

Classification Turnover (HPA-002)

Description: Turnover activity specific to classification and compensation proposal requests. Excludes turnover that does not meet the criteria for classification and compensation proposals (such as death, retirement, non-permanent appointments, etc.). Individual views include Turnover Summary, Turnover Detail, and Turnover Category. Includes permanent or intended to become permanent Executive branch employees separating from state service. Excludes non-employees and Seasonal, WMS, Exempt, and Board/Commission work contracts.

- **Universe** WWA EDW Headcount and Personnel Actions.unx
- **Required filter prompt** Calendar Year Month
- **Turnover Summary (default)** Turnover activity summary by Job Code
- **Turnover Detail** Turnover activity detail by Month and Job Code
- **Turnover Category** Turnover activity by categories

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

There are eleven standard reports in the Headcount and Personnel Actions folder:

- HPA-001 - Job Class Distribution
- HPA-002 - Classification Turnover
- HPA-003 - Diversity Profile
- HPA-004 - Diversity - New Hires
- HPA-005 - HR Management Actions
- HPA-006 - HR Management Manager to Staff
- HPA-007 - HR Management Age Distribution
- HPA-008 - Layoff Activity
- HPA-009 - Salary Range Distribution
- HPA-010 - Service Ranges
- HPA-011 - Projected Service Years

Sample View – Classification Turnover > Turnover Category View

Job Code (EE)	Job (EE)	Job Class Abbr (EE)	Average Employee Count	Resignations	Dismissals	Other Turnover	Total Turnover Actions	Resignations Rate	Dismissals Rate	Other Turnover Rate	Turnover Rate
50000142	OFFICE SUPPORT SUPERVISOR 3	100R	1.000					0.00%	0.00%	0.00%	0.00%
50000153	LEGAL ASSISTANT 1	425E	16.250	1		1	2	6.15%	0.00%	6.15%	12.31%
50000155	LEGAL ASSISTANT 3	425G	199.500	1		1	2	0.50%	0.00%	0.50%	1.00%
50000156	LEGAL ASSISTANT 4	425H	56.750					0.00%	0.00%	0.00%	0.00%
50000157	HEARINGS SCHEDULER	425K	14.000					0.00%	0.00%	0.00%	0.00%
50000159	PBX CHIEF OPERATOR	101H	2.000					0.00%	0.00%	0.00%	0.00%

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. Adding or removing default data fields will impact the calculated results.

Turnover Summary

- Business Area Code (EE)
- Business Area
- Job Code (EE)
- Job (EE)
- Average Employee Count
- Total Turnover Actions
- Turnover Rate

Turnover Detail

- Business Area Code (EE)
- Business Area
- Job Code (EE)
- Job (EE)
- Employee Count
- Turnover Actions
- Average Employee Count
- Total Turnover Actions
- Turnover Rate

Turnover Category

- Job Code (EE)
- Job (EE)
- Job Class Abbr (EE)
- Average Employee Count
- Resignations
- Dismissals
- Other Turnover
- Total Turnover Actions
- Resignations Rate
- Dismissals Rate
- Other Turnover Rate
- Turnover Rate

Additional Fields

These additional fields may be added to the standard report for detail and analysis. Adding or removing additional data fields may impact the calculated results.

For example, an Electrical Construction Inspector had a change of status during January 2016.

Job Code (EE)	Job (EE)	Job Class Abbr (EE)	Average Employee Count
50001383	ELECTRICAL CONSTRUCTION INSPECTOR	391I	78
Total:			78

Adding Work Contract to these results will cause the employee to be counted twice in January 2016.

Job Code (EE)	Job (EE)	Job Class Abbr (EE)	Work Contract	Average Employee Count
50001383	ELECTRICAL CONSTRUCTION INSPECTOR	391I	Permanent	66
50001383	ELECTRICAL CONSTRUCTION INSPECTOR	391I	Probationary	13
50001383	ELECTRICAL CONSTRUCTION INSPECTOR	391I	Trial Service	1
Total:				79

To identify duplicate records, add a unique identifier like Personnel Number.

This report contains combined dimensions.

- Action Reason
- Action Reason Code
- Action Type
- Action Type Code
- Action Calendar Year
- Action Calendar Year Month
- Action Calendar Year Quarter
- Action Fiscal Year
- Action Fiscal Year Month
- Action Fiscal Year Quarter
- 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) - Actions
- Job Class Abbr (EE) – Actions
- Job Code (EE) - Actions
- 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. Adding or removing measures from the query will impact the calculated results.

- Distinct Employee Count
- Number of Actions

Restrictions and Variables

Restrictions and formulas built into the report create standardized results across the enterprise.

