



COMPREHENSIVE JOB DATA

REPORT DESCRIPTION B0024 | WEB INTELLIGENCE



The purpose of this report description is to explain the usage and how to generate the Comprehensive Job Data report.

REPORT DESCRIPTION

The B0024 Comprehensive Job Data report displays details about selected job(s), including job min/max/ref information. This report is used by OSHR to analyze job data as it relates to positions and employees. Analysis can be completed via Pay Types, Pay Areas, Job Branches, and Job Families or by Individual Jobs.

REPORT LOCATION

OSHR Executive Oversight

REPORT USES

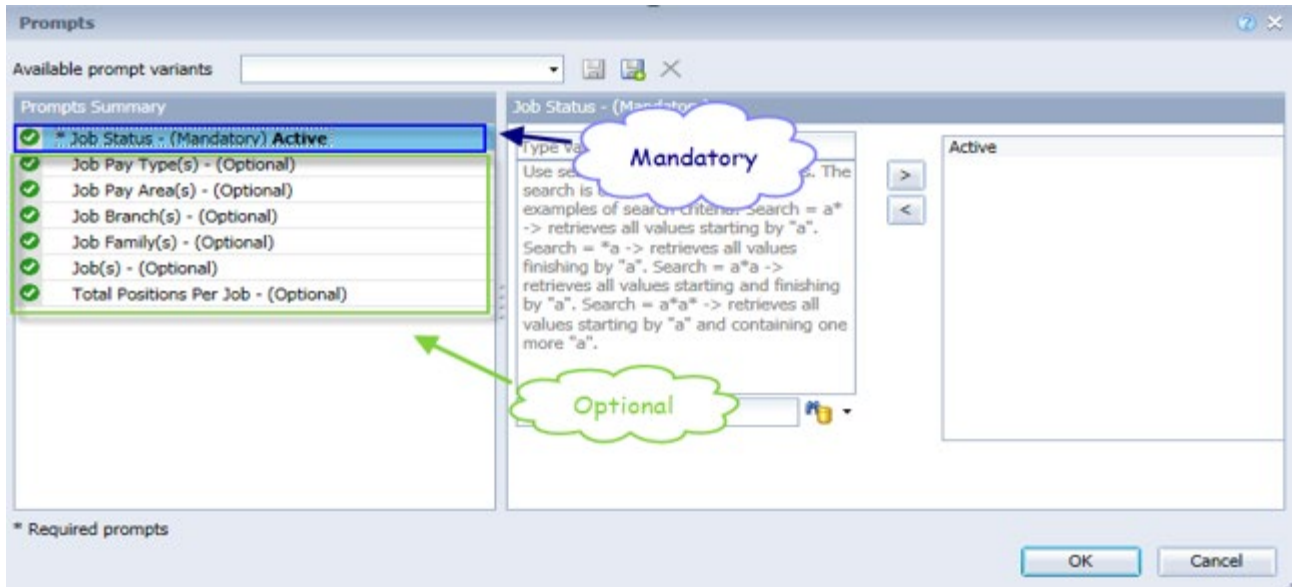
- This report can be generated to view a list of job classifications across the state by default and later narrowed down to individual agencies using organizational units.
- The report can be used to compare the job classifications statewide to job classifications within a specific agency.
- This report displays Job MIN and MAX by relevant date, and list Jobs as specified in prompt. OSHR uses this report to compare Positions to Jobs, Jobs to Jobs, Jobs within Job Families, Job Pay Areas, etc. Analysis is performed on a more global Job level or even Job Family level across the state.
- This report lists all jobs with or without any associated positions.

