190
CHIEF OF HUMAN RESOURCES	00138A	1.0	99,715	1.0	103,409
CHIEF OF HUMAN RESOURCES SERVICES	00133A	1.0	90,040	1.0	93,421
CHIEF OF INTEGRATED FACILITIES MANAGEMENT	00143A	1.0	113,434	1.0	120,431

# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

### Internal Service Programs

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
CHIEF POWER PLANT OPERATOR	00325A	1.0	65,021	1.0	67,476
CHIEF PROGRAM DEVELOPMENT	00134A	1.0	84,912	1.0	88,119
CHIEF PROPERTY MANAGEMENT	00141A	4.0	410,788	4.0	433,166
CLAIMS EXAMINER(ST EMP WRKS CO	00329A	7.0	453,665	7.0	510,565
CLERK SECRETARY	03116A	1.0	47,975	1.0	49,786
COMPUTER OPERATOR (OIP)	00316A	6.0	243,544	6.0	255,639
COORDINATOR OF EMPLOYEE TRAINING	00138A	1.0	97,947	1.0	101,465
DATABASE ADMINISTRATOR ADABAS/NATURAL	00135A	1.0	98,541	1.0	102,263
DATABASE MANAGER (DB2)	00138A	1.0	93,195	1.0	96,713
DATA CONTROL CLERK	00315A	1.0	40,978	1.0	42,525
DATA ENTRY UNIT SUPERVISOR	00B21A	1.0	64,544	1.0	66,880
DEPUTY CHIEF DIVISION OF FACILITIES MANAGEMENT	00137A	5.0	469,651	5.0	500,152
DEPUTY PERSONNEL ADMINISTRATOR	00144A	5.0	620,394	5.0	663,958
DIRECTOR OF HUMAN RESOURCES	00148A	1.0	140,620	1.0	145,929
EMPLOYEE BENEFITS SPECIALIST	00322A	3.0	152,007	3.0	157,746
ENERGY CONSERVATION TECHNICIAN	00320A	1.0	47,245	1.0	49,029
ENTERPRISE RESOURCE MANAGER (ORACLE ERP MANAGER)	00142A	3.0	320,766	3.0	370,467
EXECUTIVE ASSISTANT	00118A	1.0	44,384	1.0	46,060
EXECUTIVE DIRECTOR OF HUMAN RESOURCES/ PERSONNEL ADMIN	00150A	1.0	150,444	1.0	156,124
GEOGRAPHIC INFORMATION SYSTEM SPECIALIST II	00328A	1.0	60,435	1.0	62,717
GROUNDS SUPERINTENDENT	00317A	1.0	51,692	1.0	53,644
HEATING PLANT OPERATOR	00317A	1.0	40,744	1.0	43,080
HR Business Partner	00135A	0.0	0	1.0	76,408
HUMAN RESOURCE DEVELOPMENT COORDINATOR	00135A	1.0	74,051	1.0	76,847
HUMAN RESOURCE PROGRAM ADMINISTRATOR	00139A	6.0	608,784	6.0	637,762
HUMAN RESOURCES ADMINISTRATOR	00141A	1.0	127,474	1.0	132,287
HUMAN RESOURCES ANALYST I	00126A	10.0	623,623	10.0	654,605
HUMAN RESOURCES ANALYST II (GENERAL)	00129A	7.0	472,741	7.0	495,412
HUMAN RESOURCES ANALYST III (CLASS & ORGANIZ ANALYSIS)	00133A	1.0	80,587	1.0	80,587
HUMAN RESOURCES ANALYST III (GENERAL)	00133A	16.0	1,268,413	16.0	1,323,210
HUMAN RESOURCES COORDINATOR	00135A	4.0	372,716	4.0	386,731
HUMAN RESOURCES SUPERVISOR	00136A	1.0	106,020	1.0	109,960
HUMAN RESOURCES TECHNICIAN	00122A	27.0	1,369,246	27.0	1,439,552

# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

### Internal Service Programs

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
IMPLEMENTATION AIDE	00122A	2.0	95,201	2.0	102,064
INFORMATION PROCESSING OFFICER	00142A	1.0	106,233	1.0	110,239
INFORMATION SERVICES TECHNICIAN I	00316A	1.0	49,800	1.0	51,661
INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	00143A	11.0	1,253,467	11.0	1,331,123
INTERDEPARTMENTAL PROJECT MANAGER	00139A	4.0	407,257	9.0	874,903
JANITOR	00309A	7.0	253,466	7.0	264,707
JUNIOR COMPUTER OPERATOR (OIP)	00313A	2.0	83,329	2.0	87,128
JUNIOR ELECTRONIC COMPUTER PROGRAMMER	00320A	1.0	44,788	1.0	47,830
LEGAL ASSISTANT	00119A	1.0	53,314	1.0	55,298
MAINTENANCE SUPERINTENDENT	00322A	3.0	146,754	3.0	155,793
MECHANICAL AND ELECTRICAL SHOP SUPERVISOR	00326A	6.0	352,676	6.0	371,426
POWER PLANT OPERATOR	03118A	5.0	239,165	5.0	248,192
PRINCIPAL COMPUTER OPERATOR (OIP)	00324A	2.0	106,666	2.0	110,694
PRINCIPAL ENERGY CONSERVATION TECHNICIAN	00328A	1.0	69,835	1.0	72,471
PRINCIPAL ENVIRONMENTAL PLANNER	00329A	1.0	81,090	1.0	84,079
PRINCIPAL JANITOR	00315A	3.0	128,262	3.0	134,093
PRINCIPAL PROGRAMMER/ANALYST (OIP)	00331A	1.0	88,295	1.0	91,517
PROGRAMMER/ANALYST I (ADABAS/NATURAL)	00A28A	1.0	82,293	1.0	85,306
PROGRAMMER/ANALYST I (COBOL/CICS)	00328A	4.0	291,877	4.0	302,722
PROGRAMMER/ANALYST II (ADABAS/NATURAL)	00332A	2.0	175,204	2.0	181,818
PROGRAMMER/ANALYST II (COBOL/CICS)	00332A	3.0	252,850	3.0	262,249
PROGRAMMER/ANALYST III (COBOL/CICS)	00835A	5.0	461,687	5.0	478,907
PROGRAMMER/ANALYST III (ORACLE)	00835A	1.0	103,199	1.0	107,008
PROGRAMMER/ANALYST III (ORACLE)	02835A	1.0	97,761	1.0	101,362
PROGRAMMER/ANALYST III (UNIX/SQL)	00835A	6.0	528,444	7.0	627,710
PROGRAMMER/ANALYST III (UNIX/SQL)	0AB35A	1.0	98,798	1.0	102,448
PROGRAMMER/ANALYST II (ORACLE)	00032A	1.0	87,378	1.0	90,636
PROGRAMMER/ANALYST II (ORACLE)	00132A	3.0	238,507	3.0	247,409
PROGRAMMER/ANALYST II (ORACLE)	00332A	1.0	88,998	1.0	92,270
PROGRAMMER/ANALYST II (UNIX/SQL)	00132A	1.0	89,510	1.0	92,831
PROGRAMMER/ANALYST II (UNIX/SQL)	00332A	12.0	954,913	12.0	1,004,090
PROGRAMMER/ANALYST I (ORACLE)	00328A	1.0	63,486	1.0	65,883
PROGRAMMER/ANALYST I (UNIX/SQL)	00328A	6.0	359,687	6.0	393,264
PROGRAMMER/ANALYST MANAGER	00138A	9.0	817,694	10.0	1,010,905
PROGRAMMING SERVICES OFFICER	00131A	2.0	91,852	2.0	141,907

# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

### Internal Service Programs

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
PROJECT MANAGER I (DOA)	00137A	3.0	295,995	3.0	316,443
RECORDS ANALYST	00324A	1.0	57,278	1.0	59,441
SENIOR COMPUTER OPERATOR (OIP)	00322A	3.0	170,765	3.0	177,173
Senior HR Business Partner	00137A	0.0	0	1.0	81,991
SENIOR JANITOR	00312A	1.0	45,958	1.0	47,693
SENIOR LEGAL COUNSEL	00134A	2.0	196,094	1.0	101,635
SENIOR SYSTEMS ANALYST	00126A	1.0	59,169	1.0	64,303
STATE BUILDING AND GROUNDS COORDINATOR	00132A	7.0	518,642	7.0	550,884
STATE FLEET ADMINISTRATOR	00139A	1.0	63,097	1.0	92,570
SUPERVISING ACCOUNTANT	00131A	2.0	133,862	2.0	144,127
SUPERVISOR CENTRAL MAIL SERVICES	00316A	1.0	39,751	1.0	42,012
SUPERVISOR COMPUTER OPERATIONS	00328A	3.0	209,077	3.0	220,059
SUPERVISOR OF OFFICE SERVICES (DLT)	00131A	1.0	89,249	1.0	92,513
SUPERVISOR OF PAINTING PLASTERING MASONRY AND GLAZING	00323A	1.0	61,906	1.0	65,575
SUPERVISOR PERSONNEL SUPPORT SERVICES	00128A	1.0	78,044	1.0	80,945
SYSTEMS ADMINISTRATOR (MHRH)	00139A	3.0	308,516	3.0	320,179
SYSTEMS ANALYST	00124A	0.0	0	1.0	48,787
SYSTEMS SUPPORT TECHNICIAN II	00321A	7.0	379,540	8.0	439,580
TECHNICAL SUPPORT MANAGER (DOS/MVS)	00138A	1.0	86,627	1.0	93,963
TECHNICAL SUPPORT MANAGER (UNIX/ NETWORKS/TELECOMMUNIC.)	00138A	9.0	902,892	9.0	943,786
TECHNICAL SUPPORT SPECIALIST II (DOS/MVS)	00332A	2.0	167,882	2.0	174,008
TECHNICAL SUPPORT SPECIALIST III (DOS/MVS)	00135A	2.0	171,597	2.0	178,077
TECHNICAL SUPPORT SPECIALIST III (TELECOMMUNICATIONS)	00135A	1.0	99,714	1.0	103,436
TECHNICAL SUPPORT SPECIALIST III (TELECOMMUNICATIONS)	00335A	1.0	82,339	1.0	85,447
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	00135A	14.0	1,185,361	14.0	1,256,578
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	00335A	1.0	98,392	1.0	102,044
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	00AB35A	1.0	98,863	1.0	102,513
TECHNICAL SUPPORT SPECIALIST II (OS 400/ NETWORK)	00332A	1.0	81,147	1.0	84,210
TECHNICAL SUPPORT SPECIALIST II (OS 400/ NETWORK)	00A32A	1.0	95,473	1.0	98,992
TECHNICAL SUPPORT SPECIALIST II (TELECOMMUNICATIONS)	00332A	1.0	69,160	1.0	74,961

# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

### Internal Service Programs

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
TECHNICAL SUPPORT SPECIALIST II (TELECOMMUNICATIONS)	03232A	1.0	64,953	1.0	69,838
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	00032A	2.0	181,222	2.0	187,880
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	00132A	2.0	157,176	2.0	163,112
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	00332A	18.0	1,414,633	18.0	1,473,482
TECHNICAL SUPPORT SPECIALIST I (TELECOMMUNICATIONS)	00328A	2.0	129,867	2.0	136,676
TECHNICAL SUPPORT SPECIALIST I (UNIX/ NETWORKS)	00328A	6.0	392,701	6.0	408,115
Training and Development Administrator / Trainer	00132A	0.0	0	1.0	68,223
WASTEWATER TREATMENT FACILITIES PROCESS MONITOR I	03121A	2.0	83,745	2.0	85,512
WASTEWATER TREATMENT FACILITIES PROCESS MONITOR II	03124A	1.0	60,466	1.0	62,749
<b>Subtotal Classified</b>		<b>408.0</b>	<b>31,661,503</b>	<b>423.0</b>	<b>34,587,038</b>
<b>Unclassified</b>					
ADMINISTRATIVE ASSISTANT	00820A	1.0	53,202	1.0	55,211
ADMINISTRATIVE ASSISTANT	00825A	1.0	61,664	1.0	63,992
AUTOMOTIVE MECHANIC	00314G	1.0	47,139	1.0	47,139
AUTOMOTIVE SERVICE SUPERVISOR	00318G	1.0	60,264	1.0	60,264
CARPENTER	00314G	4.0	182,179	4.0	182,963
CHIEF DIGITAL OFFICER	00856A	1.0	212,449	1.0	220,464
CLEANER (PUBLIC BUILDINGS)	00301W	0.5	19,339	0.5	19,339
DATA PROCESSING SYSTEMS MANAGER	00836A	1.0	105,391	1.0	111,487
DEPUTY DIRECTOR	00838A	1.0	104,480	1.0	110,665
ELECTRICIAN	00316G	4.0	169,284	4.0	173,792
LABORER SUPERVISOR	00313G	1.0	42,837	1.0	42,837
LICENSED STEAMFITTER	00315G	1.0	42,890	1.0	42,890
PLUMBER SUPERVISOR	00320G	1.0	53,108	1.0	53,108
SENIOR MAINTENANCE TECHNICIAN	00314G	14.0	553,400	14.0	567,189
SENIOR MAINTENANCE TECHNICIAN	03114G	1.0	51,001	1.0	51,001
SUPERVISING EMPLOYEE RELATIONS OFFICER	00828A	1.0	83,280	1.0	86,424
TASK FORCE AGENT/INSPECTOR	00828A	1.0	72,870	1.0	75,621
ZFTE Reconciliation to Authorization	00000A	(44.4)	0	(43.4)	0
<b>Subtotal Unclassified</b>		<b>(8.9)</b>	<b>1,914,777</b>	<b>(7.9)</b>	<b>1,964,386</b>
<b>Subtotal</b>		<b>399.1</b>	<b>33,576,280</b>	<b>415.1</b>	<b>36,551,424</b>



# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

### Internal Service Programs

	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
Transfer Out		(1,249,215)		(1,298,682)
Transfer In		544,179		573,842
Regular Wages		35,815		1,425,043
Overtime (1.5)		536,481		961,000
Seasonal/Special Salaries/Wages		373,599		373,363
Turnover		(1,233,054)		(719,577)
<b>Total Salaries</b>		<b>32,548,270</b>		<b>36,441,370</b>
<b>Benefits</b>				
Contract Stipends		800		800
FICA		2,934,261		2,746,468
Health Benefits		319,825,134		320,233,225
Other		6,000,524		525
Payroll Accrual		182,886		203,488
Retiree Health		1,885,640		2,324,711
Retirement		8,573,054		9,564,273
Workers Compensation		28,472,180		26,739,309
<b>Subtotal</b>		<b>367,874,479</b>		<b>361,812,799</b>
<b>Total Salaries and Benefits</b>	<b>399.1</b>	<b>400,422,749</b>	<b>415.1</b>	<b>398,254,169</b>
<b>Cost Per FTE Position</b>		<b>1,003,310</b>		<b>959,413</b>
Statewide Benefit Assessment		1,447,640		1,466,608
<b>Payroll Costs</b>	<b>399.1</b>	<b>401,870,389</b>	<b>415.1</b>	<b>399,720,777</b>
<b>Purchased Services</b>				
Buildings and Ground Maintenance		842,000		827,000
Clerical and Temporary Services		24,675		24,675
Design and Engineering Services		94,000		95,000
Information Technology		1,144,000		790,000
Legal Services		34,458		234,458
Management & Consultant Services		5,573,477		5,783,750
Medical Services		5,000		5,000
Other Contracts		918,178		298,835
Training and Educational Services		6,500		6,500
<b>Subtotal</b>		<b>8,642,288</b>		<b>8,065,218</b>
<b>Total Personnel</b>	<b>399.1</b>	<b>410,512,677</b>	<b>415.1</b>	<b>407,785,995</b>
<b>Distribution by Source of Funds</b>				
Other Funds		410,512,677		407,785,995
<b>Total All Funds</b>		<b>410,512,677</b>		<b>407,785,995</b>

