

State of Alaska FY2020 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

- **Administrative Management and Procurement:** Procurement and contract administration, timesheet administration, employee movement, business and administrative management, state property management, and records management.
- **Budget:** Budget planning, monitoring, implementation, and forecasting as well as legislative tracking and responses related to the operating budget and fiscal notes.
- **Fiscal:** Financial accounting and certifications, reimbursable service agreement development, billing, and allocation, payable requests and invoices, travel coordination, and administrative support.
- **Continuous Process and Management Improvement:** Process improvement initiatives, performance management systems, and internal controls.
- **Human Resources:** Personnel management guidance, recruitment and hire approvals, employment law and EEO guidance, labor relations guidance, and employee performance evaluation reporting.
- **Shared Services:** The DoR ASD Fiscal Section staff work directly with Shared Services of Alaska (SSoA) to ensure efficient and cost-effective travel processing and accounts payables for DoR. The ASD Director provides dotted line oversight of the Office of Information Technology (OIT) Department Technology Officer (DTO) to ensure that DoR mission-critical needs and deadlines are met by OIT.

Major Component Accomplishments in 2018

DoR ASD's major accomplishments in FY18 include implementation of continuous process improvement initiatives within the division and throughout DoR, improved documentation of institutional knowledge, procedures, and training materials, improved IRIS workflows and ALDER reporting capabilities, and alignment of internal policies and procedures with statewide guidance for SSoA and OIT administrative consolidation initiatives.

Key Component Challenges

The key challenges for DoR ASD relate to statewide and department-wide restructuring efforts, budgetary changes, training and retaining highly qualified staff, and improving procedures, training, and reporting from the State's recently implemented enterprise resource planning software, IRIS.

Significant Changes in Results to be Delivered in FY2020

The most significant expected changes in results delivered by DoR ASD relate to SSoA and OIT consolidation efforts.

Statutory and Regulatory Authority

AS 23 Labor and Workers' Compensation
AS 36 Public Contracts
AS 37 Public Finance
AS 39 Public Officers and Employees
AS 43 Revenue and Taxation
AS 44 State Government

Contact Information

Contact Information

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Administrative Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2019 Management Plan	FY2020 Governor		
Full-time	13	13	Annual Salaries	964,343
Part-time	0	0	COLA	28,288
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	576,706
			<i>Less 0.37% Vacancy Factor</i>	(5,869)
			Lump Sum Premium Pay	432
Totals	13	13	Total Personal Services	1,563,900

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
Budget Analyst I	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
Human Resource Technician II	0	0	1	0	1
Procurement Spec II	0	0	1	0	1
Totals	1	0	12	0	13

Component Detail All Funds
Department of Revenue

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

Non-Formula Component

	FY2018 Actuals	FY2019 Conference Committee	FY2019 Authorized	FY2019 Management Plan	FY2020 Governor	FY2019 Management Plan vs FY2020 Governor	
71000 Personal Services	1,446.4	1,526.3	1,526.3	1,526.3	1,563.9	37.6	2.5%
72000 Travel	0.9	16.4	16.4	16.4	16.4	0.0	0.0%
73000 Services	1,242.1	1,226.0	1,197.7	1,197.7	1,204.3	6.6	0.6%
74000 Commodities	11.4	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	2,700.8	2,785.7	2,757.4	2,757.4	2,801.6	44.2	1.6%
Fund Sources:							
1004 Gen Fund (UGF)	518.4	526.6	518.6	518.6	534.0	15.4	3.0%
1007 I/A Rcpts (Other)	1,479.6	1,461.0	1,440.7	1,440.7	1,456.9	16.2	1.1%
1133 CSSD Reimb (Fed)	702.8	798.1	798.1	798.1	810.7	12.6	1.6%
Unrestricted General (UGF)	518.4	526.6	518.6	518.6	534.0	15.4	3.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	1,479.6	1,461.0	1,440.7	1,440.7	1,456.9	16.2	1.1%
Federal Funds	702.8	798.1	798.1	798.1	810.7	12.6	1.6%
Positions:							
Permanent Full Time	13	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 FY2019 Conference Committee To FY2019 Authorized *****												
FY2019 Conference Committee												
	ConfCom	2,785.7	1,526.3	16.4	1,226.0	17.0	0.0	0.0	0.0	13	0	0
1004 Gen Fund		526.6										
1007 I/A Rcpts		1,461.0										
1133 CSSD		798.1										
Reimb												
Shared Services of Alaska and Information Technology Centralization Savings												
	Unalloc	-28.3	0.0	0.0	-28.3	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-8.0										
1007 I/A Rcpts		-20.3										
Subtotal												
		2,757.4	1,526.3	16.4	1,197.7	17.0	0.0	0.0	0.0	13	0	0
***** Changes From FY2019 Management Plan To FY2020 Governor *****												
Reverse Supervisory Unit 15 Hour Furlough Reduction												
	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												
FY2020 Salary Adjustments - GGU, CEA, TEAME												
	SalAdj	32.2	32.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		7.5										
1007 I/A Rcpts		13.9										
1133 CSSD		10.8										
Reimb												

