

Secretary of State Facts – FY '10

http://www.sos.state.ia.us/



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 '10)

# FT EEs: 30	# PT EEs: 0	# Temporary EEs: 0	Average Length of Service: 12.48
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Span of Control: 9.67	% Performance Evaluations Completed: 86.67%	Total Unemployment Insurance Claims: 3
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Employee Age Groups				Supervisor Age Groups				Females		Males	
<25	0	45-54	6	<25	0	45-54	1	# of Females:	20	# of Males:	10
25-34	10	55-64	6	25-34	2	55-64	0	% of WF:	66.67%	% of WF:	33.33%
35-44	7	65+	1	35-44	0	65+	0	Average Age:	46.57	Average Age:	36.65
Employee Average Age: 43.26				Supervisor Average Age: 37.51				Average Length of Service: 15.48		Average Length of Service: 6.48	

Minorities		Breakout of Minorities		Non-minorities	
# of Minorities:	1	# of African-American:	0	# of Non-minorities:	26
% of Workforce:	3.33%	# of Asian:	0	% of Workforce:	86.67%
Average Age:	54.00	# of American Indian:	0	Average Age:	41.92
Average Length of Service:	22.93	# of Hispanic or Latino:	1	Average Length of Service:	12.10

Persons With Disabilities		Persons With Non-Disabilities	
# of Persons With Disabilities:	0	# of Persons With Non-Disabilities:	28
% of Workforce:	0%	% of Workforce:	93.33%
Average Age:	N/A	Average Age:	42.61
Average Length of Service:	N/A	Average Length of Service:	11.88

Officials/Administrators EEO Category 1: 5	Professionals EEO Category 2: 15	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: 9	Skilled Craft EEO Category 7: 0	Service/Maintenance EEO Category 8: 0

Separation Rate: 23.88%	Hire Rate: 2.99%	Number Hires: 1	Transfer In: 0
Retirements: 4	All Terminations: 1	Voluntary Quits: 3	Transfer Out: 0

# of Classes Used: 15	Most Populous Classes: Admin Assistant 2 (4), Clerk-Specialist (4), Info Tech Support Worker 2 (4)		
Separations - By Class:	Info Tech Support Worker 2 (3), Public Service Executive 4 (2), 3 classes with 1 incumbent each		
# Eligible for Retirement:	9 in the next 5 years	% Eligible: 30.00%	

Leave and Benefits

(unless otherwise noted, information provided is at the end of FY '10)

Vacation Payouts: \$31,632.02	Sick Leave Payouts: \$8,000.00	Annual Payroll: \$2,077,099.60	Avg. Base Salary: \$56,106.69	Overtime Days Worked: 33.9
Overtime Cost: \$8,840.35	Reassignment Pay: \$0	Recruitment Bonus Pay: \$0	Retention Pay: \$0	Exceptional Job Performance Pay: \$0
Workers' Comp Payouts: N/A	Vacation Pay - Earned Value: \$153,528.47	Vacation Days Earned: 722.4	Vacation Used Expense: \$110,482.75	Vacation Days Taken: 555.8
Workers' Comp Days Used: N/A	Sick Leave Days Earned: 598.3	Reg. Sick Leave Used Expense: \$69,140.31	Reg. Sick Leave Days Used: 310.5	Converted Sick Leave To Vacation Days Used: 129.5
	Sick Leave -Earned Value: \$127,270.47		Avg. Sick Leave Days Per EE: 10.35	Converted Sick Leave To Vacation Used Expense: \$28,010.52
Injury Leave Used Expense: \$0	Injury Leave Days Used: 0	Classification Appeals: 0	Reclassifications Up (Filled): 3 Up (Vacant): 1 Down (Filled): 1 Down (Vacant): 0 Lateral (Filled): 0 Lateral (Vacant): 0 Approx. Annual New Cost of Reclassified Positions:* \$21,819.20	Grievances Contract Grievances: 2 Disciplinary: 0 Language: 2 Non-Contract Grievances: 0 Disciplinary: 0 Language: 0 Arbitrations: 0
Funeral Leave Used Expense: \$2,930.49	Funeral Days Used: 14.5	Extraordinary Pay: \$0		
Jury Leave Used Expense: \$0	Jury Leave Days Used: 0	Special Duty Pay: \$0		

* based on difference between average of old and new pay grade FY '10. Vacancies and laterals were not calculated into the "cost."

Affirmative Action (Underutilization [UU] and Gains/Losses)

Females: Begin of Year (FY '10) UU: N/A	Minorities: Begin of Year (FY '10) UU: N/A	PWD: Begin of Year (FY '10) UU: N/A
Gains/Losses (FY '10): N/A	Gains/Losses (FY '10): N/A	Gains/Losses (FY '10): N/A
End of Year (FY '10) UU: N/A	End of Year (FY '10) UU: N/A	End of Year (FY '10) UU: N/A

Sources: AS400 Queries; "Just the Facts for FY10" Almanac; Department of Management; DAS-HRE Labor Relations Team and DAS-HRE Personnel Officers.

Date of Completion: December 15, 2010