

State of Alaska FY2015 Governor's Operating Budget

Department of Corrections Research and Records Component Budget Summary

Component: Research and Records**Contribution to Department's Mission**

Provide offender data and maintain records.

Core Services

- Perform Statistical Data Analysis
- Provide Central Record Management and Archival Services

Major Component Accomplishments in 2013

Completed the 2012 Offender Profile report while simultaneously expanding the reported statistics. Began working on converting the Offender Profile report from a calendar year to a fiscal year reporting cycle.

Increased the accuracy of Permanent Fund Dividend (PFD) denials while also keeping the PFD denial appeal count steady.

Completed annual, semi-annual and quarterly reports for federal agencies including: Census Bureau, Internal Revenue Service, and the Federal Aviation Administration.

Worked in partnership with the Bureau of Justice Statistics (BJS) on providing additional recurring annual data submissions and also worked with BJS on improving the accuracy of historical data.

Increased the number of data elements transmitted to the Association of State Correctional Administrators (ASCA) performance based measurement system.

Provided data on general prison population statistics to the public as well as other state and federal agencies as requested.

Initiated multiple data quality assurance reviews including but not limited to increased documentation of offender citizenship which improved State Criminal Alien Assistance Program grant awards. When began, approximately 1,100 offenders were missing their citizenship. Today, there are less than 50 offenders missing citizenship information.

Worked with probation and parole staff to develop a Level of Service Inventory - Revised (LSI-R) quality assurance report. Reviewed the statewide fingerprinting system to determine department compliance with policy and made recommendations for improved compliance.

Increased the number of hard file documents (inmate files) converted to electronic format by 10%. Worked in partnership with department offices and institutions to reduce the number of stored inactive offender files.

Worked in cooperation with the Alaska Mental Health Trust and Hornby-Zeller to update the department's study on incarcerated offenders with mental health issues.

Key Component Challenges

Timely imaging of inactive offender criminal and medical records.

Continue to improve the data quality of the Alaska Corrections Offender Management System (ACOMS) database.

Inconsistent documentation of events due to ancillary databases which prevents the ability to produce consistent or accurate reports.

Significant Changes in Results to be Delivered in FY2015

No changes in results delivered.

Statutory and Regulatory Authority

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

Contact Information
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**Research and Records
Component Financial Summary**

All dollars shown in thousands

	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	278.0	366.1	366.0
72000 Travel	0.6	0.0	0.0
73000 Services	149.4	54.2	54.2
74000 Commodities	8.8	5.0	5.0
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	436.8	425.3	425.2
Funding Sources:			
1004 General Fund Receipts	436.8	425.3	425.2
Funding Totals	436.8	425.3	425.2

**Summary of Component Budget Changes
From FY2014 Management Plan to FY2015 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>
FY2014 Management Plan	425.3	0.0	0.0	0.0	425.3
Adjustments which will continue current level of service:					
-Reverse Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)	-2.1	0.0	0.0	0.0	-2.1
-FY2015 Salary Increases	3.1	0.0	0.0	0.0	3.1
-FY2015 Health Insurance and Working Reserve Rate Reductions	-1.1	0.0	0.0	0.0	-1.1
FY2015 Governor	425.2	0.0	0.0	0.0	425.2

**Research and Records
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2014 Management Plan	FY2015 Governor		
Full-time	4	4	Annual Salaries	225,532
Part-time	0	0	COLA	3,068
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	148,248
			<i>Less 2.88% Vacancy Factor</i>	<i>(10,848)</i>
			Lump Sum Premium Pay	0
Totals	4	4	Total Personal Services	366,000

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Microfilm/Imaging Oper I	0	0	1	0	1
Microfilm/Imaging Oper II	0	0	1	0	1
Research Analyst II	0	0	1	0	1
Research Analyst IV	0	0	1	0	1
Totals	0	0	4	0	4

Component Detail All Funds
Department of Corrections

Component: Research and Records (AR50575) (2758)
RDU: Administration and Support (271)

	FY2013 Actuals	FY2014 Conference Committee	FY2014 Authorized	FY2014 Management Plan	FY2015 Governor	FY2014 Management Plan vs FY2015 Governor
71000 Personal Services	278.0	277.8	279.9	366.1	366.0	-0.1 0.0%
72000 Travel	0.6	0.0	0.0	0.0	0.0	0.0 0.0%
73000 Services	149.4	54.2	54.2	54.2	54.2	0.0 0.0%
74000 Commodities	8.8	5.0	5.0	5.0	5.0	0.0 0.0%
75000 Capital Outlay	0.0	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	436.8	337.0	339.1	425.3	425.2	-0.1 0.0%
Fund Sources:						
1004Gen Fund (UGF)	436.8	337.0	339.1	425.3	425.2	-0.1 0.0%
Unrestricted General (UGF)	436.8	337.0	339.1	425.3	425.2	-0.1 0.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0 0.0%
Other Funds	0.0	0.0	0.0	0.0	0.0	0.0 0.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0 0.0%
Positions:						
Permanent Full Time	3	3	3	4	4	0 0.0%
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 Corrections

