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SECRETARY OF STATE



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Department of Administrative Services
Administrative Overview
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Introduction

The Department of Administrative Services (DAS) is the central administrative agency of Oregon's state government. DAS works to implement policy and financial decisions made by the governor and Legislative Assembly; sets and monitors standards of accountability; provides centralized purchasing, risk management, facilities management, surplus property, and motor fleet; and administers statewide personnel, financial and information systems (ORS 184.305).

History

The Department of Administrative Services (DAS) was created in 1993 in a merger of the Department of General Services and the Executive Department. The agency was created to improve the efficient and effective use of state resources through the provision of centrally located infrastructure services; statewide performance measurement; and statewide personnel, financial, and information systems and services (O.L. 1993, Ch. 500). The agency's origins can be found in a number of predecessor state agencies, and Oregon's original 1857 Constitution, which provided for the creation of an Administrative Department as part of the Executive branch, and the election of a State Printer (Article III, Article VI, Article XII; 1857 Constitution).

Pre-Board of Control (1859-1913)

Until 1913 the Secretary of State performed several major administrative services for the state. By 1864 these duties included purchasing all stationery required for the use of the state; providing rooms, furniture, and storage for the Legislative Assembly; managing the state's fiscal concerns; controlling state property; and acting as custodian of the State Library. In 1878 the duties and compensation of the State Printer were legislatively established (O.L. 1878, p.84).

In 1885 lawmakers established the Governor, Secretary of State, and State Treasurer as the Board of Commissioners of Public Buildings to complete the construction of the Capitol and the State Penitentiary; and to contract for the lighting of these facilities and the state insane asylum (O.L. 1885, p.30; O.L. 1888 SS, p.47). These state officers were constituted as the Board of Capitol Building Commissioners in 1891 to supervise construction of a dome and other building improvements (O.L. 1891, p.37). In 1901 the Board of Public Building Commissioners was requested to secure the supply of water and water power to state institutions (O.L. 1901, p. 307). In 1903 the board was authorized to maintain and replace all public buildings (O.L. 1903, p.81).

In 1911 the Governor, Secretary of State, and State Treasurer were established by the Legislative Assembly as the State Purchasing Board to approve state institutional purchase of supplies, furniture and equipment prior to audit (O.L., Ch. 126). By 1911 consolidation had resulted in most of the state's administrative services being provided by four offices – the Secretary of State, State Purchasing Board, Board of Commissioners of Public Buildings, and State Printer's office. In 1913 these services were integrated into one body – the Board of Control.

Board Of Control (1913 – 1969)

The creation of the Board of Control by the Legislative Assembly in 1913 unified various boards and commissions – all administered by the Governor, Secretary of State, and Treasurer – under a single administrative body headed by the same ex officio officers (O.L. 1913, Ch. 78).

The duties of the Purchasing Board and Board of Public Buildings Commissioners duties were transferred to the Board of Control. Management and custodial care of the Capitol and Supreme Court Buildings, however, was vested in the Secretary of State.

The State Printer was placed under the direct management of the State Printing Board, which consisted of the Board of Control members. Printing Board powers included appointing the State Printer; approving all state printing and administrating the state printing plant (built in 1913).

From 1913 to 1969 the services provided by the Board of Control included maintenance and construction of buildings, printing, purchasing, insurance, and property control. In 1919 the Board of Control received authorization to issue and sell reconstruction bonds. Designed to finance the construction of public buildings, bonds were initially issued for 14 public buildings. The board was charged with the maintenance and supervision of all new public buildings.

The Board of Control's power as state printer changed in 1921. A new law allowed state offices located outside of Marion County to purchase their printing supplies from private vendors who could underbid the State Printing Department. In 1931, all state agencies and municipalities were required to purchase printing, binding, and stationery work in Oregon unless the bids from the Oregon vendors were "excessive and not reasonably competitive."

In 1927 the Board of Control's purchasing duties were expanded to include equipment, supplies, materials and public utility service for all state agencies except the Liquor Port Commission and Port Districts (O.L. 1927, Ch. 279). In 1933 the Board of Control required all agency heads to provide complete inventories of all "materials, merchandise and supplies," accompanied by an estimate of supply requirements for the upcoming quarter to facilitate centralized purchasing.

To provide disaster "insurance" for state agencies, the Board of Control created a Restoration Fund in 1925. The board appraised the property of state agencies and charged a proportionate contribution toward a set sum. When agency property was destroyed through "fire, flood, or other such cause," the board restored it to its appraised value using the fund for payments.

The Board of Control was authorized in 1927 to construct a state office building. Once the building was completed, the Secretary of State assigned office space to the various state agencies. While the Board of Control fixed the rent for office space, the Secretary of State collected the rent. In 1931, the Secretary of State was designated as the custodian of all state office buildings, in addition to the Capitol and Supreme Court Buildings. This blurred distinction between the duties of these two bodies with respect to public buildings continued until 1945.

