City of Portland

1260-OMF-Pur Bureau of Purchases

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: 1260 - OMF Bureau of Purchases

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 | # | 11 | 20 | 1 | 7 | 1 | 0 | 0 | 2 | |
| 31 Employees | % | 35.48 | 64.52 | 3.23 | 22.58 | 3.23 | 0.00 | 0.00 | 6.45 | |
| 6 - Administrative Support | # | 3 | 6 | 2 | 1 | 0 | 0 | 0 | 0 | |
| 7 Employees | % | 42.86 | 85.71 | 28.57 | 14.29 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 38 Employees Totals | # | 14 | 26 | 3 | 8 | 1 | 0 | 0 | 2 | |
| | % | 36.84 | 68.42 | 7.89 | 21.05 | 2.63 | 0.00 | 0.00 | 5.26 | |

Job Group Analysis Sumary 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 | 1 | 4 | 1 | 0 | 0 | 0 | |
| 18 Employees | 1 | % | 33.33 | 77.78 | 5.56 | 22.22 | 5.56 | 0.00 | 0.00 | 0.00 | |
| 6GA - Administrative Support - General Administrative | re | # | 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 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | |
| 3 Employees | 6 | % | 66.67 | 66.67 | 33.33 | 33.33 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 38 Employees | Totals | # | 14 | 26 | 3 | 8 | 1 | 0 | 0 | 2 | |
| | | % | 36.84 | 68.42 | 7.89 | 21.05 | 2.63 | 0.00 | 0.00 | 5.26 | |

Job Group Analysis Report

Sector: 1260 - OMF Bureau of Purchases

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

Portland, OR

| 1GA | Officials/Admin - G | ene | eral Adr | ministra | ative | | | | | | 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 | | |

| 1PM Officials/Admin | - Prog | gram Ma | anagem | ent | | | | | | 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 Total | als # | 4 | 5 | 0 | 3 | 0 | 0 | 0 | 1 | |
| | % | 40.00 | 50.00 | 0.00 | 30.00 | 0.00 | 0.00 | 0.00 | 10.00 | |

| 1SP Officials/Admin - S | Store | e & Pur | chases | | | | | | | 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 | 1 | 2 | 0 | 0 | 0 | 0 | |
| 3 Employees | % | 100.00 | 100.00 | 33.33 | 66.67 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 18 Employees Totals | # | 6 | 14 | 1 | 4 | 1 | 0 | 0 | 0 | |
| | % | 33.33 | 77.78 | 5.56 | 22.22 | 5.56 | 0.00 | 0.00 | 0.00 | |

| 6GA Adminis | strative Sup | ро | rt - Gen | eral Ad | ministr | ative | | | | | 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 | Analy | vsis |
|-----|-------|---------|-------|
| | CIGGP | , triar | y Olo |

| 6OS | Administrative Sup | ро | rt - Offi | ce Supp | oort | | | | | | 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 | o Anal | ysis |
|-----|-------|--------|------|
|-----|-------|--------|------|

| 6SP | Administrative Sup | ро | rt - Sto | re & Pu | rchases | S | | | | | EEO | Code: 6 |
|--------------------------------------|--------------------|----|----------|---------|---------|-------|------|------|------|------|-----|---------|
| Job Code & Title | | | Min | Fem | Asi | Blk | His | Ind | Pac | Two | | |
| 30000058 - Procurement Specialist, A | ssistant | # | 2 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | | |
| 3 Employees | | % | 66.67 | 66.67 | 33.33 | 33.33 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 3 Employees | Totals | # | 2 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | | |
| | | % | 66.67 | 66.67 | 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.)

