
Vacancy Factors and Personal Services Costs

Department of Education and Early Development House
Finance Subcommittee

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Alexei Painter, Fiscal Analyst, Legislative Finance Division

What is a vacancy factor?

Vacancy Factor = Cost of Filling All Positions – Budgeted Funding

Why are positions purposely underfunded?

Underfunding positions (i.e., having a vacancy factor) is intended to account for savings attributable to staff turnover.

Who determines the appropriate vacancy factor?

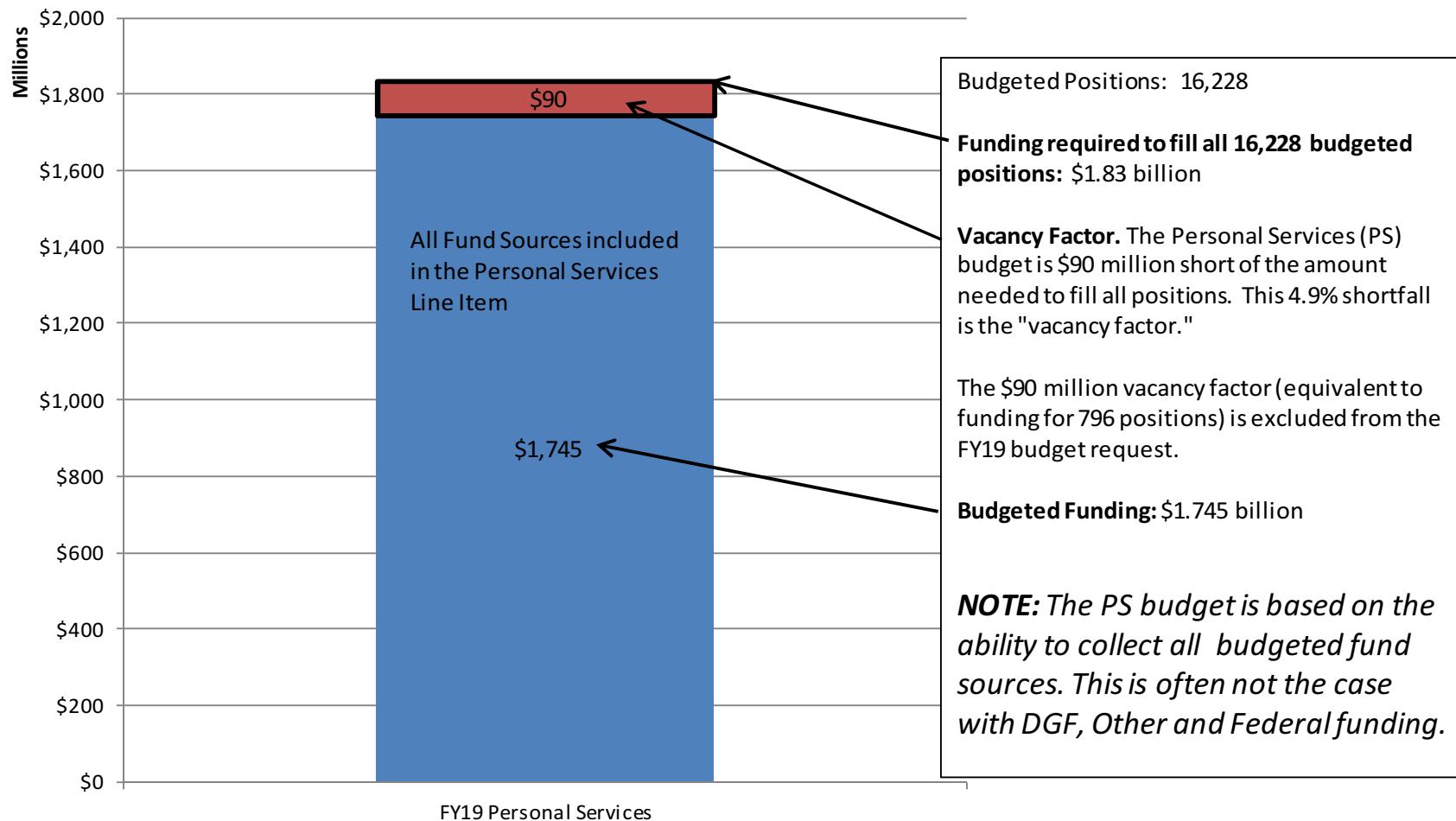
The Office of Management and Budget (OMB) provides minimum and maximum vacancy factor guidelines.

Number of Full Time Positions	Minimum Vacancy Factor *	Maximum Vacancy Factor
10 or less	0%	3%
11 to 20	1%	4%
21 to 30	2%	5%
31 to 50	3%	6%
51 plus	4%	7%

*Per OMB, the minimum vacancy factor is optional.

