

Office of Administrative Services

The Office of Administrative Services, through the following divisions support the agency program areas and external customers:

Budget and Planning Division

Budget and Planning develops and monitors the agency's annual operating budget; prepares, monitors, and submits federal grant applications and work plans; provides centralized grants management; develops the agency's biennial legislative appropriations request; and coordinates development of the strategic plan, quarterly performance reports, and fiscal notes for rulemaking and legislative proposals.

Financial Administration Division

Financial Administration manages the agency's financial transactions, ensuring the integrity and adequacy of accounting records and internal controls. Included among the division's functions are: management of payroll processing and timekeeping; payments to employees and vendors; revenue management including fee collection; billing of federal grants; financial estimating, analysis, and financial reporting; procurement and contracting; Historically Underutilized Business Program administration; and financial assurance.

Human Resources and Staff Services Division

Human Resources and Staff Services (HRSS) provides strategic support for TCEQ's workforce. The division is responsible for agency recruitment and staffing services, the Mickey Leland Environmental Internship Program, and oversight of job classification and employee compensation. HRSS provides staff and management development services, including administration of the performance management system, providing professional training, and the agency's leadership development program. The division supports continuous improvement efforts through training and coaching support within the TCEQ's Lean Management System (TLMS). The division administers employee benefits, special leave, and workers' compensation, facilitates employee relations, and coordinates wellness and other engagement programs. HRSS organizes the agency's succession and workforce planning and produces reports for management decision making. The division is also responsible for risk, asset, and fleet management. It reviews and processes health, safety, and security concerns; conducts safety training and inspections; and provides centralized receiving and distribution services. HRSS provides copying, bulk printing, and mail and messenger services, and functions as the agency's liaison on facilities and leasing responsibilities.

Information Resources Division

Information Resources (IRD) provides services in coordination with agency program areas and the Texas Data Center with a focus on cybersecurity and information security protocols. Operating within a governance structure that includes the agency's Information Resources Manager, TCEQ's executive staff, and office directors, IRD offers technical expertise, synced with agency priorities, available resources, and project and system focused analyses and best practices. IRD manages infrastructure, databases, telecommunications, and applications; provides hardware and software to program areas along with application development services; coordinates the agency's public information requests and records management programs; leads continuity of operations planning; and is key in the implementation of TCEQ's continuous improvement program (TLMS).

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