

Department of Administration Incoming Employee Movement FY 2011

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>	1096	28%	8%	4%	2%	9%	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 <sup>1</sup>	Other Appoint - ments	Transfer from Another Dept or Branch
2	<b>Exempt<sup>2</sup></b>	26	19%	12%	4%					4%	
PA	<b>Executives and Senior Administrators</b>	18	50%	6%		11%	17%	6%		11%	
PB	<b>Administrative and Office Support</b>	557	34%	8%	4%	3%	13%	3%	2%	2%	1%
PC	<b>Business Development and Regulation</b>	2									
PD	<b>Government Management and Infrastructure</b>	5	40%	20%						20%	
PE	<b>Education, Information, Libraries, and Museums</b>	9									
PF	<b>Social, Benefit, and Employment Services</b>	20	15%		10%						5%
PH	<b>Biological Sciences</b>	1									
PI	<b>Legal, Judicial, and Related</b>	404	22%	8%	5%	1%	5%	1%	6%	1%	1%
PK	<b>Physical Sciences and Engineering</b>	8									
PL	<b>Craftwork and Labor</b>	46	26%	15%	4%		4%			2%	

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		<b>Exempt<sup>2</sup></b>	26	19%	12%	4%					4%	
PA	PA01B	<b>Executives and Senior Administrators</b>	18	50%	6%		11%	17%	6%		11%	
PB	PB01A	<b>General Administration</b>	57	51%	23%	9%	2%	9%	2%	2%	5%	2%
PB	PB01B	<b>General Administration</b>	13	8%				8%				
PB	PB02A	<b>Accounting and Fiscal</b>	36	31%	8%	3%	11%	6%	3%	6%		
PB	PB02B	<b>Accounting and Fiscal</b>	49	29%	2%	2%	2%	18%			2%	2%
PB	PB03A	<b>Personnel and Employee Relations</b>	121	55%	13%	7%	6%	17%	7%	3%	2%	2%
PB	PB03B	<b>Personnel and Employee Relations</b>	105	37%	4%	2%		25%	4%	4%	3%	
PB	PB04A	<b>Information Technology</b>	18	17%	6%						6%	6%
PB	PB04B	<b>Information Technology</b>	117	14%	3%	3%	2%	3%		1%	1%	2%
PB	PB05A	<b>Statistics and Research Analysis</b>	2									
PB	PB06A	<b>Supply</b>	2									
PB	PB06B	<b>Supply</b>	24	25%	8%	0%	8%	8%		4%		
PB	PB06C	<b>Supply</b>	4									
PB	PB99B	<b>Administrative classes not otherwise described</b>	9	22%				22%				
PC	PC05B	<b>Revenue and Audit</b>	2									
PD	PD01B	<b>Government Management and Operations</b>	3	67%	33%						33%	
PD	PD09B	<b>Property Management</b>	2									
PE	PE02B	<b>Teaching and Instruction</b>	4									
PE	PE06A	<b>Arts, Photography, and Information</b>	2									
PE	PE06B	<b>Arts, Photography, and Information</b>	3									
PF	PF02B	<b>Social Work</b>	1	100%								100%
PF	PF03B	<b>Special Social Service</b>	18	11%		11%						
PF	PF05B	<b>Labor and Employment Services</b>	1									
PH	PH03A	<b>Natural Resources and Forestry</b>	1									
PI	PI01A	<b>Legal Support and Related</b>	77	21%	5%	6%	3%	5%		6%		1%
PI	PI02B	<b>Attorneys</b>	169	24%	8%	6%	2%	5%	2%	5%	1%	1%
PI	PI03B	<b>Judges and Adjudicators</b>	11	9%			9%					
PI	PI04B	<b>Evidence Investigation</b>	20	15%	5%	5%				15%		5%
PI	PI05A	<b>Legal Document Processing</b>	107	25%	12%	3%		5%	3%	5%	2%	1%
PI	PI05B	<b>Legal Document Processing</b>	20	10%				10%		15%		
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	23%	13%			7%			3%	
PL	PL08B	<b>Office Equipment Operation</b>	1									
PL	PL08C	<b>Office Equipment Operation</b>	15	33%	20%	13%						