Restrictions

Branches – Executive (EE)

Excludes the following Personnel Area Codes (EE):

- 0110 House of Representatives
- 0120 Senate
- 0130 Joint Transportation Comm
- 0140 Joint Leg Audit/Rev Comm
- 0200 L.E.A.P. Committee
- 0350 Office of State Actuary
- 0370 Office of Leg Support Services
- 0380 Joint Legislative Sys Co
- 0400 Perm Statute Law Comm
- 0450 Supreme Court
- 0460 WA State Law Library
- 0480 Court of Appeals
- 0500 Comm on Judicial Conduct
- 0550 Admin for the Courts
- 0560 Office of Public Defense
- 0570 Office of Civil Legal Aid
- (blank)

Non-Employee Exclusions (EE)

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 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

Also excludes Pay Area Code (EE) 44 Work Study Student; Personnel Subarea Code (EE) 0005 Non-Employee; and Work Contract Code 24 Non Employee.

Work Contract

For classification turnover, employee headcount and actions are determined by permanent or intended to become permanent Work Contract Codes:

- 00 In Training
- 02 Probationary
- 03 Trial Service
- 04 InTrng/Prob
- 05 InTrng/Trl Srv
- 06 Apprentice
- 07 Apprntc/Prob
- 08 Apprntc/Trl Srv
- 10 Transitional
- 11 ZDNU-Tran Intra
- 13 Apprntc/Trnstnl
- 20 Project
- 21 Project TrSvc
- 22 Project – Prob
- 26 Review Period
- NULL Permanent

Variables

The following variables are included in the report:

Variable	Formula
% SubTotal: Turnover - Dismissal	If [SubTotal: Average Employee Count] > 0 Then [SubTotal: Turnover - Dismissal]/[SubTotal: Average Employee Count] Else 0
% SubTotal: Turnover - Other	If [SubTotal: Average Employee Count] > 0 Then [SubTotal: Turnover - Other]/[SubTotal: Average Employee Count] Else 0
% SubTotal: Turnover Rate	If ([SubTotal: Average Employee Count]) > 0 Then [SubTotal: Total Turnover Actions]/[SubTotal: Average Employee Count] Else 0
% SubTotal: Turnover - Resignation	If [SubTotal: Average Employee Count] > 0 Then [SubTotal: Turnover - Resignation]/[SubTotal: Average Employee Count] Else 0
% Total: Turnover Rate	If ([Total: Average Employee Count]) > 0 Then [Total Turnover Actions]/[Total: Average Employee Count] Else 0
% Turnover - Dismissal	If ([Average Employee Count]) > 0 Then ([Turnover - Dismissal])/([Average Employee Count]) Else 0
% Turnover - Other	If ([Average Employee Count]) > 0 Then ([Turnover - Other])/([Average Employee Count]) Else 0
% Turnover Rate	If ([Average Employee Count]) > 0 Then ([Total Turnover Actions])/([Average Employee Count]) Else 0
% Turnover - Resignation	If ([Average Employee Count]) > 0 Then ([Turnover - Resignation])/([Average Employee Count]) Else 0

Variable	Formula
Average Employee Count	Average([Employee Count] ForEach([Calendar Year Month];[Business Area Code (EE)]))
CalendarYearMonth – Formatted	Left([Calendar Year Month];4) + "/" + Right([Calendar Year Month];2)
Employee Count	Count(Count([Personnel Number];Distinct) ForEach([Calendar Year Month];[Personnel Number]))
SubTotal: Average Employee Count	Average([Employee Count] In ([Calendar Year Month];[Business Area Code (EE)]))
SubTotal: Employee Count	Sum([Employee Count])
SubTotal: Total Turnover Actions	Sum([Total Turnover Actions])
SubTotal: Turnover - Dismissal	Sum([Turnover - Dismissal])
SubTotal: Turnover - Other	Sum([Turnover - Other])
SubTotal: Turnover - Resignation	Sum([Turnover - Resignation])
Total: Average Employee Count	Average([Employee Count] In ([Calendar Year Month]))
Total Turnover Actions	Sum([Turnover - Resignation] + [Turnover - Dismissal] + [Turnover - Other])
Turnover - Dismissal	Count(If [ACTIONS].[Action Type Code] ForEach([Action Calendar Year Month];[ACTIONS].[Personnel Number];[ACTIONS].[Action Type]) = "U5" And [ACTIONS].[Action Reason Code] = "07" Then [Number of Actions])
Turnover - Other	Count(If [ACTIONS].[Action Type Code] ForEach([Action Calendar Year Month];[ACTIONS].[Personnel Number];[ACTIONS].[Action Type]) = "U5" And [ACTIONS].[Action Reason Code] InList ("01"; "11"; "16"; "17"; "18"; "19"; "25"; "27"; "54") Then [Number of Actions])
Turnover - Resignation	Count(If [ACTIONS].[Action Type Code] ForEach([Action Calendar Year Month];[ACTIONS].[Personnel Number];[ACTIONS].[Action Type]) = "U5" And [ACTIONS].[Action Reason Code] InList ("15"; "20"; "21") Then [Number of Actions])