# STAFFING BY OCCUPATIONAL CATEGORY
## REPORT DESCRIPTION B0031 | WEB INTELLIGENCE

BOBJ

The purpose of this report description is to explain how to generate and use the staffing by occupational category report, B0031.

## REPORT DESCRIPTION

This report shows Equal Employment Opportunity (EEO) demographics by Personnel Area and SOC Category. The demographics represent counts and percentages for Total Employees, New Hires, and Promotions.

## REPORT LOCATION

PA: EEO

## REPORT USES

- The report is useful in analyzing various characteristics such as race/gender as it relates to various factors.
- The report is used to make comparisons by Personnel Area, SOC Category, Employees, New Hires and Promotions.
- The report is useful in analyzing decisions related to internal equity and any disparity in Percentages Represented by Employees, New Hires and Promotions.

**List of ethnic categories displayed in the report**

| Ethnic Category | Full Form |
|---|---|
| WM | White Male |
| WF | White Female |
| BM | Black Male |
| BF | Black Female |
| HM | Hispanic/Latino Male |
| HF | Hispanic/Latino Female |
| ASM | Asian Male |
| ASF | Asian Female |
| AIM | American Indian or Alaskan Native Male |
| AIF | American Indian or Alaskan Native Female |
| NHOPI Male | Native Hawaiian or Other Pacific Islander Male |
| NHOPI Fem | Native Hawaiian or Other Pacific Islander Female |
| Two+ Male | Two or More Races Male |
| Two+ Fem | Two or More Races Female |
| Eth Unk | Ethnicity Unknown |
| Disb | Disabled |

**How to generate this report**

## Mandatory Prompts

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

➜ *Organizational Unit:  To select data for this prompt:
- Make sure the "Organizational Unit" prompt is selected (1).
- Click the "Refresh Values" icon to see the list of Org Units (2).
- Navigate down to select the desired Org Unit (3).
- Click the right arrow to add it to the selection box (4).
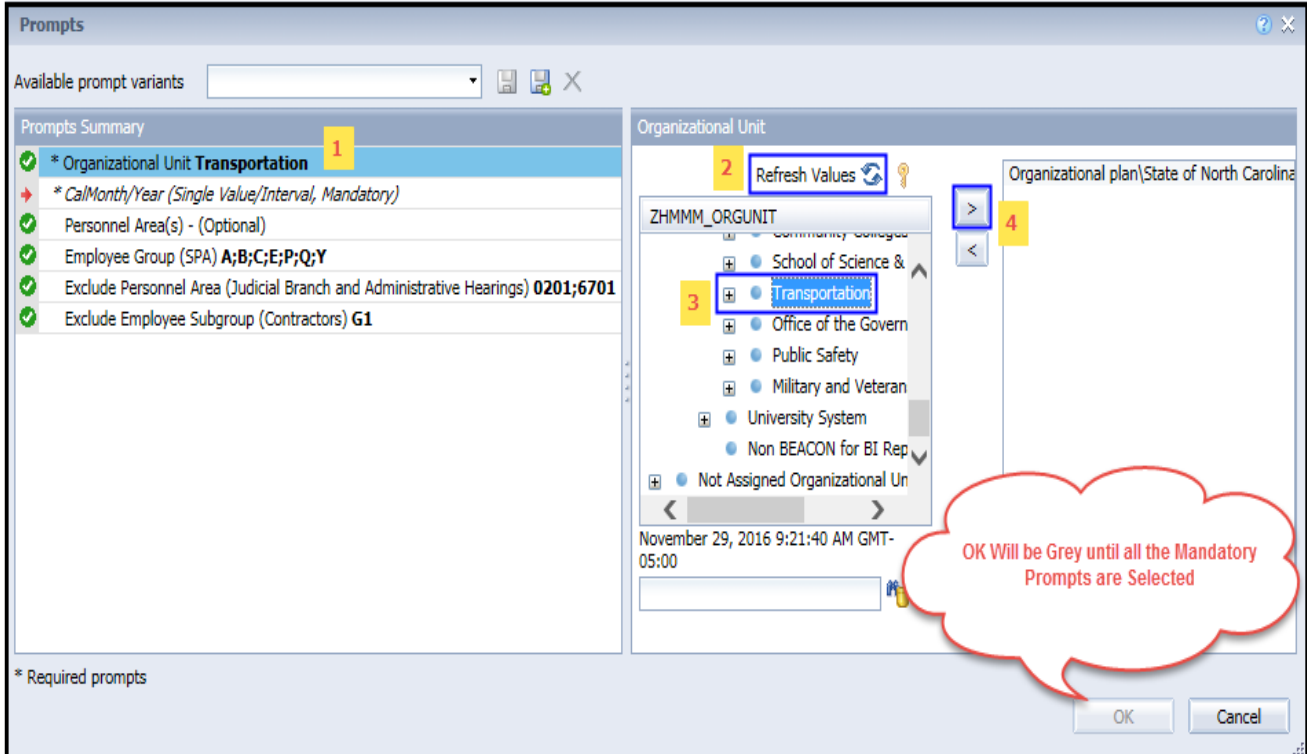
➔ **\*CalMonth/Year (Single Value/Interval, Mandatory):** To select data for this prompt:
- Make sure the "CalMonth/Year (Single Value/Interval, Mandatory)" prompt is selected (1).
- Type a wildcard year (\*YYYY format) in the search box to search for available months in a particular year (2).
- Click the search icon (3).
- Select the desired date for your low range (4).
- Click the right arrow to add it to the "Start value" box (5).
- Select the desired date for your high range (6).
- Click the right arrow to add it to the "End value" box (7).
- If no other prompts are required, click the "OK" button to generate the report.
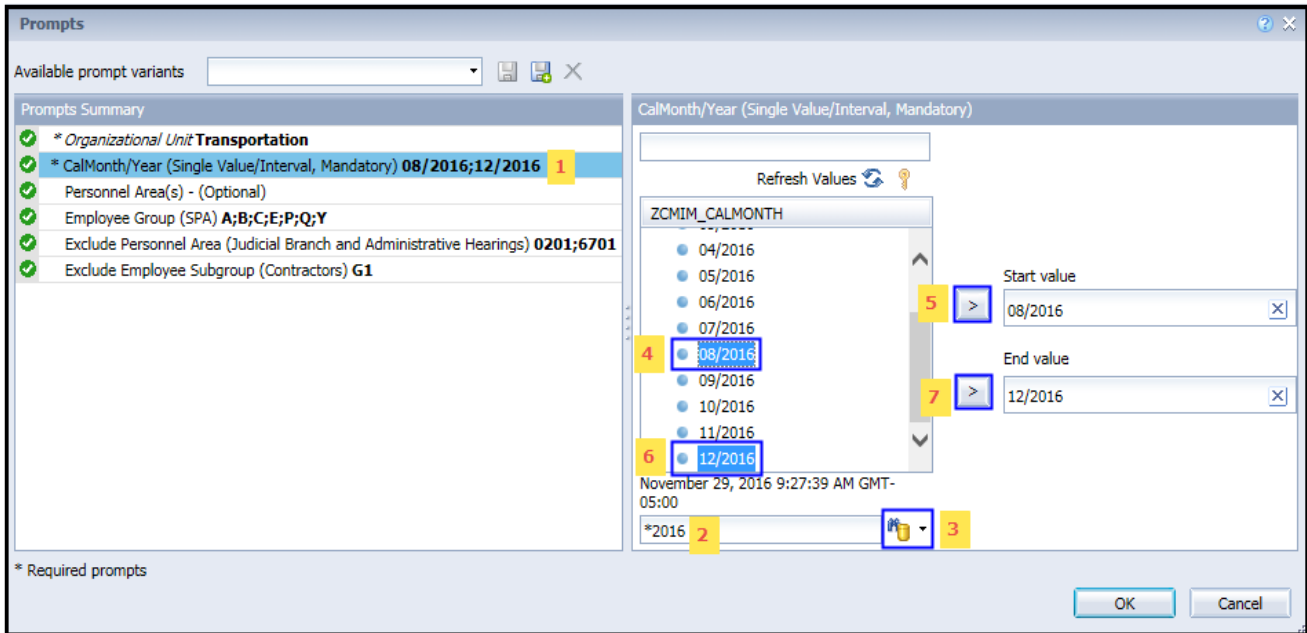
**Optional Prompts**

