

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

**DEPARTMENT OF**  
**ADMINISTRATION**

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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, Planning, General Appropriations, Debt Service Payments, Energy Resources, HealthSource RI (RI Health Benefits Exchange) and various Internal Services Programs.

#### **Statutory History**

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

# Budget

## Department of Administration

	2020 Actuals	2021 Actuals	2022 Enacted Budget	2022 Revised Budget	2023 Recommended
<b>Expenditures by Program</b>					
Central Management	98,786,453	162,688,326	263,601,178	344,971,558	201,094,889
Accounts and Control	5,598,205	4,959,134	13,337,649	15,671,390	13,735,897
Office of Management and Budget	8,642,507	9,019,040	9,927,597	10,382,316	9,983,685
Purchasing	4,239,473	4,246,510	4,070,981	4,482,509	4,763,131
Human Resources	433,138	405,879	1,099,549	1,099,549	755,922
Personnel Appeal Board	58,466	88,132	120,050	125,355	143,059
General	46,595,204	252,825,985	44,775,905	456,753,875	112,284,382
Debt Service Payments	183,931,606	193,626,737	184,730,292	182,233,939	194,639,833
Internal Service Programs	463,666,575	467,502,056	530,417,267	534,606,741	538,763,744
Legal Services	2,148,844	2,869,182	2,262,149	2,393,749	2,374,193
Information Technology	13,435,584	13,361,077	10,346,505	59,729,137	41,170,500
Library and Information Services	2,559,957	2,613,863	5,444,464	6,038,521	3,891,709
Planning	5,128,532	4,893,843	5,921,109	6,576,016	6,613,080
Statewide Personnel and Operations	(2,000,000)	4,602,414	0	115,060	15,350,000
Energy Resources	16,241,080	7,271,339	9,552,650	17,289,861	26,061,950
Rhode Island Health Benefits Exchange (HealthSource RI)	8,827,226	12,074,723	24,902,490	24,894,886	30,687,820
The Office of Diversity, Equity and Opportunity	1,275,100	933,796	1,358,591	1,440,543	1,628,413
Capital Asset Management and Maintenance	38,028,508	40,985,958	13,718,886	18,910,068	9,810,315
<b>Total Expenditures</b>	<b>897,596,456</b>	<b>1,184,967,995</b>	<b>1,125,587,312</b>	<b>1,687,715,073</b>	<b>1,213,752,522</b>
<i>Internal Services</i>	<i>[463,666,575]</i>	<i>[467,502,056]</i>	<i>[530,417,267]</i>	<i>[534,606,741]</i>	<i>[538,763,744]</i>
<b>Expenditures by Object</b>					
Salary And Benefits	397,122,476	406,861,875	452,887,476	460,839,241	464,622,852
Contract Professional Services	28,117,434	38,805,744	35,105,284	38,706,036	31,122,231
Operating Supplies And Expenses	132,275,578	130,219,439	118,553,399	322,607,610	260,029,684
Assistance And Grants	110,643,641	131,253,066	16,310,141	91,026,399	76,344,793
<b>Subtotal: Operating</b>	<b>668,159,128</b>	<b>707,140,124</b>	<b>622,856,300</b>	<b>913,179,286</b>	<b>832,119,560</b>

# Budget

## Department of Administration

	2020 Actuals	2021 Actuals	2022 Enacted Budget	2022 Revised Budget	2023 Recommended
Capital Purchases And Equipment	25,780,627	13,732,952	46,271,782	94,166,910	93,771,384
Aid To Local Units Of Government	11,078,909	11,844,545	11,664,938	11,664,938	11,421,745
Debt Service (fixed Charges)	159,645,377	168,827,917	184,630,292	182,133,939	194,539,833
Operating Transfers	32,932,416	283,422,457	260,164,000	486,570,000	81,900,000
<b>Subtotal: Other</b>	<b>229,437,328</b>	<b>477,827,870</b>	<b>502,731,012</b>	<b>774,535,787</b>	<b>381,632,962</b>
<b>Total Expenditures</b>	<b>897,596,456</b>	<b>1,184,967,994</b>	<b>1,125,587,312</b>	<b>1,687,715,073</b>	<b>1,213,752,522</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	219,395,027	350,166,983	196,032,533	644,429,102	224,631,464
Federal Funds	107,478,549	268,960,473	275,440,907	373,674,573	265,997,831
Restricted Receipts	32,650,278	23,421,193	45,798,133	52,662,221	82,745,121
Operating Transfers From Other Funds	74,294,773	54,804,878	77,785,849	82,221,881	101,494,555
Other Funds	463,777,830	487,614,468	530,529,890	534,727,296	538,883,551
<b>Total Expenditures</b>	<b>897,596,456</b>	<b>1,184,967,995</b>	<b>1,125,587,312</b>	<b>1,687,715,073</b>	<b>1,213,752,522</b>
<b>FTE Authorization</b>	<b>647.7</b>	<b>647.7</b>	<b>650.7</b>	<b>650.7</b>	<b>660.7</b>

# Personnel Agency Summary

## Department of Administration

	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
Classified	629.7	56,151,526	638.7	59,741,491
Unclassified	21.0	2,426,442	22.0	2,750,920
<b>Subtotal</b>	<b>650.7</b>	<b>58,577,968</b>	<b>660.7</b>	<b>62,492,411</b>
Transfer Out		(998,326)		(1,040,566)
Transfer In		217,672		236,527
Salaries Adjustment		48,635		48,635
Overtime		1,382,513		1,318,785
Seasonal/Special Salaries/Wages		97,276		100,099
Turnover		(1,326,296)		(1,254,802)
FY 2021 Retro COLA Payment		1,289,555		0
<b>Total Salaries</b>		<b>59,288,997</b>		<b>61,901,089</b>
<b>Benefits</b>				
Contract Stipends		378,321		388,821
FICA		4,882,959		5,104,766
Health Benefits		8,816,326		9,569,722
Holiday		2,325		0
Other		6,000,006		6,000,000
Payroll Accrual		335,318		3,761
Retiree Health		3,080,974		2,733,568
Retirement		16,793,686		17,560,404
<b>Subtotal</b>		<b>40,289,915</b>		<b>41,361,042</b>
<b>Total Salaries and Benefits</b>	<b>650.7</b>	<b>99,578,912</b>	<b>660.7</b>	<b>103,262,131</b>
<b>Cost Per FTE Position</b>		<b>153,034</b>		<b>156,292</b>
Statewide Benefit Assessment		2,307,958		2,408,350
<b>Payroll Costs</b>	<b>650.7</b>	<b>101,886,870</b>	<b>660.7</b>	<b>105,670,481</b>
<b>Purchased Services</b>				
Buildings and Ground Maintenance		2,952,500		2,952,500
Clerical and Temporary Services		550,997		527,543
Design and Engineering Services		97,500		103,989
Information Technology		11,460,886		9,421,687
Legal Services		382,336		332,336
Management & Consultant Services		18,293,564		15,499,840
Other Contracts		4,913,253		2,229,336
Training and Educational Services		55,000		55,000
<b>Subtotal</b>		<b>38,706,036</b>		<b>31,122,231</b>
<b>Total Personnel</b>	<b>650.7</b>	<b>140,592,906</b>	<b>660.7</b>	<b>136,792,712</b>

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## Personnel Agency Summary

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### Department of Administration

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	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
<b>Distribution by Source of Funds</b>				
General Revenue	190.0	26,752,568	191.9	29,409,915
Federal Funds	2.0	5,137,950	2.0	1,407,745
Restricted Receipts	33.2	22,872,424	33.3	17,399,422
Operating Transfers from Other Funds	4.0	4,784,651	4.0	4,856,662
Other Funds	421.5	81,045,313	429.5	83,718,968
<b>Total All Funds</b>	<b>650.7</b>	<b>140,592,906</b>	<b>660.7</b>	<b>136,792,712</b>

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## Performance Measures

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### Department of Administration

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

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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>				
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Target</b>	24.10%	51.60%	55.00%	27.50%	27.50%
<b>Actual</b>	19.00%	40.00%	20.40%	0.00%	

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#### State Government Energy Consumption

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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>				
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Target</b>	-5,600,000	2,880,612	2,779,678	1,389,839	1,375,940
<b>Actual</b>	1,500,753	2,836,406	1,407,469	0.00	

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

#### **Statutory History**

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



# Budget

## Agency: Department of Administration

### Central Management

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Director's Office	2,138,750	31,447,425	261,026,650	342,233,139	200,007,327
Financial Management	96,644,573	131,226,968	2,552,567	2,716,458	1,065,601
Judicial Nominating Committee	3,129	13,932	21,961	21,961	21,961
<b>Total Expenditures</b>	<b>98,786,453</b>	<b>162,688,326</b>	<b>263,601,178</b>	<b>344,971,558</b>	<b>201,094,889</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,784,031	2,403,506	1,983,105	2,104,163	2,302,298
Contract Professional Services	314,127	3,220,743	482,772	520,481	2,256,400
Operating Supplies and Expenses	1,198,794	1,707,770	2,164,241	203,339,854	123,529,131
Assistance and Grants	95,382,087	125,496,818	0	0	10,000,000
<b>Subtotal: Operating</b>	<b>98,679,038</b>	<b>132,828,837</b>	<b>4,630,118</b>	<b>205,964,498</b>	<b>138,087,829</b>
Capital Purchases and Equipment	1,517	129,807	7,060	7,060	7,060
Debt Service (Fixed Charges)	105,898	95,982	0	0	0
Operating Transfers	0	29,633,700	258,964,000	139,000,000	63,000,000
<b>Subtotal: Other</b>	<b>107,415</b>	<b>29,859,489</b>	<b>258,971,060</b>	<b>139,007,060</b>	<b>63,007,060</b>
<b>Total Expenditures</b>	<b>98,786,453</b>	<b>162,688,326</b>	<b>263,601,178</b>	<b>344,971,558</b>	<b>201,094,889</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	2,251,849	3,621,551	2,569,679	2,728,702	4,896,389
Federal Funds	96,534,604	159,066,775	261,031,499	342,242,856	196,198,500
<b>Total Expenditures</b>	<b>98,786,453</b>	<b>162,688,326</b>	<b>263,601,178</b>	<b>344,971,558</b>	<b>201,094,889</b>

## Personnel

### Agency: Department of Administration

#### Central Management

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATOR- FINANCIAL MANAGEMENT	00137A	1.0	95,933	1.0	101,186
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	00134A	1.0	104,114	1.0	106,717
ASSISTANT BUSINESS MANAGEMENT OFFICER	00319A	1.0	48,183	1.0	50,513
ASSOCIATE DIRECTOR (DHS) DIV OF MANAGEMENT SERVICES	00146A	1.0	168,157	1.0	172,276
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	00144A	1.0	132,540	1.0	135,853
BUSINESS MANAGEMENT OFFICER	00126A	2.0	142,584	2.0	146,101
CHIEF IMPLEMENTATION AIDE	00128A	3.0	224,533	3.0	232,428
FISCAL MANAGEMENT OFFICER	00B26A	1.0	75,214	1.0	77,094
INTERDEPARTMENTAL PROJECT MANAGER	00139A	1.0	98,290	1.0	105,275
PROGRAMMING SERVICES OFFICER	00131A	1.0	78,927	1.0	80,900
SENIOR MANAGEMENT AND METHODS ANALYST	00125A	1.0	57,622	1.0	61,142
ZFTE RECONCILIATION TO AUTHORIZATION (CLASSIFIED)	00000A	(2.3)	0	(2.2)	0
<b>Subtotal Classified</b>		<b>11.7</b>	<b>1,226,097</b>	<b>11.8</b>	<b>1,269,485</b>
<b>Unclassified</b>					
DEPUTY CHIEF OF STAFF/POLICY	00845A	1.0	135,354	1.0	144,270
DEPUTY DIRECTOR- DEPARTMENT OF ADMINISTRATION	00850A	1.0	162,335	1.0	171,925
DIRECTOR OF ADMINISTRATION	00946KF	1.0	162,843	1.0	166,914
PRINCIPAL TECHNICAL SUPPORT ANALYST	05229A	1.0	98,870	1.0	101,285
<b>Subtotal Unclassified</b>		<b>4.0</b>	<b>559,402</b>	<b>4.0</b>	<b>584,394</b>
<b>Subtotal</b>		<b>15.7</b>	<b>1,785,499</b>	<b>15.8</b>	<b>1,853,879</b>
Transfer Out			(322,227)		(330,212)
Overtime			287		0
Turnover			(156,124)		(43,050)
FY 2021 Retro COLA Payment			38,111		0
<b>Total Salaries</b>			<b>1,345,546</b>		<b>1,480,617</b>

# Personnel

## Agency: Department of Administration

### Central Management

	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
<b>Benefits</b>				
Contract Stipends		2,700		2,700
FICA		99,827		110,039
Health Benefits		134,859		156,771
Holiday		23		0
Other		6		0
Payroll Accrual		7,635		0
Retiree Health		71,308		66,450
Retirement		388,796		427,129
<b>Subtotal</b>		<b>705,154</b>		<b>763,089</b>
<b>Total Salaries and Benefits</b>	<b>15.7</b>	<b>2,050,700</b>	<b>15.8</b>	<b>2,243,706</b>
<b>Cost Per FTE Position</b>		<b>130,618</b>		<b>142,007</b>
Statewide Benefit Assessment		53,463		58,592
<b>Payroll Costs</b>	<b>15.7</b>	<b>2,104,163</b>	<b>15.8</b>	<b>2,302,298</b>
<b>Purchased Services</b>				
Information Technology		249,000		249,000
Legal Services		6,400		6,400
Management & Consultant Services		37,709		2,000,000
Other Contracts		227,372		1,000
<b>Subtotal</b>		<b>520,481</b>		<b>2,256,400</b>
<b>Total Personnel</b>	<b>15.7</b>	<b>2,624,644</b>	<b>15.8</b>	<b>4,558,698</b>
<b>Distribution by Source of Funds</b>				
General Revenue	15.7	2,398,272	15.8	4,558,698
Federal Funds	0.0	226,372	0.0	0
<b>Total All Funds</b>	<b>15.7</b>	<b>2,624,644</b>	<b>15.8</b>	<b>4,558,698</b>

## **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 preaudit of state receipts and expenditures; the approval of vouchers drawn on the treasury; the preparation of financial statements in accordance with generally accepted accounting principles; the management of federal fiscal proposals and guidelines and serving as the state clearinghouse for the application of federal grants; and the identification of federal grant-funding opportunities to support the governor's and general assembly's major policy initiatives and providing technical assistance with the application process and post-award grants management. This office is also responsible for the preparation and/or coordination of several publications, including the: Comprehensive Annual Financial Report, Condensed State Financial Report, State Payroll Manual, Procedural Handbook of the Department of Administration, and the Consolidated Statewide Cost Allocation Plan.

