

Dept. of Administrative Services Facts – FY '13

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General Information

Address: Hoover Building
1305 East Walnut Street
Des Moines, IA 50319

Workforce Data (unless otherwise noted, information provided is at the end of FY '13)

# FT EEs: 336	# PT EEs: 3	# Temporary EEs: 2	Average Length of Service: 14.44
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Span of Control: 9.31	Total Unemployment Insurance Claims: 18
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Employee Age Groups				Supervisor Age Groups				Females		Males	
<25	1	45-54	119	<25	0	45-54	9	# of Females:	135	# of Males:	201
25-34	35	55-64	106	25-34	4	55-64	12	% of WF:	40.18%	% of WF:	59.82%
35-44	67	65+	8	35-44	10	65+	1	Average Age:	49.98	Average Age:	49.17
Employee Average Age: 49.49				Supervisor Average Age: 49.17				Average Length of Service: 16.17		Average Length of Service: 13.27	

Minorities		Non-minorities		Breakout of Minorities		Did Not Respond	
# of Minorities:	33	# of Non-minorities:	296	# African-American:	14	# of "did not respond":	7
% of Workforce:	9.82%	% of Workforce:	88.10%	# Asian/Pacific Island:	13	% of Workforce:	2.08%
Average Age:	48.17	Average Age:	49.60	# Am. Indian/Alaskan:	2	Average Age:	51.10
Average Length of Service:	11.79	Average Length of Service:	14.75	# Hispanic or Latino:	4	Average Length of Service:	13.91

Persons With Disabilities		Persons With No Disabilities		Did Not Respond	
# of Persons With Disabilities:	22	# of Persons With No Disabilities:	296	# of "did not respond":	18
% of Workforce:	6.55%	% of Workforce:	88.10%	% of Workforce:	5.66%
Average Age:	52.58	Average Age:	49.16	Average Age:	51.23
Average Length of Service:	20.18	Average Length of Service:	13.71	Average Length of Service:	19.32

Officials/Administrators EEO Category 1: 52	Professionals EEO Category 2: 159	Technicians EEO Category 3: 19	Protective Service: Sworn EEO Category 4: 0
Protect. Serv.: Non-Sworn EEO Category 5: 0	Administrative Services EEO Category 6: 18	Skilled Craft EEO Category 7: 32	Service/Maintenance EEO Category 8: 56

Separation Rate: 12.06%	Hire Rate: 9.41%	Number Hires: 26	Transfer In: 6
Retirements: 19	All Terminations: 13	Voluntary Quits: 6	Transfer Out: 3

# of Classes Used: 74	Most Populous Classes: Information Technology Specialist 5 (47), Custodial Worker (32), HR Professional 2 (20)
Separations - By Class:	Budget Analyst 3 (4), Custodial Worker (4), Executive Officer 3 (3), 6 classes with 1 incumbent each
# Eligible for Retirement:	111 in next 5 years % Eligible: 33.04%

Leave and Benefits (unless otherwise noted, information provided is at the end of FY '13)

Vacation Payouts: \$279,169.25	Sick Leave Payouts: \$34,467.07	Annual Payroll: \$24,798,500.19	Avg. Base Salary: \$70,057.66	Overtime Days Worked: 493.7
Overtime Cost: \$152,396.15	Reassignment Pay: \$4,118.40	Recruitment Bonus Pay: \$0	Retention Pay: \$0	Exceptional Job Performance Pay: \$0
Vacation Pay - Earned Value: \$1,938,456.05	Vacation Days Earned: 7,061.8	Vacation Used Expense: \$1,821,506.53	Vacation Days Taken: 6,738.4	
Sick Leave Days Earned: 5,515.6	Reg. Sick Leave Used Expense: \$762,975.20	Reg. Sick Leave Days Used: 3,128.6	Converted Sick Leave To Vacation Days Used: 562.5	
Sick Leave -Earned Value: \$1,399,660.31		Avg. Sick Leave Days Per EE: 9.31	Converted Sick Leave To Vacation Used Expense: \$168,481.24	
Workers' Comp Leave Used Expense: \$1,593.40	Workers' Comp Leave Days Used: 12.2	Classification Appeals: 1	Reclassifications Up (Filled): 13 Up (Vacant): 3 Down (Filled): 3 Down (Vacant): 0 Lateral (Filled): 1 Lateral (Vacant): 0 Approx. Annual New Cost of Reclassified Positions:* \$121,077.01	Grievances Contract Grievances: 7 Disciplinary: 2 Language: 5 Non-Contract Grievances: 0 Disciplinary: 0 Language: 0 Arbitrations: 1
Funeral Leave Used Expense: \$36,454.45	Funeral Days Used: 145.3	Extraordinary Pay: \$0		
Jury Leave Used Expense: \$6,387.47	Jury Leave Days Used: 23.8	Special Duty Pay: \$0		

* based on difference between average of old and new pay grade FY '13. Vacancies and laterals were not calculated into the "cost."

Sources: Data Warehouse Queries; "Just the Facts for FY13" Almanac; Department of Management; DAS-HRE Labor Relations Team.

Date of Completion: December 3, 2013