The State Capitol Reconstruction Commission was created in 1935 to construct, equip, and furnish a new state capitol building. Two years later its responsibilities expanded to include the construction of a State Library. The commission was abolished in 1939, upon completion of its duties. Its functions, books, maps, documents, and records were transferred to the Board of Control. In 1935 the Board of Control was required to furnish electrical heat, light, and power for

state agencies; it also provided power and systems for radio, telephone, telegraph, and other transmission devices. By 1950 the board operated a state telephone and typewriter exchange.

In 1937 the Board of Control modified the state accounting system, requiring complete inventories of all state property, with the exception of real property. The board also facilitated the transfer of property from one agency to another. Authorization to hold real property in trust for all institutions under its jurisdiction was given to the Board of Control in 1944.

Appropriations were made in 1937 and 1939 for several projects, including a State Highway Building; a State Office Building in Portland; and landscaping the Capitol grounds. From 1937 to 1951 the Board of Control purchased all available land bounded by Capitol, Winter, Court, and Union Streets (the current Capitol Mall). Construction of the Portland State Office Building began in 1941; funding was obtained by selling Common School Fund investment bonds.

In 1945 lawmakers clearly delineated the duties of the Board of Control and Secretary of State regarding state buildings. Control, management, and the actual custody and care of the capitol buildings and grounds were given to the Secretary of State (O.L. 1945, Ch. 344). In 1951 the State Office Building in Portland was added to this group. The Secretary of State was required to make an annual report to the Board of Control concerning the property under the secretary's care.

A Capitol Planning Commission was created in 1949 "to establish and effectuate a long-range plan of development of the capitol area." The Commission reviewed development plans and reported their impressions on to the Board of Control.

Department of Finance and Administration (1951 – 1967)

The Department of Finance and Administration (DOFA) was formed in 1951 upon the recommendation of the Legislative Interim Committee on State Government Reorganization (O.L. 1951, Ch. 439). Its organizational divisions were Accounting, Budget, Management Research, and Procurement and Services. Construction and management of state buildings remained divided between the Board of Control and Secretary of State.

Other DOFA duties included the maintenance of a newly created State Motor Pool; authorization of travel expense allowances for state employees; and the establishment of central storerooms to make agency purchasing more efficient. Surplus property control and administration was transferred to DOFA from the Educational Agency for Surplus Property. The latter agency remained in existence in an advisory role. In 1955 an architect was hired to provide landscaping for the Capitol grounds; DOFA was authorized to construct and maintain need parking lots.

DOFA's surplus property duties were expanded in 1957 to include the acceptance, storage and distribution of property. Purchases of alcoholic liquor by the Liquor Control Commission, and textbooks by the Board of Education, were exempted from DOFA authorization in 1957.

The Restoration Fund was extended in 1957 to include buildings "damaged or destroyed through fire, smoke, explosion, storm, flood, or earthquake." In 1961 DOFA was authorized to purchase additional catastrophe insurance from the Restoration Fund. Coverage for the fund was extended in 1969 to "damage from lightning, riot, riot attending a strike, hail, aircraft, vehicles, vandalism, and malicious mischief." In 1959 DOFA was authorized to purchase, lease, or construct branch state office buildings. DOFA was also authorized to provide centralized accounting, data processing, data recording, storage and other services to the federal government.

In a joint effort with the State Public Welfare Commission, DOFA was given responsibility for ordering and distributing surplus food in accordance with regulations of the U.S. Department of Agriculture. Certification of eligible recipients was the responsibility of the commission. A second State Motor Pool was established in Portland in 1963 under DOFA's supervision. In 1965 DOFA began providing state agencies with technical services – including consultation, programming, and equipment purchasing – for the development of data processing systems.

Department Of General Services (1967 – 1993)

In 1967 DOFA was abolished; its duties were divided between the new Department of Finance, and Department of General Services (DGS). Many functions of DOFA's Services Division were transferred to DGS; these duties included the acquisition, rental, and leasing of Salem buildings; management of the Restoration Fund; state purchasing; management of surplus property; state printing; chattel property control; provision of centralized telephone, mail, repair, clerical, and maintenance services; operation of the state motor pool; and, in cooperation with the Public Welfare Commission, distribution of surplus food. The Legislative Assembly directed the Capitol Planning Commission in 1967 to appoint an advisory committee to assist DGS in the planning and construction of a state executive residence (O.L. 1967, Chs. 419, 615).

