TURNING NUMBERS INTO ACTION:
Applying Workforce Analysis in State Human Resources

Cheryl Savio,

Assistant Chief: Equity and Accessibility Management Services Division

Kyra van den Bogert,

Workforce Analytics and Accountability Manager: Equity and Accessibility Management Services Division

DISCLAIMER

The materials provided in this presentation and any comments or information provided by the facilitator are for educational purposes only and nothing conveyed or provided should be considered legal advice.

Please contact your legal counsel with any specific questions you have related to the information provided that are of legal nature.

Objectives

- Identify and describe the key components of the Workforce Analysis (WFA) report
- Interpret and apply insights of data from demographic reports
- Create strategic workforce / succession plans based on data-driven analyses

Legislative Mandates

GC 19790–19799—Collection of data: race or ethnic origin

§Updated State Employee Race/Ethnicity/Questionnaire (1070 Form) to allow employees to choose multiple races/ethnicities.

§Report race/ethnicity data in two groups.

GC 8310.6 –Additional collection categories and tabulations

§ Update 1070 Form to include new categories for Black or African American.

Non-binary gender

§Update 1070 Form to allow employees to choose non-binary as a gender option.

GC 19400–19406—Upward Mobility Act of 2022

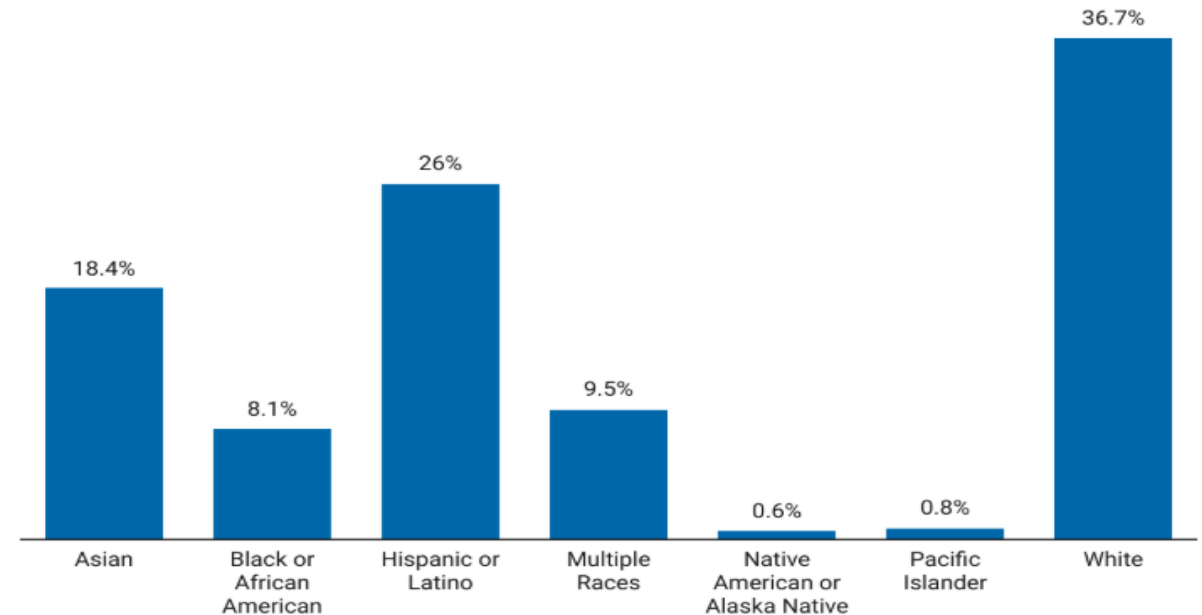§Emphasized UM goal-setting and reporting requirement.

WFA Components

- Departments with civil service employees conduct the WFA
- Submitted to CalHR annually by June 1st
- Three components of WFA
  - Workforce Composition
  - Persons with Disabilities (PWD)
  - Upward Mobility Program (UMP)
  - UMP Plan/Handbook

Workforce Composition: Underutilizations

- Departments analyze significant underutilizations
- Analysis is grouped by:
  - Race/ethnicity
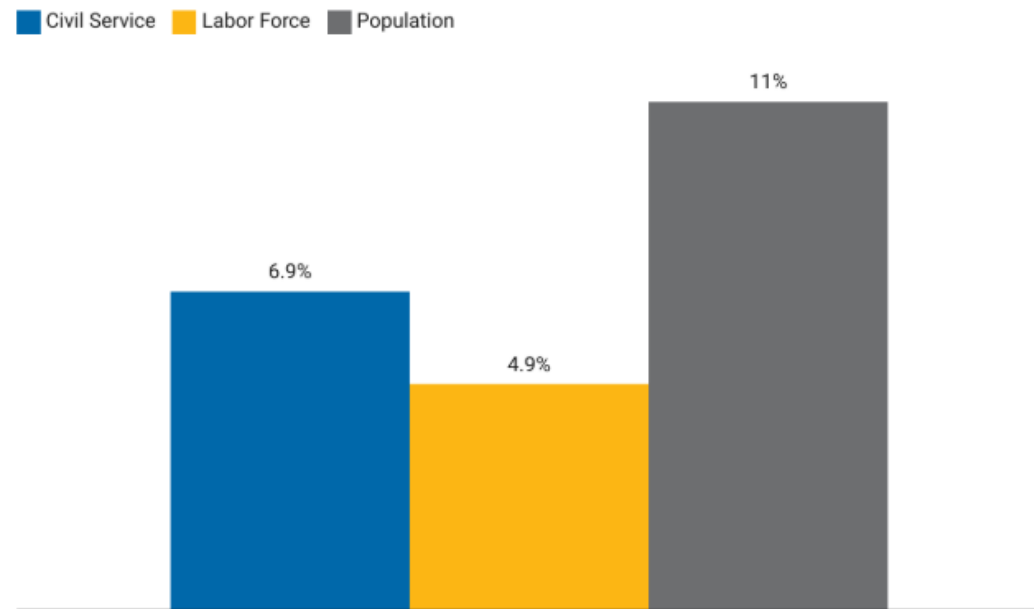 - Gender
  - Persons with disabilities
  - Veteran status

