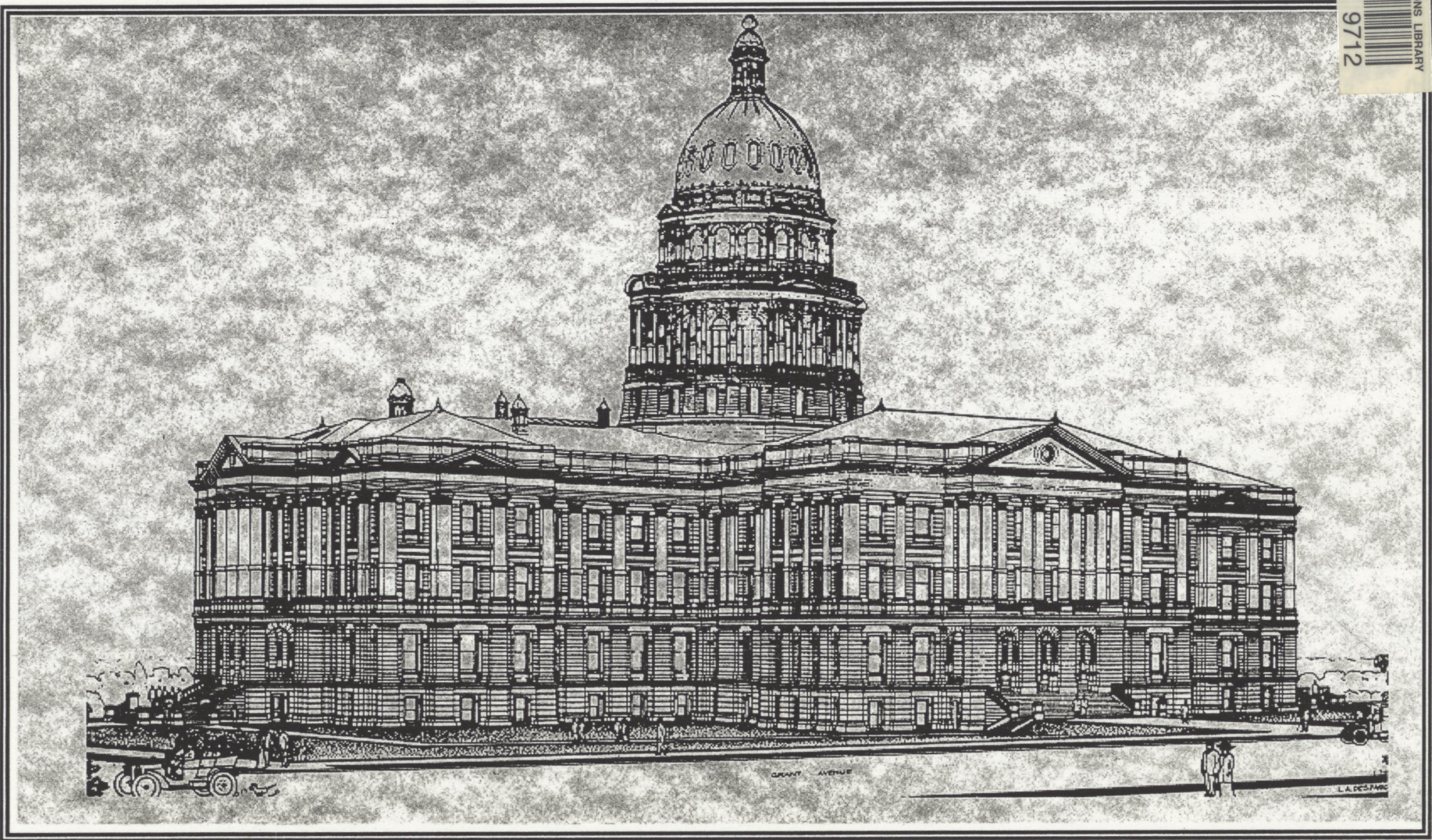


Directory of  
State Government  
Colorado Legislative Council  
February 2004

COLORADO STATE PUBLICATIONS LIBRARY  
3 1799 00109 9712

GA 4.2 / D62 / 2004  
c.2



# DIRECTORY OF COLORADO STATE GOVERNMENT

Colorado Legislative Council Staff  
February 2004

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. It provides information regarding the major offices of the legislative, executive, and judicial branches. Included are telephone and facsimile numbers, locations, contact names, and e-mail addresses for the listed state agencies. Also included are organizational charts and summaries of the major functions of state government agencies.

The Legislative Council Staff thanks the department legislative liaisons for assisting us in the preparation of this directory.

Return to  
State Publications Library, Room # 314  
201 East Colfax Avenue,  
Denver, CO 80203

# TABLE OF CONTENTS

Subject	Page
Legislative Leadership .....	v
State of Colorado Organization Chart .....	vi
A Short History of the Organizational Structure of the Executive Branch .....	vii
Agency Listings by Department .....	Section A
Agriculture .....	1-A
Corrections .....	2-A
Education .....	3-A
Governor and Lieutenant Governor .....	4-A
Health Care Policy and Financing .....	5-A
Higher Education .....	6-A
Human Services .....	7-A
Judicial Branch .....	8-A
Labor and Employment .....	9-A
Law .....	10-A
Legislative Service Agencies .....	11-A
Local Affairs .....	12-A
Military and Veterans Affairs .....	13-A
Natural Resources .....	14-A
Personnel and Administration .....	15-A
Public Health and Environment .....	16-A
Public Safety .....	17-A
Regulatory Agencies .....	18-A
Revenue .....	19-A
State .....	20-A
Transportation .....	21-A
Treasury .....	22-A
Alphabetical Listing of Major Agencies of Colorado State Government .....	Section B
Summary, by Agency, of the Major Functions of State Government .....	Section C
Agriculture .....	1-C
Corrections .....	6-C
Education .....	9-C
Governor .....	12-C
Health Care Policy and Financing .....	15-C
Higher Education .....	18-C
Human Services .....	21-C
Judicial Branch .....	30-C
Labor and Employment .....	34-C
Law .....	37-C
Legislative Branch .....	40-C
Local Affairs .....	44-C
Military and Veterans Affairs .....	47-C
Natural Resources .....	49-C
Personnel and Administration .....	53-C
Public Health and Environment .....	56-C
Public Safety .....	60-C
Regulatory Agencies .....	63-C
Revenue .....	66-C
State .....	70-C
Transportation .....	72-C
Treasury .....	74-C
Capitol Building Floor Plan .....	Section D

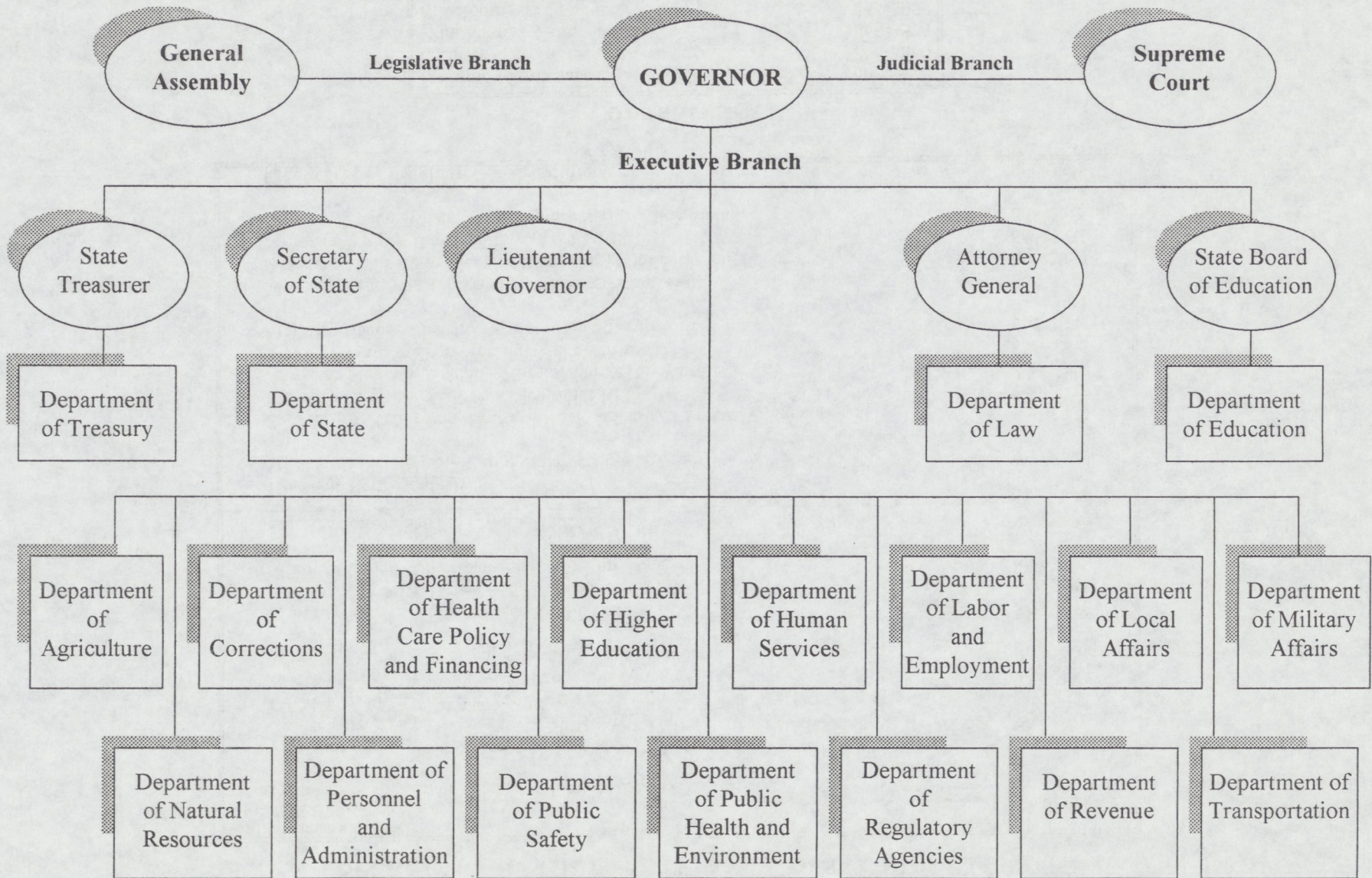
**LEGISLATIVE LEADERSHIP OF THE HOUSE AND SENATE,  
SECRETARY OF THE SENATE, AND HOUSE CHIEF CLERK**

<u>Senate</u>	<u>Telephone</u>
President of the Senate – Senator John Andrews	866-3342
President Pro Tem of Senate – Senator Ken Chlouber	866-4869
Co-Majority Leader – Senator Mark Hillman	866-6360
Co-Majority Leader – Senator Norma Anderson	866-3341
Assistant Majority Leader – Senator John Evans	866-4881
Majority Caucus Chairman – Senator Doug Lamborn	866-4835
Minority Leader – Senator Joan Fitz-Gerald	866-2318
Assistant Minority Leader – Senator Ken Gordon	866-2318
Minority Caucus Chairman – Senator Ron Tupa	866-2318
Secretary of the Senate – Mona Heustis	866-5289
<b><u>House of Representatives</u></b>	
Speaker of the House – Representative Lola Spradley	866-2346
Speaker Pro Tem of the House – Representative Tambor Williams	866-2929
Majority Leader – Representative Keith King	866-2348
Assistant Majority Leader – Representative Al White	866-2949
Majority Whip – Representative Bill Cadman	866-5525
Majority Caucus Chairman – Representative Rob Fairbank	866-2927
Minority Leader – Representative Andrew Romanoff	866-5523
Assistant Minority Leader – Representative Valentin Vigil	866-2964
Minority Whip – Representative Lois Tochtrop	866-2931
Minority Caucus Chairman – Representative Alice Madden	866-2915
Chief Clerk of the House – J.R. Rodrigue	866-2345

**OTHER NUMBERS**

Building Maintenance . . . . .	866-HELP
Security . . . . .	866-3660
Print Shop . . . . .	866-3526
Bill Room . . . . .	866-3055
Information Center . . . . .	866-3055
Deli . . . . .	866-2985
Central Switchboard . . . . .	866-5000

# STATE OF COLORADO ORGANIZATION CHART



# A Short History of the Organizational 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 (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 Departments of Social Services, Local Affairs, Higher Education, and the Governor's Office. The Department of Personnel and the Department of Administration were combined in 1995 into the Department of Personnel and Administration.

**DEPARTMENT OF AGRICULTURE**

Don Ament, Commissioner  
 700 Kipling Street, Suite 4000  
 Lakewood (80215)  
 239-4100

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Animal Health Laboratory	Richard Forde	2331 West 31st Avenue (80211)	477-0049	458-7857
Animal Industry	Dr. Wayne Cunningham	700 Kipling Street, Suite 4000, Lakewood (80215)	239-4161	239-4164
Animal Protection	Dr. Ron Ackerman	700 Kipling Street, Suite 4000, Lakewood (80215)	239-4168	239-4164
Bio-Chemical Laboratory	Charlie Hagburg	2331 West 31st Avenue (80211)	477-0014	480-9236
Brand Inspection	Gary Shoun	201 Livestock Exchange Building Room 201, 4701 Marion Street (80216)	294-0895	294-0918
Colorado Agricultural Statistics Service	Renee N. Liles	645 Parfet Street, Suite W-201, Lakewood (80215)	236-2300	236-2299
Conservation Board	Bob Zebroski	700 Kipling Street, Suite 4000, Lakewood (80215)	239-4111	239-4125
Inspection and Consumer Services	Ron Turner	2331 West 31st Avenue (80211)	477-0076	480-9236
Farm Products	Mark Gallegos	2331 West 31st Avenue (80211)	477-0054	480-9236
Frozen Food	Jim Thurman	2331 West 31st Avenue (80211)	477-0086	480-9236
Fruit and Vegetable	Tracy Vanderpool	P.O. Box 407, Monte Vista (81144)	(719) 852-4749	(719) 852-4319
Legislative Liaison	Greg Yando	700 Kipling Street, Suite 4000, Lakewood (80215)	239-4100	239-4176
Markets	Jim Rubingh	700 Kipling Street, Suite 4000, Lakewood (80215)	239-4114	239-4125
Plant Industry	Ron Turner	700 Kipling Street, Suite 4000, Lakewood (80215)	239-4139	239-4177
Insectary	Kent Mowrer	750 37.8 Road, Palisade (81526)	(970) 464-7916	(970) 464-5791
Public Information	Jim Miller	700 Kipling Street, Suite 4000, Lakewood (80215)	239-4103	239-4176
State Fair Authority	Ed Kruse	State Fair Grounds, Pueblo (81004)	(719) 561-8484	(719) 561-0283
Weights and Measures	Kristin Young	3125 Wyandot (80211)	477-4220	477-4248

\* E-mail addresses: FIRSTNAME.LASTNAME@AG.STATE.CO.US

**DEPARTMENT OF CORRECTIONS**

Joe Ortiz, Executive Director  
 (719) 226-4701  
 2862 South Circle Drive  
 Colorado Springs (80906)  
 Fax: (719) 226-4700

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Administration and Finance	L.D. Hay	2862 South Circle Drive Colorado Springs (80906)	(719) 226-4727	(719) 226-4728
Adult Parole/Community Corrections & Youthful Offender System	Jeaneene Miller	12157 W. Cedar Drive Lakewood (80228)	763-2434	763-2458
Budget and Business Operations	Dixie Reed	2862 South Circle Drive Colorado Springs (80906)	(719) 226-4749	(719) 226-4720
Correctional Industries	Giles Spaulding	2862 South Circle Drive Colorado Springs (80906)	(719) 226-4208	(719) 226-4220
Legislative Liaison	Cherrie Greco	2862 South Circle Drive Colorado Springs (80906)	(719) 226-4725 or 917-7377	(719) 226-4728
Parole Board	Allan Stanley	1600 West 24th Bldg. #54 Colorado Springs (80906)	(719) 583-5800	(719) 583-5805
Parole/Community	Tim Hand	12157 West Cedar Drive Lakewood (80228)	763-2429	763-2471
Parole/Community	Brian Gomez	12157 West Cedar Drive Lakewood (80228)	763-2408 or (719) 545-9339	763-2471
Parole/Community	Roberta Monchak	12157 West Cedar Drive Lakewood (80228)	763-2433	763-2446
Prisons	Nolin Renfrow	2862 South Circle Drive Colorado Springs (80906)	(719) 226-4774	(719) 226-4775
Public Information & Victim Assistance	Alison Morgan	2862 South Circle Drive Colorado Springs (80906)	(719) 226-4719	(719) 226-4485
Research & Planning	Scott Hromas	2862 South Circle Drive Colorado Springs (80906)	(719) 226-4380	(719) 226-4355
Youthful Offender System	Juanita Novak	1401 West 17 th Street Pueblo (81003)	(719) 583-5959	(719) 583-5909

\* E-mail addresses: FIRSTNAME.LASTNAME@DOC.STATE.CO.US



**DEPARTMENT OF EDUCATION**

William J. Moloney, Commissioner  
State Office Building  
201 East Colfax Avenue  
Denver (80203)  
866-6806 Fax: 866-6938

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Assessment	Elizabeth Celva	State Office Building, Room 106 201 East Colfax Avenue	866-6760 866-6806	866-6680
Educational Services	Gary Sibigroth	State Office Building, Room 206 201 East Colfax Avenue	866-6679 866-6935	866-6874
Educator Licensure/Professional Services	Dorothy Gotlieb	State Office Building, Room 201 201 East Colfax Avenue	866-6945 866-6932	866-6968
Legislative Liaison	Byron Pendley	State Office Building, Room 505 201 East Colfax Avenue	619-8238 866-6806	830-0793
Management, Budget, and Planning	Karen Stroup	State Office Building, Room 505 201 East Colfax Avenue	866-6822 866-6806	830-0793
Public School Finance	Vody Herrmann	State Office Building, Room 509 201 East Colfax Avenue	866-6845 866-6818	866-6888
School for the Deaf and the Blind	Marilyn Jaitly, Superintendent	33 North Institute Street Colorado Springs (80903)	(719) 578-2102	(719) 578-2258
Special Education Services	Lorrie Harkness	State Office Building, Room 300 201 East Colfax Avenue	866-6695 866-6694	866-6811
State Board of Education	Karen Gerwitz	State Office Building, Room 500 201 East Colfax Avenue	866-6817 866-6809	866-6938
State Library	Nancy Bolt	State Office Building, Room 309 201 East Colfax Avenue	866-6733 866-6900	866-6940

\* E-mail addresses: LASTNAME\_FIRSTINITIAL@CDE.STATE.CO.US

**GOVERNOR – LIEUTENANT GOVERNOR – STATE PLANNING AND BUDGETING OFFICE**

Bill Owens, Governor  
 State Capitol Building, Room 136  
 866-2471

Jane Norton, Lieutenant Governor  
 State Capitol Building, Room 130  
 200 East Colfax Avenue  
 Denver (80203)  
 866-2087

**Portion of the Governor's Administrative Staff**

<b>Staff Position</b>	<b>Staff Person</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Boards and Commissions	Barb Card	State Capitol Building, Room 136	866-2471	
Chief Counsel to the Governor	Cynthia Honssinger	State Capitol Building, Room 136	866-6390	
Chief of Staff	Roy Palmer	State Capitol Building, Room 136	866-6290	
Deputy Chief of Staff for Legislative Affairs	Chris Castillian Rachel Nance	State Capitol Building, Room 136	866-6452	
Deputy Chief of Staff for Policy	Chris Castillian	State Capitol Building, Room 136	866-6380	
Economic Development, Office of	Bob Lee	1625 Broadway, Suite 1710 (80202)	892-3840	
Energy Conservation, Office of	Rick Grice	1675 Broadway, Suite 1300 (80202)	894-2383	
International Trade Office	Bob Lee	1625 Broadway, 9th Floor (80202)	892-3840	
Press Secretary	Dan Hopkins	State Capitol Building, Room 136	866-6324	
State Planning and Budgeting	Nancy McCallin	State Capitol Building, Room 114	866-3317	

\* E-mail addresses: GOVERNOROWENS@STATE.CO.US

**DEPARTMENT OF HEALTH CARE POLICY AND FINANCING**

Karen Reinertson, Executive Director  
1570 Grant Street, 4th Floor  
Denver (80203)  
866-2868 Fax: 866-2828

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Budget Division	Lisa Esgar	1570 Grant Street, 2nd Floor	866-2854	866-3669
CHP+, Division of	Barbara Ladon	1570 Grant Street, 1st Floor	866-3227	866-4411
Client Services Division	Diana Maiden	1570 Grant Street, 4th Floor	866-2823	866-3552
Controller & Operations Division	Phil Reed	1570 Grant Street, 2nd Floor	866-2764	866-3669
External Affairs	Barbara Prehmus	1570 Grant Street, 4th Floor	866-2708	866-4411
Health Benefits, Division of	Laurel Karabatsos	1570 Grant Street, 3rd Floor	866-2445	866-2573
Information Technology, Division of	John Wagner	1570 Grant Street, 2nd Floor	866-4017	866-3669
Long Term Benefits, Division of	Gary Snider	1570 Grant Street, 3rd Floor	866-2991	866-2573
Medical Assistance, Office of	Vivianne Chaumont	1570 Grant Street, 3rd Floor	866-3058	866-3476
Operations & Finance Office	Marilyn Golden	1570 Grant Street, 4th Floor	866-5624	866-4411
Rates & Analysis Division	Roger Gunter	1570 Grant Street, 3rd Floor	866-3163	866-2573

\* E-mail addresses: FIRSTNAME.LASTNAME@STATE.CO.US

**DEPARTMENT OF HIGHER EDUCATION**

Tim Foster, Executive Director  
 Colorado Commission on Higher Education  
 1380 Lawrence Street, Suite 1200  
 Denver (80204)  
 866-2723 Fax: 866-4266

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Auraria Higher Education Center	Dean Wolf	1027 9th Street Park, P.O. Box 173361 Campus Box A (80217)	556-3291	556-4403
CCHE Legislative Liaison	Jake Zambrano	1380 Lawrence Street, Suite 1200 (80204)	866-2142	866-4266
Colorado Council on the Arts	Rene Bovee	1380 Lawrence Street, Suite 1200 (80204)	866-2723	866-4266
Colorado Historical Society	Georgianna Contiguglia, President	Colorado History Museum, 1300 Broadway	866-3355	866-4464
Colorado School of Mines	Dr. John Trefny	1500 Illinois Street, Golden (80401)	273-3280	273-3278
Colorado Student Loan Program	Jeanne Adkins	999 18th Street, Suite 425 (80202)	305-3274	305-3515
Community Colleges of Colorado	Patricia Erjavec, Interim President	1391 North Speer Boulevard, Suite 600 (80204)	595-1552	620-4043
Colorado State University Board of Governors	Larry E. Penley, Chancellor	410 17 <sup>th</sup> Street, Suite 1415 (80202)	273-3280	
Adams State College	Dr. Lee Halgren, Interim President	Alamosa (81102)	719-587-7011	719-587-7522
Ft. Lewis College	Brad Bartel, President	Durango (81301)	970-247-7010	970-247-7197
Mesa State College	Dr. Sam Gingerich, Interim President	1100 North Avenue, Grand Junction (81501)	970-248-1020	970-248-1903
Metro State College	Dr. Ray Kieft, Interim President	P.O. Box 173362 (80217)	303-556-3022	
University of Colorado — President — Boulder, Chancellor	Dr. Elizabeth Hoffman Dr. Richard Byynn	914 Broadway, Boulder (80309) 301 Regent Administrative Center, 17 UCB Boulder (80309)	492-6201 492-8908	492-6772 492-5105
— Colorado Springs, Chancellor — Denver, Chancellor — Health Sciences Center, Chancellor	Dr. Pamela Shockley, Acting President Dr. James Shore Dr. James Shore	Box 7150, Colorado Springs (80933) 1250 14th Street (80202) 4200 East 9th Avenue (80262)	719-262-3436 556-2643 315-7682	719-262-3362 556-2164 315-7729
University of Northern Colorado	Kay Norton, President	501 20th Street, Greeley (80639)	970-351-2229	970-351-1110
Western State College	Jay Helman, President	Gunnison (81231)	970-943-2114	

\* E-mail addresses: FIRSTNAME.LASTNAME@STATE.CO.US

**DEPARTMENT OF HUMAN SERVICES**

Marva Livingston Hammons, Executive Director 866-5096  
 1575 Sherman Street (80203)  
 866-5700 Fax: 866-4740

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Aging and Adult Services	Jeanette Hensley	1575 Sherman Street, 10th Floor	866-2636	866-2696
Alcohol and Drug Abuse	Janet Wood	4055 S. Lowell Blvd. (80236)	866-7486	866-7481
Boards and Commissions and Consumer Relations	Rich Archuleta	1575 Sherman Street, 1st Floor	866-5990	866-5024
Child Care Services	Stephen Heiling	1575 Sherman Street, 1st Floor	866-5943	866-4453
Child Support Enforcement	Pauline Burton	1575 Sherman Street, 5th Floor	866-5050	866-4360
Child Welfare Services	Ted Trujillo	1575 Sherman Street, 2nd Floor	866-4365	866-5563
Childrens Health & Rehabilitation Services	Claudia Zundel	3824 West Princeton Circle (80236)	866-7528	866-7470
"Colorado Works" – Temporary Assistance to Needy Families	Kevin Richards	1575 Sherman Street, 3rd Floor	866-2054	866-5488
Communications	Liz McDonough	1575 Sherman Street, 8th Floor	866-5822	866-4740
County Commissioner Liaison	John Bernhart	1575 Sherman Street, 8th Floor	866-3985	866-4212
Developmental Disabilities	Fred DeCrescentis	3824 West Princeton Circle (80236)	866-7454	866-7470
Food Assistance	Mark Tandberg	1575 Sherman Street, 3rd Floor	866-2535	866-5098
Juvenile Parole Board	Dwight Eisnach	1575 Sherman Street, 1st Floor	866-2321	866-5024
Legislative Liaison	Vacant	1575 Sherman Street, 8th Floor	866-5900	866-4214
Mental Health	Tom Barrett	3824 West Princeton Circle (80236)	866-7401	866-7428
Nursing Homes – State and Veterans	Marc Fuller	1575 Sherman Street, 8th Floor	866-2259	866-4740
Vocational Rehabilitation Services	Diana Huerta	1575 Sherman Street, 4th Floor	866-4150	866-4905
Youth Corrections	Stephen Bates	4255 South Knox Court (80236)	866-7390	866-7344

\* E-mail addresses: FIRSTNAME.LASTNAME@STATE.CO.US

**JUDICIAL BRANCH**

Mary J. Mullarkey, Chief Justice  
2 East 14th Avenue  
Denver (80203)  
861-1111

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Court of Appeals	John Doerner, Clerk of Court of Appeals	State Judicial Building, Room 300 2 East 14th Avenue	837-3785	837-3702
Judicial Administration	Gerald A. Marroney, State Court Administrator	1301 Pennsylvania, Suite 300	837-3668	837-2340
Law Library	Martha Campbell	State Judicial Building, Room B112 2 East 14th Avenue	837-3720	864-4510
Legal Counsel	Carol M. Haller, Legislative Liaison	1301 Pennsylvania, Suite 300	861-1111	837-2340
Legislative Policy Analyst	Sherry Kester	1301 Pennsylvania, Suite 300	837-3683	837-2340
Public Defender	David Kaplan	Petroleum Building 110 16th 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	861-7429

\* E-mail addresses: FIRSTNAME.LASTNAME@JUDICIAL.STATE.CO.US

**DEPARTMENT OF LABOR AND EMPLOYMENT**

Jeffrey Wells, Executive Director  
1515 Arapahoe Street, Tower 2, Suite 400  
Denver (80202)  
318-8020 Fax: 318-8070

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Employment & Training	Don Peitersen	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	318-8002	318-8930
Workforce Programs	Tom Looft	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	318-8012	318-8930
Industrial Claim Appeals Panel	Dona Halsey	1515 Arapahoe Street, Tower 2, Suite 350 (80202)	318-8133	318-8139
Labor Market Information	Alexandra Hall	1515 Arapahoe Street, Tower 2, Suite 300 (80202)	318-8898	318-8870
Labor Standards	Michael McArdle	1515 Arapahoe Street, Tower 2, Suite 375 (80202)	318-8468	318-8070
Legislative Liaison and Public Information Officer	Kara Miller Tupa (Acting)	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	318-8016	318-8070
Oil Inspection/Public Safety	Dick Piper	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	318-8502	318-8546
Rural Job Training	Wayne Bulander	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	318-8830	318-8930
Unemployment Insurance	Don Peitersen	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	318-8002	318-8930
Workers' Compensation	Mary Ann Whiteside	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	318-8011	318-8651

\* E-mail addresses: FIRSTNAME.LASTNAME@STATE.CO.US

**DEPARTMENT OF LAW**

Ken Salazar, Attorney General

Don Quick Chief Deputy Attorney General  
Alan J. Gilbert Solicitor General  
Ken Lane Deputy Attorney General  
Policy & Governmental Affairs

1525 Sherman Street, 5th Floor  
Denver (80203)  
Main Operator: 866-4500  
Fax: 866-5691

**Major Divisions or Sections**

Agency	Director or Head	Location	Telephone	Fax
Business & Licensing	Karen Howard	1525 Sherman Street, 5th Floor	866-5307	866-5395
Civil Litigation	Beth McCann	1525 Sherman Street, 5th Floor	866-5236	866-5443
Consumer Protection	Jan Zavislan	1525 Sherman Street, 5th Floor	866-5079	866-5443
Criminal Justice	Michael Goodbee	1525 Sherman Street, 5th Floor	866-5672	866-3955
Employment Law	Vince White	1525 Sherman Street, 5th Floor	866-5076	866-5443
Legislative Liaison	Ken Lane	1525 Sherman Street, 5th Floor	866-3557	866-4745
Natural Resources & Environment	Felicity Hannay	1525 Sherman Street, 5th Floor	866-5127	866-3558
State Services	Renny Fagan	1525 Sherman Street, 5th Floor	866-5380	866-5671

\* E-mail addresses: [ATTORNEY.GENERAL@STATE.CO.US](mailto:ATTORNEY.GENERAL@STATE.CO.US)



**LEGISLATIVE SERVICE AGENCIES**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
House of Representatives	JR Rodrigue, Chief Clerk	State Capitol Building, Room 271 200 East Colfax Avenue	866-2345	None
Senate	Mona Heustis, Secretary of the Senate	State Capitol Building, Room 347 200 East Colfax Avenue	866-5289	866-2012
Joint Budget Committee	John Ziegler, Staff Director	Legislative Services Building 200 East 14th Avenue	866-2061	866-2150
Legislative Council Staff	Kirk Mlinek, Director of Research	State Capitol Building, Room 029 200 East Colfax Avenue	866-3521	866-3855
Office of Legislative Legal Services	Charley Pike, Director	State Capitol Building, Room 091 200 East Colfax Avenue	866-2045	866-4157
Office of the State Auditor	Joanne Hill, State Auditor	Legislative Services Building 200 East 14th Avenue	866-2051	866-2060
Revisor of Statutes	Charley Pike, Revisor of Statutes	State Capitol Building, Room 091 200 East Colfax Avenue	866-2045	866-4157
* E-mail addresses: FIRSTNAME.LASTNAME@STATE.CO.US				

**DEPARTMENT OF LOCAL AFFAIRS**

Michael Beasley, Executive Director  
Centennial Building, Room 500  
1313 Sherman Street  
Denver (80203)  
866-2771 Fax: 866-4317

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Assessment Appeals, Board of	Diane Fechisin	1313 Sherman Street, Room 315	866-5880	866-4485
Emergency Management, Office of	Tom Grier	15075 S. Golden Road Golden (80401)	273-1622	273-1795
Field Services	Barbara Kirkmeyer	1313 Sherman Street, Room 521	866-4988	866-4819
Housing, Division of	Kathi Williams	1313 Sherman Street, Room 518	866-2033	866-4077
Legislative Liaison	Angie Binder	1313 Sherman Street, Room 521	866-2239	866-4819
Local Government, Division of	Barbara Kirkmeyer	1313 Sherman Street, Room 521	866-4988	866-4819
Property Tax, Division of	Mary Huddleston	1313 Sherman Street, Room 419	866-2371	866-4000