## Program Summary

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### Legal Services

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#### Mission

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

#### Description

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

#### Statutory History

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

# Budget

Agency: DEPARTMENT OF ADMINISTRATION

## Legal Services

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Legal Services	1,893,892	1,943,569	2,424,062	2,241,985	2,505,412
<b>Total Expenditures</b>	<b>1,893,892</b>	<b>1,943,569</b>	<b>2,424,062</b>	<b>2,241,985</b>	<b>2,505,412</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,720,420	1,576,924	2,138,485	1,941,583	2,408,162
Contract Professional Services	125,860	299,850	200,200	200,200	200
Operating Supplies and Expenses	45,757	66,795	82,902	97,727	94,575
<b>Subtotal: Operating</b>	<b>1,892,037</b>	<b>1,943,569</b>	<b>2,421,587</b>	<b>2,239,510</b>	<b>2,502,937</b>
Capital Purchases And Equipment	1,855	0	2,475	2,475	2,475
<b>Subtotal: Other</b>	<b>1,855</b>	<b>0</b>	<b>2,475</b>	<b>2,475</b>	<b>2,475</b>
<b>Total Expenditures</b>	<b>1,893,892</b>	<b>1,943,569</b>	<b>2,424,062</b>	<b>2,241,985</b>	<b>2,505,412</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	1,893,892	1,943,569	2,424,062	2,241,985	2,399,876
Federal Funds	0	0	0	0	105,536
<b>Total Expenditures</b>	<b>1,893,892</b>	<b>1,943,569</b>	<b>2,424,062</b>	<b>2,241,985</b>	<b>2,505,412</b>

# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

### Legal Services

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATIVE AND LEGAL SUPPORT SERVICES ADMINISTRATOR	00145A	1.0	125,881	1.0	130,634
ADMINISTRATOR ADJUDICATION	00140A	1.0	116,583	1.0	120,790
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	111,539	1.0	115,751
CHF LEGAL CONSL LITIGATION(DOA	00142A	1.0	107,184	1.0	115,335
CHIEF IMPLEMENTATION AIDE	00128A	2.0	125,076	1.0	66,441
CHIEF LEGAL COUNSEL-STATE LABOR RELATIONS	00142A	1.0	111,139	1.0	115,335
CHIEF OF LEGAL SERVICES	00139A	1.0	101,224	1.0	105,046
DEPUTY CHIEF OF LEGAL SERVICES	00137A	2.0	169,078	2.0	180,170
EXECUTIVE ASSISTANT	00118A	1.0	41,762	1.0	44,266
IMPLEMENTATION AIDE	00122A	1.0	50,546	1.0	52,454
LEGAL COUNSEL	00132A	0.6	86,073	0.6	89,323
Paralegal	00124A	0.0	0	1.0	48,786
SENIOR LEGAL COUNSEL	00134A	3.0	247,651	5.0	436,561
<b>Subtotal Classified</b>		<b>15.6</b>	<b>1,393,736</b>	<b>17.6</b>	<b>1,620,892</b>
<b>Subtotal</b>		<b>15.6</b>	<b>1,393,736</b>	<b>17.6</b>	<b>1,620,892</b>
Transfer Out			(35,394)		(37,400)
Regular Wages			0		122,398
Seasonal/Special Salaries/Wages			10,000		10,000
Turnover			(149,778)		(76,683)
<b>Total Salaries</b>			<b>1,218,564</b>		<b>1,516,809</b>
<b>Benefits</b>					
FICA			94,318		116,034
Health Benefits			161,303		195,490
Payroll Accrual			7,069		8,731
Retiree Health			73,130		100,205
Retirement			333,141		411,217
<b>Subtotal</b>			<b>668,961</b>		<b>831,677</b>
<b>Total Salaries and Benefits</b>		<b>15.6</b>	<b>1,887,525</b>	<b>17.6</b>	<b>2,348,486</b>
<b>Cost Per FTE Position</b>			<b>120,995</b>		<b>133,437</b>
Statewide Benefit Assessment			54,058		59,676
<b>Payroll Costs</b>		<b>15.6</b>	<b>1,941,583</b>	<b>17.6</b>	<b>2,408,162</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			200		200

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## Personnel

Agency: DEPARTMENT OF ADMINISTRATION

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### Legal Services

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	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
<b>Purchased Services</b>				
Legal Services		200,000		0
<b>Subtotal</b>		<b>200,200</b>		<b>200</b>
<b>Total Personnel</b>	<b>15.6</b>	<b>2,141,783</b>	<b>17.6</b>	<b>2,408,362</b>
<b>Distribution by Source of Funds</b>				
General Revenue		2,141,783		2,302,826
Federal Funds		0		105,536
<b>Total All Funds</b>		<b>2,141,783</b>		<b>2,408,362</b>

## Program Summary

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### Facilities Management

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#### Mission

To protect and preserve the State of Rhode Island's facility assets. To provide a clean, safe, healthy and secure environment conducive to employee productivity.

#### Description

The Division of Facilities Management provides maintenance and operations services at 140 buildings under the direct jurisdiction of the Department of Administration. This includes the building at the Capitol Hill Complex, Pastore Center, Zambarano Campus, Veteran's Home, Ladd Center, and numerous other that buildings throughout the State. The responsibility for building operations includes capital improvements, general maintenance, janitorial services, maintenance and operation of boilers and mechanical equipment, electrical power and distribution. State Fleet maintains and operates 15 state fuel depots, administers the repair program for state vehicles, and administraters the purchasing and disposal of state vehicles. The Division also oversees environmental compliance of various state facilities and properties with environmental conditions that warrant remediation and/or permitting. This program merged into the Capital Asset Maintenance and Management program in FY 2017.

#### Statutory History

Executive Order 04-04 establishes and defines the duties of the Division of Facilities Management. R.I.G.L. 42-11-2 and Executive Order 86-15 establish the duties, authority and responsibilities of the property management and buildings and grounds functions. R.I.G.L. 42-11-2 establishes authority for the surplus state property program, the repair and operation of the State House, the State Office building and other premises, and control and supervision of the acquisition, operation, maintenance, repair and replacement of state-owned motor vehicles. R.I.G.L. 42-56.2 establishes the Federal Surplus Property program.

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# Budget

Agency: DEPARTMENT OF ADMINISTRATION

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## Facilities Management

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Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Facilities Centralization	0	996,892	0	0	0
Operations and Maintenance	0	(5)	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>996,887</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures by Object</b>					
Salary and Benefits	0	(3)	0	0	0
Operating Supplies and Expenses	0	(1,726)	0	0	0
<b>Subtotal: Operating</b>	<b>0</b>	<b>(1,729)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Operating Transfers	0	998,616	0	0	0
<b>Subtotal: Other</b>	<b>0</b>	<b>998,616</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>0</b>	<b>996,887</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures by Source of Funds</b>					
Federal Funds	0	510,472	0	0	0
Restricted Receipts	0	127,317	0	0	0
Other Funds	0	359,098	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>996,887</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **Program Summary**

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### **Capital Projects and Property Management**

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#### **Mission**

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

#### **Description**

The Division of Capital Projects and Property Management is responsible for the planning, design and construction of new state facilities and the major renovation of existing buildings. The Division conducts feasibility studies, hires architects, engineers and other design professionals, retain services of building contractors through state's purchasing bidding process, and oversees projects from design conception through turnover of building construction/renovation to the end user agency. It also solicits, negotiates and administers real estate purchases and/or leases. The Division conducts ongoing assessments of the State's space needs for governmental activities, allocates space and oversees capital planning and development. This program merged into the Capital Asset Maintenance and Management program in FY 2017.

