

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

Policy

The Department of Children and Families' Deputy Commissioner for Administration shall be responsible for:

- Fiscal Services;
 - Human Resource Management;
 - Information Systems; and
 - Academy for Workforce Development.
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Fiscal Services Division

The Fiscal Services Division shall be responsible for the overall financial administration of DCF including oversight of the agency budget and the child welfare accounting system.

The Fiscal Services Division shall be responsible for the following programs and activities:

- payments on behalf of children;
- children's estates and benefits, including Social Security income;
- rate setting;
- grants and contracts;
- credentialed services;
- home and vehicle modification requests;
- revenue enhancement; and
- engineering services.

Cross-references: DCF Policies 2-2, "Fiscal Services Division;" 2-1-1, "Revenue Enhancement."

Human Resource Management

Human Resource Management shall be responsible for all recruiting, hiring, promoting and discharge of all DCF employees. It shall also be responsible for payroll and employee benefits.

Cross-references: DCF Policy 2-3, "Human Resource Management;" 2-3-1, Employee Code of Conduct; and 2-3-2, "Supervision."

Information Systems Division

The Information Systems Division and its information assets represent critical components necessary to support DCF's mission of working together with families and communities for children who are healthy, safe, smart and strong. Information Systems is responsible for DCF-wide strategies and responsibilities for ensuring the confidentiality, integrity and availability of the information assets that are accessed, managed and controlled by DCF in support of the aforementioned mission.

Cross-references: DCF Policies 2-4, "Information Systems Division," and 2-4-1, "Proper Use of FBI Criminal Information."

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Academy for Workforce Development The DCF Academy for Workforce Development (the "Academy") shall provide competency-based, culturally-responsive learning opportunities in accordance with national standards for public child welfare practice and in compliance with state law.

The Academy shall offer pre-service and in-service training to employees and community service providers, including mandated reporters, to ensure that all those who intervene on behalf of children and families possess the necessary knowledge, skills and information to serve them with the highest level of competency and professionalism possible.

Cross-reference: DCF Policy 2-5, "Academy for Workforce Development."
