The purpose of this Report Description is to explain how to generate the Agency EEO Plan – Federal (Fixed Format) in BOBJ in the Integrated HR-Payroll System.

REPORT DESCRIPTION:

This report compares an agency's work force to the NC population and the NC occupation specific labor force by EEO Federal Category and by All Occupations. It contains three reporting views. (The NC population and labor force are defined through the most recent US census data.)

The reporting tab 'Employee Distribution -Info Only' compares an agency's work force to the NC population and the NC occupation specific labor force by EEO Federal Category.

The reporting tab 'Agency Total (All Occupations)' compares an agency's overall work force data to the NC population and the NC all occupations labor force.

The reporting tab 'Job Opening Estimates Form' compares an agency's work force to the NC occupation specific labor force by EEO Federal Category. This tab is intended for Agencies to use for their annual EEO goal planning. It includes a section for agencies to manually enter their Employment Objectives (once exported to Excel).

## REPORT LOCATION:

PA: EEO

REPORT USES:

- This report is used to analyze the composition of an agency's work force and shows the comparison to the NC Census data. It can be useful in determining the distribution of employees in an agency's work force and is helpful in EEO planning to help create a more diverse work force.

- Employment objectives are to be entered on the JOB OPENING ESTIMATES form. Once the position openings for the next year have been estimated for each occupational category for which underutilization has been identified (having five or more workers), employment objectives are established for each underutilized group, by either number, percentage, or both. These objectives should be meaningful and obtainable. The employment objective setting process must be flexible and account for various factors that may affect the agency's ability to recruit qualified underutilized employees in target classifications. It also must be based on reasonable expectations of success, as outlined in the action steps.

  - 🗁 *NOTE: Please refer to OSHR guidelines for more detailed information on how this form should be used to generate an agency's EEO Plan.*

How to generate this report
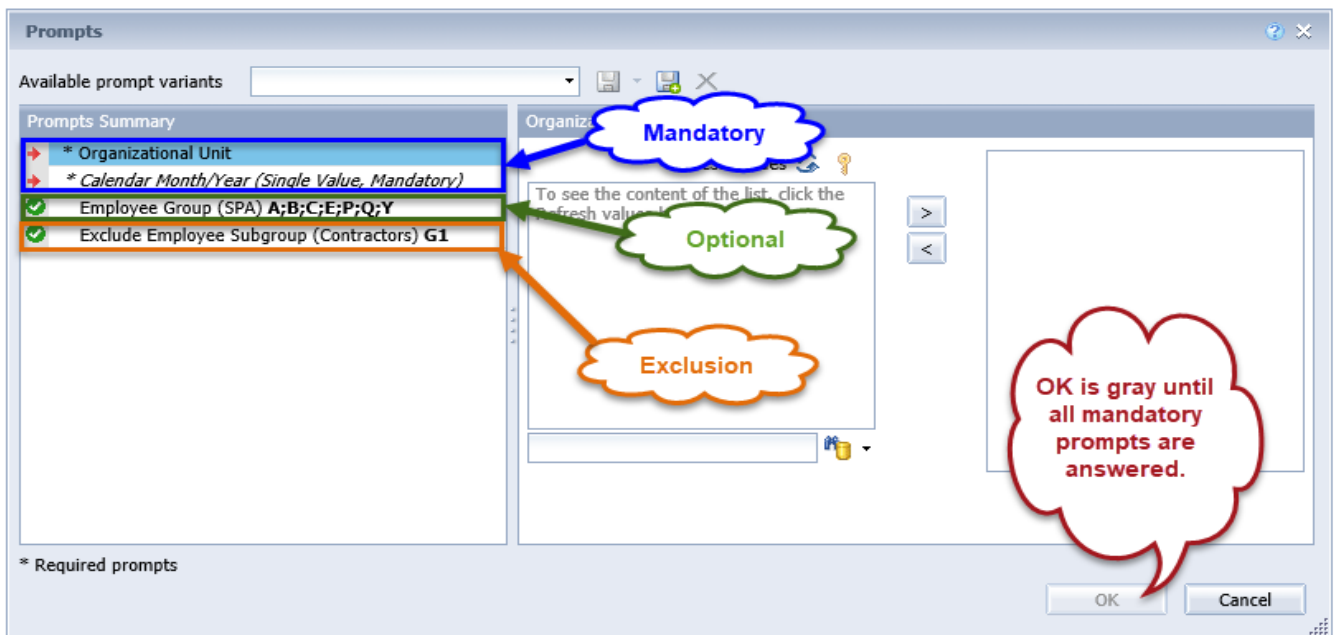
Mandatory Prompts