#### **Statutory History**

Executive Order 04-04 establishes the Division of Capital Projects and Property Management.



## Program Summary

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### Information Technology

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#### 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

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

#### Statutory History

April 29, 2004 Executive Order 04-06 establishes and defines the duties and responsibilities of the Division of Information Technology (DoIT) within the Department of Administration. § 42-11-2.5 Information technology investment fund established. § 42-11-2.6 Establishment of Office of Digital Excellence. § 42-11-2.7 July, 2016 Division of enterprise technology strategy and service established by General Assembly. In the FY 2018 revised recommendation, the majority of the information technology program is shifted to internal service funds pursuant to the authorization provided by the General Assembly in the FY 2018 Appropriations Act.

# Budget

Agency: DEPARTMENT OF ADMINISTRATION

## Information Technology

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Doit Operations	16,804,262	1,443,352	1,470,255	652,753	1,647,418
Doit Project Management	928,611	(3)	0	0	0
Executive Director-CIO	689,443	1	0	0	0
Information Technology	9,620,357	16,705,020	10,343,243	17,772,557	6,736,092
IT Centralization	10,229,056	4,647,401	88,071	11,812	0
<b>Total Expenditures</b>	<b>38,271,729</b>	<b>22,795,771</b>	<b>11,901,569</b>	<b>18,437,122</b>	<b>8,383,510</b>
<b>Expenditures by Object</b>					
Salary and Benefits	24,223,781	398,632	406,244	132,077	132,740
Contract Professional Services	3,193,524	7,690,143	115,000	114,000	114,000
Operating Supplies and Expenses	5,813,739	4,657,805	2,380,325	1,532,488	2,514,678
<b>Subtotal: Operating</b>	<b>33,231,044</b>	<b>12,746,580</b>	<b>2,901,569</b>	<b>1,778,565</b>	<b>2,761,418</b>
Capital Purchases And Equipment	5,040,685	5,281,440	9,000,000	16,658,557	5,622,092
Operating Transfers	0	4,767,751	0	0	0
<b>Subtotal: Other</b>	<b>5,040,685</b>	<b>10,049,191</b>	<b>9,000,000</b>	<b>16,658,557</b>	<b>5,622,092</b>
<b>Total Expenditures</b>	<b>38,271,729</b>	<b>22,795,771</b>	<b>11,901,569</b>	<b>18,437,122</b>	<b>8,383,510</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	20,062,879	1,443,347	1,470,255	652,753	1,647,418
Federal Funds	6,254,375	2,729,142	115,000	114,000	114,000
Restricted Receipts	9,188,825	17,364,320	10,228,243	17,670,369	6,622,092
Other Funds	2,765,650	1,258,962	88,071	0	0
<b>Total Expenditures</b>	<b>38,271,729</b>	<b>22,795,771</b>	<b>11,901,569</b>	<b>18,437,122</b>	<b>8,383,510</b>

# Personnel

Agency: DEPARTMENT OF ADMINISTRATION

## Information Technology

	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
Transfer In		77,584		77,584
<b>Total Salaries</b>		<b>77,584</b>		<b>77,584</b>
<b>Benefits</b>				
FICA		5,935		5,935
Health Benefits		19,512		19,879
Payroll Accrual		448		450
Retiree Health		4,640		5,159
Retirement		20,389		20,474
<b>Subtotal</b>		<b>50,924</b>		<b>51,897</b>
<b>Total Salaries and Benefits</b>	<b>0.0</b>	<b>128,508</b>	<b>0.0</b>	<b>129,481</b>
<b>Cost Per FTE Position</b>		<b>0</b>		
Statewide Benefit Assessment		3,569		3,259
<b>Payroll Costs</b>	<b>0.0</b>	<b>132,077</b>	<b>0.0</b>	<b>132,740</b>
<b>Purchased Services</b>				
Information Technology		114,000		114,000
<b>Subtotal</b>		<b>114,000</b>		<b>114,000</b>
<b>Total Personnel</b>	<b>0.0</b>	<b>246,077</b>	<b>0.0</b>	<b>246,740</b>
<b>Distribution by Source of Funds</b>				
Federal Funds		114,000		114,000
Restricted Receipts		132,077		132,740
<b>Total All Funds</b>		<b>246,077</b>		<b>246,740</b>

## **Program Summary**

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### **Library and Information Services**

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#### **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**

RIGL 29-3.1 establishes the statutory basis for the Office of Library and Information Services.

# Budget

Agency: DEPARTMENT OF ADMINISTRATION

## Library and Information Services

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Library Services	2,336,188	2,464,556	2,661,294	2,526,473	2,614,826
<b>Total Expenditures</b>	<b>2,336,188</b>	<b>2,464,556</b>	<b>2,661,294</b>	<b>2,526,473</b>	<b>2,614,826</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,318,989	1,352,790	1,635,943	1,380,825	1,522,593
Contract Professional Services	23,225	28,978	28,225	28,000	28,000
Operating Supplies and Expenses	986,079	1,032,820	991,876	1,112,398	1,058,983
Assistance And Grants	0	36,600	0	0	0
Aid To Local Units Of Government	0	4,013	0	0	0
<b>Subtotal: Operating</b>	<b>2,328,293</b>	<b>2,455,201</b>	<b>2,656,044</b>	<b>2,521,223</b>	<b>2,609,576</b>
Capital Purchases And Equipment	7,895	9,355	5,250	5,250	5,250
<b>Subtotal: Other</b>	<b>7,895</b>	<b>9,355</b>	<b>5,250</b>	<b>5,250</b>	<b>5,250</b>
<b>Total Expenditures</b>	<b>2,336,188</b>	<b>2,464,556</b>	<b>2,661,294</b>	<b>2,526,473</b>	<b>2,614,826</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	1,341,629	1,350,017	1,442,726	1,419,448	1,457,501
Federal Funds	994,559	1,072,168	1,213,068	1,088,896	1,155,921
Restricted Receipts	0	42,371	5,500	18,129	1,404
<b>Total Expenditures</b>	<b>2,336,188</b>	<b>2,464,556</b>	<b>2,661,294</b>	<b>2,526,473</b>	<b>2,614,826</b>

# Personnel

Agency: DEPARTMENT OF ADMINISTRATION

## Library and Information Services

	FY 2019		FY 2020		
	FTE	Cost	FTE	Cost	
<b>Classified</b>					
ASSISTANT ADMINISTRATIVE OFFICER	0AB21A	1.0	48,775	1.0	50,617
CHIEF OF LIBRARY SERVICES	00143A	1.0	127,655	1.0	132,474
INFORMATION SERVICES TECHNICIAN II	0AB20A	3.0	152,678	3.0	159,345
LIBRARY PROGRAM MANAGER I	00137A	2.0	179,474	2.0	189,290
LIBRARY PROGRAM SPECIALIST II	0AB28A	3.0	182,558	3.0	195,152
LIBRARY PROGRAM SPECIALIST III	0AB32A	3.0	249,994	3.0	263,307
<b>Subtotal Classified</b>		<b>13.0</b>	<b>941,134</b>	<b>13.0</b>	<b>990,185</b>
<b>Subtotal</b>		<b>13.0</b>	<b>941,134</b>	<b>13.0</b>	<b>990,185</b>
Turnover			(105,334)		(60,000)
<b>Total Salaries</b>			<b>835,800</b>		<b>930,185</b>
<b>Benefits</b>					
FICA			64,347		71,164
Health Benefits			159,206		162,549
Payroll Accrual			4,862		5,387
Retiree Health			50,302		61,855
Retirement			228,466		253,680
<b>Subtotal</b>			<b>507,183</b>		<b>554,635</b>
<b>Total Salaries and Benefits</b>		<b>13.0</b>	<b>1,342,983</b>	<b>13.0</b>	<b>1,484,820</b>
<b>Cost Per FTE Position</b>			<b>103,306</b>		<b>114,217</b>
Statewide Benefit Assessment			37,842		37,773
<b>Payroll Costs</b>		<b>13.0</b>	<b>1,380,825</b>	<b>13.0</b>	<b>1,522,593</b>
<b>Purchased Services</b>					
Training and Educational Services			28,000		28,000
<b>Subtotal</b>			<b>28,000</b>		<b>28,000</b>
<b>Total Personnel</b>		<b>13.0</b>	<b>1,408,825</b>	<b>13.0</b>	<b>1,550,593</b>
<b>Distribution by Source of Funds</b>					
General Revenue			764,876		839,619
Federal Funds			643,949		710,974
<b>Total All Funds</b>			<b>1,408,825</b>		<b>1,550,593</b>

