

# **State of Alaska FY2021 Governor's Operating Budget**

## **Department of Revenue Administrative Services Component Budget Summary**

**Component: Administrative Services**

**Contribution to Department's Mission**

The Administrative Services Division (ASD) of the Department of Revenue (DOR) provides centralized core support services to DOR and its affiliated boards, corporations, and authorities so that each entity may focus their staff resources toward accomplishing their respective program goals. The mission of the Administrative Services Division is to provide efficient, cost-effective, and customer-focused administrative, financial, budget, HR, and procurement services to DOR.

**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 2019**

DOR ASD's major accomplishments in FY2019 include implementation of continuous process improvement initiatives within the division and throughout DOR; improved documentation of institutional knowledge, procedures, and training materials; improved system workflows and reporting capabilities; and alignment of internal policies and procedures with statewide guidance for HR, 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 FY2021**

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**

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Administrative Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2020</u> <u>Management</u> <u>Plan</u>	<u>FY2021</u> <u>Governor</u>		
Full-time	12	12	Annual Salaries	849,040
Part-time	0	0	COLA	5,528
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	516,311
			<i>Less 1.38% Vacancy Factor</i>	(18,979)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>12</b>	<b>12</b>	<b>Total Personal Services</b>	<b>1,351,900</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Accounting Technician I	0	0	1	0	1
Accounting Technician III	0	0	1	0	1
Administrative Assistant II	1	0	2	0	3
Admn OPS Mgr I	0	0	1	0	1
Budget Analyst I	0	0	1	0	1
Budget Analyst III	0	0	1	0	1
Human Resource Consultant III	0	0	1	0	1
Human Resource Technician II	0	0	1	0	1
Procurement Specialist II	0	0	1	0	1
<b>Totals</b>	<b>1</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>12</b>

**Component Detail All Funds**  
**Department of Revenue**

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

Non-Formula Component

	FY2019 Actuals	FY2020 Conference Committee	FY2020 Authorized	FY2020 Management Plan	FY2021 Governor	FY2020 Management Plan vs FY2021 Governor	
71000 Personal Services	1,285.1	1,374.9	1,374.9	1,348.0	1,351.9	3.9	0.3%
72000 Travel	3.2	15.9	15.9	15.9	15.9	0.0	0.0%
73000 Services	739.1	1,393.3	1,393.3	1,420.2	1,070.2	-350.0	-24.6%
74000 Commodities	11.3	17.0	17.0	17.0	17.0	0.0	0.0%
75000 Capital Outlay	11.6	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>2,050.3</b>	<b>2,801.1</b>	<b>2,801.1</b>	<b>2,801.1</b>	<b>2,455.0</b>	<b>-346.1</b>	<b>-12.4%</b>
<b>Fund Sources:</b>							
1004 Gen Fund (UGF)	518.6	533.5	533.5	533.5	534.4	0.9	0.2%
1007 I/A Rcpts (Other)	1,137.9	1,456.9	1,456.9	1,456.9	1,458.5	1.6	0.1%
1133 CSSD Reimb (Fed)	393.8	810.7	810.7	810.7	462.1	-348.6	-43.0%
<b>Unrestricted General (UGF)</b>	<b>518.6</b>	<b>533.5</b>	<b>533.5</b>	<b>533.5</b>	<b>534.4</b>	<b>0.9</b>	<b>0.2%</b>
<b>Designated General (DGF)</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>Other Funds</b>	<b>1,137.9</b>	<b>1,456.9</b>	<b>1,456.9</b>	<b>1,456.9</b>	<b>1,458.5</b>	<b>1.6</b>	<b>0.1%</b>
<b>Federal Funds</b>	<b>393.8</b>	<b>810.7</b>	<b>810.7</b>	<b>810.7</b>	<b>462.1</b>	<b>-348.6</b>	<b>-43.0%</b>
<b>Positions:</b>							
Permanent Full Time	13	12	12	12	12	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 FY2020 Conference Committee To FY2020 Authorized *****												
<b>FY2020 Conference Committee</b>												
	ConfCom	2,801.1	1,374.9	15.9	1,393.3	17.0	0.0	0.0	0.0	12	0	0
1004 Gen Fund		533.5										
1007 I/A Rcpts		1,456.9										
1133 CSSD		810.7										
Reimb												
<b>Subtotal</b>		<b>2,801.1</b>	<b>1,374.9</b>	<b>15.9</b>	<b>1,393.3</b>	<b>17.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>12</b>	<b>0</b>	<b>0</b>
***** Changes From FY2020 Authorized To FY2020 Management Plan *****												
<b>Align Authority with Anticipated Expenditures</b>												
	LIT	0.0	-26.9	0.0	26.9	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from personal services to cover anticipated services costs. The remaining personal services authority is sufficient to cover anticipated expenditures.												
<b>Subtotal</b>		<b>2,801.1</b>	<b>1,348.0</b>	<b>15.9</b>	<b>1,420.2</b>	<b>17.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>12</b>	<b>0</b>	<b>0</b>
***** Changes From FY2020 Management Plan To FY2021 Governor *****												
<b>FY2021 Salary and Health Insurance Increases</b>												
	SalAdj	3.9	3.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.9										
1007 I/A Rcpts		1.6										
1133 CSSD		1.4										
Reimb												
FY2021 GGU Salary Increases: \$3.7												
FY2021 increase to GGU Health Insurance from \$1530 to \$1555 per member per month: \$0.2												
<b>Reduce Authority to Align with Anticipated Expenditures</b>												
	Dec	-350.0	0.0	0.0	-350.0	0.0	0.0	0.0	0.0	0	0	0
1133 CSSD		-350.0										
Reimb												
Reduce authority to better align with actual spending. This is a technical adjustment and has no impact on services to the public.												
<b>Totals</b>		<b>2,455.0</b>	<b>1,351.9</b>	<b>15.9</b>	<b>1,070.2</b>	<b>17.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>12</b>	<b>0</b>	<b>0</b>

