

CHAPTER 2:

Administration/Legal/ Management Services

The Administration, Management Services and Legal Divisions provide administrative, legal and day-to-day support services to the Agency programs essential to the effective operations of the Department.

I. Administration

The Administration of the Department provides oversight and policy direction in all areas of the Department's activities. The Administrative staff includes the Director, Deputy Directors, Legal Counsel, Assistant Director, Associate Directors, Government Relations Program Manager, Division Administrators and the Administrative support staff. The Director and Deputy Directors are responsible for the overall function and coordination of Department activities. Generally, the Director is responsible for policy and the Deputy Directors for day-to-day management and administration. The Deputy Director of Administration serves as the manager of the Management Services Division. The Deputy Director of Programs, Assistant Director, Division Administrators, Associate Directors and the Program Manager are responsible for management, policy implementation, and coordination of activities in the various sections contained within their respective divisions.

Department Administration is responsible for coordination with other local, state and federal agencies. Staff serve on various committees within the state. The administration is also responsible for coordination and negotiations with the U.S. Environmental Protection Agency. A significant amount of the agency's funding is derived through the EPA, and substantial coordination is required. In addition, the agency coordinates certain activities with the U.S. Department of Defense and the Army Corps of Engineers.

The Director coordinates agency activities with the Governor's Office and the Nebraska Legislature. The Director is responsible for ensuring that the Agency effectively responds to state Legislative activities and actions.

The Deputy Director of Administration is largely responsible for day-to-day administrative activities and Agency operations. The Deputy Director is also given responsibility on a case-by-case basis for coordinating special activities which cross the divisional lines of responsibility.

The Deputy Director of Programs coordinates the various agency programmatic activities.

II. Legal Division

The Legal Division provides legal support to the Director and the Agency. Legal responsibilities of attorneys in the Division include:

- Preparing legal opinions interpreting federal and state laws and regulations,
- Advising the Director and Agency staff on duties and program responsibilities,
- Preparing administrative orders and other enforcement actions for the Agency,
- Representing the Agency in administrative proceedings,
- Preparing judicial referrals to the Attorney General,
- Serving as hearing officers for public and administrative contested case hearings,
- Drafting and reviewing proposed legislation, rules and regulations,
- Drafting and reviewing contracts, leases, and other legal documents,
- Reviewing other Agency documents, and
- Representing the Director and Agency as requested by the Director.

During FY10, the Director issued 33 administrative orders requiring compliance with environmental statutes and regulations. The Attorney General settled 18 civil judicial cases and judgments were entered for a total of \$558,600 in civil penalties with deferments possible in many cases for subsequent compliance. In addition, these judgments included \$380,400 for supplemental environmental projects (\$15,000 to WasteCap of Nebraska Finishing Technology Certification Program, \$43,400 to the West Point Community Foundation for Neligh Park maintenance fund, two utility vehicles totaling \$19,500 were donated to YMCA Camp Kitaki and Henry Doorly Zoo, \$49,000 to the Ravenna Public Schools, \$20,000 to York Public Schools, \$5,000 to St. Edward Fire Department and \$228,500 to the Attorney General's Environmental Protection Fund).

III. Management Services

The Management Services Division provides administrative and technical support to Department programs. The Deputy Director of Administration heads the division. The division's staff is divided into six areas — Fiscal Services, Human Resources, Records Management, Information Technology, Public Information, and Grant and Contract Coordination.

Fiscal Services

The Fiscal Services Section provides the budgeting and finance functions and coordinates Department spending, purchasing, and accounting responsibilities. The section also provides advice and assistance to various programs on financial questions and conducts financial reviews of grantees. For example, the section provides significant staff assistance to the Water Division regarding the State Revolving Fund Loan Program.

The Fiscal Services section serves as the financial liaison regarding grants with the EPA. A significant percentage of staff time is dedicated to meeting complex tracking requirements of the federal government.