# Program Summary

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**Agency: DEPARTMENT OF ADMINISTRATION**

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## Planning

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

The FY 2018 revised recommendation shifts the Water Resource Board to the Division of Public Utilities and Carriers.

# Budget

Agency: DEPARTMENT OF ADMINISTRATION

## Planning

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Housing and Comm. Development	0	0	15,448	15,448	15,448
Statewide Planning	3,070,692	3,503,881	5,823,912	5,677,752	5,644,135
<b>Total Expenditures</b>	<b>3,070,692</b>	<b>3,503,881</b>	<b>5,839,360</b>	<b>5,693,200</b>	<b>5,659,583</b>
<b>Expenditures by Object</b>					
Salary and Benefits	2,286,047	2,470,052	3,182,972	2,746,635	2,975,311
Contract Professional Services	68,125	32,500	259,000	591,185	204,000
Operating Supplies and Expenses	91,321	151,986	232,135	190,127	319,219
Assistance And Grants	612,352	843,405	2,154,200	2,154,200	2,150,000
<b>Subtotal: Operating</b>	<b>3,057,845</b>	<b>3,497,943</b>	<b>5,828,307</b>	<b>5,682,147</b>	<b>5,648,530</b>
Capital Purchases And Equipment	12,847	5,938	11,053	11,053	11,053
<b>Subtotal: Other</b>	<b>12,847</b>	<b>5,938</b>	<b>11,053</b>	<b>11,053</b>	<b>11,053</b>
<b>Total Expenditures</b>	<b>3,070,692</b>	<b>3,503,881</b>	<b>5,839,360</b>	<b>5,693,200</b>	<b>5,659,583</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	955,405	784,653	1,081,887	836,849	736,706
Federal Funds	24,310	0	15,448	334,883	15,448
Operating Transfers from Other Funds	2,090,977	2,719,228	4,742,025	4,521,468	4,907,429
<b>Total Expenditures</b>	<b>3,070,692</b>	<b>3,503,881</b>	<b>5,839,360</b>	<b>5,693,200</b>	<b>5,659,583</b>



# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

### Planning

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSISTANT CHIEF OF PLANNING	00137A	2.0	170,546	2.0	181,369
ASSOCIATE DIRECTOR- DIVISION OF PLANNING	00144A	1.0	124,064	1.0	131,808
DATA ANALYST I	00134A	0.0	0	1.0	73,612
DATA ANALYST II	00138A	1.0	80,607	1.0	85,269
DATA ANALYST III	00042A	1.0	94,806	1.0	100,288
EXECUTIVE ASSISTANT	00318A	1.0	52,553	1.0	54,484
FISCAL MANAGEMENT OFFICER	00B26A	1.0	65,376	1.0	67,844
GENERAL MANAGER (RI WATER RESOURCES BOARD)	00137A	1.0	90,096	0.0	0
GEOGRAPHIC INFORMATION SYSTEM SPECIALIST II	00328A	1.0	73,083	1.0	75,720
INFORMATION SERVICES TECHNICIAN II	0AB20A	1.0	57,293	1.0	59,433
PRINCIPAL PLANNER	00829A	5.0	341,998	5.0	356,507
PRINCIPAL RESEARCH TECHNICIAN	00827A	1.0	61,664	1.0	63,993
SENIOR PLANNER	00326A	2.0	123,322	2.0	127,976
STAFF DIRECTOR (WATER RESOURCES BOARD)	00137A	1.0	103,212	0.0	0
SUPERVISING CIVIL ENGINEER (WATER RESOURCES)	00135A	1.0	102,766	0.0	0
SUPERVISING GEOGRAPHIC INFORMATION SYSTEM SPECIALIST	00032A	1.0	68,667	1.0	73,853
SUPERVISING PLANNER	00831A	4.0	311,029	4.0	324,711
<b>Subtotal Classified</b>		<b>25.0</b>	<b>1,921,082</b>	<b>23.0</b>	<b>1,776,867</b>
<b>Subtotal</b>		<b>25.0</b>	<b>1,921,082</b>	<b>23.0</b>	<b>1,776,867</b>
Transfer In			13,587		14,087
Regular Wages			0		73,612
Turnover			(303,282)		(4,895)
<b>Total Salaries</b>			<b>1,631,387</b>		<b>1,786,059</b>
<b>Benefits</b>					
FICA			125,225		136,670
Health Benefits			361,807		360,663
Payroll Accrual			9,465		10,354
Retiree Health			97,862		118,772
Retirement			446,314		488,520
<b>Subtotal</b>			<b>1,040,673</b>		<b>1,114,979</b>
<b>Total Salaries and Benefits</b>		<b>25.0</b>	<b>2,672,060</b>	<b>23.0</b>	<b>2,901,038</b>
<b>Cost Per FTE Position</b>			<b>106,882</b>		<b>126,132</b>

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## Personnel

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### Planning

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	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
Statewide Benefit Assessment		74,575		74,273
<b>Payroll Costs</b>	<b>25.0</b>	<b>2,746,635</b>	<b>23.0</b>	<b>2,975,311</b>
<b>Purchased Services</b>				
Design and Engineering Services		55,000		0
Management & Consultant Services		536,185		204,000
<b>Subtotal</b>		<b>591,185</b>		<b>204,000</b>
<b>Total Personnel</b>	<b>25.0</b>	<b>3,337,820</b>	<b>23.0</b>	<b>3,179,311</b>
<b>Distribution by Source of Funds</b>				
General Revenue		714,053		489,018
Federal Funds		319,435		0
Operating Transfers from Other Funds		2,304,332		2,690,293
<b>Total All Funds</b>		<b>3,337,820</b>		<b>3,179,311</b>

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## **Program Summary**

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### **Personnel and Operational Reforms**

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#### **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 2019 Appropriations Act.

