

Workforce Planning Steering Committee and Important Contributors - Roles & Responsibilities

| Committee Member | Roles & Responsibilities | Benefit |
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| Executive Sponsor | <ul style="list-style-type: none"> • Ownership of the workforce planning process • Oversight and guidance • Allocate resources necessary for workforce planning success • Make decisions • Communicate progress internally and externally • Ensure alignment with department's strategic plan | <ul style="list-style-type: none"> • Links top management and external stakeholders • Smoothly integrates the workforce plan with strategic initiatives |
| Workforce Plan Project Manager | <ul style="list-style-type: none"> • Lead strategy development • Coordinate workforce planning strategies • Facilitate committee operations • Collaborate with all divisions • Develop workforce planning goals and performance measures • Work with HR to gather workforce data • Analyze skill and supply gaps • Present reports on the workforce planning effort | <ul style="list-style-type: none"> • Applies project management skills to workforce planning effort |
| Human Resources | <ul style="list-style-type: none"> • Provide necessary workforce data • Partner with Frontline Supervisors and Workforce Plan Project Manager to identify gaps and help develop solutions • Offer input and expertise about human resource processes • Assist with defining classification competencies | <ul style="list-style-type: none"> • Drives data collection processes • Shares key knowledge about staffing processes |
| Division/Program Managers | <ul style="list-style-type: none"> • Identify the desired change and impact of workforce planning for the division/program • Commit to the workforce plan • Assist in developing goals and performance measures • Prioritize resources to implement workforce planning strategies • Identify key positions crucial to division/program mission • Hold staff accountable for performance | <ul style="list-style-type: none"> • Recognizes need for workforce planning in the division/program • Provides vision of the future direction of the division in relationship to the department's strategic goals |
| Important Contributor | Roles & Responsibilities | Benefit |
| Frontline Supervisors | <ul style="list-style-type: none"> • Identify skill gaps and offer creative strategies for action plans • Participate in workforce planning strategy development • Implement action plans in own operational area | <ul style="list-style-type: none"> • Provides valuable source of organizational data, especially information about skill gaps • Implements action plans at the local operational level |
| Employees (incumbents in key positions) | <ul style="list-style-type: none"> • Provide feedback • Share information and assess knowledge | <ul style="list-style-type: none"> • Firsthand knowledge of work duties and competencies needed to perform their critical function |