

# **City of Portland, Oregon**

## **Equal Employment Opportunity Affirmative Action Plan 2008-2012**



Prepared For:

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**City of Portland**  
**AFFIRMATIVE ACTION PLAN**

July 1, 2008 - June 30, 2012



Prepared for the City of Portland by

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## PREFACE

City of Portland (hereafter referred to as the City) is fully committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment.

In the preparation of this AAP, the City has used the terminology used in E.O. 11246 and its implementing regulations as a guide. Therefore, the use of such terms as "underutilization," "deficiency," "concentration," "affected class," "goal," "problem area," etc. should not be construed as an admission by the City, in whole or in part, that any problem area exists or that either minorities or women have been or are presently being underutilized, concentrated, or discriminated against in any way by the City in violation of federal, state, or local fair employment practice laws. Furthermore, nothing contained in this AAP or its supporting data should be construed as an admission by the City, in whole or in part, that it has contravened such federal, state, or local employment practice laws.

In developing and implementing the AAP, the City has been guided by its established policy of providing equal employment opportunity. Any placement goals that the City has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this AAP. The use of placement goals in this AAP is not intended, nor is the effect of such placement goals intended, to discriminate against an individual or group of individuals with respect to any employment opportunities for which he, she, or they are qualified on the grounds that he, she, or they are not the beneficiaries of affirmative action themselves. Nothing herein is intended to sanction the discriminatory treatment of any person. Indeed, all employment decisions at the City are made based on job-related criteria. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608).

The City firmly believes in wide dissemination of its affirmative action policies and equal employment opportunity practices.

The City is proud of the progress and placement goals that are described in the following pages. This AAP and its support data are available to individuals, companies and government agencies online at: <http://www.portlandonline.com/omf/index.cfm?c=27806>.

All monitoring system reports as required by federal regulations and laws have been completed. However, reports that require specific data such as names of employees and salary information are not an official part of this AAP. This information is on file at the City as Documentation and Supporting Data for AAP Reports and is available for review only as required by law.

Additionally, appointing authorities and contractors doing business with the City of Portland are required to assure that equal employment opportunity is offered by their organizations, and that they comply with appropriate sections of this policy and with applicable state and federal regulations. The Bureau of Purchases ensures that these requirements are in all of the contracts with the City.

This AAP does not constitute an express or implied contract between the City and its employees, job applicants, or other persons. Nothing in this AAP provides any individual or group with a private right of action against the City.

## INTRODUCTION

This is the Affirmative Action Plan of the City of Portland. This plan was developed through the efforts and collaboration of every bureau in the City. The City's Diversity Development/Affirmative Action Office provided each bureau with an "Incumbency vs. Estimated Availability" report, which was used as the basis for the Affirmative Action Strategies to meet bureau-specific placement objectives.

As detailed in the Job Group Analysis, this AAP covers \_\_\_\_\_ employees including \_\_\_\_ (\_\_\_\_%) minorities and \_\_\_\_ (\_\_\_\_%) women. As described in detail in the Plan that follows, the management of the City has a continuing commitment to the implementation of this AAP.

Affirmative Action, Equal Employment Opportunity (EEO), the Americans with Disabilities Act, and other legislation, administrative rules and policies are the foundation of the City's Diversity Development strategy. In the City's view, diversity development incorporates and expands the effectiveness of Affirmative Action and EEO by linking them to a much larger matrix of activities designed to increase inclusiveness and reduce the impact of bias in the workplace. Therefore the City has implemented the *City of Portland Diversity Development Strategic Initiative 2003-2008* in correlation to the City's AAP.

This approach is consistent with the City's commitment to being an inclusive, respectful workplace that provides all employees with the opportunity to work and contribute to their full potential. This includes creating and maintaining a workplace that is free of workplace harassment and which values and utilizes the unique perspectives, skills, and knowledge of its workforce.

The City is proud of the gains it has made in diversifying its workforce and looks forward to achieving even greater results as it implements this Affirmative Action Plan.

## STATEMENT OF POLICY

To further its goal of equal employment opportunity for all employees and prospective employees without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law, the City of Portland states as its policy the following:

It is the policy of City of Portland, in accordance with all applicable laws, to recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

All employment decisions shall be consistent with the principle of equal employment opportunity, and only job-related qualifications will be required.

All personnel actions, such as compensation, benefits, transfers, social and recreational programs, etc. will be administered without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

It is the policy of the City of Portland that every employee has the right to work in an environment where each individual is treated with respect and dignity. Consistent with this policy the City is committed to maintaining a work environment that is free of bias, discrimination and harassment.

Consistent with this policy, it is the City's practice to prohibit illegal workplace harassment and discrimination. This prohibition includes forms of harassment that violate state and federal laws, and forms of harassment that may not violate law, but which violate the City's Human Resources Administrative Rule 2.02 because they are not conducive to creating a respectful work environment for employees.

To assure compliance with the plan, Joseph M. Quiñones, Affirmative Action Officer, has been designated to administer and monitor City of Portland Equal Employment Opportunity and Affirmative Action practices and make reports to the City Council. The AAP is available for inspection in accordance with applicable regulations.

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Yvonne L. Deckard  
Director, Bureau of Human Resources  
July 1, 2005

## REAFFIRMATION OF POLICY

The City has established a written AAP with respect to equal opportunity. This AAP has been prepared in conformity with E.O. 11246 and the implementing regulations of OFCCP, 41 C.F.R. § Part 60-1 et seq. This AAP is designed to provide guidance to management with respect to the City's commitment to full implementation of its EEO/affirmative action policy. The City's official policy statement, signed by the Director of the Bureau of Human Resources, is included in the Plan. The City's policy includes, without limitation, the following commitments:

To continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote, and compensate persons in all jobs without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

1. To identify and analyze all areas of its employment process so as to further the principles of equal employment opportunity. Employment decisions in all areas are made on the basis of furthering the objective of equal employment. Specific examples include:
  - A. **RECRUITMENT AND SELECTION** - In conformity with applicable law, the recruitment, testing and hiring of all personnel will continue to be conducted without discrimination against any individual with regard to race, color, religion, sex, age, disability, veteran status, national origin or other characteristic protected by law. All employee selection criteria used by the City are based solely on job-related criteria. Known sources of minority and female potential applicants are contacted regularly so as to maximize the participation of such applicants.
  - B. **PROMOTION** - Individuals will continue to be upgraded and promoted on the basis of their abilities, skills, and experience. The City ensures that minority and female employees who are qualified, as well as those who are qualified through training, are considered for promotion. In making promotion decisions, the supervisors directly involved and other appropriate personnel ensure that promotions are based solely on job-related criteria.
  - C. **TRANSFERS** - When vacancies occur, the supervisor directly involved and other appropriate personnel will continue to make positive efforts to affect transfers of minority and female employees whenever such transfers will increase the likelihood of greater job opportunity in areas where minority and female employees may have been or may now be underutilized.
  - D. **LAYOFFS** - If reductions in the City's workforce become necessary, they will be based on non-discriminatory policies. The City will review those persons affected by the reductions to assure compliance with this policy and to ensure that minorities and women are treated in a non-discriminatory manner with respect to layoff and recall.
2. To administer personnel actions affecting employees in areas such as compensation, benefits, transfers, layoffs, returns from layoff, City-sponsored training, education, and social and recreational programs, without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law. The City periodically reviews personnel actions and collects data on a continuing basis for the purpose of monitoring such actions.

3. To promulgate and administer the City's employee benefit plans, including pension, disability, and welfare insurance benefits, in conformity with the regulations of OFCCP, to the extent that such regulations are generally applicable and consistent with federal law. The Affirmative Action Officer meets periodically with appropriate management persons to review the progress made and to develop alternatives if required. The AAP in its entirety is reviewed and updated when such action is indicated by the implementation monitoring and progress evaluation of the plan.

## **DISSEMINATION OF POLICY**

### **1. INTERNAL**

- A. The City's Equal Employment Policy is available to all employees and is published in the City of Portland Human Resources Administrative Rules. Copies of this Policy are available to all employees upon request. The Policy is available online at the Bureau of Human Resources' website. (<http://www.portlandonline.com/omf/index.cfm?&c=27799>)
- B. Supervisors and managers are responsible for both affirmative action compliance and program implementation. The City of Portland will continue to train supervisors and managers in the area of equal employment and fair labor practices. The Equal Employment Opportunity training includes information on the evolving issue of harassment based on protected characteristics (including sexual harassment), with emphasis on commitment to our policy that strictly forbids harassment this activity in any form.
- C. We will continue to discuss the policy in any new employee and supervisor orientation.
- D. The policy will continue to be clearly posted on City bulletin boards.
- E. Management makes and will continue to make known to all employees the existence of our AAP, and will make available such elements of the Plan as will enable employees to know of and to avail themselves of its benefits.

### **2. EXTERNAL**

- A. The City will continue to inform recruitment sources of its commitment to EEO and affirmative action. In doing so, the City makes clear that all applicants will be treated without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law. Furthermore, these recruitment sources are informed that the City actively seeks qualified women and minorities for employment.
- B. The City communicates with appropriate minority and women's organizations, community agencies, guidance and placement personnel of local high schools, colleges, and other potential sources of minority and female applicants, apprising them of the City's EEO policy and encouraging them to refer minority and female candidates for employment. When the City advertises in newspapers for prospective employees, the advertisement includes the EEO solicitation "An Equal Opportunity/ Affirmative Action Employer" or its abbreviation.



- C. The City will continue to inform prospective employees of the existence of our AAP and make available to them such elements of the Plan as will enable them to know of and to avail themselves of its benefits.
- D. The City annual report contains a statement that City of Portland is an equal employment opportunity employer.
- E. The City will continue to incorporate the equal opportunity clause, 41 C.F.R. § 60-1.4, in all purchase orders, leases, contracts, etc.
- F. The City will continue to refer a majority of all employment opportunities that are not expected to be filled from within to the state Department of Employment and Training and relevant sources of recruitment.

**RESPONSIBILITY FOR IMPLEMENTATION**  
**In accordance with 41 C.F.R. 60-2.17**

Yvonne L. Deckard, Director, Bureau of Human Resources, has overall responsibility for implementation of the Equal Employment Opportunity Policy and the AAP. The City has appointed Joseph M. Quiñones as Affirmative Action Officer with primary management responsibility and accountability for ensuring full compliance with the plan. The Affirmative Action Officer has the authority, resources, support of and access to top management necessary to ensure the effective implementation of the AAP. The Director of the Bureau of Human Resources actively supports the program and provides assistance whenever it is needed, making managers and supervisors aware of the program and requesting their cooperation and assistance. The name of the Affirmative Action Officer appears on internal and external communications on the City's Equal Employment Opportunity Policy and AAP.

1. The duties of the Affirmative Action Officer include:
  - A. Overseeing the development of policy statements, AAP methods, and internal and external communication techniques. Affirmative action policies and procedures will continue to be developed to ensure an efficient yet positive interaction between the Affirmative Action Officer and the managers charged with employment responsibility.
  - B. Assisting in the identification of problem areas, and developing strategies to eliminate any problems identified.
  - C. Assisting line management and supervisors in devising solutions to equal employment problems, including counseling and training, to ensure full understanding of affirmative action and EEO policies and procedures.
  - D. Managing the design and implementation of monitoring and reporting methods that will:
    - Measure the effectiveness of the City's equal employment and AAP.
    - Indicate any need for remedial action.
    - Determine the degree to which the City's placement goals and objectives are

being attained.

- Provide management with a working understanding of the City's AAP placement goals and objectives.
- E. Meeting with managers, supervisors, and employees to assure that the City's EEO policies are being followed.
- F. Ensuring that supervisors understand that their work performance is being evaluated in part on the basis of their demonstrated commitment to equal employment opportunity, and that it is their responsibility to prevent all types of unlawful workplace harassment.
- G. Serving as a liaison between the City and enforcement agencies.
- H. Serving as a liaison between the City and appropriate minority and women's organizations, and community action groups concerned with employment opportunities of minorities and women.
- I. Ensuring City contact with predominately female and minority high schools, colleges, and technical schools in the area as needed.
- J. Keeping management informed of developments in the equal employment opportunity and affirmative action area.
- K. Overseeing a periodic audit to ensure that the City complies in the following ways:
1. EEO posters are properly displayed.
  2. All employees are afforded the opportunity and are encouraged to participate in all City-sponsored educational, training, recreation, and social activities.
2. Primary responsibility for the implementation of the City's Affirmative Action Plan has been delegated to the City's bureau directors, supervisors, and managers. Performance evaluations for bureau directors, supervisors, and managers will include, among other measures, criteria for determining their level of effectiveness in meeting the objectives set forth in this Affirmative Action Plan. Therefore, supervisors and managers are expected to:
- A. Assist the Affirmative Action Officer in the identification of any problem areas and help to eliminate any barriers to equal employment opportunity.
  - B. Whenever possible, become involved in local minority organizations, women's organizations, community action groups, and community service programs.
  - C. Work with the Affirmative Action Officer to periodically review hiring and promotion patterns and training programs to isolate impediments to the attainment of affirmative action placement goals and objectives. Results from these reviews are communicated through appropriate management meetings.
  - D. Review the qualifications of employees to ensure that minorities and women are given full opportunity for transfers and promotions.

- E. Provide career counseling for employees as needed.
- F. Adhere to the City's policy of equal employment opportunity for all employees and ensure that the policy is understood, supported and adhered to by the employees they supervise.
- G. Take action to prevent the harassment of employees based on protected characteristics or due to a perception that an individual might have been the beneficiary of the City's affirmative action efforts.

### **QUANTITATIVE ANALYSES** **In accordance with 41 C.F.R. 60-2.10**

The quantitative analyses that are described in the following pages were used in the development of this plan. For the sake of efficiency and clarity, we have selected only a limited number of key analyses to include in the Supporting Documents section of the Plan. The required quantitative analysis reports have been produced and are on file electronically in the Diversity Development/Affirmative Action Office. Copies of these reports are available for review upon written request.

### **ORGANIZATIONAL PROFILE** **In accordance with 41 C.F.R. 60-2.11**

As one of the diagnostic components of City of Portland's AAP and to conform to applicable regulations, the City has completed a profile of its workforce. The organizational profile is an overview of the staffing patterns at the City and is used to determine whether there are areas in the workforce where minorities or women are underrepresented or concentrated. To complete our organizational profile we have elected to follow the organizational display methodology.

For each appropriate organizational unit we have identified the following: the name of the unit, the job title, gender, the total number of male and female incumbents, and the total number of male and female incumbents in each of the following racial/ethnic groups: Black, Hispanic, Asian/Pacific Islander, and American Indian/Alaskan Native. A copy of this analysis is on file electronically in the Diversity Development/Affirmative Action Office.

### **JOB GROUP ANALYSIS** **In accordance with 41 C.F.R. 60-2.12**

As the second diagnostic component of our AAP we have conducted a job group analysis. The job group analysis is the first step in comparing the representation of minorities and women in the workforce covered by this AAP with the estimate of the available qualified minorities and women who could be employed by City of Portland in positions covered by this AAP.

In designing our job groups we considered the following elements:

- Similarity of duties and responsibilities;
- Similarity of compensation, and

- Similarity of opportunities for advancement including training, transfers, promotions, mobility and other career enhancements.

Although not a determinative factor in designing job groups, we also attempted to create job groups that are large enough to conduct appropriate analysis.

The “Job Group Analysis” in the Supporting Documents section identifies the job groups created for this AAP, the job titles that comprise each job group, and the percentage of minority incumbents and the percentage of female incumbents in each job group.

**AVAILABILITY ANALYSIS**  
**In accordance with 41 C.F.R. 60-2.14**

The availability analysis is a part of the Incumbency vs. Estimated Availability Analysis and a key diagnostic component of this AAP. The purpose of the availability analysis is to establish a benchmark against which the demographic composition of the City's workforce may be compared to determine whether barriers to equal employment opportunity may exist within particular job groups.

Pursuant to applicable regulations, the availability analysis for each job group examines two potential areas of availability: individuals with the requisite skills outside the establishment (external availability) and those within the establishment who are promotable, transferable and/or trainable (internal availability). In determining availability, we have selected our reasonable recruitment area and our pool of promotable, transferable, and trainable employees in such a way as not to exclude qualified minorities and women. Moreover, when determining external availability we have used as our source of data the most current and discrete statistical information available. For this availability analysis, we have used the 2000 census data. Finally, where a job group is composed of different job titles that carry different availability rates, we calculated a composite availability figure. We arrived at the composite availability figure by determining the proportion of the job group incumbents employed in each job title, weighting the availability for each job title by the proportion of incumbents employed in that title, and adding together the weighted availability estimates.

A brief written rationale for the selection of the recruitment areas and internal pools by job group follows:

Factor 1: *Reasonable Recruitment Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in the job groups listed. These areas were chosen based on current practices and were drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- The pools of feeder positions for the job groups listed were chosen based on reasonable paths of progression within the City and include all promotable, transferable, and trainable employees. The pools reflect current practices and were defined in such a way as not to have the effect of excluding minorities or women.

The following job groups have been identified as having the **United States** as the geographical area from which the City usually seeks or reasonably would seek workers to fill positions:

**20DR - OFFICIALS/ADMIN - DIRECTORS**

All other job groups have been identified as having the **Portland-Vancouver-Salem,**

**Oregon-Washington, Metropolitan Statistical Area** as the geographical area from which the City usually seeks or reasonably would seek workers to fill positions.

For definitions of the job group codes, please refer to the Supporting Documents section of this plan. A copy of the availability analysis is on file electronically in the Diversity Development/Affirmative Action Office.

### **COMPARISON OF INCUMBENCY AND AVAILABILITY** **In accordance with 41 C.F.R. 60-2.15**

City of Portland has compared the representation of minorities and women in each job group with their representation among those identified in the availability analysis as available for employment in the job group. Where actual representation was less than the calculated availability, the City conducted a statistical test to determine whether the difference was greater than could reasonably be expected. Where the job group was of a sufficient size to analyze using the two standard deviation test, the City applied that methodology. Where the use of the two standard deviation test was not appropriate, the City used the exact binomial methodology. The comparison of availability with actual representation follows in Supporting Documents section of this plan.

### **PLACEMENT GOALS** **In accordance with 41 C.F.R. 60-2.16**

As required by applicable regulations, City of Portland has established placement goals where the actual representation of women or minorities in a job group is less than would be reasonably expected based on calculated availability.

In establishing placement goals, we applied the following principles:

1. When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, the City established a percentage annual placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.
2. Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
3. In all employment decisions, the City makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, veteran status, or national origin.

4. Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
5. Placement goals are not used to supersede merit selection principles, nor do these placement goals require the City to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.

As is described in more detail in the Action Oriented Program section of this AAP, where a placement goal is set, the City will develop action oriented steps to increase the recruitment and training of minorities or women, or both.

A copy of the "Placement Goals Report" follows in the Supporting Documents section of this plan.

**IDENTIFICATION OF PROBLEM AREAS BY  
ORGANIZATIONAL UNIT AND JOB GROUP  
In accordance with 41 C.F.R. 60-2.17(b)**

We have conducted in-depth analyses of our total employment process, including the workforce by organizational unit and job group, personnel activity, compensation, and other personnel procedures to determine whether and where impediments to equal employment opportunity exist.

An analysis of each of these processes follows.

1. Composition of the Workforce by Organizational Unit

Our analysis by organizational unit reveals that minorities and women are not significantly underrepresented or concentrated in any particular organizational unit.

