

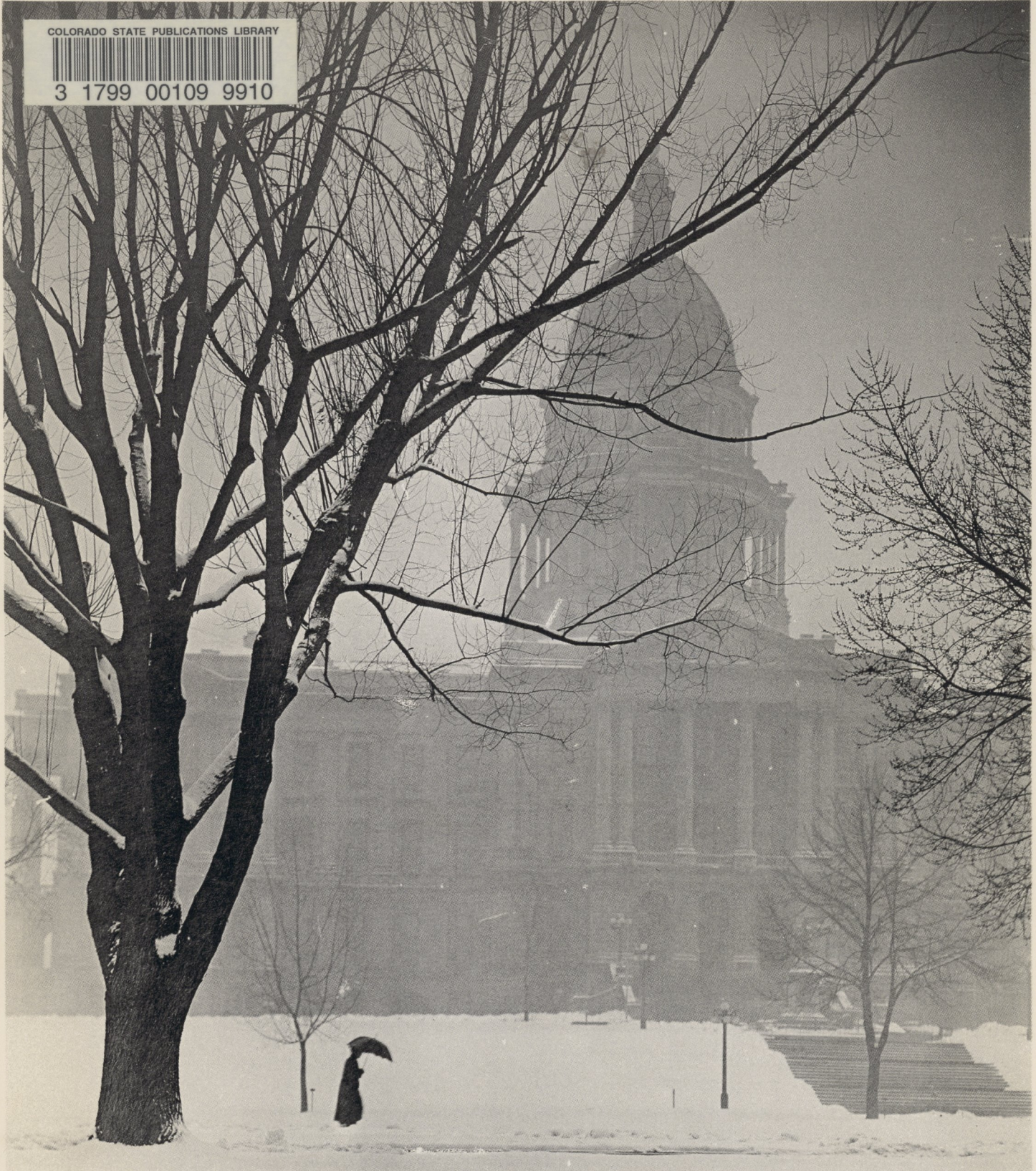
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DIRECTORY OF COLORADO STATE GOVERNMENT

Colorado Legislative Council

November 1994

This directory has been prepared as a service to members of the General Assembly. It is intended to be a quick reference guide to Colorado State Government.

The directory provides information about legislative offices and the major offices of the executive and judicial branches. Included within are telephone and facsimile numbers, locations, and contact names for the listed state agencies. In addition, organization charts and brief programmatic and budgetary overviews have been provided for the twenty executive departments, the judicial system, and the legislative branch.

The directory was prepared by Tony Salazar, Cynthia Bihms, Lorraine Dixon-Jones, and Phyllis Nuss, with coordination by David Hite.

Charles S. Brown
Director of Research
Colorado Legislative Council

About the Cover . . . This is a photograph of the Colorado Capitol taken around 1915 by Clark Blickensderfer, well known Colorado photographer and grandfather of State Senator Tom Blickensderfer. Denver was selected as the capital city in 1881. Construction of the Capitol began in the summer of 1886 and continued for twenty-two years. In January, 1995, the General Assembly will commemorate 100 years of occupancy of the building.

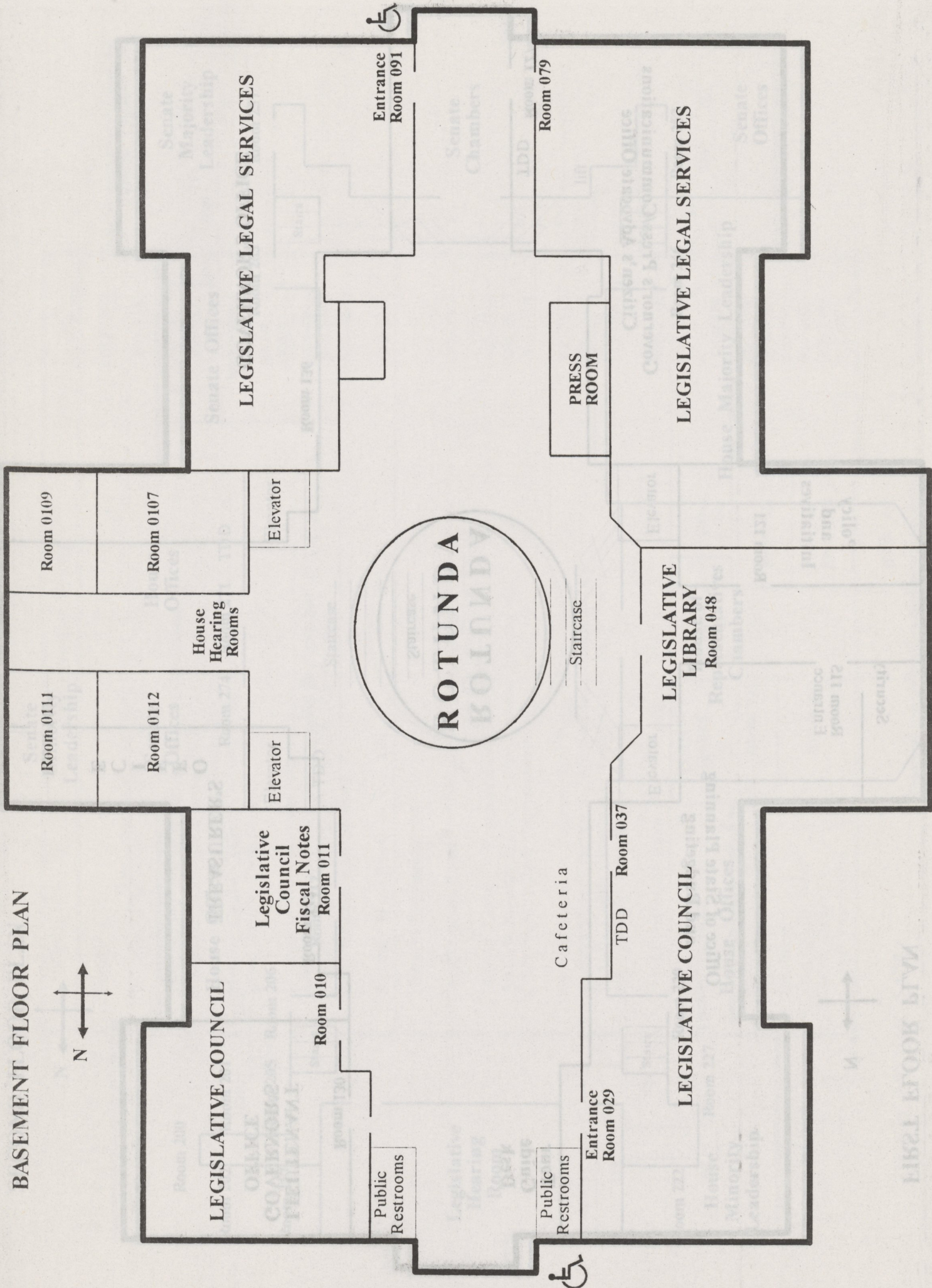
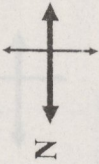
Photo courtesy of the Colorado Historical Society.

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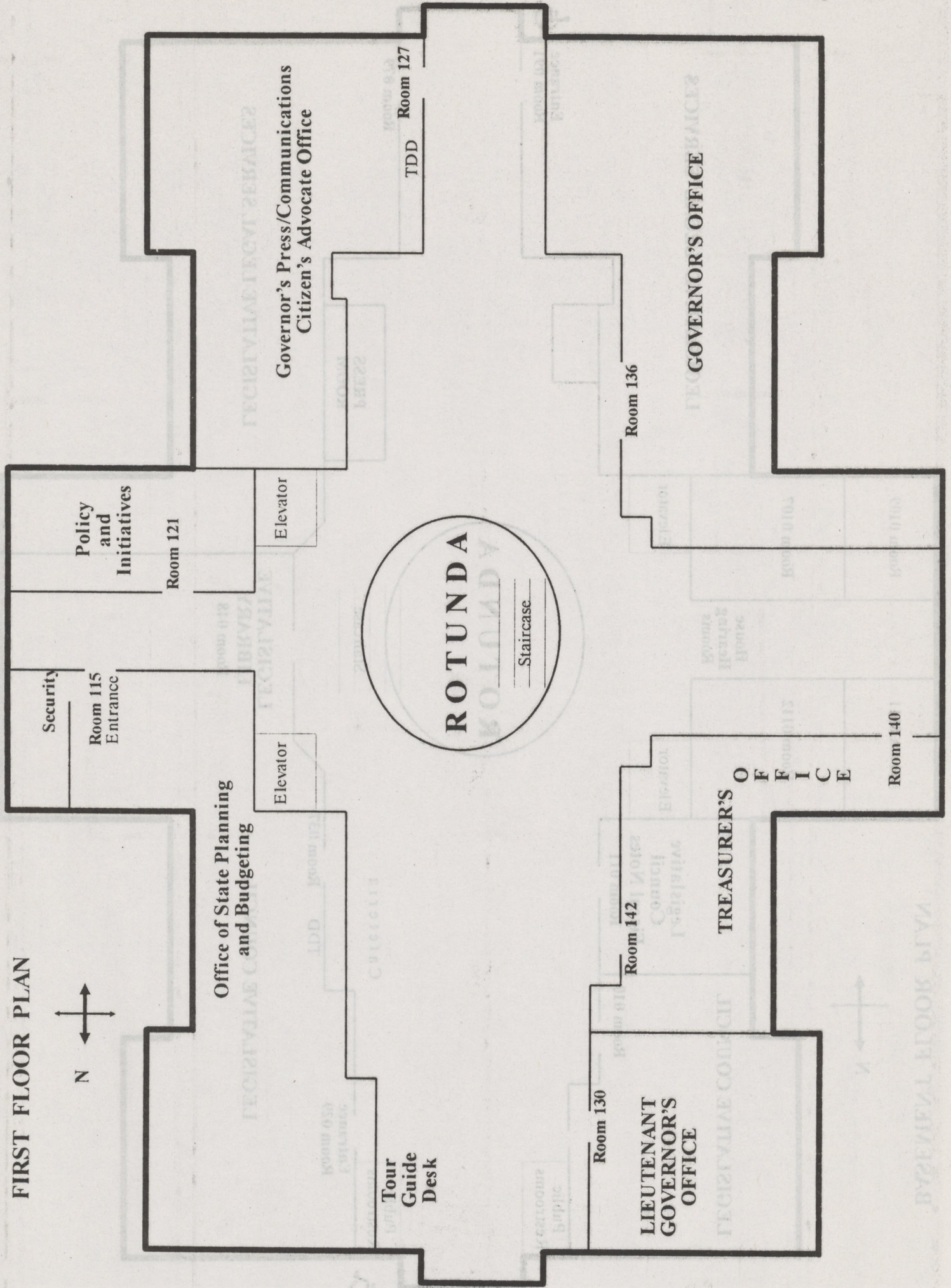
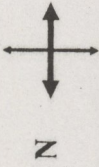
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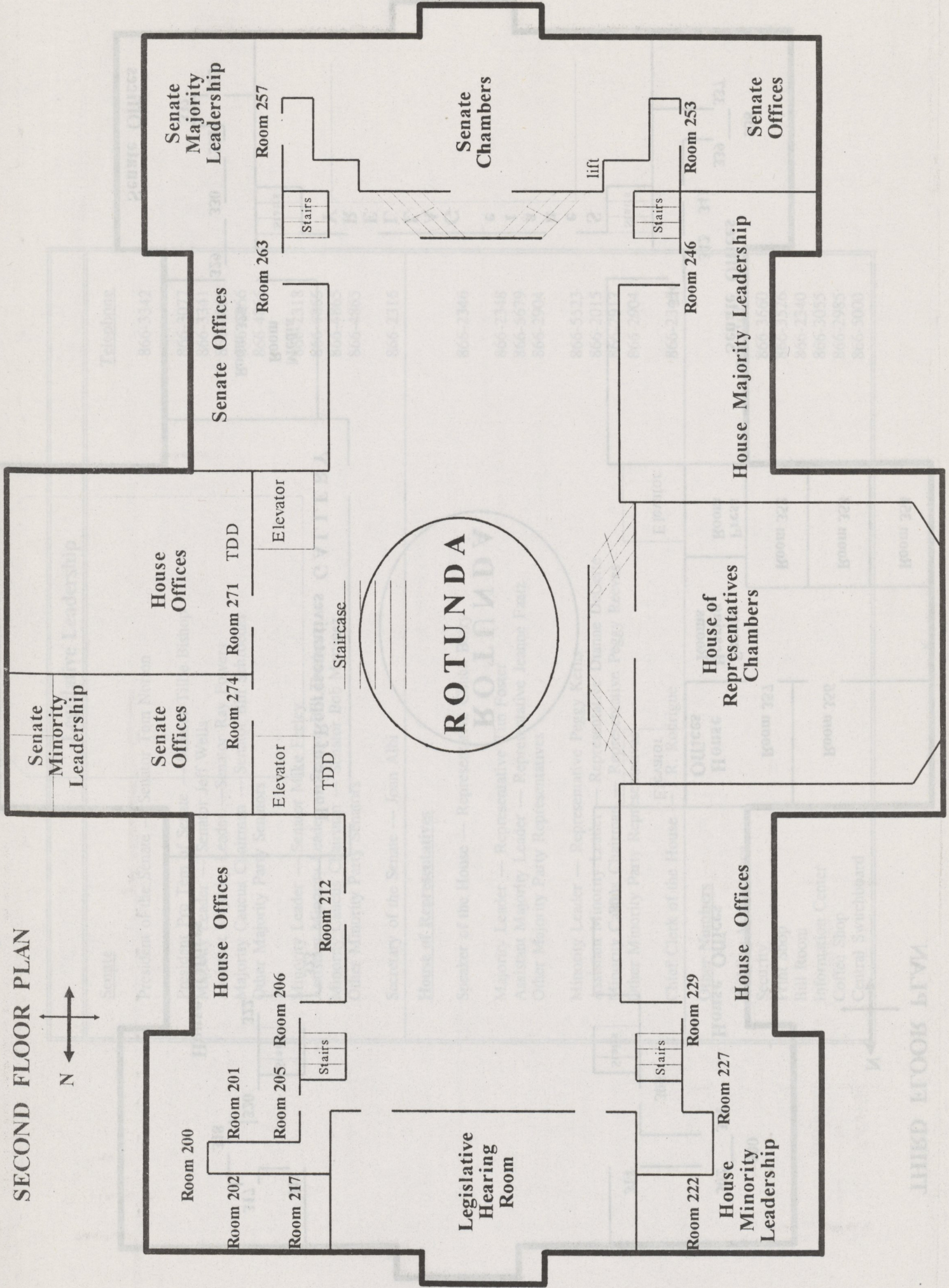
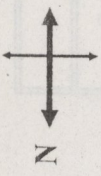
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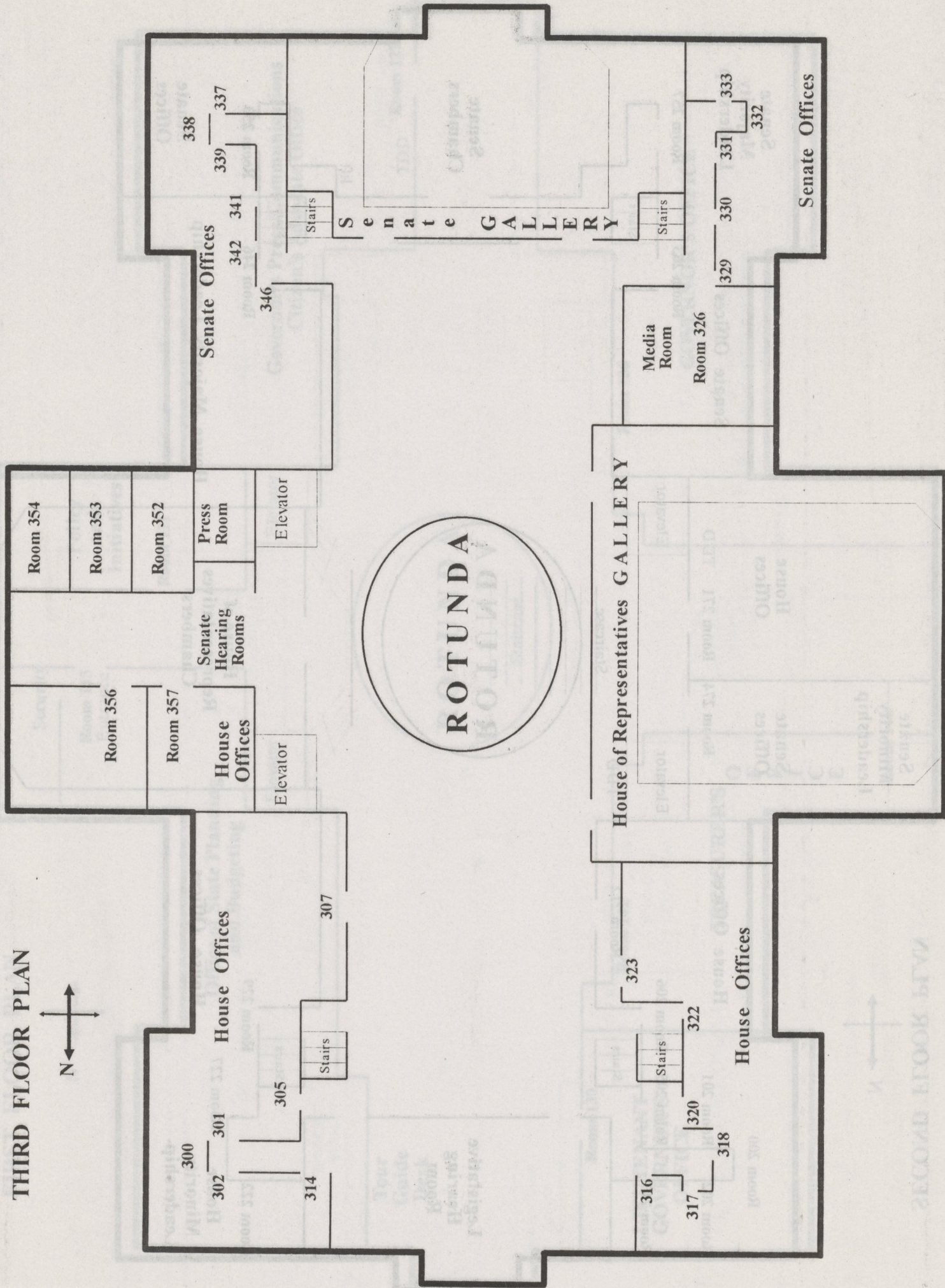
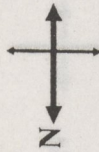
FIRST FLOOR PLAN



SECOND FLOOR PLAN



THIRD FLOOR PLAN



Legislative Leadership

<u>Senate</u>	<u>Telephone</u>
President of the Senate — Senator Tom Norton	866-3342
President Pro Tem of Senate — Senator Tillie Bishop	866-3077
Majority Leader — Senator Jeff Wells	866-3341
Assistant Majority Leader — Senator Ray Powers	866-4866
Majority Caucus Chairman — Senator Bill Schroeder	866-4866
Other Majority Party Senators	866-4866
Minority Leader — Senator Mike Feeley	866-2318
Assistant Minority Leader — Senator Bill Thiebaut	866-4865
Minority Caucus Chairman — Senator Bob Martinez	866-4865
Other Minority Party Senators	866-4865
Secretary of the Senate — Joan Albi	866-2316
<u>House of Representatives</u>	
Speaker of the House — Representative Chuck Berry	866-2346
Majority Leader — Representative Tim Foster	866-2348
Assistant Majority Leader — Representative Jeanne Faatz	866-5679
Other Majority Party Representatives	866-2904
Minority Leader — Representative Peggy Kerns	866-5523
Assistant Minority Leader — Representative Dianne DeGette	866-2015
Minority Caucus Chairman — Representative Peggy Reeves	866-2917
Other Minority Party Representatives	866-2904
Chief Clerk of the House — J.R. Rodrigue	866-2345
<u>Other Numbers</u>	
Building Maintenance	866-HELP
Security	866-3660
Print Shop	866-3526
Bill Room	866-2340
Information Center	866-3055
Coffee Shop	866-2985
Central Switchboard	866-5000

**ALPHABETICAL LISTING OF MAJOR EXECUTIVE, LEGISLATIVE AND
JUDICIAL AGENCIES OF COLORADO STATE GOVERNMENT**

January 6, 1995

Agency	Director or Head	Location	Telephone	Fax Phone
Accounting, Division of (Dept. of Treasury)	Tom Hancock	State Capitol Building, Room 140	866-5649	866-2123
Accounts and Control (Dept. of Administration)	Cliff Hall	1525 Sherman Street, Room 250	866-3281	866-4233
Acute and Ambulatory Care (Dept. of Health Care Policy & Financing)	Allen Chapman	1575 Sherman, 10th Floor	866-2445	866-2573
Administrative Hearings (Dept. of Administration)	Edwin Felter, Jr.	1120 Lincoln Street, Room 900	894-2500	894-2541
Adult Parole Supervision, Division of (Dept. of Corrections)	Tom Coogan	710 Kipling Street, Suite 200 Lakewood (80215)	239-5435	239-5435
Advanced Technology Institute (Dept. of Higher Education)	Dr. Phillips (Phil) Bradford	1625 Broadway, Suite 700 (80202)	620-4777	620-4789
Aeronautics (Dept. of Transportation)	Dennis Roberts	56 Inverness Drive East Englewood (80112)	792-2160	792-2180
Aging and Adult Services (Dept. of Human Services)	Rita Barreras	1575 Sherman, 4th Floor	866-3851	866-2704
Agricultural Statistics Service (Dept. of Agriculture)	Charles Hudson	645 Parfet Street, Suite W-201 Lakewood (80215)	236-2300	236-2299
Agriculture, State Board of (CSU System) (Dept. of Higher Education)	Dr. Al Yates, Chancellor	110 16th Street, Suite 634 (80202)	534-6290	534-6298
Air Pollution Control Division (Dept. of Public Health & Environment)	Tom Getz	4300 Cherry Creek Drive South	692-3100	782-5493
Alcohol and Drug Abuse Division (Dept. of Human Services)	Bob Aukerman	4300 Cherry Creek Drive South (80222)	692-2930	753-9775
Animal Industry (Dept. of Agriculture)	Dr. Jerry Bohlender	700 Kipling Street, Suite 1000	239-4161	239-4125

Agency	Director or Head	Location	Telephone	Fax Phone
Animal Protection (Dept. of Agriculture)	John Maulsby	700 Kipling Street, Suite 1000	239-4158	239-4125
Archives and Public Records (Dept. of Administration)	Terry Ketelsen	1313 Sherman Street, Room 1B-20	866-2055	866-2257
Assessment (Dept. of Education)	Wayne Martin	State Office Building, Room 501	866-6850	830-0793
Assessment Appeals, Board of (Dept. of Local Affairs)	Diane DeVries Board Administrator	Centennial Building, Room 315	866-5880	866-4485
Auditor (Legislative Branch)	Tim O'Brien	Legislative Services Building 200 East 14th Avenue	866-2051	866-2060
Auraria Higher Education Center (Dept. of Higher Education)	JoAnn Soker	1027 9th Street Park, POB 173361 Campus Box A (80217-3361)	556-3291	556-4403
Banking, Division of (Dept. of Regulatory Agencies)	Barbara Walker Commissioner	1560 Broadway, Suite 1175	894-7575	894-7570
Benefits and Finance (Dept. of Personnel)	Elainna Guerrette	Centennial Building, Room 319	866-3434	866-3879
Bio-Chemical Laboratory (Dept. of Agriculture)	Lon Ullrich	2331 West 31st Avenue (80211)	477-0014	480-9236
Board of Education, State (Dept. of Education)	Lynne Fontanier	State Office Building, Room 500	866-6817	830-0793
Boards and Commissions (Governor's Office)	Karen Rokala	State Capitol Building, Room 120	866-4267	866-2003
Boiler Inspection/Public Safety (Dept. of Labor and Employment)	Lee Doran	The Chancery, 13th Floor 1120 Lincoln Street	894-7539	894-2973
Brand Inspection (Dept. of Agriculture)	Gary Shoun	201 Livestock Exchange Building Room 201, 4701 Marion Street (80216)	294-0895	294-0918
Brucellosis (BANGS) Laboratory (Dept. of Agriculture)	Richard Forde	2331 West 31st Avenue (80211)	477-0076	480-9236
Business Development, Office of (Governor's Office)	Larry Kallenberger Acting	1625 Broadway, Suite 1710 (80202)	892-3840	892-3848

Agency	Director or Head	Location	Telephone	Fax Phone
Capitol Complex Facilities (CCF) (Dept. of Administration)	Diana Mattox	1341 Sherman Street	866-4357	866-4367
Central Services (Dept. of Administration)	Jack Keene	225 East 16th Avenue, Room 800	866-3970	894-2375
Chief Engineer (Dept. of Transportation)	Jim Siebels/Bill Riesbeck	4201 East Arkansas Avenue, Room 262	757-9204	757-9656
Child Care Services (Dept. of Human Services)	Grace Hardy	1575 Sherman, 1st Floor	866-5958	866-2214
Child Support Enforcement (Dept. of Human Services)	Kathy Stumm	1575 Sherman, 2nd Floor	866-5994	866-2214
Child Welfare Services (Dept. of Human Services)	John Daurio	1575 Sherman, 2nd Floor	866-3672	866-2214
Citizen's Advocate Office (Dept. of Public Health & Environment)	Lori Maldonado	4300 Cherry Creek Drive South	692-2035	691-0709
Civil Air Patrol (Dept. of Military Affairs)	Colonel Gary Tobey	East 6th Avenue and Quebec Lowry A.F.B. (80230)	321-3713	321-3739
Civil Rights, Division of (Dept. of Regulatory Agencies)	Jack Lang y Marquez	1560 Broadway, Suite 1050	894-2997	894-7830
Classification and Compensation (Dept. of Personnel)	Ken Allikian	Centennial Building, Room 119	866-2455	866-2458
Colorado Bureau of Investigation (Dept. of Public Safety)	Carl Whiteside	690 Kipling Street Denver (80215)	239-4301	235-0568
Colorado Financial Reporting System (COFRS) (Dept. of Administration)	Harry Massey	1525 Sherman Street, Room 150	866-6022	866-6318
Colorado State Patrol (Dept. of Public Safety)	Col. John Dempsey Chief	700 Kipling Street, Suite 3000 Denver (80215)	239-4403	239-4481
Community College and Occupational Education System (Dept. of Higher Education)	Dr. Jerome Wartgow, President	1391 North Speer Boulevard Suite 600 (80204)	620-4000	825-4295

Agency	Director or Head	Location	Telephone	Fax Phone
Community Corrections, Division of (Dept. of Corrections)	Jeanene Miller	710 Kipling Street, Suite 200 Lakewood (80215)	239-5420	239-5445
Community Partnership Office (Dept. of Local Affairs)	T. Michael Smith	140 East 19th Avenue, Room 100	894-2750	894-2759
Consumer Counsel, Office of (Dept. of Regulatory Agencies)	Ron Binz	1580 Logan Street, Suite 610	894-2121	894-2117
Consumer Protection (Dept. of Law)	Garth Lucero	1525 Sherman Street, 5th Floor	866-3613	866-5691
Consumer Protection Division (Dept. of Public Health & Environment)	Tom Messenger	4300 Cherry Creek Drive South	692-3620	782-4969
Consumer Relations (Dept. of Human Services)	Pam Zeldin	1575 Sherman, 1st Floor	866-5825	866-4214
Corporations (Dept. of State)	Mike Shea	1560 Broadway, Suite 200	894-2251	894-2242
Correctional Education, Division of (Dept. of Corrections)	Tony Rodasta	2862 South Circle Drive, Suite 400 Colorado Springs (80906)	(719) 540-4860	(719) 540-4805
Correctional Industries, Division of (Dept. of Corrections)	Tom Crago	2862 South Circle Drive, Suite 400 Colorado Springs (80906)	(719) 540-4870	(719) 540-4805
Council on the Arts (Dept. of Higher Education)	Fran Holden	750 Pennsylvania Street (80203)	894-2617	894-2615
Court of Appeals (Judicial Branch)	Patrick H. Stanford Clerk of Court of Appeals	State Judicial Building, Room 300 2 East 14th Avenue	837-3785	837-3702
Criminal Enforcement (Dept. of Law)	John Dailey	1525 Sherman Street, 5th Floor	866-5785	866-3955
Criminal Justice, Division of (Dept. of Public Safety)	Bill Woodward	700 Kipling Street, Suite 1000 Denver (80215)	239-4442	239-4491
Deaf and the Blind, School for the (Dept. of Education)	Marilyn Jaitly Superintendent	33 North Institute Street Colorado Springs (80903-3599)	(719) 578-2102 (Denver line) 534-7386	(719) 578-2239

Agency	Director or Head	Location	Telephone	Fax Phone
Developmental Disabilities (Dept. of Human Services)	Charlie Allinson	3824 West Princeton Circle (80236)	762-4560	762-4300
Disease Control and Environmental Epidemiology Division (Dept. of Public Health & Environment)	Ellen Mangione	4300 Cherry Creek Drive South	692-2700	782-0904
Economic Development (Governor's Office)	Vacant	State Capitol Building, Room 136	866-2471	866-2003
Economic Development Commission (Dept. of Local Affairs)	Gayle Brody	1625 Broadway, Suite 1710 (80202)	892-3761	892-3725
Education, State Board of (Dept. of Education)	Lynne Fontanier	State Office Building, Room 500	866-6817	830-0793
Educational Services (Dept. of Education)	Art Ellis	State Office Building, Room 206	866-6678	830-0793
Elections (Dept. of State)	Bill Hobbs	1560 Broadway, Suite 200	894-2680 Ext 1	894-2242
Emergency Management, Office of (Dept. of Local Affairs)	Hal Knott Acting	Centennial Building, Room 521	866-2354	866-2251
Emergency Medical Services Division (Dept. of Public Health & Environment)	Larry McNatt	4300 Cherry Creek Drive South	692-2980	782-0904
Employment Programs (Dept. of Labor and Employment)	Judi Richendifer	600 Grand Street, 9th Floor	837-3900	837-3935
Energy Conservation, Office of (Governor's Office)	Wade Buchanan	1675 Broadway, Suite 1300 (80202)	620-4292	620-4288
Environment, Office of (Dept. of Public Health & Environment)	Tom Looby	4300 Cherry Creek Drive South	692-3099	782-4969
Environmental Integration Group (Dept. of Public Health & Environment)	Jackie Berardini	4300 Cherry Creek Drive South	692-3005	782-4969
Family and Community Health Services Division (Dept. of Public Health & Environment)	Dan Gossert	4300 Cherry Creek Drive South	692-2310	782-5576

Agency	Director or Head	Location	Telephone	Fax Phone
Farm Products (Dept. of Agriculture)	John Gerhardt	2331 West 31st Avenue (81144)	477-0054	480-9236
Federal Program Services (Dept. of Education)	Betty Hinkle	State Office Building, Room 405	866-6779	830-0793
Financial Services (Dept. of Regulatory Agencies)	David L. Paul Commissioner	1560 Broadway, Suite 1520	894-2336	894-7885
Fire Safety, Division of (Dept. of Public Safety)	Paul Cooke	700 Kipling Street, Suite 1200 Denver (80215)	239-4463	239-4405
Food Assistance (Dept. of Human Services)	Mark Tandberg	1575 Sherman, 3rd Floor	866-2535	866-2704
Frozen Food and Poultry (Dept. of Agriculture)	Jim Thurman	2331 West 31st Avenue (80211)	477-0086	480-9236
Fruit and Vegetable (Dept. of Agriculture)	Mike Popovich	P.O. Box 407, Monte Vista (81526)	(719) 852-4749	(719) 852-4319
Gaming (Dept. of Revenue)	George Turner Director	720 South Colorado Boulevard Suite 540-S (80222)	757-7555	757-8624
General Government Computer Center (GGCC) (Dept. of Administration)	Jim Cleek	690 Kipling, Lakewood (80215)	239-4313	239-4383
Geological Survey (Dept. of Natural Resources)	Vicki Cowart State Geologist	Centennial Building, 7th Floor	866-2611	866-2461
Hazardous Materials and Waste Management Division (Dept. of Public Health & Environment)	Howard Roitman	4300 Cherry Creek Drive South	692-3300	759-5355
Health Data and Evaluation (Dept. of Health Care Policy & Financing)	Reid Reynolds	1575 Sherman, 10th Floor	866-3327	866-2803
Health Facilities Division (Dept. of Public Health & Environment)	Paul Daraghy	4300 Cherry Creek Drive South	692-2800	782-4883
Health, Office of (Dept. of Public Health & Environment)	Merril Stern	4300 Cherry Creek Drive South	692-2100	782-0095

Agency	Director or Head	Location	Telephone	Fax Phone
Health Plans and Medical Services (Dept. of Health Care Policy & Financing)	Richard Allen	1575 Sherman, 10th Floor	866-5401	866-2573
Health Statistics and Vital Records (Dept. of Public Health & Environment)	Joe Carney	4300 Cherry Creek Drive South	692-2200	(800) 423-1108
Historical Society (Dept. of Higher Education)	James E. Hartmann	Colorado History Museum 1300 Broadway	866-3355	866-5739
Housing, Division of (Dept. of Local Affairs)	Tom Hart	Centennial Building, Room 323	866-2033	866-4485
Human Resources (Dept. of Law)	Paul Farley	1525 Sherman Street, 5th Floor	866-5680	866-5691
Human Resources and Administration (Dept. of Transportation)	Carla Elam-Floyd	4201 East Arkansas, Room 260	757-9163	757-9656
Industrial Claim Appeals Panel (Dept. of Labor and Employment)	Dona Halsey	The Chancery, Suite 704 1120 Lincoln Street	894-2378	894-2973
Information Management Commission (IMC) (Dept. of Administration)	Clay Powers	1525 Sherman Street, Room 100	866-3222	866-2124
Insectary, Division of Plant Industry (Dept. of Agriculture)	Kent Mowrer	P.O. Box 400 Palisade (80211-3831)	464-7916	464-5791
Inspection and Consumer Services (Dept. of Agriculture)	Ron Turner	2331 West 31st Avenue (80211)	477-0076	480-9236
Insurance, Division of (Dept. of Regulatory Agencies)	Jack Ehnes Commissioner	1560 Broadway, Suite 850	894-7499	894-7455
International Trade Office (Governor's Office)	Morgan Smith	1625 Broadway, Suite 680 (80202)	892-3850	892-3820
Investment, Division of (Dept. of Treasury)	Virginia Wagner	State Capitol Building, Room 140	866-5651	866-2123
Job Training Office (Governor's Office)	Les Franklin	720 South Colorado Boulevard Suite 550, Denver (80222)	758-5020	758-5578

