



*Arizona Department of Child Safety*

**Douglas A. Ducey**  
Governor

**Gregory McKay**  
Director

June 7, 2018

The Honorable Douglas A. Ducey  
Governor of Arizona  
1700 West Washington  
Phoenix, Arizona 85005

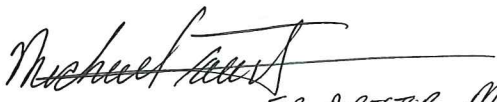
Re: DCS Monthly Staffing Report (June 2018)

Dear Governor Ducey:

Pursuant to Laws 2016, Chapter 117, Section 24 the Department of Child Safety (DCS) is submitting the enclosed monthly report on the Department's Staffing Profile. Included in this report is the total number of FTE positions funded and the total number of FTE positions filled on January 31, 2016 and on the last day of each month thereafter. The report also delineates new hires and separations by case-carrying caseworkers, hotline staff, caseworkers-in-training, program managers, program supervisors, case aides, office of child welfare investigations staff and administrative staff by function.

If you have any questions, please contact me at (602) 255-2500.

Sincerely,

  
FOR DIRECTOR McKay.

Gregory McKay  
Director

Enclosure

cc: Representative David Livingston, Chairman, House of Representatives Appropriations Committee  
Representative Eddie Farnsworth, Chairman, House of Representatives Judiciary and Public Safety Committee  
Senator John Kavanagh, Chairman, Senate Appropriations Committee  
Senator Nancy Barto, Chairman, Senate Health and Human Services Committee  
Representative Heather Carter, Chairman, House Health Committee  
Richard Stavneak, Director, Joint Legislative Budget Committee  
Matt Gress, Director, Governor's Office of Strategic Planning and Budgeting  
Holly Henley, Director, Arizona State Library, Archives and Public Records



**DEPARTMENT OF CHILD SAFETY**  
**MONTHLY STAFFING REPORT**  
**June 2018**

*Pursuant to Laws 2015, Chapter 117, Section 24 requires the Department of Child Safety to issue a monthly report on the Department's new hires and separations. Staffing numbers captured in this report reflect information as of the final day of the month. Due to delays in processing, final numbers may be different in subsequent reports.*

As required, the Department has provided the required data from January 2016 until May 2018, for the month of June 2018.

**Data Descriptions and Assumptions**

- New Hires are defined as employees “new to DCS” which excludes internal transfers, demotions, or promotions. In February 2018, DCS added clarity to the identification of additions and separations for each job type category in this report. These counts may include staff who promote out of a position or who voluntarily or involuntarily demote out of a position but remain with the Department.
- Separations are defined as any employee separating from DCS. This includes all voluntary and involuntary separation, as well as interagency transfers.
- Data and calculations were extracted from the Human Resources Information Solution (HRIS). Employees in “Future Hire” status were omitted.

**Table 1** provides hiring details for the Specialist positions. This table represents the number of Filled FTE in the following categories: *Case-Carrying Specialists, Specialist in Training, and Intake Positions.*

Table 1: DCS Specialists																
MONTH	April 2018 <sup>1,2</sup>								May 2018 <sup>2</sup>							
POSITIONS	Total	Total Hires	Promotions, Demotions (Additions)	Promotions, Demotions (Losses)	Total Separations	Voluntary Separations	Involuntary Separations	Transfers	Total	Total Hires	Promotions, Demotions (Additions)	Promotions, Demotions (Losses)	Total Separations	Voluntary Separations	Involuntary Separations	Transfers
Appropriated (Funded/Budgeted)	1406								1406							
Filled Case Specialist (active)	1082	0	0	4	34	31	2	1	1063	5	2	10	31	31	0	0
Filled Case Specialist (training)	150	33	0	0	8	5	2	1	177	48	0	2	4	3	1	0
Filled intake (hotline)	68	0	0	0	0	0	0	0	67	0	1	0	2	1	1	0
<b>Total Filled - Specialists</b>	<b>1300</b>	<b>33</b>	<b>0</b>	<b>4</b>	<b>42</b>	<b>36</b>	<b>4</b>	<b>2</b>	<b>1307</b>	<b>53</b>	<b>3</b>	<b>12</b>	<b>37</b>	<b>35</b>	<b>2</b>	<b>0</b>
Monthly turnover rate	3.2%															

<sup>1</sup> Denotes updated data, validated based on 5/7/2018 HRIS reports

<sup>2</sup> Includes voluntary and involuntary separations as well as promotions, demotions and transfers by DCS Specialists to/from other positions within the Department.

