

City of Portland



1290-OMF-CAO
Office of the Chief Administrative Officer

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	#	7	16	1	1	4	0	0	1		
27 Employees	%	25.93	59.26	3.70	3.70	14.81	0.00	0.00	3.70		
2 - Professionals	#	2	6	1	0	0	0	1	0		
6 Employees	%	33.33	100.00	16.67	0.00	0.00	0.00	16.67	0.00		
6 - Administrative Support	#	3	5	2	1	0	0	0	0		
5 Employees	%	60.00	100.00	40.00	20.00	0.00	0.00	0.00	0.00		
38 Employees	Totals	#	12	27	4	2	4	0	1	1	
		%	31.58	71.05	10.53	5.26	10.53	0.00	2.63	2.63	

**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	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		
1BT - Officials/Admin - Building Trades		#	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		
1FL - Officials/Admin - Financial		#	4	7	1	0	2	0	0	1		
11 Employees	1	%	36.36	63.64	9.09	0.00	18.18	0.00	0.00	9.09		
1GA - Officials/Admin - General Administrative		#	3	8	0	1	2	0	0	0		
14 Employees	1	%	21.43	57.14	0.00	7.14	14.29	0.00	0.00	0.00		
2AC - Professionals - Accounting		#	2	3	1	0	0	0	1	0		
3 Employees	2	%	66.67	100.00	33.33	0.00	0.00	0.00	33.33	0.00		
2GA - Professionals - General Administrative		#	0	3	0	0	0	0	0	0		
3 Employees	2	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
6AC - Administrative Support - Accounting		#	1	1	1	0	0	0	0	0		
1 Employee	6	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
6GA - Administrative Support - General Administrative		#	2	4	1	1	0	0	0	0		
4 Employees	6	%	50.00	100.00	25.00	25.00	0.00	0.00	0.00	0.00		
38 Employees	Totals	#	12	27	4	2	4	0	1	1		
		%	31.58	71.05	10.53	5.26	10.53	0.00	2.63	2.63		

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		
30000406 - Chief Administrative 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	#	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

1BT

Officials/Admin - Building Trades

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000718 - Facilities Construction Project 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		
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

1FL

Officials/Admin - Financial

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000569 - Financial 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		
30000568 - Financial Analyst, Sr	#	1	2	0	0	0	0	0	1		
5 Employees	%	20.00	40.00	0.00	0.00	0.00	0.00	0.00	20.00		
30000567 - Financial Analyst	#	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		
30000566 - Financial Analyst, Assistant	#	2	3	1	0	1	0	0	0		
3 Employees	%	66.67	100.00	33.33	0.00	33.33	0.00	0.00	0.00		
11 Employees											
	Totals										
	#	4	7	1	0	2	0	0	1		
	%	36.36	63.64	9.09	0.00	18.18	0.00	0.00	9.09		

Job Group Analysis

1GA

Officials/Admin - General Administrative

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000442 - Business Operations 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		
30000716 - Spectator Facilities & Dev Mgr	#	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		
30000441 - Business Operations Manager	#	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		
30000453 - Management Analyst, Principal	#	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		
30000452 - Management Analyst, Sr	#	0	1	0	0	0	0	0	0		
3 Employees	%	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00		
30000451 - Management Analyst	#	1	1	0	1	0	0	0	0		
3 Employees	%	33.33	33.33	0.00	33.33	0.00	0.00	0.00	0.00		
30000450 - Management Assistant	#	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		
14 Employees	Totals #	3	8	0	1	2	0	0	0		
	Totals %	21.43	57.14	0.00	7.14	14.29	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			
30000063 - Accountant II	#	2	3	1	0	0	0	1	0			
3 Employees	%	66.67	100.00	33.33	0.00	0.00	0.00	33.33	0.00			
3 Employees	Totals	#	2	3	1	0	0	0	1	0		
		%	66.67	100.00	33.33	0.00	0.00	0.00	33.33	0.00		

