State of Alaska
FY2004 Governor's Operating Budget

Department of Revenue
Administrative Services
Component Budget Summary

Component: Administrative Services

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Component Mission

The mission of the Division of Administrative Services is to provide support services for departmental programs.

Component Services Provided

The Administrative Services Division is comprised of four sections. The Human Resource Section provides centralized personnel and payroll services to the divisions and other agencies within the department for administrative purposes. The Fiscal/Budget Section serves as the general accounting section for the department and is responsible for budget preparation, expenditure projections, accounts payable, travel accounting, and general accounting transactions. The Information Technology Team is responsible for programming and maintenance support for department-wide information systems. All data processing equipment and software purchases are reviewed and approved by the data processing manager to ensure conformity with the department's established standards and long-term plans. The Director's Office includes the Administrative Manager and Procurement Specialist. This section is responsible for records management, property control and inventory, general procurement, contract administration, and budget monitoring.

Component Goals and Strategies

Ensure that the department is in compliance with all administrative requirements mandated by statutes, regulation, collective bargaining agreements, and administrative policies and procedures.

DIRECTOR'S OFFICE/PROCUREMENT
Review department contracts to ensure they are processed in conformity with statutes, regulations, and the administrative manual.
- Ensure no justifiable protests or audit exceptions will occur.

Expedite the delivery of needed supplies and equipment and maximize purchasing dollars.
- Provide for purchasing of supplies, and negotiating quantity discounts and other discounts to reduce supply/equipment costs.

Effectively screen procurement requests.
- Ensure adherence to policies on data processing hardware/software standards.
- Ensure no justifiable protests will occur.

Maintain Revenue's equipment and improve reporting time frames for inventory status in compliance with statutory requirements.
- Update property control listings on a continual basis.
- Complete all inventory status reports by end of fiscal year.
- Conduct and reconcile yearly property inventory.

FISCAL/BUDGET
- Ensure appropriations are not overspent.
- Ensure no supplemental appropriations will be necessary due to financial mismanagement.
- Ensure restricted revenues are posted timely and accurately.
- Ensure expenditures are processed in conformity with statutes, regulations, and the administrative manual.
- Fully implement state's One Card program for procurement and travel.

Pay vendors promptly and accurately
- Pay venders within 30 days so there are no interest payments.

Ensure that the department budgets are accurate, uniform, and timely.
- Budgets will be submitted by required deadlines.
- No major budget revisions will occur due to technical errors.

HUMAN RESOURCES SECTION
Ensure compliance with personnel rules, contractual regulations, and affirmative action measures.
- Enter into letters of agreement as appropriate under delegated authority.
- Allow no illegal hires or promotions.
- Less than one-third of grievances or complaints will be overturned by the Department of Administration or an arbitrator.

Ensure accurate and timely payroll, personnel and leave processing/accounting.
- Generate personnel actions within applicable pay period with less than a 2% error rate.
- Process family leave entitlements with a 100% accuracy rate within two working days of request.
- Have no penalty pay charges assessed.
- Audit 100% of employee leave and pay records semi-monthly.

Enhance knowledge of human resource topics for departmental employees.
- Administer two supervisory courses.
- Administer one family leave course.
- Update policies and procedures.

Improve miscellaneous services.
- Process employment verifications within five working days.
- Approve non-permanent positions within three working days.
- Process all classification requests within 30 days.

Ensure timely employee assessments.
- Notify divisions of impending performance evaluations no later than 30 days in advance of due date.
- Notify divisions of performance evaluations that are due and overdue on a monthly basis.

Participate with the Department of Administration in efforts to improve recruitment and retention issues.
- Attend workshops on workforce planning, succession, and retention.
- Join workgroups or committees to assist in problem resolution.

INFORMATION TECHNOLOGY TEAM
Continue to provide secure, reliable, state-of-the-art WAN services within the department.
- Thoroughly evaluate and test all updates prior to implementation.

- Ensure all software and hardware is thoroughly evaluated, tested, installed, and distributed in timely manner.

- Maintain maximum continuous unscheduled downtime of database, web, print, and file servers at less than two hours per month during business hours.

- Continue to monitor database and user file space requirement growth rates so additional disk drive space can be planned and implemented before requirements become critical.

- Continue to enhance our Internet web home page to provide the most commonly requested information to the public.

