BUDGET UNIT BRIEF – FY 2019

Fiscal Services Division

July 1, 2018

Ground Floor, State Capitol Building Des Moines, Iowa 50319 515.281.3566

Department of Administrative Services Operations

Overview

In 2001, the Governor initiated a review of Executive Branch agencies with the goal of combining four existing service agencies. The Iowa Department of Administrative Services (DAS) was created on July 1, 2003, to manage and coordinate the central support functions of State government with an entrepreneurial, customer-focused approach. In 2014, the Information Technology Enterprise (ITE), which provides technology services for State government, was moved from the DAS to the Office of the Chief Information Officer (OCIO).

The Department is organized into five areas:

- Core/Finance – The DAS Core is responsible for internal and administrative operations within the Department, including: budgeting, accounts payable, accounts receivable, mail service, the Customer Service Center, legal counsel, legislative liaison, marketing, communications, Customer Council Support, and the Director's office. Collectively, these functions are known as "shared services" — services that were consolidated at the formation of the DAS.
- Human Resources Enterprise (HRE) – Human Resources provides personnel services to Iowa State government, including: qualification of applicants for State jobs, classification, compensation, selection assistance, affirmative action (Equal Employment Opportunity/Diversity Program), workforce planning, performance evaluation, workforce data gathering, reporting and analysis, labor relations, benefits, risk management and leave administration, safety, workers' compensation and Return to Work, wellness, training and development, and consultation with and advice to State agencies on human resources matters. The Regents Board, Community-Based Corrections, and the State Fair Authority use HRE services on a limited basis.
- General Services Enterprise (GSE) – The GSE maintains all Capitol Complex and Ankeny Laboratory buildings, grounds, and monuments; provides statewide architectural and engineering project management services for construction projects; and provides mail services to State agencies.
- Central Procurement and Fleet Services Enterprise (CPFSE) – The CPFSE manages procurement activities for most Executive Branch agencies and operates the State's vehicle fleet.
- State Accounting Enterprise (SAE) – The SAE collects and reports financial information and processes financial transactions for all branches of government. The SAE also provides State payroll and oversees the Income Offset Program.

Funding

The DAS receives a General Fund appropriation to support its own operations, but this is only a small part of the Department's total budget. Enterprise services are supported by billings to other State

More Information

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agencies for services received, and those billings account for the bulk of the revenues in the Department's total budget.

Related Statutes and Administrative Rules

Iowa Code chapter 8A
Iowa Administrative Code 11