



**Annual Turnover Report
FISCAL YEAR 2011-2012**

Prepared for the State Civil Service Commission

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 2011-2012, 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 2011-2012

- 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 2011-2012

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

Exhibit C: Turnover Leaders for Fiscal Year 2011-2012

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

EXHIBIT A: *Turnover Fiscal Year 2011-2012*

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	15,194	1958	12.89%	1665	10.96%
MS - Medical	8595	1821	21.19%	1363	15.86%
PS - Protective Services	6499	1409	21.68%	1062	16.34%
SS - Social Services	7005	1509	21.54%	1099	15.69%
TS - Scientific and Technical	5012	440	8.79%	411	8.20%
WS - Technicians and Skilled Trades	7770	1313	16.90%	953	12.27%
Separations with No Incumbents*	-	150	-	131	-
TOTAL	50075	8600	17.17%	6684	13.35%

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	3370	365	10.83%	351	10.42%
OC – Office/Clerical	7498	1167	15.56%	939	12.52%
PA - Paraprofessional	5227	1415	27.07%	905	17.31%
PR - Professional	17827	2301	12.91%	2002	11.23%
PS – Protective Services	5197	1267	24.38%	931	17.91%
SC – Skilled Crafts	4293	602	14.02%	469	10.92%
SM – Service Maintenance	2938	691	23.52%	446	15.18%
TE - Technical	3725	642	17.23%	510	13.69%
Separations with No Incumbents*	-	150	-	131	-
TOTAL	50075	8600	17.17%	6684	13.35%

* This category includes classified separations from state service job titles that had at least one employee that left state service at some point during the fiscal year, but had no employees as of the end of the fiscal year. In most cases, this can be attributed to abolished job titles from recent job studies. Turnover cannot be calculated for these job titles.

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	7631	1184	15.52%	953	12.49%
A2	PURCHASING, SUPPLY, AND SALES	360	58	16.11%	39	10.83%
B1	ACCOUNTING AND AUDITING	2272	223	9.82%	191	8.41%
B2	INSURANCE	332	31	9.34%	27	8.13%
B3	RATE AND FINANCIAL ANALYSIS	181	51	28.18%	39	21.55%
C1	LEGAL	402	35	8.71%	30	7.46%
C2	GENERAL ADMINISTRATIVE	1081	117	10.82%	111	10.27%
C3	EXECUTIVE ADMINISTRATIVE	64	17	26.56%	17	26.56%
C4	HUMAN RESOURCES AND EMPLOYMENT	1146	129	11.26%	117	10.21%
C5	INFORMATION TECHNOLOGY	1359	142	10.45%	132	9.71%
D1	PLANNING, RESEARCH, AND MANAGEMENT ANALYSIS	498	58	11.65%	49	9.84%
D2	MARKETING, INFORMATION AND LIBRARY SCIENCES	351	55	15.67%	50	14.25%
D3	TRAINING AND EDUCATION	536	109	20.34%	86	16.04%
D4	MUSEUMS AND CULTURAL ARTS	38	1	2.63%	1	2.63%
D5	EDUCATIONAL TELEVISION	53	0	0%	0	0%
E1	PROFESSIONAL MEDICAL	3444	587	17.04%	487	14.14%
E2	SOCIAL AND MENTAL HEALTH SERVICES	5356	805	15.03%	723	13.50%
E3	THERAPEUTIC TREATMENT	427	56	13.11%	41	9.60%
E4	PERSONAL CARE AND SUPPORT	1775	710	40.00%	385	21.69%
E5	NON-PROFESSIONAL MEDICAL	2171	703	32.38%	492	22.66%
E6	LABORATORY AND DIAGNOSTIC	1318	217	16.46%	160	12.14%
E7	FACILITY ADMINISTRATION	88	11	12.50%	11	12.50%
F1	INDUSTRY AND NATURAL RESOURCES REGULATION	645	54	8.37%	49	7.60%
F2	HEALTH AND SANITATION REGULATION AND CONTROL	754	61	8.09%	59	7.82%
F3	TRANSPORTATION REGULATION AND CONTROL	542	60	11.07%	58	10.70%
F4	AGRICULTURAL REGULATION AND CONTROL	183	7	3.83%	7	3.83%
F5	LAW ENFORCEMENT AND INVESTIGATION	6588	1406	21.34%	1059	16.07%
G1	PROFESSIONAL AND ADMINISTRATIVE ENGINEER	708	51	7.20%	47	6.64%
G2	ARCHITECTURE	88	2	2.27%	1	1.14%
G3	TECHNICAL AND SUPPORT ENGINEERING	1084	118	10.89%	110	10.15%
H1	CUSTODIAL, DOMESTIC, AND GROUNDS	2006	406	20.24%	270	13.46%
H2	FOOD SERVICES	596	180	30.20%	119	19.97%
H3	LABOR, MAINTENANCE, AND TRADES	3194	447	13.99%	344	10.77%
H4	VEHICULAR OPERATIONS AND MAINTENANCE	1859	273	14.69%	213	11.46%
H5	PRINTING SERVICES	61	8	13.11%	7	11.48%
H6	RADIO AND ELECTRONIC COMMUNICATIONS	84	10	11.90%	9	10.71%
I1	FARMING, FOOD PRODUCTION, AND PROCESSING	163	19	11.67%	15	9.20%
I2	PARKS, WILDLIFE, CONSERVATION, AND FORESTRY	637	49	7.69%	45	7.06%
	Separations with No Incumbents*	-	150	-	131	-
	TOTAL	50075	8600	17.17%	6684	13.35%

