

First Quarterly Workforce Planning Coordinators Meeting

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Planning Coordinator

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Workforce Planning Analysts

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!

Importance of Workforce Planning

- A global movement
- Prioritized across the nation
- Public sector demographics v. private sector
- Support from our Governor and State legislators

California State Auditor's Report

- Workforce Planning is third on list of high-risk issues for the State
- <http://www.bsa.ca.gov/reports/agency/260>

Statewide Workforce Planning Unit

- 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

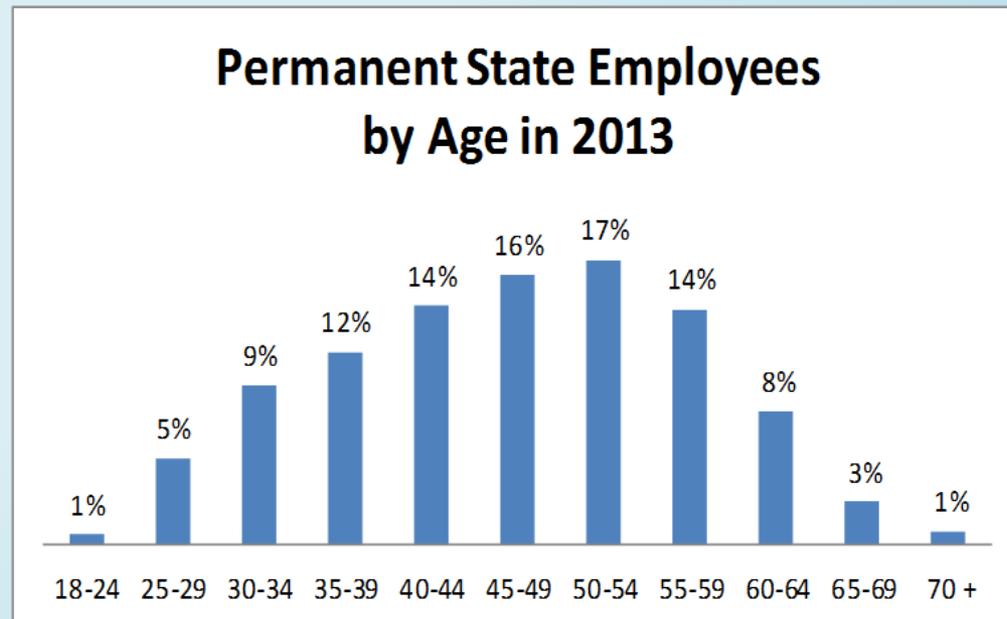
Statewide Workforce Planning Goals

- Increase communication and collaboration across departments
- Provide helpful workshops and trainings on specific topics
- Continuously update statewide demographics and watch lists

