

A Quarterly Report on

# Full-Time Equivalent State Employees for the Quarter Ending August 31, 2002

November 2002

Report No. 03-702

(Rev. 01/23/03)



**State  
Auditor's  
Office**  
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# Full-Time Equivalent State Employees for the Quarter Ending August 31, 2002

## Overall Conclusion

Texas had the equivalent of 272,391 full-time state employees for the fourth quarter of fiscal year 2002. The number of full-time equivalent employees (FTE) is equal to the total hours paid divided by the work hours in the quarter. The actual number of state employees consisted of 247,115 full-time employees and 51,879 part-time employees. The number of FTEs does 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 13.4 staff members. State agencies are required to develop procedures for achieving a ratio of 1 manager to 11 staff members.

The statewide FTE annual average for fiscal year 2002 is 277,142.

### 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](http://www.sao.state.tx.us).

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

You may have to download a reader program to access the system.

FTE quarterly summary tables are immediately available online, or you may request a printed copy by calling (512) 936-9800 and requesting SAO No. 03-381.

## Key Points

### Changes in State Employment

The number of FTEs decreased slightly (by 2.84 percent) from the third quarter of 2002 to this quarter. Compared with data from one year ago, the number of FTEs has increased by more than 2 percent.

### Distribution of State Employees

Slightly more than half of the State's FTEs worked in state agencies, while the remainder worked for higher education institutions. More than half of the FTEs in higher education institutions were paid with appropriated funds.

### FTE Caps

Three agencies exceeded their quarterly FTE caps without approval from the Legislative Budget Board and the Office of the Governor. Twenty-four institutions of higher education exceeded their annual FTE caps during fiscal year 2002.

### Temporary or Contract Workers

Thirty-six agencies and 11 institutions of higher education reported using temporary or contract workers to perform work equal to 1,011 FTEs. These temporary and contract workers worked more than half of the workdays in the previous 12 months.



