

# City of Portland



1090  
Office of the City Attorney

## **Bureau Affirmative Action Program (AAP) Plan Reports**

**2021 AAP Annual Plan Reports  
1/1/2020 to 12/31/2020**

Adverse Impact for Applicants  
Calculated with White or Men as the  
Favored Group



# Job Group Analysis

The Job Group Analysis shows the jobs in each job group, the number of employees in each job, the number and percentage of people of color and women in each job, the total number of employees in each job group, and the total number and percentage of people of color and women in each job group as of 1/1/2021.

**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	#	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

1SU

Officials/Admin - Supervisors

EEO Code: 1

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		
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

2IT

Professionals - Information Technology

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30003011 - Business Systems 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

2LL

Professionals - Legal

EEO Code: 2

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30003019 - City Attorney, Chief Deputy	#	1	4	1	0	0	0	0	0		
6 Employees	%	16.67	66.67	16.67	0.00	0.00	0.00	0.00	0.00		
30003021 - City Attorney, Senior Deputy	#	4	8	1	0	1	0	0	2		
15 Employees	%	26.67	53.33	6.67	0.00	6.67	0.00	0.00	13.33		
30003020 - City Attorney, Deputy	#	3	12	0	1	1	0	0	1		
17 Employees	%	17.65	70.59	0.00	5.88	5.88	0.00	0.00	5.88		
30003018 - City Attorney, Assistant Deputy	#	2	0	1	0	1	0	0	0		
3 Employees	%	66.67	0.00	33.33	0.00	33.33	0.00	0.00	0.00		
41 Employees	Totals #	10	24	3	1	3	0	0	3		
	%	24.39	58.54	7.32	2.44	7.32	0.00	0.00	7.32		

# Job Group Analysis

6GA

Administrative Support - General Administrative

EEO Code: 6

Job Code & Title		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
30003003 - Administrative Specialist II	#	2	3	0	1	1	0	0	0		
4 Employees	%	50.00	75.00	0.00	25.00	25.00	0.00	0.00	0.00		
4 Employees	#	2	3	0	1	1	0	0	0		
Totals	%	50.00	75.00	0.00	25.00	25.00	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	#	4	11	0	1	3	0	0	0		
12 Employees	%	33.33	91.67	0.00	8.33	25.00	0.00	0.00	0.00		
30003078 - Legal Assistant 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		
30003077 - Legal Assistant	#	5	10	1	0	3	0	0	1		
10 Employees	%	50.00	100.00	10.00	0.00	30.00	0.00	0.00	10.00		
24 Employees	Totals #	9	23	1	1	6	0	0	1		
	%	37.50	95.83	4.17	4.17	25.00	0.00	0.00	4.17		



# **Incumbency vs. Estimated Availability Report**

The Incumbency vs. Estimated Availability Report shows potential areas of underutilization of people of color and women by job group. It compares the percentage of people of color and women employed on 1/1/2021 to the estimated percentage of people of color and women available for each job group. If Employment is less than Availability, the Availability percentage becomes the Placement Goal for next year.

### Incumbency vs. Estimated Availability

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 %	22.49	57.92	5.16	7.52	5.94	1.02	0.04	2.81
	Emp Less Avail?								
	Statistical Value	1.000E		1.000E	1.000E	1.000E	1.000E	1.000E	1.000E
	Stat Significant?								

1SU		Officials/Admin - Supervisors							
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 %	24.94	46.53	6.95	8.01	4.88	1.15	0.67	3.29
	Emp Less Avail?								
	Statistical Value	1.000E		1.000E	1.000E	1.000E	1.000E	1.000E	1.000E
	Stat Significant?								

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 %	13.07	42.37	7.66	1.20	2.35	0.17	0.00	1.68
	Emp Less Avail?								
	Statistical Value	1.000E	1.000E	1.000E	1.000E	1.000E	1.000E		1.000E
	Stat Significant?								

2LL		Professionals - Legal							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
41	Employment %	24.39	58.54	7.32	2.44	7.32	0.00	0.00	7.32
	Availability %	9.82	34.80	2.16	1.14	3.78	0.42	0.00	2.33
	Emp Less Avail?								
	Statistical Value						0.416		
	Stat Significant?								

