

State of Alaska FY2013 Governor's Operating Budget

Department of Health and Social Services Administrative Support Services Component Budget Summary

Component: Administrative Support Services

Contribution to Department's Mission

To provide timely, efficient, and effective administrative management and support services to department divisions and programs.

Core Services

- Provide technical assistance to divisions regarding budget, finance, procurement, policy and procedures.
- Coordinate, develop and submit the department's fiscal year budgets.
- Provide follow-up to Governor, Legislative and the public requests for information.
- Process financial transactions in compliance with accounting principles, state and federal statutes and regulations and state accounting policies.
- Manage cash draw downs and develop required financial status reports on state and federal program awards.
- Develop and coordinate updates to the Public Assistance Cost Allocation Plan and assure compliance throughout the quarterly cost allocation process.
- Assist department agencies in the development and administration of grants, contracts and other procurements.
- Review annual audits and provide sub-recipient monitoring of department grantees.

Key Component Challenges

- Increase the efficiency of centralized administrative processes by implementing technologies that effectively manage complex processes and reporting.
- Effectively manage federal funding and the extensive reporting requirements associated with existing programs.
- Resolve outstanding audit findings, reduce exceptions and improve responsiveness to federal program and legislative auditors.
- Maintain internal controls over financial processes.
- Provide appropriate training and staff development opportunities to division and department administrative staff.
- Recruit and retain quality personnel in a competitive employment environment.

Significant Changes in Results to be Delivered in FY2013

The division will focus on implementing technological solutions and streamlined manual processes that promote timely and accurate payments, revenue collections, procurements, IT technology and state and federal financial reporting. Individualized support will be provided to divisions toward increased efficiencies in cost allocation to allow maximization of appropriate federal fund collections.

Administrative Support Services will provide training on standardized procedures and compliance with state policy to divisions as they request transition to in-house accounts payable data entry and certification of accounting transactions.

Major Component Accomplishments in 2011

Administrative Support, Fiscal & Revenue Sections:

- Expanded "just-in-time" training sessions for fiscal year-end, budget, financial data systems and travel regulations for enhanced understanding of key state regulations and practices.
- Developed and conducted training on financial transaction processing to decentralize tasks and establish appropriate internal controls.

Budget Section:

- Developed and implemented an operating budget of approximately \$2.1 billion spanning nine divisions and over 3,700 positions.
- Updated methodology for the Short-Term Alaska Medicaid Projection, providing a model that is more responsive to changes in spending.
- Released a supplement to the Long-Term Medicaid forecast, updating the projection for 2009-2029.
- Coordinated Alaska Mental Health Trust Authority project funding within the department, including reconciling Trust proposals with department budget and project status reporting.
- Develop, maintain, and support budget-related software used by the department staff.
- Updated 10-year plan projections report.

Grants and Contracts Unit:

- Provided grant administrative and fiscal support to eight divisions for approximately 116 programs
- Issued 655 FY2011 operating grants totaling over \$166 million
- Completed the Health and Social Services annual FY2011 Operating Grant booklet
- Continued work with the Rasmuson Foundation on the DHSS Grantee Partnership Project (GPP).
- Co-authored and distributed quarterly "Streamline" newsletter to grantees
- Administered approximately 100 professional services contracts totaling over \$9.7 million

Statutory and Regulatory Authority

AS 37.05 Public Finance, Fiscal Procedures Act
AS 37.07 Public Finance, Executive Budget Act
AS 37.10 Public Finance, Public Funds
AS 36.30 Public Contracts, State Procurement Code

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Administrative Support Services Component Financial Summary			
		<i>All dollars shown in thousands</i>	
	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	7,411.5	8,757.7	9,175.6
72000 Travel	87.4	92.2	92.2
73000 Services	903.2	2,221.0	2,144.2
74000 Commodities	154.8	158.5	158.5
75000 Capital Outlay	0.3	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	8,557.2	11,229.4	11,570.5
Funding Sources:			
1002 Federal Receipts	3,523.7	4,109.6	4,235.0
1003 General Fund Match	36.7	0.0	0.0
1004 General Fund Receipts	4,195.5	6,277.9	6,564.4
1007 Inter-Agency Receipts	644.6	704.3	710.3
1037 General Fund / Mental Health	94.6	0.0	0.0
1061 Capital Improvement Project Receipts	62.1	60.8	60.8
1108 Statutory Designated Program Receipts	0.0	76.8	0.0
Funding Totals	8,557.2	11,229.4	11,570.5

Estimated Revenue Collections				
Description	Master Revenue Account	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	3,523.7	4,109.6	4,235.0
Interagency Receipts	51015	644.6	704.3	710.3
Statutory Designated Program Receipts	51063	0.0	76.8	0.0
Capital Improvement Project Receipts	51200	62.1	60.8	60.8
Restricted Total		4,230.4	4,951.5	5,006.1
Total Estimated Revenues		4,230.4	4,951.5	5,006.1

**Summary of Component Budget Changes
From FY2012 Management Plan to FY2013 Governor**

All dollars shown in thousands

	<u>Unrestricted Gen (UGF)</u>	<u>Designated Gen (DGF)</u>	<u>Other Funds</u>	<u>Federal Funds</u>	<u>Total Funds</u>
FY2012 Management Plan	6,277.9	0.0	841.9	4,109.6	11,229.4
Adjustments which will continue current level of service:					
-Transfer Unrealized Authority to Epidemiology for AIDS Drug Assistance Program	0.0	0.0	-76.8	0.0	-76.8
-FY2013 Salary Increases	227.0	0.0	5.1	99.5	331.6
-FY2013 Health Insurance Increases	59.5	0.0	0.9	25.9	86.3
FY2013 Governor	6,564.4	0.0	771.1	4,235.0	11,570.5

