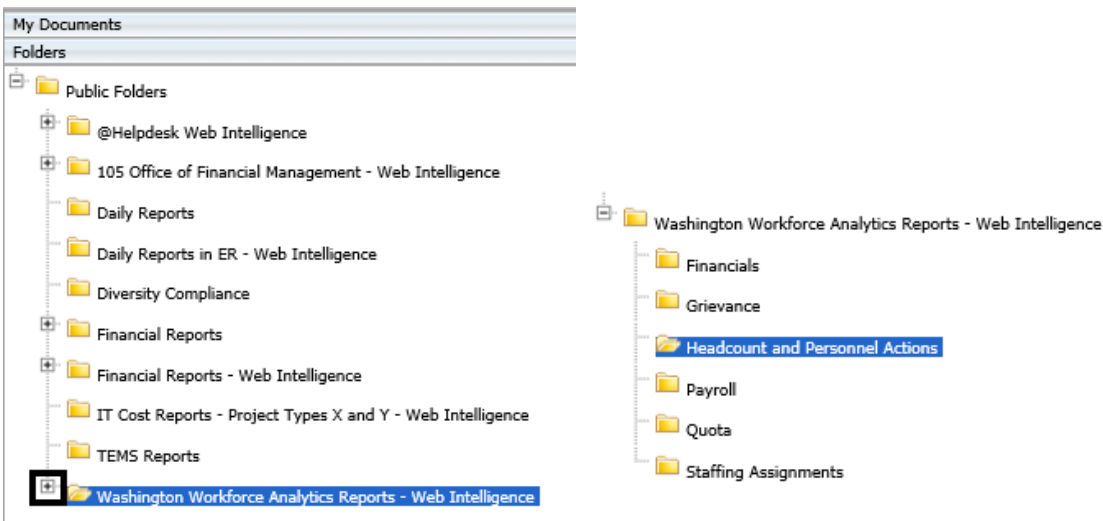


### Diversity Profile (HPA-003)

Description: Number and percent of the workforce by diversity category. Individual views include HR Management Diversity Profile, Diversity Profile All, and Diversity by Job Group. Excludes non-employees.

- ✓ **Universe** WWA EDW Headcount and Personnel Actions.unx
- ✓ **Required filter prompt** Calendar Year Month
- ✓ **Diversity Profile (default view)** Number and percent of the workforce by diversity category.
- ✓ **Diversity Profile All** Number and percent of the workforce by diversity category, including all ethnicity, race, gender and veteran fields.
- ✓ **Diversity by Job Group** Number of employees by diversity category for agency specific job groups.
- ✓ **Additional information** Beginning February 2015, Ethnic Origin is the primary source for persons of color for enterprise affirmative action reporting.

The standard report is located in the Washington Workforce Analytics Reports – Web Intelligence > Headcount and Personnel Actions folder.



### Sample - Diversity Profile > Diversity Profile View

Report Number: HPA-003

Description: Number and percent of the workforce by diversity category. Excludes non-employees.

Note: Beginning February 2015, Ethnic Origin is the primary source for persons of color for enterprise affirmative action reporting.

Diversity Profile	Number	Percent
Employee Count	2,240	
Female	699	31.21%
Persons with Disabilities	18	0.80%
Veterans	398	17.77%
Vietnam Era Veterans	39	1.74%
Veterans with Disabilities	10	0.45%
Age 40 and Over	1,318	58.84%
Persons of Color	313	13.97%
American Indian/Alaskan Native	41	1.83%
Asian/Pacific Islander	105	4.69%

## Prompts

Prompt values restrict the data pulled from the Enterprise Data Warehouse.

**Required Prompt** must include a value for Calendar Year Month.

## Optional Prompts

- ✓ Business Area (EE)
- ✓ Business Area Code (EE)
- ✓ Job (EE)
- ✓ Job Class Abbr (EE)
- ✓ Job Code (EE)
- ✓ Organizational Unit
- ✓ Organizational Unit Code
- ✓ Personnel Area (EE)
- ✓ Personnel Area Code (EE)
- ✓ Personnel Subarea (EE)
- ✓ Personnel Subarea Code (EE)

## Query Results

### Default Data Fields

These fields are included in the standard report by default and should not be removed. Adding or removing default data fields will impact the integrity of the data.

### Diversity Profile:

- ✓ Employee Count
- ✓ Female
- ✓ Persons with Disabilities
- ✓ Veterans
- ✓ Vietnam Era Veterans
- ✓ Veterans with Disabilities
- ✓ Age 40 and Over
- ✓ Persons of Color
- ✓ American Indian/Alaskan Native
- ✓ Asian/Pacific Islander
- ✓ Black/African American
- ✓ Hispanic/Latino
- ✓ Number
- ✓ Percent