Mandatory prompts have a red arrow indicator (➜) followed by an asterisk (*) 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" 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 ">" icon to add it to the selection box (4)
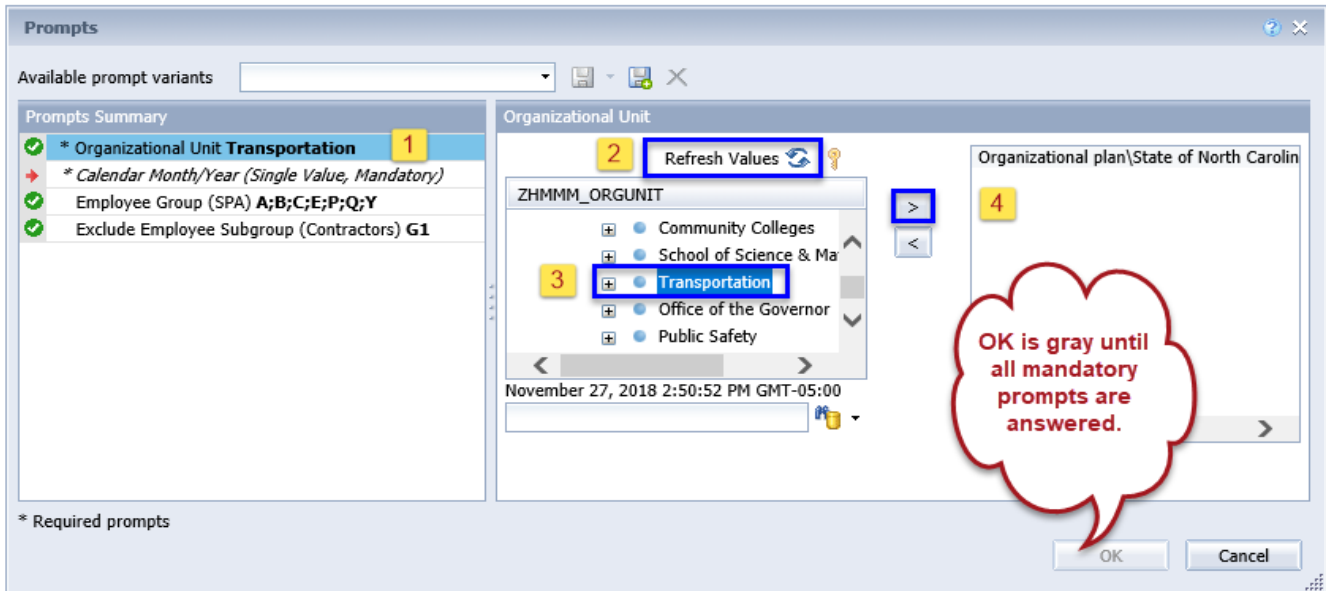
➔ ***Calendar Month/Year (Single Value, Mandatory):** To select data for this prompt:

NOTE: Current month data is **not** available in this report, the most current data available is always the **Previous** month. For example, if today is 7/13/2018, the most current selection for Calendar Month/Year would be 6/2018.