6GA		Administrative Support - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
4	Employment %	50.00	75.00	0.00	25.00	25.00	0.00	0.00	0.00
	Availability %	33.20	84.97	5.96	9.93	12.64	0.25	0.22	4.23
	Emp Less Avail?								
	Statistical Value		0.479E	1.000E			1.000E	1.000E	1.000E
	Stat Significant?								

In the Statistical Value section, standard deviations of 1.96 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
24	Employment %	37.50	95.83	4.17	4.17	25.00	0.00	0.00	4.17
	Availability %	9.55	83.44	3.50	0.32	3.03	0.32	0.00	2.39
	Emp Less Avail?								
	Statistical Value						1.000E		
	Stat Significant?								

Total Employment: 72

S - Significant Difference Rule

A group is considered underutilized when employment is less than the plan availability by a statistically significant amount.

In the Statistical Value section, standard deviations of 1.96 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

While the Incumbency vs. Estimated Availability Report compares the employment and the estimated availability in percentages, the Shortfall Report shows the number of persons required to meet the Placement Goal.

**Shortfall**

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	0.2	0.6	0.1	0.1	0.1	0.0	0.0	0.0		
	Persons Required	0	0	0	0	0	0	0	0		

1SU		Officials/Admin - Supervisors									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	1	0	0	0	0	0	0		
	# Available	0.2	0.5	0.1	0.1	0.0	0.0	0.0	0.0		
	Persons Required	0	0	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		

2LL		Professionals - Legal									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
41	# Employed	10	24	3	1	3	0	0	3		
	# Available	4.0	14.3	0.9	0.5	1.5	0.2	0.0	1.0		
	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		
4	# Employed	2	3	0	1	1	0	0	0		
	# Available	1.3	3.4	0.2	0.4	0.5	0.0	0.0	0.2		
	Persons Required	0	0	0	0	0	0	0	0		

6LL		Administrative Support - Legal									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
24	# Employed	9	23	1	1	6	0	0	1		
	# Available	2.3	20.0	0.8	0.1	0.7	0.1	0.0	0.6		
	Persons Required	0	0	0	0	0	0	0	0		

S - Significant Difference Rule

A placement goal is set when employment is less than availability by a statistically significant amount.

\* When a group tests as a small group according to the Rule of Nines, an alternate rule is used instead of the Significant Difference Rule.

# Adverse Impact Report for Applicants

The Adverse Impact Report for Applicants helps to identify potential problem areas in the selection rates of applicants. Using the four-fifths rule (also called the 80% rule), the selection rate of applicants who are people of color or women is compared with the selection rate for applicants who are white or men). A selection rate for applicants of any group that is less than four-fifths (or 80%) of the selection rate for applicants who are white or men is an indication that hiring practices had an adverse impact on that group. Differences in selection rates that are not statistically significant are highlighted in yellow and those that are statistically significant are highlighted in red.

## Adverse Impact for Applicants

For Period: 1/1/2020 to 12/31/2020

by Individual Race/Ethnicity

2IT		Professionals - Information Technology						Favored Group: Wht
	Asi	Blk	His	Ind	Pac	Two	Wht	
Adverse IRA?	YES	YES	YES	--	--	--		
Selection Ratio	0.00	0.00	0.00	Infin	Infin	Infin		
Statistical Value	0.950F	0.905F	0.950F					
Significant?	NO	NO	NO	--	--	--		
Shortfall	0	0	0					

  

2LL		Professionals - Legal						Favored Group: Wht
	Asi	Blk	His	Ind	Pac	Two	Wht	
Adverse IRA?	*	*	*	--	--	--		
Selection Ratio	0.00	0.00	1.83	Infin	Infin	Infin		
Statistical Value								
Significant?	NO	NO	NO	--	--	--		
Shortfall								

# Adverse Impact for Applicants

For Period: 1/1/2020 to 12/31/2020

by Total Minorities vs. Whites

2IT	Professionals - Information Technology	Favored Group: Wht
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	Min	Wht
Adverse IRA?	YES	
Selection Ratio	0.00	
Statistical Value	0.826F	
Significant?	NO	
Shortfall	0	

