

EEO Workforce Report

Overview

The report provides a variety of Equal Employment Opportunity (EEO) and employee data in detail and summarized formats. There are multiple tabs available which provide individual reports on transaction details, transaction summary and overall summary information. Transaction and summary information is available for new hire, promotion, demotion, reassignment, voluntary separation, involuntary separation and all separation transactions.

Transaction detail and summary reports contain data which is current as of the previous day. The Summary Active report contains data from the monthly history file which is produced on the first day of the following month. For example, the January 2022 monthly history file is not produced until February 1, 2022. The monthly history file contains a snapshot of People First data as of the last day of the month.

Access the EEO Workforce report from the Reports tile in the HR Reports section of the People First System. The report returns only one format type when processed. The format type (i.e., Excel, PDF) is included in the report title.

Refer to the [Running Reports in People First](#) instructional guide for additional information on processing data warehouse reports.

Definitions for

Summary Reports *The reports include the following fields:*

- EEO4 Job Category – The codes are:
 - 01 – Officials/Administrators
 - 02 – Professionals
 - 03 – Technicians
 - 04 – Protective Service Workers
 - 05 – Paraprofessionals
 - 06 – Administrative Support
 - 07 – Skilled Craft Workers
 - 08 – Service Maintenance
- Pay Plan – Pay plan for the selected position record. No pay plan will be displayed for OPS records.
- Class Code – Class code for the selected position record. No class code will be displayed for OPS records.
- Pay Grade – Pay grade for the selected position record. No pay grade will be displayed for OPS records.
- Class Title – Class title for the selected position record. No class title will be displayed for OPS records.

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- Total Emp – Count of all workforce for each pay plan and class code combination within EEO4 Job Category.
- Gender – Count of all workforce according to gender for each class code within EEO4 Job Category broken down by gender, race/ethnicity, and minority group.
- Race/Ethnicity – Counts and percentage of all workforce according to the following race/ethnicity categories for each pay plan, class code, pay grade combination within EEO4 Job Category. The race/ethnicity is pulled from the EEO-Veteran screen in People First.
 - White
 - Black/African American
 - Hispanic/Latino
 - Asian
 - Native Hawaiian/Other Pacific Islander (NH/OPI)
 - American Indian/Alaska Native (AI/AN)
 - Some Other Race (SOR) or 2+ Races (2 or more races)
 - Unknown (Count for employees with no race/ethnicity)
- Total Males – Count of all males for each class code, within EEO4 Job Category.
- Total Females – Count of all females for each class code, within EEO4 Job Category.
- Total Minority – Count of all minority groups within the workforce (excluding white males and females) for each class code, within EEO4 Job Category.
- Age 40+ – Count of all males and females age 40 and above (separately) for each pay plan, class code, pay grade combination within EEO4 Job Category.

Definitions for Transaction Reports

The reports include the following fields:

- EEO4 Job Category – The codes are:
 - 01 – Officials and Administrators
 - 02 – Professionals
 - 03 – Technicians
 - 04 – Protective Service Workers
 - 05 – Paraprofessionals
 - 06 – Administrative Support
 - 07 – Skilled Craft Workers
 - 08 – Service Maintenance
- Last Name – Employee’s last name.
- First Name – Employee’s first name.
- MI – Employee’s middle initial.

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- Appt ID – People First employee ID (PERNK).
- Race/Ethnicity – Employee’s race/ethnicity pulled from the EEO-Veteran screen in People First. The available categories are:
 - White
 - Black/African American
 - Hispanic/Latino
 - Asian
 - Native Hawaiian/Other Pacific Islander (NH/OPI)
 - American Indian/Alaska Native (AI/AN)
 - Some Other Race (SOR) or 2+ Races (2 or more races)
- Gender – Identifies the employee as Male (M) or Female (F).
- Date of Birth – Employee’s date of birth.
- Effective Date – Effective date of the transaction.
- Class Code – Class code for the selected position record. No class code will be displayed for OPS employees.
- Class Title – Class title for the selected position record. No class title will be displayed for OPS employees.
- Agency Service – Employee’s agency service shown in years and months (Y=years, M=months) based on the agency hire date.
- Agency Hire Date – Date employee was hired into the agency. No agency hire date will be displayed for OPS employees.
- Pos Num – Position number for the selected record.
- Pay Plan – Pay Plan for the selected record. No pay plan will be displayed for OPS employees. This field is not provided on the Transaction Detail Separation reports (voluntary, involuntary and all separations).
- Pay Grade – Pay grade for the selected position record. No pay grade will be displayed for OPS employees.
- Home County – Employee’s home county.
- Home City – Employee’s home city.
- Home State – Employee’s home state.
- Work County – Employee’s physical work county.
- Work City – Employee’s location city.
- Work State – Employee’s location state.
- Separation Code – Separation reason code. This field is only displayed on the Transaction Detail Separation reports (voluntary, involuntary and all separations).