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How to generate this report

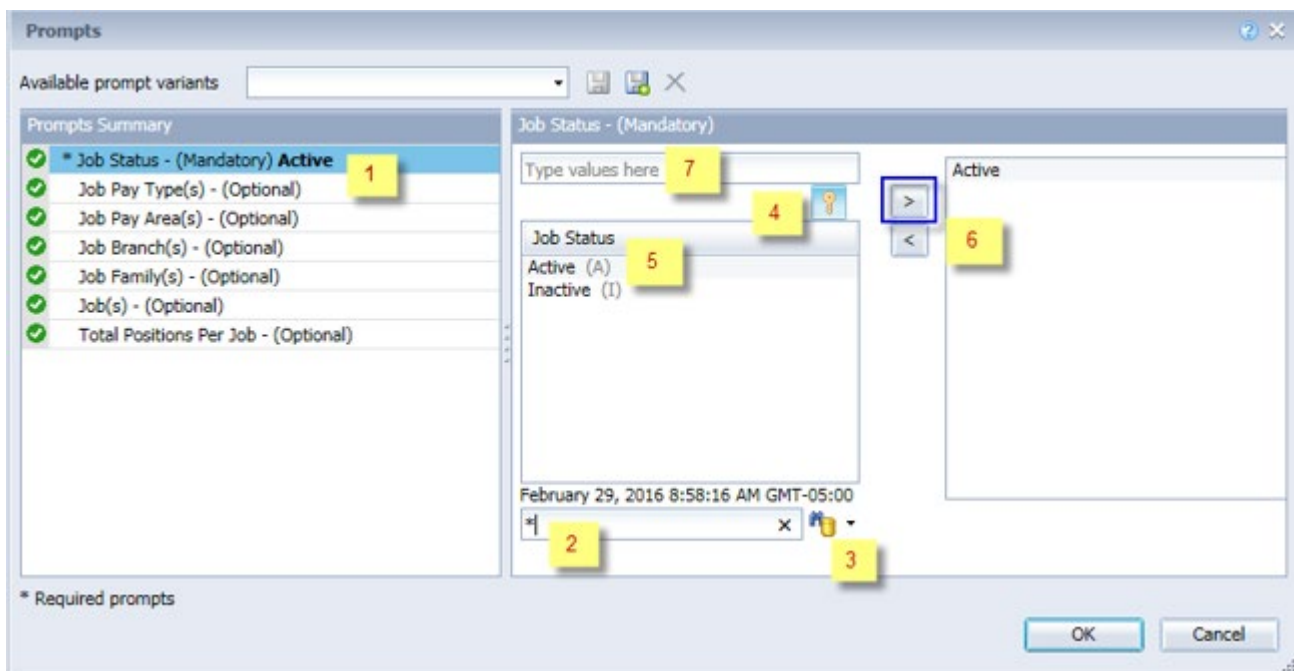
This report has one mandatory prompt and six optional prompts.



Mandatory Prompts

Mandatory prompts have a red asterisk indicator (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

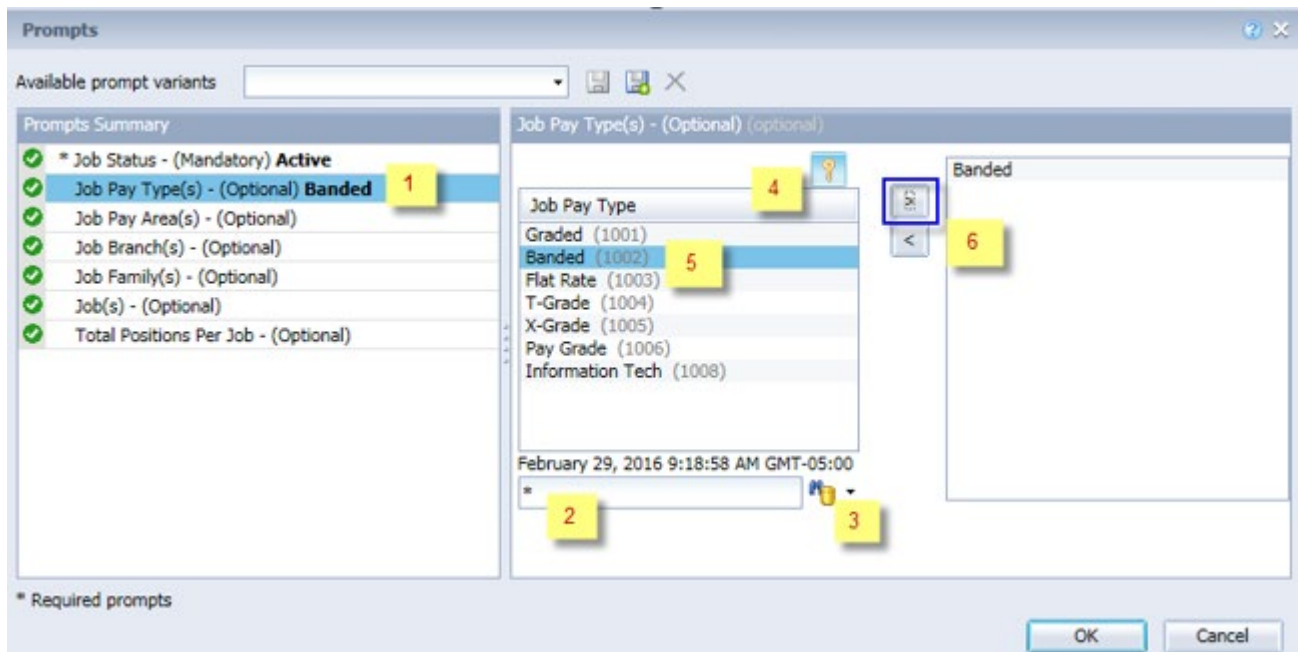
- ***Job Status – (Mandatory):** To select data for this prompt:
 - Make sure the “Job Status - (Mandatory)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Job Statuses (2).
 - Click the search icon (3).
 - To see the key value for each Job Status, click on the key icon (4).
 - Select the desired Job Status (5).
 - **OR** Enter Job Status key or text value in (7).
 - Click the right arrow to add the Job Status to the selection box (6).