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.

- ✓ **Personnel Area(s) - (Optional):**  To select data for this prompt:
  - Make sure the "Personnel 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 Personnel Area (2).
  - Click the search icon (3).
  - Click on the key icon (4) to see the key value for each Personnel Area.
  - Select the desired Personnel Area (5).
  - **OR** if the Personnel Area key or Personnel Area name are known, skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Personnel Area to the selection box (7).
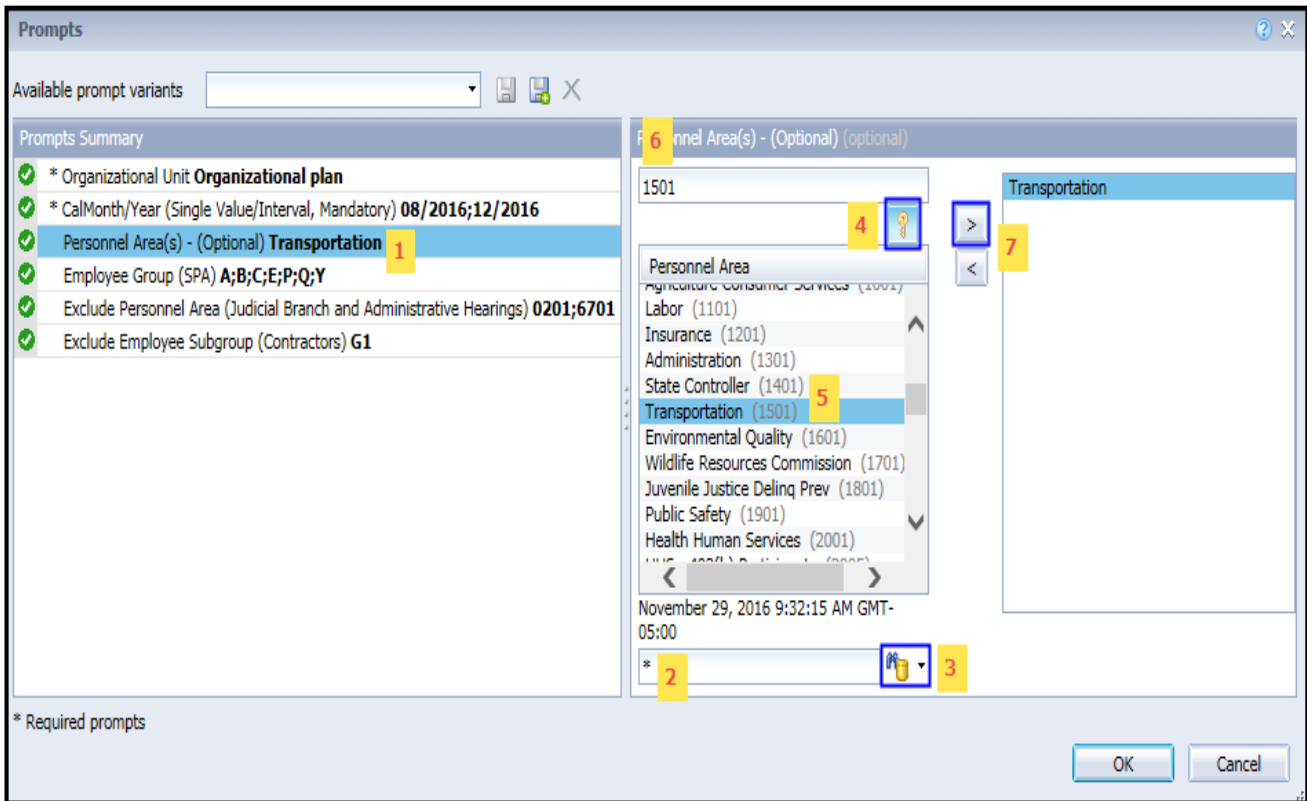
✓ **Employee Group (SPA):** By default, the report is filtered for the Employee Groups below:

| Employee Group | Description |
|---|---|
| A | SPA Employees |
| B | SPA Law Enforcement |
| C | SPA Non Teacher 10M |
| E | SPA Non Teacher 11M |
| P | SPA Bi-Weekly |
| Q | SPA LEO Bi-Weekly |
| Y | SPA Bi-Weekly Grant |

To remove the default values for Employee Group:

- Make sure the "Employee Group (SPA)" prompt is selected (1).
- Select the default Employee Groups listed in the right-hand side of the window (2).
- Click the left arrow to remove the default Employee Groups (3).
- If no other prompts are required, click the "OK" button to generate the report for all Employee Groups.
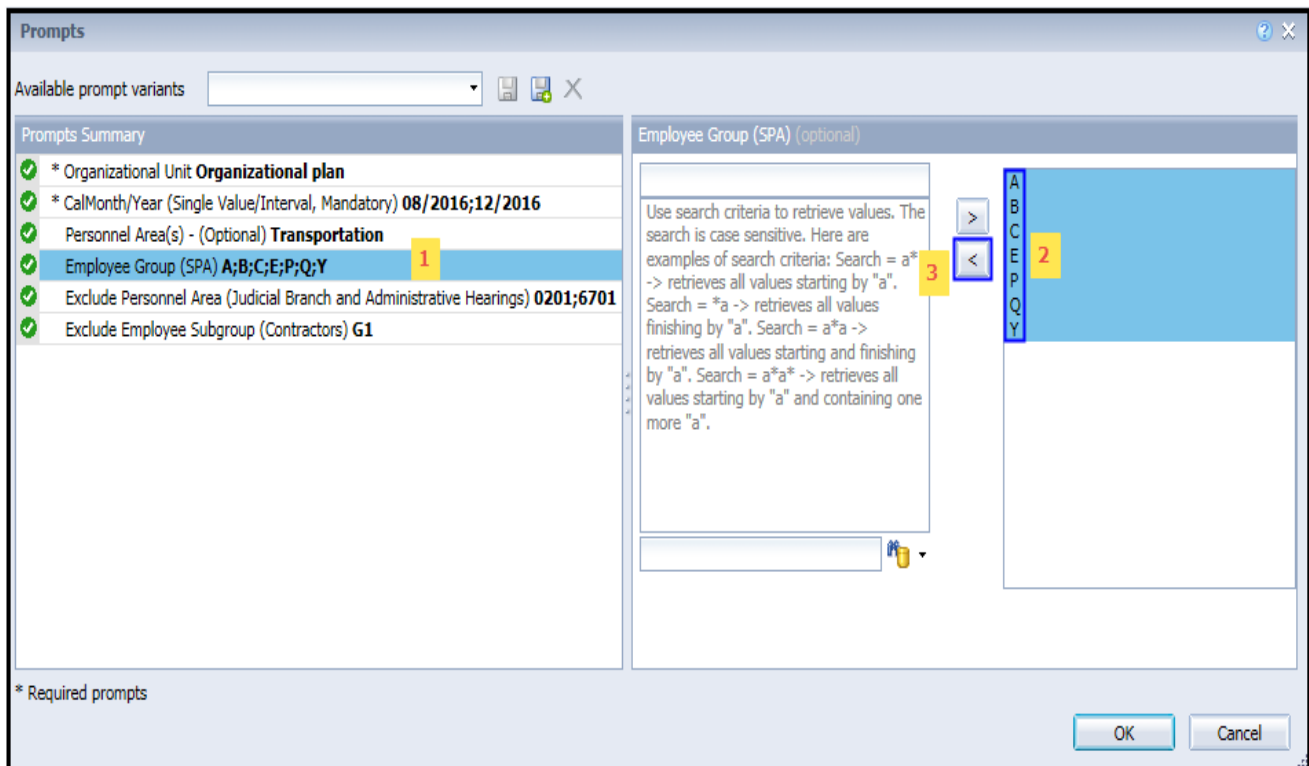
✓ **Employee Group (SPA):** Continued…
   To generate the Report for any particular Employee Group or Employee Groups:

