

DECD Public Sector Act Workforce – Summary

Issue 6 – June 2017

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The following is a profile of DECD Public Sector employees who were actively employed or on paid leave (unless otherwise stated) as at the last pay day in June 2017.

Source: Data presented in this report is based on the June 2017 Workforce Information Collection (WIC) prepared for the Department of the Premier and Cabinet (DPC).

A series of adjustments are undertaken in relation to the data to comply with DPC standards. Therefore totals may vary from other internal DECD publications sourced directly from the HRM systems.

Notes:

Permanent/Temporary profiles include employees on unpaid leave. Therefore data presented for the Permanent/Temporary Profiles may vary from other internal DECD publications.

“Full time” are employees who work greater or equal to 0.98 full time equivalent (FTE).

As part of the requirement to ensure de-identification of employees in departmental reporting, where relevant, the Commissioner for Children and Young People position has been reported as PS Act

The significant decrease in Public Sector Act Employees and overall total workforce in 2017 was due to the Machinery of Government and the creation of the new Department for Child Protection in November 2016. Between 2013-2016 the total workforce included employees from Families SA.

Any use of, or interpretation of data other than what is represented in this report is not the responsibility of P&C.

Overview

Key characteristics include:

- 1601 employees were employed by DECD or 1452.0 full time equivalents (FTEs).
- The majority (67.1%) are working as Administrative Services Officers (including PS Act trainees).
- The average age of the workforce was 44 years, and 49.8% of the workforce are aged 45 and over, compared to 53.2% for the total DECD workforce.
- Females account for 75.7% of the PS Act employees.
- 1162 or 72.6% of PS Act employees worked full time (greater than or equal to 0.98FTE) and 439 or 27.4% were employed in a part-time capacity.
- 103 employees were on unpaid leave (in addition to the 1601 employees stated above).
- 167 employees separated during 2016/2017 (including contract expired).¹

¹ Some of these employees have a separation reason of “contract expired” and may be re employed at a later stage.

Comparison between 2013 and 2017 Employees

As indicated in the tables below, the majority of employee demographics have been consistent overtime. The downward trend in 2017 is a direct result of the creation of the new Department for Child Protection.

Table 1: Public Sector Act Workforce Demographics over the last 5 years

Trend Over the Last 5 Years	Average		2013	2014	2015	2016	2017	% change since 2013
	2816	Persons	3062	3070	3178	3167	1601	-47.7%
	2585	FTE	2801.2	2837.7	2929.6	2905.0	1452.0	-48.2%
	2109	Females (Persons)	2288	2264	2374	2406	1212	-47.0%
	707	Males (Persons)	774	806	804	761	389	-49.7%
	2172	Full-time (Persons)	2377	2418	2488	2415	1162	-51.1%
	644	Part-time (Persons)	685	652	690	752	439	-35.9%
	43	Average Age	43	43	43	43	44	2.3%
	0	% Aged 45 and over	45.3%	44.5%	44.9%	45.6%	49.8%	9.9%

Note: % change since 2013 for Public Sector Act has been impacted by the Machinery of Government (MOG) and the creation of the new Department for Child Protection in November 2016.

Includes employees who were actively employed or on paid leave.

Table 2: Workforce by Temporary/Permanent over the last 5 years

Trend Over the Last 5 Years	Average		2013	2014	2015	2016	2017	% change since 2013
	2258	Permanent (Persons)	2371	2410	2476	2726	1307	-44.9%
	805	Temporary (Persons)	957	955	994	707	413	-56.8%

Note: % change since 2013 for Public Sector Act has been impacted by the Machinery of Government (MOG) and the creation of the new Department for Child Protection in November 2016.

Note: The dot on the lines in the tables above indicates the highest figure reported over the last 5 years.

Includes employees on paid and unpaid leave, but excludes claim paid employees.

Table 3: Workforce by Act or Award as at June 2017

Public Sector Act Classifications	Persons	FTE
Administrative Services Officer (including PS Act trainees and Level 1 to 8)	1074	1003.8
Allied Health Professional (Level 1 to 5)	385	312.5
Operational Services Officer (Level 2 to 5)	38	32.9
Manager, Administrative Services (Level 3)	52	51.8
Legal Officer (Level 1, 2, 4, 5)	6	5.8
Professional Officer (Level 2)	5	4.2
PS Act Executive levels (including PS Act Executive, SA Executive Service Levels and Commissioner for Children & Youth)	35	35.0
Other (PS Act negotiated conditions)	6	6.0
TOTAL	1601	1452.0

A further breakdown of the Administrative Services Officer, Allied Health Professional and Operational Services Officer classification levels are provided below.

