City of Portland

Bureau
Affirmative Action Program (AAP) Plan Reports

2018
AAP Annual Plan Reports
07/01/2016 to 12/31/2017

Note: As of January 2018, the City of Portland changed its Affirmative Action Program Plan from a fiscal year plan to a calendar year plan. As a result, the 2018 AAP Annual Plan includes six quarters of applicant and personnel action data, extending from July 1, 2016 to December 31, 2017.

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	#	26	32	4	12	7	0	0	3		
47 Employees	%	55.32	68.09	8.51	25.53	14.89	0.00	0.00	6.38		
2 - Professionals	#	1	2	1	0	0	0	0	0		
3 Employees	%	33.33	66.67	33.33	0.00	0.00	0.00	0.00	0.00		
6 - Administrative Support	#	8	14	2	2	4	0	0	0		
14 Employees	%	57.14	100.00	14.29	14.29	28.57	0.00	0.00	0.00		
64 Employees Totals	#	35	48	7	14	11	0	0	3		
	%	54.69	75.00	10.94	21.88	17.19	0.00	0.00	4.69		

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		#	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		
1FL - Officials/Admin - Financial		#	4	4	0	3	1	0	0	0		
6 Employees	1	%	66.67	66.67	0.00	50.00	16.67	0.00	0.00	0.00		
1GA - Officials/Admin - General Administrative		#	6	7	1	2	1	0	0	2		
9 Employees	1	%	66.67	77.78	11.11	22.22	11.11	0.00	0.00	22.22		
1PM - Officials/Admin - Program Management		#	16	20	3	7	5	0	0	1		
31 Employees	1	%	51.61	64.52	9.68	22.58	16.13	0.00	0.00	3.23		
2CR - Professionals - Community Relations		#	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		#	1	1	1	0	0	0	0	0		
2 Employees	2	%	50.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00		
6AC - Administrative Support - Accounting		#	1	1	0	0	1	0	0	0		
1 Employee	6	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
6GA - Administrative Support - General Administrative		#	1	2	0	1	0	0	0	0		
2 Employees	6	%	50.00	100.00	0.00	50.00	0.00	0.00	0.00	0.00		
6OS - Administrative Support - Office Support		#	1	1	0	0	1	0	0	0		
1 Employee	6	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
6PM - Administrative Support - Program Management		#	5	10	2	1	2	0	0	0		
10 Employees	6	%	50.00	100.00	20.00	10.00	20.00	0.00	0.00	0.00		
64 Employees	Totals	#	35	48	7	14	11	0	0	3		
		%	54.69	75.00	10.94	21.88	17.19	0.00	0.00	4.69		

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		
30000417 - Housing 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　　　　　　　　Totals	#	0	1	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

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	#	2	2	0	1	1	0	0	0		
2 Employees	%	100.00	100.00	0.00	50.00	50.00	0.00	0.00	0.00		
30001587 - Housing 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		
30001588 - Housing Financial Analyst, Assistant	#	2	2	0	2	0	0	0	0		
2 Employees	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
6 Employees Totals	#	4	4	0	3	1	0	0	0		
	%	66.67	66.67	0.00	50.00	16.67	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	#	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		
30000453 - Management Analyst, Principal	#	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		
30000452 - Management Analyst, Sr	#	2	2	0	0	1	0	0	1		
2 Employees	%	100.00	100.00	0.00	0.00	50.00	0.00	0.00	50.00		
30000451 - Management Analyst	#	1	2	1	0	0	0	0	0		
3 Employees	%	33.33	66.67	33.33	0.00	0.00	0.00	0.00	0.00		
30001596 - Housing Management 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		
9 Employees Totals	#	6	7	1	2	1	0	0	2		
	%	66.67	77.78	11.11	22.22	11.11	0.00	0.00	22.22		

Job Group Analysis

1PM	Officials/Admin - Program Management	EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30001260 - Housing Director, Assistant	#	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		
30000466 - Program Manager, 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		
30001363 - Housing Portfolio Finance Coordinator	#	2	3	1	1	0	0	0	0		
4 Employees	%	50.00	75.00	25.00	25.00	0.00	0.00	0.00	0.00		
30000465 - Program Manager	#	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		
30001362 - Housing Construction Coordinator, Sr	#	2	1	0	1	1	0	0	0		
3 Employees	%	66.67	33.33	0.00	33.33	33.33	0.00	0.00	0.00		
30001367 - Housing Lead Grant Program Coordinator	#	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		
30001595 - Housing Program Coordinator	#	9	8	2	4	2	0	0	1		
13 Employees	%	69.23	61.54	15.38	30.77	15.38	0.00	0.00	7.69		
30000464 - Program Coordinator	#	2	2	0	1	1	0	0	0		
2 Employees	%	100.00	100.00	0.00	50.00	50.00	0.00	0.00	0.00		
30001365 - Housing Loan Coordinator, 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		
30001361 - Housing Construction Coordinator	#	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		
31 Employees Totals	#	16	20	3	7	5	0	0	1		
	%	51.61	64.52	9.68	22.58	16.13	0.00	0.00	3.23		

Job Group Analysis

2CR	Professionals - Community Relations									EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000495 - Public Information Officer	#	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	#	0	1	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

2IT	Professionals - Information Technology										EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30001591 - Housing Business Systems Analyst, Asst	#	1	1	1	0	0	0	0	0		
2 Employees	%	50.00	50.00	50.00	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

