

Department of Administrative Services
Improving efficiency, compliance, and workplace performance



**Georgia Department of Administrative Services
Agency Plan – Fiscal Year 2019 Update**

**Submitted to the Governor's Office of Planning and Budget
June 29, 2018**

Georgia Department of Administrative Services

Agency Plan – Fiscal Year 2019 Update

Vision

A well-run, efficient state government that makes the most of taxpayer resources and is a great place to work and learn.

Mission

Provide enterprise leadership, business services and solutions to help state entities improve organizational efficiency, workforce performance, and policy compliance.

Values

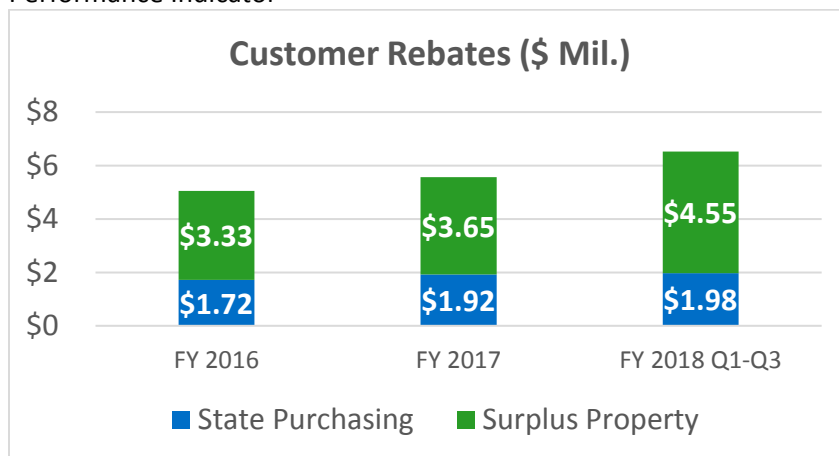
- Empowering: encourage sound decision-making
 - Accountable: uphold our commitments
 - Trustworthy: honest and transparent
 - Collaborative: strive for mutually beneficial relationships
 - Innovative: continuously improve all that we do
-

Goal #1: Collaborate with stakeholders at the state (and local) level

Strategies

- a. **State Purchasing**: Cultivate “community” of procurement professionals through enterprise learning and Procurement Conference
- b. **Risk Management**: Identify opportunities for performance-based premium billing

Performance Indicator



Goal #2: Improve performance and (key) employee retention

Strategies

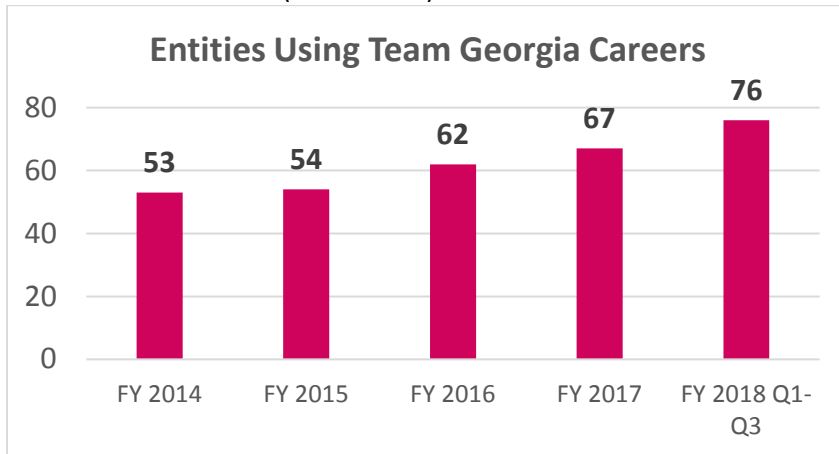
- a. **Human Resources Administration**: Revise Enterprise Performance Management process and tool
- b. **Human Resources Administration**: Enhance benefits experience by working with SHBP and ERS to integrate benefits interface

Georgia Department of Administrative Services

Agency Plan – Fiscal Year 2019 Update

- c. **Human Resources Administration:** Shift to delivering customized agency consulting services in addition to identifying preferred, vetted service providers

Performance Indicator (FY 2018 Q3)

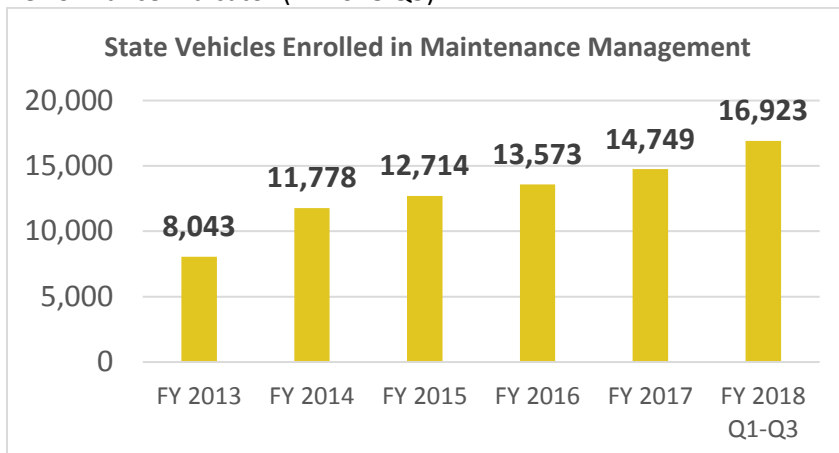


Goal #3: Ensure public funds are well-managed

Strategies

- a. **State Purchasing:** Evaluate statewide contracts to ensure effective use of resources
- b. **State Purchasing:** Review and enhance audit process to proactively identify contract non-compliance issues
- c. **State Purchasing:** Promote recertification and continuing education
- d. **Fleet Management:** Optimize fuel and maintenance costs through agency partnerships

Performance Indicator (FY 2018 Q3)



Goal #4: Minimize risks (e.g., financial, operational, political) and manage liability

Strategy

- a. **State Purchasing:** Ensure compliance to recently implemented of P-Card policy