



Post Office Box 94111
Baton Rouge, LA 70804-9111

www.civilservice.la.gov

SHANNON S. TEMPLET, DIRECTOR

Phone: 225-342-8274

Fax: 225-342-8058

TDD: 800-846-5277

Toll Free: 866-783-5462

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DATE: April 1, 2015

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Workforce Planning and Development Portal

State Civil Service is pleased to announce a new Workforce Planning and Development portal that will be available on April 1, 2015. The portal can be accessed from our website at:

<http://www.civilservice.louisiana.gov/Divisions/Training/WorkForceDevelopment.aspx>. Additionally, you can reach the page through the "Workforce Development Quick Link" on the Civil Service home page.

The new portal provides state Human Resources professionals with workforce planning tools in order to forecast talent needs in state government. This page will serve as the official go-to source for workforce planning and development guidance within state agencies. The State Civil Service team developed this model to use as reference to help agencies identify critical workforce issues and to assist them in developing strategies to overcome the problems that these issues create.

This page hosts resources and information for agencies on all aspects of workforce planning, including templates, guidelines, and links. Click on the [Workforce Planning Model](#) for a downloadable pdf. This document includes two parts. It provides a general information narrative as well as a toolkit that includes resources and key action charts. Click on the [E-Model](#) for an infographic presentation of the state's Workforce Planning Model.

Additional resources include Workforce Planning FAQ's and Agency Workforce Profiles. The Workforce Profile data as of December 31, 2014, will be available within the next two weeks. These profiles assist agencies in developing their workforce plans.

If an agency has any questions about Workforce Planning Resources or would like to schedule a consultation to discuss workforce planning and development, you may contact Dana LeBherz, Human Resources Division Administrator in Training and Workforce Development, at (225) 342-8541 or Dana.LeBherz@la.gov.

Sincerely,

s/Shannon S. Templet
Director