

State of Alaska FY2012 Governor's Operating Budget

Department of Labor and Workforce Development Management Services Component Budget Summary

Component: Management Services

Contribution to Department's Mission

The component contributes to the department's mission by providing efficient and effective administrative services in support of the department's programs.

Core Services

- Financial Support Services
- Budget Planning, Monitoring and Reporting
- Procurement and Office Space Management

Key Component Challenges

Management Services will continue to revise the department's Indirect Cost Allocation Plan and other allocation methods to minimize complexity while complying with all state and federal accounting requirements.

The department will address net declines in federal funding in the face of increased operating costs, including personal services cost increases and enterprise productivity rate increases.

Significant Changes in Results to be Delivered in FY2012

No significant changes in results are anticipated.

Major Component Accomplishments in 2010

Processed payments in a timely and efficient manner.

Complied with all federal reporting requirements and deadlines.

Reduced the time between making an expenditure and drawing down funds from the federal government.

Timely processing of receipts and allocation of pooled costs.

Provided oversight of major renovation projects within leased buildings.

Converted state management accounting reports to the new ALDER system.

Increased outreach in training and oversight of operating divisions.

Statutory and Regulatory Authority

Federal Authority:

20 CFR part 601	Employment & Training Administrative Procedures
29 CFR part 97	Department of Labor Grants Administration
31 CFR part 205	Money & Finance – Fund Transfers
OMB Circular A-087	Cost Principals for State Government
OMB Circular A-102	Administrative Principals for State Government
OMB Circular A-133	Audit Principals for State Government

Statutory Authority:

AS 23.05.010 - .130	Department of Labor, Administration
AS 23.20.005 - .278	Alaska Employment Security Act

Contact Information

Contact: Guy Bell, Director
Phone: (907) 465-2700
Fax: (907) 465-2784
E-mail: guy.bell@alaska.gov

**Management Services
Component Financial Summary**

All dollars shown in thousands

	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	2,552.3	2,843.0	2,997.4
72000 Travel	22.0	12.5	12.5
73000 Services	326.8	356.6	337.2
74000 Commodities	55.3	73.2	73.2
75000 Capital Outlay	0.0	10.0	10.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,956.4	3,295.3	3,430.3
Funding Sources:			
1002 Federal Receipts	1,791.6	2,362.6	2,456.8
1003 General Fund Match	186.9	195.4	203.3
1007 Inter-Agency Receipts	977.9	737.3	770.2
Funding Totals	2,956.4	3,295.3	3,430.3

Estimated Revenue Collections

Description	Master Revenue Account	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	1,791.6	2,362.6	2,456.8
Interagency Receipts	51015	977.9	737.3	770.2
Restricted Total		2,769.5	3,099.9	3,227.0
Total Estimated Revenues		2,769.5	3,099.9	3,227.0

**Summary of Component Budget Changes
From FY2011 Management Plan to FY2012 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>
FY2011 Management Plan	195.4	0.0	737.3	2,362.6	3,295.3
Adjustments which will continue current level of service:					
-FY 2011 Over/Understated GGU/SU salary adjustments	-1.1	0.0	-4.7	-13.9	-19.7
-FY 2012 Personal Services increases	9.0	0.0	37.6	108.1	154.7
FY2012 Governor	203.3	0.0	770.2	2,456.8	3,430.3

**Management Services
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2011 Management Plan	FY2012 Governor		
Full-time	34	34	Annual Salaries	1,978,843
Part-time	1	1	COLA	3,690
Nonpermanent	2	1	Premium Pay	0
			Annual Benefits	1,206,151
			<i>Less 6.00% Vacancy Factor</i>	(191,321)
			Lump Sum Premium Pay	0
Totals	37	36	Total Personal Services	2,997,363

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	2	0	2
Accountant III	0	0	3	0	3
Accountant IV	0	0	1	0	1
Accountant V	0	0	1	0	1
Accounting Clerk	0	0	3	0	3
Accounting Tech I	0	0	5	0	5
Accounting Tech III	0	0	5	0	5
Accounting Technician IV	0	0	1	0	1
Administrative Assistant II	0	0	1	0	1
Budget Analyst III	0	0	1	0	1
Budget Manager	0	0	1	0	1
Division Director	0	0	1	0	1
Division Operations Manager	0	0	1	0	1
Mail Svcs Courier	1	0	1	0	2
Office Assistant II	1	0	0	0	1
Procurement Spec II	1	0	1	0	2
Procurement Spec III	0	0	0	1	1
Procurement Spec IV	0	0	1	0	1
Student Intern II	0	0	1	0	1
Supply Technician I	1	0	0	0	1
Supply Technician II	0	0	1	0	1
Totals	4	0	31	1	36

