# EEOC Explore

# EEO-5 Dashboard User Guide

# Table of Contents

## Introduction

EEOC Explore is an interactive data query and mapping tool that gives users access to the most current aggregate of EEO-1, 3, 4, 5 and Enforcement and Litigation Statistics data that is publicly available. The user-friendly tool enables stakeholders to explore privacy-protected data and compare trends across a number of categories (including location, sex, race and ethnicity, job type, employee type, and industry sector) without the need for computer programming or statistical analysis experience.

As part of its mandate under Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Commission requires periodic reports from public and private employers, as well as unions and labor organizations to indicate the composition of their work forces by sex and race/ethnic category.

This document can be referenced to aid in the use of EEOC Explore dashboards for EEO-5 data.

EEOC collects membership diversity data from elementary and secondary public schools with 100 or more employees within 50 U.S. states and District of Columbia. The reporting schools provide figures on their employee types and activity assignment classifications by sex and race/ethnic groups as of December 31st of the collection year. The EEO-5 data collection is conducted biennially on every even-numbered year.

## EEOC Explore Overview

### Features

EEOC Explore uses Tableau software. The following features have been implemented in the initial release of the EEO-5 data dashboard:
- One interactive Dashboard providing a specific view of data using relevant maps and graphs
- Dynamic Visual Graphs that respond to filter(s) and action(s) on maps
- Filter and sort data

- View details about specific data points through Tooltips
- Select marks to highlight data points in the view
- Time Trends
- Comparison between geographic locations
- Legends & dynamic titles
- Export screen display to PDF
- Download underlying data from visual objects

## Source Data

EEOC Explore uses de-identified Public Use Files (PUF) as the source data. The EEO-5 PUF files contain aggregated employee counts at national and state levels across a multi-year span of time.  Employment aggregates are categorized by sex, race, job, employment, and geographic areas. The files were processed through a series of data protection techniques to suppress identifiable information. As a result, employees and employers are protected in the released data.

## User Interface

EEOC Explore uses integrated dashboards for displaying data. As shown in Figure 1, dashboards are displayed as tabs along the top panel of the user interface and the filters are shown along the left panel of the screen. The tool presents information based on selected filter(s) within the domain of the dashboard.

