



*Arizona Department of Child Safety*

**Douglas A. Ducey**  
Governor

**Gregory McKay**  
Director

May 5, 2017

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) 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, assistant program managers, unit 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,

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

Gregory McKay  
Director

Enclosure

cc: Representative Don Shooter, Chairman, House of Representatives Appropriations Committee  
Representative Eddie Farnsworth, Chairman, House of Representatives Judiciary and Public Safety Committee  
Senator Debbie Lesko, 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**  
**May 2017**

*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 April 2017, for the month of May 2017. 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.

Beginning April 7, 2017, after ongoing review of the data and methodology, DCS modified the categories to include promotions from internal positions as those are not captured in 'new hires'.

**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.

**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*. Also included is the information regarding separations, new hires, promotion and transfers for the respective areas. Beginning May 7, 2017, demotions were included as they impact the total count for active and hotline Specialists.

<b>Table 1: DCS Specialists</b>														
MONTH	March 2017 <sup>1</sup>							April 2017						
	Total	Total Hires <sup>1</sup>	Promotions & Transfers <sup>1</sup>	Total Separations <sup>1</sup>	Voluntary Separations <sup>1</sup>	Involuntary Separations <sup>1</sup>	Promotions & Transfers <sup>1</sup>	Total	Hires	Promotions & Transfers <sup>1</sup>	Total Separations	Voluntary Separations	Involuntary Separations	Promotions, & Transfers
Appropriated (Funded/Budgeted)	1406							1406						
Filled Case Specialist (active)	1068	0	0	25	17	4	3	1092	0	0	20	17	1	2
Filled Case Specialist (training)	216	30	7	7	5	2	0	196	33	4	8	6	2	0
Filled intake (hotline)	69	0	0	0	0	0	0	73	0	0	0	0	0	0
<b>Total Filled - Specialists</b>	<b>1353</b>	<b>30</b>	<b>7</b>	<b>32</b>	<b>22</b>	<b>6</b>	<b>3</b>	<b>1361</b>	<b>33</b>	<b>4</b>	<b>28</b>	<b>23</b>	<b>3</b>	<b>2</b>
Monthly turnover rate	2.4%													

<sup>1</sup> Denotes updated data, validated based on 5/4/2017 HRIS reports

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**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.

<b>Table 2: Non-Case Specialists - DCS Operations: All</b>												
MONTH	March 2017 <sup>1</sup>						April 2017					
POSITIONS	Total	Total Hires <sup>1</sup>	Total Separations <sup>1</sup>	Voluntary Separations <sup>1</sup>	Involuntary Separations <sup>1</sup>	Transfers <sup>1</sup>	Total	Total Hires	Total Separations	Voluntary Separations	Involuntary Separations	Transfers
Appropriated	1511						1511					
<b>Total Filled - Administrative staff</b>	<b>1382</b>	<b>26</b>	<b>29</b>	<b>25</b>	<b>1</b>	<b>3</b>	<b>1398</b>	<b>17</b>	<b>24</b>	<b>19</b>	<b>2</b>	<b>3</b>
Monthly turnover rate	2.1%											

<sup>1</sup> Denotes updated data, validated based on 5/4/2017 HRIS reports

**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.

<b>Table 2A: Non-Case Specialist: Field Operations</b>												
MONTH	March 2017 <sup>1</sup>						April 2017					
POSITIONS	Total	Total Hires <sup>1</sup>	Total Separations <sup>1</sup>	Voluntary Separations <sup>1</sup>	Involuntary Separations <sup>1</sup>	Transfers <sup>1</sup>	Total	Total Hires	Total Separations	Voluntary Separations	Involuntary Separations	Transfers
Filled Program Managers	38	0	0	0	0	0	39	1	0	0	0	0
Filled Program Supervisors	225	0	2	2	0	0	220	0	5	5	0	0
Filled Case Aides	276	12	8	8	0	0	274	7	9	8	1	0
Filled OCWI	88	0	3	3	0	0	89	2	1	1	0	0
Filled Other Field Support	342	6	6	6	0	0	342	3	3	2	1	0
<b>Total Filled - Field Operations Staff</b>	<b>969</b>	<b>18</b>	<b>19</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>964</b>	<b>13</b>	<b>18</b>	<b>16</b>	<b>2</b>	<b>0</b>
Monthly turnover rate	2.0%											

<sup>1</sup> Denotes updated data, validated based on 5/4/2017 HRIS reports

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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, transfers and new hires for the respective areas.

