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.
Classification Risk Assessment Flow Chart

START HERE
Are 30% or more of the employees 50 or older?

YES → Are 40% or more of the employees 50 or older?

YES → Are 50% or more of the employees 50 or older?

NO →

Are 30% or more of the employees within 5 years of average age or average years of service at retirement?

YES → Are 40% or more of the employees within 5 years of average age or average years of service at retirement?

YES → Are 50% or more of the employees within 5 years of average age or average years of service at retirement?

NO →

10% or more turnover last year?

YES → 15% or more turnover last year?

YES → 20% or more turnover last year?

NO →

Is the position critical to the mission of division(s) within the department?

YES → Are there any vacancies in the classification?

NO → Is the department implementing strategies to capture and share employee knowledge?

YES →

Is the classification a leadership position and/or in a leadership career path?

YES → Currently recruiting for this position, or plan to in next 3 months?

NO →

LOW RISK

MEDIUM RISK

HIGH RISK