

State of Alaska FY2018 Governor's Operating Budget

Department of Revenue Administrative Services Component Budget Summary

Component: Administrative Services

Contribution to Department's Mission

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

Core Services

- Financial accounting and approving of financial transactions
- Budget development and implementation
- Travel desk coordination, training, and assistance
- Policy and procedure development
- Professional and non-professional procurement of goods and services for divisions; purchasing delegations, training, and advice
- Financial management and contract administration of gas line development projects
- Staff development and structure reorganization support
- Records Management and State Property Management
- Network security; server administration; web services; desktop network and other computer services
- Database administration and IT planning services
- Human Resources

Major Component Accomplishments in 2016

- Continued taking steps to organize information technology (IT) support and increase efficiencies from a department-wide perspective by increasing standardization, staff specialization, automation, separation of hardware from software, and policy-based management.

Standardization steps completed:
 - Standardization of the Patch management, workstation deployment, inventory and reporting software using SCCM
 - Standardization of authentication and account management system for workstations and users using the Enterprise State of Alaska Active Directory (SOA AD).
 - Standardization of the background check requirement for all system and workstation admins.
 - Began the standardization of help desk software and processes.
 - Replaced two SANs in the Atwood Building with one and initiated the convergence of Tax infrastructure with the Child Support Service Division infrastructure.
- The Tax Division completed the rollout of the Tax Revenue Management System (TRMS). The System was moved from the ETS supported infrastructure to the shared Revenue infrastructure in order to upgrade servers, separate services, increase security, increase infrastructure utilization and increase standardization with other Revenue applications.
- Administrative Services (ASD) assumed the primary IT support for the Treasury Division after the Treasury Network Specialist I was deleted and the IT Manager position remained unfilled. Changes to processes in order to standardize with other Department processes are underway.
- ASD-IT was able to increase operational depth of coverage for SCCM while assisting the Department of Commerce with their transition from LanDesk to SCCM by sharing Revenues SCCM servers with Commerce.

Key Component Challenges

- Absorbing the workload impacts of the various initiatives that have unforeseen consequences to administrative support functions.

- Providing internal controls and support to a diverse group of agencies, enabling them to continue their work and missions within the bounds of budget, regulations, and statutes.
- Providing data security, disaster recovery, and increased system performance to all divisions.
- Change in technology to better serve all division's applications and network capability.

Significant Changes in Results to be Delivered in FY2018

No changes in results delivered.

Statutory and Regulatory Authority

AS 36.30	State Procurement Code
AS 37.05	Fiscal Procedures Act
AS 37.07	Executive Budget Act
AS 37.10	Public Funds
AS 43.05.010	Duties of Commissioner
AS 43.23.055	Permanent Fund Dividends - Duties of the Department

Contact Information
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Administrative Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2017 Management Plan	FY2018 Governor		
Full-time	16	13	Annual Salaries	972,173
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	569,756
			<i>Less 4.11% Vacancy Factor</i>	(63,421)
			Lump Sum Premium Pay	12,592
Totals	16	13	Total Personal Services	1,491,100

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Accounting Tech III	0	0	1	0	1
Admin Operations Mgr I	0	0	1	0	1
Administrative Assistant II	1	0	3	0	4
Administrative Officer II	1	0	0	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
Human Resource Technician II	0	0	1	0	1
Procurement Spec II	0	0	1	0	1
Totals	2	0	11	0	13

Component Detail All Funds
Department of Revenue

Component: Administrative Services (125)
RDU: Administration and Support (50)

