

Classification Risk Assessment Flowchart

What is the Classification Risk Assessment Flowchart?

CalHR's Classification Risk Assessment Flowchart helps departments use workforce data analysis to prioritize workforce planning efforts.

When should a department use the Classification Risk Assessment Flowchart?

The Classification Risk Assessment Flowchart should be used when a department wants to prioritize classifications for workforce planning efforts. The tool helps the department prioritize classifications based on risk level to develop focused workforce planning strategies that will mitigate the risk to their workforce needs.

How does a department use the Classification Risk Assessment Flowchart?

Before using the Classification Risk Assessment Flowchart, the department must gather all of the following workforce data for **each classification** in the department:

- Total employee count
- Age of every employee
- Length of State service of every employee
- Average age of retirement
- Average years of state service at retirement
- Vacancy rate
- Turnover rate
- Current recruitment
- Whether it is considered critical to achieving the mission of division(s) in the department
- Whether it is a leadership position and/or a classification in a leadership career path
- Current efforts or activities to capture and share employee knowledge

Using the data, the department can follow the Classification Risk Assessment Flowchart to determine each classification's risk level. High risk classifications should be the department's top priority when developing workforce planning strategies.

Who provides assistance with the Classification Risk Assessment Flowchart?

Contact CalHR's Statewide Workforce Planning and Recruitment Unit at wfp@calhr.ca.gov or (916) 322-0742 with any questions or concerns about the Classification Risk Assessment Flowchart.



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