

# 2002 Annual Report



## STATE OF ALABAMA Personnel Department

October 1, 2001 – September 30, 2002





# STATE OF ALABAMA

## PERSONNEL DEPARTMENT

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State Personnel Board  
Joe Dickson  
Harry McMillan  
John McMillan  
J. Ray Warren  
Horace Powell

### LETTER OF TRANSMITTAL

Honorable Don Siegelman, Governor of Alabama

State Personnel Board

Mr. Joe Dickson, Chairman  
Mr. Harry McMillan, Member  
Mr. John McMillan, Member  
Mr. J. Ray Warren, Member  
Mr. Horace Powell, Sr., Member

I am pleased to report to you on the activities of the State Personnel Department for the fiscal year October 1, 2001, through September 30, 2002.

During this year, State Personnel activities continued to reflect increases in the number of applications received, employment registers established, positions established, individuals appointed, and employees reached by our training programs. Our Agency worked with the Department of Corrections to assist in recruiting qualified correctional officers by developing new procedures and expanding the testing process to include examinations given at correctional facilities statewide. We also continued to see progress in the hiring of needed Social Workers in the Department of Human Resources. Additionally, the Personnel Department began development of a workforce planning program to be implemented in the coming fiscal year for those State agencies who have expressed an interest in such a program.

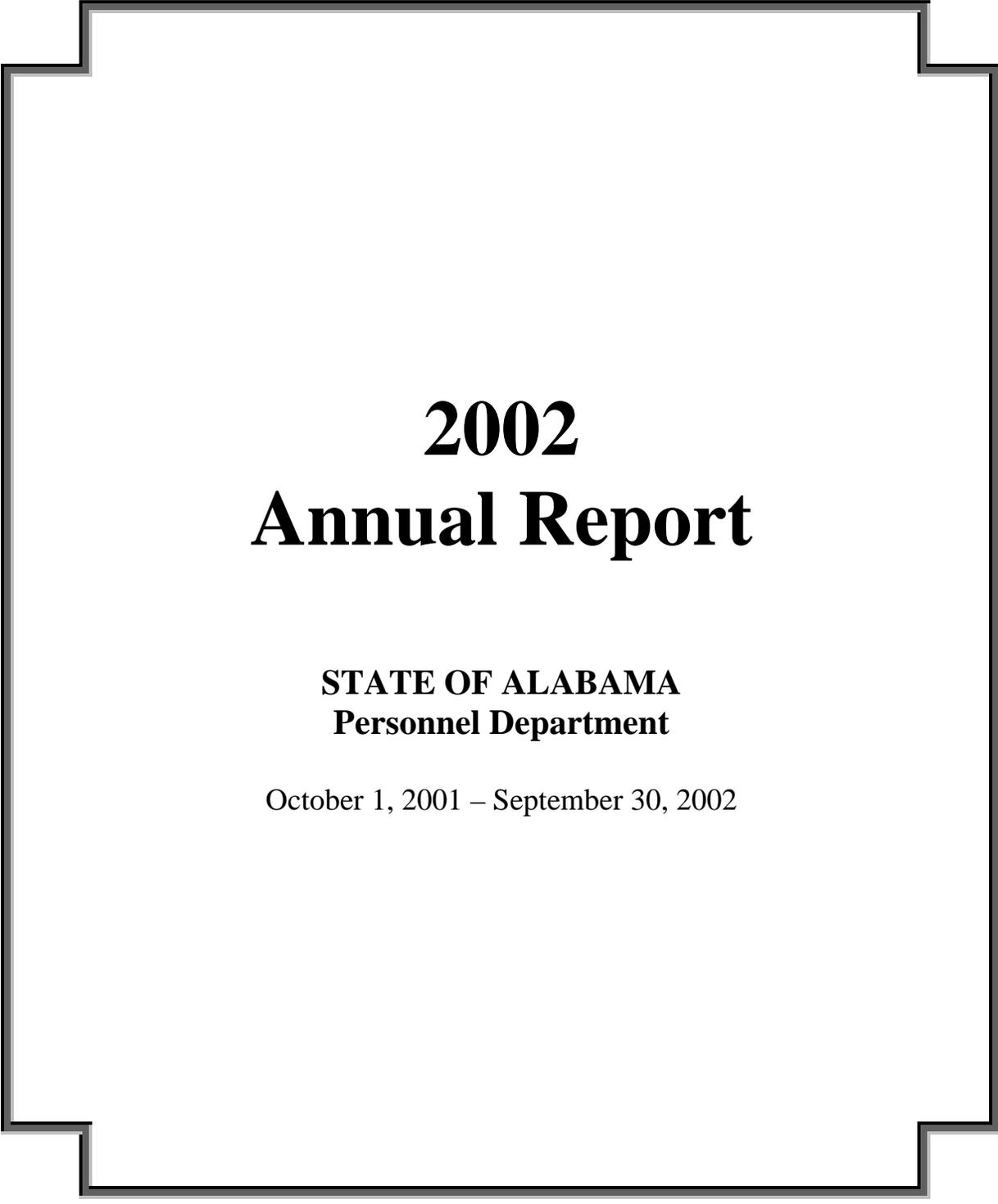
Fiscal Year 2002 also witnessed the continued recovery of State employment levels from the low reached at the end of Fiscal Year 1998. At that time, a retirement incentive passed by the State Legislature, coupled with a thirty percent reduction in the Public Health Department workforce, almost doubled the State's turnover rate and caused a drop of 3,327 employees. The rebuilding process began in Fiscal Year 2001 and the State is now within three percent of the staffing levels in place before this unplanned reduction. Recovery from the loss of so many senior, experienced individuals at one time has been difficult for certain agencies.

Your help and support in making the gains we have achieved are 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





# **2002 Annual Report**

**STATE OF ALABAMA  
Personnel Department**

October 1, 2001 – September 30, 2002



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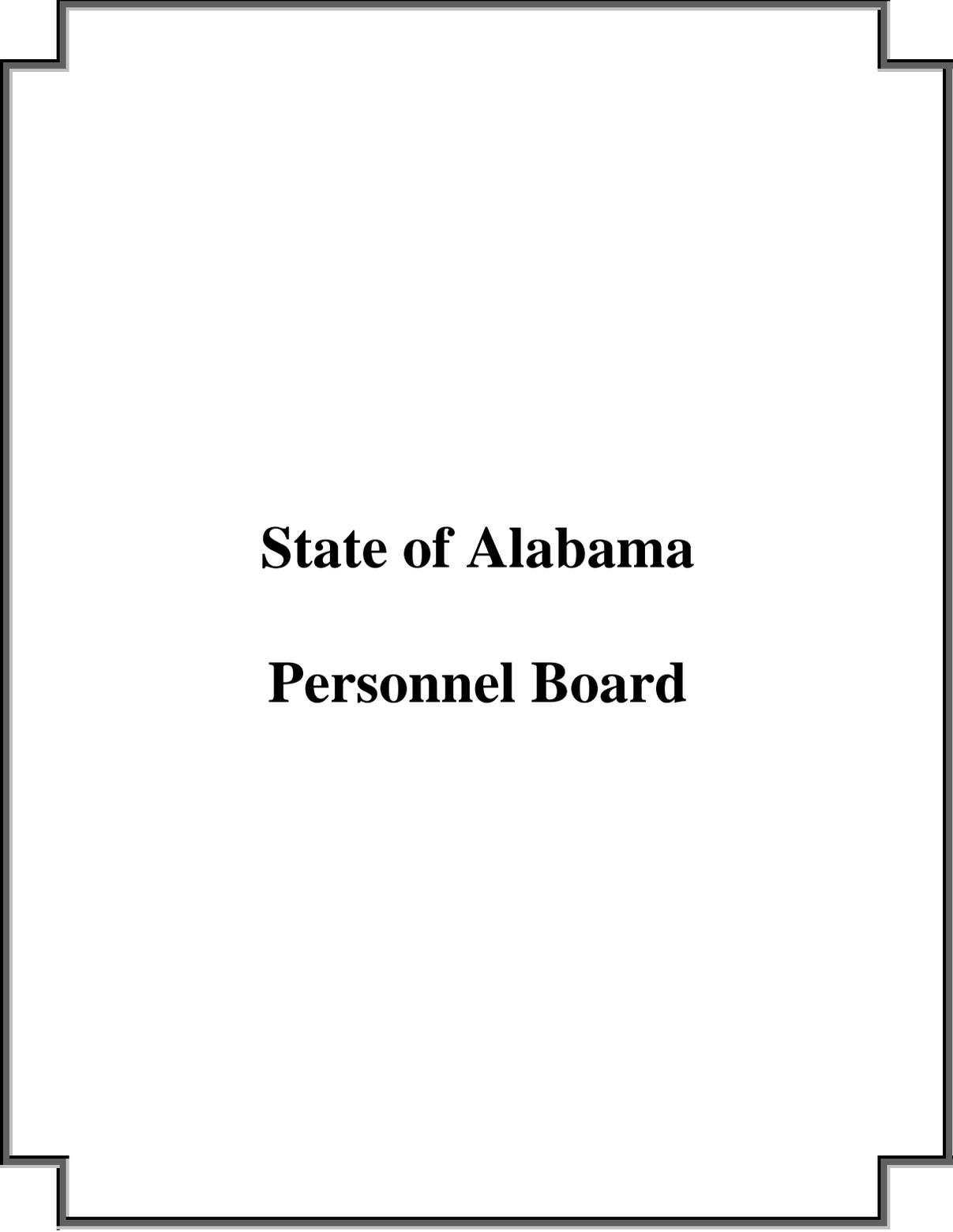
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**State of Alabama**

**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. 1998. Term expires Feb. 1, 2004**

Mr. Dickson, of Birmingham, is Editor/Publisher of The Birmingham World newspaper and was initially appointed to the Board by Governor Guy Hunt in February 1992. He was reappointed to a second term by Governor Fob James, Jr. and 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 - Appointed Feb. 1997. Term expires Feb. 1, 2003**

Mr. McMillan, of Stockton, is Executive Vice President of the Alabama Forestry Association. He was appointed to the Board by Governor Fob James, Jr.

- **J. Ray Warren - Reelected Feb. 2001. Term expires Feb. 1, 2007**

Mr. Warren, a Merit System employee with the Finance Department's Division of Risk Management, was reelected to serve a full term as the employee representative.

- **Hazel Lee – Appointed Apr. 2000. Resigned Sep. 9, 2002**

Mrs. Lee was appointed by Lieutenant Governor Steve Windom. She is retired as a partner in J & M Bookstores and is currently associated with her daughters in the operation of Grandoodles, both located in Auburn.

## State of Alabama Personnel Board

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

Mr. Powell, of Prattville, was appointed by Lieutenant Governor Steve Windom to serve the remainder of Ms. Hazel Lee's term. 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.

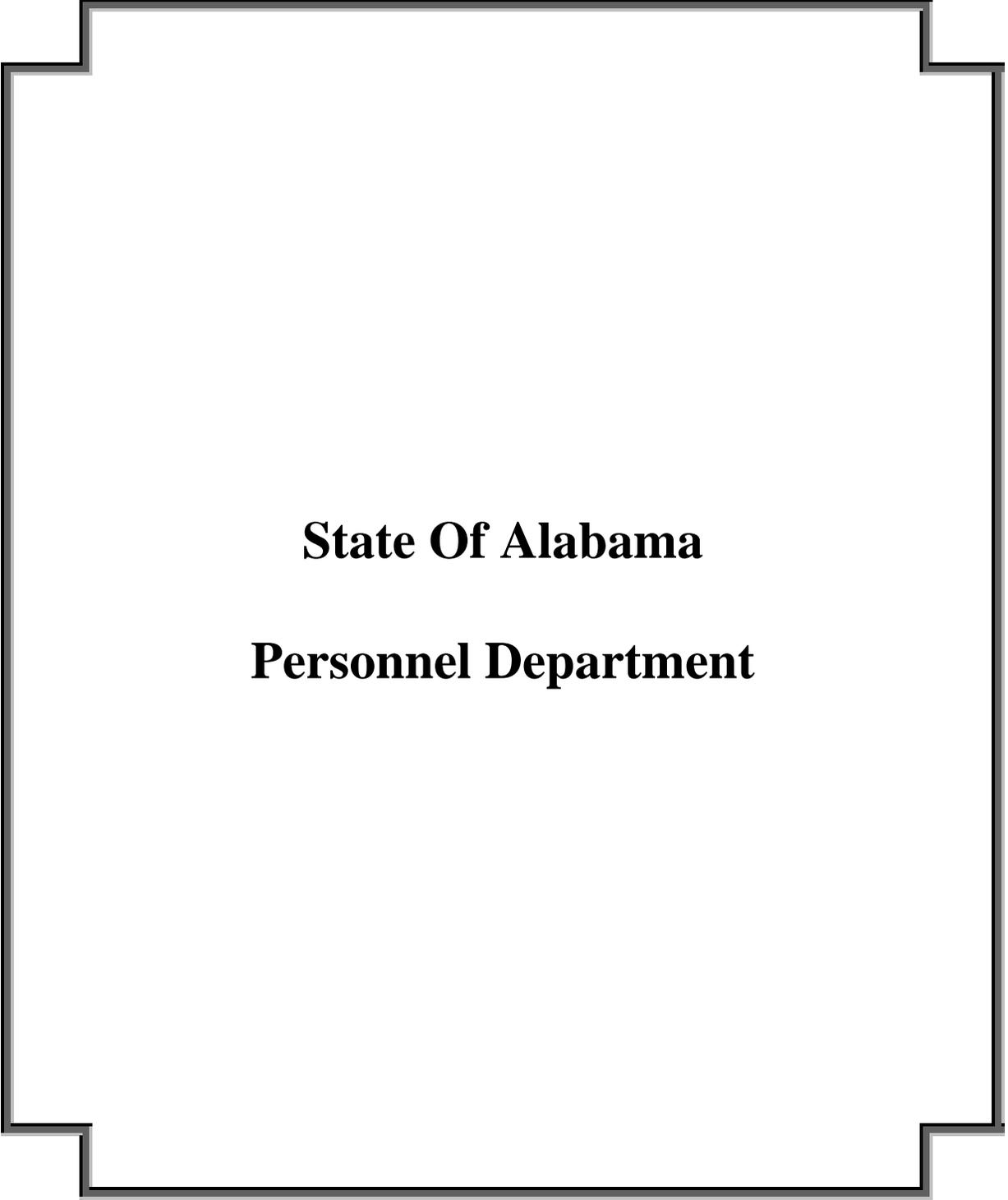
### **Duties and Responsibilities**

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.



