

Department of Administration Outgoing Employee Movement FY 2008

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	992	37%	11%	2%	3%	1%	6%	18%

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	21	10%						10%
PA	Executives and Senior Administrators	18	39%	6%			6%	11%	17%
PB	Administrative and Office Support	507	45%	15%	2%	4%	2%	8%	18%
PC	Business Development and Regulation	2							
PD	Government Management and Infrastructure	6	17%						17%
PE	Education, Information, Libraries, and Museums	5							
PF	Social, Benefit, and Employment Services	19	11%						11%
PH	Biological Sciences	1							
PI	Legal, Judicial, and Related	364	34%	7%	2%	2%	1%	4%	20%
PK	Physical Sciences and Engineering	8	13%						13%
PL	Craftwork and Labor	41	10%						10%

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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	21	10%						10%
PA	PA01B	Executives and Senior Administrators	18	39%	6%			6%	11%	17%
PB	PB01A	General Administration	47	89%	40%			2%	13%	34%
PB	PB01B	General Administration	10	40%					10%	30%
PB	PB02A	Accounting and Fiscal	38	29%	11%		3%	3%	3%	13%
PB	PB02B	Accounting and Fiscal	43	21%	7%				7%	7%
PB	PB03A	Personnel and Employee Relations	120	72%	28%	7%	8%	3%	9%	25%
PB	PB03B	Personnel and Employee Relations	96	42%	16%	4%	5%	3%	4%	15%
PB	PB04A	Information Technology	20	25%	5%		5%		5%	15%
PB	PB04B	Information Technology	94	26%	2%		1%		11%	13%
PB	PB05A	Statistics and Research Analysis	2							
PB	PB06A	Supply	3	100%					33%	67%
PB	PB06B	Supply	24	4%			4%		4%	
PB	PB06C	Supply	5	20%					20%	
PB	PB99B	Administrative classes not otherwise described	5	20%						20%
PC	PC05B	Revenue and Audit	2							
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	1							
PE	PE06A	Arts, Photography, and Information	2							
PE	PE06B	Arts, Photography, and Information	2							
PF	PF02B	Social Work	1							
PF	PF03B	Special Social Service	16	6%						6%
PF	PF05B	Labor and Employment Services	2	50%						50%
PH	PH03A	Natural Resources and Forestry	1							

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PI	PI01A	Legal Support and Related	62	47%	21%				8%	18%
PI	PI02B	Attorneys	146	30%	5%	1%	3%	1%	1%	22%
PI	PI03B	Judges and Adjudicators	11							
PI	PI04B	Evidence Investigation	22	23%	5%	9%			5%	5%
PI	PI05A	Legal Document Processing	104	41%	6%	2%	4%	1%	5%	28%
PI	PI05B	Legal Document Processing	19	5%						5%
PK	PK03B	Engineering, Unlicensed	5	20%						20%
PK	PK04B	Engineering, Licensed	3							
PL	PL04C	Building and Facility Maintenance	27	15%						15%
PL	PL08B	Office Equipment Operation	1							
PL	PL08C	Office Equipment Operation	13							

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		X1223	PROJECT MANAGER	1							
2		X1282	ANALYST/PROGRAMMER III	1							
2		X1283	ANALYST/PROGRAMMER IV	1							
2		X1481	ALMR PROJECT COORDINATOR	1							
2		X1552	SENIOR RESERVOIR ENGINEER	2							
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	DEPUTY DIRECTOR I	2							
PA	PA01B	K0054	DEPUTY DIRECTOR II	2							
PA	PA01B	P1846	DIRECTOR, INFO TECHNOLOGY	1	100%						100%
PA	PA01B	P1901	DIVISION DIRECTOR	8	50%	13%			13%		25%
PA	PA01B	P1917	SPEC ASST TO THE COMM I	2	50%					50%	
PA	PA01B	P1918	SPEC ASST TO THE COMM II	0	³					³	
PA	PA01B	P1951	DEP COMMISSIONER	2							
PA	PA01B	P7160	PUBLIC DEFENDER	1							
PB	PB01A	K0017	ADMINISTRATIVE ASSISTANT I	4	50%	50%					
PB	PB01A	K0018	ADMINISTRATIVE ASSISTANT II	4							
PB	PB01A	P1133	ADMINISTRATIVE CLERK I	4	125%	50%					75%
PB	PB01A	P1134	ADMINISTRATIVE CLERK II	16	100%	44%				13%	44%
PB	PB01A	P1135	ADMINISTRATIVE CLERK III	17	76%	41%				18%	18%
PB	PB01A	P1151	SECRETARY	1	100%						100%
PB	PB01A	P1156	EXEC SECRETARY III	0	³				³		
PB	PB01A	P1906	ADMINISTRATIVE ASSISTANT	1	400%	100%				100%	200%
PB	PB01B	K0019	ADMINISTRATIVE OFFICER I	2	50%						50%
PB	PB01B	K0020	ADMINISTRATIVE OFFICER II	6	17%						17%
PB	PB01B	P1907	ADMINISTRATIVE MANAGER I	0	³						³
PB	PB01B	P1908	ADMINISTRATIVE MANAGER II	1	100%					100%	
PB	PB01B	P1910	ADMINISTRATIVE MANAGER IV	1							
PB	PB02A	P1202	ACCOUNTING CLERK I	2	100%						100%
PB	PB02A	P1203	ACCOUNTING CLERK II	5	40%						40%
PB	PB02A	P1210	ACCOUNTING TECH I	14	14%	7%					7%
PB	PB02A	P1211	ACCOUNTING TECH II	10	30%	20%				10%	
PB	PB02A	P1212	ACCOUNTING TECH III	7	29%	14%		14%	14%		

