

City of Portland



1040-PHB
Portland Housing Bureau

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	#	26	34	4	10	9	0	0	3		
48 Employees	%	54.17	70.83	8.33	20.83	18.75	0.00	0.00	6.25		
2 - Professionals	#	1	2	1	0	0	0	0	0		
3 Employees	%	33.33	66.67	33.33	0.00	0.00	0.00	0.00	0.00		
6 - Administrative Support	#	8	15	2	2	4	0	0	0		
16 Employees	%	50.00	93.75	12.50	12.50	25.00	0.00	0.00	0.00		
67 Employees	Totals	#	35	51	7	12	13	0	0	3	
		%	52.24	76.12	10.45	17.91	19.40	0.00	0.00	4.48	

**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		
1ER - Officials/Admin - Engineering & Related		#	1	0	0	1	0	0	0	0		
1 Employee	1	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
1FL - Officials/Admin - Financial		#	6	6	0	3	3	0	0	0		
8 Employees	1	%	75.00	75.00	0.00	37.50	37.50	0.00	0.00	0.00		
1GA - Officials/Admin - General Administrative		#	5	6	1	1	1	0	0	2		
8 Employees	1	%	62.50	75.00	12.50	12.50	12.50	0.00	0.00	25.00		
1PM - Officials/Admin - Program Management		#	14	21	3	5	5	0	0	1		
30 Employees	1	%	46.67	70.00	10.00	16.67	16.67	0.00	0.00	3.33		
2CR - Professionals - Community Relations		#	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	1	1	0	0	0	0	0		
2 Employees	2	%	50.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00		
6AC - Administrative Support - Accounting		#	1	1	0	0	1	0	0	0		
1 Employee	6	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
6GA - Administrative Support - General Administrative		#	1	4	0	1	0	0	0	0		
4 Employees	6	%	25.00	100.00	0.00	25.00	0.00	0.00	0.00	0.00		
6OS - Administrative Support - Office Support		#	1	1	0	0	1	0	0	0		
1 Employee	6	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
6PM - Administrative Support - Program Management		#	5	9	2	1	2	0	0	0		
10 Employees	6	%	50.00	90.00	20.00	10.00	20.00	0.00	0.00	0.00		
67 Employees	Totals	#	35	51	7	12	13	0	0	3		
		%	52.24	76.12	10.45	17.91	19.40	0.00	0.00	4.48		

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		
30000417 - Housing 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

1ER

Officials/Admin - Engineering & Related

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000686 - Capital Project Manager II	#	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		
1 Employee	Totals	#	1	0	0	1	0	0	0		
		%	100.00	0.00	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		
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	#	2	2	0	1	1	0	0	0		
2 Employees	%	100.00	100.00	0.00	50.00	50.00	0.00	0.00	0.00		
30001587 - Housing Financial Analyst	#	2	2	0	1	1	0	0	0		
3 Employees	%	66.67	66.67	0.00	33.33	33.33	0.00	0.00	0.00		
30001588 - Housing Financial Analyst, Assistant	#	2	2	0	1	1	0	0	0		
2 Employees	%	100.00	100.00	0.00	50.00	50.00	0.00	0.00	0.00		
8 Employees	Totals #	6	6	0	3	3	0	0	0		
	%	75.00	75.00	0.00	37.50	37.50	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	#	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		
30000453 - Management Analyst, Principal	#	1	0	0	0	0	0	0	1		
1 Employee	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00		
30000452 - Management Analyst, Sr	#	2	2	0	0	1	0	0	1		
2 Employees	%	100.00	100.00	0.00	0.00	50.00	0.00	0.00	50.00		
30000451 - Management Analyst	#	1	2	1	0	0	0	0	0		
3 Employees	%	33.33	66.67	33.33	0.00	0.00	0.00	0.00	0.00		
30001596 - Housing Management Assistant	#	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		
8 Employees											
	Totals	#	5	6	1	1	1	0	2		
		%	62.50	75.00	12.50	12.50	12.50	0.00	25.00		

Job Group Analysis

1PM

Officials/Admin - Program Management

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30001260 - Housing Director, Assistant	#	1	0	0	0	1	0	0	0		
1 Employee	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
30000466 - Program Manager, 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		
30001363 - Housing Portfolio Finance Coordinator	#	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		
30000465 - Program Manager	#	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		
30001367 - Housing Lead Grant Program Coordinator	#	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		
30001595 - Housing Program Coordinator	#	8	9	2	3	2	0	0	1		
13 Employees	%	61.54	69.23	15.38	23.08	15.38	0.00	0.00	7.69		
30001362 - Housing Construction Coordinator, Sr	#	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		
30000464 - Program Coordinator	#	2	2	0	1	1	0	0	0		
2 Employees	%	100.00	100.00	0.00	50.00	50.00	0.00	0.00	0.00		
30001365 - Housing Loan Coordinator, Sr	#	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		
30001361 - Housing Construction 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		
30 Employees	#	14	21	3	5	5	0	0	1		
Totals	%	46.67	70.00	10.00	16.67	16.67	0.00	0.00	3.33		