Component Detail All Funds
Department of Labor and Workforce Development

Component: Management Services (335)
RDU: Administrative Services (109)

	FY2010 Actuals	FY2011 Conference Committee (Final)	FY2011 Authorized	FY2011 Management Plan	FY2012 Governor	FY2011 Management Plan vs FY2012 Governor	
71000 Personal Services	2,552.3	2,793.4	2,796.8	2,843.0	2,997.4	154.4	5.4%
72000 Travel	22.0	12.5	12.5	12.5	12.5	0.0	0.0%
73000 Services	326.8	487.8	487.8	356.6	337.2	-19.4	-5.4%
74000 Commodities	55.3	73.2	73.2	73.2	73.2	0.0	0.0%
75000 Capital Outlay	0.0	10.0	10.0	10.0	10.0	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	2,956.4	3,376.9	3,380.3	3,295.3	3,430.3	135.0	4.1%
Fund Sources:							
1002 Fed Rcpts	1,791.6	2,360.2	2,362.6	2,362.6	2,456.8	94.2	4.0%
1003 G/F Match	186.9	195.2	195.4	195.4	203.3	7.9	4.0%
1007 I/A Rcpts	977.9	821.5	822.3	737.3	770.2	32.9	4.5%
Unrestricted General (UGF)	186.9	195.2	195.4	195.4	203.3	7.9	4.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	977.9	821.5	822.3	737.3	770.2	32.9	4.5%
Federal Funds	1,791.6	2,360.2	2,362.6	2,362.6	2,456.8	94.2	4.0%
Positions:							
Permanent Full Time	34	33	33	34	34	0	0.0%
Permanent Part Time	1	1	1	1	1	0	0.0%
Non Permanent	1	1	1	2	1	-1	-50.0%

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

Component: Management Services (335)
RDU: 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 FY2011 Conference Committee (Final) To FY2011 Authorized *****												
FY2011 Conference Committee												
	ConfCom	3,376.9	2,793.4	12.5	487.8	73.2	10.0	0.0	0.0	33	1	1
1002 Fed Rcpts		2,360.2										
1003 G/F Match		195.2										
1007 I/A Rcpts		821.5										
ADN0711016 ADM FY11 Non-covered Salary Increase Year 1 SLA 10 CH 41 Sec 2 P 50 L 21 - SLA 10 CH 56 (HB 421)												
	FisNot	3.4	3.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		2.4										
1003 G/F Match		0.2										
1007 I/A Rcpts		0.8										
FY2011 Non-covered Employees Year 1 increase: \$3.4												
Subtotal		3,380.3	2,796.8	12.5	487.8	73.2	10.0	0.0	0.0	33	1	1
***** Changes From FY2011 Authorized To FY2011 Management Plan *****												
ADN 07-1-1023 Transfer to Balance Personal Services												
	LIT	0.0	46.2	0.0	-46.2	0.0	0.0	0.0	0.0	0	0	0
This request is needed to balance the Management Services component's personal services line within the anticipated vacancy level.												
There is sufficient contractual services authority to accommodate this transfer without impacting services.												
ADN 07-1-1021 Transfer of Excess I/A Authorization to Commissioner's Office to Cover Anticipated I/A Receipts												
	Trout	-85.0	0.0	0.0	-85.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		-85.0										
This change record transfers available I/A authorization from the Management Services component to the Commissioner's Office component to cover anticipated I/A receipts for FY11.												
This I/A authorization is unrealizable in Management Services, and will keep the Commissioner's Office from having to develop unbudgeted structures for anticipated I/A receipts.												
ADN 07-0-1147 Approved 06-11-10 Duty Station Change of PCN 07-6034 from Anchorage to Juneau												
	PosLoc	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
ADN 07-0-1147, approved 06-11-10, authorized the transfer of an Employment Security Specialist II from the Employment and Training Services component to the Management Services component for reclassification to a Budget Analyst I/II/III. This approval also included a duty station change from Anchorage to Juneau.												