Non-Formula Component

	FY2016 Actuals	FY2017 Conference Committee	FY2017 Authorized	FY2017 Management Plan	FY2018 Governor	FY2017 Management Plan vs FY2018 Governor	
71000 Personal Services	2,043.3	2,035.1	2,035.1	2,035.1	1,491.1	-544.0	-26.7%
72000 Travel	15.4	16.4	16.4	16.4	16.4	0.0	0.0%
73000 Services	607.4	218.2	218.2	218.2	1,226.0	1,007.8	461.9%
74000 Commodities	182.8	17.0	17.0	17.0	17.0	0.0	0.0%
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	2,848.9	2,286.7	2,286.7	2,286.7	2,750.5	463.8	20.3%
Fund Sources:							
1004Gen Fund (UGF)	515.2	514.1	514.1	514.1	518.4	4.3	0.8%
1007I/A Rcpts (Other)	1,554.6	992.4	992.4	992.4	1,445.9	453.5	45.7%
1133CSSD Reimb (Fed)	779.1	780.2	780.2	780.2	786.2	6.0	0.8%
Unrestricted General (UGF)	515.2	514.1	514.1	514.1	518.4	4.3	0.8%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	1,554.6	992.4	992.4	992.4	1,445.9	453.5	45.7%
Federal Funds	779.1	780.2	780.2	780.2	786.2	6.0	0.8%
Positions:							
Permanent Full Time	17	16	16	16	13	-3	-18.8%
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 Revenue

Component: Administrative Services (125)
RDU: Administration and Support (50)

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		2,286.7	2,035.1	16.4	218.2	17.0	0.0	0.0	0.0	16	0	0
1004 Gen Fund		514.1										
1007 I/A Rcpts		992.4										
1133 CSSD		780.2										
Reimb												
Subtotal		2,286.7	2,035.1	16.4	218.2	17.0	0.0	0.0	0.0	16	0	0
***** Changes From FY2017 Management Plan To FY2018 Governor *****												
FY2018 Salary and Health Insurance Increases												
SalAdj		4.2	4.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		1.0										
1007 I/A Rcpts		1.8										
1133 CSSD		1.4										
Reimb												
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.: \$4.2												
FY2018 PS Health Ins.: \$4.2												
Transfer four positions into Administrative Services for Department Shared Services												
Trin		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4	0	0
The Department of Revenue will implement shared services at a department level for travel and expenses, procurement, administrative human resource work, and accounts payable. Shared services in Revenue will increase efficiency, decrease costs and prepare the department for shared services at a statewide level. Shared services will result in the deletion of 2 positions and the transfer of 4 positions to Administrative Services.												
Positions subject to delete:												
Full-time Administrative Assistant I (04-7115), range 12, located in Anchorage, Child Support Services Division												
Full-time Accounting Technician II (04-7061), range 14, located in Anchorage, Child Support Services Division												
Positions subject to transfer to Administrative Services:												
Full-time Administrative Officer II (04-7069), range 19, located in Anchorage, Child Support Services Division												
Full-time Administrative Assistant II (04-7040), range 14, located in Anchorage, Child Support Services Division												
Full-time Administrative Assistant II (04-6052), range 14, located in Juneau, Permanent Fund Dividend Division												
Full-time Administrative Assistant II (04-3229), range 14, located in Juneau, Tax Division												
Transfer to Department of Administration for Centralized Office of Information Technology Implementation												
Atrout		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-7	0	0

Change Record Detail - Multiple Scenarios with Descriptions
Department of Revenue

Component: Administrative Services (125)
RDU: Administration and Support (50)

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

The Department of Revenue is transferring positions to the centralized Office of Information Technology organization for commodity activities.

The Department of Administration is creating a centralized Office of Information Technology (IT) in order to better align the State of Alaska's IT organizations. The purpose of this centralization is to deliver the lowest cost for commodity services by leveraging the purchasing power of the State as a single organization; and realigning department IT organizations to a Chief Information Officer (CIO) responsible for all technology-related strategy and operations within the State.

Budget authority is retained by the department to fund a reimbursable services agreement with the Office of Information Technology for the cost of services provided. Although PCNs are transferring to the Department of Administration, it is anticipated that all positions remain functionally within the Department of Revenue. No office or duty station changes are anticipated. Savings are anticipated to be realized in future fiscal years as further realignment occurs.