The Board of Control was abolished by lawmakers in 1969; its responsibilities were divided between DGS, Office of the Governor, Office of the Secretary of State, State Treasurer, State Highway Commission, and Department of Human Resources. The planning, construction and administration of public buildings, and the operation of the Capitol and state office buildings, were transferred to DGS. All Secretary of State and Executive Department duties concerning these buildings were also transferred to DGS. The authority to supervise parking procedures on state owned lands was transferred from the Secretary of State to DGS (O.L. 1969, Ch. 199).

From 1971 until 1973, DGS was represented in several groups, including an advisory committee to make public buildings more accessible to the physically handicapped (State Architect); State Employees Benefit Board (Director of DGS); and Task Force on State Printing (State Printer).

The Capitol Planning Commission was made a permanent state agency in 1969. Its membership was increased to nine in 1973. DGS was prohibited from engaging in any construction in the Capitol area without the recommendation of the commission. In 1974 DGS was given supervisory and appointive powers over the Capitol Buildings Police Officers.

In 1975 the Oregon Building Authority was established (O.L. 1975, Ch. 447). A board of directors, composed of the State Treasurer, Attorney General and Director of DGS, was authorized to acquire, lease and rent property agency use; make studies of the building needs of state agencies; employ all necessary personnel to plan and construct agency facilities; procure insurance for facilities not covered by the Restoration Fund; make investments, issue bonds, and borrow money for the above purposes; and to act in ways "necessary and convenient" to carry out these duties. DGS was required to keep an accurate record of the proceedings of the Building Authority, and be custodian of all books, documents and papers. DGS was required to obtain the approval of the Building Authority and the Joint Ways and Means Committee before engaging in construction or lease agreements on the Capitol Mall or refinancing debts on state buildings. In 1977 the Legislative Assembly passed the Products of Disabled Individuals law to encourage and assist disabled individuals to achieve maximum personal independence through useful and productive gainful employment by assuring an expanded and constant market for sheltered workshop and activity center products and services. The law required state and local agencies,

school districts, and other tax supported political bodies to purchase goods and services from Qualified Rehabilitation Facilities (QRFs) when the product or service meets their requirements. DGS was directed to facilitate the state's new policy, including the determination of fair market prices, and compilation of product specifications and administrative rules regarding the provision of QRF products and services (O.L. 1977, Ch. 304).

In 1977 control of the Capitol and Supreme Court buildings were transferred to the Legislative Assembly. This control included assigning office space, rental rates, and parking spaces and did not extend to any other duties, which continued to be performed by DGS.

The Public Contract Review Board was abolished in 1983, and its duties transferred to DGS, as well as "all ... books, records, papers, and facilities" of the abolished agency. A two-year advisory committee on Public Contracts was created by DGS to assist in developing "appropriate rules" governing public contracts.

The 1989 Legislative Assembly modified the operation of the historical property program and greatly decreased the department's responsibilities. The responsibility for administration of historical personal property was transferred to the Secretary of State. Responsibility for historical real property was transferred to any state agency or political subdivision owning such property in consultation with the State Historic Preservation Officer.

In 1993 the Legislative Assembly abolished DGS; its duties and functions were transferred to the newly created Department of Administrative Services. The responsibility for administering housing provided to state employees and others was transferred to the individual state agencies.

Executive Department (1969 – 1993)

The Executive Department was established in 1969 with the broad charge of setting policy to express legislative and gubernatorial intent, devising control mechanisms to insure that policy was realized, and evaluating the results of governmental activities. It undertook duties and functions of DOFA, the Economic Development Division of the Department of Commerce, the Office of Intergovernmental Coordinator, and the personnel program development and other non-appellant personnel functions of the Civil Service Commission (O.L. 1969, Ch. 80).

Initially the Executive Department included the following divisions and offices: Budget, Management Systems, Accounting and Data Systems, Personnel, Emergency Services, Planning, Economic Development, Intergovernmental Coordination, Office of Legislative Liaison, Office of Economic Analysis, Office of Committee Coordination, and Civil Service Commission.

Emergency Services originated with the Oregon Civil Defense Act of 1949, which created the Civil Defense Agency to minimize the effects of natural and man-made disaster. An advisory council was formed to assist the agency director. In 1967 agency was renamed the Department of Emergency Services, and its duties expanded to include statewide search and rescue coordination

The Economic Development Division began as the Division of Planning and Development in the Department of Commerce, which was created in 1963. The division served as a central coordinator and clearinghouse for activities and information concerning the resources and economy of the state. As part of its planning responsibilities the division was charged with preparing a comprehensive State Development Plan, and acting as official liaison agency between those interested in locating industrial or business firms in the state and local groups

seeking new business or industry. In 1968 it was renamed the Economic Development Division. In 1971 the Economic Development Division was transferred to the Office of the Governor.