**Line Item Detail (1676)**  
**Department of Revenue**  
**Travel**

**Component:** Administrative Services (125)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>
2000	Travel		3.2	15.9	15.9
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>
<b>2000 Travel Detail Totals</b>			<b>3.2</b>	<b>15.9</b>	<b>15.9</b>
2000	In-State Employee Travel	Employee instate travel - airfare, lodging, surface transportation, reimbursable travel costs, and meal & incidentals	3.2	15.9	15.9

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

**Component:** Administrative Services (125)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>
3000	Services		739.1	1,420.2	1,070.2
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>
<b>3000 Services Detail Totals</b>			<b>739.1</b>	<b>1,420.2</b>	<b>1,070.2</b>
3000	Education Services	Training, conferences, memberships, and employee tuition	1.6	2.0	2.0
3001	Financial Services	Accounting, auditing, management/consulting services	14.0	15.0	15.0
3003	Information Technology	IT training, consulting, software licensing, software maintenance, and IT equipment leases	278.0	300.0	300.0
3004	Telecommunications	Local, long distance, cellular and telecommunications equipment charges; data/network; and television	3.3	4.0	4.0
3005	Health Services	Ergonomic assessments	0.4	0.5	0.5
3006	Delivery Services	Delivery and courier services	0.0	0.1	0.1
3008	Utilities	Disposal of records and confidential material	1.1	2.0	2.0
3009	Structure/Infrastructure/Land	Repairs/maintenance of structures or infrastructure	0.2	0.5	0.5
3010	Equipment/Machinery	Repairs, maintenance, rentals and/or leases of office furniture and equipment	2.5	3.0	3.0
3011	Other Services	Uncollectible Fed Authority	0.0	350.5	0.5
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide OIT Core Services (includes Adobe Pro and Microsoft 365 as well as services previously provided under the Telecommunications and	36.1	50.0	50.0

