



ADMINISTRATIVE
OCCUPATIONAL GROUP

WORKFORCE PLAN

As of
JULY 2010



DIVISION OF WORKFORCE PLANNING & DEVELOPMENT

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1. REVIEW STRATEGIC PLAN

The Administrative activities performed by staff in this occupational group include; budgeting, office facility operations and management, human resources, procurement and contracting, training, and workforce planning. These activities occur in every program area in the Department.

Administration
- *Mission Statement* -

Assisting our partners and customers in the fulfillment of Caltrans Vision and Mission

Project Sponsors, Stakeholders, and Design Team

- The support and sponsorship by the Deputy Directors for Administration and Chief Financial Officer.
- Stakeholders include representation at the Division Chiefs from the following: Division of Human Resources, Division of Labor Relations, Division of Workforce Planning and Development, Division of Budgets, Division of Procurement & Contracts, and Division of Business, Facilities & Security.
- The Design Team is comprised of staff assigned by the Stakeholder Group, the respective Program area, and the Workforce Planning unit to work on the plan.

SPONSORS	
<u>MEMBERS</u> Cris Rojas Norma Ortega	<u>EXECUTIVE OFFICE</u> Deputy Director, Administration Deputy Director, Finance
STAKEHOLDER GROUP	
<u>MEMBERS</u> Debra Bouler Steven Keck Lolis Padilla Judy O'Day Glenn Yee Bill Fackenthal	<u>DIVISION</u> Workforce Planning & Development Budgets Labor Relations Human Resources Business, Facilities & Security Procurement & Contracts
DESIGN TEAM	
<u>MEMBERS</u> Lance Guerra Mary Ann Mitchell Sabrina Harun Dave Shergill Lora Sotelo Randy Weissman	<u>DIVISION</u> Workforce Planning & Development Workforce Planning & Development

2. IDENTIFY WORK FUNCTIONS

The Administrative occupational group at Caltrans is comprised of seven classifications. The classes in the group consist of the Staff Services Manager series as well as the following classifications; Associate Governmental Program Analyst, Associate Personnel Analyst, Associate Budget Analyst and Staff Services Analyst. The classes in the administrative occupational group are utilized in most districts throughout the Department. As a result, the Administrative occupational group serves many functions throughout the department. The group performs a wide variety of fiscal, management, and staff services functions including areas such as personnel, budgeting, training, management, administrative services, program evaluation and planning, systems development, and policy analysis and formulation.

Administrative Occupational Group Classification Table

CALTRANS CLASSIFICATION	COMPENSATION RANGE
Staff Services Manager III	\$6,779 - \$7,474
Staff Services Manager II	Managerial: \$6,173 - \$6,808 Supervisory: \$5,576 - \$6,727
Staff Services Manager I	\$5,079 - \$6,127
Associate Governmental Program Analyst	\$4,400 - \$5,348
Associate Personnel Analyst	\$4,400 - \$5,348
Associate Budget Analyst	\$4,400 - \$5,348
Staff Services Analyst	Range C: \$3,658 - \$4,446 Range B: \$3,050 - \$3,708 Range A: \$2,817 - \$3,426

Administrative Occupational Group Population Count and Distribution Table

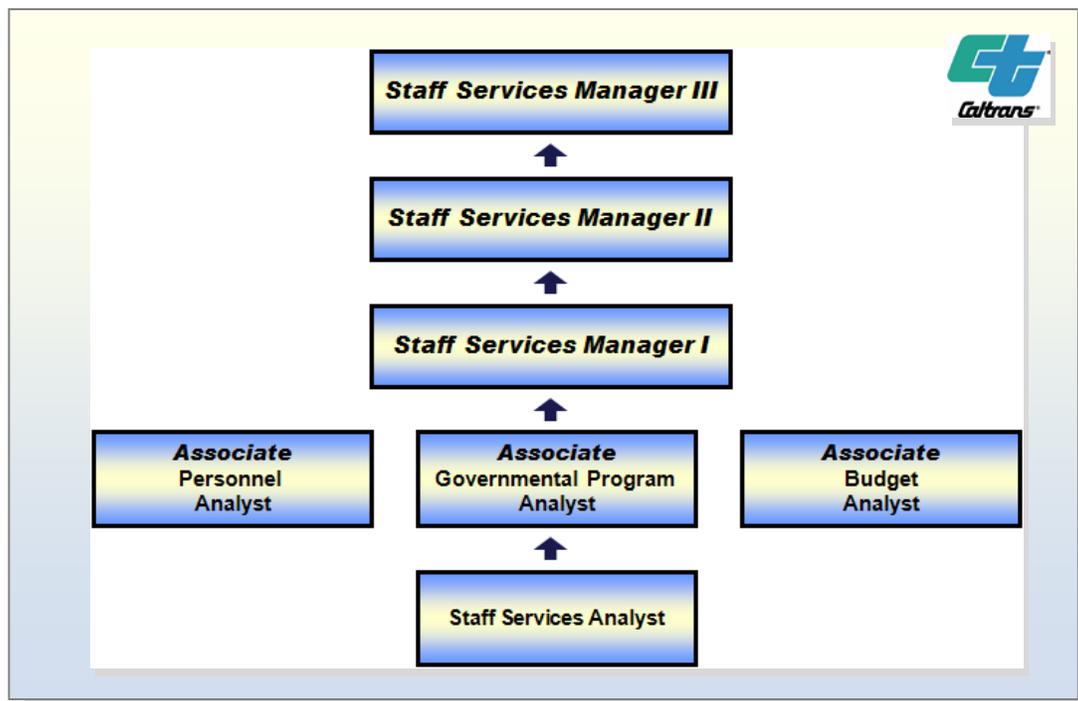
DISTRICT	COUNT	DISTRICT	COUNT
1 – Eureka	30	7 – Los Angeles	121
2 – Redding	33	8 – San Bernardino	99
3 – Marysville	102	9 – Bishop	14
4 – Oakland	180	10 – Stockton	42
5 – San Luis Obispo	32	11 – San Diego	100
6 – Fresno	123	12 – Irvine	44

Administrative Occupational Group Population Count and Distribution Table
(Continued)

DISTRICT	COUNT	DISTRICT	COUNT
20 - Information Technology	13	63 - Aeronautics	2
22 - Administration	219	64 - Mass Transportation	4
32 - Equipment	22	65 - Research & Innovation	10
42 - Legal	14	72 - Transportation System Information	3
43 - Environmental Analysis	5	74 - Transportation Planning	11
44 - Project Management	26	75 - Rail	5
50 - Local Assistance	33	77 - Audits & Investigations	1
51 - Traffic Operations	18	80 - Transportation Programming	10
52 - Right of Way	7	81 - Accounting	9
53 - Design	7	82 - Budgets	38
54 - Construction	17	85 - Directors Office	3
56 - Maintenance	32	88 - Civil Rights	45
59 - Engineering Services	89	95 - External Affairs	6

* Employee Count as of 2/1/10

Career Path / Ladder



3. IDENTIFY STAFFING REQUIREMENTS

For FY 09-10, the Administrative group staffing levels (as of February 2010) totaled: **1,731 positions** (1,569 occupied; 162 vacant), or approximately **8 percent** of the Departmental workforce.

