

Attachment C

OPD Appointments as of 4/5/2012

<u>Teams/Committees/Groups/Special Assignments</u>	<u>Required by</u>	<u>Authority</u>
Internal Control Team Purpose: To identify risks and set up internal controls to help an organization control or mitigate risk	State	MOM 399 17-1-102
Safety Team Purpose: to promote safety awareness and identify safety issues Individuals represent each region/facility	State	39-71-1505
ARM Purpose: Assist in development/issuance of administrative rules	State	2-4-110 and 2-4-302
Purchasing Officer Purpose: To assure agency compliance with Title 18	State	Title 18
Grievance Review Officer Purpose: to assure compliance with agency grievance policy	Agency	Policy 110
Risk Management and Tort Defense Rep Purpose: to coordinate with and provide info to RMTD, as necessary	State	2-9-201 and RMTD policy 2.01
Data Security Coordinator	State	IT strategic planning requirement (ITSD)
Technical Security Specialist	State	IT strategic planning requirement (ITSD)
Personnel Attorney	Agency	
State Depository Program Coordinator	State	22-1-213
Records Management Coordinator	State	2-6-201 and 2-6-213 (6)
Inter-entity Loans, Authorized Signer Inter-entity Loans, Authorized Approver Purpose: to access general fund loans when available and allowed by law	State State	Title 17 Title 17
STIP Investment Authorization Purpose: to invest state special revenue funds awaiting use in operations	State	Title 17
Surplus Property Purpose: to dispose of agency property when necessary (vehicles, PCs, etc.)	State	18-4-226
Indigence Determination Specialists Purpose: to process IQ forms and lead the IQ process	Agency	Policy 105
Labor Management Committee-Attorney Unit	State	Collective Bargaining Agreement dated 7/1/09

Attachment C

OPD Appointments as of 4/5/2012

<u>Teams/Committees/Groups/Special Assignments</u>	<u>Required by</u>	<u>Authority</u>
<p>Labor Management Committee-Admin/Investigator Unit Subcommittee to the LMC: Case Limit Committee Study ways to enact a case limit policy</p>	State LMC	Collective Bargaining Agreement dated 7/1/09 Organizational best practice
<p>Commission Liaisons Attorney Admin/Investigator Appellate Contract Attorney</p>	Commission	
<p>Fleet Managers Purpose: to handle all aspects of agency vehicles assigned to the region or office, including reporting mileage, getting maintenance, arrange for fixing vehicles, issuing fuel cards, reporting accidents, keeping keys in a secure place, etc.</p>	Agency	Policy 220
<p>Records Coordinators</p>	Agency	Policy needed
<p>Change Management Team Purpose: to hear proposed major changes to systems, policy, procedure, etc., and provide direction on proposed changes, to vote for or against proposed changes and to support the change once it is implemented</p>	Agency	Organizational best practice
<p>Agency Teams Purpose: to support Commission's Committees IQ Specialty Courts Strategic Planning Information Improvement Expand Agency Training Employee Recruitment Agency Structural Issues</p>	Agency	
<p>Business Continuity Team Purpose: to identify key tasks/systems/people to be alerted to a disaster or disruption in business and to be able to restart business if necessary - anywhere in the system</p>	State	10-3-105
<p>Case Management Super User Group - Admin</p>	Agency	Organizational best practice
<p>Case Management Super User Group - Attorney</p>	Not Formed	
<p>Office Lease Coordinator (All leases arranged by State Leasing Director) Purpose: to be in direct contact with the landlord or the landlord's representative in matters that pertain to the facility (needed repairs, snow removal, emergency situations, missing keys, etc.)</p>		

Attachment C

OPD Appointments as of 4/5/2012

Teams/Committees/Groups/Special Assignments

Required by Authority

Legislation/Fiscal Note Review Team

Purpose: receive bills from Gov.'s Staff, review them and determine if they present an operational/financial effect

State Budget Office requirement

Case Assignments

Agency Title 47 - attorney must assign cases

Communications

Purpose: publish newsletter, news releases, provide information to outside requestors

Agency Organizational best practice

Web Design

Review current web content and suggest changes

Agency Organizational best practice