



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES  
AGENCY POLICY STATEMENT**

**SUBJECT: ORGANIZATIONAL STRUCTURE**

**INDEX NUMBER: 102.00**

**EFFECTIVE DATE: 1 April 2021**

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**PURPOSE:** To establish and maintain an organizational structure to achieve the mission of the West Virginia Division of Administrative Services.

**REFERENCE:** West Virginia Code §15A-2-1, §15A-2-2, and §15A-2-4.

**RESPONSIBILITY:** None.

**CANCELLATIONS:** Any previous written or verbal instruction on this subject.

**APPLICABILITY:** All Division of Administrative Services employees.

**DEFINITIONS:** The words defined in this section have the meanings given them for purposes of this policy statement.

**Director, Deputy Director, or Assistant Director:** mean the employees appointed to those positions at the West Virginia Division of Administrative Services (DAS).

**Section:** a major organizational component of the agency typically administered by a Deputy Director, or Assistant Director.

**Unit:** an organizational component within a section. A unit may be under the leadership of a manager, supervisor, or lead worker reporting to an Assistant Director, Deputy Director, or Director.

**POLICY:** The Director shall establish and maintain DAS's organizational structure to achieve the mission of DAS. DAS's organizational structure will be approved in writing by the Director.

**I. Master Organizational Chart**

The Director shall approve a master organizational chart that establishes the major sections of DAS. Employees on the master organizational chart will be listed by name, working title, and position number. DAS sections currently authorized are: Human Resource Section, Purchasing Section, Fiscal Operations Section, Asset and Fleet Management Section, and the Justice and Community Services Section.

**II. Section Organizational Charts**

Deputy Directors and Assistant Directors shall coordinate with the Internal Auditor and Assistant Director – Human Resources to develop detailed organizational charts for the section(s) they administer. Section organizational charts will delineate all units within each section. Section organizational charts will list each employee in the section by name, working title, and position number. Section organizational charts will be reviewed and approved by the Director.

**ATTACHMENTS:**

None.

**APPROVED SIGNATURE:**



**Michael V. Coleman, Director**

*03/23/2021*

**Date**