

State of Alaska FY2020 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, 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 2018

- 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; and,
- On-going participation in statewide initiatives, including Shared Services of Alaska, the Office of Information Technology and Facility Services.

Key Component Challenges

The Administrative Services component provides efficient and timely administrative, financial, budgetary, and procurement support services to the department; however, the statewide financial management database, the Integrated Resource Information System (IRIS), and the statewide financial reporting system, ALDER, continues to challenge the workload, processes, and resources for financial, procurement, and human resource needs. In addition, continued development and implementation of statewide Shared Services of Alaska initiatives will have a significant impact on business processes now and in the foreseeable future, as well as have an impact on the department's ability to maintain expected service levels to the department staff and stakeholders.

Significant Changes in Results to be Delivered in FY2020

Through the continued implementation of IRIS, Administrative Services will continue to analyze the financial and procurement processes, as well as the human resource processes, to find the most efficient, effective and streamlined methods of service delivery. In addition, the department will continue the process of moving select back office functions, including travel and accounts payable to the 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 AS 14.07.010-030

Contact Information

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Administrative Services 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	13	13	Annual Salaries	886,507
Part-time	0	0	COLA	30,718
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	510,136
			<i>Less 0.60% Vacancy Factor</i>	<i>(8,561)</i>
			Lump Sum Premium Pay	0
Totals	13	13	Total Personal Services	1,418,800

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	2	0	2
Accounting Tech III	0	0	2	0	2
Admin Operations Mgr I	0	0	1	0	1
Administrative Assistant II	0	0	1	0	1
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	13	0	13

Component Detail All Funds
Department of Education and Early Development

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

Non-Formula Component

	FY2018 Actuals	FY2019 Conference Committee	FY2019 Authorized	FY2019 Management Plan	FY2020 Governor	FY2019 Management Plan vs FY2020 Governor
71000 Personal Services	1,311.3	0.0	0.0	0.0	0.0	0.0 0.0%
72000 Travel	0.0	0.0	0.0	0.0	0.0	0.0 0.0%
73000 Services	375.8	0.0	0.0	0.0	0.0	0.0 0.0%
74000 Commodities	13.8	0.0	0.0	0.0	0.0	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	1,700.9	0.0	0.0	0.0	0.0	0.0 0.0%
Fund Sources:						
1002 Fed Rcpts (Fed)	131.9	0.0	0.0	0.0	0.0	0.0 0.0%
1004 Gen Fund (UGF)	894.1	0.0	0.0	0.0	0.0	0.0 0.0%
1007 I/A Rcpts (Other)	674.9	0.0	0.0	0.0	0.0	0.0 0.0%
Unrestricted General (UGF)	894.1	0.0	0.0	0.0	0.0	0.0 0.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0 0.0%
Other Funds	674.9	0.0	0.0	0.0	0.0	0.0 0.0%
Federal Funds	131.9	0.0	0.0	0.0	0.0	0.0 0.0%
Positions:						
Permanent Full Time	11	0	0	0	0	0 0.0%
Permanent Part Time	0	0	0	0	0	0 0.0%
Non Permanent	0	0	0	0	0	0 0.0%

Component Detail All Funds
Department of Education and Early Development

Component: Administrative Services (157)

Non-Formula Component

RDU: Education Support and Administrative Services (677)

	FY2018 Actuals	FY2019 Conference Committee	FY2019 Authorized	FY2019 Management Plan	FY2020 Governor	FY2019 Management Plan vs FY2020 Governor	
71000 Personal Services	0.0	1,358.3	1,358.3	1,371.9	1,418.8	46.9	3.4%
72000 Travel	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
73000 Services	0.0	380.5	380.5	366.9	385.9	19.0	5.2%
74000 Commodities	0.0	15.0	15.0	15.0	15.0	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	0.0	1,753.8	1,753.8	1,753.8	1,819.7	65.9	3.8%
Fund Sources:							
1002 Fed Rcpts (Fed)	0.0	145.0	145.0	145.0	145.0	0.0	0.0%
1004 Gen Fund (UGF)	0.0	916.6	916.6	916.6	966.4	49.8	5.4%
1007 I/A Rcpts (Other)	0.0	692.2	692.2	692.2	708.3	16.1	2.3%
Unrestricted General (UGF)	0.0	916.6	916.6	916.6	966.4	49.8	5.4%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	0.0	692.2	692.2	692.2	708.3	16.1	2.3%
Federal Funds	0.0	145.0	145.0	145.0	145.0	0.0	0.0%
Positions:							
Permanent Full Time	0	11	11	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 Education and Early Development

