

# City of Portland



**1240-OMF-BHR**  
**Bureau of Human Resources**

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

**FY 15-16**  
**4<sup>th</sup> 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	#	6	10	0	5	0	0	1	0		
17 Employees	%	35.29	58.82	0.00	29.41	0.00	0.00	5.88	0.00		
2 - Professionals	#	25	24	8	8	6	1	0	2		
40 Employees	%	62.50	60.00	20.00	20.00	15.00	2.50	0.00	5.00		
6 - Administrative Support	#	8	22	4	2	2	0	0	0		
23 Employees	%	34.78	95.65	17.39	8.70	8.70	0.00	0.00	0.00		
<b>80 Employees</b>	<b>Totals</b>	<b>#</b>	<b>39</b>	<b>56</b>	<b>12</b>	<b>15</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>2</b>	
		<b>%</b>	<b>48.75</b>	<b>70.00</b>	<b>15.00</b>	<b>18.75</b>	<b>10.00</b>	<b>1.25</b>	<b>1.25</b>	<b>2.50</b>	

# **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	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	0	0	1	0	0	0	0		
2 Employees	1	%	50.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00		
1HR - Officials/Admin - Human Resources		#	5	6	0	4	0	0	1	0		
11 Employees	1	%	45.45	54.55	0.00	36.36	0.00	0.00	9.09	0.00		
1PM - Officials/Admin - Program Management		#	0	3	0	0	0	0	0	0		
3 Employees	1	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
2AC - Professionals - Accounting		#	2	0	1	0	1	0	0	0		
3 Employees	2	%	66.67	0.00	33.33	0.00	33.33	0.00	0.00	0.00		
2HR - Professionals - Human Resources		#	23	24	7	8	5	1	0	2		
36 Employees	2	%	63.89	66.67	19.44	22.22	13.89	2.78	0.00	5.56		
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		#	5	8	2	2	1	0	0	0		
8 Employees	6	%	62.50	100.00	25.00	25.00	12.50	0.00	0.00	0.00		
6HR - Administrative Support - Human Resources		#	2	9	2	0	0	0	0	0		
10 Employees	6	%	20.00	90.00	20.00	0.00	0.00	0.00	0.00	0.00		
6OS - Administrative Support - Office Support		#	1	5	0	0	1	0	0	0		
5 Employees	6	%	20.00	100.00	0.00	0.00	20.00	0.00	0.00	0.00		
80 Employees	Totals	#	39	56	12	15	8	1	1	2		
		%	48.75	70.00	15.00	18.75	10.00	1.25	1.25	2.50		

# **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		
30000409 - Human Resources 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	#	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

1FL

Officials/Admin - Financial

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000569 - Financial Analyst, Principal	#	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		
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		
2 Employees	Totals #	1	0	0	1	0	0	0	0		
	%	50.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00		

# Job Group Analysis

1HR

Officials/Admin - Human Resources

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000526 - Human Resources Director, Assistant	#	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		
30001633 - Human Resources System 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		
30000530 - Diversity, Outreach & Emp Resources Mgr	#	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		
30000537 - Labor/Employee Relations 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		
30000535 - Classification/Compensation 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		
30000541 - Benefits 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		
30000524 - Human Resources Site Team Manager	#	1	2	0	1	0	0	0	0		
3 Employees	%	33.33	66.67	0.00	33.33	0.00	0.00	0.00	0.00		
30000525 - Human Resources Manager, Police	#	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		
30001708 - Training & Development 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		
11 Employees	Totals #	5	6	0	4	0	0	1	0		
	%	45.45	54.55	0.00	36.36	0.00	0.00	9.09	0.00		

# Job Group Analysis

1PM

Officials/Admin - Program Management

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000464 - Program Coordinator	#	0	3	0	0	0	0	0	0		
3 Employees	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
3 Employees	Totals	#	3	0	0	0	0	0	0		
		%	100.00	0.00	0.00	0.00	0.00	0.00	0.00		

