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

City of Portland

1240 BHR
OMF-Bureau of Human Resources

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	#	7	10	0	6	0	0	1	0		
17 Employees	%	41.18	58.82	0.00	35.29	0.00	0.00	5.88	0.00		
2 - Professionals	#	21	23	6	10	2	1	0	2		
35 Employees	%	60.00	65.71	17.14	28.57	5.71	2.86	0.00	5.71		
6 - Administrative Support	#	4	15	2	2	0	0	0	0		
18 Employees	%	22.22	83.33	11.11	11.11	0.00	0.00	0.00	0.00		
70 Employees **Totals**	#	32	48	8	18	2	1	1	2		
	%	45.71	68.57	11.43	25.71	2.86	1.43	1.43	2.86		

Job Group Analysis Summary Report

Job Group Analysis Summary

Job Group & Name	EEO Code		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1DR - Officials/Admin - Directors		#	0	1	0	0	0	0	0	0		
1 Employee	1	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
1FL - Officials/Admin - Financial		#	1	0	0	1	0	0	0	0		
1 Employee	1	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
1GA - Officials/Admin - General Administrative		#	0	0	0	0	0	0	0	0		
1 Employee	1	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
1HR - Officials/Admin - Human Resources		#	6	6	0	5	0	0	1	0		
11 Employees	1	%	54.55	54.55	0.00	45.45	0.00	0.00	9.09	0.00		
1PM - Officials/Admin - Program Management		#	0	3	0	0	0	0	0	0		
3 Employees	1	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
2AC - Professionals - Accounting		#	1	1	0	1	0	0	0	0		
1 Employee	2	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
2HR - Professionals - Human Resources		#	20	22	6	9	2	1	0	2		
34 Employees	2	%	58.82	64.71	17.65	26.47	5.88	2.94	0.00	5.88		
6GA - Administrative Support - General Administrative		#	0	4	0	0	0	0	0	0		
4 Employees	6	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
6HR - Administrative Support - Human Resources		#	2	6	2	0	0	0	0	0		
9 Employees	6	%	22.22	66.67	22.22	0.00	0.00	0.00	0.00	0.00		
6OS - Administrative Support - Office Support		#	2	5	0	2	0	0	0	0		
5 Employees	6	%	40.00	100.00	0.00	40.00	0.00	0.00	0.00	0.00		
70 Employees	Totals	#	32	48	8	18	2	1	1	2		
		%	45.71	68.57	11.43	25.71	2.86	1.43	1.43	2.86		

Job Group Analysis Report

Job Group Analysis

1DR Officials/Admin - Directors

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000409 - Human Resources Director	#	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

1FL Officials/Admin - Financial

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000569 - Financial Analyst, Principal	#	1	0	0	1	0	0	0	0		
1 Employee	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
1 Employee Totals	#	1	0	0	1	0	0	0	0		
	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		

Job Group Analysis

1GA Officials/Admin - General Administrative

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000451 - Management Analyst	#	0	0	0	0	0	0	0	0		
1 Employee	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
1 Employee Totals	#	0	0	0	0	0	0	0	0		
	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Job Group Analysis

1HR Officials/Admin - Human Resources

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000526 - Human Resources Director, Assistant	#	1	0	0	0	0	0	1	0		
1 Employee	%	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00		
30001633 - Human Resources System Manager	#	0	0	0	0	0	0	0	0		
1 Employee	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
30000537 - Labor/Employee Relations Manager	#	1	0	0	1	0	0	0	0		
1 Employee	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
30000524 - Human Resources Site Team Manager	#	2	2	0	2	0	0	0	0		
3 Employees	%	66.67	66.67	0.00	66.67	0.00	0.00	0.00	0.00		
30000525 - Human Resources Manager, Police	#	1	0	0	1	0	0	0	0		
1 Employee	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
30000541 - Benefits 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		
30000530 - Affirmative Action/Diversity Manager	#	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		
30000535 - Classification/Compensation 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		
30001708 - Training & Development 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		
11 Employees Totals	#	6	6	0	5	0	0	1	0		
	%	54.55	54.55	0.00	45.45	0.00	0.00	9.09	0.00		

