



LOUISIANA DEPARTMENT OF STATE
CIVIL SERVICE

**Annual Turnover Report
FISCAL YEAR 2010-2011**

*Prepared for presentation to the State Civil Service Commission
on December 14, 2011*



The following report has been prepared for the State Civil Service Commission. The data presented in this report is based upon an analysis of the number of classified employees serving in non-temporary positions who separated from state service during fiscal year 2010-2011, as reported by the employing agencies to the Department of State Civil Service.

The information in this report does NOT reflect the following.

- Separations of unclassified employees
- Separations of temporary classified employees
- Transfers of employees from one state agency to another

Data presented throughout this report is categorized as Total Turnover and Voluntary Turnover.

- **Voluntary Turnover:** Separations from state service due to resignation, retirement or death.
- **Involuntary Turnover:** Separations from state service through dismissal, layoff, separation during probationary period, or non-disciplinary removal.
- **Total Turnover:** Voluntary Turnover + Involuntary Turnover

Turnover rates shown are calculated by comparing the number of non-temporary classified employees in state service on June 30, 2011 to the number of non-temporary classified employees who separated from state service during the previous twelve months.

This report includes the following exhibits:

Exhibit A: Turnover Fiscal Year 2010-2011

- Part One: Turnover by Pay Schedule
- Part Two: Turnover by EEO Category
- Part Three: Turnover by Occupational Group

Exhibit B: Turnover Comparisons for Fiscal Year 2010-2011

- Part One: Comparison by Pay Schedule
- Part Two: Comparison by Occupational Group

Exhibit C: Turnover Leaders for Fiscal Year 2010-2011

- Part One: Top Ten by Job Title
- Part Two: Top Ten by Personnel Area



EXHIBIT A: *Turnover Fiscal Year 2010-2011*

Exhibit A - Part One: Turnover by Pay Schedule

TURNOVER BY PAY SCHEDULE					
PAY SCHEDULE	EMPLOYEES	TOTAL TO		VOL TO	
		# SEP	TO %	# SEP	TO %
AS - Administrative	15919	1956	12.29%	1613	10.13%
MS - Medical	9249	1810	19.57%	1290	13.95%
PS - Protective Services	6622	1492	22.53%	1160	17.52%
SS - Social Services	7492	1873	25.00%	1230	16.42%
TS - Scientific and Technical	5155	479	9.29%	434	8.42%
WS - Technicians and Skilled Trades	8112	1420	17.50%	1019	12.56%
TOTAL	52549	9030	17.18%	6746	12.84%

Exhibit A - Part Two: Turnover by EEO Category

TURNOVER BY EEO CATEGORY					
EEO CATEGORY	EMPLOYEES	TOTAL TO		VOL TO	
		# SEP	TO %	# SEP	TO %
OA – Officials and Administrators	3480	384	11.03%	358	10.29%
OC – Office/Clerical	8036	1162	14.46%	887	11.04%
PA - Paraprofessional	5539	1753	31.65%	1022	18.45%
PR - Professional	18686	2378	12.73%	1991	10.66%
PS – Protective Services	5264	1365	25.93%	1043	19.81%
SC – Skilled Crafts	4461	627	14.06%	491	11.01%
SM – Service Maintenance	3102	739	23.82%	480	15.47%
TE - Technical	3981	622	15.62%	474	11.91%
TOTAL	52549	9030	17.18%	6746	12.84%



