

2015 Administrative Services Division

The Administrative Services Division is responsible for all fiscal management, contract administration, personnel management, physical plant management and office support. Division staff are involved in the preparation of purchase orders and vouchers, fiscal record keeping, determination of availability of funds for the Agency's division programs, payroll, contracts and computerization of fiscal records. Staff are also responsible for media relations, community relations and outreach.

Fiscal Management

The Administrative Services Division implemented Governor Cuomo's FY 2015-16 budget as enacted. The Agency met all directives issued by the NYS Division of Budget and managed funding to maintain the Agency headquarters and staffing. The Agency continued to work with the Business Service Center (BSC) and the Statewide Financial System for many of its fiscal transactions.

Information Services

Staff continued to assist the Information Technology Services Center (ITS) in implementing Governor Cuomo's directive to reorganize state information technology services to reduce costs through shared services. The Agency interacts with ITS on a daily basis regarding its information technology needs and resources. ITS successfully assisted the Agency in transitioning an outdated Access 97 based database system to a modern SQL Server based transaction database. The ITS staff continued to support the Agency's Environmental Protection Agency Grants IT needs.

Human Resources

The Administrative Services Division worked with the NYS Office of General Services, Business Services Center on Governor's Cuomo's mandate to consolidate many of the Human Resources (HR) functions across state agencies. During the FY 15-16, the Agency successfully transitioned the Human Resource (HR) transactional business to the Business Service Center. In addition, the Agency transitioned to the Leave Accrual and Tracking System (LATS-NY) for all employee time record keeping. LATS ties into the transition of transactional business for HR to the BSC.

Public and Media Relations

The Public Information Officer (PIO) responded to 312 media inquiries, issued 35 press releases and conducted 31 outreach events to international delegations, local officials, college students, special interest groups and the general public. The PIO served as Hearing Officer for 8 variance hearings, one public information meeting and participated in the Adirondack Park State Land Master Plan listening sessions. The PIO was part of the Agency's New York State of Opportunity branding team. In addition, the PIO managed the Agency Board meetings webcasts, administered the Agency's Facebook and Twitter accounts, represented the Agency at State Agency PIO meetings and Local Government Review Board meetings. The PIO drafted and published the 2014 Annual Report.

Facilities Management

The Agency worked with the NYS Office of General Services on the conversion of its oil boiler to an efficient, redundant propane boiler system. The Agency continued to work with the Biomass Team on the Ray Brook Biomass District Heating system. The program is an important State facility component of the Governor's Statewide Energy Efficiency Program BuildSmart NY. The Agency also participated in the ASHRE LEVEL 2 energy audit.