

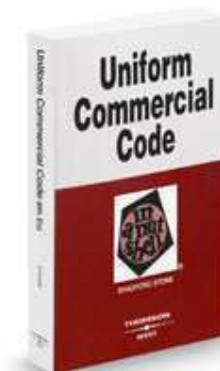
Office of the Secretary of State
Fiscal Year 2013 Proposed Budget



James C. Condos
Secretary of State

Office of the Secretary of State Mission and Programs

- **Our Mission**
- **Use our constitutional and statutory authority to:**
 - protect public health and safety,
 - protect the integrity of the State's electoral process,
 - protect public access to government and its records,
 - facilitate commerce in Vermont,
 - foster an understanding of and an enthusiasm for our democratic form of government
- **State Archives & Records Administration**
 - Custodian of state archives since 1782
 - Secure record center for inactive agency records
 - Promote sound records management by public agencies
 - Promote and enhance access to state records
- **Corporations and Business Registration**
 - Business registration
 - Filing office for secured transactions under UCC
 - Collects \$4.1 million annual revenue



- **Elections&CampaignFinance**

- Conductsstateandfederalelectionsinconcertwithlocal election officials
- Promotesvoterregistrationandparticipation
- Administerscampaignfinanceandlobbyistdisclosure laws



- **OfficeofProfessionalRegulation**

- Protectsthepublicthroughtheeffectiveregulationof45 professionsandoccupations
- Investigatesandprosecutescasesofunlicensedor unprofessional conduct
- Assuresthatcredentialingstandardsarecurrentandpromotesafe &effectivepractice



- **SafeatHome**

- Servespersonsattemptingtoescapefromactualor threatened domesticviolence,sexualassaultandstalking
- Addressconfidentialityprogramprovidesclientwithasubstitute mailingaddressforusewhencreatingrecordswith localandstate agencies

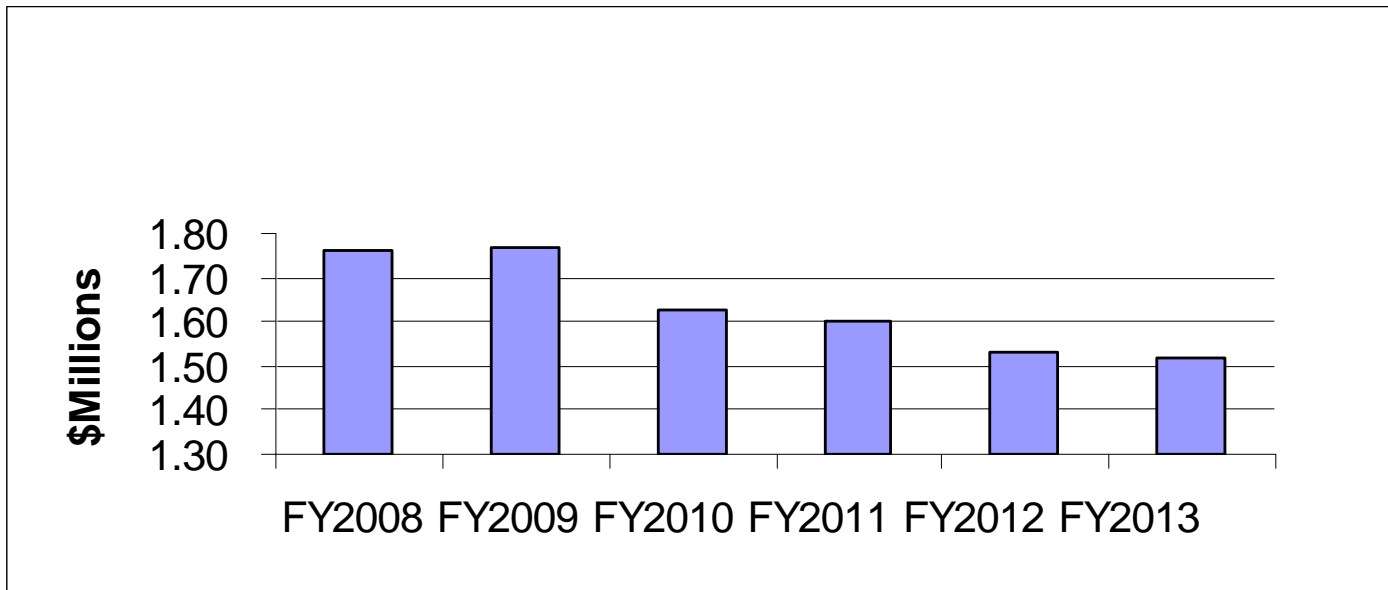


- **MunicipalandCivicsEducation**

- Providestrainingandadvice tolocalofficials
- Publishestrainingguidesand *Opinions*
- Promotescivicseducationandcivicparticipation bycitizensof all ages



FY2013 General Fund Request = \$1,518,552



- Level fund GF will maintain programs at current levels for FY2013.
- No direct impact from Tropical Storm Irene. VSARA staff contributed time and expertise to affected state and municipal offices.
- Lesson learned from Irene – VSARA resources needed more than ever to help improve records management.

