



Agency EEO Plan (Fixed Format)

BOBJ

REPORT DESCRIPTION B0170 | WEB INTELLIGENCE

The purpose of this Report Description is to explain how to access the Agency EEO Plan (Fixed Format) BOBJ report in the Integrated HR-Payroll System.

REPORT DESCRIPTION:

This report compares an agency's work force to the NC population and the NC occupation specific labor force by State SOC Subcategory, State SOC Category and All Occupations and is associated with three reporting views. (The NC population and labor force are defined through the most recent US census data.)

The reporting tab 'Employee Distribution' compares an agency's work force to the NC population and the NC occupation specific labor force by State SOC Category or Subcategory.

The reporting tab 'Agency Total' compares an agency's overall work force data to the NC population and the NC all occupations specific labor force by demographic groups. This tab provides an overall agency view of workforce by demographics.

The reporting tab 'Job Opening Estimates Form' compares an agency's work force to the NC population and the NC occupation specific labor force by State SOC Category or Subcategory. This tab is intended for Agencies to use for their annual EEO goal planning. It includes a section for agencies to manually enter their Employment Objectives (once exported to Excel).

REPORT LOCATION:

PA: EEO

REPORT USES:

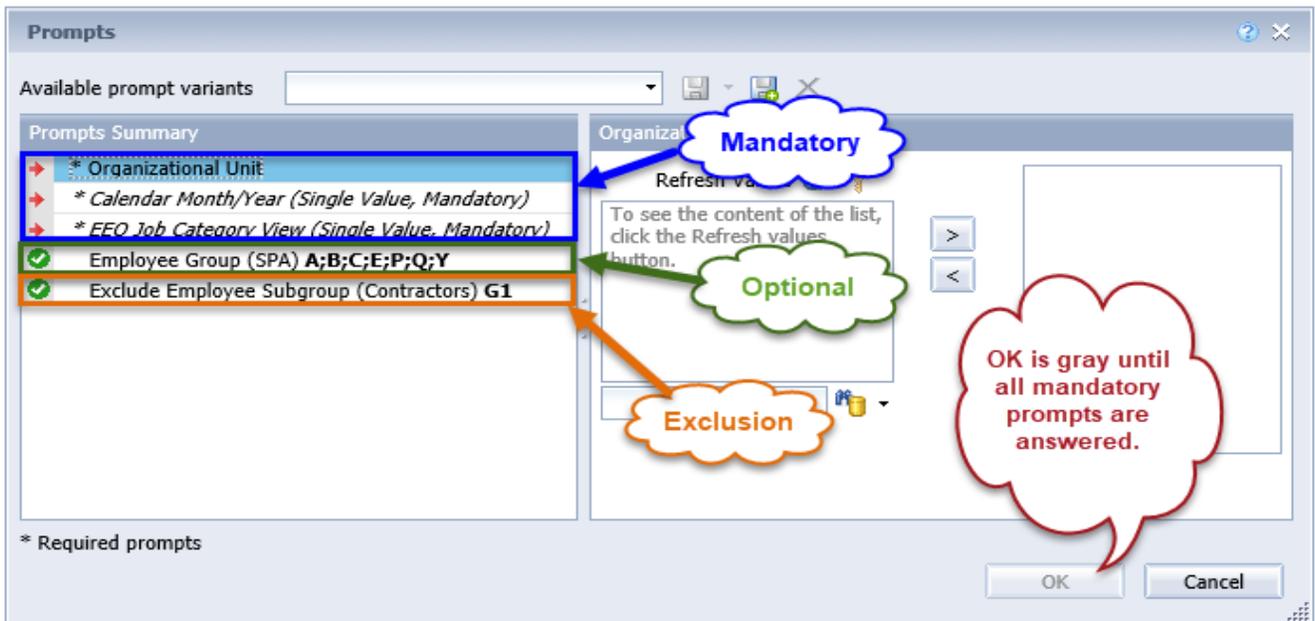
- This report is used to analyze the composition of an agency's work force and shows the comparison to the NC Census data. It can be useful in determining the distribution of employees in an agency's work force and is helpful in EEO planning to help create a more diverse work force.
- Employment objectives are to be entered on the JOB OPENING ESTIMATES form. Once the position openings for the next year have been estimated for each occupational category for which underutilization has been identified (having five or more workers), employment objectives are established for each underutilized group, by either number, percentage, or both. These objectives should be meaningful and obtainable. The employment objective setting process must be flexible and account for various factors that may affect the agency's ability to recruit qualified underutilized employees in target classifications. It also must be based on reasonable expectations of success, as outlined in the action steps.

NOTE: Please refer to OSHR guidelines for more detailed information on how this form should be used to generate an agency's EEO Plan.