- Continue to monitor usage of the various pages to determine which attributes are most beneficial to users, and make that information available to each division's web designer.

- Provide in-house training sessions during the fiscal year.

Key Component Issues for FY2003 – 2004

- The Administrative Services Division continues to implement its cost allocation plan that was designed to accurately charge divisions for their allocated share of administrative costs. The advantage of this plan is that all divisions receive an equitable share of costs in proportion to the services they receive. In doing this allocation, Administrative Services has been able to reduce some general fund expenditures by properly reallocating costs to non-General Fund agencies.

- The unfunded cost of rental increases for state facilities.

- Coordinating upgrades and enhancements to computer system with limited resources.

Major Component Accomplishments in 2002

- Continued to upgrade data processing equipment and expanded data capacity, including new servers.

- Completed a classification study for CSED which resulted in restructure and enhancement of the division and its processes.

- Developing in-house training for employees, supervisors and managers.

- Converted all departmental procurement and travel cards to a new program called the One Card Alaska program. This program allows the flexibility of using the same card for procurement and/or travel.

Statutory and Regulatory Authority

AS 36.30
AS 37.05.030
AS 37.05.130-140
AS 37.10
AS 39.20.330
AS 39.25.150(23)
AS 43.05.010(2)
AS 43.23.055
2 AAC 07.930

Administrative Services

Component Financial Summary

All dollars in thousands

	FY2002 Actuals	FY2003 Authorized	FY2004 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	971.3	1,021.2	1,026.4
72000 Travel	0.8	7.5	7.5
73000 Contractual	93.9	134.6	134.6
74000 Supplies	16.8	17.0	17.0
75000 Equipment	9.9	0.0	0.0
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	**1,092.7**	**1,180.3**	**1,185.5**
Funding Sources:			
1004 General Fund Receipts	368.0	382.9	383.2
1007 Inter-Agency Receipts	395.6	463.0	465.8
1133 Indirect Cost Reimbursement	329.1	334.4	336.5
Funding Totals	**1,092.7**	**1,180.3**	**1,185.5**

Administrative Services

Proposed Changes in Levels of Service for FY2004

The Administrative Services Division (ASD) is requesting the transfer of a full-time position from Tax Division in the FY04 budget. It has become necessary for the Administrative Services Division to have more of a presence in Anchorage to provide software, hardware and desktop support to the Alaska Mental Health Trust Authority, Tax Division, Permanent Fund Dividend Division and the Commissioner's Office. Having insufficient support staff has created unreasonable down time for those division users, so they will all benefit from this transfer.

Summary of Component Budget Changes

From FY2003 Authorized to FY2004 Governor

All dollars in thousands

	General Funds	Federal Funds	Other Funds	Total Funds
FY2003 Authorized	**382.9**	**334.4**	**463.0**	**1,180.3**
Adjustments which will continue current level of service:				
-Annualize FY2003 COLA Increase for General Government, Confidential and Supervisory Bargaining Units	0.0	1.8	2.5	4.3
-$75 per Month Health Insurance Increase for Non-covered Staff	0.3	0.3	0.3	0.9
FY2004 Governor	**383.2**	**336.5**	**465.8**	**1,185.5**

Administrative Services

Personal Services Information

Authorized Positions		Personal Services Costs	
	FY2003 Authorized	FY2004 Governor	
Full-time	16	18	Annual Salaries	802,133
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	266,525
			Less 3.95% Vacancy Factor	(42,258)
			Lump Sum Premium Pay	0
Totals	**16**	**18**	**Total Personal Services**	**1,026,400**

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Accounting Tech III	0	0	2	0	2
Administrative Clerk III	0	0	1	0	1
Administrative Manager II	0	0	1	0	1
Data Processing Mgr I	0	0	1	0	1
Division Director	0	0	1	0	1
Human Resource Specialist I	0	0	1	0	1
Human Resource Technician II	0	0	2	0	2
Human Resource Technician III	0	0	1	0	1
Human Resources Mgr II	0	0	1	0	1
Micro/Network Spec I	0	0	1	0	1
Micro/Network Tech II	0	0	2	0	2
Personnel Asst II	0	0	1	0	1
Procurement Spec II	0	0	1	0	1
Supply Technician II	0	0	1	0	1
Totals	**0**	**0**	**18**	**0**	**18**