

State of Alaska FY2017 Governor's Operating Budget

Department of Revenue Administrative Services Component Budget Summary

Component: Administrative Services

Contribution to Department's Mission

The mission of the Administrative Services Division (ASD) is to provide support services for departmental programs.

Core Services

- Financial accounting and approving of financial transactions
- Budget development and implementation
- Travel desk coordination, training, and assistance
- Policy and procedure development
- Professional and non-professional procurement of goods and services for divisions; purchasing delegations, training, and advice
- Financial management and contract administration of gas line development projects
- Staff development and structure reorganization support
- Records Management and State Property Management
- Network security; server administration; web services; desktop network and other computer services
- Database administration and IT planning services
- Human Resources

Major Component Accomplishments in 2015

- Began taking steps to organize IT support from a department-wide perspective, increasing standardization, consolidating infrastructure, and standardizing processes.
- Upgraded the tape library in Anchorage to higher capacity faster tapes.
- Upgraded the NetApp (Storage Area Network SAN) to provide Solid State Drives for increased performance for high demand processes such as SQL logging and temp tables.
- Improved overall Department of Revenue (DOR) information security by removing a Remote Access Computer, deploying an internal drop box application and increasing auditing on DOR server resources.
- Migrated the department's web publishing to a commercial off the shelf content management solution DNN.
- Began deploying all new applications on Windows 2012 Servers.
- Began fiscal planning, training, and departmental outreach of the IRIS project
- Provided procurement training and support to department purchasing staff.
- To better utilize space and accommodate new business needs, contractors and training.

Key Component Challenges

- Absorbing the workload impacts of the various initiatives that have unforeseen consequences to administrative support functions.
- Providing internal controls and support to a diverse group of agencies, enabling them to continue their work and missions within the bounds of budget, regulations, and statutes.

- Providing data security, disaster recovery, and increased system performance to all divisions.
- Change in technology to better serve all division's applications and network capability.

Significant Changes in Results to be Delivered in FY2017

No changes in results delivered.

Statutory and Regulatory Authority

AS 36.30	State Procurement Code
AS 37.05	Fiscal Procedures Act
AS 37.07	Executive Budget Act
AS 37.10	Public Funds
AS 43.05.010	Duties of Commissioner
AS 43.23.055	Permanent Fund Dividends - Duties of the Department

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Administrative Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2016 Management Plan	FY2017 Governor		
Full-time	17	16	Annual Salaries	1,318,725
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	715,491
			<i>Less 0.00% Vacancy Factor</i>	(16)
			Lump Sum Premium Pay	0
Totals	17	16	Total Personal Services	2,034,200

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Accounting Tech III	0	0	1	0	1
Admin Operations Mgr I	0	0	1	0	1
Administrative Assistant II	0	0	1	0	1
Budget Manager	0	0	1	0	1
Data Processing Mgr I	1	0	0	0	1
Data Processing Mgr III	0	0	1	0	1
Database Specialist III	0	0	1	0	1
Division Director	0	0	1	0	1
Human Resource Consultant III	0	0	1	0	1
Human Resource Technician II	0	0	1	0	1
Micro/Network Spec I	1	0	1	0	2
Micro/Network Tech II	0	0	1	0	1
Procurement Spec III	0	0	1	0	1
Systems Programmer II	0	0	1	0	1
Totals	2	0	14	0	16

Component Detail All Funds
Department of Revenue

Component: Administrative Services (125)
RDU: Administration and Support (50)

Non-Formula Component

	FY2015 Actuals	FY2016 Conference Committee	FY2016 Authorized	FY2016 Management Plan	FY2017 Governor	FY2016 Management Plan vs FY2017 Governor	
71000 Personal Services	1,966.0	2,058.8	2,058.8	2,058.8	2,034.2	-24.6	-1.2%
72000 Travel	16.0	16.4	16.4	16.4	16.4	0.0	0.0%
73000 Services	428.8	194.1	194.1	194.1	218.2	24.1	12.4%
74000 Commodities	27.3	17.0	17.0	17.0	17.0	0.0	0.0%
75000 Capital Outlay	241.0	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	2,679.1	2,286.3	2,286.3	2,286.3	2,285.8	-0.5	0.0%
Fund Sources:							
1004Gen Fund (UGF)	505.8	516.2	516.2	516.2	515.7	-0.5	-0.1%
1007I/A Rcpts (Other)	1,481.7	991.0	991.0	991.0	991.0	0.0	0.0%
1133CSSD Reimb (Fed)	691.6	779.1	779.1	779.1	779.1	0.0	0.0%
Unrestricted General (UGF)	505.8	516.2	516.2	516.2	515.7	-0.5	-0.1%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	1,481.7	991.0	991.0	991.0	991.0	0.0	0.0%
Federal Funds	691.6	779.1	779.1	779.1	779.1	0.0	0.0%
Positions:							
Permanent Full Time	18	17	17	17	16	-1	-5.9%
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 Revenue