QUICK LINKS

How to generate this report	2
Mandatory Prompts	3
Optional Prompts	6
Exclusion Prompts	8
Initial Layout	9
Available Objects	14
Special Report Considerations/Features	15

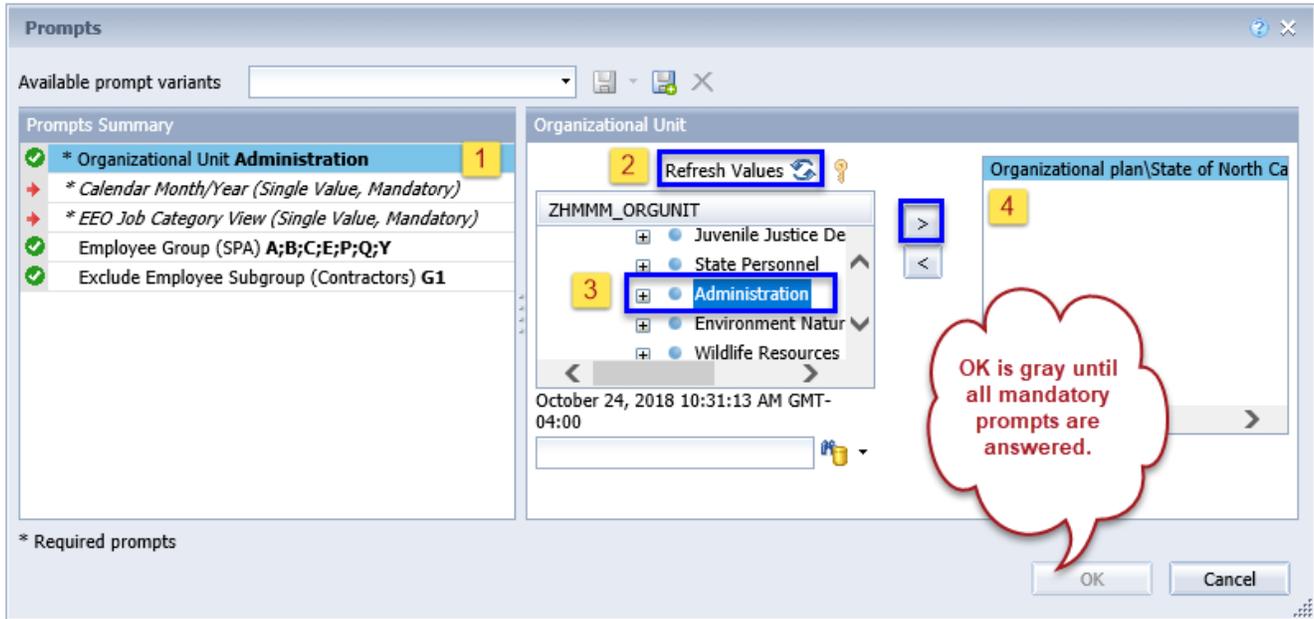
How to generate this report



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 (✓).

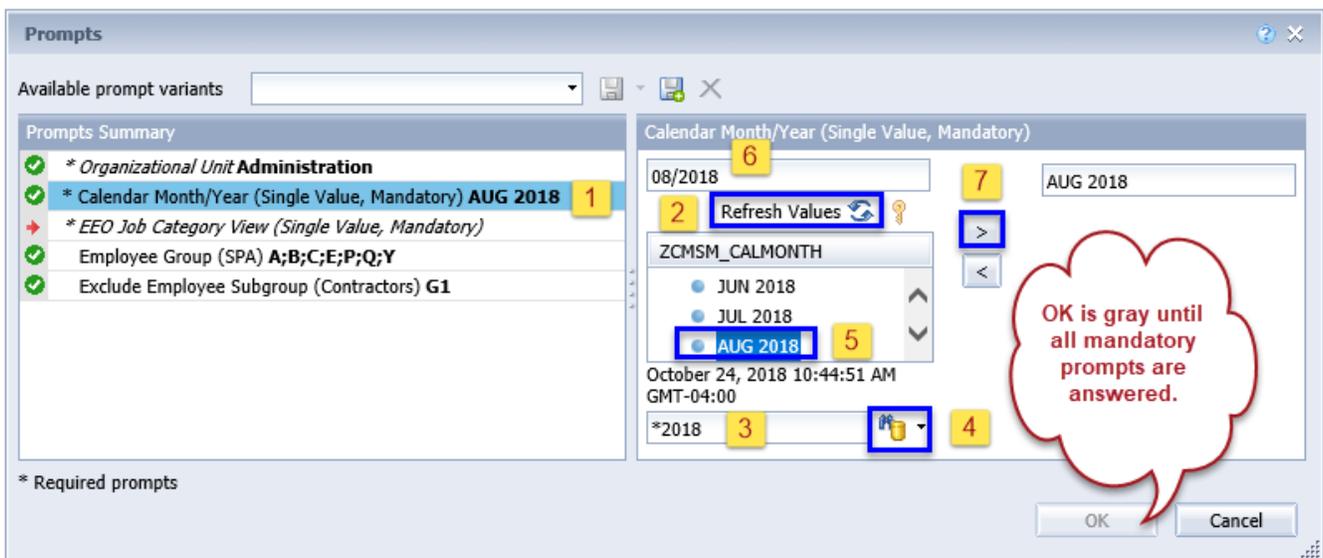
- ➔ ***Organizational Unit:** To select data for this prompt:
 - Make sure the “Organizational Unit” is selected (1)
 - Click the “Refresh Values” icon to see the list of Organizational Units (2)
 - Navigate down to select the desired Organizational Unit (3)
 - Click the right arrow to add it to the selection box (4)



