

State of Alaska FY2012 Governor's Operating Budget

Department of Transportation/Public Facilities Statewide Administrative Services Component Budget Summary

Component: Statewide Administrative Services

Contribution to Department's Mission

To support the department's operations with quality administration and information technology.

Core Services

- This component provides centralized services in the areas of budget, finance, cost allocation plans, collection of federal and other revenue, and development of policies and procedures. It also provides the oversight of the Information Systems Section, the Procurement Section, the Highway Working Capital Fund and the department's website.
- The program staff acts as liaison between the Department of Transportation and Public Facilities (DOT&PF) and the Department of Administration for financial, personnel, payroll, procurement, web page development, information technology directives, and the Office of Management and Budget and the Legislature regarding budget issues.
- Provides the day-to-day operational support for the department in 88 locations throughout the state, including support in accounts payable and receivable. Functions include, payment of travel costs, utility, contractor and general vendor invoices, auditing of the Alaska Marine Highway System sales reports, establishing Reimbursable Service Agreements (RSA), processing revenues from RSAs, payments against RSAs, and billing various federal agencies, municipalities and private individuals.

Key Component Challenges

The division will continue to analyze statewide and centralized administrative services in an effort to find the most efficient and effective methods of service delivery across the department.

The division has been working diligently with the Department of Administration to make the transition to the new statewide comprehensive, integrated, browser-based Time and Attendance Solution; the Alaska Statewide System for Employee Time (ASSET).

Continuing increased financial oversight by Federal Highway Administration (FHWA) and the Federal Aviation Administration (FAA), along with ongoing reporting requirements related to the American Recovery and Reinvestment Act (ARRA) funded projects, have dramatically increased the workload of the financial staff.

New GASB Statement of Standards #51 – Accounting and Financial reporting for intangible assets must be implemented. Intangible assets include for example; software, property rights, right-of-ways.

Coordination between the division's capital improvement project management and finance section and regional project control offices continues in an effort to close out the last 15 project of the 126 that were converted in 1989 to AKSAS.

Ongoing review of all outstanding CIP receivables (RC) is being performed to clear 2004 and 2005 RCs from the books. Goal is to reduce RCs to being no older than two years

Administrative Services staff will continue to provide guidance to DOT&PF personnel regarding centralized Human Resources, assisting in implementing personnel directives, coordinating and training staff statewide, promoting and assisting recruitment and succession planning for the department, and fielding questions and concerns from employees.

Significant Changes in Results to be Delivered in FY2012

No significant changes are anticipated.

Major Component Accomplishments in 2010

- In 2010, the Capital Improvement Program (CIP) and Financial Management section processed federal draw-downs of \$456,481,685 (FHWA) and \$317,175,882 (FAA) for a total of \$773,657,567 in fiscal year revenue. Revenues reflect a 42% increase between FY2009 and FY2010.
- Completed the Annual Indirect Cost Allocation Plan (ICAP) and received FHWA approval of the plan.
- Implemented the new Governmental Accounting Standards Board (GASB) Statement of Standards #49- Accounting and Financial Reporting for Pollution Remediation Obligations.
- Internal planning for staff changes in key positions within the CIP & Financial Management Section due to retirement, this will carry into 2011.
- Through an extensive collaborative effort across the department, department level performance measures reported through the Governor's performance website were condensed down to 22 from the previous 117.
- Through a collaborative effort, budget and finance had a very successful and organized FY10 fiscal year closeout.
- Enhanced department's web use and visibility, including: Built an Adopt – A-Highway (AAH) website so the public may be more thoroughly informed regarding AAH activities and information, and have an increased interest in participating; continued improvement of website accessibility in order to adhere to Americans with Disabilities standards; improved organization of the department employee intranet site to make internal information for employees; built an Equipment Operators Training website to offer updated training materials to operators located in all areas of the state; updated department web standards to reflect changes made at the SOA-level of web standards; updated and improved Statewide Aviation website to better deliver content to users; and created an "Ask DOT&PF" link to provide for better customer service and response time.
- In coordination with SOA agency webmaster counterparts drafted Social Media Policy.
- Coordinated 5th annual Photo Calendar Contest, once again successfully conveying a positive message of employee appreciation through employee participation.
- The division upgraded the departments training database – Sum Total. Administrators are completing training on the system, establishing processes, system set ups, hierarchies, work flows and formulating implementation. Managers and clerical staff will be trained department-wide to input training and training plans, tie-in performance evaluations, develop on-line courses, and fully utilize the system as a management tool. Implementation will occur in FY11.
- Administrative Services staff are managing a cross-departmental work group comprised of subject matter experts that will play a critical role in shaping the department's Electronic Document Management System (EDMS) vision to ensure that department goals are met. The use of EDMS, or e-docs within DOT&PF, has become a higher need based on new EPA consent decree reporting requirements. Collaboration of documents and electronic document storage and sharing will facilitate better communication and information sharing across the regions and with headquarters. Increased usage throughout the department in eDocs includes, for example: scanning cultural resources reports (CRR), engineering project documents, radiation safety documents, materials documents with Google Earth export, and consent decree reports.

