

# City of Portland



1200-BOEC

Bureau of Emergency Communications

## 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	#	0	7	0	0	0	0	0	0		
10 Employees	%	0.00	70.00	0.00	0.00	0.00	0.00	0.00	0.00		
2 - Professionals	#	1	2	0	1	0	0	0	0		
4 Employees	%	25.00	50.00	0.00	25.00	0.00	0.00	0.00	0.00		
5 - Protective Service Workers: Non-sworn	#	12	70	0	2	7	1	0	2		
99 Employees	%	12.12	70.71	0.00	2.02	7.07	1.01	0.00	2.02		
6 - Administrative Support	#	1	11	1	0	0	0	0	0		
18 Employees	%	5.56	61.11	5.56	0.00	0.00	0.00	0.00	0.00		
<b>131 Employees</b>	<b>Totals #</b>	<b>14</b>	<b>90</b>	<b>1</b>	<b>3</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>2</b>		
	<b>%</b>	<b>10.69</b>	<b>68.70</b>	<b>0.76</b>	<b>2.29</b>	<b>5.34</b>	<b>0.76</b>	<b>0.00</b>	<b>1.53</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		
1EC - Officials/Admin - Emergency Communication		#	0	2	0	0	0	0	0	0		
4 Employees	1	%	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00		
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		#	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		
1PM - Officials/Admin - Program Management		#	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		
2EC - Professionals - Emergency Communication		#	1	1	0	1	0	0	0	0		
1 Employee	2	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
2HR - Professionals - Human Resources		#	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		
2 Employees	2	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5EC - Protective Service - Non-Sworn - Emergency Communi		#	12	70	0	2	7	1	0	2		
99 Employees	5	%	12.12	70.71	0.00	2.02	7.07	1.01	0.00	2.02		
6EC - Administrative Support - Emergency Communication		#	0	5	0	0	0	0	0	0		
12 Employees	6	%	0.00	41.67	0.00	0.00	0.00	0.00	0.00	0.00		
6GA - Administrative Support - General Administrative		#	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		
6OS - Administrative Support - Office Support		#	1	5	1	0	0	0	0	0		
5 Employees	6	%	20.00	100.00	20.00	0.00	0.00	0.00	0.00	0.00		
131 Employees	Totals	#	14	90	1	3	7	1	0	2		
		%	10.69	68.70	0.76	2.29	5.34	0.76	0.00	1.53		

# **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		
30000429 - Emergency Communications 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

1EC

Officials/Admin - Emergency Communication

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000786 - Emerg Commun Operations 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		
30000787 - Emerg Commun Operations Mgr, 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		
30000789 - Emerg Commun Program 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		
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

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	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

1GA

Officials/Admin - General Administrative

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000441 - Business Operations 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		
30000452 - Management 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		
30000451 - Management 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		
3 Employees	Totals #	0	3	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

1PM

Officials/Admin - Program Management

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000487 - Emergency Management Program 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		
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

2EC

Professionals - Emergency Communication

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000788 - Emerg Commun Training & Dev 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		
1 Employee	Totals	#	1	1	0	1	0	0	0		
		%	100.00	100.00	0.00	100.00	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		
30000531 - Training & Development 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		
1 Employee	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

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		
30001533 - Business Systems 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		
2 Employees	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

5EC

Protective Service - Non-Sworn - Emergency Communi

EEO Code: 5

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000037 - Emerg Commun Dispatcher, Sr-Coach/Lead	#	2	11	0	0	1	1	0	0		
21 Employees	%	9.52	52.38	0.00	0.00	4.76	4.76	0.00	0.00		
30000034 - Emerg Commun Dispatcher, Sr	#	6	36	0	1	5	0	0	0		
50 Employees	%	12.00	72.00	0.00	2.00	10.00	0.00	0.00	0.00		
30000035 - Emerg Commun Police Dispatcher	#	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		
30001028 - Emerg Commun Lateral Police Disp, Trnee	#	1	0	0	0	0	0	0	1		
1 Employee	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00		
30000038 - Emerg Commun Call Taker-Coach/Lead	#	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		
30000031 - Emerg Commun Call Taker	#	0	4	0	0	0	0	0	0		
4 Employees	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
30000032 - Emerg Commun Dispatcher, Trainee	#	3	15	0	1	1	0	0	1		
19 Employees	%	15.79	78.95	0.00	5.26	5.26	0.00	0.00	5.26		
99 Employees											
	Totals	#	12	70	0	2	7	1	2		
		%	12.12	70.71	0.00	2.02	7.07	1.01	2.02		

# Job Group Analysis

6EC

Administrative Support - Emergency Communication

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000785 - Emerg Commun Supervisor	#	0	5	0	0	0	0	0	0		
12 Employees	%	0.00	41.67	0.00	0.00	0.00	0.00	0.00	0.00		
12 Employees	Totals	#	5	0	0	0	0	0	0		
		%	0.00	41.67	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		
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		
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

