About

The Employee Demographics Dashboard provides most recent quarter counts and percentages of employees by self-reported demographic category, agency, job group, and employee type (aka empl type or empl class). It also provides intercomparison of demographic categories and comparison of demographics by workforce segment. 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 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 three distinct "views" or tabs within the Employee Demographics Dashboard: **Summary of Last Quarter, Comparison of Demographic Category by Workforce Segment,** and **Comparison of Two Demographic Categories**. These three 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.

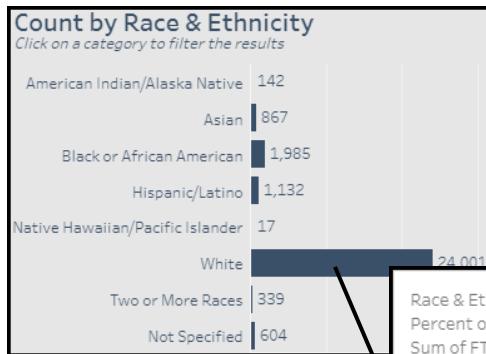Use the tabs at the top of the dashboard to toggle between views.
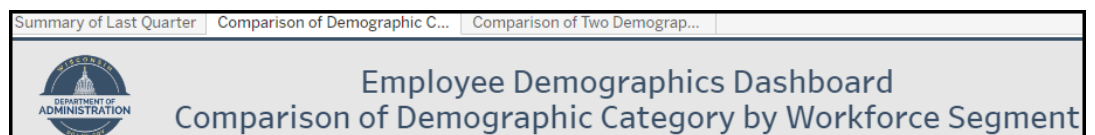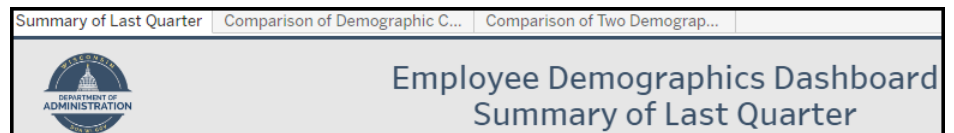
Hover over a category to view additional data details via pop-up window.

Summary of Last Quarter

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 bar charts show the overall employee count for each demographic category for the last quarter.
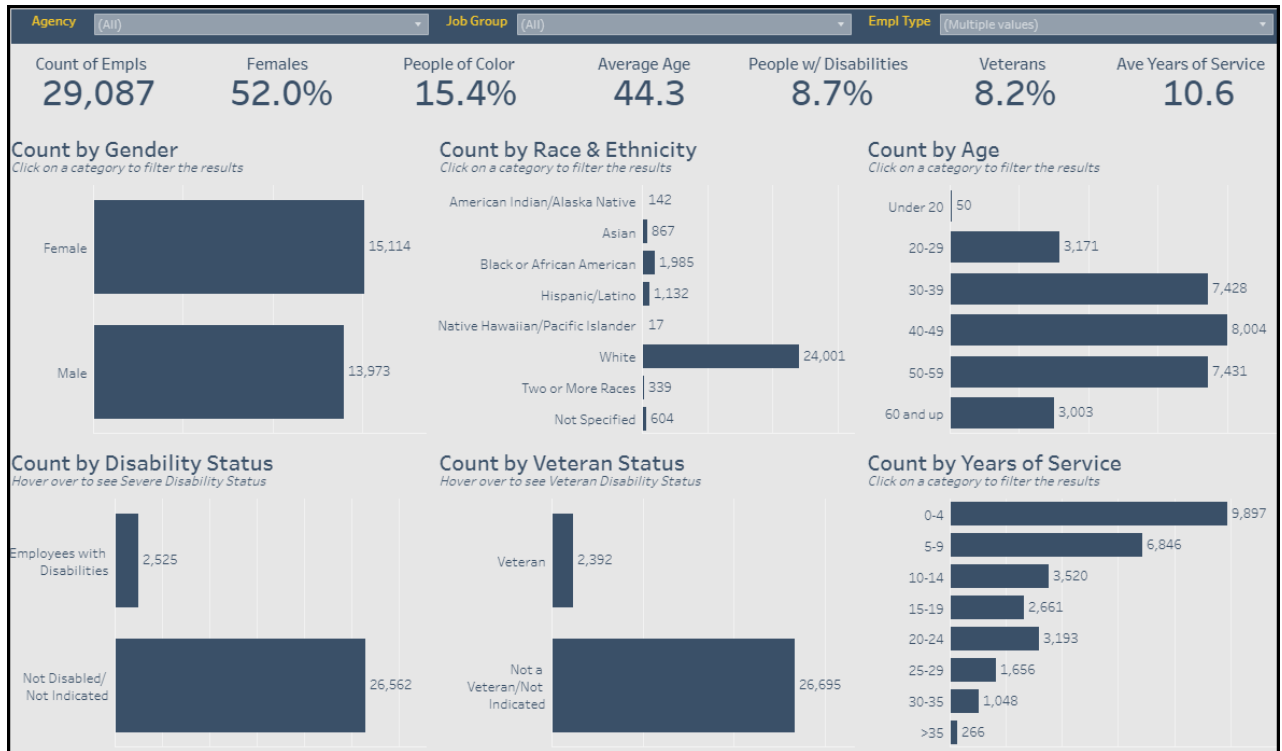
Drilling-down

