



Workforce Supply, Demand, and Gap Analysis (Example Version)

Purpose

This example illustrates how Department of Commerce (DOC) bureaus may complete a workforce supply, demand, and gap analysis for mission-critical occupations or functions. Data shown is illustrative only and intended to guide bureaus in completing their own analyses.

How to Use This Example

- Replace example data with bureau-specific information.
- Use a 3–5 year planning horizon.
- Focus on mission impact, trends, and risk rather than exact counts when data is limited.

Section 1: Workforce Demand Analysis (Example)

Objective:

Identify future workforce requirements based on mission priorities, workload changes, and strategic initiatives.

Mission Function / Occupation	Current State	Future Demand (3–5 Years)	Drivers of Change	Notes / Assumptions
Data Scientist (GS-12–14)	15 staff supporting economic and trade analytics	22 staff to support expanded analytics and AI use	Increased data modernization, AI initiatives, and reporting requirements	Assumes continued funding for digital transformation



Section 2: Workforce Supply Analysis (Example)

Objective:

Assess current workforce supply and anticipated changes due to attrition and internal pipelines.

Mission Function / Occupation	Current Workforce	Projected Attrition (3–5 Years)	Future Supply	Key Skills / Competencies	Risk Level
Data Scientist (GS-12–14)	15 employees	5 expected retirements/turnover	10 remaining without intervention	Python, R, data visualization, AI/ML, statistical modeling	High

Section 3: Workforce Gap Analysis (Example)

Objective:

Identify workforce gaps by comparing future demand and supply.

Mission Function / Occupation	Future Demand	Future Supply	Gap (+/-)	Skills Gap Description	Mission Impact
Data Scientist (GS-12–14)	22	10	-12	Advanced AI/ML, cloud-based analytics, and automation skills	High

Section 4: Summary and Workforce Planning Implications (Example)

This analysis identifies a significant projected gap in Data Scientist capacity that poses a high risk to mission delivery. Without intervention, the bureau may be unable to meet analytics, reporting, and modernization requirements.

Potential strategies include targeted hiring, use of direct-hire authorities, reskilling existing staff, partnerships with other bureaus, and phased implementation of automation tools.