As stated above, this section conducts financial reviews of the Department's various grant programs. Given the substantial amount of grant funds the Department distributes, it is essential to have staff reviewing financial activities of entities which receive funds. The Fiscal Services Section also assists the Integrated Solid Waste Management and Livestock programs in collecting and reporting all applicable fees. This section is also responsible for tracking receipt of Title V air emission fees.

Human Resources

The Human Resources team assists supervisors to recruit, hire, develop, retain, and reward a high quality of diverse staff. The team supports agency efforts to provide a working environment that strengthens individual and organizational performance through:

- fiscally responsible compensation and benefits programs;
- progressive human resources policies; and
- targeted career and organizational development initiatives that support the agency's mission of protecting the environment.

Specifically, Human Resources consults with supervisors and employees to: process employee pay and benefits; coordinate hiring; conduct new employee orientation and employee exit interviews; coordinate the agency's medical monitoring program; participate in the Health & Safety Committee; manage the classification and compensation program; and coordinate employee recognition programs. In addition, Human Resources is responsible for developing the agency's Affirmative Action Plan, monitoring the plan's goals and ensuring equal employment opportunity is an integral part of the daily activities of the agency. Other activities include: provision of technical assistance to supervisors concerning performance management and investigations of conduct complaints; participation on the agency's policy management team; evaluation of reasonable disability accommodations; and coordination of reporting requirements of the conflicts of interest provisions of the Nebraska Political Accountability and Disclosure. The Human Resources Section is responsible for processing the agency's bi-weekly payroll.

Records Management/Database Administration

The Records Management Section is responsible for managing the agency's paper and electronic records. The records are indexed into the Agency's computerized database, the Document Tracking System, and placed in files. Document indexing provides a brief description of individual documents in a file folder, or bound documents. Non-print formats like compact discs, diskettes, audiotapes and videotapes are also described through indexing. Approximately 187,500 agency files have been centralized into the agency's Document Tracking System. Centralizing the agency's records has increased accessibility to agency files to respond to records requests from the public, as well as for agency staff.

The Records Management Section coordinates responses to requests for information from the public, private consultants, and regulated entities that wish to research the history of environmental activities by the agency. These records requests involve a variety of topics such as landfills, leaking underground storage tanks, ethanol plants, wastewater treatment facilities, hazardous waste sites, and regulation development. The Section responded to approximately 1,300 records requests during FY2010.

In 2009 the agency completed and introduced a "Document / Record Retention and Preservation Plan" to agency staff. The Plan includes guidelines for document management, best practices for email, photo handling guidelines and links to access the agency's Records Retention and Disposition Schedule (Schedule 58) as well as to the Secretary of State's Retention Schedule for State Agencies General Records (Schedule 124). An online records training module was developed with the Plan and all agency staff were required to complete the online training and attend follow-up discussion sessions. New staff are also required to complete the online training.

As part of the Agency Document / Record Retention and Preservation Plan, the agency implemented a centralized mail handling process which allows better management of incoming documents and positions the agency for more efficient utilization of a document imaging system.

Database Administration is the facility data clearinghouse for the agency's Integrated Information System (IIS). Database Administration provides accurate descriptive and locational information for each IIS facility, communicating and coordinating database information with agency program staff, Records Management, Information Technology, and the regulated community.

The Records Management Section also provides other support functions for the agency, such as ordering supplies, staffing the main reception and switchboard area, and providing assistance in special projects or requests as needed.

Information Technology

The Information Technology Section provides computer support and information management for all Agency locations. Four professional staff members offer guidance and technical support in the acquisition and maintenance of computer hardware and software. They provide support for about 250 desktop computers, about 20 printers, two midrange AS/400 computers, four network servers, and software support. They also conduct training and oversee data telecommunications for the Agency. Four professional staff design, develop, support, and provide training for computer programs in supporting the Agency's information management needs and the administration of the Agency's computerized databases. One professional staff member provides support and assistance with mapping/locational information through a Geographical Information System. One professional staff person is responsible for managing all of the Information Technology staff, maintaining and updating the agency technology plan, and coordinating Information Technology Section activities.

