
Agency Summary

DEPARTMENT OF ADMINISTRATION

Agency Mission

To manage the State's financial, human, technological, physical and other resources in support of other state agencies carrying out their responsibilities to provide the citizens of the State of Rhode Island with the most responsive and cost-effective services possible. To oversee the provision of statewide supportive services to all departments and agencies in conformance with legislative and policy mandates. To ensure that programs of the Department are efficiently organized and implemented.

Agency Description

The Department of Administration provides supportive services to all Rhode Island departments and agencies for effective coordination and direction of state programs within the framework of a changing administrative and fiscal environment. The Department also provides policy direction for executive leadership in a variety of financial and administrative matters. It is responsible for the statewide implementation of policy decisions and delivery of services administered and supported by the state. The Department, headed by the Director of Administration, includes the programmatic functions of Central Management, Legal Services, Accounts and Control, Management and Budget, Purchasing, Auditing, Human Resources, Personnel Appeal Board, Capital Asset Management and Maintenance (DCAMM), Information Technology, Library and Information Services, Planning, General Appropriations, Debt Service Payments, Energy Resources, HealthSource RI (RI Health Benefits Exchange) and various Internal Services Programs.

Statutory History

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

Budget

Department Of Administration

	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Expenditures by Program					
Central Management	2,824,619	2,114,525	2,389,232	2,389,232	2,423,908
Accounts and Control	5,060,719	4,856,802	5,562,009	5,551,847	5,296,220
Office of Management and Budget	9,125,602	8,375,210	9,841,526	9,525,659	9,647,143
Purchasing	3,648,240	4,330,929	4,297,898	4,307,881	4,526,725
Human Resources	1,153,476	560,407	788,541	1,305,378	389,142
Personnel Appeal Board	102,303	127,863	151,521	151,521	125,298
General	53,886,849	44,450,912	62,629,874	62,743,953	52,627,938
Debt Service Payments	179,649,841	164,862,254	197,070,371	185,420,171	199,364,642
Internal Service Programs	464,798,069	475,763,305	498,547,415	523,383,887	531,851,557
Legal Services	1,943,569	1,943,571	2,294,340	2,166,544	1,989,133
Facilities Management	996,887	0	0	0	0
Information Technology	22,795,771	7,338,984	8,383,510	23,039,857	13,501,736
Library and Information Services	2,464,556	2,551,546	2,614,826	2,786,439	2,994,159
Planning	3,503,881	3,985,460	6,453,342	7,571,314	7,216,545
Personnel and Operational Reforms	0	(914,743)	(4,607,518)	0	0
Energy Resources	5,054,728	2,712,772	8,814,102	17,891,467	8,483,725
Construction Permitting, Approvals and Licensing	3,166,479	0	0	0	0
Rhode Island Health Benefits Exchange (HealthSource RI)	9,656,976	8,077,253	9,953,397	10,821,172	21,479,792
The Office of Diversity, Equity and Opportunity	1,130,353	1,292,410	1,426,500	1,415,620	1,482,294
Capital Asset Management and Maintenance	8,387,524	9,763,192	9,817,305	13,618,692	11,164,765
Total Expenditures	779,350,442	742,192,651	826,428,191	874,090,634	874,564,722
<i>Internal Services</i>	<i>[464,798,069]</i>	<i>[475,763,305]</i>	<i>[498,547,415]</i>	<i>[523,383,887]</i>	<i>[531,851,557]</i>
Expenditures by Object					
Salary And Benefits	415,137,476	408,934,825	433,183,075	452,362,064	454,825,104
Contract Professional Services	24,043,955	17,433,173	16,437,214	20,586,559	26,381,204
Operating Supplies And Expenses	96,725,386	105,969,389	102,652,084	112,180,296	108,048,428

Budget

Department Of Administration

	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Assistance And Grants	6,454,948	5,213,036	3,595,604	18,583,541	18,000,195
Capital Purchases And Equipment	1,002,357	0	4,938,757	4,938,757	4,938,757
Aid To Local Units Of Government	11,107,320	11,118,150	11,499,302	11,499,302	12,264,938
Subtotal: Operating	554,471,442	548,668,572	572,306,036	620,150,519	624,458,626
Capital Purchases And Equipment	37,135,040	21,918,770	55,677,998	67,410,497	49,377,115
Debt Service (fixed Charges)	156,678,487	140,948,085	196,970,371	185,320,171	199,264,642
Operating Transfers	31,065,473	30,657,224	1,473,786	1,209,447	1,464,339
Subtotal: Other	224,879,000	193,524,079	254,122,155	253,940,115	250,106,096
Total Expenditures	779,350,442	742,192,651	826,428,191	874,090,634	874,564,722
Expenditures by Source of Funds					
General Revenue	189,889,755	174,086,174	206,638,425	208,871,535	214,958,218
Federal Funds	7,678,087	4,361,890	4,152,873	4,078,271	2,486,895
Restricted Receipts	30,686,532	13,988,613	24,412,178	45,320,414	38,839,448
Operating Transfers From Other Funds	83,732,163	73,882,824	92,554,997	92,325,104	86,316,250
Other Funds	467,363,905	475,873,150	498,669,718	523,495,310	531,963,911
Total Expenditures	779,350,442	742,192,651	826,428,191	874,090,634	874,564,722
FTE Authorization	697.7	655.7	647.7	647.7	652.7

Personnel Agency Summary

Department Of Administration

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Classified	624.8	53,432,326	629.8	54,253,223
Unclassified	22.9	2,610,888	22.9	2,644,393
Subtotal	647.7	56,043,214	652.7	56,897,616
Transfer Out		(979,421)		(989,383)
Transfer In		104,283		106,056
Overtime (1.5)		996,555		998,179
Seasonal/Special Salaries/Wages		55,946		37,699
Turnover		(2,532,688)		(1,968,163)
Total Salaries		54,337,890		55,510,809
Benefits				
FICA		4,064,282		4,170,103
Health Benefits		7,949,531		8,397,712
Payroll Accrual		310,292		319,306
Retiree Health		3,544,942		3,217,015
Retirement		14,506,742		15,506,063
Workers Compensation		129,600		129,600
Subtotal		30,505,389		31,739,799
Total Salaries and Benefits	647.7	85,302,279	652.7	87,709,608
Cost Per FTE Position		131,700		134,380
Statewide Benefit Assessment		2,107,414		2,163,125
Payroll Costs	647.7	452,765,960	652.7	455,229,000
Purchased Services				
Buildings and Ground Maintenance		2,176,548		1,791,499
Clerical and Temporary Services		315,948		352,194
Design and Engineering Services		113,000		153,000
Information Technology		6,037,243		10,988,661
Legal Services		305,291		302,336
Management & Consultant Services		10,323,862		10,217,570
Medical Services		5,000		5,000
Other Contracts		1,180,835		2,442,944
Training and Educational Services		128,832		128,000
Subtotal		20,586,559		26,381,204
Total Personnel	647.7	473,352,519	652.7	481,610,204

Personnel Agency Summary

Department Of Administration

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Distribution by Source of Funds				
General Revenue	204.7	24,786,238	199.7	26,005,294
Federal Funds	3.0	1,804,569	3.0	1,593,141
Restricted Receipts	19.0	10,767,796	19.0	11,105,116
Operating Transfers from Other Funds	4.0	4,108,007	4.0	4,266,972
Other Funds	417.0	431,885,909	427.0	438,639,681
Total All Funds	647.7	473,352,519	652.7	481,610,204

Performance Measures

Department Of Administration

Minorities in the Executive Branch of the State Workforce

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

	<i>Reporting Period: State Fiscal Year</i>					
	<i>Frequency: Annual</i>	2017	2018	2019	2020	2021
Target		20.50%	22.20%	24.10%	0.00%	0.00%
Actual		18.50%	19.67%	0.00%	0.00%	

Major Processes Subject to a Lean Review

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

	<i>Reporting Period: State Fiscal Year</i>					
	<i>Frequency: Annual</i>	2017	2018	2019	2020	2021
Target		8.00	3.00	3.00	0.00	0.00
Actual		3.00	4.00	0.00	0.00	

State Government Energy Consumption

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

	<i>Reporting Period: State Fiscal Year</i>					
	<i>Frequency: Annual</i>	2017	2018	2019	2020	2021
Target		0.00	0.00	1,469,700.00	0.00	0.00
Actual		1,441,930.00	1,493,744.00	0.00	0.00	

Performance Measures

DEPARTMENT OF ADMINISTRATION

	Female	Minority	Black or African American	Hispanic or Latino	Amer. Ind. / Alaskan	Asian	Native Hawaiian or Other PI	Two or More Races
State Workforce, FY 2019	53.40%	19.00%	9.20%	7.00%	1.00%	2.00%	0.10%	0.00%
Target (RI Population)	51.40%	28.00%	8.40%	15.90%	1.10%	3.60%	0.20%	2.80%

Agency	Female	Minority	Black or African American	Hispanic or Latino	Amer. Ind. / Alaskan	Asian	Native Hawaiian or Other PI	Two or More Races
Administration	49.00%	15.00%	5.40%	5.30%	1.00%	3.00%	0.00%	0.30%
Attorney General	65.00%	16.00%	5.00%	9.00%	0.00%	2.00%	0.00%	0.00%
Behavioral Healthcare, Devel. Disabilities & Hospitals	71.00%	31.00%	22.00%	6.00%	1.00%	3.00%	0.00%	0.40%
Business Regulation	53.00%	10.30%	5.10%	4.40%	0.00%	1.00%	0.00%	0.00%
Children, Youth & Families	69.00%	26.00%	14.40%	9.00%	0.00%	2.00%	0.00%	1.00%
Comm. College of Rhode Island	62%	14.00%	5.40%	4.40%	1.00%	3.40%	0.00%	0%
Commerce RI	64.30%	29.00%	21.40%	0.00%	0.00%	7.10%	0.00%	0.00%
Commissions & Small Agencies	56.00%	16.20%	5.10%	9.40%	0.00%	2.00%	0.00%	0.00%
Corrections	28.00%	19.00%	11.00%	6.30%	0.20%	1.30%	0.00%	0.00%
Education	70.00%	19.00%	5.00%	9.00%	0.00%	0.00%	0.00%	2.00%
Emergency Management	45.00%	3.40%	3.40%	0.00%	0.00%	0.00%	0.00%	0.00%
Environmental Management	37.00%	5.00%	3.00%	1.00%	0.20%	1.00%	0.00%	0.00%
Governor's Office	53.00%	23.00%	10.00%	10.00%	0.00%	3.00%	0.00%	0.00%
Health	71.00%	19.30%	8.00%	8.00%	0.00%	4.10%	0.00%	0.00%
Post-Secondary Commissioner*	58.00%	10.00%	3.20%	0.00%	0.00%	0.00%	0.00%	3.20%
Human Services	76.10%	30.00%	15.00%	13.10%	0.40%	1.30%	0.00%	0.10%
Judiciary	66.10%	12.00%	5.20%	5.00%	0.20%	2.00%	0.00%	0.00%
Labor & Training	67.40%	23.00%	8.20%	13.00%	0.20%	1.00%	0.00%	0.00%
Military	18.00%	10.00%	0.00%	5.00%	1.20%	2.40%	0.00%	0.00%
Office of Health & Human Services	74.00%	8.40%	4.20%	1.00%	1.00%	0.00%	0.00%	1.00%
Public Safety	17.20%	13.40%	8.00%	5.00%	0.10%	1.00%	0.00%	0.10%
Public Utilities Commission*	47.00%	20.40%	10.20%	10.20%	0.00%	0.00%	0.00%	0.00%
Revenue	57.00%	20.40%	7.00%	10.00%	1.00%	3.00%	0.00%	0.30%
Rhode Island College	58.10%	22.00%	7.20%	7.20%	7.20%	0.00%	0.00%	0.00%
RIPTA	26.00%	35.30%	17.00%	16.00%	1.00%	0.00%	0.00%	1.20%
Secretary of State	70.00%	21.40%	4.00%	16.00%	0.00%	2.00%	0.00%	0.00%
Transportation	20.00%	15.10%	8.00%	5.00%	0.40%	2.00%	0.00%	0.20%
Treasurer	61.00%	12.20%	4.00%	9.00%	0.00%	0.00%	0.00%	0.00%
University of Rhode Island	57.00%	14.00%	4.00%	2.40%	1.00%	6.30%	0.00%	0.20%
Target (RI Population)	51.40%	28.00%	8.40%	15.90%	1.10%	3.60%	0.20%	2.80%

Program Summary

DEPARTMENT OF ADMINISTRATION

Central Management

Mission

To oversee the provision of statewide supportive services to all departments and agencies in conformance with legislative and policy mandates. To ensure that programs of the department are efficiently organized and implemented. To select the best candidates for recommendation for appointment to the Judiciary.