\* E-mail addresses: FIRSTNAME.LASTNAME@STATE.CO.US

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**

Major General Mason C. Whitney, The Adjutant General  
 Patriot Plaza  
 6848 South Revere Parkway  
 Centennial 80112-6703  
 677-8801

**Major Divisions or Sections**

Agency	Director or Head	Location	Telephone	Fax
Air National Guard	Brigadier General D. Keith Harris	84 North Aspen Street Buckley Air Force Base (80011)	677-9145	677-9976
Army National Guard	Brigadier General Patrick O'Hara	Patriot Plaza 6848 South Revere Parkway Centennial (80112)	677-8803	677-8808
Civil Air Patrol	Vacant, Commander Patti Sampers, Administrator	Colorado Wing, Civil Air Patrol Stop 33 19210 East Breckenridge Avenue Buckley Air Force Base (80011)	677-5003	677-5009
Department of Military & Veterans Affairs	William L. Robinson, Deputy Director	Patriot Plaza 6848 South Revere Parkway Centennial (80112)	677-8947	677-8946
Division of Veterans Affairs	E. William Belz, Director	789 Sherman Street, Suite 260	894-7474	894-7442
Legislative Liaison	Walter Paul	Patriot Plaza 6848 South Revere Parkway Centennial (80112)	677-8804	677-8946

\* E-mail addresses: FIRSTNAME.LASTNAME@DMVA.STATE.CO.US

**DEPARTMENT OF NATURAL RESOURCES**

Russell George, Executive Director  
 Tim Pollard, Deputy Director for Policy  
 William S. Daley, Deputy Director for Administration  
 Centennial Building, 7th Floor  
 1313 Sherman Street  
 Denver (80203)  
 866-3311 Fax: 866-2115

**Major Divisions or Sections**

Agency	Director or Head	Location	Telephone	Fax
Forestry, Division of	Jim Hubbard, State Forester	Colorado State Forest Service CSU - 203 Forestry Bldg. Ft. Collins (80523)	(970) 491-7293	(970) 491-7736
Geological Survey	Vacant, State Geologist	Centennial Building, 7th Floor	866-2611	866-2461
Land Commissioners, Board of	Britt Weggandt	Centennial Building, 6th Floor	866-3454	866-3152
Legislative Liaison	Mary Marchun	Centennial Building, Room 718	866-4895	866-2115
Minerals and Geology, Division of	Ron Cattany	Centennial Building, 2nd Floor	866-3567	832-8106
Oil and Gas Conservation Commission	Richard T. Griebing	1120 Lincoln, Room 801	894-2100	894-2109
Parks and Outdoor Recreation, Division of	Lyle Laverty	Centennial Building, 6th Floor	866-2884	866-3206
Water Conservation Board	Rod Kuharich	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	Bruce McCloskey, Acting Director	6060 Broadway (80216)	291-7208	291-7105

\* E-mail addresses: FIRSTNAME.LASTNAME@STATE.CO.US

**DEPARTMENT OF PERSONNEL AND ADMINISTRATION**

Jeffrey Wells, Executive Director  
1600 Broadway, Room 1030  
Denver (80202)  
866-6559 Fax: 866-6569

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Administrative Hearings	Michael Williams	1120 Lincoln Street, Room 1400	894-2500	894-2541
Central & Real Estate Services	Linda Summers	225 East 16th Avenue, Room 800	866-3970	894-2375
Division of Information Technologies (DOIT)	Richard Malinowski, Director	690 Kipling Street Lakewood (80215)	239-4313	239-4383
Finance & Procurement	Richard Pennington	1525 Sherman Street, Room 250	866-3281	894-4233
Human Resource Services	Jeff Schutt	1313 Sherman Street, Room 122	866-2323	866-2021
Information/Archival Services	Terry Ketelsen	1313 Sherman Street, Room 1B-20	866-2055	866-2257
Legislative Liaison/Public Information	Jeff Woodhouse	1600 Broadway, Room 1030	866-6484	866-6569
State Personnel Board	Stacy Worthington	1120 Lincoln Street, Suite 1420	894-2136	894-2147

\* E-mail addresses: FIRSTNAME.LASTNAME@STATE.CO.US

**DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT**

Douglas H. Benevento,  
Executive Director  
Vacant, Deputy Executive Director  
4300 Cherry Creek Drive South  
Denver (80246)  
692-2012 Fax: 691-7702

Maria S. Zepeda-Sanchez,  
Executive Assistant  
692-2011 Fax: 691-7702

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Administration and Financial Services	Chuck Bayard	4300 Cherry Creek Drive South (80246)	692-2015	782-0095
Air Pollution Control Division	Margie Perkins	4300 Cherry Creek Drive South (80246)	692-3100	782-5493
Center for Health & Environmental Information & Statistics	Bob O'Doherty	4300 Cherry Creek Drive South (80246)	692-2248	691-7704
Communications, Office of	Cindy Parmenter	4300 Cherry Creek Drive South (80246)	692-2013	782-0095
Consumer Protection Division	Barbara Hruska	4300 Cherry Creek Drive South (80246)	692-3620	782-6809
Disease Control and Environmental Epidemiology Division	Lisa Miller, MD, MSPH	4300 Cherry Creek Drive South (80246)	692-2700	782-0904
Environmental Programs	Howard Roitman	4300 Cherry Creek Drive South (80246)	692-3475	691-7702
External Affairs & Planning	Cindy Duffy	4300 Cherry Creek Drive South (80246)	692-3473	691-7702
Hazardous Materials and Waste Management Division	Gary Baughman	4300 Cherry Creek Drive South (80246)	692-3300	759-5355
Health Facilities and Emergency Medical Services Division	Ellen Mangione, MD, MPH	4300 Cherry Creek Drive South (80246)	692-2800	782-4883
Laboratory Services Division	David Butcher	8100 Lowry Boulevard (80230)	692-3090	344-9989
Legislative Liaison	Ginny Brown	4300 Cherry Creek Drive South (80246)	692-3471	691-7702
Prevention & Intervention Services for Children & Youth	Jillian Jacobellis, PhD, MS	4300 Cherry Creek Drive South (80246)	692-2500	782-0095
State Epidemiologist/Chief Medical Officer	Ned Calonge, MD, MPH	4300 Cherry Creek Drive South (80246)	692-2662	691-7702
Water Quality Control Division	Mark Pifer	4300 Cherry Creek Drive South (80246)	692-3500	782-0390

\* E-mail addresses: FIRSTNAME.LASTNAME@STATE.CO.US

**DEPARTMENT OF PUBLIC SAFETY**

Joe Morales, Executive Director  
700 Kipling Street, Suite 3000  
Denver (80215)  
239-4398 Fax: 239-4670 Pager: 303-826-4437

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Colorado Bureau of Investigation	Robert Cantwell	690 Kipling Street Lakewood (80215)	239-4201	235-0568
Colorado State Patrol	Colonel Mark V. Trostel	700 Kipling Street, Suite 3000 Lakewood (80215)	239-4403	239-4481
Criminal Justice, Division of	Raymond Slaughter	700 Kipling Street, Suite 1000 Lakewood (80215)	239-4451	239-4491
Fire Safety, Division of	Paul Cooke	700 Kipling Street, Suite 1200 Lakewood (80215)	239-5730	239-4405
Legislative Liaison	Ann Terry	700 Kipling Street, Suite 3000 Lakewood (80215)	239-4449	239-4670

\* E-mail addresses: FIRSTNAME.LASTNAME@CDPS.STATE.CO.US

**DEPARTMENT OF REGULATORY AGENCIES**

Rick O'Donnell, Executive Director  
1560 Broadway, Suite 1550  
Denver (80202)  
894-2900

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Banking, Division of	Richard Fulkerson	1560 Broadway, Suite 1175 (80202)	894-7575	894-7570
Civil Rights, Division of	Wendell Pryor	1560 Broadway, Suite 1050 (80202)	894-2997	894-7830
Consumer Counsel, Office of	Ken Reif	1580 Logan Street, Suite 740	894-2121	894-2117
Financial Services, Division of	David L. Paul	1560 Broadway, Suite 1520 (80202)	894-2336	894-7886
Insurance, Division of	Doug Dean	1560 Broadway, Suite 850 (80202)	894-7499	894-7455
Legislative Liaison	Jason Hopfer	1560 Broadway, Suite 1550 (80202)	894-2339	894-7885
Policy and Research, Office of Sunrise/Sunset Program	Bruce Harrelson	1560 Broadway, Suite 1550 (80202)	894-2992	894-7885
Public Utilities Commission	Bruce Smith	1580 Logan Street, Office Level 2	894-2000	894-2065
Real Estate, Division of	Debbie Campagnola	1900 Grant Street, Suite 600	894-2166	894-2683
Registrations (professional and occupational licensing boards)	Rosemary McCool	1560 Broadway, Suite 1300 (80202)	894-7690	894-7692
Securities, Division of	Fred Joseph	1580 Lincoln, Suite 420	894-2320	861-2126

\* E-mail addresses: FIRSTNAME.LASTNAME@DORA.STATE.CO.US



**DEPARTMENT OF REVENUE**

M. Michael Cooke, Executive Director  
 1375 Sherman Street  
 Denver, CO 80261  
 866-5610 Fax: 866-2400

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Legislative Liaison	Diane Reimer	Capitol Annex, Room 408	866-2819	866-2400
<b>Enforcement Group</b>	George Turner	1881 Pierce Street, Lakewood (80214)	205-1306	205-1342
Auto Industry Division/ Motor Vehicle Dealer Board	Linda Petkash	1881 Pierce Street, Lakewood (80214)	205-5743	205-5977
Division of Gaming	Mark Wilson	1881 Pierce Street, Lakewood (80214)	205-1314	205-1342
Division of Liquor Enforcement	Matt Cook	1881 Pierce Street, Lakewood (80214)	205-2342	205-2341
Division of Lottery	Margaret (Peggy) Gordon	201 West 8th Street, Pueblo (81003)	759-5206 (Denver line)	(719) 546-5208
Division of Racing	Matt Cook	1881 Pierce Street, Lakewood (80214)	205-2300	205-2341
<b>Tax Group</b>	John Vecchiarelli	Capitol Annex, Room 504	866-3714	866-2265
Taxpayer Services	Neil Tillquist	Capitol Annex, Room 204	866-2114	866-3211
Tax, Audit, and Compliance Division	Vacant		866-3714	
Tax Conferee	Becky Wetzel	Capitol Annex, Room 248	866-3212	866-2096
<b>Motor Vehicle Group</b>	Steve Tool	1881 Pierce Street, Lakewood (80214)	205-8388	205-5975
Driver Control	Joan Vecchi	1881 Pierce Street, Lakewood (80214)	205-5795	205-5990
Driver License	Roni White	1881 Pierce Street, Lakewood (80214)	205-5637	205-5634
Titles and Registration	Nolan Jones	1881 Pierce Street, Lakewood (80214)	205-5750	205-5978
<b>Cash and Document Processing Division</b>	Cheryl McHugh	Capitol Annex, Room 304	866-2797	866-2266
<b>Office of Tax Analysis</b>	Jim Huyghebaert	Capitol Annex, Room 404	866-5596	866-3087
<b>Motor Carrier Services</b>	Aurora Ruiz-Hernandez	1881 Pierce Street, Lakewood (80214)	205-8388	205-5764

\* E-mail addresses: FIRSTINITIALLASTNAME@SPIKE.DOR.STATE.CO.US

**DEPARTMENT OF STATE**

Donetta Davidson, Secretary of State  
1560 Broadway, Suite 200  
Denver (80202)  
894-2200  
(860-6900 for Administration)

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Administration Division (including budgeting, human resources, and electronic recording technology grants)	Dana Williams	1560 Broadway, Suite 200 (80202)	860-6900	869-4860
Business Division (including business organization filings and Uniform Commercial Code filings)	Keith Whitelaw	1560 Broadway, Suite 200 (80202)	894-2200 Ext. 6201	869-4864
Elections Division (including campaign finance, lobbyist regulation, bonds, oaths, facsimiles, and conflicts of interest)	Bill Compton	1560 Broadway, Suite 200 (80202)	894-2200 (press "3")	869-4861
Legislative Liaison	Bill Hobbs, Deputy Secretary of State	1560 Broadway, Suite 200 (80202)	860-6900	869-4860
Licensing (including bingo-raffles, notary, uniform electronic transactions act, charitable solicitations)	Johanna Billmyer, Director of Policy and Analysis  Mike Shea, Director of Operations	1560 Broadway, Suite 200 (80202)  1560 Broadway, Suite 200 (80202)	894-2200 (press "4")  894-2200 (press "4")	869-4871  869-4871

\* E-mail addresses: FIRSTNAME.LASTNAME@SOS.STATE.CO.US

**DEPARTMENT OF TRANSPORTATION**

Tom Norton, Executive Director  
757-9201  
Peggy Catlin, Deputy Director  
757-9208  
4201 East Arkansas Avenue, Room 262  
Denver (80222)  
Fax: 757-9656

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Aeronautics	Travis Vallin	5200 Front Range Parkway Watkins (80137)	261-4418	261-9608
Chief Engineer	Craig Siracusa	4201 East Arkansas Avenue, Room 262 (80222)	757-9204	757-9656
Financial Management and Budget	Laurie Reed	4201 East Arkansas Avenue, Room 235 (80222)	757-9262	757-9090
Human Resources and Administration	Celina Benavidez	4201 East Arkansas Avenue, Room 262 (80222)	757-9163	757-9656
Legislative Liaison	Herman Stockinger	4201 East Arkansas Avenue, Room 230 (80222)	757-9077	757-9877
Policy Office	Jennifer Webster	4201 East Arkansas Avenue, Room 230 (80222)	757-9772	757-9877
Public Information Office	Stacy Stegman	4201 East Arkansas Avenue, Room 277 (80222)	757-9362	757-9153
Safety and Traffic Engineering	Gabriela Vidal	4201 East Arkansas Avenue, Room 172 (80222)	757-9879	757-9219
Transportation Commission	Jennifer Webster	4201 East Arkansas Avenue, Room 270 (80222)	757-9013	757-9717
Transportation Development	Jennifer Finch	4201 East Arkansas Avenue, Room 262 (80222)	757-9525	757-9656

\* E-mail addresses: FIRSTNAME.LASTNAME@DOT.STATE.CO.US

**DEPARTMENT OF TREASURY**

Mike Coffman, State Treasurer  
Dick Murphy, Acting Deputy State Treasurer  
State Capitol Building, Room 140  
200 East Colfax Avenue  
Denver (80203)  
866-2441 Fax: 866-2123

**Major Divisions or Sections**

<b>Agency</b>	<b>Director or Head</b>	<b>Location</b>	<b>Telephone</b>	<b>Fax</b>
Accounting Section	Jo Ann Vondracek	State Capitol Building, Room 140	866-5826	866-2123
Administration	Brian Anderson	State Capitol Building, Room 140	866-2442	866-2123
Cash Management Section	Doug Windes	State Capitol Building, Room 140	866-3253	866-2123
Investment Section	Helen DiBartolomeo	State Capitol Building, Room 140	866-5651	866-2123
Legislative Liaison	Dick Murphy	State Capitol Building, Room 140	866-2441	866-2123
Unclaimed Property Section	Patty White	1120 Lincoln Street, Suite 1004	894-2443	894-2351

\* E-mail addresses: FIRSTNAME.LASTNAME@STATE.CO.US

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

January 2004

Agency	Director or Head	Location	Telephone	Fax Phone
Adams State College (Dept. of Higher Education)	Dr. Lee Halgren, Interim President	Alamosa (81102)	(719) 587-7011	(719) 587-7522
Administrative Hearings (Dept. of Personnel and Administration)	Michael Williams	1120 Lincoln Street, Room 1400	894-2500	894-2541
Adult Education Office, State Library and (Dept. of Education)	Nancy Bolt	State Office Building, Room 309 201 East Colfax Avenue	866-6900 866-6733	866-6940
Adult Parole/Community Corrections & YOS, Division of (Dept. of Corrections)	Jeaneene Miller	12157 W. Cedar Drive Lakewood (80228)	763-2434	763-2458
Aeronautics (Dept. of Transportation)	Travis Vallin	5200 Front Range Parkway Watkins (80137)	261-4418	261-9608
Aging and Adult Services (Dept. of Human Services)	Jeanette Hensley	1575 Sherman Street, 10th Floor	866-2636	866-2696
Agricultural Statistics Service (Dept. of Agriculture)	Renee N. Liles	645 Parfet Street, Suite W-201 Lakewood (80215)	236-2300	236-2299
Air National Guard (Dept. Of Military Affairs)	Brigadier General D. Keith Harris	84 North Aspen Street Buckley Air Force Base (80011)	677-9145	677-9976
Air Pollution Control Division (Dept. of Public Health & Environment)	Margie Perkins	4300 Cherry Creek Drive South (80246)	692-3100	782-5493
Alcohol and Drug Abuse Division (Dept. of Human Services)	Janet Wood	4055 S. Lowell Blvd. (80236)	866-7486	866-7481
Animal Health Laboratory (Dept. of Agriculture)	Richard Forde	2331 West 31st Avenue (80211)	477-0049	458-7857
Animal Industry (Dept. of Agriculture)	Dr. Wayne Cunningham	700 Kipling Street, Suite 4000 Lakewood (80215)	239-4161	239-4164
Animal Protection (Dept. of Agriculture)	Dr. Ron Ackerman	700 Kipling Street, Suite 4000 Lakewood (80215)	239-4168	239-4164

Agency	Director or Head	Location	Telephone	Fax Phone
Archival/Information Services (Dept. of Personnel and Administration)	Terry Ketelsen	1313 Sherman Street, Room 1B-20	866-2055	866-2257
Army National Guard (Dept. Of Military Affairs)	Brigadier General Patrick O'Hara	Patriot Plaza 6848 South Revere Pkwy Englewood (80112)	677-8803	677-8808
Assessment (Dept. of Education)	Elizabeth Celva	State Office Building, Room 104 201 East Colfax Avenue	866-6664 866-6806	866-6680
Assessment Appeals, Board of (Dept. of Local Affairs)	Diane Fechisin	1313 Sherman Street, Room 315	866-5880	866-4485
Auditor, Office of the State (Legislative Branch)	Joanne Hill	Legislative Services Building 200 East 14th Avenue	866-2051	866-2060
Auraria Higher Education Center (Dept. of Higher Education)	Dean Wolf	1027 9th Street Park, P.O. Box 173361 Campus Box A (80217)	556-3291	556-4403
Auto Industry Division/Motor Vehicle Dealer Board (Dept. of Revenue)	Linda Petkash	1881 Pierce Street Lakewood (80214)	205-5743	205-5977
Banking, Division of (Dept. of Regulatory Agencies)	Richard Fulkerson	1560 Broadway, Suite 1175 (80202)	894-7575	894-7570
Bio-Chemical Laboratory (Dept. of Agriculture)	Charlie Hagburg	2331 West 31st Avenue (80211)	477-0014	480-9236
Board of Education, State (Dept. of Education)	Karen Gerwitz	State Office Building, Room 500 201 East Colfax Avenue	866-6817 866-6809	866-6938
Boards and Commissions (Governor's Office)	Barb Card	State Capitol Building, Room 136 200 East Colfax Avenue	866-2471	
Brand Inspection (Dept. of Agriculture)	Gary Shoun	201 Livestock Exchange Building Room 201, 4701 Marion Street (80216)	294-0895	294-0918
Business Division (including business organization filings and Uniform Commercial Code filings) (Dept. of State)	Keith Whitelaw	1560 Broadway, Suite 200 (80202)	894-2200 Ext. 6201	894-4864
Business & Licensing (Dept. of Law)	Karen Howard	1525 Sherman Street, 5th Floor	866-5307	866-5395

Agency	Director or Head	Location	Telephone	Fax Phone
Cash & Document Processing Division (Dept. of Revenue)	Cherly McHugh	Capitol Annex, Room 304	866-2797	866-2266
Cash Management Section (Dept. of Treasury)	Doug Windes	State Capitol Building, Room 140 200 East Colfax Avenue	866-3253	866-2123
CCHE (Dept. of Higher Education)	Tim Foster	1380 Lawrence Street, Suite 1200 (80204)	866-2723	866-4266
Central & Real Estate Services (Dept. of Personnel and Administration)	Linda Summers	225 East 16th Avenue, Room 800	866-3970	894-2375
Chief Counsel to the Governor (Governor's Office)	Cynthia Honssinger	State Capitol Building, Room 136 200 East Colfax Avenue	866-6390	
Chief Engineer (Dept. of Transportation)	Craig Siracusa	4201 East Arkansas Avenue, Room 262 (80222)	757-9204	757-9656
Child Care Services (Dept. of Human Services)	Stephen Heiling	1575 Sherman Street, 1st Floor	866-5943	866-4453
Child Support Enforcement (Dept. of Human Services)	Pauline Burton	1575 Sherman Street, 5th Floor	866-5050	866-4360
Child Welfare Services (Dept. of Human Services)	Ted Trujillo	1575 Sherman Street, 2nd Floor	866-4365	866-5563
Childrens Health and Rehabilitation Services (Dept. of Human Services)	Claudia Zundel	3824 West Princeton Circle (80236)	866-7528	866-7470
CHP+, Division of (Dept. of Health Care Policy & Financing)	Barbara Ladon	1570 Grant Street, 1st Floor	866-3227	866-4411
Civil Air Patrol (Dept. of Military Affairs)	Vacant, Commander	Colorado Wing, Civil Air Patrol, Stop 33 19210 East Breckenridge Avenue Buckley Air Force Base (80011)	677-5003	677-5009
Civil Litigation (Dept. of Law)	Beth McCann	1525 Sherman Street, 5th Floor	866-5236	866-5443
Civil Rights, Division of (Dept. of Regulatory Agencies)	Wendell Pryor	1560 Broadway, Suite 1050 (80202)	894-2997	894-7830
Client Services, Division of (Dept. of Health Care Policy & Financing)	Diana Maiden	1570 Grant Street, 4th Floor	866-2823	866-3552

Agency	Director or Head	Location	Telephone	Fax Phone
Colorado Bureau of Investigation (Dept. of Public Safety)	Robert Cantwell	690 Kipling Street Lakewood (80215)	239-4201	235-0568
Colorado Council on the Arts (Dept. of Higher Education)	Rene Bovee	1380 Lawrence Street, Suite 1200 (80204)	866-2723	866-4266
Colorado School of Mines (Dept. of Higher Education)	Dr. John Trefny	1500 Illinois Street Golden (80401)	273-3280	273-3278
Colorado State Patrol (Dept. of Public Safety)	Colonel Mark V. Trostel	700 Kipling Street, Suite 3000 Lakewood (80215)	239-4403	239-4481
Colorado State University Board of Governors (Dept. of Higher Education)	Larry E. Penley, Chancellor	410 17th Street, Suite 1415 (80202)	273-3280	
"Colorado Works" – Temporary Assistance to Needy Families (Dept. of Human Services)	Kevin Richards	1575 Sherman Street, 3rd Floor	866-2054	866-5488
Community Colleges of Colorado (Dept. of Higher Education)	Patricia Erjavec, Interim President	1391 North Speer Boulevard, Suite 600 (80204)	595-1552	620-4043
Conservation Board (Dept. of Agriculture)	Bob Zebroski	700 Kipling Street, Suite 4000, Lakewood (80215)	239-4111	239-4125
Consumer Counsel, Office of (Dept. of Regulatory Agencies)	Ken Reif	1580 Logan Street, Suite 740	894-2121	894-2117
Consumer Protection (Dept. of Law)	Jan Zavislan	1525 Sherman Street, 5th Floor	866-5079	866-5443
Consumer Protection Division (Dept. of Public Health & Environment)	Barbara Hruska	4300 Cherry Creek Drive South (80246)	692-3620	782-6809
Correctional Industries (Dept. of Corrections)	Giles Spaulding	2862 South Circle Drive Colorado Springs (80906)	(719) 226-4208	(719) 226-4220
Council on the Arts, Colorado (Dept. of Higher Education)	Rene Bovee	1380 Lawrence Street, Suite 1200 (80204)	866-2723	866-4266
Court of Appeals (Judicial Branch)	John Doerner, Clerk of Court of Appeals	State Judicial Building, Room 300 2 East 14th Avenue	837-3785	837-3702
Criminal Justice (Dept. of Law)	Michael Goodbee	1525 Sherman Street, 5th Floor	866-5672	866-3955



Agency	Director or Head	Location	Telephone	Fax Phone
Criminal Justice, Division of (Dept. of Public Safety)	Raymond Slaughter	700 Kipling Street, Suite 1000 Lakewood (80215)	239-4451	239-4491
Deaf and the Blind, School for the (Dept. of Education)	Marilyn Jaitly, Superintendent	33 North Institute Street Colorado Springs (80903)	(719) 578-2102	(719) 578-2258
Developmental Disabilities (Dept. of Human Services)	Fred DeCrescentis	3824 West Princeton Circle (80236)	866-7454	866-7470
Disease Control and Environmental Epidemiology Division (Dept. of Public Health & Environment)	Lisa Miller, MD, MSPH	4300 Cherry Creek Drive South (80246)	692-2700	782-0904
Driver Control (Dept. of Revenue)	Joan Vecchi	1881 Pierce Street Lakewood (80214)	205-5795	205-5990
Driver License (Dept. of Revenue)	Roni White	1881 Pierce Street Lakewood (80214)	205-5637	205-5634
Economic Development, Office of (Governor's Office)	Bob Lee	1625 Broadway, Suite 1710 (80202)	892-3840	
Education, State Board of (Dept. of Education)	Karen Gerwitz	State Office Building, Room 500 201 East Colfax Avenue	866-6817 866-6809	866-6938
Educational Services (Dept. of Education)	Gary Sibigroth	State Office Building, Room 206 201 East Colfax Avenue	866-6679 866-6935	866-6874
Educator Licensure/Professional Services (Dept. of Education)	Dorothy Gotlieb	State Office Building, Room 201 201 East Colfax Avenue	866-6945 866-6932	866-6968
Elections (including campaign finance, lobbyist regulation, bonds, oaths, facsimiles, and conflicts of interest) (Dept. of State)	Bill Compton	1560 Broadway, Suite 200 (80202)	894-2200 (press "3")	869-4861
Emergency Management, Office of (Dept. of Local Affairs)	Tom Grier	15075 S. Golden Road Golden (80401)	273-1622	273-1795
Employment Law (Dept. of Law)	Vince White	1525 Sherman Street, 5th Floor	866-5076	866-5443
Employment & Training (Dept. of Labor and Employment)	Don Peitersen	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	318-8001	318-8930

Agency	Director or Head	Location	Telephone	Fax Phone
Energy Conservation, Office of (Governor's Office)	Rick Grice	1675 Broadway, Suite 1300 (80202)	894-2383	
Enforcement Group (Dept. of Revenue)	George Turner	1881 Pierce Street, Lakewood (80214)	205-1306	205-1342
Environmental Programs (Dept. of Public Health & Environment)	Howard Roitman	4300 Cherry Creek Drive South (80246)	692-3475	691-7702
Epidemiologist/Chief Medical Officer, State (Dept. of Public Health & Environment)	Dr. Ned Calonge, MD, MPH	4300 Cherry Creek Drive South (80246)	692-2662	691-7702
Farm Products (Dept. of Agriculture)	Mark Gallegos	2331 West 31st Avenue (80211)	477-0054	480-9236
Field Services (Dept. of Local Affairs)	Barbara Kirkmeyer	1313 Sherman Street, Room 521	866-4988	866-4819
Financial Services, Division of (Dept. of Regulatory Agencies)	David L. Paul	1560 Broadway, Suite 1520 (80202)	894-2336	894-7886
Fire Safety, Division of (Dept. of Public Safety)	Paul Cooke	700 Kipling Street, Suite 1200 Lakewood (80215)	239-5730	239-4405
Food Assistance (Dept. of Human Services)	Mark Tandberg	1575 Sherman Street, 3rd Floor	866-2535	866-5098
Forestry, Division of (Dept. of Natural Resources)	Jim Hubbard, State Forester	Colorado State Forest Service CSU - 203 Forestry Bldg. Ft. Collins (80523)	(970) 491-7293	(970) 491-7736
Fort Lewis College (Dept. of Higher Education)	Brad Bartel, President	Durango (81301)	(970) 247-7010	(970) 247-7197
Frozen Food and Poultry (Dept. of Agriculture)	Jim Thurman	2331 West 31st Avenue (80211)	477-0086	480-9236
Fruit and Vegetable (Dept. of Agriculture)	Tracy Vanderpool	P.O. Box 407, Monte Vista (81144)	(719) 852-4749	(719) 852-4319
Gaming, Division of (Dept. of Revenue)	Mark Wilson	1881 Pierce Street Lakewood (80214)	205-1314	205-1342
Geological Survey (Dept. of Natural Resources)	Vacant, State Geologist	Centennial Building, 7th Floor 1313 Sherman Street	866-2611	866-2461

Agency	Director or Head	Location	Telephone	Fax Phone
Governor's Office, Legislative Affairs	Chris Castillian Rachel Nance	State Capitol Building, Room 136 200 East Colfax Avenue	866-6452	
Governor's Office, Policy	Chris Castillian	State Capitol Building, Room 136 200 East Colfax Avenue	866-6380	
Hazardous Materials and Waste Management (Dept. of Public Health & Environment)	Gary Baughman	4300 Cherry Creek Drive South (80246)	692-3300	759-5355
Health & Environmental Information & Statistics, Center for (Dept. of Public Health & Environment)	Bob O'Doherty	4300 Cherry Creek Drive South (80246)	692-2248	691-7704
Health Facilities and Emergency Medical Services Division (Dept. of Public Health & Environment)	Ellen Mangione, MD, MPH	4300 Cherry Creek Drive South (80246)	692-2800	782-4883
Health Benefits, Division of (Dept. of Health Care Policy & Financing)	Laurel Karabatsos	1570 Grant Street, 3rd Floor	866-2445	866-2573
Historical Society, Colorado (Dept. of Higher Education)	Georgianna Contiguglia, President	Colorado History Museum 1300 Broadway	866-3355	866-4464
House of Representatives (Legislative Branch)	JR Rodrigue Chief Clerk	State Capitol Building, Room 271 200 East Colfax Avenue	866-2345	None
Housing, Division of (Dept. of Local Affairs)	Kathi Williams	1313 Sherman Street, Room 518	866-2033	866-4077
Industrial Claim Appeals Panel (Dept. of Labor and Employment)	Dona Halsey	1515 Arapahoe Street, Tower 2, Suite 350 (80202)	318-8133	318-8139
Information Technologies, Division of (DOIT) (Dept. of Personnel and Administration)	Richard Malinowski, Director	690 Kipling Street Lakewood (80215)	239-4313	239-4383
Information Technology, Division of (Dept. of Health Care Policy & Financing)	John Wagner	1570 Grant Street, 2nd Floor	866-4017	866-3669
Insectary (Dept. of Agriculture)	Kent Mowrer	750 37.8 Road Palisade (81526)	(970) 464-7916	(970) 464-5791
Inspection and Consumer Services (Dept. of Agriculture)	Ron Turner	2331 West 31st Avenue (80211)	477-0076	480-9236

