

**Position Detail (SA-001)**

**Description:** Position availability, vacancy status, and position holder information. Provides the ability to audit position and employee coding. Includes an additional view of position detail by Organizational Unit Hierarchy.

- ✓ **Universe** WWA EDW Staffing Assignment.unx
- ✓ **Required filter prompt** Calendar Year Month
- ✓ **Position Detail (default)** Position availability, vacancy status, and position holder information.
- ✓ **Position Detail – Org Hierarchy** Position availability, vacancy status, and position holder information by Organizational Unit Hierarchy.

The standard report is located in the Washington Workforce Analytics Reports - Web Intelligence > Staffing Assignments folder.

The screenshot shows the folder navigation interface. On the left, the 'Public Folders' tree is expanded to show 'Washington Workforce Analytics Reports - Web Intelligence'. On the right, a list of folders is displayed with the following details:

Title	Type	Description
Financials	Folder	AFRS reports
Grievance	Folder	Grievance reports
Headcount and Personnel Actions	Folder	Headcount and Personnel Actions reports
Payroll	Folder	Payroll reports
Quota	Folder	Quota reports
Staffing Assignments	Folder	Staffing Assignments reports

**Sample View - Position Detail**

Business Area Code (POS)	Business Area (POS)	Personnel Area Code (POS)	Personnel Area (POS)	Personnel Subarea Code (POS)	Personnel Subarea (POS)	Organizational Abbr	Organizational Unit Code	Organizational Unit	Position Abbr	Position Code	Position	Job Class Abbr (POS)	Job Code (POS)
1050	Office of Financial Management	1050	Office of Financial Mgmt	0001	Non Represented	017	31008180	C&C METRICS/INITIATIVES	8007	71028756	HR ENTERPRISE SYSTEMS MANAGER	OFM013	51000737
1050	Office of Financial Management	1050	Office of Financial Mgmt	0001	Non Represented	017	31008180	C&C METRICS/INITIATIVES	8047	71032282	CLASS & COMP METRICS/INITIATIVES MANAGER	OFM011	51000735
1050	Office of Financial Management	1050	Office of Financial Mgmt	0001	Non Represented	017	31008180	C&C METRICS/INITIATIVES	8089	71042939	HR ENTERPRISE SYSTEMS MANAGER	OFM013	51000737
1050	Office of Financial Management	1050	Office of Financial Mgmt	0001	Non Represented	017	31008180	C&C METRICS/INITIATIVES	8070	71042940	HR ANALYTICS SPECIALIST	OFM013	51000737
1050	Office of Financial Management	1050	Office of Financial Mgmt	0001	Non Represented	017	31008180	C&C METRICS/INITIATIVES	8071	71042941	HR ANALYTICS SPECIALIST	OFM013	51000737
1050	Office of Financial Management	1050	Office of Financial Mgmt	0001	Non Represented	017	31008180	C&C METRICS/INITIATIVES	8077	71048003	COMPENSATION POLICY WORK STUDY INTERN	EX810	80003732

Job (POS)	Employee Group (POS)	Employee Subgroup (POS)	Vacancy Indicator	Personnel Number	Name - Full	Personnel Subarea Code (EE)	Personnel Subarea (EE)	Employee Group (EE)	Work Contract	Seniority Date
OFM PROG CONSULTANT/ANALYST	Civil Service Exempt	Monthly(M) OT Exempt		1		0001	Non Represented	Civil Service Exempt	Exempt	02/23/2005
OFM MANAGER	Civil Service Exempt	Monthly(M) OT Exempt		2		0001	Non Represented	Civil Service Exempt	Exempt	08/05/1991
OFM PROG CONSULTANT/ANALYST	Civil Service Exempt	Monthly(M) OT Exempt		3		0001	Non Represented	Civil Service Exempt	Exempt	06/09/2004
OFM PROG CONSULTANT/ANALYST	Civil Service Exempt	Monthly(M) OT Exempt		3		0001	Non Represented	Civil Service Exempt	Exempt	06/13/2005
OFM PROG CONSULTANT/ANALYST	Civil Service Exempt	Monthly(M) OT Exempt		3		0001	Non Represented	Civil Service Exempt	Exempt	08/16/2004

