

Dept. of DHS-Administration (401) Facts – FY '13

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General Information

Address: Hoover State Office 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: 285	# PT EEs: 1	# Temporary EEs: 1	Average Length of Service: 16.46
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Span of Control: 10.92	Total Unemployment Insurance Claims: 2
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Employee Age Groups				Supervisor Age Groups				Females		Males	
<25	0	45-54	105	<25	0	45-54	10	# of Females:	191	# of Males:	94
25-34	17	55-64	97	25-34	0	55-64	11	% of WF:	67.02%	% of WF:	32.98%
35-44	56	65+	10	35-44	2	65+	3	Average Age:	50.36	Average Age:	51.70
Employee Average Age: 50.80				Supervisor Average Age: 55.91				Average Length of Service: 17.54		Average Length of Service: 14.26	

Minorities		Non-minorities		Breakout of Minorities		Did Not Respond	
# of Minorities:	23	# of Non-minorities:	253	# African-American:	7	# of "did not respond":	9
% of Workforce:	8.07%	% of Workforce:	88.77%	# Asian/Pacific Island:	12	% of Workforce:	3.16%
Average Age:	48.25	Average Age:	51.13	# Am. Indian/Alaskan:	0	Average Age:	48.09
Average Length of Service:	15.98	Average Length of Service:	16.60	# Hispanic or Latino:	4	Average Length of Service:	13.50

Persons With Disabilities		Persons With No Disabilities		Did Not Respond	
# of Persons With Disabilities:	17	# of Persons With No Disabilities:	240	# of "did not respond":	28
% of Workforce:	5.96%	% of Workforce:	84.21%	% of Workforce:	9.82%
Average Age:	52.66	Average Age:	50.45	Average Age:	52.72
Average Length of Service:	19.05	Average Length of Service:	16.03	Average Length of Service:	18.49

Officials/Administrators EEO Category 1: 49	Professionals EEO Category 2: 161	Technicians EEO Category 3: 41	Protective Service: Sworn EEO Category 4: 0
Protect. Serv.: Non-Sworn EEO Category 5: 0	Administrative Services EEO Category 6: 34	Skilled Craft EEO Category 7: 0	Service/Maintenance EEO Category 8: 0

Separation Rate: N/A%	Hire Rate: N/A%	Number Hires: 3	Transfer In: N/A
Retirements: 9	All Terminations: 0	Voluntary Quits: 3	Transfer Out: N/A

# of Classes Used: 54	Most Populous Classes: Information Tech Specialist 5 (25), Program Planner 3 (19), Social Worker 6 (19)
Separations - By Class:	Statistical Research Analyst 3 (2), Executive Officer 2 (2), 8 classes with 1 incumbent each
# Eligible for Retirement:	100 in next 5 years % Eligible: 35.09%

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

Vacation Payouts: \$182,742.72	Sick Leave Payouts: \$16,933.58	Annual Payroll: \$21,137,498.57	Avg. Base Salary: \$73,106.04	Overtime Days Worked: 113.1
Overtime Cost: \$37,585.50	Reassignment Pay: \$0	Recruitment Bonus Pay: \$0	Retention Pay: \$0	Exceptional Job Performance Pay: \$0
Vacation Pay - Earned Value: \$1,771,914.61	Vacation Days Earned: 6,277.8	Vacation Used Expense: \$1,722,902.52	Vacation Days Taken: 6,193.4	
Sick Leave Days Earned: 4,416.9	Reg. Sick Leave Used Expense: \$695,216.95	Reg. Sick Leave Days Used: 2,613.8	Converted Sick Leave To Vacation Days Used: 427.8	
Sick Leave -Earned Value: \$1,191,604.43		Avg. Sick Leave Days Per EE: 9.17	Converted Sick Leave To Vacation Used Expense: \$130,469.44	
Workers' Comp Leave Used Expense: \$26.74	Workers' Comp Leave Days Used: 0.2	Classification Appeals: N/A	Reclassifications Up (Filled): 1 Up (Vacant): 1 Down (Filled): 0 Down (Vacant): 0 Lateral (Filled): 0 Lateral (Vacant): 0 Approx. Annual New Cost of Reclassified Positions:* \$1,414.40	
Funeral Leave Used Expense: \$24,297.86	Funeral Days Used: 83.3	Extraordinary Pay: \$0	Grievances Contract Grievances: N/A Disciplinary: N/A Language: N/A Non-Contract Grievances: N/A Disciplinary: N/A Language: N/A Arbitrations: N/A	
Jury Leave Used Expense: \$2,065.62	Jury Leave Days Used: 7.7	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