

# 2004 Annual Report



## STATE OF ALABAMA Personnel Department

October 1, 2003 – September 30, 2004





Tommy Flowers  
State Personnel Director  
Jackie Graham  
Deputy Director

**STATE OF ALABAMA**  
**PERSONNEL DEPARTMENT**  
300 Folsom Administrative Building  
Montgomery, Alabama 36130-4100  
Telephone: (334) 242-3389 Fax: (334) 242-1110



State Personnel Board  
Joe Dickson  
Harry McMillan  
John McMillan  
Joyce P. O'Neal  
Horace Powell

**LETTER OF TRANSMITTAL**

Honorable Bob Riley, Governor of Alabama

State Personnel Board

Mr. Joe Dickson, Chairman  
Mr. Harry McMillan  
Mr. John McMillan  
Ms. Joyce P. O'Neal  
Mr. Horace Powell, Sr.

I am pleased to report to you on the activities of the State Personnel Department for the fiscal year October 1, 2003 through September 30, 2004.

During Fiscal Year 2004, the State experienced another drop in employee numbers to the lowest level in four years. A major portion of this decrease was due to a staff reduction in the Department of Mental Health that also contributed to an increase of two percent in the State's turnover rate for this fiscal year. According to a recently published study of eleven Southeastern states, only four had fewer non-education employees per thousand residents than Alabama.

Suspension of merit raises for State employees, staff reductions, and other cost saving measures contributed to a reduction in total salary costs for the State for the first time in seven years. Also during this year the Governor and the legislature strove to make improvements to the General Fund. These efforts provided sufficient monies for many agencies to plan to implement merit raises again during Fiscal Year 2005.

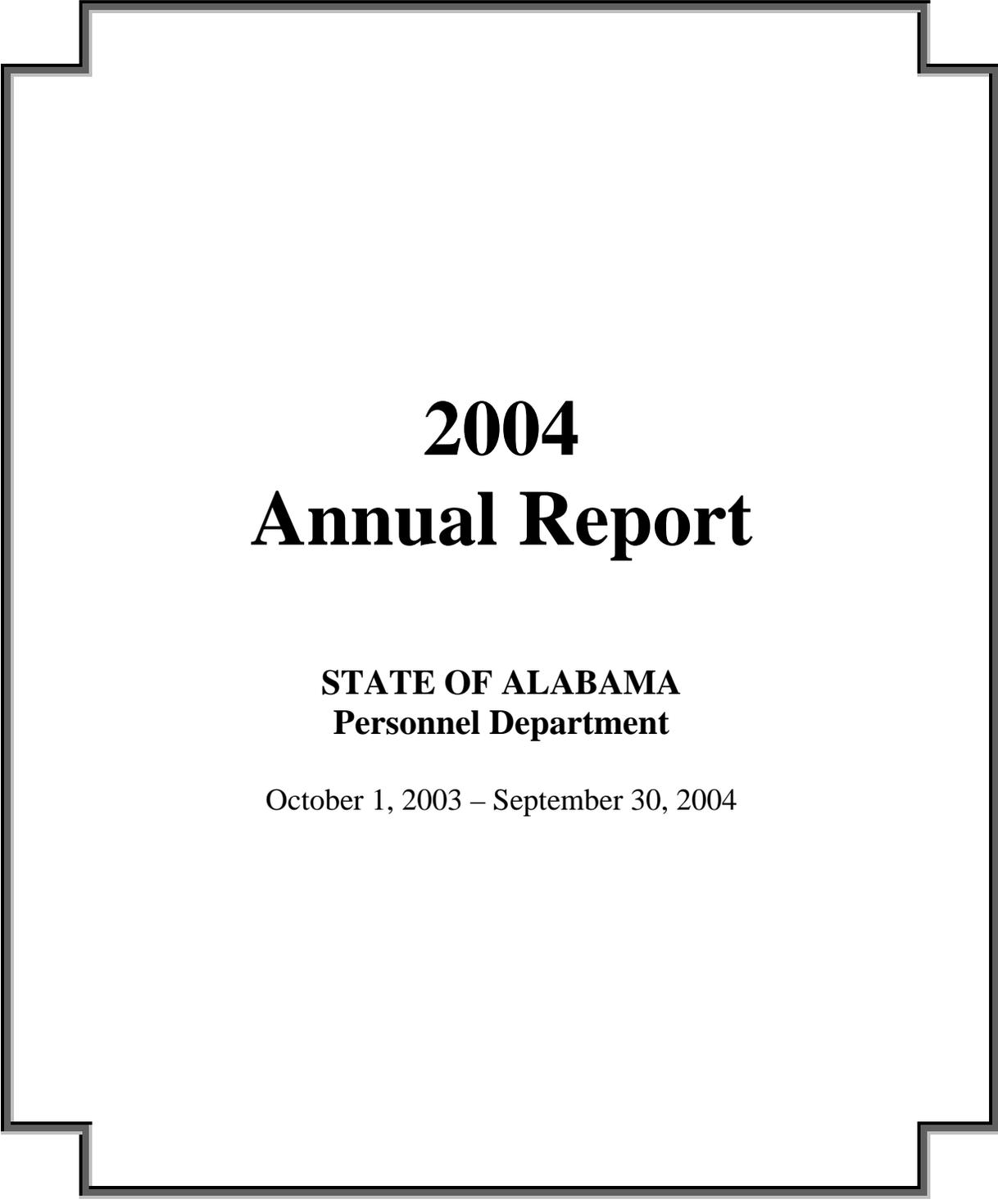
The number of employees eligible to retire within five years increased to almost 31%. This represents a consistent pattern of increase over the past five years. The average age of State employees also continued to increase slightly. It appears that this trend is based on the number of employees in their 30s and 40s leaving State Government.

Your help and support during this time is sincerely appreciated. I trust you will find this report a basis for satisfaction and pride in the operation of Alabama's Merit System.

Sincerely,

Tommy Flowers  
State Personnel Director





# **2004 Annual Report**

**STATE OF ALABAMA  
Personnel Department**

October 1, 2003 – September 30, 2004



# TABLE OF CONTENTS

## State of Alabama Personnel Board

Composition .....	1
Duties and Responsibilities .....	2

## State of Alabama Personnel Department

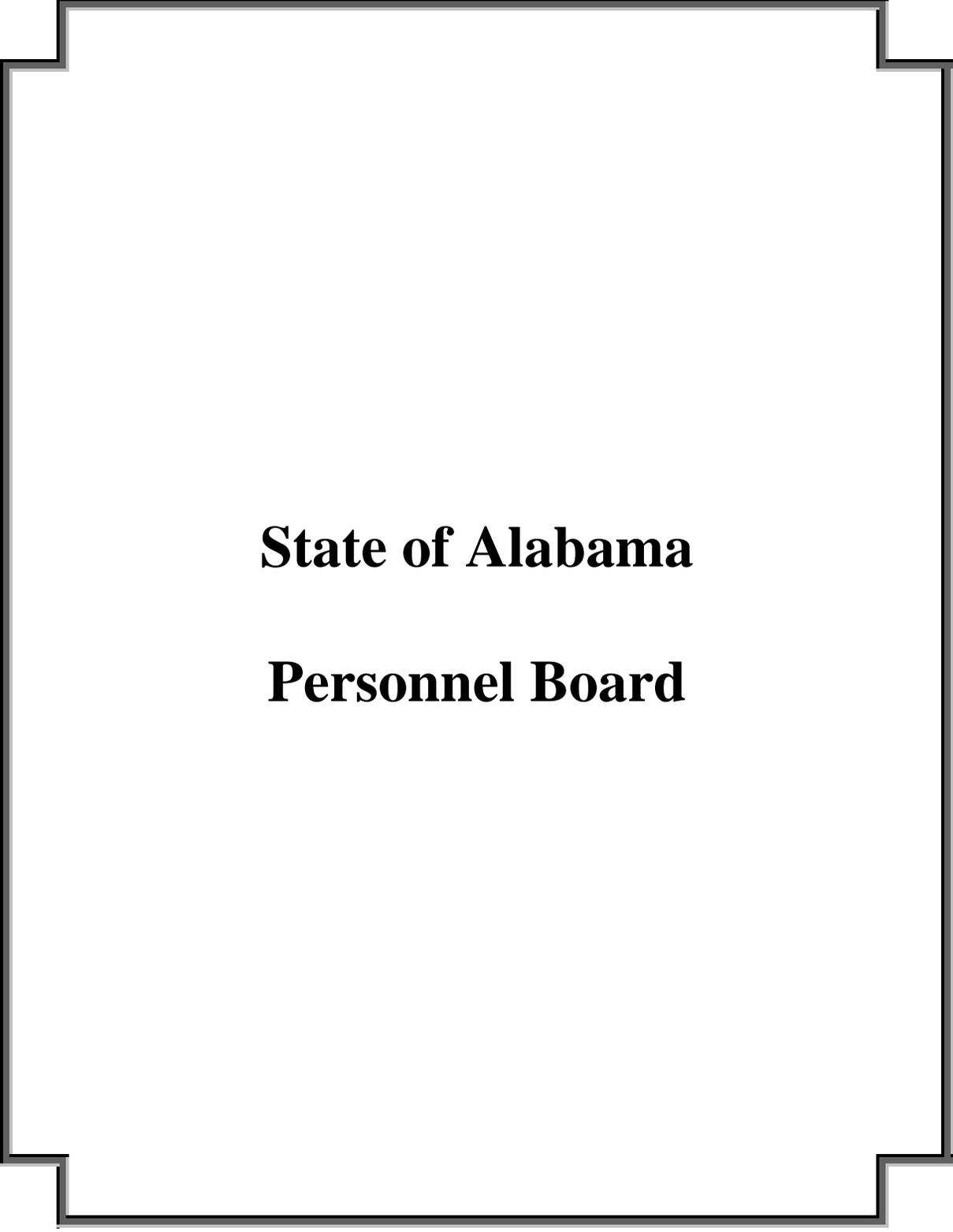
Organizational Chart .....	3
Duties and Responsibilities .....	4
Operating Reports .....	5
Classification and Pay .....	5
Special Studies .....	6
Recruitment and Selection .....	6
Certification Process .....	9
Dismissal Appeals .....	10
Leave Donation .....	10
Training .....	11
Information Systems .....	11
Transportation Group .....	11
Financial Report .....	13

## State of Alabama Workforce Demographics

Types of Employment Defined .....	14
Total Employees (10 Year Comparison) .....	15
Classified Employees (10 Year Comparison) .....	16
Exempt & Unclassified Employees .....	17
State Workforce By County of Residence .....	18
Distribution of Total Employees By Department .....	19
Employees By Categories .....	21
State Workforce By Job Category .....	21
State Workforce By EEO Category .....	22
Women and Minorities .....	23
State Workforce By Gender .....	23
Percentage of African American Employees .....	23
State Workforce By Race .....	23
Employee Age Demographics .....	24
Average Age of Workforce .....	24
Age By Percent of Workforce .....	24
Percent Employees Eligible to Retire Within 5 Years.....	25
Average Years Service.....	25
Distribution of Employees By Type of Appointment .....	26
Separation Rates .....	28
Turnover Rate - Total Separations .....	28
Separation Data by Month .....	28

**State of Alabama Salary & Benefit Data**

State Employee Salary Information .....	29
Total Salary Costs .....	29
Average Annual Salary .....	29
Workforce Distribution By Salary Range .....	30
Employee Benefits Comparison .....	31
Annual Leave Rankings .....	31
Holiday Rankings .....	31
Sick Leave Rankings .....	32
Accumulated Leave Hours .....	33
Value of Accumulated Leave .....	33



**State of Alabama**

**Personnel Board**



# State of Alabama Personnel Board

## Composition

The State Personnel Board consists of five members who serve six-year staggered terms. Two members are appointed by the Governor, one by the Lieutenant Governor, one by the Speaker of the House of Representatives, and one is a classified employee elected by a majority vote of full-time State employees.

- **Joe Dickson - Reappointed Feb. 2004. Term expires Feb. 1, 2010**

Mr. Dickson, of Birmingham, retired as Editor/Publisher of The Birmingham World newspaper and currently works as a consultant. He was initially appointed to the Board by Governor Guy Hunt in February 1992, reappointed to a second term by Governor Fob James, Jr., and was reappointed to a new term in February of 2004 by Governor Bob Riley. He serves as the Board Chairman.

- **Harry McMillan - Reappointed Feb. 1999. Term expires Feb. 1, 2005**

Mr. McMillan, of Montgomery, is President of McMillan and Associates, a consulting and government affairs firm located in Montgomery, and was initially appointed to the Board in February 1993 by then Speaker of the House James S. Clark. He was reappointed to a second term by Seth M. Hammett, Speaker of the House.

- **John McMillan - Reappointed Feb. 2003. Term expires Feb. 1, 2009**

Mr. McMillan, of Stockton, is Executive Vice President of the Alabama Forestry Association, and was initially appointed to the Board in February 1997 by Governor Fob James, Jr. He was reappointed to a second term by Governor Bob Riley.

- **Joyce P. O'Neal - Elected April 2003. Term expires Feb. 1, 2007**

Ms. O'Neal, a career Merit System employee with the Department of Human Resources, was elected to fill an unexpired term as the employee representative. A professional Social Worker, she previously worked as a Human Resources County Director and is currently Director of the State's Food Stamp Program.

- **Horace W. Powell, Sr. - Appointed Sept. 2002. Term expires Feb. 1, 2006**

Mr. Powell, of Prattville, was appointed by Lieutenant Governor Steve Windom. Mr. Powell, a long-time representative of the New York Life Insurance Company, also served as a State Representative for House District 71 from 1991 to 1995.

