



Using the Vacancy Rates Dashboard



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 sheet 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.

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

Class Title	Class Code	Show by Agency	2016	2017	2018	2019	2020	2021	2022	2023 (YTD)
Grand Total		# Separations	5	6	6	8	3	7	15	4
		Avg EEs per qtr	54	62	65	69	71	73	76	82
		% Separation	9.3%	9.7%	9.2%	11.6%	4.2%	9.6%	19.7%	4.9%
HUMAN RESOURCES SPEC	10802	# Separations	2	1	0	1	1	2	5	0
		Avg EEs per qtr	13	18	20	11	16	15	20	21
		% Separation	15.4%	5.6%	0.0%	9.1%	6.3%	13.3%	25.0%	0.0%
HUMAN RESOURCES SPEC-SEN	10803	# Separations	3	5	6	7	2	5	10	4
		Avg EEs per qtr	41	44	45	58	56	57	56	61
		% Separation	7.3%	11.4%	13.3%	12.1%	3.6%	8.8%	17.9%	6.6%

In 2019, the Total Separations Rate for HUMAN RESOURCES SPEC-SEN (10803) was 12.1%

Voluntary Separation to Affiliate	4
Voluntary Separation	1
Retirement	2
Grand Total	7

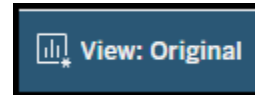


Creating Custom Views

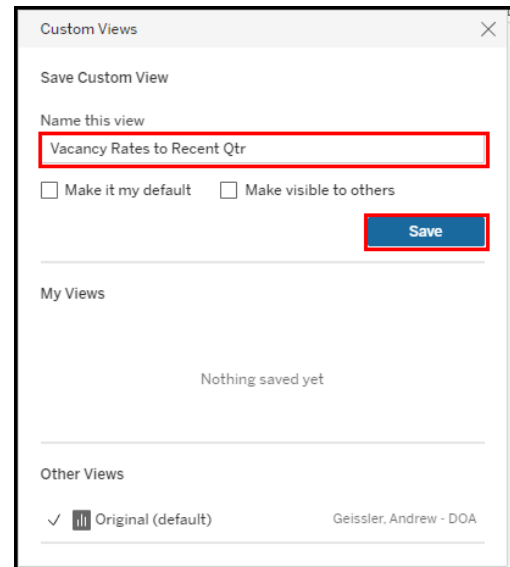
Users can create and save private custom views. As data is updated, custom views will also update.

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).

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

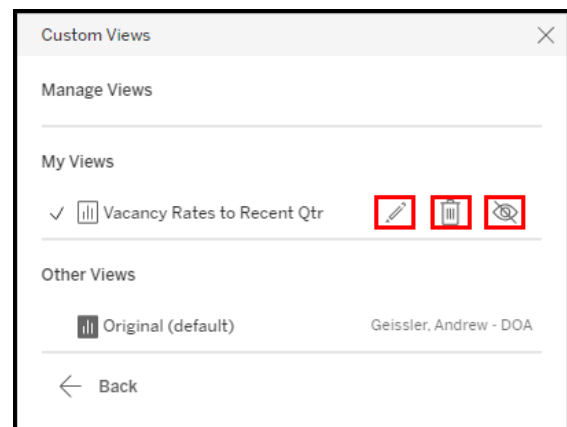


3. On the Custom Views pop-up, enter a name for the custom view.
 - a. Optional: Select **Make it my default** to set the custom view as your default.
 - b. Do not select **Make visible to others** to make the custom view public.
4. Select **Save**.



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

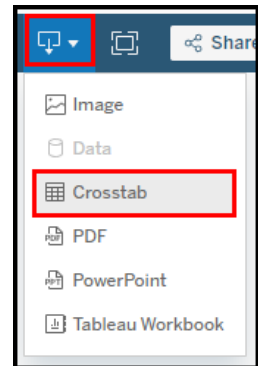
The data used to generate a view can be exported to Excel. Summarized data will be exported in crosstab format.

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

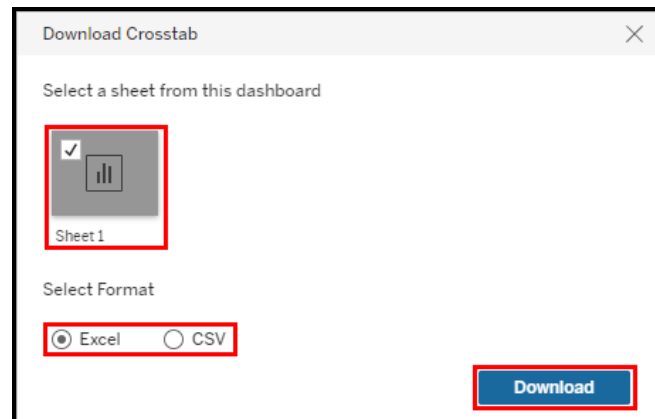


Review your filters each time you export the underlying data to ensure you are viewing from a complete desired list. Only filtered data will be exported.

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

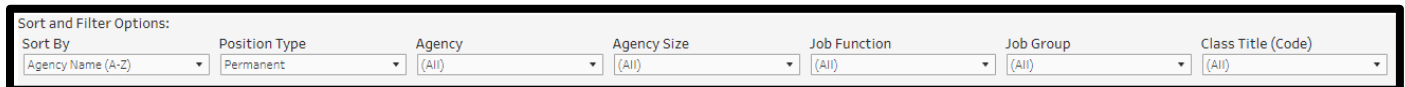


4. Select the applicable sheet from the workbook. Hover over the sheet to view the full name.
5. Select the format.
6. Click **Download**.

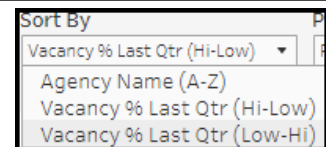


Drilling-down

1. Use the drop-down menus at the top of the sheet 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.



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





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- 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 **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.

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

- 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%

- (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) ▾

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@maryland.gov) in BMRS should you experience any technical difficulty accessing the dashboard or if you have questions about using the dashboard.