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STATE OF ALASKA
OFFICE OF THE GOVERNOR
JUNEAU

June 8, 1983

The Honorable Jalmar Kerttula
President of the Senate
Alaska State Legislature
Pouch V
Juneau, Alaska 99811

Dear Mr. President:

Under the authority of art. III, sec. 18, of the Alaska Constitution, I am transmitting a bill to create an office of public advocacy within the Department of Administration. The bill transfers responsibility for the public guardian program (AS 13.26.360 -- 13.26.410) and for administration of statutorily required advocacy services from the court system to the executive branch.

PUBLIC GUARDIANSHIP

The public guardian office, established by the legislature in 1981 (AS 13.26.370), provides guardianship and conservatorship services to incapacitated persons and minors when no one else is willing or qualified to perform in this capacity. Many of the wards are severely handicapped due to mental retardation, developmental disabilities, or mental illness. The public guardian's responsibilities for individual wards include placement; securing medical, dental, vocational, or rehabilitation services; financial management; benefits application; and personal visits.

The public guardian is also required to assist private guardians throughout the state to ensure that guardians and conservators secure the necessary services for the persons they protect. This task involves maintaining contact with community resource programs and government agencies, and producing informational and educational aids.

The court system is not qualified or equipped to handle such a social services program. By law, coroners/public administrators must serve as the public guardians, yet none of the coroner/public administrators is a social worker.

PUBLIC REPRESENTATION

The court system, by statute (AS 18.85.130(a)), appoints and compensates attorneys who represent indigent persons when the public defender agency cannot provide an attorney because of a conflict of interests. The court is also authorized by current law to appoint and pay for guardians ad litem to represent the best interests of a minor in proceedings which affect the minor's welfare (AS 09.65.130). Representation and guardian ad litem services presently are provided by contract with private law firms and by direct court appointment at hourly rates that are below customary rates charged by attorneys.


OFFICE OF PUBLIC ADVOCACY

The bill creates an office of public advocacy under the commissioner of administration, who also oversees the public defender agency. The office will be empowered to provide public guardian and guardian ad litem services as well as legal representation to indigent persons, when authorized by existing statutes. Services will be provided both by staff employed by the office and by independent contractors, subject to centralized management under the commissioner of administration.

In creating such an office, it is anticipated that it will have locations in major population areas around the state. This will permit efficient sharing of resources, including space, personnel, clerical support, and other administrative costs, with other state offices. In developing the staffing requirements and other costs, it has been determined that in many instances it will be less costly for the state to establish full-time offices with full-time employees rather than contract for these services.

The judicial branch supports transfer of the public guardian program and the management of advocacy services to the office of public advocacy. Principles of sound management and fiscal responsibility point to the desirability of this approach, and I urge passage of the bill.

Sincerely,



Bill Sheffield
Governor

STATE OF ALASKA 1984 LEGISLATIVE SESSION
FISCAL NOTE

Revision Date: _____

REQUEST
 Bill/Resolution No.: SB 312
 Title: Creating Office of Public Advocacy
 Sponsor: _____
 Requestor: _____
 Date of Request: _____

FISCAL DETAIL
 Agency Affected: Alaska Court System
 Program Category Affected: Justice
 BRU, Program or Subprogram(s) Affected: _____
Alaska Court System

EXPENDITURES/REVENUES: (Thousands of Dollars)

	FY 84	FY 85	FY 86	FY 87	FY 88	FY 89
OPERATING		(328.9)				
100 PERSONAL SERVICES						
200 TRAVEL						
300 CONTRACTUAL		(2,066.6)				
400 SUPPLIES						
500 EQUIPMENT						
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS						
800 MISCELLANEOUS						
TOTAL OPERATING		(2,395.5)				
CAPITAL						
REVENUE						

FUNDING: (Thousands of Dollars)

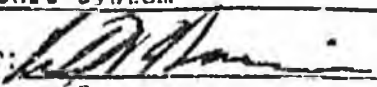
GENERAL FUND		(2,395.5)				
FEDERAL FUNDS						
OTHER						
TOTAL		(2,395.5)				

POSITIONS:

FULL-TIME		(8)				
PART-TIME						
TEMPORARY						

SOURCE OF FUNDS TO OFFSET FISCAL IMPACT OF BILL:

ANALYSIS: Attach a separate page for analysis

Prepared By: Robert G. Fisher Phone: 264-0561
 Division: Alaska Court System Date: 1/17/84
 Approved by Commissioner:  Date: 1/17/84
 Agency: Alaska Court System

Distribution (by Agency preparing fiscal note):
 Legislative Finance
 Legislative Sponsor
 Requestor
 Office of Management and Budget
 Impacted Agency(ies)

12/1/83

ANALYSIS OF SB 312

The FY 85 budget for the Court System contains \$2,395,500 of funds for the functions being transferred to the Department of Administration by this bill. In the transfer of the guardian function, the Court System will maintain the existing eight (8) positions until the Department of Administration has established its organization and offices around the state. At that time the positions will be transferred to the Department of Administration.

