

Secretary of State Facts – FY '12

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General Information

Address: Lucas Building, First Floor
321 East 12th Street
Des Moines, IA 50319

Workforce Data (unless otherwise noted, information provided is at the end of FY '12)

# FT EEs: 28	# PT EEs: 0	# Temporary EEs: 0	Average Length of Service: 13.36
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Span of Control: 4.50	Total Unemployment Insurance Claims: 0
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Employee Age Groups				Supervisor Age Groups				Females		Males	
<25	1	45-54	7	<25	0	45-54	2	# of Females:	20	# of Males:	8
25-34	5	55-64	6	25-34	0	55-64	1	% of WF:	71.43%	% of WF:	28.57%
35-44	8	65+	1	35-44	3	65+	0	Average Age:	46.45	Average Age:	42.49
Employee Average Age: 45.32				Supervisor Average Age: 46.23				Average Length of Service: 15.64		Average Length of Service: 7.66	

Minorities		Non-minorities		Breakout of Minorities		Did Not Respond	
# of Minorities:	1	# of Non-minorities:	21	# African-American:	0	# of "did not respond":	6
% of Workforce:	3.57%	% of Workforce:	75.00%	# Asian/Pacific Island:	0	% of Workforce:	21.43%
Average Age:	55.99	Average Age:	44.44	# Am. Indian/Alaskan:	0	Average Age:	46.63
Average Length of Service:	24.92	Average Length of Service:	14.41	# Hispanic or Latino:	1	Average Length of Service:	7.77

Persons With Disabilities		Persons With No Disabilities		Did Not Respond	
# of Persons With Disabilities:	0	# of Persons With No Disabilities:	26	# of "did not respond":	2
% of Workforce:	0%	% of Workforce:	92.86%	% of Workforce:	7.14%
Average Age:	N/A	Average Age:	44.63	Average Age:	54.36
Average Length of Service:	N/A	Average Length of Service:	12.63	Average Length of Service:	22.86

Officials/Administrators EEO Category 1: 7	Professionals EEO Category 2: 12	Technicians EEO Category 3: 0	Protective Service: Sworn EEO Category 4: 0
Protect. Serv.: Non-Sworn EEO Category 5: 0	Administrative Services EEO Category 6: 8	Skilled Craft EEO Category 7: 0	Service/Maintenance EEO Category 8: 0

Separation Rate: 20.34%	Hire Rate: 6.78%	Number Hires: 1	Transfer In: 1
Retirements: 1	All Terminations: 0	Voluntary Quits: 4	Transfer Out: 1

# of Classes Used: 19	Most Populous Classes: Clerk-Specialist (4), Administrative Assistant 2 (3), 4 classes with 2 incumbents each
Separations - By Class:	Exec Off 1 (1), Info Spec 3 (1), Info Tech Spec 5 (1), Info Tech Support Wrkr 2 (1), Public Service Executive 1 (1)
# Eligible for Retirement:	8 in next 5 years % Eligible: 28.57%

Leave and Benefits (unless otherwise noted, information provided is at the end of FY '12)

Vacation Payouts: \$24,930.80	Sick Leave Payouts: \$2,000.00	Annual Payroll: \$2,002,140.71	Avg. Base Salary: \$67,070.43	Overtime Days Worked: 9.9
Overtime Cost: \$3,019.44	Reassignment Pay: \$0	Recruitment Bonus Pay: \$0	Retention Pay: \$0	Exceptional Job Performance Pay: \$0
Vacation Pay - Earned Value: \$136,538.43	Vacation Days Earned: 591.4	Vacation Used Expense: \$114,441.09	Vacation Days Taken: 540.1	
Sick Leave Days Earned: 503.6	Reg. Sick Leave Used Expense: \$36,527.61	Reg. Sick Leave Days Used: 171.7	Converted Sick Leave To Vacation Days Used: 84.5	
Sick Leave -Earned Value: \$121,850.60		Avg. Sick Leave Days Per EE: 6.13	Converted Sick Leave To Vacation Used Expense: \$18,502.12	
Injury Leave Used Expense: \$0	Injury Leave Days Used: 0	Classification Appeals: 0	Reclassifications Up (Filled): 0 Up (Vacant): 0 Down (Filled): 0 Down (Vacant): 1 Lateral (Filled): 0 Lateral (Vacant): 0 Approx. Annual New Cost of Reclassified Positions:* \$0	
Funeral Leave Used Expense: \$6,058.74	Funeral Days Used: 28.8	Extraordinary Pay: \$0	Grievances Contract Grievances: 2 2 Disciplinary: 2 Language: 0 Non-Contract Grievances: 0 Disciplinary: 0 Language: 0 Arbitrations: 0 0	
Jury Leave Used Expense: \$222.67	Jury Leave Days Used: 0.9	Special Duty Pay: \$0		

* based on difference between average of old and new pay grade FY '12. Vacancies and laterals were not calculated into the "cost."

Sources: Data Warehouse Queries; "Just the Facts for FY12" Almanac; Department of Management; DAS-HRE Labor Relations Team.

Date of Completion: December 2012