

DECD School Services Officers (SSO) - Summary

Issue 6 – June 2016

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The following is a profile of departmental school services officers (SSOs) 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 prepared for the Department of 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 system.

Note:

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 worked greater or equal to 0.98 full time equivalent (FTE).

The term “Aboriginal” has been used within this document and refers to all employees who identified as being of Australian Aboriginal and/or Torres Strait Islander descent.

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 of the workforce include:

- 6,839 employees were employed by the department or 4790.9 full time equivalents (FTEs).
- The average age of the workforce was 47 years, and 61.4% of the workforce were aged forty-five years and over.
- 1353 or 20.0% worked full time and 5486 or 80.0% were part time employees.
- 87.2% of employees were female, while 12.8% were male.
- 136 employees indicated that they were of Aboriginal descent. This represents 2.0% (rounded) of the SSO workforce and meets the state government strategic plan target (2%). The number of SSO employees identifying that they are of Aboriginal descent has increased significantly since 2012.
- 158 employees were on unpaid leave (in addition to the 6,485 employees stated above).
- 377 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 table below the majority of employee demographics for SSOs show a gradual upward trend since 2012.

Table 1: SSO Workforce Demographics over last 5 years

Trend Over the Last 5 Years	Average		2012	2013	2014	2015	2016	% change since 2012
	6302.6	Persons	5885	6109	6195	6485	6839	16.2%
	4408.3	FTE	4,128.3	4,255.0	4,347.0	4,520.3	4,790.9	16.1%
	5,507	Females (Persons)	5,143	5,333	5,411	5,685	5,963	15.9%
	796	Males (Persons)	742	776	784	800	876	18.1%
	1,305	Full-time (Persons)	1,252	1,292	1,332	1,296	1,353	8.1%
	4,998	Part-time (Persons)	4,633	4,817	4,863	5,189	5,486	18.4%
	125	Aboriginal Employees	125	133	115	117	136	8.8%
	47.0	Average Age	47	47	47	47	47	0.0%

Includes employees who were actively employed or on paid leave only.

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

Classification Level Profile (persons)

The highest proportions of employees (59.8%) were employed as Schools Services Officers Level 1. Across the majority of classifications there has been a gradual upward trend since 2012. The exception to this is the number of trainees which has decreased by 55.6% since 2012. Despite a slight decrease of SSO Level 4 employees, the numbers of both SSO Level 3 and Level 4 have remained relatively constant over the reporting period.

Table 2: SSO Workforce by Classification over the last 5 years ²

Trend Over the Last 5 Years	Average		2012	2013	2014	2015	2016	% change since 2012
	3725.2	SSO Level 1	3,470	3,613	3,634	3,820	4,089	17.8%
	1991.8	SSO Level 2	1,853	1,939	1,973	2,060	2,134	15.2%
	458.6	SSO Level 3	431	430	461	479	492	14.2%
	74.0	SSO Level 4	75	74	75	74	72	-4.0%
	41.0	SSO Level 5	38	42	42	40	43	13.2%
	0.4	SSO Level 6	0	0	0	1	1	-
	11.6	Trainees	18	11	10	11	8	-55.6%

² The classification SSO Level 6 was first introduced in the *Education Act Enterprise Bargaining Agreement 2010*, but there have been no employees reported against that classification level until 2015.

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Analysis of classification by gender shows:

- The majority of female employees (62.4%) are employed as School Services Officers Level 1
- The majority of male employees (41.9%) are employed as School Services Officers Level 1 followed by School Services Officers Level 2 (40.2%).
- Although 87.2% of School Services Officers are female, 7.6% of females are employed at School Services Officers Levels 3-6 compared to 17.4% of males.
- Trainees have declined by 55.6% since 2012.

Table 3: SSO Workforce by Classification by Gender, June 2016

Classification	Female	% of total female	Male	% of total male
School Services Officer Level 1	3,722	62.4%	367	41.9%
School Services Officer Level 2	1,782	29.9%	352	40.2%
School Services Officer Level 3	375	6.3%	117	13.4%
School Services Officer Level 4	43	0.7%	29	3.3%
School Services Officer Level 5	37	0.6%	6	0.7%
School Services Officer Level 6	1	0.0%	0	0.0%
Trainees	3	0.1%	5	0.6%
TOTAL	5,963	100.0%	876	100.0%

Full-time/ Part-time Profile

Notes:

Where an employee works across more than one location the FTE for each site has been rolled up into a total FTE for the employee.