# Detailed Results

Chapter 1

## Changes in State Employment

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

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

Table 1

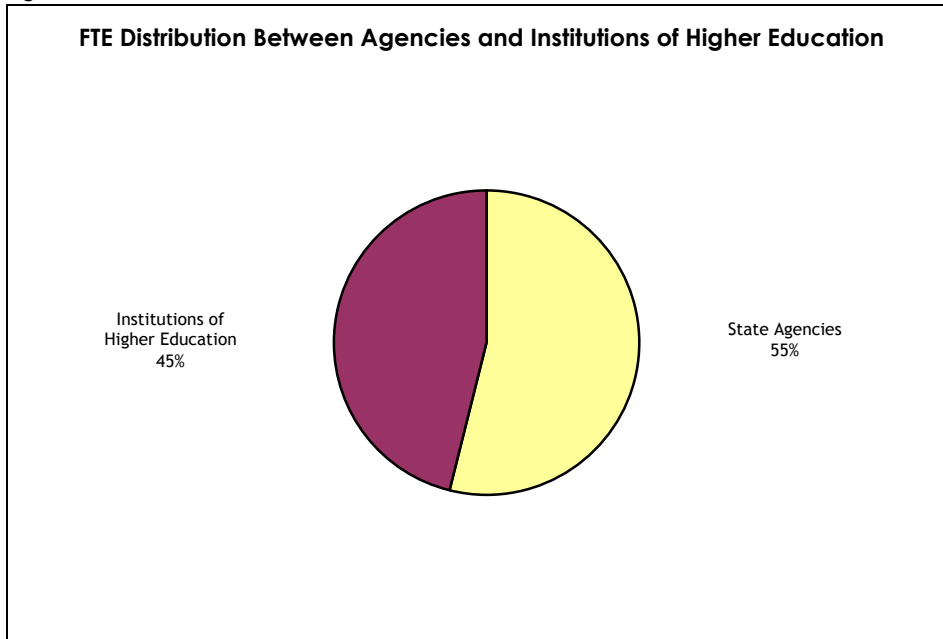
FTE Trends <sup>a</sup>									
FTE Distribution	This Quarter	Last Quarter (3rd Quarter 2002)		1 Year Ago (4th Quarter 2001)		5 Years Ago (4th Quarter 1997)		10 Years Ago (4th Quarter 1992)	
	4th Quarter 2002	Number of FTEs	Percent Change	Number of FTEs	Percent Change	Number of FTEs	Percent Change	Number of FTEs	Percent Change
General Government	9,109	9,095	0.15%	9,062	0.51%	8,891	2.44%	8,831	3.15%
Health and Human Services	48,789	49,122	-0.68%	49,215	-0.87%	57,406	-15.01%	58,257	-16.25%
Public Education	2,073	2,215	-6.42%	2,105	-1.54%	1,986	4.38%	2,194	-5.52%
Higher Education <sup>b</sup>	122,214	131,404	-7.03%	116,835	4.60%	106,952	14.27%	97,001	25.99%
Higher Education Paid With Appropriated Funds Only	68,521	78,628	-12.94%	65,050	5.34%	48,594	41.01%	53,389	28.34%
Judiciary	1,630	1,591	1.57%	1,577	3.37%	1,488	9.54%	1,337	21.97%
Public Safety and Criminal Justice	54,232	53,354	1.64%	52,156	3.98%	52,413	3.47%	32,685	65.92%
Natural Resources	8,548	8,415	1.58%	8,498	0.59%	8,409	1.66%	7,764	10.10%
Business and Economic Development	20,081	19,475	3.11%	20,271	-0.94%	21,788	-7.83%	21,883	-8.24%
Regulatory	3,529	3,551	-0.62%	3,565	-1.01%	3,489	1.13%	3,631	-2.80%
Legislature	2,186	2,141	2.11%	2,332	-6.25%	2,292	-4.60%	2,078	5.21%
<b>Total Number of FTEs Statewide</b>	<b>272,391</b>	<b>280,363</b>	<b>-2.84%</b>	<b>265,616</b>	<b>2.55%</b>	<b>265,114</b>	<b>2.74%</b>	<b>235,661</b>	<b>15.59%</b>

<sup>a</sup>Quarterly FTE data is rounded to nearest whole number; percent change data is from Quarterly Comparison Summary Reports.  
<sup>b</sup>Higher education totals include higher education FTEs paid with appropriated funds.

## Distribution of State Employees

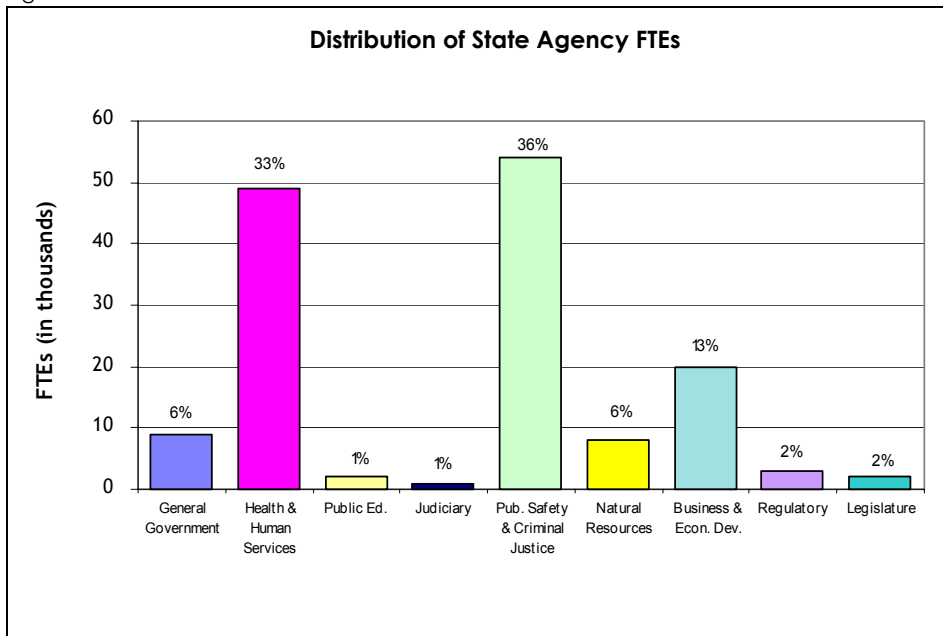
Slightly more than half (55 percent) of all state employees worked for state agencies in the fourth quarter of fiscal year 2002. The remainder (45 percent) worked for higher education institutions. Figures 1 through 4 show the distribution of FTEs among various groups in state government.