Administrative Support Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2012 Management Plan	FY2013 Governor		
Full-time	96	92	Annual Salaries	5,829,624
Part-time	0	0	COLA	8,407
Nonpermanent	0	0	Premium Pay	64,529
			Annual Benefits	3,661,417
			<i>Less 4.06% Vacancy Factor</i>	<i>(388,377)</i>
			Lump Sum Premium Pay	0
Totals	96	92	Total Personal Services	9,175,600

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	1	0	4	0	5
Accountant IV	0	0	4	0	4
Accountant V	0	0	4	0	4
Accounting Clerk	2	0	3	0	5
Accounting Tech I	2	0	3	0	5
Accounting Tech II	2	0	3	0	5
Accounting Tech III	0	0	3	0	3
Accounting Technician IV	0	0	1	0	1
Admin Asst III	0	0	1	0	1
Admin Operations Mgr II	0	0	1	0	1
Administrative Assistant I	0	0	2	0	2
Administrative Assistant II	0	0	1	0	1
Administrative Officer I	0	0	2	0	2
Administrative Officer II	0	0	1	0	1
Asst Commissioner	0	0	1	0	1
Budget Analyst I	0	0	1	0	1
Budget Analyst II	0	0	1	0	1
Budget Analyst III	0	0	3	0	3
Budget Analyst IV	0	0	4	0	4
Budget Manager	0	0	1	0	1
Deputy Director	0	0	1	0	1
Grants Administration Mgr	0	0	1	0	1
Grants Administrator I	0	0	2	0	2
Grants Administrator II	0	0	16	0	16
Grants Administrator III	0	0	5	0	5
Grants and Procurement Mgr	0	0	1	0	1
Information System Coordinator	0	0	1	0	1
Internal Auditor III	0	0	1	0	1
Internal Auditor IV	0	0	1	0	1
Mail Svcs Courier	1	0	0	0	1
Medical Assist Admin IV	0	0	1	0	1
Office Assistant II	0	0	1	0	1
Procurement Spec I	0	0	2	0	2
Procurement Spec II	1	0	0	0	1
Procurement Spec III	1	0	0	0	1
Procurement Spec IV	0	0	1	0	1

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Procurement Spec V	0	0	1	0	1
Project Coordinator	0	0	1	0	1
Student Intern II	0	0	1	0	1
Supply Technician I	0	0	1	0	1
Totals	10	0	82	0	92

Component Detail All Funds
Department of Health and Social Services

Component: Administrative Support Services (320)
RDU: Departmental Support Services (106)

	FY2011 Actuals	FY2012 Conference Committee	FY2012 Authorized	FY2012 Management Plan	FY2013 Governor	FY2012 Management Plan vs FY2013 Governor	
71000 Personal Services	7,411.5	8,757.7	8,757.7	8,757.7	9,175.6	417.9	4.8%
72000 Travel	87.4	92.2	92.2	92.2	92.2	0.0	0.0%
73000 Services	903.2	2,231.2	2,248.0	2,221.0	2,144.2	-76.8	-3.5%
74000 Commodities	154.8	158.5	158.5	158.5	158.5	0.0	0.0%
75000 Capital Outlay	0.3	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	8,557.2	11,239.6	11,256.4	11,229.4	11,570.5	341.1	3.0%
Fund Sources:							
1002 Fed Rcpts (Other)	3,523.7	4,109.6	4,109.6	4,109.6	4,235.0	125.4	3.1%
1003 G/F Match (UGF)	36.7	0.0	0.0	0.0	0.0	0.0	0.0%
1004 Gen Fund (UGF)	4,195.5	6,261.1	6,277.9	6,277.9	6,564.4	286.5	4.6%
1007 I/A Rcpts (Other)	644.6	731.3	731.3	704.3	710.3	6.0	0.9%
1037 GF/MH (UGF)	94.6	0.0	0.0	0.0	0.0	0.0	0.0%
1061 CIP Rcpts (Other)	62.1	60.8	60.8	60.8	60.8	0.0	0.0%
1108 Stat Desig (Other)	0.0	76.8	76.8	76.8	0.0	-76.8	-100.0%
Unrestricted General (UGF)	4,326.8	6,261.1	6,277.9	6,277.9	6,564.4	286.5	4.6%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	706.7	868.9	868.9	841.9	771.1	-70.8	-8.4%
Federal Funds	3,523.7	4,109.6	4,109.6	4,109.6	4,235.0	125.4	3.1%
Positions:							
Permanent Full Time	96	96	96	96	92	-4	-4.2%
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 Health and Social Services

Component: Administrative Support Services (320)