# State of Alabama Personnel Board

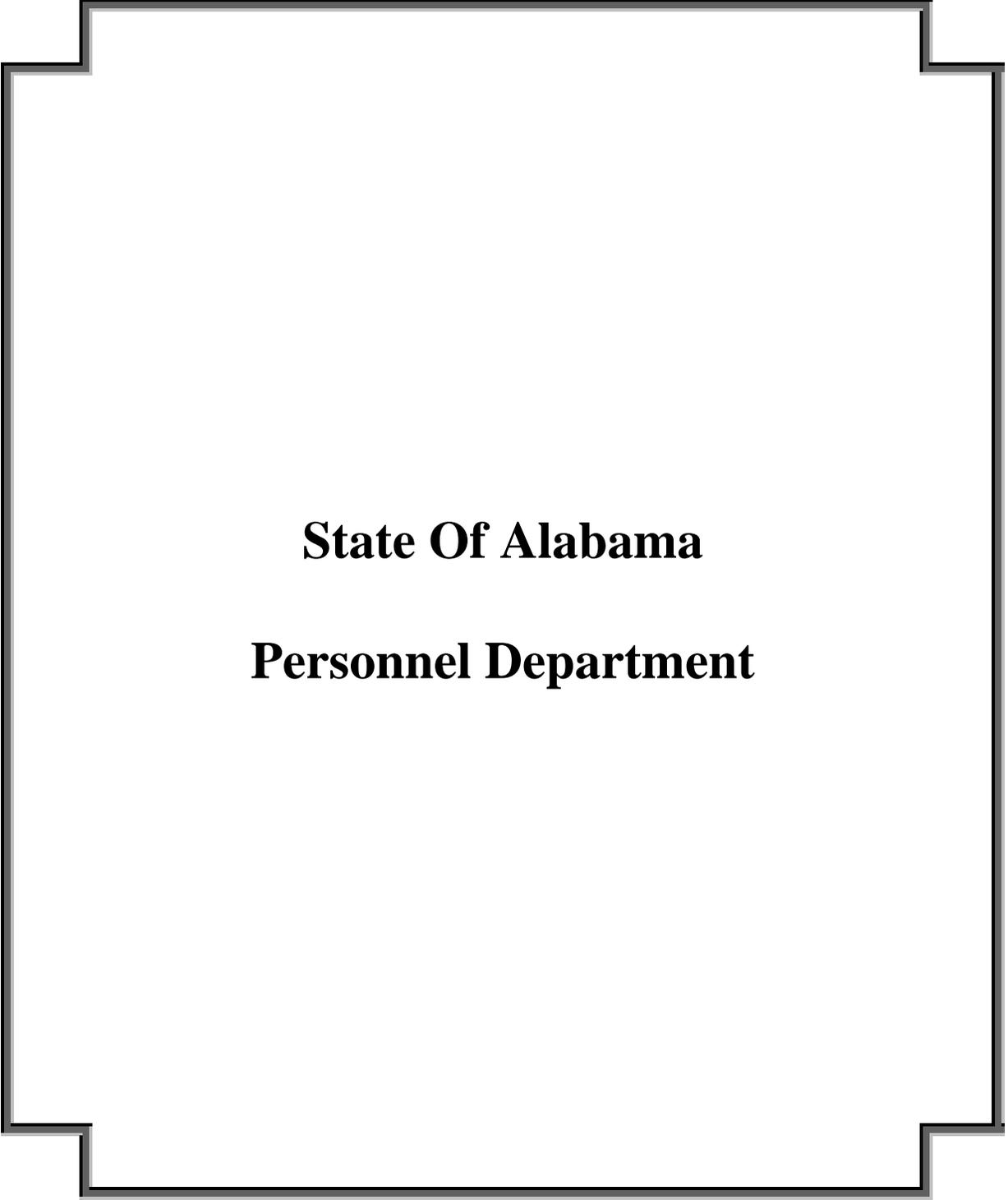
## **Duties and Responsibilities**

The State Personnel Board is empowered by the State Merit System Act of 1939. This legislative act set forth the charge:

“ . . . to assure to all citizens of demonstrated capacity, ability and training an equal opportunity to compete for service with the State of Alabama, to establish conditions in the state service which will attract officers and employees of character and capacity and to increase the efficiency of the governmental departments and agencies by the improvement of methods of personnel administration.”

To further this objective, the Board was given certain specific duties summarized below:

- To adopt and amend rules and regulations for the administration of the Merit System Law.
- To maintain a competitive classification and compensation plan.
- To require observance of the provisions of the Merit System Law and the rules and regulations of the Board.
- To conduct hearings and to render decisions, as provided in the Merit System Law, on charges preferred against employees.
- To represent the public interest in the improvement of personnel administration in the State service.
- To advise and assist the director.



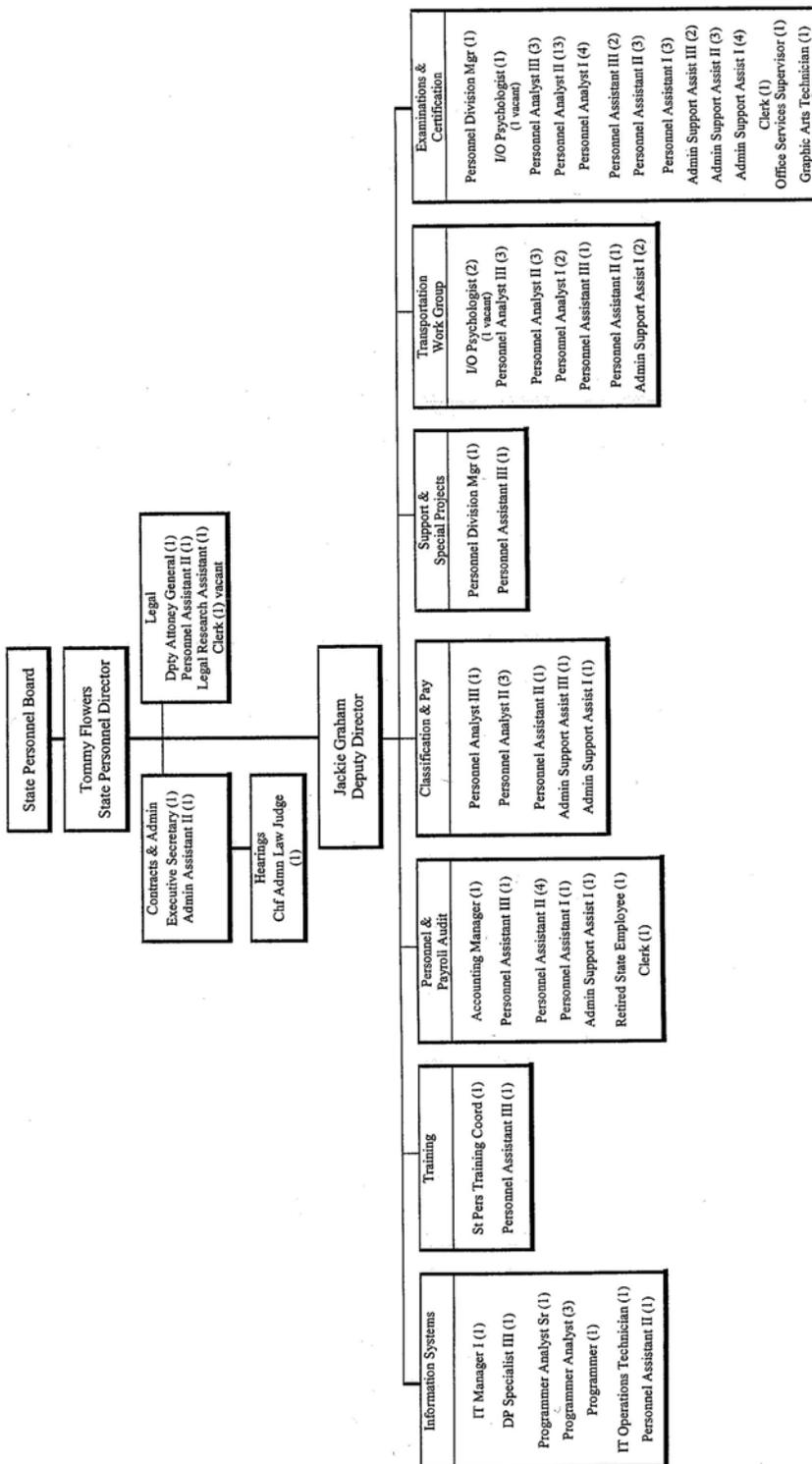
**State Of Alabama**

**Personnel Department**



# State of Alabama Personnel Department

## State Personnel Department Organizational Chart FY Ending 9/2004



NOTE: May not reflect recent vacancies.

# State of Alabama Personnel Department

## Duties and Responsibilities

The State Personnel Department was created by the State Merit System Act of 1939. A State Director of Personnel position was designated to be the executive head of the department. The Director of Personnel is appointed by the Board and may be removed for cause.

The Department, under the Director, is charged with such responsibilities as:

- Preparing and recommending rules and regulations to administer the Merit System Law.
- Administering and executing classification and pay plans for the State service.
- Conducting tests, creating employment registers and certifying qualified persons for appointment.
- Devising and administering an employee performance evaluation program.
- Approving all payrolls or other compensations for personal services.

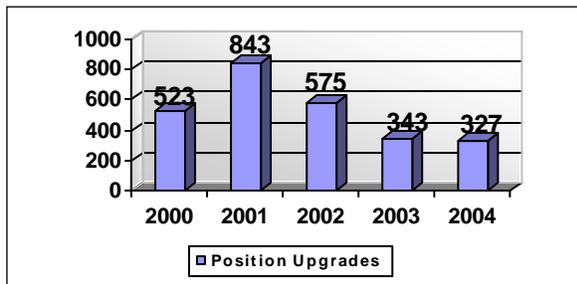
The State Personnel Department is committed to build and administer valid, legally-defensible selection devices in a timely manner and to identify the best qualified, available applicants to fill job vacancies; to maintain a competitive classification and pay plan as well as a pay administration system which supports the attraction and retention of qualified State workers; to facilitate the filling of State job vacancies through the efficient certification of qualified applicant names as required by the Merit System Law; to ensure compliance with court orders and Federal and State laws in the hiring process; to maintain the integrity of the State payroll by auditing proposed personnel actions to ensure compliance with State and Federal law; and to identify and create training programs in the area of human resource management.

# State of Alabama Personnel Department

## Operating Reports

**Classification and Pay:** At the end of the fiscal year, the State of Alabama’s classification plan contained 1,310 classes. During this time, the State Personnel Board, on the recommendation of the Classification and Pay Staff, approved 22 new job classifications, revised 111 class specifications and abolished 17 classes. Salary range changes for 31 classifications were also approved by the Board. During this fiscal year, the Board considered 19 special pay and 21 overtime requests for FLSA non-exempt employees.

To maintain the classification plan, a number of job studies and position reviews were conducted by the Classification and Pay Staff during the year. Questionnaires were secured and reviewed for positions throughout State service. This effort resulted in the review of 2,235 position descriptions. These reviews resulted in the establishment of 555 new positions, the reallocation of 327 positions to a higher classification, and the reallocation of 39 positions to a lower classification.



Approximately 22 positions were abolished after determining they were no longer needed.

The Classification and Pay staff hosted the 2004 Southeastern Salary Conference in Sandestin, Florida from November 7-10 to discuss current pay policies and procedures. The conference was postponed and relocated from Orange Beach, Alabama as a result of complications from Hurricane Ivan. Conference attendees consisted of at least one representative from each of the member states. Continued participation in this group provides a valuable source of quantifiable salary data as well as detailed information concerning compensation practices and state employee benefits information.

An important aspect of this conference is the exchange of information as it relates to full-time employees (including information regarding classified, unclassified/exempt, and unskilled and semi-skilled positions as of July 2004). The information exchanged at this year’s conference indicated that the average salary for Alabama was approximately 2.6 percent above the average salary across all other Southeastern States; that Alabama’s average salary ranks sixth when compared to the other 14 states; and that Alabama ranks eleventh of the 14 Southeastern States when considering the total number of classified and unclassified employees.

<i>STATE</i>	<i>AVERAGE SALARY</i>	<i>NUMBER OF EMPLOYEES</i>
<i>Virginia</i>	\$36,697	54,124
<i>Kentucky</i>	\$36,181	36,484
<i>Florida</i>	\$34,949	105,996
<i>North Carolina</i>	\$34,888	85,695
<i>Louisiana</i>	\$34,526	47,020
<i>Alabama</i>	\$34,462	32,815
<i>Georgia</i>	\$33,771	81,480
<i>Tennessee</i>	\$33,745	44,530
<i>Arkansas</i>	\$33,582	25,705
<i>South Carolina</i>	\$33,286	41,381
<i>Oklahoma</i>	\$32,887	36,194
<i>West Virginia</i>	\$31,197	25,083
<i>Missouri*</i>	\$30,724	43,690
<i>Mississippi</i>	\$29,205	32,181
<i>Averages</i>	\$33,579	49,456

*Note: This data is for a different time period than that used for the other Annual Report tables. It includes classified, unclassified/exempt, and unskilled & semi-skilled employees but excludes Higher Education, K-12, and all Medical Hospitals. \*Excludes employees in Transportation, Conservation, uniformed officers in Public Safety, elected officials, and Legislative and Judicial Branch employees.*

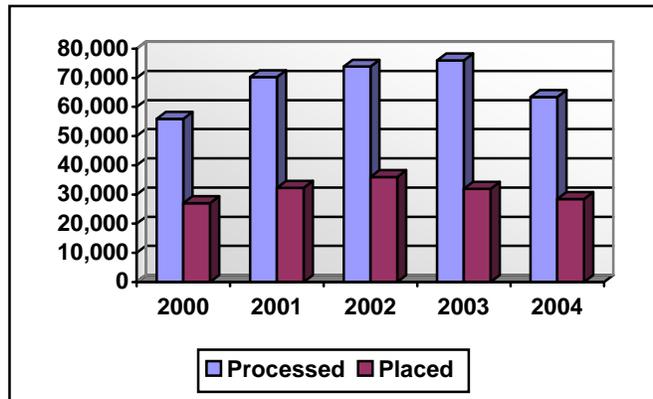
## State of Alabama Personnel Department

The two-step limit on promotional raises previously requested by the Governor continued throughout the fiscal year. Concurrence with the Governor's request also limits the maximum amount of annual raises available to State employees to five percent. However, a freeze on annual and special merit raises implemented during last fiscal year continued for this fiscal year. Longevity pay was awarded to employees with five or more years of State service.