# Job Group Analysis

2AC

Professionals - Accounting

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000562 - Accounting Supervisor, 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		
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		
30000063 - Accountant II	#	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	0	1	0	1	0	0	0		
	%	66.67	0.00	33.33	0.00	33.33	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		
30000536 - Labor Relations Coordinator	#	2	1	1	1	0	0	0	0		
3 Employees	%	66.67	33.33	33.33	33.33	0.00	0.00	0.00	0.00		
30000527 - Employment & Development Coordinator	#	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		
30001535 - Benefits Coordinator	#	1	2	1	0	0	0	0	0		
2 Employees	%	50.00	100.00	50.00	0.00	0.00	0.00	0.00	0.00		
30000523 - Human Resources Coordinator	#	11	8	1	3	4	1	0	2		
13 Employees	%	84.62	61.54	7.69	23.08	30.77	7.69	0.00	15.38		
30000539 - Benefits 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		
30001833 - Labor Relations Analyst, Senior	#	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		
30000522 - Human Resources Analyst, Sr	#	3	4	1	2	0	0	0	0		
5 Employees	%	60.00	80.00	20.00	40.00	0.00	0.00	0.00	0.00		
30001586 - Affirmative Action/Diversity Analyst, 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		
30000533 - Classification/Compensation Analyst, Sr	#	1	1	1	0	0	0	0	0		
3 Employees	%	33.33	33.33	33.33	0.00	0.00	0.00	0.00	0.00		
30000531 - Training & Development Analyst	#	1	2	1	0	0	0	0	0		
2 Employees	%	50.00	100.00	50.00	0.00	0.00	0.00	0.00	0.00		
30000538 - Benefits Specialist	#	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		
30001834 - Labor Relations Analyst	#	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		
30000521 - Human Resources 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		
36 Employees	Totals #	23	24	7	8	5	1	0	2		
	%	63.89	66.67	19.44	22.22	13.89	2.78	0.00	5.56		

# Job Group Analysis

2IT

Professionals - Information Technology

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000449 - Business Systems 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

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	#	5	6	2	2	1	0	0	0		
6 Employees	%	83.33	100.00	33.33	33.33	16.67	0.00	0.00	0.00		
8 Employees	Totals #	5	8	2	2	1	0	0	0		
	%	62.50	100.00	25.00	25.00	12.50	0.00	0.00	0.00		

# Job Group Analysis

6HR

Administrative Support - Human Resources

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30001858 - Human Resources System Specialist	#	1	4	1	0	0	0	0	0		
5 Employees	%	20.00	80.00	20.00	0.00	0.00	0.00	0.00	0.00		
30000520 - Human Resources Technician	#	1	5	1	0	0	0	0	0		
5 Employees	%	20.00	100.00	20.00	0.00	0.00	0.00	0.00	0.00		
10 Employees	Totals #	2	9	2	0	0	0	0	0		
	%	20.00	90.00	20.00	0.00	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		
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	#	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		
30000011 - Office Support Specialist 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		
5 Employees	Totals #	1	5	0	0	1	0	0	0		
	%	20.00	100.00	0.00	0.00	20.00	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	100.00	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		0.937E	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
2	Employment %	50.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00
	Availability %	13.86	45.02	4.44	4.15	3.38	0.03	0.02	1.87
	Emp Less Avail?								
	Statistical Value		0.302E	0.913E		0.934E	0.999E	1.000E	0.963E
	Stat Significant?								
	Shortfall								

1HR		Officials/Admin - Human Resources							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
11	Employment %	45.45	54.55	0.00	36.36	0.00	0.00	9.09	0.00
	Availability %	41.47	58.15	9.11	11.15	13.75	2.20	0.23	5.03
	Emp Less Avail?			YES		YES			
	Statistical Value		0.518E	0.350E		0.196E	0.783E		0.567E
	Stat Significant?								
	Shortfall			1		1			