Fiscal Year 2013 Budget Development Form- Secretary of State

	General	Special	Federal	IDT	Total
Secretary of State: FY2012 Appropriation	1,529,127	5,133,456	2,000,000	75,000	8,737,583
Act 63 Adjustments	(51,132)				(51,132)
Standard adjustments: insurance, VISION/HCM, Fee-for-space, retirement, etc.	30,359				30,359
Add back one-time % health savings	6,151				6,151
F&M Adjustments	4,047				4,047
FY12 one-time for 2012 presidential primary		(120,000)			(120,000)
Contract services- OPR		82,730			82,730
Space Rental- OPR		36,568			36,568
Per Diem & Other Personal Services- OPR		106,529			106,529
Subtotal of increases/decreases	(10,575)	105,827	0	0	95,252
FY2013 Governor Recommend	1,518,552	5,239,283	2,000,000	75,000	8,832,835

FiscalYear2013- SpecialFundsDetail

	Corporations 21080	OPR 21150	APA 21155	Elections 21160	VSARA 21595- 21602	Total
FY2012Appropriation	492,991	3,706,100	100,000	624,878	209,487	5,133,456
FY12one-timefor2012 presidentialprimary				(120,000)		(120,000)
Contractservices		82,730				82,730
SpaceRental- OPR		36,568				36,568
PerDiem- OPR		106,529				106,529
Subtotalof increases/decreases	0	225,827	0	(120,000)	0	105,827
FY2013Governor Recommend	492,991	3,931,927	100,000	504,878	209,487	5,239,283

Office of the Secretary of State

Transition to Results Based Program Budgets

Key Functions are those authorized by statute:

- Operate the Vermont State Archives and Records Administration (VSARA) program (3 V.S.A. § 117)
- Administer the Office of Professional Regulation (3 V.S.A. § 122)
- Registration of business entities (Titles 11, 11A & 11B V.S.A.)
- Filing office for UCC secured transactions (9A V.S.A. § 9-501)
- Act as chief election official (Title 17 V.S.A. and various federal acts)
- Administer the "Safe at Home" address confidentiality program (15 V.S.A. chapter 21, subchapter 3)
- Administer the registration of lobbyists (2 V.S.A. Chapter 11)
- Certain functions related to administrative rule making (Title 3 V.S.A. Chapter 25)
- Certain functions related to notaries public (24 V.S.A. § 183)

- Baseline information about numbers served, current budget and funding mix. Each of the key functions collects and uses data about clients and workload. VSARA and OPR each publish annual reports containing detailed information about numbers served and trends in workload volume. Elections and Corporations publish data on the office website.

- What are the measures of program outcomes relative to goals?

The office collects and uses a variety of activity data about programs. Some examples of these data are:

- reference requests received,
- registrations filed,
- licenses issued,
- complaints investigated;
- number of clients served

In some cases the transaction data will be equivalent to a program result – such as a vital record issued. But in many cases the transaction data will not offer much information about the program results. Knowing how many cases of unprofessional conduct are filed will not be sufficient to assess how well the Office of Professional Regulation is protecting the public.

Useful measures of program outcomes, expressed in common sense terms that citizens can understand, will be crucial to the success of a results based budget process. The current budget process focuses primarily on expenses, which are relatively easy to measure and verify. Defining and measuring result programs, and may require initial investments in training and development.

Office of the Secretary of State Fiscal Year 2013 Budget

Supplemental information

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Agency Name: Secretary of State

