



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

SUSAN CORBIN  
ACTING DIRECTOR

## MEMORANDUM

**DATE:** April 1, 2021

**TO:** Jim Stamas, Chair, Senate Appropriations Committee  
Thomas Albert, Chair, House Appropriations Committee

**FROM:** Susan Corbin, Acting Director  
Department of Labor and Economic Opportunity

**SUBJECT:** Public Act 166 of 2020, Section 216 - FTE Reports

Pursuant to Public Act 166 of 2020, Section 216 please find attached the required FTE reports from the Department of Labor and Economic Opportunity (LEO).

Should you have any questions regarding these reports or need additional information please contact Andrew Beardslee, LEO Legislative Analyst, at (517) 388-6101.

cc: Senate Appropriations Committee  
House Appropriations Committee  
David Massaron, State Budget Director  
Corey Ackerman, State Budget Office  
Chris Harkins, Senate Fiscal Agency  
Mary Ann Cleary, House Fiscal Agency

**FTEs by Classification and Job Type**  
**LEO - LABOR & ECON OPPORTUN Pay Period End Date 12/26/2020**

<b>OFFICE AND CLERICAL</b>	184.9
<b>OFFICIALS AND ADMINISTRATORS</b>	98.9
<b>PARAPROFESSIONALS</b>	877.2
<b>PROFESSIONALS</b>	943.5
<b>PROTECTIVE SERVICE WORKERS</b>	5.0
<b>SERVICE MAINTENANCE</b>	17.8
<b>SKILLED CRAFT WORKERS</b>	15.5
<b>TECHNICIANS</b>	11.3
<b>Total</b>	<b>2,154.1</b>

<b>Job Cd Desc</b>	<b>Job Category Cd Desc</b>	<b>FTE</b>
ACCOUNTANT	PROFESSIONALS	4.0
ACCOUNT EXAMINER	PARAPROFESSIONALS	13.8
ACCOUNTING ASSISTANT	OFFICE AND CLERICAL	1.0
ACCOUNTING SPECIALIST	PROFESSIONALS	4.0
ACCOUNTING TECHNICIAN	PARAPROFESSIONALS	12.0
ADMINISTRATIVE LAW SPECIALIST	PROFESSIONALS	7.6
AUDITING SPECIALIST	PROFESSIONALS	3.0
BLIND REHABILITATION INS	PROFESSIONALS	29.0
CALCULATIONS ASSISTANT	OFFICE AND CLERICAL	1.0
CLAIMS EXAMINER	PROFESSIONALS	8.0
COMMUNICATIONS REPRESENTATIVE	PROFESSIONALS	3.0
COMMUNICATIONS SPECIALIST	PROFESSIONALS	2.0
COOK	SERVICE MAINTENANCE	3.0
DATA CODING OPERATOR	OFFICE AND CLERICAL	8.0
DEPARTMENTAL ANALYST	PROFESSIONALS	96.9
DEPARTMENTAL MANAGER	PROFESSIONALS	35.0
DEPARTMENTAL SPECIALIST	PROFESSIONALS	53.6
DEPARTMENTAL SUPERVISOR	PARAPROFESSIONALS	8.0
DEPARTMENTAL TECHNICIAN	PARAPROFESSIONALS	33.5
DIVISION ADMINISTRATOR	OFFICIALS AND ADMINISTRATORS	23.0
DOMESTIC SERVICES AIDE	SERVICE MAINTENANCE	10.8
ECONOMIC ANALYST	PROFESSIONALS	2.0

