

State of Alaska FY2004 Governor's Operating Budget

Department of Public Safety Administrative Services Component Budget Summary

Component: Administrative Services

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Component Mission

To provide support services to departmental programs.

Component Services Provided

This component provides the following centralized services for statewide public safety programs:

ACCOUNTING:

- Processes bill payments including review and certification of over 48,000 vendor invoices using the Alaska State Accounting System (AKSAS) and performs periodic review and audit of accounting documents processed by decentralized payment centers in other divisions;
- Develops and distributes accounting reports to assist program managers and staff in the effective financial management of their programs;
- Processes revenue collections, interagency billings, field warrants, transportation requests, travel authorizations, 1099 tax reconciliation, and travel/move taxation reports;
- Establishes encumbrances, processes payments, and performs periodic audits for professional services contracts, federal contracts, grants, federal grants-in-aid, and petty cash/change funds;
- Maintains and reconciles the department's liability accounts;
- Works closely with the Department of Administration, Division of Finance on miscellaneous research projects and the federal schedule of all grants received and expended and with Legislative Audit and OMB on statewide and federal compliance audits.

BUDGET:

- Provides professional expertise, problem solving, and research capabilities to department management, OMB staff, DOA-Finance, and other statewide agencies' budget staff on numerous budget and management related topics.
- Develops departmental instructions for operating and capital budget preparation and provides assistance and training to program managers and administrative staff in all budgetary processes;
- Reviews, analyzes and edits operating and capital budget submissions in the Alaska Budget System and recommends changes where appropriate;
- Works with program managers to analyze financial impacts of budget recommendations throughout the budget process and recommends changes, if necessary, to allow programs to operate effectively;
- Analyzes and records capital and operating appropriations and other budget transactions throughout the fiscal year and works with program managers to ensure spending is within authorized levels;
- Conducts special studies and financial analyses for department's management team, and makes recommendations based on analyses and historical financial trends;
- Develops and/or reviews cost allocation plans which allows DPS programs to charge indirect costs to non-DPS and federal agencies.

PERSONNEL:

- Coordinates departmental recruitment efforts including; state trooper recruitment; standard Workplace Alaska recruitments, seasonal Fish and Wildlife recruitment, commissioned officer promotional recruitments, and special recruitments for remote site or hard-to-find technical or specialized positions;
- Processes changes in personnel actions to implement changes in status (e.g. promotions, transfers, salary increases, health insurance, supplemental benefits, workers compensation, disability, retirements) and maintains associated employee records;
- Works with departmental managers, supervisors and employees to ensure contract provisions associated with five bargaining unit contracts and non-covered employees and all state and federal personnel rules are applied correctly;

- Researches, participates in, and prepares exhibits for arbitrations and negotiations, Labor Relations Agency hearings, Workers' Compensation Hearings, unemployment Hearings, Human Rights cases;
- Administers and monitors equal employment opportunity and affirmative action programs; investigates, drafts responses for management, and provides research and guidance to supervisors and employees regarding complaints from the Human Rights Commission and OEEC;
- Processes semi monthly payroll using the states online payroll system (AKPAY) and the online Officer Activity Reporting System (OARS);
- Processes leave accounting and adjustments for part-time or seasonal status and prior state service.

SUPPLY:

- Manages major departmental procurements including aircraft, vessels, facilities, and law enforcement supplies, including disposing of retired assets;
- Provides training and oversight of division procurement officers with delegated purchasing authority in various programs;
- Provides property control and issues centrally stocked law enforcement supplies (uniforms, ammunition, weapons, etc.);
- Manages departmental facilities statewide including 33 trooper housing units in 14 rural locations;
- Administers maintenance contracts for DPS aircraft, marine vessels, recruitment services, forensics, academy training and criminal justice information systems.

Component Goals and Strategies

Maintain close coordination with line programs and central agencies (OMB, DOA, Legislative Finance, and Legislative Audit) to perform budget, personnel, payroll, accounting, procurement, facilities leasing and maintenance and other administrative functions in compliance with state law and policies.

Maintain streamlined systems and procedures necessary to effectively serve the centralized administrative needs of Department of Public Safety programs.

Key Component Issues for FY2003 – 2004

Due to major budget reductions in FY2003, the Department of Public Safety implemented a cost allocation plan to partially fund its core administrative functions. Divisions did not have the opportunity to budget for this additional expense and have reduced services to fund these centralized services. Line divisions cannot meet their public service objectives timely without responsive levels of administrative support provided by this component. Further decentralization of these services is not cost-effective and diverts specialists and commissioned officers from their program responsibilities. In FY 2004, divisions will continue to fund a portion of the centralized administrative functions through a cost allocation plan. In addition, the department will consolidate certain administrative functions in an attempt to absorb additional reductions and workload increases in all department components.

FY2003 funding for this component includes \$700.0 in one time Alaska Municipal Bond Bank receipts in lieu of general funds which were reduced. In FY2004, the department is requesting replacement of this one-time funding source with general funds. If this is not approved, the cost allocation charge to line divisions and programs will rise substantially and will dramatically reduce funds for direct public safety services.

