

**State of Alaska  
FY2003 Governor's Operating Budget**

**Department of Revenue  
Administrative Services  
Component Budget Summary**

## Component: Administrative Services

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### Component Mission

The mission of the Division of Administrative Services is to provide support services for departmental programs.

### Component Services Provided

The Administrative Services Division is comprised of three sections. The Human Resource Section provides centralized personnel and payroll services to the divisions and other agencies within the department for administrative purposes. The Fiscal/Budget/Procurement Section serves as the general accounting section for the department and is responsible for budget preparation, expenditure projections, accounts payable, travel accounting, records management, contract administration and general accounting transactions. The section also implements the department's purchasing policies and is responsible for general supply support, lease management and property control. The Information Technology Team is responsible for programming and maintenance support for department-wide information systems. All data processing equipment and software purchases are reviewed and approved by the data processing manager to ensure conformity with the department's established standards and long-term plans.

### Component Goals and Strategies

Ensure that the department is in compliance with all administrative requirements mandated by statutes, regulation, collective bargaining agreements, and administrative policies and procedures.

#### FISCAL/BUDGET/PROCUREMENT

Ensure appropriations are not overspent.

- Ensure no supplemental appropriations will be necessary due to financial mismanagement.
- Ensure restricted revenues are posted timely and accurately.
- Ensure expenditures are processed in conformity with statutes, regulations, and the administrative manual.
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Pay vendors promptly and accurately

Pay vendors within 30 days so there are no interest payments.

• Review department contracts to ensure they are processed in conformity with statutes, regulations, and the administrative manual.

Ensure no justifiable protests or audit exceptions will occur.

• Ensure that the department budgets are accurate, uniform, and timely.

Budgets will be submitted by required deadlines.

- No major budget revisions will occur due to technical errors.
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Ensure that necessary budget changes are processed throughout the year.

Review and recommend action on revised program requests within three days of receipt of request.

• Expedite the delivery of needed supplies and equipment and maximize purchasing dollars.

Provide for purchasing of supplies, and negotiating quantity discounts and other discounts to reduce supply/equipment costs.

Fully implement procurement card program in the department.

• Effectively screen procurement requests.

Ensure adherence to policies on data processing hardware/software standards.

- Ensure no justifiable protests will occur.
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Process space requests effectively and assure adherence to State/ADA space standards.

- Centralize information pertaining to departmental space availability and uses of space so better management decisions can be made.
- Maintain file of updated floor plans.
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#### PROPERTY

Maintain Revenue's equipment and improve reporting time frames for inventory status in compliance with statutory requirements.

- Update property control listings on a continual basis.
- Complete all inventory status reports by end of fiscal year.
- Conduct and reconcile yearly property inventory.
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#### HUMAN RESOURCES SECTION

Ensure compliance with personnel rules, contractual regulations, and affirmative action measures.

Enter into letters of agreement as appropriate under delegated authority.

- Allow no illegal hires or promotions.
- Less than one-third of grievances or complaints will be overturned by the Department of Administration or an arbitrator.
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Ensure accurate and timely payroll, personnel and leave processing/accounting.

Generate personnel actions within applicable pay period with less than a 2% error rate.

- Process family leave entitlements with a 100% accuracy rate and within two working days of request to invoke.
- Have no penalty pay charges assessed.
- Audit 100% of employee leave and pay records semi-monthly.
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Enhance knowledge of human resource topics for departmental employees.

Administer two supervisory courses.

- Administer one family leave course.
- Update policies and procedures.
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Improve miscellaneous services.

Process employment verifications within five working days.

- Approve non-permanent positions within three working days.
- Process all classification requests within 30 days.
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Ensure timely employee assessments.

Notify divisions of impending performance evaluations no later than 30 days in advance of due date.

- Notify divisions of performance evaluations that are due and overdue on a monthly basis.
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Participate with the Department of Administration in efforts to improve recruitment and retention issues.

Attend workshops on workforce planning, succession, and retention.

- Join workgroups or committees to assist in problem resolution.
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#### INFORMATION TECHNOLOGY TEAM

Continue to provide secure, reliable, state-of-the-art WAN services within the department.

Thoroughly evaluate and test all updates prior to implementation.

- Ensure all software and hardware is thoroughly evaluated, tested, installed, and distributed in timely manner.
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Maintain maximum continuous unscheduled downtime of database, web, print, and file servers at less than two hours per month during business hours.

- Continue to monitor database and user file space requirement growth rates so additional disk drive space can be planned and implemented before requirements become critical.
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Establish off-site emergency data backup capabilities.