Sector: 1260 - OMF Bureau of Purchases

Incumbency vs. Estimated Availability

| | 1GA | Official | s/Admin | - Genera | ıl Admini | strative | | | |
|-----------------|---|--|--|--|--|--------------------------------------|---|---|---|
| Total Emp | | Min | Fem | Asi | Blk | His | Ind | Pac | Two |
| 3 | Employment % | 33.33 | 33.33 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 33.33 |
| J | 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 | Official | s/Admin | - Progra | m Manag | ement | | | |
| Total Emp | | Min | Fem | Asi | Blk | His | Ind | Pac | Two |
| 10 | Employment % | 40.00 | 50.00 | 0.00 | 30.00 | 0.00 | 0.00 | 0.00 | 10.00 |
| 10 | 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 | | | | | | | | |
| | Shortian | | | | | | | | |
| | 1SP | Official | s/Admin | - Store 8 | . Purcha | ses | | | |
| | | | | | | | Ind | Pac | Two |
| Total Emp | | Official Min 33.33 | s/Admin Fem 77.78 | - Store & Asi 5.56 | Purchas | Ses His 5.56 | Ind 0.00 | Pac 0.00 | Two |
| | 1SP | Min | Fem | Asi | Blk | His | | | |
| Total Emp | 1SP Employment % | Min 33.33 | Fem 77.78 | Asi 5.56 | Blk 22.22 | His 5.56 | 0.00 | 0.00 | 0.00 |
| Total Emp | 1SP Employment % Availability % | Min 33.33 | Fem 77.78 | Asi 5.56 | Blk 22.22 | His 5.56 | 0.00 | 0.00 | 0.00 |
| Total Emp | 1SP Employment % Availability % Emp Less Avail? | Min 33.33 | Fem 77.78 | Asi 5.56 | Blk 22.22 | His 5.56 | 0.00 | 0.00 | 0.00 |
| Total Emp | Employment % Availability % Emp Less Avail? Statistical Value | Min 33.33 | Fem 77.78 | Asi 5.56 | Blk 22.22 | His 5.56 | 0.00 | 0.00 | 0.00 |
| Total Emp 18 | Employment % Availability % Emp Less Avail? Statistical Value Stat Significant? | Min 33.33 7.79 | Fem 77.78 | Asi 5.56 1.20 | Blk 22.22 0.81 | His 5.56 3.91 | 0.00 1.41 0.774E | 0.00 | 0.00 |
| Total Emp 18 | Employment % Availability % Emp Less Avail? Statistical Value Stat Significant? Shortfall | Min 33.33 7.79 | Fem 77.78 54.66 | Asi 5.56 1.20 | Blk 22.22 0.81 | His 5.56 3.91 | 0.00 1.41 0.774E | 0.00 | 0.00 |
| Total Emp 18 | Employment % Availability % Emp Less Avail? Statistical Value Stat Significant? Shortfall | Min 33.33 7.79 | Fem 77.78 54.66 | Asi 5.56 1.20 | Blk 22.22 0.81 | His 5.56 3.91 | 0.00 1.41 0.774E | 0.00 0.33 0.942E | 0.00 0.14 0.975E |
| Total Emp 18 | Employment % Availability % Emp Less Avail? Statistical Value Stat Significant? Shortfall | Min 33.33 7.79 Admini Min | Fem 77.78 54.66 strative S | Asi 5.56 1.20 Support - | Blk 22.22 0.81 General | His 5.56 3.91 Adminis | 0.00 1.41 0.774E strative | 0.00 0.33 0.942E | 0.00 0.14 0.975E |
| Total Emp 18 | Employment % Availability % Emp Less Avail? Statistical Value Stat Significant? Shortfall 6GA Employment % | Min 33.33 7.79 Admini Min 33.33 | Fem 77.78 54.66 strative \$ Fem 100.00 | Asi 5.56 1.20 Support - Asi 33.33 | Blk 22.22 0.81 General Blk 0.00 | His 5.56 3.91 Adminis His 0.00 | 0.00 1.41 0.774E strative Ind 0.00 | 0.00 0.33 0.942E | 0.00 0.14 0.975E |
| Total Emp 18 | Employment % Availability % Emp Less Avail? Statistical Value Stat Significant? Shortfall 6GA Employment % Availability % | Min 33.33 7.79 Admini Min 33.33 | Fem 77.78 54.66 strative \$ Fem 100.00 | Asi 5.56 1.20 Support - Asi 33.33 | Blk 22.22 0.81 General Blk 0.00 | His 5.56 3.91 Adminis His 0.00 | 0.00 1.41 0.774E strative Ind 0.00 | 0.00 0.33 0.942E | 0.00 0.14 0.975E |
| Total Emp 18 | Employment % Availability % Emp Less Avail? Statistical Value Stat Significant? Shortfall 6GA Employment % Availability % Emp Less Avail? | Min 33.33 7.79 Admini Min 33.33 | Fem 77.78 54.66 strative \$ Fem 100.00 | Asi 5.56 1.20 Support - Asi 33.33 | Blk 22.22 0.81 • General Blk 0.00 1.38 | His 5.56 3.91 Adminis His 0.00 3.85 | 0.00 1.41 0.774E etrative Ind 0.00 1.69 | 0.00 0.33 0.942E Pac 0.00 0.14 | 0.00 0.14 0.975E Two 0.00 0.53 |

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

| 6 | 6OS | Admini | strative S | Support - | Office S | 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 | 66.67 | 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 | | 0.635E | | | 0.867E | 0.951E | 0.999E | 0.987E | |
| | Stat Significant? | | | | | | | | | |
| | Shortfall | | | | | | | | | |

Total Employment: 38

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

W - Whole Person Rule

Shortall Report (Persons Required)

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

Sector: 1260 - OMF Bureau of Purchases

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 | | |
| 1 | IPM | 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 | 1 | 4 | 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 | | |
| 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 | | |
| (| 60S | Admini | strative S | Support - | Office S | 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 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | | |
| | # Available | 0.3 | 2.1 | 0.1 | 0.0 | 0.1 | 0.0 | 0.0 | 0.0 | | |
| | | | | | | | | | | | |

W - Whole Person Rule

Persons Required

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

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