

City of Portland



1100

City Auditor's Office

Bureau **Affirmative Action Plan** **Reports**

FY 13 - 14

2nd Quarter (Semi-Annual)
Reports

07/01/2013 to 12/31/2013



City of Portland

Bureau of

Human Resources

Knowledgeable | Helpful | Responsive

**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	#	6	11	1	2	2	0	0	1		
18 Employees	%	33.33	61.11	5.56	11.11	11.11	0.00	0.00	5.56		
2 - Professionals	#	1	12	1	0	0	0	0	0		
18 Employees	%	5.56	66.67	5.56	0.00	0.00	0.00	0.00	0.00		
6 - Administrative Support	#	2	9	1	0	0	0	0	1		
13 Employees	%	15.38	69.23	7.69	0.00	0.00	0.00	0.00	7.69		
49 Employees	Totals	#	9	32	3	2	2	0	0	2	
		%	18.37	65.31	6.12	4.08	4.08	0.00	0.00	4.08	

Job Group Analysis Summary Report

Job Group Analysis Summary

Job Group & Name	EEO Code		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1FL - Officials/Admin - Financial		#	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		
1GA - Officials/Admin - General Administrative		#	4	10	1	2	0	0	0	1		
14 Employees	1	%	28.57	71.43	7.14	14.29	0.00	0.00	0.00	7.14		
1PM - Officials/Admin - Program Management		#	2	1	0	0	2	0	0	0		
3 Employees	1	%	66.67	33.33	0.00	0.00	66.67	0.00	0.00	0.00		
2CR - Professionals - Community Relations		#	0	2	0	0	0	0	0	0		
3 Employees	2	%	0.00	66.67	0.00	0.00	0.00	0.00	0.00	0.00		
2GA - Professionals - General Administrative		#	1	9	1	0	0	0	0	0		
11 Employees	2	%	9.09	81.82	9.09	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		
2LL - Professionals - Legal		#	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		
2PM - Professionals - Program Management		#	0	1	0	0	0	0	0	0		
2 Employees	2	%	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00		
6CR - Administrative Support - Community Relations		#	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		
6GA - Administrative Support - General Administrative		#	0	2	0	0	0	0	0	0		
4 Employees	6	%	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00		
6OS - Administrative Support - Office Support		#	2	5	1	0	0	0	0	1		
6 Employees	6	%	33.33	83.33	16.67	0.00	0.00	0.00	0.00	16.67		
6PM - Administrative Support - Program Management		#	0	1	0	0	0	0	0	0		
2 Employees	6	%	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00		
49 Employees	Totals	#	9	32	3	2	2	0	0	2		
		%	18.37	65.31	6.12	4.08	4.08	0.00	0.00	4.08		

Job Group Analysis Report

Job Group Analysis

1FL

Officials/Admin - Financial

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
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		
1 Employee	#	0	0	0	0	0	0	0	0		
Totals	%	0.00	0.00	0.00	0.00	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		
30000558 - Auditor, Chief Deputy City	#	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		
30000556 - IPR Program 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		
30000555 - IPR Program Manager, Assistant	#	1	2	0	1	0	0	0	0		
2 Employees	%	50.00	100.00	0.00	50.00	0.00	0.00	0.00	0.00		
30000452 - Management 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		
30000546 - Clerk to City Council	#	1	1	0	0	0	0	0	1		
1 Employee	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00		
30000451 - Management Analyst	#	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		
30000553 - Complaint Investigator	#	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		
30000450 - Management 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		
14 Employees	Totals #	4	10	1	2	0	0	0	1		
	Totals %	28.57	71.43	7.14	14.29	0.00	0.00	0.00	7.14		

Job Group Analysis

1PM

Officials/Admin - Program Management

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000551 - Audit Services, Director of	#	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		
30000547 - Council Support & Contracts Supervisor	#	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		
30000552 - Foreclosure Program Manager	#	1	0	0	0	1	0	0	0		
1 Employee	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
3 Employees	Totals #	2	1	0	0	2	0	0	0		
	%	66.67	33.33	0.00	0.00	66.67	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		
30000554 - Ombudsman, City	#	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		
30000492 - Community Outreach & Informtn Rep	#	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										
	#	0	2	0	0	0	0	0	0		
	%	0.00	66.67	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		
30000550 - Management Auditor, Principal	#	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		
30000549 - Management Auditor, Sr	#	0	5	0	0	0	0	0	0		
5 Employees	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
30000548 - Management Auditor	#	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		
11 Employees	Totals #	1	9	1	0	0	0	0	0		
	%	9.09	81.82	9.09	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		
30000448 - Business Systems 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	#	0	0	0	0	0	0	0	0		
Totals	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Job Group Analysis

2LL

Professionals - Legal

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000598 - Hearings Officer	#	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	#	0	0	0	0	0	0	0	0		
Totals	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Job Group Analysis

2PM

Professionals - Program Management

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000544 - Archivist, 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		
2 Employees	Totals	#	1	0	0	0	0	0	0		
		%	100.00	0.00	0.00	0.00	0.00	0.00	0.00		

Job Group Analysis

6CR

Administrative Support - Community Relations

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000491 - Community Outreach & Informtn 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		
1 Employee	#	0	1	0	0	0	0	0	0		
Totals	%	0.00	100.00	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		
30000435 - Executive Assistant, Director's	#	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		
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		
30000542 - Records Center 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		
4 Employees	Totals #	0	2	0	0	0	0	0	0		
	%	0.00	50.00	0.00	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		
30000028 - Hearings Clerk	#	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		
30000013 - Office Support Specialist III	#	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		
30000012 - Office Support Specialist II	#	2	1	1	0	0	0	0	1		
2 Employees	%	100.00	50.00	50.00	0.00	0.00	0.00	0.00	50.00		
6 Employees	Totals #	2	5	1	0	0	0	0	1		
	%	33.33	83.33	16.67	0.00	0.00	0.00	0.00	16.67		

