



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

January 8, 2014

The Honorable Edward J. Kasemeyer
Chair Senate Budget & Taxation Committee
3 W Miller Senate Bldg.
Annapolis MD 21401-1991

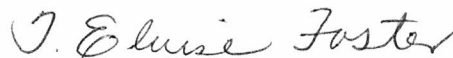
The Honorable Norman H. Conway
Chair House Appropriations Committee
121 House Office Bldg.
Annapolis MD 21401-1991

Dear Chairman Kasemeyer and Chairman Conway:

Section 7-236(b) of the State Finance and Procurement Article requires the Department of Budget and Management to submit an annual report that states the total number of additional staff positions for which the Board of Public Works has given approval since the last regular session. Since April 2013 the Board of Public Works has approved a total of 34.7 positions. Information on types of positions, salary and reasons for approval is attached.

If you have any questions about the attached report, please do not hesitate to contact me or your staff may contact K. Vanessa Plante-McDonald at 410-260-7659.

Sincerely,



T. Eloise Foster
Secretary

Cc: John Martin
K. Vanessa Plante-McDonald
Rebecca Burner

MSAR 673

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907

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<http://www.dbm.maryland.gov>

ADDITIONAL ALLOCATED POSITIONS AUTHORIZED BY
BOARD OF PUBLIC WORKS

Transaction Codes		Effective Date			Auth. Type												
BB40A	400	11	20	2013	01												
Record ID	Txn. Type	Mon	Day	Yr	Code												
Posit Number	H P	Program Number	Sub Pgm	Class Code	Classification Title	Sca	Step 0	Step 6	Sal							Aut Pct	Chk Cod
									Typ Cod	Fun Cd1	Fun Cd2	Fun Cd3	Fun % 1	Fun % 2	Fun % 3		
089002		220400001	201	5739	assistant state prosecutor ii	0020	54009	66461	m	01	00	00	100	000	000	100	
089003		220400001	201	3235	admin officer ii	0014	37006	45150	m	01	00	00	100	000	000	100	
089004		230901001	000	4377	internal auditor prog super	0019	50631	62265	m	01	00	00	100	000	000	100	
089005		230901001	000	1362	office secretary	0010	29003	35209	m	01	00	00	100	000	000	100	

GENERAL MISCELLANEOUS

ITEM: 14-GM Agency Contact: Genie Gunthrop
410-321-4067
ggunthrop@ospmd.org

DEPARTMENT: Office of the State Prosecutor

PROGRAM: General Administration

FUND SOURCE: 100% Contingent Fund

APPROP. CODES: D05E0102

AMOUNT OF REQUEST: \$75,000

DESCRIPTION: The Office of the State Prosecutor (OSP) requests to establish 2.0 positions, pursuant to 7-236, State Finance and Procurement Article, and Section 31 of House Bill 100 (Budget Bill for 2014). This latter provision enables the Board of Public Works to authorize the creation of no more than 100 additional State funded positions during Fiscal Year (FY) 2014.

OSP also seeks approval to transfer \$75,000 from the Contingent Fund for these positions for FY2014. General Funds will support these positions in subsequent years. The funding is necessary to implement the provisions of HB 1499, the Campaign Finance Reform Act of 2013 (Chapter 419 of the Acts of 2013).

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries & Wages</u>
1	Assistant State Prosecutor II	20/0	\$54,009
1	Administrative Officer (Investigator)	14/0	\$37,006

Summary of Expenses

Salaries	\$91,015
Benefits	\$35,267
Turnover	(\$56,682)
Operating expenses	\$ 5,400
Total	\$75,000

REQUESTING AGENCY REMARKS: House Bill 1499, passed during Legislative Session 2013, will significantly increase the number of election law civil citations issued (based on the fact that State Board of Elections (SBE) will be issuing them as well for certain offenses). Under the statute, the State Prosecutor will have to litigate not only the citations issued from OSP, but those issued by SBE as well. The new law will result in a significant increase in the number of cases to be reviewed, trials to prepare for, and court appearances required.

ITEM: 14-GM (Cont.)

In order to meet this increased workload, OSP will create an additional prosecutor and investigator position. Currently, the office has 32 open investigations in addition to 260 failure to file cases and an excess of 250 double voter cases. Managing for Results objectives are that 97% of corruption complaints are to be closed within the established two year timely completion rate, 75% of election law complaints shall be closed within the established six month completion rate and 97% of other complaints shall be closed within the established one year completion rate. In FY2012, only 67% of election law complaints were closed in a timely fashion. Without the additional staff, performance measures will not be achieved.

DBM REMARKS: The Secretary of the Department of Budget and Management has certified that funds are available in the Contingent Fund for the new positions for which approval is requested within the Rule of 100. If the Board approves this request and Item 13-GM on this agenda, 24.7 positions will have been approved within the Rule of 100 for FY2014.

Board of Public Works Action – This Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

GENERAL MISCELLANEOUS

ITEM: 13-GM **Agency Contact:** Linda Lamone
410-269-2840
Linda.lamone@maryland.gov

DEPARTMENT: State Board of Elections

PROGRAM: General Administration

FUND SOURCE: 100% General

APPROP. CODES: D3810101

AMOUNT OF REQUEST: N/A

DESCRIPTION: The State Board of Elections (SBE) requests to establish 2.5 positions, pursuant to 7-236, State Finance and Procurement Article, and Section 31 of House Bill 100 (Budget Bill for 2014). This latter provision enables the Board of Public Works to authorize the creation of no more than 100 additional State funded positions during Fiscal Year (FY) 2014. The requested positions will be supported through General Funds in the SBE budget in FY2014 and in subsequent years.

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries & Wages</u>
0.5	Office Service Clerk	9/7	\$16,858
1.0	Internal Auditor Program Supervisor	19 mid	\$65,935
1.0	Office Secretary	10/3	\$32,219

REQUESTING AGENCY REMARKS: In accordance with the provisions of HB 1499 (Chapter 419 of the Acts of 2013), SBE has authority effective 10/1/2013, to impose civil penalties of up to \$500 for specific campaign finance violations. These violations include unauthorized disbursements, failure to maintain a campaign bank account, failure to maintain detailed and accurate account books and records, failure to report all contributions received and expenditures made, or failure to retain a copy of campaign material.

In order to implement the new provisions of law, SBE is requesting 2.5 new positions listed above to enhance the current complement of seven employees at SBE who work on campaign finance issues. The team will begin to develop and implement the new enforcement procedures. Among the tasks are modifying the online campaign finance reporting system to include enforcement information and other changes related to the law. SBE will begin to investigate complaints, make referrals to the Office of the State Prosecutor, and issue civil citations. In January 2014, SBE will begin to monitor and review disbursements from the legislative party caucus committee administration accounts, and will begin to audit campaign finance reports. In February 2014, SBE will begin to issue deficiencies and notices.

