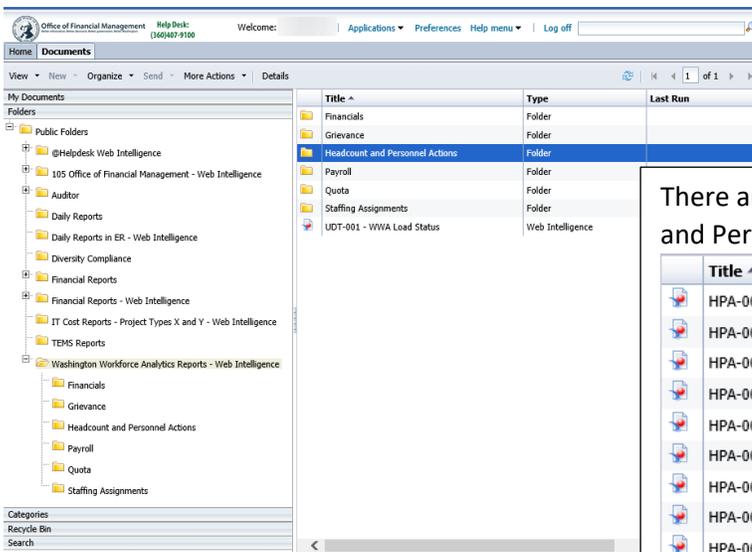**OFM**
OFFICE OF FINANCIAL MANAGEMENT

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)** 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 January 2020 LGBTQ+, Gender X/Non-Binary, and Military Spouse (including Registered Domestic Partners) fields were added and may not be a true reflection of the workforce until agencies have an opportunity to re-survey their employees. For historical gender reporting, use Gender (Health Ins). 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.

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

Title ▲
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

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

Sample View – Diversity Profile

Diversity Profile	Number	Percent
Employee Count	67,241	
Female	35,121	52.23%
Female (Health Ins)	36,329	54.03%
Gender X/Non-Binary		0.00%
LGBTQ+	748	1.11%
Persons with Disabilities	2,356	3.50%
Veterans	4,611	6.86%
Vietnam Era Veterans	456	0.68%
Veterans with Disabilities	708	1.05%
Military Spouse	288	0.43%
Age 40 and Over	44,704	66.48%
Persons of Color	14,080	20.94%
American Indian/Alaskan Native	1,147	1.71%
Asian/Pacific Islander	4,884	7.26%
Black/African American	4,088	6.08%
Hispanic/Latino	3,961	5.89%

Default Data Fields

These fields are included in the standard report by default. Adding or removing default data fields will impact the calculated results.

Diversity Profile

- Employee Count
- Female
- Female (Health Ins)
- Gender X/Non-Binary
- LGBTQ+
- Persons with Disabilities
- Veterans
- Vietnam Era Veterans
- Veterans with Disabilities
- Military Spouse
- Age 40 and Over
- Persons of Color
- American Indian/Alaskan Native
- Asian/Pacific Islander
- Black/African American
- Hispanic/Latino

Diversity Profile All

- Employee Count
- Female
- Female (Health Ins)
- Gender X/Non-Binary
- LGBTQ+
- Persons with Disabilities
- Veterans
- Vietnam Era Veterans
- Veterans with Disabilities
- Military Spouse
- 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

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
- Female (Health Ins)
- Male
- Male (Health Ins)
- Gender X/Non-Binary
- LGBTQ+
- Persons with Disabilities
- Vietnam Era Veterans
- Veterans with Disabilities
- Military Spouse
- 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 additional fields may be added to the standard report for detail and analysis. Adding or removing additional data fields will not impact the calculated results.

