

PROCEDURE

Series: HR-Planning COA: HR 2.02; GOV 06; FIN 5; TS 1,2
CFOP:

Procedure Name: Workforce Analysis

Procedure Number: HR 2218

Reviewed Date: 1/11/2013 (2) 8/11/2014 (3) 12/1/2015, (4) 7/3/2019

Revision#/ Date: NA

Effective Date: 9/08

Applicable to: All Brevard Family Partnership Family of Agencies (BFP FOA) Staff and Network Providers

PURPOSE: To address the workforce characteristics to approximate the service population and local demographic characteristics, the agency conducts a review on an annual basis of its employees and those of partner agencies and independent providers delivering direct services to its clients. Based on the results of the analysis specific plans are developed to improve areas of under utilization if any.

References: HR 2205 Recruitment and Selection, HR 2206 Interview Process

Definitions:

PROCEDURE:

1. As part of our commitment to the clients we serve and to ensure a culturally competent workforce, BFP FOA conducts a workforce analysis on an annual basis to determine if staff in direct services adequately represents the service population and local demographic information.
2. As part of this commitment, the BFP FOA also requests this information from its partner and provider agencies.
3. On an annual basis, partner and provider agencies will provide their individual workforce analysis to the Brevard Family Partnership Contract Manager.
4. This data will be consolidated and presented to the Executive Team for review to determine if there are gaps or needs in staffing requirements for the System of Care.
5. Based on the analysis, the BFP FOA and its partner and provider agencies meet to discuss the results and develop a comprehensive plan to establish recruitment goals and timeframe targets to address any areas of under representation of staff to the service population.

6. As part of the hiring process at the BFP FOA, the hiring manager and Human Resources Manager determine if a specific demographic need exists in the position to better serve the clients. Based on this, the job announcement may be placed on specific websites to target the desired population.
7. All job announcements for the BFP FOA clearly identify that the agency is an EOE and ADA compliant employer which also maintains a drug-free workforce.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



PHILIP J SCARPELLI
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Brevard Family Partnership Family of Agencies

APPROVAL DATE: 1/21/2020