

ADVISORY GROUP ON Civil Service and Employee Benefits **PROPOSAL #:** AGCS # 53
SUBJECT: Strategic workforce planning for appropriate staffing **DATE ADOPTED BY ADVISORY GROUP:** November 23, 2009
COMMISSION ACTION: ADOPTED **DATE:** December 1, 2009 **RECOMMENDATION #:** 182

RECOMMENDATION: The legislature should require each agency receiving state funding or operating with self-generated funds derived from fees and other assessments or interagency transfer to evaluate and justify its staffing level as part of the state budgeting process. Each agency head should consider engaging in strategic workforce planning and using that strategic plan in presenting staff justification to the legislature. An agency's strategic workforce plan should be subject to internal review and amendment at regular intervals not to exceed three years.

Summary Description/Nature of Change	Key/Implementation Responsibilities	Need	Action Needed	Benefit/Saving	Done/ Study
<p>The legislature should require each agency receiving state funding or operating with self-generated funds derived from fees and other assessments or interagency transfer to evaluate and justify its staffing level as part of the state budgeting process. Each agency head should consider engaging in strategic workforce planning and using that strategic plan in presenting staff justification to the legislature. An agency's strategic workforce plan should be subject to internal review and amendment at regular intervals not to exceed three years.</p>	<p>Legislature, agencies</p>	<p>To provide a formal process that requires agencies to justify staffing levels and to provide the legislature with meaningful information with which it may evaluate the appropriateness of an agency's staffing level and the staffing level of the state as a whole</p>	<p>Legislative changes</p>	<p>Provides the legislature with data sufficient to determine the level of state funding an agency should receive for its staffing needs.</p>	