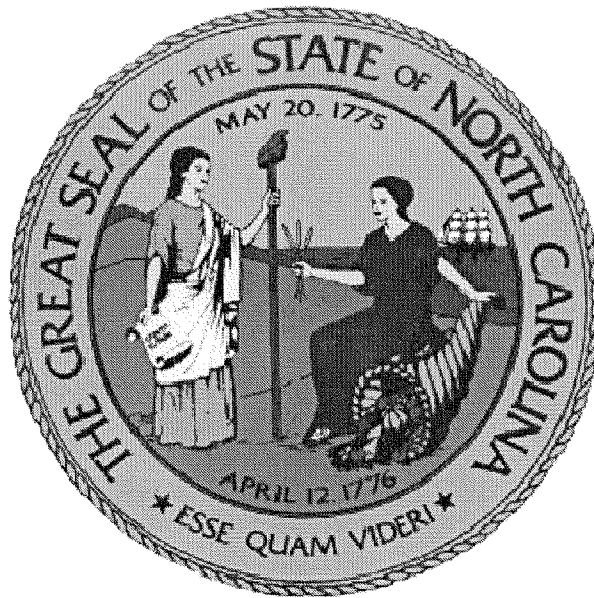


**Report of State Agency Business Functions Staffing
Preliminary Report**

As directed by S.L. 2007-323, Sections 6.7 (b) and (c)

January 1, 2009



Prepared By:

Office of State Budget and Management

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Introduction and Scope of Study

Section 6.7(b) of Session Law 2007-323 directs the Office of State Budget and Management (OSBM), in consultation with the Office of State Controller (OSC), to conduct a staffing analysis of the business functions of State government to include but not be limited to agency fiscal offices, budget offices, and procurement offices. Section 6.7 (c) directs the Office of State Budget and Management (OSBM), in consultation with the Office of State Controller (OSC), to report by January 1, 2009, on the results of the staffing analysis of State government business functions. Universities are not included.

Methodology

A report was submitted on April 30, 2008, that summarized the full-time equivalent (FTE) staff in various business functions in agencies. This April 30th information was prepared based on agency-reported information that was submitted on spreadsheets, using uniform definitions for the business functions. As noted in the April 30th report, data for this and subsequent years' reports is being generated from the on-line Results Based Budget (RBB) system that is prepared and included as part of the budget process. In this way, agencies will only need to capture this information one time, and it will be reported transparently through the budget process and updated with each budget cycle.

To accomplish this, the OSBM staff issued instructions in July as part of the Budget Instructions that agencies should input their departmental business functions information directly into the RBB system, along with all other agency information. As part of this process, Administrative Service Statements for the following business functions were defined in the instructions to ensure consistency across agencies: Human Resources Management, Fiscal Management, Budget and Analysis, Purchasing, Internal Auditing, Legal, Public Information/Communication, Security, and Construction/Engineering. Agencies were to identify the FTE associated with each, and their budgeted amounts. (Definitions as used in the RBB instructions are shown as Table 1).

[NOTE: Certain agencies who reported in the April 30th report were contacted to validate and/or update their information because they are not considered a separate agency for budgeting purposes in RBB. An example is the Employment Security Commission, who reports budgetarily through the Department of Commerce. These special reporting agencies are footnoted in Table 2.] Staffing data were not collected at the division or program level.

Table 2 presents the agency business function staffing as requested. It is being submitted as a preliminary report in compliance with the law.

OSBM will submit an amended report in late January or early February that will include a much greater degree of data and analysis. However, that report awaits the receipt of data from the Annual Salary/FTE Survey which is conducted jointly by Fiscal Research Division of the General Assembly and OSBM. The results of the survey will not be final until sometime in January 2009. Once this information has been compiled, OSBM will submit to the General Assembly an amended report that will include tables for each reporting agency and statewide business function staffing metrics, including the number of agency employees for each business function full-time equivalent and the number of business function FTE per 100 agency employees. Incorporated into this will also be the business function transactional data.

Table 1--Business Function Definitions

Human Resource Management – Oversee the recruitment and management of personnel; develop and implement HR strategy; coordinate and execute staff acquisition, organization and position management, compensation management, benefits management, employee development, and performance management; and regulate employee relations, separation management, and health and safety activities.

Fiscal Management – Manage and analyze financial information; account for and forecast the use of departmental resources; conduct general ledger accounting; maintain accounts payable, collections and accounts receivable, payroll services, cash management, program payments, and contracts and grants management; provide asset and liability management; and execute financial reporting.

Budget and Analysis – Conduct resource planning and allocation activities; develop and execute the budget; and analyze issues impacting the department’s budgets and management.

Purchasing – Coordinate and execute the acquisition of equipment, materials, services and supplies for the department.

Internal Auditing – Provide independent assessments to department management; ensure operations and programs comply with applicable laws and regulations; prevent inefficiency, fraud, and abuse; analyze exposure to risk and determine appropriate countermeasures; and ensure accounting, administrative, and other information systems have the proper controls.