Vacancy Data by Classification

CLASS CODE	CLASSIFICATION	VACANCY COUNT	EE COUNT	VACANCY RATE
4802	Staff Services Manger III	5	12	42%
4969 / 4801	Staff Services Manger II (Managerial/Supervisory)	9	60	15%
4800	Staff Services Manger I	21	194	11%
5393	ASSOCIATE Governmental Program Analyst	57	627	9%
5142	ASSOCIATE Personnel Analyst	1	48	2%
5284	ASSOCIATE Budget Analyst	0	6	0%
5157	Staff Services Analyst	69	622	11%

* Vacancy Data as of 2/1/10. Source: Division of Human Resources

Attrition Data by Classification

CLASS CODE	CLASSIFICATION	EE COUNT	Employee Separations: <i>Non - Retirement</i>	% of Class	Employee Separations: <i>Retirement</i>	% of Class	TOTAL SEPARATIONS	ATTRITION RATE
4802	Staff Services Manager III	12	0	-	1	8.3%	1	8.3%
4969/4801	Staff Services Manager II (Supervisory/Managerial)	60	0	-	5	8.3%	5	8.3%
4800	Staff Services Manager I	194	1	0.5%	12	6.2%	13	6.7%
5393	Associate Governmental Program Analyst	627	4	0.6%	33	5.3%	37	5.9%
5284	Associate Budget Analyst	6	0	-	1	16.7%	1	16.7%
5142	Associate Personnel Analyst	48	1	2.1%	0	-	1	2.1%
5157	Staff Services Analyst	622	6	1.0%	17	2.7%	23	3.7%
ADMINISTRATIVE OCCUPATIONAL GROUP TOTALS		1,569	12	0.8%	69	4.4%	81	5.2%

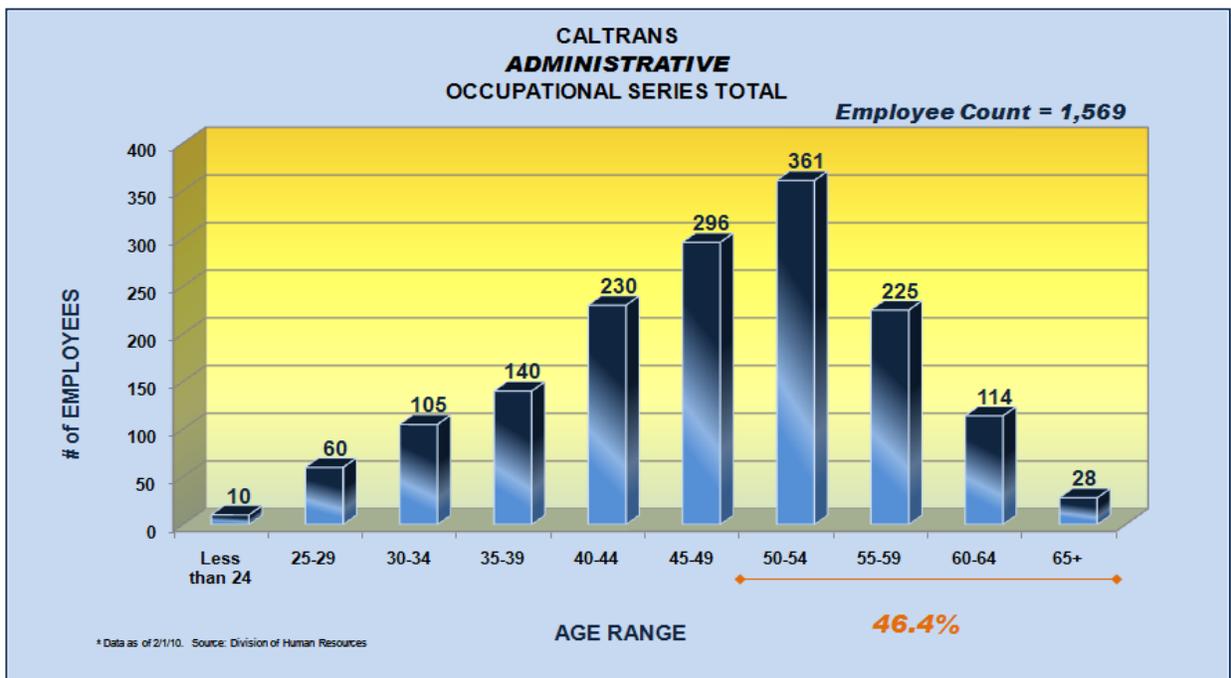
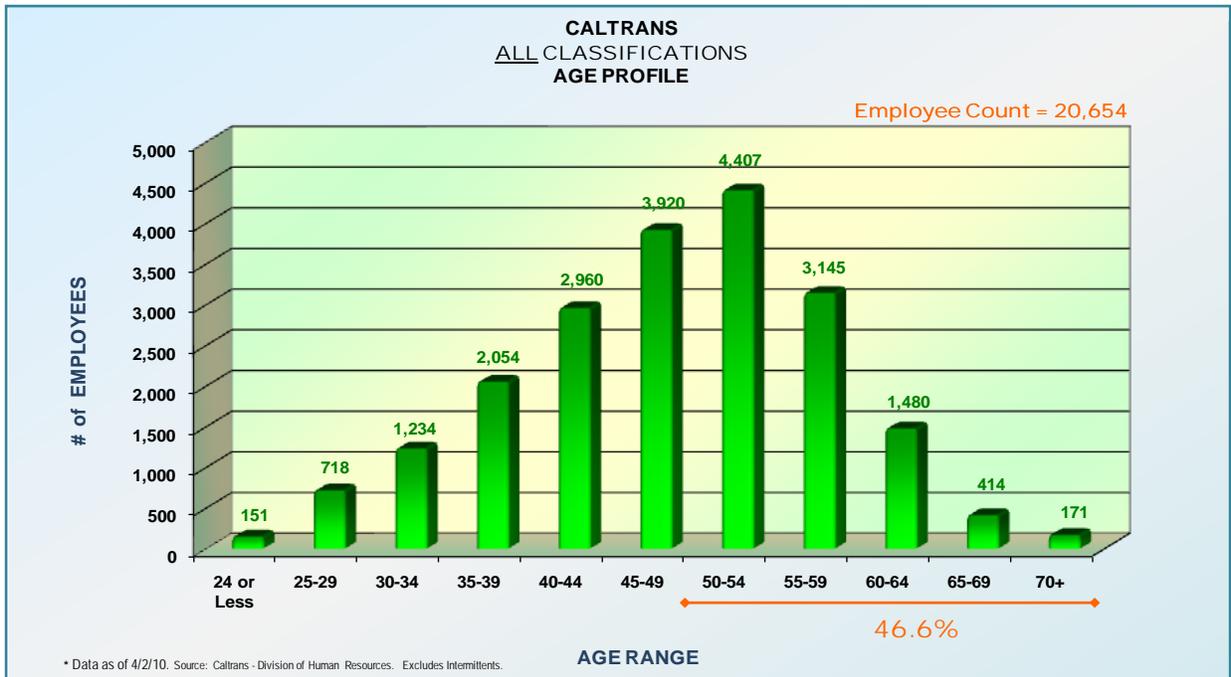
* Employee Count data as of 1/28/10 from MIRS Report. Attrition data from 1/1/09 through 12/31/10 from MIRS Report.

