



*Arizona Department of Child Safety*

**Douglas A. Ducey**  
Governor

**Gregory McKay**  
Director

June 1, 2016

The Honorable Don Shooter  
Chairman, Senate Appropriations Committee  
Arizona State Senate  
1700 West Washington  
Phoenix, Arizona 85007

Re: June 1<sup>st</sup> 2016 - DCS Administrative Staff by Positions by Division Report

Dear Senator Shooter:

Laws 2015, Chapter 117, Section 24 requires the Department of Child Safety to submit a report of the number of filled central administrative staff positions as of April 1, 2016 for review by the Joint Legislative Budget Committee. The report shall delineate the filled central administrative staff positions by division and position type.

If you have any questions, please contact our office at (602) 255-2500.

Sincerely,



Gregory McKay  
Director

Enclosure

cc: Representative Justin Olson, Chairman, House Appropriations Committee  
Richard Stavneak, Director, Joint Legislative Budget Committee  
Lorenzo Romero, Director, Governor's Office and Strategic Planning and Budgeting  
Ben Beutler, Joint Legislative Budget Committee  
Laura Johnson, Governor's Office and Strategic Planning and Budgeting



## DEPARTMENT OF CHILD SAFETY

### Central Administrative Staff Positions by Division and Position Type As of April 1<sup>st</sup> 2016

Laws 2015, Chapter 117, Section 24, requires the Department of Child Safety (DCS) to submit a report for review by the Joint Legislative Budget Committee (JLBC) containing the number of filled central administrative staff positions as of April 1<sup>st</sup>, 2016.

The data used for this report was generated from the State of Arizona Human Resources Information Solution (HRIS) as of April 1<sup>st</sup>, 2016

#### *Central Administrative Staff Filled FTE Positions*

As of April 1<sup>st</sup> 2016, the Department had a total of 1,431.25 Non-Case carrying filled Full-Time Equivalent (FTE) positions, including 390.75 Central Administrative staff and 1,040.5 Field Operations staff. The detailed breakup of these FTE is outlined below:

Table 1:

<b>NON- CASEWORKER DCS FTE as of 4/1/2016</b>	
<b>CENTRAL ADMINISTRATIVE STAFF</b>	<b>FTE COUNT</b>
BUSINESS SERVICES	21
COMPRHENSIVE MEDICAL AND DENTAL PROGRAM	59.5
CHILD SAFETY SUPPORT ADMIN	60
DIRECTORS OFFICE	15.75
HUMAN RESOURCES	19
INSPECTIONS BUREAU	37
FINANCE AND ACCOUNTING	49
ENTERPRISE RISK MANAGEMENT	4
OFFICE OF LICENSING AND REGULATION	38
OFFICE OF CONTRACTS	6
OFFICE OF THE DEPUTY DIRECTOR-CENTRAL	4
OFFICE OF POLICY AND RULES	8
OFFICE OF PROCUREMENT	9
REAL ESTATE	10
TECHNOLOGY SERVICES	50.5
<b>Total</b>	<b>390.75</b>
<b>FIELD OPERATIONS STAFF</b>	<b>FTE COUNT</b>
CENTRAL REGION	214
INTAKE BUREAU	33
NORTHERN REGION	84
OFFICE OF CHILD WELFARE INVESTIGATIONS	88
OFFICE OF THE DEPUTY DIRECTOR - FIELD	5
PIMA REGION	207.5
PROGRAM SERVICES ADMINISTRATION	61.5
SOUTHEAST REGION	40.5
SOUTHWEST REGION	276
TRAINING PROGRAM	31
<b>Total</b>	<b>1040.5</b>
<b>Grand Total</b>	<b>1431.25</b>

See Attachment A for additional division level breakdown of staff by position type.

Below is a brief overview of the various functional Areas within Central Administration:

**Business Services:** This function is responsible for providing support services for department operations that include: Fleet and Equipment, Warehouse and Closed Records Management, Centralized Vital Records and Social Security Administration Benefits Coordination, Risk Management, and Mobile Device Management.

**Comprehensive Medical and Dental Program (CMDP):** This function is the health care program for Arizona's children in foster care. It was formed in July 1970, in State Law (A.R.S. § 8-512). For those children in foster care who are Medicaid (Title XIX) or Kids Care (Title XXI) eligible, CMDP is also the assigned AHCCCS health plan. CMDP pays for health care services for Arizona's children in foster care placed in and outside of the State of Arizona. CMDP cares for children and youth in out-of-home placement from birth to 18 years, and up to age 21 in some instances.

