### **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 five 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 2012

- Returned recruitment and management services functions to the departments
- Initiated a new wellness program for the AlaskaCare Active plan.
- Conducted a space use analysis and developed new space standards
- Consolidated the Department of Health and Social Services hearing officer positions within the Office of Administrative Hearings.
- Concluded collective bargaining agreements with Public Employees Local 71 and TEAME.
- Worked on aligning the timing of the chargeback process with the timing of the budget cycle.
- Initiated a reorganization of the Division of Retirement & Benefits that will ultimately result in the ability to repurpose existing positions to accommodate growing volume.

#### **Key Component Challenges**

**Retirement Systems Unfunded Liability** - The PERS and TRS retirement systems are short funded in the amount of \$11 billion. The Commissioner's office continues to work with stakeholder groups on how to address this issue.

**Healthcare** - The State of Alaska is one of the largest, if not the largest, purchasers of healthcare services in the state. The State's currently spending more than \$2 billion/year on healthcare amongst its various populations (Medicaid, active employees, retired, workers' compensation, and corrections). The rate of annual increase of between 7 and 9 percent is not sustainable. The Commissioner's Office is working to address this issue through active management of the employee and retiree health plans.

Administrative Systems Replacement - The time has come to replace two critical but aging administrative systems: AKSAS and AKPAY. AKSAS is the state's general ledger and is used by all state departments. AKPAY is the state's payroll system it is used to process payroll for all state employees. The Division of Finance is leading this effort. The Commissioner's Office is actively involved in supervision of this project, as well as promoting the benefits of this project for the entire executive branch.

**Collective Bargaining Agreements** - The department negotiates collective bargaining agreements with each of the 11 unions that represent employees in the executive branch. Each year we negotiate 3 to 4 of these agreements. The Commissioner's Office is actively involved in these negotiations. The primary challenge is to negotiate agreements that are consistent, fair and fiscally prudent.

	FY2014 Governor	Released December 14, 2012
12/16/12 11:57 AM	Department of Administration	Page 62

#### Significant Changes in Results to be Delivered in FY201

**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.

#### **Statutory and Regulatory Authority**

Alaska Statutes Description 44.21 Department of Administration authorities

### **Contact Information**

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	FY2014 Governor	Released December 14, 2012
12/16/12 11:57 AM	Department of Administration	Page 63

Component — Office of the Commissioner

	Office of the Commissio Component Financial Sum	mary	dollars shown in thousands
	FY2012 Actuals	FY2013	FY2014 Governor
		Management Plan	
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	866.1	917.3	928.7
72000 Travel	42.0	29.6	29.6
73000 Services	65.8	94.1	86.9
74000 Commodities	12.0	6.2	6.2
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	985.9	1,047.2	1,051.4
Funding Sources:			
1004 General Fund Receipts	377.4	374.9	376.8
1007 Interagency Receipts	608.5	672.3	674.6
Funding Totals	985.9	1,047.2	1,051.4

Estimated Revenue Collections						
Description	Master Revenue Account	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor		
Unrestricted Revenues						
None.		0.0	0.0	0.0		
Unrestricted Total		0.0	0.0	0.0		
Restricted Revenues						
Interagency Receipts	51015	608.5	672.3	674.6		
Restricted Total		608.5	672.3	674.6		
Total Estimated Revenues		608.5	672.3	674.6		

	FY2014 Governor	Released December 14, 2012
12/16/12 11:57 AM	Department of Administration	Page 64

Component — Office of the Commissioner

Summary of Component Budget Changes From FY2013 Management Plan to FY2014 Governor All dollars shown in thousands							
	<u>Unrestricted</u> Gen (UGF)	<u>Designated</u> Gen (DGF)	Other Funds	<u>Federal</u> Funds	Total Funds		
FY2013 Management Plan	<u>374.9</u>	<u>0.0</u>	672.3	0.0	1,047.2		
Adjustments which will continue current level of service:							
-FY2014 Salary and Health Insurance Increases	1.9	0.0	2.3	0.0	4.2		
FY2014 Governor	376.8	0.0	674.6	0.0	1,051.4		

	FY2014 Governor	Released December 14, 2012
12/16/12 11:57 AM	Department of Administration	Page 65

Office of the Commissioner Personal Services Information					
	Authorized Positions		Personal Services C	osts	
	<u>FY2013</u>				
	Management	<u>FY2014</u>			
	<u>Plan</u>	<u>Governor</u>	Annual Salaries	634,995	
Full-time	6	6	Premium Pay	0	
Part-time	0	0	Annual Benefits	322,354	
Nonpermanent	0	0	Less 2.99% Vacancy Factor	(28,649)	
			Lump Sum Premium Pay	Ó	
Totals	6	6	Total Personal Services	928,700	

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 II	0	0	1	0	1	
Spec Asst To The Comm II	1	0	1	0	2	
Totals	2	0	4	0	6	

	FY2014 Governor	Released December 14, 2012
12/16/12 11:57 AM	Department of Administration	Page 66

# Component Detail All Funds Department of Administration

	FY2012 Actuals	FY2013 Conference Committee	FY2013 Authorized	FY2013 Management Plan	FY2014 Governor	FY2013 Manageme FY2014	nt Plan vs Governor
71000 Personal Services	866.1	917.3	917.3	917.3	928.7	11.4	1.2%
72000 Travel	42.0	29.6	29.6	29.6	29.6	0.0	0.0%
73000 Services	65.8	54.1	54.1	94.1	86.9	-7.2	-7.7%
74000 Commodities	12.0	6.2	6.2	6.2	6.2	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	985.9	1,007.2	1,007.2	1,047.2	1,051.4	4.2	0.4%
Fund Sources:							
1004 Gen Fund (UGF)	377.4	374.9	374.9	374.9	376.8	1.9	0.5%
1007 I/A Rcpts (Other)	608.5	632.3	632.3	672.3	674.6	2.3	0.3%
Unrestricted General (UGF)	377.4	374.9	374.9	374.9	376.8	1.9	0.5%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	608.5	632.3	632.3	672.3	674.6	2.3	0.3%
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%

	FY2014 Governor	Released December 14, 2012
12/16/12 11:57 AM	Department of Administration	Page 67

# Change Record Detail - Multiple Scenarios With Descriptions Department of Administration

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Pc PFT	ositions PPT	NF
	****	*****		rom FY2013 Co	onference Cor	nmittee To FY20	013 Authorized	******	* * * * * * * * * * * * * * * * * * * *	****		
FY2013 Conference (	Committee		5									
	ConfCom	1,007.2	917.3	29.6	54.1	6.2	0.0	0.0	0.0	6	0	
1004 Gen Fund 1007 I/A Rcpts	37 63											
	Subtotal	1,007.2	917.3	29.6	54.1	6.2	0.0	0.0	0.0	6	0	
	*****		Changes		Authorized T	o FY2013 Manag	gement Plan	*****	******	**		
Transfer from Persor					40.0	0.0	0.0	0.0	0.0	0	0	
1007 I/A Rcpts	Trin 4	40.0 ).0	0.0	0.0	40.0	0.0	0.0	0.0	0.0	0	0	
Transfer is needed	to cover increase	d operating cost	5.									
	Subtotal	1,047.2	917.3	29.6	94.1	6.2	0.0	0.0	0.0	6	0	
	*****	****	******* Change	s From FY2013	8 Managemen	t Plan To FY201	4 Governor	*****	*****	*		
FY2014 Salary and H	lealth Insurance	Increases	onango	011011112010	managemen							
	SalAdj	4.2	4.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	(
1004 Gen Fund 1007 I/A Rcpts		1.9 2.3										
FY2014 Salary and	Health Insurance	increase : \$4.	2									
FY2014 Health Insu	urance increase o	f \$59.00 per moi	nth per employee - fr	om \$1,330 to \$1,3	389 per month N	on-covered: \$4.2						
Align Authority to Co			lelines									
	LIT	0.0	7.2	0.0	-7.2	0.0	0.0	0.0	0.0	0	0	(
Due to zero turnove	er in positions, ad	ditional authoriza	tion will be needed in	n the personal ser	vices line to cov	er the increased co	ost.					
	Totals	1,051.4	928.7	29.6	86.9	6.2	0.0					
					00.9	0.2	0.0	0.0	0.0	6	0	(

	FY2014 Governor	Released December 14, 2012
12/16/12 11:57 AM	Department of Administration	Page 68

### Personal Services Expenditure Detail

Department of Administration

Scenario: FY2014 Governor (10289)