The Classification and Pay Staff continued its practice of conducting surveys in connection with requests for salary adjustments presented to the State Personnel Board. As a result of our participation in several surveys from business group consultants and other states, our State received additional access to prevailing compensation rates.

**Special Studies:** During this fiscal year, several significant Classification and Pay studies were conducted which resulted in updated classification structures and/or enhanced salary allocations in the State's Classification and Pay Plan. Studies included areas such as ABC Enforcement Agents, tourism and promotion, Archives and History, State Medical Examiners, and public utility regulatory jobs.

**Recruitment And Selection:** The Examinations and Recruitment Division is responsible for developing, constructing, scheduling, and administering examinations for existing or anticipated job vacancies in the State of Alabama Merit System. The Division strives to improve selection methods and technology to deliver high quality services in a timely and cost effective manner. In order to ensure the legal defensibility of selection procedures, the Division performs various test validation strategies to construct, administer, and score open competitive and promotional examinations used to rank eligible employment candidates on certification lists.



During the fiscal year, the Examinations Division was responsible for the following:

- reviewing 63,424 applications for eligibility;
- placing 28,436 eligibles on lists available to appointing authorities;
- establishing or updating 1,748 certificates of eligible applicant lists to State agencies;
- producing and distributing 224 State vacancy announcements;
- validating 21 written multiple choice examinations.

The Examinations Division operates 13 written examination centers throughout the State including sites in Birmingham, Decatur, Dothan, Jacksonville, Mobile, and Montgomery. During the past fiscal year, new sites were opened in Florence, Huntsville, and a second examination center in Birmingham, while Andalusia was removed as a test site. Each test center received an unannounced site visit twice during the year by a State Personnel staff member to observe operations and ensure standard practices and security procedures were in place.

## State of Alabama Personnel Department

The Examinations Division was also involved in the development and administration of several assessment center examinations given in response to the requirements of various departments. The Employment Service Senior Manager, Departmental Personnel Manager II, Public Information Specialist, and Public Information Manager were among the classifications for which assessment center examinations were used for candidate evaluation.

The Examinations Division continued to provide support to the Department of Human Resources in the recruitment and hiring of professional staff necessary to meet court ordered staffing requirements. As in the past, an analyst was assigned to this agency to assist in concentrated testing for the Social Service Caseworker classification. In addition to the statewide Saturday testing program, the Social Service Caseworker examination was administered on a bi-monthly basis at locations throughout the state.

In an effort to relieve the critical need of candidates for the entry-level job of Correctional Officer, on-site examinations were administered at the Alabama Corrections Academy in Selma as well as Donaldson, Fountain, and Draper Correctional Facilities. During the fiscal year, nine examination administrations were conducted at these sites. This process allows the Department of Corrections to streamline the applicant assessment process by administering a physical agility test, conducting a mandatory drug test, and fingerprinting candidates for a background review while the applicants are on-site for the merit examination. Applicants go through the testing process only once and have the additional benefit of a job preview to ensure they have a true and realistic understanding of the role of a Correctional Officer.

The State Personnel Department maintained its outreach recruitment program designed to attract qualified applicants to State service and to provide useful information to job seekers. One part of this program included providing specific information about job vacancies and examination dates to State employees and the public. This was accomplished by publishing and distributing examination announcement notices to the personnel divisions of State agencies, local employment service offices, career development offices of colleges and universities, governmental offices, and other selected public places. Announcement notices provided detailed information as to the job title, salary, kind of examination, required qualifications, description of the work, and how to apply for jobs that are open for application. In addition, job announcement and application information was available to local employment service offices, career development offices and others via the Internet at the State Personnel Department website.

A second part of the recruitment program consists of maintaining a computerized notification database of interested job seekers. Potential applicants who are interested in a particular job may have their names placed on a mailing list for that job. Individuals on this list are notified by mail when the particular job in which they have expressed an interest is opened for applications.

In addition to providing information on current job openings, the Department publishes an Employment Guide and a Continuous Recruitment Guide on an annual basis. Alabama Employment Guide contains a selected listing of predominantly entry-level jobs in the State Merit System. The Continuous Recruitment Guide contains a listing of jobs that are open for an extended period of time. In an effort to further recruitment opportunities, an application form, all current and continuous examination announcements, the Employment Guide, and other information useful to job seekers are posted on the Department's Internet web site ([www](http://www)).

## **State of Alabama Personnel Department**

personnel.state.al.us). With a collaborative effort from other divisions, the department's web site was updated offering more information to applicants and current State employees concerning the announcement and examination process. An on-line Career Guide was also added so that individuals could review specific jobs in the Merit System for which they are interested.

The Examinations Division provides employment counseling services to interested individuals. A senior personnel analyst, assisted by other professional staff, schedules individual consultations, reviews resumes, conducts job matches, and answers questions from callers about employment opportunities as well as application and testing procedures. On a requested basis, analysts participate in recruitment sessions at colleges and universities and make presentations to special groups.

During the fiscal year, sixteen recruitment visits were made to colleges and universities including Stillman College, Oakwood College, Athens State University, Miles College, Alabama State University, Troy University, University of North Alabama, Alabama A&M University, and Tuskegee University. At these sessions, participants were provided information on the application process as well as encouraged to submit resumes for future evaluation by the counselor. In addition, on-site interview sessions were conducted by the counselor to discuss job opportunities related to the student's educational background and to receive information on the State of Alabama Merit System application and hiring process.

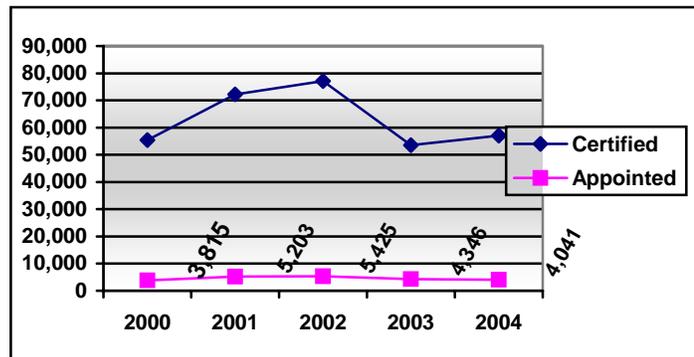
Due to an increasing number of on-line degree programs, the Examinations Division developed general guidelines for the acceptance of bachelor's, graduate, post graduate, and doctoral degrees. Such degrees will be accepted from schools accredited by any of the six regional accreditation associations in the United States. Degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the degree to be an acceptable prerequisite for admission to an advanced degree program. Given the variety of accreditation standards that may exist among regional accrediting agencies, the Examinations Division will review requests for acceptance of degrees on a case-by-case basis.

The Department also began to issue a quarterly report of hiring activities to Alabama colleges and universities. These reports show the highest educational level and the job classifications of graduates who have been hired into permanent merit system positions for the first time. The information provides feedback to educational institutions about their graduates and is helpful to the State Personnel Department for recruitment tracking purposes.

The Examinations Division's staff development and training program included participation by members of the Examination Division in national conferences sponsored by organizations such as IPMAAC (International Personnel Management Association Assessment Council), SIOP (Society for Industrial/Organizational Psychologists), and The National Association of State Personnel Executives (NASPE). The IPMAAC conference was held in Seattle, Washington in June 2004 while the SIOP conference was held in Chicago, Illinois in April 2004. The NASPE Conference was held in July 2004 in Biloxi, Mississippi. These conferences give human resource professionals insight into cutting edge issues, trends, and challenges in the fields of human resource management and assessment development. Professional growth was also encouraged through other workshops and professional development activities.

## State of Alabama Personnel Department

**Certification Process:** The Certification Section manages the use of certificates of eligible candidates created as a result of the selection process. The Section issues certifications with the names of candidates to fill open competitive as well as promotional merit system positions. During the fiscal year, the Section issued certifications containing the names of 57,045 applicants to operating agencies for employment consideration. As a result of these certification transactions, 4,041 appointments were made to fill positions within the State Merit System. As part of the appointment process, the Certification Section ensures compliance with the following legal requirements:



- (a) Code of Alabama 1975, Title 36, Chapter 26, Section 16 allows for preference to be given to disabled persons in the certification process under certain circumstances.
- (b) Code of Alabama 1975, Title 36, Chapter 26, Section 17 as amended by the Legislature of Alabama allows certification of the ten top ranking eligibles for appointment consideration.
- (c) Code of Alabama 1975, Title 36, Chapter 26, Section 81 provides for local certification to county departments of Public Health.
- (d) Code of Alabama 1975, Title 38, Chapter 2, Section 8 provides for local certification to county departments of Human Resources.

Provisions mandated by the Federal Court Order, United States v. Flowers, 317 F. Supp. 1079 (M.D. Ala. 1970), formerly United States v. Frazer and United States v. Ballard, require that:

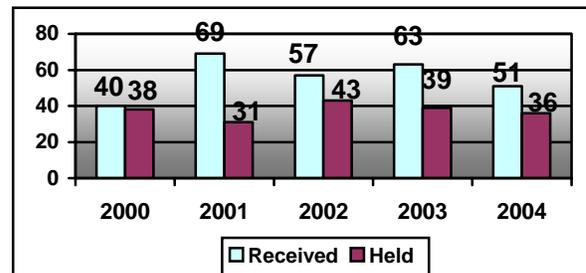
- (a) No certification shall be canceled or returned with vacancies remaining unfilled unless each African American applicant is appointed or is found to be unavailable or unqualified.
- (b) In every instance of a certification containing the name of one or more African American applicants, the department or agency receiving the certification shall advise each applicant in writing as to the fact that his name appears on a Certification of Eligibles and as to the position, the agency, the location, his rank on the certification, the number of persons certified, and the number of vacancies to be filled, and a copy of such notification by the department or agency shall be sent to the Personnel Department.
- (c) No African American applicants for positions other than custodial, domestic, laborer, or laboratory aide can have their name removed from the active register of

## State of Alabama Personnel Department

Eligibles unless they have declined the position in writing, failed to reply to their notification of certification within ten days from the date the notification was sent, confirmed to be deceased, their notice of certification is returned for wrong address and that address is confirmed to be the address given on the application, or the Personnel Department, in writing, advises the African American applicant that his name will be removed ten days from the date of the letter and gives the reason(s) for the proposed.

- (d) Departments shall not appoint or offer a position to a lower ranking white applicant on a certification in preference to a higher-ranking available African American applicant.
- (e) Documentary evidence shall be maintained by the State Personnel Department that will sustain the finding of unavailability or lack of qualifications of African American applicants when they are not appointed.
- (f) In order to protect against names being removed from the active register because of errors in postal delivery, when an African American applicant's name is removed from an active register of eligibles for failure to reply or for "wrong address" the applicant shall be notified by the Personnel Department of the action taken. The notification shall advise the applicant that his name will be placed back on the active register upon receipt by the Personnel Department of:
  - (1) the applicant's statement that he is or will be available for employment, and
  - (2) confirmation of the applicant's address.

**Dismissal Appeals:** During this fiscal year, 51 appeals from dismissed employees were filed and 36 hearings held. The Hearing Officer Program was continued in an effort to resolve an employee's job status more quickly. The State's back-pay liability was minimized in cases of reinstatement. By holding the hearings at various locations throughout the State, operations in the affected agencies continued with minimal interruptions while the hearing was conducted.



**Leave Donation:** The State's leave donation program continues to allow employees to donate leave to fellow State workers who, because of catastrophic illness or injury, would otherwise be forced to take leave without pay or terminate State employment. It also supports employees who have exhausted all their accrued leave and who must care for an immediate family member with a catastrophic illness or injury.

During this fiscal year 95,305 hours were donated. A total of 384 employees benefited from the program.

## State of Alabama Personnel Department

**Training:** During fiscal year 2003-2004, the Training Group focused on providing educational opportunities for all state employees to attend seminars such as Performance Appraisal, Employment Law, Progressive Discipline, Interview & Selection, Prevention of Sexual Harassment, and Government Orientation. In all, over 4,750 employees participated in training. State Personnel offered over 106 seminars across the state. The location-specific site training allowed departments to save money by reducing the cost of per diem thereby allowing more employees to participate in the training process.

**Information Systems:** This fiscal year, new imaging applications were developed for the job analysis process and the Application for Examination forms submitted by candidates applying for State positions. The Transportation Group served as the pilot program in this effort to make information more readily available and to provide better reporting capabilities.

Work was completed in the conversion of all the Department's personal computers from Windows 98 to Windows XP Professional. This greatly increased security and stability of the Department's network and allowed the migration of mainframe applications to client/server applications to begin. The application changes will be more economical as well as improving their ease of use and allowing for more program flexibility.

Design has begun on an on-line web-based system that will allow individuals to submit applications for State jobs over the internet.

Additionally, copiers/printers/scanners were added into the network to allow direct submission of material for duplication. This major enhancement will provide a significant improvement for written tests as well as other documents produced by the Department.

**Transportation Group:** During this fiscal year, the Transportation Group continued to work with the Department of Transportation (ALDOT) toward compliance with the March 1994 *Reynolds* Consent Decree I. *Reynolds* is a class action lawsuit comprised of black employees who allege *inter alia* that minorities were discriminated against by ALDOT. *Reynolds* further alleged that the exams, scoring methods, and ranking procedures established by the State Personnel Department have a disparate impact on minorities in both hiring and promotion.

