



OFFICE OF THE GOVERNOR  
STATE OF MISSOURI  
JEFFERSON CITY  
65101

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BOB HOLDEN  
GOVERNOR

STATE CAPITOL  
ROOM 218  
(873) 751-3222

November 17, 2003

The Honorable Matt Blunt  
Secretary of State  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached revised departmental plan for the Office of Administration, dated August 12, 2003, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

*Bob Holden*  
GOVERNOR

November 17, 2003  
DATE

ATTEST:  
*Matt Blunt*  
SECRETARY OF STATE

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Revisor of Statutes



Bob Holden  
Governor

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Post Office Box 809  
Jefferson City  
65102  
(573) 751-3311

Jacquelyn D. White  
Commissioner

August 12, 2003



The Honorable Bob Holden  
Governor of Missouri  
State Capitol, Room 216  
Jefferson City, Missouri 65102

Dear Governor Holden:

Pursuant to Executive Order 03-06, the Minority Business Advocacy Commission was transferred from the Department of Economic Development to the Office of Administration. The reorganization was presented to and approved by both houses as provided by law. Attached is a copy of the executive order, a revised Office of Administration organizational chart and a copy of the revised departmental plan. The chart and plan both place the Minority Business Advocacy Commission within the listing of commissions of which the Commissioner of Administration is a member or for which the Office of Administration provides support.

In accordance with Section 7.1.b of the State Omnibus Reorganization Act, I respectfully submit the attached organizational chart and departmental plan depicting the proposed changes.

Sincerely,

*Jacquelyn D. White*  
Jacquelyn D. White  
Commissioner of Administration

Enclosures

## **Office of Administration Departmental Plan**

The Office of Administration is the state's service and administrative control agency. Created by the General Assembly on January 15, 1973, it combines and coordinates the central management functions of state government. Its responsibilities were clarified and amended by the Omnibus State Reorganization Act of 1974.

### **Commissioner of Administration**

The chief administrative officer is the Commissioner of Administration who is appointed by the Governor with the advice and consent of the Senate. The Commissioner appoints a deputy commissioner and the directors of the eight divisions who are responsible to her through the deputy commissioner. The divisions are: Accounting; Budget and Planning; Design and Construction; Information Services; Facilities Management; General Services; Personnel; and Purchasing and Materials Management.

### **Boards and Commissions**

There are seventeen boards/commissions of which the Commissioner serves as a member or for which the Office of Administration provides support:

The Board of Fund Commissioners issues, redeems and cancels state general obligations bonds and performs other administrative activities related to state general obligation debt as assigned by law.

The Board of Public Buildings has general supervision and charge of state facilities at the seat of government. The board has the authority to issue revenue bonds for the construction of state office buildings. The board works with the Division of Design and Construction and the Division of Facilities Management in carrying out its responsibilities.

The Administrative Hearing Commission decides disputes involving state agencies and other parties, usually private individuals or corporations.

The Children's Trust Fund works to establish programs for the prevention of child abuse and neglect.

The Missouri Ethics Commission is charged with enforcement of conflict of interest and lobbying laws and campaign finance disclosure laws. It is assigned to the Office of Administration for budgeting purposes only.

The Jackson County Sports Complex Authority works with other political subdivisions, agencies and commissions for the furtherance of all types of sports within Jackson County.

The Missouri Head Injury Advisory council studies and promotes discussion of reducing the debilitating effects of head injuries and disseminates information on the prevention and rehabilitation of these affected by head injuries.

The Health and Educational Facilities Authority provides assistance to non-profit health and educational institutions in the construction, financing and refinancing of projects.

The Governor's Council on Physical Fitness and Health seeks to improve and promote the physical fitness and health of all Missourians by encouraging the exchange of information and opportunities.

The Missouri Public Entity Risk Management Fund (MOPERM) operates a shared-risk program offering tort liability and other coverage deemed appropriate for participating political subdivisions of the state, their officers and employees.

The Missouri State Employees' Voluntary Life Insurance Commission administers a voluntary life insurance plan for state employees. The Office of Administration provides staff support to the commission for administration of the program.

The Missouri State Employees' Deferred Compensation Commission administers the deferred compensation plan for state employees and a plan for contributions by the state, subject to annual appropriation to qualified participants in the deferred compensation plan.

The Missouri Commission on Intergovernmental Cooperation serves as a vehicle of communication through which state and local governments can meet to discuss and resolve shared existing and potential problems. The commission functions as a clearinghouse of information relevant to intergovernmental issues and develops publications and reports on state-local issues.

The Martin Luther King Jr. State Celebration Commission considers and recommends to individuals and organizations appropriate activities for the recognition and celebration of the Martin Luther King, Jr. holiday in Missouri.

The Citizens Commission on Compensation for Elected Officials reviews the relationship of compensation to the duties of all state elected officials and the recommends a salary schedule that becomes effective unless disapproved by the General Assembly.

The Personnel Advisory board has oversight responsibility for the Missouri Merit System and the Uniform Classification and Pay System and has broad policy making authority in various areas of human resources administration.

The Minority Business Advocacy Commission identifies and assesses the needs of minority businesses. The commission initiates programs that will help minority businesses with state and federal procurement and advocates policies, programs and procedures that can affect state policy as it relates to minority businesses. The Office of Administration provides administrative staff support for the commission.

## **Office of Administration Divisions**

### **Division of Accounting**

The Division of Accounting is responsible for operation of statewide accounting and payroll systems and is the custodian of the accounting records of the state. The Division performs a preaudit examination of all requests for payment and ensures that all such requests are proper. The division prepares checks for the state's treasurer's signature, publishes monthly financial summaries and annual financial reports, administers bond sales for the Board of Fund Commissioners and Board of Public Buildings and administers the social security coverage for all state employees and employees of state political subdivisions.

### **Division of Budget and Planning**

The Division of Budget and Planning assists the Commissioner of Administration and the Governor in management of the executive branch. The division analyzes budget, legislative and policy issues and provides information to the commissioner, the governor's office, the General Assembly, Missouri's congressional delegation and state, local and federal agencies.

The staff reviews state agency fiscal operations, prepares the budget manual and annual instructions, analyzes budget request, prepares the annual executive budget and appropriation bills and oversees agency-spending plans. Division personnel analyze the

state economy and tax issues, estimate revenue collections, review legislation with budget implications, draft fiscal notes and coordinate planning efforts.

### **Division of Design and Construction**

The Division of Design and Construction is responsible for construction projects at state facilities other than institutions of higher education, state roads and highways and conservation facilities. The division develops and review plans and specifications for state construction; selects consulting architects and engineers; conducts in-house design; bids and contracts for construction work; manages construction projects; oversees the expenditures of capital improvement appropriations; and provides, guidelines, information and recommendations for capital improvements.

### **Division of General Services**

The Division of General Services, organized into several sections provides essential management services to the state departments and to the Office of Administration.

The Risk Management section administers the state's legal expense fund and workers compensation programs, purchases insurance where required and monitors policies and claims. This section also coordinates the state's occupational safety and health program and advises state agencies on the risk management aspects of insurance, loss prevention and control, security and all other exposures to loss.

The Missouri Public Entity Risk Management (MOPERM) board operates a shared-risk program offering tort liability and other coverages deemed appropriate for participating political subdivisions of the state, their officers and employees.

The Vehicle Maintenance unit operates a central maintenance facility to provide mechanical repairs for state vehicles in the Jefferson City area.

The State Printing Center provides agencies with low-cost and quick copy printing services while maintaining a high level of quality.

The Forms Management unit analyzes and designs standardized forms used in the conduct state business.

The Flight Operations unit provides air transportation services to officials and employees of all state agencies to facilitate state business.

The Head Injury Program plans and directs a statewide service delivery system of prevention, cognitive retraining, therapies, vocational rehabilitation and transitional living facilities for individuals receiving head injuries.

The Governor's Council on Physical Fitness and Health promotes wellness to all Missourians through such programs as the Show-Me State Games and the Governor's Fitness and Health Leadership Award.

The Division of General Services also provides interagency mail services within Jefferson City and mail services for the Office of Administration.

### **Division of Information Services**

The Division of Information Services is the central point for providing data-processing services for the executive branch. The division promotes the economic and efficient use of data processing and telecommunications to transact state business.

The division operates a centralized commuter facility for state agencies and elected officials, a data processing education center for state employees, systems development services, the state telephone switchboard and associated telecommunications network and data entry services to the Office Administration and elected officials.

**Division of Personnel**

The Division of Personnel operates the Missouri Merit System, administers the Uniform Classification and Pay System and provides other personnel management assistance and services to state agencies and employees as provided in the State Personnel Law (Chapter 36, RSMo).

The Missouri Merit System covers approximately 36,000 employees in six state departments (Office of Administration, Corrections, Health, Mental Health, Natural Resources, Social Services) and parts of three others (Economic Development, Labor and Industrial Relations, Public Safety). This system of personnel management is based on the principles of merit and fitness including competitive examinations for employment, objective and consistent personnel policies and appeals from disciplinary actions.

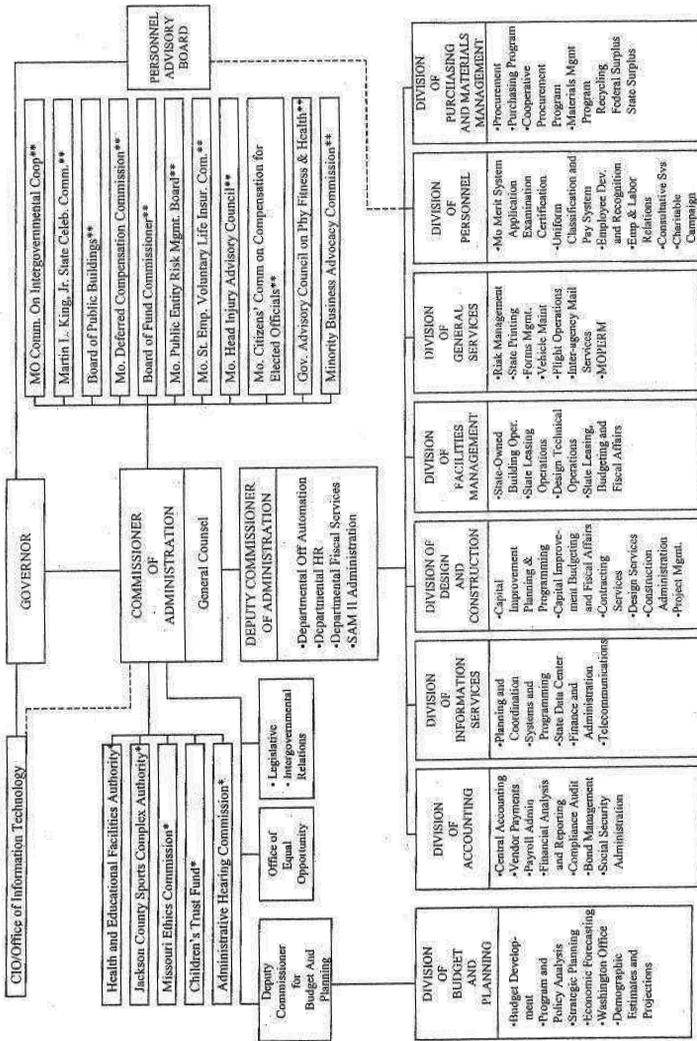
The Uniform Classification and Pay System promotes pay equity among state employees in most executive branch agencies and provides for a coordinated compensation policy. The system covers employees of merit system agencies and those of the departments of Agriculture, Economic Development, Higher Education (exclusive of colleges and universities), Insurance, Labor and Industrial Relations, Public Safety and Revenue.

