

307 - Secretary of State

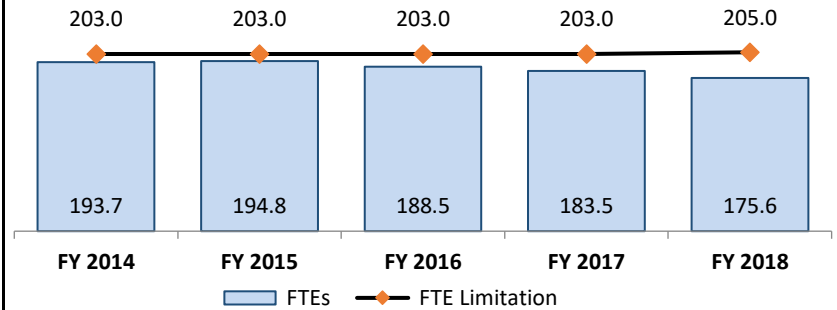
Workforce Summary Document prepared by the State Auditor's Office.
Based on information self-reported by the agency, the following items are noteworthy.

Full-Time Equivalent (FTE) Employees

The agency's full-time equivalent (FTE) employee limitation increased by 1.0 percent to 205.0 FTEs in fiscal year 2018 compared to fiscal year 2017. Compared to fiscal year 2014, the agency had a decrease of 18.1 (9.3 percent) in the total number of FTEs.

FTEs Below/Above FTE Limitation

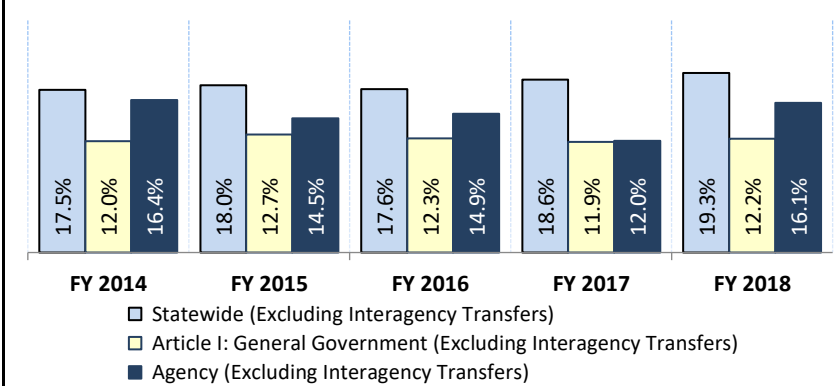
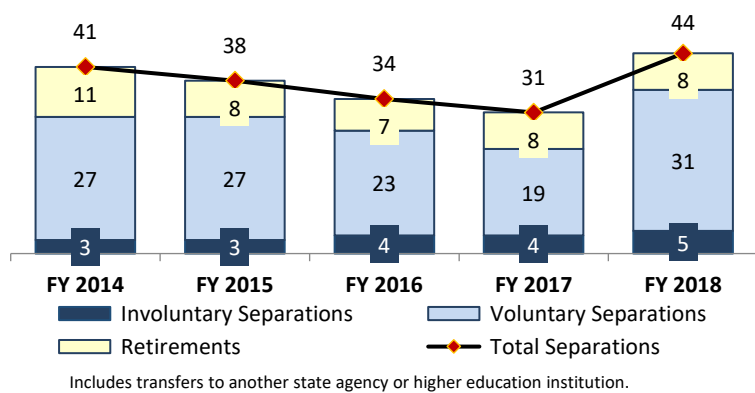
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
FTE Limitation	203.0	203.0	203.0	203.0	205.0
Number Below or Above Limitation	-9.3	-8.2	-14.5	-19.5	-29.4
Percent Above or Below Limitation	-4.6%	-4.0%	-7.1%	-9.6%	-14.3%



Source: State Auditor's Office Full-time Equivalent State Employee System.

Employee Turnover ^a

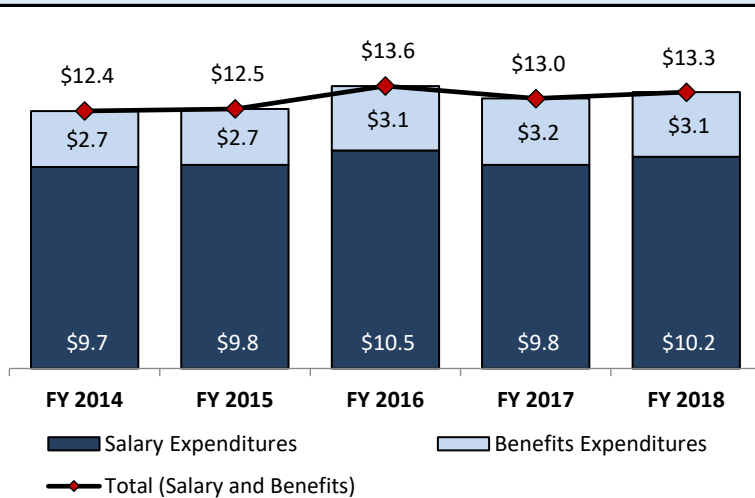
Excluding interagency transfers, the turnover rate within the agency (16.1 percent) was lower than the statewide turnover rate (19.3 percent) and higher than the turnover rate of Article I agencies (12.2 percent) during fiscal year 2018. The fiscal year 2018 agency turnover rate including employees who transferred to another state agency or higher education institution was 23.7 percent.