RDU: Departmental Support Services (106)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2012 Conference Committee To FY2012 Authorized *****												
FY2012 Conference Committee												
	ConfCom	11,239.6	8,757.7	92.2	2,231.2	158.5	0.0	0.0	0.0	96	0	0
1002 Fed Rcpts		4,109.6										
1004 Gen Fund		6,261.1										
1007 I/A Rcpts		731.3										
1061 CIP Rcpts		60.8										
1108 Stat Desig		76.8										
ETS/HR Chargeback Transfer from Department of Administration												
	Atrin	16.8	0.0	0.0	16.8	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		16.8										
Pursuant to Section 1, Chapter 3, FSSLA 2011, page 2, lines 22 - 25, \$1,328,200 is distributed to state departments and agencies in order to pay service costs charged by the Department of Administration in FY2012, primarily for Personnel and Enterprise Technology Services.												
Subtotal		11,256.4	8,757.7	92.2	2,248.0	158.5	0.0	0.0	0.0	96	0	0
***** Changes From FY2012 Authorized To FY2012 Management Plan *****												
ADN 06-2-0237 Transfer Authority to Public Affairs per division spending plan												
	Trout	-27.0	0.0	0.0	-27.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		-27.0										
Transfer Interagency Receipts to Public Affairs to cover increase in department-wide RSA's.												
Subtotal		11,229.4	8,757.7	92.2	2,221.0	158.5	0.0	0.0	0.0	96	0	0
***** Changes From FY2012 Management Plan To FY2013 Governor *****												
Transfer Unrealized Authority to Epidemiology for AIDS Drug Assistance Program												
	Trout	-76.8	0.0	0.0	-76.8	0.0	0.0	0.0	0.0	0	0	0
1108 Stat Desig		-76.8										

In 2006 when Admin Support Services reorganized and division grant administrators and other division support staff were transferred into Department Support Services, the positions moved in with statutory designated program receipt (SDPR) authority as part of the funding. Administrative Support Services has no mechanism in place to collect SDPR funding; therefore the component is transferring excess SDPR authority to Epidemiology, where an expenditure authority need exists and they have the ability to fully collect this type of revenue.

Epidemiology needs the additional SDPR for the Ryan White AIDS drug assistance program to increase drug rebates to providers and reimbursement to third-party payers.

Change Record Detail - Multiple Scenarios With Descriptions
Department of Health and Social Services

Component: Administrative Support Services (320)

RDU: Departmental Support Services (106)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP	
										PFT	PPT		
Delete Long-Term Vacant Positions													
	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-4	0	0
Position(s) that have been vacant for a year are being deleted. This transaction is for: 06-0059 (FT), 06-0620 (FT), 06-3373 (FT), 06-IN0925 (FT)													
FY2013 Salary Increases													
	SalAdj	331.6	331.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		99.5											
1004 Gen Fund		227.0											
1007 I/A Rcpts		5.1											
FY2013 Salary Increases: \$331.6													
FY2013 Health Insurance Increases													
	SalAdj	86.3	86.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		25.9											
1004 Gen Fund		59.5											
1007 I/A Rcpts		0.9											
FY2013 Health Insurance Increases: \$86.3													
Totals		11,570.5	9,175.6	92.2	2,144.2	158.5	0.0	0.0	0.0	0.0	92	0	0

Department of Health and Social Services

Scenario: FY2013 Governor (9494)
Component: Administrative Support Services (320)
RDU: Departmental Support Services (106)

