

State of Alaska FY2017 Governor's Operating Budget

Department of Labor and Workforce Development Commissioner's Office Component Budget Summary

Component: Commissioner's Office

Contribution to Department's Mission

The Commissioner's Office component contributes to the department's mission of providing safe and legal working conditions and advancing opportunities for employment to Alaskans by providing support and policy direction to divisions within the department.

Core Services

- Provide strategic direction, critical review and coordination for divisions and the department.

Major Component Accomplishments in 2015

During FY2015, the Commissioner's Office component provided the direction and oversight that:

- Restored Alaska hire requirements for public works projects to all crafts and all communities in the state through a Zone of Underemployment determination.
- Collaborated with the Department of Transportation and Public Facilities (DOT/PF) to launch the Earn and Learn campaign with numerous community groups, using federal funding to increase female and minority participation in Registered Apprenticeship programs to obtain employment on DOT/PF construction projects.
- Significantly reduced administrative costs and enhanced investment in workforce development by consolidating two divisions. Evaluation of programs and services for efficiencies will be an ongoing effort.
- Developed enforcement teams and initiated cross training of field investigators from the Unemployment Insurance Fraud Unit, Workers' Compensation Special Investigations Unit, and Wage and Hour Administrative component working in cooperation with multiple state and federal agencies to reduce worker misclassification and associated lost revenue to the state.
- Re-established the partnership with the Department of Education and Early Development and University of Alaska to implement the strategies in the Alaska Career and Technical Education (CTE) plan and leverage resources to improve CTE for Alaskans to improve career readiness skills and increase preparation for postsecondary education and employment.
- Identified cost savings and operational efficiencies resulting in elimination of positions and lease consolidation efforts.
- Increased regional partnerships in preparation for implementation of the new federal Workforce Innovation and Opportunity Act (WIOA) where State Workforce Agencies along with State Workforce Investment Boards will develop new workforce plans and policies for full implementation of the Act by March 2016.
- Enhanced the partnership with the Department of Corrections to reduce recidivism by increasing investment in employment training of ex-offenders working in partnership with the Alaska Mental Health Trust, Alaska Court System, Alaska Housing Finance Corporation, Department of Health and Social Services, registered apprenticeship in the construction trades, as well as prisoner re-entry partnerships with non-profit corporations.
- Partnered with employers in the maritime industry by providing port development support from AVTEC to the Anchorage and Seward port projects and ice navigation training to employers in the oil and gas industry.
- Streamlined the grant proposal review by members of the Alaska Workforce Investment Board to ensure grants are processed timely.

- Reduced the five-year average fatality rate by 17 percent through consultation trainings with employers related to occupational safety and health. The Commissioner's Office has been actively engaged in support of occupational safety and health program enforcement including recognition of employers with outstanding health and safety records at events such as the Governor's Safety and Health Conference, Voluntary Protection Program, and the Construction Safety Excellence Program.
- Coordinated job fairs throughout the state. The Alaska Veterans Job Fair held on November 7, 2014 hosted 130 employers who served nearly 900 job seekers. Alaska has the highest per capita rate of veterans of any state in the nation and the Commissioner's Office is committed to serving Alaska veterans and members of the military through employment training programs delivered through the statewide job center network.

Key Component Challenges

The Commissioner's Office will be challenged to coordinate a smooth implementation of the federal Workforce Innovation and Opportunity Act (WIOA), which will require changes to various elements of the workforce investment system in Alaska.

Significant Changes in Results to be Delivered in FY2017

The Commissioner's Office will provide the strategic direction and coordination to:

- Significantly improve the resident hire rate in Alaska by supporting the employment training of Alaskans to address the workforce development needs of the oil/gas, construction, mining, healthcare, transportation and maritime industries.
- Promote the expansion of registered apprenticeship to all industries, with a primary focus on the healthcare industry to meet the growing demand from employers through strategic partnerships that leverage resources from employers, training providers, non-profit corporations, Regional Training Centers, and the private sector statewide.