The following PCNs are transferred to the Office of Information Technology organization:

- Full-time Data Processing Mgr I (04-7168), range 22, located in Anchorage
- Full-time Data Processing Mgr III (04-1139), range 24, located in Juneau
- Full-time Database Specialist III (04-6064), range 22, located in Juneau
- Full-time Micro/Network Specialist I (04-4035), range 18, located in Juneau
- Full-time Micro/Network Specialist I (04-1149), range 18, located in Anchorage
- Full-time Micro/Network Specialist I (04-1151), range 18, located in Juneau
- Full-time Systems Programmer II (04-1024). range 22, located in Juneau

Align Authority for Centralized Office of Information Technology Reimbursable Services Agreement

LIT	0.0	-986.8	0.0	986.8	0.0	0.0	0.0	0.0	0.0	0	0	0
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The Department of Revenue is transferring positions to the centralized Office of Information Technology organization for commodity activities. Services authority is needed to fund a reimbursable services agreement with the Department of Administration for these activities.

The Department of Administration is creating a centralized Office of Information Technology (IT) in order to better align the State of Alaska's IT organizations. The purpose of this centralization is to deliver the lowest cost for commodity services by leveraging the purchasing power of the State as a single organization; and realigning department IT organizations to a Chief Information Officer (CIO) responsible for all technology-related strategy and operations within the State.

Budget authority is retained by the department to fund a reimbursable services agreement with the Office of Information Technology for the cost of services provided.

Add I/A Authority for Department of Revenue Shared Services

Inc	445.7	424.7	0.0	21.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts	445.7											

The Department of Revenue will implement shared services at a department level for travel and expenses, procurement, administrative human resource work, information technology, and accounts payable. Shared services in Revenue will increase efficiency, decrease costs and prepare the department for shared services at a statewide level. Shared services will result in the deletion of 2 positions and the transfer of 4 positions to Administrative Services.

Budget authority was retained by the divisions and additional inter-agency authority is needed by Administrative Services to collect the funds through a

Change Record Detail - Multiple Scenarios with Descriptions
Department of Revenue

Component: Administrative Services (125)
RDU: Administration and Support (50)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
reimbursable services agreement for the cost of services provided.												
Supervisory Unit 15 Hour Furlough Contract Terms												
	SalAdj	-2.9	-2.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-0.7										
1007 I/A Rcpts		-1.2										
1133 CSSD		-1.0										
Reimb												
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	16.8	16.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		4.0										
1007 I/A Rcpts		7.2										
1133 CSSD		5.6										
Reimb												
Alaska Care rate increase from \$1346 to \$1555 per month for CEA members. \$4.8												
Alaska Care rate increase from \$1346 to \$1555 per month for APEA members. \$9.6												
Alaska Care rate increase from \$1346 to \$1555 per month for exempt and partially exempt employees. \$2.4												
Totals		2,750.5	1,491.1	16.4	1,226.0	17.0	0.0	0.0	0.0	13	0	0

Personal Services Expenditure Detail
Department of Revenue

Scenario: FY2018 Governor (13956)
Component: Administrative Services (125)
RDU: Administration and Support (50)

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
02-3202	Human Resource Consultant III	FT	A	KK	Juneau	205	19F / J	12.0		80,158	0	0	46,669	126,827	29,716
04-0006	Admin Operations Mgr I	FT	A	SS	Juneau	205	22F / J	12.0		98,479	0	0	53,028	151,507	35,498
04-1001	Division Director	FT	A	XE	Juneau	N05	27F / J	12.0		132,807	0	0	64,455	197,262	46,219
04-1002	Accounting Tech III	FT	A	GP	Juneau	205	16C / D	12.0		57,094	0	0	36,631	93,725	21,960
04-1007	Budgt Anlyst III	FT	A	SS	Juneau	205	21J	12.0		93,780	0	0	51,397	145,177	34,015
04-1009	Administrative Assistant II	FT	A	GP	Juneau	205	14E / F	12.0		52,831	0	0	35,151	87,982	20,614
04-1141	Procurement Spec II	FT	A	GP	Juneau	205	16A / B	12.0		53,401	0	0	35,349	88,750	20,794
04-1148	Accountant IV	FT	A	SS	Juneau	205	20E / F	12.0		82,764	0	0	47,573	130,337	30,538
04-3229	Administrative Assistant II	FT	A	GG	Juneau	99	14N	12.0		67,228	0	0	40,149	107,377	25,158
04-6052	Administrative Assistant II	FT	A	GP	Juneau	205	14F / G	12.0		54,434	0	0	35,708	90,142	21,120
04-7040	Administrative Assistant II	FT	A	GP	Anchorage	200	14E / F	12.0		50,474	0	0	34,333	84,807	19,870
04-7069	Administrative Officer II	FT	A	SS	Anchorage	99	19N / O	12.0		93,545	0	0	51,315	144,860	33,941
05-1731	Human Resource Technician II	FT	A	KK	Juneau	205	14E / F	12.0		55,178	0	0	37,998	93,176	21,831

