

# Central Services Division



Central Services Division (CSD) ensures sound fiscal management and building operations, in addition to information technology and research services.

## Our goals

- ◆ Provide leadership in financial management
- ◆ Timely, accurate, consistent, and relevant information and service
- ◆ Understand division and program goals and desired outcomes
- ◆ Promote collaborative and innovative solutions
- ◆ Foster an environment of continuous process improvement

## What we do

We deliver excellent customer service with every interaction, balancing the needs of the Department of Consumer and Business Services (DCBS) with our responsibility to ensure compliance with statutes, rules, and policies. We understand and accept the challenge to be flexible in our service delivery while standardizing functions for maximum efficiency.

## Accounting services

- ◆ Analyze, process, and reports financial transactions in accordance with generally accepted accounting principles and federal regulations. This includes the cashing of revenues, payment of liabilities and the recording and reconciliation of transactions.

## Assessments

- ◆ Manages the reporting, collection, and audit functions related to the Workers' Benefit Fund assessment along with the Oregon Health Insurance Marketplace program. Collects and audits the Workers' Compensation Premium Assessments.

## Budget services

- ◆ Agency's liaison to the DAS Chief Financial Office and the Legislative Fiscal Office.
- ◆ Develops, executes, and manages the biennial budget and prepares fiscal impact statements and analysis.
- ◆ Provides direction, guidance, information and budget documents to budget and fiscal analysts to ensure budget data accurately represents revenue and expenditures.
- ◆ Ensures accurate position adjustments and budget data are entered correctly into statewide tracking systems.

## Information Technology & Research

- ◆ Provides a broad range of specialized technical services in the areas of information systems, data analysis/dissemination, and computer/telecommunication services.
- ◆ Supports a number of critical systems to meet the regulatory requirements for each program and other state and federal agencies.
- ◆ DCBS has a complex computer environment which includes Oracle, SQL Server, .NET, ColdFusion and other technologies

440-5658d (8/22/COM)

View current CSD job openings at [oregon.gov/dcbs/careers](https://oregon.gov/dcbs/careers).



Department of Consumer  
and Business Services

supporting Internet and client server applications, data repositories and over 900 users in a distributed computing environment. It is a mixed environment with LANs, desktops, and servers from multiple vendors.

## Purchasing and contracting

- ◆ The central procurement authority for the department, ensuring that goods and services are obtained in compliance with state law and policy.
- ◆ Provides expertise in all areas related to the solicitation, development and execution of purchases, contracts, leases , and agreements.

## Facilities

- ◆ Coordinates facilities issues; tracks inventory; prepares and distributes mail.
- ◆ Provides clerical support and badge identification services for the agency.
- ◆ Delivers warehouse surplus request and manages the surplus supplies.
- ◆ Provides agency wide facilities project management.

## Safety and Risk

The safety and risk management team works with divisions to evaluate workplace risks and recommend corrective action to control hazards, prevent injury and illness, and mitigate losses. The team also coordinates safety- and health-related trainings, activities, and events.

## Our employees

CSD employs people with a wide range of skills and specialties. Below are the primary positions available in the division:

### Administrative services

#### Financial Services

- ◆ Accounting
  - » Accounting technicians
  - » Accountants

- ◆ Budget analysis

### IT and Research

- ◆ Solution Development and Delivery
  - » Developer
  - » Senior developer
  - » Systems designer/developer
  - » Senior systems designer/developer
- ◆ Application infrastructure
  - » Software development environment administrator and developers
  - » Software development environment architects
  - » Database architect and administrators
- ◆ Customer support
  - » Division technical support analysts
  - » Customer support technicians
  - » Customer support specialists
- ◆ Research/economic forecasting
  - » Data architect
  - » Research analysts
  - » Economist
- ◆ IT project management
- ◆ System administration
- ◆ Systems support and maintenance
  - » Systems support specialist
  - » Systems analyst/systems support specialist
  - » Business liaison

### Operations

- ◆ Administrative and facilities support
- ◆ Procurement and contract specialists
- ◆ Supply specialists
- ◆ Distribution specialists
- ◆ Inventory coordinator
- ◆ Administrative assistants
- ◆ Project manager