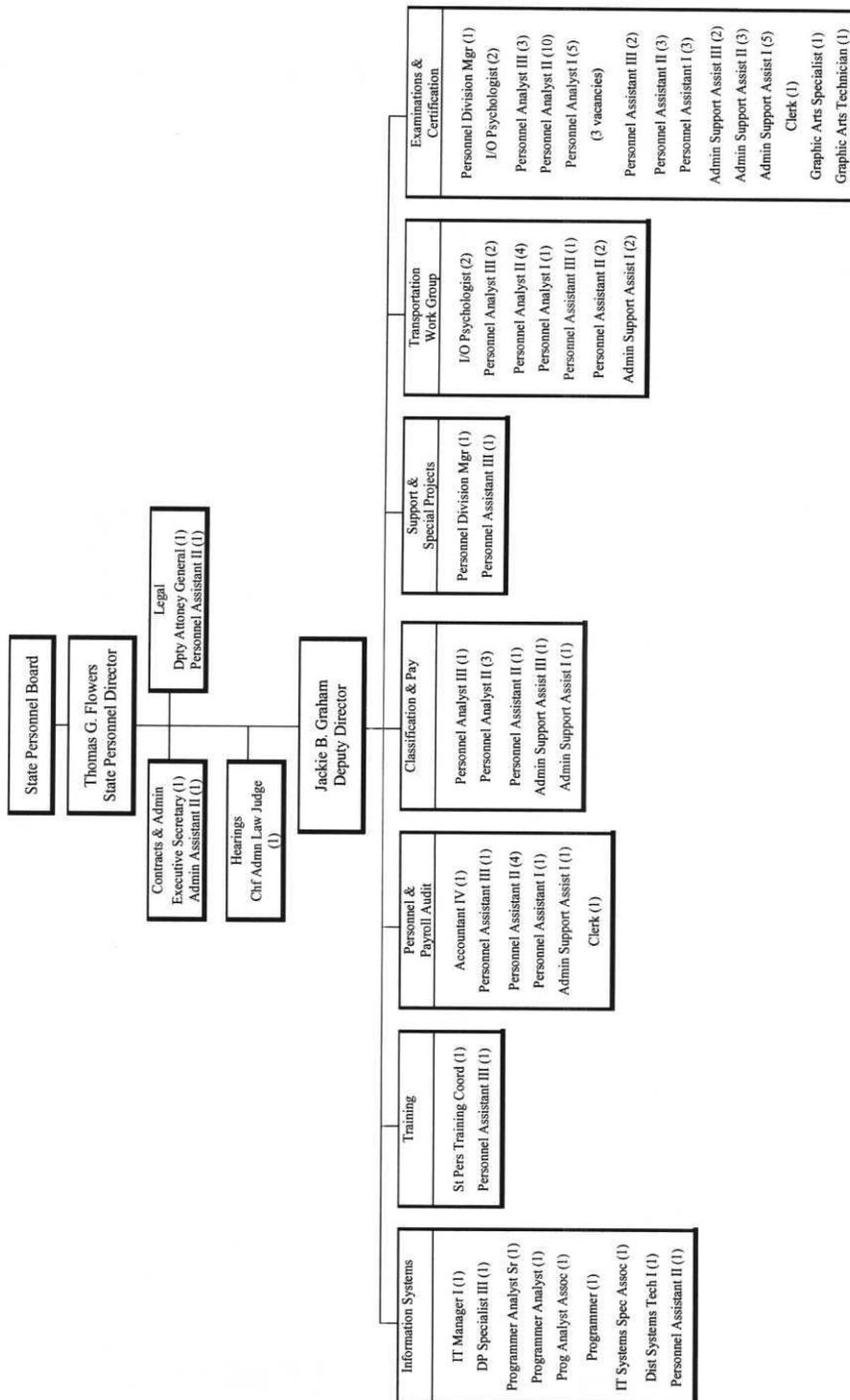
**State Of Alabama**

**Personnel Department**



# State of Alabama Personnel Department

## State Personnel Department Organizational Chart FY Ending 9/2002



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.

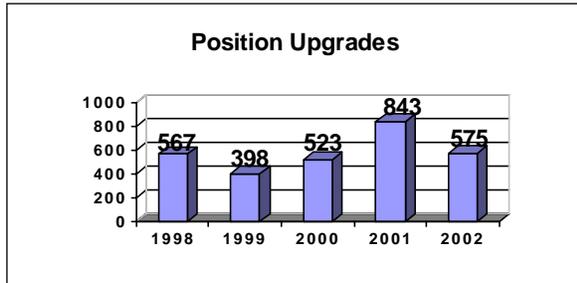
The State Personnel Department is committed to build and administer valid, legally-defensible selection devices in a timely manner and to identify the best-qualified, available applicants to fill job vacancies; to maintain a competitive classification and pay plan as well as a pay administration system 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 1,299 classes. During this time, the State Personnel Board, on the recommendation of the Classification and Pay staff, approved 20 new job classifications, revised 30 classes, and abolished 32 classes. Salary range changes for 101 classifications were also approved by the Board.

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 1,958 position descriptions.



These reviews resulted in the establishment of 754 new positions, the reallocation of 575 positions to a higher classification, and the reallocation of 66 positions to a lower classification. Approximately 98 positions were abolished after determining they were no longer needed.

The State’s compensation plan was modified in connection with Act #2000-611, which provided a two percent cost of living adjustment for State employees. Longevity pay was awarded to employees with five or more years of State service.

Members of the Classification and Pay Staff joined eleven other states in attending the Southeastern Salary Conference in Memphis, Tennessee, where current pay policies and procedures were discussed. Participation in this group provides a source of quantifiable salary data as well as detailed information concerning compensation practices and a mechanism for the exchange of salary data among other states. A survey was conducted to determine the average salaries of full-time classified employees for participating states on July 15, 2002. The information was prepared by the Southeastern States Salary Conference and indicates the salary level for Alabama was approximately 7% above the average.

STATE	AVERAGE SALARY
<i>Virginia</i>	\$35,425
<i>Kentucky</i>	\$33,801
<i>North Carolina</i>	\$33,453
<i>Alabama</i>	\$32,948
<i>Georgia</i>	\$32,744
<i>South Carolina</i>	\$31,191
<i>Florida</i>	\$30,215
<i>Oklahoma</i>	\$29,916
<i>Arkansas</i>	\$29,831
<i>West Virginia</i>	\$29,126
<i>Tennessee</i>	\$28,686
<i>Missouri</i>	\$27,950
<i>Mississippi</i>	\$26,560
<i>Average</i> (excluding Alabama)	\$30,847

The two-step limit on both annual and promotional raises previously requested by the Governor continued throughout the fiscal year. Concurrence with the Governor’s request limits the maximum amount of annual raises available to State employees to five percent. On the recommendation of various departments, the State Personnel Board approved 57 Special Merit Raises for employees demonstrating extraordinary performance. Also during this fiscal year, the Board considered 37 Special Pay Issues and 21 requests for paid overtime for FLSA non-exempt employees.

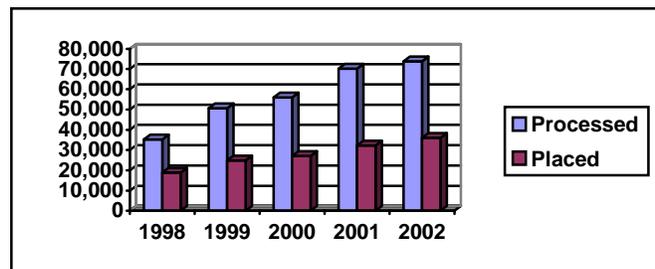
The Classification and Pay Staff continued its practice of making telephone and mail surveys in connection with requests for salary adjustments presented to the State Personnel Board. As a

## State of Alabama Personnel Department

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 technical statistical jobs; law enforcement with Public Safety; park operations classes with the Department of Conservation and Natural Resources; store operations with the Alcoholic and Beverage Control Board; professional jobs with the Alabama Public Library; and professional and supervisory nursing classifications with the Department of Public Health.

**Recruitment And Selection:** The Examinations and Recruitment Division is responsible for developing, constructing, and scheduling examinations for existing or anticipated job vacancies in the State of Alabama Merit System. 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 Examination Division was responsible for the following:



- reviewing 73,820 applications for eligibility;
- placing 35,963 eligibles on lists available to appointing authorities;
- establishing or updating 2,067 certificates of eligible applicant lists to State agencies;
- producing and distributing 190 State vacancy announcements;
- validating 12 written multiple choice examinations; and
- administering assembled examinations to over 6,000 qualified applicants.

The Examination Division is responsible for 13 written examination centers throughout the state, including sites in Montgomery, Mobile, Birmingham, Decatur, and Jacksonville. During this past fiscal year, a renewed commitment was made to ensure standardized administration and security procedures are maintained at the test centers. A team of analysts was assembled to conduct site visits at each of the test centers. A lead analyst was assigned the responsibility of ensuring that each test center receives an unannounced site visit twice a year by a team member to observe administrative and security procedures. An assessment was written for each site visit and forwarded to the Examination Manager for disposition. The Examination Manager communicates any quality control issues observed at the exam site to the Chief Monitor.

As a means to ensure accuracy in exam scoring, the Examination Manager instituted an examination scoring review system requiring an independent secondary review of all unassembled examination credentials submitted by applicants. This effort is an important part of the Division's attempt to ensure applicants' credentials are thoroughly reviewed during the evaluation process. The secondary review allows the Division to identify and correctly credit any work experience or training that may have been initially overlooked by the primary analyst.

## State of Alabama Personnel Department

A major change was made to the Division's test automation procedures with the upgrade of the item bank to a Windows-based program from the old DOS version. The Sigma V Test Management System (TMS) is designed for the management and development of employment related examinations. The system assists the exam analyst in a wide range of tasks such as the storage of items in an organized database, assembly of exams from the bank, layout and publication of tests, storage, retrieval of assembled exams, and tracking of exam usage and related statistics. The TMS V incorporates complete desktop publishing capabilities with Microsoft Word unlike the old Sigma IV system that required the use of Word Perfect that was not directly compatible with our current system.

The IT work group of the Exams Division completed its goal of developing examinations for Information Technology classifications created by the implementation of the Information Technology classification structure approved by the State Personnel Board in August 2000. During this fiscal year, employment registers were established for all Information Technology classifications for both open-competitive and promotional positions. Some of these new registers contained a new system that permits selective certification of specialties within options. This procedure allows agencies to better select candidates within registers to fit certain IT skill sets. In an ongoing effort to minimize the amount of time it takes to place an individual on the register, the IT work group administers certain assembled exams every two to three weeks for continuous recruitment classifications. These efforts should result in attracting and retaining qualified IT staff for State agencies in order to keep pace with ever advancing technologies. In addition, the IT work group participated in the revision of the Department's web site.

The Examination Division was also involved in the development and administration of several promotional assessment center examinations given in response to the needs of various departments. The Pardons and Parole Officer V, State Capitol Police Sergeant - Port Authority Option, and State Capitol Police Lieutenant - Port Authority Option were among the classifications necessitating the use of an assessment center for candidate evaluation. In addition, an assessment center was administered and a register established for the Departmental Personnel Manager I during the fiscal year. Currently, an assessment center examination is under development for the Departmental Personnel Manager II which is expected to be announced during the upcoming year.