Agency	Director or Head	Location	Telephone	Fax Phone
Joint Budget Committee (Legislative Branch)	Kenneth Conahan Staff Director	Legislative Services Building 200 East 14th Avenue	866-2061	866-2150
Judicial Administration (Judicial Branch)	Steven Berson State Court Administrator	1301 Pennsylvania, Suite 300	837-3668	831-1814
Labor Market Information (Dept. of Labor and Employment)	Bill LaGrange	393 South Harlan	937-4946	937-4945
Labor Standards (Dept. of Labor and Employment)	Carlos Renteria	The Chancery, 13th Floor 1120 Lincoln Street	894-7540	894-2973
Laboratory Division (Dept. of Public Health & Environment)	Ron Cada	4210 East 11th Avenue (80220-3716)	691-4700	393-7881
Land Commissioners, Board of (Dept. of Natural Resources)	Max Vezzani Director	Centennial Building, 6th Floor	866-3454	866-3152
Law Library (Judicial Branch)	Lois Calvert	State Judicial Building, Room B112 2 East 14th Avenue	837-3720	None
Legislative Council (Legislative Branch)	Charlie Brown Director of Research	State Capitol Building, Room 029 200 East Colfax Avenue	866-3521	866-3855
Legislative Legal Services, Office of (Legislative Branch)	Doug Brown Director	Sate Capitol Building, Room 091 200 East Colfax Avenue	866-2045	866-4157
Library and Adult Education Office (Dept. of Education)	Nancy Bolt	State Office Building, Room 309	866-6900	830-0793
Licensing (including bingo, raffles and notary) (Dept. of State)	Johanna Billmyer	1560 Broadway, Suite 200	894-2680 Ext 2	894-2242
Liquor Enforcement (Dept. of Revenue)	David Reitz	Annex Building, Room 600	866-3741	866-4541
Local Government, Division of (Dept. of Local Affairs)	Hal Knott	Centennial Building, Room 520	866-2156	866-2251
Long Term Care (Dept. of Health Care Policy & Financing)	Richard Allen	1575 Sherman, 10th Floor	866-5403	866-2573

Agency	Director or Head	Location	Telephone	Fax Phone
Lottery (Dept. of Revenue)	Bill Russell Acting Director	201 West 8th Street, Suite 600 Pueblo 81003	(719) 546-2400	(719) 546-5208
Market Industry (Dept. of Agriculture)	Jim Rubingh	700 Kipling Street, Suite 4000	239-4114	239-4125
Mental Health (Dept. of Human Services)	Tom Barrett	3520 West Oxford Avenue (80236)	762-4105	762-4373
Minerals and Geology, Division of (Dept. of Natural Resources)	Michael Long Director	Centennial Building, 2nd Floor	866-3567	832-8106
Minority Business Development (Governor's Office)	Verneeda Moore	1313 Sherman Street, Room 518	866-6400	866-2251
Motion Picture and TV Commission (Dept. of Local Affairs)	Michael Klein	1625 Broadway, Suite 1700 (80202)	572-5444	572-5099
Motor Vehicle (Dept. of Revenue)	Dee Hartman	140 West 6th Avenue, Room 100 (80204)	572-5653	620-4962
Motor Vehicle Hearings (Dept. of Revenue)	Chuck Howe	140 West 6th Avenue, Room 101 (80204)	572-5899	572-5700
National Guard (Dept. of Military Affairs)	Major General John L. France	Patriot Plaza, 6848 South Revere Parkway Englewood (80112-6703)	397-3023	397-3003
Natural Resources (Dept. of Law)	Patricia Bangert	1525 Sherman Street, 5th Floor	866-5072	866-3558
Nursing Homes - State and Veterans (Dept. of Human Services)	Chip Roberts	1575 Sherman, 8th Floor	866-2259	866-2368
Oil and Gas Conservation Commission (Dept. of Natural Resources)	Rich Griebling Director	1580 Logan, Room 380	894-2100	894-2109
Oil Inspection (Dept. of Labor and Employment)	Dick Piper	1001 East 62nd Avenue	289-5643	287-4284
Parks and Outdoor Recreation, Division of (Dept. of Natural Resources)	Laurie Mathews Director	Centennial Building, 6th Floor	866-3437	866-3206
Parole Board (Dept. of Corrections)	Larry Trujillo	1600 West 24th Street Pueblo (81003)	(719) 546-0141	(719) 546-0363

Agency	Director or Head	Location	Telephone	Fax Phone
Personnel Board (Dept. of Personnel)	Mary Ann Whiteside	Centennial Building, Room 111	866-3244	866-2021
Plant Industry (Dept. of Agriculture)	Robert Sullivan	700 Kipling Street, Suite 4000	239-4140	239-4177
Policy and Research (Sunset/Sunrise) (Dept. of Regulatory Agencies)	H. Rene Ramirez Acting Director	1560 Broadway, Suite 1550	894-7848	894-7885
Ports of Entry (Dept. of Revenue)	Phil Vasquez	516 Acoma Street	572-5690	572-5764
POST Board (Dept. of Law)	John Shell	1525 Sherman Street, 5th Floor	866-5692	866-5691
Prevention Programs Division (Dept. of Public Health & Environment)	Snip Young	4300 Cherry Creek Drive South	692-2500	782-0095
Property Tax, Division of (Dept. of Local Affairs)	Mary Huddleston	Centennial Building, Room 419	866-2371	866-4000
Public and Intergovernmental Relations (Dept. of Transportation)	Dan Hopkins	4201 East Arkansas Avenue, Room 277	757-9469	757-9153
Public and Private Initiatives (Dept. of Helath Care Policy & Financing)	Michael Rothman	1575 Sherman, 10th Floor	866-3327	866-2803
Public Defender (Judicial Branch)	David Vela	Petroleum Building 110 Sixteenth Street, Suite 800 (80202)	620-4888	620-4931
Public Information (Dept. of Agriculture)	Jim Miller	700 Kipling Street, Suite 4000	239-4100	239-4125
Public Information (Dept. of Human Services)	Dwight Einsnach	1575 Sherman, 1st Floor	866-5822	866-4214
Public Information (Dept. of Labor and Employment)	Rosemary Marshall	600 Grant Street, 9th Floor	837-3804	837-3956
Public Information (Dept. of Personnel)	Sara Alt	Centennial Building, Room 122	866-2321	866-2021
Public School Finance (Dept. of Education)	Byron Pendley	State Office Building, Room 508	866-6845	866-0793

Agency	Director or Head	Location	Telephone	Fax Phone
Public Utilities Commission (Dept. of Regulatory Agencies)	Bruce Smith Director	1580 Logan Street, Office Level 2 (80203)	894-2000 Ext 0	894-2065
Purchasing (including State Buildings) (Dept. of Administration)	Nanci Kadlecik Acting Director	225 East 16th Avenue, Room 900	866-6100	894-7445
Racing, Division of (Dept. of Revenue)	David Reitz Acting Director	1560 Broadway, Suite 1540	894-2990	894-7580
Radiation Control Division (Dept. of Public Health & Environment)	Bob Quillin	4300 Cherry Creek Drive South	692-3030	782-5083
Real Estate Commission (Dept. of Regulatory Agencies)	Michael Gorham	1900 Grant Street, Suite 600 (80203)	894-2166	894-2683
Refugee Services (Dept. of Human Services)	Laure Bagan	789 Sherman Street, Suite 250	863-8216	863-0838
Registrations (professional and occupational licensing boards) (Dept. of Regulatory Agencies)	Bruce M. Douglas	1560 Broadway, Suite 1300	894-7690	894-7692
Regulatory Law (Dept. of Law)	Merrill Shields	1525 Sherman Street, 5th Floor	866-5307	866-5395
Regulatory Reform, Office of (Dept. of Regulatory Agencies)	Fran LeDuke Director	1560 Broadway, Suite 1530	894-7839	894-7834
Rehabilitation Services (Dept. of Human Services)	Diana Huerta	1575 Sherman, 4th Floor	866-5196	866-2704
Revisor of Statutes (Legislative Branch)	Charlie Pike Revisor of Statutes	State Capitol Building, Room 091 200 East Colfax Avenue	866-2045	866-4157
Risk Management (Dept. of Administration)	Jerry Waddles	225 East 16th Avenue, Room 600	866-3848	894-2049
Rural Job Training, Office of (Dept. of Local Affairs)	Dwight Steele	1900 Grant Street, Suite 800	894-7410	894-7416
School for the Deaf and the Blind (Dept. of Education)	Marilyn Jaitley Superintendent	33 North Institute Street Colorado Springs (80903-3599)	(719) 578-2102	(719) 578-2239

Agency	Director or Head	Location	Telephone	Fax Phone
School of Mines (Dept. of Higher Education)	Dr. George Ansell	1500 Illinois Street, Golden (80401)	273-3280	273-3278
Securities, Division of (Dept. of Regulatory Agencies)	Philip A. Feigin	1580 Lincoln, Suite 420 (80203)	894-2320	861-2126
Selection Center (Dept. of Personnel)	Brad Mallon	Centennial Building, Room 118	866-2431	866-2021
Small Business Assistance (Governor's Office)	Rick Garcia	1625 Broadway, Suite 1710 (80202)	892-5920	892-3848
Soil Conservation Board (Dept. of Natural resources)	Dan Parker	Centennial Building, 2nd Floor	866-3351	866-8106
Special Services (Dept. of Education)	Brian McNulty	State Office Building, Room 405	866-6782	866-0793
State Board of Agriculture (CSU System) (Dept of Higher Education)	Dr. Al Yates Chancellor	110 16th Street, Suite 634 (80202)	534-6290	534-6298
State Board of Education (Dept. of Education)	Lynne Fontanier	State Office Building, Room 500	866-6817	830-0793
State Planning and Budgeting (Governor's Office)	George Delaney	State Capitol Building, Room 111	866-3317	866-3044
Student Loan Program (Dept. of Higher Education)	Robert Fomer	999 18th Street, Suite 425 (80202)	294-5050	294-5076
Supreme Court (Judicial Branch)	Mac V. Danford Clerk of Supreme Court	State Judicial Building, Room 415 2 East 14th Avenue	837-3790	None
Surplus Property (Dept. of Corrections)	Ron Bachali	4200 Garfield (80216)	321-2200	320-1050
Tax Analysis (Dept. of Revenue)	Jim Huyghebaert	Annex Building, Room 422	866-3089	866-3087
Tax Auditing and Compliance (Dept. of Revenue)	John Vecchiarelli	Annex Building, Room 504	866-3714	866-2265
Tax Conferee (Dept. of Revenue)	Ron Granner	Annex Building, Room 248	866-3212	866-3211

Agency	Director or Head	Location	Telephone	Fax Phone
Taxpayer Services (Dept. of Revenue)	Jim Davis	Annex Building, Room 204	866-5565	866-3211
Teacher Licensure/Professional Education (Dept. of Education)	Eugene Campbell	State Office Building, Room 501	866-6851	866-0793
Technical and Consulting Services (Dept. of Personnel)	Jerome C. Davies	Centennial Building, Room 115	866-2438	866-2021
Telecommunications (Dept. of Administration)	Bob Tolman	2452 West 2nd Avenue, Room 19 (80223)	866-2341	866-1811
Tort Litigation (Dept. of Law)	Timothy Arnold	1525 Sherman Street, 5th Floor	866-5236	866-5691
Tourism Board (Dept. of Local Affairs)	Jerry Smith	Centennial Building, Room 518	866-2771	866-2251
Transportation Development (Dept. of Transportation)	Harvey R. Atchison	4201 East Arkansas Avenue, Room 262	757-9525	757-9656
Transportation Safety (Dept. of Transportation)	John E. Conger	4201 East Arkansas Avenue, West Annex	757-9381	757-9439
Trustees of State Colleges in Colorado (Dept. of Higher Education)	Dr. William Fulkerson	Spectrum Building, Suite 750 1580 Lincoln Street (80203)	866-2588	894-2459
University of Colorado — Central Administration	Dr. Judith E. N. Albino, President	914 Broadway, Boulder (80309)	492-6201	492-6772
— Boulder	Dr. Roderic Park, Chancellor	914 Broadway, Boulder (80309)	492-8908	492-5105
— Colorado Springs	Dr. Linda Bunnell Jones, Chancellor	Box 7150, Colorado Springs (80933-7150)	(719) 593-3436	(719) 593-3362
— Denver	Dr. John Buechner, Chancellor	1250 14th Street, Denver (80202)	556-2643	556-2164
— Health Sciences Center (Dept. of Higher Education)	Dr. Vincent A. Fulginiti, Chancellor	4200 East 9th Avenue (80262)	270-7682	270-7729
Unclaimed Property, Division of (Dept. of Treasury)	Patty White	1560 Broadway, Suite 630 (80202)	894-2443	866-2123

Agency	Director or Head	Location	Telephone	Fax Phone
Unemployment Insurance (Dept. of Labor and Employment)	Don Peitersen	600 Grant Street, 9th Floor	837-3925	837-3956
Uniform Commercial Code (UCC) (Dept. of State)	Mike Shea	1560 Broadway, Suite 200	894-2200 Ext 3	894-2242
Uniform Consumer Credit Code (Dept. of Law)	Laura Udis	1525 Sherman Street, 5th Floor	866-5304	866-5691
University of Northern Colorado (Dept. of Higher Education)	Dr. Herman Lujan, President	Greeley (80639)	351-2121	351-1880
Veterans Affairs (Dept. of Human Services)	Dick Ceresko	1575 Sherman, 4th Floor	830-6993	863-0838
Water Conservation Board (Dept. of Natural Resources)	Daries "Chuck" Lile Director	Centennial Building, 7th Floor	866-3441	866-4474
Water Quality Control Division (Dept. of Public Health & Environment)	Dave Holm	4300 Cherry Creek Drive South	692-3500	782-0390
Water Resources, Division of (Dept. of Natural Resources)	Hal Simpson State Engineer	Centennial Building, 8th Floor	866-3581	866-3589
Weights and Measures (Dept. of Agriculture)	David Wallace	3125 Wyandot (80211)	866-2845	480-9236
Wildlife, Division of (Dept. of Natural Resources)	Perry Olson Director	6060 Broadway (80216)	297-1192	294-0874
Women's Business Representative (Governor's Office)	Cece Ortiz	1313 Sherman Street, Room 518	866-6400	866-2551
Workers' Compensation (Dept. of Labor and Employment)	Barbara Kozelka Acting Director	The Chancery, 12th Floor 1120 Lincoln Street	764-4321	764-4318
Youth Crime Prevention and Intervention Program (Dept. of Local Affairs)	Bill Timmermeyer	Centennial Building, Room 518	866-4100	866-2251
Youth Services (Dept. of Human Services)	Jerald Adamek	4255 South Knox Court (80236)	762-4695	762-1418

AGENCY LISTINGS BY DEPARTMENT

LEGISLATIVE SERVICE AGENCIES				
Agency	Director or Head	Location	Telephone	Fax
Auditor	Tim O'Brien	Legislative Services Building 200 East 14th Avenue	866-2051	866-2060
Joint Budget Committee	Kenneth Conahan Staff Director	Legislative Services Building 200 East 14th Avenue	866-2061	866-2150
Legislative Council	Charlie Brown Director of Research	State Capitol Building, Room 029 200 East Colfax Avenue	866-3521	866-3855
Office of Legislative Legal Services	Doug Brown Director	State Capitol Building, Room 091 200 East Colfax Avenue	866-2045	866-4157
Revisor of Statutes	Charlie Pike Revisor of Statutes	State Capitol Building, Room 091 200 East Colfax Avenue	866-2045	866-4157

JUDICIAL BRANCH				
Agency	Director or Head	Location	Telephone	Fax
Court of Appeals	Patrick H. Stanford Clerk of Court of Appeals	State Judicial Building, Room 300 2 East 14th Avenue	837-3785	837-3702
Judicial Administration	Steven Berson State Court Administrator	1301 Pennsylvania, Suite 300	837-3668	831-1814
Law Library	Lois Calvert	State Judicial Building, Room B112 2 East 14th Avenue	837-3720	None
Legislative Liaison	Kim Morss	1301 Pennsylvania, Suite 300	861-1111	831-1814
Public Defender	David Vela	Petroleum Building 110 Sixteenth Street, Suite 800 (80202)	620-4888	620-4931
Supreme Court	Mac V. Danford Clerk of Supreme Court	State Judicial Building, Room 415 2 East 14th Avenue	837-3790	None

NOTE: All zip codes are 80203, unless otherwise indicated.

GOVERNOR'S OFFICE

Roy Romer, Governor
 State Capitol Building, Room 136
 866-2471

Gail Schoettler, Lieutenant Governor
 State Capitol Building, Room 130
 200 East Colfax Avenue (80203)
 866-2087

Portion of the Governor's Administrative Staff

Staff Position	Staff Person	Location	Telephone	Fax
Boards and Commissions	Karen Rokala	State Capitol Building, Room 120	866-4267	866-2003
Business Development, Office of	Larry Kallenberger Acting	1625 Broadway, Suite 1710 (80202)	892-3840	892-3848
Chief of Staff	Meg Porfido	State Capitol Building, Room 136	866-2471	866-2003
Deputy Chief of Staff	Alan Salazar	State Capitol Building, Room 136	866-2471	866-2003
Economic Development	Vacant	State Capitol Building, Room 136	866-2471	866-2003
Energy Conservation, Office of	Wade Buchanan	1675 Broadway, Suite 1300 (80202)	620-4292	620-4288
International Trade Office	Morgan Smith	1625 Broadway, Suite 680 (80202)	892-3850	892-3820
Job Training Office	Les Franklin	720 South Colorado Boulevard Suite 550, Denver (80222)	758-5020	758-5578
Legal Advisor	Timothy Daly	State Capitol Building, Room 136	866-2471	866-2003
Legislative Liaison	Joan Solem	State Capitol Building, Room 136	866-2471	866-2003
Minority Business Development	Verneeda Moore	1313 Sherman Street, Room 518	866-6400	866-2251
Policy and Initiatives	Alan Salazar	State Capitol Building, Room 121	866-2155	866-2003
Press Secretary	Jim Carpenter	State Capitol Building, Room 127	866-4572	866-2003
Small Business Assistance	Rick Garcia	1625 Broadway, Suite 1710 (80202)	892-5920	892-3848
State Planning and Budgeting	George Delaney	State Capitol Building, Room 111	866-3317	866-3044
Women's Business Representative	Cece Ortiz	1313 Sherman Street, Room 518	866-6400	866-2551

DEPARTMENT OF ADMINISTRATION

Andre N. Pettigrew, Executive Director
 Nanci Kadlecek, Deputy Director
 1525 Sherman Street, Room 200
 Denver, CO 80203
 866-3221

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Accounts and Control	Cliff Hall	1525 Sherman Street, Room 250	866-3281	866-4233
Administrative Hearings	Edwin Felter, Jr.	1120 Lincoln Street, Room 900	894-2500	894-2541
Archives and Public Records	Terry Ketelsen	1313 Sherman Street, Room 1B-20	866-2055	866-2257
Capitol Complex Facilities (CCF)	Diana Mattox	1341 Sherman Street	866-4357	866-4367
Central Services	Jack Keene	225 East 16th Avenue, Room 800	866-3970	894-2375
Colorado Financial Reporting System (COFRS)	Harry Massey	1525 Sherman Street, Room 150	866-6022	866-6318
Information Management Commission (IMC)	Clay Powers	1525 Sherman Street, Room 100	866-3222	866-2124
General Government Computer Center (GGCC)	Jim Cleek	690 Kipling, Lakewood (80215)	239-4313	239-4383
Legislative Program Director	Victoria Kendrick	1525 Sherman Street, Room 200	866-6552	866-6569
Purchasing (including State Buildings)	Nanci Kadlecek Acting Director	225 East 16th Avenue, Room 900	866-6100	894-7445
Risk Management	Jerry Waddles	225 East 16th Avenue, Room 600	866-3848	894-2049
Telecommunications	Bob Tolman	2452 West 2nd Avenue, Room 19 (80223)	866-2341	866-1811

DEPARTMENT OF AGRICULTURE

Thomas Kourlis, Commissioner
700 Kipling Street, Suite 4000
Lakewood (80215-5894)
239-4100

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Animal Industry	Dr. Jerry Bohlender	700 Kipling Street, Suite 1000	239-4161	239-4125
Animal Protection	John Maulsby	700 Kipling Street, Suite 1000	239-4158	239-4125
Brand Inspection	Gary Shoun	201 Livestock Exchange Building Room 201, 4701 Marion Street (80216)	294-0895	294-0918
Colorado Agricultural Statistics Service	Charles Hudson	645 Parfet Street, Suite W-201 Lakewood (80215)	236-2300	236-2299
Inspection and Consumer Services	Ron Turner	2331 West 31st Avenue (80211)	477-0076	480-9236
Farm Products	John Gerhardt	2331 West 31st Avenue (81144)	477-0054	480-9236
Frozen Food and Poultry	Jim Thurman	2331 West 31st Avenue (80211)	477-0086	480-9236
Fruit and Vegetable	Mike Popovich	P.O. Box 407, Monte Vista (81526)	(719) 852-4749	(719) 852-4319
Laboratories:				
Bio-Chemical Laboratory	Lon Ullrich	2331 West 31st Avenue (80211)	477-0014	480-9236
Brucellosis (BANGS) Laboratory	Richard Forde	2331 West 31st Avenue (80211)	477-0076	480-9236
Weight and Measures	David Wallace	3125 Wyandot (80211)	866-2845	480-9236
Legislative Liaison	Robert McLavey	700 Kipling Street, Suite 4000	239-4100	239-4125
Market Industry	Jim Rubingh	700 Kipling Street, Suite 4000	239-4114	239-4125
Plant Industry	Robert Sullivan	700 Kipling Street, Suite 4000	239-4140	239-4177
Insectary	Kent Mowrer	P.O. Box 400, Palisade (80211-3831)	464-7916	464-5791
Public Information Officer	Jim Miller	700 Kipling Street, Suite 4000	239-4100	239-4125

DEPARTMENT OF CORRECTIONS

Aristedes W. Zavaras, Executive Director
 (719) 540-4701
 Ron Ditmore, Deputy Director for Administrative Services
 (719) 540-4750
 John Perko, Deputy Director for Correctional Services
 (719) 540-4840
 2862 South Circle Drive, Suite 400
 Colorado Springs (80906)
 (719) 579-9580 OR 688-6668 (State Line)

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Adult Parole Supervision, Division of	Tom Coogan	710 Kipling, Suite 200 Lakewood (80215)	239-5435	239-5435
Community Corrections, Division of	Jeaneene Miller	710 Kipling, Suite 200 Lakewood (80215)	239-5420	239-5445
Correctional Education, Division of	Tony Rodasta	2862 South Circle Drive, Suite 400 Colorado Springs (80906)	(719) 540-4860	(719) 540-4805
Correctional Industries, Division of	Tom Crago	2862 South Circle Drive, Suite 400 Colorado Springs (80906)	(719) 540-4870	(719) 540-4805
Marketing Department	Giles Spaulding	Same as above	(719) 540-4873	(719) 540-4805
Surplus Property	Ron Bachali	4200 Garfield (80216)	321-2200	320-1050
Legislative Liaison	Brian Burnett	c/o OSPB State Capitol Building, Room 114	890-0171 (Pager)	866-3044
Parole Board	Larry Trujillo	1600 West 24th Street Pueblo (81003)	(719) 546-0141	(719) 546-0363

DEPARTMENT OF EDUCATION

William T. Randall, Commissioner
 Richard Laughlin, Deputy Commissioner
 State Office Building
 201 East Colfax Avenue (80203-1799)
 866-6806 Fax: 866-6938

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Assessment Office	Wayne Martin	State Office Building, Room 501	866-6850	830-0793
Educational Services	Art Ellis	State Office Building, Room 206	866-6679	830-0793
Federal Program Services	Betty Hinkle	State Office Building, Room 405	866-6779	830-0793
Legislative Liaison	Jim Bailey	State Office Building, Room 500	866-6867/6808	830-0793
Management, Budget, and Planning	Karen Stroup	State Office Building, Room 505	866-6822	830-0793
Public School Finance	Byron Pendley	State Office Building, Room 508	866-6845	830-0793
School for the Deaf and the Blind	Marilyn Jaitly	33 North Institute Street Colorado Springs (80903-3599)	(719) 578-2102 (Denver line) 534-7386	(719) 578-2239
Special Services	Brian McNulty	State Office Building, Room 405	866-6782	830-0793
State Board of Education	Lynne Fontanier	State Office Building, Room 500	866-6817	830-0793
State Library and Adult Education Office	Nancy Bolt	State Office Building, Room 309	866-6900	830-0793
Teacher Licensure/Professional Education	Eugene Campbell	State Office Building, Room 501	866-6851	830-0793

DEPARTMENT OF HEALTH CARE POLICY AND FINANCING

Alan Weil, Executive Director
 1575 Sherman Street, 10th Floor
 Denver (80203)
 866-2993 Fax: 866-4411

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Administration, Division of	Marianne Seddon	1575 Sherman Street, 10th Floor	866-4012	866-4411
Accounting, Division of	Jan Frederickson Controller	1575 Sherman Street	866-2764	866-2573
Acute and Ambulatory Care, Division of	Allen Chapman	1575 Sherman Street	866-2445	866-2573
Budget and Planning, Office of	Marilyn Golden	1575 Sherman Street	866-6077	866-4411
Health Data and Evaluation	Reid Reynolds	1575 Sherman Street	866-3327	866-2803
Health Plans and Medical Services	Richard Allen Acting Director	1575 Sherman Street	866-5401	866-2573
Legislative Liaison	Dean Woodward	1575 Sherman Street	866-2708	866-4214
Long Term Care, Division of	Richard Allen	1575 Sherman Street	866-5403	866-2573
Public and Private Initiatives Office	Michael Rothman	1575 Sherman Street	866-3327	866-2803

DEPARTMENT OF HIGHER EDUCATION

Dr. Dwayne Nuzum, Executive Director
 Colorado Commission on Higher Education
 Colorado History Museum, 2nd Floor
 1300 Broadway (80203)
 866-2723 Fax: 860-9750

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Auraria Higher Education Center	JoAnn Soker	1027 9th Street Park, POB 173361 Campus Box A (80217-3361)	556-3291	556-4403
Colorado Council on the Arts	Fran Holden	750 Pennsylvania Street (80203)	894-2617	894-2615
Colorado Advanced Technology Institute	Dr. Phillips (Phil) Bradford	1625 Broadway, Suite 700 (80202)	620-4777	620-4789
Colorado Historical Society	James E. Hartmann	Colorado History Museum, 1300 Broadway	866-3355	866-5739
Colorado Student Loan Program	Robert Fomer	999 18th Street, Suite 425 (80202)	294-5050	294-5076
University of Colorado Central Administration Boulder	Dr. Judith E. N. Albino, President	914 Broadway, Boulder (80309)	492-6201	492-6772
	Dr. Roderic Park, Chancellor	914 Broadway, Boulder (80309)	492-8908	492-5105
Colorado Springs	Dr. Linda Bunnell Jones, Chancellor	Box 7150, Colorado Springs (80933-7150)	(719) 593-3436	(719) 593-3362
Denver Health Sciences Center	Dr. John Buechner, Chancellor	1250 14th Street, Denver (80202)	556-2643	556-2164
	Dr. Vincent A. Fulginiti, Chancellor	4200 East 9th Avenue (80262)	270-7682	270-7729
CCHE Legislative Liaison	Lee Maurer	1300 Broadway, 2nd Floor	866-2723	860-9750
State Board of Agriculture (CSU System)	Dr. Al Yates, Chancellor	110 16th Street, Suite 634 (80202)	534-6290	534-6298
Colorado Community College and Occupational Education System	Dr. Jerome Wartgow, President	1391 North Speer Boulevard Suite 600 (80204)	620-4000	825-4295
Trustees of State Colleges in Colorado	Dr. William Fulkerson	Spectrum Building, Suite 750 1580 Lincoln Street (80203)	866-2588	894-2459
University of Northern Colorado	Dr. Herman Lujan, President	Greeley (80639)	351-2121	351-1880
Colorado School of Mines	Dr. George Ansell	1500 Illinois Street, Golden (80401)	273-3280	273-3278

DEPARTMENT OF HUMAN SERVICES

Barbara McDonnell, Executive Director
866-5096

Karen Beye, Managing Director
866-3063

1575 Sherman Street (80203)
866-5700 Fax: 866-4214

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Aging and Adult Services	Rita Barreras	1575 Sherman, 4th Floor	866-3851	866-2704
Alcohol and Drug Abuse	Bob Aukerman	4300 Cherry Creek Drive South (80222)	692-2930	753-9775
Child Care Services	Grace Hardy	1575 Sherman, 1st Floor	866-5958	866-2214
Child Support Enforcement	Kathy Stumm	1575 Sherman, 2nd Floor	866-5994	866-2214
Child Welfare Services	John Daurio	1575 Sherman, 2nd Floor	866-3672	866-2214
Consumer Relations	Pam Zeldin	1575 Sherman, 1st Floor	866-5872	86604214
Developmental Disabilities	Charlie Allinson	3824 West Princeton Circle (80236)	762-4560	762-4300
Food Assistance	Mark Tandberg	1575 Sherman, 3rd Floor	866-2535	866-2704
Legislative Liaison	Bill Hanna	1575 Sherman, 8th Floor	866-5900	866-4214
Mental Health	Tom Barrett	3520 West Oxford Avenue (80236)	762-4105	762-4373
Nursing Homes - State and Veterans	Chip Roberts	1575 Sherman, 8th Floor	866-2259	866-2368
Public Information	Dwight Eismach	1575 Sherman, 1st Floor	866-5822	866-4214
Rehabilitation Services	Diana Huerta	1575 Sherman, 4th Floor	866-5196	866-2704
Refugee Services	Laure Bagan	789 Sherman, 2nd Floor	863-8216	863-0838
Veterans Affairs	Dick Ceresko	789 Sherman, 4th Floor	830-6993	863-0838
Youth Services	Jerry Adamek	4255 South Knox Court (80236)	762-4695	762-1418

DEPARTMENT OF LABOR AND EMPLOYMENT

John J. Donlon, Executive Director
600 Grant Street, Suite 900
(80203)
837-3801

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Boiler Inspection/Public Safety	Lee Doran	The Chancery, 13th Floor 1120 Lincoln Street	894-7539	894-2973
Employment Programs	Judi Richendifer	600 Grant Street, 9th Floor	837-3900	837-3935
Field Operations	Bill Davis Tom Ivory Jake Trujillo Cynthia Withrow	600 Grant Street, 9th Floor	837-3926	837-3935
Industrial Claim Appeals Panel	Dona Halsey	The Chancery, Suite 704 1120 Lincoln Street	894-2378	894-2973
Labor Market Information	Bill LaGrange	393 South Harlan	937-4946	937-4945
Labor Standards	Carlos Renteria	The Chancery, 13th Floor 1120 Lincoln Street	894-7540	894-2973
Legislative Liaison and Public Information Officer	Rosemary Marshall	600 Grant Street, 9th Floor	837-3804	837-3956
Oil Inspection	Dick Piper	1001 East 62nd Avenue	289-5643	287-4284
Unemployment Insurance	Don Peitersen	600 Grant Street, 9th Floor	837-3925	837-3956
Workers' Compensation	Barbara Kozelka Acting Director	The Chancery, 12th Floor 1120 Lincoln Street	764-4321	764-4318

DEPARTMENT OF LAW

Gale A. Norton, Attorney General
 Stephen K. ErkenBrack, Chief Deputy Attorney General
 Timothy M. Tymkovich, Solicitor General
 1525 Sherman Street, 5th Floor
 (80203-1712)
 866-4500/866-3611 Fax: 866-5691

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Consumer Protection	Garth Lucero	1525 Sherman Street, 5th Floor	866-3613	866-5691
Uniform Consumer Credit Code	Laura Udis	1525 Sherman Street, 5th Floor	866-5304	866-5691
Criminal Enforcement	John Dailey	1525 Sherman Street, 5th Floor	866-5785	866-3955
General Legal Services	Maurice Knaizer	1525 Sherman Street, 5th Floor	866-5228	866-5691
Human Resources	Paul Farley	1525 Sherman Street, 5th Floor	866-5680	866-5691
POST Board	John Shell	1525 Sherman Street, 5th Floor	866-5692	866-5691
Legislative Liaison	Timothy Tymkovich	1525 Sherman Street, 5th Floor	866-3052	866-5691
Natural Resources	Patricia Bangert	1525 Sherman Street, 5th Floor	866-5072	866-3558
Regulatory Law	Merrill Shields	1525 Sherman Street, 5th Floor	866-5307	866-5395
Tort Litigation	Timothy Arnold	1525 Sherman Street, 5th Floor	866-5236	866-5691

DEPARTMENT OF LOCAL AFFAIRS

Larry Kallenberger, Executive Director
 Jerry Smith, Deputy Director
 Centennial Building, Room 518
 1313 Sherman Street (80203)
 866-2771 Fax: 866-2251

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Assessment Appeals, Board of	Diane DeVries Board Administrator	Centennial Building, Room 315	866-5880	866-4485
Community Partnership Office	T. Michael Smith	140 East 19th Avenue, Room 100	894-2750	894-2759
Economic Development Commission	Gayle Brody	1625 Broadway, Suite 1710 (80202)	892-3761	892-3725
Field Services	Bill Timmermeyer	Centennial Building, Room 518	866-2771	866-2251
Housing, Division of	Tom Hart	Centennial Building, Room 323	866-2033	866-4485
Local Government, Division of	Hal Knott	Centennial Building, Room 520	866-2156	866-2251
Emergency Management, Office of	Hal Knott, Acting	Centennial Building, Room 521	866-2354	866-2251
Motion Picture and TV Commission	Michael Klein	1625 Broadway, Suite 1700 (80202)	572-5444	572-5099
Property Tax, Division of	Mary Huddleston	Centennial Building, Room 419	866-2371	866-4000
Rural Job Training, Office of	Dwight Steele	1900 Grant Street, Suite 800	894-7410	894-7416
Tourism Board	Jerry Smith	Centennial Building, Room 518	866-2771	866-2251
Youth Crime Prevention and Intervention Program	Bill Timmermeyer	Centennial Building, Room 518	866-4100	866-2251

DEPARTMENT OF MILITARY AFFAIRS

Major General John L. France, Adjutant General
397-3000
Colonel Sal Villano, Jr., Deputy Adjutant General
397-3021
Patriot Plaza
6848 South Revere Parkway
Englewood (80112-6703)

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Civil Air Patrol	Colonel Gary Tobey	East 6th Avenue and Quebec Lowry A.F.B. (80230)	321-3713	321-3739
Legislative Liaison	Ms. Charlie VanderLinden	Patriot Plaza 6848 South Revere Parkway Englewood (80112-6703)	397-3025	397-3003
National Guard	Major General John L. France	Patriot Plaza 6848 South Revere Parkway Englewood (80112-6703)	397-3023	397-3003