Race & Ethnicity in California's Civil Service

Category	Percentage
Asian	18.4%
Black or African American	8.1%
Hispanic or Latino	26%
Multiple Races	9.5%
Native American or Alaska Native	0.6%
Pacific Islander	0.8%
White	36.7%

CAL★HR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Persons with Disabilities

- Review representation of persons with disabilities
- Departments below 13.3% set goals and action plans
- Align with HR strategies

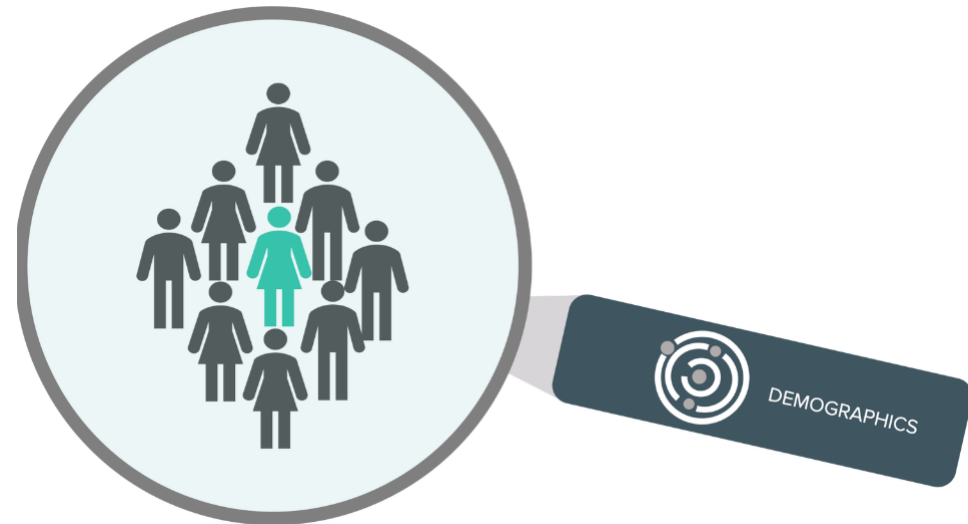**Employees With Disabilities as a Percentage of Civil Service, Labor Force, & Population**

Legend: Civil Service | Labor Force | Population

- Civil Service: 6.9%
- Labor Force: 4.9%
- Population: 11%

CAL★HR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Upward Mobility

- Identify upward mobility classifications
- Number of employees who are participating in the upward mobility program
- Number of employees expected to advance from low-paying, entry-level classifications to entry-level technical, professional, and administrative classifications
- Set annual goals and create action plans

Demographic Reports

- Departmental Civil Service Demographic Reports

- Statewide Civil Service Demographic Statistical Reports

Departmental Demographic Reports Page

Report 5102

Department 5102 Report - State Employees by Occupational Group and Classification

This biannual report captures the race/ethnicity, gender, disability, and veteran status by occupational group and classification.

12-31-2017   06-30-2018   12-31-2018   06-30-2019   12-31-2019   06-30-2020   12-31-2020   06-30-2021   12-31-2021   06-30-2022   12-31-2022   06-30-2023   12-31-2023   06-30-2024   12-31-2024   06-30-2025

Report 5112

Department 5112 Report – State Employees Intake and Advancements

This biannual report captures the race/ethnicity, gender, disability, and veteran status by occupational group and classification.

12-31-2017 06-30-2018 12-31-2018 06-30-2019 12-31-2019 06-30-2020 12-31-2020 06-30-2021 12-31-2021 06-30-2022 12-31-2022 06-30-2023 12-31-2023 06-30-2024 12-31-2024 06-30-2025

Report 3

Report 3

This annual report lists the number of department employees by employment status, occupational group and classification.

12-31-2017   12-31-2018   12-31-2019   12-31-2020   12-31-2021   12-31-2022   12-31-2023   12-31-2024

Department Utilization Report: State Employee Utilization by Occupational Group

- Data for Workforce Composition section of WFA

- Report compares workforce representation to the CA labor force

- Identifies statistically significant underutilizations by race/ethnicity, gender, disability, and veteran status

- Data available for occupational groups with 30 or more employees.

Department Upward Mobility Pay Scale Report

Department Upward Mobility Pay Scale Report

This annual report lists the number of department employees in Low-Paying Entry-Level and Upward Mobility or Entry-Level Technical, Professional, and Administrative classifications.

12-31-2018   12-31-2019   12-31-2020   12-31-2021   12-31-2022   12-31-2023   12-31-2024

Workforce/Succession Planning

- Promote people within the department
- Support retention
- Fill knowledge gaps and create new opportunities for staff

Note: Each component of Workforce Analysis has a piece for workforce planning and recruitment. These resources can assist with developing action plans.

Remember

EEO should be woven into each part of HR, including workforce planning and recruitment.

Collaboration with EEO

Collaboration Opportunities

- Compile and review data from demographic reports
- Set hiring goals and action plans if there are deficiencies

Thank You

QUESTIONS?

WFA PROGRAM CONTACT:
WORKFORCE.ANALYSIS@CALHR.CA.GOV