

State of Alaska FY2018 Governor's Operating Budget

Department of Education and Early Development Administrative Services Component Budget Summary

Component: Administrative Services

Contribution to Department's Mission

To provide centralized, administrative management and financial support services to the department.

Core Services

- This component provides centralized administrative services to the department through the coordination of various functions such as budget preparation and execution, federal and state financial reporting, accounting, internal audit, procurement, contract administration, leasing, property control, human resources, payroll, travel, and other administrative responsibilities in accordance with federal laws, state statutes and regulations.

Major Component Accomplishments in 2016

- Maintained timely and accurate financial management services;
- Provided professional level procurement and administrative services;
- Effectively managed the appropriations and allocations established by session law to implement the budget and successfully close out the fiscal year while meeting the obligations of the department;
- Provided training and professional development opportunities for division staff; and,
- Successfully implemented and utilized the new Integrated Resource Information System (IRIS), including managing change associated with the new system.

Key Component Challenges

The Administrative Services component provides efficient and timely administrative, financial, budgetary, and procurement support services to the department; however, continued work towards the implementation of enterprise level statewide replacement systems (IRIS, both the financial and procurement portion as well as the Human Resource Management (HRM) portion) continues to significantly impact the workload and processes within this section.

Significant Changes in Results to be Delivered in FY2018

Through the continued implementation of IRIS, Administrative Services will to continue to analyze the financial and procurement processes, as well as the human resource processes, to find the most efficient and effective methods of service delivery. In addition, the department will continue the process of moving select back office functions to the new Shared Services Division within the Department of Administration.

Statutory and Regulatory Authority

AS Title 14 AS Title 39
AS Title 23 AS 28.05.104
AS Title 37

Contact Information

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Administrative Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2017</u> <u>Management</u> <u>Plan</u>	<u>FY2018</u> <u>Governor</u>		
Full-time	11	10	Annual Salaries	804,913
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	451,248
			<i>Less 0.03% Vacancy Factor</i>	(361)
			Lump Sum Premium Pay	0
Totals	11	10	Total Personal Services	1,255,800

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Accounting Tech I	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	2	0	2
Audit & Review Analyst II	0	0	1	0	1
Budgt Anlyst III	0	0	1	0	1
Division Director	0	0	1	0	1
Human Resource Consultant III	0	0	1	0	1
Procurement Spec III	0	0	1	0	1
Totals	0	0	10	0	10

Component Detail All Funds
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Non-Formula Component

	FY2016 Actuals	FY2017 Conference Committee	FY2017 Authorized	FY2017 Management Plan	FY2018 Governor	FY2017 Management Plan vs FY2018 Governor	
71000 Personal Services	1,276.6	1,339.2	1,339.2	1,314.2	1,255.8	-58.4	-4.4%
72000 Travel	5.5	0.0	0.0	0.0	0.0	0.0	0.0%
73000 Services	399.9	370.3	370.3	385.3	400.5	15.2	3.9%
74000 Commodities	16.4	20.0	20.0	30.0	15.0	-15.0	-50.0%
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	1,698.4	1,729.5	1,729.5	1,729.5	1,671.3	-58.2	-3.4%
Fund Sources:							
1002Fed Rcpts (Fed)	131.9	145.0	145.0	145.0	145.0	0.0	0.0%
1004Gen Fund (UGF)	899.3	837.3	837.3	837.3	842.7	5.4	0.6%
1007I/A Rcpts (Other)	667.2	747.2	747.2	747.2	683.6	-63.6	-8.5%
Unrestricted General (UGF)	899.3	837.3	837.3	837.3	842.7	5.4	0.6%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	667.2	747.2	747.2	747.2	683.6	-63.6	-8.5%
Federal Funds	131.9	145.0	145.0	145.0	145.0	0.0	0.0%
Positions:							
Permanent Full Time	11	11	11	11	10	-1	-9.1%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	1	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios with Descriptions
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2017 Conference Committee To FY2017 Authorized *****												
FY2017 Conference Committee												
	ConfCom	1,729.5	1,339.2	0.0	370.3	20.0	0.0	0.0	0.0	11	0	0
1002 Fed Rcpts		145.0										
1004 Gen Fund		837.3										
1007 I/A Rcpts		747.2										
Subtotal		1,729.5	1,339.2	0.0	370.3	20.0	0.0	0.0	0.0	11	0	0
***** Changes From FY2017 Authorized To FY2017 Management Plan *****												
Align Authority to Comply with Vacancy Factor Guidelines												
	LIT	0.0	-25.0	0.0	15.0	10.0	0.0	0.0	0.0	0	0	0
A line item transfer is necessary to comply with vacancy factor guidelines. Authorization is transferred to the services and commodities line to support anticipated contractual obligations, and computer and computer peripheral replacements within the component.												
Subtotal		1,729.5	1,314.2	0.0	385.3	30.0	0.0	0.0	0.0	11	0	0
***** Changes From FY2017 Management Plan To FY2018 Governor *****												
FY2018 Salary and Health Insurance Increases												
	SalAdj	4.1	4.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		2.3										
1007 I/A Rcpts		1.8										
Includes: ACOA COLA, 2.25% per contract ending 6/30/2018; GGU HI increase from \$1346 to \$1389; LTC HI increase from \$1363 to \$1432.: \$4.1												
FY2018 PS Health Ins.: \$4.1												
Reduce Uncollectible Interagency Receipt Authority												
	Dec	-60.0	0.0	0.0	-60.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		-60.0										
Reduce uncollectible interagency receipt authority												
Align Budget Authorization with Anticipated Expenditures												
	LIT	0.0	25.5	0.0	-10.5	-15.0	0.0	0.0	0.0	0	0	0
Align budget authorization with anticipated expenditures												
Transfer to Department of Administration for Shared Services of Alaska Implementation												
	AtROUT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0

