

State of Alaska FY2022 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, human resources, 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 2020

- DOR ASD's major accomplishments in FY2020 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 FY2022

- 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>FY2021</u> <u>Management</u> <u>Plan</u>	<u>FY2022</u> <u>Governor</u>		
Full-time	13	12	Annual Salaries	858,940
Part-time	0	0	COLA	5,617
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	519,699
			<i>Less 4.00% Vacancy Factor</i>	<i>(55,370)</i>
			Lump Sum Premium Pay	0
Totals	13	12	Total Personal Services	1,328,886

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant V	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
Internet Specialist II	0	0	1	0	1
Totals	1	0	11	0	12

Component Detail All Funds
Department of Revenue

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

Non-Formula Component

	FY2020 Actuals	FY2021 Conference Committee	FY2021 Authorized	FY2021 Management Plan	FY2022 Governor	FY2021 Management Plan vs FY2022 Governor	
71000 Personal Services	1,068.6	1,351.8	1,351.8	1,406.5	1,328.9	-77.6	-5.5%
72000 Travel	0.0	15.9	15.9	15.9	15.9	0.0	0.0%
73000 Services	661.4	1,070.2	1,070.2	1,015.5	1,037.8	22.3	2.2%
74000 Commodities	11.3	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	1,741.3	2,454.9	2,454.9	2,454.9	2,399.6	-55.3	-2.3%
Fund Sources:							
1001 CBR Fund (UGF)	0.0	133.6	133.6	133.6	0.0	-133.6	-100.0%
1004 Gen Fund (UGF)	533.5	400.8	400.8	400.8	474.1	73.3	18.3%
1007 I/A Rcpts (Other)	814.4	1,458.5	1,458.5	1,458.5	1,461.7	3.2	0.2%
1133 CSSD Reimb (Fed)	393.4	462.0	462.0	462.0	463.8	1.8	0.4%
Unrestricted General (UGF)	533.5	534.4	534.4	534.4	474.1	-60.3	-11.3%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	814.4	1,458.5	1,458.5	1,458.5	1,461.7	3.2	0.2%
Federal Funds	393.4	462.0	462.0	462.0	463.8	1.8	0.4%
Positions:							
Permanent Full Time	12	12	12	13	12	-1	-7.7%
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 FY2021 Conference Committee To FY2021 Authorized *****												
Conference Committee												
	ConfCom	2,454.9	1,351.8	15.9	1,070.2	17.0	0.0	0.0	0.0	12	0	0
1001 CBR Fund		133.6										
1004 Gen Fund		400.8										
1007 I/A Rcpts		1,458.5										
1133 CSSD		462.0										
Reimb												
Subtotal		2,454.9	1,351.8	15.9	1,070.2	17.0	0.0	0.0	0.0	12	0	0
***** Changes From FY2021 Authorized To FY2021 Management Plan *****												
Add Internet Specialist II (04-1152) for Managing and Maintaining the Department's Web Content												
	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
Add a full-time Internet Specialist II (04-1152), range 19, located in Juneau. The Department of Revenue requires a dedicated department administrator to develop and maintain the department's web content. The position is critical to maintaining and improving the department's public interactions and assisting the department with meeting web accessibility requirements.												
Division's programs have transitioned to providing services through electronic mediums, away from manual antiquated processes. These improvements involve providing web interfaces and web content to stakeholders. They range from permanent fund dividend applications, tax filings, child support case management and payments, and unclaimed property searches and claims.												
Align Authority for New Internet Specialist II (04-1152) Position												
	LIT	0.0	54.7	0.0	-54.7	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from services to personal services for anticipated personal services cost associated with the new Internet Specialist II (04-1152) position. The remaining services authority is sufficient to cover anticipated expenditures.												
Subtotal		2,454.9	1,406.5	15.9	1,015.5	17.0	0.0	0.0	0.0	13	0	0
***** Changes From FY2021 Management Plan To FY2022 Governor *****												
Reduce Authority for Federal Indirect Rate Improvement												
	Dec	-61.5	0.0	0.0	-61.5	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-61.5										
The Commissioner's Office and Administrative Services Division (ASD) achieved an increase to indirect/administrative billings to the Child Support Division's federal program, resulting in increased federal reimbursement. This allows a shift of over \$100.0 of the combined Commissioner's Office and ASD expenses from the state general fund to federal receipts.												