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 <sup>1</sup>	Other Appoint - ments	Transfer from Another Dept or Branch
<sup>2</sup>		X0003	COMMISSIONER	1	200%		100%					100%	
<sup>2</sup>		X0292	PETROLEUM GEOLOGIST ASST	1									
<sup>2</sup>		X0321	COMMISSIONER,OIL AND GAS COMM	3									
<sup>2</sup>		X0332	SENIOR PETROLEUM GEOLOGIST	2									
<sup>2</sup>		X0334	SENIOR PETROLEUM ENGINEER	3									
<sup>2</sup>		X0336	PETROLEUM INSPECTOR	6	17%	17%							
<sup>2</sup>		X1282	ANALYST/PROGRAMMER III	1									
<sup>2</sup>		X1283	ANALYST/PROGRAMMER IV	1									
<sup>2</sup>		X1519	APOC BOARD MEMBER	5	40%	40%							
<sup>2</sup>		X1552	SENIOR RESERVOIR ENGINEER	2	0%	0%							
<sup>2</sup>		X1742	AOGCC SPECIAL ASSISTANT	1	0%	0%							
PA	PA01B	K0051	DIVISION OPERATIONS MANAGER	3	33%							33%	
PA	PA01B	K0054	DEPUTY DIRECTOR	2	50%				50%				
PA	PA01B	P1901	DIVISION DIRECTOR	8	50%			13%	25%	13%			
PA	PA01B	P1917	SPEC ASST TO THE COMM I	0	<sup>3</sup>							<sup>3</sup>	
PA	PA01B	P1918	SPEC ASST TO THE COMM II	2	50%	50%							
PA	PA01B	P1951	DEP COMMISSIONER	2	50%			50%					
PA	PA01B	P7160	PUBLIC DEFENDER	1									
PB	PB01A	K0017	ADMINISTRATIVE ASSISTANT I	5	20%				20%				
PB	PB01A	K0018	ADMINISTRATIVE ASSISTANT II	7	43%				29%		14%	14%	
PB	PB01A	P1134	OFFICE ASSISTANT I	22	64%	41%	14%					9%	
PB	PB01A	P1135	OFFICE ASSISTANT II	21	48%	19%	10%	5%	10%	5%			
PB	PB01A	P1154	EXEC SECRETARY II	2	50%								50%
PB	PB01B	K0019	ADMINISTRATIVE OFFICER I	5	20%				20%				
PB	PB01B	K0020	ADMINISTRATIVE OFFICER II	8									

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PB	PB02A	P1203	ACCOUNTING CLERK	7	43%	14%		14%		14%			
PB	PB02A	P1210	ACCOUNTING TECH I	12	17%	8%			8%		8%		
PB	PB02A	P1211	ACCOUNTING TECH II	9	67%	11%	11%	33%	11%		11%		
PB	PB02A	P1212	ACCOUNTING TECH III	8									
PB	PB02B	P1205	ACCOUNTANT II	3	67%			33%					33%
PB	PB02B	P1206	ACCOUNTANT III	14	36%	7%	7%		14%			7%	
PB	PB02B	P1207	ACCOUNTANT IV	19	16%				16%				
PB	PB02B	P1208	ACCOUNTANT V	4	25%				25%				
PB	PB02B	P1238	STATE ACCOUNTANT	1									
PB	PB02B	P1244	PAYROLL SPECIALIST I	2	100%				100%				
PB	PB02B	P1245	PAYROLL SPECIALIST II	4	25%				25%				
PB	PB02B	P1246	PAYROLL SPECIALIST III	1									
PB	PB02B	P1249	PAYROLL MANAGER	1									
PB	PB03A	P1406	HUMAN RESOURCE TECHNICIAN I	15	67%	27%	7%	7%	27%				
PB	PB03A	P1407	HUMAN RESOURCE TECHNICIAN II	56	50%	9%	4%	9%	13%	9%	4%	4%	4%
PB	PB03A	P1408	HUMAN RESOURCE TECHNICIAN III	12	67%				50%	17%	8%		
PB	PB03A	P1443	RETIREMENT & BENEFITS TECH I										
PB	PB03A	P1443	RETIREMENT & BENEFITS TECH I	0	3		3						
PB	PB03A	P1444	RETIREMENT & BENEFITS TECH II	26	65%	27%	19%	4%	4%	8%	4%	4%	
PB	PB03A	P1445	RETIREMENT & BENEFITS TECH III	12	25%				25%				
PB	PB03B	P1410	HUMAN RESOURCE SPECIALIST I	28	29%	7%			21%		4%		
PB	PB03B	P1411	HUMAN RESOURCE SPECIALIST II	21	48%	5%	5%		29%	5%		5%	
PB	PB03B	P1412	HUMAN RESOURCE SPECIALIST III	9	33%				33%		11%		
PB	PB03B	P1414	HUMAN RESOURCE MANAGER I	6	33%				33%				
PB	PB03B	P1415	HUMAN RESOURCE MANAGER II	1									
PB	PB03B	P1421	LABOR RELATIONS ANALYST I	1	100%					100%			
PB	PB03B	P1422	LABOR RELATIONS ANALYST II	4	25%		25%						
PB	PB03B	P1423	LABOR RELATIONS ANALYST III	2	50%				50%				
PB	PB03B	P1431	LABOR RELATIONS MGR	1									
PB	PB03B	P1432	HR TECHNICAL SERVICES SUPV I	6	83%				50%			33%	
PB	PB03B	P1442	RETIREMENT & BENEFITS SPEC I	7	29%				14%	14%	29%		
PB	PB03B	P1447	RETIREMENT BEN MANAGER	2	50%				50%				
PB	PB03B	P1449	RETIREMENT BEN SPEC II	14	29%	7%			14%	7%			
PB	PB03B	P1450	RETIREMENT BEN SPEC III	3	33%				33%				