Change Record Detail - Multiple Scenarios with Descriptions
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP

The Department of Education and Early Development is transferring an initial wave of positions to the Shared Services of Alaska organization for accounts payable, and travel and expense activities.

The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.

The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times. It is anticipated that an initial ten percent savings can be realized in FY2018 for these activities, with increased savings in future fiscal years.

Budget authority is retained by the department to fund a reimbursable services agreement with Shared Services of Alaska for the cost of services provided.

The following PCN is transferred to the Shared Services organization:

Full-time Accounting Technician II (05-7008), range 14, located in Juneau

Savings from Shared Services of Alaska Implementation

Dec	-9.5	-9.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts	-9.5											

The Department of Education and Early Development is transferring an initial wave of positions to the Shared Services of Alaska organization for accounts payable, and travel and expense activities.

It is anticipated that an initial ten percent savings in personal services costs can be realized in FY2018 for these activities, with increased savings in future fiscal years as the organization matures.

The remaining personal services authority will be used to fund a reimbursable services agreement with Shared Services of Alaska for the cost of services provided.

The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.

The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times.

Align Authority for Shared Services of Alaska Reimbursable Services Agreement

LIT	0.0	-85.7	0.0	85.7	0.0	0.0	0.0	0.0	0.0	0	0	0
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The Department of Education and Early Development is transferring an initial wave of positions to the Shared Services of Alaska organization for accounts

Change Record Detail - Multiple Scenarios with Descriptions
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
payable, and travel and expense activities. Services authority is needed to fund a reimbursable services agreement with the Department of Administration for these activities.												
The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.												
The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times.												
It is anticipated that an initial ten percent savings in personal services costs can be realized in FY2018 for these activities, with increased savings in future fiscal years as the organization matures. The remaining personal services authority is transferred to services to fund a reimbursable services agreement with Shared Services of Alaska for the cost of services provided.												
Supervisory Unit 15 Hour Furlough Contract Terms												
	SalAdj	-0.3	-0.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		-0.3										
Alaska Public Employees Association, supervisory unit, 15 hours of furlough required for each permanent full-time employee in each year from July 1, 2016 to June 30, 2018.												
FY2018 Alaska Care & PSEA Health Insurance Increase												
	SalAdj	7.5	7.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		3.1										
1007 I/A Rcpts		4.4										
Alaska Care rate increase from \$1346 to \$1555 per month for CEA members. \$2.5												
Alaska Care rate increase from \$1346 to \$1555 per month for APEA members. \$2.5												
Alaska Care rate increase from \$1346 to \$1555 per month for exempt and partially exempt employees. \$2.5												
Totals		1,671.3	1,255.8	0.0	400.5	15.0	0.0	0.0	0.0	10	0	0

Personal Services Expenditure Detail
Department of Education and Early Development

Scenario: FY2018 Governor (13956)
Component: Administrative Services (157)
RDU: Education Support Services (400)