→ ***Calendar Month/Year (Single Value, Mandatory):** To select data for this prompt:

NOTE: Current month data is **not** available in this report, the most current data available is always the **Previous** month. For example, if today is 7/13/2018, the most current selection for Calendar Month/Year would be 6/2018.

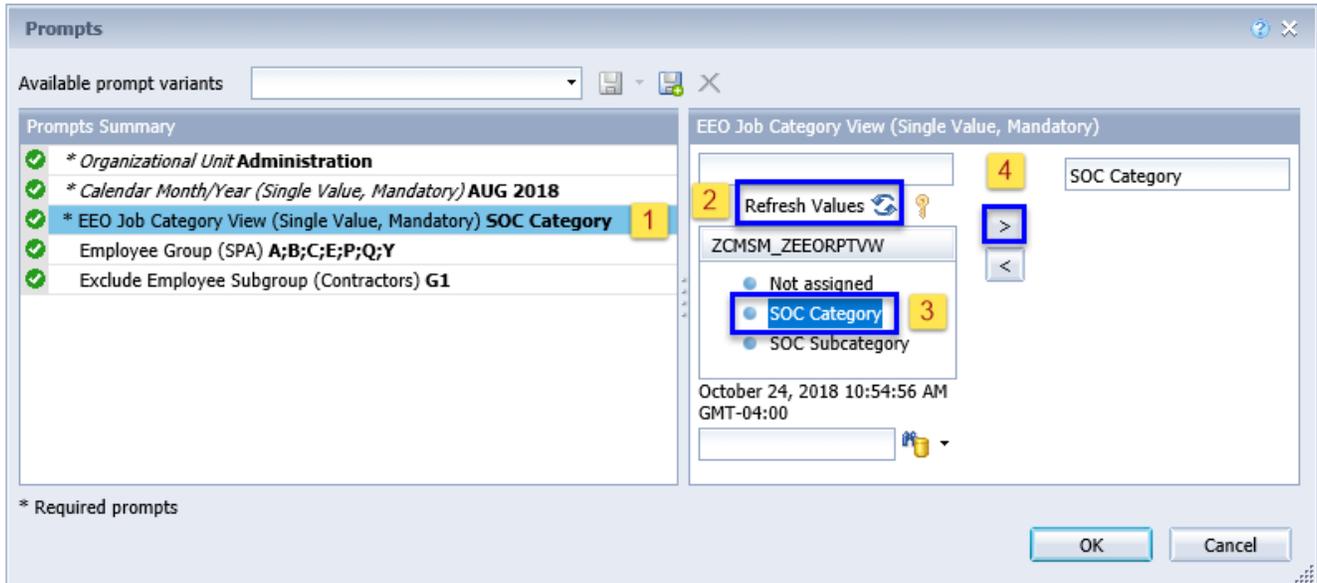
- Make sure the “Calendar Month/Year (Single Value, Mandatory)” prompt is selected (1)
- Click the “Refresh Values” icon (2)
- OR get a list of months for a specific year by using the wildcard *YYYY format in the search box (3) and then click the search icon (4)
- Select the desired month from the list (5)
- If the month desired is known, skip steps 2 through 5 and enter the value directly (using MM/YYYY format) in (6)
- Click the right arrow (7) to add it to the selection box



➔ *EEO Job Category View (Single Value, Mandatory): To select data for this prompt:

NOTE: This prompt controls whether the report results are shown by SOC Category or by SOC Subcategory.

- Make sure “EEO Job Category View (Single Value, Mandatory)” prompt is selected (1)
- Click the “Refresh Values” icon to see the options available (2)
- Select the desired option from the list (3)
- Click the right arrow (4) to add it to the selection box



