

## 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 14 consolidated departments. As a centralized service, ITSD is able to provide 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.

## Contact Information:

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## Office of Child Advocate

573-522-8683 [oca@oca.mo.gov](mailto:oca@oca.mo.gov)

The Office of Child Advocate (OCA) conducts independent and impartial reviews of disputed decisions, actions, and inactions regarding any child at risk of abuse, neglect, or other harm within Missouri's foster system. The OCA is independent of, but works in conjunction with, the Department of Social Services, the Department of Mental Health, and the Juvenile Court to improve family services and child welfare in Missouri.

## Office of Equal Opportunity

573-751-8130 [oeo@oa.mo.gov](mailto:oeo@oa.mo.gov)

The Office of Equal Opportunity (OEO) aims to cultivate a diverse and inclusive state workforce to develop a talented workforce that reflects the rich diversity of the citizens of Missouri. The OEO also works to enhance the state's economy by certifying minority and women-owned businesses and providing resources to access employment opportunities through state contracts.

## The Office of Administration provides oversight for the following programs, boards, and commissions:

### Assigned to:

Administrative Hearing Commission  
Board of Fund Commissioners  
Board of Public Buildings  
Board of Unemployment Fund Financing  
Children's Trust Fund  
Governor's Council on Disability  
Missouri Citizens' Commission on Compensation for Elected Officials  
Missouri Ethics Commission  
Missouri Health and Educational Facilities Authority  
Missouri Minority Business Advocacy Commission  
Prescription Drug Monitoring Program

### Serves on:

Missouri Achieving a Better Life Experience Program  
Missouri Consolidated Health Care Plan  
Missouri Higher Education Savings Program  
Missouri Petroleum Storage Tank Insurance Fund  
Missouri Public Entity Risk Management Fund  
Missouri State Capitol Commission  
Missouri State Employees' Retirement System



State of Missouri

**Office of Administration**



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## About the Office of Administration

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

## Division of Accounting

573-751-2971      [acctmail@oa.mo.gov](mailto:acctmail@oa.mo.gov)

The Division of Accounting maintains all financial records for State of Missouri appropriations and funds, administers bond sales for the State, processes payments for state vendors and employees, controls production of warrants, and distributes checks.

## Division of Budget and Planning

573-751-2345      [bpmail@oa.mo.gov](mailto:bpmail@oa.mo.gov)

The Division of Budget and Planning analyzes state government budget requests and provides recommendations and information to the Commissioner of Administration, the Governor, the General Assembly, and other state agencies regarding fiscal policies. The division also prepares the annual executive budget, analyzes economic and demographic conditions, forecasts state revenues, prepares legislative fiscal notes, and reviews legislation.

## Division of Facilities Management, Design, and Construction

573-751-2624      [fmdcmail@oa.mo.gov](mailto: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](mailto:gsmail@oa.mo.gov)

The Division of General Services provides essential support services to state departments and to the Office of Administration including printing, mail services, fleet management, vehicle maintenance, and administration of the legal expense fund and the state employee workers' compensation program. General Services also maintains responsibility for the statewide in-house recycling program, transfers and/or disposes of state agencies' surplus, and administers the Federal Surplus Property Program.

## Division of Personnel

573-751-4162      [oa.dopadmin@oa.mo.gov](mailto:oa.dopadmin@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 appraisal system. The division also administers hiring and recruitment efforts, leadership and talent development training, 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 is responsible for the procurement of all state-required supplies, materials, equipment and professional or general services, except for those exempted by law.

## OUR VISION:

*Excellent customer service, every time.*