**Component:** Office of the Commissioner (45)

**RDU:** Centralized Administrative Services (13)

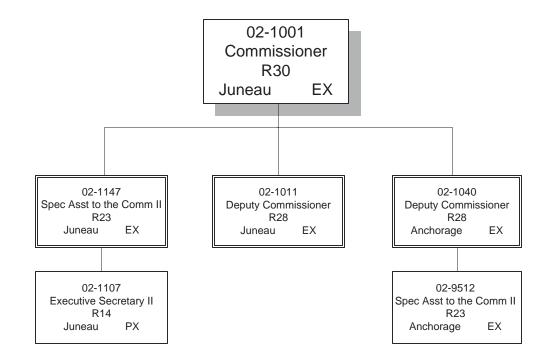
PCN	Job Class Title		Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
02-1001	Commissioner		FT	1	XE	Juneau	NAA	30	12.0		135,000	0	0	63,490	198,490	79,396
02-1011	Dep Commissione	er	FT	A	XE	Juneau	NAA	28L	12.0		135,924	0	0	63,763	199,687	79,875
02-1040	Dep Commissione	er	FT	A	XE	Anchorage	e NAA	28L	12.0		135,924	0	0	63,763	199,687	79,875
02-1107	Exec Secretary II		FT	A	XE	Juneau	NAA	14E / F	12.0		50,023	0	0	34,501	84,524	33,810
02-1147	Spec Asst To The	Comm II	FT	A	XE	Juneau	NAA	23D / E	12.0		91,008	0	0	49,112	140,120	56,048
02-9512	Spec Asst To The	Comm II	FT	1	XE	Anchorage	e NAA	23C / D	12.0		87,116	0	0	47,725	134,841	53,936
		Total											Total Sa	alary Costs:	634,995	
		Positions	N	ew	Dele	ted							Г	otal COLA:	0	
F	ull Time Positions:	6		0	0	1							Total Pre	mium Pay::	0	
Pa	art Time Positions:	0		0	0	1							Tot	al Benefits:	322,354	
Non Pe	rmanent Positions:	0		0	0	)										
Positio	ons in Component:	6		0	0	)					-		Total P	e-Vacancy:	957,349	•
	•											Minus Vacar	ncy Adjustme	nt of 2.99%:	(28,649)	
											-		Total Pos	st-Vacancy:	928,700	
Total C	omponent Months:	72.0										Plus	Lump Sum Pro		0	
											-	Pe	rsonal Service	es Line 100:	928,700	
					Dro	Veeeney			loroont							

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	382,940	371,480	40.00%
1007 Interagency Receipts	574,409	557,220	60.00%
Total PCN Funding:	957,349	928,700	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.

	FY2014 Governor	Released December 14, 2012
12/16/12 11:57 AM	Department of Administration	Page 69

Department of Administration Office of the Commissioner



#### Line Item Detail Department of Administration Travel

Line Number	Line Name			FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
72000	Travel			42.0	29.6	29.6
Expendit	ure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
			72000 Travel Detail Totals	42.0	29.6	29.6
72110	Employee Travel (Instate)		Employee travel for administrative purposes	41.3	23.6	23.6
72410	Employee Travel (Out of state)		Out of state employee travel for administrative purposes	0.6	6.0	6.0
72420	Nonemployee Travel (Out of state Emp)			0.1	0.0	0.0

	FY2014 Governor	Released December 14, 2012
12/16/12 11:57 AM	Department of Administration	Page 70

