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**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 a four hundred fifty (450)-employee 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 accounting, budget, design and construction, electronic data processing (EDP) coordination, personnel, purchasing and planning functions are within the Office of Administration. Requests for information can be submitted to: Commissioner of Administration, Capitol Building, Jefferson City, MO 65101.

(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.

(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.

(4) The Division of 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.

(5) The 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.

(6) 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.

(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. Original rule filed Dec. 29, 1975, effective Jan. 8, 1976.*