

EEO Utilization – Incumbency to Availability Analysis Report

Overview

The report compares the current workforce to the relevant Available Labor Market (ALM) data and determines whether a gender and race/ethnicity group is being underutilized. 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 – Incumbency to Availability Analysis 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 for the 80% Rule, Standard Deviation, Any Difference and Whole Person.

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 Emp – Count of all workforce within each EEO4 Job Category.
- Gender – Workforce counts according to gender for each EEO4 Job Category.
- Race/Ethnicity – Count of workforce by 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)
 - Some Other Race (SOR) or 2+ Races (2 or More Races)
 - Unknown (Count for employees with no race/ethnicity)

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- Total Males – Count of all males within each EEO4 Job Category.
- Total Females – Count of all females within each EEO4 Job Category.
- Total Minority – Count of all workforce (excluding white males and females) within each EEO4 Job Category.
- Workforce # – Count of current workforce within each EEO4 Job Category broken down by gender, race/ethnicity, and minority group.
- Workforce % – Percentage of current workforce within each EEO4 Job Category broken down by gender, race/ethnicity, and minority.
- ALM # – Count of ALM for selected geographical areas by Place of Work or Place of Residence within each EEO4 Job Category broken down by gender, race/ethnicity, and minority group.
- ALM % – Percentage of each ALM by selected geographical area for within each EEO4 Job Category broken down by gender, race/ethnicity, and minority.
- % Difference – Difference between Workforce % and ALM %. This will only appear on the Any Difference Rule or Whole Person Rule reports.
- Expected Availability – Total Employee EEO4 Job Category count multiplied by ALM % within each EEO Group broken down by gender, race/ethnicity, and minority. This will only appear on the 80% Rule report.
- 80% of Expected Availability – Expected Availability multiplied by .80 within each EEO Group broken down by gender, race/ethnicity, and minority. This will only appear on the 80% Rule report.
- Underutilized? – Denotes having fewer people in a job group than reasonably would be expected base on their availability in the relevant labor market. This will only appear on the Any Difference Rule, Whole Person Rule or 80% Rule reports. Valid values are Y=Yes, N=No or N/A=Not applicable.
 - Any Difference Rule – When the Workforce % is less than the ALM %, underutilization is declared, which is reflected with a “Y”; otherwise an “N” is reflected.
 - Whole Person Rule – When the Workforce % is less than the ALM %, at a rate equal to or greater than the one (1) person rate for that EEO4 Job Category a “Y” is reflected, otherwise an “N” is reflected.
 - 80 % Rule – If the 80% of Expected Availability is greater than the current Workforce % a “Y” is reflected, otherwise an “N” is reflected.
- Z Score – Calculation of the number of standard deviations from the mean, used to determine whether the difference between expected and observed is Statistically Significant. This will only appear on the Standard Deviation Rule report.
- Statistically Significant? – Y (Yes) reflected if Z score is negative and statistically significant, or N (No) reflected when Z score is not statistically significant. This will only appear on the Standard Deviation Rule report.

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- Goal – When Underutilized? = Y (Yes), or when Statistically Significant = (Y) Yes, then Goal = ALM % within each EEO4 Job Category broken down by gender, race/ethnicity, and minority group. No data is provided when the goal is N (No).

Filters

The report uses the following filters:

- 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" 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 (mm/dd/ccyy) or select from the calendar. The report will provide data from the first day of the fiscal year to the selected end date.
- ALM Type – Optional filter; defaults to Place of Work. User may choose between Place of Work (W) and Place of Residence (R). Not all counties have both options available; location options will default to what is available for that ALM Type.
- ALM – Optional filter; defaults to Florida. User can add or remove counties, cities, or other locations by using the arrow keys.

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Sort Hierarchy

The report uses the following sort sequence:

- EEO4 Job Category

Totals

There are no totals provided for this 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 process this report.

Process Steps

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

Step 2: Select the EEO Utilization – Incumbency to Availability Analysis Report (Excel or PDF version).

Step 3: Select/enter the 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 shows a software interface for selecting criteria. On the left, there is a list of filters, each with a checkmark and a search icon. The filters are:

- 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, there is a search bar and a table with the following data:

AGENCY CODE	AGENCY NAME
7100	FLORIDA DEPARTMENT OF LAW ENFORCEMENT

At the bottom right of the interface, there are 'OK' and 'Cancel' buttons.