Component: Administrative Services (157)

RDU: Education Support and Administrative Services (677)

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 *****												
FY2019 Conference Committee												
ConfCom		1,753.8	1,358.3	0.0	380.5	15.0	0.0	0.0	0.0	11	0	0
1002 Fed Rcpts		145.0										
1004 Gen Fund		916.6										
1007 I/A Rcpts		692.2										
Subtotal		1,753.8	1,358.3	0.0	380.5	15.0	0.0	0.0	0.0	11	0	0
***** Changes From FY2019 Authorized To FY2019 Management Plan *****												
Transfer Administrative Assistant II (05-1079) from Child Nutrition to Provide Financial and Personnel Support												
Trin		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
The position (05-1079) was transferred to Child Nutrition from Student and School Achievement in the FY2019 Governor's budget for additional program support due to the significant increase in federal receipt funding for Child Nutrition programs. As a result of efficiencies gained through the use of a contractor, the position is no longer needed within Child Nutrition.												
The position is being transferred to the Administrative Services component to provide financial and personnel administrative support. The position will assist the department's human resource consultant with payroll and other personnel administrative tasks; and support the Administrative Services division by managing interagency billings, financial reports and reconciliations, as well as provide divisional administrative support.												
Transfer Administrative Operations Manager (05-1753) from Student and School Achievement to Support Division												
Trin		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
This position has been reclassified to an Administrative Operations Manager I and is part of the department's ongoing reorganizational efforts to create efficiencies by using existing resources. This position will direct, oversee, and provide a broad range of administrative services for the division, including procurement, contract administration, financial management, reimbursable services agreements, grants administration, and federal and program budget reporting. This position will serve as a member of the division's leadership team and is responsible for strategic, operations, and workforce development planning; policy development, and program coordination, and also serve as the principal assistant to the Division Director.												
Align Authority to comply with Vacancy Factor Guidelines and Support Transfer-in of Positions (05-1079 and 05-1753)												
LIT		0.0	13.6	0.0	-13.6	0.0	0.0	0.0	0.0	0	0	0
Align authority in the Administrative Service component to support the transfer-in of two full-time positions (05-1079 from Child Nutrition and 05-1753 from Student and School Achievement).												
Subtotal		1,753.8	1,371.9	0.0	366.9	15.0	0.0	0.0	0.0	13	0	0
***** Changes From FY2019 Management Plan To FY2020 Governor *****												
Supervisory Unit Furlough Contract Terms												
SalAdj		-0.3	-0.3	0.0	0.0	0.0	0.0	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 and Administrative Services (677)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP	
										PFT	PPT		
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.													
Line Item Transfer to Align Authorization with Anticipated Expenditures													
	LIT	0.0	5.0	0.0	-5.0	0.0	0.0	0.0	0.0	0.0	0	0	0
A line item transfer is necessary to fully support anticipated personnel costs within the Administrative Services component.													
FY2020 Salary Adjustments - GGU, CEA, TEAME													
	SalAdj	40.2	40.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		24.5											
1007 I/A Rcpts		15.7											
FY2020 Salary Adjustments - GGU, CEA, TEAME: \$40.2													
FY2020 GGU HI from \$1432 to \$1530: \$9.5													
CEA 40 hour workweek: \$7.5													
FY2020 GGU 3% COLA: \$23.2													
Reverse Confidential Unit 15 Hour Furlough													
	SalAdj	0.3	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.1											
1007 I/A Rcpts		0.2											
The Confidential Employees Association contractually required 15 hours of furlough for each permanent full-time employee in each year from July 1, 2016, to June 30, 2019. The furlough requirement was removed from the contract in FY2020.													
Reverse Alaska State Employees Association (GGU) 15 Hour Furlough													
	SalAdj	1.7	1.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		1.2											
1007 I/A Rcpts		0.5											
The Alaska State Employees Association (representing the general government unit) contractually required 15 hours of furlough for each permanent full-time employee in each year from July 1, 2016, to June 30, 2019. The furlough requirement was removed from the contract in FY2020.													
Office of Information Technology Salary Adjustment Billed to Agencies													
	Inc	24.0	24.0	0.0	0.0	24.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		24.0											