#### **Statutory History**

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

# Budget

## Agency: Department of Administration

### Accounts and Control

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Accounts & Control	5,598,205	4,959,134	13,337,649	15,671,390	13,735,897
<b>Total Expenditures</b>	<b>5,598,205</b>	<b>4,959,134</b>	<b>13,337,649</b>	<b>15,671,390</b>	<b>13,735,897</b>
<b>Expenditures by Object</b>					
Salary and Benefits	4,229,078	4,038,346	3,567,656	4,984,216	5,762,231
Contract Professional Services	301,327	84,118	2,129,823	10,131,402	3,999,564
Operating Supplies and Expenses	1,066,230	834,364	7,627,170	542,772	3,961,102
<b>Subtotal: Operating</b>	<b>5,596,635</b>	<b>4,956,828</b>	<b>13,324,649</b>	<b>15,658,390</b>	<b>13,722,897</b>
Capital Purchases and Equipment	1,570	2,306	13,000	13,000	13,000
<b>Subtotal: Other</b>	<b>1,570</b>	<b>2,306</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
<b>Total Expenditures</b>	<b>5,598,205</b>	<b>4,959,134</b>	<b>13,337,649</b>	<b>15,671,390</b>	<b>13,735,897</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	5,374,867	4,858,321	4,103,385	4,344,823	5,211,103
Federal Funds	0	23,690	0	0	2,807,250
Restricted Receipts	223,338	77,124	9,234,264	11,326,567	5,717,544
<b>Total Expenditures</b>	<b>5,598,205</b>	<b>4,959,134</b>	<b>13,337,649</b>	<b>15,671,390</b>	<b>13,735,897</b>

# Personnel

## Agency: Department of Administration

### Accounts and Control

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ACCOUNTING CONTROL SPECIALIST (DOA)	00331A	2.0	165,963	2.0	173,833
ACCOUNTS AND CONTROL CENTRALIZED ACCOUNTING CLERK	00321A	1.0	48,165	1.0	50,697
ACCOUNTS AND CONTROL CENTRALIZED ACCOUNTING CLERK	00324A	7.0	392,315	7.0	418,308
ADMINISTRATOR- FINANCIAL MANAGEMENT	00137A	2.0	192,662	2.0	202,372
ASSET PROTECTION OFFICER	00324A	1.0	59,770	1.0	61,265
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	109,978	1.0	118,222
ASSOCIATE CONTROLLER	00143A	2.0	257,977	2.0	267,183
BUYER II (DOA/OP)	00327A	1.0	28,456	1.0	64,171
CENTRAL ACCOUNTS PAYABLE SUPERVISING PREAUDIT CLK (DOA)	00328A	2.0	139,868	2.0	149,730
CHIEF IMPLEMENTATION AIDE	00128A	2.0	134,142	2.0	139,838
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	00143A	1.0	119,170	1.0	127,940
CHIEF PUBLIC AFFAIRS OFFICER	00137A	1.0	41,653	1.0	94,064
CONTROLLER	00148A	1.0	161,996	1.0	170,025
DATA ANALYST I	00134A	1.0	78,716	1.0	83,628
DATA CONTROL CLERK	00315A	1.0	44,899	1.0	46,022
DEPUTY DIRECTOR OF OMB	00151A	1.0	77,277	1.0	174,292
FINANCIAL REPORTING MANAGER (OFFICE OF ACCOUNTS & CONTROL)	00139A	2.0	184,505	2.0	206,751
INTERDEPARTMENTAL PROJECT MANAGER	00139A	2.0	172,964	2.0	208,388
SENIOR BUYER (DOA/OP)	00829A	1.0	30,930	1.0	69,840
SENIOR ECONOMIC AND POLICY ANALYST	00134A	2.0	158,864	2.0	168,785
SENIOR INTERNAL AUDITOR (DOA)	00131A	1.0	78,927	1.0	80,900
SUPERVISING ACCOUNTANT	00131A	1.0	70,876	1.0	75,290
SUPERVISING ACCOUNTANT	00831A	1.0	83,074	1.0	85,151
SUPERVISOR FINANCIAL MANAGEMENT AND REPORTING	00135A	1.0	91,709	1.0	94,188
SUPERVISOR OF FISCAL SERVICES (DEPT OF ADMINISTRATION)	00136A	3.0	324,859	3.0	332,961
<b>Subtotal Classified</b>		<b>41.0</b>	<b>3,249,715</b>	<b>41.0</b>	<b>3,663,844</b>
<b>Unclassified</b>					
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	00743A	1.0	59,646	1.0	135,054
<b>Subtotal Unclassified</b>		<b>1.0</b>	<b>59,646</b>	<b>1.0</b>	<b>135,054</b>
<b>Subtotal</b>		<b>42.0</b>	<b>3,309,361</b>	<b>42.0</b>	<b>3,798,898</b>
Transfer Out			(106,440)		(129,405)

# Personnel

## Agency: Department of Administration

### Accounts and Control

	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
Overtime		390		0
Turnover		(212,608)		(123,000)
FY 2021 Retro COLA Payment		62,640		0
<b>Total Salaries</b>		<b>3,053,343</b>		<b>3,546,493</b>
<b>Benefits</b>				
Contract Stipends		21,000		25,500
FICA		233,993		293,742
Health Benefits		483,719		563,285
Payroll Accrual		17,573		0
Retiree Health		162,529		160,024
Retirement		890,600		1,032,093
<b>Subtotal</b>		<b>1,809,414</b>		<b>2,074,644</b>
<b>Total Salaries and Benefits</b>	<b>42.0</b>	<b>4,862,757</b>	<b>42.0</b>	<b>5,621,137</b>
<b>Cost Per FTE Position</b>		<b>115,780</b>		<b>133,837</b>
Statewide Benefit Assessment		121,459		141,094
<b>Payroll Costs</b>	<b>42.0</b>	<b>4,984,216</b>	<b>42.0</b>	<b>5,762,231</b>
<b>Purchased Services</b>				
Information Technology		2,657,410		958,335
Legal Services		100,000		45,000
Management & Consultant Services		7,371,992		2,994,229
Other Contracts		2,000		2,000
<b>Subtotal</b>		<b>10,131,402</b>		<b>3,999,564</b>
<b>Total Personnel</b>	<b>42.0</b>	<b>15,115,618</b>	<b>42.0</b>	<b>9,761,795</b>
<b>Distribution by Source of Funds</b>				
General Revenue	34.0	3,801,951	34.0	4,051,251
Restricted Receipts	8.0	11,313,667	8.0	5,710,544
<b>Total All Funds</b>	<b>42.0</b>	<b>15,115,618</b>	<b>42.0</b>	<b>9,761,795</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. Regulatory Reform: Evaluates and reforms state and local regulatory environment to remove barriers to economic growth while protecting taxpayer interests. Office of Internal Audit: Enhance and better protect organizational value by providing risk-based and objective assurance, advice, and insight across all executive branch departments and educational institutions.

#### Statutory History

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



# Budget

## Agency: Department of Administration

### Office of Management and Budget

Expenditures by Sub Program	2020 Actuals	2021 Actuals	2022 Enacted Budget	2022 Revised Budget	2023 Recommended
Budget Office	2,699,935	3,014,486	4,182,485	4,449,162	3,914,546
Director, Office of Mgt and Budget	1,995,172	1,616,415	818,095	795,997	808,525
Federal Grants Management	(0)	7	0	0	0
Office of Internal Audit	3,243,200	3,952,256	4,189,313	4,576,287	4,678,599
Office of Regulatory Reform	573,017	425,014	737,704	560,870	582,015
Performance Management	131,183	10,862	0	0	0
<b>Total Expenditures</b>	<b>8,642,507</b>	<b>9,019,040</b>	<b>9,927,597</b>	<b>10,382,316</b>	<b>9,983,685</b>
<b>Expenditures by Object</b>					
Salary and Benefits	7,435,744	7,681,329	8,084,631	8,529,666	8,468,521
Contract Professional Services	247,196	198,079	442,175	442,175	442,175
Operating Supplies and Expenses	951,901	1,131,192	1,385,691	1,395,375	1,057,889
<b>Subtotal: Operating</b>	<b>8,634,841</b>	<b>9,010,601</b>	<b>9,912,497</b>	<b>10,367,216</b>	<b>9,968,585</b>
Capital Purchases and Equipment	7,666	8,439	15,100	15,100	15,100
<b>Subtotal: Other</b>	<b>7,666</b>	<b>8,439</b>	<b>15,100</b>	<b>15,100</b>	<b>15,100</b>
<b>Total Expenditures</b>	<b>8,642,507</b>	<b>9,019,040</b>	<b>9,927,597</b>	<b>10,382,316</b>	<b>9,983,685</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	6,793,710	7,175,700	8,285,227	8,760,590	8,354,324
Federal Funds	836,546	784,542	224,755	111,932	101,250
Restricted Receipts	(7,540)	77,156	300,000	300,000	300,000
Operating Transfers from Other Funds	1,019,790	981,642	1,117,615	1,209,794	1,228,111
<b>Total Expenditures</b>	<b>8,642,507</b>	<b>9,019,040</b>	<b>9,927,597</b>	<b>10,382,316</b>	<b>9,983,685</b>

# Personnel

## Agency: Department of Administration

### Office of Management and Budget

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATIVE OFFICER	00124A	1.0	52,403	1.0	55,448
ASSISTANT TO THE DIRECTOR (DHS)	00136A	1.0	95,312	1.0	97,694
BUDGET AND POLICY ANALYST	00832A	7.0	505,146	7.0	566,168
CHIEF BUDGET AND POLICY ANALYST	00146A	2.0	295,953	2.0	308,478
CHIEF BUREAU OF AUDITS	00146A	1.0	128,749	1.0	137,467
CHIEF DATA ANALYST	00145A	1.0	126,948	1.0	135,641
CHIEF ECONOMIC AND POLICY ANALYST	00142A	2.0	210,087	2.0	229,910
CHIEF IMPLEMENTATION AIDE	00128A	1.0	63,147	1.0	67,031
DATA ANALYST II	00138A	1.0	93,068	1.0	98,884
DATA ANALYST III	00142A	3.0	352,904	3.0	367,222
DATABASE ADMINISTRATOR	00148A	1.0	154,076	1.0	157,928
DEPUTY BUDGET OFFICER	00149A	1.0	150,344	1.0	159,605
DEPUTY CHIEF BUREAU OF AUDITS	00143A	2.0	260,668	2.0	267,183
DEPUTY DIRECTOR OF OMB	00151A	1.0	166,291	1.0	174,486
ECONOMIC AND POLICY ANALYST I	00130A	1.0	68,747	1.0	73,008
EXECUTIVE DIRECTOR (DOA)/BUDGET OFFICER	00152A	1.0	209,732	1.0	214,891
INTERNAL AUDIT MANAGER (DOA)	00136A	2.0	176,263	2.0	188,556
INTERNAL AUDITOR (DOA)	00325A	1.0	54,647	1.0	57,903
INTERNAL AUDITOR (DOA)	00327A	6.0	389,004	6.0	411,720
PRINCIPAL BUDGET AND POLICY ANALYST	00140A	1.0	102,521	1.0	110,584
PRINCIPAL ECONOMIC AND POLICY ANALYST	00138A	1.0	92,309	1.0	98,063
PROGRAMMING SERVICES OFFICER	00131A	1.0	77,680	1.0	80,900
SENIOR BUDGET AND POLICY ANALYST	00836A	2.0	174,082	2.0	185,315
SENIOR ECONOMIC AND POLICY ANALYST	00134A	1.0	82,625	1.0	88,621
SENIOR INTERNAL AUDIT MANAGER (DOA)	00140A	2.0	219,542	2.0	227,578
SENIOR INTERNAL AUDITOR (DOA)	00131A	9.0	689,748	9.0	727,452
SENIOR INTERNAL AUDITOR II (DOA)	00133A	1.0	76,788	1.0	81,573
SENIOR MANAGEMENT AND METHODS ANALYST	00125A	1.0	65,240	1.0	66,871
ZFTE RECONCILIATION TO AUTHORIZATION (CLASSIFIED)	00000A	(7.0)	0	(6.7)	0
<b>Subtotal Classified</b>		<b>48.0</b>	<b>5,134,024</b>	<b>48.3</b>	<b>5,436,180</b>
<b>Unclassified</b>					
CONFIDENTIAL SECRETARY	00818A	1.0	44,674	1.0	48,660
DIRECTOR- OFFICE OF MANAGEMENT & BUDGET	00852A	1.0	175,641	1.0	186,894
<b>Subtotal Unclassified</b>		<b>2.0</b>	<b>220,315</b>	<b>2.0</b>	<b>235,554</b>
<b>Subtotal</b>		<b>50.0</b>	<b>5,354,339</b>	<b>50.3</b>	<b>5,671,734</b>

