

City of Portland



1170-ONI
Office of Neighborhood Involvement

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

FY 16 - 17
Annual Year-End
AAP Reports
07/01/2016 to 12/31/2017

Note: The City of Portland changed its Affirmative Action Program Plan from a fiscal year plan to a calendar year plan. As a result, the FY16-17 AAP plan year had six quarters and extended 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	#	5	6	1	2	2	0	0	0		
10 Employees	%	50.00	60.00	10.00	20.00	20.00	0.00	0.00	0.00		
2 - Professionals	#	6	11	1	1	3	0	0	1		
14 Employees	%	42.86	78.57	7.14	7.14	21.43	0.00	0.00	7.14		
3 - Technicians	#	1	1	0	1	0	0	0	0		
5 Employees	%	20.00	20.00	0.00	20.00	0.00	0.00	0.00	0.00		
6 - Administrative Support	#	9	18	2	1	5	0	0	1		
27 Employees	%	33.33	66.67	7.41	3.70	18.52	0.00	0.00	3.70		
56 Employees	Totals #	21	36	4	5	10	0	0	2		
	%	37.50	64.29	7.14	8.93	17.86	0.00	0.00	3.57		

**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	1	1	0	0	0	0	0		
1 Employee	1	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
1CI - Officials/Admin - Code Inspections		#	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		
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		#	1	2	0	0	1	0	0	0		
2 Employees	1	%	50.00	100.00	0.00	0.00	50.00	0.00	0.00	0.00		
1PM - Officials/Admin - Program Management		#	3	3	0	2	1	0	0	0		
5 Employees	1	%	60.00	60.00	0.00	40.00	20.00	0.00	0.00	0.00		
2CR - Professionals - Community Relations		#	1	2	0	0	0	0	0	1		
3 Employees	2	%	33.33	66.67	0.00	0.00	0.00	0.00	0.00	33.33		
2LE - Professionals - Law Enforcement		#	5	9	1	1	3	0	0	0		
11 Employees	2	%	45.45	81.82	9.09	9.09	27.27	0.00	0.00	0.00		
3CI - Technicians - Code Inspections		#	1	1	0	1	0	0	0	0		
5 Employees	3	%	20.00	20.00	0.00	20.00	0.00	0.00	0.00	0.00		
6CR - Administrative Support - Community Relations		#	1	3	0	0	1	0	0	0		
5 Employees	6	%	20.00	60.00	0.00	0.00	20.00	0.00	0.00	0.00		
6GA - Administrative Support - General Administrative		#	0	1	0	0	0	0	0	0		
2 Employees	6	%	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00		
6OS - Administrative Support - Office Support		#	3	7	1	1	1	0	0	0		
10 Employees	6	%	30.00	70.00	10.00	10.00	10.00	0.00	0.00	0.00		
6PM - Administrative Support - Program Management		#	5	7	1	0	3	0	0	1		
10 Employees	6	%	50.00	70.00	10.00	0.00	30.00	0.00	0.00	10.00		
56 Employees	Totals	#	21	36	4	5	10	0	0	2		
		%	37.50	64.29	7.14	8.93	17.86	0.00	0.00	3.57		

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		
30000415 - Neighborhood Involvement Director	#	1	1	1	0	0	0	0	0		
1 Employee	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
1 Employee	#	1	1	1	0	0	0	0	0		
Totals	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		

Job Group Analysis

1CI

Officials/Admin - Code Inspections

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000737 - Noise Control 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	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

1FL

Officials/Admin - Financial

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000567 - 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		
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

1GA

Officials/Admin - General Administrative

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000440 - Business Operations 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		
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		
2 Employees	Totals #	1	2	0	0	1	0	0	0		
	%	50.00	100.00	0.00	0.00	50.00	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		
30000464 - Program Coordinator	#	3	3	0	2	1	0	0	0		
5 Employees	%	60.00	60.00	0.00	40.00	20.00	0.00	0.00	0.00		
5 Employees	#	3	3	0	2	1	0	0	0		
Totals	%	60.00	60.00	0.00	40.00	20.00	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		
30000500 - Neighborhood Programs Coordinator	#	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		
30000503 - Disability Program Specialist	#	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

