

State of Alaska

Department of Administration

Consolidation of Administrative Functions

Presentation to House Finance Subcommittee
Leslie Isaacs - Administrative Services Director
Bill Smith – Director, OIT
Kate Sheehan – Director, DOP&LR
Thor Vue – Chief Procurement Officer, OPPM
February 3, 2022



Department of Administration: Mission and Organization

Mission: Provide consistent and efficient support services to state agencies so that they may better serve Alaskans.

Services to State Agencies

Office of Admin. Hearings	Admin. Services	Finance
Personnel and Labor Relations	Shared Services of Alaska	Office of Information Technology
Procurement and Property Management	Risk Management	Retirement and Benefits

Services to the Public

Retirement and Benefits	Office of Public Advocacy	Public Defender Agency
Alaska Public Offices Commission	Public Communications Services	Motor Vehicles

Department of Administration: Governor's Administrative Orders

Administrative Order No. 284: Information Technology - Office of Information

Technology will work with executive branch agencies to improve the way State government acquires and manages information technology and to use a coordinated approach that builds on existing structures and successful practices for maximum public benefit.

Administrative Order No. 304: Procurement - The purpose of this order is to streamline and increase accountability of non-construction procurement activities within the Executive Branch of State government by realigning non-construction procurement staff to create solid line reporting to the DOA Commissioner or Commissioner Designee in DOA and clear managerial reporting within their respective agencies. Accordingly, this order also establishes the Office of Procurement and Property Management within the DOA.

Administrative Order No. 305: Human Resources - The purpose of this order is to streamline and increase accountability of HR activities within the Executive Branch of State government by realigning HR staff to create a clear reporting structure to the Director of DOPLR in DOA and within the respective agencies.



Mission

Focus on listening to our customers, making life simpler for them and helping them serve Alaskans more efficiently. Provide services that are available when and where customers need them. Protect the information that Alaskans entrust to us and encourage their trust through disciplined adherence to sound security practices.

Director: Bill Smith



Office of Information Technology: Status Update

Current Progress

- Movement of 150 PCNs from other departments to date
 - Estimated completion by end of calendar year 2022
- Analysis of department information technology needs is in progress to estimate additional PCNs to migrate
- As a result, we are working with agencies to determine which centralized services will migrate versus department specific line-of-business services to remain in departments

Accomplishments

- Improved statewide security and incident response (statewide antivirus and vulnerability assessment systems)
- Increased bandwidth and reduced costs for remote locations (\$570.0 annual savings for rural bandwidth)
- Annualized statewide savings growing year over year (>\$1 million in 2020) through software license consolidations
- >\$1.9 million saved with purchase of standard computers in 2020
- Ability to rapidly launch statewide services (Microsoft Teams Collaboration Software and DocuSign)



Personnel & Labor Relations

Mission

Personnel: Provide policy, consultative guidance, and direct human resource services to State of Alaska executive branch agencies.

Labor Relations: To achieve the purposes of the Public Employment Relations Act by acting as the executive branch representative in contract negotiations and contract administration matters.

Director: Kate Sheehan



Personnel & Labor Relations: Status Update

Current Progress

- Movement of 86 PCNs from other agencies is complete
- Centralized Human Resource services have fully migrated to the Department of Administration
- Human Resource Business Partners remain in each department to quarterback the Human Resource needs for:
 - Recruitment and retention
 - Employee engagement
 - Talent and succession
 - Workforce development
 - Performance development



Mission

To assist state agencies and political subdivisions to achieve their public mission and reduce costs by providing professional procurement and property management services.

Chief Procurement Officer: Thor Vue



Procurement & Property Management : Status Update

Current Progress

- Creation of Office of Procurement & Property Management in FY2021
- Movement of 3 PCNs from other departments to date
 - Estimated completion by end of calendar year 2022
- Onboarding of additional PCNs is dependent on:
 - Analysis of statewide procurement workflow needs
 - Rollout of accounting system upgrade (February 2022) to determine most effective workflow

Proven Savings

- Approximately \$19 million in cost savings FY2022 to date.
 - Combined cost savings to State agencies and local government agencies

Collected Administrative Fees

- **State** Surplus Property Program over \$2.25 million:
 - \$705,978.13 in FY2020
 - \$597,873.55 in FY2021
 - \$960,875.52 FY2022 to date
- **Federal** Surplus Property Program
 - \$309,758.03 in FY2020
 - \$423,698.79 in FY2021
 - \$498,529.67 FY2022 to date



Department of Administration

Championing improvement in the State's performance and results.



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