

# City of Portland



**1170-ONI**  
**Office of Neighborhood Involvement**

## **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	#	1	5	0	0	1	0	0	0		
9 Employees	%	11.11	55.56	0.00	0.00	11.11	0.00	0.00	0.00		
2 - Professionals	#	6	9	0	1	3	0	0	2		
12 Employees	%	50.00	75.00	0.00	8.33	25.00	0.00	0.00	16.67		
3 - Technicians	#	1	2	0	1	0	0	0	0		
5 Employees	%	20.00	40.00	0.00	20.00	0.00	0.00	0.00	0.00		
6 - Administrative Support	#	6	15	1	0	4	0	0	1		
26 Employees	%	23.08	57.69	3.85	0.00	15.38	0.00	0.00	3.85		
<b>52 Employees</b>	<b>Totals #</b>	<b>14</b>	<b>31</b>	<b>1</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>3</b>		
	<b>%</b>	<b>26.92</b>	<b>59.62</b>	<b>1.92</b>	<b>3.85</b>	<b>15.38</b>	<b>0.00</b>	<b>0.00</b>	<b>5.77</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		#	1	1	0	0	1	0	0	0		
1 Employee	1	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
1CI - Officials/Admin - Code Inspections		#	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		#	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	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		
1PM - Officials/Admin - Program Management		#	0	3	0	0	0	0	0	0		
5 Employees	1	%	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00		
2CR - Professionals - Community Relations		#	1	1	0	0	0	0	0	1		
2 Employees	2	%	50.00	50.00	0.00	0.00	0.00	0.00	0.00	50.00		
2LE - Professionals - Law Enforcement		#	5	8	0	1	3	0	0	1		
10 Employees	2	%	50.00	80.00	0.00	10.00	30.00	0.00	0.00	10.00		
3CI - Technicians - Code Inspections		#	1	2	0	1	0	0	0	0		
5 Employees	3	%	20.00	40.00	0.00	20.00	0.00	0.00	0.00	0.00		
6CR - Administrative Support - Community Relations		#	0	4	0	0	0	0	0	0		
6 Employees	6	%	0.00	66.67	0.00	0.00	0.00	0.00	0.00	0.00		
6GA - Administrative Support - General Administrative		#	0	0	0	0	0	0	0	0		
1 Employee	6	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6OS - Administrative Support - Office Support		#	3	5	1	0	2	0	0	0		
8 Employees	6	%	37.50	62.50	12.50	0.00	25.00	0.00	0.00	0.00		
6PM - Administrative Support - Program Management		#	3	6	0	0	2	0	0	1		
11 Employees	6	%	27.27	54.55	0.00	0.00	18.18	0.00	0.00	9.09		
52 Employees	Totals	#	14	31	1	2	8	0	0	3		
		%	26.92	59.62	1.92	3.85	15.38	0.00	0.00	5.77		

# **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		
30000415 - Neighborhood Involvement Director	#	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		
1 Employee	#	1	1	0	0	1	0	0	0		
Totals	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		

# Job Group Analysis

1CI

Officials/Admin - Code Inspections

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000737 - Noise Control 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

1FL

Officials/Admin - Financial

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000567 - Financial 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	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		
30000440 - Business Operations 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		
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

1PM

Officials/Admin - Program Management

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000465 - Program Manager	#	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		
30000464 - Program Coordinator	#	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		
5 Employees	Totals #	0	3	0	0	0	0	0	0		
	%	0.00	60.00	0.00	0.00	0.00	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		
30000500 - Neighborhood Programs Coordinator	#	1	1	0	0	0	0	0	1		
2 Employees	%	50.00	50.00	0.00	0.00	0.00	0.00	0.00	50.00		
2 Employees	Totals	#	1	1	0	0	0	0	1		
		%	50.00	50.00	0.00	0.00	0.00	0.00	50.00		

# Job Group Analysis

2LE

Professionals - Law Enforcement

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000309 - Crime Prevention Program Administrator	#	5	8	0	1	3	0	0	1		
10 Employees	%	50.00	80.00	0.00	10.00	30.00	0.00	0.00	10.00		
10 Employees	Totals #	5	8	0	1	3	0	0	1		
	%	50.00	80.00	0.00	10.00	30.00	0.00	0.00	10.00		

# Job Group Analysis

3CI

Technicians - Code Inspections

EEO Code: 3

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000184 - Code Specialist II	#	1	2	0	1	0	0	0	0		
5 Employees	%	20.00	40.00	0.00	20.00	0.00	0.00	0.00	0.00		
5 Employees	#	1	2	0	1	0	0	0	0		
Totals	%	20.00	40.00	0.00	20.00	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		
30000502 - Neighborhood Office Supervisor	#	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		
30000491 - Community Outreach & Informtn Assistant	#	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		
6 Employees	Totals #	0	4	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

6GA

Administrative Support - General Administrative

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000437 - Administrative Supervisor II	#	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

60S

Administrative Support - Office Support

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000016 - Information & Referral Specialist	#	1	3	0	0	1	0	0	0		
5 Employees	%	20.00	60.00	0.00	0.00	20.00	0.00	0.00	0.00		
30000012 - Office Support Specialist II	#	2	2	1	0	1	0	0	0		
3 Employees	%	66.67	66.67	33.33	0.00	33.33	0.00	0.00	0.00		
8 Employees	Totals #	3	5	1	0	2	0	0	0		
	%	37.50	62.50	12.50	0.00	25.00	0.00	0.00	0.00		