2LE

Professionals - Law Enforcement

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two			
30000309 - Crime Prevention Program Administrator	#	5	9	1	1	3	0	0	0			
11 Employees	%	45.45	81.82	9.09	9.09	27.27	0.00	0.00	0.00			
11 Employees	Totals	#	5	9	1	1	3	0	0	0		
		%	45.45	81.82	9.09	9.09	27.27	0.00	0.00	0.00		

Job Group Analysis

3CI

Technicians - Code Inspections

EEO Code: 3

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two			
30000187 - Code Specialist, Lead	#	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			
30000184 - Code Specialist II	#	1	1	0	1	0	0	0	0			
4 Employees	%	25.00	25.00	0.00	25.00	0.00	0.00	0.00	0.00			
5 Employees	Totals		#	1	1	0	1	0	0	0		
	%	20.00	20.00	0.00	20.00	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		
30000502 - Neighborhood Office Supervisor	#	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		
30000491 - Community Outreach & Informtn Assistant	#	0	3	0	0	0	0	0	0		
3 Employees	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
5 Employees	Totals #	1	3	0	0	1	0	0	0		
	%	20.00	60.00	0.00	0.00	20.00	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		
30000437 - Administrative Supervisor II	#	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		
2 Employees	Totals #	0	1	0	0	0	0	0	0		
	%	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00		

Job Group Analysis

60S

Administrative Support - Office Support

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000012 - Office Support Specialist II	#	1	3	1	0	0	0	0	0		
4 Employees	%	25.00	75.00	25.00	0.00	0.00	0.00	0.00	0.00		
30000016 - Information & Referral Specialist	#	1	3	0	0	1	0	0	0		
5 Employees	%	20.00	60.00	0.00	0.00	20.00	0.00	0.00	0.00		
30000011 - Office Support Specialist I	#	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		
10 Employees	Totals #	3	7	1	1	1	0	0	0		
	%	30.00	70.00	10.00	10.00	10.00	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		
30000463 - Program Specialist	#	4	5	1	0	2	0	0	1		
7 Employees	%	57.14	71.43	14.29	0.00	28.57	0.00	0.00	14.29		
30000462 - Program Specialist, Assistant	#	1	2	0	0	1	0	0	0		
3 Employees	%	33.33	66.67	0.00	0.00	33.33	0.00	0.00	0.00		
10 Employees	Totals #	5	7	1	0	3	0	0	1		
	%	50.00	70.00	10.00	0.00	30.00	0.00	0.00	10.00		

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	100.00	100.00	0.00	0.00	0.00	0.00	0.00
	Availability %	15.44	26.21	4.55	4.18	5.15	0.43	0.06	1.08
	Emp Less Avail?								
	Statistical Value				0.958E	0.948E	0.996E	0.999E	0.989E
	Stat Significant?								
	Shortfall								

1CI		Officials/Admin - Code Inspections							
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 %	36.82	63.10	4.76	18.92	10.95	0.45	0.16	1.58
	Emp Less Avail?								
	Statistical Value	0.632E	0.369E	0.952E	0.811E	0.890E	0.996E	0.998E	0.984E
	Stat Significant?								
	Shortfall								

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 %	27.14	33.64	12.32	7.15	5.74	0.16	0.06	1.74
	Emp Less Avail?								
	Statistical Value	0.729E	0.664E	0.877E	0.928E	0.943E	0.998E	0.999E	0.983E
	Stat Significant?								
	Shortfall								

1GA		Officials/Admin - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
2	Employment %	50.00	100.00	0.00	0.00	50.00	0.00	0.00	0.00
	Availability %	21.71	40.16	7.18	6.88	5.87	0.36	0.06	1.37
	Emp Less Avail?								
	Statistical Value			0.862E	0.867E		0.993E	0.999E	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