The division also has employee relations and development responsibilities extending to all executive branch agencies (exclusive of the institutions of higher education). These programs include labor relations, management training, performance management, leave benefit administration and personnel management consultation.

**Division of Purchasing and Materials Management**

The Division of Purchasing and Materials Management is responsible for the procurement of all state-required supplies, materials, equipment and professional or general services except for those agencies exempted by law. The division transacts monetary commitments and contracts or authorizes such transactions by state agencies, executes procurement functions in accordance with applicable statutes and maximizes competitive procurement and awards on all contracts, implements programs to expand business with minority and women owned business enterprises, provides for statewide cooperative procurement by local government and maintains responsibility for the statewide in-house recycling program. The Materials Management section is responsible for transfers and disposal of state surplus property and acquires donable property declared excess by federal government agencies to distribute such property to public sponsored entities.

# Office of Administration



\* Assigned by Statute

\*\*Assigned by Statute and/or created by the Office of Administration

August 12, 2003

## APPENDIX C

Office of Administration  
FY 2004 Executive Salaries

Title	FY2004 Salary Range	
	Minimum	Maximum
Commissioner of Administration	\$75,948	\$111,156
Deputy Commissioner for Budget & Planning	\$69,504	\$101,604
Deputy Commissioner of Administration	\$69,504	\$101,604
Division Director, Div of Information Services	\$63,636	\$92,928
Division Director, Div of Accounting	\$63,636	\$92,928
Division Director, Div of Design & Construction	\$63,636	\$92,928
Division Director, Div of General Services	\$63,636	\$92,928
Division Director, Div of Personnel	\$63,636	\$92,928
Division Director, Div of Purchasing & Materials Mgmt	\$63,636	\$92,928
Division Director, Div of Facilities Management	\$63,636	\$92,928
Administrative Hearing Commission		\$91,637



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BOB HOLDEN  
GOVERNOR

STATE CAPITOL  
ROOM 216  
(573) 751-3222

November 17, 2003

The Honorable Matt Blunt  
Secretary of State  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached revised departmental plan for the Department of Economic Development, dated August 15, 2003, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

*Bob Holden*  
GOVERNOR

November 17, 2003  
DATE

ATTEST:  
*Matt Blunt*  
SECRETARY OF STATE

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Revisor of Statutes



Bob Holden  
Governor

August 15, 2003

Joseph L. Driskill  
Director

The Honorable Bob Holden  
Governor of Missouri  
Executive Office  
State Capitol Building, Room 216  
Jefferson City, MO 65101

Dear Governor Holden:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, the Department of Economic Development hereby submits the enclosed changes to its organizational and salary structure for your approval and filing with the Secretary of State.

The department has or will be implementing several functional changes this year. Pursuant to Executive Order 03-04, appropriations laws and agreements between the agencies, the workforce-related functions in the Department of Social Services, including assessment, employment, training and placement of custodial parents under Temporary Assistance for Needy Families (TANF) and similar services for non-custodial parents under the Parent's Fair Share Program, were transferred to our Division of Workforce Development. Executive Order 03-06 transfers the Missouri Minority Business Advocacy Commission from this department to the Office of Administration.

The Missouri Occupational Information Coordinating Committee (MOICC), a group comprised of directors of various state agencies, was previously staffed through the Department of Elementary and Secondary Education. Pursuant to a designation by you and the Commissioner of Education, under the Carl Perkins Vocational and Technical Education Act, MOICC is now staffed by this department, through our Missouri Economic Research and Information Center (MERIC), allowing the committee greater access to labor market data and analysis.

In addition to the foregoing changes, we have also reorganized internally to achieve a better provision of services and to accommodate substantial budget reductions. The Business Development Group has been merged with the Business Expansion and Attraction Group and renamed the Business Services Division. Additionally, the Missouri Women's Council, previously served by staff located in the Division of Workforce Development, will now be staffed by our policy unit and will be more closely connected to the Director's Office.

Thank you for the opportunity to submit these required amendments.

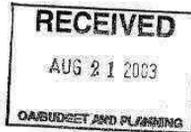
Very truly yours,

 A handwritten signature in dark ink that reads "Joseph L. Driskill".
 

Joseph L. Driskill

Enclosures

c: Lori Strong-Goeke, OA  
Christine Heisinger, DED  
Sarah Schuette, DED



P.O. Box 1157 • 301 W. High, Rm. 680 • Jefferson City, MO 65102-1157 • Homepage: [www.ecodev.state.mo.us](http://www.ecodev.state.mo.us)  
(573) 751-4962  Fax (573) 751-7258

## DEPARTMENT OF ECONOMIC DEVELOPMENT

The department's vision is to make Missouri the best place to live, work, vacation and conduct business. It achieves this goal by working with partners across the state to stimulate and support economic security, opportunity, growth and a high quality of life in Missouri communities.

The Department of Economic Development administers a wide array of services designed to enhance Missouri's economic growth in the 21st Century. These services focus on workers, businesses, and communities. The department is composed of agencies that administer statutory requirements and department policy in the areas of community, economic and workforce development, as well as the regulation of financial institutions, utility companies and numerous licensed professionals.

### **Office of the Director**

The department is administered by a director, appointed by the governor and confirmed by the Senate. The director appoints the departmental management staff and division directors and is responsible for making recommendations to the Governor for other appointments and nominations. A deputy director assists the director in department administration. The general counsel's office provides comprehensive legal advice regarding issues affecting divisions within the department.

Policy development personnel assist the director and deputy director by promoting innovation and best practices throughout the department and strong partnerships with the private sector. The executive director for the Missouri Women's Council is assigned to the department's policy unit, allowing for coordination of activities that increase economic opportunities, occupational mobility, access to jobs and retraining programs for women. A communications director promotes the department's programs and activities throughout the state and nation by means of news releases, advertisement and other public relations tools. An area director, who works outside of the capital, provides policy and administrative advice to the director and deputy director and serves as an assistant to both.

The Missouri Economic Research and Information Center (MERIC) provides comprehensive analyses of Missouri's socioeconomic environment at the local, regional and state levels. To achieve this, MERIC employs a wide array of tools, which include econometric models, geographic information systems and advanced statistical methods. Coupled with its analysis capability, MERIC maintains a comprehensive labor market database produced in cooperation with the U.S. Department of Labor. Data on employment/unemployment, wages, layoffs, labor availability, and a variety of other information designed to help understand the state's labor market conditions are regularly reported. Staff support for the Missouri Occupational Information Coordinating Committee is located in MERIC.

### **Division of Administration**

The director of the division of administration, who reports to the deputy director, is responsible for oversight of several sections that provide administrative support services on a department-wide basis. These supportive services are performed by a budget officer, the financial management unit, the human resources unit, strategic planning staff, management information systems staff (MIS), and a general services unit, which includes mail service and facility maintenance.

### **Development Agencies**

The Division of Business Services was created in FY 2004 through a reorganization of business development, attraction and retention programs and staff. The division is organized into three teams. Those teams are: Business Recruitment and Marketing; Financial Services; and Business Success. The division also employs contractor and partner organizations to achieve results desired by the division and department. During the coming year, the division will be responsible for helping to create and retain high wage jobs, increase capital investment, and increase the value of company sales. The division, its teams and its contractor/partner organizations will achieve these goals by aggressively promoting Missouri as a high quality place to do business; working in partnership with existing businesses to identify opportunities for increasing sales both domestically and internationally; ensuring adequate business access to capital and technological innovation; and providing useful, creative and responsible public financing assistance as an incentive for existing businesses to expand and to attract those businesses desiring to locate operations in Missouri.

The Division of Community Development helps increase the economic self-sufficiency and prosperity of Missouri communities and neighborhoods. Members of the division achieve this result by offering programs to promote community investment, finance redevelopment activities, increase planning and leadership development, fund infrastructure development and provide financial and professional support to local governments and not-for-profit organizations. The Division provides staffing for the Community Development Block Grant Advisory Committee, Missouri Community Service Commission and the Youth Opportunities and Violence Prevention Advisory Committee.

The Missouri State Council on the Arts is dedicated to broadening the appreciation and availability of the arts in the state and fostering the diversity, vitality and excellence of Missouri's communities, economy and cultural heritage.

The Division of Tourism formulates and administers a program that is designed to attract new visitors to Missouri and encourage Missouri residents to visit in-state attractions. In working closely with civic groups, local, state and federal agencies and other travel related organizations, the Division, and its Welcome Centers throughout the state, provides information for visitors on a wide variety of recreational, cultural, and historical activities and other attractions in the state.

The Division of Workforce Development was created in FY 2000 through a merger of the former Division of Job Development and Training, Department of Economic Development, and the employment services function of the Division of Employment Security, Department of Labor and Industrial Relations. In FY 2004, the Parent' Fair Share and Direct Client Support Program from the Department of Social Services were transferred to the division, further consolidating all of Missouri's employment and training programs into a single agency.

The Division assists in developing a skilled workforce to increase Missouri's economic growth by serving businesses and empowering job seekers through a customer-centered, accountable, streamlined system. Through its participation in the Missouri Career Center System, a partnership of five state-level agencies, members of the Division directly assist job seekers in finding employment and businesses with their hiring and training needs. To meet the specific needs of employers in each of Missouri's fourteen Workforce Investment regions, the Workforce Investment Boards and Chief Local Elected Officials determine locally the types of training programs to be

offered in that region. The division provides staffing for the Missouri Training and Employment Council.

The Missouri Housing Development Commission is the state's housing finance agency. It encourages and assists in the production of affordable rental housing and provides homeownership opportunities for families. It has invested in Missouri housing in every county of the state, including rental housing developments, home mortgages, home improvement loans, loans to landlords for renovations, grants to neighborhood housing groups and other programs.

### **Regulatory Agencies**

The Division of Finance executes laws relating to banks and trust companies and banking business in the state and relating to the organization, incorporation, examination, operation, and regulation of savings and loan associations and service corporations. The State Banking Board hears appeals from certain decisions and orders of the commissioner of finance.

The Division of Credit Unions executes all laws relating to the operations of state chartered credit unions. The Credit Union Commission hears appeals from certain decisions of the Director of the Division of Credit Unions.

The Public Service Commission and its staff execute all laws pertaining to investor owned public utilities operating in Missouri. The Commission also regulates the manufacture and sale of manufactured housing.