Component: Research and Records (2758)
RDU: Administration and Support (271)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2014 Conference Committee To FY2014 Authorized *****												
FY2014 Conference Committee												
1004 Gen Fund	ConfCom	337.0	277.8	0.0	54.2	5.0	0.0	0.0	0.0	3	0	0
		337.0										
Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)												
1004 Gen Fund	Atrin	2.1	2.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
		2.1										
Subtotal		339.1	279.9	0.0	54.2	5.0	0.0	0.0	0.0	3	0	0

The Alaska State Employees Association, representing the general government unit, negotiated a lump sum payment of \$755 less mandatory deductions, per employee in pay status on July 1, 2013. The lump sum will be paid in the second pay period of August 2013.

***** Changes From FY2014 Authorized To FY2014 Management Plan *****												
Transfer Position (20-7008) from Administrative Services for Database Management												
1004 Gen Fund	Trin	86.2	86.2	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
		86.2										

Transfer and reclass vacant Procurement Specialist I (R14) position from Administrative Services in Anchorage to Research and Records as a Research Analyst I (R16) in Juneau. This transfer and reclass is necessary to assist with data integrity, database management and clean-up, and production of less complex data reports. Current duties of the Procurement Specialist I have been absorbed by other positions.

Over the past five years, the Department of Corrections (DOC) has made great strides to improve upon data surveillance, collection, and reporting in an effort to support the efficacy of Habilitative Programs, establishment and monitoring of recidivism rates, performance measure reporting, fiscal note preparation for proposed criminal legislation, and reports required to monitor trends affecting DOC. Due to the success of collecting and reporting data, the number of requests for our data has increased exponentially. To date, DOC has operated with one full-time Research Analyst who also has the added duty of supervising and providing oversight of inmate records. This additional oversight function does not allow the incumbent to focus full attention on data collection, database queries, and data reporting.

The addition of a paraprofessional-level Research Analyst will serve the department very well by assisting with data integrity, database management and clean-up, and production of less complex data reports. The Procurement Specialist position has been vacant since 09/29/2012. During this vacancy period, the department has examined the workloads and through re-evaluation DOC views this as an opportunity to create an efficiency that is in alignment with the department's priorities.

Subtotal		425.3	366.1	0.0	54.2	5.0	0.0	0.0	0.0	4	0	0
***** Changes From FY2014 Management Plan To FY2015 Governor *****												
Reverse Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)												
	OTI	-2.1	-2.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0

Change Record Detail - Multiple Scenarios with Descriptions
Department of Corrections

Component: Research and Records (2758)
RDU: Administration and Support (271)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP	
										PFT	PPT		
1004 Gen Fund		-2.1											
Reverse one-time funding for a negotiated lump sum payment to employees in the general government unit, represented by the Alaska State Employees Association, in pay status on July 1, 2013.													
FY2015 Salary Increases													
1004 Gen Fund	SalAdj	3.1	3.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Cost of living allowance for certain bargaining units: \$3.1													
Year two cost of living allowance for Alaska State Employees Association/General Government Unit - 1%: \$1.9													
Year two cost of living allowance for Alaska Public Employees Association/Supervisory Unit - 1%: \$1.2													
FY2015 Health Insurance and Working Reserve Rate Reductions													
1004 Gen Fund	SalAdj	-1.1	-1.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
FY2015 budget reduction for decrease in the AlaskaCare health insurance premium and working reserve rates: \$-1.1													
Working reserve rate decrease from 3.94% to 3.56%: Leave Cash-In = 2.17%, Terminal Leave = 1.03%, Unemployment Insurance = 0.36% : \$-0.9													
AlaskaCare health benefit decrease from \$1,389 to \$1,371: \$-0.2													
Totals		425.2	366.0	0.0	54.2	5.0	0.0	0.0	0.0	0.0	4	0	0

Personal Services Expenditure Detail
Department of Corrections

Scenario: FY2015 Governor (11059)
Component: Research and Records (2758)
RDU: Administration and Support (271)

