

# Dept. of Administrative Services Facts – FY '07

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 '07)

# FT EEs: 375	# PT EEs: 3	# Temporary EEs: 7	Average Length of Service: 15.19
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Span of Control: 10.88	% Performance Evaluations Completed: 80.1%	Total Unemployment Insurance Claims: 1
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Employee Age Groups				Supervisor Age Groups				Females		Males	
<25	5	45-54	155	<25	0	45-54	18	# of Females:	165	# of Males:	210
25-34	30	55-64	110	25-34	0	55-64	12	% of WF:	44.00%	% of WF:	56.00%
35-44	71	65+	4	35-44	3	65+	0	Average Age:	49.98	Average Age:	48.33
Employee Average Age: 49.06				Supervisor Average Age: 52.35				Average Length of Service: 16.86		Average Length of Service: 13.87	

Minorities		Breakout of Minorities		Non-minorities	
# of Minorities:	33	# of African-American:	13	# of Non-minorities:	336
% of Workforce:	8.80%	# of Asian:	11	% of Workforce:	89.60%
Average Age:	49.08	# of American Indian:	3	Average Age:	49.02
Average Length of Service:	14.01	# of Hispanic or Latino:	6	Average Length of Service:	15.36

Persons With Disabilities		Persons With Non-Disabilities	
# of Persons With Disabilities:	43	# of Persons With Non-Disabilities:	309
% of Workforce:	11.47%	% of Workforce:	82.40%
Average Age:	52.99	Average Age:	48.22
Average Length of Service:	20.36	Average Length of Service:	14.07

Officials/Administrators EEO Category 1: 41	Professionals EEO Category 2: 185	Technicians EEO Category 3: 26	Protective Service: Sworn EEO Category 4: 0
Protect. Serv.: Non-Sworn EEO Category 5: 0	Administrative Services EEO Category 6: 30	Skilled Craft EEO Category 7: 31	Service/Maintenance EEO Category 8: 62

Separation Rate: 6.82%	Hire Rate: 10.10%	Number Hires: 28	Transfer In: 9
Retirements: 7	All Terminations: 3	Voluntary Quits: 10	Transfer Out: 6

# of Classes Used: 88	Most Populous Classes: Information Tech Specialist 5 (45), Custodial Worker (39), Advanced Personnel Mgmt Spec (20)		
Separations - By Class:	Custodial Worker (6), Executive Officer 3 (2), 12 classes with 1 incumbent each		
# Eligible for Retirement:	81 in next 5 years	% Eligible: 21.60%	

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

Vacation Payouts: \$2,429,257.38	Sick Leave Payouts: \$24,044.61	Annual Payroll: \$22,989,486.64	Avg. Base Salary: \$58,841	Overtime Days Worked: 2,030.2
Overtime Cost: \$485,664.02	Reassignment Pay: \$3,678.40	Recruitment Bonus Pay: \$1,250.00	Retention Pay: \$5,032.37	Exceptional Job Performance Pay: \$20,000.00
Workers' Comp Payouts: \$1,471,042.22	Vacation Pay - Earned Value: \$1,765,714.93	Vacation Days Earned: 7,649.6	Vacation Used Expense: \$1,673,796.61	Vacation Days Taken: 7,760.6
Workers' Comp Days Used: 443	Sick Leave Days Earned: 5,996.2  Sick Leave -Earned Value: \$1,294,048.48	Reg. Sick Leave Used Expense: \$596,778.27	Reg. Sick Leave Days Used: 2,949.5  Avg. Sick Leave Days Per EE: 7.87	Converted Sick Leave To Vacation Days Used: 759.5  Converted Sick Leave To Vacation Used Expense: \$184,450.40
Injury Leave Used Expense: \$0	Injury Leave Days Used: 0	Classification Appeals: N/A	<u>Reclassifications</u> Up (Filled): 13 Up (Vacant): 1 Down (Filled): 8 Down (Vacant): 0 Lateral (Filled): 8 Lateral (Vacant): 0 Approx. Annual New Cost of Reclassified Positions:* \$(4,213.20)	<u>Grievances</u> Contract Grievances: 3 Disciplinary: 2 Language: 1 Non-Contract Grievances: 9 Disciplinary: 4 Language: 5 Arbitrations: 0
Funeral Leave Used Expense: \$36,693.17	Funeral Days Used: 173.1	Extraordinary Pay: \$9,373.96		
Jury Leave Used Expense: \$4,525.19	Jury Leave Days Used: 18.5	Special Duty Pay: \$0		

\* 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: 16 Current Year (FY '08) Goal: 3	<b>Minorities:</b> Current Year (FY '08) RUU: 1 Current Year (FY '08) Goal: 1	<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 30, 2008