During the fiscal year, a new Conservation Enforcement Officer examination was developed and administered with 1,040 names placed on the register. A second round of oral boards was conducted for the State Trooper classification in an effort to respond to the needs of the Department of Public Safety. Work is under way for the in-house development of a new trooper examination to be administered during the upcoming year. In addition, promotional examinations for the Trooper Sergeant, Trooper Lieutenant, and Trooper Captain are currently under development with the assistance of consultants.

The Examinations Division continued the weekday testing program for various clerical job classifications. This program provides for testing of applicants for certain clerical classes every two weeks in the State Personnel Department. This Weekday Testing Program was established in an effort to give agencies a large pool of qualified applicants for these widely utilized registers. In addition, weekday testing provides flexibility to applicants who cannot attend our

## State of Alabama Personnel Department

long-established Saturday testing. This program has been periodically expanded to include other classifications with special recruitment requirements on an as needed basis during the year.

A continuing effort was made by the Division to aid the Department of Human Resources in its recruitment and hiring of professional staff to meet court ordered staffing requirements. An analyst assigned to the Department of Human Resources has assisted with procedures used to conduct weekday testing for the Social Service Caseworker classification. This examination was administered on a monthly basis at sites throughout the state.

As part of a continuing effort to assist the Department of Corrections in recruiting qualified correctional officers, the Division expanded its special testing program for the Correctional Officer I classification. During the fiscal year, a personnel analyst from the Examinations Division administered written examinations for Correctional Officer I at various correctional facilities statewide. In addition, special testing was conducted for the Correctional Officer I at the Alabama Peace Officer Training Academy in Selma. Through the use of manual scoring, the time it takes to update this continuous register has been significantly reduced from the traditional four to six weeks to half that time frame.

The State Personnel Department has maintained a continual outreach recruitment program to attract qualified applicants to State service and to provide useful information to job seekers through all available means of communication. One part of this program includes providing specific information about job vacancies and examination dates to State employees and the public. This initiative is accomplished by publishing and distributing examination announcement notices to the personnel divisions of State agencies, local employment service offices, career and development offices of colleges and universities, governmental offices, and other selected public places. Announcement notices provide detailed information - the job title, salary grade, kind of examination, required qualifications, description of the work, and how to apply - about jobs for which there are openings. In addition, information distributed at local employment service offices, career and development offices and other venues is available via the Internet.

A second part of the recruitment program consists of maintaining a 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. Applicants are notified by mail when the Department is receiving 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. The 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.personnel.state.al.us](http://www.personnel.state.al.us)). With a collaborative effort from other divisions, the Department's web site was updated offering more information from an examination perspective to applicants and current State employees concerning the announcement process. A section answering frequently asked questions was added to further assist applicants. An on-line Counseling Guide was added to the

## State of Alabama Personnel Department

web site that lists jobs according to level or type of education. In addition, preparation guides for certain written exams are now available online.

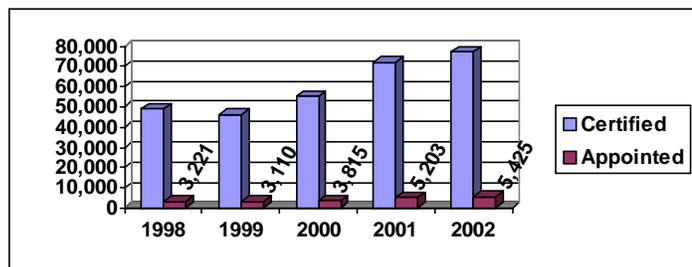
State Personnel provides employment-counseling services to interested individuals. A senior personnel analyst, assisted by other professional staff, schedules individual consultations, reviews resumes, conducts job matches, and answers questions from callers about employment opportunities as well as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

Eight recruitment visits were made to colleges and universities such as Stillman College, Oakwood College, Athens State University, Miles College, and Alabama State University. These visits included career fairs, sessions where students were given information on the application process and resumes were collected, and interview sessions where students were scheduled to meet with the counselor at an appointed time to discuss his/her educational background and receive information on the application process.

A special recruitment program targeting accounting majors resulted in two Division staff members making ten additional recruitment visits to college campuses statewide. The Department of Revenue and other state agencies were experiencing difficulty filling vacancies for the Revenue Examiner I and Accountant classifications for an unusually high number of vacant positions. During each visit, the staff members provided the students, faculty, and university career centers with announcements, applications, Employment Guides, and contact information. The recruitment visits resulted in approximately 600 contacts with prospective employees.

As in previous years, the Department continued to be committed to staff development and training. Members of the Examinations Division attended and participated in national conferences sponsored by organizations such as IPMAAC (International Personnel Management Association Assessment Council) and SIOP (Society for Industrial/Organizational-Psychologists). The IPMAAC conference was held in New Orleans, Louisiana in June 2002 while the SIOP conference was held in Toronto, Ontario in April 2002. Professional growth was also encouraged through other workshops and professional development activities.

**Certification Process:** The Certification Section manages the use of certifications 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 77,099 applicants to operating agencies for employment consideration. As a result of these certification transactions, 5,425 appointments were made to fill positions within the state merit system. The number of names issued through the process increased by approximately seven percent over the 2000-2001 fiscal year while the number of appointments increased by approximately four percent over the same time period. As

## State of Alabama Personnel Department

part of the appointment process, the Certification Section ensures compliance with the following legal imperatives:

- (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.

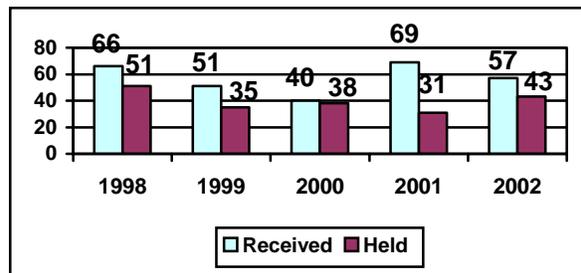
Provisions mandated by the Federal Court Order, U.S. vs. Director of the Alabama State Personnel Department et. al., Civil Action No. 2709-N (formerly, U.S. vs. Frazer), require that:

- (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 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.

## State of Alabama Personnel Department

- (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, 57 appeals from dismissed employees were filed and 43 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 was modified by legislation this fiscal year.

There are two primary changes, the first one allows employees who are eligible to accrue compensatory time to donate it, as well as annual and sick leave. The second change allows donated leave to be granted for the time an employee is disabled due to pregnancy.

The 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.



**Training:** The Training Division serves all employees of the State of Alabama by providing seminars, conferences, and workshops for educational purposes. During this fiscal year, approximately 10,200 State employees were trained. There were 34 subjects taught with varying content designed to fit specific agency needs. Subjects ranged from performance management topics to stress or time management as well as extending

## State of Alabama Personnel Department

to areas such as employment law and teambuilding. Training was held in 15 cities across the state to reduce the per diem for departments with large numbers to train.

These training classes, provided by a Training Division inside State government, saved State agencies approximately \$630,000 in registration fees as opposed to the use of outside training companies to provide the educational experiences.

The Training Division hosted the 17th annual "Professional Development Conferences for State Secretaries and Administrative Assistants" at North and South Alabama locations. A total of 750 attendees took advantage of the renowned speakers and educational opportunities.

**Information Systems:** This fiscal year, the State Personnel Department purchased new imaging software and additional hardware including a scanner that saves images to microfilm as well as to the imaging system format. This enhancement allowed development of several new imaging applications. One provides for more readily available information for examination analysts as they develop new tests by converting examination history files to this automated format. Another application provides for the simultaneous microfilming and imaging of inactive employee history files.

Work began on upgrading the Department's computer network from Token-ring to Ethernet. Upon completion, this will increase the speed with which employees are able to access files from the shared drives and from the new imaging system.

The Department's web site was redesigned and new capabilities for applicants, employees, and other State agencies were planned for implementation next fiscal year.

**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. An intervenor class of white ALDOT employees has also been certified.

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.

State Personnel currently has selection systems in place or reports pending court approval for all entry-level project classes covered by the *Reynolds* decree. The entry-level project positions comprise 40% of the ALDOT workforce. As part of this effort, the Group administered the Engineering Assistant exam at four statewide locations with over 800 applicants attending. The Group also began administering examinations for the upper level classifications at ALDOT. As part of this process, a new testing facility was designed to ensure the meticulous administration

## State of Alabama Personnel Department

of exams and, as well, save the state significant funds over the next three years. These upper level (“non-entry”) classes comprise another 33% of the ALDOT workforce.

The Transportation Group also has responsibility for all ALDOT personnel transactions, such as GHRIS, Position Control, and Certifications. During this year SPD has issued certificates of eligible candidates for a number of classifications, including Engineering Assistant, Graduate Civil Engineer, Professional Civil Engineer Trainee, Civil Engineer Manager, and Attorney I/II. Several Group members have been involved in carrying out actions pertaining to the “interim hiring process” approved for use by the Court. These actions have resulted in minimum qualification reviews for over 2,500 applicants.

The Transportation Group continues to respond in a proactive way toward implementing the requirements of the *Reynolds* consent decree. These actions have resulted in an effective plan for the administration of the remaining SPD non-entry level project class exams and the future administration of non-SPD project class exams – both of which have been recognized by the Court.

<b>State of Alabama Personnel Department</b>
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**FINANCIAL REPORT  
2001-2002**

**APPROPRIATIONS**

State Agency Collections	\$5,073,082	
State Agency Collections (Team Contracts)	1,549,361	
Miscellaneous Receipts	466	
Public Safety Contract	125,000	
Unencumbered Balance Brought Forward	93,985	
	=====	
<b>TOTAL FUNDS AVAILABLE</b>		<b>\$6,841,894</b>

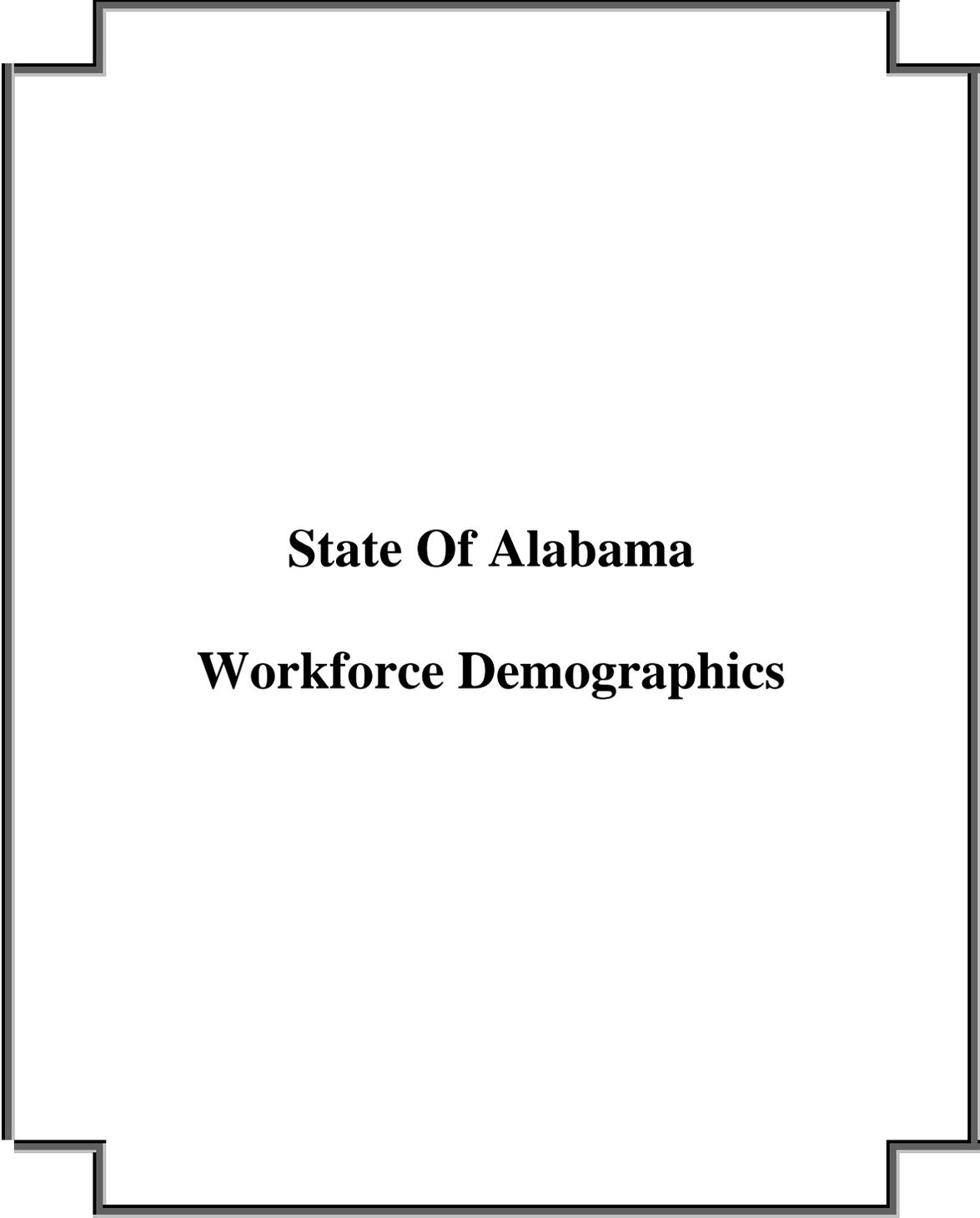
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**EXPENDITURES**