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
20-1031	Microfilm/Imaging Oper I	FT	A	GP	Juneau	205	10C / D	12.0		37,123	505	0	30,174	67,802	67,802
20-1057	Microfilm/Imaging Oper II	FT	A	GP	Juneau	205	12J	12.0		48,960	666	0	34,435	84,061	84,061
20-2054	Research Analyst IV	FT	A	SS	Juneau	205	21F / J	12.0		88,965	1,210	0	48,656	138,831	138,831
20-7008	Research Analyst II	FT	A	GP	Juneau	205	16A	12.0		50,484	687	0	34,983	86,154	86,154
Total Positions															
Full Time Positions:													4	0	0
Part Time Positions:													0	0	0
Non Permanent Positions:													0	0	0
Positions in Component:													4	0	0
Total Component Months:													48.0		
													Total Salary Costs:	225,532	
													Total COLA:	3,068	
													Total Premium Pay::	0	
													Total Benefits:	148,248	
													Total Pre-Vacancy:	376,848	
													Minus Vacancy Adjustment of 2.88%:	(10,848)	
													Total Post-Vacancy:	366,000	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	366,000	

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	376,848	366,000	100.00%
Total PCN Funding:	376,848	366,000	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 Corrections
Travel

Component: Research and Records (2758)
RDU: Administration and Support (271)

Line Number	Line Name		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
72000	Travel		0.6	0.0	0.0
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
72000 Travel Detail Totals			0.6	0.0	0.0
72110	Employee Travel (Instate)	Travel for research and records oversight, provide training to departmental staff.	0.6	0.0	0.0

Line Item Detail
Department of Corrections
Services

Component: Research and Records (2758)
RDU: Administration and Support (271)

Line Number	Line Name		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
73000	Services		149.4	54.2	54.2
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
73000 Services Detail Totals			149.4	54.2	54.2
73150		Information Technlgy	14.9	13.5	13.8
73156		Telecommunication	2.5	1.0	1.0
73225		Delivery Services	5.1	5.0	5.0
73525		Utilities	1.4	1.3	1.3
73650		Struc/Infstruct/Land	12.2	6.0	6.0
73675		Equipment/Machinery	5.7	5.0	5.0
73750		Other Services (Non IA Svcs)	0.3	0.5	0.5
73805	Admin	IT-Non-Telecommunication	1.8	1.9	1.8
73806	Admin	IT-Telecommunication	4.0	4.2	4.0
73809	Admin	Mail	0.0	0.1	0.1
73810	Admin	Human Resources	4.2	2.8	2.8
73811	Admin	Building Leases	97.0	12.5	12.5
73814	Admin	Insurance	0.2	0.2	0.2
73815	Admin	Financial	0.1	0.1	0.1
73816	Labor	ADA Compliance	0.0	0.1	0.1

Line Item Detail
Department of Corrections
Commodities

Component: Research and Records (2758)
RDU: Administration and Support (271)

Line Number	Line Name		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
74000	Commodities		8.8	5.0	5.0
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
74000 Commodities Detail Totals			8.8	5.0	5.0
74200	Business	Consumable office supplies, duplicating, data processing supplies, i.e. paper forms, printer and toner cartridges, and other related supplies.	8.8	5.0	5.0

Inter-Agency Services
Department of Corrections

Component: Research and Records (2758)
RDU: Administration and Support (271)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2013 Actuals	FY2014	
					Management Plan	FY2015 Governor
73805	IT-Non-Telecommunication	Computer charges.	Inter-dept Admin	1.8	1.9	1.8
73805 IT-Non-Telecommunication subtotal:				1.8	1.9	1.8
73806	IT-Telecommunication	Telephone charges.	Inter-dept Admin	4.0	4.2	4.0
73806 IT-Telecommunication subtotal:				4.0	4.2	4.0
73809	Mail	Central Mailroom charges.	Inter-dept Admin	0.0	0.1	0.1
73809 Mail subtotal:				0.0	0.1	0.1
73810	Human Resources	HR integration charges.	Inter-dept Admin	4.2	2.8	2.8
73810 Human Resources subtotal:				4.2	2.8	2.8
73811	Building Leases	Office lease space charges.	Inter-dept Admin	97.0	12.5	12.5
73811 Building Leases subtotal:				97.0	12.5	12.5
73814	Insurance	Risk Management charges.	Inter-dept Admin	0.2	0.2	0.2
73814 Insurance subtotal:				0.2	0.2	0.2
73815	Financial	DOA chargeback Items (AKPAY, AKSAS, EEO, etc.).	Inter-dept Admin	0.1	0.1	0.1
73815 Financial subtotal:				0.1	0.1	0.1
73816	ADA Compliance	ADA charges.	Inter-dept Labor	0.0	0.1	0.1
73816 ADA Compliance subtotal:				0.0	0.1	0.1
Research and Records total:				107.3	21.9	21.6
Grand Total:				107.3	21.9	21.6