Workforce Data

Information for Public Service Employees

Introduction

Te Kawa Mataaho Public Service Commission (the Commission) collects a range of identifiable administrative payroll employee-level data on a quarterly basis from Public Service departments. This collection, known as Workforce Data, has operated in its current form since 2000.

The data is collected to help the Commissioner and the Public Service Leadership Team to "develop a highly capable workforce that reflects the diversity of the society it serves and to ensure fair and equitable employment"; "promote integrity, accountability, and transparency throughout agencies in the State services"; and "establish and lead a public service leadership team so that public service agencies work as a system to deliver better services to, and achieve better outcomes for, the public". These functions are from section 44 of the Public Service Act 2020.

What do we collect and from whom?

The personal information that we collect includes demographic information such as date of birth, gender and ethnicity. It also includes information related to your employment such as your employer, job title, salary, full time equivalent and annual leave taken.

A full list of the information currently being collected is outlined in appendix 1.

There are no individual fields that will consistently identify all individuals – for example a driver's licence ID or full name. However, a combination of fields (e.g. job title and agency name) could be used to identify individuals through prior knowledge of their characteristics."[1]

We collect this information from all public service departments and departmental agencies. We also collect it from some other agencies[2].

The collection relies on the information privacy principles in section 22 of the Privacy Act 2020. IPP2(2)(g) allows the Commission to collect the data from agencies, rather than individuals, and IPP11(1)(h) allows agencies to disclose that information to the Commission, as long as we only use it for statistical and research purposes.

Why do we collect it?

The purpose of the collection is to provide statistical and research information to the Commissioner, the Public Service Leadership Team, Ministers and the public about the composition of the workforce. This helps to ensure that there is the right mix of knowledge and

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[1] https://www.stats.govt.nz/assets/Uploads/Integrated-data-infrastructure/de-identified-data-supporting-analytical-insights-while-maintaining-privacy-and-confidentiality.pdf

[2] Waka Kotahi, NZ Defence Force, Office of the Clerk, Parliamentary Service, Parliamentary Counsel Office, Police, Tertiary Education Commission

skills to meet government priorities, provide trusted and responsive services, and deliver the best outcomes possible. It also helps officials to understand the extent that the Public Service workforce's diversity reflects the communities we serve.

These purposes are directly aligned with the Commission's statutory functions, noted in the background, and with the purpose of the Public Service Leadership Team under the Public Service Act.

How is it collected?

The Commission collects the information from the employing agencies each quarter using secure data transfer tools. The diagram below shows how the information is generated, collected and checked.
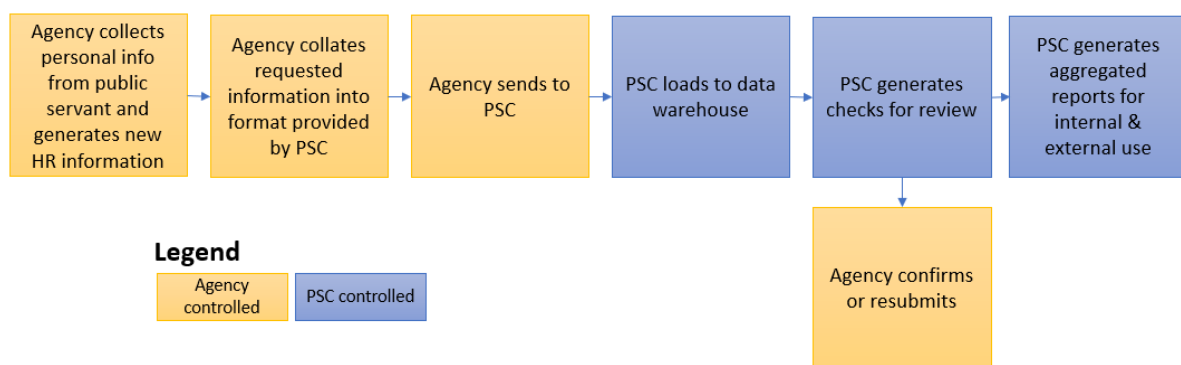
The data is collected from agencies rather than individuals for several reasons:

1) Role based information (e.g. job title, salary, business unit, pay band) is mastered by agencies and individuals are likely to be less accurate in their knowledge of this information.
2) Collecting the information directly from individuals would be difficult for individuals and the Commission. It is unlikely it would be possible to get comprehensive information for all employees.
3) Agencies already collect the relevant personal information for their own purposes and their aggregated reporting should align with the Commission's.

How is it managed and used?

The Commission and participating agencies have agreed protocols for how the information is collected, how it will be used by the Commission and how the Commission will manage and secure the information. We also have internal data management protocols on how we look after all the data we collect.

The Commission will use and disclose the Workforce Data for statistical or research purposes in connection with the Public Service Commissioner's statutory functions.

We will not publish the Workforce Data in a form that could reasonably be expected to identify any individual.

We will confirm key summary metrics with each Public Service agency before analysis is published to Ministers or the public.

In addition to our own statistical and research uses, we might provide the Workforce Data to Statistics New Zealand for use in the Integrated Data Infrastructure; and we may allow researchers external to Te Kawa Mataaho to access the Workforce Data unit record (employee level) data, provided they meet certain conditions.

How do we protect your privacy?

Your data is transferred and stored using secure tools. Only a small number of people have access to the raw data and they must review and sign our data management protocols before doing so. Everyone else works with de-identified or aggregated data. Before we publish any data sets we do quality assurance to make sure that individuals are not identifiable and the results are correct.

Do you want to know more?

You can request our Privacy Impact Assessment for Workforce Data Collection or any of the other documents referenced here by sending an email to pscdata@publicservice.govt.nz.

If you'd like to make a privacy request to see or correct your information, please contact either us or the HR team at the agency that you work for.

Appendix 1: Data sets collected

Table 1 contains the fields being captured from agencies for each employee and provided to the Commission.

"Public analysis" notes whether the field is visible in some way to the public. For example, Gender is used in the publicly available gender pay gap analysis. Some fields are not used in analysis available to the public but are used internally by the Commission.

Table 1:

Field	Description	Purpose
Record ID	A code for each employee as assigned by the organisation.	Identifying rows with data validation issues and defining management hierarchies. Public analysis: No
Gender	The employee's gender	Demographic analysis (including gender pay gap) Public analysis: Yes
Ethnicity 1	The employee's ethnicity	Demographic analysis Public analysis: Yes
Ethnicity 2 & 3	The employee's 2nd and 3rd ethnicity – if specified	Demographic analysis Public analysis: Yes
Date of Birth	The employee's date of birth	Demographic analysis (used to calculate age) Public analysis: Yes (aggregated age)
Occupation	The employee's current job, as classified according to the Australian and New Zealand Standard Classification of Occupations (ANZSCO)	Public analysis by occupation group, internal analysis at more detailed levels. Public analysis: Yes (aggregated)
Job Title	Current job title for the position held	Provide advice on workforce capability and how it is changing over time. Public analysis: No
Business Unit	Up to three Business Unit fields can be provided to allow for classification at several different levels in the organisation's hierarchy, e.g. division, branch and team. This should be the highest in the hierarchy.	Provide advice on workforce capability and how it changing over time. Public analysis: No

Business Unit 2 & 3	Next two levels in the organisation hierarchy below Business Unit	Provide advice on workforce capability and how it is changing over time. Public analysis: Yes
Status	The employee's current status within the organisation	Calculate workforce size (only active staff are counted) and turnover Public analysis: Yes
Salary	Annual base salary	Calculate average salaries Public analysis: Yes
FTE	Proportion of full-time hours worked	Calculate count of FTEs and determine full-time/part-time status. Public analysis: Yes
Contract Term	The term of employment: open term (permanent), or fixed term (temporary)	Calculate total and percentage for permanent/fixed term conditions. Public analysis: Yes
Start Date	The date the employee started in the organisation	Calculate new starts and tenure. Public analysis: Yes
End Date	Last day of duty for departing employees	Calculate terminations and turnover. Public analysis: Yes
Termination Reason	The reason category why an employment relationship ended for those employees who have	Calculate unplanned turnover and count redundancies Public analysis: Yes (redundancies and unplanned turnover only)
Region	The region where an employee's workplace is located based on regional council boundaries	Location analysis Public analysis: Yes
Management level	Employees in the top three tiers of management	For analysis at senior management level Public analysis: Yes
Sick and domestic leave TOTAL	The total number of sick and domestic leave days taken due to sickness or domestic leave related reasons, relates to part-time and full-time permanent staff that are eligible.	Calculate average sick and domestic leave taken Public analysis: Yes

Domestic leave ONLY	The total number of days of absence due to domestic leave relates to part-time and full-time permanent staff that are eligible for domestic leave.	Calculate average domestic leave taken (e.g., for gender analysis) Public analysis: No
Pay Band Name	The name used to describe the pay band internally.	Contributes to understanding of pay gaps (e.g., allows comparison of salary to pay gaps between different groups). Public analysis: No
Pay Band Minimum	The minimum dollar figure of the pay band.	Contributes to understanding of pay gaps (e.g., allows comparison of salary to pay gaps between different groups). Public analysis: No
Pay Band Maximum	The maximum dollar figure of the pay band.	Contributes to understanding of pay gaps (e.g., allows comparison of salary to pay gaps between different groups). Public analysis: No
Pay Band Midpoint	The midpoint dollar figure of the pay band.	Contributes to understanding of pay gaps (e.g., allows comparison of salary to pay gaps between different groups). Public analysis: No
Manager ID	The RecordID of the employee's manager.	Allows org structures to be understood. Public analysis: No
Super Organisation Contribution	The percentage of salary that the employer is contributing to superannuation.	Allows analysis of non-salary remuneration. Public analysis: No
Performance Pay	The dollar value of performance pay received during the data collection period.	Allows analysis of non-salary remuneration. Public analysis: Yes
Annual Leave Entitlement	An employee's annual leave entitlement in days.	Allows analysis of non-salary remuneration. Public analysis: No