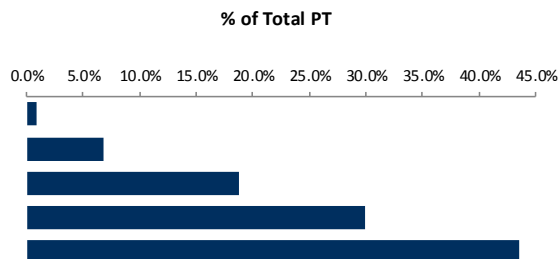
Four in five SSO employees (80.2%) are employed in a part-time capacity (employees who work less than 0.98 FTE). The proportion of school services officers working part-time has increased by 18.4% since 2012 while full-time SSO employees has increased by 8.1% over the same period.

Of those SSO employees that are part-time (5,486) further analysis shows:

- The majority (43.6%) are working between 0.70 and < 0.98 FTE, followed by those working between 0.50 and <0.70 FTE (29.9%). Overall almost three quarters (73.5%) of part time SSOs are working half time (0.5 FTE) or more.
- Significantly fewer employees (7.7%) are working less than 0.30 FTE.
- Part time work patterns are similar for both males and females.

Table 4: Part Time SSO Workforce by FTE grouping and Gender, June 2016

FTE Grouping	Female	Male	Total	% of Total PT
< 0.10	38	10	48	0.9%
0.10 to < 0.30	329	45	374	6.8%
0.30 to < 0.50	935	99	1,034	18.8%
0.50 to < 0.70	1,497	142	1,639	29.9%
0.70 to < 0.98	2,111	280	2,391	43.6%
TOTAL	4910	576	5486	100.0%

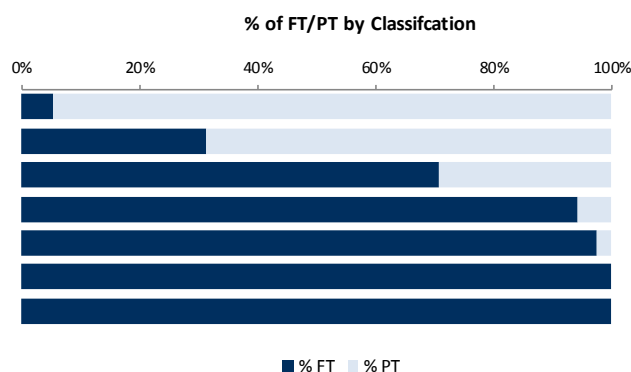


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- The classification with the largest proportion (94.6%) of part time SSOs (employees working less than 0.98 FTE) is School Services Officers Level 1. For SSO Level 1 and SSO Level 2 employees the majority are part time. However, from SSO Level 3 and above, more are working full time than part time - Level 3 (70.7%), Level 4 (94.4%), Level 5 (97.7) and Level 6 (100%) are full time.
- All but one School Services Officer Level 5 are full time and the one Level 6 is also full time (0.98 FTE or greater).
- As a general rule, the higher the classification the higher the proportion of full time SSO employees.

Table 5: SSO Workforce by time worked and Classification, June 2016

Classification	Full-Time	% FT	Part-Time	% PT
SSO Level 1	219	5.4%	3,870	94.6%
SSO Level 2	667	31.3%	1467	68.7%
SSO Level 3	348	70.7%	144	29.3%
SSO Level 4	68	94.4%	4	5.6%
SSO Level 5	42	97.7%	1	2.3%
SSO Level 6	1	100.0%	0	0.0%
Trainees	8	100.0%	0	0.0%
TOTAL	1353	19.8%	5486	80.2%



Age and Gender Profile

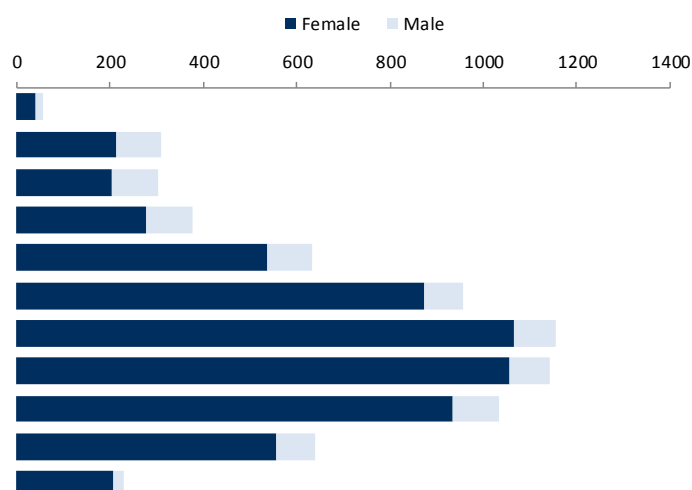
The average age of employees as at June has remained constant at 47 years over the reporting period. At June 2016 the average age of females was 47 years and males was 42 years.