- Business Area (EE)
- Business Area Code (EE)
- Calendar Year
- Calendar Year Month
- Calendar Year Quarter
- Cap Utilization Level
- Contract Type
- Date – Agency Hire
- Date - Appointment
- Date – Seniority
- Date - Separation
- Date – Unbroken Service
- Disability Date
- Disability Indicator
- Duty Station County
- Employee Group (EE)
- Employee Group Code (EE)
- Employee Subgroup (EE)
- Employee Subgroup Code (EE)
- Employment Percent
- Employment Status
- Ethnic Origin
- Fiscal Year
- Fiscal Year Month

- Fiscal Year Quarter
- Gender (Health Ins)
- Gender Identity
- Hispanic Ethnicity
- Job (EE)
- Job Class Abbr (EE)
- Job Code (EE)
- Job Group (EE)
- Job Group Code (EE)
- LGBTQ+
- Military Spouse
- Name – Full
- Organization Unit
- Organization Unit code
- Part Time Indicator
- Pay Area (EE)
- Pay Area Code (EE)
- Pay Group (EE)
- Personnel Area (EE)
- Personnel Area Code (EE)
- Personnel Number
- Personnel Subarea (EE)
- Personnel Subarea Code (EE)
- Position

- Position Code
- Race – American Indian or Alaska native
- Race – Asian
- Race – Black or African American
- Race – Native Hawaiian or Other Pacific Islander
- Race – Two or More
- Race – White (Caucasian)
- Unemployment County
- Unemployment County Code
- Vet – Armed Forces Service Medal
- Vet – Disabled
- Vet – Non Veteran
- Vet – Not Protected
- Vet – Other Protected
- Vet – Prefers Not To Answer
- Vet – Recently Separated
- Vet – Special Disabled
- Vet – Vietnam
- Work Contract
- Work Contract Code (EE)
- 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.

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

Restrictions and Variables

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

Restrictions

Queries containing Personnel Number or an employee's name will only display the records a user is authorized to view.

Actions – Exclude

Last Calendar Day of Month Values
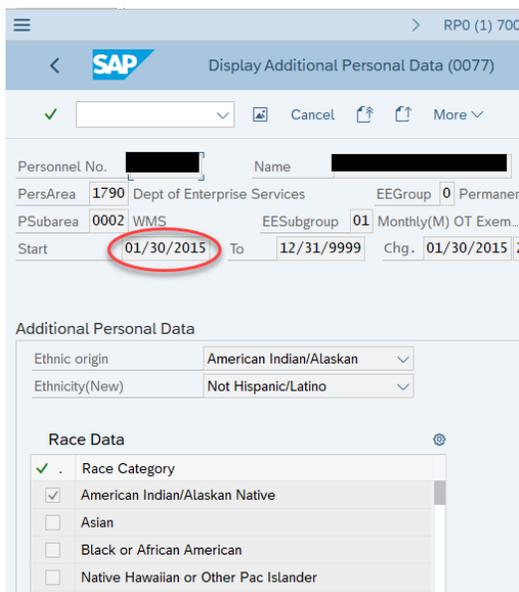
Non-Employee Exclusions

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 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.

Diversity Categories

Washington Workforce Analytics determines Ethnic Origin, Disability Status, and Veteran Status based on an employee's Additional Personal Data infotype (0077) start date (effective date).

Note: If an employee's master data is updated and a new record is created with a date after the report date, the updated values will not be reflected in the results.

Variables

The following variables are included in the report:

Dimension	Formula
AgencyHireDate	=If Not(IsNull([Date - Agency Hire])) Then (Substr([Date - Agency Hire];6;2) + "/" + Right([Date - Agency Hire];2) + "/" + Left([Date - Agency Hire];4)) Else ""
AppointmentDate	=If Not(IsNull([Date - Appointment])) Then (Substr([Date - Appointment];6;2) + "/" + Right([Date - Appointment];2) + "/" + Left([Date - Appointment];4)) Else ""
BackgroundColor	="True"
DateRun	="Date Run: " + FormatDate(LastExecutionDate();"Mmm, dd, yyyy hh:mm a")
EmptyValue	=""
ReportDescription1	="Description: Number and percent of the workforce by diversity category. Excludes non-employees."
ReportDescription2	="Description: Number and percent of the workforce by diversity category, including all ethnicity, race, gender and veteran fields. Excludes non-employees."
ReportDescription3	="Description: Number of employees by diversity category for agency specific job groups. Excludes non-employees."
ReportName1	="Diversity Profile"
ReportName2	="Diversity Profile All"
ReportName3	="Diversity by Job Group"
ReportNote	="Notes: Beginning January 2020 LGBTQ+, Gender X/Non-Binary, and Military Spouse (including Registered Domestic Partners) fields were added and may not be a true reflection of the workforce until agencies have an opportunity to re-survey their employees. For historical gender reporting, use Gender (Health Ins). Beginning February 2015, Ethnic Origin is the primary source for persons of color for enterprise affirmative action reporting. "
ReportNumber	="Report Number: HPA-003"
SeparationDate	=If Not(IsNull([Date - Separation])) Then (Substr([Date - Separation];6;2) + "/" + Right([Date - Separation];2) + "/" + Left([Date - Separation];4)) Else ""

