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State Personnel Department of Alabama

2007 Annual Report

State of Alabama

www.personnel.alabama.gov

STATE OF ALABAMA
PERSONNEL DEPARTMENT
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Jackie Graham
State Personnel Director
Paul D. Thomas
Deputy Director

State Personnel Board
Joe Dickson
James H. Anderson
John McMillan
Ellen G. McNair
Joyce P. O'Neal

LETTER OF TRANSMITTAL

Honorable Bob Riley, Governor of Alabama

State Personnel Board
Mr. Joe N. Dickson, Chairman
Mr. James H. Anderson
Mr. John M. McMillan
Ms. Ellen G. McNair
Ms. Joyce P. O'Neal

I am pleased to report to you on the activities of the State Personnel Department for the Fiscal Year October 1, 2006 through September 30, 2007.

This fiscal year marked the end of the 1994 Reynolds Consent Decree. This was a significant event in light of the approximately $250 million in costs to the State during the time it was in effect. The federal judge recognized the work of the Department to accomplish compliance, which he referred to as a "herculean effort."

The State workforce increased in size to 34,855 employees, the largest it has been in ten years but still lower than the early to mid 1990's. Demographics revealed that the number of employees eligible to retire within the next five years remained the same as last year at 31%; however, the average number of years of State service among employees decreased for the second straight year and is now at 12.15.

This fiscal year we received over 78,400 applications for State jobs which is the largest number received in over eleven years. During the year, the names of more than 87,700 applicants were certified to operating agencies for consideration for State jobs.

Administrative Law Judges resolved hearings on appeals concerning terminations in an average of 2.5 months where a continuance was not requested.

Recently in the Governing Magazine report, *Grading the States*, Alabama received an improved score of B- for the "People" portion of the survey, with the national average being C+. Areas reviewed include Strategic Workforce Planning, Hiring and Retaining Employees, Training and Development, and Managing Workforce Performance. This improvement is reflective of the value that our State places on its workforce.

Your support during this year is sincerely appreciated. On behalf of the employees of State Personnel, we hope that you will find this report a basis for satisfaction and pride in the operation of Alabama's Merit System.

Sincerely,

Jackie Graham

Jackie Graham
State Personnel Director

State Personnel Board

Front row from Left: Joyce O'Neal, Jackie Graham, Ellen McNair
Back row from Left: John McMillian, Joe Dickson (Chairman), James Anderson

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.

Jackie Graham is the Secretary to the Board and Director of the State Personnel Department.

Board Member Information and Financial Report

Board Member Information

Joe N. Dickson - Reappointed February 2004. Term expires February 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.

John M. McMillan - Reappointed February 2003. Term expires February 1, 2009.
Mr. McMillan, of Stockton, is a retired 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 – Re-Elected February 2007. Term expires February 1, 2013.
Ms. O'Neal, a career Merit System employee with the Department of Human Resources, was elected April 2003 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 a Human Resources Regional Manager.

Ellen G. McNair - Appointed February 2005. Term expires February 1, 2011.
Ms. McNair, of Montgomery, is currently Vice President of Corporate Development with the Montgomery Area Chamber of Commerce and is a past president of the Economic Development Association of Alabama. She was appointed to the Board by Speaker of the House Seth M. Hammett.

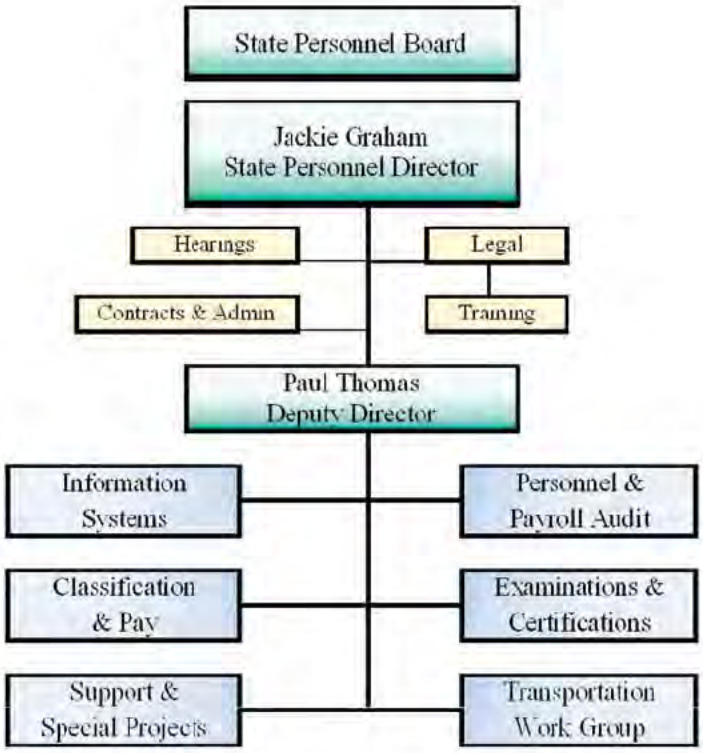
James H. Anderson - Appointed February 2006. Term expires February 1, 2012.
Mr. Anderson, of Montgomery, is a partner in the law firm of Beers, Anderson, Jackson, Patty, and Fawal, P.C. He was appointed to the Board by Lieutenant Governor Lucy Baxley.

Financial Report FY 2006-2007

Appropriations	
State Agency Collections	$5,891,913
State Agency Collections (Team Contracts)	$1,729,421
Miscellaneous Receipts	$126
Unencumbered Funds Brought Forward	$163,801
Total Funds Available	**$7,785,261**

Expenditures	
Personnel Costs	$4,652,183
Employee Benefits	$1,420,861
Travel, In-State	$15,913
Travel, Out-of-State	$14,025
Repairs and Maintenance	$21,620
Rentals and Leases	$398,707
Utilities and Communications	$166,238
Professional Services	$234,186
Supplies, Materials and Operating Expenses	$340,150
Transportation Equipment Operations	$1,876
Transportation Equipment Purchases	$0
Other Equipment Purchases	$52,085
Encumbrances	$376,807
Total	**$7,694,651**
Unencumbered Balance	**$90,610**

State Personnel Department



Organizational Chart 2007

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 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.