The Executive Department's Intergovernmental Coordination Division began as the Office of Intergovernmental Coordinator, which was established in 1967 to compile and maintain current information on pending federal aid programs for state and local government agencies; assist local governments in the preparation of federal aid applications; report annually to the governor on the status of federal aid disbursements within the state (O.L. 1967, Ch. 165).

The Civil Service Commission was established in 1945 with the express purpose of forming a system of personnel administration based on merit principles governing the appointment, transfer or removal of classified state employees. Training and compensation plans were also within its purview (O.L. 1945, Ch. 400). When the Executive Department's Personnel Division assumed responsibility for these duties, the Civil Service Commission continued as a three-member body and was renamed the Employment Relations Board. Its duties were limited to reviewing personnel actions, enforcing arbitration decisions and other appellant functions (ORS 240.060).

In 1971 the State Employees' Benefit Board (SEBB) was created in the Personnel Division of the Executive Department to contract for health, dental and other benefit plans for Oregon state employees (O.L. 1971, Ch. 527). The Bargaining Unit Benefits Board (BUBB) was created at the end of the decade to contract for health, dental and other benefit plans for represented state employees (O.L. 1979, Ch. 469). In 1997 SEBB and BUBB were abolished, and their respective duties transferred to the new Public Employees' Benefit Board (PEBB) (O.L. 1997, Ch. 222).

In 1975 the Manpower Planning Division was created to implement disbursement of federal CETA (Comprehensive Employment and Training Act; P.L. 93-203) funds; it was dissolved in 1980 when the Personnel Division took over its responsibilities. Also in 1975, the Budget and Management Systems Divisions merged, and the Local Government Relations Division was renamed the Intergovernmental Relations Division. In 1981 both the Labor Relations Division and the Pacific Northwest-Electric Power and Conservation Planning Council were established. The Data Systems Division was renamed the Information Systems Division in 1985.

In 1980 the Governor's Council of Economic Advisors was formed to improve economic, fiscal planning and revenue forecasting. An Economic Advisory Committee was formed in 1984 to ensure that the Office of Economic Analysis received adequate advice from state agencies.

In 1980 Congress passed the Pacific Northwest Electric Power Planning and Conservation Act to address the impact of hydroelectric dams on the fish and wildlife in the Columbia River Basin (P.L. 96-501). Oregon, Idaho, Montana and Washington were authorized to enter an interstate compact creating the Pacific Northwest Electric Power and Conservation Planning Council to develop a 20-year electric power plan to ensure adequate and reliable energy at the lowest cost to the region; protect and rebuild fish and wildlife populations adversely affected by hydroelectric development; and public involvement in the council's decision-making. Oregon created the Office of Pacific Northwest Electric Power and Conservation Planning Council in the Executive Department. In 1981 Oregon formalized its participation in the regional compact (O.L. 1981, Ch. 49). The council changed its name to the Northwest Power and Conservation Council in 2003.

In 1987 the Intergovernmental Relations Division's Community Development and Joint Training Partnership Act programs were transferred to the Economic Development Department. In 1989

the Advocate for Minority, Women and Emerging Small Businesses was established as part of the Governor's Office, and the Executive Department was charged with administering the certification of businesses as disadvantaged, minority, women or emerging small business enterprises, and maintaining the Oregon Opportunity Register and Clearinghouse.

In 1989 the Criminal Justice Services Division was created in the Executive Department, and authorized to operate a grant program to promote community policing demonstration projects and provide training to local agencies in community policing. The Oregon Crime Prevention Resource Center was created within the department to develop, plan and carry out a comprehensive, long-range, integrated program, to be implemented by local crime prevention councils and related functions. It also would provide a mechanism to support, unify, promote, implement and evaluate crime prevention efforts; act as a clearinghouse for crime prevention efforts; coordinate efforts of law enforcement agencies and local crime prevention councils and programs to prevent victimization of children and prevent criminal behavior by children through educational programs; and operate as a resource for local governments. An advisory committee was to be established to assist.

The Oregon Progress Board was created in 1989 to develop strategy to address the economic, social, cultural, and environmental needs and aspirations of the state (O.L. 1989, Ch. 908). It was charged with monitoring and updating the state's 20-year strategic plan, *Oregon Shine*, to help turn around the state's struggling economy. The board developed Oregon Benchmarks to define state strategic goals as measurable outcomes, with targets for improvement. In 1993 the Legislative Assembly directed the Executive Department to ensure that state agencies and programs were directed to achieving the benchmarks (O.L. 1993, Ch. 724).

Department of Administrative Services

The Executive Department was renamed the Department of Administrative Services (DAS) in 1993, and the Department of General Services was abolished (O.L. 1993, Ch. 500). The new agency was directed to provide general government administrative functions to state agencies, and to determine and allot the cost these services to the agencies served (O.L. 1993, Ch. 62). The Emergency Management Division and State Fire Marshall was transferred to the Department of State Police; the Intergovernmental Coordination Division was abolished (O.L. 1993, Chs. 187, 389). The DAS director was directed by legislators to chair and appoint not fewer five state agency executives to an Information Resources Management Council (O.L. 1993, Ch. 724, § 14).

