# SUCCESSION PLANNING REPORTS

Department of Human Resources

# Agenda

- Report Overview
- Sample Reports
- Identifying Data Patterns
- How to Request a Report
- Questions

# Report Overview

- Tool used to help department with their succession planning efforts

- Compares subject population to the Citywide population
  - Average age and years of service
  - Employees eligible for retirement
  - Employees projected to retire, based on previous retirement rates
  - Current employee demographics compared to actual retirements

- Sample report from Miscellaneous department

# Identifying Workforce Patterns

- What does my scatterplot tell me?

- What causes this pattern?

- How to address the pattern?

# Requesting Reports

2 options:

1. Contact Workforce Development
2. Request SOP to run reports at will

# Questions?

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