Component: Administrative Services (125)
RDU: Administration and Support (50)

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		2,286.3	2,058.8	16.4	194.1	17.0	0.0	0.0	0.0	17	0	0
1004 Gen Fund		516.2										
1007 I/A Rcpts		991.0										
1133 CSSD		779.1										
Reimb												
Subtotal		2,286.3	2,058.8	16.4	194.1	17.0	0.0	0.0	0.0	17	0	0
***** Changes From FY2016 Management Plan To FY2017 Governor *****												
Furlough for Exempt and Partially-Exempt Employees												
Dec		-0.5	-0.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-0.5										
The Department of Revenue will implement partial furloughs for exempt and partially-exempt positions. Furloughs will be necessary for the department to meet budgetary constraints.												
Align Authority to Continue Existing Service Levels												
LIT		0.0	-24.1	0.0	24.1	0.0	0.0	0.0	0.0	0	0	0
Align authority to continue existing service levels.												
Delete Accounting Technician II Position (04-1008)												
PosAdj		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
The following position is being deleted and will be part of the larger Administrative Services Division strategy to find efficiencies in the Department of Revenue.												
Accounting Technician II (04-1008), range 14, located in Juneau												
Transfer Out FY2016 One-Time Salary Reductions to Unallocated in FY2017												
SalAdj		10.5	10.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		10.5										
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		-10.5	-10.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-10.5										
Cost of living adjustment for certain bargaining units: \$44.9												

Change Record Detail - Multiple Scenarios with Descriptions
Department of Revenue

Component: Administrative Services (125)
RDU: Administration and Support (50)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Year three cost of living adjustment for non-covered employees - 2.5%: \$3.9												
Year three cost of living adjustment for Alaska State Employees Association/General Government Unit - 2.5%: \$21.3												
Year three cost of living adjustment for Alaska Public Employees Association/Supervisory Unit - 2.5%: \$15.5												
Year three cost of living adjustment for Confidential Employees Association - 1%: \$4.2												
Totals		2,285.8	2,034.2	16.4	218.2	17.0	0.0	0.0	0.0	16	0	0

Personal Services Expenditure Detail
Department of Revenue

Scenario: FY2017 Governor (12995)
Component: Administrative Services (125)
RDU: Administration and Support (50)

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
02-3202	Human Resource Consultant III	FT	A	KK	Juneau	205	19F	12.0		79,620	0	0	43,623	123,243	28,876
04-0006	Admin Operations Mgr I	FT	A	SS	Juneau	205	22F	12.0		97,164	0	0	49,665	146,829	34,402
04-1001	Division Director	FT	A	XE	Juneau	N05	27F	12.0		129,132	0	0	59,834	188,966	44,275
04-1002	Accounting Tech III	FT	A	GP	Juneau	205	16B / C	12.0		54,724	0	0	35,584	90,308	21,159
04-1007	Budget Manager	FT	A	SS	Juneau	205	22D / E	12.0		93,051	0	0	48,254	141,305	33,108
04-1008	Accounting Tech II	FT	A	GP	Juneau	405	14K / L	12.0		0	0	0	0	0	0
04-1009	Administrative Assistant II	FT	A	GP	Juneau	205	14B / C	12.0		47,382	0	0	33,066	80,448	18,849
04-1024	Systems Programmer II	FT	A	GP	Juneau	205	22B / C	12.0		83,978	0	0	45,618	129,596	30,364
04-1139	Data Processing Mgr III	FT	A	SS	Juneau	405	24O	12.0		138,049	0	0	62,490	200,539	46,986
04-1141	Procurement Spec III	FT	A	GP	Juneau	205	18B / C	12.0		62,698	0	0	38,319	101,017	23,668
04-1148	Accountant IV	FT	A	SS	Juneau	205	20D / E	12.0		80,214	0	0	43,851	124,065	29,068
04-1149	Micro/Network Spec I	FT	A	GP	Anchorage	400	18K / L	12.0		77,984	0	0	43,562	121,546	28,478
04-1151	Micro/Network Tech II	FT	A	GP	Juneau	205	16E / F	12.0		60,293	0	0	37,494	97,787	22,912
04-4035	Micro/Network Spec I	FT	A	GP	Juneau	205	18K	12.0		79,236	0	0	43,992	123,228	28,872
04-6064	Database Specialist III	FT	A	GP	Juneau	205	22D / E	12.0		89,409	0	0	47,481	136,890	32,073
04-7168	Data Processing Mgr I	FT	A	SS	Anchorage	200	22F	12.0		92,532	0	0	48,076	140,608	32,945
05-1731	Human Resource Technician II	FT	A	KK	Juneau	205	14D / E	12.0		53,259	0	0	34,582	87,841	20,581

