

# Dept of DHS-Administration (401) Facts – FY '10

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 '10)

|               |             |                    |                                  |
|---------------|-------------|--------------------|----------------------------------|
| # FT EEs: 284 | # PT EEs: 2 | # Temporary EEs: 1 | Average Length of Service: 15.28 |
|---------------|-------------|--------------------|----------------------------------|

|                       |   |  |
|-----------------------|---|--|
| Span of Control: 9.83 | % Performance Evaluations Completed: 44.52% | Total Unemployment Insurance Claims: N/A |
|-----------------------|---|--|

| Employee Age Groups         |    |       |     | Supervisor Age Groups         |   |       |    | Females                          |        | Males                            |        |
|-----------------------------|----|-------|-----|-------------------------------|---|-------|----|----------------------------------|--------|----------------------------------|--------|
| <25                         | 1  | 45-54 | 127 | <25                           | 0 | 45-54 | 15 | # of Females:                    | 176    | # of Males:                      | 108    |
| 25-34                       | 18 | 55-64 | 70  | 25-34                         | 1 | 55-64 | 11 | % of WF:                         | 61.97% | % of WF:                         | 38.03% |
| 35-44                       | 63 | 65+   | 5   | 35-44                         | 1 | 65+   | 1  | Average Age:                     | 49.74  | Average Age:                     | 49.26  |
| Employee Average Age: 49.56 |    |       |     | Supervisor Average Age: 53.62 |   |       |    | Average Length of Service: 17.18 |        | Average Length of Service: 12.20 |        |

| Minorities                 |       | Breakout of Minorities   |    | Non-minorities             |        |
|----------------------------|-------|--------------------------|----|----------------------------|--------|
| # of Minorities:           | 21    | # of African-American:   | 6  | # of Non-minorities:       | 254    |
| % of Workforce:            | 7.39% | # of Asian:              | 11 | % of Workforce:            | 89.44% |
| Average Age:               | 46.13 | # of American Indian:    | 1  | Average Age:               | 50.00  |
| Average Length of Service: | 13.23 | # of Hispanic or Latino: | 3  | Average Length of Service: | 15.62  |

| Persons With Disabilities       |       | Persons With Non-Disabilities       |        |
|---------------------------------|-------|-------------------------------------|--------|
| # of Persons With Disabilities: | 15    | # of Persons With Non-Disabilities: | 243    |
| % of Workforce:                 | 5.26% | % of Workforce:                     | 85.26% |
| Average Age:                    | 51.48 | Average Age:                        | 49.35  |
| Average Length of Service:      | 16.42 | Average Length of Service:          | 14.96  |

|  |   |                                    |  |
|--|---|------------------------------------|--|
| Officials/Administrators<br>EEO Category 1: 48 | Professionals<br>EEO Category 2: 166          | Technicians<br>EEO Category 3: 31  | Protective Service: Sworn<br>EEO Category 4: 0 |
| Protect. Serv.: Non-Sworn<br>EEO Category 5: 0 | Administrative Services<br>EEO Category 6: 39 | Skilled Craft<br>EEO Category 7: 0 | Service/Maintenance<br>EEO Category 8: 0       |

|                       |                     |                    |                   |
|-----------------------|---------------------|--------------------|-------------------|
| Separation Rate: N/A% | Hire Rate: N/A%     | Number Hires: 2    | Transfer In: N/A  |
| Retirements: 52       | All Terminations: 0 | Voluntary Quits: 7 | Transfer Out: N/A |

|                            |  |                    |  |
|----------------------------|--|--------------------|--|
| # of Classes Used: 60      | Most Populous Classes: Info Tech Specialist 5 (25), Info Tech Specialist 4 (20), Mgmt Analyst 3 (17)         |                    |  |
| Separations - By Class:    | Social Worker 6 (6), Income Maintenance Worker 3 (6), Income Maint Wkr 6 (5), Public Service Executive 3 (5) |                    |  |
| # Eligible for Retirement: | 77 in the next 5 years   | % Eligible: 27.11% |  |

## Leave and Benefits (unless otherwise noted, information provided is at the end of FY '10)

|   |  |  |   |  |
|---|--|--|---|--|
| Vacation Payouts:<br>\$137,151.20             | Sick Leave Payouts:<br>\$90,701.71             | Annual Payroll:<br>\$21,669,576.88               | Avg. Base Salary:<br>\$65,688.98  | Overtime Days Worked:<br>79.9  |
| Overtime Cost:<br>\$24,257.73                 | Reassignment Pay:<br>\$0                       | Recruitment Bonus Pay:<br>\$0                    | Retention Pay:<br>\$0   | Exceptional Job Performance Pay:<br>\$0  |
| Workers' Comp Payouts:<br>N/A                 | Vacation Pay - Earned<br>Value: \$1,808,288.35 | Vacation Days Earned:<br>7,121.3                 | Vacation Used Expense:<br>\$1,644,802.95  | Vacation Days Taken:<br>6,531.4  |
| Workers' Comp Days<br>Used: N/A               | Sick Leave Days Earned:<br>5,133.6             | Reg. Sick Leave Used<br>Expense:<br>\$647,222.32 | Reg. Sick Leave Days Used:<br>2,751.5   | Converted Sick Leave To<br>Vacation Days Used:<br>604.8  |
|   | Sick Leave -Earned<br>Value:<br>\$1,252,439.28 |  | Avg. Sick Leave Days Per EE:<br>9.69  | Converted Sick Leave To<br>Vacation Used Expense:<br>\$160,839.48  |
| Injury Leave Used<br>Expense:<br>\$0          | Injury Leave Days Used:<br>0                   | Classification Appeals:<br>N/A                   | <b>Reclassifications</b><br>Up (Filled): 0<br>Up (Vacant): 0<br>Down (Filled): 0<br>Down (Vacant): 0<br>Lateral (Filled): 1<br>Lateral (Vacant): 0<br>Approx. Annual New Cost of<br>Reclassified Positions:*\$<br>\$0 | <b>Grievances</b><br>Contract Grievances: N/A<br>Disciplinary: N/A<br>Language: N/A<br>Non-Contract Grievances: N/A<br>Disciplinary: N/A<br>Language: N/A<br>Arbitrations: N/A |
| Funeral Leave Used<br>Expense:<br>\$24,228.20 | Funeral Days Used:<br>95.5                     | Extraordinary Pay:<br>\$0                        |   |  |
| Jury Leave Used<br>Expense:<br>\$1,908.95     | Jury Leave Days Used:<br>7.8                   | Special Duty Pay:<br>\$0                         |   |  |

\* based on difference between average of old and new pay grade FY '10. Vacancies and laterals were not calculated into the "cost."

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

|  |   |  |
|--|---|--|
| <b>Females:</b> Begin of Year (FY '10) UU: N/A<br>Gains/Losses (FY '10): N/A<br>End of Year (FY '10) UU: N/A | <b>Minorities:</b> Begin of Year (FY '10) UU: N/A<br>Gains/Losses (FY '10): N/A<br>End of Year (FY '10) UU: N/A | <b>PWD:</b> Begin of Year (FY '10) UU: N/A<br>Gains/Losses (FY '10): N/A<br>End of Year (FY '10) UU: N/A |
|--|---|--|