Glossary for Staff Workforce Analytics and Trends Reports

The Staff Workforce Analytics and Trends reports is a series of reports providing human resource-related information on budgeted staff employees at Texas A&M University – College Station. The reports are produced by Human Resources staff and include metrics on a variety of personnel demographics and employed position information as well as comparison data and commentary.

The following descriptions and definitions are provided to assist in reading and interpreting the reports.

Description of Data Sources

- Employee headcount includes persons employed in an active position assigned to its primary department. Primary department is determined by the position’s employing ADLOC regardless of funding source.
- Employee and position data were obtained from the Texas A&M University System's Data Warehouse and the Budget/Payroll/Personnel (BPP) system for the fiscal year and/or time period indicated in each report.
- Organizational structure and executive, division, college reporting unit names were obtained from the Texas A&M University System’s Data Warehouse organizational hierarchy shown as current as of the date of each report. Data are grouped for the university as a whole, and at the highest executive level, and may be sub-grouped at successive College or Division levels if appropriate.
- Comparison workforce data for peer institutions, where included in a report, was obtained from the Integrated Postsecondary Education Data System (IPEDS) or other source as may be indicated in a report.
- Definitions were obtained from the Texas A&M University System’s BPP data dictionaries, university rules and standard administrative procedures and the Texas State Auditor’s Office classification system.

Definitions

- **ADLOC** – Administrative Location. A six digit code identifying an administrative location (department) within a member of the Texas A&M System used for associating positions and employees to the department for which they are employed.
- **Age** – The age of an employee calculated by birth date and recorded as Age in the data source. The ranges created for these reports are: Under 20; 20 to 29; 30 to 39; 40 to 49; 50 to 59; 60 and over.
- **Budgeted Staff** – A person who is employed to work at least 20 hours per week for a period of at least 4.5 months and between 50% and 100% effort whose employed position is specifically identified in the annual budget and is not identified with a faculty code title, excluding persons employed in positions that require student status as a condition of employment.
- **Education Level** – The self-reported highest level education attained by an employee as per a completed course of study. The education categories in the data are:
  - <High Sch - Less than High School
  - High Sch / GED – High School or GED Equivalency Test
• **Assoc** – Associate Degree
• **Bach** – Bachelor Degree
• **Master** – Masters Degree
• **Doctor** – Doctoral Degree
• **Special Prof** – Special Professional Program

**EEO Job Category** – Equal Employment Opportunity (EEO) Job Category is a coding system used to identify job positions in broad descriptors based on their scope of work and duties. The EEO job categories in the data are:

• **Exec** – Executive, Administrative & Managerial. Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency’s operations, or provide specialized consultation on a regional, district or area basis.

• **Prof** – Professional Non-Faculty. Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

• **Sec Cler** – Clerical. Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.

• **Tech Para** – Technical & Paraprofessional. Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training, those in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status, and those in which workers are entrusted with public safety, security and protection from destructive forces.

• **Skilled** – Skilled Craft. Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

• **Service** – Service & Maintenance. Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery.

**EEO Minority Status** – An employee’s voluntarily self-identified race and/or ethnicity as defined by the Department of Labor for federal reporting purposes. The race/ethnicity categories in the data are:

• **Hisp** - Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, south or Central American, or other Spanish culture or origin, regardless of race.

• **White** - White (Not Hispanic or Latino). A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

• **Black** - Black or African American (No Hispanic or Latino). A person having origins in any of the Black racial groups of Africa.

• **Asian** - Asian (Not Hispanic or Latino). A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example,
Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- **Am Ind** - American Indian or Alaskan Native (Not Hispanic or Latino). A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

- **Hw** - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino). A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- **Two+** - Two or More Races (Not Hispanic or Latino). A person who identifies with more than one of the above races.

- **Unkn** – Unknown. A person whose race/ethnicity was not self-identified.

- **Faculty Code** – The code associated with a position title to indicate if the position is considered faculty, and if so, at what faculty level. The codes established in B/P/P are: Blank = Staff, S = Student and Numeric = Faculty as shown below:
  - 0 - Graduate Assistant (Teaching or Non-Teaching)
  - 1 – Lecturer
  - 2 – Instructor
  - 3 – Assistant Professor
  - 4 – Associate Professor
  - 5 – Professor

- **FTE Salary** – The annual full-time equivalent (FTE) salary of an employee. The FTE salary is calculated from the hourly or monthly pay rate multiplied by annual working hours for hourly paid employees or by twelve for monthly paid employees. The FTE salary does not take into consideration percent effort or annual term. For the minimum, maximum, average and median information, the pay rate for positions employed and paid an annual living allowance under federally-approved programs are not included in the calculations as those rates are not considered salaries for FLSA purposes (there are less than 20 positions removed using this methodology). The ranges created for this report, with “K” representing thousand, are: Less than $20K; $20K to 39K; $40K to 59K; $60K to 79K; $80K to 99K; $100K to 150K; $150K to 200K; More than $200K.

- **Headcount** - Headcount is the unique number of employees regardless of percent effort, number of employed months, number of positions employed, or any other specifics of the employment relationship.

- **Notice of Vacancy (NOV)** – The unique identifier of a position posted for hiring with the Human Resources office for tracking and hiring processes.

- **Years of State Service** – The number of months of service an employee has accumulated and recorded as Longevity Months in the data source. The service time includes both employment at Texas A&M University, as well as other Texas state agencies if reported by the employee. The number is divided by twelve and rounded down to the nearest year. The ranges created for the report are: Less than 2; 2 to 5; 6 to 10; 11 to 15; 16 to 20; 21 to 25; 26 to 30; More than 30. For the Turnover Report only, any service time greater than 20 years is grouped as More than 20.