Quarterly Workforce Planning Professionals Meeting – January 28, 2015

Slide 1 – Facilitators

Stacie Calderon, Manager

Erica Salinas, Analyst

Danielle Metzinger, Analyst

CalHR's Statewide Workforce Planning and Recruitment Unit

Slide 2 – Recruitment

Data for recruitment efforts

Making the hiring process faster

Recruiting for specific positions

Statewide Recruitment webpage

Slide 3 – Succession Planning and Merit System

Equal playing field. Offering the same opportunities for development and advancement to ALL employees.

Not guaranteeing any jobs—just providing tools and resources to be successful at a certain level of leadership.

Preparing and building bench strength

Participation in formal succession planning programs is voluntary-- some are more ready than others.

Readiness assessments may assist in prioritizing.

Identifying employees who are self-motivated and seeking further development—who is ready to take on the leadership roles.

Slide 4 – Succession Planning v. Upward Mobility

Succession planning is:

- Optional
- Equal opportunity
- Performance metrics department-identified

Upward mobility is:

- Mandatory (Gov. Code, § 19400)
- Targeted group
- Performance metrics predetermined

Slide 5 – Recruitment and Retention Program

Exit Survey Feedback

5 Point Likert Scale - Survey respondents will choose one of the following answers to each statement:

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree
- Unknown

Slides 6 and 7 – My Job

This section of the Employee Exit survey is about the person's perception of their job. The following survey statements were added, changed, or deleted based on stakeholders' feedback about the survey.

Original statement: I was challenged by my job. Updated statement: My work was sufficiently challenging.

Original statement My workload was reasonable. Updated statement: I had sufficient time to complete my job assignments.

Original statement: My job afforded me the opportunity to fully utilize my knowledge, skills and abilities. Update: This statement will be deleted from the survey.

Original statement: I received the necessary training and development to perform my job effectively. Updated statement: I received the necessary training and professional development to perform my job effectively.

Original statement: I experienced professional growth. Update: This statement will be deleted from the survey.

Original statement: I felt motivated to meet work expectations. Update: This statement will be deleted from the survey.

Original statement: I adapted to change. Update: This statement will be deleted from the survey.

Original statement: I proactively took on new tasks. Update: This statement will be deleted from the survey.

Original statement: My work was meaningful. Updated statement: My work was meaningful to me.

New statement: My duty statement accurately reflected my work assignments.

Slide 8 – My Professional Development

This section of the Employee Exit survey is about the person's professional development including formal/informal training, coaching, mentoring, other professional development.

The survey statements were changed to say "professional development" instead of only "development" based on stakeholders' feedback about the survey.

One survey statement was changed from "I received coaching and mentoring" to "I received effective coaching and mentoring".

Slide 9 – Work Environment

This section of the Employee Exit survey is about the person's perception of their work environment. The following survey statements were added, changed, or deleted based on stakeholders' feedback about the survey.

Original statement: The department was committed to workplace diversity. Updated statement: My workplace valued diversity.

Original statement: The department supported work/life balance. Updated statement: My workplace supported work/life balance.

Original statement: The department encouraged innovation. Updated statement: I was encouraged to innovate and try new things.

Original statement: I was aware of the career advancement opportunities available. Updated statement: I was aware of the career advancement opportunities.

Original statement: I was satisfied with the career advancement opportunities available. Updated statement: I was satisfied with the career advancement opportunities.

Original statement: I felt welcomed by coworkers. Update: This statement will be deleted from the survey.

Original statement: My coworkers were committed to doing quality work. Updated statement: My coworkers were committed to producing quality work.

Original statement: I enjoyed my experience at the department. Updated statement: I would recommend the department to others as a great place to work.

Slides 10 and 11 – My Immediate Supervisor

This section of the Employee Exit survey is about the person's perception of their immediate supervisor. The following survey statements were added, changed, or deleted based on stakeholders' feedback about the survey.

Original statement: Effectively communicated the mission and vision of the department and my program area. Updated statement: Effectively communicated the department's mission and vision.

Original statement: Planned and organized effectively. Updated statement: Planned and managed work assignments effectively.

New statement: Allowed a sufficient amount of independence to manage my own work assignments.

Original statement: Provided regular feedback. Updated statement: Provided regular and constructive feedback.

Original statement: Provided constructive feedback. Update: This statement will be deleted from the survey.

Original statement: Provided coaching and/or mentoring. Updated statement: Provided effective coaching and/or mentoring.

Original statement: Communicated effectively. Update: This statement will be deleted from the survey.

Slide 12 – My Leadership Team

This section of the Employee Exit survey is about the person's perception of their leadership team, including senior management. No survey statements were added, changed, or deleted in this section.

Slide 13 – Open Discussions

When implementing a workforce plan, how can we ensure action plans are being carried out?

What does "overlap hiring" look like at your department?

Has your department used CalHR's workforce planning tools and resources?

Slide 14 – Final Thoughts

Any final thoughts or questions to share?

Slide 15 – Contact Information

Contact for workforce planning: Email: wfp@calhr.ca.gov Phone: (916) 322-0742

Contact for recruitment: Email: state.recruit@calhr.ca.gov Phone: (916) 324-9379