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	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		
30001591 - Housing Business Systems Analyst, Asst	#	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		
2 Employees	Totals	#	1	1	1	0	0	0	0		
		%	50.00	50.00	50.00	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	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	Totals	#	1	1	0	0	1	0	0		
		%	100.00	100.00	0.00	0.00	100.00	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		
30000434 - Administrative Assistant	#	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		
30001592 - Housing Administrative Specialist, Sr	#	0	3	0	0	0	0	0	0		
3 Employees	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
4 Employees											
	Totals										
	#	1	4	0	1	0	0	0	0		
	%	25.00	100.00	0.00	25.00	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	#	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	Totals	#	1	1	0	0	1	0	0		
		%	100.00	100.00	0.00	0.00	100.00	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		
30001593 - Housing Program Specialist	#	2	4	1	0	1	0	0	0		
5 Employees	%	40.00	80.00	20.00	0.00	20.00	0.00	0.00	0.00		
30001364 - Housing Loan 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		
30001594 - Housing Program Specialist, Assistant	#	3	4	1	1	1	0	0	0		
4 Employees	%	75.00	100.00	25.00	25.00	25.00	0.00	0.00	0.00		
10 Employees	Totals #	5	9	2	1	2	0	0	0		
	%	50.00	90.00	20.00	10.00	20.00	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	1.000E		1.000E	1.000E	1.000E	1.000E	1.000E	1.000E
	Stat Significant?								
	Shortfall								

1ER		Officials/Admin - Engineering & Related							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
1	Employment %	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
	Availability %	17.91	13.61	7.94	1.37	6.32	0.51	0.11	1.64
	Emp Less Avail?								
	Statistical Value		1.000E	1.000E		1.000E	1.000E	1.000E	1.000E
	Stat Significant?								
	Shortfall								

1FL		Officials/Admin - Financial							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
8	Employment %	75.00	75.00	0.00	37.50	37.50	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			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
8	Employment %	62.50	75.00	12.50	12.50	12.50	0.00	0.00	25.00
	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	
	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

1PM		Officials/Admin - Program Management							
Total Emp 30	Employment %	Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Availability %	46.67	70.00	10.00	16.67	16.67	0.00	0.00	3.33
	Emp Less Avail?	18.99	48.81	5.89	5.06	3.65	0.56	0.15	3.71
	Statistical Value						0.411	0.212	0.109
	Stat Significant?								
	Shortfall								
2CR		Professionals - Community Relations							
Total Emp 1	Employment %	Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Availability %	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emp Less Avail?	15.45	54.05	6.01	1.79	6.54	0.48	0.00	0.61
	Statistical Value	1.000E		1.000E	1.000E	1.000E	1.000E		1.000E
	Stat Significant?								
	Shortfall								
2IT		Professionals - Information Technology							
Total Emp 2	Employment %	Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Availability %	50.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00
	Emp Less Avail?	8.59	47.19	4.77	0.37	2.33	0.03	0.00	1.10
	Statistical Value				1.000E	1.000E	1.000E		1.000E
	Stat Significant?								
	Shortfall								
6AC		Administrative Support - Accounting							
Total Emp 1	Employment %	Min	Fem	Asi	Blk	His	Ind	Pac	Two
	Availability %	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00
	Emp Less Avail?	12.44	90.50	5.55	0.53	3.21	0.41	0.14	2.60
	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

6GA		Administrative Support - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
4	Employment %	25.00	100.00	0.00	25.00	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		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 %	100.00	100.00	0.00	0.00	100.00	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	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
10	Employment %	50.00	90.00	20.00	10.00	20.00	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?								
	Statistical Value						1.000E	1.000E	1.000E
	Stat Significant?								
	Shortfall								

Total Employment: 67

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		

1ER		Officials/Admin - Engineering & Related									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	1	0	0	1	0	0	0	0		
	# Available	0.2	0.1	0.1	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		
8	# Employed	6	6	0	3	3	0	0	0		
	# Available	1.1	3.6	0.4	0.3	0.3	0.0	0.0	0.1		
	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		
8	# Employed	5	6	1	1	1	0	0	2		
	# Available	0.9	3.3	0.4	0.1	0.2	0.0	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		
30	# Employed	14	21	3	5	5	0	0	1		
	# Available	5.7	14.6	1.8	1.5	1.1	0.2	0.0	1.1		
	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	1	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		

2IT		Professionals - Information Technology									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
2	# Employed	1	1	1	0	0	0	0	0		
	# Available	0.2	0.9	0.1	0.0	0.0	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

Shortfall

6AC		Administrative Support - Accounting									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	1	1	0	0	1	0	0	0		
	# Available	0.1	0.9	0.1	0.0	0.0	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		
4	# Employed	1	4	0	1	0	0	0	0		
	# Available	0.5	3.6	0.1	0.1	0.2	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	1	1	0	0	1	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		
6PM		Administrative Support - Program Management									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
10	# Employed	5	9	2	1	2	0	0	0		
	# Available	1.7	7.5	0.6	0.2	0.7	0.1	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.