

## **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.

**NARRATIVE INFORMATION – DA 400**  
**Division of the Budget**  
**State of Kansas**

**AGENCY NAME: KS Department of Social and Rehabilitation Services**  
**PROGRAM TITLE: Administration**  
**SUBPROGRAM TITLE:**

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**PROGRAMS ESTABLISHED TO ASSIST WITH MISSION:**

**01030 - Operations**

- Office of the Secretary
- Operations
  - Office of Financial Management
  - Accounting and Administrative Operations
  - Office of Audit and Consulting Services
- Legal Services
- Human Resources

**01090 – Strategic Development and Faith-Based & Community Initiatives**

- Strategic Development
  - Leadership Training Grant

**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). Effective March 3, 2011, by Executive Order No. 11-04, the duties of Human Resources transferred to the Department of Administration to establish and increase efficiency, uniformity, and fairness in employment policies, procedures, and practices within the Executive Branch of state government. The funding of this program remains with SRS for FY 2012 and FY 2013.

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

**CURRENT YEAR:**

During fiscal year 2012, the Agency will implement a new initiative to combat fraud in every program area of the agency. To do this, SRS added a Director of Fraud Investigations and will hire two additional staff in Central Office. In addition, 13 positions will be filled throughout the state to focus on fraud. The Fraud Director and his staff will be responsible for coordinating all SRS efforts. The anti-fraud unit will manage related audits and investigations, prepare cases for criminal and civil litigation, and will research, promote, and implement efficient fraud spotting techniques and reporting processes to be followed by appropriate personnel in each program. The unit will also expand inter-departmental collaboration to battle fraud in conjunction with partners throughout the law enforcement community. Funding for the initiative is from Economic and Employment Reform savings.

During FY 2012 SRS will begin work on KEES (the Kansas Eligibility Enforcement System). Development will continue through FY 2014. The name given to this system – KEES – represents the expansion of what was formerly known as K-MED (the Kansas Medical Eligibility Determination system). KEES also incorporates other service programs that were part of a project formerly known as Avenues. KEES reaches beyond medical benefits eligibility and provides an integrated eligibility system for other services such as SNAP, TANF and LIEAP. Contract expenses incurred in FY 2012 and FY 2013 will be covered by an FY 2010 encumbrance for Avenues. While some wages and benefit costs are expected, not enough information was known at the time of the budget submission thus not included.

**BUDGET YEAR:**

The Anti-Fraud initiative will be implemented in FY 2012 and the FY 2013 budget includes the annualized costs for the unit. The KEES contract costs will be covered with the FY 2010 encumbrance like in FY 2012. Wage and benefit costs for KEES will be added when more information is available.