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

Component: Administrative Services (157)

RDU: Education Support and Administrative Services (677)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
<p>The Office of Information Technology (OIT) supports staff through billable rates charged to state agencies. This increase supports the portion of OIT salary adjustments, agreed to through the GGU and SU contract negotiations, that will be billed to executive branch agencies. Agencies pay the billable rates to OIT through a variety of fund sources, this increment has been adjusted down to remove the portion of rates that will be paid through non-general fund sources.</p>												
	Totals	1,819.7	1,418.8	0.0	385.9	15.0	0.0	0.0	0.0	13	0	0

Personal Services Expenditure Detail
Department of Education and Early Development

Scenario: FY2020 Governor (15610)
Component: Administrative Services (157)
RDU: Education Support and Administrative Services (677)

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	19J / K	12.0		83,761	7,507	0	47,611	138,879	33,220
05-1079	Administrative Assistant II	FT	A	GP	Juneau	205	14C	0.5	**	2,089	84	0	1,488	3,661	0
05-1168	Budgt Anlyst III	FT	A	GP	Juneau	99	21L / M	12.0		101,820	4,104	0	53,476	159,400	159,400
05-1351	Accountant IV	FT	A	SS	Juneau	205	20C / D	12.0		84,810	0	0	47,971	132,781	0
05-1733	Accounting Tech II	FT	A	GP	Juneau	205	14B / C	12.0		48,108	1,939	0	35,020	85,067	85,067
05-1753	Admin Operations Mgr I	FT	A	SS	Juneau	205	22F	0.5	**	4,436	0	0	2,309	6,745	0
05-2059	Accounting Tech III	FT	A	GP	Juneau	205	16L	12.0		71,592	2,886	0	43,089	117,567	117,567
05-7019	Accounting Tech II	FT	A	GP	Juneau	99	14L / M	12.0		63,050	2,541	0	40,154	105,745	84,874
05-7606	Audit & Review Analyst II	FT	A	GP	Juneau	205	21G / J	12.0		92,337	3,722	0	50,217	146,276	146,276
05-7624	Accounting Tech III	FT	A	GP	Juneau	99	16M	12.0		71,944	2,900	0	43,210	118,054	0
05-7717	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		42,691	1,721	0	33,159	77,571	0
05-8724	Procurement Spec III	FT	A	GP	Juneau	99	18L / M	12.0		82,205	3,314	0	46,736	132,255	69,413
05-8726	Division Director	FT	A	XE	Juneau	N05	27K	12.0		137,664	0	0	65,696	203,360	203,360

Total Positions				Total Salary Costs:	886,507
Full Time Positions:	13	0	0	Total COLA:	30,718
Part Time Positions:	0	0	0	Total Premium Pay::	0
Non Permanent Positions:	0	0	0	Total Benefits:	510,136
Positions in Component:	13	0	0	Total Pre-Vacancy:	1,427,361
				Minus Vacancy Adjustment of 0.60%:	(8,561)
				Total Post-Vacancy:	1,418,800
				Plus Lump Sum Premium Pay:	0
				Personal Services Line 100:	1,418,800

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	899,177	893,784	63.00%
1007 Interagency Receipts	528,184	525,016	37.00%
Total PCN Funding:	1,427,361	1,418,800	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
Services

Component: Administrative Services (157)