- Make sure the "Calendar Month/Year (Single Value, Mandatory)" prompt is selected (1)
- Click the "Refresh Values" icon (2)
- OR get a list of months for a specific year by using the wildcard *YYYY format in the search box (3) and then click the search icon (4)
- Select the desired month from the list (5)
- If the month desired is known, skip steps 2 through 5 and enter the value directly (using MM/YYYY format) in (6)
- Click the right arrow ">" icon (7) to add it to the selection box.
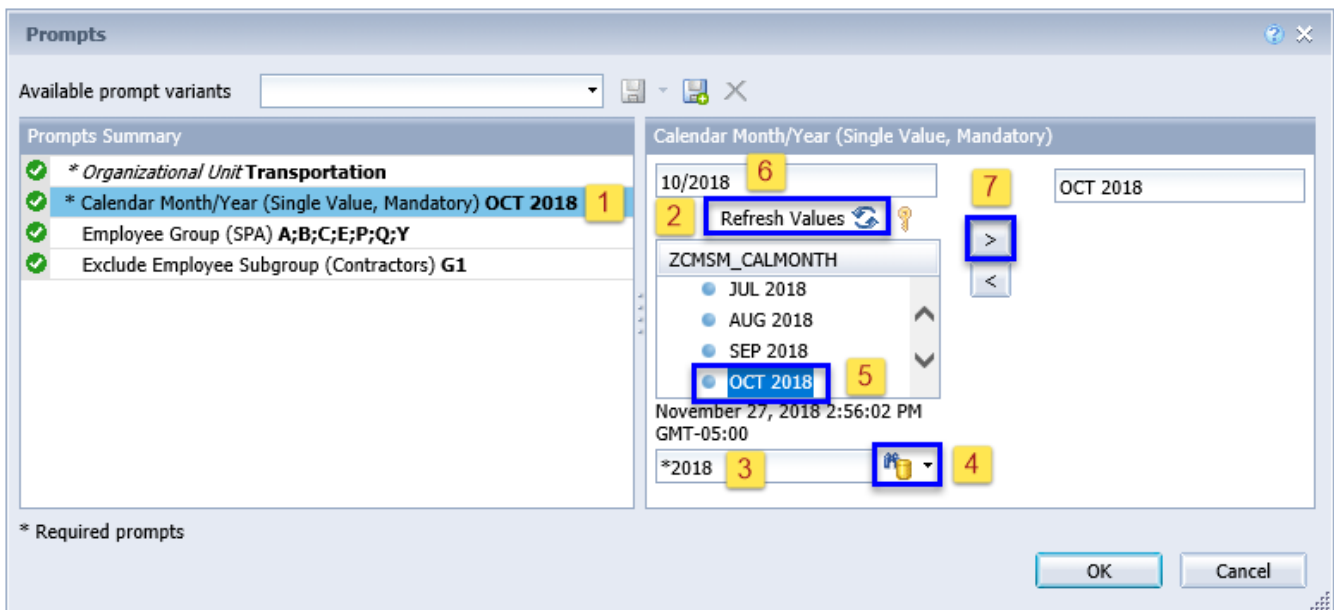
Optional Prompts

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

✓ **Employee Group (SPA):**
By default, the report is filtered to include all SPA Employee Groups below:

Employee Group	Description
A	SPA Employees
B	SPA Law Enforcement
C	SPA Non Teacher 10M
E	SPA Non Teacher 11M
P	SPA Bi-Weekly
Q	SPA LEO Bi-Weekly
Y	SPA Bi-Weekly Grant

To remove the default values for Employee Group:

- Make sure the "Employee Group (SPA)" prompt is selected (1)
- Select the default Employee Groups listed at the right-hand side of the window (2)
- Click the left arrow "<" icon to remove the default Employee Groups (3)
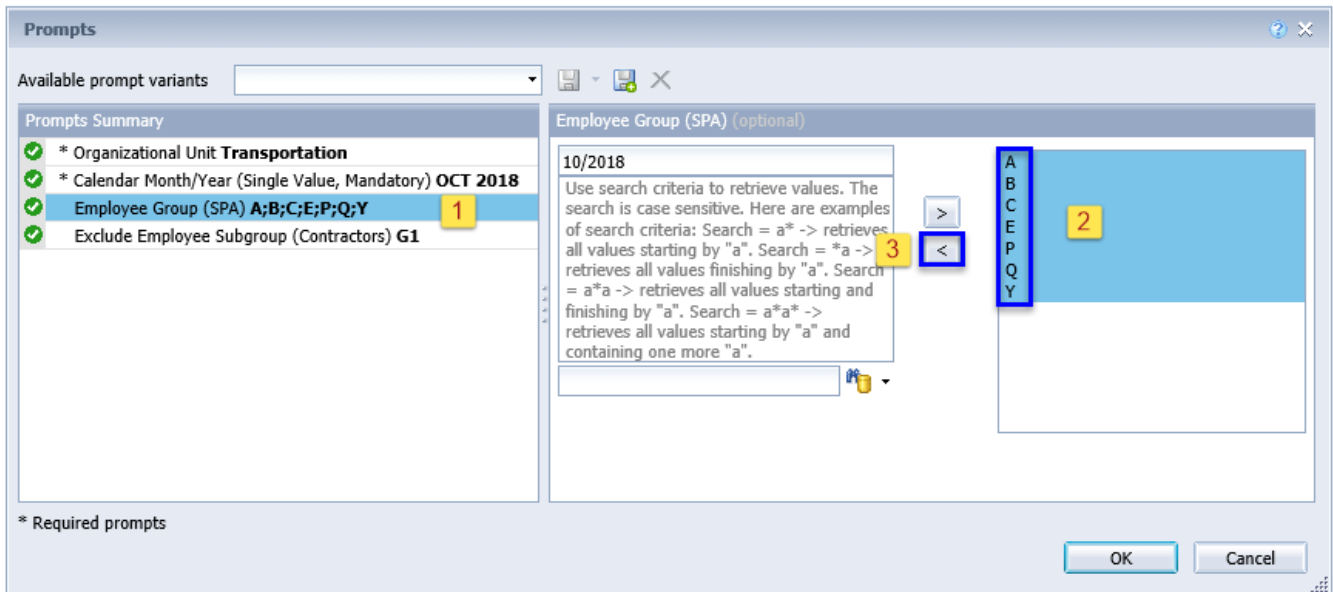
✓ **Employee Group (SPA):** Continued…
   To run the report for a specific Employee Group(s):

- Make sure the "Employee Group (SPA)" prompt is selected (1)
- Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Group (2)
- Click the search icon (3)
- Click on the key icon (4) to see the key value for each Employee Group
- Select the desired Employee Group(s) (5)
- **OR** if the Employee Group key or Employee Group name are known, skip steps 2 through 5 and enter it directly in (6)
- Click on the right arrow ">" icon to add the Employee Group to the selection box (7)
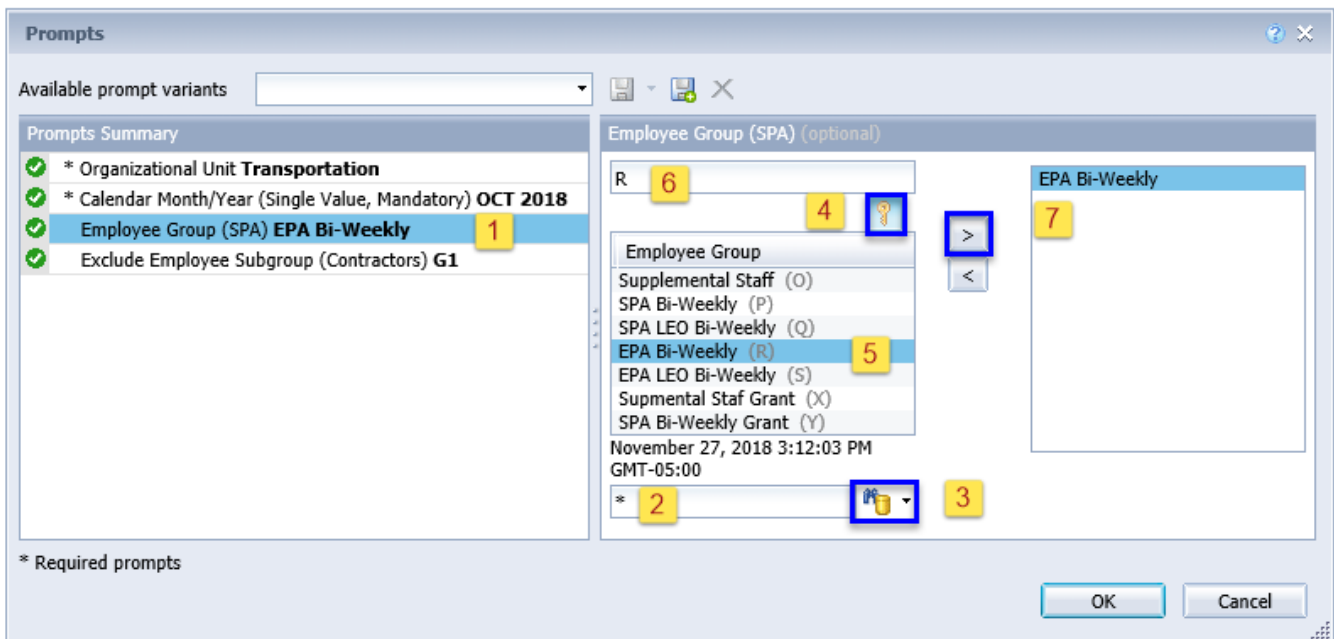
Exclusion Prompts

