Workforce Data Tables

The purpose of the MD 715 Workforce Data Tables is to assist agencies in identifying triggers to be explored. Agency attention should focus on what the compiled data reveals about the agency and its workforce. The process of barrier identification and elimination is more important than the mere completion of the workforce data tables.

The agency workforce is reviewed in comparison to the appropriate benchmarks (i.e., comparators) with the goal of identifying triggers. All agencies are expected to investigate the cause(s) of the triggers and then report the findings of its barrier analysis in PART I.

1. **Permanent/Temporary:** Tables A1, B1, A8 and B8 have separate sections for permanent and for temporary employees. Those agencies with temporary employees must file two sets of Tables A4, A5, A6, A7, B4, B5, B6, and B7, one for permanent employees, and one for temporary employees. Complete Tables A/B2, 3, and 9 -14 for permanent employees only. Tenure codes 1 and 2 are considered permanent employee status. Any part time, intermittent, or seasonal employee with tenure code 1 or 2 is reported as permanent.

2. **Calculating Ratios:** All analysis of the data tables should be based on the ratios, not the numbers. The ratio for each group is computed by dividing the number of employees in the group by the total number of employees. Except for Tables A/B 3, 4 and 5, all ratios are computed **across** the row. Thus, the number of employees in the group is divided by the total number of employees in the row to get the ratio for the group.

   In Tables A/B 3, 4, and 5, the ratios for each group is computed **down** the column for that group and not across the rows. By calculating the participation rate of a certain EEO group in a particular grade, the agency can assess whether there is a glass ceiling for that EEO group. For example, if all of the people with targeted disabilities are employed in grades GS-7 and below, further investigation may reveal that the reason for the glass ceiling is due to their employment in blue collar jobs (i.e., the mailroom or the cafeteria), rather than in the mission-critical occupations.

3. **Comparators:** Agencies compare the participation rates of EEO groups in the workforce data tables to certain established benchmarks, with the goal of finding triggers that may lead to the discovery of barriers in the workplace.

   a. **The "A" Tables:** The chart below describes the benchmarks for all of the EEO groups in each workforce data table. The types of benchmarks include the civilian labor force, the total workforce, the permanent workforce, and the relevant feeder-pools. The most important fact to remember is that the indicator and the comparator must track the same type of data (i.e., apples to apples and oranges to oranges). For example, if the agency is evaluating the mission-critical occupations in Table A4 (permanent), then the correct comparator is the permanent workforce.

BENCHMARKS FOR THE "A" TABLES		
A Tables	**Benchmarks**	**Trigger / Progress**
Table A1	1st Total Workforce vs. National Civilian Labor Force (CLF)	Trigger
Table A2	1st Components vs. CLF 2nd Components vs. Total Workforce	Trigger Progress
Table A3	1st Officials & Managers vs. Permanent Workforce (A1) 2nd Officials & Managers vs. Career Development (A12)	Trigger Progress
Table A4 - Permanent	1st Grade Levels vs. Permanent Workforce (A1) 2nd Senior Grade Levels vs. Internal Selections (A11)	Trigger Progress
Table A5 – Permanent	1st Permanent Workforce (A1)	Trigger
Table A6 - Permanent	1st Occupation vs. Occupational CLF (OCLF) 2nd Occupation vs. Selected Hires (A7) 3rd Occupation vs. Selected Internal Promotions (A9)	Trigger Progress Progress
Table A7	1st Qualified Applicants vs. Selected Applicants 2nd Selected Applicants vs. OCLF (A6) 3rd Selected Applicants vs. Major Occupation (A6)	Trigger Trigger Progress
Table A8	1st Total New Hires vs. CLF (A1) 2nd Total/Perm. New Hires vs. Total/Perm. Workforce (A1) 3rd Total New Hires vs. Total Separations (A14)	Trigger Progress Progress
Table A9	1st Qualified Applicants vs. Selected Applicants 2nd Selected Applicants vs. Relevant Applicant Pool 3rd Selected Applicants vs. Major Occupations (A6)	Trigger Progress Progress
Table A10	1st Each Time in Grade vs. Eligible for Promotion	Trigger
Table A11	1st Qualified Applicants vs. Selected Applicants 2nd Selected Applicants vs. Relevant Applicant Pool 3rd Selected Applicants vs. GS Grade Level (A4)	Trigger Progress Progress
Table A12	1st Applied vs. Participants	Trigger

