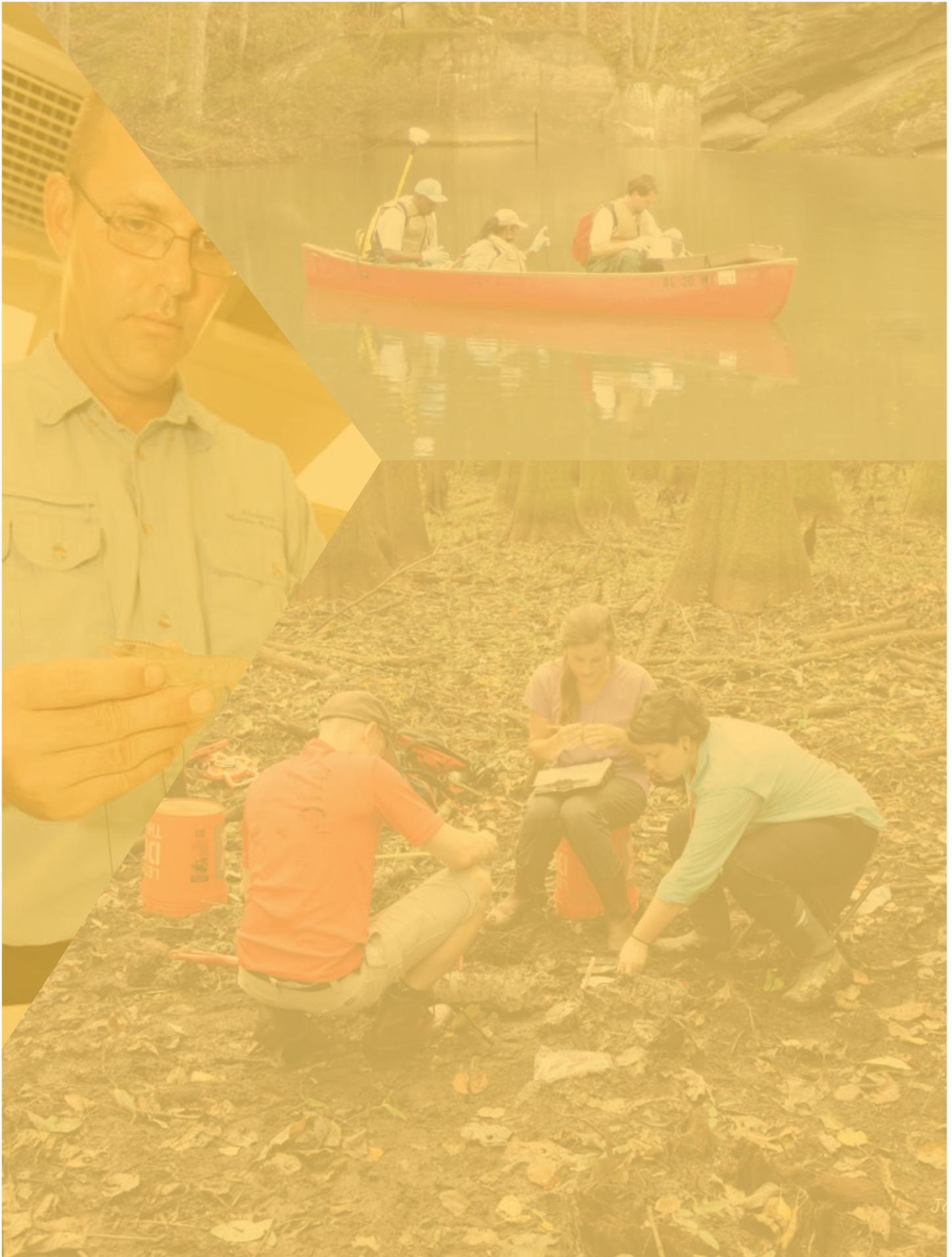


2016 ANNUAL REPORT



STATE OF ALABAMA
PERSONNEL DEPARTMENT







Honorable Kay Ivey, Governor of Alabama, and Members of the State Personnel Board,

I am pleased to report to you on the activities of the State Personnel Department for the Fiscal Year October 1, 2015, through September 30, 2016.

The State workforce continues to decline in size, with 29,924 employees at the end of the fiscal year. This represents a 1.6% decrease from the previous fiscal year and is the lowest number of State employees in well over a decade. Given the declining numbers, I would like to thank our hardworking State employees for their continued dedication. These individuals embody the true spirit of public service and have taken on additional responsibilities to maintain service levels for the State and its citizens.

On behalf of the employees of the State Personnel Department, I thank you for your support and hope that you will find this report a basis for satisfaction and pride in the operation of Alabama's Merit System.

Sincerely,

Jackie Graham,
State Personnel Director

STATE PERSONNEL BOARD

Mr. Joe N. Dickson
Chairman

Ms. Faye Nelson

Ms. Liane Kelly

Mr. Myron Penn

Mr. Evan M. Thornton

STATE PERSONNEL DIRECTOR

Jackie Graham

DEPUTY DIRECTOR

Alice Ann Byrne

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 State employee elected by majority vote of full-time State employees. Pursuant to the Code of Alabama 1975, no two appointed members of the State Personnel Board shall be appointed from any one congressional district of the State.

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



**Joe N. Dickson – Board Chairman
Congressional District 6**

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 and was reappointed by Governors Fob James, Jr. and Bob Riley.

**Faye Nelson
Elected Member**

Ms. Nelson, of Montgomery, a career Merit System employee with the Alabama Department of Human Resources (DHR), was elected as the employee representative on the State Personnel Board. A licensed graduate social worker, she began her career as a Social Worker with Dallas County DHR. Ms. Nelson currently serves as the Deputy Commissioner for Family Resources.

**Liane Kelly
Congressional District 3**

Ms. Kelly, of Montgomery, serves as Executive Director of the Alabama Retired State Employees' Association (ARSEA) and the Alabama Public Employees' Advocacy League (APEAL). She was appointed to the Board by Lieutenant Governor Kay Ivey.

**Myron Penn
Congressional District 2**

Mr. Penn, of Union Springs, is a founding partner of Penn & Seaborn Attorneys at Law. He also previously served in the Alabama State Senate. He was appointed to the Board by Speaker of the House of Representatives Mike Hubbard.

**Clinton Carter
Congressional District 5**

Mr. Carter, of Florence, was the Vice President of Business and Financial Affairs and Chief Finance Officer of the University of North Alabama. He was appointed to the Board by Governor Robert Bentley, and served on the Board until October 1st when he was appointed as the State Finance Director.

**John Carroll
Congressional District 7**

Mr. Carroll, of Cottondale, is Senior Vice President of Human Resources at Phifer, Inc. He was previously employed with the Alabama Department of Industrial Relations in the State Employment Service Division. He was initially appointed to the Board by Governor Bob Riley and was reappointed by Governor Robert Bentley. Mr. Carroll resigned in March 2016.