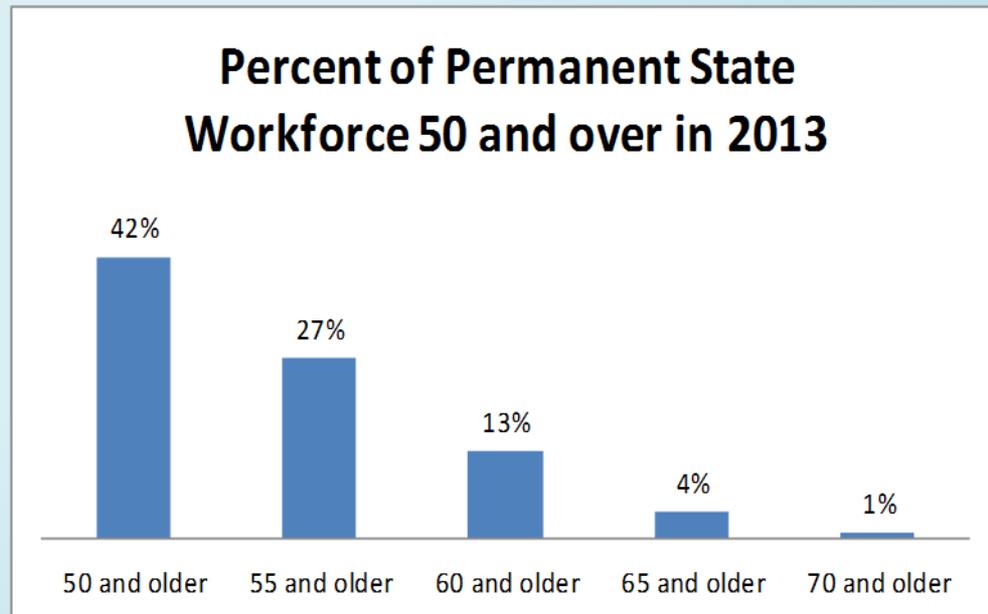
Latest State Employee Demographics

- 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 SSMIIIIs

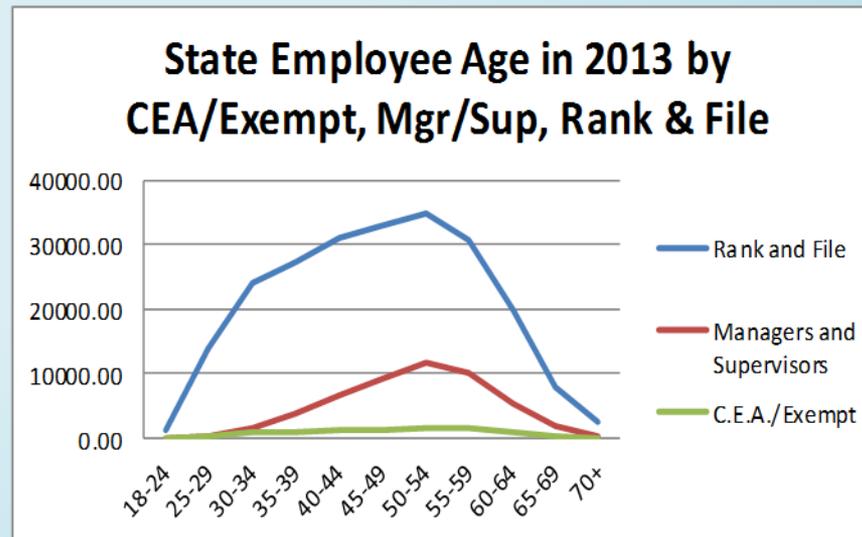
State Employee Age Group Breakdown



State Employees Near Retirement Age



State Employee Ages by Category

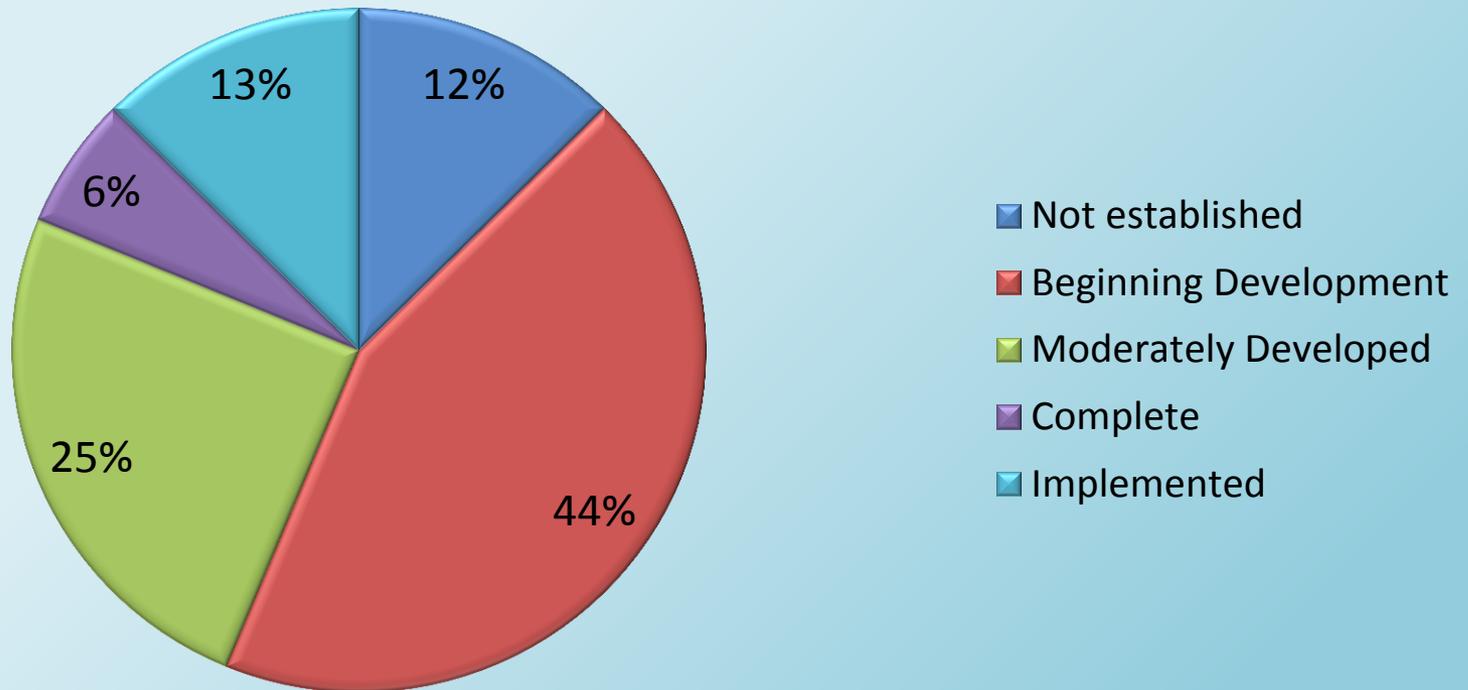


Workforce Planning Survey Results

- Sample population captured from 2013 CalHR Conference presentation attendees
- Results: phases, executive support, staffing
- SWPU Evaluation

