

**SUPPORTING STATEMENT**  
**U.S. Department of Commerce**  
**U.S. Census Bureau**  
**Government Employment Forms**  
**(Forms E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-9)**  
**OMB Control No. 0607-0452**

**Section B. Collections of Information Employing Statistical Methods**

**1. Universe and Respondent Selection**

2008 and 2009 Annual Survey of Government Employment

Data are collected for all fifty state governments and for a sample of local governments, including general-purpose governments, school districts, and special districts.

The sample for the 2008 survey was selected based on the 2002 Census. However the 2009 survey will represent a new sample to be drawn from the 2007 Census. Sample counts at the parent government level by type of local governments for the 2008 survey are:

<b>Type of Local Government</b>	<b>Estimate of Sample</b>
Counties	1,436
Municipalities	2,597
Townships	1,527
School Districts	2,089
Special Districts	3,412
Total	11,061

The table below contains a count of potential responses by type of survey form. The count of potential responses exceeds the count of governments surveyed. We mail multiple E-1, E-2, and E-9 forms to state governments to collect data from each state agency and state university or college. Each general-purpose government will receive an E-4 or E-5 form plus any required supplements (E-3, E-6, E-7, E-9) for collecting data from departments or dependent districts not reported by the primary respondent.

<b>2008 ANNUAL SURVEY OF GOVERNMENT EMPLOYMENT</b>		
<b>Form Type</b>	<b>Potential Number of Responses</b>	<b>Type of Recipient</b>
E-1	2,051	State Agencies
Central Collection	43	State Government Central
E-2	796	State Colleges/Universities
E-3	5,355	Single Function Agencies/Districts

E-4	4,351	Counties, Municipalities and Townships
E-5	1,211	Small Municipalities and Townships
E-6	2,798	School Systems
Central Collection	5	School System Central Collection
E-7	1347	Multifunction Agencies/Districts
E-9	203	Police Protection Agencies/Departments
Total	18,160	Potential Responses

Historically, the response rate for the Annual Employment phase is 75-80 percent.

## 2. Sampling Methodology and Estimating Procedures

### 2008 and 2009 Annual Survey of Government Employment

The sample is designed and stratified to include governments that comprise the bulk of employment and payroll activity. Initial criteria for certainty units are as follows: 1) All counties having a population of 100,000 or greater in 2002, 2) All municipalities having a population of 75,000 or greater in New England and the Middle Atlantic states having a population of 50,000 or greater in 2002, 3) All independent school districts having an enrollment of 10,000 or more in 2002, 4) All independent school districts offering higher education, and 5) All special districts having a full-time equivalent of 1,000 or more. Initial certainty selection criteria, established for each state, also are based on total full-time equivalent or total pay. Noncertainty units are selected with probability proportional to the size of the unit. For the 2008 survey, we will also sample all new general-purpose governments and schools and 1 in 25 of all newly established special district governments.

The Census Bureau will prepare estimates by state for local government employment and payrolls (full-time employment, full-time payroll, part-time employment, and part-time payrolls) by state and by government function. For national level totals, the Census Bureau will prepare estimates of total local government employment and payrolls by type of government and by government function. For each variable in each state, the Census Bureau determines which estimator is best using a regression estimator as appropriate.

## 3. Efforts to Maximize Response

The Governments Division seeks advice from various public and professional groups that use the data. These groups endorse survey efforts and encourage participation by their members. Survey publicity appears in state organization publications distributed to member governments. School districts are encouraged by their state departments of education to cooperate when such departments are unable to prepare a response centrally.

Survey procedures include original request questionnaires supplemented by one reminder letter and one follow-up mailing for the 2008 Annual Survey of Government Employment. The staff conducts telephone follow up to determine if appropriate individuals have received mail correspondence, to encourage response, and to obtain additional information about reported data.

Central response arrangements with 43 state governments and for school systems in five states ensure 100 percent response rates for units included in those responses.

Alternative ways for reporting data are available for respondents. Data can be reported by paper form, electronic files, over the Internet, or by telephone.

#### **4. Tests of Procedures or Methods**

The Census Bureau used these questionnaires successfully in the last Census of Governments, and the employment and pay portion successfully in the Annual Survey of Government Employment. The Census Bureau has used the basic definitions and reporting instructions since the 1957 Census of Governments. Ongoing contact with survey respondents indicates that present methods of data collection are effective.

#### **5. Contacts for Statistical Aspects and Data Collection**

Statistical procedures:

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Economic Statistical Methods and Programming Division  
Census Bureau  
(301) 763-4882

Data collection and analysis:

Ellen Thompson  
Employment Branch  
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#### List of Attachments

1. Forms E-1 through E-9
2. Letter and file layout for Central Collection
3. List of consultants
4. Director's letter