

State of Alaska FY2017 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 Enterprise Technology Services 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.

Major Component Accomplishments in 2015

- Continue to lead the department in the implementation of the new accounting, financial, procurement, payroll and human resource management software solution Integrated Resource Information System (IRIS).
- Set-up accounting structures, security and workflow, and fixed assets in IRIS.
- Worked with Enterprise Technology Services, Risk Management, Personnel, General Services, Finance and OMB to create timely chargeback rates both internally and externally.

Key Component Challenges

Division Support - provide administrative and financial support and training to all division staff to promote consistent, quality administrative work products to staff in all locations. Create new processes for the new state accounting system, IRIS.

Administrative Support - Meeting the demand for increased administrative support with high turnover in key positions.

Training - Provided activity specific training to department staff. Continue to develop and provide individual training to division staff.

Significant Changes in Results to be Delivered in FY2017

Continue to create and train on new processes as we learn more about IRIS, the state's new accounting system. Engage staff and create workflows for the new human resource module.

Statutory and Regulatory Authority

AS 36.30	State Procurement Code
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

Contact: Cheryl Lowenstein, Division Director, Administrative Services

Phone: (907) 465-5655

Fax: (907) 465-2194

E-mail: cheryl.lowenstein@alaska.gov

Administrative Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2016 Management Plan	FY2017 Governor		
Full-time	15	15	Annual Salaries	1,201,827
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	655,999
			<i>Less 3.88% Vacancy Factor</i>	<i>(72,126)</i>
			Lump Sum Premium Pay	0
Totals	15	15	Total Personal Services	1,785,700

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accountant IV	0	0	2	0	2
Accountant V	0	0	1	0	1
Accounting Tech I	0	0	1	0	1
Accounting Tech II	0	0	2	0	2
Accounting Tech III	0	0	1	0	1
Administrative Assistant II	0	0	1	0	1
Administrative Officer II	0	0	1	0	1
Budget Analyst IV	0	0	1	0	1
Division Director	0	0	1	0	1
Division Operations Manager	0	0	1	0	1
Human Resource Consultant I	0	0	1	0	1
Human Resource Consultant IV	0	0	1	0	1
Totals	0	0	15	0	15

Component Detail All Funds
Department of Administration

Component: Administrative Services (46)
RDU: Centralized Administrative Services (13)

Non-Formula Component

	FY2015 Actuals	FY2016 Conference Committee	FY2016 Authorized	FY2016 Management Plan	FY2017 Governor	FY2016 Management Plan vs FY2017 Governor	
71000 Personal Services	1,672.6	1,774.0	1,770.5	1,770.5	1,785.7	15.2	0.9%
72000 Travel	1.3	1.6	1.6	1.6	1.6	0.0	0.0%
73000 Services	514.6	1,074.8	1,065.7	1,065.7	1,050.5	-15.2	-1.4%
74000 Commodities	23.2	30.0	30.0	30.0	26.7	-3.3	-11.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	2,211.7	2,880.4	2,867.8	2,867.8	2,864.5	-3.3	-0.1%
Fund Sources:							
1004Gen Fund (UGF)	848.8	642.8	630.2	630.2	626.9	-3.3	-0.5%
1007I/A Rcpts (Other)	1,362.9	2,237.6	2,237.6	2,237.6	2,237.6	0.0	0.0%
Unrestricted General (UGF)	848.8	642.8	630.2	630.2	626.9	-3.3	-0.5%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	1,362.9	2,237.6	2,237.6	2,237.6	2,237.6	0.0	0.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	15	15	15	15	15	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Administrative Services (46)
RDU: Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2016 Conference Committee To FY2016 Authorized *****												
FY2016 Conference Committee												
	ConfCom	2,880.4	1,774.0	1.6	1,074.8	30.0	0.0	0.0	0.0	15	0	0
1004 Gen Fund		642.8										
1007 I/A Rcpts		2,237.6										
Increase Vacancy and Adjust Cycle of Office Equipment Maintenance												
	Unalloc	-12.6	-3.5	0.0	-9.1	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-12.6										
The Division of Administrative Services is currently recruiting for a vacant position and has held it open to meet a portion of this reduction. The remaining reduction will be achieved through turnover of positions and adjusting the maintenance cycle of office equipment where possible.												
	Subtotal	2,867.8	1,770.5	1.6	1,065.7	30.0	0.0	0.0	0.0	15	0	0
***** Changes From FY2016 Management Plan To FY2017 Governor *****												
Reduce Supplies and Office Equipment												
	Dec	-3.3	0.0	0.0	0.0	-3.3	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-3.3										
This reduction results in fewer funds being available for every day supplies.												
Align Authority to Comply with Vacancy Factor Guidelines												
	LIT	0.0	15.2	0.0	-15.2	0.0	0.0	0.0	0.0	0	0	0
Transfer authority to adhere to the vacancy factor guidelines and for operational needs.												
Transfer Out FY2016 One-Time Salary Reductions to Unallocated in FY2017												
	SalAdj	2.6	2.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		2.6										
Restore UGF FY2016 Salary Increases because cuts taken in other expenditure lines.												
Reverse FY2016 One-Time Unrestricted General Fund Salary Adjustments in FY2017 Budget Request												
	SalAdj	-2.6	-2.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-2.6										
Cost of living adjustment for certain bargaining units: \$37.2												
Year three cost of living adjustment for non-covered employees - 2.5%: \$4.3												
Year three cost of living adjustment for Alaska State Employees Association/General Government Unit - 2.5%: \$18.6												

