

Department of Administration Incoming Employee Movement FY 2010

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 <sup>1</sup>	Other Appoint - ments	Transfer from Another Dept or Branch
<b>Administration</b>	1107	26%	8%	5%	3%	6%	2%	3%	1%	1%

Occ Group <sup>2</sup>	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 <sup>1</sup>	Other Appoint - ments	Transfer from Another Dept or Branch
	<b>Exempt<sup>2</sup></b>	27									
PA	<b>Executives and Senior Administrators</b>	17	18%		6%	6%	6%				
PB	<b>Administrative and Office Support</b>	566	34%	8%	6%	5%	9%	3%	2%	1%	2%
PC	<b>Business Development and Regulation</b>	2	50%								50%
PD	<b>Government Management and Infrastructure</b>	5	20%				20%				
PE	<b>Education, Information, Libraries, and Museums</b>	7	43%	14%	14%			14%			
PF	<b>Social, Benefit, and Employment Services</b>	21	14%		5%	5%			5%	5%	
PH	<b>Biological Sciences</b>	1									
PI	<b>Legal, Judicial, and Related</b>	405	19%	9%	5%	1%	3%	0%	3%	0%	0%
PK	<b>Physical Sciences and Engineering</b>	8									
PL	<b>Craftwork and Labor</b>	48	19%	10%	2%		4%		2%		2%

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Occ Group <sup>2</sup>	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 <sup>1</sup>	Other Appoint - ments	Transfer from Another Dept or Branch
		<b>Exempt<sup>2</sup></b>	27									
PA	PA01B	<b>Executives and Senior Administrators</b>	17	18%		6%	6%	6%				
PB	PB01A	<b>General Administration</b>	62	63%	23%	23%	3%	5%	3%	2%	2%	5%
PB	PB01B	<b>General Administration</b>	13	23%		8%	8%		8%			
PB	PB02A	<b>Accounting and Fiscal</b>	36	17%	8%		8%			3%		
PB	PB02B	<b>Accounting and Fiscal</b>	50	36%	6%	4%	2%	8%	6%	2%	2%	8%
PB	PB03A	<b>Personnel and Employee Relations</b>	120	45%	13%	6%	7%	13%	5%	5%	0%	2%
PB	PB03B	<b>Personnel and Employee Relations</b>	106	36%	2%	4%	3%	21%	6%	3%	1%	
PB	PB04A	<b>Information Technology</b>	18	39%	6%	6%	11%	17%				
PB	PB04B	<b>Information Technology</b>	119	18%	6%	4%	3%	3%	1%	2%	1%	
PB	PB05A	<b>Statistics and Research Analysis</b>	2	50%			50%					
PB	PB06A	<b>Supply</b>	3	67%	33%			33%				
PB	PB06B	<b>Supply</b>	25	12%	4%		8%					
PB	PB06C	<b>Supply</b>	5									
PB	PB99B	<b>Administrative classes not otherwise described</b>	7	14%	14%							
PC	PC05B	<b>Revenue and Audit</b>	2	50%								50%
PD	PD01B	<b>Government Management and Operations</b>	3	33%				33%				
PD	PD09B	<b>Property Management</b>	2									
PE	PE02B	<b>Teaching and Instruction</b>	3	33%					33%			
PE	PE06A	<b>Arts, Photography, and Information</b>	2	50%		50%						
PE	PE06B	<b>Arts, Photography, and Information</b>	2	50%	50%							
PF	PF02B	<b>Social Work</b>	2									
PF	PF03B	<b>Special Social Service</b>	17	18%	0%	6%	6%			6%	6%	
PF	PF05B	<b>Labor and Employment Services</b>	2									
PH	PH03A	<b>Natural Resources and Forestry</b>	1									
PI	PI01A	<b>Legal Support and Related</b>	74	24%	8%	5%	1%	9%				
PI	PI02B	<b>Attorneys</b>	167	19%	8%	5%	1%	4%		5%		
PI	PI03B	<b>Judges and Adjudicators</b>	11	9%	9%							
PI	PI04B	<b>Evidence Investigation</b>	22	5%		5%						
PI	PI05A	<b>Legal Document Processing</b>	110	23%	14%	5%	1%		2%	4%	1%	1%
PI	PI05B	<b>Legal Document Processing</b>	21							10%		
PK	PK03B	<b>Engineering, Unlicensed</b>	5									
PK	PK04B	<b>Engineering, Licensed</b>	3									

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PL	PL04C	<b>Building and Facility Maintenance</b>	30	17%	13%			3%		3%		
PL	PL08B	<b>Office Equipment Operation</b>	1									
PL	PL08C	<b>Office Equipment Operation</b>	17	24%	6%	6%		6%				6%

