

# **State of Alaska FY2020 Governor's Operating Budget**

## **Department of Administration Business Transformation Office Component Budget Summary**

<b>Component: Business Transformation Office</b>
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**Contribution to Department's Mission**

To provide back office support of common administrative transactions to allow state departments to use budget and staff to focus on their core mission and responsibilities.

**Major Component Accomplishments in 2018**

- Process redesign for travel and expense.
- Contract management of the State's new collection contractor.

**Key Component Challenges**

Positions are being transferred from all other departments requiring logistical set up of work spaces, computers, and other equipment. Service level agreements, key performance indicators, and rates for services are being established with each department for the services to be performed by the SSOA.

**Significant Changes in Results to be Delivered in FY2020**

The Business Transformation Office will oversee several different initiatives simultaneously that are designed to save the state money on common administrative functions. This change will be driven by project management staff working with each department to re-engineer processes to identify efficiencies. It will be heavily reliant on establishing metrics and using data to quantify process time, cost, and other parameters.

**Statutory and Regulatory Authority**

No statutes and regulations.

<b>Contact Information</b>
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Business Transformation Office Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2019</u> <u>Management</u> <u>Plan</u>	<u>FY2020</u> <u>Governor</u>		
Full-time	5	5	Annual Salaries	416,412
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	236,552
			<i>Less 3.00% Vacancy Factor</i>	(19,589)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>5</b>	<b>5</b>	<b>Total Personal Services</b>	<b>633,375</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Bus An/IA II	0	0	1	0	1
Division Director	0	0	1	0	1
SSOA Project Manager	1	0	2	0	3
<b>Totals</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>5</b>

**Component Detail All Funds**  
**Department of Administration**

**Component:** Business Transformation Office (3136)  
**RDU:** Shared Services of Alaska (17)

Non-Formula Component

	FY2018 Actuals	FY2019 Conference Committee	FY2019 Authorized	FY2019 Management Plan	FY2020 Governor	FY2019 Management Plan vs FY2020 Governor	
71000 Personal Services	325.7	673.2	673.2	633.4	633.4	0.0	0.0%
72000 Travel	9.2	3.0	3.0	3.0	3.0	0.0	0.0%
73000 Services	254.4	1,235.3	1,235.3	1,275.1	1,275.1	0.0	0.0%
74000 Commodities	0.1	3.0	3.0	3.0	3.0	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%
<b>Totals</b>	<b>589.4</b>	<b>1,914.5</b>	<b>1,914.5</b>	<b>1,914.5</b>	<b>1,914.5</b>	<b>0.0</b>	<b>0.0%</b>
<b>Fund Sources:</b>							
1005 GF/Prgm (DGF)	589.4	1,500.0	1,500.0	1,500.0	1,500.0	0.0	0.0%
1007 I/A Rcpts (Other)	0.0	414.5	414.5	414.5	414.5	0.0	0.0%
<b>Unrestricted General (UGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Designated General (DGF)</b>	<b>589.4</b>	<b>1,500.0</b>	<b>1,500.0</b>	<b>1,500.0</b>	<b>1,500.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>0.0</b>	<b>414.5</b>	<b>414.5</b>	<b>414.5</b>	<b>414.5</b>	<b>0.0</b>	<b>0.0%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Positions:</b>							
Permanent Full Time	5	5	5	5	5	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:** Business Transformation Office (3136)  
**RDU:** Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2019 Conference Committee To FY2019 Authorized *****												
<b>FY2019 Conference Committee</b>												
ConfCom		1,914.5	673.2	3.0	1,235.3	3.0	0.0	0.0	0.0	5	0	0
1005 GF/Prgm		1,500.0										
1007 I/A Rcpts		414.5										
<b>Subtotal</b>		<b>1,914.5</b>	<b>673.2</b>	<b>3.0</b>	<b>1,235.3</b>	<b>3.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>5</b>	<b>0</b>	<b>0</b>
***** Changes From FY2019 Authorized To FY2019 Management Plan *****												
<b>Align Authority with Anticipated Expenditures</b>												
LIT		0.0	-39.8	0.0	39.8	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from personal services to services to align authority with anticipated expenditures. Additional authority is needed for projected service contracts.												
<b>Subtotal</b>		<b>1,914.5</b>	<b>633.4</b>	<b>3.0</b>	<b>1,275.1</b>	<b>3.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>5</b>	<b>0</b>	<b>0</b>
***** Changes From FY2019 Management Plan To FY2020 Governor *****												
<b>Totals</b>		<b>1,914.5</b>	<b>633.4</b>	<b>3.0</b>	<b>1,275.1</b>	<b>3.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>5</b>	<b>0</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Administration**

**Scenario:** FY2020 Governor (15610)  
**Component:** Business Transformation Office (3136)  
**RDU:** Shared Services of Alaska (17)

