

DECD Public Sector Act Workforce - Summary

Issue 5 – June 2016

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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 2016.

Source: Data presented in this report is based on the June 2016 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).

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

Overview

Key characteristics include:

- 3167 employees were employed by DECD or 2905.0 full time equivalents (FTEs).
- The majority (42.3%) are working as Administrative Services Officers (including PS Act trainees).
- The average age of the workforce was 43 years, and 45.6% of the workforce are aged 45 and over, compared to 53.6% for the total DECD workforce.
- 2415 or 76.3% of PS Act employees worked full time (≥ 0.98 FTE) and 752 or 23.7% were employed in a part-time capacity.
- Females account for 76% of the PS Act employees.
- 230 employees were on unpaid leave (in addition to the 3167 employees stated above).
- 455 employees separated during 2015/2016 (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 2012 and 2016 Employees

As indicated in the tables below the majority of employee demographics remain consistent over time, with only showing a gradual trend upwards since 2012. Two exceptions to this are for total males and total full-time persons, both showing a noticeable downward trend between 2015 and 2016. There has also been a reduction of almost 20% in the total number of temporary persons employed under the PS Act over the reporting period.

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

Trend Over the Last 5 Years	Average		2012	2013	2014	2015	2016	% change since 2012
	3106	Persons	3055	3062	3070	3178	3167	3.7%
	2851	FTE	2782.8	2801.2	2837.73	2929.6	2905.0	4.4%
	2321	Females (Persons)	2272	2288	2264	2374	2406	5.9%
	786	Males (Persons)	783	774	806	804	761	-2.8%
	2405	Full-time (Persons)	2329	2377	2418	2488	2415	3.7%
	701	Part-time (Persons)	726	685	652	690	752	3.6%
	43	Average Age	43	43	43	43	43	0.0%
		% Aged 45 and over	44.9%	45.3%	44.5%	44.9%	45.6%	1.6%

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		2012	2013	2014	2015	2016	% change since 2012
	2474	Permanent (Persons)	2387	2371	2410	2476	2726	14.2%
	898	Temporary (Persons)	876	957	955	994	707	-19.3%

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 2016

Public Sector Act Classifications	Persons	FTE
Administrative Services Officer (including PS Act trainees and Level 1 to 8)	1341	1252.6
Allied Health Professional (Level 1 to 5)	888	789.9
Operational Services Officer (Level 1 to 5)	776	702.1
Manager, Administrative Services (Level 3)	97	96.8
Legal Officer (Level 1, 2, 4, 5)	5	4.6
Professional Officer (Level 1, 2, 5)	7	6.1
PS Act Executives, SA Executive Service (Level 1 to 2)	48	48.0
Other (PS Act negotiated conditions)	5	5.0
TOTAL	3167	2905.0

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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 2016

Classification Level	Administrative Services Officer		Allied Health Professionals		Operational Services Officer	
	Persons	FTE	Persons	FTE	Persons	FTE
Trainee	4	4.0	-	-	-	-
Level 1	54	44.7	238	225.4	13	2.2
Level 2	226	208.3	450	377.7	215	187.8
Level 3	215	197.9	166	153.8	391	360.4
Level 4	136	128.6	28	26.9	125	120.0
Level 5	242	229.4	6	6.0	31	30.7
Level 6	219	204.4	-	-	1	1
Level 7	149	142.3	-	-	-	-
Level 8	96	93.1	-	-	-	-
TOTAL	1341	1252.6	888	789.9	776	702.1

Profile by Salary

The highest proportion of PS Act employees received a salary between \$57,600 and \$73,299.

The salary bracket of \$57,600- \$73,299 (1,114 employees) includes –

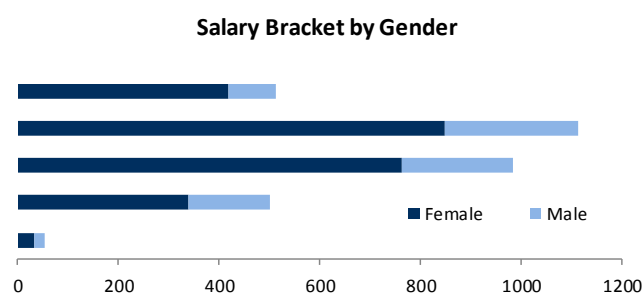
- All Operational Services employees (Level 3 and 4) – 46.3% of salary group,
- All Administrative Services Officer (Level 3 and 4) – 31.5% of salary group,
- All Allied Health Professional (Level 1) – 21.4% of salary group,

As indicated in the graphs below, females are predominant in all salary brackets. The salary bracket with the highest proportion of women, (82%) is between \$0 - \$57,599.

It is to be noted that the \$118,400 plus salary bracket includes all PS Act Executives (level 1 to 2).

