

City of Portland



1090
Office of the City Attorney

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	#	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 - Professionals	#	12	21	5	1	3	0	0	3		
38 Employees	%	31.58	55.26	13.16	2.63	7.89	0.00	0.00	7.89		
6 - Administrative Support	#	6	25	0	2	3	0	0	1		
28 Employees	%	21.43	89.29	0.00	7.14	10.71	0.00	0.00	3.57		
68 Employees	Totals	#	18	48	5	3	6	0	4		
	%	26.47	70.59	7.35	4.41	8.82	0.00	0.00	5.88		

**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		
1GA - Officials/Admin - General Administrative		#	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		
2LL - Professionals - Legal		#	12	21	5	1	3	0	0	3		
38 Employees	2	%	31.58	55.26	13.16	2.63	7.89	0.00	0.00	7.89		
6GA - Administrative Support - General Administrative		#	0	4	0	0	0	0	0	0		
5 Employees	6	%	0.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00		
6LL - Administrative Support - Legal		#	5	20	0	1	3	0	0	1		
22 Employees	6	%	22.73	90.91	0.00	4.55	13.64	0.00	0.00	4.55		
6OS - Administrative Support - Office Support		#	1	1	0	1	0	0	0	0		
1 Employee	6	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
68 Employees	Totals	#	18	48	5	3	6	0	0	4		
		%	26.47	70.59	7.35	4.41	8.82	0.00	0.00	5.88		

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		
30003017 - City Attorney	#	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

1GA

Officials/Admin - General Administrative

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30003081 - Manager 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		
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

2LL

Professionals - Legal

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30003019 - City Attorney, Chief Deputy	#	0	2	0	0	0	0	0	0		
5 Employees	%	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00		
30003021 - City Attorney, Senior Deputy	#	4	9	1	0	1	0	0	2		
15 Employees	%	26.67	60.00	6.67	0.00	6.67	0.00	0.00	13.33		
30003020 - City Attorney, Deputy	#	7	10	3	1	2	0	0	1		
16 Employees	%	43.75	62.50	18.75	6.25	12.50	0.00	0.00	6.25		
30003018 - City Attorney, Assistant Deputy	#	1	0	1	0	0	0	0	0		
2 Employees	%	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00		
38 Employees	Totals #	12	21	5	1	3	0	0	3		
	%	31.58	55.26	13.16	2.63	7.89	0.00	0.00	7.89		

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		
30003003 - Administrative Specialist II	#	0	3	0	0	0	0	0	0		
4 Employees	%	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00		
5 Employees											
	Totals										
	#	0	4	0	0	0	0	0	0		
	%	0.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00		

Job Group Analysis

6LL

Administrative Support - Legal

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30003088 - Paralegal 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		
30003087 - Paralegal	#	3	10	0	1	2	0	0	0		
11 Employees	%	27.27	90.91	0.00	9.09	18.18	0.00	0.00	0.00		
30003077 - Legal Assistant	#	2	9	0	0	1	0	0	1		
10 Employees	%	20.00	90.00	0.00	0.00	10.00	0.00	0.00	10.00		
22 Employees	Totals #	5	20	0	1	3	0	0	1		
	%	22.73	90.91	0.00	4.55	13.64	0.00	0.00	4.55		

Job Group Analysis

6OS

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	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	Totals	#	1	1	0	1	0	0	0		
		%	100.00	100.00	0.00	100.00	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	100.00	0.00	0.00	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	1.000E	1.000E
	Stat Significant?								
	Shortfall								

1GA		Officials/Admin - General Administrative							
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 %	10.27	41.32	4.48	1.17	2.72	0.37	0.09	1.50
	Emp Less Avail?								
	Statistical Value	1.000E		1.000E	1.000E	1.000E	1.000E	1.000E	1.000E
	Stat Significant?								
	Shortfall								

2LL		Professionals - Legal							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
38	Employment %	31.58	55.26	13.16	2.63	7.89	0.00	0.00	7.89
	Availability %	9.82	34.80	2.16	1.14	3.78	0.42	0.00	2.33
	Emp Less Avail?								
	Statistical Value						0.400		
	Stat Significant?								
	Shortfall								

6GA		Administrative Support - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
5	Employment %	0.00	80.00	0.00	0.00	0.00	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	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

6LL		Administrative Support - Legal							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
22	Employment %	22.73	90.91	0.00	4.55	13.64	0.00	0.00	4.55
	Availability %	9.55	83.44	3.50	0.32	3.03	0.32	0.00	2.39
	Emp Less Avail?								
	Statistical Value			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	100.00	0.00	0.00	0.00	0.00
	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	1.000E
	Stat Significant?								
	Shortfall								

Total Employment: 68

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	0.1	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		
1	# Employed	0	1	0	0	0	0	0	0		
	# Available	0.1	0.4	0.0	0.0	0.0	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

2LL		Professionals - Legal									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
38	# Employed	12	21	5	1	3	0	0	3		
	# Available	3.7	13.2	0.8	0.4	1.4	0.2	0.0	0.9		
	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		
5	# Employed	0	4	0	0	0	0	0	0		
	# Available	0.7	3.2	0.2	0.1	0.3	0.0	0.0	0.1		
	Persons Required	0	0	0	0	0	0	0	0		

6LL		Administrative Support - Legal									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
22	# Employed	5	20	0	1	3	0	0	1		
	# Available	2.1	18.4	0.8	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		
1	# Employed	1	1	0	1	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		

W - Whole Person Rule

A placement goal is set when employment is less than availability by at least one whole person.