



**Annual Turnover Report
FISCAL YEAR 2012-2013**

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 2012-2013, 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, 2013 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 2012-2013

- 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 2012-2013

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

Exhibit C: Turnover Leaders for Fiscal Year 2012-2013

- Part One: Top Ten by Job Title

EXECUTIVE SUMMARY

The statewide turnover rate for FY 2012-2013 was 31.80%. This is an increase of 14.63% from FY 2011-2012. The statewide voluntary turnover rate for FY 2012-2013 was 18.89%. This is an increase of 5.54% from FY 2011-2012.

The medical pay schedule saw the highest turnover rate with 85.44% compared to the 21.19% that was reported last year. The occupational groups of professional medical, personal care and support, non-professional medical, laboratory and diagnostic and therapeutic treatment saw the largest statewide turnover rates. Six of the top ten job titles with the highest turnover were medical titles: Nursing Assistant 1, Medical Laboratory Technician 2, Hospital Admissions Technician 2, Practical/Nurse Licensed 2 and RN 2. Four of these titles were not in last year's top ten.

The privatization of state hospitals and the corresponding layoffs, in conjunction with a large number of retirements all contributed to the increase in statewide turnover for FY 2012-2013.

The statewide turnover rate excluding the employees laid off was 21.94%.

EXHIBIT A: Turnover Fiscal Year 2012-2013

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	12886	2775	21.57%	1893	14.69%
MS - Medical	5054	4318	85.44%	2143	42.40%
PS - Protective Services	6032	1691	28.03%	1133	18.78%
SS - Social Services	6071	2013	33.16%	1122	18.48%
TS - Scientific and Technical	4792	539	11.25%	459	9.58%
WS - Technicians and Skilled Trades	6809	1770	26%	1042	15.30%
Separations with No Incumbents*	-	136	-	74	-
TOTAL	41644	13242	31.80%	7866	18.89%

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	3156	496	15.72%	426	13.50%
OC – Office/Clerical	5757	2092	36.34%	1198	20.81%
PA - Paraprofessional	3874	2057	53.10%	926	23.90%
PR - Professional	15100	3912	25.91%	2614	17.31%
PS – Protective Services	4788	1528	31.91%	986	20.59%
SC – Skilled Crafts	3976	716	18.01%	484	12.17%
SM – Service Maintenance	2232	1075	48.16%	528	23.66%
TE - Technical	2761	1230	44.55%	630	22.82%
Separations with No Incumbents*	-	136	-	74	-
TOTAL	41644	13242	31.80%	7866	18.89%

* 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	5851	2122	36.27%	1221	20.87%
A2	PURCHASING, SUPPLY, AND SALES	232	155	66.81%	81	34.91%
B1	ACCOUNTING AND AUDITING	2032	317	15.60%	270	13.29%
B2	INSURANCE	227	72	31.72%	56	24.67%
B3	RATE AND FINANCIAL ANALYSIS	148	20	13.51%	20	13.51%
C1	LEGAL	414	37	8.94%	36	8.70%
C2	GENERAL ADMINISTRATIVE	1074	122	11.36%	106	9.87%
C3	EXECUTIVE ADMINISTRATIVE	66	4	6.06%	4	6.06%
C4	HUMAN RESOURCES AND EMPLOYMENT	1024	162	15.82%	125	12.21%
C5	INFORMATION TECHNOLOGY	1231	174	14.13%	133	10.80%
D1	PLANNING, RESEARCH, AND MANAGEMENT ANALYSIS	487	56	11.50%	42	8.62%
D2	MARKETING, INFORMATION AND LIBRARY SCIENCES	335	44	13.13%	33	9.85%
D3	TRAINING AND EDUCATION	386	164	42.49%	83	21.50%
D4	MUSEUMS AND CULTURAL ARTS	34	8	23.53%	8	23.53%
D5	EDUCATIONAL TELEVISION	48	3	6.25%	3	6.25%
E1	PROFESSIONAL MEDICAL	1960	1653	84.34%	872	44.49%
E2	SOCIAL AND MENTAL HEALTH SERVICES	4919	975	19.82%	775	15.76%
E3	THERAPEUTIC TREATMENT	232	199	85.78%	74	31.90%
E4	PERSONAL CARE AND SUPPORT	1106	990	89.51%	328	29.66%
E5	NON-PROFESSIONAL MEDICAL	1352	1192	88.17%	569	42.09%
E6	LABORATORY AND DIAGNOSTIC	747	652	87.28%	311	41.63%
E7	FACILITY ADMINISTRATION	66	15	22.73%	13	19.70%
F1	INDUSTRY AND NATURAL RESOURCES REGULATION	647	69	10.66%	64	9.89%
F2	HEALTH AND SANITATION REGULATION AND CONTROL	729	87	11.93%	71	9.74%
F3	TRANSPORTATION REGULATION AND CONTROL	512	51	9.96%	49	9.57%
F4	AGRICULTURAL REGULATION AND CONTROL	174	21	12.07%	20	11.49%
F5	LAW ENFORCEMENT AND INVESTIGATION	6139	1693	27.58%	1138	18.54%
G1	PROFESSIONAL AND ADMINISTRATIVE ENGINEER	709	50	7.05%	47	6.63%
G2	ARCHITECTURE	82	7	8.54%	7	8.54%
G3	TECHNICAL AND SUPPORT ENGINEERING	1060	120	11.32%	112	10.57%
H1	CUSTODIAL, DOMESTIC, AND GROUNDS	1668	598	35.85%	325	19.48%
H2	FOOD SERVICES	354	311	87.85%	137	38.70%
H3	LABOR, MAINTENANCE, AND TRADES	2923	517	17.69%	329	11.26%
H4	VEHICULAR OPERATIONS AND MAINTENANCE	1753	335	19.11%	240	13.69%
H5	PRINTING SERVICES	38	22	57.89%	15	39.47%
H6	RADIO AND ELECTRONIC COMMUNICATIONS	90	12	13.33%	9	10%
I1	FARMING, FOOD PRODUCTION, AND PROCESSING	158	19	12.03%	15	9.49%
I2	PARKS, WILDLIFE, CONSERVATION, AND FORESTRY	637	58	9.11%	51	8.01%
	Separations with No Incumbents*	-	136	-	74	-
	TOTAL	41644	13242	31.80%	7866	18.89%