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	GF Amount
02-1033	Accountant V	FT	A	SS	Juneau	205	22M	12.0		107,676	0	0	55,374	163,050	114,135
02-1518	Grants Administrator II	FT	A	GP	Juneau	205	17M / N	12.0		76,776	0	0	44,649	121,425	48,570
02-7407	Budget Analyst IV	FT	A	GP	Juneau	205	21A / B	12.0		72,105	0	0	42,943	115,048	80,534
05-2323	Grants Administrator II	FT	A	GP	Juneau	205	17A / B	12.0		54,856	0	0	36,644	91,500	64,050
06-0011	Budget Analyst IV	FT	A	GP	Juneau	205	21C / D	12.0		77,602	0	0	44,951	122,553	85,787
06-0013	Grants Administrator III	FT	A	SS	Juneau	205	19E / F	12.0		76,152	0	0	43,915	120,067	84,047
06-0014	Accounting Tech I	FT	A	GP	Anchorage	200	12C / D	12.0		39,282	0	2,239	31,774	73,295	51,307
06-0017	Accountant IV	FT	A	GP	Juneau	205	20C / D	12.0		72,854	0	0	43,217	116,071	81,250
06-0025	Procurement Spec I	FT	A	GP	Juneau	205	14B / C	12.0		45,508	0	0	33,230	78,738	55,117
06-0028	Accountant IV	FT	A	SS	Juneau	205	20F / J	12.0		84,396	0	0	46,925	131,321	91,925
06-0029	Supply Technician I	FT	A	GP	Juneau	205	10B / C	12.0		35,723	0	0	29,656	65,379	45,765
06-0044	Budget Analyst III	FT	A	GP	Juneau	205	19A / B	12.0		63,605	0	0	39,839	103,444	72,411
06-0052	Admin Operations Mgr II	FT	A	SS	Juneau	205	23D / E	12.0		94,208	0	0	50,509	144,717	101,302
06-0057	Accountant V	FT	A	SS	Juneau	205	22N / O	12.0		115,896	0	0	57,872	173,768	121,638
06-0059	Procurement Spec I	FT	A	GP	Anchorage	200	14C / D	12.0		0	0	0	0	0	0
06-0063	Mail Svcs Courier	FT	A	GP	Anchorage	200	9F / G	12.0		36,468	0	0	29,928	66,396	46,477
06-0066	Grants and Procurement Mgr	FT	A	SS	Juneau	205	23L / M	12.0		115,356	0	0	57,708	173,064	121,145
06-0068	Accountant III	FT	A	GP	Juneau	205	18K / L	12.0		79,008	0	0	45,464	124,472	87,130
06-0085	Budget Analyst II	FT	A	GP	Juneau	205	16A / B	12.0		51,228	0	0	35,319	86,547	60,583
06-0090	Procurement Spec II	FT	A	SS	Anchorage	200	16K / L	12.0		64,688	0	0	39,728	104,416	73,091
06-0092	Procurement Spec I	FT	A	GP	Juneau	205	14C / D	12.0		48,169	0	0	34,202	82,371	57,660
06-0093	Budget Manager	FT	A	SS	Juneau	205	22E / F	12.0		92,928	0	0	50,041	142,969	100,078
06-0094	Accounting Tech I	FT	A	GP	Anchorage	200	12G / J	12.0		46,176	0	2,664	34,447	83,287	58,301
06-0096	Accountant III	FT	A	GP	Juneau	205	18C / D	12.0		62,730	0	0	39,519	102,249	71,574
06-0098	Accounting Clerk	FT	A	GP	Juneau	205	10A / B	12.0		34,518	0	1,959	29,932	66,409	46,486
06-0104	Accountant V	FT	A	SS	Juneau	205	22A / B	12.0		81,348	0	0	45,812	127,160	89,012
06-0105	Accounting Tech I	FT	A	GP	Juneau	205	12A / B	12.0		39,359	0	2,209	31,791	73,359	51,351
06-0106	Accounting Tech II	FT	A	GP	Juneau	205	14A / B	12.0		43,636	0	2,509	33,462	79,607	55,725
06-0117	Budget Analyst I	FT	A	GP	Juneau	205	13C / D	12.0		44,504	0	0	32,863	77,367	54,157
06-0118	Accounting Clerk	FT	A	GP	Juneau	205	10G / J	12.0		42,468	0	2,450	33,014	77,932	54,552
06-0221	Accounting Tech III	FT	A	GP	Juneau	205	16C / D	12.0		54,105	0	0	36,369	90,474	63,332
06-0222	Internal Auditor IV	FT	A	SS	Juneau	205	23A / B	12.0		85,217	0	0	47,225	132,442	46,355
06-0245	Accountant III	FT	A	GP	Juneau	205	18D / E	12.0		65,373	0	0	40,484	105,857	74,100
06-0247	Internal Auditor III	FT	A	GP	Juneau	205	21A / B	12.0		71,677	0	0	42,787	114,464	40,062
06-0260	Administrative Assistant II	FT	A	SS	Juneau	605	14D / E	12.0		51,684	0	3,975	36,431	92,090	64,463
06-0332	Grants Administrator II	FT	A	GP	Juneau	205	17C / D	12.0		59,026	0	0	38,167	97,193	68,035
06-0422	Accounting Tech II	FT	A	GP	Anchorage	200	14J / K	12.0		55,092	0	3,178	37,890	96,160	67,312
06-0444	Accounting Tech III	FT	A	SS	Juneau	205	16A / B	12.0		52,601	0	3,010	36,413	92,024	64,417
06-0500	Asst Commissioner	FT	A	XE	Juneau	NAA	27F	12.0		115,320	3,007	0	57,553	175,880	123,116
06-0503	Grants Administrator III	FT	A	SS	Juneau	205	19L / M	12.0		85,984	0	0	47,505	133,489	93,442
06-0510	Grants Administrator II	FT	A	GP	Juneau	205	17B / C	12.0		56,629	0	0	37,291	93,920	65,744

Department of Health and Social Services

Scenario: FY2013 Governor (9494)
Component: Administrative Support Services (320)
RDU: Departmental Support Services (106)