Table 4: Persons and FTE by Legislative Act or Award, June 2017

Classification Level	Administrative Services Officer		Allied Health Professionals		Operational Services Officer	
	Persons	FTE	Persons	FTE	Persons	FTE
Trainee	5	5.0				
Level 1	50	41.0	42	38.9		
Level 2	137	123.6	249	194.9	4	1.2
Level 3	174	158.7	83	69.8	22	20.5
Level 4	113	107.0	10	7.9	9	8.3
Level 5	185	173.6	1	1.0	3	3.0
Level 6	168	159.9				
Level 7	150	145.6				
Level 8	92	89.4				
TOTAL	1074	1003.8	385	312.5	38	32.9

Profile by Salary (Full Time Equivalent)

The highest proportion of PS Act employees received a salary between \$75,500 and \$96,499.

The salary bracket of \$75,500 and \$96,499 (628 employees) includes –

- Administrative Services Officer (Level 5, 6 and 7) – 55.7% of salary group,
- Allied Health Professional (Level 2 and 3) – 42.8% of salary group,
- Professional Officer (Level 2) – 0.8% of salary group,
- Operational Services Officer (Level 5) – 0.5% of salary group,
- Legal Officer (Level 2) – 0.2% of salary group.

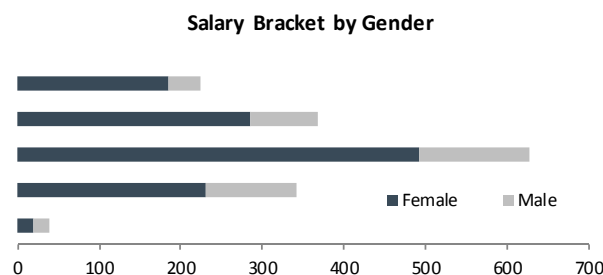
As indicated in the graphs below, females are predominant in all salary brackets. When comparing each salary bracket, the highest proportion of women (82.1%), were within the \$0 - \$59,199 salary range.

It is to be noted that the \$121,400 plus salary bracket includes:

- All PS Act Level Executives (including the Commissioner for Children and Youth)
- All Legal Officers (Level 5)
- 33.3% of PS Act negotiated conditions employees.

Table 5: Workforce by Salary Bracket and Gender, June 2017

Salary Bracket	Female	Male	Total
\$0 - \$59,199	184	40	224
\$59,200 - \$75,499	286	82	368
\$75,500 - \$96,499	491	137	628
\$96,500 - \$121,399	231	111	342
\$121,400 +	20	19	39
TOTAL	1212	389	1601



Age and Gender Profile

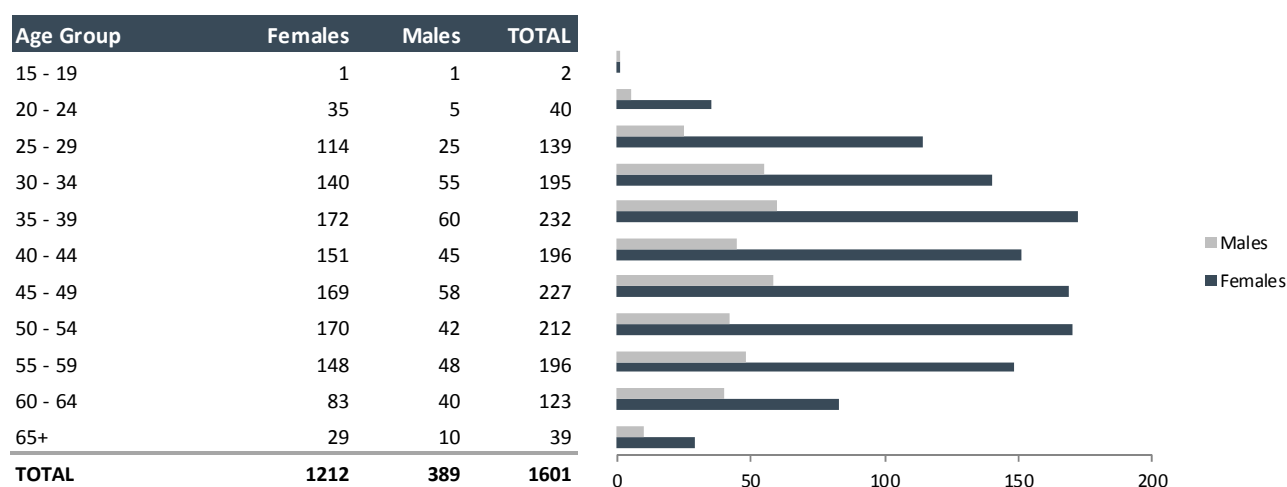
The average age of PS Act employees as at June 2017 was 44 years which is lower than the overall DECD employee average of 45 years. The average age of PS Act females is 44 years and males are 45 years.

