

Department of Administration Outgoing Employee Movement with Retirement Data FY 2011

Department	Total Employees	Position Count	Turnover Rate	Vacancy Rate	Separated not Retired	Retirement Rate	Retire in 1 Year
Administration	1005	1095	32%	8%	13%	3%	14%

Job Group	Group Descriptions	Total Employees	Position Count	Turnover Rate	Vacancy Rate	Separated not Retired	Retirement Rate	Retire in 1 Year
	Exempt¹	21	21	100%		100%		29%
PA	Executives and Senior Administrators	17	18	65%	6%	24%		18%
PB	Administrative and Office Support	504	560	40%	10%	12%	3%	15%
PC	Business Development and Regulation	2	2					50%
PD	Government Management and Infrastructure	5	5	40%		20%		
PE	Education, Information, Libraries, and Museums	7	9	14%	22%		14%	14%
PF	Social, Benefit, and Employment Services	20	20	5%		5%		20%
PH	Biological Sciences	0	1	*2	100%	*2		
PI	Legal, Judicial, and Related	380	405	24%	6%	13%	2%	12%
PK	Physical Sciences and Engineering	5	8	40%	38%	40%		40%
PL	Craftwork and Labor	44	46	25%	4%	18%	2%	18%

Job Group	Job Family	Family Description	Total Employees	Position Count	Turnover Rate	Vacancy Rate	Separated not Retired	Retirement Rate	Retire in 1 Yr
		Exempt¹	21	21	100%		100%		29%
PA	PA01B	Executives and Senior Administrators	17	18	65%	6%	24%		18%
PB	PB01A	General Administration	49	58	63%	16%	22%	2%	20%
PB	PB01B	General Administration	13	13	8%		8%		8%
PB	PB02A	Accounting and Fiscal	34	36	41%	6%	15%		18%
PB	PB02B	Accounting and Fiscal	47	50	30%	6%	2%	2%	21%
PB	PB03A	Personnel and Employee Relations	112	121	58%	7%	20%	4%	7%
PB	PB03B	Personnel and Employee Relations	99	106	39%	8%	7%	3%	14%

Source: ALDER and Classification Outline

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Department of Administration Outgoing Employee Movement with Retirement Data FY 2011

Job Group	Job Family	Family Description	Total Employees	Position Count	Turnover Rate	Vacancy Rate	Separated not Retired	Retirement Rate	Retire in 1 Yr
PB	PB04A	Information Technology	16	18	25%	11%	13%		19%
PB	PB04B	Information Technology	97	117	25%	17%	9%	4%	15%
PB	PB05A	Statistics and Research Analysis	2	2					50%
PB	PB06A	Supply	2	2					
PB	PB06B	Supply	23	24	26%	4%	13%		17%
PB	PB06C	Supply	3	4		25%			
PB	PB99B	Administrative classes not otherwise described	7	9	57%	33%	14%	14%	29%
PC	PC05B	Revenue and Audit	2	2					50%
PD	PD01B	Government Management and Operations	3	3	67%		33%		
PD	PD09B	Property Management	2	2					
PE	PE02B	Teaching and Instruction	3	4		25%			33%
PE	PE06A	Arts, Photography, and Information	2	2					
PE	PE06B	Arts, Photography, and Information	2	3	50%	33%		50%	
PF	PF02B	Social Work	1	1					
PF	PF03B	Special Social Service	18	18	6%		6%		22%
PF	PF05B	Labor and Employment Services	1	1					
PH	PH03A	Natural Resources and Forestry	0	1	*2	100%	*2		
PI	PI01A	Legal Support and Related	72	77	19%	5%	13%	1%	13%
PI	PI02B	Attorneys	162	170	21%	5%	11%	2%	10%
PI	PI03B	Judges and Adjudicators	10	11		9%			20%
PI	PI04B	Evidence Investigation	20	20	20%		15%		20%
PI	PI05A	Legal Document Processing	97	107	37%	8%	20%	2%	12%
PI	PI05B	Legal Document Processing	19	20	26%	10%	11%	16%	11%
PK	PK03B	Engineering, Unlicensed	2	5	100%	60%	100%		
PK	PK04B	Engineering, Licensed	3	3					67%