## 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 (POS)
- Business Area Code (POS)
- Employee Group (POS)
- Employee Subgroup (POS)
- Job (POS)
- Job Class Abbr (POS)
- Job Code (POS)
- Organizational Abbr
- Organizational Unit Code
- Personnel Area (POS)
- Personnel Area Code (POS)
- Personnel Subarea (POS)
- Personnel Subarea Code (POS)
- Position
- Position Abbr
- Position Code
- Vacancy Indicator
- Work Contract (Appt Status)
- Workforce Indicator (POS)
- Workforce Indicator Code (POS)

## Query Results

### Default Data Fields

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

### Position Detail

- Business Area Code (POS)
- Business Area (POS)
- Personnel Area Code (POS)
- Personnel Area (POS)
- Personnel Subarea Code (POS)
- Personnel Subarea (POS)
- Organizational Abbr
- Organizational Unit Code
- Organizational Unit
- Position Abbr
- Position Code
- Position
- Job Class Abbr (POS)
- Job Code (POS)
- Job (POS)
- Employee Group (POS)
- Employee (POS)
- Vacancy Indicator
- Personnel Number
- Name – Full
- Personnel Subarea Code (EE)
- Personnel Subarea (EE)
- Employee Group (EE)
- Work Contract
- Seniority Date

### Position Detail – Org Hierarchy

- Organizational Unit L1
- Organizational Unit L2
- Organizational Unit L3
- Organizational Unit L4
- Organizational Unit L5
- Organizational Unit L6
- Organizational Unit L7
- Organizational Unit L8
- Organizational Unit L9
- Organizational Unit L10
- Organizational Unit L11
- Organizational Unit L12
- Organizational Unit L13
- Organizational Unit L14
- Organizational Unit L15
- Organizational Unit L16
- Organizational Unit L17
- Organizational Unit L18
- Organizational Unit L19
- Organizational Unit L20
- Business Area Code (POS)
- Business Area (POS)
- Personnel Area Code (POS)
- Personnel Area (POS)
- Personnel Subarea Code (POS)
- Personnel Subarea (POS)
- Organizational Abbr
- Organizational Unit Code
- Organizational Unit
- Position Abbr
- Position Code
- Position
- Job Class Abbr (POS)
- Job Code (POS)
- Job (POS)
- Employee Group (POS)
- Employee (POS)
- Vacancy Indicator
- Personnel Number
- Name – Full
- Personnel Subarea Code (EE)
- Personnel Subarea (EE)
- Employee Group (EE)
- Work Contract
- Seniority Date

## Additional Fields

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

- Assignment Pay Indicator
- Business Area (POS)
- Business Area Code (POS)
- Cap Utilization Level
- Contract Type
- Date – Agency Hire
- Date – Anniversary
- Date – Appointment
- Date – Seniority
- Dual Lang Indicator (POS)
- Duty Station County
- Duty Station County Code
- Employee Group (EE)
- Employee Group (POS)
- Employee Subgroup (EE)
- Employee Subgroup (POS)
- Employment Percent
- Job (POS)
- Job Class Abbr (POS)
- Job Code (POS)
- JVAC Points
- JVAC Points Abbr
- JVAC Points Code
- JVAC Points Old
- Management Type
- Market Segment
- Market Segment Code
- Name – Full
- Next Increase Override Date
- Organizational Key
- Organizational Unit
- Organizational Unit Code
- Organizational Unit L1
- Organizational Unit L10
- Organizational Unit L11
- Organizational Unit L12
- Organizational Unit L13
- Organizational Unit L14
- Organizational Unit L15
- Organizational Unit L16
- Organizational Unit L17
- Organizational Unit L18
- Organizational Unit L19
- Organizational Unit L2
- Organizational Unit L20
- Organizational Unit L3
- Organizational Unit L4
- Organizational Unit L5
- Organizational Unit L6
- Organizational Unit L7
- Organizational Unit L8
- Organizational Unit L9
- Part Time Indicator
- Pay Adjust Reason
- Pay Area (EE)
- Pay Area (POS)
- Pay Area Code (EE)
- Pay Area Code (POS)
- Pay Group (EE)
- Pay Group (POS)
- Pay Level (EE)
- Pay Type (EE)
- Pay Type (POS)
- Pay Type Code (EE)
- Pay Type Code (POS)
- Personnel Area (POS)
- Personnel Area Code (POS)
- Personnel Number
- Personnel Subarea (EE)
- Personnel Subarea (POS)
- Personnel Subarea Code (EE)
- Personnel Subarea Code (POS)
- Position
- Position Abbr
- Position Code
- Position General Description
- Position In Training Description
- Position Percentage
- Primary Inclusion Criteria
- Primary Inclusion Criteria Abbr
- Primary Inclusion Criteria Code
- Retirement Eligible Position Indicator
- Secondary Inclusion Criteria
- Secondary Inclusion Criteria Abbr
- Secondary Inclusion Criteria Code
- Supervisor Name
- Supervisor Personnel Number
- Supervisor Position
- Supervisor Position Code
- Vacancy Indicator
- Work Contract
- Workforce Indicator (POS)
- Workforce Indicator Code (POS)

