



BHR BUREAU OF
HUMAN
RESOURCES

City of Portland Workforce Survey

**Disability and Veteran Status
2019**

**#WE ARE
PORTLAND**

Table of Contents

Foreword	1
Executive Summary	2
Introduction	4
Improving Data Accuracy.....	4
Affirmative Action and Supporting Equity.....	4
Methodology	5
Survey Definitions.....	5
Form Design	5
Communications.....	6
Data Collection	7
Survey Response	8
Findings: Disability Status	9
Overall Results	9
Disability Findings – Race and Ethnicity	10
Disability Findings – Veteran Status	11
Disability Findings – Manager/Supervisor Status	12
Additional Resources.....	13
Findings: Veteran Status	14
Overall Results	14
Veteran Findings – Race and Ethnicity.....	15
Veteran Findings – Disability Status	16
Veteran Findings – Manager/Supervisor Status	17
Additional Resources.....	18
Appendix	



BHR BUREAU OF
HUMAN
RESOURCES

**#WE ARE
PORTLAND**

Foreword

The City of Portland's workforce is made up of over 8,300 active employees. These valuable team members work in a variety of environments, from forests and rivers to community centers and office buildings. Employees work in regular full-time or part-time positions, for a set period of time in limited duration positions, or for a "season" in casual positions. There are engineers, firefighters, construction workers, police officers, lawyers, administrative staff, and many more dedicated individuals who keep the City of Portland thriving.

As an employer, demographic data is a valuable tool used to ensure the City is making progress on its affirmative action and equity goals, *and* that employees reflect the communities we serve. Surveys present important opportunities to recognize employees who are already part of our work community, as well as identify possibilities for future recruitment, selection, and retention efforts.

In the summer of 2019, the Bureau of Human Resources (BHR) conducted a Citywide employee survey on disability and veteran status. The survey was preceded by an educational campaign to clarify how "disability" and "veteran" are defined and to increase awareness regarding privacy measures. BHR received over 1,150 employee responses.

I applaud the hard work of City staff who helped make this survey a success. This includes not only staff in BHR, but staff in all City bureaus who contributed their time and support in learning about the survey, promoting the survey, and distributing survey forms within their networks. The communication, collaboration and coordination between multiple City bureaus and offices exemplifies the very best of who we are as the City of Portland.

The next Citywide disability and veteran status survey is scheduled for June 2024. By that time, it is BHR's vision that at least 5% of the City's employees will self-identify as having a disability, and at least 5% of employees will self-identify as veterans.

Thank you to all who supported and participated in this survey. It is BHR's honor to serve and support our City workforce, including our employees with disabilities and our veterans.

Sincerely,

Cathy Bless
*Interim Chief Human Resource Officer
City of Portland*



Executive Summary

In alignment with federal recommendations, the City of Portland conducts a workforce disability status survey every five years through the Bureau of Human Resources (BHR). For the 2019 survey, BHR also included an opportunity for employees to update their veteran status.

From June to July 2019, two forms were provided to City of Portland employees, one for disability status and one for veteran status. BHR received a total of 1,176 valid responses for the disability status form, and 1,059 valid responses for the veteran form.¹ These responses were used to update and clean data in BHR's database of employee demographics, and the results from the full database were used to generate this survey report as a snapshot of the City of Portland's workforce today.

The Workforce Disability and Veteran Status Survey yielded the following findings:

- **The number of employees self-identifying as having a disability or previously having a disability changed from 148 employees to 332 employees.** There was a 124% increase in the number of employees who identify as having a disability or previously having one.
- **The majority of employees who have or have had a disability are white, about 79%.** Among employees *without* disabilities, about 74% identify as white.
- **There are 71 employees who have or have had a disability who also identify as a race or ethnicity other than white, about 21% of employees with disabilities.** Among employees *without* disabilities, about 26% of employees also identify as a race or ethnicity other than white.
- **Of employees who have or have had disabilities, nearly 30% are also veterans.** In other words, about 3 of every 10 employees with disabilities also identify as veterans.
- **There are 42 employees who have or have had a disability who were also managers or supervisors, about 12% of employees with disabilities.** Among employees *without* disabilities, 708 employees are managers or supervisors, about 8.7% of employees without disabilities.

¹ BHR received an additional twenty-four (24) paper forms that were either blank or had no employee name, as well as six (6) invalid veteran responses that were discounted due to a temporary glitch with the online form.



BHR BUREAU OF
HUMAN
RESOURCES

**#WE ARE
PORTLAND**

- **The number of employees self-identifying as a veteran rose from 282 employees to 367 employees.** There was a 30% increase in the number of employees who identify as veterans.
- **The majority of employees who are veterans are white, about 72%.** Of employees who are *not* veterans, about 74% identify as white.
- **There are 102 employees who are veterans who also identify as a race or ethnicity other than white, about 28%.** Of employees who are *not* veterans, about 26% identify as a race or ethnicity other than white.
- **Of employees who are veterans, more than a quarter also have disabilities.** In other words, about 1 in 4 employees who are veterans also identify as having a disability or previously having one.
- **There are 39 employees who are veterans who are also managers or supervisors, about 10% of veterans.** Of employees who are *not* veterans, 711 employees are managers or supervisors, about 8.8% of non-veteran employees.



BHR BUREAU OF
HUMAN
RESOURCES

**#WE ARE
PORTLAND**

Introduction

The Workforce Disability and Veteran Status Survey was conducted by the City of Portland through its Bureau of Human Resources (BHR) from June 1st to July 31st, 2019. Its purpose was to gather voluntary self-identifications of disability and veteran status from City employees in order to capture an updated “snapshot” of workforce demographics. This allows the City to better understand its workforce today and illuminates opportunities for recruiting, selecting, and retaining a diverse workforce.

Improving Data Accuracy

BHR last held a workforce disability status survey in 2014. Federal guidelines recommend that employers host a disability status survey for their workforce every five years, since an employee’s disability status can change over time.

In addition, BHR received feedback that it was possible some employees did not fully understand how disability is defined in federal standards, and that some employees may have concerns about the confidentiality regarding sensitive data. BHR made it a goal in this year’s workforce survey to address both concerns through an education campaign as part of the survey process.

For similar reasons, veterans’ status was added to the 2019 survey by BHR. Previous data-collection efforts hinted at possible confusion regarding the phrasing of one of the options. By providing an opportunity for any City employee to update their veteran’s status using the revised form, the accuracy and integrity of the veteran’s status data would improve.

Affirmative Action and Supporting Equity

Demographic data is a vital tool that helps measure the City’s progress on supporting equity, diversity and inclusion strategies for people with disabilities and veterans in its workforce. It is also a required component of affirmative action reports generated by employers.

Using an intersectional lens on demographic data allows the City to have a nuanced perspective of where it is succeeding and where future opportunities lie. In this survey report, the intersection of disability status, veteran status, race/ethnicity, and manager/supervisor status are explored.

The data in this survey report is a starting point for the City in determining how it can most effectively support current employees who have disabilities and/or who are veterans, as well as possibilities for future Citywide recruitment, selection, and retention strategies.



Methodology

Survey Definitions

Active Employees

For this survey, “active employees” in the City of Portland workforce includes any employee who was actively employed at any time during the period between June 1st to July 31st, 2019.

Disability

For the purposes of this survey, disability is defined as a “physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition”. This is a standard federal definition, used in the Americans with Disabilities Act (ADA) of 1990 as amended.

Disabilities include, but are not limited to blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV, AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, conditions requiring the use of a wheelchair, and intellectual disabilities.

