



ETF Workforce Summary

ETF Board Meeting
June 23, 2016

Stacie Meyer, ETF HR Director

June 18, 2016



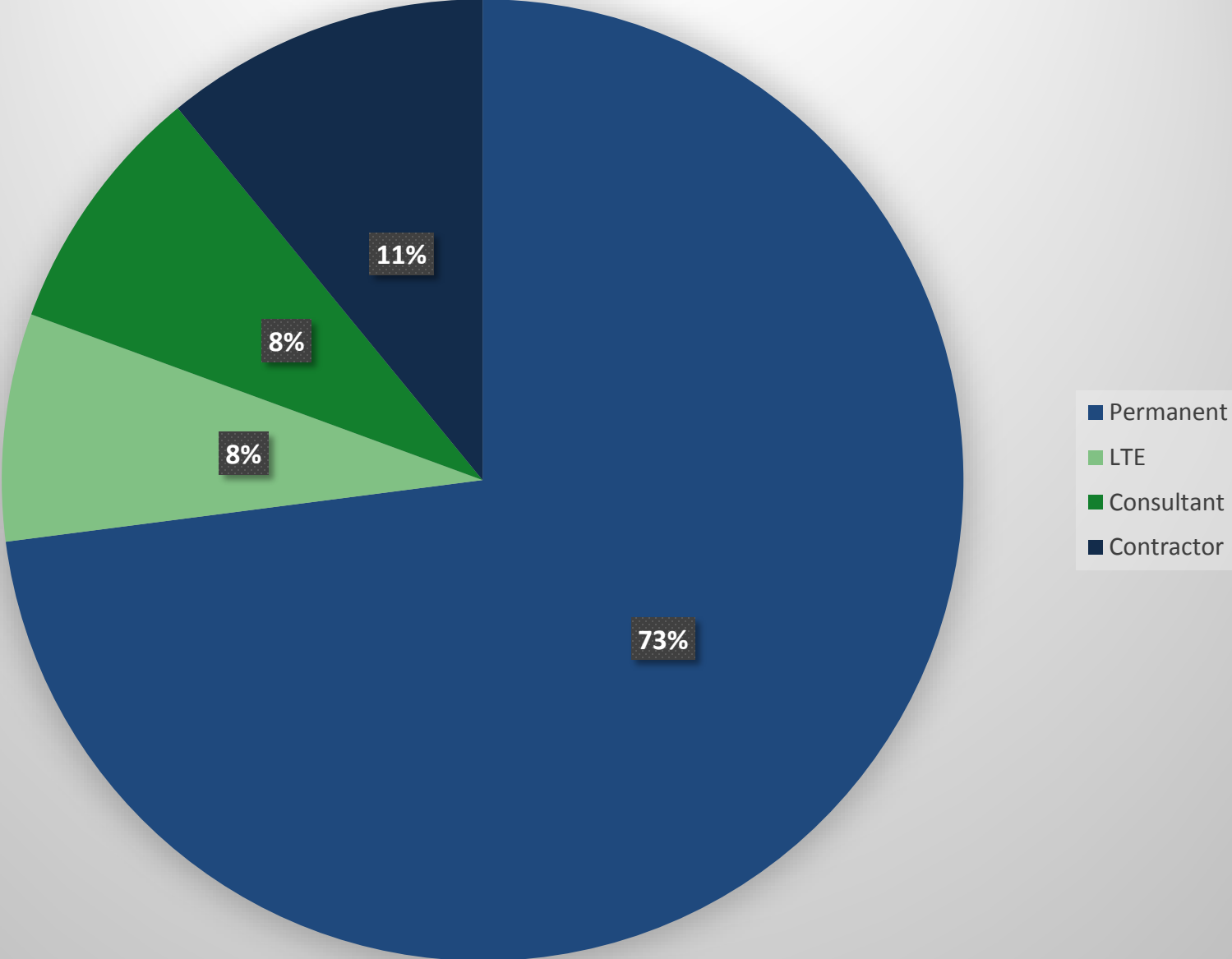
Types of Positions

- FTE Permanent & Project
 - 267.2 budgeted staff
 - Includes 3 project (4 year terms)
- LTE – Limited Term Employees
 - 28 staff

