



**Annual Turnover Report
FISCAL YEAR 2013-2014**

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 2013-2014, 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, 2014 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 2013-2014

- 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 2013-2014

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

Exhibit C: Turnover Leaders for Fiscal Year 2013-2014

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

EXECUTIVE SUMMARY

The statewide turnover rate for FY 2013-2014 was 23.78%. This is a decrease of 8.02% from FY 2012-2013. The statewide voluntary turnover rate for FY 2013-2014 was 14.53%. This is a decrease of 4.36% from FY 2012-2013.

The occupational groups of professional medical, laboratory and diagnostic, and non-professional medical saw the largest statewide turnover rates. The medical pay schedule saw the highest turnover rate with 98.46% up from the 85.44% that was reported last year. Five of the top ten job titles with the highest turnover were medical titles: RN 2, Practical/Nurse Licensed 2, Nursing Assistant 2, RN 3, and RN Supervisor A. Three of these titles were not in last year's top ten.

While there was an overall decrease in statewide turnover there still continues to be a decrease in the number of state employees. There was also still a large increase of turnover in the medical field. There were 37,890 employees at the end of FY 2013-2014, down from the 41,644 at the end of FY 2012-2013. This is a decrease of 3,754 employees. Most of this decrease in state employment is attributed to the layoff of 2,349 permanent and probational employees in FY 2013-2014.

The increase in the medical schedule statewide turnover can be attributed to the official closure of four facilities in FY 2013-2014: LSU Health Sciences Shreveport, E.A. Conway, Bogalusa Medical Center and Huey P. Long Medical Center.

The Statewide turnover rate excluding the separations due to layoffs is 17.58%.

EXHIBIT A: Turnover Fiscal Year 2013-2014

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	12212	1733	14.19%	1282	10.50%
MS - Medical	2798	2755	98.46%	1019	36.42%
PS - Protective Services	5947	1424	23.94%	1076	18.09%
SS - Social Services	5979	1137	19.02%	841	14.07%
TS - Scientific and Technical	4704	378	8.04%	348	7.40%
WS - Technicians and Skilled Trades	6250	1459	23.34%	891	14.26%
Separations with No Incumbents*	-	125	-	49	-
TOTAL	37890	9011	23.78%	5506	14.53%

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	3057	321	10.50%	267	8.73%
OC – Office/Clerical	4838	1220	25.22%	686	14.18%
PA - Paraprofessional	3372	1219	36.15%	609	18.06%
PR - Professional	13977	2745	19.64%	1732	12.39%
PS – Protective Services	4706	1307	27.77%	972	20.65%
SC – Skilled Crafts	3829	674	17.60%	464	12.12%
SM – Service Maintenance	1829	724	39.58%	377	20.61%
TE - Technical	2282	676	29.62%	350	15.34%
Separations with No Incumbents*	-	125	-	49	-
TOTAL	37890	9011	23.78%	5506	14.53%

