

# Budget Unit Brief

## FY 2017



## Operations Division (DOT) - PRF

### Purpose and History

The Operations 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 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, administering the agency'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

Funding for the Operations Division is provided as follows: 14.0% from the Road Use Tax Fund (RUTF) and 86.0% from the Primary Road Fund (PRF). The appropriation for the Division is included in the Transportation Appropriations Act under the purview of the Transportation, Infrastructure, and Capitals Appropriations Subcommittee. The State General Fund is not used to fund Division operations or for highway programs. The General Assembly also annually appropriates full-time equivalent (FTE) positions to the Operations Division that provide for an FTE position limitation.

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### More Information

Department of Transportation: <http://www.iowadot.gov/about/index.html>

Iowa General Assembly: <https://www.legis.iowa.gov/index.aspx>

LSA Staff Contact: Adam Broich (515-281-8223) [adam.broich@legis.iowa.gov](mailto:adam.broich@legis.iowa.gov)