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# Budget

**Agency: DEPARTMENT OF ADMINISTRATION**

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## Personnel and Operational Reforms

<b>Expenditures by Sub Program</b>	<b>2017 Actuals</b>	<b>2018 Actuals</b>	<b>2019 Enacted Budget</b>	<b>2019 Revised Budget</b>	<b>2020 Recommended</b>
Reduction in Force Savings	0	0	(20,084,559)	(3,200,000)	(15,857,000)
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>(20,084,559)</b>	<b>(3,200,000)</b>	<b>(15,857,000)</b>
<b>Expenditures by Object</b>					
Salary and Benefits	0	0	0	0	(2,657,000)
Contract Professional Services	0	0	(350,000)	0	0
Operating Supplies and Expenses	0	0	(19,734,559)	(3,200,000)	(13,200,000)
<b>Subtotal: Operating</b>	<b>0</b>	<b>0</b>	<b>(20,084,559)</b>	<b>(3,200,000)</b>	<b>(15,857,000)</b>
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>(20,084,559)</b>	<b>(3,200,000)</b>	<b>(15,857,000)</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	0	0	(20,084,559)	(3,200,000)	(15,857,000)
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>(20,084,559)</b>	<b>(3,200,000)</b>	<b>(15,857,000)</b>

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# Personnel

Agency: DEPARTMENT OF ADMINISTRATION

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## Personnel and Operational Reforms

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	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
Overtime (1.5)		0		(1,000,000)
<b>Total Salaries</b>		<b>0</b>		<b>(1,000,000)</b>
<b>Benefits</b>				
Workers Compensation		0		(1,657,000)
<b>Subtotal</b>		<b>0</b>		<b>(1,657,000)</b>
<b>Total Salaries and Benefits</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>(2,657,000)</b>
<b>Cost Per FTE Position</b>		<b>0</b>		
<b>Payroll Costs</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>(2,657,000)</b>
<b>Total Personnel</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>(2,657,000)</b>
<b>Distribution by Source of Funds</b>				
General Revenue		0		(2,657,000)
<b>Total All Funds</b>		<b>0</b>		<b>(2,657,000)</b>

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# Program Summary

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**Agency: DEPARTMENT OF ADMINISTRATION**

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## Energy Resources

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### 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.G.L. 23-82-6, 39-1-27.7 through 10, and 42-140.1.

# Budget

Agency: DEPARTMENT OF ADMINISTRATION

## Energy Resources

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Energy Resources	9,078,262	5,054,728	8,704,012	9,385,996	8,604,102
<b>Total Expenditures</b>	<b>9,078,262</b>	<b>5,054,728</b>	<b>8,704,012</b>	<b>9,385,996</b>	<b>8,604,102</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,479,181	1,609,589	1,554,539	1,461,810	1,643,662
Contract Professional Services	173,731	186,937	386,712	442,545	367,214
Operating Supplies and Expenses	6,702,642	1,418,139	6,618,856	7,323,408	6,588,226
Assistance And Grants	201,585	1,372,467	138,905	153,233	0
<b>Subtotal: Operating</b>	<b>8,557,139</b>	<b>4,587,132</b>	<b>8,699,012</b>	<b>9,380,996</b>	<b>8,599,102</b>
Capital Purchases And Equipment	521,123	467,596	5,000	5,000	5,000
<b>Subtotal: Other</b>	<b>521,123</b>	<b>467,596</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Total Expenditures</b>	<b>9,078,262</b>	<b>5,054,728</b>	<b>8,704,012</b>	<b>9,385,996</b>	<b>8,604,102</b>
<b>Expenditures by Source of Funds</b>					
Federal Funds	626,203	(678,610)	524,820	1,115,539	786,674
Restricted Receipts	8,452,059	5,733,338	8,179,192	8,270,457	7,817,428
<b>Total Expenditures</b>	<b>9,078,262</b>	<b>5,054,728</b>	<b>8,704,012</b>	<b>9,385,996</b>	<b>8,604,102</b>

# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

### Energy Resources

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATOR- FINANCIAL MANAGEMENT	00137A	1.0	105,864	1.0	109,860
ADMINISTRATOR OF ENERGY PROGRAMS	00137A	2.0	130,088	2.0	185,478
CHIEF IMPLEMENTATION AIDE	00128A	1.0	61,071	1.0	66,440
CHIEF PROGRAM DEVELOPMENT	00134A	2.0	152,210	2.0	157,955
DEPUTY COMMISSIONER- OFFICE OF ENERGY RESOURCES	00145A	1.0	130,410	1.0	137,166
INTERDEPARTMENTAL PROJECT MANAGER	00139A	2.0	203,825	2.0	215,238
PROGRAMMING SERVICES OFFICER	00131A	2.0	135,655	2.0	140,777
<b>Subtotal Classified</b>		<b>11.0</b>	<b>919,123</b>	<b>11.0</b>	<b>1,012,914</b>
<b>Unclassified</b>					
COMMISSIONER OF ENERGY RESOURCES	00843A	1.0	126,188	1.0	130,952
<b>Subtotal Unclassified</b>		<b>1.0</b>	<b>126,188</b>	<b>1.0</b>	<b>130,952</b>
<b>Subtotal</b>		<b>12.0</b>	<b>1,045,311</b>	<b>12.0</b>	<b>1,143,866</b>
Transfer Out			(148,593)		(155,232)
Transfer In			35,394		37,400
Seasonal/Special Salaries/Wages			9,555		9,555
Turnover			(7,868)		0
<b>Total Salaries</b>			<b>933,799</b>		<b>1,035,589</b>
<b>Benefits</b>					
FICA			71,438		79,221
Health Benefits			102,103		131,373
Payroll Accrual			5,381		5,990
Retiree Health			55,268		68,234
Retirement			251,304		280,164
<b>Subtotal</b>			<b>485,494</b>		<b>564,982</b>
<b>Total Salaries and Benefits</b>		<b>12.0</b>	<b>1,419,293</b>	<b>12.0</b>	<b>1,600,571</b>
<b>Cost Per FTE Position</b>			<b>118,274</b>		<b>133,381</b>
Statewide Benefit Assessment			42,517		43,091
<b>Payroll Costs</b>		<b>12.0</b>	<b>1,461,810</b>	<b>12.0</b>	<b>1,643,662</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			1,000		77,980
Management & Consultant Services			75,000		20,000
Other Contracts			300,000		269,234
Training and Educational Services			66,545		0
<b>Subtotal</b>			<b>442,545</b>		<b>367,214</b>



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## Personnel

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### Energy Resources

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	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
<b>Total Personnel</b>	<b>12.0</b>	<b>1,904,355</b>	<b>12.0</b>	<b>2,010,876</b>
<b>Distribution by Source of Funds</b>				
Federal Funds		858,264		759,132
Restricted Receipts		1,046,091		1,251,744
<b>Total All Funds</b>		<b>1,904,355</b>		<b>2,010,876</b>

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## Program Summary

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### Construction Permitting, Approvals and Licensing

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#### Mission

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

#### Description

Building Code Commission is responsible for adopting, promulgating, and administering a state building code for the purpose of regulating the design, construction, and use of buildings or structures. The Commission oversees the approval of state projects for conformance to ADA and accessibility standards and building codes. The commission conducts a variety of training programs for code officials and building trade's people. Contractors' Registration and Licensing Board provides a dispute resolution process that criminally prosecutes cases when not resolved through the Attorney General's Office in District Court. The Board establishes standards and enforces the rules and regulations enacted. Fire Code Board of Appeal and Review adopts fire safety codes, provides hearings for code appeals and disseminates training and technical assistance to local governmental authorities.

#### Statutory History

RIGL 5-65-15.1 establishes the duties, authority and responsibility of the State Building Commission. RIGL 23-27.3-100 et. al. establishes statutory provisions used in conjunction with additional regulations and administrative provisions contained within the individual codes. RIGL 5-65 et. El., establishes and sets the legislative operating authority for the Contractors' Registration and Licensing Board. Chapter 5-73 sets regulations and the Boards authority over roofing contractors. Chapter 5-65.1 regulates Home Inspectors, which falls under the jurisdiction of the Board; and Chapter 5-65.2 governs the well drillers. RIGL 23-28.3-1 governs the Fire Code Board of Appeal and Review. The Governor proposes that the Construction, Permitting, Approvals, and Licensing Program be moved to the Department of Business Regulations in FY 2019.