Financial Report Fiscal Year 2015-2016

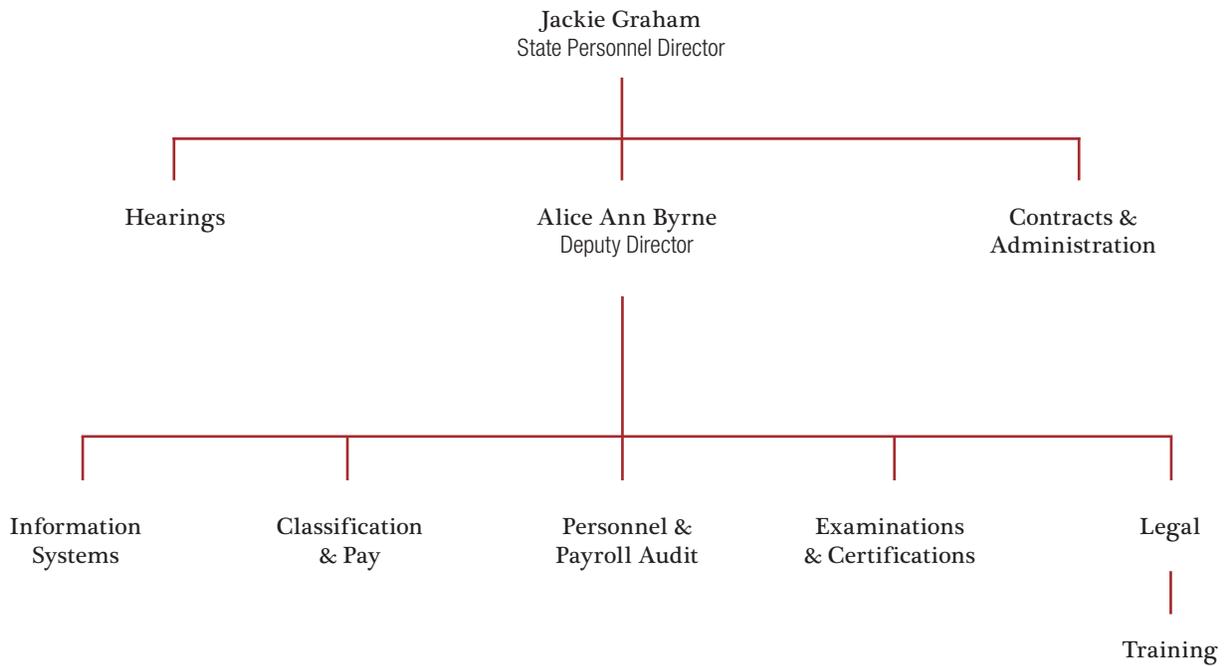
APPROPRIATIONS

| | |
|---|---------------------|
| State Agency Collections | \$9,526,814 |
| State Agency Collections (Team Contracts) | 1,095,768 |
| Miscellaneous Receipts | 497 |
| Unencumbered Funds Brought Forward | 2,153,765 |
| Total Funds Available | \$12,776,844 |

EXPENDITURES

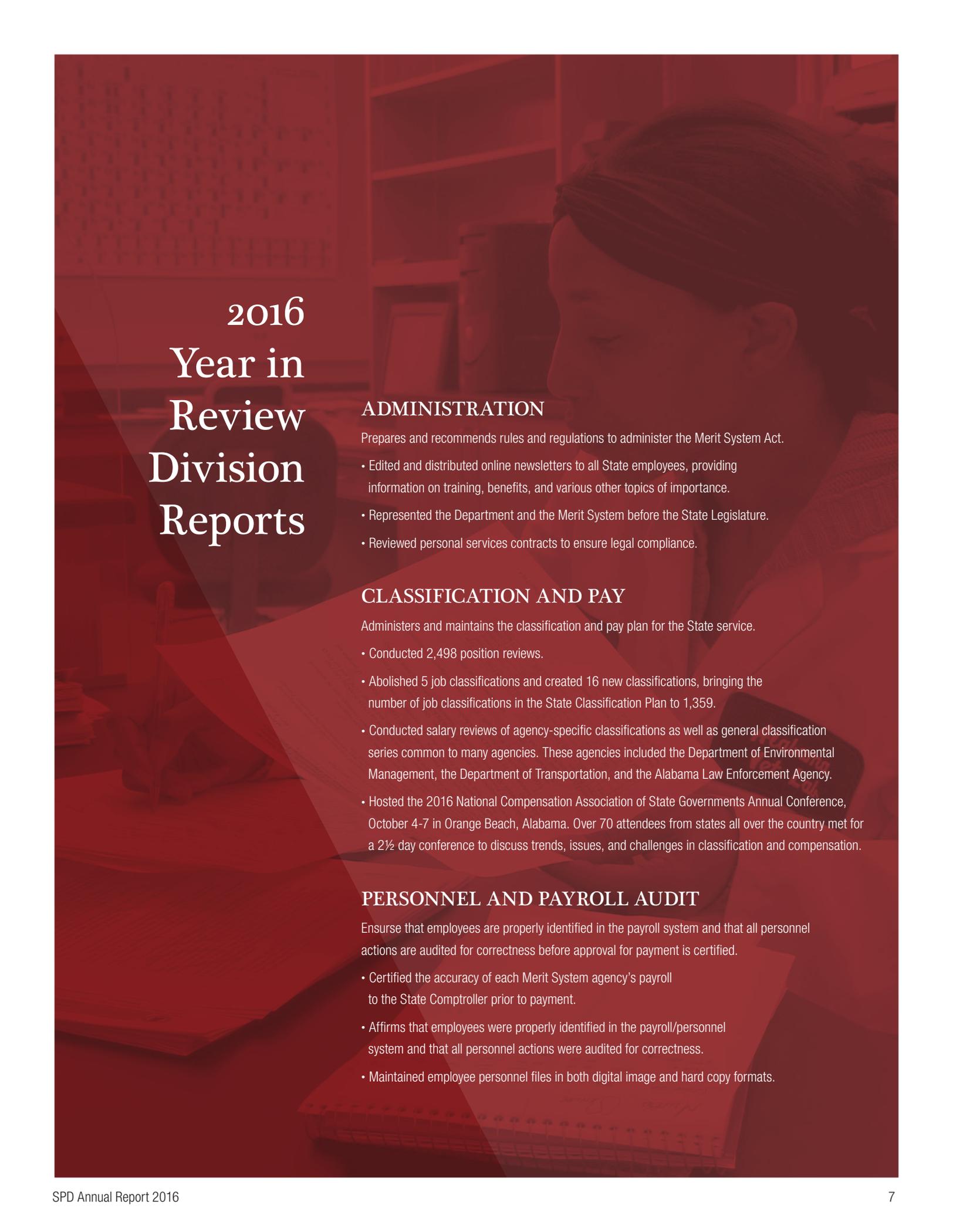
| | |
|--|---------------------|
| Personnel Costs | \$4,930,085 |
| Employee Benefits | 1,902,925 |
| Travel, In-State | 16,398 |
| Travel, Out-of-State | 34,108 |
| Repairs and Maintenance | 56,730 |
| Rentals and Leases | 583,736 |
| Utilities and Communications | 133,933 |
| Professional Services | 735,709 |
| Supplies, Materials and Operating Expenses | 234,425 |
| Transportation Equipment Operations | 3,639 |
| Grants and Benefits | 25 |
| Other Equipment Purchases | 131,296 |
| Miscellaneous (Transfer to General Fund) | 500,000 |
| Transfer to Finance Department | 2,000,000 |
| Total Expenditures | \$11,263,009 |
| Unencumbered Balance as of September 30, 2016 | \$1,513,835 |

State Personnel Department Organizational Chart



The State Personnel Department was created by the State Merit System Act of 1939. A State Director of Personnel was designated to be the executive head of the Department.

The Department is committed to building and administering valid, legally-defensible selection devices in a timely manner and identifying the best-qualified, available applicants to fill job vacancies; maintaining a competitive classification and pay plan as well as pay administration system which supports the attraction and retention of qualified State workers; facilitating the filling of State job vacancies through the efficient certification of qualified applicant names as required by the Merit System Act; ensuring compliance with State and Federal Law in the hiring process; maintaining the integrity of the State payroll by auditing proposed personnel actions to ensure compliance with State and Federal Law; and identifying and creating training programs in the area of human resource management.



2016 Year in Review Division Reports

ADMINISTRATION

Prepares and recommends rules and regulations to administer the Merit System Act.

- Edited and distributed online newsletters to all State employees, providing information on training, benefits, and various other topics of importance.
- Represented the Department and the Merit System before the State Legislature.
- Reviewed personal services contracts to ensure legal compliance.

CLASSIFICATION AND PAY

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

- Conducted 2,498 position reviews.
- Abolished 5 job classifications and created 16 new classifications, bringing the number of job classifications in the State Classification Plan to 1,359.
- Conducted salary reviews of agency-specific classifications as well as general classification series common to many agencies. These agencies included the Department of Environmental Management, the Department of Transportation, and the Alabama Law Enforcement Agency.
- Hosted the 2016 National Compensation Association of State Governments Annual Conference, October 4-7 in Orange Beach, Alabama. Over 70 attendees from states all over the country met for a 2½ day conference to discuss trends, issues, and challenges in classification and compensation.