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Administrative Services (46)
RDU: Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Year three cost of living adjustment for Alaska Public Employees Association/Supervisory Unit - 2.5%: \$9.5												
Year three cost of living adjustment for Confidential Employees Association - 1%: \$4.8												
	Totals	2,864.5	1,785.7	1.6	1,050.5	26.7	0.0	0.0	0.0	15	0	0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2017 Governor (12995)
Component: Administrative Services (46)
RDU: Centralized Administrative Services (13)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
02-0014	Accountant IV	FT	A	GP	Juneau	205	20E / F	12.0		79,576	0	0	44,196	123,772	6,189
02-1006	Division Operations Manager	FT	A	SS	Juneau	405	24O / P	12.0		142,653	0	0	63,944	206,597	10,330
02-1030	Division Director	FT	A	XE	Juneau	E05	27M	12.0		148,903	0	0	65,568	214,471	10,724
02-1048	Accounting Tech II	FT	A	GP	Juneau	205	14B / C	12.0		48,372	0	0	33,459	81,831	4,092
02-1072	Administrative Assistant II	FT	1	GP	Juneau	205	14C / D	12.0		49,618	0	0	33,887	83,505	4,175
02-1082	Administrative Officer II	FT	A	SS	Juneau	405	19L / M	12.0		90,245	0	0	47,391	137,636	0
02-1086	Accountant IV	FT	A	SS	Juneau	405	20M	12.0		98,568	0	0	50,255	148,823	7,441
02-1116	Accounting Tech III	FT	A	GP	Juneau	405	16M / N	12.0		75,305	0	0	42,726	118,031	5,902
02-1151	Budget Analyst IV	FT	A	GP	Juneau	205	21A / B	12.0		75,512	0	0	42,797	118,309	0
02-1159	Accountant V	FT	A	GP	Juneau	205	22F / G	12.0		96,064	0	0	49,869	145,933	36,483
02-2007	Human Resource Consultant I	FT	A	KK	Juneau	205	16F	12.0		65,064	0	0	38,702	103,766	5,188
02-2101	Human Resource Consultant IV	FT	A	KK	Juneau	405	20J / K	12.0		90,160	0	0	47,338	137,498	6,875
02-3115	Accountant III	FT	A	GP	Juneau	205	18A / B	9.6		49,160	0	0	30,367	79,527	0
02-3203	Accounting Tech I	FT	1	GP	Juneau	205	12C / D	12.0		43,236	0	0	31,691	74,927	3,746
02-6306	Accounting Tech II	FT	1	GP	Juneau	205	14C / D	12.0		49,391	0	0	33,809	83,200	4,160

Total Positions													Total Salary Costs:	1,201,827
Full Time Positions:													Total COLA:	0
Part Time Positions:													Total Premium Pay:	0
Non Permanent Positions:													Total Benefits:	655,999
Positions in Component:													Total Pre-Vacancy:	1,857,826
Total Component Months: 177.6													Minus Vacancy Adjustment of 3.88%:	(72,126)
													Total Post-Vacancy:	1,785,700
													Plus Lump Sum Premium Pay:	0
													Personal Services Line 100:	1,785,700

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	105,304	101,216	5.67%
1007 Interagency Receipts	1,752,522	1,684,484	94.33%
Total PCN Funding:	1,857,826	1,785,700	100.00%

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Line Item Detail
Department of Administration
Travel

Component: Administrative Services (46)
RDU: Centralized Administrative Services (13)

Line Number	Line Name	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000	Travel	1.3	1.6	1.6

Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000 Travel Detail Totals			1.3	1.6	1.6
72110	Employee Travel (Instate)	Employee travel for administrative purposes	1.3	1.6	1.6