DBM REMARKS: The Secretary of the Department of Budget and Management has certified that funds are available for the new positions for which approval is requested within the Rule of 100. If the Board approves this request, 22.7 positions will have been approved within the Rule of 100 for FY2014.

ADDITIONAL ALLOCATED POSITIONS AUTHORIZED BY
BOARD OF PUBLIC WORKS

Transaction Codes Effective Date Auth. Type
BB40A 400 09 19 2013 02
Record ID Txn. Type Mon Day Yr Code

Posit Number	H R	S Program Number	Sub Class Pgm	Class Code	Classification Title	Sca	Step 0	Step 6	Sal Typ Cod	Fun Cd1	Fun Cd2	Fun Cd3	Fun % 1	Fun % 2	Fun % 3	Aut Pct	Chk Cod
088982		370125004	000	2589	administrator iv	0019	52150	64133	m	03	00	00	100	000	000	100	
088983		370125004	000	2587	administrator ii	0017	45938	56324	m	03	00	00	100	000	000	100	
088984		370125004	000	2587	administrator ii	0017	45938	56324	m	03	00	00	100	000	000	100	
088985		370125004	000	2587	administrator ii	0017	45938	56324	m	03	00	00	100	000	000	100	
088986		370125004	000	2586	administrator i	0016	43153	52799	m	03	00	00	100	000	000	100	
088987		370125004	000	2586	administrator i	0019	52150	64133	m	03	00	00	100	000	000	100	
088988		370125004	000	4549	accountant advanced	0016	43153	52799	m	03	00	00	100	000	000	100	
088989		370125002	000	1206	hcd community program admin i	0016	43153	52799	m	03	00	00	100	000	000	100	
088990		370125002	000	2247	admin officer iii	0015	40547	49515	m	03	00	00	100	000	000	100	
088991		370125002	000	3235	admin officer ii	0014	38117	46495	m	03	00	00	100	000	000	100	
088992		410202002	216	2271	msp civilian helicopter pilot i	0019	52150	64133	m	01	03	00	020	080	000	100	
088993		410202002	216	2271	msp civilian helicopter pilot i	0019	52150	64133	m	01	03	00	020	080	000	100	
088994		410202002	216	2271	msp civilian helicopter pilot i	0019	52150	64133	m	01	03	00	020	080	000	100	
088995		410202002	216	2271	msp civilian helicopter pilot i	0019	52150	64133	m	01	03	00	020	080	000	100	
088996		410202002	216	2271	msp civilian helicopter pilot i	0019	52150	64133	m	01	03	00	020	080	000	100	
088997		410202002	216	2271	msp civilian helicopter pilot i	0019	52150	64133	m	01	03	00	020	080	000	100	
088998		410202002	216	2271	msp civilian helicopter pilot i	0019	52150	64133	m	01	03	00	020	080	000	100	
088999		410202002	216	2271	msp civilian helicopter pilot i	0019	52150	64133	m	01	03	00	020	080	000	100	
089000		410202002	216	2271	msp civilian helicopter pilot i	0019	52150	64133	m	01	03	00	020	080	000	100	
089001		410202002	216	2271	msp civilian helicopter pilot i	0019	52150	64133	m	01	03	00	020	080	000	100	

GENERAL MISCELLANEOUS

ITEM: 11-GM **Agency Contact:** Donald Lewis
410-653-6099
donald.lewis@maryland.gov

DEPARTMENT/PROGRAMS: Maryland Department of State Police (MDSP)

FUND SOURCE: 80% Maryland Emergency Medical Services
Operations Fund (MEMSOF); 20% General

APPROP. CODES: W00A0102

AMOUNT: \$617,750

DESCRIPTION: Request to establish ten career service positions, pursuant to 7-236, State Finance and Procurement Article, and Section 31 of House Bill 100 (Budget Bill for 2014). This latter provision enables the Board of Public Works to authorize the creation of no more than 100 additional State funded positions during Fiscal Year 2014.

REQUESTING AGENCY REMARKS: The Maryland State Police is requesting ten Pilot I positions to be used to transition to the new AW 139 helicopters. Since delivery of the AW139 in late February, a significant amount of operational experience in the helicopter has been gained by the Aviation Command. Based on this experience the command made a decision that the AW139 helicopter will be operated with two (2) pilots at all times. The decision was based on the following: Increased cockpit workload due to the complexity of the aircraft systems on the AW139; significantly larger aircraft as compared to the Dauphin; industry best practice as all other operators of the AW139 (except one) in the U.S. fly with 2 pilots. In order to mitigate risk and operate the AW139 in safest manner possible; comply with the recommendation of the Part 135 consultant retained by command; ensure effective crew resource management due to the interior wall design of the new aircraft the addition of a second pilot is necessary. The FAA has placed an "SIC Required" limitation on the license of MSP pilots as they complete their initial "Type Rating" training at Rotorsim. These additional positions will be needed to operate the AW139 under FAA licensure when passengers are onboard the aircraft. The Aviation Command will require these pilots to fully transition all of the seven statewide sections.

<u>QTY</u>	<u>Position Description</u>	<u>Class Code</u>	<u>Grade/Step</u>	<u>Salaries & Wages</u>
10	MSP Civilian Helicopter Pilot I	2271	18/9	\$ 61,775
Total				\$617,750

ITEM: 11-GM (Cont.)

Below are the key functions of the additional PIN:

MSP Helicopter Pilot
This is the intermediate level of civilian helicopter pilot work
The pilot is responsible for the overall operation of State aircraft assigned.
Police related missions – performs searches, surveillance, photo, and related law enforcement/public safety missions.
Aeromedical missions – responsible for rapid safe transport of victims, patients, equipment and medical personnel to incident scenes or emergency facilities as required
Responsible for the safe handling of aircraft in the air and on the ground
Works in conjunction with the sworn flight paramedic to form a rescue crew
Performs hoisting operations to extract or insert victims, rescuers or law enforcement personnel

DBM REMARKS: The Secretaries of the Department of Budget and Management and the Maryland Department of State Police have certified that funds are available for the new positions for which approval is requested within the Rule of 100. If the Board approves this request, 20 positions will have been approved within the Rule of 100 for FY2014.