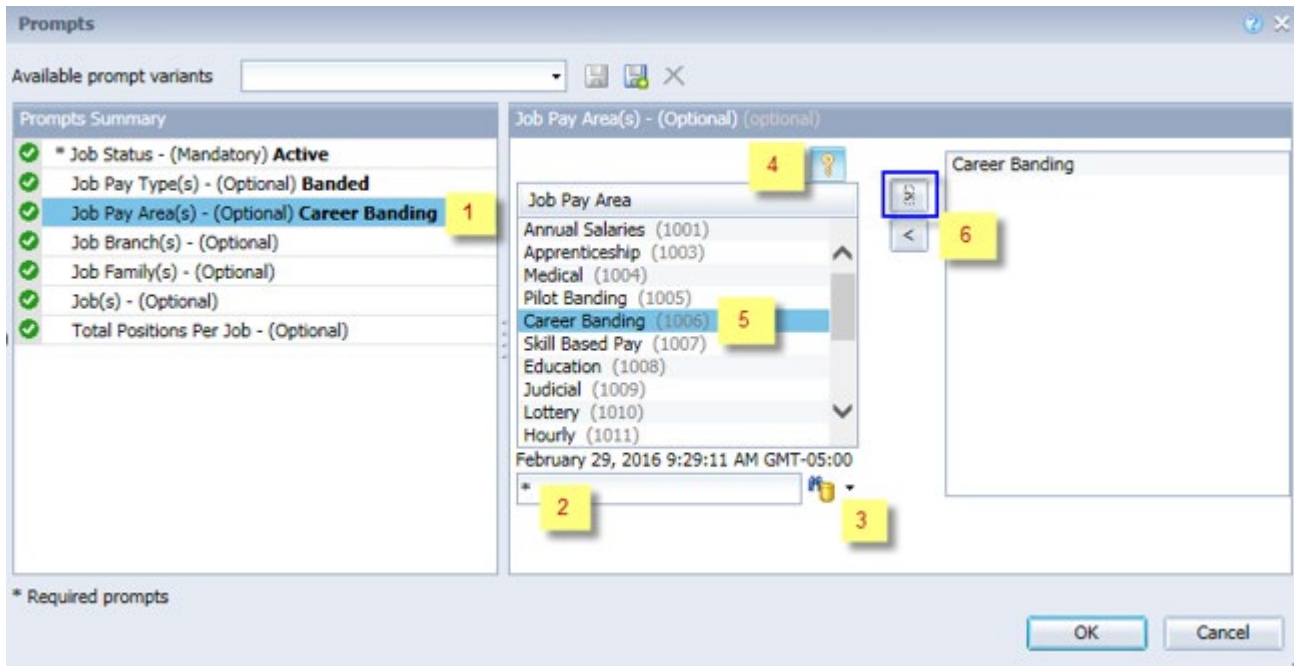
Optional Prompts

Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

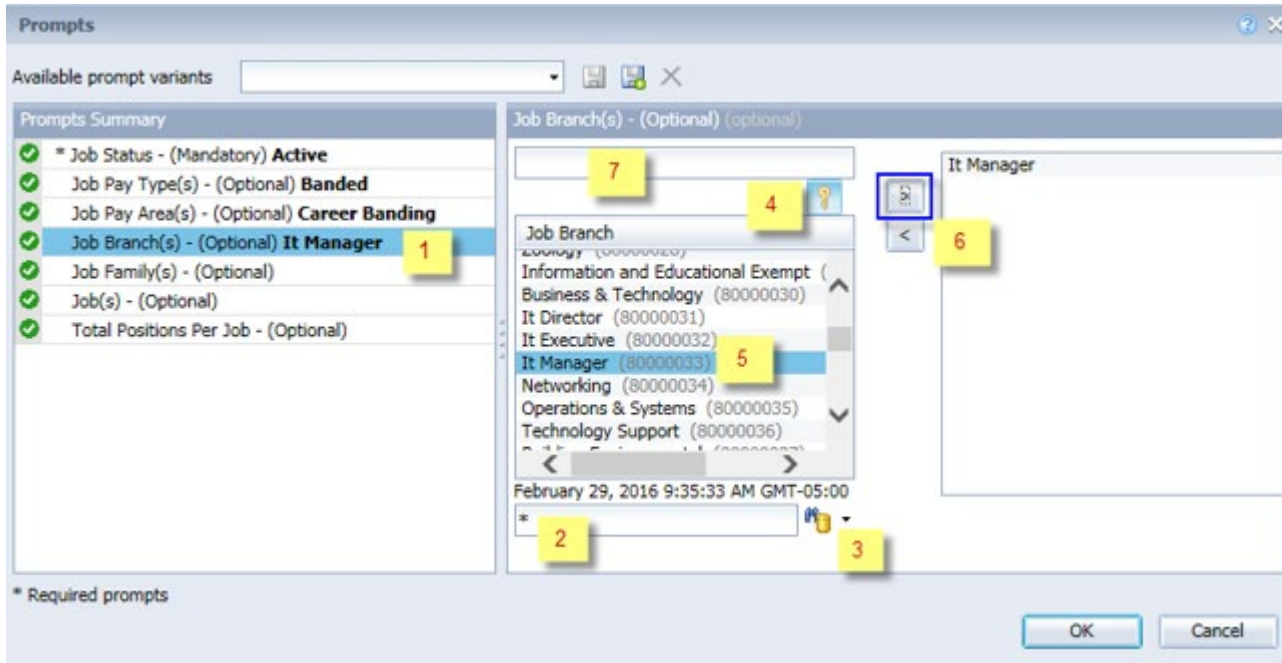
- ✓ **Job Pay Type(s) – (Optional):** To select data for this prompt:
 - Make sure the “Job Pay Type(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Job Pay Types (2).
 - Click the search icon (3).
 - To see the key values for each Job Pay Types, click the key icon (4).
 - Select the desired Job Pay Type (5).
