

DIVISION OF ADMINISTRATION

The Division of Administration provides fiscal and administrative support to all department units. Services include budgeting, accounting, expenditure control, procurement, grants/contract administration, personnel, general and building services, and continuous improvement operational excellence initiatives.

DIRECTOR'S OFFICE

This office:

- Oversees division operations.
- Works collaboratively with division and center staff concerning fiscal, budgetary or general support service matters.
- Reviews and approves all contracts, participation agreements, memorandums of understanding and grant applications issued by the department.
- Reviews and approves all financial and procurement policies issued by the department.
- Develops the department's indirect cost plan.
- Develops the department's internal control plan.
- Develops the department's chart of accounts.
- Serves as a department liaison to the State Auditor's Office and the Small Business Regulatory Fairness Board.
- Reviews subrecipient audit reports for financial and administrative compliance, and manages the collection and review of business management assessment forms.
- Provides technical assistance to programs concerning contract monitoring and granting requirements.

Telephone: (573) 751-6014

BUDGET SERVICES AND ANALYSIS BUREAU

This bureau:

- Coordinates and prepares the department's legislative and leasing budget requests.
- Serves as a department liaison to executive and legislative budget staff.
- Monitors progress of the departmental budget through legislative action and assists with administering the budget after passage by the legislature.
- Prepares reports showing year to date expenditures, projected lapse amounts, etc. to help ensure financial accountability.
- Consults with department program staff on budget issues such as the reserve target, expenditure restrictions, etc.
- Coordinates the department fiscal note and initiative petition processes.
- Serves as a department liaison to Legislative Oversight Division.

Telephone: (573) 751-6016

FINANCIAL SERVICES BUREAU

This bureau:

- Coordinates department-wide financial activities.
- Prepares and maintains financial reports on all federal grants.
- Manages the receipt of all funds and ensures timely deposit with the Department of Revenue.
- Oversees procurement of supplies, materials, equipment and services.
- Reviews all department expenditures to ensure the appropriate disbursement of funds, including vendor payments and employee expense accounts.
- Administers the fixed assets accounting system.
- Develops financial and procurement policies, procedures and training.
- Provides security access to the SAM II financial system.

Telephone: (573) 751-6024

GENERAL SERVICES BUREAU

This bureau:

- Manages leased property.
- Manages department-owned vehicles.
- Provides warehouse services.
- Manages telecommunications equipment and services.
- Manages building security/access cards.
- Provides mail services.
- Coordinates forms management and printing services.
- Oversees relocations/reconfigurations statewide for department services.
- Distributes health-related materials upon request.
- Performs equipment surplus functions for the department.
- Serves as a department liaison in safety; OA carpool fleet and recycling.
- Provides receptionist support on the Wildwood campus.

Telephone: (573) 751-6040

OFFICE OF HUMAN RESOURCES

The Office of Human Resources provides human resource management services and support for the Department of Health and Senior Services.

This office:

- Assures the department's compliance with employment law.
- Establishes and maintains the department's position classification system.
- Administers functions of employment, promotion, compensation (including payroll preparation), performance appraisal, discipline, personnel records maintenance and related activities and assists to managers and supervisors in these areas.

- Assures department compliance with federal and state laws relating to equal employment opportunity, affirmative action and provision of services.
- Investigates and monitors internal/external complaints as well as union grievances.
- Coordinates and conducts professional development opportunities for DHSS staff to include new team member orientation and mandatory training for team members.
- Coordinates recruitment efforts by attending career fairs and specialized advertising of vacancies through various online job boards and employment sources.
- Coordinates the department's internship program and placements.
- Coordinates team member award and recognition programs.
- Provides advice and expertise to stakeholders on workforce management, strategic planning, accreditation and organizational change/development issues.
- Coordinates distance-learning programs and development of online training courses.
- Provides relation services.
- Coordinates issues relating to unions.
- Revises and develops DHSS' administrative policies.

Telephone: (573) 751-6059

OFFICE OF PERFORMANCE MANAGEMENT

This office:

- Increases the efficiency and effectiveness of Missouri's public health system through performance management.
- Enhances the readiness of state and local public health partners to prepare and successfully apply for national accreditation through the Public Health Accreditation Board.
- Institutionalizes a culture of continuous quality improvement and fluid adaptation to change.
- Administers the Operational Excellence (Op Ex) team promoting continuous improvement throughout the department with a focus on Lean Six Sigma working across the department identifying areas which could benefit from a lean process. The office is responsible for communicating with the division directors on project status and coordinating team throughout the project process.

Telephone: (573) 751-6016