

Secretary of State Facts – FY '13

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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 '13)

# FT EEs: 24	# PT EEs: 0	# Temporary EEs: 3	Average Length of Service: 14.99
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Span of Control: 4.60	Total Unemployment Insurance Claims: 5
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Employee Age Groups				Supervisor Age Groups				Females		Males	
<25	0	45-54	7	<25	0	45-54	0	# of Females:	16	# of Males:	8
25-34	4	55-64	6	25-34	1	55-64	1	% of WF:	66.67%	% of WF:	33.33%
35-44	7	65+	0	35-44	3	65+	0	Average Age:	48.38	Average Age:	41.36
Employee Average Age: 46.04				Supervisor Average Age: 42.07				Average Length of Service: 18.22		Average Length of Service: 8.55	

Minorities		Non-minorities		Breakout of Minorities		Did Not Respond	
# of Minorities:	1	# of Non-minorities:	20	# African-American:	0	# of "did not respond":	3
% of Workforce:	4.17%	% of Workforce:	83.33%	# Asian/Pacific Island:	0	% of Workforce:	12.50%
Average Age:	56.99	Average Age:	46.33	# Am. Indian/Alaskan:	0	Average Age:	40.43
Average Length of Service:	25.92	Average Length of Service:	15.10	# Hispanic or Latino:	1	Average Length of Service:	10.63

Persons With Disabilities		Persons With No Disabilities		Did Not Respond	
# of Persons With Disabilities:	0	# of Persons With No Disabilities:	21	# of "did not respond":	3
% of Workforce:	0%	% of Workforce:	87.50%	% of Workforce:	12.50%
Average Age:	N/A	Average Age:	45.11	Average Age:	52.53
Average Length of Service:	N/A	Average Length of Service:	14.15	Average Length of Service:	20.90

Officials/Administrators EEO Category 1: 8	Professionals EEO Category 2: 8	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: 7	Skilled Craft EEO Category 7: 0	Service/Maintenance EEO Category 8: 0

Separation Rate: 23.08%	Hire Rate: 23.08%	Number Hires: 3	Transfer In: 3
Retirements: 1	All Terminations: 1	Voluntary Quits: 3	Transfer Out: 1

# of Classes Used: 19	Most Populous Classes: Clerk-Specialist (4), Information Tech Specialist 2 (2), Information Tech Specialist 5 (2)
Separations - By Class:	Attorney 2 (1), Info Tech Specialist 4 (1), Info Tech Support Worker 2 (1), Secretary 1 (1)
# Eligible for Retirement:	7 in next 5 years % Eligible: 29.17%

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

Vacation Payouts: \$48,633.69	Sick Leave Payouts: \$2,000.00	Annual Payroll: \$1,877,725.85	Avg. Base Salary: \$70,104.77	Overtime Days Worked: 58.9
Overtime Cost: \$17,428.97	Reassignment Pay: \$0	Recruitment Bonus Pay: \$0	Retention Pay: \$0	Exceptional Job Performance Pay: \$0

Vacation Pay - Earned Value: \$131,876.19	Vacation Days Earned: 517.3	Vacation Used Expense: \$81,580.49	Vacation Days Taken: 372.0
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Sick Leave Days Earned: 414.1	Reg. Sick Leave Used Expense: \$29,029.55	Reg. Sick Leave Days Used: 104.4	Converted Sick Leave To Vacation Days Used: 112.0
Sick Leave -Earned Value: \$110,368.51		Avg. Sick Leave Days Per EE: 4.35	Converted Sick Leave To Vacation Used Expense: \$27,684.00

Workers' Comp Leave Used Expense: \$20.40	Workers' Comp Leave Days Used: 0.2	Classification Appeals: 0	Reclassifications Up (Filled): 2 Up (Vacant): 0 Down (Filled): 1 Down (Vacant): 0 Lateral (Filled): 0 Lateral (Vacant): 0 Approx. Annual New Cost of Reclassified Positions:* \$21,902.40	Grievances Contract Grievances: 0 Disciplinary: 0 Language: 0 Non-Contract Grievances: 0 Disciplinary: 0 Language: 0 Arbitrations: 0
Funeral Leave Used Expense: \$2,361.35	Funeral Days Used: 9.7	Extraordinary Pay: \$0		
Jury Leave Used Expense: \$228.47	Jury Leave Days Used: 1.2	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