PERSONNEL AND PAYROLL AUDIT

Ensure that employees are properly identified in the payroll system and that all personnel actions are audited for correctness before approval for payment is certified.

- Certified the accuracy of each Merit System agency's payroll to the State Comptroller prior to payment.
- Affirms that employees were properly identified in the payroll/personnel system and that all personnel actions were audited for correctness.
- Maintained employee personnel files in both digital image and hard copy formats.



EXAMINATIONS AND RECRUITMENT AND CERTIFICATIONS

Develops and administers tests and creates employment registers to identify the best qualified, available applicants to fill job vacancies. Maintains employment registers and certifies qualified persons to facilitate the filling of job vacancies.

- Produced and distributed 148 distinct State job vacancy announcements.
- Reviewed 57,975 applications from individuals interested in State employment.
- Placed 25,406 eligible candidates on lists available to appointing authorities.
- Created and validated numerous new written examinations and administered various assessment centers.
- Tested approximately 709 candidates as part of the Division's onsite testing program for Correctional Officer Trainees in an effort to relieve the critical need for candidates for the entry-level job.
- Administered assembled examinations to 9,435 applicants and administered weekday, walk-in testing examinations to 1,109 applicants.
- Maintained an outreach recruitment program designed to attract qualified applicants to State service and to provide useful information to job seekers. During the fiscal year, 21 recruitment visits were made to colleges and universities in Alabama.
- Maintained 14 written examination centers throughout the State.
- Issued certifications containing the names of 112,923 applicants to operating agencies for employment consideration.
- Processed 5,482 appointments to fill positions within the Merit System.

INFORMATION SYSTEMS

Creates, researches, and implements technological advances to further the needs of the Department.

- Streamlined and updated the look of the State Personnel Department internet homepage.
- Supported and maintained the State Personnel Department Online Employment System (OES), which boasted a registered user base of 179,574 at the end of 2016. The OES system accounts for more than half of all applications submitted to the State Personnel Department for processing.
- Continued development, testing, and implementation of new Personnel Applicant Tracking System modules.
- Supported, implemented, and configured network equipment and security software to maintain a secure environment for sensitive applicant and government data.

TRAINING

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

- Provided training to 3,813 employees through 67 training programs. Staff also traveled to different locations across the State to provide training.
- Offered training in traditional courses of Performance Appraisal, Progressive Discipline, Interview and Selection, Employment Law, Sexual Harassment Prevention, Family and Medical Leave Act, State Government Orientation, Dynamics of Supervision, Customer Service, Time Management, Dealing With Difficult People, Performance Appraisal and Progressive Discipline Overview, a two-day Presentation Skills course, and a four-day Train-the-Trainer course.
- Partnered with the Alabama Law Enforcement Agency to offer active shooter training to all State employees.
- Worked with numerous State agencies to provide individualized and specific training to meet the respective needs of those agencies.

LEGAL

Assists and coordinates the legal activities of the Department and the Board.

- Handled administrative appeals before county circuit courts, the Alabama Court of Civil Appeals, and the Alabama Supreme Court.
- Managed and participated in lawsuits in both State and Federal Courts.
- Provided training and assistance to agencies and employees concerning Employment Law, the Family and Medical Leave Act, Fair Labor Standards Act, Sexual Harassment Prevention, and various Alabama State Personnel Board Rules.
- Assisted State agencies in developing agency-specific policies and procedures.
- Involved in managing and maintaining the State's 457 Deferred Compensation Plan.
- Reviewed and processed requests for donated leave.

ADMINISTRATIVE HEARINGS

Conducts due process hearings for employees who appeal their dismissal or for claims of discrimination for non-merit factors.

- Resolved 30 appeals.
- Received 39 new appeals.
- Issued recommendations on appeals within an average of 2.7 months where no continuance was requested by the parties.

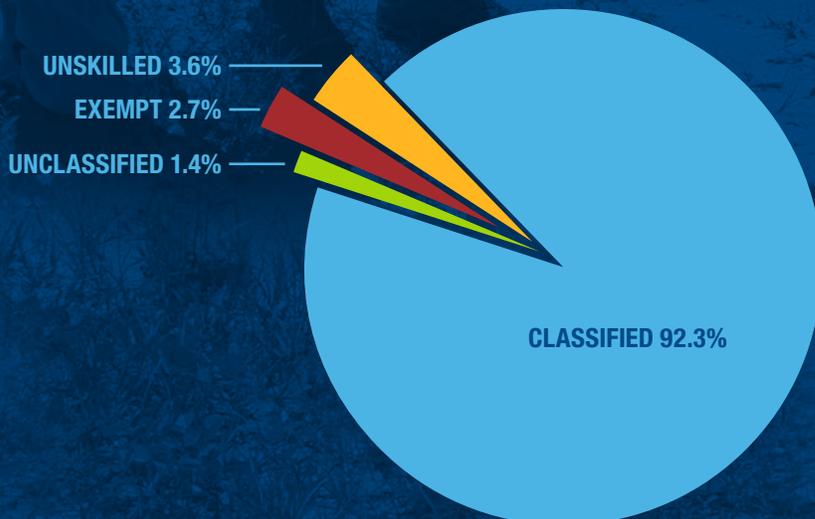
Distribution of the Types of State Employment for Merit System Agencies

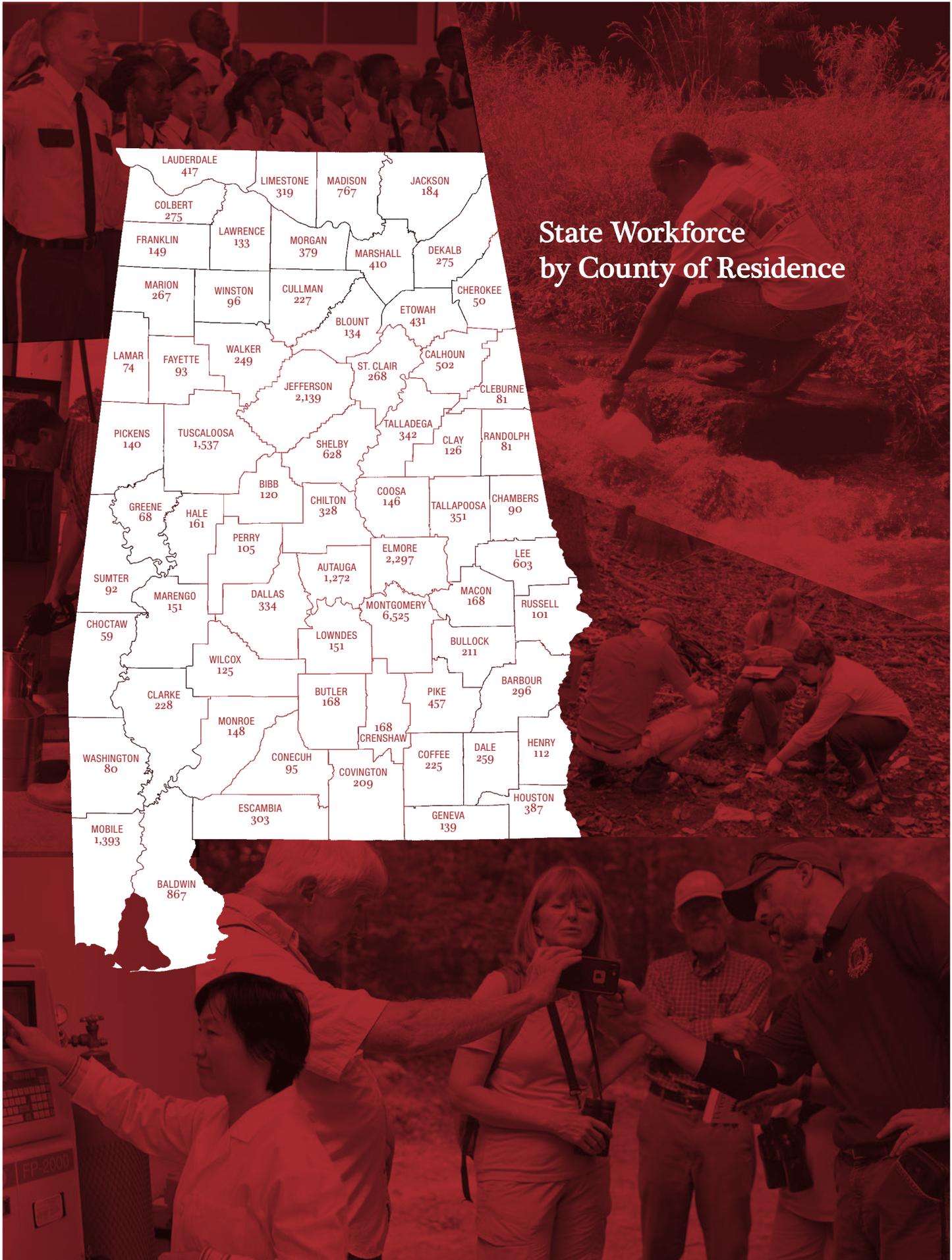
CLASSIFIED These employees are also referred to as “Merit System employees” because they are governed and afforded certain protections by the rules and regulations of the Merit System Act. Positions in the classified service are filled through the competitive process administered by the State Personnel 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 include certain Mental Health employees, officers elected by 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.