# Personnel

## Agency: Department of Administration

### Office of Management and Budget

	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
Transfer In		12,496		28,219
Overtime		(193)		0
Seasonal/Special Salaries/Wages		22,467		23,029
Turnover		(180,200)		(423,631)
FY 2021 Retro COLA Payment		122,214		0
<b>Total Salaries</b>		<b>5,331,123</b>		<b>5,299,351</b>
<b>Benefits</b>				
Contract Stipends		22,500		24,000
FICA		401,439		398,626
Health Benefits		708,748		764,057
Holiday		380		0
Payroll Accrual		30,378		0
Retiree Health		281,737		237,454
Retirement		1,541,181		1,534,758
<b>Subtotal</b>		<b>2,986,363</b>		<b>2,958,895</b>
<b>Total Salaries and Benefits</b>	<b>50.0</b>	<b>8,317,486</b>	<b>50.3</b>	<b>8,258,246</b>
<b>Cost Per FTE Position</b>		<b>166,350</b>		<b>164,180</b>
Statewide Benefit Assessment		212,180		210,275
<b>Payroll Costs</b>	<b>50.0</b>	<b>8,529,666</b>	<b>50.3</b>	<b>8,468,521</b>
<b>Purchased Services</b>				
Management & Consultant Services		442,175		442,175
<b>Subtotal</b>		<b>442,175</b>		<b>442,175</b>
<b>Total Personnel</b>	<b>50.0</b>	<b>8,971,841</b>	<b>50.3</b>	<b>8,910,696</b>
<b>Distribution by Source of Funds</b>				
General Revenue	50.0	7,399,706	50.3	7,321,419
Federal Funds	0.0	93,050	0.0	91,875
Restricted Receipts	0.0	300,000	0.0	300,000
Operating Transfers from Other Funds	0.0	1,179,085	0.0	1,197,402
<b>Total All Funds</b>	<b>50.0</b>	<b>8,971,841</b>	<b>50.3</b>	<b>8,910,696</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 include purchase order production and record keeping, bid preparation and opening, requisition tracking, and vendor files. Standards and Specifications works with agency representatives to develop statewide standard specifications for goods and services to be solicited. The Vendor Information Program is an electronic system for registering potential bidders and providing bid and other information to vendors and the general public. The Division continues to streamline operations by using legal counsel to standardize front end solicitation documents. This will provide greater uniformity for all users of the procurement process including the Division, agencies, architects and bidders. In addition, the utilization of the Lean process review for Request for Proposals will result in several efficiencies over the upcoming months.

#### **Statutory History**

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

# Budget

## Agency: Department of Administration

### Purchasing

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Purchasing	4,239,473	4,246,510	4,070,981	4,482,509	4,763,131
<b>Total Expenditures</b>	<b>4,239,473</b>	<b>4,246,510</b>	<b>4,070,981</b>	<b>4,482,509</b>	<b>4,763,131</b>
<b>Expenditures by Object</b>					
Salary and Benefits	3,495,780	3,503,769	3,468,934	3,880,903	3,921,855
Contract Professional Services	193,217	51,783	250	250	250
Operating Supplies and Expenses	546,381	688,652	601,797	601,356	841,026
<b>Subtotal: Operating</b>	<b>4,235,378</b>	<b>4,244,204</b>	<b>4,070,981</b>	<b>4,482,509</b>	<b>4,763,131</b>
Capital Purchases and Equipment	4,095	2,306	0	0	0
<b>Subtotal: Other</b>	<b>4,095</b>	<b>2,306</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>4,239,473</b>	<b>4,246,510</b>	<b>4,070,981</b>	<b>4,482,509</b>	<b>4,763,131</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	3,625,340	3,746,633	3,275,536	3,506,662	3,830,668
Federal Funds	0	42,010	0	0	0
Restricted Receipts	132,528	0	298,059	420,427	381,474
Operating Transfers from Other Funds	481,605	457,868	497,386	555,420	550,989
<b>Total Expenditures</b>	<b>4,239,473</b>	<b>4,246,510</b>	<b>4,070,981</b>	<b>4,482,509</b>	<b>4,763,131</b>

# Personnel

## Agency: Department of Administration

### Purchasing

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATIVE OFFICER	00124A	1.0	56,555	1.0	60,544
ASSISTANT BUYER (DOA/DIVISION OF PURCHASES)	00322A	8.0	415,211	8.0	437,656
BUYER I (DOA/OP)	00324A	2.0	107,970	2.0	114,125
BUYER II (DOA/OP)	00327A	3.0	203,616	3.0	211,698
CHIEF BUYER (DOA/OP)	00132A	4.0	344,433	4.0	353,043
CHIEF IMPLEMENTATION AIDE	00128A	1.0	77,165	1.0	79,094
CHIEF OF PURCHASING MANAGEMENT AND SUPPORT SERVICES	00138A	1.0	102,112	1.0	104,665
CONTR & SPECIFICITIN ASST ADMIN	00136A	1.0	111,979	1.0	114,719
DEPUTY PURCHASING AGENT	00141A	1.0	105,963	1.0	114,040
INTERDEPARTMENTAL PROJECT MANAGER	00139A	3.0	310,248	3.0	322,876
PRINCIPAL SYSTEMS ANALYST	00329A	1.0	73,069	1.0	77,387
PROGRAMMING SERVICES OFFICER	00131A	1.0	86,820	1.0	88,990
PURCHASING AGENT	00145A	1.0	153,987	1.0	157,779
SENIOR BUYER (DOA/OP)	00329A	3.0	211,586	3.0	219,566
STANDARDS TECHNICIAN (DIVISION OF PURCHASES)	00318A	1.0	54,309	1.0	55,650
ZFTE RECONCILIATION TO AUTHORIZATION (CLASSIFIED)	00000A	(4.0)	0	(3.9)	0
<b>Subtotal Classified</b>		<b>28.0</b>	<b>2,415,023</b>	<b>28.1</b>	<b>2,511,832</b>
<b>Subtotal</b>		<b>28.0</b>	<b>2,415,023</b>	<b>28.1</b>	<b>2,511,832</b>
Transfer Out			(29,926)		(32,146)
Seasonal/Special Salaries/Wages			(381)		0
Turnover			(98,500)		(102,500)
FY 2021 Retro COLA Payment			53,530		0
<b>Total Salaries</b>			<b>2,339,746</b>		<b>2,377,186</b>
<b>Benefits</b>					
Contract Stipends			27,000		27,000
FICA			180,422		183,556
Health Benefits			412,049		431,129
Payroll Accrual			13,509		0
Retiree Health			125,092		107,707
Retirement			689,279		700,315
<b>Subtotal</b>			<b>1,447,351</b>		<b>1,449,707</b>

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## Personnel

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### Agency: Department of Administration

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#### Purchasing

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	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
<b>Total Salaries and Benefits</b>	<b>28.0</b>	<b>3,787,097</b>	<b>28.1</b>	<b>3,826,893</b>
<b>Cost Per FTE Position</b>		<b>135,253</b>		<b>136,188</b>
Statewide Benefit Assessment		93,806		94,962
<b>Payroll Costs</b>	<b>28.0</b>	<b>3,880,903</b>	<b>28.1</b>	<b>3,921,855</b>
<b>Purchased Services</b>				
Clerical and Temporary Services		250		250
<b>Subtotal</b>		<b>250</b>		<b>250</b>
<b>Total Personnel</b>	<b>28.0</b>	<b>3,881,153</b>	<b>28.1</b>	<b>3,922,105</b>
<b>Distribution by Source of Funds</b>				
General Revenue	24.0	3,120,310	24.1	3,153,911
Restricted Receipts	0.0	214,981	0.0	218,974
Operating Transfers from Other Funds	4.0	545,862	4.0	549,220
<b>Total All Funds</b>	<b>28.0</b>	<b>3,881,153</b>	<b>28.1</b>	<b>3,922,105</b>

## 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

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



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## Budget

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### Agency: Department of Administration

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#### Human Resources

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Human Resources	433,138	405,879	1,099,549	1,099,549	755,922
<b>Total Expenditures</b>	<b>433,138</b>	<b>405,879</b>	<b>1,099,549</b>	<b>1,099,549</b>	<b>755,922</b>
<b>Expenditures by Object</b>					
Salary and Benefits	0	0	0	0	183,430
Operating Supplies and Expenses	433,138	405,879	1,099,549	1,099,549	572,492
<b>Subtotal: Operating</b>	<b>433,138</b>	<b>405,879</b>	<b>1,099,549</b>	<b>1,099,549</b>	<b>755,922</b>
<b>Total Expenditures</b>	<b>433,138</b>	<b>405,879</b>	<b>1,099,549</b>	<b>1,099,549</b>	<b>755,922</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	433,138	405,879	1,099,549	1,099,549	755,922
<b>Total Expenditures</b>	<b>433,138</b>	<b>405,879</b>	<b>1,099,549</b>	<b>1,099,549</b>	<b>755,922</b>

# Personnel

## Agency: Department of Administration

### Human Resources

	FY 2022		FY 2023		
	FTE	Cost	FTE	Cost	
<b>Classified</b>					
INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	00143A	0.0	0	1.0	116,334
<b>Subtotal Classified</b>		<b>0.0</b>	<b>0</b>	<b>1.0</b>	<b>116,334</b>
<b>Subtotal</b>		<b>0.0</b>	<b>0</b>	<b>1.0</b>	<b>116,334</b>
<b>Total Salaries</b>		<b>0</b>			<b>116,334</b>
<b>Benefits</b>					
FICA				0	8,900
Health Benefits				0	15,804
Retiree Health				0	5,212
Retirement				0	32,585
<b>Subtotal</b>				<b>0</b>	<b>62,501</b>
<b>Total Salaries and Benefits</b>		<b>0.0</b>	<b>0</b>	<b>1.0</b>	<b>178,835</b>
<b>Cost Per FTE Position</b>					<b>178,835</b>
Statewide Benefit Assessment				0	4,595
<b>Payroll Costs</b>		<b>0.0</b>	<b>0</b>	<b>1.0</b>	<b>183,430</b>
<b>Total Personnel</b>		<b>0.0</b>	<b>0</b>	<b>1.0</b>	<b>183,430</b>
<b>Distribution by Source of Funds</b>					
General Revenue		0.0	0	1.0	183,430
<b>Total All Funds</b>		<b>0.0</b>	<b>0</b>	<b>1.0</b>	<b>183,430</b>

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

# Budget

## Agency: Department of Administration

### Personnel Appeal Board

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Personnel Appeal Board	58,466	88,132	120,050	125,355	143,059
<b>Total Expenditures</b>	<b>58,466</b>	<b>88,132</b>	<b>120,050</b>	<b>125,355</b>	<b>143,059</b>
<b>Expenditures by Object</b>					
Salary and Benefits	36,993	54,339	72,167	77,472	77,302
Contract Professional Services	20,108	31,275	46,500	46,500	53,000
Operating Supplies and Expenses	1,364	2,518	1,383	1,383	12,757
<b>Subtotal: Operating</b>	<b>58,466</b>	<b>88,132</b>	<b>120,050</b>	<b>125,355</b>	<b>143,059</b>
<b>Total Expenditures</b>	<b>58,466</b>	<b>88,132</b>	<b>120,050</b>	<b>125,355</b>	<b>143,059</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	58,466	88,132	120,050	125,355	143,059
<b>Total Expenditures</b>	<b>58,466</b>	<b>88,132</b>	<b>120,050</b>	<b>125,355</b>	<b>143,059</b>

# Personnel

## Agency: Department of Administration

### Personnel Appeal Board

	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
Transfer In		17,309		17,742
Seasonal/Special Salaries/Wages		30,256		31,012
FY 2021 Retro COLA Payment		1,070		0
<b>Total Salaries</b>		<b>48,635</b>		<b>48,754</b>
<b>Benefits</b>				
Contract Stipends		450		450
FICA		3,756		3,764
Health Benefits		6,125		6,222
Payroll Accrual		280		0
Retiree Health		2,553		2,203
Retirement		13,727		13,966
<b>Subtotal</b>		<b>26,891</b>		<b>26,605</b>
<b>Total Salaries and Benefits</b>	<b>0.0</b>	<b>75,526</b>	<b>0.0</b>	<b>75,359</b>
<b>Cost Per FTE Position</b>		<b>0</b>		
Statewide Benefit Assessment		1,946		1,943
<b>Payroll Costs</b>	<b>0.0</b>	<b>77,472</b>	<b>0.0</b>	<b>77,302</b>
<b>Purchased Services</b>				
Clerical and Temporary Services		6,000		7,500
Legal Services		40,000		45,000
Other Contracts		500		500
<b>Subtotal</b>		<b>46,500</b>		<b>53,000</b>
<b>Total Personnel</b>	<b>0.0</b>	<b>123,972</b>	<b>0.0</b>	<b>130,302</b>
<b>Distribution by Source of Funds</b>				
General Revenue	0.0	123,972	0.0	130,302
<b>Total All Funds</b>	<b>0.0</b>	<b>123,972</b>	<b>0.0</b>	<b>130,302</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 General Laws § 9-31, which provides that the general assembly may make such appropriations as it shall deem proper in payment of or settlement of claims against the state, provided, however, that there is hereby appropriated any money in the treasury not otherwise appropriated a sum sufficient to pay claims against the state, settled pursuant to the provisions of the chapter and the state controller is hereby authorized and directed to draw his orders upon the general treasurer for the payment of said sums.