Optional Prompts

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

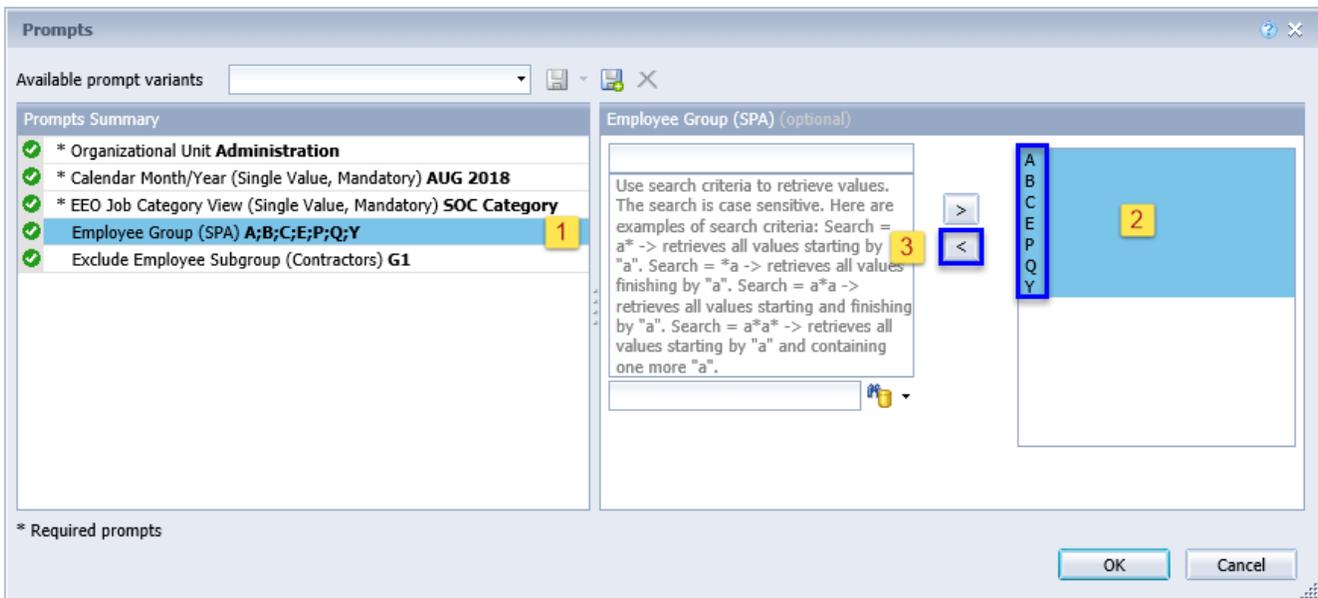
✓ **Employee Group (SPA):**

By default, the report is filtered to include all SPA 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:

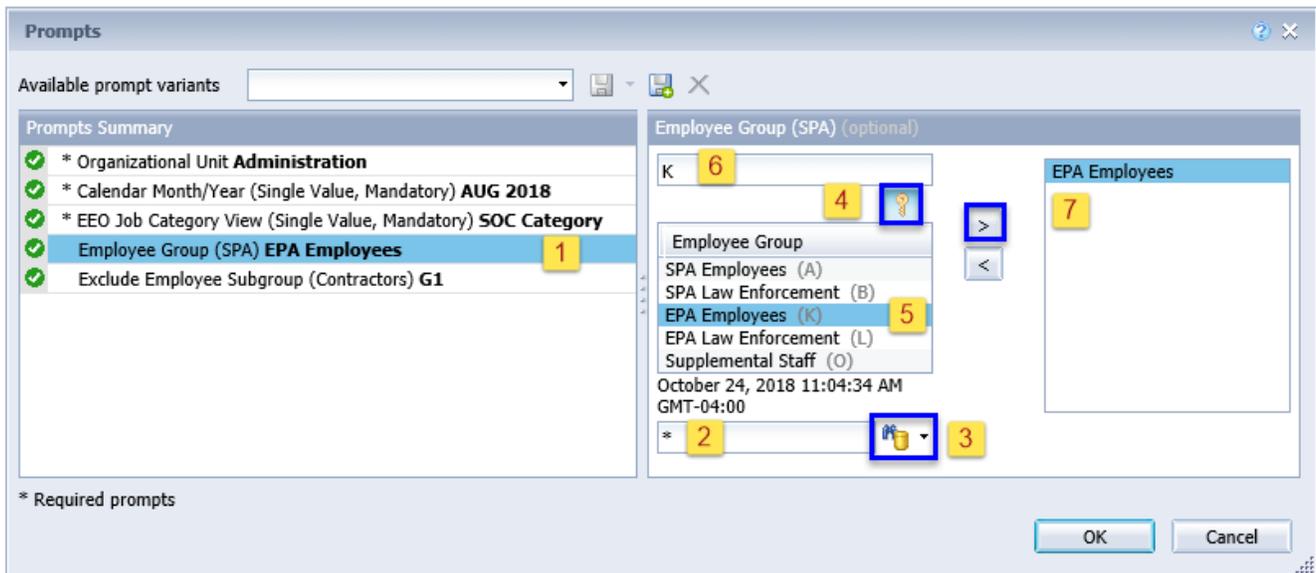
- Make sure the “Employee Group (SPA)” prompt is selected (1)
- Select the default Employee Groups listed at the right-hand side of the window (2)
- Click the left arrow to remove the default Employee Groups (3)



✓ **Employee Group (SPA):** Continued...

