STAFFING BY OCCUPATIONAL CATEGORY

REPORT DESCRIPTION B0031 | WEB INTELLIGENCE

The purpose of this report description is to explain how to generate and use the staffing by occupational category report.

REPORT DESCRIPTION

This report shows Equal Employment Opportunity (EEO) demographics by Personnel Area and SOC Category. The demographics represent counts and percentages for Total Employees, New Hires, and Promotions.

REPORT LOCATION

PA: EEO

REPORT USES

- The report is useful in analyzing various characteristics such as race/gender as it relates to various factors.

- The report is used to make comparisons by Personnel Area, SOC Category, Employees, New Hires and Promotions.

- The report is useful in analyzing decisions related to internal equity and any disparity in Percentages Represented by Employees, New Hires and Promotions.

Quick Links	

How to generate this report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found at https://www.osc.nc.gov/documents/files/web-intelligence-prompts.

The Mandatory prompts for this report are:
- Organizational Unit
- CalMonth/Year (Single Value/Interval, Mandatory)

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as option in parentheses beside the prompt.

The Optional prompts are:
- Personnel Area(s) - (Optional)
- Employee Group (SPA)

Exclusion prompts exclude specified data by default while allowing customers the flexibility of changing them when necessary. Exclusion prompts are identified by the term Exclude followed by the prompt.

The Exclusion prompts are:
- Exclude Personnel Area (Judicial Branch and Administrative Hearings)
- Exclude Employee Subgroup (Contractors)

	Prompts ⌄	⤢

Search 🔍	☑ 0 ↻ Organizational Unit ⟳ ⚙

⚠ Organizational Unit
Please select at least one value

⚠ CalMonth/Year (Single Value/Interval, Mandatory)
Please select at least one value

Personnel Area(s) - (Optional)
(All values)

✓ Employee Group (SPA) (7)
A; B; C; E; P; Q; Y

✓ Exclude Personnel Area (Judicial Branch (2)
and Administrative Hearings)
0201; 6701

✓ Exclude Employee Subgroup (1)
(Contractors)
G1

Search 🔍

⌄ Dependencies (0/1)

CalMonth/Year (Single Value/Interval, Mandatory) ＞

ⓘ Fill the dependencies above to get the list of values

Mandatory (2)   Reset All   Run   Cancel

Initial Layout

Staffing by Occupational Category

This report shows Equal Employment Opportunity (EEO) demographics by Personnel Area and SOC Category. The demographics represent counts and percentages for Total Employees, New Hires, and Promotions.

B0031: Staffing by Occupational Category

Calendar Month/Year: 01/2016 - 10/2016

Execution Date : 11/29/16

Personnel Area	SOC Category		WM	WF	BM	BF	HM	HF	ASM	ASF
Administration	PROTECTIVE SERVICES	Employees	28	6	18	7	1		2	
		% Represented	43.750	9.375	28.125	10.938	1.563		3.125	
		New Hires								
		% Represented								
		Promotions								
		% Represented								
Correction	PROTECTIVE SERVICES	Employees	4,946	1,290	2,578	2,327	86	41	25	7
		% Represented	42.734	11.146	22.274	20.105	0.743	0.354	0.216	0.060
		New Hires								
		% Represented								
		Promotions								
		% Represented								
Public Safety	PROTECTIVE SERVICES	Employees	1	1	1	1				
		% Represented	25.000	25.000	25.000	25.000				
		New Hires								
		% Represented								
		Promotions								
		% Represented								
	Total	Employees	4,975	1,297	2,597	2,335	87	41	27	7
		% Represented	42.733	11.141	22.307	20.057	0.747	0.352	0.232	0.060
		New Hires								
		% Represented								
		Promotions								
		% Represented								

Staffing by Occupational Category Continued….

