Office of Equity & Human Rights

Management Data

Commissioner in Charge: Charlie Hales

Bureau Director: Dante J. James

Website: www.portlandonline.gov/oehr

Administration: 20.7%

M/W/ESB Contract \$: 100% Prime & 0% Sub

Workforce Data

Minorities: 66% Female: 33%

Non-Represented: 100%

Span of Control: 8.0 positions per supervisor

Management Layers: 1

Resource and FTE Summary

	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2013-14
	Adopted	Base	Reductions	Add Packages	Requested
GF Ongoing	\$1,297,266	\$782,250	\$0	\$86,917	\$869,167
GF Overhead	\$0	\$504,262	\$0	\$0	\$0
Total Revenues	\$1,297,266	\$1,286,512	\$0	\$86,917	\$1,373,429
FTE	9.00	9.00	9.00	0.00	9.00

Bureau Overview and Significant Issues

Bureau Mission

The mission of the Office of Equity and Human Rights (OEHR) is to provide education and technical support to City staff and elected officials, leading to recognition and removal of systemic barriers to fair and just distribution of City resources, access and opportunity, starting with issues of race and disability.

Bureau Overview

The Office of Equity and Human Rights, was created in September 2011 as a directive of Council and is one of the City's newest bureaus. OEHR provides services to all City bureaus in the areas of training and technical assistance related to promoting equity and reducing disparity throughout the City. Organizationally, OEHR consists of the program areas of the **Citywide Equity Program** and the **Community Equity and Engagement Program**. The office is also responsible for administration and staffing of the Human Rights Commission (HRC) the Portland Commission on Disability (PCoD) and the Diverse and Empowered Employees of Portland (DEEP). The work of providing OEHR services is carried out by nine employees and is guided by its 2012-2013 Strategic Work Plan, which was developed with broad and inclusive input from community members and employees. The plan communicates the organization's mission and vision, as well as the goals and strategies to be achieved.

Strategic Direction

OEHR's 2012-2013 One-Year Strategic Work Plan was designed as a guiding document for the newly created bureau. There is a one-year focus to ensure creating a firm foundation for the office and its work within the City. It follows the framework of the Portland Plan and long-term and short-term goals are identified. Input for the plan was gathered through a strategic planning process and involvement of the original community committee that helped in the creation and structure of the office. There are five long-term goals with one-year objectives set out by quarters within the fiscal year. Each has goals and timetables to be reached in the first year. The plan describes its focused work internally and externally and provides the framework for each employee to achieve the goals within their program or subject area.

Bureau Dashboard

Key Metrics	FY 2013-14 Goal
Number of bureau equity plans reviewed annually	4
Number of OEHR City-wide equity trainings offered annually through BHR	3
Number of bureau-specific equity trainings offered annually by OEHR	10
Number of City employees who received equity training, annually	500
Number of City bureaus provided with technical support and consulting services	7

Operating and Capital Requirements

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
	Actuals	Adopted	Base	Request	Estimate
Operating - Base	N/A	\$1,297,666	\$1,286,512	\$1,373,429	\$1,400,898
Operating - One-Time Initiatives	N/A	0	0	0	0
Total	N/A	\$1,297,666	\$1,286,512	\$1,373,429	\$1,400,898

Overview of Major Projects and Initiatives

The Portland Plan Equity Framework established clear goals and objectives to achieve a more prosperous and resilient City. Success in this work will be dependent on commitment and actions at all levels of City government. The Office of Equity and Human Rights was established to support these efforts, a centralized place to provide guidance, technical assistance and training. The next step is to develop the mechanisms and systems that will institutionalize equity into the City's standard operational practice. Over the next three years, OEHR will lead a **Citywide Equity Initiative** to create capacity, understanding and direction for achieving equitable practice and policy within the City.

Creation of Citywide Equity Initiative: Thus far, OEHR has worked with Council to pass a resolution to create a Citywide Equity Initiative. The Initiative includes development of education and training as well as providing technical support. This will be supported by, and include, metrics for assessment and an equity tool kit providing concrete tools for improving and assessing equity. The Budget Equity Impact Assessment Tool is an example of the type of tools to be provided. OEHR has also worked with OMF and BHR to transition the former Citywide Diversity Committee into a new Citywide Equity Committee (CEC) which will develop policy recommendations regarding the process it will follow to review bureau strategic equity plans, as well as report annually to Council. CEC members will also be receiving equity training from both internal and external resources.