To run the report for a specific Employee Group(s):

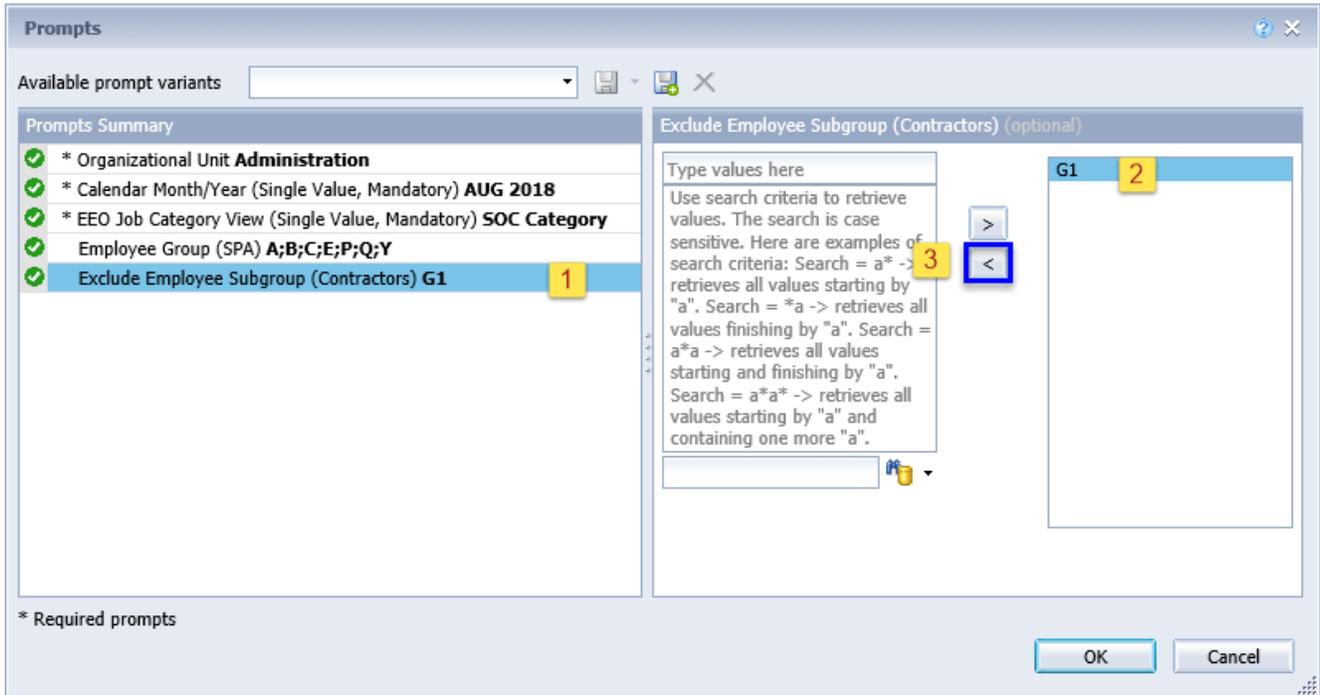
- Make sure the “Employee Group (SPA)” prompt is selected (1)
- Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Group (2)
- Click the search icon (3)
- Click on the key icon (4) to see the key value for each Employee Group
- Select the desired Employee 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 on the right arrow to add the Employee Group to the selection box (7)



Exclusion Prompts

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

- ✓ **Exclude Employee Subgroup (Contractors) G1** - To remove this exclusion:
 - Make sure the “Exclude Employee Subgroup (Contractors)” prompt is selected (1)
 - Click on the G1 value selected in the right-hand selection box (2)
 - Click the left arrow icon to remove the G1 Employee Subgroup (3)



Initial Layout

This report contains four report tabs.

Employee Distribution -InfoOnly	Agency Total (All Occupations)	Job Opening Estimates Form	Report Info
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Prompt Selections:

- **EEO Job Category View: SOC Category**
 - **Employee Distribution -InfoOnly**

B0170: Labor Force Standard - Employee Distribution by SOC Category as of 04/2022 Based on 2010 Census

Execution Date : 5/11/22

Administration

SOC Category: OFFICIALS AND ADMINISTRATORS

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mprt	Disab	Vets	Nat Guard
Agency Data																	
# Employed	6	3	1	1	0	0	0	0	0	0	0	11	4	2	1	2	0
% Employed	54.5	27.3	9.1	9.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	36.4	18.2	9.1	18.2	0.0
Labor Force Standard																	
# Expected	6	4	1	1	1	1	1	1	1	1			8	8	2		
% Expected	52.5	30.0	5.4	6.3	2.0	1.1	1.3	0.8	0.4	0.3			38.5	17.6	11.6		
# Difference	0	-1	0	0	-1	-1	-1	-1	-1	-1			-4	-6	-1		
% Difference	2.0	-2.7	3.7	2.8	-2.0	-1.1	-1.3	-0.8	-0.4	-0.3			-2.1	0.6	-2.5		
N.C. Population (Information Purposes Only)																	
Percentage	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6		