STATE OF ALASKA 1984 LEGISLATIVE SESSION
FISCAL NOTE

Revision Date: February 14, 1984

REQUEST FISCAL DETAIL Department of
 Bill/Resolution No.: CSSB 312 (Jud) Agency Affected: Administration
 Title: "Creation of the office of Public Advocacy" Program Category Affected:
 Sponsor: Senate Rules BRU, Program or Subprogram(s) Affected:
 Requestor: Governor
 Date of Request:

EXPENDITURES/REVENUES: (Thousands of Dollars)

	FY 84	FY 85	FY 86	FY 87	FY 88	FY 89
OPERATING		726.6	1309.9	1375.4	1444.2	1516.4
100 PERSONAL SERVICES		88.0	136.5	143.3	150.5	158.0
200 TRAVEL		1308.0	808.3	348.7	891.1	935.0
300 CONTRACTUAL		22.8	35.2	36.9	38.7	40.6
400 SUPPLIES		30.9	13.7	-	-	-
500 EQUIPMENT						
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS						
800 MISCELLANEOUS						
TOTAL OPERATING		2176.3	2303.6	2404.3	2524.5	2650.6
CAPITAL		-	-	-	-	-
REVENUE		-	-	-	-	-

FUNDING: (Thousands of Dollars)

GENERAL FUND	2176.3	2303.6	2404.3	2524.5	2650.6
FEDERAL FUNDS					
OTHER					
TOTAL					

POSITIONS:

FULL-TIME	18.0	26.0	26.0	26.0	26.0
PART-TIME					
TEMPORARY					

SOURCE OF FUNDS TO OFFSET FISCAL IMPACT OF BILL:

ANALYSIS: Attach a separate page for analysis

Prepared By: John C. Drobett Phone: 465-3753
 Division: Senate Finance Committee Date: 2/14/84

Approved by Commissioner: _____ Date: _____
 Agency: _____

Distribution (by Agency preparing fiscal note):

- Legislative Finance
- Legislative Sponsor
- Requestor
- Office of Management and Budget
- Impacted Agency(ies)

12/1/83

STATE OF ALASKA 1984 LEGISLATIVE SESSION
FISCAL NOTE

Revision Date: February 7, 1984
Page 1 of 6

<u>REQUEST</u> Bill/Resolution No.: <u>CSSB 312 (Jud)</u> Title: <u>"Creation of the office of Public Advocacy"</u> Sponsor: <u>Senate Rules</u> Requestor: <u>Governor</u> Date of Request: _____	<u>FISCAL DETAIL</u> Agency Affected: <u>Administration</u> Program Category Affected: _____ BRU, Program of Subprogram(s) Affected: _____
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EXPENDITURES/REVENUES: (Thousands of Dollars)

	FY 84	FY 85	FY 86	FY 87	FY 88	FY 89
OPERATING						
100 PERSONAL SERVICES		726.6	1309.9	1375.4	1444.2	1516.4
200 TRAVEL		88.0	136.5	143.3	150.5	158.0
300 CONTRACTUAL		1458.0	808.3	848.7	891.1	935.6
400 SUPPLIES		22.8	35.2	36.9	38.7	40.6
500 EQUIPMENT		30.9	13.7	-		
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS, ETC						
800 MISCELLANEOUS		69.2				
TOTAL OPERATING		2395.5	2303.6	2404.3	2524.5	2650.6
CAPITAL		-	-	-	-	-
REVENUE		-	-	-	-	-

FUNDING: (Thousands of Dollars)

GENERAL FUND		2395.5	2303.6	2404.3	2524.5	2650.6
FEDERAL FUNDS						
OTHER						
TOTAL						

POSITIONS:

FULL-TIME		18.0	26.0	26.0	26.0	26.0
PART-TIME						
TEMPORARY						

SOURCE OF FUNDS TO OFFSET FISCAL IMPACT OF BILL:

ANALYSIS: Attach a separate page for any Analysis.

Prepared By: Christine L. Dooley
 Division: Administrative Services
 Approved by Commissioner: Lisa Rudd
 Agency: DEPARTMENT OF ADMINISTRATION

Phone: 465-4418
 Date: February 7, 1984
 Date: 2/13/84

Distribution (by Agency preparing fiscal note):
 Legislative Finance
 Legislative Sponsor
 Requestor
 Office of Management and Budget
 Impacted Agency(ies)

CSSB 312 (Jud)
Fiscal Note Analysis
Prepared by Administrative Services
Department of Administration

Date: February 7, 1984

Establishment of the Office of Public Advocacy will transfer numerous attorney functions, now being handled by the court system through contracts with attorneys in private practice, to a new office with staff attorneys and guardians. The attached breakdown of budget figures is based on suggested staffing for this office provided to the Department of Administration by the Alaska Court System.

Due to the fact that the Office of Public Advocacy, like the Public Defender Agency, will be unable to control which cases are assigned it by the court system, flexibility must be allowed the department. This was the reason for the original lump sum fiscal note presented to this committee.

A number of variables associated with transforming these attorney functions in to a new State agency still exist. These variables necessitate giving the Department of Administration maximum flexibility in allocation of funds between personal services and contractual and or transfer of positions from one geographic area to another to accomplish the following:

1. Provision of quality services to indigent clients in remote bush areas by contracting with local attorneys on a case-by-case basis;
2. Handling multiple-defendant conflict cases by contract where the Public Defender Agency and the Office of Public Advocacy are each already handling one defendant and have a conflict in representing additional defendants associated with the case; and
3. Transfer of attorneys, guardians, and clerical positions from one Office of Public Advocacy branch office to another as the caseloads warrant.