2LL	Professionals - Legal	Favored Group: Wht
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	Min	Wht
Adverse IRA?	NO	
Selection Ratio	0.92	
Statistical Value		
Significant?	NO	
Shortfall		



# Adverse Impact for Applicants

For Period: 1/1/2020 to 12/31/2020

by Gender

2IT	Professionals - Information Technology	Favored Group: Mal
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	Fem	Mal
Adverse IRA?	YES	
Selection Ratio	0.00	
Statistical Value	0.304F	
Significant?	NO	
Shortfall	0	

2LL	Professionals - Legal	Favored Group: Mal
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	Fem	Mal
Adverse IRA?	*	
Selection Ratio	1.14	
Statistical Value		
Significant?	NO	
Shortfall		

Infin - indicates that the denominator was zero  
 "--" indicates that the result could not be calculated

^ Standard deviations of 2.00 or greater are generally regarded as statistically significant. For groups under 30, scores are marked with "F" and use Fisher's Exact test. "F" scores of .025 or less are generally regarded as statistically significant.

\*\*\* indicates that favored group could not be determined.

Applicants with missing race information are included in calculations by gender.  
 Applicants with missing gender information are included in calculations by race.

# Goal Attainment

Goal Attainment is progress made through hiring and promotion in meeting placement goals from the prior year. Since there was not a 2020 Annual AAP, Goal Attainment was calculated using a start point analysis. Starting with the 1/1/21 roster, the new hires that took place in 2020 were removed and employees who separated in 2020 were added back in to obtain a projection of what the roster would have looked like as of 1/1/2020. Goals for 2020 were calculated accordingly.

Goal Attainment

1CI		Officials/Admin - Code Inspections													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal					45.32										
New Hire	0				0	N/A									
Promotion	0				0	N/A									
Total Opps	0				0	N/A									
Achieved? *					NO OPPS										

1EC		Officials/Admin - Emergency Communication													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			65.42												
New Hire	0		0	N/A											
Promotion	0		0	N/A											
Total Opps	0		0	N/A											
Achieved? *			NO OPPS												

1ER		Officials/Admin - Engineering & Related													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal				11.96											
New Hire	0			0	N/A										
Promotion	0			0	N/A										
Total Opps	0			0	N/A										
Achieved? *				NO OPPS											

# Goal Attainment

2AC		Professionals - Accounting													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal						13.40									
New Hire	0					0	N/A								
Promotion	0					0	N/A								
Total Opps	0					0	N/A								
Achieved? *						NO OPPS									

2FI		Professionals - Fire													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			78.26												
New Hire	0		0	N/A											
Promotion	0		0	N/A											
Total Opps	0		0	N/A											
Achieved? *			NO OPPS												

2HR		Professionals - Human Resources													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			85.57												
New Hire	0		0	N/A											
Promotion	0		0	N/A											
Total Opps	0		0	N/A											
Achieved? *			NO OPPS												

## Goal Attainment

2PL		Professionals - Planning													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal					4.57										
New Hire	0				0	N/A									
Promotion	0				0	N/A									
Total Opps	0				0	N/A									
Achieved? *					NO OPPS										

2PM		Professionals - Program Management													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			66.18												
New Hire	0		0	N/A											
Promotion	0		0	N/A											
Total Opps	0		0	N/A											
Achieved? *			NO OPPS												

3BI		Technicians - Building Inspections													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			59.41						7.53						
New Hire	0		0	N/A					0	N/A					
Promotion	0		0	N/A					0	N/A					
Total Opps	0		0	N/A					0	N/A					
Achieved? *			NO OPPS						NO OPPS						

# Goal Attainment

3BO		Technicians - Botanic													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			59.41												
New Hire	0		0	N/A											
Promotion	0		0	N/A											
Total Opps	0		0	N/A											
Achieved? *			NO OPPS												

3CI		Technicians - Code Inspections													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			59.41												
New Hire	0		0	N/A											
Promotion	0		0	N/A											
Total Opps	0		0	N/A											
Achieved? *			NO OPPS												

3EL		Technicians - Electronics													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			21.15												
New Hire	0		0	N/A											
Promotion	0		0	N/A											
Total Opps	0		0	N/A											
Achieved? *			NO OPPS												

