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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 93 LCM-34

Date: April 5, 1993

Division: Management Support &  
Quality Improvement

TO: Local District Commissioners

SUBJECT: Local Social Service Work Force Report 1985-1991

ATTACHMENTS: Local Social Service Work Force Report 1985-1991  
(Not Available On-Line)

I am pleased to enclose a report showing work force trends affecting the local social service districts during the six year period 1985-1991. The report is compiled from annual local district personnel reports and covers the period up through 1991, the last year for which complete records are available.

The report covers work force size and distribution, demographic factors and turnover patterns in key titles. It concludes with a series of recommendations for improving worker recruitment, job satisfaction, and retention. Some key findings are as follows:

- \* The local work force grew 26% during the study period. The work force increased 14% upstate and 33.6% in New York City. In 1991, there was an abrupt change in the New York City trend. Five years of steady increases gave way to a slight decrease in absolute numbers of staff. This occurred in the "Services" and the "Agency Overhead" categories.
- \* The most substantial growth occurred in the Services area at a 47% statewide increase. New York City accounted for most of that growth with a 60.5% increase, while upstate increased 20.7%.

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- \* The number of Income Maintenance staff actually decreased upstate during the study period by 2%. That decline, coupled with modest growth in New York City (15.7%) contributed to an overall increase in Income Maintenance staff of only 9%, the smallest increase of all program areas.
  - \* Consistent with well-documented national work force trends, the upstate work force aged during the six year period, with the percentage of workers age 40 or above increasing from 44% to 52%. In New York City however, the percentage decreased, from 58% to 54.5% probably as the result of the substantial hiring (of predominantly younger people) that took place during the period.
  - \* Minority staff increased both upstate and in New York City and in every category of staff, with the largest increase occurring among managers in New York City. There, the percentage of minority managers increased from 44% to 62% in 1991.
  - \* There was relatively little change in the percentage of women in the local work force, which remains predominantly female. The notable increase was among managers in New York City, where the percentage of women managers increased from 43% to 55%. Upstate where a greater percentage of managers were already women, the increase was smaller, rising 3.2%.
  - \* Turnover declined slightly over the study period ending at 12%. Upstate, turnover steadily declined with 1990-1 showing an almost 3% drop compared to the previous twelve months. Overall, New York City increased slightly with a 13.2% rate at the end of the six-year period.

We believe that the report provides information useful for local districts interested in developing long range work force plans and those experiencing particular problems in recruitment or retention. Future yearly updates to the report will be useful in tracking trends statewide and building on an important database. Since this report relies on the completion of the DSS 2136 form, the timely submission of that information will assist the Department in providing future updates to you.

If you or your staff have any questions or comments on the contents please contact Peter Miraglia, Acting Director, Office of Human Resource Development at 518-474-5956 (User ID OHR090) or Joan Rogers of his staff at 518-474-3354 (User ID AW4940).

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