

State of Alaska FY2017 Governor's Operating Budget

**Department of Administration
Office of the Commissioner
Component Budget Summary**

Component: Office of the Commissioner

Contribution to Department's Mission

The mission of the Commissioner's Office is to oversee and provide policy direction for the work of the Department of Administration, which consists of four external customer service divisions (Motor Vehicles, Public Defender, Public Advocacy and Retirement and Benefits), six internal customer divisions (Administrative Services, Enterprise Technology, Finance, General Services, Personnel and Labor Relations and Risk Management), and five quasi-independent boards and commissions (Alaska Public Broadcasting, Alaska Oil and Gas Conservation Commission, Alaska Public Offices Commission, Administrative Hearings and Violent Crimes Compensation Board).

Core Services

- Supervision and policy direction for Department divisions.

Major Component Accomplishments in 2015

- Integrated Resource Information System (IRIS) administrative system for procurement and financial activity went live July 6, 2015 for FY2016 and is now the system of record.
- Completed negotiations of successor agreements with Masters Mates and Pilots (MM&P), Alaska Correctional Officers Association (ACOA), Labor Trades and Crafts (LTC) and Teachers' Education Association of Mt. Edgecumbe (TEAME).
- Ongoing negotiations include the Marine Engineer's Beneficial Association (MEBA).
- Added a Designated Roth Option to the Public Employees' Deferred Compensation Plan.
- Deposited \$18.4 million to the retiree health trust from the Medicare Part D Retiree Drug Subsidy (RDS) program in Center for Medicare and Medicaid Services (CMS) since January 2015.
- Administered and managed contracts for the renovation of the Douglas Island Building and Nome State Office Building full remodel projects. Both projects were substantially completed in FY15
- Completed the renovation of the Geological Materials Center for the Department of Natural Resources with the Division of Geological & Geophysical Surveys taking occupancy in FY15.
- Program management of One Card seeks a rebate increase of ten percent annually with this year yielding 5.6%.

Key Component Challenges

Aging Technology – Replacement of the statewide payroll system and the implementation of a Human Resource Management (HRM) module is the next phase of the IRIS project; however, it will continue to be a challenge in the interim to maintain the legacy system that was built with technology prevalent in 1990.

Labor Contract Negotiations – Achieve the Governor Walker's objective of long term successor agreements that meet the economic and managerial objectives for remaining units. Finalize contracts with Marine Engineers Beneficial Association (MEBA), Labor Trades and Crafts (LTC), and Teachers' Education Association of Mt. Edgecumbe (TEAME). in time for submission to the 2016 Alaska State Legislature. Initiate negotiation of successor Alaska State Employees Association (ASEA), Alaska Public Employees Association – Supervisor Unit (SU), Alaska Public Employees Association – Confidential Employee Associate (CEA) agreements in time for submission to the 2016 Alaska State Legislature.

Third Party Administrator – Managing new health care vendors that provide services for the following components of the employee and retiree health plans: medical claims administration and managed network, pharmacy benefit management services, dental claims administration and managed network, and healthcare management.

Significant Changes in Results to be Delivered in FY2017

Customer Service - The Commissioner's Office will emphasize the importance of customer service in all that we do, and to implement measurement of the quality of the services we deliver.

Affordable Care Act (ACA) – A platform for employee and employer mandatory IRS reporting will be available that also provides agencies the ability to manage their workforce to a work schedule that takes ACA compliance rules into consideration.

Statutory and Regulatory Authority

Alaska Statutes Description

44.21 Department of Administration authorities

Contact Information
<p>Contact: Sheldon Fisher, Commissioner Phone: (907) 465-2200 Fax: (907) 465-2135 E-mail: sheldon.fisher@alaska.gov</p>

Office of the Commissioner Personal Services Information					
Authorized Positions			Personal Services Costs		
	FY2016 Management Plan	FY2017 Governor			
Full-time	6	6	Annual Salaries		642,942
Part-time	0	0	Premium Pay		0
Nonpermanent	0	0	Annual Benefits		315,227
			<i>Less 2.10% Vacancy Factor</i>		(20,169)
			Lump Sum Premium Pay		0
Totals	6	6	Total Personal Services		938,000

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Commissioner	1	0	0	0	1
Dep Commissioner	0	0	2	0	2
Exec Secretary II	0	0	1	0	1
Spec Asst To The Comm I	1	0	0	0	1
Spec Asst To The Comm II	0	0	1	0	1
Totals	2	0	4	0	6

Component Detail All Funds
Department of Administration

Component: Office of the Commissioner (45)
RDU: Centralized Administrative Services (13)