These projected costs are predicated upon utilization of attorneys as State employees rather than engagement of private attorneys contracted on an as-needed basis. However, some private attorney contracts will continue to be necessary in cases of multiple party conflict and to assist the Office of Public Advocacy in remote locations.

It is intended that the court system will continue to handle the responsibilities of the guardianship cases in FY 85 and the completion of any open contracts until the cases are resolved. The court system will retain the seven guardian PCN's and one accounting clerk, and the Department of Administration will allocate Reimbursable Services Agreement funds to the court for these costs. In FY 86 these 8 positions will transfer to the Department of Administration.

The Department of Administration will manage the Public Advocacy FY 85 Budget Appropriation during the transition period and RSA funds to the Court System to pay the continued contract costs during this period.

CSSB 312 (Jud)
Fiscal Note Analysis
Prepared by Administrative Services
Department of Administration

Date: February 7, 1984

The Department of Administration, Division of Administrative Services, has projected the need for two additional accounting technicians to handle the increased responsibilities of another division within the department. These positions are for additional workload in professional contracts, vendor payment and payroll functions for these three new offices.

This Fiscal Note is based on information from the court system on caseloads, location of cases, hours per case and costs of guardianship.

Because the Public Advocacy Office will be administered differently than in the court system, we can not guarantee that moving the function will be a cost saving matter. Neither can we guarantee the actual costs since we have used court system projections without having performed this function ourselves.

Office of Public Advocacy

FY 85 Staff Projection

<u>Hire Date</u>	<u>Staff</u>	<u>Position</u>	<u>Location</u>	<u>Full 12 Month P.S. Cost</u>	<u>Months Vacant</u>	<u>FY 85 Partial Cost</u>
07-01-84		Attorney VI	Anchorage (1)	\$ 74,900	0	\$ 74,900
07-01-84		Legal Secretary I	Anchorage (1)	28,482	0	28,482
09-01-84		Attorney IV	Anchorage (3)	203,748	2 mos.	169,790
		Attorney III	Anchorage (2)	119,978	2 mos.	99,982
		Legal Secretary I	Anchorage (1)	28,482	2 mos.	23,735
		Administrative Officer	Anchorage (1)	44,395	2 mos.	36,996
		Investigator	Anchorage (2)	91,750	2 mos.	68,125
11-01-84		Attorney IV	Fairbanks (1)	77,261	4 mos.	51,507
		Attorney III	Fairbanks (1)	67,916	4 mos.	45,277
		Legal Secretary I	Fairbanks (1)	31,809	4 mos.	21,206
11-01-84		Attorney IV	Ketchikan/ (1) Southeast	67,916	4 mos.	45,277
		Legal Secretary I	Ketchikan/(1) Southeast	28,482	4 mos.	18,988
		Accounting Technician I	Ketchikan/(2) Southeast	<u>63,618</u>	4 mos.	<u>42,412</u>
			(18)	918,737 (726,677)		726,677
				<u>\$ 192,060</u>		

** In FY 85 This personal services differential is a result of the (Phase-In) vacancies. In FY 86 these dollars are necessary for full twelve (12) month funding of these position.

NOTE: This vacancy factor of approximately 20% has been used to reduce the other line items associated with this proposed budget.

Office of Public Advocacy
 Analysis of
 Proposed FY 85 Budget

	FULL YEAR COSTS	ADJUSTMENTS FOR PARTIAL YEAR FY 85	FY 85 PROPOSED BUDGET
100 PERSONNEL	1,247.6	Guardians (remain on Court System payroll for FY 85) (328.9)	
		20% Vacancy due to phase-in process (192.1)	726.6
200 TRAVEL	110.0	20% Reduction due to phase-in process (22.0)	88.0
300 CONTRACTUAL			
Space leases for 26 employees @ 200 sq. ft. @ \$2.40/sq. ft.	124.8	20% Reduction due to phase-in process (25.0)	99.8
Equipment rental, phones, postage, etc.	45.0	20% Reduction due to phase-in process (9.0)	36.0
Visitors, experts, contracted attorneys in remote locations, third-party conflict attorneys (based on information from ACS)	600.0	20% Reduction due to phase-in process (120.0)	480.0
		RSA to AK Court System for Guardians and overhead	429.0
		RSA to AK Court System for payments to attorneys during start up	413.2
400 COMMODITIES	28.5	20% Reduction due to phase-in process (5.7)	22.8
500 EQUIPMENT		New equipment and new office furniture	30.9
600 MISCELLANEOUS		Extraordinary travel, moving costs and other costs of setting up new agency	69.2
	2,155.9		2,395.5