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

**Component:** Administrative Services (125)

Object Class		Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
<b>3000 Services Detail Totals</b>				<b>739.1</b>	<b>1,420.2</b>	<b>1,070.2</b>
			Computer Services (EPR)			
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	SSOA chargeback for computer services (including EPR and MICS charges for mainframe usage)	25.2	30.0	30.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	SSOA chargeback for computer services (including EPR and MICS charges for mainframe usage)	93.2	100.0	100.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	OIT Telecommunications (CISCO device config, deployment, maintenance, and replacements)	4.9	5.0	5.0
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	2.0	2.0
3022	Inter-Agency Human Resources	Admin - Department-wide	Human resource and payroll services provided by the Division of Personnel	8.5	9.0	9.0
3023	Inter-Agency Building Leases	Admin - Department-wide	Cost of space in state-owned facilities	89.9	100.0	100.0
3025	Inter-Agency Auditing	Legis - Department-wide	Costs associated with compliance audit services	0.0	1.0	1.0
3026	Inter-Agency Insurance	Admin - Department-wide	Risk Management	0.3	0.4	0.4
3027	Inter-Agency Financial	Admin - Department-wide	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	5.2	5.2	5.2
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	ADA compliance	0.1	0.1	0.1
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	0.4	0.6	0.6
3038	Inter-Agency Management/Consulting	Admin - Department-wide	SSOA Travel Initiative	79.8	250.0	250.0
3038	Inter-Agency	Gov - Department-wide	Implement Administrative Order 302	93.1	165.2	165.2

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

**Component:** Administrative Services (125)

<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>
<b>3000 Services Detail Totals</b>			<b>739.1</b>	<b>1,420.2</b>	<b>1,070.2</b>
3038	Inter-Agency Management/Consulting	Gov - Department-wide	OMB Budget Analyst Support	0.0	24.1
	Management/Consulting				24.1

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

**Component:** Administrative Services (125)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>
4000	Commodities		11.3	17.0	17.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>
<b>4000 Commodities Detail Totals</b>			<b>11.3</b>	<b>17.0</b>	<b>17.0</b>
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	11.2	17.0	17.0
4002	Household/Institutional	Institutional supplies	0.1	0.0	0.0

**Line Item Detail (1676)**  
**Department of Revenue**  
**Capital Outlay**

**Component:** Administrative Services (125)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>
5000	Capital Outlay		11.6	0.0	0.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>
<b>5000 Capital Outlay Detail Totals</b>			<b>11.6</b>	<b>0.0</b>	<b>0.0</b>
5004	Equipment	IT Equipment > \$5,000: servers and other network equipment, firewall and remote access equipment, tape backup devices and general office equipment/furniture > \$5,000	11.6	0.0	0.0

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

**Component:** Administrative Services (125)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
<b>5007 I/A Rcpts (1007 I/A Rcpts)</b>			<b>1,139.2</b>	<b>1,456.9</b>	<b>1,458.5</b>
5301 Inter-Agency Receipts	Rev - Administrative Services (125)	Support services provided by the Administrative Services Division are allocated and billed through the department's internal administrative cost allocation plan.	1,139.2	1,456.9	1,458.5
<b>5133 CSSD Reimb (1133 CSSD Reimb)</b>			<b>393.8</b>	<b>810.7</b>	<b>462.1</b>
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.	393.8	810.7	462.1

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

**Component:** Administrative Services (125)

				FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
<b>Component Totals</b>				<b>438.0</b>	<b>742.6</b>	<b>742.6</b>
With Department of Administration				344.9	552.3	552.3
With Legislature				0.0	1.0	1.0
With Office of the Governor				93.1	189.3	189.3
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide OIT Core Services (includes Adobe Pro and Microsoft 365 as well as services previously provided under the Telecommunications and Computer Services EPR)	36.1	50.0	50.0	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide SSOA chargeback for computer services (including EPR and MICS charges for mainframe usage)	25.2	30.0	30.0	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide SSOA chargeback for computer services (including EPR and MICS charges for mainframe usage)	93.2	100.0	100.0	
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide OIT Telecommunications (CISCO device config, deployment, maintenance, and replacements)	4.9	5.0	5.0	
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	2.0	2.0	
3022	Inter-Agency Human Resources	Admin - Department-wide Human resource and payroll services provided by the Division of Personnel	8.5	9.0	9.0	
3023	Inter-Agency Building Leases	Admin - Department-wide Cost of space in state-owned facilities	89.9	100.0	100.0	
3025	Inter-Agency Auditing	Legis - Department-wide Costs associated with compliance audit services	0.0	1.0	1.0	
3026	Inter-Agency Insurance	Admin - Department-wide Risk Management	0.3	0.4	0.4	
3027	Inter-Agency Financial	Admin - Department-wide Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	5.2	5.2	5.2	
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**Inter-Agency Services (1682)**  
**Department of Revenue**