**Child Safety Support Administration:** This function includes the redactions and family-locate units. The redaction unit provides redacted DCS records to individuals as prescribed by law. The family locate unit is responsible for locating parents and relatives of children removed from a home by DCS.

This function includes the Redactions Unit, which provides redacted DCS records to individuals as prescribed by law. This function also includes the Family Locate unit, which is responsible for locating parents and relatives of children removed from a home by DCS.

**Director's Office:** This function includes the Director of the Department, Communications, Public Information Office and the Department's General Counsel.

**Human Resources:** This function provides Human Resources support for the Department, including recruitment of all staff, employee relations issues, Equal Employment Opportunity Commission compliance, as well as benefit support for the Department's staff.

**Inspections Bureau:** This function provides Quality Assurance for field program operations and works to improve processes of the field. This function also provides other critical field support and practice improvement methodologies.

**Finance and Accounting:** This function provides all budgetary and accounting support for the Department, including grant and cash management, year-end reporting, payroll, accounts payable and fiscal planning.

**Enterprise Risk Management:** This function consists of five functions: risk assessment, audit management services, compliance auditing, privacy and security, and business continuity.

**Office of Licensing and Regulations:** This function is the licensing and regulatory authority that oversees and monitors licensed foster homes and group homes. This function is also responsible for licensure of child-placing and adoption agencies across the State.

**Office of Contracts:** This function develops, initiates and monitors contracts for the Department. This function has recently been integrated into the Office of Procurement

**Office of the Deputy Director:** This function is the Deputy Director of Operations who oversee all of the Central Administration functions. This function also includes the Department's Center of Excellence which focuses on LEAN initiatives.

**Office of Policy and Rules:** This function is responsible for the development and updating of all Departmental Policies and Rules.

**Office of Procurement:** This function is responsible for the procurement of goods and services for the Department and is the main user group of the Procure Arizona automated procurement system.

**Real Estate:** This function is responsible for oversight and support of all facility and maintenance related issues across the State. This function is also responsible for the oversight of construction and tenant improvements, as well as telephone acquisition, repair and support.

**Technology Services:** This function is responsible for providing technology support to the Department. This includes supporting all Department end-users, as well as the CHILDS (the Department's federally mandated Statewide Automated Child Welfare Information System) and QNXT (CMDP's business enterprise system) applications.

ATTACHMENT A - Central Admin

<b>CENTRAL ADMIN - FUNCTIONAL AREA</b>	<b>FTE Count</b>
<b><i>BUSINESS SERVICES ADMIN</i></b>	<b>21</b>
ADMV SVCS OFFCR 2	1
ADMV ASST 2	1
ADMV SVCS OFFCR 1	1
ADMV SVCS OFFCR 3	1
ADMV SVCS OFFCR 5	1
ASST DIR	1
BUYER 2	2
BUYER 3	1
STOREKEEPER	1
CONTRACTS MGT SPCT 3	1
INFO PRCSG SPCT 2	1
PROG MGR	1
PROG PROJ SPCT 2	1
SR GRAPHIC DESIGNER	1
WHS WKR	2
ADMV ASST 3	1
ADMV SVCS OFFCR 5	1
CONTRACTS MGT SPCT 3	1
PROG PROJ SPCT 1	1
<b><i>COMPRHENSIVE MEDICAL AND DENTAL PROGRAM</i></b>	<b>59.5</b>
ACCOUNTING MANAGER	1
ASST DIR/CMDP	1
BUR CHF 2	1
DE EXEC ASST	1
MED PROG ADMR	1
HUMAN SVCS PROG DVMT SPCT	1
ACCOUNTANT 3	1
ACCOUNTING SUPERVISOR 1	1
ADMV SVCS OFFCR 2	1
ADMV SVCS OFFCR 3	1
ADMV SVCS OFFCR 4	1
CONTRACTS MGT SPCT 3	1
CUST SVC REP 2	4
FISC SVCS SPCT 2	1
HLTH PROG MGR 1	1
HLTH PROG MGR 2	7.5
HLTH PROG MGR 3	1
HUMAN SVCS PROG DVMT SPV	1
HUMAN SVCS SPCT 1	2
INFO PRCSG SPCT 3	2
MED PROG ADMR	1
PROG CMLPNC AUDITOR 3	1
PROG PROJ SPCT 1	5
PROG PROJ SPCT 2	15
PROG SVC EVALR 3	3

