

# Dept of DHS-Administration (401) Facts – FY '07

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



## General Information

**Address:** Hoover Building  
1305 East Walnut Street  
Des Moines, IA 50319

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

# FT EEs: 321	# PT EEs: 3	# Temporary EEs: 6	Average Length of Service: 16.21
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Span of Control: 10.00	% Performance Evaluations Completed: 33%	Total Unemployment Insurance Claims: N/A
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Employee Age Groups				Supervisor Age Groups				Females		Males	
<25	2	45-54	129	<25	0	45-54	14	# of Females:	203	# of Males:	118
25-34	25	55-64	91	25-34	2	55-64	14	% of WF:	63.24%	% of WF:	36.76%
35-44	69	65+	5	35-44	3	65+	1	Average Age:	50.05	Average Age:	48.25
Employee Average Age: 49.39				Supervisor Average Age: 52.68				Average Length of Service: 18.07		Average Length of Service: 13.00	

Minorities		Breakout of Minorities		Non-minorities	
# of Minorities:	25	# of African-American:	10	# of Non-minorities:	287
% of Workforce:	7.79%	# of Asian:	9	% of Workforce:	89.41%
Average Age:	47.08	# of American Indian:	1	Average Age:	49.62
Average Length of Service:	14.42	# of Hispanic or Latino:	5	Average Length of Service:	16.53

Persons With Disabilities		Persons With Non-Disabilities	
# of Persons With Disabilities:	21	# of Persons With Non-Disabilities:	271
% of Workforce:	6.54%	% of Workforce:	84.42%
Average Age:	52.64	Average Age:	49.22
Average Length of Service:	18.98	Average Length of Service:	15.91

Officials/Administrators EEO Category 1: 61	Professionals EEO Category 2: 167	Technicians EEO Category 3: 42	Protective Service: Sworn EEO Category 4: 0
Protect. Serv.: Non-Sworn EEO Category 5: 0	Administrative Services EEO Category 6: 51	Skilled Craft EEO Category 7: 0	Service/Maintenance EEO Category 8: 0

Separation Rate: N/A%	Hire Rate: N/A%	Number Hires: 20	Transfer In: N/A
Retirements: 3	All Terminations: 2	Voluntary Quits: 8	Transfer Out: N/A

# of Classes Used: 63	Most Populous Classes: Info Tech Specialist 5 (25), Info Tech Specialist 4 (19), Social Worker 6 (19)
Separations - By Class:	Exec Off 2 (2), Info Tech Specialist 5 (2), Social Worker 6 (2)
# Eligible for Retirement: 88	% Eligible: 27.41%

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

Vacation Payouts: \$184,779.55	Sick Leave Payouts: \$32,000.00	Annual Payroll: \$18,994,461.12	Avg. Base Salary: \$59,140.74	Overtime Days Worked: 298.6
Overtime Cost: \$77,359.13	Reassignment Pay: \$0	Recruitment Bonus Pay: \$4,000.00	Retention Pay: \$8,390.40	Exceptional Job Performance Pay: \$3,672.00
Workers' Comp Payouts: \$1,173,433.98	Vacation Pay - Earned Value: \$1,563,547.00	Vacation Days Earned: 6,815.9	Vacation Used Expense: \$1,451,125.42	Vacation Days Taken: 6,429.8
Workers' Comp Days Used: 197	Sick Leave Days Earned: 4,789.0  Sick Leave -Earned Value: \$1,056,720.31	Reg. Sick Leave Used Expense: \$500,364.28	Reg. Sick Leave Days Used: 2,284.1  Avg. Sick Leave Days Per EE: 7.12	Converted Sick Leave To Vacation Days Used: 581.4  Converted Sick Leave To Vacation Used Expense: \$142,172.48
Injury Leave Used Expense: \$0	Injury Leave Days Used: 0	Classification Appeals: N/A	<b>Reclassifications</b> Up (Filled): 6 Up (Vacant): 2 Down (Filled): 2 Down (Vacant): 1 Lateral (Filled): 1 Lateral (Vacant): 1 Approx. Annual New Cost of Reclassified Positions:* \$31,054.40	<b>Grievances</b> Contract Grievances: N/A Disciplinary: N/A Language: N/A Non-Contract Grievances: N/A Disciplinary: N/A Language: N/A Arbitrations: N/A
Funeral Leave Used Expense: \$29,812.16	Funeral Days Used: 127.7	Extraordinary Pay: \$4,490.40		
Jury Leave Used Expense: \$1,527.96	Jury Leave Days Used: 6.2	Special Duty Pay: \$2,764.80		

\* 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 '08) RUU: N/A Current Year (FY '08) Goal: N/A	<b>Minorities:</b> Current Year (FY '08) RUU: N/A Current Year (FY '08) Goal: N/A	<b>PWD:</b> Year (FY '08) RUU: N/A Current Year (FY '08) Goal: N/A
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Sources: AS400 Queries; "Just the Facts for FY07" Almanac; Department of Management; DAS-HRE Labor Relations Team and DAS-HRE Personnel Officers.

Date of Completion: July 25, 2008