



Oregon

John A. Kitzhaber, MD, Governor

Department of Administrative Services

Chief Operating Office
155 Cottage Street NE, U20
Salem, OR 97301
PHONE: 503-378-3104
FAX: 503-373-7643

February 26, 2015

Senator Steiner Hayward, Co-Chair
Representative Smith, Co-Chair
Ways & Means General Government Subcommittee
900 Court Street NE
Salem, OR 97301

Dear Senator Steiner Hayward, Representative Smith, and the Ways & Means General Government Subcommittee;

Below, please find follow-up information as requested during the February 19, 2015 subcommittee meeting.

Co-chair Smith asked for a list of services DAS is providing for the University System.

The only fee-for-service assistance DAS is currently providing to the University System is the Geographical Information System (GEO). We have an interagency agreement with each of the universities that utilize this service.

In addition, the DAS Chief Financial Office and Business Services provide bonding and budget pass through service facilitation to the University System at no charge.

Senator Whitsett asked the impact to DAS' FTE level when the university system left the executive branch as a state agency.

Because we were not supplying the university system with services on a fee-for-Service basis, their separation from the executive branch had no impact on the demand for direct administrative support services from DAS. DAS also provides policy oversight for the entirety of the executive branch. The departure of OUS did not decrease the need for that oversight for the remainder of the executive branch and so had no impact on the policy side of DAS.

Representative Taylor asked for a list of which agencies are using DAS and which services.

Please see attached matrix that depicts current services (HR, payroll, accounting and help desk) provided to client agencies as well as historical data from 2013.

Senator Whitsett asked that the calculations that went into billable hours figures be made available to him.

**Department of Administrative Services
2015-2017 Rate Development Preparation**

Biennial hours available for work:

Work hours per biennium	4160	40 hrs/wk x52 wks/yr x 2 yrs/ biennium
Less Governor's Day	(16)	1 per year/2 for the biennium
Less Personal Business	(48)	3 per year
Less Holidays	(144)	9 per year
Less Vacation	(240)	Based on 10 hours per month after 5 years
Less Training	(40)	Based on minimum per DAS policy 107-04-0120
Less Sick Time	(162)	Based on DAS average for 2010 x 2 years
Less Break Time	(219)	4,160 less above reductions/8 x .50
Net biennial hours	3,291	less days noted above not physically present

Representative Taylor asked if the price for use of fleet vehicles are subsidized. Michael wanted to confirm that insurance rates were calculated into catalog of rates for fleet vehicles.

Fleet rates are not subsidized.

Sincerely,



Michael Jordan, COO
DAS Director

Attachments

CC: Paul Siebert, Legislative Fiscal Office

Current Clients & Services

Agency Name	Agency Number	Shared Payroll Services (1/27/15)	Shared Financial Services (1/27/15)	Human Resource Services (1/28/15)	TSC (2/1/15)
Human Services, Department of	10000				
Administrative Services, Department of	10700	x	x	x	x
Counselors & Therapists, Board of	10800	x	x	x	
Aviation, Department of	10900				
Long Term Care Ombudsman	11400	x	x	x	
Employment Relations Board	11500	x	x	x	x
Tax Practitioners, Board of	11900	x	x	x	x
Accountancy, Oregon Board of	12000	x	x	x	x
Governor, Office of	12100	x	x	x	x
Psychologist Examiners Board	12200	x	x	x	x (email only)
Oregon Business Development Department	12300				
Licensed Social Workers, State Board of	12400	x	x	x	
Oregon Advocacy Commission	13100	x	x	x	x
Justice, Department of	13700				
State Lands, Department of	14100				
Legislative Counsel	14200				
Legislative Revenue Officer	14400				
Legislative Fiscal Officer	14500				
Emergency Board	14600				
Revenue, Department of	15000				
Legislative Assembly	15500				
Legislative Administration Committee	15600				
Citizen's Initiative Review Commission	16100				
Secretary of State	16500				
Treasurer of State	17000	x	x		
Oregon Facilities Authority	17200		x		
Judicial Fitness, Commission on	17500				
Lottery, Oregon State	17700				
District Attorneys and Deputies	19600				
Judicial Department	19800				
Government Ethics Commission	19900	x	x	Recruitment only	x
Criminal Justice Commission	21300	x	x		x
Military Dept.	24800				
Marine Board	25000				
Parole & Post Prison Supervision	25500				
State Police	25700				
Public Safety Standards & Training	25900				
Veteran's Affairs, Department of	27400				
Corrections, Department of	29100				
Energy, Office of	33000	x			
Environmental Quality, Department of	34000				
Columbia River Gorge Commission	35000	x	x		
Psychiatric Security Review Board	39900	x	x	x	
Public Defense Services Commission	40400	x			
Oregon Youth Authority	41500				
Children & Families, Commission on	42300				
Indian Services, Commission on	42500				
SAIF	43500				
Consumer & Business Services, Dept of	44000				
Oregon Health Authority	44300				*/**
Public Employees Retirement System	45900				
Employment Dept.	47100				

