

Secretary of State Facts – FY '11

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 '11)

# FT EEs: 31	# PT EEs: 0	# Temporary EEs: 1	Average Length of Service: 12.20
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Span of Control: 6.00	% Performance Evaluations Completed: N/A%	Total Unemployment Insurance Claims: 4
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Employee Age Groups				Supervisor Age Groups				Females		Males	
<25	2	45-54	8	<25	0	45-54	2	# of Females:	21	# of Males:	10
25-34	6	55-64	6	25-34	1	55-64	0	% of WF:	67.74%	% of WF:	32.26%
35-44	8	65+	1	35-44	2	65+	0	Average Age:	46.42	Average Age:	39.84
Employee Average Age: 44.30				Supervisor Average Age: 42.55				Average Length of Service: 15.14		Average Length of Service: 6.02	

Minorities		Breakout of Minorities		Non-minorities	
# of Minorities:	1	# of African-American:	0	# of Non-minorities:	26
% of Workforce:	3.23%	# of Asian:	0	% of Workforce:	83.87%
Average Age:	55.00	# of American Indian:	0	Average Age:	42.66
Average Length of Service:	23.93	# of Hispanic or Latino:	1	Average Length of Service:	12.08

Persons With Disabilities		Persons With Non-Disabilities	
# of Persons With Disabilities:	1	# of Persons With Non-Disabilities:	26
% of Workforce:	3.23%	% of Workforce:	83.87%
Average Age:	40.89	Average Age:	44.78
Average Length of Service:	1.64	Average Length of Service:	12.78

Officials/Administrators EEO Category 1: 8	Professionals EEO Category 2: 13	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: 26.23%	Hire Rate: 29.51%	Number Hires: 8	Transfer In: 1
Retirements: 0	All Terminations: 5	Voluntary Quits: 1	Transfer Out: 2

# of Classes Used: 20	Most Populous Classes: Clerk-Specialist (4), Admin Assistant 2 (3), Info Tech Spec 5 (3), Info Tech Support Worker 2 (3)		
Separations - By Class:	6 classes with 1 incumbent each		
# Eligible for Retirement:	9 in the next 5 years	% Eligible: 29.03%	

Leave and Benefits (unless otherwise noted, information provided is at the end of FY '11)

Vacation Payouts: \$16,518.68	Sick Leave Payouts: \$0	Annual Payroll: \$1,895,273.11	Avg. Base Salary: \$63,042	Overtime Days Worked: 29.5
Overtime Cost: \$9,354.81	Reassignment Pay: \$0	Recruitment Bonus Pay: \$0	Retention Pay: \$0	Exceptional Job Performance Pay: \$0
Workers' Comp Payouts: \$N/A	Vacation Pay - Earned Value: \$129,240.61	Vacation Days Earned: 600.5	Vacation Used Expense: \$115,040.81	Vacation Days Taken: 540.8
Workers' Comp Days Used: N/A	Sick Leave Days Earned: 519.9	Reg. Sick Leave Used Expense: \$49,454.44	Reg. Sick Leave Days Used: 255.1	Converted Sick Leave To Vacation Days Used: 84.5
	Sick Leave -Earned Value: \$115,644.92		Avg. Sick Leave Days Per EE: 8.23	Converted Sick Leave To Vacation Used Expense: \$18,026.36
Injury Leave Used Expense: \$0	Injury Leave Days Used: 0	Classification Appeals: 0	Reclassifications Up (Filled): 4 Up (Vacant): 0 Down (Filled): 0 Down (Vacant): 0 Lateral (Filled): 1 Lateral (Vacant): 0 Approx. Annual New Cost of Reclassified Positions:* \$88,504.00	Grievances Contract Grievances: 0 Disciplinary: 0 Language: 0 Non-Contract Grievances: 1 Disciplinary: 0 Language: 1 Arbitrations: 0
Funeral Leave Used Expense: \$3,161.35	Funeral Days Used: 15.0	Extraordinary Pay: \$0		
Jury Leave Used Expense: \$489.00	Jury Leave Days Used: 2.3	Special Duty Pay: \$0		

* based on difference between average of old and new pay grade FY '11. Vacancies and laterals were not calculated into the "cost."