



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 four distinct “views” or tabs within the Employee Demographics Dashboard: **Summary by Last Quarter, Comparison of Demographic Category by Workforce Segment, Comparison of Two Demographic Categories, and Technical Notes.** The first three views are linked, and any filters applied to one view will change the data available on the other two views.

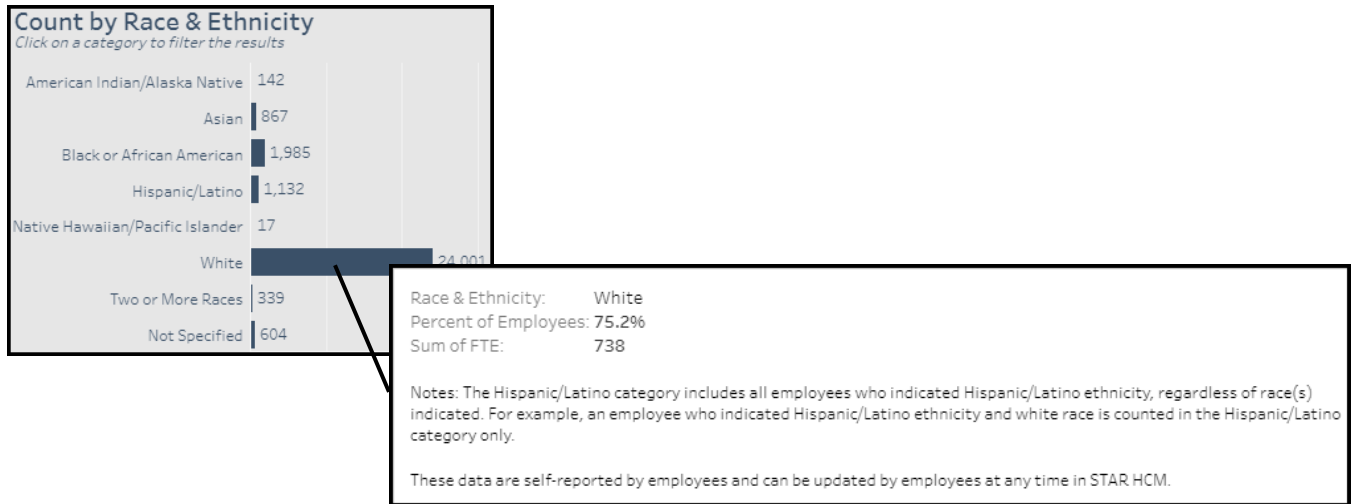
Use the tabs at the top of the dashboard to toggle between views.



Using the Employee Demographics Dashboard



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



The Technical Notes view provides general information about the data used for this dashboard, including what's included and excluded, the effective date, and the extraction date from STAR HCM. Dashboard filters are preset to include permanent employees, where HR Status = "Active", & Pay Status = "Active" OR "Leave with Pay" by default.