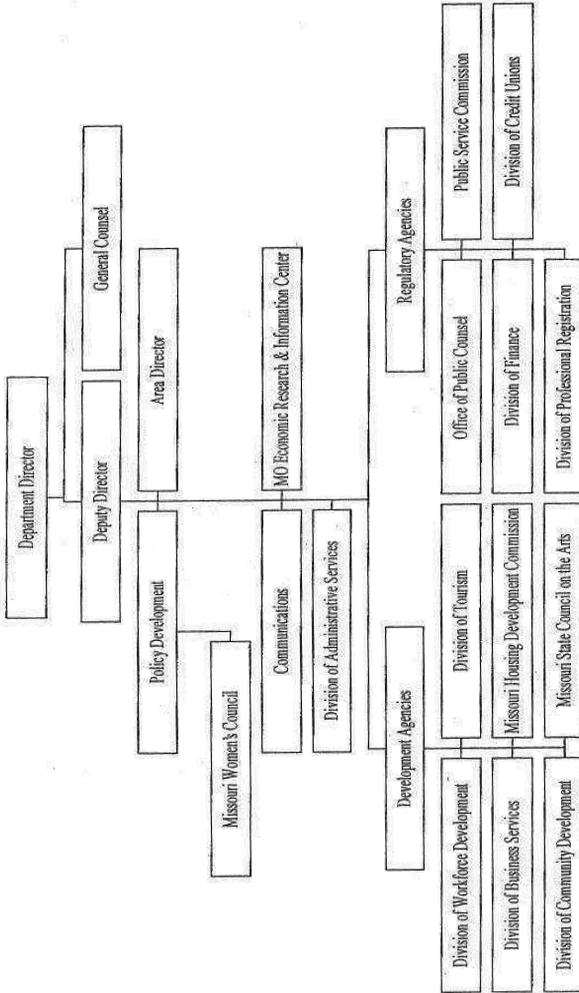
The Office of the Public Counsel represents the interests of the public in proceedings before the Public Service Commission and courts having jurisdiction in utility-related matters.

The Division of Professional Registration has responsibility for providing staff services to 38 professional licensing boards and commissions. The division director exercises responsibility for accounting and budgeting as well as financial management and clerical functions relating to issuance and renewal of licenses and certificates.

The licensing boards and commissions are responsible for administering examinations and issuing licenses for the respective professions. The licensing boards and offices within the Division of Professional Registration are as follows:

- Advisory Commission for Anesthesiologist Assistants
- Advisory Commission for Clinical Perfusionists
- Advisory Commission for Physician Assistants
- Advisory Commission for Physical Therapists
- Advisory Commission for Speech-Language Pathologists and Audiologists
- Advisory Committee for Dental Hygienists
- Board of Geologist Registration
- Board of Therapeutic Massage
- Committee for Professional Counselors
- Interior Design Council
- Missouri Acupuncturist Advisory Committee
- Missouri Athletic Trainer Advisory Committee
- Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects
- Missouri Board for Respiratory Care
- Missouri Board of Barber Examiners
- Missouri Board of Examiners for Hearing Instrument Specialists
- Missouri Board of Occupational Therapy
- Missouri Board of Pharmacy
- Missouri Dental Board
- Missouri Real Estate Appraisers Commission
- Missouri Real Estate Commission
- Missouri State Board of Accountancy
- Missouri State Board of Chiropractic Examiners
- Missouri State Board of Nursing
- Missouri State Committee of Interpreters
- Missouri Veterinary Medical Board
- Office of Athletics
- Office of Endowed Care Cemeteries
- Office of Tattoo, Branding and Body Piercing
- State Board of Cosmetology
- State Board of Embalmers and Funeral Directors
- State Board of Optometry
- State Board of Podiatric Medicine
- State Board of Registration for the Healing Arts
- State Committee for Social Workers
- State Committee of Dietitians
- State Committee of Marital and Family Therapists
- State Committee of Psychologists

Department of Economic Development



DEPARTMENT OF  
ECONOMIC DEVELOPMENT

FY 2004  
SALARY RANGE

POSITION	LOW	HIGH
Department Director	\$75,948	\$111,156
	(statutory salary \$95,832 per 106,950 RSMo)	
Deputy Director	\$69,504	\$101,604
Director, Division of Tourism	\$58,332	\$84,936
Commissioner, Division of Finance	\$58,332	\$84,936
Director, Division of Administration	\$58,332	\$84,936
Executive Director, Public Service Commission	\$58,332	\$84,936
Commissioner, Public Service Commission		\$94,029
	(statutory salary \$94,029 per 386,190, RSMo)	
Director, Division of Professional Registration	\$58,332	\$84,936
Director, Office of Public Counsel	\$58,332	\$84,936
Director, Division of Credit Unions	\$58,332	\$84,936
Executive Director, Missouri State Council on the Arts	\$58,332	\$84,936
Director, Division of Business Services	\$58,332	\$84,936
Director, Division of Community Development	\$58,332	\$84,936
Director, Division of Workforce Development	\$58,332	\$84,936



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BOB HOLDEN  
GOVERNOR

STATE CAPITOL  
ROOM 216  
(573) 751-3222

November 17, 2003

The Honorable Matt Blunt  
Secretary of State  
Capitol, Room 208  
Jefferson City, MO 65101

Dear Secretary Blunt:

The attached revised departmental plan for the Department of Health and Senior Services, dated July 22, 2003, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.



APPROVED:

*Bob Holden*  
GOVERNOR

November 17, 2003  
DATE

ATTEST:  
*Matt Blunt*  
SECRETARY OF STATE

Attachment

- c: Jackie White, Commissioner of Administration
- Patricia L. Buxton, Revisor of Statutes



Missouri Department of Health and Senior Services  
P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010

Richard C. Dunn  
Director



Bob Holden  
Governor

July 22, 2003



The Honorable Bob Holden  
Governor, State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Governor Holden:

In accordance with Section 1.6 (2) of the State Omnibus Reorganization Act of 1974, I respectfully submit for your approval a revised departmental plan for the Department of Health and Senior Services. This organizational restructuring is being implemented in an effort to enhance our mission, foster improved productivity and best utilize our diminishing resources.

The organizational plan is outlined in the attached pages. In summary, the Department has reduced the number of programmatic divisions from six to three. This was accomplished by reviewing the more than 200 programs and functions in the six divisions and reorganizing into the Division of Community Health, the Division of Senior Services and Regulation, and the Division of Environmental Health and Communicable Disease Prevention.

I am submitting the department's organizational chart depicting the changes along with the salary schedule for the administrators of the Department. Please advise if you have any questions regarding any of this information.

Sincerely,

Richard C. Dunn  
Director

[www.dhss.state.mo.us](http://www.dhss.state.mo.us)

The Missouri Department of Health and Senior Services protects and promotes quality of life and health for all Missourians by developing and implementing programs and systems that provide: information and education, effective regulation and oversight, quality services, and surveillance of diseases and conditions.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

## Missouri Department of Health and Senior Services

The Department of Health and Senior Services protects and promotes quality of life and health for all Missourians by developing and implementing programs and systems that provide: information and education; effective regulation and oversight; quality services; and surveillance of diseases and conditions.

### Organizational Plan

The Department of Health and Senior Services is comprised of four divisions: the Division of Community Health, the Division of Senior Services and Regulation, the Division of Environmental Health and Communicable Disease Prevention and the Division of Administrative Services.

#### Office of the Director

The oversight for the Missouri Department of Health and Senior Services comes from the director, who is responsible for the management of the department and the administration of its programs and services. The chief operating officer assists the director in the management of the department and acts for the director in his absence. The deputy directors of the two major operating areas, health and public health, and senior services and regulation, assist the director and the chief operating officer in the management of the department. The Division of Administrative Services, Center for Health Information Management and Evaluation, Center for Emergency Response and Terrorism; State Public Health Laboratory; the offices of Personnel, Training and Professional Development, Public Information, Minority Health, General Counsel, Governmental Policy and Legislation, Women's Health, and Epidemiology report to the director and chief operating officer.

The deputy director of Health and Public Health oversees the Center for Local Public Health Services, Division of Environmental Health and Communicable Disease Prevention, and Division of Community Health.

Senior Services and Regulation is responsible for the administration of programs to help ensure the health, safety and welfare of older adults and adults with disabilities. The deputy director is responsible for the Division of Senior Services and Regulation. Other programs include: Board of Nursing Home Administrators, Governor's Advisory Council on Aging, Silver Haired Legislature, Office of State Ombudsman for Long-Term Care Residents, and the Central Registry Unit.

#### Division of Administrative Services

The Division of Administrative Services provides fiscal and general services support to all department units. Services include budget administration, grants and contract administration, accounting and procurement, general office support, and internal auditing.

#### Center for Emergency Response and Terrorism

The Center for Emergency Response and Terrorism is responsible for coordinating regional and state planning for public health emergencies and natural disasters, including biological, chemical and nuclear terrorism. Through partnerships with hospitals and other healthcare organizations, local entities including government and

law enforcement agencies, and other partners, the Center works to assure systems are in place to protect the health of Missourians during a public health emergency.

### **Center for Health Information Management and Evaluation**

The Center for Health Information Management and Evaluation is responsible for collecting, analyzing and distributing health-related data that promotes the better understanding of health problems and needs in Missouri, as well as spotlighting improvements and progress achieved in the health of Missourians. Health information collected and reported includes births and deaths, incidence of disease, incidence of injury, health manpower and hospital and nursing home information. The center publishes consumer guides on hospitals and managed care plans. This center issues certified copies of birth and death records to Missourians. The center's Office of Information Systems provides support for the department's statewide data network and computer database applications.

### **State Public Health Laboratory**

The State Public Health Laboratory provides testing services in the fields of chemistry, environmental bacteriology, microbiology, serology and virology. Each year, more than one-half million specimens are submitted to the lab for testing and examination. The laboratory is also responsible for approving methods and instruments and issuing permits to qualified individuals to perform tests used to enforce Missouri's law prohibiting driving while under the influence of alcohol and drugs.

### **Center for Local Public Health Services**

The Center for Local Public Health Services provides leadership and technical assistance to promote a strong local public health system. The center is charged with developing the needed tools, policies and strategies to strengthen public health services statewide. The center is active in defining the core public health roles and activities and in building capacity to carry them out at the local level, in developing standards of performance for local agencies, and in designing model local agencies.

### **Division of Senior Services and Regulation**

The Division of Senior Services and Regulation serves the State of Missouri to assure that all elderly and adult disabled citizens can remain independent and safe in their communities and homes by administering state and federal community-based programs. The division advises legislators, advocates, state agencies and other organizations and individuals regarding services and data available to support this function. The division sets policy, formulates the budget, conducts research, develops new initiatives and is responsible for the administrative oversight of all program bureaus and support units.

The Section for Senior Services' regional offices, which are located throughout the state, provide oversight to the social service workers, community health nurses, and long-term care specialists located in the state's 114 counties plus the City of St. Louis.

The Section for Health Standards and Licensure is responsible for assuring that the care and services provided by hospitals, long-term care facilities, ambulatory surgical centers, home health agencies, hospices, child care providers, ambulances, paramedics, handlers of controlled substances, lead abatement professionals and 23 types of Medicare-certified health programs meet state and/or Medicare standards. Investigating concerns or complaints in any of these areas is part of the division's authority.

The Section for Long-Term Care is responsible for conducting state inspections and federal surveys, and for investigating complaints regarding long-term care facilities. The section also monitors the compliance of federal requirements for the annual inspection of care and utilization review for Medicaid residents over 65 and under 21 years of age in psychiatric hospitals.

### **Division of Community Health**

The Division of Community Health administers programs for maternal child and family health; nutritional health and chronic disease prevention and health promotion; and integrated service systems. The Section for Maternal, Child and Family Health promotes optimal health by providing leadership to both the public and private sectors in assessing health care needs of families and communities and in assuring that the health system responds appropriately. The section is responsible for developing policy; planning systems of care; and designing, implementing and evaluating programs to meet the health care needs of families in the state of Missouri. The section has the administrative and programmatic responsibility for a combination of state, federal and private funding to support programs that promote newborn health; prevent injuries, disabilities and the avoidable negative consequences of inadequate prenatal care; assure that children and disadvantaged adults receive high quality, basic health and support services; provide payment for care for uninsured and underinsured citizens who require specialized health and nutritional services; and offer a toll-free telephone number (1-800-TEL-LINK) that refers women and their families to services including prenatal care, Medicaid, parenting skills and other maternal, child and family health services. The section also administers the WIC Program (special supplemental nutrition program for women, infants and children), the Farmer's Market Nutrition, and the Senior Farmer's Market programs.

