

State of Alaska FY2026 Governor's Operating Budget

Department of Labor and Workforce Development Office of Citizenship Assistance Component Budget Summary

Component: Office of Citizenship Assistance

Contribution to Department's Mission

Assist legal immigrants in Alaska with employment referrals and information about workers' rights.

Core Services

- Connect legal immigrants with information about employment and training opportunities in Alaska.
- Provide legal immigrants with referral to services.
- Elevate workforce barriers faced by legal immigrants to the Commissioner and partner with State and federal agencies.
- Work with State agencies and school districts to support foreign teachers.

Major Component Accomplishments in 2024

- Designed and constructed the Office of Citizenship Assistance within the Anchorage Midtown Job Center, strategically located next to a high-traffic area.
- Recruited and trained new staff members to support the office's operations.
- Developed client-centered programs to assist legal immigrants in Alaska.
- Established partnerships with federal agencies, non-profits, and immigrant community leaders and organizations.
- Hosted community events to support the integration of immigrants into Alaskan communities.
- Collaborated with the Department of Education and Early Development (DEED) and the Alaska Council of School Administrators as they initiate the process of becoming a U.S. State Department-authorized visa-sponsoring agency.
- Participated onin the steering committee for DEED's teacher recruitment and retention initiatives.

Key Component Challenges

- Gaining an understanding of complex immigration statuses, including visas and work authorizations.
- Offering accurate guidance on questions related to immigration status.
- Identifying relevant immigration data and tracking the total number of legal immigrants in Alaska annually.

Significant Changes in Results to be Delivered in FY2026

- No significant changes are anticipated.

Statutory and Regulatory Authority

AS 23.05.125 Office of citizenship assistance

Contact Information

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Office of Citizenship Assistance Personal Services Information					
Authorized Positions			Personal Services Costs		
	<u>FY2025</u> <u>Management</u> <u>Plan</u>	<u>FY2026</u> <u>Governor</u>			
Full-time	3	3	Annual Salaries		198,897
Part-time	0	0	COLA		3,240
Nonpermanent	0	0	Premium Pay		0
			Annual Benefits		143,849
			<i>Less 3.00% Vacancy Factor</i>		(10,380)
			Lump Sum Premium Pay		0
Totals	3	3	Total Personal Services		335,606

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Assistant 2	1	0	0	0	1
Program Coordinator 1	1	0	0	0	1
Project Assistant	1	0	0	0	1
Totals	3	0	0	0	3

Component Detail All Funds
Department of Labor and Workforce Development

Component: Office of Citizenship Assistance (2780)
RDU: Commissioner and Administrative Services (109)

Non-Formula Component

	FY2024 Actuals	FY2025 Enrolled	FY2025 Authorized	FY2025 Management Plan	FY2026 Governor Adjusted Base	FY2026 Governor	FY2025 Management Plan vs FY2026 Governor		
1000 Personal Services	0.0	322.8	322.8	322.8	335.6	335.6	12.8	4.0%	
2000 Travel	0.0	12.0	12.0	12.0	7.1	7.1	-4.9	-40.8%	
3000 Services	0.0	53.0	53.0	53.0	53.0	53.0	0.0	0.0%	
4000 Commodities	0.0	50.0	50.0	50.0	50.0	50.0	0.0	0.0%	
5000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	
7000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	
8000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	
Totals	0.0	437.8	437.8	437.8	445.7	445.7	7.9	1.8%	
Fund Sources:									
1004 Gen Fund (UGF)	0.0	437.8	437.8	437.8	445.7	445.7	7.9	1.8%	
Unrestricted General (UGF)	0.0	437.8	437.8	437.8	445.7	445.7	7.9	1.8%	
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	
Other Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	
Positions:									
Permanent Full Time	0	3	3	3	3	3	0	0.0%	
Permanent Part Time	0	0	0	0	0	0	0	0.0%	
Non Permanent	0	0	0	0	0	0	0	0.0%	

Change Record Detail - Multiple Scenarios with Descriptions
Department of Labor and Workforce Development