1.	POSITION TITLE Accounting Technician I	RANGE/STEP 12A	BARG. UNIT GGII	FORM 12 PAGE/LINE	GOV.	APPROV.	DISAPP.	
2.	TYPE OF POSITION STAFF MONTHS RP NUMBER PCN NUMBER PET 12 New	BRU PRIORITY	LOCATION AWA	ELECTION DISTRICT	LEG.			
3.	CONTINUATION LEVEL ADDITION	JUSTIFICATION						
4.	TYPE OF EXPENDITURE		<p>This position will provide Administrative Support in Accounting, Payroll and Professional Contract Services for the Statewide Public Advocate Offices.</p>					
5.	1	2						3
PERSONAL SERVICES								
	Salary	23,676						
	Benefits	4,052						
	Supplemental Benefits	1,451						
	Fired Benefits	2,630						
	TOTAL PERSONAL SERVICES	01						31,809
	Travel	02						
	Contractual	03						
	Commodities	04						
	Equipment	05						
	Other							
	TOTAL COST							31,809
16.	RECEIPT CODE	FUNDING SOURCE						
17.		Federal Receipts 1002						
18.		G.F. Match 1003						
19.		General Funds 1004	31,809					
20.		I-A Receipts 1005						
21.		Program Receipts 1028						
22.		Other						
FOR BSM USE ONLY								
4A KEY NUMBER								

8/1B1/0204-01/1

13 REQUEST FOR
NEW POSITION

AGENCY Department of Administration
 PROGRAM Centralized Administrative Svs.
 BRU Centralized Administrative Svs.
 COMPONENT Administrative Services

Page of
 Revised Date

FY 85

1.	POSITION TITLE Accounting Technician I	RANGE/STEP 12A	BARG. UNIT GSU	FORM 12 PAGE/LINE	GOV.	APPROV.	DISAPP.
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCN NUMBER New	BRI PRIORITY	LOCATION AWA	ELECTION DISTRICT
3.	CONTINUATION LEVEL	ADDITION	JUSTIFICATION				
4.	TYPE OF EXPENDITURE		AMOUNT				
	1	2	3				
	PERSONAL SERVICES						
5.	Salary	23,676					
6.	Benefits	4,052					
7.	Supplemental Benefits	1,451					
8.	Fired Benefits	2,630					
9.	TOTAL PERSONAL SERVICES	01	31,809				
10.	Travel	02					
11.	Contractual	03					
12.	Commodities	04					
13.	Equipment	05					
14.	Other						
15.	TOTAL COST		31,809				

16.	RECEIPT CODE	FUNDING SOURCE	
17.		Federal Receipts 1002	
18.		G.F. Match 1003	
19.		General Funds 1004	31,809
20.		I-A Receipts 1005	
21.		Program Receipts 1028	
		Other	

FOR BSM USE ONLY
4A KEY NUMBER _____

This position will provide Administrative Support in Accounting, Payroll and Professional Contract Services for the Statewide Public Advocate Offices.

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13 REQUEST FOR
NEW POSITION

AGENCY Department of Administration
 PROGRAM Centralized Administrative Svs.
 BRU Centralized Administrative Svs.
 COMPONENT Administrative Services

Page _____ of _____
 Revised Date _____

FY 85

1.	POSITION TITLE Legal Secretary I				RANGE/STEP 10A	BARG. UNIT GGU	FORM 12 PAGE/LINE	GOV.	APPROV.	DISAPP.
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCN NUMBER New	BRU PRIORITY	LOCATION AWA	ELECTIC? DISTRICT	LEG.		
3.	CONTINUATION LEVEL				JUSTIFICATION					
4.	TYPE OF EXPENDITURE				AMOUNT					
	1		2		3					
	PERSONAL SERVICES									
5.	Salary		20,976							
6.	Benefits		3,590							
7.	Supplemental Benefits		1,286							
8.	Fixed Benefits		2,630							
9.	TOTAL PERSONAL SERVICES		01	28,482						
10.	Travel		02							
11.	Contractual		03							
12.	Commodities		04							
13.	Equipment		05							
14.	Other									
15.	TOTAL COST			28,482						
16.	RECEIPT CODE	FUNDING SOURCE								
17.		Federal Receipts 1002								
18.		G.F. Match 1003								
19.		General Funds 1004		28,482						
20.		I-A Receipts 1005								
21.		Program Receipts 1028								
		Other								
FOR B2M USE ONLY										
4A KEY NUMBER										

This position will provide the Legal Secretary Services in the new Juneau-Ketchikan office which will replace the present private attorney contracts.

8/1R1/0204-01/2

13 REQUEST FOR
NEW POSITION

AGENCY Department of Administration
 PROGRAM Due Process
 BRU Public Advocate
 COMPONENT Public Advocate

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 Revised Date

FY 85

1.	POSITION TITLE Attorney IV				RANGE/STEP 24A	BARG. UNIT PX	FORM 12 PAGE/LINE	GOV.	APPROV.	DISAPP.
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCN NUMBER New	BRU PRIORITY	LOCATION AMA	ELECTION DISTRICT	LEG.		
3.	CONTINUATION LEVEL				JUSTIFICATION					
4.	TYPE OF EXPENDITURE				AMOUNT					
	1		2		3					
	PERSONAL SERVICES									
5.	Salary		53,568							
6.	Benefits		9,168							
7.	Supplemental Benefits		2,550							
8.	Fixed Benefits		2,630							
9.	TOTAL PERSONAL SERVICES		01		67,916					
10.	Travel		02							
11.	Contractual		03							
12.	Commodities		04							
13.	Equipment		05							
14.	Other									
15.	TOTAL COST				67,916					
	RECEIPT CODE				FUNDING SOURCE					
16.					Federal Receipts 1002					
17.					G.F. Match 1003					
18.					General Funds 1004					
19.					I-A Receipts 1005					
20.					Program Receipts 1028					
21.					Other					
					67,916					
FOR BSM USE ONLY										
4A KEY NUMBER										

This position represents indigent defendants in felonies, appeals and misdemeanors; serves as guardian ad litem and provides representation in civil matters.

