
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 or Enterprise Fund position.

- General Fund positions are supported by taxes, fees and other general fund revenues.
- 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.
- Grant Fund positions are supported primarily by State and Federal grants.

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); or only eligible for benefits while employed (Grant-Contingent).

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 Sheriff Services, Detention Center, Circuit Court, Circuit Court Masters, Orphan's Court, Volunteer Community Service Program, State's Attorney, Victim Witness, Child Support, and Soil Conservation.

The overall number of authorized positions for FY 16 is 1,018.56 positions. A new grant-funded Support Specialist position is included in FY 16 for the Carroll County Business and Employment Resource Center (BERC).

Authorized Position History

General Fund	FY 14 Adjusted FTE				FY 15 Budget FTE				FY 15 Adjusted FTE				FY 16 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 Reg Commission TOTAL	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Circuit Court	17.00	---	14.69	31.69	18.00	---	14.69	32.69	18.00	---	15.21	33.21	18.00	---	16.55	34.55
Circuit Court Masters	7.00	---	---	7.00	7.00	---	---	7.00	7.00	---	---	7.00	7.00	---	---	7.00
Orphan's Court	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00
Volunteer Community Services	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Courts TOTAL	27.00	0.00	17.69	44.69	28.00	0.00	17.69	45.69	28.00	0.00	18.21	46.21	28.00	0.00	19.55	47.55
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 Services	145.00	---	2.00	147.00	145.00	---	2.00	147.00	145.00	---	2.00	147.00	145.00	---	2.00	147.00
Sheriff Services TOTAL	256.00	0.50	2.00	258.50	256.00	0.50	2.00	258.50	256.00	0.50	2.00	258.50	256.00	0.50	2.00	258.50
State's Attorney's Office	36.00	0.50	---	36.50	36.00	0.50	---	36.50	36.00	0.62	---	36.62	36.00	0.62	---	36.62
Victim Witness Assistance	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
State's Attorney TOTAL	41.00	0.50	0.00	41.50	41.00	0.50	0.00	41.50	41.00	0.62	0.00	41.62	41.00	0.62	0.00	41.62
Public Works Administration	5.44	---	1.00	6.44	4.74	---	1.00	5.74	5.74	---	1.00	6.74	4.74	---	1.00	5.74
Building Construction	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00	2.00	---	---	2.00
Engineering Administration	2.00	---	---	2.00	2.80	---	---	2.80	2.80	---	---	2.80	3.75	---	---	3.75
Engineering Constr. Inspection	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Engineering Design	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Engineering Survey	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00	5.00	---	---	5.00
Facilities	51.00	---	0.50	51.50	51.00	---	0.50	51.50	51.00	---	0.50	51.50	51.00	---	0.50	51.50
Fleet Management	24.00	---	---	24.00	24.00	---	---	24.00	24.00	---	---	24.00	24.00	---	---	24.00
Permits and Inspection	22.00	---	---	22.00	22.00	---	---	22.00	22.00	---	---	22.00	22.00	---	---	22.00
Roads Operations	103.00	0.50	2.40	105.90	103.00	0.50	2.40	105.90	103.00	0.50	2.40	105.90	103.00	0.50	2.40	105.90
Public Works TOTAL	225.44	0.50	3.90	229.84	225.54	0.50	3.90	229.94	226.54	0.50	3.90	230.94	226.49	0.50	3.90	230.89
Citizen Services Administration	3.00	---	0.50	3.50	4.00	---	1.00	5.00	4.00	---	1.00	5.00	4.00	---	1.00	5.00
Aging and Disabilities	19.00	---	---	19.00	19.00	---	---	19.00	19.00	---	---	19.00	19.00	---	---	19.00
Citizen Services TOTAL	22.00	0.00	0.50	22.50	23.00	0.00	1.00	24.00	23.00	0.00	1.00	24.00	23.00	0.00	1.00	24.00
TV Production	2.38	---	---	2.38	2.38	---	---	2.38	2.63	---	---	2.63	2.63	---	---	2.63
Human Resources Administration	10.00	---	---	10.00	10.00	---	---	10.00	10.00	---	---	10.00	10.00	---	---	10.00
Personnel Services	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Office of Public Safety Admin/911	36.00	---	1.75	37.75	39.00	---	2.13	41.13	39.00	---	2.13	41.13	39.00	---	2.13	41.13
Recreation and Parks Administration	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Hashawha	9.00	0.63	1.19	10.82	9.00	0.63	1.19	10.82	8.00	0.63	1.19	9.82	8.00	0.63	1.19	9.82
Piney Run	5.00	---	11.34	16.34	5.00	---	11.34	16.34	5.00	---	11.34	16.34	5.00	---	11.34	16.34
Recreation	4.50	---	3.00	7.50	4.50	---	3.00	7.50	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
Technology Services	28.75	---	---	28.75	30.75	---	---	30.75	30.75	---	---	30.75	30.75	---	---	30.75
Production and Distribution Services	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Administrative Services TOTAL	107.63	0.63	17.98	126.24	112.63	0.63	18.36	131.62	112.88	0.63	18.36	131.87	112.88	0.63	18.36	131.87
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
County Attorney	11.75	---	0.63	12.38	9.75	---	0.63	10.38	9.75	---	0.63	10.38	9.75	---	0.63	10.38
County Attorney TOTAL	11.75	0.00	0.63	10.38	9.75	0.00	0.63	10.38	9.75	0.00	0.63	10.38	9.75	0.00	0.63	10.38
Economic Development Admin.	7.00	---	---	7.00	7.00	---	---	7.00	7.00	---	---	7.00	7.00	---	---	7.00
BERC	2.85	---	---	2.85	2.85	---	---	2.85	2.85	---	---	2.85	2.85	---	---	2.85
Farm Museum	7.00	1.15	1.84	9.99	7.00	1.15	1.84	9.99	7.00	1.15	1.84	9.99	7.00	1.15	1.84	9.99
Tourism	1.00	---	1.80	2.80	1.00	---	1.80	2.80	1.00	---	1.80	2.80	1.00	---	1.80	2.80
Economic Dev. TOTAL	17.85	1.15	3.64	22.64	17.85	1.15	3.64	22.64	17.85	1.15	3.64	22.64	17.85	1.15	3.64	22.64