- Continue to enhance our Internet web home page to provide the most commonly requested information to the public.
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- Continue to monitor usage of the various pages to determine which attributes are most beneficial to users, and make that information available to each division's web designers.
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- Review on-line and phone recommendations addressed to the web-master.
- Encourage efficient resource use and reduce the number of client service requests due to poor client knowledge.
- Provide in-house training sessions during the fiscal year.
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### **Key Component Issues for FY2002 – 2003**

- The Administrative Services Division continues to implement its cost allocation plan that was designed to accurately charge divisions for their properly allocated share of administrative costs. The advantage of this plan is that all divisions receive a more equitable share of costs in proportion to the services they receive. In doing this allocation, Administrative Services has been able to reduce some general fund expenditures by properly reallocating costs to non-General Fund agencies.
- Rental costs for the 11th floor of the Juneau State Office Building will increase \$22.2 and the increase for the Anchorage Atwood Building is \$45.2 in FY2003.

### **Major Component Accomplishments in 2001**

- Continued to upgrade data processing equipment and expanded data capacity, including new servers and computer room air conditioner unit.
- Locate space and begin setting up off-site data backup capabilities.
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### **Statutory and Regulatory Authority**

AS 36.30  
AS 37.05.030  
AS 37.05.130-140  
AS 37.10  
AS 39.20.330  
AS 39.25.150(23)  
AS 43.05.010(2)  
AS 43.23.055  
2 AAC 07.930

**Administrative Services**  
**Component Financial Summary**

All dollars in thousands

Non-Formula Program:	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
<b>Component Expenditures:</b>			
71000 Personal Services	943.8	953.3	1,021.2
72000 Travel	3.8	7.5	7.5
73000 Contractual	98.6	94.6	136.2
74000 Supplies	11.0	17.0	17.0
75000 Equipment	31.8	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
<b>Expenditure Totals</b>	<b>1,089.0</b>	<b>1,072.4</b>	<b>1,181.9</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	375.5	372.1	384.5
1007 Inter-Agency Receipts	407.5	371.2	463.0
1053 Investment Loss Trust Fund	9.9	0.0	0.0
1133 Indirect Cost Reimbursement	296.1	329.1	334.4
<b>Funding Totals</b>	<b>1,089.0</b>	<b>1,072.4</b>	<b>1,181.9</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<b>Unrestricted Revenues</b>						
None.		0.0	0.0	0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>						
Interagency Receipts	51015	407.5	371.2	371.2	463.0	463.0
UA Indirect Cost Recovery	51115	296.1	329.1	329.1	334.4	334.4
<b>Restricted Total</b>		<b>703.6</b>	<b>700.3</b>	<b>700.3</b>	<b>797.4</b>	<b>797.4</b>
<b>Total Estimated Revenues</b>		<b>703.6</b>	<b>700.3</b>	<b>700.3</b>	<b>797.4</b>	<b>797.4</b>

**Administrative Services****Proposed Changes in Levels of Service for FY2003**

No anticipated service changes

**Summary of Component Budget Changes****From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2002 Authorized</b>	<b>372.1</b>	<b>329.1</b>	<b>371.2</b>	<b>1,072.4</b>
<b>Adjustments which will continue current level of service:</b>				
-Year 3 Labor Costs - Net Change from FY2002	10.8	8.2	8.5	27.5
<b>Proposed budget increases:</b>				
-FY2003 State Facilities Rent increase	1.6	0.0	0.0	1.6
-Increase in funding for administrative functions per the Administrative Cost Allocation Plan	0.0	-2.9	83.3	80.4
<b>FY2003 Governor</b>	<b>384.5</b>	<b>334.4</b>	<b>463.0</b>	<b>1,181.9</b>

**Administrative Services**  
**Personal Services Information**

	<b>Authorized Positions</b>		<b>Personal Services Costs</b>	
	<u>FY2002</u> <u>Authorized</u>	<u>FY2003</u> <u>Governor</u>		
Full-time	16	16	Annual Salaries	765,972
Part-time	0	0	COLA	20,884
Nonpermanent	0	0	Premium Pay	3,821
			Annual Benefits	258,853
			<i>Less 2.70% Vacancy Factor</i>	(28,330)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>16</b>	<b>16</b>	<b>Total Personal Services</b>	<b>1,021,200</b>

**Position Classification Summary**

<b>Job Class Title</b>	<b>Anchorage</b>	<b>Fairbanks</b>	<b>Juneau</b>	<b>Others</b>	<b>Total</b>
Accountant IV	0	0	1	0	1
Accounting Tech III	0	0	2	0	2
Administrative Clerk III	0	0	1	0	1
Administrative Manager II	0	0	1	0	1
Data Processing Mgr I	0	0	1	0	1
Division Director	0	0	1	0	1
Human Resources Mgr II	0	0	1	0	1
Micro/Network Spec I	0	0	1	0	1
Micro/Network Tech II	0	0	1	0	1
Personnel Asst I	0	0	3	0	3
Personnel Asst II	0	0	1	0	1
Personnel Specialist I	0	0	1	0	1
Procurement Spec II	0	0	1	0	1
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>16</b>