

City of Portland



1290-OMF-CAO
Chief Administrative Officer

Bureau **Affirmative Action Program** **(AAP) Plan Reports**

FY 15-16
4th Quarter (Annual) Reports
(07/01/2015 to 06/30/2016)



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	#	5	12	0	2	1	0	1	1		
25 Employees	%	20.00	48.00	0.00	8.00	4.00	0.00	4.00	4.00		
2 - Professionals	#	5	14	4	0	0	0	0	1		
22 Employees	%	22.73	63.64	18.18	0.00	0.00	0.00	0.00	4.55		
6 - Administrative Support	#	1	4	0	1	0	0	0	0		
4 Employees	%	25.00	100.00	0.00	25.00	0.00	0.00	0.00	0.00		
51 Employees	Totals	#	11	30	4	3	1	0	1	2	
		%	21.57	58.82	7.84	5.88	1.96	0.00	1.96	3.92	

Job Group Analysis Summary Summary Report

Job Group Analysis Summary

Job Group & Name	EEO Code		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1DR - Officials/Admin - Directors		#	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		
1FL - Officials/Admin - Financial		#	2	5	0	0	1	0	0	1		
9 Employees	1	%	22.22	55.56	0.00	0.00	11.11	0.00	0.00	11.11		
1GA - Officials/Admin - General Administrative		#	2	7	0	2	0	0	0	0		
12 Employees	1	%	16.67	58.33	0.00	16.67	0.00	0.00	0.00	0.00		
1IT - Officials/Admin - Information Technology		#	1	0	0	0	0	0	1	0		
3 Employees	1	%	33.33	0.00	0.00	0.00	0.00	0.00	33.33	0.00		
2AC - Professionals - Accounting		#	2	2	2	0	0	0	0	0		
4 Employees	2	%	50.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00		
2GA - Professionals - General Administrative		#	0	2	0	0	0	0	0	0		
2 Employees	2	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
2HR - Professionals - Human Resources		#	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		
2IT - Professionals - Information Technology		#	3	10	2	0	0	0	0	1		
15 Employees	2	%	20.00	66.67	13.33	0.00	0.00	0.00	0.00	6.67		
6GA - Administrative Support - General Administrative		#	1	3	0	1	0	0	0	0		
3 Employees	6	%	33.33	100.00	0.00	33.33	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		
51 Employees	Totals	#	11	30	4	3	1	0	1	2		
		%	21.57	58.82	7.84	5.88	1.96	0.00	1.96	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		
30000406 - Chief Administrative 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

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	#	2	3	0	0	1	0	0	1		
6 Employees	%	33.33	50.00	0.00	0.00	16.67	0.00	0.00	16.67		
30000567 - Financial 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		
9 Employees											
	Totals	#	2	5	0	0	1	0	1		
		%	22.22	55.56	0.00	0.00	11.11	0.00	11.11		

Job Group Analysis

1GA

Officials/Admin - General Administrative

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000442 - Business Operations Manager, 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		
30000716 - Spectator Facilities & Dev Mgr	#	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	#	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		
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	2	0	0	0	0	0	0		
3 Employees	%	0.00	66.67	0.00	0.00	0.00	0.00	0.00	0.00		
30000451 - Management Analyst	#	2	2	0	2	0	0	0	0		
4 Employees	%	50.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00		
30000450 - 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		
12 Employees	Totals #	2	7	0	2	0	0	0	0		
	Totals %	16.67	58.33	0.00	16.67	0.00	0.00	0.00	0.00		

Job Group Analysis

1IT

Officials/Admin - Information Technology

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30001233 - SAP Support Manager	#	1	0	0	0	0	0	1	0		
1 Employee	%	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00		
30001031 - Technology Capital Project Manager I	#	0	0	0	0	0	0	0	0		
2 Employees	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3 Employees	Totals #	1	0	0	0	0	0	1	0		
	%	33.33	0.00	0.00	0.00	0.00	0.00	33.33	0.00		

Job Group Analysis

2AC

Professionals - Accounting

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000063 - Accountant II	#	2	2	2	0	0	0	0	0		
4 Employees	%	50.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00		
4 Employees	Totals	#	2	2	2	0	0	0	0		
		%	50.00	50.00	50.00	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		
30000460 - Policy Analyst	#	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		
2 Employees	Totals #	0	2	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

2HR

Professionals - Human Resources

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000532 - Training & Development 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	Totals	#	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

2IT

Professionals - Information Technology

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30001433 - SAP Business Systems Analyst, Principal	#	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		
30001684 - SAP Business Systems Analyst, Senior	#	3	7	2	0	0	0	0	1		
12 Employees	%	25.00	58.33	16.67	0.00	0.00	0.00	0.00	8.33		
30000448 - Business Systems Analyst	#	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		
15 Employees	Totals #	3	10	2	0	0	0	0	1		
	%	20.00	66.67	13.33	0.00	0.00	0.00	0.00	6.67		

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	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		
30000436 - Administrative Supervisor I	#	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		
30000433 - Administrative Specialist, Sr	#	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		
3 Employees	Totals #	1	3	0	1	0	0	0	0		
	%	33.33	100.00	0.00	33.33	0.00	0.00	0.00	0.00		

Job Group Analysis

60S

Administrative Support - Office Support

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000012 - Office Support Specialist II	#	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	#	1	0	0	0	0	0	0		
		%	100.00	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