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PB	PB02B	P1205	ACCOUNTANT II	4	25%	25%					
PB	PB02B	P1206	ACCOUNTANT III	15	47%	13%				20%	13%
PB	PB02B	P1207	ACCOUNTANT IV	15	7%						7%
PB	PB02B	P1208	ACCOUNTANT V	3							
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							
PB	PB03A	P1405	HUMAN RESOURCE ASSISTANT	12	83%	33%	8%				42%
PB	PB03A	P1406	HUMAN RESOURCE TECHNICIAN I	12	92%	67%			8%	17%	
PB	PB03A	P1407	HUMAN RESOURCE TECHNICIAN II	54	65%	19%	13%	7%	2%	9%	22%
PB	PB03A	P1408	HUMAN RESOURCE TECHNICIAN III	10	90%	40%			20%	10%	20%
PB	PB03A	P1443	RETIREMENT & BENEFITS TECH I	2	50%						50%
PB	PB03A	P1444	RETIREMENT & BENEFITS TECH II	18	78%	28%		17%		17%	33%
PB	PB03A	P1445	RETIREMENT & BENEFITS TECH III	12	50%	17%		17%			33%
PB	PB03B	P1410	HUMAN RESOURCE SPECIALIST I	24	79%	33%	13%	8%	4%	8%	21%
PB	PB03B	P1411	HUMAN RESOURCE SPECIALIST II	22	36%	9%	5%	9%	5%		18%
PB	PB03B	P1412	HUMAN RESOURCE SPECIALIST III	7	43%	14%		14%		14%	14%
PB	PB03B	P1413	HUMAN RESOURCE SPECIALIST IV	1	100%						100%
PB	PB03B	P1414	HUMAN RESOURCE MANAGER I	5	20%						20%
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	2	50%	50%					
PB	PB03B	P1431	LABOR RELATIONS MGR	1							
PB	PB03B	P1432	HR TECHNICAL SERVICES SUPV I	6	17%	17%					
PB	PB03B	P1442	RETIREMENT & BENEFITS SPEC I	7	57%				14%	14%	29%
PB	PB03B	P1447	RETIREMENT BEN MANAGER	2							

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PB	PB03B	P1449	RETIREMENT BEN SPEC II	13	8%	8%					
PB	PB03B	P1450	RETIREMENT BEN SPEC III	2							
PB	PB04A	P1611	DATA PROCESSING TECH I	3	33%					33%	
PB	PB04A	P1612	DATA PROCESSING TECH II	11	36%	9%		9%			27%
PB	PB04A	P1613	DATA PROCESSING TECH III	5							
PB	PB04A	P1632	MICRO/NETWORK TECH II	1							
PB	PB04B	K0003	INTERNET SPECIALIST I	3	33%					33%	
PB	PB04B	P1614	DATA PROCESSING PROD MGR	1							
PB	PB04B	P1621	ANALYST/PROGRAMMER I	1							
PB	PB04B	P1622	ANALYST/PROGRAMMER II	3	33%						33%
PB	PB04B	P1623	ANALYST/PROGRAMMER III	2	100%					100%	
PB	PB04B	P1624	ANALYST/PROGRAMMER IV	13	23%					15%	8%
PB	PB04B	P1625	ANALYST/PROGRAMMER V	12	17%					8%	8%
PB	PB04B	P1633	MICRO/NETWORK SPEC I	5	20%					20%	
PB	PB04B	P1634	MICRO/NETWORK SPEC II	2	50%						50%
PB	PB04B	P1641	DATA PROCESSING MGR I	2							
PB	PB04B	P1642	DATA PROCESSING MGR II	3	67%					33%	33%
PB	PB04B	P1643	DATA PROCESSING MGR III	8	13%						13%
PB	PB04B	P1644	DATA PROCESSING MANAGER IV	1							
PB	PB04B	P1651	SYSTEMS PROGRAMMER I	4							
PB	PB04B	P1652	SYSTEMS PROGRAMMER II	12	42%	8%		8%		17%	17%
PB	PB04B	P1653	SYSTEMS PROGRAMMER III	9	11%						11%
PB	PB04B	P1654	SYSTEMS PROGRAMMER IV	1							
PB	PB04B	P1661	DATA COMMUNICATNS SPEC I	3	67%	33%					33%
PB	PB04B	P1662	DATA COMMUNICATNS SPEC II	3							
PB	PB04B	P1670	DATA SECURITY SPEC	0	³						³

