

# City of Portland



1100

Office of the City Auditor

## 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	12	1	2	2	0	0	1		
20 Employees	%	30.00	60.00	5.00	10.00	10.00	0.00	0.00	5.00		
2 - Professionals	#	2	10	2	0	0	0	0	0		
15 Employees	%	13.33	66.67	13.33	0.00	0.00	0.00	0.00	0.00		
6 - Administrative Support	#	4	9	1	1	0	0	0	2		
14 Employees	%	28.57	64.29	7.14	7.14	0.00	0.00	0.00	14.29		
<b>49 Employees</b>	<b>Totals</b>	#	12	31	4	3	2	0	3		
		%	24.49	63.27	8.16	6.12	4.08	0.00	6.12		

# **Job Group Analysis Summary Summary Report**

**Job Group Analysis Summary**

Job Group & Name	EEO Code		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
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		#	4	10	1	2	0	0	0	1		
15 Employees	1	%	26.67	66.67	6.67	13.33	0.00	0.00	0.00	6.67		
1PM - Officials/Admin - Program Management		#	2	2	0	0	2	0	0	0		
4 Employees	1	%	50.00	50.00	0.00	0.00	50.00	0.00	0.00	0.00		
2CR - Professionals - Community Relations		#	0	2	0	0	0	0	0	0		
3 Employees	2	%	0.00	66.67	0.00	0.00	0.00	0.00	0.00	0.00		
2GA - Professionals - General Administrative		#	2	7	2	0	0	0	0	0		
9 Employees	2	%	22.22	77.78	22.22	0.00	0.00	0.00	0.00	0.00		
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		
2LL - Professionals - Legal		#	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		
2PM - Professionals - Program Management		#	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		
6CR - Administrative Support - Community Relations		#	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		
6GA - Administrative Support - General Administrative		#	1	5	0	0	0	0	0	1		
6 Employees	6	%	16.67	83.33	0.00	0.00	0.00	0.00	0.00	16.67		
6OS - Administrative Support - Office Support		#	3	3	1	1	0	0	0	1		
4 Employees	6	%	75.00	75.00	25.00	25.00	0.00	0.00	0.00	25.00		
6PM - Administrative Support - Program Management		#	0	0	0	0	0	0	0	0		
3 Employees	6	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
49 Employees	Totals	#	12	31	4	3	2	0	0	3		
		%	24.49	63.27	8.16	6.12	4.08	0.00	0.00	6.12		

# **Job Group Analysis Report**

**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	#	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

1GA

Officials/Admin - General Administrative

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000558 - Auditor, Chief Deputy City	#	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		
30000556 - IPR Program 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		
30000555 - IPR Program Manager, Assistant	#	1	2	0	1	0	0	0	0		
2 Employees	%	50.00	100.00	0.00	50.00	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		
30000546 - Clerk to City Council	#	1	1	0	0	0	0	0	1		
1 Employee	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00		
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		
30000553 - Complaint Investigator	#	1	3	1	0	0	0	0	0		
7 Employees	%	14.29	42.86	14.29	0.00	0.00	0.00	0.00	0.00		
30000450 - Management Assistant	#	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 #	4	10	1	2	0	0	0	1		
	Totals %	26.67	66.67	6.67	13.33	0.00	0.00	0.00	6.67		

# Job Group Analysis

1PM

Officials/Admin - Program Management

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000551 - Audit Services, Director of	#	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		
30000545 - Archivist, City	#	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		
30000547 - Council Support & Contracts Supervisor	#	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		
30000552 - Foreclosure Program Manager	#	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		
4 Employees	Totals #	2	2	0	0	2	0	0	0		
	%	50.00	50.00	0.00	0.00	50.00	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		
30000554 - Ombudsman, City	#	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		
30000493 - Community Outreach & Informtn Rep, 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		
30000492 - Community Outreach & Informtn Rep	#	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		
3 Employees	Totals #	0	2	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

2GA

Professionals - General Administrative

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000550 - Management Auditor, 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		
30000549 - Management Auditor, Sr	#	2	6	2	0	0	0	0	0		
8 Employees	%	25.00	75.00	25.00	0.00	0.00	0.00	0.00	0.00		
9 Employees											
	Totals										
	#	2	7	2	0	0	0	0	0		
	%	22.22	77.78	22.22	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		
30000448 - Business Systems 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

2LL

Professionals - Legal

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000598 - Hearings 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

2PM

Professionals - Program Management

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000544 - Archives & Records Mgmt Spec, 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		
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

6CR

Administrative Support - Community Relations

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000491 - Community Outreach & Informtn Assistant	#	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

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	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		
30000434 - Administrative Assistant	#	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	#	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		
30000542 - Archives & Records Mgmt Spec	#	1	2	0	0	0	0	0	1		
2 Employees	%	50.00	100.00	0.00	0.00	0.00	0.00	0.00	50.00		
6 Employees	Totals #	1	5	0	0	0	0	0	1		
	%	16.67	83.33	0.00	0.00	0.00	0.00	0.00	16.67		

# Job Group Analysis

6OS

Administrative Support - Office Support

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000028 - Hearings Clerk	#	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		
30000013 - Office Support Specialist III	#	1	1	0	0	0	0	0	1		
1 Employee	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00		
30000012 - Office Support Specialist II	#	2	1	1	1	0	0	0	0		
2 Employees	%	100.00	50.00	50.00	50.00	0.00	0.00	0.00	0.00		
4 Employees	Totals #	3	3	1	1	0	0	0	1		
	%	75.00	75.00	25.00	25.00	0.00	0.00	0.00	25.00		