**Component:** Administrative Services (125)

<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>
3028 Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	ADA compliance	0.1	0.1	0.1
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	0.4	0.6	0.6
3038 Inter-Agency Management/Consulting	Admin - Department-wide	SSOA Travel Initiative	79.8	250.0	250.0
3038 Inter-Agency Management/Consulting	Gov - Department-wide	Implement Administrative Order 302	93.1	165.2	165.2
3038 Inter-Agency Management/Consulting	Gov - Department-wide	OMB Budget Analyst Support	0.0	24.1	24.1

**Personal Services Expenditure Detail**  
**Department of Revenue**

**Scenario:** FY2021 Governor (16414)  
**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		88,632	0	0	49,169	137,801	32,287
04-0006	Admn OPS Mgr I	FT	A	SS	Juneau	205	22K	12.0		110,484	0	0	56,649	167,133	39,159
04-1002	Accounting Technician III	FT	A	GP	Juneau	205	16A / B	12.0		54,840	736	0	37,562	93,138	21,822
04-1007	Budget Analyst III	FT	A	SS	Juneau	205	21K / L	12.0		105,804	0	0	55,047	160,851	37,687
04-1009	Accounting Technician I	FT	A	GP	Juneau	205	12B / C	12.0		43,861	589	0	33,804	78,254	18,335
04-1141	Procurement Specialist II	FT	A	GP	Juneau	205	16D / E	12.0		60,992	819	0	39,668	101,479	23,777
04-1148	Accountant IV	FT	A	SS	Juneau	205	20B / C	12.0		80,574	0	0	46,411	126,985	29,753
04-3229	Administrative Assistant II	FT	A	GG	Juneau	99	14O / P	12.0		72,173	969	0	43,495	116,637	27,328
04-6052	Administrative Assistant II	FT	A	GP	Juneau	205	14G	12.0		57,636	774	0	38,519	96,929	22,711
04-7040	Administrative Assistant II	FT	A	GP	Anchorage	200	14K	12.0		59,052	793	0	39,004	98,849	23,160
04-7069	Budget Analyst I	FT	A	GP	Juneau	205	17C / D	12.0		63,200	848	0	40,424	104,472	24,478
05-1731	Human Resource Technician II	FT	A	KK	Juneau	205	14A / B	12.0		51,792	0	0	36,559	88,351	20,701

													<b>Total Salary Costs:</b>	849,040
													<b>Total COLA:</b>	5,528
													<b>Total Premium Pay:</b>	0
													<b>Total Benefits:</b>	516,311
													<b>Total Pre-Vacancy:</b>	1,370,879
													<b>Minus Vacancy Adjustment of 1.38%:</b>	(18,979)
													<b>Total Post-Vacancy:</b>	1,351,900
													<b>Plus Lump Sum Premium Pay:</b>	0
													<b>Personal Services Line 100:</b>	1,351,900

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	321,197	316,750	23.43%
1007 Interagency Receipts	587,559	579,424	42.86%
1133 CSSD Administrative Cost Reimbursement	462,123	455,725	33.71%
<b>Total PCN Funding:</b>	<b>1,370,879</b>	<b>1,351,900</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.

**Department of Revenue  
 Administrative Services (125)  
 FY2021 Governor's Budget  
 Position Totals (PFT 12)**

Dated October 21, 2019

