



FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

# human resource management

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## **NASPE Communications Awards**

### **Nomination:**

***State Personnel System Annual  
Workforce Report***

***State of Florida***

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# **State Personnel System Annual Workforce Report State of Florida**

## **1. Provide a brief description of the submission.**

The Florida Department of Management Services' Division of Human Resource Management issues an annual workforce report on Florida's State Personnel System (SPS). Rule 60L-29.002(5), Florida Administrative Code, defines the State Personnel System as the employment system comprised of positions within the Career Service, Selected Exempt Service, or Senior Management Service, and within all agencies except those in the State University System, the Florida Lottery, the Florida Legislature, the Justice Administration System or the State Courts System. The report complies with section 110.201(5), Florida Statutes, requiring the Department of Management Services to develop a workforce report that contains data representative of the SPS human resources and identifies trends for planning and improving the management of these resources.

The SPS Annual Workforce Report also contains other statutorily required reports concerning the State Personnel System. These include the:

- Equal Employment Opportunity/Affirmative Action Report, section 110.112(2)(d), Florida Statutes;
- Savings Sharing Program Report, section 110.1245(1)(d), Florida Statutes;
- Pay Additives Report, section 110.2035(7)(e), Florida Statutes; and
- Classification Plans for Senior Management and Selected Exempt Services, sections 110.406(1) and 110.606(1), Florida Statutes, respectively.

This report serves as a comprehensive and vital resource to the State of Florida and to other entities seeking information on Florida's human resources. The data and trends contained in the report provide relevant data to assist the Executive Office of the Governor, the Florida Legislature, agency heads, human resource professionals, state employees, labor unions, the media, Florida citizens, and the public in decision making and being informed about Florida's most valuable resource – its employees.

## **2. How long has the submission been in existence?**

The inaugural State Personnel System Annual Workforce Report was first issued in 1994 covering data as of December 31, 1993. Annual workforce data has been published each year since its inception for the past 20 years.

## **3. Why was the submission created?**

The Division of Human Resource Management initiated the development of the State Personnel System Annual Workforce Report to fulfill the numerous requests for information about the state's workforce from both the public and private sectors. It was not until 1999 that the report became codified in the Florida Statutes as a statutorily required report.

In the first several years of development, the report was 18 pages in length and included high-level general information regarding pay plans, position and employee counts, years of service, turnover and separations, salary comparisons, leave benefits, benefits costs, and female and minority representation. Over time, the report evolved to be more user-friendly and comprehensive and has grown to an 82 page report. The current format of the report provides comprehensive data on numerous aspects of human resources and assists state leaders with decisions regarding the workforce and addresses varying questions from the media and the public. The report also serves

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as a source of employment data and trends which assists with accountability at both the statewide level and by agency. The report is subdivided into six sections to better portray the current and historical state of the workforce as follows:

**General Workforce Trends** – Provides ratios of state employees to state population, full-time equivalent employment to state population, and state payroll expenditures to state residents; general workforce demographics such as projected population distribution by age for the United States and Florida; projected labor force age distribution; and projected workforce needs.

**Workforce Design** – This section covers the structure, systems and people in the workforce. The information included covers pay plans, positions, workforce profile, employment trends, employee mobility, temporary workers, and retirement projections.

**Workforce Compensation** – Includes data on the elements of the compensation package offered to employees such as basic salary, health and life insurance, disability insurance, retirement, Social Security, Medicare and leave benefits. Also includes legislative pay adjustments, salary distribution by gender and ethnicity by pay plan, average salary, benefit comparisons to other states, retirement overview, pay additives, etc.

**Workforce Training and Development** – Provides data on agency's training programs and expenditures reflecting the training implemented and the progress made in the area of training.

**Equal Employment Opportunity** – Includes information relating to the implementation, continuance, updating and results of each executive agency's Affirmation Action Plan for the previous fiscal year; minority and gender representation by pay plan; race and gender demographics by agency and pay plan; and comparisons of workforce data to the available labor market.

**Community Relations** – Provides information on the contributions of employees to their communities. Contributions are in the form of monetary donations or by volunteering their time for community service projects during and outside of work hours.

#### **4. How does this submission support the goals and objectives of your agenda/department?**

The State Personnel System Annual Workforce Report supports the goals and objectives for the State of Florida at varying levels as follows:

- **Executive Office of the Governor**

The Department of Management Services (DMS) provides shared services to state agencies and local governments. DMS' goal is to provide excellence in product and service delivery. DMS affirms its role in providing the infrastructure and foundational support to foster success with the Governor's priorities. By making government more efficient and reducing costs, DMS is advancing the Governor's agenda of reducing the size and cost of government, while increasing the ability of agencies to focus their resources on the delivery of their core services.

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- **Florida Department of Management Services**

The Department of Management Services is the State of Florida's shared services provider. We are organized to support both the operations of state agencies as a whole and individual state employees. Through the efficient provision of shared services, state agencies can direct their time, energy and resources to their core missions. As the state's shared services provider, the Department of Management Services is committed to applying proven business practices in the government environment. Through gained efficiency and enhanced operational capacity, critical government resources can be directed to better meet the needs of Florida's citizens. State agencies and other state entities rely on DMS to supply expertise, support and guidance in order to serve their customers more effectively and DMS must meet this need consistently in order to be effective.

<b>Our Motto</b>	<i>We Serve Those Who Serve Florida</i>
<b>Our Vision</b>	<i>Engaged Employees; Satisfied Customers</i>
<b>Our Mission</b>	<i>Providing Smarter, Better, Faster Services</i>

- **Division of Human Resource Management's Strategic Plan Goals**

*Customer Relations* – Build stronger collaborative relationships with all strategic partners to advance human resource programs and services for the State Personnel System.

*Program and Policy Development and Support* – Ensure effective, efficient and lawful HR programs for the State Personnel System by proactively recommending changes to statutes and rules and providing strategic consultation on proposed initiatives.

*Service Delivery* – Provide timely, accurate and strategic customer-focused services and solutions through proactive, integrated and sound approaches.

- **Florida's State Personnel System** - To position the State Personnel System as a model public sector employer.

**5. Have you been able to measure the effectiveness of this submission? If so, how?**

Yes, we have received continuous complimentary feedback from state leaders, legislative staff, labor unions, agencies, the HR community, consultants and others. In addition, the report is frequently referenced in news reports and articles as well as presentations such as "State Government Workforce Planning", January 15, 2014, by the National Association of State Chief Administrators.