



JOB ATTRIBUTES

REPORT DESCRIPTION B0165 | WEB INTELLIGENCE



The purpose of this Report Description is to display Job Attributes within the Integrated HR Payroll System.

REPORT DESCRIPTION:

The B0165 Job Attributes report displays detail about selected job(s), including job min/max/ref information, within organizational units. This report lists all jobs with or without any associated positions.

REPORT LOCATION:

OM: Job Attributes folder

REPORT USES:

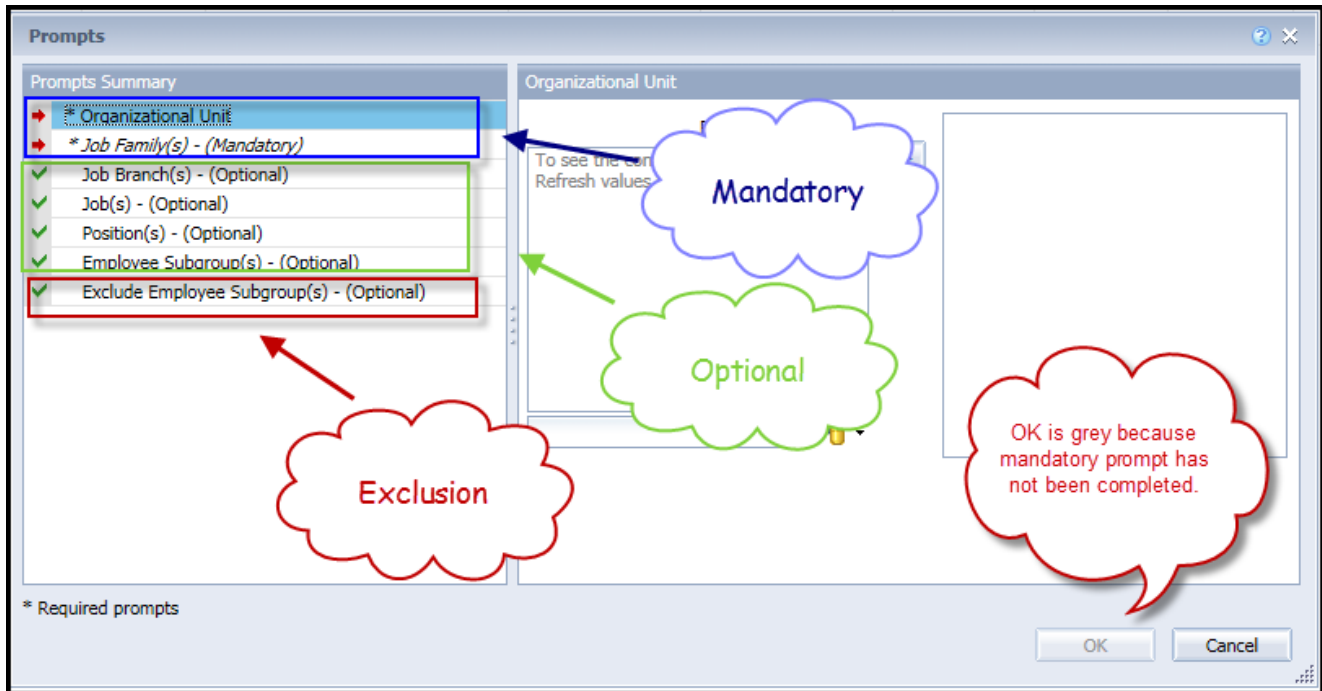
- This report can be generated to view of list of job classifications within an organizational unit.
- The report can be used to compare the job classifications statewide to job classifications within a specific agency. In order to compare, the “B0165-1 Job Attributes without Org Unit” report would also need to be generated for the same job classification(s) to obtain statewide information. The results from these two reports would then need to be evaluated manually.
- This report enables OSHR to effectively review and analyze changes related to the compensation plan. This report can be used by agencies to better forecast budgets and allow for more fiscally responsible ways to plan salaries for positions and/or equity for employees in the job classifications listed.

