

# City of Portland



1170

Office of Community & Civic Life

## Bureau Affirmative Action Program (AAP) Plan Reports

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



**BHR** BUREAU OF  
HUMAN  
RESOURCES

**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	#	2	4	1	0	1	0	0	0		
6 Employees	%	33.33	66.67	16.67	0.00	16.67	0.00	0.00	0.00		
2 - Professionals	#	8	10	1	2	4	0	0	1		
15 Employees	%	53.33	66.67	6.67	13.33	26.67	0.00	0.00	6.67		
3 - Technicians	#	0	1	0	0	0	0	0	0		
3 Employees	%	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00		
6 - Administrative Support	#	18	28	4	7	7	0	0	0		
36 Employees	%	50.00	77.78	11.11	19.44	19.44	0.00	0.00	0.00		
<b>60 Employees</b>	<b>Totals #</b>	<b>28</b>	<b>43</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>1</b>		
	<b>%</b>	<b>46.67</b>	<b>71.67</b>	<b>10.00</b>	<b>15.00</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.67</b>		

**Job Group  
Analysis  
Summary Report**

Job Group Analysis Summary

Job Group & Name	EEO Code		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1CI - Officials/Admin - Code Inspections		#	0	0	0	0	0	0	0	0		
1 Employee	1	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
1DR - Officials/Admin - Directors		#	1	1	1	0	0	0	0	0		
1 Employee	1	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
1FL - Officials/Admin - Financial		#	0	0	0	0	0	0	0	0		
1 Employee	1	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
1GA - Officials/Admin - General Administrative		#	1	3	0	0	1	0	0	0		
3 Employees	1	%	33.33	100.00	0.00	0.00	33.33	0.00	0.00	0.00		
2LE - Professionals - Law Enforcement		#	5	9	1	1	3	0	0	0		
11 Employees	2	%	45.45	81.82	9.09	9.09	27.27	0.00	0.00	0.00		
2PM - Professionals - Program Management		#	3	1	0	1	1	0	0	1		
4 Employees	2	%	75.00	25.00	0.00	25.00	25.00	0.00	0.00	25.00		
3CI - Technicians - Code Inspections		#	0	1	0	0	0	0	0	0		
3 Employees	3	%	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00		
6GA - Administrative Support - General Administrative		#	5	4	0	3	2	0	0	0		
8 Employees	6	%	62.50	50.00	0.00	37.50	25.00	0.00	0.00	0.00		
6OS - Administrative Support - Office Support		#	5	9	1	3	1	0	0	0		
12 Employees	6	%	41.67	75.00	8.33	25.00	8.33	0.00	0.00	0.00		
6PM - Administrative Support - Program Management		#	8	15	3	1	4	0	0	0		
16 Employees	6	%	50.00	93.75	18.75	6.25	25.00	0.00	0.00	0.00		
60 Employees	Totals	#	28	43	6	9	12	0	0	1		
		%	46.67	71.67	10.00	15.00	20.00	0.00	0.00	1.67		

# **Job Group Analysis Report**

**Job Group Analysis**

**1CI**

**Officials/Admin - Code Inspections**

**EEO Code: 1**

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000737 - Noise Control Officer	#	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

1DR

Officials/Admin - Directors

EEO Code: 1

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30003037 - Director I	#	1	1	1	0	0	0	0	0		
1 Employee	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
1 Employee	#	1	1	1	0	0	0	0	0		
Totals	%	100.00	100.00	100.00	0.00	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		
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		
1 Employee	Totals	#	0	0	0	0	0	0	0		
		%	0.00	0.00	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		
30003006 - Analyst I	#	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		
3 Employees	#	1	3	0	0	1	0	0	0		
Totals	%	33.33	100.00	0.00	0.00	33.33	0.00	0.00	0.00		

# Job Group Analysis

2LE

Professionals - Law Enforcement

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000309 - Crime Prevention Program Administrator	#	5	9	1	1	3	0	0	0		
11 Employees	%	45.45	81.82	9.09	9.09	27.27	0.00	0.00	0.00		
11 Employees	Totals #	5	9	1	1	3	0	0	0		
	%	45.45	81.82	9.09	9.09	27.27	0.00	0.00	0.00		

# Job Group Analysis

2PM

Professionals - Program Management

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30003029 - Coordinator III	#	1	0	0	0	1	0	0	0		
2 Employees	%	50.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00		
30003028 - Coordinator II	#	2	1	0	1	0	0	0	1		
2 Employees	%	100.00	50.00	0.00	50.00	0.00	0.00	0.00	50.00		
4 Employees	Totals #	3	1	0	1	1	0	0	1		
	%	75.00	25.00	0.00	25.00	25.00	0.00	0.00	25.00		