Total Positions				Total Salary Costs:	972,173
Full Time Positions:	13	New	0	Total COLA:	0
Part Time Positions:	0	Deleted	0	Total Premium Pay::	0
Non Permanent Positions:	0		0	Total Benefits:	569,756
Positions in Component:	13		0	Total Pre-Vacancy:	1,541,929
				Minus Vacancy Adjustment of 4.11%:	(63,421)
				Total Post-Vacancy:	1,478,508
Total Component Months:	156.0			Plus Lump Sum Premium Pay:	12,592
				Personal Services Line 100:	1,491,100

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	361,274	346,414	23.43%
1007 Interagency Receipts	660,871	633,689	42.86%
1133 CSSD Administrative Cost Reimbursement	519,784	498,405	33.71%
Total PCN Funding:	1,541,929	1,478,508	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.

Personal Services Expenditure Detail
Department of Revenue

Scenario: FY2018 Governor (13956)
Component: Administrative Services (125)
RDU: Administration and Support (50)

Lump Sum Funding Sources:	Amount	Percent
1133 General Fund Receipts	12,592	100.00%
Total Lump Sum Funding:	12,592	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 Revenue
Travel

Component: Administrative Services (125)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
2000	Travel		15.4	16.4	16.4
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
2000 Travel Detail Totals			15.4	16.4	16.4
2000	In-State Employee Travel	Employee instate travel - airfare, lodging, surface transportation, reimbursable travel costs, and meal & incidentals	5.4	16.4	16.4
2006	Other Travel Costs	Working reserve sweep	10.0	0.0	0.0

Line Item Detail (1676)
Department of Revenue
Services

Component: Administrative Services (125)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000	Services		607.4	218.2	1,226.0
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000 Services Detail Totals			607.4	218.2	1,226.0
3000	Education Services	Training, conferences, memberships, and employee tuition	1.8	1.0	1.0
3001	Financial Services	Accounting, auditing, management/consulting services	12.0	13.0	12.0
3003	Information Technology	IT training, consulting, software licensing, software maintenance, and IT equipment leases	300.6	17.8	9.5
3004	Telecommunications	Local, long distance, cellular and telecommunications equipment charges; data/network; and television	8.1	7.9	8.0
3006	Delivery Services	Delivery and courier services	1.3	1.2	1.5
3008	Utilities	Disposal of records and confidential material	1.4	0.8	1.4
3009	Structure/Infrastructure/Land	Repairs/maintenance of structures or infrastructure	1.9	3.7	2.0
3010	Equipment/Machinery	Repairs, maintenance, rentals and/or leases of office furniture and equipment	11.9	5.2	12.0
3011	Other Services	Professional management and consulting services; printing and copying services; and State Travel Office fees	98.4	0.0	0.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide ETS chargeback for computer services (including EPR, MICS charges for mainframe usage,	46.9	45.0	45.0

Line Item Detail (1676)
Department of Revenue
Services

Component: Administrative Services (125)

