

Department for Education Public Sector Act workforce – summary

Issue 7 – June 2018

Prepared by: Workforce Planning & Reporting, P & C Operations, People and Culture Division

The following is a profile of Department for Education *Public Sector Act* employees who were actively employed or on paid leave (unless otherwise stated) as at the last pay day in June 2018.

Source: Data presented in this report is based on the June 2018 Workforce Information Collection 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 Department for Education publications sourced directly from the HRM system.

Notes:

Where the term “contingent” is used within this document it is to be noted that this refers to employees who are employed on a non-permanent basis.

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

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 2014-2016 the total workforce included employees from the former Families SA.

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.

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:

- 1738 employees were employed by Department for Education or 1581.6 full time equivalents (FTEs).
- The majority (67.4%) are working as Administrative Services Officers (including PS Act trainees).
- The average age of the workforce was 45 years, and 50.3% of the workforce are aged 45 and over, compared to 51.8% for the total Department for Education workforce.
- Females account for 75.9% of the PS Act employees.
- 1270 or 73.1% of PS Act employees worked full time (greater than or equal to 0.98FTE) and 468 or 26.9% were employed in a part time capacity.
- 109 employees were on unpaid leave (in addition to the 1738 employees stated above).
- 188 employees separated during 2017/2018 (including contract expired).¹ This equates to a 90.2% retention rate.

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



Comparison between 2014 and 2018 employees

As indicated in the tables 1 and 2 below, every workforce measure has increased from 2017 to 2018. The downward trend from 2016 to 2017 is a direct result of the creation of the new Department for Child Protection.

Table 1: Public Sector Act workforce characteristics over the last 5 years

Trend over the last 5 years	Average		2014	2015	2016	2017	2018	% change since 2014	% change since 2017
	2551	Persons	3070	3178	3167	1601	1738	-43.4%	8.6%
	2341	FTE	2837.73	2929.61	2905.0	1452.0	1581.6	-44.3%	8.9%
	1915	Females (persons)	2264	2374	2406	1212	1320	-41.7%	8.9%
	636	Males (persons)	806	804	761	389	418	-48.1%	7.5%
	1951	Full time (persons)	2418	2488	2415	1162	1270	-47.5%	9.3%
	600	Part time (persons)	652	690	752	439	468	-28.2%	6.6%
	44	Average age	43	43	43	44	45	4.0%	1.6%
	0	% Aged 45 and over	44.5%	44.9%	45.6%	49.8%	50.3%	5.8%	0.5%

Note: % change since 2014 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.

N.B. Includes employees who were actively employed or on paid leave.

The workforce on unpaid leave as at 30 June 2018 has been included in this analysis to give a more inclusive representation of the permanent/contingent cohorts. Therefore data presented for the permanent/contingent workforce may vary from other internal Department for Education publications.

Table 2: Permanent/contingent workforce over the last 5 years

Trend over the last 5 years	Average		2014	2015	2016	2017	2018	% change since 2014	% change since 2017
	2056	Permanent (persons)	2410	2476	2726	1307	1363	-43.4%	4.3%
	715	Contingent (persons)	955	994	707	413	507	-46.9%	22.8%

Note: % change since 2014 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.

N.B. Includes employees on paid and unpaid leave, but exclude claim paid employees.

Classification profile

Table 3: Persons and FTE by classification, June 2018

Public Sector Act classifications	Persons	FTE
Administrative services officer (including PS Act trainees and level 1 to 8)	1171	1094.7
Allied health professional (level 1 to 5)	411	336.2
Operational services officer (level 2 to 5)	37	33.9
Manager, administrative services (level 3)	58	58.0
Legal officer (level 1, 2, 4, 5)	5	4.7
Professional officer (level 2 to 3)	6	5.3
PS Act executive levels (including PS Act executive, SA executive service levels and Commissioner for Children & Youth)	46	45.9
Other (PS Act negotiated conditions)	4	3.0
Total	1738	1581.6

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 classification, June 2018

Classification level	Administrative services officer		Allied health professionals		Operational services officer	
	Persons	FTE	Persons	FTE	Persons	FTE
Trainee	6	6.0				
Level 1	48	39.9	50	45.5		
Level 2	145	132.5	263	208.6	2	1.1
Level 3	182	167.3	85	72.0	23	21.8
Level 4	121	115.7	10	7.1	10	9.0
Level 5	207	195.4	3	3.0	2	2.0
Level 6	190	175.8				
Level 7	174	166.0				
Level 8	98	96.0				
Total	1171	1094.7	411	336.2	37	33.9

Profile by salary (full time equivalent)

The highest proportion of PS Act employees received a salary between \$77,386 - \$99,028.

The salary bracket of \$77,386 - \$99,028 (680 employees) includes –

- Administrative services officer (level 5, 6 and 7) – 56.0% of salary group,
- Allied health professional (level 2 and 3) – 42.8% of salary group,
- Professional officer (level 2 and 3) – 0.9% of salary group,
- Operational services officer (level 5) – 0.3% of salary group,

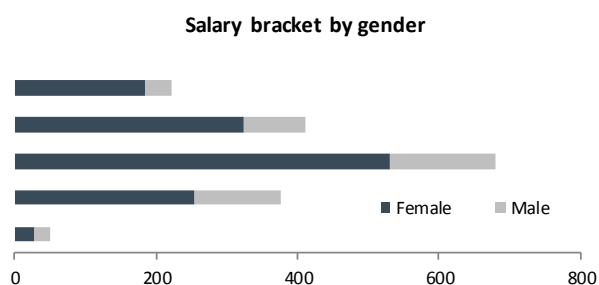
As indicated in the graphs below, females are predominant in all salary brackets. When comparing each salary bracket, the highest proportion of women (83.7%), were within the \$0 - \$60,810 salary range.