Compensation Information ^a

The average agency salary of \$50,680 in fiscal year 2018 represented an increase of 4.3 percent compared to the average agency salary in fiscal year 2014. In fiscal year 2018, 77.2 percent of employees were paid below the midpoint of the salary range in which they were assigned. Total agency expenditures for salary and benefits were higher compared to fiscal year 2014.

Salary and Benefits Expenditures (in Millions)



Average Salary Trends

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Secretary of State	\$ 127,139	\$ 129,682	\$ 132,924	\$ 132,924	\$ 132,924
Agency Average	\$ 48,602	\$ 49,493	\$ 51,269	\$ 51,267	\$ 50,680
Article Average	\$ 54,008	\$ 55,684	\$ 58,689	\$ 59,902	\$ 61,126
Statewide Average	\$ 42,116	\$ 43,255	\$ 45,365	\$ 46,475	\$ 47,506

Note: With the exception of the secretary of state, the average salary is for classified regular, full-time employees only.

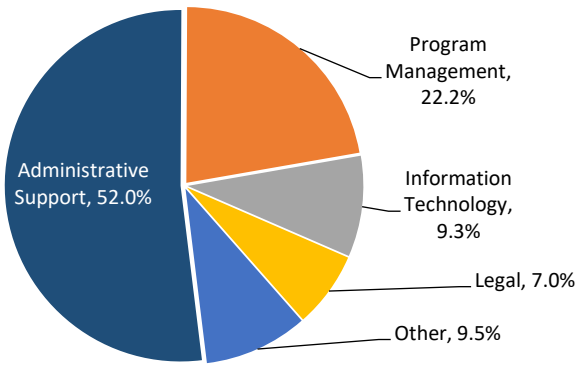
Number of and Total Dollars Spent on Salary Actions

	Fiscal Year 2017		Fiscal Year 2018	
	Actions	Dollars Spent	Actions	Dollars Spent
Promotions	9	\$ 32,034	19	\$ 72,965
Merits	6	\$ 14,622	12	\$ 20,755
One-Time Merits	153	\$ 643,098	107	\$ 446,768
Equity Adjustments	0	\$ 0	38	\$ 28,798
Reclassifications	10	\$ 0	11	\$ 3,255
Totals	178	\$ 689,754	187	\$ 572,541

^a Turnover, salary trends, and salary action information was prepared from quarterly and year-end summary information received from the Office of the Comptroller of Public Accounts' Uniform Statewide Payroll/Personnel System (USPS) and Standardized Payroll/Personnel Reporting System (SPRS). Unless otherwise indicated, these data are reported for classified regular, full-time and part-time employees. Salary and benefit information was taken from the Office of the Comptroller of Public Accounts' Uniform Statewide Accounting System (USAS).

Job Classifications ^b

Fiscal Year 2018 Major Occupational Categories



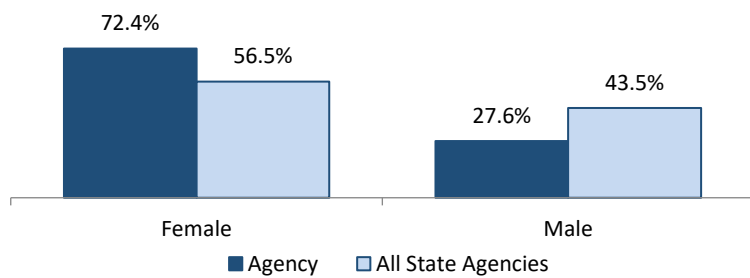
Agency Job Classifications

In fiscal year 2018, the majority (78.8 percent) of employees were classified in the following job titles: Administrative Assistant (41.7 percent), Program Specialist (10.1 percent), Customer Service Representative (7.7 percent), Attorney (5.4 percent), Director (5.1 percent), Accountant (4.6 percent), and Programmer (4.2 percent).