In 1993 lawmakers created the Office of Oregon Health Plan Administrator within DAS (O.L. 1993, Ch. 725, § 33). In 1997 the office was renamed as the Office for Oregon Health Plan Policy and Research (O.L. 1997, Ch. 683); in 2001 it was renamed the Office for Oregon Health Policy and Research (O.L. 2001, Ch. 69). In 2007 it was transferred from DAS to DHS (O.L. 2007, Ch. 697); and in 2009 from DHS to the Oregon Health Authority (O.L. 2009, Ch. 595).

In 1994 the Oregon State Map Advisory Council, which was established by executive order in 1912 to complete the mapping of the state (and reestablished in EO 83-15 to coordinate mapping, land records management and geographic information activities) was reorganized and renamed the Oregon Geographic Information Council (EO 94-16). It was continued in 1996 (EO 96-40).

In 1995 the Energy Facility Siting Council was transferred from the State Department of Energy to DAS, which was directed to provide it with clerical support (O.L. 1995, Ch. 551, §§ 9, 12).

In 1997 the director of DAS was named an ex officio member of the Progress Board (O.L. 1997, Ch. 495). In 2005 the board's statutory performance measure guideline, consultation and reporting duties were repealed, and state agency performance measure monitoring and reporting was transferred to DAS as a whole (O.L. 2005, Ch. 837, §§ 18-22). Due to budget constraints, the Progress Board was defunded for the 2009-11 biennium (O.L. 2009, Ch. 885, §§ 18-22). The 75th Legislative Assembly resolved to join with the Governor in providing leadership and support to the board in developing (and revising) *Oregon Shines III* during the economic crisis (SJR 30).

In 1997 the director of DAS was directed by the Legislative Assembly to establish a Capital Projects Advisory Board to provide advice regarding long-range plans, facility conditions, maintenance schedules, funding strategies, and options for new facilities (O.L. 1997, Ch. 571). The department was also legislatively directed to develop and implement a year 2000 statewide plan for state agencies; and to maintain a qualified workforce to correct state information technology systems prior to the year 2000 by developing a Y2K Corps (O.L. 1997, Ch. 591). State lawmakers also formed a governor-appointed advisory committee to advise DAS on the acquisition, exchange and disposal of real property valued at \$100,000 or more (O.L. 1997, Ch. 632); the new committee later became known as the Public Lands Advisory Committee (PLAC).

In 1998 Governor John Kitzhaber directed DAS to develop a statewide Information Technology Strategic Plan for the development and utilization of state government's information resources; the plan was to be compiled in collaboration with the Information Resources Management Council and agencies (EO 98-05). In 1999 DAS was directed to employ and manage a statewide enterprise network, consisting of a scaleable electronic network to serve agencies, institutions, partners of state government, and qualified communities of interest; and provide points-of-presence and access to all state agencies and major state facilities, intelligent transportation systems, county courthouses, public colleges and universities, public schools, educational service districts, community colleges, and key public networks. DAS's Information Resources Management Division (IRMD) was further directed to develop an enterprise-wide intranet to serve the business processes of all participating agencies and organizations (EO 99-05).

In 1999 the Legislative Assembly required DAS to maintain an index of state agency intrastate, interstate and international intergovernmental agreements; agencies were required to submit summaries of agreements to DAS within 30 days of their effective date (O.L. 1999, Ch. 671).

In 2000 the Oregon Geographic Information Council was continued by executive order with membership to be agency directors, deputy directors or policy level alternates, and to also to include two representatives of local government and one from federal agencies. The DAS director or deputy director was directed to chair the council; and IRMD directed to work with it to develop policies to guide state agency acquisition of geographic information (EO 00-02)

In an effort to meet the goal of sustainability for the State of Oregon by 2025, Governor John Kitzhaber directed DAS, with its central role in state buildings, procurement and communication, to lead the state's efforts to promote sustainability in internal government operations (EO 00-07). The following year, the Legislative Assembly passed the Oregon Sustainability Act, and created a Sustainability Board within DAS to encourage activities that best sustain, protect and enhance the quality of the environment, economy and community for the present and future benefit of Oregonians (O.L. 2001, Ch. 918). In 2003, Governor Ted Kulongoski directed the board to provide leadership in the execution of the Sustainability Act, and to oversee the development of

sustainability plans by 20 state agencies (EO 03-03). In 2007 the Sustainability Board's membership was widened and its numbers increased to 11 total members (O.L. 2007, Ch. 875).

