

City of Portland



1290-OMF-CAO
Office of Management & Finance
Chief Administrative Officer

Bureau

Affirmative Action Program (AAP) Plan Reports

FY 16 - 17
2nd 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	#	9	14	1	2	2	1	1	2		
32 Employees	%	28.13	43.75	3.13	6.25	6.25	3.13	3.13	6.25		
2 - Professionals	#	7	15	5	0	0	0	0	2		
23 Employees	%	30.43	65.22	21.74	0.00	0.00	0.00	0.00	8.70		
6 - Administrative Support	#	2	5	0	1	0	0	1	0		
5 Employees	%	40.00	100.00	0.00	20.00	0.00	0.00	20.00	0.00		
60 Employees	Totals	#	18	34	6	3	2	1	2	4	
		%	30.00	56.67	10.00	5.00	3.33	1.67	3.33	6.67	

**Job Group
Analysis
Summary Report**

Job Group Analysis Summary by EEO Code

EEO Code & Description		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1 - Officials & Administrators	#	9	14	1	2	2	1	1	2		
32 Employees	%	28.13	43.75	3.13	6.25	6.25	3.13	3.13	6.25		
2 - Professionals	#	7	15	5	0	0	0	0	2		
23 Employees	%	30.43	65.22	21.74	0.00	0.00	0.00	0.00	8.70		
6 - Administrative Support	#	2	5	0	1	0	0	1	0		
5 Employees	%	40.00	100.00	0.00	20.00	0.00	0.00	20.00	0.00		
60 Employees	Totals #	18	34	6	3	2	1	2	4		
	%	30.00	56.67	10.00	5.00	3.33	1.67	3.33	6.67		

Job Group Analysis Report

Job Group Analysis

1ES

Officials/Admin - Exempt

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000006 - Commissioner's Chief of Staff	#	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		
30000005 - Commissioner's Staff Rep	#	2	1	0	0	0	1	0	1		
3 Employees	%	66.67	33.33	0.00	0.00	0.00	33.33	0.00	33.33		
4 Employees	Totals #	2	1	0	0	0	1	0	1		
	%	50.00	25.00	0.00	0.00	0.00	25.00	0.00	25.00		

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	#	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		
30000568 - Financial Analyst, Sr	#	1	2	0	0	0	0	0	1		
5 Employees	%	20.00	40.00	0.00	0.00	0.00	0.00	0.00	20.00		
30000567 - Financial Analyst	#	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		
30000566 - Financial Analyst, Assistant	#	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		
12 Employees	Totals #	3	6	1	0	1	0	0	1		
	%	25.00	50.00	8.33	0.00	8.33	0.00	0.00	8.33		

Job Group Analysis

1GA

Officials/Admin - General Administrative

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000442 - Business Operations Manager, Sr	#	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		
30000716 - Spectator Facilities & Dev 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		
30000441 - Business Operations Manager	#	1	0	0	0	1	0	0	0		
2 Employees	%	50.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00		
30000453 - Management Analyst, 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		
30000452 - Management Analyst, Sr	#	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		
30000451 - Management Analyst	#	2	2	0	2	0	0	0	0		
4 Employees	%	50.00	50.00	0.00	50.00	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		
13 Employees	Totals #	3	7	0	2	1	0	0	0		
	Totals %	23.08	53.85	0.00	15.38	7.69	0.00	0.00	0.00		

Job Group Analysis

1IT

Officials/Admin - Information Technology

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30001233 - SAP Support Manager	#	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		
30001031 - Technology Capital Project Manager I	#	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		
3 Employees											
	Totals										
	#	1	0	0	0	0	0	1	0		
	%	33.33	0.00	0.00	0.00	0.00	0.00	33.33	0.00		

Job Group Analysis

2AC

Professionals - Accounting

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000063 - Accountant II	#	2	2	2	0	0	0	0	0		
4 Employees	%	50.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00		
4 Employees	#	2	2	2	0	0	0	0	0		
Totals	%	50.00	50.00	50.00	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		
30000461 - Policy Analyst, Sr	#	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		
30000460 - Policy 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 #	1	2	0	0	0	0	0	1		
	%	33.33	66.67	0.00	0.00	0.00	0.00	0.00	33.33		

Job Group Analysis

2HR

Professionals - Human Resources

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000532 - Training & Development 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

2IT

Professionals - Information Technology

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30001433 - SAP Business Systems Analyst, Principal	#	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		
30001684 - SAP Business Systems Analyst, Senior	#	4	8	3	0	0	0	0	1		
12 Employees	%	33.33	66.67	25.00	0.00	0.00	0.00	0.00	8.33		
30000448 - Business Systems 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		
15 Employees	Totals #	4	11	3	0	0	0	0	1		
	%	26.67	73.33	20.00	0.00	0.00	0.00	0.00	6.67		

Job Group Analysis

6AC

Administrative Support - Accounting

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000061 - Accounting Technician	#	1	1	0	0	0	0	1	0		
1 Employee	%	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.00		
1 Employee	Totals	#	1	1	0	0	0	1	0		
		%	100.00	100.00	0.00	0.00	0.00	0.00	100.00	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	#	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		
3 Employees	Totals #	1	3	0	1	0	0	0	0		
	%	33.33	100.00	0.00	33.33	0.00	0.00	0.00	0.00		

Job Group Analysis

6OS

Administrative Support - Office Support

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000012 - Office Support Specialist II	#	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