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How to generate this report

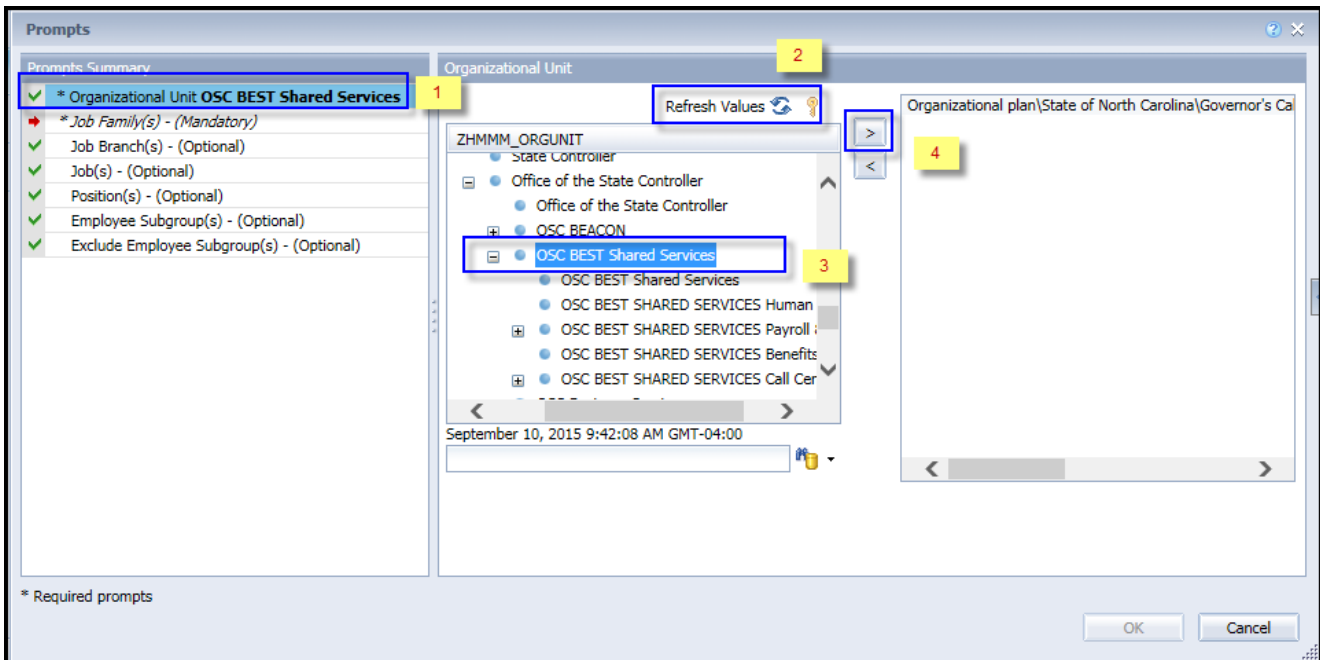
This report has two mandatory prompts, four optional prompts and one exclusion prompt.



