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# LACEY M. SANDERS

## **Professional Experience**

Director of Administrative Operations – State of Alaska, Alaska Permanent Fund Corporation  
September 19, 2022 to Current

Oversee the administrative functions of the corporation; including oversight of the budget, procurement, operations, and accounts payable activities. Ensure all expenditures align with proposed budgets for each department and work with department leads to monitor and adjust budgets as necessary. Provide reporting on actual expenditures and projections and present budget recommendations to the Board of Trustees. Communicate internally and externally to ensure the services received meet expectations and are executed in the best interest of the corporation. Coordinate project management and implementation on projects impacting administrative functions of all employees.

Deputy Commissioner – State of Alaska, Department of Education & Early Development  
April 5, 2022 to September 18, 2022

Under direction of the Commissioner, recommend policies for and develop, organize, direct and coordinate services for the department. Provide direct oversight to the Division of Administrative Services, Division of Libraries, Archives and Museums, Alaska State Council on the Arts, and the Professional Teaching Practices Commission. In addition, provide oversight department-wide of core administrative services functions including human resources, procurement, information technology, finance, and budget. Establish and maintain liaison with other state, federal and local governmental agencies to assure effectiveness of departmental programs; resolves special problems on an individual basis when assigned by the Commissioner; acts for the Commissioner in their absence.

Administrative Services Director – State of Alaska, Department of Education & Early Development  
and Office of the Governor

February 12, 2020 to April 4, 2022

Provide core administrative services oversight and management of essential day-to-day operations of the department. Core administrative services functions include human resources, procurement, information technology, finance, and budget. Coordinate the development and presentation of the department's annual budget requests. Interact with the Legislature and legislative staff regarding the department's budget and fiscal impacts related to legislation. Work closely with the Office of Management and Budget, Department of Administration, and other pertinent agencies to ensure the department's business needs are met and addressed.

Senior Fiscal Analyst (Operating Budget Coordinator) – Alaska State Legislature, Legislative  
Finance Division

August 27, 2010 to December 12, 2018 and July 23, 2019 to February 11, 2020

Compile individual agency budgets and statewide items into appropriation bills. Provide analysis and evaluation of the Governor's budget requests and legislative proposals to finance committees, Legislative Budget and Audit, legislators, and legislative staff. Coordinate development of annual statewide publications and special assignments. Assist with planning, development, and ongoing adjustments to the legislative budget database and report formatting. Prepare presentations and provide legislative testimony offering guidance on a variety of budgetary topics. Provide clear and concise analysis of policy issues, agency budgets, statewide issues, and special requests. Review the statewide fiscal summary and fund tracking for accuracy.

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**Budget Director – State of Alaska, Office of the Governor**  
**December 13, 2018 to July 22, 2019**

Coordinate the development of the Governor’s Operating, Capital, and Supplemental budgets, including drafting of language sections. Participate in the Governor’s executive budget team meetings as the subject matter expert on the executive budget act, budget development, structure, fund sources, and implementation. Advise on strategy for technical aspects of the budget and ensure that proposals are aligned with the executive budget act. Communicate Governor’s decisions to departments and budget staff. Develop presentations, summaries, and supporting materials for presentation to the public, media, and legislature. Provide testimony to the legislature on the structure and contents of the Governor’s budget in coordination with policy experts. Brief the Governor and senior staff on the status of the budget throughout the legislative session. Prepare and provide analysis for the veto review process, solicit input from departments, and present options and impacts to the Governor. Directly supervise eight budget analysts and serve as indirect supervisor of 14 Administrative Services Directors.

**Budget Analyst 4 – State of Alaska, Department of Commerce, Community, & Economic  
Development**

**January 23, 2009 to August 26, 2010**

Provide consultation to the Director of Administrative Services, Division Directors, and Program Managers with budget preparation. Provide professional analysis, coordination, development, and review of the annual Operating and Capital budgets. Develop and maintain performance measures that accurately depict the department’s missions, goals, and strategies. Continually work to evaluate the department’s Missions and Measures for alignment, presentation, and reporting. Prepare and coordinate responses to inquiries from Legislative Finance, legislators, and legislative staff. Compile information for executive staff to present legislative testimony and prepare necessary handout materials. Attend legislative hearings to provide detail and technical information. Review all proposed legislation to determine if it will impact the operations or finances of the department. Prepare detailed cost analysis and fiscal notes for legislation that is determined to have a potential fiscal impact. Provide expenditure and revenue analysis on allocations throughout the fiscal year and process revised programs as necessary for the department. Analyze spending plans and monthly personal services projections to identify potential fluctuations and recommend changes to correct over-expenditures.

**Budget Analyst 3 – State of Alaska, Department of Corrections**

**July 25, 2005 to January 22, 2009**

Provide professional analysis, coordination, development, and review of the annual Operating and Capital budgets. Develop and maintain performance measures that accurately depict the department’s missions, goals and strategies. Continually work to evaluate the department’s Missions and Measures for alignment, presentation, and reporting. Prepare and coordinate responses to inquiries from Legislative Finance, legislators, and legislative staff. Compile information for executive staff to present legislative testimony and prepare necessary handout materials. Attend legislative hearings to provide detail and technical information. Review all proposed legislation to determine if it will impact the operations or finances of the department. Prepare detailed cost analysis and fiscal notes for legislation that is determined to have a potential fiscal impact. Provide expenditure and revenue analysis on allocations throughout the fiscal year and process revised programs as necessary for the department. Analyze spending plans and monthly personal services projections to identify potential fluctuations and recommend changes to correct over-expenditures.

  
**Applications**

- Alaska Budget System (ABS) - Capital, Operating, Auto AB, and Personal Services Modules
- Legislative Finance Division Budget System – Capital and Operating
- Legislative Finance Division Fiscal Note and Amendment Systems
- BASIS (Legislative Information System)
- Alaska Data Enterprise Reporting System (ALDER)
- Microsoft Office 365 - Word, Excel, Outlook, PowerPoint, Teams
- Adobe Acrobat – Reader and Exchange Editor

**Education & Certifications**

- Graduated from Juneau-Douglas High School – Diploma
- State of Alaska Procurement Officer – Level III Certification
- Alaska Notary Public
- CPR & AED Certified