

# Dept. of Administrative Services Facts – FY '09

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



## 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 '08)

# FT EEs: 402	# PT EEs: 10	# Temporary EEs: 11	Average Length of Service: 14.47
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Span of Control: 10.28	% Performance Evaluations Completed: 99.00%	Total Unemployment Insurance Claims: 0
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Employee Age Groups				Supervisor Age Groups				Females		Males	
<25	7	45-54	143	<25	0	45-54	13	# of Females:	174	# of Males:	228
25-34	35	55-64	128	25-34	2	55-64	19	% of WF:	43.28%	% of WF:	56.72%
35-44	85	65+	4	35-44	5	65+	1	Average Age:	50.54	Average Age:	47.96
Employee Average Age:	49.08	Supervisor Average Age:	52.01	Average Length of Service:	16.71	Average Length of Service:	12.77				

Minorities		Breakout of Minorities		Non-minorities	
# of Minorities:	44	# of African-American:	20	# of Non-minorities:	351
% of Workforce:	10.95%	# of Asian:	14	% of Workforce:	87.31%
Average Age:	46.82	# of American Indian:	3	Average Age:	49.31
Average Length of Service:	11.04	# of Hispanic or Latino:	7	Average Length of Service:	14.93

Persons With Disabilities		Persons With Non-Disabilities	
# of Persons With Disabilities:	35	# of Persons With Non-Disabilities:	342
% of Workforce:	8.71%	% of Workforce:	85.07%
Average Age:	54.04	Average Age:	48.34
Average Length of Service:	22.08	Average Length of Service:	13.25

Officials/Administrators EEO Category 1: 46	Professionals EEO Category 2: 192	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: 29	Skilled Craft EEO Category 7: 40	Service/Maintenance EEO Category 8: 67

Separation Rate: 7.48%	Hire Rate: 6.98%	Number Hires: 26	Transfer In: 2
Retirements: 12 (9 were SLIP)	All Terminations: 8	Voluntary Quits: 5	Transfer Out: 5

# of Classes Used: 92	Most Populous Classes: Information Tech Specialist 5 (49), Custodial Worker (44), Advanced Personnel Mgmt Spec (21)
Separations - By Class:	Custodial Wkr (2), HVAC Tech (2), Info Tech Admin 4 (2), Personnel Mgmt Prog Coord (2), Personnel Mgmt Spec Adv (2)
# Eligible for Retirement:	116 in next 5 years      % Eligible: 28.86%

## Leave and Benefits (unless otherwise noted, information provided is at the end of FY '09)

Vacation Payouts: \$190,482.13	Sick Leave Payouts: \$24,000.00	Annual Payroll: \$25,857,823	Avg. Base Salary: \$62,155	Overtime Days Worked: 1,059.1
Overtime Cost: \$276,481.21	Reassignment Pay: \$3,889.60	Recruitment Bonus Pay: \$0	Retention Pay: \$5,308.80	Exceptional Job Performance Pay: \$0
Workers' Comp Payouts: \$4,224.89	Vacation Pay - Earned Value: \$2,015,352.98	Vacation Days Earned: 8,275.3	Vacation Used Expense: \$1,848,299.40	Vacation Days Taken: 7,487.5
Workers' Comp Days Used: 73	Sick Leave Days Earned: 6,606.2  Sick Leave -Earned Value: \$1,476,336.00	Reg. Sick Leave Used Expense: \$701,262.83	Reg. Sick Leave Days Used: 3,392.2  Avg. Sick Leave Days Per EE: 8.44	Converted Sick Leave To Vacation Days Used: 665.0  Converted Sick Leave To Vacation Used Expense: \$174,308.76
Injury Leave Used Expense: \$1,339.39	Injury Leave Days Used: 9.3	Classification Appeals: 0	<u>Reclassifications</u> Up (Filled): 9 Up (Vacant): 1 Down (Filled): 3 Down (Vacant): 1 Lateral (Filled): 2 Lateral (Vacant): 0 Approx. Annual New Cost of Reclassified Positions:* \$74,129.22	<u>Grievances</u> Contract Grievances: 0 Disciplinary: 0 Language: 0 Non-Contract Grievances: 1 Disciplinary: 1 Language: 0 Arbitrations: 0
Funeral Leave Used Expense: \$26,409.28	Funeral Days Used: 119.4	Extraordinary Pay: \$14,190.40		
Jury Leave Used Expense: \$2,703.48	Jury Leave Days Used: 10.7	Special Duty Pay: \$0		

\* based on difference between average of old and new pay grade FY '09. Vacancies and laterals were not calculated into the "cost."

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

<b>Females:</b> Beginning of Year (FY '09) UU: 12 Gains/Losses (FY '09) : 2 End of Year (FY '09) UU: 10	<b>Minorities:</b> Beginning of Year (FY '09) UU: 2 Gains/Losses (FY '09) : 0 End of Year (FY '09) UU: 2	<b>PWD:</b> Beginning of Year (FY '09) UU: 5 Gains/Losses (FY '09): -4 End of Year (FY '09) UU: 9
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