Personnel Costs	\$4,075,765	
Employee Benefits	926,540	
Travel, In-State	15,945	
Travel, Out-of-State	35,495	
Repairs and Maintenance	31,778	
Rentals and Leases	379,057	
Utilities and Communications	158,380	
Professional Services	279,194	
Supplies, Materials, and Operating Expenses	283,333	
Transportation Equipment Operations	395	
Other Equipment Purchases	63,369	
Encumbrances (13th Accounting Period)	543,731	
Reversion	48,912	
	=====	
		<b>\$6,841,894</b>

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**State Of Alabama**

**Workforce Demographics**



## **Types of Employment Defined**

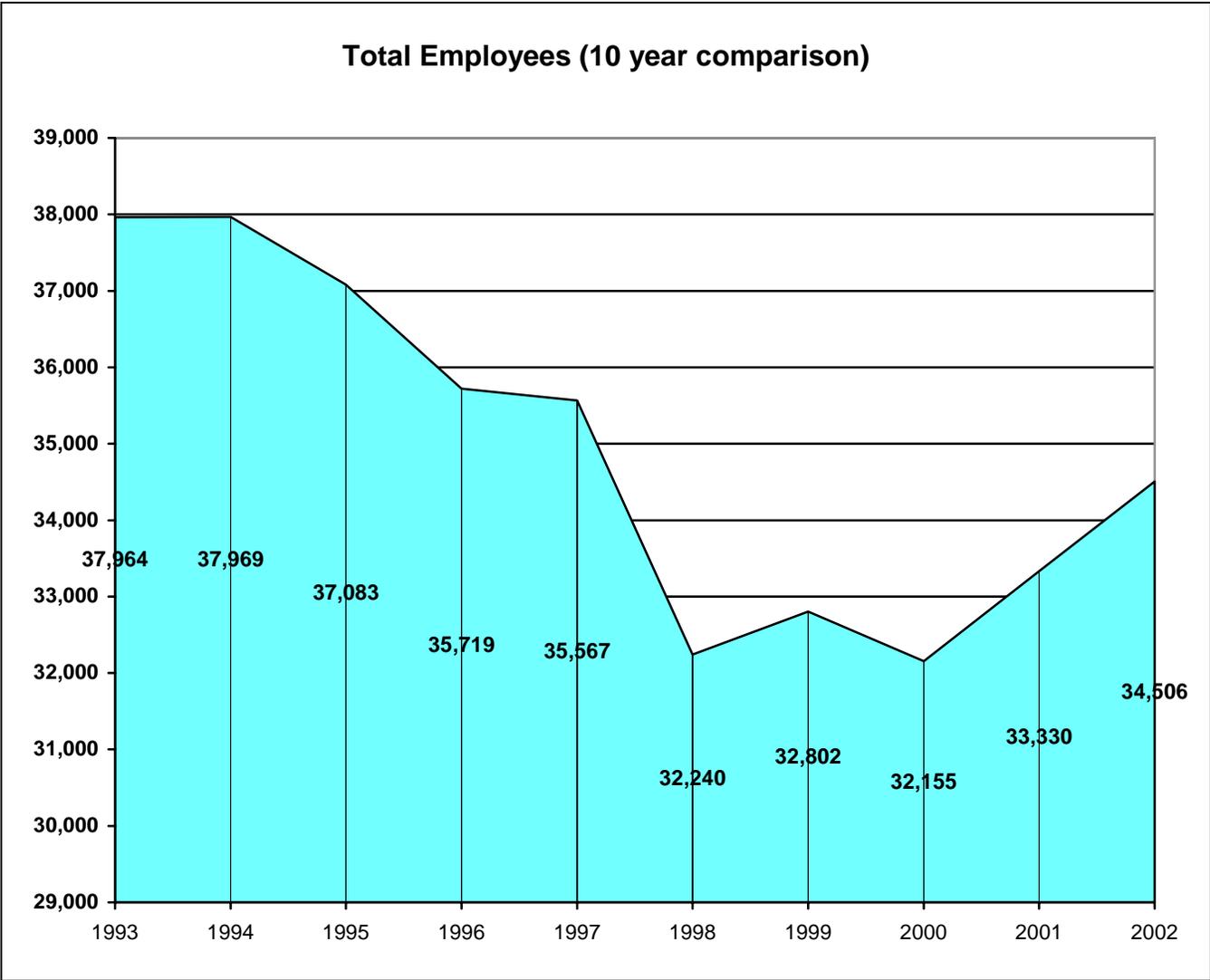
**Classified:** These employees are also referred to as Merit System employees because they are governed and afforded certain protections by the rules and regulations of the Merit System Law. Positions in the classified service are filled through the competitive process administered by the State Personnel 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, the Governor's private secretary, legal advisor, recording secretary, and employees paid exclusively out of the Governor's emergency or contingent funds.

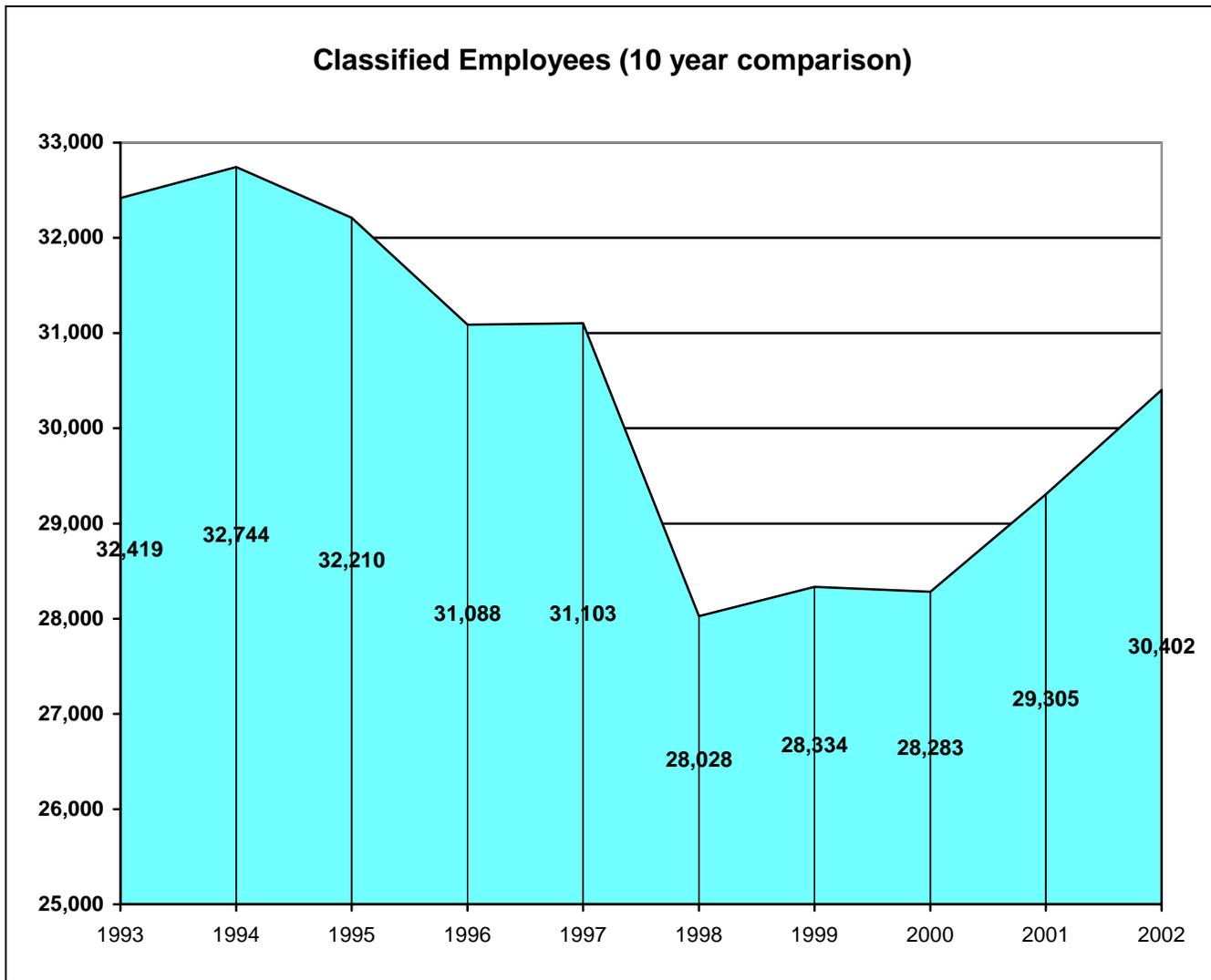
**Unclassified:** The law provides for one confidential assistant or secretary for each elected officer, one for each department head appointed by the Governor, one such confidential employee for each board and each commission, and the employees in the Governor's office who are not exempt. Employees 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**



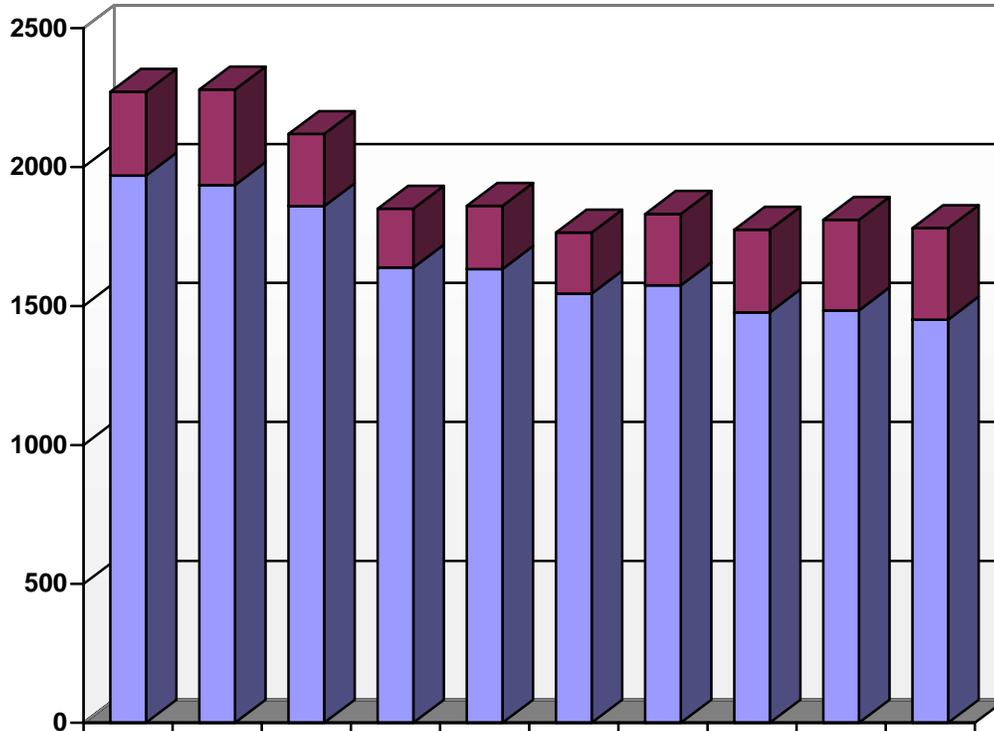
# State of Alabama Workforce Demographics



