

# Dept. of Administrative Services Facts – FY '08

http://das.iowa.gov/index.html



## General Information

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

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

# FT EEs: 400	# PT EEs: 8	# Temporary EEs: 7	Average Length of Service: 14.75
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Span of Control: 10.92	% Performance Evaluations Completed: 93%	Total Unemployment Insurance Claims: 1
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Employee Age Groups				Supervisor Age Groups				Females		Males	
<25	11	45-54	153	<25	0	45-54	14	# of Females:	176	# of Males:	224
25-34	36	55-64	126	25-34	1	55-64	20	% of WF:	44.00%	% of WF:	56.00%
35-44	70	65+	4	35-44	3	65+	0	Average Age:	50.17	Average Age:	49.15
Employee Average Age: 48.99				Supervisor Average Age: 52.37				Average Length of Service: 16.58		Average Length of Service: 13.31	

Minorities		Breakout of Minorities		Non-minorities	
# of Minorities:	39	# of African-American:	16	# of Non-minorities:	335
% of Workforce:	9.75%	# of Asian:	13	% of Workforce:	88.50%
Average Age:	47.50	# of American Indian:	3	Average Age:	49.15
Average Length of Service:	12.28	# of Hispanic or Latino:	7	Average Length of Service:	15.07

Persons With Disabilities		Persons With Non-Disabilities	
# of Persons With Disabilities:	40	# of Persons With Non-Disabilities:	335
% of Workforce:	10.00%	% of Workforce:	83.75%
Average Age:	53.48	Average Age:	48.20
Average Length of Service:	21.35	Average Length of Service:	13.50

Officials/Administrators EEO Category 1: 47	Professionals EEO Category 2: 188	Technicians EEO Category 3: 28	Protective Service: Sworn EEO Category 4: 0
Protect. Serv.: Non-Sworn EEO Category 5: 0	Administrative Services EEO Category 6: 33	Skilled Craft EEO Category 7: 35	Service/Maintenance EEO Category 8: 69

Separation Rate: 8.77%	Hire Rate: 14.19%	Number Hires: 39	Transfer In: 16
Retirements: 8	All Terminations: 3	Voluntary Quits: 12	Transfer Out: 11

# of Classes Used: 91	Most Populous Classes: Information Tech Specialist 5 (47), Custodial Worker (43), Advanced Personnel Mgmt Spec (19)
Separations - By Class:	Information Tech Specialist 5 (4), Custodial Worker (2), Mail Clerk 2 (2)
# Eligible for Retirement:	116 % Eligible: 29.00%

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

Vacation Payouts: \$40,764.24	Sick Leave Payouts: \$20,000.00	Annual Payroll: \$24,299,580.83	Avg. Base Salary: \$60,169	Overtime Days Worked: 1,881.5
Overtime Cost: \$486,985.01	Reassignment Pay: \$3,777.60	Recruitment Bonus Pay: \$0	Retention Pay: \$9,480.72	Exceptional Job Performance Pay: \$600.00
Workers' Comp Payouts: \$4,958.92	Vacation Pay - Earned Value: \$1,894,151.36	Vacation Days Earned: 7,946.3	Vacation Used Expense: \$1,756,904.46	Vacation Days Taken: 7,582.2
Workers' Comp Days Used: 72	Sick Leave Days Earned: 6,183.0  Sick Leave -Earned Value: \$1,361,044.69	Reg. Sick Leave Used Expense: \$670,727.65	Reg. Sick Leave Days Used: 3,280.2  Avg. Sick Leave Days Per EE: 8.20	Converted Sick Leave To Vacation Days Used: 698.5  Converted Sick Leave To Vacation Used Expense: \$181,756.92
Injury Leave Used Expense: \$5,312.98	Injury Leave Days Used: 25.5	Classification Appeals: 6	<u>Reclassifications</u> Up (Filled): 15 Up (Vacant): 2 Down (Filled): 8 Down (Vacant): 1 Lateral (Filled): 1 Lateral (Vacant): 0 Approx. Annual New Cost of Reclassified Positions:* \$-50,636.00	<u>Grievances</u> Contract Grievances: 1 Disciplinary: 0 Language: 1 Non-Contract Grievances: 10 Disciplinary: 4 Language: 6 Arbitrations: 0
Funeral Leave Used Expense: \$41,129.04	Funeral Days Used: 169.3	Extraordinary Pay: \$9,504.00		
Jury Leave Used Expense: \$3,689.38	Jury Leave Days Used: 14.3	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)

<b>Females:</b> Current Year (FY '09) RUU: 15 Current Year (FY '09) Goal: 11 Goal Achievement (FY '08): No, 3/15	<b>Minorities:</b> Current Year (FY '09) RUU: 1 Current Year (FY '09) Goal: 1 Goal Achievement (FY '08): Yes, 7/4	<b>PWD:</b> Year (FY '09) RUU: N/A Current Year (FY '09) Goal: N/A Goal Achievement (FY '08): N/A
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Sources: AS400 Queries; "Just the Facts for FY'08" Almanac; Department of Management; DAS-HRE Labor Relations Team and DAS-HRE Personnel Officers.

Date of Completion: February 3, 2009