Early Learning Council	52300				
Oregon Education Investment Board	52400	x	x	x	
Higher Education Coordinating Commission	52500	x	x	x	
State Library	54300			x	
Student Assistance	57500	x		x	
Education, Higher	58000				
Education, Department of	58100				
Teacher Standards and Practices	58400	x	x	Recruitment only	x
Blind, Commission for the	58500			x	
Community Colleges & Workforce Dev.	58600	x		x	
Oregon Health Sciences University	59000				
Agriculture, Department of	60300				
Oregon Fine Fescue Commission	60400				
Oregon Beef Council	60500				
Oregon Tall Fescue Comm	60700				
Oregon Raspberry & Blackberry Comm	61100				
Oregon Dairy Products Commission	61700				
Oregon Fryer Commission	62000				
Oregon Hazelnut Commission	62300				
Oregon Alfalfa Seed Commission	62400				
Forest Resources Institute	62800				
Forestry, Department of	62900				
Geology & Mineral Industries, Department of	63200			x	
Parks & Recreation, Department of	63400				
Fish & Wildlife, Department of	63500				
Oregon Highland Bentgrass Commission	64100				
Oregon Mint Commission	64200				
Oregon Hop Commission	64300				
Oregon Sheep Commission	64400				
Oregon Dungeness Crab Commission	64500				
Oregon Salmon Commission	64600				
Oregon Processed Vegetable Commission	64700				
Oregon Orchardgrass Seed Producers Commission	65500				
Oregon Trawl Commission	65600				
Oregon Ryegrass Growers Seed Commission	65700				
Oregon Potato Commission	65800				
Land Conservation & Dev, Department of	66000				
Land Use Board of Appeals	66200				
Oregon Clover Seed Commission	66400				
Oregon Strawberry Commission	66800				
Oregon Sweet Cherry Commission	66900				
Oregon Blueberry Commission	67000				
Oregon Wheat Commission	67800				
Oregon Grains Commission	67900				
Water Resources Dept.	69000				
Watershed Enhancement Board	69100				
Transportation, Department of	73000				
Travel Information Council	73300				
Chiropractic Examiners, Board of	81100	x	x	x	x (email only)
Heath Licensing Agency	83100			Recruitment only	
Health Related Licensing Boards (6)	83300	x	x	Recruitment only	
Dentistry, Board of	83400	x	x		
Labor & Industries, Bureau of	83900				
Liquor Control Commission	84500				
Oregon Medical Board	84700				

Nursing, Board of	85100				
Pharmacy, Board of	85500	x	x		
Public Utility Commission	86000	x			
Oregon Racing Commission	86200	x	x	Recruitment only	
Housing & Community Services	91400				x (email only)
Construction Contractors Board	91500	x	x		
Real Estate Agency	91900	x			
OR Film & Video	95100				
OR Utility Notification Center	95200				
Optometry, Oregon Board of	96300				x
Oregon Board of Architect Examiners	96400				
Landscape Architect Board	96500	x			
OR State Board of Eng & Land Surveyors	96600	x			
Geologist Examiners Board	96700	x			
Oregon Board of Massage Therapist	96800	x			
Oregon Physical Therapist Licensing Board	96900			x	
Oregon Corrections Enterprises	97100				
Oregon Albacore commission	97200				
Landscape Contractors Board	97300				
Appraiser Certification and Licensure Board	97400			Recruitment only	x
Home Care Commission	97500				
Oregon Tourism Commission	97600				
Oregon Wine Board	97700				
Oregon Patient Safety Commission	97800				
Oregon Health Exchange	98900				

* TSC provides support to the Oregon Health Licensing Agency, PEBB and OEBC, which are all part of the Oregon Health Authority

** The desktop support part of TSC support for OHLA has returned to OHA as of 6/20/14. The complete support transition is still in progress.