# Job Group Analysis

6PM

Administrative Support - Program Management

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30002208 - Archives & Records Mgmt Coord	#	0	0	0	0	0	0	0	0		
3 Employees	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3 Employees	Totals	#	0	0	0	0	0	0	0		
		%	0.00	0.00	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**

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
15	Employment %	26.67	66.67	6.67	13.33	0.00	0.00	0.00	6.67
	Availability %	14.53	57.10	10.75	1.00	1.50	0.32	0.05	0.89
	Emp Less Avail?								
	Statistical Value			0.510E		0.797E	0.953E	0.993E	
	Stat Significant?								
	Shortfall								

1PM		Officials/Admin - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
4	Employment %	50.00	50.00	0.00	0.00	50.00	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			0.785E	0.816E		0.978E	0.994E	0.860E
	Stat Significant?								
	Shortfall								

2CR		Professionals - Community Relations							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	0.00	66.67	0.00	0.00	0.00	0.00	0.00	0.00
	Availability %	15.51	52.96	5.90	1.65	6.36	0.70	0.00	0.91
	Emp Less Avail?								
	Statistical Value	0.603E		0.833E	0.951E	0.821E	0.979E		0.973E
	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

2GA		Professionals - General Administrative							
Total Emp 9	Employment %	Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Availability %	22.22	77.78	22.22	0.00	0.00	0.00	0.00	0.00
	Emp Less Avail?	13.62	61.11	7.93	0.63	3.10	0.20	0.10	1.67
	Statistical Value				0.945E	0.753E	0.982E	0.991E	0.859E
	Stat Significant?								
	Shortfall								
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	0.914E	0.527E	0.952E	0.996E	0.977E	1.000E		0.989E
	Stat Significant?								
	Shortfall								
2LL		Professionals - Legal							
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?	9.82	34.80	2.16	1.14	3.78	0.42	0.00	2.33
	Statistical Value	0.902E	0.652E	0.978E	0.989E	0.962E	0.996E		0.977E
	Stat Significant?								
	Shortfall								
2PM		Professionals - Program Management							
Total Emp 1	Employment %	Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Availability %	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emp Less Avail?	23.48	43.54	14.51	0.00	7.92	1.06	0.00	0.00
	Statistical Value	0.765E		0.855E		0.921E	0.989E		
	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
1	Employment %	0.00	100.00	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	0.835E		0.947E	0.978E	0.929E	0.992E	0.997E	0.992E
	Stat Significant?								
	Shortfall								

6GA		Administrative Support - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
6	Employment %	16.67	83.33	0.00	0.00	0.00	0.00	0.00	16.67
	Availability %	13.72	88.23	3.56	1.44	5.21	0.56	0.38	2.54
	Emp Less Avail?								
	Statistical Value		0.528E	0.805E	0.917E	0.725E	0.967E	0.977E	
	Stat Significant?								
	Shortfall								

6OS		Administrative Support - Office Support							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
4	Employment %	75.00	75.00	25.00	25.00	0.00	0.00	0.00	25.00
	Availability %	17.11	77.41	6.50	2.16	4.71	0.88	0.39	2.49
	Emp Less Avail?								
	Statistical Value		0.641E			0.824E	0.965E	0.984E	
	Stat Significant?								
	Shortfall								

6PM		Administrative Support - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Availability %	16.72	75.37	5.80	2.28	7.07	0.77	0.38	0.43
	Emp Less Avail?		YES						
	Statistical Value	0.578E	0.030E	0.836E	0.933E	0.803E	0.977E	0.989E	0.987E
	Stat Significant?		YES						
	Shortfall		2						

Total Employment: 49

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**

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		
15	# Employed	4	10	1	2	0	0	0	1		
	# Available	2.2	8.6	1.6	0.2	0.2	0.0	0.0	0.1		
	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		
4	# Employed	2	2	0	0	2	0	0	0		
	# Available	0.8	1.9	0.2	0.2	0.1	0.0	0.0	0.1		
	Persons Required	0	0	0	0	0	0	0	0		

2CR		Professionals - Community Relations									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	0	2	0	0	0	0	0	0		
	# Available	0.5	1.6	0.2	0.0	0.2	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

2GA		Professionals - General Administrative									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
9	# Employed	2	7	2	0	0	0	0	0		
	# Available	1.2	5.5	0.7	0.1	0.3	0.0	0.0	0.2		
	Persons Required	0	0	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		

2LL		Professionals - Legal									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	0	0	0	0	0	0	0		
	# Available	0.1	0.3	0.0	0.0	0.0	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

## Shortfall

2PM		Professionals - 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	0.4	0.1	0.0	0.1	0.0	0.0	0.0		
	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		
1	# Employed	0	1	0	0	0	0	0	0		
	# Available	0.2	0.7	0.1	0.0	0.1	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		
6	# Employed	1	5	0	0	0	0	0	1		
	# Available	0.8	5.3	0.2	0.1	0.3	0.0	0.0	0.2		
	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		
4	# Employed	3	3	1	1	0	0	0	1		
	# Available	0.7	3.1	0.3	0.1	0.2	0.0	0.0	0.1		
	Persons Required	0	0	0	0	0	0	0	0		
6PM		Administrative Support - Program Management									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	0	0	0	0	0	0	0	0		
	# Available	0.5	2.3	0.2	0.1	0.2	0.0	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.