

IMPACT STATEMENT

Legislation title: Adopt City of Portland, Oregon Equal Employment Opportunity Affirmative Action Plan (AAP) For Minorities & Women January 1, 2018 – December 31, 2022 (Ordinance)

Contact name: Anna Kanwit (LL)

Contact phone: 503-823-3506

Presenter name: Staff person who will present the legislation at Council

Purpose of proposed legislation and background information:

This ordinance adopts the City of Portland 2018-2022 Equal Employment Opportunity Affirmative Action Plan in accordance with Executive Order 11246, as amended 30 F.R. 12319. The 2018-2022 Equal Employment Opportunity Affirmative Action Plan is the result of a collaborative effort of all City bureaus and sets out the City's workforce placement and development objectives and methods for accomplishing those objectives.

Financial and budgetary impacts:

This ordinance will not generate revenue. However, failure to comply with mandates for equal employment opportunity and affirmative action may disqualify the City from eligibility to contract with the federal government or for the City to continue to be a recipient of federal funds, such as grants.

Community impacts and community involvement:**100% Renewable Goal:****Budgetary Impact Worksheet****Does this action change appropriations?**

☐ **YES:** Please complete the information below.

☒ **NO:** Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount



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Office of Management and Finance

Tom Rinehart, Chief Administrative Officer

September 21, 2017

TO: Mayor Ted Wheeler, Portland City Council

FR: Anna Kanwit, Human Resources Director
Donny Adair, Consultant

RE: Briefing on City Equal Employment Opportunity and Affirmative Action Program 2018- 2022

Background

The City of Portland has maintained an Affirmative Action Plan (AAP) for minorities and women for over 35 years. Such plans are mandated under the federal executive orders for contractors with contracts of \$50,000 or more, and 50 or more employees. Federal laws also mandate affirmative action for veterans and individuals with disabilities. The City is a recipient of federal funds and a sub-contractor.

The affirmative action plan is a quality management tool for assuring workforce diversity and equal employment opportunity for all. This is a part of the City's comprehensive business strategy of equity and diversity development. Historic experience has demonstrated value in providing full participation of people of color, women, veterans and individuals with disabilities.

BCP-BHR-16.04 - City of Portland Equal Employment Opportunity Affirmative Action Plan 2013-2017 was extended to December 31, 2017

A new 5- year AAP for 2018 – 2022 has been created in accordance with established city policy, state and federal laws rules and regulations.

Project Planning Process

This planning process required all bureaus /offices to assist in the preparation of an action plan identifying the strategies to achieve or maintain equal employment opportunity in recruitment, hiring, training, retention and promotion. Staff in the Bureau of Human Resources (BHR) and the consultant developed the citywide AAP. Using data and a format provided by BHR, all city bureaus/offices prepared specific strategies, plans and actions.

Ted Wheeler, Mayor

We are an equal opportunity employer

Please notify the City of Portland of the need for ADA accommodations no less than five (5) days prior to any City sponsored events by contacting the Bureau of Human Resources at 503-823-3572 or the City's TTY at 503-823-6868



Elected Officials developed and submitted voluntary affirmative action policy statements.

Highlights of the City of Portland Equal Opportunity Affirmative Action Plans

Minorities and Women

The City developed 108 job groups for conducting analyses of hiring, retention and promotion of women and people of color.

Under the current AAP the City has achieved parity in employing people of color in all but 6 job groups. Those job groups are:

- Officials/Administrators: Engineering Related
- Technicians: Laboratory
- Protective Service: Sworn Law Enf-Entry
- Protective Service: Sworn LE Mid-Level
- Service Maintenance: Botanic
- Service Maintenance: General Maintenance Trades

Under the current AAP the City has achieved parity in employing women in all but 9 job groups. Those job groups are:

- Officials/Administrators: Fire
- Professionals: Information Technology
- Technicians: Building Inspections
- Technicians: Botanic
- Technicians: Code Inspections
- Technicians: Water
- Protective Service: Non-Sworn Code Inspections
- Protective Service: Non-Sworn Parks/Rec

Protected Veterans

The City established its benchmark for employment of veterans in accordance with the national average of veterans in the civilian labor force as published by the Office of Federal Contract Compliance Programs (OFCCP). That annual benchmark which was set in March 2017, is 6.7 percent. During calendar year 2016 the City hired veterans at a rate of 7 percent.

Individuals with Disabilities

The City established its goal for employment of individuals with disabilities (IWD) in accordance with the goal of 7 percent established by the Office of Federal Contract Compliance Programs (OFCCP) for all job groups. The utilization analysis contained in this AAP shows that the City employs individuals with disabilities at 7 percent or greater in only 9 job groups of 108 total. Achieving the affirmative action goal for IWD's is an area where the City must be more intentional as part of the Model Employer Resolution adopted by City Council.

Overall Progress

During the 4 year period from 2013-2017 the City of Portland continued to make good faith efforts to maintain equal employment opportunity and where necessary take affirmative action in employment. Through adoption of this new plan the city will continue to welcome all people to work for the city and strive to continue to be an equal opportunity employer.