# ADMINISTRATIVE SERVICES



Trish Daniels,
Division Director

The Human Services Department's Administrative Services Division provides a wide variety of services and support to all Human Services Department divisions. We prepare the full agency's budget, administer all agency contracts, procure goods and services, deliver and support information technology, provide mail and supplies services, process payroll and time studies, and oversee facilities operations, including safety and emergency response planning. We are comprised of four units:

## Fiscal Services

We provide fiscal management for the Human Services Department via responsive accounting and financial compliance. We disburse benefits payments to approved customers, provide payroll services to all agency employees, develop the department's annual budget, administer and maintain all agency claiming and revenue, and provide accurate reporting to our state oversight agency.

## Centralized Contracting Unit

We administer all of the Human Services Department's contracts, purchase orders, and memoranda of understanding (MOUs), supporting our agency's work with the community. We collaborate closely with division and fiscal staff in all phases of contract, purchase order, and MOU development, procurement, and monitoring, supporting clear, measurable, and effective agreements that carry out our agency's mission.

## Information Technology

We provides innovative technical solutions and supports to all Human Services Department Divisions and staff. We do this through desktop and application support for all agency employees, department web and application development, and network and server supports.

## Operations

We support each of the Human Services Department's divisions to achieve efficient operations by promoting employee safety and wellness, enabling an accessible working environment, and providing guidance for emergency operations. We oversee the department's emergency and safety planning, support the overall maintenance of our facilities and administer all of he department's mail and supplies services.