EXHIBIT B: *Turnover Comparisons for Fiscal Year 2011-2012*

Exhibit B – Part One: Comparison by Pay Schedule

COMPARISON BY PAY SCHEDULE						
SCHEDULE	FY 10-11		FY 11-12		PT. CHANGE	
	TOTAL	VOL	TOTAL	VOL	TOTAL	VOL
AS - Administrative	12.29%	10.13%	12.89%	10.96%	+0.06	+0.83
MS - Medical	19.57%	13.95%	21.19%	15.86%	+1.62	+1.91
PS – Protective Services	22.53%	17.52%	21.68%	16.34%	-0.85	-1.18
SS – Social Services	25.00%	16.42%	21.54%	15.69%	-3.46	-0.73
TS – Scientific and Technical	9.29%	8.42%	8.79%	8.20%	-0.50	-0.22
WS – Technicians and Skilled	17.50%	12.56%	16.90%	12.27%	-0.60	-0.29
STATEWIDE TURNOVER TOTALS	17.18%	12.84%	17.17%	13.35%	-0.01	+0.51

Exhibit B – Part Two: Comparison Occupational Group

See table on the following page.

COMPARISON BY OCCUPATIONAL GROUP		FY 2010-2011		FY 2011-2012		PT. CHANGE	
		TOTAL	VOL	TOTAL	VOL	TOTAL	VOL
A1	CLERICAL AND RECORDS MANAGEMENT	14.52%	11.09%	15.52%	12.49%	+1.00	+1.40
A2	PURCHASING, SUPPLY, AND SALES	12.96%	9.52%	16.11%	10.83%	+3.15	+1.31
B1	ACCOUNTING AND AUDITING	11.21%	10.04%	9.82%	8.41%	-1.39	-1.63
B2	INSURANCE	10.49%	7.72%	9.34%	8.13%	-1.15	+0.41
B3	RATE AND FINANCIAL ANALYSIS	9.39%	9.39%	28.18%	21.55%	+18.79	+12.16
C1	LEGAL	10.40%	9.65%	8.71%	7.46%	-1.69	-2.19
C2	GENERAL ADMINISTRATIVE	9.98%	8.83%	10.82%	10.27%	+0.84	+1.44
C3	EXECUTIVE ADMINISTRATIVE	11.84%	11.84%	26.56%	26.56%	+14.72	+14.72
C4	HUMAN RESOURCES AND EMPLOYMENT	13.29%	11.92%	11.26%	10.21%	-2.03	-1.71
C5	INFORMATION TECHNOLOGY	10.04%	8.93%	10.45%	9.71%	+0.41	+0.78
D1	PLAN, RESEARCH, & MGMT ANALYSIS	8.08%	6.87%	11.65%	9.84%	+3.54	+2.97
D2	MARKETING, INFO & LIBRARY SCIENCES	10.81%	10.27%	15.67%	14.25%	+4.86	+3.98
D3	TRAINING AND EDUCATION	13.37%	10.89%	20.34%	16.04%	+6.97	+5.15
D4	MUSEUMS AND CULTURAL ARTS	10.26%	7.69%	2.63%	2.63%	-7.63	-2.06
D5	EDUCATIONAL TELEVISION	0.00%	0.00%	0.00%	0.00%	0	0
E1	PROFESSIONAL MEDICAL	15.66%	12.22%	17.04%	14.14%	+1.38	+1.92
E2	SOCIAL AND MENTAL HEALTH SERVICES	15.26%	12.61%	15.03%	13.50%	-0.23	+0.89
E3	THERAPEUTIC TREATMENT	15.38%	10.33%	13.11%	9.60%	-2.27	-0.73
E4	PERSONAL CARE AND SUPPORT	51.74%	26.53%	40.00%	21.69%	-11.74	-4.84
E5	NON-PROFESSIONAL MEDICAL	32.37%	20.40%	32.38%	22.66%	+0.01	+2.26
E6	LABORATORY AND DIAGNOSTIC	11.94%	8.90%	16.46%	12.14%	+4.52	+3.24
E7	FACILITY ADMINISTRATION	18.48%	17.39%	12.50%	12.50%	-5.98	-4.89
F1	INDUSTRY & NATURAL RESOURCES REG	12.31%	12.16%	8.37%	7.60%	-3.94	-4.56
F2	HEALTH AND SANITATION REG & CONTROL	9.70%	8.80%	8.09%	7.82%	-1.61	-0.98
F3	TRANSPORTATION REG AND CONTROL	9.25%	8.77%	11.07%	10.70%	+0.21	+1.93
F4	AGRICULTURAL REGULATION AND CONTROL	4.92%	4.37%	3.83%	3.83%	-1.09	-0.54
F5	LAW ENFORCEMENT AND INVESTIGATION	22.03%	17.41%	21.34%	16.07%	-0.69	-1.34
G1	PROF AND ADMINISTRATIVE ENGINEER	8.22%	7.65%	7.20%	6.64%	-1.02	-1.01
G2	ARCHITECTURE	2.30%	2.30%	2.27%	1.14%	-0.03	-1.16
G3	TECHNICAL AND SUPPORT ENGINEERING	8.88%	8.07%	10.89%	10.15%	+2.01	+2.08
H1	CUSTODIAL, DOMESTIC, AND GROUNDS	22.22%	14.66%	20.24%	13.46%	-1.98	-1.2
H2	FOOD SERVICES	31.06%	22.88%	30.20%	19.77%	-0.86	-3.11
H3	LABOR, MAINTENANCE, AND TRADES	13.54%	10.10%	13.99%	10.77%	+0.45	+0.67
H4	VEHICULAR OPERATIONS AND MAINT	13.72%	10.54%	14.69%	11.46%	+0.97	+0.92
H5	PRINTING SERVICES	50.00%	36.76%	13.11%	11.48%	-36.89	-25.28
H6	RADIO AND ELECTRONIC COMMUNICATIONS	13.48%	11.24%	11.90%	10.71%	-1.58	-0.53
I1	FARMING, FOOD PRODUCTION, & PROCESSING	13.89%	10.00%	11.67%	9.20%	-2.22	-0.80
I2	PARKS, WILDLIFE, CONSERVATION, & FOREST	15.47%	9.53%	7.69%	7.06%	-7.78	-2.47
STATEWIDE TURNOVER TOTALS		17.18%	12.84%	17.17%	13.35%	-0.01	+0.51