1PM		Officials/Admin - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
5	Employment %	60.00	60.00	0.00	40.00	20.00	0.00	0.00	0.00
	Availability %	25.58	46.52	5.54	9.15	8.83	0.48	0.07	1.51
	Emp Less Avail?								
	Statistical Value			0.752E			0.976E	0.997E	0.927E
	Stat Significant?								
Shortfall									
2CR		Professionals - Community Relations							
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 %	33.48	64.78	3.14	16.09	11.07	1.21	0.14	1.83
	Emp Less Avail?								
	Statistical Value	0.739E		0.909E	0.591E	0.703E	0.964E	0.996E	
	Stat Significant?								
Shortfall									
2LE		Professionals - Law Enforcement							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
11	Employment %	45.45	81.82	9.09	9.09	27.27	0.00	0.00	0.00
	Availability %	34.09	55.91	10.80	12.13	8.34	0.84	0.21	1.75
	Emp Less Avail?								
	Statistical Value			0.663E	0.607E		0.911E	0.977E	0.823E
	Stat Significant?								
Shortfall									
3CI		Technicians - Code Inspections							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
5	Employment %	20.00	20.00	0.00	20.00	0.00	0.00	0.00	0.00
	Availability %	30.95	47.61	10.97	8.10	8.67	0.92	0.18	2.12
	Emp Less Avail?		YES						
	Statistical Value	0.509E	0.219E	0.559E		0.635E	0.955E	0.991E	0.898E
	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

6CR		Administrative Support - Community Relations							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
5	Employment %	20.00	60.00	0.00	0.00	20.00	0.00	0.00	0.00
	Availability %	30.63	72.25	3.89	13.02	11.26	0.64	0.21	1.58
	Emp Less Avail?								
	Statistical Value	0.515E	0.425E	0.820E	0.498E		0.968E	0.990E	0.923E
	Stat Significant?								
	Shortfall								

6GA		Administrative Support - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
2	Employment %	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00
	Availability %	24.52	90.47	2.78	9.47	10.25	0.55	0.14	1.34
	Emp Less Avail?								
	Statistical Value	0.570E	0.182E	0.945E	0.820E	0.806E	0.989E	0.997E	0.973E
	Stat Significant?								
	Shortfall								

6OS		Administrative Support - Office Support							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
10	Employment %	30.00	70.00	10.00	10.00	10.00	0.00	0.00	0.00
	Availability %	35.51	79.52	4.27	14.91	13.75	0.70	0.23	1.61
	Emp Less Avail?								
	Statistical Value	0.500E	0.337E		0.548E	0.591E	0.932E	0.977E	0.850E
	Stat Significant?								
	Shortfall								

6PM		Administrative Support - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
10	Employment %	50.00	70.00	10.00	0.00	30.00	0.00	0.00	10.00
	Availability %	31.78	74.81	4.03	13.78	11.39	0.69	0.24	1.66
	Emp Less Avail?				YES				
	Statistical Value		0.480E		0.227E		0.933E	0.976E	
	Stat Significant?								
	Shortfall				1				

Total Employment: 56

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	1	1	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		

1CI		Officials/Admin - Code Inspections									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	0	0	0	0	0	0	0		
	# Available	0.4	0.6	0.0	0.2	0.1	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

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	0.3	0.3	0.1	0.1	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		
2	# Employed	1	2	0	0	1	0	0	0		
	# Available	0.4	0.8	0.1	0.1	0.1	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		
5	# Employed	3	3	0	2	1	0	0	0		
	# Available	1.3	2.3	0.3	0.5	0.4	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	1	2	0	0	0	0	0	1		
	# Available	1.0	1.9	0.1	0.5	0.3	0.0	0.0	0.1		
	Persons Required	0	0	0	0	0	0	0	0		

2LE		Professionals - Law Enforcement									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
11	# Employed	5	9	1	1	3	0	0	0		
	# Available	3.7	6.2	1.2	1.3	0.9	0.1	0.0	0.2		
	Persons Required	0	0	0	0	0	0	0	0		

Shortfall

3CI		Technicians - Code Inspections									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
5	# Employed	1	1	0	1	0	0	0	0		
	# Available	1.5	2.4	0.5	0.4	0.4	0.0	0.0	0.1		
	Persons Required	0	1	0	0	0	0	0	0		
6CR		Administrative Support - Community Relations									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
5	# Employed	1	3	0	0	1	0	0	0		
	# Available	1.5	3.6	0.2	0.7	0.6	0.0	0.0	0.1		
	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	0	1	0	0	0	0	0	0		
	# Available	0.5	1.8	0.1	0.2	0.2	0.0	0.0	0.0		
	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		
10	# Employed	3	7	1	1	1	0	0	0		
	# Available	3.6	8.0	0.4	1.5	1.4	0.1	0.0	0.2		
	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	7	1	0	3	0	0	1		
	# Available	3.2	7.5	0.4	1.4	1.1	0.1	0.0	0.2		
	Persons Required	0	0	0	1	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.