Authorized Position History

General Fund	FY 14 Adjusted FTE				FY 15 Budget FTE				FY 15 Adjusted FTE				FY 16 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Management and Budget Admin	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
Mgmt. 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
Administration	14.00	---	0.80	14.80	14.00	---	0.40	14.40	12.40	---	1.00	13.40	12.40	---	1.00	13.40
Comprehensive Planning	5.00	---	---	5.00	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Development Review	8.00	---	---	8.00	8.00	---	---	8.00	8.00	---	---	8.00	8.00	---	---	8.00
Resource Management	19.00	---	---	19.00	9.10	---	---	9.10	9.10	---	---	9.10	9.10	---	---	9.10
Zoning Administration	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00	4.00	---	---	4.00
Land Use, Planning and Dev TOTAL	50.00	0.00	0.80	50.80	41.10	0.00	0.40	41.50	39.50	0.00	1.00	40.50	39.50	0.00	1.00	40.50
County Commissioners	6.00	---	8.25	14.25	6.00	---	8.61	14.61	6.00	---	8.88	14.88	6.00	---	8.88	14.88
Board of License Commissioners	1.00	---	---	1.00	1.00	---	0.55	1.55	1.00	---	0.55	1.55	1.00	---	0.38	1.38
Administrative Hearings	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Gen Govt. Other TOTAL	8.00	0.00	8.25	16.25	8.00	0.00	9.16	17.16	8.00	0.00	9.43	17.43	8.00	0.00	9.26	17.26
Soil Conservation	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00	6.00	---	---	6.00
Cons. and Natural Res. TOTAL	6.00	0.00	0.00	6.00	6.00	0.00	0.00	6.00	6.00	0.00	0.00	6.00	6.00	0.00	0.00	6.00
TOTAL General Fund	819.67	3.28	56.29	877.24	815.87	3.28	57.68	876.83	815.52	3.40	59.07	877.99	815.47	3.40	60.24	879.11

