EEOC Explore

Public Use Data File

User Guide

EEO-4
(State and Local Government)

PREPARED BY EEOC:

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Overview

EEOC Explore is an interactive data query and mapping application which uses EEO-4 labor force data collected from state and local governments with 100 or more employees within 50 U.S. states and District of Columbia. The reporting agencies provide information on their employment totals, employees' job category and salary by sex and race/ethnic groups as of June 30 of the collection year. Since 1993 the EEO-4 data collection is conducted biennially in every odd-numbered year. The Public Use Files (PUF) with selected variables from EEO-4 data were created to accomplish two goals:

1) To prepare a complete and downloadable PUF dataset for each year
2) To create source data for EEOC Explore's EEO-4 (State and Local Government) dashboard

These files were produced after parsing EEO-4 data through a series of confidentiality protection algorithms to ensure sufficient protection from disclosure risk.

Source Data

EEO-4 microdata were aggregated by geographic locations, job category, government type, government function and demographic characteristics, such as sex and race/ethnicity. The geographic locations include National and State. The breakdown of geographic locations by count of each category is shown below:

Geo Location	Count
National	1
State	51

State and Local Government Job Categories in EEO-4 data were collected under the following categories:

- Officials Administrators
- Professionals
- Technicians
- Protective Service
- Para-Professionals

- Administrative-Support
- Skilled Craft
- Service Maintenance

State and Local Government Types in EEO-4 data were collected under the following categories:

- State
- County
- City
- Town
- Special District

State and Local Government Functions in EEO-4 data were collected under the following categories:

- Financial Administration
- Streets and Highways
- Public Welfare Highways
- Police Protection
- Fire Protection Sanatoriums
- Natural Resources Sanatoriums
- Hospitals and Sanatoriums
- Health Sanatoriums
- Housing
- Community Development Transportation
- Corrections Transportation Sewage
- Utilities and Transportation Sewage
- Sanitation and Sewage Transportation Sewage
- Employment Security Sewage
- Other
- Jurisdiction Aggregate

Description of each function and job category can be accessed through the following link: https://eeocdata.org/pdfs/EEO-4 Instruction Booklet.pdf.

Race/ethnicity and sex were used to delineate employment characteristics by demographic factors. The two options which designate employee gender are:

- Male

- Female

Race and ethnicity information of employees were collected by using the following categories:

- American Indian or Alaska Native

- Asian

- Black or African American

- Hispanic

- Native Hawaiian or Other Pacific Islander

- Two or more Races

- White

Methodology

The data de-identification methodology was developed to ensure safeguard of identifiable information and fulfil legal requirements under the Section 709 (e) of Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972.

Aggregated counts of State and Local Government Employment for each dimension (geography x job category x government function x employment type x race x sex) were processed through suppression steps to protect identifying information. The programming codes were applied to each year's data separately.

Public Use File (PUF)

One PUF dataset is available for all years to download using links above EEOC Explore. Each file has 11 columns. The following table shows a general overview of column attributes:

Columns (start-end)	Contents
1	State (2 Letter State Abbreviation)
2	Emp_Type ("FT" for Full Time, "PT" for Part Time, "NEW" for New Hire)
3	Type ("Counts" for Employment Value, "Med Sal" for Median Salary)
4	Govt_Type (State, City, County, Special District, Other, Blank)
5	Year
6	Sex (Male or Female)
7	Bracket (Salary Bracket)
8	Job_cat (Job Category)
9	Functcd (Function Code)
10	Data_type (Race)
11	Value (Numerical Value)

Variable labels of all columns are shown in Appendix 1.

The data on the EEO-4 PUF is stored by STATE, EMP_TYPE, TYPE, GOVT_TYPE, YEAR, SEX, BRACKET, JOB_CAT, FUNCTCD, DATA_TYPE, and VALUE. An example is provided below:

STATE	emp_type	type	govt_type	year	sex	bracket	job_cat	functcd	Data_type	Value
	FT	Counts		2019	Female	0.1-15.9	ADM SUPRT		AIAN	52
	FT	Counts		2019	Female	0.1-15.9	ADM SUPRT		Asian	46
	FT	Counts		2019	Female	0.1-15.9	ADM SUPRT		Black	847
	FT	Counts		2019	Female	0.1-15.9	ADM SUPRT		Hispanic	506
	FT	Counts		2019	Female	0.1-15.9	ADM SUPRT		NHOPI	13
	FT	Counts		2019	Female	0.1-15.9	ADM SUPRT		TOMR	41
	FT	Counts		2019	Female	0.1-15.9	ADM SUPRT		White	3663

The first record shows employee counts for FULL TIME AMERICAN INDIAN FEMALE ADMIN SUPPORT in the year 2019. Some columns may be blank due to certain records. For example, FUNCTCD, STATE and GOVT_TYPE are blank due to the example above being an aggregate by FULL TIME, YEAR, SEX, BRACKET, JOB_CAT and DATA_TYPE.

Comments and Feedback

Data of additional years are expected to be processed and integrated in the future. Please feel free to send your comments to OEDA@EEOC.GOV.

Appendix 1   Variable Labels for the PUF Datasets

Columns (start-end)	Contents
State	2 Letter State Abbreviation
Emp_Type	"FT" for Full Time, "PT" for Part Time, "NEW" for New Hire
Type	"Counts" for Employment Value, "Med Sal" for Median Salary
Govt_Type	Label for Government Type Aggregates: State, City, County, Special District, Other, Blank
Year	Year
Sex	Male or Female
Bracket	Salary Bracket
Job_cat	Label for Job Category
Functcd	Function Code
Data_type	Race
Value	Numerical Value