

State of Alaska FY2019 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
- Human Resources

Major Component Accomplishments in 2017

- Administrative Services (ASD) absorbed four admin focused positions from other divisions within the department to consolidate and standardize duties common to all agencies such as employee movement, procurement, travel, and payables. Revenue was one of the pilot departments for Shared Services of Alaska travel implementation.
- ASD continues to take steps toward consistency, streamlining, and simplifying processes while providing excellent customer service to the core divisions.

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.

Significant Changes in Results to be Delivered in FY2019

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

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Administrative Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2018 Management Plan	FY2019 Governor		
Full-time	13	13	Annual Salaries	976,830
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	575,011
			<i>Less 3.75% Vacancy Factor</i>	(58,173)
			Lump Sum Premium Pay	432
Totals	13	13	Total Personal Services	1,494,100

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

	FY2017 Actuals	FY2018 Conference Committee	FY2018 Authorized	FY2018 Management Plan	FY2019 Governor	FY2018 Management Plan vs FY2019 Governor	
71000 Personal Services	2,060.4	1,491.1	1,491.1	1,491.1	1,494.1	3.0	0.2%
72000 Travel	12.3	16.4	16.4	16.4	16.4	0.0	0.0%
73000 Services	535.7	1,226.0	1,226.0	1,226.0	1,226.0	0.0	0.0%
74000 Commodities	73.8	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	2,682.2	2,750.5	2,750.5	2,750.5	2,753.5	3.0	0.1%
Fund Sources:							
1004Gen Fund (UGF)	515.9	518.4	518.4	518.4	519.1	0.7	0.1%
1007I/A Rcpts (Other)	1,563.0	1,445.9	1,445.9	1,445.9	1,447.2	1.3	0.1%
1133CSSD Reimb (Fed)	603.3	786.2	786.2	786.2	787.2	1.0	0.1%
Unrestricted General (UGF)	515.9	518.4	518.4	518.4	519.1	0.7	0.1%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	1,563.0	1,445.9	1,445.9	1,445.9	1,447.2	1.3	0.1%
Federal Funds	603.3	786.2	786.2	786.2	787.2	1.0	0.1%
Positions:							
Permanent Full Time	16	13	13	13	13	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 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 FY2018 Conference Committee To FY2018 Authorized *****												
FY2018 Conference Committee												
	ConfCom	2,750.5	1,491.1	16.4	1,226.0	17.0	0.0	0.0	0.0	13	0	0
1004 Gen Fund		518.4										
1007 I/A Rcpts		1,445.9										
1133 CSSD		786.2										
Reimb												
Subtotal		2,750.5	1,491.1	16.4	1,226.0	17.0	0.0	0.0	0.0	13	0	0
***** Changes From FY2018 Management Plan To FY2019 Governor *****												
FY2019 Salary and Health Insurance Increases												
	SalAdj	3.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.7										
1007 I/A Rcpts		1.3										
1133 CSSD		1.0										
Reimb												
Salary and Health Insurance Increases: \$3.0												
Calculate FY2019 increase to GGU Health Insurance from \$1389 to \$1432 per member per month.												
Totals		2,753.5	1,494.1	16.4	1,226.0	17.0	0.0	0.0	0.0	13	0	0

Personal Services Expenditure Detail
Department of Revenue

Scenario: FY2019 Governor (14641)
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	19J	12.0		82,200	0	0	47,419	129,619	30,370
04-0006	Admin Operations Mgr I	FT	A	SS	Juneau	205	22J	12.0		100,320	0	0	53,722	154,042	36,092
04-1001	Division Director	FT	A	XE	Juneau	N05	27J	12.0		133,332	0	0	64,775	198,107	46,417
04-1002	Accounting Tech III	FT	A	GP	Juneau	205	16D / E	12.0		59,220	0	0	37,911	97,131	22,758
04-1007	Budgt Anlyst III	FT	A	SS	Juneau	205	21J / K	12.0		96,066	0	0	52,242	148,308	34,749
04-1009	Administrative Assistant II	FT	A	GP	Juneau	205	14A / B	12.0		46,665	0	0	33,544	80,209	18,793
04-1141	Procurement Spec II	FT	A	GP	Juneau	205	16B / C	12.0		55,159	0	0	36,499	91,658	21,476
04-1148	Accountant IV	FT	A	SS	Juneau	205	20D / E	12.0		81,996	0	0	47,348	129,344	30,305
04-3229	Administrative Assistant II	FT	A	GG	Juneau	99	14N / O	12.0		67,865	0	0	40,918	108,783	25,488
04-6052	Administrative Assistant II	FT	A	GP	Juneau	205	14E / F	12.0		53,972	0	0	36,086	90,058	21,101
04-7040	Administrative Assistant II	FT	A	GP	Anchorage	200	14G / J	12.0		55,524	0	0	36,626	92,150	21,591
04-7069	Administrative Officer II	FT	A	SS	Anchorage	99	19O	12.0		93,668	0	0	51,408	145,076	33,991
05-1731	Human Resource Technician II	FT	A	KK	Juneau	205	14B / C	12.0		50,843	0	0	36,513	87,356	20,468