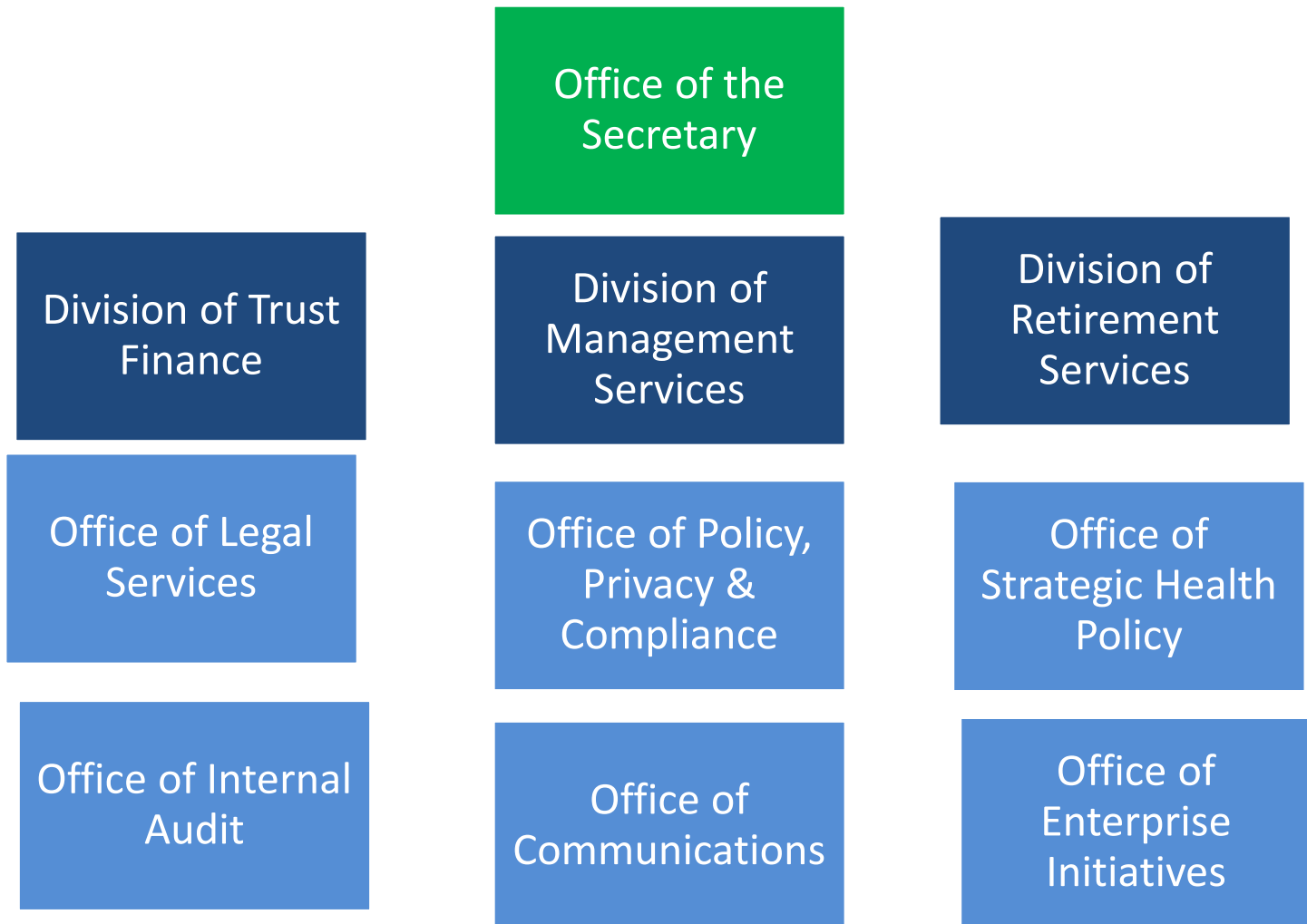
Contractor or Consultant Roles

- Consultants
 - LRWL, Vitech, Icon
 - 31 Staff
- Contractors
 - Vendornet, Professional Services, Spherion
 - TEK Systems, Kforce, Novalink Solutions, Encore Consulting Services, Lemonweir Partners, Smart Solutions, etc.
 - 40 Staff