	2nd Participants vs. Officials & Managers (A3)	Progress
Table A13	1st Each Award vs. Total Workforce (A1)	Trigger
Table A14	1st Total Separations vs. Total Workforce 2nd Total Separations vs. Total New Hires (A8) 3rd Rate Difference between Voluntary and Involuntary	Trigger Progress Progress

b. **The "B" Tables:** When looking for triggers involving people with targeted disabilities, the benchmark is almost always a comparison to people without disabilities. However, the agency can track the progress of a trigger by comparing the participation rate of people with targeted disabilities to their rate in the total/permanent workforce or the federal high.

BENCHMARKS FOR THE "B" TABLES		
B Tables	**Benchmarks**	**Trigger / Progress**
Table B1	1st Total Workforce vs. Federal High	Trigger
Table B2	1st Components vs. Federal High 2nd Components vs. Total Workforce	Trigger Progress
Table B3-2 Table B3-1	1st Officials & Managers: No Disability vs. Targeted Disability 2nd Officials & Managers vs. Permanent Workforce (B1) 3rd Officials & Managers vs. Career Development (B12)	Trigger Progress Progress
Table B4-2 Table B4-1	1st Grade Levels: No Disability vs. Targeted Disability 2nd Grade Levels vs. Permanent Workforce (B1) 3rd Senior Grade Levels vs. Internal Selections (B11)	Trigger Progress Progress
Table B5-2 Table B5-1	1st Wage Grade Levels: No Disability vs. Targeted Disability 2nd Wage Grade Levels vs. Permanent Workforce (B1)	Trigger Progress
Table B6	1st Occupations: No Disability vs. Targeted Disability 2nd Occupation vs. Selected Hires (B7) 3rd Occupation vs. Selected Internal Promotions (B9)	Trigger Progress Progress
Table B7	1st Qualified Applicants vs. Selected Applicants 2nd Selected Applicants vs. Major Occupation (B6)	Trigger Progress
Table B8	1st Total New Hires: No Disability vs. Targeted Disability 2nd Total/Perm. New Hires vs. Total/Perm. Workforce (B1) 3rd Total New Hires vs. Total Separations (B14)	Trigger Progress Progress
Table B9	1st Qualified Applicants vs. Selected Applicants	Trigger

	2nd Selected Applicants vs. Relevant Applicant Pool 3rd Selected Applicants vs. Major Occupations (B6)	Progress Progress
Table B10	1st Each Time in Grade vs. Eligible for Promotion	Trigger
Table B11	1st Qualified Applicants vs. Selected Applicants 2nd Selected Applicants vs. Relevant Applicant Pool 3rd Selected Applicants vs. GS Grade Level (B4-1)	Trigger Progress Progress
Table B12	1st Applied vs. Participants 2nd Participants vs. Officials & Managers (B3-1)	Trigger Progress
Table B13	1st Each Award vs. Total Workforce (B1)	Trigger
Table B14	1st Total Separations vs. Total Workforce 2nd Total Separations vs. Total New Hires (B8) 3rd Rate Difference between Voluntary and Involuntary	Trigger Progress Progress

4. Specific Information for Each Workforce Data Table.

Employee numbers should be obtained from the agency workforce data and personnel action data. Applicant data is obtained through a separate tracking system. Ratios are calculated as described in the preceding paragraph.

a. <u>Tables A1 and B1</u>

Table 1 allows agencies to examine workforce distribution for the current and prior year to determine whether the changes, including net changes, are relatively uniform or whether any group is not keeping pace with the others.

