

ANNUAL WORKFORCE REPORT

First Quarter

FISCAL YEAR 2008-09

**State of Michigan
Civil Service Commission**



Civil Service Commissioners:

**Andrew P. Abood
Kelly G. Keenan
Sherry L. McMillan
Thomas M. Wardrop**

Jeremy S. Stephens, State Personnel Director

STATISTICAL HIGHLIGHTS
First Quarter FY 2008-09

PROFILE OF CLASSIFIED EMPLOYEES

Average Age	46.2
Average Annual Salary ¹	\$54,372
Average Years of Service	14.8

WORK FORCE CHARACTERISTICS

Females	51.7%
Males.....	48.3%
Eligible for Longevity	78.0%
Less than Six Years of Service	20.9%
Six to Ten Years of Service.....	20.8%
Over Ten Years of Service	58.3%
Exclusively Represented for Collective Bargaining.....	71.1%

FEDERALLY DEFINED RACE/ETHNIC GROUP DISTRIBUTION

American Indian	1.2%
Asian	1.3%
Black	18.0%
Hispanic	2.8%
White	76.4%
Not Disclosed	0.3%

¹ Average annual salary is calculated based on each employee's hourly rate of pay multiplied by 2,088 hours, regardless of their work schedule.

TABLE OF CONTENTS

STATISTICAL HIGHLIGHTS	i
-------------------------------------	----------

TABLE OF CONTENTS	ii
--------------------------------	-----------

SECTION ONE - TRENDS IN THE STATE CLASSIFIED WORK FORCE

Table 1-1 - Active Classified Employees by Employee Status	1-1
Table 1-2 - Full-Time Equated Position Report by Department.....	1-6
Table 1-3 - Number and Percent of Classified Employees by Department	1-9
Table 1-4 - Fiscal Year to Date Average Number of Classified Employees by Department	1-10

SECTION TWO - CHARACTERISTICS OF CLASSIFIED EMPLOYEES

Table 2-1 - Average Age, Pay Rate, and Longevity Analysis by Department	2-1
Table 2-4 - Active Classified Employees Enrolled in State Sponsored Insurance Plans by Department.....	2-2
Table 2-10 - Age Distribution for Classified Employees by Department and Statewide.....	2-4
Graph 2-4 - Employment Trend of Job Categories, Fiscal Years 2005-06 through First Quarter 2009.....	2-5
Table 2-11 - Active Classified Employees by Work County	2-6

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, First Quarter 2009.....	3-25
Table 3-3 - New Hires, Returns and Separations by Department	3-26

SECTION FOUR - EQUAL EMPLOYMENT OPPORTUNITY REPORTING

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..... 5-23

Table 5-4 - Active Classified Employees Enrolled in State Sponsored Insurance Plans by
Bargaining Unit 5-24

Table 5-9 - Bargaining Unit Analysis by Department, Exclusively Represented 5-26

Table 5-10- Bargaining Unit Analysis by Department, Non-Exclusively Represented 5-27

GLOSSARY

SECTION ONE

TRENDS IN THE STATE CLASSIFIED WORKFORCE

SECTION TWO

CHARACTERISTICS OF CLASSIFIED EMPLOYEES

SECTION THREE

EMPLOYEE CONTINUITY OVERVIEW

SECTION FOUR

EQUAL EMPLOYMENT OPPORTUNITY REPORT

Section IV provides information required by the federal Equal Employment Opportunity Commission, the Office of Federal Contract Compliance, and the state's Equal Employment Opportunity Plan. The state maintains and reports data on the race/ethnic groups, gender, and disability status of its workforce.

BREAKDOWNS

Race/Ethnic Group. State employees are identified by their race/ethnic status in the following federally-defined groups:

1. White
2. Black
3. American Indian
4. Hispanic
5. Asian
6. Other

Disabled. Employees have been permitted to identify themselves as "handicapped" or "disabled." [There is no uniform or objective definition of "handicapped" or "disabled" and employees have been permitted to self-identify as "handicapped" or "disabled." Identification as "handicapped" or "disabled" does not imply that the employee meets the definition of "disabled" in Civil Service Rule 1-9 or the state and federal discrimination statutes.]

Gender. Each race/ethnic group is further broken down by gender: male or female.

Job Categories. The workforce data is broken down into eight broad job categories reported in the state's annual workforce analysis (the "EEO-4 Report"). The job categories are the following:

1. Official/Administrator
2. Professional
3. Technician
4. Protective Services
5. Para-Professional
6. Administrative Support
7. Skilled Craft
8. Service/Maintenance

SECTION FIVE

BARGAINING UNIT CHARACTERISTICS