Minorities are employed at a rate of 16.46% and are represented in 83.53% of the City's 85 departments. Further, minorities are represented in 93.75% of the departments that employ 10 or more people. Women are employed at a rate of 32.29% and are represented in 95.29% of all departments, and 100% of all departments that employ 10 or more people. This analysis suggests that there is no policy or practice excluding minorities or women from any departments, nor is there any racial or sexual discrimination in the selection process.

2. Composition of the Workforce by Job Group

Pursuant to the Office of Federal Contract Compliance Programs' (OFCCP)

regulations, we have conducted an availability analysis by job group, taking into account both external and internal availability, and have compared incumbency to estimated availability to determine placement goals. There are 103 job groups. The descriptions of Factor 1 and Factor 2 by job group are summarized in the Availability Analysis. Our findings are as follows:

- A. Our analysis indicates that, for minorities, incumbency is less than availability in the following job groups: 20EN, 20ER, 20GA, 20LL, 21BI, 21CR, 21FL, 21GA, 21IT, 21LB, 22CI, 22EN, 22ER, 22FI, 22LB, 22LE, 22WA, 22EC, 26GM, 27AM, 27 GM, 27SP, 27WA, 25CI, 25GA, 26BO, 26BT, 26EL.
  - B. Our analysis indicates that, for women, incumbency is less than availability by in the following job groups: 20HR, 20IT, 20LE, 20LL, 20PM, 21AC, 21BI, 21CR, 21FI, 21GA, 21HR, 21IT, 21PM, 21RM, 22AC, 22BI, 22BO, 22EL, 22EO, 22LB, 23FL, 24HR, 24IT, 26GM, 27AM, 27SP, 25OS, 26BT, 26EL.
  - C. The City has established affirmative action placement goals and programs to address underutilization, and will continue to make a good faith effort to reach the placement goals established and implement action-oriented programs, which are detailed elsewhere in this AAP.
3. Analysis of Progress Towards Prior Year Goals

In establishing placement goals, the following principles applied:

- A. When the percentage of minorities or women employed in a particular job group was less than would reasonably be expected given their availability percentage in that job group, the City established an annual percentage placement goal for women or minorities, as appropriate, for that job group.
- B. Placement goals were not considered quotas, nor were they a ceiling or a floor for the employment of particular groups.
- C. In all employment decisions, the City made selections in a nondiscriminatory manner.
- D. Placement goals did not create set-asides for specific groups, nor were they used to achieve proportional representation or equal results.
- E. Placement goals were not used to supersede merit selection principles.

A review of progress and goal attainment by job group for the period from July 1, 2004 - June 30, 2005 reveals the following areas of significant success for minorities and women:



Minorities-

Of the total of 99 job groups the City has attained parity for minorities in 72 job groups.

Females-

Of the total of 99 job groups the City has attained parity for women in 72 job groups.

#### 4. Personnel Activity

The City has analyzed additional personnel activities to determine whether and where impediments to equal employment opportunity exist and whether there are significant selection disparities by race/ethnicity or gender. These activities include applicant flow, hires, promotions, terminations, and other personnel actions.

##### A. Applicant Flow

During the plan years, July 1, 2007 - June 30, 2008, the City advertised all open positions in a variety of ways to ensure access to a diverse pool of applicants. Positions were posted with the State Employment Service and advertised in local regional and national periodicals as appropriate. The City sought applicants at job and career fairs locally regionally and nationally. The Human Resources Bureau accepted applications for open positions, and all persons interested in obtaining employment with the City were advised to apply according to our current policy. Applications and complete records have been kept to ensure goals of equal employment opportunity are being applied to this process.

The City believes that applicant flow is not and will not be a problem area. Our analysis reveals that the percentage of minority applicants compares very favorably with the general availability in the respective categories. Clearly the City's success in implementing and communicating affirmative action and outreach efforts is demonstrated by these statistics.

The reports summarizing applicant flow by job group are on file electronically in the Diversity Development/Affirmative Action Office. Please note that applicants with an identified gender but no race will be included in the Applicant Detail by Gender and applicants with an identified race but no gender will be included in the Applicant Detail by Race.

##### B. Hires

The Human Resources Bureau develops hiring tools and works with

bureaus to ensure that hiring is conducted on the basis of nondiscriminatory criteria. Specifically, the following criteria and procedures have resulted in hiring decisions that are free of discrimination:

1. Classification specifications have been reviewed and revised to ensure that duties are accurately described, that the knowledge, skills, and abilities requirements are strictly job-related, and that all incumbents meet minimum requirements. Classification titles have and will continue to be written without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.
2. Application forms have been reviewed to ensure that all requested information is job-related, and that the forms comply with all applicable laws. In addition, all forms state that the City is an Equal Opportunity/Affirmative Action Employer.
3. Individuals selected to serve on interview panels are briefed in the law with regard to Equal Employment Opportunity/Affirmative Action.
4. Tests have been reviewed and are administered and conducted in a non-discriminatory manner.
5. All employees are encouraged to refer qualified applicants to the City for employment. In addition, the City has formal recruitment procedures to apprise minority and women's groups, educational institutions, and other referral sources of openings.
6. Placing an applicant in a specific job in a department is the responsibility of management. Hiring decisions are based on the applicant's knowledge, skills, abilities, and any other job-related criteria.

A review of external hires for the prior plan year indicates the presence of equal employment opportunity and a strong commitment to affirmative action. There were 351 new employees hired during the period from July 1, 2007 - June 30, 2008, including 52 minorities or 14.8% and 151 women or 43%. A copy of the "Personnel Action Summaries--New Hires by Job Group" is on file electronically in the Diversity Development/ Affirmative Action Office.

#### C. Promotion Practices

A review of promotion data indicates that these practices represent an area of substantial employment opportunity for minority and female

employees. Promotion practices are not problem areas for minorities and women in any job group. Our analysis reveals that neither minorities nor women are being treated disparately in promotions because:

1. The City provides every reasonable opportunity for employees to advance. In this regard, training and other developmental opportunities are offered.
2. Employees are encouraged to contact their supervisor and/or the Human Resources Bureau, at any time, should they desire information relative to another position within the City.
3. Management-initiated promotions are based on performance and other job-related criteria without discrimination on account of race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.
4. All promotional opportunities are posted, providing all interested employees with an opportunity to apply and call their special skills to the attention of the manager.
5. Our program of career development encourages all employees to develop career paths and prepare for positions for which they wish to be considered.

All of these factors strongly indicate that promotions represent an area of substantial employment opportunity for minority and female employees. A summary of promotion actions for the year is on file electronically in the Diversity Development/ Affirmative Action Office.

#### D. Compensation Systems

As part of its affirmative action obligations, the City has conducted a compensation analysis to determine whether there are pay disparities on the basis of gender, race, or ethnicity. According to our analysis, we have not identified any significant problem areas. If the City discovers significant salary differences between men and women or non-minorities and minorities, it will determine whether they are the result of legitimate, nondiscriminatory factors such as tenure, time in job, time in grade, performance, education, previous experience, etc. Where appropriate, the City will take all reasonable and immediate steps to make any necessary adjustments.

#### E. Terminations

The City has evaluated its termination practices to determine whether there are disparities on the basis of gender, race or ethnicity. When terminations or reductions in force are necessary, the City makes its decisions without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law. A report summarizing terminations by job group is on file electronically in the Diversity Development/ Affirmative Action Office.

## 5. Technical Phases of Compliance

Our analysis of the technical phases of compliance reveals that the City fully complies with all the technical phases of its affirmative action obligations:

- A. Equal Employment Opportunity posters are prominently displayed in each City location.
- B. The City notifies all contractors and subcontractors via purchase orders and subcontracts that they may be subject to federal affirmative action obligations.
- C. The City requires that all of their qualified contractors and subcontractors develop and maintain a written AAP.
- D. The City's employment application has a statement concerning Equal Employment Opportunity.
- E. All recruitment agencies and area schools and colleges will continue to be notified of the City's commitment to the goals of affirmative action.
- F. All recruitment advertising includes the solicitation "An Equal Opportunity Employer" or its abbreviation.
- G. All other required affirmative action notices and policy statements are posted on City bulletin boards and are updated annually.
- H. All personnel and employment records made or kept by the City are retained for the required period as mandated by OFCCP regulations.
- I. The City files a bi-annual EEO-4 report with the appropriate agencies.

### **DEVELOPMENT AND IMPLEMENTATION OF ACTION ORIENTED PROGRAMS In accordance with 41 C.F.R. 60-2.17**

The City has developed and executed action-oriented programs designed to correct any problem areas that may exist. These programs, which are listed below, demonstrate our

good faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results.

1. The City has analyzed and will continue to analyze all positions and prepare written descriptions to accurately reflect position functions. Due to the use of a position description format, they are and will continue to be consistent for the same position from one organizational unit to another.
2. Job descriptions have been and will continue to be reviewed to determine the knowledge, skills, abilities, and other requirements necessary for the adequate performance of every job. Specifications will continue to be consistent for the same job title in all organizational units and will not contain any requirements that would result in discrimination on the basis of race, color, religion, sex, age, disability, veteran status, national origin, or other characteristic protected by law.
3. Job descriptions are available to incumbents and all members of management involved in the recruiting, screening, selection, and promotion process. Job descriptions are also made available to employees, applicants, and recruiting sources as appropriate.
4. The City has carefully evaluated the total selection process and found it to be free from discrimination.
  - A. We have instructed all supervisory personnel to ensure elimination of discrimination in all personnel actions in which they are involved.
  - B. The tests administered by the City are job-related and given to all applicants for applicable position.
  - C. Application forms do not contain questions with potential discriminatory effects.
  - D. The City does not and will not use any selection techniques that can be improperly used to discriminate against minority groups or women.
5. The City has evaluated its techniques for improving recruitment and increasing the flow of qualified minority or female applicants through the following:
  - A. Minority and women, as well as non-minority and male, employees are actively encouraged to refer applicants to our organization.
  - B. The City relies on the State Department of Employment as well as job fairs and recruiting programs sponsored by local community colleges and other community organizations.
  - C. The City provides an orientation program to inform new employees of

their equal employment responsibilities, promotional opportunities, City rules, ways to alleviate any problems that might arise, and any other issues related to affirmative action compliance.

- D. HR Analysts provide incumbency v. estimated availability reports to all hiring managers to advise them of any areas of underutilization before opening a new recruitment.
- E. HR Analysts conduct research based on managers needs to target outreach to underutilized communities.
- F. Job interest forms are made available to potential applicants, so that the City may send copies of job announcements that pertain to their area of interest when recruitments open.
- G. The City has increased the practice of sending copies of job announcements to employees in feeder classifications for the position opening.
- H. Local organizations will continue to be contacted for referrals of potential minority and female employees.
- I. The City utilizes the Internet to identify targeted recruitment sites for qualified minority and female applicants.
- J. The City has increased the use of equally ranked eligible lists for non-represented classifications.
- F. Furthermore, we plan to take the following additional steps to ensure adequate representation of all minorities and women:
  - (a) Where placement goals exist as defined by the OFCCP, we will continue to contact universities and two- and four-year local colleges, vocational technical schools, high schools, local business schools, and state and community organizations which attract qualified minority and female students. When possible, we will continue to participate in job fair and career day activities and we will consider relevant work experience programs.
  - G. We will continue to contact our normal sources of recruitment (e.g., State Employment) and advise them that under the AAP we are specifically seeking to employ minorities and/or women for job openings. During the period from July 1, 2004 - June 30, 2005, targeted recruitment activities were conducted:

- Personal networking by City staff with over 37 community organizations and workforce planning centers,
- City staff attendance at over 20 job fairs,
- Placement of job advertisements with local minority community newspapers, such as *El Hispanic News*, *The Asian Reporter*, *The Observer*, and *The Skanner*.
- Utilization of professional associations and professional newsletters,
- Utilization of job search and professional affiliation websites.
- Portland Police Bureau Recruitment Program- the Bureau has outlined in detail overall recruitment strategies for community policing in a report to the Portland City Council, dated March 25, 2005. These documents are too voluminous to include in this AAP, but we reference them as sources to substantiate the bureau's objectives in more detail. Some highlights of these strategies include: open house days at precincts; recruiting booths in community centers, targeted recruiting in minority communities and using professional and community organization networks.

6. The City has implemented the following programs and procedures to ensure that minority and female employees are given equal opportunities for promotion:
  - A. On-the-job training is provided to all qualified employees to assist them in developing the necessary knowledge and skills for promotion to higher-level jobs.
  - B. The City utilizes a formal performance evaluation program for all employees. In addition, management and supervisors are trained on the basic methodology of performance evaluation.
  - C. Neither minority nor female employees are required to possess higher qualifications than those of the lowest qualified incumbent in the job for which they apply.
  - D. Seniority practices are not a problem since the City has no formal system of promotions based on seniority alone. Promotions are based on merit selection principles.
  - E. We will continue to make opportunities for advancement into more stimulating positions widely known through our career development process and by encouraging minorities and women to take advantage of these opportunities.
  - F. Special internal training programs are provided as necessary to ensure the

achievement of our placement goals. The following programs are offered to eligible employees without regard to race, color, religion, sex, age, disability, veteran status, national origin or any other characteristic protected by applicable law:

- HR Administrative Rule 2.02: Workplace Harassment and Discrimination and Retaliation Prohibited,
- Resume Writing,
- Answering Supplemental Application Questions,
- Effective Interviewing Techniques,
- Test Preparation Workshops,
- Police Officer Test Preparation Workshop, and
- Technical Skill Development.

G. We will continue to participate in targeted external training programs such as the following:

- Bureau of Maintenance Carpenter Apprenticeship Program,
- Firefighter Trainee Program, and
- Water Bureau Apprenticeship and Training Program, including
  - a. Utility Worker II Apprenticeship, and
  - b. Water Service Mechanic Apprenticeship.

*Note:* Internal City employees are also eligible to participate in the apprenticeship and trainee programs.

### **INTERNAL AUDIT AND REPORTING SYSTEM** **In accordance with 41 C.F.R. 60-2.17**

The City has developed and implemented an auditing system that periodically measures the effectiveness of its total AAP. The City views the activities that are listed below as critical to the success of the AAP.

1. The Affirmative Action Officer will continue to monitor records of applicant flow, referrals, placements, rejected offers, training, transfers, promotions, terminations, and any layoffs or recalls to ensure that the City's non-discriminatory policy is carried out. Procedures are reviewed and revised as problems are identified.
2. Top management is and will continue to be informed of any problems that arise in their respective areas so that immediate and appropriate steps can be taken to resolve any issues.
3. The City recognizes its responsibility to affirmative action and is committed to



fulfilling this responsibility by complying with all government regulations and laws pertaining to equal employment opportunity. As part of this commitment, management will be kept abreast of developments in the affirmative action area. The primary vehicle for communication with management will be periodic affirmative action briefings.

4. The Affirmative Action Officer will generate internal reports on a regular basis to evaluate the degree to which equal employment opportunity and organizational objectives are being obtained.
5. The City will review report results with all levels of management as to the degree to which their affirmative action goals and compliance are being attained, and will design and implement corrective actions, including adjustments in programs, as needed.
6. Progress on the City's AAP will be discussed at supervisors meetings, and relevant information will be communicated to employees during regular departmental meetings as appropriate.
7. The Affirmative Action Officer will periodically report to the Director, Bureau of Human Resources of the City and other appropriate top management on the effectiveness of the program and will submit recommendations for improvement.

### **ACTION PROGRAMS SUPPORT**

1. The City encourages and assigns members of management to serve on community relation boards and similar organizations.
2. The City makes available its personnel for lectures promoting women and minorities in the industry.
3. The City and its employees participate in a variety of community support programs and organizations such as:
  - Hispanic Metropolitan Chamber Scholarship Awards Banquet
  - Martin Luther King, Jr. Skanner Breakfast
  - Asian Reporter Scholarship Awards Banquet
  - Basic Rights Oregon Annual Oregonians Against Discrimination Luncheon
  - Urban League Equal Employment Opportunity Dinner
  - Say Hey Northwest
  - Breakfast of Champions
  - Latino Youth Summit
  - Asian Youth Summit
  - Russian Youth Conference
  - IRCO (Immigrants and Refugee Community Organization)

- Asian Family and Child Services
- Native American Youth Association
- NW ADA & IT Center
- Coalition Against Hate Crimes

In addition to our regular Annual Charitable Campaign, the City regularly honors requests for donations in the form of contributions, advertising, and services. The City and its employees plan, sponsor, and participate in numerous community-oriented activities and social programs.

## **CONCLUSION**

The City proactively demonstrates its continued commitment to equal employment opportunity and affirmative action in its 2005-2008 AAP, and has effective plans to ensure both organization and employee success.

Through its Affirmative Action Officer, Joseph M. Quiñones, the City will continue to communicate its policies, both within the organization and to the community in which we work. The Director of the Bureau of Human Resources affords the Affirmative Action Officer full authority to take action to implement the plan and to pursue solutions to problems that might impede the progress of this plan.

At the close of City of Portland's most recent Plan year, an analysis of the composition of the workforce was undertaken. The workforce was analyzed by job group and by department to determine the employment of minorities and women, and to identify if placement goals are indicated when compared to the appropriate available workforce. This analysis revealed 10 area(s) in which the difference between incumbency versus estimated availability was statistically significant, showing that for the overwhelming majority of the workforce, employment levels of women and minorities are representative of our recruiting population. Nonetheless, the City expects to increase its outreach efforts and to ensure that all applicants and employees are treated fairly, based on job-related criteria and without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

The City is mindful of the fact that continued achievements in the area of equal employment opportunity and affirmative action are important. As a result, we have included additional action-oriented plans and programs for recruiting, communication, and reporting, to ensure that our compliance with affirmative action continues in good stead.

Finally, it should be noted that the City's thorough analysis of its workforce reveals that City of Portland is in full compliance with sex discrimination guidelines and that there is no evidence of discrimination in any form against female employees. As outlined in this AAP, City of Portland is ready and willing to make affirmative action both a commitment and a continued reality.

# **Department of Finance & Administration**

## **Affirmative Action Strategies**

**2008-2012**

**Tom Potter  
Mayor**

## Introduction

As an elected official of the City of Portland, I support the principles of equal employment opportunity and affirmative action (EEO/AA). This office is committed to ensuring equal access to all employment opportunities and services offered by city government. My staff will work with other elected officials to prohibit job discrimination throughout the City of Portland.

## Equal Employment Opportunity

The employees in my office are at-will employees who serve at the pleasure of an elected official. This office will recruit applicants who reflect the diversity of the Portland community. This office will not discriminate in terms and conditions of employment on any basis prohibited by law, ordinance, rules or regulations.

## Affirmative Action Strategies

### Internal

- Continue to develop and institute changes that will make the office more welcoming and inclusive for all employees.
- Hold managers and supervisors accountable for carrying out EEO/AA policy.
- Ensure that all employees receive training in how to effectively deal with harassment and discrimination.
- Use diverse community resources such as minority news media, social programs, and ethnic networks.
- Provide intern and work study positions to expand opportunities for members of underutilized groups.
- Attend and encourage staff to attend activities that promote diversity and inclusiveness.

### External

- Monitor implementation of affirmative action compliance strategies in the bureaus and offices supervised.
- Include performance measures for EEO/AA in evaluating the performance of all bureau executives and managers.
- Review, revise and/or promote ordinances that prohibit discrimination by employers conducting business within the city limits.