Description

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

Statutory History

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

Budget

Agency: Department Of Administration

Central Management

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Director's Office	2,048,551	1,292,248	1,353,719	1,350,081	1,458,813
Financial Management	768,418	818,013	1,013,552	1,017,190	943,134
Judicial Nominating Committee	7,650	4,264	21,961	21,961	21,961
Total Expenditures	2,824,619	2,114,525	2,389,232	2,389,232	2,423,908
Expenditures by Object					
Salary and Benefits	2,027,494	1,681,322	1,800,516	1,876,257	1,872,761
Contract Professional Services	470,723	174,082	256,400	256,400	256,400
Operating Supplies and Expenses	174,480	253,137	325,256	249,515	287,687
Subtotal: Operating	2,672,697	2,108,540	2,382,172	2,382,172	2,416,848
Capital Purchases And Equipment	151,922	5,985	7,060	7,060	7,060
Subtotal: Other	151,922	5,985	7,060	7,060	7,060
Total Expenditures	2,824,619	2,114,525	2,389,232	2,389,232	2,423,908
Expenditures by Source of Funds					
General Revenue	2,824,619	2,114,525	2,389,232	2,389,232	2,423,908
Total Expenditures	2,824,619	2,114,525	2,389,232	2,389,232	2,423,908

Personnel

Agency: Department Of Administration

Central Management

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATOR- FINANCIAL MANAGEMENT	00137A	2.0	169,244	2.0	95,921
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	00134A	1.0	98,020	1.0	99,100
ASSOCIATE DIRECTOR (DHS) DIV OF MANAGEMENT SERVICES	00146A	1.0	159,442	1.0	160,218
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	00144A	1.0	125,531	1.0	126,156
BUSINESS MANAGEMENT OFFICER	00126A	2.0	135,150	2.0	135,811
CHIEF IMPLEMENTATION AIDE	00128A	3.0	227,935	3.0	232,774
DATA CONTROL CLERK	00315A	1.0	43,507	1.0	43,719
FISCAL MANAGEMENT OFFICER	00B26A	1.0	73,158	1.0	73,513
PROGRAMMING SERVICES OFFICER	00131A	1.0	70,532	1.0	74,502
SENIOR MANAGEMENT AND METHODS ANALYST	00325A	1.0	51,776	1.0	53,770
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(2.0)	0	(2.0)	0
Subtotal Classified		12.0	1,154,295	12.0	1,095,484
Unclassified					
CHIEF OF STAFF	00839A	1.0	105,395	1.0	105,920
DEPUTY DIRECTOR- DEPARTMENT OF ADMINISTRATION	00850A	1.0	153,803	1.0	159,653
DIRECTOR OF ADMINISTRATION	00946KF	1.0	162,750	1.0	162,750
DIRECTOR OF PUBLIC AFFAIRS	00840A	1.0	100,289	1.0	100,788
PRINCIPAL TECHNICAL SUPPORT ANALYST	05229A	1.0	93,918	1.0	94,373
Subtotal Unclassified		5.0	616,155	5.0	623,484
Subtotal		17.0	1,770,450	17.0	1,718,968
Transfer Out			(292,553)		(295,734)
Transfer In			9,612		10,054
Turnover			(278,866)		(247,003)
Total Salaries			1,208,643		1,186,285
Benefits					
FICA			90,235		88,529
Health Benefits			113,558		138,020
Payroll Accrual			7,032		6,922
Retiree Health			80,374		69,632
Retirement			328,674		336,514
Subtotal			619,873		639,617

Personnel

Agency: Department Of Administration

Central Management

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Total Salaries and Benefits	17.0	1,828,516	17.0	1,825,902
Cost Per FTE Position		107,560		107,406
Statewide Benefit Assessment		47,741		46,859
Payroll Costs	17.0	1,876,257	17.0	1,872,761
Purchased Services				
Information Technology		249,000		249,000
Legal Services		6,400		6,400
Other Contracts		1,000		1,000
Subtotal		256,400		256,400
Total Personnel	17.0	2,132,657	17.0	2,129,161
Distribution by Source of Funds				
General Revenue	17.0	2,132,657	17.0	2,129,161
Total All Funds	17.0	2,132,657	17.0	2,129,161

Program Summary

DEPARTMENT OF ADMINISTRATION

Accounts & Control

Mission

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

Description

The primary mission of the Office of Accounts and Control is to promote the financial integrity and accountability of state government through sound administrative and accounting controls and procedures. The major activities of the Office of Accounts and Control include the central administration of a comprehensive accounting and recording system which classifies transactions of the departments and agencies in accordance with the budget plan; the processing of payroll for all State employees; the pre-audit 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

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Accounts & Control	5,060,719	4,856,802	5,562,009	5,551,847	5,296,220
Total Expenditures	5,060,719	4,856,802	5,562,009	5,551,847	5,296,220
Expenditures by Object					
Salary and Benefits	3,741,095	3,623,911	4,306,512	4,242,471	4,009,827
Contract Professional Services	154,397	84,712	202,000	202,000	200,000
Operating Supplies and Expenses	1,145,229	1,144,695	1,040,497	1,094,376	1,073,393
Capital Purchases And Equipment	0	0	10,000	10,000	10,000
Subtotal: Operating	5,040,721	4,853,319	5,559,009	5,548,847	5,293,220
Capital Purchases And Equipment	19,998	3,483	3,000	3,000	3,000
Subtotal: Other	19,998	3,483	3,000	3,000	3,000
Total Expenditures	5,060,719	4,856,802	5,562,009	5,551,847	5,296,220
Expenditures by Source of Funds					
General Revenue	4,844,264	4,793,513	5,412,043	5,412,043	5,156,032
Restricted Receipts	216,455	63,289	149,966	139,804	140,188
Total Expenditures	5,060,719	4,856,802	5,562,009	5,551,847	5,296,220

Personnel

Agency: Department Of Administration

Accounts and Control

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ACCOUNTS AND CONTROL CENTRALIZED ACCOUNTING CLERK	00324A	9.0	475,274	9.0	492,702
ADMINISTRATIVE OFFICER	00324A	1.0	56,018	1.0	58,486
ADMINISTRATOR- FINANCIAL MANAGEMENT	00137A	2.0	173,355	2.0	181,792
ASSET PROTECTION OFFICER	00324A	1.0	56,610	1.0	56,892
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	121,263	1.0	121,867
ASSOCIATE CONTROLLER	00143A	3.0	339,280	3.0	348,401
ASSOCIATE DIRECTOR I (MHRH)	00142A	1.0	138,117	1.0	138,791
CENTRAL ACCOUNTS PAYABLE SUPERVISING PREAUDIT CLK (DOA)	00328A	2.0	123,698	2.0	128,482
CHIEF IMPLEMENTATION AIDE	00128A	1.0	66,441	1.0	66,771
CHIEF PREAUDIT SUPERVISOR	00131A	2.0	172,846	2.0	173,702
CONTROLLER	00148A	1.0	170,649	1.0	171,485
DATA CONTROL CLERK	00315A	1.0	41,878	1.0	42,737
FISCAL MANAGEMENT OFFICER	00B26A	3.0	219,994	3.0	224,191
INTERDEPARTMENTAL PROJECT MANAGER	00139A	1.0	101,345	1.0	105,569
SENIOR DLT BUSINESS OFFICER	00324A	1.0	56,610	1.0	56,892
SUPERVISING ACCOUNTANT	00831A	2.0	141,839	2.0	149,217
SUPERVISOR FINANCIAL MANAGEMENT AND REPORTING	00135A	2.0	153,694	2.0	83,625
SUPERVISOR OF FISCAL SERVICES (DEPT OF ADMINISTRATION)	00136A	3.0	287,158	3.0	295,349
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(2.0)	0	(2.0)	0
Subtotal Classified		35.0	2,896,069	35.0	2,896,951
Subtotal		35.0	2,896,069	35.0	2,896,951
Transfer Out			(188,379)		(197,014)
Turnover			(105,351)		(130,621)
Total Salaries			2,602,339		2,348,120
Benefits					
FICA			196,977		194,716
Health Benefits			441,340		467,376
Payroll Accrual			15,152		15,005
Retiree Health			173,054		150,818
Retirement			710,816		732,302
Subtotal			1,537,339		1,560,217
Total Salaries and Benefits		35.0	4,139,678	35.0	3,908,337
Cost Per FTE Position			118,277		111,667

Personnel

Agency: Department Of Administration

Accounts and Control

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Statewide Benefit Assessment		102,793		101,490
Payroll Costs	35.0	4,242,471	35.0	4,009,827
Purchased Services				
Management & Consultant Services		200,000		200,000
Other Contracts		2,000		0
Subtotal		202,000		200,000
Total Personnel	35.0	4,444,471	35.0	4,209,827
Distribution by Source of Funds				
General Revenue	35.0	4,304,667	35.0	4,069,639
Restricted Receipts	0.0	139,804	0.0	140,188
Total All Funds	35.0	4,444,471	35.0	4,209,827

Program Summary

DEPARTMENT OF ADMINISTRATION

Office of Management & Budget

Mission

To anticipate and provide ongoing fiscal analysis, management support, and analytical research to the Governor, state departments and agencies, the General Assembly, and taxpayers. This includes establishing a robust public finance and management system that manages an accountable and transparent data-driven budget process, monitoring state departments' and agencies' performance and use of public funds, applying strategic planning and continuous improvement principles to maximize and align limited state resources to effectuate the State's policy goals, and ensuring the State's regulatory environment does not inhibit growth.

Description

The Office of Management and Budget (OMB) serves as the executive branch's principal agency to provide credible, accurate, financial information and objective insight to maximize finite resources. OMB develops, coordinates and monitors the State's operating and capital budgets, maintains a performance-based and data-driven process for resource allocation, monitors federal grants to ensure compliance with state and federal requirements, and evaluates and reforms the current regulatory environment to make it easier to do business in the State. The OMB includes the following key functions: Budget Office: Formulates, prepares and executes the state's operating and capital budgets, analyzing department operating and capital funding requests, developing revenue and caseload estimates, and providing testimony before the General Assembly and bond rating agencies; Strategic Management: Assists departments and agencies with strategic planning and continuous improvement processes to enhance management capacity; Performance Management: Develops and monitors performance measures for each department and program to align limited resources with results. Regulatory Reform: Evaluates and reforms state and local regulatory environment to remove barriers to economic growth while protecting taxpayer interests. Office of Internal Audit: Enhance and better protect organizational value by providing risk-based and objective assurance, advice, and insight across all executive branch departments and educational institutions.

Statutory History

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

Budget

Agency: Department Of Administration

Office of Management and Budget

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Budget Office	2,344,287	2,438,314	2,615,937	3,944,256	3,798,882
Director, Office of Mgt and Budget	1,941,585	662,876	772,512	926,750	970,870
Federal Grants Management	232,147	263,568	0	0	0
Office of Internal Audit	2,748,294	3,525,372	4,820,798	4,023,084	4,204,983
Office of Regulatory Reform	1,183,816	1,010,548	973,761	631,569	664,915
Performance Management	675,473	474,532	658,518	0	7,493
Total Expenditures	9,125,602	8,375,210	9,841,526	9,525,659	9,647,143
Expenditures by Object					
Salary and Benefits	6,844,095	6,907,744	8,494,730	8,179,071	8,159,607
Contract Professional Services	1,247,426	264,431	344,800	350,300	385,300
Operating Supplies and Expenses	1,086,535	1,160,746	987,896	982,188	1,089,136
Capital Purchases And Equipment	(83,631)	0	0	0	0
Subtotal: Operating	9,094,425	8,332,920	9,827,426	9,511,559	9,634,043
Capital Purchases And Equipment	31,177	42,289	14,100	14,100	13,100
Subtotal: Other	31,177	42,289	14,100	14,100	13,100
Total Expenditures	9,125,602	8,375,210	9,841,526	9,525,659	9,647,143
Expenditures by Source of Funds					
General Revenue	8,265,319	7,346,250	8,220,142	8,210,451	8,293,250
Restricted Receipts	87,213	37,599	300,000	300,000	300,000
Operating Transfers from Other Funds	773,070	991,361	1,321,384	1,015,208	1,053,893
Total Expenditures	9,125,602	8,375,210	9,841,526	9,525,659	9,647,143

Personnel

Agency: Department Of Administration

Office of Management and Budget

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATOR MANAGEMENT SERVICES (DHS)	00144A	1.0	143,214	1.0	143,902
ADMINISTRATOR- OPERATIONS MANAGEMENT	00141A	1.0	102,173	1.0	108,010
ASSISTANT TO THE DIRECTOR (DHS)	00136A	1.0	90,273	1.0	90,721
BUDGET ANALYST	00828A	6.0	363,464	6.0	378,737
BUDGET AND POLICY ANALYST	00832A	5.0	356,906	5.0	368,846
CHIEF BUDGET AND POLICY ANALYST	00146A	3.0	381,798	3.0	396,750
CHIEF BUREAU OF AUDITS	00146A	1.0	143,228	1.0	147,429
CHIEF ECONOMIC AND POLICY ANALYST	00142A	2.0	219,511	2.0	227,465
CHIEF IMPLEMENTATION AIDE	00128A	1.0	59,829	1.0	62,246
CHIEF PROGRAM DEVELOPMENT	00134A	1.0	75,312	1.0	78,428
DATA ANALYST I	00134A	1.0	79,889	1.0	84,340
DATA ANALYST II	00138A	1.0	85,270	1.0	85,694
DATA ANALYST III	00142A	2.0	230,671	2.0	231,818
DATABASE ADMINISTRATOR	00148A	1.0	140,239	1.0	146,024
DEPUTY BUDGET OFFICER	00146A	1.0	122,836	1.0	128,523
DEPUTY CHIEF BUREAU OF AUDITS	00143A	2.0	237,085	2.0	243,364
DEPUTY DIRECTOR OF OMB	00146A	1.0	135,734	1.0	136,409
ECONOMIC AND POLICY ANALYST I	00130A	4.0	263,518	4.0	270,415
EXECUTIVE DIRECTOR (DOA)/BUDGET OFFICER	00152A	1.0	198,822	1.0	199,794
INTERNAL AUDIT MANAGER (DOA)	00136A	1.0	81,029	1.0	84,376
INTERNAL AUDITOR (DOA)	00327A	7.0	400,612	7.0	415,443
PRINCIPAL BUDGET ANALYST	00837A	1.0	86,045	1.0	89,804
PRINCIPAL ECONOMIC AND POLICY ANALYST	00138A	2.0	184,265	2.0	188,370
PROGRAMMING SERVICES OFFICER	00131A	1.0	67,685	1.0	70,475
SENIOR BUDGET AND POLICY ANALYST	00836A	1.0	80,187	1.0	83,513
SENIOR ECONOMIC AND POLICY ANALYST	00134A	2.0	153,250	2.0	160,199
SENIOR INTERNAL AUDIT MANAGER (DOA)	00140A	2.0	188,306	2.0	198,638
SENIOR INTERNAL AUDITOR (DOA)	00131A	9.0	654,902	9.0	677,697
SENIOR MANAGEMENT AND METHODS ANALYST	00125A	1.0	52,139	1.0	54,109
SENIOR MANAGEMENT AND METHODS ANALYST	00325A	1.0	61,608	1.0	61,915
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(3.0)	0	(9.0)	0
Subtotal Classified		61.0	5,439,800	55.0	5,613,454
Unclassified					
CONFIDENTIAL SECRETARY	00822A	1.0	50,334	1.0	52,181
DIRECTOR- OFFICE OF MANAGEMENT & BUDGET	00852A	1.0	183,569	1.0	184,483
Subtotal Unclassified		2.0	233,903	2.0	236,664

Personnel

Agency: Department Of Administration

Office of Management and Budget

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Subtotal	63.0	5,673,703	57.0	5,850,118
Turnover		(480,663)		(683,945)
Total Salaries		5,193,040		5,166,173
Benefits				
FICA		398,291		402,424
Health Benefits		590,747		583,472
Payroll Accrual		30,225		30,160
Retiree Health		345,336		303,257
Retirement		1,416,310		1,470,062
Subtotal		2,780,909		2,789,375
Total Salaries and Benefits	62.0	7,973,949	56.0	7,955,548
Cost Per FTE Position		128,612		142,063
Statewide Benefit Assessment		205,122		204,059
Payroll Costs	62.0	8,179,071	56.0	8,159,607
Purchased Services				
Management & Consultant Services		350,300		385,300
Subtotal		350,300		385,300
Total Personnel	62.0	8,529,371	56.0	8,544,907
Distribution by Source of Funds				
General Revenue	62.0	7,244,872	56.0	7,221,723
Restricted Receipts	0.0	300,000	0.0	300,000
Operating Transfers from Other Funds	0.0	984,499	0.0	1,023,184
Total All Funds	62.0	8,529,371	56.0	8,544,907