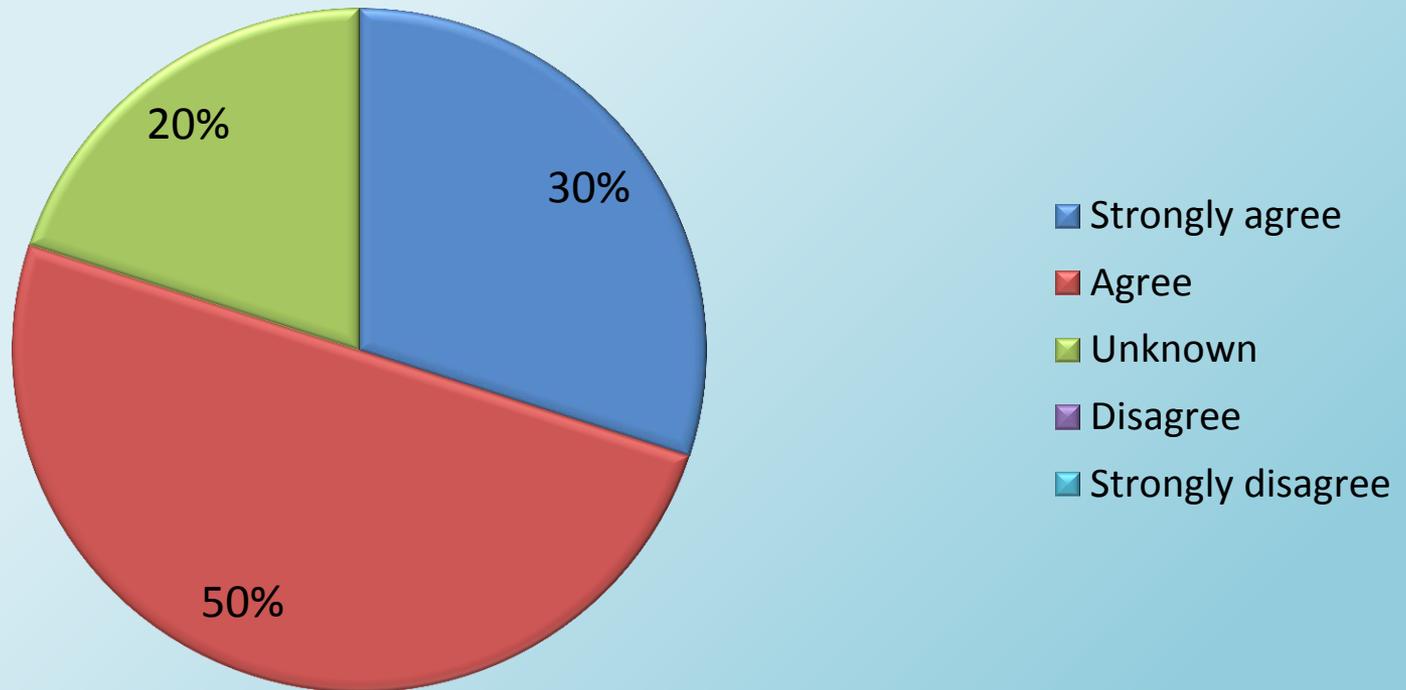
Workforce Planning Survey Results

Departments are in various phases of workforce planning



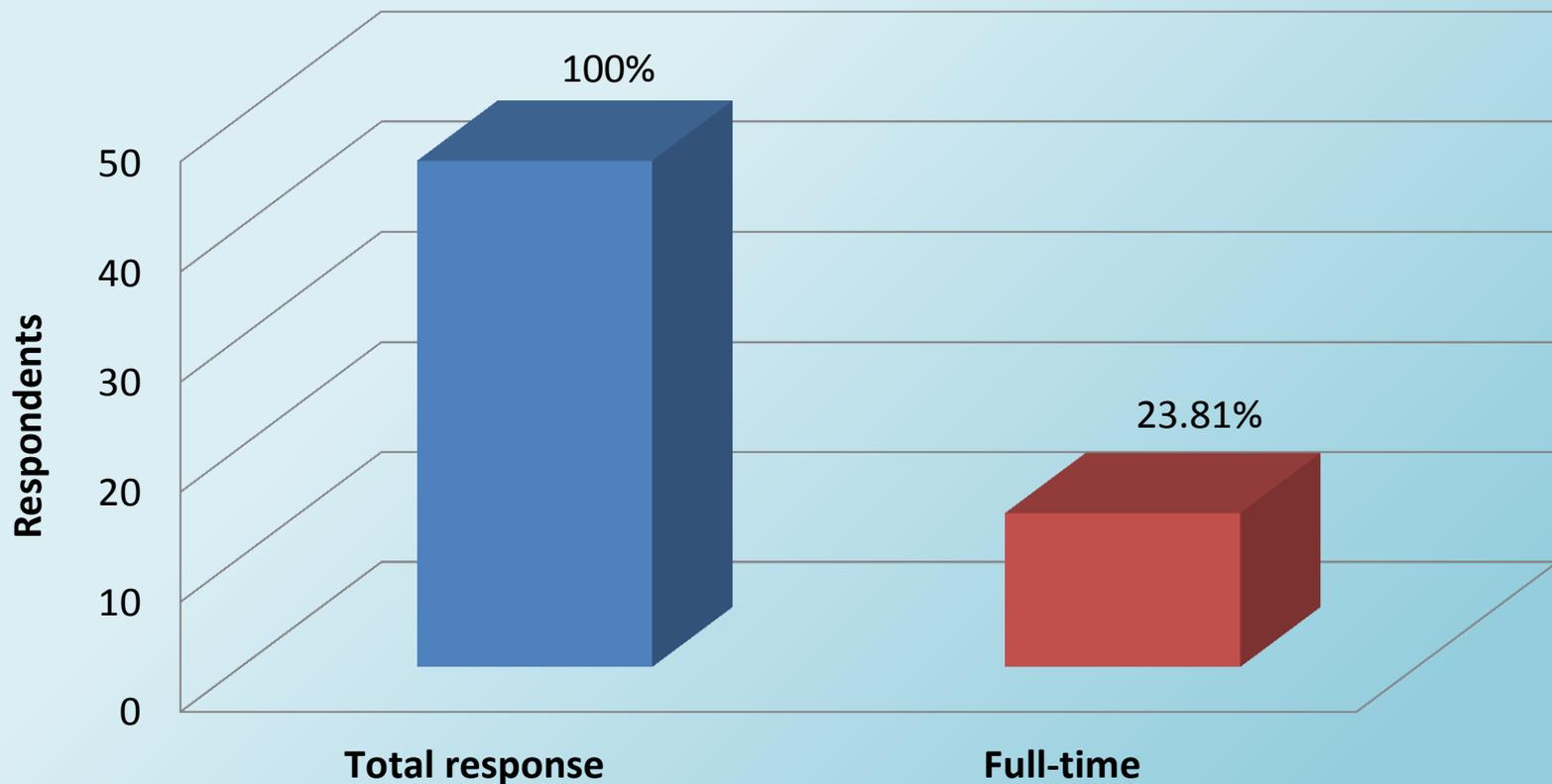
Workforce Planning Survey Results

Majority are receiving executive support = Buy-in is there



Workforce Planning Survey Results

Workforce planning may not be your full-time responsibility



Statewide Workforce Planning Evaluation

- Progress of departments
- Where support is needed
- Provide feedback on tools and resources
- Enhance services of SWPU

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

Workforce Planning Resources Coming Soon

- Online Discussion Forum
- Workshops and trainings
- Confidential Employee Exit Survey
- Workforce Planning Evaluation Survey

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

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?

