



2014 Annual Workforce Planning Survey

Department of State Civil Service

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EXECUTIVE SUMMARY



To provide human resource services and programs that enable state government to attract, develop and retain a productive and diverse workforce that excels in delivering quality services to the citizens of Louisiana."

- State Civil Service Mission

The annual workforce planning survey was conducted in September 2014. The survey, which was sent to Executive branch agencies and educational entities, yielded an 84.8% participation rate. The 2014 survey is similar in content to the 2013 survey. Responses provided by the major agencies that participated in the survey are arranged by subject category and are summarized and highlighted below.

The economic and business climates look very similar in 2014 as in 2013 with agencies continuing to address budget cuts due to declining revenue. Agencies are still concerned about turnover, using pay mechanisms to attract talent, and using recruiting efforts to fill vacancies. Budget concerns

are also an issue for more than half of the agencies who responded.

While agencies are still using budget friendly options to attract and retain new talent such as job sharing, telecommuting, rewards and recognitions, and flexible work hours, the majority of agencies indicated they use various pay mechanisms to attract and retain current employees. As with last year, agencies are still concerned about reductions in force. This trend will likely continue until budgets and the economy stabilize.

2014 Workforce Planning Survey Results

IMPORTANT WORKFORCE PLANNING CONSIDERATIONS FOR 2014

The survey data indicates that respondents show significant concern for the impact of retirements, budget cuts, and attracting/retaining employees due to pay.

Retirements

- In 2014, 68% of agencies are concerned about the number of retirements within the next 5 years.

Budget Cuts

- 60% of the respondents to the 2014 survey said that budget cuts are still a very important workforce consideration for their agency.
- Additionally, 28% said that Layoffs/Reductions in Force are of concern to them.

Institutional Memory

- In 2014, 88% of agencies are concerned with the loss of institutional memory due to expected retirements.

Attracting/Recruiting Employees

- 92% of respondents indicated issues with attracting and retaining employees due to pay. 48% of respondents also indicated issues with attracting and retaining employees due to budget concerns.

Training

- 52% of respondents indicated a need for training for current employees to prepare them for career advancement within the agency.

IMPLEMENTED COMPONENTS OF WORKFORCE PLANNING

64% of respondents indicated they had identified key positions likely to be vacated within the next five years.

32% of respondents have identified critical competencies needed for key positions.

36% of respondents indicated they have implemented processes to transfer vital knowledge from experienced employees to new employees before it is lost.

44% of respondents indicated they had implemented training for employees to provide them with appropriate knowledge and skills.