Measure	Formula
% Age – 40 and Over	=Sum(If [Employee Count] > 0 Then [Age - 40 and Over]/[Employee Count] Else 0)
% Disability – Persons with Disabilities	=Sum(If [Employee Count] > 0 Then [Disability - Persons With Disabilities]/[Employee Count] Else 0)
% Ethnic Origin – American Indian/Alaskan Native	=Sum(If [Employee Count] > 0 Then [Ethnic Origin - American Indian/Alaskan Native]/[Employee Count] Else 0)
% Ethnic Origin - Asian/Pacific Islander	=Sum(If [Employee Count] > 0 Then [Ethnic Origin - Asian/Pacific Islander]/[Employee Count] Else 0)
% Ethnic Origin - Black/African American	=Sum(If [Employee Count] > 0 Then [Ethnic Origin - Black/African American]/[Employee Count] Else 0)

Measure	Formula
% Ethnic Origin - Hispanic/Latino	=Sum(If [Employee Count] > 0 Then [Ethnic Origin - Hispanic/Latino]/[Employee Count] Else 0)
% Ethnic Origin - Not Assigned	=Sum(If [Employee Count] > 0 Then [Ethnic Origin - Not Assigned]/[Employee Count] Else 0)
% Ethnic Origin - Persons Of Color	=Sum(If [Employee Count] > 0 Then [Ethnic Origin - Persons Of Color]/[Employee Count] Else 0)
% Ethnic Origin - White/Caucasian	=Sum(If [Employee Count] > 0 Then [Ethnic Origin - White/Caucasian]/[Employee Count] Else 0)
% Gender (Health Ins) - Female	=Sum(If [Employee Count] > 0 Then [Gender (Health Ins) - Female]/[Employee Count] Else 0)
% Gender (Health Ins) - Male	=Sum(If [Employee Count] > 0 Then [Gender (Health Ins) - Male]/[Employee Count] Else 0)
% Gender - Female	=Sum(If [Employee Count] > 0 Then [Gender - Female]/[Employee Count] Else 0)
% Gender - Gender X/Non-Binary	=Sum(If [Employee Count] > 0 Then [Gender - X/Non-Binary]/[Employee Count] Else 0)
% Gender - Male	=Sum(If [Employee Count] > 0 Then [Gender - Male]/[Employee Count] Else 0)
% LGBTQ+	=Sum(If [Employee Count] > 0 Then [LGBTQ +]/[Employee Count] Else 0)
% Race: American Indian/Alaska Native	=Sum(If [Employee Count] > 0 Then [Race: American Indian/Alaska Native]/[Employee Count] Else 0)
% Race: Asian	=Sum(If [Employee Count] > 0 Then [Race: Asian]/[Employee Count] Else 0)
% Race: Black or African American	=Sum(If [Employee Count] > 0 Then [Race: Black or African American]/[Employee Count] Else 0)
% Race: Native Hawaiian/Pacific Islander	=Sum(If [Employee Count] > 0 Then [Race: Native Hawaiian/Pacific Islander]/[Employee Count] Else 0)
% Race: Not Assigned	=Sum(If [Employee Count] > 0 Then [Race: Not Assigned]/[Employee Count] Else 0)
% Race: Two or More	=Sum(If [Employee Count] > 0 Then [Race: Two or More]/[Employee Count] Else 0)
% Race: White/Caucasian	=Sum(If [Employee Count] > 0 Then [Race: White/Caucasian]/[Employee Count] Else 0)
% Spouse - Military	=Sum(If [Employee Count] > 0 Then [Spouse - Military]/[Employee Count] Else 0)
% Veterans: All	=Sum(If [Employee Count] > 0 Then [Veterans: All]/[Employee Count] Else 0)
% Veterans: Arm Frc Srv Md	=Sum(If [Employee Count] > 0 Then [Veterans: Arm Frc Srv Md]/[Employee Count] Else 0)
% Veterans: Disabled	=Sum(If [Employee Count] > 0 Then [Veterans: Disabled]/[Employee Count] Else 0)
% Veterans: Non-Veteran	=Sum(If [Employee Count] > 0 Then [Veterans: Non-Veteran]/[Employee Count] Else 0)
% Veterans: Not a Protected Veteran	=Sum(If [Employee Count] > 0 Then [Veterans: Not a Protected Veteran]/[Employee Count] Else 0)
% Veterans: Not Assigned	=Sum(If [Employee Count] > 0 Then [Veterans: Not Assigned]/[Employee Count] Else 0)