Creation of Equity Plans for City Bureaus and Staff: OEHR will be developing policy guidance for City Bureaus in regard to how to develop their bureau's Strategic Equity Plan (SEP). In support of this effort, OEHR has initiated equity training and on-going guidance for bureau directors, to assist them in meeting the expectation established by Council Resolution that each bureau would develop a Strategic Equity Plan. Additionally, OEHR has also initiated equity training for City staff, both through BHR Citywide Training as well as bureau specific training, such as for BPS/Comprehensive Plan Policy Expert Groups.

Creation of an OEHR Branding and Communication Strategy: OEHR has just added a new staff member who will assist in creation of the office's branding and communication strategy. This will assist the office in better communicating the office's mission, vision and goals, both internally and externally, as well as the Citywide Equity Initiative.

Office of Equity & Human Rights Program Summary

1. Program Title	2. Program Description	3. Staff (FTE)		4. Requirements		5. Percent	6. Resources				TO A TIPE TO A CONTROL OF THE CONTRO	8. Program Rankings		
Manager Phone #		Regular	Limited Term	Operating	Capital	Admin	General Fund	Rates, Fees & IAs	Federal, State & Local	Other	7. Output or Efficiency Measure(s)	Bureau	BAC	
Citywide Equity Committee Dante James (manager) Muna Idow (coordinator) 503-823-4433	The CEC is designed to integrate equity throughout each of the bureaus and shift internal City culture by promoting the recognition and removal of racially inequitable policies and practices. The CEC maintains a liaison function with the bureaus and will monitor, assist, assess and report on bureau progress in meeting goals.	1.10	-	132,732	-	0.0%	132,732	-	-	-	Number of bureau equity plans reviewed annually FY 2011-12 Actuals: N/A FY 2013-14 Target: 4 Number of equity-focused trainings CEC members attend FY 2011-12 Actuals: N/A FY 2013-14 Target: 2	unranked	unranked	
DEEP Program Dante James (manager) 503-823-4433	Diverse and Empowered Employees of Portland (DEEP) is a networking resource and support mechanism developed by City employees for City employees. The mission of DEEP is to assist the City of Portland in creating and enhancing a work environment that is inclusive and supportive of the City's diverse workforce.	-	-	7,500	-	0.0%	7,500	-	-	-		unranked	unranked	
Training & Education Dante James (manager) Koffi Dessou (coordinator) 503-823-4433	This program builds skills and capacities by designing and delivering training sessions that allow City staff to understand equity concepts and implementation methodologies.	1.80		237,735	-	0.0%	237,735	-	-	-	Number of OEHR City-wide equity trainings offered annually through BHR FY 2011-12 Actuals: N/A FY 2013-14 Target: 3 Number of bureau-specific equity trainings offered annually by OEHR FY 2011-12 Actuals: N/A FY 2013-14 Target: 10 Number of City employees who receive equity trainings annually FY 2011-12 Actuals: N/A FY 2013-14 Target: 500	unranked	unranked	
Equity Technical Support & Consulting Dante James (manager) Joseph Wahl (coordinator) 503-823-4433	This program provides policy development, data collection and assessment, and program and policy assistance to bureaus in support of equity initiatives.	2.40	-	328,433	-	0.0%	328,433	-	-	-	Number of bureaus provided with technical support and consulting services FY 2011-12 Actuals: N/A FY 2013-14 Target: 5	unranked	unranked	

