

# Secretary of State Facts – FY '08

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 '08)

# FT EEs: 38	# PT EEs: 0	# Temporary EEs: 1	Average Length of Service: 12.61
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Span of Control: N/A	% Performance Evaluations Completed: 18%	Total Unemployment Insurance Claims: 0
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Employee Age Groups				Supervisor Age Groups				Females		Males	
<25	2	45-54	6	<25	0	45-54	1	# of Females:	27	# of Males:	11
25-34	8	55-64	11	25-34	1	55-64	2	% of WF:	71.05%	% of WF:	28.95%
35-44	9	65+	2	35-44	1	65+	0	Average Age:	48.15	Average Age:	38.56
Employee Average Age: 45.38				Supervisor Average Age: 48.38				Average Length of Service: 14.24		Average Length of Service: 8.61	

Minorities		Breakout of Minorities		Non-minorities	
# of Minorities:	2	# of African-American:	0	# of Non-minorities:	33
% of Workforce:	5.26%	# of Asian:	0	% of Workforce:	86.84%
Average Age:	49.70	# of American Indian:	0	Average Age:	44.76
Average Length of Service:	17.43	# of Hispanic or Latino:	2	Average Length of Service:	12.53

Persons With Disabilities		Persons With Non-Disabilities	
# of Persons With Disabilities:	0	# of Persons With Non-Disabilities:	35
% of Workforce:	0%	% of Workforce:	92.11%
Average Age:	0	Average Age:	45.24
Average Length of Service:	0	Average Length of Service:	12.28

Officials/Administrators EEO Category 1: 6	Professionals EEO Category 2: 18	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: 8.00%	Hire Rate: 16.00%	Number Hires: 3	Transfer In: 3
Retirements: 1	All Terminations: 0	Voluntary Quits: 0	Transfer Out: 2

# of Classes Used: 19	Most Populous Classes: Info Tech Support Wkr 2 (7), Admin Assistant 2 (4), Clerk-Specialist (4)	
Separations - By Class:	Administrative Assistant 2 (1)	
# Eligible for Retirement:	8 in next 5 years	% Eligible: 21.05%

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

Vacation Payouts: \$22,507.81	Sick Leave Payouts: \$2,000.00	Annual Payroll: \$1,988,268.95	Avg. Base Salary: \$54,244	Overtime Days Worked: 31.8
Overtime Cost: \$7,898.17	Reassignment Pay: \$0	Recruitment Bonus Pay: \$0	Retention Pay: \$0	Exceptional Job Performance Pay: \$0
Workers' Comp Payouts: \$0	Vacation Pay - Earned Value: \$148,526.46	Vacation Days Earned: 731.1	Vacation Used Expense: \$128,373.70	Vacation Days Taken: 698.8
Workers' Comp Days Used: 0	Sick Leave Days Earned: 598.1	Reg. Sick Leave Used Expense: \$41,900.84	Reg. Sick Leave Days Used: 247.7	Converted Sick Leave To Vacation Days Used: 106.0
	Sick Leave -Earned Value: \$118,313.01		Avg. Sick Leave Days Per EE: 6.52	Converted Sick Leave To Vacation Used Expense: \$26,833.96
Injury Leave Used Expense: \$0	Injury Leave Days Used: 0	Classification Appeals: 0	<b>Reclassifications</b> Up (Filled): 2 Up (Vacant): 0 Down (Filled): 0 Down (Vacant): 0 Lateral (Filled): 0 Lateral (Vacant): 0 Approx. Annual New Cost of Reclassified Positions:* \$13,655.20	<b>Grievances</b> Contract Grievances: 0 Disciplinary: 0 Language: 0 Non-Contract Grievances: 0 Disciplinary: 0 Language: 0 Arbitrations: 0
Funeral Leave Used Expense: \$2,811.80	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 '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: N/A Current Year (FY '09) Goal: N/A Goal Achievement (FY '08): N/A	<b>Minorities:</b> Current Year (FY '09) RUU: N/A Current Year (FY '09) Goal: N/A Goal Achievement (FY '08): N/A	<b>PWD:</b> Year (FY '09) RUU: 3 Current Year (FY '09) Goal: 1 Goal Achievement (FY '08): No, 0/3
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Sources: AS400 Queries; "Just the Facts for FY08" Almanac; Department of Management; DAS-HRE Labor Relations Team and DAS-HRE Personnel Officers.

Date of Completion: February 12, 2009