



DEPARTMENT OF CHILD SAFETY
MONTHLY STAFFING REPORT
August 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 July 2017, for the month of August 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.

Data Descriptions and Assumptions

- 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.
- Data and calculations were extracted from the Human Resources Information Solution (HRIS). Employees in “Future Hire” status were omitted.
- Beginning June 2017, Table 1 was revised to reflect “Total Turnovers” which include voluntary and involuntary separations as well as promotions and transfers by DCS Specialists to other positions within the Department. This more accurately describes changes in filled Specialist positions.
- The Child Welfare Training Institute (CWTI) merged into Human Resources (HR), in part, to improve the new employee onboarding experience. CWTI and Communications staff were previously reported in Other Field Support in Field Operations. CWTI is now captured in HR and Communications as a separate line in Central Administration.
- Data for June and July contain key changes. The Foster Care Support unit was created to improve support provided to foster caregivers and manage bed capacity and availability. A number of staff previously reported in Child Safety Support Administration are now captured in Foster Care Support.

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	June 2017 ^{1,2}							July 2017						
POSITIONS	Total	Total Hires ¹	Promotions, Demotions & Transfers ^{1,2}	Total Turnovers ^{1,2}	Voluntary Separations ¹	Involuntary Separations ¹	Promotions, Demotions & Transfers ^{1,2}	Total	Hires	Promotions, Demotions & Transfers ²	Total Turnovers ²	Voluntary Separations	Involuntary Separations	Promotions, Demotions & Transfers ²
Appropriated (Funded/Budgeted)	1406							1406						
Filled Case Specialist (active)	1072	1	0	46	31	2	13	1059	6	6	40	25	0	15
Filled Case Specialist (training)	192	58	3	11	10	1	0	227	60	0	9	8	1	0
Filled intake (hotline)	71	0	0	3	3	0	0	71	1	0	2	1	0	1
Total Filled - Specialists	1335	59	3	60	44	3	13	1357	67	6	51	34	1	16
Monthly turnover rate	4.5%													

¹ Denotes updated data, validated based on 8/4/2017 HRIS reports

² 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
August 2017

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	June 2017 ^{1,2}							July 2017						
POSITIONS	Total	Total Hires ^{1,2}	Promotions, Demotions & Transfers ^{1,2}	Total Separations ^{1,2}	Voluntary Separations ¹	Involuntary Separations ¹	Promotions, Demotions, & Transfers ^{1,2}	Total	Total Hires ²	Promotions, Demotions & Transfers ²	Total Separations ²	Voluntary Separations	Involuntary Separations	Promotions, Demotions, & Transfers ^{1,2}
Appropriated	1511							1511						
Total Filled - Administrative staff	1385	16	11	25	23	0	2	1385	16	17	33	17	3	13
Monthly turnover rate	1.8%													

¹ Denotes updated data, validated based on 8/4/2017 HRIS reports

² 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	June 2017 ^{1,2,3}							July 2017						
POSITIONS	Total	Total Hires ^{1,2}	Promotions, Demotions & Transfers ^{1,2}	Total Separations ^{1,2}	Voluntary Separations ¹	Involuntary Separations ¹	Promotions, Demotions, & Transfers ^{1,2}	Total	Total Hires ²	Promotions, Demotions & Transfers ²	Total Separations ²	Voluntary Separations	Involuntary Separations	Promotions, Demotions, & Transfers ^{1,2}
Filled Program Managers	40	0	1	0	0	0	0	40	0	0	0	0	0	0
Filled Program Supervisors	221	0	5	2	1	0	1	223	0	6	4	2	0	2
Filled Case Aides	271	6	2	11	9	0	2	271	6	3	9	5	1	3
Filled OCWI	89	1	3	2	2	0	0	90	2	3	4	3	0	1
Filled Other Field Support ³	297	3	1	9	8	0	1	291	1	0	7	4	0	3
Total Filled - Field Operations Staff	918	10	12	24	20	0	4	915	9	12	24	14	1	9
Monthly turnover rate	2.6%													

¹ Denotes updated data, validated based on 8/4/2017 HRIS reports

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

³ CWTI staff were previously reported in this category but are now part of Human Resources in Table 2B. Communications staff were previously reported in the category but now are captured as a separate in Table 2B.