* 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	4941	1239	25.08%	698	14.13%
A2	PURCHASING, SUPPLY, AND SALES	202	45	22.28%	25	12.38%
B1	ACCOUNTING AND AUDITING	1977	223	11.28%	177	8.95%
B2	INSURANCE	203	33	16.26%	28	13.79%
B3	RATE AND FINANCIAL ANALYSIS	157	15	9.55%	14	8.92%
C1	LEGAL	404	34	8.42%	32	7.92%
C2	GENERAL ADMINISTRATIVE	1091	109	9.99%	98	8.98%
C3	EXECUTIVE ADMINISTRATIVE	52	5	9.62%	5	9.62%
C4	HUMAN RESOURCES AND EMPLOYMENT	994	122	12.27%	102	10.26%
C5	INFORMATION TECHNOLOGY	1136	95	8.36%	86	7.57%
D1	PLANNING, RESEARCH, AND MANAGEMENT ANALYSIS	508	37	7.28%	34	6.69%
D2	MARKETING, INFORMATION AND LIBRARY SCIENCES	333	36	10.81%	28	8.41%
D3	TRAINING AND EDUCATION	333	54	16.22%	51	15.32%
D4	MUSEUMS AND CULTURAL ARTS	38	4	10.53%	4	10.53%
D5	EDUCATIONAL TELEVISION	46	1	2.17%	1	2.17%
E1	PROFESSIONAL MEDICAL	971	1131	116.48%	364	37.49%
E3	THERAPEUTIC TREATMENT	121	89	73.55%	37	30.58%
E4	PERSONAL CARE AND SUPPORT	1119	386	34.50%	193	17.25%
E5	NON-PROFESSIONAL MEDICAL	852	764	89.67%	316	37.09%
E6	LABORATORY AND DIAGNOSTIC	396	403	101.77%	171	43.18%
E7	FACILITY ADMINISTRATION	60	12	20.00%	10	16.67%
E9	SOCIAL AND MENTAL HEALTH SERVICES	4924	733	14.89%	637	12.94%
F1	INDUSTRY AND NATURAL RESOURCES REGULATION	645	60	9.30%	59	9.15%
F2	HEALTH AND SANITATION REGULATION AND CONTROL	733	58	7.91%	52	7.09%
F3	TRANSPORTATION REGULATION AND CONTROL	483	57	11.80%	52	10.77%
F4	AGRICULTURAL REGULATION AND CONTROL	169	11	6.51%	11	6.51%
F5	LAW ENFORCEMENT AND INVESTIGATION	6104	1426	23.36%	1080	17.69%
G1	PROFESSIONAL AND ADMINISTRATIVE ENGINEER	707	55	7.78%	52	7.36%
G2	ARCHITECTURE	75	9	12.00%	9	12.00%
G3	TECHNICAL AND SUPPORT ENGINEERING	1085	85	7.83%	72	6.64%
H1	CUSTODIAL, DOMESTIC, AND GROUNDS	1402	494	35.24%	257	18.33%
H2	FOOD SERVICES	263	148	56.27%	75	28.52%
H3	LABOR, MAINTENANCE, AND TRADES	2727	466	17.09%	313	11.48%
H4	VEHICULAR OPERATIONS AND MAINTENANCE	1696	349	20.58%	235	13.86%
H5	PRINTING SERVICES	28	9	32.14%	4	14.29%
H6	RADIO AND ELECTRONIC COMMUNICATIONS	81	15	18.52%	11	13.58%
I1	FARMING, FOOD PRODUCTION, AND PROCESSING	162	23	14.20%	18	11.11%
I2	PARKS, WILDLIFE, CONSERVATION, AND FORESTRY	672	51	7.59%	46	6.85%
	Separations with No Incumbents*	-	125	-	49	-
TOTAL		37890	9011	23.78%	5506	14.53%

EXHIBIT B: *Turnover Comparisons for Fiscal Year 2013-2014*

Exhibit B – Part One: Comparison by Pay Schedule

COMPARISON BY PAY SCHEDULE						
SCHEDULE	FY 12-13		FY 13-14		PT. CHANGE	
	TOTAL	VOL	TOTAL	VOL	TOTAL	VOL
AS - Administrative	21.57%	14.69%	14.17%	10.50%	-7.40	-4.19
MS - Medical	85.44%	42.40%	98.46%	36.42%	+13.02	-5.98
PS – Protective Services	28.03%	18.78%	23.94%	18.09%	-4.09	-0.69
SS – Social Services	33.16%	18.48%	19.02%	14.07%	-14.14	-4.41
TS – Scientific and Technical	11.25%	9.58%	8.04%	7.40%	-3.21	-2.18
WS – Technicians and Skilled	26.00%	15.30%	23.34%	14.26%	-2.66	-1.04
STATEWIDE TURNOVER TOTALS	31.80%	18.89%	23.78%	14.53%	-8.02	-4.36

Exhibit B – Part Two: Comparison Occupational Group

See table on the following page.

