

Administration
Purposes for Which Money Was Used

Executive Director's Office

Activity or Service	Description	FY 2018 Expenditures
Executive Director	Provides executive management for the department; directs the overall strategy and operations of the department. Includes personnel costs, travel, and other miscellaneous expenses such as telecommunication charges.	\$425,218
Deputy Director	Provides executive management for the department; directs the overall strategy and operations of the department. The Administrative Support Division, Workforce Development Division, Utah State Office of Rehabilitation, Adjudication, and Workforce Research and Analysis are organizationally assigned to this deputy director.	\$227,126
Deputy Director	Provides executive management for the department; directs the overall strategy and operations of the department. The Eligibility Services Division, Office of Child Care, Refugee Services, Unemployment Insurance, Communications, Internal Audit, and Housing and Community Development Division are organizationally assigned to this deputy director.	\$226,020
		\$878,364

Communications

Activity or Service	Description	FY 2018 Expenditures
Personnel Services	Personnel costs associated with providing media relations, website management, and program publicity services for the department	\$1,105,498
Travel	Includes in-state travel and out-of-state travel expenses	\$1,360
Advertising, Photocopies, Printing, and Binding	Advertising, printing, binding, photocopy and photographic expenses associated with producing various brochures, reports, posters, etc., and conducting the day-to-day business of the department	\$63,577
Other Current Expenses	Wireless and other telecommunication charges, miscellaneous small equipment expenses, and miscellaneous supplies	\$48,976
		\$1,219,411

Human Resources

Activity or Service	Description	FY 2018 Expenditures
DHRM Internal Service Fund (ISF) charge for human resources field services	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.	\$1,504,865
DHRM ISF charge for payroll field services	Human Resources support to the department for payroll-related services. Services are provided by DHRM staff.	\$98,234
Current Expenses	Postage and other miscellaneous expenses	\$122
		\$1,603,221

Administrative Support

Activity or Service	Description	FY 2018 Expenditures
Administrative support of the department	The Administrative Support Division supports the department by providing functions such as operational accounting, budgeting, contract management, warehouse and mail services, fleet, facilities management, and information security.	\$7,003,832
Administrative Facilities	Building maintenance, security, parking, and UTA passes	\$1,077,781
Insurance and Bonds	Annual insurance payment to Risk Management	\$470,917
		\$8,552,530

Internal Audit

Activity or Service	Description	FY 2018 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.	\$712,090
Travel	Travel expenses for the internal audit director and staff	\$0
Current Expense	Wireless and other telecommunication charges, employee training and development, and miscellaneous supplies	\$10,546
Data Processing Expenses	Software maintenance expenses	\$2,000
		\$724,636