

MEMORANDUM

DATE: December 5, 2011

TO: All Members of the Governor's Cabinet, State Agencies, and Employee Organizations, Personnel Officers, and Equal Employment Opportunity Officers

/s/ SUZANNE M. AMBROSE

FROM: Suzanne M. Ambrose
Executive Officer

SUBJECT: WORKFORCE ANALYSIS REPORT CYCLE CHANGE

Government Code section 19797 requires State agencies and departments to conduct an annual analysis of their workforce to evaluate their equal employment opportunity (EEO) program and practices.

To assist departments in preparing their workforce analysis, the State Personnel Board (SPB) generates department-specific reports that identify underutilization by race/ethnicity, gender and disability. Historically, these department-specific reports had been made available to departments in mid-April. EEO Officers review, analyze and monitor the data on these reports to identify whether any non-job related employment barriers exist in their organization.

As a business process improvement, SPB will generate these department-specific reports and make them available to departments on SPB's website by mid-January 2012 at www.spb.ca.gov/civilrights/workforce_analysis_toolkit.htm.

This change will provide agencies and departments more time to conduct their workforce analysis and submit it to SPB by June 1st of each year. Additionally, SPB will provide training to EEO Officers on the workforce analysis process in February 2012. Questions regarding workforce analysis can be directed to the Office of Civil Rights at civilrights@spb.ca.gov or (916) 651-9017.