4. PROJECT WORKFORCE SUPPLY

Based on the 12-month period from February 2009 to February 2010, the average age of retirement among Administrative Occupational Series classifications was 58.

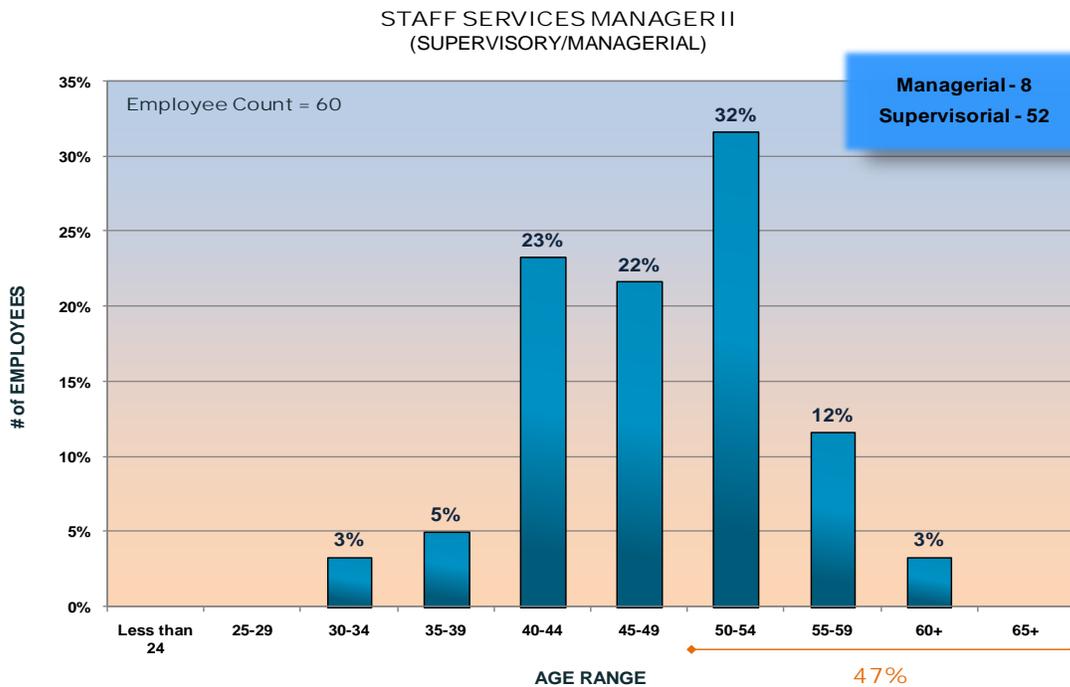
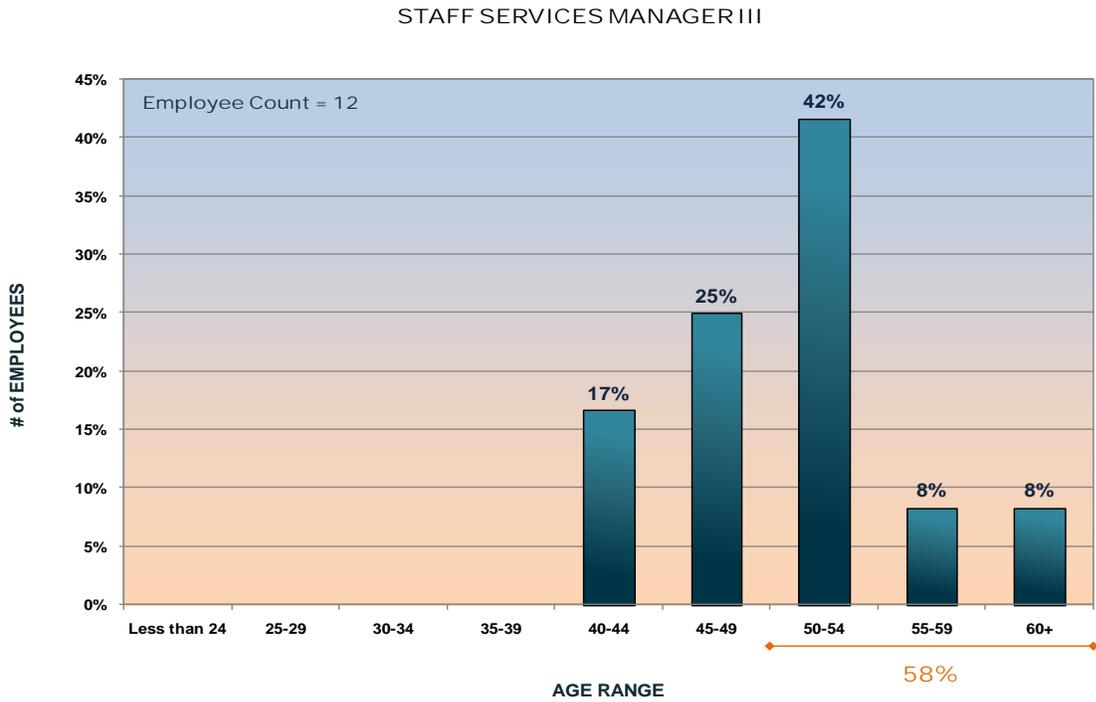
FY 09-10 AGE PROFILES