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- Separation Reason Description – Description for the separation code. This field is only displayed on the Transaction Detail Separation reports (voluntary, involuntary and all separations).
- Separation Type – Voluntary or Involuntary separation. This field is only displayed on the Transaction Detail Separation reports (voluntary, involuntary and all separations).

Filters

The following are the available filters on the reports:

- Agency Code – Required filter; defaults to your agency's OLO code.
- Org Code (From-To) – Optional filter. To process the report for one org code, enter the org code in the "From" and the same org code in the "To" org code fields. To process the report for a range of org codes, enter an org code in both the "from" and "to" org code fields. Some agencies will need to click the dropdown arrow next to the Refresh Values button to see all available org code selections.
- FLAIR Org Code (From-To) – Optional filter. To process the report for one FLAIR org code, enter the FLAIR org code in the "From" and the same FLAIR org code in the "To" FLAIR org code fields. To process the report for a range of FLAIR org codes, enter a FLAIR org code in both the "from" and "to" FLAIR org code fields. Some agencies will need to click the dropdown arrow next to the Refresh Values button to see all available FLAIR org code selections.
- Budget Entity Code (From-To) – Optional filter. To process the report for one budget entity code, enter the budget entity code in the "From" and the same budget entity code in the "To" budget entity code fields. To process the report for a range of budget entity codes, enter a budget entity code in both the "from" and "to" org code fields.
- Pay Plan – Optional filter. If no pay plan is selected, the report provides all pay plans for your agency. Click the "Refresh Values" button to obtain available codes for use. To process the report for one pay plan code, select the pay plan and click the right arrow button to add it to the selection box. To process for a range of pay plan codes, select multiple pay plan codes and click the right arrow to add them to the selection box. To remove pay plan codes, highlight the pay plan code in the selection box and click the left arrow.
- Employee Type – Required filter; defaults to "Salaried; OPS". User may select to just process for Salaried or OPS employees by using the left arrow to remove the employee type from the selection box.
- EEO4 Job Category – Optional filter; defaults to all available EEO4 Job codes. Click the "Refresh Values" button to obtain available EEO4 job codes for use. To process the report for one EEO4 job code, select the EEO4 job code and click the right arrow button to add it to the selection box. To process for a range of EEO4 job codes, select multiple EEO4 job codes and click the right arrow to add them to the selection box. To remove an EEO4 job code, highlight the EEO4 job code in the selection box and click the left arrow.

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- Begin Date – Required filter; defaults to **07/01 of the current fiscal year**. User can enter a begin date (mm/dd/ccyy) or select from the calendar.
- End Date – Required filter; defaults to the current date. When the current date is used, no data will be retrieved for the Summary Active report. To retrieve data for the Summary Active tab, the end date **must** be the last day of the prior month. User can enter an end date (mm/dd/ccyy) or select from the calendar.

Sort Hierarchy

The report uses the following sort sequence:

Summary Reports

- EEO4 Job Category
- Pay Plan
- Class Code
- Pay Grade

Transaction Reports

- EEO4 Job Category
- Last Name
- First Name
- Middle Initial

Totals

The report includes the following totals:

Summary Reports

- Subtotal and percentage for active workforce within each EEO4 Job Category broken down by gender, race/ethnicity, and minority group.
- Total and percentage for active workforce for all EEO4 Job Categories combined, report broken down by gender, race/ethnicity, and minority group.

Transaction Reports

- Count of transactions for each EEO4 Job Category.
- Count of transactions for the report.