ATTACHMENT A - Central Admin

PROG SVC EVALR 4	1
PSY PROG EVAL ANALYST	1
QA INVESTIGATIVE NURSE	1
<b>CHILD SAFETY SUPPORT ADMIN</b>	<b>60</b>
ADMV ASST 3	1
ADMV SVCS OFFCR 1	1
ADMV SVCS OFFCR 3	2
ADMV SVCS OFFCR 4	2
PROG PROJ SPCT 1	15
PROG PROJ SPCT 2	4
ADMV ASST 2	7
ADMV SECRETARY 2	2
ADMV SVCS OFFCR 2	1
PROG SVC EVALR 3	13
PROG SVC EVALR 4	2
ADMV ASST 2	1
ADMV SVCS OFFCR 3	1
HUMAN SVCS PROG DVMT SPCT SECRETARY	7 1
<b>DIRECTORS OFFICE</b>	<b>15.75</b>
ASST DIR	1
COMMS CONSULTANT	1
ADMV ASST 2	1
ADMV SVCS OFFCR 4	0.75
DCS DIR	1
DCS DPTY DIR	2
EXEC ASST	2
EXEC CONSULT 3	1
SPCL EXEC ASST	1
PIO 3	1
ATTY 3	1
ATTY 4	1
HEARING OFFCR 3	1
LEGIS PLCY ADMR	1
<b>HUMAN RESOURCES</b>	<b>19</b>
PERSONNEL ANALYST 2	1
PERSONNEL ANALYST 3	1
EQUAL EMPMT INVGNS MGR	1
PERSONNEL TECH 2	1
EE RLTHS OFFCR	2
PERSONNEL MGR 2	1
PROG PROJ SPCT 2	1
PERSONNEL ASST 2	1
PERSONNEL MGR 2	1
PERSONNEL TECH 2	2
PROG PROJ SPCT 2	1
PERSONNEL ANALYST 2	1

ATTACHMENT A - Central Admin

PERSONNEL ANALYST 3	2
PERSONNEL MGR 2	1
PERSONNEL TECH 2	2
<b>INSPECTIONS BUREAU</b>	<b>37</b>
ADMV ASST 2	1
ADMV ASST 3	1
ADMV SECRETARY 3	1
ADMV SVCS OFFCR 2	1
ADMV SVCS OFFCR 4	1
ASST DIR	1
ASST PROG MGR	1
AUDIT MGR	1
CMTY RLNS PROJ MGR	1
DATA VALIDATION SPCT	1
DCS SPCT 3	0.75
DE EXEC ASST	1
HUMAN SVCS PROG DVMT SPCT	5.25
HUMAN SVCS PROG DVMT SPV	1
INFO MGT COORD	2
LEAD ADVOC	1
OMBUDSMAN	1
PERF IMPROVEMENT SPCT	1
PROG CMLNC AUDITOR 3	3
PROG PROJ SPCT 2	1
TRNG OFFCR 2	1
PROG CMLNC AUDITOR 3	1
HUMAN SVCS PROG DVMT SPCT	4
HUMAN SVCS PROG DVMT SPV	1
PROG ADMR 1	1
PROG ADMR 2	1
PROG DVMT SPCT SR	1
<b>FINANCE AND ACCOUNTING</b>	<b>49</b>
ACCOUNTANT 2	2
ACCOUNTANT 3	1
ACCOUNTING SUPERVISOR 1	1
ACCTG MGR	1
ADMV ASST 1	2
ADMV ASST 2	1
ADMV SVCS OFFCR 2	2
ADMV SVCS OFFCR 3	3
ADMV SVCS OFFCR 5	1
BUDG CTRL DVMT SPCT 3	1
CLMS SPCT 2	11
DCS DPTY ASST DIR	1
FINL ANALYST 1	2
FISC SVCS SPCT 1	3
FISC SVCS SPCT 3	3