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Job Group	Job Family	Family Description	Total Employees	Position Count	Turnover Rate	Vacancy Rate	Separated not Retired	Retirement Rate	Retire in 1 Yr
PL	PL04C	Building and Facility Maintenance	29	30	21%	3%	14%		21%
PL	PL08B	Office Equipment Operation	1	1					100%
PL	PL08C	Office Equipment Operation	14	15	36%	7%	29%	7%	7%

Job Group	Job Family	Job Class	Class Description	Total Employees	Position Count	Turnover Rate	Vacancy Rate	Separated not Retired	Retirement Rate	Retire in 1 Yr
		X0003	COMMISSIONER	1	1					
		X0292	PETROLEUM GEOLOGIST ASST	1	1					100%
		X0321	COMMISSIONER,OIL AND GAS COMM	3	3					67%
		X0332	SENIOR PETROLEUM GEOLOGIST	2	2					50%
		X0334	SENIOR PETROLEUM ENGINEER	3	3					
		X0336	PETROLEUM INSPECTOR	6	6					
		X1282	ANALYST/PROGRAMMER III	1	1					
		X1283	ANALYST/PROGRAMMER IV	1	1					100%
		X1552	SENIOR RESERVOIR ENGINEER	2	2					50%
		X1742	AOGCC SPECIAL ASSISTANT	1	1					
PA	PA01B	K0051	DIVISION OPERATIONS MANAGER	2	3		33%			
PA	PA01B	K0054	DEPUTY DIRECTOR	2	2	100%				100%
PA	PA01B	P1901	DIVISION DIRECTOR	8	8	63%		25%		
PA	PA01B	P1917	SPEC ASST TO THE COMM I	0	0	*2		*2		
PA	PA01B	P1918	SPEC ASST TO THE COMM II	2	2					
PA	PA01B	P1951	DEP COMMISSIONER	2	2	100%				50%
PA	PA01B	P7160	PUBLIC DEFENDER	1	1					

Department of Administration Outgoing Employee Movement with Retirement Data FY 2011

Job Group	Job Family	Job Class	Class Description	Total Employees	Position Count	Turnover Rate	Vacancy Rate	Separated not Retired	Retirement Rate	Retire in 1 Yr
PB	PB01A	K0017	ADMINISTRATIVE ASSISTANT I	5	5					20%
PB	PB01A	K0018	ADMINISTRATIVE ASSISTANT II	6	7	67%	14%		17%	17%
PB	PB01A	P1134	OFFICE ASSISTANT I	19	23	42%	17%			26%
PB	PB01A	P1135	OFFICE ASSISTANT II	18	21	61%	14%	17%		17%
PB	PB01A	P1154	EXEC SECRETARY II	1	2		50%			
PB	PB01B	K0019	ADMINISTRATIVE OFFICER I	5	5	20%		20%		
PB	PB01B	K0020	ADMINISTRATIVE OFFICER II	8	8					13%
PB	PB02A	P1203	ACCOUNTING CLERK	5	7	100%	29%	80%		20%
PB	PB02A	P1210	ACCOUNTING TECH I	12	12	25%		8%		17%
PB	PB02A	P1211	ACCOUNTING TECH II	9	9	56%				
PB	PB02A	P1212	ACCOUNTING TECH III	8	8	13%				38%
PB	PB02B	P1205	ACCOUNTANT II	3	3	67%				33%
PB	PB02B	P1206	ACCOUNTANT III	11	14	55%	21%		9%	18%
PB	PB02B	P1207	ACCOUNTANT IV	20	20	10%		5%		15%
PB	PB02B	P1208	ACCOUNTANT V	4	4	25%				25%
PB	PB02B	P1238	STATE ACCOUNTANT	1	1					
PB	PB02B	P1244	PAYROLL SPECIALIST I	2	2	100%				
PB	PB02B	P1245	PAYROLL SPECIALIST II	4	4	25%				25%
PB	PB02B	P1246	PAYROLL SPECIALIST III	1	1					100%
PB	PB02B	P1249	PAYROLL MANAGER	1	1					100%
PB	PB03A	P1406	HUMAN RESOURCE TECHNICIAN I	12	15	83%	20%	33%	8%	
PB	PB03A	P1407	HUMAN RESOURCE TECHNICIAN II	54	56	52%	4%	15%	2%	7%
PB	PB03A	P1408	HUMAN RESOURCE TECHNICIAN III	11	12	64%	8%		9%	18%
PB	PB03A	P1444	RETIREMENT & BENEFITS TECH II	25	26	64%	4%	32%	8%	4%
PB	PB03A	P1445	RETIREMENT & BENEFITS TECH III	10	12	40%	17%	20%		10%