Figure 1



The number of state agency FTEs increased by 1 percent from one year ago, while the number of higher education FTEs increased by 5 percent over the same period.

Figure 2

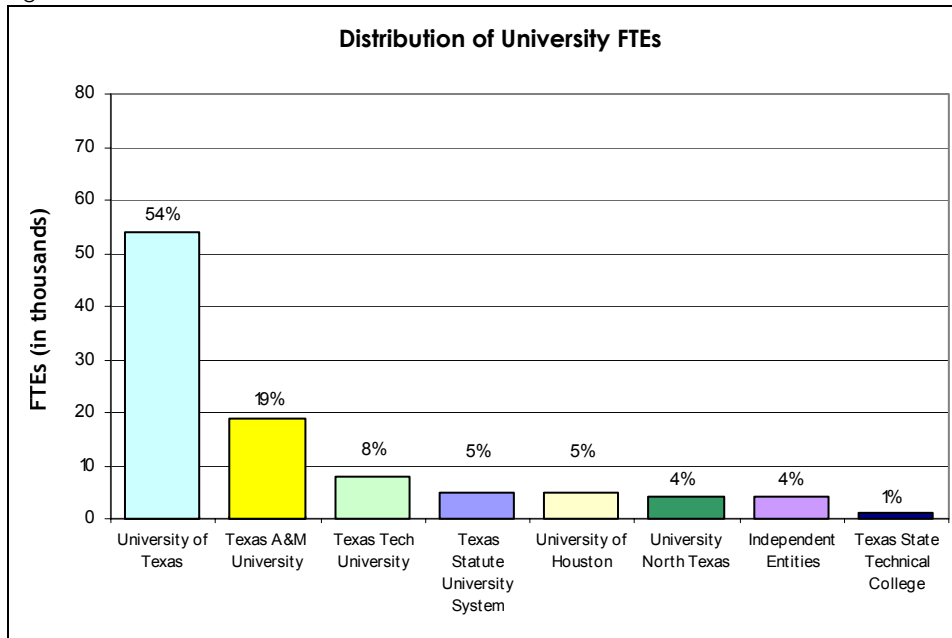


Sixty-nine percent of all state agency FTEs worked for health and human services agencies or for public safety and criminal justice agencies.