Component: Office of Citizenship Assistance (2780)
RDU: Commissioner and Administrative Services (109)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2025 Enrolled To FY2025 Authorized *****												
FY2025 Enrolled												
1004 Gen Fund	Enrolled	437.8	322.8	12.0	53.0	50.0	0.0	0.0	0.0	3	0	0
	Subtotal	437.8	322.8	12.0	53.0	50.0	0.0	0.0	0.0	3	0	0
***** Changes From FY2025 Management Plan To FY2026 Governor Adjusted Base *****												
FY2026 Salary, Health Insurance, and Retirement Increases												
1004 Gen Fund	SalAdj	7.9	7.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
		7.9										
Salary, health and retirement increases: \$7.9												
AlaskaCare increase from \$1908 to \$2030.11 per member per month: \$1.5												
FY2026 APEA (non-law enforcement) 3% cost of living adjustment: \$3.3												
FY2026 PERS rate adjustment from 26.76% to 28.33%: \$3.1												
Align Authority to Address Personal Services Needs												
	LIT	0.0	4.9	-4.9	0.0	0.0	0.0	0.0	0.0	0	0	0
Transfer general fund authority from travel to personal services to address personal services needs. The remaining travel authority is sufficient to meet anticipated expenditures.												
	Subtotal	445.7	335.6	7.1	53.0	50.0	0.0	0.0	0.0	3	0	0
***** Changes From FY2026 Governor Adjusted Base To FY2026 Governor *****												
	Totals	445.7	335.6	7.1	53.0	50.0	0.0	0.0	0.0	3	0	0

Line Item Detail (1676)
Department of Labor and Workforce Development
Travel

Component: Office of Citizenship Assistance (2780)

Line Number	Line Name		FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
2000	Travel		0.0	12.0	7.1
Object Class	Servicing Agency	Explanation	FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
2000 Travel Detail Totals			0.0	12.0	7.1
2000	In-State Employee Travel	In-state employee travel to support the department's mission.	0.0	6.0	6.0
2002	Out of State Employee Travel	Out of state employee travel.	0.0	6.0	1.1

Line Item Detail (1676)
Department of Labor and Workforce Development
Services

Component: Office of Citizenship Assistance (2780)

Line Number	Line Name			FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
3000	Services			0.0	53.0	53.0
Object Class	Servicing Agency	Explanation		FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
3000 Services Detail Totals				0.0	53.0	53.0
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors.		0.0	2.0	2.0
3006	Delivery Services	Freight, courier services, and postage.		0.0	5.0	5.0
3010	Equipment/Machinery	Machinery, furniture, and equipment purchase, repairs, maintenance, rentals, and leases.		0.0	5.0	5.0
3012	Inter-Agency Federal Indirect Rate Allocation	Labor - Management Services (335) Indirect cost allocation for departmental purchasing, accounting, reports, personnel consultation and other services provided by Management Services.		0.0	7.8	7.8
3013	Inter-Agency Data Processing Operations Allocation	Admin - Department-wide Allocation for Data Processing network and support services.		0.0	5.9	5.9
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Reimbursable services agreement with the Office of Information Technology for non-telecommunications support, including software and computer services.		0.0	9.1	9.1
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide Reimbursable services agreement with the Office of Information Technology for telecommunication support.		0.0	0.8	0.8
3021	Inter-Agency Mail	Labor - Management Services (335) Reimbursable services agreement		0.0	0.4	0.4

Line Item Detail (1676)
Department of Labor and Workforce Development
Services

Component: Office of Citizenship Assistance (2780)

Object Class	Servicing Agency	Explanation	FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
3000 Services Detail Totals			0.0	53.0	53.0
		with Shared Services of Alaska for central mailroom support and services.			
3022	Inter-Agency Human Resources	Admin - Department-wide			
		Reimbursable services agreement with the Division of Personnel and Labor Relations for human resources and personnel services.	0.0	1.8	1.8
3023	Inter-Agency Building Leases	Trans - Department-wide			
		State-owned facility space rent or other property leases.	0.0	13.0	13.0
3026	Inter-Agency Insurance	Admin - Department-wide			
		Reimbursable services agreement with the Division of Risk Management for risk management insurance charges for leased buildings, repossessed properties, public official bonds, and overhead.	0.0	0.3	0.3
3027	Inter-Agency Financial	Admin - Department-wide			
		Reimbursable services agreement with the Division of Finance for system services for State accounting and payroll (IRIS), and reporting (ALDER) systems.	0.0	1.9	1.9