Table A1: Total Workforce Distribution by Race/Ethnicity and Sex

Enter the current and prior year workforce numbers and percentages. Lines should total 100% **across** rows. Ratios are computed by dividing the number in each group by the total for that line (in the “All” column). Numbers for Current FY Permanent, Temporary, and Non-Appropriated fund employees should total up to the numbers in the Total-Current FY row.

In the “Difference” row, enter the difference between the prior year employee numbers and the current year employee numbers. If the current year numbers are smaller, show the difference as a negative number. On the percentage line, show the difference between the ratios for the current year and the prior year.

Compute net change by dividing difference in employment numbers (current year vs prior year) by the number of employees in the prior year. If a group decreased, the net change is a negative; add a minus sign. For a detailed explanation of computing net change and examples, please see the Instructions to Federal Agencies for EEO MD-

715 Section III, Page 14 of 15. If a group has a net change lower than the net change for the total workforce, it is a trigger of the possible existence of a barrier. A current workforce ratio below the Civilian Labor Force (CLF) for any group is another trigger.

Table B1: Total Workforce Distribution by Disability

Complete the tables and do the analysis in the same manner as for Table A1, except the ratio of employees with targeted disabilities is compared to the prior year's Federal high. (In FY 2008, the Federal high was 2.65%.) A ratio of employees with targeted disabilities below the Federal high is a trigger. A lower net change for targeted disabilities or one or more of the nine specific targeted disabilities is also a trigger, indicating a possible barrier. Please note that all agencies must report their components on Table 2, regardless of whether the components are included on the list of second level agencies that must report.

b. <u>Tables A2 and B2</u>

The purpose of **Table 2** is to compare the permanent workforce distribution within each component with the availability rate (the Civilian Labor Force), to determine if possible hiring or retention barriers exist in specific components.

Table A2: Total Workforce by Component - Distribution by Race/Ethnicity and Sex

Enter total workforce distribution and distribution by component. For most agencies, components are the major agency segments. Depending on the agency, these are Regions, Bureaus, Operating Divisions, or Services, etc. Numbers for the components should total up to the Total for the agency. Ratios are computed **across** rows. When one or more components have a lower ratio of a group than the other components, it is a trigger.

Table B2: Total Workforce by Component - Distribution by Disability

Complete the same way as A2. All agencies with a ratio of employees with targeted disabilities below the Federal high are expected to report barriers for this group. When one or more components have a lower ratio of employees with targeted disabilities than the other components, it is a trigger.

c. <u>Tables A3 and B3</u>

Table 3 allows agencies to review the distribution of agency employees in occupational groups to learn whether any group is possibly facing barriers to full participation in an occupational category.

Table A3: Occupational Groups - Distribution by Race/Ethnicity and Sex

Employees with supervisory or managerial status are reported in the first occupational group - supervisors and managers. The number and ratio of supervisors who are at GS 15 and above are listed in the first two lines. The number and ratio of supervisors in GS 13 and 14 are reported in the second two lines. The number and ratio of supervisors who are at GS 12 and below are reported in the third two lines. An agency may also choose to place employees who have significant policy-making responsibilities, but do not supervise other employees, in these three sub-categories.

The fourth sub-category, called "Other," contains employees in a number of different occupations which are primarily business, financial and administrative in nature, and do not have supervisory or significant policy responsibility. The number and ratio of employees in the "Other category (in occupational series that are in EEO category one but are not supervisors/policy makers) go in the next lines. The total for these four groups is reported on the line "1. Officials and Managers Total". Ratios are computed **down** columns.

Table B3: Occupational Groups - Distribution by Disability

This table is completed in the same manner as A3. Ratios for employees with targeted disabilities are compared with ratios for employees with no disabilities. Lower ratios are triggers that must be investigated.

d. Tables A4 and B4

Table 4 compares within each group the ratio of employees at each General Schedule (GS) grade level with the ratio of the total workforce at each level.

Table A4: Participation Rates for General Schedule (GS) Grades by Race/Ethnicity and Sex

Ratios are calculated differently on this table - **down** columns instead of across rows. It is done this way because the benchmark is the distribution of the total workforce, which is computed down the Totals column. Thus, each column totals 100% at the bottom. The first column (All) is used as the benchmark for evaluating the distribution of each group.

