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

City of Portland

1040-PHB
Portland Housing Bureau

Bureau Affirmative Action Reports

July 2013 Annual Reports

4th Quarter AAP Reporting Period

(07/01/2012 to 06/30/2013)

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	#	16	27	2	5	3	4	0	2		
40 Employees	%	40.00	67.50	5.00	12.50	7.50	10.00	0.00	5.00		
2 - Professionals	#	2	3	1	1	0	0	0	0		
5 Employees	%	40.00	60.00	20.00	20.00	0.00	0.00	0.00	0.00		
6 - Administrative Support	#	4	5	1	2	0	1	0	0		
6 Employees	%	66.67	83.33	16.67	33.33	0.00	16.67	0.00	0.00		
51 Employees **Totals**	#	22	35	4	8	3	5	0	2		
	%	43.14	68.63	7.84	15.69	5.88	9.80	0.00	3.92		

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	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		#	2	3	0	1	0	1	0	0		
4 Employees	1	%	50.00	75.00	0.00	25.00	0.00	25.00	0.00	0.00		
1PM - Officials/Admin - Program Management		#	13	21	2	4	2	3	0	2		
31 Employees	1	%	41.94	67.74	6.45	12.90	6.45	9.68	0.00	6.45		
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		
2GA - Professionals - General Administrative		#	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		#	2	2	1	0	0	1	0	0		
3 Employees	6	%	66.67	66.67	33.33	0.00	0.00	33.33	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	#	22	35	4	8	3	5	0	2		
		%	43.14	68.63	7.84	15.69	5.88	9.80	0.00	3.92		

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		
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		

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	#	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	2	0	0	1	0	0	0		
2 Employees	%	50.00	100.00	0.00	0.00	50.00	0.00	0.00	0.00		
4 Employees Totals	#	1	2	0	0	1	0	0	0		
	%	25.00	50.00	0.00	0.00	25.00	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		
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		
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		
30000452 - Management Analyst, Sr	#	1	1	0	0	0	1	0	0		
1 Employee	%	100.00	100.00	0.00	0.00	0.00	100.00	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	#	2	3	0	1	0	1	0	0		
	%	50.00	75.00	0.00	25.00	0.00	25.00	0.00	0.00		

Job Group Analysis

1PM Officials/Admin - Program Management

EEO Code: 1

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	0	1	0	0		
1 Employee	%	100.00	100.00	0.00	0.00	0.00	100.00	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	1	0	0	0		
3 Employees	%	33.33	66.67	0.00	0.00	33.33	0.00	0.00	0.00		
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	#	1	0	0	0	0	1	0	0		
1 Employee	%	100.00	0.00	0.00	0.00	0.00	100.00	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	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		
30001361 - Housing Construction 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		
30001593 - Housing Progrm Specialist	#	1	3	0	0	0	1	0	0		
3 Employees	%	33.33	100.00	0.00	0.00	0.00	33.33	0.00	0.00		
30001594 - Housing Program Specialist, Asst.	#	2	3	1	0	0	0	0	1		
3 Employees	%	66.67	100.00	33.33	0.00	0.00	0.00	0.00	33.33		
31 Employees Totals	#	13	21	2	4	2	3	0	2		
	%	41.94	67.74	6.45	12.90	6.45	9.68	0.00	6.45		

Job Group Analysis

2AC Professionals - Accounting

EEO Code: 2

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 Analysis

2CR Professionals - Community Relations

EEO Code: 2

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 Analysis

2GA Professionals - General Administrative

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000461 - Policy 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		
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

2IT Professionals - Information Technology

EEO Code: 2

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		

Job Group Analysis

6GA Administrative Support - General Administrative

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30001592 - Housing Administrative Specialist, Sr.	#	2	2	1	0	0	1	0	0		
3 Employees	%	66.67	66.67	33.33	0.00	0.00	33.33	0.00	0.00		
3 Employees Totals	#	2	2	1	0	0	1	0	0		
	%	66.67	66.67	33.33	0.00	0.00	33.33	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		
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		

Job Group Analysis

6PM	Administrative Support - Program Management	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)

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 %	13.13	18.66	5.09	2.48	3.08	0.53	1.48	0.47
Emp Less Avail?								
Statistical Value	0.869E		0.949E	0.975E	0.969E	0.995E	0.985E	0.995E
Stat Significant?								
Shortfall								