Program: 2230010000 Secretary of State

Reporting Level: 2230-2230-0003-0000-0000-0000

1 Object/Revenue		2	3	4	5	6	7
Description	Code	FY11 Budget As Passed	FY11 Actual	FY12 Budget As Passed	FY12 Estimated	FY13 Governor Proposed	
EXPENDITURES							
Classified Employees	500000	2,649,173	2,523,970	2,634,195	2,669,676	2,704,371	0
Exempt	500010	648,522	615,185	635,440	635,440	617,717	0
Temporary Employees	500040	22,300	110,731	20,000	20,000	14,700	0
OVERTIME	500060	11,500	55,103	11,500	11,500	9,500	0
VACANCY TURNOVER SAVINGS	508000	(27,578)	0	(41,659)	(41,659)	0	0
FICA - Classified Employees	501000	0	194,225	0	0	193,829	0
FICA - Exempt	501010	0	46,382	0	0	47,144	0
FICA - Temporaries	501040	1,705	8,797	1,530	1,530	1,125	0
FICA	501099	194,787	0	191,302	195,916	0	0
MEDICARE	501299	45,549	0	44,737	44,737	0	0
Health Ins - Classified Empl	501500	0	532,200	0	0	645,746	0
Health Ins - Exempt	501510	0	114,053	0	0	129,442	0
HEALTH INSURANCE	501599	745,953	0	822,592	841,737	0	0
Retirement - Classified Empl	502000	0	391,537	0	0	458,626	0
Retirement - Exempt	502010	0	75,398	0	0	109,782	0
RETIREMENT	502099	522,357	0	566,954	563,714	0	0
Dental - Classified Employees	502500	0	26,684	0	0	38,075	0
Dental - Exempt	502510	0	5,486	0	0	7,205	0
Dental - Other	502520	0	0	0	0	0	0
DENTAL	502599	47,840	0	44,661	45,779	0	0
Life Ins - Classified Empl	503000	0	8,801	0	0	8,251	0
Life Ins - Exempt	503010	0	2,370	0	0	1,895	0
LIFE INSURANCE	503099	12,816	0	12,821	12,821	0	0
LTD - Classified Employees	503500	0	604	0	0	1,059	0
LTD - Exempt	503510	0	846	0	0	1,402	0
LONG TERM DISABILITY	503599	2,663	0	2,589	2,589	0	0
EAP - Classified Empl	504000	0	1,500	0	0	1,798	0
EAP - Exempt	504010	0	271	0	0	310	0
EMPLOYEE ASSISTANCE PROGRAM	504099	1,820	0	1,914	1,943	0	0

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1 Object/Revenue Description Code		2 FY11 Budget As Passed	3 FY11 Actual	4 FY12 Budget As Passed	5 FY12 Estimated	6 FY13 Governor Proposed	7
EXPENDITURES							
Employee Tuition Costs	504530	1,550	0	0	0	0	0
Workers Comp - Ins Premium	505200	23,549	23,550	14,680	14,680	17,518	0
Unemployment Compensation	505500	0	13,968	0	0	0	0
CATAMOUNT HEALTH ASSESSMENT	505700	0	318	0	0	0	0
Salaries & Wages Budget	000120	3,303,917	3,304,989	3,259,476	3,294,957	3,346,288	0
Fringe Benefits Budget	000150	1,600,589	1,446,990	1,703,780	1,725,446	1,663,207	0
Per Diem	506000	50,000	49,845	50,000	50,000	50,000	0
Other Pers Serv	506200	64,644	171,826	64,644	64,644	150,000	0
Depositions	506210	4,000	278	4,000	4,000	4,000	0
Transcripts	506220	4,000	21,710	4,000	4,000	28,644	0
Per Diem & Othr Persnl Sv Bdgt	000280	122,644	243,659	122,644	122,644	232,644	0
Contr & 3rd Party - Legal	507200	20,500	28,695	20,500	20,500	20,500	0
Contr&3rd Pty-Educ & Training	507350	500	3,385	900	900	900	0
Contr&3rd Pty - Info Tech	507550	79,316	371,423	79,316	79,316	277,946	0
CONTRACT-WEB DEV. & MAINT.	507551	0	0	0	0	0	0
CONTR-INFO TECH-WEB HOSTING	507552	8,000	3,164	8,000	8,000	8,000	0
CONTR-COMPSOFTWARE-SYSDEVELOP	507553	0	0	0	0	0	0
CONTR-COMPSOFTWR-SYSMAINT&UPGR	507554	0	69,375	0	0	70,000	0
CREATIVE/DEVELOPMENT	507561	0	20,014	0	0	0	0
CREATIVE/DEVELOPMENT-WEB	507562	0	15,563	0	0	0	0
ADVERTISING/MARKETING-OTHER	507563	0	17,442	0	0	0	0
MEDIA-PLANNING/BUYING	507564	0	62,303	0	0	0	0
Other Contr and 3rd Pty Serv	507600	504,300	297,113	504,300	504,300	410,449	0
INTERPRETERS	507615	0	0	0	0	0	0
Contrctd & 3rd Party Serv Bdgt	000320	612,616	888,477	613,016	613,016	787,795	0

