B0165 Job Attributes

Purpose

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.

How to Generate This Report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found on the Web Intelligence Prompt List on the OSC website.

The Mandatory prompts for this report are:

- Organizational Unit
- Job Family(s) - (Mandatory)

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

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as optional in parentheses beside the prompt.

The Optional prompts are:

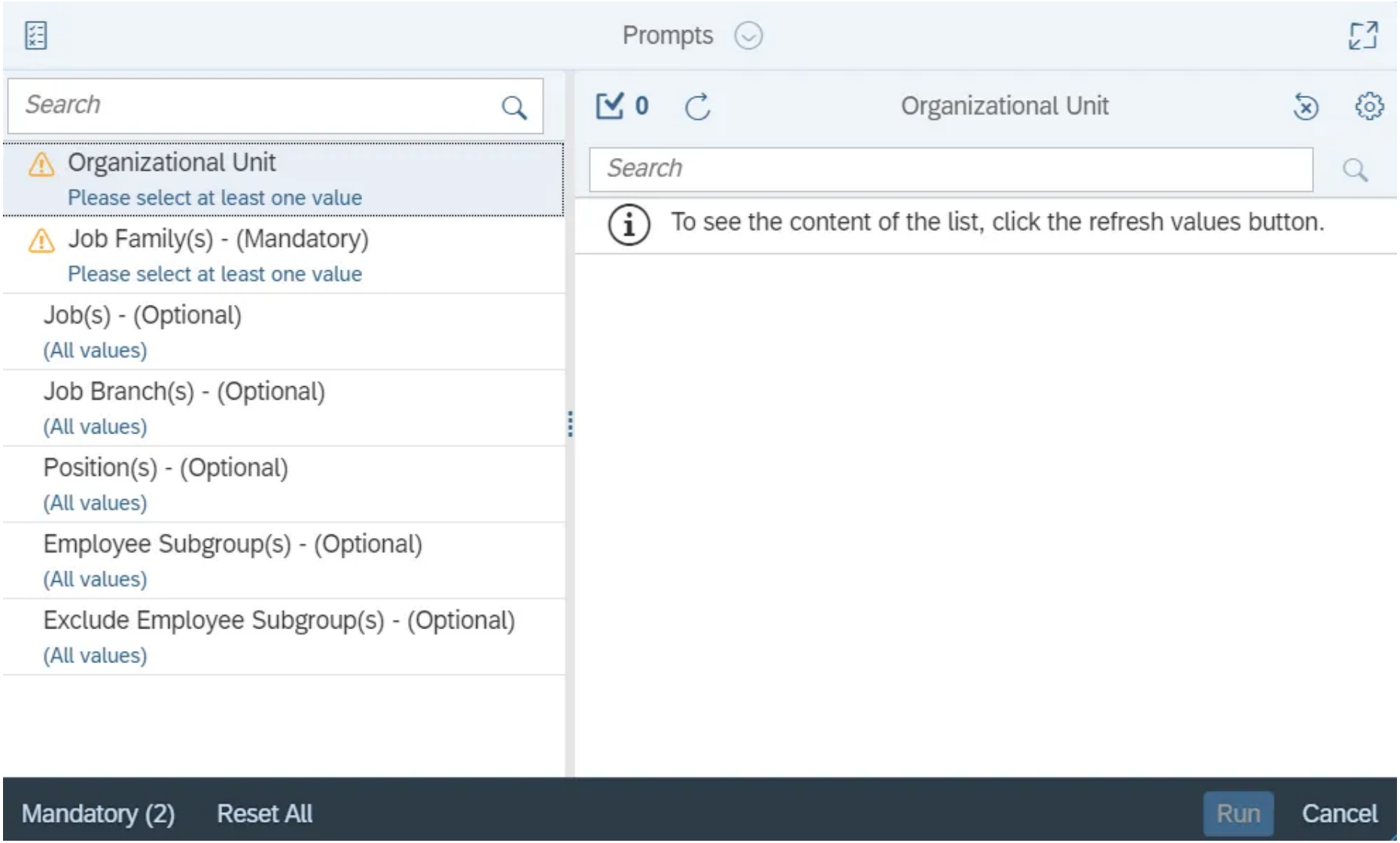
- Job(s) - (Optional)
- Job Branch(s) - (Optional)
- Position(s) - (Optional)
- Employee Subgroup(s) - (Optional)

Exclusion prompts exclude specified data by default while allowing customers the flexibility of changing them when necessary. Exclusion prompts are identified by the term Exclude followed by the prompt.

The Exclusion prompts are:

- Exclude Employee Subgroup(s) - (Optional)

Image



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.

Image



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...

Image



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, from the Document Dictionary once in the Design mode:

Dimensions

- Calendar Day

- Employee Group
- Employe Subgroup
- ES Grouping for CAP
- Job
- Job Branch
- Job Family
- Job Pay Area
- Job Pay Group
- Job Pay Level
- Job Pay Type
- Org Unit
- Position
- SOC

Measures

- 1st Quartile Max
- 3rd Quartile max
- Annual Salary
- Average Salary
- FTE Annual Salary
- Maximum-4th Quartile Max
- Midpoint-2nd Quartile Max
- Minimum
- Number of Employees
- Number of Positions

Variables

- Prompt Response Employee Subgroup
- Prompt Response Exclude Employee Subgroup
- Prompt Response Job
- Prompt Response Job Branch
- Prompt Response Job Family
- Prompt Response Organizational Unit
- Prompt Response Position

Image


Dimensions
Calendar Day
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Minimum
Number of Employees
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Variables
Prompt Response Employee Subgroup
Prompt Response Exclude Employee Subgroup
Prompt Response Job
Prompt Response Job Branch
Prompt Response Job Family
Prompt Response Organizational Unit
Prompt Response Position

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):

Image

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

Image

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

Pay Scale Type	Pay Scale Area	Description	Grade Range	Quartiles?
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

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