

State of Alaska FY2004 Governor's Operating Budget

Department of Corrections 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 to departmental programs.

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 of 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.
- **Budget and Finance:** prepares and submits the annual budgets, prepares cost analysis information and fiscal notes, performs monthly/quarterly financial monitoring and projections for the department, initiates and prepares revised programs including budgeted and unbudgeted reimbursable service agreements for the operating and capital budgets, processes accounts receivable billings and Correctional Industry revenue, develops and maintains accounting structures and GENEVA/AKSAS financial reports and prepares federal financial reports and processes federal drawdowns. The accounting staff processes invoices for all vendor billings (approximately 48,000 invoices a year), responds to vendor inquiries, processes journal entries, travel reimbursements, contract payments, and manages inmate trust accounts; and institutional commissary accounts.
- **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 performs audits of premium pay for all bargaining units.
- **Procurement:** Provides centralized purchasing, contracting, leasing, and property accounting services for all operational components. Oversees delegations of procurement authority and monitors compliance, prepares and advertises Requests for Quotations, Requests for Proposals, Invitations to Bid, Requests for Alternate Procurements, and Memorandums of Agreements. Manages commodity, equipment, and professional / non-professional service contracts. Handles procurement for capital improvement and facilities maintenance projects. Establishes procurement and property control related policies and procedures for the department.

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 FY2003 – 2004

Budget and Finance: Develop standardized accounting structures to enhance the consistency and integrity of financial data department wide.

Budget and Finance: The conversion to the new Offender Accounting System will require continuing research to completely close out the old accounts and balance the Trust. The old accounts will be closed out in FY2003. Policy and Procedures will continue to be re-written to conform to the requirements of the new system (OTIS). Several policies will pass through the final review stages in FY2003.

Human Resources: Conversion to hourly pay and a new bi-weekly payroll for Correctional Officers. This will include changing the FLSA work week and pay periods.

Human Resources: Upcoming bargaining unit contract negotiations.

Procurement Section: Update the Department's Procurement Procedural Manual and coordinate training across the Agency to meet new purchasing training requirements implemented by the Department of Administration, Division of General Services and Supply. Additionally, the Procurement Section will establish web-based access to departmental contracts, procurement manuals and forms. Develop and implement bar codes inventory system to refine the process of tracking state property.

Major Component Accomplishments in 2002

- Administrative Services staff provided training in the areas of personnel, payroll, procurement, contracting, budget and finance to field staff.
- Administrative Services worked with contractor and other departmental staff to develop the first department cost allocation plan.
- Procurement and Contract section combined several Anchorage-area community residential center contracts into one, including an overall reduction in the daily rate which resulted in a significant savings to the State.
- Human Resources successfully recruited applicants to staff the new Anchorage Jail and applicants to fill positions at other institutions that experienced vacancies due to transfers to the Anchorage Jail.
- The Budget and Finance Unit successfully facilitated the conversion from the old Offender Accounting system (HOFA) to the new Offender Trust Accounting system (OTA). This unit also developed and executed the first of several internal audits.
- Offender Trust Accounting system training was provided statewide to users at all facilities and a manual was developed and posted on the Department's internal website.

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)

Administrative Services
Component Financial Summary

All dollars in thousands

	FY2002 Actuals	FY2003 Authorized	FY2004 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	2,242.5	2,158.9	2,160.4
72000 Travel	93.2	18.1	18.1
73000 Contractual	219.8	322.0	297.7
74000 Supplies	63.3	63.3	63.3
75000 Equipment	21.4	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	2,640.2	2,562.3	2,539.5
Funding Sources:			
1002 Federal Receipts	72.4	73.9	73.9
1004 General Fund Receipts	2,515.4	2,434.8	2,411.4
1007 Inter-Agency Receipts	52.4	53.6	54.2
Funding Totals	2,640.2	2,562.3	2,539.5

Administrative Services
Proposed Changes in Levels of Service for FY2004

No service changes.

Summary of Component Budget Changes
From FY2003 Authorized to FY2004 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2003 Authorized	2,434.8	73.9	53.6	2,562.3
Adjustments which will continue current level of service:				
- \$75 per Month Health Insurance Increase for Non-covered Staff	0.9	0.0	0.0	0.9
- Annualize FY2003 COLA Increase for General Government, Confidential and Supervisory Bargaining Units	0.0	0.0	0.6	0.6
Proposed budget decreases:				
- GF Across the Board Contractual Reduction	-24.3	0.0	0.0	-24.3
FY2004 Governor	2,411.4	73.9	54.2	2,539.5

Administrative Services
Personal Services Information

	Authorized Positions		Personal Services Costs	
	<u>FY2003</u> <u>Authorized</u>	<u>FY2004</u> <u>Governor</u>		
Full-time	37	36	Annual Salaries	1,634,745
Part-time	2	2	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	610,602
			<i>Less 3.78% Vacancy Factor</i>	(84,947)
			Lump Sum Premium Pay	0
Totals	39	38	Total Personal Services	2,160,400

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Clerk I	0	0	2	0	2
Accounting Clerk II	0	0	1	0	1
Accounting Tech I	0	0	2	0	2
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	2	0	2
Administrative Clerk II	2	0	0	0	2
Administrative Clerk III	0	0	3	0	3
Administrative Svcs Mgr	0	0	1	0	1
Division Director	0	0	1	0	1
Human Resources Mgr III	0	0	1	0	1
Internal Auditor III	0	0	1	0	1
Labor Rel Specialist II	1	0	0	0	1
Personnel Asst I	0	0	4	0	4
Personnel Asst II	0	0	3	0	3
Personnel Officer I	0	0	1	0	1
Personnel Specialist I	0	0	2	0	2
Procurement Spec I	0	0	1	0	1
Procurement Spec II	2	0	0	0	2
Procurement Spec III	1	0	1	0	2
Prog Coordinator	0	0	1	0	1
Program Budget Analyst II	0	0	1	0	1
Program Budget Analyst III	0	0	1	0	1
Program Budget Analyst IV	0	0	1	0	1
Supply Technician I	0	0	1	0	1
Totals	6	0	32	0	38