This position serves as senior attorney in this location with some travel necessary to other locations in this judicial district.

8/181/0204-01/4

13 REQUEST FOR
NEW POSITION

AGENCY Department of Administration
 PROGRAM Due Process
 BRU Public Advocate
 COMPONENT Public Advocate

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 Revised Date

FY 85

1.	POSITION TITLE Legal Secretary I				RANGE/STEP 10A	BARG. UNIT GGH	FORM 12 PAGE/LINE	GOV.	APPROV.	DISAPP.	
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCN NUMBER New	BRU PRIORITY	LOCATION FBA	ELECTION DISTRICT	LEG.			
3.	CONTINUATION LEVEL				JUSTIFICATION						
4.	TYPE OF EXPENDITURE			AMOUNT							
	1		2		3						
	PERSONAL SERVICES										
5.	Salary		20,976								
6.	Benefits		3,590								
7.	Supplemental Benefits		1,286								
8.	Funded Benefits		2,630								
9.	TOTAL PERSONAL SERVICES		01		28,482						
10.	Travel		02								
11.	Contractual		03								
12.	Commodities		04								
13.	Equipment		05								
14.	Other										
15.	TOTAL COST				28,482						
	RECEIPT CODE				FUNDING SOURCE						
16.					Federal Receipts 1002						
17.					G.F. Match 1003						
18.					General Funds 1004						
19.					I-A Receipts 1005						
20.					Program Receipts 1028						
21.					Other						
FOR BSA USE ONLY											
4A KEY NUMBER											

This position will provide the Legal Secretary Services in the new Anchorage office which will replace the present private attorney contracts.

8/1B1/0204-01/5

13 REQUEST FOR
NEW POSITION

AGENCY Department of Administration
 PROGRAM Due Process
 BRU Public Advocate
 COMPONENT Public Advocate

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FY 85

1.	POSITION TITLE Attorney IV				RANGE/STEP 24A	BARG. UNIT PX	FORM 12 PAGE/LINE	GOV.	APPROV.	DISAPP.
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCR NUMBER New	BRU PRIORITY	LOCATION EBA	ELECTION DISTRICT	LEG.		
3.	CONTINUATION LEVEL				JUSTIFICATION					
4.	TYPE OF EXPENDITURE				AMOUNT					
	1		2		3					
	PERSONAL SERVICES									
5.	Salary		53,568							
6.	Benefits		9,168							
7.	Supplemental Benefits		2,550							
8.	Fixed Benefits		2,630							
9.	TOTAL PERSONAL SERVICES		01		67,916					
10.	Travel		02							
11.	Contractual		03							
12.	Commodities		04							
13.	Equipment		05							
14.	Other									
15.	TOTAL COST				67,916					
	RECEIPT CODE				FUNDING SOURCE					
16.					Federal Receipts 1002					
17.					G.F. Match 1003					
18.					General Funds 1004					
19.					I-A Receipts 1005					
20.					Program Receipts 1028					
21.					Other					
	FOR BSM USE ONLY									
	4A KEY NUMBER									

8/1B1/0204-01/6

13 REQUEST FOR
NEW POSITION

AGENCY Department of Administration
 PROGRAM Due Process
 BRU Public Advocate
 COMPONENT Public Advocate

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 Revised Date

FY 85

1.	POSITION TITLE Attorney IV	RANGE/STEP 24A	BARG. UNIT PX	FORM 12 PAGE/LINE	GOV.	APPROV.	DISAPP.		
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCN NUMBER New	BRU PRIORITY FBA	LOCATION FBA	ELECTION DISTRICT		
3.	CONTINUATION LEVEL		ADDITION		JUSTIFICATION				
4.	Type of Position		AMOUNT		<p>This position represents indigent defendants in felonies, appeals and misdemeanors; serves as guardian ad litem and provides representation in civil matters.</p> <p>This position serves as senior attorney in this location with some travel necessary to other locations in this judicial district.</p>				
5.	PERSONAL SERVICES								
6.	Salary	53,568							
7.	Benefits	9,168							
8.	Supplemental Benefits	2,550							
9.	Fixed Benefits	2,630							
10.	Total PERSONAL SERVICES	01	67,916						
11.	Travel	02							
12.	Contractual	03							
13.	Commodities	04							
14.	Equipment	05							
15.	Other								
16.	TOTAL COST		67,916						
17.	RECEIPT CODE	FUNDING SOURCE							
18.		Federal Receipts 1002							
19.		G.F. Match 1003							
20.		General Funds 1004		67,916					
21.		I-A Receipts 1005							
22.		Program Receipts 1028							
23.		Other							
FOR BSM USE ONLY									
4A KEY NUMBER _____									