#### **Statutory History**

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

# Budget

## Agency: Department of Administration

### General

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Capital Projects	34,189,981	11,320,311	31,630,967	43,498,446	99,357,637
Economic Development	0	87,382,331	0	0	0
General	295,975	140,832,788	700,000	338,700,000	700,000
Grants & Other Payments	609,945	1,025,618	780,000	62,890,491	805,000
State Aid to Local Communities	11,499,302	12,264,938	11,664,938	11,664,938	11,421,745
<b>Total Expenditures</b>	<b>46,595,204</b>	<b>252,825,985</b>	<b>44,775,905</b>	<b>456,753,875</b>	<b>112,284,382</b>
<b>Expenditures by Object</b>					
Contract Professional Services	879,467	1,771,531	0	0	0
Operating Supplies and Expenses	3,729,722	1,951,816	700,000	700,000	5,700,000
Assistance and Grants	541,410	636,655	780,000	62,890,491	24,165,095
<b>Subtotal: Operating</b>	<b>5,150,599</b>	<b>4,360,002</b>	<b>1,480,000</b>	<b>63,590,491</b>	<b>29,865,095</b>
Capital Purchases and Equipment	22,016,296	8,254,746	31,630,967	35,128,446	53,297,542
Aid to Local Units of Government	11,078,909	11,844,545	11,664,938	11,664,938	11,421,745
Operating Transfers	8,349,400	228,366,692	0	346,370,000	17,700,000
<b>Subtotal: Other</b>	<b>41,444,605</b>	<b>248,465,983</b>	<b>43,295,905</b>	<b>393,163,384</b>	<b>82,419,287</b>
<b>Total Expenditures</b>	<b>46,595,204</b>	<b>252,825,985</b>	<b>44,775,905</b>	<b>456,753,875</b>	<b>112,284,382</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	12,109,247	133,290,555	12,444,938	412,555,429	12,226,745
Federal Funds	0	87,382,331	0	8,370,000	46,060,095
Restricted Receipts	295,975	832,788	700,000	700,000	700,000
Operating Transfers from Other Funds	34,189,981	11,320,311	31,630,967	35,128,446	53,297,542
Other Funds	0	20,000,000	0	0	0
<b>Total Expenditures</b>	<b>46,595,204</b>	<b>252,825,985</b>	<b>44,775,905</b>	<b>456,753,875</b>	<b>112,284,382</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. General Laws § 35-3-25 requires that debt service be enumerated within a program within the Department of Administration.



# Budget

## Agency: Department of Administration

### Debt Service Payments

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Certificates of Participation	29,193,442	27,106,852	22,702,299	22,702,299	23,968,050
General Obligation Bonds	106,634,675	108,449,662	115,202,350	112,313,108	121,230,407
Other Debt Service	48,049,432	58,013,237	46,725,643	47,118,532	49,341,376
Tax Anticipation/S T Borrowing	54,058	56,986	100,000	100,000	100,000
<b>Total Expenditures</b>	<b>183,931,606</b>	<b>193,626,737</b>	<b>184,730,292</b>	<b>182,233,939</b>	<b>194,639,833</b>
<b>Expenditures by Object</b>					
Operating Supplies and Expenses	54,058	56,986	100,000	100,000	100,000
Assistance and Grants	(0)	0	0	0	0
<b>Subtotal: Operating</b>	<b>54,057</b>	<b>56,986</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
Debt Service (Fixed Charges)	159,539,479	168,731,935	184,630,292	182,133,939	194,539,833
Operating Transfers	24,338,069	24,837,816	0	0	0
<b>Subtotal: Other</b>	<b>183,877,548</b>	<b>193,569,751</b>	<b>184,630,292</b>	<b>182,133,939</b>	<b>194,539,833</b>
<b>Total Expenditures</b>	<b>183,931,606</b>	<b>193,626,737</b>	<b>184,730,292</b>	<b>182,233,939</b>	<b>194,639,833</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	147,923,127	155,691,415	145,424,890	142,683,763	153,991,095
Federal Funds	1,356,520	0	0	0	0
Operating Transfers from Other Funds	34,651,959	37,935,322	39,305,402	39,550,176	40,648,738
<b>Total Expenditures</b>	<b>183,931,606</b>	<b>193,626,737</b>	<b>184,730,292</b>	<b>182,233,939</b>	<b>194,639,833</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 dependents. In accordance with RIGL 36-12.1-5, the trust began operations in fiscal year 2011. In the FY 2018 revised budget, human resources, information technology, and facilities management transferred to internal service funds pursuant to the authorization by the General Assembly in the FY 2018 Appropriations Act.

#### Statutory History

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

# Budget

## Agency: Department of Administration

### Internal Service Programs

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Assessed Fringe Benefit Fund	35,380,415	44,367,656	37,626,944	37,477,173	37,370,321
Automotive Fleet Fund	11,936,450	12,336,792	12,664,678	12,872,884	12,869,107
Central Mail Fund	6,134,987	6,757,784	6,736,424	7,119,317	7,303,550
Central Utilities Fund	27,031,285	26,804,914	27,345,573	27,356,504	27,355,205
Health Insurance Fund	252,117,854	246,335,528	272,604,683	272,668,134	272,697,174
Human Resource Service Centers	12,667,625	12,418,892	13,962,865	15,229,140	15,991,654
Information Processing Fund	38,751,321	38,604,923	48,951,700	48,780,353	50,789,409
Other Post Employment Benefits	35,688,951	35,117,909	63,858,483	63,858,483	63,858,483
State Fleet Revolving Loan Fund	9,447	263,857	0	0	0
Statewide Facility Services	40,438,784	40,959,422	43,562,371	45,371,486	47,011,910
Surplus Property	1,288	2,285	3,000	3,000	3,000
Telecommunications Fund	3,508,168	3,532,093	3,100,546	3,870,267	3,513,931
<b>Total Expenditures</b>	<b>463,666,575</b>	<b>467,502,056</b>	<b>530,417,267</b>	<b>534,606,741</b>	<b>538,763,744</b>
<i>Internal Services</i>	<i>[463,666,574.74]</i>	<i>[467,502,056]</i>	<i>[530,417,267]</i>	<i>[534,606,741]</i>	<i>[538,763,744]</i>
<b>Expenditures by Object</b>					
Salary and Benefits	369,634,335	372,301,131	421,932,170	426,149,945	428,363,633
Contract Professional Services	10,927,605	10,779,786	12,229,686	13,727,184	14,187,899
Operating Supplies and Expenses	82,960,283	83,201,348	89,449,590	92,856,548	94,339,148
Assistance and Grants	190,481	1,178	491,476	491,476	491,476
<b>Subtotal: Operating</b>	<b>463,712,704</b>	<b>466,283,444</b>	<b>524,102,922</b>	<b>533,225,153</b>	<b>537,382,156</b>
Capital Purchases and Equipment	(55,576)	954,756	5,114,345	181,588	181,588
Operating Transfers	9,447	263,857	1,200,000	1,200,000	1,200,000
<b>Subtotal: Other</b>	<b>(46,130)</b>	<b>1,218,612</b>	<b>6,314,345</b>	<b>1,381,588</b>	<b>1,381,588</b>
<b>Total Expenditures</b>	<b>463,666,575</b>	<b>467,502,056</b>	<b>530,417,267</b>	<b>534,606,741</b>	<b>538,763,744</b>
<b>Expenditures by Source of Funds</b>					
Other Funds	463,666,575	467,502,056	530,417,267	534,606,741	538,763,744
<b>Total Expenditures</b>	<b>463,666,575</b>	<b>467,502,056</b>	<b>530,417,267</b>	<b>534,606,741</b>	<b>538,763,744</b>

# Personnel

## Agency: Department of Administration

### Internal Service Programs

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ACCOUNTS AND CONTROL CENTRALIZED ACCOUNTING CLERK	00324A	3.0	186,586	3.0	199,110
ADMINISTRATIVE SERVICES SPECIALIST (DOA)	00124A	3.0	179,293	3.0	187,238
ADMINISTRATOR MANAGEMENT INFORMATION SYSTEMS	00140A	4.0	479,605	4.0	491,469
ADMINISTRATOR- OPERATIONS MANAGEMENT	00141A	4.0	474,544	4.0	491,903
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	00134A	1.0	83,764	1.0	90,441
ASSISTANT BUILDING AND GROUNDS OFFICER	00324A	1.0	62,759	1.0	64,328
ASSISTANT BUILDING AND GROUNDS OFFICER	00824A	3.0	183,218	3.0	190,576
ASSISTANT DIRECTOR CENTRAL INFORMATION MANAGEMENT SVS	00143A	1.0	155,232	1.0	159,046
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	2.0	232,786	2.0	238,606
ASSISTANT DIRECTOR, STATEWIDE CAPITAL ASSET PROJECT MANAGEME	00152A	0.0	0	1.0	171,511
ASSISTANT RECORDS ANALYST	00319A	1.0	60,210	1.0	61,716
ASSISTANT STATE BUILDING AND GROUNDS COORDINATOR	00830A	1.0	72,187	1.0	73,991
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00327A	2.0	134,791	2.0	141,798
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00827A	2.0	137,678	2.0	141,056
ASSOCIATE CONTROLLER	00143A	1.0	122,602	1.0	130,333
ASST DIR STWIDE CAP ASSET PJ M	00152A	1.0	175,611	1.0	180,002
AUTOMOTIVE MECHANIC	00314G	1.0	53,332	1.0	54,666
BUILDING AND GROUNDS OFFICER	00828A	3.0	217,491	3.0	228,838
BUILDING SUPERINTENDENT	00818A	1.0	50,778	1.0	52,047
BUILDING SYSTEMS TECHNICIAN	00317A	1.0	49,559	1.0	50,798
CARPENTER	00314G	2.0	95,802	2.0	98,196
CHF OF INFORMATION TECHNOLOGY I	00151A	5.0	828,368	5.0	860,087
CHIEF ENGINEER FOR CAPITAL ASSET MANAGEMENT & MAINTENANCE	00143A	1.0	121,153	1.0	129,697
CHIEF IMPLEMENTATION AIDE	00128A	9.0	656,793	9.0	678,894
CHIEF IMPLEMENTATION AIDE	00328A	2.0	153,971	2.0	157,797
CHIEF IMPLEMENTATION AIDE	00828A	1.0	85,052	1.0	87,162
CHIEF OFFICE OF SYSTEMS PLANNING	00143A	1.0	127,155	1.0	130,333
CHIEF OF HUMAN RESOURCES	00138A	1.0	109,078	1.0	111,758
CHIEF OF HUMAN RESOURCES SERVICES	00133A	1.0	98,608	1.0	101,060
CHIEF OF INTEGRATED FACILITIES MANAGEMENT	00143A	1.0	127,155	1.0	130,333
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	00143A	2.0	245,092	2.0	259,580
CHIEF PREAUDIT SUPERVISOR	00131A	1.0	90,766	1.0	93,035

## Personnel

### Agency: Department of Administration

#### Internal Service Programs

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
CHIEF PROGRAM DEVELOPMENT	00134A	1.0	93,038	1.0	95,364
CHIEF PROPERTY MANAGEMENT	00141A	6.0	731,769	6.0	768,545
CLAIMS EXAMINER(ST EMP WRKS CO	00329A	6.0	494,577	6.0	506,821
CLERK SECRETARY	03116A	1.0	52,741	1.0	49,922
COMMUNITY HOUSEKEEPING AIDE	00314A	1.0	51,514	1.0	52,802
COMMUNITY MAINTENANCE TECHNICIAN - ENVIRONMENTAL SERVS	00314G	1.0	63,470	1.0	65,057
COMPUTER OPERATOR (OIP)	00316A	1.0	43,114	1.0	44,968
COMPUTER OPERATOR (OIP)	00326A	1.0	64,344	1.0	65,953
COORDINATOR OF EMPLOYEE TRAINING	00138A	1.0	101,492	1.0	104,665
DATABASE ADMINISTRATOR ADABAS/NATURAL	00138A	1.0	102,112	1.0	104,665
DATABASE MANAGER (DB2)	00138A	1.0	102,112	1.0	104,665
DATA CONTROL CLERK	00315A	1.0	44,899	1.0	46,022
DATA ENTRY UNIT SUPERVISOR	00B21A	1.0	70,465	1.0	72,159
DEPUTY CHIEF DIVISION OF FACILITIES MANAGEMENT	00137A	4.0	421,383	5.0	532,175
DEPUTY PERSONNEL ADMINISTRATOR	00144A	5.0	747,941	5.0	766,495
DIVISION DIRECTOR- CAPITAL ASSET MANAGEMENT AND MAINT	00152A	1.0	175,611	1.0	180,002
ELECTRICIAN	00316G	4.0	109,390	4.0	112,127
EMPLOYEE BENEFITS SPECIALIST	00322A	2.0	107,552	2.0	111,851
ENERGY CONSERVATION TECHNICIAN	00320A	1.0	51,766	1.0	53,060
ENTERPRISE RESOURCE MANAGER (ORACLE ERP MANAGER)	00142A	2.0	280,758	2.0	287,760
EXECUTIVE ASSISTANT	00118A	1.0	48,631	1.0	49,847
EXECUTIVE DIRECTOR OF HUMAN RESOURCES/ PERSONNEL ADMIN	00150A	1.0	164,840	1.0	168,961
FLEET OPERATIONS OFFICER	00130A	1.0	83,443	1.0	85,528
GEOGRAPHIC INFORMATION SYSTEM SPECIALIST II	00328A	1.0	72,743	1.0	74,482
GROUNDS SUPERINTENDENT	00317A	1.0	56,639	1.0	58,055
HUMAN RESOURCE PROGRAM ADMINISTRATOR	00139A	7.0	749,931	7.0	785,302
HUMAN RESOURCES ANALYST I	00126A	14.0	882,142	14.0	929,948
HUMAN RESOURCES ANALYST II (GENERAL)	00129A	3.0	212,413	3.0	220,173
HUMAN RESOURCES ANALYST III (CLASS & ORGANIZ ANALYSIS)	00133A	1.0	91,793	1.0	94,033
HUMAN RESOURCES ANALYST III (GENERAL)	00133A	5.0	409,813	5.0	432,044
HUMAN RESOURCES ANALYST III (GENERAL)	00135A	1.0	96,485	1.0	98,897
HUMAN RESOURCES BUSINESS PARTNER	00135A	10.0	935,875	10.0	976,331

