

# **THIRTY-THIRD ANNUAL WORKFORCE REPORT**

**FISCAL YEAR 2011-12**  
**October 1, 2011 – September 30, 2012**

**State of Michigan**  
**Civil Service Commission**



**Civil Service Commissioners:**

**Thomas M. Wardrop, Chair**  
**James Barrett**  
**Charles Blockett, Jr.**  
**Robert W. Swanson**

**Janet McClelland, Acting State Personnel Director**

This is the Thirty-Third Annual Workforce Report covering fiscal year 2011-12 (October 1, 2011 – September 30, 2012). The statistical information is in summary form. When making comparisons, please note the data may represent a specific date or an average over a period of time. Totals may vary depending on the source used to select the data. The source used for each chart is identified.

Inquiries about this report may be directed to:

Michigan Civil Service Commission  
Office of Business Applications Support  
Data Management and Reports  
(517) 373-3083  
[MCSC-OBASReports@michigan.gov](mailto:MCSC-OBASReports@michigan.gov)

Inquiries about Section IV of the Annual Workforce Report may be directed to:

Michigan Civil Service Commission  
Office of Human Resources  
(517) 335-0309

The Annual Workforce Report was published in book form from FY 1979-80 through FY 2000-01. In FY 2001-02, the Annual Workforce Report became an online document and in the following year, quarterly updates of portions of the report were added to the publication. The Michigan Civil Service Commission web address is: <http://www.michigan.gov/mdcs>. The following Michigan libraries are permanent repositories for previous copies of this document:

Detroit Public Library, Detroit  
Hatcher Graduate Library, University of Michigan, Ann Arbor  
Library of Michigan, Lansing  
Michigan State University Libraries, East Lansing  
Purdy/Kresge Library, Wayne State University, Detroit

**STATISTICAL HIGHLIGHTS  
FY 2011-12**

**PROFILE OF CLASSIFIED EMPLOYEES**

Average Age .....	45.2
Average Annual Salary <sup>1</sup> .....	\$54,475
Average Annual Fringe Benefit Cost <sup>2</sup> .....	\$41,842
Average Sick Leave Days Used .....	11
Average Annual Leave Days Used .....	18.2
Average Years of Service .....	12.8

**WORK FORCE CHARACTERISTICS**

Females .....	53.1%
Males .....	46.9%
Eligible for Longevity .....	68.3%
Less than Six Years of Service .....	30.7%
Six to Ten Years of Service .....	15.4%
Over Ten Years of Service .....	53.8%
Exclusively Represented for Collective Bargaining .....	71.4%
Turnover Separations .....	8.4%

**FEDERALLY DEFINED RACE/ETHNIC GROUP DISTRIBUTION**

American Indian .....	1%
Asian .....	1.4%
Black .....	18.2%
Hispanic .....	2.8%
White .....	75.3%
Not Disclosed .....	1.3%

<sup>1</sup> Average annual salary is calculated based on each employee's hourly rate of pay multiplied by 2,088 hours, regardless of their work schedule (see Table 2-1).

<sup>2</sup> Average annual fringe benefit cost is based on the cost of fringe benefits as a percent of payroll (see table 2-3) multiplied by average annual salary.

Comment: This report has been updated to reflect the addition of OPEB costs in the Annual Fringe Benefit Cost report (see Table 2-3) updating the Average Annual Fringe Benefit Cost on this Statistical Highlights page, effective 10/22/2014.

## TABLE OF CONTENTS

**STATISTICAL HIGHLIGHTS**..... i

**TABLE OF CONTENTS**..... ii

### **SECTION ONE - TRENDS IN THE STATE CLASSIFIED WORK FORCE**

Graph 1-1 - Active State Classified Employment Averages, Fifty-Year History and Five-Year History ..... 1-1

Graph 1-2 - Active State Classified Employment Figures, Fiscal Years 2007-08 through 2011-12 ..... 1-2

Table 1-1 - Active Classified Employees by Employee Status ..... 1-3

Table 1-2 - Full-Time Equated Employee Position Report by Department ..... 1-7

Table 1-3 - Number and Percent of Classified Employees by Department..... 1-11

Graph 1-3 - Breakdown of Active Classified Employment Averages, Fiscal Years 2001-02 and 2011-12..... 1-12

Table 1-4 - Average Number of Active Classified Employees by Department, Fiscal Years 2002-03  
Through 2011-12..... 1-13

### **SECTION TWO - CHARACTERISTICS OF CLASSIFIED EMPLOYEES**

Graph 2-1 - Trend of Total State Expenditures Compared to Total State Classified Payroll,  
Fiscal Years 2002-03 through 2011-12 ..... 2-1

