




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.

The image shows a Tableau sign-in interface. At the top 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 rectangular button with the text 'Sign In' in white.

 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.

The image shows a horizontal bar titled 'Sort and Filter Options:'. It contains seven dropdown menus: 'Sort By' (set to 'Agency Name (A-Z)'), 'Position Type' (set to 'Permanent'), 'Agency' (set to '(All)'), 'Agency Size' (set to '(All)'), 'Job Function' (set to '(All)'), 'Job Group' (set to '(All)'), and 'Class Title (Code)' (set to '(All)').

2. Use the **Sort By** drop-down menu to sort data by vacancy rate.
3. Use the **Position Type** drop-down menu to view data for appointed, elected, permanent, and project positions.

The image shows a close-up of the 'Sort By' dropdown menu. The menu is open, showing the selected option 'Vacancy % Last Qtr (Hi-Low)' with a downward-pointing arrow on its right side.

The image shows a close-up of the 'Position Type' dropdown menu. The menu is open, showing the selected option '(All)' with a downward-pointing arrow on its right side. Below the selected option are four other options, each with a checked checkbox: 'Appointed', 'Elected', 'Permanent', and 'Project'.



Using the Vacancy Rates Dashboard



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

Job Function (All)	Job Group (All)	Class Title (Code) (All)
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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 Fiscal and Staff Services	Job Group Fiscal	Class Title (Code) (Multiple values)	Vacancy Rate 0%
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(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 (All)	Class Title (Code) (All)
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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 agency. Simply select the + icon again to toggle back to the agency summary view.

- Administration

ACCOUNTANT (00160)

ACCOUNTANT (DOA GAAP) MGT (00655)

ACCOUNTANT-ADV (00265)

ACCOUNTANT-JRNY (00263)

ACCOUNTANT-SEN (00264)

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

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.