
Position Summary

The following pages include a summary of positions in Carroll County government. All positions are General Fund positions unless specified as a Grant Fund, Enterprise Fund, or Special Revenue Fund position.

- General Fund positions are supported by taxes, fees, and other general fund revenues.
- Grant Fund positions are supported primarily by State and Federal grants.
- Enterprise Fund positions are supported apart from the General Fund by charges generated by and restricted to use for a specific service, for example water and sewer charges.
- Special Revenue Fund positions are supported by funds dedicated for a specific purpose, for example Property Tax dedicated to watershed restoration and NPDES Permit efforts.

The categories are arranged by Department and/or Bureau. The summary lists Full-Time Equivalent (FTE) totals of full-time, part-time, or other number of employees within the department or bureau. In some cases a position may be more than one of these. For example, the Circuit Court bailiffs are part-time and contractual.

- Full-Time (FT) are regular full-time positions with full benefits.
- Part-Time (PT) are positions scheduled for fewer than 30 hours per week with limited or no benefits.
- Other (O) are positions that are either subject to: the provisions of a contract that typically lasts for one year or less and have limited or no benefits (Contractual); hired for temporary, seasonal work and do not have benefits (Seasonal); required by law with salaries set by law (By-Law).

Some of the positions included in the summary are paid by the County, but do not report to the County Commissioners. They are listed under Board of Elections, Sheriff's Office, Detention Center, Circuit Court, Circuit Court Magistrates, Orphan's Court, Volunteer Community Service Program, State's Attorney's Office, and Soil Conservation.

The overall number of authorized positions for FY 18 is 1,035.16 FTE, an increase of 5.59 FTE from the FY 17 Budget. New positions for FY 18 are a Drug Treatment and Education Liaison for the State's Attorney's Office and a Public Safety IT Analyst. Also approved for FY 18 is a full-time Employment Consultant and increased hours for the Youth Program Specialist, both 100% grant funded.