DEPARTMENT OF NATURAL RESOURCES

James Lockhead, Executive Director
 Ronald W. Cattany, Deputy Director
 Centennial Building, 7th Floor
 1313 Sherman Street (80203)
 866-3311 Fax: 866-2115

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Geological Survey	Vicki Cowart, State Geologist	Centennial Building, 7th Floor	866-2611	866-2461
Land Commissioners, Board of	Max Vezzani Director	Centennial Building, 6th Floor	866-3454	866-3152
Legislative Liaison	Dean Winstanley	Centennial Building, 6th Floor	866-3203 x 316	866-3206
Minerals and Geology, Division of	Michael Long Director	Centennial Building, 2nd Floor	866-3567	832-8106
Oil and Gas Conservation Commission	Rich Griebling Director	1580 Logan, Room 380	894-2100	894-2109
Parks and Outdoor Recreation, Division of	Laurie Mathews Director	Centennial Building, 6th Floor	866-3437	866-3206
Soil Conservation Board	Dan Parker	Centennial Building, 2nd Floor	866-3351	866-8106
Water Conservation Board	Daries "Chuck" Lile Director	Centennial Building, 7th Floor	866-3441	866-4474
Water Resources, Division of	Hal Simpson State Engineer	Centennial Building, 8th Floor	866-3581	866-3589
Wildlife, Division of	Perry Olson Director	6060 Broadway (80216)	297-1192	294-0874

DEPARTMENT OF PERSONNEL

Shirley O. Harris, Executive Director
 Jeffrey C. Schutt, Associate Director
 Centennial Building, Room 122
 1313 Sherman Street (80203)
 866-2321 Fax: 866-2021

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Classification and Compensation	Ken Allikian	Centennial Building, Room 119	866-2455	866-2458
Benefits and Finance	Elainna Guerrette	Centennial Building, Room 319	866-3434	866-3879
Legislative Liaison	Sara Alt	Centennial Building, Room 122	866-2321	866-2021
Personnel Board	Mary Ann Whiteside	Centennial Building, Room 111	866-3244	866-2021
Public Information	Sara Alt	Centennial Building, Room 122	866-2321	866-2021
Selection Center	Brad Mallon	Centennial Building, Room 118	866-2431	866-2021
Technical and Consulting Services	Jerome C. Davies	Centennial Building, Room 115	866-2438	866-2021

DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT

Patti Shwayder, Acting Executive Director
 4300 Cherry Creek Drive South
 Denver (80222-1530)
 692-2100 Fax: 782-0095

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Administration and Support, Office of	Lee Thielen	4300 Cherry Creek Drive South	692-2100	782-0095
Administrative Services Division	Lee Thielen	4300 Cherry Creek Drive South	692-2100	782-0095
Citizens Advocate Office	Lori Maldonado	4300 Cherry Creek Drive South	692-2035	691-0709
Health Statistics and Vital Records	Joe Carney	4300 Cherry Creek Drive South	692-2200	(800) 423-1108
Laboratory Division	Ron Cada	4210 East 11th Avenue (80220-3716)	691-4700	393-7881
Environment, Office of	Tom Looby	4300 Cherry Creek Drive South	692-3099	782-4969
Air Pollution Control Division	Tom Getz	4300 Cherry Creek Drive South	692-3100	782-5493
Consumer Protection Division	Tom Messenger	4300 Cherry Creek Drive South	692-3620	782-4969
Environmental Integration Group	Jackie Berardini	4300 Cherry Creek Drive South	692-3005	782-4969
Hazardous Materials and Waste Management Division	Howard Roitman	4300 Cherry Creek Drive South	692-3300	759-5355
Radiation Control Division	Bob Quillin	4300 Cherry Creek Drive South	692-3030	782-5083
Water Quality Control Division	Dave Holm	4300 Cherry Creek Drive South	692-3500	782-0390
Health, Office of	Merril Stern	4300 Cherry Creek Drive South	692-2100	782-0095
Disease Control and Environmental Epidemiology Division	Ellen Mangione	4300 Cherry Creek Drive South	692-2700	782-0904
Emergency Medical Services Division	Larry McNatt	4300 Cherry Creek Drive South	692-2980	782-0904
Family/Community Health Services Division	Dan Gossert	4300 Cherry Creek Drive South	692-2310	782-5576
Health Facilities Division	Paul Daraghv	4300 Cherry Creek Drive South	692-2800	782-4883
Prevention Programs Division	Snip Young	4300 Cherry Creek Drive South	692-2500	782-0095
Legislative Liaison	Jackie Starr-Bocian	4300 Cherry Creek Drive South	692-2028	782-0095

DEPARTMENT OF PUBLIC SAFETY

Pat Ahlstrom, Executive Director
 239-4398
 700 Kipling Street, Suite 3000
 Denver (80215)
 239-4400 Fax: 239-4506

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Colorado Bureau of Investigation	Carl Whiteside	690 Kipling Street Denver (80215)	239-4301	235-0568
Colorado State Patrol	Col. John Dempsey Chief	700 Kipling Street, Suite 3000 Denver (80215)	239-4403	239-4481
Criminal Justice, Division of	Bill Woodward	700 Kipling Street, Suite 1000 Denver (80215)	239-4442	239-4491
Fire Safety, Division of	Paul Cooke	700 Kipling Street, Suite 1200 Denver (80215)	239-4463	239-4405
Legislative Liaison	Capt. Larry Tolar	700 Kipling Street, Suite 2000 Denver (80215)	239-4532	239-4523

DEPARTMENT OF REGULATORY AGENCIES

Joseph A. Garcia, Executive Director
1560 Broadway, Suite 1550
Denver (80202)
894-7855

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Banking, Division of	Barbara Walker Commissioner	1560 Broadway, Suite 1175	894-7575	894-7570
Civil Rights, Division of	Jack Lang y Marquez	1560 Broadway, Suite 1050	894-2997	894-7830
Consumer Counsel, Office of	Ron Binz	1580 Logan, Suite 610	894-2121	894-2117
Financial Services	David L. Paul Commissioner	1560 Broadway, Suite 1520	894-2336	894-7885
Insurance, Division of	Jack Ehnes Commissioner	1560 Broadway, Suite 850	894-7499	894-7455
Legislative Liaison	Sue Ellen Quam	1560 Broadway, Suite 1550	894-7896	894-7885
Office of Policy and Research (Sunset/Sunrise)	H. Rene Ramirez Acting Director	1560 Broadway, Suite 1550	894-7848	894-7885
Public Utilities Commission	Bruce Smith, Director	1580 Logan Street, Office Level 2 (80203)	894-2000 x 0	894-2065
Real Estate Commission	Michael Gorham	1900 Grant Street, Suite 600 (80203)	894-2166	894-2683
Registrations (professional and occupational licensing boards)	Bruce M. Douglas	1560 Broadway, Suite 1300	894-7690	894-7692
Regulatory Reform, Office of	Fran LeDuke, Director	1560 Broadway, Suite 1530	894-7839	894-7834
Securities, Division of	Philip A. Feigin	1580 Lincoln, Suite 420 (80203)	894-2320	861-2126

DEPARTMENT OF REVENUE

Renny Fagan, Executive Director
 Amelie Buchanan, Deputy Director
 Capitol Annex Building, Room 404
 1375 Sherman Street (80261)
 866-3091 Fax: 866-2400

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Gaming	Geroge Turner Director	720 South Colorado Boulevard Suite 540-S (80222)	757-7555	757-8624
Information and Support Services	Gayne Nelson Director	Annex Building, Room 304	866-2797	866-2266
Legislative Liaison	Valerie Horwitz	Annex Building, Room 530	866-5645	866-2265
Liquor Enforcement	David Reitz	Annex Building, Room 600	866-3741	866-4541
Lottery	Bill Russell Acting Director	201 West 8th Street, Suite 600 Pueblo 81003	(719) 546-2400	(719) 546-5208
Motor Vehicle	Dee Hartman	140 West 6th Avenue, Room 100 (80204)	572-5653	620-4962
Motor Vehicle Hearings	Chuck Howe	140 West 6th Avenue, Room 101 (80204)	572-5899	572-5700
Ports of Entry	Phil Vasquez	516 Acoma Street	572-5690	572-5764
Racing, Division of	David Reitz Acting Director	1560 Broadway, Suite 1540	894-2990	894-7580
Tax Analysis	Jim Huyghebaert	Annex Building, Room 422	866-3089	866-3087
Tax Auditing and Compliance	John Vecchiarelli	Annex Building, Room 504	866-3714	866-2265
Tax Conferee	Ron Granner	Annex Building, Room 248	866-3212	866-3211
Taxpayer Services	Jim Davis	Annex Building, Room 204	866-5565	866-3211

DEPARTMENT OF STATE

Vikki Buckley, Secretary of State
 Lynn Ellins, Deputy
 1560 Broadway, Suite 200 (80202)
 894-2200
 (press "4" for Administration)

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Corporations	Mike Shea	1560 Broadway, Suite 200	894-2251	894-2242
Elections	Bill Hobbs	1560 Broadway, Suite 200	894-2680 Ext 1	894-2242
Licensing (including bingo, raffles and notary)	Johanna Billmyer	1560 Broadway, Suite 200	894-2680 Ext 2	894-2242
Uniform Commercial Code (UCC)	Mike Shea	1560 Broadway, Suite 200	894-2200 Ext 3	894-2242

DEPARTMENT OF TRANSPORTATION

Guillermo V. Vidal, Executive Director
 757-9201
 4201 East Arkansas Avenue, Room 262 (80222)
 Fax: 757-9201

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Aeronautics	Dennis Roberts	56 Inverness Drive East Englewood (80112)	792-2160	792-2180
Chief Engineer	Jim Siebels/Bill Riesbeck	4201 East Arkansas Avenue, Room 262	757-9204	757-9656
Financial Management and Budget	Tom Talmadge	4201 East Arkansas Avenue, Room 235	757-9262	757-9090
Human Resources and Administration	Carla Elam-Floyd	420 East Arkansas Avenue, Room 260	757-9163	757-9656
Legislative Liaison	Glenn Vaad	4201 East Arkansas Avenue, Room 229	757-9483	757-9717
Policy, Office of	Carla Perez	4201 East Arkansas Avenue, Room 226	757-9772	757-9717
Public and Intergovernmental Relations	Dan Hopkins	4201 East Arkansas Avenue, Room 277	757-9469	757-9153
Transportation Development	Harvey R. Atchison	4201 East Arkansas Avenue, Room 262	757-9525	757-9656
Transportation Safety	John E. Conger	4201 East Arkansas Avenue, West Annex	757-9381	757-9439

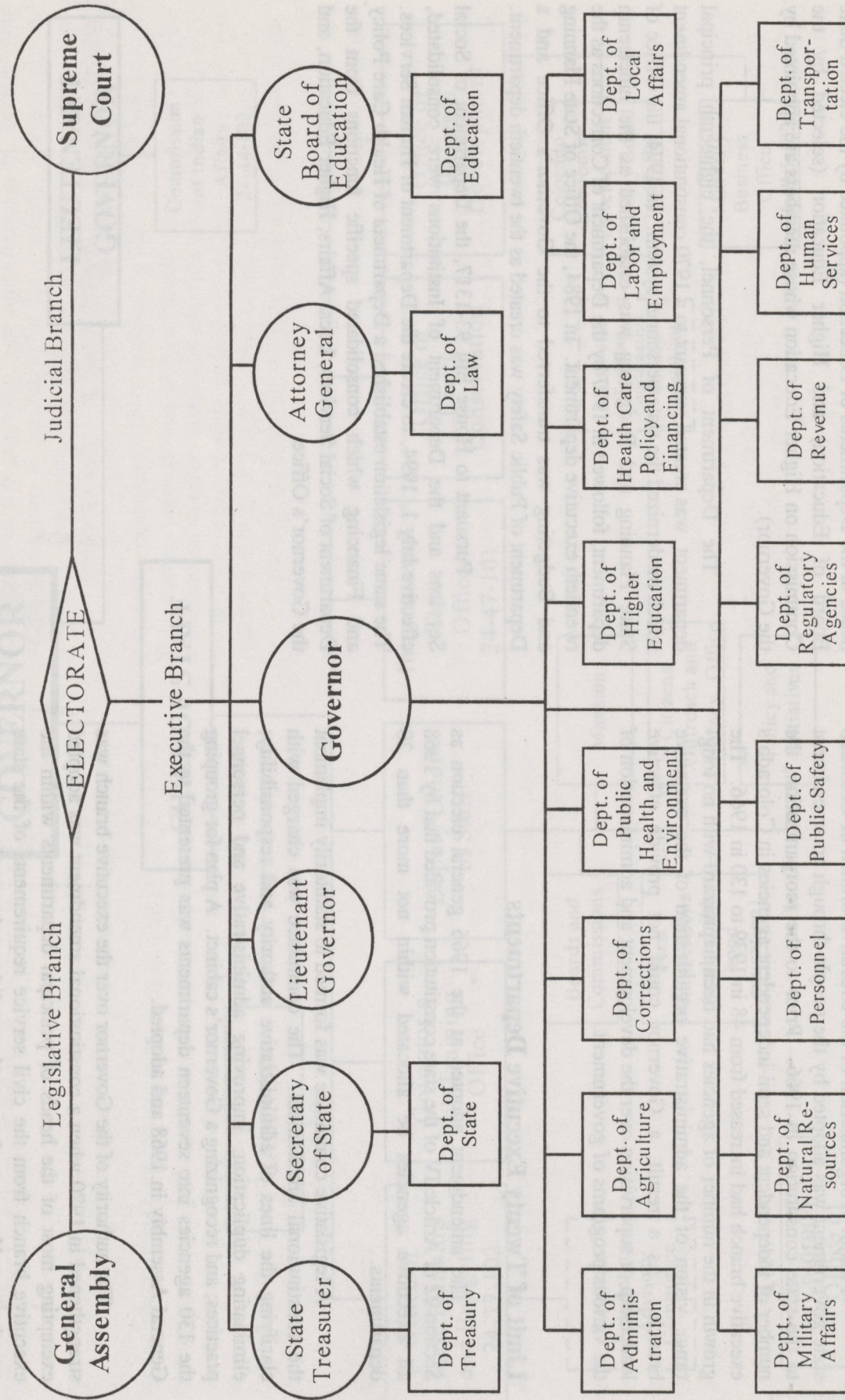
DEPARTMENT OF TREASURY

Bill Owens, State Treasurer
 Dave Solin, Deputy State Treasurer
 State Capitol Building, Room 140
 200 East Colfax Avenue (80203)
 866-2441 Fax: 866-2123

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Administration	Carole Witka	State Capitol Building, Room 140	866-2441	866-2123
Accounting, Division of	Tom Hancock	State Capitol Building, Room 140	866-5649	866-2123
Investment, Division of	Virginia Wagner	State Capitol Building, Room 140	866-5651	866-2123
Legislative Liaison	Dave Solin	State Capitol Building, Room 140	866-2441	866-2123
Unclaimed Property, Division of	Patty White	1560 Broadway, Suite 630 (80202)	894-2443	866-2123

STATE OF COLORADO ORGANIZATION CHART



Circles on this chart identify elected positions.

Effective July 1, 1994

The Structure of the Executive Branch

A major reorganization of the executive branch of Colorado state government was adopted by the people through an amendment to the state constitution in 1966. Prior to the reorganization, the number of independent and semi-independent agencies in Colorado's executive branch had increased from 48 in 1939 to 130 in 1966. The growth in the number of agencies had been haphazard with no long-range vision of the administrative organization of the executive branch. As a result, a Governor could not provide effective leadership or supervision over the development and administration of the various programs of government.

Limit of Twenty Executive Departments

The amendment adopted at the 1966 general election as Section 22 of Article IV of the state constitution provided that by 1968 all executive agencies be allocated within not more than 20 departments.

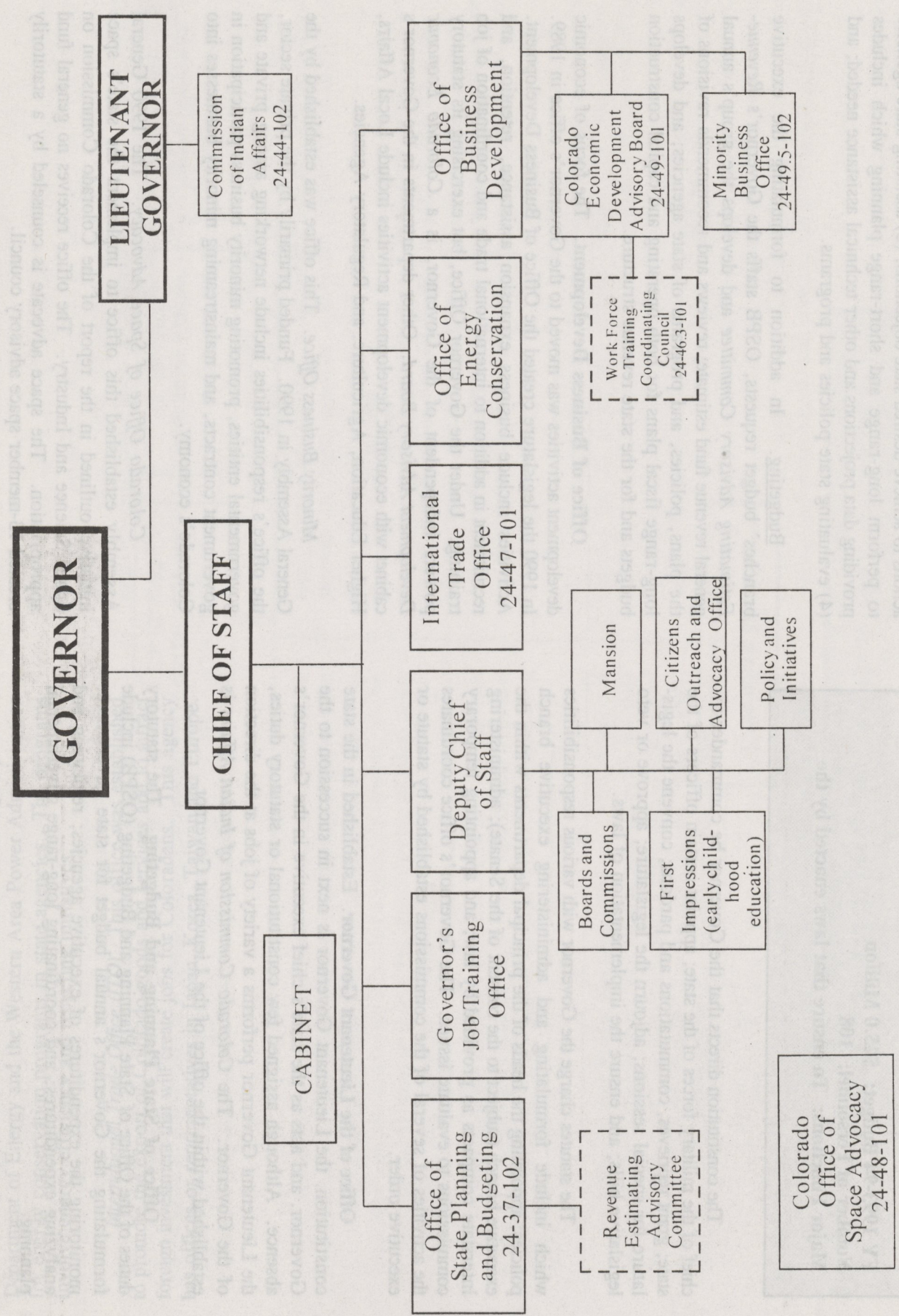
A legislative committee was formed to statutorily implement the constitutional amendment. The committee was charged with clarifying the lines of administrative authority and responsibility; eliminating duplication; improving administrative and personnel practices; and recognizing a Governor's cabinet. A plan for grouping the 130 agencies into seventeen departments was presented to the General Assembly in 1968 and adopted.

The authority of the Governor over the executive branch was strengthened in 1970 when a constitutional amendment was adopted exempting most of the heads of principal departments within the executive branch from the civil service requirements of the state constitution. However, the amendment did not change the method of selection for five department heads — three elected officials, the Secretary of State, State Treasurer, and Attorney General, and the

heads of the Departments of Education (appointed by the elected State Board of Education) and Higher Education (selected by the Commission on Higher Education whose members are appointed by the Governor).

The Department of Personnel, the eighteenth principal department, was created pursuant to a 1970 constitutional amendment which modernized the state personnel system. In 1974, the Office of State Planning and Budgeting was established as the nineteenth department, followed in 1977 by the Department of Corrections as the twentieth executive department. In 1984, the Office of State Planning and Budgeting was transferred to the Governor's Office and a Department of Public Safety was created as the twentieth department.

Pursuant to House Bill 93-1317, the Department of Social Services and the Department of Institutions were consolidated, effective July 1, 1994, to create the Department of Human Services. The same legislation established a Department of Health Care Policy and Financing which consolidated specific functions from the Department of Social Services, Local Affairs, Higher Education, and the Governor's Office.



GOVERNOR'S OFFICE

FY 1993-94 Budget: \$45.0 Million
Number of Personnel: 108

Major Functions: To ensure that laws enacted by the

State planning. By law, this function includes (1) developing long-range master plans recommending executive and legislative actions to achieve desired state objectives; (2) assisting state agencies to perform long-range and short-range planning which includes providing data projections and other technical assistance needed; and (4) evaluating state policies and programs.

Budgeting. In addition to formulating the executive branches' budget requests, OSPB staffs the Governor's *Revenue-Estimating Advisory Committee* and develops the group's annual general revenue fund estimate; reviews and recommends revisions of the plans, policies, and programs of state agencies; and develops long-range fiscal plans for both operating and capital construction budgets and for the state revenue structure.

Office of Business Development. The focus of economic development activities was moved to the Governor's office in 1989. In 1990 the legislature created the Office of Business Development. Activities include business expansion assistance, retention, and recruitment in addition to international trade and coordination of job training. Under the Governor Office, but exercising its statutory powers independent of the Governor, is a *Colorado Economic Development Advisory Board*. Other departments in the Governor's cabinet with economic development activities include Local Affairs, Higher Education, Agriculture, and Regulatory Agencies.

Minority Business Office. This office was established by the General Assembly in 1990. Funded primarily by the private sector, the office's responsibilities include networking among private and governmental entities, promoting minority business participation in government contracts, and mainstreaming minority businesses into Colorado's economy.

Colorado Office of Space Advocacy. The 1990 General Assembly established this office to implement the state's space initiative outlined in the report of the Colorado Commission on Space Science and Industry. The office receives no general fund appropriation. The space advocate is counseled by a statutorily created 13-member advisory council.

The constitution directs that the Governor be commander-in-chief of the military forces of the state; appoint certain officers of the state; grant reprieves, commutations and pardons; convene the legislature for special sessions; adjourn the legislature; approve or veto legislative bills; and ensure the implementation of laws.

The statutes charge the Governor with various responsibilities which include formulating and administering executive branch policies; appointing the heads of the principal departments within the executive branch (subject to the consent of the Senate); administering interstate compacts as provided by law; and appointing temporary commissions to evaluate issues. The Governor's office coordinates the activities of several of the commissions established by statute or executive order.

Office of the Lieutenant Governor. Established in the state constitution, the Lieutenant Governor is next in succession to the Governor, and acts as the state's chief executive in the Governor's absence. Although assigned few constitutional or statutory duties, the Lieutenant Governor performs a variety of jobs at the direction of the Governor. The *Colorado Commission of Indian Affairs* is established within the office of the Lieutenant Governor.

Office of State Planning and Budgeting. The statutory duties of the Office of State Planning and Budgeting (OSPB) include formulating the Governor's annual budget for state government; monitoring the expenditures of executive agencies; reviewing and analyzing expenditures; and coordinating long-range governmental planning.

Office of Energy Conservation. This office administers federal funding from the Environmental Protection Agency, U.S. Department of Energy and the Western Area Power Administration for energy conservation programs in state agencies. The programs involve energy efficiency and recycling initiatives.

International Trade Office (ITO). This office was established to promote the export of Colorado goods and services and to attract foreign investment that will create jobs for Coloradans. This agency has offices or representatives in Japan, Korea, Taiwan and Europe.

Accounts and Control Division. This division manages the state's financial affairs. This includes coordinating procedures for the financial administration and control of all state agencies, integrating such procedures into a unified accounting system, issuing warrants for the payment of state debts, promulgating of fiscal rules and administering payroll for state employees.

Administrative Hearings Division. This division provides a forum for the resolution of disputes between state agencies and the public. It also provides a forum for the resolution of disputes between state agencies and the public.

Archives and Public Records Division. This division is responsible for a statewide records management program for state and local governments. Responsibilities include the destruction of records of historical value and preservation of the state's legal, administrative and scientific records.

Capital Construction/Estimates Division. This division is responsible for maintaining 14 state-owned buildings, including the Capitol Complex. It provides maintenance and other related services including security to buildings.

Governmental Computer Center. This division provides computer services to state agencies and the public.

Building in Grand Junction. This division provides centralized printing, commercial art services, mail and courier services, vehicle fleet management, and microfilming for state agencies (particularly those in the Denver metro area) at a cost that is less than the cost of providing such services in the Denver metro area.

Central Services Division. This division provides centralized printing, commercial art services, mail and courier services, vehicle fleet management, and microfilming for state agencies (particularly those in the Denver metro area) at a cost that is less than the cost of providing such services in the Denver metro area.

General Government Computer Center (GGCC). The GGCC provides data processing, systems development, programming services, and operational support for most agencies within the legislative, judicial and executive branches of government.

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Information Management Commission (IMC). This commission was established in 1987 to oversee strategic planning and to advise the state's information system, primarily data processing.

Public Information Division. This division establishes procurement policies for all goods and services required by state agencies, including those of higher education. Procurements are monitored by the division to ensure a fair and competitive process for meeting state needs. The division also provides opportunities to agencies seeking proposals for state contracts.

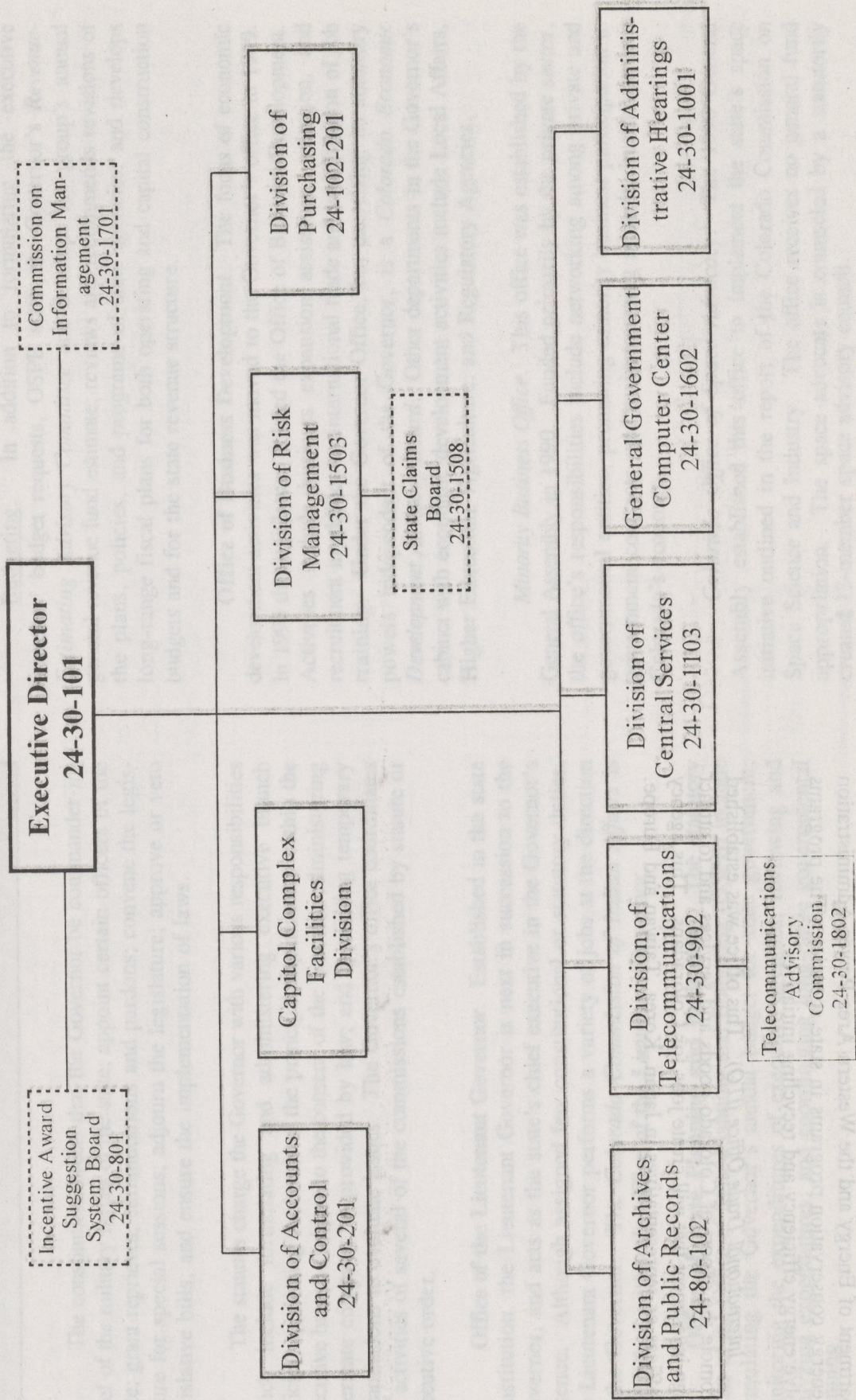
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Request for Proposals (RFP) Division. This division is responsible for the preparation and issuance of Requests for Proposals (RFPs) for the purchase of goods and services by state agencies. It also provides technical assistance to agencies in the preparation and issuance of RFPs.

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State Building Information System (SBIS). This system provides a centralized database of information on the state's buildings, including their location, size, and condition. It also provides information on the state's building inventory and on the state's building program.

DEPARTMENT OF ADMINISTRATION



DEPARTMENT OF ADMINISTRATION

FY 1993-94 Budget: \$107.3 million

Number of Personnel: 580

Major Functions: To increase the efficiency and cost-effectiveness of state government by providing services responsive to the needs of state executive

the operation, maintenance and security of the State Services Center Building in Grand Junction.

Central Services Division. This division provides centralized printing, commercial art services, mail and courier services, vehicle fleet management, and microfilming for state agencies (particularly those in the Denver metro area) at a cost that is competitive with private enterprise and at a lower cost than agencies can provide independently. The division is entirely cash funded.

General Government Computer Center (GGCC). The center, which is funded as a revolving fund agency, provides data entry, systems development, programming services, and operational support for most agencies within the legislative, judicial and executive branches of government.

Information Management Commission (IMC). This advisory commission was established in 1987 to oversee strategic planning and set policy for the state's information systems, primarily data processing systems. The commission comprises both private and public members that advise the governor and legislature on data processing matters.

Purchasing Division. This division establishes procurement policies for all goods and services required by state agencies, including those of higher education. Procurements are monitored by the division to ensure a fair and competitive process for meeting state needs. The division also provides consultation to agencies seeking technical assistance in Requests for Proposals (RFPs) preparation and securing supplies and services. In July 1992, the duties and employees of the State Buildings Division were integrated into this division. The duties transferred include coordination of office leasing and management, and construction bidding and contracting services.

Risk Management Division. This division was created in 1985 to administer the state's insurance programs, including the

Accounts and Control Division. This division manages the state's financial affairs. This includes coordinating procedures for the financial administration and control of all state agencies, integrating such procedures into a unified accounting system, issuing warrants for the payment of state debts, promulgating of fiscal rules, and administering payroll for state employees.

Administrative Hearings Division. This division provides a pool of administrative law judges for the Departments of Social Services and Regulatory Agencies and on workers' compensation issues.

Archives and Public Records Division. This division is responsible for a statewide records management program for state and local governments. Responsibilities include the destruction of records of limited value and preservation of the state's legal, administrative, historical and other research records of value.

Capitol Complex Facilities Division. This division is responsible for maintaining 14 state-owned buildings, including the Capitol Complex. It provides maintenance and other related services including security to buildings, grounds and parking in the Capitol buildings area, the Governor's residence, and the General Government Computer Center. The division is also responsible for

state's self-insured liability program which is a statewide self-insurance program for workers' compensation costs.

Telecommunications Division. This division provides engineering services for telephone systems, for two-way radio systems, and operates and maintains the telecommunications network for both voice and data communications for 250 governmental agencies. Voice, data, and video communication is carried over the state-owned microwave and private carrier lines.

The Department of Health and Human Resources is responsible for the regulation of the state's health and local governments. Responsibilities include the regulation of health care facilities for a statewide health care system for the state.

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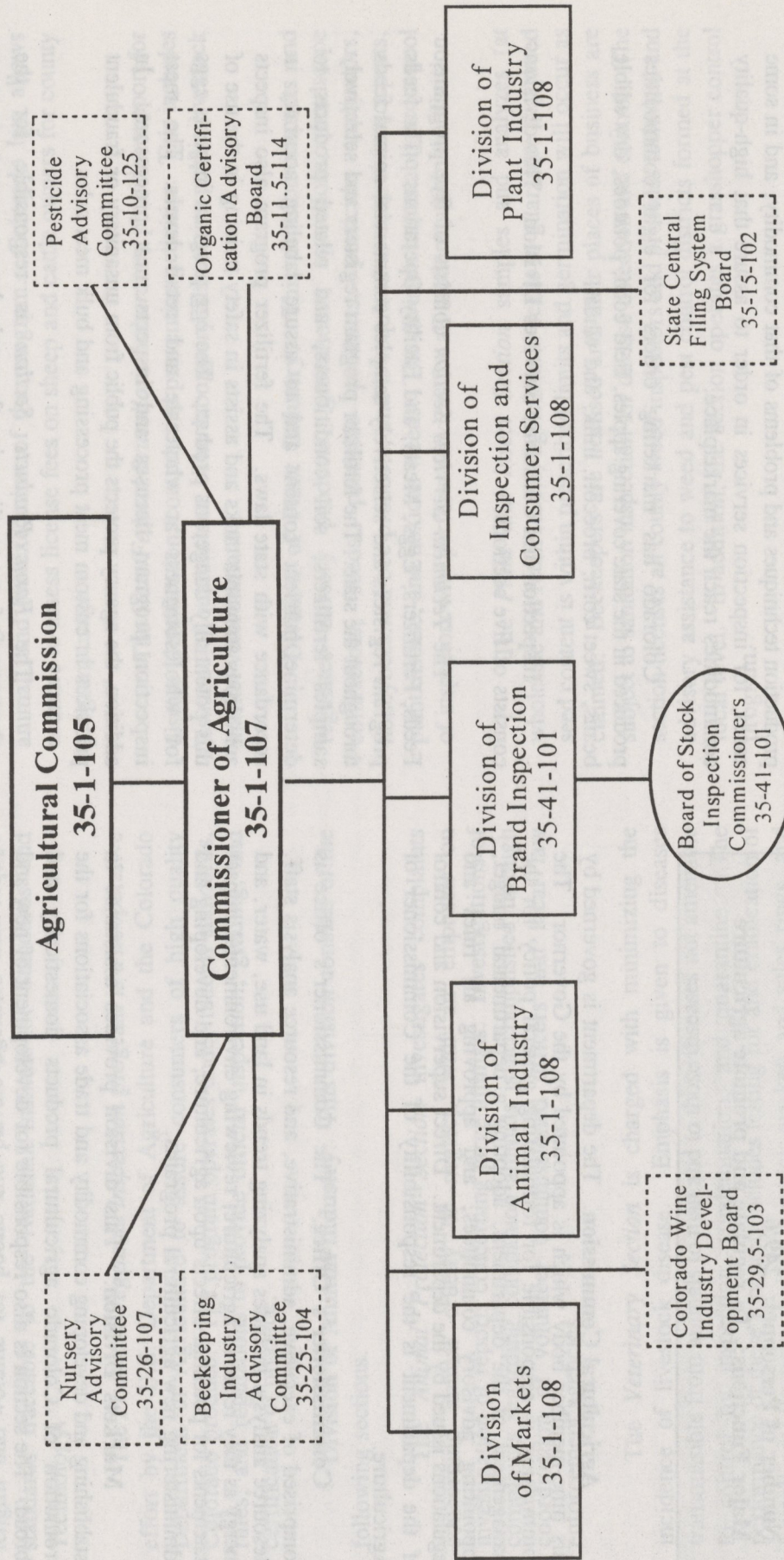
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DEPARTMENT OF AGRICULTURE



DEPARTMENT OF AGRICULTURE

FY 1993-94 Budget: \$15.3 million

Number of Personnel: 249.6

Major Functions: To regulate and promote agriculture

Agricultural Commission. The department is governed by this nine-member body which is appointed by the Governor. The commission is responsible for formulating general policy for the management of the department, adopting a departmental budget, appointing advisory committees, and approving all rules and regulations issued by the department. Direct supervision and control of the department is the responsibility of the Commissioner of Agriculture.