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

✓ **Exclude Employee Subgroup (Contractors) G1** - To remove this exclusion:
- Make sure the "Exclude Employee Subgroup (Contractors)" prompt is selected (1)
- Click on the G1 value selected in the right-hand selection box (2)
- Click the left arrow icon to remove the G1 Employee Subgroup (3)
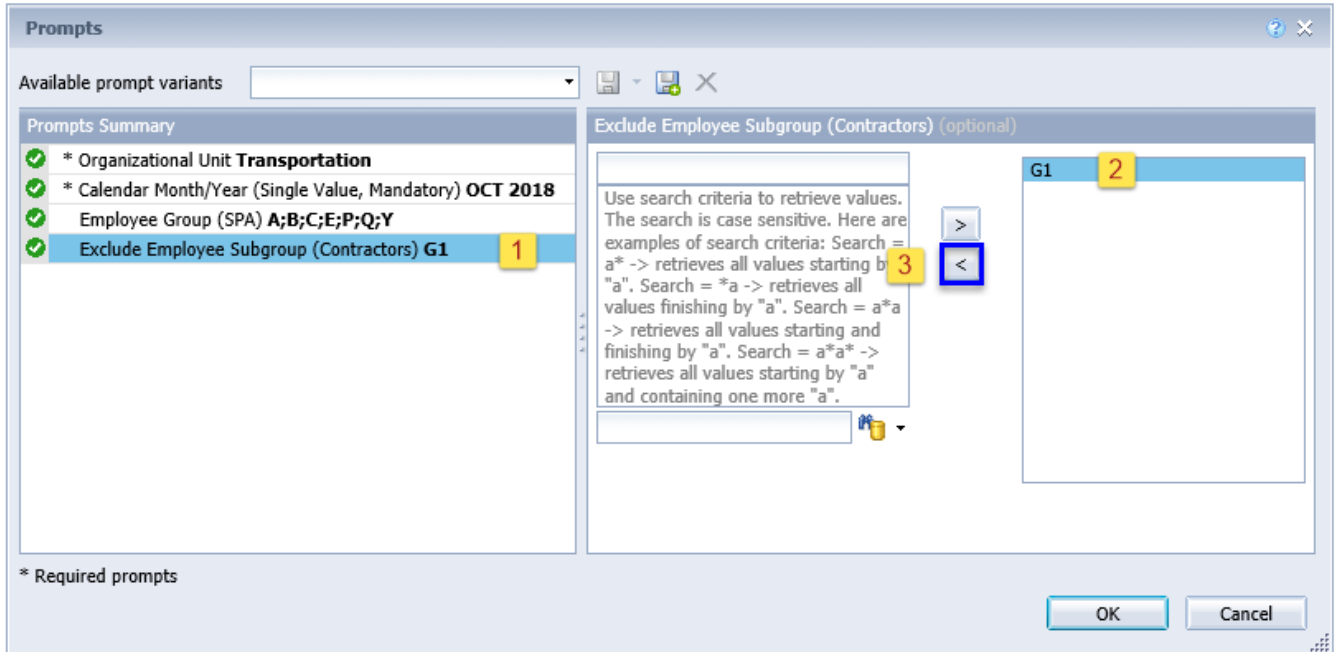
Initial Layout

This report contains four report tabs.

