

# City of Portland



**1190-PBEM**

**Portland Bureau of Emergency Management**

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

**2018 Quarter 2 (Semi-Annual)**

**AAP Update Plan Reports**

**1/1/2018 to 6/30/2018**



**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	#	3	7	0	1	1	0	0	1		
9 Employees	%	33.33	77.78	0.00	11.11	11.11	0.00	0.00	11.11		
2 - Professionals	#	2	2	1	1	0	0	0	0		
3 Employees	%	66.67	66.67	33.33	33.33	0.00	0.00	0.00	0.00		
6 - Administrative Support	#	2	3	0	2	0	0	0	0		
8 Employees	%	25.00	37.50	0.00	25.00	0.00	0.00	0.00	0.00		
<b>20 Employees</b>	<b>Totals</b>	<b>#</b>	<b>7</b>	<b>12</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	
		<b>%</b>	<b>35.00</b>	<b>60.00</b>	<b>5.00</b>	<b>20.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.00</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	0	1	0	0	0		
1 Employee	1	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
1GA - Officials/Admin - General Administrative		#	1	2	0	1	0	0	0	0		
3 Employees	1	%	33.33	66.67	0.00	33.33	0.00	0.00	0.00	0.00		
1PM - Officials/Admin - Program Management		#	1	4	0	0	0	0	0	1		
5 Employees	1	%	20.00	80.00	0.00	0.00	0.00	0.00	0.00	20.00		
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		#	1	1	0	1	0	0	0	0		
2 Employees	2	%	50.00	50.00	0.00	50.00	0.00	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		#	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		#	2	2	0	2	0	0	0	0		
5 Employees	6	%	40.00	40.00	0.00	40.00	0.00	0.00	0.00	0.00		
20 Employees	Totals	#	7	12	1	4	1	0	0	1		
		%	35.00	60.00	5.00	20.00	5.00	0.00	0.00	5.00		

# **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	#	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		
1 Employee	#	1	1	0	0	1	0	0	0		
	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
	Totals										

# 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	#	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		
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 #	1	2	0	1	0	0	0	0		
	%	33.33	66.67	0.00	33.33	0.00	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		
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	3	0	0	0	0	0	1		
3 Employees	%	33.33	100.00	0.00	0.00	0.00	0.00	0.00	33.33		
5 Employees	Totals #	1	4	0	0	0	0	0	1		
	%	20.00	80.00	0.00	0.00	0.00	0.00	0.00	20.00		

# 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	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		
30000493 - Community Outreach & Informtn Rep, Sr	#	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		
2 Employees	Totals #	1	1	0	1	0	0	0	0		
	%	50.00	50.00	0.00	50.00	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		
2 Employees	%	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00		
2 Employees	#	0	1	0	0	0	0	0	0		
Totals	%	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	#	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

6PM

Administrative Support - Program Management

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two			
30000463 - Program Specialist	#	2	2	0	2	0	0	0	0			
5 Employees	%	40.00	40.00	0.00	40.00	0.00	0.00	0.00	0.00			
5 Employees	Totals	#	2	2	0	2	0	0	0	0		
		%	40.00	40.00	0.00	40.00	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 %	100.00	100.00	0.00	0.00	100.00	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			1.000E	1.000E		1.000E	1.000E	1.000E
	Stat Significant?								
	Shortfall								

1GA		Officials/Admin - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	33.33	66.67	0.00	33.33	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			1.000E		1.000E	1.000E	1.000E	1.000E
	Stat Significant?								
	Shortfall								

1PM		Officials/Admin - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
5	Employment %	20.00	80.00	0.00	0.00	0.00	0.00	0.00	20.00
	Availability %	18.99	48.81	5.89	5.06	3.65	0.56	0.15	3.71
	Emp Less Avail?								
	Statistical Value			1.000E	1.000E	1.000E	1.000E	1.000E	
	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				1.000E	1.000E	1.000E	1.000E	1.000E
	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
2	Employment %	50.00	50.00	0.00	50.00	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		1.000E	1.000E		1.000E	1.000E		1.000E
	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 %	13.70	88.93	3.60	1.46	5.18	0.56	0.39	2.50
	Emp Less Avail?								
	Statistical Value	1.000E	0.209E	1.000E	1.000E	1.000E	1.000E	1.000E	1.000E
	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	1.000E	0.225E	1.000E	1.000E	1.000E	1.000E	1.000E	1.000E
	Stat Significant?								
	Shortfall								

6PM		Administrative Support - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
5	Employment %	40.00	40.00	0.00	40.00	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		0.100E	1.000E		1.000E	1.000E	1.000E	1.000E
	Stat Significant?								
	Shortfall			1					

Total Employment: 20

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	0	1	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	1	2	0	1	0	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		
5	# Employed	1	4	0	0	0	0	0	1		
	# Available	0.9	2.4	0.3	0.3	0.2	0.0	0.0	0.2		
	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		
2	# Employed	1	1	0	1	0	0	0	0		
	# Available	0.3	1.1	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		
2	# Employed	0	1	0	0	0	0	0	0		
	# Available	0.3	1.8	0.1	0.0	0.1	0.0	0.0	0.1		
	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		
5	# Employed	2	2	0	2	0	0	0	0		
	# Available	0.8	3.8	0.3	0.1	0.4	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.