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DATE: December 16, 2015

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: 2015 Workforce Planning Survey Report

State Civil Service is pleased to announce the annual [2015 Workforce Planning Survey Report](#) has been issued. With your help, the State Civil Service team developed this survey report to help you identify your efforts as well as provide additional elements of workforce planning that you may wish to incorporate into your current process. Additionally, you can reach the page through the “Publications, Notifications, Facts, and Figures Quick Link” on the State Civil Service home page.

The goal of workforce planning is to ensure that an employer gets the right PEOPLE, with the right SKILLS, into the right JOBS, at the right TIME. Workforce Planning is the systematic assessment of the current and future capacity of the state government workforce. The assessment includes both external factors (such as the availability of skills in the labor market) and internal factors (such as the age and competencies of the state workforce). Please remember to reference all available workforce planning tools that are provided on the State Civil Service Workforce Planning and Development portal which can be accessed [here](#).

Should you have any questions in regard to this year’s survey report, please contact Max Reichert, Human Resources Division Administrator in Staffing, at (225) 342-8540 or Max.Reichert@la.gov or Britney Noland, Human Resources Consultant Specialist in Staffing, at (225) 342-8790 or Britney.Noland2@la.gov.

Sincerely,

s/Byron P. Decoteau, Jr.
Interim Director