

DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET



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The Michigan Department of Technology, Management and Budget (DTMB) provides financial, administrative, and technology services and information to Michigan's state agencies, citizens, businesses, local governments, and universities. With nearly 2,800 employees, DTMB is responsible for 41 DTMB-managed facilities that total 9.8 million square feet and more than 480 leased locations that total more than 5 million square feet of space, almost 55,000 desktop, laptop, and tablet computers as well as five retirement systems that serve one in nine Michigan households. DTMB is also responsible for state government's procurement portfolio of about 800 contracts worth billions of dollars.

DTMB's fully unified services structure, advanced IT infrastructure, and long-standing relationships across government boundaries place Michigan in a unique position to serve its residents. A commitment of more than \$40 million in ongoing base funding is helping modernize state legacy systems and increase online and self-service resources for Michigan residents. This strong foundation supports DTMB's commitment to Michiganders and ensures customers can find the resources they need, quickly and easily.

The department derives its legal authority from the Management and Budget Act, Public Act 431 of 1984, as amended, and several executive orders. It is the summation of the former Department of Administration, which was created by Public Act 51 of 1948, as well as functions that had been under the office of the governor, such as budgeting, that were transferred by Executive Order No. 1973-7. Executive Order 2009-55, issued December 30, 2009, and effective March 21, 2010, combined the former Departments of Management and Budget and Information Technology into the Department of Technology, Management and Budget.

The DTMB **Director's Office** provides direct management and oversight for strategic planning, public information, enterprise security, and enterprise development. The critical functional areas within the department include:

The **State Budget Office** coordinates all executive budget activities, including development of the executive budget recommendation, presentation of the budget to the Legislature and implementation of the budget after enactment. The state budget director is appointed by the governor and is a member of the governor's cabinet. The state budget director serves as the governor's adviser on fiscal matters and oversees the state's accounting and payroll functions, its financial management system, internal audit services, and the collection and reporting of data about the performance of Michigan's public schools and students.

The state's **chief information officer** (CIO) is responsible for the information technology services for state government. Areas and services overseen by the CIO include the following:

Cybersecurity and Infrastructure Protection is under the direction of Michigan's chief security officer and is organized into two divisions: Michigan Cyber Security (MCS) and the Office of Infrastructure Protection (OIP). MCS provides cybersecurity services and protections for state of Michigan executive branch agencies. OIP provides physical security measures and emergency management for DTMB-managed buildings. This includes access control and security services to DTMB offices and state facilities, employee ID and access card services, 24/7 systems monitoring and camera program, and emergency response coordination and management.

The **Agency Services Division** serves as the liaison between the department and individual executive branch agencies. This team maintains the technology and business relationships between DTMB and its agency partners. The services include managing agency information technology plans and ensuring the timely delivery of agreed-upon IT services. The staff members work across all agencies to identify common technology needs.

DTMB's **Office of the Chief Technology Officer** provides enterprise network, telecommunications, data center services, enterprise architecture, office automation, and technical services. With almost 55,000 laptops, desktops, and tablets in operation, DTMB works to provide a single end-user technology environment that supports the business needs of the different state agencies and departments. The office is responsible for the acquisition of hardware and software and provision of operational and technical support for a mainframe computer, more than 3,700 servers, data storage, and monitoring systems for the state's data centers. The office is also responsible for managing the network connectivity, Wi-Fi, telephones, email, and back-office services for all executive branch agencies and departments.

The DTMB is the responsible agent of the **Office of Michigan's Public Safety Communications System** (MPSCS) within the Center for Shared Solutions. The MPSCS provides statewide public safety communications resources for more than 1,825 state, local, federal, tribal, and private public safety agencies. The system spans 59,415 square miles and includes 259 tower sites and more than 81 state and local public safety dispatch centers with 415 dispatch consoles and 59 computer-aided dispatch consoles. The MPSCS Network Communication Center handles 11.5 million push-to-talk transmissions per month for more than 99,145 radios and 4,568 fire pagers.

The DTMB **chief deputy director** oversees the department areas that provide management and administrative services. These offices and their functions include:

The **Office of Retirement Services** (ORS) is responsible for the 18th largest public pension system in the United States and the 47th largest pension system in the world. The office administers retirement programs for Michigan's state employees, public school employees, judges, state police and National Guard members. ORS serves 570,000 active and retired customers representing approximately one out of every nine Michigan households. Within these systems, ORS administers defined benefit, defined contribution, deferred compensation, hybrid, and retiree healthcare plans. ORS has combined net assets of \$80.8 billion. The State Employees' Retirement System is administered under the provision of Public Act 240 of 1943. The Michigan Public School Employee's Retirement System is administered under the provisions of Public Act 300 of 1980. The Michigan State Police Retirement System is administered under Public Act 182 of 1986. The Judges Retirement System is administered under Public Act 234 of 1992. Finally, the Military Retirement Provisions are administered under Public Act 150 of 1967.