The Year in Review

Classification and Pay

Administers and maintains the classification and pay plan for the State service

- Implemented Cost of Living Adjustment (COLA) passed by the legislature to be effective October 1, 2006
- Conducted 2,617 position reviews
- Abolished 32 job classifications and created 22 new classes for a total of 1,296 classifications in the State Classification Plan
- Implemented Federal minimum wage adjustment effective July 16, 2007

Examinations and Recruitment

Develops and administers tests and creates employment registers to identify the best qualified, available applicants to fill job vacancies

- Reviewed 78,429 applications for eligibility
- Placed 37,456 eligibles on lists available to appointing authorities, an increase of 10.63% from the 2005-2006 fiscal year
- Administered assembled examinations to 17,296 applicants, an increase of 7.6% from the 2005-2006 fiscal year
- Administered monthly written exams to approximately 17,300 applicants in 17 test centers across the state
- Expanded web-based application for employment program to include 67 continuous recruitment classifications with more than 8,000 registered users
- Maintained an outreach recruitment program including nineteen recruitment visits to colleges and universities

Certification

Maintains employment registers and certifies qualified persons to facilitate filling of State job vacancies

- Received 4,292 certification requests from agencies
- Issued certifications containing the names of 84,076 applicants to operating agencies for employment consideration
- Processed 5,672 appointments to fill positions within the State Merit System
- Observed a reduction in the number of telephone inquiries regarding register standings as a result of on-line status being available to applicants
- Detected a significant increase in the number of requests by individuals to be placed on the transfer and reemployment lists as a result of the availability of on-line transfer and reemployment forms

The Year in Review

Training

Identifies, creates, and offers to State employees training programs in the area of human resource management

- Trained over 4,650 state employees through 63 training programs
- Offered training in traditional courses of Performance Appraisal, Progressive Discipline, Interview & Selection, Employment Law, Sexual Harassment Prevention, Family and Medical Leave Act, and State Government Orientation
- Developed new two-day class for supervisors, Dynamics of Supervision, which provides supervisors with a solid understanding of the major management functions
- Provided professional development to 400 administrative support personnel in Orange Beach at annual secretarial conference

Hearings

Holds hearings for employee dismissal appeals

- Resolved 64 appeals
- Received 54 new appeals
- Resolved appeals within an average of 2.5 months where parties did not request a continuance

Administration

Prepares and recommends rules and regulations to administer the Merit System Law

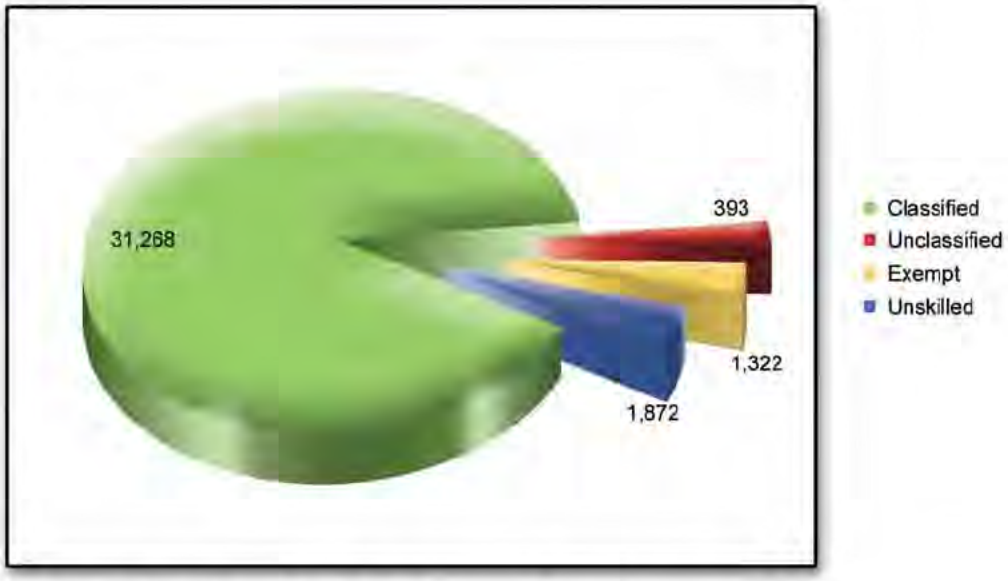
- Donated leave program changed by legislature to allow employees to donate regardless of pay ranges involved
- Donated leave of 98,221 hours granted to 424 employees
- Completed the upgrade of all Departmental personal computers from Microsoft Office XP to Microsoft Office 2007
- Joined the Alabama Centralized E-Mail System

Transportation Work Group

Works with the Alabama Department of Transportation to meet its employment needs and to conclude the Reynolds Consent Decree

- Conducted 3,646 position reviews
- Administered 41 assembled examinations
- Trained over 3,000 ALDOT employees on application and hiring procedures

Types of Employment



Distribution of the Types of Employment

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 exempt employees for which State Personnel maintains 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 that apply to employees in classified or Merit System positions except as to appointment and dismissal.