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	GF Amount
06-0516	Grants Administrator III	FT	A	SS	Juneau	205	19B / C	12.0		66,735	0	0	40,476	107,211	75,048
06-0524	Accounting Clerk	FT	A	GP	Anchorage	200	10B / C	12.0		33,688	0	1,921	29,615	65,224	45,657
06-0530	Accounting Clerk	FT	A	GP	Juneau	205	10A / B	12.0		34,980	0	2,691	30,368	68,039	47,627
06-0532	Accounting Tech I	FT	A	GP	Juneau	205	12D / E	12.0		43,020	0	2,425	33,207	78,652	55,056
06-0533	Grants Administrator II	FT	A	GP	Juneau	205	17B / C	12.0		56,799	0	0	37,353	94,152	65,906
06-0620	Administrative Officer II	FT	A	SS	Juneau	205	19A / B	12.0		0	0	0	0	0	0
06-0626	Accountant IV	FT	A	GP	Juneau	205	20B / C	12.0		68,800	0	0	41,736	110,536	77,375
06-0638	Information System Coordinator	FT	A	GP	Juneau	205	18C / D	12.0		63,780	0	0	39,903	103,683	72,578
06-0639	Deputy Director	FT	A	XE	Juneau	NAA	25E / F	12.0		105,194	2,842	0	54,377	162,413	113,689
06-0643	Budget Analyst IV	FT	A	GP	Juneau	205	21B / C	12.0		74,003	0	0	43,636	117,639	82,347
06-0645	Accountant IV	FT	A	GP	Juneau	205	20C / D	12.0		71,784	0	0	42,826	114,610	80,227
06-0649	Procurement Spec V	FT	A	SS	Juneau	205	21L	12.0		97,008	0	0	51,531	148,539	103,977
06-0650	Accounting Tech III	FT	A	GP	Juneau	205	16C / D	12.0		53,938	0	411	36,459	90,808	63,566
06-0652	Procurement Spec IV	FT	A	SS	Juneau	205	20F / J	12.0		81,729	0	0	45,951	127,680	89,376
06-0653	Procurement Spec III	FT	A	GP	Anchorage	200	18E / F	12.0		65,100	0	0	40,385	105,485	73,840
06-0655	Grants Administration Mgr	FT	A	SS	Juneau	205	21F	12.0		86,868	0	0	47,828	134,696	94,287
06-0663	Office Assistant II	FT	A	GP	Juneau	205	10A / B	12.0		34,182	0	2,613	30,048	66,843	46,790
06-0665	Grants Administrator II	FT	A	GP	Juneau	205	17E / F	12.0		62,643	0	0	39,488	102,131	71,492
06-0668	Grants Administrator I	FT	A	GP	Juneau	205	14K / L	12.0		57,942	0	0	37,771	95,713	66,999
06-1438	Grants Administrator II	FT	A	GP	Juneau	205	17E / F	12.0		63,693	0	0	39,871	103,564	72,495
06-1564	Grants Administrator II	FT	A	GP	Juneau	205	17A / B	12.0		54,856	0	0	36,644	91,500	64,050
06-1653	Grants Administrator III	FT	A	SS	Juneau	205	19B / C	12.0		66,906	0	0	40,538	107,444	75,211
06-1672	Grants Administrator II	FT	A	GP	Juneau	205	17B / C	12.0		56,884	0	0	37,384	94,268	65,988
06-1696	Grants Administrator II	FT	A	GP	Juneau	205	17D / E	12.0		61,082	0	0	38,917	99,999	69,999
06-1818	Accounting Clerk	FT	A	GP	Anchorage	200	10B / C	12.0		34,158	0	2,562	30,020	66,740	46,718
06-1838	Grants Administrator II	FT	A	GP	Juneau	205	17E / F	12.0		62,993	0	0	39,615	102,608	71,826
06-2189	Accountant III	FT	A	GP	Juneau	205	18C / D	12.0		62,643	0	0	39,488	102,131	71,492
06-2196	Administrative Officer I	FT	A	GP	Juneau	205	17C	12.0		57,564	0	0	37,633	95,197	66,638
06-2243	Grants Administrator II	FT	A	GP	Juneau	205	17C / D	12.0		59,198	0	0	38,229	97,427	68,199
06-2245	Administrative Officer I	FT	A	GP	Juneau	205	17B / C	12.0		56,459	0	0	37,229	93,688	65,582
06-2255	Accounting Tech II	FT	A	GP	Juneau	205	14A / B	12.0		44,008	0	3,346	33,904	81,258	56,881
06-2278	Accounting Tech II	FT	A	GP	Juneau	205	14A / B	12.0		44,938	0	0	33,022	77,960	54,572
06-3004	Accountant V	FT	A	SS	Juneau	205	22K / L	12.0		103,788	0	0	54,007	157,795	110,457
06-3107	Accountant III	FT	A	SS	Anchorage	200	18D / E	12.0		63,804	0	0	39,405	103,209	72,246
06-3373	Accountant III	FT	A	SS	Juneau	205	18C / D	12.0		0	0	0	0	0	0
06-3461	Accounting Tech I	FT	A	GP	Juneau	205	12G	12.0		46,524	0	0	33,601	80,125	56,088
06-3868	Accounting Tech II	FT	A	GP	Anchorage	200	14A / B	12.0		41,554	0	0	31,786	73,340	51,338
06-4002	Administrative Assistant I	FT	A	GP	Juneau	205	12A / B	12.0		39,214	0	5,892	33,083	78,189	54,732
06-4007	Grants Administrator II	FT	A	GP	Juneau	205	17C / D	12.0		59,026	0	0	38,167	97,193	68,035
06-4027	Administrative Assistant I	FT	A	GP	Juneau	205	12C / D	12.0		41,406	0	6,273	34,023	81,702	57,191
06-4039	Grants Administrator II	FT	A	GP	Juneau	205	17E / F	12.0		63,693	0	0	39,871	103,564	72,495

Department of Health and Social Services

Scenario: FY2013 Governor (9494)
Component: Administrative Support Services (320)
RDU: Departmental Support Services (106)

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	GF Amount
06-4049	Budget Analyst IV	FT	A	SS	Juneau	205	21D / E	12.0		83,614	0	0	46,640	130,254	91,178
06-4071	Admin Asst III	FT	A	GP	Juneau	205	15G / J	12.0		57,663	0	8,856	40,903	107,422	75,195
06-4072	Budget Analyst III	FT	A	GP	Juneau	205	19A / B	12.0		63,168	0	0	39,679	102,847	71,993
06-4081	Accounting Technician IV	FT	A	SS	Juneau	205	18A / B	12.0		60,551	0	0	38,217	98,768	69,138
06-4092	Budget Analyst III	FT	A	GP	Juneau	205	19B / C	12.0		65,019	0	0	40,355	105,374	73,762
06-4589	Grants Administrator I	FT	A	GP	Juneau	205	14A / B	12.0		44,380	0	3,346	34,040	81,766	57,236
06-4612	Administrative Officer II	FT	A	SS	Juneau	205	19E / F	12.0		75,471	0	0	43,666	119,137	83,396
06-5136	Medical Assist Admin IV	FT	A	GP	Juneau	205	21M	12.0		100,296	0	0	53,238	153,534	107,474
06-8343	Grants Administrator III	FT	A	SS	Juneau	205	19E / F	12.0		76,152	0	0	43,915	120,067	84,047
06-8389	Grants Administrator II	FT	A	GP	Juneau	205	17B / C	12.0		56,204	0	0	37,136	93,340	65,338
06-8412	Grants Administrator II	FT	A	GP	Juneau	205	17B / C	12.0		56,799	0	0	37,353	94,152	65,906
06-IN0925	College Intern III	FT	N	EE	Juneau	NAA	10A	6.0		0	0	0	0	0	0
06-IN0926	Student Intern II	FT	N	EE	Juneau	NAA	7A	12.0		13,028	298	0	17,852	31,178	21,825
06-X101	Project Coordinator	FT	A	XE	Juneau	NAA	19L / M	12.0		82,764	2,260	0	46,185	131,209	91,846