Agencies should analyze this data with an eye toward determining whether a "glass ceiling" exists for any group. In particular, low participation for a group in any of the senior grades (GS 13 and above) compared to the participation rate for the total work force in these grades is a trigger.

Table B4: Participation Rates for General Schedule (GS) Grades by Disability

This table is completed the same as A4 - ratios equal 100% **down** columns and not across rows. Participation rates for employees with targeted disabilities are compared to participation rates for employees with no disability.

Agencies should analyze this data with an eye toward determining whether a “glass ceiling” exists for any group. In particular, low participation in any of the senior grades (GS 13 and above) compared to the participation rate for employees with no disabilities in these grades is a trigger.

e. <u>Tables A5 and B5</u>

Table 5 allows comparison of the ratio of employees at each Wage Grade level with the ratio of the total workforce at each level.

Table A5: Participation Rates For Wage Grades by Race/Ethnicity and Sex

Complete and analyze this table in the same manner as A4. Ratios are computed **down** columns.

Table B5: Participation Rates For Wage Grades by Disability

Complete and analyze this table in the same manner as B4. Ratios are computed **down** columns.

f. <u>Tables A6 and B6</u>

In **Table 6**, agencies examine the distribution of each group within major occupations.

Table A6: Participation Rates for Major Occupations - Distribution by Race/Ethnicity and Sex

Every agency has employees who are in occupations that are essential to the mission of the agency. For example, at the General Accounting Office (GAO) accountants and auditors are mission related occupations and, therefore the job series for accountants (510) and auditors (511) are “major occupations” for GAO. Select five to seven of the agency’s major occupations with the largest number of employees.

In the far left column, enter the job series. For each job series, enter the employee distribution numbers and ratios, and the appropriate CLF ratios for the occupational series. (Ratios are calculated **across** each row.) If a group has a participation rate below the CLF, it is a trigger.

Table B6: Participation Rates for Major Occupations - Distribution by Disability

For the same major occupations reported on Table A6, show the distribution by disability category. Compare the distribution ratio for employees with targeted disabilities with the ratio for employees with no disabilities. Lower ratios for employees with targeted disabilities compared to employees with no disabilities are triggers.

g. Tables A7 and B7

Table 7 provides a method for analyzing the effectiveness of current recruitment methods. It allows the agency to determine whether a sufficient number of applications are received from qualified individuals in each group. This Table focuses on the same major occupations reported in Table 6.

Table A7: Applicants and Hires Major Occupations by Race/Ethnicity and Sex

On the first line, enter the job series. Total the information for all job announcements for that occupation/job series. Enter the total number of applications received. On the next two lines, enter the number and ratio of applicants who voluntarily self identified their race/ethnicity and sex. (All ratios equal 100% **across** the rows.) On the next lines, enter the number and ratio of applicants who voluntarily identified <u>and</u> were found to be qualified.

Discrepancies between the ratios of those who self-identified and those who were qualified are triggers indicating the possibility that barriers may exist due to, for example, inadequate recruitment activity or a problem in the screening process. Next, enter the number and ratio of individuals who were selected. A discrepancy between the ratios of those qualified and those selected is a trigger indicating the possibility that a barrier exists (i.e., a disconnect between recruitment and hiring efforts).

Table B7: Applicants and Hires by Disability

As part of a long-standing effort to encourage agencies to hire individuals with severe disabilities, the Federal government provides special hiring options, called Special Appointing Authorities. Schedule A is a Special Appointing Authority. These options are for temporary appointment, with potential for conversion to a permanent, career appointment. Individuals who do not have a visible disability must provide documentation to show that s/he has a severe disability. Thus, applicants for these temporary positions self-identify. Agencies are required to track this information and report it in Table B7. The second line (ratios) is based on the numbers in the first line - the ratios should equal 100% **across** the line. By comparing the number and ratio of applications to the number and ratio of hires, agencies can identify triggers.