The highest proportions of employees (16.9%) were aged between 45-49 years, followed closely by 16.7% who are aged 50-54 years.

At June 2016 females were prominent in all age brackets with the highest percentage aged between 45-49 years (17.9%). In comparison the highest percentage of males (11.4%) were aged between 30-34 years.

Table 6: SSO Workforce Age Bracket by Gender, June 2016

Age Bracket	Female	Male	Total	% of Total
15-19	39	19	58	0.8%
20-24	214	97	311	4.5%
25-29	205	99	304	4.4%
30-34	277	100	377	5.5%
35-39	536	98	634	9.3%
40-44	873	85	958	14.0%
45-49	1066	88	1,154	16.9%
50-54	1057	86	1,143	16.7%
55-59	935	98	1,033	15.1%
60-64	555	83	638	9.3%
65+	206	23	229	3.3%
TOTAL	5963	876	6839	100.0%



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The SSO workforce has a significantly high representation of females as detailed below:

- Females represented 87.2% of SSO employees which is higher than the whole DECD workforce (77%).

Changes in gender composition since 2012 show:

- A greater increase in male SSOs over the period (18.1%) compared to females (15.9%). The increase in the male SSO workforce in particular compares favourably to the whole DECD workforce, where there has been no change in the male workforce and an 8.9% increase in females since 2012.

Figure 1A: Growth in Female SSOs, 2012 - 2016

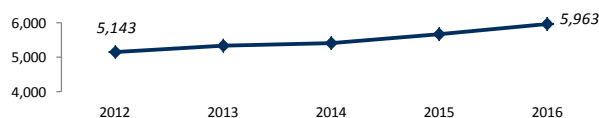
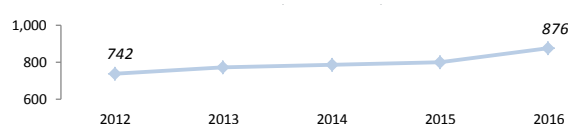


Figure 1B: Growth in Male SSOs, 2012 - 2016



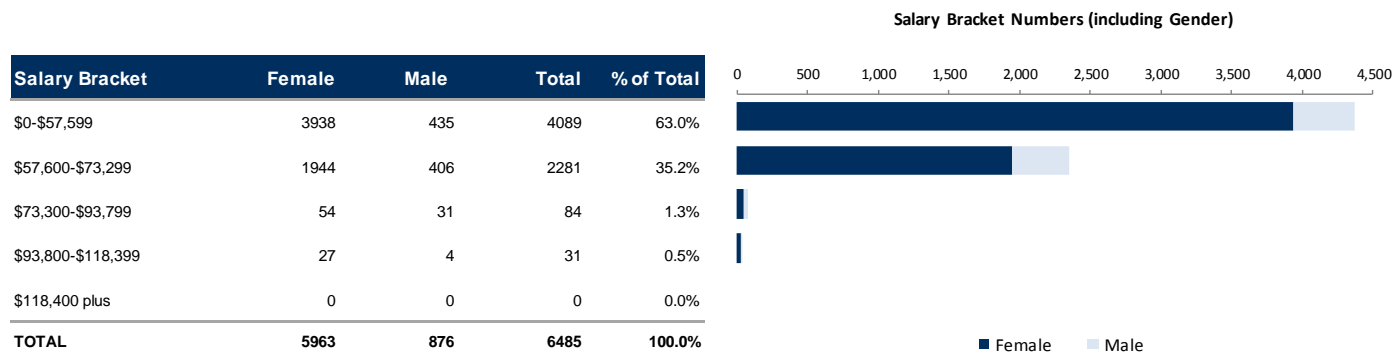
Note different scales are used for female and male comparisons.

Salary Profile

The highest proportion of employees (63.0%) received a salary between \$0 and \$57,599. In line with the gender distribution of SSOs, female representation is higher in all salary brackets.