Total Positions				Total Salary Costs:	976,830
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:	575,011
Positions in Component:	13		0	Total Pre-Vacancy:	1,551,841
				Minus Vacancy Adjustment of 3.75%:	(58,173)
				Total Post-Vacancy:	1,493,668
Total Component Months:	156.0			Plus Lump Sum Premium Pay:	432
				Personal Services Line 100:	1,494,100

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	363,596	349,966	23.43%
1007 Interagency Receipts	665,119	640,186	42.86%
1133 CSSD Administrative Cost Reimbursement	523,126	503,515	33.71%
Total PCN Funding:	1,551,841	1,493,668	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: FY2019 Governor (14641)
Component: Administrative Services (125)
RDU: Administration and Support (50)

Lump Sum Funding Sources:	Amount	Percent
1133 General Fund Receipts	432	100.00%
Total Lump Sum Funding:	432	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		FY2017 Actuals	FY2018 Management Plan	FY2019 Governor
2000	Travel		12.3	16.4	16.4
Object Class	Servicing Agency	Explanation	FY2017 Actuals	FY2018 Management Plan	FY2019 Governor
2000 Travel Detail Totals			12.3	16.4	16.4
2000	In-State Employee Travel	Employee instate travel - airfare, lodging, surface transportation, reimbursable travel costs, and meal & incidentals	12.3	16.4	16.4

Line Item Detail (1676)
Department of Revenue
Services

Component: Administrative Services (125)

Line Number	Line Name		FY2017 Actuals	FY2018 Management Plan	FY2019 Governor
3000	Services		535.7	1,226.0	1,226.0
Object Class	Servicing Agency	Explanation	FY2017 Actuals	FY2018 Management Plan	FY2019 Governor
3000 Services Detail Totals			535.7	1,226.0	1,226.0
3000	Education Services	Training, conferences, memberships, and employee tuition	7.2	1.0	1.0
3001	Financial Services	Accounting, auditing, management/consulting services	13.9	13.8	13.8
3003	Information Technology	IT training, consulting, software licensing, software maintenance, and IT equipment leases	325.2	326.0	326.0
3004	Telecommunications	Local, long distance, cellular and telecommunications equipment charges; data/network; and television	6.0	6.0	6.0
3006	Delivery Services	Delivery and courier services	0.1	0.2	0.2
3008	Utilities	Disposal of records and confidential material	7.2	1.4	1.4
3009	Structure/Infrastructure/Land	Repairs/maintenance of structures or infrastructure	0.6	1.0	1.0
3010	Equipment/Machinery	Repairs, maintenance, rentals and/or leases of office furniture and equipment	6.1	6.0	6.0
3011	Other Services	Professional management and consulting services; printing and copying services; and State Travel Office fees	0.1	0.5	0.5
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide ETS chargeback for computer services (including EPR and MICS charges for mainframe usage)	50.3	50.3	50.3

Line Item Detail (1676)
Department of Revenue
Services

Component: Administrative Services (125)

