

# Dept. of Commerce, Prof. Lic. Division Facts – FY '07

http://www.state.ia.us/government/com/prof/home.htm



## General Information

**Address:** 1920 SE Hulsizer Road  
Ankeny, IA 50021-3941

## Workforce Data (unless otherwise noted, information provided is at the end of FY '07)

|              |             |                    |                                  |
|--------------|-------------|--------------------|----------------------------------|
| # FT EEs: 14 | # PT EEs: 0 | # Temporary EEs: 0 | Average Length of Service: 12.98 |
|--------------|-------------|--------------------|----------------------------------|

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

| Employee Age Groups         |   |       |   | Supervisor Age Groups         |   |       |   | Females                          |        | Males                            |        |
|-----------------------------|---|-------|---|-------------------------------|---|-------|---|----------------------------------|--------|----------------------------------|--------|
| <25                         | 0 | 45-54 | 5 | <25                           | 0 | 45-54 | 1 | # of Females:                    | 11     | # of Males:                      | 3      |
| 25-34                       | 3 | 55-64 | 4 | 25-34                         | 0 | 55-64 | 0 | % of WF:                         | 78.57% | % of WF:                         | 21.43% |
| 35-44                       | 2 | 65+   | 0 | 35-44                         | 0 | 65+   | 0 | Average Age:                     | 47.76  | Average Age:                     | 48.13  |
| Employee Average Age: 47.84 |   |       |   | Supervisor Average Age: 50.82 |   |       |   | Average Length of Service: 13.28 |        | Average Length of Service: 11.88 |        |

| Minorities                 |    | Breakout of Minorities   |   | Non-minorities             |       |
|----------------------------|----|--------------------------|---|----------------------------|-------|
| # of Minorities:           | 0  | # of African-American:   | 0 | # of Non-minorities:       | 14    |
| % of Workforce:            | 0% | # of Asian:              | 0 | % of Workforce:            | 100%  |
| Average Age:               | 0  | # of American Indian:    | 0 | Average Age:               | 47.84 |
| Average Length of Service: | 0  | # of Hispanic or Latino: | 0 | Average Length of Service: | 12.98 |

| Persons With Disabilities       |    | Persons With Non-Disabilities       |        |
|---------------------------------|----|-------------------------------------|--------|
| # of Persons With Disabilities: | 0  | # of Persons With Non-Disabilities: | 13     |
| % of Workforce:                 | 0% | % of Workforce:                     | 92.86% |
| Average Age:                    | 0  | Average Age:                        | 48.96  |
| Average Length of Service:      | 0  | Average Length of Service:          | 13.61  |

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

|                         |                     |                    |                 |
|-------------------------|---------------------|--------------------|-----------------|
| Separation Rate: 27.27% | Hire Rate: 36.36%   | Number Hires: 2    | Transfer In: 2  |
| Retirements: 1          | All Terminations: 0 | Voluntary Quits: 0 | Transfer Out: 2 |

|                            |   |
|----------------------------|---|
| # of Classes Used: 9       | Most Populous Classes: Exec Off 3 (4), Clerk-Specialist (2), Exec Off 2 (2) |
| Separations - By Class:    | Exec Off 2 (1)  |
| # Eligible for Retirement: | 4 % Eligible: 28.57%  |

## Leave and Benefits (unless otherwise noted, information provided is at the end of FY '07)

|  |   |   |   |  |
|--|---|---|---|--|
| Vacation Payouts:<br>\$19,795.62             | Sick Leave Payouts:<br>\$2,000.00           | Annual Payroll:<br>\$837,368.14                 | Avg. Base Salary:<br>\$58,470   | Overtime Days Worked:<br>18.0  |
| Overtime Cost:<br>\$3,184.53                 | Reassignment Pay:<br>\$0                    | Recruitment Bonus Pay:<br>\$0                   | Retention Pay:<br>\$0   | Exceptional Job Performance Pay:<br>\$0  |
| Workers' Comp Payouts:<br>\$272.02           | Vacation Pay - Earned<br>Value: \$68,854.70 | Vacation Days Earned:<br>287.4                  | Vacation Used Expense:<br>\$65,017.96   | Vacation Days Taken:<br>287.2  |
| Workers' Comp Days<br>Used: 4                | Sick Leave Days Earned:<br>235.6            | Reg. Sick Leave Used<br>Expense:<br>\$17,630.46 | Reg. Sick Leave Days Used:<br>81.0  | Converted Sick Leave To<br>Vacation Days Used:<br>55.5   |
|  | Sick Leave -Earned<br>Value:<br>\$50,566.10 |   | Avg. Sick Leave Days Per EE:<br>5.79  | Converted Sick Leave To<br>Vacation Used Expense:<br>\$12,990.60   |
| Injury Leave Used<br>Expense:<br>\$34.54     | Injury Leave Days Used:<br>0.3              | Classification Appeals:<br>N/A                  | <u>Reclassifications</u><br>Up (Filled): 0<br>Up (Vacant): 0<br>Down (Filled): 0<br>Down (Vacant): 0<br>Lateral (Filled): 5<br>Lateral (Vacant): 0<br>Approx. Annual New Cost of<br>Reclassified Positions:*<br>\$0 | <u>Grievances</u><br>Contract Grievances: 0<br>Disciplinary: 0<br>Language: 0<br>Non-Contract Grievances: 0<br>Disciplinary: 0<br>Language: 0<br>Arbitrations: 0 |
| Funeral Leave Used<br>Expense:<br>\$1,009.95 | Funeral Days Used:<br>6.8                   | Extraordinary Pay:<br>\$1,911.60                |   |  |
| Jury Leave Used<br>Expense:<br>\$119.30      | Jury Leave Days Used:<br>0.6                | Special Duty Pay:<br>\$0                        |   |  |

\* based on difference between average of old and new pay grade FY '07. Vacancies and laterals were not calculated into the "cost."

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

|   |  |   |
|---|--|---|
| <b>Females:</b> Current Year (FY '07) RUU: N/A<br>Current Year (FY '07) Goal: N/A | <b>Minorities:</b> Current Year (FY '07) RUU: N/A<br>Current Year (FY '07) Goal: N/A | <b>PWD:</b> Year (FY '07) RUU: N/A<br>Current Year (FY '07) Goal: N/A |
|---|--|---|

Sources: AS400 Queries; "Just the Facts for FY'07" Almanac; Department of Management; DAS-HRE Labor Relations Team and DAS-HRE Personnel Officers.

Date of Completion: August 15, 2008