# **Department of Public Utilities**

## **Affirmative Action Strategies**

**2008-2012**

**Sam Adams  
Commissioner**

## Introduction

As an elected official of the City of Portland, Sam Adams, Commissioner of Public Utilities supports the principals of equal employment opportunity and affirmative action. This office is committed to maintaining citywide policies and actions through adoption and monitoring of ordinances and rules that will foster equal access to all employment opportunities and services offered by city government. Our staff will also work with other elected officials to maintain or revise city ordinances as necessary to prohibit job discrimination by all employers within the City of Portland.

## Equal Employment Opportunity

The employees in our office are at-will employees who serve at the pleasure of an elected official. While civil service procedures are not required, this office will utilize selection procedures designed to recruit applicants who reflect the diversity of the Portland community. This office will not discriminate in terms and conditions of employment on any basis prohibited by law, ordinance, rules or regulations.

## Affirmative Action Strategies

### Internal

- Continue to develop and institute changes that will make the office more welcoming and inclusive for all employees.
- Hold managers and supervisors accountable for carrying out EEO and affirmative action policy.
- Ensure that all employees receive training in how to effectively deal with harassment and discrimination.
- Use diverse community resources such as minority news media, social programs, and ethnic networks.
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### External

- Monitor implementation of affirmative action compliance strategies in the bureaus and offices supervised.
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- Review, revise and/or promote ordinances that prohibit discrimination by employers conducting business within the city limits.

# **Department of Public Works**

## **Affirmative Action Strategies**

**2008-2012**

**Nick Fish**  
**Commissioner**

## Introduction

As an elected official of the City of Portland, Commissioner Nick Fish supports the principals of equal employment opportunity and affirmative action. This office is committed to maintaining citywide policies and actions through adoption and monitoring of ordinances and rules that will foster equal access to all employment opportunities and services offered by city government. Our staff will also work with other elected officials to maintain or revise city ordinances as necessary to prohibit job discrimination by all employers within the City of Portland.

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  - Review, revise and/or promote ordinances that prohibit discrimination by employers conducting business within the city limits.
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# **Department of Public Safety**

## **Affirmative Action Strategies**

**2008-2012**

**Randy Leonard**  
**Commissioner**

## Introduction

As an elected official of the City of Portland, *Commissioner Randy Leonard* supports the principals of equal employment opportunity and affirmative action. This office is committed to maintaining citywide policies and actions through adoption and monitoring of ordinances and rules that will foster equal access to all employment opportunities and services offered by city government. Our staff will also work with other elected officials to maintain or revise city ordinances as necessary to prohibit job discrimination by all employers within the City of Portland.

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## Affirmative Action Strategies

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### External

- Monitor implementation of affirmative action compliance strategies in the bureaus and offices supervised.
- Include performance measures for EEO and affirmative action in evaluating the performance of all bureau executives and managers.
- Review, revise and/or promote ordinances that prohibit discrimination by employers conducting business within the city limits.

# **Department of Public Affairs**

## **Affirmative Action Strategies**

**2008-2012**

**Dan Saltzman  
Commissioner**

## Introduction

As an elected official of the City of Portland, Dan Saltzman supports the principals of equal employment opportunity and affirmative action. This office is committed to maintaining citywide policies and actions through adoption and monitoring of ordinances and rules that will foster equal access to all employment opportunities and services offered by city government. Our staff will also work with other elected officials to maintain or revise city ordinances as necessary to prohibit job discrimination by all employers within the City of Portland.

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## Affirmative Action Strategies

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  - Review, revise and/or promote ordinances that prohibit discrimination by employers conducting business within the city limits.
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# **Office of the City Auditor**

## **Affirmative Action Strategy**

**2008-2012**

**Gary Blackmer**  
**City Auditor**

## **Introduction**

The Office of the City Auditor is committed to creating an inclusive work environment with a diverse and culturally competent workforce representative of the communities we serve. It is our policy to promote the achievement of equal employment opportunity through a positive and continuing program of affirmative action designed to ensure the full realization of equal employment opportunity.

### **Assessment of Current Affirmative Action Strategies**

The Auditor's Office continues to emphasize affirmative action in recruitment, hiring and training. The Auditor's Office has been successful in retaining female and minority employees. The Auditor's Office Affirmative Action statistics for the past 14 years continue to reflect a diverse workforce.

The Auditor's Office includes a question on our annual self-evaluation performance form for all employees and managers to complete. We ask each of our employees for suggestions on how to improve and increase diversity and cultural awareness in our workforce. We review comments and suggestions and include them in our plan. The City Auditor also holds all of his supervisors and managers responsible during their annual performance review for fulfilling the Auditor's Office Affirmative Action goals.

### **Placement Objectives**

The Auditor's Office intends to continue to increase our utilization of affirmative action strategies in order to further affect our work force in the following areas:

1. Retain and increase employee diversity.
2. Ensure fairness to women and minorities in the workplace.
3. Eliminate barriers and perceptions of bias from the workplace.
4. Provide outreach to women and minorities to expand the qualified applicant pool.

There is no under-utilization in the following categories:

20CR Officials/Admin – Community Relations  
20GA Officials/Admin – General  
20PM Officials/Admin – Program  
21 CR Professionals – Community Relations  
21 FL Professionals – Financial  
21 IT Professionals – Information Technology  
24 CR Paraprofessionals – Community Relations  
24 GA Paraprofessionals – General Administrative  
25 GA Administrative Support – General Administrative

24 OS Administrative Support – Office Support.

The Auditor's Office is under-utilized in two categories:

21GA Professionals – General Administrative.

21 PM Professionals – Program Management

The Auditor's Office will address this under-utilization in our Affirmative Action Strategies.

**FISCAL YEARS 2008-2012**  
**AFFIRMATIVE ACTION STRATEGIES BASELINE REPORT**  
Office of the City Auditor  
November 30, 2007

**Diane Betcher, Chief Deputy City Auditor**  
**503-823-4567**

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/Leave Date(s)</b>
Outreach	Develop and implement an outreach and recruitment plan	Work with existing staff to make contact with minority and female job potential	Increase number of employment applications received from under-represented group member	Chief Deputy Auditor, Managers and Supervisors	2008-2012
Create a supportive working environment that attracts the most qualified people	Conduct ongoing HR 2.2 training for all new and tenured employees	Employees feel free from harassment and discrimination of any type	Increase the awareness that inappropriate behavior has a negative effect on our ability to attract and retain new employees	City Auditor, Chief Deputy Auditor, Managers and Supervisors	2008 - 2012



**Office of City Attorney**

**Affirmative Action Strategy**

**2008-2012**

**Linda Meng**  
**City Attorney**

## **Introduction**

Equal Employment Opportunity is a strongly held value for the City Attorney's Office. These strategies are written in support of the City's Affirmative Action Plan. It has been and continues to be the policy of the City Attorney's Office to provide an inclusive workplace, including affirmative action and equal employment opportunities for all qualified individuals without regard to race, religion, skin color, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, source of income, or veteran's status in all personnel actions, including recruitment, evaluation, selection, promotion, compensation, training and termination.

## **Assessment of Current Affirmative Action Strategies**

It is the intent of the City Attorney's Office to hire the most qualified professional and para-professional candidates for all employment opportunities the office has available. An obstacle that is faced throughout Oregon is the small number of qualified, licensed minority applicants for positions in the legal field. The objectives of this office include widening the awareness of the legal field in general as an option for women and minorities who are tomorrow's workforce.

### **• RECRUITMENT**

For positions available in the office, we continue to advertise job opportunities through the Oregon State Bar minority publications and committees, including the OSB's Affirmative Action Program, Diversity Jobs list serve, and the Oregon Minority Lawyer's Association. We also advertise attorney and non-attorney positions in minority newspapers including, but not limited to, Hispanic News, The Scanner, and The Asian Reporter.

Internships for school year and summer law clerks are advertised at law schools through their EEO recruitment offices, and we have a strong history of hiring minority law clerks and interns. It has become a practice that at least one of the three law clerks hired for summer positions is a minority student, usually from a recognized school's Enhancement Program or Affirmative Action Program.

The City Attorney's Office will work to develop recruiting sources that target the inclusion of covered veterans and individuals with disabilities. As positions become available, the office will ensure that the office facilities will accommodate applicants and employees with disabilities.

### **• OUTSIDE ACTIVITIES**

The Oregon State Bar has recognized the lack of minorities in the legal field in the State of Oregon. One way to increase the potential is to bring to students the notion of law as a career goal in both the public and private sectors. City Attorney Office staff participate in a wide

variety of activities outside of the office, promoting diversity in the field of law and, indirectly, representing the role public lawyers have in government.

Several of our staff coach high school and college clubs and groups that have related interest to law. Attorneys act as coaches to high school Constitutional Law teams. During the 2006-07 year several attorneys worked with Roosevelt High School students over a six month period, ending their school year with a full mock trial. We also have attorneys who were active in Lincoln High School and Grant High School Constitutional Law teams. An attorney from our office traveled with the Grant High School-Constitutional team finals to Washington D.C. in 2006 and 2007.

Among other activities, attorneys participate in teaching moot court, Lewis & Clark Legal Tax Clinic (instructing students in how to litigate tax cases), mentoring first year law students, and participating in mock trials. The City Attorney is a past chair of the Oregon State Bar First Year Honors Program for minority law students, and current Chair of the Multnomah Bar Association Equality Committee.

The Oregon State Bar has several "Sections" or divisions of practices that hone expertise and interest in a variety of specific areas. These sections organize Continuing Legal Education courses, publish on particular subject areas, and promote their areas of specialty. City Attorney staff are active members of such sections as the OSB Diversity Section, Oregon Women Lawyers Section, and Oregon Gay & Lesbian Law Association. They have planned and written curriculum for the Disability Law section, and others.

- **RETENTION**

The City Attorneys Office recognizes that it takes time and effort to maintain the highly skilled and diverse workforce that we enjoy. Staff are highly encouraged to participate in activities within the City structure and outside to enhance their skills, enlarge their scope of competence, and find enjoyment in their work place. The Diversity Development Plan for the City Attorney's Office highlights many of the activities that we sponsor and encourage.

- **OTHER RELATED ACTIVITIES**

EEO Committee – Formed in 2002, the Committee consists of attorney and non-attorney staff, and has representation of both women and minorities.

In-house Education – One staff member is now a trainer for the City's Understanding Racism series. Staff are encouraged to attend cultural diversity and racism classes offered by the City.

Several staff members teach and facilitate EEO and ADA related courses for City employees, including Cultural Diversity training. A member of our EEO Committee is also a member of Diverse Empowered Employees of Portland (DEEP).

## Placement Objectives

Employment in the City Attorney's Office covers eight EEO classifications. For the most part, women and minority employees are well represented in the various employment categories of this office.

Officials/Admin (Legal) – This classification includes Chief Deputy City Attorneys and Senior Deputy City Attorneys. The statistical reports suggest a slight underutilization in minority employment in this area. Attorneys in this section are generally either promoted from within because of evidenced ability to handle complex legal matters, or are hired into positions that will handle specific types of multifaceted and complex legal work. Because our Chief Deputies and most of our Senior Deputies historically have been promoted from within, we expect that we will see increasing numbers of minority lawyers in those positions over time, through promotion of currently employed minority Deputies. To the extent we have a need to fill these positions through outside hiring, we will continue our efforts to recruit qualified minority candidates.

The statistical reports show that the following areas of employment are not underutilized. As positions arise, the office continues to place importance on inclusive recruitment and hiring methods.

Professional – General Administrative (includes Business Operations Supervisor)

Professional – Financial (includes Sr Financial Analyst)

Professional – Information Technology (includes IT Analyst III)

Professional – Legal (includes Deputy City Attorneys, Law Office Administrator, Legal Contract Analyst, Paralegal Supervisor, Legal Assistant Supervisor)

Paraprofessional – Legal (includes Sr Paralegal; Paralegal; Sr Legal Assistant)

Administrative Support – Legal (includes Legal Assistant)

Administrative Support – Office Support (includes Office Support Specialist II)

**FISCAL YEARS 2008-2012**  
**AFFIRMATIVE ACTION STRATEGIES BASELINE REPORT**  
**Office of the City Attorney**  
**July 1, 2008**

Susan Dorn, IT Analyst III  
503-823-3097

Area of Focus	Planned Actions	Benchmark Activities	Intended Purpose	Person(s) Responsible	Projected Start/End Date(s)
<i>Recruitment</i> Problem: Limited number of minority lawyers in Oregon available for hire	Increase visibility in Oregon law schools	Take part in minority recruitment job fairs at Oregon law schools and minority law Association	Increase awareness of public law as a practice choice	Linda Meng	Yearly as opportunities are scheduled by law schools and associations
<i>Recruitment</i> Problem: Limited number of minority lawyers in Oregon available for hire	Increase visibility in Oregon law schools	Participate in the Minority Law Clerk hiring and placement programs at Lewis & Clark College	Provide minority students an opportunity to work in public sector law	Linda Meng	Semi-annual meetings to identify activities
<i>Recruitment</i> Problem: Limited number of minority lawyers in Oregon available for hire	Increase visibility in the Legal Community	Participate in Oregon State Bar Sections specifically for minority and women	Increase awareness of public law as a practice choice	Linda Meng All Attorneys	Bi-monthly discussions of activities planned
<i>Recruitment</i> Problem: Limited number of minority lawyers in Oregon available for hire	Increase visibility in the greater-Portland community	Participate in high school and college clubs and organizations with a focus on law	Encourage youth to consider law/government as a career choice, in a range of job classifications including attorneys and non-attorneys	All staff	Semi-annual discussion of activities planned and underway
<i>Recruitment</i>	Increase visibility in the greater-Portland community	Meet to discuss activities in recruitment process	Assess where resources have been expended-- and what needs to be continued	Linda Meng, Susan Dorn	Semi-annual
<i>Training</i>	Increase awareness and sensitivity to diversity and EEO needs	Attorneys required to obtain 45 CLE credits in a 3-year period including ethics and diversity <sup>1</sup>	Meet or exceed required EEO/AA credits	All Attorneys	Monthly as classes are provided

<sup>1</sup> The Minimum Continuing Legal Education rules [of the Oregon State Bar] require that all regular active members complete forty-five (45) hours of approved continuing legal education activities in each three (3) year reporting period. Of those forty-five (45) hours, nine (9) must be on the subject of professional responsibility; one of the nine (9) professional responsibility hours must be on lawyers' child abuse reporting obligations. **Three (3) of the nine (9) professional responsibility hours must be on "elimination of bias,"** which is defined as an activity "directly related to the practice of law and designed to educate attorneys to identify and eliminate from the legal profession and from the practice of law biases against persons because of race, gender, economic status, creed, color, religion, national origin, disability, age or sexual orientation." **MCLE Rule 3.2 and 5.5.** [emphasis added]

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
<i>Training</i>	Increased awareness of commitment to diversity	Increase number of employees who are aware of office's commitment to diversity via formal documents	Increase awareness of diversity goals	Linda Meng	Continuing
<i>Training</i>	Increased awareness of commitment to diversity	Provide staff with focused discussion on the diversity goals and objectives office wide and City wide	Increase staff awareness of diversity goals	Linda Meng	Bi-monthly at staff meetings
<i>Training</i>	Increased awareness of commitment to diversity	Meet with staff to discuss training opportunities and goals	Increase awareness of diversity goals	Linda Meng, Susan Dorn	Semi-annual

# **Office of Management and Finance**

## **Affirmative Action Strategy**

**2008-2013**

**Kenneth L. Rust  
Chief Administrative Officer**

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## Introduction

The Office of Management and Finance (OMF) has a long-standing and continuing commitment to providing equal employment opportunities. OMF believes this is the right way to conduct business. OMF will continue to be a leader in acknowledging, respecting, and valuing the diversity of our current and future employees, our internal and external customers, and other stakeholders. OMF's Affirmative Action Strategy is written in support of the City's Affirmative Action Plan and all applicable rules.

The Office of Management and Finance (OMF), directed by the Chief Administrative Officer, provides internal support services that help ensure City bureaus fulfill their missions. As of the beginning of fiscal year 2007-08, OMF consists of:

- Five bureaus providing Citywide services (Financial Services, Human Resources, Purchases, Revenue, and Technology Services).
- Two Citywide projects: the Public Safety System Revitalization Project (PSSRP) and the Enterprise Business Systems (EBS) project.
- The Chief Administrative Officer's (CAO) Office which provides support to the CAO and carries out projects assigned to the CAO by the Mayor and City Council.
- The Business Operations division which provides a full range of financial, budgetary, HR, strategic planning and communication services to all OMF bureaus and divisions, as well as the citywide services of CityFleet, Risk Management, Printing & Distribution, and Facilities.

OMF's responsibilities coupled with other competing priorities will present challenges to the implementation of some of the strategies OMF strives to achieve. However, those challenges will also allow OMF to apply creative approaches and collaboration fully throughout the organization and the City.

OMF is committed to the ideals of affirmative action. Core values of OMF reflect dedication to ensuring equal employment opportunities:

- Respect & Integrity - OMF values and practices personal and organizational integrity, fiscal and operational accountability, and protecting the public trust. We practice inclusiveness, respecting diversity at all times.
- Stewardship - OMF values sound management practices in the responsibilities entrusted to the organization by City Council, City bureaus, and the public.
- Knowledgeable, Dedicated Workforce - OMF considers its employees its greatest asset. OMF strives to maintain a safe and supportive workplace based on principles of accountability and service.

Building and maintaining a professional workforce and workplace is a primary strategic direction for OMF. OMF will continue efforts to recruit and develop an expert workforce and foster a workplace based on basic values of accountability, stewardship, inclusion and service by:

- Continuing to foster diversity and inclusion in all aspects of our work internally and Citywide;
- Continued implementation of a comprehensive Citywide workforce training and development plan targeting workforce diversity and employee improvement;
- Developing and implementing workforce retention and management succession plans;

- Engaging all OMF employees in discussions of the organization's mission, vision, values, and strategic goals; and
- Continuing to develop a workplace distinguished by a sense of safety and responsiveness to the needs of our workforce.

In the spirit of OMF's continuous improvement philosophy, OMF will continue to promote understanding and fulfillment of equal opportunity in all facets of business through a proactive and evolving program of affirmative action, equal employment opportunity, and diversity development education and awareness.

## **Assessment of Current Affirmative Action Strategies**

The major focus of the OMF 2005-2008 Affirmative Action Strategy was on outreach and training. Since this strategy was adopted, OMF has accomplished many of its goals.

OMF has actively participated in the annual Citywide Job Fair since its start in 2006. In 2007, OMF had tables representing all the bureaus and divisions within OMF and had many staff from across the organization representing OMF at the fair.

As a result of Bureau Innovation Project #5: Citywide Employee Development Program, the Bureau of Human Resources rolled out cultural competency training programs for both managers and employees. Many OMF managers, supervisors, and employees have begun the series and will continue to go through it, as their schedules allow.

Data analysis shows that OMF, in keeping with national trends, will have a significant number of employees that will be retirement eligible within the next 5 years. This retirement wave requires preparation and succession planning now to ensure that OMF can meet its future staffing needs and maintain a diverse workforce. As well, OMF may face institutional memory loss, as many of the potential retirees are in leadership roles in the organization, so many procedures, such as hiring practices, should be documented now.

In 2007, the Business Operations Division launched a pilot succession planning project to tackle these challenges. A work team was formed to collect data and plan strategies with managers in the Business Operations work areas. One of the pilot activities included a job shadow day, in through a partnership with the Hatfield School of Government, where students from summer intern programs shadowed OMF staff for a day. These types of activities align well with the strategies within this plan. In the future, succession planning will be expanded to include the rest of the OMF bureaus.