Board of Public Works Action – This Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

GENERAL MISCELLANEOUS

ITEM: 13-GM **Agency Contact:** Clarence Snuggs
 410-514-7006
 Snuggs@dhcd.state.md.us

DEPARTMENT: Housing and Community Development (DHCD)

PROGRAM: Division of Development Finance

FUND SOURCE: 100% Special Funds from Maryland’s Customer Investment Fund (CIF), as ordered by the Maryland Public Service Commission (PSC)

APPROP. CODES: S00A2502; S00A2504

AMOUNT OF REQUEST: N/A

DESCRIPTION: Request to establish ten special funded positions pursuant to 7-236, State Finance and Procurement Article, and Section 31 of House Bill 100 (Budget Bill for 2014). This latter provision enables the Board of Public Works to authorize the creation of non-State funded positions outside of the 100 new position limitation (“Rule of 100”), in non-emergency situations, with the condition that the positions must be abolished when the specific funding is no longer available. The requested positions will be supported entirely with special funds received from the Customer Investment Fund (CIF), established through order No. 84698 as ordered by the Maryland Public Service Commission (PSC) under the merger settlement between Exelon and the Constellation Energy Group, Inc.

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries & Wages</u>
1	Administrator IV	19/9	\$ 65,935
3	Administrator II	17/9	\$ 173,655
2	Administrator I	16/9	\$ 108,506
1	HCD Community Program Administrator I	16/9	\$ 54,253
1	Accountant Advanced	16/9	\$ 54,253
1	Administrative Officer III	15/9	\$ 50,857
<u>1</u>	<u>Administrative Officer II</u>	<u>14/9</u>	<u>\$ 47,705</u>
10	Total		\$ 555,164

REQUESTING AGENCY REMARKS: Seven positions will be added to the Department’s Housing and Building Energy Section and three to the Housing Development section within the Division of Development Finance.

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries and Wages</u>
1	Administrator IV	19/9	\$65,935

This position is responsible for the administrative, management and operational aspects of the CIF Program through interpretation of the requirements and the development of policies and procedures to ensure the effectiveness of the program. This position is also responsible for the oversight of staff.

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries and Wages</u>
1	Administrator II	17/9	\$57,885

This position is responsible for evaluating requests for energy efficiency financing for multifamily rental housing projects. This includes processing and underwriting applications; issuing reservation letters, commitments and other correspondence; closing loans; determining compliance with regulations and guidelines; and assisting in the preparation of monthly and annual reports.

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries and Wages</u>
1	Administrator II	17/9	\$57,885

This position is responsible for assisting in the oversight of Energy Programs, analyzing data, and accounting for funds and related expenditures of subgrantee(s). This position will assist in the preparation, distribution and management of the contract process for the CIF Program relating to the execution of the CIF agreements and amendments between the State and the local agencies and contracts with private contractors to ensure compliance with PSC requirements and State guidelines.

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries and Wages</u>
1	Administrator II	17/9	\$57,885

This position will serve as the Multifamily Production Manager and is responsible for monitoring the progress of multifamily energy efficiency projects. This position will oversee implementation of multifamily building operator training, will determine compliance with regulations and guidelines, and work with the Senior Energy Management Officer to evaluate requests for financing for multifamily energy efficiency projects.

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries and Wages</u>
2	Administrator I	16/9	\$54,253

These positions will coordinate the management information functions of the program, including the analysis of subgrantee(s) reports, collection and reporting of historical and current energy data, to ensure the accuracy of the information reported. Reporting for CIF includes a myriad of information including money spent per client, by jurisdiction, on a monthly basis.

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries and Wages</u>
1	Accountant Advanced	16/9	\$ 54,253

This position is responsible for the financial and managerial accounting functions related to CIF funds. This includes managing the billings to the various utilities, properly accounting for the administrative costs, reconciliation, and analysis and reporting.

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries and Wages</u>
1	HCD Program Admin. I	16/9	\$ 54,253

This position will provide technical support to the program and assistance to the network of local agencies. Through routine monitoring and inspections the incumbent will be able to provide the necessary training and technical assistance to local agencies to improve operations and facilitate reporting. The individual will also conduct lead paint and rehabilitation program inspections as needed.

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries and Wages</u>
1	Administrative Officer III	15/9	\$ 50,857

This position is the front line staff person who is responsible for screening all potential clients requesting services. The incumbent responds to approximately 30-35 inquires a day which involve extensive phone conversations and meetings with clients. The position is also responsible for keeping the referral information current and accurately assessing, verifying and reporting back to clients on program eligibility.

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries and Wages</u>
1	Administrative Officer II	14/9	\$ 47,705

This position is responsible for providing administrative support and operational assistance for the CIF Program. The position assists in the management of information functions of the Energy Programs, ensuring proper input of data into existing computer programs, including Hancock Energy Software (HES). The Administrative Officer will also communicate with nonprofit organizations, local government representatives, private contractors, and other team members on a daily basis to resolve problems and gather data for reporting and training requirements.

DBM REMARKS: The Secretaries of the Department of Budget and Management and the Department of Housing and Community Development have certified that funds are available for the new positions for which approval is requested outside the Rule of 100. If the Board approves this request, 10 positions will have been approved outside the Rule of 100 for FY2014.

Board of Public Works Action - This Item was:

APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
WITH DISCUSSION		WITHOUT DISCUSSION	

GENERAL MISCELLANEOUS

ITEM: 12-GM

Agency Contact: Alice Wirth
410-767-9769
awirth@dllr.state.md.us

DEPARTMENT/PROGRAM:

Maryland Department of Labor, Licensing and Regulation, Division of Workforce Development and Adult Learning/Correctional Education

FUND SOURCE:

100% General

APPROP. CODE:

P00G0113GM50

AMOUNT:

\$8,825

DESCRIPTION:

Request to increase full time equivalency of PIN 031520 from a 0.80 FTE position to a 1.00 FTE position, pursuant to 7-236, State Finance and Procurement Article, and Section 31 of House Bill 100 (Budget Bill for 2014). This latter provision enables the Board of Public Works to authorize the creation of no more than 100 additional State funded positions during Fiscal Year 2014.

<u>Qty</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries & Wages</u>
0.2	Teacher Conditional	9990/000	\$8,825

REQUESTING AGENCY REMARKS: Approval of this Item will increase the overall positions in the Department of Labor, Licensing and Regulation, Division of Workforce Development and Adult Learning approved positions by 0.2 positions.

A full-time teacher position is needed to instruct classes in a Correctional Occupational program. A full time position will increase the number of contact hours with students thus increasing the number of students completing the program in a fiscal year.

DBM REMARKS: The Secretaries of the Department of Budget and Management and the Department of Labor, Licensing and Regulation have certified that funds are available for the new positions for which approval is requested within the Rule of 100. If the Board approves this request and Item 11-GM on this agenda, 20.2 positions will have been approved within the Rule of 100 for FY2014.

