**Section 1225.230 Office of Finance and Administration**

The Office of Finance and Administration is responsible for developing and administering the Department's $3.5 billion budget, managing the Department's personnel system for approximately 7,500 employees, providing accounting and auditing functions to ensure sound fiscal management, centralized business services functions and IDOT facilities management, directing the overall administration of the Department's various programs for small business utilization, and providing management information capabilities required to meet the Departments' management and engineering needs.

a) The Bureau of Accounting and Auditing is responsible for providing the general accounting and audit services within the Department. These include general cost accounting; recommendations on internal financial policies, procedures and control; management of Federal billing; and internal/external auditing.

b) The Bureau of Administrative and Facility Services is responsible for providing administrative services functions including duplicating, records management, central stockroom, mail and messenger service, and motor pool responsibilities; and facility services functions including plant engineering, security, building maintenance, grounds maintenance, and space utilization responsibilities for the IDOT Administrative Building.

c) The Bureau of Budget and Fiscal Management is responsible for forecasting all Illinois Department of Transportation revenues and expenditures; managing all IDOT funds; developing, defending, and executing IDOT's total budget; analyzing departmental programs; performing management reviews; improving the Department's operating efficiency; and acting as financial liaison with the Bureau of the Budget, the Legislature and Commissions.

d) The Bureau of Information Processing is accountable for providing computer services to the Department to assist in maximizing effectiveness of the Department's resources through better information and increased productivity. This is accomplished through the analysis of management information needs and data relationships; conducting feasibility studies for computer applications; designing, programming and implementing computer systems; providing daily processing of systems and maintaining their effectiveness; and planning for current and future network management and support.

e) The Bureau of Personnel Management is responsible for providing staff services in the administration of personnel programs for all employee groups of the Department. These programs include civil rights, employee safety and workers' compensation, labor relations, organizational analysis and salary administration, and personnel administration. Additionally, the Bureau is responsible for administering the Personnel Code and the rules of the Department of Central Management Services.

f) The Bureau of Small Business Enterprises is responsible for the overall direction of the Departments' various programs for small business utilization, including: the Federally mandated highway construction program for Disadvantaged and Women-Owned Business Enterprises (DBE/WBE); other Federal programs for Minority-owned Businesses (MBE); and similar programs arising out of the State's Minority and Female Business Enterprises Act. The position also directs Department-wide efforts to ensure contractor compliance with work force utilization goals and labor wage laws and regulations.