The Group worked diligently this year reporting and responding to the various consultants and attorneys involved in the litigation. A tremendous amount of time and resources were committed to the production of documents, depositions, and testimony in various hearings.

During this fiscal year, the Transportation Group received minimum qualification (MQ) approval for 76 classes used by ALDOT. Eighty-one examinations were developed during this year. Additionally, 37 registers were established. The Transportation Group is on schedule to complete all of the examinations and MQs for the 118 non-SPD project classes by December 31, 2004. The three remaining SPD project classes are projected to be completed shortly thereafter. When this work is completed, SPD will have accomplished all four major projects assigned under the 1994 *Reynolds* Consent Decree I.

## **State of Alabama Personnel Department**

The Transportation Group also has responsibility for all ALDOT personnel transactions, such as GHRIS, Position Control and Certifications. During the past year, SPD continued to issue employment registers for a number of classes. These activities resulted in over 386 new employees being hired in the last fiscal year.

The Transportation Group continues to respond in a proactive way toward implementing the requirements of the *Reynolds* consent decree. These actions resulted in an effective plan for the readministration of the SPD project class exams, the administration of many non-project class exams, and the future administration of other non-SPD project class exams.

<b>State of Alabama Personnel Department</b>
--

**FINANCIAL REPORT  
2003-2004**

**APPROPRIATIONS**

State Agency Collections	\$4,926,051	
State Agency Collections (Team Contracts)	1,704,263	
Miscellaneous Receipts	785	
Unencumbered Funds Brought Forward	207,370	
	=====	
<b>TOTAL FUNDS AVAILABLE</b>		<b>\$6,838,469</b>

---

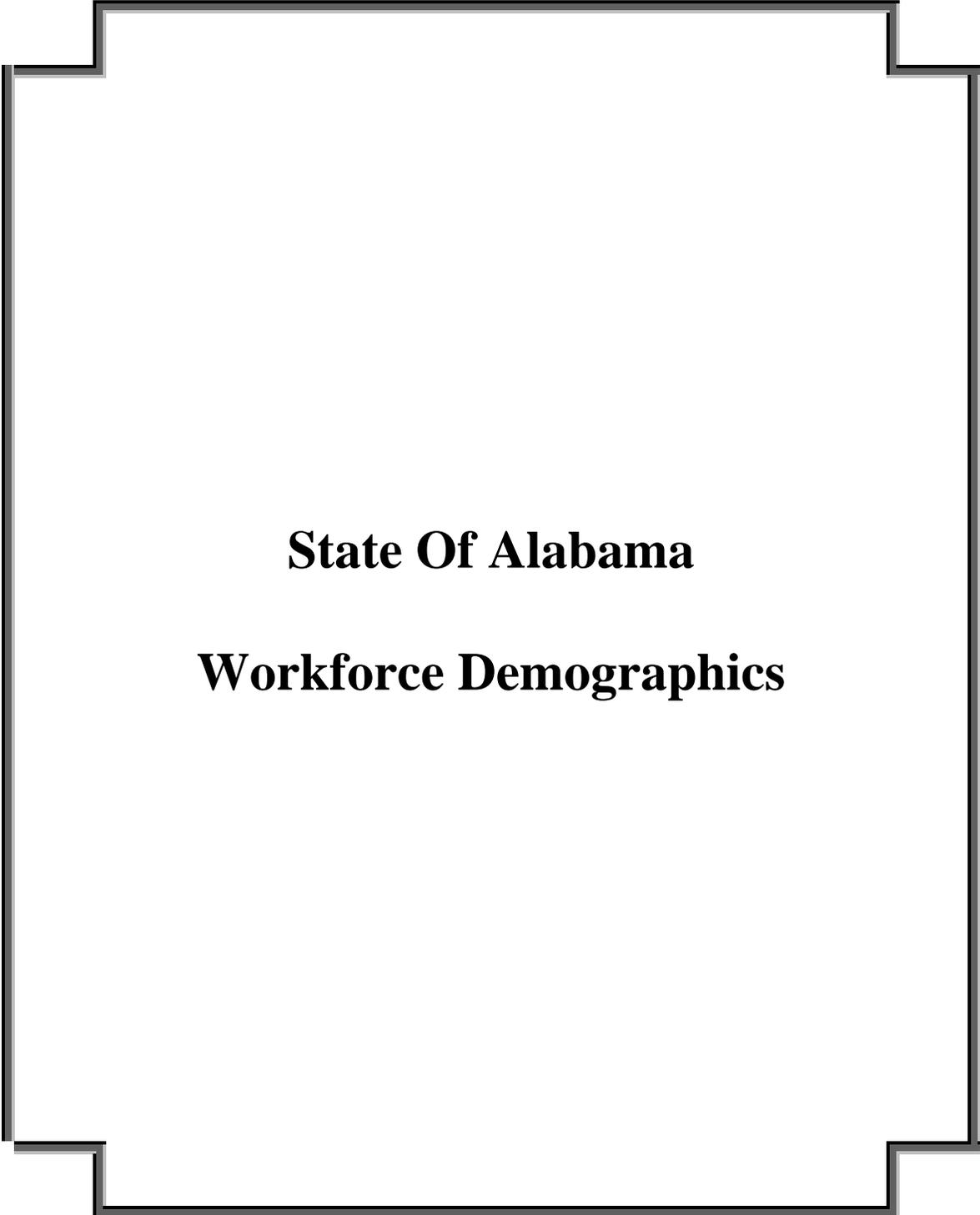
**EXPENDITURES**

Personnel Costs	\$4,334,741	
Employee Benefits	1,058,357	
Travel, In-State	13,565	
Travel, Out-of-State	24,509	
Repairs and Maintenance	49,018	
Rentals and Leases	395,544	
Utilities and Communications	154,576	
Professional Services	290,320	
Supplies, Materials, and Operating Expenses	219,805	
Transportation Equipment Operations	892	
Other Equipment Purchases	69,239	
Encumbrances (13th Accounting Period)	153,306	
	=====	
		<b>\$6,763,872</b>

---

Unencumbered Balance	<b>\$74,597</b>
----------------------	-----------------





**State Of Alabama**

**Workforce Demographics**



## Types of Employment Defined

**Classified:** These employees are also referred to as Merit System employees because they are governed and afforded certain protections by the rules and regulations of the Merit System Law. Positions in the classified service are filled through the competitive process administered by the State Personnel Department. Employees are required to serve a probationary period before achieving permanent status in the classified service.

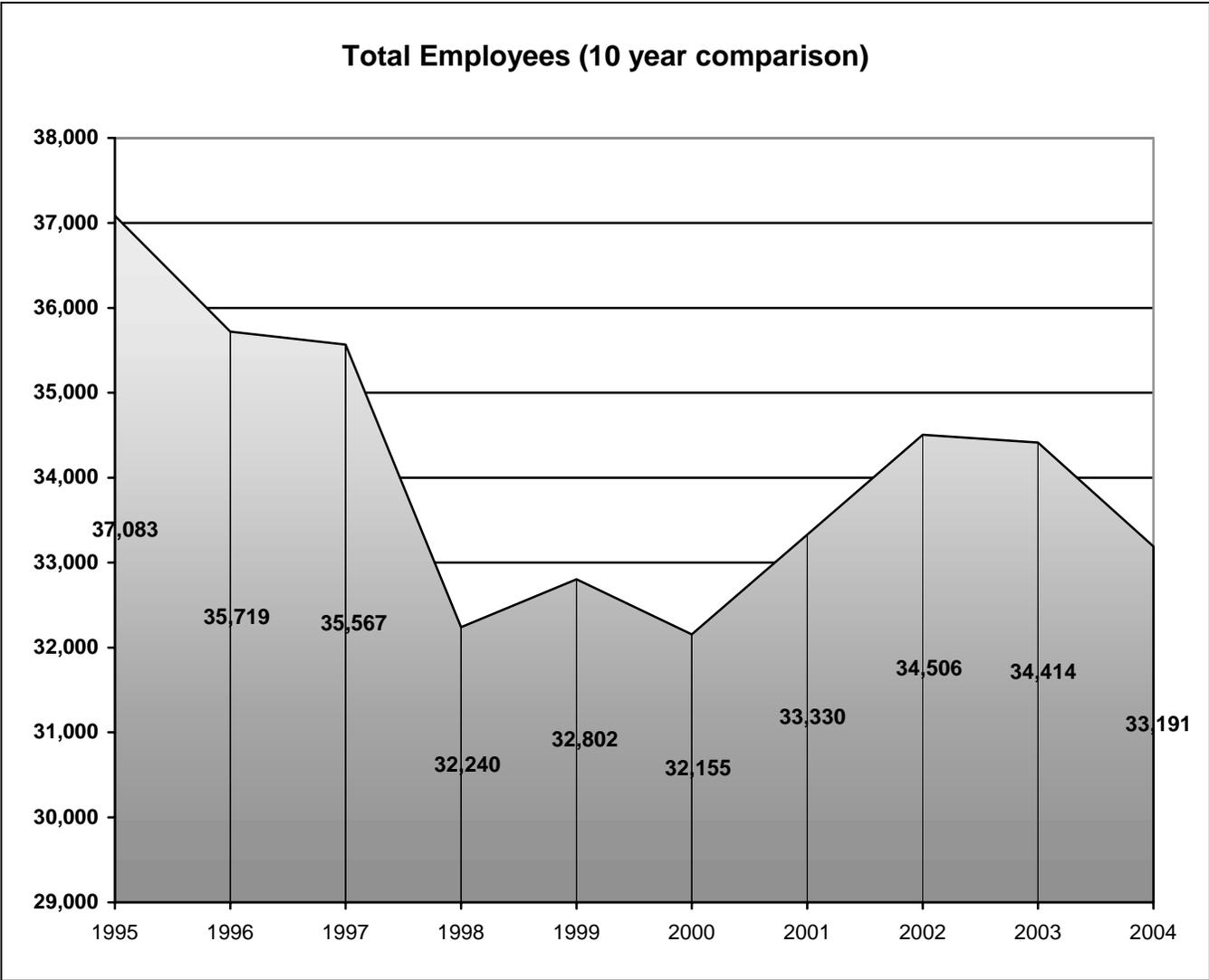
**Exempt:** State law enumerates different groups of employees that are exempt from the rules and regulations of the Merit System. Those for which State Personnel keeps records are certain Mental Health employees, officers elected by vote of the people, heads of departments appointed by boards and commissions, Youth Services educational employees, the Governor's private secretary, legal advisor, recording secretary, and employees paid exclusively out of the Governor's emergency or contingent funds.

**Unclassified:** The law provides for one confidential assistant or secretary for each elected officer, one for each department head appointed by the Governor, one such confidential employee for each board and each commission, and the employees in the Governor's office who are not exempt. Employees in the unclassified service are subject to the same rules and regulations of employment as apply to employees in classified or Merit System positions except as to appointment and dismissal.

**Unskilled:** These limited assignments are restricted to such classes as Laborer, Resort Worker, and Forestry Worker. Employees in these classes have no status in the classified service, receive only limited entitlements to certain fringe benefits, and have no right of appeal should their employment be terminated.

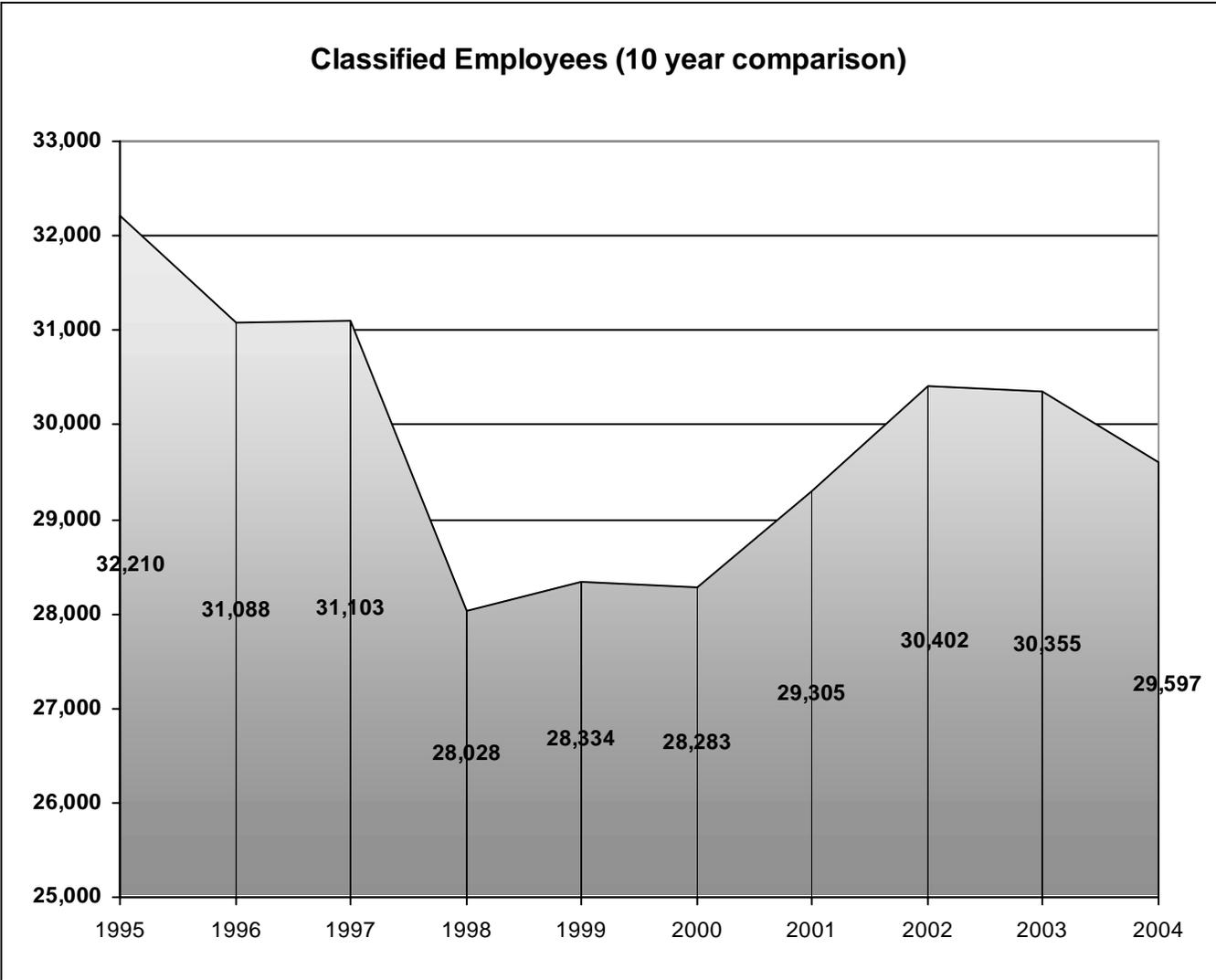
**State of Alabama Workforce Demographics**

