

**State of Alaska
FY2006 Governor's Operating Budget**

**Department of Labor and Workforce Development
Management Services
Component Budget Summary**

Component: Management Services

Contribution to Department's Mission

The component contributes to the department's mission by providing efficient and effective administrative services in support of the department's programs.

Core Services

The Management Services component provides financial support services; unemployment insurance trust fund accounting; procurement, budget planning, monitoring and reporting; and office space management to department programs.

FY2006 Resources Allocated to Achieve Results

FY2006 Component Budget: \$2,969,400

Personnel:

Full time	35
Part time	2
Total	37

Key Component Challenges

To address a state audit issue relating to revenue accounting and carry forward the department is requesting language be added to the appropriation bill specifically authorizing accounting practices related to our federally approved Indirect Cost Plan.

The division must implement the changes resulting from the consolidation of data processing, human resource and mail, as well as the cost impacts of the Department of Administration transferring lease funds to the departments. A request to increase authorization to allow further consolidations of allocated costs within this department is included in this budget.

Management Services will revise the department's Indirect Cost Allocation Plan and other allocation methods to minimize complexity while complying with all state and federal accounting requirements.

The department will address net declines in federal funding in the face of increased operating costs, including personal services benefit cost increases and enterprise productivity rate increases.

Significant Changes in Results to be Delivered in FY2006

Management Services eliminated 5 positions in FY 05 and made adjustments to minimize this reduction's impact on services delivered to our customers.

Major Component Accomplishments in 2004

Reorganized to reduce the cost of services provided.

Addressed significant leasing issues and reduced the cost of space leased in Anchorage.

Statutory and Regulatory Authority

Federal Authority:

20 CFR part 601	Employment & Training Administrative Procedures
29 CFR part 97	Department of Labor Grants Administration
31 CFR part 205	Money & Finance – Fund Transfers
OMB Circular A-087	Cost Principals for State Government
OMB Circular A-102	Administrative Principals for State Government
OMB Circular A-133	Audit Principals for State Government

Statutory Authority:

AS 23.05.010 - .130	Department of Labor, Administration
AS 23.20.005 - .278	Alaska Employment Security Act

Contact Information

Contact: Guy Bell, Director
Phone: (907) 465-2720
Fax: (907) 465-2107
E-mail: Guy_Bell@labor.state.ak.us

**Management Services
Component Financial Summary**

All dollars shown in thousands

	FY2004 Actuals	FY2005 Management Plan	FY2006 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	2,284.1	2,272.0	2,354.6
72000 Travel	11.4	12.5	12.5
73000 Services	792.0	296.7	546.7
74000 Commodities	47.0	45.6	45.6
75000 Capital Outlay	0.0	10.0	10.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	3,134.5	2,636.8	2,969.4
Funding Sources:			
1002 Federal Receipts	2,328.7	1,892.7	2,204.2
1003 General Fund Match	138.7	62.7	64.6
1007 Inter-Agency Receipts	667.1	681.4	700.6
Funding Totals	3,134.5	2,636.8	2,969.4

Estimated Revenue Collections

Description	Master Revenue Account	FY2004 Actuals	FY2005 Management Plan	FY2006 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	2,328.7	1,892.7	2,258.9
Interagency Receipts	51015	667.1	681.4	721.3
Restricted Total		2,995.8	2,574.1	2,980.2
Total Estimated Revenues		2,995.8	2,574.1	2,980.2

**Summary of Component Budget Changes
From FY2005 Management Plan to FY2006 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2005 Management Plan	62.7	1,892.7	681.4	2,636.8
Adjustments which will continue current level of service:				
-FY 05 Bargaining Unit Contract Terms: GGU	0.3	10.2	3.1	13.6
-FY06 Cost Increases for Bargaining Units and Non-Covered Employees	1.6	46.5	16.1	64.2
-Adjustments for Personal Services Working Reserve Rates and SBS	0.0	4.8	0.0	4.8
Proposed budget increases:				
-Increase Indirect Cost Plan Federal Authorization to Allow Consolidation of Shared Costs	0.0	250.0	0.0	250.0
FY2006 Governor	64.6	2,204.2	700.6	2,969.4

**Management Services
Personal Services Information**

Authorized Positions		Personal Services Costs		
<u>FY2005</u>				
<u>Management</u>		<u>FY2006</u>		
<u>Plan</u>		<u>Governor</u>		
Full-time	35	35	Annual Salaries	1,678,371
Part-time	2	2	COLA	17,505
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	863,658
			<i>Less 4.80% Vacancy Factor</i>	(122,734)
			Lump Sum Premium Pay	0
Totals	37	37	Total Personal Services	2,436,800

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	3	0	3
Accountant III	0	0	3	0	3
Accountant IV	0	0	2	0	2
Accounting Clerk II	0	0	4	0	4
Accounting Spvr I	0	0	2	0	2
Accounting Tech I	0	0	3	0	3
Accounting Tech II	0	0	2	0	2
Accounting Tech III	0	0	1	0	1
Administrative Assistant	0	0	1	0	1
Administrative Clerk III	2	0	0	0	2
Administrative Manager I	0	0	1	0	1
Administrative Svcs Mgr II	0	0	1	0	1
Division Director	0	0	1	0	1
Information Officer III	0	0	1	0	1
Internal Auditor IV	0	0	1	0	1
Mail Svcs Courier	1	0	1	0	2
Procurement Spec I	1	0	0	0	1
Procurement Spec II	0	0	1	0	1
Procurement Spec III	0	0	0	1	1
Program Budget Analyst IV	0	0	1	0	1
Publications Spec II	0	0	2	0	2
Student Intern I	0	0	1	0	1
Totals	4	0	32	1	37