**ANNUAL TURNOVER REPORT
FISCAL YEAR 2013-2014**



COMPARISON BY OCCUPATIONAL GROUP		FY 2012-2013		FY 2013-2014		PT. CHANGE	
		TOTAL	VOL	TOTAL	VOL	TOTAL	VOL
A1	CLERICAL AND RECORDS MANAGEMENT	36.27%	20.87%	25.08%	14.13%	-11.19	-6.74
A2	PURCHASING, SUPPLY, AND SALES	66.81%	34.91%	22.28%	12.38%	-44.53	-22.53
B1	ACCOUNTING AND AUDITING	15.60%	13.29%	11.28%	8.95%	-4.32	-4.34
B2	INSURANCE	31.72%	24.67%	16.26%	13.79%	-15.46	-10.88
B3	RATE AND FINANCIAL ANALYSIS	13.51%	13.51%	9.55%	8.92%	-3.96	-4.59
C1	LEGAL	8.94%	8.70%	8.42%	7.92%	-0.52	-0.78
C2	GENERAL ADMINISTRATIVE	11.36%	9.87%	9.99%	8.98%	-1.37	-0.89
C3	EXECUTIVE ADMINISTRATIVE	6.06%	6.06%	9.62%	9.62%	+3.56	+3.56
C4	HUMAN RESOURCES AND EMPLOYMENT	15.82%	12.21%	12.27%	10.26%	-3.55	-1.95
C5	INFORMATION TECHNOLOGY	14.13%	10.80%	8.36%	7.57%	-5.77	-3.23
D1	PLAN, RESEARCH, & MGMT ANALYSIS	11.50%	8.62%	7.28%	6.69%	-4.22	-1.93
D2	MARKETING, INFO & LIBRARY SCIENCES	13.13%	9.85%	10.81%	8.41%	-2.32	-1.44
D3	TRAINING AND EDUCATION	42.49%	21.50%	16.22%	15.32%	-26.07	-6.18
D4	MUSEUMS AND CULTURAL ARTS	23.53%	23.53%	10.53%	10.53%	-13.00	-13.00
D5	EDUCATIONAL TELEVISION	6.25%	6.25%	2.17%	2.17%	-4.08	-4.08
E1	PROFESSIONAL MEDICAL	84.34%	44.49%	116.48%	37.49%	+32.14	-7.00
E3	THERAPEUTIC TREATMENT	19.82%	15.76%	73.55%	30.58%	+53.73	+14.82
E4	PERSONAL CARE AND SUPPORT	85.78%	31.90%	34.50%	17.25%	-51.28	-14.65
E5	NON-PROFESSIONAL MEDICAL	89.51%	29.66%	89.67%	37.09%	+0.16	+7.43
E6	LABORATORY AND DIAGNOSTIC	88.17%	42.09%	101.77%	43.18%	+13.60	+1.09
E7	FACILITY ADMINISTRATION	87.28%	41.63%	20.00%	16.67%	-67.28	-24.96
E9	SOCIAL AND MENTAL HEALTH SERVICES	22.73%	19.70%	14.89%	12.94%	-7.84	-6.76
F1	INDUSTRY & NATURAL RESOURCES REG	10.66%	9.89%	9.30%	9.15%	-1.36	-0.74
F2	HEALTH AND SANITATION REG & CONTROL	11.93%	9.74%	7.91%	7.09%	-4.02	-2.65
F3	TRANSPORTATION REG AND CONTROL	9.96%	9.57%	11.80%	10.77%	+1.84	+1.20
F4	AGRICULTURAL REGULATION AND CONTROL	12.07%	11.49%	6.51%	6.51%	-5.56	-4.98
F5	LAW ENFORCEMENT AND INVESTIGATION	27.58%	18.54%	23.36%	17.69%	-4.22	-0.85
G1	PROF AND ADMINISTRATIVE ENGINEER	7.05%	6.63%	7.78%	7.36%	+0.73	+0.73
G2	ARCHITECTURE	8.54%	8.54%	12.00%	12.00%	+3.46	+3.46
G3	TECHNICAL AND SUPPORT ENGINEERING	11.32%	10.57%	7.83%	6.64%	-3.49	-3.93
H1	CUSTODIAL, DOMESTIC, AND GROUNDS	35.85%	19.48%	35.24%	18.33%	-00.61	-1.15
H2	FOOD SERVICES	87.85%	38.70%	56.27%	28.52%	-31.58	-10.18
H3	LABOR, MAINTENANCE, AND TRADES	17.69%	11.26%	17.09%	11.48%	-0.60	+0.22
H4	VEHICULAR OPERATIONS AND MAINT	19.11%	13.69%	20.58%	13.86%	+1.47	+0.17
H5	PRINTING SERVICES	57.89%	39.47%	32.14%	14.29%	-25.75	-25.18
H6	RADIO AND ELECTRONIC COMMUNICATIONS	13.33%	10%	18.52%	13.58%	+5.19	+3.58
I1	FARMING, FOOD PRODUCTION, & PROCESSING	12.03%	9.49%	14.20%	11.11%	+2.17	+1.62
I2	PARKS, WILDLIFE, CONSERVATION, & FOREST	9.11%	8.01%	7.59%	6.85%	-1.52	-1.16
STATEWIDE TURNOVER TOTALS		31.80%	18.89%	23.78%	14.53%	-8.02	-4.36

