

**Title 1—OFFICE OF ADMINISTRATION  
Division 10—Commissioner of Administration  
Chapter 1—Organization**

**PROPOSED AMENDMENT**

**1 CSR 10-1.010 Organization, Methods of Operation, and Requests for Information.** The Commissioner is amending existing sections (1) – (6), deleting existing sections (7) – (8), and adding new sections (7) – (9).

*PURPOSE: This amendment updates outdated information describing the office of administration.*

(1) Appointed by the governor and confirmed by the senate, the commissioner of administration supervises *[a four hundred fifty (450)-employee]* **the state's service and administrative control** agency and serves as a policy advisor to the governor. Whenever provisions of the statutes grant powers, impose duties or make other reference to the comptroller, the director of Budget, the director of the Division of Planning and Construction, the state purchasing agent or the director of Administrative Services, they are construed as referring to the commissioner of administration. *[The Office of Administration is the state's service and administrative control agency.]* The *[state's]* **divisions of accounting, budget and planning, facilities management,** design and construction, *[electronic data processing (EDP) coordination,]* **general services, information technology services,** personnel, and purchasing *[and planning functions]* are within the Office of Administration. **Additionally, the Office of Administration provides varying levels of support and/or oversight to a number of boards and commissions pursuant to statute.** Requests for information can be submitted to: *[Commissioner]* **Office of Administration,** *[Capitol Building]* **P.O. Box 809,** Jefferson City, MO *[65101]* **65102-0809.**

(2) The Division of Accounting *[performs the controllership function. It maintains the general and fund account ledgers, performs preaudit and approves all payment requisitions and operates the Social Security program for all political subdivisions in the state. The division processes and approves all state payrolls. In addition, it performs special audit activities on Workers' Compensation claims for state employees and criminal cost reimbursements to counties and sheriffs. The division issues monthly and annual financial summaries of receipts, disbursements and appropriation status of each fund and department along with federally required Census Bureau and Revenue Sharing reports. The division, along with the Division of Budget and Planning, prescribes the form of annual reports of actual receipts and expenditures of each department.]* **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.**

(3) *[The Division of Electronic Data Processing Coordination controls the acquisition and use of EDP and automatic data processing (ADP). The division develops and implements long range computer facility plans for the use of EDP; maintains inventories of, and approves all additions*

*and deletions of EDP hardware, software, support services and service centers. The division establishes procedures in conjunction with the Division of Accounting to be used by all service centers when performing EDP service for any agency. The division supervises the state's telephone system.]* **The Division of Budget and Planning analyzes budget policy issues and provides information to the Commissioner of Administration, the governor's office, the General Assembly, Missouri's congressional delegation and state, local, and federal agencies. The division prepares the budget instructions, reviews agency budget requests, prepares the annual executive budget, analyzes economic and demographic conditions, forecasts state revenues, and conducts technical policy and program analyses. To assist in state government management, the division controls appropriation allotments, manages the automated state budget system, prepares legislative fiscal notes, reviews legislation, tracks agency performance measures, analyzes and develops policy options, and reviews federal issues and their impact on Missouri. The division coordinates preparations for, and assistance during, elected-official transitions. The division compiles population estimates and projections, provides technical assistance during decennial reapportionment, and is Missouri's liaison to the U.S. Bureau of the Census.**

(4) The Division of **Facilities Management, Design and Construction** *[performs professional services relating to state physical facilities and selects architects and professional engineers for capital improvement projects. It assists agencies in preparing their capital improvement budget requests. It is responsible for state-owned buildings at the seat of government. The division performs maintenance and housekeeping functions and maintains a complete inventory of all real estate buildings and facilities of state government. The division prepares an analysis of the long range plan for repair, construction, rehabilitation and utilization of all state property.]* **provides asset management services to assist state entities in meeting their facility needs for the benefit of the public. The mission is to provide a superior workplace environment for state occupants and their visitors and protect the State's investments in property assets. The goal of the division is to provide agencies with the information and resources that will support their development of high-performance workplaces – workplaces that will meet agency business needs and can be readily adapted to changing workplace practices and strategies.**

(5) The Division of General Services manages the Missouri State Employees Charitable Campaign and provides the following essential support services to state departments:

(A) **Central Mail Services** advises agencies on efficient mailing practices and provides comprehensive mailing services to most state agencies operating within the Jefferson City area;

(B) **Fleet Management** establishes statewide policies governing state vehicle operations and management; coordinates a centralized fleet information system; operates a consolidated car pool serving agencies in the Jefferson City area, and serves as a resource for fleet management issues;

(C) **Risk Management** administers the Legal Expense Fund and the workers' compensation program for state employees, purchases insurance as required, and advises state agencies on risk management issues;