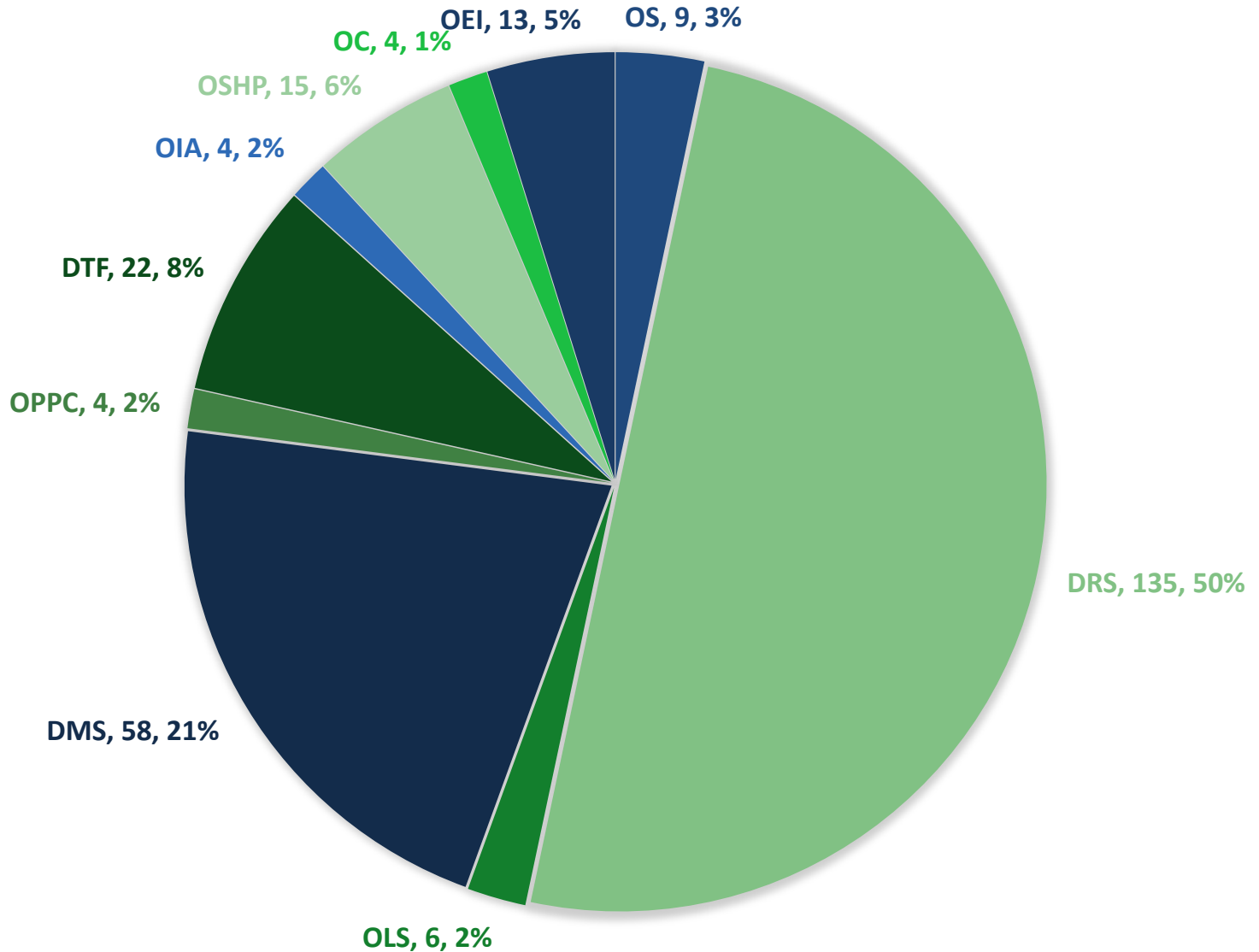
Types of Staff at ETF in June 2016 (369 Total)