- Make sure the "Employee Group (SPA)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Group (2).
- Click the search icon (3).
- Click the key icon (4) to see the key value for each Employee Group.
- Select the desired Employee Group (5).
- **OR** if the Employee Group key or Employee Group name are known, skip steps 2 through 5 and enter it directly in (6).
- Click the right arrow to add the Employee Group to the selection box (7).
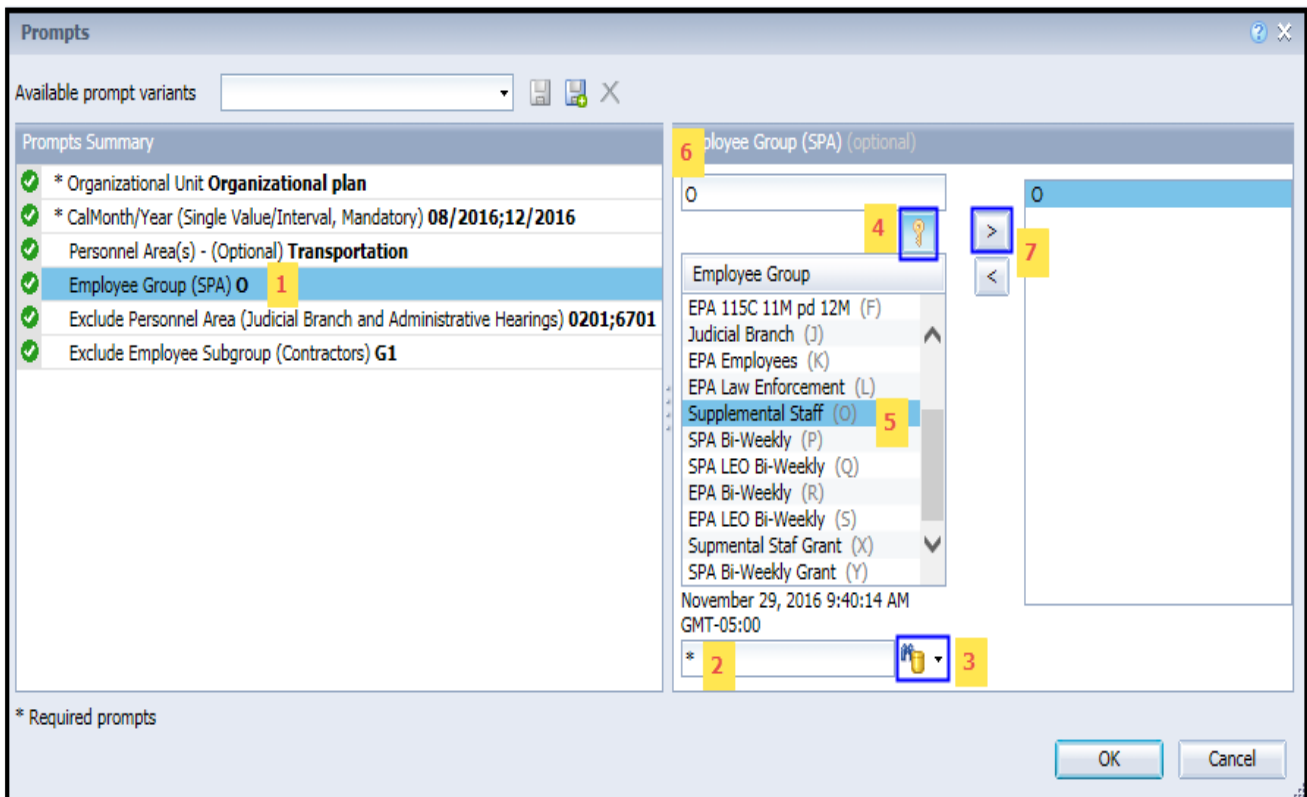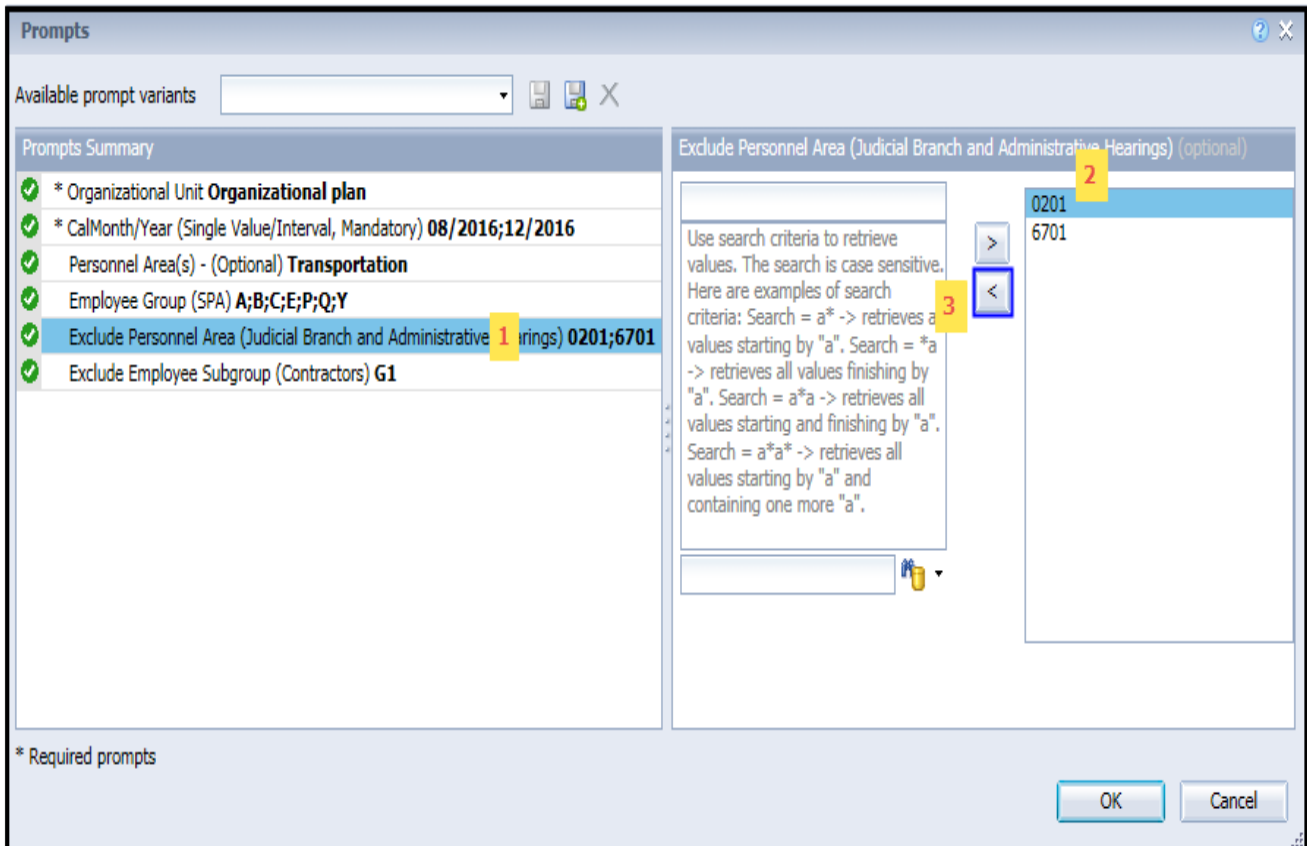
## Exclusion Prompts