## Personnel

### Agency: Department of Administration

#### Internal Service Programs

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
HUMAN RESOURCES COORDINATOR	00135A	3.0	286,847	3.0	294,005
HUMAN RESOURCES TECHNICIAN	00122A	23.0	1,246,146	23.0	1,301,915
IMPLEMENTATION DIRECTOR POLICY AND PROGRAMS	00140A	1.0	111,014	1.0	113,789
INFORMATION SYSTEMS GROUP COORDINATOR (OIP)	00138A	2.0	203,397	2.0	209,330
INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	00143A	24.0	3,142,993	26.0	3,489,876
INTERDEPARTMENTAL PROJECT MANAGER	00139A	6.0	628,666	7.0	758,433
INTERNET COMMUNICATIONS SPECIALIST	0AB28A	1.0	63,296	1.0	67,191
JANITOR	00309A	6.0	240,656	8.0	324,555
JUNIOR COMPUTER OPERATOR (OIP)	00313A	1.0	50,373	1.0	51,633
LABORER SUPERVISOR	00313G	1.0	49,269	1.0	50,501
LABOR RELATIONS HEARING OFFICER	00135A	1.0	86,230	1.0	92,682
LICENSED STEAMFITTER	00315G	1.0	52,530	1.0	53,843
MAINTENANCE SUPERINTENDENT	00322A	3.0	176,136	3.0	184,941
MECHANICAL AND ELECTRICAL SHOP SUPERVISOR	00326A	3.0	207,177	3.0	215,198
PLUMBER	00316G	2.0	104,539	2.0	107,152
PLUMBER SUPERVISOR	00320G	1.0	67,214	1.0	68,895
POWER PLANT OPERATOR	03118A	6.0	311,622	6.0	296,695
PRINCIPAL COMPUTER OPERATOR (OIP)	00324A	1.0	59,770	1.0	61,265
PRINCIPAL ENERGY CONSERVATION TECHNICIAN	00328A	1.0	76,517	1.0	78,430
PRINCIPAL ENVIRONMENTAL PLANNER	00329A	1.0	88,664	1.0	90,833
PRINCIPAL JANITOR	00315A	3.0	142,554	3.0	146,120
PRINCIPAL PROPERTY MANAGEMENT OFFICER	00132A	1.0	80,886	1.0	84,058
PROGRAMMER/ANALYST I (ADABAS/NATURAL)	00A28A	1.0	89,930	1.0	92,116
PROGRAMMER/ANALYST I (COBOL/CICS)	00328A	2.0	168,071	2.0	172,157
PROGRAMMER/ANALYST II (ADABAS/NATURAL)	00332A	2.0	167,879	2.0	174,698
PROGRAMMER/ANALYST II (COBOL/CICS)	00332A	1.0	80,829	1.0	82,849
PROGRAMMER/ANALYST III (COBOL)	00835A	1.0	82,705	1.0	87,869
PROGRAMMER/ANALYST III (COBOL/CICS)	00335A	1.0	107,572	1.0	110,222
PROGRAMMER/ANALYST III (COBOL/CICS)	00835A	4.0	394,317	4.0	404,104
PROGRAMMER/ANALYST III (ORACLE)	00835A	1.0	82,705	1.0	87,869
PROGRAMMER/ANALYST III (ORACLE)	02835A	1.0	89,384	1.0	94,416
PROGRAMMER/ANALYST III (UNIX/SQL)	00835A	2.0	184,226	2.0	188,832
PROGRAMMER/ANALYST III (UNIX/SQL)	0AB35A	1.0	108,049	1.0	110,697
PROGRAMMER/ANALYST II (ORACLE)	00032A	1.0	95,635	1.0	97,998

## Personnel

### Agency: Department of Administration

#### Internal Service Programs

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
PROGRAMMER/ANALYST II (ORACLE)	00132A	3.0	261,067	3.0	267,525
PROGRAMMER/ANALYST II (ORACLE)	00332A	1.0	97,292	1.0	99,666
PROGRAMMER/ANALYST II (UNIX/SQL)	00132A	1.0	97,925	1.0	100,334
PROGRAMMER/ANALYST II (UNIX/SQL)	00135A	1.0	107,971	1.0	110,671
PROGRAMMER/ANALYST II (UNIX/SQL)	00332A	11.0	984,523	11.0	1,011,679
PROGRAMMER/ANALYST I (ORACLE)	00328A	1.0	69,561	1.0	71,300
PROGRAMMER/ANALYST I (UNIX/SQL)	00328A	5.0	353,475	5.0	363,630
PROGRAMMER/ANALYST MANAGER	00138A	9.0	1,018,398	9.0	1,043,542
PROGRAMMING SERVICES OFFICER	00131A	1.0	78,927	1.0	80,900
PROJECT MANAGER I (DOA)	00137A	4.0	377,997	5.0	491,114
RECRUITMENT SPECIALIST	00137A	1.0	98,718	1.0	101,186
RISK MANAGEMENT COORDINATOR	00135A	0.9	87,591	0.9	93,047
RISK MANAGER-INSURANCE	00137A	1.0	113,422	1.0	118,893
SENIOR COMPUTER OPERATOR (OIP)	00322A	3.0	165,992	3.0	173,799
SENIOR INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	00148A	3.0	490,126	4.0	664,734
SENIOR JANITOR	00312A	2.0	90,120	2.0	93,033
SENIOR LEGAL COUNSEL	00134A	1.0	107,140	1.0	109,743
SENIOR MAINTENANCE TECHNICIAN	00314G	14.0	501,802	14.0	514,349
SENIOR MAINTENANCE TECHNICIAN	03114G	1.0	57,923	1.0	57,923
SENIOR PLANNER	00126A	0.0	0	1.0	59,972
SENIOR SYSTEMS ANALYST	00126A	1.0	67,892	1.0	69,590
STATE BUILDING AND GROUNDS COORDINATOR	00132A	8.0	676,426	8.0	696,098
STATE FLEET ADMINISTRATOR	00139A	1.0	105,629	1.0	108,270
SUPERVISING ACCOUNTANT	00131A	2.0	151,367	2.0	157,948
SUPERVISOR CENTRAL MAIL SERVICES	00316A	1.0	45,964	1.0	47,113
SUPERVISOR COMPUTER OPERATIONS	00328A	3.0	227,347	3.0	232,999
SUPERVISOR OF FISCAL SERVICES (DEPT OF ADMINISTRATION)	00136A	1.0	110,521	1.0	113,261
SUPERVISOR OF PAINTING PLASTERING MASONRY AND GLAZING	00323A	1.0	76,724	1.0	78,455
SYSTEMS ADMINISTRATOR (BHDDH)	00139A	1.0	105,629	1.0	108,270
SYSTEMS SUPPORT TECHNICIAN II	00321A	1.0	63,411	1.0	64,949
SYSTEMS SUPPORT TECHNICIAN III	00324A	3.0	190,728	3.0	199,270
TECHNICAL SUPPORT MANAGER (DOS/MVS)	00138A	1.0	102,112	1.0	104,665
TECHNICAL SUPPORT MANAGER (UNIX/ NETWORKS/TELECOMMUNIC.)	00138A	8.0	896,644	8.0	918,787
TECHNICAL SUPPORT SPECIALIST II (DOS/MVS)	00332A	3.0	256,317	3.0	265,206

# Personnel

## Agency: Department of Administration

### Internal Service Programs

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
TECHNICAL SUPPORT SPECIALIST III (DOS/MVS)	00135A	2.0	192,970	2.0	197,794
TECHNICAL SUPPORT SPECIALIST III (TELECOMMUNICATIONS)	00135A	2.0	201,034	2.0	206,032
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	00135A	12.0	1,108,074	12.0	1,145,799
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	00335A	1.0	107,650	1.0	110,300
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	0AB35A	1.0	110,759	1.0	113,407
TECHNICAL SUPPORT SPECIALIST II (OS 400/ NETWORK)	00332A	1.0	88,912	1.0	91,134
TECHNICAL SUPPORT SPECIALIST II (OS 400/ NETWORK)	00A32A	1.0	104,393	1.0	106,946
TECHNICAL SUPPORT SPECIALIST II (TELECOMMUNICATIONS)	00332A	3.0	236,620	3.0	245,565
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	00032A	1.0	99,351	1.0	101,766
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	00132A	2.0	172,216	2.0	176,522
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	00332A	13.0	1,115,801	13.0	1,147,517
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	00832A	2.0	166,082	2.0	172,739
TECHNICAL SUPPORT SPECIALIST I (OS 400/ NETWORK)	00328A	1.0	73,039	1.0	74,865
TECHNICAL SUPPORT SPECIALIST I (TELECOMMUNICATIONS)	00328A	1.0	79,098	1.0	81,011
TECHNICAL SUPPORT SPECIALIST I (UNIX/ NETWORKS)	00328A	9.0	626,680	9.0	647,739
WASTEWATER TREATMENT FACILITIES PROCESS MONITOR I	03121A	2.0	97,864	2.0	93,461
WASTEWATER TREATMENT FACILITIES PROCESS MONITOR II	03124A	1.0	66,067	2.0	112,502
ZFTE RECONCILIATION TO AUTHORIZATION (CLASSIFIED)	00000A	0.6	0	(3.4)	0
<b>Subtotal Classified</b>		<b>415.5</b>	<b>35,576,904</b>	<b>422.5</b>	<b>37,798,271</b>
<b>Unclassified</b>					
ADMINISTRATIVE ASSISTANT	00825A	1.0	67,565	1.0	69,254
ASSISTANT BUILDING & GROUNDS OFFICER	0J322A	2.0	105,622	2.0	111,746
ASSISTANT DIRECTOR OF ADMINISTRATION	00844A	0.0	0	1.0	138,214
CHIEF DIGITAL OFFICER	00856A	1.0	232,771	1.0	238,591
DATA PROCESSING SYSTEMS MANAGER	00836A	1.0	117,712	1.0	120,653
DEPUTY DIRECTOR	00838A	1.0	116,843	1.0	119,764



# Personnel

## Agency: Department of Administration

### Internal Service Programs

	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
<b>Unclassified</b>				
<b>Subtotal Unclassified</b>	<b>6.0</b>	<b>640,513</b>	<b>7.0</b>	<b>798,222</b>
<b>Subtotal</b>	<b>421.5</b>	<b>36,217,417</b>	<b>429.5</b>	<b>38,596,493</b>
Transfer Out		(659,135)		(685,623)
Transfer In		552,540		571,128
Salaries Adjustment		48,635		48,635
Overtime		1,276,114		1,275,109
Turnover		(435,755)		(451,314)
FY 2021 Retro COLA Payment		785,452		0
<b>Total Salaries</b>		<b>37,785,268</b>		<b>39,354,428</b>
<b>Benefits</b>				
Contract Stipends		261,750		266,250
FICA		3,251,196		3,370,461
Health Benefits		5,690,424		6,142,662
Holiday		1,903		0
Other		6,000,000		6,000,000
Payroll Accrual		213,174		3,761
Retiree Health		1,947,780		1,723,048
Retirement		10,588,779		11,036,017
<b>Subtotal</b>		<b>27,955,006</b>		<b>28,542,199</b>
<b>Total Salaries and Benefits</b>	<b>421.5</b>	<b>65,740,274</b>	<b>429.5</b>	<b>67,896,627</b>
<b>Cost Per FTE Position</b>		<b>155,967</b>		<b>158,083</b>
Statewide Benefit Assessment		1,457,300		1,514,635
<b>Payroll Costs</b>	<b>421.5</b>	<b>67,197,574</b>	<b>429.5</b>	<b>69,411,262</b>
<b>Purchased Services</b>				
Buildings and Ground Maintenance		2,952,500		2,952,500
Clerical and Temporary Services		75,000		75,000
Design and Engineering Services		35,000		35,000
Information Technology		3,356,748		3,391,612
Legal Services		234,458		234,458
Management & Consultant Services		5,566,302		5,761,553
Other Contracts		1,500,176		1,730,776
Training and Educational Services		7,000		7,000
<b>Subtotal</b>		<b>13,727,184</b>		<b>14,187,899</b>
<b>Total Personnel</b>	<b>421.5</b>	<b>80,924,758</b>	<b>429.5</b>	<b>83,599,161</b>

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## Personnel

**Agency: Department of Administration**

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### Internal Service Programs

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	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
<b>Distribution by Source of Funds</b>				
Other Funds	421.5	80,924,758	429.5	83,599,161
<b>Total All Funds</b>	<b>421.5</b>	<b>80,924,758</b>	<b>429.5</b>	<b>83,599,161</b>

