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## GENERAL CIRCULAR NUMBER 2018-011

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**DATE:** May 16, 2018

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Agency Workforce Profiles Released

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The Agency Workforce Profiles have recently been published on the State Civil Service website [here](#). These profiles consist of a snapshot of each individual agency workforce as of the end of December 2017. Agency information is provided on all classified permanent and probational state employees in order to assist agencies in developing workforce plans. The data is organized according to EEO-4 job categories and provides the following information:

- Number of Employees (number of employees in the respective category and the percentage of total classified permanent and probational employees in your agency that this number represents)
- The average age of employees
- The number of employees that retired last year
- Retirement (number of employees currently eligible to retire but not in DROP, employees currently in DROP, and employees eligible to retire within five years.)
  - Note:** This information is only on classified permanent and probational employees in LASERS. If you have employees in a different retirement system, this data will not be accurate for those employees.
- Years of Service (based on adjusted service date)

In order to facilitate your workforce planning efforts, you may find it helpful to compare your Agency Workforce Profile to the overall statewide profile at the end of the report.

Agencies may request more detailed breakdowns for each category such as listing names of employees eligible to retire within five years, names of employees currently in DROP, etc. by contacting Jackie Garrison of our Management Information Systems Division at [Jackie.Garrison@la.gov](mailto:Jackie.Garrison@la.gov) or (225) 342-8297.

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director