FY2020 Salary Adjustments - GGU, CEA, TEAME: \$32.2

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	
FY2020 GGU HI from \$1432 to \$1530: \$6.9												
CEA 40 hour workweek: \$11.9												
FY2020 GGU 3% COLA: \$13.4												
Reverse Confidential Unit 15 Hour Furlough												
SalAdj		0.4	0.4	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										
1133 CSSD		0.1										
Reimb												
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		2.1	2.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.5										
1007 I/A Rcpts		0.9										
1133 CSSD		0.7										
Reimb												
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		6.6	0.0	0.0	6.6	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		6.6										
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.												
Totals		2,801.6	1,563.9	16.4	1,204.3	17.0	0.0	0.0	0.0	13	0	0

Personal Services Expenditure Detail
Department of Revenue

Scenario: FY2020 Governor (15610)
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 / K	12.0		82,758	7,434	0	47,531	137,723	32,269
04-0006	Admin Operations Mgr I	FT	A	SS	Juneau	205	22J / K	12.0		108,461	0	0	56,445	164,906	38,638
04-1001	Division Director	FT	A	XE	Juneau	N05	27E / F	12.0		125,817	0	0	62,320	188,137	44,081
04-1002	Accounting Tech III	FT	A	GP	Juneau	205	16B / C	12.0		54,796	2,214	0	37,494	94,504	22,142
04-1007	Budgt Anlyst III	FT	A	SS	Juneau	205	21K	12.0		103,284	0	0	54,649	157,933	37,004
04-1009	Administrative Assistant II	FT	A	GP	Juneau	205	14B / C	12.0		48,240	1,949	0	35,220	85,409	20,011
04-1141	Procurement Spec II	FT	A	GP	Juneau	205	16C / D	12.0		57,094	2,307	0	38,291	97,692	22,889
04-1148	Accountant IV	FT	A	SS	Juneau	205	20E / F	12.0		89,365	0	0	49,822	139,187	32,612
04-3229	Administrative Assistant II	FT	A	GG	Juneau	99	14O	12.0		69,413	2,805	0	42,563	114,781	26,893
04-6052	Administrative Assistant II	FT	A	GP	Juneau	205	14F / G	12.0		55,739	2,252	0	37,821	95,812	22,449
04-7040	Administrative Assistant II	FT	A	GP	Anchorage	200	14J	12.0		55,524	2,243	0	37,746	95,513	22,379
04-7069	Budget Analyst I	FT	A	GP	Juneau	205	17D / E	12.0		63,593	2,569	0	40,544	106,706	25,001
05-1731	Human Resource Technician II	FT	A	KK	Juneau	205	14B / C	12.0		50,259	4,515	0	36,260	91,034	21,329

	Total Positions	New	Deleted	Total Salary Costs:	964,343
Full Time Positions:	13	0	0	Total COLA:	28,288
Part Time Positions:	0	0	0	Total Premium Pay::	0
Non Permanent Positions:	0	0	0	Total Benefits:	576,706
Positions in Component:	13	0	0	Total Pre-Vacancy:	1,569,337
				Minus Vacancy Adjustment of 0.37%:	(5,869)
				Total Post-Vacancy:	1,563,468
Total Component Months:	156.0			Plus Lump Sum Premium Pay:	432
				Personal Services Line 100:	1,563,900

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	367,696	366,321	23.43%
1007 Interagency Receipts	672,618	670,102	42.86%
1133 CSSD Administrative Cost Reimbursement	529,023	527,045	33.71%
Total PCN Funding:	1,569,337	1,563,468	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: FY2020 Governor (15610)
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		FY2018 Actuals	FY2019 Management Plan
2000	Travel		0.9	16.4
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
2000 Travel Detail Totals			0.9	16.4
2000	In-State Employee Travel	Employee instate travel - airfare, lodging, surface transportation, reimbursable travel costs, and meal & incidentals	0.9	16.4

