



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.

The image shows a Tableau Sign In page. At the top is the Tableau logo, which consists of a grid of plus signs followed by the word "tableau". 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.

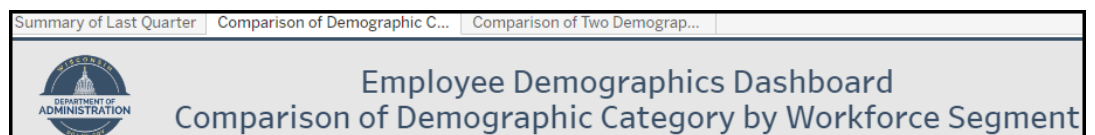
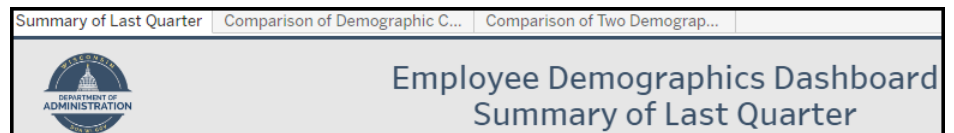


You must be connected to the state network or on VPN to view the dashboard.

Views

There are 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.

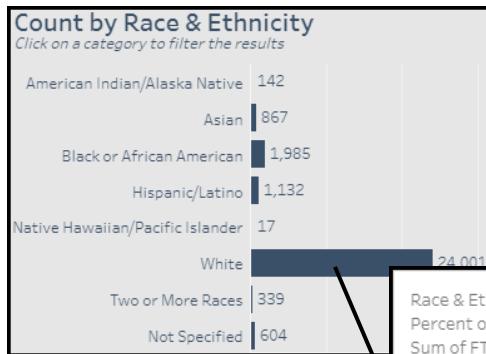




Using the Employee Demographics Dashboard



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



Race & Ethnicity: White
Percent of Employees: 75.2%
Sum of FTE: 738

Notes: The Hispanic/Latino category includes all employees who indicated Hispanic/Latino ethnicity, regardless of race(s) indicated. For example, an employee who indicated Hispanic/Latino ethnicity and white race is counted in the Hispanic/Latino category only.

These data are self-reported by employees and can be updated by employees at any time in STAR HCM.

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.

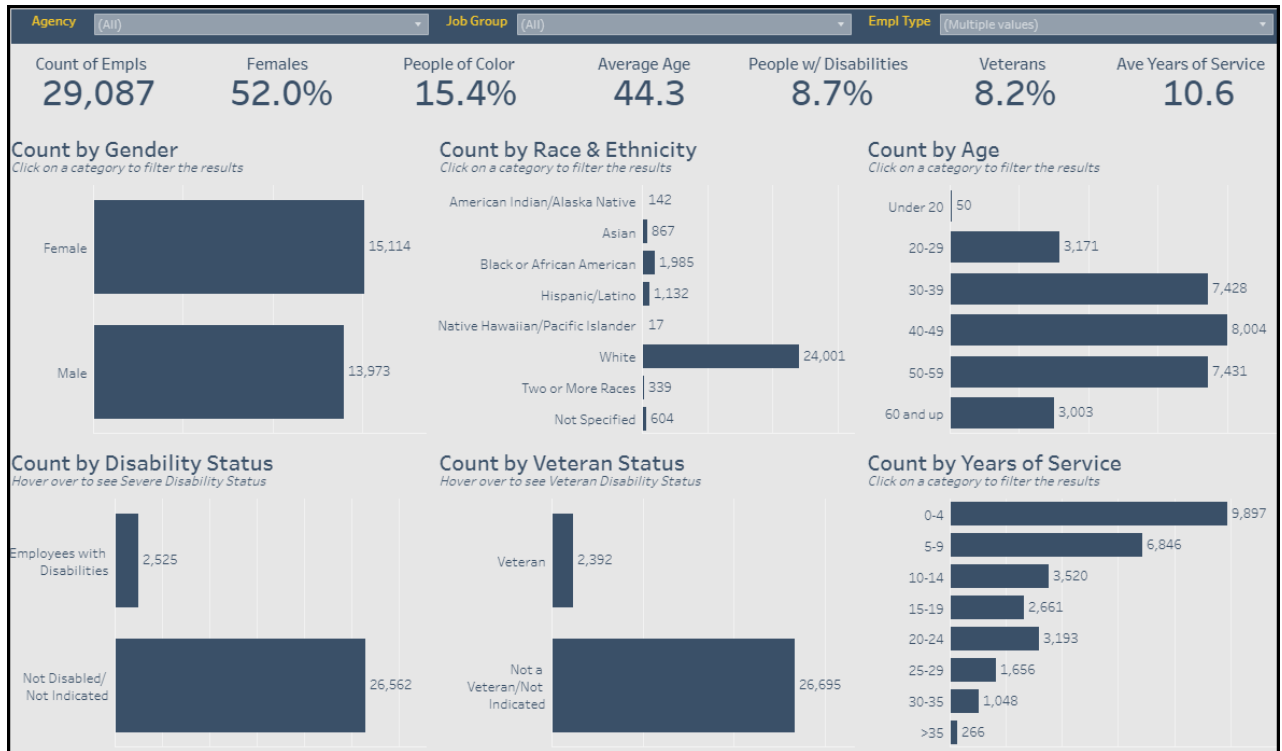


Using the Employee Demographics Dashboard



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.

