

State of Alaska FY2002 Governor's Operating Budget

Department of Corrections
Administrative Services
Component

Component: Administrative Services

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Component Mission

The mission of the Division of Administrative Services is to provide effective and efficient administrative support services to the operating divisions within the department in implementing their programs, while ensuring compliance with federal regulations, state statutes, state regulations, state policies and procedures, and departmental policies and procedures, as approved by the Office of the Commissioner. (Modified from Legislative Version)

The mission of the Division of Administrative Services is to provide support services to departmental programs. (SLA 2000 Chapter 126)

Component Services Provided

Administrative Services provides support to all divisions and programs, as follows:

- **Director's Office:** provides human resource management and payroll, accounting, budget (capital and operating), revenue, and procurement services. Responds to legislative inquiries, coordinates with other state and federal agencies including preparation federal grant applications and performance of program monitoring functions, oversight of the Facilities Capital Improvement Unit which includes renovation and repair projects, and technical information services which includes the department's management information systems.
- **Accounting:** processes accounts payable for all vendor billings (approximately 34,000 invoices a year), responds to vendor inquiries, and manages inmate trust accounts.
- **Budget and Revenue:** prepares and submits the annual operating budget and the Executive Budget Summary, performs monthly/quarterly financial monitoring and projections, revises programs including budgeted and unbudgeted reimbursable service agreements, processes accounts receivable billings and Correctional Industry revenue, develops and maintains accounting structures and reports.
- **Human Resources:** administers and interprets labor contracts, personnel rules, and the Federal Fair Labor Standards Act for five bargaining units (GC, GGU, SU, LTC, K) and non-covered employees (EX, EE, and PX). Oversees labor relations and provides disciplinary, grievance and dispute guidance and resolution, prepares and participates in arbitration, Labor Relation Agency hearings, and contract negotiations. Recruits, examines, tests, and performs background investigations and psychological exams (through contract) for all Correctional Officer and Probation Officer applicants, classifies all positions, maintains employee records and files; and implements Workplace Alaska and open recruitment.
- **Payroll:** Coordinates field input to on-line payroll system (AKPAY), responds to employee pay inquiries, processes stop payments and reissues for lost payroll warrants, processes leave usage, mandatory leave usage, cash-ins, and retroactive adjustments, and perform audits of premium pay for all bargaining units.
- **Procurement:** Provides centralized purchasing and contracting services for all operational components and oversee limited field purchasing authority, prepares and advertises Requests for Proposals, and issues all contracts and professional services contracts, handles procurement for capital projects and facilities maintenance projects.

Component Goals and Strategies

- Develop and deliver administrative training to meet the needs of the Department.
- Increase employees' knowledge and understanding of administrative process and procedures.

- Assure compliance with all governing statutes, regulations, policies, and procedures.
- Maintain all vendor accounts in good standing.
- Continue to strategize and implement effective cost-cutting measures while maintaining public safety and security.

Key Component Issues for FY2001 – 2002

The Accounting Section maintains the Offender Trust Account and oversees entry into the Offender Accounting System (HOFA). The Trust Account and HOFA have been out of balance since implementation. In the third quarter of FY2001, the new Management Information System will be brought on-line and HOFA will be transferred over to the new Offender Accounting System.

Administrative Services Budget Section implemented program and ledger code accounting structures to facilitate disbursement tracking and provide more detailed expenditure data. Field training is necessary on a statewide basis. Once uniformity is obtained, data will be available for development of detailed expenditure and tracking plans for each component.

Administrative Services Personnel Section is assisting in the conversion from contracted Health Care services to services provided by state employees. This conversion will better facilitate health care delivery to inmates and reduce costs. Personnel actions to support the New Anchorage Jail staffing are being developed to assure that necessary staff will be in-place for the February 2002 opening.

Administrative Services Personnel Section is in the process of performing a comprehensive classification review of probation and other professional criminal justice and managerial positions.

The Procurement Section will update the Department's Procurement Procedural Manual and will coordinate training across the Agency to meet new purchasing training requirements implemented by the Department of Administration, Division of General Services and Supply.

During FY 2002 the department will be developing and implementing a bar code inventory system to enhance the ease and accuracy of tracking state property.

Major Component Accomplishments for FY2000

- Successful completion of conversion of development of the operating budget in the new Automated Budget System (ABS).
- Personnel Section participated in negotiations and implementation of the first collective bargaining agreement for the Correctional Officer bargaining unit.
- Personnel Section developed and presented a Supervisory Academy covering a wide variety of human resource topics.

Statutory and Regulatory Authority

- 1) Probation, Prisons and Prisoners (AS 33)
- 2) Welfare, Social Services and Institutions (AS 47)
- 3) Corrections (22 AAC)
- 4) Health and Safety (AS 18)
- 5) Create Corrections (EX.OR.55)
- 6) Criminal Law (AS 11)
- 7) Public Finance (AS 37)
- 8) State Government (AS 44)

Key Performance Measures for FY2002

Measure: The cost of the division compared to personnel costs for the department.

(Added by Legislature in FY2001 version.)