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1 Object/Revenue Description Code		2 FY11 Budget As Passed	3 FY11 Actual	4 FY12 Budget As Passed	5 FY12 Estimated	6 FY13 Governor Proposed	7
EXPENDITURES							
Disposal	510200	2,500	323	2,000	2,000	2,000	0
RECYCLING	510220	21,000	15,930	21,000	21,000	21,000	0
Property Management Serv Bdgt	000625	23,500	16,253	23,000	23,000	23,000	0
Rep&Maint-Grds & Constr Equip	512400	0	4,050	0	0	0	0
REP&MAINT-INFO TECH HARDWARE	513000	1,000	532	1,000	1,000	1,000	0
REPAIR&MAINTENANCE-COMPSYS HW	513005	0	0	0	0	0	0
REPAIR & MAINT - OFFICE TECH	513010	5,800	12,636	5,300	5,300	10,300	0
REPAIR & MAINTENANCE - SOFTWARE	513015	0	8,463	0	0	0	0
REPAIR&MAINT-NON-INFO TECH EQU	513100	0	125	0	0	0	0
Other Repair & Maint Serv	513200	11,137	5,004	11,137	11,137	6,137	0
Repair & Maintenance Svcs Bdgt	000775	17,937	30,810	17,437	17,437	17,437	0
Rent Land & Bldgs-Office Space	514000	111,713	120,537	122,432	122,432	159,000	0
Rent Land&Bldgs-Non-Office	514010	0	512	0	0	0	0
Rental of Equipment & Vehicles	514500	0	0	0	0	0	0
Rental - Auto	514550	14,000	8,221	10,000	10,000	10,000	0
Rental - Office Equipment	514650	31,000	17,954	31,000	31,000	31,000	0
Equip & Vehicle Rental - Other	514750	2,000	0	2,000	2,000	2,000	0
Rental - Other	515000	7,800	1,292	8,015	8,015	8,015	0
FEE-FOR-SPACE CHARGE	515010	370,592	370,592	382,172	382,172	345,310	0
Rentals Budget	001000	537,105	519,108	555,619	555,619	555,325	0
Insurance other than Empl Bene	516000	359	356	379	379	669	0
Insurance - General Liability	516010	12,017	12,018	9,710	9,710	6,674	0
Dues	516500	60,950	48,369	60,950	60,950	60,950	0
Licenses	516550	0	830	0	0	0	0
TELECOM-DARK FIBER	516614	0	1,096	0	0	0	0
TELE-INTERNET-DSL-CABLE MODEM	516626	0	199	0	0	0	0

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EXPENDITURES							
TELECOM-DATA TELECOM SERVICES	516651	0	0	0	0	0	0
TELECOM-TELEPHONE SERVICES	516652	17,800	21,576	17,800	17,800	17,800	0
TELECOM-CONF CALLING SERVICES	516658	0	0	0	0	0	0
IT INTERSVCCOST- DII OTHER	516670	68,655	0	0	0	0	0
IT INTSVCCOST-VISION/ISDASSESS	516671	51,210	51,211	38,806	38,806	48,615	0
IT INTSVCCOST- DII - TELEPHONE	516672	45,780	38,888	40,480	40,480	40,480	0
IT INTSVCCOS-DII DATA TELECOMM	516673	9,000	0	9,000	9,000	0	0
IT INTSVCCOST - DII - EMAIL	516674	0	0	0	0	0	0
IT INTER SVC COST WEB HOSTING	516681	0	510	0	0	0	0
IT INT SVC DII ALLOCATED FEE	516685	0	68,655	63,134	63,134	55,420	0
ADVERTISING-TV	516811	0	0	0	0	0	0
ADVERTISING-PRINT	516813	133,754	81,550	86,072	86,072	87,057	0
ADVERTISING-WEB	516814	0	535	0	0	0	0
ADVERTISING-OTHER	516815	0	5,000	0	0	0	0
Advertising - Job Vacancies	516820	7,000	6,055	7,000	7,000	7,000	0
TRADE SHOWS & EVENTS	516870	0	627	0	0	0	0
PHOTOGRAPHY	516875	0	0	0	0	0	0
Printing and Binding	517000	129,884	163,312	235,695	235,695	135,596	0
PRINTING & BINDING-BGS COPY CT	517005	8,924	1,197	8,928	8,928	1,620	0
Printing-Promotional	517010	0	4,577	0	0	0	0
Photocopying	517020	1,500	1,188	1,500	1,500	1,500	0
Process&Printg Films,Microfilm	517050	0	37	0	0	0	0
Registration for Meetings&Conf	517100	18,000	11,677	18,000	18,000	18,000	0
Postage	517200	31,675	56,436	32,075	32,075	52,075	0
POSTAGE - BGS POSTAL SVCS ONLY	517205	99,490	92,160	99,490	99,490	99,490	0
Freight & Express Mail	517300	10,888	8,548	22,888	22,888	8,388	0
INSTATE CONF, MEETINGS, ETC	517400	3,900	9,579	3,900	3,900	3,900	0
CATERING-MEALS-COST	517410	0	0	0	0	0	0
Travel-Inst-Auto Mileage-Emp	518000	26,860	18,837	32,660	32,660	20,000	0

