

# City of Portland



**1310-OEHR**  
**Office of Equity & Human Rights**

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

**FY 16 - 17**  
**2<sup>nd</sup> Quarter (Semi-Annual)**  
**AAP Reports**  
**07/01/2016 to 12/31/2016**



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	4	1	3	1	0	0	1		
9 Employees	%	66.67	44.44	11.11	33.33	11.11	0.00	0.00	11.11		
6 - Administrative Support	#	2	1	1	0	0	0	0	1		
3 Employees	%	66.67	33.33	33.33	0.00	0.00	0.00	0.00	33.33		
<b>12 Employees</b>	<b>Totals #</b>	<b>8</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>		
	<b>%</b>	<b>66.67</b>	<b>41.67</b>	<b>16.67</b>	<b>25.00</b>	<b>8.33</b>	<b>0.00</b>	<b>0.00</b>	<b>16.67</b>		

**Job Group  
Analysis  
Summary Report**

**Job Group Analysis Summary**

Job Group & Name	EEO Code		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1DR - Officials/Admin - Directors		#	1	0	0	1	0	0	0	0		
1 Employee	1	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
1GA - Officials/Admin - General Administrative		#	1	1	1	0	0	0	0	0		
2 Employees	1	%	50.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00		
1PM - Officials/Admin - Program Management		#	4	3	0	2	1	0	0	1		
6 Employees	1	%	66.67	50.00	0.00	33.33	16.67	0.00	0.00	16.67		
6GA - Administrative Support - General Administrative		#	2	0	1	0	0	0	0	1		
2 Employees	6	%	100.00	0.00	50.00	0.00	0.00	0.00	0.00	50.00		
6PM - Administrative Support - Program Management		#	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		
12 Employees	Totals	#	8	5	2	3	1	0	0	2		
		%	66.67	41.67	16.67	25.00	8.33	0.00	0.00	16.67		

# **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		
30001758 - Equity and Human Rights Director	#	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		
1 Employee	#	1	0	0	1	0	0	0	0		
Totals	%	100.00	0.00	0.00	100.00	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		
30000453 - Management Analyst, Principal	#	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		
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		
2 Employees	Totals #	1	1	1	0	0	0	0	0		
	%	50.00	50.00	50.00	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	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			
30000464 - Program Coordinator	#	4	2	0	2	1	0	0	1			
5 Employees	%	80.00	40.00	0.00	40.00	20.00	0.00	0.00	20.00			
6 Employees	Totals	#	4	3	0	2	1	0	0	1		
		%	66.67	50.00	0.00	33.33	16.67	0.00	0.00	16.67		

# Job Group Analysis

6GA

Administrative Support - General Administrative

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000434 - Administrative Assistant	#	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		
30000433 - Administrative Specialist, Sr	#	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		
2 Employees	Totals #	2	0	1	0	0	0	0	1		
	%	100.00	0.00	50.00	0.00	0.00	0.00	0.00	50.00		

# Job Group Analysis

6PM

Administrative Support - Program Management

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000462 - Program Specialist, 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	#	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		

# **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	0.00	0.00	100.00	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		0.714E	0.937E		0.953E	0.997E	0.994E	0.980E
	Stat Significant?								
Shortfall									

1GA		Officials/Admin - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
2	Employment %	50.00	50.00	50.00	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		0.674E		0.980E	0.970E	0.994E	0.999E	0.982E
	Stat Significant?								
Shortfall									

1PM		Officials/Admin - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
6	Employment %	66.67	50.00	0.00	33.33	16.67	0.00	0.00	16.67
	Availability %	18.87	48.59	5.87	4.96	3.64	0.56	0.15	3.71
	Emp Less Avail?								
	Statistical Value			0.696E			0.967E	0.991E	
	Stat Significant?								
Shortfall									

6GA		Administrative Support - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
2	Employment %	100.00	0.00	50.00	0.00	0.00	0.00	0.00	50.00
	Availability %	13.72	88.23	3.56	1.44	5.21	0.56	0.38	2.54
	Emp Less Avail?		YES						
	Statistical Value		0.028E		0.971E	0.899E	0.989E	0.992E	
	Stat Significant?		YES						
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

6PM		Administrative Support - 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 %	16.72	75.37	5.80	2.28	7.07	0.77	0.38	0.43
	Emp Less Avail?								
	Statistical Value	0.833E		0.942E	0.977E	0.929E	0.992E	0.996E	0.996E
	Stat Significant?								
	Shortfall								

Total Employment: 12

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	0	0	1	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		

1GA		Officials/Admin - General Administrative									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
2	# Employed	1	1	1	0	0	0	0	0		
	# Available	0.3	1.1	0.2	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		
6	# Employed	4	3	0	2	1	0	0	1		
	# Available	1.1	2.9	0.4	0.3	0.2	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		
2	# Employed	2	0	1	0	0	0	0	1		
	# Available	0.3	1.8	0.1	0.0	0.1	0.0	0.0	0.1		
	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		
1	# Employed	0	1	0	0	0	0	0	0		
	# Available	0.2	0.8	0.1	0.0	0.1	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.