Job Group Analysis

2GA

Professionals - General Administrative

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000461 - Policy Analyst, 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		
30000460 - Policy Analyst	#	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		
		%	0.00	100.00	0.00	0.00	0.00	0.00	0.00		

Job Group Analysis

6AC

Administrative Support - Accounting

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000061 - Accounting Technician	#	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

6GA

Administrative Support - General Administrative

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000435 - Executive Assistant, Director's	#	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		
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		
30000433 - Administrative Specialist, Sr	#	1	2	1	0	0	0	0	0		
2 Employees	%	50.00	100.00	50.00	0.00	0.00	0.00	0.00	0.00		
4 Employees	Totals #	2	4	1	1	0	0	0	0		
	%	50.00	100.00	25.00	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	0.00	0.00	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	0.846E	0.738E	0.954E	0.958E	0.948E	0.996E	0.999E	0.989E
	Stat Significant?								
	Shortfall								

1BT		Officials/Admin - Building Trades							
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 %	18.09	9.91	2.26	5.35	8.73	0.55	0.12	1.07
	Emp Less Avail?								
	Statistical Value	0.819E		0.977E	0.946E	0.913E	0.994E	0.999E	0.989E
	Stat Significant?								
	Shortfall								

1FL		Officials/Admin - Financial							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
11	Employment %	36.36	63.64	9.09	0.00	18.18	0.00	0.00	9.09
	Availability %	27.14	33.64	12.32	7.15	5.74	0.16	0.06	1.74
	Emp Less Avail?								
	Statistical Value			0.599E	0.442E		0.983E	0.993E	
	Stat Significant?								
	Shortfall								

1GA		Officials/Admin - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
14	Employment %	21.43	57.14	0.00	7.14	14.29	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?			YES					
	Statistical Value	0.638E		0.352E			0.951E	0.992E	0.824E
	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

2AC		Professionals - Accounting							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	66.67	100.00	33.33	0.00	0.00	0.00	33.33	0.00
	Availability %	26.81	59.99	10.40	8.12	6.64	0.35	0.10	1.19
	Emp Less Avail?								
	Statistical Value				0.776E	0.814E	0.990E		0.965E
	Stat Significant?								
	Shortfall								

2GA		Professionals - 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 %	27.91	57.81	9.21	9.68	7.15	0.41	0.12	1.33
	Emp Less Avail?								
	Statistical Value	0.375E		0.748E	0.737E	0.800E	0.988E	0.996E	0.961E
	Stat Significant?								
	Shortfall								

6AC		Administrative Support - 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 %	23.22	88.57	4.25	7.75	9.27	0.57	0.14	1.25
	Emp Less Avail?								
	Statistical Value				0.922E	0.907E	0.994E	0.999E	0.988E
	Stat Significant?								
	Shortfall								

6GA		Administrative Support - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
4	Employment %	50.00	100.00	25.00	25.00	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					0.649E	0.978E	0.994E	0.947E
	Stat Significant?								
	Shortfall								

Total Employment: 38

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	0	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		

1BT		Officials/Admin - Building Trades									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	1	0	0	0	0	0	0		
	# Available	0.2	0.1	0.0	0.1	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		
11	# Employed	4	7	1	0	2	0	0	1		
	# Available	3.0	3.7	1.4	0.8	0.6	0.0	0.0	0.2		
	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		
14	# Employed	3	8	0	1	2	0	0	0		
	# Available	3.0	5.6	1.0	1.0	0.8	0.1	0.0	0.2		
	Persons Required	0	0	1	0	0	0	0	0		

2AC		Professionals - Accounting									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	2	3	1	0	0	0	1	0		
	# Available	0.8	1.8	0.3	0.2	0.2	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

2GA		Professionals - General Administrative									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	0	3	0	0	0	0	0	0		
	# Available	0.8	1.7	0.3	0.3	0.2	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

6AC		Administrative Support - Accounting									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	1	1	1	0	0	0	0	0		
	# Available	0.2	0.9	0.0	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		
4	# Employed	2	4	1	1	0	0	0	0		
	# Available	1.0	3.6	0.1	0.4	0.4	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.