

# City of Portland



**1200-BOEC**  
**Bureau of Emergency Communications**

## **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.

**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	2	0	0	0	0	0	0		
7 Employees	%	0.00	28.57	0.00	0.00	0.00	0.00	0.00	0.00		
2 - Professionals	#	2	2	0	1	0	0	0	1		
5 Employees	%	40.00	40.00	0.00	20.00	0.00	0.00	0.00	20.00		
5 - Protective Service Workers: Non-Sworn	#	16	72	2	1	7	2	0	4		
116 Employees	%	13.79	62.07	1.72	0.86	6.03	1.72	0.00	3.45		
6 - Administrative Support	#	2	10	1	0	1	0	0	0		
17 Employees	%	11.76	58.82	5.88	0.00	5.88	0.00	0.00	0.00		
<b>145 Employees</b>	<b>Totals #</b>	<b>20</b>	<b>86</b>	<b>3</b>	<b>2</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>5</b>		
	<b>%</b>	<b>13.79</b>	<b>59.31</b>	<b>2.07</b>	<b>1.38</b>	<b>5.52</b>	<b>1.38</b>	<b>0.00</b>	<b>3.45</b>		

**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		
1EC - Officials/Admin - Emergency Communication		#	0	0	0	0	0	0	0	0		
3 Employees	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		#	0	1	0	0	0	0	0	0		
2 Employees	1	%	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00		
2EC - Professionals - Emergency Communication		#	1	1	0	1	0	0	0	0		
1 Employee	2	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
2HR - Professionals - Human Resources		#	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	0	0	0	0	0	0	1		
3 Employees	2	%	33.33	0.00	0.00	0.00	0.00	0.00	0.00	33.33		
5EC - Protective Service - Non-Sworn - Emergency Communi		#	16	72	2	1	7	2	0	4		
116 Employees	5	%	13.79	62.07	1.72	0.86	6.03	1.72	0.00	3.45		
6EC - Administrative Support - Emergency Communication		#	1	6	0	0	1	0	0	0		
12 Employees	6	%	8.33	50.00	0.00	0.00	8.33	0.00	0.00	0.00		
6GA - Administrative Support - General Administrative		#	1	0	1	0	0	0	0	0		
1 Employee	6	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
6OS - Administrative Support - Office Support		#	0	4	0	0	0	0	0	0		
4 Employees	6	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
145 Employees	Totals	#	20	86	3	2	8	2	0	5		
		%	13.79	59.31	2.07	1.38	5.52	1.38	0.00	3.45		

# **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		
30000429 - Emergency Communications 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

1EC

Officials/Admin - Emergency Communication

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000786 - Emerg Commun Operations Mgr	#	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		
30000787 - Emerg Commun Operations Mgr, Assistant	#	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		
30000789 - Emerg Commun 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		
3 Employees	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

1FL

Officials/Admin - Financial

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000568 - Financial Analyst, 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		
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		
30000441 - Business Operations Manager	#	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	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		
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

2EC

Professionals - Emergency Communication

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000788 - Emerg Commun Training & Dev Mgr	#	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		
		%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00	

# Job Group Analysis

2HR

Professionals - Human Resources

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000531 - Training & Development 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		
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

2IT

Professionals - Information Technology

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30001533 - Business Systems 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		
30000449 - Business Systems Analyst, Sr	#	1	0	0	0	0	0	0	1		
2 Employees	%	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00		
3 Employees											
	Totals										
	#	1	0	0	0	0	0	0	1		
	%	33.33	0.00	0.00	0.00	0.00	0.00	0.00	33.33		

# Job Group Analysis

5EC

Protective Service - Non-Sworn - Emergency Communi

EEO Code: 5

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000034 - Emerg Commun Dispatcher, Sr	#	8	45	0	1	5	1	0	1		
72 Employees	%	11.11	62.50	0.00	1.39	6.94	1.39	0.00	1.39		
30000035 - Emerg Commun Police Dispatcher	#	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		
30001028 - Emerg Commun Lateral Police Disp, Trnee	#	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		
30000031 - Emerg Commun Call Taker	#	3	12	2	0	0	0	0	1		
21 Employees	%	14.29	57.14	9.52	0.00	0.00	0.00	0.00	4.76		
30000032 - Emerg Commun Dispatcher, Trainee	#	5	12	0	0	2	1	0	2		
20 Employees	%	25.00	60.00	0.00	0.00	10.00	5.00	0.00	10.00		
116 Employees	Totals #	16	72	2	1	7	2	0	4		
	%	13.79	62.07	1.72	0.86	6.03	1.72	0.00	3.45		