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

Component: Management Services (335)
RDU: Administrative Services (109)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
ADN 07-0-1147 Approved 06-11-10 Reclass PCN 07-6034 from Employment Security Specialist II to a Budget Analyst I/II/III												
	PosRecl	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
ADN 07-0-1147, approved 06-11-10, authorized the transfer of an Employment Security Specialist II from the Employment and Training Services component to the Management Services component for reclassification to a Budget Analyst I/II/III. This approval also included a duty station change from Anchorage to Juneau.												
ADN 07-0-1147 Approved 06-11-10 Transfer PCN 07-6034 from Employ & Training Services for Reclass to BA I/II/III												
	Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
ADN 07-0-1147, approved 06-11-10, authorized the transfer of an Employment Security Specialist II, PCN 07-6034, from the Employment and Training Services component to the Management Services component for reclassification to a Budget Analyst I/II/III. This approval also included a duty station change from Anchorage to Juneau.												
The position, supported in the Employment and Training Services component with ARRA funds that will be fully obligated by September 30, 2010, has been vacant since February 1, 2010.												
ADN07-1-1024 Mgt Svcs STNP Budget Mngr Position to Assist in Budget Office Transition												
	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	1
This short-term nonpermanent Budget Manager position, PCN 07-#065, was created to provide budget support to the department during a time of transition between a Budget Manager with 30-plus years of experience with the department and a new hire.												
During the period when the Budget Manager position was vacant (7/1/10 – 7/11/10) this position performed the full range of duties associated with that position including resolving any budget difficulties and the preparation of any required budget adjustments. Once the Budget Manager position was filled (7/12/10) this position was available to assist the incumbent with familiarization to the department, the budget and the annual budget process. This position briefed the incumbent on all matters relating to the current budget and potential future budget issues.												
	Subtotal	3,295.3	2,843.0	12.5	356.6	73.2	10.0	0.0	0.0	34	1	2
***** Changes From FY2011 Management Plan To FY2012 Governor *****												
Line Item Transfer to Balance Personal Services												
	LIT	0.0	19.4	0.0	-19.4	0.0	0.0	0.0	0.0	0	0	0
This transfer is needed to balance the personal services line within the three percent vacancy limit.												
The component will manage the contractual services expenses within the revised authorization.												
FY 2011 Over/Understated GGU/SU salary adjustments												
	SalAdj	-19.7	-19.7	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0

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

Component: Management Services (335)
RDU: Administrative Services (109)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	

1002 Fed Rcpts		-13.9										
1003 G/F Match		-1.1										
1007 I/A Rcpts		-4.7										

When the SU and GGU salary adjustments were calculated, errors were made that understated some GGU amounts and overstated some SU amounts. This change record identifies the over and under stated amounts associated with these calculations.: \$-19.7

FY 2012 Personal Services increases

	SalAdj	154.7	154.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		108.1											
1003 G/F Match		9.0											
1007 I/A Rcpts		37.6											

This change record includes the following personal services increases:
: \$154.7

Alaska State Employees Assn (GGU) FY2012 Health Insurance Increased Costs : \$42.7

Alaska Public Employees Assn (SU) FY2012 Health Insurance Increased Costs : \$20.3

Non-Covered Employees FY2012 Health Insurance Increased Costs : \$1.8

Alaska State Employees Association (GGU) FY 12 COLA increases
: \$25.8

Alaska Public Employees Association (SU) FY 12 COLA increases
: \$19.7

Non-Covered Employees FY 12 COLA increases
: \$3.6

Alaska State Employees Association - ASEA Geographic Differential for GGU
: \$22.3

Alaska Public Employees Association - APEA Geographic Differential for SU
: \$18.5

Delete Nonpermanent Position PCN 07-?065

	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	-1
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Change Record Detail - Multiple Scenarios With Descriptions
Department of Labor and Workforce Development

Component: Management Services (335)
RDU: Administrative Services (109)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
This change record deletes a long-term nonpermanent Budget Manager, PCN 07-?065, in Juneau that was created to assist during a staff transition period.												
	Totals	3,430.3	2,997.4	12.5	337.2	73.2	10.0	0.0	0.0	34	1	1

Personal Services Expenditure Detail
Department of Labor and Workforce Development