Authorization

Users with a security role code of A, C, F, G, H, I, K, N, S, U, X, and Y will be able to run the report.

Special Note

If the Summary reports returns a blank row with no pay plan, class code, pay grade or class title at beginning of each EEO4 Job Category, this indicates there

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are OPS employees in this EEO4 Job Category or employee record(s) with missing EEO information in People First.

Process Steps

Step 1: Select Manager landing page > Reports > HR Reports.

Step 2: Select EEO Workforce Report (Excel or PDF version).

Step 3: Select/Enter filter values.

Step 4: Select OK to run the report – the OK button will not be enabled until all required prompts are completed.

To view the report, click the Export button and select the report you want to view (defaults with all reports selected). Select the file type (defaults to PDF) to match the type of report you selected to view and click OK. A pop-up box will appear in the lower left corner (Chrome) or bottom of the screen (IE). PDF reports are formatted for printing, while Excel reports are unformatted so that the user can work with the data as needed.

Selection

Criteria Sample

Below is a sample of the Selection Criteria screen and the available filters:

The screenshot displays a software interface for selecting criteria. On the left, a list of filters is shown, including 'AGENCY CODE', 'ORG CODE (FROM)', 'ORG CODE (TO)', 'FLAIR ORG CODE (FROM)', 'FLAIR ORG CODE (TO)', 'BUDGET ENTITY CODE (FROM)', 'BUDGET ENTITY CODE (TO)', 'PAY PLAN', 'EMPLOYEE TYPE', and 'EEO4 JOB CODE'. The 'AGENCY CODE' filter is highlighted with a message: 'Please select at least one value'. The 'EMPLOYEE TYPE' filter is checked and shows '(2) SALARIED; OPS'. At the bottom left, it indicates 'Mandatory (4)'. On the right, a table displays the selected criteria:

| AGENCY CODE | AGENCY NAME |
|-------------|---------------------------------------|
| 7100 | FLORIDA DEPARTMENT OF LAW ENFORCEMENT |

The interface also includes a search bar at the top, a 'Prompts' indicator, and 'OK' and 'Cancel' buttons at the bottom right.

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Report Sample For best results, print this report as landscape, legal size. Below is a sample of an Adobe Acrobat (PDF) report:

Due to the number of columns on the EEO Workforce Report, the report is presented below split into two images to display the entire report. The first image shows columns 1 – 12 of the report and the second image shows columns 13 – 16.

Report Columns 1 – 13:

| EEO4 WORKFORCE REPORT (SUMMARY) | | | | | | | | | | | | |
|---------------------------------|------------|-----------|--|---------|---------|--------------------|-----------------|-------|--------|-------|---------------|---------|
| DEPARTMENT OF HEALTH | | | | | | | | | | | | |
| RUN DATE: 12/01/2022 | | | | | | | | | | | | |
| PAGE: 1 | | | | | | | | | | | | |
| 01 OFFICIALS AND ADMINISTRATORS | | | | MALES | | | | | | | | |
| PAY PLAN | CLASS CODE | PAY GRADE | CLASS TITLE | TOT EMP | WHITE | BLACK / AFRICAN AM | HISPANIC/LATINO | ASIAN | NH/OPI | AIAN | 8OR OR 2-RACE | UNKNOWN |
| | | | | 18 | 7 | 1 | 1 | 0 | 0 | 0 | 1 | 0 |
| | | | | | 38.89% | 5.56% | 5.56% | 0.00% | 0.00% | 0.00% | 5.56% | 0.00% |
| 08 | 5283 | 560 | MEDICAL EXECUTIVE DIRECTOR | 13 | 8 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 61.54% | 0.00% | 7.69% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| 08 | 5284 | 520 | STATEWIDE SERVICES ADMINISTRATOR-HLTH | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 0.00% | 66.67% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| 08 | 5892 | 424 | QUALITY CONTROL ADMINISTRATOR - SES | 8 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 12.50% | 0.00% | 12.50% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| 08 | 5922 | 427 | VITAL STATISTICS ADMINISTRATOR - SES | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 33.33% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| 08 | 6825 | 530 | ASST COUNTY HEALTH DEPT DIRECTOR-HLTH | 20 | 5 | 1 | 2 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 25.00% | 5.00% | 10.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| 08 | 6882 | 530 | OPERATIONS AND PROGRAM MANAGER | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 50.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| 08 | 7256 | 425 | ENVIRONMENTAL HLTH PRGRAM CONSULTANT-SES | 21 | 10 | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 47.62% | 4.76% | 4.76% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| 08 | 7441 | 520 | BIOLOGICAL ADMINISTRATOR III | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 100.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| 08 | 7741 | 240 | CHEF LEGAL COUNSEL | 20 | 5 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| | | | | | 25.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 5.00% | 0.00% |
| 08 | 8171 | 530 | REGIONAL MGR FOR INFORMATION TECHNOLOGY | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 100.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| 08 | 8295 | 540 | DIRECTOR OF AUDITING | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 100.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| 08 | 8360 | 427 | ASST CHIEF OF INVESTIGATIVE SERV - SES | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 100.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| 08 | 8364 | 530 | DIRECTOR OF INVESTIGATIONS-HLTH | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| 08 | 8481 | 540 | LEGISLATIVE PLANNING DIRECTOR-HLTH | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 100.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| 08 | 8491 | 250 | DEPUTY GENERAL COUNSEL-HLTH | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 66.67% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| 08 | 8556 | 530 | MANAGER, INFORMATION MANAGEMENT | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| 08 | 8570 | 530 | HUMAN RESOURCE PROCESS MANAGER | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |

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Report Columns 14 – 26:

|  | | | | | | | | | | | | |
|---|---------|--------------------|------------------|-------|--------|-------|------------------|---------|-----------------|----------------|---------|---------|
| FEMALE \$ | | | | | | | | | | AGE 40+ | | |
| TOTAL MALE \$ | WHITE | BLACK / AFRICAN AM | HISPANIC/ LATINO | ASIAN | NH/OPI | AI/AN | BOR OR 2+RACE \$ | UNKNOWN | TOTAL FEMALE \$ | TOTAL MINORITY | M | F |
| 10 | 6 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 8 | 5 | 6 | 5 |
| 55.56% | 33.33% | 5.56% | 5.56% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 44.44% | 27.78% | 33.33% | 27.78% |
| 9 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 4 | 3 | 9 | 4 |
| 69.23% | 15.38% | 7.69% | 7.69% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 30.77% | 23.08% | 69.23% | 30.77% |
| 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 2 | 1 |
| 66.67% | 33.33% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 33.33% | 66.67% | 66.67% | 33.33% |
| 2 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 1 | 2 | 5 |
| 25.00% | 75.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 75.00% | 12.50% | 25.00% | 62.50% |
| 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 2 |
| 33.33% | 66.67% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 66.67% | 0.00% | 33.33% | 66.67% |
| 8 | 9 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 12 | 6 | 8 | 10 |
| 40.00% | 45.00% | 5.00% | 10.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 60.00% | 30.00% | 40.00% | 50.00% |
| 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 |
| 50.00% | 0.00% | 50.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 50.00% | 50.00% | 50.00% | 50.00% |
| 12 | 4 | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 9 | 7 | 12 | 7 |
| 57.14% | 19.05% | 14.29% | 9.52% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 42.86% | 33.33% | 57.14% | 33.33% |
| 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 00.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 100.00% | 0.00% |
| 6 | 10 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 14 | 5 | 2 | 9 |
| 30.00% | 50.00% | 5.00% | 15.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 70.00% | 25.00% | 10.00% | 45.00% |
| 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 00.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 100.00% | 0.00% |
| 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 00.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 100.00% | 0.00% |
| 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 00.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 100.00% | 0.00% |
| 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 1 |
| 0.00% | 0.00% | 0.00% | 100.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 100.00% | 100.00% | 0.00% | 100.00% |
| 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 00.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 100.00% | 0.00% |
| 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 1 |
| 66.67% | 33.33% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 33.33% | 0.00% | 33.33% | 33.33% |
| 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| 0.00% | 100.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 100.00% | 0.00% | 0.00% | 100.00% |
| 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| 0.00% | 100.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 100.00% | 0.00% | 0.00% | 100.00% |

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