Program Summary

DEPARTMENT OF ADMINISTRATION

Purchasing

Mission

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

Description

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

Statutory History

The Purchasing program was established under R.I. 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

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Purchasing	3,648,240	4,330,929	4,297,898	4,307,881	4,526,725
Total Expenditures	3,648,240	4,330,929	4,297,898	4,307,881	4,526,725
Expenditures by Object					
Salary and Benefits	2,976,167	3,424,160	3,607,409	3,657,249	3,640,172
Contract Professional Services	276,547	492,105	250	250	18,339
Operating Supplies and Expenses	376,483	408,229	690,239	650,382	862,214
Subtotal: Operating	3,629,197	4,324,495	4,297,898	4,307,881	4,520,725
Capital Purchases And Equipment	19,043	6,434	0	0	6,000
Subtotal: Other	19,043	6,434	0	0	6,000
Total Expenditures	3,648,240	4,330,929	4,297,898	4,307,881	4,526,725
Expenditures by Source of Funds					
General Revenue	3,249,292	3,870,861	3,335,156	3,335,156	3,591,871
Restricted Receipts	0	0	459,389	458,639	462,694
Operating Transfers from Other Funds	398,948	460,067	503,353	514,086	472,160
Total Expenditures	3,648,240	4,330,929	4,297,898	4,307,881	4,526,725

Personnel

Agency: Department Of Administration

Purchasing

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATIVE OFFICER	00124A	1.0	50,337	1.0	52,179
BUYER I (DOA/OP)	00324A	3.0	151,617	3.0	157,152
BUYER II (DOA/OP)	00327A	2.0	126,243	2.0	128,636
CHIEF BUYER (DOA/OP)	00132A	4.0	323,647	4.0	327,843
CHIEF IMPLEMENTATION AIDE	00128A	1.0	73,085	1.0	73,448
CHIEF OF PURCHASING MANAGEMENT AND SUPPORT SERVICES	00138A	1.0	88,387	1.0	88,827
CONTR & SPECIFICIN ASST ADMIN	00136A	1.0	102,874	1.0	67,375
DEPUTY PURCHASING AGENT	00141A	1.0	115,751	1.0	116,327
INTERDEPARTMENTAL PROJECT MANAGER	00139A	3.0	310,136	3.0	311,679
LEGAL ASSISTANT	00119A	1.0	53,444	1.0	53,703
PROGRAMMING SERVICES OFFICER	00131A	2.0	148,253	2.0	150,102
PURCHASING AGENT	00145A	1.0	145,964	1.0	146,679
SENIOR BUYER (DOA/OP)	00329A	3.0	196,968	3.0	203,374
STANDARDS TECHNICIAN (DIVISION OF PURCHASES)	00318A	9.0	463,306	9.0	468,494
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(2.0)	0	(2.0)	0
Subtotal Classified		31.0	2,350,012	31.0	2,345,818
Subtotal		31.0	2,350,012	31.0	2,345,818
Transfer Out			(75,933)		(76,311)
Seasonal/Special Salaries/Wages			29,988		11,741
Turnover			(74,738)		(81,131)
Total Salaries			2,229,329		2,200,117
Benefits					
FICA			170,013		168,012
Health Benefits			408,588		418,964
Payroll Accrual			12,813		12,786
Retiree Health			146,258		128,456
Retirement			603,371		625,395
Subtotal			1,341,043		1,353,613
Total Salaries and Benefits		31.0	3,570,372	31.0	3,553,730
Cost Per FTE Position			115,173		114,636
Statewide Benefit Assessment			86,877		86,442
Payroll Costs		31.0	3,657,249	31.0	3,640,172
Purchased Services					

Personnel

Agency: Department Of Administration

Purchasing

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Purchased Services				
Clerical and Temporary Services		250		18,339
Subtotal		250		18,339
Total Personnel	31.0	3,657,499	31.0	3,658,511
Distribution by Source of Funds				
General Revenue	27.0	2,999,778	27.0	3,041,059
Restricted Receipts	0.0	153,193	0.0	157,248
Operating Transfers from Other Funds	4.0	504,528	4.0	460,204
Total All Funds	31.0	3,657,499	31.0	3,658,511

Program Summary

DEPARTMENT OF ADMINISTRATION

Human Resources

Mission

To make State Government an Employer of Choice in the State of Rhode Island by building, maintaining and developing a skilled workforce committed to excellence that reflects the diversity and talent of our community. To provide Human Resources services to all State Departments in support of their missions. To continually assess and enhance the services provided to ensure efficiency, appropriateness and cost effectiveness.

Description

The Division of Human Resources is led by a Director of Human Resources whose office is responsible for the overall management of the quality of the State's Human Resources functions and services, including strategic planning, directing, developing and implementing a statewide program of personnel administration, payroll, recruitment, employee/labor relations, employee benefits/wellness, training and development and Workers' Compensation for State employees. The major activities of Human Resources include:

- **Personnel Administration:** Administration of the provisions of the law, rules and regulations relating to the operation of the merit system of personnel administration, including Training/Development and Classification/Civil Service Examinations.
- Labor Relations:** Grievance processing, collective bargaining, contract interpretation and overall interactions between management and employees
- Recruitment/Employment/Employee Services/Payroll and Data:** Recruitment/hiring/onboarding, payroll processing, personnel transactions and administrative services.
- Agency Liaisons:** Primary point of contact for all Departments while serving as a proactive advisor to Department leadership.
- Disability Management.**
- Employee Benefits Administration:** Responsible for the administration of benefit programs including, but not limited to medical, prescription drug, dental, vision, life insurance and disability plans for State employees and qualified retirees. The Office of Employee Benefits also develops, recommends and installs new/modified plans, ensures compliance with all applicable laws/regulations and oversees the State's wellness initiatives.
- State Employees Worker's Compensation**

Statutory History

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

Budget

Agency: Department Of Administration

Human Resources

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
DEM/DOT HR Service Center	(1,527)	0	0	0	0
Human Resources	1,051,017	560,407	788,541	1,305,378	389,142
Human Resources Centralization	103,986	0	0	0	0
Total Expenditures	1,153,476	560,407	788,541	1,305,378	389,142
Expenditures by Object					
Operating Supplies and Expenses	963,500	560,407	788,541	1,305,378	389,142
Subtotal: Operating	963,500	560,407	788,541	1,305,378	389,142
Operating Transfers	189,976	0	0	0	0
Subtotal: Other	189,976	0	0	0	0
Total Expenditures	1,153,476	560,407	788,541	1,305,378	389,142
Expenditures by Source of Funds					
General Revenue	1,051,017	560,407	788,541	1,305,378	389,142
Federal Funds	39,017	0	0	0	0
Restricted Receipts	21,130	0	0	0	0
Other Funds	42,312	0	0	0	0
Total Expenditures	1,153,476	560,407	788,541	1,305,378	389,142

Program Summary

DEPARTMENT OF ADMINISTRATION

Personnel Appeal Board

Mission

To provide an impartial hearing process for appellants whose complaints fall under the jurisdiction of the board. To develop policies and procedures to ensure that the board's obligations to appellants and agencies are discharged and that just decisions are rendered in accordance with the responsibility entrusted to the Personnel Appeal Board by law. To develop a work calendar to ensure expeditious scheduling of hearings and rendering of judicious decisions.

Description

The Personnel Appeal Board hears appeals: by any person with provisional, probationary, or permanent status in a position in the classified service aggrieved by an action of the Administrator of Adjudication for the Department of Administration on matters of personnel administration; by any person with provisional, probationary or permanent status in a position in the classified service who has been discharged, demoted, suspended or laid off by any appointing authority; by any person who holds the belief that he/she has been discriminated against because of his/her race, sex, age, physical handicap, or political or religious beliefs; by any person who, by the personnel policy of Rhode Island or by contractual agreement with Rhode Island, is vested with the right of appeal to the Personnel Appeal Board. The Personnel Appeal Board consists of five qualified electors known to be in sympathy with the application of modern personnel practices, not more than three of whom shall be members of the same political party. The board shall elect one of its members chairperson. The Personnel Appeal Board administers the Merit System Law governing appeals, maintenance of records, reviews, appeals from decisions rendered, and records of cases adjudicated prior to scheduling a public hearing. The board is authorized to require the attendance of witnesses by subpoena and acquire the production of books, papers and documents necessary at any hearing. Transcripts are available to all interested parties. Where permissible within the law, the board assists state personnel in the proper filings and processing of appeals.

Statutory History

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

Budget

Agency: Department Of Administration

Personnel Appeal Board

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Personnel Appeal Board	102,303	127,863	151,521	151,521	125,298
Total Expenditures	102,303	127,863	151,521	151,521	125,298
Expenditures by Object					
Salary and Benefits	79,655	79,505	83,638	57,280	57,415
Contract Professional Services	20,567	38,984	66,500	66,500	66,500
Operating Supplies and Expenses	2,081	9,375	1,383	27,741	1,383
Subtotal: Operating	102,303	127,863	151,521	151,521	125,298
Total Expenditures	102,303	127,863	151,521	151,521	125,298
Expenditures by Source of Funds					
General Revenue	102,303	127,863	151,521	151,521	125,298
Total Expenditures	102,303	127,863	151,521	151,521	125,298

Personnel

Agency: Department Of Administration

Personnel Appeal Board

	FY 2020		FY 2021		
	FTE	Cost	FTE	Cost	
Unclassified					
MEMBER- PERSONNEL APPEAL BOARD	00541F	0.0	36,000	0.0	36,000
Subtotal Unclassified		0.0	36,000	0.0	36,000
Subtotal		0.0	36,000	0.0	36,000
Total Salaries			36,000		36,000
Benefits					
FICA			2,750		2,750
Health Benefits			5,005		5,005
Payroll Accrual			210		210
Retiree Health			2,395		2,115
Retirement			9,500		9,915
Subtotal			19,860		19,995
Total Salaries and Benefits		0.0	55,860	0.0	55,995
Cost Per FTE Position			0		0
Statewide Benefit Assessment			1,420		1,420
Payroll Costs		0.0	57,280	0.0	57,415
Purchased Services					
Clerical and Temporary Services			6,000		6,000
Legal Services			60,000		60,000
Other Contracts			500		500
Subtotal			66,500		66,500
Total Personnel		0.0	123,780	0.0	123,915
Distribution by Source of Funds					
General Revenue		0.0	123,780	0.0	123,915
Total All Funds		0.0	123,780	0.0	123,915

Program Summary

DEPARTMENT OF ADMINISTRATION

General

Mission

To maintain a statewide accounting of all expenditures, which are not allocated to other state departments or agencies and not specific to any one program within the Department of Administration.

Description

The General program consists of funds appropriated to finance expenditures not allocated to other state departments or agencies and not specific to any one program within the Department of Administration. It should be noted that the Department's Rhode Island Capital Plan Fund appropriations are included under this program. Special legislative appropriations are initially the result of the passage of legislation which is not part of the annual appropriation act. Tort claims and court awards are paid pursuant to R.I. General Laws § 9-31, which provides that the general assembly may make such appropriations as it shall deem proper in payment of or settlement of claims against the state, provided, however, that there is hereby appropriated any money in the treasury not otherwise appropriated a sum sufficient to pay claims against the state, settled pursuant to the provisions of the chapter and the state controller is hereby authorized and directed to draw his orders upon the general treasurer for the payment of said sums.

Statutory History

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

Budget

Agency: Department Of Administration

General

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Capital Projects	38,963,198	29,721,196	49,400,572	49,514,651	38,633,000
General	589,070	326,126	700,000	700,000	700,000
Grants & Other Payments	2,810,882	2,865,047	1,030,000	1,030,000	1,030,000
State Aid to Local Communities	11,523,699	11,538,543	11,499,302	11,499,302	12,264,938
Total Expenditures	53,886,849	44,450,912	62,629,874	62,743,953	52,627,938
Expenditures by Object					
Contract Professional Services	781,964	983,988	0	0	0
Operating Supplies and Expenses	6,253,605	5,723,060	700,000	700,000	700,000
Assistance And Grants	408,103	424,077	1,030,000	1,030,000	1,030,000
Aid To Local Units Of Government	11,103,307	11,118,150	11,499,302	11,499,302	12,264,938
Subtotal: Operating	18,546,979	18,249,276	13,229,302	13,229,302	13,994,938
Capital Purchases And Equipment	31,730,669	17,256,583	49,400,572	49,514,651	38,633,000
Operating Transfers	3,609,201	8,945,052	0	0	0
Subtotal: Other	35,339,870	26,201,636	49,400,572	49,514,651	38,633,000
Total Expenditures	53,886,849	44,450,912	62,629,874	62,743,953	52,627,938
Expenditures by Source of Funds					
General Revenue	14,334,581	14,403,590	12,529,302	12,529,302	13,294,938
Restricted Receipts	589,070	326,126	700,000	700,000	700,000
Operating Transfers from Other Funds	38,963,198	29,721,196	49,400,572	49,514,651	38,633,000
Total Expenditures	53,886,849	44,450,912	62,629,874	62,743,953	52,627,938

Program Summary

DEPARTMENT OF ADMINISTRATION

Debt Service Payments

Mission

To maintain a statewide accounting of all general obligation debt service and other short and long term obligations of the state and quasi-state agencies.

Description

The Debt Service Payments Program reflects funding for expenditures for both long- and short-term tax-supported debt obligations of the state. This includes debt service on general obligation bonds as well as lease payments securing certificates of participation, issued by the state. Moreover, this program encompasses leases or trust agreements, securing revenue bonds issued by the Rhode Island Convention Center Authority, Rhode Island Refunding Bond Authority, Rhode Island Economic Development Corporation, or other obligations that are part of the state's net tax supported debt.

Statutory History

R.I. General Laws § 35-3-25 requires that debt service be enumerated within a program within the Department of Administration.

Budget

Agency: Department Of Administration

Debt Service Payments

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Certificates of Participation	25,028,102	26,762,935	29,197,761	29,197,761	27,107,688
COPS - Ctr General Furniture	(2)	0	0	0	0
COPS - DLT Ctr. Gnrl. Building	(90)	0	0	0	0
General Obligation Bonds	96,544,125	99,862,722	115,972,955	107,170,461	110,764,262
Other Debt Service	58,030,158	38,173,389	51,799,655	48,951,949	61,392,692
Tax Anticipation/S T Borrowing	47,548	63,208	100,000	100,000	100,000
Total Expenditures	179,649,841	164,862,254	197,070,371	185,420,171	199,364,642
Expenditures by Object					
Operating Supplies and Expenses	47,441	63,208	100,000	100,000	100,000
Assistance And Grants	3,560,001	3,560,000	0	0	0
Subtotal: Operating	3,607,442	3,623,208	100,000	100,000	100,000
Debt Service (Fixed Charges)	156,678,487	140,948,085	196,970,371	185,320,171	199,264,642
Operating Transfers	19,363,912	20,290,961	0	0	0
Subtotal: Other	176,042,399	161,239,046	196,970,371	185,320,171	199,264,642
Total Expenditures	179,649,841	164,862,254	197,070,371	185,420,171	199,364,642
Expenditures by Source of Funds					
General Revenue	136,892,329	123,210,528	158,777,282	148,831,280	159,429,797
Federal Funds	1,879,793	1,886,958	1,870,830	1,355,209	0
Operating Transfers from Other Funds	40,877,719	39,764,768	36,422,259	35,233,682	39,934,845
Total Expenditures	179,649,841	164,862,254	197,070,371	185,420,171	199,364,642

Program Summary

DEPARTMENT OF ADMINISTRATION

Internal Service Programs

Mission

To provide the most cost-effective delivery of goods and services to other state programs.

