



THE STATE  
*of* **ALASKA**  
GOVERNOR MICHAEL J. DUNLEAVY

**Department of Law**

ADMINISTRATIVE SERVICES DIVISION

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March 4, 2024

The Honorable DeLena Johnson  
Co-Chair, House Finance Committee  
Alaska State Capitol, Room 518  
Juneau, AK 99801

The Honorable Neal Foster  
Co-Chair, House Finance Committee  
Alaska State Capitol, Room 511  
Juneau, AK 99801

The Honorable Bryce Edgmon  
Co-Chair, House Finance Committee  
Alaska State Capitol, Room 505  
Juneau, AK 99801

Dear Co-Chairs Johnson, Foster, and Edgmon,

Thank you for inviting the Department of Law to present a department budget overview of the Governor's FY2025 budget to the House Finance Committee on February 29, 2024. During that presentation a request was made to provide a detailed breakdown of costs included in the Governor's FY2025 budget for internships/externships. The presentation provided an example of internship costs for one location, however, the FY2025 request includes salary and benefits, airfare, housing, and commodities for multiple locations throughout the state. Please see attached details of the varied costs by location and difference between internships and externships.

Sincerely,

*Amber LeBlanc*

Amber LeBlanc  
Administrative Services Director

cc: Cori Mills, Deputy Attorney General, Civil Division, Department of Law  
John Skidmore, Deputy Attorney General, Criminal Division, Department of Law  
Dayna Mackey, Budget Manager, Department of Law  
Rob Carpenter, Deputy Director, Legislative Finance Division  
Emy Ribao, Budget Analyst, Office of Management and Budget

## Intern Costs for FY2025

### Criminal Division Interns

PCN	Position Title	Range	Step	Bargaining Unit	Location	Salary for 1 month	Benefits for 1 month	(1/2 May-1/2 August)	Number of Months	Total Salary/Benefits for 1 intern x # months	Number of Interns per Location	Total Salary/Benefits x # of interns per Intern	Airfare per Intern	Housing per Intern	Commodities per Intern	Total Cost per Intern (Salary/Benefits for # months, Airfare, Housing, Commodities x # of Interns)		
New Graduate Intern 2	16 A EX	Anchorage	\$ 4,570	\$ 467	3	\$ 15,111	6	\$ 90,666	\$ 750	\$ 3,000	\$ 2,500	\$ 128,166						
New Graduate Intern 2	16 A EX	Fairbanks	\$ 4,706	\$ 502	3	\$ 15,624	4	\$ 62,496	\$ 750	\$ 3,000	\$ 2,500	\$ 87,496						
New Graduate Intern 2	16 A EX	Palmer	\$ 4,570	\$ 467	3	\$ 15,111	3	\$ 45,333	\$ 750	\$ 3,000	\$ 2,500	\$ 64,083						
New Graduate Intern 2	16 A EX	Juneau	\$ 4,799	\$ 512	3	\$ 15,933	3	\$ 47,799	\$ 750	\$ 3,000	\$ 2,500	\$ 66,549						
New Graduate Intern 2	16 A EX	Kenai	\$ 4,570	\$ 467	3	\$ 15,111	2	\$ 30,222	\$ 750	\$ 3,000	\$ 2,500	\$ 42,722						
New Graduate Intern 2	16 A EX	Bethel	\$ 6,854	\$ 676	3	\$ 22,591	2	\$ 45,182	\$ 750	\$ 3,000	\$ 2,500	\$ 57,682						
New Graduate Intern 2	16 A EX	Others	\$ 6,854	\$ 676	3	\$ 22,591	3	\$ 67,772	\$ 750	\$ 3,000	\$ 2,500	\$ 86,522						
<b>FY2025 Total Criminal Division Intern Costs:</b>						<b>23</b>	<b>\$ 389,470</b>						<b>\$ 533,220</b>					

### Civil Division Interns/Externs

PCN	Position Title	Range	Step	Bargaining Unit	Location	Salary for 1 month	Benefits for 1 month	(1/2 May-1/2 August)	Number of Months	Total Salary/Benefits for 1 intern x # months	Number of Interns per Location	Total Salary/Benefits x # of interns per Intern	Airfare per Intern	Housing per Intern	Commodities per Intern	Total Cost per Intern (Salary/Benefits for # months, Airfare, Housing, Commodities x # of Interns)		
New Graduate Intern 2	16 A EX	Anchorage	\$ 4,570	\$ 467	3	\$ 15,111	16	\$ 241,776	\$ 750	\$ 3,000	\$ 2,500	\$ 341,776						
New Graduate Intern 2	16 A EX	Fairbanks	\$ 4,706	\$ 502	3	\$ 15,624	2	\$ 31,248	\$ 750	\$ 3,000	\$ 2,500	\$ 43,748						
New Graduate Intern 2	16 A EX	Juneau	\$ 4,799	\$ 512	3	\$ 15,933	3	\$ 47,799	\$ 750	\$ 3,000	\$ 2,500	\$ 66,549						
New Fall Extern	EX	Anchorage			3	\$ -	5	\$ -	\$ 750	\$ 3,000	\$ 2,500	\$ 31,250						
New Fall Extern	EX	Juneau			3	\$ -	2	\$ -	\$ 750	\$ 3,000	\$ 2,500	\$ 12,500						
New Spring Extern	EX	Anchorage			3	\$ -	5	\$ -	\$ 750	\$ 3,000	\$ 2,500	\$ 31,250						
New Spring Extern	EX	Juneau			3	\$ -	2	\$ -	\$ 750	\$ 3,000	\$ 2,500	\$ 12,500						
<b>FY2025 Total Civil Division Intern/Extern Costs:</b>						<b>35</b>	<b>\$ 320,823</b>						<b>\$ 539,573</b>					

#### Notes:

Commodities includes laptop, licenses for software, books (statute book/rule book), etc. These should be annual costs.

Others: Using Bethel geo diff and include offices in Kodiak, Sitka, Ketchikan, Nome, Kotz, and Utqiagvik.

Benefits: 1.45% Medicare, 8.76% short term non perm (SBS+Risk+1.6%)