Scenario: FY2012 Governor (8665)
Component: Management Services (335)
RDU: 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	GF Amount
07-?004	Student Intern II	NP	N	EE	Juneau	AA	7A	4.0		9,164	203	0	975	10,342	600
07-?065	Budget Manager	NP	N	GP	Juneau	202	22N	4.0		0	0	0	0	0	0
07-1101	Division Director	FT	A	XE	Juneau	AA	27N	12.0		135,912	3,487	0	59,969	199,368	11,563
07-1105	Accounting Tech I	FT	A	GG	Juneau	202	12L / M	12.0		50,402	0	0	32,958	83,360	4,835
07-1106	Supply Technician I	FT	A	GP	Anchorage	200	10F / G	12.0		37,304	0	0	28,453	65,757	3,814
07-1107	Procurement Spec IV	FT	A	SS	Juneau	202	20J / K	12.0		81,117	0	0	43,048	124,165	7,202
07-1108	Supply Technician II	FT	A	GP	Juneau	202	12J	12.0		46,176	0	0	31,505	77,681	4,506
07-1201	Division Operations Manager	FT	A	SS	Juneau	202	24F	12.0		101,316	0	0	49,997	151,313	8,776
07-1202	Accounting Clerk	FT	A	GP	Juneau	202	10B / C	12.0		34,064	0	0	27,338	61,402	3,561
07-1203	Accounting Technician IV	FT	A	SS	Juneau	202	18B / C	12.0		60,093	0	0	35,816	95,909	5,563
07-1204	Office Assistant II	FT	A	GP	Anchorage	200	10G / J	12.0		38,338	0	0	28,808	67,146	3,895
07-1205	Budget Manager	FT	A	SS	Juneau	202	22B / C	12.0		79,726	0	0	42,570	122,296	7,093
07-1209	Accounting Tech III	FT	A	GP	Juneau	202	16L / M	12.0		66,977	0	0	38,660	105,637	6,127
07-1211	Accounting Tech III	FT	A	GP	Juneau	202	16B / C	12.0		49,912	0	0	32,790	82,702	4,797
07-1213	Accounting Tech III	FT	A	GP	Juneau	202	16B / C	12.0		49,846	0	0	32,767	82,613	4,792
07-1216	Accounting Tech III	FT	A	GP	Juneau	202	16B / C	12.0		50,178	0	0	32,881	83,059	4,817
07-1218	Accountant III	FT	A	SS	Juneau	202	18E / F	12.0		66,912	0	0	38,162	105,074	6,094
07-1221	Accountant III	FT	A	SS	Juneau	202	18D / E	12.0		63,967	0	0	37,149	101,116	5,865
07-1222	Accountant IV	FT	A	GP	Juneau	202	20A / B	12.0		63,930	0	0	37,612	101,542	5,889
07-1223	Accounting Tech I	FT	A	GP	Juneau	202	12D / E	12.0		41,261	0	0	29,814	71,075	4,122
07-1224	Accounting Tech I	FT	A	GP	Juneau	202	12B / C	12.0		38,517	0	0	28,870	67,387	3,908
07-1225	Accountant II	FT	A	GP	Juneau	202	16D / E	12.0		52,965	0	0	33,840	86,805	5,035
07-1226	Procurement Spec II	FT	A	SS	Juneau	202	16K / L	12.0		65,683	0	0	37,739	103,422	5,999
07-1401	Procurement Spec III	PT	A	GP	Wasilla	200	18M	6.4		40,819	0	0	18,207	59,026	3,424
07-1404	Mail Svcs Courier	FT	A	GP	Anchorage	200	9D / E	12.0		33,262	0	0	27,062	60,324	3,499
07-1405	Procurement Spec II	FT	A	SS	Anchorage	200	16K / L	12.0		64,884	0	0	37,464	102,348	5,936
07-1509	Mail Svcs Courier	FT	A	GP	Juneau	202	9C / D	12.0		32,912	0	0	26,942	59,854	3,472
07-1513	Accounting Clerk	FT	A	GP	Juneau	202	10B / C	12.0		33,735	0	0	27,225	60,960	3,536
07-1515	Accountant III	FT	A	SS	Juneau	202	18D / E	12.0		65,271	0	0	37,597	102,868	5,966
07-1710	Accounting Tech III	FT	A	SS	Juneau	202	16L / M	12.0		68,664	0	0	38,764	107,428	6,231
07-5196	Administrative Assistant II	FT	A	GP	Juneau	202	14B / C	12.0		44,183	0	0	30,819	75,002	4,350
07-6034	Budget Analyst III	FT	A	GP	Juneau	202	19A	12.0		58,740	0	0	35,827	94,567	5,485
08-0475	Accounting Tech I	FT	A	GP	Juneau	202	12B / C	12.0		38,465	0	0	28,852	67,317	3,904
21-2007	Accountant II	FT	A	GP	Juneau	202	16B / C	12.0		49,646	0	0	32,698	82,344	4,776
21-2034	Accounting Clerk	FT	A	GP	Juneau	202	10E / F	12.0		37,572	0	0	28,545	66,117	3,835
21-2046	Accountant V	FT	A	SS	Juneau	202	22E / F	12.0		87,348	0	0	45,192	132,540	7,687
21-2048	Accounting Tech I	FT	A	GP	Juneau	202	12C / D	12.0		39,582	0	0	29,236	68,818	3,991