**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](http://www.sao.state.tx.us).

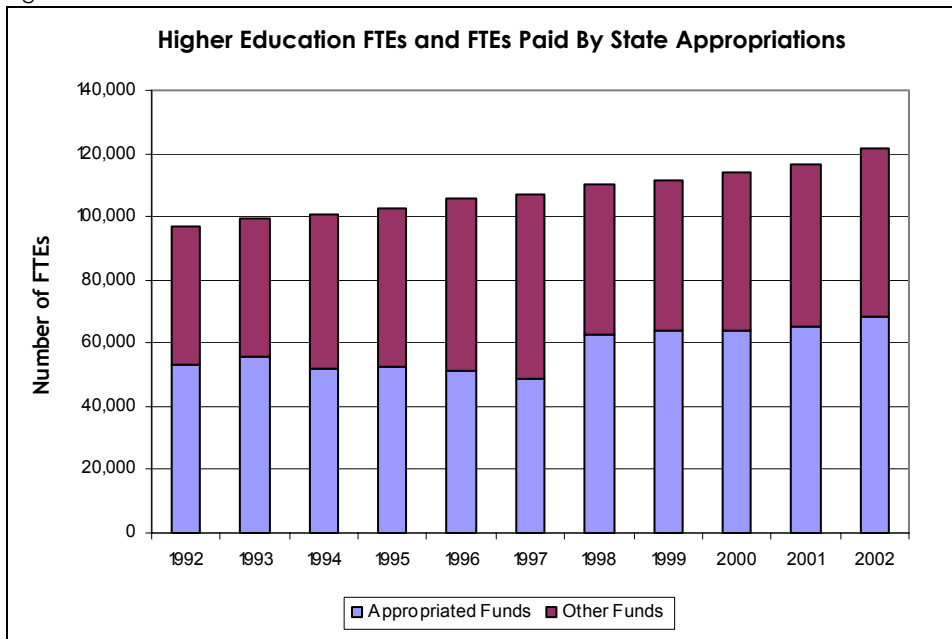
Figure 3



Two of the seven university systems employed 73 percent of all higher education FTEs. Of the 122,214 FTEs that worked for institutions of higher education, 39 percent worked for health related institutions.

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

Figure 4



The number of FTEs working in higher education has increased by 26 percent since the fourth quarter of 1992. In the fourth quarter of fiscal year 2002, 56 percent of all higher education FTEs were paid with appropriated funds.

Chapter 3  
**FTE Caps**

Three 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 (see Table 2). Twenty-four institutions of higher education exceeded their annual FTE caps.

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

Table 2

Agencies and Institutions of Higher Education That Exceeded Their Legislatively Mandated FTE Caps					
Agency	FTE Cap	FTEs Reported	FTEs Over Cap	Percentage Over Cap	Reason For Exceeding Cap (Reported by Agency)
Council on Environmental Technology	3.00	8.08	5.08	169.33%	Funds were set up in the third quarter of 2001-2002. Expenditures were first recorded for TCET in USAS during the fourth quarter of 2001-2002. Fourth quarter expenditures include contract fees for the entire year, not just the fourth quarter.
Texas Workforce Commission	3,913.50	4,002.12	88.62	2.26%	TWC requested authority from the Legislative Budget Board to exceed its 3,913.5 Full-Time Equivalent (FTE) cap. This request would allow for an increase of FTEs to serve critical demands for Unemployment Insurance and the Alien Labor Certification program.
Board of Chiropractic Examiners	7.00	7.02	0.02	0.29%	No explanation submitted.
Institution of Higher Education	FTE Cap	FTEs Reported	FTEs Over Cap	Percentage Over Cap	Reason For Exceeding Cap (Reported by Institution)
The University of Texas at Brownsville	294.20	657.41	363.21	123.46%	FTE's associated and paid with the TSC Contract for Instruction, Academic Support, Institutional Costs and Student Services. All E&G personnel of UTB and TSC are reported together in the FTE State Employee Quarterly Report. The FTE Cap found in the Appropriations Bill includes UTB personnel only, therefore, it was necessary to exceed the limit.
University of Houston - Victoria	169.50	229.37	59.87	35.32%	Increase in faculty and staff necessary to keep pace with the growth of the university.
Prairie View A&M University	645.20	765.77	120.57	18.69%	Prairie View A&M University requested an increase in the FY 2002 FTE level to allow for (1) existing level of staff and (2) increased faculty and staff associated with OCR Commitment funding provided by the State of Texas in the 2002-2003 General Appropriations Act.
Texas State Technical College - West Texas	223.50	252.02	28.52	12.76%	TSTC previously submitted requests in August & October 1999, July 2000 and July 2001 to exceed the FTE Cap due to increased enrollment. TSTC has not received a response to these requests.
Texas A&M University System Health Science Center	747.50	823.64	76.14	10.19%	There are several factors which have resulted in a need to increase the FTE Cap for the HSC. One factor is the increase in faculty and staff due to enrollment specifically in the School of Rural and Public Health. The establishment of the Coastal Bend Health Ed. Center, administrative services, and business services resulted in additional staff.
The University of Texas at Tyler	353.30	388.37	35.07	9.93%	Reasons for exceeding the cap include downward expansion of U.T. Tyler to include freshmen and sophomores, opening and continued growth of the new Tyler Longview Univ. Center, continued growth of the Palestine campus and the removal of enrollment caps for freshmen in the fall of 2002.

