

State of Alaska
FY2024 Governor's Operating Budget

Department of Law
Legal Support Services
Component Budget Summary

Component: Legal Support Services
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Contribution to Department's Mission

No mission statement.

Major Component Accomplishments in 2022

This component is a new component for FY2024. Please refer to existing component-level narratives in the Deputy Attorney General component and the Information and Project Support component for current and prior-year information.

Key Component Challenges

This component is a new component for FY2024. Please refer to existing component-level narratives in the Deputy Attorney General component and the Information and Project Support component for current and prior-year information.

Significant Changes in Results to be Delivered in FY2024

This component is new in FY2024. The Legal Support Services component will encompass the former Deputy Attorney General and Information and Project Support components under a single component. There are a number of benefits that the Civil Division anticipates as a result of this action: an increase in the effectiveness of similarly-situated legal work, enhanced efficiency while operating within appropriated resources, a more nimble and fungible workforce that will improve outcomes in the state's best interest, and to cultivate a more collaborative environment with greater opportunity for training and mentorship.

Statutory and Regulatory Authority

No statutes and regulations.

Contact Information

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Legal Support Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2023 Management Plan	FY2024 Governor		
Full-time	0	20	Annual Salaries	1,746,064
Part-time	0	0	COLA	19,893
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	1,064,545
			<i>Less 0.03% Vacancy Factor</i>	(808)
			Lump Sum Premium Pay	0
Totals	0	20	Total Personal Services	2,829,694

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Assistant 2	1	1	0	0	2
Administrative Assistant 3	1	0	0	0	1
Admn OPS Mgr 1	1	0	0	0	1
Associate Attorney 1	1	0	1	0	2
Associate Attorney 2	3	0	0	0	3
Attorney 4	1	0	0	0	1
Attorney 6	1	0	0	0	1
Deputy Attorney General	0	0	1	0	1
Division Director - Px	0	0	1	0	1
Internet Specialist 2	1	0	0	0	1
Law Office Assistant 1	3	0	1	0	4
Law Office Manager	1	0	0	0	1
Law Office Manager 1	1	0	0	0	1
Totals	15	1	4	0	20

Component Detail All Funds
Department of Law

Component: Legal Support Services (3396)
RDU: Civil Division (35)

Non-Formula Component

	FY2022 Actuals	FY2023 Conference Committee	FY2023 Authorized	FY2023 Management Plan	FY2024 Governor	FY2023 Management Plan vs FY2024 Governor	
71000 Personal Services	0.0	0.0	0.0	0.0	2,829.7	2,829.7 100.0%	
72000 Travel	0.0	0.0	0.0	0.0	28.8	28.8 100.0%	
73000 Services	0.0	0.0	0.0	0.0	861.0	861.0 100.0%	
74000 Commodities	0.0	0.0	0.0	0.0	9.6	9.6 100.0%	
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	0.0	0.0	0.0	3,729.1	3,729.1 100.0%	
Fund Sources:							
1004 Gen Fund (UGF)	0.0	0.0	0.0	0.0	1,126.1	1,126.1 100.0%	
1005 GF/Prgm (DGF)	0.0	0.0	0.0	0.0	10.0	10.0 100.0%	
1007 I/A Rcpts (Other)	0.0	0.0	0.0	0.0	2,593.0	2,593.0 100.0%	
Unrestricted General (UGF)	0.0	0.0	0.0	0.0	1,126.1	1,126.1 100.0%	
Designated General (DGF)	0.0	0.0	0.0	0.0	10.0	10.0 100.0%	
Other Funds	0.0	0.0	0.0	0.0	2,593.0	2,593.0 100.0%	
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0 0.0%	
Positions:							
Permanent Full Time	0	0	0	0	20	20 100.0%	
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 Law

