



RULES OF
Office of Administration
Division 10—Commissioner of Administration
Chapter 1—Organization

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TITLE 1 – OFFICE OF ADMINISTRATION
Division 10 – Commissioner of Administration
Chapter 1 – Organization

1 CSR 10-1.010 Organization, Methods of Operation, and Requests for Information

PURPOSE: This regulation provides the public with a description of the Office of Administration's operations and the methods and procedures where the public may obtain information. This rule is adopted to fulfill the statutory requirement of section 536.023(3), RSMo.

(1) Appointed by the governor and confirmed by the senate, the commissioner of administration supervises 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 divisions of accounting; budget and planning; facilities management, design and construction; general services; information technology services; personnel; and purchasing 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: Office of Administration, PO Box 809, Jefferson City, MO 65102-0809.

(2) 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.

(3) 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 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 carpool 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 distributes 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 fourteen (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 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.

(8) The Division of Purchasing is responsible for the 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.

AUTHORITY: section 536.023, RSMo 2016. Original rule filed Dec. 29, 1975, effective Jan. 8, 1976. Amended: Filed Jan. 6, 2023, effective July 30, 2023.*

**Original authority: 536.023, RSMo 1975, amended 1976, 1997, 2004.*