Veteran

For the purposes of this survey, a veteran is a person who is a former member of the Armed Forces of the United States (Army, Navy, Air Force, Marine Corps, and Coast Guard) who served on active duty and was discharged under conditions other than dishonorable.

Form Design

When collecting demographic data from employees, the City of Portland complies with the regulations, standards, and data categories used by the United States’ Office of Federal Contract Compliance Programs (OFCCP) and the U.S. Equal Employment Opportunity Commission (EEOC). This ensures demographic data collected by the City’s Bureau of Human Resources can be directly compared with demographic data from other employers nationwide who use these federal standards.



Disability Status Form

The “Voluntary Self-Identification of Disability Status” form used for this survey was based on OFCCP Form CC-305. A copy of the survey form is provided in the Appendix.

Two modifications were made to the form for survey use. First, the phrase “previously called mental retardation” was removed. Second, a new *Confidentiality* section was added to clarify that data on disability status provided by an individual City employee would be kept confidential by default. A City employee could choose not to keep their information confidential by selecting the box.

Veteran Status Form

The “Voluntary Self-Identification of Veteran Status” form used for this survey is based on standard veteran categories identified by the Vietnam Era Veterans’ Readjustment Assistance Act (VERVAA) of 1974, as amended by the Jobs for Veterans Act of 2002. A copy of the survey form is provided in the Appendix.

Two modifications were made to the form for survey use. First, the option “Not a Protected Veteran” was updated to “I am a Veteran, but not a Protected Veteran” for clarity. Second, a new *Confidentiality* section was added to clarify that data on veteran status provided by an individual City employee would be kept confidential by default. A City employee could choose not to keep their information confidential by selecting the box.

Formats

Both the disability and veteran status forms could be completed electronically (through the City of Portland’s TrackIt platform) or on paper. Employees who completed paper forms had the option of using a survey drop-off box or mailing their forms to the Bureau of Human Resources.

To conserve paper, employees who had a City of Portland email address ending in “portlandoregon.gov” were encouraged to complete their forms electronically, with paper forms being prioritized for employees without a City email address.

Communications

Prior to the start of the survey, two email notifications were sent (one in April 2019, one in May 2019) to all employees with City of Portland email addresses by BHR’s Chief Human Resources Officer. Both emails included a link to a short, captioned video with more information about the survey. Managers and supervisors were asked to print and post the email for employees who did not have access to a City email address.



BHR BUREAU OF
HUMAN
RESOURCES

**#WE ARE
PORTLAND**

A third email notification was sent to all City employees by BHR's Chief Human Resources Officer on July 1st, 2019. Links to the electronic survey forms were included, as well as a notification the survey grace period for the online forms would last until Monday, July 15th.

Beginning May 23rd and continuing through July 9th, BHR representatives visited manager and/or maintenance staff meetings at multiple City Bureaus to provide additional context and answer questions about the survey.

Data Collection

Electronic Forms

During the week of June 3rd, mail merge was used to email links to the online survey forms to all employees with known City of Portland email addresses (a total of 5,758 emails).

There was a temporary glitch in the veteran's status forms during the first batch of survey invitations on June 3rd, which prevented a non-veteran employee from identifying as a non-veteran. This was fixed within 30 minutes, and a follow-up email sharing the corrected veteran's form was sent to all three hundred eighty-one (381) affected employees. Six (6) employees who completed the faulty form were individually contacted and asked to resubmit their form to ensure accuracy. The initial responses were discarded and not included in the survey analysis.

The electronic survey forms were available online until close of business on Monday, July 15th. At that time, the veteran status form was deactivated. The online disability status form remained valid for continued use by new employees, but no additional disability survey responses were accepted after 5:00 pm on July 15th.

Paper Forms

Since Portland Parks & Recreation had the highest number of casual (seasonal) employees, it also had the highest number of employees without City email addresses or online access. Beginning the morning of June 7th, paper survey forms and a locked survey drop-off box were provided in the staff break room at Matt Dishman Community Center, at the front desk of Mt. Tabor Yard, and in the staff mail room at Multnomah Arts Center. All forms and drop-boxes were collected July 1st – 2nd by a BHR representative.

BHR took the additional step of meeting with Recreation supervisors at their staff meeting on July 9th. Paper forms and security envelopes were offered to all Recreation supervisors to take to their teams. Recreation employees could then choose to return the form by mail or in-person delivery to the Human Resources Business Partner



(HRBP) or directly to BHR. Because of the staggered distribution to Recreation teams, mailed responses were accepted until close of business on Wednesday, July 31st.

In addition, BHR representatives conducted on-site visits for maintenance teams the Portland Water Bureau (June 18th) and the Portland Bureau of Transportation (July 11th) to simultaneously distribute and collect paper survey forms. Employees at Portland Fire & Rescue who did not have email addresses still had regular access to a staff computer and internal staff portal; a link to the online forms was posted there for their use.

Survey Response

Disability Status

A total of **1,176** survey responses were received for the disability status form, out of **8,397** active employees.² The survey response rate for the disability form was approximately **14.0%**.

For the electronic disability survey form, BHR received **1,050** employee responses. All responses were valid.

For the paper disability survey form, BHR received **126** employee responses. An additional twenty-four (24) paper forms were returned to BHR but were either blank or did not have an employee name. These twenty-four (24) forms were not counted in the survey results.

Veteran Status

A total of **1,059** survey responses were received for the veteran status form, out of **8,397** active employees.³ The survey response rate for the veteran form was approximately **12.6%**.

For the electronic veteran survey form, BHR received 943 employee responses. Six (6) responses using the veteran form were invalid, and not counted toward the survey results. The total number of valid electronic veteran survey responses is **937**.

For the paper veteran survey form, BHR received **122** employee responses. An additional twenty-four (24) paper forms were returned to BHR but were either blank or did not have an employee name. These twenty-four (24) forms were not counted in the survey results.

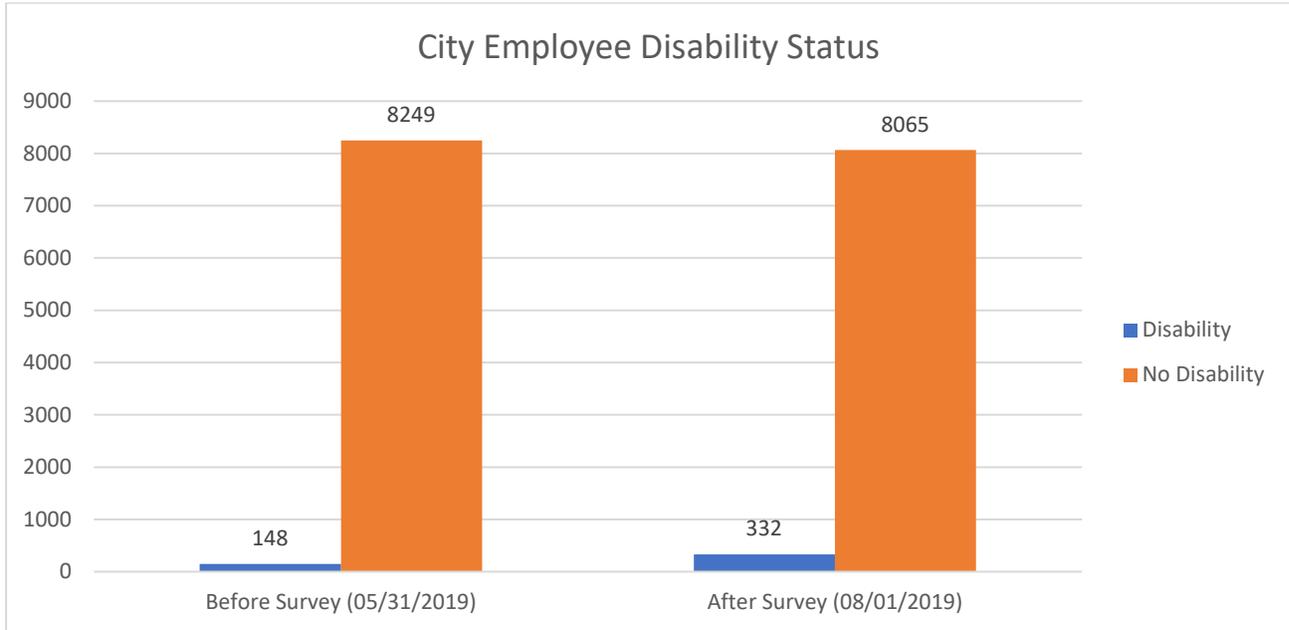
² "Active employees" refers to City of Portland employees who were actively employed at any time during the period between June 1st to July 31st, 2019.

