City of Portland
Bureau of
Human Resources
Knowledgeable | Helpful | Responsive

City of Portland

1260 OMF-Bureau of Purchases

Bureau Affirmative Action Reports

July 2012 Annual Reports

Quarter 4 Reporting Period
(07/01/2011 to 06/30/2012)

Job Group Analysis Summary By EEO Category Report

Job Group Analysis Summary by EEO Code

EEO Code & Description		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1 - Officials & Administrators	#	11	20	0	8	1	0	0	2		
31 Employees	%	35.48	64.52	0.00	25.81	3.23	0.00	0.00	6.45		
6 - Administrative Support	#	3	7	2	1	0	0	0	0		
7 Employees	%	42.86	100.00	28.57	14.29	0.00	0.00	0.00	0.00		
38 Employees **Totals**	#	14	27	2	9	1	0	0	2		
	%	36.84	71.05	5.26	23.68	2.63	0.00	0.00	5.26		

Job Group Analysis Summary Report

Job Group Analysis Summary

Job Group & Name	EEO Code		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1GA - Officials/Admin - General Administrative		#	1	1	0	0	0	0	0	1		
3 Employees	1	%	33.33	33.33	0.00	0.00	0.00	0.00	0.00	33.33		
1PM - Officials/Admin - Program Management		#	4	5	0	3	0	0	0	1		
10 Employees	1	%	40.00	50.00	0.00	30.00	0.00	0.00	0.00	10.00		
1SP - Officials/Admin - Store & Purchases		#	6	14	0	5	1	0	0	0		
18 Employees	1	%	33.33	77.78	0.00	27.78	5.56	0.00	0.00	0.00		
6GA - Administrative Support - General Administrative		#	1	3	1	0	0	0	0	0		
3 Employees	6	%	33.33	100.00	33.33	0.00	0.00	0.00	0.00	0.00		
6OS - Administrative Support - Office Support		#	0	1	0	0	0	0	0	0		
1 Employee	6	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
6SP - Administrative Support - Store & Purchases		#	2	3	1	1	0	0	0	0		
3 Employees	6	%	66.67	100.00	33.33	33.33	0.00	0.00	0.00	0.00		
38 Employees	Totals	#	14	27	2	9	1	0	0	2		
		%	36.84	71.05	5.26	23.68	2.63	0.00	0.00	5.26		

Job Group Analysis Report

Job Group Analysis

1GA Officials/Admin - General Administrative

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000452 - Management Analyst, Sr	#	1	0	0	0	0	0	0	1		
1 Employee	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00		
30000450 - Management Assistant	#	0	1	0	0	0	0	0	0		
2 Employees	%	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00		
3 Employees Totals	#	1	1	0	0	0	0	0	1		
	%	33.33	33.33	0.00	0.00	0.00	0.00	0.00	33.33		

Job Group Analysis

1PM Officials/Admin - Program Management

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000472 - Contractor Development Supervisor	#	1	1	0	1	0	0	0	0		
1 Employee	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
30000470 - Contractor Dev Program Coordinator	#	2	1	0	1	0	0	0	1		
4 Employees	%	50.00	25.00	0.00	25.00	0.00	0.00	0.00	25.00		
30000464 - Program Coordinator	#	1	2	0	1	0	0	0	0		
4 Employees	%	25.00	50.00	0.00	25.00	0.00	0.00	0.00	0.00		
30000463 - Program Specialist	#	0	1	0	0	0	0	0	0		
1 Employee	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
10 Employees Totals	#	4	5	0	3	0	0	0	1		
	%	40.00	50.00	0.00	30.00	0.00	0.00	0.00	10.00		

Job Group Analysis

1SP Officials/Admin - Store & Purchases

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30001208 - Chief Procurement Officer	#	0	1	0	0	0	0	0	0		
1 Employee	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
30000473 - Purchasing Manager	#	0	1	0	0	0	0	0	0		
1 Employee	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
30000471 - Procurement Supervisor	#	1	2	0	0	1	0	0	0		
4 Employees	%	25.00	50.00	0.00	0.00	25.00	0.00	0.00	0.00		
30000457 - Technology Svcs Contracts Coordinator	#	0	1	0	0	0	0	0	0		
1 Employee	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
30000469 - Contracts Compliance Specialist	#	2	4	0	2	0	0	0	0		
4 Employees	%	50.00	100.00	0.00	50.00	0.00	0.00	0.00	0.00		
30000060 - Procurement Specialist, Sr	#	0	2	0	0	0	0	0	0		
4 Employees	%	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00		
30000059 - Procurement Specialist	#	3	3	0	3	0	0	0	0		
3 Employees	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
18 Employees Totals	#	6	14	0	5	1	0	0	0		
	%	33.33	77.78	0.00	27.78	5.56	0.00	0.00	0.00		

Job Group Analysis

6GA Administrative Support - General Administrative

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000434 - Administrative Assistant	#	0	2	0	0	0	0	0	0		
2 Employees	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
30000433 - Administrative Specialist, Sr	#	1	1	1	0	0	0	0	0		
1 Employee	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
3 Employees Totals	#	1	3	1	0	0	0	0	0		
	%	33.33	100.00	33.33	0.00	0.00	0.00	0.00	0.00		

Job Group Analysis

6OS Administrative Support - Office Support

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000013 - Office Support Specialist III	#	0	1	0	0	0	0	0	0		
1 Employee	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
1 Employee Totals	#	0	1	0	0	0	0	0	0		
	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		

Job Group Analysis

6SP Administrative Support - Store & Purchases

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000058 - Procurement Specialist, Assistant	#	2	3	1	1	0	0	0	0		
3 Employees	%	66.67	100.00	33.33	33.33	0.00	0.00	0.00	0.00		
3 Employees Totals	#	2	3	1	1	0	0	0	0		
	%	66.67	100.00	33.33	33.33	0.00	0.00	0.00	0.00		

Incumbency vs. Estimated Availability Report

(If Employment is less than Availability, the Availability % becomes the Placement Goal)

Incumbency vs. Estimated Availability

1GA Officials/Admin - General Administrative

Total Emp: 3

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	33.33	33.33	0.00	0.00	0.00	0.00	0.00	33.33
Availability %	7.62	47.64	2.42	0.77	2.18	1.64	0.06	0.54
Emp Less Avail?								
Statistical Value		0.535E	0.929E	0.977E	0.936E	0.952E	0.998E	
Stat Significant?								
Shortfall								

1PM Officials/Admin - Program Management

Total Emp: 10

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	40.00	50.00	0.00	30.00	0.00	0.00	0.00	10.00
Availability %	11.86	55.35	4.01	1.65	3.32	2.07	0.14	0.69
Emp Less Avail?								
Statistical Value		0.486E	0.664E		0.713E	0.811E	0.986E	
Stat Significant?								
Shortfall								

1SP Officials/Admin - Store & Purchases

Total Emp: 18

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	33.33	77.78	0.00	27.78	5.56	0.00	0.00	0.00
Availability %	7.79	54.66	1.20	0.81	3.91	1.41	0.33	0.14
Emp Less Avail?								
Statistical Value			0.805E			0.774E	0.942E	0.975E
Stat Significant?								
Shortfall								

6GA Administrative Support - General Administrative

Total Emp: 3

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	33.33	100.00	33.33	0.00	0.00	0.00	0.00	0.00
Availability %	9.77	89.76	2.17	1.38	3.85	1.69	0.14	0.53
Emp Less Avail?								
Statistical Value				0.959E	0.889E	0.950E	0.996E	0.984E
Stat Significant?								
Shortfall								

In the Statistical Value section, standard deviations of 2.00 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

Incumbency vs. Estimated Availability

6OS	Administrative Support - Office Support								
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
1	Employment %	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
	Availability %	13.71	84.74	3.43	2.71	4.56	1.61	0.40	1.00
	Emp Less Avail?								
	Statistical Value	0.863E		0.966E	0.973E	0.954E	0.984E	0.996E	0.990E
	Stat Significant?								
	Shortfall								

6SP	Administrative Support - Store & Purchases								
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	66.67	100.00	33.33	33.33	0.00	0.00	0.00	0.00
	Availability %	10.74	71.46	2.38	1.57	4.66	1.65	0.05	0.43
	Emp Less Avail?								
	Statistical Value					0.867E	0.951E	0.999E	0.987E
	Stat Significant?								
	Shortfall								

Total Employment: 38

W - Whole Person Rule

A group is considered underutilized when employment is less than the plan availability by at least one whole person.

In the Statistical Value section, standard deviations of 2.00 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

Shortfall Report
(Persons Required)

**(This is a supplemental report
to the
"Incumbency vs. Estimated Availability"
Report)**

Shortfall

1GA — Officials/Admin - General Administrative

Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	1	1	0	0	0	0	0	1		
	# Available	0.2	1.4	0.1	0.0	0.1	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

1PM — Officials/Admin - Program Management

Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
10	# Employed	4	5	0	3	0	0	0	1		
	# Available	1.2	5.5	0.4	0.2	0.3	0.2	0.0	0.1		
	Persons Required	0	0	0	0	0	0	0	0		

1SP — Officials/Admin - Store & Purchases

Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
18	# Employed	6	14	0	5	1	0	0	0		
	# Available	1.4	9.8	0.2	0.1	0.7	0.3	0.1	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

6GA — Administrative Support - General Administrative

Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	1	3	1	0	0	0	0	0		
	# Available	0.3	2.7	0.1	0.0	0.1	0.1	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

6OS — Administrative Support - Office Support

Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	1	0	0	0	0	0	0		
	# Available	0.1	0.8	0.0	0.0	0.0	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

6SP — Administrative Support - Store & Purchases

Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	2	3	1	1	0	0	0	0		
	# Available	0.3	2.1	0.1	0.0	0.1	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

W - Whole Person Rule

A placement goal is set when employment is less than availability by at least one whole person.