**Figure 1.** General Screen Layout
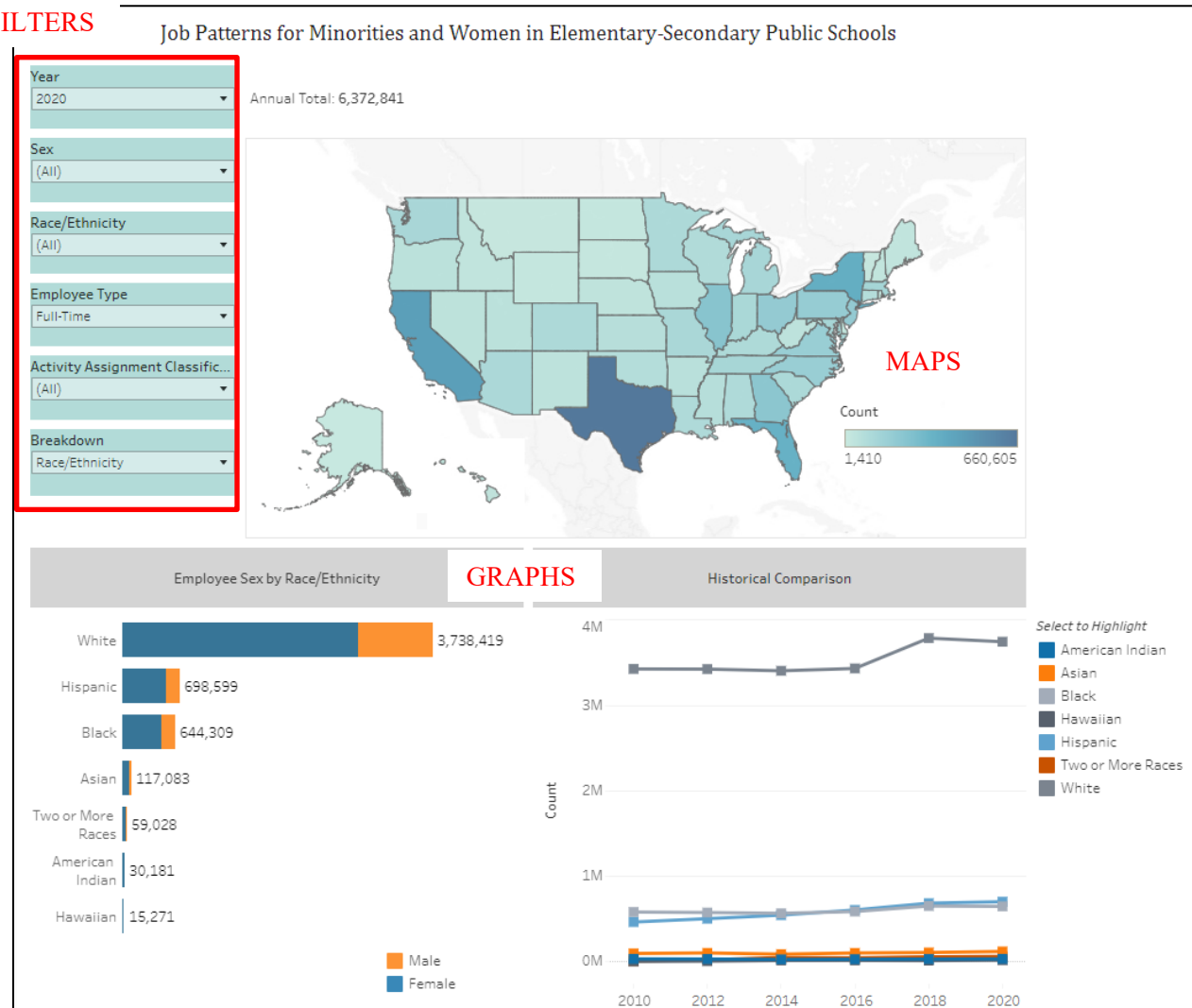


There are two ways of visualizing data on each dashboard:

1) Navigation through Filters: A change in a filter can affect the graphs.

2) Navigation through 'Geo Actions': User actions on the map can change information on graphs for a given set of filters.

## Filters

The following filters are available in the current version of this application:

1. Year

2. Sex

3. Race/Ethnicity
4. Employee Type
5. Activity Assignment Classification
6. Breakdown

Year, Employee Type, and Breakdown filters allow one value at a time.  The other filters allow multiple selection of values from their dropdown lists.

A brief description of each filter is provided below:

1. **Year**: The default value is the most recent year in the database. In the current release, available selection options are:
   - 2020
   - 2018
   - 2016
   - 2014
   - 2012
   - 2010

2. **Sex**: Default: (All)
   Available selection options are:
   - Female
   - Male
   - (All)

3. **Race Ethnicity**: Default: (All Race/Ethnicity)
   Available selection options are:
   - American Indian or Alaska Native
   - Asian
   - Black or African American
   - Hispanic
   - Native Hawaiian or Other Pacific Islander
   - Two or more Races
   - White
   - (All)

4. **Employee Type**: Default: Full-Time

   Available selection options are:
   - Full-Time
   - Part-Time
   - New Full-Time Hires

5. **Activity Assignment Classification**: Default: (All)

   Available selection options are:
   - Officials, Administrators, Managers
   - Principals
   - Assistant Principals, Teaching
   - Assistant Principals, Non-Teaching
   - Elementary Classroom Teachers
   - Secondary Classroom Teachers
   - Other Classroom Teachers
   - Guidance
   - Psychological
   - Librarians/Audiovisual Staff
   - Consultants & Supervisors of Instruction
   - Other Professional Staff
   - Teachers Aids
   - Technicians
   - Clerical/Secretarial Staff
   - Service Workers
   - Skilled Crafts
   - Laborers, Unskilled
   - (All)

6. **Breakdown**: Default: Race/Ethnicity

   Available selection options are:
   - Sex
   - Race/Ethnicity
   - Employee Type
   - Activity Assignment

- State
- Overall

## Data Download Options

Data and objects can be downloaded in several ways. When the focus is on the map or plot objects, the data window can be opened by pressing the Control+Shift+Enter keys simultaneously. This instruction is provided by a screen reader as well.