DCS Monthly Staffing Report
August 2017

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	June 2017 ^{1,2,3}							July 2017						
	POSITIONS	Total	Total Hires ^{1,2}	Promotions, Demotions & Transfers ^{1,2}	Total Separations ^{1,2}	Voluntary Separations ¹	Involuntary Separations ¹	Promotions, Demotions, & Transfers ^{1,2}	Total	Total Hires ²	Promotions, Demotions & Transfers ²	Total Separations ²	Voluntary Separations	Involuntary Separations
Filled Directors Office	4	0	0	0	0	0	0	5	0	1	0	0	0	0
Filled Deputy Director of Support Services	10	0	0	0	0	0	0	11	0	1	0	0	0	0
Filled Office of Contracts and Procurement	16	1	0	0	0	0	0	16	0	0	0	0	0	0
Filled Office of Licensing and Regulation	32	0	0	1	0	0	1	32	0	0	0	0	0	0
Filled Business Services	10	0	0	0	0	0	0	9	0	0	1	0	1	0
Filled Real Estate	8	0	0	0	0	0	0	9	1	0	0	0	0	0
Filled Child Safety Support Admin	31	0	0	0	0	0	0	31	0	0	0	0	0	0
Filled Technology Services	49	4	0	0	0	0	0	48	1	0	2	1	0	1
Filled Human Resources & CWTI ³	50	0	0	0	0	0	0	50	1	1	2	0	0	2
Filled Finance and Accounting	68	0	0	0	0	0	0	69	1	0	0	0	0	0
Filled Office of Policy and Rules	16	0	0	1	1	0	0	16	0	0	0	0	0	0
Filled CMDP	68	0	0	0	0	0	0	71	3	0	0	0	0	0
Filled Inspection Bureau	45	0	0	2	1	0	1	45	0	2	2	1	0	1
Filled Enterprise Risk Management	7	0	0	0	0	0	0	6	0	0	1	0	1	0
Filled Foster Care Support ³	48	0	0	1	1	0	0	47	0	0	1	1	0	0
Filled Communications ³	5	1	0	0	0	0	0	5	0	0	0	0	0	0
Total Filled - Central Administrative staff	467	6	0	5	3	0	2	470	7	5	9	3	2	4
Monthly turnover rate	1.1%													

¹ Denotes updated data, validated based on 8/4/2017 HRIS reports

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

³ The CWTI is now part of Human Resources. Identified staff from Child Safety Support were transitioned into the newly created Foster Care Support.

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 to date. This includes updated data for June 2017.

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	2823	2917	2917	2917	2917	2917	2917
Total Filled	2690	2703	2709	2728	2708	2722	2709	2706	2670	2692	2720	2720	2720
Total Separation	63	67	73	72	62	74	92	91	72	51	57	51	51
Total New Hire	85	109	82	64	70	85	68	64	55	76	76	56	56
Monthly Turnover Rate	2.3%	2.5%	2.7%	2.7%	2.3%	2.7%	3.4%	3.4%	2.7%	1.89%	2.10%	1.88%	1.88%

Table 3A: Agency Total	2017												
	POSITIONS	JANUARY	FEBRUARY	MARCH	APRIL	MAY ¹	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Appropriated (Funded/Budgeted)	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917
Total Filled	2698	2745	2735	2759	2731	2720	2742						
Total Separation	53	61	60	54	62	74	55						
Total New Hire	72	63	56	54	36	75	51						
Monthly Turnover Rate	2.0%	2.2%	2.2%	2.0%	2.3%	2.7%	2.0%						

¹ Denotes updated data, validated based on 8/4/2017 HRIS reports