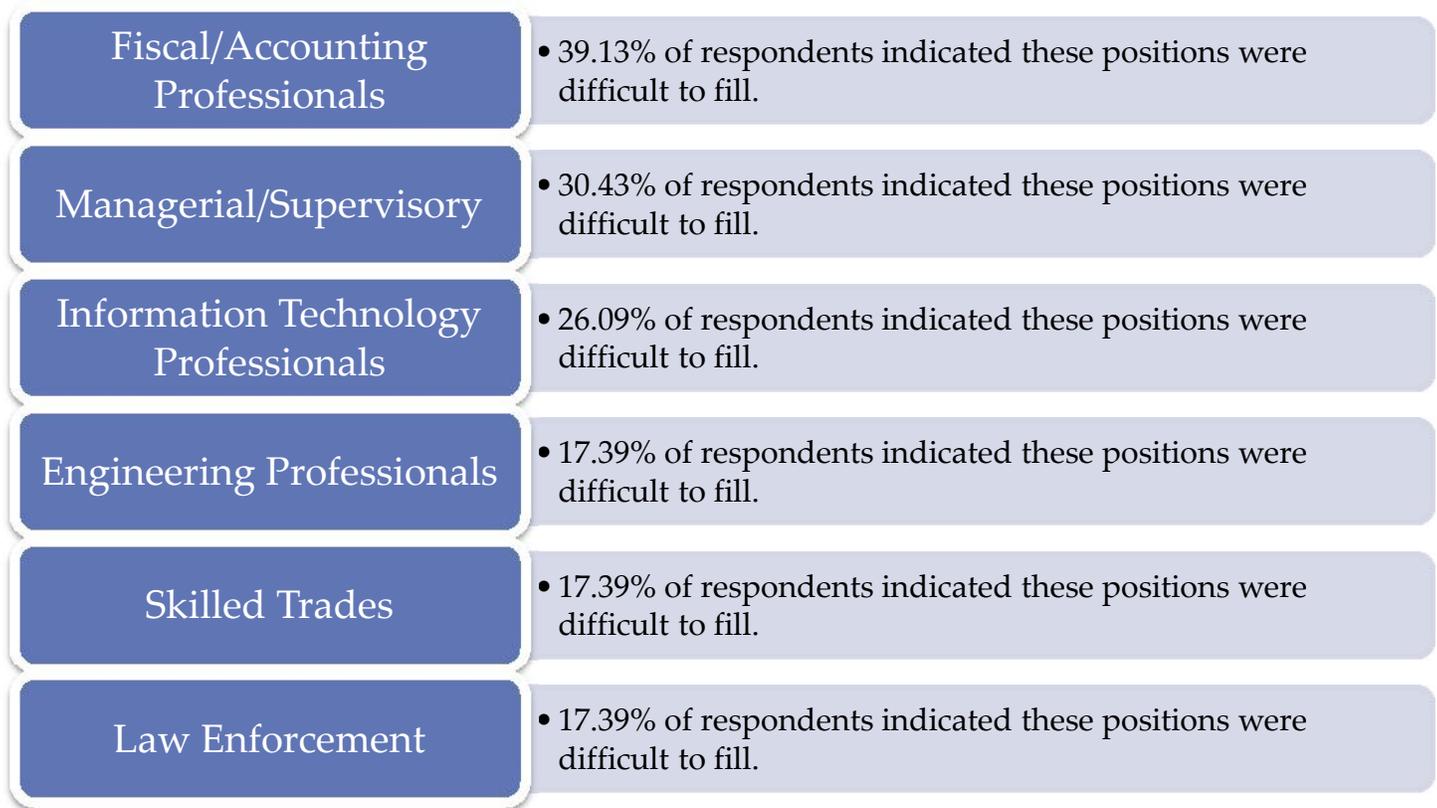
RECRUITING AND HIRING

Due to the current economic climate, recruiting efforts have been reduced by most agencies. However, while the need to recruit is not as great on an ongoing basis, there are still many essential jobs in specific areas that must be filled even during hiring freezes and budget shortfalls. Agencies continue to use the following array of recruiting tools listed below to maintain their market presence in 2014:

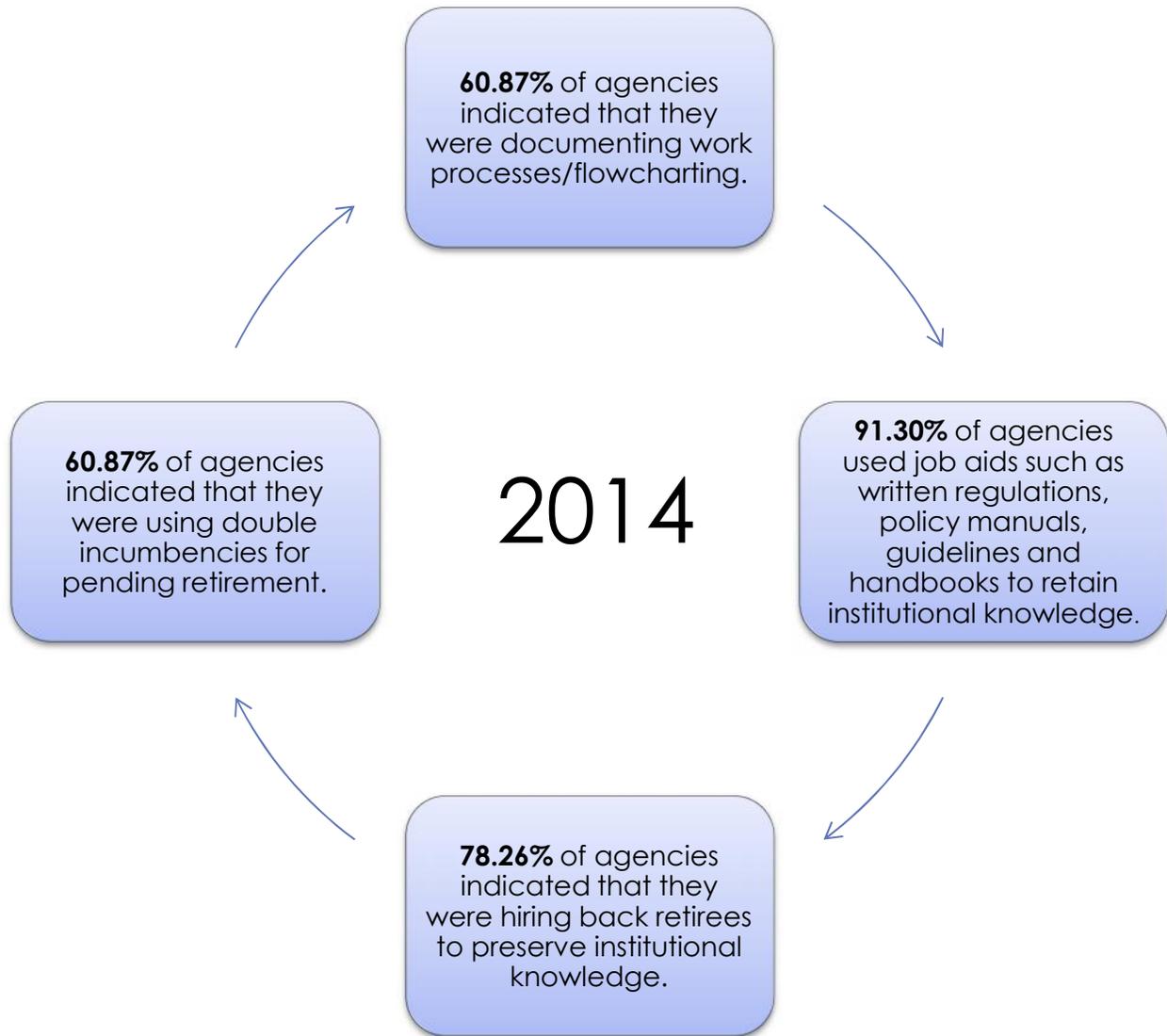
- *Posting vacancies on internet job boards other than La Careers*
- *Paying above minimum of range (Special Entrance Rates, pay for extraordinary qualifications/credentials, etc.)*
- *Newspaper ads*
- *Special Pay/Premium Pay*
- *Professional journals/associations*
- *Student intern programs*
- *Career fairs*
- *Referrals by current employees*

