

City of Portland



1240-OMF-BHR
Bureau of Human Resources

Bureau

Affirmative Action Program

(AAP) Plan Reports

2019 AAP Annual Plan Reports
1/1/2018 to 12/31/2018



**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	#	5	3	0	5	0	0	0	0		
10 Employees	%	50.00	30.00	0.00	50.00	0.00	0.00	0.00	0.00		
2 - Professionals	#	24	25	4	9	7	1	0	3		
40 Employees	%	60.00	62.50	10.00	22.50	17.50	2.50	0.00	7.50		
6 - Administrative Support	#	10	28	4	4	1	0	0	1		
29 Employees	%	34.48	96.55	13.79	13.79	3.45	0.00	0.00	3.45		
79 Employees	Totals	#	39	56	8	18	8	1	0	4	
		%	49.37	70.89	10.13	22.78	10.13	1.27	0.00	5.06	

**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		#	1	0	0	1	0	0	0	0		
2 Employees	1	%	50.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00		
1GA - Officials/Admin - General Administrative		#	3	2	0	3	0	0	0	0		
7 Employees	1	%	42.86	28.57	0.00	42.86	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		#	21	23	3	8	6	1	0	3		
35 Employees	2	%	60.00	65.71	8.57	22.86	17.14	2.86	0.00	8.57		
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		#	1	7	0	0	1	0	0	0		
7 Employees	6	%	14.29	100.00	0.00	0.00	14.29	0.00	0.00	0.00		
6HR - Administrative Support - Human Resources		#	6	17	4	2	0	0	0	0		
18 Employees	6	%	33.33	94.44	22.22	11.11	0.00	0.00	0.00	0.00		
6OS - Administrative Support - Office Support		#	3	4	0	2	0	0	0	1		
4 Employees	6	%	75.00	100.00	0.00	50.00	0.00	0.00	0.00	25.00		
79 Employees	Totals	#	39	56	8	18	8	1	0	4		
		%	49.37	70.89	10.13	22.78	10.13	1.27	0.00	5.06		

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		
30003038 - Director II	#	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		
	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
Totals											

Job Group Analysis

1FL

Officials/Admin - Financial

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30003056 - Financial Analyst III	#	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		
30003055 - Financial Analyst 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		
2 Employees	Totals #	1	0	0	1	0	0	0	0		
	%	50.00	0.00	0.00	50.00	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		
30003035 - Deputy Director II	#	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		
30003082 - Manager II	#	2	1	0	2	0	0	0	0		
4 Employees	%	50.00	25.00	0.00	50.00	0.00	0.00	0.00	0.00		
30003081 - Manager I	#	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		
7 Employees	Totals #	3	2	0	3	0	0	0	0		
	%	42.86	28.57	0.00	42.86	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		
30003001 - Accounting Supervisor	#	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		
30003065 - Human Resources Analyst III	#	3	4	2	1	0	0	0	0		
6 Employees	%	50.00	66.67	33.33	16.67	0.00	0.00	0.00	0.00		
30003066 - Human Resources Generalist	#	8	8	0	2	4	1	0	1		
12 Employees	%	66.67	66.67	0.00	16.67	33.33	8.33	0.00	8.33		
30003064 - Human Resources Analyst II	#	10	11	1	5	2	0	0	2		
17 Employees	%	58.82	64.71	5.88	29.41	11.76	0.00	0.00	11.76		
35 Employees	Totals #	21	23	3	8	6	1	0	3		
	%	60.00	65.71	8.57	22.86	17.14	2.86	0.00	8.57		

Job Group Analysis

2IT

Professionals - Information Technology

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30003012 - Business Systems Analyst III	#	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		
30003104 - Supervisor II	#	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		
30003103 - Supervisor I - E	#	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		
30003004 - Administrative Specialist III	#	1	3	0	0	1	0	0	0		
3 Employees	%	33.33	100.00	0.00	0.00	33.33	0.00	0.00	0.00		
30003003 - Administrative Specialist II	#	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		
30003002 - Administrative 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		
7 Employees	Totals #	1	7	0	0	1	0	0	0		
	%	14.29	100.00	0.00	0.00	14.29	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		
30003063 - Human Resources Analyst I	#	5	11	3	2	0	0	0	0		
12 Employees	%	41.67	91.67	25.00	16.67	0.00	0.00	0.00	0.00		
30003067 - Human Resources Systems Specialist	#	1	6	1	0	0	0	0	0		
6 Employees	%	16.67	100.00	16.67	0.00	0.00	0.00	0.00	0.00		
18 Employees	Totals #	6	17	4	2	0	0	0	0		
	%	33.33	94.44	22.22	11.11	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	#	2	2	0	2	0	0	0	0		
2 Employees	%	100.00	100.00	0.00	100.00	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		
4 Employees	Totals #	3	4	0	2	0	0	0	1		
	%	75.00	100.00	0.00	50.00	0.00	0.00	0.00	25.00		

