



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 screenshot shows the Tableau Sign In page. At the top left is the Tableau logo, which consists of a grid of plus signs followed by the word "tableau" in a lowercase, sans-serif font. Below the logo are two input fields: "Username" and "Password". The "Username" field contains a single vertical bar character. Below the "Password" field is a blue "Sign In" button.

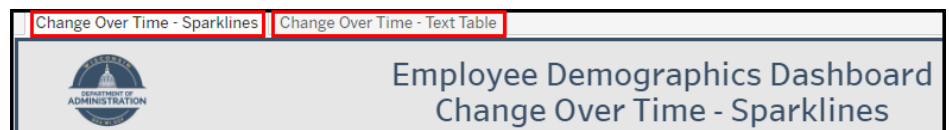


You must be connected to the state network or on VPN to view the dashboard.

Sheets

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

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

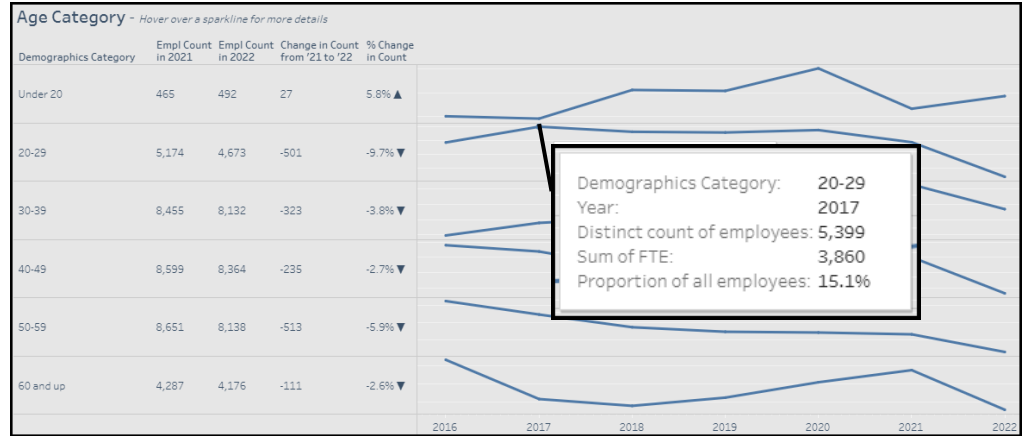




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Hover over a data element to view additional data details via tooltip.

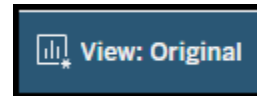


Creating Custom Views

Users can create and save private custom views. As data is updated, custom views will also update.

Users should not create custom public views. If you would like to have a private custom view made public and available to all users of the dashboard, please contact [Andrew Geissler](#) in BMRS for review and approval. BMRS will create and manage all public custom view(s).

- Sort and filter options on a sheet to view relevant data you want captured in the custom view.
- Select **View: Original** from the toolbar above the dashboard.



- On the Custom Views pop-up, enter a name for the custom view.
 - Optional: Select **Make it my default** to set the custom view as your default.
 - Do not select **Make visible to others** to make the custom view public.
- Select **Save**.

Custom Views ✕

Save Custom View

Name this view

Make it my default Make visible to others

My Views

Nothing saved yet

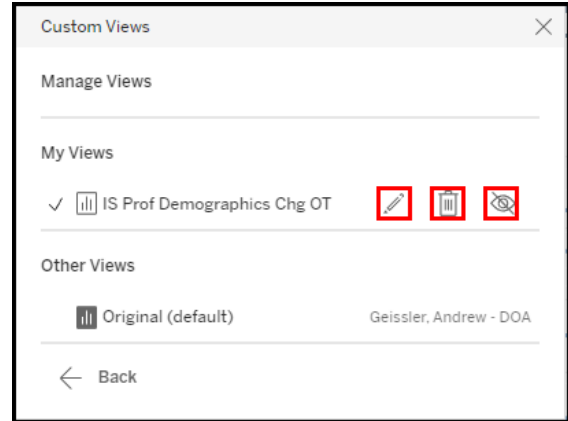
Other Views

Original (default) Geissler, Andrew - DOA



Managing Custom Views

1. Navigate to the applicable dashboard.
2. Select **View: Original**, or **View: [name of custom view]** if you've set a custom view as default for the dashboard of interest. Your private custom views will be listed under My Views.
3. Select **Manage Views** at the bottom of the Custom Views pop-up.
 - a. Select the pencil icon to revise the name of the custom view.
 - b. Select the trash icon to delete the custom view.
 - c. Do not use the eye icon to change the view from private to public, or vice versa.



Exporting Crosstab of Data in the View to Excel

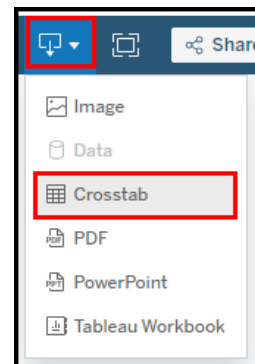
The data used to generate a view can be exported to Excel. Summarized data will be exported in crosstab format.

1. Navigate to the applicable dashboard.
2. Sort and filter options on a sheet to view relevant data you want to export.



Review your filters each time you export the underlying data to ensure you are viewing from a complete desired list. Only filtered data will be exported.