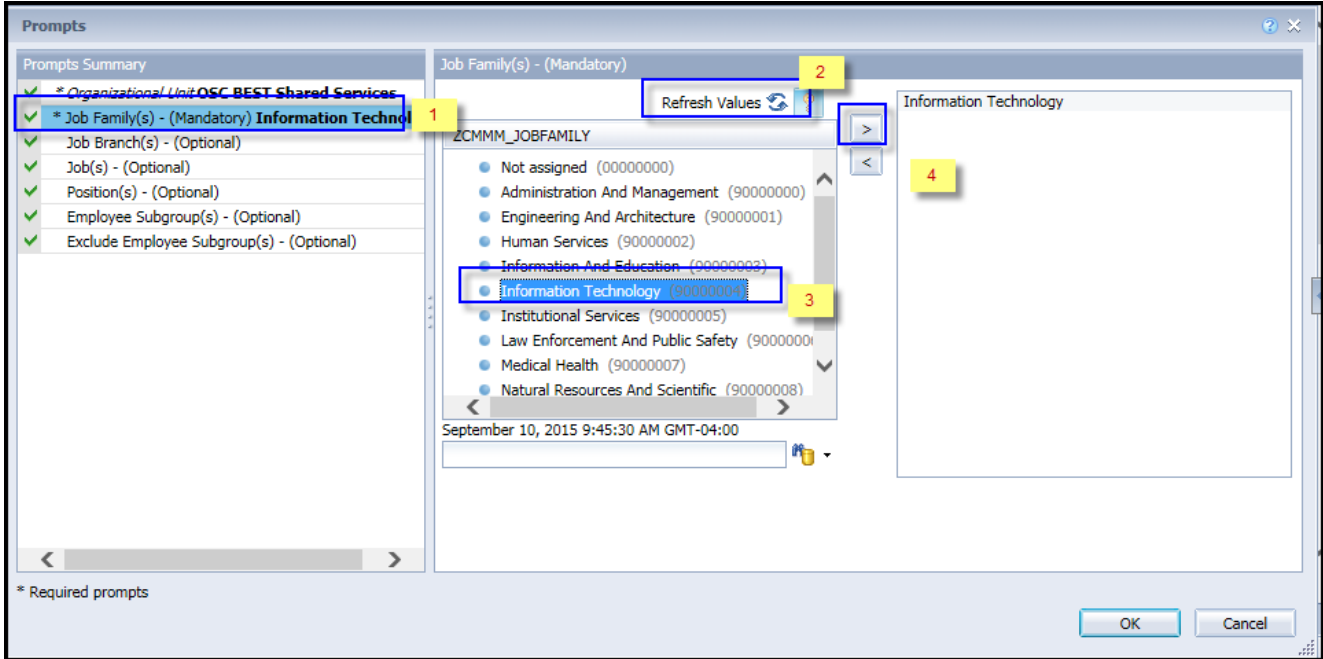
Mandatory Prompts

Mandatory prompts have a red asterisk indicator (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ➔ ***Organizational Unit:** To select data for this prompt:
 - Make sure the “Organizational Unit” prompt is selected (1).
 - Click the “Refresh Values” icon to see the list of Organizational Units (2).
 - Navigate down to select the desired Organizational Unit (3).
 - Click the right arrow to add it to the selection box (4).



- ***Job Family(s) – (Mandatory):** To select data for this prompt:
- Make sure the “Job Family(s) – (Mandatory)” prompt is selected (1).
 - Click the “Refresh Values” icon to see the list of Job Family(s) (2).
 - Navigate down to select the desired Job Family (3).
 - Click the right arrow to add it to the selection box (4).

