

Vacancy Factors and Personal Services Costs

Department of Public Safety
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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.

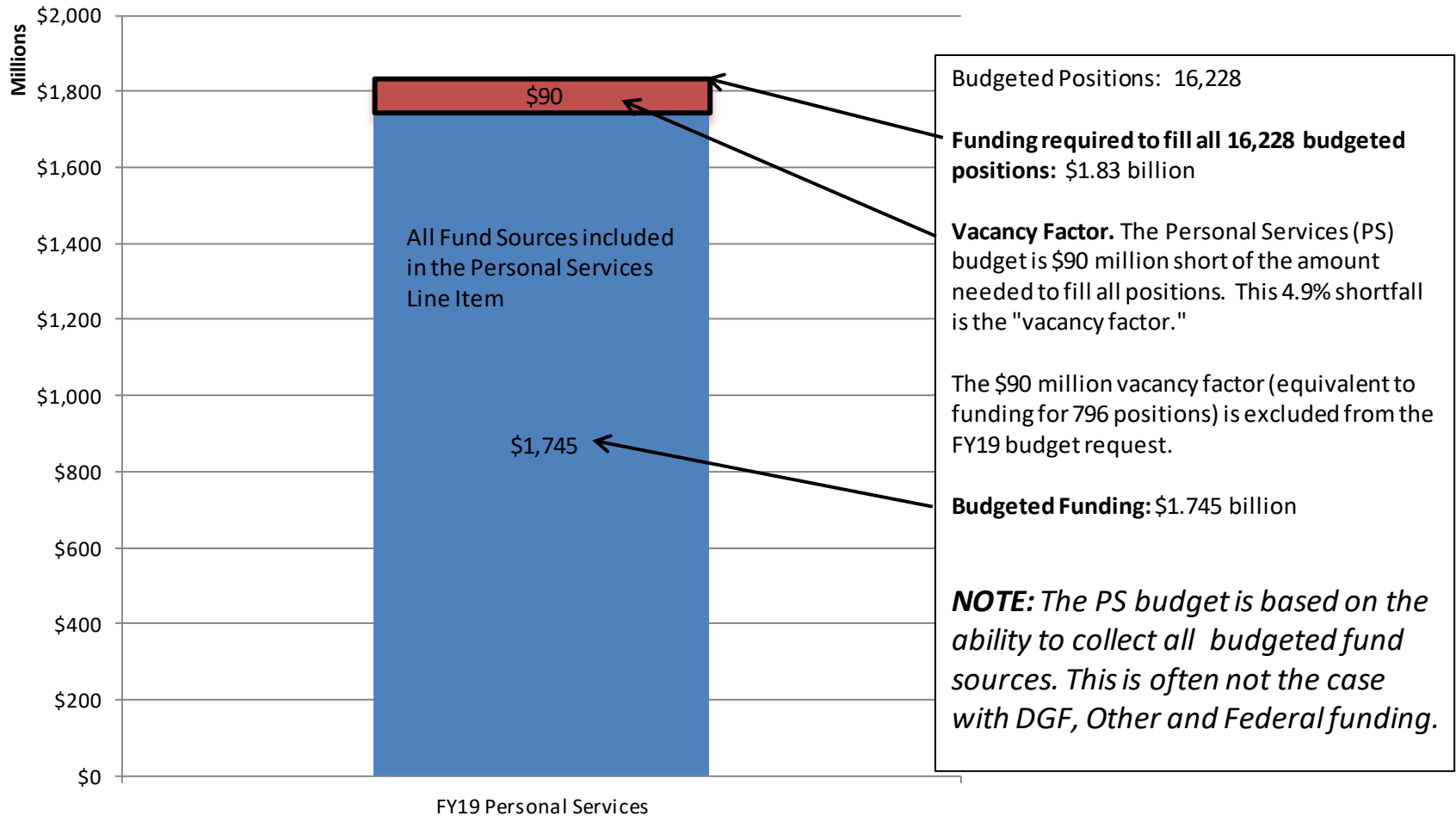
Who determines the appropriate vacancy factor?

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.

12-2031	Tap Fire Safety Specialist	FT	A	GP	Anchorage	100	21A / B	12.0	72,500	0	0	44,429	116,929	0
12-2032	Fire Training Specialist	FT	A	GP	Anchorage	100	19A / B	12.0	63,502	0	0	41,064	104,566	104,566
12-2034	Building Plans Examiner I	FT	F	GP	Anchorage	99	19L / M	12.0	87,195	0	0	49,925	137,120	68,560
12-2035	Fire Training Specialist	FT	A	GP	Anchorage	100	19F / G	12.0	75,672	0	0	45,616	121,288	121,288
12-2039	Office Assistant II	FT	A	GP	Anchorage	100	10B / C	12.0	35,650	0	2,704	31,659	70,013	35,007
12-2041	Fire Training Specialist	FT	F	GP	Anchorage	99	19M / N	12.0	88,453	0	0	50,396	138,849	138,849
												Total Salary Costs:	1,826,643	
												Total COLA:	0	
												Total Premium Pay::	159,673	
												Total Benefits:	1,171,204	
												Total Pre-Vacancy:	3,157,520	Vacancy Factor
												Minus Vacancy Adjustment of 3.62%:	(114,420)	
												Total Post-Vacancy:	3,043,100	
												Plus Lump Sum Premium Pay:	29,000	
												Personal Services Line 100:	3,072,100	

Total		Positions	New	Deleted
Full Time Positions:	24	0	0	
Part Time Positions:	0	0	0	
Non Permanent Positions:	0	0	0	
Positions in Component:	24	0	0	

Total Component Months:	288.0
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Vacancy Factor

Scenario: FY2019 Governor (14641)			
Component: Fire and Life Safety (3051)			
RDU: Fire and Life Safety (556)			

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	1,973,072	1,901,573	62.49%
1005 General Fund/Program Receipts	1,043,585	1,005,768	33.05%
1007 Interagency Receipts	140,864	135,759	4.46%
Total PCN Funding:	3,157,520	3,043,100	100.00%

Lump Sum Funding Sources:	Amount	Percent
1007 General Fund Receipts	29,000	100.00%
Total Lump Sum Funding:	29,000	100.00%

Funding Sources Budgeted for Personal Services

Pre-Vacancy Funding (funding needed to fully fund all positions) is multiplied by the vacancy factor 3.62% to determine the Post-vacancy funding.