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Job Group	Job Family	Job Class	Class Description	Total Employees	Position Count	Turnover Rate	Vacancy Rate	Separated not Retired	Retirement Rate	Retire in 1 Yr
PB	PB03B	P1410	HUMAN RESOURCE SPECIALIST I	25	28	36%	11%	4%	4%	13%
PB	PB03B	P1411	HUMAN RESOURCE SPECIALIST II	21	21	38%		5%		10%
PB	PB03B	P1412	HUMAN RESOURCE SPECIALIST III	9	9	44%	11%	11%		
PB	PB03B	P1414	HUMAN RESOURCE MANAGER I	7	7	14%			14%	29%
PB	PB03B	P1415	HUMAN RESOURCE MANAGER II	1	1					
PB	PB03B	P1421	LABOR RELATIONS ANALYST I	1	1					
PB	PB03B	P1422	LABOR RELATIONS ANALYST II	2	4	50%	50%			
PB	PB03B	P1423	LABOR RELATIONS ANALYST III	1	2	200%	50%			
PB	PB03B	P1431	LABOR RELATIONS MGR	1	1					
PB	PB03B	P1432	HR TECHNICAL SERVICES SUPV I	6	6	100%		50%		17%
PB	PB03B	P1442	RETIREMENT & BENEFITS SPEC I	6	7	50%	14%			50%
PB	PB03B	P1447	RETIREMENT BEN MANAGER	2	2	50%				50%
PB	PB03B	P1449	RETIREMENT BEN SPEC II	14	14	29%		7%	7%	14%
PB	PB03B	P1450	RETIREMENT BEN SPEC III	3	3					
PB	PB04A	P1611	DATA PROCESSING TECH I	0	1	*2	100%	*2		
PB	PB04A	P1612	DATA PROCESSING TECH II	12	12					25%
PB	PB04A	P1613	DATA PROCESSING TECH III	4	5	25%	20%			
PB	PB04B	K0003	INTERNET SPECIALIST I	1	1					
PB	PB04B	K0004	INTERNET SPECIALIST II	2	2					
PB	PB04B	P1614	DATA PROCESSING PROD MGR	0	1		100%			
PB	PB04B	P1621	ANALYST/PROGRAMMER I	0	0	*2		*2		
PB	PB04B	P1622	ANALYST/PROGRAMMER II	3	4	67%	25%			
PB	PB04B	P1623	ANALYST/PROGRAMMER III	3	4	33%	25%			
PB	PB04B	P1624	ANALYST/PROGRAMMER IV	9	14	44%	36%	22%		33%
PB	PB04B	P1625	ANALYST/PROGRAMMER V	10	12	30%	17%	10%	10%	20%

Department of Administration Outgoing Employee Movement with Retirement Data FY 2011