## Measures

This query contains no measures.

## Restrictions and Variables

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

### Restrictions

There are no pre-defined filter restrictions in this query.

## Variables

The following variables are included in the report:

Variable	Formula
BackgroundColor	= "True"
Date – Agency Hire	=If Not(IsNull([POSITION_DETAIL].[Date - Agency Hire])) Then (Substr([POSITION_DETAIL].[Date - Agency Hire];6;2) + "/" + Right([POSITION_DETAIL].[Date - Agency Hire];2) + "/" + Left([POSITION_DETAIL].[Date - Agency Hire];4)) Else ""
Date – Anniversary	=If Not(IsNull([POSITION_DETAIL].[Date - Anniversary])) Then (Substr([POSITION_DETAIL].[Date - Anniversary];6;2) + "/" + Right([POSITION_DETAIL].[Date - Anniversary];2) + "/" + Left([POSITION_DETAIL].[Date - Anniversary];4)) Else ""
Date – Appointment	=If Not(IsNull([POSITION_DETAIL].[Date - Appointment])) Then (Substr([POSITION_DETAIL].[Date - Appointment];6;2) + "/" + Right([POSITION_DETAIL].[Date - Appointment];2) + "/" + Left([POSITION_DETAIL].[Date - Appointment];4)) Else ""
DateRun	= "Date Run: " + FormatDate(LastExecutionDate(); "Mmm, dd, yyyy hh:mm a" )
Date – Seniority	=If Not(IsNull([POSITION_DETAIL].[Date - Seniority])) Then (Substr([POSITION_DETAIL].[Date - Seniority];6;2) + "/" + Right([POSITION_DETAIL].[Date - Seniority];2) + "/" + Left([POSITION_DETAIL].[Date - Seniority];4)) Else ""
EmptyValue	= ""
ReportDescription1	= "Description: Position availability, vacancy status, and position holder information."
ReportDescription2	= "Description: Position availability, vacancy status, and position holder information by Organizational Unit Hierarchy."
ReportName1	= "Position Detail"
ReportName2	= "Position Detail with Org Hierarchy"
ReportNote	= ""
ReportNumber	= "Report Number: SA-001"

## Things to Know

### Employee Dimension

The Employee Dimension in the Staffing Assignments universe does not contain the following fields:

- Job (EE)
- Job Code (EE)
- Job Group Abbr (EE)
- Job Class Abbr (EE)
- Job Group (EE)
- Job Group Code (EE)

To compare a position’s job and an employee’s job, you can merge relevant objects with the Headcount and Personnel Actions universe and create variables for those fields not present in both universes. Reference the job aid for Multiple Queries with Merged Dimensions for more information.

### Organizational Unit Level Hierarchy and Org Unit Relationships

Organizational Unit Levels in the org unit hierarchy will only show in the results for organizational units with active position relationships. Organizational units in HRMS that do not have any active positions will be left out of the report.

Organizational Unit fields for positions which do not have an active *A 003 Belongs To...* relationships will be blank.