Authorized Position History By Fund

General Fund	FY 16 Adjusted FTE				FY 17 Budget FTE				FY 17 Adjusted FTE				FY 18 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Cable Regulatory Commission	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Cable Regulatory Commission TOTAL	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Circuit Court	18.00	0.55	16.55	35.10	18.00	0.55	16.55	35.10	18.00	0.55	16.55	35.10	18.00	0.55	16.55	35.10
Circuit Court Magistrates	7.00	---	---	7.00	7.00	---	---	7.00	6.00	---	---	6.00	6.00	---	---	6.00
Orphan's Court	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00
Volunteer Community Service Program	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Courts TOTAL	28.00	0.55	19.55	48.10	28.00	0.55	19.55	48.10	27.00	0.55	19.55	47.10	27.00	0.55	19.55	47.10
Public Safety 911	39.00	---	2.70	41.70	40.00	---	2.70	42.70	40.00	---	2.45	42.45	40.00	---	2.45	42.45
Public Safety 911 TOTAL	39.00	0.00	2.70	41.70	40.00	0.00	2.70	42.70	40.00	0.00	2.45	42.45	40.00	0.00	2.45	42.45
CC Advocacy and Investigation Center	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Detention Center	109.00	0.50	---	109.50	109.00	0.50	---	109.50	109.00	0.50	---	109.50	109.00	0.50	---	109.50
Sheriff's Office	150.00	---	3.00	153.00	150.00	---	3.00	153.00	150.25	---	3.00	153.25	150.25	---	3.00	153.25
Sheriff Services TOTAL	261.00	0.50	3.00	264.50	261.00	0.50	3.00	264.50	261.25	0.50	3.00	264.75	261.25	0.50	3.00	264.75
State's Attorney's Office	42.00	0.62	1.00	43.62	42.00	0.62	1.00	43.62	42.00	0.62	1.00	43.62	43.00	0.62	1.00	44.62
State's Attorney TOTAL	42.00	0.62	1.00	43.62	42.00	0.62	1.00	43.62	42.00	0.62	1.00	43.62	43.00	0.62	1.00	44.62
Public Works Administration	5.60	---	1.00	6.60	5.60	0.50	1.00	7.10	5.45	0.50	1.00	6.95	5.45	0.50	1.00	6.95
Building Construction	2.00	---	---	2.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Engineering Administration	4.75	---	---	4.75	4.75	---	---	4.75	4.75	---	---	4.75	4.75	---	---	4.75
Engineering Construction Inspection	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Engineering Design	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Engineering Survey	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Facilities	51.00	0.60	0.90	52.50	52.00	0.60	0.90	53.50	54.00	0.60	0.90	55.50	54.00	0.60	0.90	55.50
Fleet Management	24.00	---	---	24.00	24.00	---	---	24.00	24.00	---	---	24.00	24.00	---	---	24.00
Permits and Inspection	23.00	---	---	23.00	24.00	---	---	24.00	24.00	---	---	24.00	24.00	---	---	24.00
Roads Operations	104.00	0.50	2.40	106.90	105.00	0.50	2.40	107.90	104.00	0.50	2.40	106.90	104.00	0.50	2.40	106.90
Public Works TOTAL	229.35	1.10	4.30	234.75	233.35	1.60	4.30	239.25	234.20	1.60	4.30	240.10	234.20	1.60	4.30	240.10
Citizen Services Administration	4.00	---	1.25	5.25	4.00	---	1.88	5.88	4.00	---	1.88	5.88	4.00	---	1.88	5.88
Aging and Disabilities	18.44	---	---	18.44	19.38	---	---	19.38	19.38	---	---	19.38	19.38	---	---	19.38
Citizen Services TOTAL	22.44	0.00	1.25	23.69	23.38	0.00	1.88	25.26	23.38	0.00	1.88	25.26	23.38	0.00	1.88	25.26
Recreation and Parks Administration	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Hashawha	8.00	0.63	1.19	9.82	8.00	0.63	1.19	9.82	8.00	0.63	1.19	9.82	8.00	0.63	1.50	10.13
Piney Run	6.00	---	11.34	17.34	6.00	---	11.34	17.34	6.00	---	11.34	17.34	6.00	---	12.00	18.00
Recreation	5.50	---	3.00	8.50	5.50	---	3.00	8.50	5.50	---	3.00	8.50	5.50	---	3.00	8.50
Sports Complex	2.00	---	0.70	2.70	2.00	---	0.70	2.70	2.00	---	0.70	2.70	2.00	---	0.70	2.70
Recreation and Parks TOTAL	25.50	0.63	16.23	42.36	25.50	0.63	16.23	42.36	25.50	0.63	16.23	42.36	25.50	0.63	17.20	43.33
Comprehensive Planning	9.00	---	1.15	10.15	10.00	---	1.25	11.25	10.00	---	1.15	11.15	10.00	---	1.25	11.25
Comprehensive Planning TOTAL	9.00	0.00	1.15	10.15	10.00	0.00	1.25	11.25	10.00	0.00	1.15	11.15	10.00	0.00	1.25	11.25
Comptroller Administration	4.00	---	0.12	4.12	4.00	---	0.12	4.12	4.00	---	0.12	4.12	4.00	---	0.12	4.12
Accounting	12.00	---	---	12.00	12.00	---	---	12.00	12.00	---	---	12.00	12.00	---	---	12.00
Collections Office	10.00	---	0.63	10.63	10.00	---	0.63	10.63	10.00	---	0.63	10.63	10.00	---	0.63	10.63
Purchasing	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Comptroller TOTAL	31.00	0.00	0.75	31.75	31.00	0.00	0.75	31.75	31.00	0.00	0.75	31.75	31.00	0.00	0.75	31.75