Commissioner's Office. The Commissioner's office is comprised of executive, administrative, and resource analysis staff. Resource analysis includes analyzing trends in land use, water, and energy as they relate to agriculture; reviewing environmental impact statements for potential effects upon agriculture, and developing and administering new agricultural programs.

Markets Division. This division provides assistance in establishing and developing commodity and trade associations for the promotion of Colorado agricultural products domestically and abroad. The section is also responsible for development of new and larger domestic and international markets through surveys of commodity and market needs, collection and analysis of current market activity information, and promotion through trade shows and publication of consumer-oriented information. The section also provides assistance in securing loans through the Colorado Agricultural Development Authority.

Marketing Orders Program. Marketing orders are producer-funded programs which collect funds from the point of first sale of farm commodities (except beef). The funds are used to promote the consumption of those products, to fund specialized research on production techniques and problems of that commodity, and in some cases, for inspection services in order to assure that high-quality commodities reach the marketplace.

Colorado has marketing orders for eight commodities produced in the state covering apples, field corn, potatoes, dry edible beans, sweet corn, broccoli, milk, and wheat.

Inspection and Consumer Services Division. This division consists of five sections.

The *Technical Services Section* consists of five programs: Feeds, Fertilizers, Eggs, Meats, and Facility Operations. The feeds program registers and selectively samples commercial animal feeds throughout the state. The fertilizer program registers and selectively samples fertilizers, soil conditioners, and related products to determine nutrient content and to assure labeling accuracy in accordance with state laws. The fertilizer program also inspects anhydrous ammonia tanks and assists in safety training in the use of this potentially dangerous product. The egg program inspects eggs for wholesomeness at wholesale and retail levels. The meat inspection program licenses and inspects meat processors. In addition, the agency protects the public from unsanitary or fraudulent practices in custom meat processing and bulk meat sales.

The *Farm Products Section* is responsible for the enforcement of statutes licensing those who buy, transport, or store agricultural products produced in Colorado. The agency assures that dealers and state-licensed warehouses are bonded and adequately capitalized.

The *Laboratory Services Section* analyzes animal feeds and fertilizer product samples obtained by multiple inspectors in the

division, and also analyzes pesticide samples for the Plant Industry Division.

Measurement Standards licenses all weighing and measuring devices in commercial use in Colorado and certifies persons operating public scales. The State Standards Laboratory maintains custody of Colorado's official weight and measure standards, and the laboratory provides testing, certification, and calibration of mass, frequency, length, and volume for public and private agencies that require standards traceable to the National Institute of Standards and Technology.

The *Fruit and Vegetable Inspection* program is a cooperative effort by the U.S. Department of Agriculture and the Colorado Department of Agriculture to assure consumers of high quality Colorado produce. The program operates under federal standards, rules, and regulations to provide official inspection, grading, and certification of produce.

Division of Animal Industry. This division consists of the following sections.

The *Animal Protection Section* investigates complaints concerning animal cruelty or neglect, with an emphasis on investigation of reports concerning large animals. Investigations of complaints regarding companion animals is accomplished through coordination of volunteer commissioned officers and local law enforcement agencies.

The *Veterinary Section* is charged with minimizing the incidence of livestock disease. Emphasis is given to diseases transmissible from animals to man and to those diseases not amenable to control by inspection, condemnation, and quarantine. The performance of these functions includes testing for and eradication of brucellosis, licensing public livestock markets and sales rings, and inspecting consigned livestock.

The *Rodent Control Section* provides training, services, and supplies to counties, state and federal agencies, cities, commercial enterprises, and private citizens for the control of all vertebrates that become pests.

The *Predatory Animal Control Section* administers control programs for predatory animals including coyotes, wolves, mountain lions, and bobcats. County general fund monies and voluntary livestock grower assessments are transferred to a state predatory animal fund for execution of the program. Colorado law allows counties to assess license fees on sheep and cattle owners for county program usage.

The *State/Federal Brucellosis Laboratory* provides support for disease identification, control, and prevention activities. This includes issuance of quarantines. The laboratory also trains public livestock market veterinarians.

Division of Plant Industry. This division inspects and regulates nursery products, greenhouse operations, landscape contractors, seeds, pesticide products, pesticide applicators, honeybees and bee products, and is required to control insect pests, plant disease, and noxious weeds. The division has established a pool of inspectors who perform services for all sections within the division.

The *Plant and Insect Section* samples and analyzes (at wholesale and retail levels) agricultural seeds to guarantee that weed seed content is within prescribed limits and germination will occur as claimed. Beekeepers are licensed and their places of business are subject to sanitation inspection for disease detection and control. The section licenses all county weed inspectors and provides technical and advisory assistance to weed and pest control districts formed at the local level. In addition, the section operates a grasshopper control program.

The *Pesticides, Applicators, and Structural Pest Control Section* is responsible for enforcing state licensing and registration

laws concerning pesticides used or sold in Colorado. Pesticide dealers are licensed and inspected to insure that regulations are followed and the products they carry conform to established standards. Commercial pesticide applicators are licensed after examination. Their equipment is registered and periodic inspections and samplings are carried out on all licensed firms to insure compliance with the law. Persons involved in structural pest control are licensed and inspected in much the same manner as commercial applicators. Private applicators are not licensed by the state.

The *Biological Pest Control Section*, commonly referred to as the *Insectary*, is located in Palisade, Colorado, and is concerned with development and release of beneficial insects. Increased emphasis on biological control methods development is intended to provide an alternative to the need for chemical pesticides to control plant and insect pests.

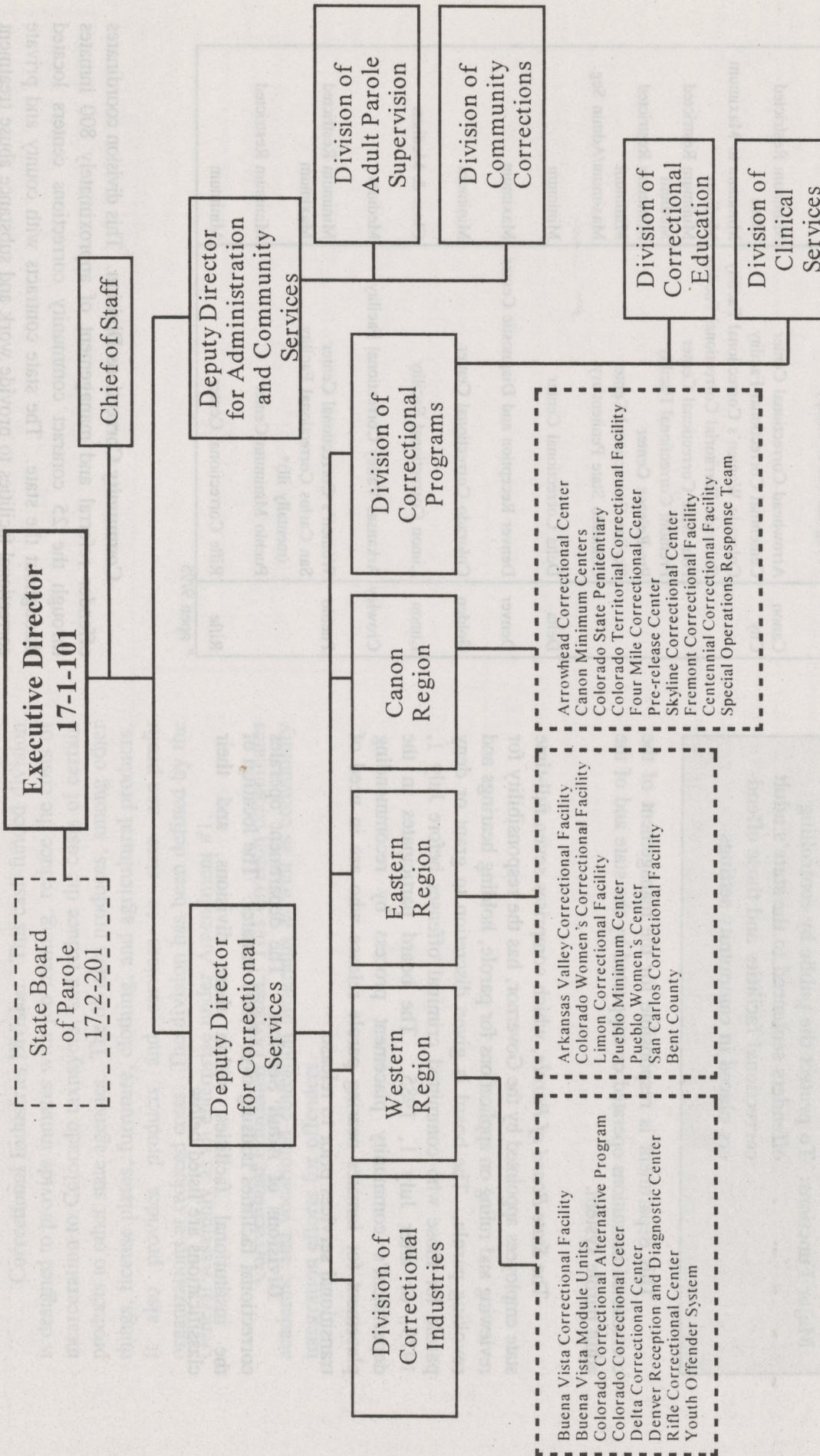
Brand Inspection Division. This division is governed by the *State Board of Stock Inspection*, which is composed of five commissioners appointed by the governor. The board in turn appoints a Brand Commissioner to carry out the board's policies. The division records and assesses all brands in the state, and serves violation notices on individuals not complying with the brand inspection laws. The programs of this agency are cash funded, and are designed to verify the identity and legal title to livestock whenever and wherever required.

State Central Filing System Board. This nine-member board is responsible for maintaining a centralized computer system to store information on all liens on Colorado agricultural products.

Division

Division

DEPARTMENT OF CORRECTIONS¹



¹ This organization chart depicts the functional structure of the department rather than the structure prescribed in the Colorado Revised Statutes.

DEPARTMENT OF CORRECTIONS

FY 1994-95 Budget: \$231.5 million

Number of Personnel: 3,555.9

Major Functions: To protect the public by controlling offenders sentenced to the state's adult correctional facilities and those offenders placed in community settings

This department is responsible for the management of the correctional institutions operated or supported by the state and of the adult parole system.

The *State Board of Parole*, which comprises seven full-time state employees appointed by the Governor, has the responsibility for reviewing and ruling on applications for parole, holding hearings and revoking parole. The board is given discretion to grant or deny parole for those who committed criminal offenses before July 1, 1979, or after July 1, 1985. The board participates in the department's community placement process by recommending placement for inmates nearing parole release who are in need of transitional services prior to release.

Divisions of Adult Services. The department operates correctional facilities housing over 7,800 inmates. The location of the institutional facilities within these divisions, and their classifications are listed below.

	Facility	Classification
Buena Vista	Buena Vista Correctional Facility	Medium to Minimum Restricted
	Colorado Correctional Alternative Program (Boot Camp)	Minimum Restricted
Canon City	Arrowhead Correctional Center	Minimum Restricted
	Centennial Correctional Facility	Close
	Colorado Women's Correctional Facility	Minimum to Maximum
	Colorado Territorial Correctional Facility	Medium
	Four-Mile Correctional Center	Minimum Restricted
	Fremont Correctional Facility	Medium
	Pre-Release Center	Minimum Restricted
	Skyline Correctional Center	Minimum
	Colorado State Penitentiary	Maximum/Admin Seg.
Delta	Delta Correctional Center	Minimum
Denver	Denver Reception and Diagnostic Center	Maximum
Golden	Colorado Correctional Center	Minimum
Limon	Limon Correctional Facility	Close & Medium
Crowley	Arkansas Valley Correctional Facility	Medium
Pueblo	Women's Correctional Center	Minimum Restricted
	San Carlos Correctional Facility (mentally ill)*	Maximum
	Pueblo Minimum Center	Minimum Restricted
Rifle	Rifle Correctional Center	Minimum

* open 9/95

Community Corrections Division. This division coordinates offender referral and management of approximately 800 inmates through the 25 contract community corrections centers located throughout the state. The state contracts with county and private correctional facilities to provide work and substance abuse treatment to offenders returning to the community.

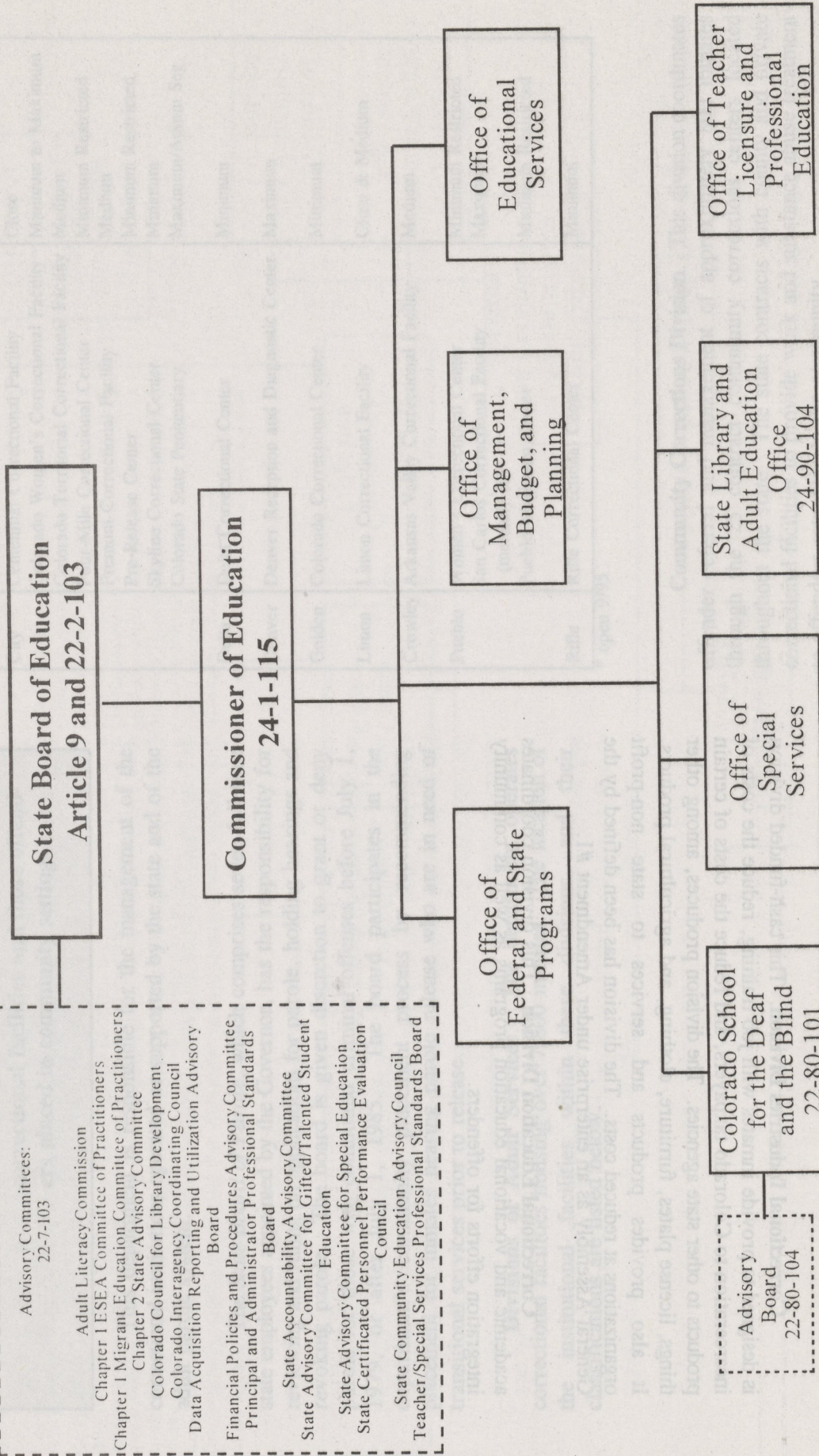
Adult Parole Supervision Division. This division supervises approximately 2,400 parolees. It provides a more rigorous parole program for higher risk offenders.

Correctional Industries Division. This cash-funded division is designed to provide inmates with job training, reduce the costs of incarceration to Colorado taxpayers, and reduce the costs of certain products to other state agencies. The division produces, among other things, license plates, furniture, clothing, and agricultural products. It also provides products and services to state non-profit organizations at reduced costs. The division has been defined by the General Assembly as an enterprise under Amendment #1.

Correctional Education Division. This division coordinates academic and vocational education programs as well as community integration efforts for offenders.

DEPARTMENT OF EDUCATION

24-1-115



DEPARTMENT OF EDUCATION

FY 1994-95 Budget: \$1735.5 million

Number of Personnel: 366

Major Functions: To provide leadership and support services to local public school districts; develop, promote, and deliver adult education and library services; and distribute state and federal aid moneys to local public school districts

State Board of Education. Section 1 of Article IX of the State Constitution provides that "the general supervision of the public schools of the state shall be vested in a board of education...". The State Board's authority has not been defined to include directing or prescribing programs or curricula for public elementary and secondary education in the state. Instead, the board and the department, by statute, have been authorized to assist and provide leadership to local school districts in establishing, improving, and extending local programs. In Colorado the responsibility for providing public education below the college level is delegated to 176 independent school districts.

Office of Educational Services. This office is responsible for improving the administrative capabilities and providing for the accreditation processes in all the local school districts. It is also charged with improving the effectiveness of curricula and instruction through ongoing training for teachers and administrators.

Office of Federal Program Services. Federal and state programs for at-risk children and youth including the provision of preschool, comprehensive health services, and dropout prevention and remediation, are administered by this office.

Office of Management, Budget, and Planning. This office establishes statewide budgeting, reporting, and auditing standards for

school districts. The unit audits the largest districts each year and the smaller districts every three years. In addition, the unit administers the transportation program for school children. The office provides accounting, budget planning, and purchasing services for the department. In addition, data collection and distribution is provided, as well as Human Resources (personnel) Services and Legislative Information Services.

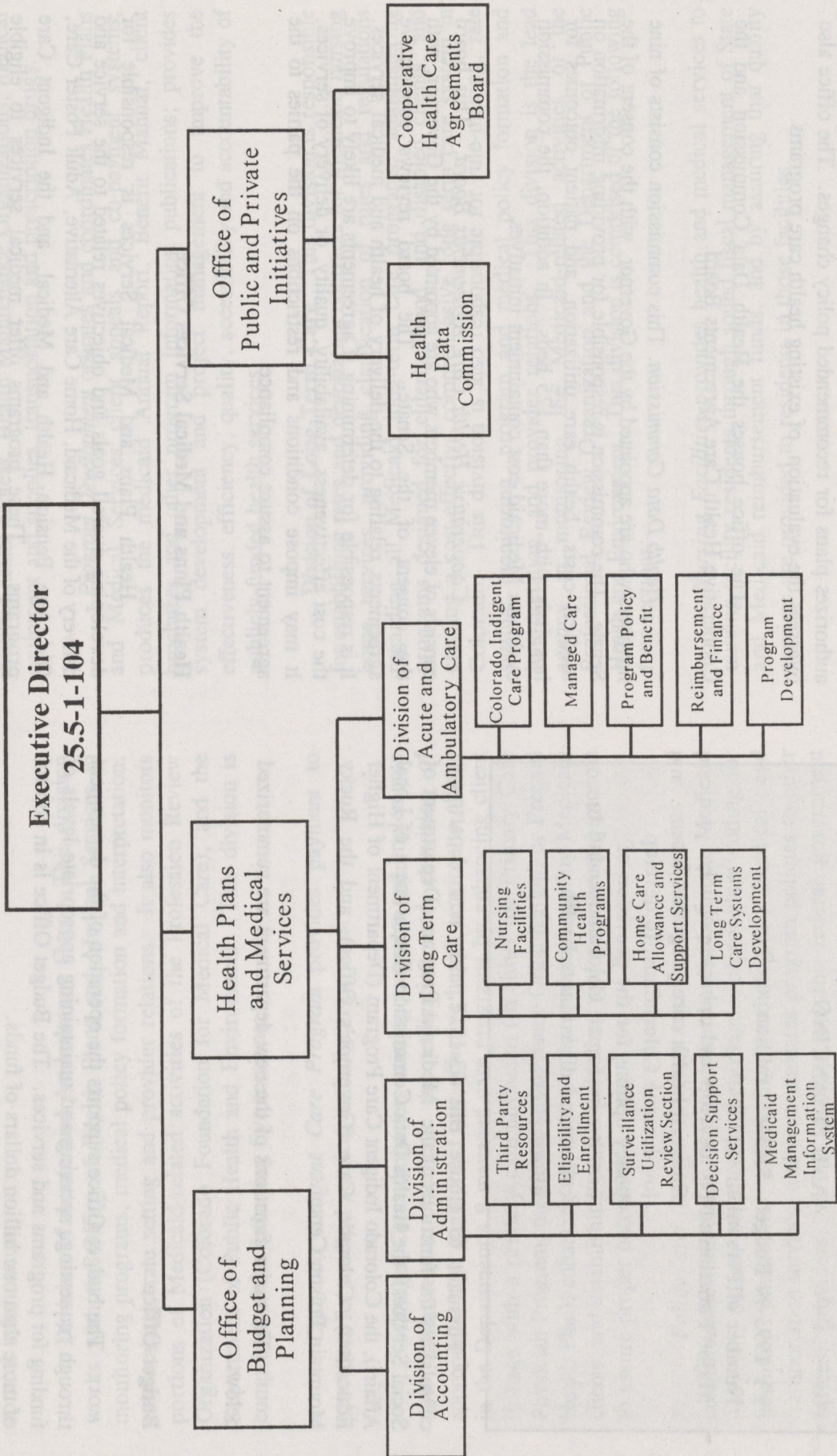
Office of Special Services. This office oversees the administration of the Special Education Services Unit. It also administers the Colorado School for the Deaf and the Blind. In addition, the office is given extra charges from the Commissioner: The Colorado Achievement Commission on Education Task Forces, the Preschool Management Team, and the Colorado Magnet School for Math, Science, and Technology.

The Colorado School for the Deaf and the Blind. Located in Colorado Springs, this facility serves children of the state who, because of hearing or sight impairment, or both, cannot be advantageously educated in the other schools of the state. The school serves both residential and day students with preschool, elementary, and secondary education programs.

State Library and Adult Education Office. Library services are available to state agencies; state institutions, such as correctional facilities; and through the operation of the Colorado Talking Book Library. In addition, the office is required to further the development of public libraries. The unit also administers 40 centers across the state where a person can take the General Equivalency Diploma (GED).

Office of Teacher Licensure and Professional Education. This office monitors teacher education programs and supervises the licensing of teachers and administrators. The unit is cash funded with fees imposed on applicants. The State Certificated Personnel Performance Evaluation Council was created in 1984 to report to the State Board of Education in the implementation and assessment of performance evaluation systems for certificated personnel. The Colorado Educator Licensing Act of 1991 will replace the 1975

DEPARTMENT OF HEALTH CARE POLICY AND FINANCING



**DEPARTMENT OF HEALTH CARE POLICY
AND FINANCING**

FY 1993-94 Budget: \$1,341.2 million

Number of Personnel: 137.2

Major Functions: To develop and operate publicly financed health care programs for low-income Coloradans, to develop policy options for the provision of health care for all Coloradans, and to collect and disseminate health information.

receives public input, develops and recommends feasibility plans, regulatory and statutory changes, and reviews, modifies and authorizes plans for recommended policy changes. The office also oversees the evaluation of existing health care programs.

The office houses the Health Data Commission and the Cooperative Health Care Agreements Board.

Health Data Commission. This commission consists of nine members who are appointed by the Governor, with the consent of the Senate. The commission is responsible for providing information on medical costs, health care utilization, and patient outcomes for hospitals with more than 125 beds. In addition, the commission evaluates Medicaid cost containment initiatives.

Cooperative Health Care Agreements Board. This board consists of eleven members who are appointed by the Governor, with the consent of the Senate. The board reviews cooperative agreements relating to the delivery of health and medical services. It is responsible for determining if agreements are likely to improve the cost effectiveness, availability, quality, or delivery of services. It may impose conditions and restrictions on the parties to the agreement to assure compliance.

Health Plans and Medical Services Office

Health Plans and Medical Services is responsible for developing overall goals and objectives related to the service and delivery of the Medicaid, Home Care Alternative, Adult Foster Care, Old Age Pension Health and Medical, and the Indigent Care programs. These programs offer medical services to eligible recipients, including hospitalization, nursing home care, prescription drugs and physician services to low-income elderly and disabled individuals, pregnant women, and low-income families with children. This office is also responsible for resolving conflicts between the state, providers, counties and recipients. This office also ensures

Pursuant to House Bill 93-1317, this new department consolidates the functions of the Medicaid Program (Department of Local Social Services), the Health Data Commission (Department of Local Affairs), the Colorado Indigent Care Program (Department of Higher Education), Colorado Care (Governor's Office), and the Rocky Mountain Poison Center.

The major functions of the new department are summarized below.

Budget Office

The budget Office supports the operation of the department through requesting, securing and maintaining appropriate levels of funding for programs and services. The Budget Office is in control of more than one billion dollars of funds.

Public and Private Initiatives Office

This office develops new health policy initiatives relevant to both the public and private sectors. The office involves stakeholders,

appropriate implementation of all federal, state, and departmental rules, regulations, and procedures.

Poison Control Oversight Board. This board consists of seven members who are appointed by the Governor, with the consent of the Senate. It shall provide oversight to the Department in its efforts to contract for services to and disseminate statewide poison control information.

Division of Acute and Ambulatory Care. This division works with the Office of Health Plans and Medical Services in monitoring programs, medical policy formation and interpretation, rule-making, rate setting and provider relations. It also monitors portions of Medicaid-related activities of the Profession Review Organization (Colorado Foundation for Medical Care), and the Department of Public Health and Environment. This division is comprised of the following five sections:

Colorado Indigent Care Program provides payment to providers for medical services to indigent persons.

Managed Care administers existing programs and implements new initiatives to facilitate the utilization and provision of appropriate, high quality and cost-effective health services to clients in the Department's 9 managed care programs by enhancing client linkage with a primary care physician (in either the Primary Care Physician Program, the Health Maintenance Organization, or Prepaid Health Plan), enhancing the number of providers accepting Medicaid clients, and establishing review guidelines and monitoring protocols to assure proper outcomes.

Policy and Benefit Program develops, implements and communicates ambulatory and acute care policies for the Medicaid program; defines benefits through diagnosis/procedure coding for hospital, practitioner, laboratory, radiological, medical and transportation services; and communicates program policies to other offices, providers, various publics and the federal government

through published bulletins, letters formal and informal public forums, administrative rules and Federal State Plans.

Reimbursement and Finance develops, implements and monitors reimbursement rate and methods for all acute and ambulatory services in the Health Plans and Medical Services Division including hospitals, physician and clinic services, federally qualified health centers, Health Maintenance Organizations, medical equipment and supplies, transportation and prescription drugs.

Program Development operates and coordinates Health Plans and Medical Services client appeals and co-payment systems; produces the Medicaid Annual Report, Benefit Manual, client brochures and other program information publications; provides system development and project management to improve the effectiveness, efficiency, quality, accessibility and accountability of publicly-funded health services.

Division of Long-Term Care. This division is responsible for establishing rates and negotiating contracts for Medicaid nursing home services, providing clarification of rules and regulations regarding all Medicaid long-term care programs, administering programs designed for elderly, blind, and disabled clients, and creating a cost-effective comprehensive long term care system in Colorado. This division is also responsible for rule-making, rate setting, monitoring, program and medical policy formation and interpretation, and provider relations. This division is the lead agency in monitoring the Medicaid-related activities of the Professional Review Organization and the Department of Public Health and Environment. This division is comprised of the following four sections:

Nursing Facilities provides health and medical services to nursing facility residents through sound fiscal management of State and Medicaid reimbursement funds, and by assuring that quality services are provided to residents in those facilities.

Community Health Programs is responsible for assuring the provision of safe, cost-effective, and quality alternatives to institutional care for Medicaid eligible clients who need home care services, through the administration of the Home and Community Based Services for the Elderly, Blind and Disabled (HCBS-EBD) Program, the Home and Community Based Services for Persons Living with AIDS (HCBS-PLWA) program, the Home Health (HH) program, and the Private Duty Nursing (PDN) program.

Home Care Allowance and Support Services manages the Home Care Allowance and Adult Foster Care Programs, manages the contract of the utilization review and control of Medicaid LTC Programs, and provides budget, systems, and data support to the Long Term Care Division.

Long Term Care Systems Development is responsible for developing and implementing new programs or care management systems for the Long Term Care Division.

Division of Administration. This division is responsible for the management of the Medicaid program and the coordination of medical benefits. It is responsible for determining Medicaid eligibility and ensuring the payment of claims. It manages administrative operations on behalf of clients, providers, government, and outside agencies.

Health Data Commission consists of nine members who are appointed by the Governor, with the consent of the Senate. The commission is responsible for providing information on medical costs, health care utilization, and patient outcomes for hospitals with more than 125 beds. In addition, the commission evaluates Medicaid cost containment initiatives.

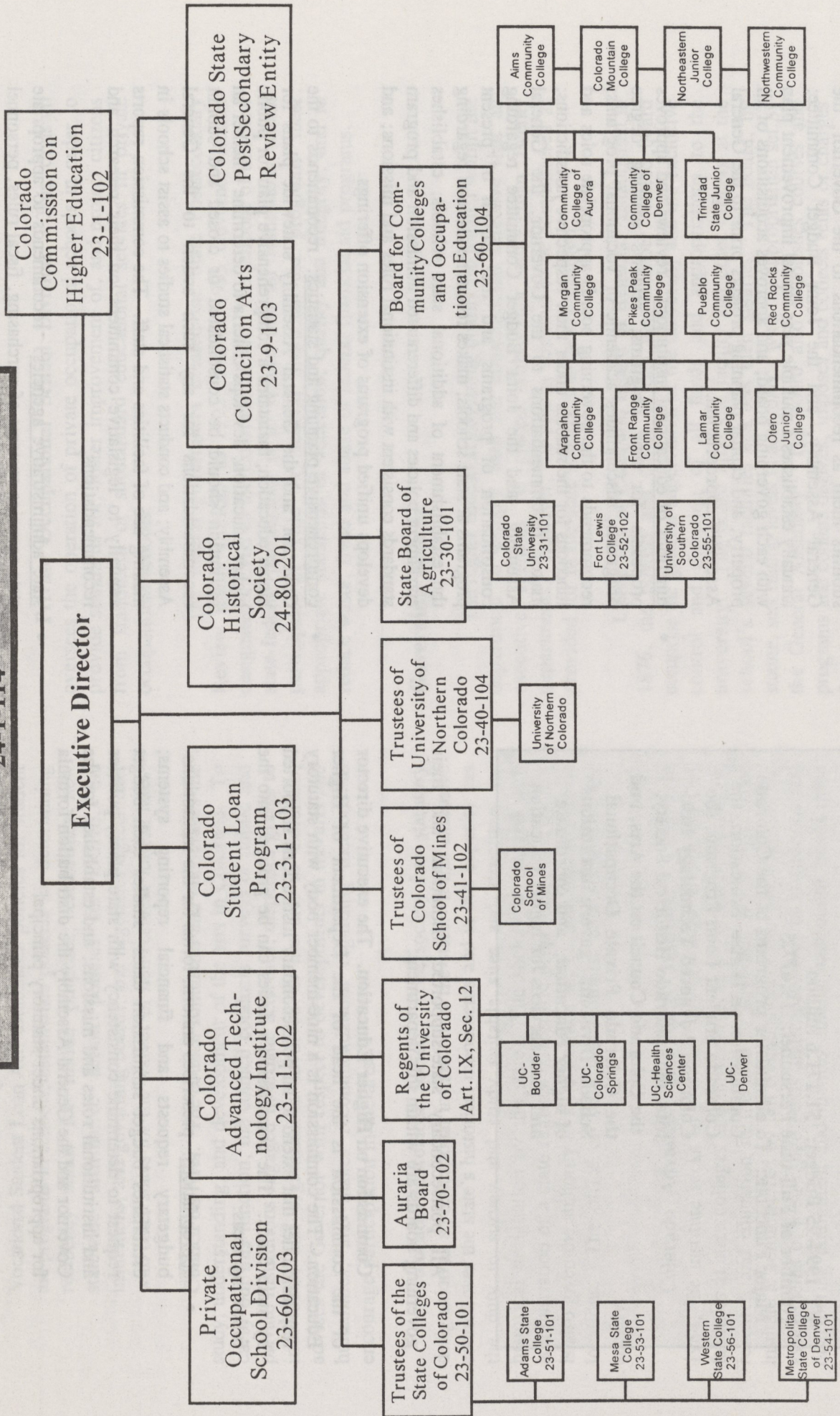
Cooperative Health Care Agreements Board. This board consists of eleven members who are appointed by the Governor, with the consent of the Senate. The board reviews cooperative agreements relating to the delivery of health and medical services. It is responsible for determining if the agreement is likely to improve

the cost-effectiveness, availability, quality, or delivery of services. It also may impose conditions and restrictions on the parties to the agreement to insure compliance.

Division of Accounting. The Division of Accounting, under the direction of the Controller of the Department, is responsible for the management of the accounting functions of the department. Those functions include processing payments for all administrative functions, receipting in all cash receipts and maintaining accounts receivable records, preparing the payroll for all employees, interfacing departmental accounting activities with the statewide Colorado Financial Reporting System (COFRS), and preparing departmental financial statements and management reports. This division is also responsible for maintaining fixed asset records and the related fiscal reporting, as well as all procurement and contract processing activities.

DEPARTMENT OF HIGHER EDUCATION

24-1-114



DEPARTMENT OF HIGHER EDUCATION

FY 1994-95 Budget: \$1,171.6 million

Number of Full-time Personnel: 18,477.5

Major Functions: To administer programs of the Colorado Commission on Higher Education, the Colorado Student Loan Program, the Colorado Advanced Technology Institute, the Colorado Historical Society, the Colorado Council on the Arts, and the Colorado Private Occupational Schools Division; govern institutions of higher education; and coordinate and plan services for higher education

All postsecondary state-supported institutions and their governing boards are within this department.