Agency (All)

Job Group (All)

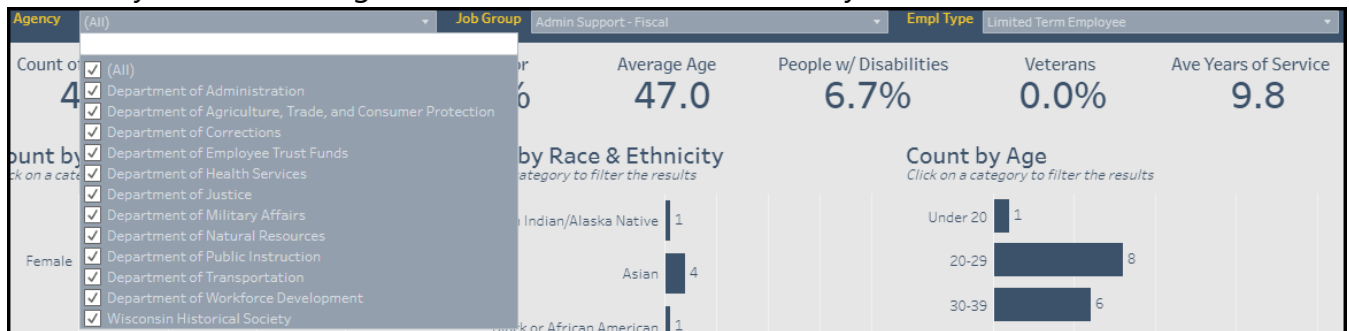
Empl Type (All)



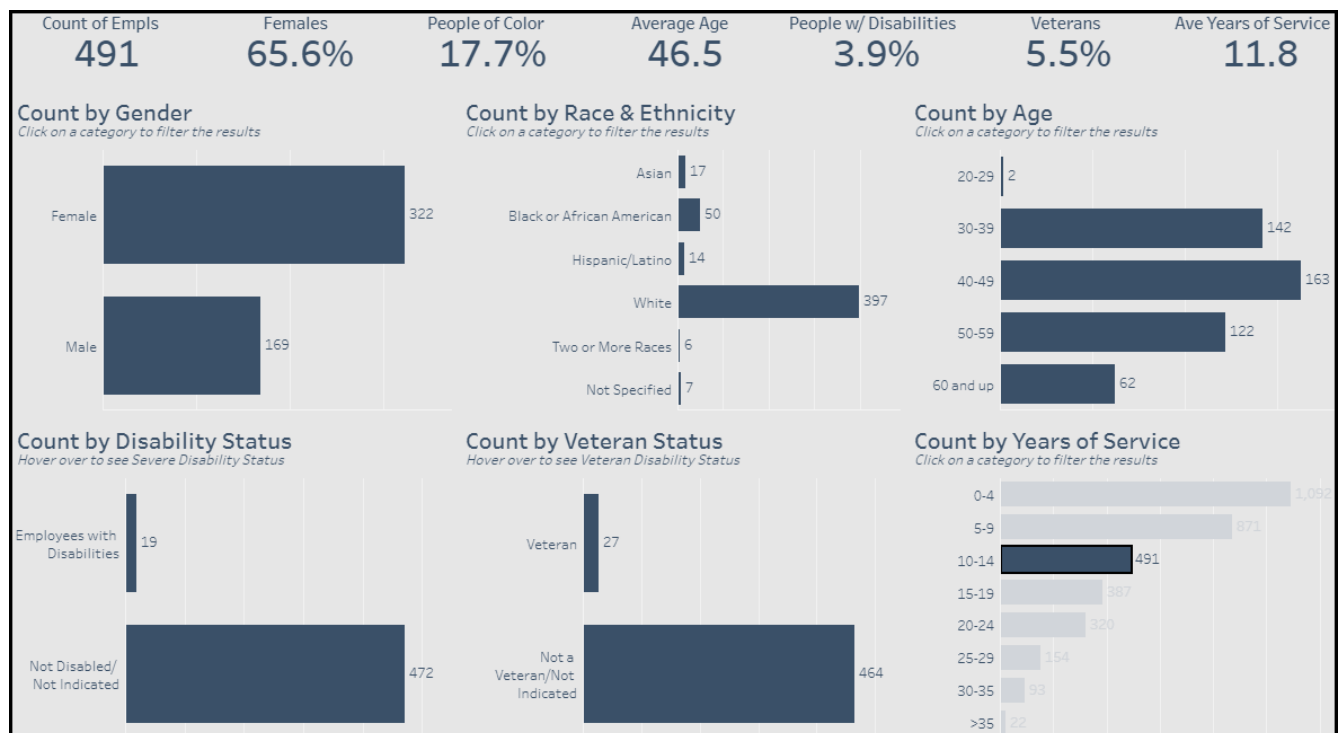
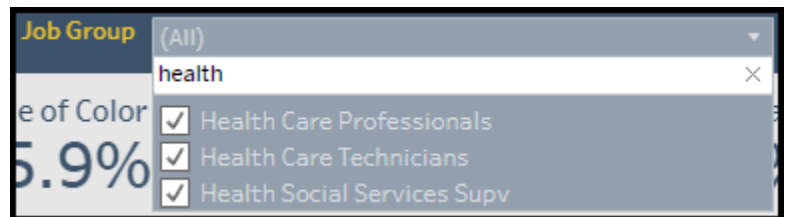
Using the Employee Demographics Dashboard



