

**ADMINISTRATION - 01**

The Administration Division provides centralized coordination, policy guidance and administrative support for the operating programs of the office. It negotiates and administers the County's labor agreements and serves as the County's liaison to organized labor.

This Division also advises the County Executive, the County Council and County agencies on personnel policy, employment law, and the administration of collective bargaining agreements.

Another function of the Division is to administer the Public Employee Relations Board (PERB) and the Wage Determination Board, the latter of which seeks to ensure appropriate wages are paid to grant-funded construction projects.

The Administration Division oversees the implementation of special initiatives to enhance the professionalism of County employees. One such initiative is the Public Management Internship Program, which recruits into County government recent Master's level graduates of public administration programs. Another initiative is the Senior Training and Employment Program (STEP), which receives funding from the Department of Labor and the Workforce Services Corporation.

Finally, this Division oversees the Applicant Investigation Group (AIG) that conducts background screening for all public safety applicants - police, fire, corrections, and sheriff.

	<b>FY2002 ACTUAL</b>	<b>FY2003 BUDGET</b>	<b>FY2003 ESTIMATED</b>	<b>FY2004 PROPOSED</b>	<b>CHANGE FY2003-FY2004</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 1,059,873	\$ 1,010,300	\$ 1,056,000	\$ 982,300	-2.8%
Fringe Benefits	200,334	210,600	194,800	238,300	13.2%
Operating Expenses	388,634	367,200	368,900	345,700	-5.9%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 1,648,841</b>	<b>\$ 1,588,100</b>	<b>\$ 1,619,700</b>	<b>\$ 1,566,300</b>	<b>-1.4%</b>
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 1,648,841</b>	<b>\$ 1,588,100</b>	<b>\$ 1,619,700</b>	<b>\$ 1,566,300</b>	<b>-1.4%</b>
<b>STAFF</b>					
Full Time - Civilian	-	13	-	14	7.7%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	1	-	1	0%
Limited Term Grant	-	0	-	0	0%