The Section for Chronic Disease Prevention and Health Promotion administers programs for the prevention and control of chronic diseases such as heart disease, cancer, diabetes, osteoporosis and arthritis through research, screening, behavioral intervention and community health education activities. The section develops and coordinates community based health promotion projects, such as the Tobacco Use Prevention program; cancer control and cancer prevention activities; obesity program; organ donor registry; provides no-cost mammograms and pap smears to uninsured women; and conducts, as part of a national effort, a monthly survey on health behaviors of Missourians. The section also supports nutritional assessment and education through the 5-A-Day program; Missouri Nutrition Network, and the Nutrition Training Institute.

The Section for Community Integrated Service Systems is responsible for supporting healthy communities and schools through the Community Health Assistance Resource Team (CHART), healthy schools and healthy adolescent programs as well as coordinated community health services. The section works directly with communities to help them assess their needs, identify capacity for meeting those needs and develop partnership and collaborative efforts that will sustain long-term health improvement. It administers the Oral Health Program. It also provides funding to help place and support medical/dental providers in underserved areas of the state through health professional incentives. The section also administers community food and nutrition assistance programs, such as the Child and Adult Care Food Program, Summer Food Service Program, and the Commodity Supplemental Food Program.

### **Division of Environmental Health and Communicable Disease Prevention**

Communicable diseases and diseases caused by environmental hazards are major public health concerns in Missouri. The Division of Environmental Health and Communicable

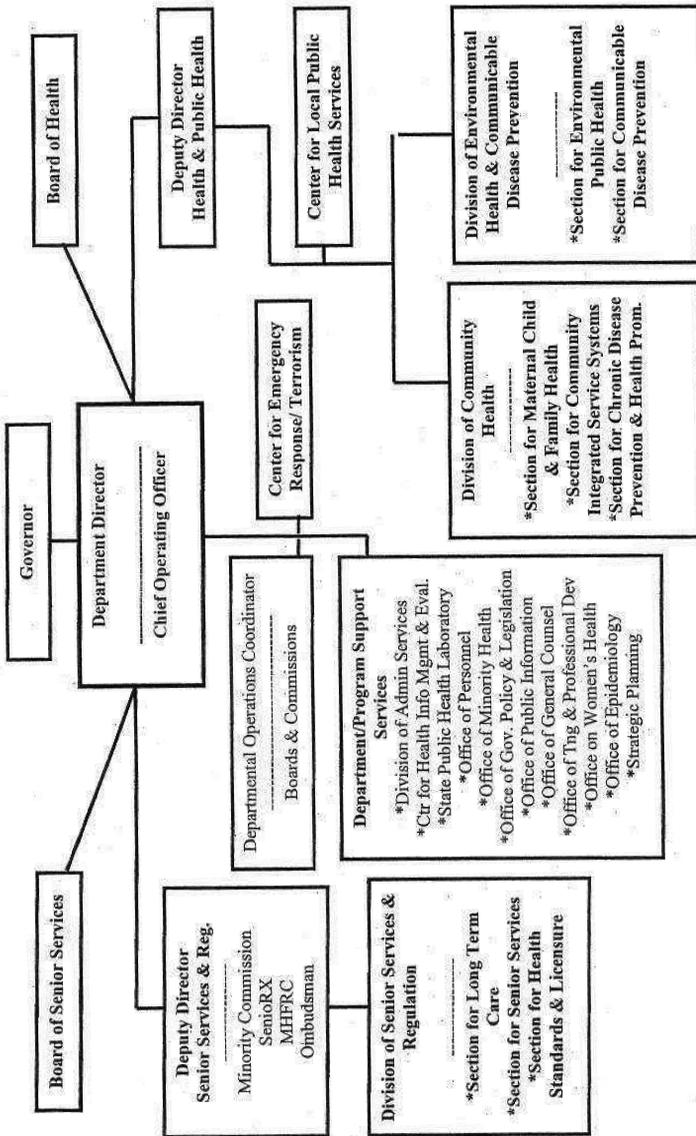
Disease Prevention is the principal unit involved in the surveillance and investigation of the cause, origin and method of transmission of these diseases and conditions. Included in the division are the following sections/office:

The Section for Environmental Public Health is involved in the investigation and prevention of diseases related to the environment and administration of environmental sanitation programs in accordance with Missouri statutes. The section's efforts focus on diseases associated with exposure to chemical, bacteriological, and physical agents in the environment and in food and water.

The Section for Communicable Disease Prevention focuses on disease prevention and control related to communicable diseases, including vaccine-preventable diseases, tuberculosis, zoonoses (diseases humans contract from animals), sexually transmitted diseases, HIV/AIDS and emerging infectious diseases such as SARS, Monkeypox and West Nile Virus.

The Office of Surveillance tracks and documents occurrence and distribution of communicable, vaccine preventable, sexually transmitted, and environmentally induced diseases in Missouri — as well as potential intentional introduction of disease by terrorist agents — through a comprehensive statewide surveillance system. The office works closely with the sections in the division to assure that when diseases/conditions have been detected through the surveillance, the sections are alerted to begin the investigation and control measures. The Office of Surveillance contains the GIS program, including the Missouri Emergency Response GIS (MERGIS) system, to provide maps and data for decision makers, disease investigation staff and first responders.

DEPARTMENT OF HEALTH AND SENIOR SERVICES



6/2003

Salary Schedule  
 Department of Health and Senior Services  
 July 1, 2003

Title	Executive Pay Level	Executive Pay Range
Department Director	I	\$75,948 - \$111,156
Chief Operating Officer	II	\$69,504 - \$101,604
Deputy Department Director, Health and Public Health	III	\$63,636 - \$92,928
Deputy Department Director, Senior Services and Regulation	III	\$63,636 - \$92,928
Director, Division of Administration	IV	\$58,332 - \$84,936
Director, Division of Environmental Health and Communicable Disease Prevention	IV	\$58,332 - \$84,936
Director, Division of Community Health	IV	\$58,332 - \$84,936
Director, Division of Senior Services and Regulation	III	\$63,636 - \$92,928

H:\Salaries for mmpwr mngt 7-1-03.doc



OFFICE OF THE GOVERNOR  
STATE OF MISSOURI  
JEFFERSON CITY  
65101

www.gov.state.mo.us

BOB HOLDEN  
GOVERNOR

STATE CAPITOL  
ROOM 216  
(873) 751-3222

November 17, 2003

The Honorable Matt Blunt  
Secretary of State  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached revised departmental plan for the Department of Public Safety, dated August 21, 2003, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

*Bob Holden*  
GOVERNOR

November 17, 2003  
DATE

ATTEST:

*Matt Blunt*  
SECRETARY OF STATE

cc: Jackie White, Commissioner of Administration  
✓ Patricia L. Buxton, Revisor of Statutes

BOB HOLDEN  
Governor

CHARLES R. JACKSON  
Director



STATE OF MISSOURI  
DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR

Truman Building, Room 870  
Mailing Address: 301 W. High Street  
P.O. Box 749  
Jefferson City, MO 65102-0749  
Telephone: 573-751-4905  
FAX: 573-751-5399  
Internet Address:  
<http://www.dps.state.mo.us/>

August 21, 2003

The Honorable Bob Holden  
Governor, State of Missouri  
Capitol Building, Room 216  
Jefferson City, Missouri 65101

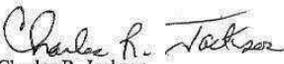
Dear Governor Holden:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, I respectfully request for your approval the attached revised organizational plan for the Department of Public Safety, along with the revised organizational chart and the salary schedule for the administrators of the Department and its divisions.

In FY04, the Division of Highway Safety was transferred from the Department of Public Safety to the Department of Transportation.

If you have any questions pertaining to the attached information or if additional information is needed, do not hesitate to contact me at (573) 751-5432.

Sincerely,

  
Charles R. Jackson  
Director

CRJ/jcl

Attachments



Missouri Capitol Police  
Division of Fire Safety  
Division of Liquor Control

Missouri State Highway Patrol  
Office of the Adjutant General

Missouri State Water Patrol  
Missouri Veterans Commission  
State Emergency Management Agency

MISSOURI DEPARTMENT OF PUBLIC SAFETY  
DEPARTMENTAL PLAN

AUGUST 2003

**MISSION**

Established in 1974, the Department of Public Safety is responsible for coordinating statewide law enforcement and criminal justice efforts for the purpose of ensuring a safe environment for Missouri citizens. The Department's statutory mission (Section 650.005, RSMo) is "to provide overall coordination in the state's public safety and law enforcement program, to provide channels of coordination with local and federal agencies in regard to public safety, law enforcement and with all correctional and judicial agencies in regard to matters pertaining to its responsibilities as they may interrelate with the other agencies or offices of state, local, or federal governments".

**INTERNAL ORGANIZATION**

The Director of Public Safety is appointed to this cabinet-level position by the Governor with the advice and consent of the Senate. The director is responsible for developing public safety programs, peace officer training and certification, and providing legislative guidance on criminal justice issues. Additionally, the director is responsible for overseeing distribution of state and federal funds in contracts for narcotics control, victim's assistance, crime prevention, and juvenile justice.

The department is organized into eleven major units. There are nine divisions and the Office of the Director.

**Office of the Director**

As the department's central management unit, the Director's Office coordinates departmental budget, personnel, and legislative matters and related financial and administrative activities. The Director's Office is also responsible for the administration of specific programs conferred upon it by the Legislature or Governor. These programs are:

\*Administration of federal Juvenile Justice and Delinquency Prevention Act (JJDP) funds, Delinquency and Youth Violence Prevention (Title V) funds, and Juvenile Accountability Incentive Block grant (JAIBG) funds from the

U.S. Department of Justice for projects to improve the juvenile justice in Missouri and provide staff support for the state Juvenile Justice Advisory Group (JJAG).

\*Administration of federal Narcotics Control Assistance Program (NCAP) funds from the U.S. Department of Justice for state and local projects in the area of drug enforcement, crime control, and community policing.

\*Administration of federal Local Law Enforcement Block Grant (LLEBG) funds from the U.S. Department of Justice for projects to assist local law enforcement agencies in crime and violence control.

\*Administration of federal Victim's of Crime Act (VOCA); federal STOP Violence Against Women Act (VAWA); and State Services to Victims Fund (SSVF); which provide funds to local service providers, law enforcement agencies, prosecutors, and other public and private nonprofit agencies to assist crime victims in Missouri.

\*Administration of the Peace Officer Standards and Training (POST) Program which deals with the certification of peace officers who have received training specified by Chapter 590 RSMo and provide staff support for the Peace Officer Standards and Training (POST) Commission.

\*Investigation of inmate grievances within the state prison system and coordination of the Citizen's Advisory Committee on Corrections, as provided under Executive Order 86-27.

\*Administration of the Missouri Crime Prevention Information Center as specified in Section 589.300 to 589.310, RSMo.

\*Administration of the Law Enforcement Equipment Program (LEEP) as provided through appropriations.

\*Administration of excess military surplus property distributed to state and local law enforcement agencies to be used in counter-narcotics operations through the U.S. Department of Defense (DOD) Logistical Support Program.