Agency	Director or Head	Location	Telephone	Fax Phone
Insurance, Division of (Dept. of Regulatory Agencies)	Doug Dean	1560 Broadway, Suite 850 (80202)	894-7499	894-7455
International Trade Office (Governor's Office)	Bob Lee	1625 Broadway, 9th Floor (80202)	892-3840	
Investment Section (Dept. of Treasury)	Helen DiBartolomeo	State Capitol Building, Room 140 200 East Colfax Avenue	866-5651	866-2123
Joint Budget Committee (Legislative Branch)	John Ziegler, Staff Director	Legislative Services Building 200 East 14th Avenue	866-2061	866-2150
Judicial Administration (Judicial Branch)	Gerald A. Marroney, State Court Administrator	1301 Pennsylvania, Suite 300	837-3668	837-2340
Juvenile Parole Board (Dept. of Human Services)	Dwight Eisnach	1575 Sherman Street, 1st Floor	866-2321	866-5024
Labor Market Information (Dept. of Labor and Employment)	Alexandra Hall	1515 Arapahoe Street, Tower 2, Suite 300 (80202)	318-8898	318-8870
Labor Standards (Dept. of Labor and Employment)	Michael McArdle	1515 Arapahoe Street, Tower 2, Suite 375 (80202)	318-8468	318-8070
Laboratory Services Division (Dept. of Public Health & Environment)	David Butcher	8100 Lowry Boulevard (80230)	692-3090	344-9989
Land Commissioners, Board of (Dept. of Natural Resources)	Britt Weggandt	Centennial Building, 6th Floor 1313 Sherman Street	866-3454	866-3152
Law Library (Judicial Branch)	Martha Campbell	State Judicial Building, Room B112 2 East 14th Avenue	837-3720	864-4510
Legislative Council Staff (Legislative Branch)	Kirk Mlinek	State Capitol Building, Room 029 200 East Colfax Avenue	866-3521	866-3855
Legislative Legal Services, Office of (Legislative Branch)	Charley Pike	State Capitol Building, Room 091 200 East Colfax Avenue	866-2045	866-4157
Licensing (including bingo-raffles, notary, uniform electronic transactions act, charitable solicitations) (Dept. of State)	Johanna Billmyer, Director of Policy and Analysis Mike Shea, Director of Operations	1560 Broadway, Suite 200 (80202)  1560 Broadway, Suite 200 (80202)	894-2200 (press "4")  894-2200 (press "4")	869-4871  869-4871

Agency	Director or Head	Location	Telephone	Fax Phone
Liquor Enforcement, Division of (Dept. of Revenue)	Matt Cook	1881 Pierce Street Lakewood (80214)	205-2342	205-2341
Local Government, Division of (Dept. of Local Affairs)	Barbara Kirkmeyer	1313 Sherman Street, Room 521	866-4988	866-4819
Long Term Benefits, Division of (Dept. of Health Care Policy & Financing)	Gary Snider	1570 Grant Street, 3rd Floor	866-2991	866-2573
Lottery, Division of (Dept. of Revenue)	Margaret (Peggy) Gordon	201 West 8th Street Pueblo (81003)	759-5206 (Denver line)	(719) 546-5208
Market Industry (Dept. of Agriculture)	Jim Rubingh	700 Kipling Street, Suite 4000 Lakewood (80215)	239-4114	239-4125
Medical Assistance, Office of (Dept. of Health Care Policy & Financing)	Vivianne Chaumont	1570 Grant Street, 3rd Floor	866-3058	866-3476
Mental Health (Dept. of Human Services)	Tom Barrett	3824 West Princeton Circle (80236)	866-7401	866-7428
Mesa State College (Dept. of Higher Education)	Dr. Sam Gingerich, Interim President	1100 North Avenue, Grand Junction (81501)	(970) 248-1020	(970) 248-1903
Metro State College (Dept. of Higher Education)	Dr. Ray Kieft, Interim President	P.O. Box 173362 (80217)	556-3022	
Military & Veterans Affairs (Dept. of Military and Veterans Affairs)	William L. Robinson	Patriot Plaza 6848 South Revere Parkway Centennial (80112)	677-8947	677-8946
Minerals and Geology, Division of (Dept. of Natural Resources)	Ron Cattany	Centennial Building 1313 Sherman Street	866-3567	832-8106
Mines, Colorado School of (Dept. of Higher Education)	Dr. John Trefny	1500 Illinois Street Golden (80401)	273-3280	273-3278
Motor Carrier Services (Dept. of Revenue)	Aurora Ruiz-Hernandez	1881 Pierce Street Lakewood (80214)	205-8388	205-5764
Motor Vehicle Group (Dept. of Revenue)	Steve Tool	1881 Pierce Street, Lakewood (80214)	205-8388	205-5975
Natural Resources & Environment (Dept. of Law)	Felicity Hannay	1525 Sherman Street, 5th Floor	866-5127	866-3558

Agency	Director or Head	Location	Telephone	Fax Phone
Nursing Homes - State and Veterans (Dept. of Human Services)	Marc Fuller	1575 Sherman Street, 8th Floor	866-2259	866-4740
Oil and Gas Conservation Commission (Dept. of Natural Resources)	Richard T. Griebing	1120 Lincoln Street, Room 801	894-2100	894-2109
Oil Inspection/Public Safety (Dept. of Labor and Employment)	Dick Piper	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	318-8502	318-8546
Parks and Outdoor Recreation, Division of (Dept. of Natural Resources)	Lyle Laverty	Centennial Building, 6th Floor 1313 Sherman Street	866-2884	866-3206
Parole Board (Dept. of Corrections)	Allan Stanley	1600 West 24th Street, Building #54 Colorado Springs (80906)	(719) 583-5800	(719) 583-5805
Parole/Community (Dept. of Corrections)	Brian Gomez	12157 West Cedar Drive Lakewood (80228)	763-2408 or (719) 545-9339	763-2471
Parole/Community (Dept. of Corrections)	Tim Hand	12157 West Cedar Drive Lakewood (80228)	763-2429	763-2471
Parole/Community (Dept. of Corrections)	Roberta Monchak	12157 West Cedar Drive Lakewood (80228)	763-2433	763-2446
Personnel Board, State (Dept. of Personnel and Administration)	Stacy Worthington	1120 Lincoln Street, Room 1420	894-2136	864-2147
Planning and Budgeting, State (Governor's Office)	Nancy McCallin	State Capitol Building, Room 114 200 East Colfax Avenue	866-3317	866-3044
Plant Industry (Dept. of Agriculture)	Ron Turner	700 Kipling Street, Suite 4000 Lakewood (80215)	239-4139	239-4177
Policy, Office of (Dept. of Transportation)	Jennifer Webster	4201 East Arkansas Avenue, Room 230 (80222)	757-9772	757-9877
Policy and Research (Sunset/Sunrise) (Dept. of Regulatory Agencies)	Bruce Harrelson	1560 Broadway, Suite 1550 (80202)	894-2992	894-7885
Prevention & Intervention Services for Children & Youth (Dept. of Public Health & Environment)	Jillian Jacobellis, PhD, MS	4300 Cherry Creek Drive South (80246)	692-2500	782-0095
Prisons (Dept. of Corrections)	Nolin Refrow	2862 South Circle Drive Colorado Springs (80906)	(719) 226-4774	(719) 226-4775

Agency	Director or Head	Location	Telephone	Fax Phone
Property Tax, Division of (Dept. of Local Affairs)	Mary Huddleston	1313 Sherman Street, Room 419	866-2371	866-4000
Public Defender (Judicial Branch)	David Kaplan	110 16th Street, Suite 800 (80202)	620-4888	620-4931
Public School Finance (Dept. of Education)	Vody Herrmann	State Office Building, Room 509 201 East Colfax Avenue	866-6845 866-6818	866-6888
Public Utilities Commission (Dept. of Regulatory Agencies)	Bruce Smith	1580 Logan Street, Office Level 2	894-2000	894-2065
Racing, Division of (Dept. of Revenue)	Matt Cook	1881 Pierce Street Lakewood (80214)	205-2300	205-2341
Rates & Analysis, Division of (Dept. of Health Care Policy & Financing)	Roger Gunter	1570 Grant Street, 3rd Floor	866-3163	866-2573
Real Estate, Division of (Dept. of Regulatory Agencies)	Debbie Campagnola	1900 Grant Street, Suite 600	894-2166	894-2683
Registrations (professional and occupational licensing boards) (Dept. of Regulatory Agencies)	Rosemary McCool	1560 Broadway, Suite 1300 (80202)	894-7690	894-7692
Revisor of Statutes (Legislative Branch)	Charley Pike	State Capitol Building, Room 091 200 East Colfax Avenue	866-2045	866-4157
Rural Job Training (Dept. of Labor & Employment)	Wayne Bulander	1515 Arapahoe, Tower 2, Suite 400 (80202)	318-8830	318-8930
Safety & Traffic Engineering (Dept. of Transportation)	Gabriela Vidal	4201 East Arkansas Avenue, Room 172 (80222)	757-9879	757-9219
Securities, Division of (Dept. of Regulatory Agencies)	Fred Joseph	1580 Lincoln, Suite 420	894-2320	861-2126
Senate (Legislative Branch)	Mona Heustis, Secretary of the Senate	State Capitol Building, Room 347 200 East Colfax Avenue	866-5289	866-2012
Special Education Services (Dept. of Education)	Lorrie Harkness	State Office Building, Room 300 201 East Colfax Avenue	866-6695 866-6694	866-6811
State Epidemiologist/Chief Medical Officer (Dept. of Public Health & Environment)	Dr. Ned Calonge, MD, MPH	4300 Cherry Creek Drive South (80246)	692-2662	691-7702

Agency	Director or Head	Location	Telephone	Fax Phone
State Fair Authority (Dept. of Agriculture)	Ed Kruse	State Fair Grounds Pueblo, CO (81004)	(719) 561-8484	(719) 561-0283
State Patrol, Colorado (Dept. of Public Safety)	Colonel Mark V. Trostel	700 Kipling Street, Suite 3000 Lakewood (80215)	239-4403	239-4481
State Personnel Board (Dept. of Personnel and Administration)	Stacy Worthington	1120 Lincoln Street, Room 1420	894-2136	864-2147
State Planning and Budgeting (Governor's Office)	Nancy McCallin	State Capitol Building, Room 114 200 East Colfax Avenue	866-3317	866-3044
State Auditor, Office of	Joanne Hill	Legislative Services Building 200 East 14th Avenue	866-2051	866-2060
State Services (Dept. of Law)	Renny Fagan	1525 Sherman Street, 5th Floor	866-5380	866-5671
Student Loan Program, Colorado (Dept. of Higher Education)	Jeanne Adkins	999 18th Street, Suite 425 (80202)	305-3274	305-3515
Supreme Court (Judicial Branch)	Mac V. Danford, Clerk of Supreme Court	State Judicial Building, Room 415 2 East 14th Avenue	837-3790	861-7429
Tax Analysis (Dept. of Revenue)	Jim Huyghebaert	Capitol Annex, Room 422 1375 Sherman Street	866-5596	866-3087
Tax, Audit, and Compliance Division (Dept. of Revenue)	Vacant	Capitol Annex, Room 504 1375 Sherman Street	866-3714	
Tax Conferee (Dept. of Revenue)	Becky Wetzel	Capitol Annex, Room 248 1375 Sherman Street	866-3212	866-2096
Tax Group (Dept. of Revenue)	John Vecchiarelli	Capitol Annex, Room 504	866-3714	866-2265
Taxpayer Services (Dept. of Revenue)	Neil Tillquist, Acting Director	Capitol Annex, Room 204 1375 Sherman Street	866-2114	866-3211
Titles and Registration (Dept. of Revenue)	Nolan Jones	1881 Pierce Street Lakewood (80214)	205-5750	205-5978
Transportation Commission (Dept. of Transportation)	Jennifer Webster	4201 East Arkansas Avenue, Room 270 (80222)	757-9013	757-9717



Agency	Director or Head	Location	Telephone	Fax Phone
Transportation Development (Dept. of Transportation)	Jennifer Finch	4201 East Arkansas Avenue, Room 262 (80222)	757-9525	757-9656
Unclaimed Property Section (Dept. of Treasury)	Patty White	1120 Lincoln Street, Suite 1004	894-2443	894-2351
Unemployment Insurance (Dept. of Labor and Employment)	Don Peitersen	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	318-8002	318-8930
University of Colorado (Dept of Higher Education) — President — Boulder, Chancellor  — Colorado Springs, Chancellor  — Denver, Chancellor — Health Sciences Center, Chancellor	Dr. Elizabeth Hoffman Dr. Richard Bynyn  Dr. Pamela Shockley, Acting President Dr. James Shore Dr. James Shore	914 Broadway, Boulder (80309) 301 Regent Administrative Center, 17 UCB Boulder (80309) Box 7150, Colorado Springs (80933)  1250 14th Street (80202) 4200 East 9th Avenue (80262)	492-6201 492-8908  (719) 262-3436  556-2643 315-7682	492-6772 492-5105  (719) 262-3362  556-2164 315-7729
University of Northern Colorado (Dept. of Higher Education)	Kay Norton, President	501 20th Street Greeley (80639)	(970) 351-2229	(970) 351-1110
Veterans Affairs, Division of (Dept. of Military and Veterans Affairs)	E. William Belz	789 Sherman Street, Suite 260	894-7474	894-7442
Vocational Rehabilitation Services (Dept. of Human Services)	Diana Huerta	1575 Sherman Street, 4th Floor	866-4150	866-4905
Water Conservation Board (Dept. of Natural Resources)	Rod Koharich	Centennial Building, 7th Floor 1313 Sherman Street	866-3441	866-4474
Water Quality Control Division (Dept. of Public Health & Environment)	Mark Pifher	4300 Cherry Creek Drive South (80246)	692-3500	782-0390
Water Resources, Division of (Dept. of Natural Resources)	Hal Simpson, State Engineer	Centennial Building, 8th Floor 1313 Sherman Street	866-3581	866-3589
Weights and Measures (Dept. of Agriculture)	Kristin Young	3125 Wyandot (80211)	477-4220	477-4248
Western State College (Dept. of Higher Education)	Jay Helman, President	Gunnison (81231)	(970) 943-2114	
Wildlife, Division of (Dept. of Natural Resources)	Bruce McCloskey, Acting Director	6060 Broadway (80216)	291-7208	291-7105

Agency	Director or Head	Location	Telephone	Fax Phone
Workers' Compensation (Dept. of Labor and Employment)	Mary Ann Whiteside	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	318-8011	318-8651
Workforce Programs (Dept. of Labor & Employment)	Tom Looft	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	318-8012	318-8930
Youth Corrections (Dept. of Human Services)	Stephen Bates	4255 South Knox Court (80236)	866-7390	866-7344
Youthful Offender System (Dept. of Corrections)	Juanita Novak	1401 West 17th Street Pueblo (81003)	(719) 583-5959	(719) 583-5909

**DEPARTMENT OF AGRICULTURE**

**Agricultural Commission  
35-1-105**

**Commissioner of Agriculture  
35-1-107**

Division of  
Markets  
35-1-108

Division of  
Animal  
Industry  
35-1-108

Division of  
Brand  
Inspection  
35-41-101

Division of  
Inspection and  
Consumer  
Services  
35-1-108

State Fair  
Authority  
35-65-401

Division of  
Plant Industry  
35-1-108

State  
Conservation  
Board  
35-70-103

Board of Stock  
Inspection  
Commissioners  
35-41-101

**Boards and Commissions Established by  
Statute:**

Colorado Wine Industry Development Board,  
35-29.5-103

## DEPARTMENT OF AGRICULTURE

**FY 2003-04 Budget: \$29 million**

**Number of Personnel: 271**

**Major Functions: To regulate and promote agriculture activities within Colorado.**

*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 responsible for managing the Colorado Department of Agriculture and developing and communicating state agricultural policy in coordination with the Colorado Agricultural Commission. The Commissioner's Office is responsible for identifying emerging issues and opportunities to involve agricultural interests as appropriate; serving as a conduit for the exchange of information regarding current issues; and identifying existing state programs and resources to achieve successful solutions. The Commissioner's Office endeavors to increase and expand the department's role pertaining to statutory responsibilities in seeking a strong agricultural economy. The commissioner often is the spokesperson for Colorado agriculture interests at the local, state, regional and national forums. Additionally the Commissioner's Office houses administrative and business support functions of the department, which include human resources, information technology, budget, and administrative services.

*State Fair Authority.* The Colorado State Fair Authority directs and supervises the Colorado State Fair. The Board of

Commissioners of the Colorado State Fair Authority operates the state fair. The Colorado State Fair's primary mission is to promote Colorado agriculture and other sectors of the state's economy.

*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. Additionally, the division assists local governments and local private enterprises in feasibility analyses on potential agriculture commodity processing facilities, through the Agriculture Value-Added Program.

*Marketing Orders Program.* Marketing orders are producer-funded programs that collect fees at the point of first sale of farm commodities (except beef). The revenue from the fees is 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 nine marketing orders for eight commodities produced in the state covering apples, field corn, potatoes, dry edible beans, sweet corn, milk, wheat, and sunflowers.

*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 Egg Program inspects eggs for wholesomeness at wholesale and retail levels. The Meat Inspection Program licenses and inspects meat processors. In addition, the section 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. This section also inspects anhydrous ammonia tanks and assists in safety training in the use of this potentially dangerous product

The *Laboratory Services Section* analyzes animal feeds and fertilizer product samples obtained by multiple inspectors in the division, and also analyzes pesticide and groundwater 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 humans 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.

*Rodent/Predator Control Section* provides training, services and supplies to private citizens and local, state, and federal officials to control vertebrate pests and predatory animals. This section provides on-site investigation, technical assistance, and direct control to reduce economic loss to producers due to predatory animals as well as enforcing regulations to ensure reduced environmental impact. This section also removes rodents in the most effective, humane, and environmentally safe manner, provides technical assistance, sells registered rodenticides, and provides direct control.

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.

The *Pet Care Section* provides for regulation of pet care facilities through licensing, risk-based inspections, and complaint resolution. The purpose of the Pet Animal Care and Facilities Act (PACFA) program is to protect the well being of pet animals within the respective facilities and to protect the public's interests by providing a reasonable minimum standard of facility and animal care requirements. This section administers and enforces the PACFA rules and regulations for minimum standards for sanitation,

ventilation, heating, cooling, humidity, spatial and enclosure requirements, nutrition, humane care, medical treatment, methods of operation, maintenance of records, euthanasia, and transactions. This section enforces the qualifications for licensure, compliance of licensure, and the issuance of licenses.

*The Plants Division.* This division generally regulates various entities for effective pest control, responsible agrichemical use, and to ensure a viable marketplace. To more effectively address this interconnection between different objectives the division has positioned its field staff to provide inspection responsibilities in one geographic area with responsibilities in each inspection activity. This arrangement also makes for a more efficient inspection component of the division because many businesses need to be inspected to accommodate various statutes.

Many of the division activities play a significant role in the prevention, eradication, containment, and suppression of pests. These activities help protect agricultural viability and environmental quality by slowing the spread of pests and preventing introduction of new pests which affect agricultural production, land values, local and state economies, recreational opportunities, wildlife habitat, and other values supported by Colorado's abundant agricultural and natural lands.

The responsible agrichemical use activities provide environmental, public health, and consumer protection as well as strengthen the future of agriculture through responsibilities related to pesticides, fertilizers, and their application.

Many of the division responsibilities within marketplace endeavors are two-pronged. Inspection and certification activities within this theme help ensure consumer protection as well as certifying that the inspected product is free from certain pests, thereby allowing the producer to market the product. Many of these activities are performed on a by-request basis. For example, an individual or business that would like to market its product as organic must be inspected and must certify that the product truly meets the organic definition. These responsibilities hinge completely

on the initiative of the producer's interest in being involved in the organic certification process, thereby being able to market its product as such. Additionally, phytosanitary inspections are performed on a by-request basis. These inspections certify that product is free from various pests, thereby allowing the producer to market its product nationally or internationally.

*The Brand Inspection Division.* This division is administered by the Brand Board and has six principal regulatory functions, which help ensure the marketplace viability and overall consumer protection of the livestock and alternative livestock industries. The division:

- records and administers livestock brands;
- inspects livestock and verifies ownership before sale, transportation, or slaughter;
- inspects and licenses livestock sale-rings and inspects all consignments before sale to verify valid ownership;
- facilitates the return of strayed or stolen livestock and investigates reports of lost or stolen livestock;
- licenses and inspects alternative livestock facilities; and
- licenses slaughter houses and inspects all consignments before slaughter to verify valid ownership.

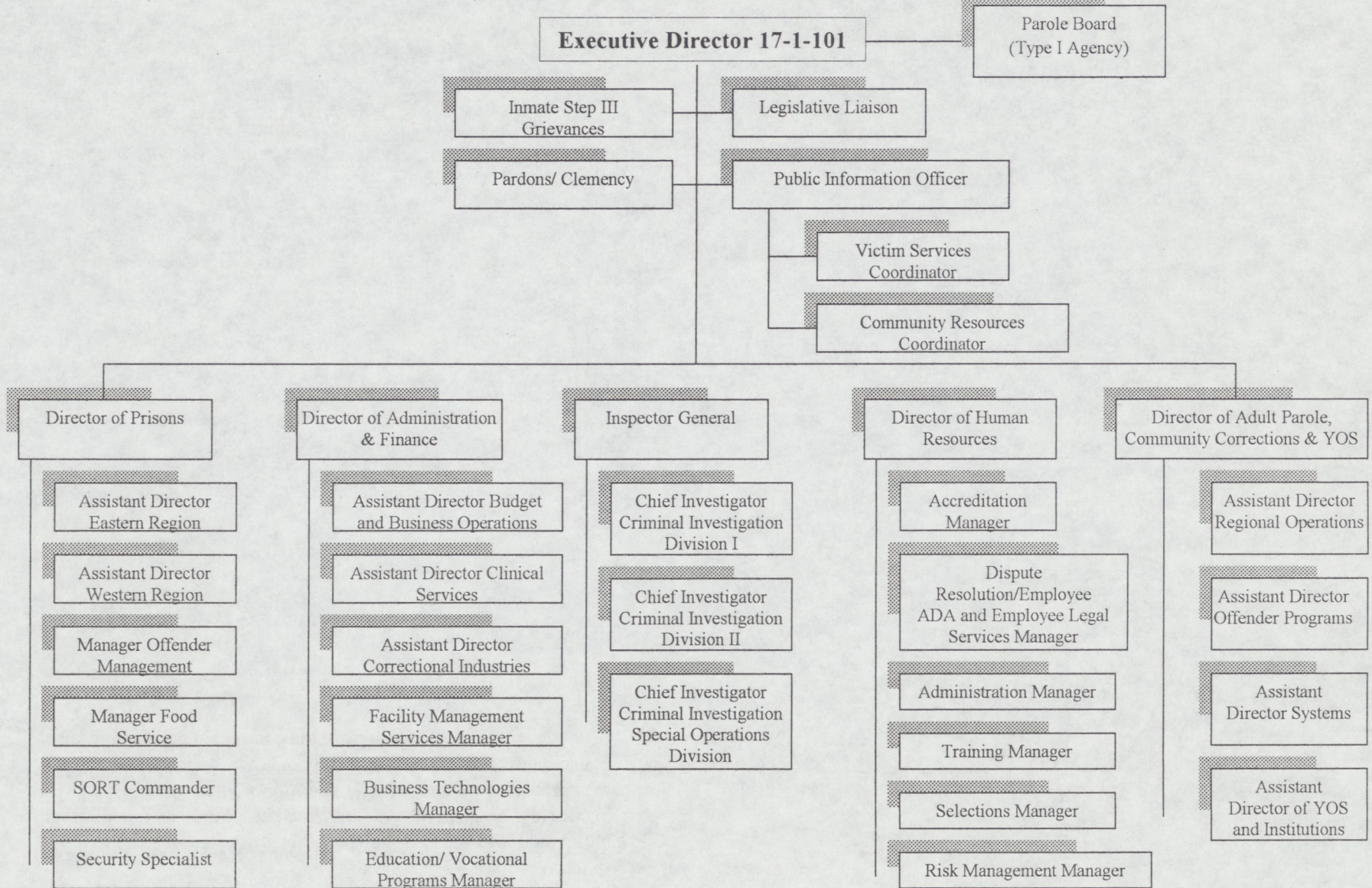
*The State Conservation Board.* This division has the responsibility of establishing a constructive method of land use providing for the conservation and preservation of Colorado's natural resources, which include:

- a) reducing soil erosion caused by wind and water;
- b) reduction in the damages resulting from flooding; and
- c) protecting the quality and quantity of the underground water reserves.

The nine-member Board is comprised of eight landowners elected from the statutorily articulated areas of the state and one qualified elector appointed by the Governor. The Board's decisions direct the actions of its employees. Board employees are stationed in Denver, Grand Junction, and Wray.

The Board coordinates and manages its program through 77 conservation districts, encompassing 93 percent of the private land area in Colorado and 58,000 landowners. Each district is managed by a minimum of five elected volunteer supervisors, pursuant to the state statutes and direction from the Board.

# DEPARTMENT OF CORRECTIONS





## DEPARTMENT OF CORRECTIONS

**FY 2003-04 Budget: \$536.5 million**

**Number of Personnel: 5,835**

**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 the adult parole and community correction systems.

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 has discretion to grant or deny parole for those who committed criminal offenses before July 1, 1979, or after July 1, 1985.

**Correctional Facilities.** The department operates correctional facilities housing over 16,300 inmates. In addition to state beds the department contracts up to 2,850 private contract prison beds which are used to hold state prisoners. The location of the institutional facilities within these divisions and their classifications are listed to the right.

	State Facility	Classification
Buena Vista	Buena Vista Correctional Facility	Medium to Minimum Restricted
	Colorado Correctional Alternative Program (Boot Camp)	Minimum Restricted
Canon City	Canon Minimum Centers	
	Arrowhead Correctional Center	Minimum Restricted
	Four-Mile Correctional Center	Minimum Restricted
	Skyline Correctional Center	Minimum
	Centennial Correctional Facility	Close
	Colorado Women's Correctional Facility	Minimum to Maximum
	Colorado Territorial Correctional Facility	Medium
Fremont	Fremont Correctional Facility	Medium
	Colorado State Penitentiary	Maximum/Admin Seg.
Delta	Delta Correctional Center	Minimum
Denver	Denver Reception and Diagnostic Center	Maximum
	Denver Women's Correctional Facility	Multi Custody
Fort Lyon	Fort Lyon Correctional Facility	Medium
Golden	Colorado Correctional Center	Minimum
Limon	Limon Correctional Facility	Close & Medium
Crowley	Arkansas Valley Correctional Facility	Medium
Pueblo	San Carlos Correctional Facility	Maximum
	Pueblo Minimum Center	Minimum Restricted
	Youthful Offender System	Multi Custody
Sterling	Sterling Correctional Facility	Multi Custody
Rifle	Rifle Correctional Center	Minimum
Trinidad	Trinidad Correctional Facility	Minimum Restricted
	<u>Private Facilities</u>	
Bent	Bent County Correctional Center	Medium
Crowley	Crowley County Correctional Center	Medium
Huerfano	Huerfano County Correctional Center	Medium
Kit Carson	Kit Carson County Correctional Center	Medium

*Division of Adult Parole and Community Corrections.* The division monitors all DOC offenders in the community, including those in community corrections facilities and offenders placed on parole by the State Board of Parole. The division is statutorily charged with making sure that parolees follow all orders of the board and do not endanger the public. This division supervises 4,650 parolees in Colorado and monitors an additional 1,370 Colorado parolees in other states.

The division also coordinates offender referral and the management of approximately 1,867 inmates in transition community corrections settings. Six percent of Community Corrections inmates are placed at 29 contract community corrections centers located throughout the state. Four percent of the community corrections population is supervised through the Intensive Supervision Program. The state contracts with county and private correctional facilities to provide work and substance abuse treatment to offenders returning to the community.

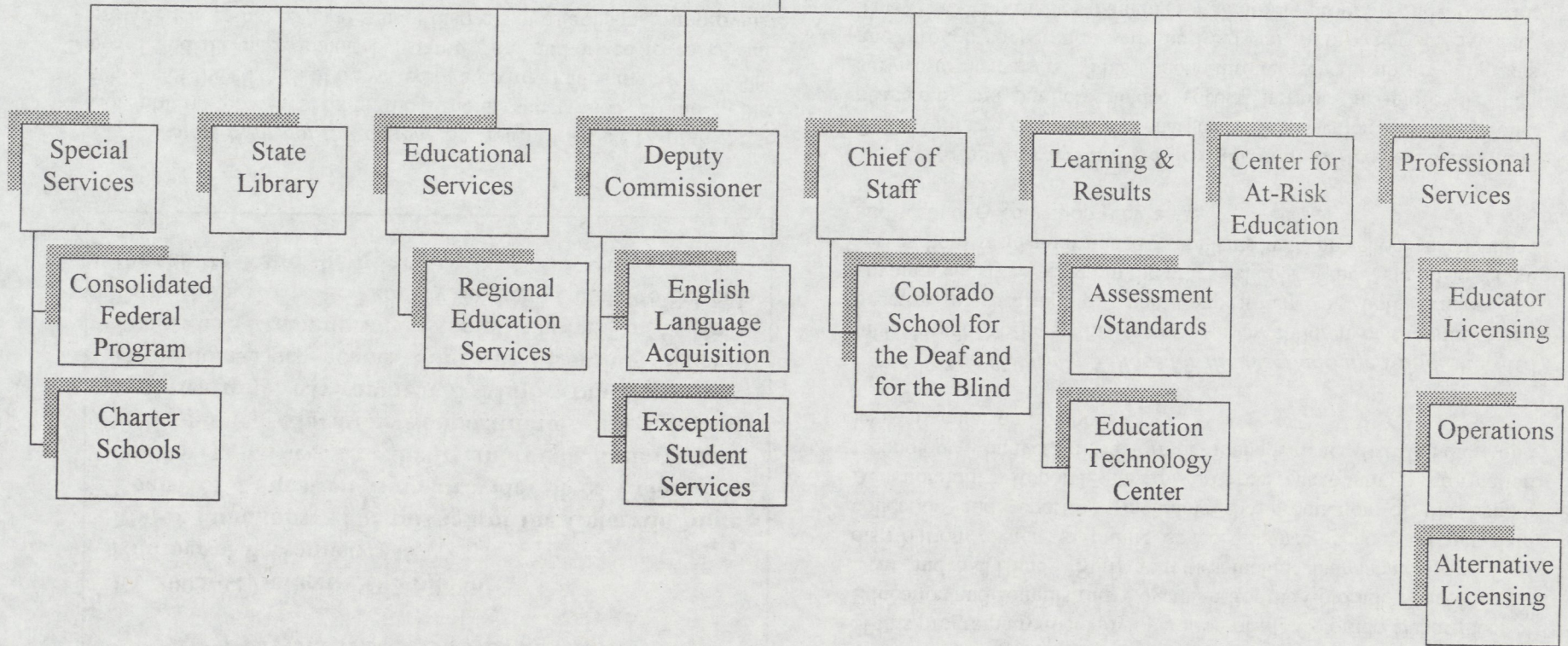
*Correctional Industries Division.* This cash-funded division is designed to provide inmates with job training, to reduce the costs of incarceration to Colorado taxpayers, and to reduce the costs of certain products to other state agencies. The division produces, among other things, license plates, furniture, clothing, and agricultural products. It also provides products and services to Colorado non-profit organizations at reduced costs. The division has been defined by the General Assembly as an enterprise under Article X, Section 20 of the Colorado Constitution (TABOR amendment).

# DEPARTMENT OF EDUCATION

Board of Education  
Constitution of Colorado,  
Article IX, Section 1

Director of State Board  
Relations

Commissioner of Education  
24-1-115



## DEPARTMENT OF EDUCATION

**FY 2003-04 Budget: \$3.3 billion**

**Number of Personnel: 419**

**Major Functions:** The mission of the Colorado State Board of Education is to provide all of Colorado's children equal access to quality, thorough, uniform, and well-rounded educational opportunities in a safe and civil learning environment. Major functions are: Regional Service Teams, Educator Licensing, Federal Programs, Learning and Results, Center for At-Risk Education, the State Library, and the Colorado School for the Deaf and the Blind.

*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 board and the department, by statute, are 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 178 independent school districts.

*Office of the Commissioner/Deputy Commissioner.* The Commissioner of Education provides strategic guidance and leadership to the entire staff of the Colorado Department of Education. The commissioner is appointed by the State Board of Education and serves at the pleasure of this Board.