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

ADDITIONAL ALLOCATED POSITIONS AUTHORIZED BY
BOARD OF PUBLIC WORKS

Transaction Codes Effective Date Auth. Type
BB40A 400 08 21 2013 02
Record ID Txn. Type Mon Day Yr Code

Posit Number	H R	S Program Number	Sub Class Pgm Code	Classification Title	Sca	Step 0	Step 6	Sal Typ Cod	Fun Cd1	Fun Cd2	Fun Cd3	Fun % 1	Fun % 2	Fun % 3	Aut Pct	Chk Cod
088982		290801002	000 9824	trainmaster	0018	47495	76220	m	03	00	00	100	000	000	100	
088983		290801002	000 9824	trainmaster	0018	47495	76220	m	03	00	00	100	000	000	100	
088984		290801002	000 2588	administrator iii	0017	44600	71399	m	03	00	00	100	000	000	100	
088985		290801002	000 2587	administrator ii	0017	44600	71399	m	03	00	00	100	000	000	100	
088986		290801002	000 2247	admin officer iii	0015	39366	62656	m	03	00	00	100	000	000	100	
088987		290801002	000 2247	admin officer iii	0015	39366	62656	m	03	00	00	100	000	000	100	
088988		290801002	000 2043	admin specialist iii	0012	32733	51575	m	03	00	00	100	000	000	100	
088989		290801002	000 2043	admin specialist iii	0012	32733	51575	m	03	00	00	100	000	000	100	
088990		290801004	000 9737	supervisor transportation	0016	41896	66880	m	03	00	00	100	000	000	100	
088991		290801004	000 2588	administrator iii	0018	47495	76220	m	03	00	00	100	000	000	100	

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

GENERAL MISCELLANEOUS

ITEM: 21-GM **Agency Contact:** Simon Taylor
401-767-8374
staylor@mta.maryland.gov

DEPARTMENT/PROGRAMS: Department of Transportation (MDOT)
Maryland Transit Administration (MTA)

FUND SOURCE: 100% Special (Transportation Trust Fund)

APPROP. CODES: J00.H0102 (Commuter Bus)
J00.H0104 (MARC Weekend Service)

AMOUNT: \$420,674

DESCRIPTION: Request to establish ten Special funded career service positions, pursuant to 7-236, State Finance and Procurement Article, and Section 31 of House Bill 100 (Budget Bill for 2014). This latter provision enables the Board of Public Works to authorize the creation of no more than 100 additional State funded positions during Fiscal Year 2014.

REQUESTING AGENCY REMARKS: The Maryland Transit Administration is requesting ten Special funded positions that will increase transit options for the citizens of Maryland, reduce traffic congestion, and reduce traffic accidents on state roads. Funding is available within the Maryland Transportation Trust Fund. The expansion of MARC Train service to include Saturdays and Sundays will require eight additional positions, and the increased demand for MTA Commuter Bus Service in Southern Maryland will require two additional positions. Buses are nearly all running at capacity, 21 hours per day in this region. This initiative will also assist in meeting the Governor's goal of significantly increasing transit ridership.

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 21-GM (Cont.)

Expanded MARC WEEKEND SERVICE PINs:

<u>QTY</u>	<u>Position Description</u>	<u>Class Code</u>	<u>Grade/Step</u>	<u>Salaries & Wages</u>
2	Trainmaster	9824	18/0	\$ 94,990
1	Administrator III	2588	18/0	\$ 47,495
1	Administrator II	2587	17/0	\$ 44,600
2	Admin Officer III	2247	15/0	\$ 78,732
2	Admin Specialist III	2043	12/0	\$ 65,466

Expanded COMMUTER BUS SERVICE PINs:

1	Supervisor – Transportation	9737	16/0	\$ 41,896
1	Administrator III	2588	18/0	\$ 47,495
10				\$420,674

Below are the key functions of the additional PINs:

Trainmaster
Ride trains to monitor schedules, crew and equipment; 20 per month.
Daily interaction with customers on problems with service.
Interact with railroad supervision to resolve operating or customer service problems.
Train and oversee outside contractors performing cleaning, landscaping and snow removal.
Inspection of stations for safety issues, public address systems and station conditions.
Assist operations center
Advise and assist Chief Transportation Officer during operational incidents.
Implement special programs requiring Bombardier, Amtrak or outside parties.

Administrator II/III
Manage and administer the MARC Operations Center (OPS). Includes making email notifications to riders and emergency notifications to MTA personnel.
Work with Washington Commuter Operations center in facilitating alternate plans when Penn Line trains experience mechanical breakdowns or system failures.
Assist in managing and coordinating daily rolling stock (equipment) train assignments and scheduling.
Work with Washington Commuter Operations, Bombardier Transportation Services, and CSX in facilitating alternate plans when Camden and/or Brunswick Line trains experience mechanical breakdowns or system failures.

SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 21-GM (Cont.)

Admin Officer III
Conduct daily conference call with MARC mechanical staff and contract railroad mechanical staff
Manage all communications to the public during a service disruption via E-mail alerts and updating the web page. Inform commuters of all changes as they occur.
Coordinate alternate transportation, buses or Metro, during a service disruption i.e. blizzard, storms, derailments, equipment failure
Oversee the Operations Clerks that announcements, LED signs and alerts are made to the public in the event of delays and service disruptions
Inform and update MARC Director, Chief Transportation Officer, Chief Mechanical Officer and MARC trainmasters in the event of service disruptions
Inform MTA offices of Safety, Transit Insurance and any other departments required during a service disruption that involves injuries or property damage

Admin Specialist
Develops and oversees all maintenance and repair of MARC-owned locomotives and passenger cars.
Serves as Project Manager and/or Resident Engineer on multiple Federally funded contracts.
Receives and investigates emergency calls for equipment related incidents.

Commuter Bus Supervisor
Oversees daily maintenance and safety operation of 24 Commuter Bus routes. Regularly communicates with managers at the service provider companies concerning operational issues
Ensures standard maintenance procedures are being met for the Commuter Bus fleet. Manages the collection and accuracy of preventative maintenance forms for the 66 MCI coaches owned by the MTA
Initiate requisitions for material, equipment and vehicles. Coordinates bus purchases and inspects new equipment or equipment being transferred between contractors

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 21-GM (Cont.)

