

Notes from the Quarterly Workforce Planning Professionals Meeting—April 29, 2015

CalHR Updates

Mentorship Training: A Key to Effective Succession Planning—The presentation and mentorship toolkit is now located on our [Workforce Planning Trainings page](#).

CalHR Conference, June 9 at Sacramento Convention Center—registration coming soon. Some topics include:

- Mentorship
- Onboarding
- Succession Planning
- Generations in the workplace

Civil Service Improvement (CSI)— An exciting and significant effort that's underway to modernize civil service with the State of California. Some of the initiatives include:

- Workforce Planning: Succession Planning
- Recruitment
- Retention : Onboarding

New and improved! Revising CalHR Workforce Planning Model from a 7 step process to a 5 phase process. If you are interested in providing feedback on the model please reach out to us by phone or email (contact information included at the bottom of notes).

The workforce planning professionals community is growing quickly! If you have a larger room in which we can hold future meetings please contact us.

Recruitment and Retention Program (RRP)

The Statewide Workforce Planning and Recruitment Unit is developing the Recruitment and Retention Program is to collect valuable information from employees about their experiences with state service, and provide departments with results they can utilize to improve and develop recruitment and retention strategies. The Program utilizes two online surveys: the New Employee Survey and the Employee Exit Survey. The surveys are voluntary and anonymous. Responses are collected directly by CalHR, and reported back to departments on a semiannual basis.

The release date is quickly approaching after executive review.

Special Assignments Resource List

The Special Assignments Resource List identifies individuals who are able to provide information on how their department utilizes the designated special assignments. The list will be shared through the Online Forum, the Workforce Planning website, and the State Recruiters Round Table website.

If your department utilizes any of the assignments identified and can serve as a resource, please complete the [Special Assignments Survey](#)

Workforce Planning at Governor's Office of Emergency Services (CalOES)

CalOES is happy to announce they have recently completed their workforce plan using the CalHR Workforce Plan Template. CalOES' workforce plan is available for download.

If you would like a copy of CalOES' presentation about the process CalOES went through to successfully accomplish their workforce planning goals, please email wfp@calhr.ca.gov. If you would like to learn more about CalOES' Idea Ambassador Corps initiatives, please email Amy Stewart at amy.stewart@caloes.ca.gov.

CalOES also made us aware of [Denim Day](#).

Follow-up Discussion/Questions

Recommendations for analyzing retirement risk:

- Recommend viewing length of service—seniority months.
- Recommend analyzing actual age of retirement for your department.
- Consider whether they are “vested” with retirement benefits.
- Consider if other types of retirements apply, such as classifications designated (Safety).

Mentorship at the Board of Equalization (BOE)

“Leadership is a service.”

BOE recently released the [2015 Mentorship Program Handbook](#) based on their recently-developed and highly successful mentorship program.

If you would like a copy of BOE's presentation about their mentorship program, please email wfp@calhr.ca.gov.

For questions about BOE's Mentorship Program contact Danette Delgado at Danette.Delgado@boe.ca.gov.

Follow-up Discussion/Questions

Mentors included multiple members of the executive and senior management teams, including Executive Director, CIO, Deputy Director of Admin., SSMIIIs, DPMIIIs, and more.

Completion rate: 91% of participants completed the program.

Challenges and recommendations:

- Increasing mentor participants.
 - Consider personal outreach.
 - Share success stories department-wide.
 - Pair mentors with more than one mentee (best practice is 1 – 3)
- Create a waiting list to invite employees up to 3 months into the program if spaces become available.
 - Prioritize the following cohorts participants by those from the waitlist who have not had an opportunity to participate.

BOE requires mentors to be 2 classifications above their mentee in order to expose mentees to personnel they may not regularly interact with.

Resources:

- Booklet [75 Things to do With Your Mentee](#), Linda Phillips-Jones.

Cost:

- Personnel time, especially early on in the program
- [75 Things to do With Your Mentee](#), Linda Phillips-Jones costs \$4.50 per booklet
- Design and printing marketing materials (posters, flyers, other paper materials)

Recruiting participants:

- Advertise through several modalities: intranet, posters, emails, etc.
- Share success stories department-wide.
- Use flyers throughout the department to promote the program.
- Offer a variety of modalities for mentor pairs to meet such as teleconferencing.

Open Discussion

Recruitment

Recruitment and retention challenges at field offices due to proximity to home or pursuit of permanent positions.

- Open candidate pool—list various locations.
- Pair with other offices to conduct panel interviews with one candidate.
- Conduct direct recruitment through career fairs, partner with colleges, etc.
- Conduct examination and hiring interviews 'on-site'.

Contact Information

For questions about any items on today's meeting notes, or to continue the conversation, we want to hear from you.

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