Description

Various services needed by state-operated programs and activities are provided on a centralized basis. The costs of these operations are borne by the user agencies through a charge system that allocates the cost of delivery of the goods or services. The operational expenses of these programs are shown for display purposes only, since the costs to state agencies are reflected in the budget of the user agency both on an actual and budget basis. Internal service programs that are operated by the Department of Administration include telecommunications services, mail services, utility services, automotive services (repair and replacement), state employee health fund, other post-employment benefits (OPEB) and the assessed fringe benefit fund. The telecommunications office manages all voice grade telephone line installations, service changes and billing statewide, and provides direct services both internally to government and to the public. Central mail services provides for inter-agency mail delivery and processing of United States mail for most state agencies. Central utilities provides for the administration and fiscal management of electricity and gas services. State fleet provides for the administration and fiscal management of the state-owned vehicles and operates several fuel depots throughout the state. The Assessed Fringe Benefit Fund provides funding for state employee workers' compensation, severance pay, unemployment pay and employee assistance programs. Funds are raised through an assessment on payroll expenses of all state departments and agencies. The State Employee Health Fund provides for the administration and distribution of active and retiree healthcare costs statewide. In FY 15 the Department moved the worksite wellness program and employee benefits contracts used for auditing, employee bid preparation, and employee bid review to this fund. A dedicated trust has been set up to fund the liability related to Other Post Employment Benefits (OPEB) on an actuarial basis. An example of OPEB benefits include retiree medical, dental, prescription, and other similar post employment benefits for retired employees and their dependents. In accordance with RIGL 36-12.1-5, the trust began operations in fiscal year 2011. In the FY 2018 revised budget, human resources, information technology, and facilities management transferred to internal service funds pursuant to the authorization by the General Assembly in the FY 2018 Appropriations Act.

Statutory History

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

Budget

Agency: Department Of Administration

Internal Service Programs

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Assessed Fringe Benefit Fund	49,537,857	39,519,449	37,377,620	37,885,909	37,505,032
Automotive Fleet Fund	11,566,018	12,516,610	12,740,920	12,730,668	12,743,810
Central Mail Fund	6,010,253	6,337,108	6,290,947	6,610,350	6,583,197
Central Utilities Fund	25,587,077	27,314,987	23,055,162	27,422,775	27,426,989
Health Insurance Fund	250,616,354	260,421,596	252,444,854	273,609,071	273,639,595
Human Resource Service Centers	12,147,654	12,136,325	14,847,653	13,381,939	13,937,328
Information Processing Fund	31,169,076	39,092,989	44,113,005	44,127,512	49,488,621
Other Post Employment Benefits	39,409,531	37,570,308	63,858,483	63,858,483	63,858,483
STATE FLEET REVOLVING LOAN FUND	0	0	273,786	9,447	264,339
Statewide Facility Services	35,567,867	37,499,299	40,091,033	40,214,312	42,849,110
Surplus Property	1,884	1,665	3,000	3,000	3,000
Telecommunications Fund	3,184,498	3,352,969	3,450,952	3,530,421	3,552,053
Total Expenditures	464,798,069	475,763,305	498,547,415	523,383,887	531,851,557
<i>Internal Services</i>	<i>[464,798,069]</i>	<i>[475,763,305]</i>	<i>[498,547,415]</i>	<i>[523,383,887]</i>	<i>[531,851,557]</i>
Expenditures by Object					
Salary and Benefits	384,828,957	381,186,429	403,087,045	420,751,645	422,801,290
Contract Professional Services	5,526,459	7,123,685	8,065,218	10,618,945	15,322,141
Operating Supplies and Expenses	72,716,002	81,822,660	80,149,737	84,389,659	85,849,596
Assistance And Grants	205,784	255,553	266,476	491,476	491,476
Capital Purchases And Equipment	0	0	4,928,757	4,928,757	4,928,757
Subtotal: Operating	463,277,202	470,388,327	496,497,233	521,180,482	529,393,260
Capital Purchases And Equipment	478,639	4,217,958	576,396	993,958	993,958
Operating Transfers	1,042,228	1,157,020	1,473,786	1,209,447	1,464,339
Subtotal: Other	1,520,867	5,374,979	2,050,182	2,203,405	2,458,297
Total Expenditures	464,798,069	475,763,305	498,547,415	523,383,887	531,851,557
Expenditures by Source of Funds					
Other Funds	464,798,069	475,763,305	498,547,415	523,383,887	531,851,557
Total Expenditures	464,798,069	475,763,305	498,547,415	523,383,887	531,851,557

Personnel

Agency: Department Of Administration

Internal Service Programs - Assessed Fringe Benefit Fund

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
CLAIMS EXAMINER(ST EMP WRKS CO	00329A	7.0	522,368	7.0	312,659
HUMAN RESOURCE PROGRAM ADMINISTRATOR	00139A	1.0	124,470	1.0	125,067
LEGAL ASSISTANT	00119A	1.0	55,298	1.0	55,570
Subtotal Classified		9.0	702,136	9.0	493,296
Unclassified					
TASK FORCE AGENT/INSPECTOR	00828A	0.9	75,621	0.9	75,997
Subtotal Unclassified		0.9	75,621	0.9	75,997
Subtotal		9.9	777,757	9.9	569,293
Total Salaries			777,757		569,293
Benefits					
FICA			518,499		502,550
Health Benefits			85,060		87,324
Other			6,000,000		6,000,000
Payroll Accrual			4,516		3,312
Retiree Health			51,720		33,418
Retirement			209,212		159,525
Workers Compensation			25,714,600		25,714,600
Subtotal			32,583,607		32,500,729
Total Salaries and Benefits		9.9	1,317,364	9.9	1,026,022
Cost Per FTE Position			133,067		103,639
Statewide Benefit Assessment			30,721		22,487
Payroll Costs		9.9	33,392,085	9.9	33,092,509
Purchased Services					
Management & Consultant Services			1,500,000		1,500,000
Subtotal			1,500,000		1,500,000
Total Personnel		9.9	34,892,085	9.9	34,592,509
Distribution by Source of Funds					
Other Funds		9.9	34,892,085	9.9	34,592,509
Total All Funds		9.9	34,892,085	9.9	34,592,509

Personnel

Agency: Department Of Administration

Internal Service Programs - Central Utilities Fund

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Transfer In		98,874		99,366
Total Salaries		98,874		99,366
Benefits				
FICA		7,564		7,602
Health Benefits		1,011		1,015
Payroll Accrual		572		576
Retiree Health		6,575		5,833
Retirement		26,093		27,365
Subtotal		41,815		42,391
Total Salaries and Benefits	0.0	140,689	0.0	141,757
Cost Per FTE Position		0		
Statewide Benefit Assessment		3,906		3,925
Payroll Costs	0.0	144,595	0.0	145,682
Purchased Services				
Clerical and Temporary Services		78,180		81,307
Subtotal		78,180		81,307
Total Personnel	0.0	222,775	0.0	226,989
Distribution by Source of Funds				
Other Funds	0.0	222,775	0.0	226,989
Total All Funds	0.0	222,775	0.0	226,989

Personnel

Agency: Department Of Administration

Internal Service Programs - Information Processing Fund

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATOR MANAGEMENT INFORMATION SYSTEMS	00140A	8.0	938,565	9.0	1,039,000
ADMINISTRATOR- OPERATIONS MANAGEMENT	00141A	1.0	125,878	1.0	127,406
ASSISTANT DIRECTOR CENTRAL INFORMATION MANAGEMENT SVS	00143A	2.0	289,841	2.0	291,265
ASSISTANT DIRECTOR FINANCIAL AND CONTRACT MANAGEMENT	00141A	1.0	108,827	1.0	114,421
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	4.0	447,574	4.0	454,230
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00327A	1.0	58,258	1.0	60,482
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00827A	4.0	254,252	4.0	260,080
CHF OF INFORMATION TECHNOLOGY I	00151A	3.0	482,319	3.0	486,090
CHF OF INFO TECHNOLOGY II	00155A	1.0	180,385	1.0	181,280
CHIEF IMPLEMENTATION AIDE	00128A	1.0	62,866	1.0	66,360
COMPUTER OPERATOR (OIP)	00316A	2.0	83,124	2.0	85,319
DATABASE ADMINISTRATOR ADABAS/NATURAL	00138A	1.0	93,983	1.0	97,194
DATABASE MANAGER (DB2)	00138A	1.0	96,713	1.0	97,194
ENTERPRISE RESOURCE MANAGER (ORACLE ERP MANAGER)	00142A	2.0	262,943	2.0	267,269
INFORMATION PROCESSING OFFICER	00142A	1.0	110,400	1.0	110,949
INFORMATION SYSTEMS GROUP COORDINATOR (OIP)	00138A	2.0	183,844	2.0	188,745
INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	00143A	14.0	1,712,719	16.0	1,965,738
INTERDEPARTMENTAL PROJECT MANAGER	00139A	3.0	280,798	3.0	290,258
JUNIOR ELECTRONIC COMPUTER PROGRAMMER	00320A	1.0	47,837	1.0	49,273
PRINCIPAL COMPUTER OPERATOR (OIP)	00324A	1.0	56,610	1.0	56,892
PRINCIPAL ENVIRONMENTAL PLANNER	00329A	1.0	84,079	1.0	84,487
PROGRAMMER/ANALYST I (ADABAS/NATURAL)	00A28A	1.0	85,306	1.0	85,718
PROGRAMMER/ANALYST I (COBOL/CICS)	00328A	2.0	159,427	2.0	160,197
PROGRAMMER/ANALYST II (ADABAS/NATURAL)	00332A	2.0	181,818	2.0	182,723
PROGRAMMER/ANALYST II (COBOL/CICS)	00332A	3.0	242,296	3.0	246,576
PROGRAMMER/ANALYST III (COBOL/CICS)	00335A	1.0	96,984	1.0	99,770
PROGRAMMER/ANALYST III (COBOL/CICS)	00835A	6.0	555,939	6.0	559,982
PROGRAMMER/ANALYST III (ORACLE)	00835A	1.0	107,008	1.0	107,528
PROGRAMMER/ANALYST III (UNIX/SQL)	00835A	5.0	469,896	5.0	472,218
PROGRAMMER/ANALYST III (UNIX/SQL)	00A35A	1.0	102,448	1.0	102,948
PROGRAMMER/ANALYST II (ORACLE)	00032A	1.0	90,636	1.0	91,081
PROGRAMMER/ANALYST II (ORACLE)	00132A	3.0	247,409	3.0	248,625
PROGRAMMER/ANALYST II (ORACLE)	00332A	1.0	92,270	1.0	92,718

Personnel

Agency: Department Of Administration

Internal Service Programs - Information Processing Fund

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
PROGRAMMER/ANALYST II (UNIX/SQL)	00132A	1.0	92,831	1.0	93,284
PROGRAMMER/ANALYST II (UNIX/SQL)	00135A	1.0	102,263	1.0	102,771
PROGRAMMER/ANALYST II (UNIX/SQL)	00332A	10.0	861,111	10.0	866,495
PROGRAMMER/ANALYST I (ORACLE)	00328A	1.0	65,883	1.0	66,210
PROGRAMMER/ANALYST I (UNIX/SQL)	00328A	6.0	391,541	6.0	398,024
PROGRAMMER/ANALYST MANAGER	00138A	8.0	812,497	8.0	825,301
RECORDS ANALYST	00324A	1.0	59,441	1.0	59,737
SENIOR COMPUTER OPERATOR (OIP)	00322A	1.0	47,665	1.0	49,166
SENIOR INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	00148A	1.0	133,390	1.0	139,125
SUPERVISING ACCOUNTANT	00131A	1.0	74,754	1.0	75,126
SUPERVISOR COMPUTER OPERATIONS	00328A	1.0	68,541	1.0	69,521
SYSTEMS ADMINISTRATOR (MHRH)	00139A	1.0	100,044	1.0	100,542
SYSTEMS SUPPORT TECHNICIAN I	00318A	1.0	54,758	1.0	55,028
SYSTEMS SUPPORT TECHNICIAN II	00321A	4.0	231,643	4.0	232,774
SYSTEMS SUPPORT TECHNICIAN III	00324A	1.0	62,607	2.0	115,633
TECHNICAL SUPPORT MANAGER (UNIX/ NETWORKS/TELECOMMUNIC.)	00138A	8.0	838,857	8.0	848,054
TECHNICAL SUPPORT SPECIALIST II (DOS/MVS)	00332A	3.0	252,844	3.0	257,532
TECHNICAL SUPPORT SPECIALIST III (DOS/MVS)	00135A	2.0	178,077	2.0	181,138
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	00135A	11.0	982,680	11.0	999,937
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	00335A	1.0	102,044	1.0	102,544
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	00A35A	1.0	102,858	1.0	103,358
TECHNICAL SUPPORT SPECIALIST II (OS 400/ NETWORK)	00332A	1.0	84,210	1.0	84,630
TECHNICAL SUPPORT SPECIALIST II (OS 400/ NETWORK)	00A32A	1.0	98,992	1.0	99,473
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	00032A	2.0	187,880	2.0	188,788
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	00132A	2.0	163,112	2.0	163,922
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	00332A	18.0	1,436,800	18.0	1,449,616
TECHNICAL SUPPORT SPECIALIST I (OS 400/ NETWORK)	00328A	1.0	63,680	1.0	63,997
TECHNICAL SUPPORT SPECIALIST I (TELECOMMUNICATIONS)	00328A	1.0	75,052	1.0	75,412
TECHNICAL SUPPORT SPECIALIST I (UNIX/ NETWORKS)	00328A	6.0	406,403	6.0	410,331