Authorized Position History By Fund

	FY 16 Adjusted FTE			FY 17 Budget FTE			FY 17 Adjusted FTE			FY 18 Budget FTE						
County Attorney	9.75	---	0.63	10.38	9.75	---	0.63	10.38	6.75	---	0.00	6.75	6.75	---	0.00	6.75
County Attorney TOTAL	9.75	0.00	0.63	10.38	9.75	0.00	0.63	10.38	6.75	0.00	0.00	6.75	6.75	0.00	0.00	6.75
Economic Development Administration	5.75	---	---	5.75	5.75	---	---	5.75	5.75	---	---	5.75	5.75	---	---	5.75
BERC	2.85	---	---	2.85	2.85	---	---	2.85	2.85	---	---	2.85	2.85	---	---	2.85
Farm Museum	7.00	1.33	2.32	10.65	7.00	1.33	2.32	10.65	7.00	0.70	3.36	11.06	7.00	0.70	3.36	11.06
Tourism	1.00	---	1.90	2.90	1.00	---	1.90	2.90	1.00	---	1.90	2.90	1.00	---	1.90	2.90
Economic Development TOTAL	16.60	1.33	4.22	22.15	16.60	1.33	4.22	22.15	16.60	0.70	5.26	22.56	16.60	0.70	5.26	22.56
Human Resources	10.00	---	---	10.00	11.00	---	---	11.00	11.00	---	---	11.00	11.00	---	---	11.00
Personnel Services	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Human Resources TOTAL	13.00	0.00	0.00	13.00	14.00	0.00	0.00	14.00	14.00	0.00	0.00	14.00	14.00	0.00	0.00	14.00
Land and Res. Management Administration	9.10	---	---	9.10	9.10	---	---	9.10	9.10	---	---	9.10	9.10	---	0.23	9.33
Development Review	8.00	---	---	8.00	8.00	---	---	8.00	8.00	---	---	8.00	8.00	---	---	8.00
Resource Management	9.90	---	---	9.90	9.90	---	---	9.90	9.90	---	---	9.90	9.90	---	---	9.90
Zoning Administration	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Land and Resource Management TOTAL	31.00	0.00	0.00	31.00	31.00	0.00	0.00	31.00	31.00	0.00	0.00	31.00	31.00	0.00	0.23	31.23
Management and Budget Administration	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Budget	7.00	---	0.15	7.15	7.00	---	0.15	7.15	7.00	---	0.15	7.15	7.00	---	0.15	7.15
Grant Management	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Risk Management	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Management and Budget TOTAL	15.00	0.00	0.15	15.15	15.00	0.00	0.15	15.15	15.00	0.00	0.15	15.15	15.00	0.00	0.15	15.15
Technology Services	31.00	---	---	31.00	31.00	---	---	31.00	31.00	---	---	31.00	31.00	---	0.17	31.17
Production and Distribution Services	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Technology Services TOTAL	34.00	0.00	0.00	34.00	34.00	0.00	0.00	34.00	34.00	0.00	0.00	34.00	34.00	0.00	0.17	34.17
Administrative Hearings	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Audio Video Production	2.00	---	0.63	2.63	2.00	---	0.63	2.63	2.00	---	0.63	2.63	2.00	---	0.63	2.63
Board of Elections	---	---	0.60	0.60	---	---	0.25	0.25	---	---	0.60	0.60	---	---	0.62	0.62
Board of License Commissioners	1.00	---	0.38	1.38	1.00	---	0.38	1.38	1.00	---	0.38	1.38	1.00	---	0.38	1.38
County Commissioners	6.00	---	8.88	14.88	6.00	---	8.88	14.88	6.00	---	8.88	14.88	8.00	---	6.13	14.13
Gen Government Other TOTAL	10.00	0.00	10.49	20.49	10.00	0.00	10.14	20.14	10.00	0.00	10.49	20.49	12.00	0.00	7.76	19.76
Soil Conservation	5.00	0.63	---	5.63	5.00	0.63	---	5.63	5.00	0.63	---	5.63	5.00	0.63	---	5.63
Cons. and Natural Resources TOTAL	5.00	0.63	0.00	5.63	5.00	0.63	0.00	5.63	5.00	0.63	0.00	5.63	5.00	0.63	0.00	5.63
TOTAL General Fund	822.64	5.36	65.42	893.42	830.58	5.86	65.80	902.24	827.68	5.23	66.21	899.12	830.68	5.23	64.95	900.86