8/181/0204-01/7

13 REQUEST FOR
NEW POSITION

AGENCY Department of Administration

PROGRAM Due Process

BRU Public Advocate

COMPONENT Public Advocate

Page _____ of _____

Revised Date _____

FY 85

1.	POSITION TITLE Attorney IV				RANGE/STEP 24A	BARG. UNIT PX	FORM 12 PAGE/LINE	GOV.	APPROV.	DISAPP.
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCN NUMBER New	BRU PRIORITY	LOCATION EBA	ELECTION DISTRICT	LEG.		
3.	CONTINUATION LEVEL				ADDITION		JUSTIFICATION			
4.	TYPE OF EXPENDITURE				AMOUNT					
	1		2		3					
	FED. SERVICES									
5.	Salary		53,568							
6.	Benefits		9,168							
7.	Supplemental		2,550							
8.	Fixed Benefit		2,630							
9.	TOTAL PLAN		01		67,916					
10.	Travel		02							
11.	Contractual		03							
12.	Commodities		04							
13.	Equipment		05							
14.	Other									
15.	TOTAL COST				67,916					
	RECEIPT CODE		FUNDING SOURCE							
16.			Federal Receipts 1002							
17.			G.F. Match 1003							
18.			General Funds 1004		67,916					
19.			I-A Receipts 1005							
20.			Program Receipts 1028							
21.			Other							
FOR BSM USE ONLY										
4A KEY NUMBER										

This position represents indigent defendants ... felonies, appeals and misdemeanors; serves as guardian ad litem and provides representation in civil matters.

This position serves as senior attorney in this location with some travel necessary to other locations in this judicial district.

8/1B1/0204-01/8

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1.	POSITION TITLE Attorney III				RANGE/STEP 22A	BARG. UNIT PX	FORM 12 PAGE/LINE	COV.	APPROV.	DISAPP.
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCN NUMBER New	BRU PRIORITY	LOCATION EBA	ELECTION DISTRICT	LEG.		
3.	CONTINUATION LEVEL				JUSTIFICATION					
4.	TYPE OF EXPENDITURE									
	1		2		3					
	PERSONAL SERVICES									
5.	Salary			46,800						
6.	Benefits			8,009						
7.	Supplemental Benefits			2,550						
8.	Fired Benefits			2,630						
9.	Total PERSONAL SERVICES		01	59,989						
10.	Travel			02						
11.	Contractual			03						
12.	Commodities			04						
13.	Equipment			05						
14.	Other									
15.	TOTAL COST			59,989						
	RECEIPT CODE	FUNDING SOURCE								
16.		Federal Receipts 1002								
17.		G.F. Match 1003								
18.		General Funds 1004		59,989						
19.		I-A Receipts 1005								
20.		Program Receipts 1028								
21.		Other								
FOR BSM USE ONLY										
4A KEY NUMBER										

This position represents indigent defendants in misdemeanors when the Public Defender Agency cannot represent the defendant because of conflict; serves as guardian ad litem in cases identified by office as containing routine factual and legal issues; represents parties in civil matters.

Requires travel to other locations in this judicial district.

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1.	POSITION TITLE Attorney III				RANGE/STEP 22A	BARG. UNIT PX	FORM 12	PAGE/LINE	GOV.	APPRDV.	DISAPP.
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCN NUMBER New	BRU PRIORITY	LOCATION ERA	ELECTION DISTRICT		LEG.		
3.	CONTINUATION LEVEL				JUSTIFICATION						
4.	TYPE OF EXPENDITURE			AMOUNT							
	1	2		3							
	PERSONAL SERVICES										
5.	Salary	46,800									
6.	Benefits	8,009									
7.	Supplemental Benefits	2,550									
8.	Fired Benefits	2,630									
9.	TOTAL PERSONAL SERVICES	01		59,989							
10.	Travel	02									
11.	Contractual	03									
12.	Commodities	04									
13.	Equipment	05									
14.	Other										
15.	TOTAL COST			59,989							
	RECEIPT CODE	FUNDING SOURCE									
16.		Federal Receipts 1002									
17.		G.F. Match 1003									
18.		General Funds 1004		59,989							
19.		I-A Receipts 1005									
20.		Program Receipts 1028									
21.		Other									
FOR BSM USE ONLY											
4A KEY NUMBER											

This position represents indigent defendants in misdemeanors when the Public Defender Agency cannot represent the defendant because of conflict; serves as guardian ad litem in cases identified by office as containing routine factual and legal issues; represents parties in civil matters.

Requires travel to other locations in this judicial district.

