

# City of Portland



1090  
Office of the City Attorney

## 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	#	0	5	0	0	0	0	0	0		
5 Employees	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
2 - Professionals	#	12	23	4	1	3	0	0	4		
40 Employees	%	30.00	57.50	10.00	2.50	7.50	0.00	0.00	10.00		
6 - Administrative Support	#	7	22	0	3	3	0	0	1		
24 Employees	%	29.17	91.67	0.00	12.50	12.50	0.00	0.00	4.17		
<b>69 Employees</b>	<b>Totals</b>	#	19	50	4	4	6	0	5		
	%	27.54	72.46	5.80	5.80	8.70	0.00	0.00	7.25		

**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		
1GA - Officials/Admin - General Administrative		#	0	3	0	0	0	0	0	0		
3 Employees	1	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
1LL - Officials/Admin - Legal		#	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		
2LL - Professionals - Legal		#	12	23	4	1	3	0	0	4		
40 Employees	2	%	30.00	57.50	10.00	2.50	7.50	0.00	0.00	10.00		
6LL - Administrative Support - Legal		#	5	20	0	2	2	0	0	1		
21 Employees	6	%	23.81	95.24	0.00	9.52	9.52	0.00	0.00	4.76		
6OS - Administrative Support - Office Support		#	1	1	0	1	0	0	0	0		
1 Employee	6	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
6PM - Administrative Support - Program Management		#	1	1	0	0	1	0	0	0		
2 Employees	6	%	50.00	50.00	0.00	0.00	50.00	0.00	0.00	0.00		
69 Employees	Totals	#	19	50	4	4	6	0	0	5		
		%	27.54	72.46	5.80	5.80	8.70	0.00	0.00	7.25		

# **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		
30000418 - Attorney, 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		
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

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		
30000450 - Management Assistant	#	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		
3 Employees	Totals #	0	3	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

1LL

Officials/Admin - Legal

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000600 - Law Office Administrator	#	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

2LL

Professionals - Legal

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000597 - Attorney, Chief Deputy City	#	0	1	0	0	0	0	0	0		
5 Employees	%	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00		
30000596 - Attorney, Sr Deputy City	#	2	9	1	0	0	0	0	1		
14 Employees	%	14.29	64.29	7.14	0.00	0.00	0.00	0.00	7.14		
30000595 - Attorney, Deputy City	#	9	10	3	1	2	0	0	3		
18 Employees	%	50.00	55.56	16.67	5.56	11.11	0.00	0.00	16.67		
30000830 - Paralegal 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		
30002134 - Attorney, Assistant Deputy City	#	1	2	0	0	1	0	0	0		
2 Employees	%	50.00	100.00	0.00	0.00	50.00	0.00	0.00	0.00		
40 Employees											
	Totals	#	12	23	4	1	3	0	4		
		%	30.00	57.50	10.00	2.50	7.50	0.00	10.00		

# Job Group Analysis

6LL

Administrative Support - Legal

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000594 - Paralegal, 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		
30000592 - Legal Assistant, Sr	#	1	4	0	1	0	0	0	0		
4 Employees	%	25.00	100.00	0.00	25.00	0.00	0.00	0.00	0.00		
30000593 - Paralegal	#	2	8	0	1	1	0	0	0		
8 Employees	%	25.00	100.00	0.00	12.50	12.50	0.00	0.00	0.00		
30000591 - Legal Assistant	#	2	6	0	0	1	0	0	1		
7 Employees	%	28.57	85.71	0.00	0.00	14.29	0.00	0.00	14.29		
21 Employees	Totals #	5	20	0	2	2	0	0	1		
	Totals %	23.81	95.24	0.00	9.52	9.52	0.00	0.00	4.76		

# 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	1	0	0	0	0		
1 Employee	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
1 Employee	Totals #	1	1	0	1	0	0	0	0		
	%	100.00	100.00	0.00	100.00	0.00	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		
30000462 - Program Specialist, Assistant	#	1	1	0	0	1	0	0	0		
2 Employees	%	50.00	50.00	0.00	0.00	50.00	0.00	0.00	0.00		
2 Employees	Totals	#	1	1	0	0	1	0	0		
		%	50.00	50.00	0.00	0.00	50.00	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								

1GA		Officials/Admin - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
	Availability %	10.77	41.59	4.55	1.62	2.49	0.54	0.07	1.47
	Emp Less Avail?								
	Statistical Value	0.710E		0.870E	0.952E	0.927E	0.984E	0.998E	0.957E
	Stat Significant?								
	Shortfall								

1LL		Officials/Admin - Legal							
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 %	19.27	35.69	4.96	3.24	8.86	0.97	0.26	0.99
	Emp Less Avail?								
	Statistical Value	0.807E		0.950E	0.968E	0.911E	0.990E	0.997E	0.990E
	Stat Significant?								
	Shortfall								

2LL		Professionals - Legal							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
40	Employment %	30.00	57.50	10.00	2.50	7.50	0.00	0.00	10.00
	Availability %	9.82	34.80	2.16	1.14	3.78	0.42	0.00	2.33
	Emp Less Avail?								
	Statistical Value						0.411		
	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

6LL		Administrative Support - Legal							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
21	Employment %	23.81	95.24	0.00	9.52	9.52	0.00	0.00	4.76
	Availability %	9.55	83.44	3.50	0.32	3.03	0.32	0.00	2.39
	Emp Less Avail?								
	Statistical Value			0.473E			0.935E		
	Stat Significant?								
	Shortfall								

6OS		Administrative Support - Office Support							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
1	Employment %	100.00	100.00	0.00	100.00	0.00	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		0.954E	0.991E	0.996E	0.976E
	Stat Significant?								
	Shortfall								

6PM		Administrative Support - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
2	Employment %	50.00	50.00	0.00	0.00	50.00	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		0.432E	0.888E	0.956E		0.985E	0.993E	0.990E
	Stat Significant?								
	Shortfall								

Total Employment: 69

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	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		

1GA		Officials/Admin - General Administrative									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	0	3	0	0	0	0	0	0		
	# Available	0.3	1.2	0.1	0.0	0.1	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

1LL		Officials/Admin - Legal									
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	0.0	0.0	0.1	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		
40	# Employed	12	23	4	1	3	0	0	4		
	# Available	3.9	13.9	0.9	0.5	1.5	0.2	0.0	0.9		
	Persons Required	0	0	0	0	0	0	0	0		

6LL		Administrative Support - Legal									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
21	# Employed	5	20	0	2	2	0	0	1		
	# Available	2.0	17.5	0.7	0.1	0.6	0.1	0.0	0.5		
	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	1	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		

6PM		Administrative Support - Program Management									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
2	# Employed	1	1	0	0	1	0	0	0		
	# Available	0.3	1.5	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.