



EEOC Explore

EEO-4 Dashboard User Guide

Table of Contents

EEOC Explore	1
Introduction	2
EEOC Explore Overview	2
Features.....	2
Source Data.....	3
User Interface	3
Filters	4
Data Download Options.....	6
Accessibility	7
Comments and Feedback	8
Appendix 1. Description of EEO-4 Government Functions	8

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-4 data.

EEOC collects membership diversity data from State and local governments with 100 or more members within 50 U.S. states and District of Columbia. The reporting governments provide figures on salary band and government function by sex and race/ethnic groups as of December 31st of the collection year. The EEO-4 data collection is conducted biennially on every odd-numbered year.

EEOC Explore Overview

Features

EEOC Explore uses Tableau software. The following features have been implemented in the initial release of the EEO-4 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

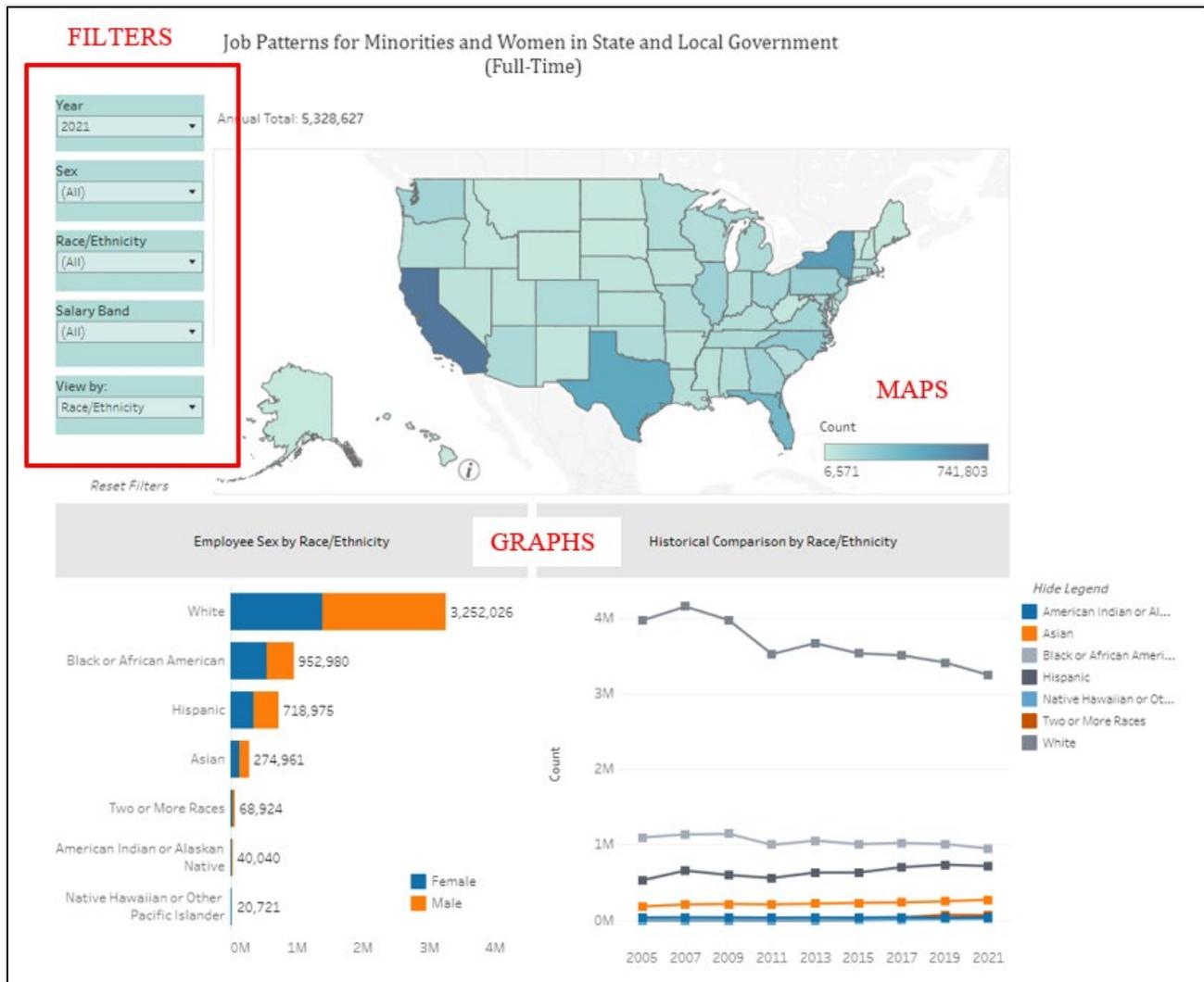
Source Data

EEOC Explore uses de-identified Public Use Files (PUF) as the source data. The EEO-4 PUF files contain aggregated employee counts at national and state levels across a multi-year span. Employment aggregates are categorized by sex, race, job, employment, salary, 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. Salary Band
5. View By

Year and View By 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:
 - 2021
 - 2019
 - 2017
 - 2015
 - 2013
 - 2011
 - 2009
 - 2007
 - 2005

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. **Salary Band:** Default: (All)

Available selection options are:

- \$0.1k-15.9k
- \$16.0k-19.9k
- \$20.0k-24.9k
- \$25.0k-32.9k
- \$33.0k-42.9k
- \$43.0k-54.9k
- \$55.0k-69.6k
- \$70.0k+

5. **View By:** Default: Race/Ethnicity

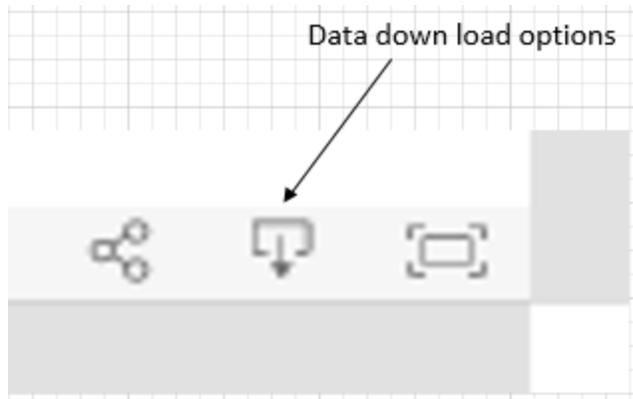
Available selection options are:

- Overall
- Sex
- Race/Ethnicity
- Salary Band
- Government Function
- Government Type

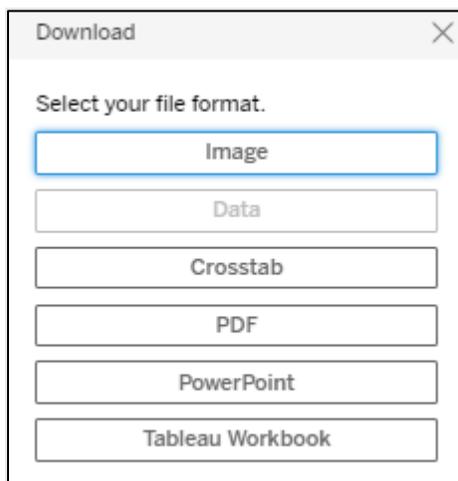
Data Download Options

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 individuals. 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 keyboard 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-4 Government Functions

Financial Administration (and General Control): Tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office. Duties usually performed by boards of supervisors or commissioners, central administration offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, et al.).

Streets and Highways: Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways, and bridges.

Public Welfare: Maintenance of homes and other institutions for the needy; administration of public assistance. (Hospitals are reported under Function "Hospitals" below).

Police Protection: Duties of a police department sheriff's, constable's, coroner's office, etc. Includes technical and clerical employees engaged in police activities.

Fire Protection: Duties of the uniformed fire force and clerical employees. (Any forest fire protection activities counted in Function "Natural Resources").

Natural Resources: Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and Parks and Recreation. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.

Hospitals: Operation and maintenance of institutions for inpatient medical care.

Health: Provision of public health services, outpatient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.

Housing: Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.

Community Development: Planning, zoning, land development, open space, beautification, preservation.

Corrections: Jails, reformatories, detention homes, halfway houses, prisons, parole and probation activities.

Utilities and Transportation: Includes water supply, electric power, transit, gas, airports, water transportation and terminals.

Sanitation and Sewage: Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.

Employment Security: State governments only.

Other