All Caltrans Classifications vs. Administrative Occupational Series

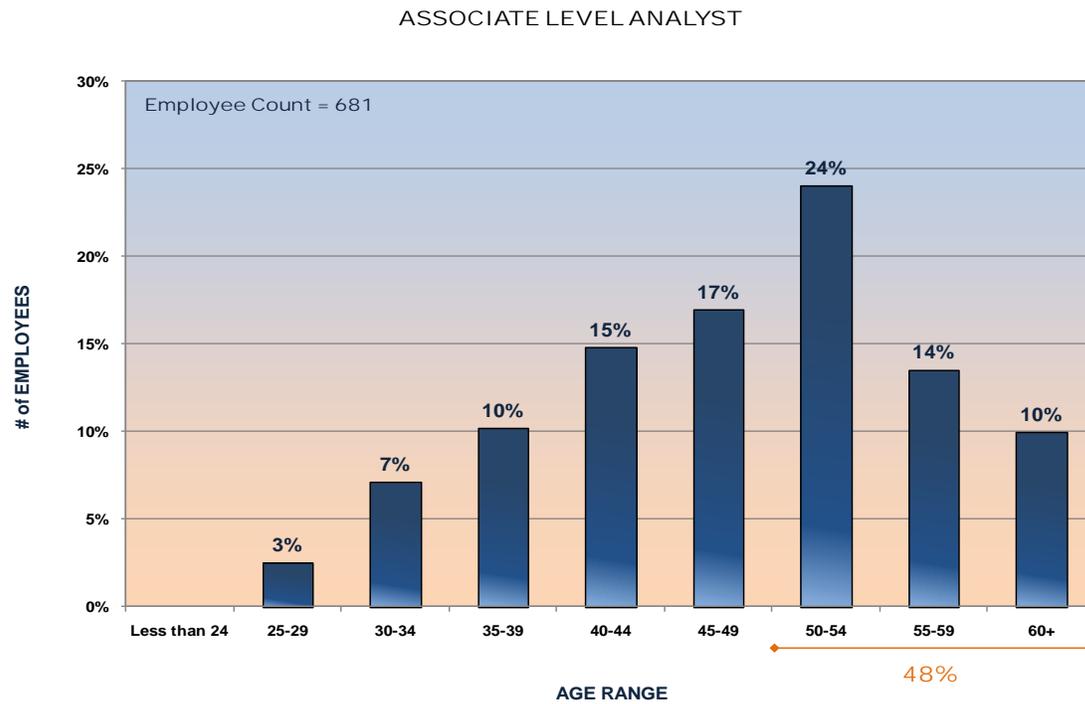
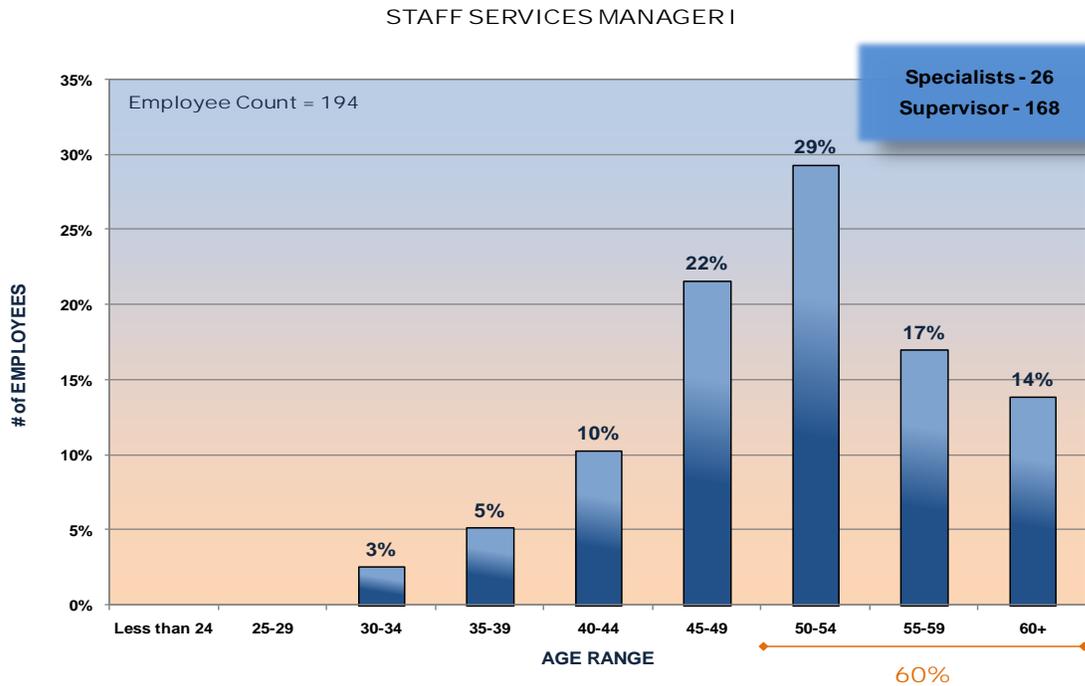


As the previous graphs show, the age profile for the Administrative Occupational Group is similar to the Caltrans norm. Age distribution within each respective classification is then examined to identify the proportion of staff that has reached retirement eligibility age (50 and older).

Age Profile by CLASS - Administrative Occupational Series

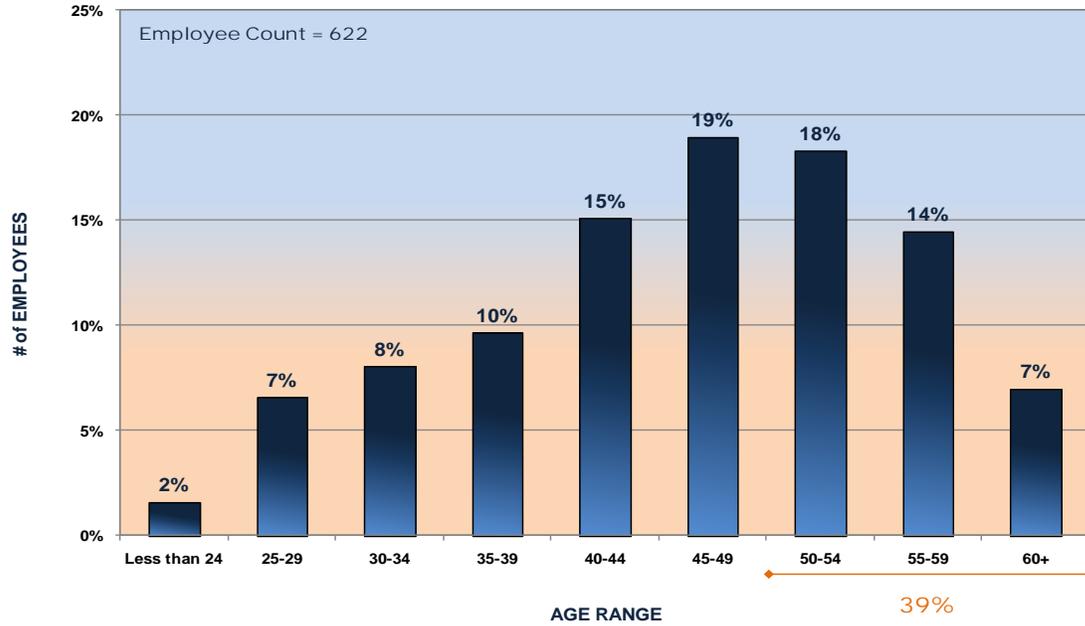


Age Profile by CLASS: Administrative Occupational Series (Continued)