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.

Workforce Data by Vacancy Percentage

Class Title	Established	Vacant	Vacancy	Age				Grand Total	Recruit	Potential Impact
	Positions	Positions	Percentage	Age 50-54	Age 55-59	Age 60-64	Age 65+			
LEGAL SECRETARY	→ 4	↗ 2	50.00%	0	1	1	0	2	1	75
ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)	14	5	35.71%	2	2	1	0	5	0	70.14
OFFICE TECHNICIAN (GENERAL)	23	7	30.43%	1	5	1	0	7	1	56.52
OFFICE TECHNICIAN (TYPING)	27	8	29.63%	6	3	1	1	11	0	70.3
SENIOR PERSONNEL SPECIALIST	4	1	25.00%	1	3	0	0	4	0	100
STAFF PROGRAMMER ANALYST (SPECIALIST)	40	10	25.00%	9	3	2	0	14	0	60
SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL)	67	12.2	18.21%	16	7	4	0	27	2	40.5
DATA PROCESSING MANAGER II	24	4	16.67%	7	1	1	0	9	0	58.2
EXECUTIVE SECRETARY II	13	2	15.38%	5	1	1	0	7	0	69.23
PERSONNEL SPECIALIST	13	2	15.38%	2	1	5	1	9	1	76.92
SENIOR INFORMATION SYSTEMS ANALYST (SPECIALIST)	52	8	15.38%	7	12	4	0	23	0	59.61
ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)	65	7.25	11.15%	13	14	3	0	30	0	57.3
SENIOR PROGRAMMER ANALYST (SPECIALIST)	18	2	11.11%	5	2	1	0	8	0	55.55
STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST)	64	7	10.94%	15	14	8	1	38	0	70.31
SYSTEMS SOFTWARE SPECIALIST III (TECHNICAL)	30	3	10.00%	5	3	0	1	9	2	40
EXECUTIVE SECRETARY I	11	1	9.09%	4	2	2	0	8	0	81.81
PERSONNEL SUPERVISOR I	3	0	0.00%	1	0	1	0	2	0	66.66
STAFF INFORMATION SYSTEMS ANALYST (SUPERVISOR)	3	0	0.00%	0	1	1	0	2	0	66.66
SENIOR INFORMATION SYSTEMS ANALYST (SUPERVISOR)	3	0	0.00%	2	0	0	0	2	0	66.66
INFORMATION SYSTEMS TECHNICIAN	4	0	0.00%	2	0	0	0	2	0	50
DATA PROCESSING MANAGER IV	5	0	0.00%	2	0	0	0	2	1	20
DATA PROCESSING MANAGER III	25	0	0.00%	7	4	3	0	14	0	56
DIGITAL PRINT OPERATOR II	3	0	0.00%	3	0	0	0	3	0	100
OFFICE ASSISTANT (GENERAL)	2	0	0.00%	2	0	0	0	2	0	100
MATERIALS AND STORES SPECIALIST	3	0	0.00%	1	1	0	0	2	0	66.66
STOCK CLERK	1	0	0.00%	0	0	1	0	1	0	100
PROPERTY CONTROLLER II	1	0	0.00%	0	0	1	0	1	0	100
SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)	3	0	0.00%	1	0	1	0	2	0	100
SYSTEMS SOFTWARE SPECIALIST III (SUPERVISORY)	4	0	0.00%	1	2	1	0	4	0	100
INFORMATION SYSTEMS TECHNICIAN SPECIALIST I	3	0	0.00%	2	1	0	0	3	0	100