Authorized Position History By Fund

Enterprise Funds	FY 16 Adjusted FTE				FY 17 Budget FTE				FY 17 Adjusted FTE				FY 18 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Solid Waste Management	2.38	---	---	2.38	1.70	---	---	1.70	1.60	---	---	1.60	1.60	---	---	1.60
Northern Landfill	11.00	---	---	11.00	11.00	---	---	11.00	11.00	---	---	11.00	11.00	---	---	11.00
Recycling	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Solid Waste Accounting	5.75	---	---	5.75	5.75	---	---	5.75	5.75	---	---	5.75	5.75	---	---	5.75
Solid Waste TOTAL	20.13	0.00	0.00	20.13	19.45	0.00	0.00	19.45	19.35	0.00	0.00	19.35	19.35	0.00	0.00	19.35
BOU Accounting Administration	7.60	---	---	7.60	7.60	---	---	7.60	7.65	---	---	7.65	7.60	---	---	7.60
Board of Education Facilities	1.34	---	---	1.34	1.34	---	---	1.34	1.34	---	---	1.34	1.34	---	---	1.34
Freedom Sewer	7.33	---	---	7.33	7.33	---	---	7.33	7.50	---	---	7.50	7.50	---	---	7.50
Freedom Water	14.34	---	---	14.34	14.34	---	---	14.34	14.50	---	---	14.50	14.50	---	0.15	14.65
Hampstead Sewer	4.33	---	---	4.33	4.33	---	---	4.33	4.00	---	---	4.00	4.00	---	0.15	4.15
Other Water/Sewer	0.66	---	---	0.66	0.66	---	---	0.66	0.66	---	---	0.66	0.66	---	---	0.66
Utilities TOTAL	35.60	0.00	0.00	35.60	35.60	0.00	0.00	35.60	35.65	0.00	0.00	35.65	35.60	0.00	0.30	35.90
Airport	1.35	---	1.00	2.35	1.55	---	1.00	2.55	2.60	---	0.50	3.10	2.60	---	0.50	3.10
Firearms Facility	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	1.00	---	2.00	3.00
Airport/Firearms Facility TOTAL	1.35	0.00	4.00	5.35	1.55	0.00	4.00	5.55	2.60	0.00	3.50	6.10	3.60	0.00	2.50	6.10
TOTAL Enterprise Funds	57.08	0.00	4.00	61.08	56.60	0.00	4.00	60.60	57.60	0.00	3.50	61.10	58.55	0.00	2.80	61.35

Special Revenue Fund	FY 16 Adjusted FTE				FY 17 Budget FTE				FY 17 Adjusted FTE				FY 18 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Watershed Protection and Restoration	11.20	---	---	11.20	12.00	---	---	12.00	12.00	---	---	12.00	12.00	---	---	12.00
TOTAL Special Revenue Fund	11.20	---	---	11.20	12.00	---	---	12.00	12.00	---	---	12.00	12.00	---	---	12.00

Grant Fund	FY 16 Adjusted FTE				FY 17 Budget FTE				FY 17 Adjusted FTE				FY 18 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Aging	19.32	---	0.95	20.27	19.32	---	0.95	20.27	19.02	0.50	2.15	21.67	19.02	0.50	2.15	21.67
Business Employment Resource Center	7.90	---	---	7.90	7.90	---	---	7.90	9.40	---	---	9.40	10.90	---	---	10.90
Circuit Court	6.00	---	3.50	9.50	6.00	---	2.81	8.81	6.00	---	3.50	9.50	7.00	---	2.81	9.81
Housing and Community Development	7.50	---	0.13	7.63	7.50	---	0.13	7.63	6.50	0.69	0.13	7.32	6.50	0.69	0.13	7.32
Local Management Board	2.00	---	0.56	2.56	2.00	---	0.56	2.56	2.00	---	0.56	2.56	2.00	---	---	2.00
Public Safety	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	4.00	---	---	4.00
Public Works Transit	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Recreation	0.50	---	---	0.50	0.50	---	---	0.50	0.50	---	---	0.50	0.50	---	---	0.50
Sheriff Services	2.50	---	---	2.50	2.50	---	---	2.50	2.75	---	---	2.75	2.75	---	---	2.75
State's Attorney	12.00	---	---	12.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
TOTAL Grant Fund	61.72	0.00	5.14	66.86	50.72	0.00	4.45	55.17	51.17	1.19	6.34	58.70	54.67	1.19	5.09	60.95

TOTAL Government	FY 16 Adjusted FTE				FY 17 Budget FTE				FY 17 Adjusted FTE				FY 18 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
TOTAL General Fund	822.64	5.36	65.42	893.42	830.58	5.86	65.80	902.24	827.68	5.23	66.21	899.12	830.68	5.23	64.95	900.86
TOTAL Enterprise Funds	57.08	0.00	4.00	61.08	56.60	0.00	4.00	60.60	57.60	0.00	3.50	61.10	58.55	0.00	2.80	61.35
TOTAL Special Revenue Fund	11.20	---	---	11.20	12.00	---	---	12.00	12.00	---	---	12.00	12.00	---	---	12.00
TOTAL Grant Fund	61.72	0.00	5.14	66.86	50.72	0.00	4.45	55.17	51.17	1.19	6.34	58.70	54.67	1.19	5.09	60.95
TOTAL FTE	952.64	5.36	74.56	1032.56	949.90	5.86	74.25	1030.01	948.45	6.42	76.05	1030.92	955.90	6.42	72.84	1035.16