FY 19 EXECUTIVE BRANCH PERSONAL SERVICES LINE FUNDING SUMMARY*

All Funds



*Excludes Personal Services Costs for the University, Judiciary and Legislature and the Alaska Marine Highway System.

How do I find the vacancy Factor?

The vacancy factor for each allocation with positions is included in the Governor's Budget Detail Books and on OMB's web site. An example of the Personal Services Expenditure Detail Report is below.

How am I supposed to find out which positions are vacant, how long they have been vacant and why they are vacant?

- A new report from OMB provides information on vacancy at the level of individual positions.
- Only the department can answer questions regarding *why* positions are vacant.

So how am I supposed to find out what kind of money is used to pay for positions?

Start with

- Allocation Totals reports in the Subcommittee Books. Compare FY17 Actuals and the FY18 Mgmt Plan to the FY19 request. (See next slide.)
- Personal Services Detail (pcns, location, cost of salary & benefits, vacancy factors, and the amount of UGF budgeted for each position).
- Then talk to your LFD analyst and department staff.

**2018 Legislature - Operating Budget
Allocation Totals - Governor Structure**

Numbers and Language

Agency: Department of Health and Social Services

**Appropriation: Alaska Pioneer Homes
Allocation: Pioneer Homes**

	[1] 17Actual	[2] 18MgtPIn	[3] GovSupp 12/15	[4] 19Adj Base	[5] 19GovAdj	[5] - [1] 17Actual to 19GovAdj	[5] - [2] 18MgtPIn to 19GovAdj	[5] - [4] 19Adj Bas to 19GovAdj
Total	56,366.9	61,231.0	0.0	61,416.0	61,941.0	5,574.1 9.9 %	710.0 1.2 %	525.0 0.9 %
Objects of Expenditure								
1 Personal Services	46,206.3	49,441.4	0.0	49,626.4	50,151.4	3,945.1 8.5 %	710.0 1.4 %	525.0 1.1 %
2 Travel	9.6	18.9	0.0	18.9	18.9	9.3 96.9 %	0.0	0.0
3 Services	7,386.4	8,164.3	0.0	8,164.3	8,164.3	777.9 10.5 %	0.0	0.0
4 Commodities	2,705.7	3,506.0	0.0	3,506.0	3,506.0	800.3 29.6 %	0.0	0.0
5 Capital Outlay	56.5	48.4	0.0	95.6	95.6	39.1 69.2 %	47.2 97.5 %	0.0
7 Grants, Benefits	2.4	52.0	0.0	4.8	4.8	2.4 100.0 %	-47.2 -90.8 %	0.0
8 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0		
Funding Sources								
1002 Fed Rcpts (Fed)	683.8	696.7	0.0	699.3	1,224.3	540.5 79.0 %		
1004 Gen Fund (UGF)	17,349.8	16,531.8	0.0	16,579.2	16,579.2	-770.6 -4.4 %		
1005 GF/Prgrm (DGF)	15,788.5	17,477.7	0.0	17,527.2	17,527.2	1,738.7 11.0 %		
1007 I/A Rcpts (Other)	4,352.8	7,367.6	0.0	7,391.9	7,391.9	3,039.1 69.8 %		
1037 GF/MH (UGF)	15,960.8	16,073.0	0.0	16,132.2	16,132.2	171.4 1.1 %		
1108 Stat Desig (Other)	2,231.2	3,084.2	0.0	3,086.2	3,086.2	855.0 38.3 %		
Positions								
Perm Full Time	541	541	0	541	541	0		
Perm Part Time	33	33	0	33	33	0		
Temporary	24	24	0	24	24	0		
Funding Summary								
Unrestricted General (UGF)	33,310.6	32,604.8	0.0	32,711.4	32,711.4	-599.2 -1.8 %	106.6 0.3 %	0.0
Designated General (DGF)	15,788.5	17,477.7	0.0	17,527.2	17,527.2	1,738.7 11.0 %	49.5 0.3 %	0.0
Other State Funds (Other)	6,584.0	10,451.8	0.0	10,478.1	10,478.1	3,894.1 59.1 %	26.3 0.3 %	0.0
Federal Receipts (Fed)	683.8	696.7	0.0	699.3	1,224.3	540.5 79.0 %	527.6 75.7 %	525.0 75.1 %

The FY19 Gov is \$5.6m above 17Actuals. If you cut UGF, will you be able to provide the FY17 levels of services? No

UGF is \$599.2 (1.8%) below the FY17 actuals (despite increased health insurance costs in FY18 of \$397.0)

Some of the non-UGF funding sources may be "uncollectible".

WRAP-UP

When considering position deletions

- ❑ Avoid assumptions
- ❑ Use available resources
- ❑ Understand impacts
- ❑ Don't go down the position rabbit hole