Electronic Classification Analysis System (E-Class) Instructions and Information

Introduction

The Electronic Classification Analysis System (E-Class) is a Web-based approach to analyzing statewide human resources data. E-Class does not include data from universities, and data not audited or verified by the State Auditor's Office. The sources of all data are the Uniform Statewide Payroll System (USPS), the Standardized Payroll/Personnel Reporting System (SPRS), and the Human Resources Information System (HRIS). Questions regarding the data or analysis of the data should be directed to the State Classification Office at (512) 936-9500.

Navigating the System

Selections for the E-Class system are made by clicking the various buttons to bring up lists of various criteria.

"Employee Data Selection", will open up a list containing the list of items available to search for (ex. "Age").

+ Employee Data Selection

+ Agency / Article Filters

"Agency / Article Filters", will allow the user to filter results by either the specific agency (ex. "The State Auditor's Office") or the Article (ex. "General Government (Article I)") the results belong to.

+ Occupation / Jobclass Filters

"Occupation / Jobclass Filters" allows the user to further limit the search results by specific Occupational Category (ex. "Accounting, Auditing, and Finance") or Job Classification Series (ex. "Accounting").

+ Fiscal Year / Employee Type Filters

"Fiscal Year / Employee Type Filters" will let the user filter out Fiscal Years and Employee Type Filters (ex. "Classified Regular Full Time").

**+ −** These sections can also be opened by the plus and minus buttons on the top right of the screen.

There are three additional buttons at the bottom of the screen. "Clear" will remove all selections and return their values to default. "Cancel" will remove all selections and return the user to the main page. Submit will take the user to results page and begin searching the system for your specified selections.
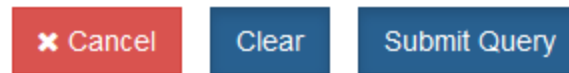
On the results page, there are two buttons to assist with navigation. The first button when clicked, returns the user to the previous page will all their selections intact.

The second button returns the user to the home screen at the start of the application with their selections cleared.

 In the top right corner of the application there is one additional button. This button creates a new tab that returns the user to the selection page with their previous selections.

Error Explanations

There are the following limitations to the system.

- The system cannot search for more than 4 criteria (in Employee Data Selection).
- Any 'Overall' or 'Total' search criteria cannot be selected with additional item also selected. This is because, the system groups the data together for the 'Overall' and 'Total' search functions and other selections are not.
- When selecting "Compa Ratio and Range Penetration" you must also select a classification variable (Occupational Category, Job Classification Series, or Job Classification Title) in order to display the data.
- Any of the "All" criteria (All Agencies, All Fiscal Years, etc.) cannot be selected with an additional criteria also selected (e.g. "All Fiscal Years" and "2018").

If any of these invalid selections are made an error message similar to the one below will appear at the top of the page.


Otherwise, the message below will show.

Exporting the Data

After your report has been generated, click on the export icon. You are then given three export options to choose from (Excel, PDF, Word). After choosing your preferred file type, a browser dependent dialog box will pop up either at the bottom of the screen or in the center allowing you to either open or save your file in your chosen location.
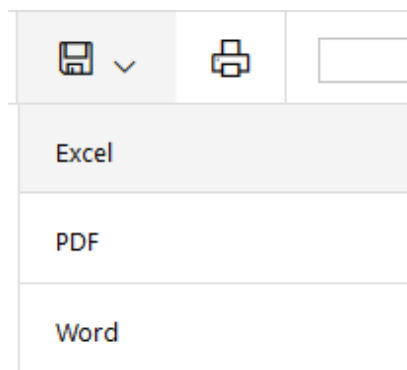
Additional Tips

Listbox Navigation

Specific items within Listbox can be found using the keyboard. Simply begin typing to search a Listbox for specific item and click said item when found to add it to the search criteria. NOTE: The system searches listboxes from top to bottom. To search, a box lower on the page, please click the button to hide listboxes above it.

Glossary

Classified Positions – Job Positions that are subject to the salary administration provisions and classification guidelines of the General Appropriations Act. Most Positions in state agencies are included in the Classification Plan, but positions in institutions of higher education are not. Employees who occupy these positions are known as classified employees.

Occupational Class – An occupational class, or category as it is sometimes called, represents a broad series of job families characterized by the nature of the functions performed and the extent of academic preparation required.

Jobclass Series – A hierarchical structure of jobs arranged into job classes involving work of the same nature but requiring different responsibility levels.

FLSA Designation – Employee overtime status pursuant to the guidelines established in the Fair Labor Standards Act (FLSA). FLSA status determination is based upon an analysis of job duties and responsibilities. Those employees in positions that are subject to FLSA overtime provisions are entitled to premium pay for overtime worked and are referred to as non-exempt employees. Employees who are not subject to the overtime provisions are referred to as exempt employees.

EEO Category Code – Equal Employment Opportunity (EEO) categories are established by the federal government and defined in compliance with Title VII of the Civil Rights Act. Governmental agencies monitor workforce based on mandated reports using these codes.