

# City of Portland



1090  
Office of the City's Attorney

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

**2022 AAP Annual Plan Reports  
1/1/2021 to 12/31/2021**



# **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 1/1/2022.

**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	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		
<b>1 Employee</b>	<b>Totals</b>	<b>#</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
		<b>%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

# 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		
<b>1 Employee</b>	<b>Totals</b>	<b>#</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
		<b>%</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

# 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		
<b>1 Employee</b>	<b>Totals</b>	<b>#</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
		<b>%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

# 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	#	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		
30003021 - City Attorney, Senior Deputy	#	2	7	1	0	0	0	0	1		
14 Employees	%	14.29	50.00	7.14	0.00	0.00	0.00	0.00	7.14		
30003020 - City Attorney, Deputy	#	6	15	2	3	0	0	0	1		
23 Employees	%	26.09	65.22	8.70	13.04	0.00	0.00	0.00	4.35		
30003018 - City Attorney, Assistant Deputy	#	2	1	0	1	1	0	0	0		
2 Employees	%	100.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00		
<b>45 Employees</b>	<b>Totals</b>	#	12	27	4	4	2	0	2		
		%	26.67	60.00	8.89	8.89	4.44	0.00	4.44		

# 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	4	0	1	1	0	0	0		
5 Employees	%	40.00	80.00	0.00	20.00	20.00	0.00	0.00	0.00		
<b>5 Employees</b>	<b>Totals</b>	<b>#</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>		
		<b>%</b>	<b>40.00</b>	<b>80.00</b>	<b>0.00</b>	<b>20.00</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>		

# 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	#	6	11	1	0	4	0	0	1		
11 Employees	%	54.55	100.00	9.09	0.00	36.36	0.00	0.00	9.09		
<b>25 Employees</b>	<b>Totals</b>	<b>#</b>	<b>10</b>	<b>24</b>	<b>1</b>	<b>1</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>	
		<b>%</b>	<b>40.00</b>	<b>96.00</b>	<b>4.00</b>	<b>4.00</b>	<b>28.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.00</b>	



# **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 1/1/2022 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**

1DR		Officials/Admin - Directors							
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 %	29.21	50.21	6.18	9.89	9.63	0.83	0.05	2.64
	Emp Less Avail?								
	Statistical Value	1.000E	0.498E	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 %	29.21	55.36	7.31	9.27	7.53	0.98	0.40	3.72
	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 %	24.86	33.94	9.08	5.46	5.81	0.30	0.63	3.58
	Emp Less Avail?								
	Statistical Value	1.000E	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
45	Employment %	26.67	60.00	8.89	8.89	4.44	0.00	0.00	4.44
	Availability %	12.12	39.78	2.99	1.55	3.90	0.27	0.00	3.42
	Emp Less Avail?								
	Statistical Value						0.349		
	Stat Significant?								

6GA		Administrative Support - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
5	Employment %	40.00	80.00	0.00	20.00	20.00	0.00	0.00	0.00
	Availability %	27.00	71.31	6.49	4.52	10.18	0.93	0.46	4.42
	Emp Less Avail?								
	Statistical Value			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
25	Employment %	40.00	96.00	4.00	4.00	28.00	0.00	0.00	4.00
	Availability %	20.20	77.80	2.82	1.54	10.35	0.61	1.13	3.74
	Emp Less Avail?								
	Statistical Value						1.000E	1.000E	
	Stat Significant?								

Total Employment: 78

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**

1DR		Officials/Admin - Directors									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1	# Employed	0	0	0	0	0	0	0	0		
	# Available	0.3	0.5	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	0.3	0.6	0.1	0.1	0.1	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	0.2	0.3	0.1	0.1	0.1	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		
45	# Employed	12	27	4	4	2	0	0	2		
	# Available	5.5	17.9	1.3	0.7	1.8	0.1	0.0	1.5		
	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	2	4	0	1	1	0	0	0		
	# Available	1.4	3.6	0.3	0.2	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		
25	# Employed	10	24	1	1	7	0	0	1		
	# Available	5.1	19.5	0.7	0.4	2.6	0.2	0.3	0.9		
	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 from each non-favored group is compared with the selection rate from the favored group. A selection rate for any group that is less than four-fifths (or 80%) of the rate for the group with the highest selection rate 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: 1/1/2021 to 12/31/2021

by Individual Race/Ethnicity

2LL		Professionals - Legal						Favored Group: Blk
	Asi	Blk	His	Ind	Pac	Two	Wht	
Adverse IRA?	YES		YES	--	--	YES	YES	
Selection Ratio	0.53		0.00	Infin	Infin	0.00	0.09	
Statistical Value	0.382F		0.154F			0.154F	3.911	
Significant?	NO		NO	--	--	NO	YES	
Shortfall	0		0			0	3	