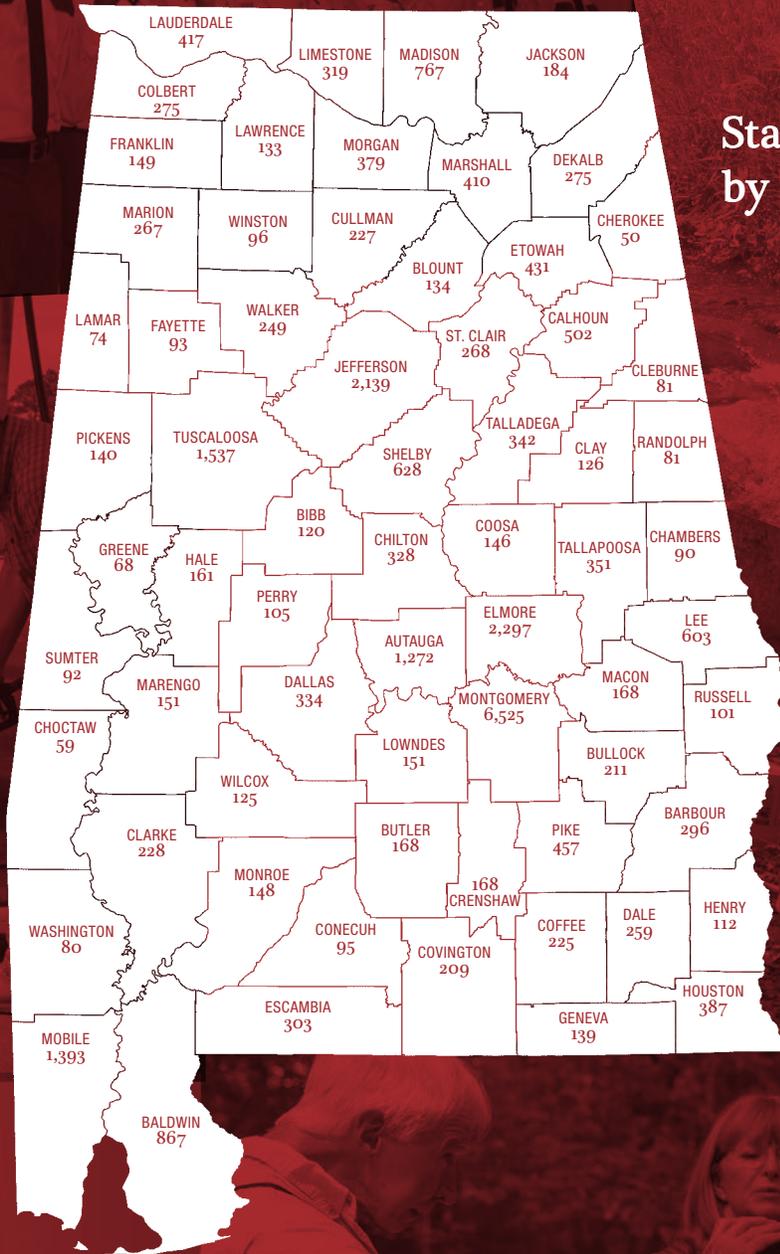
UNCLASSIFIED The law provides for one confidential assistant or secretary for each elected officer, one for each department head appointed by the Governor, and one such confidential employee for each board and each commission. Employees in the Office of the Governor are also unclassified, unless specifically designated as 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 those relating 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.





State Workforce by County of Residence





State Workforce by County of Employment

Distribution of Employees by Type

| DEPARTMENT | CLASSIFIED | UNCLASSIFIED | EXEMPT | UNSKILLED | TOTAL |
|---|------------|--------------|--------|-----------|-------|
| Ag & Conservation Develop Comm | 2 | 0 | 0 | 0 | 2 |
| Agriculture & Industries | 293 | 8 | 3 | 254 | 558 |
| Alcoholic Beverage Control Board | 813 | 1 | 2 | 2 | 818 |
| Architects Registration Board | 3 | 1 | 0 | 0 | 4 |
| Archives and History | 52 | 2 | 0 | 0 | 54 |
| Assisted Living Administrators Examiners Board | 0 | 1 | 1 | 0 | 2 |
| Attorney General | 126 | 26 | 1 | 0 | 153 |
| Auditor | 7 | 1 | 1 | 0 | 9 |
| Banking | 109 | 0 | 1 | 0 | 110 |
| Children's Trust Fund | 11 | 1 | 1 | 0 | 13 |
| Chiropractic Examiners Board | 4 | 1 | 0 | 0 | 5 |
| Choctawhatchee, Pea & Yellow Rivers Watershed | 2 | 1 | 0 | 0 | 3 |
| Commerce (formerly Development Office) | 56 | 6 | 2 | 0 | 64 |
| Conservation & Natural Resources | 581 | 1 | 1 | 666 | 1,249 |
| Corrections | 3,509 | 16 | 6 | 1 | 3,532 |
| Cosmetology Board | 25 | 1 | 0 | 0 | 26 |
| Council on the Arts | 15 | 2 | 0 | 0 | 17 |
| Counseling Examiners Board | 1 | 1 | 0 | 0 | 2 |
| Credit Union Administration | 8 | 1 | 1 | 0 | 10 |
| Crime Victims Compensation Commission | 28 | 2 | 0 | 0 | 30 |
| Dietetics/Nutrition Practice Examiners | 0 | 1 | 0 | 0 | 1 |
| Early Childhood Education (formerly Children's Affairs) | 119 | 1 | 3 | 0 | 123 |
| Economic & Community Affairs | 162 | 2 | 3 | 0 | 167 |
| Education | 814 | 3 | 37 | 3 | 857 |
| Educational Television Commission | 32 | 1 | 1 | 0 | 34 |
| Emergency Management Agency | 82 | 1 | 2 | 2 | 87 |
| Environmental Management | 584 | 2 | 0 | 0 | 586 |
| Ethics Commission | 14 | 1 | 1 | 0 | 16 |
| Examiners of Public Accounts | 156 | 0 | 2 | 0 | 158 |
| Finance | 452 | 4 | 3 | 37 | 496 |
| Forensic Sciences | 204 | 1 | 2 | 6 | 213 |
| Foresters Registration Board | 0 | 1 | 0 | 0 | 1 |
| Forestry Commission | 237 | 2 | 1 | 3 | 243 |
| Funeral Services Board | 0 | 0 | 4 | 0 | 4 |
| General Contractors Licensing Board | 14 | 1 | 0 | 0 | 15 |
| Geological Survey | 50 | 0 | 1 | 0 | 51 |
| Governor | 0 | 55 | 2 | 0 | 57 |
| Governor's Mansion Authority | 0 | 4 | 0 | 0 | 4 |
| Health Planning & Development | 8 | 1 | 0 | 0 | 9 |
| Heating & A/C Contractors Board | 10 | 1 | 1 | 0 | 12 |
| Historical Commission | 46 | 3 | 1 | 13 | 63 |
| Home Builders Licensure Board | 15 | 2 | 0 | 0 | 17 |
| Human Resources | 4,135 | 2 | 1 | 3 | 4,141 |
| Indian Affairs Commission | 3 | 0 | 0 | 0 | 3 |
| Insurance | 137 | 1 | 3 | 0 | 141 |
| Judicial Inquiry Commission | 2 | 2 | 1 | 0 | 5 |
| Labor (includes former Industrial Relations) | 894 | 2 | 2 | 13 | 911 |
| Liquefied Petroleum Gas Board | 8 | 2 | 0 | 0 | 10 |