Current Status:

The total departmental personnel expenditures for FY00 were \$86,366.6. The total expenditures for the Division of Administrative Services (Components: Administrative Services, D&WP, and Facilities) were \$4,092.6 or 4.7% of the Department's personal service expenditures.

Benchmark:

This is the first year of this measure. Individual benchmarks are in the process of being established.

Background and Strategies:

The Administrative Services Division provides fiscal, budget, procurement, facilities maintenance, personnel and computer support to the departments 1300 employees in 32 sites including 12 correctional facilities, processing 75,000 payroll and vendor warrants per year.

Measure: The number of late penalties incurred for payroll or vendor payments.

(Not yet addressed by Legislature.)

Current Status:

The total number of late penalties incurred during FY00 was 235 out of approximately 75,000 warrants issued.

Benchmark:

This is the first year of this measure. Individual benchmarks are in the process of being established.

Background and Strategies:

The Administrative Services Division provides fiscal, budget, procurement, facilities maintenance, personnel and computer support to the departments 1300 employees in 32 sites including 12 correctional facilities, processing 75,000 payroll and vendor warrants per year.

Measure: The number of audit exceptions.

(Added by Legislature in FY2001 version.)

Current Status:

State Single Audit for the period ending June 30, 1999 did not find exceptions regarding the Departments financial management. The State Single Audit for Period ending June 30, 2000 is currently in process with an expected completion date of approximately March of 2001.

Benchmark:

This is the first year of this measure. Individual benchmarks are in the process of being established.

Background and Strategies:

The Administrative Services Division provides fiscal, budget, procurement, facilities maintenance, personnel and computer support to the departments 1300 employees in 32 sites including 12 correctional facilities, processing 75,000 payroll and vendor warrants per year.

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
<ul style="list-style-type: none"> The cost of the division compared to personnel costs for the department The number of late penalties incurred for payroll or vendor payments 			X		

Component — Administrative Services

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The number of audit exceptions.			X		

Administrative Services
Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	2,053.0	2,030.9	2,192.5
72000 Travel	77.6	18.1	18.1
73000 Contractual	417.7	596.5	412.0
74000 Supplies	56.0	63.3	63.3
75000 Equipment	17.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,621.3	2,708.8	2,685.9
Funding Sources:			
1002 Federal Receipts	71.1	71.1	72.4
1004 General Fund Receipts	2,500.2	2,637.7	2,561.1
1007 Inter-Agency Receipts	50.0	0.0	52.4
Funding Totals	2,621.3	2,708.8	2,685.9

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	96.1	0.0	0.0	0.0	0.0
Unrestricted Total		96.1	0.0	0.0	0.0	0.0
Restricted Revenues						
Federal Receipts	51010	71.1	71.1	71.1	72.4	72.4
Interagency Receipts	51015	50.0	0.0	51.6	52.4	52.4
Restricted Total		121.1	71.1	122.7	124.8	124.8
Total Estimated Revenues		217.2	71.1	122.7	124.8	124.8

Administrative Services**Proposed Changes in Levels of Service for FY2002**

No service changes.

**Summary of Component Budget Changes
From FY2001 Authorized to FY2002 Governor**

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	2,637.7	71.1	0.0	2,708.8
Adjustments which will continue current level of service:				
-Trans unutilized IA from Data and Word Processing ADN 20-1-0007	0.0	0.0	51.6	51.6
-Transfer HB53 Auth. to support Asst. Supt. position ADN 20-1-0007	-69.5	0.0	0.0	-69.5
-Year 2 Labor Costs - Net Change from FY2001	-7.1	1.3	0.8	-5.0
FY2002 Governor	2,561.1	72.4	52.4	2,685.9

Administrative Services**Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	36	38	Annual Salaries	1,657,945
Part-time	3	2	COLA	31,726
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	642,690
			<i>Less 6.00% Vacancy Factor</i>	<i>(139,861)</i>
			Lump Sum Premium Pay	0
Totals	39	40	Total Personal Services	2,192,500

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Clerk I	0	0	2	0	2
Accounting Clerk II	0	0	2	0	2
Accounting Spvr II	0	0	1	0	1
Accounting Tech I	0	0	3	0	3
Accounting Tech III	0	0	2	0	2
Administrative Clerk II	1	0	2	0	3
Administrative Clerk III	0	0	2	0	2
Administrative Svcs Mgr	0	0	1	0	1
Division Director	0	0	1	0	1
Federal Aid Coordinator	0	0	1	0	1
Human Resources Mgr III	0	0	1	0	1
Labor Rel Specialist II	0	0	1	0	1
Personnel Asst I	0	0	4	0	4
Personnel Asst II	0	0	2	0	2
Personnel Officer I	0	0	1	0	1
Personnel Specialist I	0	0	3	0	3
Procurement Spec I	1	0	0	0	1
Procurement Spec II	1	0	0	0	1
Procurement Spec III	1	0	1	0	2
Procurement Spec V	0	0	1	0	1
Program Budget Analyst III	0	0	1	0	1
Program Budget Analyst IV	0	0	1	0	1
Program Coordinator	0	0	1	0	1
Supply Technician I	0	0	1	0	1
Supply Technician II	0	0	1	0	1
Totals	4	0	36	0	40