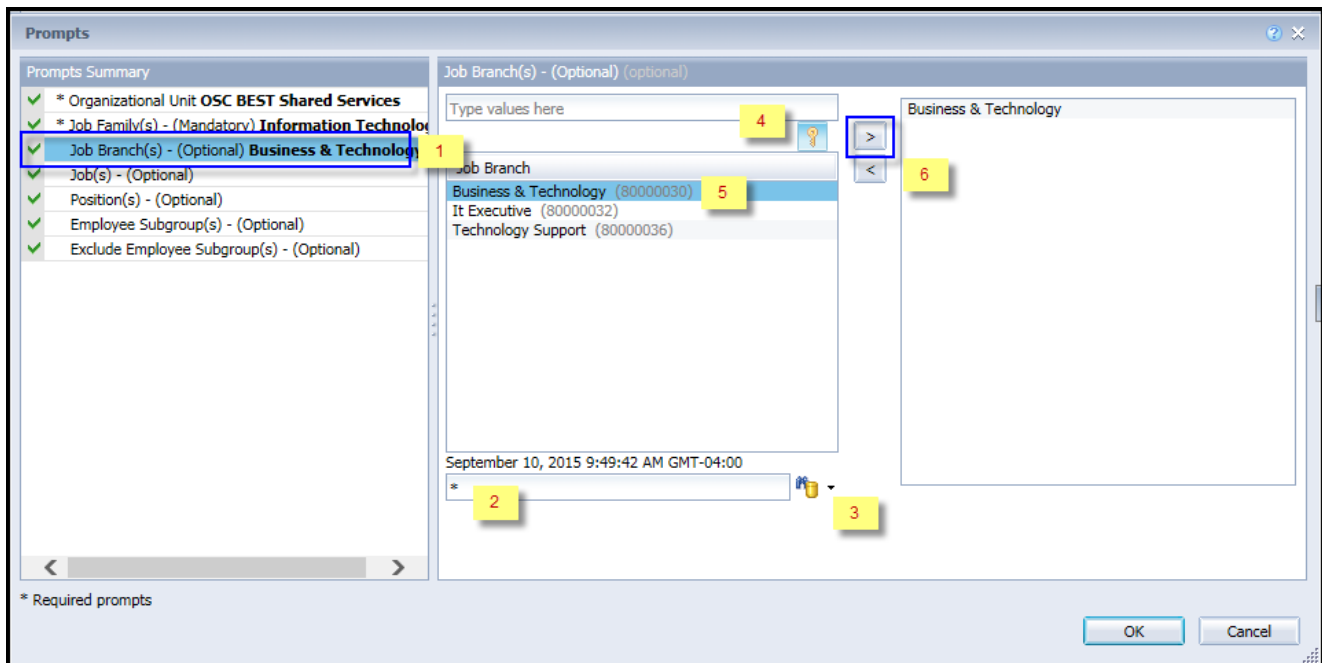


Note: This prompt will display only the Job Families relevant to the Org Unit selected earlier.

Optional Prompts

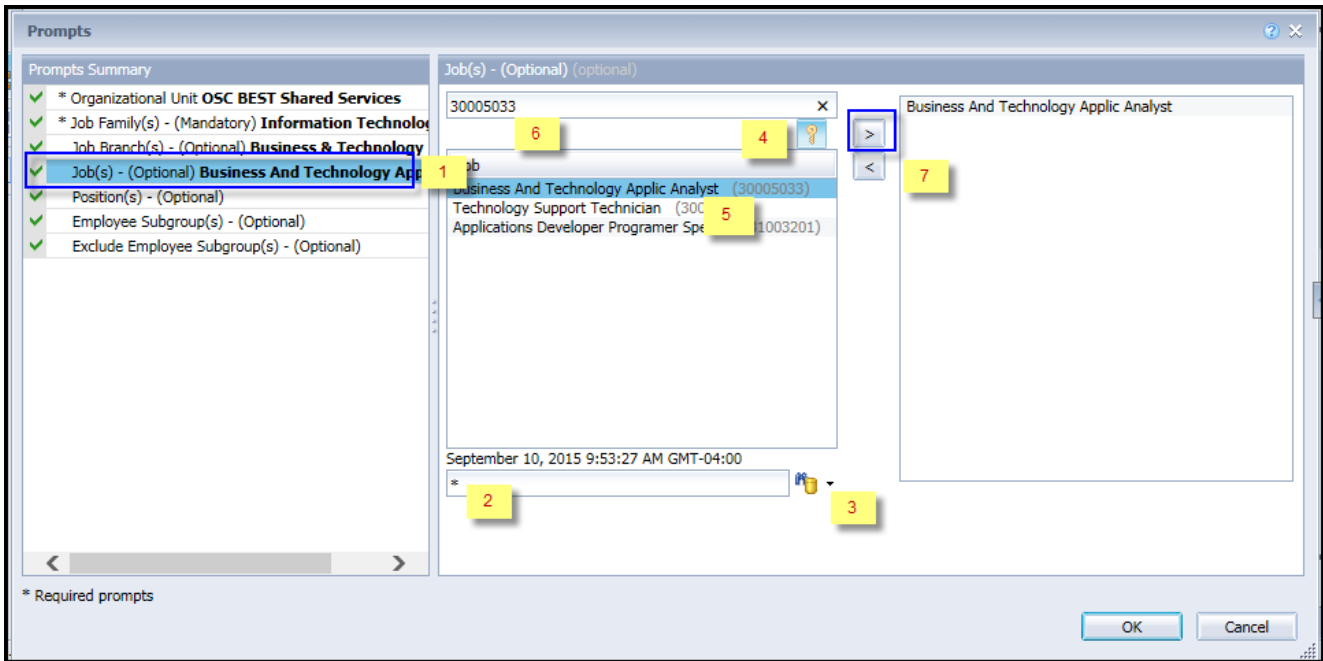
Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

- ✓ **Job Branch(s) - (Optional):** To select data for this prompt:
 - Make sure the “Job Branch(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Job Branches (2).
 - Click the search icon (3).
 - Click the key icon (4) to see the key value for each Job Branches.
 - Select the desired Job Branch (5).
 - Click the right arrow to add the Job Branch to the selection box (6).