<b>Table 2B: Non-Case Specialist: Central Administration</b>												
<b>MONTH</b>	<b>March 2017<sup>1</sup></b>						<b>April 2017</b>					
<b>POSITIONS</b>	<b>Total</b>	<b>Total Hires<sup>1</sup></b>	<b>Total Separations<sup>1</sup></b>	<b>Voluntary Separations<sup>1</sup></b>	<b>Involuntary Separations<sup>1</sup></b>	<b>Transfers<sup>1</sup></b>	<b>Total</b>	<b>Total Hires</b>	<b>Total Separations</b>	<b>Voluntary Separations</b>	<b>Involuntary Separations</b>	<b>Transfers</b>
Filled Directors Office	9	0	1	1	0	0	9	0	0	0	0	0
Filled Office of the Deputy Director	8	1	0	0	0	0	7	0	1	1	0	0
Filled Office of Contracts and Procurement	12	0	1	0	0	1	12	0	0	0	0	0
Filled Office of Licensing and Regulation	32	0	0	0	0	0	33	1	0	0	0	0
Filled Business Services	13	0	0	0	0	0	13	0	0	0	0	0
Filled Real Estate	8	0	0	0	0	0	8	0	0	0	0	0
Filled Child Safety Support Admin	75	1	3	2	1	0	76	1	0	0	0	0
Filled Technology Services	47	1	3	1	0	2	47	1	1	0	0	1
Filled Human Resources	19	1	2	2	0	0	19	0	0	0	0	0
Filled Finance and Accounting	60	3	0	0	0	0	59	1	1	0	0	1
Filled Office of Policy and Rules	16	0	0	0	0	0	16	0	0	0	0	0
Filled CMDP	76	1	0	0	0	0	78	3	1	1	0	0
Filled Inspection Bureau	46	0	0	0	0	0	46	2	2	1	0	1
Filled Enterprise Risk Management	12	0	0	0	0	0	11	0	1	1	0	0
<b>Total Filled - Central Administrative staff</b>	<b>433</b>	<b>8</b>	<b>10</b>	<b>6</b>	<b>1</b>	<b>3</b>	<b>434</b>	<b>9</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>3</b>
Monthly turnover rate	2.3%											

<sup>1</sup> Denotes updated data, validated based on 5/4/2017 HRIS reports

**Tables 3 and 3A** provide the total number of agency positions appropriated and filled for the prior calendar year and the first month of CY 2017. This includes updated data for March 2017.

<b>Table 3: Agency Total</b>	<b>2016</b>											
<b>POSITIONS</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
Appropriated (Funded/Budgeted)	2823	2823	2823	2823	2823	2823	2917	2917	2917	2917	2917	2917
Total Filled	2690	2703	2709	2728	2708	2722	2709	2706	2707	2692	2720	2720
Total Separation	63	68	73	73	76	84	97	92	71	51	57	52
Total New Hire	85	109	82	64	74	73	64	74	52	76	76	59
Monthly Turnover Rate	2.34%	2.52%	2.69%	2.68%	2.81%	3.09%	3.58%	3.40%	2.62%	1.89%	2.10%	1.91%

<b>Table 3A: Agency Total</b>	<b>2017</b>											
<b>POSITIONS</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH<sup>1</sup></b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
Appropriated (Funded/Budgeted)	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917
Total Filled	2656	2698	2735	2759								
Total Separation	52	61	62	52								
Total New Hire	58	61	56	42								
Monthly Turnover Rate	2.0%	2.3%	2.3%	1.9%								

<sup>1</sup> Denotes updated data, validated based on 5/4/2017 HRIS reports