In 2006, the OMF Diversity Committee and Affirmative Action/Equal Employment Opportunity (AA/EEO) Committee were merged, with the AA/EEO representatives now serving as a subcommittee to the Diversity Committee. This has led to better communications and more streamlined processes between the two efforts. Prior to the merger, there were many similarities in the work being done by the two groups, so this merger has helped OMF to focus and be more strategic in its diversity work.

The OMF Diversity Committee, first formed in 2003, completed its first Diversity Program in 2005, following an OMF-wide organizational assessment in 2004. The assessment focused on

employee perceptions of the workplace, with questions that asked about both their experiences across OMF and within their division/bureau. In the spring of 2007, the committee created a shorter version of the original assessment by choosing key questions from the 2004 assessment. Over 50% of all OMF employees responded to the 2007 assessment.

Data from the assessment has been reported to managers and diversity representatives for their respective bureau or division through meetings with the staff that performed the data analysis. In the near future, the data analysis will be used by the Diversity Committee to guide its update of the OMF Diversity Program.

OMF's Diversity Committee also has sponsored citywide events for many cultural celebrations including Asian Pacific Heritage, Women's History, Disability Awareness, Human Rights Day, African American History, Hispanic Heritage, and Native American Heritage months. As well, OMF sponsored a lunchtime panel of speakers on Arab-Americans in Portland. For these events, OMF has often partnered with other bureaus and fostered cross-bureau collaboration by co-sponsoring these events together.

In summary, the accomplishments stemming from the 2005-08 OMF Affirmative Action Strategy have laid the groundwork for more significant and measurable advances with the OMF 2008-2013 Affirmative Action Strategy.

## **Office of Management & Finance Citywide Activities**

OMF has citywide responsibilities related to affirmative action in addition to the internal organizational development activities outlined in the Affirmative Action Strategies Baseline Report. These citywide responsibilities are carried out primarily in the Bureau of Human Resources. However, the Bureaus of Purchases and Technology Services also undertake initiatives which are important to equal opportunity and diversification of the City's workforce. OMF bureaus provide citywide stewardship in this arena under the leadership of the Chief Administrative Officer.

### **Bureau of Human Resources**

The Bureau of Human Resources is the OMF citywide steward of affirmative action activity. Several actions the bureau will complete in relation to citywide affirmative action and equal opportunity are identified in the [Human Resources Strategic Plan](#), [the Citywide Affirmative Action Strategy](#), and the [Citywide Diversity Development Strategic Initiative](#). These citywide actions include:

- Implement citywide measures and ensure bureau implementation of the Citywide Affirmative Action Strategy; and
- Implement citywide measures and ensure bureau implementation of Citywide Diversity Development Strategic Initiative.

Additionally, through the following projects from the OMF work plan and the Mayor's Bureau Innovation Project, Human Resources will take the citywide lead on the following activities:

- Design and implement citywide employee development programs within the Bureau of Human Resources in collaboration with all City bureaus to:

- Expand City diversity outreach, cultural awareness and recruitment efforts;
  - Increase internship opportunities;
  - Provide training for managers and supervisors; and
  - Require annual performance evaluations for bureau directors with measurements to meet City diversity goals.
- Continue the following programs, as per the OMF work plan:
    - Outreach Recruitment
    - Public Safety Diversity Outreach Program
    - Summer Youth Employment Program

## **Bureau of Purchases**

Purchases has several ongoing programs which support and enforce diversification citywide. The following programs and policies speak to equal opportunity in contracting and contractor activities ([available online](#)):

- Fair Contracting & Employment Strategy
- Good Faith Efforts
- Professional Services Marketing and Outreach: *Policy to Increase Minority/Women/Emerging Small Business (M/W/ESB) Utilization in Professional/Technical/Expert (PTE) Contracting (Ordinance 177244)*
- Sheltered Market Program
- Workforce Training & Hiring Program
- Vendor Requirements (including reporting) for the above

Under the umbrella of the Mayor's Bureau Innovation Project #13: Review of Contracting Procedures, Purchases will continue to ensure that M/W/ESB goals are met through the following activities:

- Require bureaus to utilize diverse selection committees;
- Ensure understanding of and compliance with the state law effective March 2005 and Council's new procurement code;
- Explore alternative means of awarding contracts to increase the number awarded to M/W/ESB firms;
- Examine Sheltered Market Program skill-building programs;
- Investigate the possibilities to expand Workforce Training & Hiring data collection;
- Conduct a critical review of the City's PTE Strategy, adopted in July 2003, to determine opportunities to increase M/W/ESB participation; and
- Develop materials to market M/W/ESB firms to project managers.

The following two programs were approved and funded by City Council for FY 2007-2008 to create tangible results, and are currently being developed:

**Supplier Diversity Program:** A formal Supplier Diversity Program is being created for the purchase of goods and non-professional services to expand the City's efforts to increase the number of goods and services contract awards to certified M/W/ESB firms. It is also designed to look for meaningful opportunities for larger firms to create strategic partnerships with smaller certified M/W/ESB firms to diversify their supply chain.

**Professional Services Support Program:** The Professional Services Support Program is being designed to expand the outreach notification process to certified M/W/ESB professional services firms, and expand the business development skills for these firms through technical assistance classes and trainings.

## **Revenue Bureau**

The Revenue Bureau, with its responsibility for collection of business licenses, Multnomah County Income Tax and enforcement of various regulatory programs continues to make efforts to support and enforce diversification citywide. The following programs and outreach efforts speak to equal opportunity in the city's economic development:

- Disconnected Youth Tax Credit – A pilot program in 2005 and 2006 tax years to provide tax credits to business that hire disadvantaged youth. The program is now being evaluated and expected to re-start in tax year 2008.
- Elders in Action Review – Utilization of secret shoppers to ensure that all customers receive good customer service from the Bureau.
- Information provided about bureau services in multiple languages.
- Increased outreach to new and small businesses to provide information about various city services, technical assistance and support mechanisms.

## **Bureau of Technology Services**

Technology Services plays the critical citywide role of managing online, software and hardware systems for the City of Portland, ensuring that user accessibility is maintained, accommodation is made to ensure all employees have the tools of technology to do their jobs, and maintaining systems for electronic tracking and monitoring of human resources information for the City. Upcoming initiatives where Technology Services plays a key role to support Affirmative Action goals include:

- Implementation of an Enterprise Business System to replace the City's current outdated financial and resource management system (including human resources);
- Implementation of the SAP online recruitment module and employment application tools;
- Continuing to expand accessibility of online systems; and
- Reorganization and customer service improvements to continue supporting all City Bureaus in the delivery of their services to the public.

## **Placement Objectives**

The Bureau of Human Resources (BHR) prepares quarterly reports of the City of Portland's affirmative action (AA) data. Reports are sent out via email to AA representatives in the bureaus. The reports contain comparison data for all job groups in a bureau. The job groups come from EEO classifications and, within each job group, there may be several different job classes. Data used for this Plan is from the fourth quarter of fiscal year 2006-07.

The reports contain a wide array of data about the current workforce – including what percentage of women and minority are currently in each job group. BHR receives data for use in these reports that identifies the availability in the community for each job group. The availability figure comes from an analysis of many factors including education level, training, etc., that determines how many women or minorities are available for that job area. The AA reports then

compare the current (or “incumbency”) vs. the availability data and state whether a placement goal is needed and a numerical placement goal.

Placement Objectives were set for every EEO Job Group within OMF where employment was less than availability by at least one whole person as of Fiscal Year 2006-07, Fourth Quarter. It is important to note that this data is updated every quarter and is always in a constant state of change, due to new hires, retirements of current employees, or employees leaving a position. The EEO job groups listed below may change over time due to these factors, so it is important that the EEO data is reviewed every quarter as placement goals in this report are not static.

In alignment with OMF’s Affirmative Action Strategies, OMF adheres to the goal of increasing employment within EEO Job Groups identified as currently underutilizing available populations. As well, OMF will make every possible effort to encourage employment of veterans and make reasonable accommodations for employees with reported disabilities.

**OMF has set the goal to increase the employment of qualified MINORITIES AND FEMALES in the following EEO Job Groups:**

*EEO Job Group: 20GA Officials/Admin – General Administrative  
Bureau(s): Combined data across OMF for this group*

*EEO Job Group: 21FL Professionals – Financial<sup>1</sup>  
Bureau(s): Combined data across OMF for this group*

*EEO Job Group: 21GA Professionals – General Administrative<sup>2</sup>  
Bureau(s): Combined data across OMF for this group*

*EEO Job Group: 22EL Technicians – Electronics  
Bureaus(s): Technology Services*

**OMF has set the goal to increase the employment of qualified MINORITIES in the following EEO Job Groups:**

*EEO Job Group: 25CI Admin Support – Code Inspections  
Bureau(s): Revenue Bureau*

**OMF has set the goal to increase the employment of qualified FEMALES in the following EEO Job Groups:**

*EEO Job Group: 20IT Officials/Admin – Information Technology  
Bureau(s): Technology Services*

*EEO Job Group: 21AC Professionals – Accounting  
Bureau(s): Financial Services*

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<sup>1</sup> Statistically significant – see Appendix on page 20 for more explanation.

<sup>2</sup> Statistically significant – see Appendix on page 20 for more explanation.

*EEO Job Group: 21HR Professionals – Human Resources  
Bureau(s): Human Resources*

*EEO Job Groups: 21IT Professionals – Information Technology  
Bureau(s): Technology Services*

*EEO Job Group: 21PM Professionals – Program Management<sup>3</sup>  
Bureau(s): Combined data across OMF for this group*

*EEO Job Group: 21RM Professionals – Risk Management  
Bureau(s): Business Operations – Risk Management*

*EEO Job Group: 22EO Technicians – Office Equipment Operation  
Bureau(s): Business Operations – Printing & Distribution*

*EEO Job Group: 24GA Paraprofessionals – General Admin  
Bureaus(s): Combined data across OMF for this group*

*EEO Job Group: 24IT Paraprofessionals – Information Technology  
Bureau(s): Technology Services*

*EEO Job Group: 26BT Skilled Craft – Building Trades  
Bureaus(s): Business Operations - Facilities*

*EEO Job Group: 27SP Service/Maintenance – Store and Purchases  
Bureau(s): Business Operations – CityFleet*

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<sup>3</sup> Statistically significant – see Appendix on page 20 for more explanation.

## Summary of Strategies

Area of Focus	Planned Actions	Dates
<b>Workforce Planning</b>	Succession planning for retirement and leadership transition.	Ongoing
	Utilize latest EEO reporting data when hiring.	Ongoing
<b>Recruitment – Outreach</b>	Develop OMF outreach recruiters to participate in job fairs, community events, and outreach to schools.	Ongoing
	Expand OMF recruitment efforts to include notification and participation in community organizations.	Draft recommendations in 2008-09. Implement in 2009-10.
<b>Recruitment - Hiring</b>	Increase community involvement on application screenings and interview panels.	Ongoing
	Increase female and minority involvement on application screening and interview panels for positions currently underutilized and for pay grade 7 and above.	Ongoing
	Assess current practices for assembling interview panels in OMF bureaus and divisions.	Draft recommendations in 2008-09. Implement in 2009-10.
	Develop a checklist for hiring managers that utilizes strategies in this report, including outreach for positions and interviewing panel guidelines.	Draft recommendations in 2008-09. Implement in 2009-10.
<b>Training</b>	Monitor and evaluate training for City managers and supervisors.	Ongoing
<b>Career Development Opportunities / Employee Retention</b>	Create guidelines for a mentoring program open to all OMF employees.	Draft recommendations in 2009-10. Implement in 2010-11.
	Consider uses of new hire packets, exit interviews, and updating performance evaluations form as retention tactics.	Draft recommendations in 2011-12. Implement in 2012-13.
<b>Internships / Job Shadowing</b>	Provide job shadowing opportunities to minority/female youth.	Ongoing
	Work with OMF Business Operations to establish guidelines for recruiting and mentoring interns.	Ongoing
<b>OMF Affirmative Action Policy</b>	Ensure the OMF Affirmative Action Policy Statement is available to all OMF employees and that this plan is followed	Ongoing



**Fiscal Years 2008-2013**  
**Internal Affirmative Action Strategies Baseline Report**

**Office of Management and Finance**

*(Activities apply to all Management & Finance bureaus and divisions)*

**Andrew Scott, OMF Business Operations**  
**503-823-6845**

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
<b>Workforce Planning</b>	Succession planning for retirement and leadership transition.	<ol style="list-style-type: none"> <li>1. Complete pilot project in Business Operations.</li> <li>2. Evaluate pilot and implement successful items in other bureaus in OMF.</li> </ol>	Increase and retain diversity as part of planning for future retirements throughout OMF.	Jane Braaten, CAO's Office	<ol style="list-style-type: none"> <li>1. Project already started, due to complete in FY 2007-08.</li> <li>2. TBD, based on Business Operations pilot.</li> </ol>
	Utilize latest EEO reporting data when hiring.	<ol style="list-style-type: none"> <li>1. Review reports on a regular basis.</li> <li>2. Report information to all managers and supervisors, especially those planning a hire.</li> <li>3. Track reports to see any changes.</li> </ol>	Ensure that progress towards AA goals is tracked.	OMF Diversity Development (DD) Team	Ongoing

Area of Focus	Planned Actions	Benchmark Activities	Intended Purpose	Person(s) Responsible	Projected Start/End Date(s)
	Develop OMF outreach recruiters to participate in job fairs, community events and outreach to schools	<ol style="list-style-type: none"> <li>1. Create OMF-wide list of employee volunteers to participate in outreach events</li> <li>2. OMF outreach recruiter participation in at least four events each fiscal year</li> </ol>	Combine resources across OMF to ensure better outreach results, raise visibility for OMF, and build community relationships.	OMF DD Team in coordination with Managers, Supervisors, and BHR, with support from DEEP	<ol style="list-style-type: none"> <li>1. 2008-09</li> <li>2. Ongoing</li> </ol>
<b>Recruitment – Outreach</b>	Expand OMF recruitment efforts to include notification and participation in community organizations	<ol style="list-style-type: none"> <li>1. Create recommendations and strategy for OMF to pool resources and utilize appropriate media that targets populations of female, minorities, veterans, and people with disabilities.</li> <li>2. Require all OMF bureaus to follow recommendations.</li> <li>3. Track and record organizations notified for all recruitments.</li> </ol>	Increase diversity of candidate pools and subsequently new hires.	<ol style="list-style-type: none"> <li>1. OMF DD Team, with support from DEEP</li> <li>2. OMF CAO</li> <li>3. OMF DD Team and OMF supervisors &amp; managers</li> </ol>	<ol style="list-style-type: none"> <li>1. 2008-09</li> <li>2. 2009-10</li> <li>3. 2009-10 and beyond.</li> </ol>

Area of Focus	Planned Actions	Benchmark Activities	Intended Purpose	Person(s) Responsible	Projected Start/End Date(s)
<p align="center"><b>Recruitment - Hiring</b></p>	<p>Increase community involvement on application screenings and interview panels</p>	<ol style="list-style-type: none"> <li>1. Develop list of known community organizations and contact names.</li> <li>2. Participate in professional organizations and conferences and other networking opportunities with groups that serve minorities, females, veterans and/or persons with disabilities.</li> <li>3. List made available to CAO, OMF Leadership Team, Managers and Supervisors in coordination with HR Coordinators</li> </ol>	<p>Improve utilization of minority employees in hiring process, potentially increasing utilization through new hires</p>	<p>OMF DD Team in collaboration with BHR, Citywide EEO/AA Committee, Citywide DDCC, and DEEP</p>	<p>Ongoing</p>

Area of Focus	Planned Actions	Benchmark Activities	Intended Purpose	Person(s) Responsible	Projected Start/End Date(s)
<b>Recruitment - Hiring</b>	Increase female and minority involvement on application screening and interview panels for positions currently underutilized and for pay grade 7 and above.	<ol style="list-style-type: none"> <li>1. Include a minority or female community member or OMF employee when feasible on all screening and interview panels for positions currently underutilized</li> <li>2. Establish database of OMF minority/female evaluators and interviewers</li> <li>3. Utilize DEEP affinity groups as resource for panels</li> </ol>	Improve utilization of minority OMF representatives in hiring process, potentially increasing utilization through new hires	<ol style="list-style-type: none"> <li>1. OMF hiring managers</li> <li>2. OMF DD Team with support from DEEP</li> <li>3. OMF hiring managers</li> </ol>	Ongoing

Area of Focus	Planned Actions	Benchmark Activities	Intended Purpose	Person(s) Responsible	Projected Start/End Date(s)
<b>Recruitment - Hiring</b>	Assess current practices for assembling interview panels in OMF bureaus and divisions.	<ol style="list-style-type: none"> <li>1. Research what guidelines or policies bureaus or divisions have currently.</li> <li>2. Make recommendation for best practices for all OMF bureaus to use.</li> </ol>	Create standard guidelines and process for creation of interview panels.	OMF DD Team, with support from DEEP	<ol style="list-style-type: none"> <li>1. 2008-09</li> <li>2. Implement in 2009-10.</li> </ol>
	Develop a checklist for hiring managers that utilizes strategies in this report, including outreach for positions and interviewing panel guidelines.	<ol style="list-style-type: none"> <li>1. Complete checklist.</li> <li>2. Use checklist on recruitments.</li> </ol>	Increase community and OMF involvement through all stages of recruitment	<ol style="list-style-type: none"> <li>1. OMF DD Team, with support from DEEP</li> <li>2. OMF Managers</li> </ol>	<ol style="list-style-type: none"> <li>1. 2008-09</li> <li>2. 2009-10 and beyond.</li> </ol>

Area of Focus	Planned Actions	Benchmark Activities	Intended Purpose	Person(s) Responsible	Projected Start/End Date(s)
<b>Training</b>	Monitor and evaluate training for City managers and supervisors.	<ol style="list-style-type: none"> <li>1. Ensure all OMF managers complete cultural competency training series.</li> <li>2. Enroll new managers in training.</li> <li>3. Evaluate and analyze additional needs for training.</li> </ol>	Provide City managers and supervisors with the knowledge and tools to increase diversity in recruitment and hiring.	<ol style="list-style-type: none"> <li>1. Diversity/AA representatives, with support from DEEP, and Bureau Directors &amp; Commissioners</li> <li>2. Diversity/AA representatives, with support from DEEP, and Bureau Directors &amp; Commissioners</li> <li>3. Diversity/AA Committee, with support from DEEP</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Ongoing</li> <li>3. End of FY 08-09</li> </ol>

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
<b>Career Development Opportunities / Employee Retention</b>	Create guidelines for a mentoring program open to all OMF employees.	<ol style="list-style-type: none"> <li>1. Create guidelines.</li> <li>2. Receive approval and support from OMF leadership.</li> <li>3. Conduct outreach to identify mentors and participants.</li> </ol>	Retain employees by identifying and creating opportunities for growth within organization.	OMF DD Team, with support from DEEP	<ol style="list-style-type: none"> <li>1. 2009-10</li> <li>2. 2010-11</li> <li>3. 2011-12</li> </ol>
	Consider uses of new hire packets, exit interviews, and updating performance evaluations form as retention tactics.	<ol style="list-style-type: none"> <li>1. Analyze current practices in OMF and Citywide.</li> <li>2. Update or create materials.</li> <li>3. Distribute and implement.</li> </ol>	Use multiple methods to retain employees, provide career planning guidance, and analyze why employees leave the organization.	OMF DD Team, with support from DEEP	<ol style="list-style-type: none"> <li>1. 2011-12</li> <li>2. 2011-12</li> <li>3. 2012-13</li> </ol>

Area of Focus	Planned Actions	Benchmark Activities	Intended Purpose	Person(s) Responsible	Projected Start/End Date(s)
<b>Internships / Job Shadowing</b>	Provide job shadowing opportunities to minority/female youth.	<ol style="list-style-type: none"> <li>1. Establish relationships with local high schools and colleges.</li> <li>2. Utilize Summer Youth Employment Program (SYEP) positions throughout OMF.</li> </ol>	Increase exposure of OMF to female and minority high school, college, and graduate students.	OMF DD Team, in coordination with OMF Leadership Team and with support from DEEP	Ongoing
	Work with OMF Business Operations to provide resources and guidance for recruiting and mentoring interns.	Provide information, templates, checklists, and resources to managers seeking to create internships.	Increase opportunities at a variety of levels for students interested in public service.	Business Operations in coordination with the OMF DD Team and with support from DEEP	Ongoing



Area of Focus	Planned Actions	Benchmark Activities	Intended Purpose	Person(s) Responsible	Projected Start/End Date(s)
<b>OMF Affirmative Action Policy and Plan</b>	Ensure the OMF Affirmative Action Policy Statement is available to all OMF employees and that this plan is followed.	<ol style="list-style-type: none"> <li>1. Post OMF Affirmative Action Policy Statement on the OMF website on PortlandOnline and include statement in the OMF New Employee Checklist packet.</li> <li>2. Regular monitoring of this plan.</li> <li>3. Regular monitoring of Affirmative Action/EEO data.</li> </ol>	Educate employees of the OMF policy and potential decrease incidents that violate that policy.	<ol style="list-style-type: none"> <li>1. OMF EEO/AA Representatives in coordination with HR Coordinators and Timekeepers</li> <li>2. OMF DD Team</li> <li>3. OMF DD Team</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. The beginning of every fiscal year.</li> <li>3. Quarterly when reports come out from BHR.</li> </ol>

## Appendix

According to the reporting data from the Bureau of Human Resources, three of the EEO job groups with placement objectives show data determined to be statistically valid at fourth quarter of fiscal year 2006-07.

