

City of Portland



1190-PBEM

Portland Bureau of Emergency Management

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	#	4	9	0	1	2	0	0	1		
11 Employees	%	36.36	81.82	0.00	9.09	18.18	0.00	0.00	9.09		
2 - Professionals	#	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		
6 - Administrative Support	#	1	3	0	1	0	0	0	0		
6 Employees	%	16.67	50.00	0.00	16.67	0.00	0.00	0.00	0.00		
19 Employees	Totals	#	6	13	1	2	2	0	0	1	
		%	31.58	68.42	5.26	10.53	10.53	0.00	0.00	5.26	

**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		#	2	2	0	1	1	0	0	0		
3 Employees	1	%	66.67	66.67	0.00	33.33	33.33	0.00	0.00	0.00		
1PM - Officials/Admin - Program Management		#	2	6	0	0	1	0	0	1		
7 Employees	1	%	28.57	85.71	0.00	0.00	14.29	0.00	0.00	14.29		
2AC - Professionals - Accounting		#	1	1	1	0	0	0	0	0		
1 Employee	2	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
2CR - Professionals - Community Relations		#	0	0	0	0	0	0	0	0		
1 Employee	2	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6GA - Administrative Support - General Administrative		#	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		
6OS - Administrative Support - Office Support		#	0	0	0	0	0	0	0	0		
1 Employee	6	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6PM - Administrative Support - Program Management		#	1	2	0	1	0	0	0	0		
4 Employees	6	%	25.00	50.00	0.00	25.00	0.00	0.00	0.00	0.00		
19 Employees	Totals	#	6	13	1	2	2	0	0	1		
		%	31.58	68.42	5.26	10.53	10.53	0.00	0.00	5.26		

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		
30000430 - Emergency Management 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	#	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		
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		
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	#	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		
3 Employees	Totals #	2	2	0	1	1	0	0	0		
	%	66.67	66.67	0.00	33.33	33.33	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		
30000790 - Emergency Management Operations Manager	#	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		
30000466 - Program Manager, 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		
30000465 - Program Manager	#	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		
30000464 - Program Coordinator	#	1	4	0	0	0	0	0	1		
4 Employees	%	25.00	100.00	0.00	0.00	0.00	0.00	0.00	25.00		
7 Employees											
	Totals										
	#	2	6	0	0	1	0	0	1		
	%	28.57	85.71	0.00	0.00	14.29	0.00	0.00	14.29		

Job Group Analysis

2AC

Professionals - Accounting

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000064 - Accountant III	#	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	Totals	#	1	1	1	0	0	0	0		
		%	100.00	100.00	100.00	0.00	0.00	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		
30000495 - Public Information 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		
	%	0.00	0.00	0.00	0.00	0.00	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		
30000433 - 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		
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

60S

Administrative Support - Office Support

EEO Code: 6

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

6PM

Administrative Support - Program Management

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000463 - Program Specialist	#	1	2	0	1	0	0	0	0		
4 Employees	%	25.00	50.00	0.00	25.00	0.00	0.00	0.00	0.00		
4 Employees	Totals	#	1	2	0	1	0	0	0		
		%	25.00	50.00	0.00	25.00	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 %	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 %	66.67	66.67	0.00	33.33	33.33	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			0.870E			0.984E	0.998E	0.957E
	Stat Significant?								
Shortfall									

1PM		Officials/Admin - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
7	Employment %	28.57	85.71	0.00	0.00	14.29	0.00	0.00	14.29
	Availability %	18.99	48.81	5.89	5.06	3.65	0.56	0.15	3.71
	Emp Less Avail?								
	Statistical Value			0.654E	0.695E		0.961E	0.990E	
	Stat Significant?								
Shortfall									

2AC		Professionals - Accounting							
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 %	14.79	65.07	8.89	0.57	2.69	0.27	0.13	2.22
	Emp Less Avail?								
	Statistical Value				0.994E	0.973E	0.997E	0.999E	0.978E
	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		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 %	15.45	54.05	6.01	1.79	6.54	0.48	0.00	0.61
	Emp Less Avail?								
	Statistical Value	0.846E	0.460E	0.940E	0.982E	0.935E	0.995E		0.994E
	Stat Significant?								
	Shortfall								

6GA		Administrative Support - General Administrative							
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 %	13.70	88.93	3.60	1.46	5.18	0.56	0.39	2.50
	Emp Less Avail?								
	Statistical Value	0.863E		0.964E	0.985E	0.948E	0.994E	0.996E	0.975E
	Stat Significant?								
	Shortfall								

6OS		Administrative Support - Office Support							
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 %	17.03	77.46	6.60	2.13	4.65	0.87	0.39	2.39
	Emp Less Avail?								
	Statistical Value	0.830E	0.225E	0.934E	0.979E	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
4	Employment %	25.00	50.00	0.00	25.00	0.00	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?		YES						
	Statistical Value		0.256E	0.788E		0.746E	0.970E	0.985E	0.980E
	Stat Significant?								
	Shortfall		1						

Total Employment: 19

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	2	2	0	1	1	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		

1PM		Officials/Admin - Program Management									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
7	# Employed	2	6	0	0	1	0	0	1		
	# Available	1.3	3.4	0.4	0.4	0.3	0.0	0.0	0.3		
	Persons Required	0	0	0	0	0	0	0	0		

2AC		Professionals - Accounting									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	1	1	1	0	0	0	0	0		
	# Available	0.1	0.7	0.1	0.0	0.0	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

2CR		Professionals - Community Relations									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	0	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		

6GA		Administrative Support - General Administrative									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	1	0	0	0	0	0	0		
	# Available	0.1	0.9	0.0	0.0	0.1	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		
1	# Employed	0	0	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		

Shortfall

6PM		Administrative Support - Program Management									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
4	# Employed	1	2	0	1	0	0	0	0		
	# Available	0.7	3.0	0.2	0.1	0.3	0.0	0.0	0.0		
	Persons Required	0	1	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.