📄 Employee Distribution -InfoOnly	📄 Agency Total (All Occupations)	📄 Job Opening Estimates Form	📄 Report Info

Employee Distribution -InfoOnly

B0178: Labor Force Standard - Employee Distribution by Federal Category as of 04/2022 Based on 2010 Census

Execution Date : 5/11/22

Transportation

EEO Federal Category: Officials and Administrators

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																	
# Employed	32	17	5	14	1	0	0	0	0	0	5	74	31	20	0	1	0
% Employed	43.2	23.0	6.8	18.9	1.4	0.0	0.0	0.0	0.0	0.0	6.8	100.0	41.9	27.0	0.0	1.4	0.0
Labor Force Standard																	
# Expected	39	23	4	5	2	1	1	1	1	1			31	16	9		
% Expected	52.5	30.0	5.4	6.3	2.0	1.1	1.3	0.8	0.4	0.3			38.5	17.6	11.6		
# Difference	-7	-6	1	9	-1	-1	-1	-1	-1	-1			0	4	-9		
% Difference	-9.3	-7.0	1.4	12.6	-0.6	-1.1	-1.3	-0.8	-0.4	-0.3			3.4	9.4	-11.6		
N.C. Population (Information Purposes Only)																	
Percentage	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6		

Agency Total (All Occupations)

B0178: Labor Force Standard - Agency Total (All Occupations) as of 04/2022 Based on 2010 Census

Execution Date : 5/11/22

Transportation

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																	
# Employed	8,225	2,024	1,558	734	86	42	139	47	278	36	208	13,377	2,883	2,924	250	192	0
% Employed	61.5	15.1	11.6	5.5	0.6	0.3	1.0	0.4	2.1	0.3	1.6	100.0	21.6	21.9	1.9	1.4	0.0
Labor Force Standard																	
# Expected	4,856	4,375	1,245	1,499	643	348	148	134	67	67			6,423	4,151	1,552		
% Expected	36.3	32.7	9.3	11.2	4.8	2.6	1.1	1.0	0.5	0.5			48.0	31.0	11.6		
# Difference	3,369	-2,351	313	-765	-557	-306	-9	-87	211	-31			-3,540	-1,227	-1,302		
% Difference	25.2	-17.6	2.3	-5.7	-4.2	-2.3	-0.1	-0.6	1.6	-0.2			-26.4	-9.1	-9.7		
N.C. Population (Information Purposes Only)																	
Percentage	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6		

Job Opening Estimates Form

B0178: Job Opening Estimates Form Labor Force Standard by Federal Category as of 04/2022 Based on 2010 Census

Execution Date : 5/11/22

Transportation

EEO Federal Category: Officials and Administrators

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																	
# Employed	32	17	5	14	1	0	0	0	0	0	5	74	31	20	0	1	0
% Employed	43.2	23.0	6.8	18.9	1.4	0.0	0.0	0.0	0.0	0.0	6.8	100.0	41.9	27.0	0.0	1.4	0.0
Labor Force Standard																	
# Difference	-7	-6	1	9	-1	-1	-1	-1	-1	-1			0	4	-9		
% Difference	-9.3	-7.0	1.4	12.6	-0.6	-1.1	-1.3	-0.8	-0.4	-0.3			3.4	9.4	-11.6		
Employment Objectives: Using EEO Federal Category																	
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																	
Planned # Increase																	
Planned % Increase																	
Target Classfication(s)																	
Action Steps																	

Report Info

This tab contains information about the values selected for each of the prompts. It also contains definitions about the different sections represented in the report content.