### For Females

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- **21FL Professionals – Financial:** This includes the following job classes: Debt Manager, Principal Financial Analyst, Principal Debt Analyst, Senior Economist, Treasury Operations Manager, Senior Financial Analyst, Senior Debt Analyst, Liens Bill & Collections Supervisor, Financial Analyst, and Treasury Analyst.
  - **GOAL:** This group currently covers 30 positions. For this area to reach full utilization for women, the goal would be 8 persons, based on current availability for these job classes.
  
- **21PM Professionals – Program Management:** This includes the following job classes: Contractor Development Supervisor, Program Manager, CDD Program Coordinator, Program Coordinator, License & Tax Supervisor, Program Specialist, and Assistant Program Specialist.
  - **GOAL:** This group currently covers 15 positions. For this area to reach full utilization for women, the goal would be 3 persons, based on current availability for these job classes.

### For Minorities

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- **21GA Professionals – General Administrative:** This includes the following job classes: Policy Analyst, Principal Management Analyst, Senior Management Analyst, Management Analyst, Management Assistant, and Administrative Supervisor I & II.
  - **GOAL:** This group currently covers 17 positions. For this area to reach full utilization for minorities, the goal would be 3 persons, based on current availability for these job classes.

# **Bureau of Development Services**

## **Affirmative Action Strategy**

**2008-2012**

**Paul L. Scarlett  
Bureau Director**

## **Introduction**

The Bureau of Development Services' Affirmative Action Strategy is being written in reliance upon the City's Affirmative Action Plan, and all applicable rules therein. The Strategy covers the time period from July 1, 2008 through June 30, 2012.

The Bureau of Development Services is committed to creating an inclusive work environment and a diverse and culturally competent workforce. The bureau is committed to develop an organizational culture that institutionally develops and perpetuates a diverse workforce. It is our policy to promote the achievement of equal employment opportunity through a positive and continuing program of affirmative action designed to ensure the full realization of equal employment opportunity.

It will continue to be the policy of the Bureau of Development Services to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, sex, marital status, sexual orientation, source of income, physical or mental disability not constituting a bona fide qualification, in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination.

The bureau Diversity Committee continues to be a strong and vital link in the setting of affirmative action objectives and practices. In January of 2008 the committee will be meeting to review its 2005 – 2007 goals and results. Following the review the committee will revise or set new goals. For 2005 – 2007 the Committee focused on five goals:

- Increase the cultural competency of Bureau Management.
- Adequately fund the Diversity Program and see measurable results.
- Raise awareness, communicate and educate our employees regarding the value and acceptance of differences in our diverse workforce.
- Increase the diversity of our workforce through outreach and recruitment
- Communicate Diversity Program goals and objectives

In support of the above goals, the bureau has accomplished the following:

- The Diversity Committee created and sponsored regular “Doughnuts for Diversity” presentations. Each month a speaker covers a different topic related to diversity. Topics have included racism, white privilege, women, poverty, and mental health.
- A bureau Recruitment Outreach Team has been created and meets bi-monthly. The team is focused and committed to effectively reaching historically under-represented groups.
- The bureau regularly participates in City-wide and community diversity efforts.
- The bureau has a continuing community educational outreach program to serve our limited-English speaking customers.
- The bureau received the Diversity Champion award from the City/County Diversity Conference for its leadership in diversity and cultural competency efforts.

## **Assessment of Current Affirmative Action Strategies**

The bureau's 2005-2008 Affirmative Action Plan focused on outreach, hiring practices, internal promotions and employee development. The bureau developed an outreach and recruitment plan and completed tasks associated with increasing our contacts with potential applicants from under-represented group members and increasing the number of employment applications received from under-represented group members. The bureau also completed the tasks associated with internal promotions and employee development.

There has been a slight improvement in the bureau's overall percentage of minorities and a mild drop in the percentage of women. Statistics for the third quarter of Fiscal Year 2004-05 showed that the bureau's overall percentage of minorities was 12.55% and percentage of women was 47.23%.

As of the fourth quarter of Fiscal Year 2006-2007, the bureau's overall percentage of minorities is 13.27% and percentage of women is 44.75%. The statistics for the fourth quarter of 2006-07 also show underutilization in seven (7) Job Groups (only one of which had statistically significant underutilization). The bureau is continuing its efforts to improve its hiring and retention of minorities and women.

The bureau completed the tasks in the 2005-2008 Affirmative Action Plan. We will continue to assess the effectiveness of our outreach and training plans. This assessment and evaluation is on the program for the bureau Diversity Committee Retreat in January. After the outreach and training efforts have been evaluated the Diversity Committee may make further recommendations for outreach and training activities.

## **Placement Objectives**

BDS's employment as of July 1, 2007 was compared to the available pool of candidates based upon internal and external availability. Where availability exceeds employment (utilization), Placement Objectives are set. Placement Objectives are intended to provide guidance for BDS in recruitment, hiring and promotion efforts. The statistics identify where the bureau could be doing a better job of attracting a more diverse applicant pool and serve as a benchmark for our efforts to develop an organizational culture that institutionally develops and perpetuates a diverse workforce.

Eleven (11) placement goals have been set for the bureau in seven (7) out of twenty five (25) Job Groups. These goals are listed below. There is only one job group with statistically significant underutilization (Technicians – Engineering and Related). Placement Objectives are set when job groups are underutilized by a least one whole person.

The bureau has set goals to improve its overall percentage of minorities and percentage of women and minorities in non-traditional careers. The bureau's Affirmative Action Plan contains activities to assist in meeting these goals.

<b>Job Group/BDS Job Classes</b>	<b>Placement Objective</b> (1)	<b>Utilization</b> (2)	<b>Availability</b> (3)
<b>21BI Professionals - Building Inspections</b> (Plan Review Supervisor, Inspection Supervisor, Facilities Program Supervisor, Plan Review Code Specialist, Development Supervisor)	1 Minority	0 %	15 %
<b>21GA Professionals - General Administrative</b> (Business Operation Supervisor, Senior Management Analyst, Administrative Supervisor II, Management Analyst, Management Assistant)	1 Female	62 %	82 %
<b>21IT Professionals – Information Technology</b> (Business Systems Analyst)	1 Minority	0 %	30 %
<b>21PL Professionals - Planning</b> (Supervising Planner, Senior City Planner, City Planner II & I)	2 Minority	9 %	13 %
<b>22ER Technicians – Engineering Related</b> (Development Services Tech series, Graphics Designer II)	5 Minority	3 %	21 %
<b>24GA Paraprofessionals - General Administrative</b> (Business Operation Supervisor, Senior Management Analyst, Administrative Supervisor II, Management Analyst, Management Assistant)	1 Female	78 %	90 %
<b>25OS Administrative Support - Office Support</b> (Office Support Specialist series, Customer Accounts Specialist I)	1 Female	77 %	83 %

**Notes:**

1. Placement Objectives are set when availability exceeds employment by at least one whole person.
2. Utilization is the percent employed in BDS as of 7/1/07.
3. Availability is the percent that is available for hire both internally and externally.

The bureau's goals are to:

- Increase the overall bureau-wide percentage of minorities to 20%, which is representative of the percentage of minorities in the region. This means retaining all existing minority staff and hiring additional people of color.
- Increase the overall bureau-wide percentage of people of color in the following types of jobs: inspectors, plan examiners, engineers, planners, administrative support, and office support.
- Increase the overall bureau-wide percentage of women in the following types of jobs: inspectors, engineers, and supervisors.

**FISCAL YEARS 2008-2012**  
**AFFIRMATIVE ACTION STRATEGIES BASELINE REPORT**  
**Bureau of Development Services**  
 December 4, 2007

**Denise Kleim, Senior Bureau Operations Manager**  
 503-823-7338

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
<b>Outreach</b>	Evaluate, update and implement revised BDS outreach & recruitment plan	Revise and implement an outreach plan for each open recruitment	Increase number of employment applications received from under-represented group members	Summerhill/Kleim/ Edwards/ BDS Diversity Comm /BDS Labor Mgmt Committee	7/1/08 – Continue to write recruitment / outreach plans for recruitments incorporating revisions where appropriate 9/1/08 – Make revisions to overall recruitment plan 1/1/09 – Assess effectiveness of outreach plans 2009-12 – Make program improvements & assess effectiveness

<b>Outreach</b>	Increase contact with potential applicants from under-represented group members	Using the Assistant to the Director and Training Section Staff work with existing employees to make contact with minority and female potential job applicants	Increase number of employment applications received from under-represented group members	Kleim/Shabazz/ Edwards	7/1/08 - For each appropriate recruitment 1/1/09 – Assess effectiveness of outreach plans 2009-12 – Make program improvements & assess effectiveness
<b>Outreach</b>	Increase contact with potential applicants from under-represented group members	Attend job fairs to provide information about BDS career opportunities	Broaden applicant pool for future job openings	Kleim / Shabazz / Edwards	Annually - at least 3 per year
<b>Outreach</b>	Increase contact with potential applicants from under-represented group members	Provide College Work Experience for students enrolled in building inspection technology programs at Portland and Chemeketa community college	Provide training opportunities to under-represented groups	Edwards / Shabazz / Inspection, Plan Review & Site Services section managers and staff	Annually – at least 2 per year
<b>Outreach</b>	Increase number of employment applications received from under-represented group members	Hire college work study students and college students for our Community Service Aid positions	Provide training opportunities to under-represented groups Increase diversity in workforce	Torgerson	Annually – about 8 Work Study and 5-6 Community Service Aids per year
<b>Outreach</b>	Increase number of employment applications received from under-represented group members	Make community contacts	Increase diversity in workforce Become a well-known employer of choice in the community	Shabazz / Cour / division managers / BDS Diversity Committee	7/1/08, 7/1/09, 7/1/10, 7/1/11 & 7/1/12 – Make contacts, update & revise contacts & assess effectiveness



<b>Outreach</b>	Increase number of employment applications received from under-represented group members	Place summer youth in BDS	Provide training opportunities to under-represented groups	Cour / Penson / section & division managers	Summer of 2008 - 2012 - at least 4 per summer
<b>Hiring Practices</b>	Increases number of underrepresented groups in workforce	Operate, improve and expand existing trainee program	Provide training opportunities to under-represented groups Increase diversity in workforce for 22BI Technicians- Building Inspections, 22ER Technicians – Engineering and Related, and 24PL Paraprofessional - Planning	Kleim / Hill / Scarlett / Shabazz / division & section managers who have trainees	9/1/08 - finalize program  Fall 2008 – recruit and select trainees for any remaining positions.  Annually assess & improve program
<b>Hiring Practices</b>	Ensure that hiring processes are fair and consistent	Continue to provide training in cross-cultural interviewing for all division managers, section managers, & staff involved in interview processes	Hire & promote a more diverse workforce	Kleim / Edwards / Summerhill / Bureau of Human Resources	FY 2008-2012 – ongoing as needed
<b>Hiring Practices</b>	Ensure that hiring processes are fair and consistent	Write interview questions that are culturally competent	Hire & promote a more diverse workforce	Summerhill / Edwards / section & division managers	FY 2008-2012 – update, review and evaluate questions
<b>Hiring Practices</b>	Ensure that hiring processes are fair and consistent	Ensure that interview panels are as diverse as practical	Hire & promote a more diverse workforce	Summerhill / Edwards / section & division managers/BDS Labor Management Hiring Subcommittee	FY 2008-2012 – ongoing

<b>Internal Promotions</b>	Provide training for promotional and career enhancement opportunities	Champion & implement BDS's professional development plans. Focus on feeder job classes for job groups with placement goals	Promote a more diverse workforce Focus on the following job groups (feeder job groups for job groups with placement goals) 22BI – Technicians – Building Inspections; 24GA Paraprofess – General Administrative; 25OS Admin Support – Office Support	Edwards / employees / section & division managers	FY 2008-2012 continue to market and assist in the development of plans.
<b>Internal Promotions</b>	Provide training for promotional and career enhancement opportunities	Provide Residential Combination Inspector training	Provide training for promotional and career enhancement opportunities for 22BI – Technicians – Building Inspections	Edwards / Pamer / Eldredge	Ongoing until all Residential Combination Inspectors are fully trained
<b>Employee Development</b>	Raise awareness and educate employees regarding the value of differences in the workplace	Update and revise bureau-wide training program for diversity/cultural competency  Train BDS employees  Provide periodic refresher and more advanced training	Assist with retention of current & new “diverse” employees	Kleim / Edwards / Shabazz / BDS Diversity Committee	9/1/08 – revise and update plan / program. Diversity Committee to produce updated plan, monitor progress and recommend changes and requirements.

# **Bureau of Environmental Services**

## **Affirmative Action Strategy**

**2008-2012**

**Dean Marriott  
Bureau Director**

## **I. INTRODUCTION**

The Bureau of Environmental Services (BES) is strongly committed to the principles and ideals of both affirmative action and diversity. Our workforce has changed dramatically over the past few years reflecting a change in our community as well as a change in BES hiring practices. We have also found that as we hire more employees of diverse cultural backgrounds, the bureau has been enriched with expanded vision, and new ideas, methodologies and communication styles.

This BES Affirmative Action Strategy is being written in reliance upon the City's Affirmative Action Plan, and all applicable rules therein.

## **II. ASSESSMENT OF CURRENT AFFIRMATIVE ACTION STRATEGIES**

Between 2002 and the present, the Bureau of Environmental Services (BES) completed the initial internal examination of its efforts in affirmative action and in cultural diversity and has taken steps to strengthen our commitment in these areas.

1. BES has emphasized affirmative action in recruitment, hiring, and in training over many years. Two of our BES Value Statements reflect our commitment to both affirmative action and diversity:

“Respect and honor the diversity and contributions of our co-workers.”

“Value and promote the equitable development and use of minority, women and emerging small businesses.”

In addition, the 10 Management Principles adopted by the Bureau to guide BES management decisions include two principles that speak to diversity and affirmative action. They are:

“Affirm the Bureau's commitment to diversity and affirmative action”

“Extend the same basic respect for everyone.”

2. Our commitment to affirmative action and diversity goes even further, in that BES has had continuing and active participation on the CDDCC (Citywide Diversity Development Coordinating Committee). BES also has formed the Committee for Workplace Excellence, which is an employee committee that monitors the character and environment of the workplace, and promotes actions for improvement. The BES Diversity Committee has been charged as the coordinators of the bureau's affirmative action and EEO activities.
3. A specific affirmative action/diversity survey of all supervisors and managers was conducted in 2004. This survey indicated some opportunities for improved education and examination. The areas in affirmative action needing attention include:

- Awareness of BES efforts to reach out to minority communities and to make services accessible to these communities
  - Recruitment of more diverse candidates for bureau positions.
4. The BES Diversity Committee reviewed the Affirmative Action Utilization Analysis Report for 2006-2007 (to date). The Utilization Report review helped identify job categories which show low representation of women and minorities and which could benefit from better recruitment practices.
  5. Additionally, the EEO Coordinator for the Bureau reports directly to the Bureau Director. This reporting alignment within the Office of the Director ensures swift and effective attention to EEO issues that may arise from employees.

### **Analysis**

By examining the data from the various sources listed above, the Bureau identified areas needing improvement:

- Representation of minorities in categories of jobs showing underutilization.
- Continuing education or training for managers, supervisors and general staff on affirmative action and diversity.
- Organizational knowledge of efforts the bureau carries out to make services accessible to minority and disabled communities and outreach efforts to those communities.
- Availability of expert and helpful assistance in recruitment of minority and disabled applicants for bureau positions

### **III. PLACEMENT OBJECTIVES**

The Bureau of Environmental Services has increased the diversity of the BES workforce by filling an underutilized position in the Professional – Financial classification.

BES is currently underutilized for minorities in one area of the Officials category: Administrative – Environmental, in the Professionals category we are underutilized for:

- minorities in Information Technology,
- women and minorities in Program Management,
- women in Risk Management

We are underutilized in the Technician category for:

- women and minorities in Engineering and related,
- minorities in Environmental and in Lab,
- women in Botanic

In the Skilled Craft category BES is underutilized for:

- minorities and women in Electronics and in General Maintenance/Trades

BES acknowledges that we have work to do in the next few years to get these numbers more in line with the percentages available in the community and have taken several steps to achieve this increase.

BES intends to continue to increase our utilization of affirmative action strategies in order to further affect our workforce by focusing on the following areas:

- Develop a 5 year staffing plan that evaluates the future technological needs of current positions and develop training programs to fulfill these needs.
- Retain and increase employee diversity
- Ensure all employees have access to career development opportunities in the workplace.
- Eliminate barriers and perceptions of bias from the workplace.
- Provide outreach to women and minorities to expand the qualified applicant pool.

To fully achieve the goals in the above mentioned areas we require the assistance of the City's Bureau of Human Resources (BHR), as it is their responsibility to provide the bureaus with guidance in these areas. With their expertise and guidance we can improve our outreach and recruitment tools.

We will also continue to survey all BES employees through the Committee for Workplace Excellence's annual survey of the workplace characterization. This survey will impart information to employees on the strategies the bureau has used to increase affirmative action and diversity, and will give feedback to the Committee on areas we need to concentrate our efforts.