Statutory and Regulatory Authority

AS 44.42.010-900 Powers and Duties of DOT&PF
AS 02 Aeronautics
AS 19 Highways and Ferries
AS 34 Property
AS 35 Public Building, Works and Improvements
AS 36 Public Contracts
AS 37 Public Finance
AS 39 Public Officers and Employees

Contact Information

Contact: Laura Baker, Director, Administrative Services
Phone: (907) 465-8974
Fax: (907) 465-3124
E-mail: Laura.Baker@alaska.gov

**Statewide Administrative Services
Component Financial Summary**

All dollars shown in thousands

	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	4,543.5	4,817.3	5,117.6
72000 Travel	19.9	12.6	12.6
73000 Services	254.8	277.4	277.4
74000 Commodities	84.2	41.1	41.1
75000 Capital Outlay	16.7	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	4,919.1	5,148.4	5,448.7
Funding Sources:			
1004 General Fund Receipts	1,203.7	1,261.1	1,399.7
1005 General Fund/Program Receipts	0.0	125.8	129.4
1026 Highways/Equipment Working Capital Fund	472.4	491.4	514.7
1027 International Airport Revenue Fund	635.0	661.0	687.1
1061 Capital Improvement Project Receipts	1,592.5	1,722.1	1,782.3
1076 Marine Highway System Fund	850.9	887.0	935.5
1156 Receipt Supported Services	164.6	0.0	0.0
Funding Totals	4,919.1	5,148.4	5,448.7

Estimated Revenue Collections

Description	Master Revenue Account	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
Unrestricted Revenues				
Unrestricted Fund	68515	94.7	0.0	0.0
Unrestricted Total		94.7	0.0	0.0
Restricted Revenues				
General Fund Program Receipts	51060	0.0	125.8	129.4
Receipt Supported Services	51073	164.6	0.0	0.0
Capital Improvement Project Receipts	51200	1,592.5	1,722.1	1,782.3
Restricted Total		1,757.1	1,847.9	1,911.7
Total Estimated Revenues		1,851.8	1,847.9	1,911.7

**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	1,261.1	1,012.8	2,874.5	0.0	5,148.4
Adjustments which will continue current level of service:					
-FY 2012 Personal Services increases	59.8	56.2	120.8	0.0	236.8
-FY 2011 Over/Understated GGU/SU salary adjustments	-6.2	-4.1	-11.2	0.0	-21.5
-Transfer Funding in from Statewide Procurement to Comply with OMB Vacancy Factor Guidelines	85.0	0.0	0.0	0.0	85.0
FY2012 Governor	1,399.7	1,064.9	2,984.1	0.0	5,448.7

Statewide Administrative Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2011 Management Plan	FY2012 Governor		
Full-time	61	60	Annual Salaries	3,296,682
Part-time	0	0	COLA	3,205
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	2,187,222
			<i>Less 6.73% Vacancy Factor</i>	(369,509)
			Lump Sum Premium Pay	0
Totals	61	60	Total Personal Services	5,117,600

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	1	1	0	2
Accountant III	0	0	2	0	2
Accountant IV	0	0	2	0	2
Accountant V	0	0	1	0	1
Accounting Clerk	3	3	4	0	10
Accounting Tech I	6	2	4	0	12
Accounting Tech II	4	3	3	0	10
Accounting Tech III	2	1	4	0	7
Accounting Technician IV	1	0	1	0	2
Admin Operations Mgr I	0	0	1	0	1
Administrative Assistant I	0	0	1	0	1
Administrative Officer II	0	0	1	0	1
Budget Analyst IV	0	0	3	0	3
Budget Manager	0	0	1	0	1
Division Director	0	0	1	0	1
Division Operations Manager	0	0	1	0	1
Internet Specialist II	0	0	1	0	1
Office Assistant II	0	0	2	0	2
Totals	16	10	34	0	60