**Total Employees (10 year comparison)**



**State of Alabama Workforce Demographics**

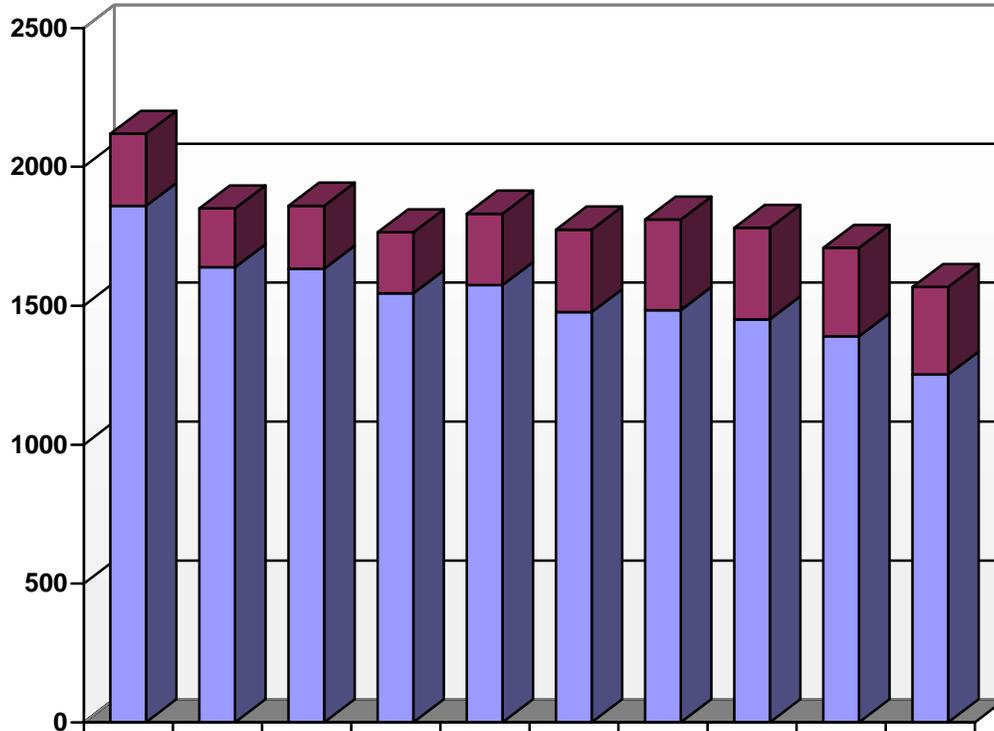
**Classified Employees (10 year comparison)**



**NOTE:** This chart excludes unskilled, unclassified, and exempt employees.

# State of Alabama Workforce Demographics

## Exempt & Unclassified Employees



	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
■ Unclassified	260	212	227	220	257	297	326	329	318	315
■ Exempt	1859	1638	1633	1544	1574	1477	1484	1451	1390	1252



## State of Alabama Workforce Demographics

### Distribution Of Total Employees By Department

DEPARTMENT	2000	2001	2002	2003	2004
Accountancy Board	4	4	5		
Ag & Conservation Develop Comm	1	1	1	1	1
Agricultural Museum Board	2	1	2	2	1
Agriculture & Industries	490	594	576	635	543
Agriculture Center Board	60	53	61	61	59
Alcoholic Beverage Control Board	741	742	760	746	753
Architects Registration Board	2	2	2	2	2
Archives and History	48	46	47	45	37
Assisted Living Examiners Board			1	1	
Attorney General	160	168	172	180	173
Auditor	15	16	16	14	11
Banking	70	78	88	100	105
Building Commission	20	21	22	20	18
Children's Affairs	5	9	15	16	11
Children's Trust Fund	17	17	18	20	16
Chiropractic Examiners Board	2	2	2	2	2
Choctawhatchee, Pea & Yellow Rivers Watershed	2	2	2	2	2
Conservation & Natural Resources	1,413	1,415	1,531	1,481	1,394
Corrections	3,419	3,450	3,641	3,664	3,660
Cosmetology Board	7	11	19	20	23
Council on the Arts	17	18	17	17	16
Counseling Examiners Board	1	1	1	1	1
Credit Union Administration	8	8	8	7	6
Crime Victims Compensation Commission	26	31	29	30	27
Criminal Justice Information Center	53	51	53	49	49
Development Office	36	37	38	40	33
Dietetics/Nutrition Practice Examiners	1	2	1	2	1
Economic & Community Affairs	220	206	229	225	227
Education	641	714	754	731	756
Educational Television Commission	68	58	54	54	55
Electrical Contractors Board					1
Emergency Management Agency	44	42	41	65	64
Environmental Management	502	515	518	558	557
Ethics Commission	14	16	13	13	11
Examiners of Public Accounts	220	233	237	228	186
Farmers' Market Authority	2	3	5	6	5
Finance	512	509	523	498	484
Foreign Trade Relations Comm	2	1			
Forensic Sciences	164	171	165	175	191
Foresters Registration Board	1	1	1	1	1
Forestry Commission	357	363	368	357	327
Funeral Services Board	3	3	3	3	3
General Contractors Licensing Board	14	15	13	14	19
Geological Survey	49	50	50	44	36
Governor	95	99	85	76	69
Health Planning & Development	10	9	9	9	8
Heating & AC Contractors Board	6	7	8	9	8
Historical Commission	92	104	115	119	109
Home Builders Licensure Board	14	15	16	16	17
Homeland Security Office					13

## State of Alabama Workforce Demographics

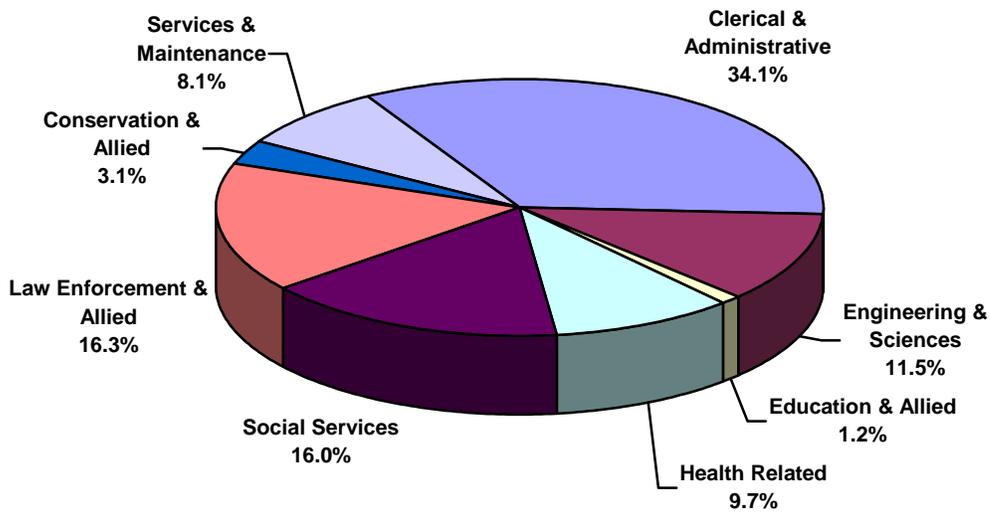
DEPARTMENT	2000	2001	2002	2003	2004
Human Resources	3,770	4,214	4,375	4,326	4,244
Indian Affairs Commission	3	4	4	3	3
Industrial Relations	1,402	1,452	1,554	1,300	1,231
Insurance	100	109	139	149	137
Judicial Inquiry Commission	2	3	3	3	3
Labor	7	8	8	9	8
Liquefied Petroleum Gas Board	7	8	7	9	7
Manufactured Housing Commission	28	33	32	29	30
Medicaid Agency	540	566	583	651	662
Mental Health & Retardation	3,796	3,861	3,794	3,445	2,830
Military	221	225	236	228	195
Nursing Board	32	39	40	37	37
Nursing Home Admin Exam Board	1	1	1	1	1
Occupational Therapy Board	1	1	1	1	1
Oil & Gas Board	33	38	38	35	36
Onsite Wastewater Board	3	3	3	5	5
Pardons and Paroles	365	376	393	422	551
Peace Off Standards & Training	5	4	4	4	5
Peace Officers Annuity & Benefit	4	4	4	4	4
Personnel	89	92	94	97	95
Physical Fitness Commission	4	4	2	3	3
Physical Therapy Board	2	2	2	2	2
Plumbers & Gas Fitters Exam Board	20	19	18	16	16
Professional Engineers Regist Board	7	7	7	7	7
Public Education Employees Health Insurance Bd	16	15	15	16	15
Public Health	3,548	3,663	3,820	3,862	3,590
Public Library Services	54	56	52	51	39
Public Safety	1,175	1,208	1,246	1,300	1,271
Public Service Commission	124	122	125	121	120
Real Estate Appraisers Board	8	10	10	9	7
Real Estate Commission	21	20	25	24	28
Rehabilitation Services	761	763	811	835	819
Retirement Systems	199	214	235	238	240
Revenue	1,183	1,185	1,261	1,311	1,337
Secretary of State	47	43	51	55	39
Securities Commission	28	34	34	36	38
Senior Services	22	23	32	28	28
Social Work Examiners Board	2	2	2	2	3
Soil & Water Conservation Commission	4	4	3	4	2
Speech Pathology & Audiology Exam Board	1	1	1	1	1
State Docks/Port Authority	108	109	119	119	142
State Employees Insurance Board	39	32	34	35	36
Surface Mining Commission	26	26	26	26	26
Tourism & Travel	63	66	64	65	64
Transportation	3,814	3,949	4,068	4,329	4,369
Treasurer	69	62	62	61	54
Veterinary Medical Examiners Board	2	2	2	2	2
Veterans Affairs	62	60	58	57	56
Voter Registration	4	5	6		
Youth Services	683	669	667	682	661
<b>Totals</b>	<b>32,155</b>	<b>33,330</b>	<b>34,506</b>	<b>34,414</b>	<b>33,191</b>

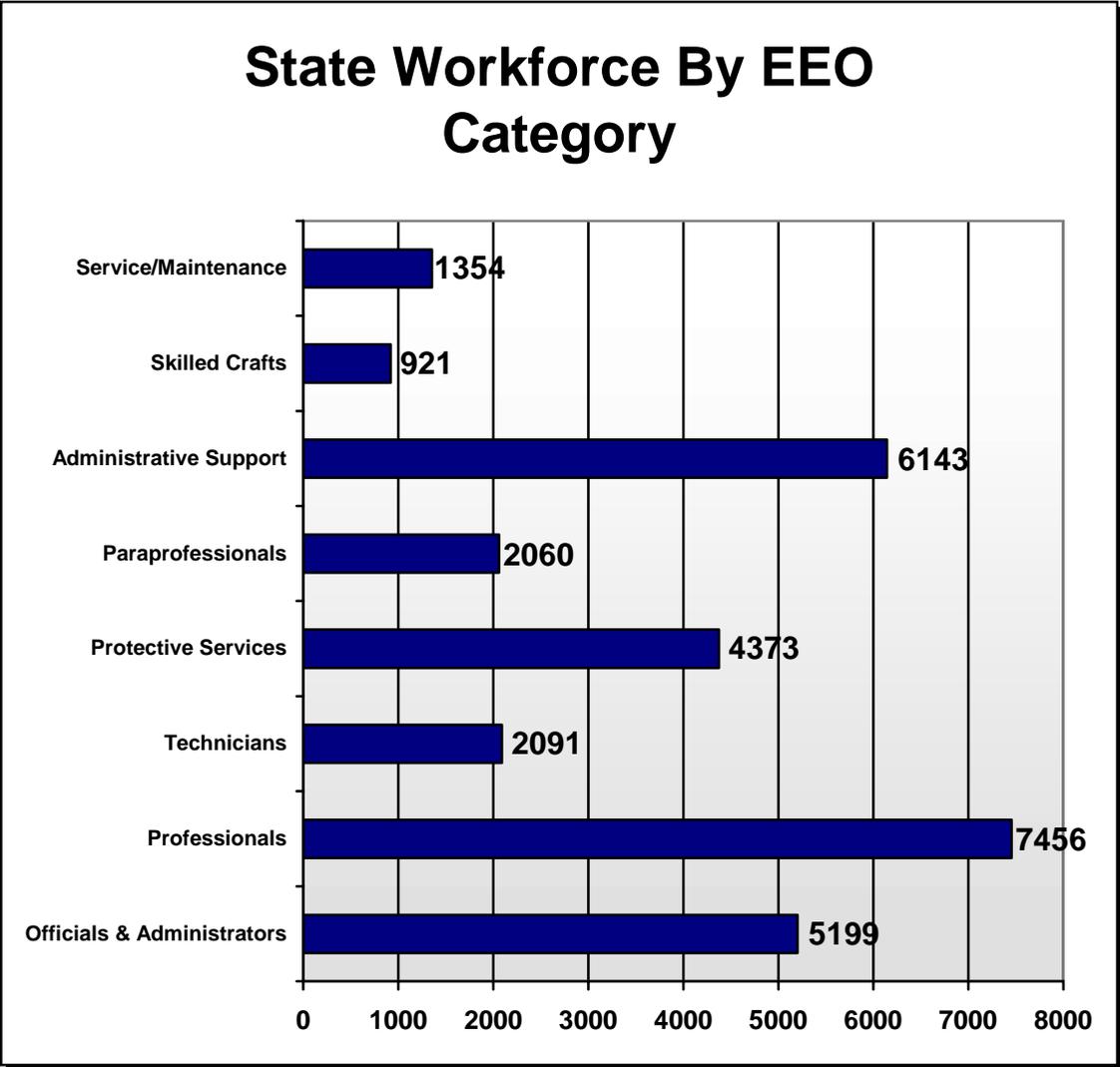
# State of Alabama Workforce Demographics

## Employees By Categories

The State employs a workforce covering all Equal Employment Opportunity (EEO) categories. Classified employees work in jobs as diverse as physicians to custodial workers.