 - Click the right arrow to add the Job Pay Type to the selection box (6).



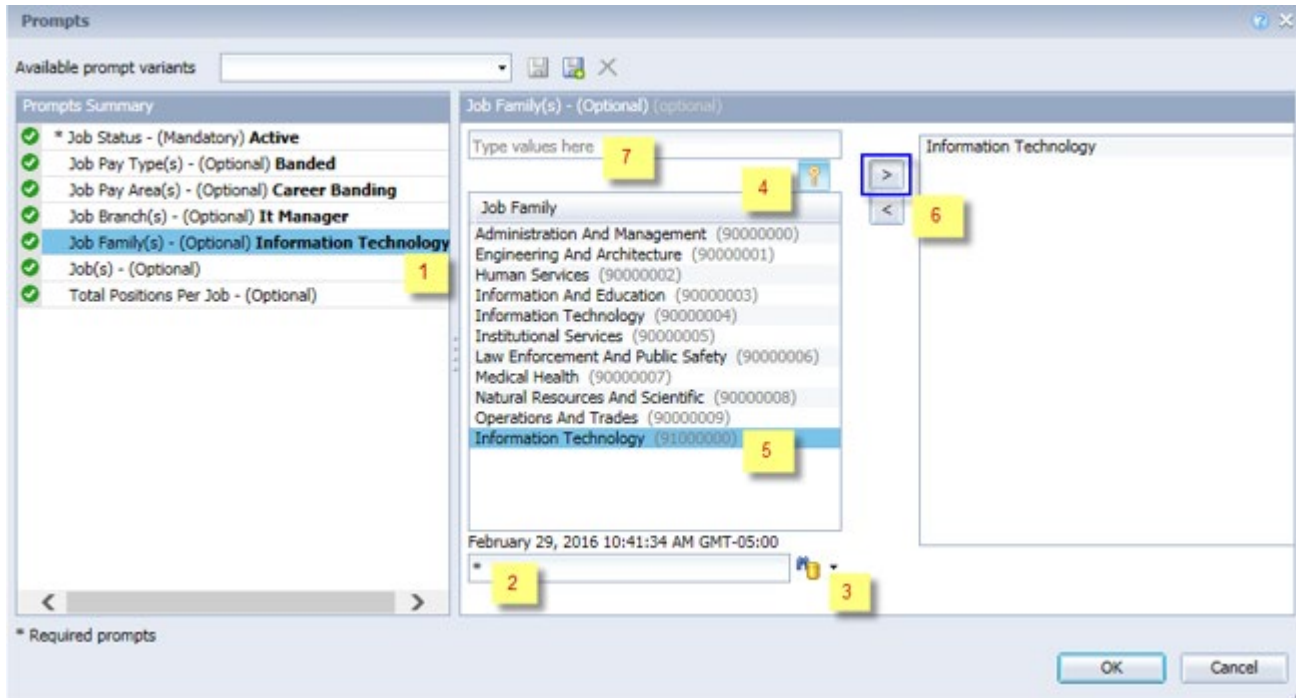
- ✓ **Job Pay Area(s) – (Optional):** To select data for this prompt:
 - Make sure the “Job Pay Area(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Job Pay Areas (2).
 - Click on the search icon (3).
 - To see the key values for each Job Pay Area, click the key icon (4).
 - Select the desired Job Pay Area (5).
 - Click the right arrow to add the Job Pay Area to the selection box (6).



