

Quarterly Workforce Planning Meeting Minutes—October 28, 2015

Presenters

Class Optimization

Melissa Russell, Manager

To date: 515 classifications have been abolished to result in 3,357 current classifications.

Objectives:

- Improve ability to recruit and retain highest qualified employees
- Plan for turnover and attrition
- Ease performance management change
- Update classification specifications
- Align with modern organizational structure
- Reduce overall number of classifications
- Create broadly defined flexible classes
- Develop more robust career paths
- Update and modernize job categories
- Establish intuitive classification system

Considerations:

- Unions/Dills Act
- Employee return rights
- Laws, Policy
- Merit System

To learn more about class optimization email classabolishment@calhr.ca.gov

Polling Questions and Responses

Below is a summary of responses from 31 attendees who participated in the workforce and succession planning polling questions:

1. 58 percent have less than one year of experience with workforce planning.
2. 16 percent report their department has a workforce plan.
3. 13 percent report their department has a succession plan.
4. 32 percent attended [CalHR's workforce/succession planning training](#).

Below are results from participants rating CalHR's workforce and succession planning tools and resources:

5. 100 percent of users rated [CalHR's Workforce Planning and Recruitment website](#) as helpful.
6. 67 percent of users rated the [State Employee Demographics & Labor Statistics on CalHR's website](#) as helpful.
7. 80 percent of users rated the [Workforce training session & materials](#) as helpful.
8. 100 percent of users rated the [CalHR Classification Risk Assessment Flowchart](#) as helpful.
9. 100 percent of users rated the [CalHR Workforce Data Analysis Methodology](#) as helpful.
10. 80 percent of users rated the current [Workforce Planning Model](#) (new model to be released winter 2015) as helpful.
11. 50 percent of users rated the [CalHR Workforce Plan Template](#) as helpful.
12. 67 percent of users rated the [CalHR Survey & Development Tool](#) (request the [online version](#)) as helpful.
13. 100 percent of users rated the [CalHR Workforce Planning Strategic Action Plan and Progress Report](#) as helpful.
14. 86 percent of users felt emailing inquiries into the workforce planning inbox at wfp@calhr.ca.gov as helpful.

Civil Service Improvement (CSI): Workforce and Succession Planning

CSI workforce and succession planning is working to improve and develop the tools, resources and services offered by CalHR's Statewide Workforce Planning Unit, to better assist departments in their efforts.

Sub-teams

Tools and Resources: Evaluate current tools and resources to create a more robust source for department's workforce and succession planning efforts.

Communication and Marketing: Create innovative tools to promote, educate and engage departments on workforce and succession planning.

Training: Evaluate current workforce and succession planning trainings to develop a comprehensive training plan for CalHR.

CalHR Updates

Overview of Workforce and Succession Planning Models

From 7 step to 5 phase Workforce Planning Model.

New Succession Planning Model.

To be released Winter 2015.

New Tools and Resources

IMPROVED—Workforce Data Analysis Methodology: Improved analysis calculations.

Workforce and Succession Planning Evaluation Tool—Currently available [online](#).

COMING SOON—Readiness Assessment

COMING SOON—Candidate Application

Workforce Planning Director Meetings

Meeting with department directors, beginning November, to strengthen relationships, understand systematic workforce and succession planning challenges to inform California's statewide workforce plan.

California State Audit (CSA) Update

CalHR is currently responding to the 6 month CSA follow up. Read the full [CSA report on CalHR's workforce and succession planning efforts](#).

New Quarterly Meeting Format

As a result of feedback from our Workforce Planning Professionals community, we will be moving toward a new format for future meetings to better accommodate our diverse audience whose workforce planning expertise range from beginner to expert. Current considerations involve:

- Meeting length extended from 2 – 3 hours
- New 'Expert Discussion' session to discuss complex workforce planning issues
- New mentorship session for newer departments to receive more individualized discussion time with experienced Workforce Planning Professionals

'Price' it costs to be a mentor—1hr.

*Your mentees sigh of relief when they realize they're not alone—
Priceless!*

If you are interested in serving as a mentor to a small group of workforce planning professionals at a future quarterly meeting (aprx. time commitment = 1hr.), please email us at wfp@calhr.ca.gov, or let us know if you have any questions.

Resources

Workforce and Succession Planning

[Statewide Workforce Planning](#)

California Department of Human Resources
1515 S Street, North Building, Suite 500
Sacramento, California 95811-7258

Phone: 916.322.0742

Email: wfp@calhr.ca.gov

[Workforce Planning Toolkit](#)

Recruitment

[Statewide Recruitment](#)

California Department of Human Resources
1515 S Street, North Building, Suite 500
Sacramento, California 95811-7258

Brandon Littlejohn, Statewide Recruitment Coordinator
Phone: 916.324.9379
Email: state.recruit@calhr.ca.gov

[Workforce Planning Toolkit](#)

Networking: [State Recruiters Roundtable](#)

CSI Recruitment:

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