



Arizona Department of Child Safety

Douglas A. Ducey
Governor

Gregory McKay
Director

November 8, 2016

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

Re: DCS Monthly Staffing Report

Dear Governor Ducey:

Pursuant to Laws 2016, Chapter 117, Section 24 the Department of Child Safety (DCS) submitted the monthly report on the Department's Staffing Profile on November 7, 2016. Shortly after submission, an additional review was completed and an error in the total number of separations was identified. Originally, it was reported that the Department experienced 70 total separations. However, our review verified this was in error and that the Department only experienced 50 total separations for the month of October. We apologize for the error but are pleased that our ongoing efforts to provide additional reviews of these monthly reports were able to identify this error. As noted in prior reports, these data sets are validated each month and thus will also be updated in the December 2016 report.

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

Sincerely,

A handwritten signature in black ink, appearing to read "G. McKay", written over a large, empty oval shape.

Gregory McKay
Director

Enclosure

cc: Representative Justin Olson, Chairman, House of Representatives Appropriations Committee
Representative John M. Allen, Chairman, House of Representatives Child and Family Affairs Committee
Senator Don Shooter, Chairman, Senate Appropriations Committee
Senator Nancy Barto, Chairman, Senate Health and Human Services Committee
Richard Stavneak, Director, Joint Legislative Budget Committee
Lorenzo Romero, 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
November 2016 (Revised 11-8-16)**

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 October 2016, for the month of November 2016. It is the objective of the Department to produce a report that not only provides the legislatively required information but in a manner that is consumable to all readers. With this objective in mind, the Department is open to input to improve this report.

Data Descriptions and Assumptions

- The appropriated numbers for administrative positions (Table 2: non-case specialists) have been updated to reflect changes made for FY 2017.
- New Hires are defined as employees “new to DCS” which excludes internal transfers, demotions, or promotions.
- Separations are defined as any employee separation from DCS. This includes all voluntary and involuntary separation, as well as interagency transfers.
- Effective May 2016, the Contracts Office and the Procurement Office were combined to make the Office of Procurement and Contracts.
- All data and calculations were extracted from the Human Resources Information Solution (HRIS), employees in “Future Hire” status were omitted in all counts.

Hiring details for the Specialist positions are shown in *Table 1*. This Table represents the number of Filled FTE in the following categories: Case-Carrying Specialists, Specialist in Training, and Intake Positions. Also included is the information regarding separations and new hires for the respective areas.

Table 1: DCS Specialists (Previously 'DCS Specialists I-IV; Position name change to 'DCS Specialist' effective 7/16/2016)												
MONTH	SEPTEMBER 2016						OCTOBER 2016					
	Total	New Hires*	Total Separations*	Voluntary Separations*	Involuntary Separations	Transfers	Total	New Hires	Total Separations	Voluntary Separations	Involuntary Separations	Transfers
Appropriated (Funded/Budgeted)	1406						1406					
Filled Case Specialist (active)	954	0	32	25	2	5	970	0	14	14	0	0
Filled Case Specialist (training)	296	29	8	6	2	0	301	50	3	3	0	0
Filled intake (hotline)	71	0	1	1	0	0	70	2	2	1	0	1
Total Filled - Specialists	1321	29	41	32	4	5	1341	52	19	18	0	1
Monthly turnover rate	1.4%	58										

*Denotes data was validated after previous report was submitted.

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Hiring details for the Non-DCS Case Specialist are shown in *Table 2*. This Table represents the number of Filled FTE in all Non-Case Specialist Positions. Included in this information is the number of separations and new hires for the respective areas.

Table 2: Non-Case Specialists - DCS Operations: All												
MONTH	SEPTEMBER 2016						OCTOBER 2016					
POSITIONS	Total	New Hires*	Total Separations	Voluntary Separations	Involuntary Separations *	Transfers*	Total	New Hires	Total Separations	Voluntary Separations	Involuntary Separations	Transfers
Appropriated	1511						1511					
Total Filled - Administrative staff	1349	24	33	21	1	11	1351	23	31	18	2	11
Monthly turnover rate	2.3%											

*Denotes data was validated after previous report was submitted and updated appropriated positions for FY 2017.