Commuter Bus Admin III
Oversees daily operations of MTA's five Commuter Bus contractors. Determines how, if and when bus contractors perform contracted services by coordinating with their operations centers, maintaining a daily liaison with key company personnel and monitoring filed operations. Also resolves customer complaints or disputes with bus company operatives from commuters encountered while in the field.
Monitors daily operation of five bus contractors (bus companies) at locations throughout Maryland and the District of Columbia and maintains liaison with vendors to resolve ongoing service issues or problems. Work assignments include evaluations of contracts' performance according to contractual obligations. Manages the performance of contractors' employees.
Work independently to direct contractors on MTA policies and procedures regarding administrative issues, work orders, performance criteria, potential problems and /or changes in procedures.
Update Chief Transportation Officer for Commuter Bus on the quality, on-time performance and general conditions of particular lines.
Coordinate all Ride Check forms and update schedule changes to forms and distribute to bus contractors.

DBM REMARKS: The Secretaries of the Department of Budget and Management and the Maryland Department of Transportation have certified that funds are available for the new positions for which approval is requested within the Rule of 100. If the Board approves this request, 10 positions will have been approved within the Rule of 100 for FY2014.

Board of Public Works Action – This Item was:

APPROVED DISAPPROVED DEFERRED WITHDRAWN

 WITH DISCUSSION WITHOUT DISCUSSION

1

ADDITIONAL ALLOCATED POSITIONS AUTHORIZED BY
MARYLAND GENERAL ASSEMBLY

Transaction Codes Effective Date Auth. Type
BB40A 400 07 01 2013 01
Record ID Txn. Type Mon Day Yr Code

Posit Number	H R	S Program Number	Sub Pgm Code	Class Code	Classification Title	Sca	Step 0	Step 6	Sal							Aut Pct	Chk Cod
									Typ Cod	Fun Cd1	Fun Cd2	Fun Cd3	Fun % 1	Fun % 2	Fun % 3		
088945		360228001	001	9000	faculty	9990	1800	400000	s	01	00	00	100	000	000	100	
088946		360228001	001	9000	faculty	9990	1800	400000	s	00	00	00	000	000	000	100	
088947		360228001	001	9000	faculty	9990	1800	400000	s	00	00	00	000	000	000	100	
088948		360228001	001	9000	faculty	9990	1800	400000	s	00	00	00	000	000	000	100	
088949		360228001	001	9000	faculty	9990	1800	400000	s	00	00	00	000	000	000	50	
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088951		360228001	001	9011	usm nonexempt	9990	20772	73078	s	00	00	00	000	000	000	100	
088952		360228001	001	9011	usm nonexempt	9990	20772	73078	s	00	00	00	000	000	000	100	
088953		360228004	001	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	
088954		360228004	002	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	
088955		360228004	002	9011	usm nonexempt	9990	20772	73078	s	00	00	00	000	000	000	100	
088956		360228004	003	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	50	
088957		360228004	003	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	50	
088958		360228004	003	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	
088959		360228004	003	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	
088960		360228004	003	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	
088961		360228004	003	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	
088962		360228004	003	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	
088963		360228004	003	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	
088964		360228004	003	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	
088965		360228004	003	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	

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ADDITIONAL ALLOCATED POSITIONS AUTHORIZED BY
MARYLAND GENERAL ASSEMBLY

Transaction Codes Effective Date Auth. Type
BB40A 400 07 01 2013 01
Record ID Txn. Type Mon Day Yr Code

S

Sal

Posit Number	H R	Program Number	Sub Pgm	Class Code	Classification Title	Sca	Step 0	Step 6	Typ Cod	Fun Cd1	Fun Cd2	Fun Cd3	Fun % 1	Fun % 2	Fun % 3	Aut Pct	Chk Cod
088966		360228004	003	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	50	
088967		360228004	003	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	50	
088968		360228004	003	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	
088969		360228005	001	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	
088970		360228006	001	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	
088971		360228006	001	9011	usm nonexempt	9990	20772	73078	s	00	00	00	000	000	000	100	
088972		360228006	001	9011	usm nonexempt	9990	20772	73078	s	00	00	00	000	000	000	100	
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088975		360228006	001	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	
088976		360228007	001	9011	usm nonexempt	9990	20772	73078	s	00	00	00	000	000	000	100	
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088978		360228007	001	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	
088979		360228007	001	9001	usm exempt staff	9990	19149	425000	s	00	00	00	000	000	000	100	
088980		360228008	001	9011	usm nonexempt	9990	20772	73078	s	00	00	00	000	000	000	100	
088981		360228008	001	9011	usm nonexempt	9990	20772	73078	s	00	00	00	000	000	000	100	



OFFICE OF ADMINISTRATION AND
FINANCE

TELEPHONE: 301.445.1925
FACSIMILE: 301.445.2761

3300 METZEROTT ROAD
ADELPHI, MD 20783-
1690

MEMORANDUM

To: Vanessa Plante-McDonald
Jordan Butler
From: Julie Ritz
Date: July 18, 2013
Subject: FY 2014 Flexibility Positions

Enclosed is the information required for issuing MS-310s for the positions created in FY 2014 under position flexibility. One institution (University of Baltimore) is requesting new positions under flexibility at this time that require PIN numbers.

The remaining institutions are still in the process of reviewing their position needs and will submit the detail for their FY 2014 flexibility requests at a later time

The final FY 2014 position control schedule will be included as part of the working budget amendment, will reflect all the FY 2014 flexibility position requests.

If you have any questions, please contact me at (301)445-1933.

University of Maryland, Baltimore 1807 • University of Maryland, College Park 1856 • Bowie State University
1865 • Towson University 1866
University of Maryland Eastern Shore 1886 • Frostburg State University 1898 • Coppin State College 1900 •
Salisbury State University 1925
University of Baltimore 1925 • University of Maryland Center for Environmental Science 1925 • University of
Maryland University College 1947
University of Maryland, Baltimore County 1966 • University of Maryland Biotechnology Institute 1985

University System of Maryland
 FY 2014 Flexibility Positions
 University of Baltimore