Review Demographics of Position

Class Title	Established	Vacant	Vacancy					Grand Total	Recruit	Potential
	Positions	Positions	Percentage	Age 50-54	Age 55-59	Age 60-64	Age 65+			
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DATA PROCESSING MANAGER IV	5	0	0.00%	2	0	0	0	2	1	20
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DIGITAL PRINT OPERATOR II	3	0	0.00%	3	0	0	0	3	0	100
OFFICE ASSISTANT (GENERAL)	2	0	0.00%	2	0	0	0	2	0	100
MATERIALS AND STORES SPECIALIST	3	0	0.00%	1	1	0	0	2	0	66.66
STOCK CLERK	1	0	0.00%	0	0	1	0	1	0	100
PROPERTY CONTROLLER II	1	0	0.00%	0	0	1	0	1	0	100
SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)	3	0	0.00%	1	0	1	0	2	0	100
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INFORMATION SYSTEMS TECHNICIAN SPECIALIST I	3	0	0.00%	2	1	0	0	3	0	100

Compare Vacancies with Recruitment Efforts

- Using the number of vacancies, age demographics, and recruitment efforts for a particular classification, you can calculate the total potential impact of retirements on the classification. To make this calculation, simply add the number of Vacant positions and total of employees older than 50, then subtract the number of positions being recruited, then divide by the number of established positions.
- The following equation could assist in determining potential impact in most scenarios: $(\text{Vacancies} + \text{total over 50} - \text{recruitment}) / \text{established positions} = \text{potential impact}$.
- Calculating potential impact percentages helps you create classification watch lists that can guide and focus your knowledge transfer and recruiting strategies for at-risk positions

Compare Vacancies with Recruitment Efforts

Class Title	Established Positions	Vacant Positions	Vacancy Percentage	Age				Grand Total	Recruit	Potential Impact
				Age 50-54	Age 55-59	Age 60-64	Age 65+			
LEGAL SECRETARY	4	2	50.00%	0	1	1	0	2	1	75
ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)	14	5	35.71%	2	2	1	0	5	0	70.14
OFFICE TECHNICIAN (GENERAL)	23	7	30.43%	1	5	1	0	7	1	56.52
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SENIOR INFORMATION SYSTEMS ANALYST (SUPERVISOR)	3	0	0.00%	2	0	0	0	2	0	66.66
INFORMATION SYSTEMS TECHNICIAN	4	0	0.00%	2	0	0	0	2	0	50
DATA PROCESSING MANAGER IV	5	0	0.00%	2	0	0	0	2	1	20
DATA PROCESSING MANAGER III	25	0	0.00%	7	4	3	0	14	0	56
DIGITAL PRINT OPERATOR II	3	0	0.00%	3	0	0	0	3	0	100
OFFICE ASSISTANT (GENERAL)	2	0	0.00%	2	0	0	0	2	0	100
MATERIALS AND STORES SPECIALIST	3	0	0.00%	1	1	0	0	2	0	66.66
STOCK CLERK	1	0	0.00%	0	0	1	0	1	0	100
PROPERTY CONTROLLER II	1	0	0.00%	0	0	1	0	1	0	100
SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)	3	0	0.00%	1	0	1	0	2	0	100
SYSTEMS SOFTWARE SPECIALIST III (SUPERVISORY)	4	0	0.00%	1	2	1	0	4	0	100
INFORMATION SYSTEMS TECHNICIAN SPECIALIST I	3	0	0.00%	2	1	0	0	3	0	100

Identify Potential Impact

Class Title	Established	Vacant	Vacancy	Age 50-54	Age 55-59	Age 60-64	Age 65+	Grand Total	Recruit	Potential
	Positions	Positions	Percentage							
SENIOR PERSONNEL SPECIALIST	4	➔ 1	25.00%	1	3	0	0	➔ 4	➔ 0	➔ 100
DIGITAL PRINT OPERATOR II	3	➔ 0	0.00%	3	0	0	0	➔ 3	➔ 0	➔ 100
OFFICE ASSISTANT (GENERAL)	2	0	0.00%	2	0	0	0	2	0	100
STOCK CLERK	1	0	0.00%	0	0	1	0	1	0	100
PROPERTY CONTROLLER II	1	0	0.00%	0	0	1	0	1	0	100
SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)	3	0	0.00%	1	0	1	0	2	0	100
SYSTEMS SOFTWARE SPECIALIST III (SUPERVISORY)	4	0	0.00%	1	2	1	0	4	0	100
INFORMATION SYSTEMS TECHNICIAN SPECIALIST I	3	0	0.00%	2	1	0	0	3	0	100
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INFORMATION SYSTEMS TECHNICIAN	4	0	0.00%	2	0	0	0	2	0	50
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SYSTEMS SOFTWARE SPECIALIST III (TECHNICAL)	30	3	10.00%	5	3	0	1	9	2	40
DATA PROCESSING MANAGER IV	5	0	0.00%	2	0	0	0	2	1	20

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.