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
02-1008	Human Resource Consultant III	FT	A	KK	Juneau	205	19F / J	12.0		81,125	0	0	46,818	127,943	30,604
05-1168	Budgt Anlyst III	FT	A	GP	Juneau	99	21K / L	12.0		98,615	0	0	50,816	149,431	149,431
05-1351	Accountant IV	FT	A	SS	Juneau	205	20A	12.0		76,788	0	0	45,322	122,110	0
05-2059	Accounting Tech III	FT	A	GP	Juneau	205	16K	12.0		69,336	0	0	40,721	110,057	110,057
05-7019	Accounting Tech II	FT	A	GP	Juneau	99	14K / L	12.0		61,065	0	0	37,869	98,934	84,094
05-7606	Audit & Review Analyst II	FT	A	GP	Juneau	205	21F / G	12.0		88,927	0	0	47,476	136,403	136,403
05-7624	Accounting Tech III	FT	A	GP	Juneau	99	16L / M	12.0		70,717	0	0	41,197	111,914	0
05-7717	Accounting Tech I	FT	A	GP	Juneau	205	12D / E	12.0		44,204	0	0	32,055	76,259	0
05-8724	Procurement Spec III	FT	A	GP	Juneau	99	18L / M	12.0		80,804	0	0	44,675	125,479	85,915
05-8726	Division Director	FT	A	XE	Juneau	N05	27J	12.0		133,332	0	0	64,299	197,631	197,631

				Total Salary Costs:	804,913
				Total COLA:	0
				Total Premium Pay:	0
				Total Benefits:	451,248
				Total Pre-Vacancy:	1,256,161
				Minus Vacancy Adjustment of 0.03%:	(361)
				Total Post-Vacancy:	1,255,800
				Plus Lump Sum Premium Pay:	0
				Personal Services Line 100:	1,255,800

	Total Positions	New	Deleted
Full Time Positions:	10	0	0
Part Time Positions:	0	0	0
Non Permanent Positions:	0	0	0
Positions in Component:	10	0	0

Total Component Months:	120.0
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PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	794,135	793,907	63.22%
1007 Interagency Receipts	462,026	461,893	36.78%
Total PCN Funding:	1,256,161	1,255,800	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 (1676)
Department of Education and Early Development
Travel

Component: Administrative Services (157)

Line Number	Line Name	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
2000	Travel	5.5	0.0	0.0
Object Class	Servicing Agency	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
2000 Travel Detail Totals		5.5	0.0	0.0
2000	In-State Employee Travel	1.7	0.0	0.0
2001	In-State Non-Employee Travel	3.8	0.0	0.0

Line Item Detail (1676)
Department of Education and Early Development
Services

Component: Administrative Services (157)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000	Services		399.9	385.3	400.5
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000 Services Detail Totals			399.9	385.3	400.5
3000	Education Services	Conferences, memberships, and training fees for professional development, maintaining certifications, and to represent the department at statewide sessions; online reporting and assessments; e-learning module development and system implementation	0.6	1.0	0.5
3001	Financial Services		2.4	0.0	0.0
3003	Information Technology	Information technology software and maintenance agreements; annual renewals and upgrades; systems-related support	2.2	2.2	2.2
3004	Telecommunications	Long distance telephone charges, data/network communications charges, cell phone charges, cable services; Alaska OWL dedicated broadband internet services for Alaska public libraries	0.7	0.0	0.0
3007	Advertising and Promotions	Advertising regulations and legal notices; job recruitments	0.4	0.0	0.0
3008	Utilities	Costs for electricity, water and sewage, disposal, and heating oil; disposal of confidential data and recycling	0.7	0.0	0.0
3010	Equipment/Machinery		1.3	0.6	0.0
3011	Other Services	Contract for federal Client	132.3	132.0	132.0

Line Item Detail (1676)
Department of Education and Early Development
Services

Component: Administrative Services (157)

Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000 Services Detail Totals			399.9	385.3	400.5
		<p>Assistance Program (CAP). The Department of Education and Early Development has been designated by the Governor to provide CAP services to help clients or client applicants pursue problems they have with programs funded under the Rehabilitation Act of 1973.</p> <p>The purpose of this program is to advise and inform clients, client applicants, and other individuals with disabilities of all the available services and benefits under the Rehabilitation Act of 1973, as amended, and of the services and benefits available to them under Title I of the Americans with Disabilities Act (ADA). In addition, grantees may assist and advocate for clients and client applicants in relation to projects, programs, and services provided under the Rehabilitation Act. In providing assistance and advocacy under Title I of the Rehabilitation Act, a CAP agency may provide assistance and advocacy with respect to services that are directly related to employment for the client or client applicant.</p>			
3017	Inter-Agency Information Technology Admin - Department-wide Non-Telecommunications	RSA with the Department of Administration for Core Services chargebacks; mainframe storage and file sharing, network and video services	1.1	1.1	1.3
3018	Inter-Agency Information Technology Admin - Department-wide	RSA with the Department of	21.9	23.9	15.0

Line Item Detail (1676)
Department of Education and Early Development
Services

Component: Administrative Services (157)

Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000 Services Detail Totals			399.9	385.3	400.5
Telecommunications		Administration for Core Services including telecommunications, computer services, EPR and PBX, and VPNs; teleconferences with Legislature			
3018	Inter-Agency Information Technology Telecommunications	Legis - Department-wide	1.5	0.0	0.0
3021	Inter-Agency Mail	Admin - Department-wide	26.1	17.0	15.0
3022	Inter-Agency Human Resources	Admin - Department-wide	200.0	205.0	147.3
3024	Inter-Agency Legal		0.5	0.5	0.5
3027	Inter-Agency Financial	Admin - Department-wide	7.4	1.0	0.0
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	0.8	1.0	1.0
3038	Inter-Agency Management/Consulting	Admin - Department-wide	0.0	0.0	85.7

Line Item Detail (1676)
Department of Education and Early Development
Commodities

Component: Administrative Services (157)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
4000	Commodities		16.4	30.0	15.0
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
		4000 Commodities Detail Totals	16.4	30.0	15.0
4000	Business	Reference books and other educational materials; office equipment and furniture purchases; consumable office supplies for mailings, fax and copy machines, labels, and printers; computer supplies for desktop workstations and laptops, and software; library materials	16.3	30.0	15.0
4002	Household/Institutional		0.1	0.0	0.0

Revenue Detail (1681)
Department of Education and Early Development

Component: Administrative Services (157)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
5002 Fed Rcpts (1002 Fed Rcpts)			145.0	145.0	145.0
5004 Federal Education - Miscellaneous Grants		Federal funds are available annually to assist clients of vocational rehabilitation services in resolving issues. These services are provided through a contract.	131.9	145.0	145.0
5004 Federal Education - Miscellaneous Grants		Uncollectible restricted revenue	13.1	0.0	0.0
5007 I/A Rcpts (1007 I/A Rcpts)			747.2	747.2	683.6
5301 Inter-Agency Receipts		Receipts are collected from all divisions within the department for support provided by Administrative Services including, finance and accounting, human resources, payroll, supply, procurement, leasing and budget preparation.	667.2	747.2	683.6
		Estimated Interagency Receipts by Component School Finance & Facilities: \$105.8; Student & School Achievement: \$230.2; State System of Support: \$7.6; Teacher Certification: \$14.2; Child Nutrition Services: \$29.3; Early Learning Coordination: \$23.9; Professional Teaching Practices Commission \$2.7; Alaska State Council on the Arts \$3.2; Mt. Edgecumbe High School \$22.5; Library Operations: \$133.6; Archives: \$1.4; Museums: \$55.1; Alaska Commission on Postsecondary Education \$50.0 Total \$679.5			
5301 Inter-Agency Receipts		Uncollectible restricted revenue	80.0	0.0	0.0

Revenue Detail (1681)
Department of Education and Early Development

Component: Administrative Services (157)

Inter-Agency Services (1682)
Department of Education and Early Development

Component: Administrative Services (157)

				FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
Component Totals				259.3	249.5	265.8
With Department of Administration				257.3	249.0	265.3
With Legislature				1.5	0.0	0.0
With Unspecified				0.5	0.5	0.5
Object Class	Servicing Agency	Explanation		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	RSA with the Department of Administration for Core Services chargebacks; mainframe storage and file sharing, network and video services	1.1	1.1	1.3
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	RSA with the Department of Administration for Core Services including telecommunications, computer services, EPR and PBX, and VPNs; teleconferences with Legislature	21.9	23.9	15.0
3018	Inter-Agency Information Technology Telecommunications	Legis - Department-wide	RSA with the Department of Administration for Core Services including telecommunications, computer services, EPR and PBX, and VPNs; teleconferences with Legislature	1.5	0.0	0.0
3021	Inter-Agency Mail	Admin - Department-wide	RSA with the Department of Administration for Central Mail Services	26.1	17.0	15.0
3022	Inter-Agency Human Resources	Admin - Department-wide	RSA with the Department of Administration for centralized Human Resource management and services	200.0	205.0	147.3
3024	Inter-Agency Legal		RSA with the Department of Law for legal services; assistance in conducting teacher certification hearings and related proceedings, and drafting decisions	0.5	0.5	0.5

Inter-Agency Services (1682)
Department of Education and Early Development

Component: Administrative Services (157)

Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3027 Inter-Agency Financial	Admin - Department-wide		7.4	1.0	0.0
3028 Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	RSA with Department of Administration for ADA chargeback	0.8	1.0	1.0
3038 Inter-Agency Management/Consulting	Admin - Department-wide	Shared Services - reimbursable services agreement for travel and accounts payable	0.0	0.0	85.7