Component Detail All Funds
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

	FY2010 Actuals	FY2011 Conference Committee (Final)	FY2011 Authorized	FY2011 Management Plan	FY2012 Governor	FY2011 Management Plan vs FY2012 Governor	
71000 Personal Services	4,543.5	4,794.3	4,797.3	4,817.3	5,117.6	300.3	6.2%
72000 Travel	19.9	12.6	12.6	12.6	12.6	0.0	0.0%
73000 Services	254.8	297.4	297.4	277.4	277.4	0.0	0.0%
74000 Commodities	84.2	41.1	41.1	41.1	41.1	0.0	0.0%
75000 Capital Outlay	16.7	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	4,919.1	5,145.4	5,148.4	5,148.4	5,448.7	300.3	5.8%
Fund Sources:							
1004 Gen Fund	1,203.7	1,260.5	1,261.1	1,261.1	1,399.7	138.6	11.0%
1005 GF/Prgm	0.0	125.8	125.8	125.8	129.4	3.6	2.9%
1026 Hwy Capitl	472.4	490.8	491.4	491.4	514.7	23.3	4.7%
1027 Int Airprt	635.0	660.4	661.0	661.0	687.1	26.1	3.9%
1061 CIP Rcpts	1,592.5	1,721.5	1,722.1	1,722.1	1,782.3	60.2	3.5%
1076 Marine Hwy	850.9	886.4	887.0	887.0	935.5	48.5	5.5%
1156 Rcpt Svcs	164.6	0.0	0.0	0.0	0.0	0.0	0.0%
Unrestricted General (UGF)	1,203.7	1,260.5	1,261.1	1,261.1	1,399.7	138.6	11.0%
Designated General (DGF)	1,015.5	1,012.2	1,012.8	1,012.8	1,064.9	52.1	5.1%
Other Funds	2,699.9	2,872.7	2,874.5	2,874.5	2,984.1	109.6	3.8%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	59	60	60	61	60	-1	-1.6%
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 Transportation/Public Facilities

Component: Statewide Administrative Services (537)

RDU: Administrative Services (361)

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		5,145.4	4,794.3	12.6	297.4	41.1	0.0	0.0	0.0	60	0	0
1004 Gen Fund		1,260.5										
1005 GF/Prgm		125.8										
1026 Hwy Capitl		490.8										
1027 Int Airprt		660.4										
1061 CIP Rcpts		1,721.5										
1076 Marine Hwy		886.4										
ADN 25-1-7619 FY2011 Non-covered Salary Increase Year 1, CH 56 SLA 10 (HB 421) (Sec 2 CH 41 SLA 10 P 51 L 8)												
FisNot		3.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.6										
1026 Hwy Capitl		0.6										
1027 Int Airprt		0.6										
1061 CIP Rcpts		0.6										
1076 Marine Hwy		0.6										
: \$3.0												
Subtotal		5,148.4	4,797.3	12.6	297.4	41.1	0.0	0.0	0.0	60	0	0
***** Changes From FY2011 Authorized To FY2011 Management Plan *****												
ADN 25-0-7554 Transfer Position for Departmentwide Performance Reporting and Workforce Development Work												
Trin		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
Transfer PCN 25-978X long-term exempt Environmental Field Compliance Engineer position from Southeast Design and Engineering Services component to Statewide Administrative Services component. This position was reclassified to an exempt Project Manager R23 via RP 25-0-7554.												
The Department is undertaking a number of high priority department-wide initiatives that require a high level of coordination. The Project Manager will provide assistance to managers and staff in the department in developing an aggressive plan to align activities related to federal and state performance reporting requirements, as well as metrics used with the department for management decision-making. Another major focus area of the position is the immediate need for development of a plan for the transfer of knowledge from managers across the department and workforce development, as the department is already struggling with the loss of seasoned employees due to retirement and other factors.												
ADN 25-1-3032 Transfer Needed to Comply with OMB Personal Services Vacancy Factor Guidelines												
LIT		0.0	20.0	0.0	-20.0	0.0	0.0	0.0	0.0	0	0	0
Transfer necessary to comply with OMB personal services vacancy factor guidelines. Contractual funds are available to move into personal services due to a reduction in consulting services. These contracts were for knowledge transfer to train new managers on the preparation of several accounting reports, processes												

Change Record Detail - Multiple Scenarios With Descriptions
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (537)

RDU: Administrative Services (361)

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

and procedures. The deliverables were met and the contracts are no longer needed.