Measure	Formula
% Veterans: Not Assigned	=Sum(If [Employee Count] > 0 Then [Veterans: Not Assigned]/[Employee Count] Else 0)
% Veterans: Other Protected	=Sum(If [Employee Count] > 0 Then [Veterans: Other Protected]/[Employee Count] Else 0)
% Veterans: Prefers Not to Answer	=Sum(If [Employee Count] > 0 Then [Veterans: Prefers Not to Answer]/[Employee Count] Else 0)
% Veterans: Recently Separated	=Sum(If [Employee Count] > 0 Then [Veterans: Recently Separated]/[Employee Count] Else 0)
% Veterans: Veterans With Disabilities	=Sum(If [Employee Count] > 0 Then [Veterans: Veterans With Disabilities]/[Employee Count] Else 0)
% Veterans: Vietnam Era Veterans	=Sum(If [Employee Count] > 0 Then [Veterans: Vietnam Era Veterans]/[Employee Count] Else 0)
Age – 40 and Over	=Sum(If [Age (Years)] ForEach([Personnel Number]) >= 40 Then [Distinct Employee Count])
Annual Salary	=Sum([Salary - Annual])
Disability - Persons With Disabilities	=Sum(If [Disability Indicator]= "X" Then [Distinct Employee Count] Else 0)
Employee Count	=Sum([Distinct Employee Count])
Ethnic Origin - American Indian/Alaskan Native	=Sum(If [Ethnic Origin] = "American Indian/Alaskan" Then [Distinct Employee Count] Else 0)
Ethnic Origin - Asian/Pacific Islander	=Sum(If ([Ethnic Origin] = "Asian or Pacific Islander") Then [Distinct Employee Count] Else 0)
Ethnic Origin - Black/African American	=Sum(If ([Ethnic Origin] = "Black/Not Hispanic origin") Then [Distinct Employee Count] Else 0)
Ethnic Origin - Hispanic/Latino	=Sum(If ([Ethnic Origin] = "Hispanic") Then [Distinct Employee Count] Else 0)
Ethnic Origin - Not Assigned	=Sum(If IsNull([Ethnic Origin]) Then [Distinct Employee Count] Else 0)
Ethnic Origin - Persons Of Color	=Sum(If ([Ethnic Origin] InList ("American Indian/Alaskan"; "Asian or Pacific Islander"; "Black/Not Hispanic origin"; "Hispanic")) Then [Distinct Employee Count] Else 0)
Ethnic Origin - White/Caucasian	=Sum(If ([Ethnic Origin] = "White/Not Hispanic origin") Then [Distinct Employee Count] Else 0)
Gender (Health Ins) - Female	=Sum(If [Gender (Health Ins)] = "Female" Then [Distinct Employee Count] Else 0)
Gender (Health Ins) - Male	=Sum(If [Gender (Health Ins)] = "Male" Then [Distinct Employee Count] Else 0)
Gender - Female	=Sum(If [Gender Identity] = "Female" Then [Distinct Employee Count] Else 0)
Gender - Male	=Sum(If [Gender Identity] = "Male" Then [Distinct Employee Count] Else 0)
Gender - X/Non-Binary	=Sum(If [Gender Identity] = "X/Non Binary" Then [Distinct Employee Count] Else 0)
LGBTQ +	=Sum(If [LGBTQ+] = "Yes" Then [Distinct Employee Count] Else 0)
Monthly Salary	=Sum([Salary - Monthly])