| DEPARTMENT | CLASSIFIED | UNCLASSIFIED | EXEMPT | UNSKILLED | TOTAL |
|--|---------------|--------------|------------|--------------|---------------|
| Manufactured Housing Commission | 20 | 2 | 1 | 0 | 23 |
| Medicaid Agency | 573 | 1 | 0 | 4 | 578 |
| Mental Health | 560 | 1 | 601 | 3 | 1,165 |
| Military | 292 | 0 | 2 | 25 | 319 |
| Nursing Board | 49 | 3 | 0 | 0 | 52 |
| Nursing Home Admin Exam Board | 0 | 1 | 0 | 0 | 1 |
| Occupational Therapy Board | 1 | 1 | 0 | 0 | 2 |
| Office of Information Technology | 0 | 5 | 1 | 0 | 6 |
| Oil & Gas Board | 25 | 0 | 3 | 0 | 28 |
| Onsite Wastewater Board | 5 | 1 | 0 | 0 | 6 |
| Pardons and Paroles | 520 | 2 | 3 | 0 | 525 |
| Peace Officers Annuity & Benefit Fund | 2 | 1 | 0 | 0 | 3 |
| Peace Officers Standards & Training Comm | 3 | 1 | 1 | 0 | 5 |
| Personnel | 88 | 3 | 2 | 0 | 93 |
| Physical Fitness Commission | 2 | 1 | 0 | 0 | 3 |
| Physical Therapy Board | 1 | 1 | 0 | 0 | 2 |
| Plumbers & Gas Fitters Exam Board | 13 | 3 | 0 | 1 | 17 |
| Polygraph Examiners | 1 | 0 | 0 | 0 | 1 |
| Professional Engineers Registration Board | 6 | 3 | 0 | 0 | 9 |
| Psychology Examiners Board | 0 | 1 | 0 | 0 | 1 |
| Public Education Employees Health Insurance Bd | 18 | 16 | 0 | 0 | 34 |
| Public Health | 2,952 | 4 | 3 | 15 | 2,974 |
| Public Library Service | 29 | 1 | 0 | 0 | 30 |
| Public Service Commission | 63 | 7 | 3 | 0 | 73 |
| Real Estate Appraisers Board | 6 | 1 | 0 | 0 | 7 |
| Real Estate Commission | 33 | 2 | 1 | 0 | 36 |
| Rehabilitation Services | 779 | 1 | 0 | 1 | 781 |
| Retirement Systems | 169 | 125 | 2 | 4 | 300 |
| Revenue | 1,130 | 3 | 3 | 4 | 1,140 |
| Secretary of State | 32 | 2 | 2 | 0 | 36 |
| Securities Commission | 52 | 2 | 1 | 0 | 55 |
| Senior Services | 40 | 1 | 2 | 1 | 44 |
| Social Work Examiners Board | 3 | 1 | 0 | 0 | 4 |
| Soil & Water Conservation Commission | 4 | 1 | 1 | 0 | 6 |
| Speech Pathology & Audiology Exam Board | 1 | 1 | 0 | 0 | 2 |
| State Employees' Insurance Board | 38 | 18 | 2 | 0 | 58 |
| State Law Enforcement Agency | 1,307 | 4 | 14 | 2 | 1,327 |
| State Port Authority/Docks | 173 | 1 | 1 | 1 | 176 |
| Surface Mining Commission | 20 | 3 | 0 | 0 | 23 |
| Tax Tribunal | 0 | 3 | 1 | 0 | 4 |
| Tourism & Travel | 57 | 1 | 1 | 11 | 70 |
| Transportation | 4,306 | 2 | 5 | 0 | 4,313 |
| Treasurer | 26 | 2 | 2 | 0 | 30 |
| Veterinary Medical Examiners Board | 3 | 2 | 0 | 0 | 5 |
| Veterans Affairs | 36 | 1 | 1 | 0 | 38 |
| Women's Commission | 0 | 1 | 0 | 0 | 1 |
| Youth Services | 368 | 1 | 57 | 6 | 432 |
| Totals | 27,629 | 407 | 807 | 1,081 | 29,924 |

Distribution of Employees by Department: A Five Year Comparison

| DEPARTMENT | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|-------|-------|-------|-------|-------|
| Ag & Conservation Development Commission | 1 | 1 | 1 | 1 | 0 |
| Agriculture Museum Board | 0 | 0 | 0 | 0 | 2 |
| Agriculture & Industries | 508 | 490 | 511 | 531 | 558 |
| Alcoholic Beverage Control Board | 899 | 896 | 879 | 794 | 818 |
| Architects Registration Board | 4 | 4 | 4 | 4 | 4 |
| Archives and History | 33 | 41 | 45 | 51 | 54 |
| Assisted Living Administrators Examiners Board | 1 | 2 | 1 | 1 | 2 |
| Attorney General | 174 | 179 | 178 | 170 | 153 |
| Auditor | 9 | 10 | 12 | 11 | 9 |
| Banking | 104 | 102 | 106 | 105 | 110 |
| Building Commission | 18 | 18 | 18 | 18 | 0 |
| Children's Trust Fund | 12 | 11 | 11 | 11 | 13 |
| Chiropractic Examiners Board | 4 | 4 | 6 | 6 | 5 |
| Choctawhatchee, Pea & Yellow Rivers Watershed | 4 | 3 | 3 | 3 | 3 |
| Commerce | 31 | 32 | 31 | 28 | 64 |
| Conservation & Natural Resources | 1,402 | 1,385 | 1,399 | 1,345 | 1,249 |
| Corrections | 4,025 | 3,929 | 3,944 | 3,905 | 3,532 |
| Cosmetology Board | 28 | 27 | 31 | 28 | 26 |
| Council on the Arts | 16 | 17 | 17 | 17 | 17 |
| Counseling Examiners Board | 2 | 2 | 2 | 2 | 2 |
| Credit Union Administration | 8 | 8 | 9 | 10 | 10 |
| Crime Victims Compensation Commission | 26 | 27 | 29 | 30 | 30 |
| Criminal Justice Information Center (under State Law Enforcement Agency) | 49 | 49 | 53 | 0 | 0 |
| Dietetics/Nutrition Practice Examiners | 1 | 1 | 1 | 1 | 1 |
| Early Childhood Education (formerly Children's Affairs) | 23 | 35 | 73 | 112 | 123 |
| Economic & Community Affairs | 201 | 198 | 198 | 199 | 167 |
| Education | 782 | 773 | 879 | 848 | 857 |
| Educational Television Commission | 32 | 30 | 28 | 31 | 34 |
| Emergency Management Agency | 93 | 88 | 86 | 79 | 87 |
| Environmental Management | 603 | 586 | 586 | 589 | 586 |
| Ethics Commission | 17 | 17 | 17 | 17 | 16 |
| Examiners of Public Accounts | 166 | 182 | 187 | 171 | 158 |
| Farmers' Market Authority | 12 | 0 | 0 | 0 | 0 |
| Finance | 466 | 473 | 474 | 474 | 496 |
| Forensic Sciences | 184 | 190 | 190 | 208 | 213 |
| Foresters Registration Board | 1 | 1 | 1 | 1 | 1 |
| Forestry Commission | 265 | 253 | 246 | 252 | 243 |
| Funeral Services Board | 3 | 3 | 3 | 3 | 4 |
| General Contractors Licensing Board | 17 | 17 | 17 | 17 | 15 |
| Geological Survey | 42 | 45 | 45 | 45 | 51 |
| Governor | 69 | 59 | 57 | 58 | 57 |
| Governor's Mansion Authority | 0 | 4 | 4 | 4 | 4 |
| Health Planning & Development | 10 | 8 | 8 | 7 | 9 |
| Heating & A/C Contractors Board | 9 | 11 | 10 | 11 | 12 |
| Historical Commission | 70 | 72 | 67 | 61 | 63 |
| Home Builders Licensure Board | 17 | 17 | 17 | 16 | 17 |
| Homeland Security Office (under State Law Enforcement Agency) | 18 | 0 | 0 | 0 | 0 |
| Human Resources | 3,992 | 4,018 | 4,185 | 4,139 | 4,141 |
| Indian Affairs Commission | 2 | 2 | 2 | 1 | 3 |
| Insurance | 142 | 141 | 138 | 136 | 141 |
| Judicial Inquiry Commission | 4 | 4 | 3 | 3 | 5 |