Line Item Detail (1676)
Department of Labor and Workforce Development
Commodities

Component: Office of Citizenship Assistance (2780)

Line Number	Line Name		FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
4000	Commodities		0.0	50.0	50.0
Object Class	Servicing Agency	Explanation	FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
		4000 Commodities Detail Totals	0.0	50.0	50.0
4000	Business	General business supplies such as office consumables and computer equipment.	0.0	50.0	50.0

Inter-Agency Services (1682)

Department of Labor and Workforce Development

Component: Office of Citizenship Assistance (2780)

	FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
Component Totals	0.0	41.0	41.0
With Department of Labor and Workforce Development	0.0	8.2	8.2
With Department of Administration	0.0	19.8	19.8
With Department of Transportation and Public Facilities	0.0	13.0	13.0

Object Class	Servicing Agency	Explanation	FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
3012 Inter-Agency Federal Indirect Rate Allocation	Labor - Management Services (335)	Indirect cost allocation for departmental purchasing, accounting, reports, personnel consultation and other services provided by Management Services.	0.0	7.8	7.8
3013 Inter-Agency Data Processing Operations Allocation	Admin - Department-wide	Allocation for Data Processing network and support services.	0.0	5.9	5.9
3017 Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	Reimbursable services agreement with the Office of Information Technology for non-telecommunications support, including software and computer services.	0.0	9.1	9.1
3018 Inter-Agency Information Technology Telecommunications	Admin - Department-wide	Reimbursable services agreement with the Office of Information Technology for telecommunication support.	0.0	0.8	0.8
3021 Inter-Agency Mail	Labor - Management Services (335)	Reimbursable services agreement with Shared Services of Alaska for central mailroom support and services.	0.0	0.4	0.4
3022 Inter-Agency Human Resources	Admin - Department-wide	Reimbursable services agreement with the Division of Personnel and Labor Relations for human resources and personnel services.	0.0	1.8	1.8
3023 Inter-Agency Building Leases	Trans - Department-wide	State-owned facility space rent or	0.0	13.0	13.0

Inter-Agency Services (1682)

Department of Labor and Workforce Development

Component: Office of Citizenship Assistance (2780)

Object Class	Servicing Agency	Explanation	FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
3026	Inter-Agency Insurance	Admin - Department-wide			
		other property leases.			
		Reimbursable services agreement with the Division of Risk Management for risk management insurance charges for leased buildings, repossessed properties, public official bonds, and overhead.	0.0	0.3	0.3
3027	Inter-Agency Financial	Admin - Department-wide			
		Reimbursable services agreement with the Division of Finance for system services for State accounting and payroll (IRIS), and reporting (ALDER) systems.	0.0	1.9	1.9

Personal Services Expenditure Detail
Department of Labor and Workforce Development

Scenario: FY2026 Governor (22363)
Component: Office of Citizenship Assistance (2780)
RDU: Commissioner and Administrative Services (109)

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
075121	Project Assistant	FT	A	GP	Anchorage	200	16B / C	12.0		62,069	0	0	44,407	106,476	106,476
075422	Program Coordinator 1	FT	A	SS	Anchorage	200	18B / C	12.0		76,690	3,240	0	55,823	135,753	135,753
075921	Administrative Assistant 2	FT	A	GP	Anchorage	200	14F	12.0		60,138	0	0	43,619	103,757	103,757
													Total Salary Costs:	198,897	
													Total COLA:	3,240	
													Total Premium Pay:	0	
													Total Benefits:	143,849	
													Total Pre-Vacancy:	345,986	
													Minus Vacancy Adjustment of 3.00%:	(10,380)	
													Total Post-Vacancy:	335,606	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	335,606	
Total Component Months:		36.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 Unrestricted General Fund Receipts	345,986	335,606	100.00%
Total PCN Funding:	345,986	335,606	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 Labor and Workforce Development
Commissioner and Administrative Services
Office of Citizenship Assistance (2780)
FY2026 Governor Organization Chart