In 2001 the governor directed DAS, through IRMD, to work with all agencies and branches of government and institutions of higher education to develop and support the most effective and cost efficient means of providing information, delivering services, and promoting the participation in government processes utilizing the Internet and World Wide Web. IRMD was further directed to develop, implement, and maintain a unified state government website (Oregon.gov) to provide citizens and businesses with secure, reliable, and convenient access to the information, services, and transactions offered by state agencies and branches (EO 01-25).

In 2003 the Legislative Assembly directed DAS to conduct a full highway cost allocation study, or an examination of data collected since the previous study, every two years in order to determine the proportionate share that users of each class of vehicles should pay for the costs of maintenance, operation and improvement of the state's highways, roads and streets; and to determine whether the users of each class of vehicles are paying that share (O.L. 2003, Ch. 755). The directors of the Oregon Department of Transportation (ODOT) and DAS had agreed to the transfer of the highway cost allocation study responsibilities from ODOT to DAS in early 1998.

In 2003 the Oregon Prescription Drug Program (OPDP) was legislatively established in DAS to enable a qualified pool of participants to receive discounted prices and rebates on prescription drugs; the department was directed to maintain a list of recommended drugs that are the most effective at the best possible price (O.L. 2003, Ch. 714). In November 2006 Oregon voters enabled any resident without prescription drug coverage to participate in the program (O.L. 2007, Ch. 2). In 2007 the Legislative Assembly transferred OPDP from DAS to the Department of Human Services (O.L. 2007, Ch. 697); and expanded program-eligibility to include those underinsured for prescription drugs, private entities and labor organizations (O.L. 2007, Ch. 67)

Upon the conclusion of a two-year suspension of its activities (O.L. 2003, Ch. 796), the Capitol Planning Commission was abolished in 2005, and its responsibilities transferred to DAS, which was directed to adopt standards for the development of state buildings and grounds, and to require state agencies owning real property to develop and periodically update their area plans (O.L. 2005, Ch. 217). The Capitol Planning Commission was recreated in 2009, and DAS's role in the investigation and review of capitol area planning was limited. The commission was again granted authority regarding capitol area planning and directed to coordinate with the Oregon State Capitol Foundation. The commission was further charged with advising the Parks and Recreation Department on matters relating to the new State Capitol State Park (O.L. 2007, Ch. 892), and DAS on the location of buildings in the capitol area; DAS re-initiated its staff support responsibilities for the Capitol Planning Commission (O.L. 2009, Ch. 896; ORS 276.054 et seq.).

In 2005 DAS was given responsibility for information systems security throughout Oregon's Executive Department (except the Secretary of State, State Treasurer and Attorney General), and directed to establish a state information systems security plan in consultation and collaborative development with state agencies (O.L. 2005, Ch. 739). The Legislative Assembly also directed DAS to adopt rules setting standards and policies for internal audit functions within state government, and to report annually to legislators on internal audit activity (O.L. 2005, Ch. 373).

In 2006 DAS renamed IRMD as the Enterprise Information Strategy and Policy Division (EISPD). The General Government Data Center became the State Data Center; the department's network operations and infrastructure were consolidated with those of 11 other state agencies.

State Capitol State Park was created in 2007 under the management of the State Parks and Recreation Department (OPRD); maintenance and administrative responsibilities for the capitol mall grounds were transferred by state lawmakers from DAS to OPRD (O.L. 2007, Ch. 892).

In 2007 the Oregon Educators Benefit Board was established within DAS to provide high-quality health, dental and other benefit plans for eligible school district employees at a cost affordable to the districts, employees and taxpayers of Oregon (O.L. 2007, Ch. 7). The ten-member, governor-appointed board became an acting body in July 2007 and began managing benefit plans in 2008. In 2009 the Legislative Assembly transferred PEBB and OEGB from DAS to the new Oregon Health Authority (OHA), effective no later than June 30, 2011 (O.L. 2009, Ch. 595, § 19).

In 2008 lawmakers created the Committee on Performance Excellence to provide state agencies with policy review, recognition and recommendations for funding of proposals; DAS was directed to provide the appointed committee with administrative support (O.L. 2008 SS, Ch. 7).

The 75th Legislative Assembly directed DAS to develop an Oregon transparency website to allow the public to easily and freely view public records, including state agency revenues; expenditures; human resource expenses; tax expenditures; contracting information; primary funding categories and approximate number of individuals served; mission, function and program categories; information from the Oregon Progress Board; and any issued audit reports. A Transparency Oregon Advisory Commission, supported by the Legislative Fiscal Office, was created to make recommendations regarding the website (O.L. 2009, Ch. 838). Legislators also directed DAS to provide state agencies with the ability to offer government services by secure electronic portals. An Electronic Government Portal Advisory Board, with representatives appointed by the Governor, director of DAS and legislator, was formed to advise the agency on the development, regulation and usability of state agency portals (O.L. 2009, Ch. 829).

