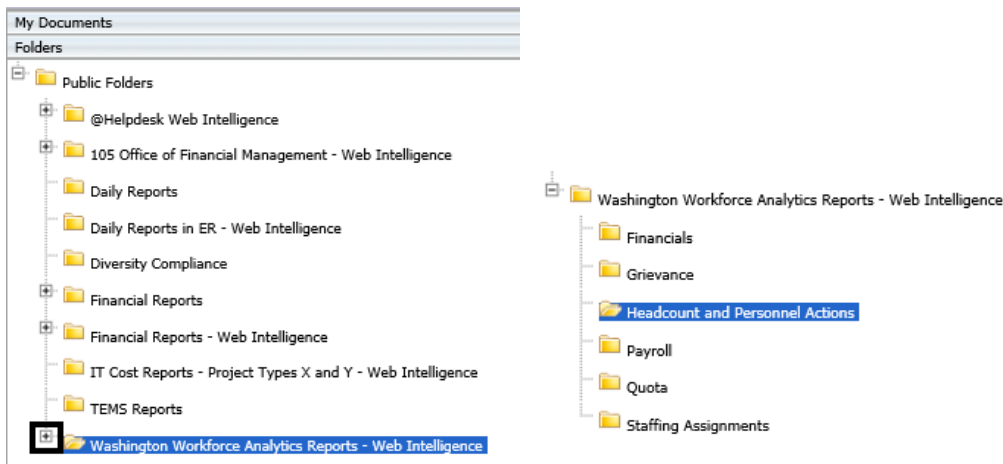**OFM**
OFFICE OF FINANCIAL MANAGEMENT

## HR Management - Manager to Staff (HPA-006)

Description: Number and percent of employees by Management (WMS and Non-WMS), WMS Only, and WMS Management Type. Excludes non-employees.

- ✓ **Universe** WWA EDW Headcount and Personnel Actions.unx
- ✓ **Required filter prompt** Calendar Year Month
- ✓ **Manager to Staff (default view)**
- ✓ **Additional information** Restrictions for WMS employees are based on the Workforce Indicator which was implemented in July 2007. Restriction for Management is based on Management Type set to Management.

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



### Sample – HR Management Manager to Staff



| Manager to Staff | Number | Percent |
|---|---|---|
| Employee Count | 530 | |
| All Managers (WMS and Non-WMS) | 34 | 6.42% |
| Total WMS | 19 | 3.58% |
| WMS Management | 14 | 2.64% |
| WMS Policy | | 0.00% |
| WMS Consultant | 5 | 0.94% |

## Prompts

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

**Required Prompts** must include value(s) 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.

- ✔ Employee Count
- ✔ All Managers (WMS and Non-WMS)
- ✔ Total WMS
- ✔ WMS Management
- ✔ WMS Policy
- ✔ WMS Consultant

### 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.

- ✔ Business Area (EE)
- ✔ Business Area Code (EE)
- ✔ Calendar Year
- ✔ Calendar Year Month
- ✔ Calendar Year Quarter
- ✔ Contract Type
- ✔ Duty Station County
- ✔ Employee Group (EE)
- ✔ Employee Subgroup (EE)
- ✔ Employment Status
- ✔ Fiscal Year
- ✔ Fiscal Year Month
- ✔ Fiscal Year Quarter
- ✔ Job (EE)
- ✔ Job Class Abbr (EE)
- ✔ Job Code (EE)
- ✔ Management Type
- ✔ Name – Full
- ✔ Organizational Unit
- ✔ Organizational 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
- ✔ Work Contract
- ✔ Work Contract 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.

- ✔ Distinct Employee Count

## Restrictions and Calculations

The following restrictions and calculations are built in to the report to create standardized results across the enterprise.

### Employee Count
✓  Distinct Employee Count

### Non-Employee Exclusions
Excludes the following Organizational Unit Codes:

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

Excludes the following Pay Area Code (EE):

✓  44  Work Study Student

Excludes the following Personnel Area Codes (EE):

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

Excludes the following Personnel Subarea Code:

✓  0005  Non-Employee

Excludes the following Work Contract Code:

✓  24  Non-Employee

### Number
✓  Distinct Employee Count by Manager to Staff Type

### Percent
✓  Number of Manager to Staff Type divided by Employee Count

### Manager to Staff – Type

**All Managers (WMS and Non-WMS)**
Management Type Code:
✓  80096312 Management

**Total WMS**
Workforce Indicator Code (EE):
✓  80148589 Classified WMS

**WMS Consultant**
Workforce Indicator Code (EE):
✓  80148589 Classified WMS

Management Type Code:
✓  80096314 Consultant

**WMS Management**
Workforce Indicator Code (EE):
✓  80148589 Classified WMS

Management Type Code:
✓  80096312 Management

**WMS Policy**
Workforce Indicator Code (EE):
✓  80148589 Classified WMS

Management Type Code:
✓  80096313 Policy