Classification Risk Assessment Flowchart

What is the Classification Risk Assessment Flowchart?

CalHR's Classification Risk Assessment Flowchart helps organization use workforce data analysis to prioritize workforce planning efforts.

When should an organization use the Classification Risk Assessment Flowchart?

The Classification Risk Assessment Flowchart should be used when an organization wants to prioritize classifications based on risk level to develop focused workforce planning strategies that will mitigate the risk 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.

Who should use the Classification Risk Assessment Flowchart?

The workforce planning steering committee, or individual(s) involved in workforce planning for an organization, should utilize the Classification Risk Assessment Flowchart.

How does an organization use the Classification Risk Assessment Flow chart?

Before using the Classification Risk Assessment Flowchart, order a comprehensive Management Information Retrieval System's (MIRS) report and perform the analytics suggested in the Workforce Data Analysis Methodology to collect some of the necessary data to use the Classification Risk Assessment Flowchart. Gather the following workforce data for **each classification** in the organization:

- ❐ Total employee count
- ❐ Age of every employee
- ❐ Length of State service of every employee
- ❐ Average age of retirement
- ❐ Average years of state service at retirement
- ❐ Vacancy rate
- ❐ Voluntary separation rate
- ❐ Current recruitment efforts
- ❐ Whether the classification is considered critical to achieving the mission of division(s) in the organization
- ❐ Whether the classification is a leadership position and/or a classification in a leadership career path
- ❐ Current efforts or activities to capture and share employee knowledge

Using the data, follow the Flowchart for a single classification at a time to determine each classification's risk level, based on information about employees or positions within the classification. High risk classifications should be the organization's top priority when developing workforce planning strategies.

For Assistance

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

Start

Are 30% or more 50 or older? —**YES**→ Are 40% or more 50 or older? —**YES**→ Are 50% or more 50 or older?

NO (down from first box)

NO (down from second box)

NO (from third box, diagonal down-left) / **YES** (down from third box)

Are 30% or more within 5 years of average retirement age or average years of service at retirement? —**YES**→ Are 40% or more within 5 years of average retirement age or average years of service at retirement? —**YES**→ Are 50% or more within 5 years of average retirement age or average years of service at retirement?

NO (down from first)

NO (down from second)

NO (from third, diagonal down-left) / **YES** (down from third)

Did 10% or more voluntarily separate last year? —**YES**→ Did 15% or more voluntarily separate last year? —**YES**→ Did 20% or more voluntarily separate last year?

NO (down from first)

NO (diagonal from second down-left) / **NO** (diagonal from third down-left) / **YES** (down from third)

Does the classification contain mission critical positions such as leadership, highly technical, operational, etc.? —**YES**→ Does the classification have vacancies? —**NO**→ Are there existing strategies to capture and share knowledge of the positions within the classification?

NO (down from mission critical box)

YES (down from vacancies box)

Is the organization currently recruiting for the vacancies, or plan to in next 2 months?

YES (down)

YES (diagonal down-left from strategies box) / **NO** (down from strategies box)

LOW RISK

MEDIUM RISK

HIGH RISK