

Administration  
Purposes for Which Money Was Used

**Executive Director's Office**

Activity or Service	Description	FY 2015 Expenditures
Executive Director	Provides executive management for the department, directing the overall strategy and operations of the department. Includes personnel costs, travel, and other miscellaneous expenses such as telecommunication charges.	348,900
Deputy Director	Provides executive management for the department, directing the overall strategy and operations of the department. The Housing and Community Development Division, Internal Audit, Administrative Support Division, Workforce Development Division, Employer Initiatives, and Workforce Research and Analysis are organizationally assigned to this deputy director.	692,700
Deputy Director	Provides executive management for the department, directing the overall strategy and operations of the department. The Eligibility Services Division, Office of Child Care, Refugee Services, Unemployment Insurance, Communications, and Adjudication are organizationally assigned to this deputy director.	369,800
		<b>1,411,400</b>

**Communications**

Activity or Service	Description	FY 2015 Expenditures
Personnel Services	Personnel costs associated with providing media relations, website management, and program publicity services for the department.	815,500
Contractual Services	Utah Interactive, Employee Survey, and Employee Research	14,200
Photocopies, Printing, and binding	Printing, binding, and photocopy expenses associated with producing various brochures, reports, posters, etc., and conducting the day-to-day business of the department.	35,500
Other Expense	Wireless and other telecommunication charges, contractual services (employee survey), other miscellaneous small equipment and supplies	22,300
		<b>887,500</b>

**Human Resources**

Activity or Service	Description	FY 2015 Expenditures
DHRM HR Services - ISF rates	Human Resources support to the department for recruitments, employee orientation, grievances, and other personnel-related activities. Services are provided by Department of Human Resource Management (DHRM) staff.	1,056,000
DHRM Payroll - ISF rates	Human Resources support to the department for payroll-related services. Services are provided by Department of Human Resource Management (DHRM) staff.	119,800
		<b>1,175,800</b>

**Administrative Support**

Activity or Service	Description	FY 2015 Expenditures
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Administrative support of the department	The Administrative Support division supports the department by providing functions such as accounts payable, accounts receivable, budgeting, contract management, warehouse and mail services, fleet, and facilities management.	5,258,600
Administrative Facilities	Building maintenance, security, parking structure, and bus passes	931,900
Insurance and Bonds	Annual insurance payment to Risk Management	370,200
		<b>6,560,700</b>

### Internal Audit

Activity or Service	Description	FY 2015 Expenditures
Personnel Services	Personnel costs associated with performing financial and program audits for various programs across the department to objectively evaluate the effectiveness of agency risk management, internal controls, and efficiency of operations in accordance with International Standards for the Professional Practice of Internal Auditing. The Utah Internal Audit Act requires that DWS have an internal audit program.	491,000
Travel	Travel expenses for the internal audit director and staff	800
Current Expense	Wireless and other telecommunication charges, employee training and development, other miscellaneous supplies	11,500
DP Expenses	Software maintenance and computer hardware expenses	1,600
		<b>504,900</b>