\*Administration of the Crime Laboratory Assistance Program, which includes the disbursement of state funds to aid in the operation of the regional crime labs as specified in Chapter 650 RSMo, subject to appropriations.

\*Administration of the Missouri Crime Laboratory Upgrade Program which includes the disbursement of state funds to aid in the operation of state crime labs as specified in Chapter 595 RSMo, subject to appropriations.

\*Administration of the Domestic Violence Shelter Tax Credit Program, as specified in Section 135.550 RSMo, subject to appropriations.

### **Veterans Commission**

The Governor appoints five veterans to serve as Commissioners. They in turn appoint an Executive Director who implements Commission policies and is responsible for statewide management of veterans programs. Three major programs comprise the Commission's efforts on behalf of Missouri veterans. First, it provides assistance to veterans, their dependents, or survivors, through a statewide network of veterans' services regarding federal or state benefits earned by virtue of honorable service in the military forces of the United States.

Second, the Commission operates Missouri Veterans Homes in St. James, Mt. Vernon, Mexico, Cape Girardeau, St. Louis, Cameron, and Warrensburg, which provide domiciliary and nursing care for Missouri veterans who are unable to support or adequately care for themselves.

As a third program, the Commission was given authority in 1996 to establish a state veterans cemetery system. The first two State Veterans' Cemeteries are located in Higginsville and Springfield. Two additional cemeteries are currently under construction in Jacksonville and Bloomfield. It is anticipated that they will open for burials in the fall of 2003. The cemeteries provide access to burial space for eligible Missouri veterans not served by open national cemeteries, within a 75-mile radius of their homes.

In addition, the commission established the Veterans Service Officer Grants Programs. The Veterans Service Office Grant Program is currently assisting four Veterans Service Organizations in operation of programs aiding Missouri's Veterans.

In 1989, the Veterans Trust Fund was established. The purpose of the fund is to allow citizens and corporations to donate money to expand and improve services to veterans in Missouri. Contributions to this fund are used to enhance existing veterans programs.

Additional information regarding the authority, functions and responsibilities of this Commission may be found in Chapter 42, RSMo.

### **Gaming Commission**

The Gaming Commission is composed of five members who are appointed by the Governor, with the advice and consent of the Senate. The

Commission in turn appoints an Executive Director who implements Commission policies and is responsible for the licensing and regulation of excursion gambling boats and the lawful operation of the game of bingo. Within the Commission there shall be established a Division of Gaming and a Division of Bingo. In 1995, the legislature delegated the authority for regulating horse racing. However, to date no one has come forth to request a license.

Additional information regarding the authority, functions and responsibilities of this Commission may be found in Chapter 313, RSMo.

### **State Highway Patrol**

The State Highway Patrol is headed by a Superintendent appointed by the Governor with the advice and consent of the Senate. The Superintendent is directly responsible to the Director of Public Safety. The Patrol is responsible not only for law enforcement on our state's highways but also motor vehicle and commercial vehicle inspections, driver's license examinations, criminal investigations, criminal laboratory analysis and research, Governor's security, and public education on safety issues.

Additional information regarding the authority, functions and responsibilities of the Highway Patrol may be found in Chapter 43, RSMo, and others.

### **Division of Liquor Control**

The Division of Liquor Control is headed by a Supervisor nominated by the Department of Public Safety and appointed by the Governor with the advice and consent of the Senate. The Supervisor is directly responsible to the Director of Public Safety. The division has responsibilities for enforcement of liquor control laws, issuance of state liquor licenses, collection of excise taxes and license fees, and educational programs for the alcohol beverage industry and the general public, as specified in Chapters 311 and 312, RSMo and rules and regulations promulgated by the Supervisor. The division is also responsible for the enforcement of the tobacco laws as specified in Sections 407.924 to 407.934.

### **State Water Patrol**

The State Water Patrol is headed by a Commissioner appointed by the Governor with the advice and consent of the Senate. The Commissioner is directly responsible to the Director of Public Safety. The division is primarily responsible for enforcing the laws of the state of Missouri on the

state's waterways and to make the waters of the state safe for boating and other water activities through registration, inspection, educational programs, criminal investigations, and law enforcement, as specified in Chapter 306, RSMo, and others.

### **Division of Fire Safety**

The Division of Fire Safety is headed by the State Fire Marshal who is appointed by the Governor with the advice and consent of the Senate. The Fire Marshal is directly responsible to the Director of Public Safety and is responsible for the investigation of fires and explosions for conducting all fire inspections required of any premise in order for any license relating to such premise to be issued under state law, the training of emergency responders and the regulations of fireworks use and sales, all as specified in Chapter 320 RSMo. The division also participates in local and regional activities to provide education in communities on fire prevention.

The division is responsible for the inspection and licensing of nonexempt boilers and pressure vessels as specified in Chapter 650, RSMo. Under Chapter 701, the Division is assigned the inspection and licensing of elevators and similar installations, and Chapter 316 gives the division the authority to license amusement rides operated in the state of Missouri.

### **Capitol Police**

The Capitol Police is headed by a Police Chief selected by, and directly responsible to, the Director of Public Safety. This agency is responsible for maintaining the security and traffic control for designated state-owned buildings and the grounds thereof at the seat of government and such buildings and grounds within the county that contains the seat of government.

Additional information regarding the authority, functions, and responsibilities of the Capitol Police may be found in Chapter 8, RSMo.

### **Adjutant General**

The Adjutant General and the state militia are assigned to the Department of Public Safety. The Adjutant General is appointed by the Governor with the advice and consent of the Senate. As provided for under the National Defense Act, the Adjutant General is the head of the Missouri National Guard, both Army and Air, which have a dual missions. The state mission is to provide military organizations trained and equipped to function when necessary in the protection of lives and property, and in the preservation of

peace, order, and the public safety when ordered to state emergency duty by the Governor. As reserve components of the Army and Air Force of the United States, the federal mission is to provide trained and qualified individuals available for federal service in time of war or national emergency, or at such other times as the national security may require augmentation of the United States Armed Forces.

The Adjutant General's Office, under Section 41.170 of the Revised Statutes of Missouri is charged with compiling, maintaining, preserving and safekeeping of individual military service records for all Missourians who have served in the armed forces of the state and nation.

The Office of Air Search and Rescue is created within the Office of Adjutant General under Section 41.960 of the Revised Statutes of Missouri. The duly appointed commanding officer of the Civil Air Patrol, Missouri Wing, shall be ex officio head of the office. This office may cooperate or contract with any department or agency of the state of Missouri, United States government, or with any public or private hospital, for the purposes of providing communications, rescue work, mercy missions, aerial observations, or other functions within the scope of the activity of the air search and rescue.

Duties of the Adjutant General are as specified in Chapter 41, RSMo. Additionally, the Adjutant General is responsible for the following agency which reports directly to him:

### **State Emergency Management Agency**

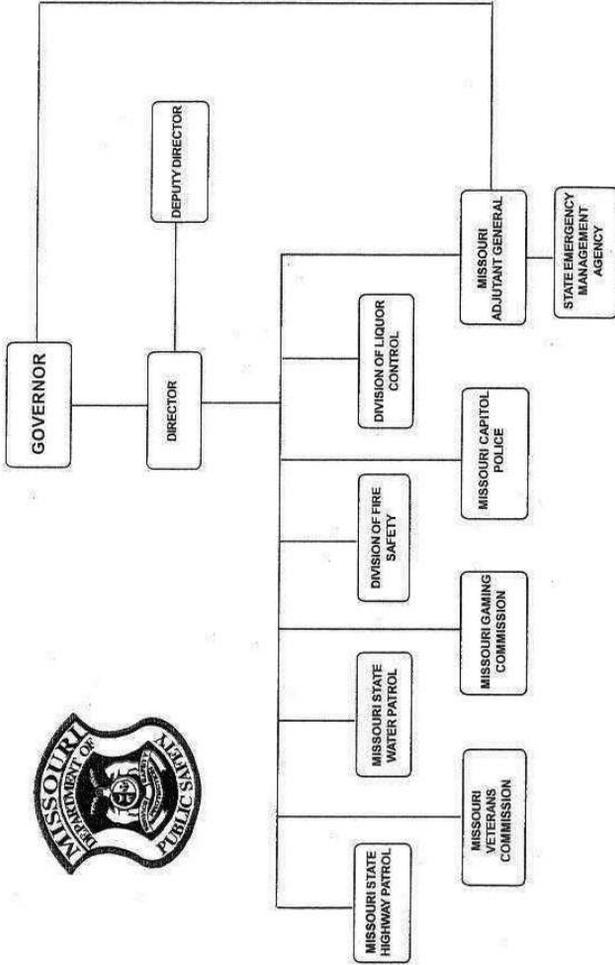
The State Emergency Management Agency (SEMA) is headed by a Director that is appointed by and responsible to, the State Adjutant General within the Department of Public Safety and the Governor, during declared emergencies. The agency is responsible for the coordination of all federal assistance that may be made available to the state by Federal Emergency Management Agency (FEMA). SEMA is responsible for a statewide emergency operations plan that directs the actions of state level departments and agencies in the event of an emergency situation requiring action by the state of Missouri. This includes the operation of the State Emergency Operations Center from which all activity is coordinated depending upon the severity of the emergency. The agency also coordinates the planning necessary to respond to possible incidents at nuclear power stations that may impact surrounding local governments.

The agency provides technical, clerical, and fiscal support to the Missouri Seismic Safety Commission and the Missouri Emergency Response

Commission. SEMA is also the coordinating activity for floodplain management programs throughout the state.

Additional information regarding the authority, functions, and responsibilities of this agency may be found in Chapter 44, RSMo.

MISSOURI DEPARTMENT OF PUBLIC SAFETY



August 2003

DEPARTMENT OF PUBLIC SAFETY:	FY2004 Salary Range	
	Low	High
Department Director	\$75,948	\$111,156
Deputy Department Director	\$58,332	\$84,936
Superintendent, Missouri State Highway Patrol	\$63,636	\$92,928
Executive Director, Missouri Veterans' Commission	\$63,636	\$92,928
Commissioner, Missouri State Water Patrol	\$58,332	\$84,936
Executive Director, Missouri Gaming Commission	\$63,636	\$92,928
Fire Marshal, Missouri Division of Fire Safety	\$58,332	\$84,936
Chief, Missouri Capitol Police	-merit unclassified, no range	
State Supervisor, Missouri Division of Liquor Control	\$58,332	\$84,936
Adjutant General, Office of the Adjutant General, Missouri National Guard	\$63,636	\$92,928
Director, State Emergency Management Agency	\$58,332	\$84,936



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STATE OF MISSOURI  
JEFFERSON CITY  
65101

www.gov.state.mo.us

BOB HOLDEN  
GOVERNOR

STATE CAPITOL  
ROOM 216  
(573) 751-3222

November 17, 2003

The Honorable Matt Blunt  
Secretary of State  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached revised departmental plan for the Department of Social Services, dated August 11, 2003, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

*Bob Holden*  
GOVERNOR

November 17, 2003  
DATE

ATTEST:

*Matt Blunt*  
SECRETARY OF STATE

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Revisor of Statutes



MISSOURI  
 DEPARTMENT OF SOCIAL SERVICES  
 P. O. BOX 1527  
 BROADWAY STATE OFFICE BUILDING  
 JEFFERSON CITY  
 65102-1527  
 TELEPHONE: 573-751-4815, FAX: 573-751-3203

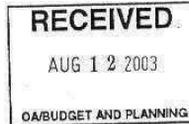
BOB HOLDEN  
 GOVERNOR

Steve Roling  
 DIRECTOR

RELAY MISSOURI  
*for hearing and speech impaired*  
 TEXT TELEPHONE  
 1-800-735-2966  
 VOICE  
 1-800-735-2486

August 11, 2003

The Honorable Bob Holden  
 Governor, State of Missouri  
 Capitol Building  
 Jefferson City, MO 65101



Dear Governor Holden:

In accordance with Section 1.6 (2) of the State Omnibus Reorganization Act of 1974, I respectfully submit for your approval the attached revised departmental plan for the Department of Social Services.