DCS Monthly Staffing Report  
June 2018

**Table 2** provides hiring details for the Non-DCS Case Specialist. This table represents the number of Filled FTE in all Non-Case Specialist Positions. Included in this information is the number of separations, transfers and new hires for the respective areas.

Table 2: Non-Case Specialists - DCS Operations: All																
MONTH	April 2018 <sup>1,2</sup>								May 2018 <sup>2</sup>							
POSITIONS	Total	Total Hires	Promotions, Demotions (Additions)	Promotions, Demotions (Losses)	Total Separations	Voluntary Separations	Involuntary Separations	Transfers	Total	Total Hires	Promotions, Demotions (Additions)	Promotions, Demotions (Losses)	Total Separations	Voluntary Separations	Involuntary Separations	Transfers
Appropriated	1511								1511							
<b>Total Filled - Administrative staff</b>	<b>1419</b>	<b>24</b>	<b>14</b>	<b>9</b>	<b>23</b>	<b>16</b>	<b>1</b>	<b>5</b>	<b>1424</b>	<b>27</b>	<b>25</b>	<b>17</b>	<b>30</b>	<b>21</b>	<b>4</b>	<b>5</b>
Monthly turnover rate	1.6%															

<sup>1</sup> Denotes updated data, validated based on 5/7/2018 HRIS reports

<sup>2</sup> Includes promotions, demotions and transfers by employees to other positions within the Department.

**Table 2A** provides a detailed breakdown of Non-Case Specialist for all of Field Operations. Included in this information is the number of separations, transfers and new hires for the respective areas.

Table 2A: Non-Case Specialist: Field Operations																
MONTH	April 2018 <sup>1,2</sup>								May 2018 <sup>2</sup>							
POSITIONS	Total	Total Hires	Promotions, Demotions (Additions)	Promotions, Demotions (Losses)	Total Separations	Voluntary Separations	Involuntary Separations	Transfers	Total	Total Hires	Promotions, Demotions (Additions)	Promotions, Demotions (Losses)	Total Separations	Voluntary Separations	Involuntary Separations	Transfers
Filled Program Managers	39	0	1	0	0	0	0	0	40	0	1	0	0	0	0	0
Filled Program Supervisors	225	0	4	2	3	2	1	0	222	0	4	5	2	1	1	0
Filled Case Aides	291	9	1	1	7	6	0	1	293	7	5	1	9	7	2	0
Filled OCWI	101	0	3	1	1	1	0	0	99	0	4	1	5	5	0	0
Filled Other Field Support	274	1	0	1	4	2	0	2	270	3	1	7	1	1	0	0
<b>Total Filled - Field Operations Staff</b>	<b>930</b>	<b>10</b>	<b>9</b>	<b>5</b>	<b>15</b>	<b>11</b>	<b>1</b>	<b>3</b>	<b>924</b>	<b>10</b>	<b>15</b>	<b>14</b>	<b>17</b>	<b>14</b>	<b>3</b>	<b>0</b>
Monthly turnover rate	1.6%															

<sup>1</sup> Denotes updated data, validated based on 5/7/2018 HRIS reports

<sup>2</sup> Includes promotions, demotions and transfers by employees to other positions within the Department.

DCS Monthly Staffing Report  
June 2018

Table 2B provides a detailed breakdown of Non-Case Specialist for all of Central Administration. Included in this information is the number of separations, transfers and new hires for the respective areas.