Statutory and Regulatory Authority

Statutory Authority:

AS 16.10.280	Fish Price Disputes
AS 18.60	Prevention of Accident and Health Hazards
AS 23	Labor and Workers' Compensation
AS 37.07	Executive Budget Act
AS 42.40	Personnel and Labor Relations
AS 44.31	Department of Labor

Administrative Regulations:

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Contact Information
Contact: Heidi Drygas, Commissioner Phone: (907) 465-2700 Fax: (907) 465-2784 E-mail: commissioner.labor@alaska.gov

Commissioner's Office Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2016</u> <u>Management</u> <u>Plan</u>	<u>FY2017</u> <u>Governor</u>		
Full-time	6	6	Annual Salaries	642,044
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	317,192
			<i>Less 1.18% Vacancy Factor</i>	(11,336)
			Lump Sum Premium Pay	0
Totals	6	6	Total Personal Services	947,900

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

Component Detail All Funds
Department of Labor and Workforce Development

Component: Commissioner's Office (340)
RDU: Commissioner and Administrative Services (109)

Non-Formula Component

	FY2015 Actuals	FY2016 Conference Committee	FY2016 Authorized	FY2016 Management Plan	FY2017 Governor	FY2016 Management Plan vs FY2017 Governor	
71000 Personal Services	1,014.5	916.3	916.3	947.9	947.9	0.0	0.0%
72000 Travel	65.0	45.4	45.4	62.6	62.6	0.0	0.0%
73000 Services	184.7	161.8	161.8	164.2	164.2	0.0	0.0%
74000 Commodities	21.4	8.0	8.0	13.0	13.0	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	1,285.6	1,131.5	1,131.5	1,187.7	1,187.7	0.0	0.0%
Fund Sources:							
1003G/F Match (UGF)	0.0	0.0	0.0	26.0	26.0	0.0	0.0%
1004Gen Fund (UGF)	735.2	517.6	517.6	517.8	517.8	0.0	0.0%
1007I/A Rcpts (Other)	550.4	613.9	613.9	643.9	643.9	0.0	0.0%
Unrestricted General (UGF)	735.2	517.6	517.6	543.8	543.8	0.0	0.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	550.4	613.9	613.9	643.9	643.9	0.0	0.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	8	6	6	6	6	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	1	0	0	0	0	0	0.0%

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

Component: Commissioner's Office (340)
RDU: Commissioner and 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 FY2016 Conference Committee To FY2016 Authorized *****												
FY2016 Conference Committee												
	ConfCom	1,131.5	916.3	45.4	161.8	8.0	0.0	0.0	0.0	6	0	0
1004 Gen Fund		517.6										
1007 I/A Rcpts		613.9										
Subtotal		1,131.5	916.3	45.4	161.8	8.0	0.0	0.0	0.0	6	0	0
***** Changes From FY2016 Authorized To FY2016 Management Plan *****												
Transfer from Management Services for Departmental Oversight												
	Trin	56.2	31.6	17.2	2.4	5.0	0.0	0.0	0.0	0	0	0
1003 G/F Match		26.0										
1004 Gen Fund		0.2										
1007 I/A Rcpts		30.0										
Subtotal		1,187.7	947.9	62.6	164.2	13.0	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	12.3	12.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		12.3										
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	-12.3	-12.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-12.3										
Cost of living adjustment for certain bargaining units: \$26.9												
Year three cost of living adjustment for non-covered employees - 2.5%: \$24.8												
Year three cost of living adjustment for Alaska Public Employees Association/Supervisory Unit - 2.5%: \$2.1												
Totals		1,187.7	947.9	62.6	164.2	13.0	0.0	0.0	0.0	6	0	0

Personal Services Expenditure Detail
Department of Labor and Workforce Development

Scenario: FY2017 Governor (12995)
Component: Commissioner's Office (340)
RDU: Commissioner and 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	UGF Amount
07-1001	Commissioner	FT	A	XE	Juneau	E05	0	12.0		141,156	0	0	63,857	205,013	102,507
07-1002	Dep Commissioner	FT	A	XE	Juneau	N05	28F / J	12.0		135,617	0	0	62,271	197,888	49,472
07-1003	Spec Asst To The Comm I	FT	A	XE	Juneau	N05	21C / D	12.0		82,669	0	0	44,921	127,590	127,590
07-1015	Exec Secretary III	FT	A	XE	Juneau	N05	16F / J	12.0		65,631	0	0	39,001	104,632	26,158
07-1037	Spec Asst To The Comm II	FT	A	XE	Anchorage	N00	23B / C	12.0		87,986	0	0	46,769	134,755	33,689
07-5851	Dep Commissioner	FT	A	XE	Anchorage	N00	28F / J	12.0		128,985	0	0	60,373	189,358	47,340
													Total Salary Costs:	642,044	
													Total COLA:	0	
													Total Premium Pay:	0	
													Total Benefits:	317,192	
													Total Pre-Vacancy:	959,236	
													Minus Vacancy Adjustment of 1.18%:	(11,336)	
													Total Post-Vacancy:	947,900	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	947,900	