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PB	PB04B	P1826	DATABASE SPECIALIST I	1							
PB	PB04B	P1827	DATABASE SPECIALIST II	1							
PB	PB04B	P1828	DATABASE SPECIALIST III	3	33%						33%
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							
PB	PB06B	P1334	PROCUREMENT SPEC IV	1							
PB	PB06B	P1335	PROCUREMENT SPEC V	1							
PB	PB06B	P1344	CONTRACTING OFFICER II	0	3					3	
PB	PB06B	P1345	CONTRACTING OFFICER III	14				7%			
PB	PB06B	P1346	CONTRACTING OFFICER IV	1							
PB	PB06B	P1347	CHIEF PROCUREMENT OFF	1							
PB	PB06C	P9911	STOCK & PARTS SVCS (L/J/SJ)	5	20%					20%	
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	0	3						3
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							
PD	PD03B	P2255	TELECOMM PLANNER I	1							

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PD	PD09B	P2253	FACILITIES MANAGER II	1							
PD	PD09B	P2910	STATE LEASING & FACILITIES MGR	1							
PE	PE02B	P1472	TRAINING SPECIALIST II	1							
PE	PE06A	P3605	PUBLICATIONS TECH II	2							
PE	PE06B	P3607	PUBLICATIONS SPEC II	1							
PE	PE06B	P3608	PUBLICATIONS SPEC III	1							
PF	PF02B	P4117	SOCIAL SERVICES SPECIALIST II	1							
PF	PF03B	P4260	PUBLIC GUARDIAN	16	6%						6%
PF	PF05B	P4677	PROJECT COORD	1	100%						100%
PF	PF05B	P4678	PROG COORDINATOR	1							
PH	PH03A	P6632	NATURAL RESOURCE TECH II	1							
PI	PI01A	P7011	CRIMINAL JUSTICE TECHNICIAN I	0	3					3	
PI	PI01A	P7105	PARALEGAL I	16	25%	19%					6%
PI	PI01A	P7106	PARALEGAL II	8	25%					13%	13%
PI	PI01A	P7502	LAW OFFICE ASSISTANT I	22	64%	23%				9%	32%
PI	PI01A	P7503	LAW OFFICE ASSISTANT II	14	50%	36%					14%
PI	PI01A	P7506	LAW OFFICE MANAGER II	2							
PI	PI02B	P7111	ASSOC ATTORNEY II	16	6%						6%
PI	PI02B	P7143	ATTORNEY II	19	42%	5%	5%	5%		5%	26%
PI	PI02B	P7144	ATTORNEY III	30	33%	7%		7%		3%	23%
PI	PI02B	P7145	ATTORNEY IV	53	38%	8%	2%	2%			28%
PI	PI02B	P7146	ATTORNEY V	25	16%				4%		12%
PI	PI02B	P7147	ATTORNEY VI	3	33%						33%
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							

Source: ALDER and Classification Outline

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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
PI	PI04B	P7767	INVESTIGATOR II	7							
PI	PI04B	P7768	INVESTIGATOR III	14	29%	7%	14%			7%	
PI	PI04B	P7769	INVESTIGATOR IV	1	100%						100%
PI	PI05A	P7541	MOTOR VEHICLE CUST SVC REP I	68	51%	9%	1%	6%	1%	4%	35%
PI	PI05A	P7542	MOTOR VEHICLE CUST SVC REP II	30	27%		3%			7%	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	1	100%						100%
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)	12							
PL	PL04C	P9323	MAINT SPEC BFC (F/LJ/J)	2							
PL	PL04C	P9324	MAINT SPEC ETRONICS	11	36%						36%
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	5							

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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 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.