

# Utilizing workforce data to assist in justifying recruitment efforts



# OBJECTIVES

- Understanding your workforce data
- 7 steps to justify recruitment efforts
- Importance of collaborating with your departments Workforce Planning Coordinator

# Step 1

- Analyze your workforce data by comparing your established positions to your departments vacancy percentage for those classifications.

# 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

## Step 2

- Once you have determined your vacancy rate review the demographics of your filled positions.

# Step 2 Example

Class Title	Established	Vacant	Vacancy					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
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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

# Step 3

- Compare the amount of vacancies in the established position with current recruitment efforts.

# Step 3 Example

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
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
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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

# Step 4

- Analyze your departments age demographics for the position for total amount that may retire in 5 years.

# Step 4 Example

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

# Step 5

- Compare the amount of vacancies with amount retiring minus current recruitment efforts to determine the potential vacancy impact over the next 5 years.

# Step 5 Example

Class Title	Established	Vacant	Vacancy				Grand Total	Recruit	Potential	
	Positions	Positions	Percentage	Age 50-54	Age 55-59	Age 60-64				Age 65+
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
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

# Step 6

- To further justify increased recruitment efforts obtain the average age of retirement for the classification.

# Calculate Average Age of Retirement

The average retirement for the Senior Personnel Specialist Classification over the last year was 58.77.

# Step 6 Example

Class Title	Established	Vacant	Vacancy	Age 50-54	Age 55-59	Age 60-64	Age 65+	Grand Total	Recruit	Potential Impact
	Positions	Positions	Percentage							
SENIOR PERSONNEL SPECIALIST	4	1	25.00%	1	3	0	0	4	0	100
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

# 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.

# Step 6, Continued

- Review the job specification and estimated knowledge, skills and abilities to fill position to determine if increased recruitment should occur.
- What is the available candidate pool on current examination lists?
- Finally review job trends.

# Senior Personnel Specialist

- This is the **expert journey level** of the series. Under general direction, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist", researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA; and may act in a lead role (i.e., training, workload, etc.) over lower-level staff.

# 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

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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# Step 7

- Re-analyze your Workforce Data

# Step 7 Example

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+			
SENIOR PERSONNEL SPECIALIST	4	1	25.00%	1	3	0	0	4	0	100
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
<b>STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST)</b> ←	<b>64</b>	<b>7</b>	<b>10.94%</b> ←	<b>15</b>	<b>14</b>	<b>8</b>	<b>1</b>	<b>38</b>	<b>0</b> →	<b>70.31</b> →
OFFICE TECHNICIAN (TYPING)	27	8	29.63%	6	3	1	1	11	0	70.3
<b>ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)</b> ←	<b>14</b>	<b>5</b>	<b>35.71%</b> ←	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>0</b> →	<b>70.14</b> →
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
<b>STAFF PROGRAMMER ANALYST (SPECIALIST)</b> ←	<b>40</b>	<b>10</b>	<b>25.00%</b> ←	<b>9</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>14</b>	<b>0</b> →	<b>60</b> →
SENIOR INFORMATION SYSTEMS ANALYST (SPECIALIST)	52	8	15.38%	7	12	4	0	23	0	59.61
<b>DATA PROCESSING MANAGER II</b> ←	<b>24</b>	<b>4</b>	<b>16.67%</b> ←	<b>7</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>9</b>	<b>0</b> →	<b>58.2</b> →
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

# CONCLUSION

- Potential impact of retirements on your positions.
- Collaborate with your Workforce Planning Coordinator.
- Data helps justify increased recruitment.