



AGENCY EEO PLAN – FEDERAL (FIXED FORMAT)

BOBJ

REPORT DESCRIPTION B0178 | WEB INTELLIGENCE

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.

QUICK LINKS

How to generate this report	2
Initial Layout	4
Available Objects	7
Special Report Considerations/Features	11

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 at <https://www.osc.nc.gov/documents/files/web-intelligence-prompts>.

The Mandatory prompts for this report are:

- Organizational Unit
- Calendar Month/Year (Single Value, Mandatory)

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.

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:

- Employee Group (SPA)

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

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 (Contractors)

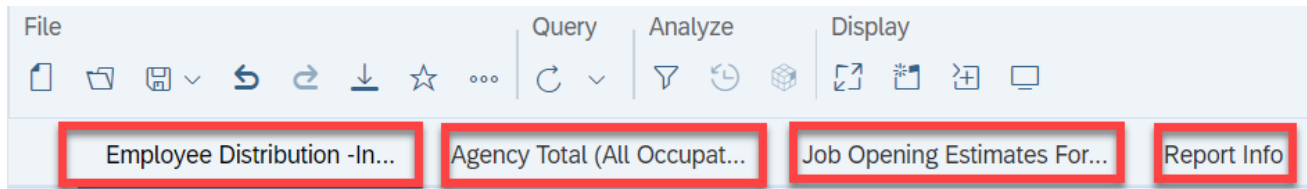
The screenshot shows a software interface with a left sidebar and a main content area. The sidebar contains a search bar and a list of prompts:

- Organizational Unit (Please select at least one value)
- Calendar Month/Year (Single Value, Mandatory) (Please select at least one value)
- Employee Group (SPA) (7) (A; B; C; E; P; Q; Y)
- Exclude Employee Subgroup (Contractors) (1) (G1)

The main content area is titled "Organizational Unit" and features a search bar, a refresh button, and an information icon. An information message states: "To see the content of the list, click the refresh values button." At the bottom of the interface, there are buttons for "Mandatory (2)", "Reset All", "Run", and "Cancel".

Initial Layout

This report contains four report tabs.



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 Mnr	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	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	31.0	11.6		
# Difference	3,369	-2,351	313	-765	-557	-306	-9	-87	211	-31		-3,540	-1,227	-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	-9.1	-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	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	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	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 Classification(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.

<u>Report Info</u>		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	<ul style="list-style-type: none"> • % 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. <ul style="list-style-type: none"> • 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 can be added to the report, from the Document Dictionary once in the Design mode:

Dimensions

- EEO Category
- EEO Row Label
- EEO Row Type
- Personnel Area
- U.S. Census Year

Measures

- AIAN Fem Census Pct
- AIAN Female
- AIAN Mal Census Pct
- AIAN Male
- Asian Fem Census Pct
- Asian Female
- Asian Mal Census Pct
- Asian Male
- Black Fem Census Pct
- Black Female
- Black Mal Census Pct
- Black Male
- Disabled
- Disabled Census Pct
- Emp Count
- Ethnicity Unknown
- Female
- Hisp Fem Census Pct
- Hisp Female
- Hisp Mal Census Pct
- Hisp Male
- Minority
- National Guard
- NHPI Female
- NHPI Male
- Two+ Female
- Two+ Male
- Veteran
- White Fem Census Pct
- White Female
- White Mal Census Pct
- White Male

Variables

- | | | |
|---|-------------------------|--------------------------|
| • EEO Federal Category | • Asian+ Female Pct | • Female Diff Nbr |
| • EEO Row Type Custom Text | • Asian+ Mal | • Female Diff Pct |
| • Prompt Response Calendar Month/Year | • Asian+ Mal All Occ | • Female Exp |
| • Prompt Response EEO Job Category View | • Asian+ Male | • Female Pct |
| • Prompt Response Employee Group | • Asian+ Male Diff Nbr | • Hisp Fem |
| • Prompt Response Exclude Employee Subgroup | • Asian+ Male Diff Pct | • Hisp Fem All Occ |
| • Prompt Response Organizational Unit | • Asian+ Male Pct | • Hisp Fem Diff Nbr |
| • Report Controls Selected | • Black Fem | • Hisp Fem Diff Pct |
| • AIAN Fem | • Black Fem All Occ | • Hisp Fem Exp |
| • AIAN Fem All Occ | • Black Female Diff Nbr | • Hisp Fem Pct |
| • AIAN Female Diff Nbr | • Black Female Diff Pct | • Hisp Mal |
| • AIAN Female Diff Pct | • Black Female Exp | • Hisp Mal All Occ |
| • AIAN Female Exp | • Black Female Pct | • Hisp Male Diff Nbr |
| • AIAN Female Pct | • Black Mal | • Hisp Male Diff Pct |
| • AIAN Mal | • Black Mal All Occ | • Hisp Male Exp |
| • AIAN Mal All Occ | • Black Male Diff Nbr | • Hisp Male Pct |
| • AIAN Male Diff Nbr | • Black Male Diff Pct | • Minority Census Pct |
| • AIAN Male Diff Pct | • Black Male Exp | • Minority Diff Nbr |
| • AIAN Male Exp | • Black Male Pct | • Minority Diff Pct |
| • AIAN F Male Pct | • Disab | • Minority Exp |
| • Asian Female Exp | • Disab All Occ | • Minority Pct |
| • AIAN Male Exp | • Disab Diff Nbr | • Minority Tot |
| • Asian+ Fem | • Disab Diff Pct | • Minority Tot All Occ |
| • Asian+ Fem All Occ | • Disab Exp | • Nat Guard |
| • Asian+ Female | • Disab Pct | • National Guard All Occ |
| • Asian+ Female Diff Nbr | • EmpCount | • National Guard Pct |
| • Asian+ Female Diff Pct | • EmpCount All Occ | • NHPI Female Pct |
| | • Ethn Unk | • NHPI Male Pct |
| | • Ethn Unk All Occ | • Two+ Female Pct |
| | • Ethn Unk Pct | • Two+ Male Pct |
| | • Fem All Occ | • Vet |
| | • Fem Census Pct | • Veteran All Occ |

