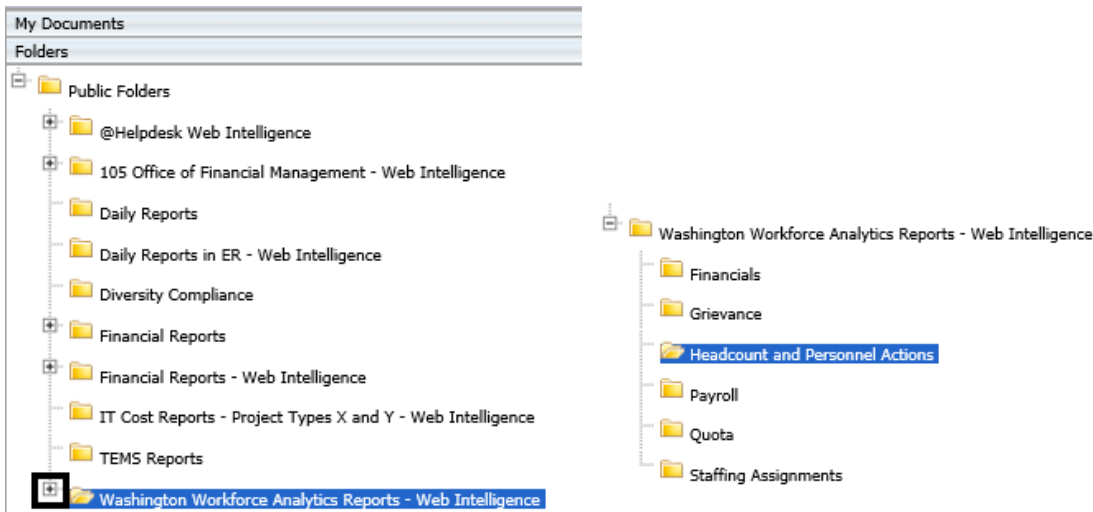OFM
OFFICE OF FINANCIAL MANAGEMENT

Job Class Distribution (HPA-001)

Description: Number of employees with weighted salary and step, by job class. Represents active Classified WA General Service and Non Classified Covered employees. Excludes inactive and non-employees.

- ✓ **Universe** WWA EDW Headcount and Personnel Actions.unx
- ✓ **Required filter prompt** Calendar Year Month
- ✓ **Job Class Distribution (default view)**
- ✓ **Additional information** Restrictions for Classified WA General Service and Non Classified Covered employees are based on the workforce indicator which was implemented in July 2007.

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

Sample - Job Class Distribution

Job Class Distribution   Date Run: Dec, 01, 2017 08:47 AM
Report Number: HPA-001

Description: Number of employees with Weighted Salary and Step, by Job Class. Represents active Classified WA General Service and Non Classified Covered employees. Excludes non-employees and inactive employees.

Note: Restrictions for Classified WA General Service and Non Classified Covered employees are based on the Workforce Indicator which was implemented in July 2007.

