

Department of Administration Incoming Employee Movement FY 2008

Department	Total Positions	Hire Rate	Appoint - ment New Employee	Appoint - ment Rehire	Promotion from Outside Dept	Promotion in Dept	Transfer in Dept	Transfer in Org Unit ¹	Other Appoint - ments	Transfer from Another Dept or Branch
Administration	1088	34%	10%	6%	4%	10%	2%	3%	2%	1%

Occ Group	Occupational Group Title	Total Positions	Hire Rate	Appoint - ment New Employee	Appoint - ment Rehire	Promotion from Outside Dept	Promotion in Dept	Transfer in Dept	Transfer in Org Unit ¹	Other Appoint - ments	Transfer from Another Dept or Branch
²	Exempt²	27	7%	4%						4%	
PA	Executives and Senior Administrators	17	41%	12%	6%	6%	12%				6%
PB	Administrative and Office Support	565	39%	8%	7%	5%	13%	2%	4%	2%	1%
PC	Business Development and Regulation	2									
PD	Government Management and Infrastructure	6	33%			17%				17%	
PE	Education, Information, Libraries, and Museums	6									
PF	Social, Benefit, and Employment Services	20	25%	15%	5%	5%					
PH	Biological Sciences	1									
PI	Legal, Judicial, and Related	390	35%	16%	5%	3%	8%	1%	3%	1%	2%
PK	Physical Sciences and Engineering	9									
PL	Craftwork and Labor	45	4%	2%	2%						

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Occ Group ²	Job Family	Job Family Title	Total Positions	Hire Rate	Appoint - ment New Employee	Appoint - ment Rehire	Promotion from Outside Dept	Promotion in Dept	Transfer in Dept	Transfer in Org Unit ¹	Other Appoint - ments	Transfer from Another Dept or Branch
		Exempt²	27	7%	4%						4%	
PA	PA01B	Executives and Senior Administrators	17	41%	12%	6%	6%	12%				6%
PB	PB01A	General Administration	57	70%	30%	19%	5%	12%			2%	2%
PB	PB01B	General Administration	13	31%		8%	23%					
PB	PB02A	Accounting and Fiscal	38	37%	8%	3%	8%	5%			8%	5%
PB	PB02B	Accounting and Fiscal	47	23%	2%	2%	4%	11%			2%	2%
PB	PB03A	Personnel and Employee Relations	130	63%	10%	12%	6%	25%	6%	8%	3%	2%
PB	PB03B	Personnel and Employee Relations	107	36%	3%	4%		24%	4%	5%	2%	
PB	PB04A	Information Technology	20	30%		5%	15%	10%		5%		
PB	PB04B	Information Technology	113	15%	4%	4%	4%	2%		2%		1%
PB	PB05A	Statistics and Research Analysis	2									
PB	PB06A	Supply	3	100%	33%	33%			33%			
PB	PB06B	Supply	24	13%	8%					8%		4%
PB	PB06C	Supply	5	20%	20%							
PB	PB99B	Administrative classes not otherwise described	6									
PC	PC05B	Revenue and Audit	2									
PD	PD01B	Government Management and Operations	3	67%			33%				33%	
PD	PD03B	Development and Infrastructure Planning	1									
PD	PD09B	Property Management	2									
PE	PE02B	Teaching and Instruction	2									
PE	PE06A	Arts, Photography, and Information	2									
PE	PE06B	Arts, Photography, and Information	2									
PF	PF02B	Social Work	2	50%	50%							
PF	PF03B	Special Social Service	16	13%	13%							
PF	PF05B	Labor and Employment Services	2	100%		50%	50%					
PH	PH03A	Natural Resources and Forestry	1									

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PI	PI01A	Legal Support and Related	63	52%	21%	2%	5%	22%		6%		3%
PI	PI02B	Attorneys	162	30%	10%	9%	4%	4%	1%	2%	1%	1%
PI	PI03B	Judges and Adjudicators	11									
PI	PI04B	Evidence Investigation	23	48%		4%	9%	13%	9%			13%
PI	PI05A	Legal Document Processing	112	39%	28%	2%	2%	4%	1%	4%	3%	
PI	PI05B	Legal Document Processing	19	5%				5%				
PK	PK03B	Engineering, Unlicensed	6									
PK	PK04B	Engineering, Licensed	3									
PL	PL04C	Building and Facility Maintenance	30	7%	3%	3%						
PL	PL08B	Office Equipment Operation	1									
PL	PL08C	Office Equipment Operation	14									

