

## CalHR 2021 Conference: Framework for Collecting and Analyzing Workforce Data Resources

Source	Purpose	Reports Included	Additional Information
<a href="#">CalHR Compensation Surveys</a>	Provides compensation information for California civil service employees compared with local government, federal government and the private sector.	<ul style="list-style-type: none"> <li>• Salary Surveys</li> <li>• Total Compensation Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Salary Surveys compare salaries of state classifications with similar classifications in the labor market.</li> <li>• Total Compensation Reports compare salaries and common benefits offered by employers.</li> </ul>
<a href="#">CalHR HR Net Database</a>	Helps state human resources professionals access information related to their jobs, such as personnel and labor relations. The database is an online subscription-based system with an associated annual fee.	<ul style="list-style-type: none"> <li>• Pay Scales Database</li> <li>• Filled Positions Report</li> <li>• Established/Vacant Database</li> <li>• Exempt Classifications Database</li> </ul>	<p>The following are updated monthly:</p> <ul style="list-style-type: none"> <li>• Pay Scales Database provides the minimum and maximum pay of each classification.</li> <li>• Filled Positions Report provides position count by tenure.</li> <li>• Established/Vacant Database provides vacancy rates for each classification.</li> <li>• Exempt Classification Database provides pay scales and exempt position count.</li> </ul>



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

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<a href="#">CalHR Workforce Analysis and Census of Employees</a>	Compiles reports from data gathered by state organizations to conduct an annual workforce analysis and women's earnings report for use in equal employment opportunity and workforce planning efforts.	<ul style="list-style-type: none"> <li>• Census of Employees</li> <li>• Women's Earnings in State Civil Service</li> <li>• Departmental Statistical Reports:               <ul style="list-style-type: none"> <li>○ 5102 Report – State Employees by Occupational Group and Classification</li> <li>○ 5112 Report – State Employees by Intake and Advancements</li> <li>○ Report 3</li> <li>○ Utilization Report</li> <li>○ Upward Mobility Report</li> </ul> </li> <li>• Statewide Statistical Reports:               <ul style="list-style-type: none"> <li>○ 5102 Report – State Employees by Occupational Group and Classification</li> <li>○ 5112 Report – State Employees by Intake</li> <li>○ Report 2 – State Classifications by Detailed SOC Occupational Group</li> <li>○ Report 5 – Disability Parity by Department</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Census of Employees provides data on civil service employee demographics, and in some instances, on comparable California labor force and population demographics.</li> <li>• Women's Earnings in State Civil Service provides information relevant to the setting of salaries for female-dominated occupations.</li> <li>• Departmental Statistical Reports:               <ul style="list-style-type: none"> <li>○ 5102 Report provides the race/ethnicity, gender, disability, and veteran status by occupational group and classification.</li> <li>○ 5112 Report provides the number of hires and salary advancements greater than \$1 for each race/ethnicity, gender, disability, and veteran status by occupational group and classification.</li> <li>○ Report 3 annually provides the number of employees by employment status.</li> <li>○ Utilization Report compares employee representation to the relevant labor force and identifies underutilizations of race/ethnicity, gender, disability, and veteran status by occupational groups of 30 or more.</li> </ul> </li> </ul>



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

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			<ul style="list-style-type: none"><li>○ Upward Mobility Report provides the number of employees by classification and identifies what upward mobility category they fall into.</li><li>● Statewide Statistical Reports:<ul style="list-style-type: none"><li>○ 5102 Report provides the race/ethnicity, gender, disability, and veteran status by occupational group and classification for all state employees.</li><li>○ 5112 Report provides the number of hires and salary advancements greater than \$1 for each race/ethnicity, gender, disability, and veteran status by occupational group and classification for all state employees.</li><li>○ Report 2 lists all state classifications by their mapping to the Federal Standard Occupational Classification (SOC) detailed, minor, and major group name and code.</li><li>○ Report 5 provides disability and parity deficiencies by departments with 30 or more employees.</li></ul></li></ul>

  
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<a href="#">CalHR Workforce Data Workbook Template</a>	Assists organizations with conducting an analysis of their workforce to inform workforce planning and succession management efforts.	The workbook includes report templates for: <ul style="list-style-type: none"> <li>• Demographics</li> <li>• Generational Breakout</li> <li>• Retirement Eligibility</li> <li>• Separation Snapshot</li> <li>• Turnover</li> </ul>	Departmental and statewide civil service employee data will need to be gathered to produce the reports included in the workbook. See the <a href="#">State of California Workforce Planning Model – Phase 2 Step 1.1</a> for more information.
<a href="#">CalHR Workforce Data Workbook Template Instructions</a>	Provides step-by-step instructions for organizations using the CalHR Workforce Data Workbook Template.	Not applicable.	Not applicable.