The amended departmental plan was developed in accordance with the Executive Orders issued by you on February 5, 2003. These orders were presented to both houses and neither house voted the reorganization down, thus, under the Reorganization Act of 1974, the reorganization shall be effective on August 28, 2003.

The amended departmental plan developed at your direction will provide a structure that enhances the department's overall efficiency and effectiveness by dissolving the Division of Family Services and creating a new division, Children's Division, that focuses its resources on child welfare, child protection, child care assistance and early childhood development. The duties and responsibilities of the Division of Family Service that are not directly related to child welfare, but dealing with the income maintenance efforts of the division, will be transferred into the newly created division, Family Support Division.

The Family Support Division will also assume the duties and responsibilities for the administration of child support functions of the Division of Child Support Enforcement. The Division of Child Support Enforcement is dissolved as a result of this transfer of responsibilities. Combining the income maintenance functions of the Division of Family Services with the child support functions in one division will allow the department to utilize the economies and efficiencies of scale.

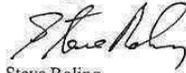
\*\*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER\*\*  
 services provided on a nondiscriminatory basis

The Honorable Bob Holden  
Page 2

The final aspect of the reorganization is the transfer, in accordance with Executive Order 03-04, of the assessment, employment, training and placement functions under TANF from the Division of Family Services, within the Department of Social Services, to the Department of Economic Development and, the transfer of the assessment, employment, training and placement functions in the Parent's Fair Share Program from the Division of Child Support Enforcement, within the Department of Social Services, to the Department of Economic Development. The transfer of these responsibilities will allow for a concentration and consolidation of like functions in a single state agency with the corresponding efficiencies of scale.

Accordingly, I submit the attached organizational chart detailing the changes, along with a salary schedule for the department for your approval.

Sincerely,



Steve Roling  
Director

SR/HDW/dlj

Attachment

**DEPARTMENT OF SOCIAL SERVICES  
ORGANIZATIONAL PLAN AMENDMENT**

**CHILDREN'S DIVISION**

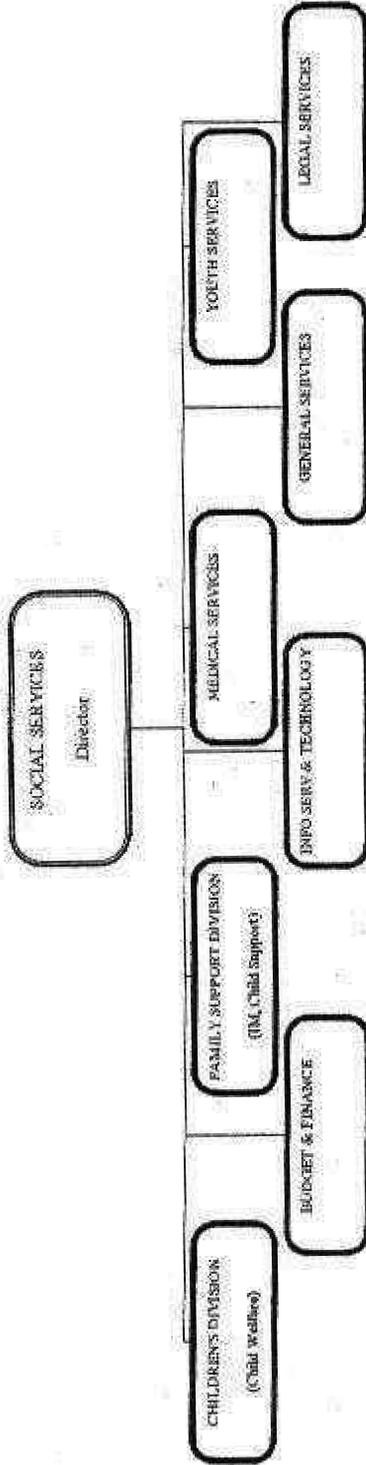
The Children's Division shall perform all statutory functions charged to the Former Division of Family Services by Chapters 205, 207, 208, 209, 210, 211, RSMo, and others as they relate to the provision of child welfare services. Programs administered by the Children's Division include, but are not limited to: Child Abuse/Neglect, Foster Care, Adoptions, Preventive Services, Protective Services, Hotline, Child Fatality Review Early Childhood Development, the treatment, placement and services for children in residential care and other child welfare related services. Whenever the former Division of Family Services is required to perform a child welfare function by statute or otherwise, that function will be performed by the Children's Division. The Director of the Children's Division will report directly to the Director of the Department of Social Services.

**FAMILY SUPPORT DIVISION**

The Family Support Division shall perform all statutory functions charged to the Former Division of Family Services by Chapters 205, 207, 208, 209, 210, 211, RSMo, and others, except functions that relate to child welfare services. The Family Support Division shall also perform all statutory functions charged to the former Division of Child Support Enforcement by Chapter 454, RSMo, and others as they relate to the administration of child support. Programs administered by the Family Support Division include, but are not limited to: Food Stamp Assistance, TANF, Day Care Eligibility and Assistance, General Relief, Supplemental Aid to the Blind, Blind Pension, Medicaid Eligibility, Rehabilitation for the Blind, Prevention of Blindness, Energy Assistance, Refugee Program and other programs, which provide financial assistance to persons who are without adequate means of support, Establishment of Paternity for children born out of wedlock, Establishment of Orders for Child Support where none exist, Establishment of Orders for Medical Support where none exist, Enforcement of Orders for Child Support and/or Medical Support, Modifications of Orders for Child Support, Maintenance of Support Payment Histories, Collections and Disbursement of Support Payments and other services related to the Administration of the Child Support Program. The Director of the Family Support Division will report directly to the Director of the Department of Social Services.

# Department of Social Services

Organizational Structure



DEPARTMENT OF SOCIAL SERVICES  
EXECUTIVE SALARY PLAN

TITLE	ANNUAL SALARY RANGE
Department of Social Services, Department Director	\$75,948 - \$111,156
Department of Social Services, Deputy Director	\$69,504 - \$101,604
Division of Medical Services, Division Director	\$63,636 - \$92,928
Family Support Division, Division Director	\$63,636 - \$92,928
Division of Youth Services, Division Director	\$63,636 - \$92,928
Children's Division, Division Director	\$63,636 - \$92,928
Division of Legal Services, Division Director	\$63,636 - \$92,928
Division of Budget and Finance, Division Director	\$58,332 - \$84,936
Information Services and Technology Division, Division Director	\$58,332 - \$84,936
Division of General Services, Division Director	\$58,332 - \$84,936



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JEFFERSON CITY  
65101

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BOB HOLDEN  
GOVERNOR

STATE CAPITOL  
ROOM 216  
(573) 751-3222

November 17, 2003

The Honorable Matt Blunt  
Secretary of State  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached revised departmental plan for the Department of Transportation, dated October 1, 2003, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:

GOVERNOR

November 17, 2003  
DATE

ATTEST:  
  
SECRETARY OF STATE



cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Revisor of Statutes

Missouri  
Department  
of Transportation

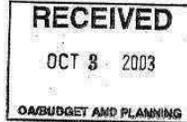


Henry Hungerbeeler, Director

105 West Capitol Avenue  
P.O. Box 270  
Jefferson City, MO 65102  
(573) 751-2551  
Fax (573) 751-6555  
www.modot.org

October 1, 2003

The Honorable Bob Holden  
Governor  
Capitol Building, Room 216  
Jefferson City, MO 65102



Dear Governor Holden:

In accordance with the Omnibus Reorganization Act of 1974, please find attached an updated department plan document, as required to be filed with the Secretary of State. This document has been updated to reflect the addition of Highway Safety to the Missouri Department of Transportation as of August 28, 2003.

No changes were necessary to the salary schedule for management positions or the organizational chart.

If you have questions or require additional information, please contact Steve Meystrik, compensation supervisor, at (573) 526-7644.

Sincerely,

Henry Hungerbeeler  
Director

Attachment  
c: John Cauwenbergh-cc

*Our mission is taking care of and improving Missouri's transportation system.*

Printed on recycled paper

## Missouri Department of Transportation

### Departmental Plan

Article IV, section 29 of the Missouri Constitution provides that there is a department of highways and transportation which is administered by a highways and transportation commission which shall have authority over the administration of all state transportation programs and facilities, including, but not limited to, highways, bridges, aviation, ports, waterborne commerce, railroads and mass transportation. Article IV, section 29 was adopted in 1979 by voter approval of Constitutional Amendment No. 2, which merged the previously separate State Highway Department with the State Transportation Department and the State Highway Commission with the State Transportation Commission. Then, in 1996, Truly Agreed to and Finally Passed House Bill 991 gave the Missouri Highways and Transportation Department the legal alias, "department of transportation," which has become the Missouri Department of Transportation (MoDOT). Further, section 226.040 of the Revised Statutes of Missouri provides that the Missouri Highways and Transportation Commission (MHTC) is to appoint a chief executive officer with the title of Director of MoDOT. Under the direction of MHTC, the MoDOT Director is to have general charge of, and be responsible for, the overall operations and performance of MoDOT. The MoDOT Director is also responsible for the appointment of a chief engineer, chief financial officer and other department heads and employees as MHTC deems necessary. MoDOT's mission is to preserve and improve Missouri's transportation system to enhance safety and encourage prosperity.

MoDOT pursues its mission through the following functional units:

**Bridge** is responsible for the structural design and detailed plans production for all state highway bridges, including cost estimates and site-specific job special provisions. Additional responsibilities include maintaining the National Bridge Inventory, recommending load-posting limits for both state and non-state bridges, and analyzing structures for special superload overweight permit loads traveling within the state.

**Chief Counsel's Office** provides legal representation and services to the Missouri Highways and Transportation Commission and the Missouri Department of Transportation.

**Commission Secretary's Office** provides administrative support for the Missouri Highways and Transportation Commission.

**Construction and Materials** is responsible for administering all construction contracts awarded by the commission, and sampling and testing all materials used in the construction and maintenance of roadways and structure to ensure compliance with applicable standards and specifications.

**Controller's Office** is responsible for providing administrative support to MoDOT in the areas of accounting and expenditure control.

**Design** is responsible for the location, environmental, and cultural resource studies required for initial evaluation of proposed projects; detailed route studies, ground surveys and aerial photography; and design and plan preparation including cost estimates for the state transportation projects. Design advertises and makes all preparations for receiving bids for transportation project contracts including the development of specifications and cost estimates prior to advertising for bids.

**Employee Benefits** is responsible for managing the department's employee benefit program and distributes information to members.

**Equal Opportunity** is responsible for directing the department's Affirmative Action Program and other initiatives aimed at achieving and maintaining a diverse workforce.

**General Services** is responsible for proper maintenance and repair of equipment and facilities owned by the commission, as well as the procurement of all equipment, materials, supplies, parts and furniture required for operations of MoDOT. Responsibilities also include various support services such as photography, warehousing and flight operations.