*Office of Educational Services.* This office serves as a technical and service resource for Colorado's school districts. Eight regional service teams provide school districts with a contact for all accreditation issues as well other issues that may arise in their districts.

*Office of Management Services.* The primary responsibilities of this program are the daily operation of the Colorado Department of Education and administrative oversight for the Colorado School for the Deaf and the Blind. Staff activities include management and fund distribution related to public school finance, school district data collection and reporting (including the production of the School Accountability Report), human resources, accounting, information technology, budget, fiscal grant management, fiscal note, and legislative liaison functions.

*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.

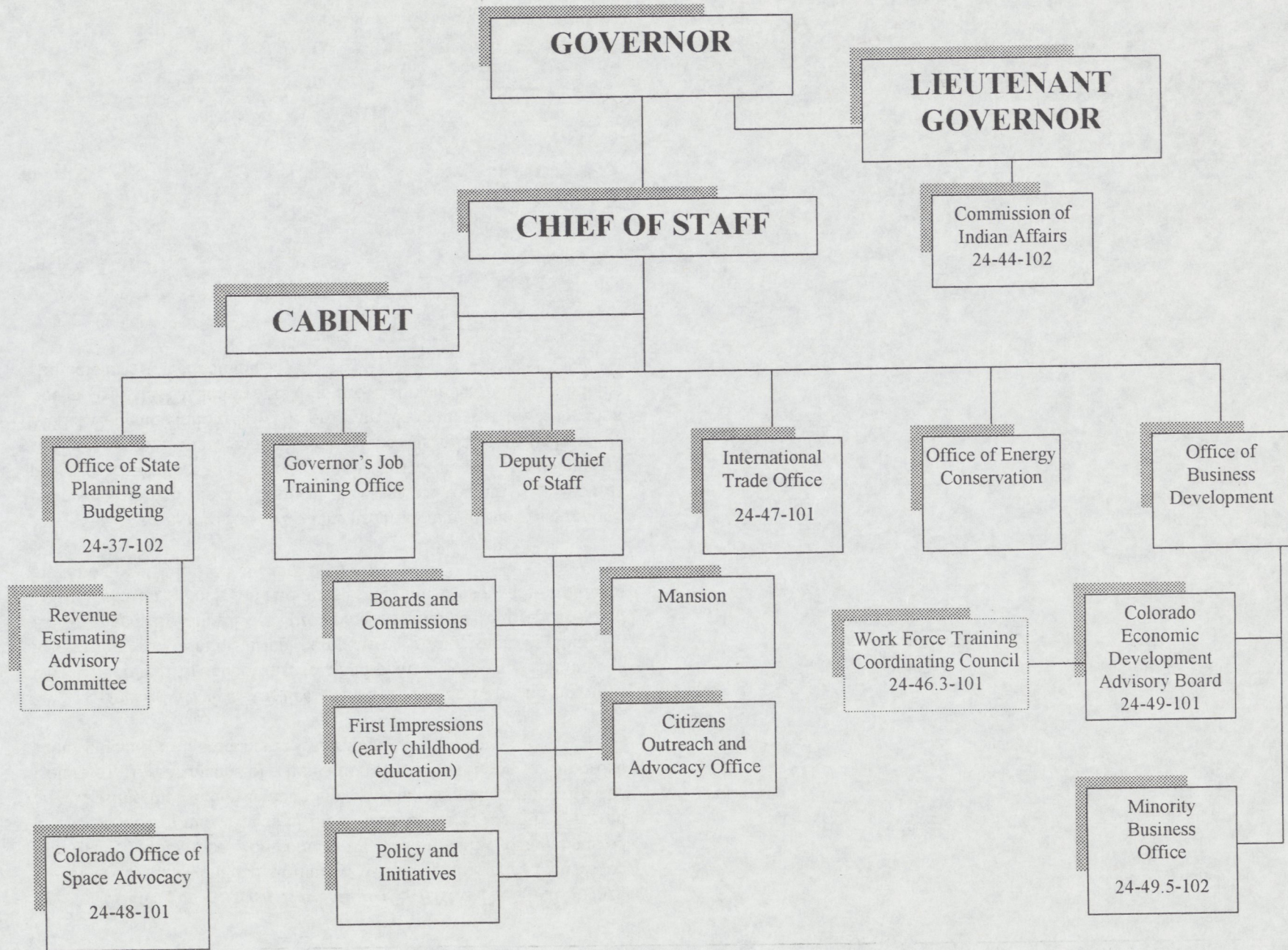
*State Library and Adult Education Office.* The Colorado State Library is primarily charged with assisting school, public, academic, and publicly funded special libraries in improving their service to their users. This is done through several library programs and through cooperation with the Regional Library Service Systems. This Office coordinates planning for all library programs; advocates for public access to information and for the role of libraries on the information highway; and takes the lead in all telecommunication policy discussions that lead to increased Internet connectivity for school and public libraries.

*Office of Professional Services.* The Professional Education Unit provides support to the State Board of Education for the on-going development and implementation of policies and procedures that seek to assure quality standards for the preparation, assessment, licensing, and professional development of teachers, special service providers, principals, and administrators. This unit is responsible for the issuance of licenses and authorizations and related activities.

*Center for At-Risk Education (CARE).* The CARE staff, which is currently funded primarily with federal funds, focuses on improving educational outcomes for traditionally disadvantaged learners. The primary focus of the CARE Unit has recently centered on "Closing the Achievement Gap," which is in keeping with the Colorado Department of Education's commitment to improve achievement for all students in Colorado.

*Special Services/Choice.* The Special Services Unit provides various services to school districts and charter schools. This unit is responsible for administering competitive grants such as Read to Achieve and Reading First, providing assistance to proposed and existing charter schools, and administering numerous federal programs including No Child Left Behind (NCLB).

*Learning and Results.* This program administers and reports the results of the Colorado Student Assessment Program. By law, this program evaluates and reports on the performance of students in reading, writing, mathematics, and science as related to Colorado's Model Content Standards. The program also manages the Education Technology staff, which works to improve student learning through the strategic use of technology.



**GOVERNOR – LIEUTENANT GOVERNOR –  
STATE PLANNING AND BUDGETING OFFICE**

**FY 2003-04 Budget: \$33.8 Million**

**Number of Personnel: 107**

**Major Functions: To ensure that laws enacted by the  
General Assembly are executed.**

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.

*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 needed technical assistance; and (4) evaluating state policies and programs.

*Budgeting.* In addition to formulating the executive budget, OSPB staffs the Governor's Revenue-Estimating Advisory Committee and develops the group's quarterly General Fund revenue 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's Office, but exercising its statutory powers independent of the Governor, is the 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.

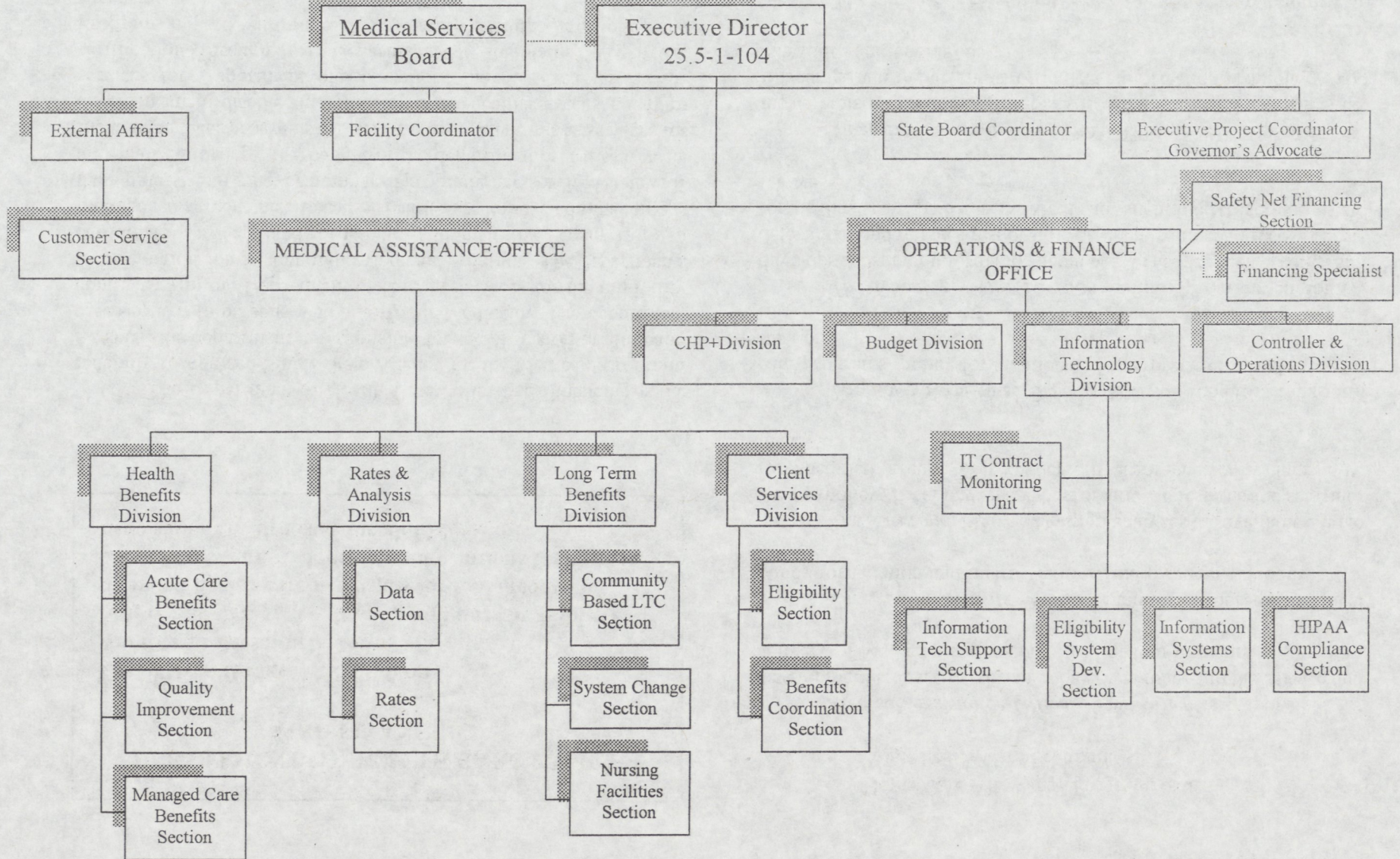
*Colorado Office of Space Advocacy.* The 1990 General Assembly established this office to implement the state's space initiative outlined in the report of the Colorado Commission on Space Science and Industry. The office receives no general fund appropriation. The space advocate is counseled by a statutorily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

*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.



# DEPARTMENT OF HEALTH CARE POLICY AND FINANCING



**DEPARTMENT OF HEALTH CARE POLICY  
AND FINANCING**

**FY 2003-04 Budget: \$2.8 billion**

**Number of Personnel: 200**

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

The Department of Health Care Policy and Financing is the federally recognized Single State Agency for the Medicaid program. As such, the department is responsible for the provision of all health care services to persons who qualify for Medicaid. The department contracts with the Department of Human Services for the eligibility determination component of the Medicaid program. The departments coordinate services and distribute administrative costs through interagency agreements. Because Health Care Policy and Financing is the Single State Agency, a number of programs and services statewide are financed through the budget of the department each fiscal year. Included in these programs and services are such things as services for developmentally disabled individuals, mental health services, newborn services for Department of Corrections inmates, and nurse aide certification through the Department of Regulatory Agencies. Programs housed within the Department of Health Care Policy and Financing include:

- Medicaid;
- Colorado Indigent Care Program;
- Children's Health Insurance Program (Children's Basic Health Plan or Child Health Plan Plus);
- Old Age Pension Health and Medical Care Program;

- Home Care Allowance Program; and
- Adult Foster Care Program.

*Medical Assistance Office.* This office is responsible for developing the overall goals and objectives related to the service and delivery of Medicaid and is comprised of four divisions.

*The Health Benefits Division* monitors programs, medical policy formulation and interpretations, and provider relations.

*The Rates and Analysis Division* analyzes the available data to answer policy, fiscal impact and best practices questions and sets rates for specified groups of providers in accordance with legislative mandate.

*The Long-Term Care Benefits Division* monitors long-term care programs, policy formulation and interpretations, and provider relations.

*The Client Services Division* defines program eligibility, develops consumer information about how to use program benefits, and determines and pursues responsible payment sources to recover costs for medical care paid for by Medicaid, including trusts and estate recoveries.

*Operations and Finance Office.* This office is responsible for the administration of the Children's Health Insurance Plan, safety net financing, and the divisions of budget, information technology, and controller and operations.

*The Children's Health Insurance Program* is a public/private partnership providing subsidized health insurance statewide for children under age 19 in families at or below 185 percent of the federal poverty level who are not eligible for Medicaid. An estimated 69,157 children throughout Colorado qualify for this program. The Children's Basic Health Plan offers a wide variety of services to children including dental services, check-ups, immunizations, doctor visits,

hospital services, prescribed medications, mental health services, hearing aids, and glasses.

*The Safety Net Financing Section* is responsible for administration of the Colorado Indigent Care Program, the Old Age Pension Health and Medical Care Program, and the Comprehensive Primary and Preventive Grant Program, and for identifying and pursuing appropriate options for maximizing federal financing for health care to low-income individuals.

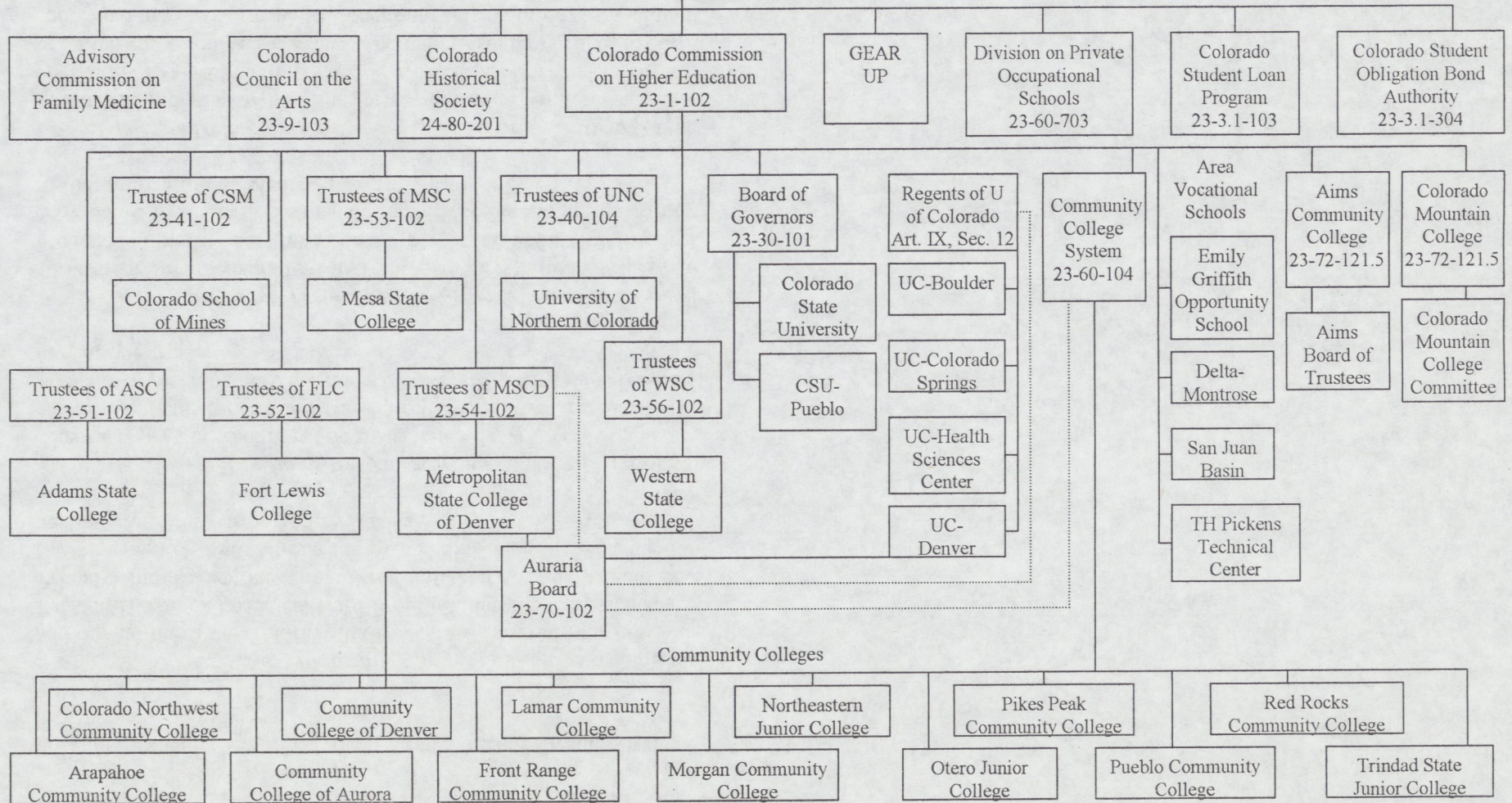
*The Budget Division's* five key responsibilities are to project, construct, present, monitor, and manage the department budgets. It acts as a conduit for the department to the executive and legislative branches, translating the department's policy needs and objectives into monetary terms.

*The Information Technology Division* assures timely and accurate reimbursement to Medicaid providers; timely access to Medicaid eligibility data by Medicaid providers; and reimbursement compliance with all aspects of state and federal regulations governing the administration of Medicaid.

*The Controller and Operations Division* provides many of the internal administrative functions necessary for overall department operations. These functions include accounting, financial reporting, procurement, contract review, human resources, and facility coordination. All of these functions are required to maintain department compliance with federal and state requirements.

# DEPARTMENT OF HIGHER EDUCATION 24-1-114

Executive Director  
24-1-114



## DEPARTMENT OF HIGHER EDUCATION

**FY 2003-04 Budget: \$1.6 billion**

**Number of Full-time Personnel: 18,502**

**Major Functions: To administer programs of the Colorado Commission on Higher Education, the Colorado Student Loan Program, 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.**

*Executive Director.* The executive director of the department also serves as the executive director of the Commission on Higher Education. The executive director is responsible for budget and personnel matters for all the divisions in the department including the adjudication of personnel grievances. The executive director also oversees the College Invest program (formerly the Colorado Student Obligation Bond Authority), the Colorado Advanced Technology Institute (CATI), the Colorado Council on the Arts, and the Colorado Student Loan Program. The executive director's office is also responsible for assisting the eleven commissioners with commission meetings, research, and policy analysis.

*Commission on Higher Education.* The eleven-member commission is charged with ensuring that the state's 28 public institutions are accountable to the General Assembly, the Governor, and taxpayers.

*Appropriations.* The commission compiles the governing boards' budget requests, makes annual statewide funding requests to the General Assembly and the Governor, and establishes a distribution formula pursuant to the guidelines outlined in statute. The commission

also administers and makes recommendations for the funding of financial aid, establishes student aid programs, and allocates state financial aid. The commission is also responsible for determining the residency status of students for tuition purposes.

*Capital Construction.* The commission establishes standards for space utilization and priorities for funding construction projects. By statute, the commission must review each institution's facility master plans and all capital planning projects regardless of funding source, and annually establish a multi-year capital improvement plan in conjunction with all eleven governing boards.

*Oversight of institutions.* The commission is charged with an extensive list of statutory duties to oversee the academic activities of the institutions to ensure quality and avoid unnecessary duplication. Recent additions to the commission's duties include making it easier for students to transfer credits for general education courses. The commission, in conjunction with the Department of Education, now reauthorizes teacher education programs. The commission also reviews new baccalaureate and graduate degree programs as well as the consolidation and discontinuance of programs that lack student demand. The commission sets admission standards for each institution, develops and administers statewide extension and continuing education programs, and authorizes private in-state and out-of-state institutions that seek to offer degree programs in Colorado. The commission recommends to the General Assembly roles and missions for each public institution. The commission is also required to report annually to legislative committees on commission policy development such as remediation and campus diversity. The commission is annually required to publish a college guide (consumer guide) for high school students that provides objective, comparative school-specific information.

*Comprehensive planning and statistics.* The commission is responsible for recommending to the Governor and General Assembly a statewide master plan for higher education. For the past 16 years, the commission has collected student data and maintains a federally

required database, Integrated Postsecondary Education Data System (IPEDS), for public, private and proprietary institutions receiving federal financial aid. The data section of the commission annually updates ColoradoMentor, responds to public requests for data, and reports to legislative committees on research.

*Related activities.* The commission has been designated as the agency to administer awards and grants that are part of the federal No Child Left Behind legislation as well as the Higher Education Act. The commission also negotiates reciprocal agreements with the Western Interstate Commission for Higher Education, which allows Colorado students to attend member institutions as in-state students. The commission also administers grant programs for technology as well as programs of excellence.

*Council on Arts.* The Council encourages study and understanding of the arts as well as the development of a strong, statewide arts community in Colorado. By dispersing state-leveraged federal dollars, the Council provides support for art projects in every county of the state.

*Colorado Historical Society.* The Society, designated by statute as an educational institution, has exclusive control over the state's historical monuments. The Council designates suitable sites and structures for historical designation and administers the state's registry of historic properties. The state archeologist is housed in the Society.

*The Colorado Student Loan Program.* The CSLP approves or arranges approval of loan applications in conjunction with state lending institutions. With no state funds, it leverages federal dollars to maximize the amount of money that can be loaned to students. CSLP assists lending institutions by purchasing default loans and has one of the highest ratings in the nation for collecting on its loans.

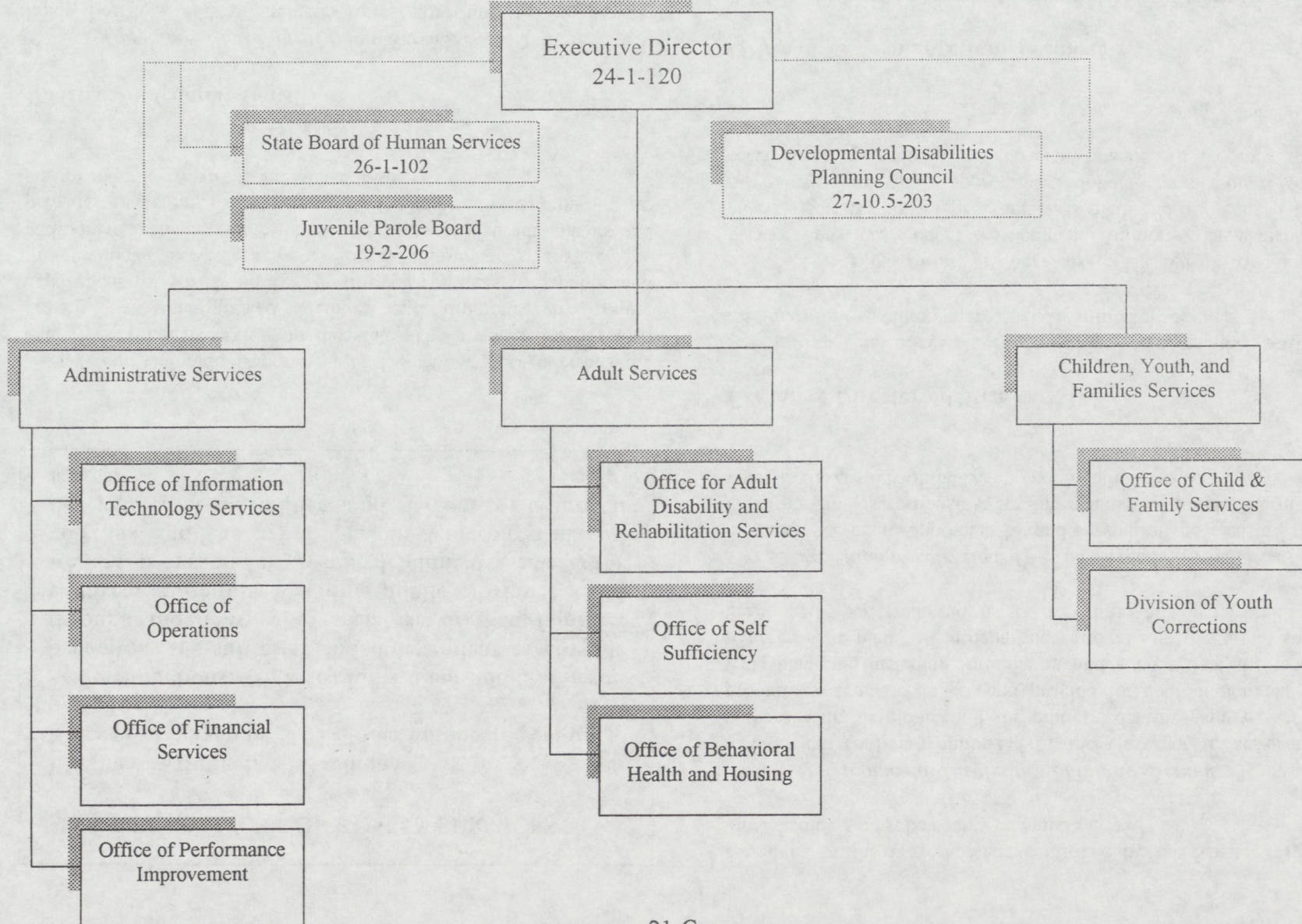
*CollegeInvest.* Formerly the Colorado Student Obligation Bond Authority, CollegeInvest provides additional opportunities for

student loans as well as tax-free investment options for parents establishing educational trusts.

*Division of Private Occupational Schools.* A cash-funded agency, the division oversees the operation of private occupational schools to protect students from fraudulent or substandard educational services.

*Gear Up.* A multi-year federal grant supervised by the executive director has allowed for the establishment of programs in 19 high schools throughout the state. Counselors work with at-risk, low-income students to encourage them to finish high school and go on to higher education.

# DEPARTMENT OF HUMAN SERVICES



## DEPARTMENT OF HUMAN SERVICES

**FY 2003-04 Budget: \$1.8 billion**

**Number of Personnel: 4,513 (does not include county personnel)**

**Major Functions: To assist individuals and families to become as self-sufficient and independent as possible through the delivery of 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.**

The Colorado Department of Human Services oversees the delivery of human services in the state. The services are provided directly by state-operated facilities and programs, by county departments of social services, or through contracts with public and private human service providers located throughout the state. In addition to managing state-funded programs, it also administers and provides oversight for a variety of federally funded programs to ensure compliance with federal mandates.

### Boards and Commissions

*The State Board of Human Services.* The State Board holds hearings and promulgates rules governing the scope and content of Colorado's public assistance programs and services in the areas of mental health, developmental disabilities, and alcohol and drug abuse. The board also resolves disagreements concerning performance contracts between the state and counties under the Colorado Works Program. The board consists of nine members

appointed by the Governor and confirmed by the Senate. By law, three members must be county commissioners.

*Developmental Disabilities Planning Council.* This is a 24-member citizen board appointed by the Governor to advocate for persons with developmental disabilities, identify gaps in services, promote systemic changes, and provide for coordination and state wide planning, including formulation and submittal of the federally required state plans. The department provides state staff to support the council's performance of its statutory duties and responsibilities.

*Juvenile Parole Board.* The Juvenile Parole Board is a nine-member board appointed by and serving at the pleasure of the Governor and is responsible for the conduct of parole hearings for youth in the custody of the Division of Youth Corrections.

### Executive Director's Office

The Executive Director's Office contains the staff and resources for overall direction of all departmental activities.

*Office of Financial Services.* The Office of Financial Services provides budget development, support, management, and analysis services for all program areas of the department. It assists programs in managing appropriated dollars and personnel so that services are provided in an efficient manner to the most clients possible.

### Office of Performance Improvement

The purpose of this office is to deliver information, technical assistance, and management solutions designed to prepare the CDHS workforce and its partners for enhanced levels of financial, programmatic, legal, and legislative/policy-making accountability.



The *Boards and Commissions* function acts as the general lead for policy development, rule promulgation, administrative appeals, and legal services for the department. It also provides administrative support for the State Board of Human Services, the Juvenile Parole Board, the Colorado Developmental Disabilities Planning Council, and the Colorado Commission for the Deaf and Hard of Hearing.

*The Appeals Section* is the executive director's designee for reviewing initial decisions and entering final agency actions in all appeals, whether from state or county agencies or by applicants or recipients of services. This includes all social services and public assistance programs, child care licensees, state and federal income tax intercepts initiated to recoup assistance payments, Alcohol and Drug Abuse Division counselor certification actions, and disputes involving clients and providers of developmental disability and mental health services. The section also coordinates and monitors expenditures for legal services and state-level administrative fair hearings provided to the department.

*The Legislative Liaison* is the department's designated lobbyist and oversees and coordinates all external and internal activities related to the development and promotion of the department's legislative agenda.

*The County Commissioner Liaison* is the department's designated representative with county governments, and as such serves as a direct point of contact between county commissioners and the department on issues of mutual concern or interest.

*Field Administration* oversees county departments of social services and the 16 Area Agencies on Aging, and interfaces with other locally based program partners and contractors. Field Administration provides administrative consultation and oversight, and also provides a direct connection between the state and the county departments through a geographically assigned individual who is familiar to county administrative personnel and knowledgeable about local needs and issues.

*Employment Affairs* provides a full range of personnel, benefits, and safety services to the department. These include personnel recruitment, examinations, referrals of candidates, new employee orientation, benefits administration (including health care and the Family Medical Leave Act), job evaluations, worker's compensation case management, performance appraisal system management, layoff administration and retention rights, policy development, rule interpretation, technical assistance, compensation administration (including the Fair Labor Standards Act), personnel records maintenance, and training for employees and supervisors on human resources management.

*Food Stamp Quality Assurance* is responsible for performing the federally mandated food stamp quality control function, including the operation of the federal data collection and reporting system. The division conducts monthly quality control reviews of food stamp eligibility and allotment determinations. The review findings are used to calculate the state's payment error rate, to provide a timely and continuous flow of information to assist in state/county corrective action efforts and the development of payment accuracy strategies, and to establish the state's eligibility for enhanced funding or liability for payment error rates that exceed the federal tolerance standard.

*Administrative Review* manages the review process for all children and youth in out-of-home placement in Colorado. This function has the responsibility of monitoring the diverse and flexible delivery of services to clients and their families throughout 64 individual counties and four Division of Youth Corrections' regions to assure efficient, effective, quality service delivery to meet federal requirements, the child welfare settlement agreement requirements, and the state directives of measuring progress towards the outcomes of safety, permanency, and well-being. This function also serves as Colorado's identifiable quality assurance system for the delivery of child welfare services.

*Audits* conducts both external and internal audits for the department that provide for an independent verification of fiscal and program information. The primary responsibility of the unit is to ensure that those organizations receiving federal and state financial assistance have spent the funds in accordance with applicable laws and regulations. The internal audit function assesses both fiscal and program compliance and provides financial consulting services to CDHS managers. This function also takes the lead and participates on system-wide fraud investigations.

*The Performance Management* function is responsible for coordinating department-wide initiatives designed to ensure the department's programmatic accountability toward achieving positive outcomes by assisting CDHS programs in identifying the most appropriate indicators and measures of program performance and keeping the department focused on these indicators. These department-wide initiatives include strategic planning, performance measurement and monitoring, and customer and stakeholder assessment of departmental products and services.

*Communications* is responsible for department public information including contact with the media, internal communications, the department's Internet and intranet format and content, and the marketing of department programs and services. This function also develops departmental publications and coordinates departmental involvement in community events.

### **Office of Information Technology Services**

The Office of Information Technology Services organizes information services in a manner that is responsive to the mission and business objectives of the department. In addition, it provides safeguards to ensure cross-system integration and collaboration on development of a holistic customer system. The overall goal of the office is to leverage technology to support the business requirements of the department.

