

Disability Utilization Analysis Progress Report

Overview

Section 110.112, Florida Statutes, requires each agency to establish goals, develop affirmative action plans and provide reports on individuals with disabilities. The Available Labor Market data used for this report is based on Place of Residence. This report will assist agencies with these reporting requirements. It calculates the difference between the percentage of employees who identified as having a disability to the percentage of individuals who have a disability in the Available Labor Market. The report uses the monthly history file which is produced on the first day of the month for the prior 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 Disability Utilization Progress Analysis report from the Reports tile in the HR Reports Section of the People First System. The report returns both a PDF and Excel format when processed. The PDF format is presented in one tab and the Excel format is presented in a separate tab within the report.

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

Definitions

The report includes 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
 - 08 – Service Maintenance
- Total Employees – Count of all workforce within EEO4 Job Category.
- Total Employees with Disability – Total number of employees who have checked the box, “I have a disability” on the EEO-Veteran screen.
- Employees with Disability % – Percentage of total employees with a disability in each EEO4 job category.
- Disability ALM% (Available Labor Market) – Percentage of IWD in the Available Labor Market (ALM) in the EEO4 job category.
- Percentage Point Difference – Difference between the Employees with Disability % and the Disability ALM %.
- ALM% Met (Y/N) – Yes (Y) or No (N) based on the following:

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- Y = If the Employees with Disability % is equal to or greater than the Disability ALM %.
- N = If the Employees with Disability % is less than the Disability ALM %.

Filters

The report includes the following filters:

- Agency Code – Required filter; defaults to your agency's 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.
- End Date – Required filter; defaults to the last day of the prior month. The end date **must** be the last day of the prior month. User can enter an end date constraint with a standard entry convention (mm/dd/ccyy) or select a date from the End date calendar applet.
- ALM – Optional filter; defaults to Florida (all geographic locations). User may click Refresh Values button and use the arrow keys to add or remove geographic locations.

Sort Hierarchy

The report uses the following sort sequence:

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- EEO4 Job Category

Totals

The report includes the following totals:

- Total Employees
- Total Employees with Disability #
- Total Employees with Disability %. Note: This total is derived by dividing the Total Employees with Disability # by the Total Employees #.

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 process this report.

Process Steps

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

Step 2: Select Disability Utilization Analysis Progress Report.

Step 3: Select/Enter filter values.

Step 4: Select OK to run the report. If a required filter is not entered – 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 'Prompts' dialog box with a search bar and a list of filters on the left. The filters include:

- 01. AGENCY CODE: (1) 7100
- 02. ORG CODE (FROM): (1) All
- 03. ORG CODE (TO): (1) All
- 04. FLAIR ORG CODE (FROM): (1) All
- 05. FLAIR ORG CODE (TO): (1) All
- 06. BUDGET ENTITY CODE (FROM): (1) All
- 07. BUDGET ENTITY CODE (TO): (1) All
- 08. PAY PLAN: (1) All
- 09. EMPLOYEE TYPE: (2) SALARIED; OPS
- 10. END DATE: (1)

On the right, a search results table is shown with the following data:

AGENCY CODE	AGENCY NAME
7100	FLORIDA DEPARTMENT OF LAW ENFORCEMENT

The dialog box includes 'OK' and 'Cancel' buttons at the bottom right.

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Report Sample

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

RUN DATE: 11/30/2022		FLORIDA DEPARTMENT OF LAW ENFORCEMENT					
PAGE: 1							
EEO-4 JOB CATEGORY	TOTAL EMPLOYEES #	TOTAL EMPLOYEES WITH DISABILITY #	EMPLOYEES WITH DISABILITY %	DISABILITY ALM %	PERCENTAGE POINT DIFFERENCE	ALM % MET Y/N	
01 OFFICIALS AND ADMINISTRATORS	0	0	0.00%	4.56%	-4.56	N	
02 PROFESSIONALS	0	0	0.00%	4.30%	-4.30	N	
03 TECHNICIANS	0	0	0.00%	4.81%	-4.81	N	
04 PROTECTIVE SERVICE WORKERS	0	0	0.00%	5.88%	-5.88	N	
05 PARAPROFESSIONALS	0	0	0.00%	6.02%	-6.02	N	
06 ADMINISTRATIVE SUPPORT	0	0	0.00%	5.71%	-5.71	N	
07 SKILLED CRAFT WORKERS	0	0	0.00%	6.11%	-6.11	N	
08 SERVICE MAINTENANCE	0	0	0.00%	7.25%	-7.25	N	
TOTAL ALL EEO4 CATEGORIES	0	0	0.00%				

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