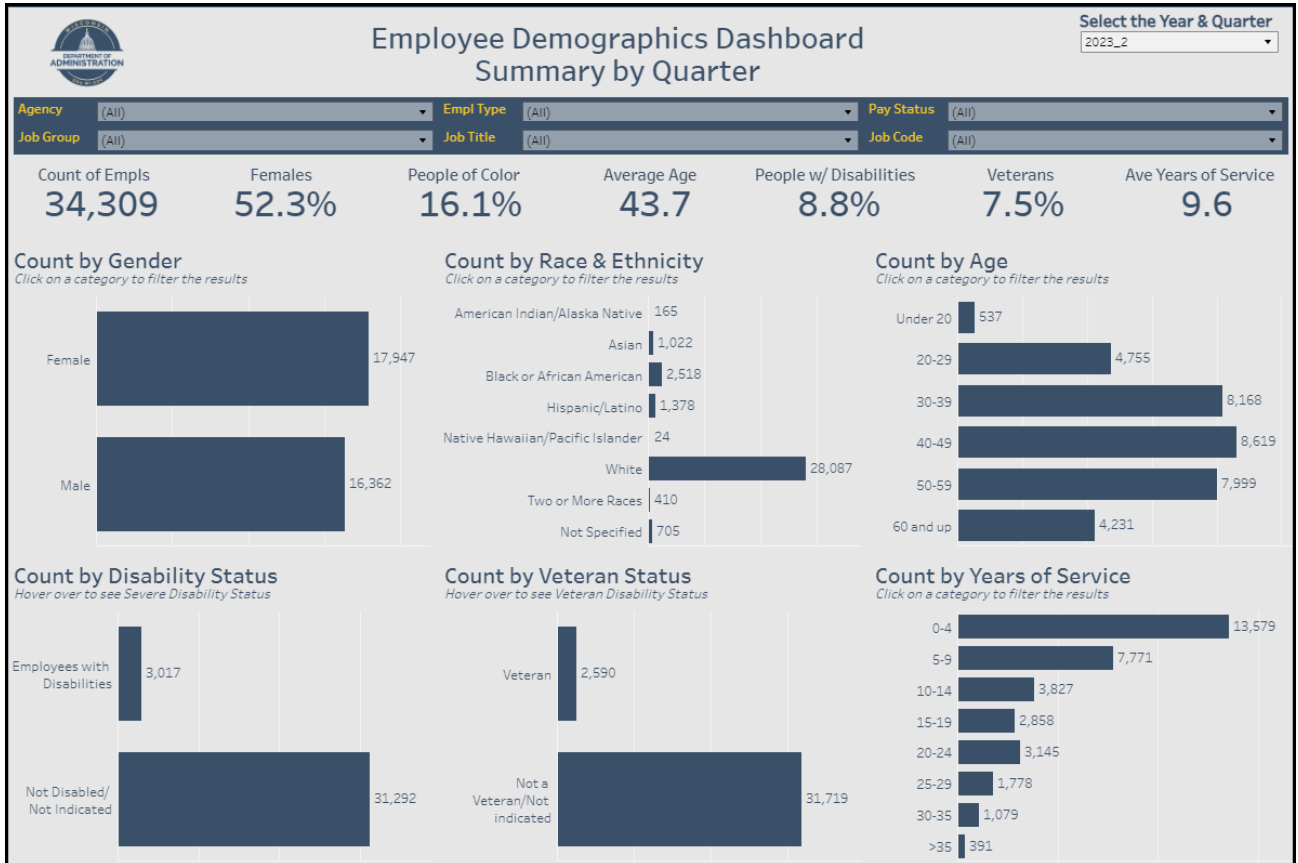
Summary by Last Quarter

This view provides the total count of employees from the selected 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, employee type, pay status, job group, job title, and job code. The bar charts show the overall employee count for each demographic category for the selected quarter.

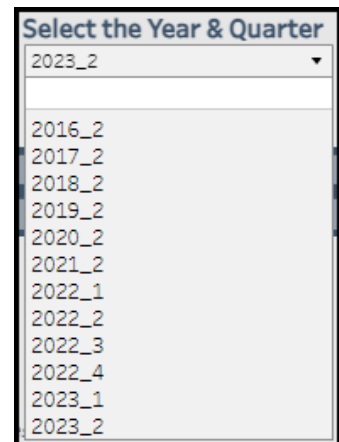


Drilling-down

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 **Select the Year & Quarter** drop-down menu to view data for a selected year and quarter.



3. Use the **Agency** drop-down menu to view data for individual, multiple, or all agencies.

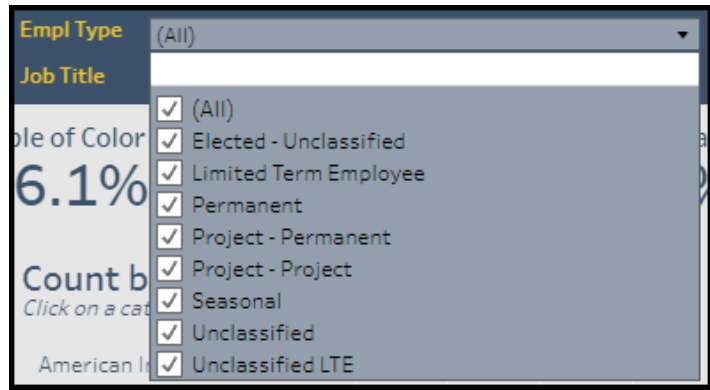




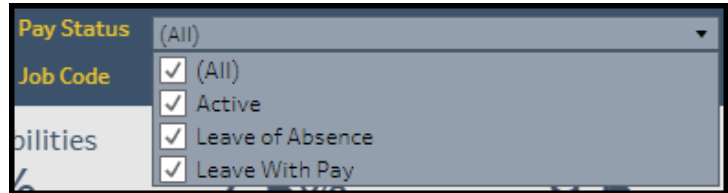
Using the Employee Demographics Dashboard



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. Use the **Pay Status** drop-down menu to view data for employees with a pay status of active, leave of absence, and leave with pay.