Table 5: Workforce by Salary Bracket and Gender, June 2016

Salary Bracket	Female	Male	Total
\$0 - \$57,599	419	93	512
\$57,600 - \$73,299	850	264	1114
\$73,300 - \$93,799	763	222	985
\$93,800 - \$118,399	341	160	501
\$118,400+	33	22	55
TOTAL	2406	761	3167



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Age and Gender Profile

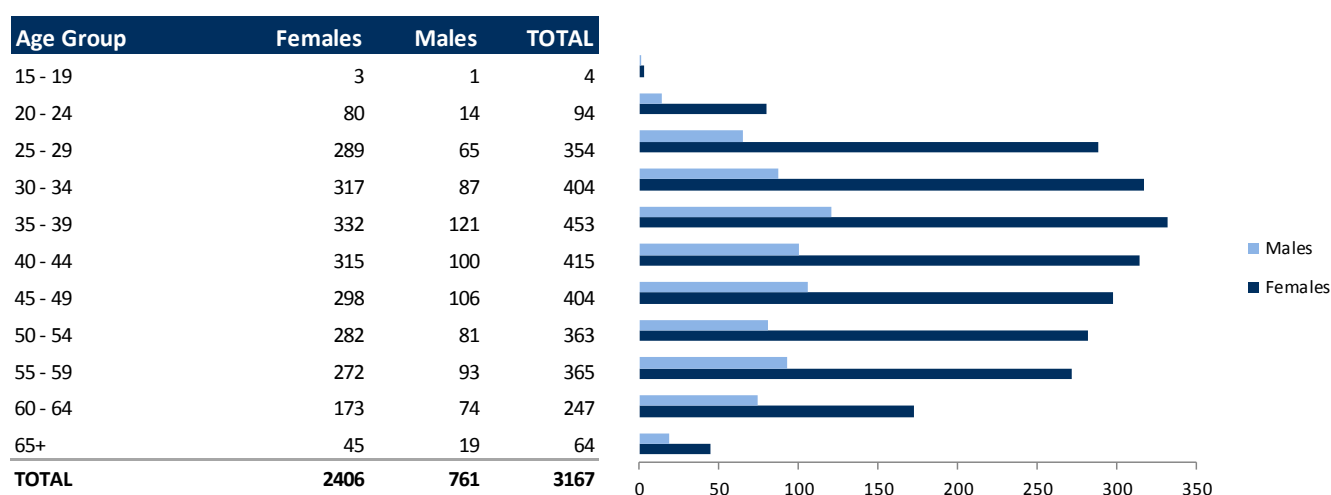
The average age of employees as at June 2016 was 43 years which has remained stable since 2012. At June 2016, the average age of females was 43 years and males were 45 years.

Of all age brackets, the highest proportion of PS Act employees (14.3%) was aged between 35-39 years, followed closely by those aged between 40-44 years (13.1%).

Females represented 76% of all PS Act employees. Of the total numbers of female PS Act employees (2406), 41.6% were working as Administrative Services Officer (including trainees).

In June 2016, females were prominent in all age brackets with the highest percentages aged between 35-39 years (13.8% of all females). The highest percentage of males was also aged between 35-39 years (15.9% of all males). Overall, the female PS Act workforce is slightly younger than the male cohort.

Table 6: PS Act Workforce Age Bracket by Gender, June 2016



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 2016

Classification Description and level	<20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+	Total
PS Act Trainees	2	2	0	0	0	0	0	0	0	0	0	4
Administrative Services Officer Level 1	1	7	4	4	3	3	7	5	10	8	2	54
Administrative Services Officer Level 2	1	16	28	21	24	24	19	30	35	22	6	226
Administrative Services Officer Level 3	0	6	15	32	31	15	24	28	34	24	6	215
Administrative Services Officer Level 4	0	1	20	20	23	13	20	14	15	6	4	136
Administrative Services Officer Level 5	0	1	16	32	39	28	35	36	33	14	8	242
Administrative Services Officer Level 6	0	0	13	33	40	35	27	24	24	22	1	219
Administrative Services Officer Level 7	0	0	0	12	31	25	26	21	22	11	1	149
Administrative Services Officer Level 8	0	0	1	8	15	21	13	14	11	12	1	96
Total	4	33	97	162	206	164	171	172	184	119	29	1341

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Full-time/Part-time Profile

In June 2016, 23.7% (752) 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 (30.1%) followed by Operational Services Officers (23.2%) and Administrative Services Officers (including trainees & Levels 1-8) (22.4%).

For all classification groups almost 70% or significantly more are full time employees. All PS Act Executives worked in a full-time capacity while 97.9% of Manager level employees (Manager, Administrative Services) also worked full time.

Of the full-time PS Act employees, 71.2% were female compared to 91.2% of part-time employees who were female.

Table 8: PS Act Workforce by FT/PT Status and Classification, June 2016

Classification	Full-Time	% FT	Part-Time	% PT
Administrative Services Officers	1,041	77.6%	300	22.4%
Allied Health Professional	621	69.9%	267	30.1%
Manager, Administrative Services	95	97.9%	2	2.1%
Operational Services Officer	596	76.8%	180	23.2%
PS Act Executives	48	100.0%	0	0.0%
Other (PS Act neg conditions, Professional Officer & Legal Officer)	14	82.4%	3	17.6%
TOTAL	2,415	76.3%	752	23.7%

Temporary and Permanent Profile

79.4% of PS Act employees (2726) were employed on a permanent basis. 75.9% of the permanent employees were female. The classification of Manager, Administrative Services had the highest level of permanency (91.8%).

Table 9: PS Act Workforce by Temporary/Permanent, June 2016²

Public Sector Act Classifications	Number of Permanent	Number of Temporary	% of Permanent Employees
Administrative Services Officer (including PS Act trainees and Level 1 to 8)	1126	302	78.9%
Allied Health Professional (Level 1 to 5)	797	177	81.8%
Operational Services Officer (Level 1 to 5)	696	170	80.4%
Manager, Administrative Services (Level 2 to 3)	90	8	91.8%
PS Act Executives, SA Executive Service (Level 1 to 2)	6	43	12.2%
Other (PS Act negotiated conditions, Legal Officer (Level 4) and Professional Officer (Level 2))	11	7	61.1%
TOTAL	2726	707	79.4%

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>

² Includes employees on unpaid leave to give a more accurate representation of the total permanent/temporary profile.