Personnel

Agency: Department Of Administration

Internal Service Programs - Information Processing Fund

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(12.4)	0	(6.4)	0
Subtotal Classified		166.6	16,525,710	176.6	17,101,485
Unclassified					
CHIEF DIGITAL OFFICER	00856A	1.0	220,464	1.0	221,560
DATA PROCESSING SYSTEMS MANAGER	00836A	1.0	111,487	1.0	112,042
Subtotal Unclassified		2.0	331,951	2.0	333,602
Subtotal		168.6	16,857,661	178.6	17,435,087
Transfer Out			(648,705)		(654,076)
Transfer In			105,842		109,747
Overtime (1.5)			365,000		365,000
Seasonal/Special Salaries/Wages			8,670		8,670
Turnover			(501,721)		(335,282)
Total Salaries			16,186,747		16,929,146
Benefits					
FICA			1,204,480		1,258,133
Health Benefits			2,199,682		2,313,791
Payroll Accrual			92,065		96,628
Retiree Health			1,052,152		972,313
Retirement			4,308,158		4,696,301
Subtotal			8,856,537		9,337,166
Total Salaries and Benefits		168.6	25,043,284	178.6	26,266,312
Cost Per FTE Position			148,537		147,068
Statewide Benefit Assessment			624,955		654,278
Payroll Costs		168.6	25,668,239	178.6	26,920,590
Purchased Services					
Information Technology			1,990,000		5,940,000
Management & Consultant Services			75,125		75,125
Other Contracts			106,250		106,250
Training and Educational Services			31,332		32,000
Subtotal			2,202,707		6,153,375
Total Personnel		168.6	27,870,946	178.6	33,073,965
Distribution by Source of Funds					
Other Funds		168.6	27,870,946	178.6	33,073,965
Total All Funds		168.6	27,870,946	178.6	33,073,965

Personnel

Agency: Department Of Administration

Internal Service Programs - Central Mail Fund

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ASSISTANT DIRECTOR CENTRAL INFORMATION MANAGEMENT SVS	00143A	1.0	147,163	1.0	147,882
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00827A	1.0	63,992	1.0	64,311
COMPUTER OPERATOR (OIP)	00316A	1.0	43,534	1.0	43,750
JUNIOR COMPUTER OPERATOR (OIP)	00313A	1.0	47,710	1.0	47,947
PRINCIPAL COMPUTER OPERATOR (OIP)	00324A	1.0	54,084	1.0	55,525
SENIOR COMPUTER OPERATOR (OIP)	00322A	2.0	113,051	2.0	113,612
SUPERVISOR CENTRAL MAIL SERVICES	00316A	1.0	42,015	1.0	43,272
SUPERVISOR COMPUTER OPERATIONS	00328A	1.0	79,060	1.0	79,452
Subtotal Classified		9.0	590,609	9.0	595,751
Subtotal		9.0	590,609	9.0	595,751
Overtime (1.5)			137,000		137,000
Turnover			(13,393)		(13,393)
Total Salaries			714,216		719,358
Benefits					
FICA			43,553		44,181
Health Benefits			127,714		131,166
Payroll Accrual			3,354		3,392
Retiree Health			38,384		34,185
Retirement			155,640		163,734
Subtotal			368,645		376,658
Total Salaries and Benefits		9.0	1,082,861	9.0	1,096,016
Cost Per FTE Position			120,318		121,780
Statewide Benefit Assessment			22,802		23,002
Payroll Costs		9.0	1,105,663	9.0	1,119,018
Total Personnel		9.0	1,105,663	9.0	1,119,018
Distribution by Source of Funds					
Other Funds		9.0	1,105,663	9.0	1,119,018
Total All Funds		9.0	1,105,663	9.0	1,119,018

Personnel

Agency: Department Of Administration

Internal Service Programs - Telecommunications Fund

	FY 2020		FY 2021		
	FTE	Cost	FTE	Cost	
Classified					
ASSISTANT RECORDS ANALYST	00319A	1.0	57,026	1.0	57,311
CHIEF IMPLEMENTATION AIDE	00828A	1.0	80,591	1.0	80,989
TECHNICAL SUPPORT MANAGER (UNIX/ NETWORKS/TELECOMMUNIC.)	00138A	1.0	96,713	1.0	97,194
TECHNICAL SUPPORT SPECIALIST III (TELECOMMUNICATIONS)	00135A	1.0	103,436	1.0	103,944
TECHNICAL SUPPORT SPECIALIST III (TELECOMMUNICATIONS)	00335A	1.0	85,447	1.0	85,872
TECHNICAL SUPPORT SPECIALIST II (TELECOMMUNICATIONS)	00332A	2.0	147,307	2.0	153,118
Subtotal Classified		7.0	570,520	7.0	578,428
Subtotal		7.0	570,520	7.0	578,428
Overtime (1.5)			45,000		45,000
Turnover			(13,235)		(13,235)
Total Salaries			602,285		610,193
Benefits					
FICA			42,634		43,236
Health Benefits			86,371		88,707
Payroll Accrual			3,236		3,292
Retiree Health			37,058		33,177
Retirement			150,362		159,014
Subtotal			319,661		327,426
Total Salaries and Benefits		7.0	921,946	7.0	937,619
Cost Per FTE Position			131,707		133,946
Statewide Benefit Assessment			22,013		22,325
Payroll Costs		7.0	943,959	7.0	959,944
Purchased Services					
Management & Consultant Services			5,750		5,750
Subtotal			5,750		5,750
Total Personnel		7.0	949,709	7.0	965,694
Distribution by Source of Funds					
Other Funds		7.0	949,709	7.0	965,694
Total All Funds		7.0	949,709	7.0	965,694

Personnel

Agency: Department Of Administration

Internal Service Programs - Automotive Fleet Fund

	FY 2020		FY 2021		
	FTE	Cost	FTE	Cost	
Classified					
ACCOUNTANT	00320A	1.0	57,593	1.0	57,874
CHIEF IMPLEMENTATION AIDE	00328A	1.0	72,471	1.0	72,831
CHIEF IMPLEMENTATION AIDE	00828A	1.0	66,599	1.0	66,931
DATA CONTROL CLERK	00315A	1.0	42,525	1.0	42,737
ENERGY CONSERVATION TECHNICIAN	00320A	1.0	49,029	1.0	49,273
PRINCIPAL ENERGY CONSERVATION TECHNICIAN	00328A	1.0	72,471	1.0	72,831
STATE FLEET ADMINISTRATOR	00139A	1.0	91,773	1.0	95,789
Subtotal Classified		7.0	452,461	7.0	458,266
Subtotal		7.0	452,461	7.0	458,266
Overtime (1.5)			14,000		14,000
Total Salaries			466,461		472,266
Benefits					
FICA			34,615		35,058
Health Benefits			93,233		95,763
Payroll Accrual			2,640		2,679
Retiree Health			30,088		26,900
Retirement			124,580		131,442
Subtotal			285,156		291,842
Total Salaries and Benefits		7.0	751,617	7.0	764,108
Cost Per FTE Position			107,374		109,158
Statewide Benefit Assessment			17,874		18,102
Payroll Costs		7.0	769,491	7.0	782,210
Total Personnel		7.0	769,491	7.0	782,210
Distribution by Source of Funds					
Other Funds		7.0	769,491	7.0	782,210
Total All Funds		7.0	769,491	7.0	782,210

Personnel

Agency: Department Of Administration

Internal Service Programs - Human Resource Service Centers

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATIVE SERVICES SPECIALIST (DOA)	00124A	3.0	173,350	3.0	178,188
CHIEF IMPLEMENTATION AIDE	00128A	2.0	143,933	2.0	146,178
CHIEF IMPLEMENTATION AIDE	00328A	1.0	73,408	1.0	73,768
CHIEF OF HUMAN RESOURCES	00138A	1.0	103,409	1.0	103,914
CHIEF OF HUMAN RESOURCES SERVICES	00133A	1.0	93,421	1.0	93,883
COORDINATOR OF EMPLOYEE TRAINING	00138A	1.0	101,465	1.0	101,946
DATA ENTRY UNIT SUPERVISOR	00B21A	1.0	66,880	1.0	67,200
DEPUTY PERSONNEL ADMINISTRATOR	00144A	5.0	672,113	5.0	690,910
EXECUTIVE ASSISTANT	00118A	1.0	46,060	1.0	46,289
EXECUTIVE DIRECTOR OF HUMAN RESOURCES/ PERSONNEL ADMIN	00150A	1.0	156,124	1.0	156,901
HUMAN RESOURCE DEVELOPMENT COORDINATOR	00135A	1.0	87,032	1.0	87,465
HUMAN RESOURCE PROGRAM ADMINISTRATOR	00139A	5.0	500,072	5.0	509,839
HUMAN RESOURCES ADMINISTRATOR	00141A	1.0	132,287	1.0	132,946
HUMAN RESOURCES ANALYST I	00126A	11.0	709,651	11.0	721,977
HUMAN RESOURCES ANALYST II (GENERAL)	00129A	6.0	416,779	6.0	429,503
HUMAN RESOURCES ANALYST III (CLASS & ORGANIZ ANALYSIS)	00133A	1.0	87,058	1.0	87,480
HUMAN RESOURCES ANALYST III (GENERAL)	00133A	16.0	1,320,888	16.0	1,350,212
HUMAN RESOURCES ANALYST III (GENERAL)	00135A	1.0	91,384	1.0	91,838
HUMAN RESOURCES COORDINATOR	00135A	3.0	295,347	3.0	296,808
HUMAN RESOURCES TECHNICIAN	00122A	29.0	1,508,059	29.0	1,538,837
IMPLEMENTATION AIDE	00122A	1.0	51,603	1.0	52,715
LABOR RELATIONS HEARING OFFICER	00135A	1.0	78,172	1.0	81,403
SUPERVISOR PERSONNEL SUPPORT SERVICES	00128A	1.0	80,945	1.0	81,341
Subtotal Classified		94.0	6,989,440	94.0	7,121,541
Unclassified					
ADMINISTRATIVE ASSISTANT	00820A	1.0	55,211	1.0	55,485
ADMINISTRATIVE ASSISTANT	00825A	1.0	63,992	1.0	64,311
DEPUTY DIRECTOR	00838A	1.0	110,665	1.0	111,216
SENIOR LEGAL COUNSEL	00134A	1.0	101,635	1.0	102,126
Subtotal Unclassified		4.0	331,503	4.0	333,138
Subtotal		98.0	7,320,943	98.0	7,454,679
Transfer In			13,055		13,717
Turnover			(379,438)		(225,000)
Total Salaries			6,954,560		7,243,396

Personnel

Agency: Department Of Administration

Internal Service Programs - Human Resource Service Centers

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Benefits				
FICA		536,042		552,496
Health Benefits		1,039,050		1,065,017
Payroll Accrual		40,452		42,232
Retiree Health		462,480		425,186
Retirement		1,889,044		2,049,628
Subtotal		3,967,068		4,134,559
Total Salaries and Benefits	98.0	10,921,628	98.0	11,377,955
Cost Per FTE Position		111,445		116,102
Statewide Benefit Assessment		274,708		286,108
Payroll Costs	98.0	11,196,336	98.0	11,664,063
Purchased Services				
Legal Services		200,000		200,000
Management & Consultant Services		4,200		4,200
Subtotal		204,200		204,200
Total Personnel	98.0	11,400,536	98.0	11,868,263
Distribution by Source of Funds				
Other Funds	98.0	11,400,536	98.0	11,868,263
Total All Funds	98.0	11,400,536	98.0	11,868,263

Personnel

Agency: Department Of Administration

Internal Service Programs - Statewide Facility Services

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ASSISTANT BUILDING AND GROUNDS OFFICER	00324A	2.0	125,958	2.0	126,585
ASSISTANT BUILDING AND GROUNDS OFFICER	00824A	4.0	225,088	4.0	229,749
ASSISTANT BUILDING AND GROUNDS OFFICER	03124A	1.0	64,113	1.0	64,432
ASSOCIATE DIRECTOR OF ADMINISTRATION- CENTRAL SERVICES	00147A	1.0	133,587	1.0	139,321
ASST DIR STWIDE CAP ASSET PJ M	00152A	1.0	166,326	1.0	167,153
AUTOMOTIVE MECHANIC	00314G	1.0	45,692	1.0	45,692
BUILDING AND GROUNDS OFFICER	00828A	1.0	61,666	1.0	64,474
BUILDING SUPERINTENDENT	00318A	1.0	54,249	1.0	54,519
BUILDING SUPERINTENDENT	00818A	1.0	48,093	1.0	48,333
BUILDING SYSTEMS TECHNICIAN	00317A	1.0	46,938	1.0	47,172
CARPENTER	00314G	3.0	132,922	3.0	132,922
CHIEF ENGINEER FOR CAPITAL ASSET MANAGEMENT & MAINTENANCE	00143A	1.0	120,431	1.0	121,030
CHIEF IMPLEMENTATION AIDE	00128A	3.0	202,645	3.0	203,652
CHIEF OF INTEGRATED FACILITIES MANAGEMENT	00143A	1.0	120,431	1.0	121,030
CHIEF POWER PLANT OPERATOR	00325A	1.0	67,476	1.0	67,812
CHIEF PROPERTY MANAGEMENT	00141A	5.0	563,328	5.0	571,206
CLEANER (PUBLIC BUILDINGS)	00301W	0.5	19,968	0.5	19,968
CLERK SECRETARY	03116A	1.0	49,786	1.0	50,033
COMMUNITY HOUSEKEEPING AIDE	00314A	1.0	48,791	1.0	49,033
COMMUNITY MAINTENANCE TECHNICIAN - ENVIRONMENTAL SERVS	00314G	1.0	49,846	1.0	49,846
DEPUTY CHIEF DIVISION OF FACILITIES MANAGEMENT	00137A	5.0	509,317	5.0	518,361
ELECTRICIAN	00316G	4.0	128,813	4.0	128,813
GEOGRAPHIC INFORMATION SYSTEM SPECIALIST II	00328A	1.0	65,519	1.0	66,210
GROUNDS SUPERINTENDENT	00317A	1.0	53,644	1.0	53,911
HEATING PLANT OPERATOR	00317A	1.0	43,083	1.0	44,490
IMPLEMENTATION DIRECTOR POLICY AND PROGRAMS	00140A	1.0	100,241	1.0	105,667
INTERDEPARTMENTAL PROJECT MANAGER	00139A	2.0	207,823	2.0	216,872
JANITOR	00309A	9.0	332,494	9.0	336,166
LABORER SUPERVISOR	00313G	1.0	42,697	1.0	42,697
LICENSED STEAMFITTER	00314A	1.0	42,411	1.0	42,411
MAINTENANCE SUPERINTENDENT	00322A	5.0	276,040	5.0	282,643
MECHANICAL AND ELECTRICAL SHOP SUPERVISOR	00326A	3.0	194,853	3.0	200,342