**Governmental Affairs** is responsible for providing liaison between MoDOT, congressional delegations, and the Missouri Legislature. Staff members disseminate information regarding proposed legislation affecting MoDOT, and analyze the content of legislation, legislative proposals, and policy options.

**Highway Safety** is responsible for finding effective ways through education, enforcement and engineering to reduce deaths, injuries and property damage caused by traffic crashes on Missouri's roadways. The unit also administers the Motor Carrier Safety Assistance Program in Missouri to reduce deaths, injuries, and property damage caused by traffic crashes involving commercial motor vehicles.

**Human Resources** is responsible for continually developing and improving human resource processes that support MoDOT and its employees in contributing to a quality transportation system. Responsibilities include recruiting nationally for college graduates for placement throughout the state, and administering employee development programs, personnel policies, the department's pay system and personnel records.

**Information Systems** is responsible for providing and improving information and communication services used by employees of MoDOT through the operation and maintenance of local and statewide data networks and telephone services. Information Systems staff provides applications programming expertise to support the engineering, financial, operational and general information needs of MoDOT.

**Inspector General's Office** investigates allegations of fraud, waste, and abuse of department resources and provides internal control and audit assurance to MoDOT and the commission.

**Maintenance** is responsible for assisting and supporting maintenance activities for the preservation and operation of the state highway system.

**Motor Carrier Services** provides registration, permits, inspections and training for all over-the-road transporters.

**Multimodal Operations** is responsible for administering state and federal programs and funds by coordinating and cooperating with owners and operators of the various non-highway transportation systems, which include air, rail, waterways and transit.

**Public Information and Outreach** is responsible for managing MoDOT's information program, including media relations, community relations, and employee communications, and for ensuring the agency's communications are clear and consistent. It directs and/or monitors the agency's public involvement efforts that are required by federal or state law.

**Research, Development, and Technology** is responsible for conducting research in the area of new products and construction materials and methods to determine their suitability for highway purposes.

**Resource Management** is responsible for coordinating financial resources and spending plans through forecasting, analysis and training.

**Right of Way** is responsible for acquisition of right of way required for the construction and maintenance of all highways in addition to properties incidental to the system of state highways in Missouri, and provides relocation assistance for all persons displaced by the commission's right of way acquisition. Right of Way administers the disposal or lease of land considered excess to commission needs, the regulation of outdoor advertising billboards and junkyards adjacent to state highways, and the scenic byway program.

**Risk Management** is responsible for administration of MoDOT's self-insurance operations and is responsible for workers' compensation, fleet liability, general liability and property damage recovery. The safety and health programs are also functions of the risk management unit.

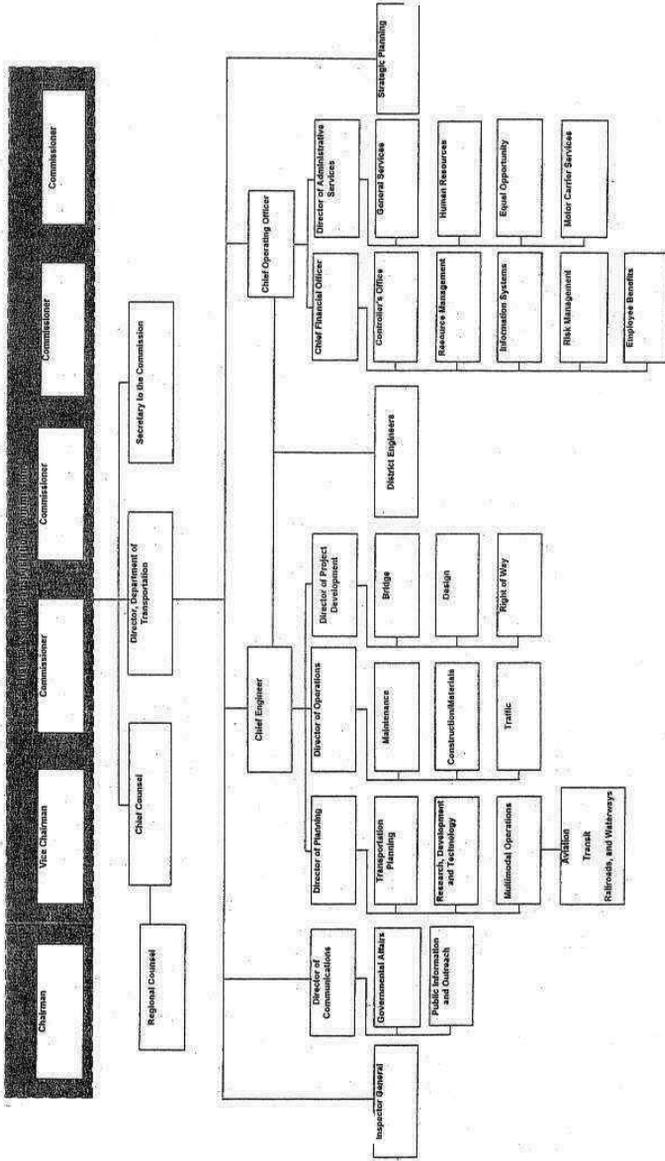
**Strategic Planning** is responsible for developing and implementing MoDOT's strategic plan; regulation review and compliance; and policy development.

**Traffic** is responsible for the safe and efficient movement of people and goods on the state highway system. This includes supporting signing, striping, traffic signals, lighting, intelligent transportation systems (ITS), and roadway access and safety management programs throughout the state.

**Transportation Planning** is responsible for collecting, managing and analyzing data to provide a single source of information to support MoDOT's decision process; developing and tracking the 5-Year Highway and Bridge Construction Schedule and the Statewide Transportation Improvement Program; coordinating MoDOT's local programs; and developing and coordinating a long range, total transportation system for MoDOT.

Missouri is geographically divided into ten (10) Department of Transportation districts with a district office in each district. Each district office is led by a district engineer who is responsible for supervising all activities of MoDOT within that particular district.

# Missouri Department of Transportation



Human Resources  
May 2003

Human Resources

## Missouri Department of Transportation

## Fiscal Year 2004 Management Salaries

Title	Per Pay Period	Monthly	Annual
Director	\$5,208.50	\$10,417	\$125,004
Chief Engineer	\$4,583.50	\$9,167	\$110,004
Chief Operating Officer	\$4,583.50	\$9,167	\$110,004
Chief Counsel	\$4,365.00	\$8,730	\$104,760
Director of Project Development	\$4,167.00	\$8,334	\$100,008
Director of Operations	\$4,167.00	\$8,334	\$100,008
Director of Administrative Services	\$4,167.00	\$8,334	\$100,008
Chief Financial Officer	\$4,167.00	\$8,334	\$100,008
Director of Planning (Vacant)	\$4,167.00	\$8,334	\$100,008
Director of Communications	\$4,000.00	\$8,000	\$96,000
District Engineer (4 & 6)	\$3,750.00	\$7,500	\$90,000
District Engineer (1, 2, 3, 5, 7, 8, 9, & 10)	\$3,667.00	\$7,334	\$88,008
State Bridge Engineer	\$3,667.00	\$7,334	\$88,008
State Design Engineer	\$3,667.00	\$7,334	\$88,008
State Maintenance Engineer	\$3,667.00	\$7,334	\$88,008
State Construction and Materials Engineer	\$3,667.00	\$7,334	\$88,008
State Traffic Engineer	\$3,667.00	\$7,334	\$88,008
General Services Director	\$3,667.00	\$7,334	\$88,008
Information Systems Director	\$3,667.00	\$7,334	\$88,008
Human Resources Director	\$3,667.00	\$7,334	\$88,008
Controller	\$3,667.00	\$7,334	\$88,008
Motor Carrier Services Director	\$3,667.00	\$7,334	\$88,008
Resource Management Director	\$3,667.00	\$7,334	\$88,008
Transportation Planning Director	\$3,667.00	\$7,334	\$88,008
Multimodal Operations Director	\$3,492.00	\$6,984	\$83,808
State Research, Development & Technology Engineer	\$3,492.00	\$6,984	\$83,808
Right of Way Director	\$3,492.00	\$6,984	\$83,808
Risk Management Director	\$3,492.00	\$6,984	\$83,808
Inspector General	\$3,492.00	\$6,984	\$83,808
Public Information and Outreach Director	\$3,125.00	\$6,250	\$75,000

Missouri Highways and Transportation Commission sets salaries: 226.080 RSMo

j:\salary03\salary schedules\management (eff 07-01-03).xls



OFFICE OF THE GOVERNOR

STATE OF MISSOURI  
JEFFERSON CITY  
(573) 751-3222  
<http://go.missouri.gov>

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SECRETARY OF STATE  
ADMINISTRATIVE RULES

BOB HOLDEN  
GOVERNOR

ROOM 216  
STATE CAPITOL  
65101

September 7, 2004



The Honorable Matt Blunt  
Secretary of State  
Capitol, Room 208  
Jefferson City, MO 65101

Dear Secretary Blunt:

The attached revised departmental plan for the Department of Conservation, dated December 19, 2003, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

*Bob Holden*  
GOVERNOR

September 7, 2004  
DATE

ATTEST: *Matt Blunt*  
SECRETARY OF STATE

c: Jackie White, Commissioner of Administration  
Patricia Buxton, Revisor of Statutes



## MISSOURI DEPARTMENT OF CONSERVATION

### Headquarters

2901 West Truman Boulevard, P.O. Box 180, Jefferson City, Missouri 65102-0180  
 Telephone: 573/751-4115 ▲ Missouri Relay Center: 1-800-735-2966 (TDD)

JOHN D. HOSKINS, Director

*Happy  
Holidays*

December 19, 2003

The Honorable Bob Holden  
 Governor, State of Missouri  
 Room 216, State Capitol Building  
 Jefferson City, MO 65101

Dear Governor Holden:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, attached herewith for the Missouri Department of Conservation are: an updated organization plan; an executive pay schedule for top department administrators; and, an organization chart.

Revisions reflect organizational changes, which were approved by the Conservation Commission at its June 25, 2003 meeting. These revisions were filed with the Secretary of State, Administrative Rules Division on July 23, 2003.

If you require further information, please feel free to contact my office.

Sincerely,

JOHN D. HOSKINS  
 DIRECTOR

JDH:jb

Attachments

- c: Commissioners Bradford, Metcalfe, Gorman and Mohler  
 The Honorable Matt Blunt, Secretary of State  
 Jane Dueker, Chief of Staff  
 Jackie White, Commissioner of Administration  
 Daniel Hall, Governor's Office Liaison  
 Lori Strong-Goeke, Office of Administration  
 Deputy Director John W. Smith  
 Deputy Director Steve Wilson  
 Assistant to Director Denise Garnier  
 Assistant to Director Bob Ziehmer



### COMMISSION

STEPHEN C. BRADFORD  
 Cape Girardeau

ANTA S. GORMAN  
 Kansas City

CYNTHIA METCALFE  
 St. Louis

LOWELL MOHLER  
 Jefferson City

## DEPARTMENT OF CONSERVATION

ORGANIZATION PLAN

The head of the Department of Conservation is a four (4)-member commission appointed by the governor with the advice and consent of the senate. The commission is charged with the control, management, restoration, conservation and regulation of the bird, fish, game, forestry and all wildlife resources of the state.