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## **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

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Legal Services	2,148,844	2,869,182	2,262,149	2,393,749	2,374,193
<b>Total Expenditures</b>	<b>2,148,844</b>	<b>2,869,182</b>	<b>2,262,149</b>	<b>2,393,749</b>	<b>2,374,193</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,923,217	1,725,480	2,085,599	2,212,099	2,177,944
Contract Professional Services	145,494	257,031	200	200	200
Operating Supplies and Expenses	79,996	886,672	173,875	173,975	188,574
<b>Subtotal: Operating</b>	<b>2,148,707</b>	<b>2,869,182</b>	<b>2,259,674</b>	<b>2,386,274</b>	<b>2,366,718</b>
Capital Purchases and Equipment	136	0	2,475	7,475	7,475
<b>Subtotal: Other</b>	<b>136</b>	<b>0</b>	<b>2,475</b>	<b>7,475</b>	<b>7,475</b>
<b>Total Expenditures</b>	<b>2,148,844</b>	<b>2,869,182</b>	<b>2,262,149</b>	<b>2,393,749</b>	<b>2,374,193</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	2,008,823	2,122,205	2,262,149	2,393,749	2,374,193
Federal Funds	140,020	746,978	0	0	0
<b>Total Expenditures</b>	<b>2,148,844</b>	<b>2,869,182</b>	<b>2,262,149</b>	<b>2,393,749</b>	<b>2,374,193</b>

# Personnel

## Agency: Department of Administration

### Legal Services

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATIVE AND LEGAL SUPPORT SERVICES ADMINISTRATOR	00145A	1.0	137,927	1.0	141,375
ADMINISTRATOR ADJUDICATION	00143A	1.0	137,945	1.0	147,309
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	122,213	1.0	125,268
CHF LEGAL CONSL LITIGATION(DOA	00142A	1.0	121,774	1.0	124,818
CHIEF LEGAL COUNSEL-STATE LABOR RELATIONS	00142A	1.0	121,774	1.0	124,818
CHIEF OF LEGAL SERVICES	00139A	1.0	110,910	1.0	113,683
DEPUTY CHIEF OF LEGAL SERVICES	00137A	1.0	95,933	1.0	101,186
IMPLEMENTATION AIDE	00122A	2.0	110,766	2.0	113,534
LEGAL COUNSEL	00132A	0.6	94,309	0.6	96,667
LEGAL COUNSEL	00134A	1.0	107,140	1.0	109,743
PROGRAMMING SERVICES OFFICER	00131A	1.0	77,212	1.0	80,900
SENIOR LEGAL COUNSEL	00134A	2.0	161,660	2.0	172,404
ZFTE RECONCILIATION TO AUTHORIZATION (CLASSIFIED)	00000A	(1.7)	0	(1.6)	0
<b>Subtotal Classified</b>		<b>11.9</b>	<b>1,399,563</b>	<b>12.0</b>	<b>1,451,705</b>
<b>Subtotal</b>		<b>11.9</b>	<b>1,399,563</b>	<b>12.0</b>	<b>1,451,705</b>
Transfer Out			(41,142)		(44,038)
Turnover			(1,899)		(41,179)
FY 2021 Retro COLA Payment			26,710		0
<b>Total Salaries</b>			<b>1,383,232</b>		<b>1,366,488</b>
<b>Benefits</b>					
FICA			105,702		104,537
Health Benefits			186,687		195,383
Payroll Accrual			7,914		0
Retiree Health			73,090		61,218
Retirement			400,670		396,344
<b>Subtotal</b>			<b>774,063</b>		<b>757,482</b>
<b>Total Salaries and Benefits</b>		<b>11.9</b>	<b>2,157,295</b>	<b>12.0</b>	<b>2,123,970</b>
<b>Cost Per FTE Position</b>			<b>181,285</b>		<b>176,998</b>
Statewide Benefit Assessment			54,804		53,974
<b>Payroll Costs</b>		<b>11.9</b>	<b>2,212,099</b>	<b>12.0</b>	<b>2,177,944</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			200		200
<b>Subtotal</b>			<b>200</b>		<b>200</b>

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## Personnel

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**Agency: Department of Administration**

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### Legal Services

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	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
<b>Total Personnel</b>	<b>11.9</b>	<b>2,212,299</b>	<b>12.0</b>	<b>2,178,144</b>
<b>Distribution by Source of Funds</b>				
General Revenue	11.9	2,212,299	12.0	2,178,144
<b>Total All Funds</b>	<b>11.9</b>	<b>2,212,299</b>	<b>12.0</b>	<b>2,178,144</b>

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## 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

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

#### Statutory History

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

# Budget

## Agency: Department of Administration

### Information Technology

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Doit Operations	771,892	1,184,139	721,340	721,340	721,340
Executive Director-CIO	3,775,350	6,376,820	0	2,044	0
Information Technology	8,888,342	5,800,117	9,625,165	59,005,753	40,449,160
<b>Total Expenditures</b>	<b>13,435,584</b>	<b>13,361,077</b>	<b>10,346,505</b>	<b>59,729,137</b>	<b>41,170,500</b>
<b>Expenditures by Object</b>					
Salary and Benefits	448,289	82,360	0	2,058	0
Contract Professional Services	7,021,380	4,221,696	0	0	0
Operating Supplies and Expenses	3,077,331	4,696,525	1,021,340	1,021,340	1,021,340
<b>Subtotal: Operating</b>	<b>10,547,000</b>	<b>9,000,582</b>	<b>1,021,340</b>	<b>1,023,398</b>	<b>1,021,340</b>
Capital Purchases and Equipment	2,653,084	4,117,496	9,325,165	58,705,739	40,149,160
Operating Transfers	235,500	243,000	0	0	0
<b>Subtotal: Other</b>	<b>2,888,584</b>	<b>4,360,495</b>	<b>9,325,165</b>	<b>58,705,739</b>	<b>40,149,160</b>
<b>Total Expenditures</b>	<b>13,435,584</b>	<b>13,361,077</b>	<b>10,346,505</b>	<b>59,729,137</b>	<b>41,170,500</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	771,892	1,520,406	721,340	50,723,384	721,340
Federal Funds	3,889,350	6,040,553	0	0	0
Restricted Receipts	8,774,342	5,800,117	9,625,165	9,005,753	40,449,160
<b>Total Expenditures</b>	<b>13,435,584</b>	<b>13,361,077</b>	<b>10,346,505</b>	<b>59,729,137</b>	<b>41,170,500</b>



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## Personnel

Agency: Department of Administration

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### Information Technology

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	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
Overtime		2,044		0
FY 2021 Retro COLA Payment		10		0
<b>Total Salaries</b>		<b>2,054</b>		<b>0</b>
<hr/>				
<b>Benefits</b>				
FICA		1		0
Retirement		3		0
<b>Subtotal</b>		<b>4</b>		<b>0</b>
<hr/>				
<b>Total Salaries and Benefits</b>	<b>0.0</b>	<b>2,058</b>	<b>0.0</b>	<b>0</b>
<b>Cost Per FTE Position</b>		<b>0</b>		
<hr/>				
<b>Payroll Costs</b>	<b>0.0</b>	<b>2,058</b>	<b>0.0</b>	<b>0</b>
<hr/>				
<b>Total Personnel</b>	<b>0.0</b>	<b>2,058</b>	<b>0.0</b>	<b>0</b>
<hr/>				
<b>Distribution by Source of Funds</b>				
General Revenue	0.0	2,044	0.0	0
Restricted Receipts	0.0	14	0.0	0
<b>Total All Funds</b>	<b>0.0</b>	<b>2,058</b>	<b>0.0</b>	<b>0</b>

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## **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**

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

# Budget

## Agency: Department of Administration

### Library and Information Services

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Library Services	2,559,957	2,613,863	5,444,464	6,038,521	3,891,709
<b>Total Expenditures</b>	<b>2,559,957</b>	<b>2,613,863</b>	<b>5,444,464</b>	<b>6,038,521</b>	<b>3,891,709</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,415,088	1,306,369	1,623,528	1,701,629	1,730,072
Contract Professional Services	36,169	9,575	28,000	28,000	28,000
Operating Supplies and Expenses	1,007,123	1,082,435	1,282,353	1,298,309	1,353,387
Assistance and Grants	101,577	210,212	2,505,333	3,005,333	775,000
<b>Subtotal: Operating</b>	<b>2,559,957</b>	<b>2,608,591</b>	<b>5,439,214</b>	<b>6,033,271</b>	<b>3,886,459</b>
Capital Purchases and Equipment	0	5,272	5,250	5,250	5,250
<b>Subtotal: Other</b>	<b>0</b>	<b>5,272</b>	<b>5,250</b>	<b>5,250</b>	<b>5,250</b>
<b>Total Expenditures</b>	<b>2,559,957</b>	<b>2,613,863</b>	<b>5,444,464</b>	<b>6,038,521</b>	<b>3,891,709</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	1,455,723	1,608,809	1,640,558	1,714,225	1,796,514
Federal Funds	1,104,234	1,005,054	3,796,916	4,317,306	2,088,205
Restricted Receipts	0	0	6,990	6,990	6,990
<b>Total Expenditures</b>	<b>2,559,957</b>	<b>2,613,863</b>	<b>5,444,464</b>	<b>6,038,521</b>	<b>3,891,709</b>

# Personnel

## Agency: Department of Administration

### Library and Information Services

	FY 2022		FY 2023		
	FTE	Cost	FTE	Cost	
<b>Classified</b>					
CHIEF OF LIBRARY SERVICES	00143A	1.0	139,870	1.0	143,366
IMPLEMENTATION AIDE	0AB22A	1.0	55,517	1.0	56,905
INFORMATION SERVICES TECHNICIAN II	0AB20A	3.0	168,241	3.0	172,445
LIBRARY PROGRAM MANAGER I	00137A	2.0	186,382	2.0	195,366
LIBRARY PROGRAM SPECIALIST II	0AB28A	3.0	207,708	3.0	216,228
LIBRARY PROGRAM SPECIALIST III	0AB32A	3.0	279,886	3.0	286,766
<b>Subtotal Classified</b>		<b>13.0</b>	<b>1,037,604</b>	<b>13.0</b>	<b>1,071,076</b>
<b>Subtotal</b>		<b>13.0</b>	<b>1,037,604</b>	<b>13.0</b>	<b>1,071,076</b>
Overtime			6		0
Turnover			(20,400)		(9,225)
FY 2021 Retro COLA Payment			20,117		0
<b>Total Salaries</b>			<b>1,037,327</b>		<b>1,061,851</b>
<b>Benefits</b>					
Contract Stipends			15,000		15,000
FICA			80,433		82,381
Health Benefits			160,997		168,400
Payroll Accrual			6,020		0
Retiree Health			55,602		48,246
Retirement			304,569		311,659
<b>Subtotal</b>			<b>622,621</b>		<b>625,686</b>
<b>Total Salaries and Benefits</b>		<b>13.0</b>	<b>1,659,948</b>	<b>13.0</b>	<b>1,687,537</b>
<b>Cost Per FTE Position</b>			<b>127,688</b>		<b>129,811</b>
Statewide Benefit Assessment			41,681		42,535
<b>Payroll Costs</b>		<b>13.0</b>	<b>1,701,629</b>	<b>13.0</b>	<b>1,730,072</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>1,729,629</b>	<b>13.0</b>	<b>1,758,072</b>
<b>Distribution by Source of Funds</b>					
General Revenue		13.0	1,021,995	13.0	1,044,310
Federal Funds		0.0	707,634	0.0	713,762
<b>Total All Funds</b>		<b>13.0</b>	<b>1,729,629</b>	<b>13.0</b>	<b>1,758,072</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. General Laws § 42-11 includes provisions relative to the division of planning. Other legal references are provided in RIGL § 1, 16, 22, 23, 34, 35, 37, 42, 44, 45 and 46. The FY 2018 revised recommendation shifts the Water Resource Board to the Division of Public Utilities and Carriers.