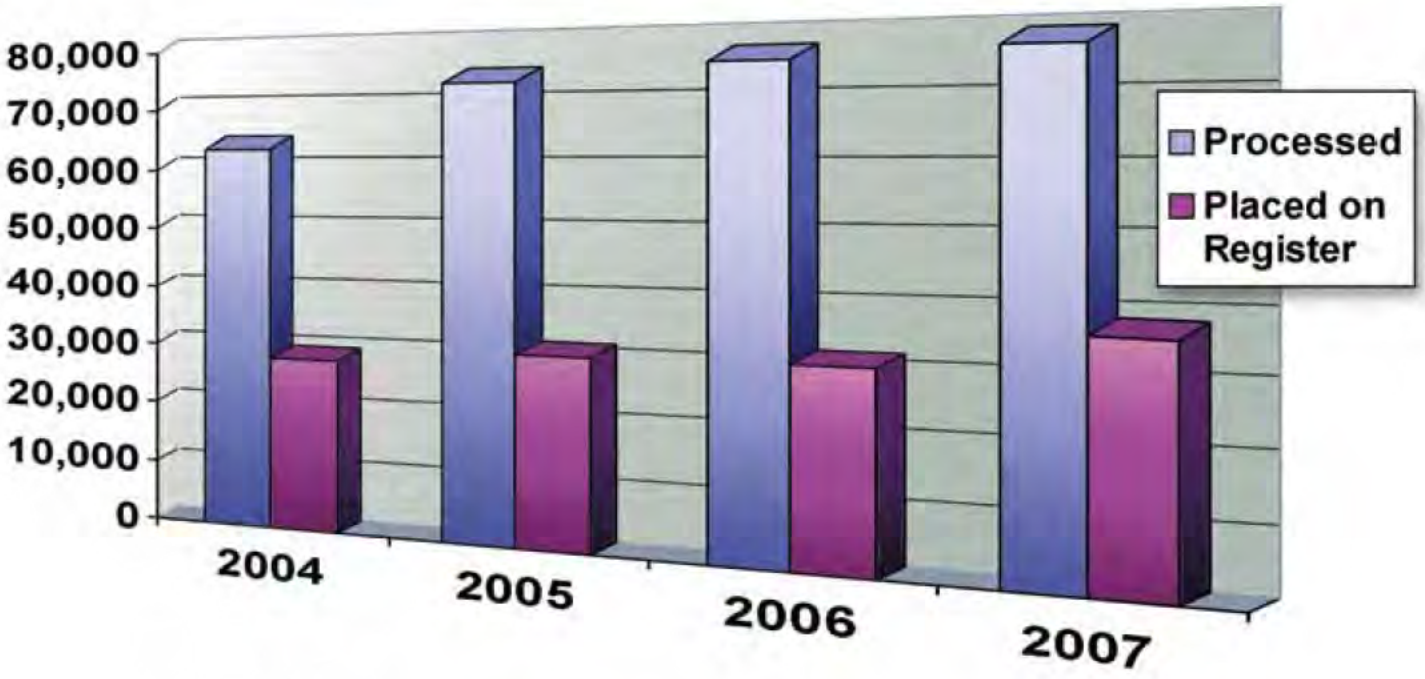
Unskilled: These limited assignments are restricted to such classes as Laborer, Resort Worker, and Forestry Worker. Employees in these classes have no status in the classified service, receive only limited entitlements to certain fringe benefits, and have no right of appeal should they be separated from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

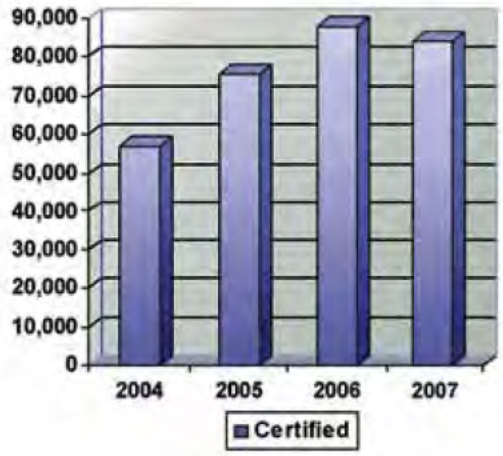
Distribution of Employees by Type of Appointment

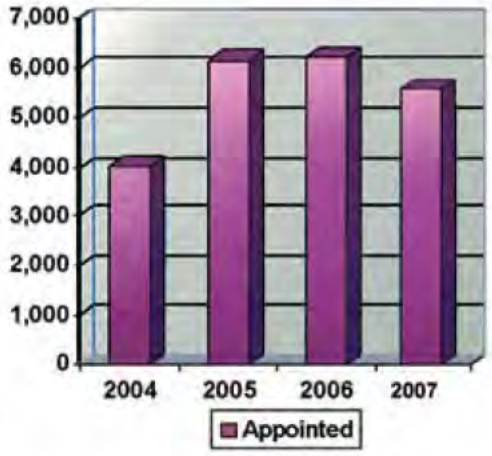
DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Ag & Conservation Development Comm		1			1
Agricultural Museum Board			1		1
Agriculture & Industries	1	11	404	140	556
Agriculture Center Board			8	27	35
Alcoholic Beverage Control Board	1	1	891	2	895
Architects Registration Board		1	1		2
Archives and History		2	49		51
Attorney General	1	26	136	2	165
Auditor	1	2	7		10
Banking	1	1	97		99
Building Commission		1	17		18
Children's Affairs	1	1	13		15
Children's Trust Fund	1	1	17		19
Chiropractic Examiners Board		1	2		3
Choctawhatchee, Pea & Yellow Rivers Watershed		1	3		4
Conservation & Natural Resources	1	2	734	565	1,302
Corrections	3	16	3,729		3,748
Cosmetology Board		1	27		28
Council on the Arts		2	15		17
Counseling Examiners Board		1			1
Credit Union Administration	1		10		11
Crime Victims Compensation Commission		1	26		27
Criminal Justice Information Center		1	60	2	63
Development Office	1	3	25		29
Dietetics/Nutrition Practice Examiners		1	1		2
Economic & Community Affairs	1	2	218	1	222
Education	20	1	764	3	788
Educational Television Commission	1	1	46		48
Electrical Contractors Board		1			1
Emergency Management Agency		2	100	2	104
Environmental Management	1	2	590	3	596
Ethics Commission	1	1	12		14
Examiners of Public Accounts	1	1	245	1	248
Farmers' Market Authority	1		8		9
Finance	1	3	471	45	520
Forensic Sciences	1		206	3	210
Foresters Registration Board		1			1
Forestry Commission		3	306	15	324
Funeral Services Board	3				3
General Contractors Licensing Board		1	16		17
Geological Survey	1	1	38		40
Governor	2	98			100
Health Planning & Development		1	11	1	13
Heating & AC Contractors Board		1	6	1	8
Historical Commission		2	52	12	66
Home Builders Licensure Board		2	16		18
Homeland Security Office	4	2	7		13
Human Resources	1	1	4,480	9	4,491

DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Indian Affairs Commission		1	2		3
Industrial Relations	1	2	916	21	940
Insurance	2	2	146	1	151
Judicial Inquiry Commission		2	1		3
Labor	1		13		14
Liquefied Petroleum Gas Board		2	7		9
Manufactured Housing Commission		1	29	1	31
Medicaid Agency		2	667	2	671
Mental Health & Retardation	1,148	1	1,703	5	2,857
Military	1		184	26	211
Nursing Board		2	43		45
Nursing Home Admin Exam Board		1			1
Occupational Therapy Board		1			1
Oil & Gas Board	3		40		43
Onsite Wastewater Board		1	4		5
Pardons And Paroles	3	2	611	2	618
Peace Off Standards & Training Comm	1	1	7		9
Peace Officers Annuity & Benefit Fund		1	3		4
Personnel		2	94		96
Physical Fitness Commission			3		3
Physical Therapy Board		1	1		2
Plumbers & Gas Fitters Exam Board		2	15		17
Polygraph Examiners			1		1
Professional Engineers Registration Board		2	9		11
Public Education Employees Health Insurance Bd		7	19		26
Public Health	1	4	3,270	937	4,212
Public Library Service		2	41		43
Public Safety	6	1	1,399	1	1,407
Public Service Commission	3	10	104	1	118
Real Estate Appraisers Board		1	7		8
Real Estate Commission	1	2	31		34
Rehabilitation Services	1		814	4	819
Retirement Systems	2	97	166	2	267
Revenue		2	1,256	11	1,269
Secretary of State	1	3	36		40
Securities Commission		1	44		45
Senior Services	1	1	39		41
Social Work Examiners Board		1	2		3
Soil & Water Conservation Commission		1	3		4
Speech Pathology & Audiology Exam Board		1	1		2
State Docks/Port Authority	1		182	1	184
State Employees' Insurance Board		14	56		70
Surface Mining Commission	1	1	23		25
Tourism & Travel	1	1	63	1	66
Transportation	1	2	4,648	14	4,665
Treasurer	1	3	44		48
Veterinary Medical Examiners Board		1	1		2
Veterans Affairs	1	1	52		54
Youth Services	88	2	603	8	701
Totals	**1,322**	**393**	**31,268**	**1,872**	**34,855**

Applicant Information

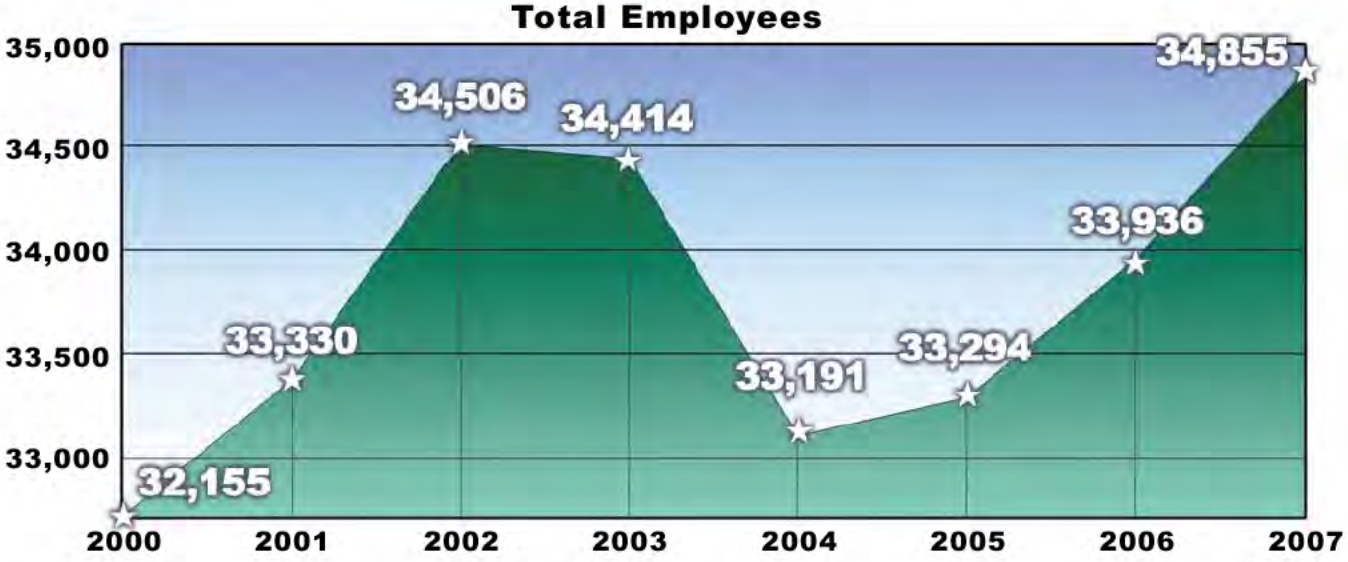






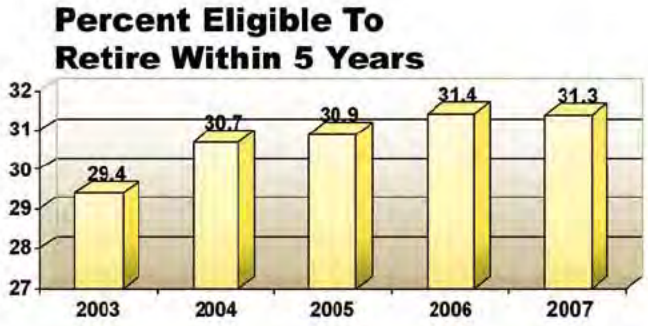
Recruitment & Selection: This past fiscal year over 78,400 applications for State jobs were received, the largest number in over eleven years. The names of over 84,000 applicants were certified to operating agencies to be considered for State jobs.

