

# State Employee Workforce

Senate Finance and Appropriations:  
General Government Sub-Committee



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# Topics for Discussion

- Employment Data
- Teleworking
- Return to Office

# Employment Data

## Employee Resource Levels – All Position Types November 30, 2020 and November 30, 2019

STATEWIDE - 11/30/2020		
<b>SALARIED EMPLOYEES</b>		
Executive	101,180.64	94.81%
Legislative	504.00	0.47%
Judicial	3,375.60	3.16%
Independent	1,654.80	1.55%
<b>Total Salaried</b>	<b>106,715.04</b>	<b>85.13%</b>
<b>TEMPORARY EMPLOYEES (includes Adjunct Faculty)</b>		
Executive	18,439.52	98.96%
Legislative	20.69	0.11%
Judicial	110.69	0.59%
Independent	63.14	0.34%
<b>Total Temporary</b>	<b>18,634.04</b>	<b>14.87%</b>
<b>TOTAL EMPLOYEES</b>	<b>125,349.08</b>	<b>100%</b>

STATEWIDE - 11/30/2019		
<b>SALARIED EMPLOYEES</b>		
Executive	104,530.67	95.01%
Legislative	521.05	0.47%
Judicial	3,327.00	3.02%
Independent	1,642.80	1.49%
<b>Total Salaried</b>	<b>110,021.52</b>	<b>82.56%</b>
<b>TEMPORARY EMPLOYEES (includes Adjunct Faculty)</b>		
Executive	23,013.28	99.05%
Legislative	8.89	0.04%
Judicial	136.01	0.59%
Independent	75.73	0.33%
<b>Total Temporary</b>	<b>23,233.91</b>	<b>17.44%</b>
<b>TOTAL EMPLOYEES</b>	<b>133,255.43</b>	<b>100%</b>

Source: DHRM Reports - Available on DHRM Web Site

# Employment Data

## Majority of Executive Branch Employees are in Education November 30, 2020 and November 30, 2019

Executive Branch – 11/30/2020 Salaried Employees	FTEs	%
Education	54,714.48	54.08%
Public Safety & Homeland Security	17,015.10	16.82%
Health and Human Resources	12,030.88	11.89%
Transportation	9,556.68	9.45%
Natural Resources	1,773.81	1.75%
Commerce & Trade	1,811.25	1.79%
Finance	1,076.75	1.06%
Administration	989.67	0.98%
Veterans and Defense Affairs	1,024.80	1.01%
Agriculture & Forestry	673.10	0.67%
Executive Offices	514.00	0.51%
<b>TOTAL EXECUTIVE BRANCH</b>	<b>101,180.64</b>	<b>100%</b>

Executive Branch – 11/30/2019 Salaried Employees	FTEs	%
Education	57,307.51	54.82%
Public Safety & Homeland Security	17,347.40	16.60%
Health and Human Resources	12,428.85	11.89%
Transportation	9,717.45	9.30%
Natural Resources	1,816.12	1.74%
Commerce & Trade	1,526.69	1.46%
Finance	1,146.51	1.10%
Administration	1,000.19	0.96%
Veterans and Defense Affairs	1,048.00	1.00%
Agriculture & Forestry	682.10	0.65%
Executive Offices	509.85	0.49%
<b>TOTAL EXECUTIVE BRANCH</b>	<b>104,530.67</b>	<b>100%</b>

Source: DHRM EPR Reports – Available on DHRM website  
FTE = Full Time Equivalent

# STATE WORKFORCE TOP TEN AGENCIES & JOB ROLES

## 10 Agencies have 65% of workforce

Agencies
1. <i>Department of Corrections</i>
2. <i>University of Virginia Systems</i>
3. VPI & State University
4. Department of Transportation
5. <i>Virginia Commonwealth University</i>
6. <i>Virginia Community College System</i>
7. Dept. of Behavioral Health & Dev Services
8. George Mason University
9. <i>James Madison University</i>
10. <i>Department of Health</i>

*Italic text denotes change in place since 2020.*

## 40% of classified workforce in 10 roles

Job Role	# Employees
1. Admin and Office Spec III	5,784
2. Security Officer III	5,361
3. Transportation Operator II	2,208
4. Program Admin Specialist I	1,694
5. Program Admin Specialist II	1,566
6. Admin and Office Spec II	1,466
7. Direct Service Associate II	1,325
8. Probation Officer I	1,257
9. Financial Services Spec I	1,125
10. Information Tech Specialist II	1,107

*Housekeeping dropped from list in 2021.*

# Teleworking

- Commonwealth's Telework policy created in 2008.
- The Code of Virginia requires each state agency, except the Department of State Police, to have a goal of not less than 20 percent of its eligible workforce telecommuting.
- Prior to pandemic, agencies reported roughly 25.8% of Classified positions as eligible for teleworking with about 19% of those eligible actually teleworking in some capacity.
- In December 2019, DHRM revised the Telework policy to promote flexibility and use of teleworking in temporary, unplanned situations.
- In March 2020, COVID-19 forced acceptance of teleworking and created an immediate shift in thinking about how and where work can be performed.
  - Multiple tools put in place to support agency transition to teleworking to include weekly Agency Operations Status Report and training and communication available to all agencies, managers and employees. Went back to Teleworking 101 with a focus on managing by results.

# Teleworking

Varies by Agency and Varies by Types of Positions

Remote

Department of Criminal Justice Services  
Department of Education  
Small Business and Supplier Diversity  
Virginia Information Technology Agency  
Office of the Attorney General  
Department of Accounts  
Department of HR Management  
Office of the State Inspector General  
Department of Environmental Quality  
VA Retirement System  
VA College Savings Plan  
VA Economic Partnership  
Colleges and Universities

Hybrid

Department of Forensic Science  
Department of Forestry  
Department of Aging and Rehab Services  
Department of Health  
Department of Mines, Minerals & Energy  
Department of Emergency Management  
Department of Prof & Occ Regulation  
Library of Virginia  
VA Agricultural and Consumer Resources  
Department of Labor and Industry  
Department of Wildlife Resources

On Site

Department of Motor Vehicles  
Department of General Services  
Veterans Care Centers  
School for the Deaf and Blind  
Museums

Results above reported from DHRM survey conducted in January 2021.

# Return to Office

- Agencies are fairly split on “actively” planning for a return to office.
- All continue to monitor COVID-19 positivity rates and vaccination roll out.
- Focus is on a “safe return” and the safety of those who have continued to be on the worksite throughout the pandemic.
  - PPE and hygiene products; creating physical separation; reduce room capacities; training/communications ; monitoring.
- Anticipate more active planning in the Spring/Summer 2021 timeframe.
- Many are also using this time to consider what the future workplace will look like.



# Continued Customer Services

- Multiple tools in place to ensure continuity of operations and service delivery. Examples include:
  - Automation of processes.
  - Use of web/online technologies for virtual meetings and conference calls.
  - On site appointment scheduling/systems.
  - Shifting workers to work sites where needed; mobile service.
  - Augmenting staff when workload demands exceed capacity.
  - Hybrid teleworking models for office coverage.
  - Annual communication on reporting of Fraud, Waste and Abuse in January and redistribution of flyers for workplaces.
- Ongoing assessment and reassessment of what is working and what is not working.

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