Some individuals who apply competitively voluntarily identify themselves as an individual with a disability. Of this group, those with targeted disabilities should be reported here. The ratios should equal 100% **across** the row. A discrepancy between the ratio of those who applied and those hired is a trigger.

h. Tables A8 and B8

Table 8 allows agencies to analyze the cumulative result of hiring decisions.

Table A8: New Hires by Type of Appointment - Distribution by Race/Ethnicity and Sex

When individuals are hired, each must be given a self-identification form to complete. If an individual declines to complete the form, the agency must complete it by visual identification or, if available, information the employee provided previously. Using information from this form, enter the number and ratio of new hires for permanent, temporary, and non-appropriated fund positions. Ratios should total 100% **across** each line. Compare for each group the ratio on each line with their ratio in the CLF, noting any discrepancies as triggers.

Table B8: New Hires by Type of Appointment - Distribution by Disability

Complete this table the same as Table A8. Compare the ratio of individuals with targeted disabilities hired into each type of appointment with the ratios for individuals with no disabilities. Discrepancies indicate triggers.

i. Tables A9 and B9

Table 9 allows analysis of the cumulative result of selections for internal promotion opportunities for the Major Occupations selected for Table 6.

Table A9: Selections for Internal Competitive Promotions for Major Occupations by Race/Ethnicity and Sex

For each of the job series, show the total number and distribution of applications received from existing employees for promotions in this job series. Then show the number and ratio of those who qualified and those who were selected. The last line is for the ratio of employees from each group who are eligible for the vacancies (the relevant applicant pool). All ratios should total 100 percent **across** the row.

Each set of ratios is useful. A discrepancy between the ratios in the relevant applicant pool and the ratios for applicants can indicate a trigger related to the methods used in publicizing the opportunity or perceptions that deterred employees from applying. A discrepancy between ratios of those who were qualified and those who applied is a trigger. It could indicate, for example, that some employees are not receiving commensurate levels of experience or that the selection criteria impact some groups in a adverse manner. A variance between the ratios of those selected and those who are in the relevant applicant pool is also a trigger.

Table B9: Selections for Internal Competitive Promotions for Major Occupations by Disability

This Table should be completed and analyzed in the same manner as Table A9.

j. Tables A10 and B10

Table 10 provides a method for determining whether all groups are receiving career ladder promotions in the same average amount of time.

Table A10: Non-Competitive Promotions - Time in Grade - Distribution by Race/Ethnicity and Sex

In the first two rows, enter the number and ratios of employees in the career ladder who are eligible for a non-competitive promotion (i.e., employees who have not reached the top grade of the career ladder).

The remaining rows are for recording information on the impact of delays in non-competitive promotions. An agency-wide policy to delay career ladder promotions is acceptable, but agencies must watch for situations that lead to delays for certain groups only. Ratios are computed **across** the rows.

To complete this table, the agency must determine its policy for career ladder promotions - what is the minimum amount of time required in grade before a career ladder employee is eligible for a promotion? In the next two rows, enter the number and ratios of employees who have been in their pay grade for the minimum amount of time plus one to twelve months. Then enter the number and ratios of employees who have been in their pay grade for the minimum amount of time plus thirteen to 24 months. In the last two rows, enter the number and ratios of employees who have been in grade for the minimum amount of time plus 25 months or more. Discrepancies between groups indicate a trigger.

Table B10: Non-Competitive Promotions - Time in Grade - Distribution by Disability

Complete Table B10 in the same manner as table A10. Any discrepancies between employees with targeted disabilities and employees with no disabilities are triggers.

k. <u>Tables A11 and B11</u>

Table 11 allows agencies to determine the cumulative impact of selections for senior level positions.

