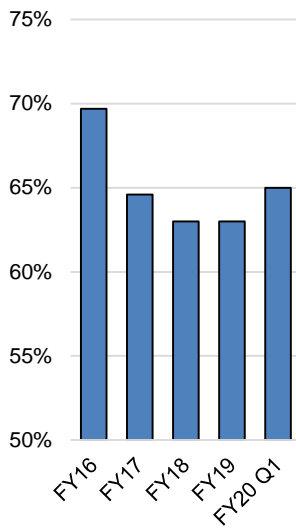


ACTION PLAN

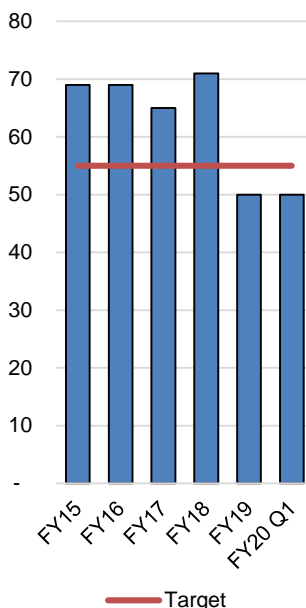
Submitted by agency?	No
Timeline assigned?	No
Responsibility assigned?	No

New Employees Completing 1-year Probation Period



Source: SPO

Average Number of Days to Fill Vacant Positions



Source: SPO

State Personnel Office

The State Personnel Office (SPO) reduced the average time to fill a vacant position from 70 days to 50 days. However, the vacancy rate at executive government agencies increased in the first quarter. It is likely that discontinuation of the consolidated human resources (HR) model helped SPO reduce the time to fill positions. SPO credits implementation of a new recruitment module in the statewide SHARE accounting system for increased efficiencies. Additionally, SPO has placed a heavy emphasis on rapid hire events to generate interest in state employment.

The monthly LFC headcount report shows overall employment increased 2 percent between January 2019 and November 2019. The increase in employment marks a departure from the generally declining state employment levels experienced since late 2015. Salary increases provided by the Legislature during the 2019 session may aid in recruitment and retention. The high vacancy rate may be exacerbated by positions on the state payroll that are no longer necessary and should be removed from the count.

SPO reports the average state salary is now \$50.3 thousand, up from the \$48 thousand reported for FY19. The state continues to have difficulty retaining employees; only 65 percent of new hires complete their one-year probationary period. Additionally, the gap between the salaries of new hire employees and more tenured employees remains relatively narrow, suggesting the need for pay structure adjustment to ensure the state is paying salaries competitive with the broader labor market while providing room for salary growth for new employees. The high new employee compa-ratio suggests the pay structure has fallen behind the market in general, resulting in the state having to pay higher than the midpoint to recruit employees.

Budget: \$4,252.4 **FTE:** 46

Measure	FY18 Actual	FY19 Actual	FY20 Target	FY20 Q1	Rating
Classified service vacancy rate	18%	19%	13%	21.9%	R
Average days to fill a position from the date of posting	71	50	55	50	G
Average state classified employee compa-ratio	101%	103%	100%	107%	R
Average state classified employee new-hire compa-ratio	100%	99%	95%	102%	R
New employees who complete their probationary period	63%	63%	75%	65%	R
Classified employees voluntarily leaving state service	14%	14%	15%	3.6%	G
Classified employees involuntarily leaving state service	2%	2%	5%	0.4%	G
State employee average overtime usage per month*	15.0 hours	15.3 hours	N/A	15.4 hours	
State employees receiving overtime*	18%	18%	N/A	18%	

Program Rating

*Measures are classified as explanatory and do not have a target.

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