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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		X1282	ANALYST/PROGRAMMER III	1									
2		X1283	ANALYST/PROGRAMMER IV	1									
2		X1519	APOC BOARD MEMBER	5									
2		X1552	SENIOR RESERVOIR ENGINEER	2									
2		X1714	SOCC BOARD MEMBER	1									
2		X1917	SPECIAL ASSISTANT TO COMMI	1									
PA	PA01B	K0051	DIVISION OPERATIONS MANAGER	2	50%			50%					
PA	PA01B	K0054	DEPUTY DIRECTOR	2									
PA	PA01B	P1901	DIVISION DIRECTOR	8	25%		13%		13%				
PA	PA01B	P1917	SPEC ASST TO THE COMM I	2									
PA	PA01B	P1951	DEP COMMISSIONER	2									
PA	PA01B	P7160	PUBLIC DEFENDER	1									
PB	PB04B	K0003	INTERNET SPECIALIST I	1									
PB	PB04B	K0004	INTERNET SPECIALIST II	1									
PB	PB01A	K0017	ADMINISTRATIVE ASSISTANT I	5	80%	20%	40%	20%					
PB	PB01A	K0018	ADMINISTRATIVE ASSISTANT II	7	14%		14%						
PB	PB01B	K0019	ADMINISTRATIVE OFFICER I	6	50%		17%	17%		17%			
PB	PB01B	K0020	ADMINISTRATIVE OFFICER II	7									
PB	PB99B	K0072	PROGRAM COORDINATOR II	1									
PB	PB01A	P1134	OFFICE ASSISTANT I	26	65%	31%	19%		4%	4%		4%	4%
PB	PB01A	P1135	OFFICE ASSISTANT II	22	77%	23%	27%	5%	9%	5%	5%		9%

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PB	PB01A	P1154	EXEC SECRETARY II	1									
PB	PB01A	P1156	EXEC SECRETARY III	1									
PB	PB02A	P1203	ACCOUNTING CLERK	7	14%			14%					
PB	PB02B	P1205	ACCOUNTANT II	3	33%						33%		33%
PB	PB02B	P1206	ACCOUNTANT III	14	43%	14%	7%	7%		7%			7%
PB	PB02B	P1207	ACCOUNTANT IV	19	53%	5%	5%		21%	5%		5%	11%
PB	PB02B	P1208	ACCOUNTANT V	5	20%					20%			
PB	PB02A	P1210	ACCOUNTING TECH I	12	17%	17%							
PB	PB02A	P1211	ACCOUNTING TECH II	10	20%	10%		10%			10%		
PB	PB02A	P1212	ACCOUNTING TECH III	7	14%			14%					
PB	PB02B	P1238	STATE ACCOUNTANT	1									
PB	PB02B	P1244	PAYROLL SPECIALIST I	2									
PB	PB02B	P1245	PAYROLL SPECIALIST II	4									
PB	PB02B	P1246	PAYROLL SPECIALIST III	1									
PB	PB02B	P1249	PAYROLL MANAGER	1									
PB	PB06A	P1310	SUPPLY TECHNICIAN I	1									
PB	PB06A	P1311	SUPPLY TECHNICIAN II	2	100%	50%			50%				
PB	PB06B	P1332	PROCUREMENT SPEC II	4									
PB	PB06B	P1333	PROCUREMENT SPEC III	3									
PB	PB06B	P1334	PROCUREMENT SPEC IV	1									
PB	PB06B	P1335	PROCUREMENT SPEC V	1									
PB	PB06B	P1344	CONTRACTING OFFICER II	1	100%			100%					
PB	PB06B	P1345	CONTRACTING OFFICER III	13	15%	8%		8%					
PB	PB06B	P1346	CONTRACTING OFFICER IV	1									
PB	PB06B	P1347	CHIEF PROCUREMENT OFF	1									
PB	PB99B	P1350	STATE TRAVEL MANAGER	1									
PB	PB99B	P1351	STATE TRAVEL OFFICE ASSISTANT	1									
PB	PB03A	P1406	HUMAN RESOURCE TECHNICIAN I	14	50%	29%	7%	7%	7%				
PB	PB03A	P1407	HUMAN RESOURCE TECHNICIAN II	56	50%	11%	4%	7%	14%	11%	4%		4%
PB	PB03A	P1408	HUMAN RESOURCE TECHNICIAN III	12	33%				33%				
PB	PB03B	P1410	HUMAN RESOURCE SPECIALIST I	28	50%	7%	11%	7%	11%	11%	7%	4%	
PB	PB03B	P1411	HUMAN RESOURCE SPECIALIST II	23	43%				30%	13%			
PB	PB03B	P1412	HUMAN RESOURCE SPECIALIST III	9	11%				11%		11%		
PB	PB03B	P1414	HUMAN RESOURCE MANAGER I	6	17%				17%				
PB	PB03B	P1415	HUMAN RESOURCE MANAGER II	1	100%				100%				

