**Section 750.40 Organizational Description**

The Department is headed by a Director and two Assistant Directors. Six Bureaus run the day to day operations. The Director's staff, the Bureaus and their Divisions are described as follows:

a) Office of the Director. Provides general management and defines the departmental mission in responding to statutory requirements and administration directives. Providing support to the Director are two assistant directors and other staff including Legal Services, Internal Auditing, Governmental Affairs (legislative), Investigations Security, Inter-Agency Coordination (management consulting, analysis and procedural audits), Illinois Information Service (media services) and Public Information.

b) Bureau of Administrative Operations. Provides budget development, financial control, data systems design and office management services for the Department through four Divisions.

1) Division of Accounting is responsible for all receipts and recording of transactions for the revolving funds administered by the Department. Revolving funds account for products services sold by the Department to other State agencies. These revolving funds are the Communications Revolving Fund, Office Supply Revolving Fund, Paper and Printing Revolving Fund, State Garage Revolving Fund, Statistical Services Revolving Fund and Surplus Property Revolving Fund. The Division is also responsible for control of expenditure of appropriated monies, in General Revenue, Group Insurance Premium, Deferred Insurance and Road Funds.

2) Budget Division assembles all information regarding financial needs of the Department and prepares it for submission to the Bureau of the Budget. After BOB review, this information is revised as necessary and prepared for submission to the General Assembly for appropriation approval.

3) Division of Data Systems organizes information in electronic form for use by the Department. This Division assists in designing new automated systems to enhance Department operations.

4) Division of General Services provides office management functions within the Department including payroll preparation, pool typing, office allocation, in-house mail service and purchasing. This Division also administers the Governor's Travel Control Board rules.

c) Bureau of Benefits. Administers employee benefit plans including insurance, risk management and deferred compensation through three Divisions.

1) Group Insurance Division administers the health and life insurance programs and the health maintenance organization programs for active and retired State employees.

2) Risk Management Division administers the State's Worker's Compensation and Occupational Disease program and the General Liability and Auto Liability Plans.

3) Deferred Compensation Division administers the program whereby employees may defer receipt of a portion of their current income, have it invested, and draw upon that account at a later date.

d) Bureau of Information and Communication Services. Through its three operating Divisions and two functional staff units provides centralized data processing and telecommunication support services to State agencies, boards and commissions.

1) Information Services Division operates a centralized computer center which provides data processing equipment, software and related services to agencies, boards, and commissions reporting to the Governor. These services may also be provided to other entities of the State.

2) Communication Services Division provides telecommunications services on a statewide basis, including voice, radio, data, video and facsimile transmission. The Division maintains a professional staff to provide assistance, counsel and coordinate all activities directly or indirectly affecting the telecommunication activities of the State.

3) Information Resource Management Division provides electronic data processing support services to agencies, boards, and commissions reporting to the Governor. The Division maintains a professional staff to provide assistance, counsel and coordinate all activities directly or indirectly affecting electronic data processing, word processing and office automation activities. The Division operates a Data Processing Training Center and it also supports automated application systems that are used by multiple agencies.

4) Contract Administrative staff personnel provide the administrative support required to process the multi-agency procurements of equipment, software and services for both data processing and telecommunications.

5) Administration and Planning staff personnel establish rate structures for data processing and telecommunications services and process the billing data for the Statistical Services and Telecommunication Revolving Funds.

e) Bureau of Personnel. Administers the provisions of the Personnel Code (Ill. Rev. Stat. 1983, ch. 127, par. 63b101, et seq.), collective bargaining agreements, and the Personnel Rules for State employees under the Governor through five Divisions.

1) The Division of Technical Services develops and validates merit examinations; prepares new and revised position classification standards and specifications; administers the Pay Plan; provides to any requesting local government in Illinois assistance in the administration of its personnel program on merit principles; and administers position classification appeals program for employees.