| DEPARTMENT | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|---------------|---------------|---------------|---------------|---------------|
| Labor (includes former Industrial Relations) | 1,010 | 994 | 968 | 976 | 911 |
| Labor (prior to merger with Industrial Relations) | 1 | 0 | 0 | 0 | 0 |
| Liquefied Petroleum Gas Board | 9 | 10 | 10 | 10 | 10 |
| Manufactured Housing Commission | 22 | 24 | 22 | 23 | 23 |
| Medicaid Agency | 581 | 578 | 592 | 572 | 578 |
| Mental Health | 1,440 | 1,244 | 1,272 | 1,120 | 1,165 |
| Military | 292 | 308 | 307 | 313 | 319 |
| Nursing Board | 45 | 48 | 48 | 51 | 52 |
| Nursing Home Admin Exam Board | 1 | 1 | 1 | 1 | 1 |
| Occupational Therapy Board | 1 | 2 | 1 | 2 | 2 |
| Office of Information Technology | 0 | 2 | 3 | 3 | 6 |
| Oil & Gas Board | 34 | 37 | 34 | 38 | 28 |
| Onsite Wastewater Board | 4 | 4 | 5 | 5 | 6 |
| Pardons and Paroles | 552 | 522 | 518 | 494 | 525 |
| Peace Officers Annuity & Benefit Fund | 4 | 3 | 3 | 3 | 3 |
| Peace Officers Standards & Training Comm | 8 | 6 | 5 | 5 | 5 |
| Personnel | 95 | 90 | 94 | 98 | 93 |
| Physical Fitness Commission | 3 | 3 | 3 | 3 | 3 |
| Physical Therapy Board | 2 | 2 | 3 | 3 | 2 |
| Plumbers & Gas Fitters Exam Board | 14 | 15 | 20 | 16 | 17 |
| Polygraph Examiners | 1 | 1 | 1 | 1 | 1 |
| Professional Engineers Registration Board | 9 | 8 | 8 | 10 | 9 |
| Psychology Examiners Board | 0 | 0 | 0 | 1 | 1 |
| Public Education Employees Health Insurance Bd | 29 | 30 | 35 | 36 | 34 |
| Public Health | 3,893 | 3,159 | 2,983 | 2,943 | 2,974 |
| Public Library Service | 30 | 28 | 31 | 32 | 30 |
| Public Safety (under State Law Enforcement Agency) | 1,230 | 1,189 | 1,167 | 0 | 0 |
| Public Service Commission | 98 | 94 | 79 | 76 | 73 |
| Real Estate Appraisers Board | 8 | 8 | 8 | 7 | 7 |
| Real Estate Commission | 34 | 33 | 35 | 33 | 36 |
| Rehabilitation Services | 771 | 780 | 781 | 785 | 781 |
| Retirement Systems | 286 | 291 | 285 | 300 | 300 |
| Revenue | 1,163 | 1,174 | 1,139 | 1,143 | 1,140 |
| Secretary of State | 42 | 44 | 43 | 40 | 36 |
| Securities Commission | 52 | 51 | 50 | 51 | 55 |
| Senior Services | 42 | 40 | 42 | 45 | 44 |
| Social Work Examiners Board | 2 | 4 | 3 | 3 | 4 |
| Soil & Water Conservation Commission | 4 | 5 | 3 | 4 | 6 |
| Speech Pathology & Audiology Exam Board | 2 | 2 | 2 | 2 | 2 |
| State Employees' Insurance Board | 64 | 64 | 64 | 63 | 58 |
| State Law Enforcement Agency | 0 | 24 | 34 | 1,378 | 1,327 |
| State Port Authority/Docks | 188 | 187 | 187 | 188 | 176 |
| Surface Mining Commission | 28 | 27 | 28 | 24 | 23 |
| Tax Tribunal | 0 | 0 | 0 | 3 | 4 |
| Tourism & Travel | 54 | 57 | 57 | 60 | 70 |
| Transportation | 4,355 | 4,271 | 4,320 | 4,378 | 4,313 |
| Treasurer | 30 | 30 | 31 | 30 | 30 |
| Veterinary Medical Examiners Board | 4 | 4 | 5 | 4 | 5 |
| Veterans Affairs | 39 | 43 | 36 | 36 | 38 |
| Women's Commission | 1 | 1 | 1 | 1 | 1 |
| Youth Services | 532 | 464 | 432 | 435 | 432 |
| Totals | 31,707 | 30,471 | 30,611 | 30,402 | 29,924 |

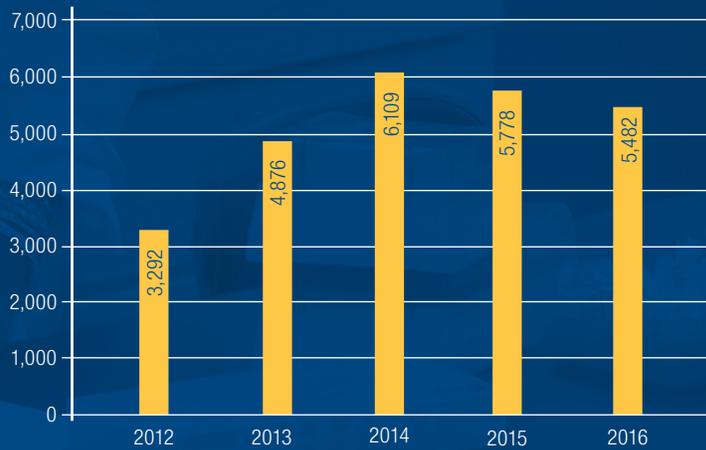
Recruitment & Selection

In fiscal year 2016, over 58,000 applications for State jobs were submitted, and approximately 113,000 applicants were certified to State agencies to be considered for State jobs.

Names Certified to Agencies



Applicants Appointed



Applicant Information

Applications Processed ■
 Applications Placed on a Register ■



29,924

Number of Employees FY 2016



Total Number of Employees

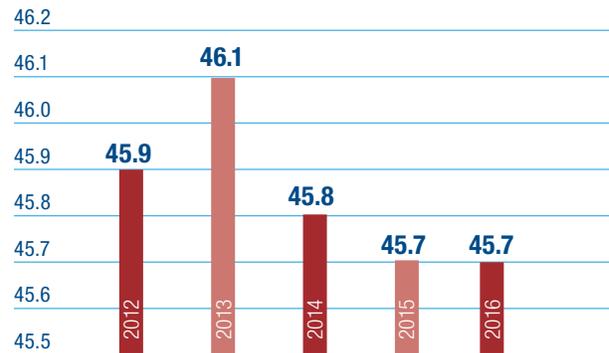
45.7

Average Age of a State Employee in FY 2016

AGING WORKFORCE State workforce demographics reveal that 32.5 percent of employees are eligible to retire within the next five years. The average age of the State's workforce remained the same this fiscal year at 45.7 years old. The average years of service for all State employees is 12.4 years.