EXHIBIT C: *Turnover Leaders for Fiscal Year 2011-2012*

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 10-11	
		TOTAL	VOL	TOTAL	VOL	TOTAL	VOL
RESID SVCS SPEC 1	176	283	115	160.80%	65.34%	+17.27	+9.65
NURSING ASSISTANT 1	83	119	76	143.37%	91.57%	+43.37	+39.53
CORRECTIONS CADET	182	210	128	115.38%	70.33%	-101.69	-68.68
JUV JUST SPEC 1*	102	110	45	107.84%	44.12%	-73.01	-53.75
LAB TECH ASSIST 1*	68	52	27	46.47%	39.71%	-12.62	+7.89
BEHAVIOR SHAPING SPEC*	58	34	25	58.62%	43.10%	+47.08	+33.10
JUV JUST SPEC 2	123	65	34	52.85%	27.64%	-8.08	-12.10
CHILD WELFARE SPEC 1*	126	43	36	34.13%	28.57%	+1.51	+3.04
FOOD SERVICE SPEC 3*	144	48	30	33.33%	20.83%	-0.21	-2.15
PSYCH AIDE 2	317	105	63	33.12%	19.87%	-10.91	-3.43
STATEWIDE TURNOVER FY 2011-2012				17.17%	13.35%	-0.01	+0.51

* *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	HED-Office of Student Financial Assistant	55.43%	35.87%
2	DVA-SE La War Veterans Home	53.28%	32.12%
3	DVA-NW La War Veterans Home	40.28%	25.69%
4	Earl K Long Medical Center	38.34%	25.69%
5	DVA-NE La War Veterans Home	38.62%	20.69%
6	DOC-J. Levy Dabadie Correctional Center	38.60%	24.56%
7	DOC-David Wade Correctional Center	35.47%	28.82%
8	DVA-SW La War Veterans Home	33.33%	19.44%
9	DHH-Off for Citizen w/ Development Disabilities	32.93%	21.17%
10	DYS-Off of Juvenile Justice	32.89%	19.41%
11	DVA-La War Veterans Home	32.61%	21.74%
12	DOA-Louisiana Property Assist Agency	32.50%	20.00%
13	Leonard J Chabert Medical Center	31.30%	25.06%
14	DOC-Elayn Hunt Correctional Center	31.25%	25.94%
15	University Medical Center	29.37%	18.19%
16	DOC-Phelps Correctional Center	25.93%	22.59%
17	University of La-Lafayette	24.96%	18.46%
18	W.O. Moss Regional Medical Center	24.61%	18.69%
19	DHH-Off of Behavioral Health	22.38%	15.95%
20	Lallie Kemp Regional Medical Center	22.16%	16.77%