We will continue to survey all managers and supervisors on affirmative action and diversity practices and issues on an annual basis. We will adjust our practices as needed following evaluation of the survey.

We will continue to analyze and review the Utilization Analysis Report quarterly for all subsequent years and make procedural changes to affect needed adjustments.

**FISCAL YEARS 2008-2012**  
**AFFIRMATIVE ACTION STRATEGIES BASELINE REPORT**  
**Bureau of Environmental Services**  
**November 8, 2007**

**Scott Turpen, BES Affirmative Action Coordinator**  
503 823-7104

REVISION to table 11/8/07

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
<b><u>Recruitment</u></b> (Develop a diverse workforce)	Advertise and Promote BES as an employer	Produce publications highlighting BES as an employer of choice. Target schools, universities, community organizations and churches.	Promote BES as employer of choice and broaden applicant base	Scott Turpen	Ongoing. Review publications annually for relevance to current Bureau work.
<b><u>Recruitment</u></b> (Develop a diverse workforce)	Offer internships to high school and college students	Contact and post announcements at schools, universities, community organizations and churches.	Promote BES as employer of choice and broaden applicant base	Scott Turpen	Ongoing. Review annually

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
<b><u>Recruitment</u></b> (Develop a diverse workforce)	Lobby HR to more actively recruit for diversity	Coordinate with the Bureau's assigned HR-C and Site Team manager to maximize the use of Best Practices and innovation in recruiting outreach efforts.	To broaden applicant base by attracting candidates with varied skill sets and life experiences.	Scott Turpen	Ongoing work with Central HR
<b><u>Recruitment</u></b> (Develop a diverse workforce)	"Hiring for Diversity" Training for Managers	Management training in multicultural interview techniques	Increase diversity of new hires	Sue Williams	Start FY 06/07, Cultural Competency Training-ongoing



<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
<b><u>Retention:</u></b> (Keep diverse workforce)	Peer program	Informal tracking of number of PEER contacts per month.	The PEER Program provides a safe and confidential place for employees to express workplace concerns. PEER Program Volunteers also provide referrals to resources and support structures that can help employees resolve workplace issues.	Linda Dobson	Ongoing program. New volunteers recruited every two years.

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
<b><u>Retention:</u></b> (Keep diverse workforce)	Staffing Plan	Develop a 5 year staffing needs assessment and plan with an eye to how changing technology may effect skill requirements	Set direction for training programs necessary to help existing staff meet changing skill requirements, and/or help enhance their ability to be viable candidates for changing positions needs.	Scott Turpen	Ongoing. Review at least annually in conjunction with Bureau's 5 year planning process to keep in line with changing Bureau requirements.
<b><u>Retention:</u></b> (Keep diverse workforce)	Management Excellence Program	360 degree survey for all managers and supervisors	Provide feedback on performance in relation to 10 Mgmt Principles	Sue Williams	Bi-annually starting 2002
<b><u>Retention:</u></b> (Keep diverse workforce)	Cooperative Leadership Institute	Participate in Cooperative Leadership Institute	Develop future City leaders	Sue Williams	Annually starting 2005
<b><u>Retention:</u></b> (Keep diverse workforce)	Workplace Excellence Program: Workplace Environment Survey	Survey of all BES employees about workplace environment	Track trends in employee satisfaction with workplace environment	Sam Murray	Annual

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
<b><u>Retention:</u></b> (Keep diverse workforce)	Employee training and career development	Providing training opportunities for BES employees	Increase employee knowledge and skills, enabling improved performance and job satisfaction	Jolly Butler, Scott Turpen, Sue Williams	Ongoing
<b><u>Retention:</u></b> (Keep diverse workforce)	Cultural Celebrations	Host and participate in Cultural Celebrations	Inform and educate BES employees about different cultures	Jenny Martinez - BES Diversity Committee	Annual
<b><u>Retention:</u></b> (Keep diverse workforce)	Evaluate BES' Cultural Competence	Focus groups	Evaluate the current status of diversity efforts in BES; develop a diversity specific survey	Jenny Martinez - BES Diversity Committee	FY 2009

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
<b><u>Retention:</u></b> (Keep diverse workforce)	Manager's knowledge of diversity offerings and affirmative action goals.	Diversity Survey of Managers	BES managers knowledge of City/BES affirmative action goals, diversity trainings and existing issues	Jenny Martinez - BES Diversity Committee	Annual
<b><u>Statistics:</u></b> (Quantify and track progress)	Hires: FY06 41 FY07 57 FY08-present 20	Quantify and track progress	Evaluate hiring practices and determine necessary changes.	Scott Turpen	Review quarterly and report progress annually
<b><u>Statistics:</u></b> (Quantify and track progress)	Internal movement: FY06 43 FY07 34 FY08-present 7	Quantify and track progress	Evaluate internal movement in bureau and determine necessary changes.	Scott Turpen	Review quarterly and report progress annually

Area of Focus	Planned Actions	Benchmark Activities	Intended Purpose	Person(s) Responsible	Projected Start/End Date(s)
<p><b><u>Statistics:</u></b> (Quantify and track progress)</p>	<p>Makeup of current workforce</p>	<p>Affirmative Action Utilization Reports - Evaluate under-represented positions</p>	<p>Determine which positions may be in need of more extensive recruitment</p>	<p>Scott Turpen and BES Diversity Committee</p>	<p>Review quarterly and report progress annually</p>
<p><b><u>Statistics:</u></b> (Quantify and track progress)</p>	<p>Terminations  <b>FY 05-06</b>  Total number of separations: <b>46</b>  Left BES (transfers, etc): <b>9</b>  Left COP (termination, deceased, retired, etc): <b>37</b></p> <p><b>FY 06-07</b>  Total number of separations: <b>42</b>  Left BES: <b>12</b>  Left COP: <b>30</b></p> <p><b>FY 07-08 to date</b>  Total number of separations: <b>5</b>  Left BES: <b>1</b>  Left COP: <b>4</b></p>	<p>Quantify and track progress using tools such as exit interviews, etc.</p>	<p>Determine why employees leave the bureau and to track trends. Evaluate the results and determine appropriate actions.</p>	<p>Scott Turpen</p>	<p>On-going</p>

# **Bureau of Housing & Community Development**

## **Affirmative Action Strategy**

**2008-2012**

**Will White  
Bureau Director**

## **Introduction**

The 2008-2012 Affirmative Action/EEO Compliance Strategies for the Bureau of Housing and Community Development is being written in support of the City's Affirmative Action Plan, and all applicable rules therein.

The purpose of these Compliance Strategies is to reaffirm the commitment of the Bureau of Housing and Community Development to equal employment opportunity and affirmative action, to identify areas of underutilization in our bureau, and to identify action plans and quality improvement projects which move our department toward being a better community partner through hiring, promoting and retaining a more diverse workforce.

The bureau strictly adheres to City established purchase guidelines and has incorporated standard language into purchase orders, RFP, supplier contracts, and other purchasing documents to ensure companies doing business with the bureau are EEO/AA compliant. Our commitment to affirmative action and diversity includes active participation on the CDDCC (Citywide Diversity Development Coordinating Committee). The person that serves on this committee also coordinates the bureau's affirmative action and EEO activities.

## **Assessment of Current Affirmative Action Strategies**

Area of Focus:	<b>Communicate Plan to Staff during meetings.</b>
Planned Action:	Incorporate EEO/AA policy as a quarterly management team meeting agenda item.
Outcome:	The EEO Representative or Operations Manager will communicate changes and remind staff of our policy and action plan during planned management team meetings.
Area of Focus:	<b>New Employee Orientation</b>
Planned Action:	Create new employee orientation handbook and incorporate EEO/AA policy into the handbook.
Outcome:	Employee handbook was created in Spring 2003 and updated in Spring 2006.
Area of Focus:	<b>Recruitment</b>
Planned Action:	Expanded diversity outreach for all bureau recruitments to increase applicant pool of diverse candidates.
Outcome:	The bureau has diligently and successfully recruited qualified candidates of color for various positions. During the Affirmative Action Strategy period of 2005-2008 the Bureau of Housing and Community Development hired nine employees. Of these nine employees two are African-Americans, two are Asian-Americans, one Latina and four Caucasians. This outreach will continue via community based organizations, minority community newspapers and bureau staff.

Area of Focus: **Staff and Management Cultural Competency & Diversity Awareness**

Planned Action: Employees to attend diversity training and/or Annual Cultural Diversity Conference

Outcome: Increased skills and awareness and networking opportunities of the employees that participated.



## **Placement Objectives**

The bureau and the City of Portland promote equal opportunity of employment for qualified individuals without regard to their race, color, religion, national origin, sex, marital status, sexual orientation, source of income or physical or mental disabilities not constituting a bona fide qualification. This policy applies to and must be an integral part of all aspects of the bureau's personnel policies and practices for employment, training advancement, termination and treatment of all employees and applicants for employment with the bureau. Compliance with the EEO Policy and Affirmative Action Plan will be part of the acceptable standards of performance for all employees

### **Upcoming Professional Positions:**

**Data Management Assistant  
Program Specialist  
Assistant Fiscal Analyst**

The bureau will be recruiting for three positions. The bureau, along with BHR, will conduct intensive outreach locally to ensure a diverse candidate pool. The bureau will also ensure targeted recruitment for these specific skill sets are conducted.

**FISCAL YEARS 2008-2012**  
**AFFIRMATIVE ACTION STRATEGIES BASELINE REPORT**  
 Bureau of Housing and Community Development  
 July 1, 2007

**Stella Martinez, Compliance Officer**  
**503-823-2383**

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
<b>Skill Development Training</b>	BHCD staff will participate in City trainings for targeted positions and skill sets  Cultural competency and/or managing a diverse work force as part of criteria and required Skills, Knowledge, and Abilities for all hiring/promotional opportunities and selection process.	The City tracks all training classes attended by employees.  After each training, staff will be asked for a copy of their attendance.	To improve and maintain core competencies among management staff.	Bus Operations Manager  Compliance Coordinator	On-going  Ongoing
	Target enhancing skills of existing workforce to develop a multi-skilled work force	Copies of attendance will be put in the employees personnel file.	To ensure workplace excellence is captured and maintained within the bureau.	Bus Ops Mgr Compliance Coordinator.	Develop a spreadsheet for tracking managers trainings.

<b>Diversity Training</b>	Make available and encourage staff to attend any trainings on diversity development training programs for managers and staff	Conduct quarterly review of training programs	Assist managers with knowledge and skills to work appropriately with a diverse workforce.	Bureau Director Bus Ops Mgr Sr Program Mgr Compliance Officer	On-going
<b>Discrimination and Harassment Training</b>	Provided mandatory harassment training for all employees, including managers and supervisors 07-08	Check with new hires to ensure they are scheduled for training	Increase level of competency and compliance	Compliance Coordinator	Ongoing
<b>Targeted EEO Recruitment and Hiring</b>	Continue targeted recruitment for underutilized categories.	Continue/expand collaboration in community, e.g. schools, NFBPA, African American and Hispanic Chamber of Commerce, Women-in-Trades, Urban League, etc.	Identify under-utilized positions and develop strategies aimed at women and employees of color early in recruitment process; build on opportunities from current retirement “bubble”.	Compliance Coordinator	Ongoing
<b>EEO/AA Policy</b>	A copy of the City’s EEO/AA philosophy, policy and objectives will be an integral part of new employee orientations	New employee handbook distributed to new employee with detailed information on the bureau’s policy on discrimination.	This will ensure each new employee is aware of the City’s EEO/AA policy	Compliance Coordinator	Ongoing

<b>Retention</b>	Utilize the Exit Interview Process to obtain data regarding reasons employees leave the bureau.	Review exit interview forms with bureau director and look for trends in exiting.	To track and document reasons employees leave the bureau	Managers Compliance Coordinator	On-going
<b>Communicate EEO/AA plan to Staff</b>	Incorporate EEO/AA policy as a quarterly management team meeting agenda item.	Check quarterly for any changes to the plan.	Provides opportunity for staff input on where changes are needed in the plan.	Bus Operations Mgr	On-going
<b>Contracts</b>	Ensure EEO/AA best practices language is incorporated in RFP/RFQ's and all contract documents	Currently complying with this practice – however, check periodically for changes to language	Ensures the bureau is following both City and Federal EEO best practices	Bus Operations Mgr	Ongoing

# **Bureau of Emergency Communications**

## **Affirmative Action Strategy**

**2008-2012**



**Lisa Turley  
Bureau Director**

## **Introduction**

The Bureau of Emergency Communications (BOEC) is committed to developing a diverse workforce, which reflects the diversity of the region; promoting equal employment opportunities for professional development and growth; striving to reach out to diverse communities; and promoting the field of Emergency Communications in a way that is inclusive to all its employees and the community as a whole.

BOEC's goal is to maintain an environment that emphasizes our commitment to Affirmative Action, Equal Opportunity, and Diversity. As new positions are opened, BOEC staff will continue to work with the Bureau of Human Resources to ensure outreach and recruitment efforts are made to a diverse applicant pool.

BOEC's current Affirmative Action practices include following the City's established Plan, keeping staff informed of BOEC's commitment to compliance, and Bureau involvement in the City's Affirmative Action/EEO and Diversity Committees.

This Affirmative Action Program is designed to provide direction to all Bureau staff and management as we implement the City of Portland's Affirmative Action and EEO goals and objectives.

Deleted:

## **Assessment of Current Affirmative Action Strategies**

- BOEC continues to consult with its Human Resource Site Coordinator to ensure compliance with City Affirmative Action and Equal Opportunity policies in recruitment and hiring.
- BOEC continues to encourage supervisors and managers to attend ongoing training in AA, EEO, and Diversity.
- BOEC continues participation in culturally specific job fairs to develop relationships within diverse communities and to explain the Bureau's role and the types of employment/career opportunities available in Emergency Communications.
- BOEC seeks to maintain its existing minority staff by providing a favorable environment, encouraging respect and diversity, and offering professional growth opportunities to all.

## **Placement Objectives**

- BOEC will continue to seek to eliminate any barriers to Equal Employment Opportunities and maintain an inclusive work environment for our current employees and for any newly hired staff.
- As positions become vacant or new positions are established, BOEC will: advertise new positions in minority newspapers; work with the Bureau of Human Resource to secure a diverse applicant pool; and seek opportunities to explain Emergency Communications careers to diverse community groups.
- Affirmative Action/EEO Training will be provided to supervisors and managers as needed.

**YEARS 2008-2011**  
**AFFIRMATIVE ACTION STRATEGIES**  
 Bureau of Emergency Communications  
 October 2007

**Lisa Turley, Director**  
**(503) 823-0911**

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
Recruitment/Outreach	Attend culturally specific Job Fairs and other community events	As opportunities become available	To Establish a relationship with minorities/diverse groups and applicants for any future new positions	Training Department	On-going
Staff Training in AA/EEO	As Need Arises	Update staff on current AA practices; provide AA training to staff	Alert Supervisors/Managers to AA practices; successfully maintain a diverse workforce	HRC and Training Department	Yearly



<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
Resource and Information Sharing	Provide Bureau informational/ recruitment flyers/sheets to city internal and external/regional partners	Promote Emergency Communications as a service and career opportunity	Reach a diverse community and applicant Pool	All staff	Ongoing
Maintain a diverse workforce	Maintain and foster an environment that encourages diversity	Invite community partners and others to visit	Community partners will see the diversity of our current workplace and be encouraged to apply	All staff	Ongoing

**Portland Police Bureau**  
**Affirmative Action Strategy**

**2008-2012**

**Rosanne Sizer**  
**Chief of Police**

## Introduction

The Portland Police Bureau (PPB) is strongly committed to the principles and ideals of affirmative action and diversity. The Bureau's Affirmative Action Strategies for 2008-20012 were developed as part of the ongoing commitment to equal employment opportunities to all qualified individuals seeking employment with the Police Bureau.

The Police Bureau is determined to provide a work force that not only reflects the community it serves but also promotes an environment of mutual respect, integrity, excellence, compassion, service and accountability. These deeply held values have been incorporated into the framework of the Police Bureau's Mission and Values Statement, Strategic Plan and Bureau Directives as well as the compliance strategies that follow.

It is the policy of the Police Bureau to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age, sex, marital status, sexual orientation, political affiliation, source of income, or physical or mental disability, in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and discipline.

The plan for 2008-2012 will focus on strategies to address the under representation of females and minority groups through outreach recruiting and proposed modifications to the Bureau's officer testing process. The plan includes Recruitment, Selection and Promotional Strategies, Demographic Marketing, and Community Based Recruitment Strategies.

The Portland Police Bureau intends to use the strategies contained in this year's plan not only to comply with the City of Portland's Affirmative Action Plan, but also to support the Bureau's established mission and values by improving the work environment, increasing the cultural competency of employees and expanding the bureau's workforce diversity.

This plan will be used as a conduit to communicate the Bureau's values, commitment, workplace expectations and strategies to all of its employees.

### **I. ASSESSMENT OF CURRENT AFFIRMATIVE ACTION STRATEGIES**

The Police Bureau will be looking at the following areas to ensure our practices comply with our Affirmative Action Policies.

- Review of lateral and/or vertical movement of minority or female employees. During the fiscal year 06-07, 14% of the 43 promotions were by women employees, and 9.3% were by minority employees. The key promotions by women were Chief, Detectives, and Sergeant. For minorities there were promotions to Assistant Chief, Detective, and Sergeants.

- The Bureau has diversified the hiring panels which resulted in an increase in the hiring and promotion of minorities and women. Currently, the Bureau is in the process of increasing the pool of panel members to ensure diversity.
- The Police Bureau has increased its communication to its managers, supervisors and other employees regarding Equal Employment Opportunity (EEO), Affirmative Action issues and workplace expectations.
- Situations where minorities and women are underutilized or significantly underrepresented in training or career improvement programs: *The Police Bureau will continue with its policy to ensure all employees receive notification of all training and career improvement opportunities.*
- Situations where no formal techniques are established for evaluating the effectiveness of the Bureau's EEO programs. *The Police Bureau has appointed an EEO representative to coordinate the Bureau's EEO program and act as a liaison to the City Affirmative Action Committee.*

## Placement Objectives

The Police Bureau acknowledges the under utilization of minorities in the categories of professional general administrators, professional law enforcement, technical law enforcement, protective service law enforcement, paraprofessional general administrative, administrative support, auto maintenance, and stores and purchasing. Women are underutilized in the categories of professional program management, administrative support, and stores and purchases.

The Bureau shows marked improvement in the hiring and promotion of minorities in the following category, professional program management.

It is the Police Bureaus' objective to eliminate the under utilization by continuing to examine our recruiting, selection and promotion practices. The Bureau Affirmative Action Strategies for 2008-2012 provide details of the Bureau specific focus areas, planned actions, benchmark activities, specific purposes and dates. Also, the Bureau has outlined in detail overall recruitment strategies for community policing in a report to the Portland City Council, dated March 25, 2005. These documents are too voluminous to include in this Equal Employment Opportunity – Short plan, but we reference them as sources to substantiate the Bureau's objectives in more detail. Also, the steps to objectives which follow summarize the Bureaus plans and actions to eliminate underutilization in the Police Bureau.