Age Profile by CLASS: Administrative Occupational Series (Continued)

STAFF SERVICES ANALYST



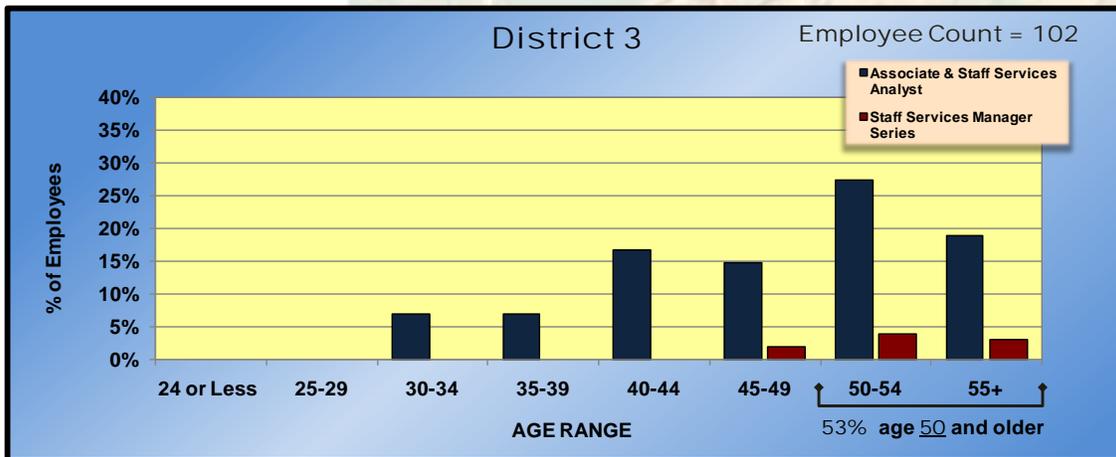
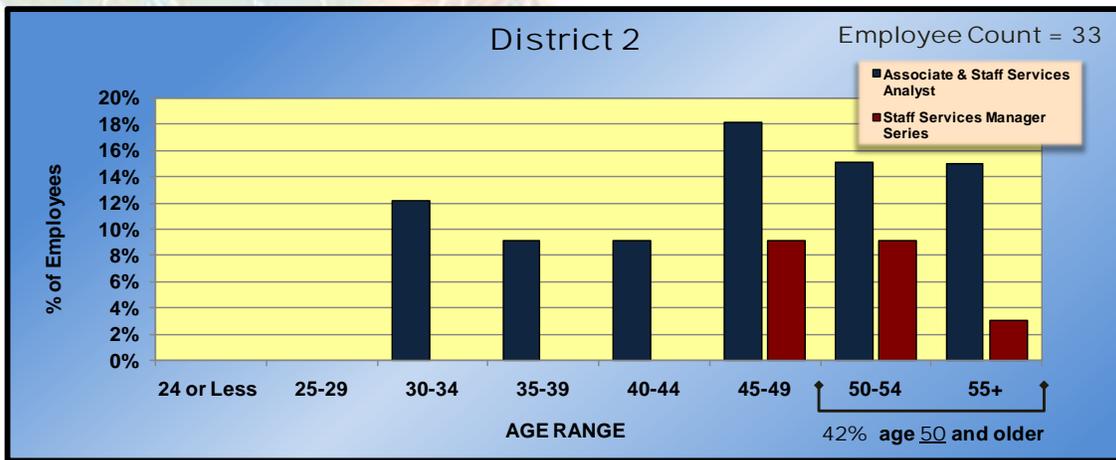
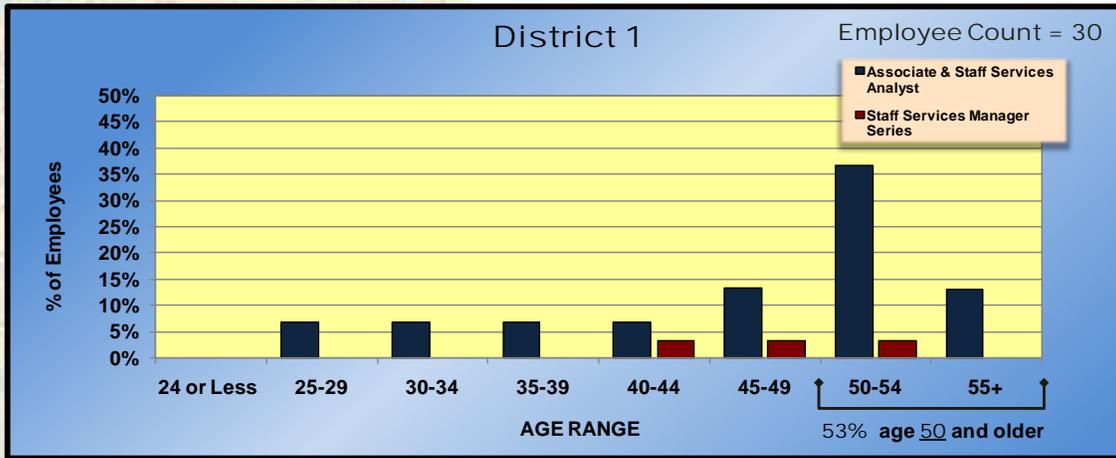
Age 50+ Summary Table

CLASSIFICATION	Percentage Age 50+
Staff Services Manger III	58%
Staff Services Manger II (Managerial/Supervisory)	47%
Staff Services Manger I	60%
Associate Level Analysts (Includes: Associate Governmental Program Analyst, Associate Personnel Analyst, and Associate Budget Analyst)	48%
Staff Services Analyst	39%

It is also helpful to further break down the occupational series and look at how age is distributed among the Districts to determine geographical differences. As shown by the charts below, the Administrative Occupational Series in District 1, District 3, District 5, District 7, and District 9 surpass the occupational group average.

