



Program #72014B - Evaluation and Research Unit Support for Employee Survey **FY 2024 Department Requested**

Department: County Management **Program Contact:** Alison Sachet
Program Offer Type: Support **Program Offer Stage:** Department Requested

Related Programs:

Program Characteristics: One-Time-Only Request, Out of Target

Executive Summary

This program funds a Limited Duration (LDA) Research Evaluation Analyst 2 position in the Department of County Management’s Evaluation and Research Unit (ERU). This position would provide qualitative research support for the 2023 Countywide Employee Survey, so that the Employee Survey results are available faster and actions can be taken in a more timely manner.

Program Description

The ERU centers equity, stakeholder engagement, and collaborative design practices. One way we center equity is to use both qualitative and quantitative research methods in our work because rich qualitative data helps to tell the stories behind the numbers. The ERU currently has funding for 1.00 Full-Time Equivalent (FTE) Evaluation and Research Manager and 2.00 FTE Research and Evaluation Analyst Seniors. For the Employee Survey, one of the Research and Evaluation Analyst Seniors will lead the quantitative analyses, while the other Research and Evaluation Analyst Senior will lead the qualitative analyses. However, rigorous qualitative analyses involve at least two people to code and analyze qualitative data to reduce bias and ensure that the analyses are reliable and equitable. For previous projects, we have relied on collaborators from other units or external consultants to partner on qualitative analyses, but they have limited capacity. It would be more efficient and effective to have a full-time person internal to the ERU team to partner on the qualitative analyses.

For the past two Employee Survey reports, it has taken the ERU about one year to present the report after data are collected (plus 2-3 months of planning time prior to data collection and ongoing presentations for 3-4 months after release of the report).

With an additional LDA Research Evaluation Analyst 2 to partner on the qualitative analyses, the ERU anticipates it will be able to present the report approximately six months after the data are collected (plus 2-3 months of planning time prior to data collection and ongoing presentations for 3-4 months after release of the report).

Additionally, the ERU adds funds for incentives to encourage employees to complete the 2023 Employee Survey. When more people complete surveys, there is more reliable data to provide actionable results across the County.

Performance Measures

Measure Type	Primary Measure	FY22 Actual	FY23 Budgeted	FY23 Estimate	FY24 Offer
Output	Number of months from Employee Survey data collection to release of the report	11	11	11	6
Outcome	Response rate to the Countywide Employee Survey	61%	58%	61%	65%

Performance Measures Descriptions

Funding this program will decrease the number of months between collection of data and report release by an estimated five months. Increased response rate provides increased confidence in the survey results.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Department Requested General Fund	Department Requested Other Funds
Program Expenses	2023	2023	2024	2024
Personnel	\$0	\$0	\$145,042	\$0
Materials & Supplies	\$0	\$0	\$4,958	\$0
Total GF/non-GF	\$0	\$0	\$150,000	\$0
Program Total:	\$0		\$150,000	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Total Revenue	\$0	\$0	\$0	\$0

Explanation of Revenues

This program is funded by one-time-only General Fund revenues.

Significant Program Changes

Last Year this program was: