



# 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.

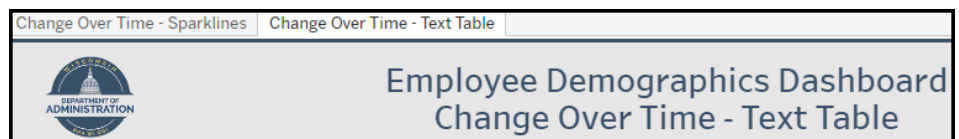
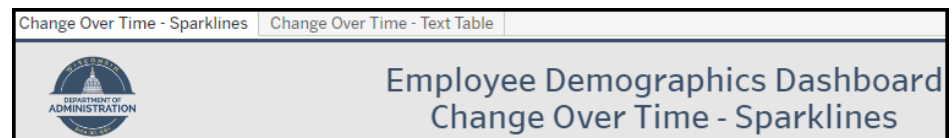


You must be connected to the state network or on VPN to view the dashboard.

## 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.

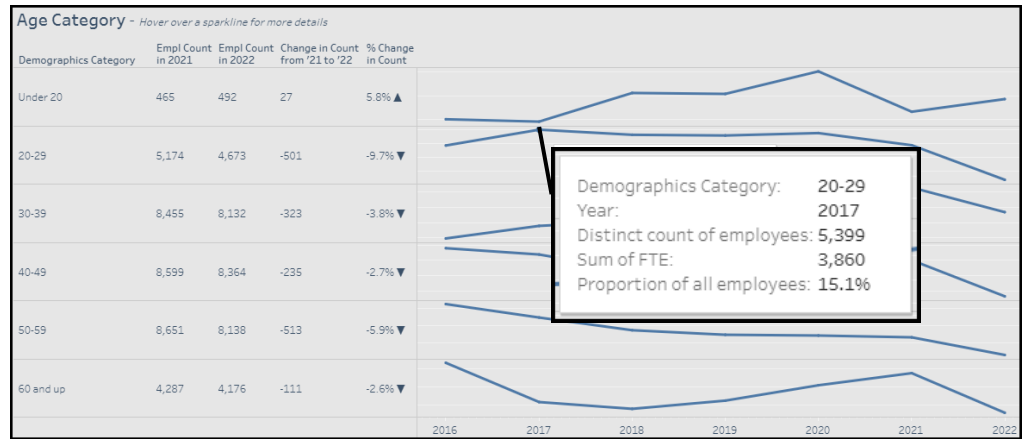




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Hover over a data element to view additional data details via tooltip.



## Change Over Time - Sparklines

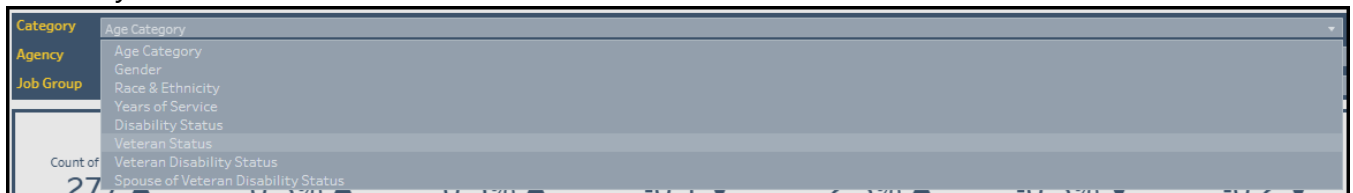
This view provides the total count of employees from the most recent quarter by self-identified demographic category, and ratios and averages of each category. This view is useful for viewing a summary of each demographic category. Users can view by a select category, agency, job group, and employee 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.



2. Use the **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.



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





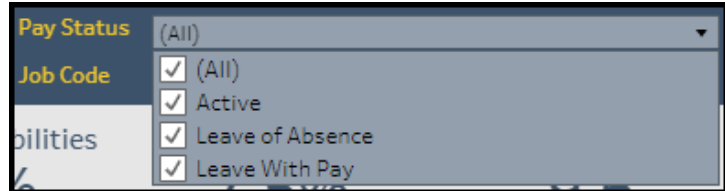
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4. Use the **Empl Type** drop-down menu to view data for elected – unclassified, limited term employee, permanent, project – permanent, project – project, seasonal, unclassified, and unclassified LTE.



5. Use the **Pay Status** drop-down menu to view data for employees with a pay status of active, leave of absence, and leave with pay.



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



7. Use the **Job Title** drop-down menu to view data for individual, multiple, or all job titles.



8. Use the **Job Code** drop-down menu to view data for individual, multiple, or all job codes.

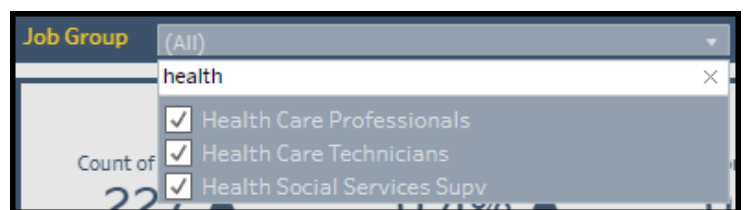


9. Select the options you wish to include in the view or select (All) to include all options. These filters are linked and agencies, employee types, pay statuses, job groups, job titles, or job codes listed under any filter will change based on selections made to any of them.