AIM	AIF	NHOPI Male	NHOPI Fem	Two+ Male	Two+ Fem	Ethn Unk	TOT	TOT MNRT	TOT FEM	DISB
1						1	64	29	13	2
1.563						1.563	100.000	45.313	20.313	3.125
180	85					9	11,574	5,329	3,750	254
1.555	0.734					0.078	100.000	46.043	32.400	2.195
							4	2	2	
							100.000	50.000	50.000	
181	85					10	11,642	5,360	3,765	256
1.555	0.730					0.086	100.000	46.040	32.340	2.199

Report Info

The Report Info tab displays the information about the prompts entered.

Report Info	
Prompt Input	
Organizational Unit	Administration;Correction
CalMonth/Year	01/2016 – 10/2016
Personnel Area(s)	
Employee Group(s)	A;B;C;E;P;Q;Y
Exclude Personnel Area(s)	0201;6701
Exclude Employee Subgroup	G1

Available Objects

This is a list of the available objects that can be added to the report, from the Document Dictionary once in the Design mode:

Dimensions

- Cal Mth/Yr
- EEO Category
- Employee Group
- Employee Subgroup
- Personnel Area
- State SOC Category

Measures

- American Indian or Alaskan Native Female at end of sel prd
- American Indian or Alaskan Native Female New Hires
- American Indian or Alaskan Native Female New Hires %
- American Indian or Alaskan Native Female Pct at end sel prd
- American Indian or Alaskan Native Female Promotions
- American Indian or Alaskan Native Female Promotions %
- American Indian or Alaskan Native Male at end of sel prd
- American Indian or Alaskan Native Male New Hires
- American Indian or Alaskan Native Male New Hires %

- American Indian or Alaskan Native Male Pct at end of sel prd
- American Indian or Alaskan Native Male Promotions
- American Indian or Alaskan Native Male Promotions %
- Asian Female at end of selection period
- Asian Female New Hires
- Asian Female New Hires %
- Asian Female Pct at end of selection period
- Asian Female Promotions
- Asian Female Promotions %
- Asian Male at end of selection period
- Asian Male New Hires
- Asian Male New Hires %
- Asian Male Pct at end of selection period

- Asian Male Promotions
- Asian Male Promotions %
- Black Female at end of selection period
- Black Female New Hires
- Black Female New Hires %
- Black Female Pct at end of selection period
- Black Female Promotions
- Black Female Promotions %
- Black Male at end of selection period
- Black Male New Hires
- Black Male New Hires %
- Black Male Pct at end of selection period
- Black Male Promotions
- Black Male Promotions %
- Disabled Employees at end of selection period
- Disabled New Hires

- Disabled New Hires %
- Disabled Pct at end of selection period
- Disabled Promotions
- Disabled Promotions %
- Ethnicity Unknown at end of selection period
- Ethnicity Unknown New Hires
- Ethnicity Unknown New Hires %
- Ethnicity Unknown Pct at end of selection period
- Ethnicity Unknown Promotions
- Ethnicity Unknown Promotions %
- Hispanic/Latino Female at end of selection period
- Hispanic/Latino Female New Hires
- Hispanic/Latino Female New Hires %
- Hispanic/Latino Female Pct at end of selection period
- Hispanic/Latino Female Promotions
- Hispanic/Latino Female Promotions %
- Hispanic/Latino Male at end of selection period

- Hispanic/Latino Male New Hires
- Hispanic/Latino Male New Hires %
- Hispanic/Latino Male Pct at end of selection period
- Hispanic/Latino Male Promotions
- Hispanic/Latino Male Promotions %
- Native Hawaiian or Other Pacific Islander Female at end sel
- Native Hawaiian or Other Pacific Islander Female New Hires
- Native Hawaiian or Other Pacific Islander Female New Hires %
- Native Hawaiian or Other Pacific Islander Female Pct end sel
- Native Hawaiian or Other Pacific Islander Female Promotions
- Native Hawaiian or Other Pacific Islander Female Promotions%
- Native Hawaiian or Other Pacific Islander Male at end of sel
- Native Hawaiian or Other Pacific Islander Male New Hires

- Native Hawaiian or Other Pacific Islander Male New Hires %
- Native Hawaiian or Other Pacific Islander Male Pct end sel
- Native Hawaiian or Other Pacific Islander Male Promotions
- Native Hawaiian or Other Pacific Islander Male Promotions %
- Total Female at end of selection period
- Total Female New Hires
- Total Female New Hires %
- Total Female Pct at end of selection period
- Total Female Promotions
- Total Female Promotions %
- Total Minority at end of selection period
- Total Minority New Hires
- Total Minority New Hires %
- Total Minority Pct at end of selection period
- Total Minority Promotions
- Total Minority Promotions %

- Total New Hires

- Total New Hires %

- Total Number of Employees % at end of selection period

- Total Number of Employees at end of selection period

- Total Promotions

- Total Promotions %

- Two or More Races Female at end of selection period

- Two or More Races Female New Hires

- Two or More Races Female New Hires %

- Two or More Races Female Pct at end of selection period

- Two or More Races Female Promotions

- Two or More Races Female Promotions %

- Two or More Races Male at end of selection period

- Two or More Races Male New Hires

- Two or More Races Male New Hires %

- Two or More Races Male Pct at end of selection period

- Two or More Races Male Promotions

- Two or More Races Male Promotions %

- White Female at end of selection period

- White Female New Hires

- White Female New Hires %

- White Female Pct at end of selection period

- White Female Promotions

- White Female Promotions %

- White Male at end of selection period

- White Male New Hires

- White Male New Hires %

- White Male Pct at end of selection period

- White Male Promotions

- White Male Promotions %

Variables

- Prompt Response Cal Mth/Yr

- Prompt Response Employee Group

- Prompt Response Exclude Employee Subgroup

- Prompt Response Exclude Personnel Area

- Prompt Response Organizational Unit

- Prompt Response Personnel Area

- ∨ Dimensions
  - > ⟐ **Cal Mth/Yr**
  - > ⟐ **EEO Category**
  - > ⟐ **Employee Group**
  - > ⟐ **Employee Subgroup**
  - > ⟐ Personnel Area
  - > ⟐ State SOC Category
- ∨ Measures
  - American Indian or Alaskan Native Female at end of sel prd
  - American Indian or Alaskan Native Female New Hires
  - American Indian or Alaskan Native Female New Hires %
  - American Indian or Alaskan Native Female Pct at end sel prd
  - American Indian or Alaskan Native Female Promotions
  - American Indian or Alaskan Native Female Promotions %
  - American Indian or Alaskan Native Male at end of sel prd
  - American Indian or Alaskan Native Male New Hires
  - American Indian or Alaskan Native Male New Hires %
  - American Indian or Alaskan Native Male Pct at end of sel prd
  - American Indian or Alaskan Native Male Promotions
  - American Indian or Alaskan Native Male Promotions %
  - Asian Female at end of selection period
  - Asian Female New Hires
  - Asian Female New Hires %
  - Asian Female Promotions
  - Asian Female Promotions %
  - Asian Male at end of selection period
  - Asian Male New Hires
  - Asian Male New Hires %
  - Asian Male Pct at end of selection period
  - Asian Male Promotions
  - Asian Male Promotions %
  - Black Female at end of selection period
  - Black Female New Hires
  - Black Female New Hires %
  - Black Female Pct at end of selection period
  - Black Female Promotions
  - Black Female Promotions %
  - Black Male at end of selection period
  - Black Male New Hires
  - Black Male New Hires %
  - Black Male Pct at end of selection period
  - Black Male Promotions
  - Black Male Promotions %
  - Disabled Employees at end of selection period
  - Disabled New Hires
  - Disabled New Hires %
  - Disabled Pct at end of selection period
  - Disabled Promotions
  - Disabled Promotions %
  - Ethnicity Unknown at end of selection period
  - Ethnicity Unknown New Hires
  - Ethnicity Unknown New Hires %
  - Ethnicity Unknown Pct at end of selection period
  - Ethnicity Unknown Promotions
  - Ethnicity Unknown Promotions %
  - Hispanic/Latino Female at end of selection period
  - Hispanic/Latino Female New Hires
  - Hispanic/Latino Female New Hires %
  - Hispanic/Latino Female Pct at end of selection period
  - Hispanic/Latino Female Promotions
  - Hispanic/Latino Female Promotions %
  - Hispanic/Latino Male at end of selection period
  - Hispanic/Latino Male New Hires
  - Hispanic/Latino Male New Hires %
  - Hispanic/Latino Male Pct at end of selection period
  - Hispanic/Latino Male Promotions
  - Hispanic/Latino Male Promotions %
  - Native Hawaiian or Other Pacific Islander Female at end sel
  - Native Hawaiian or Other Pacific Islander Female New Hires
  - Native Hawaiian or Other Pacific Islander Female New Hires %
  - Native Hawaiian or Other Pacific Islander Female Pct end sel
  - Native Hawaiian or Other Pacific Islander Female Promotions
  - Native Hawaiian or Other Pacific Islander Female Promotions%
  - Native Hawaiian or Other Pacific Islander Male at end of sel
  - Native Hawaiian or Other Pacific Islander Male New Hires
  - Native Hawaiian or Other Pacific Islander Male Pct end sel
  - Native Hawaiian or Other Pacific Islander Male Promotions
  - Native Hawaiian or Other Pacific Islander Male Promotions %
  - Total Female at end of selection period
  - Total Female New Hires
  - Total Female New Hires %
  - Total Female Pct at end of selection period
  - Total Female Promotions
  - Total Female Promotions %
  - Total Minority at end of selection period
  - Total Minority New Hires
  - Total Minority New Hires %
  - Total Minority Pct at end of selection period
  - Total Minority Promotions
  - Total Minority Promotions %
  - Total New Hires
  - Total New Hires %
  - Total Number of Employees % at end of selection period
  - White Female Pct at end of selection period
  - White Female Promotions
  - White Female Promotions %
  - White Male at end of selection period
  - White Male New Hires
  - White Male New Hires %
  - White Male Pct at end of selection period
  - White Male Promotions
  - White Male Promotions %
  - ∨ Variables
    - ⟐ Prompt Response Cal Mth/Yr
    - ⟐ Prompt Response Employee Group
    - ⟐ Prompt Response Exclude Employee Subgroup
    - ⟐ Prompt Response Exclude Personnel Area
    - ⟐ Prompt Response Organizational Unit
    - ⟐ Prompt Response Personnel Area

List of ethnic categories displayed in the report

Ethnic Category	Full Form
WM	White Male
WF	White Female
BM	Black Male
BF	Black Female
HM	Hispanic/Latino Male
HF	Hispanic/Latino Female
ASM	Asian Male
ASF	Asian Female
AIM	American Indian or Alaskan Native Male
AIF	American Indian or Alaskan Native Female
NHOPI Male	Native Hawaiian or Other Pacific Islander Male
NHOPI Fem	Native Hawaiian or Other Pacific Islander Female
Two+ Male	Two or More Races Male
Two+ Fem	Two or More Races Female
Eth Unk	Ethnicity Unknown
Disb	Disabled

Special Report Considerations/Features

- Only active employees are included on this report.
- By default, the Report will provide information only for 'SPA' Employee Groups, and this can be changed. Please refer to Employee Group (SPA) in Optional Prompts to change the Employee Group selections.
- By default, Personnel Areas 'Judicial Branch' and 'Administrative Hearings' are excluded in the report, and this can be changed. Please refer Exclude Personnel Area (Judicial Branch and Administrative Hearings) in Exclusion Prompts to remove the default values.
- By default, Employee Subgroup 'Contractors' are excluded in the report, and this can be changed. Please refer to Exclude Employee Subgroup (Contractors) in Exclusion Prompts to remove the default value.
- Since this is Fixed format report, please do not apply any Report Filters, and don't add any data elements from Available Objects.