³ See footnote 2.



Findings: Disability Status

Overall Results



As of May 31, 2019 (*before the survey began*), there were **148** City of Portland employees who self-identified as having a disability or previously having one. Employees with disabilities made up approximately **1.7%** of the City of Portland’s workforce.

As of August 1, 2019 (*after the survey ended*) there were **332** City of Portland employees who self-identified as having a disability or previously having one. Employees with disabilities made up approximately **3.9%** of the City of Portland’s workforce.

Community Comparison: Disability Prevalence in Oregon

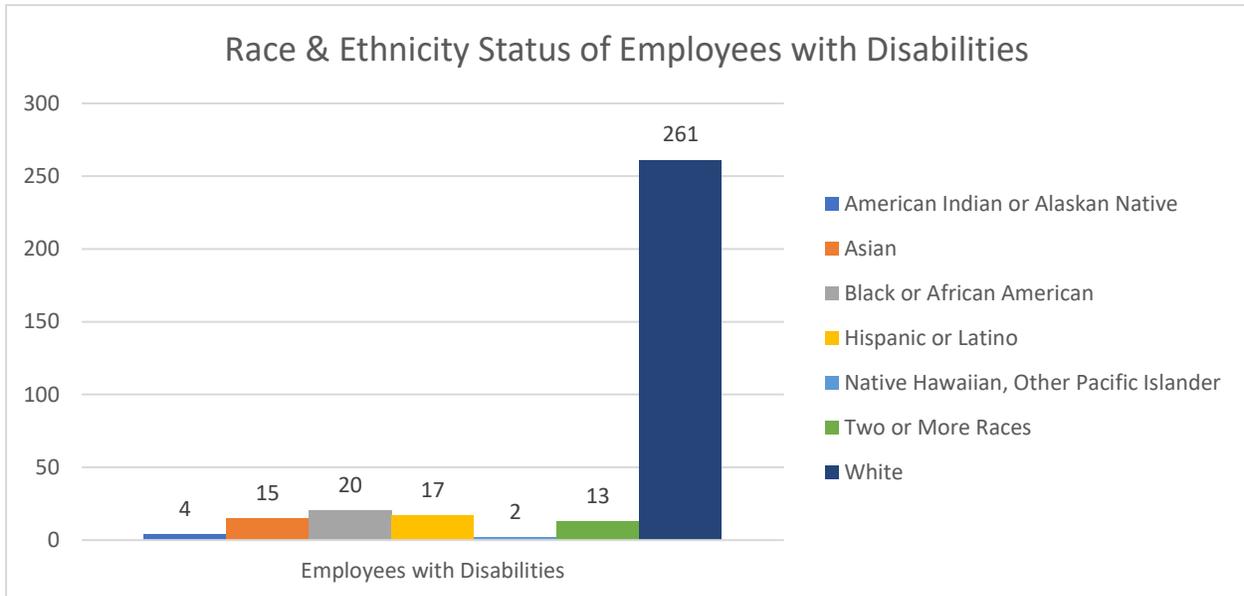
According to OHSU’s Office on Disability and Health, which analyzes data collected using the Behavioral Risk Factor Surveillance System (BRFSS), about **25%** of adult Oregonians have a disability.⁴ When disaggregated by county, about 21.7% of Multnomah County’s adult population had a disability, about 17.5% of Washington County’s adult population had a disability, and about 19.6% of Clackamas County had a disability.⁵ When averaged, people with disabilities comprise **19.6%** of the combined adult population of Multnomah, Washington, and Clackamas counties.

⁴ https://www.ohsu.edu/sites/default/files/2019-04/OODH%20DataInfoBrief_2017data_demographics.pdf

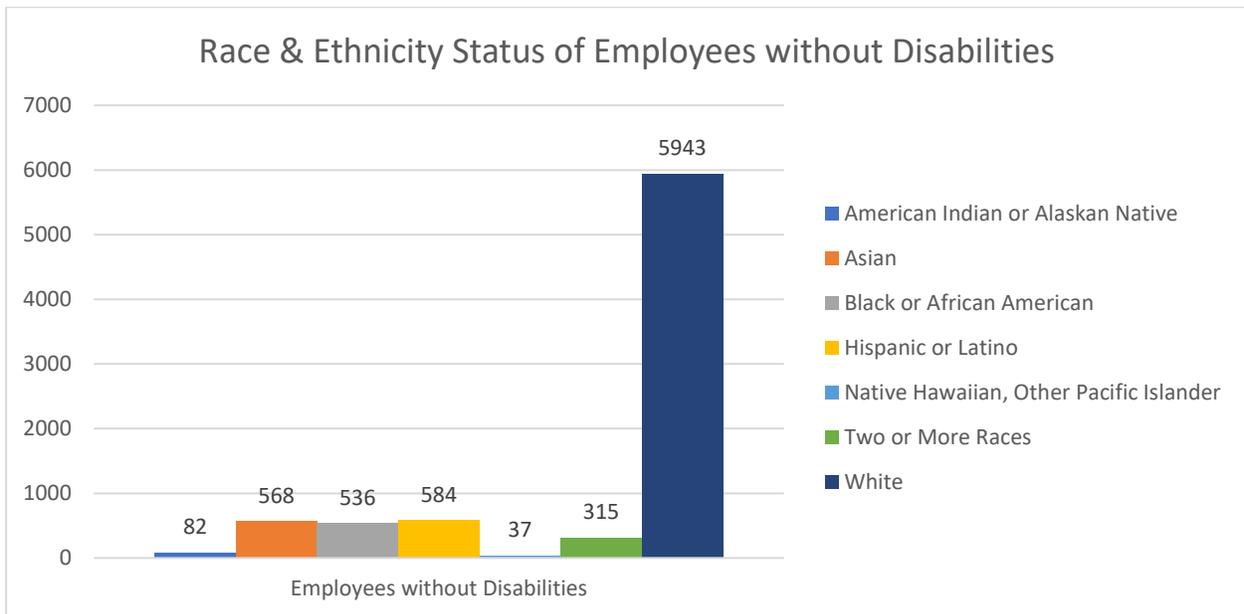
⁵ <https://www.ohsu.edu/oregon-office-on-disability-and-health/oregon-disability-health-data-and-statistics>