ADN 25-0-7571 Transfer in Budget Analyst IV from Southeast Region Support Services

Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
------	-----	-----	-----	-----	-----	-----	-----	-----	-----	---	---	---

Transfer PCN 25-2312, Budget Analyst IV, from Southeast Support Services to Statewide Administrative Services/Directors Office to fulfill critical responsibilities in developing, implementing and monitoring the Department's operating budget. The type and level of work performed by the Budget Analyst IV is no longer needed in Southeast Region. PCN 25-2252 was transferred to Southeast Support Services in exchange.

ADN 25-0-7571 Transfer out Accounting Position to Southeast Region Support Services

Trout	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
-------	-----	-----	-----	-----	-----	-----	-----	-----	-----	----	---	---

Transfer PCN 25-2252, Accounting Technician I, from Statewide Administrative Services/Director's Office to Southeast Support Services. This position was reclassified (via RP 25-0-3214) to an Accountant III and acts as the regional Project Control Manager. This transfer and reclass aligns the type and level of work being performed with the service needs of the region's Design, Engineering and Construction sections. This position is available to transfer as the type of work performed by the Accounting Technician is not needed in Statewide Administrative Services. PCN 25-2312 was transferred to Statewide Administrative Services in exchange.

Subtotal	5,148.4	4,817.3	12.6	277.4	41.1	0.0	0.0	0.0	0.0	61	0	0
-----------------	----------------	----------------	-------------	--------------	-------------	------------	------------	------------	------------	-----------	----------	----------

***** **Changes From FY2011 Management Plan To FY2012 Governor** *****

FY 2012 Personal Services increases

	SalAdj											
	236.8	236.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund	59.8											
1005 GF/Prgm	4.6											
1026 Hwy Capitl	24.4											
1027 Int Airprt	28.4											
1061 CIP Rcpts	68.0											
1076 Marine Hwy	51.6											

This change record includes the following personal services increases:
: \$236.8

Alaska State Employees Assn (GGU) FY2012 Health Insurance Increased Costs : \$82.7

Alaska Public Employees Assn (SU) FY2012 Health Insurance Increased Costs : \$27.2

Non-Covered Employees FY2012 Health Insurance Increased Costs : \$2.3

Alaska State Employees Association (GGU) FY 12 COLA increases

Change Record Detail - Multiple Scenarios With Descriptions
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (537)

RDU: Administrative Services (361)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
: \$52.4												
Alaska Public Employees Association (SU) FY 12 COLA increases												
: \$26.7												
Non-Covered Employees FY 12 COLA increases												
: \$3.4												
Alaska State Employees Association - ASEA Geographic Differential for GGU												
: \$25.0												
Alaska Public Employees Association - APEA Geographic Differential for SU												
: \$17.1												
FY 2011 Over/Understated GGU/SU salary adjustments												
SalAdj		-21.5	-21.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-6.2										
1005 GF/Prgm		-1.0										
1026 Hwy Capitl		-1.1										
1027 Int Airprt		-2.3										
1061 CIP Rcpts		-7.8										
1076 Marine Hwy		-3.1										

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.: \$-21.5

Transfer One Authorized PFT to Program Development

Trout		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
-------	--	-----	-----	-----	-----	-----	-----	-----	-----	----	---	---

Statewide Administrative Services Division transferred out one authorized PFT position to Program Development/Statewide Systems section for the Highways System FY12 increment. The PFT is available for transfer as a result of an expiring PFT Project position being deleted from this component.

Transfer Funding in from Statewide Procurement to Comply with OMB Vacancy Factor Guidelines

Trin		85.0	85.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		85.0										

Authority in personal services is available to transfer out from Statewide Procurement due to lower pay steps through attrition, reclassification, and reduction in overtime. The authority is needed in Statewide Administrative Services to meet staff costs and stay within vacancy factor guidelines.

Change Record Detail - Multiple Scenarios With Descriptions
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
	Totals	5,448.7	5,117.6	12.6	277.4	41.1	0.0	0.0	0.0	60	0	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2012 Governor (8665)
Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