Program	Sub Program	Title Code	DBM Title Code	Title	FTE	New Conversion	Funding Source		
							Unrestricted Fund 40 State	Unrestricted Fund 40 Non State	Restricted Fund 43 Non State
01	01	9115	9000	CPA Assistant Professor	1.00	New	General		
01	01	9115	9000	CPA Assistant Professor	1.00	New	General		
01	01	9115	9000	CAS Assistant Professor	1.00	New	General		
01	01	9115	9000	CAS Assistant Professor	1.00	New	General		
01	01	9115	9000	CPA Assistant Professor;	0.50	New	General		
01	01	9112	9000	Associate Professor Accounting	1.00	New	General		
01	01	N08AA1	9011	Administrative Assistant I	1.00	New	General		
01	01	N08AA1	9011	Administrative Assistant I	1.00	New	General		
Subtotal 01-01					7.50				
04	01	E30177	9001	Reference Librarian-	1.00	New		Special	
Subtotal 04-01					1.00				
04	02	E40072	9001	Instructional Designer	1.00	Conversion	General		
04	02	N14ISC	9011	Media Specialist	1.00	New	General		
Subtotal 04-02					2.00				
04	03	E21290	9001	CAS Director of Communications	0.5	New	General		
04	03	E21290	9001	CPA Director of Communications	0.5	New	General		
04	03	E2137E	9001	LAW Academic Support Coordinator	1.00	New	General		
04	03	E4037E	9001	Developmental Math/Writing Coordinator	1.00	New	General		
04	03	E4037E	9001	Innovation Experiential Education Coordinator	1.00	New	General		
04	03	E4037E	9001	Academic Innovation Coordinator	1.00	New	General		
04	03	E4037E	9001	Developmental Math/Writing Coordinator	1.00	New	General		
04	03	E4037E	9001	Developmental Math/Writing Coordinator	1.00	New	General		
04	03	E4037E	9001	CPA Ctr for Math Learning Coordinator	1.00	New	General		
04	03	E40097	9001	Academic Program Coordinator	1.00	New	General		
04	03	E40097	9001	Academic Coordinator - CAS	0.50	New	General		
04	03	E40097	9001	Academic Coordinator - CPA	0.50	New	General		
04	03	E30333	9001	Academic Project Manager JFI	1.00	New		Special	
Subtotal 04-03					11.00				
05		E22377	9001	Assoc Dir, Career Services	1.00	New	General		
Subtotal 05					1.00				
06	01	E40122	9001	Sr. Financial Analyst	1.00	Conversion	General		
06	01	N12UP2	9011	University Police Office II	1.00	New	General		
06	01	N12UP2	9011	University Police Office II	1.00	New	General		
06	01	E40097	9001	AVP for Major Gifts	1.00	New	General		
06	01	E40097	9001	Campaign Coordinator	1.00	New	General		
06	01	E40097	9001	Accreditation Coordinator	1.00	New	General		
Subtotal 06-01					6.00				
07		N13EVU	9011	Electrician	1.00	New	General		
07		N14ISC	9011	Maintenance Mechanic	1.00	New	General		
07		E22260	9001	Building Automation System Mgr	1.00	New	General		
07		E40142	9001	Coordinator/Project Planner	1.00	New	General		
Subtotal 07					4.00				
08		N10PM1	9011	Event Service Coordinator	1.00	New		Special	
08		N10PM1	9011	Event Service Coordinator (Admin Assist)	1.00	New		Special	
Subtotal 08					2.00				
Total UB Flexibility					34.50				

***R13 – Morgan State
University Flex PINS***

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Table 1

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ADDITIONAL ALLOCATED POSITIONS AUTHORIZED BY
MARYLAND GENERAL ASSEMBLY

Transaction Codes Effective Date Auth. Type
BB40A 400 07 01 2013 01
Record ID Txn. Type Mon Day Yr Code

Posit Number	S H R	Program Number	Sub Pgm	Class Code	Classification Title	Sca	Step 0	Step 6	Sal Typ Cod	Fun Cd1	Fun Cd2	Fun Cd3	Fun % 1	Fun % 2	Fun % 3	Aut Pct	Chk Cod
088688		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088695		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088696		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088699		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088700		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088715		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
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088717		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
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088732		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088733		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
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088742		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088745		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088746		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088748		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088749		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	

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ADDITIONAL ALLOCATED POSITIONS AUTHORIZED BY
BOARD OF PUBLIC WORKS

Transaction Codes Effective Date Auth. Type
BB40A 400 07 01 3613 01
Record ID Txn. Type Mon Day Yr Code

S

Sal

Posit Number	H R	Program Number	Sub Pgm	Class Code	Classification Title	Sca	Step 0	Step 6	Typ Cod	Fun Cd1	Fun Cd2	Fun Cd3	Fun % 1	Fun % 2	Fun % 3	Aut Pct	Chk Cod
088757		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088758		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088765		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088766		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088767		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088768		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088769		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088888		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088889		361300001	000	9000	faculty-exempt	9990	18000	400000	s	01	00	00	100	000	000	100	
088890		361300004	000	9003	staff-exempt	9990	5286	185000	s	01	00	00	100	000	000	100	
088891		361300004	000	9003	staff-exempt	9990	5286	185000	s	01	00	00	100	000	000	100	
088892		361300004	000	9003	staff-exempt	9990	5286	185000	s	01	00	00	100	000	000	100	
088893		361300004	000	9003	staff-exempt	9990	5286	185000	s	01	00	00	100	000	000	100	
088894		361300006	000	9003	staff-exempt	9990	5286	185000	s	01	00	00	100	000	000	100	
088895		361300006	000	9003	staff-exempt	9990	5286	185000	s	01	00	00	100	000	000	100	
088896		361300006	000	9003	staff-exempt	9990	5286	185000	s	01	00	00	100	000	000	100	
088897		361300006	000	9003	staff-exempt	9990	5286	185000	s	01	00	00	100	000	000	100	
088898		361300007	000	9003	staff-non exempt	9990	5286	185000	s	01	00	00	100	000	000	100	
088899		361300007	000	9003	staff-non exempt	9990	5286	185000	s	01	00	00	100	000	000	100	
088900		361300007	000	9003	staff-non exempt	9990	5286	185000	s	01	00	00	100	000	000	100	
088901		361300007	000	9003	staff-non exempt	9990	5286	185000	s	01	00	00	100	000	000	100	

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ADDITIONAL ALLOCATED POSITIONS AUTHORIZED BY
BOARD OF PUBLIC WORKS

Transaction Codes	Effective Date	Auth. Type
BB40A 400	07 01 3613	01
Record ID	Txn. Type	Mon Day Yr Code

Posit Number	H R	Program Number	Sub Pgm	Class Code	Classification Title	Sca	Step 0	Step 6	Sal Typ Cod	Fun Cd1	Fun Cd2	Fun Cd3	Fun % 1	Fun % 2	Fun % 3	Aut Pct	Chk Cod
088902		361300007	000	9003	staff-non exempt	9990	5286	185000	s	01	00	00	100	000	000	100	
088903		361300007	000	9003	staff-non exempt	9990	5286	185000	s	01	00	00	100	000	000	100	

088904 361300007 000 9003 staff-non exempt

9990 5286 185000 s 01 00 00 100 000 000 100

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3

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

GENERAL MISCELLANEOUS

ITEM: 21-GM **Agency Contact:** James Wallace
410-841-5855
James.Wallace@Maryland.gov

DEPARTMENT/PROGRAM: Maryland Department of Agriculture (MDA)

FUND SOURCE: 100% Special (MDA Land Preservation Fund)

APPROP. CODE: L00A11.05

AMOUNT: \$19,708

DESCRIPTION: Approval request to create a new position pursuant to §7-236, State Finance and Procurement Article and Chapter 148, SB 150, Acts of 2012 (the Budget Bill for FY 2013). This provision enables the Board of Public Works to authorize the creation of up to 100 positions within the Executive Branch.