Occ Group	Job Family	Job Class	Job Class Description	Total Positions	Hire Rate	Appoint - ment New Employee	Appoint - ment Rehire	Promotion from Outside Dept	Promotion in Dept	Transfer in Dept	Transfer in Org Unit ¹	Other Appoint - ments	Transfer from Another Dept or Branch
2		X0003	COMMISSIONER	1									
2		X0292	PETROLEUM GEOLOGIST ASST	1									
2		X0321	COMMISSIONER,OIL AND GAS COMM	3									
2		X0332	SENIOR PETROLEUM GEOLOGIST	2									
2		X0334	SENIOR PETROLEUM ENGINEER	3									
2		X0336	PETROLEUM INSPECTOR	6									
2		X0866	PROJECT COORDINATOR	1									
2		X1282	ANALYST/PROGRAMMER III	1									
2		X1283	ANALYST/PROGRAMMER IV	1									
2		X1519	APOC BOARD MEMBER	5	20%	20%							
2		X1552	SENIOR RESERVOIR ENGINEER	2									
2		X1917	SPECIAL ASSISTANT TO COMMI	1	100%							100%	
PA	PA01B	K0051	DEPUTY DIRECTOR I	2									
PA	PA01B	K0054	DEPUTY DIRECTOR II	2	50%	50%							
PA	PA01B	P1846	DIRECTOR, INFO TECHNOLOGY	1	100%	100%							
PA	PA01B	P1901	DIVISION DIRECTOR	7	43%				29%				14%

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PA	PA01B	P1917	SPEC ASST TO THE COMM I	2	100%		50%	50%					
PA	PA01B	P1951	DEP COMMISSIONER	2									
PA	PA01B	P7160	PUBLIC DEFENDER	1									
PB	PB01A	K0017	ADMINISTRATIVE ASSISTANT I	5	100%		40%		40%				20%
PB	PB01A	K0018	ADMINISTRATIVE ASSISTANT II	6	17%				17%				
PB	PB01A	P1133	ADMINISTRATIVE CLERK I	6	33%	33%							
PB	PB01A	P1134	ADMINISTRATIVE CLERK II	18	89%	50%	28%		6%			6%	
PB	PB01A	P1135	ADMINISTRATIVE CLERK III	20	75%	25%	20%	15%	15%				
PB	PB01A	P1151	SECRETARY	1	100%	100%							
PB	PB01A	P1156	EXEC SECRETARY III	1									
PB	PB01B	K0019	ADMINISTRATIVE OFFICER I	5	40%		20%	20%					
PB	PB01B	K0020	ADMINISTRATIVE OFFICER II	6	17%			17%					
PB	PB01B	K0022	ADMIN OPERATIONS MGR II	0	3			3					
PB	PB01B	P1908	ADMINISTRATIVE MANAGER II	1									
PB	PB01B	P1910	ADMINISTRATIVE MANAGER IV	1									
PB	PB02A	P1202	ACCOUNTING CLERK I	2	100%	50%						50%	
PB	PB02A	P1203	ACCOUNTING CLERK II	5	40%	20%							20%
PB	PB02A	P1210	ACCOUNTING TECH I	14	29%	7%		14%				7%	
PB	PB02A	P1211	ACCOUNTING TECH II	10	30%				10%			10%	10%
PB	PB02A	P1212	ACCOUNTING TECH III	7	43%		14%	14%	14%				
PB	PB02B	P1205	ACCOUNTANT II	4	25%								25%
PB	PB02B	P1206	ACCOUNTANT III	16	50%	6%	6%	13%	19%			6%	
PB	PB02B	P1207	ACCOUNTANT IV	16	13%				13%				
PB	PB02B	P1208	ACCOUNTANT V	4									
PB	PB02B	P1238	STATE ACCOUNTANT	1									
PB	PB02B	P1244	PAYROLL SPECIALIST I	2									
PB	PB02B	P1245	PAYROLL SPECIALIST II	2									
PB	PB02B	P1246	PAYROLL SPECIALIST III	1									
PB	PB02B	P1249	PAYROLL MANAGER	1									