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

Table 2A: Non-Case Specialist: Field Operations												
MONTH	SEPTEMBER 2016						OCTOBER 2016					
POSITIONS	Total	New Hires*	Total Separations	Voluntary Separations	Involuntary Separations *	Transfers	Total	New Hires	Total Separations	Voluntary Separations	Involuntary Separations	Transfers
Filled Program Managers - <i>Prior to 7/16/2016, position was titled 'Assistant Program Manager'</i>	40	0	0	0	0	0	40	0	0	0	0	0
Filled Program Supervisors - <i>Prior to 7/16/2016, position was titled 'Unit Supervisor'</i>	218	0	2	1	1	0	226	0	2	1	1	0
Filled Case Aides	254	10	11	6	0	5	255	10	5	3	0	2
Filled OCWI	82	3	4	4	0	0	80	1	2	2	0	0
Filled Other Field Support	325	2	7	4	1	2	322	3	6	3	1	2
Total Filled - Field Operations Staff	919	15	24	15	2	7	923	14	15	9	2	4
Monthly turnover rate	1.6%											

*Denotes data was validated after previous report was submitted.

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

Table 2B: Non-Case Specialist: Central Administration												
MONTH	SEPTEMBER 2016						OCTOBER 2016					
POSITIONS	Total	New Hires*	Total Separations	Voluntary Separations	Involuntary Separations	Transfers	Total	New Hires	Total Separations	Voluntary Separations	Involuntary Separations	Transfers
Filled Directors Office	10	1	0	0	0	0	11	1	0	0	0	0
Filled Office of the Deputy Director	3	0	0	0	0	0	5	1	0	0	0	0
Filled Office of Contracts and Procurement	16	0	0	0	0	0	14	0	2	2	0	0
Filled Office of Licensing and Regulation	35	1	0	0	0	0	32	0	1	0	0	1
Filled Business Services	8	0	1	1	0	0	8	0	0	0	0	0
Filled Real Estate	10	0	0	0	0	0	9	0	1	1	0	0
Filled Child Safety Support Admin	82	0	3	2	0	1	78	0	1	1	0	0
Filled Technology Services	50	1	1	1	0	0	52	1	0	0	0	0
Filled Human Resources	20	1	1	0	0	1	18	1	3	2	0	1
Filled Finance and Accounting	55	0	2	0	0	2	54	1	2	1	0	1
Filled Office of Policy and Rules	11	1	0	0	0	0	11	0	0	0	0	0
Filled CMDP	74	6	1	1	0	0	75	2	1	1	0	0
Filled Inspection Bureau	46	4	1	1	0	0	50	0	3	1	0	2
Filled Enterprise Risk Management	10	0	0	0	0	0	12	2	2	0	0	2
Total Filled - Central Administrative staff	430	15	10	6	0	4	429	9	16	9	0	7
Monthly turnover rate	3.7%											

*Denotes data was validated after initial report was submitted.

Table 3: Agency Total	2016											
POSITIONS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER*	OCTOBER	NOVEMBER	DECEMBER
Appropriated (Funded/Budgeted)	2823	2823	2823	2823	2823	2823	2917	2917	2917	2917		
Total Filled	2690	2703	2709	2728	2708	2722	2709	2706	2707	2739		
Total Separation	63	68	73	73	76	84	97	92	71	50*		
Total New Hire	85	109	82	64	74	68	64	74	52	98		
Monthly Turnover Rate	2.3%	2.5%	2.7%	2.7%	2.8%	3.1%	3.6%	3.4%	2.6%	1.83%		

*Denotes data was validated after initial report was submitted and updated appropriated positions for FY 2017.