Commission on Higher Education. The executive director of the commission is the head of the Department of Higher Education. The commission is a nine-member body with statutory responsibilities that extend to all postsecondary institutions supported by state funds. The commission's duties can be grouped into the following areas:

- appropriations: prescribes uniform forms for the institutions' budgetary requests and financial reporting systems; establishes budget submission dates; studies each budget request to determine consistency with state plans, policies and institutional roles and missions; and establishes for the Governor and the General Assembly the distribution formula for appropriations under statutory principal.
- capital construction: prescribes uniform procedures, policies, and standards for the development of capital

construction programs, space needs and space utilization; establishes priorities for funding construction programs and submits them as recommendations to the Governor, the General Assembly, and the Joint Budget Committee; annually establishes a multiple year capital improvement plan with each governing board; and approves acquisitions of all property, and capital planning projects prior to the General Assembly appropriation.

- functions of educational institutions: reviews and approves proposals for new programs; reviews existing degree programs, discontinues academic or vocational programs; recommends to the governing boards appropriate roles and functions for the schools under their respective jurisdictions; makes recommendations to the Governor, the General Assembly, and the Joint Budget Committee regarding consolidation of programs and the growth of present programs at state schools; makes recommendations regarding the establishment of additional state schools; establishes enrollment policies and differentiated admission and program standards consistent with institutional roles and missions; and develops unified programs of extension offerings.

- comprehensive planning and statistics: recommends to the Governor and the General Assembly statewide plans for higher education; maintains a comprehensive plan for public higher education; develops criteria to determine whether an institution should be consolidated or closed and submit recommendations for any such action to the General Assembly; and conducts statistical studies to assist schools in making use of facilities and staff. The commission reports annually to legislative committees on their research and recommendations.

- state administrative agencies: recommends to appropriate state agencies systems of purchasing, fiscal rules, personnel policies, and post-audit procedures as they relate to educational institutions.

- other functions and powers: serves as the agency for the administration of funds under the Higher Education Facilities Act; serves as the agency to administer and supervise administration of the Higher Education Act and the National Vocational Student Loan Act; establishes policies for student aid programs in schools; establishes policies for determining residency status for tuition purposes; establishes new statewide affirmative action policies for CCHE, the institutions, and governing boards; and negotiates agreements with other states for the waiver of non-resident tuition rates.

Council on Arts. The council stimulates and encourages the study, understanding, and development of the arts in Colorado. To carry out this function, the council conducts surveys of public and private institutions engaged in artistic activities, dispenses grants to individuals and organizations involved in the arts in Colorado, advises the Governor with respect to developments in the arts and humanities, and makes recommendations regarding methods to encourage participation in the arts.

Colorado Historical Society. The society has statutory designation as an educational institution of the state. It has exclusive control over the state's historical monuments and in this capacity has the duty to survey and study suitable sites and structures for historical designation by the state. The society is charged with administration of a state register of historic properties. The society is also given the authority to issue permits for excavations in historic locations. The office of state archaeologist is a section in the society.

Colorado Advanced Technology Institute. Created in 1984, the institute seeks to provide state-of-the-art equipment and facilities at state colleges and universities as a method of enhancing research and education in the area of advanced technology. The institute is administered by ten commissioners charged with making assessments of long-range goals and capabilities of institutions and distributing equipment and monies among institutions based upon priorities established by the commissioners.

The Colorado Student Loan Program. The responsibilities of this division includes approving or arranging for approval of loan applications; purchasing default loans; and borrowing funds from the student loan marketing association.

Private Occupational School Division. This division oversees the operation of private occupational schools in order to provide standards for, foster improvement of, and protect citizens from fraudulent or substandard educational services in private occupational schools.

The federal government created the State Postsecondary Review Entity (SPRE) in 1992, and in 1993 Governor Romer designated CCHE as the Colorado SPRE. The purpose of this new state-federal partnership is to ensure that all institutions which participate in Title IV federal financial aid programs meet appropriate standards of education, quality and integrity; and to reduce waste, fraud and abuse of federal financial aid programs.

Governing Boards

The higher education governing boards are located within the department to comply with the constitutional directive that all executive agencies be placed within not more than twenty departments. However, the boards continue to be administered as provided for in the state statutes and the constitution.

University of Colorado Board of Regents. Established in 1876, the powers and duties of this nine-member elected board comprise the general supervision of the university and the exclusive control and direction of all funds and appropriations to the university. The board hires the faculty and other officers at the school's several facilities and sets their salaries. The board, by statute, sets tuition levels in accordance with the appropriation set by the General Assembly. The board also establishes courses and programs and confers degrees, imposes and collects rents or charges for the use of buildings and facilities for research purposes, and

borrow funds for the construction of additional facilities. The board is also authorized to conduct a family practice medical training program in coordination with the Department of Institutions.

The schools and facilities under the jurisdiction of the Board of Regents include the University of Colorado at Boulder, Denver, and Colorado Springs; the Health Sciences Center; and Colorado Psychiatric Hospital. In 1991, a University of Colorado Hospital Authority was established as a political subdivision of the state for the purpose of operating the University Hospital. The institution is governed by a nine-member board appointed by the regents.

State Board of Agriculture. Established in 1870, this board governs Colorado State University, the University of Southern Colorado, and Fort Lewis College and has responsibility for the State Forest Service and the Cooperative Extension Service and Experiment Station. Fifteen individuals serve on the board; there are nine voting members, each appointed by the Governor.

With regard to the three educational institutions, the board is given authority to choose their presidents and faculty and set salaries, fix tuition, confer degrees, and administer various federal aid programs. With respect to the experiment station, the board has the authority to control federal funds coming to the state for the organization and maintenance of the state.

A Colorado Water Resources Research Institute was created by statute in 1981 as a unit of the Colorado State University for the development, implementation, and coordination of water research programs in the state and for the dissemination of research information. A ten-member Advisory Council on Water Resources Research Policy was also established.

Board of Trustees of the University of Northern Colorado. This nine-member governing board (established in 1973) is given authority over the operation of this institution of higher education located in Greeley.

The Trustees of the State Colleges in Colorado. This eight-member (which now includes a student) board was established in 1889 as the Trustees of the State Colleges. The trustees have governing authority over Adams State College, Mesa State College, Metropolitan State College of Denver, and Western State College. This authority includes the appointing of presidents and other officials and faculties of the schools, setting tuitions, prescribing qualifications for admissions, fixing salaries, and other management functions.

Board of Trustees of the Colorado School of Mines. This is the eight-member (including a student) governing body for the School of Mines located in Golden.

The Board of Directors of the Auraria Higher Education Center. This board was established in 1974 to plan, initiate, manage and control the Auraria higher education complex. The three Auraria institutions are the Community College of Denver, Metropolitan State College of Denver, and the University of Colorado-Denver. The board consists of four members appointed by the Governor and one member each from the boards of the three Auraria institutions — the Board of Regents of the University of Colorado, the Trustees of the Consortium of State Colleges, and the State Board of Community Colleges and Occupational Education. The remaining member is a student.

State Board of Community Colleges and Occupational Education (SBCCOE). This eleven-member board now includes a student member and a faculty member of a college of the state system of community colleges. The authority of the board, in varying degrees, extends to the operation of schools within the state system of community and technical colleges, local junior colleges, area vocational schools, and proprietary schools. The board appoints a director of occupational education and a director of community and technical colleges. The board also serves as the state approving agency for veteran's programs and as the State Board for Vocational Education. An overview of the board's responsibilities follows:

• Community and technical colleges are under the jurisdiction of the board and, as such, the board exercises authority to fix tuition, appoint administrative officials, recommend curricula and capital construction budgets, prepare state plans for occupational education, make recommendations to the Commission on Higher Education and the General Assembly regarding the location and priorities for establishment of community and technical schools, and review and transmit with recommendations to the commission and the General Assembly both operating and capital budget requests.

• Local junior colleges (including Aims Community College, Northeastern Junior College, Northwestern Community College, and Colorado Mountain College) are subject to more limited board authority than community and technical colleges. The board reviews and makes recommendations concerning requests by the colleges for appropriations for capital construction before such requests are submitted to the Commission on Higher Education and the General Assembly. The board also allocates state grants and reviews school programs.

• Vocational schools must comply with standards established by SBCCOE. There are twenty-two area vocational schools, many of which are housed in community colleges offering approved postsecondary vocational programs for credit. Seven are operated by a local school district or by a board of cooperative services. The board reviews each proposal by boards of cooperative services for establishment of a vocational program and makes a binding decision. The board also establishes standards for eligibility for state assistance monies to local programs.

• Occupational education was added to the board's charge in 1986. The board is now required to maintain a comprehensive plan for the role of occupational education in support of overall state educational policy.

To implement the authority given the SBCCOE in the areas listed above, specific responsibilities are given to administrative staffs and the following advisory councils.

• *A State Advisory Council* is appointed by the Board for Community Colleges and Occupational Education to assist the board in carrying out its responsibilities regarding occupational education.

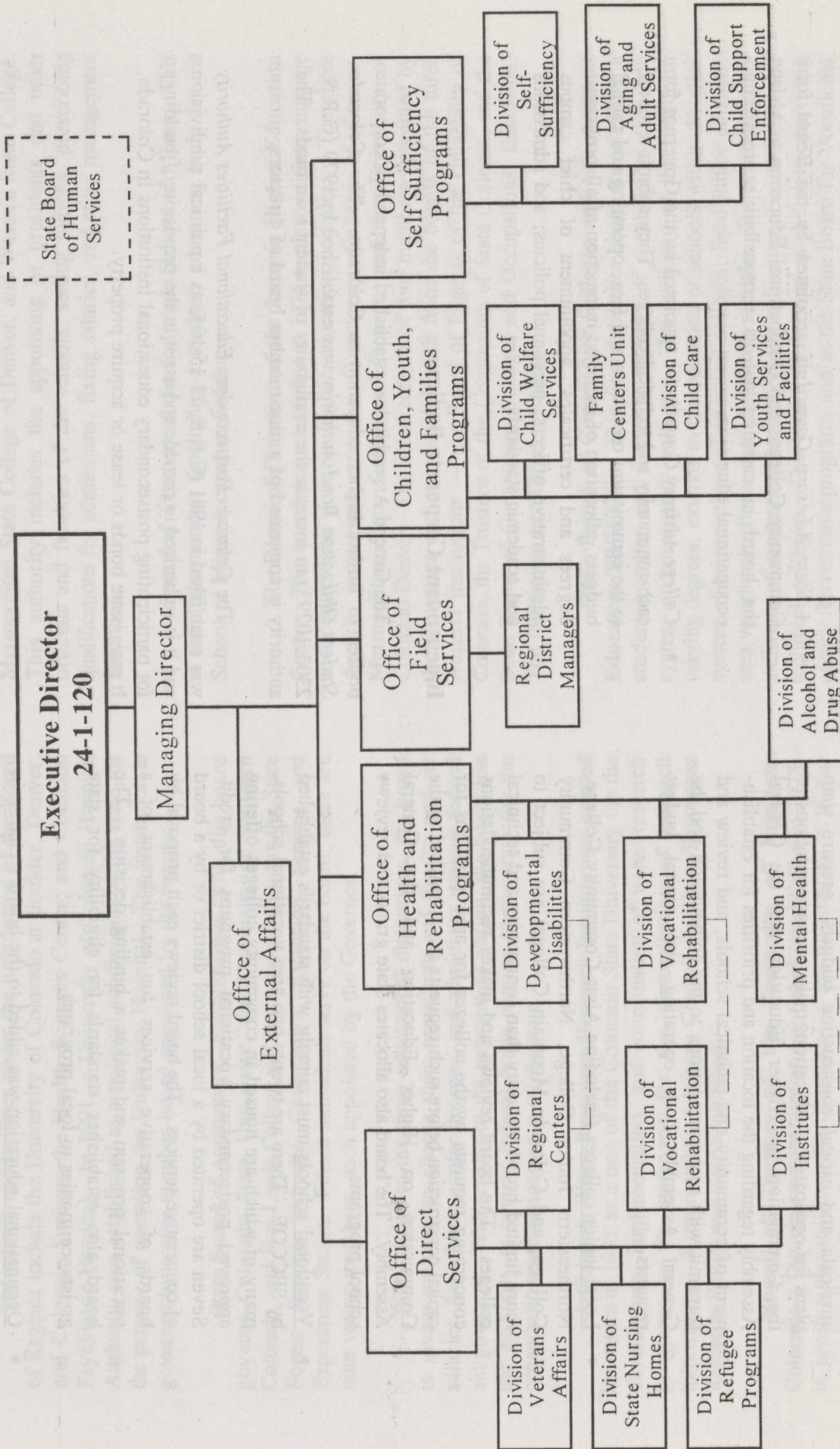
• *College Advisory Councils* are appointed by the Governor for each community and technical college. They submit a report to the commission on tuition and fees, operating and capital budgets, allocation of moneys; instruction of all programs; degrees and certificates; appointment of chief campus administrative officers; personnel policies; and admissions and academic standards.

Independent Corporate Bodies

The General Assembly has established independent corporate bodies to further higher education in Colorado. The *Colorado Student Obligation Bond Authority* was established in 1979 (C.R.S. 2303.10293) to increase the availability of student loan funds. The authority is composed of a nine-member board of directors.

The *Colorado Postsecondary Educational Facilities Authority* was established in 1981 (C.R.S. 23-15-104) as a political subdivision and it is authorized to provide and assist in the provision of buildings for participating postsecondary educational institutions in Colorado. It may issue bonds or lease or acquire property.

DEPARTMENT OF HUMAN SERVICES



DEPARTMENT OF HUMAN SERVICES

FY 1994-95 Budget: \$1,018 million

Number of Personnel: 4,408 state / 2,931 county

Major Functions: To deliver social services to families, children, and adults including public assistance, child welfare, programs for juvenile delinquents, services for veterans and the aging, persons with physical and developmental disabilities, and persons with mental illness

sector providers. Various services, however, are delivered directly to clients by state employees.

Rule-Making Authority

The department's rules and regulations govern program policy and scope, and the rights and responsibilities of those who receive assistance as well as those of service providers. The *State Board of Human Services* promulgates rules and regulations for programs under the Office of Children, Youth, and Families Programs and the Office of Self-Sufficiency Programs. The executive director has rule-making authority over programs administered by the Office of Direct Services and the Office of Health and Rehabilitation Programs.

Office of External Affairs

This office serves as the liaison between the department and other entities, such as the General Assembly, the federal government, other state departments, and the public. The office also handles consumer complaints and appeals. In addition, the office coordinates the administrative and review processes for the promulgation of regulations by the State Board of Human Services and by the Executive Director.

The office also houses the Developmental Disabilities Planning Council and the Juvenile Parole Board.

Developmental Disabilities Planning Council. The council is an advocacy and planning body appointed by the Governor to supervise the development and implementation of a comprehensive state plan for the delivery of services to developmentally disabled persons. It acts in an advisory capacity to all state agencies impacting services to disabled persons.

Juvenile Parole Board. Juveniles committed as delinquents to the Department of Human Services are released from custody by

Pursuant to House Bill 93-1317, the Department of Social Services and the Department of Institutions were consolidated to create the Department of Human Services (DHS) — effective July 1, 1994. The Medicaid program, which was previously administered by the Department of Social Services, has been transferred to the newly created Department of Health Care Policy and Financing. However, DHS will still be responsible for determining the Medicaid eligibility of clients. In addition, the Division of Alcohol and Drug Abuse, previously housed in the Department of Health, has been transferred to DHS.

The reorganization is expected to streamline administrative functions and to improve the provision of services to clients, particularly those who need to access more than one program. The restructuring process generally consolidated functions which deliver social services to the aging, persons with developmental disabilities, persons with mental illness, delinquent children, and to families on welfare.

The state department typically develops policy and performs administrative functions, while the delivery of services to clients is done by local public sector entities (such as counties) and by private

this board, whose seven members are appointed by the Governor with consent from the Senate. The board is responsible for granting, deferring, suspending, revoking, and setting the terms of parole for these youths.

Office of Field Services

The short-term goal (two years) of this office is to provide technical assistance and support to local agencies for the planning process associated with the reorganization of local human services delivery systems, pursuant to House Bill 94-1005. The long term goal is to assist local agencies with the implementation of the reorganization strategies and with streamlining the delivery of human services.

Regional District Managers. There are five district management offices which will assist in the reorganization of local human services delivery.

Office of Direct Services

This office is charged with the administration of services, including institutional, which are delivered directly by state employees to clients. The creation of this office consolidates the shared functions associated with operating state-run facilities, such as staffing issues, budgeting, and certification.

Regional Centers Division. This division administers three regional centers for the developmentally disabled. The regional centers are located in Wheat Ridge, Grand Junction, and Pueblo. The facilities at Wheat Ridge and Grand Junction include on-campus residential units and satellite group homes. The population served by Pueblo Regional Center resides in satellite group homes. The regional centers provide 24-hour residential services, as well as medical, psychiatric, therapeutic, vocational, and educational services.

Vocational Rehabilitation Division. This service area is responsible for assisting persons who are physically and/or mentally handicapped in developing necessary skills to obtain employment. Services are provided through 29 satellite offices.

Institutes Division. This agency administers the two state psychiatric hospitals — the Colorado Mental Health Institute at Pueblo and the Colorado Mental Health Institute at Fort Logan. The institute in Pueblo provides medical, psychiatric, and administrative support to comprehensive mental health centers and clinics in 57 counties. Forensic psychiatry, drug treatment, and general hospital services are provided to patients from all 63 counties. The institute at Fort Logan provides a variety of mental health programs to residents of the Denver area and the North Central and Northeast Colorado areas.

Veterans Affairs Division. This division assists veterans and their survivors or dependents in securing the benefits to which they are entitled. As such, the division serves as a central information source on veteran's issues; represents beneficiaries in filing claims and appeals; and trains and supervises county veteran service offices, who are the local agents for providing assistance.

State Nursing Homes Division. This agency oversees five nursing homes located in Florence, Homelake, Rifle, Walsenburg and Trinidad. All of the nursing homes, except for the one located in Walsenburg, are operated directly by the state. (The Walsenburg nursing home is operated by the Huerfano hospital district.) Four of the nursing homes, Florence, Homelake, Rifle and Walsenburg are veteran nursing homes and federal law requires that at least 75 percent of the patients in these facilities must be veterans or their survivors or dependents. The nursing homes provide skilled and/or intermediate care, as well as a residential (domiciliary) program at Homelake. The residential program is for the more independent clients, who need only limited supervision.

Refugee Programs Division. Refugee assistance includes financial and medical assistance, language training, employment, case management, and self-sufficiency services to eligible refugees.

Office of Health and Rehabilitation Programs

The responsibilities of this office overlap with the Office of Direct Services concerning the provision of services to the developmentally disabled, to persons in need of vocational rehabilitation, and to persons with mental illness. Under the Office of Health and Rehabilitation Programs, the divisions serving these populations are responsible for policy development, such as resource allocation and rate setting, and for oversight of service delivery in accordance with the established policies. In addition, some of the divisions are responsible for the contracting of service delivery by non-profit providers.

Developmental Disabilities Division. The division purchases services from 20 community centered boards and 85 approved service agencies throughout the state. These programs deliver community services to persons with developmental disabilities. The services include infant stimulation, preschool, adult activities, and vocational activities. Community day program services provide both rehabilitative and vocational services in structured program settings for persons with developmental disabilities. Community residential programs provide services of varying intensity on a continuing basis.

Vocational Rehabilitation Division. This agency provides for policy development of the state's vocational rehabilitation program, including how to meet the goal of serving the most severely disabled residents. In addition, the division assists persons with disabilities in obtaining independent living and integrating into the community.

Mental Health Division. This division provides mental health services to citizens of the state through the purchase of services from 3 specialty clinics and 17 private, non-profit

community mental health centers. In addition, this agency is responsible for licensing and certifying mental health facilities and providers.

Alcohol and Drug Abuse Division. This division was transferred from the Department of Health (now called the Department of Public Health and Environment). The agency plans, develops, and implements alcohol and drug abuse services in the state, including prevention, intervention, and treatment services. The division contracts for alcohol or drug treatment programs and prevention/intervention programs, certifies substance abuse counselors, handles involuntary commitments into alcohol treatment programs, oversees the methadone treatment program, and operates the Colorado State Employee Assistance program. The staff also oversees the training, certification, and evaluation of alcohol and drug abuse evaluators who assess convicted drunk drivers and recommend appropriate treatment to the presiding judge.

The division licenses over 300 public and private substance abuse treatment facilities in the state and investigates complaints related to the licensed programs. The division also licenses and monitors researchers and laboratories which use controlled substances and marketers of precursors of controlled substances.

Office of Children, Youth and Families Programs

Child Welfare Services Division. This agency administers services designed to protect children from harm and assist families to care for their children. The county departments of social services deliver these services and the division supervises the delivery. This agency also contains two programs which are considered special purpose welfare programs: domestic abuse services and Indian services. Agency programs are listed below:

- Child Protection — provides services to children who have been abused, neglected, or at serious risk of harm.

- **Foster Care and Family Preservation** — provides out-of-home care to children who are in need of protection from, or who are in conflict with their families or communities; provides in-home services to families to prevent out-of-home placement of children.

- **Adoption** — provides adoption services for children and subsidized adoption for special needs children in the legal custody of the state.

- **Interstate Compact on the Placement of Children** — administers requests from county departments to place children out of this state and from the other 49 states to place children in Colorado in the homes of relatives, in foster care, or in adoptive homes.

- **Independent Living** — assists youth in foster care who are 16 years or older in becoming self-sufficient.

- **Domestic Abuse Assistance Program (DAAP)** — administers funds generated by a tax check-off system on state individual income tax returns. DAAP assists in stabilizing and developing domestic violence programs.

- **Indian Services** — seeks to strengthen family units on Native American reservations and ease the transition from the reservation to the city for Native Americans who have moved to the Denver Metro area.

Family Centers Unit. The Family Centers Unit assists local communities in the development of family centers to assist families to function in a healthy and productive manner. The community-based centers provide a single point of entry for families to access a wide range of programs and services, such as early childhood education programs, parenting support and education, health services, and other essential programs identified by the individual communities.

Child Care Division. This agency licenses and monitors child care facilities and oversees subsidy programs that assist low-

income families to purchase child care. In addition, the division implements programs to improve the quality and availability of child care.

Youth Services and Facilities Division. When a child between the ages of ten and eighteen is adjudicated as delinquent, the juvenile court may commit the individual to the Department of Human Services for placement in one of its facilities or programs for a period not to exceed two years. The department is authorized to establish or contract with training schools, group care facilities and homes (including half-way houses), diagnostic and evaluation centers, and conservation camps. The law provides that the Lookout Mountain School and the Mount View School be the receiving centers for these children. If the department determines that a child requires placement in a state facility for the mentally ill or developmentally disabled, the department is authorized to initiate the necessary proceedings.

In addition to the Lookout Mountain and Mount View Detention Center facilities, the following facilities are used by the department: Adams County Detention Center, Gilliam Juvenile Detention Center, Zebulon Pike Detention Center, Pueblo Youth Center, the Grand Mesa Youth Services Center, and Lathrop Park Youth Camp.

After being granted parole, a juvenile offender remains under the supervision of parole officers employed by this Youth Services and Facilities division until parole has been successfully completed and the youth is discharged by the parole board. For most youths, discharge from parole occurs approximately two years after commitment, unless the juvenile was committed as an aggravated offender.

Office of Self-Sufficiency Programs

Self Sufficiency. This service area is designed to assist individuals and families to achieve and maintain economic independence. The agency contains the following programs:

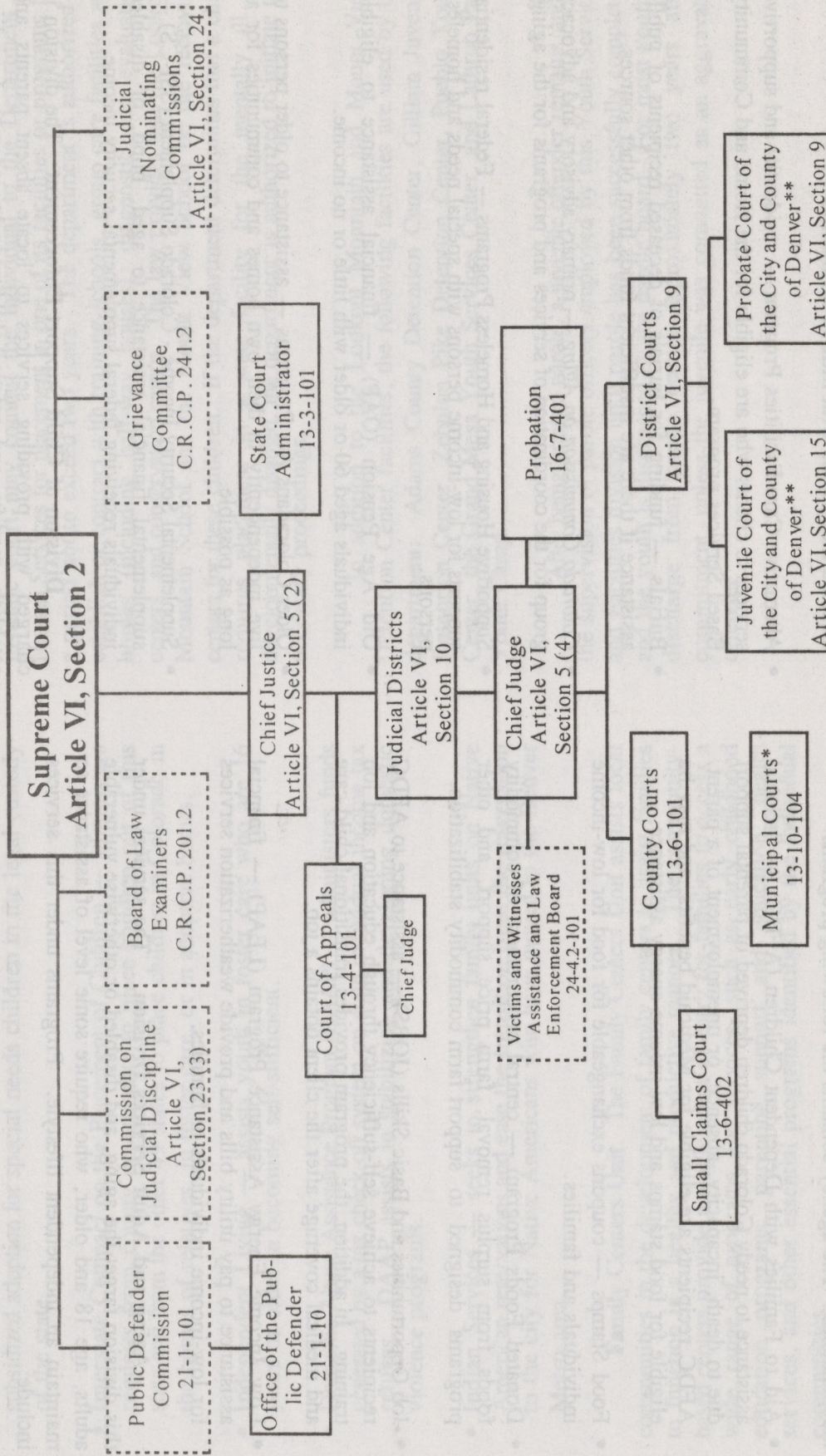
- Aid to Families with Dependent Children (AFDC) — financial assistance to needy Colorado children deprived of parental support due to death, incapacity, absence, or unemployment of a parent. AFDC recipients are eligible for Medicaid benefits, and may be eligible for food stamps and low-income energy assistance.
- Food Stamps — coupons exchangeable for food for low-income individuals and families.
- Donated Foods Program — central procurement of commodity foods from surplus removal, farm price support, and other programs designed to support farm commodity stabilization.
- Job Opportunities and Basic Skills (JOBS) — assistance to AFDC recipients to achieve self-sufficiency through education and job training. In addition, the program provides transitional child care and medical coverage after the client obtains a job.
- Low Income Energy Assistance Program (LEAP) — financial assistance to pay utility bills and provide weatherization services for low-income individuals or families.

Aging and Adult Services Division. The services under this division target the aging, and disabled or otherwise vulnerable adults, age 18 and older, who require some level of assistance to maintain an independent lifestyle. Programs under this services include:

- Adult Protection — services to eligible disabled adults who are 18 years or older and are at risk of abuse, neglect or exploitation.

- Aid to the Blind (AB) — financial assistance to eligible blind individuals with little or no income and resources.
 - Aid to Needy Disabled (AND) — financial assistance to eligible disabled individuals with little or no income.
 - Alternative Care Facilities Program — residential and supportive services to clients who are eligible for the Home and Community Based Services program.
 - Burials — funding for burials of deceased recipients of public assistance if there are insufficient funds from other sources.
 - Colorado Commission on Aging — primary advisory and advocacy group for the coordination of services and programs for the aging.
 - Supportive Housing and Homeless Programs — Federal residential supports for low-income persons with special needs and homeless persons.
 - Old Age Pension (OAP) — financial assistance to eligible individuals aged 60 or older with little or no income.
 - Older Coloradans Act Programs — assistance to older persons to live independently in their own homes and communities for as long as possible.
 - Supplemental Security Income - Colorado Supplement (SSI-CS) — supplemental financial assistance to aged, blind, or disabled individuals receiving federal supplemental security income.
- Division of Child Support Enforcement.** The division is charged with providing services to locate absent parents and establish, modify, and enforce child support orders and medical support. The division serves both welfare recipients (families which receive AFDC) and other clients, regardless of economic status.

JUDICIAL DEPARTMENT Article VI, Section 1



* Created and maintained by local government but subject to Supreme Court rules and procedures.

** Exclusive to the City and County of Denver, Judicial District No. 2. In the other 21 districts the district court is responsible for both juvenile and probate matters.

THE JUDICIAL BRANCH

FY 1993-94 Budget: \$148.6 million

Number of Personnel: 2,285.7

Major Functions: To litigate disputes in accordance with constitutional and statutory directives and provide an administrative structure

Chief Justice of the Supreme Court. The Chief Justice is the executive head of the state's court system. The Chief Justice has constitutional authority to assign active judges to judicial duties in jurisdictions other than their own and to assign retired judges to temporary judicial duty. The Chief Justice has the power to appoint the chief judge in each judicial district and to delineate the authority to be exercised by the chief judges. The Chief Justice is selected by the Supreme Court and serves at the pleasure of the majority of the court.

Office of the State Court Administrator. This office is responsible for the judicial branch personnel system. Duties include budgeting, fiscal administration, research and statistics capabilities, data processing, and the development of a capital improvement program, subject to the approval of the Chief Justice. The staff of this office lends guidance, training, specialized expertise, and coordination to the judicial districts.

Office of the Public Defender. The state public defender represents indigent persons who face incarceration. The state public defender also may represent juveniles in delinquency and children in need of supervision proceedings and may serve as guardian ad litem in mental health cases.

Public Defender Commission. This five-member commission, appointed by the Supreme Court, is charged with appointing the state public defender.

Commission on Judicial Discipline. The commission consists of four citizens and two attorneys appointed by the Governor, and two district court judges and two county court judges chosen by the state Supreme Court. The commission has the authority to take disciplinary actions against judges for misconduct.

Judicial Nominating Commissions. The state constitution establishes 23 judicial nominating commissions, one for each of the 22 judicial districts and one for both the Supreme Court and the Court of Appeals. The commissions are charged with providing a

The Judicial Department is a branch of state government separate from the executive and legislative branches.

Supreme Court

Supreme Court. The Colorado Supreme Court, composed of seven justices who serve 10-year terms, is the state's highest court. The number of justices may be increased to nine upon request of the court and concurrence of two-thirds of the members of each house of the General Assembly. The court has both appellate and original jurisdiction.

The Supreme Court has appellate review of the final judgments of the appeals courts, district courts, the Denver Probate Court, and the Denver Juvenile Court. The Supreme Court has initial appellate jurisdiction over: 1) cases in which the constitutionality of a statute, a municipal charter provision, or an ordinance have been declared unconstitutional; 2) cases concerned with decisions or actions of the Public Utilities Commission; 3) writs of habeas corpus; 4) water cases involving priorities or adjudications; 5) summary proceedings initiated under the state's election code; 6) interlocutory appeals by the prosecution in criminal cases; and 7) cases in which the death sentence was imposed. The state constitution also requires the Supreme Court to respond to questions from the Governor, the Senate, or the House of Representatives.

list of nominees to the Governor within 30 days of notice of retirement, resignation or other cause of vacancy of a judicial office.

Board of Law Examiners. The board consists of two committees appointed by the Supreme Court: a law committee of 11 members that conducts two written examinations per year, and the bar committee consisting of 11 members who investigate the education, professional experience and ethics of applicants for admission to the Bar.

Grievance Committee. This committee is appointed by the Supreme Court and consists of 19 members, 15 of which must be members of the Colorado Bar. The committee is charged with conducting investigations into the alleged misconduct or disabilities of attorneys.

Court of Appeals

The Court of Appeals is composed of sixteen judges who serve eight-year terms and who must have the same qualifications as Supreme Court Justices. The Court of Appeals sits in divisions of three judges each to hear and determine all matters before the court. The chief judge, who is appointed by the Chief Justice of the Supreme Court, assigns judges to the three divisions and rotates these assignments. The divisions of the Court of Appeals are located in Denver, but a division may sit in any county seat to hear oral argument.

The Court of Appeals has initial appellate jurisdiction over appeals from final judgments of the district courts and the Denver Probate and Juvenile Courts, except for those matters which go directly to the Supreme Court. The Court of Appeals also has jurisdiction over appeals from certain final orders of 27 state agency boards.

District Courts

District Courts. The district court is Colorado's trial court of general jurisdiction. It has original jurisdiction in domestic relations, civil, juvenile, probate, mental health, and criminal cases, except in the City and County of Denver, where probate and mental health matters are heard by the Probate Court and all juvenile matters by the Juvenile Court. District courts have appellate jurisdiction over final judgments of county courts.

Judges serving on the district court bench are appointed to the judicial district and serve in any or all of the counties within that district, subject to the approval of the chief judge of the district. There are 115 district judges serving in 22 judicial districts and the specialized courts in Denver. Each judicial district consists of one to seven counties. District judges serve six-year terms. Any increase or decrease in the number of district judges or any change in judicial district boundaries requires approval of two-thirds of the members of each house of the General Assembly.

Denver Probate Court. This court has exclusive jurisdiction within the city and county over all matters of probate and the adjudication of the mentally ill. The court has one judge, but the number may be increased by law.

Denver Juvenile Court. This court has exclusive jurisdiction over juvenile matters arising in the city and county. These include the following proceedings: delinquency, children in need of supervision, dependency and neglect, relinquishment, adoption, and paternity and support. The court has three judges, and the number may be increased by law.

Probation. An offender under probation serves his sentence in the community supervised by a probation officer, rather than in a correctional institution. If the probationer breaches the conditions imposed, the court may revoke probation and institutionalize the offender, or modify the conditions of probation. The Judicial Branch administers adult and juvenile probation in all 22 judicial districts.

Victims and Witnesses Assistance and Law Enforcement Board. This board is established in each judicial district and is authorized to enter into contracts for the provision of services for victims and witnesses of crimes.

Courts of Limited Jurisdiction

County Courts. There are 113 county court judges in the state's 63 county courts. Not all county court judges are required to be attorneys. They serve four-year terms. A county court has concurrent original jurisdiction with the district court in civil actions (including torts) in which the debt, damage, or the value of the personal property claimed does not exceed \$10,000 and in misdemeanor cases. It also has concurrent original jurisdiction with the district court over misdemeanors and the issuance of warrants, conduct of preliminary hearings, and setting bail.

Small Claims Courts. These courts are a division of the county court. Parties may file civil actions in which the debt, damage, tort, injury, or value of personal property does not exceed \$3,500. Neither party may be represented by an attorney, and jury trials are not permitted.