60S

Administrative Support - Office Support

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000013 - Office Support Specialist III	#	1	3	1	0	0	0	0	0		
3 Employees	%	33.33	100.00	33.33	0.00	0.00	0.00	0.00	0.00		
30000835 - Emerg Commun Support Specialist	#	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		
5 Employees	Totals #	1	5	1	0	0	0	0	0		
	%	20.00	100.00	20.00	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	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								

1EC		Officials/Admin - Emergency Communication							
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 %	20.81	40.15	4.09	11.82	2.60	0.48	0.23	1.60
	Emp Less Avail?								
	Statistical Value	0.393E		0.846E	0.605E	0.900E	0.981E	0.991E	0.938E
	Stat Significant?								
	Shortfall								

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 %	13.86	45.02	4.44	4.15	3.38	0.03	0.02	1.87
	Emp Less Avail?								
	Statistical Value	0.861E	0.550E	0.956E	0.958E	0.966E	1.000E	1.000E	0.981E
	Stat Significant?								
	Shortfall								

1GA		Officials/Admin - General Administrative							
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 %	14.53	57.10	10.75	1.00	1.50	0.32	0.05	0.89
	Emp Less Avail?								
	Statistical Value	0.624E		0.711E	0.970E	0.956E	0.990E	0.999E	0.974E
	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

1PM		Officials/Admin - Program Management							
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 %	18.87	48.59	5.87	4.96	3.64	0.56	0.15	3.71
	Emp Less Avail?								
	Statistical Value	0.811E		0.941E	0.950E	0.964E	0.994E	0.998E	0.963E
	Stat Significant?								
	Shortfall								
2EC		Professionals - Emergency Communication							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
1	Employment %	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00
	Availability %	14.36	78.26	3.29	1.98	9.09	0.00	0.00	0.00
	Emp Less Avail?								
	Statistical Value			0.967E		0.909E			
	Stat Significant?								
	Shortfall								
2HR		Professionals - Human Resources							
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 %	15.38	72.51	4.81	3.61	4.38	0.17	0.00	2.41
	Emp Less Avail?								
	Statistical Value	0.846E		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
2	Employment %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Availability %	8.56	47.28	4.76	0.36	2.34	0.03	0.00	1.07
	Emp Less Avail?								
	Statistical Value	0.836E	0.278E	0.907E	0.993E	0.954E	0.999E		0.979E
	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

5EC		Protective Service - Non-Sworn - Emergency Communi							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
99	Employment %	12.12	70.71	0.00	2.02	7.07	1.01	0.00	2.02
	Availability %	7.39	62.68	2.34	0.94	0.00	0.00	0.00	4.12
	Emp Less Avail?			YES					YES
	Statistical Value			1.540					1.051
	Stat Significant?								
	Shortfall			2					2

6EC		Administrative Support - Emergency Communication							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
12	Employment %	0.00	41.67	0.00	0.00	0.00	0.00	0.00	0.00
	Availability %	15.16	63.24	2.86	1.29	6.93	0.81	0.12	3.14
	Emp Less Avail?	YES	YES						
	Statistical Value	0.139E	0.107E	0.706E	0.856E	0.422E	0.907E	0.986E	0.682E
	Stat Significant?								
	Shortfall	1	2						

6GA		Administrative Support - General Administrative							
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 %	13.72	88.23	3.56	1.44	5.21	0.56	0.38	2.54
	Emp Less Avail?								
	Statistical Value	0.863E		0.964E	0.986E	0.948E	0.994E	0.996E	0.975E
	Stat Significant?								
	Shortfall								

6OS		Administrative Support - Office Support							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
5	Employment %	20.00	100.00	20.00	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				0.897E	0.786E	0.957E	0.981E	0.882E
	Stat Significant?								
	Shortfall								

Total Employment: 131

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		

1EC		Officials/Admin - Emergency Communication									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
4	# Employed	0	2	0	0	0	0	0	0		
	# Available	0.8	1.6	0.2	0.5	0.1	0.0	0.0	0.1		
	Persons Required	0	0	0	0	0	0	0	0		

1FL		Officials/Admin - Financial									
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		

1GA		Officials/Admin - General Administrative									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	0	3	0	0	0	0	0	0		
	# Available	0.4	1.7	0.3	0.0	0.0	0.0	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		
1	# Employed	0	1	0	0	0	0	0	0		
	# Available	0.2	0.5	0.1	0.0	0.0	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

2EC		Professionals - Emergency Communication									
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	0.1	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	1	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		
2	# Employed	0	0	0	0	0	0	0	0		
	# Available	0.2	0.9	0.1	0.0	0.0	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		
5EC		Protective Service - Non-Sworn - Emergency Communi									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
99	# Employed	12	70	0	2	7	1	0	2		
	# Available	7.3	62.1	2.3	0.9	0.0	0.0	0.0	4.1		
	Persons Required	0	0	2	0	0	0	0	2		
6EC		Administrative Support - Emergency Communication									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
12	# Employed	0	5	0	0	0	0	0	0		
	# Available	1.8	7.6	0.3	0.2	0.8	0.1	0.0	0.4		
	Persons Required	1	2	0	0	0	0	0	0		
6GA		Administrative Support - 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	0.9	0.0	0.0	0.1	0.0	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		
5	# Employed	1	5	1	0	0	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.