Component: Legal Support Services (3396)
RDU: Civil Division (35)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Subtotal		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
***** Changes From FY2023 Management Plan To FY2024 Governor *****												
Transfer Authority from Protective Legal Services and Support for Required Legal Expertise												
	Trin	600.0	200.0	0.0	400.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		600.0										
Transfer authority from Protective Legal Services and Support to Legal Support Services for adequate legal expertise and operations needed within the office.												
Transfer Division Director (03-0028) from Labor and State Affairs for Restructuring Purposes												
	Trin	260.2	260.2	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
1004 Gen Fund		130.1										
1007 I/A Rcpts		130.1										
Transfer a full-time Division Director (03-0028), range 27, located in Juneau, from the Labor and State Affairs component to the Legal Support Services component. This transfer is part of a broader restructuring of the Civil Division within the Department of Law that will allow the department to operate with greater efficiency and efficacy.												
Transfer Dep Atty Gen (03-0002) and Associated Costs from Deputy Attorney General's Office for Restructuring Purposes												
	Trin	526.6	270.9	19.8	232.9	3.0	0.0	0.0	0.0	1	0	0
1004 Gen Fund		409.0										
1005 GF/Prgm		10.0										
1007 I/A Rcpts		107.6										
Transfer a full-time Deputy Attorney General (03-0002), range 28, located in Juneau, as well as associated activities from the Deputy Attorney General's Office component to the Legal Support Services component. This transfer is part of a broader restructuring of the Civil Division within the Department of Law that will allow the department to operate with greater efficiency and efficacy.												
Transfer 18 Personnel and Associated Costs from Information and Project Support for Restructuring Purposes												
	Trin	2,342.3	2,222.6	9.0	104.1	6.6	0.0	0.0	0.0	18	0	0
1004 Gen Fund		587.0										
1007 I/A Rcpts		1,755.3										
Transfer two attorney positions and 16 support staff positions to Legal Support Services from Information and Project Support in order to leverage legal expertise and support in related areas of legal work under a streamlined organizational structure in the Civil Division.												
As part of a broader restructuring of the Civil Division within the Department of Law that will allow the department to operate with greater efficiency and efficacy, the 18 positions and associated activities are transferred to the new Legal Support Services component from the current Information and Project Support component.												
Align Services Authority with Anticipated Expenditures												
	LIT	0.0	-124.0	0.0	124.0	0.0	0.0	0.0	0.0	0	0	0

Change Record Detail - Multiple Scenarios with Descriptions
Department of Law

Component: Legal Support Services (3396)
RDU: Civil Division (35)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
Transfer authority from personal services to cover anticipated services costs. The remaining personal services authority is sufficient to cover anticipated expenditures.												
	Totals	3,729.1	2,829.7	28.8	861.0	9.6	0.0	0.0	0.0	20	0	0

Line Item Detail (1676)
Department of Law
Travel

Component: Legal Support Services (3396)

Line Number	Line Name		FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
2000	Travel		0.0	0.0	28.8
Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
2000 Travel Detail Totals			0.0	0.0	28.8
2000	In-State Employee Travel	Travel for attorneys to interview witnesses and attend court proceedings, as well as for necessary training for both attorneys and paraprofessionals. Includes travel for management purposes.	0.0	0.0	19.7
2001	In-State Non-Employee Travel	Travel costs for witnesses to testify in court.	0.0	0.0	2.0
2002	Out of State Employee Travel	Travel costs and expenses for out-of-state travel for conferences, training, etc.	0.0	0.0	4.9
2003	Out of State Non-Employee Travel	Travel costs and expenses for out-of-state witnesses to testify in court.	0.0	0.0	0.1
2005	Moving Costs	Moving costs.	0.0	0.0	1.1
2006	Other Travel Costs	Travel cost transfers.	0.0	0.0	1.0

Line Item Detail (1676)
Department of Law
Services

Component: Legal Support Services (3396)