Post vacancy funding is included in the budget.

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.

OMB's Personal Services Report is on the LFD's web site under the "Analysis Tools" tab

Personal Services Filled vs Vacant (1734)

Public Safety

Scenario: FY2018 Management Plan (14331)

RDU Name: Fire and Life Safety (556)

Component: Fire and Life Safety (3051)

FY2018 Management Plan		Total cost if every PCN was filled for an entire year (calculation start only, not component's authorized budget)*:	FY2018 Management Plan	FY2019 Governor	Change
Budgeted	Deleted				
FT: 24	0	Minus budgeted vacancy rate**:	\$3,117,930	\$3,157,520	
PT: 0	0	Personal Services lump sum and boards budgeted amount:	(\$128,230) 4.1%	(\$114,420) 3.6%	
NP: 0	0	Budget Request (Line 1000 Authority):	\$75,000	\$29,000	
			\$3,064,700	\$3,072,100	\$7,400

On average, this component must maintain 11.8 months of vacant PCNs to stay within FY2018 Management Plan budget.

PCN	Count Status	Filled in Payroll by Month												Prior Year Filled Months	PCN Budgeted Months	PCN Budgeted Amount*	Split	Job Title	Percent UGF
		1/15/2017																	
12-1942	FT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12	12.0	120,931		Building Plans Examiner I	50.0%
12-2001	FT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12	12.0	190,212		Division Director	100.0%
12-2003	FT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12	12.0	160,677		Building Plans Examiner I	50.0%
12-2004	FT	✓	✓	✓	✓	✓				✓	✓	✓	✓	9	12.0	76,103		Administrative Assistant I	50.0%
12-2005	FT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12	12.0	105,791		Statistical Technician II	100.0%
12-2007	FT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12	12.0	81,832		Office Assistant II	25.0%
12-2010	FT													0	12.0	147,222		Dep Fire Marshal I	25.0%
12-2011	FT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12	12.0	177,615		Dep Fire Marshal I	25.0%

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 Public Safety

**Appropriation: Fire and Life Safety
Allocation: Fire and Life Safety**

	[1] 17Actual	[2] 18MgtPln	[3] GovSupp 12/15	[4] 19Adj Base	[5] 19GovAdj	[5] - [1] 17Actual to 19GovAdj	[5] - [2] 18MgtPln to 19GovAdj	[5] - [4] 19Adj Bas to 19GovAdj
Total	3,989.6	4,883.7	0.0	4,891.1	4,846.9	857.3 21.5 %	-36.8 -0.8 %	-44.2 -0.9 %
<u>Objects of Expenditure</u>								
1 Personal Services	2,819.4	3,064.7	0.0	3,072.1	3,072.1	252.7 9.0 %	7.4 0.2 %	0.0
2 Travel	83.5	52.4	0.0	52.4	232.4	148.9 178.3 %	180.0 343.5 %	180.0 343.5 %
3 Services	489.9	1,050.9	0.0	1,050.9	961.6	471.9 96.3 %	89.1 8.5 %	89.1 8.5 %
4 Commodities	187.8	569.7	0.0	569.7	569.7	381.9 203.4 %	0.0	0.0
5 Capital Outlay	409.0	146.0	0.0	146.0	10.9	-398.1 -97.3 %	-135.1 -92.5 %	-135.1 -92.5 %
7 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0		
8 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0		
<u>Funding Sources</u>								
1002 Fed Rcpts (Fed)	463.3	500.0	0.0	500.0	500.0	36.7 7.9 %		
1004 Gen Fund (UGF)	2,156.4	2,069.0	0.0	2,073.8	2,148.8	-7.6 -0.4 %		
1005 GF/Prgm (DGF)	1,222.1	1,799.6	0.0	1,801.7	1,926.7	704.6 57.7 %		
1007 I/A Rcpts (Other)	147.8	380.0	0.0	380.5	271.4	123.6 83.6 %		
1061 CIP Rcpts (Other)	0.0	135.1	0.0	135.1	0.0	0.0		
<u>Positions</u>								
Perm Full Time	26	24	0	24	24	-2 -7.7 %		
Perm Part Time	0	0	0	0	0	0		
Temporary	0	0	0	0	0	0		
<u>Funding Summary</u>								
Unrestricted General (UGF)	2,156.4	2,069.0	0.0	2,073.8	2,148.8	-7.6 -0.4 %		
Designated General (DGF)	1,222.1	1,799.6	0.0	1,801.7	1,926.7	704.6 57.7 %	127.1 7.1 %	125.0 6.9 %
Other State Funds (Other)	147.8	515.1	0.0	515.6	271.4	123.6 83.6 %	-243.7 -47.3 %	-244.2 -47.4 %
Federal Receipts (Fed)	463.3	500.0	0.0	500.0	500.0	36.7 7.9 %	0.0	0.0

The FY19 Gov Request is \$857.3 (21.5%) above FY17 Actuals. If you cut UGF, will you be able to provide the FY17 levels of services? No

UGF is \$7.6 below FY17 Actuals (despite increased health insurance costs of \$77.7)

It appears that 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