PEOPLE FIRST

EEO Utilization – Adverse Impact Analysis Report Std Dev (Standard Deviation) Rule

Overview

The report provides information on employment actions using the Standard Deviation Rule and can be used as supporting material to assist in the identification of underutilization. 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 EEO Utilization – Adverse Impact Ratio Analysis STD DEV 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.

When the report is processed, there are multiple tabs presented which provides individual reports on Demotions, Voluntary Separations, Involuntary Separations and All Separations.

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:

  o 01 – Officials/Administrators
  o 02 – Professionals
  o 03 – Technicians
  o 04 – Protective Service Workers
  o 05 – Paraprofessionals
  o 06 – Administrative Support
  o 07 – Skilled Craft
  o 08 – Service Maintenance

- Total Emp – Count of all employees affected by the user defined event during the user defined timeframe within each EEO4 Job Category.

- Race/Ethnicity – Transaction type counts based on the following race/ethnicity categories from the EEO-Veteran screen in People First.

  o White
  o Black/African American
  o Hispanic/Latino
  o Asian
  o Native Hawaiian/Other Pacific Islander (NH/OPI)
  o American Indian/Alaska Native (AI/AN)
  o Some Other Race (SOR) or 2+ Races (2 or more races)
  o Unknown (Counts for employees with no race/ethnicity data)

- Total Males – Count of all males affected by the user defined transaction type during the user defined timeframe within each EEO4 Job Category.

- Total Females – Count of all females affected by the user defined transaction type during the user defined timeframe within each EEO4 Job Category.

- # Transaction Type – Count of transaction type (demotions, all separations, involuntary separations, or voluntary separations) within EEO4 Job Category for the user defined timeframe, broken down by race/ethnicity, and gender.

- # In Incumbent Pool – Count of all employees within each EEO4 Job Category broken down by race/ethnicity, and gender.

- % Selection Rate – Percentage derived by dividing (#Transaction Type / # In Incumbent Pool) within each EEO4 Job Category broken down by race / ethnicity, and gender.

- % Impact Ratio – Percentage derived by dividing (lowest selection rate / highest selection rate for negative employment actions) within the EEO4 Job Category for each race / ethnicity. The same calculation is derived for Total Males and Total Females by dividing (lowest selection rate/highest selection rate for negative employment actions) within the EEO4 Job Category for each gender. The same rule is applied to the Total Males and Total Females columns.

- Adverse Impact? – Determination (Yes=Y or No=N) whether the race/ethnicity group or gender group has been adversely impacted based on the user selected calculation method.

- Z Score – Calculation of the number of standard deviations from the mean, used to determine whether adverse impact is Statistically Significant.

- Statistically Significant? – Y (Yes) if Z score is negative and statistically significant or N (No) if Z score is not statistically significant.

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" budget entity 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.

- Begin Date – Required filter; defaults to **07/01 of the current year**. User can enter a begin date (mm/dd/ccyy) or select from the calendar.

- 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 (mm/dd/ccyy) or select from the calendar.

Sort Hierarchy   *The report uses the following sort sequence:*

- EEO4 Job Category

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 EEO Utilization – Adverse Impact Analysis Report STD DEV (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.

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

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

DEMOTIONS IMPACT RATIO ANALYSIS
FLORIDA DEPARTMENT OF LAW ENFORCEMENT

RUN DATE: 11/30/2022
PAGE: 1

EEO4 JOB CATEGORY	TOTAL EMP	WHITE	BLACK/ AFRICAN AM	HISPANIC/ LATINO	ASIAN	NH/OPI	AI/AN	SOR OR 2+RACES	UNKNOWN	TOTAL MALES	TOTAL FEMALES
02 PROFESSIONALS											
# DEMOTIONS	18	12	1	4	0	0	0	1	0	6	12
# IN INCUMBENT POOL	1,101	833	134	92	26	2	2	12	0	381	720
% SELECTION RATE	1.63%	1.44%	0.75%	4.35%	0.00%	0.00%	0.00%	8.33%	0.00%	1.57%	1.67%
% IMPACT RATIO		51.80%		17.16%	0.00%	0.00%	0.00%	8.96%	0.00%		94.49%
ADVERSE IMPACT?		Y		Y	N	N	N	Y	N		N
Z SCORE		0.89		-2.13				-1.83			
STATISTICALLY SIGNIFICANT?		N		Y				N			
03 TECHNICIANS											
# DEMOTIONS	2	1	1	0	0	0	0	0	0	2	0
# IN INCUMBENT POOL	116	85	16	6	5	0	0	4	0	69	47
% SELECTION RATE	1.72%	1.18%	6.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.90%	0.00%
% IMPACT RATIO			18.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%
ADVERSE IMPACT?			Y	N	N	N	N	N	N		N
Z SCORE			-1.48								
STATISTICALLY SIGNIFICANT?			N								

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