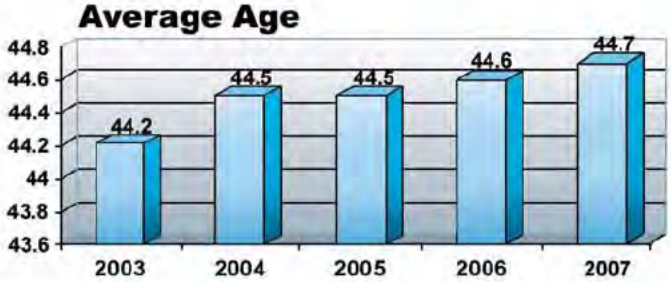
Workforce Demographics



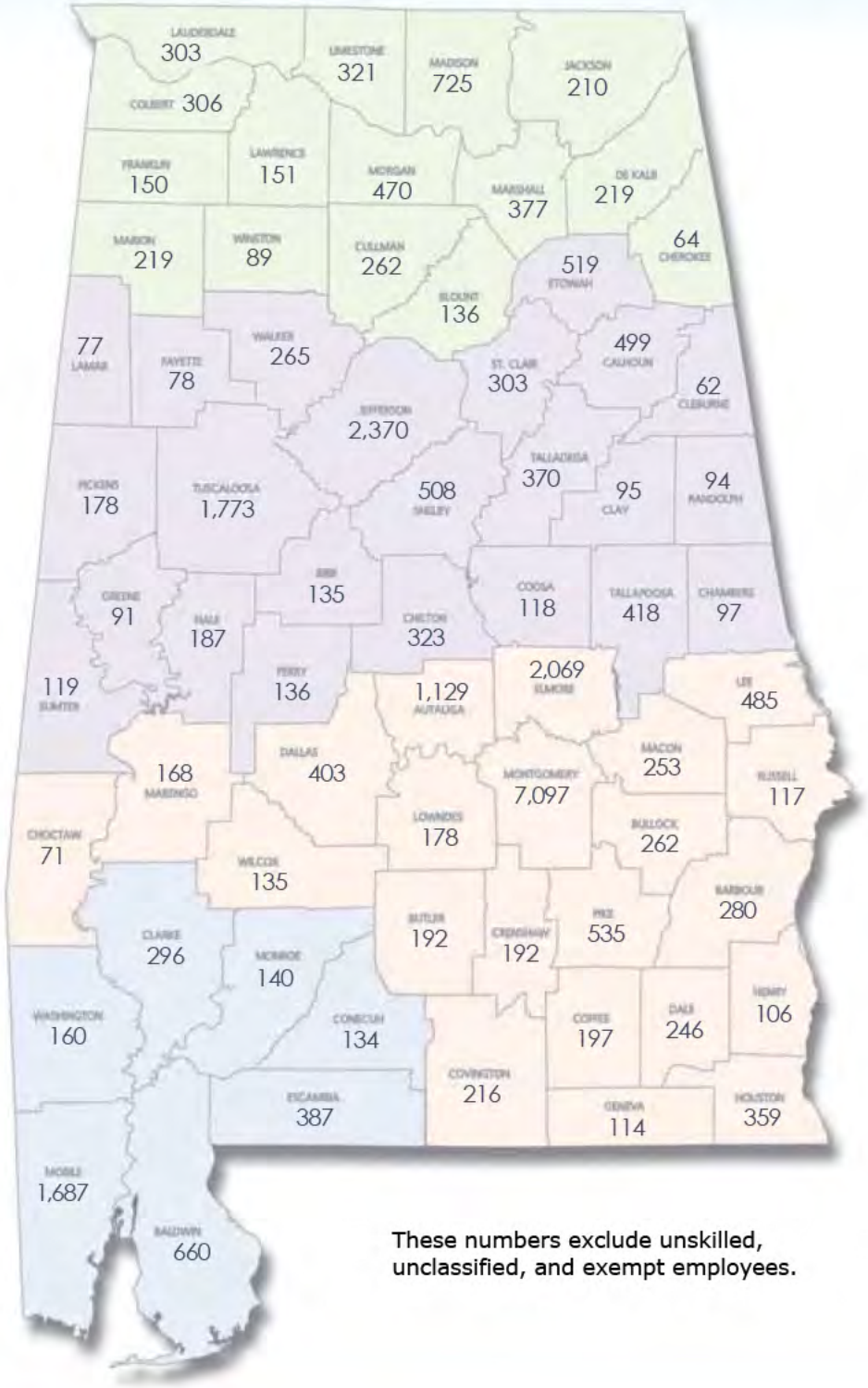
Aging Workforce

State workforce demographics reveal that the number of employees eligible to retire within the next five years is now 31.3%. The average age of the State's workforce continued a nine year rise and is now at 44.7 years. While the percentage of employees in their 30s increased slightly, employees in their 40s continued to decline for the eighth straight year.





State Workforce
by County of Residence



These numbers exclude unskilled, unclassified, and exempt employees.

