About

The Vacancy Rates Dashboard provides quarterly vacancy rates by agency, job function, job group, job classification (aka class) title, and position type. Users can utilize drop-down menus built into the dashboard to dynamically sort and drill-down to their scope of interest. The view is designed as a heat map, where darker blue highlight indicates a relatively higher vacancy rate and lighter blue or grey indicates a relatively lower vacancy rate.

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 Vacancy Rates 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.**

Drilling-down

1. Use the drop-down menus at the top of the view to sort and filter options to drill-down to your scope of interest. The view updates automatically after selections are made. Select the downwards arrow on the right of any drop-down menu to view the sort and filter options.

Sort and Filter Options:						
Sort By	Position Type	Agency	Agency Size	Job Function	Job Group	Class Title (Code)
Agency Name (A-Z)	Permanent	(All)	(All)	(All)	(All)	(All)

2. Use the **Sort By** drop-down menu to sort data by vacancy rate.

Sort By
Vacancy % Last Qtr (Hi-Low)

3. Use the **Position Type** drop-down menu to view data for appointed, elected, permanent, and project positions.

Position Type
(All)
☑ (All)
☑ Appointed
☑ Elected
☑ Permanent
☑ Project

4. Use the **Job Function**, **Job Group**, or

Job Function	Job Group	Class Title (Code)
(All) ▾	(All) ▾	(All) ▾

Class Title (Code) drop-down menus to view data for a single job function, job group, or class title or to view data for multiple or all job functions, job groups, or class titles.

5. Select the options you wish to include in the view or select (All) to include all options. These three filters are linked and job function, job group, or class titles under any filter will change to match.

Job Function	Job Group	Class Title (Code)	Vacancy Rate
Fiscal and Staff Services ▾	Fiscal ▾	(Multiple values) ▾	0%

☐ (All)
☑ ACCOUNTANT (00160)
☐ ACCOUNTANT (DOA GAAP) MGT (00655)
☑ ACCOUNTANT-ADV (00265)
☐ ACCOUNTANT-ADV MGT (00240)
☑ ACCOUNTANT-JRNY (00263)
☑ ACCOUNTANT-SEN (00264)

6. The job function, job group, and class title filters also allow you to type in the text box above the list of options to find the function, group, and class of interest quickly.

Job Group	Class Title (Code)
(All) ▾	(All) ▾
fisc ✕	

☑ Administrative Support-Fiscal
☑ Fiscal

7. You can also select the + icon next to the agency name to view vacancy rates by class within the

- Administration	ACCOUNTANT (00160)
	ACCOUNTANT (DOA GAAP) MGT (00655)
	ACCOUNTANT-ADV (00265)
	ACCOUNTANT-JRNY (00263)
	ACCOUNTANT-SEN (00264)

agency. Simply select the + icon again to toggle back to the agency summary view.

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

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.