NEW YORK STATE Department of Civil Service

Albany, NY 12239

CLASSIFICATION AND COMPENSATION DIVISION

Workforce Analytics Access Request

CC-4 (1/2025)

Please email the completed form to: WorkforceAnalyticsSystem@cs.ny.gov.

DATE:	AGENCY NAME:	AGENCY CODE:

USER FIRST & LAST NAME:

USER EMAIL:	USER TELEPHONE:

USER DIRECTORY SERVICES ID*:	USER TITLE:

ACCESS (see page 2):

1. What level of access will the user require?   Aggregate ☐   Detailed ☐   DOB Examiner ☐

1a. If detailed access is requested, does user also require detailed access to gender/ethnicity data?

Yes ☐   No ☐

1b. DOB Examiner - select one Budget Exam Unit:

ADU ☐	EDU ☐	EPU ☐
GWU ☐	HEU ☐	HIU ☐
MHU ☐	PPU ☐	TTU ☐

ATTESTATION:

2. Is the user substantively and regularly engaged at a professional level in workforce management?
Yes ☐   No ☐

3. For users outside of HR**, please describe how the user is regularly engaged at a professional level in workforce management:

HR DIRECTOR NAME:	
HR DIRECTOR SIGNATURE:	DATE:

<table>
<tr><td>NEW YORK STATE Department of Civil Service
Albany, NY 12239</td><td>**CLASSIFICATION AND COMPENSATION DIVISION**
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DAO NAME:	
DAO SIGNATURE:	DATE:

*A Directory Services ID (same ID that is used for SLMS, NY.GOV) is required to access the system. If the proposed user does not have an ID, or it is not associated with the User's agency, contact your agency's or cluster's service, or help desk.

**Examples of HR titles that do not require substantial justification include Human Resources Specialist, Equal Opportunity Specialist, Associate Director/Director Human Resources, and Director Equal Opportunity.

Description of Access Levels

Aggregate

Ability to view summary data for own and other agencies. This access level is suitable for employees who need a macro level understanding of the agency's workforce but have no need to view information on specific employees.

Detailed

Ability to view aggregate and detailed data for own agency and hosted agencies, and aggregate statewide data. Users in this role assess the best candidate sources to fill job vacancies; examine employees' turnover to determine recruitment strategies; collaborate with program managers or executive staff to contain payroll costs such as limiting overtime, and managing fill levels; evaluate turnover and devise plans to ensure continuity of mission critical services; and examine pipeline to determine staff development needs and candidate sourcing approaches.

DOB Examiners

Ability to view aggregate and detailed data for agencies associated with the BEU.

Gender/Ethnicity Data

Ability to view aggregate and detailed data for own agency and hosted agencies, aggregate statewide data, and gender and ethnicity data for own and hosted agencies. Users with this access develop, implement, evaluate, or monitor diversity and inclusion in the agency's workforce. They evaluate agency human resources (HR) practices, policies, and procedures; recommend/implement steps for improvement; and collaborate with staff to infuse sustainable diversity and inclusion best practices into key HR processes such as recruitment, hiring, onboarding, employee development, performance evaluation, and succession planning.