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-?012	Bus An/IA II	FT	A	XE	Juneau	N05	18A	12.0		63,144	0	0	40,389	103,533	0
02-?013	SSOA Project Manager	FT	A	XE	Anchorage	N00	22A	12.0		78,492	0	0	45,664	124,156	0
02-5182	Division Director	FT	A	XE	Juneau	N05	27C / D	12.0		117,984	0	0	59,237	177,221	0
02-T181	SSOA Project Manager	FT	A	XE	Juneau	N05	22A	12.0		82,416	0	0	47,013	129,429	0
02-T182	Ssoa Project Manager	FT	A	XE	Juneau	N05	20A / B	12.0		74,376	0	0	44,249	118,625	0
<b>Total</b>													<b>Total Salary Costs:</b>	416,412	
<b>Positions</b>													<b>Total COLA:</b>	0	
<b>Full Time Positions:</b>													<b>Total Premium Pay:</b>	0	
<b>Part Time Positions:</b>													<b>Total Benefits:</b>	236,552	
<b>Non Permanent Positions:</b>															
<b>Positions in Component:</b>													<b>Total Pre-Vacancy:</b>	652,964	
													<b>Minus Vacancy Adjustment of 3.00%:</b>	(19,589)	
													<b>Total Post-Vacancy:</b>	633,375	
<b>Total Component Months:</b> 60.0													<b>Plus Lump Sum Premium Pay:</b>	0	
													<b>Personal Services Line 100:</b>	633,375	

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1005 General Fund/Program Receipts	511,597	496,249	78.35%
1007 Interagency Receipts	141,367	137,126	21.65%
<b>Total PCN Funding:</b>	<b>652,964</b>	<b>633,375</b>	<b>100.00%</b>

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 Administration**  
**Travel**

**Component:** Business Transformation Office (3136)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
2000	Travel		9.2	3.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
<b>2000 Travel Detail Totals</b>			<b>9.2</b>	<b>3.0</b>
2000	In-State Employee Travel	Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions	9.2	3.0

**Line Item Detail (1676)**  
**Department of Administration**  
**Services**

**Component:** Business Transformation Office (3136)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
3000	Services		254.4	1,275.1
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
<b>3000 Services Detail Totals</b>			<b>254.4</b>	<b>1,275.1</b>
3000	Education Services	Training, educational conferences, agency memberships, and employee tuition	0.0	35.3
3001	Financial Services	Accounting, auditing, management consulting and fees	0.0	575.0
3003	Information Technology	Software licensing and maintenance, training, and consulting	1.8	275.5
3009	Structure/Infrastructure/Land	Structure, infrastructure and land repairs, maintenance, rental, and leases	0.3	0.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) computer services	4.0	4.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) telecommunications and telephone line services	12.1	21.0
3022	Inter-Agency Human Resources	Admin - Personnel (56) Human Resources services chargeback	43.0	56.4
3023	Inter-Agency Building Leases	Admin - Facilities (2429) Rent for state-owned facilities and lease payments	28.3	70.2
3026	Inter-Agency Insurance	Admin - Risk Management (71) Workers compensation and liability claims reimbursement	0.1	0.2
3027	Inter-Agency Financial	Admin - Finance (59) State payroll and accounting system chargeback	9.1	19.7
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134) Internal department cost allocation chargeback, desktop and information technology support, accounting and	4.3	7.8

**Line Item Detail (1676)**  
**Department of Administration**  
**Services**

**Component:** Business Transformation Office (3136)

Object Class		Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
			<b>3000 Services Detail Totals</b>	<b>254.4</b>	<b>1,275.1</b>
			procurement services		
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	43.1	61.4
3038	Inter-Agency Management/Consulting	Admin - Alaska Division of IT (3141)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	69.6	87.9
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	31.3	47.6
3038	Inter-Agency Management/Consulting	Admin - Purchasing (60)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	7.4	13.1

**Line Item Detail (1676)**  
**Department of Administration**  
**Commodities**

**Component:** Business Transformation Office (3136)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
4000	Commodities		0.1	3.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
<b>4000 Commodities Detail Totals</b>			<b>0.1</b>	<b>3.0</b>
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	0.1	3.0

**Revenue Detail (1681)**  
**Department of Administration**

**Component:** Business Transformation Office (3136)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2018 Actuals	FY2019 Management Plan
<b>5005 GF/Prgm (1005 GF/Prgm)</b>			<b>589.4</b>	<b>1,500.0</b>
5103 Program Receipts - Charges for Services		Revenue generated from Shared Services of Alaska fee initiatives such as debt collections and vendor fees	589.4	1,500.0
<b>5007 I/A Rcpts (1007 I/A Rcpts)</b>			<b>0.0</b>	<b>414.5</b>
5301 Inter-Agency Receipts		Reimbursable services agreements with state agencies as services migrate to the organization	0.0	414.5

**Inter-Agency Services (1682)**  
**Department of Administration**

**Component:** Business Transformation Office (3136)

				FY2018 Actuals	FY2019 Management Plan
<b>Component Totals</b>				<b>252.3</b>	<b>389.3</b>
With Department of Administration				252.3	389.3
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) computer services	4.0	4.0	
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) telecommunications and telephone line services	12.1	21.0	
3022	Inter-Agency Human Resources	Admin - Personnel (56) Human Resources services chargeback	43.0	56.4	
3023	Inter-Agency Building Leases	Admin - Facilities (2429) Rent for state-owned facilities and lease payments	28.3	70.2	
3026	Inter-Agency Insurance	Admin - Risk Management (71) Workers compensation and liability claims reimbursement	0.1	0.2	
3027	Inter-Agency Financial	Admin - Finance (59) State payroll and accounting system chargeback	9.1	19.7	
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134) Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	4.3	7.8	
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46) Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	43.1	61.4	
3038	Inter-Agency Management/Consulting	Admin - Alaska Division of IT (3141) Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	69.6	87.9	
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45) Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	31.3	47.6	

**Inter-Agency Services (1682)**  
**Department of Administration**

**Component:** Business Transformation Office (3136)

<b>Object Class</b>		<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
3038	Inter-Agency Management/Consulting	Admin - Purchasing (60)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	7.4	13.1