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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	50%				50%				
PB	PB03B	P1442	RETIREMENT & BENEFITS SPEC I	7	43%			14%	29%				
PB	PB03A	P1443	RETIREMENT & BENEFITS TECH I	1	100%			100%					
PB	PB03A	P1444	RETIREMENT & BENEFITS TECH II	24	38%	21%	13%	4%				13%	
PB	PB03A	P1445	RETIREMENT & BENEFITS TECH III	13	38%		8%	8%	23%			8%	
PB	PB03B	P1447	RETIREMENT BEN MANAGER	2	50%				50%				
PB	PB03B	P1449	RETIREMENT BEN SPEC II	13	15%		8%		8%				
PB	PB03B	P1450	RETIREMENT BEN SPEC III	3	33%				33%				
PB	PB04A	P1611	DATA PROCESSING TECH I	3	133%	33%	33%	67%					
PB	PB04A	P1612	DATA PROCESSING TECH II	10									
PB	PB04A	P1613	DATA PROCESSING TECH III	5	60%				60%				
PB	PB04B	P1614	DATA PROCESSING PROD MGR	1									
PB	PB04B	P1621	ANALYST/PROGRAMMER I	1									
PB	PB04B	P1622	ANALYST/PROGRAMMER II	5	60%		40%			20%			
PB	PB04B	P1623	ANALYST/PROGRAMMER III	3									
PB	PB04B	P1624	ANALYST/PROGRAMMER IV	17	12%	6%	6%						
PB	PB04B	P1625	ANALYST/PROGRAMMER V	12	17%	8%	8%						
PB	PB04B	P1633	MICRO/NETWORK SPEC I	6	17%				17%				
PB	PB04B	P1634	MICRO/NETWORK SPEC II	5	20%							20%	
PB	PB04B	P1641	DATA PROCESSING MGR I	6	67%	33%	17%	17%					
PB	PB04B	P1642	DATA PROCESSING MGR II	3									
PB	PB04B	P1643	DATA PROCESSING MGR III	9	11%				11%				
PB	PB04B	P1644	DATA PROCESSING MANAGER IV	1									
PB	PB04B	P1651	SYSTEMS PROGRAMMER I	5	20%			20%			20%		
PB	PB04B	P1652	SYSTEMS PROGRAMMER II	16	13%	6%			6%		6%		
PB	PB04B	P1653	SYSTEMS PROGRAMMER III	10	10%	10%							
PB	PB04B	P1654	SYSTEMS PROGRAMMER IV	1									
PB	PB04B	P1661	DATA COMMUNICATIONS SPEC I	3	33%			33%					
PB	PB04B	P1662	DATA COMMUNICATIONS SPEC II	4	50%	25%			25%				
PB	PB04B	P1670	DATA SECURITY SPEC	1									
PB	PB05A	P1707	STATISTICAL TECHNICIAN II	2	50%			50%					

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PB	PB04B	P1826	DATABASE SPECIALIST I	1									
PB	PB04B	P1827	DATABASE SPECIALIST II	2									
PB	PB04B	P1828	DATABASE SPECIALIST III	4									
PB	PB99B	P1958	ADMINISTRATOR VCCB	1									
PB	PB04B	P2258	INFORMATION TECHNOLOGY PLANNER	1									
PB	PB99B	P2390	CLAIMS ADMINISTRATOR	2	50%	50%							
PB	PB99B	P2391	RISK MANAGER	1									
PB	PB06C	P9911	STOCK & PARTS SVCS (L/J/SJ)	5									
PC	PC05B	P1292	INTERNAL AUDITOR III	2	50%								50%
PD	PD01B	P1012	EXEC DIR APOC	1									
PD	PD01B	P1013	ASST DIR APOC	1									
PD	PD01B	P1464	BUDGET ANALYST IV	1	100%				100%				
PD	PD09B	P2253	FACILITIES MANAGER II	1									
PD	PD09B	P2910	STATE LEASING & FACILITIES MGR	1									
PE	PE02B	P1471	TRAINING SPECIALIST I	1	100%					100%			
PE	PE02B	P1472	TRAINING SPECIALIST II	1									
PE	PE02B	P1473	TRAINING SPECIALIST III	1									
PE	PE06A	P3605	PUBLICATIONS TECH II	2	50%		50%						
PE	PE06B	P3607	PUBLICATIONS SPEC II	1									
PE	PE06B	P3608	PUBLICATIONS SPEC III	1	100%	100%							
PF	PF02B	P4113	SOCIAL WORKER II	1									
PF	PF02B	P4117	SOCIAL SERVICES SPECIALIST II	1									
PF	PF03B	P4260	PUBLIC GUARDIAN	17	18%		6%	6%			6%	6%	
PF	PF05B	P4677	PROJECT COORD	1									
PF	PF05B	P4678	PROG COORDINATOR	1									
PH	PH03A	P6632	NATURAL RESOURCE TECH II	1									
PI	PI05B	P1904	MOTOR VEHICLE REGISTRAR	1									
PI	PI01A	P7012	CRIMINAL JUSTICE TECHNICIAN II	1									
PI	PI01A	P7105	PARALEGAL I	20	35%		10%	5%	20%				
PI	PI01A	P7106	PARALEGAL II	11	9%	9%							
PI	PI02B	P7110	ASSOC ATTORNEY I	2	50%				50%				
PI	PI02B	P7111	ASSOC ATTORNEY II	18	28%	17%	6%		6%				