In 2009 DAS launched a transformation initiative to better meet the policy and service needs of its stakeholders and customers. Changes included implementing a new management system, an entrepreneurial management business model, and customer boards to guide and oversee its service delivery. As part of this process, the Director's Office became known as the Chief Operating Office (COO); Budget and Management Division became the Chief Financial Office (CFO); Enterprise Information Strategy and Policy Division became the Chief Information Office (CIO); Facilities Division became Enterprise Asset Management (EAM); Human Resource Services Division became Enterprise Human Resource Services (EHRS); Operations Division became DAS Business Services; State Data Center became Enterprise Technology Services (ETS); State Services Division became Enterprise Goods and Services (EGS); and the duties of the State Controller's Division were transferred to the new CFO and EGS. Four state agency-representative Customer Utility Boards were created to approve rate-setting methodologies, rates, and service level agreements; review business plans and annual financial statements; and resolve service complaints: ETS Board, EAM Board, EGS Board, and EHRS Board. The DAS entrepreneurial management business model became effective July 1, 2012.

In 2011 the agency was directed to develop a plan for attaining a ratio of 11 to 1 of non-supervisory employees to supervisory employees for all state agencies employing more than 100

employees; and to report on the matter to the Joint Committee on Ways and Means during the 2012 regular legislative session (O.L. 2011, Ch. 603). In 2013 lawmakers directed DAS to report to the committee on actions taken by state agencies during the previous biennium to attain a ratio of at least 11 nonsupervisory employees to every supervisory employee in development of the legislatively adopted budget in each odd numbered legislative session (O.L. 2013, Ch. 748).

In 2013 the Legislative Assembly established the office of the State Chief Information Officer (CIO) within DAS to direct, coordinate and oversee policy related to information technology in accordance with statutes, rules and policies governing the state's use of telecommunications and information technology. The CIO was established as a governor-appointed position to head the office; adopt and biennially update a state Information Technology and Telecommunications plan for the state; integrate statewide technology initiatives; ensure compliance with information technology policies and standards; promote alignment of information resources and technologies; and effectively manage state agencies' information technology portfolios (O.L. 2013, Ch. 692). Oregon lawmakers also abolished the DAS Information Resources Management Council and DAS Stakeholders Advisory Committee (O.L. 2013, Ch. 100). The 77th regular Legislative Assembly also formally transferred the duties, functions, powers and records of the Energy Facility Siting Council from DAS to the State Department of Energy (O.L. 2013, Ch. 656).

Current Organization

Chief Operating Office

The office (formerly known as the Director's Office) provides leadership and policy direction to the department, and all other state executive branch agencies. It oversees DAS's internal audit, public affairs, economic analysis, legislative, and performance and project management work. The office is headed by a director (Chief Operating Officer), who is appointed by the governor; the director is supported by a deputy director (ORS 184.315-184.335). The Chief Operating Office houses the Office of Economic Analysis (OEA), which provides forecasts of the state's economy, revenue, population, corrections populations. OEA provides staff support to the Governor's Council of Economic Advisors, which is a group of 12 economists from academia, finance, utilities and industry that advises the governor on future economic activity in the state.

Chief Financial Office

The office is responsible for developing the governor's recommended budget, assisting executive branch agencies in their budget development, and overseeing statewide accounting and reporting. The Chief Financial Office (CFO) is advised by the Capital Projects Advisory Board (ORS 276.227; OAR 125-125-0200); and Public Lands Advisory Committee (ORS 270.120; OAR 125-045-0250). The office provides staff support to the State Bond Committee (EO 98-20), Capitol Planning Commission (ORS 276.055), Oregon Sustainability Board (ORS 184.425), Committee on Performance Excellence (ORS 182.562), and Interagency Sustainability Coordinators Network. The CFO was formerly known as the Budget and Management Division.

Chief Human Resources Office

The office provides direction and services to promote a stable and qualified workforce in state government. It oversees classification and compensation; labor relations; personnel recruitment; management and consultation; systems (linking human resource management and technology); and training and development (ORS 184.305(5); ORS 240; ORS 243; OAR 105). The office provides staff support to the Public Officials Compensation Commission (ORS 292.907). The Chief Human Resources Office was formerly known as the Human Resource Services Division.

Chief Information Office

The Chief Information Office (CIO Division) leads the planning, management and policy development for information resources across state government. The office is responsible for strategic planning and policy, geospatial information, and information security (ORS 171, 182, 184, 190, 283, 291, 293). Its administrator serves as Oregon's Chief Information Officer (State CIO). The office is advised by the Electronic Government Portal Advisory Board (ORS 182.128), Oregon Geographic Information Council (EO 00-02), and Chief Information Officer Council. From September 2006 to July 2012, the CIO Division was known as the Enterprise Information Strategy and Policy Division (EISPD); prior to that it was the Information Resources Management Division.

