

EEO Utilization – Available Labor Market (ALM) Analysis Report

Overview

The report provides available labor market data generated from the United States Census data, which is collected every ten years. This report contains 2006-2010 American Community Survey data published by the Department of Labor, United States Census Bureau. The Data Warehouse provides the data in this report.

Access the EEO Utilization – ALM 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 and Administrators
 - 02 - Professionals
 - 03 - Technicians
 - 04 - Protective Service Workers
 - 05 - Paraprofessionals
 - 06 - Administrative Support
 - 07 - Skilled Craft Workers
 - 08 - Service Maintenance
- Total ALM – Count of all ALM within EEO4 Job Category.
- Gender – ALM counts according to gender for each EEO4 Job Category.
- Race/Ethnicity – ALM counts based on the following race/ethnicity categories 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)
 - SOR (Some Other Race) or 2+ Races (2 or More Races)
- Total Males – Count of all males in ALM within EEO4 Job Category.
- Total Females – Count of all females in ALM within EEO4 Job Category.
- Total Minority – Count of all minorities in ALM (excluding white males and females) within EEO4 Job Category.
- ALM # – Counts of ALM for selected Place of Work or Place of Residence within each EEO4 Job Category broken down by gender and minority.

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- ALM % – Percentages of each ALM count for selected Place of Work or Place of Residence within each EEO4 Job Category broken down by gender, race/ethnicity, and minority.

Filters

The report uses the following filters:

- ALM Type – Required filter. User must choose between Place of Work and Place of Residence. Not all counties have both options available; location options will default to what is available for that ALM Type.
- ALM – Optional filter; defaults to 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:

- EEO4 Job Category

Totals

The report includes the following totals:

- Totals for all ALM counts for selected Place of Work or Place of Residence within each EEO4 Job Category broken down by gender, race/ethnicity, and minority.
- Percentage totals for all ALM counts for selected Place of Work or Place of Residence within each EEO4 Job Category broken down by gender, race/ethnicity, and minority.
- Report ALM # totals and ALM % totals for each race/ethnic group broken down by gender, total males, total females, and total minority.

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 – ALM Analysis 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.

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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. At the top, there is a search bar with the text "Search" and a magnifying glass icon. To the right of the search bar, there are icons for a checklist (0 items), a refresh button, and a settings gear. Below the search bar, the "ALM TYPE:" section is highlighted with a blue border and contains the text "Please select at least one value". Underneath, there is a list item "ALM:" with "(All values)" below it. To the right of this list, there is a search input field with the placeholder text "Search or enter value(s) manually" and a magnifying glass icon. Below the search field, the "Work Residence Ind" section is visible, containing two radio button options: "PLACE OF RESIDENCE" and "PLACE OF WORK". At the bottom of the interface, there is a dark blue bar with the text "Mandatory (1)" on the left, "Reset All" in the center, and "Run" and "Cancel" buttons on the right.

