

# City of Portland



**1240-OMF-BHR**  
**Bureau of Human Resources**

## **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	#	6	9	0	5	1	0	0	0		
15 Employees	%	40.00	60.00	0.00	33.33	6.67	0.00	0.00	0.00		
2 - Professionals	#	22	23	6	7	6	1	0	2		
38 Employees	%	57.89	60.53	15.79	18.42	15.79	2.63	0.00	5.26		
6 - Administrative Support	#	11	23	4	4	1	0	0	2		
24 Employees	%	45.83	95.83	16.67	16.67	4.17	0.00	0.00	8.33		
<b>77 Employees</b>	<b>Totals</b>	<b>#</b>	<b>39</b>	<b>55</b>	<b>10</b>	<b>16</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>4</b>	
		<b>%</b>	<b>50.65</b>	<b>71.43</b>	<b>12.99</b>	<b>20.78</b>	<b>10.39</b>	<b>1.30</b>	<b>0.00</b>	<b>5.19</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		#	1	1	0	1	0	0	0	0		
1 Employee	1	%	100.00	100.00	0.00	100.00	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		
1HR - Officials/Admin - Human Resources		#	5	6	0	4	1	0	0	0		
11 Employees	1	%	45.45	54.55	0.00	36.36	9.09	0.00	0.00	0.00		
1PM - Officials/Admin - Program Management		#	0	2	0	0	0	0	0	0		
2 Employees	1	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
2AC - Professionals - Accounting		#	3	2	1	1	1	0	0	0		
4 Employees	2	%	75.00	50.00	25.00	25.00	25.00	0.00	0.00	0.00		
2HR - Professionals - Human Resources		#	19	21	5	6	5	1	0	2		
33 Employees	2	%	57.58	63.64	15.15	18.18	15.15	3.03	0.00	6.06		
2IT - Professionals - Information Technology		#	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		#	5	8	2	2	1	0	0	0		
8 Employees	6	%	62.50	100.00	25.00	25.00	12.50	0.00	0.00	0.00		
6HR - Administrative Support - Human Resources		#	3	10	2	0	0	0	0	1		
11 Employees	6	%	27.27	90.91	18.18	0.00	0.00	0.00	0.00	9.09		
6OS - Administrative Support - Office Support		#	3	5	0	2	0	0	0	1		
5 Employees	6	%	60.00	100.00	0.00	40.00	0.00	0.00	0.00	20.00		
77 Employees	Totals	#	39	55	10	16	8	1	0	4		
		%	50.65	71.43	12.99	20.78	10.39	1.30	0.00	5.19		

# **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		
30000409 - Human Resources Director	#	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	#	1	1	0	1	0	0	0	0		
Totals	%	100.00	100.00	0.00	100.00	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

1HR

Officials/Admin - Human Resources

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000537 - Labor/Employee Relations Manager	#	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		
30000535 - Classification/Compensation 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		
30000524 - Human Resources Site Team Manager	#	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		
30000525 - Human Resources Manager, Police	#	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		
30000530 - Diversity, Outreach & Emp Resources 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		
30000541 - Benefits 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		
30001633 - Human Resources System Manager	#	1	0	0	1	0	0	0	0		
2 Employees	%	50.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00		
30001708 - Training & Development 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		
11 Employees	Totals #	5	6	0	4	1	0	0	0		
	%	45.45	54.55	0.00	36.36	9.09	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	#	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		
2 Employees	Totals	#	2	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

2AC

Professionals - Accounting

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000562 - Accounting Supervisor, 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		
30000064 - Accountant III	#	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		
30000063 - Accountant II	#	2	1	0	1	1	0	0	0		
2 Employees	%	100.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00		
4 Employees	Totals #	3	2	1	1	1	0	0	0		
	%	75.00	50.00	25.00	25.00	25.00	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		
30000536 - Labor Relations Coordinator	#	2	0	1	1	0	0	0	0		
2 Employees	%	100.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00		
30000523 - Human Resources Coordinator	#	9	8	1	2	4	1	0	1		
12 Employees	%	75.00	66.67	8.33	16.67	33.33	8.33	0.00	8.33		
30000534 - Classification/Compensation 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		
30000540 - Benefits 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		
30001535 - Benefits Coordinator	#	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		
30000522 - Human Resources Analyst, Sr	#	4	5	1	2	0	0	0	1		
7 Employees	%	57.14	71.43	14.29	28.57	0.00	0.00	0.00	14.29		
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		
30000533 - Classification/Compensation Analyst, 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		
30000539 - Benefits Analyst	#	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		
30001833 - Labor Relations Analyst, Senior	#	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		
30000521 - Human Resources 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		
30000538 - Benefits Specialist	#	0	1	0	0	0	0	0	0		
2 Employees	%	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00		
30001834 - Labor Relations 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		
33 Employees	Totals #	19	21	5	6	5	1	0	2		
	%	57.58	63.64	15.15	18.18	15.15	3.03	0.00	6.06		

# Job Group Analysis

2IT

Professionals - Information Technology

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000449 - Business Systems 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	#	0	0	0	0	0	0	0	0		
Totals	%	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		
30000436 - Administrative Supervisor I	#	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		
30002383 - Assistant to the HR 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		
30000433 - Administrative Specialist, Sr	#	5	6	2	2	1	0	0	0		
6 Employees	%	83.33	100.00	33.33	33.33	16.67	0.00	0.00	0.00		
8 Employees	Totals #	5	8	2	2	1	0	0	0		
	%	62.50	100.00	25.00	25.00	12.50	0.00	0.00	0.00		