EXHIBIT C: *Turnover Leaders for Fiscal Year 2013-2014*

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 12-13	
		TOTAL	VOL	TOTAL	VOL	TOTAL	VOL
Registered Nurse 2	62	565	124	911.29%	200.00%	+792.11	+141.97
Corrections Cadet	209	330	214	157.89%	102.39%	+22.87	+32.35
Practical/Nurse Licensed 2	108	152	59	140.74%	54.63%	+19.17	-2.23
Nursing Assistant 2*	267	341	126	127.72%	47.19%	+43.76	+7.78
Residential Services Specialist 1	145	148	54	102.07%	37.24%	-42.67	+3.03
Juvenile Justice Specialist 1	103	91	53	88.35%	51.46%	-36.65	-29.79
Registered Nurse 3*	351	251	100	71.51%	28.49%	-0.79	-9.24
Registered Nurse Supervisor A*	188	107	60	56.91%	31.91%	-10.12	-12.05
Child Welfare Specialist 1*	105	59	53	56.19%	50.48%	+21.92	+21.11
Custodian 1*	302	163	77	53.97%	25.50%	+17.61	+1.42
STATEWIDE TURNOVER FY 2013-2014				23.78%	14.53%	-8.02	-4.36

* 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	LSU – Health Sciences Center Shreveport	544.58%	154.43%
2	Huey P. Long Medical Center	91.11%	86.67%
3	DVA – Southeast Louisiana War Veterans Home	45.52%	29.85%
4	DVA – Southwest Louisiana War Veterans Home	39.86%	21.74%
5	DVA – Louisiana War Veterans Home	35.07%	24.63%
6	DVA – Northwest Louisiana War Veterans Home	34.48%	18.62%
7	DOC – Elayn Hunt Correctional Center	33.55%	28.64%
8	DYS – Office of Juvenile Justice	33.50%	20.95%
9	DVA – Northeast Louisiana War Veterans Home	30.87%	19.46%
10	DOC – Louisiana Correctional Institute for Women	30.77%	20.38%
11	DOC – Avoyelles Correctional Center	25.81%	16.45%
12	University of Louisiana at Lafayette	24.41%	15.99%
13	DHH – Office for Citizens with Disabilities	23.84%	14.12%
14	DOC – Louisiana State Penitentiary	23.78%	18.33%
15	DNR – Office of Secretary	23.44%	23.44%
16	DOC – Dixon Correctional Institute	21.94%	16.99%
17	DOC – David Wade Correctional Center	20.86%	17.48%
18	University of New Orleans	20.62%	14.43%
19	DOC – Rayburn Correctional Center	20.46%	14.52%
20	SSC – Louisiana School for Deaf and Visually Impaired	20.18%	17.54%