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1.	POSITION TITLE Legal Secretary I				RANGE/STEP 10A	BARG. UNIT GGU	FORM 12	PAGE/LINE	GOV.	APPROV.	DISAPP.
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCN NUMBER New	BRU PRIORITY	LOCATION EBA	ELECTION DISTRICT		LEG.		
3.	CONTINUATION LEVEL				JUSTIFICATION						
4.	TYPE OF EXPENDITURE				AMOUNT						
	1		2		3						
	PERSONAL SERVICES										
5.	Salary		20,976								
6.	Benefits		3,590								
7.	Supplemental Benefits		1,286								
8.	Fixed Benefits		2,630								
9.	TOTAL PERSONAL SERVICES		01		28,482						
10.	Travel		02								
11.	Contractual		03								
12.	Commodities		04								
13.	Equipment		05								
14.	Other										
15.	TOTAL COST				28,482						
16.	RECEIPT CODE	FUNDING SOURCE									
17.		Federal Receipts 1002									
18.		G.F. Match 1003									
19.		General Funds 1004		28,482							
20.		I-A Receipts 1005									
21.		Program Receipts 1028									
		Other									
FOR BSM USE ONLY											
4A KEY NUMBER											

This position will provide the Legal Secretary Services in the new Juneau-Ketchikan office which will replace the present private attorney contracts.

8/1B1/0204-01/11

13 REQUEST FOR NEW POSITION

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1.	POSITION TITLE Administrative Officer			RANGE/STEP 17A	BARG. UNIT Supervisory	FORM 12 PAGE/LINE	GOV.	APPROV.	DISAPP.
2.	TYPE OF POSITION EFF	STAFF MONTHS 12	RF NUMBER	PCN NUMBER New	BRU PRIORITY	LOCATION EBA	ELECTION DISTRICT	LEG.	
3.	CONTRIBUTION LEVEL			JUSTIFICATION					
4.	TYPE OF EXPENDITURE			AMOUNT					
	1	2	3						
	PERSONAL SERVICES								
5.	Salary	33,888							
6.	Benefits	5,800							
7.	Supplemental Benefits	2,077							
8.	Fixed Benefits	2,630							
9.	TOTAL PERSONAL SERVICES	01	44,395						
10.	Travel	02							
11.	Contractual	03							
12.	Commodities	04							
13.	Equipment	05							
14.	Other								
15.	TOTAL COST		44,395						
16.	RECEIPT CODE	FUNDING SOURCE							
17.		Federal Receipts	1002						
18.		G.F. Match	1003						
19.		General Funds	1004	44,395					
20.		I-A Receipts	1005						
21.		Program Receipts	1028						
		Other							
FOR BSM USE ONLY									
4A KEY NUMBER									

The position will serve as the Statewide Administrative Supervisor for the Public Advocacy Agency. Duties to include budget preparation, Office Management and other Administrative Duties.

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1.	POSITION TITLE Attorney VI				RANGE/STEP 26A	BARG. UNIT PX	FORM 12 PAGE/LINE	COV.	APPROV.	DISAPP.
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCN NUMBER New	BRU PRIORITY	LOCATION ERA	ELECTION DISTRICT	LEG.		
3.	CONTINUATION LEVEL				JUSTIFICATION					
4.	TYPE OF EXPENDITURE				AMOUNT					
	1		2		3					
	PERSONAL SERVICES									
5.	Salary	59,532								
6.	Benefits	10,188								
7.	Supplemental Benefits	2,550								
8.	Other Benefits	2,630								
9.	TOTAL PERSONAL SERVICES	01		74,900						
10.	Travel	02								
11.	Contractual	03								
12.	Commodities	04								
13.	Equipment	05								
14.	Other									
15.	TOTAL COST			74,900						
16.	RECEIPT CODE	FUNDING SOURCE								
17.		Federal Receipts 1002								
18.		G.F. Match 1003								
19.		General Funds 1004		74,900						
20.		I-A Receipts 1005								
21.		Program Receipts 1028								
		Other								
FOR BSM USE ONLY										
4A KEY NUMBER										

Directs the Office of Public Advocacy Agency, hires employees, sets up the organization and manages the Agency.

Handles similar types of cases as the Attorney IV position but in smaller volume due to administrative responsibilities.

8/181/0204-01/13

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1.	POSITION TITLE Investigator				RANGE/STEP 16A	BARG. UNIT PX	FORM 12 PAGE/LINE	GOV.	APPRDV.	DISAPP.		
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCN NUMBER New	BRU PRIORITY	LOCATION FBA	ELECTION DISTRICT	LCG.				
3.	CONTINUATION LEVEL				JUSTIFICATION							
4.	TYPE OF EXPENDITURE				<p>Develops facts and interviews witnesses in criminal and civil cases. Assists Attorneys appointed as guardian ad litem in home studies. Requires travel as assigned in this judicial district.</p>							
	1		2								3	
	PERSONAL SERVICES											
5.	Salary		31,032									
6.	Benefits		5,311									
7.	Supplemental Benefits		1,902									
8.	Fixed Benefits		2,630									
9.	TOTAL PERSONAL SERVICES		01								40,875	
10.	Travel		02									
11.	Contractual		03									
12.	Commodities		04									
13.	Equipment		05									
14.	Other											
15.	TOTAL COST										40,875	
	RECEIPT CODE	FUNDING SOURCE										
16.		Federal Receipts 1002										
17.		G.F. Match 1003										
18.		General Funds 1004		40,875								
19.		I-A Receipts 1005										
20.		Program Receipts 1028										
21.		Other										
FOR BSM USE ONLY												
4A KEY NUMBER												