MOST DIFFICULT TO FILL JOBS

Survey respondents were provided with several job categories and asked to indicate which are the most difficult to fill.



PRESERVING INSTITUTIONAL KNOWLEDGE



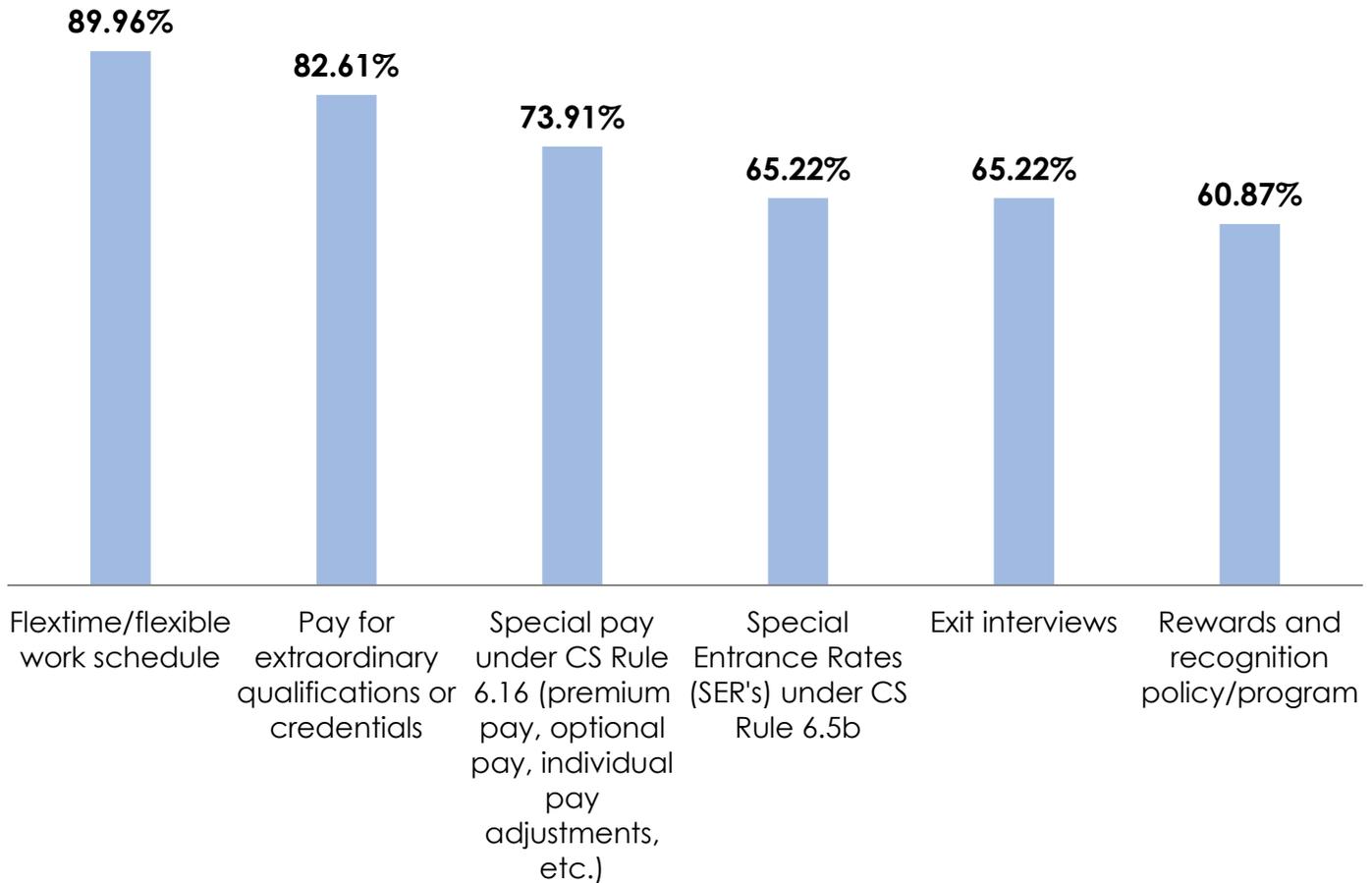
TRAINING

Survey respondents were asked to identify which types of training were used at the agency in order to train employees for possible career development. Agencies mostly used the following training mechanisms for employees in 2014:

- *CPTP*
 - *Mandatory supervisory courses*
 - *Non-mandatory Managerial/Leadership courses*
 - *Professional development courses*
 - *Professional certificate courses*
- *Outside seminars and workshops*
- *Online or computer based training or webinars*
- *Cross-training through various assignments in equivalent positions*
- *Assistance paying for college courses/tuition*

EMPLOYEE RETENTION

Survey respondents were asked to identify which employee retention mechanisms were used at the agency in 2014.



VETERANS

Survey respondents were polled to determine what steps were implemented in order to assist returning veterans secure a place in Louisiana's state workforce in 2014. The following mechanisms were used to see that veterans received assistance in their search for employment with the state of Louisiana:

- *Interviewing applicants with Veterans Preference Points or made other efforts to see that veterans were considered for employment*
- *Using the veterans testing exemption*
- *Participating in programs that assist veterans such as Army PaYS, Hero 2 Hired, etc.*
- *Attending veterans career fairs*

LIST OF SURVEY RESPONDENTS

Executive Branch

1. Department of Health and Hospitals
2. Louisiana Department of Education
3. Louisiana Workforce Commission
4. Louisiana Department of Veterans Affairs
5. Department of Natural Resources*
6. Department of Wildlife & Fisheries
7. Department of Environmental Quality
8. Coastal Protection and Restoration Authority
9. Division of Administration
10. Louisiana Department of Revenue
11. Department of Transportation and Development
12. Department of State Civil Service
13. Louisiana Public Service Commission
14. Secretary of State
15. Department of Insurance
16. Department of Children and Family Services
17. Department of Culture, Recreation and Tourism
18. Department of Public Safety
19. Department of Corrections
20. Department of Treasury
21. LA Economic Development
22. Department of Agriculture and Forestry

Higher Education

23. Southeastern Louisiana University
24. University of New Orleans
25. Louisiana State University
26. Louisiana Tech University
27. Nicholls State University
28. University of Louisiana at Monroe

Others

29. Office of State Examiner, Municipal Fire & Police Civil Service
30. Division of Administrative Law
31. Ethics Administration Program
32. LSU Shreveport
33. Lake Borgne Basin Levee District
34. Louisiana Board of Pharmacy

*The Department of Natural Resources provided a single response on behalf of DNR, the Department of Wildlife & Fisheries, the Department of Environmental Quality, and Coastal Protection and Restoration Authority.

CONTACT US

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