The agency has developed an Integrated Information System (IIS) which is a centralized, shared data base containing descriptive, locational, program specific, and paper file information for all facilities and other items under the agency's jurisdiction. Nationally, NDEQ is among the leaders within state environmental agencies regarding information integration. Over the past decade, the program has implemented EPA grants to improve the network and information systems. These funds have been and continue to be used in efforts to integrate data that is shared among environmental agencies, to provide greater public access to this information, and to build additional information systems. In addition, the agency made available its first web based reporting application at the end of 2003, to replace the more traditional paper based reporting process.

In 2001, the agency successfully completed a pilot project with other states and EPA demonstrating the exchange of federally required information using eXtensible Markup Language (XML). This was the first successful effort to exchange data using this process. The Agency continues to be involved in the EPA/State efforts to build a National Environmental Information Exchange Network (Exchange Network). When completed, the Exchange Network will provide a consistent method for obtaining environmental information from any participating agency or program in the country. Currently the agency is participating, as members in a number of the work groups for the development of the Exchange Network.

In 2006, the agency, in conjunction with the environmental agencies from Iowa, Kansas, Missouri and EPA Region VII, started work on a Homeland Emergency Response Exchange (HERE) project to share information with each of the respective state Emergency Management Agencies. This project utilizes the technology of the Exchange Network to make information available before a disaster or catastrophic event. The project was operational in November of 2007. Since going operational, the project has expanded to other states in the country and is also being utilized by local planners and emergency response staff. An improved and expanded version of the HERE application was deployed in the original four states in the fall of 2009.

During the last year, the agency has been participating in the Enterprise Content Management Shared Services project with Nebraska's Chief Information Officer and other state agencies. The purpose of the project is to create and store electronic images of the agency's documents, to improve management of and access to public records. A Request for Proposals (RFP) was issued, vendors evaluated, a vendor selected, and a contract has been signed. The agency will be one of three partners working with the vendor during implementation to demonstrate and accept the requirements of the RFP. As part of the acceptance process, the agency will incorporate the ECM into existing business processes and operations.

Public Information Office

The Public Information Office serves as the Agency's initial source of communication with the public and media. The services of the Public Information Office are used by all divisions of the Agency.

A primary responsibility of this section is to handle questions from the public and media (newspaper, television and radio) regarding the Department's activities. Due to the increasing public awareness of environmental issues, the number of inquiries from both media and the general public has increased significantly in the past several years.

This Section is responsible for the writing and distribution of news releases on a wide range of environmental topics that are of importance to the public. The Section is also involved in the production of a number of other publications, including this annual report; brochures; Fact Sheets and Guidance Documents. These publications can be obtained by contacting the Public Information Office, or by visiting our web site.

An increasingly important method of communicating with the public is the agency's web site: **www.deq.state.ne.us**. The web site has grown considerably in recent years, and an agency-wide effort is on-going to revise the site to make it more accessible and interactive for our customers.

The Public Information Office also coordinates responses to inquiries submitted to the agency web site's e-mail address. That address is: **NDEQ.moreinfo@Nebraska.gov**

Grants/Contract Coordination

The Grant and Coordination Office assists with federal grant applications and compliance with grant conditions and requirements, particularly reporting requirements. In addition, the office assists with Requests For Proposals, contract development, tracking, management, and ensures contracts are kept current and contractors meet contract conditions. This office also provides assistance to the Fiscal Services Section.

Funding of Management Services

The Management Services Division provides essential administrative and technical support to the Department. Some activities in Management Services are program specific, but many are not. Funding for the Division is provided by two methods: 1) The majority of the staff salaries and activities are funded through an overhead charge to the Department's various programs; 2) Program specific staff time and activities are charged to those programs.