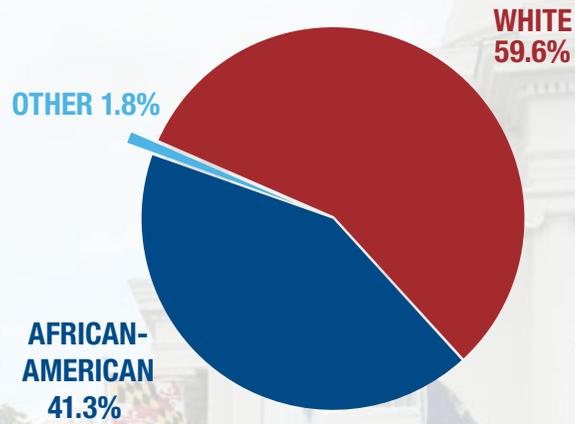
Percentage of Employees Eligible to Retire Within 5 Years*



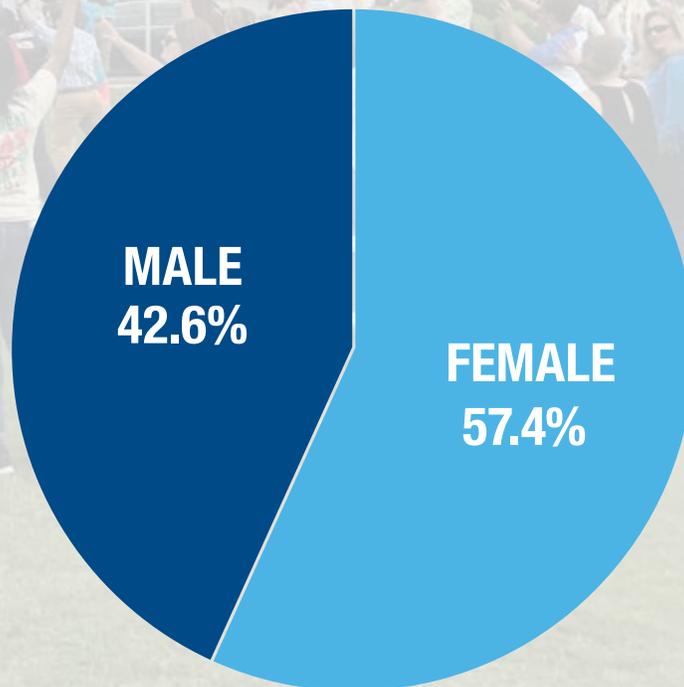
Average Age of Employees*

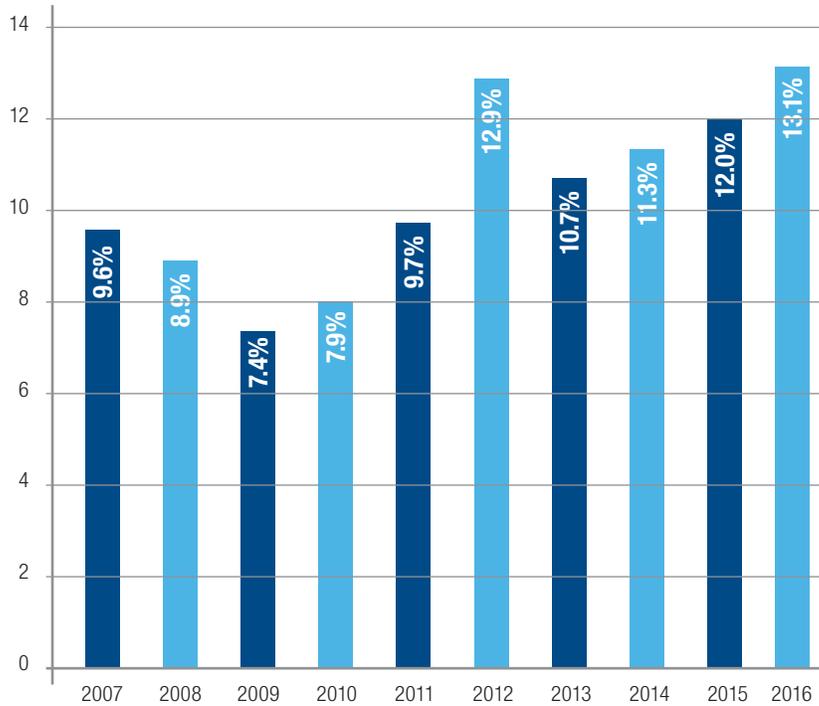
*The data in these charts excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.

State Workforce by Race



State Workforce by Gender

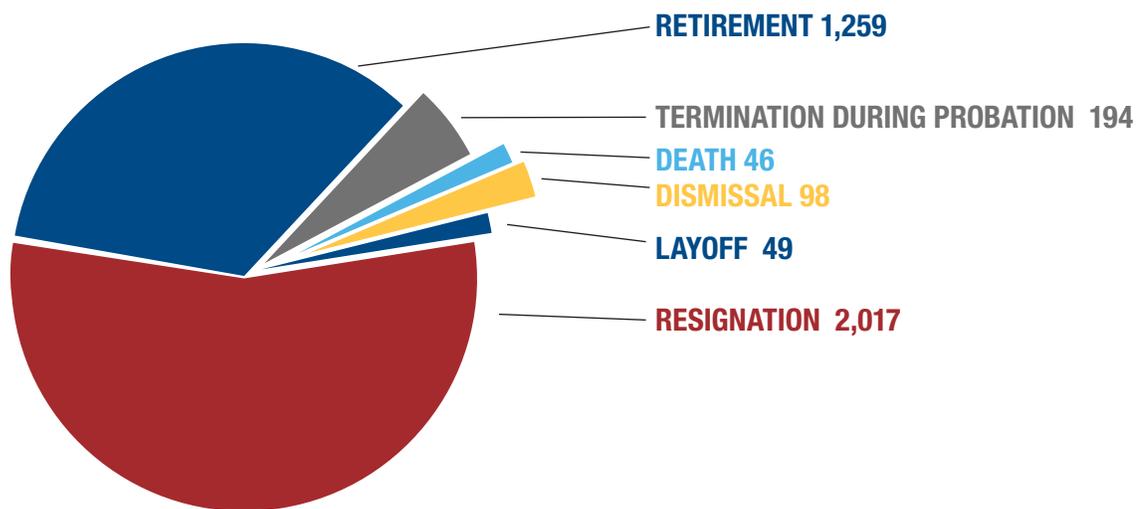




Turnover Rate Total Separations (Percent)

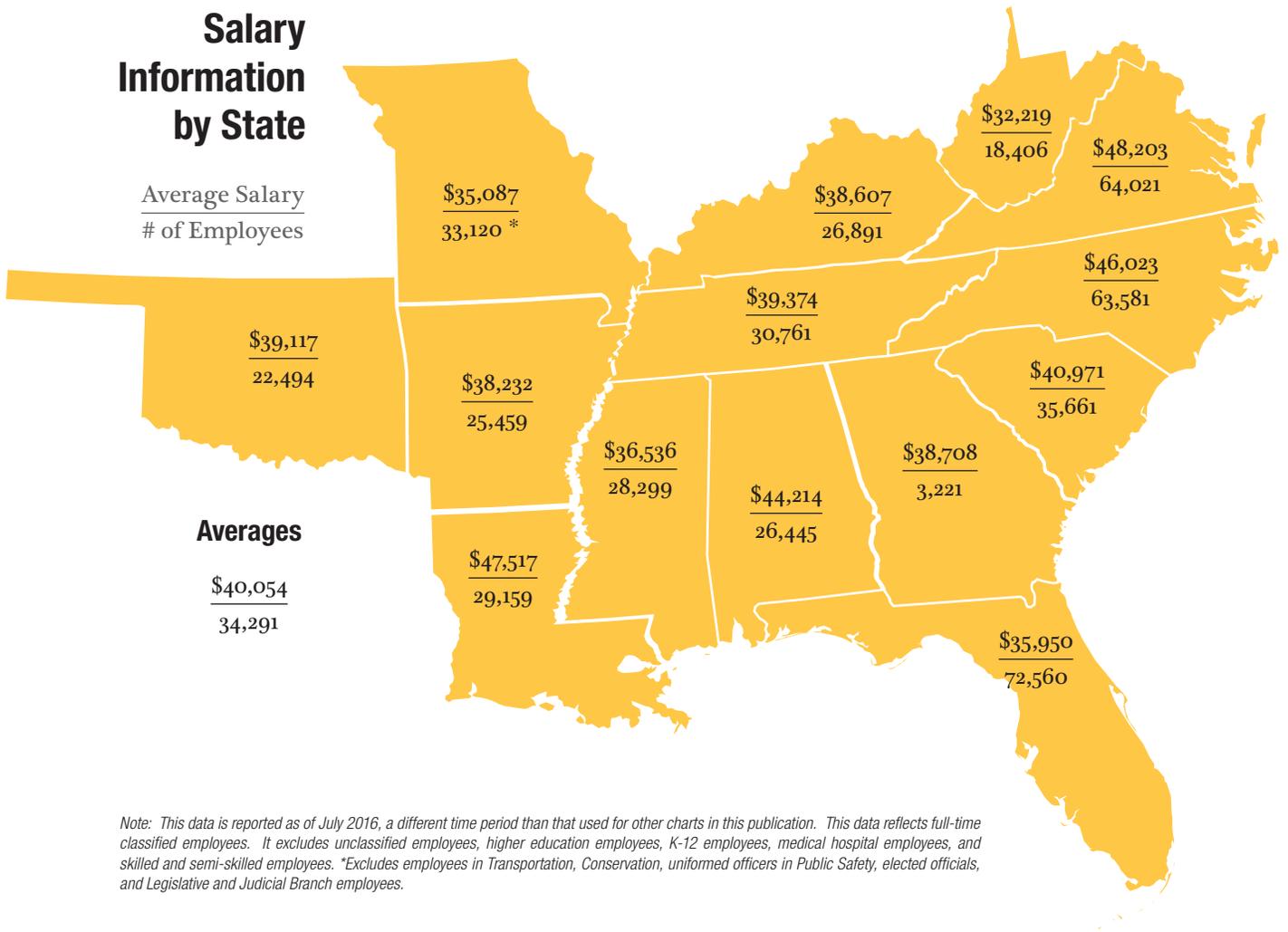
The data in this chart excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.