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

## State of Alabama Workforce Demographics

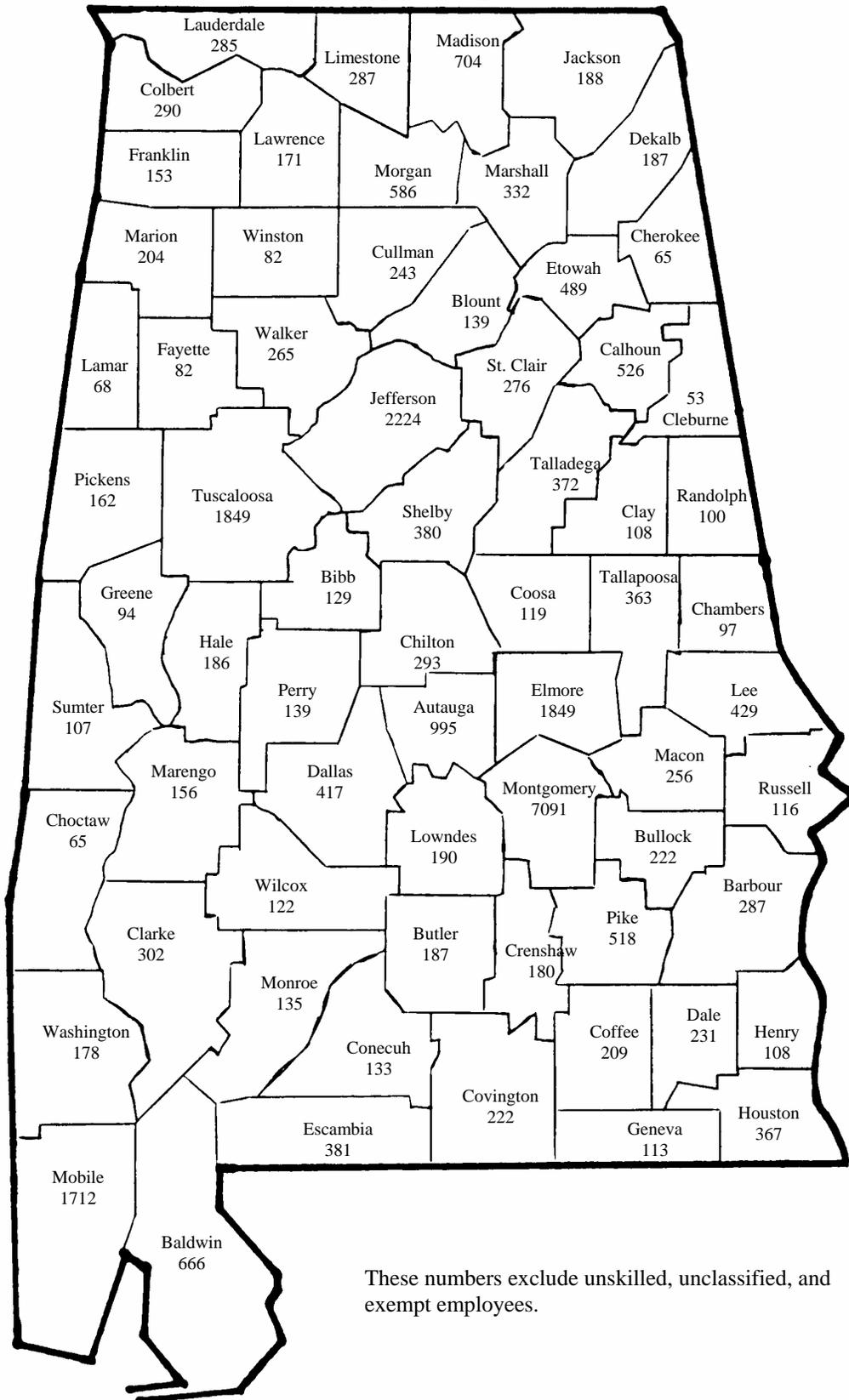
### Exempt & Unclassified Employees



■ Unclassified	302	344	260	212	227	220	257	297	326	329
■ Exempt	1969	1935	1859	1638	1633	1544	1574	1477	1484	1451

# State of Alabama Workforce Demographics

## State Workforce By County of Residence



These numbers exclude unskilled, unclassified, and exempt employees.

## State of Alabama Workforce Demographics

### Distribution Of Total Employees By Department

DEPARTMENT	1998	1999	2000	2001	2002
ACCOUNTANCY BOARD	4	4	4	4	5
AERONAUTICS	5	5			
AGRICUL & CONSERV DEVELOP COMM		1	1	1	1
AGRICULTURAL MUSEUM BOARD	2	2	2	1	2
AGRICULTURE & INDUSTRIES	510	566	490	594	576
AGRICULTURE CENTER BOARD	11	50	60	53	61
ALCOHOLIC BEVERAGE CONTROL BD	728	745	741	742	760
ARCHITECTS REGISTRATION BOARD	2	2	2	2	2
ARCHIVES AND HISTORY	47	46	48	46	47
ASSISTED LIVING EXAMINERS BOARD					1
ATTORNEY GENERAL	147	162	160	168	172
AUDITOR	13	14	15	16	16
BANKING	57	61	70	78	88
BUILDING COMMISSION	19	21	20	21	22
BUILDING RENOVATION FINANCE AUTHORITY	87				
CHILDREN'S AFFAIRS			5	9	15
CHILDREN'S TRUST FUND	7	9	17	17	18
CHIROPRACTIC EXAMINERS BOARD	2	2	2	2	2
CHOCTAWHATCHEE-PEA RIVER WATERSHED	2	1	2	2	2
CONSERVATION & NAT RESOURCES	1,439	1,520	1,413	1,415	1,531
CORRECTIONS	3,219	3,335	3,419	3,450	3,641
COSMETOLOGY BOARD	14	7	7	11	19
COUNCIL ON THE ARTS	18	17	17	18	17
COUNSELING EXAMINERS BOARD	1	1	1	1	1
CREDIT UNION ADMINISTRATION	7	8	8	8	8
CRIME VICTIMS COMPENSATION COMM	20	15	26	31	29
CRIMINAL JUSTICE INFO CENTER	49	51	53	51	53
DEVELOPMENT OFFICE	36	35	36	37	38
DIETETICS/NUTRITION PRACTICE EXAMINERS	1	1	1	2	1
ECONOMIC & COMMUNITY AFFAIRS	236	236	220	206	229
EDUCATION	655	650	641	714	754
EDUCATIONAL TELEVISION COMM	65	65	68	58	54
EMERGENCY MANAGEMENT AGENCY	50	44	44	42	41
ENVIRONMENTAL MANAGEMENT	457	498	502	515	518
ETHICS COMMISSION	17	16	14	16	13
EXAMINERS OF PUBLIC ACCOUNTS	215	213	220	233	237
FARMERS' MARKET AUTHORITY	2	2	2	3	5
FINANCE	465	530	512	509	523
FOREIGN TRADE RELATIONS COMM	2	2	2	1	
FORENSIC SCIENCES	146	152	164	171	165
FORESTERS REGISTRATION BOARD	1	1	1	1	1
FORESTRY COMMISSION	352	361	357	363	368
FUNERAL SERVICES BOARD	3	3	3	3	3
GENERAL CONTRACTORS LIC BOARD	10	15	14	15	13
GEOLOGICAL SURVEY	50	49	49	50	50
GOVERNOR	62	76	95	99	85
HEALTH PLANNING & DEVELOPMENT	12	11	10	9	9
HEATING & AC CONTRACTORS BOARD	7	5	6	7	8
HISTORICAL COMMISSION	90	89	92	104	115
HOME BUILDERS LICENSURE BOARD	14	14	14	15	16

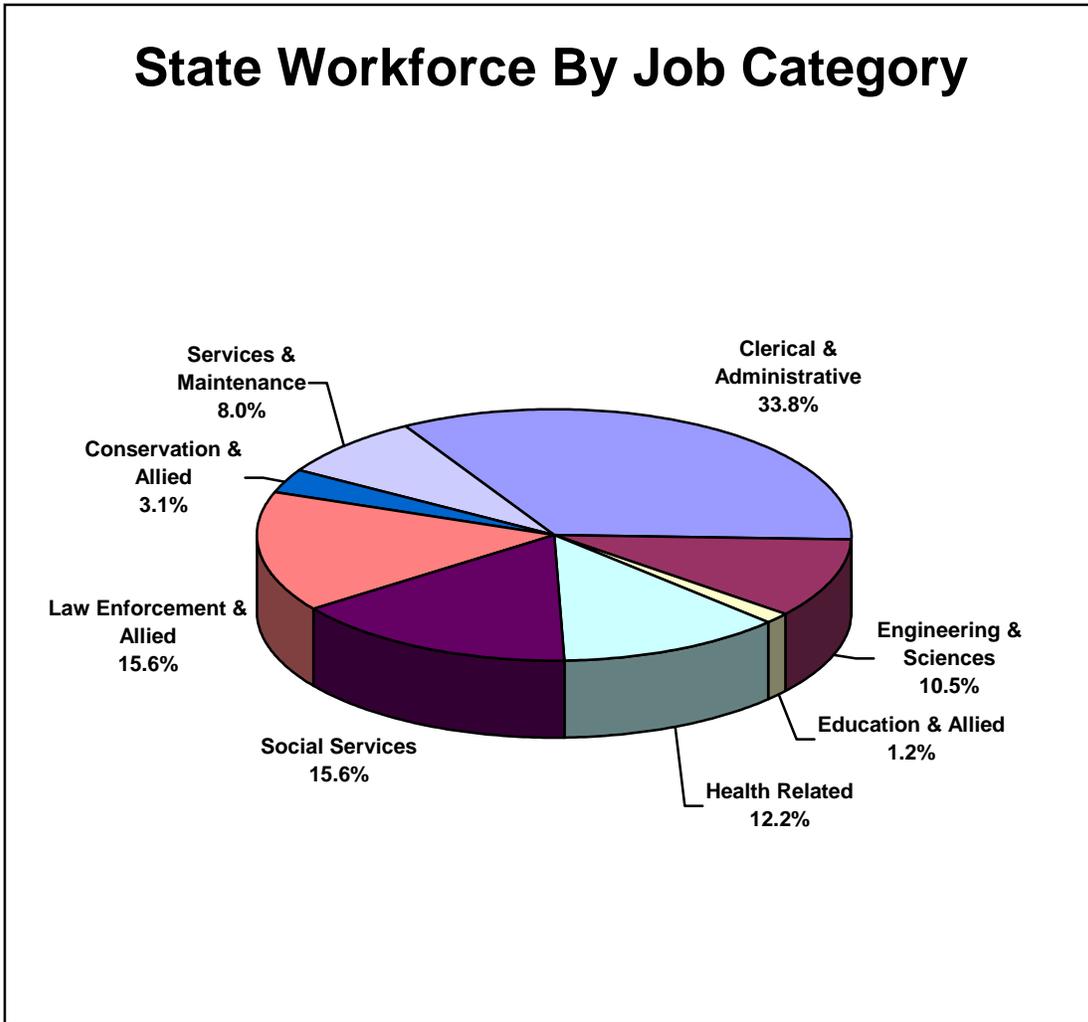
## State of Alabama Workforce Demographics