Line Item Detail (1676)
Department of Revenue
Services

Component: Administrative Services (125)

Line Number	Line Name		FY2018 Actuals	FY2019 Management Plan
3000	Services		1,242.1	1,197.7
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
3000 Services Detail Totals			1,242.1	1,197.7
3000	Education Services	Training, conferences, memberships, and employee tuition	2.0	2.0
3001	Financial Services	Accounting, auditing, management/consulting services	13.7	13.8
3003	Information Technology	IT training, consulting, software licensing, software maintenance, and IT equipment leases	191.8	240.9
3004	Telecommunications	Local, long distance, cellular and telecommunications equipment charges; data/network; and television	5.7	2.4
3006	Delivery Services	Delivery and courier services	0.1	0.1
3008	Utilities	Disposal of records and confidential material	0.3	0.3
3009	Structure/Infrastructure/Land	Repairs/maintenance of structures or infrastructure	96.4	3.0
3010	Equipment/Machinery	Repairs, maintenance, rentals and/or leases of office furniture and equipment	2.4	2.4
3011	Other Services	Professional management and consulting services; printing and copying services; and State Travel Office fees	0.0	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)	52.1	52.0

Line Item Detail (1676)
Department of Revenue
Services

Component: Administrative Services (125)

Object Class		Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
3000 Services Detail Totals				1,242.1	1,197.7
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	ETS chargeback for telecommunications EPR, phone lines and service requests	32.3	32.3
3021	Inter-Agency Mail	Admin - Department-wide	Central mailroom services including pickup and delivery of U.S. mail, postage, mailing of state warrants	1.3	1.3
3022	Inter-Agency Human Resources	Admin - Department-wide	Human resource and payroll services provided by the Division of Personnel	15.5	15.5
3023	Inter-Agency Building Leases	Admin - Department-wide	Cost of space in state-owned facilities	0.0	75.0
3025	Inter-Agency Auditing	Legis - Department-wide		0.0	0.5
3026	Inter-Agency Insurance	Admin - Department-wide	Risk Management	0.4	0.4
3027	Inter-Agency Financial	Admin - Department-wide	Division of Finance IRIS and AKPAY	5.2	17.0
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	0.6	0.6
3036	Inter-Agency Safety	Admin - Department-wide	Parking enforcement at State Office Building located in Juneau	0.0	0.3
3038	Inter-Agency Management/Consulting	Admin - Department-wide		822.3	737.4

Line Item Detail (1676)
Department of Revenue
Commodities

Component: Administrative Services (125)

Line Number	Line Name		FY2018 Actuals	FY2019 Management Plan
4000	Commodities		11.4	17.0
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
4000 Commodities Detail Totals			11.4	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	11.3	17.0
4002	Household/Institutional	Institutional supplies	0.1	0.0

Revenue Detail (1681)
Department of Revenue

Component: Administrative Services (125)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2018 Actuals	FY2019 Management Plan
5007 I/A Rcpts (1007 I/A Rcpts)			1,479.6	1,440.7
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.	1,479.6	1,440.7
5133 CSSD Reimb (1133 CSSD Reimb)			702.8	798.1
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.	702.8	798.1

Inter-Agency Services (1682)
Department of Revenue

Component: Administrative Services (125)

				FY2018 Actuals	FY2019 Management Plan
Component Totals				929.7	932.3
With Department of Administration				929.7	931.8
With Legislature				0.0	0.5
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	ETS chargeback for computer services (including EPR and MICS charges for mainframe usage)	52.1	52.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	ETS chargeback for telecommunications EPR, phone lines and service requests	32.3	32.3
3021	Inter-Agency Mail	Admin - Department-wide	Central mailroom services including pickup and delivery of U.S. mail, postage, mailing of state warrants	1.3	1.3
3022	Inter-Agency Human Resources	Admin - Department-wide	Human resource and payroll services provided by the Division of Personnel	15.5	15.5
3023	Inter-Agency Building Leases	Admin - Department-wide	Cost of space in state-owned facilities	0.0	75.0
3025	Inter-Agency Auditing	Legis - Department-wide		0.0	0.5
3026	Inter-Agency Insurance	Admin - Department-wide	Risk Management	0.4	0.4
3027	Inter-Agency Financial	Admin - Department-wide	Division of Finance IRIS and AKPAY	5.2	17.0
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	0.6	0.6
3036	Inter-Agency Safety	Admin - Department-wide	Parking enforcement at State Office Building located in Juneau	0.0	0.3
3038	Inter-Agency Management/Consulting	Admin - Department-wide		822.3	737.4