Disability Findings – Race and Ethnicity



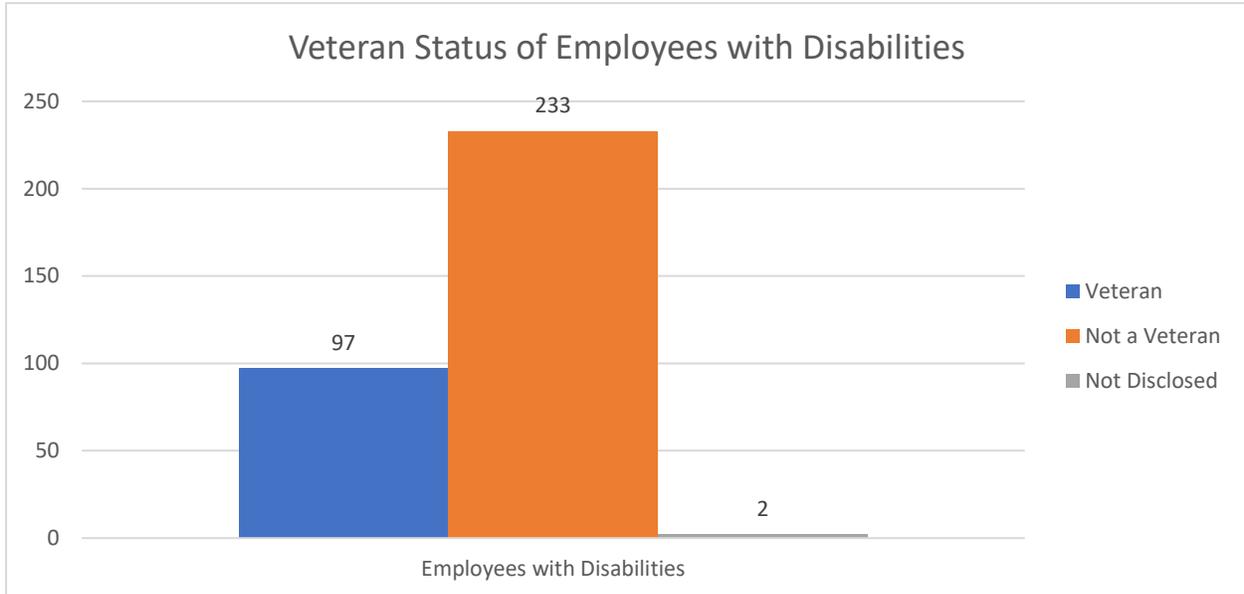
Of the **332** employees who self-identified as having a disability or previously having one, **71 employees (21.3%)** also identified as a race or ethnicity other than white.



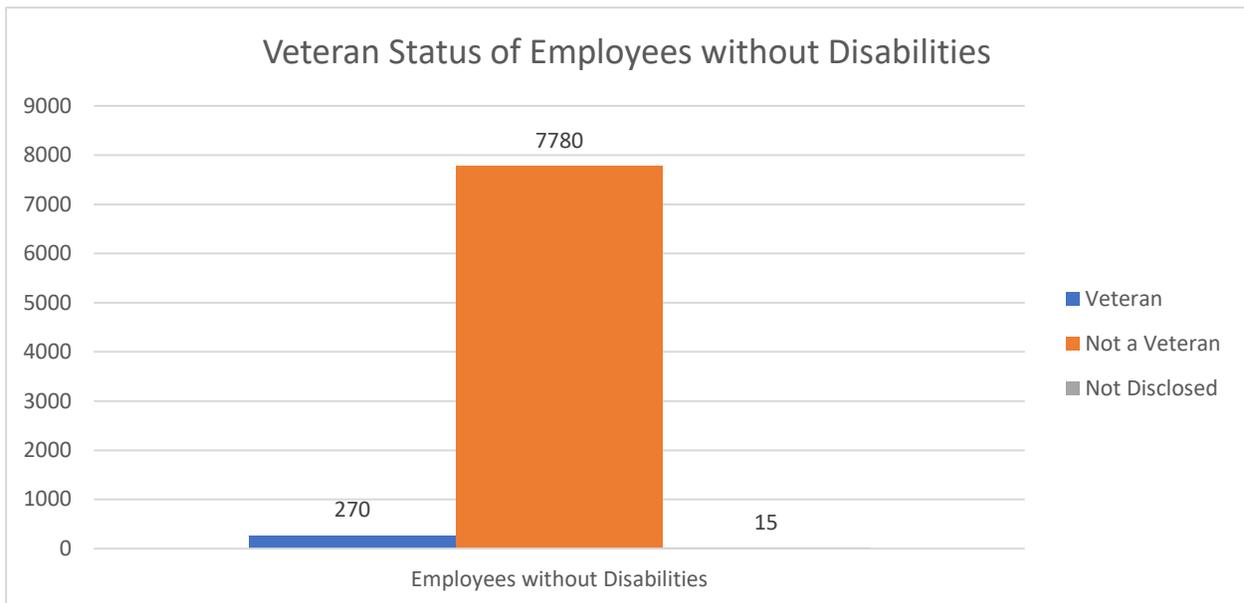
Of the **8,065** employees who did not identify as having a disability or previously having one, **2,122 employees (26.3%)** also identified as being a race or ethnicity other than white.



Disability Findings – Veteran Status



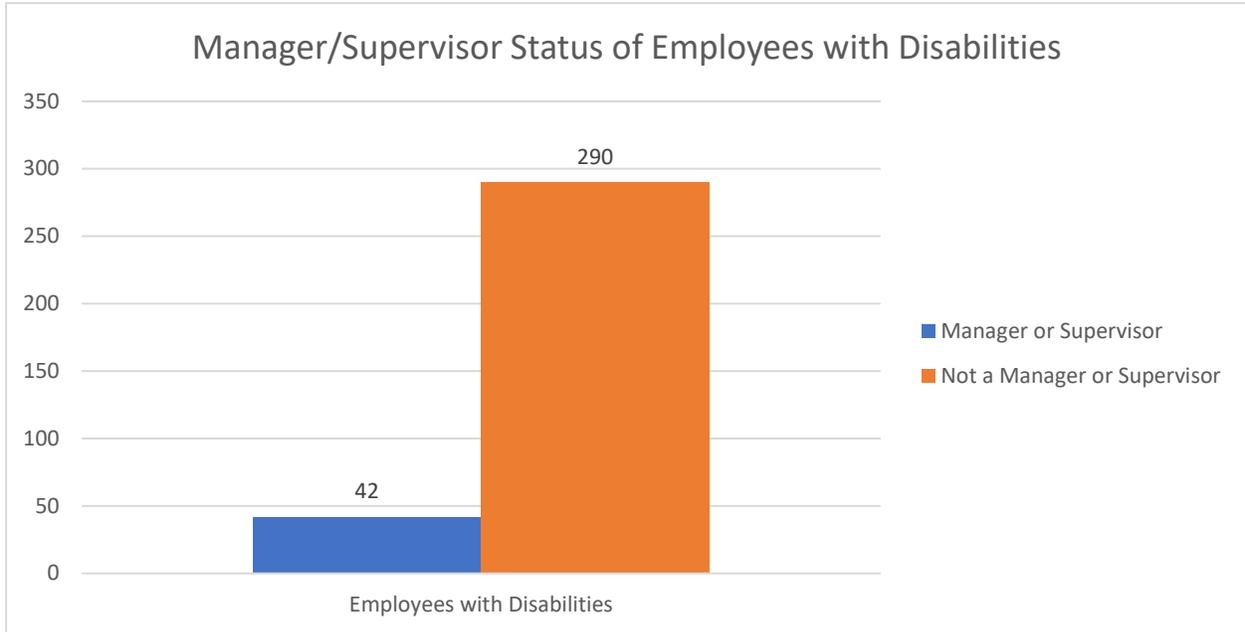
Of the **332** employees who self-identified as having a disability or previously having one, **97** employees (**29.2%**) also identified as being a veteran, and **2** employees did not disclose their veteran status.