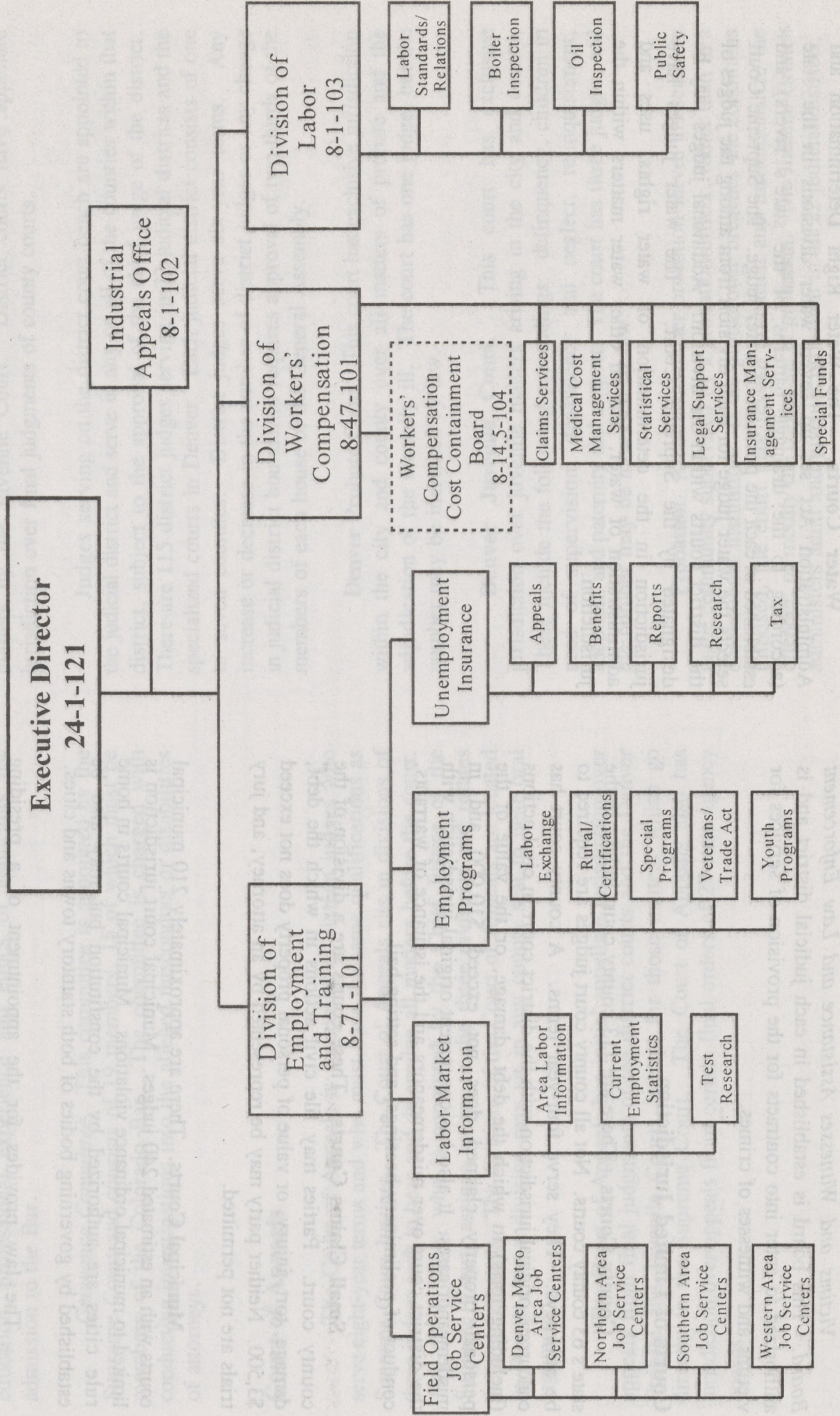
Municipal Courts. There are approximately 210 municipal courts with an estimated 240 judges. Municipal court jurisdiction is limited to municipal ordinance violations. Municipal courts in home rule cities are authorized by the constitution but may also be established by governing bodies of both statutory towns and cities.

The law provides for the appointment of a presiding municipal judge and such other judges as may be needed for a fixed term of not less than two years. The law specifies that a lawyer be appointed whenever this is feasible in the opinion of the local governing body; otherwise, the municipal judge must have at least a high school education. The municipal courts are funded and administered locally.

Water Courts. The Water Right Determination and Administration Act set up seven water divisions in the state (according to the drainage patterns of the state's rivers) and established in each the position of water judge. The Supreme Court selects the water judge for each division from among the judges of the district courts within the division. Additional judges may be designated by the Supreme Court. The water judges have jurisdiction in the determination of water rights, uses and administration of water, and all other water matters within the jurisdiction.

DEPARTMENT OF LABOR AND EMPLOYMENT

24-1-121



DEPARTMENT OF LABOR AND EMPLOYMENT

FY 1993-94 Budget: \$318.9 million

Number of Personnel: 1,133.9

Major Functions: To administer federal and state funded programs of service to employers, employees, and the unemployed, as well as to provide inspection and regulation

Public Safety. This program provides standards and on-site inspections for public school buildings, the commerce of explosives, and the operation of carnivals and amusement parks.

Boiler and Oil Inspections. The division performs the following safety inspections: a) boilers and pressure vessels in commercial and certain residential buildings; b) fuel products at service stations, pipeline terminals, bulk storage plants and transportation facilities; and c) underground storage tanks.

Employment and Training Division. This division is responsible for a variety of programs, most of which focus on assistance to the unemployed. Most employment services are available through job service centers located throughout Colorado. The major programs administered by the division are:

- the employment service program which assists job seekers in finding suitable employment and assists employers in hiring suitable workers;
- unemployment insurance which provides short-term income support for workers who have suffered involuntary unemployment and who are available for work;
- labor market information services which provide statistical analyses and economic, demographic, and job-related data;
- the Summer Job Hunt Program which provides summer employment opportunities to all youth ages 16-21;
- the local Veterans Employment Representative Program and the Disabled Veterans Outreach program providing employment services for both disabled and all other veterans;
- the housing inspection service in support of the employment of temporary agricultural workers and sheep herders;

Executive Director's Office. In addition to administrative tasks, the office coordinates program policy to provide comprehensive and unified delivery of services to clients — employers, employees, and the unemployed.

Industrial Claim Appeals Office. This office administers the Industrial Claim Appeals Panel which consists of up to five members (all attorneys) who are appointed by the executive director of the department. The appeals panel has the power to conduct administrative appellate review of any order entered pursuant to disputes arising under the "Workers' Compensation Act of Colorado" and the "Colorado Employment Security Act."

Labor Division. This division administers various programs dealing with labor conditions and public safety.

Labor Standards/Relations. State law establishes parameters regarding prevailing wages, working conditions, and labor relations in the private sector. Resolution of disputes is the primary function of the division which offers an alternative to court action. The division receives, investigates, and resolves claims and complaints regarding these matters including the conduct of union representation and union security elections and the determination of prevailing wages.

- the labor certification program for initial processing of requests for alien workers;
- certification for employers hiring workers eligible for targeted jobs tax credits;
- the trade act program which provides retraining and extended unemployment insurance benefits to workers who lose their jobs or whose hours of work are reduced as a result of increased foreign imports;
- the displaced homemaker program which provides counseling and job development and placement services to individuals whose financial support is lost due to divorce, separation, or disability of the supporting member; and
- the layoff assistance program which is a customized package of services provided to employees affected by a layoff or business closing.

Division of Workers' Compensation. This division was created in 1990 to administer the provisions of the Workers' Compensation Act. State law provides a framework for the delivery of benefits to industrially injured workers which includes a mechanism for dispute resolution and rules on the maintenance of records. The division is responsible for reviewing claims. The division also administers cases contested by either party.

The division administers the Workers' Compensation Self-insurance program which covers approximately 12 percent of the non-federal employment in Colorado.

DEPARTMENT OF LAW

Office of the Attorney General

Tort Litigation Section

Consumer Protection Section

Business Regulation Unit

Antitrust Unit

Office of Consumer Counsel

Consumer Credit Boards

Human Resources Section

Corrections/
Public Safety Unit

Education Unit

Human Services Unit

Civil Rights and Personnel Unit

POST Board

Labor Unit

General Services Section

Contracts Unit

Elected Officials Unit

Public Utilities Commission Unit

Revenue Unit

Natural Resources Section

Environmental Quality Unit

Transportation Unit

Water Unit

Federal and Interstate Water Unit

Hazardous and Solid Waste Unit

CERCLA Litigation Unit

Criminal Enforcement Section

Appellate Unit

Medicaid Fraud Control Unit

Special Prosecutions Unit

Capital Crime Unit

Resource Conservation Unit

Regulatory Law Section

Financial Unit

Registrations Unit

DEPARTMENT OF LAW

FY 1993-94 Budget: \$20.1 million

Number of Personnel: 277.5

Major Functions: To serve as legal counsel and advisor to all agencies of state government including the executive and the judicial branch

Attorney General's Office. The executive director of the Department of Law (DOL) is the Attorney General, an elected official. All state agencies may receive legal services from the Department of Law. Assistant attorneys general are appointed by the Attorney General and are not within the state personnel system.

Tort Litigation Section. With the establishment of state self-insurance by the legislature in 1985, the DOL was designated to represent the state in liability cases.

Consumer Protection Section. This section enforces the Colorado Consumer Protection Act, state and federal antitrust laws, and the Uniform Consumer Credit Code. Also in this section is the Office of Consumer Counsel, which represents the public interest and specific interests of residential, agricultural and small business consumers in proceedings before the Public Utilities Commission and in appellate courts.

Criminal Enforcement Section. This section contains several law enforcement functions. The Appellate Unit represents the state in criminal cases on appeal before state appellate or federal courts. The Medicaid Fraud Control Unit investigates and prosecutes cases related to the state's Medicaid program. The Special Prosecutions Unit investigates and prosecutes criminal acts which are within the Attorney General's jurisdiction by statute, by order of the Governor or in cooperation with local district attorneys.

Regulatory Law Section. The Regulatory Law Section represents the Department of Agriculture and the various boards and commissions within the Department of Regulatory Agencies (excluding the Civil Rights Division).

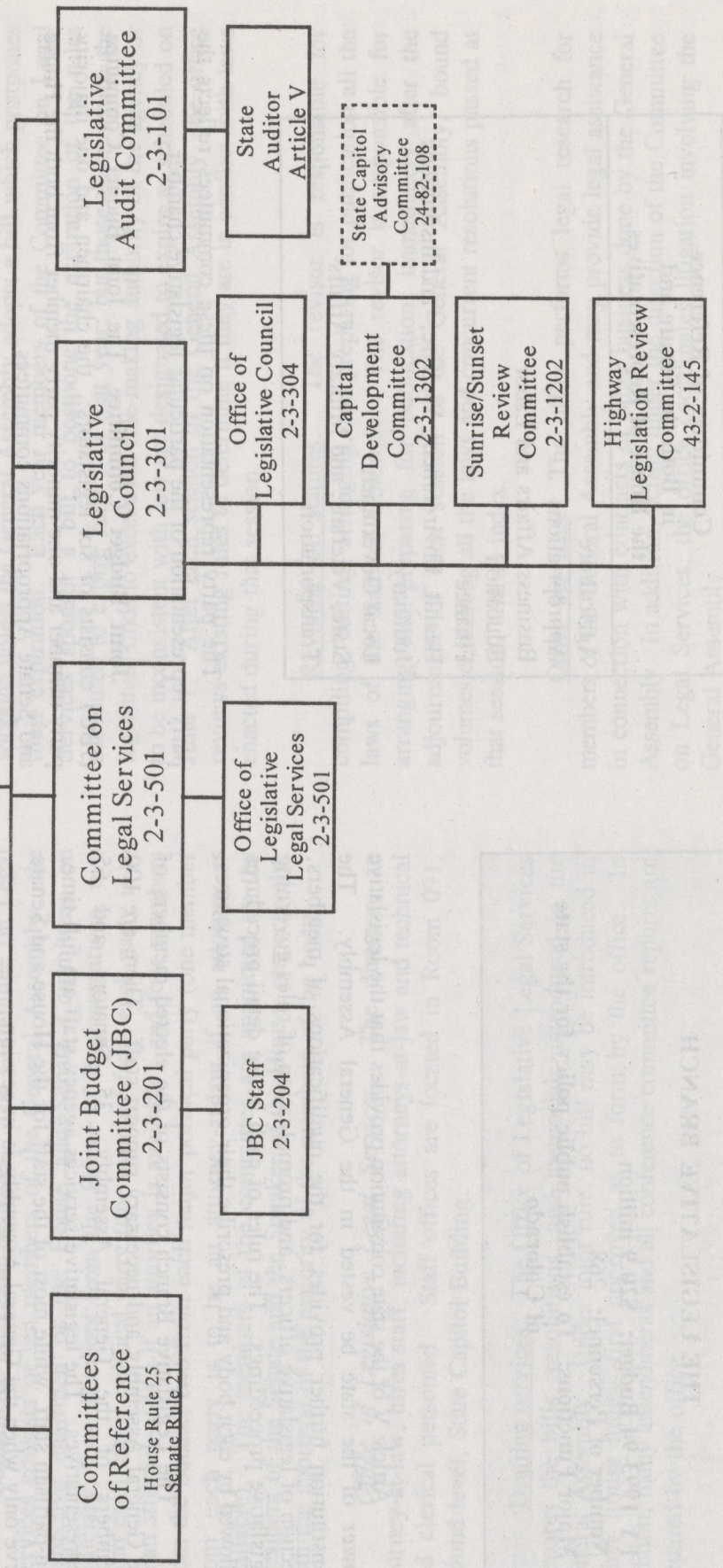
Human Resources Section. This section provides legal services to state agencies within the following departments or divisions: Higher Education, Education, Human Services, Labor and Employment, Corrections, Personnel, Military Affairs, Local Affairs, Criminal Justice, State Patrol, PERA, and the Colorado Civil Rights Division. The section also staffs and administers the Colorado Police Officers' Standards and Training (POST) Board.

General Legal Services Section. This section represents and gives legal advice to those state agencies headed by elected state officials, and also represents the Departments of Revenue, Administration, Local Affairs, and Military Affairs. The section also represents the Judicial Department. In addition, this section reviews all state contracts for legal sufficiency and compliance with state fiscal rules and statutes, and provides written legal opinions to the state auditor and to members of the General Assembly.

Natural Resources Section. This section represents the various boards, commissions and other agencies in the Department of Natural Resources, the Department of Transportation, and the environmental programs in the Department of Health. The CERCLA Litigation Unit within this section prosecutes hazardous waste lawsuits pursuant to the federal Comprehensive Environmental Response Compensation and Liability Act.

THE LEGISLATIVE BRANCH

GENERAL ASSEMBLY	
SENATE	HOUSE
Article V, Section 1	



THE LEGISLATIVE BRANCH

FY 1993-94 Budget: \$20.9 million

Number of Personnel: 268

Major Functions: To establish public policy for the state of Colorado

Article V of the state constitution provides that the legislative power of the state be vested in the General Assembly. The constitution further provides for the qualifications of members, election of legislative officers, and promulgation of rules governing legislative proceedings. The rules of each house detail procedures followed by each body and prescribe their organizational structures.

The Legislative Branch consists of the elected members of the General Assembly and necessary support staff. There are 100 members of the General Assembly, 35 Senators and 65 Representatives. The legislative services agency staff are full-time, non-partisan staff, while most of the staff for the House and Senate serve only when the General Assembly is in session.

There are four permanent statutory service agencies that assist the General Assembly. These agencies are the Legislative Council, the Office of Legislative Legal Services, the Joint Budget Committee, and the Office of State Auditor.

Committees of Reference. Approximately 600 bills are considered by the General Assembly during annual legislative sessions. To ensure that the merits of each bill can be evaluated, the Senate and the House of Representatives appoint committees of reference. Both the Senate and the House have ten such committees.

Committees of Reference in Both the Senate and the House of Representatives

Agriculture
Appropriations
Business Affairs and Labor
Education
Finance
Health, Environment, Welfare, and Institutions
Judiciary
Local Government
State, Veterans, and Military Affairs
Transportation

The party representation on these committees reflects the party representation of the particular legislative chamber.

Joint Budget Committee. The Joint Budget Committee (JBC) consists of six legislators: the chairmen and one majority party member and one minority party member from both the House and Senate Appropriations committees.

The JBC elects a chairman and vice chairman, one from the Senate membership and one from the House membership of the committee. The elected chairman heads the committee for the first regular session of the General Assembly and as vice chairman for the second regular session. The elected vice chairman serves as chairman for the second regular session of said General Assembly.

The committee analyzes the programs, management, operations and fiscal needs of all state agencies. It reviews agency budget requests and conducts budget hearings. JBC is also responsible for reviewing the recommendations of the Capital Development Committee concerning capital assets. In addition, the committee prepares appropriation bills. The annual Appropriation

Report published by the committee after the legislative session expresses legislative intent and program guidance for state agencies.

Joint Budget Committee Staff. The staff director is responsible for hiring budget analysts and clerical personnel. Analysts review the budget requests, appropriations reports, audit reports, and other pertinent information, as well as meet with agency personnel to assist the committee in the budget building process. The staff work culminates in the introduction of the Long Bill — the appropriations act for funding operations of state government.

The committee's offices are located on the third floor of the Legislative Services Building.

Committee on Legal Services. The Committee on Legal Services consists of ten members of the General Assembly: the respective chairmen of the House and Senate Committees on Judiciary; four members from the House of Representatives, two from each major political party (one member from each party is to be an attorney-at-law if an attorney is available); and four members from the Senate, two from each major political party (one member from each party is to be an attorney-at-law if an attorney is available). The members of the committee are appointed by the President of the Senate and the Speaker of the House, respectively, with the approval of the majority of the members of the body.

Office of Legislative Legal Services. The director, an attorney-at-law, hires staff, including attorneys-at-law and technical and clerical personnel. Staff offices are located in Room 091, ground level, State Capitol Building.

Drafting services. The Office of Legislative Legal Services prepares the bills, resolutions, and memorials introduced in the General Assembly. Under joint rule, no bill may be introduced in either house unless first approved as to form by the office. In addition, many amendments and all conference committee reports are prepared by the office.

Under the law establishing the office, a bill draft request may be made only by a member of the General Assembly or the Governor. Prior to introduction, all requests received by the office are held in confidence and not discussed or released outside of legislative staff without the prior permission or instruction of the member making the request, except as provided in Joint Rule 23 (e).

Review of administrative rules and regulations. Every rule adopted or amended by an executive agency is reviewed by an office attorney to determine if the rule is within the power delegated to the agency and consistent with law. If there is a possible problem with the rule, it is then reviewed by the Committee on Legal Services at a public hearing. By statute, all rules adopted or amended on or after July 1, 1979, expire on June 1 of the year following their adoption unless the General Assembly adopts a bill which postpones their expiration. Each year members of the Committee on Legal Services sponsor a bill to postpone the expiration of the rules scheduled to expire June 1 of that year; but those rules which the legislature finds to exceed the rule-making authority of the agency or to be inconsistent with law are designated to expire as scheduled on June 1. After each session of the General Assembly, the office reviews existing rules to determine if they are in conflict with laws enacted during that session.

Revising of statutes. The revisor is responsible for compiling, editing, arranging, and preparing for publication all the laws of the state of Colorado. The revisor is responsible for arranging and preparing for publication, immediately after the adjournment of each session of the General Assembly, bound volumes containing all the laws and concurrent resolutions passed at that session, and an index.

Other services. The office performs legal research for members of the General Assembly and may provide legal assistance in connection with contracts or other business done by the General Assembly. In addition, acting under the direction of the Committee on Legal Services, the office coordinates litigation involving the General Assembly.

The Legislative Council. Created in 1953, this 18-member body consists of 16 appointed legislators — eight senators and eight representatives — and the Majority Leader of the Senate and the Speaker of the House, who serve ex officio. The General Assembly approves specific studies to be conducted during the interim and directs the Legislative Council to appoint committees to carry out the studies. The committee work on legislative study assignments is accomplished through a series of meetings or hearings held during the interim and culminates in reports which provide data in the form of facts, figures, arguments, and alternatives. The reports usually include recommendations for legislative enactment.

Office of Legislative Council. The Legislative Council staff serves as the research arm of the General Assembly. The staff is full-time and non-partisan. The main office of the Legislative Council is located in Room 029 of the State Capitol Building.

The responsibilities and functions of the staff may be grouped under six broad activities:

- staffing committees of reference;
- responding to requests for research;
- preparing fiscal notes;
- providing revenue projections;
- staffing interim and statutory committees; and
- performing other centralized support services.

Research. The staff responds to approximately 2,000 research inquiries a year. The majority of these requests come from members of the General Assembly and often the research findings are used to develop bills considered during the legislative session. In addition, the staff responds to a number of requests from citizens, research bureaus from other states, and private organizations. The office often publishes memoranda or formal reports on topics that are perceived to be of importance to the General Assembly or the public but have not been requested by a legislator or resulted from the efforts of an interim study.

The economists on staff provide revenue forecasts, General Fund overviews, and economic assumptions that are used by the General Assembly to compare with data generated by the Office of State Planning and Budgeting in the Governor's Office as the General Assembly formulates fiscal policy for the state.

The office prepares fiscal notes for all bills considered during the legislative session.

Centralized legislative accounting. The Legislative Council staff is charged by law with establishing a centralized legislative accounting service for the purpose of maintaining all accounting records, processing all vouchers, and preparing all related documents for the legislative department.

Library. A staff of three maintains a library for the use of the General Assembly, staff, and other citizens. The library contains research, reference, and governmental documents. Reports which are required by law or allowed to be filed with the General Assembly are available in the library. Library staff often assist those seeking legislative history of enactments.

Printing service. The print shop serves the General Assembly by preparing daily status sheets, a weekly subject index, and each version of a bill after its initial printing as well as the final act. The print shop also prints reports from the four legislative service agencies.

Capitol building tour guide. Starting in 1987, the office assumed the responsibility of providing tour services for visitors to the Capitol Building as well as educational programs about state government to elementary and secondary school children.

Depository for information. Since the General Assembly is a member of the Council of State Governments (CSG) and the National Conference of State Legislatures (NCSL), the office furnishes information, as requested, to other governmental jurisdictions. The library is also a depository for CSG and

NCSL materials.

Legislative Audit Committee. The Legislative Audit Committee consists of four members from the Senate, two from each major political party, and four members from the House of Representatives, two from each major political party.

The function of the committee is to review the reports of the State Auditor relating to postaudits and submit its recommendations to the General Assembly; and order preliminary investigations, special audits, or management studies to be performed.

State Auditor. This officer is appointed by a majority vote of the members of the General Assembly to serve for a term of five years. He or she must be certified public accountant licensed in Colorado. The duties of the State Auditor are to conduct postaudits of all financial transactions and accounts of all state departments, institutions and agencies of the executive branch of state government, and the judicial and legislative branches; conduct performance audits and performance reviews of state agencies selected by the Legislative Audit Committee or the General Assembly; conduct special audits of any department institution or agency upon the request of the Governor or the General Assembly; and perform preliminary investigations, special audits or management studies directed by the Legislative Audit Committee.

The Office of the State Auditor is located on the second floor of the Legislative Services Building.

Capital Development Committee. This committee consists of six members; two major party members and one minority party member from the House of Representatives and the Senate. The committee functions year round.

The committee is directed to study capital construction and controlled maintenance requests of state agencies; hold public hearings thereon; determine the priority to be accorded the proposals; and forecast the state's capital construction requirements

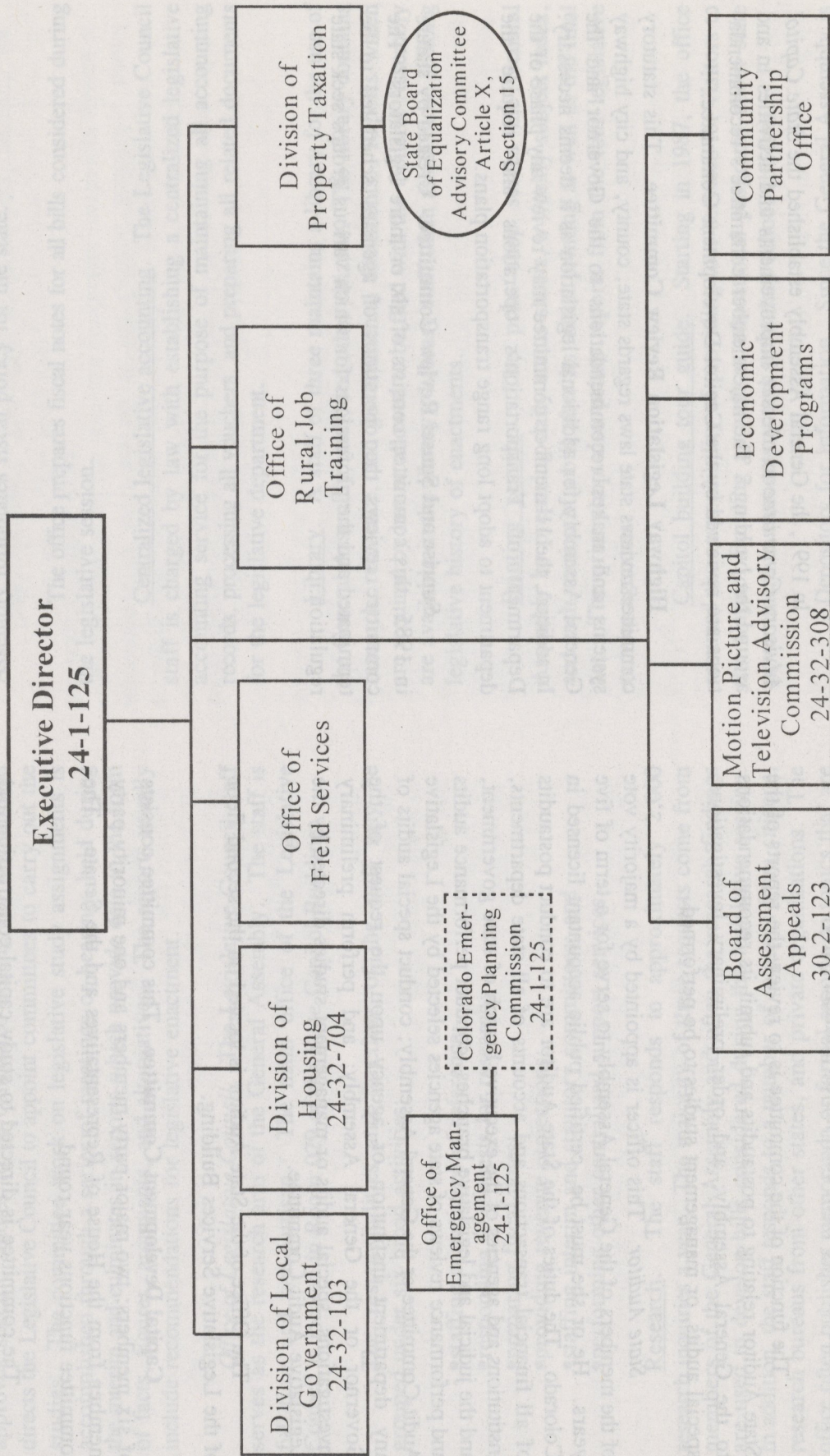
for the next five and ten fiscal years. The committee's recommendations are submitted to the Joint Budget Committee. Staff assistance is provided by the Office of Legislative Council, with added assistance from the Department of Administration and the Office of State Planning and Budgeting.

In 1991, the General Assembly established the *State Capitol Advisory Committee* to oversee improvements and activities in and around the building. The nine-member committee's recommendations are reviewed by the Capitol Development Committee.

Highway Legislation Review Committee. This statutory committee reviews state laws regards state, county, and city highway systems and makes recommendations to the Governor and the General Assembly for additional legislation as it deems necessary. In addition, the 11-member committee may review any phase of the Department of Transportation's operations and require the department to adopt long range transportation plans.

Sunrise and Sunset Review Committee. Created by statute in 1985, this committee consists of six or more legislators. The committee reviews the operations of agencies scheduled to be terminated and the professions for which various groups seek state regulation.

DEPARTMENT OF LOCAL AFFAIRS



DEPARTMENT OF LOCAL AFFAIRS

FY 1993-94 Budget: \$107.6 million

Number of Personnel: 233.5

Major Functions: To help strengthen local governments through a variety of community development activities involving training, technical and financial assist-

placed the function in the Division of Local Government, and renamed it the *Office of Emergency Management*. The Emergency Planning Commission was also transferred to the Division of Local Government. The office is charged with the preparation and maintenance of a state emergency operations plan to reduce the vulnerability of its citizens to injury, loss of life, and damage to property resulting from a disaster-emergency. The plan addresses potential impacts which could occur as a result of natural, technological, and national security disaster-emergency incidents. The plan includes coordination of federal, state, and local as well as private relief disaster-emergency activities.

Major Divisions and Offices

Local Government Division. This division assists local governments in strengthening their leadership and administrative capacities. Some of the services it provides to municipalities and special districts include purchasing assistance, budget review, excess levy review, statistical reports, and research. Financial technical help is provided in the form of workshops, manuals and brochures, computer access and data, and personal assistance.

Geographic and demographic information. The division also develops and manages automated and manual cartographic systems, and a variety of special purpose maps. The demographic section of the division provides population estimates and projections, functions as the designated State Data Center for the United States Census, and works extensively with state and local agencies on special and on-going demographic projects.

The nine-member *Health Data Commission* is a statewide health data clearinghouse for the acquisition and dissemination of data from state Medicaid program hospitals. The purpose of collecting and disseminating data is to encourage competition in the health care industry and informed decisions by users.

In 1992, the General Assembly moved the Division of Disaster Emergency Services from the Department of Public Safety,

The division is responsible for determining the needs of the state for emergency equipment as necessary; maintaining a viable statewide search and rescue operational system; and advising the various departments of state government of emergency management issues as they affect the ongoing programs of these departments.

The *Emergency Planning Commission* consists of not more than nine members to include the Attorney General, the Adjutant General, and the Executive Directors of the following departments: Transportation, Public Safety, Natural Resources. The council meets at the call of the Governor to advise him on matters pertaining to emergency management, the declaration of disaster-emergencies and disaster-emergency response and recovery activities.

Housing Division. This division provides support and coordination for lower-income housing projects and assures construction safety in factory-built housing sole in the state. It is also statutorily responsible for:

- conducting research on new approaches to housing;
- encouraging public and private sector in the development, acquisition, and rehabilitation of housing by providing research and matching grants (grants shall only be used for the development of energy-efficient, low-income housing);

- providing technical assistance on energy efficiency and renovation performance standards to counties and municipalities which have building codes; and
- administering revolving fund loans to local housing authorities and public and private nonprofit corporations to be used for the development of low- or moderate-income housing.

Property Taxation Division. The division head, the state's property tax administrator, is responsible for the valuation and assessment of public utilities, and the administration and supervision of property tax equalization. The administrator supervises the sixty-three county assessors. Three classes of properties are exempted from ad valorem taxation: properties used for religious worship, schools, and charitable purposes. The division also provides four assessment and equalization services: aid and assistance to local government officials and staffs; educational programs for local government personnel; research, development and publication of valuation guidelines; and assessment equalization studies.

State Board of Equalization. This board supervises the Property Taxation Division. Consisting of the Governor, the Speaker of the House, President of the Senate, and two members appointed by the Governor, the board is charged with supervising the administration of all laws concerning the valuation and assessment of taxable property, levying property taxes, and equalizing property valuations among the counties. The board is authorized to examine and review the decisions of the Board of Assessment Appeals and the recommendations of the property tax administrator.

Board of Assessment Appeals. This gubernatorially-appointed body is a quasi-judicial tribunal for hearing valuation, exemption, refund, and abatement appeals initiated by individuals, counties or corporate taxpayers. Appeals are filed with the board from orders and decisions of the property tax administrator and county boards of equalization. The board conducts hearings on complaints filed by the property tax administrator or upon petition by any tax levying

authority in Colorado concerning valuations for assessment. It can issue orders for compliance to a county assessor or a county board of equalization enforceable in the district courts.

Advisory Committee. Appointed by the Governor with the consent of the Senate, this five-member committee is authorized to review and approve or disapprove manuals, appraisal procedures, and instructions prepared and published by the property tax administrator.

Office of Field Services. The office employs field staff that assists communities to set priorities for local needs and resources, and to secure resources to address higher priority needs. The office administers various state and federally-funded programs including the Community Development Block Grant and Energy and Mineral Impact Grant program. Eight field offices are located in Loveland, Pueblo, Fort Morgan, Denver, Durango, Grand Junction, Alamosa, and Frisco.

Office of Rural Job Training. This office helps increase employment opportunities for rural citizens through specialized job training opportunities and remedial education programs. It serves as the grant recipient for the federal Job Training Partnership Act in 45 rural Colorado counties.

Other Boards and Commissions

A six-member *Colorado Economic Development Commission* was established by the General Assembly in 1987 to encourage, promote, and stimulate economic development in Colorado. As a part of that general responsibility the commission develops guidelines regarding the expenditure of funds for economic incentives and marketing; reviews the economic needs of various geographic regions; and identifies businesses that need economic support.

The Motion Picture and Television Advisory Commission promotes the use of locations in Colorado for the filming of motion pictures, television programs, commercials and special projects.

An eight member Youth Crime Prevention and Intervention Program Board was established in 1994 to provide state funding for community-based programs that target youth and their families for intervention services in an effort to reduce incidents of youth crime and violence.

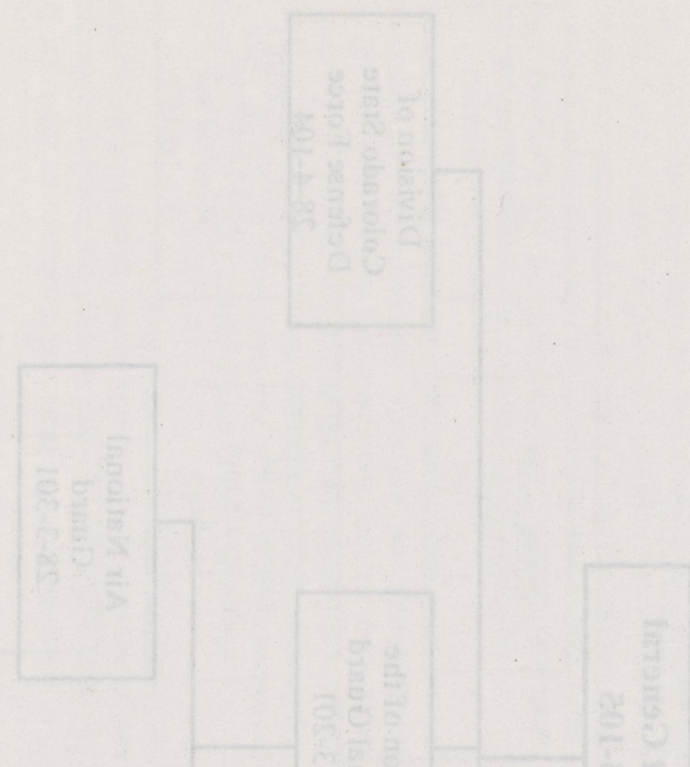
The Governor acts as the commander-in-chief of Colorado's military forces with the exception of those in the United States military. He is responsible for the defense of the state, the protection of its laws, and the protection of life and property.

The Governor appoints an adjutant general to be the executive director of the Department of Military Affairs, the adjutant general is responsible for the day-to-day operations of the department and maintains more than 26 locations throughout the state.