EXHIBIT B: *Turnover Comparisons for Fiscal Year 2012-2013*

Exhibit B – Part One: Comparison by Pay Schedule

COMPARISON BY PAY SCHEDULE						
SCHEDULE	FY 11-12		FY 12-13		PT. CHANGE	
	TOTAL	VOL	TOTAL	VOL	TOTAL	VOL
AS - Administrative	12.89%	10.96%	21.57%	14.69%	+8.68	+3.73
MS - Medical	21.19%	15.86%	85.44%	42.40%	+64.25	+26.54
PS – Protective Services	21.68%	16.34%	28.03%	18.78%	+6.35	+2.44
SS – Social Services	21.54%	15.69%	33.16%	18.48%	+11.62	+2.79
TS – Scientific and Technical	8.79%	8.20%	11.25%	9.58%	+2.46	+1.38
WS – Technicians and Skilled	16.90%	12.27%	26%	15.30%	+9.1	+3.03
STATEWIDE TURNOVER TOTALS	17.17%	13.35%	31.80%	18.89%	+14.63	+5.54

Exhibit B – Part Two: Comparison Occupational Group

See table on the following page.

COMPARISON BY OCCUPATIONAL GROUP		FY 2011-2012		FY 2012-2013		PT. CHANGE	
		TOTAL	VOL	TOTAL	VOL	TOTAL	VOL
A1	CLERICAL AND RECORDS MANAGEMENT	15.52%	12.49%	36.27%	20.87%	+20.75	+8.38
A2	PURCHASING, SUPPLY, AND SALES	16.11%	10.83%	66.81%	34.91%	+50.70	+24.08
B1	ACCOUNTING AND AUDITING	9.82%	8.41%	15.60%	13.29%	+5.78	+4.88
B2	INSURANCE	9.34%	8.13%	31.72%	24.67%	+22.38	+16.54
B3	RATE AND FINANCIAL ANALYSIS	28.18%	21.55%	13.51%	13.51%	-14.67	-8.04
C1	LEGAL	8.71%	7.46%	8.94%	8.70%	+0.23	+1.24
C2	GENERAL ADMINISTRATIVE	10.82%	10.27%	11.36%	9.87%	+0.54	-0.40
C3	EXECUTIVE ADMINISTRATIVE	26.56%	26.56%	6.06%	6.06%	-20.50	-20.50
C4	HUMAN RESOURCES AND EMPLOYMENT	11.26%	10.21%	15.82%	12.21%	+4.56	+2.0
C5	INFORMATION TECHNOLOGY	10.45%	9.71%	14.13%	10.80%	+3.68	+1.09
D1	PLAN, RESEARCH, & MGMT ANALYSIS	11.65%	9.84%	11.50%	8.62%	-0.15	-1.22
D2	MARKETING, INFO & LIBRARY SCIENCES	15.67%	14.25%	13.13%	9.85%	-2.54	-4.40
D3	TRAINING AND EDUCATION	20.34%	16.04%	42.49%	21.50%	+22.15	+5.46
D4	MUSEUMS AND CULTURAL ARTS	2.63%	2.63%	23.53%	23.53%	+20.90	+20.90
D5	EDUCATIONAL TELEVISION	0.00%	0.00%	6.25%	6.25%	+6.25	+6.25
E1	PROFESSIONAL MEDICAL	17.04%	14.14%	84.34%	44.49%	+67.30	+30.35
E2	SOCIAL AND MENTAL HEALTH SERVICES	15.03%	13.50%	19.82%	15.76%	+4.79	+2.26
E3	THERAPEUTIC TREATMENT	13.11%	9.60%	85.78%	31.90%	+72.67	+22.30
E4	PERSONAL CARE AND SUPPORT	40.00%	21.69%	89.51%	29.66%	+49.51	+7.97
E5	NON-PROFESSIONAL MEDICAL	32.38%	22.66%	88.17%	42.09%	+55.79	+19.43
