WORKFORCE PLANNING SURVEY & DEVELOPMENT TOOL

DIVISION/PROGRAM:

________________________________________________________________________

Name and Title of Person completing survey:

________________________________________________________________________

1. Define the 3 most critical missions in your division:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. What classifications are currently utilized to complete these missions?

<table>
<thead>
<tr>
<th>Classification</th>
<th>Job Function</th>
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3. For the classifications identified above, has a review been completed to determine if duty statements and job specifications align with job functions?

   YES □  NO □

4. Do you currently have adequate staffing to fulfill your division’s critical missions?

   YES □  NO □

If you answered YES skip questions 4, If you answered NO please respond

Identify the reason:

   A. Inadequate number of established positions? YES □  NO □

      A-1. Is your division currently in the process of establishing more positions?

          YES □  NO □
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B. Retirements? YES ☐ NO ☐

B-1. Are you currently recruiting? YES ☐ NO ☐

B-2. Are you utilizing T&D options? YES ☐ NO ☐

C. Retention issues? YES ☐ NO ☐

C-1. Have you identified the reason for the lack of retention?

YES ☐ NO ☐ UNKNOWN ☐

C-2. If YES, Please define reason: ________________________________

C-3. Are you currently recruiting? YES ☐ NO ☐

C-4. Are you utilizing T&D assignments? YES ☐ NO ☐

D. Inability to fill vacancies ☐

D-1. Define the reason you are unable to fill vacancies:______________________

5. Please specify the classifications needed and the amount of positions required:

Classifications: __________________________________________________________

Number of Positions needed: ________

6. Have you identified work efficiencies that may assist in reducing work functions?

YES ☐ NO ☐

7. Do you anticipate changes to your workforce needs or critical missions based on upcoming legislative changes, shifts in departmental missions, customer expectations, technology or other external factors?

YES ☐ NO ☐

Please briefly describe the anticipated change:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
8. Will this anticipated change likely result in a decrease in your current workforce needs?

YES ☐  NO ☐  UNKNOWN ☐

If YES, What classifications will be decreased? _________________________________

Unknown ☐

If known, How many positions will be decreased? __________

9. Do you anticipate an increase in your current workforce needs?

YES ☐  NO ☐  UNKNOWN ☐

10. If YES, What classifications will need to be increased or established?

____________________________________________________________________________

Unknown ☐

11. If known, How many positions will be required? ______________

12. Please list any other factors you would like the Workforce Coordinator to know:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

13. Please identify any current critical needs your division requires assistance in to meet your workforce goals:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________