Job Code (EE)	Job (EE)	Job Class Abbr (EE)	Pay Type (EE)	Pay Area (EE)	Business Area Code (EE)	Business Area (EE)	Cap Utilization Level	Personnel Area Code (EE)	Personnel Area (EE)	Pay Group (EE)	A	B	C
50000188	IT SYSTEMS/APP SPEC 6	479N	Non-Represented	Standard Progression	3100	Department of Corrections	100	3101	DOC - Headquarters	70		1	1
50000188	IT SYSTEMS/APP SPEC 6	479N	Non-Represented	Standard Progression	3100	Department of Corrections	100	3105	Wash Corrections Center	70			
50000188	IT SYSTEMS/APP SPEC 6	479N	Non-Represented	Standard Progression	3100	Department of Corrections	100	3114	Northeast Region DOC	70			
50000188	IT SYSTEMS/APP SPEC 6	479N	Non-Represented	Standard Progression	3100	Department of Corrections	100	3123	NW Region DOC	70			
50000188	IT SYSTEMS/APP SPEC 6											1	1
50000255	ADMINISTRATIVE ASSISTANT 1	105E	Non-Represented	Standard Progression	3100	Department of Corrections	100	3101	DOC - Headquarters	32			
50000255	ADMINISTRATIVE ASSISTANT 1	105E	TEAMSTERS 117	Standard Progression	3100	Department of Corrections	100	3105	Wash Corrections Center	32			
50000255	ADMINISTRATIVE ASSISTANT 1	105E	TEAMSTERS 117	Standard Progression	3100	Department of Corrections	100	3106	Wash State Penitentiary	32			
50000255	ADMINISTRATIVE ASSISTANT 1	105E	TEAMSTERS 117	Standard Progression	3100	Department of Corrections	100	3112	Coyote Ridge Corr Center	32			
50000255	ADMINISTRATIVE ASSISTANT 1												
50000256	ADMINISTRATIVE ASSISTANT 2	105F	Non-Represented	Standard Progression	3100	Department of Corrections	100	3101	DOC - Headquarters	35			
50000256	ADMINISTRATIVE ASSISTANT 2	105F	TEAMSTERS 117	Standard Progression	3100	Department of Corrections	100	3103	Stafford Creek CC	35			
50000256	ADMINISTRATIVE ASSISTANT 2	105F	TEAMSTERS 117	Standard Progression	3100	Department of Corrections	100	3104	Correctional Industries	35			
50000256	ADMINISTRATIVE ASSISTANT 2	105F	TEAMSTERS 117	Standard Progression	3100	Department of Corrections	100	3105	Wash Corrections Center	35	1		
50000256	ADMINISTRATIVE ASSISTANT 2	105F	TEAMSTERS 117		3100	Department of Corrections		3106	State Penitentiary				

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)
- ✓ Employment Status Code*
- ✓ Job (EE)
- ✓ Job Class Abbr (EE)
- ✓ Job Code (EE)
- ✓ Personnel Area (EE)
- ✓ Personnel Area Code (EE)
- ✓ Personnel Subarea (EE)
- ✓ Personnel Subarea Code (EE)

*The default value associated with this optional prompt is 3 [Active]. Employment Status Code 1 [Inactive] may be added, if desired.

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.

- ✓ Job Code (EE)
- ✓ Job (EE)
- ✓ Job Class Abbr (EE)
- ✓ Pay Type (EE)
- ✓ Pay Area (EE)
- ✓ Business Area Code (EE)
- ✓ Business Area (EE)
- ✓ Cap Utilization Level
- ✓ Personnel Area Code (EE)
- ✓ Personnel Area (EE)
- ✓ Pay Group (EE)
- ✓ "A" through "U" (Pay Levels)
- ✓ Total Employee Count
- ✓ Y-Rate Employee Count
- ✓ Average Monthly Salary
- ✓ Weighted Step

Additional Fields

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

- ✓ Employment Status
- ✓ Employment Status Code
- ✓ Organizational Unit
- ✓ Organizational Unit Code
- ✓ Part Time Indicator
- ✓ Pay Adjust Reason Code
- ✓ Personnel Subarea (EE)
- ✓ Personnel Subarea Code (EE)
- ✓ 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
- ✓ Salary – Annual
- ✓ Salary - Monthly

Restrictions and Calculations

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

Active Employees

Employment Status Code:

- ✓ 3 Active

Average Monthly Salary

✓ Salary – Annual divided by Cap Utilization Level divided by 100, divided by the Distinct Employee Count in Pay Levels A through U, divided by 12.

✓ If Cap Utilization Level is less than 100%, Salary - Annual is converted to 100%.

Classified WA General Service and Non Classified Covered Employees

Workforce Indicator Codes (EE):

✓ 80148588 Classified WA General Service

✓ 80148590 Non Classified Covered

Non-Employees 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 Mobes

Excludes the following Pay Area Code (EE):

✓ 44 Work Study Students

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 Codes:

✓ 0005 Non Employee

Excludes the following Work Contract Code:

✓ 24 Non Employee

Weighted Step

✓ For each Pay Level A through U, the Distinct Employee Count is multiplied by the Pay Level Value Multiplier.

Pay Level	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Value Multiplier	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

✓ Sum of multiplied value is divided by Total Employee Count.

Y-Rate Employee Count

Pay Adjust Reason Code:

✓ 07 Y-Rate – Non WMS