

Department of Administration Outgoing Employee Movement FY 2009

Department	Total Employees	Turnover Rate	Promotion in Dept	Transfer in Dept	Transfer in Org Unit ¹	Other Employee Movement	Movement to Another Branch or Dept	Separation
Administration	990	30%	9%	2%	2%	1%	5%	14%

Occ Group	Occupational Group Title	Total Employees	Turnover Rate	Promotion in Dept	Transfer in Dept	Transfer in Org Unit ¹	Other Employee Movement	Movement to Another Branch or Dept	Separation
²	Exempt²	20	10%					5%	5%
PA	Executives and Senior Administrators	17	24%					24%	
PB	Administrative and Office Support	489	41%	14%	2%	2%	1%	7%	16%
PC	Business Development and Regulation	1	100%						100%
PD	Government Management and Infrastructure	6	17%						17%
PE	Education, Information, Libraries, and Museums	6	33%	17%					17%
PF	Social, Benefit, and Employment Services	19	21%					5%	16%
PH	Biological Sciences	1							
PI	Legal, Judicial, and Related	382	17%	3%	1%	2%	1%	2%	10%
PK	Physical Sciences and Engineering	8	13%						13%
PL	Craftwork and Labor	41	32%	5%				10%	17%

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Occ Group	Job Family	Job Family Title	Total Employees	Turnover Rate	Promotion in Dept	Transfer in Dept	Transfer in Org Unit ¹	Other Employee Movement	Movement to Another Branch or Dept	Separation
²		Exempt²	20	10%					5%	5%
PA	PA01B	Executives and Senior Administrators	17	24%					24%	
PB	PB01A	General Administration	40	65%	25%				15%	25%
PB	PB01B	General Administration	12	33%	8%			8%	17%	
PB	PB02A	Accounting and Fiscal	34	44%	18%				21%	6%
PB	PB02B	Accounting and Fiscal	41	27%	7%	2%	7%		7%	10%
PB	PB03A	Personnel and Employee Relations	115	65%	23%	7%	4%	2%	9%	25%
PB	PB03B	Personnel and Employee Relations	93	38%	17%	3%		1%	3%	13%
PB	PB04A	Information Technology	19							
PB	PB04B	Information Technology	100	20%	6%		1%		2%	12%
PB	PB05A	Statistics and Research Analysis	2							
PB	PB06A	Supply	3	33%						33%
PB	PB06B	Supply	21	38%	10%		10%			29%
PB	PB06C	Supply	4	25%						25%
PB	PB99B	Administrative classes not otherwise described	5	80%					20%	60%
PC	PC05B	Revenue and Audit	1	100%						100%
PD	PD01B	Government Management and Operations	3	33%						33%
PD	PD03B	Development and Infrastructure Planning	1							
PD	PD09B	Property Management	2							
PE	PE02B	Teaching and Instruction	2	50%	50%					
PE	PE06A	Arts, Photography, and Information	2							
PE	PE06B	Arts, Photography, and Information	2	50%						50%
PF	PF02B	Social Work	1	100%						100%
PF	PF03B	Special Social Service	16	19%					6%	13%
PF	PF05B	Labor and Employment Services	2							
PH	PH03A	Natural Resources and Forestry	1							

Source: ALDER and Classification Outline

G:Personnel/EPIC/Reporting/Projects/Employee Movement Job Class FY 2007-2011 Outgoing Admin

Prepared by EPIC, DOPLR

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Occ Group	Job Family	Job Family Title	Total Employees	Turnover Rate	Promotion in Dept	Transfer in Dept	Transfer in Org Unit ¹	Other Employee Movement	Movement to Another Branch or Dept	Separation
PI	PI01A	Legal Support and Related	65	26%	8%		2%	2%	3%	14%
PI	PI02B	Attorneys	160	13%	3%	2%	4%	1%	1%	8%
PI	PI03B	Judges and Adjudicators	10	10%						10%
PI	PI04B	Evidence Investigation	21	5%						5%
PI	PI05A	Legal Document Processing	105	24%	4%	2%	2%		3%	15%
PI	PI05B	Legal Document Processing	21							
PK	PK03B	Engineering, Unlicensed	5	20%						20%
PK	PK04B	Engineering, Licensed	3							
PL	PL04C	Building and Facility Maintenance	27	30%	7%				7%	15%
PL	PL08B	Office Equipment Operation	1	100%						100%
PL	PL08C	Office Equipment Operation	13	31%					15%	15%

Occ Group	Job Family	Job Class	Job Class Description	Total Employees	Turnover Rate	Promotion in Dept	Transfer in Dept	Transfer in Org Unit ¹	Other Employee Movement	Movement to Another Branch or Dept	Separation
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	2							
2		X0336	PETROLEUM INSPECTOR	5							
2		X1244	PETROLEUM ENGINEER	1							
2		X1282	ANALYST/PROGRAMMER III	1							
2		X1283	ANALYST/PROGRAMMER IV	1							
2		X1552	SENIOR RESERVOIR ENGINEER	2	50%					50%	
2		X1917	SPECIAL ASSISTANT TO COMMI	1							

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Occ Group	Job Family	Job Class	Job Class Description	Total Employees	Turnover Rate	Promotion in Dept	Transfer in Dept	Transfer in Org Unit ¹	Other Employee Movement	Movement to Another Branch or Dept	Separation
PA	PA01B	K0051	DIVISION OPERATIONS MANAGER	2	50%					50%	
PA	PA01B	K0054	DEPUTY DIRECTOR	2	50%					50%	
PA	PA01B	P1846	DIRECTOR, INFO TECHNOLOGY	1							
PA	PA01B	P1901	DIVISION DIRECTOR	7							
PA	PA01B	P1917	SPEC ASST TO THE COMM I	2	100%					100%	
PA	PA01B	P1951	DEP COMMISSIONER	2							
PA	PA01B	P7160	PUBLIC DEFENDER	1							
PB	PB01A	K0017	ADMINISTRATIVE ASSISTANT I	3	67%						67%
PB	PB01A	K0018	ADMINISTRATIVE ASSISTANT II	6	33%	17%					17%
PB	PB01A	K0053	ADMIN ASST III	0	³						³
PB	PB01A	P1133	ADMINISTRATIVE CLERK I	3	67%					33%	33%
PB	PB01A	P1134	OFFICE ASSISTANT I	14	43%	29%				7%	7%
PB	PB01A	P1135	OFFICE ASSISTANT II	12	108%	42%				33%	33%
PB	PB01A	P1151	SECRETARY	1							
PB	PB01A	P1154	EXEC SECRETARY II	1							
PB	PB01B	K0019	ADMINISTRATIVE OFFICER I	5	60%	20%			20%	20%	
PB	PB01B	K0020	ADMINISTRATIVE OFFICER II	7	14%					14%	
PB	PB02A	P1203	ACCOUNTING CLERK	6	33%	17%				17%	
PB	PB02A	P1210	ACCOUNTING TECH I	12	42%	25%				17%	
PB	PB02A	P1211	ACCOUNTING TECH II	10	60%	10%				30%	20%
PB	PB02A	P1212	ACCOUNTING TECH III	6	33%	17%				17%	
PB	PB02B	P1205	ACCOUNTANT II	4	25%			25%		25%	
PB	PB02B	P1206	ACCOUNTANT III	12	25%	8%				8%	8%
PB	PB02B	P1207	ACCOUNTANT IV	13	38%	8%		8%		8%	23%
PB	PB02B	P1208	ACCOUNTANT V	4							
PB	PB02B	P1238	STATE ACCOUNTANT	1							