#### Line Item Detail Department of Administration Services

Line Number	Line Name			FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73000	Services			65.8	94.1	86.9
Expendit	ure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
			73000 Services Detail Totals	65.8	94.1	86.9
73025	Education Services		Conference fees, professional memberships and employee tuition	3.7	3.7	3.7
73050	Financial Services		Management and consulting services from external entities.	0.0	0.0	12.8
73052	Mgmt/Consulting (Non IA Svcs Financial)			0.0	20.0	0.0
73150	Information Technlgy		Software licensing and maintenance	4.1	2.9	2.9
73156	Telecommunication		Cable, cell phone, and long distance	15.6	20.0	20.0
73225	Delivery Services		Freight, postage, and courier	0.1	0.1	0.1
73650	Struc/Infstruct/Land		Repair and maintenance costs	0.8	0.8	0.8
73675	Equipment/Machinery		Repair of copier and equipment	3.8	4.0	4.0
73750	Other Services (Non IA Svcs)		Other repair and maintenance service costs	0.6	0.6	0.6
73805	IT-Non-Telecommunication	Enterprise Technology Services	Enterprise Productivity Rate (EPR) - Computer Services	3.8	3.8	3.8
73806	IT-Telecommunication	Enterprise Technology Services	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	13.2	13.2	13.2
73809	Mail	Central Mail	Costs for central mail room services	3.5	3.2	3.2
73811	Building Leases	Facilities	State Facility Rent in Anchorage and Juneau locations	0.0	0.0	0.0
73812	Legal	Law	Legal services provided by the Department of Law	7.4	9.0	9.0
73814	Insurance	Risk Management	Services provided by Risk Management	0.2	0.5	0.5
73815	Financial	Finance	Chargeback costs from the Division of Finance	0.3	0.5	0.5
73816	ADA Compliance			0.1	0.0	0.0
73816	ADA Compliance	Personnel	ADA Compliance charges from the Department of	0.0	0.5	0.5
12/16/12	11:57 AM		FY2014 Governor Department of Administration	F	Released Decembe	er 14, 2012 Page 71

#### Line Item Detail Department of Administration Services

Expenditure Account		Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
			73000 Services Detail Totals	65.8	94.1	86.9
			Admin, Division of Personnel			
73818	Training (Services-IA Svcs)	Admin	Training	0.1	0.5	0.5
73819	Commission Sales (IA Svcs)	E-Travel	US Travel service fees	0.8	0.8	0.8
73979	Mgmt/Consulting (IA Svcs)	DOA Info Tech Support	Information Technology (IT) desktop chargeback for services	7.7	10.0	10.0

	FY2014 Governor	Released December 14, 2012
12/16/12 11:57 AM	Department of Administration	Page 72

#### Line Item Detail Department of Administration Commodities

Line Number	Line Name				FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000	Commodities				12.0	6.2	6.2
Expendi	ture Account	Servicing Agency	Explanation		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
			740	000 Commodities Detail Totals	12.0	6.2	6.2
74200	Business		Business and office supp	plies	10.2	6.0	6.0
74480	Household & Instit.		Supplies		1.8	0.2	0.2

	FY2014 Governor	Released December 14, 2012
12/16/12 11:57 AM	Department of Administration	Page 73

# Restricted Revenue Detail Department of Administration

Master Account	Revenue Description				FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
51015	Interagency Receipts				608.5	672.3	674.6
Detail Info							
Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
59020	Administration	Administrative Hearings ated to the Office of Administrative Hear	2010101 ngs	11100	4.6	9.2	9.2
59020	Administration Support services cost	AK Oil & Gas Conservation Comm s allocated to the Alaska Oil and Gas Co	2010101 nservation Commission	11100	17.8	20.7	20.7
59020	Administration Support services cost	Alaska Public Offices Comm s allocated to the Alaska Public Offices C	2010101 commission	11100	4.6	5.1	5.1
59020	Administration Support services cost	Central Mail s allocated to Central Mail	2010101	11100	11.5	11.8	14.1
59020	Administration Support services cost	DOA Info Tech Support s allocated to DOA Information Technolo	2010101 gy Support Services	11100	3.7	4.4	4.4
59020	Administration Support services cost	Enterprise Technology Services s allocated to Enterprise Technology Ser	2010101 vices	11100	145.3	157.6	157.6
59020	Administration Support services cost	E-Travel s allocated to E-Travel	2010101	11100	8.8	9.5	9.5
59020	Administration Support services cost	Facilities s allocated to Facilities	2010101	11100	41.4	60.4	60.4
59020	Administration Support services cost	Facilities Administration s allocated to Facilities Administration	2010101	11100	4.5	5.5	5.5
59020	Administration Support services cost	Finance s allocated to the Division of Finance	2010101	11100	28.5	35.0	35.0
59020	Administration Support services cost	Labor Relations s allocated to Labor Relations	2010101	11100	3.7	4.6	4.6
12/16/12 ·	11:57 AM		FY2014 Governo Department of Adminis		F	Released Decembe	er 14, 2012 Page 74