Exclusion prompts also are indicated with a green check mark but generally are prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be fetched into the report.

✓ **Exclude Personnel Area (Judicial Branch and Administrative Hearings)**
    To remove this exclusion:

- Make sure the "Exclude Personnel Area (Judicial Branch and Administrative Hearings)" prompt is selected (1).
- Select one or more Personnel Area(s) to remove from the selection box on the right (2).
- Click the left arrow icon to remove the desired Personnel Area(s) (3).

✓ **Exclude Employee Subgroup (Contractors)**
   To remove this exclusion

- Make sure the "Exclude Employee Subgroup (Contractors)" prompt is selected (1).
- Select the desired Employee Subgroup to remove from the selection box on the right (2).
- Click the left arrow icon to remove the desired Employee Subgroup (3).
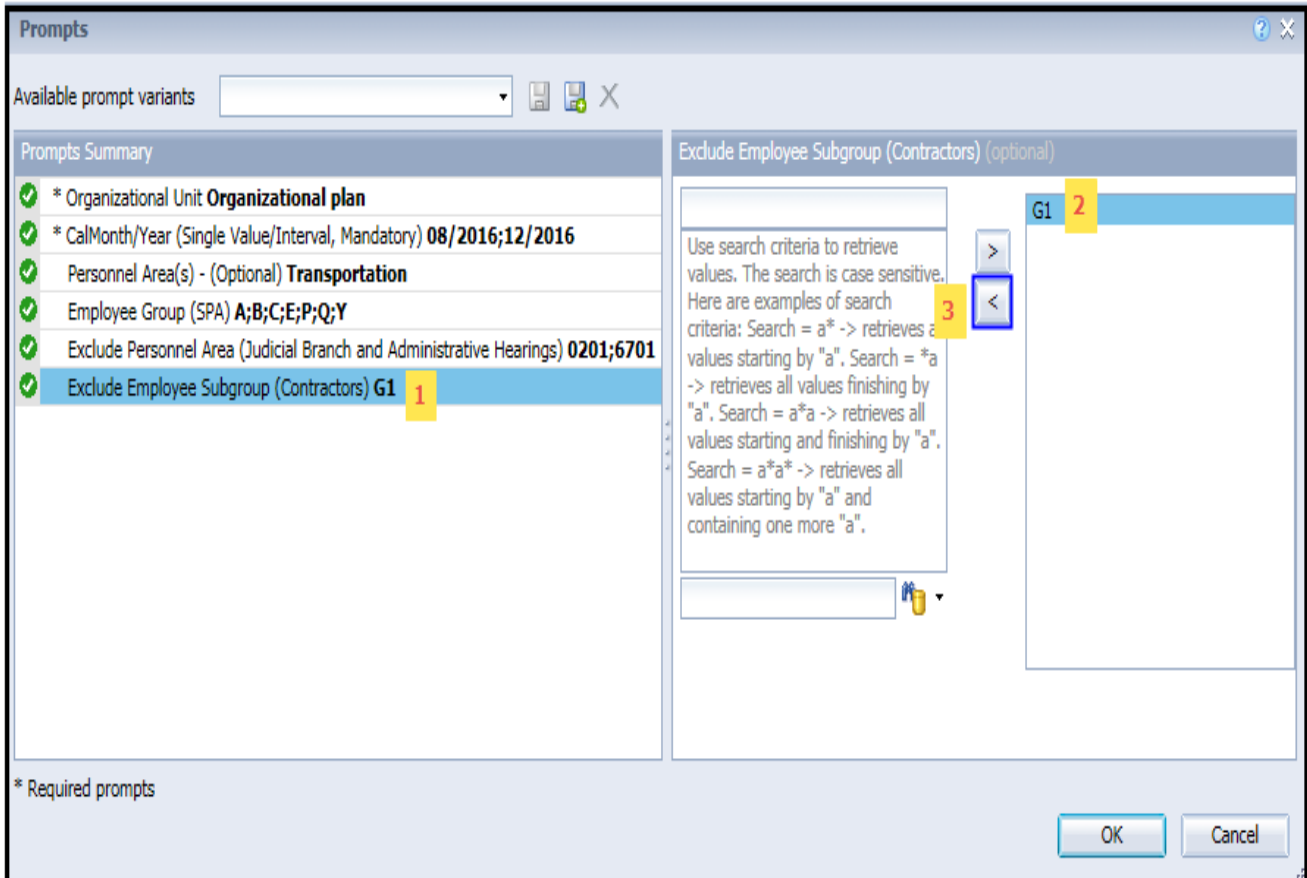
**Initial Layout**

