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## BUDGET UNIT BRIEF – FY 2022

Fiscal Services Division

July 1, 2021



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Ground Floor, State Capitol Building

Des Moines, Iowa 50319

515.281.3566

## Administrative Services Division — Primary Road Fund

### Purpose and History

The Administrative Services Division of the Department of Transportation (DOT) provides internal support services for the following functions:

- Facilities management, including facility design and construction, building and grounds maintenance, lease management, and worksite remodeling and relocation.
- Procurement and distribution activities, including specification development, purchasing, equipment assignment, inventory management, and surplus disposal.
- Administration of the central motor pool, fueling site, and warehouse and distribution center, including printing and assembly and mail services.
- Human resource management, including labor relations, affirmative action, employee training coordination, oversight of classification and pay systems, recruitment coordination, administration of drug screening, employee relocation assistance, educational assistance, employee recognition programs, employee benefits administration, workers' compensation, survey development and analysis, and accountable government implementation and reporting.
- Financial management, including budget development and monitoring, administration of the Department's accounting and payroll systems, conducting external and motor carrier audits, and handling of tort claims.
- Federal and State policy development and evaluation, including identification and analysis of major transportation issues, administrative rules, the Iowa DOT Policies and Procedures Manual, and contested case appeals.
- State legislative programs.

### State Funding

The appropriation for the Division is included in the Transportation Appropriations Act under the purview of the Transportation, Infrastructure, and Capitals Appropriations Subcommittee.

Funding for the Division is provided as follows: 14.0% from the Road Use Tax Fund and 86.0% from the Primary Road Fund (PRF).

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### More Information

Department of Transportation: [iowadot.gov/about/divisions-offices#4391279-administrative-services-division](http://iowadot.gov/about/divisions-offices#4391279-administrative-services-division)

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**Related Statutes and Administrative Rules**

Iowa Code chapter [307](#)

Iowa Administrative Code [761—1](#)

**Budget Unit Number**

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