6. Use the **Job Group** drop-down menu to view data for individual, multiple, or all job groups.



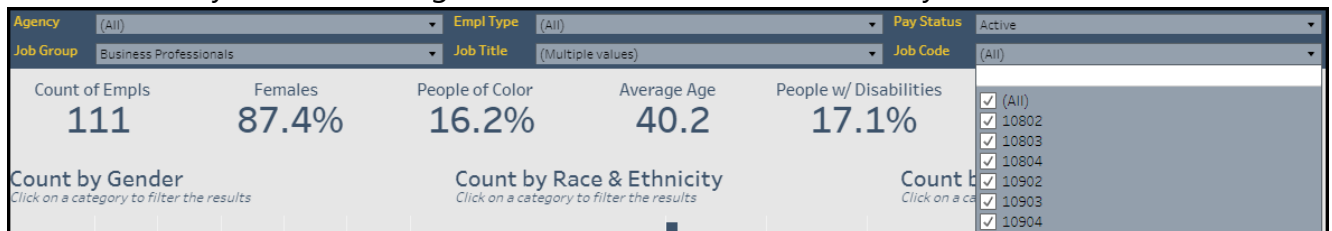
7. Use the **Job Title** drop-down menu to view data for individual, multiple, or all job titles.



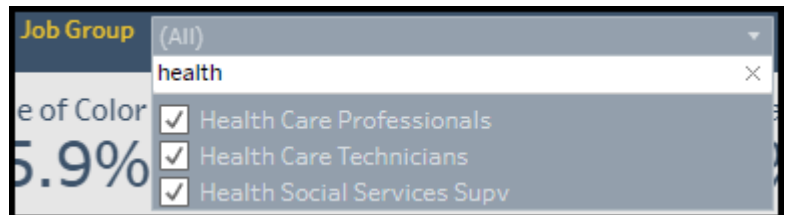
8. Use the **Job Code** drop-down menu to view data for individual, multiple, or all job codes.



9. Select the options you wish to include in the view or select (All) to include all options. These filters are linked and agencies, employee types, pay statuses, job groups, job titles, or job codes listed under any filter will change based on selections made to any of them.

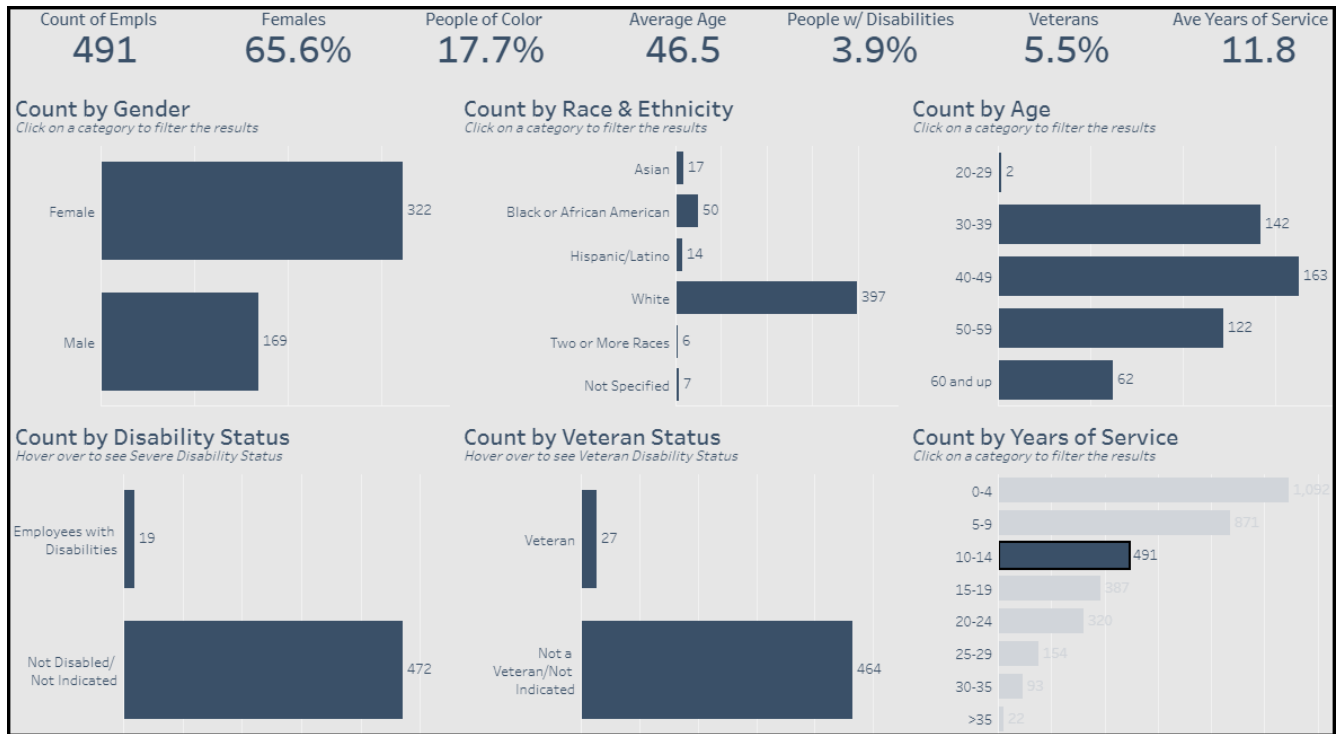


10. The agency, employee type, job group, job title, and job code filters also allow you to type in the text box above the list of options to find the agency, employee type, job group, job title, or job code of interest quickly.





