

State of Alaska FY2007 Governor's Operating Budget

Department of Labor and Workforce Development Office of Citizenship Assistance Component Budget Summary

Component: Office of Citizenship Assistance

Contribution to Department's Mission

The Office of Citizenship Assistance contributes to the department's mission by providing job related services to legally resident immigrants in Alaska.

Core Services

Assist legally resident immigrants who have relocated to Alaska to navigate government agencies on their path to full and meaningful employment.

Provide computer resources for access to US Citizenship and Immigration forms and information, job searches and resume preparation.

Provide citizenship and job search related translator services when possible and provide information regarding the availability of English as a Second Language and Citizenship Test classes.

Develop recommendations on how the department can improve employment opportunities for legal immigrants who are residents of Alaska.

FY2007 Resources Allocated to Achieve Results

FY2007 Component Budget: \$114,500

Personnel:

Full time	1
Part time	0
Total	1

Key Component Challenges

A legislative reduction to the Office reduced funding below the level of basic office operations. It also resulted in the elimination of all travel funds which limits services outside of Juneau where the office is located to the telephone and electronic mail. To address these shortfalls a small increment of General Funds has been requested.

Legal aliens who are in various stages of immigration can have different barriers to employment than citizens. The barriers can be fluid due to alterations in federal and state laws and keeping abreast of the changes is crucial to understanding their situation.

Significant Changes in Results to be Delivered in FY2007

With the requested addition of travel funds three communities with high populations of legal immigrants will be visited and at least 150 additional legal immigrants will be provided direct services.

Major Component Accomplishments in 2005

This was the first year of operations for the Office, in addition to getting the office open and operating efficiently the Office:

Hosted the first public forum by a US Citizenship and Immigrations Officer to allow immigrants to ask questions and

interact with their representative.

Designed a bilingual brochure and flyer that was mailed statewide to 1,400 agencies and businesses that may have contact with immigrants.

Designed and implemented a website for the Office of Citizenship Assistance within the department's website.

Worked with 54 clients needing extensive assistance, 24 of whom were from the Philippines, 10 from Mexico/South America and 20 from other countries. In addition over 500 clients who contacted the Office electronically or visited the office in person were also assisted.

Statutory and Regulatory Authority

Chapter 167, SLA 2004 (HB 379)

Contact Information
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**Office of Citizenship Assistance
Component Financial Summary**

All dollars shown in thousands

	FY2005 Actuals	FY2006 Management Plan	FY2007 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	84.1	91.0
72000 Travel	0.0	0.0	3.0
73000 Services	0.0	12.5	17.0
74000 Commodities	0.0	3.5	3.5
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	0.0	100.1	114.5
Funding Sources:			
1004 General Fund Receipts	0.0	100.1	114.5
Funding Totals	0.0	100.1	114.5

**Summary of Component Budget Changes
From FY2006 Management Plan to FY2007 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2006 Management Plan	100.1	0.0	0.0	100.1
Adjustments which will continue current level of service:				
-FY 07 Wage Increases for Bargaining Units and Non-Covered Employees	1.6	0.0	0.0	1.6
-FY 07 Health Insurance Cost Increases for Bargaining Units and Non-Covered Employees	0.2	0.0	0.0	0.2
-FY 07 Retirement Systems Cost Increase	3.0	0.0	0.0	3.0
Proposed budget increases:				
-Restore General Funds for Basic Office Operations	9.3	0.0	0.0	9.3
-Risk Management Self-Insurance Funding Increase	0.3	0.0	0.0	0.3
FY2007 Governor	114.5	0.0	0.0	114.5

**Office of Citizenship Assistance
Personal Services Information**

Authorized Positions		Personal Services Costs		
	<u>FY2006</u> <u>Management</u> <u>Plan</u>	<u>FY2007</u> <u>Governor</u>		
Full-time	1	1	Annual Salaries	58,230
Part-time	0	0	COLA	1,581
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	31,194
			<i>Less 0.01% Vacancy Factor</i>	(5)
			Lump Sum Premium Pay	0
Totals	1	1	Total Personal Services	91,000

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Project Coord	0	0	1	0	1
Totals	0	0	1	0	1