ATTACHMENT A - Central Admin

FISC SVCS SPCT 4	1
FISC SVCS UNIT SPV	2
PROG PROJ SPCT 2	1
FISC SVCS SPCT 1	2
ADMV SVCS OFFCR 2	1
FISC SVCS SPCT 3	1
ACCOUNTANT 3	1
ADMV SVCS OFFCR 3	1
ADMV SVCS OFFCR 4	1
COMPTROLLER	1
FISC SVCS SPCT 1	1
FISC SVCS SPCT 3	1
<b>ENTERPRISE RISK MANAGEMENT</b>	<b>4</b>
INFO CMLPNC ADMR	1
AUDIT ADMR	1
CMLPNC AUDITOR SPV	1
ADMV SVCS OFFCR 1	1
<b>OFFICE OF LICENSING AND REGULATION</b>	<b>38</b>
ADMV SVCS OFFCR 5	1
SOCIAL SVCS SPV	2
ST LICG TM LDR	1
ADMV ASST 2	4
ADMV ASST 3	1
PROG PROJ SPCT 2	1
ST LICG SURVEYOR	4
HUMAN SVCS SPCT 3	5
LICG COORD	2
LICG SPCT	4
SOCIAL SVCS ADMR 3	1
SOCIAL SVCS SPV	1
SOCIAL SVCS ADMR 2	1
CMTY RLNS SPCT	1
HUMAN SVCS SPCT 3	2
LICG SPCT	2
SOCIAL SVCS ADMR 3	1
SOCIAL SVCS ADMR 3	1
TRNG OFFCR 1	1
TRNG OFFCR 2	1
TRNG OFFCR 3	1
<b>OFFICE OF CONTRACTS</b>	<b>6</b>
ADMV ASST 3	2
CONTRACTS MGT SPCT 3	2
CONTRACTS MGT SPV 2	1
MGT ANALYST 2	1
<b>OFFICE OF THE DEPUTY DIRECTOR-CENTRAL</b>	<b>4</b>
BUR CHF	1
HUMAN SVCS PROG DVMT SPCT	2



ATTACHMENT A - Central Admin

PROG ADMR 2	1
<b>OFFICE OF POLICY AND RULES</b>	<b>8</b>
LEGIS PLCY ADMR	1
HUMAN SVCS PROG DVMT SPCT	3
HUMAN SVCS PROG DVMT SPV	1
ADMV SVCS OFFCR 4	1
RULE DVMT SPCT	1
MGT ANALYST 2	1
<b>OFFICE OF PROCUREMENT</b>	<b>9</b>
PCMT MGR	2
PCMT SPCT	2
PCMT TECH	2
SR PCMT SPCT	3
<b>REAL ESTATE</b>	<b>10</b>
ADMV SVCS OFFCR 1	1
ADMV SVCS OFFCR 3	3
BLDG CONSTRUCT SPCT	5
OCCUPL SFTY CONSULT 4	1
<b>TECHNOLOGY SERVICES</b>	<b>50.5</b>
ASST DIR/INFO TECHNOLOGY	1
EXEC ASST	1
SR SYSTEMS ADMR	1
APPS DEVELOPER	5
APPS DVMT SPV	1
BUS OPS SPCT	2
BUS SPCT	1
INFO TECH SPCT 4	1
MGT ANALYST 1	1
MGT ANALYST 2	5
PROGRAMMER ANALYST	1
SR DATABASE ADMR	1
APPS DVMT MGR	1
DATABASE SR MGR	1
MGT ANALYST 2	1
SR BUSINESS ANALYST	1
HUMAN SVCS PROG DVMT SPCT	0.5
MGT ANALYST 1	1
MGT ANALYST 3	3
APPS DVMT MGR	1
BUS MGR	1
CLERK TYPIST 3	1
COMMUNICATIONS MANAGER	1
HELP DESK ANALYST	3
INFO SECURITY MGR	1
INFO TECH SPCT 4	1
INFRASTRUCTURE ARCHITECT	1
PC TECH	7

ATTACHMENT A - Central Admin

SYSTEMS/NETWORK ENGINEER	1
SYSTEMS/NETWORK MGR	2
SYSTEMS/NETWORK SR MGR	1
<b>Grand Total</b>	<b>390.75</b>

ATTACHMENT A - Field Operations

<b>FIELD OPERATIONS -FUNCTIONAL AREA</b>	<b>FTE Count</b>
<b>CENTRAL REGION</b>	<b>214</b>
ADMV ASST 1	8
ADMV ASST 2	2
ADMV ASST 3	1
ADMV SECRETARY 1	9
BUR CHF 3	1
CONTRACTS MGT SPCT 2	2
CONTRACTS MGT SPV 1	1
DCS ASST PROG MGR	11
DCS CASE AIDE 2	65
DCS PROG SPCT	17
DCS UNIT SPV	57
HUMAN SVCS PROG DVMT SPCT	1
HUMAN SVCS UNIT MGR	1
INFO PRCSG SPCT 2	2
MGT ANALYST 3	2
PERSONNEL TECH 2	1
PROG PROJ SPCT 2	3
SECRETARY	30
<b>INTAKE BUREAU</b>	<b>33</b>
ADMV SECRETARY 2	1
BUR CHF	1
DCS ASST PROG MGR	2
DCS CASE AIDE 2	4
DCS PROG SPCT	7
DCS UNIT SPV	13
MGT ANALYST 3	2
MGT ANALYST 4	1
PERSONNEL TECH 2	1
PROG PROJ SPCT 2	1
<b>NORTHERN REGION</b>	<b>84</b>
ADMV ASST 1	2
ADMV ASST 2	1
ADMV SECRETARY 1	11
ADMV SVCS OFFCR 2	1
ADMV SVCS OFFCR 3	1
BUR CHF 3	1
CONTRACTS MGT SPCT 2	2
DCS ASST PROG MGR	5
DCS CASE AIDE 2	28
DCS PROG SPCT	5
DCS UNIT SPV	22
MGT ANALYST 3	1
PERSONNEL TECH 2	1
SECRETARY	2
TRNG OFFCR 3	1