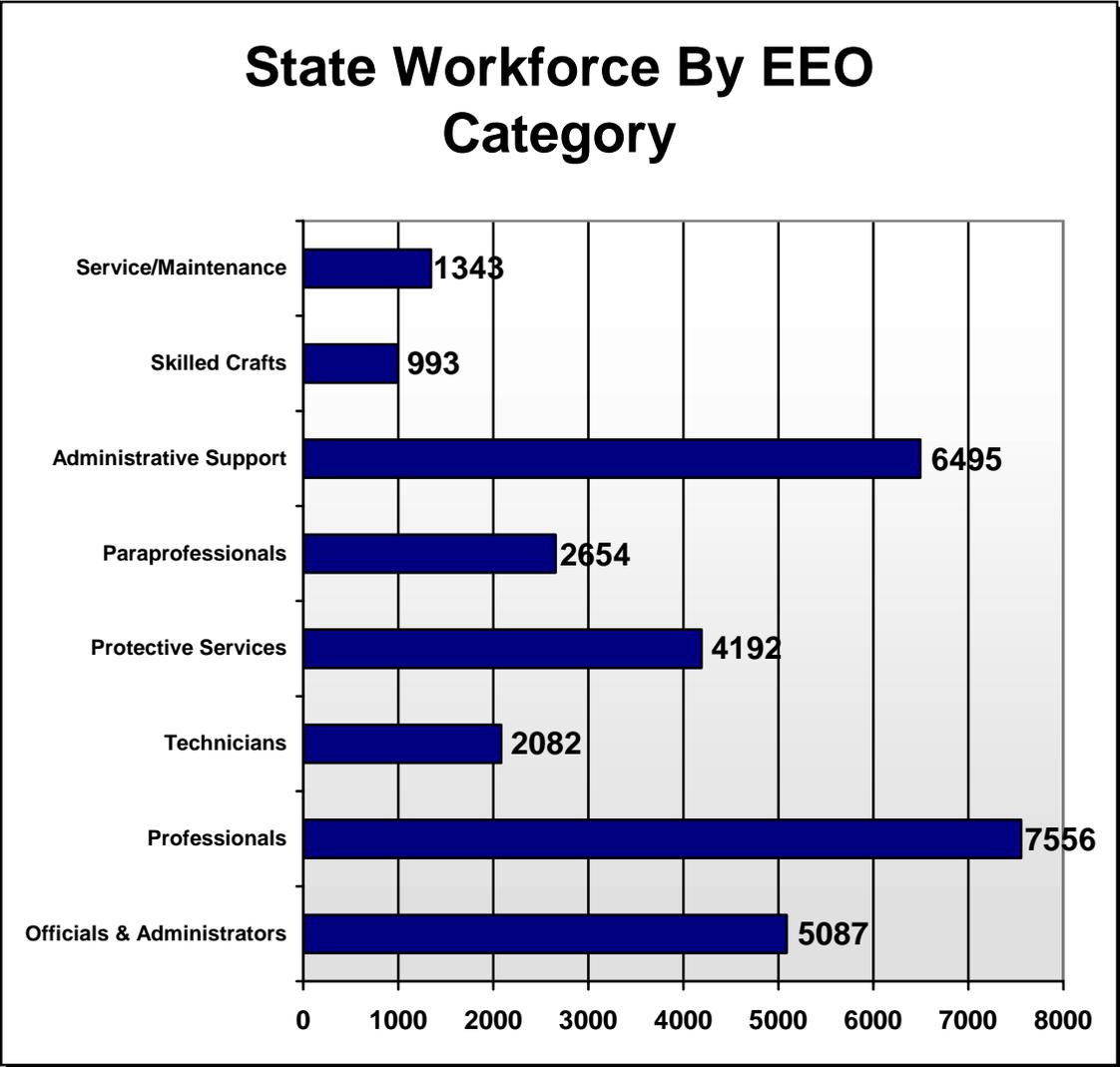
DEPARTMENT	1998	1999	2000	2001	2002
HUMAN RESOURCES	3,736	3,765	3,770	4,214	4,375
INDIAN AFFAIRS COMMISSION	5	4	3	4	4
INDUSTRIAL RELATIONS	1,424	1,439	1,402	1,452	1,554
INSURANCE	90	91	100	109	139
INTERNATIONAL AIRPORT AUTHORITY	1	1			
JUDICIAL INQUIRY COMMISSION	2	2	2	3	3
LABOR	7	6	7	8	8
LIQUEFIED PETROLEUM GAS BOARD	7	8	7	8	7
MANUFACTURED HOUSING COMM	23	20	28	33	32
MEDICAID AGENCY	503	510	540	566	583
MENTAL HEALTH & RETARDATION	3,931	4,072	3,796	3,861	3,794
MILITARY	197	213	221	225	236
NURSING BOARD	30	32	32	39	40
NURSING HOME ADMIN EXAM BOARD	1	1	1	1	1
OCCUPATIONAL THERAPY BOARD	1	1	1	1	1
OIL & GAS BOARD	37	35	33	38	38
ONSITE WASTEWATER BOARD			3	3	3
PARDONS AND PAROLES	353	370	365	376	393
PEACE OFFICERS STANDARDS & TRAINING	5	5	5	4	4
PEACE OFFICERS ANNUITY & BENEFIT	4	4	4	4	4
PERSONNEL	71	83	89	92	94
PHYSICAL FITNESS COMMISSION	5	5	4	4	2
PHYSICAL THERAPY BOARD	2	2	2	2	2
PLUMBERS & GAS FITTERS EXAM BD	19	18	20	19	18
PROF ENGINEERS REGIST BOARD	6	7	7	7	7
PUBLIC EDUC EMP HEALTH IN BD	18	18	16	15	15
PUBLIC HEALTH	3,836	3,599	3,548	3,663	3,820
PUBLIC LIBRARY SERVICES	55	55	54	56	52
PUBLIC SAFETY	1,235	1,207	1,175	1,208	1,246
PUBLIC SERVICE COMMISSION	123	125	124	122	125
REAL ESTATE APPRAISERS BOARD	6	7	8	10	10
REAL ESTATE COMMISSION	27	24	21	20	25
REHABILITATION SERVICES	734	758	761	763	811
RETIREMENT SYSTEMS	193	204	199	214	235
REVENUE	1,259	1,201	1,183	1,185	1,261
SECRETARY OF STATE	45	43	47	43	51
SECURITIES COMMISSION	27	31	28	34	34
SENIOR SERVICES	22	21	22	23	32
SOCIAL WORK EXAMINERS BOARD	2	2	2	2	2
SOIL & WATER CONSERVATION COMM	3	3	4	4	3
SPEECH PATH & AUDIO EXAM BD			1	1	1
STATE DOCKS	333	295	108	109	119
STATE EMPLOYEES INSURANCE BD	28	37	39	32	34
SURFACE MINING COMMISSION	28	26	26	26	26
TOURISM & TRAVEL	63	61	63	66	64
TRANSPORTATION	3,555	3,860	3,814	3,949	4,068
TREASURER	60	64	69	62	62
VET MEDICAL EXAMINERS BOARD	2	2	2	2	2
VETERANS AFFAIRS	64	62	62	60	58
VOTER REGISTRATION	4	5	4	5	6
YOUTH SERVICES	700	685	683	669	667
<b>TOTALS</b>	<b>32,240</b>	<b>32,802</b>	<b>32,155</b>	<b>33,330</b>	<b>34,506</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.

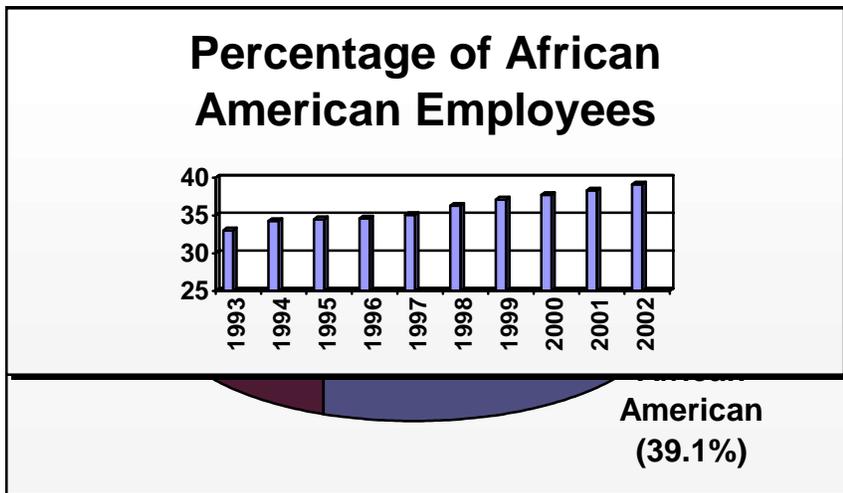
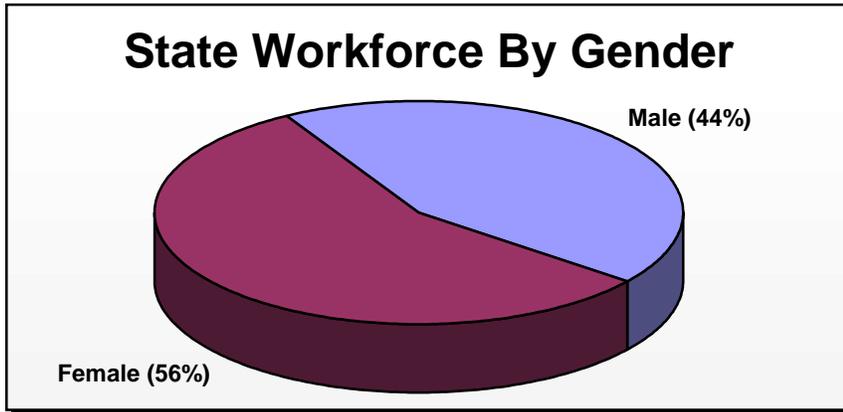




# State of Alabama Workforce Demographics

## Women and Minorities

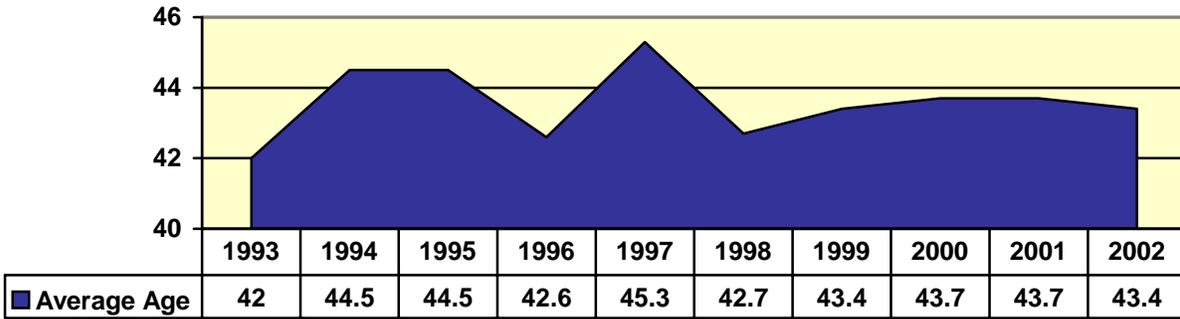
Women in State government numbered 17,092 as of September 2002. African American representation continued to increase from 15.6% in 1976 to 39.1% where it now stands. Note: The figures below reflect all classified employees.