The commission appoints a director who serves as the administrative officer of the Department of Conservation. The director appoints other employees and is assisted by a deputy director-field and a deputy director-administration with programs and activities carried out by the divisions of fisheries, wildlife, forestry, protection, outreach and education, administrative services, private land services, resource science and human resources. Assistants to director supervise the policy coordination unit, and provide leadership for policy development, special projects and initiatives as assigned by the director; notably state legislative and congressional coordination liaison, and partnerships with other entities.

The department carries out its programs through the following major administrative units:

Fisheries Division manages small lakes, large reservoirs and streams for public fishing and aquatic community health; acquires stream access sites and lakes and operates hatcheries; conducts an intensive trout management program; provides fishery management advice to other government agencies and private landowners; assists with water pollution impact investigations and research projects to improve fish population evaluation techniques, to determine limiting factors, and to develop better management techniques; and sponsors stream and lake improvement and public awareness programs using citizen volunteers involved with Missouri Stream Team and Volunteer Water Quality Monitoring.

Wildlife Division is responsible for the management of Missouri's wildlife resources and works to maintain healthy wildlife populations and productive wildlife habitats for the sustained benefit and enjoyment of people. The division cares for almost 400 conservation areas and their outstanding wetlands, prairies, savannas, forests, glades and streams. These provide homes for plants and animals, and recreation for the public including hunting, wildlife viewing, fishing, and hiking. The division coordinates the department's natural areas program, endangered species program and major federal grant programs, and works with private citizens, organizations, and other agencies to protect and enhance Missouri's wildlife and biological diversity.

Forestry Division is responsible for the health and sustainability of forest resources—a resource covering 14.1 million acres of Missouri's landscape. The division manages more than 500 conservation areas for ecosystem health and sustainability, while considering economic benefits and overall social needs. In addition the division provides: advice and technical forestry assistance to private forest landowners; rural wildfire protection, rural and volunteer fire department training, excess federal equipment and wildfire suppression assistance; technical and financial assistance for urban and community forestry projects; forest products utilization, industry technical support and marketing assistance; forest insect and disease surveys; and through the George O. White Forest nursery provides low cost quality tree seedlings for Missouri residents.

Protection Division carries out the department's wildlife law enforcement program, and is heavily involved with a wide range of other programs vital to the mission of the Department of Conservation. These include hunter education and other educational programs, information and

media efforts, and fish, wildlife, and forest management services for Missouri citizens. Conservation agents are the official representatives for the department in their assigned districts.

Outreach and Education Division leads public information and education programs. The goal is to educate young and old about how to sustain a healthy environment, make good use of our fish, forest and wildlife resources and also enjoy nature-based outdoor recreation. Outreach efforts include the department's monthly magazine, books and other publications, television program and video productions, website, ombudsman, interpretive exhibits, news releases and coordination with news media. Education services and programs include operating nature and visitor centers and providing conservation education training and materials to teachers and youth leaders. Outdoor skills services include coordination of the hunter education program, operation and development of shooting ranges, and delivery of outdoor skills training for youth and adults on fishing, hunting, birding, camping, orienteering and other nature-based activities.

Administrative Services Division administers the department's support services of information technology, design and development, and business and support. Information technology provides directions and management of the department's information technology assets, including computer hardware and software systems, telephone systems, two-way radio and other telecommunications systems; and coordination of those systems with other state agencies. Design and development administers the department's construction/development program and is responsible for development of areas owned and/or leased by the department. Related services include property surveys of all department lands by registered surveyors, feasibility studies and provision of data for environmental assessments. Business and support collects and processes funds received; processes accounts payable; distributes hunting, fishing and special permits; audits permit distributors; maintains inventory records, including the department's real property holdings; coordinates federal aid programs and funds; coordinates procurement, repair and disposition of fleet, aircraft, marine and other mechanical equipment; maintains a distribution center and warehouse for department publications; operates offset printing, mailing and sign production services; and provides building and grounds maintenance.

Private Land Services Division provides technical assistance and resource training to private landowners; participates in media and other outreach efforts for resource management; coordinates with other governmental agencies and private organizations to integrate fish, forest, wildlife and natural community considerations with agriculture and other private land initiatives; provides cost-share to assist landowners with priority resource needs; and provides wildlife damage control assistance.

Resource Science Division is the center of the department's resource inventory, monitoring, evaluation, and research. Information acquired is incorporated into department area, regional, and statewide resource management planning and into resource policy. Other programs administered by this division include statewide fish and wildlife harvest regulations, water pollution impact investigations, geographic information systems, forest health monitoring and response, fish and wildlife pathology, and database management.

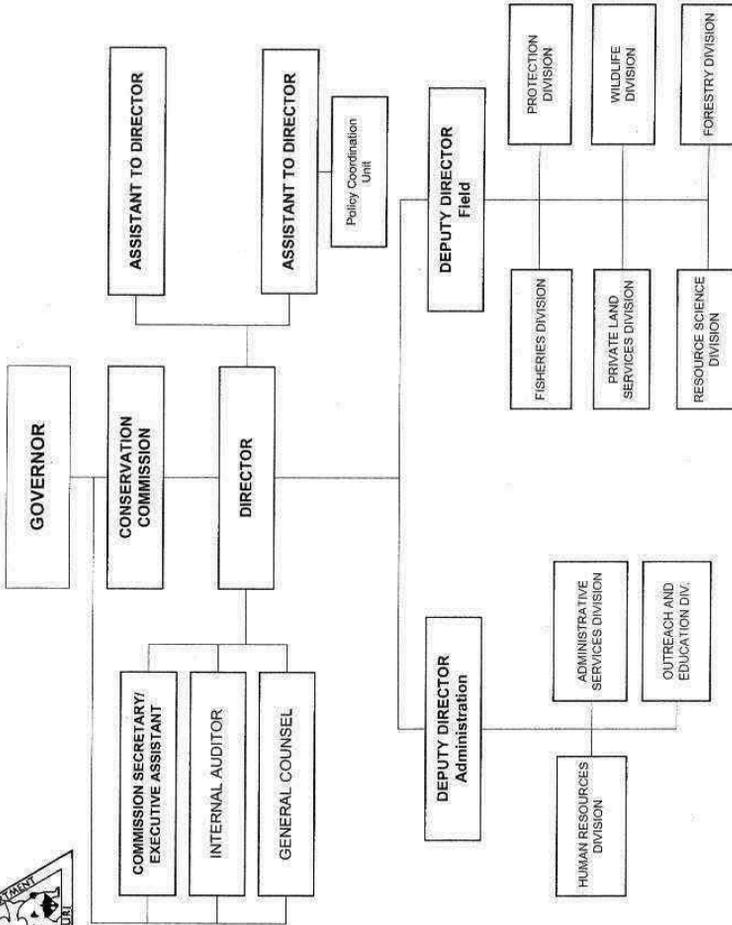
Human Resources Division helps department staff with employee recruitment, selection and retention activities. The division assists with job advertising, applicant interviewing, and final selection administrative details; administers comprehensive medical and life insurance plans, along with other employee benefits, such as leave, workers' compensation, safety and wellness programs; maintains agency compensation and classification structures; provides developmental opportunities through a department-wide competency based training academy; establishes and revises human resources management policies; monitors affirmative action efforts; maintains official personnel records; coordinates service and retirement awards;

provides employee counseling and dispute resolution services; and assists supervisory staff with corrective action efforts.

General Counsel provides legal advice to the commission and administrative staff; aids in formulating policy; advises in the formulation of regulations; and performs title search related to the acquisition of real property.

Internal Auditor reviews operations and programs to assure that resources are used efficiently, and provides the commission and administration with information useful in directing and controlling department operations.

MISSOURI DEPARTMENT OF CONSERVATION



12/4/2003

## Department of Conservation

Salary Schedule

<u>Position Title</u>	<u>Salary Range</u>
Director <sup>1</sup>	\$115,008
Deputy Director (two positions) <sup>2</sup>	82,272 & 98,688
Assistant to Director – Public Affairs <sup>2</sup>	70,500
Assistant to Director – Govt. Relations <sup>2</sup>	70,500
Division Administrator <sup>3</sup>	64,476 – 96,276
General Counsel <sup>3</sup>	51,120 – 94,452
Internal Auditor <sup>3</sup>	44,508 – 82,236
Section/Unit Chief <sup>4</sup>	51,120 – 94,452

- 
- 1 No established range. Conservation Commission sets salary.
  - 2 No established range. Director authorized to set salary.
  - 3 Adjustment of pay-for-performance salary range approved by the Conservation Commission effective December 16, 2001.
  - 4 Salary schedule revision approved by the Conservation Commission effective December 16, 2001.



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GOVERNOR

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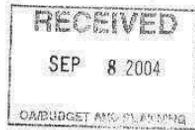
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SECRETARY OF STATE  
ADMINISTRATIVE RULES

ROOM 216  
STATE CAPITOL  
65101

September 7, 2004

The Honorable Matt Blunt  
Secretary of State  
Capitol, Room 208  
Jefferson City, MO 65101



Dear Secretary Blunt:

The attached revised salary schedule for the Department of Conservation, dated August 13, 2004, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:

*Bob Holden*  
GOVERNOR

*September 7, 2004*  
DATE

ATTEST: *Matt Blunt*  
SECRETARY OF STATE



c: Jackie White, Commissioner of Administration  
Patricia Buxton, Revisor of Statutes



## MISSOURI DEPARTMENT OF CONSERVATION

### Headquarters

2901 West Truman Boulevard, P.O. Box 180, Jefferson City, Missouri 65102-0180  
 Telephone: 573/751-4115 ▲ Missouri Relay Center: 1-800-735-2966 (TDD)

JOHN D. HOSKINS, Director

August 13, 2004

Lori Strong-Goeke  
 Office of Administration Budget and Planning  
 State Capitol, Room 124  
 Jefferson City, MO 65101

Dear Ms. Strong-Goeke:

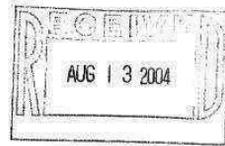
Enclosed please find an update to the salary schedule for the Missouri Department of Conservation previously submitted with our department plan.

If the information submitted to Legislative Research for publication is intended to represent the status of our management personnel on June 30, 2004, the prior schedule is still accurate. The schedule enclosed with this letter is effective as of July 1, 2004.

Please let me know if additional information is required.

Sincerely,

DENISE L. GARNIER  
 ASSISTANT TO DIRECTOR



### COMMISSION

STEPHEN C. BRADFORD  
 Cape Girardeau

ANITA B. GORMAN  
 Kansas City

CYNTHIA METCALFE  
 St. Louis

LOWELL MOHLER  
 Jefferson City

## Missouri Department of Conservation

Salary Schedule

<u>Position Title</u>	<u>Salary Range</u>
Director <sup>1</sup>	\$125,016
Deputy Director (two positions) <sup>2</sup>	\$97,800 & \$105,252
Assistant to Director (two positions) <sup>2</sup>	\$83,904
Division Administrator <sup>3</sup>	\$64,476 – \$96,276
General Counsel <sup>3</sup>	\$52,752 – \$96,012
Internal Auditor <sup>3</sup>	\$45,996 – \$83,676
Section/Unit Chief <sup>4</sup>	\$52,752 – \$96,012

- 
- 1 No established range. Conservation Commission sets salary.
  - 2 No established range. Director authorized to set salary.
  - 3 Adjustment of pay-for-performance salary range approved by the Conservation Commission effective December 16, 2001.
  - 4 Salary schedule revision approved by the Conservation Commission effective July 1, 2004.

As of July 1, 2004