

OMF Business Operations Division

Providing strategic financial, communication and project management services for the Office of Management and Finance to achieve its goals.

Services Description FY 2014-15

The Division provides an array of financial management, communications, and project management services to OMF bureaus and divisions, Citywide projects, several small bureaus, and City Council offices.

Business Operations is made up of several teams; descriptions and an organizational chart are shown below:

Financial Management Services

BHR/BRFS/Council Offices – Financial and management services for the Bureau of Human Resources, Bureau of Revenue and Financial Services, Spectator Facilities, Business Operations, the Office of the Chief Administrative Officer, and all City Council offices and associated programs.

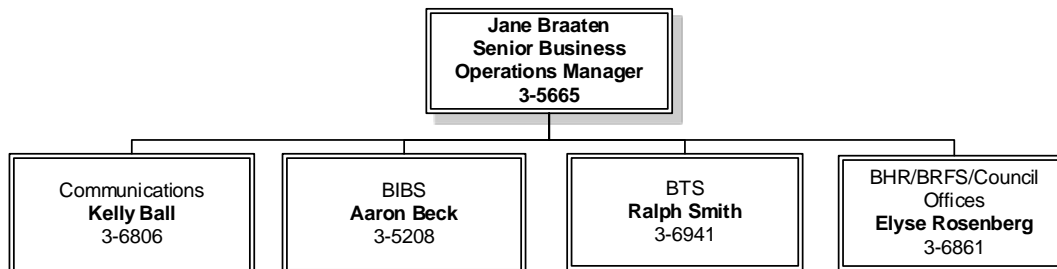
BIBS – Financial and management services for the Bureau of Internal Business Services (CityFleet, Facilities Services, Printing and Distribution, Procurement Services, Risk Management) and the Public Safety GO Bond program.

BTS – Financial and management services for the Bureau of Technology Services and the Public Safety Systems Revitalization Program.

Communications – Communications, strategic planning, public information, project management and community involvement services.

Administrative Services – Personnel transactions, timekeeping services, reception and procurement.

Management – Policy development, project management and support to special projects.



Summary of Services

Financial Management Services	
Description	Provide financial services and oversight for a total OMF budget of \$422 million and 15 funds.
Core Services For all Clients	<ul style="list-style-type: none"> • Develop and administer budgets • Develop OMF financial management process • Provide financial analysis of budget and business decisions • Provide financial analysis of funding plans and proposals • Prepare financial plans • Produce financial reports • Conduct projections and analysis for budget balancing • Prepare Financial Impact Statements for personnel actions and ordinances • Prepare and submit all OMF budget documents • Prepare audit schedules for OMF's divisions and Council offices in support of the City's fiscal year audit and CAFR production • Develop overhead models, interagency rates and financial component of interagency agreements • Prepare and submit budget monitoring reports for OMF • Process journal entries for allocating costs, correcting transactions and closing fiscal periods • Bill for services of interagency providers • Provide accounts payable services • Provide accounts relievable services
Additional Services For a subset of Clients	<ul style="list-style-type: none"> • Provide financial management services to large projects • Develop capital plans • Conduct capital project accounting • Create and maintain cost objects • Coordinate debt sales • Problem solve funding, purchasing, and contracting alternatives • Provide support services to small bureaus

Administrative Services	
Description	Provide administrative services and support to OMF bureaus.
Core Services For all Clients	<ul style="list-style-type: none"> • Coordinate and process timekeeping records • Process payroll and personnel administration • Provide reception services for 12th floor • Order and maintain supplies • Process and maintain FMLA files • Division records management
Additional Services For a subset of Clients	<ul style="list-style-type: none"> • Coordination of facilities, telephone, and ergonomic issues for occupants of the Portland Building's 12th floor • Provide P-card processing support • Process travel requests and coordinate travel arrangements • Provide purchasing and materials management services

Communications	
Description	Provide communications and project management support.
Core Services For all Clients	<ul style="list-style-type: none"> • Lead the monitoring of the OMF Strategic Plan; track and report progress • Prepare OMF budget narratives and performance measures • Research and respond to OMF records requests • Provide public information and media services • Convene, staff and develop management information reports for the OMF Advisory Committee, Diversity Development Committee, Labor-Management Committee and Sustainability Committee (Green Team), as well as for the City Council-appointed Public Safety GO Bond Independent Citizen Committee, Technology Oversight Committee and Socially Responsible Investing Committee • Create and manage internal, Citywide and community communications • Manage OMF's web pages, City homepage, and the Citywide employee portal • Provide document layout and design services • Produce management reports in assigned areas
Additional Services For a subset of Clients	<ul style="list-style-type: none"> • Coordinate community involvement efforts • Conduct communications/change management for OMF projects, such as the Portland Online refresh

Management / Other	
Description	Provide management, policy development and project management services in support of the CAO, Council and/or City initiatives.
Core Services	<ul style="list-style-type: none"> • Manage the production of the OMF Strategic Plan and customer service survey • Coordinate Bureau Directors meetings and planning sessions • Provide staff support to the OMF Core Leadership Team meetings • Manage the annual Citywide Charitable Campaign • Manage division professional development initiatives • Implement customer service process improvements • Provide project management support services
Additional Services	<ul style="list-style-type: none"> • Serve as a project sponsor for the City mentorship program • Serve as an OMF Navigator • Serve as a project sponsor on the Consolidation Inquiry • Convene the City Business Hour group • Provide leadership to the innovation project