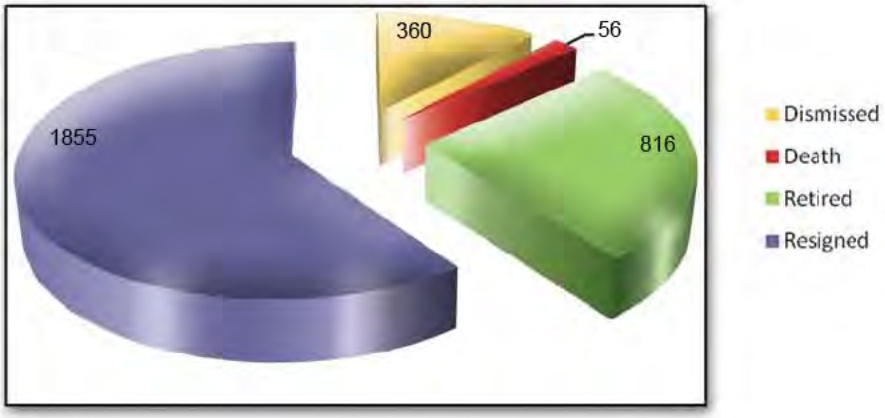
Distribution of Employees by Department A Five Year Comparison

DEPARTMENT	2003	2004	2005	2006	2007
Ag & Conservation Development Comm	1	1	1	1	1
Agricultural Museum Board	2	1	1	1	1
Agriculture & Industries	635	543	635	550	556
Agriculture Center Board	61	59	35	34	35
Alcoholic Beverage Control Board	746	753	778	851	895
Architects Registration Board	2	2	2	2	2
Archives and History	45	37	38	40	51
Assisted Living Administrators Examiners Board	1		1		
Attorney General	180	173	174	174	165
Auditor	14	11	10	10	10
Banking	100	105	97	94	99
Building Commission	20	18	17	17	18
Children's Affairs	16	11	11	11	15
Children's Trust Fund	20	16	17	17	19
Chiropractic Examiners Board	2	2	3	3	3
Choctawhatchee, Pea & Yellow Rivers Watershed	2	2	3	3	4
Conservation & Natural Resources	1,481	1,394	1,295	1,365	1,302
Corrections	3,664	3,660	3,645	3,622	3,748
Cosmetology Board	20	23	26	26	28
Council on the Arts	17	16	17	17	17
Counseling Examiners Board	1	1	1	1	1
Credit Union Administration	7	6	6	10	11
Crime Victims Compensation Commission	30	27	26	27	27
Criminal Justice Information Center	49	49	50	56	63
Development Office	40	33	31	30	29
Dietetics/Nutrition Practice Examiners	2	1	2	1	2
Economic & Community Affairs	225	227	216	217	222
Education	731	756	775	786	788
Educational Television Commission	54	55	47	46	48
Electrical Contractors Board		1	1	1	1
Emergency Management Agency	65	64	89	96	104
Environmental Management	558	557	591	593	596
Ethics Commission	13	11	11	12	14
Examiners of Public Accounts	228	186	197	224	248
Farmers' Market Authority	6	5	5	5	9
Finance	498	484	476	498	520
Forensic Sciences	175	191	195	197	210
Foresters Registration Board	1	1	1	1	1
Forestry Commission	357	327	333	341	324
Funeral Services Board	3	3	3	3	3
General Contractors Licensing Board	14	19	18	19	17
Geological Survey	44	36	36	35	40
Governor	76	69	66	82	100
Health Planning & Development	9	8	9	9	13
Heating & AC Contractors Board	9	8	9	8	8
Historical Commission	119	109	66	62	66
Home Builders Licensure Board	16	17	18	18	18
Homeland Security Office		13	13	14	13

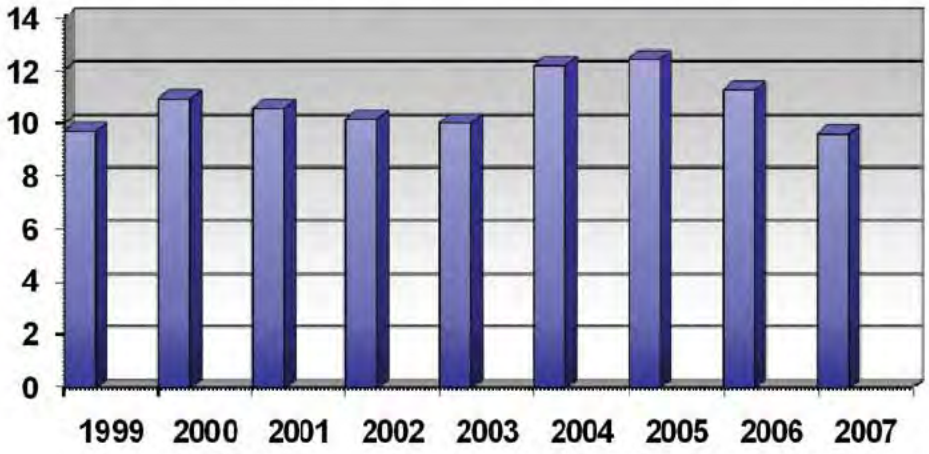
DEPARTMENT	2003	2004	2005	2006	2007
Human Resources	4,326	4,244	4,356	4,409	4,491
Indian Affairs Commission	3	3	3	3	3
Industrial Relations	1,300	1,231	1,109	1,008	940
Insurance	149	137	131	137	151
Judicial Inquiry Commission	3	3	3	3	3
Labor	9	8	11	13	14
Liquefied Petroleum Gas Board	9	7	8	9	9
Manufactured Housing Commission	29	30	30	30	31
Medicaid Agency	651	662	655	666	671
Mental Health & Retardation	3,445	2,830	2,738	2,729	2,857
Military	228	195	195	199	211
Nursing Board	37	37	44	46	45
Nursing Home Admin Exam Board	1	1	1	1	1
Occupational Therapy Board	1	1	1	1	1
Oil & Gas Board	35	36	39	44	43
Onsite Wastewater Board	5	5	5	4	5
Pardons and Paroles	422	551	589	645	618
Peace Off Standards & Training Comm	4	5	6	8	9
Peace Officers Annuity & Benefit Fund	4	4	3	4	4
Personnel	97	95	95	95	96
Physical Fitness Commission	3	3	3	3	3
Physical Therapy Board	2	2	2	2	2
Plumbers & Gas Fitters Exam Board	16	16	17	18	17
Polygraph Examiners			1	1	1
Professional Engineers Registration Board	7	7	5	7	11
Public Education Employees Health Insurance Bd	16	15	21	27	26
Public Health	3,862	3,590	3,634	3,898	4,212
Public Library Service	51	39	45	45	43
Public Safety	1,300	1,271	1,270	1,380	1,407
Public Service Commission	121	120	118	117	118
Real Estate Appraisers Board	9	7	6	7	8
Real Estate Commission	24	28	31	36	34
Rehabilitation Services	835	819	812	815	819
Retirement Systems	238	240	253	257	267
Revenue	1,311	1,337	1,264	1,266	1,269
Secretary of State	55	39	34	34	40
Securities Commission	36	38	41	39	45
Senior Services	28	28	37	41	41
Social Work Examiners Board	2	3	3	3	3
Soil & Water Conservation Commission	4	2	2	4	4
Speech Pathology & Audiology Exam Board	1	1	2	2	2
State Docks/Port Authority	119	142	150	165	184
State Employees' Insurance Board	35	36	48	57	70
Surface Mining Commission	26	26	24	27	25
Tourism & Travel	65	64	62	67	66
Transportation	4,329	4,369	4,504	4,551	4,665
Treasurer	61	54	51	50	48
Veterinary Medical Examiners Board	2	2	3	3	2
Veterans Affairs	57	56	52	54	54
Youth Services	682	661	680	676	701
Totals	**34,414**	**33,191**	**33,294**	**33,936**	**34,855**