Personnel

Agency: Department Of Administration

Internal Service Programs - Statewide Facility Services

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
PLUMBER	00316G	1.0	41,223	1.0	41,428
PLUMBER SUPERVISOR	00320G	1.0	49,169	1.0	49,169
POWER PLANT OPERATOR	03118A	5.0	248,883	5.0	250,121
PRINCIPAL JANITOR	00315A	3.0	134,104	3.0	135,690
PRINCIPAL PROPERTY MANAGEMENT OFFICER	00132A	1.0	70,452	1.0	73,367
PROJECT MANAGER I (DOA)	00137A	4.0	370,415	4.0	378,213
RISK MANAGER-INSURANCE	00137A	1.0	96,895	1.0	97,378
SENIOR JANITOR	00312A	1.0	47,693	1.0	47,930
SENIOR MAINTENANCE TECHNICIAN	00314G	12.0	497,166	12.0	497,166
SENIOR MAINTENANCE TECHNICIAN	03114G	1.0	45,923	1.0	45,923
STATE BUILDING AND GROUNDS COORDINATOR	00132A	8.0	623,034	8.0	638,542
SUPERVISING ACCOUNTANT	00131A	1.0	69,383	1.0	72,721
SUPERVISOR OF OFFICE SERVICES (DLT)	00131A	1.0	92,513	1.0	92,959
SUPERVISOR OF PAINTING PLASTERING MASONRY AND GLAZING	00323A	1.0	65,575	1.0	65,902
WASTEWATER TREATMENT FACILITIES PROCESS MONITOR I	03121A	2.0	94,116	2.0	95,901
WASTEWATER TREATMENT FACILITIES PROCESS MONITOR II	03124A	1.0	62,749	1.0	63,061
Subtotal Classified		109.5	6,953,562	109.5	7,058,016
Subtotal		109.5	6,953,562	109.5	7,058,016
Transfer In			295,742		298,932
Overtime (1.5)			400,000		400,000
Seasonal/Special Salaries/Wages			12,922		12,922
Turnover			(216,137)		(44,800)
Total Salaries			7,446,089		7,725,070
Benefits					
FICA			537,231		558,795
Health Benefits			1,398,633		1,538,523
Payroll Accrual			40,991		42,718
Retiree Health			468,564		429,976
Retirement			1,915,382		2,074,086
Subtotal			4,360,801		4,644,098
Total Salaries and Benefits		109.5	11,806,890	109.5	12,369,168
Cost Per FTE Position			107,825		112,960
Statewide Benefit Assessment			278,317		289,336

Personnel

Agency: Department Of Administration

Internal Service Programs - Statewide Facility Services

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Payroll Costs	109.5	12,085,207	109.5	12,658,504
Purchased Services				
Buildings and Ground Maintenance		2,176,548		1,791,499
Design and Engineering Services		55,000		95,000
Management & Consultant Services		3,037,000		3,127,450
Medical Services		5,000		5,000
Other Contracts		391,500		1,400,500
Training and Educational Services		5,000		0
Subtotal		5,670,048		6,419,449
Total Personnel	109.5	17,755,255	109.5	19,077,953
Distribution by Source of Funds				
Other Funds	109.5	17,755,255	109.5	19,077,953
Total All Funds	109.5	17,755,255	109.5	19,077,953

Personnel

Agency: Department Of Administration

Internal Service Programs - Health Insurance Fund

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATOR- OPERATIONS MANAGEMENT	00141A	1.0	110,239	1.0	110,788
CHIEF PROGRAM DEVELOPMENT	00134A	1.0	88,119	1.0	88,557
DEPUTY PERSONNEL ADMINISTRATOR	00144A	1.0	153,073	1.0	153,823
EMPLOYEE BENEFITS SPECIALIST	00322A	3.0	152,442	3.0	154,513
PROGRAMMING SERVICES OFFICER	00131A	1.0	74,754	1.0	75,126
SENIOR SYSTEMS ANALYST	00126A	1.0	64,303	1.0	64,622
Subtotal Classified		8.0	642,930	8.0	647,429
Subtotal		8.0	642,930	8.0	647,429
Seasonal/Special Salaries/Wages			4,000		4,000
Turnover			(30,000)		(30,000)
Total Salaries			1,266,931		1,271,430
Benefits					
FICA			94,807		95,383
Health Benefits			269,975,146		269,978,749
Payroll Accrual			7,449		7,486
Retiree Health			83,986		79,468
Retirement			338,156		346,481
Subtotal			270,499,544		270,507,567
Total Salaries and Benefits		8.0	2,027,027	8.0	2,039,549
Cost Per FTE Position			253,378		254,944
Statewide Benefit Assessment			51,672		51,850
Payroll Costs		8.0	271,818,147	8.0	271,830,847
Purchased Services					
Clerical and Temporary Services			75,000		75,000
Management & Consultant Services			650,000		650,000
Other Contracts			2,500		2,500
Subtotal			727,500		727,500
Total Personnel		8.0	272,545,647	8.0	272,558,347
Distribution by Source of Funds					
Other Funds		8.0	272,545,647	8.0	272,558,347
Total All Funds		8.0	272,545,647	8.0	272,558,347

Personnel

Agency: Department Of Administration

Internal Service Programs - Other Post Employment Benefits

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Benefits				
Health Benefits		64,031,819		64,031,819
Subtotal		64,031,819		64,031,819
Payroll Costs				
	0.0	64,031,819	0.0	64,031,819
Purchased Services				
Legal Services		34,458		34,458
Management & Consultant Services		196,102		196,102
Subtotal		230,560		230,560
Total Personnel	0.0	64,262,379	0.0	64,262,379
Distribution by Source of Funds				
Other Funds	0.0	64,262,379	0.0	64,262,379
Total All Funds	0.0	64,262,379	0.0	64,262,379

Program Summary

DEPARTMENT OF ADMINISTRATION

Legal Services

Mission

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

Description

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

Statutory History

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

Budget

Agency: Department Of Administration

Legal Services

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Legal Services	1,943,569	1,943,571	2,294,340	2,166,544	1,989,133
Total Expenditures	1,943,569	1,943,571	2,294,340	2,166,544	1,989,133
Expenditures by Object					
Salary and Benefits	1,576,924	1,744,938	2,197,090	2,040,834	1,885,814
Contract Professional Services	299,850	86,051	200	200	0
Operating Supplies and Expenses	66,795	98,262	94,575	123,035	100,844
Subtotal: Operating	1,943,569	1,929,251	2,291,865	2,164,069	1,986,658
Capital Purchases And Equipment	0	14,320	2,475	2,475	2,475
Subtotal: Other	0	14,320	2,475	2,475	2,475
Total Expenditures	1,943,569	1,943,571	2,294,340	2,166,544	1,989,133
Expenditures by Source of Funds					
General Revenue	1,943,569	1,943,571	2,294,340	2,166,544	1,989,133
Total Expenditures	1,943,569	1,943,571	2,294,340	2,166,544	1,989,133

Personnel

Agency: Department Of Administration

Legal Services

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATIVE AND LEGAL SUPPORT SERVICES ADMINISTRATOR	00145A	1.0	130,634	1.0	131,284
ADMINISTRATOR ADJUDICATION	00140A	1.0	120,790	1.0	121,366
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	115,751	1.0	116,327
CHF LEGAL CONSL LITIGATION(DOA	00142A	1.0	115,335	1.0	62,413
CHIEF IMPLEMENTATION AIDE	00128A	1.0	66,441	1.0	66,771
CHIEF LEGAL COUNSEL-STATE LABOR RELATIONS	00142A	1.0	115,335	1.0	115,909
CHIEF OF LEGAL SERVICES	00139A	1.0	105,046	1.0	105,569
DEPUTY CHIEF OF LEGAL SERVICES	00137A	4.0	342,507	4.0	270,340
IMPLEMENTATION AIDE	00122A	2.0	104,908	2.0	105,430
LEGAL COUNSEL	00132A	0.6	89,323	0.6	89,767
LEGAL COUNSEL	00134A	1.0	101,635	1.0	102,126
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(2.0)	0	(2.0)	0
Subtotal Classified		12.6	1,407,705	12.6	1,287,302
Subtotal		12.6	1,407,705	12.6	1,287,302
Transfer Out			(43,944)		(44,162)
Turnover			(82,464)		(84,271)
Total Salaries			1,281,297		1,158,869
Benefits					
FICA			98,018		88,655
Health Benefits			167,781		186,677
Payroll Accrual			7,463		6,770
Retiree Health			85,206		68,024
Retirement			350,459		331,045
Subtotal			708,927		681,171
Total Salaries and Benefits		12.6	1,990,224	12.6	1,840,040
Cost Per FTE Position			157,954		146,035
Statewide Benefit Assessment			50,610		45,774
Payroll Costs		12.6	2,040,834	12.6	1,885,814
Purchased Services					
Clerical and Temporary Services			200		0
Subtotal			200		0
Total Personnel		12.6	2,041,034	12.6	1,885,814

Personnel

Agency: Department Of Administration

Legal Services

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Distribution by Source of Funds				
General Revenue	12.6	2,041,034	12.6	1,885,814
Total All Funds	12.6	2,041,034	12.6	1,885,814

Program Summary

DEPARTMENT OF ADMINISTRATION

Facilities Management

Mission

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

Description

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

Statutory History

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

Budget

Agency: Department Of Administration

Facilities Management

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Facilities Centralization	996,892	0	0	0	0
Operations and Maintenance	(5)	0	0	0	0
Total Expenditures	996,887	0	0	0	0
Expenditures by Object					
Salary and Benefits	(3)	0	0	0	0
Operating Supplies and Expenses	(1,726)	0	0	0	0
Subtotal: Operating	(1,729)	0	0	0	0
Operating Transfers	998,616	0	0	0	0
Subtotal: Other	998,616	0	0	0	0
Total Expenditures	996,887	0	0	0	0
Expenditures by Source of Funds					
Federal Funds	510,472	0	0	0	0
Restricted Receipts	127,317	0	0	0	0
Other Funds	359,098	0	0	0	0
Total Expenditures	996,887	0	0	0	0

Program Summary

DEPARTMENT OF ADMINISTRATION

Information Technology

Mission

The mission of the Division of Enterprise Technology, Strategy, and Service (ETSS) is 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 Office of Library and Information Services (OLIS) 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; and 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, including that 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

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Doit Operations	1,443,352	652,915	1,647,418	5,183,635	2,797,418
Doit Project Management	(3)	0	0	0	0
Executive Director-CIO	1	0	0	0	0
Information Technology	16,705,020	6,686,068	6,736,092	17,856,222	10,704,318
IT Centralization	4,647,401	0	0	0	0
Total Expenditures	22,795,771	7,338,984	8,383,510	23,039,857	13,501,736
Expenditures by Object					
Salary and Benefits	398,632	154,810	132,740	166,364	173,428
Contract Professional Services	7,690,143	2,101,161	114,000	114,000	114,000
Operating Supplies and Expenses	4,657,805	4,679,662	2,514,678	6,050,895	3,664,678
Capital Purchases And Equipment	1,085,988	0	0	0	0
Subtotal: Operating	13,832,568	6,935,633	2,761,418	6,331,259	3,952,106
Capital Purchases And Equipment	4,195,452	139,161	5,622,092	16,708,598	9,549,630
Operating Transfers	4,767,751	264,190	0	0	0
Subtotal: Other	8,963,203	403,351	5,622,092	16,708,598	9,549,630
Total Expenditures	22,795,771	7,338,984	8,383,510	23,039,857	13,501,736
Expenditures by Source of Funds					
General Revenue	1,443,347	652,915	1,647,418	5,183,635	2,797,418
Federal Funds	2,729,142	23	114,000	114,000	114,000
Restricted Receipts	17,364,320	6,686,046	6,622,092	17,742,222	10,590,318
Other Funds	1,258,962	0	0	0	0
Total Expenditures	22,795,771	7,338,984	8,383,510	23,039,857	13,501,736

Personnel

Agency: Department Of Administration

Information Technology

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Transfer In		101,345		105,569
Total Salaries		101,345		105,569
Benefits				
FICA		7,753		8,076
Health Benefits		18,176		18,669
Payroll Accrual		590		617
Retiree Health		6,739		6,197
Retirement		27,758		30,130
Subtotal		61,016		63,689
Total Salaries and Benefits	0.0	162,361	0.0	169,258
Cost Per FTE Position		0		
Statewide Benefit Assessment		4,003		4,170
Payroll Costs	0.0	166,364	0.0	173,428
Purchased Services				
Information Technology		114,000		114,000
Subtotal		114,000		114,000
Total Personnel	0.0	280,364	0.0	287,428
Distribution by Source of Funds				
Federal Funds	0.0	114,000	0.0	114,000
Restricted Receipts	0.0	166,364	0.0	173,428
Total All Funds	0.0	280,364	0.0	287,428

Program Summary

DEPARTMENT OF ADMINISTRATION

Library & Information Services

Mission

Enforce public library and library network standards and exercise general coordination and supervision over interlibrary cooperation and resource sharing in the state, including interlibrary loan and delivery. Distribute state funds for public library development, interlibrary cooperation, and resource sharing in accordance with law and regulation of the library board. Give assistance, advice, continuing education, and counsel to public libraries and to participants in interlibrary cooperation and resource sharing activities. Maintain and develop the Library of Rhode Island Network. Promote library development statewide by providing for various state and federal grant programs to public and institutional libraries, including funds distributed under the federal Library Services and Technology Act. Provide library services to individuals with disabilities through the Talking Books Plus program, including the RI Regional Library for the Blind and Physically Handicapped of the Library of Congress National Library Service. Provide for statewide reference service through online services of "AskRI". Coordinate with all other state departments and agencies in the provision of library services to state government and to the public.

Description

The Office of Library and Information Services, under the direction of the Chief of Library Services, ensures the maintenance and improvement of library and information services to the residents of the state through the development of interlibrary collaboration and resource sharing, provision of services to RI public, academic, health sciences, school and special libraries and their librarians, and the provision of library services to individuals on a statewide scale.