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PB	PB03A	P1405	HUMAN RESOURCE ASSISTANT	14	71%	29%	7%		21%	7%		7%	
PB	PB03A	P1406	HUMAN RESOURCE TECHNICIAN I	13	77%	38%		23%	15%				
PB	PB03A	P1407	HUMAN RESOURCE TECHNICIAN II	57	65%	2%	16%	5%	21%	12%	9%	5%	4%
PB	PB03A	P1408	HUMAN RESOURCE TECHNICIAN III	11	55%				55%				
PB	PB03A	P1443	RETIREMENT & BENEFITS TECH I	3	33%	33%							
PB	PB03A	P1444	RETIREMENT & BENEFITS TECH II	20	55%	5%	20%	10%	20%		15%		
PB	PB03A	P1445	RETIREMENT & BENEFITS TECH III	12	58%	8%	8%		42%		17%		
PB	PB03B	P1410	HUMAN RESOURCE SPECIALIST I	28	61%	7%	11%		29%	11%	7%	4%	
PB	PB03B	P1411	HUMAN RESOURCE SPECIALIST II	25	32%		4%		24%	4%	8%		
PB	PB03B	P1412	HUMAN RESOURCE SPECIALIST III	7	71%				71%		14%		
PB	PB03B	P1413	HUMAN RESOURCE SPECIALIST IV	1									
PB	PB03B	P1414	HUMAN RESOURCE MANAGER I	6	17%				17%				
PB	PB03B	P1415	HUMAN RESOURCE MANAGER II	1	100%				100%				
PB	PB03B	P1422	LABOR RELATIONS ANALYST II	3									
PB	PB03B	P1423	LABOR RELATIONS ANALYST III	3	33%							33%	
PB	PB03B	P1424	LABOR RELATIONS ANALYST IV	1									
PB	PB03B	P1431	LABOR RELATIONS MGR	1									
PB	PB03B	P1432	HR TECHNICAL SERVICES SUPV I	6	33%				33%				
PB	PB03B	P1442	RETIREMENT & BENEFITS SPEC I	7	43%	14%			29%				
PB	PB03B	P1447	RETIREMENT BEN MANAGER	2									
PB	PB03B	P1449	RETIREMENT BEN SPEC II	14	7%				7%				
PB	PB03B	P1450	RETIREMENT BEN SPEC III	2									
PB	PB04A	P1611	DATA PROCESSING TECH I	3	100%		33%	67%					
PB	PB04A	P1612	DATA PROCESSING TECH II	11	18%			9%	9%		9%		
PB	PB04A	P1613	DATA PROCESSING TECH III	5	20%				20%				
PB	PB04A	P1632	MICRO/NETWORK TECH II	1									
PB	PB04B	K0003	INTERNET SPECIALIST I	3							33%		
PB	PB04B	P1614	DATA PROCESSING PROD MGR	1									