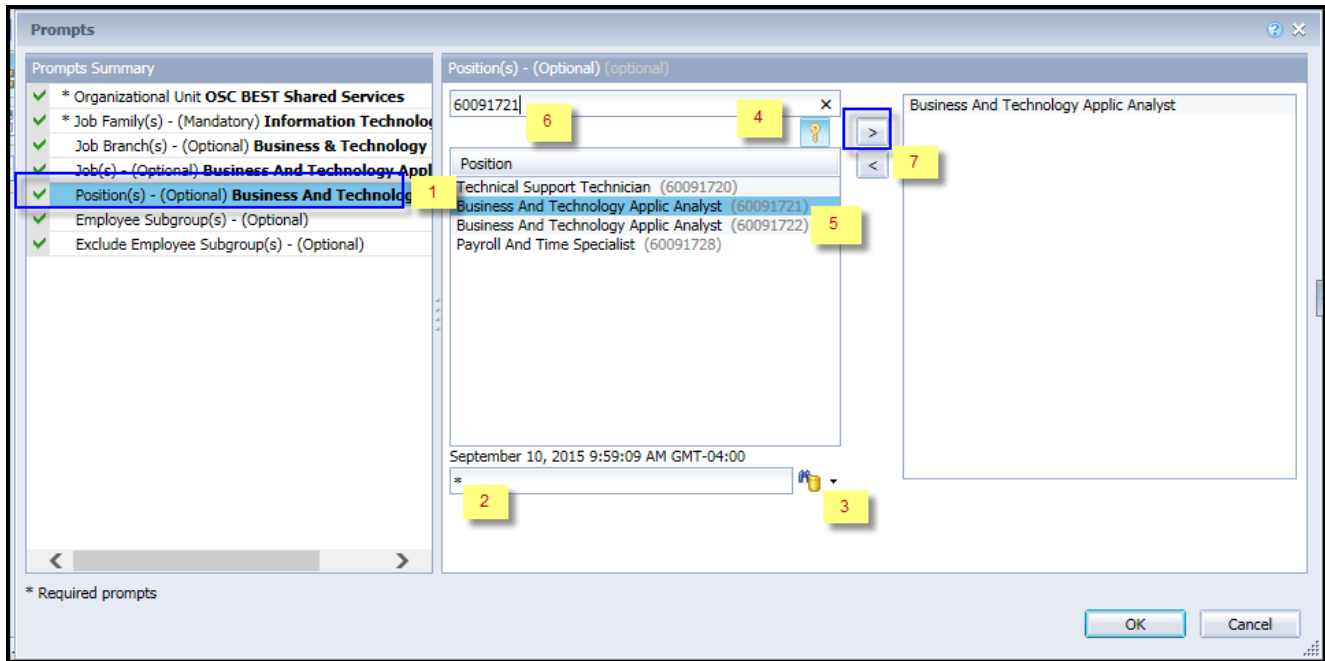
Note: This prompt will list only the Job Branches relevant to the Job Family selected earlier.

- ✓ **Job(s) - (Optional)** To select data for this prompt:
 - Make sure the “Job(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Jobs (2).
 - Click the search icon (3).
 - Click the key icon (4) to see the key value for each Job.
 - Select the desired Job (5).
 - **OR** if the Job number or Job title already are known, skip steps 2 through 5 and enter it directly in (6).
 - Click the right arrow to add the Job to the selection box (7).



Note: This prompt will display the jobs only relevant to the prompts selected earlier.

- ✓ **Position(s) - (Optional):** To select data for this prompt:
 - Make sure the “Position(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for positions (2).
 - Click the search icon (3).
 - Click the key icon (4) to see the key value for each position.
 - Select the desired position (5).
 - **OR** if the position number or position title are known, skip steps 2 through 5 and enter it directly in (6).
 - Click the right arrow to add the position to the selection box (7).



Note: This prompt will display the positions only relevant to the prompts selected earlier.