Line Item Detail
Department of Administration
Services

Component: Administrative Services (46)
RDU: Centralized Administrative Services (13)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000	Services		514.6	1,065.7	1,050.5
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			514.6	1,065.7	1,050.5
73002	Interagency Services	Admin Core services rates to include Risk Management, Personnel, Information Technology Services, and Public Building Fund.	0.0	538.8	425.9
73150	Information Technlgy	Software licensing and maintenance	4.4	4.4	4.6
73156	Telecommunication	Cable, cell phone and long distance	0.4	1.4	3.9
73225	Delivery Services	Freight and courier costs	0.0	0.4	0.6
73525	Utilities	Utilities.	2.1	0.8	2.3
73675	Equipment/Machinery	Repair of copier and equipment, and new cubicles	3.0	2.5	3.0
73805	IT-Non-Telecommunication	Enterprise Technology Services	10.1	10.7	10.0
73806	IT-Telecommunication	Enterprise Technology Services	22.4	23.7	23.0
73809	Mail	Central Mail	5.2	5.6	5.3
73810	Human Resources	Personnel	417.4	432.3	439.2
73811	Building Leases	Leases	22.7	22.1	102.5
73813	Auditing	Legislative Audit	0.1	0.1	0.1
73814	Insurance	Risk Management	0.4	0.4	0.4
73815	Financial	Finance	3.9	1.0	0.7
73816	ADA Compliance	Personnel	0.1	0.1	0.1
73818	Training (Services-IA Svcs)	Admin	0.6	0.7	0.8
73819	Commission Sales (IA Svcs)	E-Travel	0.0	0.1	0.1
73827	Safety (IA Svcs)	Facilities	0.8	0.9	1.0

Line Item Detail
Department of Administration
Services

Component: Administrative Services (46)

RDU: Centralized Administrative Services (13)

Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			514.6	1,065.7	1,050.5
73913	Employee Tuition		0.6	0.0	0.0
73979	Mgmt/Consulting (IA Svcs)	Contracting and Appeals	0.0	2.5	6.5
73979	Mgmt/Consulting (IA Svcs)	DOA Info Tech Support	20.4	17.2	20.5
Information Technology (IT) desktop chargeback for services					

Line Item Detail
Department of Administration
Commodities

Component: Administrative Services (46)
RDU: Centralized Administrative Services (13)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000	Commodities		23.2	30.0	26.7
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000 Commodities Detail Totals			23.2	30.0	26.7
74200	Business	Business and office supplies	23.1	30.0	26.7
74236	Subscriptions		0.1	0.0	0.0

Restricted Revenue Detail
Department of Administration

Component: Administrative Services (46)
RDU: Centralized Administrative Services (13)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51015	Interagency Receipts				1,362.9	2,237.6	2,237.6
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
59020	Administration Interagency receipts collected from with the Department of Administration for administrative support services	Administrative Hearings	2020400	11100	0.0	25.0	25.0
59020	Administration Interagency receipts collected from with the Department of Administration for administrative support services	AK Oil & Gas Conservation Comm	2020400	11100	0.0	87.7	87.7
59020	Administration Interagency receipts collected from with the Department of Administration for administrative support services	Alaska Public Offices Comm	2020400	11100	0.0	13.7	13.7
59020	Administration Interagency receipts collected from with the Department of Administration for administrative support services	Central Mail	2020400	11100	0.0	33.1	33.1
59020	Administration Interagency receipts collected from with the Department of Administration for administrative support services	Department-wide	2020400	11100	1,362.9	0.0	0.0
59020	Administration Interagency receipts collected from with the Department of Administration for administrative support services	DOA Info Tech Support	2020400	11100	0.0	12.5	12.5
59020	Administration Interagency receipts collected from with the Department of Administration for administrative support services	Enterprise Technology Services	2020400	11100	0.0	450.2	450.2
59020	Administration Interagency receipts collected from with the Department of Administration for administrative support services	E-Travel	2020400	11100	0.0	26.0	26.0
59020	Administration Interagency receipts collected from with the Department of Administration for administrative support services	Facilities	2020400	11100	0.0	172.7	172.7
59020	Administration Interagency receipts collected from with the Department of Administration for administrative support services	Facilities Administration	2020400	11100	0.0	17.4	17.4
59020	Administration	Finance	2020400	11100	0.0	98.2	98.2