Separations by Type



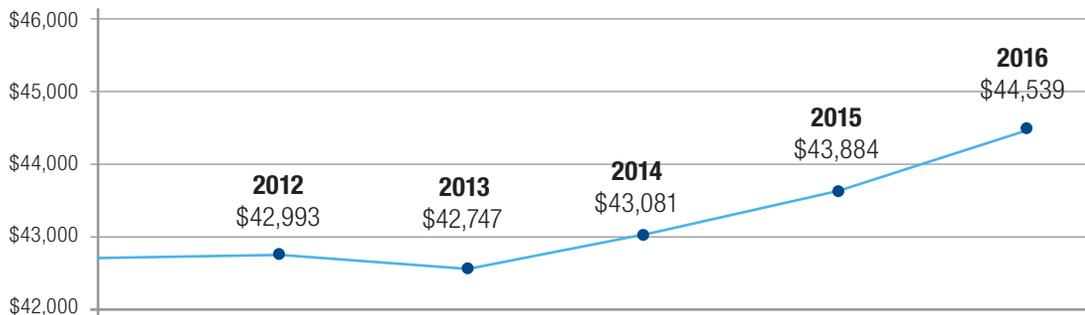
Salary Information by State

Average Salary
of Employees



Note: This data is reported as of July 2016, a different time period than that used for other charts in this publication. This data reflects full-time classified employees. It excludes unclassified employees, higher education employees, K-12 employees, medical hospital employees, and skilled and semi-skilled employees. *Excludes employees in Transportation, Conservation, uniformed officers in Public Safety, elected officials, and Legislative and Judicial Branch employees.

Salary Information



The information above reflects the average annual salary of full-time classified employees.

Annual Leave Rankings

| Maximum Days Granted Per Year | | Maximum Accumulation Allowed | |
|-------------------------------|-------|------------------------------|-----------|
| State | Days | State | Days |
| South Carolina | 30 | Louisiana ² | Unlimited |
| Alabama ¹ | 29.25 | Mississippi ³ | Unlimited |
| Mississippi | 27 | Alabama | 60 |
| Virginia | 27 | Kentucky ⁴ | 60 |
| North Carolina | 26 | Oklahoma | 60 |
| Oklahoma | 25 | Virginia ⁵ | 54 |
| Kentucky | 24 | Florida ⁴ | 45 |
| Louisiana | 24 | Georgia | 45 |
| Tennessee | 24 | South Carolina | 45 |
| West Virginia | 24 | Missouri | 42 |
| Georgia | 22.75 | Tennessee ⁴ | 42 |
| Arkansas | 22.5 | West Virginia ⁶ | 40 |
| Missouri | 21 | Arkansas | 30 |
| Florida | 19.5 | North Carolina ⁴ | 30 |

¹ Maximum Leave accrual is attained after a minimum of 25 years of service to the State.

² Though accumulation is unlimited, upon separation employees are paid only for a maximum of 37.5 days.

³ Though accumulation is unlimited, upon separation employees are paid only for a maximum of 30 days.

⁴ Annual days in excess of the maximum days permitted to accumulate are converted to sick leave.

⁵ Payment upon separation is for a maximum of 42 days.

⁶ Excess days may be used to purchase health insurance, if separation is for retirement.

Sick Leave Rankings

| State | Days | State | Days |
|-----------------------|-------|-----------------------------|-----------|
| Kentucky | 32 | Florida ² | Unlimited |
| Louisiana | 24 | Kentucky ³ | Unlimited |
| West Virginia | 18 | Louisiana ⁴ | Unlimited |
| Georgia | 16.25 | Mississippi ³ | Unlimited |
| Missouri | 15 | Missouri ³ | Unlimited |
| Oklahoma | 15 | North Carolina | Unlimited |
| South Carolina | 15 | Oklahoma ³ | Unlimited |
| Alabama | 13 | Tennessee | Unlimited |
| Florida | 13 | Virginia ⁵ | Unlimited |
| Arkansas | 12 | West Virginia ³ | Unlimited |
| Mississippi | 12 | South Carolina ³ | 180 |
| North Carolina | 12 | Alabama ⁶ | 150 |
| Tennessee | 12 | Arkansas ⁷ | 120 |
| Virginia ¹ | 10 | Georgia | 90 |

¹All employees hired before January 1, 1999 receive 15 days. ²After 10 years of service, employees are paid for 1/4 of their unused sick leave, up to 60 days. ³Unused sick leave has no cash value, but is credited towards retirement. ⁴Partial payment of sick leave is based on actuarial computation. ⁵After 5 years of service, employees are paid for 1/4 of their unused sick leave, up to \$5,000. ⁶At retirement, employees are paid for 1/2 of their unused sick leave, or may credit the time towards retirement. ⁷At retirement, employees are paid for part of their unused sick leave, up to \$7,500.



Holiday Rankings

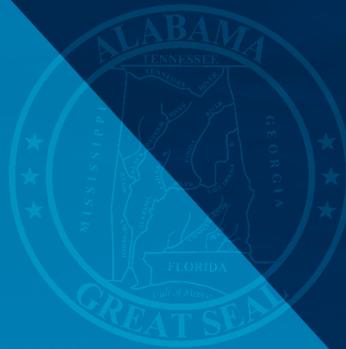
Official Holidays Granted

| State | Days | State | Days |
|------------------------|------|----------------------------|------|
| Virginia ¹ | 17 | West Virginia ⁴ | 12 |
| Alabama | 13 | Kentucky ⁵ | 11.5 |
| South Carolina | 13 | Oklahoma | 11 |
| Arkansas | 12 | Tennessee | 11 |
| Georgia ² | 12 | Mississippi | 10 |
| Louisiana ³ | 12 | North Carolina | 10 |
| Missouri | 12 | Florida | 9 |

(Includes Personal Leave Days)

¹All employees hired after January 1, 1999, receive 4 to 5 personal leave days. ²Additionally, sick leave in excess of 15 days, up to 3 days, is converted to personal leave days. ³Additionally, Election Day is granted as a holiday every other year. ⁴Additionally, up to 3 hours is granted on both primary and general election days. ⁵Additional, a holiday is granted for Presidential election days.





STATE OF ALABAMA **PERSONNEL DEPARTMENT**

ANNUAL REPORT 2016

300 FOLSOM ADMINISTRATIVE BUILDING
MONTGOMERY, ALABAMA 36130-4100
(334) 242-3389

PERSONNEL.ALABAMA.GOV