Measure	Formula
Race: American Indian/Alaska Native	=Sum(If [Race - American Indian or Alaska Native] = "X" Then [Distinct Employee Count] Else 0)
Race: Asian	=Sum(If [Race - Asian] = "X" Then [Distinct Employee Count] Else 0)
Race: Black or African American	=Sum(If [Race - Black or African American] = "X" Then [Distinct Employee Count] Else 0)
Race: Native Hawaiian/Pacific Islander	=Sum(If [Race - Native Hawaiian or Other Pacific Islander] = "X" Then [Distinct Employee Count] Else 0)
Race: Not Assigned	=Sum(If [Race - American Indian or Alaska Native] <> "X" And [Race - Asian] <> "X" And [Race - Black or African American] <> "X" And [Race - Native Hawaiian or Other Pacific Islander] <> "X" And [Race - Two or More] <> "X" And [Race - White (Caucasian)] <> "X" Then [Distinct Employee Count] Else 0)
Race: Two or More	=Sum(If [Race - Two or More] = "X" Then [Distinct Employee Count] Else 0)
Race: White/Caucasian	=Sum(If [Race - White (Caucasian)] = "X" Then [Distinct Employee Count] Else 0)
Spouse - Military	=Sum(If [Military Spouse] = "Yes" Then [Distinct Employee Count] Else 0)
Veterans: All	=Sum(If ([Vet - Other Protected]= "X" Or [Vet - Special Disabled] = "X" Or [Vet - Vietnam] = "X" Or [Vet - Armed Forces Service Medal] = "X" Or [Vet - Disabled] = "X" Or [Vet - Recently Separated] = "X") Then [Distinct Employee Count] Else 0)
Veterans: Arm Frc Srv Md	=Sum(If [Vet - Armed Forces Service Medal] = "X" Then [Distinct Employee Count] Else 0)
Veterans: Disabled	=Sum(If [Vet - Disabled] = "X" Then [Distinct Employee Count] Else 0)
Veterans: Non-Veteran	=Sum(If [Vet - Non Veteran] = "X" Then [Distinct Employee Count] Else 0)
Veterans: Not a Protected Veteran	=Sum(If [Vet - Not Protected] = "X" Then [Distinct Employee Count] Else 0)
Veterans: Not Assigned	=Sum(If [Vet - Armed Forces Service Medal] <> "X" And [Vet - Disabled] <> "X" And [Vet - Non Veteran] <> "X" And [Vet - Not Protected] <> "X" And [Vet - Other Protected] <> "X" And [Vet - Prefers Not To Answer] <> "X" And [Vet - Recently Separated] <> "X" And [Vet - Vietnam] <> "X" And [Vet - Special Disabled] <> "X" Then [Distinct Employee Count] Else 0)
Veterans: Other Protected	=Sum(If [Vet - Other Protected] = "X" Then [Distinct Employee Count] Else 0)
Veterans: Prefers Not to Answer	=Sum(If [Vet - Prefers Not To Answer] = "X" Then [Distinct Employee Count] Else 0)
Veterans: Recently Separated	=Sum(If [Vet - Recently Separated] = "X" Then [Distinct Employee Count] Else 0)
Veterans: Veterans With Disabilities	=Sum(If [Vet - Special Disabled] = "X" Then [Distinct Employee Count] Else 0)
Veterans: Vietnam Era Veterans	=Sum(If [Vet - Vietnam] = "X" Then [Distinct Employee Count] Else 0)