

Department of Secretary of State Facts - FY06

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



General Information

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Workforce Data (unless otherwise noted, information provided is at the end of FY '06)

# FT EEs: 40	# PT EEs: 0	# Temporary EEs: 5	Avg. Length of Service: 12.54
Span of Control: N/A	% Performance Evaluations Completed: 68.42%		Total Unemployment Insurance Claims: 0
Age Groups:	# of Females: 30	# of Minorities: 4	# of Persons With Disabilities: 0
<25 1	% of WF: 75.00%	% of WF: 10.00%	% of WF: 0%
25-34 8			
35-44 10	# of Males: 10	# of Non-minorities: 36	# of Persons With Non-Disabilities: 40
45-54 10	% of WF: 25.00%	% of WF: 90.00%	% of WF: 100%
55-64 10			
65+ 1			
Average Age: 45.37			
Officials/Administrators	Professionals	Technicians	Protective Service
EEO Category 1: 9	EEO Category 2: 18	EEO Category 3: 0	EEO Category 4: 0
Paraprofessionals	Administrative Services	Skilled Craft	Service/Maintenance
EEO Category 5: 0	EEO Category 6: 12	EEO Category 7: 0	EEO Category 8: 0
Separation Rate: 7.59%	Hire Rate: 7.59%	Number Hires: 2	Transfer In: 1
Retirements: 1	All Terminations: 0	Voluntary Quits: 2	Transfer Out: 0
# of Classes Used: 20	Most Populous Classes: Information Technologist Support Worker 2 (6), Admin. Assistant 2 (5), Clerk-Specialist (4)		

Leave and Benefits (unless otherwise noted, information provided is at the end of FY '06)

Vacation Payouts: \$27,876.64	Sick Leave Payouts: \$2,000.00	Annual Payroll: \$2,190,471.50	Avg. Base Salary: \$52,646.00	Overtime Days Worked: 418.3
Overtime Cost: \$96,386.19	Reassignment Pay: \$0.00	Recruitment Bonus Pay: \$0.00	Retention Pay: \$0.00	Exceptional Job Performance Pay: \$2,500.00
Workers' Comp Payouts: \$0.00	Vacation Pay - Earned Value: \$153,299.66	Vacation Days Earned: 773.1	Vacation Used Expense: \$109,581.31	Vacation Days Taken: 659.7
Workers' Comp Days Used: 0	Sick Leave Days Earned: 678.3	Reg. Sick Leave Used Expense: \$45,844.30	Reg. Sick Leave Days Used: 272.0	Converted Sick Leave To Vacation Used Expense: \$39,835.92
	Sick Leave -Earned Value: \$132,223.17	Converted Sick Leave To Vacation Days Used: 178.5	Avg. Sick Leave Days Per EE: 6.80	
Injury Leave Used Expense: \$0.00	Injury Leave Days Used: 0	Classification Appeals: 0	Reclassifications 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:* \$20,550.40	Grievances Contract Grievances: 0 Disciplinary: 0 Language: 0 Non-Contract Grievances: 0 Disciplinary: 0 Language: 0 Arbitrations: 0
Funeral Leave Used Expense: \$5,331.44	Funeral Days Used: 28.4	Extraordinary Pay: \$0.00		
Jury Leave Used Expense: \$0.00	Jury Leave Days Used: 0	Special Duty Pay: \$0.00		

* based on difference between average of old and new pay grade FY '06. Vacancies and laterals were not calculated into the "cost."

Affirmative Action (Remedial Underutilization [RUU] and Remedial Hiring Goals)

Females: Current Year (FY '07) RUU: N/A	Minorities: Current Year (FY '07) RUU: N/A	PWD: Year (FY '07) RUU: 4
Current Year (FY '07) Goal: N/A	Current Year (FY '07) Goal: N/A	Current Year (FY '07) Goal: 2
Goal Achievement (FY '06): N/A	Goal Achievement (FY '06): N/A	Goal Achievement (FY '06): No, 1/0

Sources: AS400 Queries; "Just the Facts for 2006" Almanac; Department of Management; DAS-HRE Labor Relations Team and DAS-HRE Personnel Officers.

Date of Completion: December 18, 2006