### Diversity Profile All:

- ✓ Employee Count
- ✓ Female
- ✓ Persons with Disabilities
- ✓ Veterans
- ✓ Vietnam Era Veterans
- ✓ Veterans with Disabilities
- ✓ Age 40 and Over
- ✓ Persons of Color
- ✓ American Indian/Alaskan Native
- ✓ Asian/Pacific Islander
- ✓ Black/African American
- ✓ Hispanic/Latino
- ✓ Race: American Indian/Alaskan Native
- ✓ Race: Asian
- ✓ Race: Black/African American
- ✓ Race: Native Hawaiian/Pacific Islander
- ✓ Race: Not Assigned
- ✓ Race: Two or More
- ✓ Race: White/Caucasian
- ✓ Veterans: Arm Frc Srv Md
- ✓ Veterans: Disabled
- ✓ Veterans: Non-Veteran
- ✓ Veterans: Not a Protected Veteran
- ✓ Veterans: Not Assigned
- ✓ Veterans: Other Protected
- ✓ Veterans: Prefers Not to Answer
- ✓ Veterans: Recently Separated
- ✓ Number
- ✓ Percent

### Diversity by Job Group:

- ✓ Job Group Code (EE)
- ✓ Job Group (EE)
- ✓ Job Code (EE)
- ✓ Job (EE)
- ✓ Job Class Abbr (EE)
- ✓ Pay Group (EE)
- ✓ Work Contract Code
- ✓ Work Contract
- ✓ Employment Percent
- ✓ Agency Hire Date
- ✓ Appointment Date
- ✓ Separation Date
- ✓ Monthly Salary
- ✓ Female
- ✓ Male
- ✓ Persons with Disabilities
- ✓ Vietnam Era Veterans
- ✓ Veterans with Disabilities
- ✓ Age 40 and Over
- ✓ American Indian/Alaskan Native
- ✓ Asian/Pacific Islander
- ✓ Black/African American
- ✓ Hispanic/Latino
- ✓ White/Caucasian
- ✓ Ethnic Origin Not Assigned

**Additional Fields**

These fields may be added to the standard report views for additional analysis. Adding or removing additional data fields will not impact the integrity of the data.

- ✓ Annual Salary
- ✓ Business Area (EE)
- ✓ Business Area Code (EE)
- ✓ Calendar Year
- ✓ Calendar Year Month
- ✓ Calendar Year Quarter
- ✓ Cap Utilization Level
- ✓ Contract Type
- ✓ Date – Seniority
- ✓ Date – Unbroken Service
- ✓ Disability Date
- ✓ Duty Station County
- ✓ Employee Group (EE)
- ✓ Employee Group Code (EE)
- ✓ Employee Subgroup (EE)
- ✓ Employee Subgroup Code (EE)
- ✓ Employment Status
- ✓ Fiscal Year
- ✓ Fiscal Year Month
- ✓ Fiscal Year Quarter
- ✓ Job (EE)
- ✓ Job Class Abbr (EE)
- ✓ Job Code (EE)
- ✓ Name - Full
- ✓ Organization Unit
- ✓ Organization Unit Code
- ✓ Part Time Indicator
- ✓ Pay Area (EE)
- ✓ Pay Area Code (EE)
- ✓ Personnel Area (EE)
- ✓ Personnel Area Code (EE)
- ✓ Personnel Number
- ✓ Personnel Subarea (EE)
- ✓ Personnel Subarea Code (EE)
- ✓ Position
- ✓ Position Code
- ✓ Unemployment County
- ✓ Unemployment County Code
- ✓ Workforce Indicator (EE)
- ✓ Workforce Indicator Code (EE)

**Measures**

These measures are included in the standard report and should not be removed. Adding or removing measures will impact the integrity of the data.

- ✓ Age (Years)
- ✓ Distinct Employee Count
- ✓ Salary - Annual
- ✓ Salary - Monthly

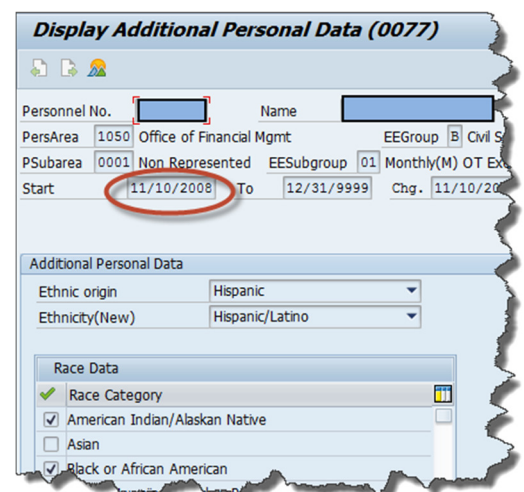
**Restrictions and Calculations**

Restrictions and calculations are built in to the report to create standardized results across the enterprise.

**Diversity Categories**

**Note:** Beginning February 2015, Ethnic Origin became the primary source for persons of color for enterprise affirmative action reporting.

Washington Workforce Analytics determines Ethnic Origin, Disability Status, Race and Veteran Status based on an employee's Additional Personal Data infotype (0077) start date. If an employee's master data is updated and a new record is created, only reports run with a prompt date equal to or after the start date of the new record will reflect the updated values.