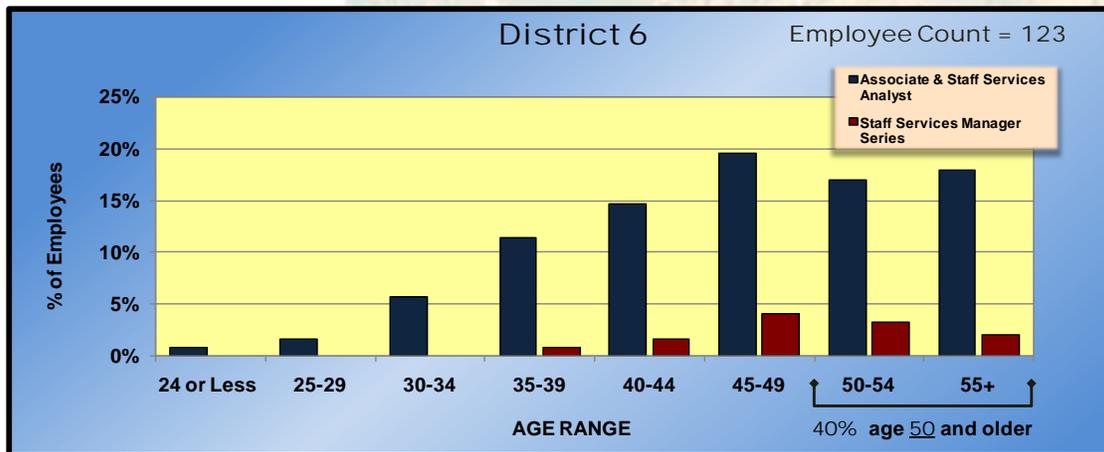
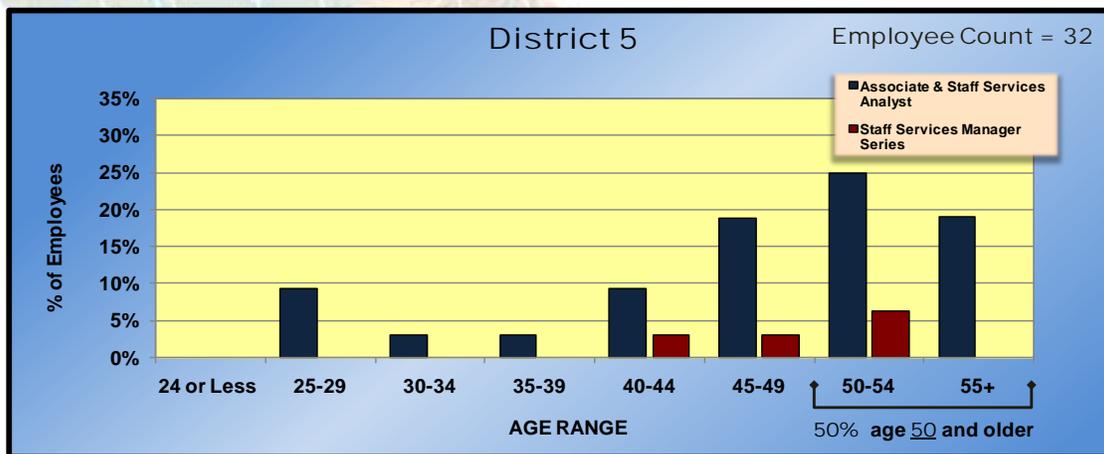
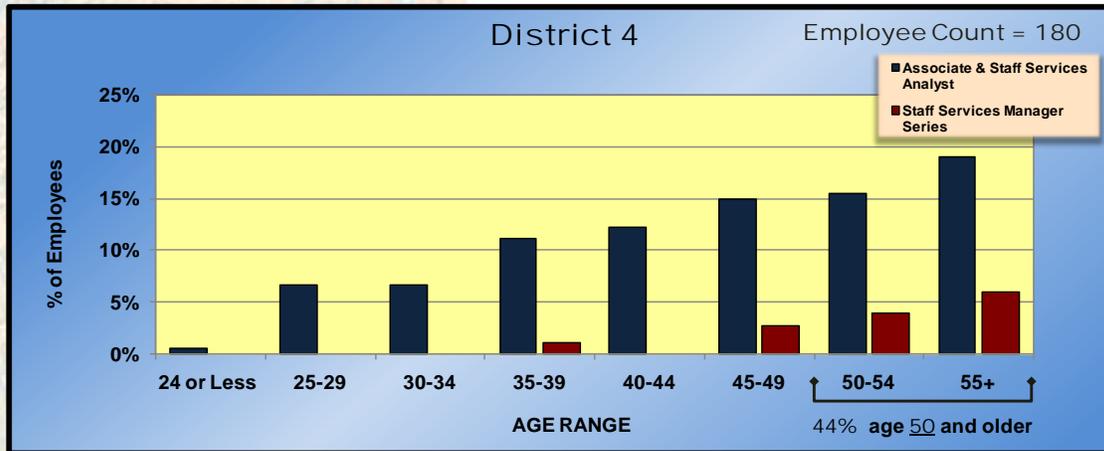
Age Profile by DISTRICT / REGION - Administrative Occupational Series

(All age profile data thru end of January 2010)