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EXPENDITURES							
Travel-Inst-Other Transp-Emp	518010	100	173	100	100	100	0
Travel-Inst-Meals-Emp	518020	0	301	0	0	0	0
Travel-Inst-Lodging-Emp	518030	1,270	1,376	1,270	1,270	1,270	0
Travel-Inst-Incidentals-Emp	518040	930	344	930	930	930	0
Travel-Inst-Auto Mileage-Nonemp	518300	49,000	45,205	49,000	49,000	49,000	0
Travel-Inst-Meals-Nonemp	518320	8,800	13,649	8,800	8,800	14,000	0
Travel-Inst-Lodging-Nonemp	518330	0	75	0	0	0	0
Travel-Inst-Incidentals-Nonemp	518340	0	0	0	0	0	0
WITNESSES	518355	500	1,706	500	500	500	0
Travel-Outst-Auto Mileage-Emp	518500	100	377	100	100	100	0
Travel-Outst-Other Trans-Emp	518510	9,600	3,101	9,600	9,600	3,000	0
Travel-Outst-Meals-Emp	518520	2,610	1,012	2,610	2,610	2,610	0
Travel-Outst-Lodging-Emp	518530	13,400	6,146	13,400	13,400	10,000	0
Travel-Outst-Incidentals-Emp	518540	300	381	300	300	300	0
Travel-Outst-AutoMileage-Nonemp	518700	2,500	1,166	2,500	2,500	2,500	0
Travel-Outst-Other Trans-Nonemp	518710	9,600	11,302	9,600	9,600	9,600	0
Travel-Outst-Meals-Nonemp	518720	2,800	2,457	2,800	2,800	2,800	0
Travel-Outst-Lodging-Nonemp	518730	15,000	15,846	15,000	15,000	15,000	0
Travel-Outst-Incidentals-Nonemp	518740	550	1,366	550	550	550	0
Other Purchased Services	519000	0	1,361	0	0	0	0
HUMAN RESOURCES SERVICES	519006	0	0	15,156	15,156	20,144	0
Moving State Agencies	519040	4,500	139,802	4,500	4,500	4,500	0
AOT REIM O/E CHARGE TO PROJECT	519500	0	0	0	0	0	0
Purchased Services Budget	001200	859,206	952,169	925,183	925,183	802,138	0
Office Supplies	520000	83,536	55,927	79,005	79,005	60,046	0
STATIONARY & ENVELOPES	520015	0	0	0	0	0	0
Gasoline	520110	0	0	0	0	0	0
Other General Supplies	520500	0	898	0	0	0	0

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EXPENDITURES							
IT & DATA PROCESSING SUPPLIES	520510	8,500	2,930	7,500	7,500	7,500	0
WORK BOOTS & SHOES	520521	400	270	400	400	400	0
Photo Supplies	520560	0	0	0	0	0	0
Fire, Protection & Safety	520590	0	0	0	0	0	0
Recognition/Awards	520600	1,100	0	1,100	1,100	1,100	0
Food	520700	0	0	0	0	0	0
Books&Periodicals-Library/Educ	521500	4,425	3,612	4,425	4,425	4,425	0
Subscriptions	521510	901	727	901	901	901	0
Paper Products	521820	0	0	0	0	0	0
Supplies Budget	001800	98,862	64,364	93,331	93,331	74,372	0
HW - OTHER INFO TECH	522200	20,000	37,068	20,000	20,000	20,000	0
HARDWARE - UPS	522212	4,200	889	0	0	0	0
HW-SERVER,MAINFRME,DATASTOREQU	522214	6,600	29,743	6,600	6,600	6,600	0
HW-SWITCHES,ROUTER,OTHER	522215	1,000	929	1,000	1,000	1,000	0
HARDWARE - DESKTOP & LAPTOP PC	522216	20,000	25,976	20,000	20,000	25,000	0
HW - PRINTERS,COPIERS,SCANNERS	522217	3,300	6,872	3,300	3,300	3,300	0
SOFTWARE - OTHER	522220	19,000	39,944	19,000	19,000	23,000	0
SOFTWARE - OFFICE TECHNOLOGY	522221	2,600	1,038	1,500	1,500	1,500	0
SW-DATABASE&MANAGEMENT SYS	522222	1,300	4,174	1,300	1,300	1,300	0
SW-WEBSITE DEV MAINT HOSTING	522224	0	0	0	0	0	0
SW-EMAIL&ELECTRONIC MESSAGING	522226	0	0	0	0	0	0
HW-WIRELESS LAN	522250	0	0	0	0	0	0
Other Equipment	522400	342,000	0	280,016	280,016	210,016	0
Office Equipment	522410	0	421	0	0	0	0
Communications Equipment	522430	0	0	0	0	0	0
SECURITY SYSTEMS	522445	1,500	290	1,500	1,500	1,500	0
Furniture & Fixtures	522700	39,400	34,947	30,181	30,181	30,181	0
Equipment Budget	002600	460,900	182,291	384,397	384,397	323,397	0