# Job Group Analysis

6PM

Administrative Support - Program Management

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000463 - Program Specialist	#	3	3	0	0	2	0	0	1		
7 Employees	%	42.86	42.86	0.00	0.00	28.57	0.00	0.00	14.29		
30000462 - Program Specialist, Assistant	#	0	3	0	0	0	0	0	0		
4 Employees	%	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00		
11 Employees	Totals #	3	6	0	0	2	0	0	1		
	%	27.27	54.55	0.00	0.00	18.18	0.00	0.00	9.09		

# **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 %	100.00	100.00	0.00	0.00	100.00	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			0.937E	0.966E		0.997E	0.994E	0.980E
	Stat Significant?								
	Shortfall								

1CI		Officials/Admin - Code Inspections							
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 %	12.06	65.49	0.45	3.19	0.30	0.00	7.97	0.15
	Emp Less Avail?								
	Statistical Value	0.879E	0.345E	0.996E	0.968E	0.997E		0.920E	0.998E
	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
1	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	0.855E		0.892E	0.990E	0.985E	0.997E	1.000E	0.991E
	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
5	Employment %	0.00	60.00	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	0.351E		0.739E	0.775E	0.831E	0.972E	0.993E	0.828E
	Stat Significant?								
Shortfall									
2CR		Professionals - Community Relations							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
2	Employment %	50.00	50.00	0.00	0.00	0.00	0.00	0.00	50.00
	Availability %	15.51	52.96	5.90	1.65	6.36	0.70	0.00	0.91
	Emp Less Avail?								
	Statistical Value		0.720E	0.885E	0.967E	0.877E	0.986E		
	Stat Significant?								
Shortfall									
2LE		Professionals - Law Enforcement							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
10	Employment %	50.00	80.00	0.00	10.00	30.00	0.00	0.00	10.00
	Availability %	11.29	60.72	7.08	0.95	3.18	0.01	0.00	0.07
	Emp Less Avail?								
	Statistical Value			0.480E			0.999E		
	Stat Significant?								
Shortfall									
3CI		Technicians - Code Inspections							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
5	Employment %	20.00	40.00	0.00	20.00	0.00	0.00	0.00	0.00
	Availability %	18.83	59.41	6.28	1.67	1.67	1.67	0.00	7.53
	Emp Less Avail?								
	Statistical Value		0.328E	0.723E		0.919E	0.919E		0.676E
	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
6	Employment %	0.00	66.67	0.00	0.00	0.00	0.00	0.00	0.00
	Availability %	16.47	73.52	5.34	2.16	7.07	0.79	0.34	0.76
	Emp Less Avail?								
	Statistical Value	0.340E	0.501E	0.719E	0.877E	0.644E	0.954E	0.980E	0.955E
	Stat Significant?								
	Shortfall								

6GA		Administrative Support - General Administrative							
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 %	13.72	88.23	3.56	1.44	5.21	0.56	0.38	2.54
	Emp Less Avail?								
	Statistical Value	0.863E	0.118E	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
8	Employment %	37.50	62.50	12.50	0.00	25.00	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?		YES						
	Statistical Value		0.263E		0.840E		0.932E	0.969E	0.817E
	Stat Significant?								
	Shortfall		1						

6PM		Administrative Support - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
11	Employment %	27.27	54.55	0.00	0.00	18.18	0.00	0.00	9.09
	Availability %	16.72	75.37	5.80	2.28	7.07	0.77	0.38	0.43
	Emp Less Avail?		YES						
	Statistical Value		0.109E	0.518E	0.776E		0.918E	0.959E	
	Stat Significant?								
	Shortfall		2						

Total Employment: 52

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	1	1	0	0	1	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		

1CI		Officials/Admin - Code Inspections									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	0	0	0	0	0	0	0		
	# Available	0.1	0.7	0.0	0.0	0.0	0.0	0.1	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		
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		
1	# Employed	0	1	0	0	0	0	0	0		
	# Available	0.1	0.6	0.1	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		
5	# Employed	0	3	0	0	0	0	0	0		
	# Available	0.9	2.4	0.3	0.2	0.2	0.0	0.0	0.2		
	Persons Required	0	0	0	0	0	0	0	0		

2CR		Professionals - Community Relations									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
2	# Employed	1	1	0	0	0	0	0	1		
	# Available	0.3	1.1	0.1	0.0	0.1	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

2LE		Professionals - Law Enforcement									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
10	# Employed	5	8	0	1	3	0	0	1		
	# Available	1.1	6.1	0.7	0.1	0.3	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

## Shortfall

3CI		Technicians - Code Inspections									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
5	# Employed	1	2	0	1	0	0	0	0		
	# Available	0.9	3.0	0.3	0.1	0.1	0.1	0.0	0.4		
	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		
6	# Employed	0	4	0	0	0	0	0	0		
	# Available	1.0	4.4	0.3	0.1	0.4	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		
1	# Employed	0	0	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		
8	# Employed	3	5	1	0	2	0	0	0		
	# Available	1.4	6.2	0.5	0.2	0.4	0.1	0.0	0.2		
	Persons Required	0	1	0	0	0	0	0	0		
6PM		Administrative Support - Program Management									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
11	# Employed	3	6	0	0	2	0	0	1		
	# Available	1.8	8.3	0.6	0.3	0.8	0.1	0.0	0.0		
	Persons Required	0	2	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.