Report Sample

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

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AVAILABLE LABOR MARKET ANALYSIS																		
<small>RUN DATE: 11/20/2022 PAGE: 1</small> 																		
EEO4 JOB CATEGORY	MALES									FEMALES								
	TOTAL ALM	WHITE	BLACK/AFRICAN AM	HISPANIC/LAINO	ASIAN	NH/QI/1	AIAN	SOH QH 2+ RACES	TOTAL MALES	WHITE	BLACK/AFRICAN AM	HISPANIC/LAINO	ASIAN	NH/QI/1	AIAN	SOH QH 2+ RACES	TOTAL FEMALES	TOTAL MINORITY
01 - OFFICIALS AND ADMINISTRATIVES																		
ALM#	2,687,138	1,126,691	103,178	279,313	40,383	447	3,113	16,537	1,839,862	715,223	113,343	180,831	24,423	150	1,558	12,290	1,948,476	776,224
ALM%		44.30%	3.84%	10.30%	1.50%	0.02%	0.12%	0.62%	80.98%	26.62%	4.22%	6.73%	0.91%	0.01%	0.08%	0.48%	39.02%	28.89%
02 - PROFESSIONALS																		
ALM#	5,515,756	1,722,548	193,703	372,663	115,998	1,455	3,308	28,809	2,438,884	2,013,250	421,518	490,293	109,127	1,781	6,081	35,032	3,077,072	1,779,958
ALM%		31.23%	3.51%	6.76%	2.10%	0.03%	0.06%	0.52%	44.21%	36.90%	7.84%	8.89%	1.98%	0.03%	0.11%	0.84%	59.79%	32.27%
03 - TECHNICIANS																		
ALM#	957,371	287,790	47,807	88,483	20,009	540	1,129	6,529	492,347	304,738	98,271	81,402	14,144	340	772	7,297	505,024	364,823
ALM%		30.06%	5.00%	9.24%	2.09%	0.06%	0.12%	0.69%	47.25%	31.84%	10.06%	8.50%	1.48%	0.04%	0.08%	0.76%	52.75%	38.11%
04 - PROTECTIVE SERVICE WORKERS																		
ALM#	704,720	325,674	91,485	102,244	6,693	675	1,117	6,884	534,752	84,085	96,082	25,892	1,547	0	675	1,707	189,988	294,961
ALM%		46.21%	12.98%	14.51%	0.95%	0.10%	0.16%	0.97%	75.88%	11.93%	7.96%	3.67%	0.22%	0.00%	0.10%	0.24%	24.12%	41.88%
05 - PARAPROFESSIONALS																		
ALM#	1,316,104	87,244	41,414	36,763	4,894	304	497	2,716	173,832	519,859	341,490	241,478	20,757	787	2,680	15,441	1,142,272	709,201
ALM%		6.63%	3.15%	2.79%	0.37%	0.02%	0.04%	0.21%	13.21%	39.48%	25.95%	18.35%	1.58%	0.06%	0.20%	1.17%	88.79%	53.89%
06 - ADMINISTRATIVE SUPPORT																		
ALM#	7,590,800	1,891,443	388,987	611,501	78,841	1,162	4,833	37,880	2,784,427	2,858,575	714,488	1,058,178	100,085	2,494	7,817	68,780	4,806,373	3,042,783
ALM%		22.28%	4.73%	8.06%	1.04%	0.02%	0.06%	0.50%	36.68%	37.63%	9.41%	13.94%	1.32%	0.03%	0.10%	0.88%	63.32%	40.09%
07 - SKILLED CRAFT WORKERS																		
ALM#	2,965,986	1,578,551	287,048	791,988	40,853	1,785	6,217	32,371	2,738,789	116,188	31,783	67,882	7,775	80	771	2,920	227,197	1,271,240
ALM%		53.22%	9.68%	26.70%	1.38%	0.06%	0.21%	1.09%	92.34%	3.92%	1.07%	2.28%	0.26%	0.00%	0.03%	0.10%	7.68%	42.88%
08 - SERVICE MAINTENANCE																		
ALM#	5,795,510	1,803,031	635,272	1,195,192	80,542	1,820	8,688	39,348	3,583,871	1,024,230	388,489	678,385	85,584	1,800	4,569	30,822	2,211,839	3,168,249
ALM%		27.88%	11.31%	20.62%	1.39%	0.03%	0.15%	0.68%	61.84%	17.67%	6.70%	11.67%	1.48%	0.03%	0.08%	0.53%	38.18%	54.87%
TOTAL:																		
ALM#	27,533,385	8,491,932	1,778,992	3,478,128	388,913	8,188	29,082	171,022	14,345,364	7,834,008	2,193,422	2,822,119	383,402	7,392	24,931	172,749	13,188,021	11,467,447
ALM%		30.84%	6.46%	12.82%	1.41%	0.03%	0.11%	0.62%	52.10%	27.73%	7.86%	19.23%	1.32%	0.03%	0.09%	0.82%	47.99%	41.42%

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