Department of Environmental Conservation
Administration and Innovation Division

Division Director

Financial Operations & HR
9 FTE

- Grant and contract management (~ 300 grants out annually)
- State fiscal & performance-based budgeting (base budget and capital budget)
- A/P and A/R
- Payroll and expenses
- Federal grants management (~ 70 grants incoming)
- Financial monitoring and reporting (internal and external)
- Internal controls and audit functions
- Personnel Management and Position Management (HR liaison, recruitment, RFRs, etc.)
- Office space and logistics

Innovation
3 FTE

- DEC Website management
- Department-wide technology solutions and staff training
- ANR Online Platform (electronic online payments, permitting and reporting)
- Permit performance tracking and transparency (PEP)
- Environmental Notice Bulletin (ENB)
- Records Management & FOIAs
- U.S. EPA Quality Management Plan

Business Transformation Initiative
2 FTE

- Lean – process improvement oversight, support & staff training
- Statewide Lean initiative

Planning, Performance Management and Accountability
1 FTE

- U.S. EPA agreements
- Strategic planning
- Results Based Accountability; Performance measures
- Leveraging resources through partnerships (internships & service learning)
- Executive Fee Bill (in collaboration w/AID Financial Operations

ECO AmeriCorps
1 FTE

- AmeriCorps Program Administration
- Member Support

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