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.

Personal Services Expenditure Detail
Department of Labor and Workforce Development

Scenario: FY2012 Governor (8665)
Component: Management Services (335)
RDU: 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	GF Amount
													Total Salary Costs:	1,978,843	
													Total COLA:	3,690	
													Total Premium Pay:	0	
													Total Benefits:	1,206,151	
													Total Pre-Vacancy:	3,188,684	
													Minus Vacancy Adjustment of 6.00%:	(191,321)	
													Total Post-Vacancy:	2,997,363	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	2,997,363	
Total Component Months:		418.4													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1002 Federal Receipts	2,228,890	2,095,157	69.90%
1003 General Fund Match	184,944	173,847	5.80%
1007 Inter-Agency Receipts	774,850	728,359	24.30%
Total PCN Funding:	3,188,684	2,997,363	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.

Line Item Detail
Department of Labor and Workforce Development
Travel

Component: Management Services (335)
RDU: Administrative Services (109)

Line Number	Line Name	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
72000	Travel	22.0	12.5	12.5

Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
72000 Travel Detail Totals			22.0	12.5	12.5
72110	Employee Travel (Instate)	Various staff members travel throughout the state to provide training, review inventory, inspect facilities, perform audits, and perform special surveys and studies.	5.9	10.0	10.0
72410	Employee Travel (Out of state)	Staff travel to attend federal grant administration and reporting training not available in state.	16.1	2.5	2.5

Line Item Detail
Department of Labor and Workforce Development
Services

Component: Management Services (335)

RDU: Administrative Services (109)

Line Number	Line Name			FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
73000	Services			326.8	356.6	337.2
Expenditure Account	Servicing Agency	Explanation		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
73000 Services Detail Totals				326.8	356.6	337.2
73025		Education Services	Training tuition and fees and conference registrations.	11.3	3.7	3.7
73154	ADMIN	Software Licensing	Symantec and Microsoft software licenses (I/A transfer to DOA).	5.9	5.7	5.7
73155		Software Maintenance	Software maintenance.	0.3	0.5	0.5
73226		Freight	Freight and express charges for shipping files.	3.3	3.6	3.6
73227		Courier	Courier service for sending documents between offices.	2.8	3.6	3.6
73228		Postage	Postage and box rent.	0.1	0.3	0.3
73254	DOL DP	Dp Operations Alloc	Data processing services (I/A transfer to Data Processing).	47.9	54.2	54.2
73401		Long Distance	Long distance calls.	0.6	1.0	1.0
73402		Local/Equipment Charges	Local Service.	0.0	1.5	1.5
73403		Data/Network	Data and network communication costs.	0.0	0.7	0.7
73404		Cellular Phones	Cellular phone service to maintain contact when away from the office.	2.8	3.0	3.0
73525		Utilities	Public utility services including electricity for the storage annex, heating oil and records disposal.	0.5	11.0	11.0
73655		Repairs/Maint. (Non IA-Struct/Infs/Land)	Building repair and maintenance.	12.1	20.5	12.0
73665		Rentals/Leases (Non IA-Struct/Infs/Land)	Room and space rental.	4.9	4.5	4.5
73677		Office Furn & Equip(Non IA Repair/Maint)	Maintenance agreements on copiers and equipment.	1.3	8.0	8.0
73681		Other Equip/Mach(Non IA Repair/Maint)	Office equipment repair and maintenance.	1.6	2.5	0.3
73687		Office Furn & Equip(Non IA	Lease/purchase of microcomputers and related	0.2	0.3	0.3