Job Cd Desc	Job Category Cd Desc	FTE
ECONOMIC COMMUNITY DEV SPL	PROFESSIONALS	1.0
ELECTRICIAN-MASTER LICENSED	SKILLED CRAFT WORKERS	1.0
EMPLOYMENT SERVICE INTERVIEWER	PARAPROFESSIONALS	29.0
EMPLOYMENT SERVICE MANAGER	PROFESSIONALS	6.0
EMPLOYMENT SERVICES ANALYST	PROFESSIONALS	7.0
EQUIPMENT TECHNICIAN	TECHNICIANS	3.0
EXECUTIVE SECRETARY	OFFICE AND CLERICAL	16.0
FINANCIAL ANALYST	PROFESSIONALS	12.0
FINANCIAL MANAGER	PROFESSIONALS	1.0
FINANCIAL SPECIALIST	PROFESSIONALS	4.0
FIRE SAFETY OFFICER	PROTECTIVE SERVICE WORKERS	5.0
GENERAL OFFICE ASSISTANT	OFFICE AND CLERICAL	66.7
GRAPHIC ARTS DESIGNER	TECHNICIANS	4.0
HEARINGS REPORTER	OFFICE AND CLERICAL	1.0
HIGHER EDUCATION CONSULTANT	PROFESSIONALS	6.0
HUMAN RESOURCES DEVELOPER	PROFESSIONALS	5.0
INDUSTRIAL HYGIENE SPECIALIST	PROFESSIONALS	4.3
INDUSTRIAL HYGIENIST	PROFESSIONALS	32.1
INDUSTRIAL HYGIENIST MANAGER	PROFESSIONALS	7.0
LABORATORY SCIENTIST	PROFESSIONALS	2.0
LABORATORY SCIENTIST MANAGER	PROFESSIONALS	1.0
LABORATORY SCIENTIST SPL	PROFESSIONALS	1.0
LABOR MEDIATOR	PROFESSIONALS	8.0
LEGAL SECRETARY	OFFICE AND CLERICAL	12.0
LIABILITY EXAMINER	PARAPROFESSIONALS	7.0
LIBRARIAN	PROFESSIONALS	5.0
LIBRARY ASSISTANT	OFFICE AND CLERICAL	1.0
LIBRARY TECHNICIAN	PARAPROFESSIONALS	2.0
MAINTENANCE MECHANIC	SKILLED CRAFT WORKERS	5.0
MAINTENANCE MECHANIC SPV	SKILLED CRAFT WORKERS	1.0
MEDIA PRODUCTION SPECIALIST	PROFESSIONALS	3.0
MEDICAL CLAIMS ANALYST	PROFESSIONALS	1.0
MIGRANT SERVICES WORKER	PARAPROFESSIONALS	10.8
OCCUPATIONAL SAFETY ADVISOR	PROFESSIONALS	18.8
OFFICE DIRECTOR	OFFICIALS AND ADMINISTRATORS	5.0
OFFICE SUPERVISOR	OFFICE AND CLERICAL	3.0

Job Cd Desc	Job Category Cd Desc	FTE
PHYSICIST	PROFESSIONALS	5.0
PHYSICIST MANAGER	PROFESSIONALS	3.0
PHYSICIST SPECIALIST	PROFESSIONALS	3.0
PROMOTIONAL AGENT	PROFESSIONALS	6.0
REGISTERED NURSE	PROFESSIONALS	7.0
REGULATION AGENT	PROFESSIONALS	36.1
REGULATION MANAGER	PROFESSIONALS	4.0
REGULATION OFFICER	PROFESSIONALS	13.0
REGULATION SPECIALIST	PROFESSIONALS	1.0
REHABILITATION CONSULTANT	PROFESSIONALS	25.0
REHABILITATION COUNSELOR	PROFESSIONALS	263.0
REHABILITATION CST MGR	PROFESSIONALS	4.0
REHABILITATION SERVICE COORD	PROFESSIONALS	4.0
REPRODUCTION MACHINE OPERATOR	SKILLED CRAFT WORKERS	7.5
REPRODUCTION MACHINES SPV	SKILLED CRAFT WORKERS	1.0
RIGHTS REPRESENTATIVE	PROFESSIONALS	3.0
RIGHTS REPRESENTATIVE MANAGER	PROFESSIONALS	1.0
SECRETARY	OFFICE AND CLERICAL	58.0
SECRETARY SUPERVISOR	OFFICE AND CLERICAL	1.0
SENIOR EXECUTIVE MAN AST	OFFICE AND CLERICAL	7.2
SENIOR EXECUTIVE SERVICE	OFFICIALS AND ADMINISTRATORS	8.0
STATE ADMINISTRATIVE MANAGER	OFFICIALS AND ADMINISTRATORS	48.9
STATE ASSISTANT ADMINISTRATOR	OFFICIALS AND ADMINISTRATORS	8.0
STATE BUREAU ADMINISTRATOR	OFFICIALS AND ADMINISTRATORS	6.0
STOREKEEPER	SERVICE MAINTENANCE	4.0
STUDENT ASSISTANT	TECHNICIANS	4.3
TRADES INSTRUCTOR	PROFESSIONALS	22.0
UNEMPLOYMENT CLAIMS MANAGER	PROFESSIONALS	30.0
UNEMPLOYMENT INSURANCE ANALYST	PROFESSIONALS	51.0
UNEMPLOYMNT INSURANCE EXAMINER	PARAPROFESSIONALS	752.1
VOCATIONAL REH MGR	PROFESSIONALS	44.0
WORD PROCESSING ASSISTANT	OFFICE AND CLERICAL	9.0
WORKPLACE SAFETY REP	PROFESSIONALS	45.1
YOUTH SPECIALIST	PARAPROFESSIONALS	9.0
		<b>2154.1</b>