# Job Group Analysis

6HR

Administrative Support - Human Resources

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30001858 - Human Resources System Specialist	#	1	5	1	0	0	0	0	0		
5 Employees	%	20.00	100.00	20.00	0.00	0.00	0.00	0.00	0.00		
30000520 - Human Resources Technician	#	2	5	1	0	0	0	0	1		
6 Employees	%	33.33	83.33	16.67	0.00	0.00	0.00	0.00	16.67		
11 Employees											
	Totals										
	#	3	10	2	0	0	0	0	1		
	%	27.27	90.91	18.18	0.00	0.00	0.00	0.00	9.09		

# Job Group Analysis

6OS

Administrative Support - Office Support

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000013 - Office Support Specialist III	#	2	3	0	2	0	0	0	0		
3 Employees	%	66.67	100.00	0.00	66.67	0.00	0.00	0.00	0.00		
30000012 - Office Support Specialist II	#	1	1	0	0	0	0	0	1		
1 Employee	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00		
30000011 - Office Support Specialist I	#	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		
5 Employees	Totals #	3	5	0	2	0	0	0	1		
	%	60.00	100.00	0.00	40.00	0.00	0.00	0.00	20.00		



# **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	0.00	100.00	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			0.954E		0.948E	0.996E	0.999E	0.989E
	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								

1HR		Officials/Admin - Human Resources							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
11	Employment %	45.45	54.55	0.00	36.36	9.09	0.00	0.00	0.00
	Availability %	27.33	57.18	4.58	10.05	10.86	0.47	0.14	1.24
	Emp Less Avail?								
	Statistical Value		0.545E	0.597E		0.661E	0.949E	0.985E	0.872E
	Stat Significant?								
	Shortfall								

1PM		Officials/Admin - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
2	Employment %	0.00	100.00	0.00	0.00	0.00	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	0.554E		0.892E	0.825E	0.831E	0.990E	0.999E	0.970E
	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

2AC		Professionals - Accounting							
Total Emp 4	Employment %	Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Availability %	75.00	50.00	25.00	25.00	25.00	0.00	0.00	0.00
	Emp Less Avail?	26.81	59.99	10.40	8.12	6.64	0.35	0.10	1.19
	Statistical Value		0.525E				0.986E	0.996E	0.953E
	Stat Significant?								
	Shortfall								
2HR		Professionals - Human Resources							
Total Emp 33	Employment %	Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Availability %	57.58	63.64	15.15	18.18	15.15	3.03	0.00	6.06
	Emp Less Avail?	30.85	70.62	4.11	13.99	10.36	0.60	0.16	1.63
	Statistical Value		YES					0.230	
	Stat Significant?		0.881						
	Shortfall		2						
2IT		Professionals - Information Technology							
Total Emp 1	Employment %	Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Availability %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emp Less Avail?	29.64	32.98	12.82	8.46	6.53	0.24	0.17	1.41
	Statistical Value	0.704E	0.670E	0.872E	0.915E	0.935E	0.998E	0.998E	0.986E
	Stat Significant?								
	Shortfall								
6GA		Administrative Support - General Administrative							
Total Emp 8	Employment %	Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Availability %	62.50	100.00	25.00	25.00	12.50	0.00	0.00	0.00
	Emp Less Avail?	24.52	90.47	2.78	9.47	10.25	0.55	0.14	1.34
	Statistical Value						0.957E	0.989E	0.898E
	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

6HR		Administrative Support - Human Resources							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
11	Employment %	27.27	90.91	18.18	0.00	0.00	0.00	0.00	9.09
	Availability %	38.42	82.78	3.71	17.90	13.99	1.07	0.08	1.67
	Emp Less Avail?	YES			YES	YES			
	Statistical Value	0.335E			0.114E	0.191E	0.888E	0.991E	
	Stat Significant?								
	Shortfall	1			1	1			

6OS		Administrative Support - Office Support							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
5	Employment %	60.00	100.00	0.00	40.00	0.00	0.00	0.00	20.00
	Availability %	35.51	79.52	4.27	14.91	13.75	0.70	0.23	1.61
	Emp Less Avail?								
	Statistical Value			0.804E		0.477E	0.965E	0.989E	
	Stat Significant?								
	Shortfall								

Total Employment: 77

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	0	1	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		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		

1HR		Officials/Admin - Human Resources									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
11	# Employed	5	6	0	4	1	0	0	0		
	# Available	3.0	6.3	0.5	1.1	1.2	0.1	0.0	0.1		
	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		
2	# Employed	0	2	0	0	0	0	0	0		
	# Available	0.5	0.9	0.1	0.2	0.2	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

2AC		Professionals - Accounting									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
4	# Employed	3	2	1	1	1	0	0	0		
	# Available	1.1	2.4	0.4	0.3	0.3	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		
33	# Employed	19	21	5	6	5	1	0	2		
	# Available	10.2	23.3	1.4	4.6	3.4	0.2	0.1	0.5		
	Persons Required	0	2	0	0	0	0	0	0		

2IT		Professionals - Information Technology									
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		

# Shortfall

6GA		Administrative Support - General Administrative									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
8	# Employed	5	8	2	2	1	0	0	0		
	# Available	2.0	7.2	0.2	0.8	0.8	0.0	0.0	0.1		
	Persons Required	0	0	0	0	0	0	0	0		

6HR		Administrative Support - Human Resources									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
11	# Employed	3	10	2	0	0	0	0	1		
	# Available	4.2	9.1	0.4	2.0	1.5	0.1	0.0	0.2		
	Persons Required	1	0	0	1	1	0	0	0		

6OS		Administrative Support - Office Support									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
5	# Employed	3	5	0	2	0	0	0	1		
	# Available	1.8	4.0	0.2	0.7	0.7	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.