

State of Alaska FY2010 Governor's Operating Budget

Department of Administration Administrative Services Component Budget Summary

Component: Administrative Services

Contribution to Department's Mission

Provide budget, financial, and procurement services to departmental programs.

Core Services

- Establish departmental business management policies and procedures and provide training for Department of Administration (DOA) administrative staff.
- Develop the department's annual budget; work with the Office of Management and Budget and the Legislative staff on budget matters.
- Provide centralized procurement, accounting, and budget support to DOA divisions.
- Oversee department business management practices to assure compliance with state and federal rules; coordinate Legislative and OMB audits of DOA programs.
- Work with ETS to ensure DOA Information Technology support is provided to all customers.
- Provide direct fiscal support and chargeback rate development services to the Enterprise Technology Services Division.

FY2010 Resources Allocated to Achieve Results

| | | |
|---|-------------------|-----------|
| FY2010 Component Budget: \$2,331,800 | Personnel: | |
| | Full time | 19 |
| | Part time | 0 |
| | Total | 19 |

Key Component Challenges

- Continue to provide support and training to all divisional staff to promote consistent, quality administrative work products.
- Continuing to improve support service delivery to programs based outside of Juneau.
- Provide chargeback rate stability for all chargeback programs within DOA.
- Establish a working governance structure for desk top computer support and application development in the Department of Administration.
- Maintain and continue to produce quality work products in the face of continued staff turn-over.

Significant Changes in Results to be Delivered in FY2010

No significant changes in results delivery are anticipated.

Major Component Accomplishments in 2008

- Developed Enterprise Technology Services chargeback rates and worked with other divisions to develop chargeback rates for facilities, risk management, and the Division of Personnel and Labor Relations.
- Continued to provide all necessary support services in the face of significant staff turnover.
- Successfully managed the Enterprise Technology Services task order system.

Statutory and Regulatory Authority

| | |
|----------|---|
| AS 37.07 | Executive Budget Act |
| AS 39.20 | Compensation and Allowances (salaries and travel) |
| AS 44.21 | Department of Administration |
| AS 44.62 | Administrative Procedure Act |
| AS 44.77 | Claims Against the State |

Contact Information

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Administrative Services Component Financial Summary

All dollars shown in thousands

| | FY2008 Actuals | FY2009 Management Plan | FY2010 Governor |
|--------------------------------|----------------|---------------------------|-----------------|
| Non-Formula Program: | | | |
| Component Expenditures: | | | |
| 71000 Personal Services | 1,424.1 | 1,564.2 | 1,622.0 |
| 72000 Travel | 6.0 | 10.1 | 10.1 |
| 73000 Services | 683.5 | 683.5 | 683.5 |
| 74000 Commodities | 17.2 | 16.2 | 16.2 |
| 75000 Capital Outlay | 0.0 | 0.0 | 0.0 |
| 77000 Grants, Benefits | 0.0 | 0.0 | 0.0 |
| 78000 Miscellaneous | 0.0 | 0.0 | 0.0 |
| Expenditure Totals | 2,130.8 | 2,274.0 | 2,331.8 |
| Funding Sources: | | | |
| 1004 General Fund Receipts | 65.9 | 58.0 | 115.8 |
| 1007 Inter-Agency Receipts | 2,064.9 | 2,216.0 | 2,216.0 |
| Funding Totals | 2,130.8 | 2,274.0 | 2,331.8 |

Estimated Revenue Collections

| Description | Master Revenue Account | FY2008 Actuals | FY2009 Management Plan | FY2010 Governor |
|---------------------------------|------------------------------|----------------|---------------------------|-----------------|
| Unrestricted Revenues | | | | |
| Unrestricted Fund | 68515 | 116.8 | 0.0 | 0.0 |
| Unrestricted Total | | 116.8 | 0.0 | 0.0 |
| Restricted Revenues | | | | |
| Interagency Receipts | 51015 | 2,178.9 | 2,216.0 | 2,216.0 |
| Restricted Total | | 2,178.9 | 2,216.0 | 2,216.0 |
| Total Estimated Revenues | | 2,295.7 | 2,216.0 | 2,216.0 |

**Summary of Component Budget Changes
From FY2009 Management Plan to FY2010 Governor**

All dollars shown in thousands

| | <u>General Funds</u> | <u>Federal Funds</u> | <u>Other Funds</u> | <u>Total Funds</u> |
|--|----------------------|----------------------|--------------------|--------------------|
| FY2009 Management Plan | 58.0 | 0.0 | 2,216.0 | 2,274.0 |
| Adjustments which will continue current level of service: | | | | |
| -Correct Unrealizable Fund Sources in the Salary Adjustment for the Existing Bargaining Unit Agreements | 57.8 | 0.0 | -57.8 | 0.0 |
| -FY2010 Wage and Health Insurance Increases for Bargaining Units with Existing Agreements | 0.0 | 0.0 | 57.8 | 57.8 |
| FY2010 Governor | 115.8 | 0.0 | 2,216.0 | 2,331.8 |

**Administrative Services
Personal Services Information**

| Authorized Positions | | | Personal Services Costs | |
|-----------------------------|---------------------------------------|----------------------------|----------------------------------|------------------|
| | FY2009 Management Plan | FY2010 Governor | | |
| Full-time | 19 | 19 | Annual Salaries | 1,137,053 |
| Part-time | 0 | 0 | COLA | 45,482 |
| Nonpermanent | 0 | 0 | Premium Pay | 0 |
| | | | Annual Benefits | 598,084 |
| | | | <i>Less 8.91% Vacancy Factor</i> | (158,619) |
| | | | Lump Sum Premium Pay | 0 |
| Totals | 19 | 19 | Total Personal Services | 1,622,000 |

Position Classification Summary

| Job Class Title | Anchorage | Fairbanks | Juneau | Others | Total |
|-----------------------------|------------------|------------------|---------------|---------------|--------------|
| Accountant III | 0 | 0 | 1 | 0 | 1 |
| Accountant IV | 0 | 0 | 3 | 0 | 3 |
| Accountant V | 0 | 0 | 1 | 0 | 1 |
| Accounting Tech I | 0 | 0 | 3 | 0 | 3 |
| Accounting Tech II | 0 | 0 | 2 | 0 | 2 |
| Accounting Tech III | 0 | 0 | 2 | 0 | 2 |
| Administrative Clerk I | 0 | 0 | 1 | 0 | 1 |
| Administrative Clerk III | 0 | 0 | 1 | 0 | 1 |
| Administrative Officer II | 0 | 0 | 1 | 0 | 1 |
| Budget Analyst III | 0 | 0 | 1 | 0 | 1 |
| Division Director | 0 | 0 | 1 | 0 | 1 |
| Division Operations Manager | 0 | 0 | 1 | 0 | 1 |
| Procurement Spec V | 0 | 0 | 1 | 0 | 1 |
| Totals | 0 | 0 | 19 | 0 | 19 |