Job Group	Job Family	Job Class	Class Description	Total Employees	Position Count	Turnover Rate	Vacancy Rate	Separated not Retired	Retirement Rate	Retire in 1 Yr
PB	PB04B	P1633	MICRO/NETWORK SPEC I	3	5	67%	40%		33%	
PB	PB04B	P1634	MICRO/NETWORK SPEC II	5	5	20%		20%		
PB	PB04B	P1641	DATA PROCESSING MGR I	6	6	17%		17%		
PB	PB04B	P1642	DATA PROCESSING MGR II	2	3	50%	33%	50%		
PB	PB04B	P1643	DATA PROCESSING MGR III	6	9	50%	33%	17%		33%
PB	PB04B	P1644	DATA PROCESSING MANAGER IV	1	1	100%			100%	
PB	PB04B	P1651	SYSTEMS PROGRAMMER I	5	5	20%				
PB	PB04B	P1652	SYSTEMS PROGRAMMER II	16	17	6%	6%			6%
PB	PB04B	P1653	SYSTEMS PROGRAMMER III	9	11	11%	18%		11%	11%
PB	PB04B	P1654	SYSTEMS PROGRAMMER IV	1	1					100%
PB	PB04B	P1661	DATA COMMUNICATIONS SPEC I	2	3	50%	33%	50%		
PB	PB04B	P1662	DATA COMMUNICATIONS SPEC II	4	4					
PB	PB04B	P1670	DATA SECURITY SPEC	1	1					
PB	PB04B	P1827	DATABASE SPECIALIST II	2	2					50%
PB	PB04B	P1828	DATABASE SPECIALIST III	5	5					60%
PB	PB04B	P2258	INFORMATION TECHNOLOGY PLANNER	1	1					100%
PB	PB05A	P1707	STATISTICAL TECHNICIAN II	2	2					50%
PB	PB06A	P1311	SUPPLY TECHNICIAN II	2	2					
PB	PB06B	P1332	PROCUREMENT SPEC II	3	3					67%
PB	PB06B	P1333	PROCUREMENT SPEC III	2	3	100%	33%	50%		
PB	PB06B	P1334	PROCUREMENT SPEC IV	1	1					
PB	PB06B	P1335	PROCUREMENT SPEC V	1	1					
PB	PB06B	P1344	CONTRACTING OFFICER II	1	1					
PB	PB06B	P1345	CONTRACTING OFFICER III	13	13	31%		15%		15%
PB	PB06B	P1346	CONTRACTING OFFICER IV	1	1					
PB	PB06B	P1347	CHIEF PROCUREMENT OFF	1	1					
PB	PB06C	P9911	STOCK & PARTS SVCS (L/J/SJ)	3	4		25%			

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PB	PB99B	K0071	PROGRAM COORDINATOR I	1	1	100%				
PB	PB99B	K0072	PROGRAM COORDINATOR II	1	2	100%	100%	100%		
PB	PB99B	P1350	STATE TRAVEL MANAGER	1	1	100%			100%	100%
PB	PB99B	P1351	STATE TRAVEL OFFICE ASSISTANT	0	1	*2	100%			
PB	PB99B	P1958	ADMINISTRATOR VCCB	1	1					
PB	PB99B	P2390	CLAIMS ADMINISTRATOR	2	2					
PB	PB99B	P2391	RISK MANAGER	1	1					100%
PC	PC05B	P1292	INTERNAL AUDITOR III	2	2					50%
PD	PD01B	P1012	EXEC DIR APOC	1	1	100%		100%		
PD	PD01B	P1013	ASST DIR APOC	1	1					
PD	PD01B	P1464	BUDGET ANALYST IV	1	1	100%				
PD	PD09B	P2253	FACILITIES MANAGER II	1	1					
PD	PD09B	P2910	STATE LEASING & FACILITIES MGR	1	1					
PE	PE02B	P1472	TRAINING SPECIALIST II	2	3		33%			50%
PE	PE02B	P1473	TRAINING SPECIALIST III	1	1					
PE	PE06A	P3605	PUBLICATIONS TECH II	2	2					
PE	PE06B	P3607	PUBLICATIONS SPEC II	0	1	*2	100%	*2	*2	
PE	PE06B	P3608	PUBLICATIONS SPEC III	2	2					
PF	PF02B	P4117	SOCIAL SERVICES SPECIALIST II	1	1					
PF	PF03B	P4260	PUBLIC GUARDIAN	18	18	6%		6%		22%
PF	PF05B	P4678	PROG COORDINATOR	1	1					
PH	PH03A	P6632	NATURAL RESOURCE TECH II	0	1	*2	100%	*2		
PI	PI01A	P7012	CRIMINAL JUSTICE TECHNICIAN II	1	1					
PI	PI01A	P7105	PARALEGAL I	18	20		10%			29%
PI	PI01A	P7106	PARALEGAL II	10	11	30%		10%	10%	

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G:\Personel\EPIC\Reporting\Projects\EE Movment Outgoing with Retirement Data FY 2011\Admin