# Budget

## Agency: Department of Administration

### Planning

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Housing and Comm. Development	0	0	15,448	15,448	0
Statewide Planning	5,128,532	4,893,843	5,905,661	6,560,568	6,613,080
<b>Total Expenditures</b>	<b>5,128,532</b>	<b>4,893,843</b>	<b>5,921,109</b>	<b>6,576,016</b>	<b>6,613,080</b>
<b>Expenditures by Object</b>					
Salary and Benefits	2,408,695	2,659,911	2,975,274	3,539,357	3,664,423
Contract Professional Services	85,626	78,435	95,500	95,500	101,989
Operating Supplies and Expenses	871,520	672,988	259,372	340,659	323,118
Assistance and Grants	1,693,285	1,474,514	2,492,252	2,565,000	2,488,050
<b>Subtotal: Operating</b>	<b>5,059,126</b>	<b>4,885,849</b>	<b>5,822,398</b>	<b>6,540,516</b>	<b>6,577,580</b>
Capital Purchases and Equipment	69,406	7,995	98,711	35,500	35,500
<b>Subtotal: Other</b>	<b>69,406</b>	<b>7,995</b>	<b>98,711</b>	<b>35,500</b>	<b>35,500</b>
<b>Total Expenditures</b>	<b>5,128,532</b>	<b>4,893,843</b>	<b>5,921,109</b>	<b>6,576,016</b>	<b>6,613,080</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	1,055,359	754,299	663,930	702,523	840,855
Federal Funds	121,735	29,809	22,700	95,448	3,050
Operating Transfers from Other Funds	3,951,438	4,109,735	5,234,479	5,778,045	5,769,175
<b>Total Expenditures</b>	<b>5,128,532</b>	<b>4,893,843</b>	<b>5,921,109</b>	<b>6,576,016</b>	<b>6,613,080</b>

# Personnel

## Agency: Department of Administration

### Planning

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATOR- FINANCIAL MANAGEMENT	00137A	1.0	91,769	1.0	98,332
ASSISTANT CHIEF OF PLANNING	00137A	2.0	197,438	2.0	202,370
ASSOCIATE DIRECTOR- DIVISION OF PLANNING	00147A	1.0	156,120	1.0	160,023
CHIEF IMPLEMENTATION AIDE	00128A	2.0	140,206	2.0	149,674
DATA ANALYST I	00134A	1.0	100,717	1.0	103,152
DATA ANALYST II	00138A	1.0	102,515	1.0	108,921
FISCAL MANAGEMENT OFFICER	00B26A	1.0	71,632	1.0	73,423
INTERNET COMMUNICATIONS SPECIALIST	0AB28A	1.0	81,411	1.0	87,088
PRINCIPAL PLANNER	00329A	1.0	65,248	1.0	69,174
PRINCIPAL PLANNER	00829A	7.0	506,720	7.0	528,137
PRINCIPAL RESEARCH TECHNICIAN	00827A	1.0	67,565	1.0	69,254
PROGRAMMING SERVICES OFFICER	00131A	1.0	78,303	1.0	80,900
STAFF DIRECTOR (WATER RESOURCES BOARD)	00137A	1.0	112,696	1.0	115,411
SUPERVISING GEOGRAPHIC INFORMATION SYSTEM SPECIALIST	00032A	1.0	73,846	1.0	78,461
SUPERVISING PLANNER	00831A	3.0	249,097	3.0	255,225
ZFTE RECONCILIATION TO AUTHORIZATION (CLASSIFIED)	00000A	(3.2)	0	(3.0)	0
<b>Subtotal Classified</b>		<b>21.8</b>	<b>2,095,283</b>	<b>22.0</b>	<b>2,179,545</b>
<b>Subtotal</b>		<b>21.8</b>	<b>2,095,283</b>	<b>22.0</b>	<b>2,179,545</b>
Transfer In			19,774		20,257
Overtime			5,253		5,385
Turnover			(45,000)		(7,175)
FY 2021 Retro COLA Payment			40,345		0
<b>Total Salaries</b>			<b>2,115,655</b>		<b>2,198,012</b>
<b>Benefits</b>					
Contract Stipends			21,300		21,300
FICA			162,326		168,864
Health Benefits			413,426		448,571
Payroll Accrual			12,202		0
Retiree Health			112,630		99,180
Retirement			617,381		641,040
<b>Subtotal</b>			<b>1,339,265</b>		<b>1,378,955</b>
<b>Total Salaries and Benefits</b>		<b>21.8</b>	<b>3,454,920</b>	<b>22.0</b>	<b>3,576,967</b>
<b>Cost Per FTE Position</b>			<b>158,483</b>		<b>162,589</b>

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## Personnel

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### Agency: Department of Administration

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#### Planning

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	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
Statewide Benefit Assessment		84,437		87,456
<b>Payroll Costs</b>	<b>21.8</b>	<b>3,539,357</b>	<b>22.0</b>	<b>3,664,423</b>
<b>Purchased Services</b>				
Design and Engineering Services		61,500		67,989
Management & Consultant Services		34,000		34,000
<b>Subtotal</b>		<b>95,500</b>		<b>101,989</b>
<b>Total Personnel</b>	<b>21.8</b>	<b>3,634,857</b>	<b>22.0</b>	<b>3,766,412</b>
<b>Distribution by Source of Funds</b>				
General Revenue	21.8	575,153	22.0	656,372
Operating Transfers from Other Funds	0.0	3,059,704	0.0	3,110,040
<b>Total All Funds</b>	<b>21.8</b>	<b>3,634,857</b>	<b>22.0</b>	<b>3,766,412</b>



## **Program Summary**

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**Agency: Department of Administration**

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### **Statewide Personnel and Operations**

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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 2023 Appropriations Act.

# Budget

## Agency: Department of Administration

### Statewide Personnel and Operations

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Reduction in Force Savings	(2,000,000)	0	0	0	0
Undistributed Statewide Adjustments	0	4,602,414	0	115,060	15,350,000
<b>Total Expenditures</b>	<b>(2,000,000)</b>	<b>4,602,414</b>	<b>0</b>	<b>115,060</b>	<b>15,350,000</b>
<b>Expenditures by Object</b>					
Salary and Benefits	(2,000,000)	4,602,414	0	115,060	0
Operating Supplies and Expenses	0	0	0	0	15,350,000
<b>Subtotal: Operating</b>	<b>(2,000,000)</b>	<b>4,602,414</b>	<b>0</b>	<b>115,060</b>	<b>15,350,000</b>
<b>Total Expenditures</b>	<b>(2,000,000)</b>	<b>4,602,414</b>	<b>0</b>	<b>115,060</b>	<b>15,350,000</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	(2,000,000)	4,602,414	0	115,060	15,350,000
<b>Total Expenditures</b>	<b>(2,000,000)</b>	<b>4,602,414</b>	<b>0</b>	<b>115,060</b>	<b>15,350,000</b>

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# Personnel

**Agency: Department of Administration**

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## Statewide Personnel and Operations

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	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
Overtime		60,816		0
FY 2021 Retro COLA Payment		35,060		0
<b>Total Salaries</b>		<b>95,876</b>		<b>0</b>
<b>Benefits</b>				
FICA		7,329		0
Retiree Health		1,843		0
Retirement		10,012		0
<b>Subtotal</b>		<b>19,184</b>		<b>0</b>
<b>Total Salaries and Benefits</b>	<b>0.0</b>	<b>115,060</b>	<b>0.0</b>	<b>0</b>
<b>Cost Per FTE Position</b>		<b>0</b>		
<b>Payroll Costs</b>	<b>0.0</b>	<b>115,060</b>	<b>0.0</b>	<b>0</b>
<b>Total Personnel</b>	<b>0.0</b>	<b>115,060</b>	<b>0.0</b>	<b>0</b>
<b>Distribution by Source of Funds</b>				
General Revenue	0.0	115,060	0.0	0
<b>Total All Funds</b>	<b>0.0</b>	<b>115,060</b>	<b>0.0</b>	<b>0</b>

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

# Budget

## Agency: Department of Administration

### Energy Resources

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Energy Resources	16,241,080	7,271,339	9,552,650	17,289,861	26,061,950
<b>Total Expenditures</b>	<b>16,241,080</b>	<b>7,271,339</b>	<b>9,552,650</b>	<b>17,289,861</b>	<b>26,061,950</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,409,616	1,438,097	1,534,460	2,010,921	2,157,688
Contract Professional Services	209,003	579,595	842,260	1,245,498	1,072,374
Operating Supplies and Expenses	1,338,542	1,598,691	2,346,938	3,314,318	2,752,011
Assistance and Grants	12,734,800	3,426,689	4,801,409	10,691,541	20,052,294
<b>Subtotal: Operating</b>	<b>15,691,960</b>	<b>7,043,072</b>	<b>9,525,067</b>	<b>17,262,278</b>	<b>26,034,367</b>
Capital Purchases and Equipment	549,120	228,266	27,583	27,583	27,583
<b>Subtotal: Other</b>	<b>549,120</b>	<b>228,266</b>	<b>27,583</b>	<b>27,583</b>	<b>27,583</b>
<b>Total Expenditures</b>	<b>16,241,080</b>	<b>7,271,339</b>	<b>9,552,650</b>	<b>17,289,861</b>	<b>26,061,950</b>
<b>Expenditures by Source of Funds</b>					
Federal Funds	994,962	1,052,547	761,478	1,517,179	5,882,291
Restricted Receipts	15,246,118	6,218,792	8,791,172	15,772,682	20,179,659
<b>Total Expenditures</b>	<b>16,241,080</b>	<b>7,271,339</b>	<b>9,552,650</b>	<b>17,289,861</b>	<b>26,061,950</b>

# Personnel

## Agency: Department of Administration

### Energy Resources

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATOR- FINANCIAL MANAGEMENT	00137A	1.0	115,994	1.0	118,894
ADMINISTRATOR OF ENERGY PROGRAMS	00137A	3.0	300,933	3.0	308,338
CHIEF PROGRAM DEVELOPMENT	00134A	1.0	55,436	1.0	84,456
CHIEF PUBLIC AFFAIRS OFFICER	00137A	1.0	65,093	1.0	94,064
DEPUTY COMMISSIONER- OFFICE OF ENERGY RESOURCES	00145A	1.0	150,206	1.0	153,826
INTERDEPARTMENTAL PROJECT MANAGER	00139A	1.0	105,630	1.0	108,269
PROGRAMMING SERVICES OFFICER	00131A	6.0	418,745	6.0	459,614
<b>Subtotal Classified</b>		<b>14.0</b>	<b>1,212,037</b>	<b>14.0</b>	<b>1,327,461</b>
<b>Unclassified</b>					
COMMISSIONER OF ENERGY RESOURCES	00743A	1.0	126,292	1.0	135,054
<b>Subtotal Unclassified</b>		<b>1.0</b>	<b>126,292</b>	<b>1.0</b>	<b>135,054</b>
<b>Subtotal</b>		<b>15.0</b>	<b>1,338,329</b>	<b>15.0</b>	<b>1,462,515</b>
Transfer Out			(156,143)		(159,987)
Transfer In			41,142		44,038
Overtime			16		0
Seasonal/Special Salaries/Wages			44,934		46,058
FY 2021 Retro COLA Payment			22,033		0
<b>Total Salaries</b>			<b>1,290,311</b>		<b>1,392,624</b>
<b>Benefits</b>					
FICA			98,646		106,414
Health Benefits			136,061		153,762
Holiday			2		0
Payroll Accrual			7,123		0
Retiree Health			65,902		60,325
Retirement			361,681		389,552
<b>Subtotal</b>			<b>669,415</b>		<b>710,053</b>
<b>Total Salaries and Benefits</b>		<b>15.0</b>	<b>1,959,726</b>	<b>15.0</b>	<b>2,102,677</b>
<b>Cost Per FTE Position</b>			<b>130,648</b>		<b>140,178</b>
Statewide Benefit Assessment			51,195		55,011
<b>Payroll Costs</b>		<b>15.0</b>	<b>2,010,921</b>	<b>15.0</b>	<b>2,157,688</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			454,135		429,181
Management & Consultant Services			182,020		132,020

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## Personnel

Agency: Department of Administration

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### Energy Resources

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	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
<b>Purchased Services</b>				
Other Contracts		589,343		491,173
Training and Educational Services		20,000		20,000
<b>Subtotal</b>		<b>1,245,498</b>		<b>1,072,374</b>
<b>Total Personnel</b>	<b>15.0</b>	<b>3,256,419</b>	<b>15.0</b>	<b>3,230,062</b>
<b>Distribution by Source of Funds</b>				
Federal Funds	2.0	809,076	2.0	476,490
Restricted Receipts	13.0	2,447,343	13.0	2,753,572
<b>Total All Funds</b>	<b>15.0</b>	<b>3,256,419</b>	<b>15.0</b>	<b>3,230,062</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 federal Patient Protection and Affordable Care Act of 2010 (the “ACA”) provides for the establishment of a health benefits exchange by each state. Governor Lincoln D. Chaffee established the Rhode Island Health Benefits exchange by Executive Order 11-09 in 2011 R.I. General Laws § 42-157 codified the Rhode Island Health Benefits Exchange into state law in 2015.