Statutory History

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

Budget

Agency: Department Of Administration

Library and Information Services

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Library Services	2,464,556	2,551,546	2,614,826	2,786,439	2,994,159
Total Expenditures	2,464,556	2,551,546	2,614,826	2,786,439	2,994,159
Expenditures by Object					
Salary and Benefits	1,352,790	1,275,500	1,522,593	1,492,836	1,602,996
Contract Professional Services	28,978	36,390	28,000	28,000	30,000
Operating Supplies and Expenses	1,032,820	1,074,839	1,058,983	1,135,353	1,207,113
Assistance And Grants	36,600	163,981	0	125,000	150,000
Aid To Local Units Of Government	4,013	0	0	0	0
Subtotal: Operating	2,455,201	2,550,709	2,609,576	2,781,189	2,990,109
Capital Purchases And Equipment	9,355	837	5,250	5,250	4,050
Subtotal: Other	9,355	837	5,250	5,250	4,050
Total Expenditures	2,464,556	2,551,546	2,614,826	2,786,439	2,994,159
Expenditures by Source of Funds					
General Revenue	1,350,017	1,419,448	1,457,501	1,456,084	1,614,327
Federal Funds	1,072,168	1,119,469	1,155,921	1,323,365	1,378,428
Restricted Receipts	42,371	12,629	1,404	6,990	1,404
Total Expenditures	2,464,556	2,551,546	2,614,826	2,786,439	2,994,159

Personnel

Agency: Department Of Administration

Library and Information Services

	FY 2020		FY 2021		
	FTE	Cost	FTE	Cost	
Classified					
CHIEF OF LIBRARY SERVICES	00143A	1.0	132,474	1.0	133,133
IMPLEMENTATION AIDE	0AB22A	1.0	52,582	1.0	52,843
INFORMATION SERVICES TECHNICIAN II	0AB20A	3.0	157,517	3.0	158,299
LIBRARY PROGRAM MANAGER I	00137A	2.0	183,419	2.0	187,631
LIBRARY PROGRAM SPECIALIST II	0AB28A	3.0	186,432	3.0	192,962
LIBRARY PROGRAM SPECIALIST III	0AB32A	3.0	263,323	3.0	266,619
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(2.0)	0	(2.0)	0
Subtotal Classified		11.0	975,747	11.0	991,487
Subtotal		11.0	975,747	11.0	991,487
Turnover			(45,145)		0
Total Salaries			930,602		991,487
Benefits					
FICA			71,191		75,850
Health Benefits			132,914		150,875
Payroll Accrual			5,416		5,782
Retiree Health			61,883		58,199
Retirement			254,071		281,639
Subtotal			525,475		572,345
Total Salaries and Benefits		11.0	1,456,077	11.0	1,563,832
Cost Per FTE Position			132,371		142,167
Statewide Benefit Assessment			36,759		39,164
Payroll Costs		11.0	1,492,836	11.0	1,602,996
Purchased Services					
Training and Educational Services			28,000		30,000
Subtotal			28,000		30,000
Total Personnel		11.0	1,520,836	11.0	1,632,996
Distribution by Source of Funds					
General Revenue		11.0	833,914	11.0	930,868
Federal Funds		0.0	686,922	0.0	702,128
Total All Funds		11.0	1,520,836	11.0	1,632,996

Program Summary

DEPARTMENT OF ADMINISTRATION

Planning

Mission

To administer technical and financial assistance to and supervise selected activities of cities and towns in organization, planning, and management; to prepare, maintain, and encourage implementation of strategic plans and the State Guide Plan; to coordinate activities among state agencies, and economic development.

Description

The Division of Planning is comprised of three subprograms: Statewide Planning, Strategic Planning and Economic Development, and the Water Resources Board. Statewide Planning is responsible for preparing, adopting, and amending strategic plans for the physical, economic, and social development of the state. It also includes the State Planning Council, which is comprised of state and local government officials, public members, and federal officials in an advisory capacity and serves as the State's Metropolitan Planning Organization responsible for the planning and prioritizing of state and federal transportation funding. Strategic Planning and Economic Development is involved in all major interest areas using policy analysis and the planning process to prepare issue briefs and draft strategic plans that address current topics of special interest. It also is responsible for the development of the Comprehensive Economic Development Strategy (CEDS) and receives support from the federal Economic Development Administration. The Water Resources Board (WRB) is the State's water supply agency responsible for the proper use, development, protection and conservation of the State's water resources. The WRB manages the planning and development of the twenty-nine major water supply systems and manages the Big River Management Area, the State's primary water resource reservation area. The WRB also performs scientific research and capital projects required to fulfill its mission.

Statutory History

R.I. General Laws § 42-11 includes provisions relative to the division of planning. Other legal references are provided in RIGL § 1, 16, 22, 23, 34, 35, 37, 42, 44, 45 and 46. The FY 2018 revised recommendation shifts the Water Resource Board to the Division of Public Utilities and Carriers.

Budget

Agency: Department Of Administration

Planning

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Housing and Comm. Development	0	0	15,448	15,448	15,448
Statewide Planning	3,503,881	3,985,460	6,437,894	7,555,866	7,201,097
Total Expenditures	3,503,881	3,985,460	6,453,342	7,571,314	7,216,545
Expenditures by Object					
Salary and Benefits	2,470,052	2,585,630	3,335,782	3,045,320	3,248,463
Contract Professional Services	32,500	113,146	271,750	393,617	271,750
Operating Supplies and Expenses	151,986	251,301	680,557	729,466	277,890
Assistance And Grants	843,405	1,025,205	2,154,200	3,304,200	3,304,200
Subtotal: Operating	3,497,943	3,975,282	6,442,289	7,472,603	7,102,303
Capital Purchases And Equipment	5,938	10,179	11,053	98,711	114,242
Subtotal: Other	5,938	10,179	11,053	98,711	114,242
Total Expenditures	3,503,881	3,985,460	6,453,342	7,571,314	7,216,545
Expenditures by Source of Funds					
General Revenue	784,653	836,374	1,530,465	1,386,522	978,745
Federal Funds	0	203,654	15,448	137,315	15,448
Operating Transfers from Other Funds	2,719,228	2,945,433	4,907,429	6,047,477	6,222,352
Total Expenditures	3,503,881	3,985,460	6,453,342	7,571,314	7,216,545

Personnel

Agency: Department Of Administration

Planning

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ASSISTANT CHIEF OF PLANNING	00137A	2.0	181,382	2.0	186,753
ASSOCIATE DIRECTOR- DIVISION OF PLANNING	00147A	1.0	147,865	1.0	148,601
DATA ANALYST I	00134A	1.0	90,637	1.0	95,800
DATA ANALYST II	00138A	1.0	85,269	1.0	85,694
DATA ANALYST III	00142A	1.0	100,044	1.0	100,542
EXECUTIVE ASSISTANT	00318A	1.0	54,486	1.0	54,749
FISCAL MANAGEMENT OFFICER	00B26A	1.0	67,845	1.0	68,182
INFORMATION SERVICES TECHNICIAN II	0AB20A	1.0	59,432	1.0	59,727
PRINCIPAL PLANNER	00329A	4.0	249,464	4.0	254,640
PRINCIPAL PLANNER	00829A	2.0	131,772	2.0	134,668
PRINCIPAL RESEARCH TECHNICIAN	00827A	1.0	63,993	1.0	64,311
STAFF DIRECTOR (WATER RESOURCES BOARD)	00137A	1.0	106,954	1.0	107,465
SUPERVISING CIVIL ENGINEER (WATER RESOURCES)	00135A	1.0	106,566	1.0	107,086
SUPERVISING GEOGRAPHIC INFORMATION SYSTEM SPECIALIST	00032A	1.0	68,780	1.0	70,292
SUPERVISING PLANNER	00831A	6.0	468,239	6.0	475,457
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(5.0)	0	(5.0)	0
Subtotal Classified		20.0	1,982,728	20.0	2,013,967
Subtotal		20.0	1,982,728	20.0	2,013,967
Transfer In			14,087		14,155
Turnover			(135,602)		(37,386)
Total Salaries			1,861,213		1,990,736
Benefits					
FICA			141,731		151,872
Health Benefits			330,540		337,722
Payroll Accrual			10,820		11,599
Retiree Health			123,771		116,854
Retirement			503,728		561,049
Subtotal			1,110,590		1,179,096
Total Salaries and Benefits		20.0	2,971,803	20.0	3,169,832
Cost Per FTE Position			148,590		158,492
Statewide Benefit Assessment			73,517		78,631
Payroll Costs		20.0	3,045,320	20.0	3,248,463
Purchased Services					

Personnel

Agency: Department Of Administration

Planning

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Purchased Services				
Design and Engineering Services		55,000		55,000
Management & Consultant Services		338,617		216,750
Subtotal		393,617		271,750
Total Personnel	20.0	3,438,937	20.0	3,520,213
Distribution by Source of Funds				
General Revenue	20.0	698,090	20.0	736,629
Federal Funds	0.0	121,867	0.0	0
Operating Transfers from Other Funds	0.0	2,618,980	0.0	2,783,584
Total All Funds	20.0	3,438,937	20.0	3,520,213

Program Summary

DEPARTMENT OF ADMINISTRATION

Personnel & Operational Reforms

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 2021 Appropriations Act.

Budget

Agency: Department Of Administration

Personnel and Operational Reforms

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Reduction in Force Savings	0	(914,743)	(4,607,518)	0	0
Total Expenditures	0	(914,743)	(4,607,518)	0	0
Expenditures by Object					
Salary and Benefits	0	0	(2,657,000)	0	0
Operating Supplies and Expenses	0	0	(1,950,518)	0	0
Assistance And Grants	0	(914,743)	0	0	0
Subtotal: Operating	0	(914,743)	(4,607,518)	0	0
Total Expenditures	0	(914,743)	(4,607,518)	0	0
Expenditures by Source of Funds					
General Revenue	0	(914,743)	(4,607,518)	0	0
Total Expenditures	0	(914,743)	(4,607,518)	0	0

Program Summary

DEPARTMENT OF ADMINISTRATION

Energy Resources

Mission

The mission of the Office of Energy Resources (OER) is to lead Rhode Island to a secure, cost-effective, and sustainable energy future. OER is actively supporting the development of a clean energy economy that will create jobs; foster new business investment opportunities; reduce long-term energy costs and mitigate price volatility; and enhance reliability through the diversification of our energy portfolio; and advance important environmental policy goals by reducing our reliance on carbon emitting sources of energy. OER's work involves the adoption of policies addressing energy efficiency and system reliability, renewable energy, petroleum reduction and reduction of carbon emissions. OER works at all levels - local, state, regional, and federal - to advance these and other State energy policy goals. To ensure that the federal programs overseen by the Office are up-to date in terms of administrative practices and are efficiently organized and implemented. To seek federal funding opportunities and implement grant-funded programs that establish Rhode Island as a national leader on energy policy and innovation. To work in partnership with municipalities and with the DOA Division of Capital Assets, Management and Maintenance to reduce public sector energy consumption and costs; increase the use of clean energy resources at public facilities; and reduce public sector carbon emissions. OER is also responsible for the tracking and management of State energy data. To lead, coordinate, and strengthen energy planning in Rhode Island by working in collaboration with various agencies and commissions including, but not limited to, the Energy Efficiency Resource Management Council (EERMC), the Distributed Generation Contracting Board (DG Board), the Executive Climate Change Coordinating Council, the State Planning Council, CommerceRI, the Department of Environmental Management, the Department of Administration, the Division of Public Utilities and Carriers, and the Public Utilities Commission. To support and manage the development of energy efficiency and renewable energy programs in the state in a coordinated integrated manner. To develop the Rhode Island Energy Assurance Plan to prepare for and respond to energy emergencies and enhance energy security.

Description

OER provides comprehensive and integrated development, administration and oversight of energy policies, plans, and programs to meet state and federal requirements and is responsible for applying for and administering federal energy grants. OER works closely with two appointed bodies, the EERMC and the DG Board. The EERMC provides publicly-accountable ratepayer oversight of energy efficiency programs; the OER Commissioner serves as the non-voting Executive Director of the EERMC. The DG Board oversees the Rhode Island Renewable Energy Growth Program and includes representatives from various energy stakeholder groups

Statutory History

OER was created in 2006 to consolidate state energy programs. OER's mission expanded in 2012 as outlined in R.I. General Laws § 23-82-6, § 39-1-27.7 through § 10, and § 42-140.1.

Program Summary

DEPARTMENT OF ADMINISTRATION

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Budget

Agency: Department Of Administration

Energy Resources

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Energy Resources	5,054,728	2,712,772	8,814,102	17,891,467	8,483,725
Total Expenditures	5,054,728	2,712,772	8,814,102	17,891,467	8,483,725
Expenditures by Object					
Salary and Benefits	1,609,589	1,432,162	1,690,198	1,600,317	1,580,431
Contract Professional Services	186,937	276,255	367,214	774,036	637,355
Operating Supplies and Expenses	1,418,139	102,992	6,606,762	1,863,649	1,520,820
Assistance And Grants	1,372,467	698,963	144,928	13,632,865	4,724,519
Subtotal: Operating	4,587,132	2,510,371	8,809,102	17,870,867	8,463,125
Capital Purchases And Equipment	467,596	202,400	5,000	20,600	20,600
Subtotal: Other	467,596	202,400	5,000	20,600	20,600
Total Expenditures	5,054,728	2,712,772	8,814,102	17,891,467	8,483,725
Expenditures by Source of Funds					
General Revenue	0	(0)	0	0	0
Federal Funds	(678,610)	1,018,011	996,674	1,148,382	979,019
Restricted Receipts	5,733,338	1,694,761	7,817,428	16,743,085	7,504,706
Total Expenditures	5,054,728	2,712,772	8,814,102	17,891,467	8,483,725

Personnel

Agency: Department Of Administration

Energy Resources

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATOR- FINANCIAL MANAGEMENT	00137A	1.0	109,860	1.0	110,406
ADMINISTRATOR OF ENERGY PROGRAMS	00137A	2.0	195,056	2.0	197,487
CHIEF IMPLEMENTATION AIDE	00128A	1.0	66,440	1.0	66,771
CHIEF PROGRAM DEVELOPMENT	00134A	2.0	167,846	2.0	168,680
DEPUTY COMMISSIONER- OFFICE OF ENERGY RESOURCES	00145A	1.0	137,167	1.0	137,847
INTERDEPARTMENTAL PROJECT MANAGER	00139A	2.0	215,275	2.0	220,278
PROGRAMMING SERVICES OFFICER	00131A	2.0	134,275	2.0	140,777
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(2.0)	0	(2.0)	0
Subtotal Classified		9.0	1,025,919	9.0	1,042,246
Unclassified					
COMMISSIONER OF ENERGY RESOURCES	00843A	1.0	130,952	1.0	131,604
Subtotal Unclassified		1.0	130,952	1.0	131,604
Subtotal		10.0	1,156,871	10.0	1,173,850
Transfer Out			(157,625)		(158,792)
Transfer In			43,944		44,162
Turnover			(8,063)		(42,096)
Total Salaries			1,035,127		1,017,124
Benefits					
FICA			79,192		77,814
Health Benefits			87,607		89,927
Payroll Accrual			6,027		5,939
Retiree Health			68,837		59,707
Retirement			282,640		289,748
Subtotal			524,303		523,135
Total Salaries and Benefits		10.0	1,559,430	10.0	1,540,259
Cost Per FTE Position			155,943		154,026
Statewide Benefit Assessment			40,887		40,172
Payroll Costs		10.0	1,600,317	10.0	1,580,431
Purchased Services					
Clerical and Temporary Services			136,318		151,548
Management & Consultant Services			132,020		0
Other Contracts			444,198		424,307
Training and Educational Services			61,500		61,500
Subtotal			774,036		637,355