### State Workforce By Job Category

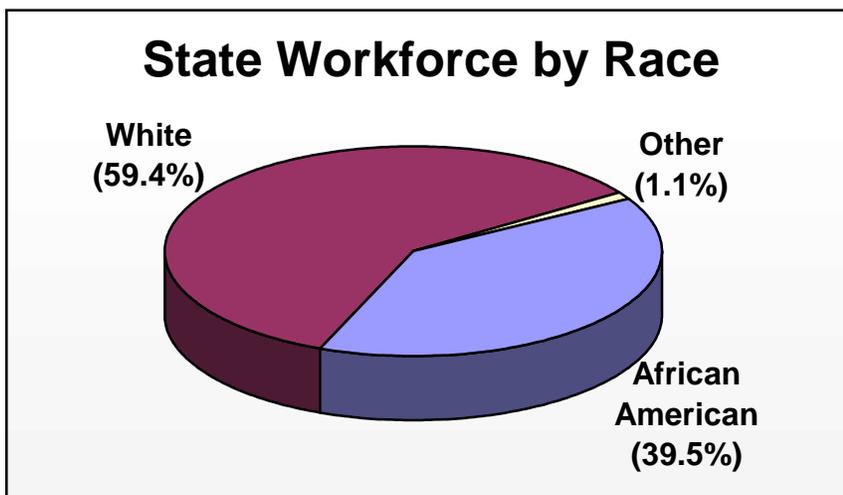
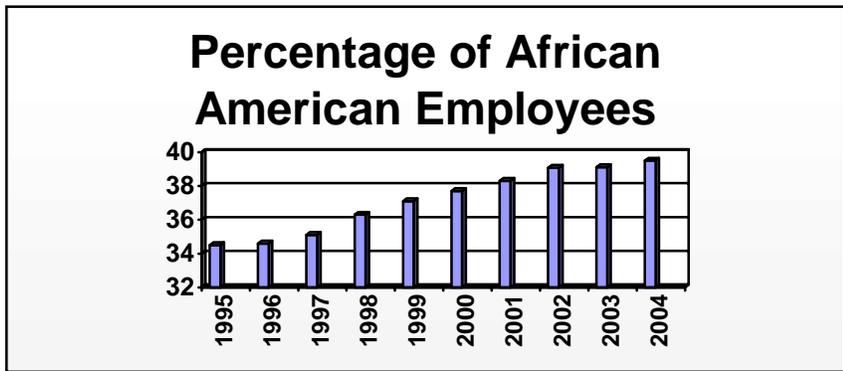
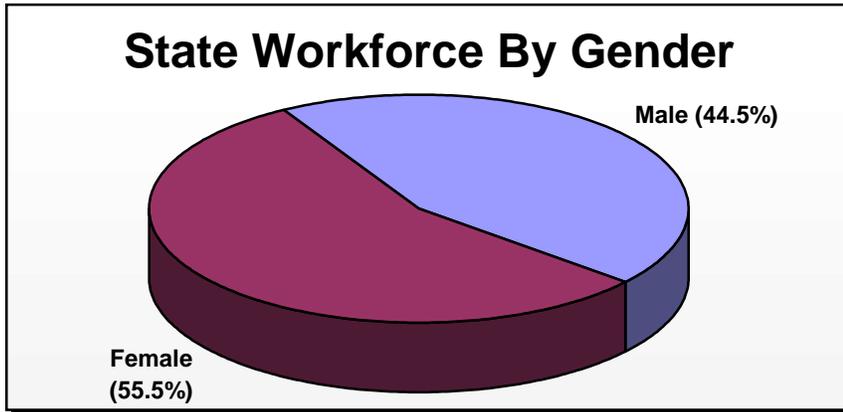




# State of Alabama Workforce Demographics

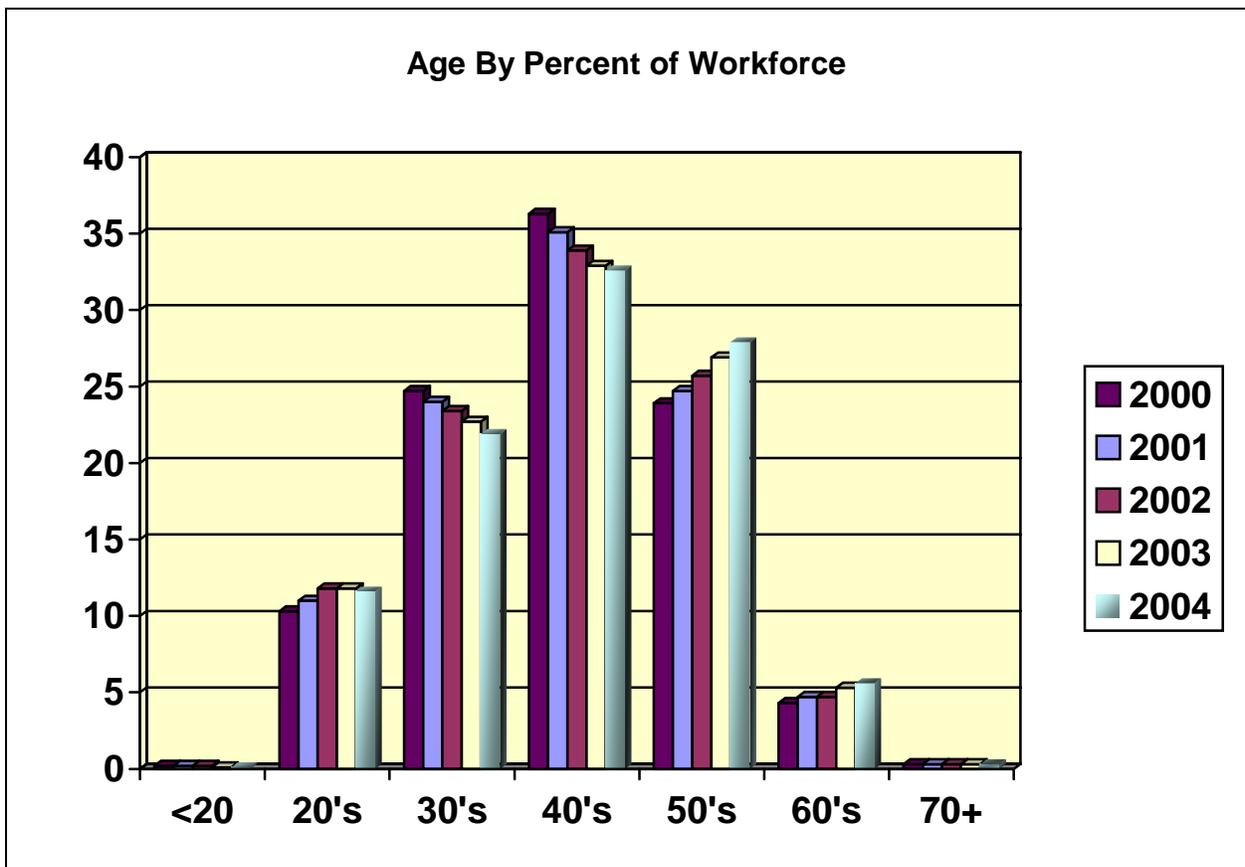
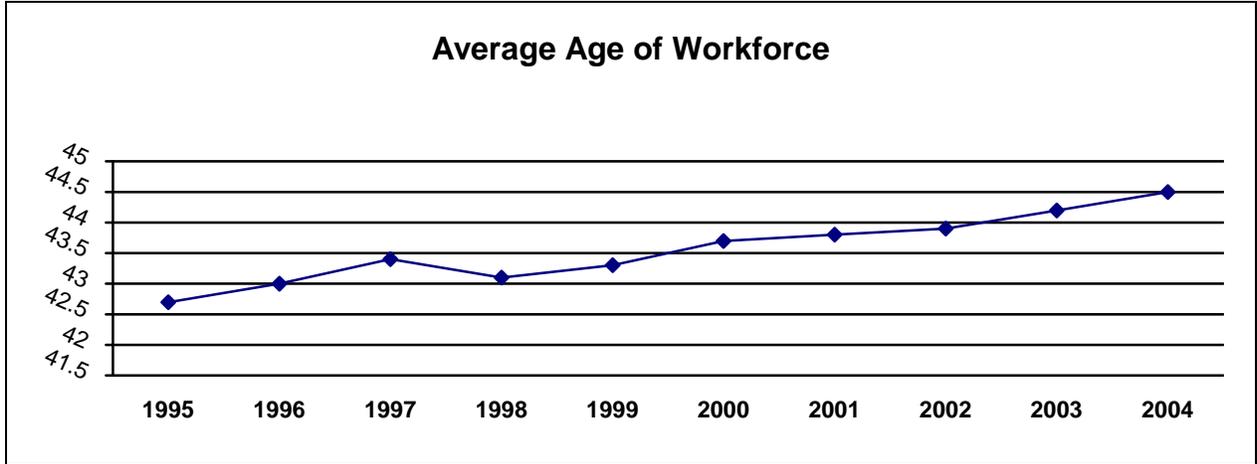
## Women and Minorities

Women in State government numbered 16,420 as of September 2004. African American representation continued its increase from 15.6% in 1976 to 39.5% where it now stands. Note: The figures below reflect all classified employees.



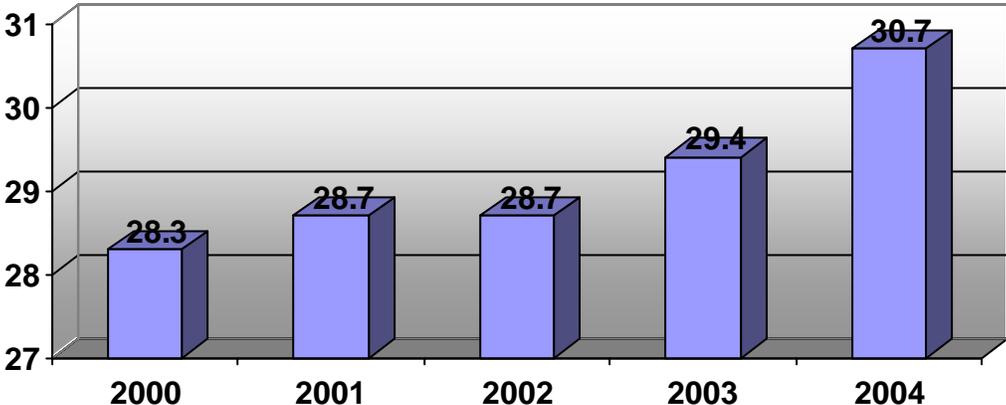
# State of Alabama Workforce Demographics