Table 2B: Non-Case Specialist: Central Administration																
MONTH	April 2018 <sup>1,2</sup>								May 2018 <sup>2</sup>							
POSITIONS	Total	Total Hires	Promotions, Demotions (Additions)	Promotions, Demotions (Losses)	Total Separations	Voluntary Separations	Involuntary Separations	Transfers	Total	Total Hires	Promotions, Demotions (Additions)	Promotions, Demotions (Losses)	Total Separations	Voluntary Separations	Involuntary Separations	Transfers
Filled Directors Office	4	0	0	0	0	0	0	0	5	1	0	0	0	0	0	0
Filled Deputy Director of Support Services	17	0	3	0	0	0	0	0	17	0	1	0	1	0	0	1
Filled Office of Contracts and Procurement	20	1	0	0	1	1	0	0	19	0	0	0	1	0	1	0
Filled Office of Licensing and Regulation	33	3	0	0	0	0	0	0	34	2	0	0	1	1	0	0
Filled Business Services	23	0	0	1	1	1	0	0	24	1	0	0	0	0	0	0
Filled Real Estate	10	0	2	0	0	0	0	0	10	0	0	0	0	0	0	0
Filled Child Safety Support Admin	29	1	0	0	0	0	0	0	27	0	0	1	1	1	0	0
Filled Technology Services	49	1	0	1	0	0	0	0	56	7	0	0	0	0	0	0
Filled Human Resources & L&D <sup>3</sup>	49	1	0	0	2	1	0	1	52	2	2	0	1	0	0	1
Filled Finance and Accounting	68	3	0	0	0	0	0	0	67	0	0	0	1	0	0	1
Filled Office of Policy and Rules	23	0	0	0	0	0	0	0	21	0	0	2	0	0	0	0
Filled CMDP	69	4	0	0	0	0	0	0	67	1	0	0	3	2	0	1
Filled Inspection Bureau	15	0	0	0	1	1	0	0	14	0	2	0	3	2	0	1
Filled Ombudsman	20	0	0	1	0	0	0	0	26	3	3	0	0	0	0	0
Filled Enterprise Risk Management	6	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0
Filled Foster Care Support <sup>3</sup>	50	0	0	1	0	0	0	0	50	0	1	0	1	1	0	0
Filled Communications <sup>3</sup>	4	0	0	0	1	0	0	1	5	0	1	0	0	0	0	0
<b>Total Filled - Central Administrative staff</b>	<b>489</b>	<b>14</b>	<b>5</b>	<b>4</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>500</b>	<b>17</b>	<b>10</b>	<b>3</b>	<b>13</b>	<b>7</b>	<b>1</b>	<b>5</b>
Monthly turnover rate	1.2%															

<sup>1</sup> Denotes updated data, validated based on 5/7/2018 HRIS reports

<sup>2</sup> Includes promotions, demotions and transfers by employees to other positions within the Department.

<sup>3</sup> Learning and Development (L&D)(formerly known as CWTI)

Tables 3 and 3A provide the total number of agency positions appropriated and filled for the prior calendar year for each month of CY 2017 and CY 2018 to date. This includes updated data for April 2018.

Table 3: Agency Total	2017											
POSITIONS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Appropriated (Funded/Budgeted)	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917
Total Filled	2698	2745	2735	2759	2731	2720	2742	2716	2711	2728	2719	2721
Total Separation	53	54	60	56	64	74	55	64	66	50	57	62
Total New Hire	72	63	56	54	36	75	51	43	53	61	50	42
Monthly Turnover Rate	1.96%	1.97%	2.19%	2.03%	2.34%	2.72%	2.01%	2.36%	2.43%	1.83%	2.10%	2.28%

Table 3: Agency Total	2018											
POSITIONS	JANUARY	FEBRUARY	MARCH	APRIL <sup>1</sup>	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Appropriated (Funded/Budgeted)	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917
Total Filled	2710	2716	2728	2719	2731							
Total Separation	44	46	46	65	67							
Total New Hire	56	43	53	57	80							
Monthly Turnover Rate	1.62%	1.69%	1.69%	2.39%	2.45%							

<sup>1</sup> Denotes updated data, validated based on 5/7/2018 HRIS reports