Exhibit A - Part Three: Turnover by Occupational Group

TURNOVER BY OCCUPATIONAL GROUP		# EMP	TOTAL TO		VOL TO	
			# SEP	TO %	#SEP	TO%
A1	CLERICAL AND RECORDS MANAGEMENT	8169	1186	14.52%	906	11.09%
A2	PURCHASING, SUPPLY, AND SALES	378	49	12.96%	36	9.52%
B1	ACCOUNTING AND AUDITING	2400	269	11.21%	241	10.04%
B2	INSURANCE	324	34	10.49%	25	7.72%
B3	RATE AND FINANCIAL ANALYSIS	213	20	9.39%	20	9.39%
C1	LEGAL	404	42	10.40%	39	9.65%
C2	GENERAL ADMINISTRATIVE	1042	104	9.98%	92	8.83%
C3	EXECUTIVE ADMINISTRATIVE	76	9	11.84%	9	11.84%
C4	HUMAN RESOURCES AND EMPLOYMENT	1166	155	13.29%	139	11.92%
C5	INFORMATION TECHNOLOGY	1434	144	10.04%	128	8.93%
D1	PLANNING, RESEARCH, AND MANAGEMENT ANALYSIS	495	40	8.08%	34	6.87%
D2	MARKETING, INFORMATION AND LIBRARY SCIENCES	370	40	10.81%	38	10.27%
D3	TRAINING AND EDUCATION	643	86	13.37%	70	10.89%
D4	MUSEUMS AND CULTURAL ARTS	39	4	10.26%	3	7.69%
D5	EDUCATIONAL TELEVISION	53	0	0.00%	0	0.00%
E1	PROFESSIONAL MEDICAL	3781	592	15.66%	462	12.22%
E2	SOCIAL AND MENTAL HEALTH SERVICES	5680	867	15.26%	716	12.61%
E3	THERAPEUTIC TREATMENT	455	70	15.38%	47	10.33%
E4	PERSONAL CARE AND SUPPORT	1896	981	51.74%	503	26.53%
E5	NON-PROFESSIONAL MEDICAL	2363	765	32.37%	482	20.40%
E6	LABORATORY AND DIAGNOSTIC	1348	161	11.94%	120	8.90%
E7	FACILITY ADMINISTRATION	92	17	18.48%	16	17.39%
F1	INDUSTRY AND NATURAL RESOURCES REGULATION	658	81	12.31%	80	12.16%
F2	HEALTH AND SANITATION REGULATION AND CONTROL	773	75	9.70%	68	8.80%
F3	TRANSPORTATION REGULATION AND CONTROL	616	57	9.25%	54	8.77%
F4	AGRICULTURAL REGULATION AND CONTROL	183	9	4.92%	8	4.37%
F5	LAW ENFORCEMENT AND INVESTIGATION	6644	1464	22.03%	1157	17.41%
G1	PROFESSIONAL AND ADMINISTRATIVE ENGINEER	706	58	8.22%	54	7.65%
G2	ARCHITECTURE	87	2	2.30%	2	2.30%
G3	TECHNICAL AND SUPPORT ENGINEERING	1103	98	8.88%	89	8.07%
H1	CUSTODIAL, DOMESTIC, AND GROUNDS	2088	464	22.22%	306	14.66%
H2	FOOD SERVICES	660	205	31.06%	151	22.88%
H3	LABOR, MAINTENANCE, AND TRADES	3316	449	13.54%	335	10.10%
H4	VEHICULAR OPERATIONS AND MAINTENANCE	1917	263	13.72%	202	10.54%
H5	PRINTING SERVICES	68	34	50.00%	25	36.76%
H6	RADIO AND ELECTRONIC COMMUNICATIONS	89	12	13.48%	10	11.24%
I1	FARMING, FOOD PRODUCTION, AND PROCESSING	180	25	13.89%	18	10.00%
I2	PARKS, WILDLIFE, CONSERVATION, AND FORESTRY	640	99	15.47%	61	9.53%
TOTAL		52549	9030	17.18%	6746	12.84%



EXHIBIT B: *Turnover Comparisons for Fiscal Year 2010-2011*

Exhibit B – Part One: Comparison by Pay Schedule

COMPARISON BY PAY SCHEDULE						
SCHEDULE	FY 09-10		FY 10-11		PT. CHANGE	
	TOTAL	VOL	TOTAL	VOL	TOTAL	VOL
AS - Administrative	10.14%	8.07%	12.29%	10.13%	+2.15	+2.06
MS - Medical	16.95%	12.68%	19.57%	13.95%	+2.62	+1.27
PS – Protective Services	18.59%	13.22%	22.53%	17.52%	+3.94	+4.3
SS – Social Services	22.37%	14.94%	25.00%	16.42%	+2.63	+1.48
TS – Scientific and Technical	6.00%	5.60%	9.29%	8.42%	+3.29	+2.82
WS – Technicians and Skilled	13.97%	9.30%	17.50%	12.56%	+3.53	+3.26
STATEWIDE TURNOVER TOTALS	14.44%	10.52%	17.18%	12.84%	+2.74	+2.32