1PM		Officials/Admin - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
	Availability %	18.87	48.59	5.87	4.96	3.64	0.56	0.15	3.71
	Emp Less Avail?								
	Statistical Value	0.534E		0.834E	0.858E	0.895E	0.983E	0.996E	0.893E
	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 3	Employment %	Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Availability %	66.67	0.00	33.33	0.00	33.33	0.00	0.00	0.00
	Emp Less Avail?	13.31	61.26	5.33	4.78	1.61	0.16	0.08	1.33
	Statistical Value		YES						
	Stat Significant?		0.058E		0.863E		0.995E	0.998E	0.961E
	Shortfall		1						
2HR		Professionals - Human Resources							
Total Emp 36	Employment %	Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Availability %	63.89	66.67	19.44	22.22	13.89	2.78	0.00	5.56
	Emp Less Avail?	15.38	72.51	4.81	3.61	4.38	0.17	0.00	2.41
	Statistical Value		YES						
	Stat Significant?		0.785						
	Shortfall		2						
2IT		Professionals - Information Technology							
Total Emp 1	Employment %	Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Availability %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emp Less Avail?	8.56	47.28	4.76	0.36	2.34	0.03	0.00	1.07
	Statistical Value								
	Stat Significant?	0.914E	0.527E	0.952E	0.996E	0.977E	1.000E		0.989E
	Shortfall								
6GA		Administrative Support - General Administrative							
Total Emp 8	Employment %	Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Availability %	62.50	100.00	25.00	25.00	12.50	0.00	0.00	0.00
	Emp Less Avail?	13.72	88.23	3.56	1.44	5.21	0.56	0.38	2.54
	Statistical Value								
	Stat Significant?						0.956E	0.970E	0.814E
	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

6HR		Administrative Support - Human Resources							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
10	Employment %	20.00	90.00	20.00	0.00	0.00	0.00	0.00	0.00
	Availability %	5.97	89.55	0.00	0.00	2.99	0.00	0.00	2.99
	Emp Less Avail?								
	Statistical Value					0.738E			0.738E
	Stat Significant?								
	Shortfall								

6OS		Administrative Support - Office Support							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
5	Employment %	20.00	100.00	0.00	0.00	20.00	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			0.715E	0.897E		0.957E	0.981E	0.882E
	Stat Significant?								
	Shortfall								

Total Employment: 80

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	0.2	0.3	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		
2	# Employed	1	0	0	1	0	0	0	0		
	# Available	0.3	0.9	0.1	0.1	0.1	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		
1HR		Officials/Admin - Human Resources									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
11	# Employed	5	6	0	4	0	0	1	0		
	# Available	4.6	6.4	1.0	1.2	1.5	0.2	0.0	0.6		
	Persons Required	0	0	1	0	1	0	0	0		
1PM		Officials/Admin - Program Management									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	0	3	0	0	0	0	0	0		
	# Available	0.6	1.5	0.2	0.1	0.1	0.0	0.0	0.1		
	Persons Required	0	0	0	0	0	0	0	0		
2AC		Professionals - Accounting									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	2	0	1	0	1	0	0	0		
	# Available	0.4	1.8	0.2	0.1	0.0	0.0	0.0	0.0		
	Persons Required	0	1	0	0	0	0	0	0		
2HR		Professionals - Human Resources									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
36	# Employed	23	24	7	8	5	1	0	2		
	# Available	5.5	26.1	1.7	1.3	1.6	0.1	0.0	0.9		
	Persons Required	0	2	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	0.5	0.0	0.0	0.0	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

## Shortfall

6GA		Administrative Support - General Administrative									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
8	# Employed	5	8	2	2	1	0	0	0		
	# Available	1.1	7.1	0.3	0.1	0.4	0.0	0.0	0.2		
	Persons Required	0	0	0	0	0	0	0	0		
6HR		Administrative Support - Human Resources									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
10	# Employed	2	9	2	0	0	0	0	0		
	# Available	0.6	9.0	0.0	0.0	0.3	0.0	0.0	0.3		
	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		
5	# Employed	1	5	0	0	1	0	0	0		
	# Available	0.9	3.9	0.3	0.1	0.2	0.0	0.0	0.1		
	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.