# Budget

Agency: DEPARTMENT OF ADMINISTRATION

## Construction Permitting, Approvals and Licensing

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Operations	2,913,525	3,166,479	0	0	0
<b>Total Expenditures</b>	<b>2,913,525</b>	<b>3,166,479</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures by Object</b>					
Salary and Benefits	2,694,576	2,750,915	0	0	0
Contract Professional Services	7,930	2,732	0	0	0
Operating Supplies and Expenses	198,388	408,996	0	0	0
<b>Subtotal: Operating</b>	<b>2,900,894</b>	<b>3,162,643</b>	<b>0</b>	<b>0</b>	<b>0</b>
Capital Purchases And Equipment	12,631	3,836	0	0	0
<b>Subtotal: Other</b>	<b>12,631</b>	<b>3,836</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>2,913,525</b>	<b>3,166,479</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	1,696,350	1,963,211	0	0	0
Restricted Receipts	1,217,175	1,203,268	0	0	0
<b>Total Expenditures</b>	<b>2,913,525</b>	<b>3,166,479</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **Program Summary**

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**Agency: DEPARTMENT OF ADMINISTRATION**

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

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#### **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 Patient Protection and Affordable Care Act (Pub. Law 111-148) (the “ACA”) provides for the establishment of a Health Benefits Exchange by each State. The Rhode Island Health Benefits Exchange was established on September 19, 2011 by Executive Order 11-09 and later codified into state law (RIGL 42-157) in the spring of 2015.

# Budget

Agency: DEPARTMENT OF ADMINISTRATION

## Rhode Island Health Benefits Exchange (HealthSource RI)

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Operations	11,836,188	9,656,976	8,921,345	10,600,526	10,203,397
<b>Total Expenditures</b>	<b>11,836,188</b>	<b>9,656,976</b>	<b>8,921,345</b>	<b>10,600,526</b>	<b>10,203,397</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,786,886	1,708,544	1,874,518	2,259,309	2,498,781
Contract Professional Services	9,765,365	7,310,432	6,468,212	7,652,582	6,666,082
Operating Supplies and Expenses	265,014	629,024	558,615	624,915	1,017,534
<b>Subtotal: Operating</b>	<b>11,817,265</b>	<b>9,648,000</b>	<b>8,901,345</b>	<b>10,536,806</b>	<b>10,182,397</b>
Capital Purchases And Equipment	18,923	8,976	20,000	63,720	21,000
<b>Subtotal: Other</b>	<b>18,923</b>	<b>8,976</b>	<b>20,000</b>	<b>63,720</b>	<b>21,000</b>
<b>Total Expenditures</b>	<b>11,836,188</b>	<b>9,656,976</b>	<b>8,921,345</b>	<b>10,600,526</b>	<b>10,203,397</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	2,625,841	2,524,589	2,363,841	2,360,969	2,755,841
Federal Funds	3,725,884	1,847,569	138,089	144,891	0
Restricted Receipts	5,484,463	5,284,818	6,419,415	8,094,666	7,447,556
<b>Total Expenditures</b>	<b>11,836,188</b>	<b>9,656,976</b>	<b>8,921,345</b>	<b>10,600,526</b>	<b>10,203,397</b>

# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

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

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	00134A	3.0	241,007	3.0	251,769
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	00143A	1.0	116,049	1.0	120,444
CHIEF PUBLIC AFFAIRS OFFICER	00137A	1.0	86,111	1.0	93,498
INTERDEPARTMENTAL PROJECT MANAGER	00139A	1.0	90,856	1.0	99,047
LEGAL COUNSEL	00132A	1.0	64,862	1.0	69,798
SENIOR ECONOMIC AND POLICY ANALYST	00134A	1.0	75,216	1.0	81,562
SENIOR LEGAL COUNSEL	00134A	1.0	75,633	1.0	83,923
VALUE BASED PURCHASING ANALYST	00139A	1.0	94,910	1.0	100,044
<b>Subtotal Classified</b>		<b>10.0</b>	<b>844,644</b>	<b>10.0</b>	<b>900,085</b>
<b>Unclassified</b>					
ADMINISTRATIVE ASSISTANT	00825A	1.0	53,699	1.0	57,692
CHIEF STRATEGIC PLANNING MONITORING & EVALUATOR (GOV OFFICE)	08343A	1.0	111,534	1.0	120,721
DEPUTY DIRECTOR OF HEALTHSOURCE RI	00845A	1.0	131,109	1.0	136,059
DIRECTOR HEALTHSOURCE RI	00851A	1.0	164,645	1.0	171,832
DIRECTOR OF FINANCE/ASSOCIATE ADMINISTRATOR	00844A	1.0	122,409	1.0	132,097
SENIOR POLICY ANALYST	00839A	1.0	106,486	1.0	110,506
<b>Subtotal Unclassified</b>		<b>6.0</b>	<b>689,882</b>	<b>6.0</b>	<b>728,907</b>
<b>Subtotal</b>		<b>16.0</b>	<b>1,534,526</b>	<b>16.0</b>	<b>1,628,992</b>
Transfer Out			(257,772)		(274,045)
Transfer In			248,448		230,695
Seasonal/Special Salaries/Wages			727		633
Turnover			(90,000)		0
<b>Total Salaries</b>			<b>1,434,526</b>		<b>1,580,435</b>
<b>Benefits</b>					
FICA			107,702		118,516
Health Benefits			167,452		187,973
Payroll Accrual			8,286		9,151
Retiree Health			85,738		105,059
Retirement			390,733		432,365
<b>Subtotal</b>			<b>759,911</b>		<b>853,064</b>
<b>Total Salaries and Benefits</b>		<b>16.0</b>	<b>2,194,437</b>	<b>16.0</b>	<b>2,433,499</b>
<b>Cost Per FTE Position</b>			<b>137,152</b>		<b>152,093</b>

# Personnel

Agency: DEPARTMENT OF ADMINISTRATION

## Rhode Island Health Benefits Exchange (HealthSource RI)

	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
Statewide Benefit Assessment		64,872		65,282
<b>Payroll Costs</b>	<b>16.0</b>	<b>2,259,309</b>	<b>16.0</b>	<b>2,498,781</b>
<b>Purchased Services</b>				
Information Technology		3,727,138		3,224,284
Legal Services		33,962		33,500
Management & Consultant Services		3,477,386		3,043,948
Other Contracts		414,096		364,350
<b>Subtotal</b>		<b>7,652,582</b>		<b>6,666,082</b>
<b>Total Personnel</b>	<b>16.0</b>	<b>9,911,891</b>	<b>16.0</b>	<b>9,164,863</b>
<b>Distribution by Source of Funds</b>				
General Revenue		2,223,243		2,363,841
Federal Funds		144,891		0
Restricted Receipts		7,543,757		6,801,022
<b>Total All Funds</b>		<b>9,911,891</b>		<b>9,164,863</b>

## Program Summary

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### **The Office of Diversity, Equity and Opportunity**

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#### **Mission**

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

#### **Description**

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

#### **Statutory History**

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



# Budget

Agency: DEPARTMENT OF ADMINISTRATION

## The Office of Diversity, Equity and Opportunity

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Operations	954,214	1,130,353	1,393,580	1,323,829	1,426,500
<b>Total Expenditures</b>	<b>954,214</b>	<b>1,130,353</b>	<b>1,393,580</b>	<b>1,323,829</b>	<b>1,426,500</b>
<b>Expenditures by Object</b>					
Salary and Benefits	854,525	1,016,961	1,216,270	1,184,176	1,289,277
Contract Professional Services	1,863	250	16,800	16,800	16,800
Operating Supplies and Expenses	93,978	111,166	160,510	122,853	120,423
<b>Subtotal: Operating</b>	<b>950,366</b>	<b>1,128,377</b>	<b>1,393,580</b>	<b>1,323,829</b>	<b>1,426,500</b>
Capital Purchases And Equipment	3,848	1,976	0	0	0
<b>Subtotal: Other</b>	<b>3,848</b>	<b>1,976</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>954,214</b>	<b>1,130,353</b>	<b>1,393,580</b>	<b>1,323,829</b>	<b>1,426,500</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	945,751	1,022,910	1,280,050	1,208,236	1,304,197
Other Funds	8,463	107,443	113,530	115,593	122,303
<b>Total Expenditures</b>	<b>954,214</b>	<b>1,130,353</b>	<b>1,393,580</b>	<b>1,323,829</b>	<b>1,426,500</b>

# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

### The Office of Diversity, Equity and Opportunity

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATOR STATE EQUAL OPPORTUNITY PROGRAMS	00134A	1.0	72,153	1.0	77,613
ASSISTANT ADMINISTRATOR - MBE COMPLIANCE	00134A	1.0	84,386	1.0	89,777
ASSOCIATE DIRECTOR- DIVERSITY- EQUITY AND OPPORTUNITY	00142A	1.0	133,835	1.0	138,870
CHIEF IMPLEMENTATION AIDE	00128A	1.0	59,615	1.0	64,517
CHIEF PROGRAM DEVELOPMENT	00134A	2.0	169,825	2.0	176,238
PROGRAMMING SERVICES OFFICER	00131A	3.0	239,817	3.0	254,108
<b>Subtotal Classified</b>		<b>9.0</b>	<b>759,631</b>	<b>9.0</b>	<b>801,123</b>
<b>Subtotal</b>		<b>9.0</b>	<b>759,631</b>	<b>9.0</b>	<b>801,123</b>
Turnover			(20,613)		(513)
<b>Total Salaries</b>			<b>739,018</b>		<b>800,610</b>
<b>Benefits</b>					
FICA			56,935		60,990
Health Benefits			105,529		121,670
Payroll Accrual			4,313		4,640
Retiree Health			44,611		53,240
Retirement			200,670		216,318
<b>Subtotal</b>			<b>412,058</b>		<b>456,858</b>
<b>Total Salaries and Benefits</b>		<b>9.0</b>	<b>1,151,076</b>	<b>9.0</b>	<b>1,257,468</b>
<b>Cost Per FTE Position</b>			<b>127,897</b>		<b>139,719</b>
Statewide Benefit Assessment			33,100		31,809
<b>Payroll Costs</b>		<b>9.0</b>	<b>1,184,176</b>	<b>9.0</b>	<b>1,289,277</b>
<b>Purchased Services</b>					
Management & Consultant Services			10,300		10,300
Training and Educational Services			6,500		6,500
<b>Subtotal</b>			<b>16,800</b>		<b>16,800</b>
<b>Total Personnel</b>		<b>9.0</b>	<b>1,200,976</b>	<b>9.0</b>	<b>1,306,077</b>
<b>Distribution by Source of Funds</b>					
General Revenue			1,085,383		1,183,774
Other Funds			115,593		122,303
<b>Total All Funds</b>			<b>1,200,976</b>		<b>1,306,077</b>

## Program Summary

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**Agency: DEPARTMENT OF ADMINISTRATION**

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### Capital Asset Management and Maintenance

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

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

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

#### Statutory History

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.

# Budget

Agency: DEPARTMENT OF ADMINISTRATION

## Capital Asset Management and Maintenance

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Capital Asset Management And Maintenance Admin	966,884	568,314	579,944	583,802	628,347
Facilities Management And Maintenance	33,968,348	6,453,481	8,493,129	7,596,629	7,585,124
Planning, Design And Construction	1,066,342	1,365,729	1,548,628	1,546,394	1,603,834
<b>Total Expenditures</b>	<b>36,001,574</b>	<b>8,387,524</b>	<b>10,621,701</b>	<b>9,726,825</b>	<b>9,817,305</b>
<b>Expenditures by Object</b>					
Salary and Benefits	12,578,419	1,755,609	1,948,520	1,869,725	2,043,764
Contract Professional Services	3,450,561	14,050	6,500	108,000	38,000
Operating Supplies and Expenses	19,892,616	5,485,025	8,656,681	7,739,100	7,725,541
Assistance And Grants	0	28,588	0	0	0
<b>Subtotal: Operating</b>	<b>35,921,596</b>	<b>7,283,272</b>	<b>10,611,701</b>	<b>9,716,825</b>	<b>9,807,305</b>
Capital Purchases And Equipment	79,978	10,463	10,000	10,000	10,000
Operating Transfers	0	1,093,789	0	0	0
<b>Subtotal: Other</b>	<b>79,978</b>	<b>1,104,252</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Total Expenditures</b>	<b>36,001,574</b>	<b>8,387,524</b>	<b>10,621,701</b>	<b>9,726,825</b>	<b>9,817,305</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	29,899,094	7,293,735	10,621,701	9,726,825	9,817,305
Federal Funds	1,504,385	278,536	0	0	0
Restricted Receipts	1,035,474	17,232	0	0	0
Other Funds	3,562,621	798,021	0	0	0
<b>Total Expenditures</b>	<b>36,001,574</b>	<b>8,387,524</b>	<b>10,621,701</b>	<b>9,726,825</b>	<b>9,817,305</b>

# Personnel

## Agency: DEPARTMENT OF ADMINISTRATION

### Capital Asset Management and Maintenance

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ARCHITECT BUILDING COMMISSION	00335A	2.0	168,795	2.0	175,166
CHIEF OF PLANNING- CAPITAL ASSET MANAGEMENT & MAINTENANCE	00143A	1.0	116,050	1.0	120,431
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	00143A	1.0	108,140	1.0	117,285
DIVISION DIRECTOR- CAPITAL ASSET MANAGEMENT AND MAINT	00152A	1.0	160,275	1.0	166,326
INTERDEPARTMENTAL PROJECT MANAGER	00139A	1.0	79,942	1.0	92,955
PROJECT MANAGER I (DOA)	00137A	3.0	256,227	3.0	278,226
PROJECT MANAGER II (DOA)	00139A	3.0	305,655	3.0	320,290
<b>Subtotal Classified</b>		<b>12.0</b>	<b>1,195,084</b>	<b>12.0</b>	<b>1,270,679</b>
<b>Subtotal</b>		<b>12.0</b>	<b>1,195,084</b>	<b>12.0</b>	<b>1,270,679</b>
Overtime (1.5)			0		37,179
Seasonal/Special Salaries/Wages			29,077		36,000
Turnover			(12,838)		0
<b>Total Salaries</b>			<b>1,211,323</b>		<b>1,343,858</b>
<b>Benefits</b>					
FICA			91,878		98,004
Health Benefits			110,432		113,006
Payroll Accrual			6,908		7,366
Retiree Health			71,465		84,500
Retirement			324,889		346,836
<b>Subtotal</b>			<b>605,572</b>		<b>649,712</b>
<b>Total Salaries and Benefits</b>		<b>12.0</b>	<b>1,816,895</b>	<b>12.0</b>	<b>1,993,570</b>
<b>Cost Per FTE Position</b>			<b>151,408</b>		<b>166,131</b>
Statewide Benefit Assessment			52,830		50,194
<b>Payroll Costs</b>		<b>12.0</b>	<b>1,869,725</b>	<b>12.0</b>	<b>2,043,764</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			20,000		20,000
Design and Engineering Services			6,500		6,500
Legal Services			70,000		0
Other Contracts			7,000		7,000
Training and Educational Services			4,500		4,500
<b>Subtotal</b>			<b>108,000</b>		<b>38,000</b>
<b>Total Personnel</b>		<b>12.0</b>	<b>1,977,725</b>	<b>12.0</b>	<b>2,081,764</b>

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## Personnel

Agency: DEPARTMENT OF ADMINISTRATION

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### Capital Asset Management and Maintenance

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	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
<b>Distribution by Source of Funds</b>				
General Revenue		1,977,725		2,081,764
<b>Total All Funds</b>		<b>1,977,725</b>		<b>2,081,764</b>

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