

## PEOPLE

2004

(No. 10 February 2002)

The people who rely on the information associated with the administrative information system can be divided into three groups, each with distinctly different needs:

1. The first is **the "user" group**. This group includes the people who rely on the information distributed through, or contained in, the administrative information system to provide that direction necessary to maximize their job performance. Users are located throughout the state, many of them seasonal employees with limited prior exposure to the department's policies and procedures.
2. The second group includes **those who are responsible for providing either policy and procedural direction or general interest information to the "users."** Normally, these are departmental managers or other persons charged with the development of specific program directives.
3. The third group contains **the people who comprise the administrative information system**. The administrative information system consists of the department's F.I.R.M. Unit, administrative information coordinators, administrative information officers, and administrative information program managers. The administrative information system simplifies the flow of information through these groups and provides a method for information storage and retrieval.

R  
E  
V

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)