# Job Group Analysis

3CI

Technicians - Code Inspections

EEO Code: 3

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30000187 - Code Specialist, Lead	#	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		
30000184 - Code Specialist II	#	0	1	0	0	0	0	0	0		
2 Employees	%	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00		
3 Employees											
	Totals										
	#	0	1	0	0	0	0	0	0		
	%	0.00	33.33	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	#	2	2	0	0	2	0	0	0		
2 Employees	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
30003103 - Supervisor I - E	#	3	1	0	3	0	0	0	0		
5 Employees	%	60.00	20.00	0.00	60.00	0.00	0.00	0.00	0.00		
30003004 - Administrative Specialist 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		
8 Employees	Totals #	5	4	0	3	2	0	0	0		
	%	62.50	50.00	0.00	37.50	25.00	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	#	3	4	1	2	0	0	0	0		
5 Employees	%	60.00	80.00	20.00	40.00	0.00	0.00	0.00	0.00		
30000016 - Information & Referral Specialist	#	1	4	0	0	1	0	0	0		
6 Employees	%	16.67	66.67	0.00	0.00	16.67	0.00	0.00	0.00		
30000011 - Office Support Specialist I	#	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		
12 Employees	Totals #	5	9	1	3	1	0	0	0		
	%	41.67	75.00	8.33	25.00	8.33	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		
30003027 - Coordinator I - NE	#	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		
30003235 - Coordinator I - E	#	6	11	2	1	3	0	0	0		
11 Employees	%	54.55	100.00	18.18	9.09	27.27	0.00	0.00	0.00		
16 Employees	Totals #	8	15	3	1	4	0	0	0		
	%	50.00	93.75	18.75	6.25	25.00	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**

1CI		Officials/Admin - Code Inspections							
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 %	12.01	65.64	0.34	3.24	0.23	0.00	8.09	0.11
	Emp Less Avail?								
	Statistical Value	1.000E	0.344E	1.000E	1.000E	1.000E		1.000E	1.000E
	Stat Significant?								
	Shortfall								

1DR		Officials/Admin - Directors							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
1	Employment %	100.00	100.00	100.00	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
	Stat Significant?								
	Shortfall								

1FL		Officials/Admin - Financial							
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 %	13.82	45.76	4.33	4.29	3.44	0.00	0.00	1.76
	Emp Less Avail?								
	Statistical Value	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
3	Employment %	33.33	100.00	0.00	0.00	33.33	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
	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

2LE		Professionals - Law Enforcement							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
11	Employment %	45.45	81.82	9.09	9.09	27.27	0.00	0.00	0.00
	Availability %	16.64	56.32	6.75	2.28	7.44	0.02	0.01	0.15
	Emp Less Avail?								
	Statistical Value						1.000E	1.000E	1.000E
	Stat Significant?								
	Shortfall								
2PM		Professionals - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
4	Employment %	75.00	25.00	0.00	25.00	25.00	0.00	0.00	25.00
	Availability %	12.73	61.46	4.44	1.11	5.17	0.73	0.16	1.10
	Emp Less Avail?		YES						
	Statistical Value		0.163E	1.000E			1.000E	1.000E	
	Stat Significant?								
	Shortfall		1						
3CI		Technicians - Code Inspections							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00
	Availability %	18.83	59.41	6.28	1.67	1.67	1.67	0.00	7.53
	Emp Less Avail?								
	Statistical Value	1.000E	0.570E	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
8	Employment %	62.50	50.00	0.00	37.50	25.00	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?		YES						
	Statistical Value		0.468E	1.000E			1.000E	1.000E	1.000E
	Stat Significant?								
	Shortfall		1						

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

6OS		Administrative Support - Office Support							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
12	Employment %	41.67	75.00	8.33	25.00	8.33	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		0.736E				1.000E	1.000E	1.000E
	Stat Significant?								
	Shortfall								

6PM		Administrative Support - Program Management							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
16	Employment %	50.00	93.75	18.75	6.25	25.00	0.00	0.00	0.00
	Availability %	14.74	68.60	4.72	2.06	6.07	0.74	0.38	0.78
	Emp Less Avail?								
	Statistical Value						1.000E	1.000E	1.000E
	Stat Significant?								
	Shortfall								

Total Employment: 60

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**

1CI		Officials/Admin - Code Inspections									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	0	0	0	0	0	0	0		
	# Available	0.1	0.7	0.0	0.0	0.0	0.0	0.1	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

1DR		Officials/Admin - Directors									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	1	1	1	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		

1FL		Officials/Admin - Financial									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	0	0	0	0	0	0	0		
	# Available	0.1	0.5	0.0	0.0	0.0	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		
3	# Employed	1	3	0	0	1	0	0	0		
	# Available	0.3	1.2	0.1	0.0	0.1	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

2LE		Professionals - Law Enforcement									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
11	# Employed	5	9	1	1	3	0	0	0		
	# Available	1.8	6.2	0.7	0.3	0.8	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

2PM		Professionals - Program Management									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
4	# Employed	3	1	0	1	1	0	0	1		
	# Available	0.5	2.5	0.2	0.0	0.2	0.0	0.0	0.0		
	Persons Required	0	1	0	0	0	0	0	0		

3CI		Technicians - Code Inspections									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3	# Employed	0	1	0	0	0	0	0	0		
	# Available	0.6	1.8	0.2	0.1	0.1	0.1	0.0	0.2		
	Persons Required	0	0	0	0	0	0	0	0		

## Shortfall

6GA		Administrative Support - General Administrative									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
8	# Employed	5	4	0	3	2	0	0	0		
	# Available	1.2	5.1	0.3	0.1	0.5	0.1	0.0	0.2		
	Persons Required	0	1	0	0	0	0	0	0		

6OS		Administrative Support - Office Support									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
12	# Employed	5	9	1	3	1	0	0	0		
	# Available	2.0	9.3	0.8	0.3	0.6	0.1	0.0	0.3		
	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		
16	# Employed	8	15	3	1	4	0	0	0		
	# Available	2.4	11.0	0.8	0.3	1.0	0.1	0.1	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.