**Staffing by Occupational Category:** This report shows Equal Employment Opportunity (EEO) demographics by Personnel Area and SOC Category.  The demographics represent counts and percentages for Total Employees, New Hires, and Promotions.

## B0031: Staffing by Occupational Category

Calendar Month/Year:  01/2016 - 10/2016

Execution Date : 11/29/16

| Personnel Area | SOC Category | | WM | WF | BM | BF | HM | HF | ASM | ASF |
|---|---|---|---|---|---|---|---|---|---|---|
| Administration | PROTECTIVE SERVICES | Employees | 28 | 6 | 18 | 7 | 1 | | 2 | |
| | | % Represented | 43.750 | 9.375 | 28.125 | 10.938 | 1.563 | | 3.125 | |
| | | New Hires | | | | | | | | |
| | | % Represented | | | | | | | | |
| | | Promotions | | | | | | | | |
| | | % Represented | | | | | | | | |
| Correction | PROTECTIVE SERVICES | Employees | 4,946 | 1,290 | 2,578 | 2,327 | 86 | 41 | 25 | 7 |
| | | % Represented | 42.734 | 11.146 | 22.274 | 20.105 | 0.743 | 0.354 | 0.216 | 0.060 |
| | | New Hires | | | | | | | | |
| | | % Represented | | | | | | | | |
| | | Promotions | | | | | | | | |
| | | % Represented | | | | | | | | |
| Public Safety | PROTECTIVE SERVICES | Employees | 1 | 1 | 1 | 1 | | | | |
| | | % Represented | 25.000 | 25.000 | 25.000 | 25.000 | | | | |
| | | New Hires | | | | | | | | |
| | | % Represented | | | | | | | | |
| | | Promotions | | | | | | | | |
| | | % Represented | | | | | | | | |
| | Total | Employees | 4,975 | 1,297 | 2,597 | 2,335 | 87 | 41 | 27 | 7 |
| | | % Represented | 42.733 | 11.141 | 22.307 | 20.057 | 0.747 | 0.352 | 0.232 | 0.060 |
| | | New Hires | | | | | | | | |
| | | % Represented | | | | | | | | |
| | | Promotions | | | | | | | | |
| | | % Represented | | | | | | | | |

**Staffing by Occupational Category** Continued....

| AIM | AIF | NHOPI Male | NHOPI Fem | Two+ Male | Two+ Fem | Ethn Unk | TOT | TOT MNRT | TOT FEM | DISB |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | 1 | 64 | 29 | 13 | 2 |
| 1.563 | | | | | | 1.563 | 100.000 | 45.313 | 20.313 | 3.125 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| 180 | 85 | | | | | 9 | 11,574 | 5,329 | 3,750 | 254 |
| 1.555 | 0.734 | | | | | 0.078 | 100.000 | 46.043 | 32.400 | 2.195 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | 4 | 2 | 2 | |
| | | | | | | | 100.000 | 50.000 | 50.000 | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| 181 | 85 | | | | | 10 | 11,642 | 5,360 | 3,765 | 256 |
| 1.555 | 0.730 | | | | | 0.086 | 100.000 | 46.040 | 32.340 | 2.199 |

**Report Info**

The Report Info tab displays the information about the prompts entered.

<u>**Report Info**</u>

**Prompt Input**

| | |
|---|---|
| **Organizational Unit** | Administration;Correction |
| **CalMonth/Year** | 01/2016 – 10/2016 |
| **Personnel Area(s)** | |
| **Employee Group(s)** | A;B;C;E;P;Q;Y |
| **Exclude Personnel Area(s)** | 0201;6701 |
| **Exclude Employee Subgroup** | G1 |

## Available Objects

This is a list of the available objects in the report which can be seen in Design mode:

Please do not add listed Objects below to Default Layout of the report.