1ES		Officials/Admin - Exempt							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
4	Employment %	50.00	25.00	0.00	0.00	0.00	25.00	0.00	25.00
	Availability %	25.02	65.90	7.00	8.13	4.29	0.68	0.00	4.92
	Emp Less Avail?		YES						
	Statistical Value		0.118E	0.748E	0.712E	0.839E			
	Stat Significant?								
	Shortfall			1					

1FL		Officials/Admin - Financial							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
12	Employment %	25.00	50.00	8.33	0.00	8.33	0.00	0.00	8.33
	Availability %	13.86	45.02	4.44	4.15	3.38	0.03	0.02	1.87
	Emp Less Avail?								
	Statistical Value				0.601E		0.996E	0.998E	
	Stat Significant?								
	Shortfall								

1GA		Officials/Admin - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
13	Employment %	23.08	53.85	0.00	15.38	7.69	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?			YES					
	Statistical Value		0.512E	0.228E			0.959E	0.994E	0.890E
	Stat Significant?								
	Shortfall				1				

1IT		Officials/Admin - Information Technology							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	33.33	0.00	0.00	0.00	0.00	0.00	33.33	0.00
	Availability %	17.25	47.34	6.75	3.49	3.55	1.34	0.05	2.05
	Emp Less Avail?		YES						
	Statistical Value		0.146E	0.811E	0.899E	0.897E	0.960E		0.940E
	Stat Significant?								
	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

2AC		Professionals - Accounting							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
4	Employment %	50.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00
	Availability %	13.31	61.26	5.33	4.78	1.61	0.16	0.08	1.33
	Emp Less Avail?								
	Statistical Value		0.503E		0.822E	0.937E	0.994E	0.997E	0.948E
	Stat Significant?								
	Shortfall								

2GA		Professionals - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	33.33	66.67	0.00	0.00	0.00	0.00	0.00	33.33
	Availability %	13.62	61.11	7.93	0.63	3.10	0.20	0.10	1.67
	Emp Less Avail?								
	Statistical Value			0.780E	0.981E	0.910E	0.994E	0.997E	
	Stat Significant?								
	Shortfall								

2HR		Professionals - Human Resources							
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 %	15.38	72.51	4.81	3.61	4.38	0.17	0.00	2.41
	Emp Less Avail?								
	Statistical Value	0.846E	0.275E	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
15	Employment %	26.67	73.33	20.00	0.00	0.00	0.00	0.00	6.67
	Availability %	8.56	47.28	4.76	0.36	2.34	0.03	0.00	1.07
	Emp Less Avail?								
	Statistical Value				0.947E	0.701E	0.996E		
	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

6AC		Administrative Support - Accounting							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
1	Employment %	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.00
	Availability %	12.44	90.50	5.55	0.53	3.21	0.41	0.14	2.60
	Emp Less Avail?								
	Statistical Value			0.944E	0.995E	0.968E	0.996E		0.974E
	Stat Significant?								
	Shortfall								

6GA		Administrative Support - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	33.33	100.00	0.00	33.33	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			0.897E		0.852E	0.983E	0.989E	0.926E
	Stat Significant?								
	Shortfall								

6OS		Administrative Support - Office Support							
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 %	17.11	77.41	6.50	2.16	4.71	0.88	0.39	2.49
	Emp Less Avail?								
	Statistical Value	0.829E		0.935E	0.978E	0.953E	0.991E	0.996E	0.975E
	Stat Significant?								
	Shortfall								

Total Employment: 60

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

1ES		Officials/Admin - Exempt									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
4	# Employed	2	1	0	0	0	1	0	1		
	# Available	1.0	2.6	0.3	0.3	0.2	0.0	0.0	0.2		
	Persons Required	0	1	0	0	0	0	0	0		

1FL		Officials/Admin - Financial									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
12	# Employed	3	6	1	0	1	0	0	1		
	# Available	1.7	5.4	0.5	0.5	0.4	0.0	0.0	0.2		
	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		
13	# Employed	3	7	0	2	1	0	0	0		
	# Available	1.9	7.4	1.4	0.1	0.2	0.0	0.0	0.1		
	Persons Required	0	0	1	0	0	0	0	0		

1IT		Officials/Admin - Information Technology									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	1	0	0	0	0	0	1	0		
	# Available	0.5	1.4	0.2	0.1	0.1	0.0	0.0	0.1		
	Persons Required	0	1	0	0	0	0	0	0		

2AC		Professionals - Accounting									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
4	# Employed	2	2	2	0	0	0	0	0		
	# Available	0.5	2.5	0.2	0.2	0.1	0.0	0.0	0.1		
	Persons Required	0	0	0	0	0	0	0	0		

2GA		Professionals - General Administrative									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	1	2	0	0	0	0	0	1		
	# Available	0.4	1.8	0.2	0.0	0.1	0.0	0.0	0.1		
	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	0	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		
15	# Employed	4	11	3	0	0	0	0	1		
	# Available	1.3	7.1	0.7	0.1	0.4	0.0	0.0	0.2		
	Persons Required	0	0	0	0	0	0	0	0		
6AC		Administrative Support - Accounting									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	1	1	0	0	0	0	1	0		
	# Available	0.1	0.9	0.1	0.0	0.0	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		
3	# Employed	1	3	0	1	0	0	0	0		
	# Available	0.4	2.6	0.1	0.0	0.2	0.0	0.0	0.1		
	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		
1	# Employed	0	1	0	0	0	0	0	0		
	# Available	0.2	0.8	0.1	0.0	0.0	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.