Fund Source Adjustment of CBRF to UGF

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	
	FndChg	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1001 CBR Fund		-133.6										
1004 Gen Fund		133.6										
Replace Constitutional Budget Reserve Fund (CBRF) used as a one-time funding mechanism in FY2021.												
FY2022 Salary Adjustments												
	SalAdj	6.2	6.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		1.2										
1007 I/A Rcpts		3.2										
1133 CSSD		1.8										
Reimb												
FY2022 1% COLA for ASE/General Government (GG/GP/GY/GZ): \$6.2												
Transfer Procurement Specialist II (04-1141) to Department of Administration for Consolidation												
	Atout	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
Transfer one Procurement position to Department of Administration for Procurement consolidation.												
The following position transfer takes place after service level agreements are ratified: Full-time Procurement Specialist II (04-1141), range 16, located in Juneau												
Transfer Authority from Personal Services to Services for Procurement Consolidation												
	LIT	0.0	-83.8	0.0	83.8	0.0	0.0	0.0	0.0	0	0	0
The remaining personal services authority is anticipated to be sufficient to cover operating expenditures.												
Totals		2,399.6	1,328.9	15.9	1,037.8	17.0	0.0	0.0	0.0	12	0	0

Line Item Detail (1676)
Department of Revenue
Travel

Component: Administrative Services (125)

Line Number	Line Name		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
2000	Travel		0.0	15.9	15.9
Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
2000 Travel Detail Totals			0.0	15.9	15.9
2000	In-State Employee Travel	Airfare, lodging, surface transportation, reimbursable travel costs, meals and incidentals	0.0	15.9	15.9

Line Item Detail (1676)
Department of Revenue
Services

Component: Administrative Services (125)

Line Number	Line Name		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3000	Services		661.4	1,015.5	1,037.8
Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3000 Services Detail Totals			661.4	1,015.5	1,037.8
3000	Education Services	Training, educational conferences, agency memberships, tuition, books and fees for work-related courses	3.9	2.0	2.0
3001	Financial Services	Accounting, auditing, and management/consulting services	13.7	14.0	14.0
3003	Information Technology	IT training, consulting, software licensing, software maintenance, and IT equipment leases	81.1	250.0	202.8
3004	Telecommunications	Local, long distance, cellular, television, data/network telecommunications equipment charges	2.0	4.0	4.0
3005	Health Services	Ergonomic assessments	0.2	0.5	0.5
3006	Delivery Services	Freight, courier services, and postage	0.2	0.1	0.1
3008	Utilities	Records and confidential material disposal	0.6	7.0	2.0
3009	Structure/Infrastructure/Land	Infrastructure maintenance and repairs, rentals, and leases	0.1	0.5	0.5
3010	Equipment/Machinery	Office furniture and equipment repairs, maintenance, rentals and leases	1.0	4.0	3.0
3011	Other Services	Professional management and consulting services; printing and copying services	0.2	2.0	0.5
3017	Inter-Agency Information Technology	Admin - Department-wide Office of Information Technology	37.2	44.1	44.1

Line Item Detail (1676)
Department of Revenue
Services

Component: Administrative Services (125)

Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3000 Services Detail Totals			661.4	1,015.5	1,037.8
	Non-Telecommunications	(OIT) core services			
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide OIT Server Hosting & Storage	79.6	80.0	80.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide OIT Licenses (SQL Rates)	29.9	40.0	40.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide Office of Information Technology (OIT) telecommunications services	7.2	7.2	7.2
3021	Inter-Agency Mail	Admin - Department-wide Central mailroom services including pickup and delivery of mail, postage, and mailing of state warrants	1.4	2.0	2.0
3022	Inter-Agency Human Resources	Admin - Department-wide Human resource and payroll services provided by the Division of Personnel	8.4	7.4	7.4
3023	Inter-Agency Building Leases	Admin - Department-wide Cost of space in state-owned facilities and private leases	89.6	100.0	100.0
3025	Inter-Agency Auditing	Admin - Department-wide Costs associated with compliance audit services and statewide single audit	0.0	34.5	34.5
3026	Inter-Agency Insurance	Admin - Department-wide Risk Management	0.2	0.5	0.5
3027	Inter-Agency Financial	Admin - Department-wide Division of Finance chargeback for IRIS FIN, HRM, and ALDER	6.5	6.5	6.5
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 – Shared Services of Alaska and Division of Finance training for procurement and ALDER reporting	0.0	0.6	0.6
3038	Inter-Agency Management/Consulting	Admin - Department-wide Shared Services of Alaska (SSOA) travel, accounts payable, procurement, and AAPEX initiatives.	154.3	220.0	297.0
3038	Inter-Agency Management/Consulting	Gov - Department-wide Implement Administrative Order 302	119.9	164.4	164.4