1DR		Officials/Admin - Directors							
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 %	17.28	28.55	6.32	3.38	4.71	0.34	0.59	1.96
	Emp Less Avail?								
	Statistical Value	0.827E	0.714E	0.937E	0.966E	0.953E	0.997E	0.994E	0.980E
	Stat Significant?								
	Shortfall								

1FL		Officials/Admin - Financial							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
9	Employment %	22.22	55.56	0.00	0.00	11.11	0.00	0.00	11.11
	Availability %	13.86	45.02	4.44	4.15	3.38	0.03	0.02	1.87
	Emp Less Avail?								
	Statistical Value			0.664E	0.683E		0.997E	0.998E	
	Stat Significant?								
	Shortfall								

1GA		Officials/Admin - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
12	Employment %	16.67	58.33	0.00	16.67	0.00	0.00	0.00	0.00
	Availability %	14.53	57.10	10.75	1.00	1.50	0.32	0.05	0.89
	Emp Less Avail?			YES					
	Statistical Value			0.255E		0.834E	0.962E	0.994E	0.898E
	Stat Significant?								
	Shortfall			1					

1IT		Officials/Admin - Information Technology							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	33.33	0.00	0.00	0.00	0.00	0.00	33.33	0.00
	Availability %	17.25	47.34	6.75	3.49	3.55	1.34	0.05	2.05
	Emp Less Avail?		YES						
	Statistical Value		0.146E	0.811E	0.899E	0.897E	0.960E		0.940E
	Stat Significant?								
	Shortfall			1					

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		Min	Fem	Asi	Blk	His	Ind	Pac	Two
4	Employment %	50.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00
	Availability %	13.31	61.26	5.33	4.78	1.61	0.16	0.08	1.33
	Emp Less Avail?								
	Statistical Value		0.503E		0.822E	0.937E	0.994E	0.997E	0.948E
	Stat Significant?								
	Shortfall								

2GA		Professionals - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
2	Employment %	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
	Availability %	13.62	61.11	7.93	0.63	3.10	0.20	0.10	1.67
	Emp Less Avail?								
	Statistical Value	0.746E		0.848E	0.987E	0.939E	0.996E	0.998E	0.967E
	Stat Significant?								
	Shortfall								

2HR		Professionals - Human Resources							
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 %	15.38	72.51	4.81	3.61	4.38	0.17	0.00	2.41
	Emp Less Avail?								
	Statistical Value	0.846E	0.275E	0.952E	0.964E	0.956E	0.998E		0.976E
	Stat Significant?								
	Shortfall								

2IT		Professionals - Information Technology							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
15	Employment %	20.00	66.67	13.33	0.00	0.00	0.00	0.00	6.67
	Availability %	8.56	47.28	4.76	0.36	2.34	0.03	0.00	1.07
	Emp Less Avail?								
	Statistical Value				0.947E	0.701E	0.996E		
	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		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	33.33	100.00	0.00	33.33	0.00	0.00	0.00	0.00
	Availability %	13.72	88.23	3.56	1.44	5.21	0.56	0.38	2.54
	Emp Less Avail?								
	Statistical Value			0.897E		0.852E	0.983E	0.989E	0.926E
	Stat Significant?								
	Shortfall								

6OS		Administrative Support - Office 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 %	17.11	77.41	6.50	2.16	4.71	0.88	0.39	2.49
	Emp Less Avail?								
	Statistical Value	0.829E		0.935E	0.978E	0.953E	0.991E	0.996E	0.975E
	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	0	0	0	0	0	0	0	0	
	# Available	0.2	0.3	0.1	0.0	0.0	0.0	0.0	0.0	0.0	
	Persons Required	0	0	0	0	0	0	0	0	0	

1FL		Officials/Admin - Financial									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
9	# Employed	2	5	0	0	1	0	0	1		
	# Available	1.2	4.1	0.4	0.4	0.3	0.0	0.0	0.2		
	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		
12	# Employed	2	7	0	2	0	0	0	0		
	# Available	1.7	6.9	1.3	0.1	0.2	0.0	0.0	0.1		
	Persons Required	0	0	1	0	0	0	0	0		

1IT		Officials/Admin - Information Technology									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	1	0	0	0	0	0	1	0		
	# Available	0.5	1.4	0.2	0.1	0.1	0.0	0.0	0.1		
	Persons Required	0	1	0	0	0	0	0	0		

2AC		Professionals - Accounting									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
4	# Employed	2	2	2	0	0	0	0	0		
	# Available	0.5	2.5	0.2	0.2	0.1	0.0	0.0	0.1		
	Persons Required	0	0	0	0	0	0	0	0		

2GA		Professionals - General Administrative									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
2	# Employed	0	2	0	0	0	0	0	0		
	# Available	0.3	1.2	0.2	0.0	0.1	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

2HR		Professionals - Human Resources									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	0	0	0	0	0	0	0		
	# Available	0.2	0.7	0.0	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		
15	# Employed	3	10	2	0	0	0	0	1		
	# Available	1.3	7.1	0.7	0.1	0.4	0.0	0.0	0.2		
	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	1	3	0	1	0	0	0	0		
	# Available	0.4	2.6	0.1	0.0	0.2	0.0	0.0	0.1		
	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	0	1	0	0	0	0	0	0		
	# Available	0.2	0.8	0.1	0.0	0.0	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.