## Employee Age Demographics

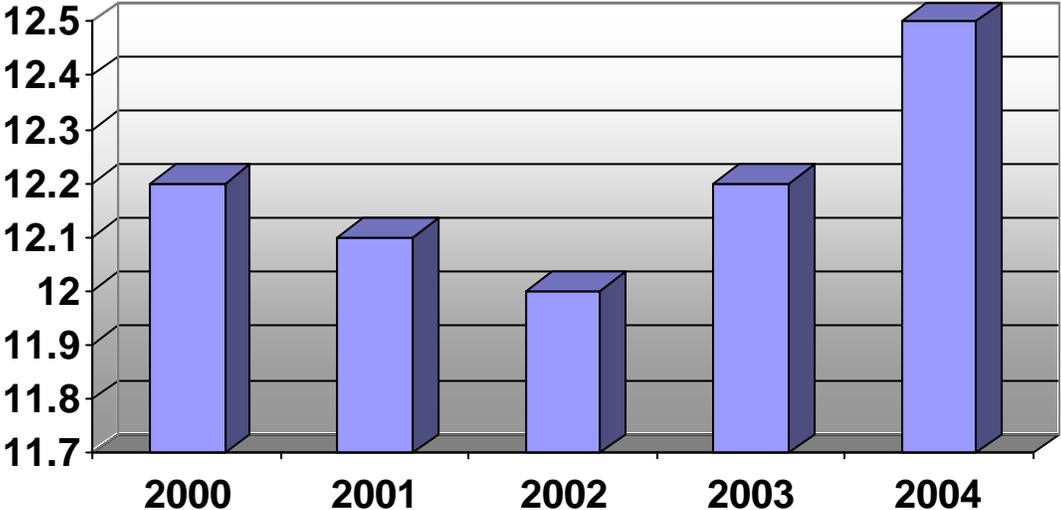


**State of Alabama Workforce Demographics**

**Percent Employees Eligible To Retire Within 5 Years**



**Average Years Service**



## State of Alabama Workforce Demographics

### Distribution Of Employees By Type Of Appointment

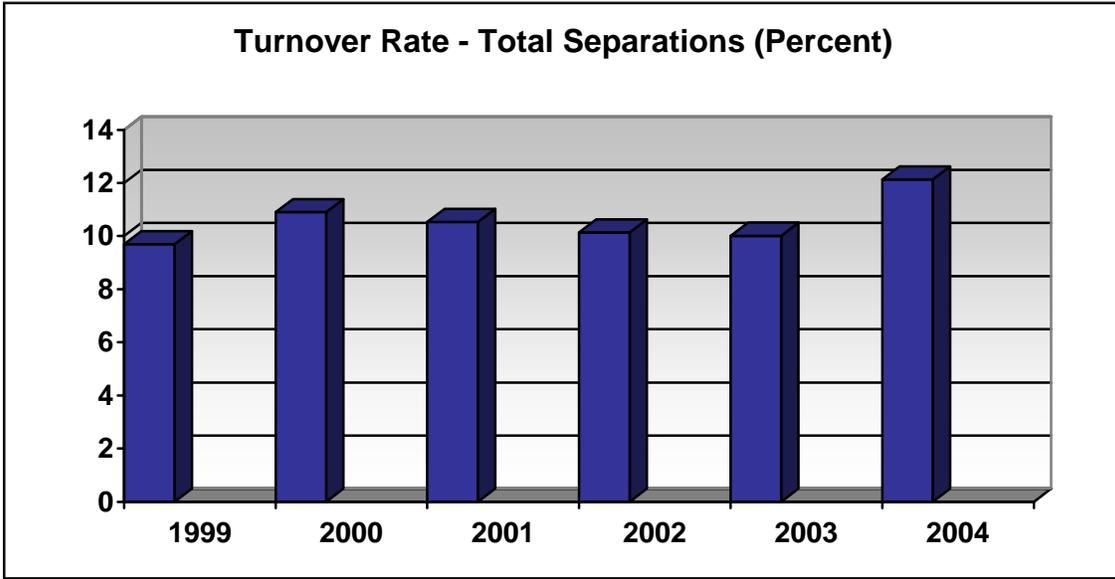
DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Ag & Conservation Development Comm		1			1
Agricultural Museum Board			1		1
Agriculture & Industries	1	10	364	168	543
Agriculture Center Board			7	52	59
Alcoholic Beverage Control Board	1	1	751		753
Architects Registration Board		1	1		2
Archives and History		1	36		37
Attorney General	1	29	142	1	173
Auditor	1	2	8		11
Banking	1		103	1	105
Building Commission		1	16	1	18
Children's Affairs		1	9	1	11
Children's Trust Fund	1	1	14		16
Chiropractic Examiners Board		1	1		2
Choctawhatchee, Pea & Yellow Rivers Watershed		1	1		2
Conservation & Nat Resources	1	1	704	688	1,394
Corrections	4	16	3,640		3,660
Cosmetology Board		1	21	1	23
Council on the Arts		2	14		16
Counseling Examiners Board		1			1
Credit Union Administration	1		5		6
Crime Victims Compensation Commission		1	26		27
Criminal Justice Information Center		1	47	1	49
Development Office	1	4	28		33
Dietetics/Nutrition Practice Examiners		1			1
Economic & Community Affairs	1	1	225		227
Education	16	1	737	2	756
Educational Television Commission	1	1	53		55
Electrical Contractors Board		1			1
Emergency Management Agency		1	60	3	64
Environmental Management	1	1	555		557
Ethics Commission	1	1	9		11
Examiners of Public Accounts	1	1	183	1	186
Farmers' Market Authority	1		4		5
Finance	1	3	447	33	484
Forensic Sciences	1		186	4	191
Foresters Registration Board		1			1
Forestry Commission	2	1	309	15	327
Funeral Services Board	3				3
General Contractors Licensing Board		1	18		19
Geological Survey	1	1	34		36
Governor	2	67			69
Health Planning & Development		1	7		8
Heating & AC Contractors Board		1	7		8
Historical Commission		3	90	16	109
Home Builders Licensure Board		2	15		17
Homeland Security Office	5	2	6		13
Human Resources	1	2	4,233	8	4,244

## State of Alabama Workforce Demographics

DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Indian Affairs Commission		1	2		3
Industrial Relations	1	2	1,194	34	1,231
Insurance	2	2	133		137
Judicial Inquiry Commission		1	2		3
Labor	1		7		8
Liquefied Petroleum Gas Board		2	5		7
Manufactured Housing Commission			29	1	30
Medicaid Agency		1	660	1	662
Mental Health & Retardation	1,080	1	1,743	6	2,830
Military	1		168	26	195
Nursing Board		1	35	1	37
Nursing Home Admin Exam Board		1			1
Occupational Therapy Board		1			1
Oil & Gas Board	3		33		36
Onsite Wastewater Board		1	4		5
Pardons And Paroles	7	2	540	2	551
Peace Off Standards & Training	1	1	3		5
Peace Officers Annuity & Benefit		1	3		4
Personnel		2	93		95
Physical Fitness Commission			3		3
Physical Therapy Board		1	1		2
Plumbers & Gas Fitters Exam Board		2	14		16
Professional Engineers Regist Board		2	5		7
Public Education Employees Health Insurance Bd		5	10		15
Public Health	1	3	2,814	772	3,590
Public Library Services		1	38		39
Public Safety	6	1	1,264		1,271
Public Service Commission	3	11	101	5	120
Real Estate Appraisers Board		1	6		7
Real Estate Commission	1		27		28
Rehabilitation Services		2	814	3	819
Retirement Systems	2	74	163	1	240
Revenue	1	3	1,317	16	1,337
Secretary of State	1	2	34	2	39
Securities Commission		2	36		38
Senior Services	1	1	26		28
Social Work Examiners Board		1	2		3
Soil & Water Conservation Commission		1	1		2
Speech Pathology & Audiology Exam Board		1			1
State Docks/Port Authority	1		141		142
State Employees Insurance Board		1	35		36
Surface Mining Commission	1		25		26
Tourism & Travel	1	1	62		64
Transportation	1	1	4,218	149	4,369
Treasurer	1	3	50		54
Veterinary Medical Examiners Board		1	1		2
Veterans Affairs	1	1	53	1	56
Youth Services	83	2	565	11	661
<b>Totals</b>	<b>1,252</b>	<b>315</b>	<b>29,597</b>	<b>2,027</b>	<b>33,191</b>

# State of Alabama Workforce Demographics

## Separation Rates

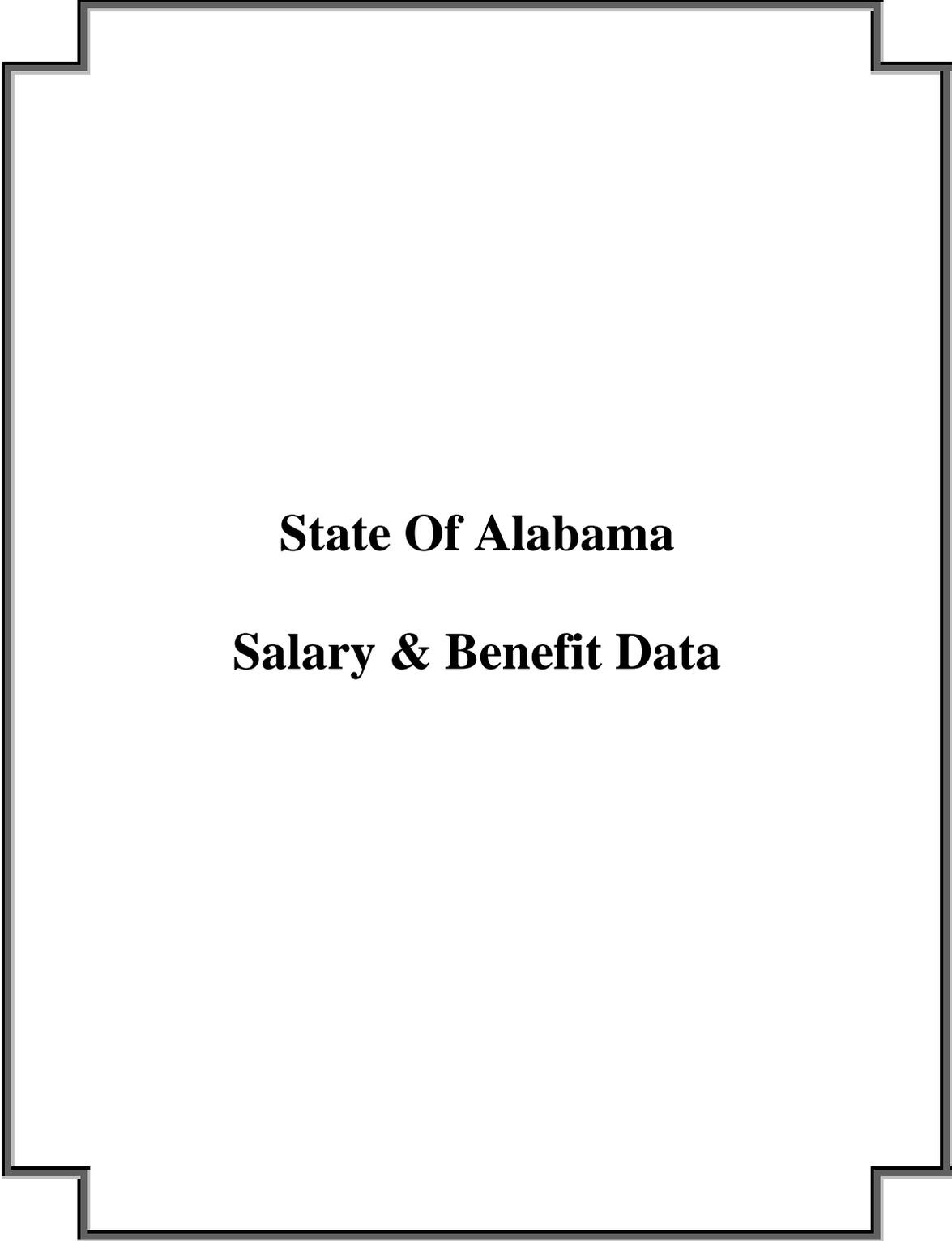


**Separation Data by Month**

Month	Monthly Employment	Voluntary Separations	Total Separations	Turnover Rate
<b>2003</b>				
October	31,730	296	343	1.08%
November	31,557	289	347	1.10%
December	31,514	169	259	.82%
<b>2004</b>				
January	31,274	445	484	1.55%
February	31,231	311	348	1.11%
March	31,083	221	269	.87%
April	31,118	225	261	.84%
May	31,043	367	387	1.25%
June	30,965	199	228	.74%
July	30,945	348	371	1.20%
August	30,897	217	254	.82%
September	30,893	202	232	.75%
Totals		3,289	3,783	12.13%

**NOTE:** Figures on the above charts do not include part-time, temporary, unskilled, unclassified, or exempt employees (except for Mental Health Department exempt staff).





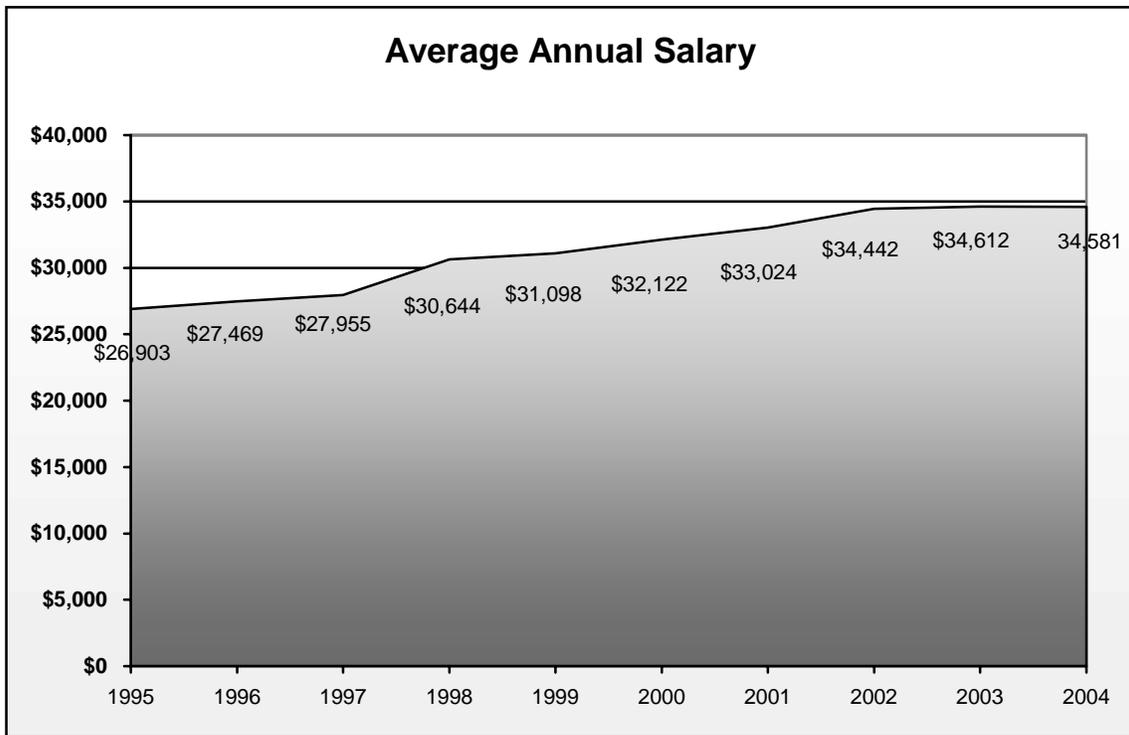
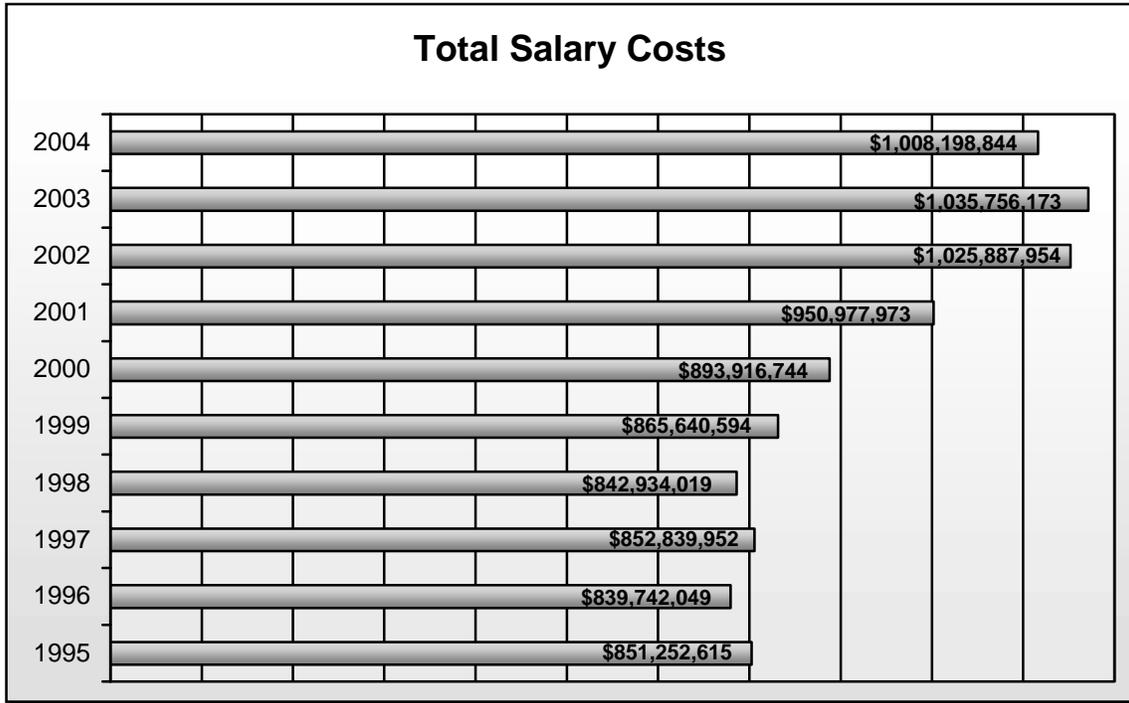
**State Of Alabama**

