

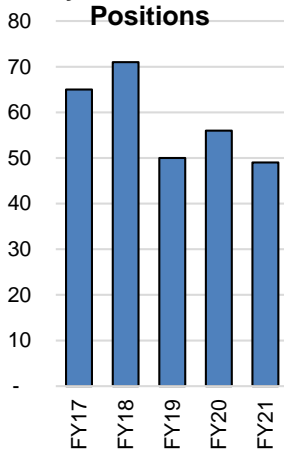
## PERFORMANCE REPORT CARD

State Personnel Office  
Third Quarter, Fiscal Year 2021

### ACTION PLAN

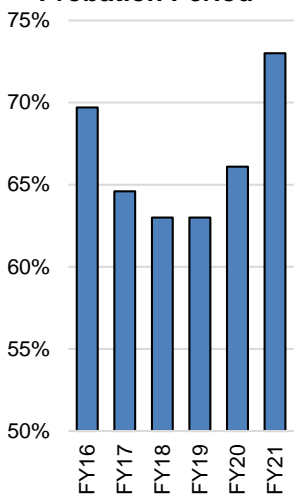
Submitted by agency? No  
Timeline assigned? No  
Responsibility assigned? No

**Average Number of Days to Fill Vacant Positions**



Source: SPO

**New Employees Completing One Year Probation Period**



Source: SPO

### State Personnel Office

Despite falling Covid-19 case counts and easing of public health restrictions, the State Personnel Office (SPO) has yet to offer updated guidance on return to work protocols. Additionally, the creation of a telework policy has been discussed for the past year, but no policy has been implemented.

The state operated under a hiring freeze through the third quarter which significantly reduced the number of positions filled; SPO reports 1,388 hires through the third quarter of FY21, down from the 2,553 reported over the same period in FY20. While 73 percent of new hires completed their first year of state service, a significant increase from prior years, it remains to be seen if this is a permanent trend or if it was driven by uncertainty in the labor market brought on by the pandemic. The two measures of compa-ratio, or salary divided by midpoint of salary range, continue to point to salary compaction; new hire employees are being brought in at 99 percent of midpoint while more tenured employees are receiving 104 percent of midpoint. This suggests that the middle of the salary range has become entry level and there is little room for employees to move through the salary range. The lack of opportunity for regular advancement can lead to low morale and increased turnover.

For years, SPO provided high-quality quarterly reports on the state workforce. However, for FY21, the agency significantly reduced the amount of information contained in the reports and did not provide information requested by LFC staff including time to fill positions by agency, turnover by agency, and number of salary increases awarded, among others. The removal of this information makes it more difficult to assess the challenges confronting agencies statewide.

At SPO's request, a number of measures are classified as explanatory, meaning they do not have performance targets; however, ratings were given based, in part, on prior year performance. Overall, SPO is rated red. Performance report card criteria laid out in LFC Volume 1 state red ratings may be given when there is no action plan in place for improvement. No action plan was submitted with the quarterly report and the performance information reported makes it difficult to determine how SPO is working to improve the functioning of the state's HR system.

|  | FY19 Actual | FY20 Actual | FY21 Target | FY21 Q1 | FY21 Q2 | FY21 Q3 | Rating |
|--|-------------|-------------|-------------|---------|---------|---------|--------|
| <b>Budget: \$4,147.5 FTE: 46</b>                             |             |             |             |         |         |         |        |
| Classified service vacancy rate                              | 19%         | 21%         | N/A*        | 19.4%   | 19.6%   | 19.8%   | Y      |
| Average days to fill a position from the date of posting     | 50          | 56          | N/A*        | 59      | 49      | 51      | Y      |
| Average state classified employee compa-ratio                | 103%        | 103%        | 100%        | 104%    | 104%    | 104%    | R      |
| Average state classified employee new-hire compa-ratio       | 99%         | 100%        | N/A*        | 98%     | 99%     | 99%     | Y      |
| New employees who complete their first year of state service | 63%         | 66%         | N/A*        | 66%     | 70%     | 73%     | Y      |
| Classified employees voluntarily leaving state service       | 14%         | 12%         | N/A*        | 3.0%    | 2.8%    | 2.9%    |        |
| Classified employees involuntarily leaving state service     | 1.2%        | 2%          | N/A*        | 0.4%    | 0.4%    | 0.4%    |        |
| Number of hires external to state government                 | NEW         | NEW         | N/A*        | 369     | 508     | 511     |        |
| <b>Program Rating</b>  | Y           | Y           |             |         |         |         | R      |

\*Measure is classified as explanatory and does not have a target.