

Department of Human Rights Facts – FY '08

http://www.state.ia.us/government/dhr/index.html



General Information

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

Workforce Data (unless otherwise noted, information provided is at the end of FY '08)

| | | | |
|--------------|-------------|---------------------|----------------------------------|
| # FT EEs: 56 | # PT EEs: 0 | # Temporary EEs: 10 | Average Length of Service: 12.34 |
|--------------|-------------|---------------------|----------------------------------|

| | | |
|----------------------|---|--|
| Span of Control: N/A | % Performance Evaluations Completed: 100% | Total Unemployment Insurance Claims: 1 |
|----------------------|---|--|

| Employee Age Groups | | | | Supervisor Age Groups | | | | Females | | Males | |
|-----------------------------|----|-------|----|-------------------------------|---|-------|---|----------------------------------|--------|----------------------------------|--------|
| <25 | 0 | 45-54 | 15 | <25 | 0 | 45-54 | 3 | # of Females: | 31 | # of Males: | 25 |
| 25-34 | 4 | 55-64 | 16 | 25-34 | 0 | 55-64 | 6 | % of WF: | 55.36% | % of WF: | 44.64% |
| 35-44 | 19 | 65+ | 2 | 35-44 | 3 | 65+ | 0 | Average Age: | 47.56 | Average Age: | 49.57 |
| Employee Average Age: 48.46 | | | | Supervisor Average Age: 51.70 | | | | Average Length of Service: 11.54 | | Average Length of Service: 13.33 | |

| Minorities | | Breakout of Minorities | | Non-minorities | |
|----------------------------|--------|--------------------------|---|----------------------------|--------|
| # of Minorities: | 6 | # of African-American: | 3 | # of Non-minorities: | 49 |
| % of Workforce: | 10.71% | # of Asian: | 1 | % of Workforce: | 87.50% |
| Average Age: | 46.63 | # of American Indian: | 0 | Average Age: | 48.40 |
| Average Length of Service: | 6.12 | # of Hispanic or Latino: | 2 | Average Length of Service: | 13.21 |

| Persons With Disabilities | | Persons With Non-Disabilities | |
|---------------------------------|--------|-------------------------------------|--------|
| # of Persons With Disabilities: | 7 | # of Persons With Non-Disabilities: | 45 |
| % of Workforce: | 12.50% | % of Workforce: | 80.36% |
| Average Age: | 47.46 | Average Age: | 48.09 |
| Average Length of Service: | 10.72 | Average Length of Service: | 12.36 |

| | | | |
|--|--|------------------------------------|--|
| Officials/Administrators EEO Category 1: 13 | Professionals EEO Category 2: 39 | Technicians EEO Category 3: 1 | Protective Service: Sworn EEO Category 4: 0 |
| Protect. Serv.: Non-Sworn EEO Category 5: 0 | Administrative Services EEO Category 6: 3 | Skilled Craft EEO Category 7: 0 | Service/Maintenance EEO Category 8: 0 |

| | | | |
|------------------------|---------------------|--------------------|-----------------|
| Separation Rate: 7.34% | Hire Rate: 14.68% | Number Hires: 7 | Transfer In: 1 |
| Retirements: 2 | All Terminations: 0 | Voluntary Quits: 1 | Transfer Out: 1 |

| | | | |
|----------------------------|--|--------------------|--|
| # of Classes Used: 25 | Most Populous Classes: Program Planner 3 (11), Disabilities Consultant (6), Program Planner 2 (includes 94022) (5) | | |
| Separations - By Class: | Admin Assistant 2 (1), Admin Secretary (1), Secretary 1 (1) | | |
| # Eligible for Retirement: | 17 in next 5 years | % Eligible: 30.36% | |

Leave and Benefits (unless otherwise noted, information provided is at the end of FY '08)

| | | | | |
|--|--|---|---|--|
| Vacation Payouts: \$20,674.30 | Sick Leave Payouts: \$2,854.45 | Annual Payroll: \$3,360,192.27 | Avg. Base Salary: \$60,140 | Overtime Days Worked: 3.0 |
| Overtime Cost: \$461.47 | Reassignment Pay: \$0 | Recruitment Bonus Pay: \$18,574.40 | Retention Pay: \$0 | Exceptional Job Performance Pay: \$0 |
| Workers' Comp Payouts: \$0 | Vacation Pay - Earned Value: \$236,290.91 | Vacation Days Earned: 1,064.8 | Vacation Used Expense: \$211,123.28 | Vacation Days Taken: 1,010.9 |
| Workers' Comp Days Used: 0 | Sick Leave Days Earned: 890.3 | Reg. Sick Leave Used Expense: \$88,939.83 | Reg. Sick Leave Days Used: 423.1 | Converted Sick Leave To Vacation Days Used: 123.5 |
| | Sick Leave -Earned Value: \$186,293.72 | | Avg. Sick Leave Days Per EE: 7.56 | Converted Sick Leave To Vacation Used Expense: \$28,203.24 |
| Injury Leave Used Expense: \$0 | Injury Leave Days Used: 0 | Classification Appeals: 0 | <u>Reclassifications</u> Up (Filled): 3 Up (Vacant): 0 Down (Filled): 0 Down (Vacant): 0 Lateral (Filled): 0 Lateral (Vacant): 0 Approx. Annual New Cost of Reclassified Positions:* \$26,176.80 | <u>Grievances</u> Contract Grievances: 0 Disciplinary: 0 Language: 0 Non-Contract Grievances: 0 Disciplinary: 0 Language: 0 Arbitrations: 0 |
| Funeral Leave Used Expense: \$2,418.78 | Funeral Days Used: 11.5 | Extraordinary Pay: \$803.20 | | |
| Jury Leave Used Expense: \$247.82 | Jury Leave Days Used: 1.4 | Special Duty Pay: \$0 | | |

* based on difference between average of old and new pay grade FY '08. Vacancies and laterals were not calculated into the "cost."

Affirmative Action (Remedial Underutilization [RUU] and Remedial Hiring Goals)

| | | |
|---|--|---|
| Females: Current Year (FY '09) RUU: N/A Current Year (FY '09) Goal: N/A Goal Achievement (FY '08): N/A | Minorities: Current Year (FY '09) RUU: N/A Current Year (FY '09) Goal: N/A Goal Achievement (FY '08): N/A | PWD: Year (FY '09) RUU: N/A Current Year (FY '09) Goal: N/A Goal Achievement (FY '08): N/A |
|---|--|---|

Sources: AS400 Queries; "Just the Facts for FY08" Almanac; Department of Management; DAS-HRE Labor Relations Team and DAS-HRE Personnel Officers.

Date of Completion: February 6, 2009