Non-Formula Component

	FY2015 Actuals	FY2016 Conference Committee	FY2016 Authorized	FY2016 Management Plan	FY2017 Governor	FY2016 Management Plan vs FY2017 Governor	
71000 Personal Services	891.8	1,006.5	998.0	938.0	938.0	0.0	0.0%
72000 Travel	40.6	40.0	40.0	40.0	40.0	0.0	0.0%
73000 Services	130.4	32.6	32.6	92.6	92.6	0.0	0.0%
74000 Commodities	13.4	20.0	20.0	20.0	20.0	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	1,076.2	1,099.1	1,090.6	1,090.6	1,090.6	0.0	0.0%
Fund Sources:							
1004Gen Fund (UGF)	398.2	233.3	224.8	224.8	224.8	0.0	0.0%
1007I/A Rcpts (Other)	678.0	865.8	865.8	865.8	865.8	0.0	0.0%
Unrestricted General (UGF)	398.2	233.3	224.8	224.8	224.8	0.0	0.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	678.0	865.8	865.8	865.8	865.8	0.0	0.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	6	6	6	6	6	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 Administration

Component: Office of the Commissioner (45)
RDU: Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2016 Conference Committee To FY2016 Authorized *****												
FY2016 Conference Committee												
	ConfCom	1,099.1	1,006.5	40.0	32.6	20.0	0.0	0.0	0.0	6	0	0
1004 Gen Fund		233.3										
1007 I/A Rcpts		865.8										
Reduce Personal Services Due to Vacancy												
	Unalloc	-8.5	-8.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-8.5										
It is anticipated that the Commissioner's Office will have a vacancy during the fiscal year and will not fill the position immediately to meet this reduction in general fund.												
Subtotal		1,090.6	998.0	40.0	32.6	20.0	0.0	0.0	0.0	6	0	0
***** Changes From FY2016 Authorized To FY2016 Management Plan *****												
Align Authority to Comply with Vacancy Factor Guidelines												
	LIT	0.0	-60.0	0.0	60.0	0.0	0.0	0.0	0.0	0	0	0
Transfer authority to services to comply with vacancy factor guidelines and meet projected operational needs.												
Subtotal		1,090.6	938.0	40.0	92.6	20.0	0.0	0.0	0.0	6	0	0
***** Changes From FY2016 Management Plan To FY2017 Governor *****												
Transfer Out FY2016 One-Time Salary Reductions to Unallocated in FY2017												
	SalAdj	8.5	8.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		8.5										
Restore UGF FY2016 Salary Increases because cuts taken in other expenditure lines.												
Reverse FY2016 One-Time Unrestricted General Fund Salary Adjustments in FY2017 Budget Request												
	SalAdj	-8.5	-8.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-8.5										
Cost of living adjustment for certain bargaining units: \$22.0												
Year three cost of living adjustment for non-covered employees - 2.5%: \$22.0												
Totals		1,090.6	938.0	40.0	92.6	20.0	0.0	0.0	0.0	6	0	0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2017 Governor (12995)
Component: Office of the Commissioner (45)
RDU: Centralized Administrative Services (13)

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	UGF Amount
02-1001	Commissioner	FT	1	XE	Anchorage	N00	0	12.0		141,155	0	0	63,376	204,531	47,042
02-1011	Dep Commissioner	FT	A	XE	Juneau	N05	28E / F	12.0		130,815	0	0	60,452	191,267	43,991
02-1040	Dep Commissioner	FT	A	XE	Juneau	N05	28F / J	12.0		135,254	0	0	61,708	196,962	45,301
02-1107	Exec Secretary II	FT	1	XE	Juneau	N05	14C / D	12.0		51,612	0	0	33,953	85,565	19,680
02-1147	Spec Asst To The Comm II	FT	A	XE	Juneau	N05	23F / J	12.0		107,054	0	0	53,031	160,085	36,820
02-9512	Spec Asst To The Comm I	FT	1	XE	Anchorage	N00	21B / C	12.0		77,052	0	0	42,707	119,759	27,545
													Total Salary Costs:	642,942	
													Total COLA:	0	
													Total Premium Pay:	0	
													Total Benefits:	315,227	
													Total Pre-Vacancy:	958,169	
													Minus Vacancy Adjustment of 2.10%:	(20,169)	
													Total Post-Vacancy:	938,000	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	938,000	

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	220,379	215,740	23.00%
1007 Interagency Receipts	737,790	722,260	77.00%
Total PCN Funding:	958,169	938,000	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 Administration
Travel

Component: Office of the Commissioner (45)
RDU: Centralized Administrative Services (13)

Line Number	Line Name	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000	Travel	40.6	40.0	40.0

Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000 Travel Detail Totals			40.6	40.0	40.0
72110		Employee Travel (Instate)	37.0	36.0	36.0
72120		Nonemployee Travel (Instate Travel)	1.1	0.0	0.0
72410		Employee Travel (Out of state)	2.5	4.0	4.0

Line Item Detail
Department of Administration
Services

Component: Office of the Commissioner (45)
RDU: Centralized Administrative Services (13)

Line Number	Line Name			FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000	Services			130.4	92.6	92.6
Expenditure Account	Servicing Agency	Explanation		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals				130.4	92.6	92.6
73025	Education Services	Conference fees, professional memberships and employee tuition		3.5	2.9	1.7
73150	Information Technlgy	Software licensing and maintenance		2.1	7.0	4.5
73156	Telecommunication	Cable, cell phone, and long distance		13.5	3.5	9.5
73225	Delivery Services			0.1	0.0	0.0
73675	Equipment/Machinery	Repair of copier and equipment		12.7	2.0	0.2
73750	Other Services (Non IA Svcs)	Other repair and maintenance service costs		0.0	0.4	0.1
73756	Print/Copy/Graphics			0.5	0.0	0.0
73805	IT-Non-Telecommunication	Enterprise Technology Services	Enterprise Productivity Rate (EPR) - Computer Services	4.0	3.0	1.6
73806	IT-Telecommunication	Enterprise Technology Services	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	12.7	8.2	5.3
73809	Mail	Central Mail	Costs for central mail room services	4.2	4.0	1.9
73811	Building Leases	Facilities	State Facility Rent in Anchorage and Juneau locations	18.4	12.0	40.7
73812	Legal	Law	Legal services provided by the Department of Law	7.5	6.3	3.2
73814	Insurance	Risk Management	Services provided by Risk Management	0.1	0.2	0.1
73815	Financial	Finance	Chargeback costs from the Division of Finance	0.9	0.7	0.3
73816	ADA Compliance	Personnel	ADA Compliance charges from the Department of Admin, Division of Personnel	0.0	0.1	0.1
73819	Commission Sales (IA Svcs)	E-Travel	US Travel service fees	0.8	1.0	0.3
73821	Hearing/Mediation (IA Svcs)	Admin	OAH contract and procurement cases	41.8	35.3	20.0
73827	Safety (IA Svcs)	Property Management	Parking security	0.3	0.0	0.1

Line Item Detail
Department of Administration
Services

Component: Office of the Commissioner (45)

RDU: Centralized Administrative Services (13)

Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			130.4	92.6	92.6
73979	Mgmt/Consulting (IA Svcs)	DOA Info Tech Support Information Technology (IT) desktop chargeback for services	7.3	6.0	3.0

Line Item Detail
Department of Administration
Commodities

Component: Office of the Commissioner (45)
RDU: Centralized Administrative Services (13)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000	Commodities		13.4	20.0	20.0
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
		74000 Commodities Detail Totals	13.4	20.0	20.0
74200	Business	Business and office supplies	13.4	20.0	20.0

Restricted Revenue Detail
Department of Administration

Component: Office of the Commissioner (45)
RDU: Centralized Administrative Services (13)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51015	Interagency Receipts				678.0	865.8	865.8
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
59020	Administration Support services allocated to the Office of Administrative Hearings	Administrative Hearings	2010101	11100	0.0	10.9	10.9
59020	Administration Support services costs allocated to the Alaska Oil and Gas Conservation Commission	AK Oil & Gas Conservation Comm	2010101	11100	0.0	29.3	29.3
59020	Administration Support services costs allocated to the Alaska Public Offices Commission	Alaska Public Offices Comm	2010101	11100	0.0	6.0	6.0
59020	Administration Support services costs allocated to Central Mail	Central Mail	2010101	11100	0.0	14.5	14.5
59020	Administration	Department-wide	2010101	11100	678.0	0.0	0.0
59020	Administration Support services costs allocated to DOA Information Technology Support Services	DOA Info Tech Support	2010101	11100	0.0	5.5	5.5
59020	Administration Support services costs allocated to Enterprise Technology Services	Enterprise Technology Services	2010101	11100	0.0	196.7	196.7
59020	Administration Support services costs allocated to E-Travel	E-Travel	2010101	11100	0.0	11.4	11.4
59020	Administration Support services costs allocated to Facilities	Facilities	2010101	11100	0.0	75.4	75.4
59020	Administration Support services costs allocated to Facilities Administration	Facilities Administration	2010101	11100	0.0	7.6	7.6
59020	Administration	Finance	2010101	11100	0.0	42.9	42.9

