



Understanding Succession Planning

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Succession Planning is essential for government agencies to maintain effective internal controls, stability, efficiency, and continued delivery of critical services to the public.



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Succession planning is a strategic organizational process of identifying, mentoring and developing high-potential employees to fill key leadership and/or business-critical roles when current occupants leave, retire or pass away.



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Key Aspects of Succession Planning:

- Identify Critical Roles
- Develop Internal Talent
- Proactive
- Risk Management



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Key Differences Between Government Agency and Corporate Succession Management

- Regulatory Constraints & Merit Systems
- Hiring and Promotion Flexibility
- Funding and Budget Stability
- Cultural & Strategic Focus
- Talent identification Methods



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Key Steps in the Succession Planning Process

- Identify Critical Roles
- Define Succession Criteria



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Succession Plan Outline

- Purpose

To ensure continuity of operations by identifying and developing employees to fill key leadership and mission critical roles within the agency



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Succession Plan Outline

- Scope

Applies to all divisions and positions deemed *mission critical or high vacancy risk*



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Succession Plan Outline
- Key Position Identification

- Operations
- Finance
- IT
- Public Affairs
- Other Key Infrastructure



Succession Plan Outline
- Competency & Skills Requirements

- Technical Skills
- Leadership Skills
- Institutional Knowledge





Succession Plan Outline
- Risk Assessment

Vacancy Risk
Impact on Operations



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Succession Plan Outline
- Employee Development Strategies

Job Shadowing
Cross-Training
Leadership Development Programs
Knowledge Transfer Sessions



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Succession Plan Outline
- Emergency Coverage Plans

Interim appointment candidates identified
Delegation of Authority documented and reviewed periodically



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Succession Plan Outline
-Monitoring and Review

Annual Reviews
Scheduled plan updates



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Succession Plan Outline

-Operational Flow Considerations for Appraisal Districts

May 15th vs November 15th



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Succession Plan Outline

-Accountability

HR Department oversees plan implementation

Division Heads identify and mentor successors

Executive Leadership approves and ensures development plans



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Questions and Discussion

