



Lawrence F. Alwin, CPA
State Auditor

A Quarterly Report on

Full-Time Equivalent State Employees for the Quarter Ending November 30, 2001

February 27, 2002

Members of the Legislative Audit Committee:

Texas had the equivalent of 277,992 state employees for the first quarter of fiscal year 2002. State employees consisted of 249,233 full-time employees and 76,606 part-time employees. A full-time equivalent (FTE) is equal to the total hours paid for all state employees divided by the work hours in the quarter. FTEs do not equal the actual number of state employees, as two or more part-time employees might equal one FTE.

The statewide management-to-staff ratio was 1 manager to 14.5 staff members. State agencies are required to develop procedures for achieving a ratio of 1 manager to 11 staff members.

Changes in State Employment

FTEs increased almost five percent from the last quarter of 2001 to this quarter. This can be partly explained due to lower staffing levels at higher education institutions in the summer. Compared to a year ago, FTEs have increased by almost two percent.

Distribution of State Employees

Slightly over half of the state's FTEs worked in state agencies while the remainder worked for higher education institutions. Over half of higher education FTEs were paid by appropriated funds.

FTE Caps

Four agencies exceeded their quarterly FTE caps without approval from the Legislative Budget Board and the Office of the Governor.

Temporary or Contract Workers

Thirty-four agencies and 10 institutions of higher education reported using temporary or contract workers to perform work equal to 1,089 FTEs. These temporary and contract workers worked more than half of the workdays in the previous 12 months.

The attachment to this letter contains detailed FTE information for the quarter. If you have any questions contact Kelli Vito, State Classification Officer, at (512) 936-9500. FTE quarterly summary tables are immediately available online or you may request a printed copy by calling (512) 936-9800 and ordering SAO No. 02-335.

Sincerely,

Lawrence F. Alwin, CPA
State Auditor

ejm/Attachment

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FTE Analysis Online

FTE data analysis may be performed at any time by accessing the FTE system on our Web site at www.sao.state.tx.us.

- Select Resource
- Select Automated Applications for Risk Assessment, Planning, and Analysis
- Select Full-Time Equivalent (FTE) State Employee System

SAO Report No. 02-703

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Changes in State Employment

Table 1 compares FTE levels for the first quarter of fiscal year 2002 to other time periods. The comparisons are divided by article of the General Appropriations Act.

Want More Information?
 FTE comparisons dating back to 1988 are available using the [online FTE System](http://www.sao.state.tx.us) at www.sao.state.tx.us under Reports - Comparisons or Trends.

Table 1

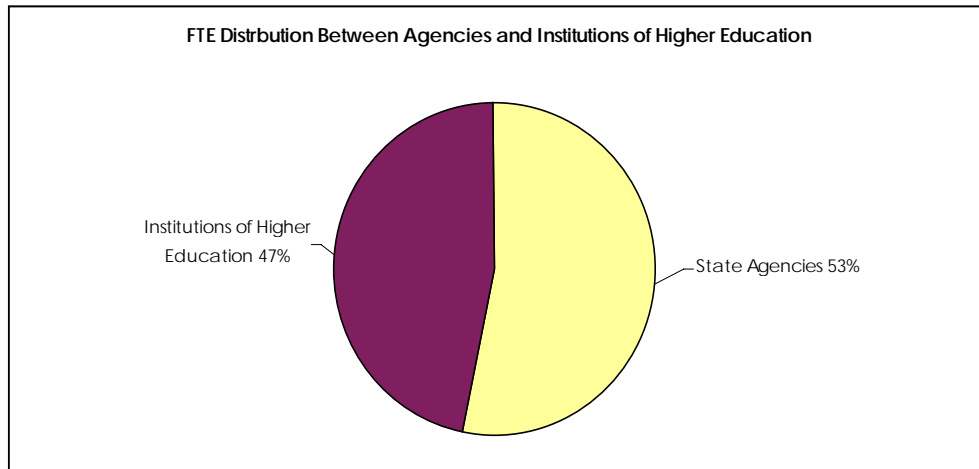
FTE Trends									
FTE Distribution	This Quarter	Last Quarter		1 Year Ago		5 Years Ago		10 Years Ago	
	1st Quarter 2002	Number of FTEs in 4th Quarter 2001	Over or Under 1st Quarter 2002	Number of FTEs in 1st Quarter 2001	Over or Under 1st Quarter 2002	Number of FTEs in 1st Quarter 1997	Over or Under 1st Quarter 2002	Number of FTEs in 1st Quarter 1992	Over or Under 1st Quarter 2002
General Government	9,021	9,062	0.45%	8,800	-2.51%	8,647	-4.32%	7,745	-16.48%
Health and Human Services	49,609	49,215	-0.80%	49,178	-0.88%	57,254	13.35%	55,313	10.31%
Public Education	2,217	2,105	-5.33%	2,138	-3.71%	2,020	-9.74%	2,302	3.70%
Higher Education ¹	130,115	116,835	-11.37%	125,909	-3.34%	116,184	-11.99%	101,342	-28.39%
Higher Education Paid With Appropriated Funds Only	77,369	65,050	-18.94%	75,053	-3.09%	66,184	-16.90%	68,323	-13.24%
Judiciary	1,591	1,577	-0.87%	1,573	-1.13%	1,482	-7.33%	1,362	-16.80%
Public Safety and Criminal Justice	52,142	52,156	0.03%	53,017	1.65%	50,063	-4.15%	30,978	-68.32%
Natural Resources	8,253	8,498	2.88%	7,926	-4.13%	8,041	-2.64%	6,649	-24.12%
Business and Economic Development	19,306	20,271	4.76%	19,054	-1.32%	20,687	6.68%	20,075	3.83%
Regulatory	3,572	3,565	-0.20%	3,503	-1.97%	3,405	-4.92%	3,886	8.09%
Legislature	2,166	2,332	7.14	2,157	-0.42%	2,099	-3.19%	2,046	-5.86%
Total Number of FTEs Statewide	277,992	265,616	-4.66%	273,255	-1.73%	269,882	-3.01%	231,698	-19.98%

¹ Higher Education totals include higher education FTEs paid with appropriated funds.

Distribution of State Employees

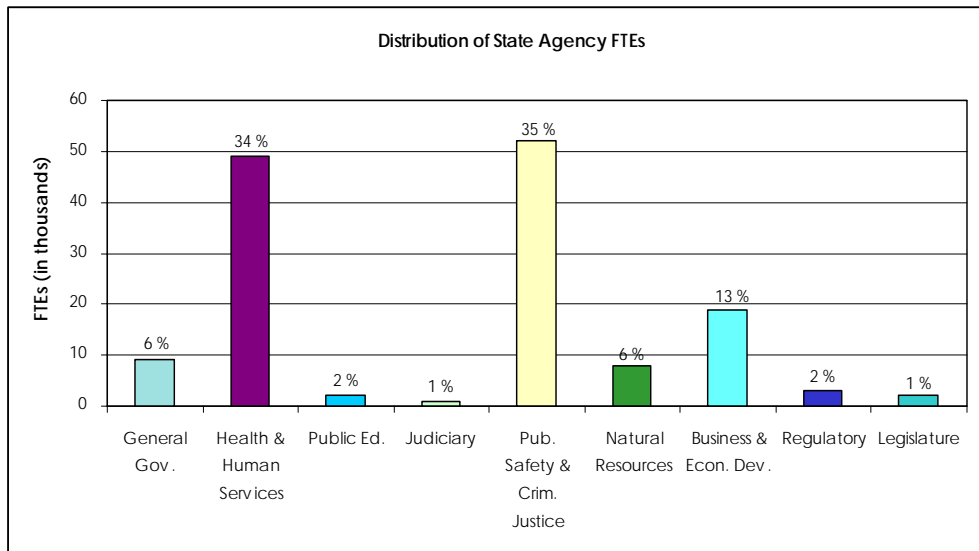
Slightly over half (53 percent) of all state employees worked for state agencies in the first quarter of fiscal year 2002. The remainder (47 percent) worked for higher education institutions. Figures 1 through 3 show the distribution of FTEs between various groups in state government.

Figure 1



Of the 130,115 FTEs that worked for institutions of higher education, 35 percent worked for health related institutions.

Figure 2

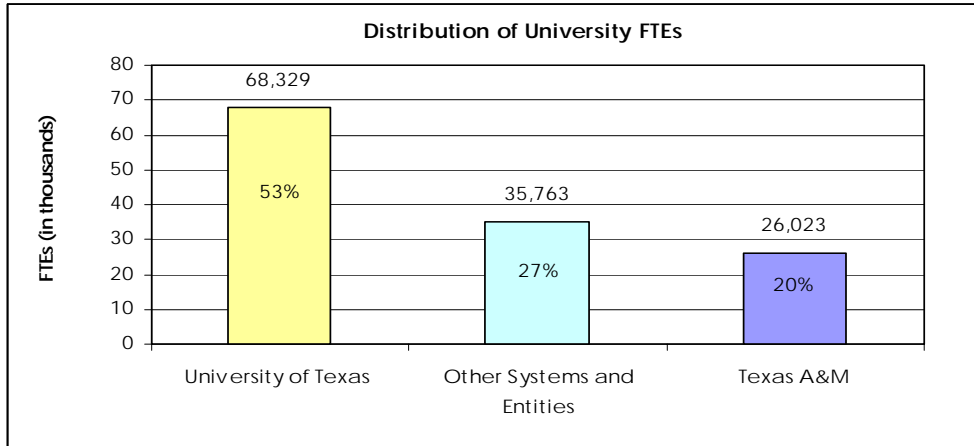


Sixty-nine percent of all state agency FTEs worked for health and human services agencies or for public safety and criminal justice agencies.