Two thirds (66.0%) of female SSOs are in the lowest salary bracket compared to 49.7% of male SSOs. The proportion of SSOs in the highest salary bracket for SSO classifications (second highest salary bracket) is equal with 0.5% of females compared to 0.5% of males.


Table 7: SSO Workforce by Salary Bracket and Gender, June 2016



Temporary and Permanent Profile ³

A total of 46.5% of the SSO workforce was permanent in June 2016. Between 2012 and 2016 the percentage of permanent SSOs increased by 8.9%.

Table 8: SSO Workforce by Temporary/Permanent over the last 5 years

Trend Over the Last 5 Years	Average	2012	2013	2014	2015	2016	% change since 2012	
	3314.4	Permanent (Persons)	3,201	3,088	3,344	3,454	3,485	8.9%
	3586.2	Temporary (Persons)	3,147	3,681	3,476	3,624	4,003	27.2%

As part of the Recruitment and Selection Policy for the ancillary workforce, employees are now converted to permanency if they have been in the same position for two years and that position is identified as an ongoing vacancy.

Employees at SSO Level 5 and Level 6 had the highest proportion of permanency (100%) followed by SSO Level 4 at 95.9%. By contrast approximately one third (30.0%) of SSO Level 1 employees are permanent.

All trainee SSO employees were temporary as this is the nature of the position.

Table 9: SSO Workforce by Temporary/Permanent by Classification, June 2016

Classification	Number of Permanent	Number of Temporary	% of permanent employees
School Services Officers Level 1	1,377	3,214	30.0%
School Services Officers Level 2	1,584	683	69.9%
School Services Officers Level 3	408	95	81.1%
School Services Officers Level 4	71	3	95.9%
School Services Officers Level 5	44	0	100.0%
School Services Officers Level 6	1	0	100.0%
Trainees	0	8	0.0%
TOTAL	3,485	4003	46.5%

Highest Qualification Held Profile ⁴

34.2% of SSO employees do not have a qualification recorded on the departmental HR and payroll system. This is a significant decrease from 2012 when 57.1% did not have a qualification recorded. A total of 4,497 SSO employees are recorded as having a qualification.

³ Includes employees on leave (including unpaid leave) but excludes claim paid employees.

⁴ SSO employees are counted only once in this analysis regardless of how many qualifications they hold. The highest qualification held is determined by the Australian Qualifications Framework Level that is associated with the qualification name and type.

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Apart from those not recording a qualification the highest qualification held includes:

- Certificate III (22.6%)
- Certificate IV (15.5%)
- Diploma (12.5%)

These proportions have all increased since 2015.

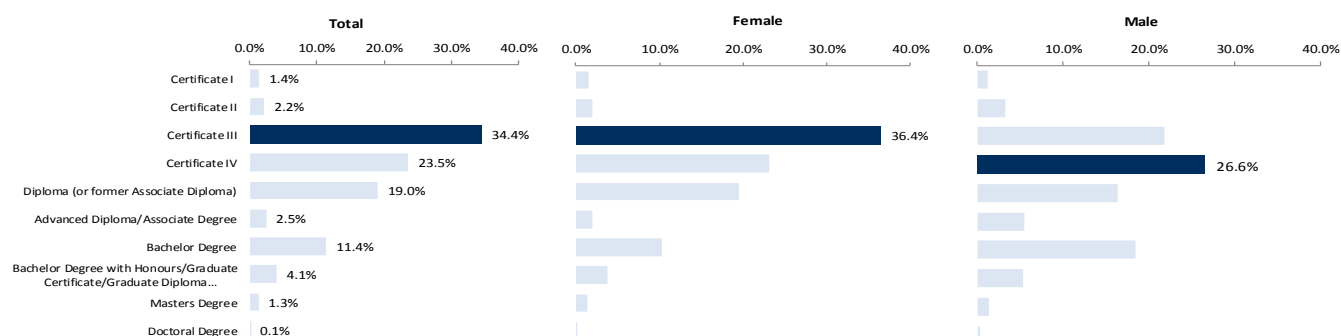
Table 10: SSO Workforce by Highest Qualification Type Held, June 2016