Line Number	Line Name		FY2018 Actuals	FY2019 Management Plan
3000	Services		375.8	366.9
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
3000 Services Detail Totals			375.8	366.9
3000	Education Services	Conferences, state dues, 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	0.1	0.5
3003	Information Technology	Information technology software and maintenance agreements; annual renewals and upgrades; skip-tracing; systems-related support	0.4	1.5
3004	Telecommunications	Long distance telephone charges, data/network communications charges, cell phone charges, cable services; video conferencing; auto-dialer charges; Alaska OWL dedicated broadband internet services for Alaska public libraries	3.5	1.0
3007	Advertising and Promotions	Advertising regulations and legal notices; job recruitments	0.0	1.0
3008	Utilities	Costs for electricity, water and sewage, disposal, and heating oil; disposal of confidential data and recycling	1.2	0.5
3009	Structure/Infrastructure/Land		0.7	0.0
3010	Equipment/Machinery		2.6	0.0

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

Component: Administrative Services (157)

Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
3000 Services Detail Totals			375.8	366.9
3011	Other Services	Contract for federal Client 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.	131.9	132.0
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; server hosting; IRIS and ALDER	9.0	15.8
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	32.6	21.0
3021	Inter-Agency Mail	Admin - Department-wide RSA with the Department of Administration for Central Mail Services	20.6	21.0
3022	Inter-Agency Human Resources	Admin - Department-wide RSA with the Department of Administration for centralized Human Resource management and services	130.0	130.0
3027	Inter-Agency Financial		0.4	0.0
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide RSA with the Department of Administration for ADA chargeback	0.6	0.6
3029	Inter-Agency Education/Training	Admin - Department-wide	0.2	0.0
3038	Inter-Agency Management/Consulting	Admin - Department-wide RSA for Shared Services, including travel coordination services and accounts payable	42.0	42.0

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

Component: Administrative Services (157)

Line Number	Line Name		FY2018 Actuals	FY2019 Management Plan
4000	Commodities		13.8	15.0
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
4000 Commodities Detail Totals			13.8	15.0
4000	Business	Reference books; other educational materials; office equipment and furniture purchases; office supplies for mailings, fax, copy machines and printers; computer supplies/replacement for desktop workstations and laptops; software; library, archive and museum materials	13.8	15.0

Revenue Detail (1681)
Department of Education and Early Development

Component: Administrative Services (157)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2018 Actuals	FY2019 Management Plan
5002 Fed Rcpts (1002 Fed Rcpts)			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
5004 Federal Education - Miscellaneous Grants			13.1	0.0
5007 I/A Rcpts (1007 I/A Rcpts)			674.9	692.2
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.	674.9	692.2
		Estimated Interagency Receipts by Component: School Finance and Facilities: \$106.7; Student and School Achievement: \$234.2; State System of Support: \$14.8; Teacher Certification: \$30.1; Child Nutrition: \$7.9; Early Learning Coordination: \$24.1; Professional Teaching Practices Commission \$2.9; Alaska State Council on the Arts \$4.1; Mt. Edgecumbe High School \$22.8; Library Operations, Archives and Museums: \$194.3; Alaska Commission on Postsecondary Education \$50.0 Total \$691.9		

Revenue Detail (1681)
Department of Education and Early Development

Component: Administrative Services (157)

Revenue Type (OMB Fund Code)	Component	Comment	FY2018 Actuals	FY2019 Management Plan
6004 Gen Fund (1004 Gen Fund)			0.2	0.0
6047 General Fund - Miscellaneous			0.2	0.0

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

Component: Administrative Services (157)

				FY2018 Actuals	FY2019 Management Plan
Component Totals				235.0	230.4
With Department of Administration				235.0	230.4
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan	
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; server hosting; IRIS and ALDER	9.0	15.8	
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	32.6	21.0	
3021	Inter-Agency Mail	Admin - Department-wide RSA with the Department of Administration for Central Mail Services	20.6	21.0	
3022	Inter-Agency Human Resources	Admin - Department-wide RSA with the Department of Administration for centralized Human Resource management and services	130.0	130.0	
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide RSA with the Department of Administration for ADA chargeback	0.6	0.6	
3029	Inter-Agency Education/Training	Admin - Department-wide RSA for Shared Services, including travel coordination services and accounts payable	0.2	0.0	
3038	Inter-Agency Management/Consulting	Admin - Department-wide	42.0	42.0	