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
25-0028	Accountant V	FT	A	SS	Juneau	202	22A / B	12.0		76,892	0	0	44,501	121,393	0
25-0043	Division Director	FT	A	XE	Juneau	AA	27J / K	12.0		121,337	3,205	0	60,435	184,977	36,995
25-0050	Office Assistant II	FT	A	GP	Juneau	202	10B / C	12.0		33,829	0	0	28,536	62,365	0
25-0062	Accountant III	FT	A	SS	Juneau	202	18B / C	12.0		61,248	0	0	38,528	99,776	19,955
25-0065	Accounting Tech III	FT	A	GP	Juneau	202	16G	12.0		58,740	0	0	38,047	96,787	37,237
25-0067	Accounting Tech III	FT	A	GP	Juneau	202	16G	12.0		58,740	0	0	38,047	96,787	0
25-0068	Accounting Tech II	FT	A	GP	Anchorage	200	14B / C	12.0		42,131	0	0	31,706	73,837	62,762
25-0071	Division Operations Manager	FT	A	SS	Juneau	202	24A	12.0		87,888	0	0	48,700	136,588	98,644
25-0072	Accountant IV	FT	A	SS	Juneau	202	20B / C	12.0		68,196	0	0	41,181	109,377	14,171
25-0076	Accounting Tech I	FT	A	GP	Juneau	202	12O	12.0		55,512	0	0	36,815	92,327	0
25-0077	Office Assistant II	FT	A	GP	Juneau	202	10K	12.0		41,964	0	0	31,642	73,606	0
25-0085	Accounting Tech II	FT	A	GP	Anchorage	200	14C / D	12.0		43,909	0	0	32,384	76,293	0
25-0088	Accounting Tech III	FT	A	GP	Juneau	202	16K	12.0		63,468	0	0	39,852	103,320	67,520
25-0117	Administrative Officer II	FT	A	SS	Juneau	202	19F / J	12.0		75,240	0	0	43,871	119,111	34,553
25-0151	Budget Analyst IV	FT	A	GP	Juneau	202	21L	12.0		92,064	0	0	50,770	142,834	0
25-0152	Budget Analyst IV	FT	A	GG	Juneau	202	21M	12.0		95,520	0	0	52,090	147,610	14,761
25-0172	Admin Operations Mgr I	FT	A	SS	Juneau	202	22B	12.0		77,472	0	0	44,723	122,195	48,878
25-0268	Accounting Clerk	FT	A	GP	Anchorage	200	10B / C	12.0		33,400	0	0	28,372	61,772	24,709
25-0275	Accounting Tech III	FT	A	SS	Anchorage	200	16J	12.0		60,288	0	0	38,162	98,450	83,683
25-0276	Accounting Tech I	FT	A	GP	Anchorage	200	12B / C	12.0		37,561	0	0	29,961	67,522	57,394
25-0277	Accounting Clerk	FT	A	GP	Anchorage	200	10C / D	12.0		33,846	0	0	28,542	62,388	24,955
25-0278	Accounting Tech I	FT	A	GP	Anchorage	200	12C / D	12.0		38,713	0	0	30,401	69,114	58,747
25-0279	Accounting Clerk	FT	A	GP	Anchorage	200	10B / C	12.0		32,940	0	0	28,197	61,137	24,455
25-0280	Accounting Tech III	FT	A	SS	Anchorage Intl Airport	600	16F	12.0		57,528	0	0	37,108	94,636	0
25-0281	Accounting Tech I	FT	A	GP	Anchorage	200	12B / C	12.0		37,767	0	0	30,039	67,806	20,342
25-0282	Accounting Tech II	FT	A	GP	Anchorage	200	14F	12.0		48,408	0	0	34,102	82,510	24,753
25-0284	Accounting Tech I	FT	A	GP	Anchorage	200	12A / B	12.0		36,840	0	0	29,686	66,526	56,547
25-0374	Internet Specialist II	FT	A	GP	Juneau	202	19G / J	12.0		72,845	0	0	43,432	116,277	0
25-0846	Accountant III	FT	A	GP	Juneau	202	18C / D	12.0		58,907	0	0	38,111	97,018	15,038
25-0862	Accounting Tech I	FT	A	GP	Anchorage Intl Airport	200	12G	12.0		43,440	0	0	32,205	75,645	0
25-1227	Accounting Clerk	FT	A	GP	Fairbanks	203	10B / C	12.0		34,212	0	0	28,682	62,894	28,089
25-1231	Accounting Tech I	FT	A	GG	Fairbanks	203	12N	12.0		54,024	0	0	36,246	90,270	18,054
25-1236	Accountant II	FT	A	SS	Fairbanks	203	16M / N	12.0		70,096	0	0	41,907	112,003	47,408
25-1238	Accounting Tech II	FT	A	GG	Fairbanks	203	14M	12.0		59,880	0	0	38,482	98,362	62,844
25-1244	Accounting Tech III	FT	A	SS	Fairbanks	603	16M	12.0		68,676	0	0	41,364	110,040	77,028
25-1254	Accounting Clerk	FT	A	GP	Fairbanks	203	10G	12.0		39,216	0	0	30,593	69,809	24,433

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 Transportation/Public Facilities

Scenario: FY2012 Governor (8665)
Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