Line Item Detail (1676)
Department of Revenue
Services

Component: Administrative Services (125)

Object Class		Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
			3000 Services Detail Totals	661.4	1,015.5	1,037.8
3038	Inter-Agency Management/Consulting	Gov - Department-wide	OMB Budget Analyst Support	24.1	24.1	24.1

Line Item Detail (1676)
Department of Revenue
Commodities

Component: Administrative Services (125)

Line Number	Line Name		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
4000	Commodities		11.3	17.0	17.0
Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
4000 Commodities Detail Totals			11.3	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	10.7	17.0	17.0
4002	Household/Institutional	Institutional supplies	0.6	0.0	0.0

Revenue Detail (1681)
Department of Revenue

Component: Administrative Services (125)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
5007 I/A Rcpts (1007 I/A Rcpts)			881.7	1,458.5	1,461.7
5301 Inter-Agency Receipts	Admin - Department-wide	Reimbursable service agreement with the Department of Administration for human resources services support	19.0	0.0	0.0
5301 Inter-Agency Receipts	H&SS - Department-wide	Reimbursable service agreement with the Department of Health and Social Services for procurement services support	32.1	0.0	0.0
5301 Inter-Agency Receipts	Rev - AHFC Operations (110)	Support services provided by the Administrative Services Division are allocated and billed through the department's internal administrative cost allocation plan.	27.7	47.0	47.0
5301 Inter-Agency Receipts	Rev - AK Retirement Management Board (2813)	Support services provided by the Administrative Services Division are allocated and billed through the department's internal administrative cost allocation plan.	110.9	190.0	190.0
5301 Inter-Agency Receipts	Rev - AMBBA Operations (108)	Support services provided by the Administrative Services Division are allocated and billed through the department's internal administrative cost allocation plan.	11.8	21.1	21.1
5301 Inter-Agency Receipts	Rev - APFC Operations (109)	Support services provided by the Administrative Services Division are allocated and billed through the department's internal administrative cost allocation plan.	21.5	38.2	38.2
5301 Inter-Agency Receipts	Rev - Criminal Investigations Unit (2993)	Support services provided by the Administrative Services Division are allocated and billed through the department's internal administrative cost allocation plan.	14.7	40.5	40.5
5301 Inter-Agency Receipts	Rev - Long Term Care Ombudsman Office (2749)	Support services provided by the Administrative Services Division are	11.4	20.0	20.0

Revenue Detail (1681)
Department of Revenue

Component: Administrative Services (125)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
5301 Inter-Agency Receipts	Rev - Mental Health Trust Operations (1423)	allocated and billed through the department's internal administrative cost allocation plan. Support services provided by the Administrative Services Division are allocated and billed through the department's internal administrative cost allocation plan.	42.1	73.0	73.0
5301 Inter-Agency Receipts	Rev - Permanent Fund Dividend Division (981)	Support services provided by the Administrative Services Division are allocated and billed through the department's internal administrative cost allocation plan.	177.9	255.8	255.8
5301 Inter-Agency Receipts	Rev - Tax Division (2476)	Support services provided by the Administrative Services Division are allocated and billed through the department's internal administrative cost allocation plan.	264.6	405.8	409.0
5301 Inter-Agency Receipts	Rev - Treasury Division (121)	Support services provided by the Administrative Services Division are allocated and billed through the department's internal administrative cost allocation plan.	137.2	241.0	241.0
5301 Inter-Agency Receipts	Rev - Unclaimed Property (2938)	Support services provided by the Administrative Services Division are allocated and billed through the department's internal administrative cost allocation plan.	10.8	126.1	126.1
5133 CSSD Reimb (1133 CSSD Reimb)			393.4	462.0	463.8
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.	393.4	462.0	463.8

Inter-Agency Services (1682)
Department of Revenue

Component: Administrative Services (125)

				FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
Component Totals				558.4	731.4	808.4
With Department of Administration				414.4	542.9	619.9
With Office of the Governor				144.0	188.5	188.5
Object Class	Servicing Agency	Explanation		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Office of Information Technology (OIT) core services		37.2	44.1	44.1
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide OIT Server Hosting & Storage		79.6	80.0	80.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide OIT Licenses (SQL Rates)		29.9	40.0	40.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide Office of Information Technology (OIT) telecommunications services		7.2	7.2	7.2
3021	Inter-Agency Mail	Admin - Department-wide Central mailroom services including pickup and delivery of mail, postage, and mailing of state warrants		1.4	2.0	2.0
3022	Inter-Agency Human Resources	Admin - Department-wide Human resource and payroll services provided by the Division of Personnel		8.4	7.4	7.4
3023	Inter-Agency Building Leases	Admin - Department-wide Cost of space in state-owned facilities and private leases		89.6	100.0	100.0
3025	Inter-Agency Auditing	Admin - Department-wide Costs associated with compliance audit services and statewide single audit		0.0	34.5	34.5
3026	Inter-Agency Insurance	Admin - Department-wide Risk Management		0.2	0.5	0.5
3027	Inter-Agency Financial	Admin - Department-wide Division of Finance chargeback for IRIS FIN, HRM, and ALDER		6.5	6.5	6.5
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 – Shared Services of Alaska and Division of Finance training for		0.0	0.6	0.6

Inter-Agency Services (1682)
Department of Revenue

Component: Administrative Services (125)

Object Class		Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3038	Inter-Agency Management/Consulting	Admin - Department-wide	procurement and ALDER reporting Shared Services of Alaska (SSOA) travel, accounts payable, procurement, and AAPEX initiatives.	154.3	220.0	297.0
3038	Inter-Agency Management/Consulting	Gov - Department-wide	Implement Administrative Order 302	119.9	164.4	164.4
3038	Inter-Agency Management/Consulting	Gov - Department-wide	OMB Budget Analyst Support	24.1	24.1	24.1

Personal Services Expenditure Detail
Department of Revenue

Scenario: FY2022 Governor (17280)
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		87,693	0	0	48,848	136,541	31,992
04-0006	Admn OPS Mgr I	FT	A	SS	Juneau	205	22K / L	12.0		111,980	0	0	57,161	169,141	39,630
04-1002	Accounting Technician III	FT	A	GP	Juneau	205	16C / D	12.0		58,942	791	0	38,966	98,699	23,125
04-1007	Budget Analyst III	FT	A	SS	Juneau	205	21F	12.0		96,886	0	0	51,994	148,880	34,883
04-1009	Accounting Technician I	FT	A	GP	Juneau	205	12B / C	12.0		44,343	595	0	33,969	78,907	18,488
04-1148	Accountant V	FT	A	SS	Juneau	205	22A / B	12.0		88,825	0	0	49,235	138,060	32,348
04-1152	Internet Specialist II	FT	A	GG	Juneau	205	19A / B	12.0		69,093	927	0	42,441	112,461	0
04-3229	Administrative Assistant II	FT	A	GG	Juneau	99	14O / P	12.0		73,618	988	0	43,990	118,596	27,787
04-6052	Administrative Assistant II	FT	A	GP	Juneau	205	14E	12.0		54,366	730	0	37,400	92,496	21,672
04-7040	Administrative Assistant II	FT	A	GP	Anchorage	200	14J	12.0		57,759	775	0	38,561	97,095	22,749
04-7069	Budget Analyst I	FT	A	GP	Juneau	205	17A / B	12.0		60,411	811	0	39,469	100,691	23,592
05-1731	Human Resource Technician II	FT	A	KK	Juneau	205	14C / D	12.0		55,024	0	0	37,665	92,689	21,717

													Total Salary Costs:	858,940
													Total COLA:	5,617
													Total Premium Pay:	0
													Total Benefits:	519,699
													Total Pre-Vacancy:	1,384,256
													Minus Vacancy Adjustment of 4.00%:	(55,370)
													Total Post-Vacancy:	1,328,886
													Plus Lump Sum Premium Pay:	0
													Personal Services Line 100:	1,328,886

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	297,982	286,062	21.53%
1007 Interagency Receipts	657,552	631,250	47.50%
1133 CSSD Administrative Cost Reimbursement	428,722	411,573	30.97%
Total PCN Funding:	1,384,256	1,328,886	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.

Department of Revenue
 Administrative Services (125)
 RDU: Administration and Support (50)
 FY2022 Governor's Budget
 Position Totals: 12 PFT