Job Group Analysis

6PM

Administrative Support - Program Management

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000545 - Archivist & Records Center Supervisor	#	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		
30000543 - Records Management Specialist	#	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		
2 Employees	Totals #	0	1	0	0	0	0	0	0		
	%	0.00	50.00	0.00	0.00	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

1FL		Officials/Admin - Financial							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
1	Employment %	0.00	0.00	0.00	0.00	0.00	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	0.963E	0.269E	0.967E	1.000E	0.996E	1.000E		1.000E
	Stat Significant?								
	Shortfall								

1GA		Officials/Admin - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
14	Employment %	28.57	71.43	7.14	14.29	0.00	0.00	0.00	7.14
	Availability %	7.70	47.68	2.44	0.79	2.20	1.67	0.06	0.54
	Emp Less Avail?								
	Statistical Value					0.732E	0.790E	0.992E	
	Stat Significant?								
	Shortfall								

1PM		Officials/Admin - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	66.67	33.33	0.00	0.00	66.67	0.00	0.00	0.00
	Availability %	11.92	55.72	3.99	1.67	3.30	2.08	0.15	0.70
	Emp Less Avail?								
	Statistical Value		0.415E	0.885E	0.951E		0.939E	0.996E	0.979E
	Stat Significant?								
	Shortfall								

2CR		Professionals - Community Relations							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	0.00	66.67	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	0.622E		0.948E	0.918E	0.881E	0.872E	0.990E	0.969E
	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

2GA		Professionals - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
11	Employment %	9.09	81.82	9.09	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	0.654E			0.871E	0.743E	0.899E	0.983E	0.937E
	Stat Significant?								
	Shortfall								
2IT		Professionals - Information Technology							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
1	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								
2LL		Professionals - Legal							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
1	Employment %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Availability %	6.50	27.82	2.06	0.96	1.86	1.30	0.00	0.30
	Emp Less Avail?								
	Statistical Value	0.935E	0.722E	0.979E	0.990E	0.981E	0.987E		0.997E
	Stat Significant?								
	Shortfall								
2PM		Professionals - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
2	Employment %	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00
	Availability %	0.00	60.65	0.00	0.00	0.00	0.00	0.00	0.00
	Emp Less Avail?								
	Statistical Value		0.632E						
	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

6CR		Administrative Support - Community Relations							
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 %	9.62	72.51	2.09	1.83	3.55	1.49	0.09	0.59
	Emp Less Avail?								
	Statistical Value	0.904E		0.979E	0.982E	0.964E	0.985E	0.999E	0.994E
	Stat Significant?								
	Shortfall								

6GA		Administrative Support - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
4	Employment %	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00
	Availability %	9.78	89.73	2.18	1.37	3.87	1.68	0.15	0.53
	Emp Less Avail?		YES						
	Statistical Value	0.663E	0.055E	0.916E	0.946E	0.854E	0.934E	0.994E	0.979E
	Stat Significant?								
	Shortfall		1						

6OS		Administrative Support - Office Support							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
6	Employment %	33.33	83.33	16.67	0.00	0.00	0.00	0.00	16.67
	Availability %	13.56	84.55	3.33	2.78	4.48	1.54	0.40	1.03
	Emp Less Avail?								
	Statistical Value		0.635E		0.844E	0.760E	0.911E	0.976E	
	Stat Significant?								
	Shortfall								

6PM		Administrative Support - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
2	Employment %	0.00	50.00	0.00	0.00	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	0.768E	0.422E	0.917E	0.981E	0.911E	0.971E	0.998E	0.979E
	Stat Significant?								
	Shortfall								

Total Employment: 49

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

1FL		Officials/Admin - Financial									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	0	0	0	0	0	0	0	0	
	# Available	0.0	0.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
	Persons Required	0	0	0	0	0	0	0	0	0	

1GA		Officials/Admin - General Administrative									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
14	# Employed	4	10	1	2	0	0	0	1		
	# Available	1.1	6.7	0.3	0.1	0.3	0.2	0.0	0.1		
	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	2	1	0	0	2	0	0	0		
	# Available	0.4	1.7	0.1	0.1	0.1	0.1	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		
3	# Employed	0	2	0	0	0	0	0	0		
	# Available	0.4	1.5	0.1	0.1	0.1	0.1	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		
11	# Employed	1	9	1	0	0	0	0	0		
	# Available	1.2	6.3	0.6	0.1	0.3	0.1	0.0	0.1		
	Persons Required	0	0	0	0	0	0	0	0		

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		

2LL		Professionals - Legal									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	0	0	0	0	0	0	0		
	# Available	0.1	0.3	0.0	0.0	0.0	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

Shortfall

2PM		Professionals - Program Management									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
2	# Employed	0	1	0	0	0	0	0	0		
	# Available	0.0	1.2	0.0	0.0	0.0	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		
6CR		Administrative Support - 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	0.7	0.0	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		
4	# Employed	0	2	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	1	0	0	0	0	0	0		
6OS		Administrative Support - Office Support									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
6	# Employed	2	5	1	0	0	0	0	1		
	# Available	0.8	5.1	0.2	0.2	0.3	0.1	0.0	0.1		
	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	0	1	0	0	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.