

Series: HR- Practices **COA:** HR 2, 5.04
CFOP: NA
Procedure Name: Workforce Analysis
Procedure Number: HR-2218
Revision #/Date: NA
Effective Date: 9/08

Applicable to: All CBCB Staff, Partner Agency staff and Direct Service Independent Contractors

SUBJECT: Workforce Analysis

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 providing direct services to its clients. Based on the results of the analysis specific plans are developed to improve areas of under utilization if any.

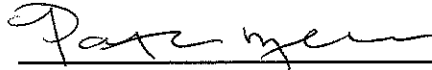
PROCEDURE:

1. As part of our commitment to the clients we serve and to ensure a culturally competent workforce, CBC of Brevard 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, CBC of Brevard 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 CBC of Brevard Contract Manager.
4. This data will be consolidated and presented to the Strategy Team for review to determine if there are gaps or needs in staffing requirements for the System Of Care
5. Based on the analysis CBC of Brevard 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 CBC of Brevard, the hiring manager and Chief Personnel & Administrative Officer determine if a specific demographic need exists in the position or to better serve the clients. Based on this the job announcement may be placed in specific newspapers to target the desired population. In this event, the recruitment file will be documented outlining the reasons for the targeted recruitment efforts.

Community Based Care of Brevard, Inc. Policy and Procedure Manual

7. All job announcements for CBC of Brevard 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:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 3/6/09