

ARTICLE 4-01 GENERAL ADMINISTRATION

Chapter
4-01-01

Organization of Office

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Section
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Organization and Functions of the Office of Management and Budget

4-01-01-01. Organization and functions of the office of management and budget.

1. Organization of office.

- a. History. The 1941 legislative assembly appointed a governmental survey commission to study the field of governmental reorganization and make recommendations. Among the recommendations was a single agency to handle the state's fiscal affairs. That study was reviewed by directive of the 1957 legislative assembly. The 1959 legislative assembly established the department of accounts and purchases to become operative in 1961. In 1981 the agency became the office of management and budget. The director is appointed by and serves at the will of the governor. As agency head, the director is vested with control and supervision of the fiscal administration of the executive branch of state government.
- b. Divisions. Within the office of management and budget are seven divisions:
 - (1) Administration.
 - (2) Fiscal management.
 - (3) Human resource management services.
 - (4) Central services.
 - (5) Facility management.
 - (6) Risk management.
 - (7) State radio communications.

2. Functions of office divisions.

- a. The administration division provides management and support to the divisions within the office of management and budget. Other duties include review of state agency management and organizational structure, and frequent comparison of projected and actual state revenues and expenditures. The director of each division is appointed by and serves at the pleasure of the director of the office of management and budget.
- b. The fiscal management division is responsible for budget preparation and the monitoring of spending after legislative appropriations are made, preparation of the revenue forecasts, processing state financial transactions, including agency payrolls, and preparing the statewide comprehensive annual financial report (CAFR). The fiscal management director and budget analysts prepare the governor's executive recommendation for submission to the legislative assembly. As the sole financial plan for providing state services, the executive budget recommendation is presented to the legislative assembly prior to the convening of each session. Part of the budget process

involves fiscal management staff appearing at hearings for each agency budget request, onsite visits, and comparative analyses. Once the executive budget recommendation has been submitted, the office works closely with the legislative assembly and its committees by explaining the budget or by providing information on other fiscal concerns. During both the legislative session and the legislative council's interim study period, the office of management and budget assists legislators and other key policymakers in resolving budget-related issues. Telephone: (701) 328-2680; web site: <http://www.state.nd.us/fiscal>.

- c. The human resource management services division provides services relating to establishing and maintaining a unified system of human resource management for the classified service. The division and the state personnel board were created by executive order in 1974 and by the legislative assembly in 1975. The 2003 legislative assembly changed the name of the central personnel division to human resource management services. The division establishes and maintains classification and compensation plans as well as general policies and rules which are binding on the agencies with employees in the classified service. In 1995 the administration of the merit system function was decentralized to those agencies required to have a merit system of personnel administration. The human resource management services division maintains the merit system auditing function and provides consultative services to agencies on a multitude of issues including recruitment, screening, and selection of applicants; performance management; classification; salary administration; discipline; grievances; investigations; appeals; and federal and state employment requirements. In addition, the division develops, coordinates, and conducts training programs; provides mediation services; and administers a cooperative education and internship program. Telephone: (701) 328-3290; TDD: 800-366-6888; web site: <http://www.state.nd.us/hrms>.
- d. The central services division operates a central purchasing service, maintains a central supply section, serves as the state's distribution point for federal surplus property and clearinghouse for state-owned surplus property, and operates a central printing service. The central services division works with state agencies and vendors to provide the state with the best possible prices for goods and services. Telephone: (701) 328-2780; web site: <http://www.state.nd.us/csd>.
- e. The facility management division was created July 1, 1991, with the elimination of the director of institutions office. The division manages the physical plant operations, provides capitol tours, operates the central mail bureau, and coordinates event scheduling for all of the buildings located on the one hundred thirty-two-acre capitol complex. It also is responsible for providing space management services for the state agencies located on the capitol complex through its state planner. Telephone: (701) 328-2471; web site: <http://www.state.nd.us/fac>.
- f. The risk management division was established in 1995 in response to a North Dakota supreme court decision that eliminated the state's sovereign immunity for tort claims. The division's objectives are to implement proactive loss control practices to address the state's exposures to loss, and to appropriately administer claims and lawsuits. The 2001 legislature established the risk management workers' compensation program and assigned the division the duty of administering the single workers' compensation account that consolidated one hundred forty-three state agency accounts, and authorized a one hundred thousand dollar deductible per claim and a cross agency return-to-work program. Telephone: (701) 328-7584; web site: <http://www.state.nd.us/risk>.
- g. State radio was created by an emergency act of the legislative assembly in 1951 to provide coordination, direction, control, development, and implementation of public safety communications systems, as well as the operation and maintenance of those systems through modern state-of-the-art technology. State radio is dedicated to providing efficient

voice and data communication systems that are operated twenty-four hours a day, three hundred sixty-five days a year, in the interest of public safety. Telephone: (701) 328-8154; web site: <http://www.state.nd.us/radio>.

3. **Inquiries.** General inquiries regarding the office of management and budget may be addressed to the director of the office. Specific inquiries regarding the functions of each division may be addressed to the director of that division.
4. **Personnel roster.** All correspondence to the below-listed persons should be addressed as follows:

Director
Office of Management and Budget
600 East Boulevard Avenue, Dept. 110
Bismarck, North Dakota 58505-0400
(701) 328-4606

Director
Fiscal Management Division
600 East Boulevard Avenue, Dept. 110
Bismarck, North Dakota 58505-0400
(701) 328-4905

Director
Human Resource Management Services Division
600 East Boulevard Avenue, Dept. 113
Bismarck, North Dakota 58505-0120
(701) 328-4735

Director
Central Services Division
600 East Boulevard Avenue, Dept. 118
Bismarck, North Dakota 58505-0420
(701) 328-3494

Director
Facility Management Division
600 East Boulevard Avenue, Dept. 130
Bismarck, North Dakota 58505-0130
(701) 328-4002

Director
Risk Management Division
1600 East Century Avenue, Suite 4
Bismarck, North Dakota 58503-0649
(701) 328-7580

Director
State Radio Communications
P.O. Box 5511
Bismarck, North Dakota 58502-5511
(701) 328-8154

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