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PI	PI01A	P7502	LAW OFFICE ASSISTANT I	27	29	30%	7%	22%		7%
PI	PI01A	P7503	LAW OFFICE ASSISTANT II	15	15	20%		13%		13%
PI	PI01A	P7506	LAW OFFICE MANAGER II	1	1					
PI	PI02B	P7110	ASSOC ATTORNEY I	1	1					
PI	PI02B	P7111	ASSOC ATTORNEY II	19	19	16%		11%		16%
PI	PI02B	P7143	ATTORNEY II	20	21	10%	10%	5%		
PI	PI02B	P7144	ATTORNEY III	30	32	33%	6%	30%		
PI	PI02B	P7145	ATTORNEY IV	60	65	25%	6%	10%	2%	13%
PI	PI02B	P7146	ATTORNEY V	28	28	7%			4%	18%
PI	PI02B	P7147	ATTORNEY VI	4	4	50%			25%	
PI	PI03B	P7210	MOTOR VEHICLE HEARING OFFICER	3	3					
PI	PI03B	P7231	CHIEF ADMINISTRATIVE LAW JUDGE	1	1					
PI	PI03B	P7232	ADMINISTRATIVE LAW JUDGE I	2	3		33%			50%
PI	PI03B	P7233	ADMINISTRATIVE LAW JUDGE II	3	3					33%
PI	PI03B	P7234	DEP CHIEF ADMIN LAW JUDGE	1	1					
PI	PI04B	P7767	INVESTIGATOR II	4	4					50%
PI	PI04B	P7768	INVESTIGATOR III	14	14	29%		21%		14%
PI	PI04B	P7769	INVESTIGATOR IV	2	2					
PI	PI05A	P7541	MOTOR VEHICLE CUST SVC REP I	61	70	48%	11%	28%	3%	7%
PI	PI05A	P7542	MOTOR VEHICLE CUST SVC REP II	28	29	25%	3%	7%		19%
PI	PI05A	P7543	MOTOR VEHICLE CUST SVC REP III	8	8					25%
PI	PI05B	P1904	MOTOR VEHICLE REGISTRAR	0	0	*2		*2	*2	
PI	PI05B	P7561	MOTOR VEHICLE OFF MGR I	13	14	23%	7%	15%	8%	
PI	PI05B	P7562	MOTOR VEHICLE OFF MGR II	3	4	33%	25%		33%	33%
PI	PI05B	P7563	MOTOR VEHICLE OFF MGR III	2	1					50%
PI	PI05B	P7761	DRIVER LICENSING MANAGER	1	1					

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G:\Personel\EPIC\Reporting\Projects\EE Movment Outgoing with Retirement Data FY 2011\Admin

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Department of Administration Outgoing Employee Movement with Retirement Data FY 2011

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PK	PK03B	P8673	COMM ENG ASSOC I	0	2	*2	100%	*2		
PK	PK03B	P8674	COMM ENG ASSOC II	2	3		33%			
PK	PK04B	P8675	COMM ENG I	2	2					50%
PK	PK04B	P8676	COMM ENG II	1	1					100%
PL	PL04C	P8346	ELECTRONIC MAINT SPVR	1	1					
PL	PL04C	P9311	MAINT GEN (F/L/J/SJ)	11	12	18%				27%
PL	PL04C	P9323	MAINT SPEC BFC (F/LJ/J)	4	3	25%		25%		50%
PL	PL04C	P9324	MAINT SPEC ETRONICS	12	13	17%	8%	17%		8%
PL	PL04C	P9328	MAINT SPEC PLUMB	1	1	100%		100%		
PL	PL08B	P1915	MAIL SERVICES MANAGER	1	1					100%
PL	PL08C	P1130	MAIL SVCS LEAD COURIER	2	2					
PL	PL08C	P1132	MAIL SVCS COURIER	4	5		20%			
PL	PL08C	P9811	MICROFILM/IMAGING OPER I	6	6	83%		67%	17%	17%
PL	PL08C	P9812	MICROFILM/IMAGING OPER II	1	1					
PL	PL08C	P9813	MICROFILM/IMAGING OPER III	1	1					

¹ Exempt employees are not covered by the Classification and Pay Plans; therefore, data by Group & Family is not available

² No employees in this category at fiscal year end but there was employee movement in the job class during the fiscal year

³ The position count is unavailable to calculate the vacancy rate