Organization Chart



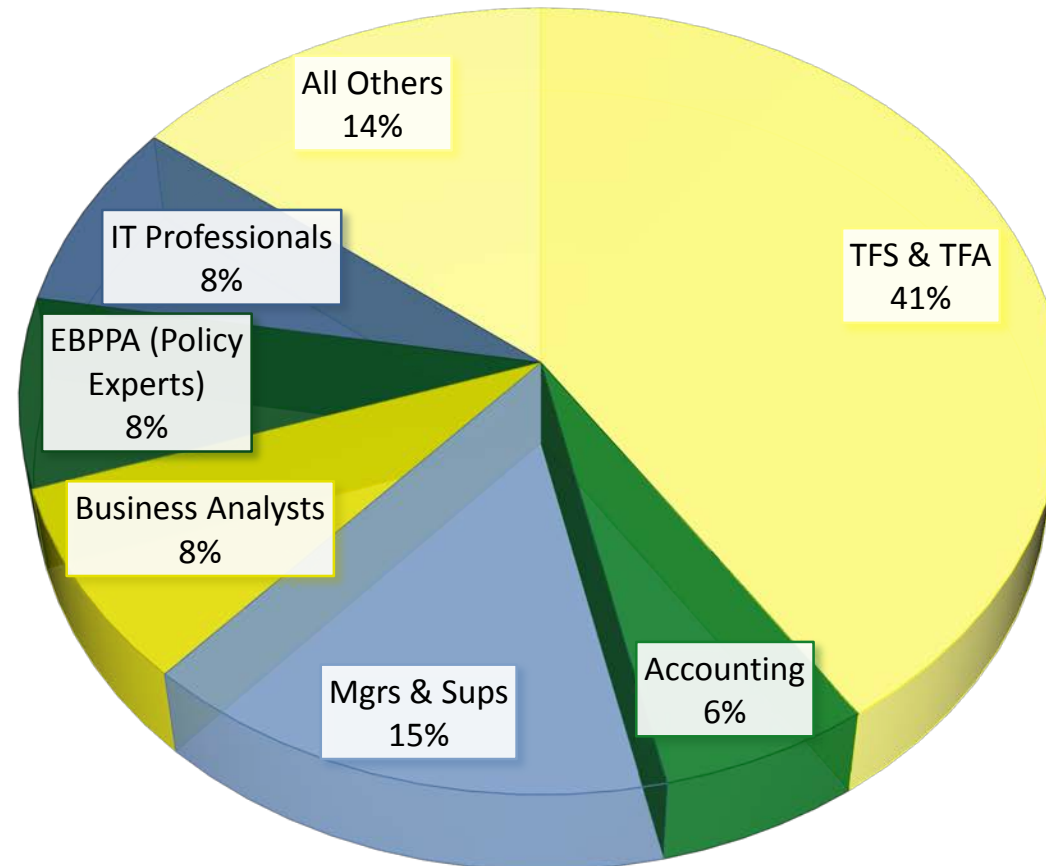
Permanent Staff by Office/Division



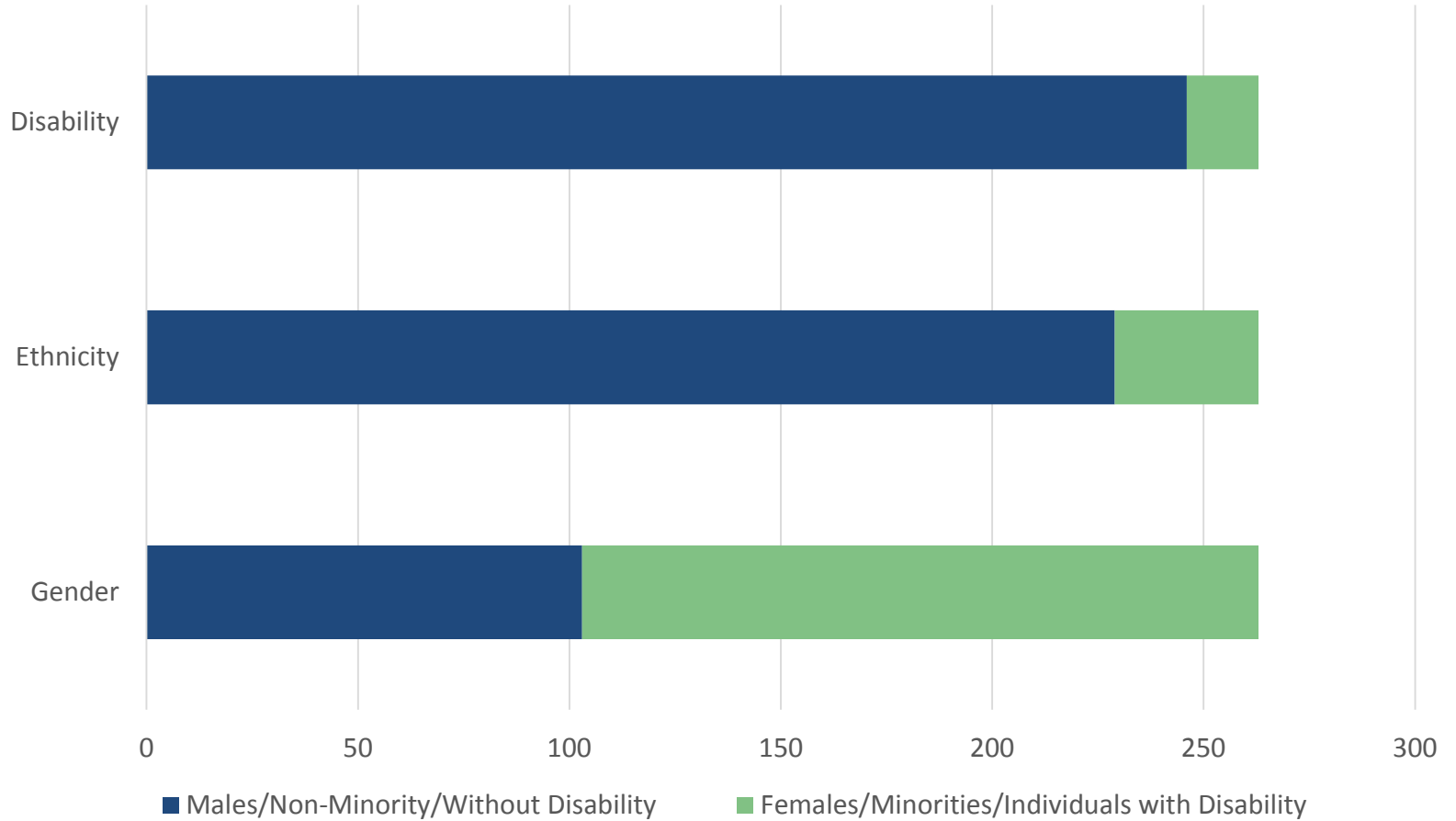
ETF Permanent Classifications

- Trust Funds Specialists (99)
- EBPPA (21)
- Business Analysts (22)
- IS/IT Specialists (21)
- Accountants (14)
- Trust Funds Sups (11)
- Trust Funds Assistants (10)
- Admin Managers (7)
- Trust Funds Directors (6)
- Attorneys (Includes Mgrs & Sups) (6)
- HR/Training Staff (6)
- Financial Mgr & Sups (5)
- Office Operations Staff (5)
- IS Supervisors (4)
- Purchasing & Contract Staff (4)
- Records Program Assoc & Spec (4)
- Auditors (3)
- Management Info Mgrs (3)
- Publications Editors (2)
- Financial Specialists (2)
- Exec Staff Asst Staff (2)
- Paralegal, Legislative Liaison, Admin Policy Advisor, Program & Policy Analyst, Facilities Mgmt Specialist, Budget & Policy Supv, Records Mgmt Supv, Shipping & Mailing Supv, Shipping & Mail Assoc (1 each)
- (ETF Specific Titles)