2) The Division of Examining and Counseling Services administers the State merit examinations program; provides employment counseling services; maintains employment records; maintains eligible and reemployment listings; and, reviews and certifies that each person named on an agency payroll has been appointed and employed in accordance with the provisions of the Personnel Code and Rules.

3) The Division of Agency Personnel Services administers the position classification program for all positions under Jurisdiction A (classification and compensation of positions in State services); audits and allocates individual positions upon request or as a part of a study; maintains position and organizational records; reviews and approves personnel transactions; and, provides consultative and advisory services to agency managers and personnel specialists.

4) The Division of Employee and Labor Relations negotiates and implements collective bargaining agreements; administers grievance resolution procedures under collective bargaining agreements and under the Personnel Rules; represents State as employer before the State Labor Relations Board in bargaining unit determinations, hearings or charges of unfair labor practice and bargaining impasse resolution; conducts training in labor relations.

5) The Division of Executive Recruitment conducts searches to recruit employees for unique or difficult-to-fill positions, for college-level entrance positions, and for the Governor's Fellowship Program; coordinates the Retired Executives Consulting Program for State agencies; and assists municipalities in Illinois in recruiting employees for positions difficult to fill.

f) Bureau of Property Management. Has responsibilities relating to the acquisition, management and disposal of real property and the marking, inventory, transfer and/or sale of personal property.

1) The Division of Administration serves as a "support" office to the Bureau of Property Management's Manager's Office. Included in the Division of Administration's functions are voucher control, contract administration, financial management of the Bureau (including all budget-related activities), energy conservation, various facilities management operations and the leasing and/or disposal of the State's surplus real property.

2) Division of Property Control maintains master listings of transferable records and maintains field personnel for screening properties and assisting agencies in inventory management. The Division operates a warehouse of State surplus personal property which is available to State agencies, municipalities and local governmental units. The State of Illinois Federal Surplus Property Program is also the responsibility of the Division of Property Control. This program allows State and local government agencies as well as eligible not-for-profit organizations to acquire surplus federal property.

3) Division of Real Estate is responsible for the overall real property leasing function. This encompasses planning, site evaluation and selection, lease negotiations, renewals, dispute resolution and space utilization. In addition the Division is responsible for the management and operation of the facilities under the jurisdiction of the Department of Central Management Services. The facilities which are operationally managed include the regional office buildings located in Springfield, Chicago, Champaign, Rockford, Marion, East St. Louis, Peoria and Elgin. Included in the Springfield area are the State Armory Building and Central Computer Facility; and in Chicago are the Public Health Lab and Office Building, the newly constructed State of Illinois Center and the Chicago Medical Center facilities.

4) The Division of Security Police is a newly-created division responsible for the securing of two large State office complexes located in Chicago (State of Illinois Center and Medical Center facilities). They perform various law enforcement duties, including but not limited to, crime and fire protection, traffic control, pedestrian protection, and preliminary incident investigations.

g) Bureau of Support Services. Provides centralized services in regard to procurement, printing, warehousing and vehicles for State agencies through three Divisions.

1) Government Services Division is responsible for several smaller divisions. The Division of Printing establishes printing contracts with outside vendors for all categories of printed material. Reproduction Services operates an in-house print shop that coordinates activity with the Division of Printing. The Office Supply Warehouse maintains stocks of frequently used office items. The Forms Management Division is required to review and approve all forms used by State agencies and maintains a depository of all State forms. The Mail and Messenger Division delivers mail amongst State agencies.

2) Procurement Services Division is responsible for establishing contracts for or purchasing on a centralized basis goods needed for State operations (excluding electronic data processing and certain telecommunication needs). This Division also administers the Joint Purchase Program by which local governments can utilize State contracts and the Small Business Set-Aside Program which ensures small business receives a fair share of State business.

3) Division of Vehicles is responsible for maintaining and controlling the use of the State motor vehicle fleet for agencies in the executive branch.