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1.	POSITION TITLE Investigator				RANGE/STEP 16A	LT UNIT F-A	FORM 12 PAGE/LINE	COV.	APPROV.	DISAPP.		
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCN NUMBER New	BRU PRIORITY	LOCATION EBA	ELECTION DISTRICT	LEG.				
3.	CONTINUATION LEVEL				JUSTIFICATION							
4.	ADDITION				<p>Develops facts and interviews witnesses in criminal and civil cases. Assists Attorneys appointed as guardian ad litem in home studies. Requires travel as assigned in this judicial district.</p>							
TYPE OF EXPENDITURE				AMOUNT								
1		2		3								
PERSONAL SERVICES												
5.	Salary	31,032										
6.	Benefits	5,311										
7.	Supplemental Benefits	1,902										
8.	Fired Benefits	2,630										
9.	TOTAL PERSONAL SERVICES	01		40,875								
10.	Travel	02										
11.	Contractual	03										
12.	Commodities	04										
13.	Equipment	05										
14.	Other											
15.	TOTAL COST			40,875								
RECEIPT CODE				FUNDING SOURCE								
16.		Federal Receipts 1002										
17.		G.F. Match 1003										
18.		General Funds 1004		40,875								
19.		I-A Receipts 1005										
20.		Program Receipts 1028										
21.		Other										
FOR BSM USE ONLY												
4A KEY NUMBER												

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1.	POSITION TITLE Attorney IV				RANGE/STEP 24A	BARG. UNIT PY	FORM 12 PAGE/LINE	GOV.	APPROV.	DISAPP.
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCN NUMBER New	BRU PRIORITY	LOCATION JPA	ELECTION DISTRICT	LEG.		
3.	CONTINUATION LEVEL				ADDITION		JUSTIFICATION			
4.	Type of Expenditure			AMOUNT			<p>This position represents indigent defendants in felonies, appeals and misdemeanors; serves as guardian ad litem and provides representation in civil matters.</p> <p>This position serves as senior attorney in this location with some travel necessary to other locations in this judicial district.</p>			
5.	PERSONAL SERVICES									
6.	Salary	61,548								
7.	Benefits	10,533								
8.	Supplemental Benefits	2,550								
9.	Fixed Benefits	2,630								
10.	TOTAL PERSONAL SERVICES	01		77,261						
11.	Travel	02								
12.	Contractual	03								
13.	Commodities	04								
14.	Equipment	05								
15.	Other									
16.	TOTAL COST			77,261						
17.	FUNDING SOURCE									
18.	Federal Receipts 1002									
19.	G.F. Match 1003									
20.	General Funds 1004				77,261					
21.	I-A Receipts 1005									
22.	Program Receipts 1028									
23.	Other									

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1.	POSITION TITLE Attorney III				RANGE/STEP 22A	BARG. UNIT PX	FORM 12 PAGE/LINE	COV.	APPROV.	DISAPP.
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCN NUMBER New	BRD PRIORITY	LOCATION JBA	ELECTION DISTRICT	LEG.		
3.	CONTINUATION LEVEL				JUSTIFICATION					
4.	TYPE OF EXPENDITURE				AMOUNT					
	1		2		3					
	PERSONAL SERVICES									
5.	Salary		53,568							
6.	Benefits		9,168							
7.	Supplemental Benefits		2,550							
8.	Fixed Benefits		2,630							
9.	TOTAL PERSONAL SERVICES		01		67,916					
10.	Travel		02							
11.	Contractual		03							
12.	Commodities		04							
13.	Equipment		05							
14.	Other									
15.	TOTAL COST				67,916					
	RECEIPT CODE				FUNDING SOURCE					
16.					Federal Receipts 1002					
17.					G.F. Match 1003					
18.					General Funds 1004					
19.					I-A Receipts 1005					
20.					Program Receipts 1028					
21.					Other					
					67,916					
FOR BSM USE ONLY										
4A KEY NUMBER										

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1.	POSITION TITLE Legal Secretary I				RANGE/STEP 10A	BARG. UNIT GGU	FORM 12 PAGE/LINE	GOV.	APPROV.	DISAPP.
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER	PCN NUMBER New	BRU PRIORITY	LOCATION JRA	ELECTION DISTRICT	LEG.		
3.	CONTINUATION LEVEL				ADDITION		JUSTIFICATION			
4.	TYPE OF EXPENDITURE			AMOUNT						
	1	2	3							
	PERSONAL SERVICES									
5.	Salary	23,676								
6.	Benefits	4,052								
7.	Supplemental Benefits	1,451								
8.	Fixed Benefits	2,630								
9.	TOTAL PERSONAL SERVICES	01	31,809							
10.	Travel	02								
11.	Contractual	03								
12.	Commodities	04								
13.	Equipment	05								
14.	Other									
15.	TOTAL COST		31,809							
16.	RECEIPT CODE	FUNDING SOURCE								
17.		Federal Receipts 1002								
18.		G.F. Match 1003								
19.		General Funds 1004		31,809						
20.		I-A Receipts 1005								
21.		Program Receipts 1028								
		Other								
FOR B&M USE ONLY										
4A KEY NUMBER										

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