Total Positions				Total Salary Costs:	1,318,725
Full Time Positions:	16	New	0	Total COLA:	0
Part Time Positions:	0	Deleted	1	Total Premium Pay::	0
Non Permanent Positions:	0		0	Total Benefits:	715,491
Positions in Component:	16		1	Total Pre-Vacancy:	2,034,216
				Minus Vacancy Adjustment of 0.00%:	(16)
				Total Post-Vacancy:	2,034,200
Total Component Months:	192.0			Plus Lump Sum Premium Pay:	0
				Personal Services Line 100:	2,034,200

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	476,617	476,613	23.43%
1007 Interagency Receipts	871,865	871,858	42.86%
1133 CSSD Administrative Cost Reimbursement	685,734	685,729	33.71%
Total PCN Funding:	2,034,216	2,034,200	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 Revenue
Travel

Component: Administrative Services (125)
RDU: Administration and Support (50)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000	Travel		16.0	16.4	16.4
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000 Travel Detail Totals			16.0	16.4	16.4
72110	Employee Travel (Instate)	Instate airfare, surface transportation, lodging, meals & incidentals	14.2	16.4	16.4
72410	Employee Travel (Out of state)	Out of state airfare, surface transportation, lodging, meals & incidentals	1.8	0.0	0.0

Line Item Detail
Department of Revenue
Services

Component: Administrative Services (125)
RDU: Administration and Support (50)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor	
73000	Services		428.8	194.1	218.2	
Expenditure Account			FY2015 Actuals	FY2016 Management Plan	FY2017 Governor	
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor	
73000 Services Detail Totals			428.8	194.1	218.2	
73025	Education Services	Training, conferences, and employee tuition	4.7	0.3	1.0	
73050	Financial Services	Accounting, auditing, financial management and/or consulting services; cost allocation consultant	13.0	13.0	13.0	
73150	Information Technlgy	Information technology costs incurred on behalf of the department including consulting, software licensing, software maintenance, and IT training	233.9	4.1	17.8	
73156	Telecommunication	Local, long distance, cellular and telecommunications equipment charges; data/network; and television	7.9	7.9	7.9	
73225	Delivery Services	Delivery and courier services	1.2	1.2	1.2	
73525	Utilities	Document disposal	0.8	0.8	0.8	
73650	Struc/Infstruct/Land	Repairs and/or maintenance of space, structures or infrastructure	3.7	0.5	3.7	
73675	Equipment/Machinery	Repairs, maintenance, and rental/lease of office equipment	3.6	3.5	3.6	
73750	Other Services (Non IA Svcs)	Printing and copying	0.4	0.0	0.0	
73805	IT-Non-Telecommunication	Admin	ETS chargeback for computer services (including EPR, MICS charges for mainframe usage, maintenance fee for Symantec antivirus, and VPN)	12.1	12.1	12.1
73805	IT-Non-Telecommunication	Admin	ETS chargeback for space occupied by DOR servers	33.4	33.4	33.4
73806	IT-Telecommunication	Admin	ETS chargeback for telecommunications EPR, phone line fees and service requests	27.8	27.8	27.8
73809	Mail	Admin	Central mailroom services including pickup and delivery of U.S. mail, postage, mailing of state warrants	2.2	2.2	2.2
73810	Human Resources	Admin	Human resource and payroll services provided by the Division of Personnel	11.2	11.2	11.2
73811	Building Leases	Admin	Cost of space in state-owned facilities	69.3	69.3	70.0

Line Item Detail
Department of Revenue
Services

Component: Administrative Services (125)

RDU: Administration and Support (50)

Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			428.8	194.1	218.2
73814	Insurance	Admin Risk Management	0.3	0.3	0.3
73815	Financial	Admin Division of Finance IRIS and AKPAY	1.8	5.0	10.0
73816	ADA Compliance	Labor Share of cost for ADA compliance	0.1	0.1	0.1
73818	Training (Services-IA Svcs)	Admin Training provided by state agencies - General Services and Finance training for procurement and fiscal	0.4	0.4	1.0
73819	Commission Sales (IA Svcs)	Admin State Travel Office fees	0.2	0.2	0.3
73827	Safety (IA Svcs)	Admin Building security services	0.8	0.8	0.8