Restricted Revenue Detail
Department of Administration

Component: Administrative Services (46)
RDU: Centralized Administrative Services (13)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51015	Interagency Receipts				1,362.9	2,237.6	2,237.6
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
	Interagency receipts collected from with the Department of Administration for administrative support services						
59020	Administration	Labor Relations	2020400	11100	0.0	14.8	14.8
	Interagency receipts collected from with the Department of Administration for administrative support services						
59020	Administration	Lease Administration	2020400	11100	0.0	15.1	15.1
	Interagency receipts collected from with the Department of Administration for administrative support services						
59020	Administration	Motor Vehicles	2020400	11100	0.0	162.2	162.2
	Interagency receipts collected from with the Department of Administration for administrative support services						
59020	Administration	Office of Public Advocacy	2020400	11100	0.0	332.7	332.7
	Interagency receipts collected from with the Department of Administration for administrative support services						
59020	Administration	Personnel	2020400	11100	0.0	162.9	162.9
	Interagency receipts collected from with the Department of Administration for administrative support services						
59020	Administration	Property Management	2020400	11100	0.0	13.0	13.0
	Interagency receipts collected from with the Department of Administration for administrative support services						
59020	Administration	Public Broadcasting Commission	2020400	11100	0.0	6.4	6.4
	Interagency receipts collected from with the Department of Administration for administrative support services						
59020	Administration	Public Defender Agency	2020400	11100	0.0	242.7	242.7
	Interagency receipts collected from with the Department of Administration for administrative support services						
59020	Administration	Purchasing	2020400	11100	0.0	12.8	12.8
	Interagency receipts collected from with the Department of Administration for administrative support services						
59020	Administration	Retirement and Benefits	2020400	11100	0.0	182.7	182.7
	Interagency receipts collected from with the Department of Administration for administrative support services						

Restricted Revenue Detail
Department of Administration

Component: Administrative Services (46)
RDU: Centralized Administrative Services (13)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51015	Interagency Receipts				1,362.9	2,237.6	2,237.6
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
59020	Administration Interagency receipts collected from with the Department of Administration for administrative support services	Risk Management	2020400	11100	0.0	30.5	30.5
59020	Administration Interagency receipts collected from with the Department of Administration for administrative support services	Violent Crimes Comp Board	2020400	11100	0.0	4.6	4.6
59020	Administration Risk Management Fiscal Services RSA	Risk Management	2029407	11100	0.0	120.7	120.7

Interagency Services
Department of Administration

Component: Administrative Services (46)
RDU: Centralized Administrative Services (13)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2015 Actuals	FY2016		
					Management Plan	FY2017 Governor	
73805	IT-Non-Telecommunication	Enterprise Productivity Rate (EPR) - Computer Services	Intra-dept	Enterprise Technology Services	10.1	10.7	10.0
				73805 IT-Non-Telecommunication subtotal:	10.1	10.7	10.0
73806	IT-Telecommunication	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	Intra-dept	Enterprise Technology Services	22.4	23.7	23.0
				73806 IT-Telecommunication subtotal:	22.4	23.7	23.0
73809	Mail	Costs for central mail room services	Intra-dept	Central Mail	5.2	5.6	5.3
				73809 Mail subtotal:	5.2	5.6	5.3
73810	Human Resources	Management/consulting for human resource services	Intra-dept	Personnel	417.4	432.3	439.2
				73810 Human Resources subtotal:	417.4	432.3	439.2
73811	Building Leases	State facility rent in Juneau	Intra-dept	Leases	22.7	22.1	102.5
				73811 Building Leases subtotal:	22.7	22.1	102.5
73813	Auditing	Auditing services including compliance audits	Inter-dept	Legislative Audit	0.1	0.1	0.1
				73813 Auditing subtotal:	0.1	0.1	0.1
73814	Insurance	Risk Management chargeback for services	Intra-dept	Risk Management	0.4	0.4	0.4
				73814 Insurance subtotal:	0.4	0.4	0.4
73815	Financial	Division of Finance chargeback for services	Intra-dept	Finance	3.9	1.0	0.7
				73815 Financial subtotal:	3.9	1.0	0.7
73816	ADA Compliance	ADA Compliance charges from the Department of Admin, Division of Personnel	Intra-dept	Personnel	0.1	0.1	0.1
				73816 ADA Compliance subtotal:	0.1	0.1	0.1
73818	Training (Services-IA Svcs)	Training	Intra-dept	Admin	0.6	0.7	0.8
				73818 Training (Services-IA Svcs) subtotal:	0.6	0.7	0.8
73819	Commission Sales (IA Svcs)	US Travel service fees	Intra-dept	E-Travel	0.0	0.1	0.1
				73819 Commission Sales (IA Svcs) subtotal:	0.0	0.1	0.1
73827	Safety (IA Svcs)	Parking security	Inter-dept	Facilities	0.8	0.9	1.0
				73827 Safety (IA Svcs) subtotal:	0.8	0.9	1.0
73979	Mgmt/Consulting (IA Svcs)	DGS Procurement	Inter-dept	Contracting and Appeals	0.0	2.5	6.5
73979	Mgmt/Consulting (IA Svcs)	Information Technology (IT) desktop chargeback for services	Intra-dept	DOA Info Tech Support	20.4	17.2	20.5
				73979 Mgmt/Consulting (IA Svcs) subtotal:	20.4	19.7	27.0
				Administrative Services total:	504.1	517.4	610.2
				Grand Total:	504.1	517.4	610.2