

# Secretary of State Facts – FY '09

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



## General Information

<b>Address:</b> First Floor Lucas Building Des Moines, IA 50319
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## Workforce Data (unless otherwise noted, information provided is at the end of FY '09)

# FT EEs: 37	# PT EEs: 0	# Temporary EEs: 2	Average Length of Service: 13.14
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Span of Control: 6.00	% Performance Evaluations Completed: 91.89%	Total Unemployment Insurance Claims: 0
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Employee Age Groups				Supervisor Age Groups				Females		Males	
<25	2	45-54	7	<25	0	45-54	1	# of Females:	25	# of Males:	12
25-34	9	55-64	8	25-34	2	55-64	1	% of WF:	67.57%	% of WF:	32.43%
35-44	8	65+	3	35-44	1	65+	1	Average Age:	48.48	Average Age:	38.49
Employee Average Age:	45.24	Supervisor Average Age:	49.37	Average Length of Service:	15.20	Average Length of Service:	8.86				

Minorities		Breakout of Minorities		Non-minorities	
# of Minorities:	2	# of African-American:	0	# of Non-minorities:	32
% of Workforce:	5.41%	# of Asian:	0	% of Workforce:	86.49%
Average Age:	50.70	# of American Indian:	0	Average Age:	44.42
Average Length of Service:	18.43	# of Hispanic or Latino:	2	Average Length of Service:	12.99

Persons With Disabilities		Persons With Non-Disabilities	
# of Persons With Disabilities:	0	# of Persons With Non-Disabilities:	34
% of Workforce:	0%	% of Workforce:	91.89%
Average Age:	N/A	Average Age:	45.00
Average Length of Service:	N/A	Average Length of Service:	12.77

Officials/Administrators EEO Category 1: 7	Professionals EEO Category 2: 16	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: 13	Skilled Craft EEO Category 7: 0	Service/Maintenance EEO Category 8: 0

Separation Rate: 5.33%	Hire Rate: 2.67%	Number Hires: 1	Transfer In: 0
Retirements: 1 (which was SLIP)	All Terminations: 0	Voluntary Quits: 0	Transfer Out: 1

# of Classes Used: 17	Most Populous Classes: Info Tech Support Wkr 2 (7), Admin Assistant 2 (5), Clerk-Specialist (4)
Separations - By Class:	Executive Officer 2 (1)
# Eligible for Retirement:	10 in next 5 years      % Eligible: 27.03%

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

Vacation Payouts: \$11,425.44	Sick Leave Payouts: \$2,000.00	Annual Payroll: \$2,112,413	Avg. Base Salary: \$56,379.31	Overtime Days Worked: 54.6
Overtime Cost: \$14,623.20	Reassignment Pay: \$0	Recruitment Bonus Pay: \$0	Retention Pay: \$0	Exceptional Job Performance Pay: \$0
Workers' Comp Payouts: \$0	Vacation Pay - Earned Value: \$152,430.23	Vacation Days Earned: 731.0	Vacation Used Expense: \$133,093.61	Vacation Days Taken: 649.7
Workers' Comp Days Used: 0	Sick Leave Days Earned: 621.9	Reg. Sick Leave Used Expense: \$50,079.97	Reg. Sick Leave Days Used: 269.5	Converted Sick Leave To Vacation Days Used: 99.0
	Sick Leave -Earned Value: \$128,048.11		Avg. Sick Leave Days Per EE: 7.28	Converted Sick Leave To Vacation Used Expense: \$25,191.84
Injury Leave Used Expense: \$0	Injury Leave Days Used: 0	Classification Appeals: 0	<u>Reclassifications</u> Up (Filled): 0 Up (Vacant): 0 Down (Filled): 0 Down (Vacant): 1 Lateral (Filled): 0 Lateral (Vacant): 0 Approx. Annual New Cost of Reclassified Positions:* \$0	<u>Grievances</u> Contract Grievances: Disciplinary: Language: Non-Contract Grievances: Disciplinary: Language: Arbitrations:
Funeral Leave Used Expense: \$3,231.96	Funeral Days Used: 17.0	Extraordinary Pay: \$0		
Jury Leave Used Expense: \$0	Jury Leave Days Used: 0	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> Begin of Year (FY '09) UU: 1	<b>Minorities:</b> Begin of Year (FY '09) UU: 0	<b>PWD:</b> Begin of Year (FY '09) UU: 4
Gains/Losses (FY '09): -1	Gains/Losses (FY '09): 0	Gains/Losses (FY '09): 0
End of Year (FY '09) UU: 2	End of Year (FY '09) UU: 0	End of Year (FY '09) UU: 4