Separations

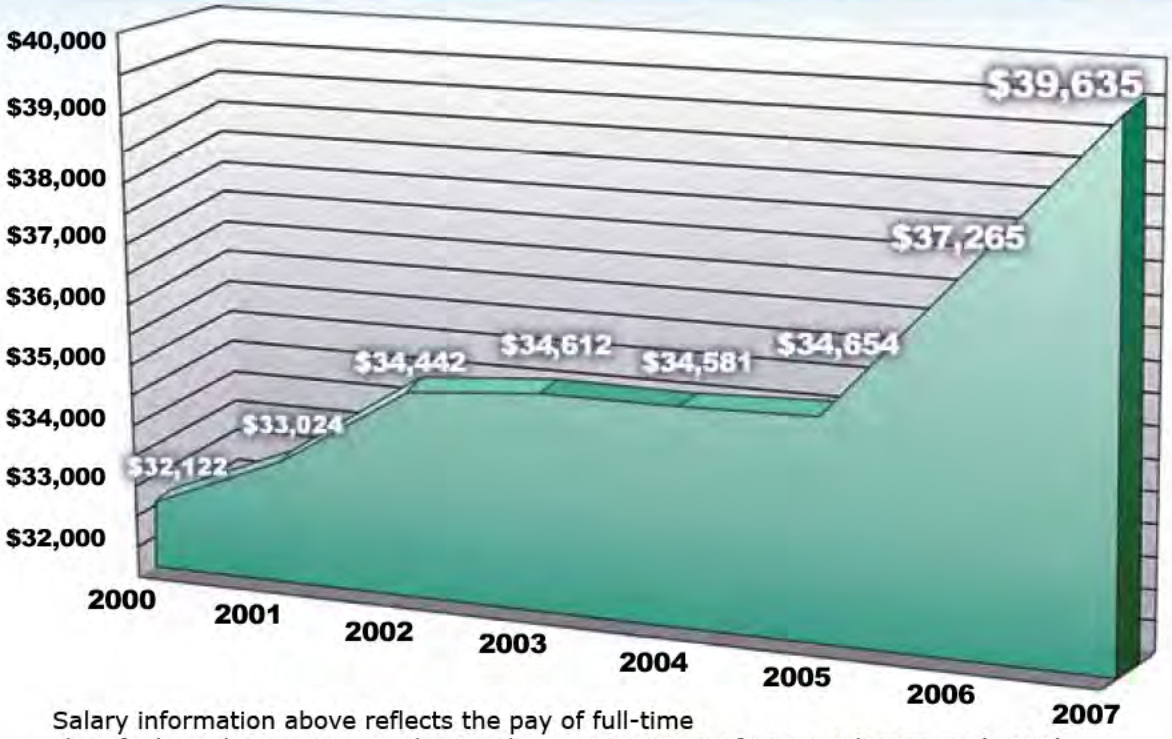
2007 Separations



Turnover Rate - Total Separations (Percent)



Salary Information



Salary information above reflects the pay of full-time classified employees prior to the October 1, 2007 Cost of Living Adjustment (COLA).

State	Average Salary	Number of Employees
Virginia	$41,297	53,515
Alabama	$39,471	30,793
North Carolina	$38,848	90,004
Georgia	$38,277	16,722
Louisiana	$38,222	39,371
Kentucky	$36,522	29,894
Tennessee	$36,366	39,228
South Carolina	$35,784	40,694
Oklahoma	$34,356	27,481
Florida	$34,318	84,140
Arkansas	$33,318	25,673
Mississippi	$32,412	26,138
West Virginia	$31,225	18,023
Missouri*	$30,700	36,614
Averages	**$35,794**	**39,878**

Note: This data is reported as of July 2007, a different time period than that used for other charts. It excludes unclassified employees, higher education, K-12, medical hospitals, and skilled & semi-skilled employees.
*Excludes employees in Transportation, Conservation, uniformed officers in Public Safety, elected officials, and Legislative and Judicial Branch employees.

Benefits Comparison

Holiday Rankings
(Includes Personal Leave Days)

State	Official Holidays Granted Days
Virginia[1]	17
West Virginia[2]	14
Alabama	13
Georgia[3]	12
Missouri	12
South Carolina	12
Louisiana[4]	12
Kentucky[5]	11.5
North Carolina	11
Arkansas	11
Tennessee	11
Mississippi	11
Florida	10
Oklahoma	10

[1]All employees hired after 01/01/99 receive 4 to 5 personal leave days.
[2]Additionally, 1/2 day each is granted for general and primary elections.
[3]Additionally, sick leave in excess of 15 days, up to 3, is converted to personal leave days.
[4]Additionally, Election Day is given every other year.
[5]Additional holiday given for Presidential election.