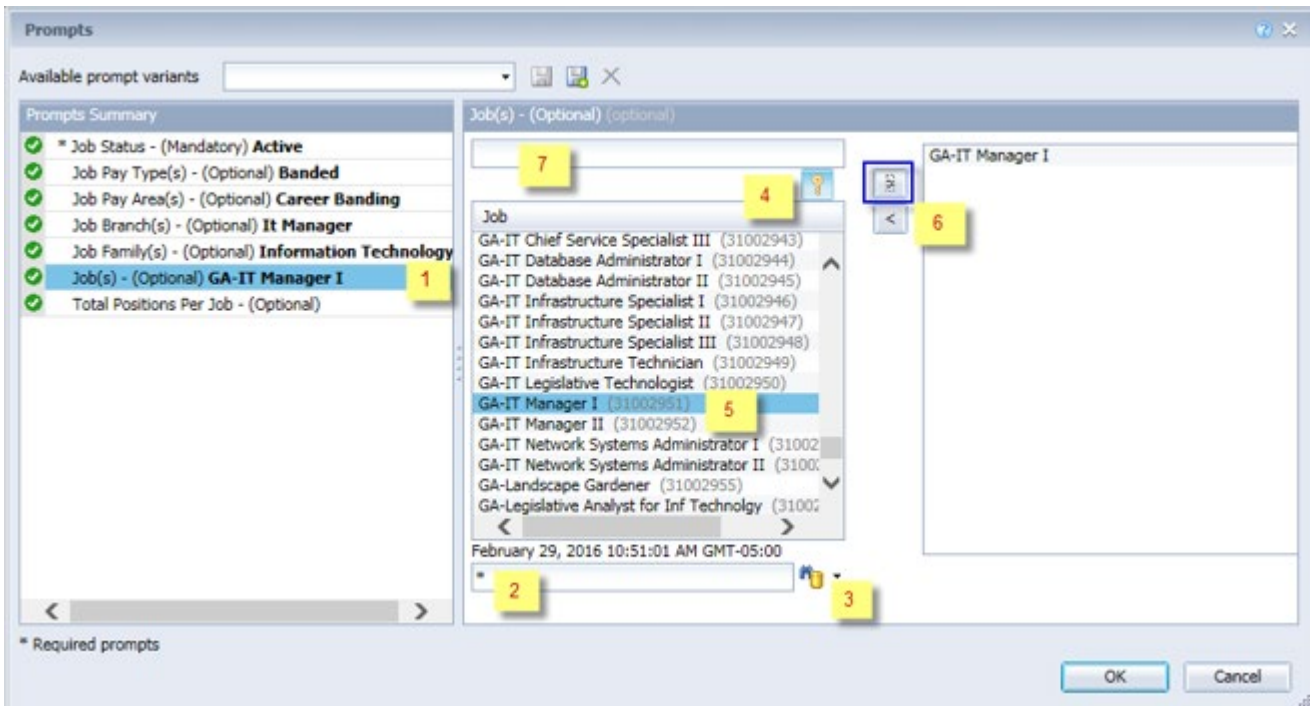
- ✓ **Job Branch(s) - (Optional):** To select data for this prompt:
 - Make sure the “Job Branch(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Job Branches (2).
 - Click the search icon (3).
 - To see the key value for each Job Branches, click the key icon (4).
 - Select the desired Job Branch (5).
 - **OR** Enter Job Branch key or text in (7).
 - Click the right arrow to add the Job Branch to the selection box (6).