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PB	PB02B	P1244	PAYROLL SPECIALIST I	2	50%	50%					
PB	PB02B	P1245	PAYROLL SPECIALIST II	3	33%		33%	33%			
PB	PB02B	P1246	PAYROLL SPECIALIST III	1							
PB	PB02B	P1249	PAYROLL MANAGER	1							
PB	PB03A	P1405	HUMAN RESOURCE ASSISTANT	10	100%	50%				20%	30%
PB	PB03A	P1406	HUMAN RESOURCE TECHNICIAN I	12	42%	8%	8%				25%
PB	PB03A	P1407	HUMAN RESOURCE TECHNICIAN II	51	78%	25%	12%	4%		12%	29%
PB	PB03A	P1408	HUMAN RESOURCE TECHNICIAN III	11	36%	9%	9%		9%		9%
PB	PB03A	P1443	RETIREMENT & BENEFITS TECH I	0	3	3					3
PB	PB03A	P1444	RETIREMENT & BENEFITS TECH II	20	40%	15%		5%		10%	15%
PB	PB03A	P1445	RETIREMENT & BENEFITS TECH III	11	55%	18%		18%	9%		27%
PB	PB03B	P1410	HUMAN RESOURCE SPECIALIST I	25	24%	20%				4%	
PB	PB03B	P1411	HUMAN RESOURCE SPECIALIST II	15	113%	33%	13%			7%	60%
PB	PB03B	P1412	HUMAN RESOURCE SPECIALIST III	10	10%		10%				
PB	PB03B	P1414	HUMAN RESOURCE MANAGER I	6							
PB	PB03B	P1415	HUMAN RESOURCE MANAGER II	1							
PB	PB03B	P1422	LABOR RELATIONS ANALYST II	3	33%					33%	
PB	PB03B	P1423	LABOR RELATIONS ANALYST III	2	50%	50%					
PB	PB03B	P1431	LABOR RELATIONS MGR	1	100%				100%		
PB	PB03B	P1432	HR TECHNICAL SERVICES SUPV I	6	17%	17%					
PB	PB03B	P1442	RETIREMENT & BENEFITS SPEC I	7	29%	29%					
PB	PB03B	P1447	RETIREMENT BEN MANAGER	2							
PB	PB03B	P1449	RETIREMENT BEN SPEC II	12	25%	17%					8%
PB	PB03B	P1450	RETIREMENT BEN SPEC III	3	67%						67%
PB	PB04A	P1612	DATA PROCESSING TECH II	14							
PB	PB04A	P1613	DATA PROCESSING TECH III	5							
PB	PB04B	K0003	INTERNET SPECIALIST I	1							
PB	PB04B	K0004	INTERNET SPECIALIST II	1							

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PB	PB04B	P1614	DATA PROCESSING PROD MGR	1							
PB	PB04B	P1621	ANALYST/PROGRAMMER I	1	100%						100%
PB	PB04B	P1622	ANALYST/PROGRAMMER II	4							
PB	PB04B	P1623	ANALYST/PROGRAMMER III	1	100%	100%					
PB	PB04B	P1624	ANALYST/PROGRAMMER IV	13	23%			8%		8%	15%
PB	PB04B	P1625	ANALYST/PROGRAMMER V	12							
PB	PB04B	P1633	MICRO/NETWORK SPEC I	5	60%	60%					
PB	PB04B	P1634	MICRO/NETWORK SPEC II	5							
PB	PB04B	P1641	DATA PROCESSING MGR I	3	67%						67%
PB	PB04B	P1642	DATA PROCESSING MGR II	3	33%					33%	
PB	PB04B	P1643	DATA PROCESSING MGR III	9	11%						11%
PB	PB04B	P1644	DATA PROCESSING MANAGER IV	1							
PB	PB04B	P1651	SYSTEMS PROGRAMMER I	4	25%	25%					
PB	PB04B	P1652	SYSTEMS PROGRAMMER II	14	29%						29%
PB	PB04B	P1653	SYSTEMS PROGRAMMER III	8	13%						13%
PB	PB04B	P1654	SYSTEMS PROGRAMMER IV	1							
PB	PB04B	P1661	DATA COMMUNICATNS SPEC I	2	100%	50%					50%
PB	PB04B	P1662	DATA COMMUNICATNS SPEC II	3							
PB	PB04B	P1670	DATA SECURITY SPEC	1							
PB	PB04B	P1827	DATABASE SPECIALIST II	2							
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	50%						50%
PB	PB06A	P1311	SUPPLY TECHNICIAN II	1							

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PB	PB06B	P1332	PROCUREMENT SPEC II	3	33%						33%
PB	PB06B	P1333	PROCUREMENT SPEC III	2							
PB	PB06B	P1334	PROCUREMENT SPEC IV	1							
PB	PB06B	P1335	PROCUREMENT SPEC V	1							
PB	PB06B	P1344	CONTRACTING OFFICER II	1							
PB	PB06B	P1345	CONTRACTING OFFICER III	11	55%	18%		18%			36%
PB	PB06B	P1346	CONTRACTING OFFICER IV	1	100%						100%
PB	PB06B	P1347	CHIEF PROCUREMENT OFF	1							
PB	PB06C	P9911	STOCK & PARTS SVCS (L/J/SJ)	4	25%						25%
PB	PB99B	P1350	STATE TRAVEL MANAGER	1							
PB	PB99B	P1351	STATE TRAVEL OFFICE ASSISTANT	1	100%						100%
PB	PB99B	P1958	ADMINISTRATOR VCCB	1	100%						100%
PB	PB99B	P2390	CLAIMS ADMINISTRATOR	1	200%					100%	100%
PB	PB99B	P2391	RISK MANAGER	1							
PC	PC05B	P1291	INTERNAL AUDITOR II	0	3						3
PC	PC05B	P1292	INTERNAL AUDITOR III	1							
PD	PD01B	P1012	EXEC DIR APOC	1							
PD	PD01B	P1013	ASST DIR APOC	1	100%						100%
PD	PD01B	P1463	BUDGET ANALYST III	1							
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	1							
PE	PE02B	P1473	TRAINING SPECIALIST III	1	100%	100%					
PE	PE06A	P3605	PUBLICATIONS TECH II	2							
PE	PE06B	P3607	PUBLICATIONS SPEC II	1							
PE	PE06B	P3608	PUBLICATIONS SPEC III	1	100%						100%