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EXPENDITURES							
STORAGE AREAS	523035	205	0	0	0	0	0
COURIER FREIGHT & EXPRESS MAIL	523040	11,000	787	0	0	0	0
Single Audit Allocation	523620	2,200	2,021	2,200	2,200	2,118	0
Claims/Small Claims	523840	0	0	0	0	0	0
Bank Service Charges	524000	0	56,268	37,500	37,500	60,000	0
Other Operating Expenses Bdgt	003200	13,405	59,076	39,700	39,700	62,118	0
Grants	550220	1,000,000	76,926	1,000,000	937,710	945,114	0
Other Grants	550500	0	500	0	0	0	0
Grants Other Than AHS Budget	005005	1,000,000	77,426	1,000,000	937,710	945,114	0
PENALTIES	551065	0	0	0	0	0	0
Other Non-Operating Exp Budget	005900	0	0	0	0	0	0
EXPENDITURE TOTALS		8,650,681	7,785,612	8,737,583	8,732,440	8,832,835	0
MEANS OF FUNDING							
Federal Revenue Fund	22005	100,000	101,928	100,000	145,989	156,760	0
Federal Election Reform HAVA 2002	22025	1,900,000	685,120	1,900,000	1,900,000	1,843,240	0
General Fund	10000	1,741,157	1,662,027	1,529,127	1,477,995	1,518,552	0
Federal Revenue Fund	102560	2,000,000	787,048	2,000,000	2,045,989	2,000,000	0
General Fund	102590	1,741,157	1,662,027	1,529,127	1,477,995	1,518,552	0
Securities Regulatory & Suprv	21080	492,991	420,749	492,991	492,991	492,991	0
Prof Regulatory Fee Fund	21150	3,507,168	4,230,018	3,706,100	3,706,100	3,931,927	0
Rulemaking Advertising Fund	21155	120,000	79,794	100,000	100,000	100,000	0
Vermont Campaign Fund	21160	504,878	528,616	624,878	624,878	504,878	0

Agency Name: Secretary of State

Program: 2230010000 Secretary of State

Reporting Level: 2230-2230-0003-0000-0000-0000

1 Object/Revenue Description Code		2 FY11 Budget As Passed	3 FY11 Actual	4 FY12 Budget As Passed	5 FY12 Estimated	6 FY13 Governor Proposed	7
MEANS OF FUNDING							
Funeral & Burial Service Trust	21165	0	0	0	0	0	0
Surplus Property	21584	0	520	0	0	0	0
BGS-Public Records-Receipts	21595	99,487	0	99,487	99,487	99,487	0
BGS-Vital Records	21602	110,000	0	110,000	110,000	110,000	0
Incorrect Funding Source	99999	0	0	0	0	0	0
Special Fund	102640	4,834,524	5,259,697	5,133,456	5,133,456	5,239,283	0
Inter-Unit Transfers Fund	21500	75,000	76,840	75,000	75,000	75,000	0
Interdepartmental Transfer	102760	75,000	76,840	75,000	75,000	75,000	0
TOTAL FUNDING		8,650,681	7,785,612	8,737,583	8,732,440	8,832,835	0
AUTHORIZED EMPLOYEES							
FTE - EXEMPT		10.00	0.00	9.50	9.50	9.50	0.00
# OF POSITIONS		65.00	0.00	66.00	68.00	68.00	0.00
FTE - CLS		55.00	0.00	56.00	58.00	58.00	0.00