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	386,755	382,184	40.32%
1007 Interagency Receipts	572,481	565,716	59.68%
Total PCN Funding:	959,236	947,900	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: Commissioner's Office (340)
RDU: Commissioner and Administrative Services (109)

Line Number	Line Name	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000	Travel	65.0	62.6	62.6

Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000 Travel Detail Totals			65.0	62.6	62.6

72110	Employee Travel (Instate)	Commissioner's Office staff travel throughout the state to support and promote workforce development and Alaska hire, to coordinate delivery of the department's programs in regional and local offices, and to encourage compliance with employment and safety laws.	52.8	50.0	50.0
72410	Employee Travel (Out of state)	Commissioner's Office staff travel out of state to national organization meetings and conferences	12.2	12.5	12.5
72900	Other Travel Costs	Cash advance fees	0.0	0.1	0.1

Line Item Detail
Department of Labor and Workforce Development
Services

Component: Commissioner's Office (340)

RDU: Commissioner and Administrative Services (109)

Line Number	Line Name			FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000	Services			184.7	164.2	164.2
Expenditure Account	Servicing Agency	Explanation		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals				184.7	164.2	164.2
73025	Education Services		Training services, conference fees and membership fees	11.5	12.0	12.0
73154	Software Licensing	Admin	Software licensing fee chargeback (I/A transfer to DOA)	7.3	7.6	7.6
73155	Software Maintenance		Maintenance costs associated with program-specific software	4.1	4.1	4.1
73156	Telecommunication		Cable, long distance, cell phone, and data network service charges	54.9	33.8	33.8
			This expense is increasing due to the purchase of video conference equipment that should reduce travel across the agency.			
73169	Federal Indirect Rate Allocation	Management Services	Indirect cost allocation for departmental purchasing, state accounting, federal accounting reports, personnel training, contracts, and fiscal services provided by Management Services (I/A transfer to Management Services)	25.3	19.3	19.3
73225	Delivery Services		Freight, postage, and express mail charges	0.3	0.3	0.3
73254	Dp Operations Alloc	Data Processing	Allocation for Data Processing network and supportive services (I/A transfer to Data Processing)	14.2	13.8	13.8
73423	Sef Oper A87 Allowed	State Equipment Fleet	State equipment fleet (SEF) fixed cost services (I/A transfer to DOT/PF). Now that the Commissioner is located in Juneau, the department will no longer need an SEF vehicle during session.	0.4	0.0	0.0
73428	Sef F/C A87 Allowed	State Equipment Fleet	State equipment fleet (SEF) fixed cost services for equipment replacement - portion A87 allowable (I/A transfer to DOT/PF). Now that the Commissioner is located in Juneau, the department will no longer need an SEF vehicle during session.	0.9	0.0	0.0

Line Item Detail
Department of Labor and Workforce Development
Services

Component: Commissioner's Office (340)

RDU: Commissioner and Administrative Services (109)

Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			184.7	164.2	164.2
73429	Sef F/C A87 Unallowd	State Equipment Fleet State equipment fleet (SEF) fixed cost services for equipment replacement - portion A87 unallowable (I/A transfer to DOT/PF). Now that the Commissioner is located in Juneau, the department will no longer need an SEF vehicle during session.	0.3	0.0	0.0
73650	Struc/Infstruct/Land	Space/booth rentals for events to promote department programs	0.8	1.0	1.0
73675	Equipment/Machinery	Maintenance and repair of office equipment	5.7	5.3	5.3
73750	Other Services (Non IA Svcs)	Print, copy and graphic services for items such as business cards and letterhead	3.4	3.4	3.4
73750	Other Services (Non IA Svcs)	Other services for purposes yet to be determined.	0.0	3.8	3.8
73804	Economic/Development (IA Svcs)	Workforce Investment Board Reimbursement for administrative support provided to the Commissioner's Office by Workforce Investment Board staff	9.8	10.0	10.0
73805	IT-Non-Telecommunication	Admin Computer services Enterprise Productivity Rates (EPR) chargeback (I/A transfer to DOA)	6.0	6.0	6.0
73806	IT-Telecommunication	Admin Telecommunications Enterprise Productivity Rates (EPR) and Private Branch Exchange (PBX) chargeback (I/A transfer to DOA)	14.3	15.5	15.5
73809	Mail	Admin Centralized mail services chargeback (I/A transfer to DOA)	0.1	0.2	0.2
73810	Human Resources	Admin Human resource services chargeback (I/A transfer to DOA)	5.2	5.0	5.0
73811	Building Leases	Admin Building leases chargeback (I/A transfer to DOA)	8.5	9.0	9.0
73812	Legal	Law Legal services (I/A transfer to Law)	8.3	10.0	10.0
73813	Auditing	Admin Auditing services chargeback (I/A transfer to DOA)	0.3	0.3	0.3
73814	Insurance	Admin Risk management services chargeback (I/A transfer to DOA)	1.1	2.0	2.0
73815	Financial	Admin State payroll and accounting system chargeback (I/A transfer to DOA)	0.5	0.6	0.6
73816	ADA Compliance	Admin Americans with Disabilities Act chargeback (I/A transfer to DOA)	0.0	0.1	0.1

Line Item Detail
Department of Labor and Workforce Development
Services

Component: Commissioner's Office (340)

RDU: Commissioner and Administrative Services (109)

Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			184.7	164.2	164.2
73819	Commission Sales (IA Svcs)	Admin State Travel Office (I/A transfer to DOA)	1.0	1.1	1.1
73824	Aircraft (Interagency Services)	Admin Air travel fees (I/A transfer to DOA)	0.5	0.0	0.0

Line Item Detail
Department of Labor and Workforce Development
Commodities

Component: Commissioner's Office (340)
RDU: Commissioner and Administrative Services (109)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000	Commodities		21.4	13.0	13.0
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000 Commodities Detail Totals			21.4	13.0	13.0
74200	Business	General business supplies such as office consumables, furniture, and computer equipment	20.7	12.8	12.8
74480	Household & Instit.	Food supplies for meetings and presentations	0.7	0.2	0.2

Restricted Revenue Detail
Department of Labor and Workforce Development

Component: Commissioner's Office (340)
RDU: Commissioner and Administrative Services (109)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51015	Interagency Receipts				550.4	643.9	643.9
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
59070	Labor Reimbursable services agreement with the Occupational Safety and Health component to cover administrative support of the Occupational Safety and Health Review Board.	Occupational Safety and Health	07100210	11100	0.4	3.0	3.0
59070	Labor Interagency receipts from the department's Indirect Cost Plan to cover Commissioner's Office staff for support of departmental programs and activities. Funding is provided for all line items as needed to support this function.	Department-wide	07100270	11100	550.0	640.9	640.9