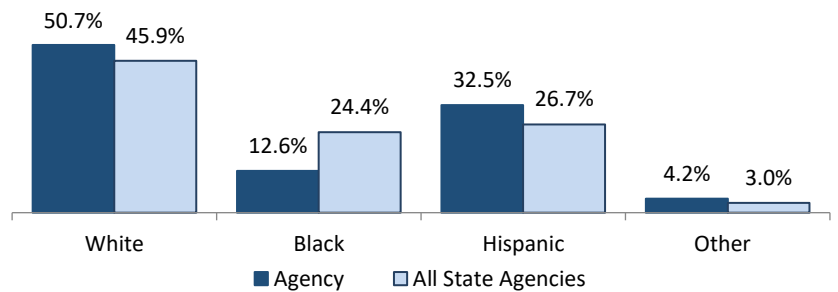
Fiscal Year 2018 Workforce Demographics ^b

On average, employees at the agency were 46.2 years of age and had 8.5 years of agency length of service. Of the agency's employees, 65.4 percent were 40 years of age or older, and 54.5 percent had fewer than 5 years of agency length of service. The Employees Retirement System estimates that between fiscal years 2018 and 2022, 23.8 percent of the agency's workforce will be eligible to retire (based on fiscal year 2018 data).

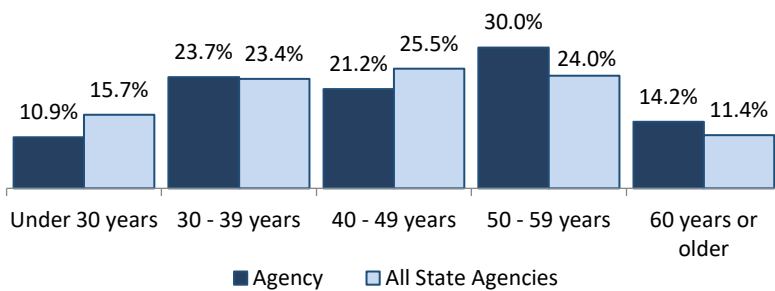
Gender



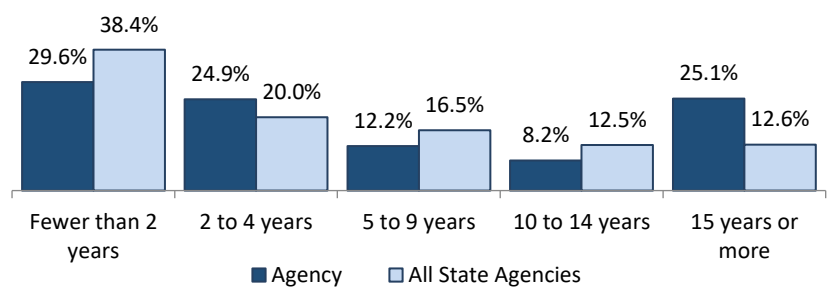
Ethnic Group



Age



Agency Length of Service

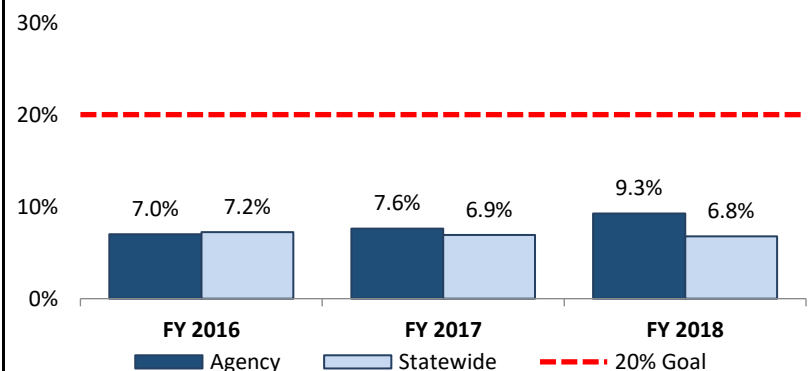


^b Job classification and demographic information was prepared from quarterly and year-end summary information received from the Office of the Comptroller of Public Accounts' Uniform Statewide Payroll/Personnel System (USPS) and Standardized Payroll/Personnel Reporting System (SPRS). Data includes classified regular, full-time and part-time employees. Demographic data may appear skewed for agencies with fewer than 50 employees.

Veteran Employment ^c

Effective fiscal year 2016, Texas Government Code, Section 657.004, sets for state agencies a goal of employing veterans in full-time positions equal to at least 20.0 percent of the total number of agency employees.

In fiscal year 2018, the agency's total percent of veterans employed was higher than the statewide average and had increased since fiscal year 2017.



^c Information on veteran employment was obtained from the Office of the Comptroller of Public Accounts. Statewide totals include state agencies and higher education institutions.