3. Select the download button and then **Crosstab** from the dropdown menu.

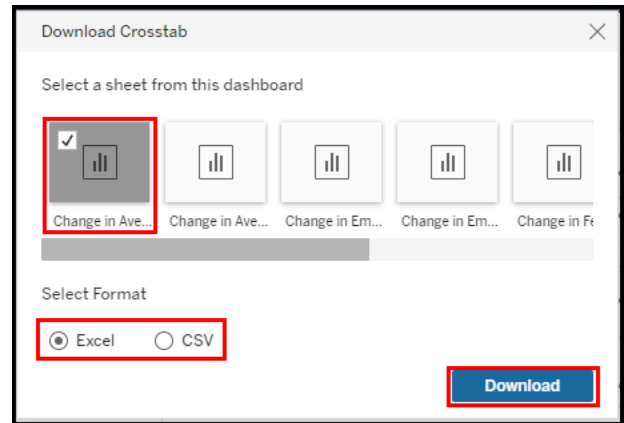




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4. Select the applicable sheet from the workbook. Hover over the sheet to view the full name.
5. Select the format.
6. Click **Download**.

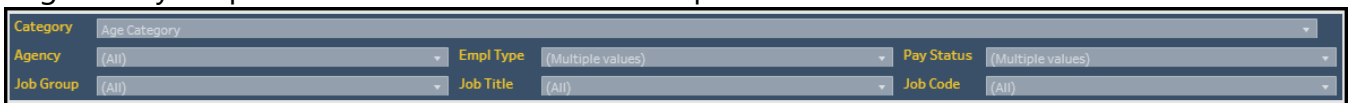


Change Over Time - Sparklines

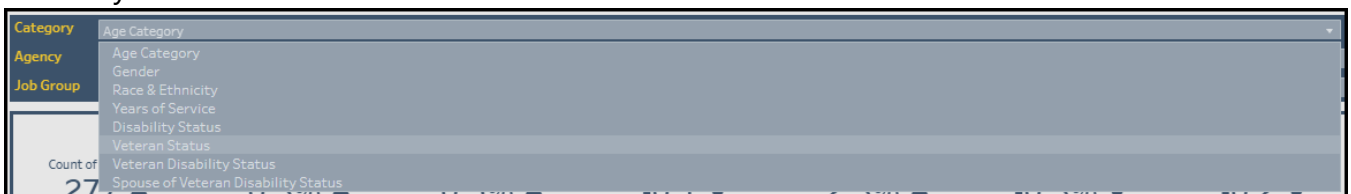
This sheet provides the total count of employees from the most recent quarter by self-identified demographic category, and ratios and averages of each category. This sheet is useful for viewing a summary of each demographic category. Users can view by a select category, agency, job group, and employee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





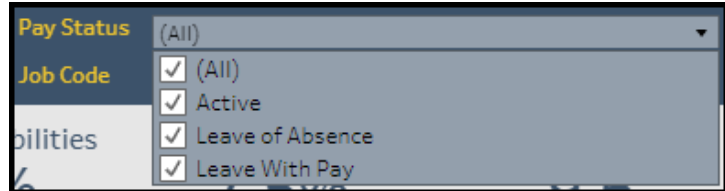
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4. Use the **Empl Type** drop-down menu to view data for elected – unclassified, limited term employee, permanent, project – permanent, project – project, seasonal, unclassified, and unclassified LTE.



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.



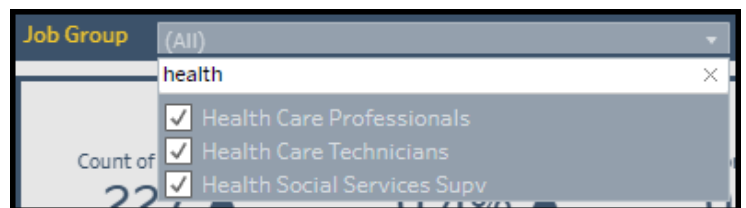
8. Use the **Job Code** drop-down menu to view data for individual, multiple, or all job codes.



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.



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 sheet provides demographic category details including employee counts and proportions by fiscal year. This sheet 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 sheet 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.

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



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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)

CHANGE FROM PERIOD

Count of Employees	Proportion of Females	Proportion of Minorities	Disability	Proportion of Veterans	Ave Years of Service
10 ▲	1.9% ▲	4.9% ▲	▼	0.6% ▲	0.1 ▲

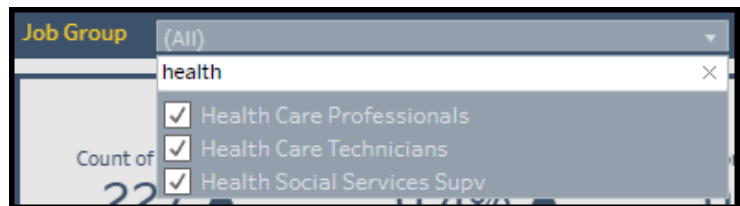
Age Category - Hover over a cell for more details

	2016	2017	2020	2021	2022	2023
125	156	27	128	98	107	

Job Code 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 sheets.

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.