

871—2.1(84A) Mission and organization.

2.1(1) *Mission.* The customer and administrative services division serves the department and its customers by satisfying fiscal, employee, office, property and information needs.

2.1(2) *Operation and administration.* The customer and administrative services division is under the direction of a division administrator who assists the director by planning, directing, and coordinating activities such as customer services; financial management; business management; budget and reporting; employee services; public relations; and planning and information. For ease of operation and administration of responsibilities assigned to it, the customer and administrative services division has been organized into six bureaus corresponding to the functional responsibilities of the division administrator.