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PB	PB04B	P1621	ANALYST/PROGRAMMER I	2									
PB	PB04B	P1622	ANALYST/PROGRAMMER II	3	33%	33%							
PB	PB04B	P1623	ANALYST/PROGRAMMER III	4									
PB	PB04B	P1624	ANALYST/PROGRAMMER IV	16	13%		6%						6%
PB	PB04B	P1625	ANALYST/PROGRAMMER V	12	25%		8%	17%					
PB	PB04B	P1633	MICRO/NETWORK SPEC I	6	17%		17%						
PB	PB04B	P1634	MICRO/NETWORK SPEC II	4									
PB	PB04B	P1641	DATA PROCESSING MGR I	3									
PB	PB04B	P1642	DATA PROCESSING MGR II	3	33%		33%						
PB	PB04B	P1643	DATA PROCESSING MGR III	9									
PB	PB04B	P1644	DATA PROCESSING MANAGER IV	1									
PB	PB04B	P1651	SYSTEMS PROGRAMMER I	4									
PB	PB04B	P1652	SYSTEMS PROGRAMMER II	16	31%	19%		13%			6%		
PB	PB04B	P1653	SYSTEMS PROGRAMMER III	10	10%				10%				
PB	PB04B	P1654	SYSTEMS PROGRAMMER IV	1									
PB	PB04B	P1661	DATA COMMUNICATNS SPEC I	4	25%	25%							
PB	PB04B	P1662	DATA COMMUNICATNS SPEC II	3	33%				33%				
PB	PB04B	P1670	DATA SECURITY SPEC	1	100%		100%						
PB	PB04B	P1826	DATABASE SPECIALIST I	1									
PB	PB04B	P1827	DATABASE SPECIALIST II	1									
PB	PB04B	P1828	DATABASE SPECIALIST III	4									
PB	PB04B	P2258	INFORMATION TECHNOLOGY PLANNER	1									
PB	PB05A	P1707	STATISTICAL TECHNICIAN II	2									
PB	PB06A	P1310	SUPPLY TECHNICIAN I	2	100%	50%	50%						
PB	PB06A	P1311	SUPPLY TECHNICIAN II	1	100%					100%			
PB	PB06B	P1332	PROCUREMENT SPEC II	4									
PB	PB06B	P1333	PROCUREMENT SPEC III	2							50%		
PB	PB06B	P1334	PROCUREMENT SPEC IV	1	100%								100%
PB	PB06B	P1335	PROCUREMENT SPEC V	1									
PB	PB06B	P1345	CONTRACTING OFFICER III	14	14%	14%					7%		
PB	PB06B	P1346	CONTRACTING OFFICER IV	1									
PB	PB06B	P1347	CHIEF PROCUREMENT OFF	1									

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PB	PB06C	P9911	STOCK & PARTS SVCS (L/J/SJ)	1									
PB	PB06C	P9911	STOCK & PARTS SVCS (L/J/SJ)	1	100%	100%							
PB	PB06C	P9911	STOCK & PARTS SVCS (L/J/SJ)	3									
PB	PB99B	P1350	STATE TRAVEL MANAGER	1									
PB	PB99B	P1351	STATE TRAVEL OFFICE ASSISTANT	1									
PB	PB99B	P1958	ADMINISTRATOR VCCB	1									
PB	PB99B	P2390	CLAIMS ADMINISTRATOR	2									
PB	PB99B	P2391	RISK MANAGER	1									
PC	PC05B	P1291	INTERNAL AUDITOR II	1									
PC	PC05B	P1292	INTERNAL AUDITOR III	1									
PD	PD01B	P1012	EXEC DIR APOC	1	100%			100%					
PD	PD01B	P1013	ASST DIR APOC	1									
PD	PD01B	P1463	BUDGET ANALYST III	1	100%							100%	
PD	PD03B	P2255	TELECOMM PLANNER I	1									
PD	PD09B	P2253	FACILITIES MANAGER II	1									
PD	PD09B	P2910	STATE LEASING & FACILITIES MGR	1									
PE	PE02B	P1472	TRAINING SPECIALIST II	2									
PE	PE06A	P3605	PUBLICATIONS TECH II	2									
PE	PE06B	P3607	PUBLICATIONS SPEC II	1									
PE	PE06B	P3608	PUBLICATIONS SPEC III	1									
PF	PF02B	P4113	SOCIAL WORKER II	1									
PF	PF02B	P4117	SOCIAL SERVICES SPECIALIST II	1	100%	100%							
PF	PF03B	P4260	PUBLIC GUARDIAN	16	13%	13%							
PF	PF05B	P4677	PROJECT COORD	1	100%		100%						
PF	PF05B	P4678	PROG COORDINATOR	1	100%			100%					
PH	PH03A	P6632	NATURAL RESOURCE TECH II	1									
PI	PI01A	P7011	CRIMINAL JUSTICE TECHNICIAN I	1	100%	100%							
PI	PI01A	P7105	PARALEGAL I	16	50%	6%		13%	31%				
PI	PI01A	P7106	PARALEGAL II	8	50%	25%			25%				
PI	PI01A	P7502	LAW OFFICE ASSISTANT I	23	52%	22%	4%	4%	13%		17%		9%
PI	PI01A	P7503	LAW OFFICE ASSISTANT II	14	50%	29%			21%				
PI	PI01A	P7506	LAW OFFICE MANAGER II	1	100%				100%				