Exhibit B – Part Two: Comparison Occupational Group

See table on the following page

**ANNUAL TURNOVER REPORT
FISCAL YEAR 2010-2011**



COMPARISON BY OCCUPATIONAL GROUP		FY 2009-2010		FY 2010-2011		PT. CHANGE	
		TOTAL	VOL	TOTAL	VOL	TOTAL	VOL
A1	CLERICAL AND RECORDS MANAGEMENT	12.06%	8.88%	14.52%	11.09%	+2.46	+2.21
A2	PURCHASING, SUPPLY, AND SALES	17.44%	12.53%	12.96%	9.52%	-4.48	-3.01
B1	ACCOUNTING AND AUDITING	9.49%	7.77%	11.21%	10.04%	+1.72	+2.27
B2	INSURANCE	6.37%	5.57%	10.49%	7.72%	+4.12	+2.15
B3	RATE AND FINANCIAL ANALYSIS	7.30%	6.87%	9.39%	9.39%	+2.09	+2.52
C1	LEGAL	8.40%	7.65%	10.40%	9.65%	+2	+2
C2	GENERAL ADMINISTRATIVE	5.94%	5.11%	9.98%	8.83%	+4.04	+3.72
C3	EXECUTIVE ADMINISTRATIVE	12.16%	12.16%	11.84%	11.84%	-0.32	-0.32
C4	HUMAN RESOURCES AND EMPLOYMENT	8.01%	7.05%	13.29%	11.92%	+5.28	+4.87
C5	INFORMATION TECHNOLOGY	5.81%	5.28%	10.04%	8.93%	+4.23	+3.65
D1	PLAN, RESEARCH, & MGMT ANALYSIS	8.12%	7.52%	8.08%	6.87%	-0.04	-0.65
D2	MARKETING, INFO & LIBRARY SCIENCES	12.01%	10.44%	10.81%	10.27%	-1.20	-0.17
D3	TRAINING AND EDUCATION	12.43%	9.28%	13.37%	10.89%	+0.94	+1.61
D4	MUSEUMS AND CULTURAL ARTS	13.95%	13.95%	10.26%	7.69%	-3.69	-6.26
D5	EDUCATIONAL TELEVISION	5.66%	5.66%	0.00%	0.00%	-5.66	-5.66
E1	PROFESSIONAL MEDICAL	14.26%	11.72%	15.66%	12.22%	+1.4	+0.5
E2	SOCIAL AND MENTAL HEALTH SERVICES	11.35%	9.76%	15.26%	12.61%	+3.91	+2.85
E3	THERAPEUTIC TREATMENT	10.57%	8.22%	15.38%	10.33%	+4.81	+2.11
E4	PERSONAL CARE AND SUPPORT	50.02%	27.98%	51.74%	26.53%	+1.72	-1.45
E5	NON-PROFESSIONAL MEDICAL	26.99%	19.26%	32.37%	20.40%	+5.38	+1.14
E6	LABORATORY AND DIAGNOSTIC	11.55%	7.39%	11.94%	8.90%	+0.39	+1.51
E7	FACILITY ADMINISTRATION	7.48%	6.54%	18.48%	17.39%	+11	+10.85
F1	INDUSTRY & NATURAL RESOURCES REG	8.06%	7.92%	12.31%	12.16%	+4.25	+4.24
F2	HEALTH AND SANITATION REG & CONTROL	5.57%	5.44%	9.70%	8.80%	+4.13	+3.36
F3	TRANSPORTATION REG AND CONTROL	8.73%	7.53%	9.25%	8.77%	+0.52	+1.24
F4	AGRICULTURAL REGULATION AND CONTROL	10.11%	10.11%	4.92%	4.37%	-5.19	-5.74
F5	LAW ENFORCEMENT AND INVESTIGATION	18.71%	13.33%	22.03%	17.41%	+3.32	+4.08
G1	PROF AND ADMINISTRATIVE ENGINEER	4.70%	4.55%	8.22%	7.65%	+3.52	+3.1
G2	ARCHITECTURE	5.68%	5.68%	2.30%	2.30%	-3.38	-3.38
G3	TECHNICAL AND SUPPORT ENGINEERING	5.80%	5.16%	8.88%	8.07%	+3.08	+2.91
H1	CUSTODIAL, DOMESTIC, AND GROUNDS	20.03%	12.53%	22.22%	14.66%	+2.19	+2.13
H2	FOOD SERVICES	25.23%	16.91%	31.06%	22.88%	+5.83	+5.97
H3	LABOR, MAINTENANCE, AND TRADES	10.00%	7.26%	13.54%	10.10%	+3.54	+2.84
H4	VEHICULAR OPERATIONS AND MAINT	10.34%	6.54%	13.72%	10.54%	+3.38	+4
H5	PRINTING SERVICES	9.90%	8.91%	50.00%	36.76%	+40.1	+27.85
H6	RADIO AND ELECTRONIC COMMUNICATIONS	13.98%	12.90%	13.48%	11.24%	-0.50	-1.66
I1	FARMING, FOOD PRODUCTION, & PROCESSING	6.81%	4.19%	13.89%	10.00%	+7.08	+5.81
I2	PARKS, WILDLIFE, CONSERVATION, & FOREST	7.02%	6.18%	15.47%	9.53%	+8.45	+3.35
STATEWIDE TURNOVER TOTALS		14.44%	10.52%	17.18%	12.84%	+2.74	+2.32