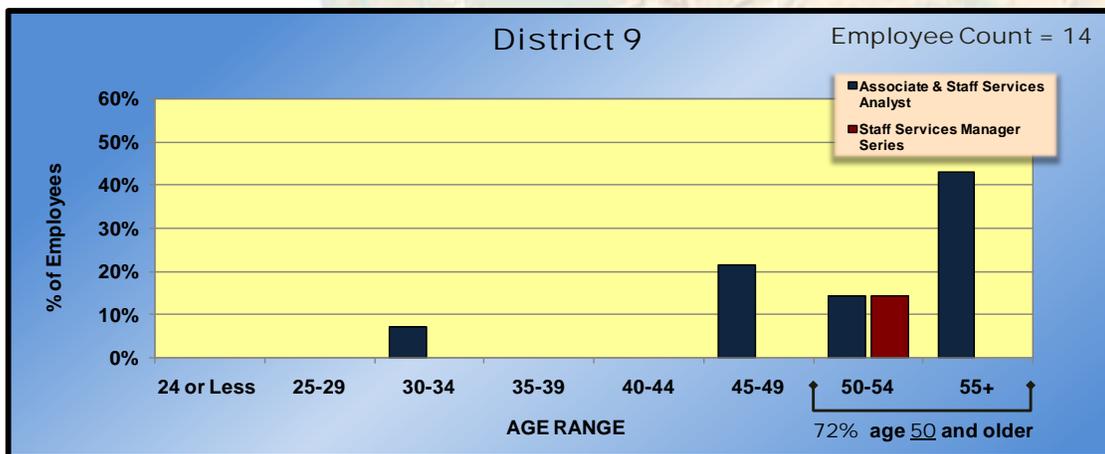
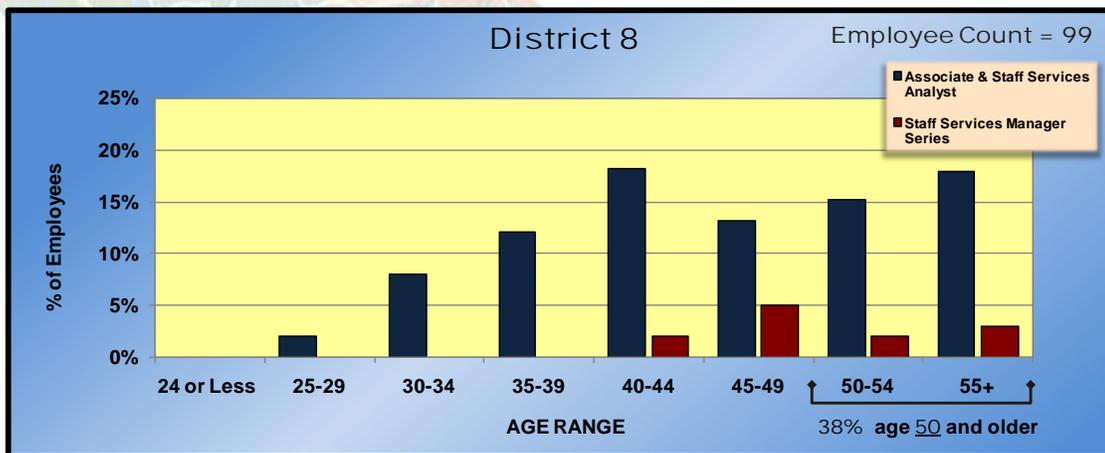
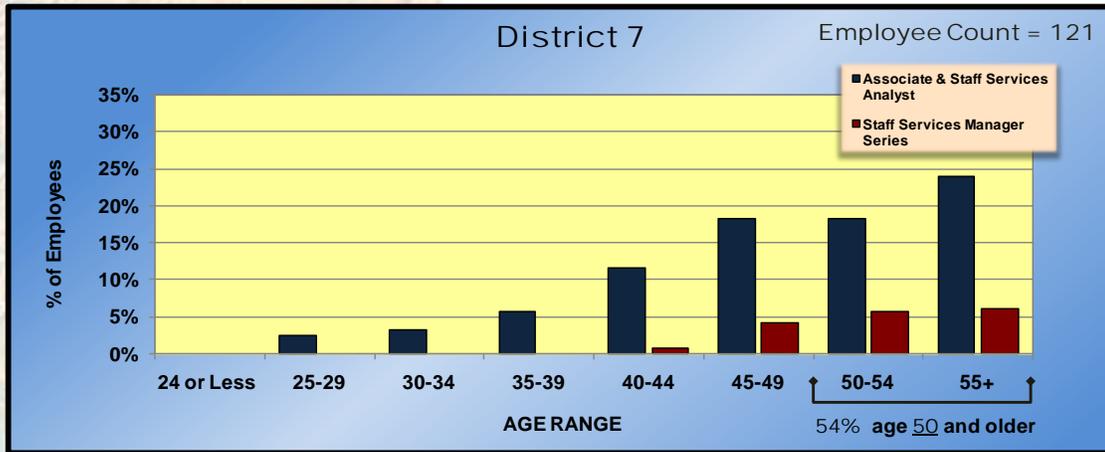
Age Profile by DISTRICT / REGION - Administrative Occupational Series (Continued)

(All age profile data thru end of January 2010)



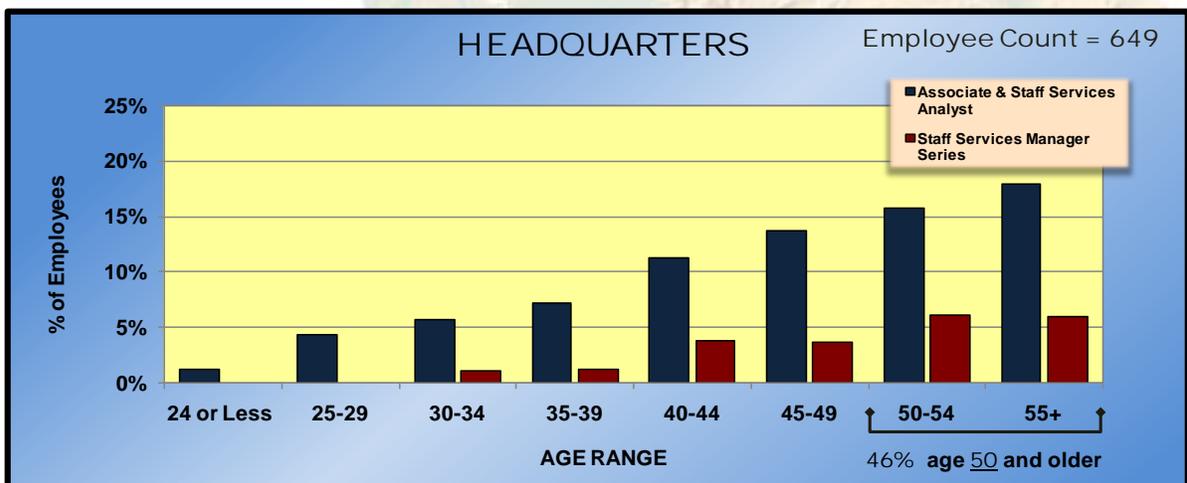
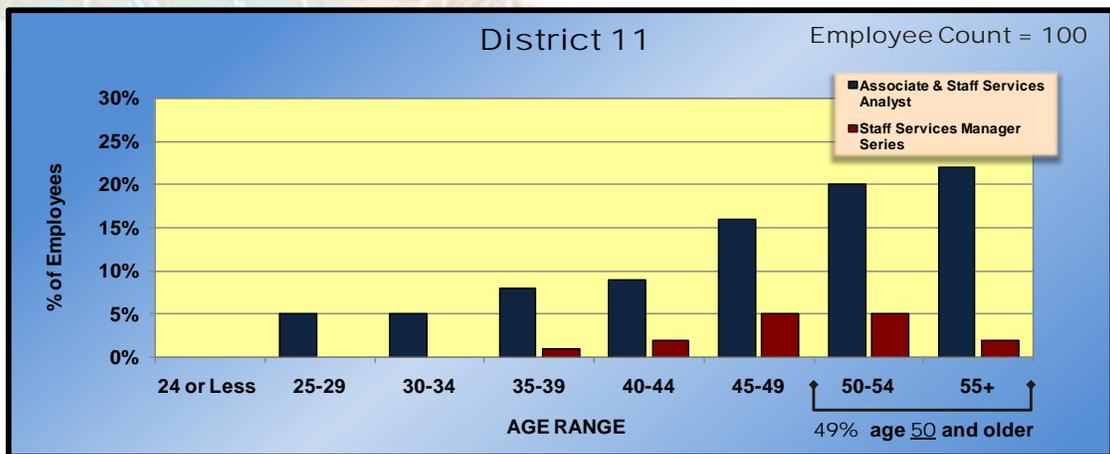
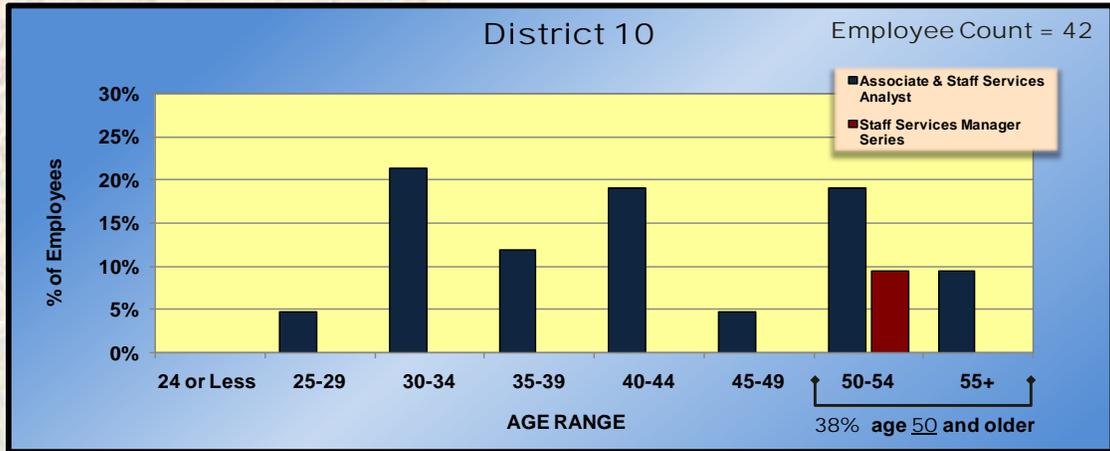
Age Profile by DISTRICT / REGION - Administrative Occupational Series (Continued)