**FISCAL YEARS 2008-2012**  
**AFFIRMATIVE ACTION STRATEGIES BASELINE REPORT**  
 Portland Police Bureau  
 September 17, 2007

Sean Murray, HR Manager Personnel Division  
 503-823-0328

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
Recruiting and Retention Opportunities	Identify the most effective recruiting venues	Completion of a report regarding recruiting strategies and outcomes	To recruit in venues that will give the Bureau exposure to women and minorities	Personnel division	Quarterly
Recruiting Materials	Review and develop materials. Update as needed. Measure results	Completion of recruitment video, web site and brochures. Production of posters and billboards	To ensure the recruiting materials reflect the Bureaus' values and commitment to an inclusive workplace	Personnel Division, and Strategic Services	Video recruitment materials reviewed. Update video Fall 2009.

Police Precinct Open Houses	Design events and market strategies that will attract people from various communities to visit local precincts	Annual open house at all precincts	To open up the precincts so that the community can become more informed about the work of police officers	RU Managers	On-going
Coordinate Recruitment Ride-along Program	Identify ride-along coordinators for each precinct (Admin. Sgt's)	Establish ride-along priority for applicants	Minorities and women will develop a better understanding of the profession of law enforcement by accompanying and talking directly to officers while on patrol	RU Managers, Local chapter president of NOBLE, PPB Officers	On-going
Training in Equal Employment Opportunity	Ensure new employees and managers receive training on administrative rule 2.2 regarding discrimination and harassment	Participation in the workshop scheduled by Bureau of Human Resources	Comply with the mandate that all city employees are trained regarding discrimination and harassment (managers receive additional training on their responsibilities to carry out policies)	RU Managers	On-going

Public Safety Academy	Program designed for High School students receiving credit for gaining experience in Law Enforcement	Develop partnership with PCC Cascade and Portland Public Schools to create program	To increase applicant pool for minorities and women by exposing students at an early age to a career in Law Enforcement	Recruitment Officer, Chief's Office	October 2008
Mentorship Program	Work to develop informal mentors	Identify role of mentors	Enhance recruitment efforts of women and minorities by matching candidate with a police officer. Candidates will develop a better understanding of law enforcement and the police bureau	Personnel Division Minority Recruiter , PPB Officers	On-going
Community Recruiter	Community Groups identified as recruiters in perspective communities	Establish training program for recruitments	To ensure that the bureau has access to various diverse communities	Recruitment Officer	On-going
Hiring and Selection Process	Increasing diverse applicant pool	Revise police officer recruitment process	Increase number of women and minority candidates to successfully complete hiring process	Personnel Division	October 2008





# **Portland Fire & Rescue**

## **Affirmative Action Strategy**

**2008-2012**

**John Klum  
Fire Chief, Bureau Director**

## Introduction

Portland Fire & Rescue's Affirmative Action Compliance Strategy is written in reliance upon the City's Affirmative Action Plan, and all applicable rules therein.

Both workforce diversity and cultural competence are important priorities to Portland Fire & Rescue, because more accurately reflecting our community helps us better serve the people who live and work here.

PF&R's Firefighter Trainee program is our most successful tool in recruiting underrepresented groups of people, but is not limited to minorities or women. Diversity in the workforce is also enhanced by an aggressive recruitment and outreach effort. The Recruiting Officer manages a school-to-work program, which encourages high school students to consider a career in the fire service. Other recruitment efforts include attending job fairs, participation in various neighborhood and culturally diverse events, and outreach to the University of Oregon, Oregon State University, and other colleges and schools.

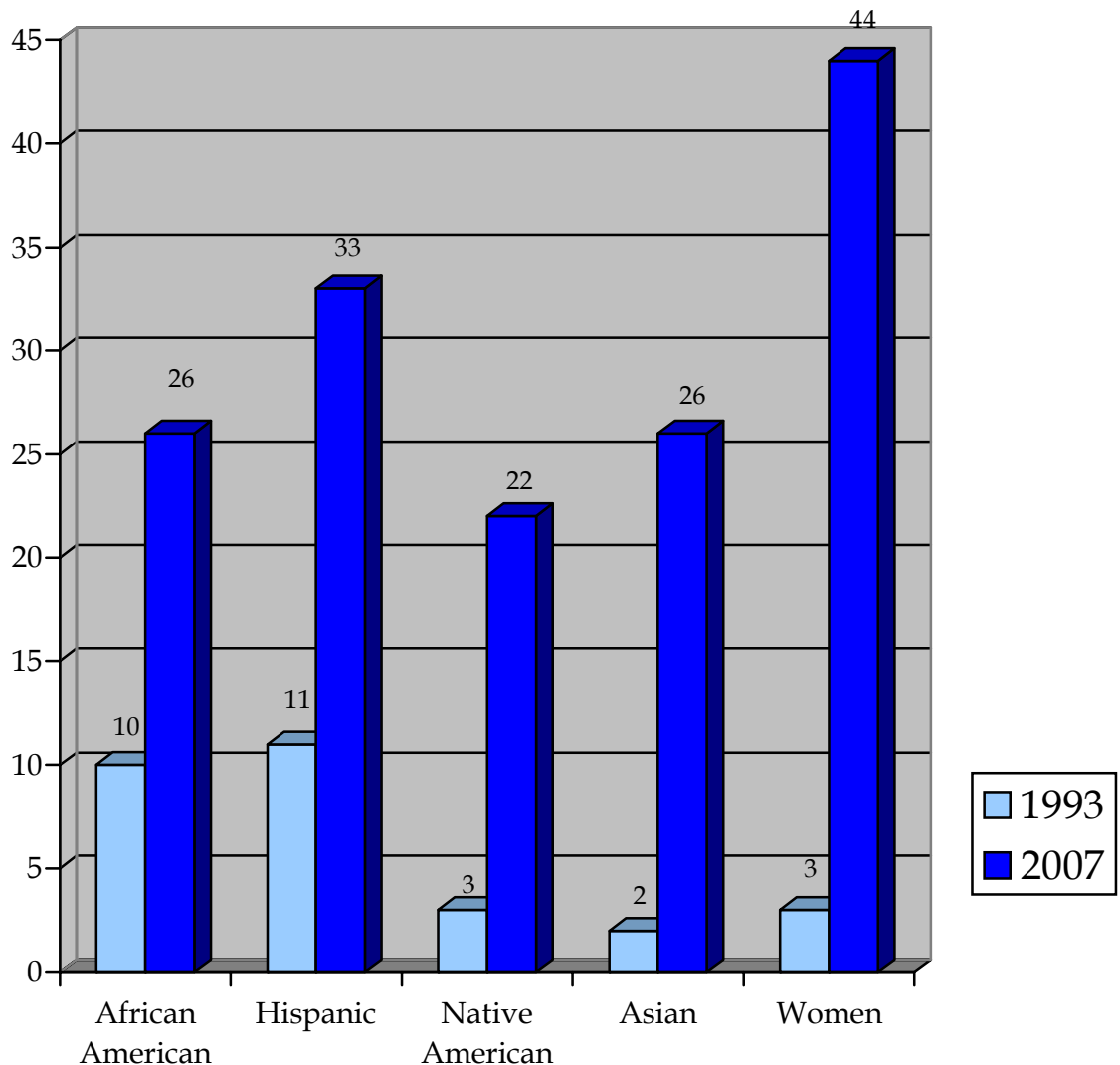
In addition to recruiting and hiring a diverse workforce, PF&R encourages promotional opportunities for all employees. Our promotional process for fire officers includes ensuring that all assessment panels include a diverse group of participants. We also promote and support participation of several of our women fire fighters in the "Women in the Fire Service" national organization. In fact, a PF&R lieutenant currently serves as a vice president in this organization, as well as serving on a National Fire Protection Association committee.

## Assessment of Current Affirmative Action Strategies

PF&R's Firefighter Trainee program has been tremendously successful in recruiting underrepresented groups of people. Since its inception in 1993, firefighters hired through the Trainee program have been extremely diverse in terms of gender and ethnic background. For example, a recent class of ten Firefighter Trainees began training on September 20<sup>th</sup>, 2007. Included in that group are three women, one American Indian male, and one African American male.

### *Workforce Diversity as of December 5<sup>th</sup>, 2007*

White Male 539  
African-American Male 26  
Hispanic Male 33  
Asian Male 26  
Native American Male 22  
Women, all protected groups 44



### *Diversity in the Ranks*

Since PF&R started the Firefighter Trainee program more than 12 years ago, many of the diverse employees are advancing in rank throughout the organization. This process takes time, because employees must serve several years and gain experience before they become eligible for promotions.

In 2005 there were 18 minority males and nine females above the rank of firefighter. Since then an additional nine minority males and six females have been promoted to positions above the rank of firefighter. This includes one female who was promoted to the rank of Battalion Chief in 2006. She is the first female Chief Officer in the history of PF&R. So far, officers and sworn personnel of under-represented groups above the rank of firefighter stand as follows:

Battalion Chiefs	2	(1 male, 1 female)
Captains	4	(3 male, 1 female)
Lieutenants	19	(14 male, 5 female)
Inspector	12	(6 male, 6 female)
Investigator	5	(3 male, 2 female)
Total	42	(27 male, 15 female)

## *Assessing the Previous Plan*

In addition to measuring success in raw numbers, PF&R can assess the previous plan's action items and outcomes, to determine if we met the established performance measures.

Below is a summary of final outcomes from the 2005-2008 plan:

- Policy statement: Policy statement in support of the 2005-2008 Affirmative Action Plan issued to all PF&R employees
- Avenues for employee complaints: Issues successfully addressed through training on HR admin rules, and cultural assessment implementation
- Diversity hiring: Firefighter Trainee program continues to serve as PF&R's most successful tool in diversity hiring. Although the cultural assessment recommendations included eliminating this program, PF&R maintains a strong commitment to the effort as a means to address affirmative action placement goals.
- Human resource rules regarding workplace behaviors: General order established and in place. Supervisors reminded of need to make subordinates aware of all HR rules and provide training when appropriate.
- Communicate with staff: All expected outcomes were met (and some are on-going) including regularly scheduled updates performed via the closed circuit TV. The Chief continues to visit all fire stations at least annually, and addresses employees through the "Chief's Corner" television program.
- New hire training: 100% of all new hires now attend an orientation session that discusses inappropriate behaviors, expectations, and avenues to express concerns or complaints
- Partnering with labor: The PF&R Labor Management Committee continues to address issues affecting the workplace. PF&R and the Portland Firefighters Association shared costs in sending representatives to the 2007 Women in the Fire Service Conference.
- Cultural Reassessment: All 700 PF&R employees attended the first round of workforce development training, on the topic of *Resolution and Communication* and *Respect and Common Ground*, in spring of 2004. In the spring of 2005, all PF&R employees attended a second round of training on the topic of *Accountability*. PF&R secured funding in the 2007-2008 budget to conduct a cultural reassessment to determine the current status of the workplace environment. A contractor has been selected and the reassessment will be completed in spring 2008.
- Training: All proposed training was completed. The following is a list to summarize all training provided to Portland Fire & Rescue employees from 2005 to 2008:
  - Rule 2.2 (for supervisors & non-supervisors) for all new employees
  - Lt. Academy – 2006 and 2007 (Rule 2.2 – City Attorney Lory Kraut)
  - Cultural Competency Training For Managers and Supervisors-2007
  - 2005, 2006, and 2007 MFOA (same classes as in the previous years)
  - 2005 workforce development training for all employees

## Placement Objectives

PF&R is committed to complying with federal regulations that require equal employment opportunity and affirmative action to employ, retain and promote women and minorities commensurate with their availability in the workforce. Further, we are committed to this effort because diversity in our organization helps PF&R provide enhanced customer service.

In the job groups of Professionals- Fire, Paraprofessionals- General Administrative, and Skilled Craft- Auto Maintenance, Portland Fire & Rescue does not fully realize the number of available employees. Yet according to the “Significance of Incumbency vs. Estimated Availability” statistics provided by the Affirmative Action Office, these numbers are statistically insignificant.

This does not mean, however, that Portland Fire & Rescue won’t engage in affirmative action strategies to ensure a workforce that reflects our placement goals. As the trend of retirements from the workforce at PF&R continues, PF&R is actively working to encourage our diverse members to consider promotional opportunities, to increase the number of women and minorities who hold officer positions.

The next promotional lists for Lieutenant and Captain contain a diverse representation of employees, which will improve the availability of women and people of color eligible to apply for the ranks of Chief for the next promotional process.

Both affirmative action and cultural competence are important priorities to Portland Fire & Rescue. Cultural competence helps PF&R meet our placement objectives two ways: by providing a healthy work environment to retain women and people of color, and by attracting those individuals to the organization in the first place.

In other words, if it’s widely known that PF&R is an organization with a culturally competent workforce, women and people of color are more likely to apply for positions here.

PF&R began with an organizational Cultural Assessment performed by the Metropolitan Group in the summer of 2002. The final document contained numerous recommendations, and we began implementing them in late June 2003, when about 30 Portland Fire & Rescue employees attended an all-day workshop to start designing the training recommended by the Cultural Assessment. Participants included sworn, non-sworn, management and rank & file employees who broke into three groups to address the issues of content, structure, and audience for the training sessions. The workforce development training occurred in 2004 and 2005. A cultural reassessment will occur in 2008 using the 2002 information as a baseline. This information will help PF&R determine if we have achieved a desired state of workplace environment, and whether or not more workforce development training is necessary.

**FISCAL YEARS 2008-2012**  
**AFFIRMATIVE ACTION STRATEGIES BASELINE REPORT**

Portland Fire & Rescue  
 December 1, 2007

John Nohr, Fire Division Chief, Training & Safety Division  
 (503) 823-3944

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
Firefighter recruitment	Reinforce commitment to maintain and enhance hiring practices and outreach efforts that will increase workforce diversity	Continue Firefighter Trainee Program	Increase the number of women and minorities who apply for firefighter positions	Chief Training Officer  Chief  Core Management Team	On-going  Current class exits Training Academy on December 13 <sup>th</sup> , 2007
Firefighter recruitment	Reinforce commitment to maintain and enhance hiring practices and outreach efforts that will increase workforce diversity	Continue national recruitment through job fairs, websites and other publications	Increase the number of women and minorities who apply for firefighter positions	Chief Training Officer Recruiting Officer  Chief  Core Management Team	On-going  Next Trainee test tentatively scheduled to begin August 1 <sup>st</sup> , 2008

Firefighter recruitment	Reinforce commitment to maintain and enhance hiring practices and outreach efforts that will increase workforce diversity	Continue recruitment outreach to select groups	Increase the number of women and minorities who apply for firefighter positions	Chief Training Officer Recruiting Officer  Chief  Core Management Team	On-going,  Review efforts in January 2008 (using statistics from the quarterly utilization reports) and modify if necessary
Firefighter recruitment	Reinforce commitment to maintain and enhance hiring practices and outreach efforts that will increase workforce diversity	Continue “open-house” partnership with PCC and other public safety bureaus	Increase the number of women and minorities who apply for firefighter positions	Chief Training Officer Recruiting Officer  Chief  Core Management Team	On-going,  Review efforts in January 2008 (using statistics from the quarterly utilization reports) and modify if necessary
Firefighter recruitment	Reinforce commitment to maintain and enhance hiring practices and outreach efforts that will increase workforce diversity	Continue recruitment outreach to qualified veterans. PF&R sees an opportunity to tap into this large candidate pool.	Increase the number of veterans who apply for firefighter positions	Chief Training Officer Recruiting Officer  Chief  Core Management Team	On-going,  Review efforts in January 2008 (using statistics from the quarterly utilization reports) and modify if necessary
Promotions	Reinforce commitment to maintain and enhance promotional practices that will increase workforce diversity	Provide officer development training to encourage women and minorities to apply for promotions	Increase the number of women and minorities who hold officer positions	Chief Training Officer  Chief  Core Management Team	On-going,  Create a promotional career path guide to assist employees with preparation for promotion



Promotions	Reinforce commitment to maintain and enhance promotional practices that will increase workforce diversity	Provide coaching and mentoring to encourage women and minorities to apply for promotions	Increase the number of women and minorities who hold officer positions	Chief Training Officer Chief Core Management Team	On-going,  Create a mentor program to help prepare employees for promotional opportunities
Promotions	Reinforce commitment to maintain and enhance promotional practices that will increase workforce diversity	Establish a system of "job shadow" opportunities in all divisions of PF&R to provide experience for all interested in promotions	Increase the number of women and minorities who hold officer positions	On-duty Deputy Chief Chief Core Management Team	On-going,  Review efforts in July 2008, after significant retirements lead to promotional opportunities
Recruitment for "Skilled Craft- Auto Maintenance" job group	Reinforce commitment to maintain and enhance hiring practices and outreach efforts that will increase workforce diversity	Provide outreach to trade schools, and partner with other bureaus to enhance the list of people available	Increase the number of minorities in the "Skilled Craft- Auto Maintenance" job group	Recruiting Officer Logistics Officer Chief Core Management Team	To be determined, based on when the position becomes available to fill.

Recruitment for “Paraprofessionals-General administrative” job group	Reinforce commitment to maintain and enhance hiring practices and outreach efforts that will increase workforce diversity	Provide outreach to colleges, universities, and partner with other bureaus to enhance the list of people available	Increase the number of minorities employed in the “Paraprofessionals-General administrative” job group	Chief Bureau Operations Manager- MSD Division Head  Chief  Core Management Team	On-going  Review efforts in July 2008 (using statistics from the quarterly utilization reports) and modify if necessary
Retention	Conduct a cultural reassessment	Select a vendor to conduct the reassessment  Review data to determine if further cultural competence training is necessary	Maintain the number of women and minorities at all levels of the organization	Chief Training Officer  Chief  Core Management Team	Winter of 2008    Spring 2008
Retention	Ensure a respectful, healthy, and diverse work environment for all employees, and create a useful model that other bureaus might find beneficial in their efforts.	Provide further cultural competence training if determined necessary by the reassessment	Maintain the number of women and minorities at all levels of the organization	Chief Training Officer  Cultural Assessment Implementation Task Force members  Chief  Core Management Team	If training is deemed necessary, initiate efforts to develop training, Summer 2008  Put out RFP for vendor to conduct training, Fall 2008  Conduct training in 2009

**October 2007**

**Office of  
Cable Communication and  
Franchise Management**

**Affirmative Action Strategy**

**2008-2012**

**David Olson  
Bureau Director**

## **I. INTRODUCTION**

The Office of Cable Communications and Franchise Management is strongly committed to the principles and ideals of both Equal Employment Opportunity-Affirmative Action and diversity. The Office has had two position changes (additions) in 2007; all other positions remain identical to those in the 2005-08 EEO/AA Strategy.

This Office's Affirmative Action Compliance Strategy is being written in support of the City's Affirmative Action Plan, and all applicable rules therein. EEO/AA Plans are required to identify the strategies that will bring bureaus into compliance with the citywide plan and goals.

The Office is a small bureau of nine employees staffing two programs: Utility Franchise Management and Cable Communications. One employee in the office is represented by a union. There is very little turnover or change to staff. Of the seven long-term positions, four employees have been in the Office for 15 or more years, one employee has been with the Office for over eight years, and another for six years.

The strategies referred to below are based on reports from Human Resources indicating underutilization of minorities and protected classes. Utilization Analyses for this Office have, for some time, shown that there is no underutilization, or statistically significant standard deviations, in any of the existing job groups. Since the Office currently meets City goals, the Office's EEO/AA strategy will be designed to remain in compliance with citywide EEO/AA and diversity development goals.