1. Use the drop-down menus at the top of the view and the bar charts 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.

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.

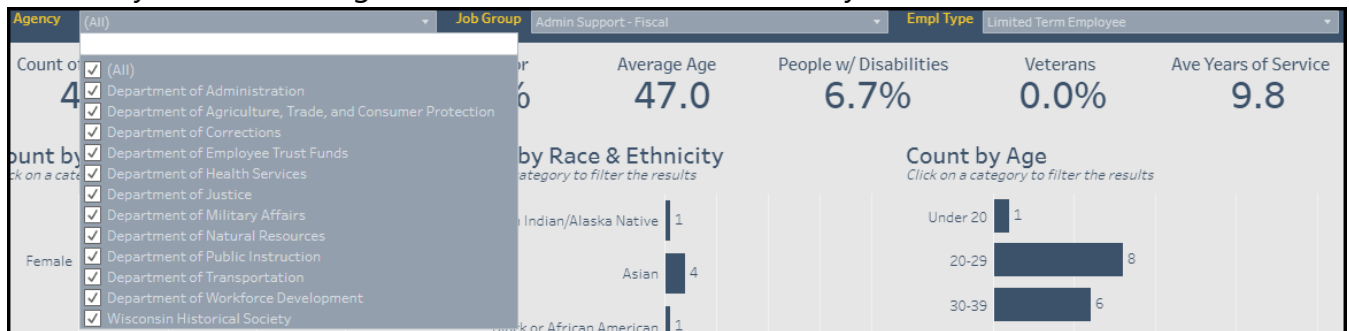5. Select the options you wish to include in the view or select (All) to include all options. These three filters are linked and agencies, job groups, or employee types (aka Empl Class) listed under any filter will change based on selections made to any of them.

6. 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.

