

DIVISION OF ADMINISTRATION

The Division of Administration provides fiscal, administrative and general services support to all department units. Services include budgeting, accounting, expenditure control, procurement, grants/contract administration, legislative review and general office support.

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 and evaluates contractors' business management systems and audit reports for financial and administrative compliance.
- Provides technical assistance to programs concerning contract monitoring and granting requirements.

Telephone: (573) 751-6014

BUDGET SERVICES AND ANALYSIS BUREAU

This office:

- Coordinates and prepares the department's operating 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 administers the budget after passage by the legislature.
- Monitors department expenditures to ensure financial accountability.
- Consults with department program staff on budget issues such as the reserve target, expenditure restrictions, etc.
- Coordinates the department fiscal note process.

Telephone: (573) 751-6016

FINANCIAL SERVICES BUREAU

This office:

- Coordinates department-wide financial activities.
- Maintains and prepares financial reports on all federal grants.

- Oversees the receipt of all funds and ensures timely deposit with the Department of Revenue.
- 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.
- Oversees procurement of supplies, materials, equipment and services.

Telephone: (573) 751-6024

GENERAL SERVICES BUREAU

This office:

- Manages leased property.
- Manages department-owned vehicles.
- Provides warehouse services.
- Manages telecommunications equipment and services.
- Manages building security/access cards.
- Provides mail service.
- Coordinates forms management, printing services and copy machines.
- Oversees relocations/reconfigurations of modular office systems and plumbing, HVAC and electrical repairs.
- Distributes health-related materials upon request.
- Performs equipment surplus functions for the department.

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 the state personnel law (merit system) and serves as a liaison with the state Office of Administration's Division of Personnel.
- Establishes and maintains the department's position classification system.
- Administers personnel functions of employment, promotion, compensation (including payroll preparation), performance appraisal, discipline, termination, personnel records maintenance and related personnel activities and provides assistance to managers and supervisors in those areas.
- Assures department compliance with federal and state laws relating to equal employment opportunity, affirmative action and provision of services.
- Investigates and monitors complaints and grievances.
- Coordinates and conducts professional development opportunities for DHSS staff to include new employee orientation and mandatory training for supervisors and managers.

- Coordinates recruitment efforts by attending career fairs at high schools and universities and specialized advertising of vacancies through various online job boards and employment sources.
- Coordinates the department's internship program and placements.
- Coordinates employee award and recognition programs.
- Works with management on strategic planning, accreditation and organizational change/development issues.
- Coordinates distance-learning programs and development of online training courses.
- Provides mediation services for employer/employee situations.
- 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.

Telephone: (573) 526-4276