E6	LABORATORY AND DIAGNOSTIC	16.46%	12.14%	87.28%	41.63%	+70.82	+29.49
E7	FACILITY ADMINISTRATION	12.50%	12.50%	22.73%	19.70%	+10.23	+7.20
F1	INDUSTRY & NATURAL RESOURCES REG	8.37%	7.60%	10.66%	9.89%	+2.29	+2.29
F2	HEALTH AND SANITATION REG & CONTROL	8.09%	7.82%	11.93%	9.74%	+3.84	+1.92
F3	TRANSPORTATION REG AND CONTROL	11.07%	10.70%	9.96%	9.57%	-1.11	-1.13
F4	AGRICULTURAL REGULATION AND CONTROL	3.83%	3.83%	12.07%	11.49%	+8.24	+7.66
F5	LAW ENFORCEMENT AND INVESTIGATION	21.34%	16.07%	27.58%	18.54%	+6.24	+2.47
G1	PROF AND ADMINISTRATIVE ENGINEER	7.20%	6.64%	7.05%	6.63%	-0.15	-0.01
G2	ARCHITECTURE	2.27%	1.14%	8.54%	8.54%	+6.27	+7.40
G3	TECHNICAL AND SUPPORT ENGINEERING	10.89%	10.15%	11.32%	10.57%	+0.43	+0.42
H1	CUSTODIAL, DOMESTIC, AND GROUNDS	20.24%	13.46%	35.85%	19.48%	+15.61	+6.02
H2	FOOD SERVICES	30.20%	19.77%	87.85%	38.70%	+57.65	+18.93
H3	LABOR, MAINTENANCE, AND TRADES	13.99%	10.77%	17.69%	11.26%	+3.70	+0.49
H4	VEHICULAR OPERATIONS AND MAINT	14.69%	11.46%	19.11%	13.69%	+4.42	+2.23
H5	PRINTING SERVICES	13.11%	11.48%	57.89%	39.47%	+44.78	+27.99
H6	RADIO AND ELECTRONIC COMMUNICATIONS	11.90%	10.71%	13.33%	10%	+1.43	-0.71
I1	FARMING, FOOD PRODUCTION, & PROCESSING	11.67%	9.20%	12.03%	9.49%	+0.36	+0.29
I2	PARKS, WILDLIFE, CONSERVATION, & FOREST	7.69%	7.06%	9.11%	8.01%	+1.42	+0.95
STATEWIDE TURNOVER TOTALS		17.17%	13.35%	31.80%	18.89%	+14.63	+5.54

EXHIBIT C: *Turnover Leaders for Fiscal Year 2012-2013*

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 11-12	
		TOTAL	VOL	TOTAL	VOL	TOTAL	VOL
Nursing Assistant 1	57	103	55	180.70%	96.49%	+37.33	+4.92
Medical Lab Technician 2*	59	94	40	159.32%	67.80%	+150.93	+59.41
Food Service Specialist 2*	60	92	35	153.33%	58.33%	+120.74	+40.55
Food Service Specialist 3	61	91	32	149.18%	52.46%	+115.85	+31.63
Residential Services Specialist 1	114	165	39	144.74%	34.21%	-16.06	-31.13
Corrections Cadet	237	320	166	135.02%	70.04%	+19.64	-0.29
Hospital Admissions Tech 2*	138	176	74	127.54%	53.62%	+110.70	+40.64
Juvenile Justice Specialist 1	64	80	52	125%	81.25%	+17.16	+37.13
Practical/Nurse Licensed 2*	255	310	145	121.57%	56.86%	+91.59	+35.44
RN 2*	610	727	354	119.18%	58.03%	+92.81	+36.02
STATEWIDE TURNOVER FY 2012-2013				31.80%	18.89%	+14.63	+5.54

* *Not on last year's Top Ten*