

## About the Office of Administration

The Office of Administration (OA) serves as the administrative and managerial arm of State of Missouri government. Created by the General Assembly on Jan. 15, 1973, the Office of Administration combines and coordinates the central management functions of State government to help departments operate efficiently and effectively.

The Commissioner of Administration is appointed by the Governor with the advice and consent of the Senate. The Commissioner appoints the Deputy Commissioner/General Counsel and the directors of the seven divisions within the department.

The Commissioner serves as the state Chief Administrative Officer and comptroller with oversight for the divisions within OA, the Office of Equal Opportunity, the Office of the Child Advocate, and various programs, boards, and commissions.

## Commissioner's Office

The **Commissioner's Office** is organized into key support sections that provide essential functions to advance the Office of Administration's operations and statewide initiatives.

**Budget and Legislative Services** helps develop department budget requests and legislative priorities, coordinates fiscal notes, and legislative reviews. This section also engages with elected officials to provide information requested during the budget and legislative process, and helps address constituent issues or other questions as they arise.

The **Office of Communications** develops content across a range of mediums including press releases, newsletters, emails, website copy, presentations, videos, speeches, conferences, and events to engage and inform team members, customers, the media, and other stakeholders.

The **Office of Employee Engagement** supports the department's workforce by providing human resources management, recruitment, training, and workforce development. The section also houses the department's operational excellence team providing resources across the agency to drive efficiencies, streamline processes, and instill data-driven decisions making to support agency initiatives. This office also manages the Missouri State Employees Charitable Campaign efforts and the OA CARES program.

The **Office of the General Counsel (Legal)** provides comprehensive legal support to all programs, divisions, and offices under the department's purview. The office also assists with matters related to State government administration, ensuring legal compliance, and advising executive leadership on statewide legal issues.

The **Office of Operational Excellence** provides support and coordinates department and statewide initiatives by utilizing the continuous improvement management cycle, data-driven decision making, and best practices to create a high-functioning organization that meets Missouri citizens' expectations.

## Division of Accounting

573-751-2971      acctmail@oa.mo.gov

The **Division of Accounting** provides central accounting and central payroll system services for state government, producing checks and electronic payments for State vendors and State employees. The division publishes annual financial reports, administers bond sales for the Board of Fund Commissioners, Board of Public Buildings and Board of Unemployment Fund Financing, and administers the social security coverage for all employees of the state and its political subdivisions.

## Division of Budget and Planning

573-751-2345      bpmail@oa.mo.gov

The **Division of Budget and Planning** analyzes budget policy issues and provides information to the Commissioner of Administration, the Office of the Governor, the General Assembly, Missouri's congressional delegation, and state, local, and federal agencies. The division reviews agency budget requests, prepares the annual executive budget, analyzes economic conditions, forecasts state revenues, and monitors and reviews legislation.



## Division of Facilities Management, Design and Construction

573-751-2624      fmdcmail@oa.mo.gov

The **Division of Facilities Management, Design and Construction** provides project management and construction administration for State of Missouri capital improvements projects. The division also operates, maintains, and manages state-owned buildings and other structures, and is responsible for acquiring and managing state-leased space.

## Division of General Services

573-751-0929      gsmail@oa.mo.gov

The **Division of General Services** provides essential support services across State government including comprehensive printing, design, and mailing solutions; fleet management coordination to manage vehicle fleets, vehicle maintenance services, and operation of a centralized motor pool in mid-Missouri; and risk management education and resources, administration of the legal expense fund and the State employee workers' compensation program. General Services also coordinates statewide recycling efforts to recycle and reduce waste, and administers the surplus property programs, transferring used federal property to eligible entities (state, cities, counties, etc.) and disposing of excess State property through online public auctions, redistribution to other State agencies or recycling.

## Division of Personnel

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573-751-2799      hr@oa.mo.gov

The **Division of Personnel** provides central human resource management and services to all Executive Branch departments in compliance with Missouri Personnel Law, including overseeing the Uniform Classification and Pay System, and the statewide professional development and performance management system. The division also administers hiring and recruitment efforts, leadership and talent development programs, and a variety of employee recognition and retention programs.

## Division of Purchasing

573-751-2387 [purchmail@oa.mo.gov](mailto:purchmail@oa.mo.gov)

The **Division of Purchasing** provides procurement services for all supplies, materials, equipment, and services for Executive Branch agencies, except for those agencies exempted by law. Purchasing executes procurement functions in accordance with applicable statutes by maximizing competition in the procurement process, conducting evaluations and negotiations as appropriate, and awarding contracts to the "lowest and best" vendors. The division is also responsible for cooperative contracts, emergency procurement authorizations, single feasible source contracts, special delegations of authority, as well as other procurement authorizations as permitted by law.

## Information Technology Services Division

573-751-3290  
[itsdofficeofcommunications@oa.mo.gov](mailto:itsdofficeofcommunications@oa.mo.gov)

The **Information Technology Services Division (ITSD)** provides technology and communication services and solutions to the State's 15 consolidated departments. As a centralized service, ITSD provides enterprise standards and guidance in the common areas of security, networking, data management, server administration, end user support, technical architecture, and application management, while maintaining a department-focused perspective on service delivery.



 MissouriOA

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The Office of Administration provides oversight for, serves on, or works closely with the following programs, boards, and commissions:

### Assigned to OA:

Administrative Hearing Commission  
American 250 Commission  
Board of Fund Commissioners  
Board of Public Buildings  
Board of Unemployment Fund Financing  
Children's Trust Fund  
Governor's Council on Disability  
Jackson County Sports Complex Authority  
Missouri Ethics Commission  
Missouri Health and Educational Facilities Authority  
Missouri Minority Business Advocacy Commission  
Missouri Prescription Drug Monitoring Program  
Missouri Public Entity Risk Management Fund  
Office of Equal Opportunity

### Serves on:

Missouri Achieving a Better Life Experience Program  
Missouri Consolidated Health Care Plan  
Missouri Cyber Security Commission  
Missouri Higher Education Savings Program  
Missouri Petroleum Storage Tank Insurance Fund  
Missouri State Capitol Commission  
Missouri State Employees' Retirement System  
State Records Commission

### Works closely with:

Missouri Citizens' Commission on Compensation for Elected Officials



**Excellent customer  
service, every time.**