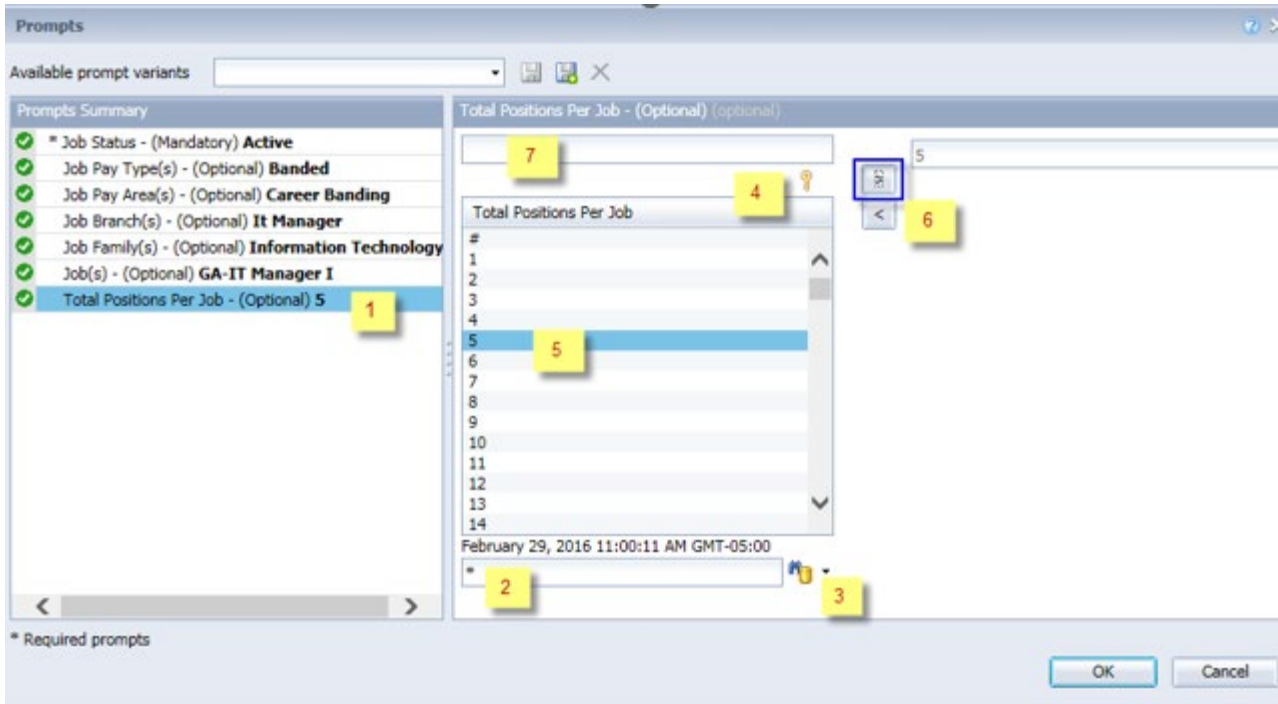
- ✓ **Job Family(s) – (Optional):** To select data for this prompt:
 - Make sure the “Job Family(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Job Optional (2).
 - Click the search icon (3).
 - To see the key value for each Job Family, click the key icon (4).
 - Select the desired Job Family (5).
 - **OR** Enter Job Family key or text in (7).
 - Click the right arrow to add the Job Family to the selection box (6).



- ✓ **Job(s) - (Optional):** To select data for this prompt:
 - Make sure the “Job(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Jobs (2).
 - Click the search icon (3).
 - To see the key value for each Jobs, click the key icon (4).
 - Select the desired Job (5).
 - **OR** if the Job number or Job title is known, skip steps (2) through (5) and enter it directly in (7).
 - Click the right arrow to add the Job to the selection box (6).



- ✓ **Total Positions Per Job - (Optional):** To select data for this prompt:
 - Make sure the “Total Positions Per Job - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Total Positions Per Job (2).
 - Click the search icon (3).
 - To see the key value, click the key icon (4).
 - Select the desired Total Positions Per Job (5).
 - **OR** if a specific number of Positions Per Job are needed, skip steps (2) through (5) and enter it directly in (7).
 - Click the right arrow to add the Total Positions Per Job to the selection box (6).



NOTE: Selection of a value in this prompt will restrict the report to display the Jobs with that many number of positions or below. To see Jobs with no positions assigned, choose ‘#’ value to this prompt.

Initial Layout

This is a sample of the report.

B0024: Comprehensive Job Data as of 2/23/16

Job	Job Title	Job Pay Type	Job Pay Area	Job Pay Group	Number of Positions	Job Min Pay Level
30005020	Information Technology Manager	Banded	Career Banding	30005020	127	57,794
31000275	Information Technology Mgr - Bus&Te Ap	Banded	Career Banding	31000275	66	71,000
31000276	Information Technology Mgr - Networking	Banded	Career Banding	31000276	19	62,000
31000277	Information Technology Mgr - Operation	Banded	Career Banding	31000277	8	56,550
31000278	Information Technology Mgr - Systems	Banded	Career Banding	31000278	13	76,000
31000279	Information Technology Mgr - Tech Supp	Banded	Career Banding	31000279	16	57,794
31002603	IT Project Program Manager	Banded	Career Banding	31002603	4	77,000

Continued...