### **Office of Operations**

This office is comprised of five functional areas that provide financial business services to both internal and external customers, as well as facilities management services for the department. The Accounting Division is responsible for financial monitoring and reporting and employee payroll. The Facilities Management Division provides building maintenance and housekeeping services for all 24-hour client care facilities and the management of department-wide leased space, energy management and vehicle fleet oversight. The Procurement Division provides services in the areas of procurement, purchasing of goods and services, and materials handling. The Contract Management Unit directs and coordinates the department's contract management process. County Administration coordinates the allocation of county social services program funds.

### **Office of Child and Family Services**

The child and family service systems, though separately administered, have been integrated into a Children, Youth and Family cluster. This office includes the Divisions of Child Care, Child Welfare, and Youth Corrections. The purpose of the office is to address crosscutting issues in service delivery and policy development to assure high quality services to children and families who are customers of the Department of Human Services.

*Child Welfare Division.* This division administers services designed to protect children and assist families to care for their children. The division oversees the delivery of services by county departments of social services. The division also supervises the county's delivery of services for adolescents who are in conflict with their families, and delinquents who have been court ordered into the custody of the county. Programs within this division include:

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

*Youth in Conflict* provides services to youth who are in conflict with parents and who have committed a delinquent act.

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

*Adoption* provides adoption services including subsidized adoption for special needs children and for children in the legal custody of the county.

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

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

*Child Welfare Training* provides training to county department staff in the area of child welfare.

*Indian Child Welfare Services* assures coordination of child welfare services with Colorado's Native American reservations.

## **Child Care Division**

The division is responsible for child care facility licensing, supervising the Colorado Child Care Assistance Program, and developing and implementing programs that improve the quality and availability of child care in the state.

*Licensing.* This unit licenses over 8,300 facilities that are monitored by division and contract staff. The majority of facilities are child care centers and homes, while 280 facilities are 24-hour facilities such as residential child care facilities, specialized group facilities, and child placement agencies which certify foster homes. The functions of licensing include approving, monitoring, and investigating complaints in facilities and providing public access to licensing files.

*Colorado Child Care Assistance Program (CCCAP).* County departments of social services administer this program which provides assistance with child care costs for families receiving public assistance and low-income families who are employed or in training programs and meet low-income guidelines.

*Quality and Capacity Programs.* These initiatives promote high-quality child care for families statewide and increase the supply of child care. Initiatives include: resource and referral agencies that provide information and referral services to parents and increase quality through training and technical assistance; consolidated child care pilots that integrate Head Start, the Colorado Preschool Program and CCCAP and increase quality; quality and availability grants to counties that address local capacity and quality needs; and infant/toddler grants to local communities that increase quality services to infants and toddlers.

## **Division of Youth Corrections**

The division is responsible for managing both state-operated and privately contracted residential facilities and for overseeing community alternative programs that serve and treat youths who have demonstrated delinquent behavior. The three major categories of services provided by the division include commitment, detention, and community services, including parole. Juveniles sentenced to the division may be sentenced either to commitment or detention. Commitment is a court-ordered transfer of legal custody to the department following an adjudicatory hearing on charges of

delinquency by a youth. Detention is typically for less serious offenses and entails confinement to a detention facility.

The division operates seven state commitment facilities and contracts with over 40 private facilities, both in-state and out, for additional commitment beds. There are five components to commitment services: assessment; orientation; intensive secure programs; medium care programs; and community programs. The division also operates eight secure detention facilities to house youths who are awaiting trial and youths who receive a short-term sentence of up to 45 days as a condition of probation or for contempt of court. The division also contracts for the operation of additional staff secure detention beds.

State-owned youth services centers include: Adams, Gilliam, Grand Mesa, Lookout Mountain, Robert DeNier, Platte Valley, Spring Creek, Marvin Foote, Mount View, Pueblo, and Zebulon Pike and Ridgeview Youth Services Center.

### **Office of Self Sufficiency**

This service area encompasses a variety of programs and services aimed at providing income, nutritional, and housing support to those in need. Its mission is to assist families and individuals as they transition from welfare dependency and poverty to economic opportunity and independence. Programs administered by this office follow.

*Colorado Works* is a joint state/federal program designed to provide financial assistance and services to eligible families. The program provides temporary cash assistance and other supportive services until the family achieves self-sufficiency. State and federal funds are allocated to each county, and the county is then responsible for designing a program that best meets the needs of its citizens.

*Domestic Abuse Assistance Program (DAAP)* administers funds generated by a tax check-off system on state individual income tax returns. This staff assists in supporting direct services for victims

of domestic violence and helps to maintain domestic violence programs across the state.

*Low Income Energy Assistance Program (LEAP)* provides financial assistance to pay utility bills and provides weatherization services for low-income individuals or families.

*Division of Food Assistance* includes Food Stamp Employment and Training programs and the Commodity Food Distribution programs. The food assistance programs provide low-income households with additional resources which can be used to help acquire food products at authorized food retailers. The commodity food distribution program provides for administration, operation and distribution of federal commodity foods to eligible recipient agencies.

*Employment First* is Colorado's implementation of the federally mandated Food Stamp Employment and Training Program. Employment First promotes increased self-sufficiency for able-bodied food stamp applicants and recipients by providing funding, direction, training, and on-going technical assistance to county departments of social services in delivering case management and employment services for this group. The Employment First Program presents an opportunity for food stamp recipients to provide community service and gain work experience through workfare. The program also provides job search assistance, including financial help, to individuals to increase the number finding full-time employment. County Employment First Programs are often contracted out to the Workforce Center or co-located with other local employment and training programs.

*The Food Stamp Program* is administered by state agencies under an agreement with the United States Department of Agriculture, Food and Nutrition Service. It serves both public assistance and non-public assistance households. The Food Stamp Program provides benefits for eligible, low-income households, which can be used to obtain food items in retail food outlets.

The *Food Stamp System* is the statewide automated system for determining eligibility and benefit calculation, and establishing claims for overissuance, collections, and tracking of disqualified or sanctioned individuals.

The *Income Tax Offset* is a collection method for overissuances. Income tax refunds are intercepted to offset delinquent accounts. The state tax intercept is for all programs and the federal tax intercept only applies to the Food Stamp Program delinquent claims.

The *Colorado Electronic Benefit Transfer Service (CO/EBTS)* is a state-administered and contractor-operated benefit delivery service, which allows clients to use a debit-type card to access their cash benefits through Automated Teller Machines (ATM) or their food stamp benefits and cash benefits through point of sale terminals at food retailers. Payments are distributed through EBT for Food Stamps, Temporary Assistance to Needy Families (TANF), Old Age Pension (OAP), Aid to Needy Disabled (AND), Aid to the Blind (AB), Low-income Energy Assistance Program (LEAP), Child Care, and Child Welfare. Administration responsibilities include: contract monitoring and compliance; transmission of payment files; coordination with federal, state, and local government agencies, retailers, bankers, clients and providers; and state and local training.

The *Low-income Telephone Assistance Program (LITAP)* The Low-income Telephone Assistance Program provides monthly discounts on local telephone service to low-income elderly and disabled recipients of the Old Age Pension, Aid to the Blind, Aid to the Needy Disabled and Supplemental Security Income programs. The appropriation to the department for the administration is funded by a telephone surcharge on telephone bills. The telephone companies collect the funds.

The *Division of Disability Determination Services* determines eligibility for Social Security disability claims using federal Social Security Administration rules and regulations. The unit adjudicates approximately 36,000 claims annually. There are

approximately 44,000 people in Colorado receiving Social Security disability benefits.

The *Division of Refugee Assistance* serves as the central refugee services agency. Services provided to refugees and asylees include financial and medical assistance, education, employment, and other health and social services that help ensure that refugees settling in Colorado become self-sufficient and are effectively resettled. Services are provided statewide by direct staff, public or private contractors, and county departments of social services.

The *Division of Child Support Enforcement* is charged with providing services to single parents aimed at obtaining financial and medical support for children from non-custodial parents. Services include locating non-custodial parents and their assets; establishing paternity; establishing and modifying child and medical support orders; enforcing child support orders; collecting child support payments and enforcing medical support orders. Child support enforcement services are provided automatically to families receiving public assistance benefits. In addition, services are provided to any Colorado resident for a one-time \$20 application fee.

## **Office of Behavioral Health & Housing**

*Mental Health Services* purchases mental health services for families, children, adolescents, and adults from 3 specialty clinics, 17 private, non-profit community mental health centers, and 9 mental health assessment service agencies (MHASAs), which coordinate mental health services for Medicaid recipients. In addition, this agency is responsible for licensing and certifying mental health facilities and providers.

*Community Housing & Services* coordinates and provides federally funded residential support for low-income persons with special needs and for persons and families who are homeless.

*Mental Health Institutes* administers two state psychiatric hospitals, the Colorado Mental Health Institute at Pueblo and the

Colorado Mental Health Institute at Fort Logan. The Pueblo Institute provides medical, psychiatric, and administrative support to mental health centers and clinics in 57 counties, and forensic psychiatry, drug treatment, and general hospital services to patients from all 63 counties. The Institute at Fort Logan provides a variety of mental health programs to residents of the Denver Metro, North Central, and Northeast Colorado areas.

*The Alcohol and Drug Abuse Division* plans, develops, and implements alcohol and drug abuse services for families, children, adolescents and adults in the state, including prevention, intervention, and treatment services through six managed service organizations, each responsible for managing treatment services for residents of a specified geographic area of the state. The division also: contracts for alcohol or drug treatment programs and prevention/intervention programs; handles involuntary commitments into alcohol treatment programs; licenses and monitors researchers and laboratories that use controlled substances; and oversees the methadone treatment program.

### **Office of Adult, Disability, and Rehabilitation Services**

The purpose of the Office of Adult, Disability, and Rehabilitation Services is to deliver quality services to elderly and disabled adults, and to veterans needing nursing home care. The office also provides services for people with disabilities.

*Division for Developmental Disabilities* administers five programs which serve approximately 12,142 individuals and families through 20 community-centered boards and 233 service providers. Services include: infant stimulation, early childhood activities, adult programs, independent living, and vocational services. Community residential programs serve people on a continuing basis at varying levels of intensity according to their individual needs.

*Regional Centers* administers three regional centers for persons with developmental disabilities. The regional centers located in Wheat Ridge, Grand Junction, and Pueblo provide 24-hour

residential services, medical, psychiatric, therapeutic, vocational, and educational services. Wheat Ridge and Grand Junction facilities include on-campus residential units and group homes, and the Pueblo center provides services to residents living in community group homes.

*The Vocational Rehabilitation Division* assists persons who have physical and/or mental disabilities and whose disabilities are barriers to employment. Vocational rehabilitation services are designed to help these persons develop the necessary skills to obtain employment. Persons with the most severe disabilities are the highest priority for services, which are provided statewide through 16 satellite offices. In addition, the division assists persons with disabilities to achieve independent living and integrate successfully in their communities.

### **Adult Assistance Programs**

*State and Veterans Nursing Homes* oversees six nursing homes located in Aurora, Florence, Homelake, Rifle, Walsenburg, and Trinidad. All of the nursing homes, except for the one in Walsenburg, are operated directly by the state. (The Huerfano Hospital District operates the Walsenburg nursing home.) Five of the nursing homes – Fitzsimons (in Aurora), Florence, Homelake (Monte Vista), Rifle, and Walsenburg - are veterans nursing homes. Federal law requires that at least 75 percent of the patients in these facilities be veterans and the other 25 percent be their survivors or dependents. The Trinidad Home is available to all eligible Colorado residents. The nursing homes provide skilled and/or intermediate care, are licensed by the Colorado Department of Public Health and Environment and are Medicaid certified. There is a residential (domiciliary) program at Homelake serving independent clients requiring limited supervision.

The *Division of Aging and Adult Services* empowers older adults, individuals with disabilities, and others with special needs, including persons who are homeless, to live safely with maximum personal independence by planning and promoting an effective, integrated, and accessible system for the delivery of financial and medical support and supportive services including: information and referral, prevention, protection, employment, nutrition, advocacy, legal, ombudsman, and transportation. Programs include the following.

*Adult Protection* – services to vulnerable adults aged 18 years or older who are at risk of abuse, neglect, or exploitation.

*Aid to the Blind (AB)* – financial assistance to visually impaired individuals who have little or no income and resources.

*Aid to Needy Disabled* – financial assistance to eligible disabled individuals with little or no income and resources.

*Burials* – limited funding for burials of deceased recipients of public assistance if there are insufficient funds from family or other sources.

*Old Age Pension (OAP)* – financial assistance to eligible individuals age 60 or older with little or no income and resources.

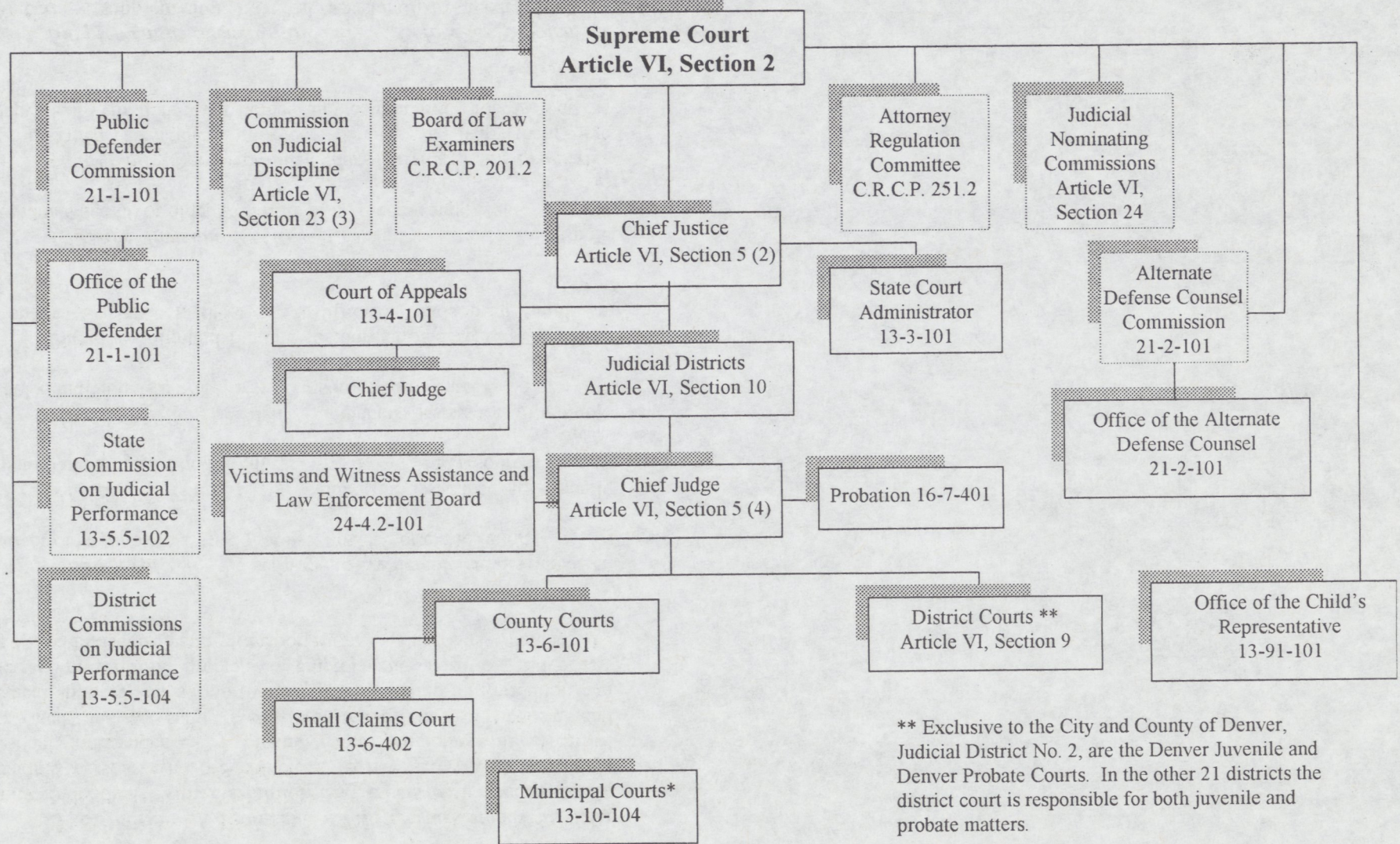
*Older Coloradans Act and Older Americans Act Programs* – non-skilled assistance to older persons to help them live independently in their own homes and communities for as long as possible.

*Supplemental Security Income – Colorado Supplement (SSI-CS)* – supplemental financial assistance to aged, blind, or disabled individuals receiving federal supplemental security income.

*Colorado Commission on Aging* – primary advisory and advocacy group for the coordination of services and programs for the aging network.

# JUDICIAL DEPARTMENT

## Article VI, Section 1



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

\* Created and Maintained by local government but subject to Supreme Court rules and procedures



## THE JUDICIAL BRANCH

**FY 2003-04 Budget: \$273 million**

**Number of Personnel: 3,222**

**Major Functions: To litigate disputes in accordance with constitutional and statutory directives and provide an administrative structure to facilitate such a process.**

### Supreme Court

*Supreme Court.* The Colorado Supreme Court, composed of seven justices who serve ten-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 is at issue; 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, and the House of Representatives.

*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 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 Colorado Bar.

*Attorney Regulation Committee.* This committee is appointed by the Supreme Court and consists of nine members, six of whom must be members of the Colorado Bar. The committee is charged with conducting investigations into the alleged misconduct or disabilities of attorneys.

*Alternate Defense Counsel Commission.* This nine-member commission, appointed by the Supreme Court, is charged with the selection of the alternate defense counsel and to act as an advisory board to the alternate defense counsel in the development and maintenance of competent and cost-effective representation.

*State Commission on Judicial Performance.* This ten-member commission, whose membership is appointed by the Speaker of the House of Representatives, the President of the Senate, the Governor, and the Chief Justice of the Supreme Court, is charged with developing techniques for evaluating district and county judges, justices of the

Supreme Court, and judges of the Court of Appeals who are on the retention ballot, and for making recommendations on the retention of Supreme Court justices and Court of Appeals judges.

*District Commissions on Judicial Performance.* In each judicial district, a ten-member commission, whose membership is appointed by the Speaker of the House of Representatives, the President of the Senate, the Governor, and the Chief Justice of the Supreme Court, is charged with evaluating the performance and making recommendations on the retention of local judges.

*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.

*Office of the Alternate Defense Counsel.* The alternate defense counsel provides legal representation in circumstances in which the state public defender has a conflict of interest in providing legal

representation and in cases where the court determines the defendant is partially indigent.

*Office of the Child's Representative.* In addition to any responsibilities assigned to it by the Chief Justice, the duties of this office are to enhance the provision of guardian ad litem services and CASA (court-appointed special advocate) programs in Colorado, and to work cooperatively with the judicial districts to establish pilot programs designed to enhance the quality of child representatives at the local level. This office will also develop measurement instruments designed to assess and document the effectiveness of various models of representation and the outcomes achieved by the representatives and advocates for children.

## **Court of Appeals**

The Court of Appeals is composed of 16 judges who serve eight-year terms. 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 arguments.

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. Currently, 132 district judges serve 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.

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

*Denver Probate Court.* This court has exclusive jurisdiction within Denver 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 Denver. 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 a 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.

## Courts of Limited Jurisdiction

*County Courts.* One hundred two county court judges preside in the state's 64 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 \$15,000 and in misdemeanor cases. It also has concurrent original jurisdiction with the district court over misdemeanors and issuing warrants, conducting 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 \$7,500. Jury trials are not permitted.

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

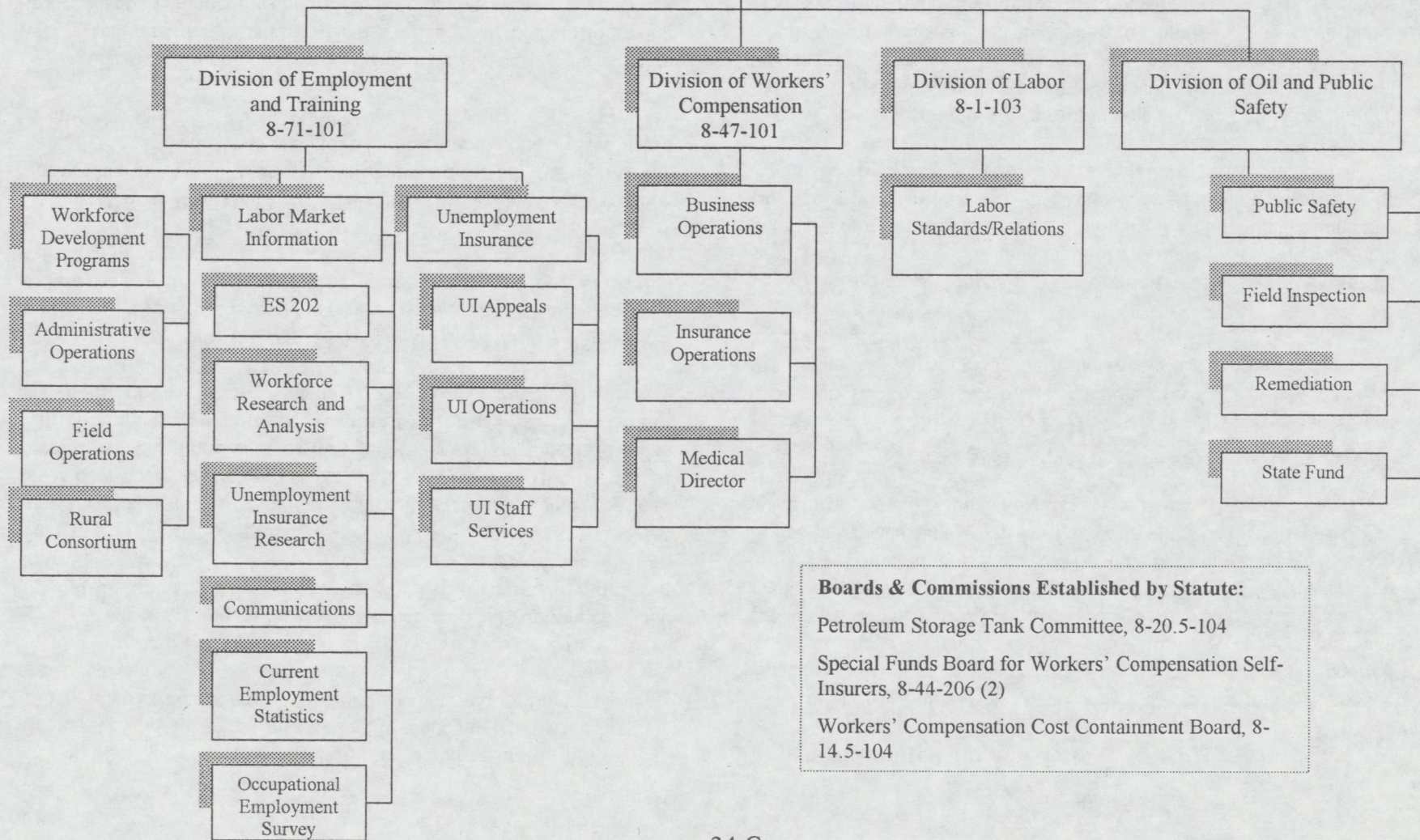
The law provides for the appointment of a presiding municipal judge and such other judges as may be needed for a fixed term of not less than two years. The law specifies that a lawyer be appointed whenever this is feasible in the opinion of the local governing body; otherwise, the municipal judge must 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 (according to the drainage patterns of the state's rivers) and established in each a 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 determining water rights, uses and administration of water, and all other water matters in the jurisdiction.

# DEPARTMENT OF LABOR AND EMPLOYMENT

24-1-121

Executive Director  
24-1-121



**Boards & Commissions Established by Statute:**

Petroleum Storage Tank Committee, 8-20.5-104

Special Funds Board for Workers' Compensation Self-Insurers, 8-44-206 (2)

Workers' Compensation Cost Containment Board, 8-14.5-104

## DEPARTMENT OF LABOR AND EMPLOYMENT

FY 2003-04 Budget: \$115.8 million

Number of Personnel: 1,076

**Major Functions:** The Colorado Department of Labor and Employment provides job placement and training services to job seekers; administers Colorado's labor laws; provides a variety of public safety and consumer and environmental protection programs; and provides workers' compensation services. Its work fosters economic growth by supporting businesses and workers.

### Executive Director's Office

The office provides administrative support to the department's four divisions. The offices making up the Executive Director's Office include the following.

*Office of the Inspector General* ensures the integrity of the department's operations, programs and funds by reducing internal and external program fraud, waste and abuse.

*Public Employees Social Security & Internal Auditing* handles three main areas: (1) promulgation of rules and administration of other legal matters; (2) internal and external audits; and (3) the Public Employees Social Security (PESS) Section.

*Executive Operations* coordinates and directs department-wide purchasing and contract administration. In addition, the office oversees the following activities: (1) general maintenance and construction services to staff; (2) the retention of records created by the Department of Labor and Employment; (3) training activities for

department staff; and (4) internal auditing of the department's programs and its subrecipients for compliance with applicable laws, regulations, policies and procedures.

*The Information Management Office* provides all technological resources required to support the automation needs of the department and its stakeholders.

*The Office of Human Resources/Personnel* is responsible for administering the state personnel rules and policies through a decentralized agreement with the Department of Personnel and Administration. Its areas of responsibility include selection, classification, benefits, equal employment/affirmative action, and advising management on personnel issues. Included in the Office of Human Resources is the Office of Risk Management, the employee safety and loss control center for the department.

*The Finance Office* includes reporting and analysis, accounts payable, and payroll/personnel processes to properly account for and charge salary and benefit expenditures, and related hours worked, to federal and cash funding sources in order to provide the basis for the monthly allocation and recovery of departmental overhead costs. The Finance Office also includes the Budget Office which coordinates and directs the budget preparation process.

*The Office of Government and Public Relations* creates and disseminates external communications and responds to the media and to the Colorado Legislature.

The Department of Labor and Employment is comprised of four divisions: the Division of Employment and Training, the Division of Workers' Compensation, the Division of Labor and the Division of Oil and Public Safety.

### **Division of Employment and Training**

The Division of Employment and Training includes the following three federally-funded programs: (1) *Unemployment Insurance* which provides temporary and partial wage replacement to workers unemployed through no fault of their own; (2) *Employment Service* (carried out to a large extent through the state's network of Workforce Centers) which provides job placement services and training for workers who need additional skills in order to obtain jobs; and (3) *Labor Market Information*, which serves as a source of information about labor market and economic trends throughout the state.

### **Division of Workers' Compensation**

The Division of Workers' Compensation protects the health and safety of workers through its proactive administration of the Workers' Compensation Insurance Act. The division reviews claims to ensure prompt and appropriate payment of benefits and manages several medical cost management programs that assist in maintaining access to quality medical care for injured workers at a reasonable cost to employers and insurance carriers.

### **Division of Oil and Public Safety**

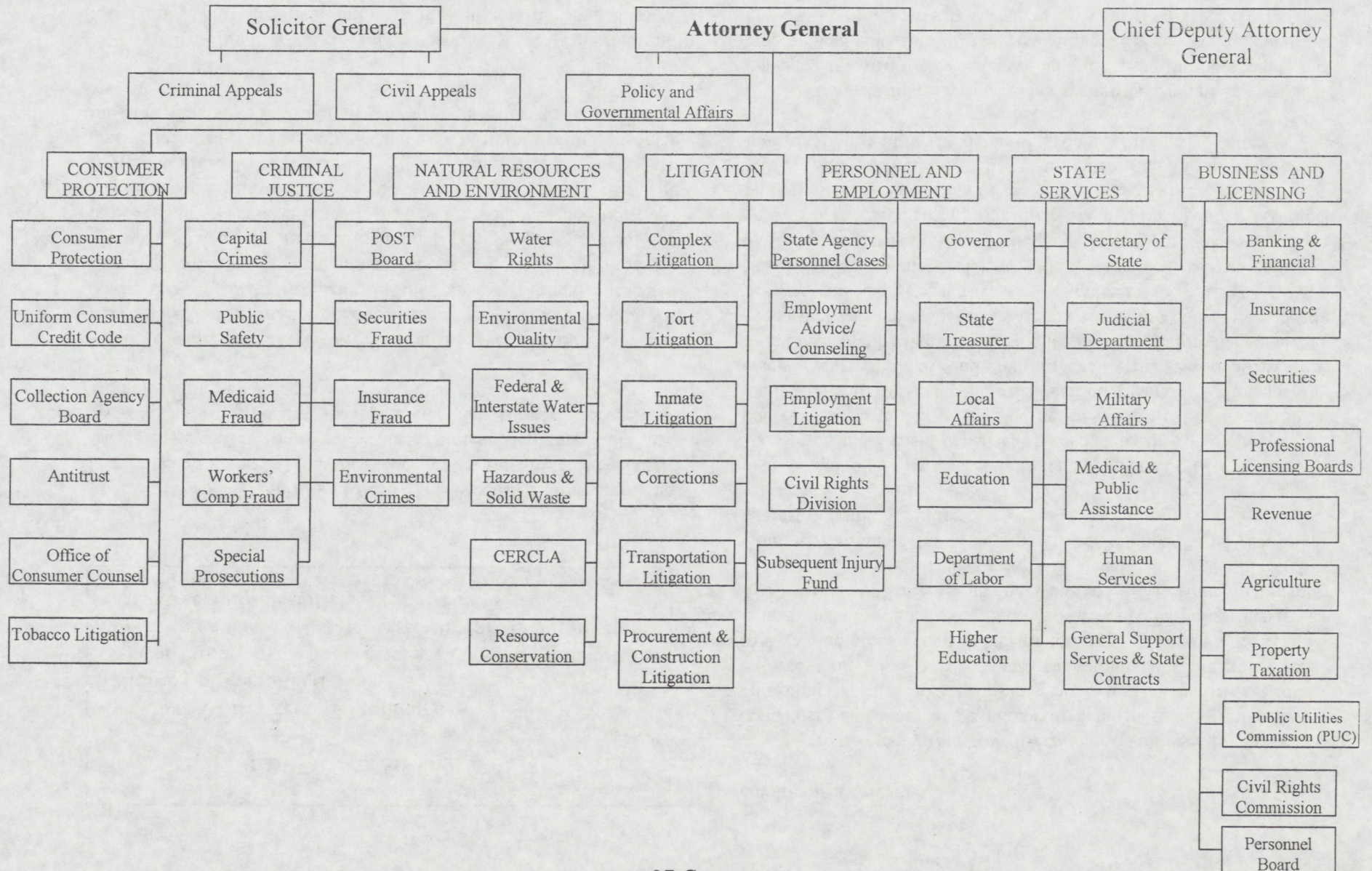
The Division of Oil and Public Safety consists of: (1) the Field Inspection Section that inspects and provides quality consumer protection and service regarding boilers and pressure vessels and petroleum storage tanks; and (2) the Remediation Section which oversees the cleanup of petroleum storage tank spills and leakages. Also under the Division of Oil and Public Safety is the Public Safety Section which adopts codes and establishes minimum standards for the construction of all public school facilities; sets standards for the

use, storage, transportation and sale of explosives; and verifies insurance coverage and inspection of carnivals and amusement parks.

### **Division of Labor**

The Division of Labor is responsible for the administration of Colorado's labor laws as well as numerous public safety and consumer protection programs. The division administers statutory programs regarding wage law, minimum wage, labor standards, child labor and labor relations/elections, and ensures compliance through investigation and mediation of disputes.

# DEPARTMENT OF LAW



## DEPARTMENT OF LAW

**FY 2003-04 Budget: \$33 million**

**Number of Personnel: 336**

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

*Attorney General's Office.* The executive director of the Department of Law (DOL) is the Attorney General, an elected official. All state agencies 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.

*Business and Licensing Section.* This section represents and advises the 28 state professional licensing and occupational regulatory boards on rulemaking, licensing, and disciplinary action and prosecutes licensing violations and disciplinary actions as directed by the boards. The section also helps in the regulation of public utilities and advises other regulatory agencies, such as the Divisions of Insurance, Banking, and Financial Services and the Securities Commission. Also, it represents and advises the Department of Agriculture, the State Fair, and the Department of Revenue, and the Civil Rights Commission and the State Personnel Board on matters brought before the commission and the board.