# Restricted Revenue Detail Department of Administration

Master Account	Revenue Description				FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
51015	Interagency Receipts				608.5	672.3	674.6
Detail Infe Revenue Amount	ormation Revenue Description	Component	Collocation Code	AKSAS Fund	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
59020	Administration Support services costs a	Lease Administration located to Lease Administration	2010101	11100	3.8	4.5	4.5
59020	Administration Support services costs a	Motor Vehicles located to the Division of Motor Vehicle	2010101 es	11100	57.1	56.5	56.5
59020	Administration Support services costs a	Office of Public Advocacy located to Office of Public Advocacy	2010101	11100	78.9	79.9	79.9
59020	Administration Support services costs a	Personnel located to the Division of Personnel	2010101	11100	53.4	57.1	57.1
59020	Administration Support services costs al	Property Management located to Property Management	2010101	11100	2.0	3.4	3.4
59020	Administration Support services costs al	Public Defender Agency located to the Public Defender Agency	2010101	11100	75.8	82.0	82.0
59020	Administration Support services costs a	Purchasing located to the Purchasing component	2010101	11100	4.2	4.5	4.5
59020	Administration Support services costs a	Retirement and Benefits located to the Division of Retirement a	2010101 nd Benefits	11100	46.8	50.4	50.4
59020	Administration Support services costs al	Risk Management located to Risk Management	2010101	11100	10.9	8.8	8.8
59020	Administration Support services costs a	Violent Crimes Comp Board located to the Violent Crimes Compen	2010101 sation Board	11100	1.2	1.4	1.4

	FY2014 Governor	Released December 14, 2012
12/16/12 11:57 AM	Department of Administration	Page 75

#### Inter-Agency Services Department of Administration

Expenditu	ire Account	Service Description	Service Type	Servicing Agency	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73805	IT-Non-Telecommunication	Enterprise Productivity Rate (EPR) - Computer Service	es Intra-dept	Enterprise Technology Services	3.8	3.8	3.8
		7	73805 IT-Non-Tele	communication subtotal:	3.8	3.8	3.8
73806	IT-Telecommunication	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	Intra-dept	Enterprise Technology Services	13.2	13.2	13.2
			73806 IT-Tele	communication subtotal:	13.2	13.2	13.2
73809	Mail	Costs for central mail room services	Intra-dept	Central Mail	3.5	3.2	3.2
				73809 Mail subtotal:	3.5	3.2	3.2
73811	Building Leases	State Facility Rent in Anchorage and Juneau locations	Intra-dept	Facilities	0.0	0.0	0.0
			73811	Building Leases subtotal:	0.0	0.0	0.0
73812	Legal	Legal services provided by the Department of Law	Inter-dept	Law	7.4	9.0	9.0
	-			73812 Legal subtotal:	7.4	9.0	9.0
73814	Insurance	Services provided by Risk Management	Intra-dept	Risk Management	0.2	0.5	0.5
				73814 Insurance subtotal:	0.2	0.5	0.5
73815	Financial	Chargeback costs from the Division of Finance	Intra-dept	Finance	0.3	0.5	0.5
		-		73815 Financial subtotal:	0.3	0.5	0.5
73816	ADA Compliance		Inter-dept		0.1	0.0	0.0
73816	ADA Compliance	ADA Compliance charges from the Department of Admin, Division of Personnel	Intra-dept	Personnel	0.0	0.5	0.5
			73816 A	DA Compliance subtotal:	0.1	0.5	0.5
73818	Training (Services-IA Svcs)	Training	Intra-dept	Admin	0.1	0.5	0.5
	5 ( )	5	/3818 Train <sup>i</sup> ng (S	ervices-IA Svcs) subtotal:	0.1	0.5	0.5
73819	Commission Sales (IA Svcs)	US Travel service fees	Intra-dept	E-Travel	0.8	0.8	0.8
		73	3819 Commission	Sales (IA Svcs) subtotal:	0.8	0.8	0.8
73979	Mgmt/Consulting (IA Svcs)	Information Technology (IT) desktop chargeback for services	Intra-dept	DÒA Info Tech Support	7.7	10.0	10.0
			73979 Mgmt/Cons	sulting (IA Svcs) subtotal:	7.7	10.0	10.0
			Office o	f the Commissioner total:	37.1	42.0	42.0
				Grand Total:	37.1	42.0	42.0

	FY2014 Governor	Released December 14, 2012
12/16/12 11:57 AM	Department of Administration	Page 76