Job Group Analysis

1PM Officials/Admin - Program Management

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000464 - Program Coordinator	#	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		
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		
3 Employees Totals	#	0	3	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

2AC Professionals - Accounting

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000063 - Accountant II	#	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		
1 Employee Totals	#	1	1	0	1	0	0	0	0		
	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		

Job Group Analysis

2HR Professionals - Human Resources

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000536 - Labor Relations Coordinator	#	1	1	1	0	0	0	0	0		
3 Employees	%	33.33	33.33	33.33	0.00	0.00	0.00	0.00	0.00		
30000527 - Employment & Development Coordinator	#	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		
30000534 - Classification/Compensation 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		
30000523 - Human Resources Coordinator	#	10	6	0	5	2	1	0	2		
12 Employees	%	83.33	50.00	0.00	41.67	16.67	8.33	0.00	16.67		
30001535 - Benefits 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		
30000539 - Benefits Analyst	#	1	2	1	0	0	0	0	0		
2 Employees	%	50.00	100.00	50.00	0.00	0.00	0.00	0.00	0.00		
30000522 - Human Resources Analyst, Sr	#	4	3	2	2	0	0	0	0		
6 Employees	%	66.67	50.00	33.33	33.33	0.00	0.00	0.00	0.00		
30000531 - Training & Development Analyst	#	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		
30000533 - Classification/Compensation Analyst, Sr	#	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		
30001586 - Affirmative Action/Diversity Analyst, 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		
30001833 - Labor Relations Analyst, Sr	#	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		
30001834 - Labor Relations Analyst	#	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		
30000538 - Benefits Specialist	#	1	2	1	0	0	0	0	0		
2 Employees	%	50.00	100.00	50.00	0.00	0.00	0.00	0.00	0.00		
34 Employees Totals	#	20	22	6	9	2	1	0	2		
	%	58.82	64.71	17.65	26.47	5.88	2.94	0.00	5.88		

Job Group Analysis

6GA Administrative Support - General Administrative

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000435 - Executive Assistant, Director's	#	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		
30000436 - Administrative Supervisor I	#	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		
30000433 - Administrative Specialist, Sr	#	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		
4 Employees Totals	#	0	4	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

6HR Administrative Support - Human Resources

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30001858 - Human Resources System Specialist	#	1	3	1	0	0	0	0	0		
5 Employees	%	20.00	60.00	20.00	0.00	0.00	0.00	0.00	0.00		
30000520 - Human Resources Technician	#	1	3	1	0	0	0	0	0		
4 Employees	%	25.00	75.00	25.00	0.00	0.00	0.00	0.00	0.00		
9 Employees Totals	#	2	6	2	0	0	0	0	0		
	%	22.22	66.67	22.22	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		
30000012 - Office Support Specialist II	#	2	3	0	2	0	0	0	0		
3 Employees	%	66.67	100.00	0.00	66.67	0.00	0.00	0.00	0.00		
30000011 - Office Support Specialist I	#	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		
5 Employees Totals	#	2	5	0	2	0	0	0	0		
	%	40.00	100.00	0.00	40.00	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

1DR Officials/Admin - Directors

Total Emp: 1

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
Availability %	11.96	18.64	3.61	2.51	3.11	0.53	1.72	0.48
Emp Less Avail?								
Statistical Value	0.880E		0.964E	0.975E	0.969E	0.995E	0.983E	0.995E
Stat Significant?								
Shortfall								

1FL Officials/Admin - Financial

Total Emp: 1

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
Availability %	3.71	51.92	3.25	0.03	0.38	0.03	0.00	0.02
Emp Less Avail?								
Statistical Value		0.481E	0.968E		0.996E	1.000E		1.000E
Stat Significant?								
Shortfall								

1GA Officials/Admin - General Administrative

Total Emp: 1

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Availability %	7.62	47.64	2.42	0.77	2.18	1.64	0.06	0.54
Emp Less Avail?								
Statistical Value	0.924E	0.524E	0.976E	0.992E	0.978E	0.984E	0.999E	0.995E
Stat Significant?								
Shortfall								

1HR Officials/Admin - Human Resources

Total Emp: 11

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	54.55	54.55	0.00	45.45	0.00	0.00	9.09	0.00
Availability %	31.61	56.12	4.47	11.65	8.80	2.67	0.31	3.71
Emp Less Avail?								
Statistical Value		0.573E	0.605E		0.363E	0.743E		0.660E
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

1PM — Officials/Admin - Program Management

Total Emp: 3

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
Availability %	11.86	55.35	4.01	1.65	3.32	2.07	0.14	0.69
Emp Less Avail?								
Statistical Value	0.685E		0.884E	0.951E	0.904E	0.939E	0.996E	0.979E
Stat Significant?								
Shortfall								

2AC — Professionals - Accounting

Total Emp: 1

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00
Availability %	12.00	61.82	1.57	9.29	0.66	0.33	0.02	0.13
Emp Less Avail?								
Statistical Value			0.984E		0.993E	0.997E	1.000E	0.999E
Stat Significant?								
Shortfall								

2HR — Professionals - Human Resources

Total Emp: 34

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	58.82	64.71	17.65	26.47	5.88	2.94	0.00	5.88
Availability %	19.14	71.43	11.54	2.01	3.42	1.24	0.29	0.64
Emp Less Avail?		YES						
Statistical Value		0.868E					0.314E	
Stat Significant?								
Shortfall		2						

6GA — Administrative Support - General Administrative

Total Emp: 4

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	0.00	100.00	0.00	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	0.663E		0.916E	0.946E	0.855E	0.934E	0.994E	0.979E
Stat Significant?								
Shortfall								

6HR — Administrative Support - Human Resources

Total Emp: 9

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	22.22	66.67	22.22	0.00	0.00	0.00	0.00	0.00
Availability %	10.76	76.42	2.39	2.39	2.99	0.00	0.00	2.99
Emp Less Avail?								
Statistical Value		0.360E		0.804E	0.761E			0.761E
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
5	Employment %	40.00	100.00	0.00	40.00	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			0.840E		0.792E	0.922E	0.980E	0.951E
	Stat Significant?								
	Shortfall								

Total Employment: 70

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

1DR — Officials/Admin - Directors

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

1FL — Officials/Admin - Financial

Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	1	0	0	1	0	0	0	0		
	# Available	0.0	0.5	0.0	0.0	0.0	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

1GA — Officials/Admin - General Administrative

Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	0	0	0	0	0	0	0		
	# Available	0.1	0.5	0.0	0.0	0.0	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

1HR — Officials/Admin - Human Resources

Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
11	# Employed	6	6	0	5	0	0	1	0		
	# Available	3.5	6.2	0.5	1.3	1.0	0.3	0.0	0.4		
	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		
3	# Employed	0	3	0	0	0	0	0	0		
	# Available	0.4	1.7	0.1	0.0	0.1	0.1	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

2AC — Professionals - Accounting

Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	1	1	0	1	0	0	0	0		
	# Available	0.1	0.6	0.0	0.1	0.0	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

2HR — Professionals - Human Resources

Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
34	# Employed	20	22	6	9	2	1	0	2		
	# Available	6.5	24.3	3.9	0.7	1.2	0.4	0.1	0.2		
	Persons Required	0	2	0	0	0	0	0	0		

Shortfall

6GA		Administrative Support - General Administrative									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
4	# Employed	0	4	0	0	0	0	0	0		
	# Available	0.4	3.6	0.1	0.1	0.2	0.1	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

6HR		Administrative Support - Human Resources									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
9	# Employed	2	6	2	0	0	0	0	0		
	# Available	1.0	6.9	0.2	0.2	0.3	0.0	0.0	0.3		
	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		
5	# Employed	2	5	0	2	0	0	0	0		
	# Available	0.7	4.2	0.2	0.1	0.2	0.1	0.0	0.1		
	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.