

Division of Administration – Functional Listing

<div> <div>Director's Office – Marcia Mahaney, Director (573) 751-6014</div> <div>Pat Bedell, Deputy (573) 526-9722</div> <div>Samantha Farthing, Fiscal Liaison (573) 526-0722</div> </div>					
<ul style="list-style-type: none"> Grant Administration Training Indirect Cost Plan Internal Control Plan (ICP) DHSS Administrative and Financial Policy 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 			FINANCIAL SUPPORT UNIT <ul style="list-style-type: none"> Fiscal coordination for: <ul style="list-style-type: none"> Department Director's Office (DO) Division of Administration (DA) DCPH-Office of Dental Health (ODH) DCPH-Office of Minority Health (OMH) DCOH-Office of Rural Health and Primary Care (ORHPC) DCPH-Section for Women's Health (SWH) 		
Budget Services & Analysis Shelly Ash Bureau Chief (573) 751-6016	Financial Services Renee Godsey Bureau Chief (573) 751-6024	Procurement Services Shalonda Graham Acting Bureau Chief (573) 522-5830	General Services Linda Struempf Bureau Chief (573) 751-6040	Human Resources John Thomas Chief People Officer (573) 751-6059	Performance Management Lee Pearson Office Chief (573) 751-2353
Budget <ul style="list-style-type: none"> Assemble and track the department budget and provide guidance to divisions/centers Department expenditure analysis Expense budget set-up and error correction Governor's reserve analysis, tracking and changes Medicaid expenditure tracking and analysis Personal services and FTE analysis and projections Prepare the real estate budget Process appropriation flex requests Review statewide cost allocations Legislation <ul style="list-style-type: none"> Prepare fiscal notes Review legislative proposals for departmental impact 	Accounts Payable <ul style="list-style-type: none"> Audit confirmations Expense accounts Check cancellation Check distribution Interagency billings Journal vouchers Notary Refunds Vendor payments Grants and Funds Accounting <ul style="list-style-type: none"> Administer payroll processing Billings Conduct financial analysis and projections Financial reporting Financial status reports (FSRs) Maintain grant and contract budgets Payroll fund switches Review, submit and track grant applications SAM-II grant and contract setup Cash management Cash reporting Cost allocations Federal grant draws Fee receipts Fixed assets SAM II financial security 	Procurement <ul style="list-style-type: none"> Contract development and processing for services/commodities Lodging direct billing Memorandums of Understanding (MOUs) Participation Agreements P-Card Accounts Training on contract deliverables SAM-II Purchasing MissouriBUYS Liaison 	Facilities <ul style="list-style-type: none"> Building leases Building maintenance OA Facilities Management liaison Repair services/work orders Security badges and building keys Utility bills Vehicles <ul style="list-style-type: none"> Department fleet vehicle management WEX fuel cards Telecommunications <ul style="list-style-type: none"> Telephone service issues Wireless devices Warehouse <ul style="list-style-type: none"> Forms/office supplies Literature Strategic National Stockpile support Surplus property Reception <ul style="list-style-type: none"> Answer main telephone line/ Monitor conference rooms Mail <ul style="list-style-type: none"> Deliveries Mail services UPS billings Other <ul style="list-style-type: none"> Forms management-State Printing Center (SPC) Liaison Printing Recycle Liaison Secretary of State (SOS) Liaison-Records Management/Archives 	Compliance <ul style="list-style-type: none"> State personnel law Liaison with the state Office of Administration's Division of Personnel Federal & state laws Establish and maintain the department's position classification system Personnel Functions/Employee Relations <ul style="list-style-type: none"> Promotion Compensation Performance appraisal Discipline Termination Personnel records maintenance Investigate and monitor complaints and grievances Provide mediation services for employer/employee situations Union(s) Professional Development <ul style="list-style-type: none"> New employee orientation Training opportunities Leadership development Recruitment <ul style="list-style-type: none"> Career fairs Vacancy advertisement Internship program and placements Reward and Recognition <ul style="list-style-type: none"> Coordinate initiatives and events 	Accreditation <ul style="list-style-type: none"> Prepare appropriate materials and lead activities to apply for accreditation through the Public Health Accreditation Board Develop annual reports Track State Health Improvement Plan metrics Performance Management <ul style="list-style-type: none"> Lead Department strategic planning initiatives Work with programs to develop and track metrics Provide training and support for continuous quality Lead Department Quality Improvement Committee