Workforce Planning Survey Development Tool

Division/Program Area: __________________________________________________________

Name and Title of Person Completing Survey: ______________________________

1. Define the three most critical functions in your division/program area:

________________________________________________________________
________________________________________________________________
________________________________________________________________

2. What classifications are currently being utilized to complete these functions?

<table>
<thead>
<tr>
<th>Classification</th>
<th>Function</th>
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3. For the classifications identified, has a review been completed to determine if
duty statements and job specifications align with job functions? □ Yes or □ No

*If you answered “Yes”, skip Questions 4-5 and proceed to Question 6. If you answered
“No”, continue completing the survey.*

4. Do you currently have adequate staffing to fulfill your division’s/program area’s
critical functions? □ Yes or □ No

Identify the reason:

A. Inadequate number of established positions? □ Yes or □ No
   • Is your division/program area currently in the process of establishing more
     positions? □ Yes or □ No

B. Retirements occurring? □ Yes or □ No
   • Are you currently recruiting? □ Yes or □ No
   • Are you utilizing Training and Development opportunities? □ Yes or □ No
C. Retention issues? ☐ Yes or ☐ No
   - Have you identified the reason for the lack of retention?
     ☐ Yes ☐ No ☐ Unknown
   - If “Yes”, define the reason:

   ___________________________________________________________
   ___________________________________________________________

   - Are you currently recruiting? ☐ Yes or ☐ No
   - Are you utilizing Training and Development opportunities? ☐ Yes or ☐ No

D. Unable to fill vacancies? ☐ Yes or ☐ No
   - Define the reason you are unable to fill vacancies:

   ___________________________________________________________
   ___________________________________________________________

5. Please specify the classifications and number of positions needed:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Number of Positions Needed</th>
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6. Have you identified work efficiencies that may assist in reducing work functions? ☐ Yes or ☐ No

7. Do you anticipate changes to your workforce needs or critical functions based on upcoming legislative changes, shifts in organizational missions, customer expectations, technology, or other environmental factors? ☐ Yes or ☐ No
   - If “Yes”, describe the anticipated change:

   ___________________________________________________________
   ___________________________________________________________
8. Will the anticipated change(s) likely result in a decrease of classification need? ☐ Yes ☐ No ☐ Unknown
   • If “Yes”, what classification(s) will decrease in need? ☐ Unknown
     __________________________________________________________
     __________________________________________________________

9. Do you anticipate an increase in classification need?
   ☐ Yes ☐ No ☐ Unknown
   • If “Yes”, what classification(s) will need to increase or be established?
     __________________________________________________________
     __________________________________________________________
   • How many positions will be needed? _____________________________

10. Please identify any current critical needs your division/program area requires assistance to meet your workforce planning goals:
    __________________________________________________________
    __________________________________________________________
    __________________________________________________________

11. Please list any other factors you would like the Workforce Planning Coordinator to know:
    __________________________________________________________
    __________________________________________________________
    __________________________________________________________