Classification Categories



ETF Diversity



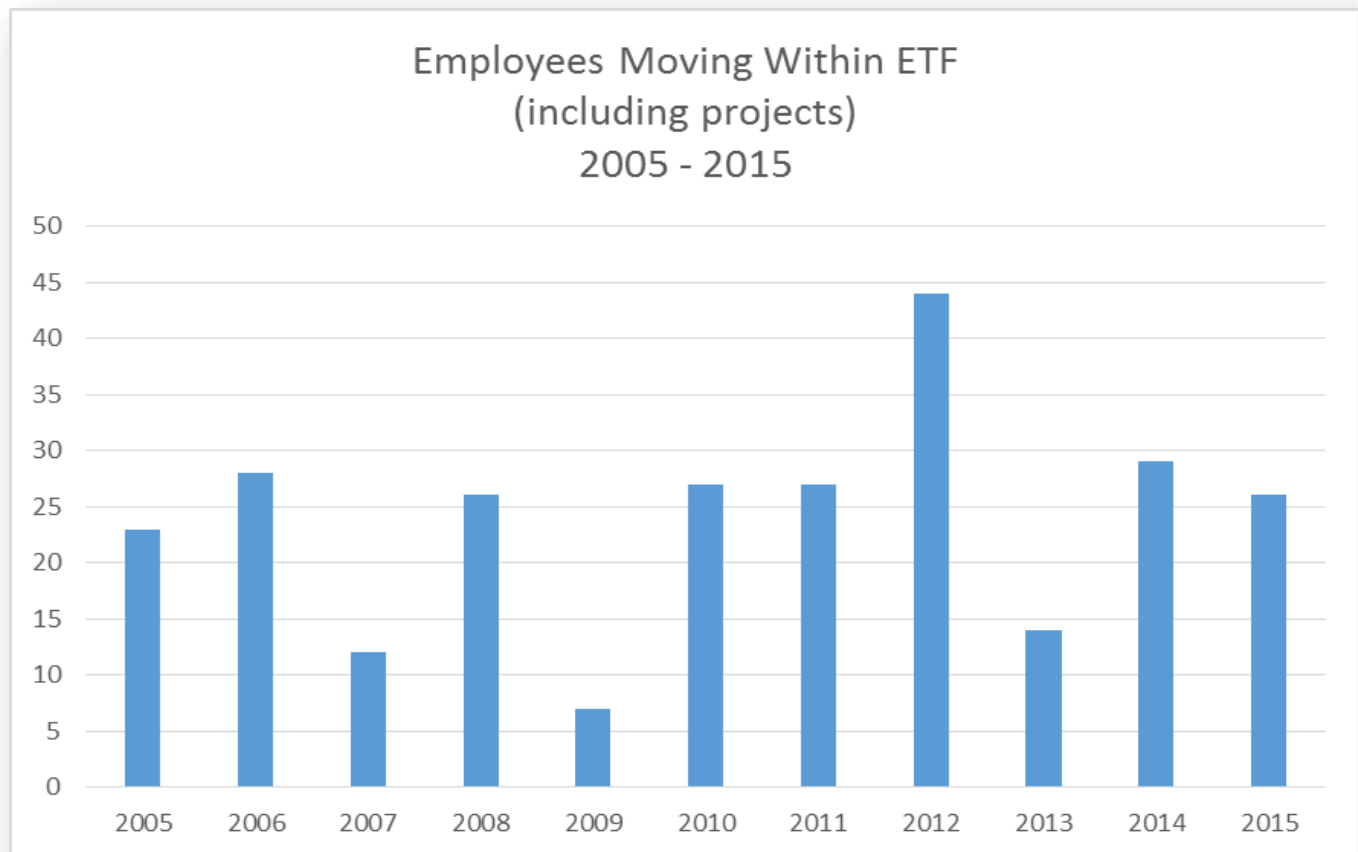
ETF Turnover Past 10 Years

- Employees Leaving ETF

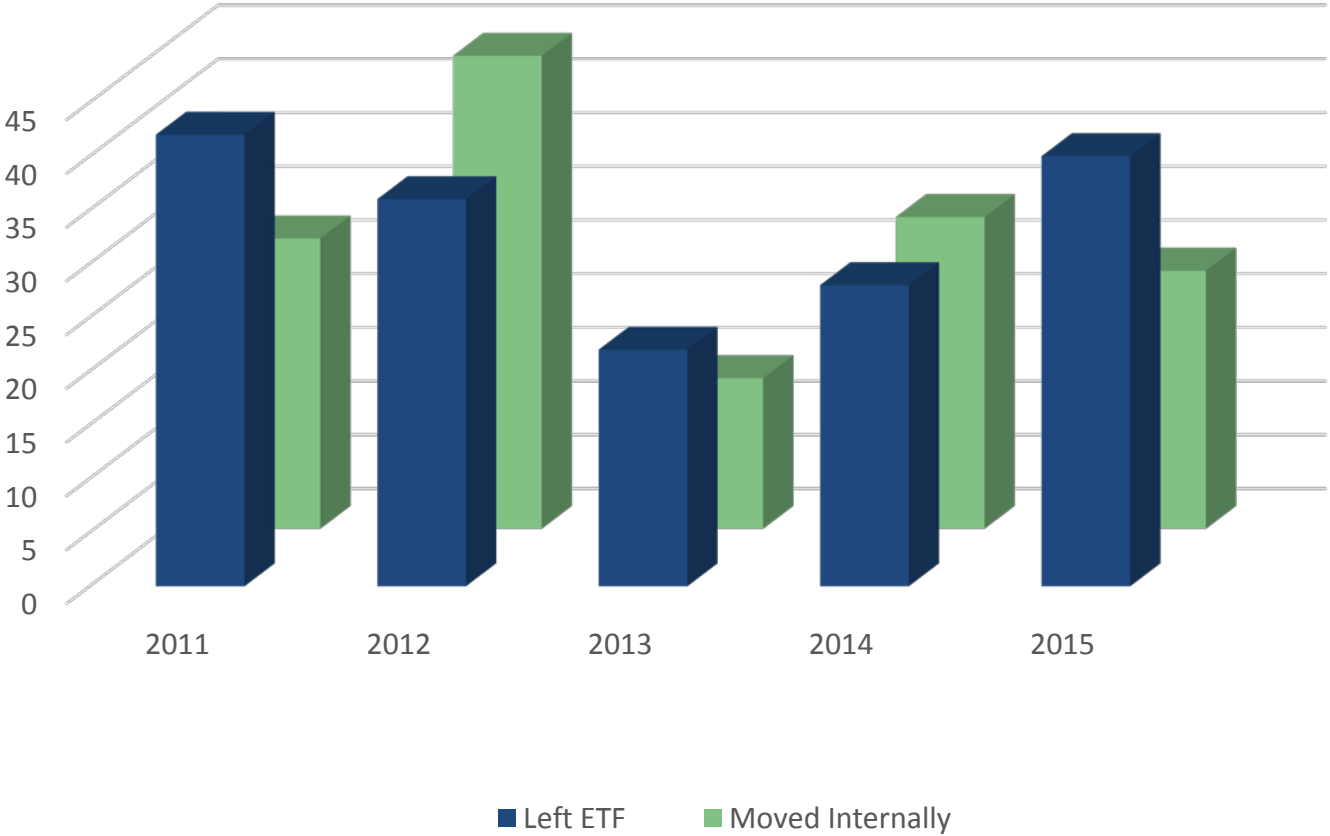


Employees Moving Within ETF

- Staff Development Opportunities

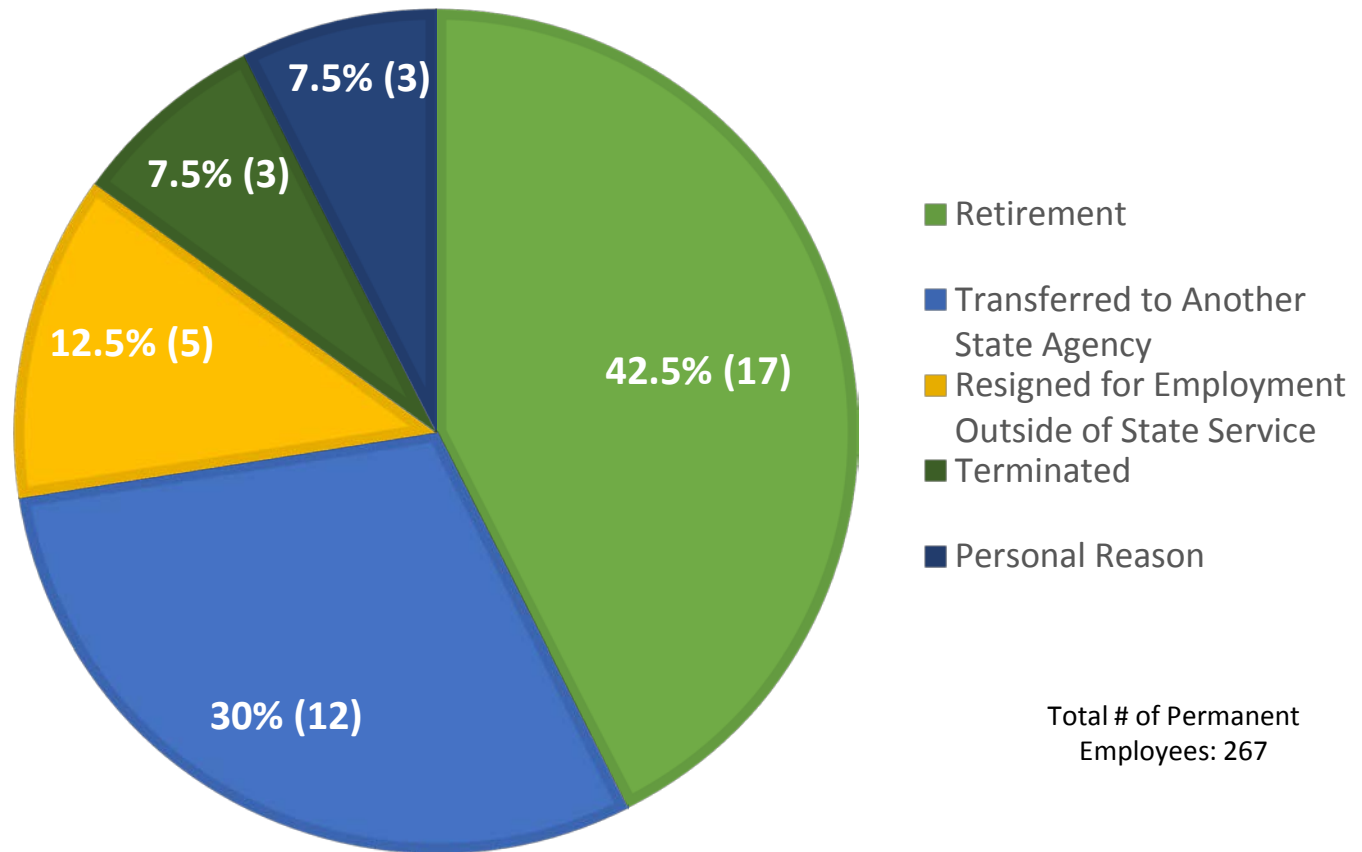


Comparison of Internal to External Movements 2011 - 2015



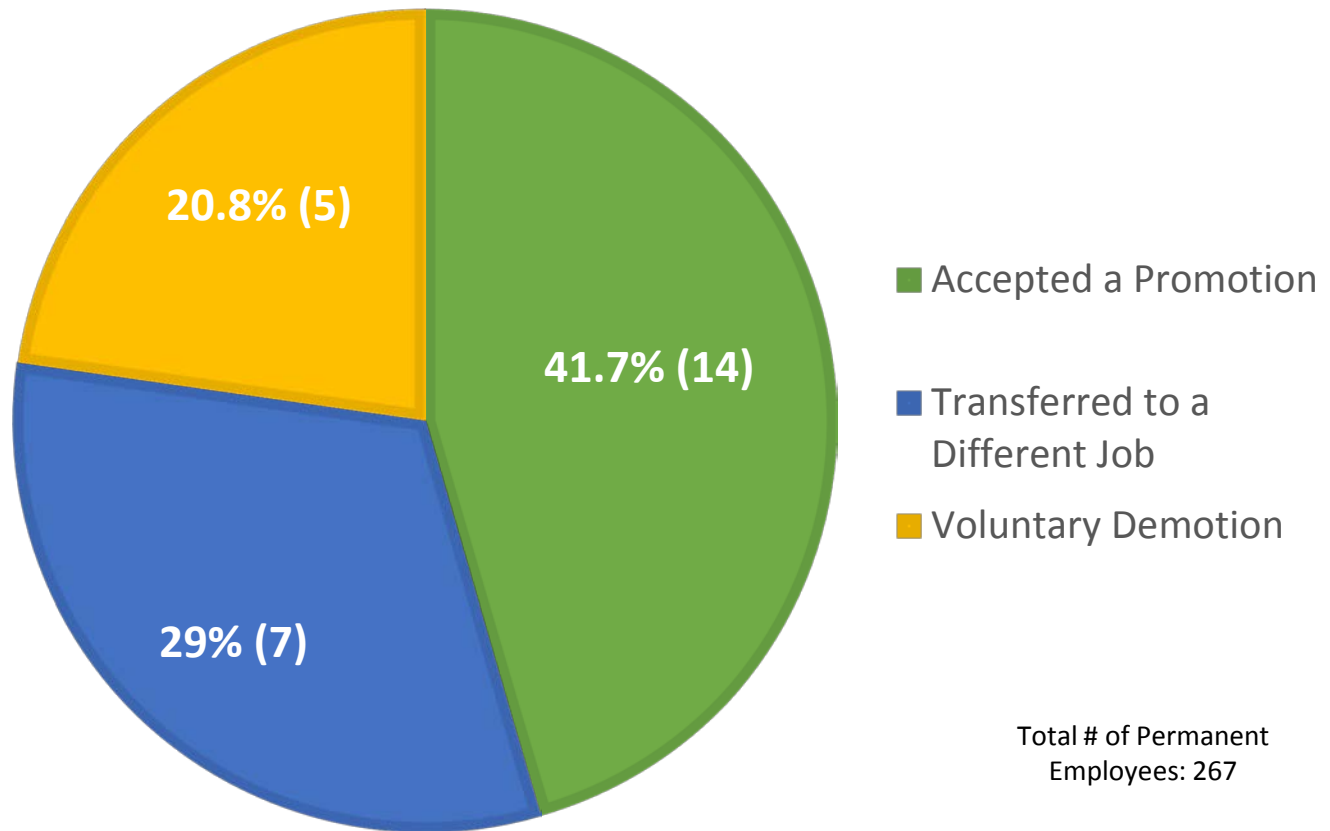
Why Did Employees Leave ETF in 2015

REASONS FOR EMPLOYEE DEPARTURES IN 2015



Why Did ETF Employees Switch Jobs within ETF in 2015?

REASONS FOR MOVING WITHIN ETF IN 2015



Future Workforce Expectations

- Turnover will occur due to myETF Project
 - Required skillsets will change
 - Legacy system and project staff will move to different areas
- New Building Location
- Baby Boomer Retirements
 - 25% of staff currently eligible to retire over next 5 years (Based Sept 2015 data)

Tools to Build & Retain Workforce

- New Employee Orientation & Onboarding Efforts
 - Videos and e-learning available when convenient for all employees
 - Meet & Greet sessions with Secretary's Office
 - Workgroup collaborating on improvements
- Ongoing training
 - System training, skills training, personal development & culture (DISC)

Tools to Build & Retain Workforce

- Civil Service Reform
 - Flexible recruitment strategies (resume screens, behavioral based interviewing, quicker turnaround)
 - Focus on performance versus seniority
 - Enterprise/statewide HR policies, procedures and practices but still allow internal agency discretion
- Succession Planning
 - Overlap hires w/retirees
 - ETF Leadership Academy
 - Continuing education and leadership programs (Certified Public Manager and Enterprise Management Development Academy)
 - Job related certifications (Project Manager, Certified Public Accountant, Business Analyst, etc.)

Questions?