



Public Use Data File

User Guide

EEO-5 (Elementary and Secondary Schools)

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Overview

EEOC Explore is an interactive data query and mapping application which uses EEO-5 is conducted biennially in every even-numbered year and it covers all the school districts with 100 or more employees in 50 U.S. states and District of Columbia. The reporting school districts provide information on their full-time staff, part-time staff, and new hires in a total of eighteen job categories by men and women and by seven race/ethnic groups. Employment statistics cover the payroll period closest to October 1 of the reporting year and no later than November 30 of the reporting year. The Public Use Files (PUF) with selected variables from EEO-5 data were created to accomplish two goals:

- 1) To prepare a downloadable complete PUF dataset for each year
- 2) To create source data for EEOC Explore's EEO-5 (Elementary and Secondary Schools) dashboard

These files were produced after parsing EEO-5 data through a series of confidentiality protection algorithms to ensure sufficient protection from disclosure risk.

Source Data

EEO-5 microdata were aggregated by geographic locations, employment, and demographic characteristics, such as sex and race/ethnicity. The geographic locations included National and state. The breakdown of geographic locations by count of each category is shown below:

<u>Geo Location</u>	<u>Count</u>
National	1
State	51

State and Local Government in EEO-5 data were collected under the following categories:

Full-Time Employment Aggregate Classification

- 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 and Supervisors of Instruction
- Other Professional Staff
- Teacher Aides
- Technicians
- Administrative Support Workers
- Service Workers
- Skilled Crafts
- Laborers and Helpers

Part-Time Employment Aggregate Classification

- Professional Instructional
- All Other

New-Hire Employment Aggregate Classification

- Officials, Administrators, Managers
- Principals/Assistant Principals
- Classroom Teachers
- Other Professional Staff
- Nonprofessional Staff

Description of each classification can be accessed through the following link:

<https://eeocdata.org/pdfs/EEO-5%20Instruction%20Booklet.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 to 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 Elementary-Secondary Public Schools Employment for each dimension (geography x classification x employee type x race x sex) were processed through suppression steps to protect identifying information. The programming codes were applied on 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 7 columns. The following table shows a general overview of column attributes:

Columns (start-end)	Contents
1	State (2 Letter State Abbreviations)
2	Year
3	Role (Aggregation Classification)
4	Classification (Full Time, Part Time, New Hire)
5	Race (Black, Hispanic, etc.)
6	Sex

7	Value (Employment Value)
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Variable labels of all columns are shown in Appendix 1.

The data on the EEO-5 PUF is stored by STATE, YEAR, ROLE, CLASSIFICATION, RACE, SEX, and VALUE. An example is provided below:

STATE	year	role	classification	race	sex	value
AK	2010	AllOther	PART	AM.IND	Female	122
AK	2010	AllOther	PART	AM.IND	Male	35
AK	2010	AllOther	PART	ASIAN	Female	150
AK	2010	AllOther	PART	ASIAN	Male	56
AK	2010	AllOther	PART	BLACK	Female	121
AK	2010	AllOther	PART	BLACK	Male	67

The first record shows employment value for ALASKA PART TIME AMERICAN INDIAN FEMALES for the year 2010. The second record shows employment value for ALASKA PART TIME AMERICAN INDIAN MALES for the year 2010.

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 Abbreviations
Year	4 Digit Character Year
Role	Aggregation Classification

Classification	Full Time, Part Time, New Hire
Race	Black, Hispanic, etc.
Sex	Male or Female
Value	Employment Value