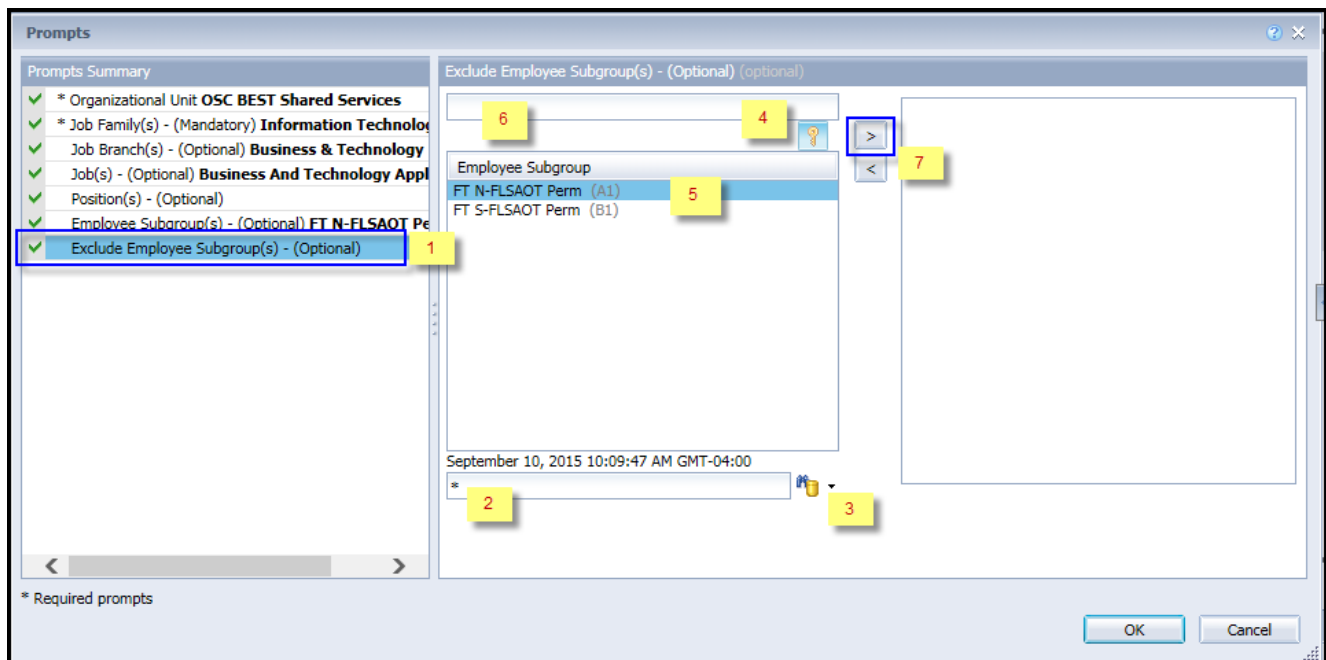
- ✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt:
- Make sure the “Employee Subgroup(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Subgroup (2).
 - Click the search icon (3).
 - Click the key icon (4) to see the key value for each Employee Subgroup.
 - Select the desired Employee Subgroup (5).
 - **OR** if the Employee Subgroup key or Employee Subgroup name are known, skip steps 2 through 5 and enter it directly in (6).
 - Click the right arrow to add the Employee Subgroup to the selection box (7).

The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' list on the left and a main selection area on the right. The 'Prompts Summary' list includes several prompts, with 'Employee Subgroup(s) - (Optional) FT N-FLSAOT Perm' selected and highlighted in blue. A yellow callout '1' points to this prompt. The main selection area is titled 'Employee Subgroup(s) - (Optional) (optional)'. It contains a search box with an asterisk (*) and a search icon (3). A list of 'Employee Subgroup' values is shown, including 'FT N-FLSAOT Perm (A1)' and 'FT S-FLSAOT Perm (B1)'. A yellow callout '2' points to the search box, and a yellow callout '5' points to the selected 'FT N-FLSAOT Perm (A1)' entry. A yellow callout '4' points to a key icon next to the search box, and a yellow callout '6' points to the search box itself. A yellow callout '7' points to the right arrow button next to the list. The dialog box also shows a date and time stamp 'September 10, 2015 10:09:09 AM GMT-04:00' and 'OK' and 'Cancel' buttons at the bottom.

Exclusion Prompts

Exclusion prompts also are indicated with a green check mark (✓). They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be retrieved into the report.

- ✓ **Exclude Employee Subgroup(s) - (Optional):** To select data for this prompt:
 - Make sure the “Exclude Employee Subgroup(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Subgroup (2).
 - Click the search icon (3).
 - Click the key icon (4) to see the key value for each Employee Subgroup.
 - Select the desired Employee Subgroup (5).
 - **OR** if the Employee Subgroup key or Employee Subgroup name are known, skip steps 2 through 5 and enter it directly in (6).
 - Click the right arrow to add the Employee Subgroup to the selection box (7).



Note: Employee Subgroups selected through this prompt will be excluded from the report. There is no default exclusion currently.

Initial Layout

The report is generated with a list of jobs as of the current calendar month/year. This is a sample of the report.

