



Executive Office of the Governor Summary of Functions

The Executive Office of the Governor exercises the highest level of executive authority, informs the Legislature on the conditions of the State, directs executive programs and responses toward solving problems and implementing legislative intent, oversees agencies, and participates in Cabinet functions. The function of the Office is to assist the Governor in meeting these responsibilities. Key responsibilities include administering the executive planning and budgeting functions and assessing the efficiency and effectiveness of State programs and agencies. The Executive Office of the Governor provides administrative and programmatic support to the Governor. The units in the Office are:

ADMINISTRATION

The Office of Administration oversees and provides administrative support to the Office of the Governor for all activities related to purchasing, finance and accounting, budget preparation and execution, personnel management, safety and emergency evacuation, facility management, parking, supplies, property, records retention and mail collection and distribution.

APPOINTMENTS

The Appointments Office supports the Governor in meeting his major obligation to appoint qualified, representative and appropriate people to a large number of Boards, commissions and important leadership roles throughout the State.

CABINET AFFAIRS

Cabinet Affairs assists the Governor in carrying out his responsibilities with the Cabinet and serves as liaison with Cabinet agencies.

CITIZENS SERVICES

Citizens Services is divided into two units. The correspondence unit ensures responses to all incoming correspondence for the Governor. The citizens' assistance unit monitors agencies under the Governor's direct jurisdiction by regarding complaints filed in writing and by telephone. Citizens Services also provides courtesy greetings.

COMMUNICATIONS & PRESS

The Communications Office provides support for the Governor in the dissemination of information regarding his programs and initiatives. The office provides information regarding the Governor's agenda to radio, print, internet and television journalists, issues press releases, schedules press conferences, and announces appointments to various offices.

EXECUTIVE

The Chief of Staff and Deputy Chiefs of Staff assist the Governor in the formulation and implementation of his policies through legislation, the budgetary process, and supervision of executive agencies. They ensure that the executive agencies' legislative packages and budget requests are consistent with the Governor's mission. Their goal is to effectively manage the Executive Office of the Governor in the pursuit of this mission.

EXTERNAL AFFAIRS & SCHEDULING

The External Affairs office supports the Governor by advancing his public appearances, advancing his schedule, and acting as liaison for the Governor to the community. This office coordinates volunteer and community initiatives around Florida, and oversees the Governor's Special Assistants throughout the state. The External Affairs office is responsible for issuing proclamations on behalf of the Governor, as well as overseeing his scheduling office.

INFORMATION SYSTEMS

Information Systems is charged with the duty of keeping all technology resources in the Executive Office of the Governor working properly. From phone systems to computer networks and printers, everything that facilitates communication and the transfer of information between the executive units as a single enterprise, is our area of expertise and responsibility.

CHIEF INSPECTOR GENERAL

The Office of the Chief Inspector General has the responsibility for promoting accountability, integrity, and efficiency in state government. The Chief Inspector General has responsibility for monitoring the activities of the Offices of Inspectors General in the state agencies that are under the jurisdiction of the Governor. The Chief Inspector General also serves as the agency Inspector General for the Office of the Governor. The Chief Inspector General reports directly to the Governor.

LEGAL

The Office of the General Counsel serves as the legal advisor to the Governor and the Executive Office of Governor. The Office advises the Governor and his staff on the complex legal issues that the Executive Branch faces on a daily basis.

LEGISLATIVE AFFAIRS

The Legislative Affairs office's mission is to advocate and secure passage of the Governor's legislative priorities; to ensure the proper and legal administration of the Governor's legislative role throughout the legislative process; and to provide counsel and support to the Governor and other staff members with regard to legislative matters and concerns. This office also provides the listing and progress of bills throughout the Legislative session.

LIEUTENANT GOVERNOR

The Lieutenant Governor serves as a key advisor to the Governor on all policy areas and this office carries out duties delegated by the Governor. These responsibilities include coordinating policy development and implementation on issues involving multiple State agencies, assisting with gubernatorial appointments, and assisting negotiations on issues with the State Legislature and with other State Governments.

OPEN GOVERNMENT

The Office has primary responsibility for ensuring that the Executive Office of the Governor complies with public records requests in an expeditious manner. Other activities for the Office include providing public records training, providing assistance to agencies or citizens with public records issues or concerns, and providing general oversight for the "Florida Has A Right To Know" website.

POLICY AND BUDGET

The Office of Policy and Budget (OPB) provides coordinated planning, policy development, budgeting and evaluation in support of the Governor, State agencies and State Legislature pursuant to authority under Florida law; as well as providing departmental planning, policy and budgetary analyses and recommendations for the Executive Office of the Governor. OPB is organized into nine policy units.