Line Item Detail
Department of Labor and Workforce Development
Services

Component: Management Services (335)

RDU: Administrative Services (109)

Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
73000 Services Detail Totals			326.8	356.6	337.2
		Rental/Lease)			
		equipment, copier lease.			
73753		Program Mgmt/Consult	14.7	15.0	15.0
73756		Print/Copy/Graphics	2.0	2.4	2.4
		Printing of policy and procedure updates, telephone directories, etc., subscriptions, advertising and copying.			
73804	Economic/Development (IA Svcs) DOL DP	AKPAY downloads and interface with AKSAS (I/A transfer to DP).	17.9	12.5	2.5
73805	IT-Non-Telecommnctns ADMIN	Computer Services Enterprise Productivity Rates and Computer Services MICS (I/A transfer to DOA).	20.8	20.8	20.8
73806	IT-Telecommunication ADMIN	Telecommunications Enterprise Productivity Rates (I/A transfer to DOA).	49.2	49.2	49.2
73809	Mail ADMIN	Core Service: Mailroom (I/A transfer to DOA).	28.7	28.7	30.0
73810	Human Resources Admin	Human Resource services (I/A transfer to DOA).	19.4	22.5	22.5
73811	Building Leases ADMIN	Office space lease (I/A transfer to DOA).	58.8	60.0	60.0
73813	Auditing ADMIN	Core Service: Audit (I/A transfer to DOA).	0.4	0.5	0.5
73814	Insurance ADMIN	Risk Management (I/A transfer to DOA).	3.8	4.0	4.0
73815	Financial ADMIN	Core Service: AKPAY/AKSAS (I/A transfer to DOA).	1.8	2.3	2.3
73816	ADA Compliance DOL ADA	Americans with Disabilities Act funding (I/A transfer to DOL ADA).	0.4	0.5	0.5
73819	Commission Sales (IA Svcs) ADMIN	State Travel Office (I/A transfer to DOA).	0.2	0.5	0.5
73848	State Equip Fleet TRANS	State equipment fleet vehicles (I/A transfer to DOT/PF).	13.1	13.1	13.1
73970	Contractual Cost Trf ADMIN	Cost consolidation for allocation and accounting efficiency (I/A transfer to DOA).	0.0	0.0	0.0

Line Item Detail
Department of Labor and Workforce Development
Commodities

Component: Management Services (335)

RDU: Administrative Services (109)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
74000	Commodities		55.3	73.2	73.2
Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
74000 Commodities Detail Totals			55.3	73.2	73.2
74222	Books And Educational	Training books and educational supplies.	0.0	4.5	4.5
74226	Equipment & Furniture	Office equipment for staff including copiers, fax machines, etc.	6.5	18.0	18.0
74229	Business Supplies	Office supplies such as stationery, pens, pencils, file folders, first aid and safety supplies and other operating supplies.	25.0	23.0	23.0
74233	Info Technology Equip	Personal computers.	22.8	26.5	26.5
74236	Subscriptions	Subscriptions to professional magazines, newsletters, and training materials.	0.2	0.2	0.2
74480	Household & Instit.	Supplies for meetings and presentations.	0.1	0.0	0.0
74600	Safety (Commodities)	Safety cardiopulmonary resuscitation (CPR) training.	0.2	0.0	0.0
74650	Repair/Maintenance (Commodities)	Small tools and minor equipment for office equipment repair and maintenance.	0.5	1.0	1.0

Line Item Detail
Department of Labor and Workforce Development
Capital Outlay

Component: Management Services (335)
RDU: Administrative Services (109)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
75000	Capital Outlay		0.0	10.0	10.0
Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
75000 Capital Outlay Detail Totals			0.0	10.0	10.0
75700	Equipment	Capitalized office equipment purchases.	0.0	10.0	10.0

Restricted Revenue Detail
Department of Labor and Workforce Development

Component: Management Services (335)
RDU: Administrative Services (109)

Master Account	Revenue Description	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51010	Federal Receipts	1,791.6	2,362.6	2,456.8

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
57115	Fed Indirect Recovry		07142500	11100	1,791.6	2,362.6	2,456.8
<p>The Management Services component is primarily funded by an annual federally approved Indirect Cost Plan. Under this plan, the federal government funds a percentage of component expenditures equal to the percentage of federally funded personal services within the department, with other fund sources providing the remainder.</p>							

Restricted Revenue Detail
Department of Labor and Workforce Development

Component: Management Services (335)
RDU: Administrative Services (109)

Master Account	Revenue Description	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51015	Interagency Receipts	977.9	737.3	770.2

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
59070	Labor	Department-wide	07141500	11100	977.9	737.3	770.2

The Management Services component is primarily funded by an annual federally approved Indirect Cost Plan. Under this plan, the federal government funds a percentage of component expenditures equal to the percentage of federally funded personal services within the department, with other fund sources providing the remainder.