Report ID: BUD-BPFTE-0064	SIGMA
Run Date: 03/16/2021	Department Boilerplate FTE
Run Time: 9:59:52 AM	

**Labor and Economic Opportunity**  
**Fiscal Year 2021 Quarterly FTE Comparison**  
Pay Period End Date - 12/26/2020

Appropriation Category	Appropriation Name	Authorized FTEs	Actual FTEs	Rationale of FTE Difference
DEPARTMENTAL ADMINISTRATION AND SUPPORT	Unclassified salaries	34.5	26.0	Executive Order 2019-13, creation of LEO moved 27.5 unclassified positions consisting of gubernatorial appointments that include Commissioners and Board of Magistrates members. Various commissioners/magistrates are in the process of being appointed.
DEPARTMENTAL ADMINISTRATION AND SUPPORT	Executive direction and operations	53.0	49.9	Had not hired due to hiring freeze. Anticipate actual FTEs will be hired up to the appropriation by mid May.
WORKFORCE DEVELOPMENT	Workforce program administration	219.0	148.3	Had not hired due to hiring freeze. 29 positions in process of being filled of which 14 are being hired as limited term due to large influx of grants applied for and received.
REHABILITATION SERVICES	Bureau of services for blind persons	113.0	101.6	Had not hired due to hiring freeze. In process of hiring four staff.
REHABILITATION SERVICES	Michigan rehabilitation services	555.0	486.3	Had not hired due to hiring freeze. In process of hiring 53 staff.
EMPLOYMENT SERVICES	Bureau of employment relations	22.0	17.0	Had not hired due to hiring freeze.
EMPLOYMENT SERVICES	Insurance funds administration	23.0	16.6	Had not hired due to hiring freeze. Insurance Funds Administration will continue to fill vacancies as the budget allows based on priority and meeting the program objectives.
EMPLOYMENT SERVICES	Michigan occupational safety and health administration	197.0	183.7	Had not hired due to hiring freeze. Anticipate actual FTEs will be hired and up to the appropriation by mid May.
EMPLOYMENT SERVICES	Office of global Michigan	11.0	9.0	Had not hired due to hiring freeze. Global MI will continue to fill vacancies as the budget allows based on priority and meeting the program objectives.
EMPLOYMENT SERVICES	Private and occupational distance learning	3.0	3.0	N/A
EMPLOYMENT SERVICES	Radiation safety section	21.4	12.7	Have not been able to hire due to lack of available funding - legislation recommended to increase the radiological health fee rate (MCL 333.13522) which, if enacted, would allow the agency to hire and not worry about not having sufficient funding to pay for staff in future years.
EMPLOYMENT SERVICES	Wage and hour program	29.0	25.8	Had not hired due to hiring freeze. Wage and Hour will continue to fill vacancies as the budget allows based on priority and meeting the program objectives.
EMPLOYMENT SERVICES	Workers' compensation board of magistrates	10.0	9.0	Position just became vacant and one vacancy is in process of being filled.
EMPLOYMENT SERVICES	Workers' disability compensation agency	56.0	45.6	1.3 FTEs are supporting First Responders Presumed Coverage program. Workers' disability compensation agency will continue to fill vacancies as the budget allows based on priority and meeting the program objectives.
EMPLOYMENT SERVICES	Workers' disability compensation appeals commission	4.0	1.0	Workers' disability compensation appeals commission will continue to fill vacancies as the budget allows based on priority and meeting the program objectives.
UNEMPLOYMENT	Unemployment insurance agency	736.0	1,020.7	The actual FTEs include 443.7 limited term due to pandemic. Hiring limited term FTEs were authorized per PA 123 of 2020, BP Sec. 501. 2.8 FTEs from Unemployment Insurance Agency - Advocacy also utilize this FTE authorization.
UNEMPLOYMENT	Unemployment insurance appeals commission	8.0	9.7	This program came over from LARA. Upon doing so, they transferred 10 employees but LEO only received authorization for 8 FTEs. Need a technical adjustment to the FTE count to ensure the FTE appropriation is in line with the size of the program.
COMMISSIONS	Asian Pacific American affairs commission	1.0	0.0	Program utilizes a contractor so that they are able to provide administrative capacity as well as events to support the commission. Area is always looking at private funding and other funding streams which, if received, they would hire.
COMMISSIONS	Commission on Middle Eastern American affairs	1.0	0.0	Program utilizes a contractor so that they are able to provide administrative capacity as well as events to support the commission. Area is always looking at private funding and other funding streams which, if received, they would hire.
COMMISSIONS	Hispanic/Latino commission of Michigan	1.0	1.0	N/A
COMMISSIONS	Michigan community service commission	14.0	8.0	Michigan Community Service Commission (MCSC) is in process of hiring two staff. MCSC will continue to fill vacancies as the budget allows based on priority and meeting the program objectives.
ONE-TIME APPROPRIATIONS	Michigan reconnect grant program	12.0	2.0	Had not hired due to hiring freeze. 8 positions currently in process of hiring for administering grant.
EMPLOYMENT SERVICES	First responder presumed coverage claims	0.0	0.0	
UNEMPLOYMENT	Unemployment insurance agency - advocacy assistance	0.0	0.0	
ONE-TIME APPROPRIATIONS	Administration of lost wages assistance program - Work Project	0.0	.0	N/A
	<b>Total</b>	<b>2,123.9</b>	<b>2,176.9</b>	