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 %	18.43	29.76	4.17	6.06	6.34	0.49	0.09	1.30
	Emp Less Avail?								
	Statistical Value			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
2	Employment %	50.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00
	Availability %	13.82	45.76	4.33	4.29	3.44	0.00	0.00	1.76
	Emp Less Avail?								
	Statistical Value		0.504E	1.000E		1.000E			1.000E
	Stat Significant?								
	Shortfall								

1GA		Officials/Admin - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
7	Employment %	42.86	28.57	0.00	42.86	0.00	0.00	0.00	0.00
	Availability %	10.27	41.32	4.48	1.17	2.72	0.37	0.09	1.50
	Emp Less Avail?								
	Statistical Value		0.707E	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
4	Employment %	75.00	50.00	25.00	25.00	25.00	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		0.615E				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

2HR		Professionals - Human Resources							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
35	Employment %	60.00	65.71	8.57	22.86	17.14	2.86	0.00	8.57
	Availability %	13.50	75.39	4.28	2.79	4.15	0.21	0.00	2.07
	Emp Less Avail?		YES						
	Statistical Value		1.329						
	Stat Significant?								
	Shortfall		3						

2IT		Professionals - Information Technology							
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 %	13.19	41.95	7.77	1.18	2.41	0.16	0.00	1.66
	Emp Less Avail?								
	Statistical Value	1.000E	1.000E	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
7	Employment %	14.29	100.00	0.00	0.00	14.29	0.00	0.00	0.00
	Availability %	14.82	64.27	4.21	1.30	5.64	0.66	0.28	2.71
	Emp Less Avail?								
	Statistical Value	1.000E		1.000E	1.000E		1.000E	1.000E	1.000E
	Stat Significant?								
	Shortfall								

6HR		Administrative Support - Human Resources							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
18	Employment %	33.33	94.44	22.22	11.11	0.00	0.00	0.00	0.00
	Availability %	9.47	88.68	1.72	0.56	3.91	0.40	0.00	2.88
	Emp Less Avail?								
	Statistical Value					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

60S		Administrative Support - Office Support							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
4	Employment %	75.00	100.00	0.00	50.00	0.00	0.00	0.00	25.00
	Availability %	17.06	77.73	6.58	2.14	4.71	0.87	0.39	2.40
	Emp Less Avail?								
	Statistical Value			1.000E		1.000E	1.000E	1.000E	
	Stat Significant?								
	Shortfall								

Total Employment: 79

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	0.1	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		
2	# Employed	1	0	0	1	0	0	0	0		
	# Available	0.3	0.9	0.1	0.1	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		
7	# Employed	3	2	0	3	0	0	0	0		
	# Available	0.7	2.9	0.3	0.1	0.2	0.0	0.0	0.1		
	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	0.6	2.6	0.4	0.0	0.1	0.0	0.0	0.1		
	Persons Required	0	0	0	0	0	0	0	0		

2HR		Professionals - Human Resources									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
35	# Employed	21	23	3	8	6	1	0	3		
	# Available	4.7	26.4	1.5	1.0	1.5	0.1	0.0	0.7		
	Persons Required	0	3	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	0.1	0.4	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		
7	# Employed	1	7	0	0	1	0	0	0		
	# Available	1.0	4.5	0.3	0.1	0.4	0.0	0.0	0.2		
	Persons Required	0	0	0	0	0	0	0	0		

Shortfall

6HR		Administrative Support - Human Resources									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
18	# Employed	6	17	4	2	0	0	0	0		
	# Available	1.7	16.0	0.3	0.1	0.7	0.1	0.0	0.5		
	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	3	4	0	2	0	0	0	1		
	# 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.