Personnel

Agency: Department Of Administration

Energy Resources

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Total Personnel	10.0	2,374,353	10.0	2,217,786
Distribution by Source of Funds				
Federal Funds	3.0	881,780	3.0	777,013
Restricted Receipts	7.0	1,492,573	7.0	1,440,773
Total All Funds	10.0	2,374,353	10.0	2,217,786

Program Summary

DEPARTMENT OF ADMINISTRATION

Construction Permitting, Approvals & Licensing

Mission

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

Description

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

Statutory History

R.I. General Laws § 5-65-15.1 establishes the duties, authority and responsibility of the State Building Commission. RIGL § 23-27.3-100 et seq. establishes statutory provisions used in conjunction with additional regulations and administrative provisions contained within the individual codes. RIGL § 5-65 et al. establishes and sets the legislative operating authority for the Contractors' Registration and Licensing Board. RIGL § 5-73 sets regulations and the Board's authority over roofing contractors. RIGL § 5-65.1 regulates home inspectors, which fall under the jurisdiction of the Board; and RIGL § 5-65.2 governs the regulation of well drillers. RIGL § 23-28.3-1 governs the Fire Code Board of Appeal and Review. 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

Construction Permitting, Approvals and Licensing

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Operations	3,166,479	0	0	0	0
Total Expenditures	3,166,479	0	0	0	0
Expenditures by Object					
Salary and Benefits	2,750,915	0	0	0	0
Contract Professional Services	2,732	0	0	0	0
Operating Supplies and Expenses	408,996	(0)	0	0	0
Subtotal: Operating	3,162,643	0	0	0	0
Capital Purchases And Equipment	3,836	0	0	0	0
Subtotal: Other	3,836	0	0	0	0
Total Expenditures	3,166,479	0	0	0	0
Expenditures by Source of Funds					
General Revenue	1,963,211	0	0	0	0
Restricted Receipts	1,203,268	(0)	0	0	0
Total Expenditures	3,166,479	0	0	0	0

Program Summary

DEPARTMENT OF ADMINISTRATION

Rhode Island Health Benefits Exchange (HealthSource RI)

Mission

The Rhode Island Health Benefits Exchange, branded HealthSource RI, serves two important purposes. First, to negotiate for high quality, affordable health insurance options on behalf of small businesses and individuals (in order to promote the health of all Rhode Islanders). Second, to be a robust resource for all Rhode Islanders and Rhode Island businesses to learn about and compare the quality and affordability of their health insurance options, enroll in coverage and, if eligible, access Medicaid or federal tax subsidies for coverage.

Description

HealthSource RI (HSRI) seeks to improve the health of Rhode Islanders by adhering to its mission statement and fulfilling its statutory charge to carry out the requirements of the federal Patient Protection and Affordable Care Act (ACA). The following are key programmatic components considered by HSRI to best exemplify the goals and values of the organization: 1. HSRI will be a place to compare and buy health insurance. 2. HSRI will work closely with small employers to provide new and beneficial health insurance options. 3. HSRI will be a reliable and trusted source of healthcare information for all Rhode Islanders.

Statutory History

The federal Patient Protection and Affordable Care Act of 2010 (the “ACA”) provides for the establishment of a health benefits exchange by each state. Governor Lincoln D. Chaffee established the Rhode Island Health Benefits exchange by Executive Order 11-09 in 2011 R.I. General Laws § 42-157 codified the Rhode Island Health Benefits Exchange into state law in 2015.

Budget

Agency: Department Of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Operations	9,656,976	8,077,253	9,953,397	10,821,172	21,479,792
Total Expenditures	9,656,976	8,077,253	9,953,397	10,821,172	21,479,792
Expenditures by Object					
Salary and Benefits	1,708,544	1,765,224	2,248,781	1,861,805	2,091,970
Contract Professional Services	7,310,432	5,583,339	6,666,082	7,749,311	9,044,919
Operating Supplies and Expenses	629,024	710,765	1,017,534	1,177,962	2,022,903
Assistance And Grants	0	0	0	0	8,300,000
Subtotal: Operating	9,648,000	8,059,328	9,932,397	10,789,078	21,459,792
Capital Purchases And Equipment	8,976	17,925	21,000	32,094	20,000
Subtotal: Other	8,976	17,925	21,000	32,094	20,000
Total Expenditures	9,656,976	8,077,253	9,953,397	10,821,172	21,479,792
Expenditures by Source of Funds					
General Revenue	2,524,589	2,775,312	1,591,498	1,591,498	2,339,654
Federal Funds	1,847,569	133,776	0	0	0
Restricted Receipts	5,284,818	5,168,164	8,361,899	9,229,674	19,140,138
Total Expenditures	9,656,976	8,077,253	9,953,397	10,821,172	21,479,792

Personnel

Agency: Department Of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	00134A	2.0	167,846	2.0	168,680
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	00143A	1.0	115,334	1.0	118,273
CHIEF PUBLIC AFFAIRS OFFICER	00137A	1.0	84,899	1.0	88,412
INTERDEPARTMENTAL PROJECT MANAGER	00139A	1.0	99,067	1.0	100,542
SENIOR ECONOMIC AND POLICY ANALYST	00134A	1.0	81,579	1.0	84,340
VALUE BASED PURCHASING ANALYST	00139A	1.0	100,044	1.0	100,542
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(2.0)	0	(2.0)	0
Subtotal Classified		5.0	648,769	5.0	660,789
Unclassified					
ADMINISTRATIVE ASSISTANT	00825A	1.0	59,086	1.0	61,676
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	00843A	1.0	130,950	1.0	131,604
DEPUTY DIRECTOR OF HEALTHSOURCE RI	00845A	1.0	136,059	1.0	141,827
DIRECTOR HEALTHSOURCE RI	00851A	1.0	171,832	1.0	172,687
DIRECTOR OF FINANCE/ASSOCIATE ADMINISTRATOR	00844A	1.0	120,724	1.0	123,696
SENIOR LEGAL COUNSEL	00134A	1.0	83,923	1.0	84,340
SENIOR POLICY ANALYST	00839A	1.0	97,583	1.0	103,156
Subtotal Unclassified		7.0	800,157	7.0	818,986
Subtotal		12.0	1,448,926	12.0	1,479,775
Transfer Out			(277,613)		(281,991)
Transfer In			127,113		129,051
Seasonal/Special Salaries/Wages			366		366
Turnover			(114,268)		0
Total Salaries			1,184,524		1,327,201
Benefits					
FICA			88,430		99,586
Health Benefits			131,992		149,567
Payroll Accrual			6,904		7,748
Retiree Health			78,773		77,910
Retirement			324,399		377,533
Subtotal			630,498		712,344
Total Salaries and Benefits		12.0	1,815,022	12.0	2,039,545
Cost Per FTE Position			151,252		169,962

Personnel

Agency: Department Of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Statewide Benefit Assessment		46,783		52,425
Payroll Costs	12.0	1,861,805	12.0	2,091,970
Purchased Services				
Information Technology		3,684,243		4,685,661
Legal Services		4,433		1,478
Management & Consultant Services		3,834,748		3,856,893
Other Contracts		225,887		500,887
Subtotal		7,749,311		9,044,919
Total Personnel	12.0	9,611,116	12.0	11,136,889
Distribution by Source of Funds				
General Revenue	0.0	1,095,254	0.0	2,243,410
Restricted Receipts	12.0	8,515,862	12.0	8,893,479
Total All Funds	12.0	9,611,116	12.0	11,136,889

Program Summary

DEPARTMENT OF ADMINISTRATION

Office of Diversity, Equity & Opportunity

Mission

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

Description

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

Statutory History

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

Budget

Agency: Department Of Administration

The Office of Diversity, Equity and Opportunity

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Operations	1,130,353	1,292,410	1,426,500	1,415,620	1,482,294
Total Expenditures	1,130,353	1,292,410	1,426,500	1,415,620	1,482,294
Expenditures by Object					
Salary and Benefits	1,016,961	1,146,313	1,289,277	1,276,150	1,297,704
Contract Professional Services	250	561	16,800	1,000	0
Operating Supplies and Expenses	111,166	145,535	120,423	138,470	184,590
Subtotal: Operating	1,128,377	1,292,410	1,426,500	1,415,620	1,482,294
Capital Purchases And Equipment	1,976	0	0	0	0
Subtotal: Other	1,976	0	0	0	0
Total Expenditures	1,130,353	1,292,410	1,426,500	1,415,620	1,482,294
Expenditures by Source of Funds					
General Revenue	1,022,910	1,182,565	1,304,197	1,304,197	1,369,940
Other Funds	107,443	109,845	122,303	111,423	112,354
Total Expenditures	1,130,353	1,292,410	1,426,500	1,415,620	1,482,294

Personnel

Agency: Department Of Administration

The Office of Diversity, Equity and Opportunity

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ADMINISTRATOR STATE EQUAL OPPORTUNITY PROGRAMS	00134A	1.0	77,070	1.0	80,436
ASSISTANT ADMINISTRATOR - MBE COMPLIANCE	00134A	1.0	89,777	1.0	90,215
ASSOCIATE DIRECTOR- DIVERSITY- EQUITY AND OPPORTUNITY	00142A	1.0	138,870	1.0	139,559
CHIEF IMPLEMENTATION AIDE	00128A	1.0	64,530	1.0	66,771
CHIEF PROGRAM DEVELOPMENT	00134A	2.0	176,238	2.0	177,114
PROGRAMMING SERVICES OFFICER	00131A	3.0	254,122	3.0	257,150
Subtotal Classified		9.0	800,607	9.0	811,245
Subtotal		9.0	800,607	9.0	811,245
Total Salaries			800,607		811,245
Benefits					
FICA			61,158		62,059
Health Benefits			108,553		111,464
Payroll Accrual			4,652		4,727
Retiree Health			53,240		47,621
Retirement			216,318		228,544
Subtotal			443,921		454,415
Total Salaries and Benefits		9.0	1,244,528	9.0	1,265,660
Cost Per FTE Position			138,281		140,629
Statewide Benefit Assessment			31,622		32,044
Payroll Costs		9.0	1,276,150	9.0	1,297,704
Purchased Services					
Training and Educational Services			1,000		0
Subtotal			1,000		0
Total Personnel		9.0	1,277,150	9.0	1,297,704
Distribution by Source of Funds					
General Revenue		9.0	1,165,727	9.0	1,185,350
Other Funds		0.0	111,423	0.0	112,354
Total All Funds		9.0	1,277,150	9.0	1,297,704

Program Summary

DEPARTMENT OF ADMINISTRATION

Capital Asset Management & Maintenance

Mission

The Division of Capital Asset Management and Maintenance is established to improve the management of the State's real estate portfolio such that appropriate and timely investments are made that meet the highest standards of safety, security, accessibility, energy efficiency and comfort for the employees and citizens that are served.

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

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Capital Asset Management And Maintenance Admin	568,314	565,686	628,347	611,678	716,207
Facilities Management And Maintenance	6,453,481	7,613,525	7,585,124	11,333,232	8,556,564
Planning, Design And Construction	1,365,729	1,583,981	1,603,834	1,673,782	1,891,994
Total Expenditures	8,387,524	9,763,192	9,817,305	13,618,692	11,164,765
Expenditures by Object					
Salary and Benefits	1,755,609	1,927,177	2,043,764	2,114,465	2,403,226
Contract Professional Services	14,050	74,282	38,000	32,000	34,500
Operating Supplies and Expenses	5,485,025	7,760,516	7,725,541	11,462,227	8,717,039
Assistance And Grants	28,588	0	0	0	0
Subtotal: Operating	7,283,272	9,761,975	9,807,305	13,608,692	11,154,765
Capital Purchases And Equipment	10,463	1,216	10,000	10,000	10,000
Operating Transfers	1,093,789	0	0	0	0
Subtotal: Other	1,104,252	1,216	10,000	10,000	10,000
Total Expenditures	8,387,524	9,763,192	9,817,305	13,618,692	11,164,765
Expenditures by Source of Funds					
General Revenue	7,293,735	9,763,192	9,817,305	13,618,692	11,164,765
Federal Funds	278,536	0	0	0	0
Restricted Receipts	17,232	0	0	0	0
Other Funds	798,021	(0)	0	0	0
Total Expenditures	8,387,524	9,763,192	9,817,305	13,618,692	11,164,765

Personnel

Agency: Department Of Administration

Capital Asset Management and Maintenance

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Classified					
ARCHITECT BUILDING COMMISSION	00335A	2.0	175,166	2.0	176,038
ASST DIR STWIDE CAP ASSET PJ M	00152A	1.0	160,057	1.0	165,932
CHIEF ENGINEER FOR CAPITAL ASSET MANAGEMENT & MAINTENANCE	00143A	1.0	112,995	1.0	118,627
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	00143A	1.0	117,305	1.0	121,030
DIVISION DIRECTOR- CAPITAL ASSET MANAGEMENT AND MAINT	00152A	1.0	166,326	1.0	167,153
INTERDEPARTMENTAL PROJECT MANAGER	00139A	1.0	92,968	2.0	188,270
PROJECT MANAGER I (DOA)	00137A	3.0	278,244	3.0	281,889
PROJECT MANAGER II (DOA)	00139A	2.0	220,246	2.0	221,329
ZFTE RECONCILIATION TO AUTHORIZATION	00000A	(1.9)	0	(1.9)	0
Subtotal Classified		10.1	1,323,307	11.1	1,440,268
Unclassified					
EXECUTIVE SECRETARY (STATE PROPERTIES COMMITTEE)	00321A	1.0	54,646	1.0	54,918
Subtotal Unclassified		1.0	54,646	1.0	54,918
Subtotal		11.1	1,377,953	12.1	1,495,186
Overtime (1.5)			35,555		37,179
Turnover			(53,604)		0
Total Salaries			1,359,904		1,532,365
Benefits					
FICA			98,118		111,326
Health Benefits			146,278		179,367
Payroll Accrual			7,713		8,726
Retiree Health			88,069		87,769
Retirement			362,071		424,611
Subtotal			702,249		811,799
Total Salaries and Benefits		11.1	2,062,153	12.1	2,344,164
Cost Per FTE Position			185,780		193,733
Statewide Benefit Assessment			52,312		59,062
Payroll Costs		11.1	2,114,465	12.1	2,403,226
Purchased Services					
Clerical and Temporary Services			20,000		20,000
Design and Engineering Services			3,000		3,000
Other Contracts			7,000		7,000

Personnel

Agency: Department Of Administration

Capital Asset Management and Maintenance

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Purchased Services				
Training and Educational Services		2,000		4,500
Subtotal		32,000		34,500
Total Personnel	11.1	2,146,465	12.1	2,437,726
Distribution by Source of Funds				
General Revenue	11.1	2,146,465	12.1	2,437,726
Total All Funds	11.1	2,146,465	12.1	2,437,726