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	1	0	0	0		
1 Employee	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
1 Employee Totals	#	1	1	0	0	1	0	0	0		
	%	100.00	100.00	0.00	0.00	100.00	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		
30000434 - Administrative Assistant	#	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		
30001592 - Housing Administrative Specialist, 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	2	0	1	0	0	0	0		
	%	50.00	100.00	0.00	50.00	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	#	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　　　　　　　　　Totals	#	1	1	0	0	1	0	0	0		
	%	100.00	100.00	0.00	0.00	100.00	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		
30001593 - Housing Program Specialist	#	1	4	1	0	0	0	0	0		
4 Employees	%	25.00	100.00	25.00	0.00	0.00	0.00	0.00	0.00		
30001364 - Housing Loan Coordinator	#	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		
30001594 - Housing Program Specialist, Assistant	#	3	4	1	1	1	0	0	0		
4 Employees	%	75.00	100.00	25.00	25.00	25.00	0.00	0.00	0.00		
30001369 - Housing Loan Compliance Analyst	#	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		
10 Employees Totals	#	5	10	2	1	2	0	0	0		
	%	50.00	100.00	20.00	10.00	20.00	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 %	15.89	26.73	4.93	4.09	5.38	0.41	0.06	1.03
	Emp Less Avail?								
	Statistical Value	0.841E		0.951E	0.959E	0.946E	0.996E	0.999E	0.990E
	Stat Significant?								
	Shortfall								

1FL	Officials/Admin - Financial							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
6	Employment %	66.67	66.67	0.00	50.00	16.67	0.00	0.00	0.00
	Availability %	13.87	45.23	4.44	4.18	3.38	0.02	0.01	1.87
	Emp Less Avail?								
	Statistical Value			0.761E			0.999E	0.999E	0.893E
	Stat Significant?								
	Shortfall								

1GA	Officials/Admin - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
9	Employment %	66.67	77.78	11.11	22.22	11.11	0.00	0.00	22.22
	Availability %	10.77	41.59	4.55	1.62	2.49	0.54	0.07	1.47
	Emp Less Avail?								
	Statistical Value						0.952E	0.994E	
	Stat Significant?								
	Shortfall								

1PM	Officials/Admin - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
31	Employment %	51.61	64.52	9.68	22.58	16.13	0.00	0.00	3.23
	Availability %	18.99	48.81	5.89	5.06	3.65	0.56	0.15	3.71
	Emp Less Avail?								
	Statistical Value						0.418	0.216	0.143
	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

2CR — Professionals - Community Relations

Total Emp 1	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
Availability %	15.45	54.05	6.01	1.79	6.54	0.48	0.00	0.61
Emp Less Avail?								
Statistical Value	0.846E		0.940E	0.982E	0.935E	0.995E		0.994E
Stat Significant?								
Shortfall								

2IT — Professionals - Information Technology

Total Emp 2	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	50.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00
Availability %	8.59	47.19	4.77	0.37	2.33	0.03	0.00	1.10
Emp Less Avail?								
Statistical Value				0.993E	0.954E	0.999E		0.978E
Stat Significant?								
Shortfall								

6AC — Administrative Support - Accounting

Total Emp 1	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	100.00	100.00	0.00	0.00	100.00	0.00	0.00	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		0.996E	0.999E	0.974E
Stat Significant?								
Shortfall								

6GA — Administrative Support - General Administrative

Total Emp 2	Min	Fem	Asi	Blk	His	Ind	Pac	Two
Employment %	50.00	100.00	0.00	50.00	0.00	0.00	0.00	0.00
Availability %	13.70	88.93	3.60	1.46	5.18	0.56	0.39	2.50
Emp Less Avail?								
Statistical Value			0.929E		0.899E	0.989E	0.992E	0.951E
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

6OS — Administrative Support - Office Support

Total Emp 1		Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Employment %	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00
	Availability %	17.03	77.46	6.60	2.13	4.65	0.87	0.39	2.39
	Emp Less Avail?								
	Statistical Value			0.934E	0.979E		0.991E	0.996E	0.976E
	Stat Significant?								
	Shortfall								

6PM — Administrative Support - Program Management

Total Emp 10		Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Employment %	50.00	100.00	20.00	10.00	20.00	0.00	0.00	0.00
	Availability %	16.73	75.34	5.79	2.25	7.06	0.76	0.37	0.50
	Emp Less Avail?								
	Statistical Value						0.927E	0.964E	0.951E
	Stat Significant?								
	Shortfall								

Total Employment: 64

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 1		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
	# Employed	0	1	0	0	0	0	0	0		
	# Available	0.2	0.3	0.0	0.0	0.1	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

1FL — Officials/Admin - Financial

Total Emp 6		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
	# Employed	4	4	0	3	1	0	0	0		
	# Available	0.8	2.7	0.3	0.3	0.2	0.0	0.0	0.1		
	Persons Required	0	0	0	0	0	0	0	0		

1GA — Officials/Admin - General Administrative

Total Emp 9		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
	# Employed	6	7	1	2	1	0	0	2		
	# Available	1.0	3.7	0.4	0.1	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 31		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
	# Employed	16	20	3	7	5	0	0	1		
	# Available	5.9	15.1	1.8	1.6	1.1	0.2	0.0	1.2		
	Persons Required	0	0	0	0	0	0	0	0		

2CR — Professionals - Community Relations

Total Emp 1		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
	# Employed	0	1	0	0	0	0	0	0		
	# Available	0.2	0.5	0.1	0.0	0.1	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

2IT — Professionals - Information Technology

Total Emp 2		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
	# Employed	1	1	1	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		

6AC — Administrative Support - Accounting

Total Emp 1		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
	# Employed	1	1	0	0	1	0	0	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		

Shortfall

6GA		Administrative Support - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
2	# Employed	1	2	0	1	0	0	0	0
	# Available	0.3	1.8	0.1	0.0	0.1	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	1	1	0	0	1	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

6PM		Administrative Support - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
10	# Employed	5	10	2	1	2	0	0	0
	# Available	1.7	7.5	0.6	0.2	0.7	0.1	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.