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PI	PI02B	P7143	ATTORNEY II	17	59%	29%	18%	12%			24%		
PI	PI02B	P7144	ATTORNEY III	45	18%	13%	4%				7%		
PI	PI02B	P7145	ATTORNEY IV	53	8%		4%		4%		2%		
PI	PI02B	P7146	ATTORNEY V	28	11%		4%		7%				
PI	PI02B	P7147	ATTORNEY VI	4									
PI	PI03B	P7210	MOTOR VEHICLE HEARING OFFICER	3									
PI	PI03B	P7231	CHIEF ADMINISTRATIVE LAW JUDGE	1									
PI	PI03B	P7232	ADMINISTRATIVE LAW JUDGE I	3									
PI	PI03B	P7233	ADMINISTRATIVE LAW JUDGE II	3	33%	33%							
PI	PI03B	P7234	DEP CHIEF ADMIN LAW JUDGE	1									
PI	PI01A	P7502	LAW OFFICE ASSISTANT I	26	27%	15%	8%		4%				
PI	PI01A	P7503	LAW OFFICE ASSISTANT II	15	20%	7%			13%				
PI	PI01A	P7506	LAW OFFICE MANAGER II	1									
PI	PI05A	P7541	MOTOR VEHICLE CUST SVC REP I	73	27%	16%	5%	1%		1%	5%	1%	1%
PI	PI05A	P7542	MOTOR VEHICLE CUST SVC REP II	31	16%	10%	3%			3%			
PI	PI05A	P7543	MOTOR VEHICLE CUST SVC REP III	6									
PI	PI05B	P7561	MOTOR VEHICLE OFF MGR I	13							15%		
PI	PI05B	P7562	MOTOR VEHICLE OFF MGR II	5									
PI	PI05B	P7563	MOTOR VEHICLE OFF MGR III	1									
PI	PI05B	P7761	DRIVER LICENSING MANAGER	1									
PI	PI04B	P7767	INVESTIGATOR II	2									
PI	PI04B	P7768	INVESTIGATOR III	19	5%		5%						
PI	PI04B	P7769	INVESTIGATOR IV	1									
PK	PK03B	P8673	COMM ENG ASSOC I	2									
PK	PK03B	P8674	COMM ENG ASSOC II	3									
PK	PK04B	P8675	COMM ENG I	2									
PK	PK04B	P8676	COMM ENG II	1									

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PL	PL08C	P1130	MAIL SVCS LEAD COURIER	2									
PL	PL08C	P1132	MAIL SVCS COURIER	6	17%	17%							
PL	PL08B	P1915	MAIL SERVICES MANAGER	1									
PL	PL04C	P8346	ELECTRONIC MAINT SPVR	1									
PL	PL04C	P9311	MAINT GEN (F/L/J/SJ)	12	17%	17%							
PL	PL04C	P9323	MAINT SPEC BFC (F/LJ/J)	3	33%	33%							
PL	PL04C	P9324	MAINT SPEC ETRONICS	13	15%	8%			8%				
PL	PL04C	P9328	MAINT SPEC PLUMB	1									
PL	PL08C	P9811	MICROFILM/IMAGING OPER I	7	43%		14%		14%				14%
PL	PL08C	P9812	MICROFILM/IMAGING OPER II	1									
PL	PL08C	P9813	MICROFILM/IMAGING OPER III	1									

<sup>1</sup> Transfer in Org Unit is not included in the Hire Rate for any department.

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

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