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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:

INCUMBENCY TO AVAILABILITY ANALYSIS																				
FLORIDA DEPARTMENT OF LAW ENFORCEMENT																				
DATA AS OF: 05/31/2022																				
MALES										FEMALES										
EEO4 JOB CATEGORY	TOTAL EMP	WHITE	BLACK / AFRICAN AM	HISPANIC / LATINO	ASIAN	NH/OPI	AI/AN	SOR OR 2-RACES	UNKNOWN	TOTAL MALES	WHITE	BLACK / AFRICAN AM	HISPANIC / LATINO	ASIAN	NH/OPI	AI/AN	SOR OR 2-RACES	UNKNOWN	TOTAL FEMALES	TOTAL MINORITY
01 OFFICIALS AND ADMINISTRATORS																				
WORKFORCE #	102	45	5	2	0	0	0	0	0	52	43	3	4	0	0	0	0	0	50	14
WORKFORCE %		44.12%	4.90%	1.96%	0.00%	0.00%	0.00%	0.00%	0.00%	50.98%	42.16%	2.94%	3.92%	0.00%	0.00%	0.00%	0.00%	0.00%	49.02%	13.73%
ALM #	779,219	350,395	28,855	79,775	11,644	129	929	4,741	N/A	476,468	208,685	31,495	51,385	7,015	50	470	3,651	N/A	302,751	220,139
ALM %		44.97%	3.70%	10.24%	1.49%	0.02%	0.12%	0.61%	N/A	61.15%	26.78%	4.04%	6.59%	0.90%	0.01%	0.06%	0.47%	N/A	38.85%	28.25%
EXPECTED AVAILABILITY		45.87	3.77	10.44	1.52	0.02	0.12	0.62	N/A	82.37	27.32	4.12	6.72	0.92	0.01	0.06	0.48	N/A	39.63	28.82
80% OF EXPECTED AVAILABILITY		36.70	3.02	8.36	1.22	0.02	0.10	0.50	N/A	49.90	21.85	3.30	5.38	0.73	0.01	0.05	0.38	N/A	31.70	23.05
UNDERUTILIZED?		N	N	Y	Y	Y	Y	Y	N/A	N	N	Y	Y	Y	Y	Y	Y	N/A	N	Y
GOAL				10.24%	1.49%	0.02%	0.12%	0.61%	N/A				6.59%	0.90%	0.01%	0.06%	0.47%	N/A		28.25%
02 PROFESSIONALS																				
WORKFORCE #	1,063	281	23	27	12	0	0	7	0	350	536	67	65	15	2	2	6	0	713	246
WORKFORCE %		26.43%	2.16%	2.54%	1.13%	0.00%	0.00%	0.66%	0.00%	32.93%	50.42%	6.18%	6.11%	1.41%	0.19%	0.19%	0.56%	0.00%	67.07%	23.14%
ALM #	1,580,101	495,735	54,234	104,824	32,312	437	1,028	8,268	N/A	896,836	585,360	116,880	138,064	30,464	494	1,936	10,067	N/A	883,265	499,008
ALM %		31.37%	3.43%	6.63%	2.04%	0.03%	0.07%	0.52%	N/A	44.10%	37.05%	7.40%	8.74%	1.93%	0.03%	0.12%	0.64%	N/A	55.90%	31.58%
EXPECTED AVAILABILITY		333.46	36.46	70.48	21.69	0.32	0.74	5.53	N/A	468.78	393.84	78.66	92.91	20.52	0.32	1.28	8.80	N/A	594.22	335.70
80% OF EXPECTED AVAILABILITY		266.77	29.17	56.38	17.35	0.26	0.60	4.42	N/A	375.03	315.07	62.93	74.32	16.41	0.26	1.02	5.44	N/A	475.37	268.56
UNDERUTILIZED?		N	Y	Y	Y	Y	Y	N	N/A	Y	N	N	Y	Y	N	N	N	N/A	N	Y
GOAL			3.43%	6.63%	2.04%	0.03%	0.07%		N/A	44.10%			8.74%	1.93%				N/A		31.58%
THIS REPORT MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL UNDER STATE OR FEDERAL LAW. IMPROPER ACCESS OR RELEASE OF SUCH INFORMATION MAY BE A VIOLATION OF THESE LAWS.																				