## Goal Attainment

3ER		Technicians - Engineering & Related													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal						6.91									
New Hire	0					0	N/A								
Promotion	0					0	N/A								
Total Opps	0					0	N/A								
Achieved? *						NO OPPS									

3WA		Technicians - Water													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			59.41												
New Hire	0		0	N/A											
Promotion	0		0	N/A											
Total Opps	0		0	N/A											
Achieved? *			NO OPPS												

4FI-1		Protective Service-Sworn-Fire-Entry													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal					8.16										
New Hire	0				0	N/A									
Promotion	0				0	N/A									
Total Opps	0				0	N/A									
Achieved? *					NO OPPS										

## Goal Attainment

4LE-1		Protective Service-Sworn-Law Enfr-Entry													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal		29.57				12.25		13.24							
New Hire	0	0	N/A			0	N/A	0	N/A						
Promotion	0	0	N/A			0	N/A	0	N/A						
Total Opps	0	0	N/A			0	N/A	0	N/A						
Achieved? *		NO OPPS				NO OPPS		NO OPPS							

4LE-2		Protective Service-Sworn-Law Enfr-Mid Level													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal		20.29												3.33	
New Hire	0	0	N/A											0	N/A
Promotion	0	0	N/A											0	N/A
Total Opps	0	0	N/A											0	N/A
Achieved? *		NO OPPS												NO OPPS	

4LE-4		Protective Service-Sworn-Law Enfr-Executive													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal						40.00									
New Hire	0					0	N/A								
Promotion	0					0	N/A								
Total Opps	0					0	N/A								
Achieved? *						NO OPPS									



## Goal Attainment

5CI		Protective Service - Non-Sworn - Code Inspections													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			62.68												
New Hire	0		0 N/A												
Promotion	0		0 N/A												
Total Opps	0		0 N/A												
Achieved? *			NO OPPS												

5PR		Protective Service - Non-Sworn - Parks/Recreation													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			62.68												
New Hire	0		0 N/A												
Promotion	0		0 N/A												
Total Opps	0		0 N/A												
Achieved? *			NO OPPS												

6CI		Administrative Support - Code Inspections													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			70.10												
New Hire	0		0 N/A												
Promotion	0		0 N/A												
Total Opps	0		0 N/A												
Achieved? *			NO OPPS												

## Goal Attainment

6CR		Administrative Support - Community Relations													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			82.04												
New Hire	0		0	N/A											
Promotion	0		0	N/A											
Total Opps	0		0	N/A											
Achieved? *			NO OPPS												

6GA		Administrative Support - General Administrative													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal						12.43									
New Hire	0					0	N/A								
Promotion	2					1	50.00								
Total Opps	2					1	50.00								
Achieved? *						YES									

6SP		Administrative Support - Store & Purchases													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			64.54												
New Hire	0		0	N/A											
Promotion	0		0	N/A											
Total Opps	0		0	N/A											
Achieved? *			NO OPPS												

## Goal Attainment

7GM		Skilled Craft - General Maintenance/Trades													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal		24.54				10.81									
New Hire	0	0	N/A			0	N/A								
Promotion	0	0	N/A			0	N/A								
Total Opps	0	0	N/A			0	N/A								
Achieved? *		NO OPPS				NO OPPS									

7WA		Skilled Craft - Water													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal		36.60			15.90										
New Hire	0	0	N/A		0	N/A									
Promotion	0	0	N/A		0	N/A									
Total Opps	0	0	N/A		0	N/A									
Achieved? *		NO OPPS				NO OPPS									

8GM		Service Maintenance - General Maintenance/Trades													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal		39.60				30.29									
New Hire	0	0	N/A			0	N/A								
Promotion	0	0	N/A			0	N/A								
Total Opps	0	0	N/A			0	N/A								
Achieved? *		NO OPPS				NO OPPS									

# Goal Attainment

8PR		Service Maintenance - Parks/Recreation																	
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two										
Prior Year Goal			72.20																
New Hire	0		0	N/A															
Promotion	0		0	N/A															
Total Opps	0		0	N/A															
Achieved? *			NO OPPS																

Note - there was no prior year goal required for categories not listed above.

\* YES = within one person of exceeding prior year goal

LIMITED = Limited Opportunities. This indicates the prior year goal percent multiplied by total opportunities to the job group was less than one person.