Total Positions:	New	Deleted	Total Salary Costs:	5,829,624
Full Time Positions:	92	0	Total COLA:	8,407
Part Time Positions:	0	0	Total Premium Pay::	64,529
Non Permanent Positions:	0	0	Total Benefits:	3,661,417

Positions in Component:	92	0	4	Total Pre-Vacancy:	9,563,977
Total Component Months:	1,104.0			Minus Vacancy Adjustment of 4.06%:	(388,377)
				Total Post-Vacancy:	9,175,600
				Plus Lump Sum Premium Pay:	0
				Personal Services Line 100:	9,175,600

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1002 Federal Receipts	2,869,193	2,752,680	30.00%
1004 General Fund Receipts	6,571,939	6,305,064	68.72%
1007 Inter-Agency Receipts	122,845	117,856	1.28%
Total PCN Funding:	9,563,977	9,175,600	100.00%

Line Item Detail
Department of Health and Social Services
Travel

Component: Administrative Support Services (320)
RDU: Departmental Support Services (106)

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
72000	Travel		87.4	92.2	92.2
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
72000 Travel Detail Totals			87.4	92.2	92.2
72110	Employee Travel (Instate)	Employee Travel In-State In state travel costs for administrative purposes and for division staff to attend departmental meetings and briefings, monitor and evaluate grantee services, attend conferences and trainings.	68.2	70.0	70.0
72120	Nonemployee Travel (Instate Travel)	Non Employee Travel In-State In state travel costs for non-employees to attend departmental meetings and briefings.	0.6	3.0	3.0
72410	Employee Travel (Out of state)	Employee Travel Out-of-State Out-of-state travel for administrative purposes and for division staff to attend meetings and trainings as required.	9.9	12.2	12.2
72420	Nonemployee Travel (Out of state Emp)	Non Employee Travel Out-of-State Non Employee out-of-state travel to attend meetings as required.	3.4	6.0	6.0
72722	Move Travel/Lodging		5.0	0.0	0.0
72900	Other Travel Costs	Other Travel Costs Other Travel Costs	0.3	1.0	1.0

Line Item Detail
Department of Health and Social Services
Services

Component: Administrative Support Services (320)
RDU: Departmental Support Services (106)

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000	Services		903.2	2,221.0	2,144.2
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000 Services Detail Totals			903.2	2,221.0	2,144.2
73025	Education Services	Education Services Conference registration, membership dues, employee tuition and other employee training costs.	79.5	80.0	80.0
73050	Financial Services	Management Consulting Contracts for Management Consulting from outside agencies	0.0	625.1	521.8
73150	Information Technlgy	Information Technology Software licensing fees, renewal and maintenance costs	32.2	199.8	199.8
73156	Telecommunication	Telecommunications Communication costs to outside vendors for long distance charges, teleconference fees, data circuits, television, cellular and other wireless phone costs.	8.1	11.0	11.0
73225	Delivery Services	Delivery Services Delivery costs to include postage for the division's mail outs including freight, and messenger or courier delivery costs.	5.0	5.0	5.0
73525	Utilities	Disposal Services Disposal Services for shredding, archives disposal & recycle.	3.8	5.0	5.0
73650	Struc/Infstruct/Land	Structure/Infrastructure/Land Structure/Infrastructure/Land	6.3	10.0	45.0
73675	Equipment/Machinery	Equipment/Machinery Repairs for Office Equipment, Vehicles, etc.	21.4	25.0	25.0
73750	Other Services (Non IA Svcs)	Other Services Other Services contracts with outside agencies for management consulting	66.7	171.8	171.8
73804	Economic/Development (IA Svcs)	Labor RSA with DOLabor for Economic Impact Study	1.4	10.0	10.0

Line Item Detail
Department of Health and Social Services
Services

Component: Administrative Support Services (320)

RDU: Departmental Support Services (106)

Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000 Services Detail Totals			903.2	2,221.0	2,144.2
		RSA with DOLabor for Economic Impact Study			
73805	IT-Non-Telecommunication	Enterprise Technology Services RSA with DOA/ETS for Computer Services RSA with DOA/ETS for Computer Services	60.3	75.0	75.0
73806	IT-Telecommunication	Enterprise Technology Services RSA with DOA/ETS for Telecommunications Services RSA with DOA/ETS for Telecommunications Services	131.6	150.8	150.8
73807	Storage		2.2	0.0	0.0
73809	Mail	Central Mail RSA with DOA/DGS for Central Mail Services RSA with DOA/DGS for Central Mail Services	4.7	92.0	92.0
73810	Human Resources	Personnel RSA with DOA/DOP for Human Resource Services RSA with DOA/DOP for Human Resource Services	65.0	100.0	100.0
73810	Human Resources	Admin Services Pursuant to Section 1, Chapter 3, FSSLA 2011, page 2, lines 22 - 25, \$1,328,200 is distributed to state departments and agencies in order to pay service costs charged by the Department of Administration in FY2012, primarily for Personnel and Enterprise Technology Services.	5.4	8.5	0.0
73811	Building Leases	Leases RSA with DOA/Leasing for State Facilities Rent/Leases RSA with DOA/Leasing for State Facilities Rent/Leases	57.1	100.0	100.0
73812	Legal	Law RSA with DOLaw for Regulations Review RSA with DOLaw for Regulations Review	1.4	10.0	10.0
73813	Auditing	Legislative Audit RSA with LAA/Leg Audit for Legislative Audits RSA with LAA/Leg Audit for Legislative Audits	127.0	150.0	150.0
73814	Insurance	Risk Management RSA with DOA/Risk Management for Insurance Services RSA with DOA/Risk Management for Insurance Services	3.2	4.8	4.8
73815	Financial	Finance RSA with DOA/DOF for Akpay & Aksas Services RSA with DOA/DOF for Akpay & Aksas Services	254.8	300.0	300.0
73816	ADA Compliance	Labor Relations RSA with DOLabor for ADA Compliance RSA with DOLabor for ADA Compliance	2.5	15.0	15.0

Line Item Detail
Department of Health and Social Services
Services

Component: Administrative Support Services (320)

RDU: Departmental Support Services (106)

Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000 Services Detail Totals			903.2	2,221.0	2,144.2
73818	Training (Services-IA Svcs)	Admin RSA with DOA/DGS for Procurement Training Services RSA with DOA/DGS for Procurement Training Services	-73.8	8.6	8.6
73819	Commission Sales (IA Svcs)		0.6	0.0	0.0
73848	State Equip Fleet		8.0	0.0	0.0
73979	Mgmt/Consulting (IA Svcs)	I/A Management Consulting Fees RSA with miscellaneous vendors I/A Management Consulting Fees RSA with miscellaneous vendors	28.8	30.8	30.8
73979	Mgmt/Consulting (IA Svcs)	Commissioner's Office RSA with Commissioner's Office for Support Services - Management Consulting RSA with Commissioner's Office for Support Services - Management Consulting	0.0	9.0	9.0
73979	Mgmt/Consulting (IA Svcs)	Information Technology Services RSA with FMS-Information Technology for Support Services - Management Consulting RSA with FMS-Information Technology for Support Services - Management Consulting	0.0	13.0	13.0
73979	Mgmt/Consulting (IA Svcs)	Public Affairs RSA with FMS-Public Affairs for Support Services - Management Consulting RSA with FMS-Public Affairs for Support Services - Management Consulting	0.0	10.8	10.8

Line Item Detail
Department of Health and Social Services
Commodities

Component: Administrative Support Services (320)
RDU: Departmental Support Services (106)

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
74000	Commodities		154.8	158.5	158.5
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
74000 Commodities Detail Totals			154.8	158.5	158.5
74200	Business	Other Business General office supplies necessary to support programs and activities. Includes educational materials, duplicating, copying and information technology supplies. Also includes office and computer equipment, furniture and tools with a cost or value of less than \$5,000.	152.7	158.5	158.5
74480	Household & Instit.		0.1	0.0	0.0
74520	Scientific & Medical		0.1	0.0	0.0
74650	Repair/Maintenance (Commodities)		1.9	0.0	0.0

Line Item Detail
Department of Health and Social Services
Capital Outlay

Component: Administrative Support Services (320)
RDU: Departmental Support Services (106)

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
75000	Capital Outlay		0.3	0.0	0.0
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
75000 Capital Outlay Detail Totals			0.3	0.0	0.0
75700	Equipment		0.3	0.0	0.0

Restricted Revenue Detail
Department of Health and Social Services

Component: Administrative Support Services (320)
RDU: Departmental Support Services (106)

Master Account	Revenue Description				FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
51010	Federal Receipts				3,523.7	4,109.6	4,235.0
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
51010	Federal Receipts		06355100	1002	3,523.7	4,109.6	4,235.0
	Federal						
	Indirect Federal Receipts as collected in the Cost Allocation Plan						

Restricted Revenue Detail
Department of Health and Social Services

Component: Administrative Support Services (320)
RDU: Departmental Support Services (106)

Master Account	Revenue Description				FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
51015	Interagency Receipts				644.6	704.3	710.3
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
59060	Health & Social Svcs Interagency Receipts for Audit Services RSA with Divisions for Audit Services		06355102A	1007	118.8	118.8	118.8
59060	Health & Social Svcs Interagency Receipts for Administrative Support Services RSA with Divisions for Administrative Support	Department-wide	06355102B	1007	525.8	528.5	534.5
59060	Health & Social Svcs Interagency Receipts RSA placeholder for special department wide projects	Department-wide	06355102C	1007	0.0	57.0	57.0

Restricted Revenue Detail
Department of Health and Social Services

Component: Administrative Support Services (320)
RDU: Departmental Support Services (106)