11. 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.



Sort and filter selections are automatically applied to all 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 type (aka 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.

Select the Demographics Category | **Select the Workforce Segment**

Years of Service | Job Group

Agency: (All) | Empl Type: (All) | Pay Status: (All)

Job Group: (All) | Job Title: (All) | Job Code: (All)



Using the Employee Demographics Dashboard



- 2. Use the **Select the Year & Quarter** drop-down menu to view data for a selected year and quarter.

Select the Year & Quarter

2023_2

- 2016_2
- 2017_2
- 2018_2
- 2019_2
- 2020_2
- 2021_2
- 2022_1
- 2022_2
- 2022_3
- 2022_4
- 2023_1
- 2023_2

- 3. 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.

Select the Demographics Category

Years of Service

- Age Category
- Gender
- Race & Ethnicity
- Years of Service
- Disability Status
- Veteran Status
- Veteran Disability Status
- Spouse of Veteran Disability Status

- 4. Use the **Select the Workforce Segment** drop-down menu to view data by agency, job group, or empl class.

Select the Workforce Segment

Job Group

- Agency
- Job Group
- Empl Class

- 5. Use the **Agency** drop-down menu to view data for individual, multiple, or all agencies.

Agency (All)

- 6. 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.

Empl Type (All)

Job Title

- (All)
- Elected - Unclassified
- Limited Term Employee
- Permanent
- Project - Permanent
- Project - Project
- Seasonal
- Unclassified
- Unclassified LTE



Using the Employee Demographics Dashboard



7. Use the **Pay Status** drop-down menu to view data for employees with a pay status of active, leave of absence, and leave with pay.

A screenshot of the 'Pay Status' dropdown menu. The menu is open, showing the following options with checkboxes: (All), Active, Leave of Absence, and Leave With Pay. All checkboxes are checked.

8. Use the **Job Group** drop-down menu to view data for individual, multiple, or all job groups.

A screenshot of the 'Job Group' dropdown menu. The menu is open, showing the option '(All)'.

9. Use the **Job Title** drop-down menu to view data for individual, multiple, or all job titles.

A screenshot of the 'Job Title' dropdown menu. The menu is open, showing the option '(All)'.

10. Use the **Job Code** drop-down menu to view data for individual, multiple, or all job codes.

A screenshot of the 'Job Code' dropdown menu. The menu is open, showing the option '(All)'.

11. Select the options you wish to include in the view or select (All) to include all options. These filters are linked and agencies, employee types, pay statuses, job groups, job titles, or job codes listed under any filter will change based on selections made to any of them.

A screenshot of the Employee Demographics Dashboard showing various filters. The 'Job Group' dropdown menu is open, showing the following options with checkboxes: (All), Administrators-Senior Exec, Health Social Services Supv, Mid-Level Supervisors, and Social Services Professionals. All checkboxes are checked. Other filters visible include Agency (All), Empl Type (Permanent), Pay Status (All), Job Title (Multiple values), and Job Code (All).

12. The agency, employee type, job group, job title, and job code filters also allow you to type in the text box above the list of options to find the agency, employee type, job group, job title, or job code of interest quickly.

A screenshot of the 'Job Title' dropdown menu. The search text 'health serv' is entered in the text box above the list of options. The following options are visible with checkboxes: ENVIR HEALTH SERVICES SUPV, HEALTH SERVICES MANAGER, HEALTH SERVICES MGMT SUPV, HEALTH SERVICES NURSING COORD, HEALTH SERVICES SPECIALIST, and HEALTH SERVICES SUPV. All checkboxes are checked.

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

You can use multiple filters together to narrow the scope of the 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 **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 **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 **Agency** drop-down menu to view data for individual, multiple, or all agencies.



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5. 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.

6. Use the **Pay Status** drop-down menu to view data for employees with a pay status of active, leave of absence, and leave with pay.

7. Use the **Job Group** drop-down menu to view data for individual, multiple, or all job groups.

8. Use the **Job Title** drop-down menu to view data for individual, multiple, or all job titles.

9. Use the **Job Code** drop-down menu to view data for individual, multiple, or all job codes.

10. Select the options you wish to include in the view or select (All) to include all options. These filters are linked and agencies, employee types, pay statuses, job groups, job titles, or job codes listed under any filter will change based on selections made to any of them.

11. 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, employee type, job group, job title, or job code 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.