**(D) State Printing provides comprehensive copying services including design, printing, finishing, and quick copy services;**

**(E) State Recycling coordinates statewide recycling efforts and serves as a resource for recycling issues;**

**(F) Surplus Property transfers and disposes of state surplus property and distribution of excess federal property to eligible entities; and**

**(G) Vehicle Maintenance operates a centralized maintenance facility to provide mechanical repairs and body shop services for state vehicles based in the Mid-Missouri area.**

**(6) The Information Technology Services Division provides technology and communication services and solutions to the consolidated state's agencies so they can efficiently and effectively serve the citizens of Missouri. It offers centralized staff and resources in a single unified entity and supports 14 executive branch departments. The organizational model allows for enterprise standards and guidance in the common areas of security, networking, data management, server administration, end user support, technical architecture, and application management.**

**(7) The Division of Personnel** *[Division has the statutory responsibility for administration of the State Merit System Law, Chapter 36, RSMo (1986) and the rules adopted by the Personnel Advisory Board.*

*(A) The Personnel Division prepares classification and pay plans, recruits job applicants, conducts employment examinations, prepares and maintains employment registers and certifies eligibles for consideration for employment by merit agencies and approves personnel transactions and agency payrolls to insure compliance with merit system rules. Requests for information in these areas should be sent directly to the Division of Personnel, P.O. Box 388, Jefferson City, MO 65102.*

*(B) The Personnel Advisory Board within the Personnel Division approves the classification and pay plans, adopts personnel rules and hears appeals of employees from disciplinary actions. Appeals and requests for information from the board should be directed to the board at the office of the Personnel Division.]* **oversees personnel policies that impact the State of Missouri workforce including the Uniform Classification and Pay System (UCP). In collaboration with human resources professionals from each of the executive departments, the division develops and implements initiatives designed to benefit the state team member life-cycles, including talent acquisition, professional development, awards and recognition, and leadership and skill-based training. The division also performs the following functions:**

**(A) Ensures employees are assigned to appropriate job classes and develops and administers position classifications for agencies covered by the UCP;**

**(B) Provides pay, leave, and reporting information on the UCP pay plan;**

**(C) Interprets policies and regulations on pay, leave, and hours of work;**

**(D) Provides workforce reports and assistance with the Human Resources and payroll system;**

**(E) Ensures personnel transactions are in compliance with state personnel law;**

**(F) Administers statewide recognition programs and coordinates the employee discount program; and**

**(G) Provides human resource support for the Office of Administration.**

*[(6)]* **(8) The Division of Purchasing is responsible for the [purchase of supplies, printing, services and equipment and centralized warehouse functions for state departments. It also is responsible for the operation of printing units, under Chapter 34, RSMo (1986). It maintains inventories for all state-owned equipment including the distribution and transfer of surplus property and administers the federal surplus property program. The division operates a cooperative procurement program for political subdivisions of the state.] procurement of all state-required supplies, materials, equipment, and professional or general services, except for those agencies exempted by law. The division 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. Additionally, the division is responsible for cooperative contracts, emergency procurement authorizations, single feasible source contracts, special delegations of authority, and other procurement authorizations as permitted by law.**

**(9) In addition to the divisions discussed above, various programs and offices are housed within the Office of Administration. These include but are not limited to the Office of Equal Opportunity, the Prescription Drug Monitoring Program, and the Office of Child Advocate.**

*[(7) The Division of Budget and Planning provides technical assistance to agencies in preparing budgets. It reviews and prepares the preliminary executive budget. It is responsible for allotment control and allotment preparation. The division conducts an on-going analysis of agency programs including assessment of impact of proposed state and federal legislation. The division provides assistance and coordination in matters relating to planning to state departments. It develops and updates the comprehensive state plan. The division administers the Housing and Urban Development (HUD) 701 program, the Office of Management and Budget (OMB) A-95 review program and is liaison with the Federal Regional Council. The division provides technical and management assistance to the governor's office and state departments on matters of administration or procedure including personnel, finance, public administration and industrial engineering.*

*(8) The Staff Services Unit provides support to the commissioner of administration including purchasing, bookkeeping, personnel information and preparation of budget requests for the department.]*

*AUTHORITY: section 536.023, RSMo [1986] 2016. Original rule filed Dec. 29, 1975, effective Jan. 8, 1976. Amended: Filed January 9, 2023.*

*PUBLIC COST: This proposed amendment will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.*

*PRIVATE COST: This proposed amendment will not cost private entities more than five hundred dollars (\$500) in the aggregate.*

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the Office of Administration, P.O. Box 809, Jefferson City, MO 65102-0809. To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. No public hearing is scheduled.*