Table A11: Internal Selections for Senior Level Positions (GS 13-14, GS 15, and SES) by Race/Ethnicity and Sex

To complete this form, collect by pay grade the data on internal selections for positions at the GS 13, 14, 15, and SES levels. For each level, list the total number of applications, the distribution (ratio) of applications received, the number of applicants who were found to be qualified for the position, the ratio of those qualified, the number selected for the position, and the ratio of those selected. Ratio (percent) rows should equal 100% **across** the row. On the last line, show the ratios of the relevant pool. The relevant pool includes all employees in the next lower pay grade and in all series that qualify them for the position(s) announced.

A discrepancy between the ratios of the relevant pool and the distribution (ratios) of groups from whom applications were received, individuals were found to be qualified, or individuals were selected indicate a trigger.

Table B11: Internal Selections for Senior Level Positions (GS 13-14, GS 15, and SES) by Disability

Complete Table B11 in the same manner as Table A11.

l. Tables A12 and B12

Table 12 allows examination of the distribution of opportunities to participate in Career Development programs. Career Development programs are those that, upon completion, qualify a participant for a promotion. One-time training courses that are not part of such a program are not to be included on this form.

Table A12: Participation in Career Development by Race/Ethnicity and Sex

In the first space, enter the number of slots available for career development programs. On the next line, enter the distribution ratios for employees in GS 5 to 12. (Ratios are computed **across** rows.) Then enter the number and ratios for those who applied and for those who were chosen to participate in the career development. Compare the ratios. Repeat the process for GS 13-14 and GS 15-SES employees. Discrepancies between the relevant pool and those who applied or participated is a trigger.

Table B12: Participation in Career Development by Disability

Complete Table B12 in the same manner as Table A12.

m. Tables A13 and B13

The purpose of **Table 13** is to examine the distribution of awards. Time-Off awards are Nature of Action Codes (NOAC) 846 and 847. Cash awards are NOACs 840, 841, 842, 843, 844, 845, 848, 849 and 871.

Table A13: Employee Recognition and Awards - Distribution by Race/Ethnicity and Sex

The first four lines are for time-off awards of nine hours or less. Enter the number and ratio of employees who received time off awards of nine hours or less. Ratios should equal 100% **across** the rows. Then enter the total number of hours given to each group, and the average number of hours. To compute the average number of hours, for each group divide the total hours by the number of employees in the group (from the first full line). Compare the average number of hours. Discrepancies are a trigger. Complete the rest of the form and analysis in the same manner.

Table B13: Employee Recognition and Awards - Distribution by Disability

Complete and analyze Table B13 in the same manner as Table A13.

n. Tables A14 and B14

Table 14 differentiates between voluntary and involuntary separations to assist agencies in determining the impact of these actions on each group and on the agency. The purpose of Table 14 is to examine the distribution of separations from the permanent workforce. Enter the number and ratio of employees who separated voluntarily (transfer, retirement, etc.) The Nature of Action Codes (NOAC) for voluntary separations are 300, 301, 302, 303, 317. 350, 351, 352, 353, 355, and 390.

Enter the number and ratio of employees who separated involuntarily (disciplinary dismissal). NOACs for involuntary separations are: 304, 312, 330, 357, and 385. Ratios are computed **across** the rows, if the agency experienced a Reduction in Force (RIF) or similar downsizing activity (NOAC 356), add two lines to the Table to report separations due to RIFs separately from the terminations due to performance or disciplinary issues. Add the employee numbers columns to obtain the number of employees for the Total Separations line. Compute the distribution ratios for Total Separations.

Table A14: Separations by Type of Separation - Distribution by Race/Ethnicity and Sex

From Table A1, obtain <u>Permanent</u> Current FY data and ratios, and enter in the Total Workforce lines at the bottom of Table A14. Compare the total work force ratio for each group with the group ratios for voluntary and involuntary separations. A separation ratio higher than the group's Total work force ratio is a trigger.

Table B14: Separations by Type of Separation - Distribution by Disability

Complete Table B14 in the same manner as Table A14. From Table B1, obtain the Permanent Current FY data and ratios, and enter in the Total Workforce lines at the bottom of Table B14. Separation ratios for employees with targeted disabilities that are higher than separation ratios for employees with no disabilities are a trigger.