



What Does the Department of Administrative Services Do?

February 5, 2003

Established in 2003 by legislative action, the Department of Administrative Services is made up of four enterprises that provide infrastructure and facilities services to other agencies of state government. Here is a recap of the enterprise operations and related statutory responsibilities.

The **Information Technology Enterprise** supports more than 3,650 e-mail accounts for 21 state entities; directly supports 600 desktop computer system for state entities; operates the ITE mainframe processing 3.4 million online business transactions every business day; processes 8,000 state warrants per day; performs daily network intrusion detection for hundreds of devices which report up to 100,000 successfully blocked intrusions weekly; supports the website used by taxpayers for the payment of property taxes; and supports the Judicial Department's Iowa Court Information Systems electronic public access to online court applications which averages 6.5 million page views per month.

Information technology management responsibilities assigned to the DAS include:

1. Develop and maintain security policies and systems to ensure the integrity of the state's information resources and to prevent the disclosure of confidential records. [IA Code §8A.202(2)(f)]
2. Develop and implement effective and efficient strategies for the use and provision of information technology for participating agencies and other governmental entities. [IA Code §8A.202(2)(g)]
3. Coordinate the acquisition of information technology by participating agencies. [IA Code §8A.202(2)(h)]
4. Establish standards, consistent with other state law, for the implementation of electronic commerce, including standards for digital signatures, electronic currency, and other items associated with electronic commerce. [IA Code §8A.205((2)(a)]
5. Develop recommended standards for consideration with respect to the procurement of information technology by all participating agencies. Such standards apply to all information technology procurements for participating agencies unless waived by the department. [IA Code §8A.206(1)]

The **General Services Enterprise (GSE)** manages 170 acres of land valued at \$14.5 million in and around the Capital Complex; processes nearly 10.5 million pieces of mail annually; manages more than 800 contracts on behalf of other state agencies; manages a fleet program that annually uses more than 2,600 vehicles to drive more than 44.3 million miles and consume 2.2 million gallons of gas; prints 122

What Does the Department of Administrative Services Do?

tons of documents; cleans 1.9 million square feet of office space daily; handles an average of 136 customer service calls per day; and was responsible for the 18-year exterior renovation of the Capitol at a cost of \$40 million.

Physical resources management responsibilities assigned to the DAS include:

1. Administer capital funding appropriated to state agencies for property management. (Does not include board of regents, department of transportation, national guard, natural resource commission, and IPERS.) [IA Code §8A.302(4)]
2. Purchase and assign all motor vehicles for all branches of state government. (Does not include the department of transportation, state board of regents, department for the blind, and any other state agency exempted by law.) [IA Code §8A.361-.362]
3. Provide insurance for motor vehicles owned by the state. [IA Code §8A.302(6)]
4. Provide a system of uniform standards and specifications for purchasing. [IA Code §8A.302(1)]
5. Provide for maintenance of the state capitol, grounds and equipment, and all other state buildings and grounds, and equipment at the seat of government. (IA Code §8A.302(2))
6. Provide mail service for all state officials, agencies, and departments located at the seat of government. [IA Code §8A.302(3)]
7. Adopt rules establishing competitive bidding procedures. [IA Code §8A.311]
8. Coordinate the leasing of buildings and office space by state agencies throughout the state and develop cooperative relationships with the state board of regents in order to promote the collocation of state agencies. [IA Code §8A.321(6)(c)]
9. Supervise all matters relating to public printing. [IA Code §8A.341]

The **Human Resources Enterprise (HRE)** processes job applications (21,350 in FY 02 and 35,320 during the first 10 months of FY 03); administers the health and dental plans for 27,000 active employees, as well as the health plans for approximately 10,000 retirees; dedicates 1,500 staff hours to negotiate a single collective bargaining agreement; assists with labor relations communication on 800 appeals and grievances each year; and processes workers' compensation claims for state employees.

Human resources management responsibilities assigned to the DAS include:

1. Employment relations, including the negotiation and administration of collective bargaining agreements on behalf of the executive branch and its departments and agencies. [IA Code §8A.402(1)(g)]

What Does the Department of Administrative Services Do?

2. Establish uniform plan for resolving employee grievances and complaints (unless covered under negotiated contract). [IA Code §8A.413(17)]
3. Develop and operate programs to improve work effectiveness and morale of employees in the executive branch. [IA Code §8A.413(19)]
4. Establish and administer a management training system for the state. [IA Code §8A.431]
5. Establish and administer the state employees deferred compensation trust fund. [IA Code §8A.435(2)]
6. Establish a dependent care spending account program. [IA Code §8A.436]
7. Establish a health flexible spending account program. [IA Code §8A.437(1)]

The **State Accounting Enterprise (SAE)** issues 27,000 warrants for state departments every work day; manages the biweekly \$35 million payroll for 19,500 employees; processes 18 million accounting transactions per year; collected \$14 million in funds owed the state by matching 58,000 payments to be made against delinquent accounts in FY 03; bought \$3 million worth of savings bonds for state employees in FY 03; and paid the federal government \$110 million in employee income tax withholdings during FY 03.

Financial management responsibilities assigned to the DAS include:

1. Administer the state's centralized accounting system. [IA Code §8A.502(1)]
2. Establish and maintain a setoff procedure for the collection of amounts owed to the state. [IA Code §8A.502(2) and §8A.504]
3. Develop and administer an indirect cost allocation system for state agencies. [IA Code §8A.505]
4. Control the payment of all moneys into the state treasury, and all payments from the state treasury by the preparation of appropriate warrants or warrant checks. [IA Code §8A.502(4)]