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
25-1255	Accounting Tech II	FT	A	GP	Fairbanks	203	14K	12.0		55,632	0	0	36,860	92,492	18,498
25-1289	Accountant II	FT	A	GP	Juneau	202	16B / C	12.0		50,976	0	0	35,083	86,059	0
25-1353	Accounting Clerk	FT	A	GP	Fairbanks	203	10D / E	12.0		36,060	0	0	29,388	65,448	22,907
25-2251	Accounting Tech III	FT	A	SS	Juneau	202	16K / L	12.0		63,892	0	0	39,538	103,430	0
25-2260	Accounting Clerk	FT	A	GP	Juneau	202	10B / C	12.0		34,393	0	0	28,751	63,144	6,314
25-2261	Accounting Tech I	FT	A	GP	Juneau	202	12B / C	12.0		37,677	0	0	30,005	67,682	6,768
25-2263	Accounting Tech II	FT	A	GP	Juneau	202	14E / F	12.0		48,270	0	0	34,050	82,320	8,433
25-2312	Budget Manager	FT	A	SS	Juneau	202	22F	12.0		88,500	0	0	48,933	137,433	137,433
25-2350	Accountant IV	FT	A	SS	Juneau	202	20D / E	12.0		73,968	0	0	43,385	117,353	71,597
25-2956	Accounting Tech II	FT	A	GP	Anchorage Intl Airport	200	14L	12.0		56,040	0	0	37,016	93,056	0
25-2963	Accounting Technician IV	FT	A	SS	Anchorage	200	18F	12.0		66,516	0	0	40,540	107,056	42,822
25-2986	Accounting Tech I	FT	A	GP	Anchorage Intl Airport	200	12C / D	12.0		38,125	0	0	30,176	68,301	0
25-3072	Accounting Tech I	FT	A	GP	Fairbanks	203	12K / L	12.0		48,606	0	0	34,178	82,784	29,024
25-3075	Accounting Tech II	FT	A	GP	Fairbanks	203	14L	12.0		57,720	0	0	37,658	95,378	0
25-3089	Accounting Tech II	FT	A	GP	Juneau	202	14B / C	12.0		43,699	0	0	32,304	76,003	38,002
25-3091	Accounting Technician IV	FT	A	SS	Juneau	202	18M	12.0		78,612	0	0	45,158	123,770	33,665
25-3095	Accounting Tech I	FT	A	GP	Juneau	202	12A / B	12.0		37,572	0	0	29,965	67,537	0
25-3104	Accounting Clerk	FT	A	GP	Juneau	202	10B / C	12.0		34,393	0	0	28,751	63,144	6,314
25-3106	Accounting Clerk	FT	A	GP	Juneau	202	10B / C	12.0		33,829	0	0	28,536	62,365	0
25-3111	Accounting Clerk	FT	A	GP	Juneau	202	10C / D	12.0		35,400	0	0	29,136	64,536	0
25-3113	Accounting Tech I	FT	A	GP	Juneau	202	12D / E	12.0		40,208	0	0	30,971	71,179	0
25-3114	Administrative Assistant I	FT	A	GP	Juneau	202	12C / D	12.0		39,432	0	0	30,675	70,107	0
25-3343	Accounting Tech II	FT	A	GP	Juneau	202	14A / B	12.0		42,321	0	0	31,778	74,099	0
25-3799	Budget Analyst IV	FT	A	GG	Juneau	202	21G	12.0		82,104	0	0	46,967	129,071	129,071
25-978X	Project Manager	FT	A	XE	Juneau	AA	23A / A	2.0		0	0	0	0	0	0

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 Transportation/Public Facilities

Scenario: FY2012 Governor (8665)
Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

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:	3,296,682	
													Total COLA:	3,205	
													Total Premium Pay:	0	
													Total Benefits:	2,187,222	
													Total Pre-Vacancy:	5,487,109	
													Minus Vacancy Adjustment of 6.73%:	(369,509)	
													Total Post-Vacancy:	5,117,600	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	5,117,600	
Total Component Months:		720.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	1,496,051	1,395,305	27.26%
1005 General Fund/Program Receipts	138,751	129,408	2.53%
1026 Highways/Equipment Working Capital Fund	551,891	514,726	10.06%
1027 International Airport Revenue Fund	736,730	687,118	13.43%
1039 U/A Indirect Cost Recovery	1,560,597	1,455,504	28.44%
1076 Marine Highway System Fund	1,003,089	935,540	18.28%
Total PCN Funding:	5,487,109	5,117,600	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 Transportation/Public Facilities
Travel