EXHIBIT C: *Turnover Leaders for Fiscal Year 2010-2011*

Exhibit C – Part One: Top 10 by Job Title

(Includes only those job titles with 50 or more employees)

TOP 10 BY JOB TITLE							
JOB TITLE	INC COUNT	SEPAR COUNT		TURNOVER %		PT CHANGE FROM 09-10	
		TOTAL	VOL	TOTAL	VOL	TOTAL	VOL
CORRS CADET	82	178	114	217.07%	139.02%	+1.51	+97
RESID SVCS SPEC 1	255	366	142	143.53%	55.69%	-0.22	-.09
NURSING ASST 1	98	98	51	100.00%	52.04%	-0.05	-.14
PRACT NURSE/LICENSED, 1*	61	42	28	68.85%	45.90%	+0.2	+07
FOOD SVC SPEC 1	53	34	24	64.15%	45.28%	-0.12	+01
JUV JUST SPEC 2*	151	92	60	60.93%	39.74%	+0.53	+40
PSYCH AIDE 2*	352	155	82	44.03%	23.30%	+0.24	+09
RESID SVCS SPEC 2	726	308	167	42.42%	23.00%	-0.01	-.07
PUB HTH NURSE 3*	104	44	11	42.31%	10.58%	+0.29	+03
RESID SVCS SPEC 3*	71	30	21	42.25%	29.58%	+0.07	+04
STATEWIDE TURNOVER FY 2010-2011				17.18%	12.84%	+2.74	+2.32

* Not on last year's Top Ten



Exhibit C – Part Two: Turnover - Top 20 by Personnel Area

(Includes only those job titles with 50 or more employees)

TOP 20 BY PERSONNEL AREA			
	PERSONNEL AREA	TURNOVER %	
		TOTAL	VOL
1	DHH-Aging and Adult Services	56.99%	27.67%
2	DVA-SE La War Veterans Home	54.35%	29.71%
3	DVA-NW La War Veterans Home	50.69%	29.17%
4	DOC-J. Levy Dabadie Correctional Center	50.00%	33.33%
5	DHH-Off for Citizen w/ Development Disabilities	43.17%	24.12%
6	DOA-Office of Risk Management	39.02%	15.85%
7	DVA-La War Veterans Home	38.41%	20.29%
8	DOC-Elayn Hunt Correction Center	36.39%	28.93%
9	DVA-NE La War Veterans Home	34.72%	23.61%
10	Shreveport Housing Authority	34.00%	30.00%
11	DVA-SW La War Veterans Home	33.33%	15.28%
12	DYS-Off of Juvenile Justice	32.27%	20.86%
13	DHH-Metropolitan Human Services District	32.23%	14.88%
14	DOC-La Correctional Institution Women	31.32%	24.53%
15	DOC-David Wade Correction Center	29.11%	24.05%
16	University of La-Monroe	25.64%	17.58%
17	DHH-Off of Behavioral Health	24.70%	16.78%
18	DOC-Avoyelles Correctional Center	24.07%	18.64%
19	Huey P Long Medical Center	23.88%	18.75%
20	DOC-La State Penitentiary	23.34%	18.14%