The dashboard displays several filters at the top: Agency (All), Empl Type (Permanent), Pay Status (All), Job Group (Personal Care), Job Title (All), and Job Code (All). Below the filters, there are summary statistics: Count of Employees (10), Proportion of Females (1.9%), and Proportion of Minorities (4.9%). A table titled 'Age Category' shows demographic data for 2022 and 2023. A dropdown menu is open, showing a list of job titles with checkboxes, including BARBER, BEAUTICIAN, CHILD CARE COUNSELOR 1-3, and RESIDENT CARE TECH-ADV/ENTRY/OBJ/ADV-WEEKEND.

Demographics Category	Empl Count in 2022	Empl Count in 2023	Change in Count from '22 to '23	% Change in Count
Age Category				

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



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



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## Change Over Time – Text Table

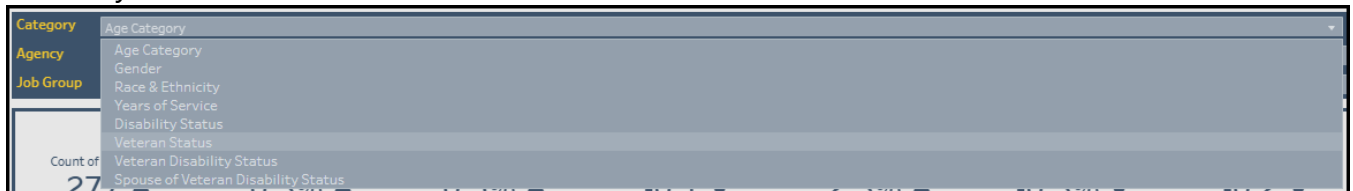
This view provides demographic category details including employee counts and proportions by fiscal year. This view is useful for comparing a demographic category over time by agency, job group, or empl class.

## 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.



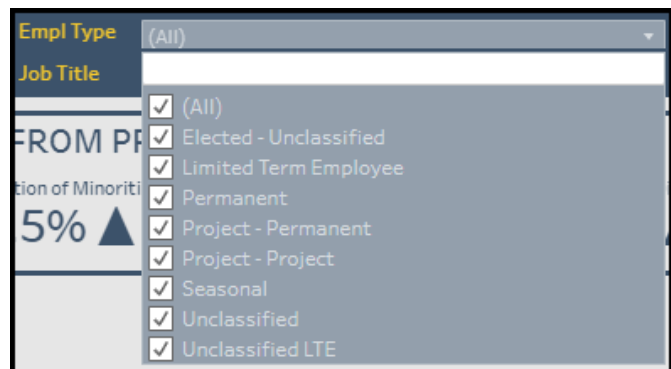
2. Use the **Category** drop-down menu to view data for age category, gender, race and ethnicity, years of service, disability status, veteran status, veteran disability status, or spouse of a veteran disability status.



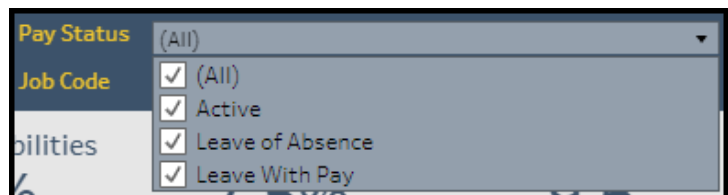
3. Use the **Agency** drop-down menu to view data for individual, multiple, or all agencies.



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. Use the **Pay Status** drop-down menu to view data for employees with a pay status of active, leave of absence, and leave with pay.



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





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7. Use the **Job Title** drop-down menu to view data for individual, multiple, or all job titles.



8. Use the **Job Code** drop-down menu to view data for individual, multiple, or all job codes.



9. Select the options you wish to include in the view or select (All) to include all options. These filters are linked and agencies, employee types, pay statuses, job groups, job titles, or job codes listed under any filter will change based on selections made to any of them.

Agency: (All) | Empl Type: Permanent | Pay Status: (All)  
 Job Group: Personal Care | Job Title: (All) | Job Code: (All)

Count of Employees: 10 ▲ | Proportion of Females: 1.9% ▲ | Proportion of Minorities: 4.9% ▲

CHANGE FROM PERCENTAGE

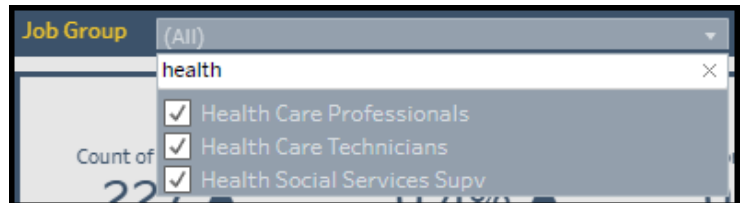
Age Category - Hover over a cell for more details

Age Category	2016	2017
18-24	125	156

Job Title dropdown options:

- (All)
- BARBER
- BEAUTICIAN
- CHILD CARE COUNSELOR 1
- CHILD CARE COUNSELOR 2
- CHILD CARE COUNSELOR 3
- RESIDENT CARE TECH-ADV
- RESIDENT CARE TECH-ADV-WEEKEND
- RESIDENT CARE TECH-ENTRY
- RESIDENT CARE TECH-OBJ
- RESIDENT CARE TECH-OBJ-WEEKEND

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



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](mailto:Andrew.Geissler@fla.gov) in BMRS should you experience any technical difficulty accessing the dashboard or if you have questions about using the dashboard.