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
72000	Travel		19.9	12.6	12.6
Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
72000 Travel Detail Totals			19.9	12.6	12.6
72110	Employee Travel (Instate)	Instate employee travel for Director's Office, Finance and Budget.	18.2	9.6	9.6
72410	Employee Travel (Out of state)	Out of state travel for Director's Office, Finance and Budget.	1.7	3.0	3.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor	
73000	Services		254.8	277.4	277.4	
Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor	
73000 Services Detail Totals			254.8	277.4	277.4	
73025	Education Services	Training, conferences and employee tuition for Director's Office, Finance and Budget.	9.5	10.0	4.0	
73050	Financial Services	Credit card fees and financial consulting/management for the department.	38.8	9.0	10.0	
73150	Information Technlgy	All information technology (IT) contractual costs such as software licensing, software maintenance, IT training, IT consulting, and IT equipment leases. Includes Microsoft Enterprise Agreement.	21.0	26.3	26.3	
73156	Telecommunication	Long distance/cell phone toll costs.	2.7	7.0	7.0	
73225	Delivery Services	Daily courier service for Anchorage and Fairbanks fiscal sections, and other freight services and postage for Director's Office, Finance and Budget.	10.9	17.0	17.0	
73450	Advertising & Promos	Advertising for recruitment of vacant positions.	0.0	1.0	1.0	
73525	Utilities	Water, sewage and waste disposal.	1.8	2.2	2.2	
73655	Repairs/Maint. (Non IA-Struct/Infs/Land)	Minor building repairs.	5.7	1.0	1.0	
73665	Rentals/Leases (Non IA-Struct/Infs/Land)	Occasional room rentals for training, meetings or teleconferences.	5.0	4.5	4.5	
73676	Repairs/Maint. (Non IA-Eq/Machinery)	Copier, printers and fax repairs and maintenance.	10.2	5.2	10.2	
73686	Rentals/Leases (Non IA-Eq/Machinery)	Copier leases.	0.0	1.3	1.3	
73750	Other Services (Non IA Svcs)	Microfiche processing, recycling, security, state parking enforcement, printing and program consultants.	8.7	5.0	5.0	
73805	IT-Non-Telecommnctns	Enterprise Technology Services	Computer services provided by the Department of Administration, Enterprise Technology Services, such as central server, data storage, printing, network	19.6	45.0	45.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Statewide Administrative Services (537)

RDU: Administrative Services (361)

Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
73000 Services Detail Totals			254.8	277.4	277.4
		services, open connect, and task order system.			
73806	IT-Telecommunication	Enterprise Technology Services	65.6	65.0	65.0
		Telecommunications services provided by the Department of Administration, Enterprise Technology Services, such as basic telephone services, equipment and features, dedicated voice/data line service, statewide paging, two-way radio, and video conferencing.			
73809	Mail	Central Mail	-3.6	14.0	14.0
		Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).			
73810	Human Resources	Personnel	1.4	1.5	1.5
		Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.			
73812	Legal	Transportation Section	7.6	8.0	8.0
		Legal services provided by the Department of Law.			
73815	Financial	Finance	47.9	50.0	50.0
		Chargeback fees for AKSAS and AKPAY.			
73816	ADA Compliance	Americans With Disabilities	0.8	0.8	0.8
		Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).			
73818	Training (Services-IA Svcs)	Finance	0.0	1.0	1.0
		Department of Administration - Finance training classes.			
73819	Commission Sales (IA Svcs)	State Travel Office	0.4	0.6	0.6
		Processing fees charged by the State Travel Office.			
73848	State Equip Fleet	State Equipment Fleet	0.8	2.0	2.0
		SEF vehicle charges.			

Line Item Detail
Department of Transportation/Public Facilities
Commodities

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
74000	Commodities		84.2	41.1	41.1
Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
74000 Commodities Detail Totals			84.2	41.1	41.1
74200	Business	Office supplies, educational material, information technology equipment/supplies, subscriptions.	84.2	41.1	41.1

Line Item Detail
Department of Transportation/Public Facilities
Capital Outlay

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
75000	Capital Outlay		16.7	0.0	0.0
Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
75000 Capital Outlay Detail Totals			16.7	0.0	0.0
75700	Equipment	Purchased a Xerox workCentre 5855 Multifunction Copier Scanner for Northern Region Finance Office and also purchased a new Océ CM4521 Color Copier for the Administrative Services Division Directors Office for Juneau Headquarters.	16.7	0.0	0.0

Unrestricted Revenue Detail
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Master Account	Revenue Description	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
68515	Unrestricted Fund	94.7	0.0	0.0