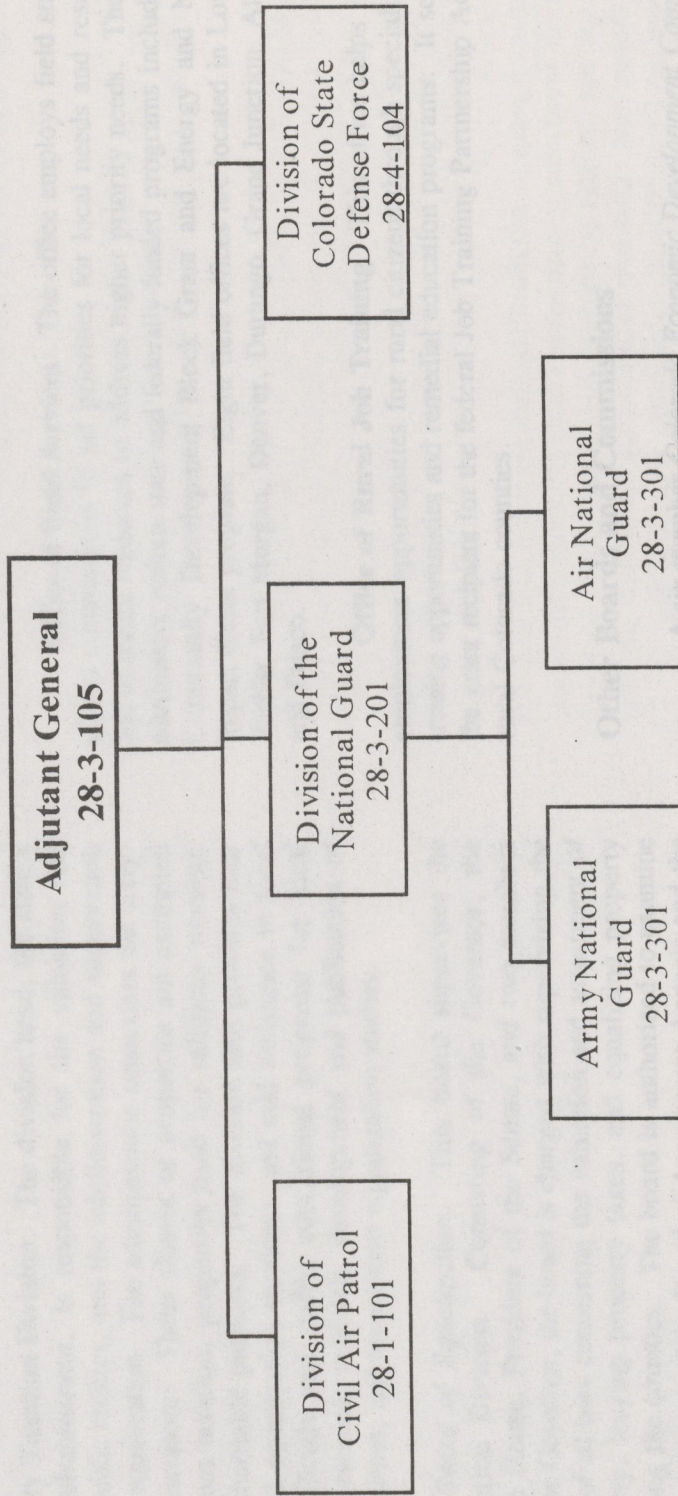
Nationally Guard Division of the Air National Guard consists of 26 squadrons with a total membership of approximately 10,000 personnel. The National Guard is a federal reserve force that can be called upon to support the United States Air Force, and in times of national emergency, the national guard, on order of the Governor and appropriate officers of the guard, can be employed to protect life and property. All officers of the national guard have the same duties as officers of similar rank and position in the United States Army or the United States Air Force, except that these duties may be performed by federal law.

Civil Air Patrol Division. This federally funded voluntary auxiliary of the United States Air Force is composed of over 100,000 members for lost banners, planes, and downed aircraft. The division's activities are directed by one state employee.

Division of Colorado State Defense Force. The Colorado State Defense Force is the organized militia for the state of Colorado in time of national emergency. It has not been activated in modern history. The defense force may be organized and maintained by the Governor at any time. The state defense force would be composed of citizens of the state who volunteer and qualify for service.



DEPARTMENT OF MILITARY AFFAIRS



DEPARTMENT OF MILITARY AFFAIRS

FY 1993-94 Budget: \$5.0 million

Number of Personnel: 76

Major Functions: To provide internal security, respond to state emergencies, and supplement federal forces on an as needed basis

The Governor acts as the commander-in-chief of Colorado's military forces (with the exception of those forces in the actual services of the United States military). He is empowered to use the state's military for the defense or relief of the state, the enforcement of its laws, and the protection of life and property in the state.

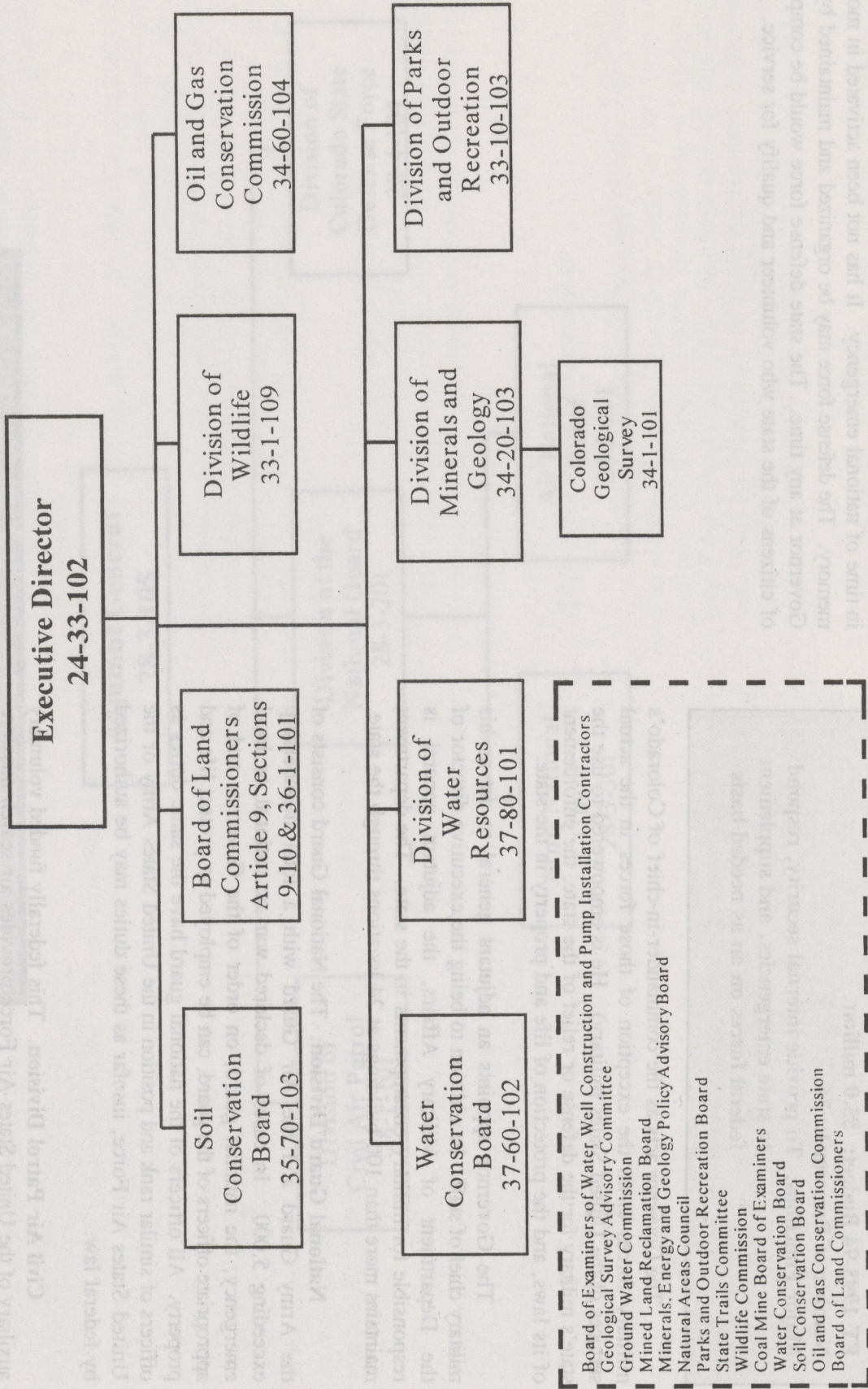
The Governor appoints an adjutant general to act as his military chief of staff. In addition to being the executive director of the Department of Military Affairs, the adjutant general is responsible for military encampments in the state. The department maintains more than 100 buildings at 24 locations through the state.

National Guard Division. The National Guard consists of the Army Guard and the Air Guard with a total membership exceeding 5,000. In cases of declared war or national or local emergency, the national guard, on order of the Governor and of appropriate officers of the guard, can be employed to protect life and property. All officers of the national guard have the same duties as officers of similar rank and position in the United States Army or the United States Air Force, insofar as these duties may be authorized by federal law.

Civil Air Patrol Division. This federally funded voluntary auxiliary of the United States Air Force provides air search missions for lost hunters, hikers, and downed aircraft; and transports supplies and personnel to disaster areas. The 1,700 patrol members provide aerospace education and maintain a program for teenaged cadets. The division's activities are directed by one state employee.

Division of Colorado State Defense Force. The Colorado State Defense Force is the organized militia for the state of Colorado in time of national emergency. It has not been activated in modern memory. The defense force may be organized and maintained by the Governor at any time. The state defense force would be composed of citizens of the state who volunteer and qualify for service.

DEPARTMENT OF NATURAL RESOURCES



DEPARTMENT OF NATURAL RESOURCES

FY 1994-95 Budget: \$105.3 million

Number of Personnel: 1,260

Major Functions: To encourage the development and utilization of the state's natural resources, balanced with the conservation, protection, and regulation of these resources

The principal functions of the department are the development and protection of the following resources: land, energy and minerals, water, and wildlife and outdoor recreation.

Land

Board of Land Commissioners. The enabling act admitting Colorado to the Union granted the state two sections in every township to be retained as a continuing source of income for the state's schools. The board was established by Article IX of the Colorado Constitution to manage, control, and dispose of the public trust lands in the state. These lands include approximately three million surface acres and four million acres of mineral rights. The three-member board of commissioners is charged with promoting the highest and best use of state land and also obtaining maximum return in income for eight trust funds, the largest of which is the public school trust fund. To this end, the board sells and leases land, grants rights-of-way, manages timber, and collects royalties and rents. During the last decade, approximately two-thirds of the commission's revenues have been from minerals.

Soil Conservation Board. This board is composed of nine members, one appointed by the Governor and the remaining eight representing the soil conservation districts in the major watersheds

of the state. The board is responsible for conserving agricultural land and underground water resources. In administering the Soil Conservation Act the board is responsible for 1) supervision and coordination of the eighty local soil conservation districts throughout the state; 2) watershed planning and improvement including underground storage, flood prevention, conservation projects, and irrigation pump efficiency; and 3) addressing agricultural non-pollution source pollution...

Energy and Mineral Resources

Division of Minerals and Geology. In 1992, the General Assembly established this new division and transferred the functions and personnel of the divisions of mines, mined land reclamation, and the joint review process into the division.

Minerals, Energy and Geology Policy Advisory Board. A seventeen-member board was established to, among other duties, implement a mineral information management system and prepare an annual report on the minerals and energy industry in Colorado. The board also advises the executive director and various boards, commissions, and advisory committees in the department on governmental policy issues affecting these industries.

Mined Land Reclamation Board and the Office of Mined Land Reclamation. The board and the office enforce statutes to ensure that mining operations are conducted in an environmentally sound manner and that affected lands are available for beneficial use after mining is completed. The office's three major programs are the minerals program, which regulates sand and gravel, oil shale, uranium, and metal mining operations (gold, silver, molybdenum); the coal program, which is administered by the state through federal grants and agreements with oversight from the federal Office of Surface Mining and Reclamation and Enforcement; and the inactive mine reclamation program, which safeguards the public and the environment from the most severe impacts and hazards of past mining operations, including major reclamation work at old sites.

Office of Active and Inactive Mines. This office is responsible for ensuring that mining work practices are safe; training miners in health and safety practices, first-aid and mine resource procedures; and maintaining mining, health and accident records.

Colorado Joint Review Process. This agency is designed to streamline the permitting process by coordinating relations between units and agencies of local, state, and federal government and natural resource developers.

Coal Mine Board of Examiners. This five-member board is responsible for establishing criteria for the certification of coal miners, as required by federal law.

Colorado Geological Survey and Office of the State Geologist. As part of the legislation that formed the Division of Minerals and Geology, the survey became part of the new division in 1992. The survey advises government agencies on geological problems including the mitigation of geologic risks affecting public health and safety; promotes economic mineral development; inventories and analyzes the state's mineral resources; identifies natural geologic hazards; collects geologic information; and publishes reports, maps, and bulletins. The survey reviews private development plans for county governments, evaluates school sites for school districts, studies hazardous waste sites for the Department of Health, and evaluates other proposed land uses for state and local government agencies.

The survey also administers the Colorado Avalanche Information Center, which monitors avalanche conditions, alerts the public to avalanche dangers through media announcements, and makes presentations to educate the public about avalanches.

Oil and Gas Conservation Commission. This six-member board, appointed by the Governor, regulates the oil and gas industry. Its responsibilities include securing the maximum amount of oil and gas from underground reservoirs; preventing wasteful practices in production; protecting the correlative rights of owners in a common

pool and utilization of oil and gas and geothermal resources; responding to environmental problems at plugged and abandoned well sites; and protecting the public and the environment from pollution. The commission is funded primarily by a levy on the market value of oil and gas.

Water Resources

Water Conservation Board. The board is the state's primary water policy and planning agency. The activities of the board include studying and evaluating water conservation plans; assisting in the formation of organizations intending to utilize state waters; devising water utilization and flood prevention plans; formulating and preparing state and federal legislation on beneficial use of state waters; investigating plans and activities of other states and the federal government; and initiating plans and contracts for construction and rehabilitation of water storage projects; and developing the analytical tools necessary to assist in the protection of Colorado's water interests. The board consists of fourteen members appointed by the Governor.

Water Resources Division. This division is also known as the State Engineer's Office. It is responsible for administering the distribution of the state's surface and underground water supplies in conformance with the Colorado Constitution, legislation, and court decrees under the doctrine of prior appropriation.

The division implements programs concerning dam safety; compiles and maintains records involving the occurrence of water supplies, stream diversions, decreed rights, and granting of well permits; supervises water well drilling and pump installations; and maximizes the beneficial use of all the waters of the state. The division, together with the Water Conservation Board, is also responsible for meeting interstate compact commitments on water deliveries, advising members of the executive and legislative branches on both intrastate and interstate water matters, meeting with

and advising the public on water matters, and representing the state at interstate meetings regarding the state's rights to water.

Ground Water Commission. This commission is charged with determining designated ground water basins, establishing the priority of claims for designated ground water and creating ground water management districts.

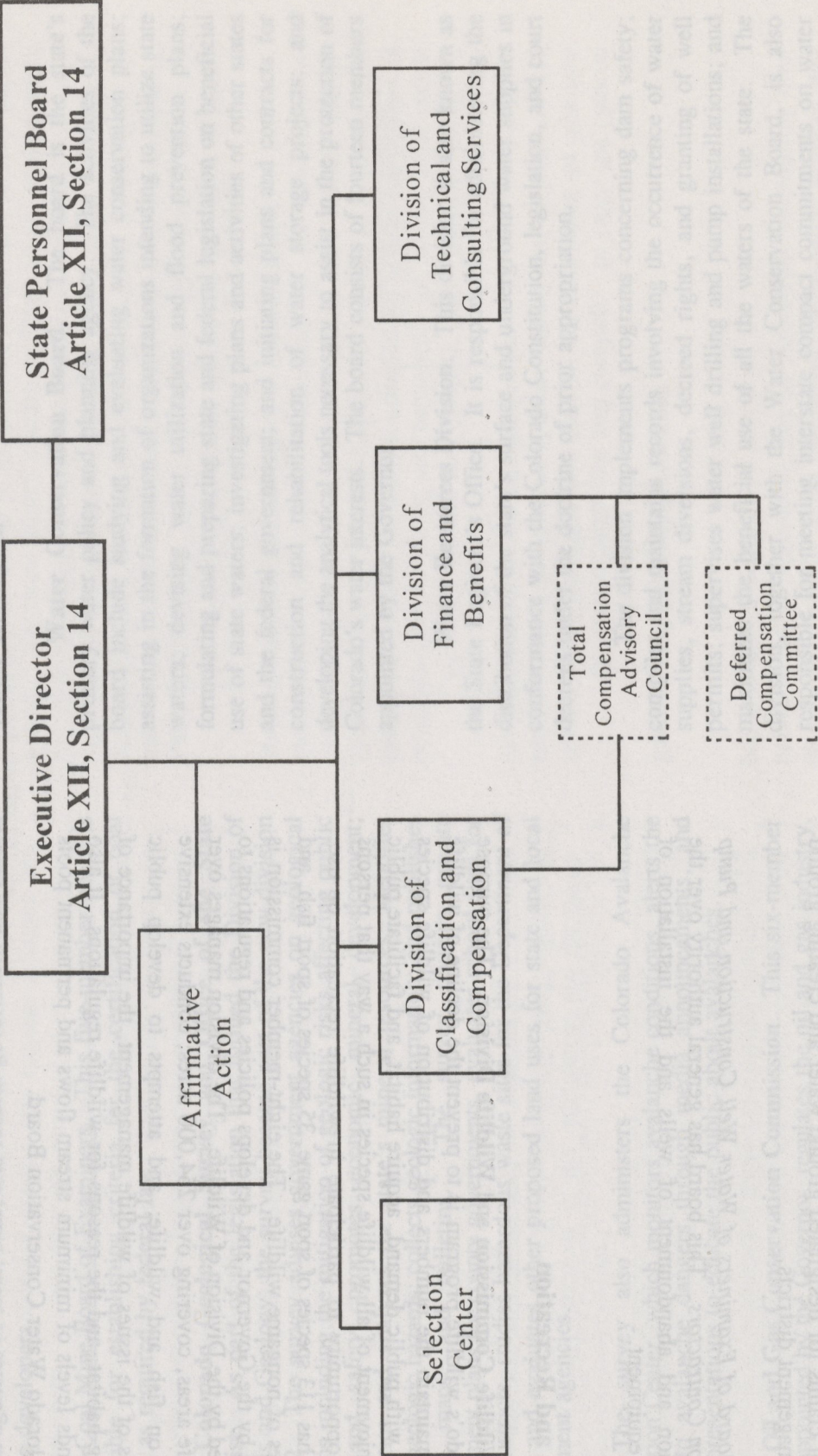
Board of Examiners of Water Well Construction and Pump Installation Contractors. This board has general authority over the construction and abandonment of wells and the installation of pumping equipment.

Wildlife and Recreation

Wildlife Commission and Wildlife Division. The purpose of Colorado's wildlife program is to prevent the decline of wildlife species, maintain the numbers and distribution of wildlife species consistent with public demand, acquire habitat, and facilitate public use and enjoyment of all wildlife species in such a way that persons have an opportunity to participate in wildlife recreation or use. Colorado has 113 species of sport game, 35 species of sport fish, and 750 species of nongame wildlife. The eight-member commission is appointed by the Governor and develops policies and regulations to be followed by the Division of Wildlife. The division manages over 80 wildlife areas, covering over 264,000 acres; conducts extensive research on fish and wildlife; and attempts to develop public awareness of the issues of wildlife management, the importance of preserving habitat, and the reasons for wildlife regulations. It also recommends levels of minimum stream flows and permanent pools to the Colorado Water Conservation Board.

Parks and Outdoor Recreation Division. To meet the recreational needs of the 11.3 million people that visit Colorado state parks, the division plans, develops, and operates a system of 40 state parks. The division coordinates a statewide trails system with federal and local trails. The division is also responsible for the

DEPARTMENT OF PERSONNEL



DEPARTMENT OF PERSONNEL

FY 1993-94 Budget: \$6.5 million

Number of Personnel: 71.9

Major Functions: To establish and enforce standards for the state personnel system and to assist other departments in human resources management

The Department of Personnel administers the state personnel system. Approximately 27,000 are "classified" employees and therefore within the state's personnel system (formerly called civil service system). The remainder of state employees are employed primarily in the legislative and judicial branches, and as faculty and administrators in higher education.

The basic principles and structure of the personnel system are contained in the State Constitution. The constitution provides that the state personnel system applies to all appointive public officers and employees of the state except members of the Public Utilities Commission, State Board of Land Commissioners, Board of Assessment Appeals, State Parole Board, State Personnel Board, members of any board or commission serving without compensation, employees in the offices of Governor and Lieutenant Governor, appointees to fill vacancies in elective offices, one deputy each for the Secretary of State and the State Treasurer, the Attorney General, the Insurance Commissioner, faculty members and high level administrators of educational institutions, students and inmates in and employed at state educational and other institutions, assistant attorneys general, and members, officers, and employees of the legislative and judicial departments.

Executive Director's office. The director's office oversees all departmental activities. The director promulgates procedures as defined by statute, such as those governing compensation and benefits. In addition, the office houses the *statewide affirmative*

action program, including affirmative action for persons with disabilities. It also provides liaison with the legislature and employee organizations and publishes *Stateline*, the employee newspaper. Appeals of classification, overtime and selection decisions are filed with the state personnel director.

State Personnel Board. This board is constitutionally created and consists of three gubernatorial appointees and two representatives elected by state employees. Neither elected nor appointed members can be state employees themselves. Its primary responsibilities are rule making and resolving employee appeals of actions which adversely affect their pay, status or tenure. The board is not accountable to the state personnel director although it works closely with the department on state personnel system issues.

Selection Center. The center is charged with ensuring that appointments and promotions in the personnel system are based on merit and competence. Its major functions include developing and revising tests, administering examinations, and providing technical assistance to other state agencies which perform the day-to-day work involved in filling specific positions.

Division of Classification and Compensation. The 27,000 classified FTE jobs in the personnel system are divided into about 900 job classes. The classes are organized in 10 occupational groups which reflect the types and levels of work found in state agencies and institutions. The division conducts an annual compensation survey and recommends adjustments in employee pay and benefits to meet the statutory requirement that classified employee compensation be comparable to that found in the community for similar work. This division also reviews proposed contracts for personal services.

Technical and Consulting Services Division. This division provides a variety of services to agencies and employees, including general statewide training programs in skills used across departmental lines, including supervisory and managerial training, professional development, clerical clinics and office support programs. The agency also performs postaudit reviews to evaluate

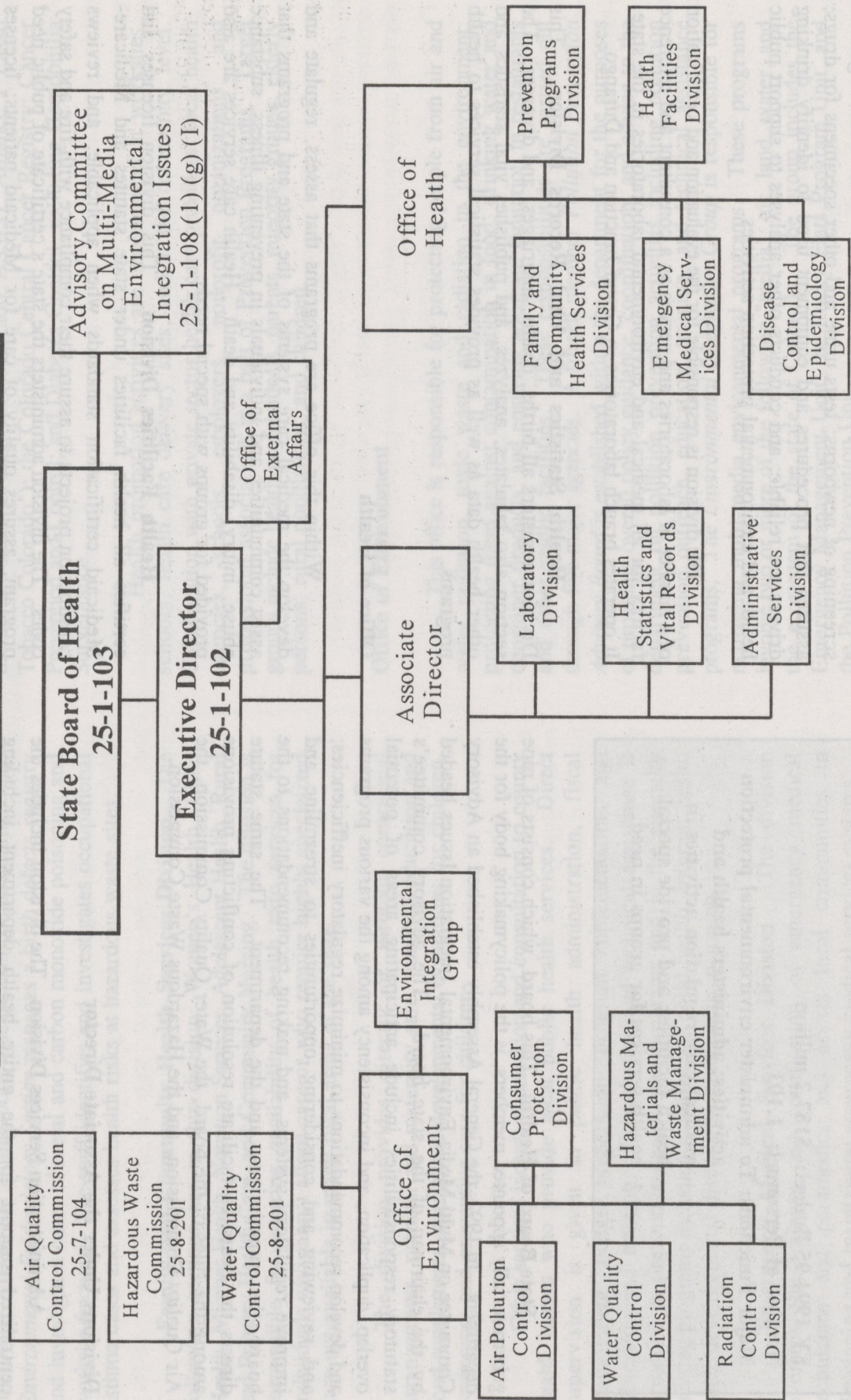
agency personnel programs and recommends improvements. In addition, it helps employees who are laid off in the state personnel system to find other jobs and oversees the mediation program and the performance evaluation system.

Division of Finance and Benefits. This division administers most employee benefit plans, including health, life and dental insurance, short-term disability insurance, and deferred compensation plans. In the benefits area, the department's responsibility goes beyond the classified system and includes responsibility for benefits administration for many non-classified employees as well. The division also houses the Colorado State Employees Assistance Program (C-SEAP) which provides short-term, targeted counseling and referral services for employees experiencing personal problems.

The *Total Compensation Advisory Council*, a statutorily created group, advises the state personnel director in matters concerning both pay and benefits. It is composed of both elected and appointed members. The *Deferred Compensation Committee* is responsible for administration of the state's 457 deferred compensation plan. The committee consists of elected and appointed members.

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DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT



**DEPARTMENT OF PUBLIC HEALTH
AND ENVIRONMENT**

FY 1994-95 Budget: \$187.2 million

Number of Personnel: 1,103

Major Functions: To administer environmental protection activities; administers health and medical care regulation activities in health facilities; and provide special health services for groups in need.

Laboratory Division. The division performs chemical and microbiological analyses of water, milk, food and other consumer products to ensure they are free of contamination; conducts genetic screening of newborns; tests urine and other specimens for drugs; assures that procedures and equipment used to identify drinking drivers are reliable; and conducts other analyses to support public health and environmental protection activities.

The division is responsible for the evaluation and certification of a number of laboratories and serves as a consultant and reference facility for all medical and environmental laboratories in the state. It operates branch laboratories in Grand Junction and Durango.

Health Statistics and Vital Records Division. This Division registers all births, deaths, marriages, and divorces. The section also tabulates, analyzes, and publishes vital statistics and other health data as well as provides statistical services to health programs.

Office of Health

Within this office are programs that assess, regulate and develop the medical care systems of the state and programs that assist communities and individuals in preventing illness, substance abuse, injury, disability and death. Health care services are also provided for groups with special needs.

Health Facilities Division. This division licenses and certifies all health facilities under state statutes and Medicare-Medicaid certification standards when applicable, and reviews construction projects to assure their compliance with fire and safety codes. The division administers the state's certificate of public need program; assures quality of care for Medicaid patients; licenses facilities for the developmentally disabled with the assistance of the Department of Human Services; and works with the Attorney General on the enforcement of state sanitation standards in regulated facilities.

State Board of Health. This board, which consists of nine gubernatorially appointed members, is the policymaking body for the department. In 1992, the General Assembly established an Advisory Committee on Multi-Media Environmental Integration Issues headed by the chairman of the state board. The advisory committee's statutory responsibilities include anticipating areas of potential overlap, duplication, and inconsistency among the various programs and develop recommendations to minimize regulatory inefficiencies; and reviewing and considering opportunities to streamline and improve regulatory systems, and making recommendations to the board, the commissions, and the department. The same statute directs the board to facilitate resolution of conflicting provisions among the rules of the board, the Water Quality Commission, the Air Quality Commission, and the Hazardous Waste Commission.

Divisions Under the Associate Director

Administration Services Division. The division includes the centralized support for the entire health department including accounting, budget, personnel and training, data services, telecommunications, printshop, purchasing, mailroom and building and grounds maintenance.

Disease Control and Epidemiology Division. This division investigates and controls the spread of infectious diseases and evaluates the occurrence of environmentally related diseases and health risks from toxic substance exposure. The *Disease Control Section* includes communicable disease control, immunization programs, tuberculosis control, sexually transmitted disease control (including AIDS) and animal-borne disease control programs. The *Environmental Epidemiology Section* manages a birth defects registry and investigates cases of metal and carbon monoxide poisoning and worksite fractures. The staff identifies and investigates occupational asthma cases and assesses health risks at hazardous waste sites.

Family and Community Health Services Division. The following sections are in this division: Women's Health, Child Health, Migrant Health, Nutrition Services, Adolescent Health, Rural and Primary Health Care, and Community Nursing. The division is responsible for assuring availability of health care services for individuals who cannot afford care or who require highly specialized care not available in many rural areas of the state.

The division provides directly or through contractual arrangements, prenatal and maternity care, nutrition education and food supplements, specialized developmental evaluations for children, screening, and preventive care for children.

Other services include supervision and consultation to county health nurses who provide local public health services. Direct supervision is given in public health administration, fiscal management, budget preparation, program implementation, and education and training. Consultation and technical assistance is provided in preventive health care programs and in the specialty nursing programs including maternal and child health, migrant health care, developmental disabilities, and family planning.

Emergency Medical Services Division. The division oversees the training and certification of emergency medical technicians and paramedics and assists local communities in developing and maintaining emergency medical services systems.

Prevention Programs Division. The division aims to improve the health of Colorado residents by decreasing premature death and disability from preventable and controllable causes of chronic disease and injury. Eight programs form the division: Colorado Action for Health People (CAHP); Community Health Education Section; Injury and Disability Prevention and Control, including Osteoporosis; the Colorado ASSIST Alliance ("Lasso Tobacco Colorado"); the Colorado Central Cancer Registry; Cancer Prevention and Control; and Diabetes Control, including Hemophilia Surveillance.

Health promotion activities are implemented at workites, schools, health care delivery sites, and at the community level. Collaboration with private sector health care providers, local health agencies, schools, employers, nonprofit organizations, and professional associations is a part of Prevention Programs. Target groups include health professionals, parents, minority groups, elderly persons, rural populations, and children.

Office of Environment

This office is responsible for protecting people from air and water pollution, toxic waste and radiation in the environment; protecting them against contamination in food, drinking water and consumer products; and ensuring adequate sanitation in restaurants and other public facilities. These responsibilities are carried out through five major agencies. A fifteen member *Pollution Prevention Advisory Board* is established within the department for the purposes of providing overall policy guidance, coordination, and advice to the department on pollution prevention activities including pollution prevention outreach, education, training, and technical assistance programs. The *Environmental Integration Group* is responsible for managing multi-media environmental programs. These programs involve two or more of the following "media": air, land, water, and the ecosystem of the state of Colorado. The group includes the Emergency Management Unit, the Rocky Flats Program Unit, and the Pollution Prevention Unit.

Air Pollution Division. This division and a nine-member *Air Quality Control Commission* is responsible for implementing measures to prevent, control, and reduce significant air pollution problems. The *Technical Services Program* operates numerous monitors throughout the state to collect data on gaseous and particulate pollutants and conducts special studies and complex computer modeling. The *Stationary Sources Control Program* issues permits and monitors air pollution sources other than motor vehicles, administers woodstove and fireplace programs, and regulates toxic air pollutants including asbestos. The *Mobile Sources Control Section* administers the AIR (Automobile Inspection and Readjustment) Program which requires annual tailpipe emissions tests of vehicles in several Front Range counties to reduce carbon monoxide and hydrocarbon levels. The section also administers the Better Air Campaign in the Denver metro area to reduce the levels of carbon monoxide in midwinter. The staff also conducts studies and programs to reduce diesel and other emissions and evaluates fuels with low emission characteristics.

Water Quality Division. This division implements, administers, and enforces water quality management and control programs in accordance with policies developed by the *Water Quality Control Commission*. The division develops stream classifications and standards and issues permits to those dischargers who must comply with the standards; performs site reviews of new or expanding domestic water treatment facilities; and performs monitoring and other enforcement activities. The division also oversees water quality management planning, manages construction grant programs, and provides technical assistance to local governments. All community drinking water systems must submit self-monitoring reports and meet State Board of Health water quality standards.

Consumer Protection Division. This division assures that foods, drugs, milk, and other consumer products are safe, properly labeled and free from contamination.

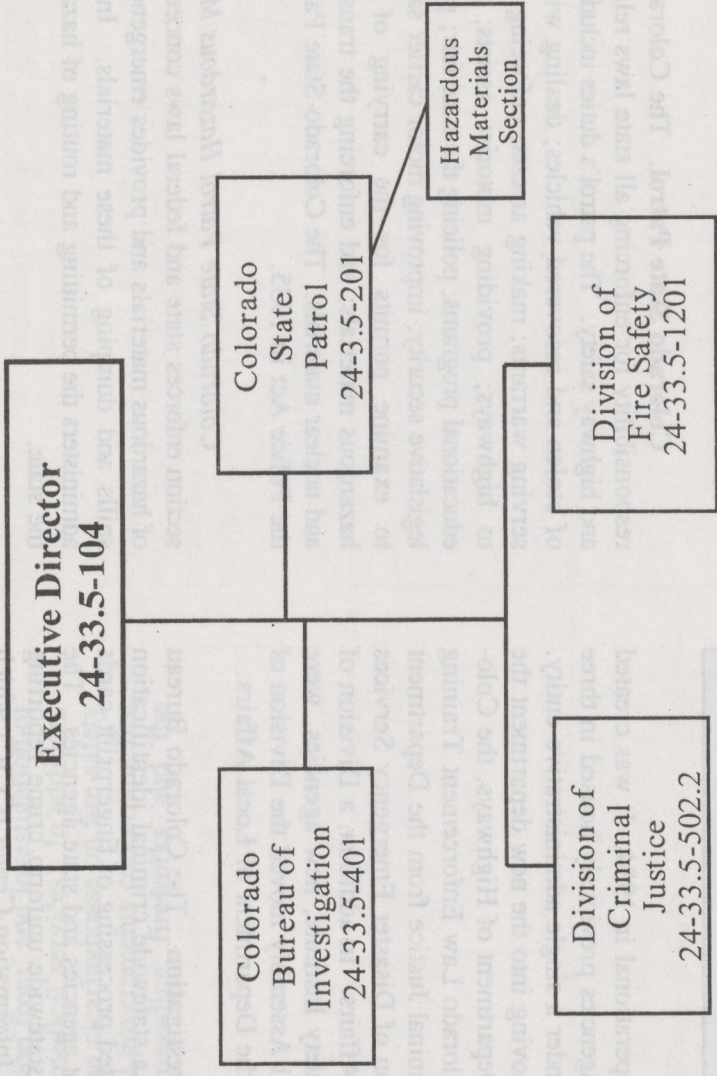
The staff conducts environmental health and safety inspections of public facilities, such as restaurants, schools and child care facilities, controls illicit distribution of prescription drugs and assists in controlling insects that spread disease from animals to humans. The division investigates potential food and drug hazards and provides consultation and assistance to consumers, local health agencies, and food-related industries.

