

## DEPARTMENT OF PUBLIC SAFETY

### OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION

#### FUNCTIONAL STATEMENT

Under the general direction of the Director of Public Safety, administers, through subordinate staff offices, administrative systems, services and operations in and for the Department pertaining to general program planning, programming and evaluation, program budgeting, capital improvements, fiscal accounting and auditing, payroll, procurement and contracting, human resources, training and staff development, information technology, organization and methods, repairs and duplicating services, and other relevant functions consistent with sound administrative practices and applicable Federal, State, and Departmental laws, rules, and regulations.

1. Plans, organizes, directs, and coordinates a comprehensive and integrated system of staff services to facilitate Departmental planning and budgeting, assist operating units in accomplishing program objectives, and ensure the proper accounting and utilization of resources.
2. Recommends and adopts operating policies concerning staff services and develops and implements Department-wide procedures to ensure appropriate and consistent operations and the adequacy of staff services.
3. Reviews staff service plans, organization/reorganization, critical issues, proposed actions, and recommends executive approval, as necessary.
4. Plans, organizes, directs, and coordinates a comprehensive staff training and development system to ensure that all personnel are trained in the technical, administrative, and managerial aspects of operations.
5. Conducts the ongoing monitoring of staff services to ensure the effectiveness and efficiency of operations; and directs field visits, workshops, published manuals, special instructions, and other means to promote Department-wide adherence to policies and procedures relative to administrative services.
6. Maintains liaison with staff agencies and legislative committees to ensure Departmental compliance with guidelines, data requirements, and deadlines; and to ensure effective working relationships and presentation of Departmental policies, priorities, progress, and needs for favorable consideration.