## Budget

### Agency: Department of Administration

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

Expenditures by Sub Program	2020 Actuals	2021 Actuals	2022 Enacted Budget	2022 Revised Budget	2023 Recommended
Operations	8,827,226	12,074,723	24,902,490	24,894,886	30,687,820
<b>Total Expenditures</b>	<b>8,827,226</b>	<b>12,074,723</b>	<b>24,902,490</b>	<b>24,894,886</b>	<b>30,687,820</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,579,422	1,937,047	2,479,129	2,270,575	2,401,318
Contract Professional Services	6,665,125	9,359,025	16,688,003	10,348,731	8,960,968
Operating Supplies and Expenses	579,941	760,174	468,561	857,853	925,530
Assistance and Grants	0	0	5,239,671	11,382,558	18,372,878
<b>Subtotal: Operating</b>	<b>8,824,488</b>	<b>12,056,245</b>	<b>24,875,364</b>	<b>24,859,717</b>	<b>30,660,694</b>
Capital Purchases and Equipment	2,738	18,478	27,126	35,169	27,126
<b>Subtotal: Other</b>	<b>2,738</b>	<b>18,478</b>	<b>27,126</b>	<b>35,169</b>	<b>27,126</b>
<b>Total Expenditures</b>	<b>8,827,226</b>	<b>12,074,723</b>	<b>24,902,490</b>	<b>24,894,886</b>	<b>30,687,820</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	841,710	1,300,147	2,820,336	2,821,772	2,820,336
Federal Funds	(0)	359,360	5,239,671	6,943,312	12,857,190
Restricted Receipts	7,985,516	10,415,216	16,842,483	15,129,802	15,010,294
<b>Total Expenditures</b>	<b>8,827,226</b>	<b>12,074,723</b>	<b>24,902,490</b>	<b>24,894,886</b>	<b>30,687,820</b>

# Personnel

## Agency: Department of Administration

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

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	00134A	2.0	177,216	2.0	181,646
CHIEF OF LEGAL SERVICES	00139A	1.0	97,871	1.0	104,638
CHIEF PUBLIC AFFAIRS OFFICER	00137A	1.0	97,723	1.0	101,186
INTERDEPARTMENTAL PROJECT MANAGER	00139A	2.0	200,806	2.0	209,429
SENIOR ECONOMIC AND POLICY ANALYST	00134A	1.0	88,608	1.0	90,822
VALUE BASED PURCHASING ANALYST	00139A	1.0	105,630	1.0	108,270
ZFTE RECONCILIATION TO AUTHORIZATION (CLASSIFIED)	00000A	(1.8)	0	(1.7)	0
<b>Subtotal Classified</b>		<b>6.2</b>	<b>767,854</b>	<b>6.3</b>	<b>795,991</b>
<b>Unclassified</b>					
ADMINISTRATIVE ASSISTANT	05325A	1.0	60,893	1.0	64,548
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	00843A	1.0	138,262	1.0	141,720
DEPUTY DIRECTOR OF HEALTHSOURCE RI	00845A	1.0	140,129	1.0	149,137
DIRECTOR HEALTHSOURCE RI	00851A	1.0	176,239	1.0	185,960
DIRECTOR OF FINANCE/ASSOCIATE ADMINISTRATOR	00844A	1.0	140,337	1.0	147,246
SENIOR POLICY ANALYST	00839A	1.0	106,717	1.0	114,891
<b>Subtotal Unclassified</b>		<b>6.0</b>	<b>762,577</b>	<b>6.0</b>	<b>803,502</b>
<b>Subtotal</b>		<b>12.2</b>	<b>1,530,431</b>	<b>12.3</b>	<b>1,599,493</b>
Transfer Out			(346,604)		(361,685)
Transfer In			255,011		275,415
Overtime			3		0
Turnover			(43,470)		0
FY 2021 Retro COLA Payment			32,978		0
<b>Total Salaries</b>			<b>1,428,349</b>		<b>1,513,223</b>
<b>Benefits</b>					
Contract Stipends			2,571		2,571
FICA			106,964		113,691
Health Benefits			180,231		205,312
Payroll Accrual			8,154		0
Retiree Health			75,274		67,907
Retirement			412,581		438,742
<b>Subtotal</b>			<b>785,775</b>		<b>828,223</b>

# Personnel

## Agency: Department of Administration

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

	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
<b>Total Salaries and Benefits</b>	<b>12.2</b>	<b>2,214,124</b>	<b>12.3</b>	<b>2,341,446</b>
<b>Cost Per FTE Position</b>		<b>181,486</b>		<b>190,361</b>
Statewide Benefit Assessment		56,451		59,872
<b>Payroll Costs</b>	<b>12.2</b>	<b>2,270,575</b>	<b>12.3</b>	<b>2,401,318</b>
<b>Purchased Services</b>				
Information Technology		5,197,728		4,822,740
Legal Services		1,478		1,478
Management & Consultant Services		4,659,366		4,135,863
Other Contracts		490,159		887
<b>Subtotal</b>		<b>10,348,731</b>		<b>8,960,968</b>
<b>Total Personnel</b>	<b>12.2</b>	<b>12,619,306</b>	<b>12.3</b>	<b>11,362,286</b>
<b>Distribution by Source of Funds</b>				
General Revenue	0.0	2,821,772	0.0	2,820,336
Federal Funds	0.0	1,201,115	0.0	125,618
Restricted Receipts	12.2	8,596,419	12.3	8,416,332
<b>Total All Funds</b>	<b>12.2</b>	<b>12,619,306</b>	<b>12.3</b>	<b>11,362,286</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

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Operations	1,275,100	933,796	1,358,591	1,440,543	1,628,413
<b>Total Expenditures</b>	<b>1,275,100</b>	<b>933,796</b>	<b>1,358,591</b>	<b>1,440,543</b>	<b>1,628,413</b>
<b>Expenditures by Object</b>					
Salary and Benefits	1,141,543	877,431	1,293,232	1,375,583	1,541,657
Contract Professional Services	320	0	0	0	0
Operating Supplies and Expenses	131,484	56,365	65,359	64,960	86,756
<b>Subtotal: Operating</b>	<b>1,273,346</b>	<b>933,796</b>	<b>1,358,591</b>	<b>1,440,543</b>	<b>1,628,413</b>
Capital Purchases and Equipment	1,754	0	0	0	0
<b>Subtotal: Other</b>	<b>1,754</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>1,275,100</b>	<b>933,796</b>	<b>1,358,591</b>	<b>1,440,543</b>	<b>1,628,413</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	1,163,845	821,385	1,245,968	1,319,988	1,508,606
Other Funds	111,255	112,412	112,623	120,555	119,807
<b>Total Expenditures</b>	<b>1,275,100</b>	<b>933,796</b>	<b>1,358,591</b>	<b>1,440,543</b>	<b>1,628,413</b>

# Personnel

## Agency: Department of Administration

### The Office of Diversity, Equity and Opportunity

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATOR STATE EQUAL OPPORTUNITY PROGRAMS	00139A	1.0	113,743	1.0	120,896
ASSISTANT ADMINISTRATOR - MBE COMPLIANCE	00139A	1.0	112,568	1.0	115,341
ASSOCIATE DIRECTOR- DIVERSITY- EQUITY AND OPPORTUNITY	00142A	1.0	107,723	1.0	124,818
CHIEF IMPLEMENTATION AIDE	00128A	1.0	70,150	1.0	71,904
CHIEF PROGRAM DEVELOPMENT	00134A	1.0	97,469	1.0	99,905
PROGRAMMING SERVICES OFFICER	00131A	5.0	446,299	5.0	466,926
<b>Subtotal Classified</b>		<b>10.0</b>	<b>947,952</b>	<b>10.0</b>	<b>999,790</b>
<b>Subtotal</b>		<b>10.0</b>	<b>947,952</b>	<b>10.0</b>	<b>999,790</b>
Turnover			(132,340)		(53,728)
FY 2021 Retro COLA Payment			13,627		0
<b>Total Salaries</b>			<b>829,239</b>		<b>946,062</b>
<b>Benefits</b>					
FICA			63,371		72,376
Health Benefits			166,242		175,350
Payroll Accrual			4,739		0
Retiree Health			43,813		42,384
Retirement			235,348		268,115
<b>Subtotal</b>			<b>513,513</b>		<b>558,225</b>
<b>Total Salaries and Benefits</b>		<b>10.0</b>	<b>1,342,752</b>	<b>10.0</b>	<b>1,504,287</b>
<b>Cost Per FTE Position</b>			<b>134,275</b>		<b>150,429</b>
Statewide Benefit Assessment			32,831		37,370
<b>Payroll Costs</b>		<b>10.0</b>	<b>1,375,583</b>	<b>10.0</b>	<b>1,541,657</b>
<b>Total Personnel</b>		<b>10.0</b>	<b>1,375,583</b>	<b>10.0</b>	<b>1,541,657</b>
<b>Distribution by Source of Funds</b>					
General Revenue		10.0	1,255,028	10.0	1,421,850
Other Funds		0.0	120,555	0.0	119,807
<b>Total All Funds</b>		<b>10.0</b>	<b>1,375,583</b>	<b>10.0</b>	<b>1,541,657</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 Division of Capital Asset Management & Maintenance oversees the following functions: Planning/Design/Construction; Facilities Management & Maintenance; and Risk Management. The re-organization of the capital projects and facilities maintenance functions into the Division of Capital Asset Management & Maintenance is intended to better align staff resources and clarify roles and responsibilities in order to support the state's portfolio such that cost savings and efficiencies are achieved. This approach incorporates viewing facilities from a life cycle perspective so that we build the right facilities and maintain them appropriately. The new model creates an Office of Planning, Design and Construction (PDC)-previously referred to as Capital projects-that will handle new construction and major rehabilitation projects. This unit will manage projects with a value greater than \$2.5M. The Office of PDC will work with agencies to establish master plans that are driven by the strategic plans of each agency. The master planning opportunity will insure that a full analysis is done of agency needs that incorporates service delivery trends, use of technology and opportunities for co-location with other agencies. The new model creates the Office of Facilities Management & Maintenance (formerly Facilities Management) is responsible for the management of all active campuses and buildings and surplus property and is led by the Associate Director of Facilities Management & Maintenance. The Office of OFMM has oversight for the following Property Management functions:

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

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

#### Statutory History

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

# Budget

## Agency: Department of Administration

### Capital Asset Management and Maintenance

<b>Expenditures by Sub Program</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Enacted Budget</b>	<b>2022 Revised Budget</b>	<b>2023 Recommended</b>
Capital Asset Management And Maintenance Admin	28,586,694	13,314,544	4,564,313	10,466,945	414,846
Facilities Management And Maintenance	7,828,171	25,944,551	7,424,841	6,766,397	7,751,691
Planning, Design And Construction	1,613,643	1,726,863	1,729,732	1,676,726	1,643,778
<b>Total Expenditures</b>	<b>38,028,508</b>	<b>40,985,958</b>	<b>13,718,886</b>	<b>18,910,068</b>	<b>9,810,315</b>
<b>Expenditures by Object</b>					
Salary and Benefits	2,180,647	2,250,347	1,787,591	1,885,594	1,870,480
Contract Professional Services	1,071,270	8,163,071	2,120,115	2,120,115	19,412
Operating Supplies and Expenses	34,247,770	30,485,062	9,806,180	14,899,359	7,915,423
Assistance and Grants	0	7,000	0	0	0
<b>Subtotal: Operating</b>	<b>37,499,687</b>	<b>40,905,480</b>	<b>13,713,886</b>	<b>18,905,068</b>	<b>9,805,315</b>
Capital Purchases and Equipment	528,821	3,086	5,000	5,000	5,000
Operating Transfers	0	77,392	0	0	0
<b>Subtotal: Other</b>	<b>528,821</b>	<b>80,478</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Total Expenditures</b>	<b>38,028,508</b>	<b>40,985,958</b>	<b>13,718,886</b>	<b>18,910,068</b>	<b>9,810,315</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	35,527,930	28,559,133	9,354,998	8,833,528	9,810,315
Federal Funds	2,500,578	12,426,826	4,363,888	10,076,540	0
<b>Total Expenditures</b>	<b>38,028,508</b>	<b>40,985,958</b>	<b>13,718,886</b>	<b>18,910,068</b>	<b>9,810,315</b>



# Personnel

## Agency: Department of Administration

### Capital Asset Management and Maintenance

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ARCHITECT BUILDING COMMISSION	00335A	2.0	189,167	2.0	193,790
ASST DIR STWIDE CAP ASSET PJ M	00152A	1.0	175,611	1.0	180,002
CHIEF ENGINEER FOR CAPITAL ASSET MANAGEMENT & MAINTENANCE	00143A	1.0	127,155	1.0	130,333
INTERDEPARTMENTAL PROJECT MANAGER	00139A	1.0	105,629	1.0	108,270
PROJECT MANAGER I (DOA)	00137A	4.0	386,279	4.0	399,312
PROJECT MANAGER II (DOA)	00139A	1.0	105,629	1.0	108,270
ZFTE RECONCILIATION TO AUTHORIZATION (CLASSIFIED)	00000A	(1.4)	0	(1.3)	0
<b>Subtotal Classified</b>		<b>8.6</b>	<b>1,089,470</b>	<b>8.7</b>	<b>1,119,977</b>
<b>Unclassified</b>					
EXECUTIVE SECRETARY (STATE PROPERTIES COMMITTEE)	00321A	1.0	57,697	1.0	59,140
<b>Subtotal Unclassified</b>		<b>1.0</b>	<b>57,697</b>	<b>1.0</b>	<b>59,140</b>
<b>Subtotal</b>		<b>9.6</b>	<b>1,147,167</b>	<b>9.7</b>	<b>1,179,117</b>
Transfer Out			(17,309)		(17,742)
Overtime			37,777		38,291
FY 2021 Retro COLA Payment			35,658		0
<b>Total Salaries</b>			<b>1,203,293</b>		<b>1,199,666</b>
<b>Benefits</b>					
Contract Stipends			4,050		4,050
FICA			87,554		87,415
Health Benefits			136,758		143,014
Holiday			17		0
Payroll Accrual			6,617		0
Retiree Health			61,821		52,210
Retirement			339,079		338,089
<b>Subtotal</b>			<b>635,896</b>		<b>624,778</b>
<b>Total Salaries and Benefits</b>		<b>9.6</b>	<b>1,839,189</b>	<b>9.7</b>	<b>1,824,444</b>
<b>Cost Per FTE Position</b>			<b>191,582</b>		<b>188,087</b>
Statewide Benefit Assessment			46,405		46,036
<b>Payroll Costs</b>		<b>9.6</b>	<b>1,885,594</b>	<b>9.7</b>	<b>1,870,480</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			15,412		15,412
Design and Engineering Services			1,000		1,000

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## Personnel

Agency: Department of Administration

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### Capital Asset Management and Maintenance

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	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
<b>Purchased Services</b>				
Other Contracts		2,103,703		3,000
<b>Subtotal</b>		<b>2,120,115</b>		<b>19,412</b>
<b>Total Personnel</b>	<b>9.6</b>	<b>4,005,709</b>	<b>9.7</b>	<b>1,889,892</b>
<b>Distribution by Source of Funds</b>				
General Revenue	9.6	1,905,006	9.7	1,889,892
Federal Funds	0.0	2,100,703	0.0	0
<b>Total All Funds</b>	<b>9.6</b>	<b>4,005,709</b>	<b>9.7</b>	<b>1,889,892</b>