Line Number	Line Name		FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
3000	Services		0.0	0.0	861.0
Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
3000 Services Detail Totals			0.0	0.0	861.0
3000	Education Services	Conferences, training and memberships.	0.0	0.0	5.7
3001	Financial Services	Bankcard service fees.	0.0	0.0	0.5
3003	Information Technology	Training, consulting and software licensing and maintenance. Annual maintenance fee for mission-critical information management systems.	0.0	0.0	60.6
3004	Telecommunications	Local telephone service, long distance charges and cellular phone services paid to third-party telephone utilities.	0.0	0.0	22.9
3011	Other Services	Cost transfers and miscellaneous items within the services line (commissions, etc.).	0.0	0.0	8.4
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide RSA Administration, Office of Information Technology computer services.	0.0	0.0	33.3
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide RSA Administration, Office of Information Technology telecommunications services.	0.0	0.0	0.3
3021	Inter-Agency Mail	Admin - Department-wide RSA Administration, Central Mail.	0.0	0.0	18.7
3022	Inter-Agency Human Resources	Law - Administrative Services (2164) RSA Law, Human Resources position.	0.0	0.0	157.5
3023	Inter-Agency Building Leases	Trans - Department-wide Leased office space managed by General Services.	0.0	0.0	490.6
3026	Inter-Agency Insurance	Admin - Department-wide RSA Administration, Risk	0.0	0.0	0.1
			FY2024 Governor Department of Law		
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Line Item Detail (1676)
Department of Law
Services

Component: Legal Support Services (3396)

Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
3000 Services Detail Totals			0.0	0.0	861.0
		Management.			
3027	Inter-Agency Financial	Admin - Department-wide			
		RSA Administration, Finance Chargeback (IRIS).	0.0	0.0	62.2
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide			
		RSA Administration - Division of Personnel and Labor Relations, Americans with Disabilities Act.	0.0	0.0	0.1
3038	Inter-Agency Management/Consulting	Gov - Department-wide			
		RSA Governor's Office, OMB Implementation of Admin Order 302	0.0	0.0	0.1

Line Item Detail (1676)

**Department of Law
Commodities**

Component: Legal Support Services (3396)

Line Number	Line Name		FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
4000	Commodities		0.0	0.0	9.6
Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
4000 Commodities Detail Totals			0.0	0.0	9.6
4000	Business	Reference materials and subscriptions, including statutes, software applications, non-capital desktop refresh, and miscellaneous office supplies.	0.0	0.0	9.6

Revenue Detail (1681)
Department of Law

Component: Legal Support Services (3396)

Revenue Type (OMB Fund Code)				FY2023	
Revenue Source	Component	Comment	FY2022 Actuals	Management Plan	FY2024 Governor
5005 GF/Prgm (1005 GF/Prgm)			0.0	0.0	10.0
5119 Program Receipts Law - Charges for Services			0.0	0.0	10.0
5007 I/A Rcpts (1007 I/A Rcpts)			0.0	0.0	2,593.0
5301 Inter-Agency Receipts	Law - Dep. Attny General's Office (2205)		0.0	0.0	2,593.0

Inter-Agency Services (1682)
Department of Law

Component: Legal Support Services (3396)

				FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
Component Totals				0.0	0.0	762.9
With Department of Administration				0.0	0.0	114.7
With Department of Law				0.0	0.0	157.5
With Department of Transportation/Public Facilities				0.0	0.0	490.6
With Office of the Governor				0.0	0.0	0.1
Object Class	Servicing Agency	Explanation		FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	RSA Administration, Office of Information Technology computer services.	0.0	0.0	33.3
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	RSA Administration, Office of Information Technology telecommunications services.	0.0	0.0	0.3
3021	Inter-Agency Mail	Admin - Department-wide	RSA Administration, Central Mail.	0.0	0.0	18.7
3022	Inter-Agency Human Resources	Law - Administrative Services (2164)	RSA Law, Human Resources position.	0.0	0.0	157.5
3023	Inter-Agency Building Leases	Trans - Department-wide	Leased office space managed by General Services.	0.0	0.0	490.6
3026	Inter-Agency Insurance	Admin - Department-wide	RSA Administration, Risk Management.	0.0	0.0	0.1
3027	Inter-Agency Financial	Admin - Department-wide	RSA Administration, Finance Chargeback (IRIS).	0.0	0.0	62.2
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	RSA Administration - Division of Personnel and Labor Relations, Americans with Disabilities Act.	0.0	0.0	0.1
3038	Inter-Agency Management/Consulting	Gov - Department-wide	RSA Governor's Office, OMB Implementation of Admin Order 302	0.0	0.0	0.1

