

## Attachment C

### OPD Appointments as of 4/5/2012

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

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<p><b>Labor Management Committee-Admin/Investigator Unit</b>            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><b>Commission Liaisons</b>            Attorney            Admin/Investigator            Appellate            Contract Attorney</p>	Commission	
<p><b>Fleet Managers</b>            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><b>Records Coordinators</b></p>	Agency	Policy needed
<p><b>Change Management Team</b>            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><b>Agency Teams</b>            Purpose: to support Commission's Committees            IQ            Specialty Courts            Strategic Planning            Information Improvement            Expand Agency Training            Employee Recruitment            Agency Structural Issues</p>	Agency	
<p><b>Business Continuity Team</b>            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><b>Case Management Super User Group - Admin</b></p>	Agency	Organizational best practice
<p><b>Case Management Super User Group - Attorney</b></p>	Not Formed	
<p><b>Office Lease Coordinator (All leases arranged by State Leasing Director)</b>            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>		

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#### 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