➤ Agency Total (All Occupations)

B0170: Labor Force Standard - Agency Total (All Occupations) as of 04/2022 Based on 2010 Census

Execution Date : 5/11/22

Administration

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																	
# Employed	264	133	129	120	7	5	7	2	5	16	7	695	276	292	19	29	0
% Employed	38.0	19.1	18.6	17.3	1.0	0.7	1.0	0.3	0.7	2.3	1.0	100.0	39.7	42.0	2.7	4.2	0.0
Labor Force Standard																	
# Expected	253	228	65	78	34	19	8	7	4	4			336	219	81		
% Expected	36.3	32.7	9.3	11.2	4.8	2.6	1.1	1.0	0.5	0.5			48.0	31.0	11.6		
# Difference	11	-95	64	42	-27	-14	-1	-5	1	12			-60	73	-62		
% Difference	1.7	-13.6	9.3	6.1	-3.8	-1.9	-0.1	-0.7	0.2	1.8			-8.3	11.0	-8.9		
N.C. Population (Information Purposes Only)																	
Percentage	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6		

➤ Job Opening Estimates Form

B0170: Job Opening Estimates Form Labor Force Standard by SOC Category as of 04/2022 Based on 2010 Census

Execution Date : 5/11/22

Administration

SOC Category: OFFICIALS AND ADMINISTRATORS

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																	
# Employed	6	3	1	1	0	0	0	0	0	0	0	11	4	2	1	2	0
% Employed	54.5	27.3	9.1	9.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	36.4	18.2	9.1	18.2	0.0
Labor Force Standard																	
# Difference	0	-1	0	0	-1	-1	-1	-1	-1	-1			-4	-6	-1		
% Difference	2.0	-2.7	3.7	2.8	-2.0	-1.1	-1.3	-0.8	-0.4	-0.3			-2.1	0.6	-2.5		
Employment Objectives: Using SOC Category																	
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																	
Planned # Increase																	
Planned % Increase																	
Target Classification(s)																	
Action Steps																	

Prompt Selections:

EEO Job Category View: SOC Subcategory

➤ Employee Distribution -InfoOnly

B0170: Labor Force Standard - Employee Distribution by SOC Subcategory as of 04/2022 Based on 2010 Census

Execution Date : 5/11/22

Administration

SOC Category: OFFICIALS AND ADMINISTRATORS ==== Subcategory: OFFICIALS AND ADMINISTRATORS

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																	
# Employed	6	3	1	1	0	0	0	0	0	0	0	11	4	2	1	2	0
% Employed	54.5	27.3	9.1	9.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	36.4	18.2	9.1	18.2	0.0
Labor Force Standard																	
# Expected	6	4	1	1	1	1	1	1	1	1			8	8	2		
% Expected	52.5	30.0	5.4	6.3	2.0	1.1	1.3	0.8	0.4	0.3			38.5	17.6	11.6		
# Difference	0	-1	0	0	-1	-1	-1	-1	-1	-1			-4	-6	-1		
% Difference	2.0	-2.7	3.7	2.8	-2.0	-1.1	-1.3	-0.8	-0.4	-0.3			-2.1	0.6	-2.5		
N.C. Population (Information Purposes Only)																	
Percentage	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6		

➤ Agency Total (All Occupations)

B0170: Labor Force Standard - Agency Total (All Occupations) as of 04/2022 Based on 2010 Census

Execution Date : 5/11/22

Administration

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																	
# Employed	264	133	129	120	7	5	7	2	5	16	7	695	276	292	19	29	0
% Employed	38.0	19.1	18.6	17.3	1.0	0.7	1.0	0.3	0.7	2.3	1.0	100.0	39.7	42.0	2.7	4.2	0.0
Labor Force Standard																	
# Expected	253	228	65	78	34	19	8	7	4	4			336	219	81		
% Expected	36.3	32.7	9.3	11.2	4.8	2.6	1.1	1.0	0.5	0.5			48.0	31.0	11.6		
# Difference	11	-95	64	42	-27	-14	-1	-5	1	12			-60	73	-62		
% Difference	1.7	-13.6	9.3	6.1	-3.8	-1.9	-0.1	-0.7	0.2	1.8			-8.3	11.0	-8.9		
N.C. Population (Information Purposes Only)																	
Percentage	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6		

➤ Job Opening Estimates Form

B0170: Job Opening Estimates Form Labor Force Standard by SOC Subcategory as of 04/2022 Based on 2010 Census

Execution Date : 5/11/22

Administration

SOC Category: OFFICIALS AND ADMINISTRATORS ==== Subcategory: OFFICIALS AND ADMINISTRATORS