Review Job Specification for Position

Senior Personnel Specialist

One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.

Knowledge and Abilities

All Levels:

Knowledge of: Current office methods, procedures, equipment, and basic math principles.

Ability to: Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions; independently interpret and use reference material; give and follow directions; gather data; design and prepare tables, spreadsheets, and charts; advise employees of their rights; consult with supervisors on alternative actions which they may take on various transaction situations; communicate effectively; operate a computer keyboard/terminal; establish and maintain cooperative working relations with those contacted during the course of the work; organize and prioritize work; create/draft correspondence; maintain personnel records.

Knowledge of: All of the above, and laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.

Ability to: Perform all of the above, and represent the department on intra/interdepartmental teams; coordinate a variety of personnel/payroll transactions; research critical transactions and recommend alternative solutions.

Review Job Trends

http://jobs.spb.ca.gov/wypos/search_p_ejv.cfm?classcode=1317&criteria=Senior Personnel Specialist

Jobs.Ca.Gov

HOME MY PROFILE JOB SEEKERS CAREER PLANNING GENERAL INFO

Job Vacancy Search Results

Below is the list of current Job Vacancies matching your submitted criteria.
Click on the corresponding Job Title to view the Job Vacancy information for specific vacancy.

Results 12 Vacancy(s)

[New Search](#)

Job Title	Approximate Salary	Job Type	Department and Location	Posted	Deadline
SENIOR PERSONNEL SPECIALIST	\$3,658.00-\$4,579.00	Full Time Limited Term	DEVELOPMENTAL SERVICES, SONOMA DEVELOPMENTAL CENTER Sonoma Developmental Center - Eldridge, SONOMA	08/30/13	09/20/2013
SENIOR PERSONNEL SPECIALIST	\$3,658.00-\$4,579.00	Full Time Permanent	VETERANS AFFAIRS, DEPARTMENT OF Sacramento, SACRAMENTO	08/28/13	Until Filled
SENIOR PERSONNEL SPECIALIST	\$3,658.00-\$4,579.00	Full Time Permanent	PUBLIC HEALTH, DEPARTMENT OF Sacramento, SACRAMENTO	08/26/13	09/06/2013
SENIOR PERSONNEL SPECIALIST	\$3,658.00-\$4,579.00	Full Time Permanent	FINANCE, DEPARTMENT OF Sacramento, SACRAMENTO	08/26/13	09/10/2013
SENIOR PERSONNEL SPECIALIST	\$3,658.00-\$4,446.00	Full Time Permanent	FISH AND WILDLIFE, DEPARTMENT OF San Diego, SAN DIEGO	08/21/13	Until Filled
SENIOR PERSONNEL SPECIALIST	\$3,658.00-\$4,579.00	Full Time Limited Term (12 Months)	CORRECTIONS AND REHABILITATION, IRONWOOD STATE PRISON Ironwood State Prison - BLYTHE, CA, RIVERSIDE	08/14/13	09/18/2013
SENIOR PERSONNEL SPECIALIST	\$3,658.00-\$4,579.00	Full Time Permanent	FINANCIAL INFORMATION SYSTEMS FOR CALIFORNIA (FISCAL) Sacramento, SACRAMENTO	08/09/13	Until Filled
SENIOR PERSONNEL SPECIALIST	\$3,658.00-\$4,579.00	Full Time Permanent	California Health Benefit Exchange/Covered California, SACRAMENTO	08/08/13	Until Filled
SENIOR PERSONNEL SPECIALIST	\$3,658.00-\$4,579.00	Full Time Permanent	VETERANS HOME - FRESNO 2811 W. California Avenue Fresno, CA 93706, FRESNO	06/14/13	Until Filled
SENIOR PERSONNEL SPECIALIST	\$3,658.00-\$4,446.00	Full Time Permanent	CORRECTIONS AND REHABILITATION, CHUCKAWALLA VALLEY STATE PRISON Chuckawalla Valley State Prison, RIVERSIDE	06/05/13	Until Filled
SENIOR PERSONNEL SPECIALIST	\$3,658.00-\$4,446.00	Full Time Permanent	VETERANS AFFAIRS, VETERANS HOME-YOUNTVILLE Veterans Home of CA, Yountville, NAPA	05/31/13	Until Filled
SENIOR PERSONNEL SPECIALIST	\$3,658.00-\$4,446.00	Intermittent Permanent	TRANSPORTATION, DEPARTMENT OF Sacramento, SACRAMENTO	04/27/12	Until Filled