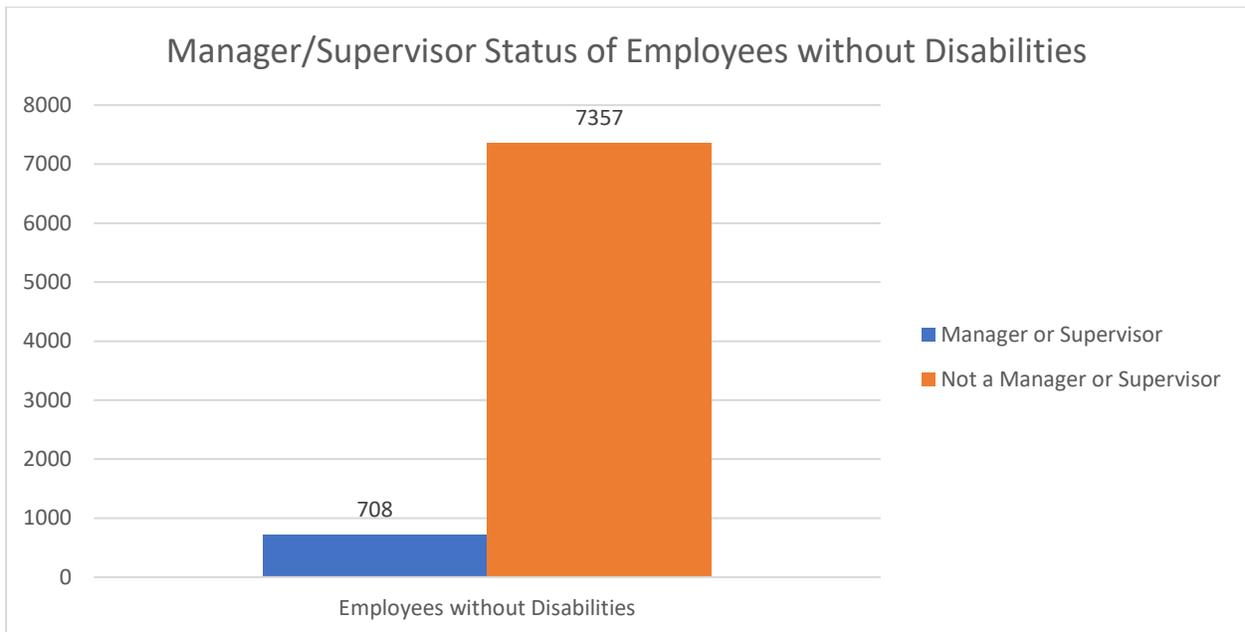
Of the **8,065** employees who did not identify as having a disability or previously having one, **270** employees (**3.3%**) also identified as being a veteran, and **15** employees did not disclose their veteran status.



Disability Findings – Manager/Supervisor Status



Of the **332** employees who self-identified as having a disability or previously having one, **42** employees (**12.6%**) are also a manager or supervisor.



Of the **8,065** employees who did not identify as having a disability or previously having one, **708** employees (**8.7%**) are also a manager or supervisor.



BHR BUREAU OF
HUMAN
RESOURCES

**#WE ARE
PORTLAND**

Additional Resources

BHR's Disability Employment Program was created in April 2018 to develop sustainable, equitable employment systems for people with disabilities at the City of Portland, in support of the City's 2012 resolution to be a model employer for disability communities. Resources from the Disability Employment Program include:

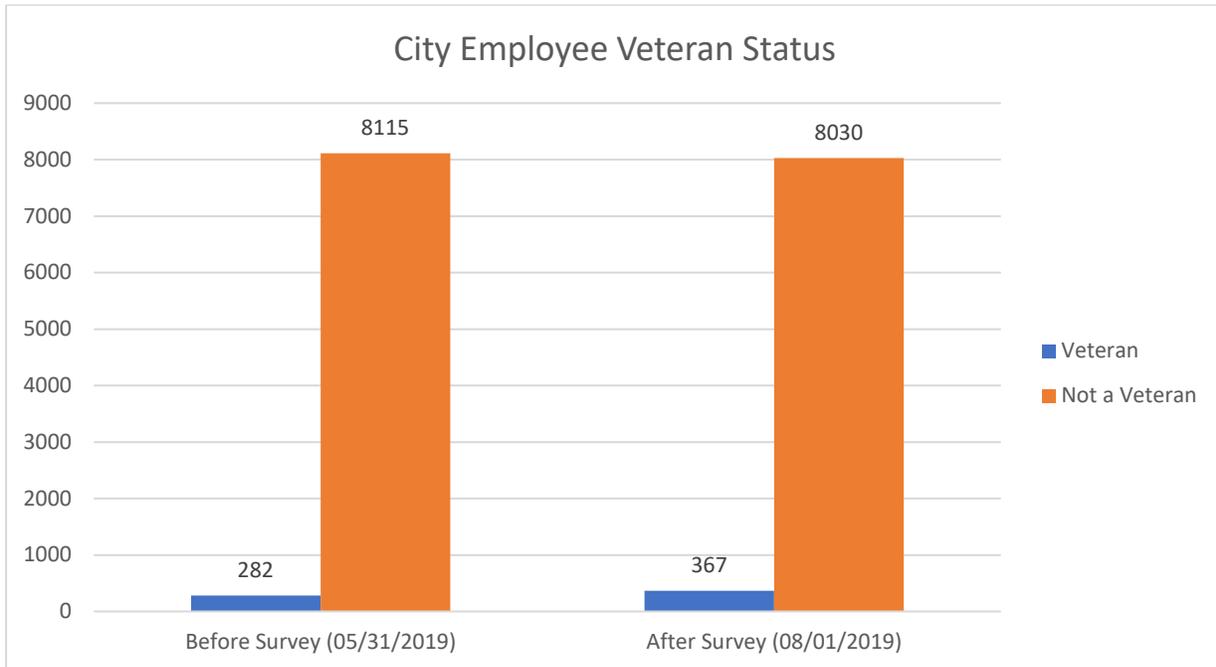
- **Citywide Accommodation Policy.** In February 2019, the first-ever Citywide policy on providing accommodations for job applicants, interns, employees and elected officials with disabilities was established. For more information about work-related reasonable accommodations, including staff responsibilities and processes, City staff are encouraged to review [Human Resources Administrative Rule \(HRAR\) 2.06](#) and/or contact their [Human Resources Business Partner \(HRBP\)](#).
- **Central Accommodation Fund.** In July 2019, the City hit another milestone by creating a new Central Accommodation Fund. Before, individual Bureaus and programs were expected to pay for reasonable accommodations for job applicants and employees. Now, any City Bureau, Office, or program can use the shared Fund to pay for approved reasonable accommodations for job applicants, interns, employees, or elected officials. For more details on how to access the Fund, City staff are encouraged to contact their [HRBP](#).
- **Project SEARCH internships.** Project SEARCH is an intensive internship program focused on providing work experience opportunities for Oregonians with intellectual or developmental disabilities. Ten interns have participated in the program, and two are currently employed with the City. The third year of the program will launch this fall, with intern placements available in the Portland Bureau of Transportation, City Fleet, and BHR.
- **Access to Work program.** The purpose of this upcoming program is to provide equitable entry-level opportunities for people with disabilities who benefit from a longer learning and training period. Three new classifications have been created to support Access to Work, namely [Office Support Specialist Assistant](#), [Maintenance Worker Assistant – DCTU](#), and [Maintenance Worker Assistant – PCL 483](#). The recruitment, selection, and onboarding process are being designed to allow applicants and candidates to express their abilities and interests for positions in an optimal way based on their communication and learning styles. Access to Work is expected to launch in July 2020.