Radiation Control Division. This division seeks to prevent risks to health from all ionizing radiation sources through regulation of radioactive materials and radiation-producing machines; surveillance and evaluation of nuclear facilities; emergency response to accidents involving radioactive materials; stabilization of uranium mill tailings; and assessing radioactive materials exposure of individuals resulting from occupational accident or environmental contamination. A Rocky Flats program was formed in 1989 in response to safety and environmental concerns at the Jefferson Facility.

Hazardous Materials and Waste Management Division. This division manages the disposal of hazardous and non-hazardous solid and liquid wastes to prevent pollution of ground and surface water, general nuisance conditions and health hazards. All companies which generate, treat, store, transport, or dispose of hazardous wastes must have permits and undergo compliance inspections or face enforcement action and penalties. The staff investigates environmental problems from leaking underground storage tanks and provides technical assistance and information related to hazardous substances incidents. The division assists in the investigation and cleanup of Superfund sites in Colorado and coordinates the state's effort to clean up large uranium mill tailings piles and many smaller contaminated areas.

A nine-member *Hazardous Waste Commission* promulgates rules pertaining to hazardous wastes to protect public health and the environment. Costs of the commission are offset by fees on generators and transporters of hazardous wastes.

DEPARTMENT OF PUBLIC SAFETY



DEPARTMENT OF PUBLIC SAFETY

FY 1993-94 Budget: \$90.5 million

Number of Personnel: 970

Major Functions: To address the maintenance of public safety by providing technical assistance on law enforcement matters to state and local governmental agencies, and to enforce state laws relating to public

during criminal investigations. Upon request from local police agency officials, the bureau will assist in the investigation of crime and in the enforcement of criminal laws. The CBI also assists district attorneys in preparing for the prosecution of cases in which CBI has participated; has the authority to investigate organized crime activities which transcend local jurisdictions; and is responsible for investigating other suspected criminal activity when directed by the Governor.

The bureau has offices and laboratories in Denver, Pueblo, and Montrose.

Colorado State Patrol. The Colorado State Patrol has the responsibility for enforcing all state laws relating to motor vehicles and highway safety. The patrol's duties include establishing an index of stolen and recovered vehicles; dealing with abandoned vehicles; serving warrants; making arrests; enforcing criminal law as relates to highways; providing motorist assists; presenting safety and educational programs; policing the state fair; providing executive and legislative security; improving motor carrier safety; stopping vehicles to examine permits for the carrying of livestock; routing of hazardous materials; and enforcing the transportation of hazardous and nuclear materials. The Colorado State Patrol was established by the Police Act in 1935.

Colorado State Patrol Hazardous Materials Section. This section enforces state and federal laws concerning the transportation of hazardous materials and provides emergency response services to spills and dumping of these materials. In addition, this agency administers the permitting and routing of hazardous materials within the state.

Criminal Justice Division. The division is divided into three offices. The *Office of Research and Statistics* is responsible for major research projects as well as the state prison population projections. The *Office of Community Corrections* is responsible for 24 community corrections programs statewide. The *Office of Programs and Grants* is responsible for several federal funding

The department became operational in 1984. It was created in an effort to bring public safety agencies previously housed in three executive departments together under a single administrative entity. This objective was achieved by moving into the new department the Colorado State Patrol from the Department of Highways, the Colorado Bureau of Investigation, Colorado Law Enforcement Training Academy and the Division of Criminal Justice from the Department of Local Affairs, and the Division of Disaster Emergency Services from the Department of Military Affairs. In addition, a Division of Fire Safety and the Colorado Safety Institute, new agencies, were established. In 1992, the General Assembly moved the Division of Disaster Emergency Services to the Department of Local Affairs.

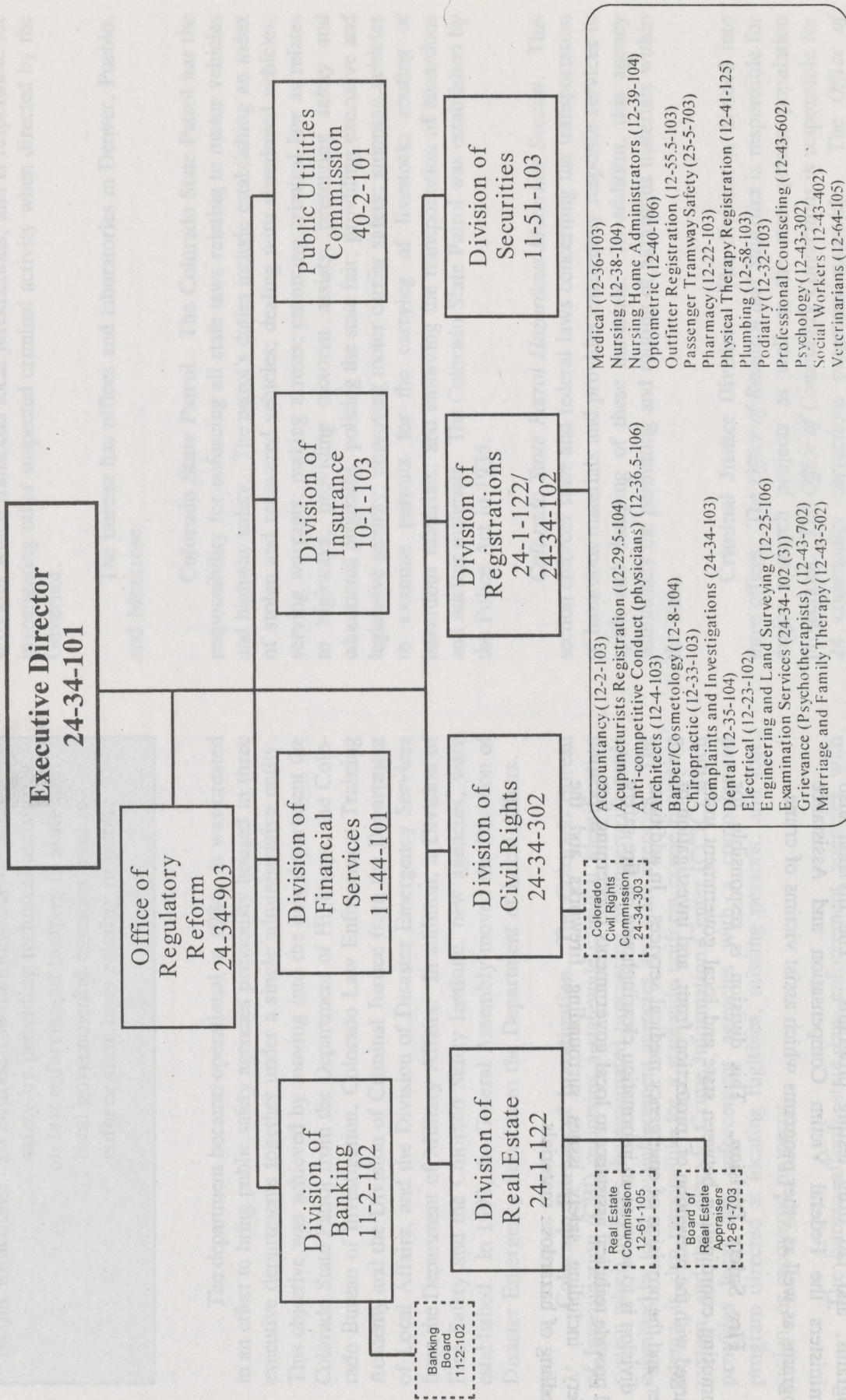
Colorado Bureau of Investigation. The Colorado Bureau of Investigation (CBI) maintains a statewide criminal identification system which includes the automated processing of fingerprint cards submitted by local law enforcement agencies and state agencies. The agency is also responsible for a statewide uniform crime reporting system, and the Colorado Crime Information Center (CCIC) which provides local law enforcement agencies with a computerized program directed at locating fugitives, missing persons, and lost, stolen, or recovered property.

The bureau affords state law enforcement agencies with technical services such as the analysis of physical evidence recovered

programs. It administers the federal anti-drug money and makes grants to local criminal justice agencies. Programs funded include undercover drug interdiction programs, prosecution management programs, and jail drug testing programs. The division also administers the Federal Victim Compensation and Assistance Programs as well as other programs which assist victims of crime.

Fire Safety Division. This division is responsible for promoting coordination between state and local government units charged with the prevention of, protection from, and investigation of fires, and the provision of emergency medical services. In addition, the division is to serve as an information clearinghouse on fire safety and provide technical assistance to local governments concerning fire safety, including safety issues surrounding fireworks and the handling of hazardous materials.

DEPARTMENT OF REGULATORY AGENCIES



DEPARTMENT OF REGULATORY AGENCIES

FY 1994-95 Budget: \$48.4 million

Number of Personnel: 517

Major Functions: To examine, license, and regulate various businesses, occupations, and professions throughout Colorado in the least restrictive and most effective manner.

The department contains nine divisions that regulate businesses and individuals. Four of the divisions are cash funded. The office of the executive director conducts sunset evaluations of divisions, commissions, and boards in the department and sunrise evaluations which examine the need for regulation of any occupation seeking to be regulated.

Office of Regulatory Reform. This office was established in 1981 to assist businesses in dealing with permits and license requirements of state, local, and federal governmental entities. It reviews proposed state agency rules and regulations in order to minimize the burden of compliance with such rules on the part of small businesses.

Division of Registrations. The division is an umbrella agency where budgetary and personnel records are maintained for the 23 boards of registration within the division, in addition to registration activities for acupuncturists, outfitters and physical therapists. Fees charged by the boards fund the operations of the division. Members for the various boards are appointed by the Governor. They represent, for the most part, the professions and occupations that they are directed to regulate, but all the boards have at least one public member. Most of the boards are authorized by statute to compensate their members. Generally, the major functions of the 23 boards are to administer examinations to qualified applicants; license or certify those who pass examinations, or issue licenses by endorsement or through reciprocity; issue annual renewal

licenses; inspect individuals or firms, and investigate legal infractions and conduct hearings for violations and cause legal actions to be initiated.

Banking Board and Banking Division. The board is a policy-making and rule-making authority for the division. The banking commissioner is the administrative head of the division. The board may delegate its powers and duties to the commissioner. The board authority includes the charter of new banks, rule making, examination of industrial banks and commercial banks, trust companies, and debt adjusters. The board charters or licenses the various types of financial institutions and regulates the incorporation, organization, corporate functions, mergers, consolidations, sales of assets, liquidations, dissolutions, and reorganization procedures of corporations operating as industrial banks, trust companies, and commercial banks.

Insurance Division. The cash-funded division supervises and regulates the insurance industry by interpreting insurance policies, ensuring solvency and ability of insurance companies to perform, ensuring fair claim processing and that there are qualified insurance representatives in Colorado, and guaranteeing that there is an adequate complaint mechanism for consumers. In addition to regulating companies, agents, brokers, and agencies, the division regulates adjusters, preneed burial plans, nonprofit hospital-medical-surgical plans, health maintenance organizations, professional bailbondsmen, motor clubs, fraternal benefit societies, cemeteries, and self-insurance pools for Colorado school districts.

Financial Services Division. The division determines the solvency of state-chartered savings and loan associations and credit unions and their compliance with the law for the protection of the public. The division has the power to approve the charters of new associations, the establishment of branch offices, and proposed mergers. The division also regulates small business development credit corporations.

Securities Division. The division examines and licenses state securities companies, broker-dealers and sales representatives, and registers securities to be offered for sale to the public. The division spends most of its time investigating and enforcing and anti-fraud provisions of the securities law.

Public Utilities Commission (PUC). The commission is concerned with the economic regulation of public utilities (gas, electrical, telephone, telegraph, water corporations, and pipelines) and with the economic and safety regulation of for-hire transportation companies. In addition, the commission is responsible for gas pipeline safety and the safe shipping of hazardous materials. Economic regulation centers around the control of intrastate rates and charges established by public utilities doing business in Colorado. The objective of the commission is to represent the public interest by assuring the best possible utility service at the lowest cost while allowing the utility to make a fair return on investment. The commission is organized into two basic sections: utilities and transportation. The three PUC commissioners are appointed by the Governor for overlapping six-year terms. The commission's executive secretary is appointed by the head of the Department of Regulatory Agencies.

Colorado Civil Rights Commission and Civil Rights Division. The commission and division were established to administer and enforce Colorado civil rights laws in employment, housing and public accommodation. The state's civil rights laws prohibit discrimination based on sex, marital status, age, physical handicap, race, creed, color, national origin, and ancestry.

Colorado Real Estate Commission and Real Estate Division. The commission and division license and regulate real estate brokers and salesmen. They also regulate time share projects, subdivision developers, and real estate appraisers. The division administers the Real Estate Recovery Fund, which can be used to recover sums lost because of the actions of a licensee.

DEPARTMENT OF REVENUE

Executive Director
24-35-102

**Division of
Taxpayer Services**
24-35-103

**Division of
Tax Auditing and
Compliance**
24-35-107

**Division of
Motor Vehicle**
24-1-117

**Division of
Ports of Entry**
42-8-103

**Division of
Liquor Enforcement**
24-1-117

**Division of
State Lottery**
24-35-202

**Division of
Racing Events**
12-60-102

**Division of
Gaming**
12-47.1-201

**State Lottery
Commission**
24-35-207

**Colorado Racing
Commission**
12-60-102

**Colorado Limited
Gaming Control
Commission**
12-47.1-301

DEPARTMENT OF REVENUE

FY 1993-94 Budget: \$296.7 million

Number of Personnel: 1,560

Major Functions: To provide a single unified tax collection and enforcement system for the state. As a part of its responsibility, the department receives fees and assessments and issues licenses and permits

The department enforces tax laws and alcoholic beverage laws, operates the state's lottery, and administers and enforces motor vehicle laws for driver licensing, motor vehicle emissions inspection, and driver improvement. The department also assists two boards, one which licenses automobile dealers and a second which serves as an advisor to the department on medical criteria and vision standards relating to the licensing of automobile drivers.

Taxation

The department administers the following taxes, fees, and licenses:

- Income Taxes
 - Corporate
 - Fiduciary (estates and Trusts)
 - Individual Income
 - Individual Withholding
 - Partnerships
- Severance Taxes
- Cigarette and Tobacco Products Taxes
- Liquor Excise Taxes
- Sales/Use Taxes
 - State Sales/Use Taxes
 - RTD Sales/Use Taxes
 - Cultural and Scientific District Sales/Use Taxes
 - City and County Sales Taxes
- County Lodging Tax
- Tourism Promotion Tax
- County Local Improvement Tax
- Denver Metro Major League Baseball Stadium District Sales Tax

- Gasoline and Special Fuel Taxes
- Gasoline Taxes
- Special Fuel Taxes
- Colorado International Fuel Tax Agreement
- Aviation Fuel Tax
- Environmental Response Surcharge
- Estate, Inheritance and Gift Taxes
- Passenger Mile Tax Program
- Para-Mutuel Wagering Taxes
- Short-term Rental Tax
- Waste Tire Disposal Fee
- PUC Fixed Utility Fees
- Trade Name Registrations
- Mineral Audit Program
- Food Service Establishment Licenses
- Marijuana/Controlled Substance Act
- Colorado International Registration
- Wood Smoke Reduction Fee
- CFC Surcharge
- Mass Transit System Tax

Taxpayer Service Division. This division reviews tax returns to ensure proper amounts of tax are paid, and ensures that taxes are collected and accounts kept in accordance with the law. Forms, information and help on taxes are provided by a telephone unit and in five district offices around the state. This division provides extensive materials, classes, seminars and newsletters to inform the public and encourage voluntary compliance. This division also registers trade names for sole proprietorships and general partnerships.

Tax Auditing and Compliance Division. This division is responsible for the enforcement of the state's tax laws including auditing tax accounts and assessing unpaid taxes. The division is also responsible for collection activities such as contacting delinquent taxpayers, executing distraint warrants, seizing and selling property, and garnishing wages and other assets.

Transportation

Motor Vehicles Division. This division administers the state's motor vehicle laws: driver licensing and post-licensing control, accident reporting, record maintenance, information services, and titling and registration of motor vehicles. In addition, the division is responsible for licensing and regulating commercial driving schools, commercial vehicles, motor vehicle dealers and salesmen, and emissions stations and inspection personnel. Five of the 96 driver license offices are operated for the division by county governments. A distributed Data Processing program operates an automated county system for recording motor vehicle titles and registrations.

Ports of Entry Division. This division performs the following control, enforcement, collection, and inspection functions:

- enforces and collects passenger mile taxes on certain commercial vehicles that transport more than 14 passengers;
- assists in the collection of distraint warrants issued by the state for various types of taxes due by the trucking industry;
- assists the Public Utilities Commission in the enforcement of commission permits used by commercial haulers;
- assists the Department of Transportation in the enforcement and control of gross and axle weights, and size of vehicles operating on the highways;
- assists the Department of Agriculture in the control, enforcement and issuance of farm products handler licenses; verifies health inspections for livestock; and
- enforces vehicle and equipment safety standards of commercial vehicles and operators.

Beginning in 1987, the division has been involved in the permitting system for the transportation of hazardous materials.

The division operates 11 ports of entry throughout the state as well as 10 mobile units.

Liquor Enforcement

Liquor Enforcement Division. This division administers the state Beer Code, Liquor Code, and Special Events codes. The division's duties include: licensing all manufacturers, importers, wholesalers, and retailers; investigating violations of the alcoholic beverage laws and taking enforcement actions where necessary to insure compliance; and educating the industry, the public, and local government concerning the requirements of the laws. In addition to its main office in Denver, the division maintains six field offices in locations throughout the state.

Lottery

Colorado Lottery Commission and State Lottery Division.

This division is charged with administering the state lottery. The commission is the policy-making body which determines the types of games to be offered by the lottery. The division operates three types of games, an instant game, a Lotto game, and a Keno game. Funds generated from the lottery benefit state capital construction projects, the state Division of Parks and Outdoor Recreation, and the Conservation Trust Fund from which funds are distributed to cities, towns, counties and special parks and recreation districts for recreation, park and open space purposes. The division has four offices located throughout the state.

Gambling

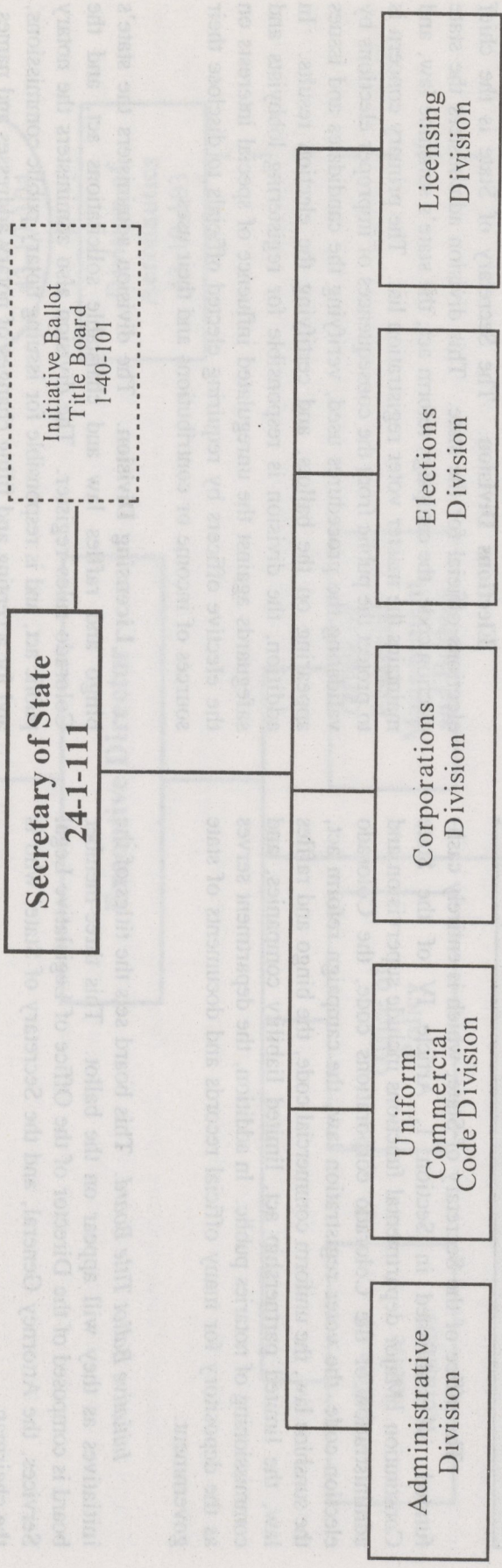
Colorado Limited Gaming Control Commission. The commission consists of five members who are appointed by the Governor and confirmed by the Senate. The commission is statutorily charged with promulgating all the rules and regulations

concerning limited stakes gaming in Colorado. The commission also has final authority over all gaming licenses issued in the state.

Gaming Division. In November 1990, Colorado voters approved a constitutional amendment allowing limited stakes gaming in three mountain towns, Cripple Creek, Central City, and Black Hawk. This division is responsible for the regulation of limited stakes gaming in the state. Duties include investigating applicants for limited gaming licenses and monitoring license holders for wrongdoing, such as hidden ownership interests and organized crime involvement. All division investigators have the powers of peace officers.

Colorado Racing Commission and Racing Events Division. This commission and division are responsible for licensing, regulating, and supervising all race meets with pari-mutuel wagering in which horses or greyhounds participate. This duty includes licensing of individuals involved in races and licensing of race tracks. Allocation of race days among race tracks, testing animals for drugs, and supervising wagering, including off-track betting.

DEPARTMENT OF STATE



DEPARTMENT OF STATE

FY 1993-94 Budget: \$5.4 million

Number of Personnel: 85.3

Major Functions: To accept business filings and approve business incorporations; perform licensing functions; administer election activities; and serve as a depository for records including those of public agencies and officials

dissolutions, reinstatements, mergers, consolidations, trade names, and trade marks. Corporate report forms are sent to corporations for remittance of the biennial fee to the state. The division also receives filings from the state's non-profit corporations.

Uniform Commercial Code Division. Under state law the Department of State is designated as the central filing agency for secured transactions under terms of the Uniform Commercial Code. This division records, for public inspection, property subject to a security interest which includes such items as inventory, accounts receivable, equipment and intangibles.

Elections Division. The Secretary of State is the chief elections official for the state. This division administers the state election code, the campaign reform act, the state's sunshine law, and maintains the master voter registration list. The primary concern is to protect the public from the consequences of improper elections by validating the procedures used, verifying the candidates and issues appearing on the ballots, and certifying the election results. In addition, the division is responsible for registering lobbyists and safeguards against the unregulated influence of special interests on the elective officers by requiring elected officials to disclose their sources of income or contributions and their uses.

Licensing Division. The division administers the state's bingo and raffles law and charitable solicitations act, and the Colorado rules register. The division also administers the notary public act, and is responsible for issuing notary public commissions, and for accepting and filing changes of notary addresses and names.

In addition, it receives and files rule-making notices and proposed and adopted rules and regulations of state departments and is responsible for the monthly publication of the Rules Code and Register.

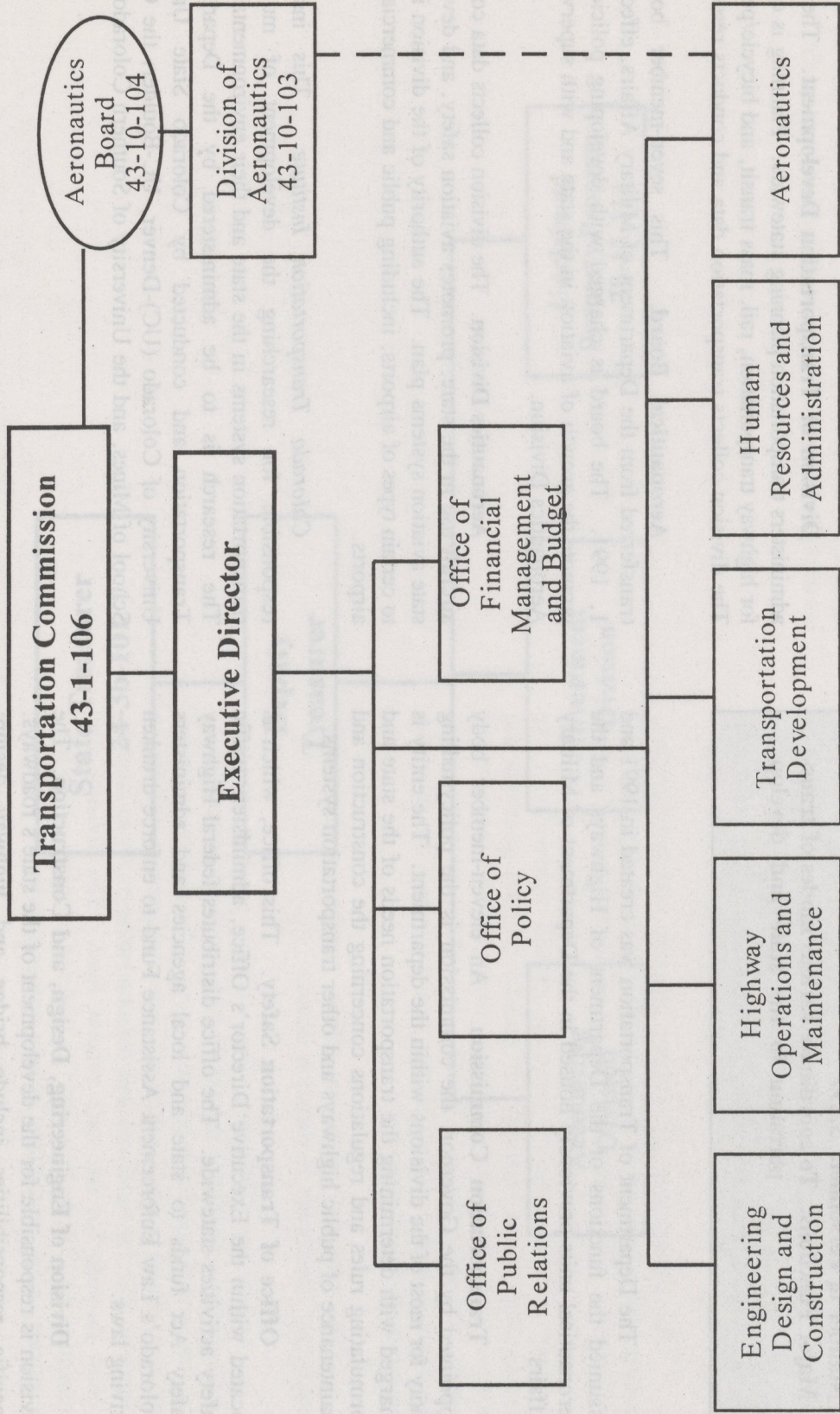
The office of the Secretary of State, which is entirely cash-funded, is established in Section 1, Article IV of the State Constitution. Major departmental functions include supervision and administration of the Colorado corporations code, the Colorado election code, the voter registration law, the campaign reform act, the sunshine law, the uniform commercial code, the bingo and raffles law, the limited partnership act, limited liability companies, and commissioning of notaries public. In addition, the department serves as the depository for many official records and documents of state government.

Initiative Ballot Title Board. This board sets the titles of the initiatives as they will appear on the ballot. This three-member board is composed of the Director of the Office of Legislative Legal Services, the Attorney General, and the Secretary of State, who is the chairman.

Administrative Division. This division includes the offices of the Secretary of State and Deputy Secretary of State and is responsible for administrative hearings for issues concerning data processing, notaries public, elections, personnel, payroll, and accounting.

Corporations Division. This division receives, verifies, and maintains records of articles of incorporation, amendments,

DEPARTMENT OF TRANSPORTATION



DEPARTMENT OF TRANSPORTATION

FY 1993-94 Budget: \$585.3 million

Number of Personnel: 3,297

Major Functions: To coordinate various modes of transportation in the state and develop

highway maintenance plans, developing maintenance training programs, and performing inspections statewide to ensure uniform maintenance practices. The division also conducts speed zone and accident studies.

Division of Transportation Development. The division administers transportation planning statewide. Planning is conducted for highway transportation, rail, mass transit, and bicycle/pedestrian. The division collects transportation data and conducts research.

Aeronautical Board. This seven-member board was transferred from the Department of Military Affairs, effective July 1, 1991. The board is charged with developing policies which promote the growth of aviation in the state and with supervising the Aeronautics Division.

Aeronautics Division. The division collects data concerning aircraft use in the state, promotes aviation safety, and develops the state aviation systems plan. The authority of the division is limited to certain types of airports, including public and commercial service airports.

Colorado Transportation Institute. This institute is responsible for researching the development of multi-modal transportation systems in the state and their environmental impact. The research is to be administered by the Department of Transportation and conducted by Colorado State University, University of Colorado (UC)-Denver, UC-Boulder, the Colorado School of Mines, and the University of Southern Colorado.

The Department of Transportation was created in 1991 and assumed the functions of the Department of Highways and the aeronautical units previously housed in the Department of Military Affairs.

Transportation Commission. An eleven-member body appointed by the Governor, the commission is the policymaking entity for most of the divisions within the department. The entity is charged with determining the transportation needs of the state and formulating rules and regulations concerning the construction and maintenance of public highways and other transportation systems.

Office of Transportation Safety. This office, which is located within the Executive Director's Office, administers traffic safety activities statewide. The office distributes federal Highway Safety Act funds to state and local agencies and administers Colorado's Law Enforcement Assistance Fund to enforce drunken driving laws.

Division of Engineering, Design, and Construction. The division is responsible for the development of the state's roadways. Specific responsibilities include bridge and highway design; environmental review and compliance; construction management; materials testing; and traffic engineering.

Division of Highway Operations and Maintenance. The division is responsible for developing and implementing standardized

DEPARTMENT OF TREASURY

**State Treasurer
24-36-101**

**Deputy
Treasurer**

**Accounting
Division**

**Investment
Division**

**Unclaimed
Property Program
38-13-111**

DEPARTMENT OF TREASURY

FY 1993-94 Budget: \$205 million

Number of Personnel: 28

Major Functions: To deposit, manage, and invest state monies and pay warrants.

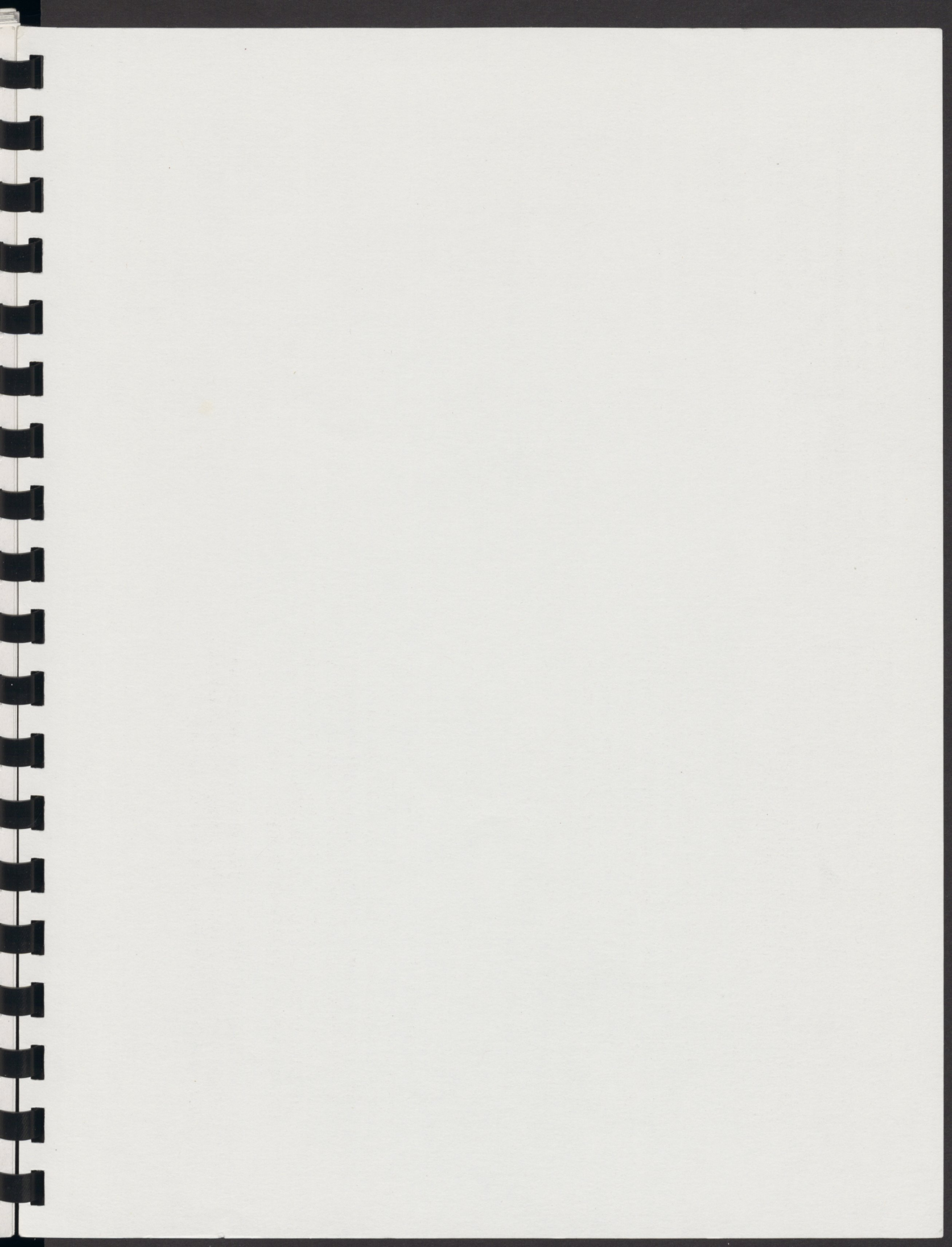
The Department of Treasury provides cash management, banking, and investment services for all state funds deposited with the Treasury. The monies received by the State Treasurer include taxes, fees, charges, tuition, and lottery revenue. The U.S. Secretary of the Treasury transmits certain moneys into the custodianship of the treasurer for transfer to local governmental entities. These funds include monies received under federal flood control, oil leasing, forestry, grazing, and rehabilitation programs. The treasurer is also responsible for paying warrants drawn on the treasury by the state controller.

The treasurer is an ex officio member of the Public Employees' Retirement Association Board.

Accounting Division. This division provides the cash management oversight for the state which involves the receipting, recording, and reconciliation of state moneys. The cash management section promotes sound operational cash management policies in cooperation with the banks and state departments/agencies to increase interest earnings for the state general fund. The division also administers the Elderly Property Tax Deferral Program which pays the property taxes of qualified elderly property owners.

Investment Division. This division is charged with providing the highest possible interest earnings on investable funds for the state within the parameters of safety and liquidity.

Unclaimed Property Program. This program administers the Unclaimed Property Law and effectively locates lost, abandoned or unclaimed property and returns it to rightful owners and consumers who include heirs, businesses and senior citizens. All companies and financial institutions report and remit all unclaimed moneys, securities and safe deposit box contents to the Treasury.



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