B0112-D Positions Vacant-Filled Comparison Current Month

Report Description:

The B0112-D Positions Vacant-Filled Comparison dashboard report displays totals of all positions for the current calendar month for all State agencies by funding source; totals are also broken out by job family for the funding source selected.

Report Location:

OM: Vacant Position Data

Report uses:

- This dashboard report provides at-a-glance totals and percentages of vacant and filled positions.
- The pie chart shows the number and percentage of vacant and filled positions statewide by funding source.
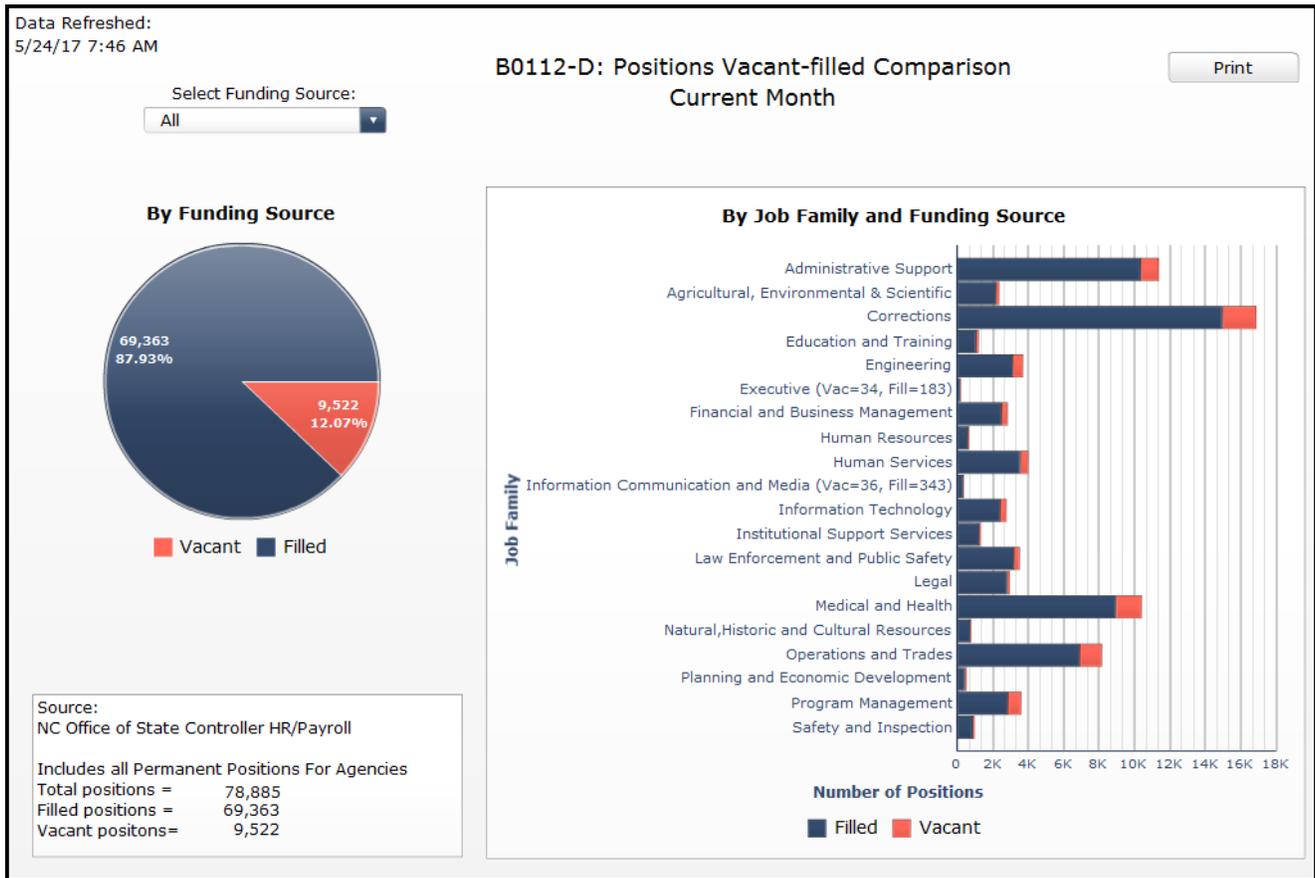- The stacked chart shows the number and percent of vacant and filled positions by funding source by job family.

How to run this report

There are no prompts required to run this report. Click on the dashboard report name

"B0112-D Positions Vacant-filled Comparison Current Month" in the OM: Vacant Position Data folder, and the report will execute.

The report is generated with two charts populated providing the position totals as of the current calendar month/year. Below is a sample of the dashboard report:

The initial dashboard charts default to show all funding sources. Choose a funding source from the drop-down selection to see the total positions for the selected funding source. Once selected, the charts are updated and refreshed with the vacant and filled position counts for the selected funding source.

Report Chart Descriptions:

- The pie chart appears on the left side of the dashboard. It displays the total number of vacant and filled positions by the funding source selected. The chart defaults to display vacant and filled position totals for all funding sources.

  > The vacant positions are depicted in orange. The total number of vacant positions for the funding source selected, along with the percent of vacant positions to the overall total, display within the pie piece.

  > he filled positions are depicted in blue. The total number of filled positions for the funding source selected, along with the percent of filled positions to the overall total, display within the pie piece

- The stacked bar chart appears on the right side of the dashboard. It displays the total number of vacant and filled positions by funding source for each job family. Each job family is listed on the left-hand side of the chart.

  > The vacant positions are depicted in orange. Hover over the orange section of the stacked bar chart to see the text with the total number of vacant positions for that job family, along with the percentage of the vacant positions to the overall total.

  > The filled positions are depicted in blue. Hover over the blue section of the stacked bar chart to see the text with the total number of filled positions for that job family, along with the percentage of the filled positions to the overall total.

  🗀 *Note! If a job family has less than a total of 500 positions, the slices of the bar chart may be too small to hover over to view the totals. In those cases, the totals for vacant and filled positions are included in the text just after the job description. The Executive job family in the chart on the previous page provides an example of this. There are 34 vacant positions and 183 filled positions for the Executive job family, so the totals are included just after the description:* Executive (Vac=34, Fill=183)

Special Report Considerations/Features:

- Includes only FM Area = NC01
- Includes only Controlling Area = NC01
- Excludes position numbers in range 62000000-64999999
- A copy of the dashboard report can be printed by depressing the print button in the upper right-hand corner of the report.