Legal – Provide legal representation and litigation functions for the department.

Public Information / Communication – Exchange information and communication between the department, citizens, and stakeholders; establish and promote media relations; prepare and publish press releases and other publications; and coordinate events and conference delivery.

Security – Ensure physical protection of the department’s personnel, assets, and facilities.

Construction/Engineering – Provide design, construction, major maintenance, and administrative oversight for the department’s capital improvement projects and physical plant operations.

Table 2 -- Agency Core Business Functions Staff (FTE)

Agency	Human Resource Management	Fiscal Management	Budget and Analysis	Purchasing	Internal Auditing	Legal	Public Information/Communication	Security	Construction & Engineering	Grand Total
Administration ^a	11.00	18.40	3.10	3.30	-	2.45	2.20	-	-	40.45
Administrative Office of the Courts ^c	27.00	18.30	5.40	11.00	3.30	10.00	2.00	1.00	-	78.00
Agriculture and Consumer Services ^a	12.00	14.00	2.00	4.00	1.00	2.00	-	-	-	35.00
Board of Elections ^c	0.30	0.20	0.10	-	-	0.20	0.50	-	-	1.30
Commerce ^a	6.00	12.00	-	3.00	-	-	4.00	-	-	25.00
Community Colleges System Office ^a	5.00	13.40	2.60	2.00	-	2.00	7.00	-	-	32.00
Correction ^b	73.00	88.00	5.00	71.00	21.00	7.00	5.00	-	103.00	373.00
Crime Control and Public Safety ^a	15.00	23.80	7.00	4.00	1.00	1.00	7.00	-	-	58.80
Cultural Resources ^a	7.00	5.00	2.35	2.65	1.00	1.00	3.00	-	4.00	26.00
Employment Security Commission ^c	21.00	27.25	5.00	19.90	4.00	17.00	8.00	2.00	2.00	106.15
Environment and Natural Resources ^a	15.75	27.00	7.00	13.00	2.00	2.50	5.00	-	-	72.25
Health & Human Services ^a	35.00	121.00	16.00	12.00	9.00	10.25	12.00	-	13.00	228.25
Housing Finance ^c	1.95	5.80	0.90	-	0.25	4.00	3.95	-	-	16.85
Insurance ^a	5.60	9.00	2.00	4.00	-	1.60	9.57	-	-	31.77
ITS ^c	8.70	27.50	8.50	2.00	1.00	1.50	2.50	0.80	5.70	58.20
Justice ^c	14.00	14.50	1.00	1.00	1.00	-	1.00	-	-	32.50
Juvenile Justice and Delinquency Prevention ^a	14.00	12.00	3.50	3.50	3.00	-	2.00	-	5.00	43.00
Labor ^b	6.00	11.90	1.10	2.00	-	2.00	8.00	-	-	31.00
NCEL ^c	5.00	15.00	-	2.00	2.00	3.00	3.00	19.00	-	49.00
Office of Administrative Hearings ^c	1.25	0.60	-	0.35	0.10	-	0.25	0.10	-	2.65
Office of Lt. Governor ^c	0.10	0.10	0.20	0.10	-	1.00	4.50	-	-	6.00
Office of State Budget and Management ^c	2.53	2.50	0.40	0.35	-	-	-	-	-	5.78
Office of the Governor ^c	-	-	-	0.25	-	2.00	8.00	-	-	10.25
Office of the State Auditor ^a	2.50	1.75	0.65	0.70	0.05	1.00	1.00	-	-	7.65
Office of the State Controller ^a	2.00	1.60	0.50	0.55	0.20	-	2.00	1.60	-	8.45
Public Instruction ^a	8.00	22.50	9.00	5.50	1.00	2.00	20.00	-	-	68.00
Revenue ^a	11.00	6.00	1.25	4.00	2.00	1.00	2.00	11.00	-	38.25
Secretary of State ^a	5.00	6.00	1.00	1.00	1.00	2.00	-	-	-	16.00
State Health Plan ^c	1.00	4.00	0.50	2.00	0	3.00	2.00	-	-	12.50
State Treasurer ^a	5.00	8.00	1.00	1.00	-	-	2.00	-	-	17.00
Transportation ^a	63.00	87.50	6.50	39.00	9.00	18.00	21.00	-	-	244.00
Wildlife Resources ^a	5.00	12.00	2.00	2.00	-	-	-	-	-	21.00
Grand Total	389.68	616.60	95.55	217.15	62.90	97.50	148.47	35.50	132.70	1,796.05

Data Sources:

- a. Data was gathered from OSBM's Results Based Budgeting System (RBB)
- b. Data was gathered from OSBM's Results Based Budgeting System, and modified with updates from the agency.
- c. Data was confirmed with agency from last year's data, agency did not enter administrative functions in RBB.