7. Click on any category to view data for only that category. You can also click on multiple categories to narrow the scope of view further. The counts and ratios at the top of the view will update as categories and filters are applied.
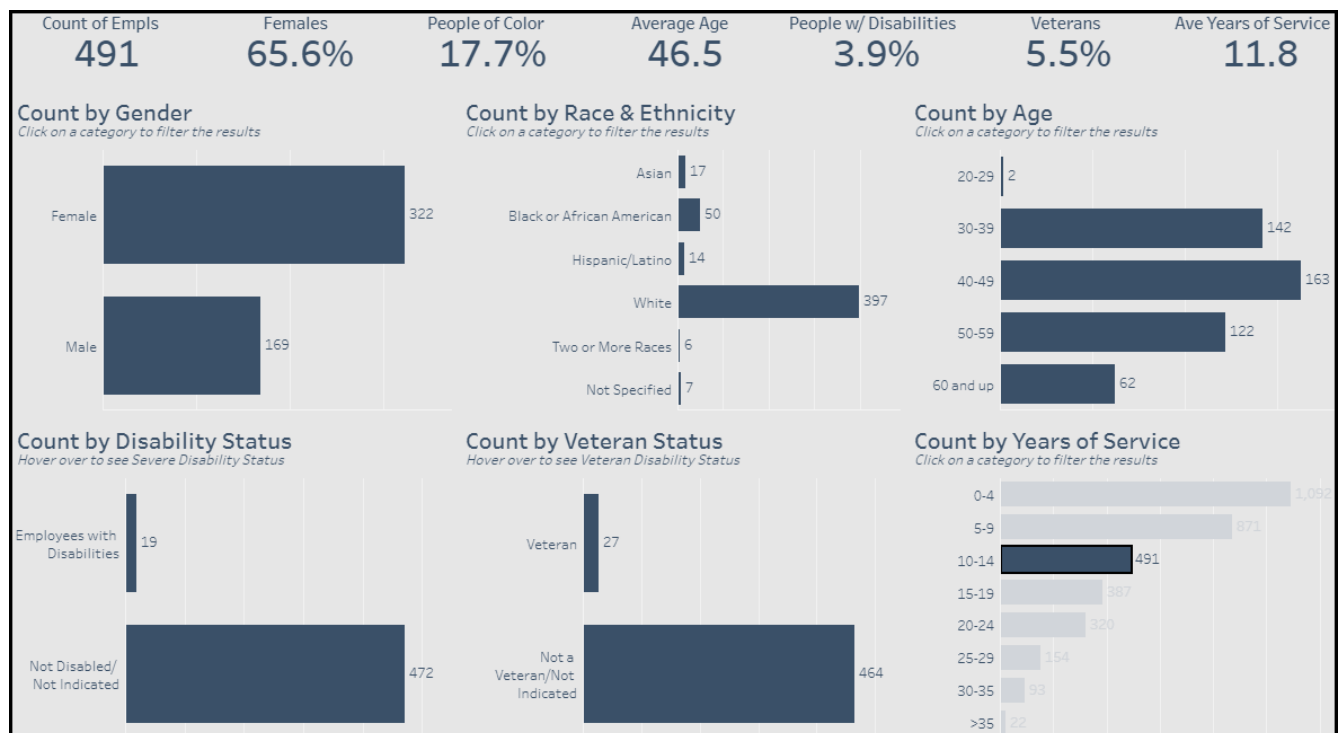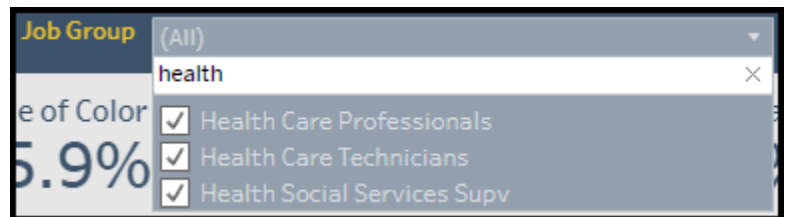
💡 You can use multiple filters together to narrow the scope of the views.

Comparison of Demographic Category by Workforce Segment

This view provides a comparison of demographic category employee counts and ratios by workforce segment. This view is useful for comparing a demographic category 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 **Select 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.

3. Use the **Select the workforce Category** drop-down menu to view data by agency, job group, or empl class.

4. Use the **Optional: Filter by Agency** drop-down menu to view data for individual, multiple, or all agencies.

5. Use the **Optional: Filter by Job Group** drop-down menu to view data for individual, multiple, or all job groups.

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

7. 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.

8. 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.

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

> 💡 Sort and filter selections are automatically applied to all views.

Comparison of Two Demographic Categories

This view provides a comparison of employee counts and ratios for any two demographic categories. This view is useful for comparing and identifying any potential intersectionality between demographic categories.

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 **Select the Demographics Category 1 (Columns)** 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 **Select the Demographics Category 2 (Rows)** drop-down menu to view data by age category, gender, race

and ethnicity, years of service, disability status, veteran status, veteran disability status, or spouse of a veteran disability status.

4. Use the **Optional: Filter by Agency** drop-down menu to view data for individual, multiple, or all agencies.

5. Use the **Optional: Filter by Job Group** drop-down menu to view data for individual, multiple, or all job groups.

6. Use the **Optional: Filter by Empl Type** drop-down menu to view data

for elected – unclassified, limited term employee, permanent, project – permanent, project – project, seasonal, unclassified, and unclassified LTE.

7. 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.

8. 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.

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.