Major Component Accomplishments in 2002

Successfully met essential line program support objectives to:

- Process 24 payrolls for about 900 employees of all types and 12,000 leave transactions.
- Review and certify over 48,000 vendor invoices for payment
- Process about 2,000 personnel transactions including 145 hires, 145 terminations, 180 transfers, and 80 promotions.
- Coordinate, review, and compile the department's operating and capital budgets.
- Review, analyze, process, and track more than 475 revised programs and reimbursable services agreements.
- Issue nearly 2,100 inventory items for 110 law enforcement customer locations statewide, including municipal police departments and the Department of Corrections and provide ongoing property control for over 1,700 stocked items with a total approximate value of \$1.3 million.

Statutory and Regulatory Authority

- 1) American w/Disabilities Act (42 USC Sec 12101)
- 2) Equal Employment Opportunity (AS 44.19.441-.449)
- 3) Executive Budget Act (AS 37.07)
- 4) Fiscal Procedures Act (AS 37.05)
- 5) Human Rights Commission (AS 18.80)
- 6) Personnel Act (SBS, PERS) (AS 39 and 2 AAC 7&8)
- 7) Public Records Act (AS 40.25 and 6 AAC 96)
- 8) State Procurement Code (AS 36.30 and 2 AAC 12)

Administrative Services
Component Financial Summary

All dollars in thousands

	FY2002 Actuals	FY2003 Authorized	FY2004 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,564.2	1,358.6	1,556.8
72000 Travel	19.1	19.4	19.4
73000 Contractual	258.9	129.9	187.6
74000 Supplies	49.5	38.2	38.2
75000 Equipment	9.7	2.0	2.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,901.4	1,548.1	1,804.0
Funding Sources:			
1004 General Fund Receipts	1,813.9	782.3	1,489.4
1007 Inter-Agency Receipts	87.5	65.8	314.6
1173 Miscellaneous Earnings	0.0	700.0	0.0
Funding Totals	1,901.4	1,548.1	1,804.0

Administrative Services

Proposed Changes in Levels of Service for FY2004

Interagency funded increments are requested in FY2004 to maintain a minimum level of service under an approved cost allocation plan. Reductions in both this component and the Division of Fish and Wildlife, plus increased workload throughout the department, will require the department to restructure administrative functions department-wide to ensure that direct public safety services will not be negatively impacted.

Summary of Component Budget Changes

From FY2003 Authorized to FY2004 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2003 Authorized	782.3	0.0	765.8	1,548.1
Adjustments which will continue current level of service:				
-Transfer from AST Detachments to Fund Telecommunication and Computer Svcs Billing Methodologies	57.7	0.0	0.0	57.7
-Delete One Time \$700.0 One Time Alaska Municipal Bond Bank Funding	0.0	0.0	-700.0	-700.0
-\$75 per Month Health Insurance Increase for Non-covered Staff	0.8	0.0	0.1	0.9
Proposed budget decreases:				
-Eliminate Administrative Services Manager Position	-78.2	0.0	0.0	-78.2
Proposed budget increases:				
-Increased Variable Benefit Costs: Working Reserve and PERS Rates	26.8	0.0	1.0	27.8
-Replace \$700.0 One Time Alaska Municipal Bond Bank Funding with GF	700.0	0.0	0.0	700.0
-Budget Cost Allocation RSA Approved under AS 37.07.080(e) - (Unbudgeted in FY2003)	0.0	0.0	247.7	247.7
FY2004 Governor	1,489.4	0.0	314.6	1,804.0

Administrative Services
Personal Services Information

	Authorized Positions		Personal Services Costs	
	<u>FY2003</u> <u>Authorized</u>	<u>FY2004</u> <u>Governor</u>		
Full-time	28	26	Annual Salaries	1,136,464
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	480,314
			<i>Less 3.71% Vacancy Factor</i>	<i>(59,978)</i>
			Lump Sum Premium Pay	0
Totals	28	26	Total Personal Services	1,556,800

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accountant IV	0	0	1	0	1
Accounting Clerk II	0	0	2	0	2
Accounting Tech I	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	1	0	1
Administrative Assistant	0	0	1	0	1
Administrative Clerk II	0	0	2	0	2
Administrative Clerk III	1	0	0	0	1
Division Director	0	0	1	0	1
Human Resources Mgr II	0	0	1	0	1
Mail Svcs Courier	0	0	1	0	1
Personnel Asst I	0	0	1	0	1
Personnel Asst II	0	0	2	0	2
Personnel Officer I	0	0	1	0	1
Personnel Specialist I	0	0	2	0	2
Procurement Spec I	1	0	0	0	1
Procurement Spec III	1	0	0	0	1
Procurement Spec V	1	0	0	0	1
Program Budget Analyst III	0	0	1	0	1
Program Budget Analyst IV	0	0	1	0	1
Stock & Parts Svcs Journey I	1	0	0	0	1
Totals	5	0	21	0	26