Central Procurement Services is responsible for purchasing goods, services, and information technology resources on behalf of all state agencies and sets procurement policies and procedures for most state departments. Its mission is to provide state agencies with the mechanism to purchase the products and services required to serve the citizens of the state of Michigan on time, of good quality, and at a reasonable price. Central Procurement Services manages a portfolio of about 800 contracts worth billions of dollars and an extended purchasing program, MiDeal, which allows more than 1,100 local units of government to purchase goods and services using these competitively bid contracts.

The **State Facilities Administration** (SFA) manages and maintains 41 state-owned facilities that total 9.8 million square feet on 906 acres. It is responsible for all day-to-day operations that include building maintenance, infrastructure, energy management, HVAC, and landscaping services. The SFA also provides design and construction management services for all state agencies as well as universities and colleges that are implementing infrastructure improvement or new construction projects. The SFA provides and is responsible for more than 480 leases totaling more than 5 million square feet of space, allowing agencies to meet changing space requirements and locations. State Facilities Administration also manages all land acquisitions and surplus property dispositions, including working with the Michigan Land Bank as determined. The SFA provides Health and Safety Program management and consultation services, which includes training to ensure that work places are free of hazards, accidents, and injuries.

Financial Services (FS) provides a broad range of services, including accounting services, departmental procurement and accounts payable processing, financial analysis, business planning, management-level reporting, automated billings, data collection and interfaces, as well as financial system security access. FS provides accounting services to all organizations within DTMB, including the Offices of the State Employer, State Budget, and Children's Ombudsman, the Civil Service Commission, Department of Civil Rights, Department of Military and Veterans Affairs, Grand Rapids Home for Veterans, Michigan State Police, and the Executive Office. FS also is responsible for service rate development and financial analysis and serves as audit liaison with the Office of the Auditor General and the Office of Internal Audit Services in the State Budget Office. In addition, DTMB's information security officer position is organizationally located within Financial Services.

The **Bureau of Labor Market Information and Strategic Initiatives** (LMISI) is a one-stop shop for information and analysis on Michigan's population, labor market, and more. Its Federal-State Programs Division runs the state's cooperative agreements with the U.S. Department of Labor, Bureau of Labor Statistics, and the U.S. Census Bureau, making LMISI the official sources for this information. The Research and Evaluation Division conducts workforce research and program evaluation.

The **Office of Performance Management** works to continually enhance department performance through a variety of services, including process improvement, IT governance, metrics consulting, employee engagement, customer satisfaction, administration of policies and forms, and other strategic initiatives.

The **Office of Support Services** provides customers with a wide range of business services, allowing state agencies, colleges, universities, and local units of government to focus on their primary missions. Its Mailing Services Division offers a full range of automated and manual mail handling. Printing Services offers design, digital printing, and high-volume mainframe and variable data printing. Delivery Services operates statewide, providing delivery and freight services and transportation of U.S. and interdepartmental mail. The State Surplus Program manages disposal of all state surplus personal property through reutilization, donation, remarketing, and recycling. The Federal Surplus Property Program facilitates reutilization of federal surplus property to eligible recipients. Warehouse Services offers comprehensive inventory and warehouse storage services, including management of IT hardware. Records Management Services stores and manages official state records and provides electronic document management and imaging services. It also establishes retention and disposal schedules for all public records. Vehicle and Travel Services manages a centralized fleet and is responsible for travel policy and travel reimbursement rates.

Under Article XI, Section 5, of the Michigan Constitution, the **Civil Service Commission** operates as an autonomous entity. Its administrative powers are vested in the state personnel director, who is the commission's principal executive officer. The Civil Service Commission, through the state personnel director and staff, has overall responsibility to regulate conditions of employment for classified civil servants in all departments of the executive branch of state government and for staff of the Auditor General. Under Executive Order 2007-30, the commission also provides human resources services to most executive branch departments.

Under Executive Order 1979-5, the **Office of the State Employer** operates as a Type I autonomous entity within DTMB. The office director is appointed by the governor and is a member of the governor's cabinet. The Office of the State Employer is the governor's designated representative in recognized employee organization negotiations and developing and implementing employment relations policy for the executive branch. The office is also responsible for administering the state of Michigan's Workers' Compensation Program, the state of Michigan's Drug and Alcohol testing program, transitional employment and statewide safety and health systems, covering active state employees of the executive branch.

The **Office of Children's Ombudsman** (OCO), established in 1994 by PA 204, is an autonomous entity housed within DTMB. The children's ombudsman is appointed by the governor with the advice and consent of the Michigan Senate. The office independently investigates complaints about children involved with protective services, foster care, adoption services, and juvenile justice. OCO makes recommendations to the governor, Legislature and the director of the Department of Health and Human Services to improve the child welfare system.

The multidisciplinary team of professionals determines if an action or decision was made according to the laws, rules, and policies governing the Department of Health and Human Services and private child-placing agencies. The office takes necessary action, including legal action, to protect the rights and welfare of a child. That action also includes investigation of cases involving children who have died as a result of child abuse or neglect when there has been previous agency involvement. The office also works to educate the public about child welfare laws and policies.

