

# WORKFORCE PLANNING

## INITIATIVE OVERVIEW



### THE CSU WORKFORCE PLANNING INITIATIVE

In partnership with ICF International, a consulting firm with expertise in workforce planning, the California State University (CSU) is conducting workforce planning analysis to establish a workforce environment where people can grow and develop within the CSU. Developing a workforce plan will allow the CSU to forecast the demand and supply of staff and understand what they have now and what they might need in the future. ICF's workforce planning approach will ensure that the right number of the CSU employees, with the right skills, are in the right place at the right time to deliver short and long-term organizational objectives for the University. ICF's workforce planning process involves comparing the current workforce (supply), with the workforce that is needed to successfully perform the organization's core developmental, governance and administrative responsibilities (demand), both now and in the future. This process will be piloted on four campuses, including Fullerton, Northridge, Pomona, and San Luis Obispo, as well as the Chancellor's Office.

### PROGRAM SPONSORS

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# WORKFORCE PLANNING ANALYSIS PROCESS

## **STEP ONE** Project Planning & Preparation

Conducts a project kickoff meeting, stakeholder meetings, developing readiness criteria and assessing the readiness by site.

June - December  
2020

## **STEP TWO** Workforce Analysis and Planning Methodology

Assesses the staff, evaluating current and future resources, identifying competencies and critical work roles, and conducting a gap analysis.

September 2020 -  
March 2021

## **STEP THREE** Develop Workforce Planning Technical Report

Documents all activities performed during the analysis period and summarize findings, conclusions and implications of results.

March 2021 -  
May 2021

## **STEP FOUR** Develop Pilot Workforce Plans

Provides overview of the current CSU structure and its workforce composition; describes the key drivers and challenges impacting the workforce; and identifies organizational goals to guide the success of the university's future workforce planning efforts.

April 2021 -  
June 2021

## **STEP FIVE** Conduct Training

Ensure the workforce planning initiatives are accomplished and that CSU leaders can develop and implement workforce plans systemwide in the future.

July 2021 -  
September 2021

## **STEP SIX** Iterative Workforce Plan Implementation and Pilot Validation

Evaluate and update the plans to reflect changes to the work, the conditions and the methods by which staff fulfill the organization's missions.

September 2021 -  
December 2021

**FOR MORE INFORMATION ON THE WORKFORCE PLANNING INITIATIVE, CONTACT:**

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