

## Division of Administration – Functional Listing

**Director's Office – Marcia Mahaney, Director (573) 751-6014      Pat Bedell, Deputy (573) 526-9722      Samantha Farthing, Fiscal Liaison (573) 526-0722**

- Grant Administration training
  - Indirect Cost Plan
  - Internal Control Plan (ICP)
  - Revise and Develop DHSS Administrative and Financial Policy
  - Review subrecipient Single Audit Reports
  - Small Business Regulatory Fairness Board (SBRFB) liaison
  - State Auditor's Office (SAO) liaison
  - Subrecipient Business Management Assessment (BMA)
  - Subrecipient/vendor determinations and review of fixed price contracts
- Fiscal coordination for:
    - Department Director's Office (DO) (excluding State Public Health Lab)
    - Division of Administration (DA)
    - Office of Dental Health (ODH)
    - Office of Minority Health (OMH)
    - Office of Rural Health and Primary Care (ORHPC)
    - Section for Women's Health (SWH)

<b>Budget Services &amp; Analysis</b> <b>Shelly Ash, Bureau Chief</b> <b>(573) 751-6016</b>	<b>Financial Services</b> <b>Renee Godsey, Bureau Chief</b> <b>(573) 751-6024</b>	<b>General Services</b> <b>Kevin Kolb, Bureau Chief</b> <b>(573) 751-6040</b>	<b>Human Resources</b> <b>John Thomas, Chief</b> <b>(573) 751-6059</b>	<b>Performance Management</b> <b>Lee Pearson, Chief</b> <b>(573) 751-2353</b>
<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• Assemble and track the department budget and provide guidance to divisions/centers</li> <li>• Department expenditure analysis</li> <li>• Expense budget set-up and error correction</li> <li>• Governor's reserve analysis, tracking and changes</li> <li>• Medicaid expenditure tracking and analysis</li> <li>• Personal services and FTE analysis and projections</li> <li>• Prepare the real estate budget</li> <li>• Process appropriation flex requests</li> <li>• Review statewide cost allocations</li> </ul> <p><b>Legislation</b></p> <ul style="list-style-type: none"> <li>• Prepare fiscal notes</li> <li>• Review legislative proposals for departmental impact</li> </ul>	<p><b>Accounts Payable</b></p> <ul style="list-style-type: none"> <li>• Audit confirmations</li> <li>• Expense accounts</li> <li>• Check cancellation</li> <li>• Check distribution</li> <li>• Interagency billings</li> <li>• Journal vouchers</li> <li>• Notary</li> <li>• Refunds</li> <li>• Vendor payments</li> </ul> <p><b>Grants and Funds Accounting</b></p> <ul style="list-style-type: none"> <li>• Administer payroll processing</li> <li>• Billings</li> <li>• Conduct financial analysis and projections</li> <li>• Financial reporting</li> <li>• Financial status reports (FSRs)</li> <li>• Maintain grant and contract budgets</li> <li>• Payroll fund switches</li> <li>• Review, submit and track grant applications</li> <li>• SAM-II grant and contract setup</li> <li>• Cash management</li> <li>• Cash reporting</li> <li>• Cost allocations</li> <li>• Federal grant draws</li> <li>• Fee receipts</li> <li>• Fixed assets</li> <li>• SAM II financial security</li> </ul> <p><b>Procurement</b></p> <ul style="list-style-type: none"> <li>• Contract development and processing for services/commodities</li> <li>• Lodging direct billing</li> <li>• Memorandums of Understanding (MOUs)</li> <li>• Participation agreements</li> <li>• P-Card accounts</li> </ul>	<p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>• Building leases</li> <li>• Building maintenance</li> <li>• OA Facilities Management liaison</li> <li>• Repair services/work orders</li> <li>• Security badges and building keys</li> <li>• Utility bills</li> </ul> <p><b>Vehicles</b></p> <ul style="list-style-type: none"> <li>• Department fleet vehicle management</li> <li>• WEX fuel cards</li> </ul> <p><b>Telecommunications</b></p> <ul style="list-style-type: none"> <li>• Telephone service issues</li> <li>• Wireless devices</li> </ul> <p><b>Warehouse</b></p> <ul style="list-style-type: none"> <li>• Forms/office supplies</li> <li>• Literature</li> <li>• Strategic National Stockpile support</li> <li>• Surplus property</li> </ul> <p><b>Reception</b></p> <ul style="list-style-type: none"> <li>• Answer main telephone line/ Monitor conference rooms</li> </ul> <p><b>Mail</b></p> <ul style="list-style-type: none"> <li>• Deliveries</li> <li>• Mail services</li> <li>• UPS billings</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Copy machine maintenance</li> <li>• Forms management-State Printing Center (SPC) Liaison</li> <li>• Printing</li> <li>• Secretary of State (SOS) Liaison-Records Management/Archives</li> </ul>	<p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• State personnel law</li> <li>• Liaison with the state Office of Administration's Division of Personnel</li> <li>• Federal &amp; state laws</li> <li>• Establish and maintain the department's position classification system</li> </ul> <p><b>Personnel Functions/Employee Relations</b></p> <ul style="list-style-type: none"> <li>• Promotion</li> <li>• Compensation</li> <li>• Performance appraisal</li> <li>• Discipline</li> <li>• Termination</li> <li>• Personnel records maintenance</li> <li>• Investigate and monitor complaints and grievances</li> <li>• Provide mediation services for employer/employee situations</li> <li>• Union(s)</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• New employee orientation</li> <li>• Training opportunities</li> <li>• Leadership development</li> </ul> <p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Career fairs</li> <li>• Vacancy advertisement</li> <li>• Internship program and placements</li> </ul> <p><b>Reward and Recognition</b></p> <ul style="list-style-type: none"> <li>• Coordinate initiatives and events</li> </ul>	<p><b>Accreditation</b></p> <ul style="list-style-type: none"> <li>• Prepare appropriate materials and lead activities to apply for accreditation through the Public Health Accreditation Board</li> <li>• Develop annual reports</li> <li>• Track State Health Improvement Plan metrics</li> </ul> <p><b>Performance Management</b></p> <ul style="list-style-type: none"> <li>• Lead Department strategic planning initiatives</li> <li>• Work with programs to develop and track metrics</li> <li>• Provide training and support for continuous quality</li> <li>• Lead Department Quality Improvement Committee</li> </ul>