

# 2024-2025 Snapshot - Human Resources



Changes from 2023-2024 are highlighted in **yellow**.

## Purpose:

Human Resources snapshot is to obtain the general education staff data currently employed and purchased staff as of December 1<sup>st</sup>.

## **Dependencies:**

Employees have been assigned an EDID and demographic data has been updated in the EDIS system.

Employee has a record in the staff interchange for:

- Staff Profile (demographics and educational background)

- Staff Assignment Association

Employee hired and currently employed prior to December 1<sup>st</sup> of reporting school year.

## **Criteria:**

Pull all error-free records from the Staff Assignment Association file that match the following criteria:

- Start date is December 1<sup>st</sup> or prior to December 1<sup>st</sup> of reporting school year.

- End Date is either blank or post December 1<sup>st</sup> of the reporting school year.

- Special Education Assignment Flag is coded 0 (non-Special Education staff)


- Job class codes are not equal to 426 (Temporary/Part-time Worker (As needed)), 632 (Temporary/Part-time Worker as Needed) or 634 (Student Worker)

- Employment Status Code = 11, 12, 13, 23, 25 or 26.

The records selected from the Staff Assignment Association file will be joined with data from the Staff Profile data.

Joined based on EDID and District Code.

**Note: The primary key for the Human Resources Snapshot aligns with the primary key for the Staff Interchange – Staff Assignment Association File**

 indicates primary key.

## Field List:

Name of Field	Field Length	Source Interchange	Source File	Remarks
School District/BOCES Code	4	Staff Profile & Assignments Interchange	Staff File	

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EDID	8	Staff Profile & Assignments Interchange	Staff File	
Social Security Number	9	Staff Profile & Assignments Interchange	Staff File	
Staff's Last Name	30	Staff Profile & Assignments Interchange	Staff File	
Staff's First Name	30	Staff Profile & Assignments Interchange	Staff File	
Staff's Date of Birth	8	Staff Profile & Assignments Interchange	Staff File	MMDDYYYY Format
Staff's Gender	2	Staff Profile & Assignments Interchange	Staff File	
Staff's District of Residence	4	Staff Profile & Assignments Interchange	Staff File	
Staff's Ethnicity: Hispanic or Latino	1	Staff Profile & Assignments Interchange	Staff File	
Staff's Race: American Indian or Alaska Native	1	Staff Profile & Assignments Interchange	Staff File	
Staff's Race: Asian	1	Staff Profile & Assignments Interchange	Staff File	
Staff's Race: Black or African American	1	Staff Profile & Assignments Interchange	Staff File	
Staff's Race: White	1	Staff Profile & Assignments Interchange	Staff File	
Staff's Race: Native Hawaiian or Other Pacific Islander	1	Staff Profile & Assignments Interchange	Staff File	
Federal Race Category	2	Staff Profile & Assignments Interchange	Staff File	Calculated value based on Ethnicity and race
Highest Level of Education Completed	2	Staff Profile & Assignments Interchange	Staff File	
Institution Code of Degree	4	Staff Profile & Assignments Interchange	Staff File	
State Code of Degree	2	Staff Profile & Assignments Interchange	Staff File	

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Subject Area of Degree 1	4	Staff Profile & Assignments Interchange	Staff File	
Subject Area of Degree 2	4	Staff Profile & Assignments Interchange	Staff File	
Subject Area of Degree 3	4	Staff Profile & Assignments Interchange	Staff File	
Years of Prior Pre/K-12 Teaching Experience	2	Staff Profile & Assignments Interchange	Staff File	
Years of Prior Pre/K-12 Education Experience	2	Staff Profile & Assignments Interchange	Staff File	
Years Principal at any school	2	Staff Profile & Assignments Interchange	Staff File	
Beginning (start) Date at School District	8	Staff Profile & Assignments Interchange	Staff File	MMDDYYYY Format
School Code	4	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Employment Status Code	2	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Number of Contract Days	3	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Hourly Rate of Pay	5	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Base Salary or Wage	6	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Grant/Project Funding Source	4	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Job Classification Code	3	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Hours Worked per Day	4	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Years Principal at this school	2	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Teaching Subject Area	4	Staff Profile & Assignments Interchange	Staff Assignment Association File	

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Administrator/Instructional Area	4	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Grade Level - Infant	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - PreK	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - K	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 1st	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 2nd	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 3rd	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 4th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 5th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 6th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 7th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 8th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 9th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 10th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 11th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 12th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Demonstrates In-Field Status 1	2	Staff Profile & Assignments Interchange	Staff Assignment Association File	

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Number of Classes Taught in Subject	2	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Active Colorado License Type	30	N/A	N/A	Referenced
FTE (Full Time Equivalency)	6	Staff Profile & Assignments Interchange	Staff Assignment Association File	Calculated field

## **Federal Race Staff:**

**Federal Race/Ethnicity Reporting Category** - the single category used to classify the student or staff member in aggregated federal or state reporting such as pupil counts, graduation rates, and assessment results. This designation is based on the race and ethnicity information provided to the reporting district by the student (or his or her parent/guardian) or staff member.

Code	Description
01	American Indian or Alaska Native
02	Asian
03	Black or African American
04	Hispanic or Latino
05	White
06	Native Hawaiian or Other Pacific Islander
07	Two or More Races

## **Active Colorado License Type:**

The credential type found for the SSN in the CDE licensing database (COOL System). The license must be valid for the current school year to be included.

## **FTE (Full Time Equivalency):**

A calculated field based on the job class code, hours per day and contract days reported in the Staff Assignment data file. The FTE is calculated per snapshot record. Each job class code is first grouped into twenty-two job categories which are then used to calculate the mode hours and mode days for the district/BOCES. The mode hours and mode days for each of the job categories may be viewed in the COGNOS report “Mode Contract Days/Hours Per Day by Job Class Category” in the Human Resources data folder.

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The calculation used is:

$$\frac{(Contract\ Days) \times (Hours\ per\ Day)}{(Mode\ Contract\ Days) \times (Mode\ Hours\ per\ Day)}$$