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
66160	Jury & Work Comp Rc				0.1	0.0	0.0
66168	Cost Recovery - Cy				0.3	0.0	0.0
66190	Py Reimburse Recvry Prior year reimbursable recovery revenue consists of stop pay, and/or cancelled warrants posted to prior year recovery; and refunds or credits of prior year in current year.				89.3	0.0	0.0
66255	Dep Suspense Trust				0.5	0.0	0.0
66370	Misc Rev				4.5	0.0	0.0

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Master Account	Revenue Description	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51060	General Fund Program Receipts	0.0	125.8	129.4

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51060	GF Program Receipts Revenue distributed from the department's rural airport leasing program operated by the Statewide Aviation component under various sections of the Alaska Aeronautic Act including AS 02.15.090 and Title 17 of the Alaska Administrative Code.			11100	0.0	125.8	129.4

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Master Account	Revenue Description	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51073	Receipt Supported Services	164.6	0.0	0.0

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
58881	Arpt Leas/Lndg Trnsf			11100	164.6	0.0	0.0
	Revenue distributed from the department's rural airport leasing program operated by the Statewide Aviation component under various sections of the Alaska Aeronautic Act including AS 02.15.090 and Title 17 of the Alaska Administrative Code. AS 37.05.146(c)(68) defines charges, rentals, and fees for airport or air navigation facility contracts, leases, and other arrangements as non-general fund program receipts (RSS).						

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Master Account	Revenue Description	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51200	Capital Improvement Project Receipts	1,592.5	1,722.1	1,782.3

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
59465	Indirect CIP Receipts Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).			11100	1,592.5	1,722.1	1,782.3

Inter-Agency Services
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2010 Actuals	FY2011		
					Management Plan	FY2012 Governor	
73805	IT-Non-Telecommnctns	Computer services provided by the Department of Administration, Enterprise Technology Services, such as central server, data storage, printing, network services, open connect, and task order system.	Inter-dept	Enterprise Technology Services	19.6	45.0	45.0
				73805 IT-Non-Telecommnctns subtotal:	19.6	45.0	45.0
73806	IT-Telecommunication	Telecommunications services provided by the Department of Administration, Enterprise Technology Services, such as basic telephone services, equipment and features, dedicated voice/data line service, statewide paging, two-way radio, and video conferencing.	Inter-dept	Enterprise Technology Services	65.6	65.0	65.0
				73806 IT-Telecommunication subtotal:	65.6	65.0	65.0
73809	Mail	Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	Inter-dept	Central Mail	-3.6	14.0	14.0
				73809 Mail subtotal:	-3.6	14.0	14.0
73810	Human Resources	Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	Inter-dept	Personnel	1.4	1.5	1.5
				73810 Human Resources subtotal:	1.4	1.5	1.5
73812	Legal	Legal services provided by the Department of Law.	Inter-dept	Transportation Section	7.6	8.0	8.0
				73812 Legal subtotal:	7.6	8.0	8.0
73815	Financial	Chargeback fees for AKSAS and AKPAY.	Inter-dept	Finance	47.9	50.0	50.0
				73815 Financial subtotal:	47.9	50.0	50.0
73816	ADA Compliance	Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	Inter-dept	Americans With Disabilities	0.8	0.8	0.8
				73816 ADA Compliance subtotal:	0.8	0.8	0.8
73818	Training (Services-IA Svcs)	Department of Administration - Finance training classes.	Inter-dept	Finance	0.0	1.0	1.0
				73818 Training (Services-IA Svcs) subtotal:	0.0	1.0	1.0
73819	Commission Sales (IA Svcs)	Processing fees charged by the State Travel Office.	Inter-dept	State Travel Office	0.4	0.6	0.6
				73819 Commission Sales (IA Svcs) subtotal:	0.4	0.6	0.6
73848	State Equip Fleet	SEF vehicle charges.	Intra-dept	State Equipment Fleet	0.8	2.0	2.0
				73848 State Equip Fleet subtotal:	0.8	2.0	2.0
				Statewide Administrative Services total:	140.5	187.9	187.9
				Grand Total:	140.5	187.9	187.9

Inter-Agency Services
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

<u>Expenditure Account</u>	<u>Service Description</u>	<u>Service Type</u>	<u>Servicing Agency</u>	<u>FY2010 Actuals</u>	<u>FY2011 Management Plan</u>	<u>FY2012 Governor</u>
----------------------------	----------------------------	---------------------	-------------------------	-----------------------	-------------------------------	------------------------