Restricted Revenue Detail
Department of Administration

Component: Office of the Commissioner (45)
RDU: Centralized Administrative Services (13)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51015	Interagency Receipts				678.0	865.8	865.8
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
	Support services costs allocated to the Division of Finance						
59020	Administration	Labor Relations	2010101	11100	0.0	6.5	6.5
	Support services costs allocated to Labor Relations						
59020	Administration	Lease Administration	2010101	11100	0.0	6.6	6.6
	Support services costs allocated to Lease Administration						
59020	Administration	Motor Vehicles	2010101	11100	0.0	70.8	70.8
	Support services costs allocated to the Division of Motor Vehicles						
59020	Administration	Office of Public Advocacy	2010101	11100	0.0	99.9	99.9
	Support services costs allocated to Office of Public Advocacy						
59020	Administration	Personnel	2010101	11100	0.0	71.1	71.1
	Support services costs allocated to the Division of Personnel						
59020	Administration	Property Management	2010101	11100	0.0	4.2	4.2
	Support services costs allocated to Property Management						
59020	Administration	Public Defender Agency	2010101	11100	0.0	105.9	105.9
	Support services costs allocated to the Public Defender Agency						
59020	Administration	Purchasing	2010101	11100	0.0	5.6	5.6
	Support services costs allocated to the Purchasing component						
59020	Administration	Retirement and Benefits	2010101	11100	0.0	79.7	79.7
	Support services costs allocated to the Division of Retirement and Benefits						
59020	Administration	Risk Management	2010101	11100	0.0	13.3	13.3
	Support services costs allocated to Risk Management						

Restricted Revenue Detail
Department of Administration

Component: Office of the Commissioner (45)
RDU: Centralized Administrative Services (13)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51015	Interagency Receipts				678.0	865.8	865.8
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
59020	Administration Support services costs allocated to the Violent Crimes Compensation Board	Violent Crimes Comp Board	2010101	11100	0.0	2.0	2.0

**Interagency Services
Department of Administration**

Component: Office of the Commissioner (45)
RDU: Centralized Administrative Services (13)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor	
73805	IT-Non-Telecommunication	Enterprise Productivity Rate (EPR) - Computer Services	Intra-dept	Enterprise Technology Services	4.0	3.0	1.6
73805 IT-Non-Telecommunication subtotal:				4.0	3.0	1.6	
73806	IT-Telecommunication	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	Intra-dept	Enterprise Technology Services	12.7	8.2	5.3
73806 IT-Telecommunication subtotal:				12.7	8.2	5.3	
73809	Mail	Costs for central mail room services	Intra-dept	Central Mail	4.2	4.0	1.9
73809 Mail subtotal:				4.2	4.0	1.9	
73811	Building Leases	State Facility Rent in Anchorage and Juneau locations	Intra-dept	Facilities	18.4	12.0	40.7
73811 Building Leases subtotal:				18.4	12.0	40.7	
73812	Legal	Legal services provided by the Department of Law	Inter-dept	Law	7.5	6.3	3.2
73812 Legal subtotal:				7.5	6.3	3.2	
73814	Insurance	Services provided by Risk Management	Intra-dept	Risk Management	0.1	0.2	0.1
73814 Insurance subtotal:				0.1	0.2	0.1	
73815	Financial	Chargeback costs from the Division of Finance	Intra-dept	Finance	0.9	0.7	0.3
73815 Financial subtotal:				0.9	0.7	0.3	
73816	ADA Compliance	ADA Compliance charges from the Department of Admin, Division of Personnel	Intra-dept	Personnel	0.0	0.1	0.1
73816 ADA Compliance subtotal:				0.0	0.1	0.1	
73819	Commission Sales (IA Svcs)	US Travel service fees	Intra-dept	E-Travel	0.8	1.0	0.3
73819 Commission Sales (IA Svcs) subtotal:				0.8	1.0	0.3	
73821	Hearing/Mediation (IA Svcs)	OAH contract and procurement cases	Inter-dept	Admin	41.8	35.3	20.0
73821 Hearing/Mediation (IA Svcs) subtotal:				41.8	35.3	20.0	
73827	Safety (IA Svcs)	Parking security	Inter-dept	Property Management	0.3	0.0	0.1
73827 Safety (IA Svcs) subtotal:				0.3	0.0	0.1	
73979	Mgmt/Consulting (IA Svcs)	Information Technology (IT) desktop chargeback for services	Intra-dept	DOA Info Tech Support	7.3	6.0	3.0
73979 Mgmt/Consulting (IA Svcs) subtotal:				7.3	6.0	3.0	
Office of the Commissioner total:				98.0	76.8	76.6	
Grand Total:				98.0	76.8	76.6	