



Using the Employee Demographics Change Over Time Dashboard

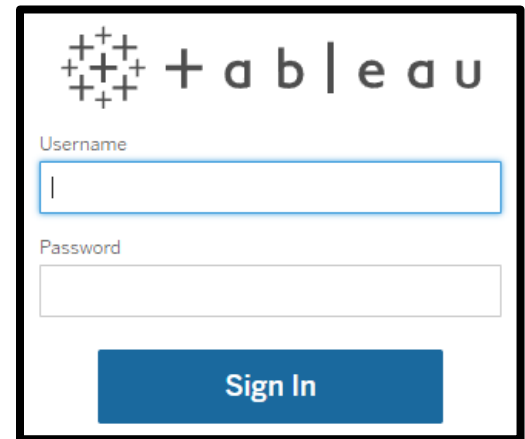


About

The Employee Demographics Change Over Time Dashboard provides a comparison of counts and rates of change of employees by self-reported demographic category, agency, job group, and employee type (aka empl type or empl class) over the previous fiscal year. It also provides counts of employees over multiple fiscal years by self-reported demographic category, agency, job group, and employee type. Users can utilize drop-down menus built into the dashboard to dynamically sort and drill-down to their scope of interest.

Navigation

1. Connect to the state network by logging onto a computer at a state building or connecting to the VPN remotely.
2. Select the [Employee Demographics Change Over Time Dashboard Hyperlink](#) to navigate to the dashboard with an internet browser. A Tableau Sign In page should appear.
3. Sign in on the page using your IAM credentials to view the dashboard.

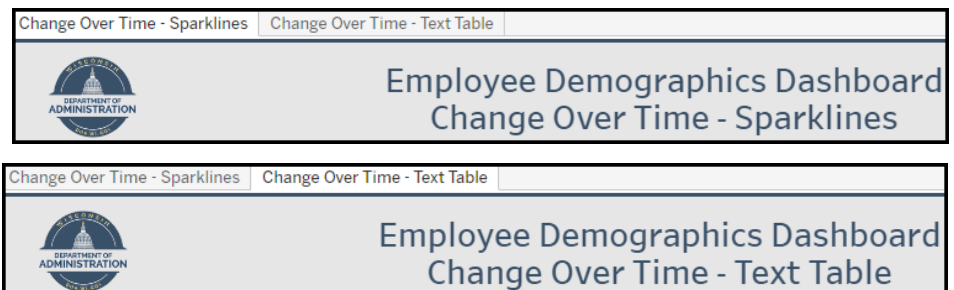
A screenshot of the Tableau Sign In page. At the top is the Tableau logo, which consists of a grid of plus signs followed by the word "tableau" in a sans-serif font. Below the logo are two input fields: "Username" and "Password". The "Username" field has a cursor in it. Below the "Password" field is a blue "Sign In" button.

You must be connected to the state network or on VPN to view the dashboard.

Views

There are two distinct "views" or tabs within the Employee Demographics Change Over Time Dashboard: **Change Over Time - Sparklines** and **Change Over Time - Text Table**. These two views are linked and any filters applied to agencies, job groups, or employee types (aka Empl Class) on one view will change on the other two views.

Use the tabs at the top of the dashboard to toggle between views.

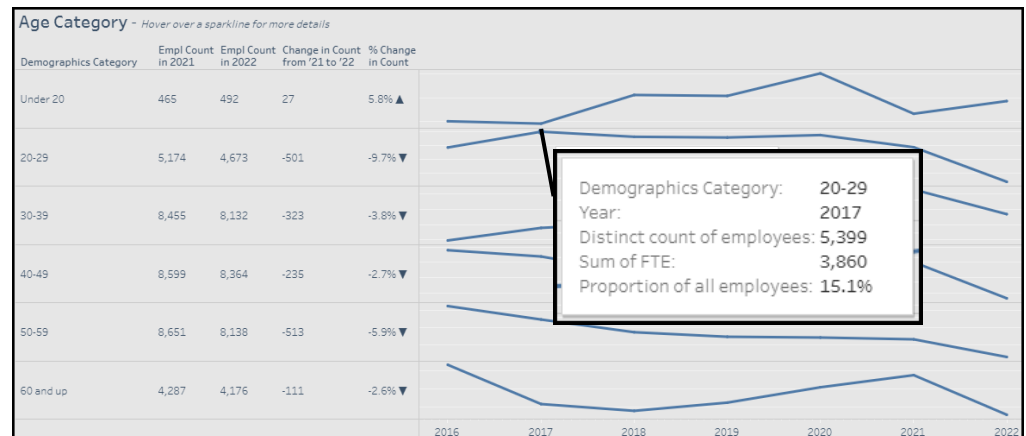




Using the Employee Demographics Change Over Time Dashboard



Hover over a category to view additional data details via pop-up window.



Change Over Time - Sparklines

This view provides the total count of employees from the most recent quarter by self-identified demographic category, and ratios and averages of each category. This view is useful for viewing a summary of each demographic category. Users can view by a select category, agency, job group, and employee type. The sparkline chart on the right changes as different filters are applied and shows the overall employee count for each demographic category for the enterprise over time.

Drilling-down

1. Use the drop-down menus at the top of the view to drill-down to your scope of interest. The view updates automatically after selections are made. Select the downwards arrow on the right edge of any drop-down menu to view the filter options.

