



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.

The image shows a Tableau sign-in interface. It features a logo consisting of a grid of plus signs followed by the text "a b | e a u". Below the logo are two input fields: "Username" and "Password", both of which contain a single character 'I'. A large blue "Sign In" button is positioned at the bottom right.

 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.

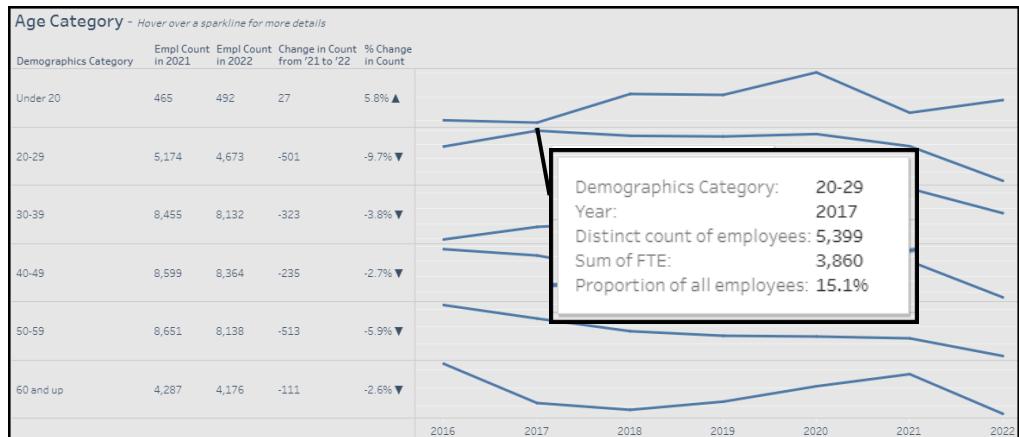
The image displays two screenshots of the Employee Demographics Dashboard. Both screenshots show the same layout with a top navigation bar containing the "Change Over Time - Sparklines" and "Change Over Time - Text Table" tabs. The left screenshot shows the "Change Over Time - Sparklines" tab selected, and the right screenshot shows the "Change Over Time - Text Table" tab selected. Each screenshot also includes the Massachusetts Department of Administration logo and the title "Employee Demographics Dashboard Change Over Time - Sparklines" or "Employee Demographics Dashboard Change Over Time - Text Table".



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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.



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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.

Demographic Category	Value	Change
Proportion of Minorities	.1%	▲
Average Age	-0.3	▼
Prop. of Empls w/ Disability	1.6%	▲
Proportion of Veterans	-2.3%	▼
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.

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.

 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.

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



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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.
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)

Demographic (All)

Age Category (All)

Count of -4

Job Group Power Plant

Empl Type Permanent

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
1.5% ▲	-0.4 ▼	4.3% ▲	-1.0% ▼	-1.1% ▼

Department of Administration
Department of Corrections
Department of Health Services
Department of Military Affairs
Department of Public Instruction
Department of Veterans Affairs

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.