**Salary & Benefit Data**



# State of Alabama Salary & Benefit Data

## State Employee Salary Information



**NOTE:** Figures reflect the salaries of full-time classified employees for the last pay period in September 2004.

## State of Alabama Salary & Benefit Data

### Workforce Distribution by Salary Range

The table below indicates the number of classified employees who are assigned to a particular salary range. Annual minimum and maximum pay rates for each range are shown in parenthesis.

Salary Range	
225 (10,712-13,250)	36
237 (13,562-19,635)	132
27 (10,712-14,602)	3
28 (12,399-14,966)	76
38 (14,251-19,157)	10
39 (14,602-19,643)	136
40 (14,966-20,124)	17
41 (14,966-20,626)	202
42 (15,337-21,135)	49
4246 (15,337-23,322)	1637
43 (15,714-21,655)	61
44 (16,104-22,199)	183
45 (16,502-22,747)	2
46 (16,502-23,322)	1173
4650 (16,502-25,769)	62
4654 (16,502-28,434)	82
47 (16,921-23,917)	74
48 (17,339-24,510)	1052
4850 (17,339-25,769)	281
4852 (17,339-27,079)	58
4856 (17,339-29,851)	4
49 (17,784-25,121)	21
50 (18,221-25,769)	209
5051 (18,221-26,411)	1617
5056 (18,221-29,851)	450
51 (18,221-26,411)	3
52 (18,678-27,079)	481
5256 (18,678-29,851)	13
53 (19,157-27,752)	50
54 (19,643-28,434)	149
5459 (19,643-32,165)	452
5460 (19,643-32,952)	586
55 (20,124-29,136)	81
5559 (20,124-32,165)	10
5561 (20,124-33,761)	91
56 (20,124-29,851)	160
5663 (20,124-35,451)	2
57 (20,626-30,605)	418
5765 (20,626-37,250)	3
58 (21,135-31,359)	323
59 (21,655-32,165)	174
5960 (21,655-32,952)	660
5963 (21,655-35,451)	11
5964 (21,655-36,348)	59

Salary Range	
60 (22,199-32,952)	137
6064 (22,199-36,348)	19
61 (22,199-33,761)	216
62 (22,747-34,603)	309
6264 (22,747-36,348)	27
63 (23,322-35,451)	38
6366 (23,322-38,163)	1120
6367 (23,322-39,099)	148
64 (23,917-36,348)	2349
6467 (23,917-39,099)	2
6468 (23,917-40,056)	148
6470 (23,917-42,039)	35
65 (24,510-37,250)	231
6568 (24,510-40,056)	288
66 (25,121-38,163)	263
6668 (25,121-40,056)	768
67 (25,769-39,099)	354
6769 (25,769-41,036)	2
6771 (25,769-43,092)	29
6772 (25,769-45,287)	6
68 (26,411-40,056)	365
6869 (26,411-41,036)	462
6870 (26,411-42,039)	78
6871 (26,411-43,092)	172
6872 (26,411-45,287)	939
6873 (26,411-47,544)	12
6874 (26,411-49,920)	63
69 (27,079-41,036)	229
6971 (27,079-43,092)	2
6972 (27,079-45,287)	308
6974 (27,079-49,920)	2
70 (27,752-42,039)	222
7071 (27,752-43,092)	86
7072 (27,752-45,287)	2
7073 (27,752-47,544)	18
7074 (27,752-49,920)	9
7075 (27,752-52,447)	12
71 (28,434-43,092)	649
7172 (28,434-45,287)	135
7173 (28,434-47,544)	26
7174 (28,434-49,920)	13
72 (29,851-45,287)	849
7273 (29,851-47,544)	30
7274 (29,851-49,920)	272

Salary Range	
7275 (29,851-52,447)	16
73 (31,359-47,544)	315
7374 (31,359-49,920)	27
7375 (31,359-52,447)	114
74 (32,952-49,920)	994
7475 (32,952-52,447)	69
7476 (32,952-55,097)	16
7477 (32,952-57,954)	46
7478 (32,952-60,965)	7
75 (34,603-52,447)	635
7576 (34,603-55,097)	101
7577 (34,603-57,954)	16
7578 (34,603-60,965)	188
7579 (34,603-64,035)	29
76 (36,348-55,097)	384
7677 (36,348-57,954)	102
7678 (36,348-60,965)	123
7679 (36,348-64,035)	160
7680 (36,348-67,340)	119
77 (38,163-57,954)	789
7779 (38,163-64,035)	8
7780 (38,163-67,340)	57
78 (40,056-60,965)	369
7879 (40,056-64,035)	14
7881 (40,056-70,686)	8
79 (42,039-64,035)	248
7983 (42,039-81,999)	65
80 (44,171-67,340)	282
8081 (44,171-70,686)	14
81 (46,402-70,686)	569
8182 (46,402-76,097)	35
8183 (46,402-81,999)	3
82 (49,920-76,097)	183
83 (53,745-81,999)	243
84 (57,954-88,405)	214
8485 (57,954-95,178)	1
85 (62,468-95,178)	76
86 (67,340-102,521)	41
87 (72,459-110,404)	42
88 (77,997-118,921)	53
89 (84,040-128,006)	2
90 (90,636-137,907)	4
91 (97,526-148,681)	4
92 (105,105-160,233)	14
93 (113,204-172,604)	1

# State of Alabama Salary & Benefit Data

## Employee Benefits Comparison

The following charts indicate Alabama's rank in terms of selected employee benefits in comparison with other southeastern states.

Maximum Days Granted Per Year		Annual Leave Rankings		Maximum Accumulation Allowed	
State	Days	State	Days	State	Days
Alabama	29.25	Louisiana <sup>1</sup>	Unlimited		
South Carolina	27.5	Mississippi <sup>2</sup>	Unlimited		
Mississippi	27	Alabama	60		
Virginia	27	Kentucky	60		
North Carolina	25.75	Oklahoma	60		
Oklahoma	25	Virginia <sup>3</sup>	54		
Kentucky	24	Florida <sup>4</sup>	45		
Louisiana	24	Georgia	45		
Tennessee	24	South Carolina	45		
West Virginia	24	Missouri	42		
Arkansas	22.5	Tennessee <sup>4</sup>	42		
Georgia	21	West Virginia <sup>5</sup>	40		
Missouri	21	Arkansas	30		
Florida	19.5	North Carolina <sup>4</sup>	30		

<sup>1</sup>Though accumulation is unlimited, on separation employee is paid for up to 37.5 days.

<sup>2</sup>Though accumulation is unlimited, on separation employee is paid for up to 30 days.

<sup>3</sup>Payment on separation is for up to 42 days.

<sup>4</sup>Excess converts to sick leave.

<sup>5</sup>Excess may be used to purchase health insurance, if separation is for retirement.

### Holiday Rankings

(Includes Personal Leave Days)

#### Official Holidays Granted

State	Days
Virginia <sup>1</sup>	17
West Virginia <sup>2</sup>	13
Alabama	13
Georgia	12
Missouri	12
South Carolina	12
Kentucky	11.5
North Carolina	11
Arkansas	11
Tennessee	11
Florida	10
Mississippi	10
Oklahoma	10
Louisiana <sup>4</sup>	8

<sup>1</sup>All employees hired after 01/01/99 receive 4 to 5 personal leave days.

<sup>2</sup>Additionally, 1/2 day each is granted for general and primary elections.

<sup>3</sup>Additionally, sick leave in excess of 15 days, up to 3, is converted to personal leave days.

<sup>4</sup>Additionally, Martin Luther King's Birthday and Election Day are given every other year.

## State of Alabama Salary & Benefit Data

### Sick Leave Rankings

Maximum Days Granted Per Year		Maximum Accumulation Allowed	
State	Days	State	Days
Kentucky	32	Florida <sup>1</sup>	Unlimited
Louisiana	24	Kentucky <sup>2</sup>	Unlimited
West Virginia	18	Louisiana <sup>3</sup>	Unlimited
Georgia	15	Mississippi <sup>2</sup>	Unlimited
Missouri	15	Missouri <sup>2</sup>	Unlimited
Oklahoma	15	North Carolina <sup>2</sup>	Unlimited
South Carolina	15	Oklahoma <sup>2</sup>	Unlimited
Alabama	13	Tennessee <sup>2</sup>	Unlimited
Florida	13	Virginia <sup>4</sup>	Unlimited
Arkansas	12	West Virginia <sup>2</sup>	Unlimited
Mississippi	12	South Carolina <sup>2</sup>	195
North Carolina	12	Alabama <sup>5</sup>	150
Tennessee	12	Arkansas <sup>6</sup>	120
Virginia	10	Georgia <sup>2</sup>	90

<sup>1</sup>After 10 years service employee paid for ¼ unused sick leave up to 60 days.

<sup>2</sup>Unused sick leave has no cash value but is credited towards retirement.

<sup>3</sup>Partial payment based on actuarial computation.

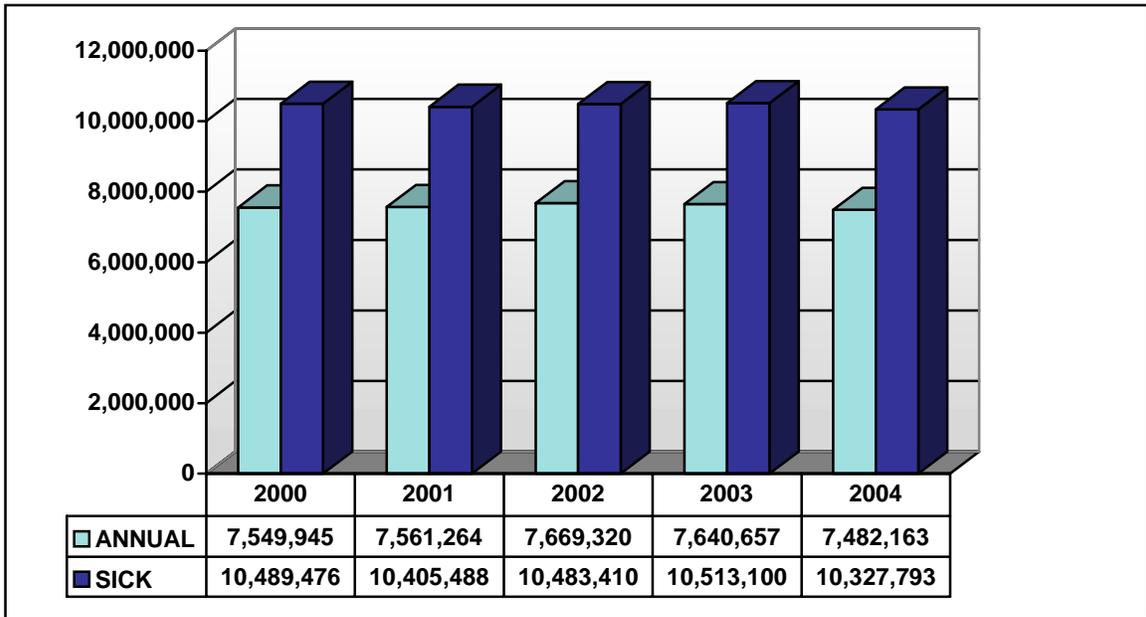
<sup>4</sup>After 5 years service employee paid for ¼ unused sick leave up to \$5,000.

<sup>5</sup>At retirement employee paid for ½ unused sick leave or may credit time towards retirement.

<sup>6</sup>At retirement employee paid for part of unused sick leave up to \$7,500.

## State of Alabama Salary & Benefit Data

### Accumulated Leave Hours



### Value of Accumulated Leave