\*Authorized FTE levels are not necessarily fully funded within the corresponding line item appropriations.

## FTEs by Classification and Job Type

LEO - MSHDA

Pay Period End Date 12/26/:

<b>OFFICE AND CLERICAL</b>	12.3
<b>OFFICIALS AND ADMINISTRATORS</b>	22.0
<b>PARAPROFESSIONALS</b>	38.5
<b>PROFESSIONALS</b>	160.4
<b>TECHNICIANS</b>	1.0
<b>Total</b>	<b>234.2</b>

Job Cd Desc	Job Category Cd Desc	FTE
ACCOUNTANT	PROFESSIONALS	1.9
ACCOUNTANT MANAGER	PROFESSIONALS	2.0
ACCOUNTING ASSISTANT	OFFICE AND CLERICAL	1.0
ACCOUNTING TECHNICIAN	PARAPROFESSIONALS	4.0
ADMINISTRATIVE LAW SPECIALIST	PROFESSIONALS	7.0
ARCHITECT MANAGER LICENSED	PROFESSIONALS	1.0
AUDITING SPECIALIST	PROFESSIONALS	1.0
AUDITOR	PROFESSIONALS	2.0
AUDITOR MANAGER	PROFESSIONALS	2.0
BUILDING CONSTRUCTION SPL	PROFESSIONALS	3.0
BUYER	PROFESSIONALS	2.0
COMMUNICATIONS REPRESENTATIVE	PROFESSIONALS	1.0
DEPARTMENTAL ANALYST	PROFESSIONALS	56.2
DEPARTMENTAL MANAGER	PROFESSIONALS	11.0
DEPARTMENTAL SPECIALIST	PROFESSIONALS	24.0
DEPARTMENTAL SUPERVISOR	PARAPROFESSIONALS	1.0
DEPARTMENTAL TECHNICIAN	PARAPROFESSIONALS	31.3
DIVISION ADMINISTRATOR	OFFICIALS AND ADMINISTRATORS	3.0
ECONOMIC COMMUNITY DEV ALT	PROFESSIONALS	1.0
ENGINEER MANAGER-LICENSED	PROFESSIONALS	1.0
ENVIRONMENTAL MANAGER	PROFESSIONALS	1.0
ENVIRONMENTAL QUALITY SPL	PROFESSIONALS	1.0
EXECUTIVE SECRETARY	OFFICE AND CLERICAL	6.0
FINANCIAL ANALYST	PROFESSIONALS	21.2