Office of Equity & Human Rights Program Summary

1. Program Title	2. Program Description	3. Staff (FTE)		4. Requirements		5. Percent	6. Resources				TO A TIPE !	8. Program Rankings	
Manager Phone #		Regular	Limited Term	Operating	Capital	oital	General Fund	Rates, Fees & IAs	Federal, State & Local	Other	7. Output or Efficiency Measure(s)	Bureau	BAC
Human Rights Commission Dante James (manager) 503-823-4433	The Human Rights Commission works to eliminate discrimination and bigotry, to strengthen inter-group relationships and to foster greater understanding, inclusion and justice for those who live, work, study, worship, travel and play in the City of Portland.	0.60	-	101,808	-	0.0%	101,808	-	-	-	Number of activities sponsored or held by HRC, including subcommittees FY 2011-12 Actuals: N/A FY 2013-14 Target: 4 Number of HRC meetings held, including subcommittee meetings FY 2011-12 Actuals: N/A FY 2013-14 Target: 12	unranked	unranked
Patrick Philpott (coordinator) 503-823-4433	The Portland Commission on Disability's mission is to guide the City in ensuring that it is a more universally accessible city for all. Work focuses on accessibility in the building environment, employment, livability/health, and outreach issues and goals. PCOD also engages bureaus and their ADA coordinators to promote inclusion and accessibility for people with disabilities.	0.85	-	88,692	-	0.0%	88,692	-	-	-	Number of activities held or sponsored by PCOD including subcommittees FY 2011-12 Actuals: N/A FY 2013-14 Target: 4 Number of PCOD meetings held, including subcommittee meetings FY 2011-12 Actuals: N/A FY 2013-14 Target: 12	unranked	unranked
New Portlander Program Dante James (manager) Ronault Catalani (coordinator) 503-823-4433	The program promotes the value to our city of human migrations. It creates partnerships between City bureaus and community organizations that produce more equitable City services and projects in which City bureaus build organizational capacity in community organizations.	1.10	-	123,116	-	0.0%	123,116	-	-	-	Number of New Portlanders Program Advisory Council meetings held FY 2011-12 Actuals: N/A FY 2013-14 Target: 12 Number of activities held/sponsored by New Portlanders Program Advisory Council FY 2011-12 Actuals: N/A FY 2013-14 Target: 4 Number of participants/attendees to New Portlanders Program Advisory Council sponsored activities FY 2011-12 Actuals: N/A FY 2013-14 Target: 100	unranked	unranked
503-823-4433	This program provides strategic support and direction for the OEHR staff; overall guidance to city bureaus on implementation of equity citywide; executive-level assistance to the bureau director; and support to OEHR's policy team members and program area staff.	1.15	-	266,496	-	100.0%	266,496	-	-	-		unranked	unranked
Total		9.00	-	1,286,512	-		1,286,512	-	-	-			

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EQUITY AND HUMAN RIGHTS DIRECTOR