Report Info

Execution Date : 5/11/22

Prompt Input

Organizational Unit	Transportation
Calendar Month/Year	04/2022
Employee Group(s)	A;B;C;E;P;Q;Y
Exclude Employee Subgroup	G1

Report Content

Agency Data	Represents staff employed in agency within federal occupational category per ethnicity and gender.
Labor Force Standard	• % Expected represents percentage from NC Census data of all individuals employed or seeking employment within federal occupational category per ethnicity and gender. • # Expected is calculated by multiplying the % Expected with the Agency Total # Employed within federal occupational category per ethnicity and gender. • % Difference is calculated by subtracting the % Expected from the Agency % Employed. • # Difference is calculated by subtracting the # Expected from the Agency # Employed.
N.C. Population	Represents percentage from NC Census data of all individuals (ages 18-64 regardless of occupational category) per ethnicity and gender. These percentages remain constant regardless of federal occupational category.
NOTE: Calculation of # Expected values corresponding to Census percentages	When calculating the # Expected values, the result is ALWAYS forced to round up to the next whole number regardless of the decimal value. Since this value represents a person, it is not logical to have a part of a person so any decimal portion of a person will always round up to the next whole person. • Example: A value of 2.15 will always round up to 3. • Example: A value of 2.55 will always round up to 3.
Job Opening Estimates Form	Employment objectives are to be entered on the JOB OPENING ESTIMATES form. Once the position openings for the next year have been estimated for each occupational category for which underutilization has been identified (having five or more workers), employment objectives are established for each underutilized group, by either number, percentage, or both. These objectives should be meaningful and obtainable. The employment objective setting process must be flexible and account for various factors that may affect the agency's ability to recruit qualified underutilized employees in target classifications. It also must be based on reasonable expectations of success, as outlined in the action steps.
Asian+	For Agency staff, the Asian+ ethnicity group also includes the 'Native Hawaiian or Pacific Islander' designation since the current Census data does not contain the 'Native Hawaiian or Pacific Islander' demographic.
White+	For Agency staff, the White+ ethnicity group also includes the 'Two or More' designation since the current Census data does not contain the 'Two or More' demographic.

Available Objects

This is a list of the available objects that are used in the report design:

- B0178: Agency EEO Plan - Federal (Fixed Format)
  - ⊞ EEO Category
  - ⊞ EEO Row Label
  - ⊞ EEO Row Type
  - ⊞ Personnel Area
  - U.S. Census Year
  - AIAN Female
  - AIAN Fem Census Pct
  - AIAN Mal Census Pct
  - AIAN Male
  - Asian Female
  - Asian Fem Census Pct
  - Asian Mal Census Pct
  - Asian Male
  - Black Female
  - Black Fem Census Pct
  - Black Mal Census Pct
  - Black Male
  - Disabled
  - Disabled Census Pct
  - Emp Count
  - Ethnicity Unknown
  - Female
  - Hisp Female
  - Hisp Fem Census Pct
  - Hisp Mal Census Pct
  - Hisp Male
  - Minority
  - National Guard
  - NHPI Female
  - NHPI Male
  - Two+ Female
  - Two+ Male
  - Veteran
  - White Female
  - White Fem Census Pct
  - White Mal Census Pct
  - White Male
  - Variables
    - EEO Federal Category
    - EEO Row Type Custom Text
    - Prompt Response Calendar Month/Year
    - Prompt Response EEO Job Category View
    - Prompt Response Employee Group
    - Prompt Response Exclude Employee Subgroup
    - Prompt Response Organizational Unit
    - Report Controls Selected