Agency (All) Job Group (All) Empl Type (Multiple values)
Demographics Category - Select a category to update the views below
Race & Ethnicity

2. Use the **Agency** drop-down menu to view data for individual, multiple, or all agencies.
3. Use the **Job Group** drop-down menu to view data for individual, multiple, or all job groups.
4. Use the **Empl Type** drop-down menu to view data for elected – unclassified, limited term employee, permanent, project – permanent, project – project, seasonal, unclassified, and unclassified LTE.

Agency (All)

Job Group (All)

Empl Type (All)



Using the Employee Demographics Change Over Time Dashboard



5. Select the options you wish to include in the view or select (All) to include all options. These three filters are linked and agencies, job groups, or employee types (aka Empl Class) listed under any filter will change based on selections made to any of them.

The screenshot shows the top section of the dashboard. At the top, there are three filter dropdowns: 'Agency' set to '(All)', 'Job Group' set to '(Multiple values)', and 'Empl Type' set to 'Project - Permanent'. Below these is a 'Demographics Category' dropdown. A table below the filters shows the 'Count of' for various categories, with 'Age Category' selected and showing a count of 2. To the right, a summary table titled 'FROM PREVIOUS YEAR - Hover over the values below for more details' shows changes for 'Proportion of Minorities' (.1% ▲), 'Average Age' (-0.3 ▼), 'Prop. of Empls w/ Disability' (1.6% ▲), 'Proportion of Veterans' (-2.3% ▼), and 'Ave Years of Service' (-0.6 ▼).

6. Use the **Demographics Category** drop-down menu to view data for age category, gender, race and ethnicity, years of service, disability status, veteran status, veteran disability status, or spouse of a veteran disability status.

The screenshot shows the 'Demographics Category' dropdown menu open. It lists several categories: 'Race & Ethnicity', 'Age Category', 'Gender', 'Race & Ethnicity', 'Years of Service', 'Disability Status', 'Veteran Status', 'Veteran Disability Status', and 'Spouse of Veteran Disability Status'.

7. The agency, job group, and employee type filters also allow you to type in the text box above the list of options to find the agency, job group, or employee type of interest quickly.

The screenshot shows the 'Job Group' filter dropdown menu open. It has a search box with 'fisc' entered. Below the search box, there are two options: 'Admin Support - Fiscal' and 'Fiscal', both with checkboxes.



You can use multiple filters together to narrow the scope of the views.

Change Over Time – Text Table

This view provides demographic category details including employee counts and proportions by fiscal year. This view is useful for comparing a demographic category over time by agency, job group, or empl class.

Drilling-down

1. Use the drop-down menus at the top of the view to drill-down to your scope of interest. The view updates automatically after selections are made. Select the downwards arrow on the right edge of any drop-down menu to view the filter options.

The screenshot shows the top filter section of the dashboard. It has three filter dropdowns: 'Agency' set to '(All)', 'Job Group' set to '(All)', and 'Empl Type' set to '(All)'. Below these is a 'Demographics Category' dropdown set to 'Age Category'.

2. Use the **Agency** drop-down menu to view data for individual, multiple, or all agencies.

The screenshot shows the 'Agency' filter dropdown menu open. It has a search box with '(All)' entered. Below the search box, there are two options: 'Admin Support - Fiscal' and 'Fiscal', both with checkboxes.



Using the Employee Demographics Change Over Time Dashboard



3. Use the **Job Group** drop-down menu to view data for individual, multiple, or all job groups.

Job Group (All)

4. Use the **Empl Type** drop-down menu to view data for elected – unclassified, limited term employee, permanent, project – permanent, project – project, seasonal, unclassified, and unclassified LTE.

Empl Type (All)

5. Select the options you wish to include in the view or select (All) to include all options. These three filters are linked and agencies, job groups, or employee types (aka Empl Class) listed under any filter will change based on selections made to any of them.

Agency (All) Job Group Power Plant Empl Type Permanent

Demographics Category (All)

Age Category ☒ (All) ☐ Department of Administration ☐ Department of Corrections ☐ Department of Health Services ☐ Department of Military Affairs ☐ Department of Public Instruction ☐ Department of Veterans Affairs

Count of -4

FROM PREVIOUS YEAR - Hover over the values below for more details

Proportion of Minorities	Average Age	Prop. of Empls w/ Disability	Proportion of Veterans	Ave Years of Service
5.5% ▲	-0.4 ▼	4.3% ▲	-1.0% ▼	-1.1 ▼

6. Use the **Demographics Category** drop-down menu to view data for age category, gender, race and ethnicity, years of service, disability status, veteran status, veteran disability status, or spouse of a veteran disability status.

Demographics Category - Select a category to update the views below

Race & Ethnicity

Age Category

Gender

Race & Ethnicity

Years of Service

Disability Status

Veteran Status

Veteran Disability Status

Spouse of Veteran Disability Status

7. The agency, job group, and employee type filters also allow you to type in the text box above the list of options to find the agency, job group, or employee type of interest quickly.

Job Group (All)

profession

☒ Business Professionals

☒ Health Care Professionals

☒ IS Professionals

☒ Legal Professionals

☒ Science Professionals

☒ Social Services Professionals



Data has been suppressed when filtered selections result in fewer than 10 employee records.



Sort and filter selections are automatically applied to all views.

Troubleshooting & Questions

Email [Andrew Geissler](#) in BMRS should you experience any technical difficulty accessing the dashboard or if you have questions about using the dashboard.