Source	Purpose	Reports Included	Additional Information
<a href="#">CalHR Workforce Planning Statistics</a>	Provides California civil service employee age and retiree demographic data to inform workforce planning and succession management efforts.	<ul style="list-style-type: none"> <li>• Employee Age Demographics</li> <li>• Generational Cohort Conversion</li> <li>• CalPERS Active and Inactive State Members</li> <li>• Retirees' Average Age and Average Years of State Service</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Age Demographics are displayed in charts and grouped by permanent employees, permanent rank-and-file, permanent managers and supervisors, Staff Services Manager III, career executive assignment, and includes a comparison of all groupings.</li> <li>• Generational Cohort Conversion is displayed as a table and applies generational cohorts to five-year age increments.</li> <li>• CalPERS Active and Inactive State Members provides annual percent changes of active and inactive state employees receiving CalPERS retirement benefits.</li> <li>• Retiree's Average Age and Average Years of State Service provides state employee retiree counts, average age, and average state service months by classification.</li> </ul>
<a href="#">Department of Child Support Services Workforce Data Reporting Dashboard Template</a>	Helps organizations with creating a visual dashboard to communicate at a high-level the findings of analyzing their workforce data.	Not applicable.	Findings from completing the <i>CalHR Workforce Data Workbook Template</i> or the <i>Department of Child Support Services Workforce Data Workbook Template</i> can be used to produce the reporting dashboard template.

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<a href="#">Department of Child Support Services Workforce Data Workbook Template</a>	Acts as an additional option to assist organizations with conducting an analysis of their workforce to inform workforce planning and succession management efforts.	The workbook includes report templates for: <ul style="list-style-type: none"> <li>• Gender and Generation Breakdown</li> <li>• Ethnicity</li> <li>• Employee Age Breakdown</li> <li>• Separations</li> <li>• Recruitment and Retention Detail</li> </ul>	Departmental and statewide civil service employee data will need to be gathered to produce the reports included in the workbook. See the <a href="#">State of California Workforce Planning Model – Phase 2 Step 1.1</a> for more information.
<a href="#">Employment Development Department (EDD) Labor Market Information</a>	Promotes California’s economic health by providing information to help understand the state’s economy to make informed labor market decisions and support workforce development.	Numerous data sets are available specific to California’s: <ul style="list-style-type: none"> <li>• Labor force</li> <li>• Industries</li> <li>• Occupations</li> <li>• Employment Projections</li> <li>• Wages</li> <li>• Other important labor market and economic data</li> </ul>	No registration is required for users to access, search, view, and download EDD Labor Market Information data.

Source	Purpose	Reports Included	Additional Information
<a href="#">Management Information Retrieval System (MIRS) Elements and Definitions</a>	Provides definitions for the elements included in the State Controller's Office MIRS COM30 and MIRS COM31 reports.	This resource does not include the MIRS COM30 and MIRS COM31 reports as they are located in the State Controller's Office MIRS Common Library and can be requested from your organization's personnel office.	Not applicable.
<a href="#">State Controller's Office MIRS</a>	Allows state of California human resources staff to generate personnel related on-demand reports or create ad hoc reports. It is an online subscription-based system with an associated monthly cost.	<ul style="list-style-type: none"> <li>• Available reports specific to workforce data analysis:               <ul style="list-style-type: none"> <li>○ MIRS COM30</li> <li>○ MIRS COM31</li> </ul> </li> </ul>	<p>The MIRS COM30 and MIRS COM31 reports can be used as a source for departmental workforce data to conduct an analysis of your organization's workforce, using tools such as the <i>CalHR Workforce Data Workbook Template</i> or the <i>Department of Child Support Services Workforce Data Workbook Template</i>.</p> <ul style="list-style-type: none"> <li>• MIRS COM30 displays a list of current employee information (active and temporarily separated).</li> <li>• MIRS COM31 display a list of employees with appointments and separations in the past 24 months.</li> </ul>

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<a href="#">United States Bureau of Labor Statistics</a>	Measures labor market activity, working conditions, price changes, and productivity in the United States economy to support public and private decision making.	Numerous data sets are available specific to the nation's: <ul style="list-style-type: none"> <li>• Inflation and Prices</li> <li>• Pay and Benefits</li> <li>• Spending and Time Use</li> <li>• Unemployment</li> <li>• Employment</li> <li>• Workplace Injuries</li> <li>• Occupational Requirements</li> <li>• Productivity</li> <li>• Geographic Information</li> </ul>	No registration is required for users to access, search, view, and download data.
<a href="#">United States Census Bureau</a>	Provides national data about people, places and the economy for government programs, policies, and decision making.	Standard reports include: <ul style="list-style-type: none"> <li>• American Community Survey</li> <li>• Census of Governments</li> <li>• Decennial Census of Population and Housing</li> <li>• Economic Census</li> </ul>	No registration is required for users to access, search, view, and download the reports listed.

For assistance, contact the CalHR Statewide Workforce Planning Unit at [wfp@calhr.ca.gov](mailto:wfp@calhr.ca.gov) with questions or concerns about the CalHR 2021 CalHR 2021 Conference: Framework for Collecting and Analyzing Workforce Data Resources.