**Agencies and Institutions of Higher Education That Exceeded Their Legislatively Mandated FTE Caps**

Institution of Higher Education	FTE Cap	FTEs Reported	FTEs Over Cap	Percentage Over Cap	Reason For Exceeding Cap (Reported by Institution)
The University of Texas M.D. Anderson Cancer Center	7,861.40	8,640.90	779.50	9.92%	M. D. Anderson Cancer Center's staffing levels are not sufficient to support the continuing growth in patient care, research and support services. A request to exceed the FTE limitation on appropriated funds was submitted to the Board of Regents in August, approved and mailed to the LBB and Governor's Office as required.
University of Houston - Clear Lake	561.50	614.14	52.64	9.38%	FTE increased during FY2002 for the following: to work toward a goal of a 65%/35% faculty ratio - 65% of all credit hours taught by full-time faculty; in support of the new PeopleSoft Financial, Student, and Human Resources Systems; for advising and administrative support, support of web based course development, and Lab technical support.
The University of Texas at Arlington	1,921.50	2,047.76	126.26	6.57%	To achieve goals outlined in the THECB Closing the Gaps relative to participation, success, excellence and research by teaching more undergraduate and graduates with experienced and professional faculty, UTA has added approximately 23.77 new faculty. The additional research and faculty staff were hired in the Colleges of Science and Engineering.
Texas A&M University - Corpus Christi	733.60	771.86	38.26	5.22%	FTE employee count decreased during the 4th quarter due to typical decreases in summer activity. A request to exceed the FTE cap and supporting justification was previously submitted. Increased enrollment, new and expanded academic programs, and A&M-Corpus Christi's commitment to excellence required additional faculty and staff.
The University of Texas at El Paso	1,510.60	1,585.56	74.96	4.96%	FTE's for the fourth quarter are significantly less than the previous quarters as the summer session requires less staffing due to lower enrollment. The FTE cap will be exceeded by approximately 75 FTEs. The vast majority of these FTEs are related to new program/funds allocated by the legislature.
Texas State University System	10.60	11.10	0.50	4.72%	The Board of Regents authorized the creation of three new positions effective 9-01-00 to be funded internally until the subsequent legislative session. Funding was provided by the 77th Legislature, but only one of the three FTE's was added to the base.
Sam Houston State University	896.00	931.81	35.81	4.00%	Below is the explanation for SHSU exceeding the FTE cap for FY 2002: 1. Continued growth of the University increased the demand for service and support personnel. 2. Contracts and Grants that required additional staffing.
The University of Texas Health Science Center at San Antonio	2,248.10	2,315.88	67.78	3.01%	With the implementation of People Soft, we discovered a problem in our old software that produced our FTE counts. This caused reported and estimated FTE's for the LAR to be understated. Also, our South Texas Border initiatives have accelerated at a faster pace than expected.
University of Houston - Downtown	563.40	577.32	13.92	2.47%	The average quarterly FTE figures for UH-Downtown in FY 2002 exceeded the state authorized cap by 19.9 positions in the Appropriated Funds category and 48.6 positions in the Total category. The state authorized FTE caps established for UH-Downtown during 77th Legislative session did not adequately reflect the enrollment growth occurring at the time, nor did they anticipate the pace of growth that would occur thereafter. This necessitated the hiring of additional faculty. Seventeen new full-time faculty positions added for FY 2002 were needed to keep the university from losing ground in tenured/tenure track coverage.
The University of Texas System	223.80	229.29	5.49	2.45%	To increase the level of service provided to U. T. System component institutions especially relating to distance education and to compliance with applicable laws and regulations. The U. T. TeleCampus provides centralized administration of distance education programs and provides cost savings through reduced need for buildings and infrastructure and through avoiding duplication of efforts by UT institutions.