Object Class		Servicing Agency	Explanation	FY2017 Actuals	FY2018 Management Plan	FY2019 Governor
3000 Services Detail Totals				535.7	1,226.0	1,226.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	ETS chargeback for telecommunications EPR, phone lines and service requests	27.1	27.1	27.1
3021	Inter-Agency Mail	Admin - Department-wide	Central mailroom services including pickup and delivery of U.S. mail, postage, mailing of state warrants	1.4	13.0	1.5
3022	Inter-Agency Human Resources	Admin - Department-wide	Human resource and payroll services provided by the Division of Personnel	10.0	15.5	15.5
3023	Inter-Agency Building Leases	Admin - Department-wide	Cost of space in state-owned facilities	76.2	80.0	82.0
3025	Inter-Agency Auditing	Legis - Department-wide	Costs associated with compliance audit services provided by Legislative Audits	0.0	0.5	0.5
3026	Inter-Agency Insurance	Admin - Department-wide	Risk Management	0.4	0.4	0.4
3027	Inter-Agency Financial	Admin - Department-wide	Division of Finance IRIS and AKPAY	2.4	2.2	2.2
3029	Inter-Agency Education/Training	Admin - Department-wide	Training provided by state agencies – Division of General Services and Division of Finance training for procurement and ALDER reporting	0.8	1.0	1.0
3036	Inter-Agency Safety	Admin - Department-wide	Parking enforcement at State Office Building located in Juneau	0.7	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	679.2	688.7

Line Item Detail (1676)
Department of Revenue
Commodities

Component: Administrative Services (125)

Line Number	Line Name		FY2017 Actuals	FY2018 Management Plan	FY2019 Governor
4000	Commodities		73.8	17.0	17.0
Object Class	Servicing Agency	Explanation	FY2017 Actuals	FY2018 Management Plan	FY2019 Governor
		4000 Commodities Detail Totals	73.8	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	73.8	17.0	17.0

Revenue Detail (1681)
Department of Revenue

Component: Administrative Services (125)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2017 Actuals	FY2018 Management Plan	FY2019 Governor
5007 I/A Rcpts (1007 I/A Rcpts)			1,563.0	1,445.9	1,447.2
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.	1,563.0	1,445.9	1,447.2
5133 CSSD Reimb (1133 CSSD Reimb)			603.3	786.2	787.2
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.	603.3	786.2	787.2

Inter-Agency Services (1682)
Department of Revenue

Component: Administrative Services (125)

				FY2017 Actuals	FY2018 Management Plan	FY2019 Governor
Component Totals				169.3	870.1	870.1
With Department of Administration				169.3	869.6	869.6
With Legislature				0.0	0.5	0.5
Object Class	Servicing Agency	Explanation		FY2017 Actuals	FY2018 Management Plan	FY2019 Governor
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	ETS chargeback for computer services (including EPR and MICS charges for mainframe usage)	50.3	50.3	50.3
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	ETS chargeback for telecommunications EPR, phone lines and service requests	27.1	27.1	27.1
3021	Inter-Agency Mail	Admin - Department-wide	Central mailroom services including pickup and delivery of U.S. mail, postage, mailing of state warrants	1.4	13.0	1.5
3022	Inter-Agency Human Resources	Admin - Department-wide	Human resource and payroll services provided by the Division of Personnel	10.0	15.5	15.5
3023	Inter-Agency Building Leases	Admin - Department-wide	Cost of space in state-owned facilities	76.2	80.0	82.0
3025	Inter-Agency Auditing	Legis - Department-wide	Costs associated with compliance audit services provided by Legislative Audits	0.0	0.5	0.5
3026	Inter-Agency Insurance	Admin - Department-wide	Risk Management	0.4	0.4	0.4
3027	Inter-Agency Financial	Admin - Department-wide	Division of Finance IRIS and AKPAY	2.4	2.2	2.2
3029	Inter-Agency Education/Training	Admin - Department-wide	Training provided by state agencies – Division of General Services and Division of Finance training for procurement and ALDER reporting	0.8	1.0	1.0
3036	Inter-Agency Safety	Admin - Department-wide	Parking enforcement at State Office Building located in Juneau	0.7	0.9	0.9
3038	Inter-Agency Management/Consulting	Admin - Department-wide	Alaska Division of Information Technology reimbursable services agreement for consolidated	0.0	679.2	688.7

Inter-Agency Services (1682)
Department of Revenue

Component: Administrative Services (125)

Object Class	Servicing Agency	Explanation	FY2017 Actuals	FY2018 Management Plan	FY2019 Governor
		information technology services.			