Execution Date : 2/29/16

Job Max Pay Level	Average Salary	Job Reference Salary	Job Contributing Rate	Job Journey Rate	Job Advanced Rate
130,816	97,510	103,550	76,963	103,550	113,805
136,702	103,654	111,080	87,677	111,080	124,290
132,816	101,135	103,550	77,530	103,550	117,907
116,000	82,271	73,000	63,609	73,000	94,600
141,000	103,264	106,050	88,542	106,050	122,858
115,284	76,821	81,000	67,116	81,000	97,800
141,000	119,974	111,000	91,164	111,000	125,300

Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:

Available Objects
▼

Type here to filter tree

- B0024: Comprehensive Job Data
 - Calendar Day
 - Employee**
 - Federal EEO Category**
 - Job
 - Job Branch**
 - Job End Date**
 - Job Family**
 - Job Pay Area
 - Job Pay Group
 - Job Pay Type
 - Job Start Date**
 - Job Status**
 - Position**
 - Position Org Unit**
 - Retirement Job Code**
 - Schematic Code**
 - SOC**
 - Total Positions Per Job**
 - Average Salary
 - Job Advanced Rate
 - Job Contributing Rate
 - Job Journey Rate
 - Job Max Pay Level
 - Job Min Pay Level
 - Job Reference Salary
 - Number of Positions
- Variables
 - Prompt Response Job
 - Prompt Response Job Branch
 - Prompt Response Job Family
 - Prompt Response Job Pay Area
 - Prompt Response Job Pay Type
 - Prompt Response Job Status
 - Prompt Response Total Positions Per Job

Arranged by Alphabetic order
▼

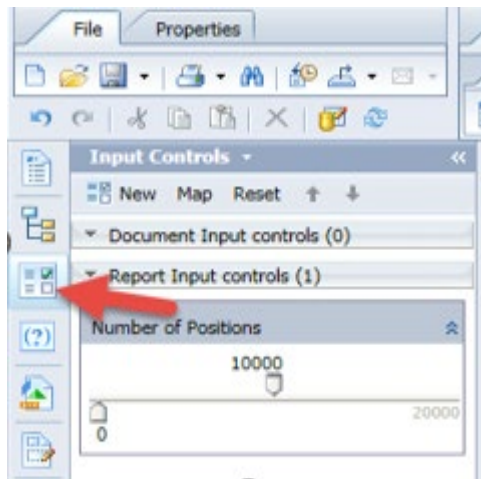
Special Report Considerations/Features

- Job Pay Area code 09 (Judicial) is excluded from this report.
- Job Status prompt comes with the default selected value 'Active' which will show the active jobs in the system. To see inactive or obsolete Job list, choose Inactive or Obsolete Job Status value in this prompt.
- The Total Positions per Job prompt value will restrict the report result based on number of positions assigned to this Job or below the number value in the prompt. To see Jobs with no positions assigned, choose '#' value to this prompt.
- Input Control 'Number of Position' can be used to restrict the report results to list the Jobs with a specified number of positions. For example, to restrict the jobs list to only those with between 10 and 50 positions assigned to them. The initial report has an active input control set to the range 0 to 20000. Change these initial settings as given in the instruction below to see the list of jobs with desired range of positions selected through the input control sliders. The slider control can move on both directions.
- **Field/Home Based** indicator is available from Position attributes (expanded list) in Available Objects.

Using Input Control 'Number of Positions'

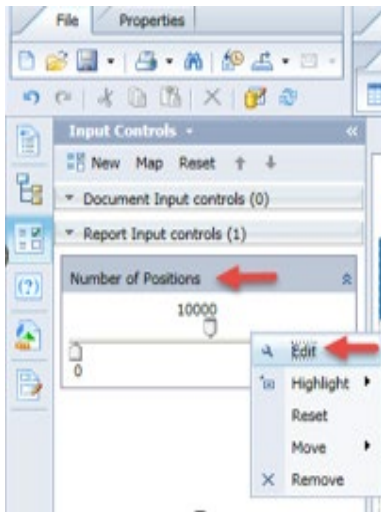
To View:

- In **Design Mode**, click the **Input Control** icon on the left panel bar.