**Agencies and Institutions of Higher Education That Exceeded Their Legislatively Mandated FTE Caps**

Institution of Higher Education	FTE Cap	FTEs Reported	FTEs Over Cap	Percentage Over Cap	Reason For Exceeding Cap (Reported by Institution)
The University of Texas at San Antonio	1,638.30	1,675.60	37.30	2.28%	Increased faculty positions for new PhD programs, and to increase total semester credit hours taught by tenured faculty (HB 1839). Additional positions for services in the Offices of Admissions, Registrar, Financial Aid, Scholarship Office (HB 1839), and additional custodial staff for Downtown Building III.
Texas Veterinary Medical Diagnostic Lab (A&M)	155.00	157.96	2.96	1.91%	Due to increased demand for testing services, the 4th quarter FTE was exceeded by 2.9 FTE. There was a 9% increase in testing services provided over 4th quarter FY 2001. In October 2001, a request to increase the cap, from 155 to 165 was submitted. No response to this request has been received.
The University of Texas - Pan American	1,257.00	1,270.87	13.87	1.10%	Explanation for exceeding the FTE cap: The addition and expansion of facilities on and off campus have consequently increased staffing requirements. Also, the addition of certain staff positions has been required as a condition for compliance with various audits. Increased usage and complexity of computers/electronic media necessitates additional staff.
Texas State Technical College - Waco	564.10	569.47	5.37	0.95%	TSTC previously submitted requests in August & October 1999, July 2000 and July 2001 to exceed the FTE Cap due to increased enrollment. TSTC has not received a response to these requests.
West Texas A&M University	608.50	613.77	5.27	0.87%	Per Request to Exceed Limitation on State Employment Levels (Article IX, Sections 9-6.13 and 9-6.14, FY 02), the University requests an increase in FTE's for a new criminal justice faculty position (required for a master's program in criminal justice), new FTEs to support the Agribusiness Accelerator/Incubator program. The IPM Entomology and Agribusiness Accelerator/Incubator programs are funded with special item appropriations.
Texas Cooperative Extension (A&M)	1,135.00	1,144.78	9.78	0.86%	The agency employed summer interns to increase access in hiring for future position vacancies. Increased hours worked during summer by student workers to meet agricultural seasonal demand.
Lamar State College - Orange	127.90	128.76	0.86	0.67%	A new library opened in FY 02 requiring additional personnel to keep it operational to meet student needs.
The University of Texas at Dallas	1,163.50	1,164.68	1.18	0.10%	The University of Texas at Dallas has exceeded the appropriated FTE cap for FY02. UTD requested on August 3, 2001 to exceed the cap by 67.80, the University ended up exceeding the cap by 39.22. This is due to the increasing enrollment growth in Engineering, Computer Science, and Management and the increased size of the freshman class necessitates additional tenure/tenure-tracked faculty and senior lecturers.

## Temporary or Contract Workers

During the fourth quarter of fiscal year 2002, 36 agencies and 11 institutions of higher education reported using temporary or contract workers to perform work equal to that of 1,010.86 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, the category of temporary or contract workers includes 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](http://www.sao.state.tx.us).

Table 3

Employee FTEs and Contractor FTEs for the Fourth Quarter of Fiscal Year 2002			
Agency	Employees	Contractors	Contractors as a Percentage of Total FTEs
Canadian River Compact Commission	1.00	0.46	31.58%
Texas Building and Procurement Commission	526.84	160.85	23.39%
Red River Compact Commission	1.00	0.09	7.96%
Adjutant General's Department	540.36	30.00	5.26%
Court Administration, Office of	155.81	7.73	4.73%
Savings and Loan Department	28.30	1.35	4.55%
Aging, Department on	30.65	1.34	4.17%
Governor, Office of the	194.64	6.38	3.18%
Texas Lottery Commission	304.09	8.00	2.56%
Aircraft Pooling Board	33.20	0.84	2.47%
Cosmetology Commission	41.94	1.06	2.47%
Secretary of State	237.89	4.76	1.96%
Health and Human Services Commission	550.12	10.59	1.89%
Information Resources, Department of	190.61	3.61	1.86%
Parks and Wildlife Department	3,065.93	54.57	1.75%
Housing and Community Affairs, Dept. of	305.56	5.00	1.61%
Employees Retirement System	296.89	3.46	1.15%
Teacher Retirement System	435.69	4.99	1.13%
Library and Archives Commission	200.41	2.23	1.10%
Coordinating Board, Higher Education	280.01	3.00	1.06%
Public Utility Commission of Texas	227.05	2.03	0.89%
Rehabilitation Commission	2,452.59	18.80	0.76%
Human Services, Department of	13,931.72	100.00	0.71%
Education Agency, Texas	836.33	4.00	0.48%
Texas Commission on Environmental Quality	2,980.99	13.77	0.46%
Railroad Commission	767.73	3.51	0.46%
Texas Workforce Commission	3,985.32	16.80	0.42%
Juvenile Probation Commission	59.90	0.24	0.40%
Blind, Commission for the	610.51	1.91	0.31%
Attorney General, Office of the	3,762.81	11.00	0.29%
Transportation, Department of	15,200.28	36.87	0.24%
Criminal Justice, Department of	40,258.99	64.33	0.16%
Protective and Regulatory Services, Dept. of	6,768.38	8.96	0.13%
Mental Health and Mental Retardation, Department of - Central Office	19,274.27	20.49	0.11%
Youth Commission,	4,964.71	0.75	0.02%
Health, Department of	4,746.30	0.11	0.00%
<b>Agency Total</b>		<b>613.87</b>	

Employee FTEs and Contractor FTEs for the Fourth Quarter of Fiscal Year 2002			
Institution of Higher Education	Employees	Contractors	Contractors as a Percentage of Total FTEs
State Board for Educator Certification	50.25	0.91	1.78%
The University of Texas Medical Branch at Galveston	12,611.16	207.58	1.62%
The University of Texas M.D. Anderson Cancer Center	11,781.42	108.68	0.91%
The University of Texas System	520.45	3.00	0.57%
The University of Texas at Dallas	1,698.34	7.00	0.41%
The University of Texas at Austin	12,753.95	51.80	0.40%
Texas Tech University	4,611.41	9.88	0.21%
The University of Texas Southwestern Medical Center at Dallas	6,281.21	6.02	0.10%
University of North Texas Health Science Center	1,103.73	0.49	0.04%
The University of Texas Health Science Center at San Antonio	3,800.59	1.60	0.04%
Texas State Technical College - West Texas	296.40	0.03	0.01%
<b>Institution of Higher Education Total</b>		<b>396.99</b>	
<b>Statewide Total</b>		<b>1,010.86</b>	

Chapter 5

## Management-to-Staff Ratios

The statewide management-to-staff ratio is 1 manager to 13.4 staff members. State agencies are required to develop procedures for achieving a ratio of 1 manager to 11 staff members.

**Want More Information?**

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

# ***Other Information***

## ***Objective, Scope, and Methodology***

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### **Objective**

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

### **Scope**

The report was prepared from unaudited information submitted to the State Auditor's Office by 213 agencies and institutions of higher education.

### **Methodology**

The report compares data from the fourth quarter of fiscal year 2002 with previously submitted data from the third quarter of 2002 and fourth quarter data from the previous ten years.

The following employees of the State Auditor's Office prepared the report:

- Steven Pearson, PHR, Project Manager
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- Tony Garrant, PHR, Assistant State Classification Officer
- Kelli Vito, CCP, PHR, State Classification Officer

## ***Distribution Information***

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