

**DIVISION OVERVIEW - Administration**

**MISSION:**

The mission of the Administration Division is to provide administrative and support services to prepare and equip SRS employees to accomplish the mission and the vision of the agency. The Administration Division places an emphasis on accountability as demonstrated through a focus on ensuring appropriate usage of financial resources, integrity in hiring and personnel management and development, appropriate management and oversight of the agency's technology infrastructure, and risk management through the agency's legal and audit functions. Our services enable SRS employees to do their work with adequate resources, facilities, equipment, technology, and other supports, while ensuring compliance with federal requirements and state policies.

**PHILOSOPHY:**

Administration acts in accordance with the highest standards of ethical behavior, accountability, efficiency, and conduct in the performance of its duties and in daily interaction with its customers. Staff are committed to conducting themselves with good faith and integrity. In addition to following all state and agency policies regarding conduct, staff agrees to:

- Exercise honesty, objectivity, and diligence in the performance of their duties and responsibilities;
- Exhibit loyalty in all matters pertaining to the affairs of their employer or to whomever they may render a service;
- Refrain from entering into any activity that may be in conflict with the interest of their employers or which would prejudice their ability to carry out objectively their duties and responsibilities;
- Be prudent in the use of information acquired in the course of their duties;
- Strive continually for improvement in the proficiency and effectiveness of their service;
- Maintain high standards of competence and dignity;
- Accomplish timely execution of goals and outcomes;
- Demonstrate cultural proficiency as individuals and as an agency;
- Demonstrate leadership;
- Demonstrate teamwork and collaboration;
- Facilitate a change-resilient culture;
- Focus on customer outcomes;
- Make data-informed decisions;
- Promote innovation and risk-taking; and
- Promote strategic planning to achieve outcomes.

**PROGRAMS ESTABLISHED TO ASSIST WITH MISSION:**

**01030 - Operations**

Office of the Secretary  
Governmental Affairs

Public Policy  
Communications

Operations: Office of Financial Management  
Accounting and Administrative Operations  
Office of Audit and Consulting Services  
Legal Services  
Human Resources

**01090 – Strategic Development**

Strategic Development  
Leadership Training Grant  
Prevention Fellowship Program

**01350 - Information Technology Services**

Office of the Chief Information Officer  
Technology Services  
Application Development  
Client Management Services  
Strategic Planning

**STATUTORY HISTORY:**

Administration operates under the authority granted to the Secretary of Social and Rehabilitation Services by K.S.A. 39-708(c).

The statutory authority for the Legal Division is set forth in K.S.A. 75-5310 which authorizes the Secretary to appoint a chief attorney and other attorneys as are necessary to conduct the legal affairs of the agency. Pursuant to K.S.A. 75-5301 et seq., the Secretary on July 1, 1977, created the Legal Investigations Section to maximize SRS' fraud control and recoupment efforts. The Legislature first approved the Governor's request for positions and funding in FY 1978.

The Human Resource Department provides services and supports to employees through the administration and communication of benefits programs; payroll and personnel actions; employment services; personnel record management; position management; employee relations and equal opportunity; and performance management. The programs and services provided by Human Resources are required and governed by various Federal and State statutes and regulations, including Title IV of the 1964 Civil Rights Act, Title VII of the 1964 Civil Rights Act (amended 1991), the Kansas Act Against Discrimination (amended 1991), the Age Discrimination in Employment Act of 1973, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Equal Pay Act, the Fair Labor Standards Act, the Kansas Civil Service Act (K.S.A. 75-2925 et seq.), the Food Stamp Act of 1977, Titles IV-A and XIX of the Social Security Act, Public Law 96-272 (the Adoption Assistance and Child Welfare Act of 1980), and K.S.A. 75-37,115 (Kansas Quality Program).

~~The Department's Human Resources function consists of Personnel Services and Diversity. The programs and services provided by Human Resources are required and governed by various Federal and State statutes and regulations, including Title IV of the 1964 Civil Rights Act, Title VII of the 1964 Civil Rights Act (amended 1991), the Kansas Act Against Discrimination (amended 1991), the Age Discrimination in Employment Act of 1973, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Equal Pay Act, the Fair Labor Standards Act, the Kansas Civil Service Act (K.S.A. 75-2925 et seq.), the Food Stamp Act of 1977, Titles IV-A and XIX of the Social Security Act, Public Law 96-272 (the Adoption Assistance and Child Welfare Act of 1980), and K.S.A. 75-37,115 (Kansas Quality Program).~~

**OVERVIEW OF CURRENT AND BUDGET YEAR INFORMATION:**

**CURRENT YEAR:**

Beginning in FY 2011, expenditures and funding for Strategic Development are included in Administration's budget.

**BUDGET YEAR:**

The allocated budget allows programs to operate at a level equal to the current Fiscal Year.

No enhancement requests are included for Administration.