Annual Leave Rankings

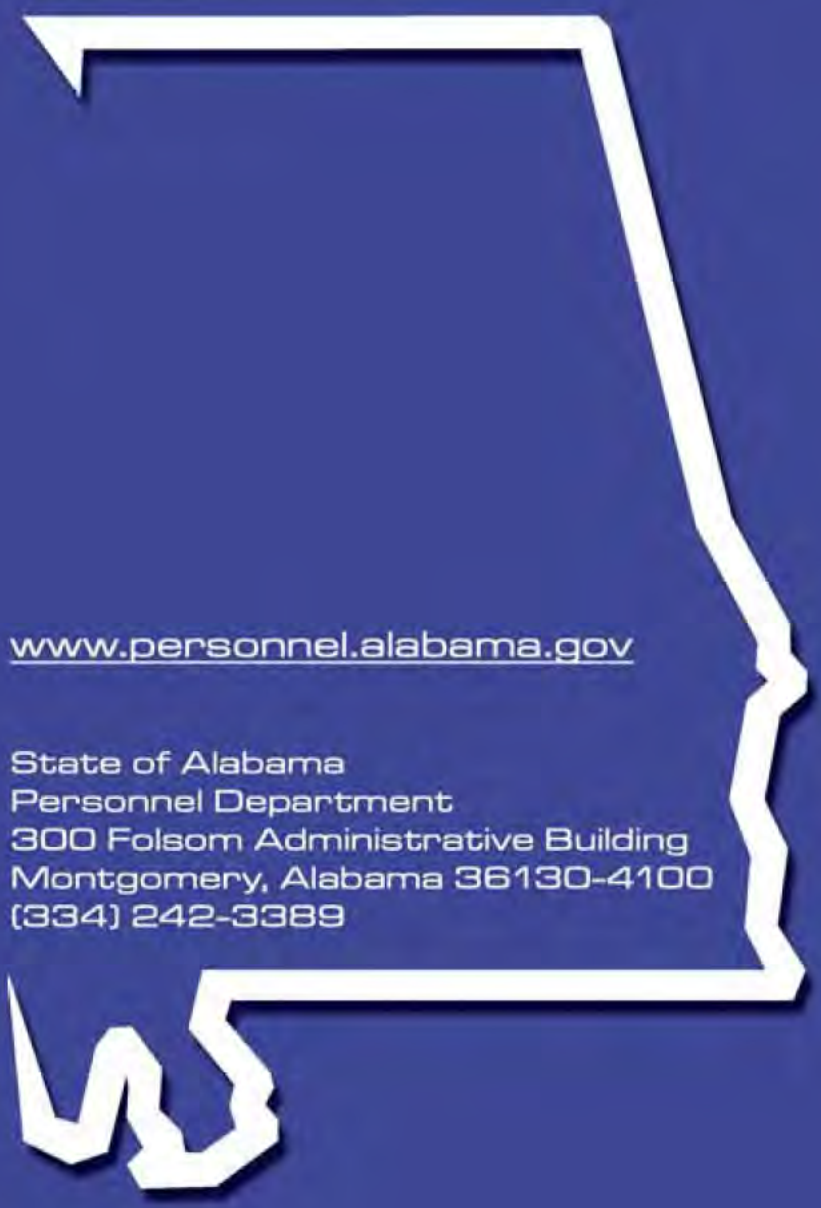
State	Maximum Days Granted Per year Days	State	Maximum Accumulation Allowed Days
South Carolina	30	Louisiana[1]	Unlimited
Alabama	29.25	Mississippi[2]	Unlimited
Mississippi	27	Alabama	60
Virginia	27	Kentucky	60
North Carolina	25.75	Oklahoma	60
Oklahoma	25	Virginia[3]	54
Kentucky	24	Florida[4]	45
Louisiana	24	Georgia	45
Tennessee	24	South Carolina	45
West Virginia	24	Missouri	42
Arkansas	22.5	Tennessee[4]	42
Georgia	21	West Virginia[5]	40
Missouri	21	Arkansas	30
Florida	19.5	North Carolina[4]	30

[1]Though accumulation is unlimited, on separation employee is paid for up to 37.5 days.
[2]Though accumulation is unlimited, on separation employee is paid for up to 30 days.
[3]Payment on separation is for up to 42 days.
[4]Excess converts to sick leave.
[5]Excess may be used to purchase health insurance, if separation is for retirement.

Sick Leave Rankings

State	Maximum Days Granted Days	State	Maximum Accumulation Days
Kentucky	32	Florida[2]	Unlimited
Louisiana	24	Kentucky[3]	Unlimited
West Virginia	18	Louisiana[4]	Unlimited
Georgia	15	Mississippi[3]	Unlimited
Missouri	15	Missouri[3]	Unlimited
Oklahoma	15	North Carolina[3]	Unlimited
South Carolina	15	Oklahoma[3]	Unlimited
Alabama	13	Tennessee[3]	Unlimited
Florida	13	Virginia[5]	Unlimited
Arkansas	12	West Virginia[3]	Unlimited
Mississippi	12	South Carolina[3]	195
North Carolina	12	Alabama[6]	150
Tennessee	12	Arkansas[7]	120
Virginia[1]	10	Georgia[3]	90

[1]All employees hired before 01/01/99 receive 15 days.
[2]After 10 years service employee paid for 1/4 unused sick leave up to 60 days.
[3]Unused sick leave has no cash value but is credited towards retirement.
[4]Partial payment based on actuarial computation
[5]After 5 years service employee paid for 1/4 unused sick leave up to $5,000.
[6]At retirement employee paid for 1/2 unused sick leave or may credit time towards retirement.
[7]At retirement employee paid for part of unused sick leave up to $7,500.



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printed by ISD Copy Center
designed by ISD Web Services
cover photographs by Brian Whittington

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