Graph 2-2 - State Classified Payroll as a Percent of Total State Expenditures,  
Fiscal Years 2002-03 through 2011-12 ..... 2-2

Table 2-1 - Average Age, Average Pay Rate, and Longevity Analysis by Department ..... 2-3

Table 2-2 - Employee Distribution by Salary - Statewide, Fiscal Years 2007-08 through 2011-12 ..... 2-4

Table 2-3 - Classified Employee Benefits as a Percentage of Base Payroll (Employer Contributions)  
Fiscal Years 2007-08 through 2011-12 ..... 2-7

Table 2-4 - Active Classified Employees Enrolled in State Sponsored Insurance Plans by Department ..... 2-8

Table 2-5 - State Classified Employee Vacation, Holiday, and Sick Leave Pay as a Percentage  
of Base Payroll, Fiscal Years 2007-08 through 2011-12 ..... 2-10

Graph 2-3 - Annual Leave and Sick Leave Usage by Department ..... 2-11

Table 2-6 - Active Classified Employee Average Sick Leave and Annual Leave Usage ..... 2-12

Table 2-7 - Active Classified Employee Sick Leave Usage Comparison (Average Days Per Employee)  
Fiscal Years 2007-08 through 2011-12..... 2-13

Table 2-8 - Sick Leave Usage Analysis by Department ..... 2-14

Table 2-9 - Annual Leave and Deferred Hours Usage Analysis by Department..... 2-15

Table 2-10- Age Distribution for Classified Employees by Department ..... 2-16

Graph 2-4 - Employment Trend of Job Categories, Fiscal Years 2007-08 through 2011-12..... 2-17

Table 2-11- Active Classified Employees by Work County ..... 2-18

Graph 2-5 - Map of Michigan Distribution of Classified Employees by County ..... 2-20

### **SECTION THREE - EMPLOYEE CONTINUITY OVERVIEW**

Graph 3-1 - Average Years of Service by Department.....	3-1
Table 3-1 - Classified Employee Distribution by Department and Years of Service, Race/Ethnic Group, Gender, and Disability Analysis .....	3-2
Table 3-2 - Statewide Separations by Reason .....	3-23
Table 3-3 - New Hires, Returns and Separations by Department.....	3-24
Table 3-4 - Turnover Separations in the State Classified Service, 1943 to 2012 .....	3-25
Table 3-5 - Turnover Separations by Department, Fiscal Years 2007-08 through 2011-12 .....	3-27
Table 3-6 - Percentage of Employees Eligible to Retire Over the Next One, Three, and Five Year Periods .....	3-31

### **SECTION FOUR - EQUAL EMPLOYMENT OPPORTUNITY REPORT**

Table 4-1 - Statewide Employees by EEO Category.....	4-1
Table 4-2 - Statewide Employees by Department and EEO Category.....	4-2
Table 4-3 - Classified Employee Distribution by Department.....	4-22
Table 4-4 - Statewide Employees with a Disability by EEO Category.....	4-23

### **SECTION FIVE - BARGAINING UNIT CHARACTERISTICS**

Graph 5-1 - Breakdown of State Classified Employment by Bargaining Unit.....	5-1
Table 5-1 - Employees Paying Union Membership Fees by Bargaining Unit .....	5-2
Graph 5-2 - Average Years of Service by Bargaining Unit.....	5-3
Table 5-2 - Classified Employee Distribution by Bargaining Unit and Years of Service, Race/Ethnic Group, Gender, and Disability Analysis .....	5-4
Table 5-3 - Average Age, Pay Rate, and Longevity Analysis by Bargaining Unit .....	5-22
Table 5-4 - Active Classified Employees Enrolled in State Sponsored Insurance Plans by Bargaining Unit .....	5-23
Graph 5-3 - Annual Leave and Sick Leave Usage by Bargaining Unit.....	5-25
Table 5-5 - Sick Leave Usage Analysis by Bargaining Unit .....	5-26
Table 5-6 - Annual Leave and Deferred Hours Usage Analysis by Bargaining Unit.....	5-27
Table 5-7 - Average Sick Leave and Annual Leave Usage Analysis by Bargaining Unit.....	5-28
Table 5-8 - Sick Leave Usage Comparison by Bargaining Unit .....	5-29
Table 5-9 - Bargaining Unit Analysis by Department, Exclusively Represented.....	5-30
Table 5-10 - Bargaining Unit Analysis by Department, Non-Exclusively Represented .....	5-31

### **GLOSSARY**

Glossary.....	G-1
---------------	-----