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PB	PB04A	P1611	DATA PROCESSING TECH I	1	300%	100%						100%	100%
PB	PB04A	P1612	DATA PROCESSING TECH II	12									
PB	PB04A	P1613	DATA PROCESSING TECH III	5									
PB	PB04B	K0003	INTERNET SPECIALIST I	1									
PB	PB04B	K0004	INTERNET SPECIALIST II	2	50%		50%						
PB	PB04B	P1614	DATA PROCESSING PROD MGR	1									
PB	PB04B	P1622	ANALYST/PROGRAMMER II	4	25%		25%						
PB	PB04B	P1623	ANALYST/PROGRAMMER III	4	50%	25%						25%	
PB	PB04B	P1624	ANALYST/PROGRAMMER IV	14									
PB	PB04B	P1625	ANALYST/PROGRAMMER V	12	17%				17%				
PB	PB04B	P1633	MICRO/NETWORK SPEC I	5									
PB	PB04B	P1634	MICRO/NETWORK SPEC II	5	60%		40%		20%				
PB	PB04B	P1641	DATA PROCESSING MGR I	6	17%			17%					
PB	PB04B	P1642	DATA PROCESSING MGR II	3									
PB	PB04B	P1643	DATA PROCESSING MGR III	9	11%	11%					11%		
PB	PB04B	P1644	DATA PROCESSING MANAGER IV	1	100%				100%				
PB	PB04B	P1651	SYSTEMS PROGRAMMER I	5	40%	20%							20%
PB	PB04B	P1652	SYSTEMS PROGRAMMER II	17									
PB	PB04B	P1653	SYSTEMS PROGRAMMER III	11	9%			9%					
PB	PB04B	P1654	SYSTEMS PROGRAMMER IV	1									
PB	PB04B	P1661	DATA COMMUNICATIONS SPEC I	3									
PB	PB04B	P1662	DATA COMMUNICATIONS SPEC II	4									
PB	PB04B	P1670	DATA SECURITY SPEC	1									
PB	PB04B	P1827	DATABASE SPECIALIST II	2									
PB	PB04B	P1828	DATABASE SPECIALIST III	5	20%								20%
PB	PB04B	P2258	INFORMATION TECHNOLOGY PLANNER	1									
PB	PB05A	P1707	STATISTICAL TECHNICIAN II	2									
PB	PB06A	P1311	SUPPLY TECHNICIAN II	2									
PB	PB06B	P1332	PROCUREMENT SPEC II	3	33%			33%					
PB	PB06B	P1333	PROCUREMENT SPEC III	3	33%				33%				
PB	PB06B	P1334	PROCUREMENT SPEC IV	1									
PB	PB06B	P1335	PROCUREMENT SPEC V	1									