*Civil Litigation Section.* This section represents the state and taxpayers against personal injury claims in tort or civil actions; represents the state in procurement and construction litigation and provides legal advice on construction disputes; represents and advises the Departments of Transportation and Corrections, including condemnation and eminent domain proceedings and inmate litigation; and works with the Personnel and Employment Law Section on

employment litigation.

*Consumer Protection Section.* This section protects consumers and maintains a competitive business environment by enforcing state and federal consumer protection and antitrust statutes; enforces Colorado's laws on consumer lending, debt collections, rent-to-own, and credit repair; educates consumers through outreach and educational programs; and acts as advocate for public utility ratepayers. The section also represents the Colorado Civil Rights Division, prosecutes all civil rights cases on behalf of the Civil Rights Commission, and defends certain workers' compensation risk funds against potential liabilities.

*Criminal Justice Section.* The appellate unit represents the state in criminal cases on appeal before state appellate and federal courts. The section prosecutes crimes in specialized areas including: medicaid fraud, workers' compensation fraud, insurance fraud, election fraud, securities fraud, and environmental crimes; brings cases for indictment involving multi-jurisdictional crimes before the statewide grand jury; provides special assistance to district attorneys in death penalty and gang-related cases; administers the Peace Officers Standards and Training Board, which oversees the training and certification of peace officers throughout the state; provides services to the victims of criminal cases on appeal and of crimes being prosecuted by the Attorney General's office; and represents the Department of Public Safety, including the State Patrol, Colorado Bureau of Investigation, and the Division of Criminal Justice.

*Employment Section.* This section helps state government manage its workforce through legal counsel on personnel and employment law matters, and in defending the state and its agencies in lawsuits involving personnel and employment issues brought before the State Personnel Board.

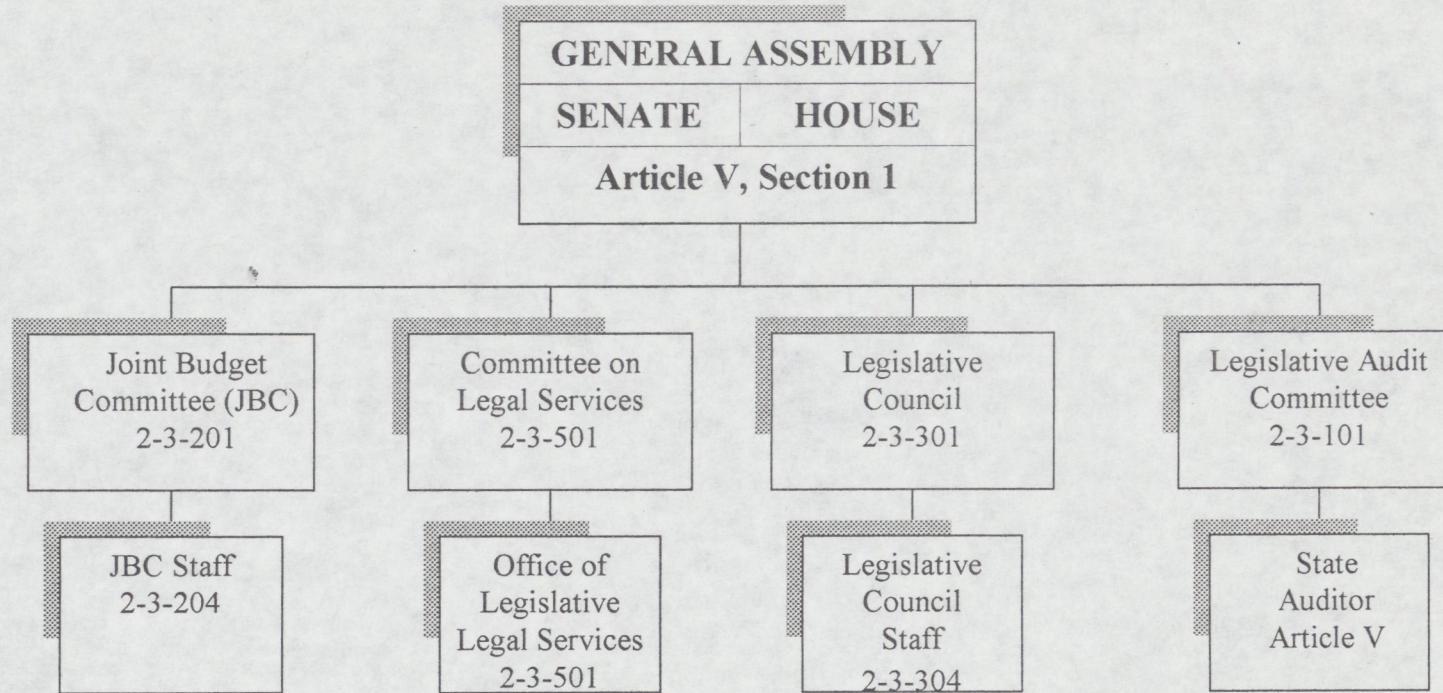
*Natural Resources and Environment Section.* This section represents the various boards, commissions, and agencies in the Department of Natural Resources and the Department of Public Health



and Environment. The CERCLA Litigation Unit within this section prosecutes "superfund" lawsuits pursuant to the federal Comprehensive Environmental Response, Compensation and Liability Act.

*State Services Section.* This section provides legal services to state agencies within the following departments: Higher Education, Education, Human Services, Labor and Employment, Corrections, Personnel and Administration, Military and Veterans Affairs, Local Affairs, Public Safety, and Revenue. In addition, this section represents and gives legal advice to those state agencies headed by elected state officials.

# THE LEGISLATIVE BRANCH



## THE LEGISLATIVE BRANCH

**FY 2003-04 Budget: \$28.5 million**

**Number of Personnel: 273**

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

Article V of the state constitution vests the legislative power of the state 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 service 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 Staff, the Office of Legislative Legal Services, the Joint Budget Committee Staff, and the Office of State Auditor.

### **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 serves 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. The JBC is also responsible for reviewing the recommendations of the Capital Development Committee concerning capital assets. In addition, the committee prepares appropriation bills and publishes the annual Appropriations Report.

*Joint Budget Committee Staff.* The staff director is responsible for hiring budget analysts and support staff. 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

Speaker of the House and the President of the Senate 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 support 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 that 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.

*Revisor 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, after the adjournment of each session of the General Assembly, bound volumes containing all the laws and concurrent resolutions passed at that session.

*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 12 appointed legislators – six senators and six representatives – and the President of the Senate, the Speaker of the House, and the minority and majority leaders of each house who serve *ex officio*. The General Assembly approves specific studies to be conducted during the interim and the Legislative Council reviews the legislative recommendations emanating from the studies. The Legislative Council also reviews and approves the ballot information booklet published on statewide ballot questions.

*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 and answering constituent questions;

- preparing fiscal notes;
- providing revenue projections;
- staffing interim and statutory committees; and
- performing other centralized support services.

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 economic and revenue forecasts, that are used by the General Assembly as it 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 two maintains a library for the use of the General Assembly, staff, and the public. 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.

## **Legislative Audit Committee**

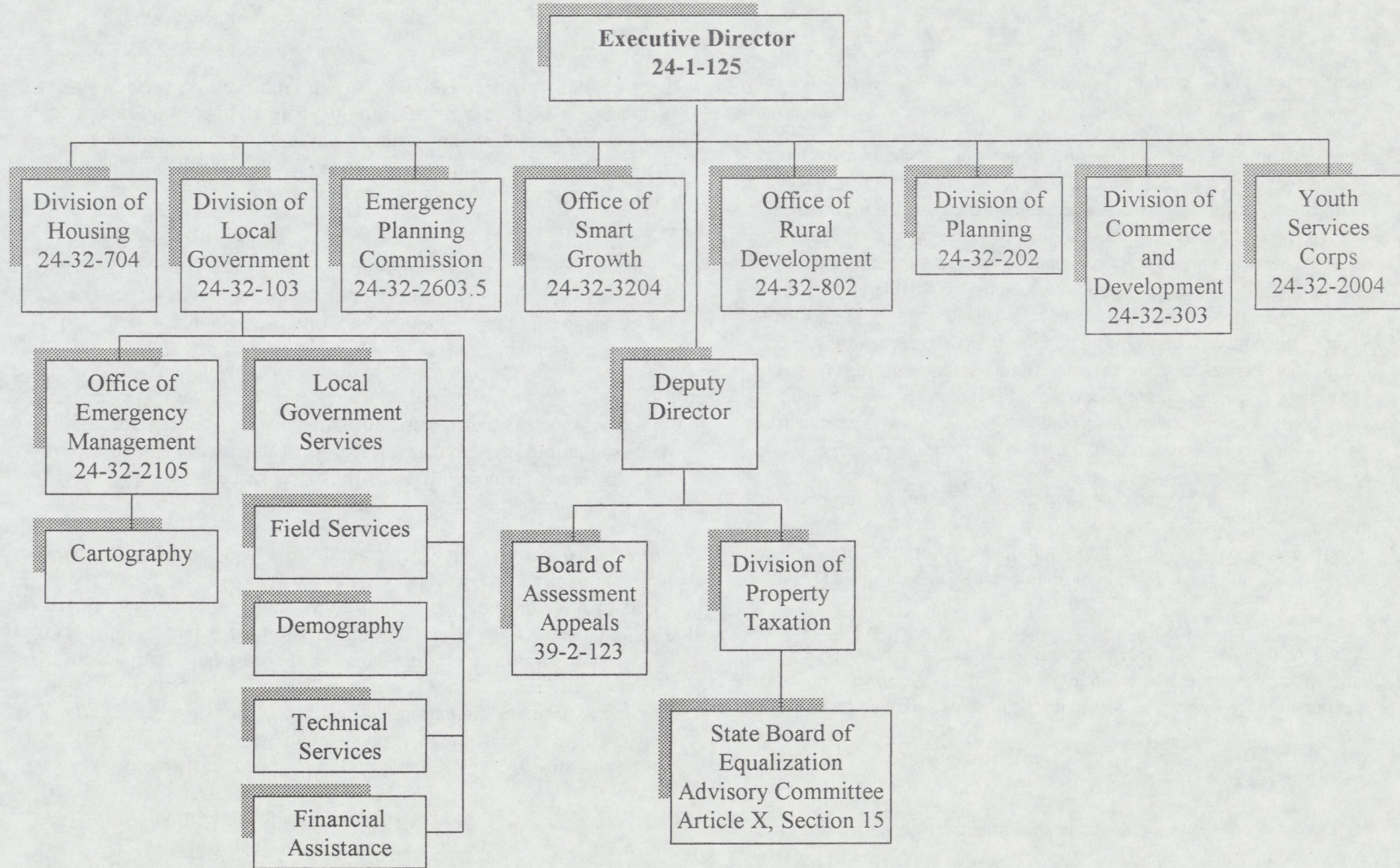
The Legislative Audit Committee consists of four members from the Senate, two from each major political party, and four members from the House of Representatives, two from each major political party.

The function of the committee is to review the reports of the State Auditor relating to post audits and submit its recommendations to the General Assembly. It also orders 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 post audits 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.

# DEPARTMENT OF LOCAL AFFAIRS



## DEPARTMENT OF LOCAL AFFAIRS

**FY 2003-04 Budget: \$173 million**

**Number of Personnel: 172**

**Major Functions: To help strengthen local governments through a variety of community development activities involving training, technical and financial assistance, and advocacy.**

### 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, statistical reports, and research. Financial technical help is provided in the form of workshops, manuals and brochures, computer access and data, and personal assistance.

*Office of Emergency Management.* The office is charged with the preparation and maintenance of a state emergency operations plan to reduce the vulnerability of 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, local, and private disaster emergency relief activities.

The office is responsible for determining the needs of the state for emergency equipment; 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 *Cartography* section

develops and manages automated and manual cartographic systems and a variety of special purpose maps.

*Local Government Services.* This unit provides local governments with various types of financial, technical, and informational assistance. The *Office of Field Services* employs field staff that helps communities to set priorities for local needs and resources, and to secure resources to address higher priority needs. Eight field offices are located in Loveland, Pueblo, Sterling, Denver, Durango, Grand Junction, Alamosa, and Silverthorne. This section also coordinates the operation of the state's seven welcome centers located in Burlington, Fruita, Julesburg, Trinidad, Cortez, Dinosaur, and Lamar.

The *Financial Assistance* section administers various state and federally funded programs including the Community Development Block Grant, the Community Services Block Grant, the Waste Tire Fund programs, the Energy and Mineral Impact Grant program, Limited Gaming Impact program, and the Search and Rescue Grant program. The *Technical Assistance* section aids local governments with services such as budgeting, purchasing, personnel, and land use planning.

The *Demography* section of the division provides population estimates and projections 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.

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

- conducting research on new approaches to housing;
- encouraging public and private sector participation in the development, acquisition, and rehabilitation of housing by

providing research and matching grants for the development of energy-efficient, low-income housing;

- providing technical assistance on renovation performance standards to counties and municipalities that 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, determining qualification for property tax exemption, and the administration and supervision of property tax equalization. The division provides four assessment and equalization services that include: 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, or their designees, the board is charged with supervising the administration of all laws concerning the valuation and assessment of taxable property, 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.

*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.

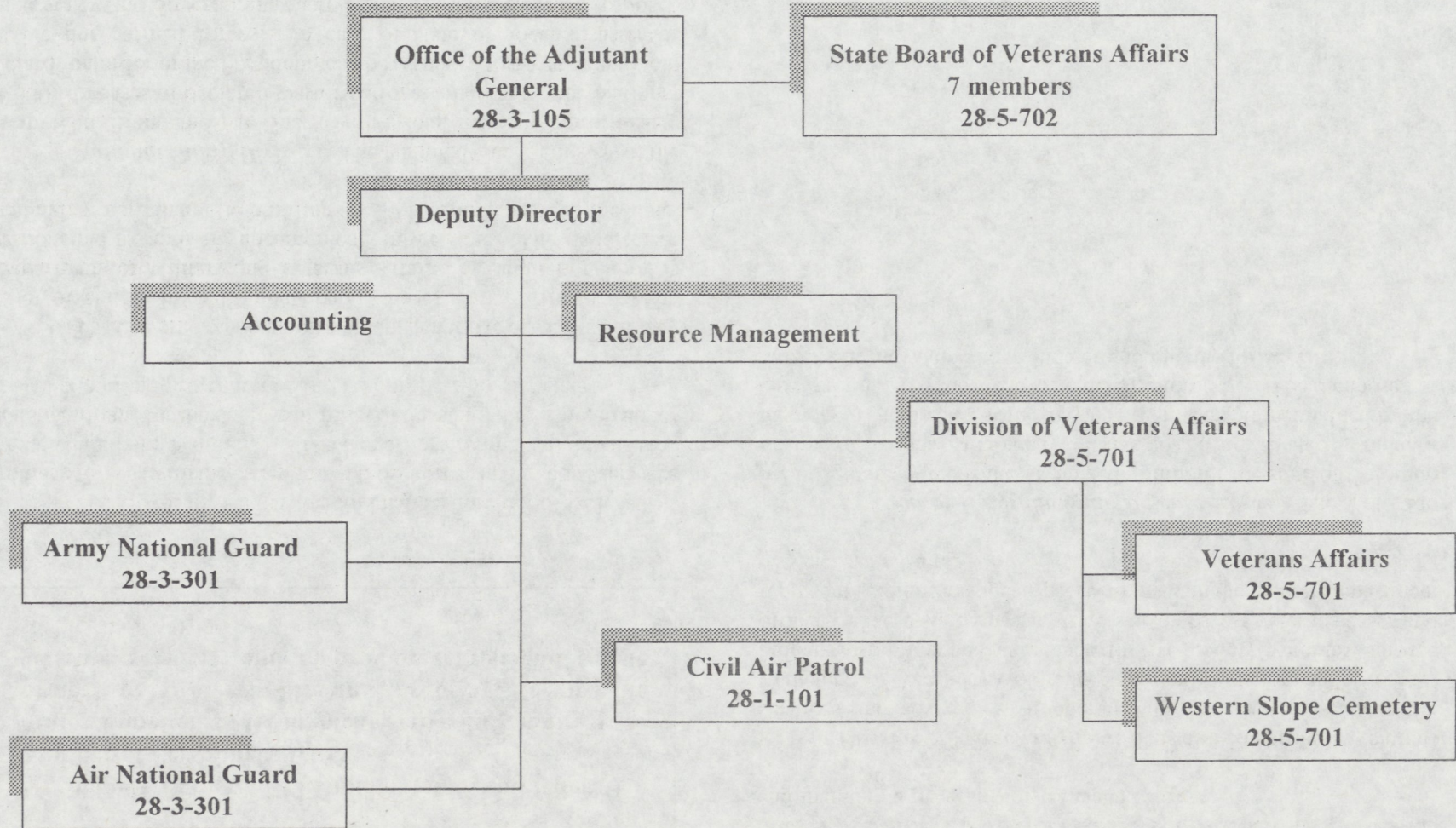
*Board of Assessment Appeals.* This gubernatorially appointed body is a quasi-judicial tribunal for hearing valuation, exemption, refund, and abatement appeals initiated by individuals, counties or corporate taxpayers. Appeals are filed with the board from orders and decisions of the property tax administrator 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.

*Office of Smart Growth.* This office provides financial and technical assistance to local governments for land use planning and growth management. The office makes land use planning workshops available to local planning commissioners. It also administers the Heritage Planning Grant program to promote cooperative growth planning among communities. In addition, the office oversees an intergovernmental land use dispute resolution program to address disagreements over conflicting development plans of neighboring jurisdictions.

*Emergency Planning Commission.* This commission consists of not more than nine members that include the Attorney General, the Adjutant General, and the executive directors of the following departments: Transportation, Public Safety, and 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.



**DEPARTMENT OF MILITARY AND  
VETERANS AFFAIRS**



**DEPARTMENT OF MILITARY  
AND VETERANS AFFAIRS**

**FY 2003-04 Budget: \$127 million (state and federal)**

**Number of Personnel: 1,155**

**Major Functions: To augment active duty military, to protect or preserve life and property, to provide veterans services, and to provide search and rescue services.**

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). The Governor 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 and Veterans Affairs, the adjutant general is responsible for military encampments in the state. The department maintains more than 100 buildings at 30 locations through the state.

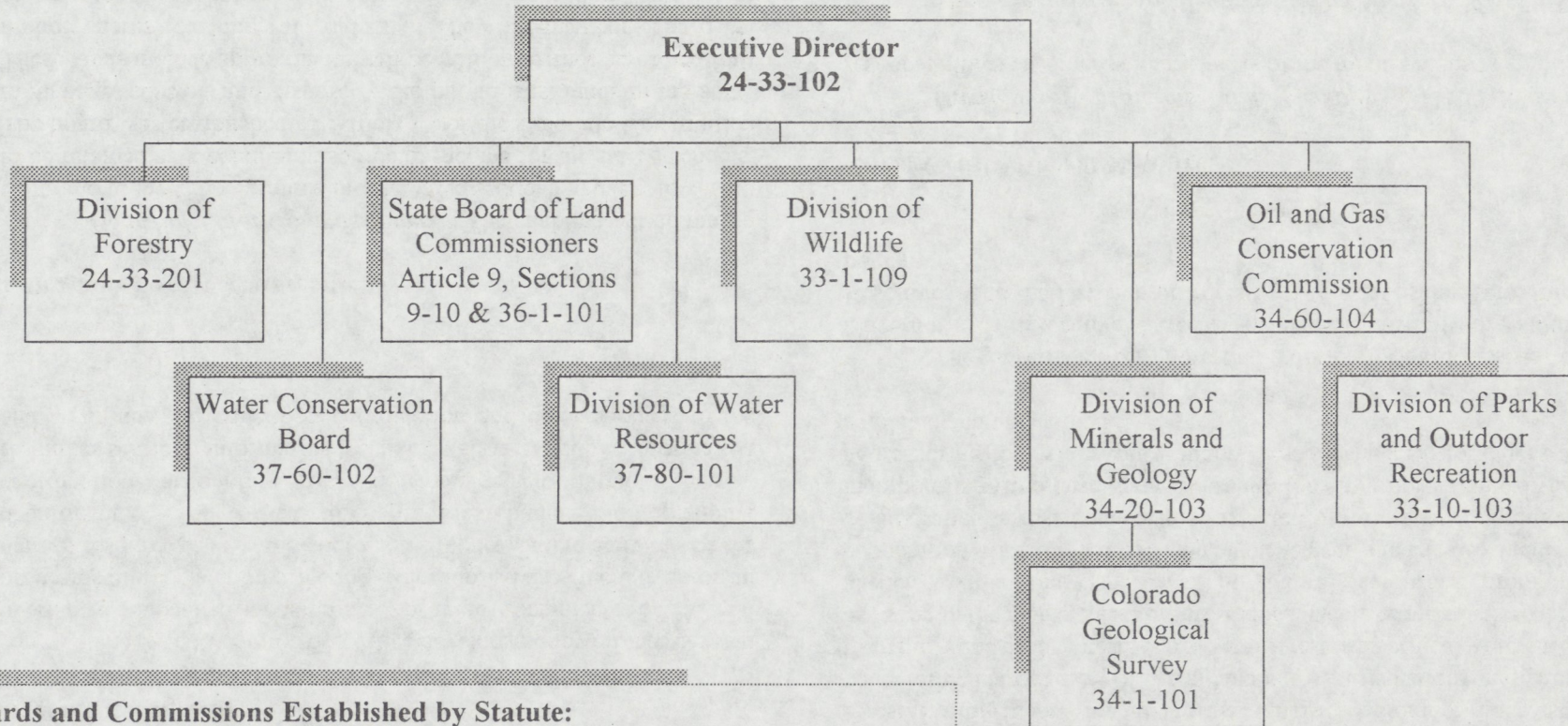
*National Guard Division.* The National Guard consists of the Army Guard and the Air Guard with a total membership of nearly 4,800. In cases of declared war or national emergency, the National Guard, on order of the President, can be activated to assist or augment active duty armed forces. In case of state or local disaster or emergency, the Governor may activate the National Guard to respond. 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 are authorized by federal law.

*Civil Air Patrol Division.* This 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 2,100 patrol volunteers provide aerospace education and maintain a program for teenaged cadets.

*Division of Veterans Affairs.* This division provides veterans services and advocacy. It operates the new Veterans Memorial Cemetery of Western Colorado in Grand Junction and provides guidance training and assistance to five county veterans service officers. These state service officers also process veterans cases and represent veterans in appeals proceedings with the federal Department of Veterans Affairs.

*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



## Boards and Commissions Established by Statute:

Board of Examiners of Water Well Construction and Pump Installation Contractors, 37-91-103  
 Coal Mine Board of Examiners, 34-22-102  
 Forestry Advisory Board, 24-33-202  
 Ground Water Commission, 37-90-104  
 Mined Land Reclamation Board, 34-32-105  
 Minerals, Energy and Geology Policy Advisory Board, 34-20-104  
 Parks and Outdoor Recreation Board, 33-10-104  
 Wildlife Commission, 33-1-103

## DEPARTMENT OF NATURAL RESOURCES

**FY 2003-04 Budget: \$168.8 million**

**Number of Personnel: 1,532**

**Major Functions: To develop and protect the following resources: land and forests, energy and minerals, water, and wildlife and outdoor recreation.**

### Executive Director's Office

The executive director's office develops policy on matters that overlap divisional responsibilities, provides comments on federal programs and legislation affecting Colorado, advises the Governor on natural resource issues, and coordinates the legislative activities of the department. The office also provides budget and planning coordination, accounting, financial management support, human resources services, information technology services, public information and environmental education coordination and other services to the divisions.

### Land and Forest Management

*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 five-member board of commissioners is charged with promoting the highest and best use of state land and also obtaining reasonable and consistent income over time 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, leases energy and mineral properties, develops policies for access to and use of lands, and collects royalties and rents. The board also designates land to be included in the stewardship trust created in the state constitution.

*Division of Forestry.* The State Forester serves as the director of the division, which is staffed by the Colorado State Forest Service. The division's powers and duties include: strengthening natural resource policy formulation and coordination concerning private and public forest land in Colorado; enhancing the state's efforts to improve the management and health of Colorado's forests; producing an annual forest health report for all forest land in Colorado; addressing cooperative management of forest land across jurisdictions; mitigating the natural and urban interface fire hazard; restoring critical watersheds; assisting in the management of forest lands under the jurisdiction of the agencies within the Department of Natural Resources; promoting cooperation with the federal land management agencies to facilitate collaboration across boundaries warranted by forest land conditions; incorporating rural development through forestry in program delivery; and assuring that state water quality best management practices are available and understood.

The seven-member Forestry Advisory Board assists the Governor, the Executive Director of the Department of Natural Resources, and the Division of Forestry with establishing state forest policy.

### Energy and Mineral Resources

*Division of Minerals and Geology.* The division's responsibilities encompass many facets of the mining industry.

*Minerals, Energy and Geology Policy Advisory Board.* The 17-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. The board also provides recommendations to the executive director on the annual allocation of severance tax funds to the department.

*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 two major programs are: 1) the minerals program, which regulates sand and gravel, oil shale, uranium, and metal mining operations (gold, silver, molybdenum); and, 2) 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.

*Office of Active and Inactive Mines.* This office is composed of two programs: 1) the Mine Safety and Training Program, which is responsible for ensuring that mining work practices are safe, training miners in health and safety practices, administering first aid and mine rescue procedures, and maintaining mining health and accident records; and, 2) 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.

*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.* The survey advises government agencies on geological problems including the mitigation of geologic hazards affecting public health and safety; promotes economic mineral development; inventories and analyzes the state's mineral resources; identifies natural

geologic hazards; collects geologic information; publishes reports, maps, and bulletins; reviews private development plans for county governments; evaluates school sites for school districts; studies hazardous waste sites for the Department of Public Health and Environment; 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.

*Division of Oil and Gas Conservation and Oil and Gas Conservation Commission.* This seven-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; responding to environmental problems at plugged and abandoned well sites; and protecting the public and the environment from pollution.

## **Water Resources**

*Division of Water Resources.* This division also is 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.

*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, including water storage facilities; assisting in the formation of organizations intending to utilize state waters; devising water utilization; devising flood prevention and drought mitigation 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; providing engineering and financial assistance 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 nine members appointed by the Governor.

*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**

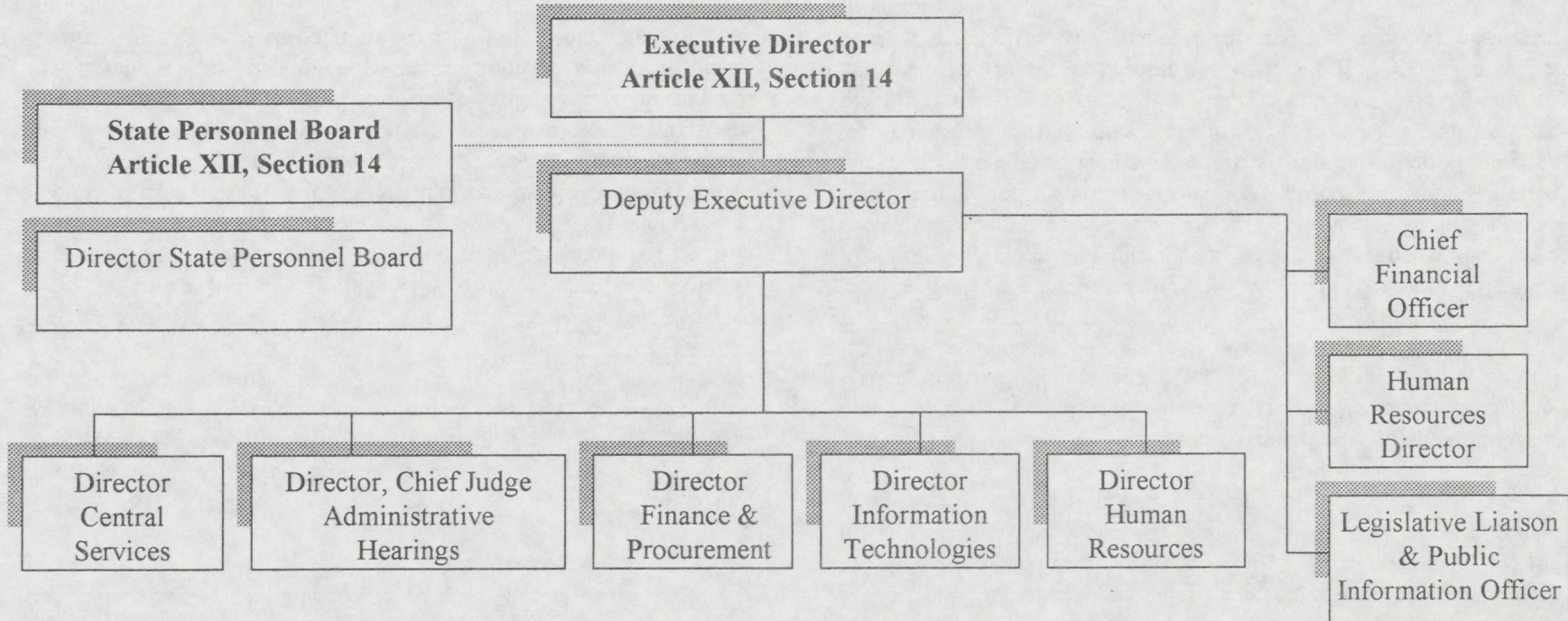
*Wildlife Commission and Wildlife Division.* The purpose of Colorado's wildlife program is to prevent the decline of wildlife species, maintain the numbers and distribution of wildlife species consistent with public demand, acquire habitat, and facilitate public use and enjoyment of all wildlife species in such a way that individuals

have an opportunity to participate in wildlife recreation or use. The eight-member Wildlife Commission is appointed by the Governor and develops policies and regulations to be followed by the Division of Wildlife.

Colorado has 113 species of sport game, 35 species of sport fish, and 750 species of nongame wildlife. The division manages over 250 wildlife areas, covering nearly 300,000 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 is active in species recovery programs funded by the Native Species Trust Fund. 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 41 state parks. The division coordinates a statewide trails system with federal and local trails. The division is also responsible for the registration, licensing or certification of boats, snowmobiles, river outfitters, and off-highway vehicles. The Colorado Natural Areas Program is part of the division. It has designated over 60 areas with unique biological, ecological or geological features in Colorado. The five-member board oversees the operations of state parks, state recreation areas, certain state monuments, and the Division of Parks and Outdoor Recreation, and it administers the Colorado Natural Areas Program

# DEPARTMENT OF PERSONNEL AND ADMINISTRATION



**DEPARTMENT OF PERSONNEL  
AND ADMINISTRATION**

**FY 2003-04 Budget: \$163.7 million**

**Number of Personnel: 569**

**Major Functions: To support the business needs of state government by providing the people, resources, and information needed by state agencies to implement public policy cost-effectively and efficiently.**

*Executive Director's Office.* The office provides leadership, direction, and centralized services to department divisions and other state agencies. The office also provides budget and accounting services and oversight of department-wide initiatives, and serves as citizen advocate for the department.

*State Personnel Board.* The State Personnel Board makes rules governing the state personnel system and hears appeals by applicants and employees in the state personnel system. The Board's mission is: to resolve disputes involving state employees and agencies in a manner that is fair, efficient, and understandable for all parties; to establish policies and rules that protect and recognize merit as the basis for state employment while balancing management's need for discretion and flexibility; and to provide guidance in achieving and maintaining a sound, comprehensive, and uniform system of human resource management through rules, decisions, communication, and training.

*Division of Administrative Hearings.* The Division of Administrative Hearings is Colorado's centralized administrative court system. This system enables both agencies and citizens to have certain disputes resolved while avoiding the time and expense of litigation in district court. Administrative law judges ("ALJs") decide workers'

compensation, human services, licensing, and a variety of other cases.