For more information about these resources and other projects under the Disability Employment Program, please contact Anais Keenon, Disability Resources & Employment Specialist. You may reach her by videophone at (503) 622 – 9812 or by email at anais.keenon@portlandoregon.gov.



Findings: Veteran Status

Overall Results



As of May 31, 2019 (*before the survey began*), there were **282** City of Portland employees who self-identified as being a veteran. Veterans made up approximately **3.3%** of the City of Portland’s workforce.

As of August 1, 2019 (*after the survey ended*) there were **367** City of Portland employees who self-identified as being a veteran. Veterans made up approximately **4.3%** of the City of Portland’s workforce.

Community Comparison: Veteran Prevalence in Oregon

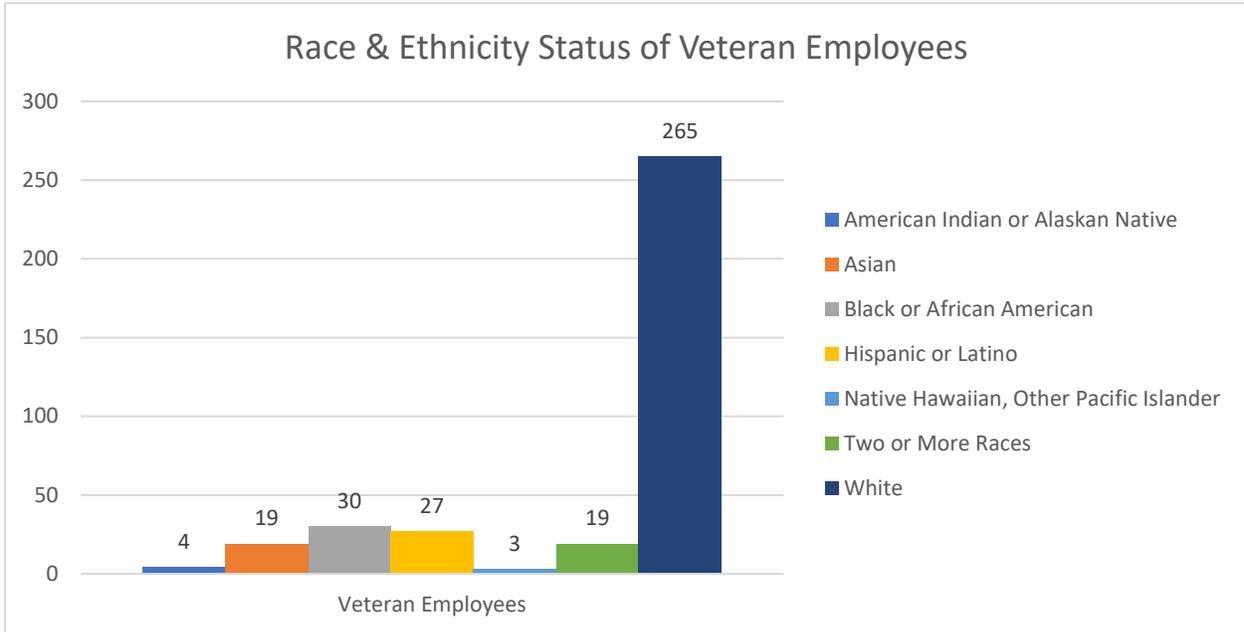
According to the Veterans Data Central, which is maintained by the Housing Assistance Council, about **9.7%** of adult Oregonians are U.S. veterans.⁶ When disaggregated by county, about 6.6% of Multnomah County’s adult population are veterans, about 7.5% of Washington County’s adult population are veterans, and about 9.5% of Clackamas County’s adult population are veterans.⁷ When averaged, veterans comprise **7.8%** of the combined adult population of Multnomah, Washington, and Clackamas counties.