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PB	PB06B	P1344	CONTRACTING OFFICER II	1	100%				100%				
PB	PB06B	P1345	CONTRACTING OFFICER III	13	23%	15%		8%			8%		
PB	PB06B	P1346	CONTRACTING OFFICER IV	1									
PB	PB06B	P1347	CHIEF PROCUREMENT OFF	1									
PB	PB06C	P9911	STOCK & PARTS SVCS (L/J/SJ)	4									
PB	PB99B	K0071	PROGRAM COORDINATOR I	1	100%				100%				
PB	PB99B	K0072	PROGRAM COORDINATOR II	2									
PB	PB99B	P1350	STATE TRAVEL MANAGER	1	100%				100%				
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	P1292	INTERNAL AUDITOR III	2									
PD	PD01B	P1012	EXEC DIR APOC	1	100%	100%							
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	P1472	TRAINING SPECIALIST II	3									
PE	PE02B	P1473	TRAINING SPECIALIST III	1									
PE	PE06A	P3605	PUBLICATIONS TECH II	2									
PE	PE06B	P3607	PUBLICATIONS SPEC II	1									
PE	PE06B	P3608	PUBLICATIONS SPEC III	2									
PF	PF02B	P4117	SOCIAL SERVICES SPECIALIST II	1	100%								100%
PF	PF03B	P4260	PUBLIC GUARDIAN	18	11%		11%						
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	20	25%		10%	5%	10%				
PI	PI01A	P7106	PARALEGAL II	11							9%		
PI	PI01A	P7502	LAW OFFICE ASSISTANT I	29	28%	7%	7%	3%	7%		14%		3%
PI	PI01A	P7503	LAW OFFICE ASSISTANT II	15	20%	13%	7%						
PI	PI01A	P7506	LAW OFFICE MANAGER II	1									

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PI	PI02B	P7110	ASSOC ATTORNEY I	1									
PI	PI02B	P7111	ASSOC ATTORNEY II	19	21%	11%	5%		5%				
PI	PI02B	P7143	ATTORNEY II	22	68%	27%	18%	14%	9%		14%		
PI	PI02B	P7144	ATTORNEY III	31	19%	10%	6%		3%		10%		
PI	PI02B	P7145	ATTORNEY IV	64	19%	5%	5%		2%	5%	2%	2%	2%
PI	PI02B	P7146	ATTORNEY V	28	11%				7%		2%	4%	
PI	PI02B	P7147	ATTORNEY VI	4	25%				25%		25%		
PI	PI03B	P7210	MOTOR VEHICLE HEARING OFFICER	3	33%			33%					
PI	PI03B	P7231	CHIEF ADMINISTRATIVE LAW JUDGE	1									
PI	PI03B	P7232	ADMINISTRATIVE LAW JUDGE I	3									
PI	PI03B	P7233	ADMINISTRATIVE LAW JUDGE II	3									
PI	PI03B	P7234	DEP CHIEF ADMIN LAW JUDGE	1									
PI	PI04B	P7766	INVESTIGATOR I	0	3								3
PI	PI04B	P7767	INVESTIGATOR II	4	25%	25%					25%		
PI	PI04B	P7768	INVESTIGATOR III	14	7%		7%				7%		
PI	PI04B	P7769	INVESTIGATOR IV	2							50%		
PI	PI05A	P7541	MOTOR VEHICLE CUST SVC REP I	70	30%	19%	3%			4%	7%	3%	1%
PI	PI05A	P7542	MOTOR VEHICLE CUST SVC REP II	29	14%		3%		10%				
PI	PI05A	P7543	MOTOR VEHICLE CUST SVC REP III	8	25%				25%				
PI	PI05B	P7561	MOTOR VEHICLE OFF MGR I	14	14%				14%		21%		
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	3									
PK	PK04B	P8675	COMM ENG I	2									
PK	PK04B	P8676	COMM ENG II	1									

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PL	PL04C	P8346	ELECTRONIC MAINT SPVR	1									
PL	PL04C	P9311	MAINT GEN (F/L/J/SJ)	12	25%	17%			8%				
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	100%				100%				
PL	PL08B	P1915	MAIL SERVICES MANAGER	1									
PL	PL08C	P1130	MAIL SVCS LEAD COURIER	2									
PL	PL08C	P1132	MAIL SVCS COURIER	5									
PL	PL08C	P9811	MICROFILM/IMAGING OPER I	6	83%	50%	33%						
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.