### Age 40 and Over

Age (Years):

- ✓ Greater than or equal to 40

### American Indian/Alaskan Native

Ethnic Origin Code:

- ✓ 05 American Indian/Alaskan

### Asian/Pacific Islander

Ethnic Origin Code:

- ✓ 04 Asian or Pacific Islander

### Black/African American

Ethnic Origin Code:

- ✓ 02 Black/Not Hispanic origin

### Female

Gender:

- ✓ Female

### Ethnic Origin Not Assigned

Ethnic Origin Code:

- ✓ (blank)

### Hispanic/Latino

Ethnic Origin Code:

- ✓ 03 Hispanic

### Male

Gender:

- ✓ Male

### Persons of Color

Ethnic Origin Codes:

- ✓ 02 Black/Not Hispanic origin
- ✓ 03 Hispanic
- ✓ 04 Asian or Pacific Islander
- ✓ 05 American Indian/Alaskan

### Persons with Disabilities

Disability Status Code:

- ✓ X Has a disability (or previously had one)

### Race: American Indian/Alaskan Native

Race Category:

- ✓ American Indian/Alaska Native

### Race: Asian

Race Category:

- ✓ Asian

### Race: Black/African American

Race Category:

- ✓ Black or African American

### Race: Native Hawaiian/Pacific Islander

Race Category:

- ✓ Native Hawaiian or Other Pacific Islander

### Race: Not Assigned

Race Category:

- ✓ (blank)

### Race: Two or More

Race Category:

- ✓ Two or More

### Race: White/Caucasian

Race Category:

- ✓ White

### Veterans

Veteran Status:

- ✓ Armed Forces Service Medal Veteran
- ✓ Disabled Veteran
- ✓ Other Protected Veteran
- ✓ Recently Separated Veteran
- ✓ Special Disabled Veteran
- ✓ Vietnam Era Veteran

### Veterans with Disabilities

Veteran Status:

- ✓ Special Disabled Veteran

### Veterans: Armed Forces Service Medal

Veteran Status:

- ✓ Armed Forces Service Medal Veteran

### Veterans: Disabled

Veteran Status:

- ✓ Disabled Veterans

### Veterans: Non-Veteran

Veteran Status:

- ✓ Non Veteran

### Veterans: Not a Protected Veteran

Veteran Status:

- ✓ Not a Protected Veteran

### Veterans: Not Assigned

Veteran Status:

- ✓ (blank)

### Veterans: Other Protected

Veteran Status:

- ✓ Other Protected Veteran

### Veterans: Prefers Not to Answer

Veteran Status:

- ✓ Prefers Not to Answer

### Veterans: Recently Separated

Veteran Status:

- ✓ Recently Separated Veteran

### Vietnam Era Veterans

Veteran Status:

- ✓ Vietnam Era Veteran

### White/Caucasian

Ethnic Origin Code:

- ✓ 01 White/Not Hispanic origin

## Employee Count

- ✓ Distinct Employee Count

## Non-Employee Exclusions

Excludes the following Organizational Unit Codes:

- |                                       |  |
|---------------------------------------|--|
| ✓ 30002393 FPB – Preparedness - Mobes | ✓ 31000177 EMERGENCY FIRE FIGHTERS         |
| ✓ 31000100 EMERGENCY FIRE FIGHTERS    | ✓ 31000178 EMERGENCY FIRE FIGHTERS         |
| ✓ 31000101 EMERGENCY FIRE FIGHTERS    | ✓ 31000179 EMERGENCY FIRE FIGHTERS         |
| ✓ 31000175 EMERGENCY FIRE FIGHTERS    | ✓ 31007000 FPB – Preparedness – Fire Mobes |
| ✓ 31000176 EMERGENCY FIRE FIGHTERS    |  |

Excludes the following Pay Area Code (EE):

- ✓ 44 Work Study Student

Excludes the following Personnel Area Codes (EE):

- |                                      |                       |                                 |
|--------------------------------------|-----------------------|---------------------------------|
| ✓ 2201 Vol Firefighters/Res Officers | ✓ 5401 Aberdeen Wex   | ✓ 5409 Spokane Wex              |
| ✓ 2251 WSP Disabled Non-Employee     | ✓ 5402 Bingen Wex     | ✓ 5410 Tri-Cities Wex           |
| ✓ 2451 Mil Dept Misc Active Duty     | ✓ 5403 Clallum Wex    | ✓ 5411 Americorp Star Vista     |
| ✓ 3430 Higher Ed Coor Board          | ✓ 5404 Kitsap Wex     | ✓ 5412 Wa St Americorps         |
| ✓ 3460 Higher Ed Facilities          | ✓ 5405 Okanogan Wex   | ✓ 5413 JTPA 402 Prog Wen        |
| ✓ 4611 Ecology Youth Corps           | ✓ 5406 Okanogan Wex 2 | ✓ 5414 Washington Service Corps |
| ✓ 4612 Wa Conservation Corps         | ✓ 5407 Rainier Wex    | ✓ 5415 Washington Service Team  |
|                                      | ✓ 5408 Snohomish Wex  | ✓ 5416 Yakima Wex               |

Excludes the following Personnel Subarea Code:

- ✓ 0005 Non-Employee

Excludes the following Work Contract Code:

- ✓ 24 Non-Employee

## Number

- ✓ Sum of Employee Count by Diversity Category

## Percent

- ✓ Number divided Employee Count