

LACEY M. SANDERS

Professional Experience

Administrative Services Director – Department of Education and Early Development & Office of the Governor
February 12, 2020 to Current

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.

Budget Director – Office of the Governor, Office of Management and Budget
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 IV – State of Alaska, Department of Commerce, Community, and 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.

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Budget Analyst III – 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 inquires 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 III – State of Alaska, Department of Military & Veteran's Affairs

November 22, 2004 to July 25, 2005

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. Coordinate with division or program staff to gather and analyze data. Continually work with the Office of Management and Budget to evaluate the department's Missions and Measures for alignment, presentation, and reporting. Prepare and coordinate responses from Legislative Finance, legislators, and legislative staff. Compile information for executive staff to present legislative testimony and prepare 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. Coordinate with the Budget Execution Section on all revised programs. Supervision of an Administrative Assistant I and Student Intern I. Supervisory duties included recruitment for positions, complete yearly evaluations, leave approvals, and disciplinary actions. Assign, prioritize, and review work for accuracy and timely completion.

Budget Analyst I/II – State of Alaska, Department of Environmental Conservation

October 14, 2002 to November 21, 2004

Provide analysis, coordination, review, and development of the annual Operating and Capital budgets. Provide technical support for statewide staff in the development of the budget cycle. Provide assistance with research and analysis; communicate findings in written and verbal responses and summarization of documents. Create and maintain yearly spending plans and reports and order budget materials and supplies. Monitor legislative activity and the progress of legislation (bills, fiscal notes, and vetoes). Develop structure and forms, revise and edit Performance Measures for department data and analysis, enter information into web/database for publication.

Technical Skills and Abilities

- 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 Suite - Word, Excel, Outlook, PowerPoint
- Adobe Acrobat – Reader and Exchange Editor

Education

Graduated from Juneau-Douglas High School - Diploma

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Professional References

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