- AIAN Fem
- AIAN Female Diff Nbr
- AIAN Female Diff Pct
- AIAN Female Exp
- AIAN Female Pct
- AIAN Fem All Occ
- AIAN Mal
- AIAN Mal All Occ
- AIAN Male Diff Nbr
- AIAN Male Diff Pct
- AIAN Male Exp
- AIAN Male Pct
- Asian+ Fem
- Asian+ Female
- Asian+ Female Diff Nbr
- Asian+ Female Diff Pct
- Asian+ Female Pct
- Asian+ Fem All Occ
- Asian+ Mal
- Asian+ Mal All Occ
- Asian+ Male
- Asian+ Male Diff Nbr
- Asian+ Male Diff Pct
- Asian+ Male Pct
- Asian Female Exp
- Asian Male Exp
- Black Fem
- Black Female Diff Nbr
- Black Female Diff Pct
- Black Female Exp
- Black Female Pct
- Black Fem All Occ
- Black Mal
- Black Mal All Occ
- Black Male Diff Nbr
- Black Male Diff Pct
- Black Male Exp
- Black Male Pct
- Disab
- Disab All Occ
- Disabled Diff Nbr
- Disabled Diff Pct
- Disabled Exp
- Disabled Pct
- EmpCount
- EmpCount All Occ
- Ethn Unk
- Ethn Unk All Occ
- Ethn Unk Pct

- Fem
- Female Diff Nbr
- Female Diff Pct
- Female Exp
- Female Pct
- Fem All Occ
- Fem Census Pct
- Hisp Fem
- Hisp Female Diff Nbr
- Hisp Female Diff Pct
- Hisp Female Exp
- Hisp Female Pct
- Hisp Fem All Occ
- Hisp Mal
- Hisp Mal All Occ
- Hisp Male Diff Nbr
- Hisp Male Diff Pct
- Hisp Male Exp
- Hisp Male Pct
- Minority Census Pct
- Minority Diff Nbr
- Minority Diff Pct
- Minority Exp
- Minority Pct
- Minority Tot
- Minority Tot All Occ
- Nat Guard
- National Guard All Occ
- National Guard Pct
- NHPI Female Pct
- NHPI Male Pct
- Two+ Female Pct
- Two+ Male Pct
- Vet
- Veteran All Occ
- Veteran Pct
- White+ Fem
- White+ Female
- White+ Female Diff Nbr
- White+ Female Diff Pct
- White+ Female Pct
- White+ Fem All Occ
- White+ Mal
- White+ Mal All Occ
- White+ Male
- White+ Male Diff Nbr
- White+ Male Diff Pct
- White+ Male Pct
- White Female Exp
- White Male Exp

Special Report Considerations/Features

- This report is meant to be a fixed format report and **should not** be navigated in any way. It is designed with specific margin and page break settings to accommodate (landscape/legal) print format when exporting to PDF.

- When exporting to Excel, the margin setting on all tabs should be set to 'Narrow'. Adjusting these margins in Excel will allow for a friendlier print product.

- The Report Info tab contains detailed information about report content such as definitions of each data section and how calculations are defined.

- This report does not support current month data. Data are loaded as monthly snapshots once a month closes out. For this reason, we will always be one month behind. Year to date data is supported (minus current month) along with the previous 5 years.

- Only active employees that are part of the SPA employee groups (shown below) are included on this report.

Employee Group	Description
A	SPA Employees
B	SPA Law Enforcement
C	SPA Non Teacher 10M
E	SPA Non Teacher 11M
P	SPA Bi-Weekly
Q	SPA LEO Bi-Weekly
Y	SPA Bi-Weekly Grant

Refer to Employee Group (SPA) in Optional Prompts to change the Employee Group selections.

- By default, Employee Subgroup 'Contractors' are excluded in the report, and this can be changed. Refer to Exclude Employee Subgroup (Contractors) in Exclusion Prompts to remove the default value.

- When calculating the # Expected values, the CEILING function is used so that the result is ALWAYS forced to round up to the next whole number regardless of the decimal value. Since this value represents a person, it is not logical to have part of a person so any decimal portion of a person will always round up to the next whole person.

  o Example: A value of 2.15 will always round up to 3.
  o Example: A value of 2.55 will always round up to 3.

CHANGE RECORD

- 12/29/16 – Initial report creation to convert from BI to BOBJ.
- 11/29/18 – Redesigned with new layout and format for better clarity of data presentation. **Job Opening Estimates Form** added to allow agencies to enter the EEO goals after exporting to Excel.
- 7/6/22 – Updated format and assigned reference number – C.Ennis
- 7/7/22 – Added Alt-Text – L.Lee
- 7/7/22 – Added count for employees with National Guard status.