Want More Information?

FTE distribution data can be found at Reports, Quarterly Report Tables, Tables I – IV – V, in the [online FTE System](#) at www.sao.state.tx.us.

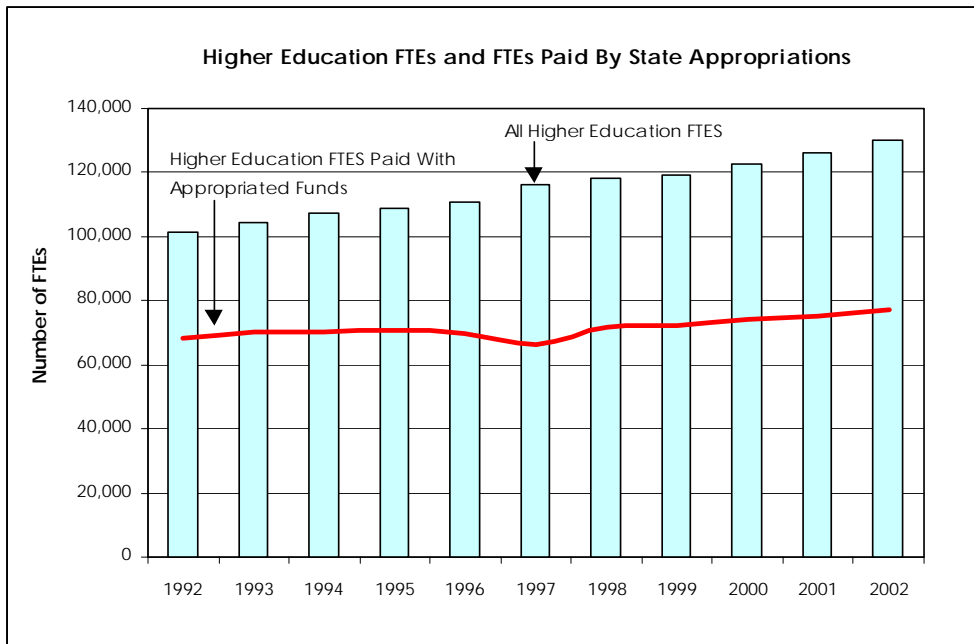
Figure 3



Two of the 7 university systems had 73 percent of all higher education FTEs.

Want More Information?
Higher Education FTE distribution can be found at Queries, Article III Predefined Groups, Other Predefined Groups in the [online FTE System](http://www.sao.state.tx.us) at www.sao.state.tx.us.

Figure 4



The number of FTEs working in higher education has increased 28 percent since 1992. The number paid with state appropriations has increased only 13 percent. Fifty-nine percent of all higher education FTEs were paid with appropriated funds.

FTE Caps

The 77th Legislature increased overall FTE caps by 2,449 FTEs for fiscal year 2002. The largest increase in FTE caps (2,887 FTEs) occurred in institutions of higher education. The largest decrease in FTE caps (1,019 FTEs) occurred in health and human services agencies.

Four state agencies exceeded their quarterly FTE caps, which are set by the Legislature, without approval from the Legislative Budget Board and the Office of the Governor. Institutions of higher education are subject to annual caps, not quarterly; information on their compliance will be reported at the end of the fiscal year.

Want More Information?
Agency explanations for exceeding the cap can be found at Reports, Quarterly Report Tables, Table II of the [online FTE System](http://www.sao.state.tx.us) at www.sao.state.tx.us.

Table 2

Agencies That Exceeded Their Legislatively Mandated FTE Caps					
Agency	Agency FTE Cap	FTEs Reported	FTEs Over Cap	Percentage Over Cap	Reason For Exceeding Cap
Adjutant General	459.00	503.46	44.46	9.69%	Legislative transfer of the Seaborne Challenge Youth Education Program increased FTEs.
Department of Housing and Community Affairs	326.00	361.07	35.07	10.76%	Number includes new Office of Rural and Community Affairs FTEs.
Department of Transportation	14,726.00	14,744.21	18.21	0.12%	Eighteen contract workforce employees are included.
State Law Library	11.50	11.59	0.09	0.78%	Overlapping payments for exiting employee and new hire.

