



WORKFORCE PLANNING

I. **PURPOSE:** The purpose of this policy is to ensure that each State government agency has a plan in place to employ sufficient qualified staff to carry out the present and future responsibilities of the agency.

II. DEFINITIONS

- A. **Succession Plan:** An element of a workforce plan that specifies the means to ensure the timely replacement of critical staff by qualified individuals and that includes the identification of critical positions and the qualifications necessary to perform the functions of those positions, as well as the means to develop those qualifications in the existing workforce or employ individuals with those qualifications.
- B. **Workforce Plan:** A plan that provides for: (1) the systematic evaluation of an agency's current and future staffing needs including an assessment of the current workforce, a determination of future workforce needs, and an identification of gaps between the current workforce and the future workforce needs; (2) the development of strategies to address gaps between the current workforce and the projected workforce needs; and, (3) the development of standards, methods, and timetables for monitoring and evaluating an agency's progress toward meeting its current and future workforce needs.

III. POLICY

- A. It is the responsibility of the Director of Personnel to: develop the components of a standardized workforce plan, as defined in this policy, for use by State agencies; assist State agencies in collecting and analyzing workforce data; assist State agencies in the development of their workforce plans; evaluate existing laws, rules, policies, and practices and recommend changes that support effective workforce planning; and, monitor agencies' compliance with this policy.
- B. It is the responsibility of each agency head to: develop a workforce plan as specified by the Director of Personnel and submit the workforce plan to the Director of Personnel; update the agency's workforce plan at least annually and submit it to the Director of Personnel; cooperate with the Director of Personnel in monitoring and evaluating the agency's workforce plan and in all other ways necessary to support statewide workforce planning.

IV. REFERENCES

- A. West Virginia Code § 29-6-7 (b) (10).
- B. West Virginia Code § 29-6-12.

V. **EFFECTIVE DATE:** March 1, 2009

VI. **POLICY NUMBER:** DOP-P22.

Approved and Issued By:

A handwritten signature in blue ink that reads "Otis G. Cox, Jr." written over a horizontal line.

Otis G. Cox, Jr., Director of Personnel
Date: March 1, 2009