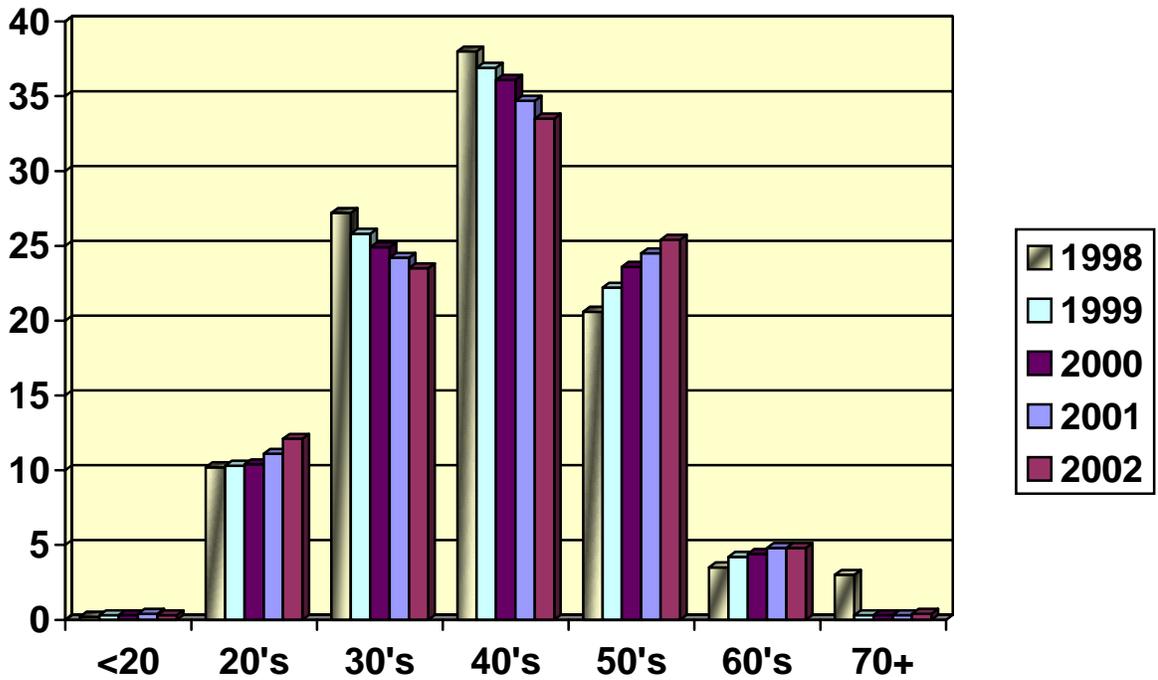
## Employee Age Demographics

## State of Alabama Workforce Demographics

### Average Age of Workforce



### Age By Percent of Workforce



## State of Alabama Workforce Demographics

### Distribution Of Employees By Type Of Appointment

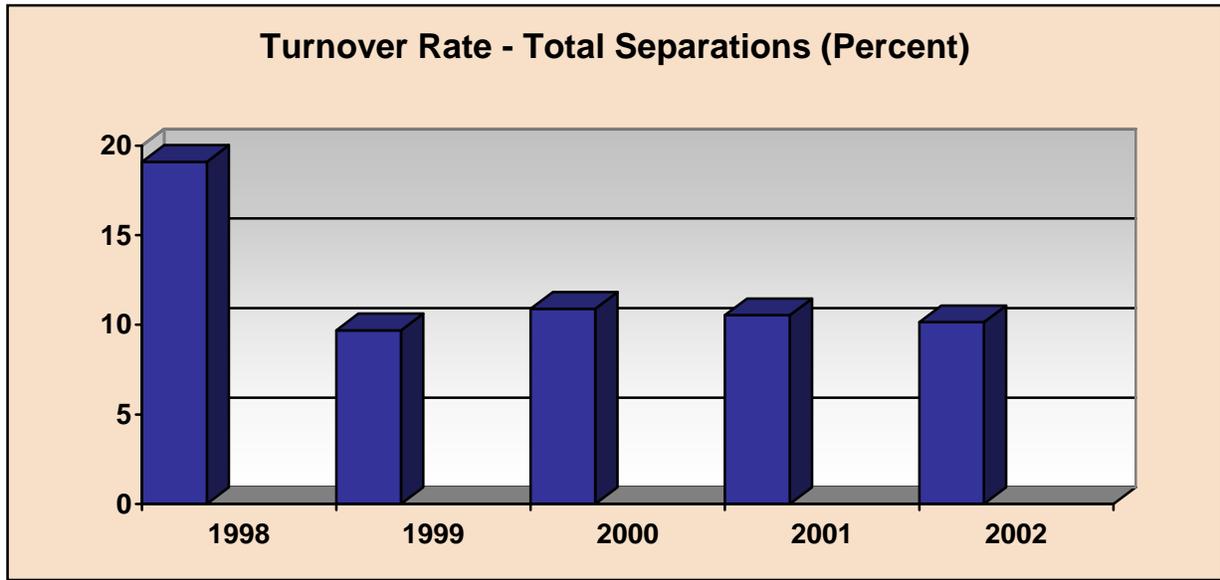
DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
ACCOUNTANCY BOARD		1	4		5
AGR & CONSERV DEVELOPMENT COMM		1			1
AGRICULTURAL MUSEUM BOARD		1	1		2
AGRICULTURE & INDUSTRIES	1	9	357	209	576
AGRICULTURE CENTER BOARD			7	54	61
ALCOHOLIC BEVERAGE CONTROL BD		2	756	2	760
ARCHITECTS REGISTRATION BOARD		1	1		2
ARCHIVES AND HISTORY		1	46		47
ASSISTED LIVING EXAMINERS BOARD		1			1
ATTORNEY GENERAL	1	22	148	1	172
AUDITOR	1	2	13		16
BANKING	1	1	86		88
BUILDING COMMISSION		1	20	1	22
CHILDREN'S AFFAIRS	1	3	11		15
CHILDREN'S TRUST FUND		1	17		18
CHIROPRACTIC EXAMINERS BOARD		1	1		2
CHOCTAWHATCHEE-PEA RIVER WATERSHED		1	1		2
CONSERVATION & NAT RESOURCES	1	1	685	844	1,531
CORRECTIONS	4	16	3,621		3,641
COSMETOLOGY BOARD		1	17	1	19
COUNCIL ON THE ARTS		2	15		17
COUNSELING EXAMINERS BOARD		1			1
CREDIT UNION ADMINISTRATION	1		7		8
CRIME VICTIMS COMPENSATION COMM		1	28		29
CRIMINAL JUSTICE INFO CENTER		1	50	2	53
DEVELOPMENT OFFICE	1	5	32		38
DIETETICS/NUTRITION PRACTICE EXAMINERS		1			1
ECONOMIC & COMMUNITY AFFAIRS		1	228		229
EDUCATION	15	2	735	2	754
EDUCATIONAL TELEVISION COMM	1	1	52		54
EMERGENCY MANAGEMENT AGENCY		1	38	2	41
ENVIRONMENTAL MANAGEMENT	1	1	515	1	518
ETHICS COMMISSION	1	1	11		13
EXAMINERS OF PUBLIC ACCOUNTS	1	1	233	2	237
FARMERS' MARKET AUTHORITY	1		4		5
FINANCE	1	2	485	35	523
FORENSIC SCIENCES			164	1	165
FORESTERS REGISTRATION BOARD		1			1
FORESTRY COMMISSION	2	1	345	20	368
FUNERAL SERVICES BOARD	3				3
GENERAL CONTRACTORS LIC BOARD		1	12		13
GEOLOGICAL SURVEY	1	1	48		50
GOVERNOR	2	83			85
HEALTH PLANNING & DEVELOPMENT		1	8		9
HEATING & AC CONTRACTORS BOARD		2	6		8
HISTORICAL COMMISSION		3	94	18	115
HOME BUILDERS LICENSURE BOARD		2	14		16
HUMAN RESOURCES	1	2	4,363	9	4,375

## State of Alabama Workforce Demographics

DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
INDIAN AFFAIRS COMMISSION		1	3		4
INDUSTRIAL RELATIONS	1	2	1,507	44	1,554
INSURANCE	1	2	136		139
JUDICIAL INQUIRY COMMISSION		1	2		3
LABOR	1	1	6		8
LIQUEFIED PETROLEUM GAS BOARD		2	5		7
MANUFACTURED HOUSING COMM		1	30	1	32
MEDICAID AGENCY		1	581	1	583
MENTAL HEALTH & RETARDATION	1,285	1	2,500	8	3,794
MILITARY	1	1	207	27	236
NURSING BOARD		1	38	1	40
NURSING HOME ADMIN EXAM BOARD		1			1
OCCUPATIONAL THERAPY BOARD		1			1
OIL & GAS BOARD	3		35		38
ONSITE WASTEWATER BOARD		1	2		3
PARDONS AND PAROLES	3	2	388		393
PEACE OFFICERS STANDARDS & TRAINING	1	1	2		4
PEACE OFFICERS ANNUITY & BENEFIT		1	3		4
PERSONNEL		2	92		94
PHYSICAL FITNESS COMMISSION			2		2
PHYSICAL THERAPY BOARD		1	1		2
PLUMBERS & GAS FITTERS EXAM BD		2	16		18
PROF ENGINEERS REGIST BOARD		2	5		7
PUBLIC EDUC EMP HEALTH IN BD		5	10		15
PUBLIC HEALTH	1	3	3,034	782	3,820
PUBLIC LIBRARY SERVICES		1	51		52
PUBLIC SAFETY	10	1	1,234	1	1,246
PUBLIC SERVICE COMMISSION	3	11	106	5	125
REAL ESTATE APPRAISERS BOARD		1	9		10
REAL ESTATE COMMISSION	1		24		25
REHABILITATION SERVICES		2	806	3	811
RETIREMENT SYSTEMS	2	71	158	4	235
REVENUE		3	1,248	10	1,261
SECRETARY OF STATE	1	2	40	8	51
SECURITIES COMMISSION		2	32		34
SENIOR SERVICES	1		30	1	32
SOCIAL WORK EXAMINERS BOARD		1	1		2
SOIL & WATER CONSERVATION COMM		1	2		3
SPEECH PATH & AUDIO EXAM BD		1			1
STATE DOCKS	1		118		119
STATE EMPLOYEES INSURANCE BD		1	33		34
SURFACE MINING COMMISSION	1		25		26
TOURISM & TRAVEL	1	1	62		64
TRANSPORTATION		1	3,853	214	4,068
TREASURER	1	3	57	1	62
VET MEDICAL EXAMINERS BOARD		1	1		2
VETERANS AFFAIRS	1	1	55	1	58
VOTER REGISTRATION		1	4	1	6
YOUTH SERVICES	89	2	569	7	667
<b>TOTALS</b>	<b>1,451</b>	<b>329</b>	<b>30,402</b>	<b>2,324</b>	<b>34,506</b>

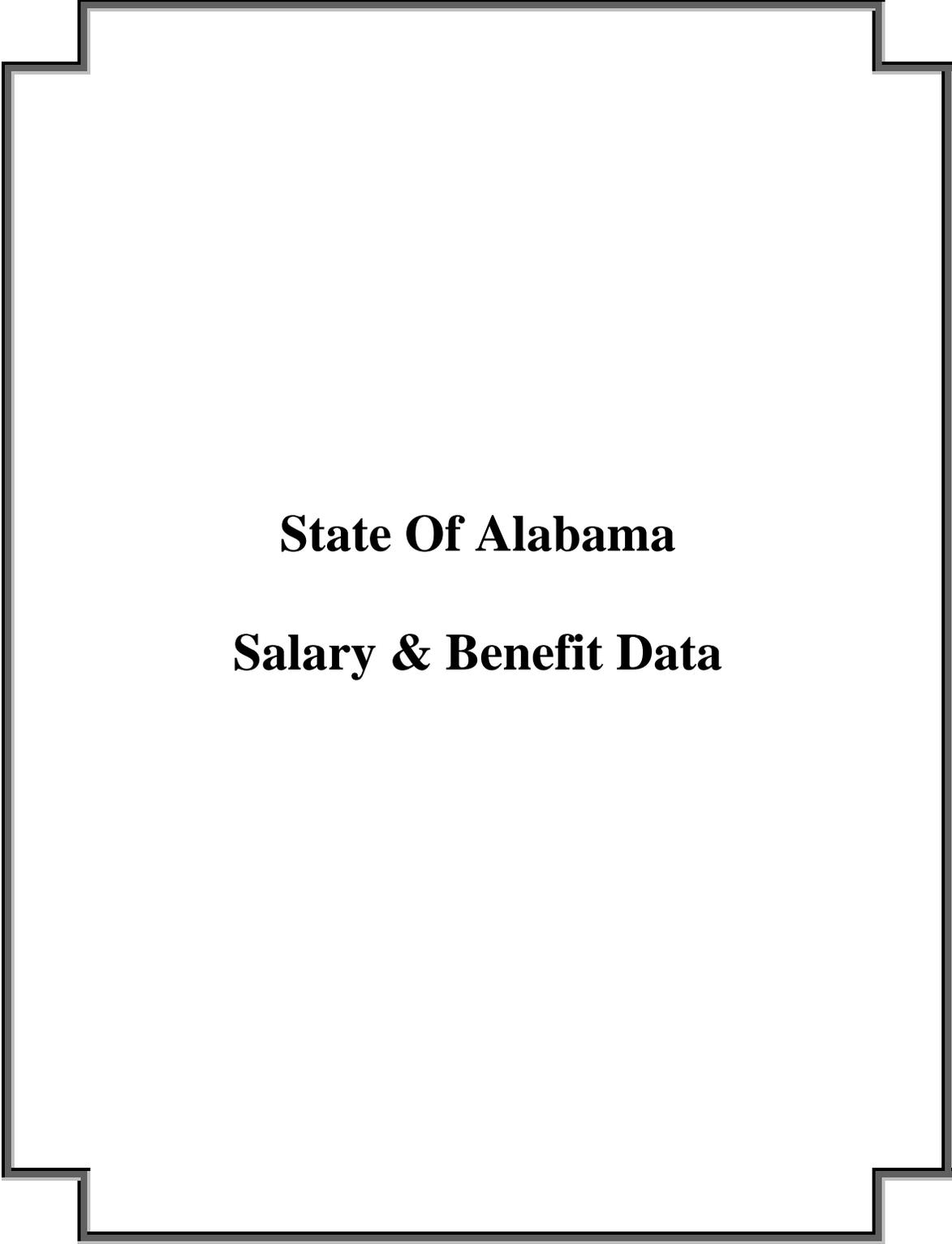
# State of Alabama Workforce Demographics

## Separation Rates



Separation Data by Month				
Month	Monthly Employment	Voluntary Separations	Total Separations	Turnover Rate
2001				
October	30,807	171	210	.68%
November	31,035	159	183	.59%
December	31,155	270	288	.92%
2002				
January	31,179	193	222	.71%
February	31,384	202	231	.74%
March	31,384	275	308	.98%
April	31,411	162	195	.62%
May	31,526	229	268	.85%
June	31,551	406	448	1.42%
July	31,503	216	244	.77%
August	31,571	282	328	1.04%
September	31,653	230	259	.82%
Totals		2,795	3,184	10.14%