FINANCIAL MANAGER	PROFESSIONALS	2.2
FINANCIAL SPECIALIST	PROFESSIONALS	4.0
GENERAL OFFICE ASSISTANT	OFFICE AND CLERICAL	4.3
GRAPHIC ARTS DESIGNER	TECHNICIANS	1.0
HUMAN RESOURCES ANALYST	PROFESSIONALS	1.0
HUMAN RESOURCES ASSISTANT	OFFICE AND CLERICAL	1.0
HUMAN RESOURCES SPECIALIST	PROFESSIONALS	1.0
OFFICE DIRECTOR	OFFICIALS AND ADMINISTRATORS	2.0
PARALEGAL	PARAPROFESSIONALS	2.2
PROPERTY ANALYST	PROFESSIONALS	7.0
PROPERTY MANAGER	PROFESSIONALS	2.0
PROPERTY SPECIALIST	PROFESSIONALS	4.0
SENIOR EXECUTIVE SERVICE	OFFICIALS AND ADMINISTRATORS	1.0
STATE ADMINISTRATIVE MANAGER	OFFICIALS AND ADMINISTRATORS	11.0
STATE ASSISTANT ADMINISTRATOR	OFFICIALS AND ADMINISTRATORS	2.0
STATE BUREAU ADMINISTRATOR	OFFICIALS AND ADMINISTRATORS	3.0
		<b>234.2</b>

<b>Report ID:</b> BUD-BPFTE-0064	<b>SIGMA</b>
<b>Run Date:</b> 03/23/2021	<b>Department Boilerplate FTE</b>
<b>Run Time:</b> 8:25:47 AM	

**Michigan State Housing Development Authority**

**Fiscal Year 2021 Quarterly FTE Comparison**

Pay Period End Date - 12/26/2020

<b>Appropriation Category</b>	<b>Appropriation Name</b>	<b>Authorized FTEs</b>	<b>Actual FTEs</b>	<b>Rationale of FTE Difference</b>
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY	Housing and rental assistance	273.0	235.3	The hiring freeze stopped several positions from being filled timely leaving a gap from the time of vacancy to the time of occupancy. They have 2 staff on temporary assignment. MSHDA currently has 17 positions curenly in the process of filling.
	<b>Total</b>	<b>273.0</b>	<b>235.3</b>	

\*Authorized FTE levels are not necessarily fully funded within the corresponding line item appropriations.



**FTEs by Classification and Job Type**

**LEO - LANDBANK AUTHORITY      Pay Period End Date 12/26/2020**

<b>OFFICIALS AND ADMINISTRATORS</b>	3.0
<b>PROFESSIONALS</b>	6.0
<b>Total</b>	<b>9.0</b>

<b>Job Cd Desc</b>	<b>Job Category Cd Desc</b>	<b>FTE</b>
PROPERTY ANALYST	PROFESSIONALS	5.0
PROPERTY MANAGER	PROFESSIONALS	1.0
SENIOR EXECUTIVE SERVICE	OFFICIALS AND ADMINISTRATORS	2.0
STATE ASSISTANT ADMINISTRATOR	OFFICIALS AND ADMINISTRATORS	1.0
		<b>9.0</b>

**Report ID:** BUD-BPFTE-0064

**SIGMA**

**Run Date:** 03/16/2021

**Department Boilerplate FTE**

**Run Time:** 9:46:35 AM

**State Land Bank Authority**

**Fiscal Year 2021 Quarterly FTE Comparison**

Pay Period End Date - 12/26/2020

<b>Appropriation Category</b>	<b>Appropriation Name</b>	<b>Authorized FTEs</b>	<b>Actual FTEs</b>	<b>Rationale of FTE Difference</b>
STATE LAND BANK AUTHORITY	State land bank authority	9.0	9.0	No Difference
	<b>Total</b>	<b>9.0</b>	<b>9.0</b>	

\*Authorized FTE levels are not necessarily fully funded within the corresponding line item appropriations.