- Veteran Pct
- White Female Exp
- White Male Exp
- White+ Fem
- White+ Fem All Occ
- White+ Female
- White+ Female Diff Nbr
- White+ Female Diff Pct
- White+ Female Pct
- White+ Mal
- White+ Mal All Occ
- White+ Male
- White+ Male Diff Nbr
- White+ Male Diff Pct
- White+ Male Pct

Dimensions

- > EEO Category
- > EEO Row Label
- > EEO Row Type
- > Personnel Area
- U.S. Census Year

Measures

- AIAN Fem Census Pct
- AIAN Female
- AIAN Mal Census Pct
- AIAN Male
- Asian Fem Census Pct
- Asian Female
- Asian Mal Census Pct
- Asian Male
- Black Fem Census Pct
- Black Female
- Black Mal Census Pct
- Black Male
- Disabled
- Disabled Census Pct
- Emp Count
- Ethnicity Unknown
- Female
- Hisp Fem Census Pct
- Hisp Female
- Hisp Mal Census Pct
- Hisp Male
- Minority
- National Guard
- NHPI Female
- NHPI Male
- Two+ Female
- Two+ Male
- Veteran
- White Fem Census Pct
- White Female
- 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 Fem All Occ
- AIAN Female Diff Nbr
- AIAN Female Diff Pct
- AIAN Female Exp
- AIAN Female Pct
- AIAN Mal
- AIAN Mal All Occ
- AIAN Male Diff Nbr
- AIAN Male Diff Pct
- AIAN Male Exp
- AIAN Male Pct
- Asian Female Exp
- Asian Male Exp
- Asian+ Fem
- Asian+ Fem All Occ
- Asian+ Female
- Asian+ Female Diff Nbr
- Asian+ Female Diff Pct
- Asian+ Female Pct
- Asian+ Mal
- Asian+ Mal All Occ
- Asian+ Male
- Asian+ Male Diff Nbr
- Asian+ Male Diff Pct
- Asian+ Male Pct
- Black Fem
- Black Fem All Occ
- Black Female Diff Nbr
- Black Female Diff Pct

Black Female Exp	Female Exp	NHPI Female Pct
Black Female Pct	Female Pct	NHPI Male Pct
Black Mal	Hisp Fem	Two+ Female Pct
Black Mal All Occ	Hisp Fem All Occ	Two+ Male Pct
Black Male Diff Nbr	Hisp Female Diff Nbr	Vet
Black Male Diff Pct	Hisp Female Diff Pct	Veteran All Occ
Black Male Exp	Hisp Female Exp	Veteran Pct
Black Male Pct	Hisp Female Pct	White Female Exp
Disab	Hisp Mal	White Male Exp
Disab All Occ	Hisp Mal All Occ	White+ Fem
Disabled Diff Nbr	Hisp Male Diff Nbr	White+ Fem All Occ
Disabled Diff Pct	Hisp Male Diff Pct	White+ Female
Disabled Exp	Hisp Male Exp	White+ Female Diff Nbr
Disabled Pct	Hisp Male Pct	White+ Female Diff Pct
EmpCount	Minority Census Pct	White+ Female Pct
EmpCount All Occ	Minority Diff Nbr	White+ Mal
Ethn Unk	Minority Diff Pct	White+ Mal All Occ
Ethn Unk All Occ	Minority Exp	White+ Male
Ethn Unk Pct	Minority Pct	White+ Male Diff Nbr
Fem	Minority Tot	White+ Male Diff Pct
Fem All Occ	Minority Tot All Occ	White+ Male Pct
Fem Census Pct	Nat Guard	
Female Diff Nbr	National Guard All Occ	
Female Diff Pct	National Guard Pct	

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

CHANGE RECORD

Effective 12/29/16

- Initial report creation to convert from BI to BOBJ.

Effective 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.

Effective 7/6/22

- Updated format and assigned reference number – C.Ennis

Effective 7/7/22

- Added Alt-Text – L.Lee

Effective 7/7/22

- Added count for employees with National Guard status.

Effective 10/7/2024

- Update to Business Objects 4.3 – K. Cox