City of Portland

1040-PHB Portland Housing Bureau

Bureau
Affirmative Action
Plan Reports

Quarter 2 (Semi-Annual)
Reports
(07/01/2012 to 12/31/2012)



Job Group Analysis Summary By EEO Category Report

Sector: 1040 - PHB Portland Housing Bureau

FY12-13 Semi-Annual (Quarter 2) Affirmative Action Update Plan

Portland, OR

Job Group Analysis Summary by EEO Code

EEO Code & Description		Min	Fem	Asi	Blk	His	Ind	Pac	Two	
1 - Officials & Administrators	#	13	28	2	5	3	1	0	2	
41 Employees	%	31.71	68.29	4.88	12.20	7.32	2.44	0.00	4.88	
2 - Professionals	#	2	2	1	1	0	0	0	0	
4 Employees	%	50.00	50.00	25.00	25.00	0.00	0.00	0.00	0.00	
6 - Administrative Support	#	3	5	1	2	0	0	0	0	
6 Employees	%	50.00	83.33	16.67	33.33	0.00	0.00	0.00	0.00	
51 Employees Totals	#	18	35	4	8	3	1	0	2	
	%	35.29	68.63	7.84	15.69	5.88	1.96	0.00	3.92	

Job Group Analysis Sumary Report

Portland, OR

Job Group Analysis Summary

Job Group & Name El	EO 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	2	0	0	1	0	0	0	
4 Employees	1	%	25.00	50.00	0.00	0.00	25.00	0.00	0.00	0.00	
1GA - Officials/Admin - General Administrative		#	1	3	0	1	0	0	0	0	
4 Employees	1	%	25.00	75.00	0.00	25.00	0.00	0.00	0.00	0.00	
1PM - Officials/Admin - Program Management		#	11	22	2	4	2	1	0	2	
32 Employees	1	%	34.38	68.75	6.25	12.50	6.25	3.13	0.00	6.25	
2AC - Professionals - Accounting		#	2	1	1	1	0	0	0	0	
2 Employees	2	%	100.00	50.00	50.00	50.00	0.00	0.00	0.00	0.00	
2CR - Professionals - Community Relations		#	0	1	0	0	0	0	0	0	
1 Employee	2	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	
2IT - Professionals - Information Technology		#	0	0	0	0	0	0	0	0	
1 Employee	2	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6GA - Administrative Support - General Administrative		#	1	2	1	0	0	0	0	0	
3 Employees	6	%	33.33	66.67	33.33	0.00	0.00	0.00	0.00	0.00	
6OS - Administrative Support - Office Support		#	1	1	0	1	0	0	0	0	
1 Employee	6	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00	
6PM - Administrative Support - Program Management		#	1	2	0	1	0	0	0	0	
2 Employees	6	%	50.00	100.00	0.00	50.00	0.00	0.00	0.00	0.00	
51 Employees	Totals	#	18	35	4	8	3	1	0	2	
		%	35.29	68.63	7.84	15.69	5.88	1.96	0.00	3.92	

Job Group Analysis Report

Sector: 1040 - PHB Portland Housing Bureau

FY12-13 Semi-Annual (Quarter 2) Affirmative Action Update Plan

Portland, OR

1DR	Officials/Admin - Directors										EEO Co	ode: 1
Job Code & Title			Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000417 - Housing 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		

1FL Officials/Admin - Financial										EEO Code: 1
Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two	
30000569 - Financial Analyst, Principal	#	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	
30000568 - Financial Analyst, Sr	#	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	
30001587 - Housing Financial Analyst	#	1	1	0	0	1	0	0	0	
1 Employee	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	
30001588 - Housing Financial Analyst, Assistant	#	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	
4 Employees To	tals #	1	2	0	0	1	0	0	0	
	%	25.00	50.00	0.00	0.00	25.00	0.00	0.00	0.00	

1GA Officials/Admin - General Administrative E												
Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two			
30000441 - Business Operations 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			
30000453 - Management Analyst, Principal	#	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			
30000452 - Management Analyst, Sr	#	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			
30001596 - Housing Management Assistant	#	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			
4 Employees Totals	8 #	1	3	0	1	0	0	0	0			
	%	25.00	75.00	0.00	25.00	0.00	0.00	0.00	0.00			

1PM Officials/Admin - F	Officials/Admin - Program Management											
Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two			
30001260 - Housing Director, Assistant	#	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			
30001608 - Housing Policy Manager	#	1	1	0	0	1	0	0	0			
1 Employee	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00			
30001363 - Housing Development Finance Coordinator	#	1	1	0	1	0	0	0	0			
2 Employees	%	50.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00			
30000465 - Program Manager	#	1	2	0	0	0	0	0	1			
3 Employees	%	33.33	66.67	0.00	0.00	0.00	0.00	0.00	33.33			
30001362 - Housing Construction Coordinator, Sr	#	2	1	0	1	0	0	0	1			
3 Employees	%	66.67	33.33	0.00	33.33	0.00	0.00	0.00	33.33			
30001367 - Lead Grant Program Coordinator	#	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			
30000464 - Program Coordinator	#	2	2	0	1	1	0	0	0			
2 Employees	%	100.00	100.00	0.00	50.00	50.00	0.00	0.00	0.00			
30001595 - Housing Program Coordinator	#	2	6	1	1	0	0	0	0			
10 Employees	%	20.00	60.00	10.00	10.00	0.00	0.00	0.00	0.00			
30001365 - Housing Loan Coordinator, 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			
30001361 - Housing Construction 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			
30001593 - Housing Progrm Specialist	#	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			
30001594 - Housing Program Specialist, Asst.	#	2	3	1	0	0	1	0	0			
3 Employees	%	66.67	100.00	33.33	0.00	0.00	33.33	0.00	0.00			
32 Employees Totals	#	11	22	2	4	2	1	0	2			
	%	34.38	68.75	6.25	12.50	6.25	3.13	0.00	6.25			

2AC	Professionals - Ac	Professionals - Accounting											
Job Code & Title			Min	Fem	Asi	Blk	His	Ind	Pac	Two			
30000064 - Accountant III		#	1	0	1	0	0	0	0	0			
1 Employee		%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00			
30000062 - Accountant I		#	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			
2 Employees	Totals	#	2	1	1	1	0	0	0	0			
		%	100.00	50.00	50.00	50.00	0.00	0.00	0.00	0.00			

Job Group Analys

2CR	Professionals - Community Relations											
Job Code & Title			Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000495 - Public Information 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		
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 Analys

2IT	Professionals - Information Technology											
Job Code & Title			Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30001591 - Housing Business Systems	Analyst, Asst.	#	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		

6GA Administrative S	Administrative Support - General Administrative											
Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two			
30000434 - Administrative Assistant	#	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			
30001592 - Housing Administrative Specialist, Sr.	#	1	1	1	0	0	0	0	0			
2 Employees	%	50.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00			
3 Employees Tota	als #	1	2	1	0	0	0	0	0			
	%	33.33	66.67	33.33	0.00	0.00	0.00	0.00	0.00			

Job	Group	o Anal	ysis
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6OS	Administrative Sup	ро	rt - Offi	ce Supp	oort						EEO	Code: 6
Job Code & Title			Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000012 - Office Support Specialist 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		

6PM Administrativ	6PM Administrative Sup										EEO	Code: 6
Job Code & Title			Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30001364 - Housing Loan 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			
30001369 - Housing Loan Compliance Analyst 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		
2 Employees	Totals	#	1	2	0	1	0	0	0	0		
		%	50.00	100.00	0.00	50.00	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.)

Sector: 1040 - PHB Portland Housing Bureau Portland, OR

Incumbency vs. Estimated Availability

1DR Officials/Admin - Directors I 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
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 0.995
Stat Significant?
Shortfall
1FL Officials/Admin - Financial
IEmp Min Fem Asi Blk His Ind Pac Two
4 Employment % 25.00 50.00 0.00 0.00 25.00 0.00 0.00 0
Availability % 3.71 51.92 3.25 0.03 0.38 0.03 0.00 0.02
Emp Less Avail?
Statistical Value 0.658E 0.876E 0.999E 0.999E 0.9999
Stat Significant?
Shortfall
1GA Officials/Admin - General Administrative
Emp Min Fem Asi Blk His Ind Pac Two
I Emp Min Fem Asi Blk His Ind Pac Two 4 Employment % 25.00 75.00 0.00 25.00 0.00 0.00 0.00 0.00
4 Employment % 25.00 75.00 0.00 25.00 0.00 0.00 0.00 0.00
4 Employment % 25.00 75.00 0.00 25.00 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
4 Employment % 25.00 75.00 0.00 25.00 0.00 0.00 0.00 0.00 0.00
4 Employment % 25.00 75.00 0.00 25.00 0.00 0.00 0.00 0.00 0.00
4 Employment % 25.00 75.00 0.00 25.00 0.00 0.00 0.00 0.00 0.00
4 Employment % 25.00 75.00 0.00 25.00 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 Stat Significant? Shortfall
Employment % 25.00 75.00 0.00 25.00 0.0
Employment % 25.00 75.00 0.00 25.00 0.0
Employment % 25.00 75.00 0.00 25.00 0.0
Employment % 25.00 75.00 0.00 25.00 0.0
Employment % 25.00 75.00 0.00 25.00 0.0

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

1	,	24.0	D		A · · · · · · · ·								
2		ZAC											
Availability % 12.00 61.82 1.57 9.29 0.66 0.33 0.02 0.13													
Emp Less Avail? Statistical Value Stat Significant? Shortfall Statistical Value Statistical Value O.618E O.987E O.993E O.993E O.997E	2												
Statistical Value Stat Significant? Shortfall		,	12.00	61.82	1.57	9.29	0.66	0.33	0.02	0.13			
Stat Significant? Shortfall Statistical Value Stat Significant? Shortfall Shortfall Shortfall Statistical Value Stat Significant? Shortfall Shor		· ·					_	_					
Shortfall				0.618E			0.987E	0.993E	1.000E	0.997E			
Total Emp													
Total Emp		Shortfall											
1	2	2CR	Profess	sionals -	Commun	ity Relat	ions						
Availability %	Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two			
Emp Less Avail? Statistical Value Stat Significant? Shortfall Statistical Value Statistical Va	1	Employment %	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00			
Statistical Value Stat Significant? Shortfall Stat Significant? Shortfall Stat Significant? Shortfall Stat Significant? Shortfall Statistical Value Statistical Valu		Availability %	14.75	47.54	1.74	2.76	4.12	4.77	0.35	1.02			
Stat Significant?		Emp Less Avail?											
Shortfall		Statistical Value	0.852E		0.983E	0.972E	0.959E	0.952E	0.996E	0.990E			
Total Emp Min Fem Asi Blk His Ind Pac Two		Stat Significant?											
Total Emp Min Fem Asi Blk His Ind Pac Two		Shortfall											
Total Employment % 0.00		2IT	Profess	sionals -	Informati	on Tech	nology						
Total Employment % 0.00	Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two			
Availability % 12.71 36.31 5.27 1.78 3.82 0.97 0.08 0.78		Employment %											
Statistical Value 0.873E 0.637E 0.947E 0.982E 0.962E 0.990E 0.999E 0.992E	•	Availability %	12.71	36.31	5.27	1.78	3.82	0.97	0.08	0.78			
Stat Significant? Shortfall Shortfal		Emp Less Avail?											
Shortfall Administrative Support - General Administrative		Statistical Value	0.873E	0.637E	0.947E	0.982E	0.962E	0.990E	0.999E	0.992E			
Administrative Support - General Administrative Total Emp 3		Stat Significant?											
Total Emp Statistical Value Continue		Shortfall											
Statistical Value Statistical Value Employment % 13.71 84.74 3.43 2.71 4.56 1.61 0.40 1.00	(6GA	Administrative Support - General Administrative										
33.33 66.67 33.33 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 Stat Significant? Shortfall Min Fem Asi Blk His Ind Pac Two Availability % 13.71 84.74 3.43 2.71 4.56 1.61 0.40 1.00 Emp Less Avail? Statistical Value Stat Significant?	Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two			
Availability % P.77 89.76 2.17 1.38 3.85 1.69 0.14 0.53 Emp Less Avail? Statistical Value Stat Significant? Shortfall 6OS Administrative Support - Office Support Min Fem Asi Blk His Ind Pac Two 100.00 100.00 0.00 100.00 0.00 0.00 0.	•	Employment %											
Emp Less Avail?	•	Availability %											
Stat Significant? Shortfall Administrative Support - Office Support		Emp Less Avail?											
Shortfall Administrative Support - Office Support		Statistical Value		0.277E		0.959E	0.889E	0.950E	0.996E	0.984E			
Administrative Support - Office Support Total Emp Min Fem Asi Blk His Ind Pac Two		Stat Significant?											
Total Emp 1		Shortfall											
1 Employment % 100.00 100.00 0.00 100.00 0.00 0.00 0	(6OS	Admini	strative \$	Support -	Office S	Support						
1 Employment % 100.00 100.00 0.00 100.00 0.00 0.00 0	Total Fmp		Min	Fem	Asi	Blk	His	Ind	Pac	Two			
Availability % 13.71 84.74 3.43 2.71 4.56 1.61 0.40 1.00 Emp Less Avail? Statistical Value 0.966E 0.954E 0.984E 0.996E 0.990E Stat Significant?	-	Employment %											
Emp Less Avail? Statistical Value O.966E O.954E O.996E O.990E Stat Significant?	ı												
Statistical Value 0.966E 0.954E 0.984E 0.996E 0.990E Stat Significant?					20	=., ,			50				
Stat Significant?					0.966E		0.954E	0.984E	0.996E	0.990E			
		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

(6PM	Administrative Support - Program Management												
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two					
2	Employment %	50.00	100.00	0.00	50.00	0.00	0.00	0.00	0.00					
	Availability %	12.36	76.03	4.25	0.95	4.57	1.45	0.08	1.06					
	Emp Less Avail?													
	Statistical Value			0.917E		0.911E	0.971E	0.998E	0.979E					
	Stat Significant?													
	Shortfall													

Total Employment: 51

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.

Shortall Report (Persons Required)

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

Sector: 1040 - PHB Portland Housing Bureau Portland, OR

Shortfall

Total Emp												
Total Emp Min Fem Asi BIk His Ind Pac Two Available 0.3 1.9 0.1 0.0												
Total Emp Min Fem Asi BIk His Ind Pac Two Available 0.3 1.9 0.1 0.0												
# Available 0.1 0.2 0.0												
Total Emp												
Total Emp 4 # Employed												
4 # Employed # Available Persons Required 1 2 0 0 1 0												
4 # Employed # Available Persons Required 1 2 0 0 1 0												
Persons Required O O O O O O O O O												
Total Emp												
Total Emp												
4 # Employed # Available 0.3 1.9 0.1 0.0 0.1 0.0 0.1 0.1 0.0 0.0 0.0 0.0												
# Available 0.3 1.9 0.1 0.0 0.1 0.1 0.0 0.0 Persons Required 0 0 0 0 0 0 0 0 1PM												
Persons Required O O O O O O O O O												
Total Emp Min Fem Asi Blk His Ind Pac Two												
Total Emp Min Fem Asi Blk His Ind Pac Two												
32 #Employed 11 22 2 4 2 1 0 2 #Available 3.8 17.7 1.3 0.5 1.1 0.7 0.0 0.2 Persons Required 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0												
# Available 3.8 17.7 1.3 0.5 1.1 0.7 0.0 0.2 Persons Required 0 0 0 0 0 0 0 2AC Professionals - Accounting												
Persons Required 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0												
Professionals - Accounting												
Professionals - Accounting												
Total Emp Min Fem Asi Blk His Ind Pac Two												
Total Entry												
2 # Employed 2 1 1 1 0 0 0 0												
# Available 0.2 1.2 0.0 0.2 0.0 0.0 0.0 0.0												
Persons Required 0 0 0 0 0 0 0 0												
2CR Professionals - Community Relations												
Total Emp Min Fem Asi Blk His Ind Pac Two												
1 # Employed 0 1 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												
Professionals - Information Technology												
Professionals - Information recliniology												
Total Emp Min Fem Asi Blk His Ind Pac Two												
Total Emp Min Fem Asi Blk His Ind Pac Two												

Shortfall

6	6GA	Admini	strative S	Support -	General	Adminis	strative			
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two	
3	# Employed	1	2	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	

6	SOS	Administrative Support - Office Support											
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two				
1	# Employed	1	1	0	1	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				

6	SPM	Admini	strative S	Support -	Progran	n Manage	ement			
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two	
2	# Employed	1	2	0	1	0	0	0	0	
	# Available	0.2	1.5	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.