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Year	Pos No	Class Code	Title	Pos Type	Salary	FTE
2013	210001	057300	Info Tech Spec III	C	\$68,245	1.00
2013	210002	005110	Licensing Board Specialist	C	\$45,427	1.00
2013	210003	005110	Licensing Board Specialist	C	\$46,696	1.00
2013	210004	001200	Program Services Clerk	C	\$28,933	1.00
2013	210005	070500	State Archivist	C	\$77,792	1.00
2013	210008	089410	Admin Services Director III	C	\$87,963	1.00
2013	210010	070000	Elections Administrator III	C	\$45,323	1.00
2013	210011	404700	Nursing Aide Prog Coord	C	\$63,898	1.00
2013	210012	089210	Administrative Svcs Tech IV	C	\$34,278	1.00
2013	210013	050100	Administrative Assistant A	C	\$37,336	1.00
2013	210014	001200	Program Services Clerk	C	\$27,914	1.00
2013	210015	050500	Licensing Administrator II	C	\$60,195	1.00
2013	210016	005110	Licensing Board Specialist	C	\$34,278	1.00
2013	210017	005110	Licensing Board Specialist	C	\$32,739	1.00
2013	210018	057200	Info Tech Spec II	C	\$48,755	1.00
2013	210020	005110	Licensing Board Specialist	C	\$39,083	1.00
2013	210021	086701	Lic Bd Field Invstgr Civil	C	\$43,181	1.00
2013	210023	001800	Legal Assistant	C	\$32,490	1.00
2013	210024	404400	Nursing Bd Exec Off	C	\$79,019	1.00
2013	210025	029500	Business Division Director	C	\$58,406	1.00

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Year	Pos No	Class Code	Title	Pos Type	Salary	FTE
2013	210026	079800	Archivist II	C	\$44,366	1.00
2013	210027	005110	Licensing Board Specialist	C	\$40,331	1.00
2013	210028	037000	Lic Bd Chief Investigator	C	\$53,477	1.00
2013	210029	050100	Administrative Assistant A	C	\$40,768	1.00
2013	210030	086700	Lic Bd Field Invest Non Civil	C	\$50,794	1.00
2013	210032	089180	Administrative Srvc Tech II	C	\$29,328	1.00
2013	210033	050500	Licensing Administrator II	C	\$50,378	1.00
2013	210034	005100	Licensing Board Adm Assistant	C	\$30,805	1.00
2013	210036	086700	Lic Bd Field Invest Non Civil	C	\$58,448	1.00
2013	210039	070000	Elections Administrator III	C	\$48,485	1.00
2013	210042	005110	Licensing Board Specialist	C	\$39,083	1.00
2013	210043	001200	Program Services Clerk	C	\$33,842	1.00
2013	210045	086700	Lic Bd Field Invest Non Civil	C	\$40,331	1.00
2013	210046	077300	Dir of Campaign Fin&Elec	C	\$77,896	1.00
2013	210047	482600	Business Services Specialist	C	\$34,528	1.00
2013	210048	059100	VAC Program Coordinator	C	\$60,195	1.00
2013	210050	058400	Info Tech Manager I	C	\$70,595	1.00
2013	210052	027401	Licensing Board Invest Coord	C	\$48,755	1.00
2013	210053	050500	Licensing Administrator II	C	\$44,366	1.00
2013	210055	089500	Elections Administrator II	C	\$38,522	1.00

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Year	Pos No	Class Code	Title	Pos Type	Salary	FTE
2013	210056	080200	Records Analyst III	C	\$60,299	1.00
2013	210057	086600	Licensing Board Inspector	C	\$41,829	1.00
2013	210058	089070	Financial Administrator III	C	\$51,834	1.00
2013	210059	005110	Licensing Board Specialist	C	\$34,278	1.00
2013	210060	015200	Change Management Analyst	C	\$58,406	1.00
2013	210065	080100	Records Analyst II	C	\$42,702	1.00
2013	210070	079700	Archivist I	C	\$32,739	1.00
2013	210071	050200	Administrative Assistant B	C	\$34,278	1.00
2013	210072	002800	Records Center Coordinator	C	\$40,331	1.00
2013	210073	001200	Program Services Clerk	C	\$34,944	1.00
2013	210074	002600	Records Center Clerk	C	\$33,509	1.00
2013	210075	002600	Records Center Clerk	C	\$37,315	1.00
2013	210076	080100	Records Analyst II	C	\$55,390	1.00
2013	210077	080100	Records Analyst II	C	\$42,702	1.00
2013	210078	079800	Archivist II	C	\$40,768	1.00
2013	210079	086700	Lic Bd Field Invest Non Civil	C	\$44,616	1.00
2013	210080	079700	Archivist I	C	\$32,739	1.00
2013	210081	456800	Elections Administrator I	C	\$34,528	1.00
2013	217001	90020P	Secretary Of State	E	\$90,376	1.00
2013	217002	90490D	Deputy Secretary Of State	E	\$85,010	1.00