*Division of Central Services.* The Division of Central Services provides state agencies with business support services. The division is comprised of several service units and has a workforce of approximately 200 state employees. These services units include: state fleet and automobile acquisition, mail services, print design, printing services, copy services, microfilming, state building maintenance, and travel management.

*Division of Finance and Procurement.* The Division of Finance and Procurement provides leadership, oversight, and guidance to state agencies and institutions of higher education in the management of the State of Colorado's financial affairs, public procurement, construction, and real property.

The Division of Finance and Procurement is composed for four major sections: the State Controller's Office, the State Purchasing Office, State Buildings and Real Estate Programs, and Central Collections Services.

*Division of Human Resources.* The Division of Human Resources develops and manages the state personnel system in a decentralized environment. The division coordinates state personnel rulemaking and dispute resolution processes, and division communications. The Human Resources Programs Section manages total compensation programs, work-life programs, selection, workforce planning, training, performance management, and human resource auditing. The Employee Health and Risk Services Section manages group benefit plans, risk management, and the employee assistance program.

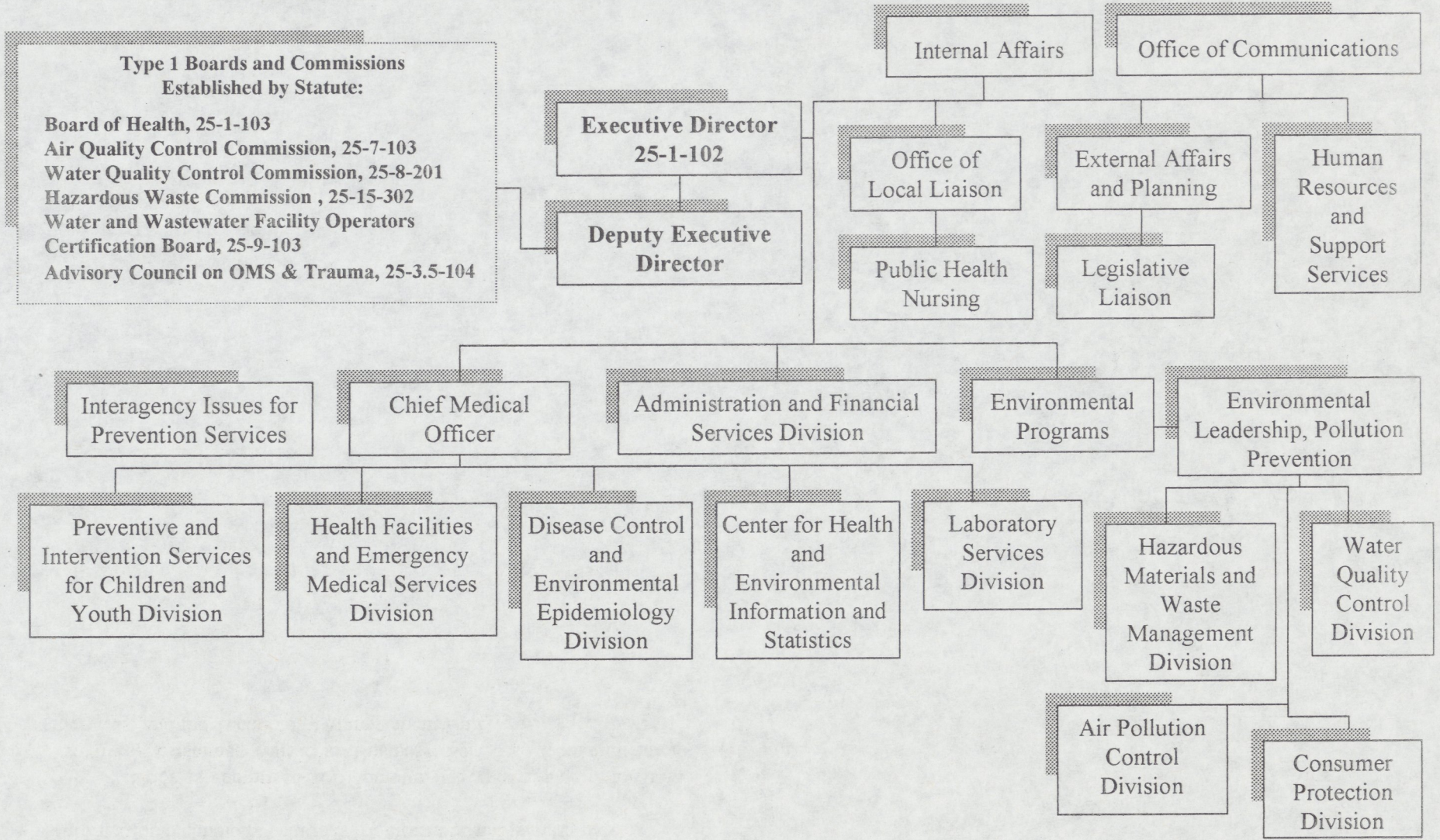
*Division of Information Technologies.* The Division of Information Technologies (DoIT) supports Colorado state government business functions with information technology and telecommunications tools. DoIT also provides statewide planning for telecommunications and supports the Governor's Office of Innovation



and Technology in their efforts to provide statewide leadership with information technology solutions for citizen business initiatives.

DoIT is comprised of Computing Services, Colorado State Archives, Customer Services, Business Services, Communication Services, and the Technology Management Unit.

# DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT



**Type 1 Boards and Commissions  
Established by Statute:**

- Board of Health, 25-1-103
- Air Quality Control Commission, 25-7-103
- Water Quality Control Commission, 25-8-201
- Hazardous Waste Commission, 25-15-302
- Water and Wastewater Facility Operators Certification Board, 25-9-103
- Advisory Council on OMS & Trauma, 25-3.5-104

**DEPARTMENT OF PUBLIC HEALTH  
AND ENVIRONMENT**

**FY 2003-04 Budget: \$257 million**

**Number of Personnel: 1,094**

**Major Functions: The protection of Colorado's public and environmental health through disease control; the prevention of contamination of the state's soil, air, and water; the regulation and monitoring of hospitals and nursing homes; and efforts to prevent premature, debilitating illness and death through providing Coloradans with information on how they can live healthier lifestyles.**

**Executive Director's Office/Administration**

This office provides centralized support for the entire department including accounting; budget; auditing; procurement; human resources and training; data services; telecommunications; printing; purchasing; building and grounds maintenance; governmental affairs; communications; and liaison with local health departments and public health nurses throughout Colorado.

**Health Programs**

*Laboratory Services Division.* The division analyzes water, milk, food, and other consumer products to ensure they are free of contamination; conducts genetic screening of newborns; supports state and local law enforcement by conducting toxicology tests; performs tests for diseases such as West Nile virus and rabies; and for bioterrorism agents such as anthrax; and conducts radiation testing.

The division also 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.

*Center for Health and Environmental Information and Statistics.* This division registers all births, deaths, marriages, and divorces. It also tabulates, analyzes and publishes vital statistics and other health data.

*Health Facilities and Emergency Medical Services Division.* This division licenses and certifies Colorado's health facilities as required by state and federal law. The regulatory activities of the division include regular inspections; complaint investigation; and occurrence investigations and enforcement actions in nursing homes, hospitals, residential care programs, community-based health programs and other health facilities. The division also oversees the training and certifications of emergency medical technicians (EMTs) and paramedics and assists local communities in developing and maintaining emergency medical services (EMS) systems.

*Disease Control and Environmental Epidemiology Division.* This division reports, investigates and controls the spread of infectious diseases. It also oversees the state's immunization programs, and its tuberculosis, sexually transmitted disease (including HIV/AIDS), and animal-borne disease control programs. The division manages a birth defects registry; identifies and investigates occupational asthma cases; and assesses health risks at hazardous waste sites. The division provides consultation and training to physicians and other health care providers, local health departments, county public health nursing services, and other agencies on communicable disease control. The division disseminates disease reports and statistics to these entities as well as to the U.S. Centers for Disease Control and Prevention. The department's emergency preparedness and bioterrorism grant activities are also in this division.

***Prevention Services Division.*** The division was created to promote the health of Coloradans by decreasing premature death and disability from preventable and controllable causes of chronic disease and injury. This division also oversees the Colorado Central Cancer Registry. Programs under the Chronic Disease and Cancer Prevention and Control Section focus on diabetes control; physical activity and nutrition; cardiovascular health; arthritis; suicide prevention; and the State Tobacco Education and Prevention Program (STEPP).

The division implements health promotion activities at worksites, schools, health care delivery sites, and through community agencies. Target groups include health professionals, parents, minority groups, elderly persons, rural populations, and children. The division also targets children and youth by providing prenatal and maternity care, nutrition education and food supplements, specialized developmental evaluations screening, and preventative care for children. The services are delivered directly by the division or through contractual arrangements. The division also contracts with providers of women's health services across the state.

The division also provides consultation and technical assistance in preventive health care programs and in specialty nursing programs including maternal and child health.

## **Environmental Programs**

***Air Pollution Control Division.*** This division and the nine-member Colorado Air Quality Control Commission are responsible for implementing measures to ensure good air quality throughout the state. The division's 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 Program issues permits and monitors air pollution sources other than motor vehicles, and regulates toxic air pollutants including asbestos. The Mobile Sources Program administers the Automobile Inspection and Readjustment Program,

which requires counties to reduce carbon monoxide and hydrocarbon levels through reduced vehicle pollution. The Mobile Sources Program also administers the oxygenated fuels program in the Denver metropolitan area to reduce the levels of carbon monoxide in mid-winter. The staff conducts studies and administers programs to reduce diesel and other mobile source 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 Colorado 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, and provides technical assistance to local governments. All community drinking water systems must submit self-monitoring reports and meet Colorado Board of Health water quality standards.

***Consumer Protection Division.*** This division assures that food, drugs, milk, and other consumer products are safe, properly labeled, and free from contamination, and coordinates consumer protection activities with local, state, and federal agencies.

The division staff conducts environmental health and safety inspections of public facilities, such as restaurants, schools, and child care facilities, 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.

***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 that

generate, treat, store, transport, or dispose of hazardous wastes are subject to compliance requirements. 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 tailing sites and many smaller contaminated areas.

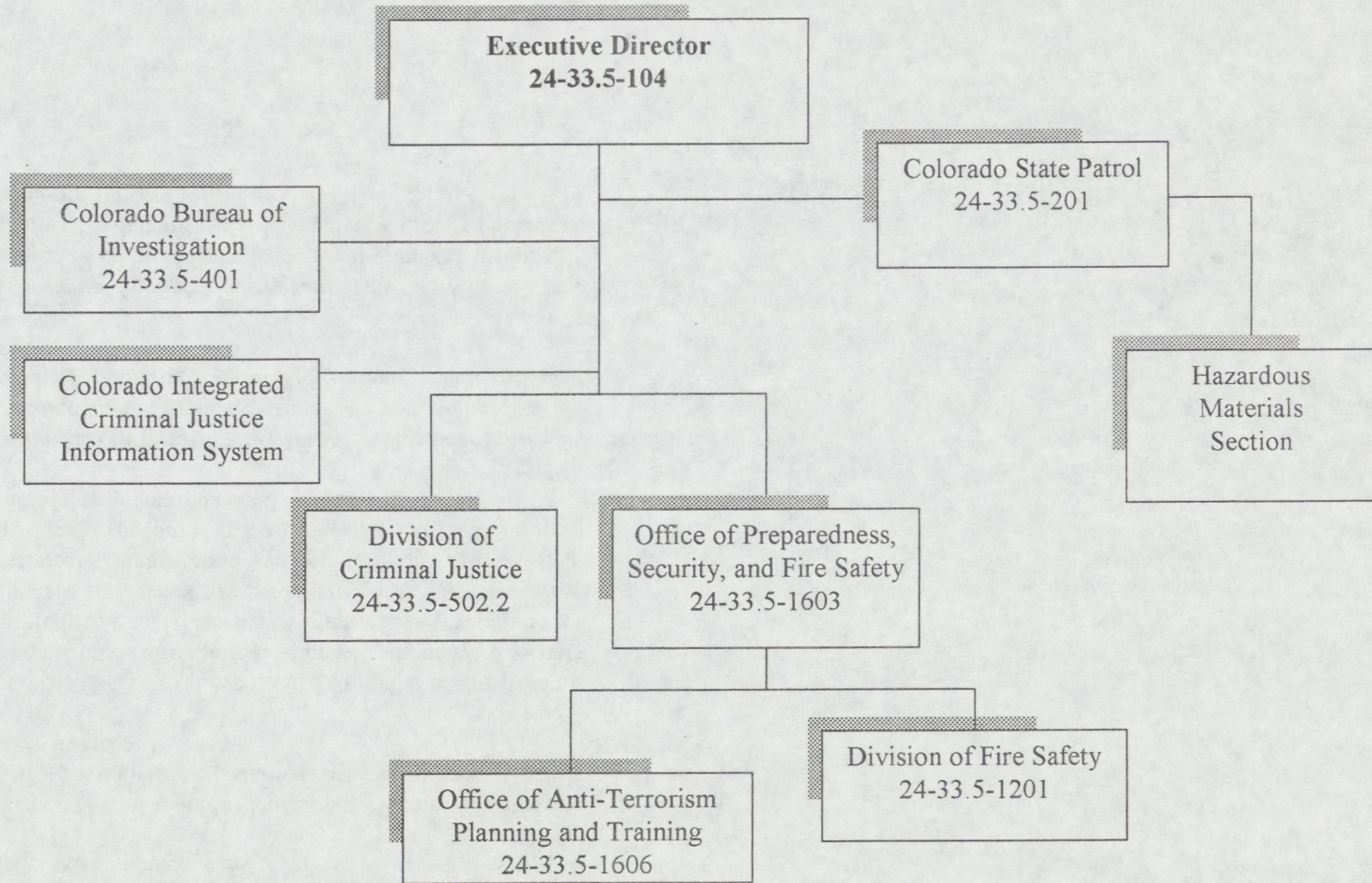
A nine-member Colorado Hazardous Waste Commission promulgates rules pertaining to hazardous wastes to protect public health and the environment.

This division seeks to prevent risks to public 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 individuals' exposure to radioactive materials resulting from occupational accidents or environmental contamination.

*Pollution Prevention Advisory Board.* This board provides overall guidance and advice to the department on pollution prevention activities including pollution education, training, and technical assistance programs.

*Environmental Leadership Program.* This statewide initiative recognizes Colorado's environmental leaders and promotes sustainable environmental practices that are utilized by a diverse group of business, industry, and non-profit operations.

# DEPARTMENT OF PUBLIC SAFETY



## DEPARTMENT OF PUBLIC SAFETY

**FY 2003-04 Budget: \$195.5 million**

**Number of Personnel: 1,247**

**Major Functions: To address public safety by providing technical assistance on law enforcement matters to state and local governmental agencies, and by enforcing state laws relating to public safety.**

*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 to locate fugitives, missing persons, and lost, stolen, or recovered property. CBI coordinates the Amber Alert program with local law enforcement agencies and media broadcasters. The bureau is also responsible for maintaining and distributing missing children reports, compiling and disseminating statistics, and conducting a regular comparison of missing children reports with Colorado school enrollment data. CBI conducts background checks on people before they purchase a firearm from a federal firearms licensee or prior to issuance of a concealed weapons permit.

The bureau provides state law enforcement agencies with technical services such as the analysis of physical evidence recovered during criminal investigations. Upon request from local police agency officials, the bureau assists 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 the CBI has participated; investigates organized crime activities that transcend local

jurisdictions; and investigates 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 is responsible 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 it relates to highways; assisting motorists; presenting safety and educational programs; providing executive and legislative security; improving motor carrier safety; stopping vehicles to examine permits for carrying livestock; routing hazardous materials; and enforcing the transportation of hazardous and nuclear materials.

*Division of Criminal Justice.* The division consists of six program units, one partnership office (Colorado Regional Community Policing Institute), and an administration unit.

The *Office of Research and Statistics* is responsible for major research projects, including state prison population projections.

The *Office of Community Corrections* provides funding to support alternatives to prison for felony offenders. The program involves allocating funds to local boards appointed by county commissioners who subcontract with public or private agencies to provide program services at 34 community corrections programs statewide.

The *Office of Drug Control and System Improvement* acts as the planning agency for the receipt and administration of federal funds from the U.S. Department of Justice. The unit provides training and technical assistance to improve public safety and manages grants to criminal justice agencies that seek to reduce crime and drug abuse and improve the criminal justice system.

The *Office for Victims Programs* is committed to the physical and emotional recovery of crime victims and to restoring victims' confidence in the criminal justice system. The unit also administers three federal grant programs: Victims Compensation, victim assistance through the Victims of Crime Act (VOCA), and Stop Violence Against Women Act (VAWA). It also administers the state VALE (Victim Assistance and Law Enforcement) grant program.

The *Office of Juvenile Justice* administers the Juvenile Diversion Program and provides grants, training, and technical assistance to Colorado communities attempting to reduce delinquency and improve placement options for accused and adjudicated juvenile offenders. Juvenile diversion programs serve youth when they are charged with a crime or adjudicated or committed to state institutions.

The *Office of Domestic Violence and Sex Offender Management* supports the Domestic Violence Management and Sex Offender Management boards in developing standardized procedures for the evaluation, treatment, and monitoring of domestic violence and sex offenders.

*Office of Preparedness, Security and Fire Safety.* The office promotes prevention, preparedness, communications, and counter terrorism intelligence sharing capabilities with other organizations in the public and private sector to enhance the Colorado crisis management structure and help combat domestic and international terrorism. Accordingly, the office coordinates planning, response, and training efforts in Colorado in response to terrorist threats. In addition, the office seeks federal funding to provide the resources necessary to administer Colorado's homeland security efforts.

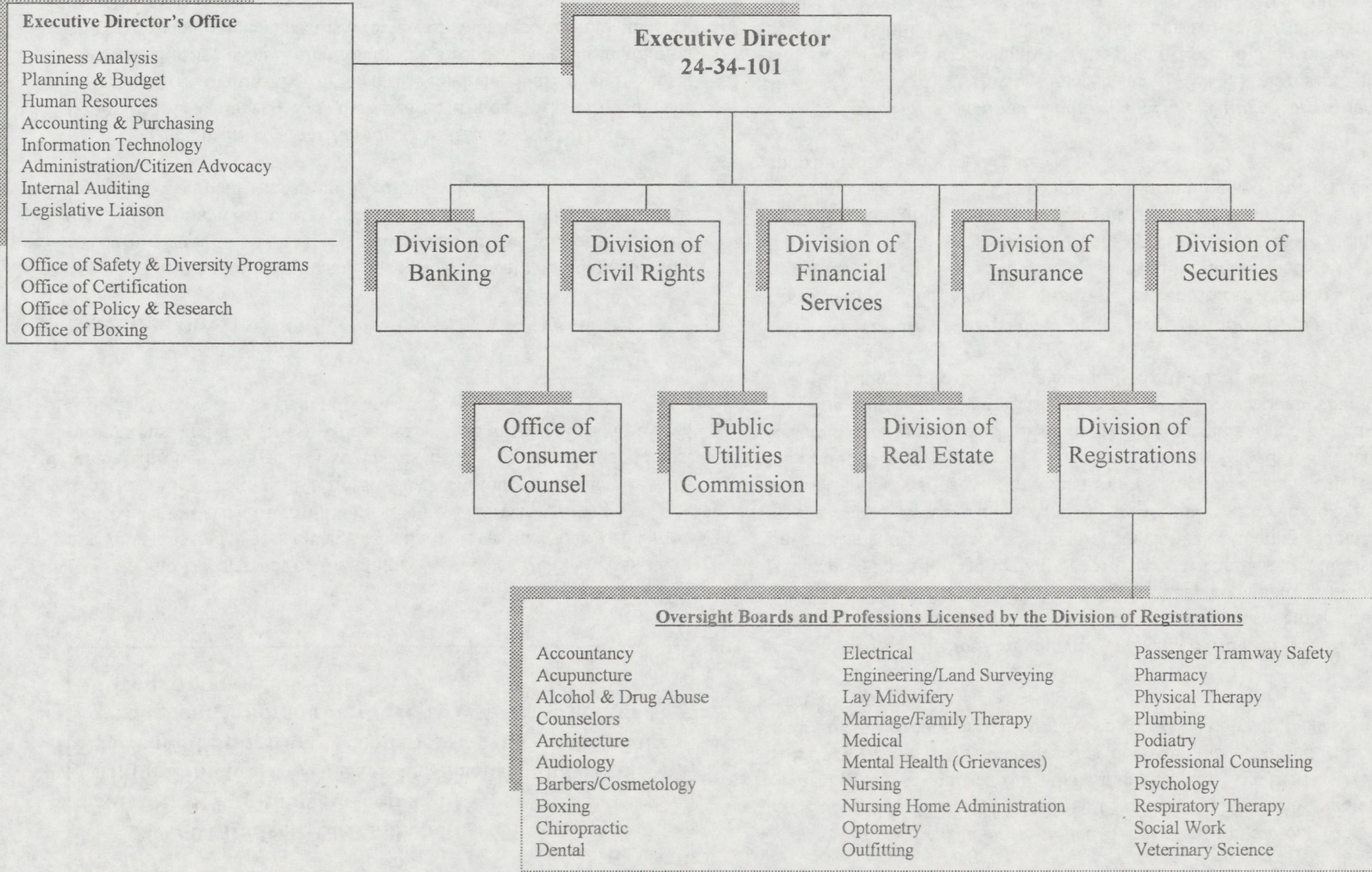
*Division of Fire Safety.* The division helps define and develop solutions to fire safety problems that are common to local, state, and federal government units. The division also advises the Governor and the General Assembly regarding fire safety problems in the state. This division is responsible for promoting coordination between state and local governments charged with the prevention of, protection from, and

investigation of fires; administering a statewide system for reporting fire-related incidents and making firefighting resources available; and providing emergency medical services. In addition, the division serves as an information clearinghouse on fire safety and provides technical assistance to local governments concerning fire safety, including safety issues surrounding fireworks and the handling of hazardous materials. The division is also charged with preparing a statewide mobilization plan to allocate resources for large-scale, multi-jurisdictional disasters not related to terrorism.

The division is responsible for several statutory programs including: (1) a fire service education and training program; (2) a voluntary certification program for firefighters and first responders; (3) a voluntary certification program for hazardous materials responders; (4) regulating the fire suppression system industry and certifying fire suppression system inspectors through the fire suppression program; (5) regulating the importation, exportation, wholesale and retail sale, and the use of fireworks under the Colorado Fireworks Act; and (6) establishing and enforcing minimum standards of fire and life safety in gaming establishments under the Colorado Limited Gaming Act.



# DEPARTMENT OF REGULATORY AGENCIES



## DEPARTMENT OF REGULATORY AGENCIES

**FY 2003-04 Budget: \$67 million**

**Number of Full-time Personnel: 518**

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

The Department of Regulatory Agencies (DORA) consists of nine divisions and offices created by statute. Two additional offices are located within the Office of the Executive Director, along with the department's management offices. The divisions are generally self-funded through fees and assessments of the regulated individuals, professions, and industries, with the exception of the Division of Civil Rights, which receives General Fund moneys.

### Executive Director's Office

The department's management functions are coordinated in the Executive Director's Office. Two additional offices are located within the office: the Office of Policy and Research, and the Office of Economic Competitiveness and Regulatory Reform.

*Office of Policy and Research Sunrise/Sunset.* The Office of Policy and Research (OPR) is the research arm of the department. The department is statutorily directed to conduct Sunrise and Sunset reviews. Sunrise is an evaluation of new proposals seeking regulation of a profession, while sunset is a review of state agencies and advisory committees conducted every 5 to 15 years to determine the need for continued regulation. The office recommends new regulation, improvement of existing programs, or elimination of unnecessary

programs. The executive director submits the department's findings and recommendations to the General Assembly.

*Office of Economic Competitiveness and Regulatory Reform (OECRR).* The Office of Economic Competitiveness and Regulatory Reform reviews proposed rules that state agencies have filed with the Secretary of State. An analysis is done on the proposed rule to determine the proposed rule's impact on economic competitiveness, job creation, and small businesses.

*Division of Banking and the Colorado State Banking Board.* The division regulates state-chartered commercial banks, trust companies, industrial banks, money order companies, money transmitters, and foreign capital depositories. It charters and licenses financial institutions, issues rules and regulations affecting regulated institutions, conducts examinations of state-chartered institutions and licensees, closes state-chartered institutions when necessary, enforces the Public Deposit Protection Act, and works closely with the Federal Reserve Bank and with the Federal Deposit Insurance Corporation. The Colorado State Banking Board is an eight-member panel charged with the policy and rule-making authority for the division.

*Civil Rights Division and the Colorado Civil Rights Commission.* The division administers and enforces Colorado's civil rights laws in employment, housing, and public accommodations on the basis of race, sex, national origin, ancestry, physical or mental disability, religion, color, and marital status (housing and public accommodations only). The commission formulates policy and hears appeals in discrimination cases.

*Office of Consumer Counsel and the Utility Consumers' Board.* The Office of Consumer Counsel (OCC) represents the interests of residential, small business, and agricultural consumers before the Public Utilities Commission, certain federal agencies (such as the Federal Communications Commission), and in the courts on appeal. The OCC is Colorado's consumer advocate in electric, gas,

and telecommunications utility rate and rule making matters. The 11-member Utility Consumers' Board gives policy guidance to the OCC.

*Financial Services Division and the Financial Services Board.* The division examines and supervises state-chartered credit unions and savings and loan associations in order to evaluate financial soundness and compliance with applicable laws and regulations. The division also approves new charters for and mergers of the financial institutions under its jurisdiction. The division enforces the Public Deposit Protection Act for savings and loans and oversees financial activities of life care institutions providing long-term residence and care for the elderly. The five-member Financial Services Board is the policy-making and rule-making authority for the division.

*Insurance Division.* The division regulates traditional insurance entities, including automobile, homeowners, life, health, and workers' compensation insurers. It also regulates health maintenance organizations (HMOs), preneed funeral companies, bail bond companies, fraternal benefit societies, captive insurers, and self-insurance pools.

*Public Utilities Commission (PUC).* The three-member PUC is charged with assuring that the public receives safe and reliable utility services at affordable prices and that providers have the opportunity to receive reasonable returns on their investments. The commission's regulatory responsibilities include local telecommunication service providers, long-distance operator service and providers, investor-owned electric, gas, and water utilities, wholesale municipal utilities, electric associations, gas pipeline inspection units, railroad and motor carrier utilities, railroad corporations, and public railroad-highway grade crossings.

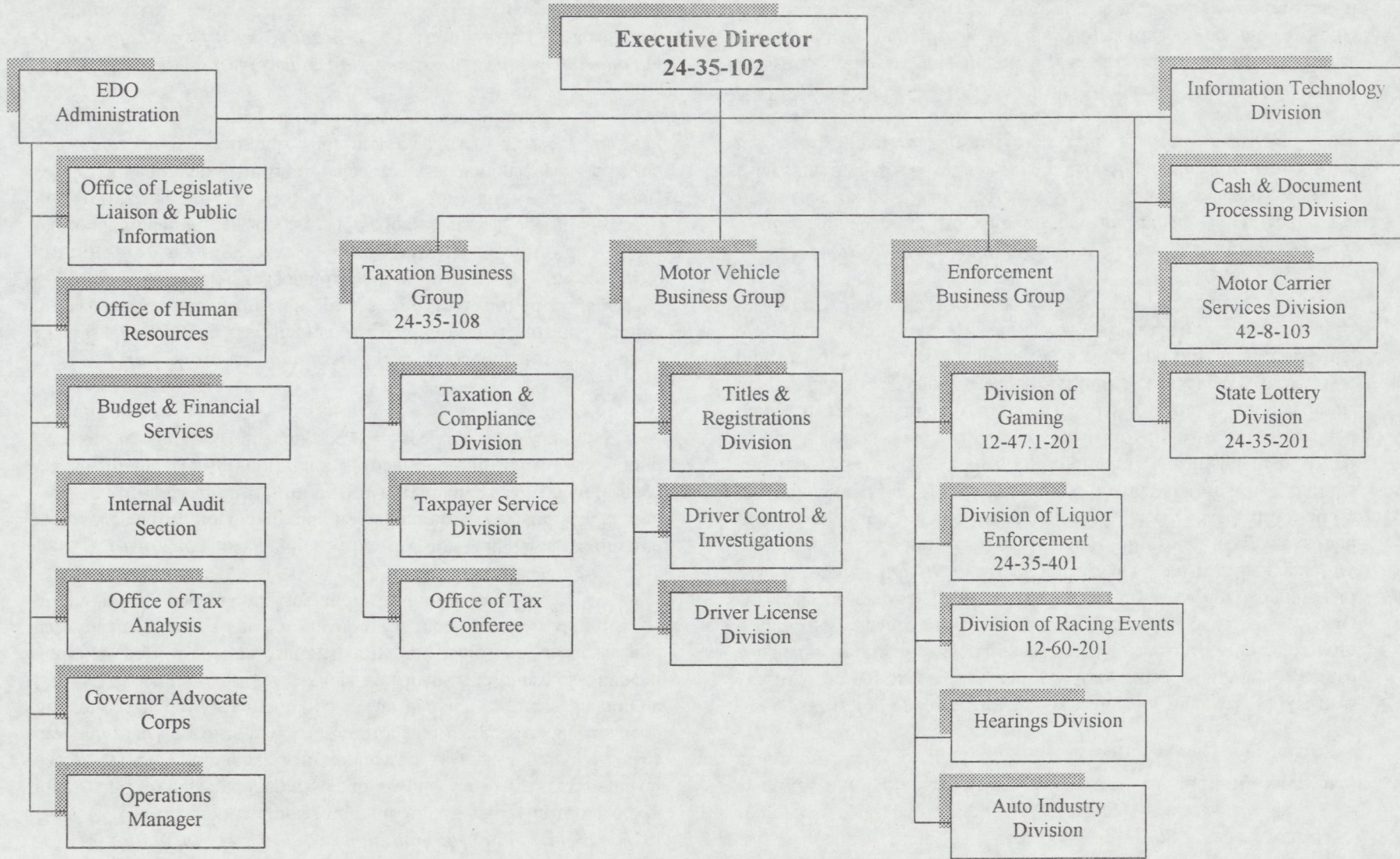
*Division of Real Estate, the Real Estate Commission, and the Board of Real Estate Appraisers.* The division licenses and disciplines real estate salespersons and brokers, regulates earnest money deposits and escrow and trust funds, administers the Real Estate Recovery Fund, regulates time-share projects sold in Colorado and

developers of subdivisions consisting of 20 or more residential sites, and administers the errors and omissions insurance program. The five-member Real Estate Commission conducts rule-making hearings, makes policy decisions, considers licensing matters, reviews complaints and takes disciplinary action against licensees. The seven-member Board of Real Estate Appraisers has authority over rule-making and enforcement.

*Division of Registrations.* The division identifies and licenses qualified practitioners, facilities, programs, and equipment. It also conducts investigations and inspections to ensure compliance with generally accepted standards of practice, conduct, or safety; restricts, suspends or revokes licenses when generally accepted standards of practice, conduct, or safety are not met; and administers the regulatory programs. The division oversees the following occupations and professions: accountants, acupuncturists, alcohol and drug abuse counselors, architects, audiologists and hearing aid providers, barbers and cosmetologists, boxing, chiropractors, dentists and dental hygienists, electricians, engineers and land surveyors, marriage and family therapists, midwives, nurses and nurse aides, nursing home administrators, optometrists, outfitters, passenger tramways, pharmacists, physical therapists, physicians and physician assistants, plumbers, podiatrists, professional counselors, psychologists, respiratory therapists, social workers, and veterinarians.

*Division of Securities and the Colorado Securities Board.* The division licenses stockbrokers and investment advisers and the firms that employ them, registers securities and reviews exemption filings, investigates complaints and potential violations of the securities law, and monitors broker-dealer activities and investment sales promotions. It also performs on-site broker-dealer examinations of NASD members, intrastate securities brokerage firms, state-based investment advisers, and financial planners; administers and enforces the Colorado Commodity Code; and regulates and monitors the issuance of certain Colorado municipal bonds and the operations of local government investment pool trust funds. The five-member Securities Board provides oversight for the Securities Commissioner.