The highest proportion of PS Act employees (14.5%) was aged between 35-39 years, followed closely by those aged between 45-49 years (14.2%).

Females represented 75.7% of all PS Act employees. Of the total numbers of female PS Act employees (1212), 64.2% were working as Administrative Services Officer (including trainees).

In June 2017, females were prominent in all age brackets with the highest percentages aged between 35-39 years (14.2% of all females). The highest percentage of males was also aged between 35-39 years (15.4% of all males).

Table 6: PS Act Workforce Age Bracket by Gender, June 2017



The distribution of the Administrative Services Officer stream by classification and age bracket are quite evenly spread. The only exception includes those aged 24 and under who are less likely to be employed in classification levels 4-8.

Table 7: Administrative Services Officers by Classification and Age Bracket, June 2017

Classification Description and level	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+	Total
PS Act Trainees	1	4										5
Administrative Services Officer Level 1		7	6	3	3	4	6	3	6	10	2	50
Administrative Services Officer Level 2	1	10	9	11	22	16	15	16	14	19	4	137
Administrative Services Officer Level 3		4	14	26	21	14	20	23	29	19	4	174
Administrative Services Officer Level 4		4	14	16	20	5	15	14	12	8	5	113
Administrative Services Officer Level 5		2	11	32	26	21	32	25	18	12	6	185
Administrative Services Officer Level 6			14	25	29	20	22	23	21	11	3	168
Administrative Services Officer Level 7			3	15	28	24	29	21	21	7	2	150
Administrative Services Officer Level 8				5	17	20	12	16	13	7	2	92
Total	2	31	71	133	166	124	151	141	134	93	28	1074

Full-time/Part-time Profile

In June 2017, 27.4% (439) of PS Act employees were employed in a part-time capacity (employees who work less than 0.98 FTE).

The classification group with the highest proportion of part time employees are Allied Health Professionals (50.4%) followed by Operational Services Officers (26.3%) and Administrative Services Officers (including trainees & Levels 1-8) (21.4%).

For all classification groups almost 70% or significantly more are full time employees. All PS Act Executives worked in a full-time capacity and 98.1% of Manager, Administrative Services employees worked full time.

Of the full-time PS Act employees, 68.9% were female while 93.6% of part-time employees were female.

Table 8: PS Act Workforce by FT/PT Status and Classification, June 2017

Classification	Full-Time	% FT	Part-Time	% PT
Administrative Services Officer (including trainees)	844	78.6%	230	21.4%
Allied Health Professional	191	49.6%	194	50.4%
Manager, Administrative Services	51	98.1%	1	1.9%
Operational Services Officer	28	73.7%	10	26.3%
PS Act Executive levels (including PS Act Executive, SA Executive Service Levels and Commissioner for Children & Youth)	35	100.0%	0	0.0%
Other (PS Act negotiated conditions, Professional Officer & Legal Officer)	13	76.5%	4	23.5%
TOTAL	1,162	72.6%	439	27.4%

Temporary and Permanent Profile

76.0% of PS Act employees (1307) were employed on a permanent basis. 76.2% of the permanent employees were female. The classification of Manager, Administrative Services had the highest level of permanency (88.7%).

Table 9: PS Act Workforce by Temporary/Permanent, June 2017

Public Sector Act Classifications	Number of Permanent	Number of Temporary	% of Permanent Employees
Administrative Services Officer (including trainees)	861	282	75.3%
Allied Health Professional	347	65	84.2%
Manager, Administrative Services	47	6	88.7%
Operational Services Officer	34	24	58.6%
PS Act Executive levels (including PS Act Executive, SA Executive Service Levels and Commissioner for Children & Youth)	4	33	10.8%
Other (PS Act negotiated conditions, Professional Officer & Legal Officer)	14	3	82.4%
TOTAL	1307	413	76.0%

For Further Information

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A copy of the report can be found at

<https://www.decd.sa.gov.au/department/research-and-data/workforce-reports/workforce-profiles>