6GA		Administrative Support - General Administrative						Favored Group: Wht
	Asi	Blk	His	Ind	Pac	Two	Wht	
Adverse IRA?	YES	YES	--	--	--	YES		
Selection Ratio	0.00	0.00	Infin	Infin	Infin	0.00		
Statistical Value	0.800F	0.800F				0.800F		
Significant?	NO	NO	--	--	--	NO		
Shortfall	0	0				0		

6LL		Administrative Support - Legal						Favored Group: His
	Asi	Blk	His	Ind	Pac	Two	Wht	
Adverse IRA?	YES	YES		YES	--	YES	NO	
Selection Ratio	0.00	0.00		0.00	Infin	0.00	0.93	
Statistical Value	0.680F	0.810F		0.810F		0.680F		
Significant?	NO	NO		NO	--	NO	NO	
Shortfall	0	0		0		0		

# Adverse Impact for Applicants

For Period: 1/1/2021 to 12/31/2021

by Total Minorities vs. Whites

2LL		Professionals - Legal	Favored Group: Min
	Min	Wht	
Adverse IRA?		YES	
Selection Ratio		0.20	
Statistical Value		2.576	
Significant?		YES	
Shortfall		3	

6GA		Administrative Support - General Administrative	Favored Group: Wht
	Min	Wht	
Adverse IRA?	YES		
Selection Ratio	0.00		
Statistical Value	0.571F		
Significant?	NO		
Shortfall	0		

6LL		Administrative Support - Legal	Favored Group: Wht
	Min	Wht	
Adverse IRA?	YES		
Selection Ratio	0.45		
Statistical Value	0.761		
Significant?	NO		
Shortfall	0		



# Adverse Impact for Applicants

For Period: 1/1/2021 to 12/31/2021

by Gender

2LL		Professionals - Legal		Favored Group: Fem
	Fem	Mal		
Adverse IRA?		YES		
Selection Ratio		0.39		
Statistical Value		1.395		
Significant?		NO		
Shortfall		1		

6GA		Administrative Support - General Administrative		Favored Group: Fem
	Fem	Mal		
Adverse IRA?		--		
Selection Ratio		Infin		
Statistical Value				
Significant?		--		
Shortfall				

6LL		Administrative Support - Legal		Favored Group: Fem
	Fem	Mal		
Adverse IRA?		YES		
Selection Ratio		0.00		
Statistical Value		0.776		
Significant?		NO		
Shortfall		0		

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.

Goal Attainment

1CI		Officials/Admin - Code Inspections															
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two								
Prior Year Goal				36.03													
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			65.17														
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					4.72												
New Hire	0				0	N/A											
Promotion	0				0	N/A											
Total Opps	0				0	N/A											
Achieved? *					NO OPPS												

# Goal Attainment

1FL		Officials/Admin - Financial													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			60.19												
New Hire	0		0	N/A											
Promotion	0		0	N/A											
Total Opps	0		0	N/A											
Achieved? *			NO OPPS												

2AC		Professionals - Accounting													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal						17.40									
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			86.25												
New Hire	0		0	N/A											
Promotion	0		0	N/A											
Total Opps	0		0	N/A											
Achieved? *			NO OPPS												

## Goal Attainment

2PM		Professionals - Program Management													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			67.23												
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												
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												

## Goal Attainment

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												

3ER		Technicians - Engineering & Related													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal						7.14									
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												

## Goal Attainment

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 OPPTS										

4LE-1		Protective Service-Sworn-Law Enfr-Entry													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal		29.08			12.81	12.19									
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 OPPTS			NO OPPTS		NO OPPTS								

4LE-2		Protective Service-Sworn-Law Enfr-Mid Level													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal		19.93												3.65	
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 OPPTS												NO OPPTS	

# 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												

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												



## Goal Attainment

6GA		Administrative Support - General Administrative													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal						12.64									
New Hire	1					0	0.00								
Promotion	0					0	N/A								
Total Opps	1					0	0.00								
Achieved? *						LIMITED									

6OS		Administrative Support - Office Support													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal				9.48											
New Hire	0			0	N/A										
Promotion	0			0	N/A										
Total Opps	0			0	N/A										
Achieved? *				NO OPPS											

6SP		Administrative Support - Store & Purchases													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal			61.37												
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		25.25				11.30									
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		40.63			15.03	15.81										
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								

8CR		Service Maintenance - Community Relations													
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two						
Prior Year Goal					23.53										
New Hire	0				0	N/A									
Promotion	0				0	N/A									
Total Opps	0				0	N/A									
Achieved? *						NO OPPS									

## Goal Attainment

8GM		Service Maintenance - General Maintenance/Trades															
	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two								
Prior Year Goal		39.73															
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											

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.