

First Quarterly Workforce Planning Coordinators Meeting

Slide 1- First Quarterly Workforce Planning Coordinators Meeting

Presented by CalHR's Statewide Workforce Planning Unit.

Slide 2- Objectives

Goal of quarterly meetings

Importance of workforce planning

Mission and goals of the Statewide Workforce Planning Unit

Latest State employee demographics

Workforce Planning Resources

Analyzing and Using Workforce Data

Time to talk to each other!

Slide 3- Importance of Workforce Planning

A global movement

Prioritized across the nation

Public sector demographics v. private sector

Support from our Governor and State legislators

Slide 4- California State Auditor's Report

Workforce Planning is third on list of high-risk issues for the State according to the Board of State Audits

Link to the report: <http://www.bsa.ca.gov/reports/agency/260>

Slide 5- Statewide Workforce Planning Goals

Our mission: We are committed to building a quality, sustainable workforce for the State of California

We collaborate with every department at every stage of workforce planning to ensure the development and implementation of a solid workforce plan

Slide 6- Statewide Workforce Planning Goals

Increase communication and collaboration across departments

Provide helpful workshops and trainings on specific topics

Continuously update statewide demographics and watch lists

Slide 7- Latest State Employee Demographics

Nearly half of State employees 50 or older

1 in 4 permanent employees are old enough to retire today

Top leadership are among the oldest in our workforce, including CEAs, Exempts, and SSMIIIs

Slide 8- State Employee Age Group Breakdown

Permanent State employees by age in 2013.

1% of employees are 18-24 years old. 5% of employees are 25-29 years old. 9% of employees are 30-34 years old. 12% of employees are 35-39 years old. 14% of employees are 40-44 years old. 16% of employees are 45-49 years old. 17% of employees are 50-54 years old. 14% of employees are 55-59 years old. 8% of employees are 60-64 years old. 3% of employees are 65-69 years old. 1% of employees are 70 years old or older.

Slide 9- State Employees Near Retirement Age

Percent of permanent State workforce 50 and over in 2013.

42% of employees are 50 and older. 27% of employees are 55 and older. 13% of employees are 60 and older. 4% of employees are 65 and older. 1% of employees are 70 and older.

Slide 10- State Employee Ages by Category

State employee age in 2013 by Rank and File, Managers/Supervisors, and CEAs/Exempts.

Most Rank and File employees are in their late 40s and early 50s. Most Managers and Supervisors are in their mid-50s. Most CEAs and Exempts are in their late 50s and early 60s.

Slide 11- Workforce Planning Survey Results

Sample population captured from 2013 CalHR Conference presentation attendees

Results: phases, executive support, staffing

SWPU Evaluation

Slide 12- Workforce Planning Survey Results

Departments are in various phases of workforce planning.

12% of those surveyed had not established a workforce plan. 44% of those surveyed were beginning to develop their workforce plan. 25% of those surveyed had a moderately developed workforce plan. 6% of those surveyed had completed their workforce plan. 13% of those surveyed had implemented their workforce plan.

Slide 13- Workforce Planning Survey Results

Majority are receiving executive support = Buy-in is there.

80% of those surveyed had executive support for workforce planning, while the remaining 20% did not know if they had support from executive leadership.

Slide 14- Workforce Planning Survey Results

Workforce planning may not be your full-time responsibility

Only about 24% of those surveyed were assigned to workforce planning on a full-time basis.

Slide 15- Statewide Workforce Planning Evaluation

Progress of departments

Where support is needed

Provide feedback on tools and resources

Enhance services of SWPU

Slide 16- Workforce Planning Resources Available Now

Workforce Planning website

Survey & Development Tool

Assessment Tool

Training presentations

Statewide demographic data

Workforce Planning FAQs

Workforce Planning Unit inbox

Quarterly meetings

Slide 17- Workforce Planning Resources Coming Soon

Online Discussion Forum

Workshops and trainings

Confidential Employee Exit Survey

Workforce Planning Evaluation Survey

Slide 18- Future Trainings and Workshops

Succession Planning

Workforce Planning Techniques, Tools, and Resources

From Completion to Implementation

Gaining Staff Support and Resources

Recruitment and Retention Strategies for Diverse Workforce

Diversity in the Workplace

Methods of Feedback and Recognition

Effective Strategies to Obtain Executive Sponsorship

Slide 19- Open Discussion

Hiring a consultant v. Using internal resources?

Are exit interviews helping with retention strategies?

How many of you have been impacted by the loss of institutional knowledge?

Slide 20- Analyzing and Using Workforce Data

Importance of analyzing your workforce data to see where future gaps will occur

Obtain Executive support

Data should have the following fields, established positions, filled, vacant, employee demographics, current recruitment, length of service.

Slide 21- Workforce Data by Vacancy Percentage

We sort the departmental workforce data by the largest vacancy percentage. In this case, the classification with the highest vacancy percentage is the Legal Secretary at 50%.

Slide 22- Review Demographics of Position

For the Legal Secretary classification, the two that currently hold this position are nearing retirement.

Slide 23- Compare Vacancies with Recruitment Efforts

For the Legal Secretary classification, two current employees are nearing retirement and only one position is being recruited.

Slide 24- Identify Potential Impact

In this case, the Senior Personnel Specialist and the Digital Print Operator II are at 100% impact and need to be recruited for.

Slide 25- Review Length of State Service

IMPORTANT: Although knowing the average age of retirement assists you in identifying a potential upcoming retirement, it is not the only factor.

Review your employees length of state service to determine additional probability of upcoming retirement.

If the employee is at or near the average age of retirement and has enough state service to be vested with medical the more likely they are to retire in the near future.

Slide 26- Review Job Specification for Position

The job specification shows if the classification as has a higher level of knowledge and abilities and will be a hire from inside the state system. In this case, Senior Personnel Specialist requires a high level of knowledge and abilities.

Slide 27- Review Job Trends

Review the VPOS to determine how many other departments are recruiting for this position.

Slide 28- Re-Analyze Workforce Data

Re-analyze the workforce data based on vacancy percentage, age, recruitment effort, and the level of required knowledge skills and abilities. In this case, Staff Information Systems Analyst Specialist, Associate Programmer Analyst Specialist, Staff Programmer Analyst Specialist and Data Processing Manager II are all at risk positions because they are high vacancy, older, little recruitment effort, and highly specialized.

Slide 29 -Open Discussion: Workforce Data and Technology Solutions for Workforce Planning

How does your department obtain and analyze workforce data?

What technologies does your department use for workforce planning?

Does your department have existing assessment and performance measures?

Slide 30- Workforce Planning Discussion

Current workforce planning challenges?

Workforce planning questions?

Slide 31- Wrap Up

Share with the person sitting next to you the most valuable thing you learned today

Take 2 minutes to complete our evaluation- we appreciate your feedback!

Slide 32- Continue the Conversation

Questions? Comments?

Want to join our email list?

Contact us at wfp@calhr.ca.gov

Visit us at www.calhr.ca.gov , and click on our banner