Authorized Position History

Enterprise Funds	FY 14 Adjusted FTE				FY 15 Budget FTE				FY 15 Adjusted FTE				FY 16 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	2.38	---	---	2.38	2.38	---	---	2.38	2.38	---	---	2.38
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	20.13	0.00	0.00	20.13	20.13	0.00	0.00	20.13	20.13	0.00	0.00	20.13
BOU Accounting Administration	7.88	---	---	7.88	7.83	---	---	7.83	7.83	---	---	7.83	7.88	---	---	7.88
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	7.33	---	---	7.33	7.33	---	---	7.33
Freedom Water	13.34	---	---	13.34	13.34	---	---	13.34	13.34	---	---	13.34	13.34	---	---	13.34
Hampstead Sewer	4.33	---	---	4.33	4.33	---	---	4.33	4.33	---	---	4.33	4.33	---	---	4.33
Other Water/Sewer	0.66	---	---	0.66	0.66	---	---	0.66	0.66	---	---	0.66	0.66	---	---	0.66
Utilities TOTAL	34.88	0.00	0.00	34.88	34.83	0.00	0.00	34.83	34.83	0.00	0.00	34.83	34.88	0.00	0.00	34.88
Airport	1.30	---	1.20	2.50	1.30	---	1.20	2.50	1.25	---	1.00	2.25	1.25	---	1.00	2.25
Firearms Facility	---	---	3.50	3.50	---	---	3.50	3.50	---	---	3.50	3.50	---	---	3.50	3.50
Enterprise Funds SUBTOTAL	1.30	0.00	4.70	6.00	1.30	0.00	4.70	6.00	1.25	0.00	4.50	5.75	1.25	0.00	4.50	5.75
TOTAL Enterprise Funds	56.31	0.00	4.70	61.01	56.26	0.00	4.70	60.96	56.21	0.00	4.50	60.71	56.26	0.00	4.50	60.76

Special Revenue Fund	FY 14 Adjusted FTE				FY 15 Budget FTE				FY 15 Adjusted FTE				FY 16 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Watershed Protection and Restoration	---	---	---	0.00	12.20	---	---	12.20	12.20	---	---	12.20	12.20	---	---	12.20
TOTAL Grant Fund	---	---	---	0.00	12.20	---	---	12.20	12.20	---	---	12.20	12.20	---	---	12.20

Grant Funds	FY 14 Adjusted FTE				FY 15 Budget FTE				FY 15 Adjusted FTE				FY 16 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
Aging	16.65	---	1.80	18.45	18.15	---	0.30	18.45	18.65	---	0.15	18.80	18.65	---	0.15	18.80
BERC	6.90	---	---	6.90	6.90	---	---	6.90	6.90	---	---	6.90	7.90	---	---	7.90
Circuit Court	7.00	---	3.50	10.50	6.00	---	3.50	9.50	6.00	---	3.50	9.50	6.00	---	3.50	9.50
Citizen Services Transportation	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00	1.00	---	---	1.00
Emergency Management	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00	3.00	---	---	3.00
Housing and Comm. Development	8.85	---	2.50	11.35	8.85	---	1.50	10.35	9.00	---	0.13	9.13	9.00	---	0.13	9.13
Local Management Board	2.40	---	---	2.40	2.40	---	---	2.40	1.60	---	0.56	2.16	1.60	---	0.56	2.16
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	2.50	---	---	2.50	2.50	---	---	2.50
State's Attorney	12.00	---	---	12.00	12.00	---	---	12.00	12.00	---	---	12.00	12.00	---	---	12.00
TOTAL Grant Fund	60.80	0.00	7.80	68.60	61.30	0.00	5.30	66.60	61.15	0.00	4.34	65.49	62.15	0.00	4.34	66.49

TOTAL Government	FY 14 Adjusted FTE				FY 15 Budget FTE				FY 15 Adjusted FTE				FY 16 Budget FTE			
	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total	FT	PT	O	Total
TOTAL General Fund	819.67	3.28	59.07	877.24	815.87	3.28	60.24	876.83	815.52	3.40	59.07	877.99	815.47	3.40	60.24	879.11
TOTAL Special Revenue Funds.	0.00	0.00	0.00	0.00	12.20	0.00	0.00	12.20	12.20	0.00	0.00	12.20	12.20	0.00	0.00	12.20
TOTAL Enterprise Funds	56.31	0.00	4.70	60.71	56.26	0.00	4.70	60.76	56.21	0.00	4.50	60.71	56.26	0.00	4.50	60.76
TOTAL Grant Funds	60.80	0.00	7.80	65.49	61.30	0.00	5.30	66.49	61.15	0.00	4.34	65.49	62.15	0.00	4.34	66.49
TOTAL FTE	936.78	3.28	71.57	1003.44	945.63	3.28	70.24	1016.28	945.08	3.40	67.91	1016.39	946.08	3.40	69.08	1018.56