See Special Report Considerations/Features below.

B0031: Staffing by Occupational Category (Fixed Format)
- Cal Mth/Yr
- EEO Category
- Employee Group
- Employee Subgroup
- Personnel Area
- State SOC Category
- American Indian or Alaskan Native Female at end of sel prd
- American Indian or Alaskan Native Female New Hires
- American Indian or Alaskan Native Female New Hires %
- American Indian or Alaskan Native Female Pct at end sel prd
- American Indian or Alaskan Native Female Promotions
- American Indian or Alaskan Native Female Promotions %
- American Indian or Alaskan Native Male at end of sel prd
- American Indian or Alaskan Native Male New Hires
- American Indian or Alaskan Native Male New Hires %
- American Indian or Alaskan Native Male Pct at end of sel prd
- American Indian or Alaskan Native Male Promotions
- American Indian or Alaskan Native Male Promotions %
- Asian Female at end of selection period
- Asian Female New Hires
- Asian Female New Hires %
- Asian Female Pct at end of selection period
- Asian Female Promotions
- Asian Female Promotions %
- Asian Male at end of selection period
- Asian Male New Hires
- Asian Male New Hires %
- Asian Male Pct at end of selection period
- Asian Male Promotions
- Asian Male Promotions %
- Black Female at end of selection period
- Black Female New Hires
- Black Female New Hires %
- Black Female Pct at end of selection period
- Black Female Promotions
- Black Female Promotions %
- Black Male at end of selection period
- Black Male New Hires
- Black Male New Hires %
- Black Male Pct at end of selection period
- Black Male Promotions
- Black Male Promotions %
- Disabled Employees at end of selection period
- Disabled New Hires
- Disabled New Hires %
- Disabled Pct at end of selection period
- Disabled Promotions
- Disabled Promotions %
- Ethnicity Unknown at end of selection period
- Ethnicity Unknown New Hires
- Ethnicity Unknown New Hires %
- Ethnicity Unknown Pct at end of selection period
- Ethnicity Unknown Promotions
- Ethnicity Unknown Promotions %
- Hispanic/Latino Female at end of selection period
- Hispanic/Latino Female New Hires
- Hispanic/Latino Female New Hires %
- Hispanic/Latino Female Pct at end of selection period
- Hispanic/Latino Female Promotions
- Hispanic/Latino Female Promotions %
- Hispanic/Latino Male at end of selection period
- Hispanic/Latino Male New Hires
- Hispanic/Latino Male New Hires %
- Hispanic/Latino Male Pct at end of selection period
- Hispanic/Latino Male Promotions
- Hispanic/Latino Male Promotions %
- Native Hawaiian or Other Pacific Islander Female at end sel
- Native Hawaiian or Other Pacific Islander Female New Hires
- Native Hawaiian or Other Pacific Islander Female New Hires %
- Native Hawaiian or Other Pacific Islander Female Pct end sel
- Native Hawaiian or Other Pacific Islander Female Promotions
- Native Hawaiian or Other Pacific Islander Female Promotions%
- Native Hawaiian or Other Pacific Islander Male at end of sel
- Native Hawaiian or Other Pacific Islander Male New Hires
- Native Hawaiian or Other Pacific Islander Male New Hires %
- Native Hawaiian or Other Pacific Islander Male Pct end sel

- Native Hawaiian or Other Pacific Islander Male Promotions
- Native Hawaiian or Other Pacific Islander Male Promotions '
- Total Female at end of selection period
- Total Female New Hires
- Total Female New Hires %
- Total Female Pct at end of selection period
- Total Female Promotions
- Total Female Promotions %
- Total Minority at end of selection period
- Total Minority New Hires
- Total Minority New Hires %
- Total Minority Pct at end of selection period
- Total Minority Promotions
- Total Minority Promotions %
- Total New Hires
- Total New Hires %
- Total Number of Employees % at end of selection period
- Total Number of Employees at end of selection period
- Total Promotions
- Total Promotions %
- Two or More Races Female at end of selection period
- Two or More Races Female New Hires
- Two or More Races Female New Hires %
- Two or More Races Female Pct at end of selection period
- Two or More Races Female Promotions
- Two or More Races Female Promotions %
- Two or More Races Male at end of selection period
- Two or More Races Male New Hires
- Two or More Races Male New Hires %
- Two or More Races Male Pct at end of selection period
- Two or More Races Male Promotions
- Two or More Races Male Promotions %
- White Female at end of selection period
- White Female New Hires
- White Female New Hires %
- White Female Pct at end of selection period
- White Female Promotions
- White Female Promotions %

- White Male New Hires
- White Male New Hires %
- White Male Pct at end of selection period
- White Male Promotions
- White Male Promotions %
- 📂 Variables
  - Prompt Response Cal Mth/Yr
  - Prompt Response Employee Group
  - Prompt Response Exclude Employee Subgroup
  - Prompt Response Exclude Personnel Area
  - Prompt Response Organizational Unit
  - Prompt Response Personnel Area

**Special Report Considerations/Features**

- Only active employees are included on this report.
- By default, the Report will provide information only for 'SPA' Employee Groups, and this can be changed. Please refer to Employee Group (SPA) in Optional Prompts to change the Employee Group selections.
- By default, Personnel Areas 'Judicial Branch' and 'Administrative Hearings' are excluded in the report, and this can be changed. Please refer Exclude Personnel Area (Judicial Branch and Administrative Hearings) in Exclusion Prompts to remove the default values.
- By default, Employee Subgroup 'Contractors' are excluded in the report, and this can be changed. Please refer to Exclude Employee Subgroup (Contractors) in Exclusion Prompts to remove the default value.
- Since this is Fixed format report, please do not apply any Report Filters, and don't add any data elements from Available Objects.
- The below #ERROR message will appear in all Employee count rows when any data elements from Available Objects are added.