Inter-Agency Services
Department of Labor and Workforce Development

Component: Management Services (335)
RDU: Administrative Services (109)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2010 Actuals	FY2011		
					Management Plan	FY2012 Governor	
73154	Software Licensing	Symantec and Microsoft software licenses (I/A transfer to DOA).	Inter-dept	ADMIN	5.9	5.7	5.7
73154 Software Licensing subtotal:					5.9	5.7	5.7
73254	Dp Operations Alloc	Data processing services (I/A transfer to Data Processing).	Intra-dept	DOL DP	47.9	54.2	54.2
73254 Dp Operations Alloc subtotal:					47.9	54.2	54.2
73804	Economic/Development (IA Svcs)	AKPAY downloads and interface with AKSAS (I/A transfer to DP).	Inter-dept	DOL DP	17.9	12.5	2.5
73804 Economic/Development (IA Svcs) subtotal:					17.9	12.5	2.5
73805	IT-Non-Telecommnctns	Computer Services Enterprise Productivity Rates and Computer Services MICS (I/A transfer to DOA).	Inter-dept	ADMIN	20.8	20.8	20.8
73805 IT-Non-Telecommnctns subtotal:					20.8	20.8	20.8
73806	IT-Telecommunication	Telecommunications Enterprise Productivity Rates (I/A transfer to DOA).	Inter-dept	ADMIN	49.2	49.2	49.2
73806 IT-Telecommunication subtotal:					49.2	49.2	49.2
73809	Mail	Core Service: Mailroom (I/A transfer to DOA).	Inter-dept	ADMIN	28.7	28.7	30.0
73809 Mail subtotal:					28.7	28.7	30.0
73810	Human Resources	Human Resource services (I/A transfer to DOA).	Inter-dept	Admin	19.4	22.5	22.5
73810 Human Resources subtotal:					19.4	22.5	22.5
73811	Building Leases	Office space lease (I/A transfer to DOA).	Inter-dept	ADMIN	58.8	60.0	60.0
73811 Building Leases subtotal:					58.8	60.0	60.0
73813	Auditing	Core Service: Audit (I/A transfer to DOA).	Inter-dept	ADMIN	0.4	0.5	0.5
73813 Auditing subtotal:					0.4	0.5	0.5
73814	Insurance	Risk Management (I/A transfer to DOA).	Inter-dept	ADMIN	3.8	4.0	4.0
73814 Insurance subtotal:					3.8	4.0	4.0
73815	Financial	Core Service: AKPAY/AKSAS (I/A transfer to DOA).	Inter-dept	ADMIN	1.8	2.3	2.3
73815 Financial subtotal:					1.8	2.3	2.3
73816	ADA Compliance	Americans with Disabilities Act funding (I/A transfer to DOL ADA).	Intra-dept	DOL ADA	0.4	0.5	0.5
73816 ADA Compliance subtotal:					0.4	0.5	0.5
73819	Commission Sales (IA Svcs)	State Travel Office (I/A transfer to DOA).	Inter-dept	ADMIN	0.2	0.5	0.5
73819 Commission Sales (IA Svcs) subtotal:					0.2	0.5	0.5
73848	State Equip Fleet	State equipment fleet vehicles (I/A transfer to DOT/PF).	Inter-dept	TRANS	13.1	13.1	13.1
73848 State Equip Fleet subtotal:					13.1	13.1	13.1
73970	Contractual Cost Trf	Cost consolidation for allocation and accounting efficiency (I/A transfer to DOA).	Inter-dept	ADMIN	0.0	0.0	0.0
73970 Contractual Cost Trf subtotal:					0.0	0.0	0.0
Management Services total:					268.3	274.5	265.8

Inter-Agency Services
Department of Labor and Workforce Development

Component: Management Services (335)
RDU: Administrative Services (109)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
Grand Total:				268.3	274.5	265.8