Temporary or Contract Workers

During the first quarter of fiscal year 2002, 34 agencies and 10 institutions of higher education reported using temporary or contract workers to perform work equal to 1,088.96 FTEs. These temporary and contract workers worked more than half the workdays in the previous 12 months. They count toward FTE caps. For reporting purposes, temporary or contract workers include those under contract to fill specific positions customarily filled by state employees. Outsourced functions and work performed by consultants are excluded from these requirements.

Want More Information?

Contract FTE data is available at Reports, Quarterly Report Tables, Table VII of the [online FTE System](#) at www.sao.state.tx.us.

Table 3

Agency Employee FTEs and Contractor FTEs For 1st Quarter 2002			
Agencies	Employee FTEs	Contractor FTEs	Contractor FTEs as Percentage of Total FTEs
Texas Building and Procurement Commission	602.04	93.29	13.42%
Department of Human Services	14,780.95	89.35	0.60%
Department of Criminal Justice	38,872.41	63.25	0.16%
Natural Resource Conservation Commission	2,958.67	61.56	2.04%
Department of Parks and Wildlife	2,826.04	43.17	1.50%
Department of Mental Health and Mental Retardation	19,252.77	37.44	0.19%
Department of Transportation	14,707.00	37.21	0.25%
Adjutant General	473.46	30.00	5.96%
Department of Health	4,902.00	27.17	0.55%
Department of Education	833.15	23.56	2.75%
Rehabilitation Commission	2,436.81	15.90	0.65%
Department of Housing and Community Affairs	348.07	13.00	3.60%
Texas Workforce Commission	3,722.07	12.38	0.33%
State Lottery Commission	313.91	11.00	3.39%
Office of Court Administration	139.24	9.37	6.31%

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Agency Employee and Contractor FTEs For 1st Quarter 2002			
Agencies	Employee FTEs	Contractor FTEs	Contractor FTEs as Percentage of Total FTEs
Office of the Governor	188.29	8.81	4.47%
Department of Information Resources	173.11	6.75	3.75%
Health and Human Services Commission	540.79	5.30	0.97%
Department of Protective and Regulatory Services	6,601.84	4.70	0.07%
Commission for the Blind	609.51	3.27	0.53%
Department of Economic Development	135.68	2.61	1.89%
Office of the Attorney General	3,720.17	2.00	0.05%
Library and Archives Commission	204.02	1.96	0.95%
Commission on Human Rights	44.38	1.08	2.38%
Board of Law Examiners	16.12	1.00	5.84%
Department on Aging	31.36	0.98	3.03%
Secretary of State	237.29	0.82	0.34%
Youth Commission	4,918.66	0.75	0.02%
State Securities Board	80.62	0.61	0.75%
Board of Educator Certification	44.28	0.59	1.31%
Aircraft Pooling Board	34.60	0.49	1.40%
Canadian River Compact Commission	1.00	0.46	31.51%
Office of Administrative Hearings	112.67	0.17	0.15%
Red River Compact Commission	1.00	0.09	8.26%
Agency Total		610.09	
Institutions of Higher Education	Employee FTEs	Contractor FTEs	Contractor FTEs as Percentage of Total
The University of Texas Medical Branch at Galveston	12,354.48	303.46	2.40%
The University of Texas M.D. Anderson Cancer Center	11,254.14	121.35	1.07%
The University of Texas at Austin	14,719.22	27.64	0.19%
Texas Tech University	5,205.04	12.88	0.25%
The University of Texas at Dallas	1,850.53	4.66	0.25%
The University of Texas Southwestern Medical Center at Dallas	5847.23	3.42	0.06%
Higher Education Coordinating Board	269.79	3.00	1.10%
The University of Texas Health Science Center at San Antonio	3,932.98	1.65	0.04%
University of North Texas Health Science Center	1,076.69	0.50	0.05%
Texas State Technical College – West Texas	289.71	0.31	0.11%
Institutions of Higher Education Total		478.87	

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Management to Staff Ratios

The statewide management to staff ratio is 1 manager to 14.5 staff members. State agencies are required to develop procedures for achieving a ratio of 1 manager to 11 staff members.

Objective, Scope, and Methodology

This report provides the Legislature and the public with information on the number of state employees and contract individuals who perform services for state government. It was prepared in accordance with Government Code, Chapter 2052, Subchapter B.

This report was prepared from unaudited information submitted to the State Auditor's Office by 212 agencies and institutions.

Want More Information?

Management ratios can be reviewed by four different data sorts (Article, Agency FTE, Ratio Results, and Totals by Group) using the [online FTE System](http://www.sao.state.tx.us) at www.sao.state.tx.us.