⁶ <http://www.veteransdata.info/states/2410000/OREGON.pdf>

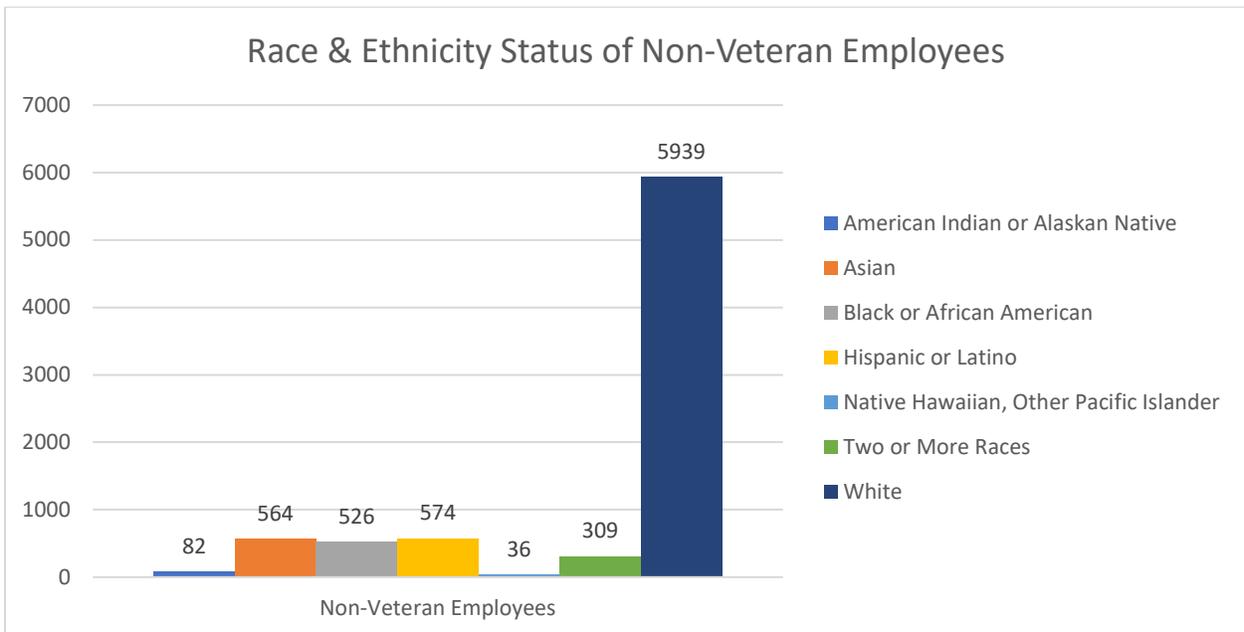
⁷ <http://www.veteransdata.info/>



Veteran Findings – Race and Ethnicity



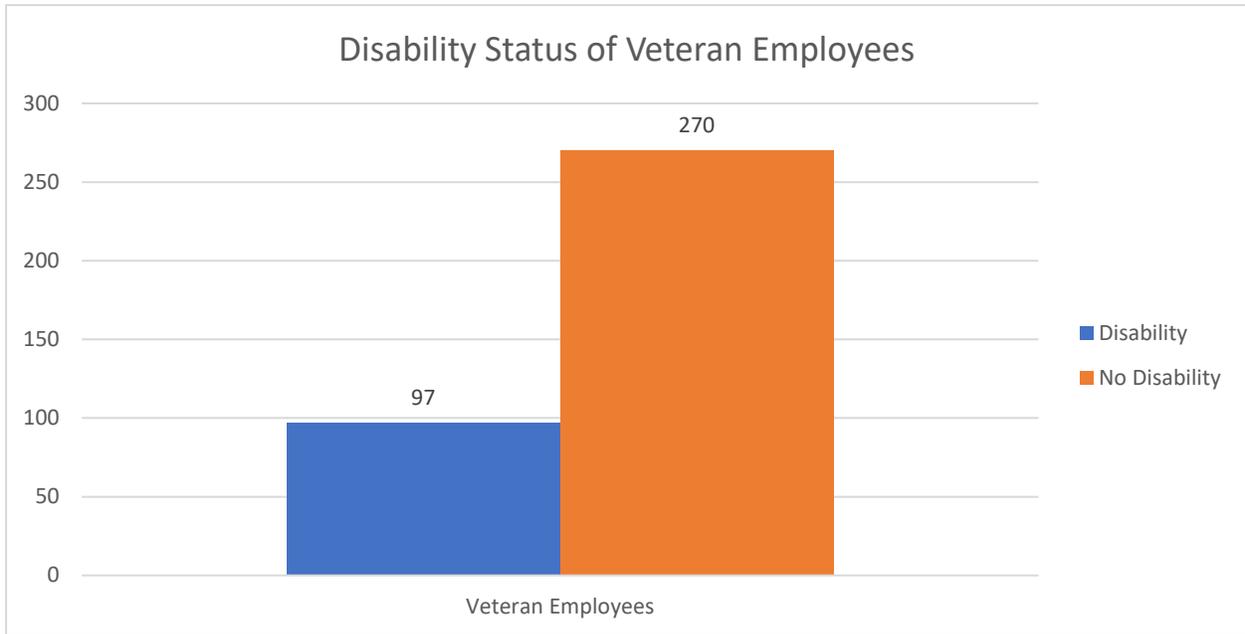
Of the **367** employees who self-identified as being a veteran, **102** employees (**27.7%**) also identified as being a race or ethnicity other than white.



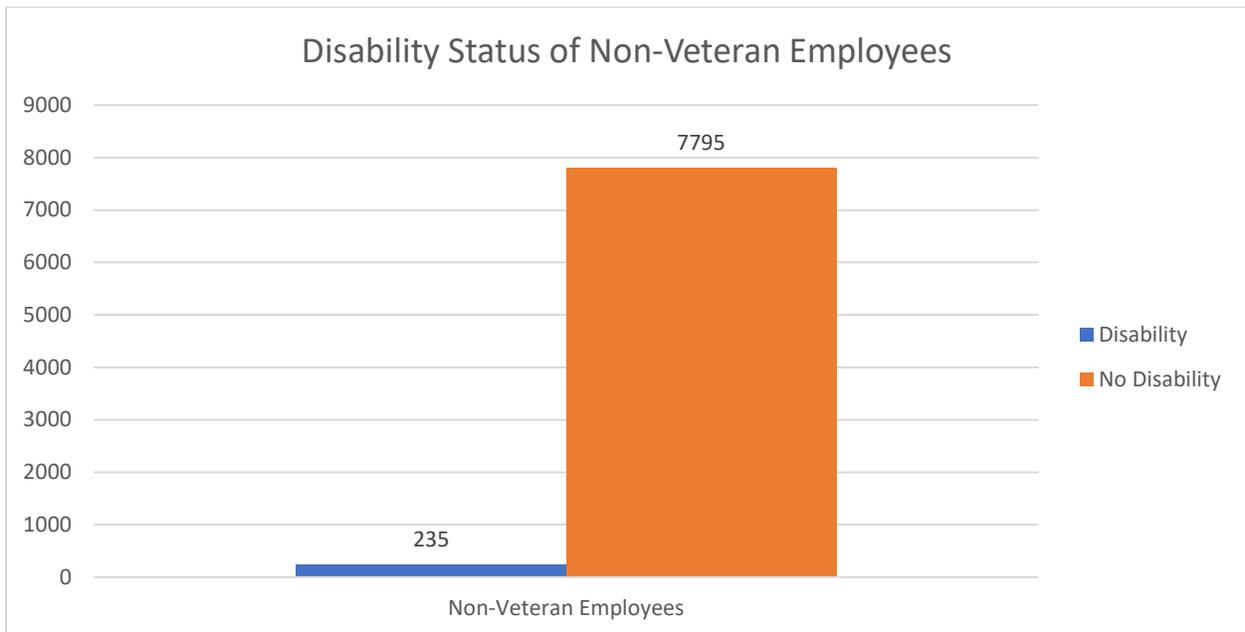
Of the **8,030** employees who did not identify as being a veteran, **2,091** employees (**26.0%**) also identified as being a race or ethnicity other than white.



Veteran Findings – Disability Status



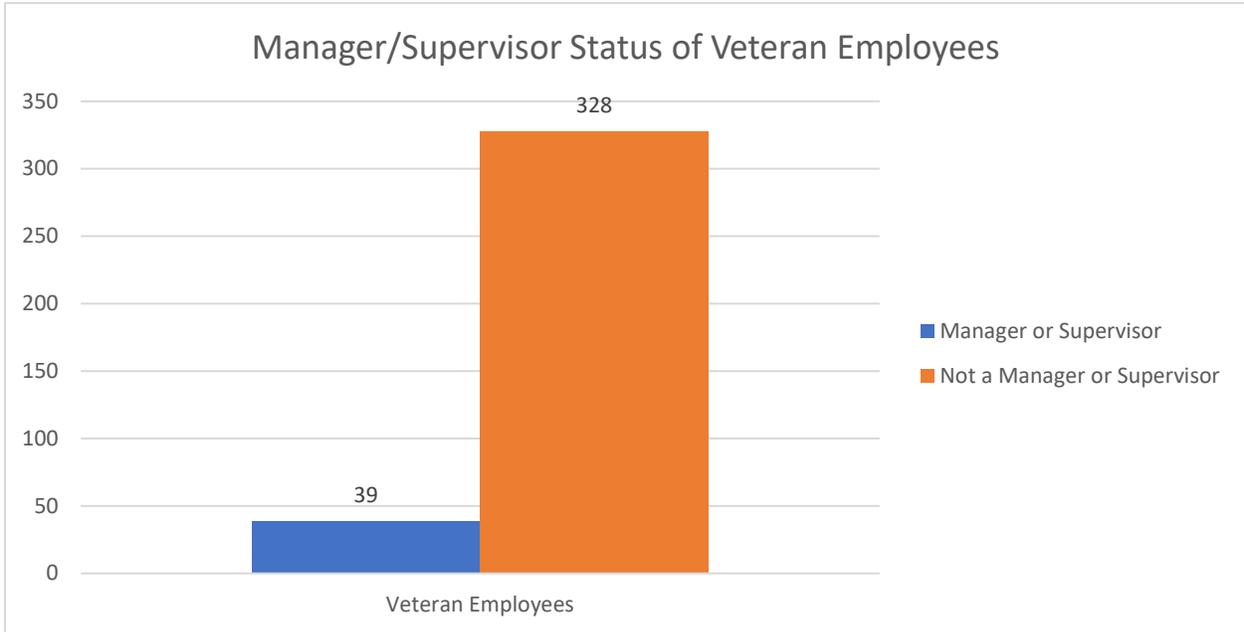
Of the **367** employees who self-identified as being a veteran, **97** employees (**26.4%**) also identified as having a disability or previously having one.