## Custom Analysis

If custom analysis is required, create a new reporting tab and build a custom view without changing the default report tab 'B0031 Staffing by Occupational Category.

✓ **Creating new reporting tab:**
- Make sure that Design Mode is on.
- Right-Mouse click on the reporting tab 'B0031 Staffing by Occupational Category (1).
- Click Add Report (2).

- Drag and drop the available objects in the new reporting tab and build a custom view (3).
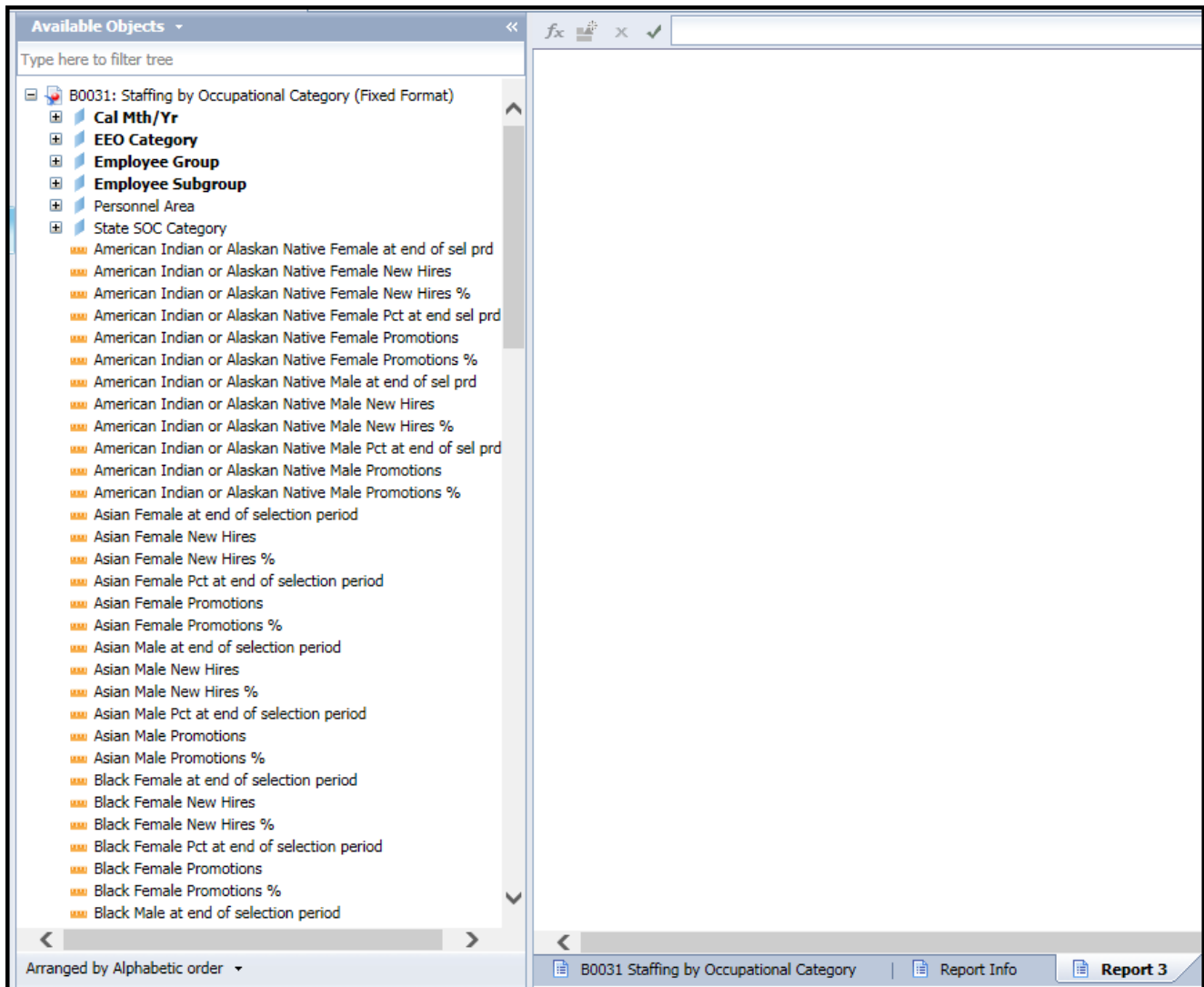


**Change Log**

| | |
|---|---|
| ***Effective Date 11/17/2016*** | |
| • Initial report creation to convert from BI to BOBJ. | |
| ***Effective Date 8/17/17*** | |
| • Headcount totals are reflected as of the end value of the CalMonth/Year selected when the report is executed | |