- The below #ERROR message will appear in all Employee count rows when any data elements from Available Objects are added.

|					WM	WF	BM	BF	HM	HF	ASM
B0031: Staffing by Occupational Category Calendar Month/Year: 01/2016 - 10/2016		Added data element from Available Objects		ERROR message in all Employee Count Rows				Execution Date : 11/29/16			
Personnel Area	**SOC Category**	**Employee Group**									
Administration	PROTECTIVE SERVICES	SPA Employees	Employees	ERROR	ERROR	ERROR	ERROR	ERROR	ERROR	ERROR	ERROR
			% Represented	42.857	9.524	23.810	19.048	4.762			
			New Hires								
			% Represented								
			Promotions								
			% Represented								
		SPA Law Enforcement	Employees	ERROR	ERROR	ERROR	ERROR	ERROR	ERROR	ERROR	ERROR
			% Represented	44.186	9.302	30.233	6.977			4.651	
			New Hires								
			% Represented								
			Promotions								
			% Represented								

Custom Analysis

If custom analysis is required, create a new reporting tab and build a custom view without changing the default report tab 'B0031 Staffing by Occupational Category.'

- Creating new reporting tab:

    1. Change to Design Mode.
    2. Right-Mouse click on the reporting tab 'B0031 Staffing by Occupational Category.
    3. Click New.
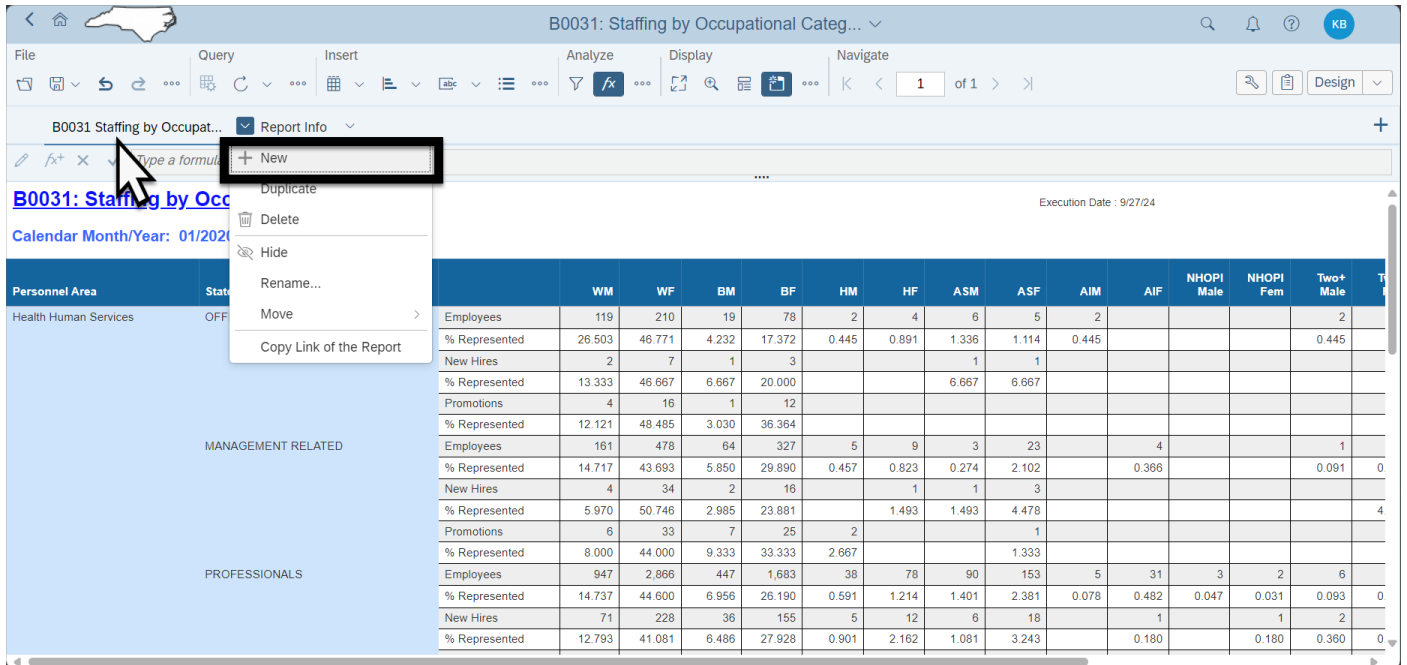
4. Drag and drop the available objects in the new reporting tab and build a custom view.
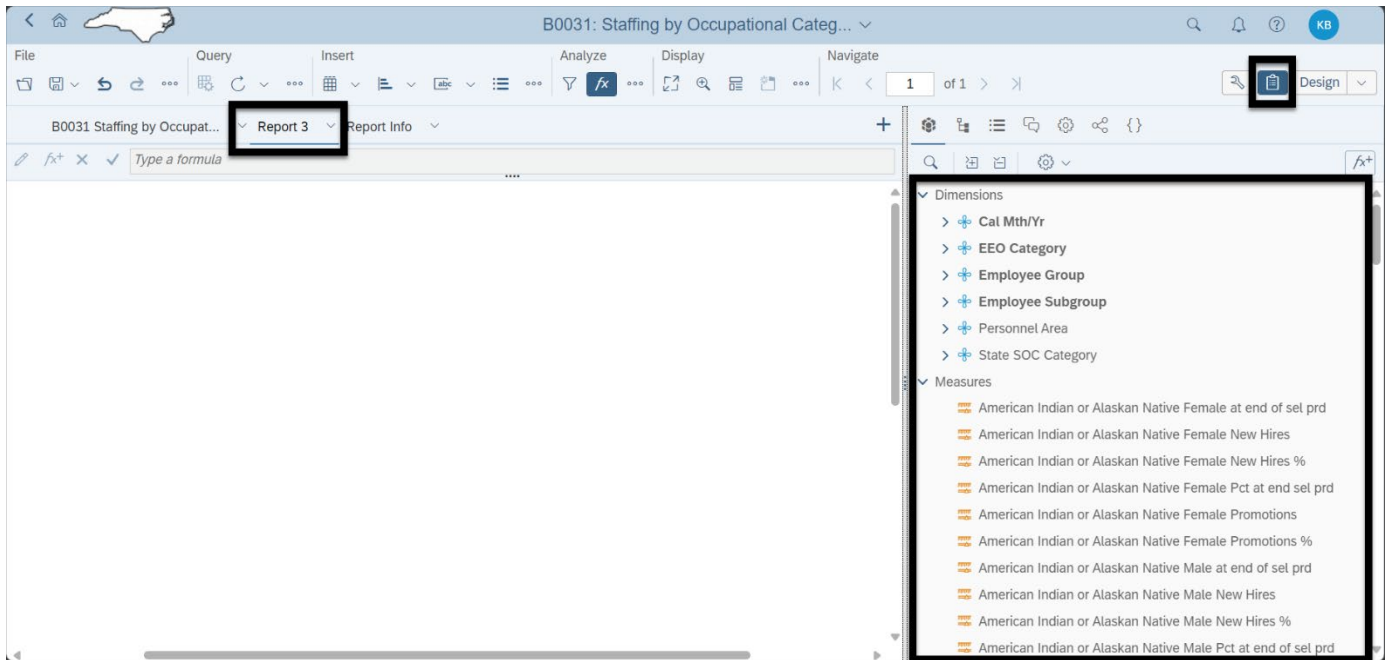
CHANGE LOG

Effective Date 11/17/2016

- Initial report creation to convert from BI to BOBJ.

Effective Date 8/17/17
- Headcount totals are reflected as of the end value of the CalMonth/Year selected when the report is executed

Effective Date 10/07/2024
- Update to Business Objects 4.3 - K. Bridges