Line Item Detail
Department of Revenue
Commodities

Component: Administrative Services (125)
RDU: Administration and Support (50)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000	Commodities		27.3	17.0	17.0
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000 Commodities Detail Totals			27.3	17.0	17.0
74200	Business	Business supplies including books and educational; equipment and furniture; office supplies; desktop computers, printers and IT equipment less than \$5,000 per item; and subscriptions including electronic access to information	27.3	17.0	17.0

Line Item Detail
Department of Revenue
Capital Outlay

Component: Administrative Services (125)
RDU: Administration and Support (50)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
75000	Capital Outlay		241.0	0.0	0.0
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
75000 Capital Outlay Detail Totals			241.0	0.0	0.0
75480	Capital Lease Paymts	Capital lease payments for Universal Space Standards furniture	129.8	0.0	0.0
75700	Equipment	Equipment exceeding \$5,000 per item including electronic and IT equipment	111.2	0.0	0.0

Restricted Revenue Detail
Department of Revenue

Component: Administrative Services (125)
RDU: Administration and Support (50)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51010	Federal Receipts				691.6	779.1	779.1
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51115	Indirect Cost Recov		04101000	11100	691.6	779.1	779.1
	Indirect cost recovery receipts are received from the federal Child Support Enforcement Program and are allocated to agencies that incur overhead costs in support of CSSD.						

Restricted Revenue Detail
Department of Revenue

Component: Administrative Services (125)
RDU: Administration and Support (50)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51015	Interagency Receipts				1,481.7	991.0	991.0
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
59040	Revenue	Department-wide	04101000	11100	1,481.7	991.0	991.0
	Support services provided by the Administrative Services Division are allocated and billed through the department's internal administrative cost allocation plan.						

Interagency Services
Department of Revenue

Component: Administrative Services (125)
RDU: Administration and Support (50)

Expenditure Account		Service Description	Service Type	Servicing Agency	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73805	IT-Non-Telecommunication	ETS chargeback for computer services (including EPR, MICS charges for mainframe usage, maintenance fee for Symantec antivirus, and VPN)	Inter-dept	Admin	12.1	12.1	12.1
73805	IT-Non-Telecommunication	ETS chargeback for space occupied by DOR servers	Inter-dept	Admin	33.4	33.4	33.4
73805 IT-Non-Telecommunication subtotal:					45.5	45.5	45.5
73806	IT-Telecommunication	ETS chargeback for telecommunications EPR, phone line fees and service requests	Inter-dept	Admin	27.8	27.8	27.8
73806 IT-Telecommunication subtotal:					27.8	27.8	27.8
73809	Mail	Central mailroom services including pickup and delivery of U.S. mail, postage, mailing of state warrants	Inter-dept	Admin	2.2	2.2	2.2
73809 Mail subtotal:					2.2	2.2	2.2
73810	Human Resources	Human resource and payroll services provided by the Division of Personnel	Inter-dept	Admin	11.2	11.2	11.2
73810 Human Resources subtotal:					11.2	11.2	11.2
73811	Building Leases	Cost of space in state-owned facilities	Inter-dept	Admin	69.3	69.3	70.0
73811 Building Leases subtotal:					69.3	69.3	70.0
73814	Insurance	Risk Management	Inter-dept	Admin	0.3	0.3	0.3
73814 Insurance subtotal:					0.3	0.3	0.3
73815	Financial	Division of Finance IRIS and AKPAY	Inter-dept	Admin	1.8	5.0	10.0
73815 Financial subtotal:					1.8	5.0	10.0
73816	ADA Compliance	Share of cost for ADA compliance	Inter-dept	Labor	0.1	0.1	0.1
73816 ADA Compliance subtotal:					0.1	0.1	0.1
73818	Training (Services-IA Svcs)	Training provided by state agencies - General Services and Finance training for procurement and fiscal	Inter-dept	Admin	0.4	0.4	1.0
73818 Training (Services-IA Svcs) subtotal:					0.4	0.4	1.0
73819	Commission Sales (IA Svcs)	State Travel Office fees	Inter-dept	Admin	0.2	0.2	0.3
73819 Commission Sales (IA Svcs) subtotal:					0.2	0.2	0.3
73827	Safety (IA Svcs)	Building security services	Inter-dept	Admin	0.8	0.8	0.8
73827 Safety (IA Svcs) subtotal:					0.8	0.8	0.8
Administrative Services total:					159.6	162.8	169.2
Grand Total:					159.6	162.8	169.2