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mprt	Disab	Vets	Nat Guard
Agency Data																	
# Employed	6	3	1	1	0	0	0	0	0	0	0	11	4	2	1	2	0
% Employed	54.5	27.3	9.1	9.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	36.4	18.2	9.1	18.2	0.0
Labor Force Standard																	
# Difference	0	-1	0	0	-1	-1	-1	-1	-1	-1			-4	-6	-1		
% Difference	2.0	-2.7	3.7	2.8	-2.0	-1.1	-1.3	-0.8	-0.4	-0.3			-2.1	0.6	-2.5		
Employment Objectives: Using SOC Subcategory																	
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																	
Planned # Increase																	
Planned % Increase																	
Target Classification(s)																	
Action Steps																	

○ **Report Info**

This tab contains information about the values selected for each of the prompts. It also contains definitions about the different sections represented in the report content.

Report Info		Execution Date: 5/11/22
Prompt Input		
Organizational Unit	Administration	
Calendar Month/Year	04/2022	
EEO Job Category View	SOC Category	
Employee Group(s)	A;B;C;E;P;Q;Y	
Exclude Employee Subgroup	G1	
Report Content		
Agency Data	Represents staff employed in agency within SOC per ethnicity and gender.	
Labor Force Standard	<ul style="list-style-type: none"> • % Expected represents percentage from NC Census data of all individuals employed or seeking employment within SOC per ethnicity and gender. • # Expected is calculated by multiplying the % Expected with the Agency Total # Employed within SOC per ethnicity and gender. • % Difference is calculated by subtracting the % Expected from the Agency % Employed. • # Difference is calculated by subtracting the # Expected from the Agency # Employed. 	
N.C. Population	Represents percentage from NC Census data of all individuals (ages 18-64 regardless of occupational category) per ethnicity and gender. These percentages remain constant regardless of SOC.	
NOTE: Calculation of # Expected values corresponding to Census percentages	<p>When calculating the # Expected values, the result is ALWAYS forced to round up to the next whole number regardless of the decimal value. Since this value represents a person, it is not logical to have a part of a person so any decimal portion of a person will always round up to the next whole person.</p> <ul style="list-style-type: none"> • Example: A value of 2.15 will always round up to 3. • Example: A value of 2.55 will always round up to 3. 	
Job Opening Estimates Form	Employment objectives are to be entered on the JOB OPENING ESTIMATES form. Once the position openings for the next year have been estimated for each occupational category for which underutilization has been identified (having five or more workers), employment objectives are established for each underutilized group, by either number, percentage, or both. These objectives should be meaningful and obtainable. The employment objective setting process must be flexible and account for various factors that may affect the agency's ability to recruit qualified underutilized employees in target classifications. It also must be based on reasonable expectations of success, as outlined in the action steps.	
Asian+	For Agency staff, the Asian+ ethnicity group also includes the 'Native Hawaiian or Pacific Islander' designation since the current Census data does not contain the 'Native Hawaiian or Pacific Islander' demographic.	
White+	For Agency staff, the White+ ethnicity group also includes the 'Two or More' designation since the current Census data does not contain the 'Two or More' demographic.	

Available Objects

This is a list of the available objects that are used in the report design:

[-] B0170: Agency EEO Plan (Fixed Format)	[[[AIAN Fem	[[[Fem
+ EEO Row Label	[[[AIAN Female Diff Nbr	[[[Female Diff Nbr
+ EEO Row Type	[[[AIAN Female Diff Pct	[[[Female Diff Pct
+ Personnel Area	[[[AIAN Female Exp	[[[Female Exp
+ State SOC Category	[[[AIAN Female Pct	[[[Female Pct
+ State SOC Subcategory	[[[AIAN Fem All Occ	[[[Fem All Occ
U.S. Census Year	[[[AIAN Mal	[[[Fem Census Pct
[[[AIAN Female	[[[AIAN Mal All Occ	[[[Hisp Fem
[[[AIAN Fem Census Pct	[[[AIAN Male Diff Nbr	[[[Hisp Female Diff Nbr
[[[AIAN Mal Census Pct	[[[AIAN Male Diff Pct	[[[Hisp Female Diff Pct
[[[AIAN Male	[[[AIAN Male Exp	[[[Hisp Female Exp
[[[Asian Female	[[[AIAN Male Pct	[[[Hisp Female Pct
[[[Asian Fem Census Pct	[[[Asian+ Fem	[[[Hisp Fem All Occ
[[[Asian Mal Census Pct	[[[Asian+ Female	[[[Hisp Mal
[[[Asian Male	[[[Asian+ Female Diff Nbr	[[[Hisp Mal All Occ
[[[Black Female	[[[Asian+ Female Diff Pct	[[[Hisp Male Diff Nbr
[[[Black Fem Census Pct	[[[Asian+ Female Pct	[[[Hisp Male Diff Pct
[[[Black Mal Census Pct	[[[Asian+ Fem All Occ	[[[Hisp Male Exp
[[[Black Male	[[[Asian+ Mal	[[[Hisp Male Pct
[[[Disabled	[[[Asian+ Mal All Occ	[[[Minority Census Pct
[[[Disabled Census Pct	[[[Asian+ Male	[[[Minority Diff Nbr
[[[Emp Count	[[[Asian+ Male Diff Nbr	[[[Minority Diff Pct
[[[Ethnicity Unknown	[[[Asian+ Male Diff Pct	[[[Minority Exp
[[[Female	[[[Asian+ Male Pct	[[[Minority Pct
[[[Hisp Female	[[[Asian Female Exp	[[[Minority Tot
[[[Hisp Fem Census Pct	[[[Asian Male Exp	[[[Minority Tot All Occ
[[[Hisp Mal Census Pct	[[[Black Fem	[[[Nat Guard
[[[Hisp Male	[[[Black Female Diff Nbr	[[[National Guard All Occ
[[[Minority	[[[Black Female Diff Pct	[[[National Guard Pct
[[[National Guard	[[[Black Female Exp	[[[NHPI Female Pct
[[[NHPI Female	[[[Black Female Pct	[[[NHPI Male Pct
[[[NHPI Male	[[[Black Fem All Occ	[[[Two+ Female Pct
[[[Two+ Female	[[[Black Mal	[[[Two+ Male Pct
[[[Two+ Male	[[[Black Mal All Occ	[[[Vet
[[[Veteran	[[[Black Male Diff Nbr	[[[Veteran All Occ
[[[White Female	[[[Black Male Diff Pct	[[[Veteran Pct
[[[White Fem Census Pct	[[[Black Male Exp	[[[White+ Fem
[[[White Mal Census Pct	[[[Black Male Pct	[[[White+ Female
[[[White Male	[[[Disab	[[[White+ Female Diff Nbr
[-] Variables	[[[Disab All Occ	[[[White+ Female Diff Pct
+ EEO Row Type Custom Text	[[[Disabled Diff Nbr	[[[White+ Female Pct
+ Prompt Response Calendar Month/Year	[[[Disabled Diff Pct	[[[White+ Fem All Occ
+ Prompt Response EEO Comparison View	[[[Disabled Exp	[[[White+ Mal
+ Prompt Response EEO Job Category View	[[[Disabled Pct	[[[White+ Mal All Occ
+ Prompt Response Employee Group	[[[EmpCount	[[[White+ Male
+ Prompt Response Exclude Employee Subgroup	[[[EmpCount All Occ	[[[White+ Male Diff Nbr
+ Prompt Response Organizational Unit	[[[Ethn Unk	[[[White+ Male Diff Pct
+ Report Controls Selected	[[[Ethn Unk All Occ	[[[White+ Male Pct
+ SOC Cat or Subcat	[[[Ethn Unk Pct	[[[White Female Exp
		[[[White Male Exp

Special Report Considerations/Features

- This report is meant to be a fixed format report and **should not** be navigated in any way. It is designed with specific margin and page break settings to accommodate (landscape/legal) print format when exporting to PDF.
- When exporting to Excel, the margin setting on all tabs should be set to ‘Narrow’. Adjusting these margins in Excel will allow for a friendlier print product.
- The Report Info tab contains detailed information about report content such as definitions of each data section and how calculations are defined.
- This report does not support current month data. Data are loaded as monthly snapshots once a month closes out. For this reason, we will always be one month behind. Year to date data is supported (minus current month) along with the previous 5 years.
- Only active employees who are part of the SPA employee groups (shown below) are included on this report.

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

Refer to Employee Group (SPA) in Optional Prompts to change the Employee Group selections.

- By default, Employee Subgroup ‘Contractors’ are excluded in the report, and this can be changed. Refer to Exclude Employee Subgroup (Contractors) in Exclusion Prompts to remove the default value.
- When calculating the # Expected values, the CEILING function is used so that the result is ALWAYS forced to round up to the next whole number regardless of the decimal value. Since this value represents a person, it is not logical to have part of a person so any decimal portion of a person will always round up to the next whole person.
 - Example: A value of 2.15 will always round up to 3.
 - Example: A value of 2.55 will always round up to 3.

CHANGE RECORD

- 12/29/16 – Initial report creation to convert from BI to BOBJ
- 6/14/18 – Redesigned with new layout, prompts, and additional **Job Opening Estimates Form** to allow agencies to enter the EEO goals after exporting to Excel.
- 10/25/18 – Based on OSHR direction, report was re-designed to use only the Labor Force Standard as the methodology for comparison of Agency data to Census data.
- 7/6/22 – Updated format and assigned reference number – C. Ennis
- 7/7/22 – Added alt text - L.Lee
- 7/7/22 – Added count for employees with National Guard status