

**72-1-204 Divisions enumerated -- Duties.**

The divisions of the department are:

- (1) the Administrative Services Division responsible for:
  - (a) all personnel management including recruiting, training, testing, developing, and assisting the transition of personnel into the department;
  - (b) maintaining records;
  - (c) data processing;
  - (d) procuring administrative supplies and equipment; and
  - (e) risk management;
- (2) the Comptroller Division responsible for:
  - (a) all financial aspects of the department, including budgeting, accounting, and contracting; and
  - (b) providing all material data and documentation necessary for effective fiscal planning and programming;
- (3) the Internal Audit Division responsible for:
  - (a) conducting and verifying all internal audits and reviews within the department;
  - (b) performing financial and compliance audits to determine the allowability and reasonableness of proposals, accounting records, and final costs of consultants, contractors, utility companies, and other entities used by the department; and
  - (c) implementing audit procedures that meet or exceed generally accepted auditing standards relating to revenues, expenditures, and funding;
- (4) the Community Relations Division responsible for:
  - (a) coordinating, organizing, and managing the department's public hearing process;
  - (b) responding to citizens' complaints and requests;
  - (c) developing and implementing the department's public information programs;
  - (d) assisting the divisions and regions in the department's citizen involvement programs; and
  - (e) preparing and distributing internal department communications;
- (5) the Program Development Division responsible for:
  - (a) developing transportation plans for state transportation systems;
  - (b) collecting, processing, and storing transportation data to support department's engineering functions;
  - (c) designating state transportation systems qualifications;
  - (d) developing a statewide transportation improvement program for approval by the commission;
  - (e) providing cartographic services to the department; and
  - (f) assisting local governments in participating in federal-aid transportation programs;
- (6) the Project Development Division responsible for:
  - (a) developing statewide standards for project design and construction;
  - (b) providing support for project development in the areas of design environment, right-of-way, materials testing, structures, value engineering, and construction;
  - (c) designing specialty projects; and
  - (d) performing research into materials and methods for construction of state transportation systems; and
- (7) the Operations Division responsible for:
  - (a) maintaining the state transportation systems;
  - (b) state transportation systems safety;
  - (c) operating state ports-of-entry;
  - (d) operating state motor carrier safety programs in accordance with this title and federal law;
  - (e) aeronautical operations; and
  - (f) providing equipment for department engineering and maintenance functions.

Renumbered and Amended by Chapter 270, 1998 General Session