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



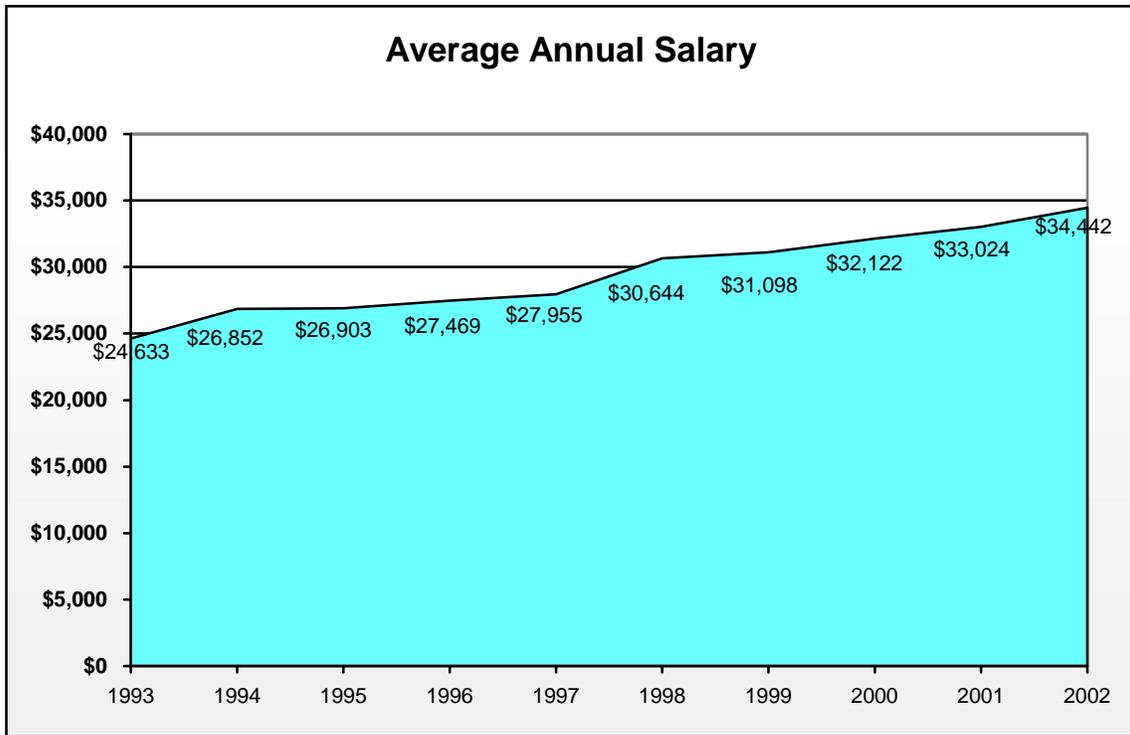
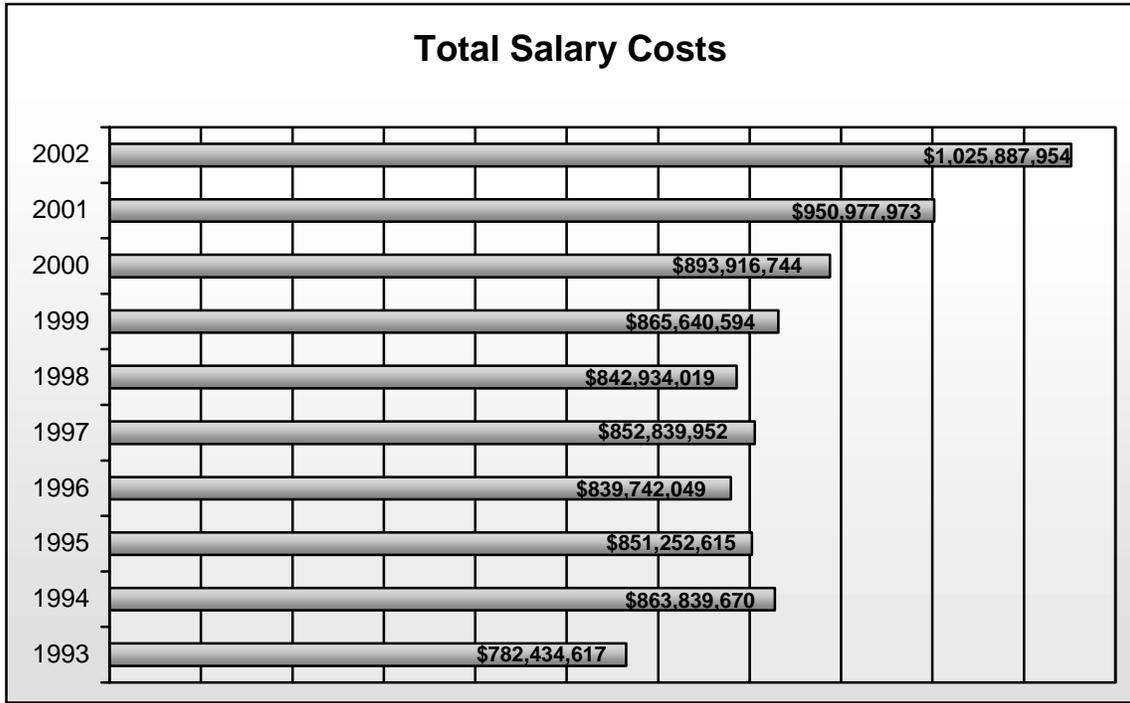
**State Of Alabama**

**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 2002.

## 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 and reflect the 2% COLA effective October 1, 2001.

<b>Salary Range</b>		<b>Salary Range</b>		<b>Salary Range</b>	
225 (10,712-12,854)	12	60 (21,551-31,993)	139	7275 (28,982-50,918)	14
237 (13,166-19,074)	345	6064 (21,551-35,290)	19	73 (30,446-46,158)	357
27 (10,712-14,175)	7	61 (21,551-32,778)	223	7374 (30,446-48,467)	22
28 (12,038-14,529)	120	62 (22,084-33,595)	337	7375 (30,446-50,918)	87
37 (13,497-18,135)	1	6264 (22,084-35,290)	19	74 (31,993-48,467)	1004
38 (13,835-18,598)	16	63 (22,643-34,419)	49	7475 (31,993-50,918)	54
39 (14,175-19,071)	202	6366 (22,643-37,050)	1128	7476 (31,993-53,492)	17
40 (14,529-19,536)	22	6367 (22,643-37,957)	143	7477 (31,993-56,267)	40
41 (14,529-20,025)	215	64 (23,221-35,290)	2399	7478 (31,993-59,189)	8
42 (14,890-20,519)	66	6468 (23,221-38,888)	149	75 (33,595-50,918)	660
4246 (14,890-22,643)	1811	6470 (23,221-40,815)	9	7576 (33,595-53,492)	106
43 (15,254-21,024)	68	65 (23,795-36,166)	212	7577 (33,595-56,267)	14
44 (15,636-21,551)	216	6568 (23,795-38,888)	336	7578 (33,595-59,189)	3
45 (16,021-22,084)	2	66 (24,391-37,050)	259	7579 (33,595-62,169)	28
46 (16,021-22,643)	1708	6668 (24,391-38,888)	821	76 (35,290-53,492)	356
4650 (16,021-25,017)	75	6670 (24,391-40,815)	1	7677 (35,290-56,267)	49
4654 (16,021-27,604)	99	67 (25,017-37,957)	326	7678 (35,290-59,189)	122
47 (16,427-23,221)	101	6769 (25,017-39,832)	8	7679 (35,290-62,169)	132
48 (16,835-23,795)	986	6771 (25,017-41,837)	31	7680 (35,290-65,380)	111
4852 (16,835-26,291)	29	6772 (25,017-43,969)	9	77 (37,050-56,267)	753
4860 (16,835-31,993)	683	6774 (25,017-48,467)	2	7779 (37,050-62,169)	9
49 (17,267-24,391)	21	68 (25,641-38,888)	576	7780 (37,050-65,380)	56
50 (17,690-25,017)	254	6869 (25,641-39,832)	499	78 (38,888-59,189)	381
5051 (17,690-25,641)	1524	6870 (25,641-40,815)	84	7879 (38,888-62,169)	14
5056 (17,690-28,982)	472	6871 (25,641-41,837)	182	7881 (38,888-68,627)	8
51 (17,690-25,641)	5	6872 (25,641-43,969)	648	79 (40,815-62,169)	193
52 (18,135-26,291)	546	6873 (25,641-46,158)	13	7983 (40,815-79,609)	64
53 (18,598-26,944)	77	6874 (25,641-48,467)	63	80 (42,884-65,380)	261
5359 (18,598-31,229)	47	69 (26,291-39,832)	240	8081 (42,884-68,627)	13
54 (19,071-27,604)	140	6972 (26,291-43,969)	8	81 (45,050-68,627)	500
5459 (19,071-31,229)	491	6978 (26,291-59,189)	518	8182 (45,050-73,882)	34
5460 (19,071-31,993)	2	70 (26,944-40,815)	246	82 (48,467-73,882)	174
55 (19,536-28,288)	27	7071 (26,944-41,837)	74	83 (52,179-79,609)	209
5559 (19,536-31,229)	12	7072 (26,944-43,969)	2	84 (56,267-85,831)	199
5561 (19,536-32,778)	108	7073 (26,944-46,158)	25	8485 (56,267-92,407)	1
56 (19,536-28,982)	179	7074 (26,944-48,467)	7	85 (60,648-92,407)	75
5663 (19,536-34,419)	3	7075 (26,944-50,918)	10	86 (65,380-99,536)	39
57 (20,025-29,713)	407	71 (27,604-41,837)	652	87 (70,348-107,188)	47
5765 (20,025-36,166)	4	7172 (27,604-43,969)	159	88 (75,725-115,458)	52
58 (20,519-30,446)	336	7173 (27,604-46,158)	26	89 (81,593-124,277)	2
59 (21,024-31,229)	162	7174 (27,604-48,467)	6	90 (87,997-133,890)	5
5960 (21,024-31,993)	611	72 (28,982-43,969)	837	91 (94,684-144,349)	4
5963 (21,024-34,419)	14	7273 (28,982-46,158)	31	92 (102,045-155,566)	13
5964 (21,024-35,290)	70	7274 (28,982-48,467)	290	93 (109,907-167,575)	1
		<b>Salary Range</b>			

## 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 and adjoining states.

#### Annual Leave Rankings

Maximum Days Granted Per Year		Maximum Accumulation Allowed	
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	54
Kentucky	24	Florida	45
Louisiana	24	Georgia	45
Tennessee	24	South Carolina	45
West Virginia	24	Missouri	42
Arkansas	22.5	Tennessee	42
Georgia	21	West Virginia	40
Missouri	21	Arkansas	30
Florida	19.5	North Carolina	30

#### Sick Leave Rankings

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

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

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

<sup>5</sup>At retirement employee paid for ½ unused sick leave.

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

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

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

## State of Alabama Salary & Benefit Data

### Holiday Rankings

Official Holidays Granted	
State	Days
Alabama	13
West Virginia	13
Georgia	12
Missouri	12
Virginia	12
Kentucky	11.5
Arkansas	11
North Carolina	11
South Carolina	11
Tennessee	11
Florida	10
Mississippi	10
Oklahoma	10
Louisiana	8

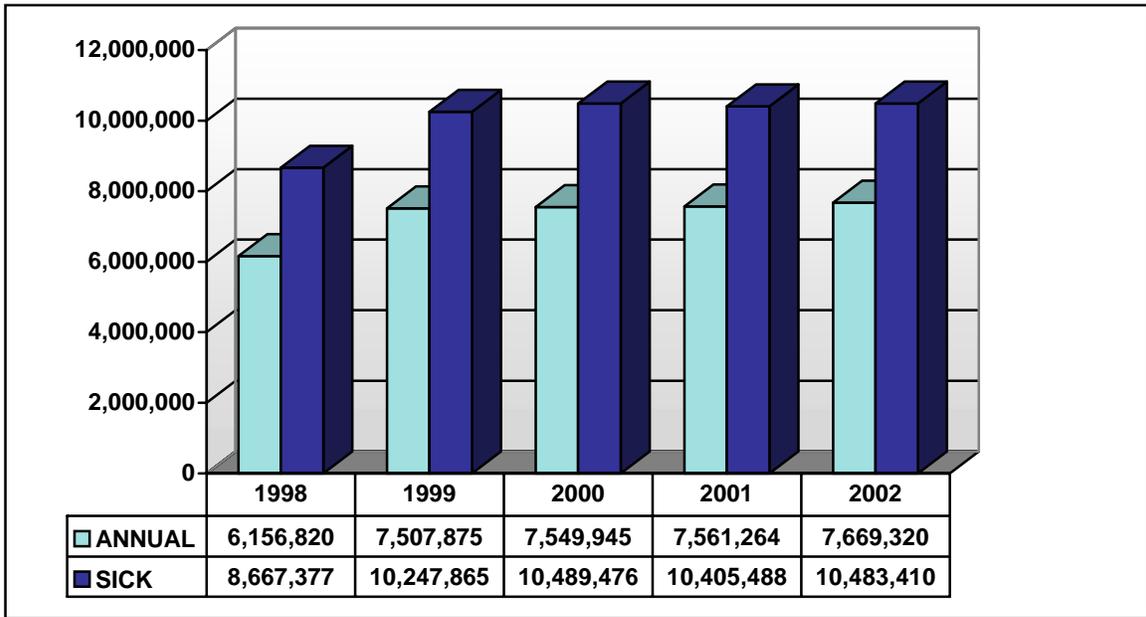
### Retirement Rankings

State	Conversion Factor
Louisiana	2.50%
Missouri	2.50%
Alabama	2.0125%
Georgia	2.00%
Mississippi	2.00%
Oklahoma	2.00%
West Virginia	2.00%
Kentucky	1.97%
South Carolina	1.82%
North Carolina	1.81%
Arkansas	1.75%
Virginia	1.70%
Florida	1.60%
Tennessee	1.575%

**Note:** Calculation of retirement may be impacted by such factors as service, salary rate, age, hazardous working conditions, and Social Security coverage. Also the actual computation formula used may affect benefits.

## State of Alabama Salary & Benefit Data

### Accumulated Leave Hours



### Value of Accumulated Leave