1FL Officials/Admin - Financial

Total Emp: 4

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	25.00	50.00	0.00	0.00	25.00	0.00	0.00	0.00
Availability %	3.72	73.14	3.26	0.03	0.38	0.03	0.00	0.02
Emp Less Avail?								
Statistical Value		0.293E	0.876E	0.999E		0.999E		0.999E
Stat Significant?								
Shortfall								

1GA Officials/Admin - General Administrative

Total Emp: 4

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	50.00	75.00	0.00	25.00	0.00	25.00	0.00	0.00
Availability %	7.70	47.68	2.44	0.79	2.20	1.67	0.06	0.54
Emp Less Avail?								
Statistical Value			0.906E		0.915E		0.998E	0.979E
Stat Significant?								
Shortfall								

1PM Officials/Admin - Program Management

Total Emp: 31

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	41.94	67.74	6.45	12.90	6.45	9.68	0.00	6.45
Availability %	11.92	55.72	3.99	1.67	3.30	2.08	0.15	0.70
Emp Less Avail?								
Statistical Value							0.216	
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

2AC Professionals - Accounting

Total Emp 2

	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	100.00	50.00	50.00	50.00	0.00	0.00	0.00	0.00
Availability %	17.35	60.03	1.57	14.64	0.66	0.33	0.02	0.13
Emp Less Avail?								
Statistical Value		0.640E			0.987E	0.993E	1.000E	0.997E
Stat Significant?								
Shortfall								

2CR Professionals - Community Relations

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 %	14.62	48.72	1.77	2.82	4.15	4.48	0.35	1.05
Emp Less Avail?								
Statistical Value	0.854E		0.982E	0.972E	0.958E	0.955E	0.996E	0.990E
Stat Significant?								
Shortfall								

2GA Professionals - General Administrative

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 %	11.02	57.28	5.40	1.25	2.66	0.96	0.16	0.59
Emp Less Avail?								
Statistical Value	0.890E		0.946E	0.988E	0.973E	0.990E	0.998E	0.994E
Stat Significant?								
Shortfall								

2IT Professionals - Information Technology

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 %	12.66	36.42	5.28	1.75	3.81	0.95	0.09	0.79
Emp Less Avail?								
Statistical Value	0.873E	0.636E	0.947E	0.982E	0.962E	0.990E	0.999E	0.992E
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

6GA	Administrative Support - General Administrative								
Total Emp 3		Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Employment %	66.67	66.67	33.33	0.00	0.00	33.33	0.00	0.00
	Availability %	9.78	89.73	2.18	1.37	3.87	1.68	0.15	0.53
	Emp Less Avail?								
	Statistical Value		0.278E		0.959E	0.888E		0.996E	0.984E
	Stat Significant?								
	Shortfall								

6OS	Administrative Support - Office Support								
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 %	13.56	84.55	3.33	2.78	4.48	1.54	0.40	1.03
	Emp Less Avail?								
	Statistical Value			0.967E		0.955E	0.985E	0.996E	0.990E
	Stat Significant?								
	Shortfall								

6PM	Administrative Support - Program Management								
Total Emp 2		Min	Fem	Asi	Blk	His	Ind	Pac	Two
	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.

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	0.1	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		
4	# Employed	1	2	0	0	1	0	0	0		
	# Available	0.1	2.9	0.1	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		
4	# Employed	2	3	0	1	0	1	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 Officials/Admin - Program Management

Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
31	# Employed	13	21	2	4	2	3	0	2		
	# Available	3.7	17.3	1.2	0.5	1.0	0.6	0.0	0.2		
	Persons Required	0	0	0	0	0	0	0	0		

2AC Professionals - Accounting

Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
2	# Employed	2	1	1	1	0	0	0	0		
	# Available	0.3	1.2	0.0	0.3	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	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		

2GA Professionals - General Administrative

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

Shortfall

2IT	Professionals - Information Technology										
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	0	0	0	0	0	0	0		
	# Available	0.1	0.4	0.1	0.0	0.0	0.0	0.0	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	2	2	1	0	0	1	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	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		

6PM	Administrative Support - Program Management										
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.