Interagency Services
Department of Labor and Workforce Development

Component: Commissioner's Office (340)
RDU: Commissioner and Administrative Services (109)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2015 Actuals	FY2016		
					Management Plan	FY2017 Governor	
73154	Software Licensing	Software licensing fee chargeback (I/A transfer to DOA)	Inter-dept	Admin	7.3	7.6	7.6
73154 Software Licensing subtotal:					7.3	7.6	7.6
73169	Federal Indirect Rate Allocation	Indirect cost allocation for departmental purchasing, state accounting, federal accounting reports, personnel training, contracts, and fiscal services provided by Management Services (I/A transfer to Management Services)	Intra-dept	Management Services	25.3	19.3	19.3
73169 Federal Indirect Rate Allocation subtotal:					25.3	19.3	19.3
73254	Dp Operations Alloc	Allocation for Data Processing network and supportive services (I/A transfer to Data Processing)	Intra-dept	Data Processing	14.2	13.8	13.8
73254 Dp Operations Alloc subtotal:					14.2	13.8	13.8
73423	Sef Oper A87 Allowed	State equipment fleet (SEF) fixed cost services (I/A transfer to DOT/PF). Now that the Commissioner is located in Juneau, the department will no longer need an SEF vehicle during session.	Inter-dept	State Equipment Fleet	0.4	0.0	0.0
73423 Sef Oper A87 Allowed subtotal:					0.4	0.0	0.0
73428	Sef F/C A87 Allowed	State equipment fleet (SEF) fixed cost services for equipment replacement - portion A87 allowable (I/A transfer to DOT/PF). Now that the Commissioner is located in Juneau, the department will no longer need an SEF vehicle during session.	Inter-dept	State Equipment Fleet	0.9	0.0	0.0
73428 Sef F/C A87 Allowed subtotal:					0.9	0.0	0.0
73429	Sef F/C A87 Unallowd	State equipment fleet (SEF) fixed cost services for equipment replacement - portion A87 unallowable (I/A transfer to DOT/PF). Now that the Commissioner is located in Juneau, the department will no longer need an SEF vehicle during session.	Inter-dept	State Equipment Fleet	0.3	0.0	0.0
73429 Sef F/C A87 Unallowd subtotal:					0.3	0.0	0.0
73804	Economic/Development (IA Svcs)	Reimbursement for administrative support provided to the Commissioner's Office by Workforce Investment Board staff	Intra-dept	Workforce Investment Board	9.8	10.0	10.0
73804 Economic/Development (IA Svcs) subtotal:					9.8	10.0	10.0
73805	IT-Non-Telecommunication	Computer services Enterprise Productivity Rates (EPR) chargeback (I/A transfer to DOA)	Inter-dept	Admin	6.0	6.0	6.0
73805 IT-Non-Telecommunication subtotal:					6.0	6.0	6.0
73806	IT-Telecommunication	Telecommunications Enterprise Productivity Rates (EPR) and Private Branch Exchange (PBX) chargeback (I/A transfer to DOA)	Inter-dept	Admin	14.3	15.5	15.5
73806 IT-Telecommunication subtotal:					14.3	15.5	15.5
73809	Mail	Centralized mail services chargeback (I/A transfer to DOA)	Inter-dept	Admin	0.1	0.2	0.2

Interagency Services
Department of Labor and Workforce Development

Component: Commissioner's Office (340)
RDU: Commissioner and Administrative Services (109)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
			73809 Mail subtotal:	0.1	0.2	0.2
73810	Human Resources	Human resource services chargeback (I/A transfer to DOA)	Inter-dept Admin	5.2	5.0	5.0
			73810 Human Resources subtotal:	5.2	5.0	5.0
73812	Legal	Legal services (I/A transfer to Law)	Inter-dept Law	8.3	10.0	10.0
			73812 Legal subtotal:	8.3	10.0	10.0
73813	Auditing	Auditing services chargeback (I/A transfer to DOA)	Inter-dept Admin	0.3	0.3	0.3
			73813 Auditing subtotal:	0.3	0.3	0.3
73814	Insurance	Risk management services chargeback (I/A transfer to DOA)	Inter-dept Admin	1.1	2.0	2.0
			73814 Insurance subtotal:	1.1	2.0	2.0
73815	Financial	State payroll and accounting system chargeback (I/A transfer to DOA)	Inter-dept Admin	0.5	0.6	0.6
			73815 Financial subtotal:	0.5	0.6	0.6
73816	ADA Compliance	Americans with Disabilities Act chargeback (I/A transfer to DOA)	Inter-dept Admin	0.0	0.1	0.1
			73816 ADA Compliance subtotal:	0.0	0.1	0.1
73819	Commission Sales (IA Svcs)	State Travel Office (I/A transfer to DOA)	Inter-dept Admin	1.0	1.1	1.1
			73819 Commission Sales (IA Svcs) subtotal:	1.0	1.1	1.1
73824	Aircraft (Interagency Services)	Air travel fees (I/A transfer to DOA)	Inter-dept Admin	0.5	0.0	0.0
			73824 Aircraft (Interagency Services) subtotal:	0.5	0.0	0.0
			Commissioner's Office total:	95.5	91.5	91.5
			Grand Total:	95.5	91.5	91.5