



**BOBBY JINDAL**  
GOVERNOR

**ANGELE DAVIS**  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
Office of the Commissioner

**MEMORANDUM**

**TO:** Department/Agency Heads, Undersecretaries, and Fiscal Officers  
**FROM:** Angele Davis, Commissioner of Administration *Angele Davis*  
**DATE:** December 17, 2009  
**SUBJECT:** Executive Order BJ 09-11—Hiring Freeze

In accordance with Section 1A of the Executive Order, departments, agencies, or budget units shall freeze the number, considered the floor, of Table of Organization Appropriated Full Time Equivalent (T.O. FTE) positions that are listed below. The funding associated with these positions should be placed into the unallotted expenditure category. Departments, agencies, or budget units are not to exceed the number, considered the ceiling, of occupied Non-appropriated Table of Organization Full Time Equivalent (Non-T.O. FTE) positions as listed in the table below.

Schedule No.	Executive Branch	T. O. FTE Positions	State General Fund	Total
01	Executive Department	19	\$760,799	\$1,291,753
03	Veterans Affairs	2	\$139,083	\$139,083
05	Economic Development	0	\$0	\$0
07	Transportation and Development	53	\$0	\$2,858,389
08A	Corrections Services	14	\$859,351	\$887,686
08B	Public Safety Services	26	\$25,784	\$1,602,034
08C	Youth Services	67	\$4,005,703	\$4,005,703
09	Health and Hospitals	381	\$4,833,873	\$16,596,110
10	Social Services	30	\$731,312	\$1,597,115
11	Natural Resources	8	\$23,580	\$823,507
12	Revenue	15	\$972,593	\$1,047,790
13	Environmental Quality	55	\$3,002,882	\$3,405,865
14	Louisiana Workforce Commission	19	\$0	\$1,798,174
16	Wildlife and Fisheries	2	\$0	\$219,171
17	Civil Service			
17-560	State Civil Service	3	\$0	\$213,533
17-561	Municipal Fire and Police Civil Service	0	\$0	\$0
17-562	Ethics Administration	0	\$0	\$0
17-563	State Police Commission	0	\$0	\$0
17-564	Division of Administrative Law	0	\$0	\$0
19A	Higher Education	23	\$12,336,488	\$12,336,488
19B	Special Schools and Commissions			
19B-651	Louisiana School for the Visually Impaired	0	\$0	\$0

Executive Order BJ 09-11 – Hiring Freeze

Page 2 of 2

December 17, 2009

Schedule No.	Executive Branch	T. O. FTE Positions	State General Fund	Total
19B-653	Louisiana School for the Deaf	18	\$836,219	\$836,219
19B-655	Louisiana Special Education Center	1	\$0	\$128,301
19B-657	Louisiana School for Math, Science, and the Arts	0	\$0	\$0
19B-662	Louisiana Educational Television Authority	0	\$0	\$0
19B-666	Board of Elementary and Secondary Education	0	\$0	\$0
19B-673	New Orleans Center for the Creative Arts—Riverfront	0	\$0	\$0
19D	Department of Education	20	\$452,172	\$948,116
19E-610	LSU Health Sciences Center Health Care Services Division	0	\$0	\$0
21	Ancillary			
21-790	Donald J. Thibodaux Training Academy	4	\$0	\$240,761
21-796	Central Regional Laundry	0	\$0	\$0
21-800	Office of Group Benefits	7	\$0	\$392,197
21-804	Office of Risk Management	2	\$0	\$107,141
21-805	Administrative Services	0	\$0	\$23,379
21-806	Louisiana Property Assistance	0	\$0	\$0
21-807	Federal Property Assistance	0	\$0	\$0
21-808	Office of Telecommunications Management	4	\$0	\$235,445
21-810	Public Safety Services Cafeteria	3	\$0	\$141,251
21-811	Prison Enterprises	8	\$0	\$397,906
21-813	Sabine River Authority	9	\$0	\$152,147
21-814	Patient's Compensation Fund Oversight Board	1	\$0	\$38,576
21-829	Office of Aircraft Services	1	\$0	\$44,284
21-860	Municipal Facility Revolving Loan	0	\$0	\$0
21-861	Safe Drinking Water Revolving Loan Fund	0	\$0	\$0

In accordance with Section 2 of the Executive Order, by December 29, 2009, you are to submit mid-year adjustments (BA-7s) for my approval. The BA-7s previously submitted in compliance with the Executive Order are still in effect. Therefore, the new BA-7s to be submitted should reflect the net adjustment amounts to unallot no less than the number of T. O. FTE positions and funding listed above. However, for Higher Education, the dollars generated from freezing Non-T.O. FTEs should not be unallotted but should be retained by the campuses for strategic investments within the institutions.

Positions specifically related to direct patient care and positions that are critical to the safety of the public should, to the extent possible, not be included in the BA-7. The Board of Regents and the LSU Board of Supervisors shall ensure that no direct patient care positions are affected as a result of this freeze.

Your OPB Budget Analyst will be contacting you, if he or she has not already done so, to discuss the preliminary financial numbers and the relative need for your Non-T.O. FTEs. The Non-T.O. FTE Positions ceiling numbers will soon follow.

Thank you for your cooperation in this matter, and if you have any questions please contact your OPB budget analyst.

AD:RLS:BD:lor