Master Account	Revenue Description	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
51063	Statutory Designated Program Receipts	0.0	76.8	0.0

Detail Information					FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund			
51063	Stat Desig Prog Rec		06355100	1108	0.0	76.8	0.0

Restricted Revenue Detail
Department of Health and Social Services

Component: Administrative Support Services (320)
RDU: Departmental Support Services (106)

Master Account	Revenue Description	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
51200	Capital Improvement Project Receipts	62.1	60.8	60.8

Detail Information					FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund			
59061	CIP Rcpts from Health & Social Services CIP Receipts collected on various department capital projects		06355100	1061	62.1	60.8	60.8

Inter-Agency Services
Department of Health and Social Services

Component: Administrative Support Services (320)
RDU: Departmental Support Services (106)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2011 Actuals	FY2012	
					Management Plan	FY2013 Governor
73804	Economic/Development (IA Svcs) RSA with DOLabor for Economic Impact Study RSA with DOLabor for Economic Impact Study	Inter-dept	Labor	1.4	10.0	10.0
73804 Economic/Development (IA Svcs) subtotal:				1.4	10.0	10.0
73805	IT-Non-Telecommunication RSA with DOA/ETS for Computer Services RSA with DOA/ETS for Computer Services	Inter-dept	Enterprise Technology Services	60.3	75.0	75.0
73805 IT-Non-Telecommunication subtotal:				60.3	75.0	75.0
73806	IT-Telecommunication RSA with DOA/ETS for Telecommunications Services RSA with DOA/ETS for Telecommunications Services	Inter-dept	Enterprise Technology Services	131.6	150.8	150.8
73806 IT-Telecommunication subtotal:				131.6	150.8	150.8
73809	Mail RSA with DOA/DGS for Central Mail Services RSA with DOA/DGS for Central Mail Services	Inter-dept	Central Mail	4.7	92.0	92.0
73809 Mail subtotal:				4.7	92.0	92.0
73810	Human Resources RSA with DOA/DOP for Human Resource Services RSA with DOA/DOP for Human Resource Services	Inter-dept	Personnel	65.0	100.0	100.0
73810	Human Resources Pursuant to Section 1, Chapter 3, FSSLA 2011, page 2, lines 22 - 25, \$1,328,200 is distributed to state departments and agencies in order to pay service costs charged by the Department of Administration in FY2012, primarily for Personnel and Enterprise Technology Services.	Inter-dept	Admin Services	5.4	8.5	0.0
73810 Human Resources subtotal:				70.4	108.5	100.0
73811	Building Leases RSA with DOA/Leasing for State Facilities Rent/Leases RSA with DOA/Leasing for State Facilities Rent/Leases	Inter-dept	Leases	57.1	100.0	100.0
73811 Building Leases subtotal:				57.1	100.0	100.0
73812	Legal RSA with DOLaw for Regulations Review RSA with DOLaw for Regulations Review	Inter-dept	Law	1.4	10.0	10.0
73812 Legal subtotal:				1.4	10.0	10.0
73813	Auditing RSA with LAA/Leg Audit for Legislative Audits RSA with LAA/Leg Audit for Legislative Audits	Inter-dept	Legislative Audit	127.0	150.0	150.0
73813 Auditing subtotal:				127.0	150.0	150.0
73814	Insurance RSA with DOA/Risk Management for Insurance Services RSA with DOA/Risk Management for Insurance Services	Inter-dept	Risk Management	3.2	4.8	4.8
73814 Insurance subtotal:				3.2	4.8	4.8
73815	Financial RSA with DOA/DOF for Akpay & Aksas Services RSA with DOA/DOF for Akpay & Aksas Services	Inter-dept	Finance	254.8	300.0	300.0
73815 Financial subtotal:				254.8	300.0	300.0
73816	ADA Compliance RSA with DOLabor for ADA Compliance RSA with DOLabor for ADA Compliance	Inter-dept	Labor Relations	2.5	15.0	15.0
73816 ADA Compliance subtotal:				2.5	15.0	15.0

Inter-Agency Services
Department of Health and Social Services

Component: Administrative Support Services (320)
RDU: Departmental Support Services (106)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2011 Actuals	FY2012	
					Management Plan	FY2013 Governor
73818	Training (Services-IA Svcs) RSA with DOA/DGS for Procurement Training Services RSA with DOA/DGS for Procurement Training Services	Inter-dept	Admin	-73.8	8.6	8.6
73818 Training (Services-IA Svcs) subtotal:				-73.8	8.6	8.6
73979	Mgmt/Consulting (IA Svcs) RSA with Commissioner's Office for Support Services - Management Consulting RSA with Commissioner's Office for Support Services - Management Consulting	Intra-dept	Commissioner's Office	0.0	9.0	9.0
73979	Mgmt/Consulting (IA Svcs) RSA with FMS-Information Technology for Support Services - Management Consulting RSA with FMS-Information Technology for Support Services - Management Consulting	Intra-dept	Information Technology Services	0.0	13.0	13.0
73979	Mgmt/Consulting (IA Svcs) RSA with FMS-Public Affairs for Support Services - Management Consulting RSA with FMS-Public Affairs for Support Services - Management Consulting	Intra-dept	Public Affairs	0.0	10.8	10.8
73979 Mgmt/Consulting (IA Svcs) subtotal:				0.0	32.8	32.8
Administrative Support Services total:				640.6	1,057.5	1,049.0
Grand Total:				640.6	1,057.5	1,049.0