DAS Business Services

The division provides core services that support the DAS divisions; it is composed of the Budget Services and Business Support Services programs. DAS Business Services also provides support to the four Customer Utility Boards (CUBSS): Enterprise Technology Services Board, Enterprise Asset Management Board, Enterprise Goods and Services Board, Enterprise Human Resource Services Board. The division was formerly the Operations Division.

Enterprise Asset Management

The division acquires and maintains leased and owned properties for state government, and provides centralized services to state government, including motor pool and surplus property.

Enterprise Goods and Services

The division provides centralized services to state government, including accounting and payroll, mail distribution and printing, procurement, self-insurance and risk control, and financial system management. Enterprise Goods and Services was formerly known as the State Services Division.

Enterprise Human Resource Services

The division provides DAS and client agencies with human resource services and consultation, and oversees state government personnel computer systems and databases.

Enterprise Technology Services

The division is the primary supplier of managed computing technology for state government. It provides mainframe, storage, and server-based applications; maintains secure and reliable network and voice services; and replaces legacy enterprise applications. Enterprise Technology Services (ETS) also supports centralized and improved government services in an electronic environment (E-Government program). ETS was formerly known as the State Data Center.

Chronology

1913	Board of Control created
1951	Department of Finance and Administration created
1967	Department of Finance created Department of General Services created Department of Finance and Administration abolished
1969	Executive Department created Board of Control abolished

- 1971 State Employees' Benefit Board (SEBB) created in Executive Department
- 1979 Bargaining Unit Benefits Board (BUBB) created in Executive Department
- 1993 Executive Department renamed as Department of Administrative Services (DAS)
Department of General Services abolished
- 1997 State Employees' Benefit Board and Bargaining Unit Benefits Board abolished
Public Employees' Benefit Board (PEBB) created in DAS
- 2007 Oregon Educators Benefit Board (OEBB) created in DAS
- 2009 PEBB and OEBB transferred from DAS to Oregon Health Authority

Primary Agency Statutes and Administrative Rules

Oregon Revised Statute (ORS) Chapters:

- 179 Administration of State Institutions
- 182 State Administrative Agencies
- 184 Administrative Services and Transportation Departments
- 190 Cooperation of Governmental Units
- 240 State Personnel Relations
- 243 Public Employee Rights and Benefits
- 270 State Real Property
- 276 Public Facilities
- 278 Insurance for Public Bodies
- 279 Public Contracting – Miscellaneous Provisions
- 279A Public Contracting – General Provisions
- 279B Public Contracting – Public Procurements
- 279C Public Contracting – Public Improvements and Related Contracts
- 282 Public Printing
- 283 Interagency Services
- 284 Organizations for Economic Development (Oregon Progress Board, 284.600 et seq.)
- 286A State Borrowing
- 291 State Financial Administration
- 292 Salaries and Expenses of State Officers and Employees
- 293 Administration of Public Funds

Oregon Administrative Rule (OAR) Chapters:

- 105 Department of Administrative Services, Chief Human Resources Office
- 122 Department of Administrative Services, Chief Financial Office
- 125 Department of Administrative Services

Organizational Chart

DAS ORGANIZATION CHART

DAS Director | Chief Operating Officer

Service Delivery Office
Deputy Director



Enterprise Asset Management
Administrator

- Administration, Planning and Construction Management Services
- Fleet and Parking Services
- Maintenance
- Operations
- Real Estate Services
- Surplus Property

Enterprise Goods & Services
Administrator

- Financial Business Systems
- Procurement Services
- Publishing and Distribution
- Risk Management
- Shared Financial Services

Enterprise Human Resource Services
Administrator

- HR Client Managers
- HR Operations and Systems
- Position Management
- Recruitment

Enterprise Technology Services
Administrator

- Application Delivery
- Service Delivery
- Service Solutions
- Technology Availability Management

Chief Operating Office
Deputy COO

- Communications
- Internal Audit
- Legislative Affairs
- Office of Economic Analysis
- Statewide Initiatives

Chief Financial Office
CFO

- Budget Policy
- Capital Planning and Finance
- Performance Measures (KPMs)
- Procurement Policy
- Statewide Accounting and Reporting Services
- Statewide Audit and Budget Reporting Section

Chief Human Resources Office
Interim CHRO

- Classification and Compensation
- Executive Recruitment
- HR Policy
- Labor Relations
- Workforce Development

Chief Information Office
CIO

- Enterprise Security Office
- Geospatial Enterprise Office
- IT Investment and Planning

DAS Business Services*
Administrator

- Budget Services
- Business Support Services

** This team provides services internally, to DAS only.*



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