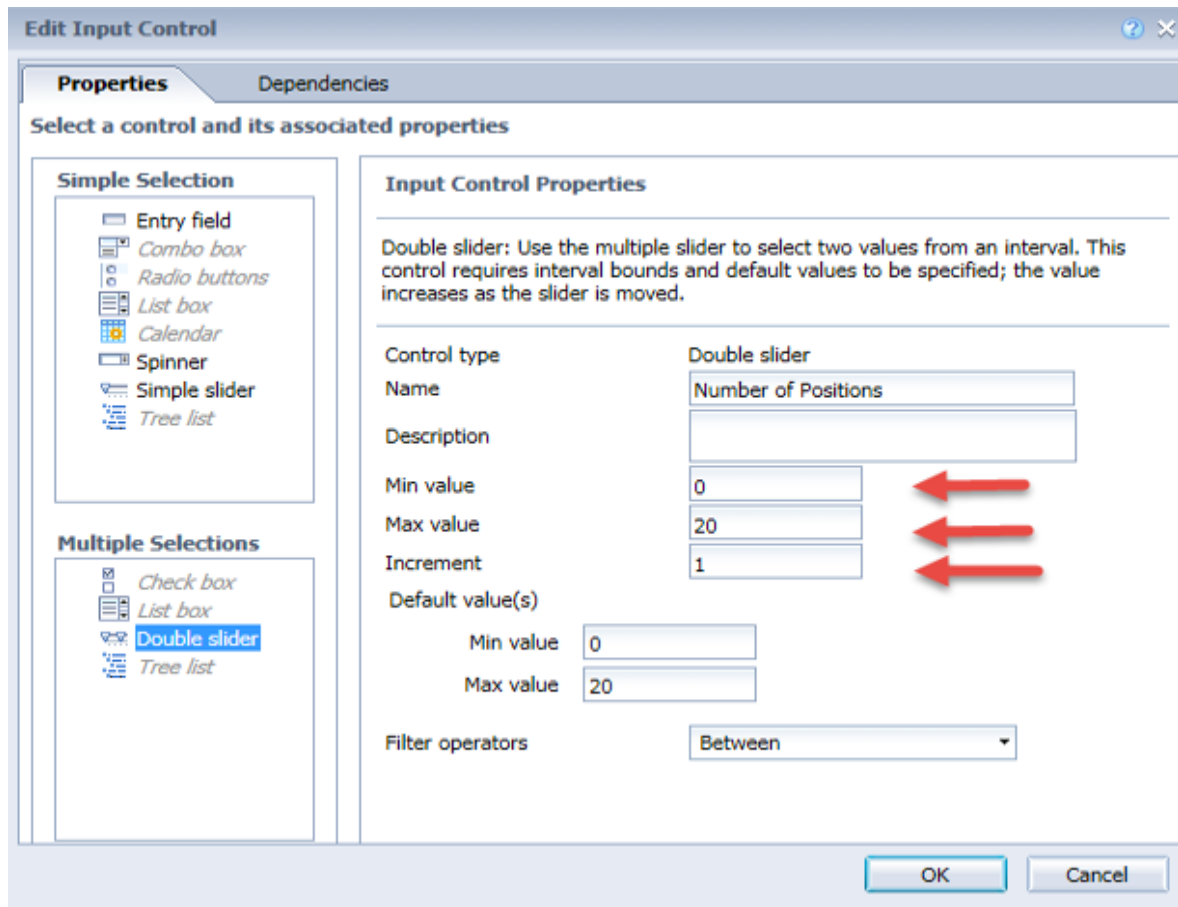
To Edit and Use:

1. In **Design Mode**, place the mouse cursor inside the 'Number of Positions' input and control and **choose Edit from the right click menu.**

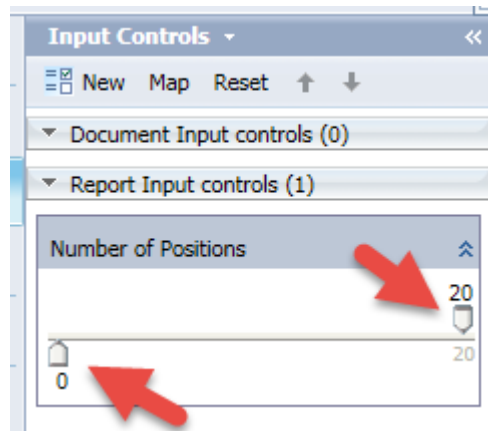


2. Input control properties tab will show the current setting of the of the double slider input control for 'Number of Positions'.

- Change the Min Value, Max Value and Increment values as you may want to see in the report.
For e.g., the following setting will list the jobs with assigned number of positions from 0 to 20 and the double slider will show the increment of 1 as the slider moves.



- Click OK.
- The double slider settings changed, and the report result will match to this setting.



6. **Now move the sliders in either direction.** As the slider moves, the increment value changes will show, and report result which match the settings.

Return to Edit mode of this input control and Reset the values the original values in the report need to be seen.

CHANGE LOG

- **Effective 4/10/19**
 - **NO** changes have been made to the content of the report description. ONLY formatting changes to the Headers and Footers.
- **Effective 9/1/2021**
 - Added Alt Text. L. Lee
- **Effective 9/2/2021**
 - Added **Field/Home Based** indicator to Position attributes (expanded list) in Available Objects.
- **Effective 12/15/2022**
 - Removed Disability Code from Employee attributes (expanded list) in Available Objects.
- **Effective 1/13/2023**
 - Removed image outlines, grammatical changes, and added alt text. L. Williams