



Affirmative Action Program Plan

Office of City Auditor Mary Hull Caballero

The Auditor's Office of the City of Portland, headed by an elected official, supports the principles of equal employment opportunity and affirmative action. This office is committed to policies and actions that ensure equality of opportunity and access to employment with the Auditor's Office.

Equal Employment Opportunity

The employees in our office are at-will, non-represented civil service, and union-represented employees. This office will use selection procedures to recruit applicants who reflect the diversity of the Portland community and include members of ethnic groups, women, veterans and persons with disabilities. Any departure from these procedures will be documented. This office will not discriminate in terms and conditions of employment on any basis prohibited by law, ordinance, rules or regulations. The specific prohibitions are contained in the attached memorandum to all employees, which will be updated and distributed annually.

Affirmative Action Program Overview

It is the policy of the Auditor's Office to create a workplace that generally reflects the gender, racial and ethnic profile of the labor pools from which the office recruits. The Auditor's Office will take specific actions to carry out this policy and issue annual reports that demonstrate compliance and areas where disparities exist and need remedies.

The office will continue taking steps as described below to ensure equal opportunity to compete for jobs and ensure the Auditor's Office is a welcoming, inclusive, and diverse workplace.

Ongoing Affirmative Actions and Policies

- Monitor hiring trends using Bureau of Human Resources data to understand: 1) the organizational profile; 2) job group analyses; 3) placement of incumbents in job groups; 4) availability; and 5) job placement goals for women, minorities, veterans, and people with disabilities;
- Review Equal Opportunity Employment data semi-annually to identify current disparities;
- Make a good-faith effort to remedy existing disparities by job group when employment decisions are made;
- Make contact with community and professional groups of protected classes to relay employment opportunities, including to veterans and people with disabilities;



- Ensure a female and minority interviewer participate in competitive recruitment panels;
- Ensure all application review and interview panel members review anti-bias training materials;
- Train all employees in how to effectively respond to issues of harassment and discrimination;
- Require all new staff to attend Racial Equity 101 or an equivalent course;
- Ensure management supports the role, resources, and mission of the Auditor's Office Diversity and Equity Committee;
- State that applicants must be able to work in a diverse environment and with the public in all job announcements (in addition to Citywide Equal Opportunity Employer statement);
- Use diverse community resources, such as minority news media, social programs, and ethnic networks to develop policy, communicate with underrepresented groups, and engage them in services the Auditor's Office provides;
- Provide internships and work study positions when possible to expand opportunities for members of diverse groups;
- Provide and promote opportunities for diversity and inclusiveness, either through professional development or internal events and gatherings;
- Reasonably accommodate applicants and employees with disabilities;
- Interview a qualified minority, female, and self-identified person with a disability for an at-will appointment if a competitive recruitment is not used;
- Complete racial equity plans and track annual progress, including development of an equity lens for programs or services.

Annual Reporting

- Demonstrate compliance with Affirmative Actions and Policies as stated above by reporting on:
 1. The number of individuals in protected classes employed by the Auditor's Office in managerial and non-managerial roles;
 2. Comparisons to population data for Portland and similar-sized cities in the region with comparable demographics;
 3. Trend data for these indicators over time;
 4. Any identified disparities, shortfalls, or areas identified internally or by the Bureau of Human Resources, including promotion, retention, or compensation disparities and immediate strategies to address them.