2013 Clients & Services

Agency Name	Agency Number	Shared Payroll Services (as of March 2013)	Shared Financial Services (as of 1/1/13)	Human Resource Services (as of 2/11/13)	TSC
* TSC continues to provide support to PEBB and OEIB, which are all part of the Oregon Health Authority. OHLA and OEIB have since moved to OHA and Dept. of Education, respectively.					
** The desktop support part of TSC support for OHLA has returned to OHA as of 6/20/14. The complete support transition will occur within 90 days.					
Accountancy, Oregon Board of	12000	x	x	x	x
Administrative Services, Department of	10700	x	x		x
Agriculture, Department of	60300				
Appraiser Certification and Licensure Board	97400				
Aviation, Department of	10900				
Blind, Commission for the	58500				
Children & Families, Commission on	42300				
Chiropractic Examiners, Board of	81100	x	x		x
Citizen's Initiative Review Commission	16100				
Columbia River Gorge Commission	35000	x	x		
Community Colleges & Workforce Dev.	58600	x		x	
Construction Contractors Board	91500	x	x		
Consumer & Business Services, Dept of	44000				
Corrections, Department of	29100				
Counselors & Therapists, Board of	10800	x	x		
Criminal Justice Commission	21300	x	x		x
Dentistry, Board of	83400	x	x		
District Attorneys and Deputies	19600				
Early Learning Council	52300				
Education, Department of	58100				
Education, Higher	58000				
Emergency Board	14600				
Employment Dept.	47100				
Employment Relations Board	11500	x	x	x	x
Energy, Office of	33000				
Environmental Quality, Department of	34000				
Fish & Wildlife, Department of	63500				
Forest Resources Institute	62800				
Forestry, Department of	62900				
Geologist Examiners Board	96700	x			
Geology & Mineral Industries, Department of	63200			x	
Government Ethics Commission	19900	x	x		x
Governor, Office of	12100	x	x	x	x
Health Related Licensing Boards (6)	83300	x	x	x	x
Heath Licensing Agency	83100				
Higher Education Coordinating Commission	52500				
Home Care Commission	97500				
Housing & Community Services	91400				
Human Services, Department of	10000				
Indian Services, Commission on	42500				
Judicial Department	19800				
Judicial Fitness, Commission on	17500				
Justice, Department of	13700				
Labor & Industries, Bureau of	83900				

Land Conservation & Dev, Department of	66000				
Land Use Board of Appeals	66200	x			
Landscape Architect Board	96500				
Landscape Contractors Board	97300				
Legislative Administration Committee	15600				
Legislative Assembly	15500				
Legislative Counsel	14200				
Legislative Fiscal Officer	14500				
Legislative Revenue Officer	14400				
Licensed Social Workers, State Board of	12400	x	x	x	
Liquor Control Commission	84500				
Long Term Care Ombudsman	11400	x	x	x	
Lottery, Oregon State	17700				
Marine Board	25000				
Military Dept.	24800				
Nursing, Board of	85100				
Optometry, Oregon Board of	96300				
OR Film & Video	95100				
OR State Board of Eng & Land Surveyors	96600				
OR Utility Notification Center	95200				
Oregon Advocacy Commission	13100	x	x	x	x
Oregon Albacore commission	97200				
Oregon Alfalfa Seed Commission	62400				
Oregon Beef Council	60500				
Oregon Blueberry Commission	67000				
Oregon Board of Architect Examiners	96400				
Oregon Board of Massage Therapist	96800	x		x	
Oregon Business Development Department	12300				
Oregon Clover Seed Commission	66400				
Oregon Corrections Enterprises	97100				
Oregon Dairy Products Commission	61700				
Oregon Dungeness Crab Commission	64500				
Oregon Education Investment Board	52400			x	x
Oregon Facilities Authority	17200				
Oregon Fine Fescue Commission	60400				
Oregon Fryer Commission	62000				
Oregon Grains Commission	67900				
Oregon Hazelnut Commission	62300				
Oregon Health Authority	44300				
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Oregon Patient Safety Commission	97800				
Oregon Physical Therapist Licensing Board	96900				
Oregon Potato Commission	65800				
Oregon Processed Vegetable Commission	64700				
Oregon Racing Commission	86200	x	x		
Oregon Raspberry & Blackberry Comm	61100				
Oregon Ryegrass Growers Seed Commission	65700				
Oregon Salmon Commission	64600				
Oregon Sheep Commission	64400				
Oregon Strawberry Commission	66800				
Oregon Sweet Cherry Commission	66900				
Oregon Tall Fescue Comm	60700				

Oregon Tourism Commission	97600				
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Oregon Wheat Commission	67800				
Oregon Wine Board	97700				
Oregon Youth Authority	41500				
Parks & Recreation, Department of	63400				
Parole & Post Prison Supervision	25500				
Pharmacy, Board of	85500	x	x		
Psychiatric Security Review Board	39900	x	x		
Psychologist Examiners Board	12200	x	x	x	x
Public Defense Services Commission	40400	x			
Public Employees Retirement System	45900				
Public Safety Standards & Training	25900				
Public Utility Commission	86000	x			
Real Estate Agency	91900	x	x		
Revenue, Department of	15000				
SAIF	43500				
Secretary of State	16500				
State Lands, Department of	14100				
State Library	54300			x	
State Police	25700				
Student Assistance	57500	x	x	x	
Tax Practitioners, Board of	11900	x	x	x	x
Teacher Standards and Practices	58400	x	x		x
Transportation, Department of	73000				
Travel Information Council	73300				
Treasurer of State	17000				
Veteran's Affairs, Department of	27400				
Water Resources Dept.	69000				
Watershed Enhancement Board	69100				