B0165: Job Attributes as of 4/20/18

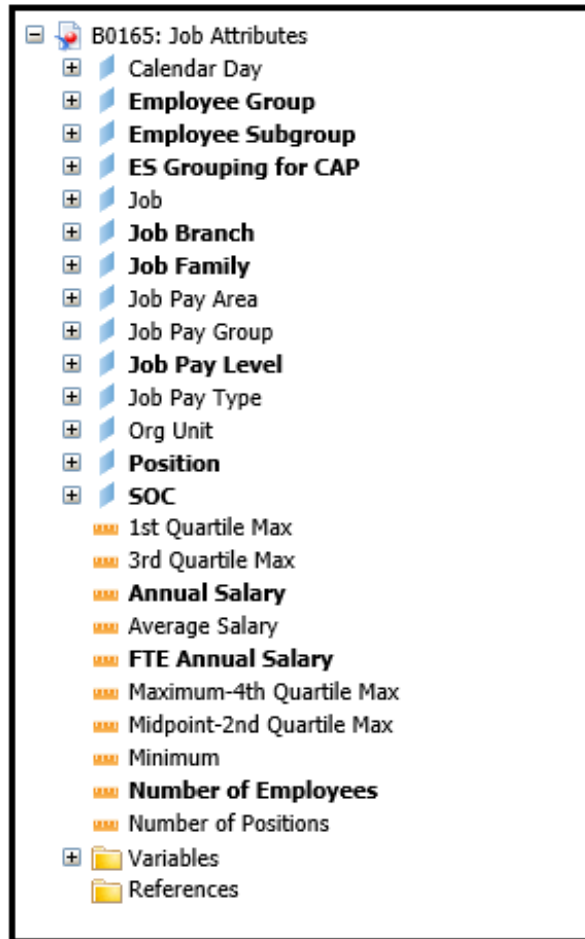
Org Unit	Org Unit Desc	Job	Job Title	Job Pay Type	Job Pay Area	Job Pay Group
29999999	Office of State Controller	30006932	It Manager	Information Tech	Annual Salaries	IT01

Continued...

Execution Date : 4/30/18						
Minimum	1st Quartile Max	Midpoint/ 2nd Quartile Max	3rd Quartile Max	Maximum/ 4th Quartile Max	Average Salary	Number of Positions
38,480	43,756	49,033	54,309	59,586	48,393	53
Total						53

Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:



Special Report Considerations/Features

- The report is generated with a list of jobs as of the current calendar month/year only. The data is refreshed daily and is current as of the close of business from the previous business day.
- Employee Subgroup G1 – Contractors are included in the report and can be excluded from the report either using the Exclude Employee Subgroup(s) - Optional prompt or through the report filter.
- Average Salary is calculated by dividing the FTE Annual Salary by the Number of Employees.
- Position and Job abbreviated titles (Short Text) are available from the Position or Job attributes (expanded list) in Available objects.
- **Field/Home Based** indicator is available from Position attributes (expanded list) in Available Objects.

Example – How Quartiles are Populated

The following example describes how the quartiles on the report are populated from the salary tables.

This is a sample row from the report where a job is defined with job pay group IT05, job pay area 01 (Annual Salaries), and Job Pay Type 08 (Information Tech):

Job	Job Title	Job Pay Type	Job Pay Type - Key	Job Pay Area	Job Pay Area - Key	Job Pay Group
31004027	Applications Systems Analyst I	Information Tech	08	Annual Salaries	01	IT05

Minimum	1st Quartile Max	Midpoint/ 2nd Quartile Max	3rd Quartile Max	Maximum/ 4th Quartile Max
56,339	63,947	71,558	79,166	86,776

This is a selection from the salary table, with values for the Pay Levels for Pay Group IT05, Pay Area 01 and Pay Type 08:

Pay Level	Minimum Salary	Maximum Salary	Job reference salary
01	56,339	63,947	71,558
02	63,948	71,557	71,558
03	71,558	79,166	71,558
04	79,167	86,776	71,558
IT	56,339	86,776	71,558

- The Minimum on the report is reflective of the Job Minimum Salary and is populated from the salary table’s Pay Level IT Minimum Salary (56,339).
- The 1st Quartile Max on the report is populated from the salary table’s Pay Level 01 Maximum Salary (63,947).
- The Midpoint/2nd Quartile Max on the report is populated from the salary table’s Pay Level IT Job Reference Salary (71,558).
- The 3rd Quartile Max on the report is populated from the salary table’s Pay Level 03 Maximum Salary (79,166).
- The Maximum/4th Quartile Max is reflective of the Job Maximum Salary and is populated from the salary table’s Pay Level IT Maximum Salary (86,776).

