

CHAPTER 13
WORKFORCE ANALYSIS AND DEMOGRAPHICS
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CHAPTER 13

WORKFORCE ANALYSIS AND DEMOGRAPHICS

1. INTRODUCTION.

- a. The Department is committed to providing equal employment opportunity (EEO) to all employees and applicants and a work environment free from discrimination, harassment, or retaliation.
- b. The Department monitors and analyzes the effectiveness of its EEO Program. As part of this effort, the Department conducts an analysis of its workforce composition, disabled person representation, and Upward Mobility Program to identify any group with significant underutilization. The Department reports its findings to the California Department of Human Resources (CalHR), takes appropriate action to eliminate any identified non-job-related employment barriers, and develops hiring goals and action plans.

2. POLICY.

- a. It is the policy of the Department to provide EEO to all employees and applicants.
- b. The Equal Opportunity & Access Section (EOAS) shall be the Office of Primary Interest (OPI) for the EEO Program and is responsible for preparing and submitting the Workforce Analysis (WFA) Report annually to CalHR.

3. LEGAL REQUIREMENTS.

- a. Pursuant to Section 19232 of the California Government Code (GC), the Department shall be responsible for establishing an effective affirmative action program to ensure individuals with a disability, who are capable of remunerative employment, access to positions in state service on an equal and competitive basis with the general population. Additionally, the Department shall develop and implement an affirmative action employment plan for individuals with a disability, which shall include goals and timetables. These goals and timetables shall be set annually for disabilities identified pursuant to guidelines established by CalHR and shall be submitted to CalHR no later than June 1 of each year for review and approval or modification. Goals and timetables shall be made available to the public upon request.

b. Pursuant to Section 19234 GC, the Department shall annually review its hiring activities designed to achieve the employment objectives established by CalHR to determine if any category of individuals with a disability have been disproportionately excluded on a non-job-related basis from employment. If any category has been so excluded, the Department shall correct that underrepresentation.

c. Pursuant to Section 19797 GC, the Department shall develop, update annually, and implement an equal employment opportunity plan which shall, at a minimum, identify the areas of significant underutilization of specific groups based on race, ethnicity, and gender, within each department by job category and level, contain an EEO analysis of all job categories and levels within the hiring jurisdiction and include an explanation and specific actions for removing any non-job-related employment barriers. Additionally, the Department shall, once every two years, establish a plan to recruit, attract, and retain employees of the specific groups identified above. This plan shall be submitted to CalHR. For purposes of work force data collection and EEO analysis, the Department shall utilize the definitions provided Title 2, Section 599.980 of the California Code of Regulations.

4. EMPLOYEE DEMOGRAPHIC DATA COLLECTION.

a. The CalHR collects specific statistical data from state agencies to evaluate the distribution and proportionality of the state's workforce and to determine the underutilization of groups, for example, race/ethnicity, gender, disability, and veteran status, within the civil service workforce. The CalHR reports this data through its departmental Demographic Reports published on its public website.

b. The Department uses this data to gain an understanding of the composition of the groups within the classifications utilized by the Department, and to identify significant underutilizations within its workforce. The CalHR collects state workers' demographic data through the following methods:

(1) Race and Ethnicity Questionnaire. Upon hire, Form CalHR 1070, State Employee Race/Ethnicity Questionnaire, is provided to all new employees and to rehire employees who have no race/ethnicity data in the State Controller Office system. Employees are requested to self-identify their race/ethnicity and gender. Absent self-identification, federal law requires the Department to visually identify the employee's race and gender. The questionnaire data is collected and maintained by the State Controller's Office. More information can be found on the CalHR 1070 listed under EEO Questionnaire at <https://www.calhr.ca.gov/Pages/forms.aspx>.

(2) New Employee Survey Upon Hire—Disability and Veteran Status. All new, rehired, and external agency transfer, or promotional employees are provided

with the New Employee Survey upon hire. Employees are requested to complete the confidential, voluntary survey to self-identify disabilities and veteran status. The survey data is collected and maintained by CalHR. More information can be found at CalHR's website <https://eservices.calhr.ca.gov/Survey/NewEmployee>.

(3) Change in Status Survey Campaign.

(a) Disability Survey. The EOAS conducts an employee disability survey campaign annually to capture employees' change in disability status from the previous year during October, which is the annual National Disability Employment Awareness Month. Employee participation in this voluntary annual survey is both important and encouraged, as it is the only means by which CalHR can measure the Department's workforce representation of persons with disabilities.

(b) Veteran Survey. The EOAS conducts an employee veteran survey campaign annually to capture employee's change in veteran status from the previous year during November in consideration of Veterans Day.

5. WORKFORCE ANALYSIS.

a. The Department is required to complete and submit an annual WFA Report to CalHR. The data produced in the WFA Report, along with all other state agencies' workforce data, provides CalHR with an overview of the status of the state's EEO program. There are three components of the WFA:

(1) Workforce Composition. The Department conducts an analysis of significant underutilizations among racial/ethnic and gender groups, identifies any non-job-related employment barriers, and provides an action plan to remove those identified barriers.

(2) Persons with Disabilities. The Department conducts an analysis of representation of persons with disabilities, sets annual goals, and creates action plans to improve the representation of persons with disabilities in the Department.

(3) Upward Mobility. The Department identifies its upward mobility classifications; the number of employees that are participating in upward mobility; and the number of employees expected to advance from low-paying, entry-level classifications to entry-level technical, professional, and administrative classifications; sets annual goals; and creates action plans to achieve annual goals.

b. Workforce Analysis Coordinator. The EOAS's WFA Coordinator is responsible for completion and submission of the Department's WFA Report to CalHR for approval by June 1 of each year. The EOAS WFA Coordinator shall:

(1) Collect and maintain data reports published by CalHR.

(2) Consult with other OPIs and the Advisory Committee for Persons with Disabilities (ACPD) to obtain necessary information to complete the WFA Report. Conduct analysis of the workforce assessing hiring, promotional, and retention opportunities.

(3) Identify statistically significant underutilization among racial/ethnicity and gender groups and determine whether any non-job-related employment barriers exist. Address any identified barriers, identify goals, and formulate action plans to eliminate any identified barriers.

(4) In conjunction with ACPD and other OPIs, identify hiring goals for persons with disabilities and formulate action plans to improve the representation of persons with disabilities in the Department's workforce when its disability representation falls below 80 percent of the statewide disability parity.

(5) Assess, review, and in conjunction with the Upward Mobility Program Coordinator, establish hiring goals for the Upward Mobility Program and develop action plans to meet the established goals.

(6) Upon completion of the WFA Report, obtain approval of the WFA Report by the EEO Officer and the Office of the Commissioner prior to its submission to CalHR no later than June 1 of each year.

c. Following the submission of the of the WFA to CalHR, the EOAS will review the analysis, goals, and action plans with the ACPD and other OPIs, as appropriate.

6. RETENTION.

a. Workforce Analysis Report. The EOAS will retain the WFA Report and all supporting documentation for five years.