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Year	Pos No	Class Code	Title	Pos Type	Salary	FTE
2013	217003	95250E	Executive Assistant	E	\$23,920	0.50
2013	217004	95868E	Staff Attorney III	E	\$62,691	1.00
2013	217005	91570E	Dir Professional Regulation	E	\$75,005	1.00
2013	217007	95868E	Staff Attorney III	E	\$70,387	1.00
2013	217010	95869E	Staff Attorney IV	E	\$66,518	1.00
2013	217011	95868E	Staff Attorney III	E	\$57,366	1.00
2013	217012	95868E	Staff Attorney III	E	\$57,366	1.00
2013	217013	91590E	Private Secretary	E	\$52,998	1.00
Reporting Level 2230010000 Total					\$3,322,088	67.50
Secretary of State Total					\$3,322,088	67.50

**FISCAL YEAR 2013
DEPARTMENT PROGRAM PROFILE**

DEPARTMENT:								
Name and brief narrative description of program (not to exceed 2 sentences for each)	GF \$\$	Spec F \$\$	Fed F \$\$	All other funds \$\$	Total funds \$\$	Authorized positions	Amounts granted out	
VERMONT STATE ARCHIVES & RECORDS ADMINISTRATION								
This division advises and guides public agencies in records and information management; appraises and schedules public records so they are preserved only as long as they have a legal or administrative value; preserves and enhances access to the State government's archival records; and operates a secure record center for non-permanent and inactive agency records.	FY 2011 expenditures	1,477,878	520	0	1,478,398	16		
	FY 2012 estimated expenditures	1,325,295	209,487	45,989	1,580,771	17		
	FY 2013 budget request	1,379,523	209,487	56,760	1,645,770	17		
PROFESSIONAL REGULATION								
The Office of Professional Regulation protects the public from unethical, incompetent or otherwise unprofessional behavior by licensed practitioners in the professions and occupations that are regulated through the Office; to protect the public from practitioners in these fields who are unauthorized to practice; and to ensure equity in licensing, regulation and discipline by fairly and responsibly administering the rules and statutes pertaining to these professions and occupations.	FY 2011 expenditures		4,231,742		75,000	4,306,742	37	
	FY 2012 estimated expenditures		3,706,100		75,000	3,781,100	37	
	FY 2013 budget request		3,931,927		75,000	4,006,927	37	
CORPORATIONS								
This division administers state law with respect to the registration and maintenance of foreign and domestic corporations, partnerships, limited liability companies, and sole proprietorships doing business in Vermont. Furthermore, the division acts as the State repository for trademarks and trade names registrations, and Uniform Commercial Code liens and related filings.	FY 2011 expenditures		420,864			420,864	6	
	FY 2012 estimated expenditures		492,991			492,991	6	
	FY 2013 budget request		492,991			492,991	6	
ELECTIONS & CAMPAIGN FINANCE								
This division provides administration and support for the orderly conduct of elections, administers the campaign finance and lobbyist disclosure laws, and provides public education to encourage the participation of all citizens of voting age in the Vermont elections process.	FY 2011 expenditures		528,618	799,107		1,327,725	6	76,926
	FY 2012 estimated expenditures		624,878	2,000,000		2,624,878	7	937,710
	FY 2013 budget request		504,878	1,943,240		2,448,118	7	945,114
MUNICIPAL & CIVICS EDUCATION								
This program provides advice and assistance to municipal officials and promotes civics education.	FY 2011 expenditures	144,049				144,049	0.5	
	FY 2012 estimated expenditures	121,100				121,100	0.5	
	FY 2013 budget request	109,202				109,202	0.5	

SAFE AT HOME								
This address confidentiality program helps victims of domestic violence, sexual assault, and stalking by providing a substitute address to be used when creating or updating records with state or local government agencies.	FY 2011 expenditures	28,039				28,039	0.5	
	FY 2012 estimated expenditures	31,600				31,600	0.5	
	FY 2013 budget request	29,827				29,827	0.5	
APA								
Places legal notices of administrative rulemaking. Bills rulemaking agency for advertising costs.	FY 2011 expenditures		79,795			79,795	0	
	FY 2012 estimated expenditures		100,000			100,000	0	
	FY 2013 budget request		100,000			100,000	0	
Total Department								
	FY 2011 expenditures	1,649,966	5,261,539	799,107	75,000	7,785,612	66	76,926
	FY 2012 estimated expenditures	1,477,995	5,133,456	2,045,989	75,000	8,732,440	68	937,710
	FY 2013 budget request	1,518,552	5,239,283	2,000,000	75,000	8,832,835	68	945,114