A button for download options is available along the bottom right corner of the screen as shown below. A keyboard user can use the Tab key to go to the Tableau logo on the bottom left corner of the screen, and then use the Right Arrow key to reach this download button.
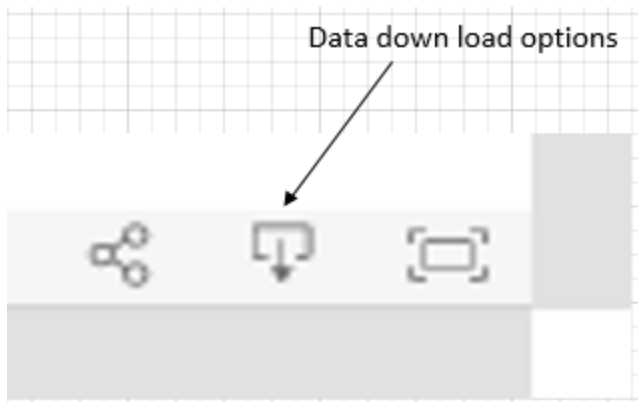


When the download button is clicked or selected by a keyboard, the following options are presented to the user:
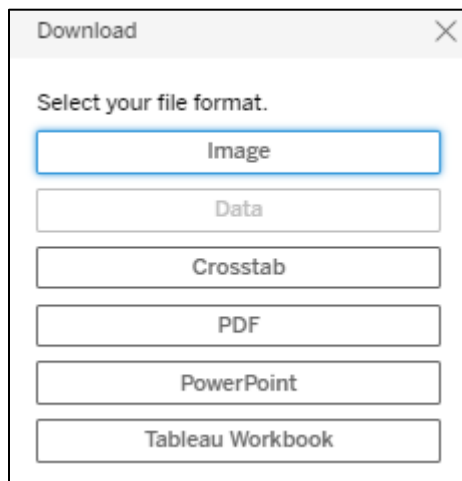
# Accessibility

To enable independent use of the application, EEOC Explore supports screen readers for blind and visually impaired. A free version of the NVDA screen reader software can be downloaded from the following site: https://www.nvaccess.org/download/

For additional information on the NVDA software and system requirements, please visit: https://www.nvaccess.org/about-nvda/

NVDA quick reference command keys information is available at:

https://www.nvaccess.org/files/nvdaTracAttachments/455/keycommands%20with%20laptop%20keyboard%20layout.html

A key board can be used for navigating through objects on the user interface as well.

# Comments and Feedback

EEOC Explore has been developed as a prototype to modernize the data dissemination process. This application is expected to be upgraded in the future to meet user needs. Please feel free to send your comments at: OEDA@EEOC.GOV.

# Appendix 1.  Description of EEO-5 Activity Assignment Classifications

*Officials, Administrators, Managers*: These are occupations requiring administrative personnel who set broad policies (not elected or appointed officials), exercise overall responsibility for the execution of these policies, or direct individual departments or special phases of the school system or district operations. Included in this category: superintendent of schools; deputy, associate, and assistant superintendent of schools; school business officials; directors and administrators of district-wide programs; and other professional administrative staff. Not included in this category: principals, assistant principals, supervisors of instruction, non-professional supervisors of service workers, skilled crafts, and laborers.

***Principals***: Staff members performing the assigned activities of the administrative head of their respective schools (not school systems or districts) to whom has been delegated responsibility for the coordination and direction of the activities of the school.

***Assistant Principals, Teaching***: Staff members who in addition to assisting the head of a school (normally the principal) in performing the activities of directing and managing schools are also engaged in instructing pupils in courses in classroom situations.