ATTACHMENT A - Field Operations

<b>OFC OF CHILD WELFARE INVEST</b>	<b>88</b>
ADMV ASST 2	4
ASST DIR	1
HUMAN SVCS PROG DVMT SPCT	57
INVGNS ASST MGR	10
INVGNS MGR	12
OSI CHF	2
PROG PROJ SPCT 2	1
SECRETARY	1
<b>OFC OF THE DEP DIR OF FIELD OPERATIONS</b>	<b>5</b>
DCS ASST PROG MGR	1
SPCL EXEC ASST	1
BUR CHF 3	1
HUMAN SVCS PROG DVMT SPCT	1
LEAD ADVOC	1
<b>PIMA REGION</b>	<b>207.5</b>
ADMV SECRETARY 2	1
ADMV SUPP SPV 1	1
BUR CHF 3	1
CLERK TYPIST 2	2
CLERK TYPIST 3	1
CONTRACTS MGT SPCT 2	2
DCS ASST PROG MGR	9
DCS CASE AIDE 2	64
DCS PROG SPCT	19
DCS UNIT SPV	47
HUMAN SVCS PROG DVMT SPCT	1
HUMAN SVCS SPCT 2	4
HUMAN SVCS SPCT 3	3
HUMAN SVCS UNIT SPV	1
INFO PRCSG SPCT 3	4
MGT ANALYST 3	1
PERSONNEL TECH 1	1
PERSONNEL TECH 2	1
PROG PROJ SPCT 2	3
SECRETARY	40.5
SWITCHBOARD OPER 2	1
<b>PROGRAM SVCS ADMINISTRATION</b>	<b>61.5</b>
ADMV ASST 3	2
ADMV SECRETARY 2	1
ADMV SVCS OFFCR 3	2
CLERK TYPIST 2	1
CLERK TYPIST 3	2
CLMS SPCT 2	2
CMPLNC AUDITOR SPV	1
HUMAN SVCS PROG DVMT SPCT	13.5
HUMAN SVCS PROG DVMT SPV	1

ATTACHMENT A - Field Operations

HUMAN SVCS SPCT 3	23
HUMAN SVCS UNIT SPV	3
PIO 3	1
PROG PROJ SPCT 1	1
PROG PROJ SPCT 2	4
PROG SVC EVALR 3	2
PSY PROG EVAL ANALYST	1
SECRETARY	1
<b>SOUTHEAST REGION</b>	<b>40.5</b>
ADMV SECRETARY 1	9
BUR CHF 3	1
DCS ASST PROG MGR	3.5
DCS CASE AIDE 2	13
DCS PROG SPCT	2
DCS UNIT SPV	8
MGT ANALYST 3	1
PERSONNEL TECH 2	1
PROG PROJ SPCT 2	1
TRNG OFFCR 2	1
<b>SOUTHWEST REGION</b>	<b>276</b>
ADMV ASST 1	9
ADMV ASST 2	1
ADMV ASST 3	1
ADMV SECRETARY 1	4
BUR CHF 3	1
CLERK TYPIST 3	1
CONTRACTS MGT SPCT 2	2
DCS ASST PROG MGR	10
DCS CASE AIDE 2	102
DCS PROG SPCT	26
DCS UNIT SPV	65
INFO PRCSG SPCT 2	1
MGT ANALYST 3	1
PERSONNEL TECH 2	1
PROG PROJ SPCT 2	1
SECRETARY	48
SWITCHBOARD OPER 2	2
<b>TRAINING PROGRAM</b>	<b>31</b>
ADMV ASST 1	2
ADMV ASST 2	1
ADMV SVCS OFFCR 1	1
TRNG MGR 2	1
TRNG OFFCR 2	21
TRNG OFFCR 3	4
TRNG STAFF DVMT ADMR	1
<b>Grand Total</b>	<b>1040.5</b>