# DEPARTMENT OF REVENUE



## DEPARTMENT OF REVENUE

**FY 2003-04 Budget: \$525 million**

**Number of Personnel (2004): 1,455**

**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 Group

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

- Income Taxes
  - Corporate
  - Fiduciary (estates and Trusts)
  - Individual Income
  - Withholding
  - Partnerships
- Sales/Use Taxes
  - State Sales/Use Taxes
  - RTD Sales/Use Taxes
  - Cultural and Scientific District Sales/Use Taxes
  - City and County Sales Taxes
- Severance Taxes
- County Lodging Tax
- Cigarette and Tobacco Products Taxes
- Liquor Excise Taxes

- 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
- PUC Fixed Utility Fees
- Trade Name Registrations
- Mineral Audit Program
- Food Service Establishment Licenses
- Colorado International Registration
- Estate, Inheritance and Gift Taxes Program
- Passenger Mile Tax
- CFC Surcharge
- Para-Mutuel Wagering Taxes
- Mass Transit System Tax
- Waste Tire Disposal Fee
- Short-term Rental Tax

**Taxpayer Service Division.** This division promotes voluntary compliance with tax laws through education and taxpayer assistance. The division provides access to the department through phones, Internet and personal interaction in Denver and in five district offices throughout the state. The division provides seminars and newsletters designed to inform and assist the taxpayer and reviews tax returns and assists taxpayers.

**Taxation and Compliance Division.** This division is responsible for the enforcement of the state's tax laws including auditing tax accounts and assessing unpaid taxes. It is also responsible for collection activities by contacting delinquent taxpayers, executing distraint warrants, seizing and selling property, and garnishing wages and other assets. The division also resolves taxpayer protests associated with delinquent billing notices. In addition, the division is responsible for conducting criminal tax investigations and referring cases to the Attorney General's Office for prosecution.

## **Motor Vehicle Group**

The *Motor Vehicle Group* is composed of the Titles and Registrations Division, Driver Control and Investigations Division, and Driver License Division. These divisions administer the state's motor vehicle laws including driver licensing and post-licensing control, accident reporting, record maintenance, information services, voter registration, and titling and registration of motor vehicles. In addition, the divisions are responsible for licensing and regulating occupational driving schools, commercial drivers, motor vehicle dealers and salesmen, and emissions stations and inspection personnel. Seventeen of the 55 driver license offices are operated for the Motor Vehicle Group Driver License Division by county governments. A distributed data processing program operates an automated system for recording motor vehicle titles and registration transactions that are performed on behalf of the department by county governments.

## **Enforcement Group**

*Liquor/Tobacco 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 statewide uniform compliance; and educating the industry, the public, and local government concerning the requirements of the laws. The division has been designated as the state agency responsible for enforcing Colorado's tobacco underage use laws. In addition to its main office in Denver, the division maintains four field offices. All division investigators have the power of peace officers.

*Gaming Division and Colorado Limited Gaming Control Commission.* 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.

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.

*Racing Division and Colorado Racing Commission.* This division and commission 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; licensing of race tracks; allocating race days among race tracks; testing animals for drugs; investigating complaints of illegal wagering activity and racing animal abuse; and monitoring legal wagering activity, including off-track betting. All division investigators have the power of peace officers.

## **Information Technology Division**

The Information Technology Division (ITD) encompasses support for the department's centralized databases, data communication infrastructure, centralized print operations, and scheduling of all mainframe production applications. System development, legislation implementation, and application support are provided for by the Taxation Group. In the Motor Vehicle Group, ITD coordinates CSTARS (Colorado State Titling and Registration System).

## **Cash and Document Processing Division**

This division processes checks and documents related to the payment of taxes, fees, licenses and other transactions required by statute. It also provides department-wide support services for document management (records management, graphics, forms, and outgoing mail), telecommunications and facilities management.

## Motor Carrier Services Division

The Motor Carrier Services Division was created to consolidate the Colorado Department of Revenue's transportation business lines. The division is composed of the Ports of Entry, International Registration Plan, and the Fuel Tax Sections.

The division performs a number of control, enforcement, collection, and inspection functions that involve commercial vehicles, the trucking industry, commercial haulers, vehicles operating on highways, livestock health inspections, and vehicle safety standards. The division is also involved in the permitting system for the transportation of hazardous materials.

The *International Registration Plan* (IRP) registration reciprocity agreement among the states of the United States and provinces of Canada provides for payment of interstate vehicle license fees and ownership taxes on the basis of fleet miles operated in various jurisdictions. The IRP section administers the provisions of this plan which includes the receipt, collection, and distribution of apportioned and prorated fees.

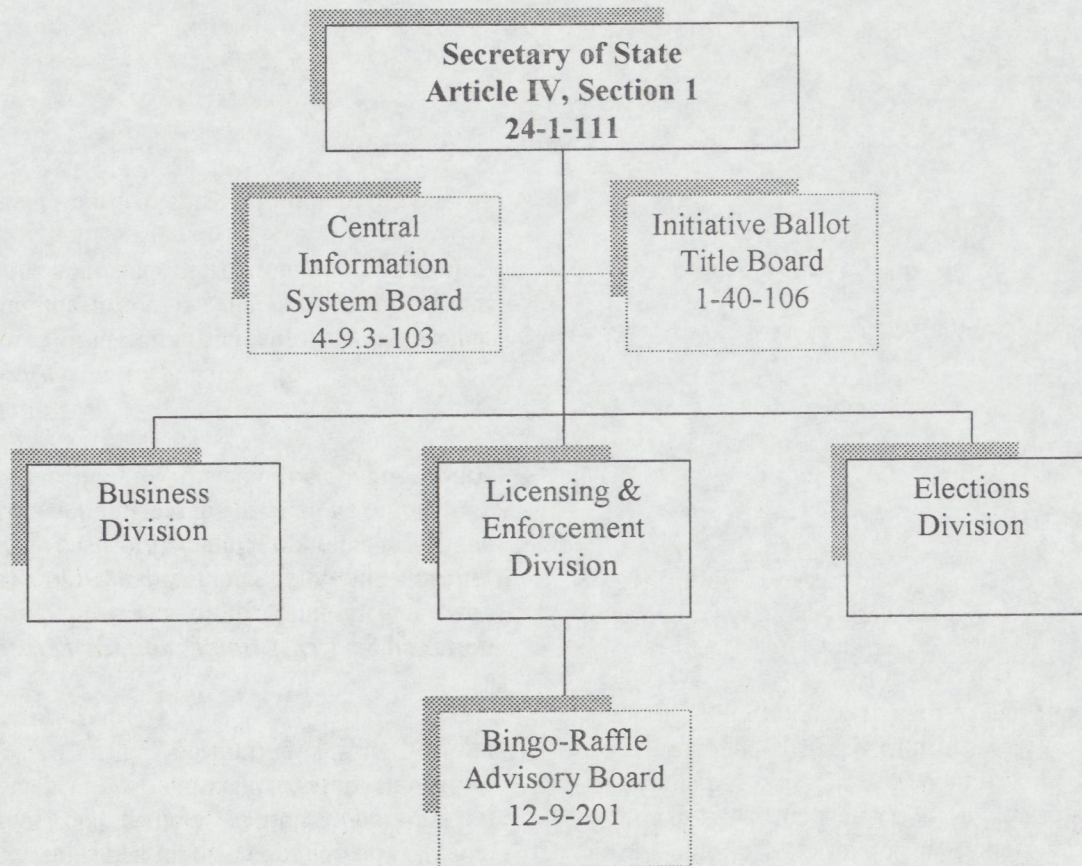
The *Fuel Tax Section* is responsible for administering Colorado's fuel tax laws by providing training and information, issuing licenses and decals, maintaining accounts, analyzing refunds, and distributing funds for both the state and international fuel programs.

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

## Lottery Division and Colorado Lottery Commission

This division is charged with administering the state lottery. The commission is the policy-making body with authority to promulgate rules and regulations concerning the operation of the lottery. The division is designated as an enterprise for purposes of Section 20 of Article X of the State Constitution (TABOR). Funds generated from the Lottery are constitutionally dedicated to benefit Great Outdoors Colorado, the State Division of Parks and Outdoor Recreation and the Conservation Trust Fund, from which funds are distributed to cities, towns, counties and special districts for parks, recreation, and open space purposes. The division is headquartered in Pueblo, with a total of four offices located throughout the state.

# DEPARTMENT OF STATE





## DEPARTMENT OF STATE

**FY 2003-04 Budget: \$15.5 million**

**Number of Personnel: 109**

**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.**

The major departmental functions of the office of the Secretary of State include supervision and administration of the Colorado Corporations Code, the Colorado Election Code, the Fair Campaign Practices Act, the public official disclosure law, the governmental ethics law, the Uniform Commercial Code, the bingo and raffles law, the Uniform 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 titles of 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.

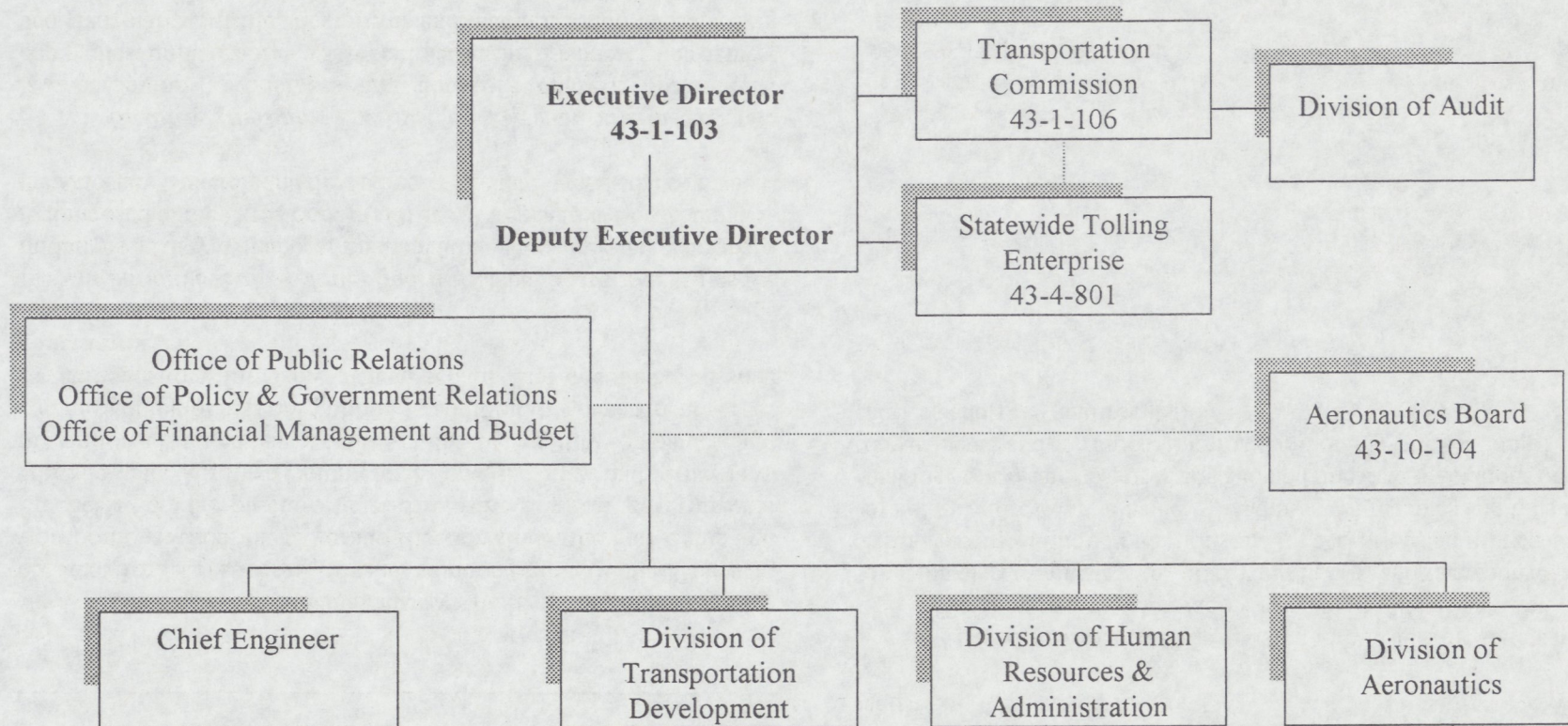
*Business Division.* The Business Division administers state law pertaining to business and nonprofit entities, professional companies, unincorporated associations, business names, trade names, and trademarks. It files documents and maintains records regarding these filings, makes this information accessible to the public, and provides public assistance and education. Also, the Business Division performs the duties of the Central Filing Officer in filing, indexing, and searching Uniform Commercial Code financing statements, security

interests in farm products, and other miscellaneous lien records such as federal tax liens, hospital liens, agistor's liens, child support liens, and railroad equipment liens.

*Elections Division.* The Secretary of State is the chief election official for the state. This division administers the state Election Code, the Fair Campaign Practices Act, the lobbyist registration law, and the public official disclosure law, and maintains the state's master voter registration list. Its primary function 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.

*Licensing Division.* The division administers the state's bingo and raffles law and the Colorado Charitable Solicitations Act. 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 these notices and rules and regulations.

# DEPARTMENT OF TRANSPORTATION



## DEPARTMENT OF TRANSPORTATION

**FY 2003-04 Budget: \$846.5 Million**

**Number of Personnel: 3,297**

**Major Functions: To coordinate various modes of transportation in the state and manage and supervise the state highway system.**

*Transportation Commission.* An eleven-member body appointed by the Governor, the commission allocates the department's funds and is the policymaking entity for most of the divisions within the department. The commission 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 the Chief Engineer.* The office is responsible for the development of the state's roadways, including all construction and maintenance activities on Colorado's highways, bridge and highway design, environmental review and compliance, construction management, materials testing, and traffic engineering. The office develops and implements standardized highway maintenance plans and maintenance training programs, and performs inspections statewide to ensure uniform maintenance practices. The office 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 traffic. The division also collects transportation data and conducts research.

*Aeronautical Board.* This seven-member 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.

*Statewide Tolling Enterprise.* The Statewide Tolling Enterprise acts as a government-owned business within the Department of Transportation. The Transportation Commission serves as the board of the Statewide Tolling Enterprise, whose mission is to create and maintain additional highway capacity through the financing, construction, operation, regulation, and maintenance of a statewide system of toll highways.

*Office of Financial Management and Budget.* The office is responsible for developing the department's annual budget and oversees all budget-related matters for the department, including the State Transportation Improvement Program and the TRANs Bonding Program.

*Office of Policy and Governmental Relations.* The office analyzes, communicates, and formulates strategies for local, state, and federal policy issues for the department. Other services include the management of internal department policy directives and procedures as approved by the Transportation Commission.

*Office of Public Relations.* Media, public and employee communications are coordinated through the office. Other services include construction/maintenance advisories and publications, and internal/external communications during crises or emergencies.

**DEPARTMENT OF TREASURY**

**State Treasurer**  
**Article IV, Section 1**  
**24-36-101**

**Deputy**  
**Treasurer**

**Cash Management**

**Accounting Section**

**Investment Section**

**Unclaimed Property**  
**Program**  
**38-13-101**

## DEPARTMENT OF TREASURY

**FY 2003-04 Budget: \$261.8 million**

**Number of Personnel: 25**

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

The Department of Treasury provides cash management, banking, and investment services for all state funds deposited with the treasury. The moneys 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 custody of the treasurer for transfer to local governmental entities. These include moneys received under federal flood control, oil leasing, forestry, grazing, and rehabilitation programs. The treasurer also is responsible for paying warrants drawn on the treasury by the state controller.

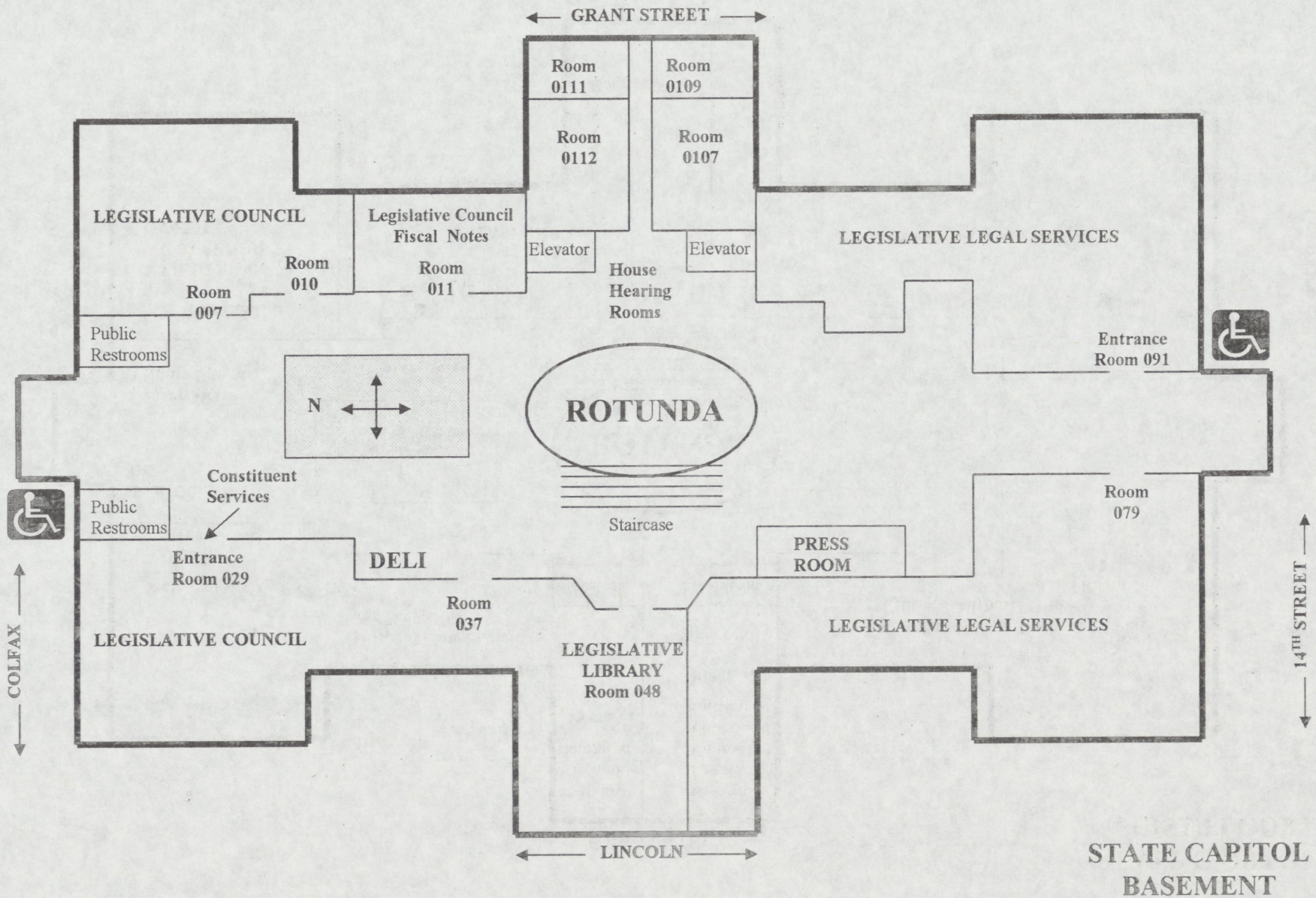
The treasurer is an ex-officio member of the Public Employees' Retirement Association Board.

*Accounting Section.* This section provides the cash processing oversight for the state, which involves the receipting, recording, and reconciliation of state moneys. In addition, the accounting section is responsible for the apportionment of the Highway Users Tax Fund (HUTF) and the monthly allocation of interest revenue to state agencies. The section also administers the Elderly Property Tax Deferral Program, which pays the property taxes of qualified elderly property owners.

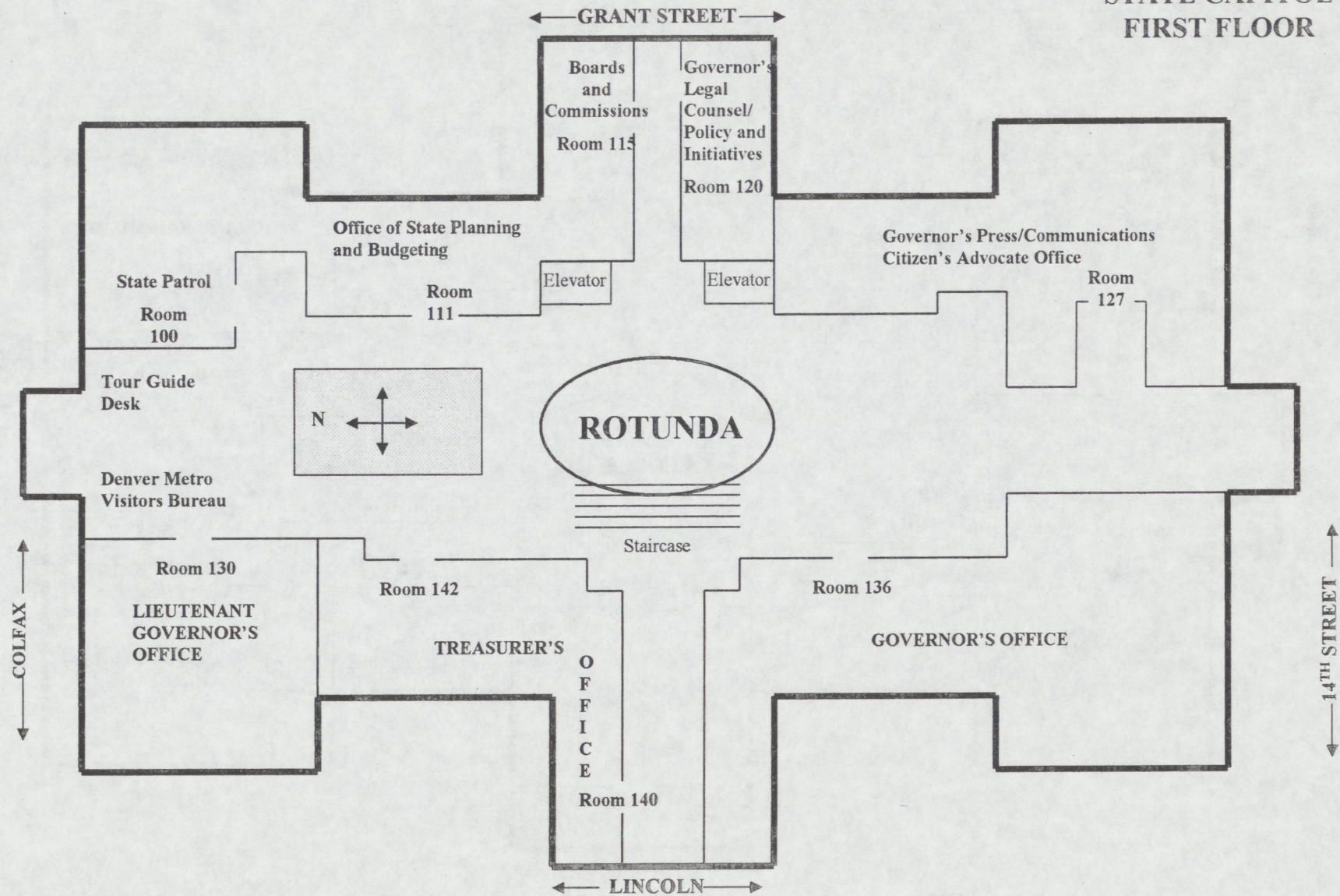
*Investment Section.* This section is charged with providing the highest possible interest earnings on investable funds for the state within the parameters of legality, safety, and liquidity.

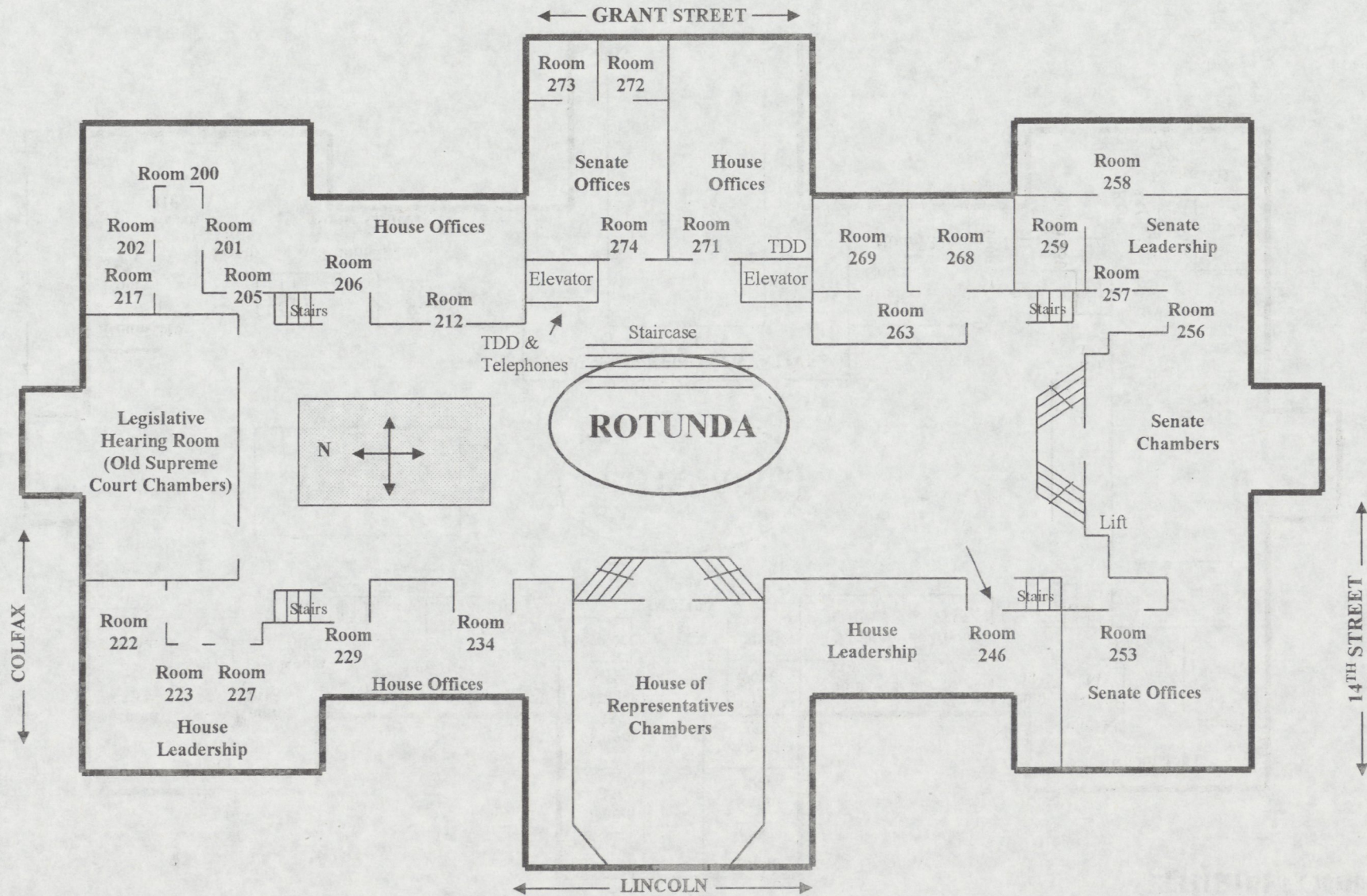
*Unclaimed Property Program.* This program administers the Unclaimed Property Act and locates lost, abandoned, or unclaimed property and returns it to rightful owners. All companies and financial institutions report and remit all unclaimed moneys, securities, and safe deposit box contents to the treasury.

*Cash Management.* Cash Management includes promoting the efficient processing of state receipts and disbursements, maintaining effective banking relationships, implementing the federal Cash Management Improvement Act, and providing cash management assistance to state agencies and local governments.



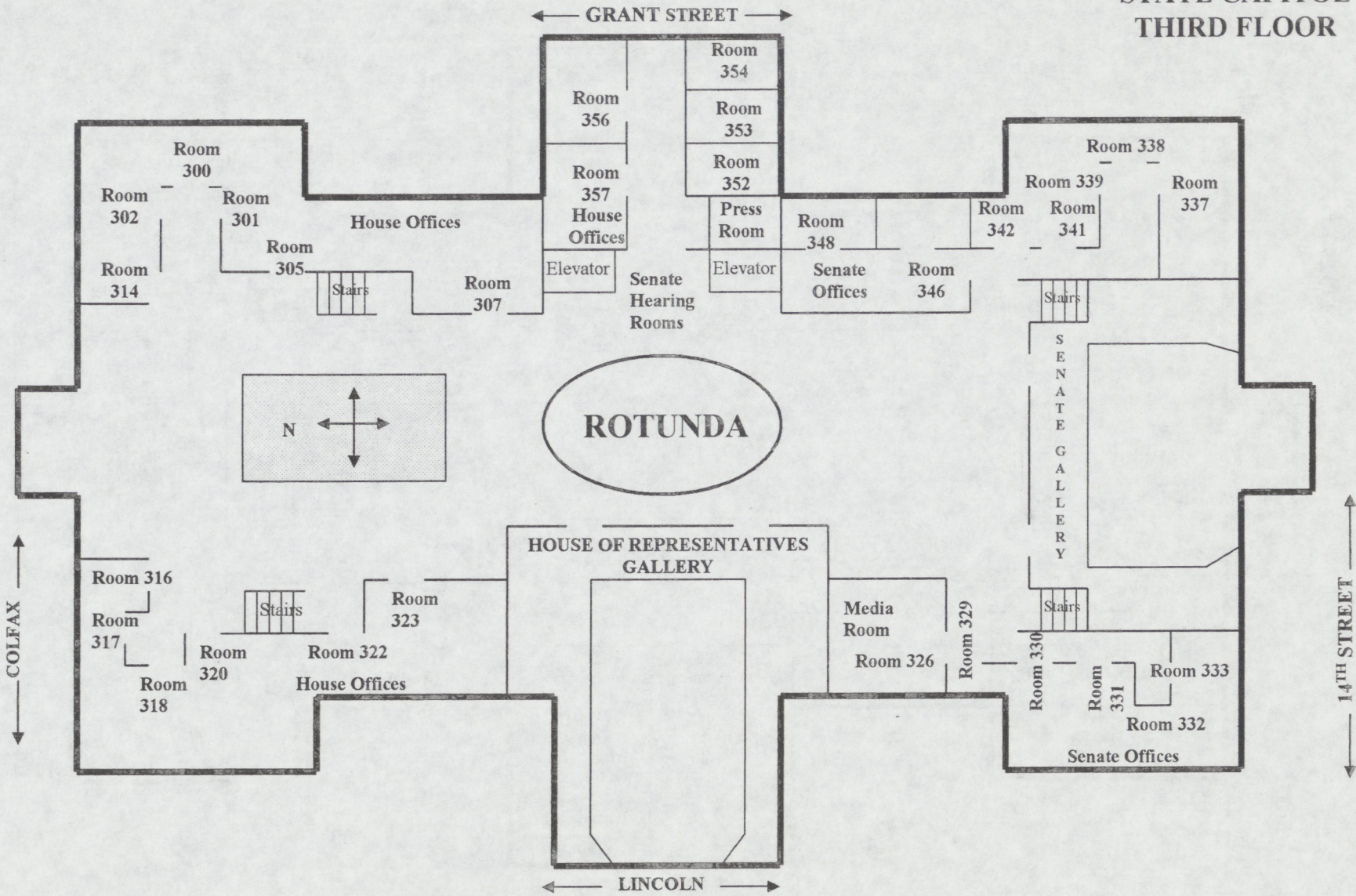
**STATE CAPITOL  
FIRST FLOOR**







STATE CAPITOL  
THIRD FLOOR



RECEIVED

MAR 12 2004

STATE PUBLICATIONS  
Colorado State Library