***Assistant Principals, Non-Teaching***: Assignment of staff members to perform only the professional activities of assisting the head of a school (normally the principal) in performing the activities of directing and managing a school.

***Elementary, Secondary, and Other Classroom Teachers***: Staff members assigned the professional activities of instructing pupils in courses in classroom situations for which daily pupil attendance figures for the school system are kept.

***Guidance***: Staff members responsible for advising pupils about their abilities and aptitudes, educational and occupational opportunities, personal and social adjustments, etc.

***Psychological***: Includes only the following individuals: psychologists, psychometrics, psychiatrists, and psychological/social workers who are engaged in providing psychological-evaluative services to pupils for placement purposes regardless of the amount of time spent in this activity.

***Librarians/Audiovisual Staff***: Librarians include staff members responsible for organizing and managing school libraries. Audiovisual personnel include staff members responsible for preparing, caring for, and making available to instructional programs the equipment, materials, scripts, and other aids which assist teaching and learning through special appeal to the senses of sight and hearing (e.g., a director of audiovisual services, scriptwriter, etc.).

***Consultants and Supervisors of Instruction***: Staff members performing activities of leadership, guidance, and expertise in the field of specialization for the purpose of improving the performance of teachers and other instructional staff members.

***Other Professional Staff***: Staff members performing some instructional or related function on a full-time basis who cannot be properly classified for reporting in other professional assignments, such as non-classroom teachers who: may be teaching homebound students, teaching through correspondence, teaching through radio or television from a studio, providing instruction for exceptional pupils released from regular classes for short periods of time, and/or instructing pupils in non-course (co-curricular) activities. Includes professional non-instructional staff (not officials/administrators, etc.), such as physicians, dentists, speech therapists, school social

workers, community workers, attendance officers, attorneys, architects, engineers, registered professional nurses, and other professional non-instructional personnel.

**Teacher Aides**: A staff member performing assigned activities which are not classified as professional educational, but which assist a staff member to perform professional- educational teaching assignments. Includes all personnel working with students under the direct supervision of a classroom teacher or under the direct supervision of a staff member performing professional-educational-teaching assignments on a regularly scheduled basis. In other words, aides who participate on a regularly scheduled basis in the formal education effort directed toward the student and/or whose impressions of student educational progress or needs may contribute to the formal authorized educational evaluation of students are classified as Teacher Aides.

**Technicians**: Occupations requiring a combination of knowledge and manual skill which can be obtained through about two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent, on-the-job training. Includes: computer programmers and operators; film inspectors; projectionists; graphic artists; drafters; engineering aides; non-teaching-related mathematical aides; licensed, practical, or vocational nurses; dietitians; photographers; radio operators; scientific assistants; technical illustrators; technicians (medical, dental, electronic, physical sciences); and similar occupations which cannot be properly classified in other Activity Assignment Classifications.

**Administrative Support Workers**: Occupations requiring skills and training in all clerical-type work, including activities such as preparing, transcribing, systematizing, or preserving written communications, and reports, and/or operating such mechanical equipment as bookkeeping machines, typewriters, and tabulating machines. Includes bookkeepers, messengers, office machine operators, clerk typists, stenographers, statistical clerks, payroll clerks, and kindred workers.

**Service Workers**: Staff members performing a service for which there are no formal qualifications, including paraprofessionals and nonsupervisory personnel in cafeteria or transportation work. Includes custodial workers or others with the responsibility for cleaning the buildings of school plants or supporting service facilities; maintenance and operating such equipment as heating and ventilating systems; preserving the security of school property; and keeping the school plant safe for occupancy and use. Such activities may include cleaning, sweeping, disinfecting, heating, lighting, moving furniture, keeping school entrances appropriately locked or unlocked, keeping such facilities as fire escapes and panic bars in working order, and guard duties.

***Skilled Crafts***: Occupations in which workers perform jobs that require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, and kindred workers.

***Laborers and Helpers***: Staff members who perform manual labor not classified in another Activity Assignment Classification. Include garage laborers, car washers and greasers, gardeners and groundskeepers, and/or activities such as lifting, digging, mixing, loading, and pulling operations.