<u>Qty</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries & Wages</u>
0.5	Administrator II	17/Base	\$19,708

REQUESTING AGENCY REMARKS: Approval of this Item will increase the overall positions in the Department of Agriculture by 0.5 positions. The Department is proposing to change a part time position to a new FTE position with this increase.

A full-time position is needed to review easement applications dealing with Agricultural Land Preservation. The program is planning to start annual easement purchases in Fiscal Year 2015. This position also works with local jurisdictions on local preservation programs. The incumbent has left state service and agency believes that recruitment would successful if position was full-time.

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 21-GM (Cont.)

DBM REMARKS: The Secretaries of the Department of Budget and Management and the Maryland Department of Agriculture have certified that funds are available for the new partial position for which approval is requested within the Rule of 100. If the Board approves this request, 77.9 positions will have been approved within the Rule of 100 for FY2013.

Board of Public Works Action - The above referenced Item was:

APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
WITH DISCUSSION		WITHOUT DISCUSSION	

SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

GENERAL MISCELLANEOUS

ITEM: 22-GM

Agency Contact: David Fleming
410-865-1035
dfleming@mdot.state.md.us

DEPARTMENT/PROGRAMS:

Department of Transportation (MDOT)
State Highway Administration (SHA), State System
Maintenance
Motor Vehicle Administration (MVA), Vehicle
Operations
Maryland Aviation Administration (MAA), Airport
Operation

FUND SOURCE:

Federal CFDA 20.205 - Highway Planning &
Construction
Special (J00301: Transportation Trust Fund)

APPROP. CODES:

J00. B0102 (SHA)
J00. E0001 (MVA)
J00. I0002 (MAA)

AMOUNTS:

\$1,261,467 (SHA)
\$ 323,469 (MVA)
\$ 232,909 (MAA)

DESCRIPTION:

Approval request to create 24 federally funded positions and 15 special funded positions, pursuant to §7-236, State Finance and Procurement Article, and Section 32 of Senate Bill 150 (Budget Bill for FY 2013). This latter provision enables the Board of Public Works to authorize the creation of no more than 100 additional positions during Fiscal Year 2013. Twenty-four (24) of the requested positions are supported entirely with federal funds, which would be created outside the Rule of 100. These positions will be abolished when funds are no longer available. The other 15 positions will be created within the Rule of 100.

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 22-GM (Cont.)

REQUESTING AGENCY REMARKS: The **State Highway Administration (SHA)** is requesting 24 Federally Funded Positions under CFDA 20.205; Highway Planning and Construction for the Maryland Coordinated Highway Action Response Team (**CHART**).

SHA will be able to reduce traffic congestion and improve safety on weekends, evenings, and early morning hours in the state's major metropolitan areas (Baltimore, Washington suburbs and Frederick) by increasing manpower resources dedicated to the Coordinated Highways Action Response Team (CHART). The CHART Program focuses on reducing the impact of non-recurring congestion and the occurrence of secondary incidents due to excessive delay and "rubbernecking" caused by initial accidents. Reducing these types of incident impacts through quick-clearance strategies and safety patrols will result in less traffic congestion and less unexpected delays while improving safety. The CHART Program has been an invaluable resource in reducing non-recurring congestion in the metro areas during traditional rush hour time periods. Non-recurring traffic congestion has expanded well beyond the traditional rush hour time frame. By expanding CHART patrols to 24/7 coverage in the state's most congested traffic areas, SHA will be able to significantly reduce non-recurring traffic congestion during evening and weekends, improving citizen mobility and safety, and enhancing commerce throughout the state.

<u>Qty</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries & Wages</u>
18	Emergency Response Tech	12/Base@\$32,733	\$589,194
<u>6</u>	Highway Operations Tech IV	14/Base@\$37,006	<u>\$222,036</u>
24	Total		\$811,230

Key functions of the additional PINs:

Emergency Response Technician (ERT) – An ERT performs incident management/traffic congestion management duties, which include traffic control at incident scenes, assistance for disabled motorists, and reporting of real-time traffic information to the Statewide Operations Center (SOC) or Traffic Operations Center (TOC).

Highway Operations Technician IV (HOT IV) – The HOT IV is primarily a supervisor for the ERT's and additional duties include overseeing incident operations, coordinating traffic system control, and providing incident/congestion management and communications.

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 22-GM (Cont.)

The **Maryland Motor Vehicle Administration (MVA)** is requesting 10 regular positions to implement Senate Bill 715 (MVA - Maryland Highway Safety Act of 2013) which was enacted during the 2013 Maryland General Assembly Session. The MVA is required to recover between 95% and 100% of operating and capital cost of the Motor Vehicle Administration through miscellaneous fees as set for in 12-120 (d).

Ten regular positions are requested to implement Senate Bill 715 (MVA - Maryland Highway Safety Act of 2013) which was enacted during the 2013 Maryland General Assembly Session. This bill expands the authority of the MVA to issue or renew a driver's license, identification card, or moped operator's permit. This bill repealed the sunset provision on the grandfathered products of House Bill 389 – (2009), allowing customers holding those products to renew indefinitely. In addition, the bill permits new applicants who cannot demonstrate lawful status but who have filed Maryland taxes for each of the preceding two years to receive a non-compliant product. The effective date of the legislation is January 1, 2014.

Regular full time merit positions

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries & Wages</u>
4	Customer Agent II	10/Base @\$29,003	\$116,012
5	Driver's License Agent II	10/Base @\$29,003	\$145,015
1	Administrator II	17/Base @\$44,600	\$ 44,600
10	Total		\$305,627

The ten positions will support key functions of the Maryland Department of Transportation – Motor Vehicle Administration:

- The 4 Customer Agents II positions will be needed to process the additional transactions created by the new driver license/identification card applicants.
- The 5 Driver's License Agent II positions will be needed to conduct the additional driving skills tests created by the new driver license applicants.
- The Administrator II position is needed to support/provide assistance to the MVA branch offices on various questions/issues related to the additional transactions resulting from this bill.