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.



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.

The screenshot shows the top section of the dashboard with three main filter areas. On the left, 'Select the Demographics Category' has a dropdown menu currently showing 'Race & Ethnicity'. In the middle, 'Select the Workforce Category' has a dropdown menu currently showing 'Agency'. Below these are three optional filter sections: 'Optional: Filter by Agency' with a dropdown showing '(All)', 'Optional: Filter by Job Group' with a dropdown showing '(All)', and 'Optional: Filter by Empl Type' with a dropdown showing '(Multiple values)'.

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.

This screenshot shows the expanded dropdown menu for 'Select the Demographics Category'. The menu lists the following options: Age Category, Age Category, Gender, Race & Ethnicity, Years of Service, Disability Status, Veteran Status, Veteran Disability Status, and Spouse of Veteran Disability Status.

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

This screenshot shows the expanded dropdown menu for 'Select the Workforce Category'. The menu lists the following options: Agency, Agency, Job Group, and Empl Class.

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

This screenshot shows the expanded dropdown menu for 'Optional: Filter by Agency'. The menu lists the following options: (All).

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

This screenshot shows the expanded dropdown menu for 'Optional: Filter by Job Group'. The menu lists the following options: (All).

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.

This screenshot shows the expanded dropdown menu for 'Optional: Filter by Empl Type'. The menu lists the following options: (All).



Using the Employee Demographics Dashboard



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.

Optional: Filter by Agency	Optional: Filter by Job Group	Optional: Filter by Empl Type
(All)	Health Care Professionals	Permanent
<input checked="" type="checkbox"/> (All) <input checked="" type="checkbox"/> Department of Children and Families <input checked="" type="checkbox"/> Department of Corrections <input checked="" type="checkbox"/> Department of Health Services <input checked="" type="checkbox"/> Department of Military Affairs <input checked="" type="checkbox"/> Department of Public Instruction <input checked="" type="checkbox"/> Department of Veterans Affairs	20-29 17 5.2%	30-39 86 26.0% 40-49 116 35.0% 50-59 71 21.0% 60 and up 34 10.5%

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.

Optional: Filter by Agency
(All)
office of
<input checked="" type="checkbox"/> Office of Commissioner of Insurance
<input checked="" type="checkbox"/> Office of the Governor
<input checked="" type="checkbox"/> Office of the Lieutenant Governor
<input checked="" type="checkbox"/> Office of the Secretary of State
<input checked="" type="checkbox"/> Office of the State Treasurer



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.

Select Demographics Category 1 (Columns)	Demographics Category 2 (Rows)
Age Category	Gender
Optional: Filter by Agency	Optional: Filter by Job Group
(All)	(All)
Optional: Filter by Empl Type	
	(All)

2. Use the **Select the Demographics Category 1 (Columns)** drop-down menu to view data for age category, gender, race and ethnicity,

Select Demographics Category 1 (Columns)
Age Category
Age Category
Gender
Race & Ethnicity
Years of Service
Disability Status
Veteran Status
Veteran Disability Status
Spouse of Veteran Disability Status



Using the Employee Demographics Dashboard



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.

Optional: Filter by Agency	Optional: Filter by Job Group	Optional: Filter by Empl Type
(All)	(Multiple values)	(All)

Optional: Filter by Agency	Optional: Filter by Job Group	Optional: Filter by Empl Type
(All)	(Multiple values)	(All)
(All)	(Multiple values)	<input checked="" type="checkbox"/> (All)
(All)	(Multiple values)	<input checked="" type="checkbox"/> Limited Term Employee
(All)	(Multiple values)	<input checked="" type="checkbox"/> Permanent
(All)	(Multiple values)	<input checked="" type="checkbox"/> Project - Permanent
(All)	(Multiple values)	<input checked="" type="checkbox"/> Project - Project

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.

Optional: Filter by Job Group

(All)

fiscal

☒ Admin Support - Fiscal

☒ Fiscal

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.