Personal Services Expenditure Detail
Department of Law

Scenario: FY2024 Governor (19867)
Component: Legal Support Services (3396)
RDU: Civil Division (35)

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
03-0002	Deputy Attorney General	FT	A	XE	Juneau	A05	28N	12.0		189,306	0	0	90,961	280,267	280,267
03-0016	Internet Specialist 2	FT	A	GP	Anchorage	200	19M / N	12.0		94,143	3,239	0	54,415	151,797	0
03-0021	Law Office Assistant 1	FT	A	GP	Anchorage	200	11D / E	12.0		43,301	1,490	0	35,288	80,079	0
03-0022	Law Office Manager 1	FT	A	SS	Anchorage	200	15K	12.0		68,328	940	0	47,378	116,646	0
03-0028	Division Director - Px	FT	A	XE	Juneau	N05	27R / S	12.0		183,807	0	0	89,230	273,037	136,519
03-0032	Administrative Assistant 3	FT	A	SS	Anchorage	600	15N	12.0		74,485	1,025	0	49,694	125,204	125,204
03-0052	Administrative Assistant 2	FT	A	GP	Fairbanks	203	14A / B	12.0		49,476	1,702	0	37,612	88,790	0
03-0082	Attorney 4	FT	A	XE	Anchorage	A00	24E / F	12.0		128,404	0	0	69,834	198,238	39,648
03-0138	Associate Attorney 2	FT	A	XE	Anchorage	N00	19F	12.0		79,989	0	0	51,620	131,609	13,161
03-0143	Associate Attorney 2	FT	A	XE	Anchorage	N00	19L	12.0		88,043	0	0	54,650	142,693	0
03-0145	Law Office Assistant 1	FT	A	GP	Anchorage	200	11E / F	12.0		44,446	1,529	0	35,719	81,694	0
03-0149	Law Office Manager	FT	A	SS	Anchorage	200	16F / J	12.0		69,284	953	0	47,737	117,974	0
03-0185	Associate Attorney 1	FT	A	GP	Anchorage	200	17D / E	12.0		64,528	2,220	0	43,274	110,022	110,022
03-0273	Associate Attorney 2	FT	A	XE	Anchorage	N00	19A / B	12.0		68,968	0	0	47,474	116,442	0
03-0277	Law Office Assistant 1	FT	A	GP	Juneau	205	11F / G	12.0		49,028	1,687	0	37,443	88,158	0
03-0333	Admn OPS Mgr 1	FT	A	SS	Anchorage	200	22F / J	12.0		105,248	1,448	0	61,267	167,963	16,796
03-0347	Law Office Assistant 1	FT	A	GP	Anchorage	200	11C / D	12.0		42,318	1,456	0	34,919	78,693	0
03-0398	Attorney 6	FT	A	XE	Anchorage	99	26Q / R	12.0		158,096	0	0	81,004	239,100	95,640
03-1214	Administrative Assistant 2	FT	A	GP	Anchorage	200	14L	12.0		64,058	2,204	0	43,097	109,359	109,359
03-1246	Associate Attorney 1	FT	A	XE	Juneau	N05	17L	12.0		80,808	0	0	51,929	132,737	0

Total Positions		New	Deleted	Total Salary Costs:	1,746,064
Full Time Positions:	20	0	0	Total COLA:	19,893
Part Time Positions:	0	0	0	Total Premium Pay:	0
Non Permanent Positions:	0	0	0	Total Benefits:	1,064,545
Positions in Component:	20	0	0	Total Pre-Vacancy:	2,830,502
				Minus Vacancy Adjustment of 0.03%:	(808)
				Total Post-Vacancy:	2,829,694
Total Component Months:	240.0			Plus Lump Sum Premium Pay:	0
				Personal Services Line 100:	2,829,694

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	926,615	926,351	32.74%
1007 Interagency Receipts	1,903,887	1,903,343	67.26%
Total PCN Funding:	2,830,502	2,829,694	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.

CIVIL DIVISION STRUCTURE AND LEGAL SUPPORT SERVICES- FY2024 Governor Budget