Pay Plans Defined

This is a list of pay plans defined for the State of NC. A brief description is included, along with whether quartiles apply to the pay plan. If quartiles do not apply, then the values for Quartile 1 Max and Quartile 3 Max will be equal to zeroes on the report.

Pay Scale Type	Pay Scale Area	Description	Grade Range	Quartiles?
01	01	Graded Annual	GR50 thru GR96	No
01	11	Graded Hourly	GR50 thru GR96	No
01	04	Medical Annual	MG00 thru MG18	No
01	16	Medical Hourly	MG00 thru MG18	No
01	50	Ports Annual	Port12 thru Port42	No
01	51	Ports Hourly	Port12 thru Port42	No
01	60	Investment Div Annual (Department of State Treasurer)	ID GR10 thru ID GR25	No
01	09	Judicial Graded Annual	JB10 thru JB30	No
01	18	Judicial Graded Hourly	JB10 thru JB30	No
02	06	Career Banded Annual	CB	No
02	07	Skill-Based Pay (Department of Transportation)	SB	No
02	20	Career Banded Hourly	CB	No
02	05	Pilot Banding Annual (SBP)	PB	No
02	19	Pilot Banding Hourly (SBP)	PB	No
03	14	Flat Rate Annual	FR	No
03	09	Flat Rate Judicial Annual	JF, JM	No
03	18	Flat Rate Judicial Hourly	JF, JM	No
03	13	Flat Rate Univ. Faculty Annual	UF	No
03	25	Flat Rate Univ. Faculty Hourly	UF	No
03	45	Flat Rate GA Annual	GA	No
04	01	T-Grade Annual	TG50 thru TG96	No
04	11	T-Grade Hourly	TG50 thru TG96	No
05	15	X-Grade Annual	XG69 thru XG81	No
05	23	X-Grade Hourly	XG69 thru XG81	No
06	01	Executive Annual	EX01 thru EX06	Yes
06	11	Executive Hourly	EX01 thru EX06	Yes
07	01	General Annual	GN01 thru GN25	Yes
07	11	General Hourly	GN01 thru GN25	Yes
08	01	Information Tech. Annual	IT01 thru IT14	Yes
08	11	Information Tech. Hourly	IT01 thru IT14	Yes
09	01	Attorney Annual	AT01 thru AT12	Yes
09	11	Attorney Hourly	AT01 thru AT12	Yes
10	01	Education Annual	ED20 thru ED27	Yes
10	11	Education Hourly	ED20 thru ED27	Yes
11	01	Medical Annual	MG00 thru MG18	Yes

11	11	Medical Hourly	MG00 thru MG18	Yes
12	01	State Hwy Patrol Annual	HP00 thru HP11	Yes
12	11	State Hwy Patrol Hourly	HP00 thru HP11	Yes
13	01	Supplemental Retirement Plan Board (Department of State Treasurer)	SR10 thru SR25	No
14	11	Temporary Solutions (hourly only)	TS01 thru TS37	No
15	01	Investment Division	ID10 - ID25	No

CHANGE RECORD

- 9/10/15 – Initial version
- 5/3/18 - Modified report to include 1st and 3rd Quartile Max
 - Renamed “Job Min Pay Level” column to “Minimum”
 - Renamed “Job Ref Sal” to column to “Midpoint/2nd Quartile Max”
 - Renamed “Job Max Pay Level” column to “Maximum/4th Quartile Max”
 - Added Standard Occupational Code (SOC) to available objects
 - Moved “Number of Positions” to the last column on the report
- 8/10/2021 – Updated format. Assigned reference number. – C. Ennis
- 8/11/2021 - Added Alt Text. -L.Lee
- 8/12/2021 – Added Position and Job abbreviated titles (Short Text) to Position and Job Attributes (expanded list) in Available Objects -T.Cooper
- 9/2/2021 - Added **Field/Home Based** indicator to Position attributes (expanded list) in Available Objects. -T.Cooper