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HTML CSS Console Script Profiler Network

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Re-Analyze Workforce Data

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SYSTEMS SOFTWARE SPECIALIST III (SUPERVISORY)	4	0	0.00%	1	2	1	0	4	0	100
DIGITAL PRINT OPERATOR II	3	0	0.00%	3	0	0	0	3	0	100
INFORMATION SYSTEMS TECHNICIAN SPECIALIST I	3	0	0.00%	2	1	0	0	3	0	100
OFFICE ASSISTANT (GENERAL)	2	0	0.00%	2	0	0	0	2	0	100
SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)	3	0	0.00%	1	0	1	0	2	0	100
STOCK CLERK	1	0	0.00%	0	0	1	0	1	0	100
PROPERTY CONTROLLER II	1	0	0.00%	0	0	1	0	1	0	100
EXECUTIVE SECRETARY I	11	1	9.09%	4	2	2	0	8	0	81.81
PERSONNEL SPECIALIST	13	2	15.38%	2	1	5	1	9	1	76.92
LEGAL SECRETARY	4	2	50.00%	0	1	1	0	2	1	75
STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST) ←	64	7	10.94%	15	14	8	1	38	0	70.31
OFFICE TECHNICIAN (TYPING)	27	8	29.63%	6	3	1	1	11	0	70.3
ASSOCIATE PROGRAMMER ANALYST (SPECIALIST) ←	14	5	35.71%	2	2	1	0	5	0	70.14
EXECUTIVE SECRETARY II	13	2	15.38%	5	1	1	0	7	0	69.23
PERSONNEL SUPERVISOR I	3	0	0.00%	1	0	1	0	2	0	66.66
STAFF INFORMATION SYSTEMS ANALYST (SUPERVISOR)	3	0	0.00%	0	1	1	0	2	0	66.66
SENIOR INFORMATION SYSTEMS ANALYST (SUPERVISOR)	3	0	0.00%	2	0	0	0	2	0	66.66
MATERIALS AND STORES SPECIALIST	3	0	0.00%	1	1	0	0	2	0	66.66
STAFF PROGRAMMER ANALYST (SPECIALIST) ←	40	10	25.00%	9	3	2	0	14	0	60
SENIOR INFORMATION SYSTEMS ANALYST (SPECIALIST)	52	8	15.38%	7	12	4	0	23	0	59.61
DATA PROCESSING MANAGER II ←	24	4	16.67%	7	1	1	0	9	0	58.2
ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)	65	7.25	11.15%	13	14	3	0	30	0	57.3
OFFICE TECHNICIAN (GENERAL)	23	7	30.43%	1	5	1	0	7	1	56.52
DATA PROCESSING MANAGER III	25	0	0.00%	7	4	3	0	14	0	56
SENIOR PROGRAMMER ANALYST (SPECIALIST)	18	2	11.11%	5	2	1	0	8	0	55.55
INFORMATION SYSTEMS TECHNICIAN	4	0	0.00%	2	0	0	0	2	0	50
SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL)	67	12.2	18.21%	16	7	4	0	27	2	40.5
SYSTEMS SOFTWARE SPECIALIST III (TECHNICAL)	30	3	10.00%	5	3	0	1	9	2	40
DATA PROCESSING MANAGER IV	5	0	0.00%	2	0	0	0	2	1	20

Open Discussion: Workforce Data

- How does your department obtain and analyze workforce data?

Open Discussion: Technology Solutions for Workforce Planning

- What technologies does your department use for workforce planning?
- Does your department have existing assessment and performance measures?

Workforce Planning Discussion

- Current workforce planning challenges?
- Workforce planning questions?

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!

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