Object Class		Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
			3000 Services Detail Totals	607.4	218.2	1,226.0
			and VPN			
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	ETS chargeback for telecommunications EPR, phone lines and service requests	26.6	26.1	26.9
3021	Inter-Agency Mail	Admin - Department-wide	Central mailroom services including pickup and delivery of U.S. mail, postage, mailing of state warrants	1.5	1.5	1.5
3022	Inter-Agency Human Resources	Admin - Department-wide	Human resource and payroll services provided by the Division of Personnel	10.8	10.8	10.8
3023	Inter-Agency Building Leases	Admin - Department-wide	Cost of space in state-owned facilities	76.6	76.6	100.0
3025	Inter-Agency Auditing	Legis - Department-wide	Costs associated with compliance audit services provided by Legislative Audits	4.2	4.2	4.2
3026	Inter-Agency Insurance	Admin - Department-wide	Risk Management	0.3	0.3	0.3
3027	Inter-Agency Financial	Admin - Department-wide	Division of Finance IRIS and AKPAY	2.2	2.2	2.2
3036	Inter-Agency Safety	Admin - Department-wide	Parking enforcement at State Office Building located in Juneau	0.9	0.9	0.9
3038	Inter-Agency Management/Consulting	Admin - Department-wide	Alaska Division of Information Technology reimbursable services agreement for consolidated information technology services.	0.0	0.0	986.8

Line Item Detail (1676)
Department of Revenue
Commodities

Component: Administrative Services (125)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
4000	Commodities		182.8	17.0	17.0
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
		4000 Commodities Detail Totals	182.8	17.0	17.0
4000	Business	Business supplies including book and educational equipment and furniture; office supplies; desktop computers, printers and IT equipment less than \$5,000 per item; and subscriptions including electronic access to information	182.8	17.0	17.0

Revenue Detail (1681)
Department of Revenue

Component: Administrative Services (125)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
5007 I/A Rcpts (1007 I/A Rcpts)			1,554.6	992.4	1,445.9
5301 Inter-Agency Receipts		Support services provided by the Administrative Services Division are allocated and billed through the department's internal administrative cost allocation plan.	1,554.6	992.4	1,445.9
5133 CSSD Reimb (1133 CSSD Reimb)			779.1	780.2	786.2
5081 CSSD Admin Cost Reimb (Indirect) Federal Grants/Contracts		Indirect cost recovery receipts are received from the federal Child Support Enforcement Program and are allocated to agencies that incur overhead costs in support of CSSD.	779.1	780.2	786.2

Inter-Agency Services (1682)
Department of Revenue

Component: Administrative Services (125)

				FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
Component Totals				170.0	167.6	1,178.6
With Department of Administration				165.8	163.4	1,174.4
With Legislature				4.2	4.2	4.2
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide ETS chargeback for computer services (including EPR, MICS charges for mainframe usage, and VPN	46.9	45.0	45.0	
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide ETS chargeback for telecommunications EPR, phone lines and service requests	26.6	26.1	26.9	
3021	Inter-Agency Mail	Admin - Department-wide Central mailroom services including pickup and delivery of U.S. mail, postage, mailing of state warrants	1.5	1.5	1.5	
3022	Inter-Agency Human Resources	Admin - Department-wide Human resource and payroll services provided by the Division of Personnel	10.8	10.8	10.8	
3023	Inter-Agency Building Leases	Admin - Department-wide Cost of space in state-owned facilities	76.6	76.6	100.0	
3025	Inter-Agency Auditing	Legis - Department-wide Costs associated with compliance audit services provided by Legislative Audits	4.2	4.2	4.2	
3026	Inter-Agency Insurance	Admin - Department-wide Risk Management	0.3	0.3	0.3	
3027	Inter-Agency Financial	Admin - Department-wide Division of Finance IRIS and AKPAY	2.2	2.2	2.2	
3036	Inter-Agency Safety	Admin - Department-wide Parking enforcement at State Office Building located in Juneau	0.9	0.9	0.9	
3038	Inter-Agency Management/Consulting	Admin - Department-wide Alaska Division of Information Technology reimbursable services agreement for consolidated information technology services.	0.0	0.0	986.8	