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PF	PF02B	P4117	SOCIAL SERVICES SPECIALIST II	1	100%						100%
PF	PF03B	P4260	PUBLIC GUARDIAN	16	19%					6%	13%
PF	PF05B	P4677	PROJECT COORD	1							
PF	PF05B	P4678	PROG COORDINATOR	1							
PH	PH03A	P6632	NATURAL RESOURCE TECH II	1							
PI	PI01A	P7012	CRIMINAL JUSTICE TECHNICIAN II	1							
PI	PI01A	P7105	PARALEGAL I	18	22%			6%	6%		17%
PI	PI01A	P7106	PARALEGAL II	11							
PI	PI01A	P7502	LAW OFFICE ASSISTANT I	21	33%	14%				5%	14%
PI	PI01A	P7503	LAW OFFICE ASSISTANT II	13	38%	15%				8%	15%
PI	PI01A	P7506	LAW OFFICE MANAGER II	1	100%						100%
PI	PI02B	P7110	ASSOC ATTORNEY I	1							
PI	PI02B	P7111	ASSOC ATTORNEY II	16	6%	6%					
PI	PI02B	P7143	ATTORNEY II	21	24%		5%	10%			19%
PI	PI02B	P7144	ATTORNEY III	40	15%	3%		5%			13%
PI	PI02B	P7145	ATTORNEY IV	50	12%	4%	4%	4%		2%	2%
PI	PI02B	P7146	ATTORNEY V	27	11%				4%		7%
PI	PI02B	P7147	ATTORNEY VI	5							
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	2	50%						50%
PI	PI03B	P7234	DEP CHIEF ADMIN LAW JUDGE	1							
PI	PI04B	P7767	INVESTIGATOR II	2	50%						50%
PI	PI04B	P7768	INVESTIGATOR III	18							
PI	PI04B	P7769	INVESTIGATOR IV	1							

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PI	PI05A	P7541	MOTOR VEHICLE CUST SVC REP I	68	34%	6%	3%	3%		3%	22%
PI	PI05A	P7542	MOTOR VEHICLE CUST SVC REP II	31	6%					3%	3%
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	13							
PI	PI05B	P7562	MOTOR VEHICLE OFF MGR II	4							
PI	PI05B	P7563	MOTOR VEHICLE OFF MGR III	2							
PI	PI05B	P7761	DRIVER LICENSING MANAGER	1							
PK	PK03B	P8673	COMM ENG ASSOC I	2							
PK	PK03B	P8674	COMM ENG ASSOC II	3	33%						33%
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)	11	45%	18%				9%	18%
PL	PL04C	P9323	MAINT SPEC BFC (F/LJ/J)	3							
PL	PL04C	P9324	MAINT SPEC ETRONICS	11	27%					9%	18%
PL	PL04C	P9328	MAINT SPEC PLUMB	1							
PL	PL08B	P1915	MAIL SERVICES MANAGER	1	100%						100%
PL	PL08C	P1130	MAIL SVCS LEAD COURIER	2							
PL	PL08C	P1132	MAIL SVCS COURIER	5	60%					20%	40%
PL	PL08C	P9811	MICROFILM/IMAGING OPER I	4							
PL	PL08C	P9812	MICROFILM/IMAGING OPER II	1							
PL	PL08C	P9813	MICROFILM/IMAGING OPER III	1	100%					100%	

¹ Transfer in Org Unit is not included in the Turnover 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 employees in this job class at fiscal year end but there was employee movement in this category during the fiscal year.