Qualification Type (Highest Held)	Female	Male	Total	% of total
Certificate I	58	7	65	1.0%
Certificate II	79	20	99	1.4%
Certificate III	1,415	133	1,548	22.6%
Certificate IV	897	162	1,059	15.5%
Diploma (or former Associate Diploma)	756	100	856	12.5%
Advanced Diploma/Associate Degree	78	33	111	1.6%
Bachelor Degree	401	112	513	7.5%
Bachelor Degree with Honours/Graduate Certificate/Graduate Diploma (including Vocational)	150	32	182	2.7%
Masters Degree	52	8	60	0.9%
Doctorate Degree	2	2	4	0.1%
No Qualification recorded or Inadequately Described / Not Known	2075	267	2,342	34.2%
TOTAL	5,963	876	6,839	100.0%

For those employees (4,497) recorded as holding a qualification:

- The majority (34.4%) hold a Certificate III as their highest qualification.
- The majority of females (36.4%) hold a Certificate III as the highest qualification and the majority of males (26.6%) hold a Certificate IV as their highest qualification.

Figure 2: Percentage of Qualification Type by Gender, June 2016



SSO Major Functions Profile ⁵

Key SSO workforce major functions patterns include:

- The majority of SSOs (14.2%) have a major function of Curriculum followed by Students with Disabilities (13.4%) and Clerical (11.7%). This is consistent with patterns shown in 2015.

⁵ Major functions included in this profile are only those applicable to SSOs and not any other ancillary job type such as Early Childhood Worker (ECW) or Government Services Employee (GSE). There may be SSOs that have major functions recorded for other job types but they are not included in this profile. SSO employees may be counted more than once under each major function they have recorded against their record in the departmental HR and payroll system.

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- The average number of SSO major functions recorded per SSO employee is 4, the same as 2015.
- The SSO workforce displays a very high level of diversity represented by the vast majority (89.6%) being able to perform more than 1 major function, with only 10.1% of SSOs only having one major function recorded.
- The vast majority of SSOs (86.6%) have between 2 and 9 major functions recorded.
- The number of SSOs with no SSO major functions recorded has decreased from 29 (0.4%) in 2015 to 23 (0.3%) in 2016.

Figure 3: SSO Workforce by Major Functions, June 2016

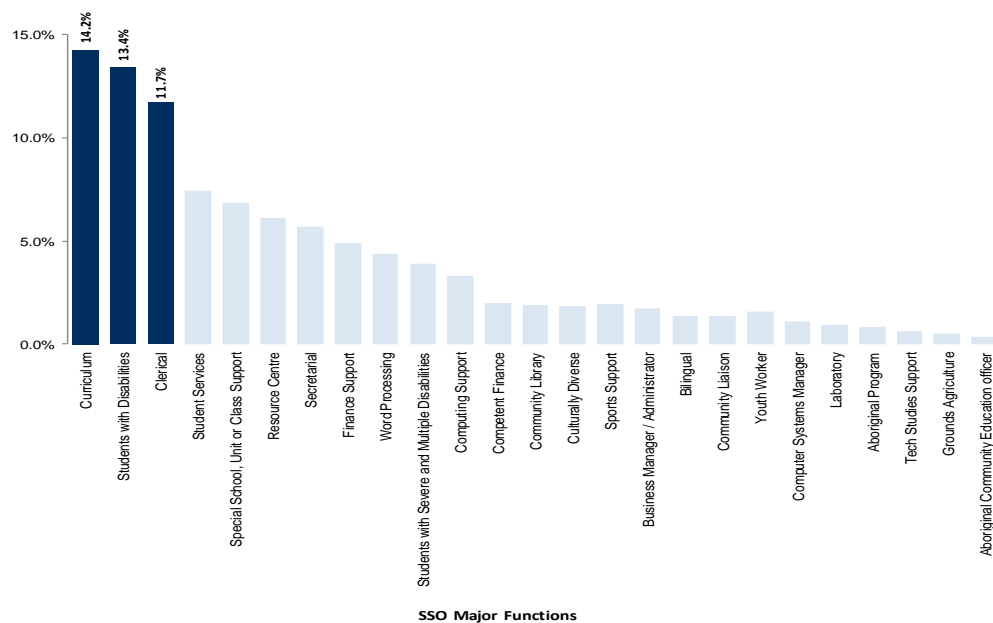


Table 11: SSO Workforce by Major Functions Recorded, June 2016

Number of SSO Major Functions Recorded	Person Count	% of total
None *	23	0.3%
1	691	10.1%
2-4	3,108	45.4%
5-9	2,815	41.2%
10+	202	3.0%
TOTAL	6,839	100.0%

* these SSOs may have other major functions recorded but no SSO major functions. Alternatively they may be on leave and therefore not have any major functions.

For Further Information

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A copy of the report can be found at

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