Position Risk Assessment Calculator

What is the Position Risk Assessment Calculator?

CalHR's Position Risk Assessment Calculator helps organizations analyze the risk level of a single position to prioritize workforce planning efforts.

When should an organization use the Position Risk Assessment Calculator?

The Position Risk Assessment Calculator is used when an organization wants to prioritize positions based on risk level to develop focused workforce planning strategies that will mitigate risks to their workforce needs. This task is performed in Phase 2, Gather and Analyze Organizational Data for the Workforce Plan, of the State of California Workforce Planning Model. A high-risk position is defined as a key, mission-critical position occupied by an incumbent with one or more risk factors, including but not limited to: potential for retirement or other turnover, lack of knowledge transfer taking place, position is difficult to recruit for. For a higher-level overview of risk based on classification groups use the Classification Risk Assessment Flowchart located on the Workforce Planning Toolkit under Analyze Workforce Data.

Who should use the Position Risk Assessment Calculator?

The Position Risk Assessment Calculator should be utilized by individual(s) involved in workforce planning.

How does an organization use the Position Risk Assessment Calculator?

Before using the Position Risk Assessment Calculator, gather the information listed below that is specific to the position being assessed, as well as the classification as a whole at the organization. CalHR recommends requesting the COM030 and COM031 reports from the organization's Management Information Retrieval System (MIRS) and perform the analytics suggested in the Workforce Data Workbook Instructions to collect some of the necessary data for the Position Risk Assessment Calculator. You can use alternative collection and analysis methods as best suited to the organization.

- ❑ Average length of time for employees in the classification
- ❑ Average age of retirement for employees in the classification
- ❑ Average years of state service at retirement for employees in the classification
- ❑ Turnover rate of the position
- ❑ Whether the position is considered critical to achieving the mission of division(s) in the organization
- ❑ Current efforts or activities to capture and share employee knowledge of the position
- ❑ Incumbent age in the position
- ❑ Incumbent length of time in the position

Using the data, apply the assessment to a single position at a time to determine each position's risk level, based on information about the position and the employee. High risk positions should be the organization's top priority when developing workforce planning strategies. Talley the risk level by adding the check marks for a total score entered at the bottom. Assign the risk level based on the following point accumulation:

- Low risk = 0 – 4 points
- Medium risk = 5 – 10 points
- High risk = 11 – 15 points

For Assistance

Contact CalHR's Statewide Workforce Planning Unit at wfp@calhr.ca.gov with any questions or feedback on the Position Risk Assessment Calculator.

Position Name:_____

Position Number:_____

Risk Factor – The Position	Check all that apply
Reimbursable position	
Exempt appointee position	
Mission critical position	
Highly technical position	
Advanced degree required	
Competition with private sector	
Challenging geographical location (e.g. high cost of living)	
Difficult to recruit position	
No promotional path available	
Lacks knowledge transfer strategies	
History of high turnover within the position	

Risk Factor – The Incumbent	Check all that apply
Length of time in position is above the average length of time for the position	
Within five years of average retirement age for the position	
At average retirement age for the position	
Exceeding average retirement age for the position	

Total	
Risk Level	

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