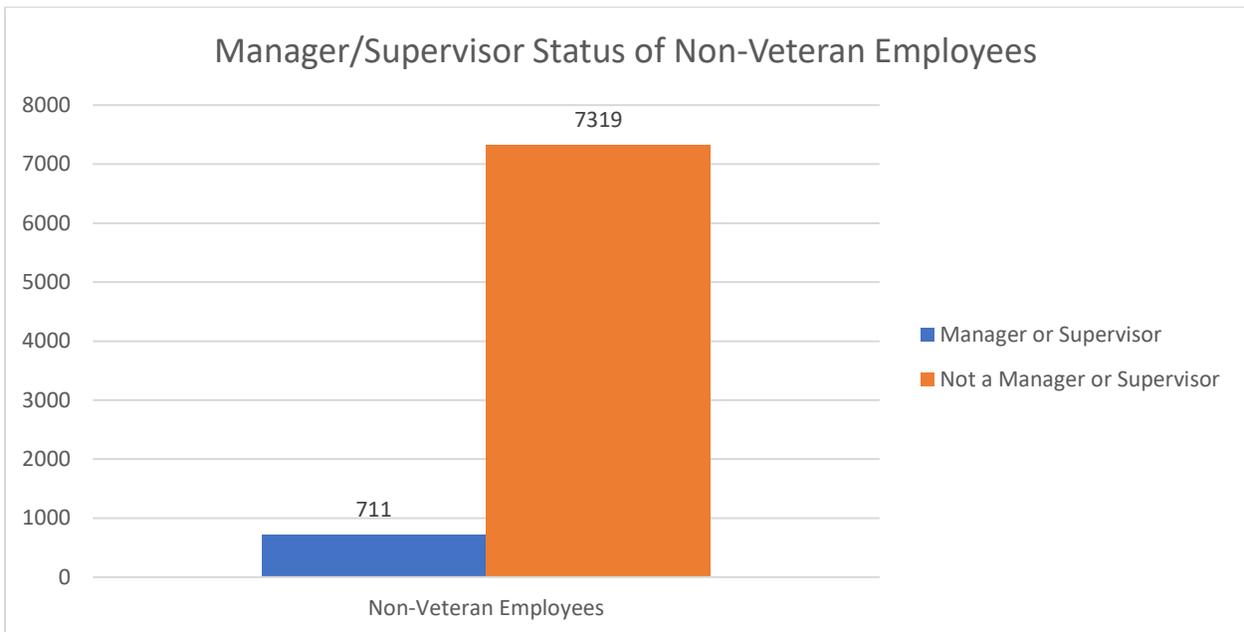
Of the **8,030** employees who did not identify as being a veteran, **235** employees (**2.9%**) also identified as having a disability or previously having one.



Veteran Findings – Manager/Supervisor Status



Of the **367** employees who self-identified as being a veteran, **39** employees (**10.6%**) are also a manager or supervisor.



Of the **8,030** employees who did not identify as being a veteran, **711** employees (**8.8%**) are also a manager or supervisor.



BHR BUREAU OF
HUMAN
RESOURCES

**#WE ARE
PORTLAND**

Additional Resources

The City's [Diverse and Empowered Employees of Portland](#) (DEEP) program includes the [Veterans Empowerment Team](#) (VET), an affinity group for City of Portland employees who are veterans, current and former servicemembers, family members, friends, and our allies. At the City, VET provides leadership in veterans advocacy as well as connecting veterans to the many resources at the City to continue their careers in public service. Its vision is to empower all veterans with respect and dignity to become leaders in public service. To learn more about VET, please contact Christopher Sun by email at Christopher.Sun@portlandoregon.gov.

BHR's Workforce Recruitment and Training team conducts ongoing, focused outreach to engage veteran communities. Most recently, City recruiters joined multiple employment events hosted by the [Hiring our Heroes](#) recruitment initiative from the U.S. Chamber of Commerce, and networked at the Veteran Stand-Down event from the Department of Veteran Affairs (Portland Office) this September.

Other local resources for veteran City employees include the [Portland Veteran's Affairs Regional Office](#) and the [Oregon Department of Veteran Affairs](#).

For more information about these resources and recruitment initiatives, please contact Terrol Johnson, Senior Recruiter and VET member. You may reach him by phone at (503) 823 – 3172 or by email at terrol.johnson@portlandoregon.gov.

Appendix



#WE ARE
PORTLAND

City of Portland Employee Survey Disability and Veteran Status

2019

In June 2019, all City of Portland employees are being provided an opportunity to confidentially enter or update their disability and/or veteran status. Estimated survey time is **5 minutes**.

Frequently Asked Questions

1. *I don't have a disability and I'm not a veteran. Does it matter if I complete the forms?*

Yes! Even if you answer “no” or “I don't wish to disclose” on the survey, your response still helps us confirm that the information in your employee records are accurate.

2. *Are my answers confidential?*

It is the Bureau of Human Resources' policy to keep personal information regarding applicants and employees confidential. If you do **not** want your answers to be confidential, please check the box at the bottom of each form.

3. *Will there be a survey report?*

Yes. The Bureau of Human Resources will create a report in Fall 2019 that will provide survey results at the City level. Bureau-specific results or personal identifying information such as your name will **not** be shared in the report.

4. *I'm not sure if I'm a protected veteran or if I have a disability. Can I ask someone?*

Yes! If you're not sure if you're a protected veteran, please contact Terrol Johnson for more information. If you're not sure if you have a disability, please contact Anais Keenon for more information.

Still have questions? Contact us!



BHR BUREAU OF
HUMAN
RESOURCES

Anais Keenon
Disability Resources &
Employment Specialist
anais.keenon@portlandoregon.gov
(503) 622 - 9812

Terrol Johnson
Senior Recruiter &
VET Affinity Group Member
terrol.johnson@portlandoregon.gov
(503) 823 - 3172

Thank you for participating in this survey!



Voluntary Self-Identification of Veteran Status

Section 1: Protected Veteran Status

You may be a “protected veteran” under the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), if you belong to one or more of the categories of veterans described below. **Not sure if you’re a protected veteran? Visit <https://www.dol.gov/ofccp/posters/infographics/protectedvet.htm>**

Discharge Date: _____

I belong to the following classification(s) of veterans:

You MUST choose at least one, or all that apply to you.

- Active Duty Wartime or Campaign Badge Veteran (Other Protected Veteran)**
A veteran who served on active duty in the U.S. Military during one or more of the periods of war outlined in 38 U.S.C. § 101 or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. (See Vet Guide Appendix A: Wars, Campaigns, and Expeditions of the Armed Forces since WWII which Qualify for Veterans’ Preference <http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/>)
- Recently Separated Veteran**
A veteran discharged or released from active duty in the U.S. Military within the last three years. Not sure if you have protected status? Visit <https://www.dol.gov/ofccp/posters/infographics/protectedvet.htm>
- Armed Forces Service Medal Veteran**
A veteran who was awarded the Armed Forces Service Medal while serving on active duty in a U.S. military operation for which an Armed Forces service medal was awarded pursuant to [Executive Order 12985](#).
- Disabled Veteran**
- A veteran of the U.S. Military who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; **or**
 - A veteran who was discharged or released from active duty because of a service-connected disability.

Section 2: Non-Protected Veteran Status

- I am a Veteran, but not a Protected Veteran
- Prefer Not to Answer
- Non-Veteran

Section 3: Confidentiality

It is the Bureau of Human Resources’ policy to keep personal information regarding applicants and employees confidential. The City will assert exemptions to keep the information you submit on this form confidential **unless** you check the box below certifying that you do NOT want the City to maintain the information you submit as confidential.

I DO **NOT** WANT MY INFORMATION TO BE KEPT CONFIDENTIAL

Voluntary Self-Identification of Disability

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability
- Epilepsy
- Muscular dystrophy

Please check one of the boxes below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your Name (Please **PRINT**)

Today's Date

Confidentiality

It is the Bureau of Human Resources' policy to keep personal information regarding applicants and employees confidential. The City of Portland will assert exemptions to keep the information you submit on this form confidential **unless** you check the box below certifying that you do NOT want the City to maintain the information you submit as confidential.

I DO **NOT** WANT MY INFORMATION TO BE KEPT CONFIDENTIAL

Voluntary Self-Identification of Disability

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

ⁱ Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.