# Job Group Analysis

6EC

Administrative Support - Emergency Communication

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000785 - Emerg Commun Supervisor	#	1	6	0	0	1	0	0	0		
12 Employees	%	8.33	50.00	0.00	0.00	8.33	0.00	0.00	0.00		
12 Employees	Totals	#	1	6	0	0	1	0	0		
		%	8.33	50.00	0.00	0.00	8.33	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	#	1	0	1	0	0	0	0	0		
1 Employee	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
1 Employee	Totals	#	0	1	0	0	0	0	0		
		%	100.00	0.00	100.00	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		
30000013 - Office Support Specialist III	#	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		
30000835 - Emerg Commun Support Specialist	#	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		
4 Employees	Totals #	0	4	0	0	0	0	0	0		
	%	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

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								

1EC		Officials/Admin - Emergency Communication							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Availability %	11.65	34.46	4.52	1.87	2.81	0.53	0.23	1.70
	Emp Less Avail?		YES						
	Statistical Value	0.690E	0.282E	0.870E	0.945E	0.918E	0.984E	0.993E	0.950E
	Stat Significant?								
	Shortfall		1						

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 %	13.87	45.23	4.44	4.18	3.38	0.02	0.01	1.87
	Emp Less Avail?								
	Statistical Value	0.861E	0.548E	0.956E	0.958E	0.966E	1.000E	1.000E	0.981E
	Stat Significant?								
	Shortfall								

1GA		Officials/Admin - 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 %	10.77	41.59	4.55	1.62	2.49	0.54	0.07	1.47
	Emp Less Avail?								
	Statistical Value	0.796E		0.911E	0.968E	0.951E	0.989E	0.999E	0.971E
	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

2EC		Professionals - Emergency Communication							
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 %	14.36	78.26	3.29	1.98	9.09	0.00	0.00	0.00
	Emp Less Avail?								
	Statistical Value			0.967E		0.909E			
	Stat Significant?								
	Shortfall								

2HR		Professionals - Human Resources							
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 %	15.38	72.51	4.81	3.61	4.38	0.17	0.00	2.41
	Emp Less Avail?								
	Statistical Value	0.846E		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
3	Employment %	33.33	0.00	0.00	0.00	0.00	0.00	0.00	33.33
	Availability %	8.59	47.19	4.77	0.37	2.33	0.03	0.00	1.10
	Emp Less Avail?		YES						
	Statistical Value		0.147E	0.864E	0.989E	0.932E	0.999E		
	Stat Significant?								
	Shortfall		1						

5EC		Protective Service - Non-Sworn - Emergency Communi							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
116	Employment %	13.79	62.07	1.72	0.86	6.03	1.72	0.00	3.45
	Availability %	7.39	62.68	2.34	0.94	0.00	0.00	0.00	4.12
	Emp Less Avail?								
	Statistical Value		0.136	0.439	0.087				0.364
	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

6EC		Administrative Support - Emergency Communication							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
12	Employment %	8.33	50.00	0.00	0.00	8.33	0.00	0.00	0.00
	Availability %	15.16	63.24	2.86	1.29	6.93	0.81	0.12	3.14
	Emp Less Avail?		YES						
	Statistical Value	0.437E	0.253E	0.706E	0.856E		0.907E	0.986E	0.682E
	Stat Significant?								
	Shortfall		1						

6GA		Administrative Support - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
1	Employment %	100.00	0.00	100.00	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		0.111E		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
4	Employment %	0.00	100.00	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	0.474E		0.761E	0.917E	0.827E	0.966E	0.984E	0.908E
	Stat Significant?								
	Shortfall								

Total Employment: 145

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		

1EC		Officials/Admin - Emergency Communication									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	0	0	0	0	0	0	0	0		
	# Available	0.3	1.0	0.1	0.1	0.1	0.0	0.0	0.1		
	Persons Required	0	1	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	0.1	0.5	0.0	0.0	0.0	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	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		

2EC		Professionals - Emergency Communication									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	1	1	0	1	0	0	0	0		
	# Available	0.1	0.8	0.0	0.0	0.1	0.0	0.0	0.0		
	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	1	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		

2IT		Professionals - Information Technology									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	1	0	0	0	0	0	0	1		
	# Available	0.3	1.4	0.1	0.0	0.1	0.0	0.0	0.0		
	Persons Required	0	1	0	0	0	0	0	0		

## Shortfall

5EC		Protective Service - Non-Sworn - Emergency Communi									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
116	# Employed	16	72	2	1	7	2	0	4		
	# Available	8.6	72.7	2.7	1.1	0.0	0.0	0.0	4.8		
	Persons Required	0	0	0	0	0	0	0	0		
6EC		Administrative Support - Emergency Communication									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
12	# Employed	1	6	0	0	1	0	0	0		
	# Available	1.8	7.6	0.3	0.2	0.8	0.1	0.0	0.4		
	Persons Required	0	1	0	0	0	0	0	0		
6GA		Administrative Support - General Administrative									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	1	0	1	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		
4	# Employed	0	4	0	0	0	0	0	0		
	# Available	0.7	3.1	0.3	0.1	0.2	0.0	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.