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PI	PI02B	P7111	ASSOC ATTORNEY II	16	6%			6%					
PI	PI02B	P7143	ATTORNEY II	28	68%	36%	18%	11%		4%	4%		
PI	PI02B	P7144	ATTORNEY III	32	34%	9%	16%	3%	3%		6%		3%
PI	PI02B	P7145	ATTORNEY IV	56	21%	7%	7%		4%	2%	2%	2%	
PI	PI02B	P7146	ATTORNEY V	26	15%			4%	12%				
PI	PI02B	P7147	ATTORNEY VI	4	25%				25%				
PI	PI03B	P7210	MOTOR VEHICLE HEARING OFFICER	3									
PI	PI03B	P7231	CHIEF ADMINISTRATIVE LAW JUDGE	1									
PI	PI03B	P7232	ADMINISTRATIVE LAW JUDGE I	4									
PI	PI03B	P7233	ADMINISTRATIVE LAW JUDGE II	2									
PI	PI03B	P7234	DEP CHIEF ADMIN LAW JUDGE	1									
PI	PI04B	P7767	INVESTIGATOR II	7	71%			29%	29%				14%
PI	PI04B	P7768	INVESTIGATOR III	15	33%		7%			13%			13%
PI	PI04B	P7769	INVESTIGATOR IV	1	100%				100%				
PI	PI05A	P7541	MOTOR VEHICLE CUST SVC REP I	76	47%	39%	1%	1%		1%	5%	4%	
PI	PI05A	P7542	MOTOR VEHICLE CUST SVC REP II	30	27%	3%	3%	3%	17%				
PI	PI05A	P7543	MOTOR VEHICLE CUST SVC REP III	6									
PI	PI05B	P1904	MOTOR VEHICLE REGISTRAR	1									
PI	PI05B	P7561	MOTOR VEHICLE OFF MGR I	12	8%				8%				
PI	PI05B	P7562	MOTOR VEHICLE OFF MGR II	4									
PI	PI05B	P7563	MOTOR VEHICLE OFF MGR III	1									
PI	PI05B	P7761	DRIVER LICENSING MANAGER	1									
PK	PK03B	P8673	COMM ENG ASSOC I	2									
PK	PK03B	P8674	COMM ENG ASSOC II	4									
PK	PK04B	P8675	COMM ENG I	2									
PK	PK04B	P8676	COMM ENG II	1									
PL	PL04C	P8346	ELECTRONIC MAINT SPVR	1									
PL	PL04C	P9311	MAINT GEN (F/L/J/SJ)	6									
PL	PL04C	P9311	MAINT GEN (F/L/J/SJ)	1									
PL	PL04C	P9311	MAINT GEN (F/L/J/SJ)	5									
PL	PL04C	P9323	MAINT SPEC BFC (F/LJ/J)	1									
PL	PL04C	P9323	MAINT SPEC BFC (F/LJ/J)	2									

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PL	PL04C	P9324	MAINT SPEC ETRONICS	1	100%	100%							
PL	PL04C	P9324	MAINT SPEC ETRONICS	12	8%		8%						
PL	PL04C	P9328	MAINT SPEC PLUMB	1									
PL	PL08B	P1915	MAIL SERVICES MANAGER	1									
PL	PL08C	P1130	MAIL SVCS LEAD COURIER	2									
PL	PL08C	P1132	MAIL SVCS COURIER	6									
PL	PL08C	P9811	MICROFILM/IMAGING OPER I	4									
PL	PL08C	P9812	MICROFILM/IMAGING OPER II	1									
PL	PL08C	P9813	MICROFILM/IMAGING OPER III	1									

¹ Transfer in Org Unit is not included in the Hire Rate for any department.

² Exempt employees are not covered by the Classification and Pay Plans; therefore, data by Group & Family is not available.

³ No positions in this job class at fiscal year end but there was employee movement in this category during the fiscal year.