(All age profile data thru end of January 2010)



Age Profile by DISTRICT / REGION - Administrative Occupational Series (Continued)

(All age profile data thru end of January 2010)



5. ANALYZE WORKFORCE GAPS

The budget for FY 10-11 was still under development and workload figures for the Division of Administration had not been finalized. Therefore, a **static workload** based on FY 09-10 staffing levels has been utilized in the Gap Analysis process.

GAP ANALYSIS RESULTS 3-YEAR PROJECTION – STATIC WORKLOAD (Based on FY 09-10 staffing levels and using age 55 and older)

Required Staffing Level				-	Projected Internal Supply			=	Projected Workforce Gap
Current Staffing Level	Current Vacancies or Overage	* Anticipated Workload Changes	Required Future Staffing		Current Staffing Level	Projected Attrition	Projected Internal Supply	=	
12	+ 5	- 0	= 17		12	- 2	= 10	=	
<i>12 x 0% = 0</i>					<i>(2 @ 55 & older) + (0 @ 0 Separations x 3 Years) = 2</i>				
969/480 STAFF SERVICES MANAGER II (SUPERVISORY/MANAGERIAL)									
60	+ 9	- 0	= 69		60	- 9	= 51	=	18
<i>60 x 0% = 0</i>					<i>(9 @ 55 & older) + (0 @ 0 Separations x 3 Years) = 9</i>				
4800 STAFF SERVICES MANAGER I									
194	+ 21	- 0	= 215		194	- 63	= 131	=	84
<i>194 x 0% = 0</i>					<i>(60 @ 55 & older) + (3 @ 1 Separations x 3 Years) = 63</i>				
5393 ASSOCIATE GOVERNMENTAL PROGRAM ANALYST									
627	+ 57	- 0	= 684		627	- 160	= 467	=	217
<i>627 x 0% = 0</i>					<i>(148 @ 55 & older) + (12 @ 4 Separations x 3 Years) = 160</i>				
5284 ASSOCIATE BUDGET ANALYST									
6	+ 0	- 0	= 6		6	- 2	= 4	=	2
<i>6 x 0% = 0</i>					<i>(2 @ 55 & older) + (0 @ 0 Separations x 3 Years) = 2</i>				
5142 ASSOCIATE PERSONNEL ANALYST									
48	+ 1	- 0	= 49		48	- 14	= 34	=	15
<i>48 x 0% = 0</i>					<i>(11 @ 55 & older) + (3 @ 1 Separations x 3 Years) = 14</i>				
5157 STAFF SERVICES ANALYST									
622	+ 69	- 0	= 691		622	- 153	= 469	=	222
<i>622 x 0% = 0</i>					<i>(135 @ 55 & older) + (18 @ 6 Separations x 3 Years) = 153</i>				

Identification of Key Positions/Priority Areas

The next step is to finalize the Gap Analysis for the Administrative Occupational Series and identify the positions/areas of concern in Fiscal Year 2010-2011. The figures will be updated to reflect updated Personnel Year's (PY's). Once the Gap Analysis is finalized, the Stakeholder/Design team will begin identifying key classifications for the prioritization and solutions process.

Examination History

CLASSIFICATION	EXAM FREQUENCY	UPCOMING EXAM DATE	EXAMS ADMINISTERED
Staff Services Manager III	Promotional/ Managerial Selection Process	As Needed	As Needed
Staff Services Manager II (Managerial/Supervisory)	Supervisory-Open HR MOD Managerial-Promotional Managerial Selection Process	Supervisory-Continuous Filing Managerial-As Needed	Supervisory-Continuous Filing Managerial-As Needed
Staff Services Manager I	Open HR MOD	Continuous Filing	Continuous Filing
Associate Governmental Program Analyst	Open HR MOD	Continuous Filing	3 (2005, 2008, May 2010)
Associate Personnel Analyst	Appropriated from AGPA HR MOD List	Appropriated from AGPA HR MOD List	Appropriated from AGPA HR MOD List
Associate Budget Analyst	QAP	TBD	2 (2005, 2007)
Staff Services Analyst	Open SPB Online Promotional / Departmental Transfer Exam	Continuous Filing / Promotional Transfer-Monthly	Continuous Filing / Promotional Transfer-Monthly

6. DEVELOP PRIORITIES & IMPLEMENT SOLUTIONS

This step will commence once Stakeholders and the Design Team have brainstormed and identified priority areas and solutions for key classifications within the Administrative Occupational Series.

Once solution strategies are agreed upon by all parties involved, action plans will be developed and implementation of Action Plans will commence.

7. EVALUATE THE PLAN

Because classification priorities, brainstorming, solutions strategies, and corresponding action plans have not yet to be fully developed for the occupational group, the evaluation stage has not been reached.

S U M M A R Y

The Administrative occupational group provides professional and administrative services to support to all Programs within the Department.