It is to be noted that the \$125,001+ salary bracket includes:

- All PS Act level executives (including the Commissioner for Children and Youth)
- All legal officers level 5
- 25% of PS Act negotiated conditions employees
- 33.3% of allied health professional level 5 employees

Table 5: Workforce by salary bracket and gender, June 2018

Salary bracket	Female	Male	Total
0-60,810	185	36	221
\$60,811 - \$77,385	323	88	411
\$77,386 - \$99,028	530	150	680
\$99,029 - \$125,000	254	123	377
\$125,001 +	28	21	49
Total	1320	418	1738



Age and gender profile

The average age of PS Act employees as at June 2018 was 45 years which is consistent with the overall Department for Education 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 (14.7%) was aged between 35-39 years, followed closely by those aged between 45-49 years (14.0%).

Females represented 75.9% of all PS Act employees. Of the total numbers of female PS Act employees (1320), 64.0% were working as administrative services officer (including trainees).

In June 2018, females were prominent in all age brackets with the highest percentages aged between 35-39 years (14.3% of all females). The highest percentage of males was also aged between 35-39 years (15.8% of all males).

Table 6: PS Act workforce age bracket by gender, June 2018

Age group	Females	Males	Total
15 - 19	2	0	2
20 - 24	34	7	41
25 - 29	102	17	119
30 - 34	156	56	212
35 - 39	189	66	255
40 - 44	171	64	235
45 - 49	187	56	243
50 - 54	179	49	228
55 - 59	154	47	201
60 - 64	114	45	159
65+	32	11	43
Total	1320	418	1738

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 5-8.

Table 7: Administrative services officers by classification and age bracket, June 2018

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	2	4										6
Administrative services officer level 1		5	4	4	6	2	5	3	3	12	4	48
Administrative services officer level 2		13	12	14	16	15	18	12	21	19	5	145
Administrative services officer level 3		4	13	24	29	13	19	29	27	19	5	182
Administrative services officer level 4		4	13	22	15	14	13	19	8	9	4	121
Administrative services officer level 5		1	9	25	37	22	36	29	26	16	6	207
Administrative services officer level 6			9	20	40	27	24	29	20	15	6	190
Administrative services officer level 7			1	19	29	38	35	19	19	13	1	174
Administrative services officer level 8			1	9	15	22	11	17	9	12	2	98
Total	2	31	62	137	187	153	161	157	133	115	33	1171

Full time / part time profile

In June 2018, 26.9% (468) 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 (48.9%) followed by other (46.7%) and operational services officers (21.6%).

All Manager, Administrative Services employees and 97.8% of PS Act Executives employees worked in a full time capacity.

Of the full time PS Act employees, 69.0% were female while 94.9% of part time employees were female.

Table 8: PS Act workforce by FT/PT status and classification, June 2018

Classification	Full time	% FT	Part time	% PT
Administrative services officer (including trainees)	920	78.6%	251	21.4%
Allied health professional	210	51.1%	201	48.9%
Manager, administrative services	58	100.0%	0	0.0%
Operational services officer	29	78.4%	8	21.6%
PS Act executive levels (including PS Act executive, SA executive service levels and Commissioner for Children & Youth)	45	97.8%	1	2.2%
Other (PS Act negotiated conditions, professional officer & legal officer)	8	53.3%	7	46.7%
Total	1,270	73.1%	468	26.9%

Permanent/contingent workforce

The workforce on unpaid leave as at 30 June 2018 has been included in this analysis to give a more inclusive representation of the permanent/contingent cohorts. Therefore data presented for the permanent/contingent workforce may vary from other internal Department for Education publications.

Table 9: Permanent/contingent workforce, June 2018

Public Sector Act classifications	Number of permanent	Number of contingent	% of permanent employees
Administrative services officer (including trainees)	895	332	72.9%
Allied health professional	362	94	79.4%
Manager, administrative services	54	5	91.5%
Operational services officer	35	30	53.8%
PS Act executive levels (including PS Act executive, SA executive service levels and Commissioner for Children & Youth)	6	41	12.8%
Other (PS Act negotiated conditions, professional officer & legal officer)	11	5	68.8%
Total	1363	507	72.9%

Permanency relates to the status of the employee, not the appointment the employee is holding. At any point in time a proportion of the permanent workforce will be on leave (paid and unpaid). In this instance a vacancy may result. However, the permanent employee still retains the right to permanent employment with the department resulting in the vacancy only being able to be filled on a temporary basis. The overall impact of the permanent workforce taking leave is an increase in the temporary workforce to cover many of the vacancies that result.

The impact is illustrated below.

Table 10: PS Act permanency rate, June 2018

	June 2018
Permanent	1363
Temporary	507
- minus backfill for PS Act who were permanent and on leave	132
Revised temporary	375
Total	1738
% Permanent	78.4

N.B. The formula may vary depending on the classification profiled.

For further information

Contact: Workforce Planning and Reporting

Ph: 8463 7592

Email: Education.WorkforceDataandPlanning@sa.gov.au

A copy of the report can be found at

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