FTE: 1.0 R

Funding: GF Discretionary & Overhead

MANAGEMENT ANALYST, PRINCIPAL

FTE: 1.0 R

Equity Technical Support and Consulting

Funding: GF Discretionary & Overhead

MANAGEMENT ANALYST, SENIOR

FTE: 1.0 R

Equity Strategy and Initiative Policy

Funding: GF Discretionary & Overhead

ADMINISTRATIVE ASSISTANT

FTE: 1.0 R

Support

Funding: GF Discretionary & Overhead

PROGRAM SPECIALIST

FTE: 1.0 R

Disability Programs/ Portland Commission on Disability

Funding: GF Discretionary & Overhead

COMMUNITY OUTREACH & INFORMATION REPRESENTATIVE

FTE: 1.0 R

Outreach/ Citywide Equity Committee

Funding: GF Discretionary & Overhead

PROGRAM COORDINATOR

FTE: 1.0 R

Equity Training and Education Programs

Funding: GF Discretionary & Overhead

PROGRAM COORDINATOR

FTE: 1.0 R

New Portlander Programs

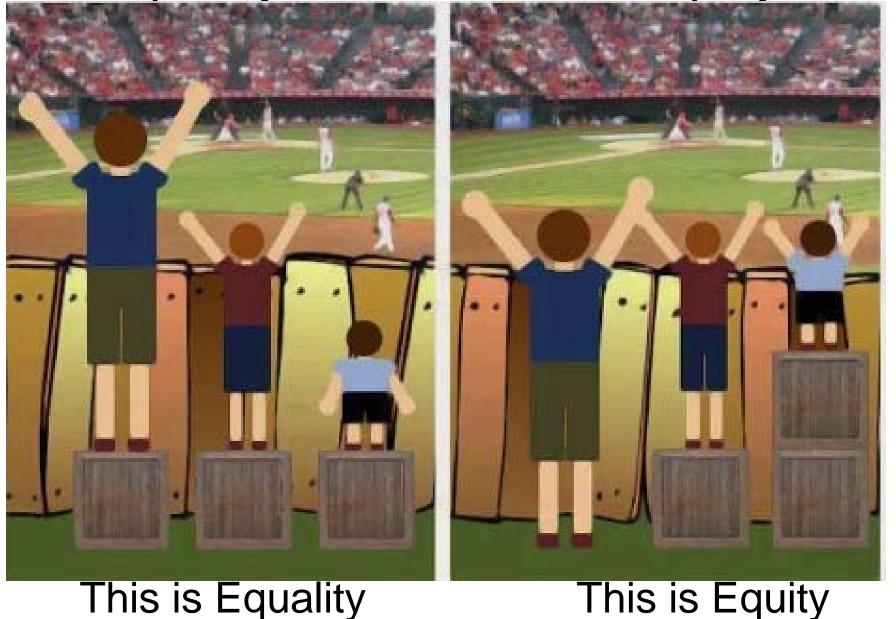
Funding: GF Discretionary & Overhead

PROGRAM COORDINATOR

FTE: 1.0 R

Communications/ Human Rights Commission

Funding: GF Discretionary & Overhead Equality doesn't mean Equity



Adapted by the Office of Equity and Human Rights, City of Portland. The original picture compared *Equality* and *Justice* and was from http://indianfunnypicture.com/img/2013/01/Equality-Doesnt-Means-Justice-Facebook-Pics.jpg

Office of Equity and Human Rights



Realizing Equity. Enhancing the City of Portland.

421 SW 6th Avenue Suite 500 Portland, OR 97204 503-823-4433

City of Portland, Oregon
Charlie Hales, Mayor • Dante J. James, Director

Budget Equity Impact Assessment Tool

This Equity Impact Assessment Tool is a general set of questions to guide you and your Budget Advisory Committee in assessing how current budget requests or decisions benefit and/or burden communities, specifically communities of color and people with disabilities. This is a critical part of the City or Portland's commitment to ending inequity based on race and disability.

HOW TO USE THIS DOCUMENT

Ideally, there would be an opportunity for discussion/training/consultation regarding the use of this document. Given the short turn-around time before budget, that is not practical. Therefore, please consider the following:

The questions are broken down into three general areas: Personnel, Programs/Services, and Contracting.

Depending upon the size of the bureau, considering these questions for each program/service area impacted may be too time intensive.

Smaller bureaus: can more easily evaluate one or two program/service areas affected or staffing cuts made.

Larger bureaus: consider the programmatic/service impacts from an overall perspective rather than an individual one.

It is not necessarily expected that each question is answered, but that the overall spirit of the questions are addressed, e.g., impacts on people of color and people with disability.

This document is provided as an interim document of assistance with the expectation that a full Equity Toolkit is being developed by OEHR for use in the future by bureaus and city staff.

I.	INITIAL OUTCOME ASSESSMENT - Will th	is budget request have impacts on:
_ _	_Immigrant and Refugee Access to Services _Inclusive Outreach and Public Engagement _People with Disability Access to Services	Workforce EquityContracting Equity

II. PERSONNEL

NOTE: It is understood that the final demographic may not be known due to the bumping process. It is important, however, to note the demographics of any layoffs or staff cuts to assess the specific impact to people of color and people with disability (if known). Human Resources would be a resource for this data if it is unknown.

- 1. What is the number of any staffing cuts to be made?
- 2. What is the racial demographic of any cuts being made?
- 3. What is the remaining racial demographic of your bureau?
- 4. What is the position level of any cuts being made, e.g., management vs. line staff?
- 5. To your knowledge, is there an impact on employees with a disability?

III. PROGRAM/SERVICES

- 1. What service/program outcome will not be met due this budget request?
- 2. Are there impacts on specific geographic areas?
- 3. Can the racial demographics of those impacted by this request be determined?
- 4. What programs have been "held harmless" in previous years that will be impacted in this request
- 5. Does this request impact public involvement and outreach to:
 - Communities of Color
 - Immigrant and Refugee communities
 - Portlanders with a disability?

IV. CONTRACTING

- 1. Does proposed request impact contracting with outside sources?
- 2. If yes: Have minority contractors been used in the past that may be impacted by this request?
- 3. What percentage of contracting/consulting work is performed by M/WESB contractors?
- 4. In what capacity (prime contractor, sub-contractor, supplier, etc.)
- 5. Will there be new opportunities for contracting after this request?

V. PORTLAND PLAN - HOW DOES THIS REQUEST MEET THE PORTLAND PLAN'S COMMITMENTS TO EQUITY IN RE: PAGES 19-23

- Close the Gaps
- Engage the Community
- Build Partnerships
- Participate in Racial Equity Initiative
- Increase Focus on Disability Equity
- Increase Internal Accountability

VI. GENERAL OUESTIONS TO CONSIDER

- 1. Are there resources that can be shifted to avoid decreasing service to communities of color and/or people with disability?
- 2. Are there opportunities to reassign staff duties to avoid decreasing the number of staff positions held by people of color and/or people with disability?