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 22-GM (Cont.)

The Maryland Aviation Administration (MAA) is requesting 5 PINs to maintain service for expanded facility operations and passenger growth. The associated cost will be recovered by revenue received from increased passenger volume and related airline landing fees and facility charges paid by the commercial airlines that provide service to BWI Thurgood Marshall Airport as well as revenue from parking, rents and user fees, concession activity and fuel sales.

Overall staffing levels at MAA have decreased by 8% since 2008, while projected passenger traffic volume has increased 13%. In order to comply with federally mandated safety and security standards, maintain critical airport electrical grids at BWI Thurgood Marshall and Martin State Airports, grow market share and continue to provide a high level of customer service, MAA requires additional labor resources. These five additional positions will begin to address necessary staffing requirements to maintain current and projected electrical infrastructure supporting the increased airport capacity that the Maryland Aviation Administration has built as well as support the mission of the Office of Regional Aviation. The associated cost will be recovered by revenue received from increased passenger volume and related airline landing fees and facility charges paid by the commercial airlines that provide service to BWI Thurgood Marshall Airport as well as revenue from parking, rents and user fees, concession activity and fuel sales.

<u>Qty</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries & Wages</u>
4	Skilled Trade Specialist III	13/Base@\$34,796	\$139,184
<u>1</u>	Airport Management Officer II	18/Base@\$47,495	<u>\$ 47,495</u>
5	Total		\$186,679

- The Skilled Trade Specialist III, Hi-Volt Electricians will work at BWI Thurgood Marshall and Martin State Airports responsible for maintaining critical safety and security related lighting and electrical circuitry in order to provide uninterrupted power to all parts of the terminals, airfields and surrounding grounds.

- The Airport Management Officer II will play a leading role in supporting the Statewide regulatory programs of MAA Office of Regional Aviation Assistance (RAA) including but not limited to inspection and licensing of over one hundred and forty landing facilities, obstruction evaluation, grant project inspection and management, budget oversight, aviation education outreach as well as supporting the Director of Regional Aviation in all statewide aeronautics duties.

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 22-GM (Cont.)

DBM REMARKS: The Secretaries of the Department of Budget and Management and the Maryland Department of Transportation have certified that funds are available for the new positions for which approval is requested outside and within the Rule of 100. If the Board approves this request, 25 positions will have been approved outside the Rule of 100 for FY2013. Additionally, if the Board approves this request and the previous agenda item (21-GM), 92.9 positions will have been approved within the Rule of 100 for FY2013.

Board of Public Works Action - The above referenced Item was:

APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
WITH DISCUSSION		WITHOUT DISCUSSION	

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ADDITIONAL ALLOCATED POSITIONS AUTHORIZED BY BOARD OF PUBLIC WORKS

Transaction Codes		Effective Date			Auth. Type													
BB40A 400		06 13 2013			02													
Record ID	Txn. Type	Mon	Day	Yr	Code													
Posit Number	S H R	Program Number	Sub Pgm	Class Code	Classification Title	Sca	Step 0	Step 6	Sal Typ Cod	Fun Cd1	Fun Cd2	Fun Cd3	Fun % 1	Fun % 2	Fun % 3	Aut Pct	Chk Cod	
088905		310111005	000	2587	administrator ii	0017	44600	54683	m	01	00	00	100	000	000	50		
088906		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088907		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088908		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088909		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088910		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088911		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088912		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088913		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088914		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088915		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088916		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088917		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088918		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088919		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088920		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088921		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088922		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088923		290201002	000	1426	emergency response tech	0012	32733	39838	m	05	00	00	100	000	000	100		
088924		290201002	000	1430	highway operations tech iv	0014	37006	45140	m	05	00	00	100	000	000	100		
088925		290201002	000	1430	highway operations tech iv	0014	37006	45140	m	05	00	00	100	000	000	100		

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ADDITIONAL ALLOCATED POSITIONS AUTHORIZED BY BOARD OF PUBLIC WORKS

Transaction Codes		Effective Date			Auth. Type													
BB40A 400		07 01 2902			01													
Record ID	Txn. Type	Mon	Day	Yr	Code													

S

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Posit Number	H R	Program Number	Sub Pgm	Class Code	Classification Title	Sca	Step 0	Step 6	Typ Cod	Fun Cd1	Fun Cd2	Fun Cd3	Fun % 1	Fun % 2	Fun % 3	Aut Pct	Chk Cod
088926		290201002	000	1430	highway operations tech iv	0014	37006	45140	m	05	00	00	100	000	000	100	
088927		290201002	000	1430	highway operations tech iv	0014	37006	45140	m	05	00	00	100	000	000	100	
088928		290201002	000	1430	highway operations tech iv	0014	37006	45140	m	05	00	00	100	000	000	100	
088929		290201002	000	1430	highway operations tech iv	0014	37006	45140	m	05	00	00	100	000	000	100	
088930		290501001	000	4864	customer agent ii	0010	29003	35209	m	03	00	00	100	000	000	100	
088931		290501001	000	4864	customer agent ii	0010	29003	35209	m	03	00	00	100	000	000	100	
088932		290501001	000	4864	customer agent ii	0010	29003	35209	m	03	00	00	100	000	000	100	
088933		290501001	000	4864	customer agent ii	0010	29003	35209	m	03	00	00	100	000	000	100	
088934		290501001	000	4869	driver's license agent ii	0010	29003	35209	m	03	00	00	100	000	000	100	
088935		290501001	000	4869	driver's license agent ii	0010	29003	35209	m	03	00	00	100	000	000	100	
088936		290501001	000	4869	driver's license agent ii	0010	29003	35209	m	03	00	00	100	000	000	100	
088937		290501001	000	4869	driver's license agent ii	0010	29003	35209	m	03	00	00	100	000	000	100	
088938		290501001	000	4869	driver's license agent ii	0010	29003	35209	m	03	00	00	100	000	000	100	
088939		290501001	000	2587	administrator ii	0017	44600	54683	m	03	00	00	100	000	000	100	
088940		290200002	000	7131	skilled trade specialist iii	0013	34796	42399	m	03	00	00	100	000	000	100	
088941		290200002	000	7131	skilled trade specialist iii	0013	34796	42399	m	03	00	00	100	000	000	100	
088942		290200002	000	7131	skilled trade specialist iii	0013	34796	42399	m	03	00	00	100	000	000	100	
088943		290200002	000	8431	airport management officer ii	0018	47495	58348	m	03	00	00	100	000	000	100	
888944		290200002	000	7131	skilled trade specialist iii	0013	34796	42399	m	03	00	00	100	000	000	100	