## **II. ASSESSMENT OF THE EEO SITUATION - WORKPLACE ISSUES**

We have investigated the workplace and find no past or present hiring or promotion deficiencies for the Office. This is supported by the Utilization Analyses for this Office. Those analyses indicate that there is no underutilization, or statistically significant standard deviations, in any of the existing job groups. Since the Office currently meets City goals, the Office's EEO/AA strategy will be designed to remain in compliance with them.

The Office has created an EEO-AA/Diversity Team composed of three senior managers. They meet regularly during manager's meetings and discuss and review issues as needed. One of these managers is the liaison to the citywide EEO-AA effort and another is the liaison to the citywide diversity development effort.

There were three position changes in late 2006-2007. One Program Specialist retired in October 2006. The position was filled by an Asian male. Two new positions were added in 2007: a Program Specialist in the Utility Program and an Office Support Specialist III for the office. These positions were filled by an African American male and a Caucasian female, respectively. In addition, the Office regularly issues Requests for Proposals (RFPs) and enters into contracts with vendors for services. PTE guidelines are complied with for these contracts, and we have been successful in diversifying our sources for services. Though vendors are not employees, we award contracts that, in principle, support EEO/AA and diversity goals.

Though we do not currently employ any employees with disabilities, we have accommodated and will continue to accommodate employee accessibility or other medical issues as we become aware of them. The office space was remodeled by General Services in 2001 and met all ADA and other accessibility codes and standards then in effect. The office will be remodeled again in late 2007 and will also meet all ADA and other accessibility codes and standards currently in effect.

The Office does not currently employ any employees who are veterans of U.S. military service. As hiring opportunities open, the Office will make efforts to develop recruiting sources which target the inclusion of covered veterans.

All actions items in the 2005-2008 Strategy were completed. Those that were ongoing reappear, as do some others that were one-time actions.

### **III. PLACEMENT OBJECTIVES**

Placement objectives describe targeted underutilized categories. The Office does not have and has not had any underutilized categories. However, the following is designed to ensure we maintain that status.

#### **No Under-Utilization**

According to the EEO-AA office there is no under-utilization, or statistically significant standard deviations, in any of the existing job groups. Since the Office currently meets City goals, the Office's EEO/AA strategy will be designed to remain in compliance with citywide EEO/AA goals.

#### **Retention**

According to the EEO-AA office there is no under-utilization, or statistically significant standard deviations, in any of the existing job groups. Retention of all existing staff is important for several reasons including maintenance of the no under-utilization standard. Since the Office currently meets City goals, the Office's EEO/AA strategy will be designed to retain existing staff.

#### **Continued Diversification**

The Office has worked diligently and successfully to hire qualified candidates of diverse and protected class backgrounds. There were three new hires in late 2006-2007: an Asian male, African American male and Caucasian female. EEO-AA and diversity principles are used in outside contracting procedures and evaluations. As hiring opportunities open, the Office will make efforts to develop recruiting sources which target the inclusion of covered veterans.

## 2008-2012 AFFIRMATIVE ACTION STRATEGIES BASELINE REPORT

### Office of Cable Communications and Franchise Management

October 2007

Prepared by: David Soloos, Program Manager, OCCFM, telephone 503-823-5359

Action strategies target underutilized job categories and other deficiencies. The Workplace Assessment indicates the Office does not and has not had any underutilized categories or deficiencies. However, the following is designed to ensure we maintain that status.

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected start/end date(s)</b>
Hiring	Include ads in local minority and women owned or focused periodicals		Reach as broad a pool of qualified applicants as possible	Deputy Director	As needed, based on when and if we have openings
Hiring	Work with HR liaison for cultural sensitivity training for interview panels		Diverse and culturally sensitive interview panel	Deputy Director	As needed, based on when and if we have openings
Cultural Competency	Continue existing Bureau EEO/AA Committee	Meet as needed	Ensure management support and awareness of EEO-AA and diversity issues	Bureau Director	Ongoing
Cultural Competency	Develop and support staff and management skills in cultural competency and awareness of diversity issues	Continue to send staff and managers to the annual City/County Diversity Conference	Training implemented	Bureau Director	Annual

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected start/end date(s)</b>
Cultural Competency	Develop and support staff and management skills in cultural competency and awareness of diversity issues	Participate in HR-led EEO-AA, cultural competency, and diversity trainings	Training implemented	Bureau Director	As offered
Reporting and Posting Requirements	Meet requirements for reporting to City Council and EEO-AA/Diversity Office, and of posting required documents	Internal tracking of requirements; timely submittal of information	Legal and Council compliance	Bureau Director, Deputy Director	Ongoing
Records Retention	Comply with records retention policy, attached		Documented compliance with City regulations	Deputy Director	July 1, 2005
Compliance	Distribute list of EEO/AA responsibilities to managers, attached	Supervisor awareness of responsibilities	Supervisory compliance with EEO/AA responsibilities	Deputy Director	July 1, 2005
Compliance	Appoint City EEO Representative	EEO Representative	Establish point of contact between Office and City EEO/AA program	Bureau Director	David Soloos has been appointed
Compliance	Distribute list of responsibilities to Office EEO Representative	EEO Representative Awareness	Compliance with city, state and federal regulations.	Deputy Director	June 30, 2002
Mayor's Goal	Using strategies above, strive to meet Mayor's goal of 20% or more ethnic diversity		Meet Mayor's diversity goal	Bureau Director	Ongoing

## Guidelines for EEO-AA Monitoring and Records Retention, 2008-2012

Information that bureaus are required to keep for monitoring and review purposes:

1. Records substantiating that a policy statement committing the department to equal employment opportunity and affirmative action practices has been issued to staff.
2. Records substantiating that the City's Affirmative Action Plan has been made accessible to all employees.
3. Records substantiating that managers and supervisors within the work unit have received EEO-related training
4. Records substantiating the provision of reasonable accommodation to disabled persons.
5. Records substantiating that all eligible persons are encouraged to receive training regardless of their protective status.
6. Records substantiating that part-time, temporary, and seasonal employment opportunities are made available to protected class persons.
7. Records substantiating that the City's EEO Policy and Federal EEO Policy are posted in the work unit.
8. Records substantiating the dissemination of the complaint resolution procedure to all personnel.
9. Records documenting each organizational unit's progress toward meeting objectives to address utilization.
10. Records substantiating actions taken to reduce and/or eliminate illegal discrimination and/or harassment complaints.
11. Records documenting any actions or efforts undertaken to meet the City's broader affirmative action objectives.



# Office of Sustainable Development

## Affirmative Action Strategy 2008-12

Contact:  
EEO Representative  
Jennifer Porter  
503-823-6110

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# I. Introduction

The Office of Sustainable Development (OSD) Affirmative Action Strategy has been prepared based on the City's Affirmative Action Plan and all applicable rules therein. OSD is committed to the ideals of affirmative action.

OSD current affirmative action practices primarily address assessment and analysis of the bureau's hiring practices. Our objectives for the following years include expanding breadth of hiring recruitment including number of interviews for each position, reaching out to community groups in Portland and other geographic regions in order to recruit persons of color to the Portland area, and ensuring retention in our office by providing training and career development opportunities and tracking these successes in individual work plans. We will also examine more closely how we can promote more women into professional administrative job classes.

The statistical data available make clear that OSD can work harder to recruit more people of color in Community Relations Professionals positions; more women in Program Management Professionals; and more women and people of color in General Administrative Paraprofessionals. Although the analysis does not show a statistically significant shortcoming in hiring minorities, it is clear that we have not met with great success at recruiting people of color in any job class. This will be a major focus in the coming years through our outreach plan, communication plan, recruitment efforts, and community dialogue and involvement. We look forward to working collaboratively with other city agencies to carry out the Citywide strategy.

# II. Assessment of Current Affirmative Action Strategies

The current Office of Sustainable Development (OSD) Affirmative Action Strategy was created five years after OSD's formation. At that time, a great deal of effort was dedicated to the blending of separate offices into one bureau. At that time, it was critical to address the needs of current staff and how to respect each employee while learning how to operate as one agency. Management dedicated time and resources to training and assessment for employees, including conducting a wide-ranging assessment of attitudes toward diversity both in internal office culture and in our external programs. The office also established an active Diversity Committee, which helps lay the groundwork for a successful long-term AA/EEO strategy. Today the office has made substantial progress toward establishing a thriving and welcoming internal culture.

OSD made similar progress in institutionalizing several key practices oriented toward attracting and retaining a diverse workforce. The Diversity Committee has worked with bureau management to develop guidelines for improving diversity of applicant pools for vacancies in the office, and diversity is now a routine part of annual performance evaluations for all employees. For managers, performance reviews include an evaluation of the following elements:

- Establishes and maintains EEO and Affirmative Action objectives.
- Promotes work force diversity with regard to recruitment, hiring, and promotions.
- Monitors EEO and Affirmative Action staffing objectives; makes adjustments as appropriate.
- Effectively works with and leads diverse groups.
- Demonstrates sensitivity toward work force diversity issues.
- Effectively explains Bureau policies, goals, and objectives related to EEO and Affirmative Action.

Managers are clearly committed to Affirmative Action and Equal Employment Opportunity policies and consistently support internal and external efforts to foster diversity.

Another goal in the 2005-08 strategy was to create a subcommittee of the Diversity Committee to work specifically on Recruitment and Hiring. This occurred in 2006 and the Recruitment and Hiring subcommittee worked to create *Guidelines for Improving Diversity in OSD's Recruitment and Hiring*, which were supported by Management and implemented immediately.

Also as part of the *Guidelines for Improving Diversity in OSD's Recruitment and Hiring*, OSD implemented an office buddy program which pairs a new hire with existing staff to ease the transition to office customs. This has proven very successful for all parties to date.

Despite the success in carrying out individual action items from our previous AA/EEO strategy, we believe OSD still has considerable opportunity to improve the overall diversity of our workforce. In recent recruitments we have made a concerted effort to improve the diversity of the applicant pool, with modest results. More remains to be done, and we look forward to carrying out the 2008-12 AA/EEO strategy.

### III. Placement Objectives

As of 4<sup>th</sup> quarter FY 2006-2007 EEO reports, the Office of Sustainable Development is currently underutilized in three job categories, covering 27 employees out of 38 total. Specifically:

- Minorities are underutilized in the Community Relations Professionals<sup>1</sup> category. Out of 17 positions, the current workforce includes no minorities in this category compared to 18.33% availability.
- Women are underutilized in the Program Management Professionals<sup>2</sup> category. Out of six employees, women represent 50% of the workforce, compared to 84.81% availability.
- In the General Administrative Paraprofessionals<sup>3</sup> category, OSD is underutilized for minorities and women. Out of four positions, the current workforce includes no minorities in this category compared to 25.75% availability. Women represent 50% of the workforce, compared to 90.3% availability.

OSD intends to address the underutilization in these categories by implementing its action strategies. Because of the relatively small number of positions, especially in the General Administrative Paraprofessionals category, we recognize that addressing the current underutilization may take some time. We also recognize that when vacancies do occur, it is essential that we carry out the action strategies to the fullest extent practical.

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<sup>1</sup> Conservation Program Specialist, Conservation Program Coordinator, Senior Conservation Program Coordinator

<sup>2</sup> Assistant Program Specialist

<sup>3</sup> Senior Administrative Specialist

**2008-2012 AFFIRMATIVE ACTION IMPLEMENTATION REPORT FORM**  
**Office of Sustainable Development**

Name and position of person submitting report: Jennifer Porter  
**Telephone number 503-823-6110**

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start Dates</b>	<b>Completion Dates</b>
<u>Recruitment &amp; Selection</u>	Support bureau recruitment and selection processes	<ul style="list-style-type: none"> <li>• Review and revise job duties for new recruitments to reflect the need for this position to interact effectively with a diverse work group and public</li> <li>• Develop training programs for hires that have exceptional skills but not as much program knowledge</li> <li>• Ensure that hiring interview panels are diverse and have been trained in multicultural interview techniques</li> <li>• Mgmt approves and commits to processes</li> </ul>	<p>Address current underutilization in Community Relations Professionals, Program Management Professionals , and General Administrative Paraprofessionals categories</p> <p>Improve representation of people of color in all job classes, and women in job classes related to program management and administration</p>	Director, Diversity Committee, Management Team, HR coordinator, Bureau HR liaison and EEO Representative	With each recruitment	Ongoing

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start Dates</b>	<b>Completion Dates</b>
<u>Recruitment &amp; Selection</u>	Ensure that guidelines for improving diversity in hiring are consistently applied	<ul style="list-style-type: none"> <li>• Develop OSD Community Connections Program to create ties between diverse community groups and staff</li> <li>• Focus on diversity for office internships</li> <li>• Increase the number of first round interviews to at least ten</li> </ul>	<ul style="list-style-type: none"> <li>• Extend OSD ties to diverse community groups</li> <li>• Provide avenues for women and minorities new to the field of sustainability</li> <li>• Broaden the pool of candidates</li> </ul>	<ul style="list-style-type: none"> <li>• Diversity Committee</li> <li>• Hiring Manager and Diversity Committee</li> <li>• Hiring Manager</li> </ul>	<ul style="list-style-type: none"> <li>• June 2008</li> <li>• June 2008</li> <li>• January 2008</li> </ul>	<ul style="list-style-type: none"> <li>• December 2008</li> <li>• Ongoing</li> <li>• Ongoing</li> </ul>

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start Dates</b>	<b>Completion Dates</b>
<u>Retention</u>	Provide annual training for each employee concerning career development and opportunities	<ul style="list-style-type: none"> <li>• Compile matrix of available training in a variety of subjects</li> <li>• Include career development training on all work plans</li> </ul>	<ul style="list-style-type: none"> <li>• Make it easy for staff to find appropriate training</li> <li>• Track to ensure training reaches all employees</li> </ul>	<ul style="list-style-type: none"> <li>• Diversity Committee</li> <li>• Director and Management Team</li> </ul>	January 2009	Ongoing by December 2009
<u>Retention</u>	Expand office buddy program to match new hires with existing staff	<ul style="list-style-type: none"> <li>• Each new employee has a buddy assigned before hire</li> </ul>	Ensure each employee feels comfortable in the office	<ul style="list-style-type: none"> <li>• Bureau Director</li> <li>• Supervisor of new hire</li> </ul>	January 2008	Ongoing
<u>Employee Cultural Competency</u>	Fully integrate Diversity and Cultural Competency Training from date-of-hire through term of employment	<ul style="list-style-type: none"> <li>• Training programs are identified in each employee's annual workplan</li> <li>• Each employee attends at least one diversity training each year</li> <li>• New employees are provided with a welcome session to gain understanding of diversity policies and cultural face of OSD</li> </ul>	Provide employees with understanding of and appreciation for diversity issues and how to deal with those issues	<ul style="list-style-type: none"> <li>• Management Team</li> <li>• Employee</li> <li>• Direct Supervisor</li> </ul>	January 2008	Ongoing
<u>Manager Practices</u>	Acknowledge role of diversity as key OSD value and hold each employee	<ul style="list-style-type: none"> <li>• Commit to reviewing and designing individual work plans that include diversity development</li> </ul>	Ensure institutional support for the work of the Diversity	<ul style="list-style-type: none"> <li>• Director and Managers</li> </ul>	January 2008	<ul style="list-style-type: none"> <li>• Ongoing by January 2009</li> </ul>

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start Dates</b>	<b>Completion Dates</b>
	accountable for his/her own professional diversity development	every year <ul style="list-style-type: none"> <li>• Performance reviews include discussion of diversity development</li> </ul>	Committee and formalize commitment by Management Team	<ul style="list-style-type: none"> <li>• Management team with individual employees</li> </ul>		<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
<u>Workforce Diversification/ Bias Reduction</u>	Diverse internship program	Utilize GenerationNEXT or other such program to recruit diverse summer inters	Encourage further interest do the work of OSD, providing for long-term employment goals	Management Team	January 2008	Ongoing
<u>EEO progress</u>	Discuss quarterly reports on hiring, promotions, terminations, and other major personnel changes	EEO reports are presented to Management Team and Director prior to submission to City office	Management stays informed about hiring and promotion trends	EEO Representative, Management team	January 2008	Ongoing, quarterly
<u>Outreach and publications</u>	Raise overall awareness of OSD and sustainability issues in the community	<ul style="list-style-type: none"> <li>• Include specific strategies for reaching diverse audiences</li> <li>• Present updated communications and outreach plans to Bureau Director</li> <li>• Seek to place stories and ads in periodicals targeting women and people of color</li> </ul>	Increase the diversity of potential applicant pool when OSD has vacancies	Communications and Outreach teams	January 2008	Ongoing annually



# **Office of Neighborhood Involvement**

## **Affirmative Action Strategy**

**2008-2012**

**Amalia Alarcón de Morris  
Bureau Director**

## Introduction

This Office of Neighborhood Involvement (ONI) Affirmative Action Strategy Plan is being written in support of the City's Affirmative Action Plan and all applicable rules therein. This Affirmative Action Strategy plan is intended to support ONI's stated mission and values by improving the bureau's work environment, increasing the cultural competency of staff and expanding workforce diversity.

ONI is committed to valuing the diversity, interests and expertise of our staff and creating an inclusive work environment. Core values of ONI reflect our commitment to diversity as reflected in the following stated values:

- Embracing diversity, understanding, and mutual learning;
- Establishing a climate of equality, respect and community empowerment.

ONI is an equal opportunity employer and committed to the ideals of affirmative action and committed to having an active affirmative action program. As a bureau, ONI has the unique strength of enjoying a wealth of diverse community partners. These established relationships with diverse communities position the bureau favorably for recruitment activities as well as unique opportunities for diversity training and staff development. After years of staffing cuts, often causing the bureau to lose its most recent, most diverse hires, ONI remained one of the most demographically diverse bureaus in the City of Portland. Thorough recruitment efforts have continued to maintain and support this diverse and inclusive environment. We remain committed to continuing to look for ways to increase and diversify our capacity to provide services that are reflective of, and relevant to, the changing population of our city. ONI remains committed to eliminate any underutilization of women and minorities and maintain or increase the employment percentages we have achieved.

## Assessment of Current Affirmative Action Strategies

ONI's current Affirmative Action Strategies were developed in 2005. Since that time, ONI has undergone significant changes with a change in Commissioner-in-Charge, change in Director, change in other key management staff and the transfer of over 28 staff, mostly nuisance inspectors previously housed at BDS and outreach staff at BES. With these changes, the size and participation in ONI's Diversity Committee has fluctuated. However, the bureau has re-evaluated efforts in affirmative action and in cultural diversity and has taken steps to strengthen our commitment in these areas including:

- Continued active participation in the Citywide Diversity Development Coordinating Committee (CDDCC). To ensure that we are working towards a culture that is inclusive and embraces diversity, ONI established a Diversity Committee charged with assessing present cultural competency and striving to identify resources to improve it.
- In 2003, ONI staff completed a diversity survey intended to assess ONI's capacity to embrace a diverse workforce. After significant changes in overall staff, the survey was completed again in 2006. Although staff self-assessments were very high, there were several areas identified for improvement. The areas that relate to affirmative action needing attention include:

- Recruitment and retention of a diverse workforce,
- Ensuring cultural competency is a key focus in the recruitment and selection of new employees,
- Ensuring cultural competency is a key factor in performance appraisals, and
- Resource availability to support cultural competency training.
- ONI has emphasized affirmative action and diversity in recruitment and retention efforts. When possible, ONI has provided temporary and permanent opportunities for our existing knowledgeable and dedicated employees to advance within the bureau. On external recruitments, job announcements have been distributed to community partners as well as local papers that reach diverse applicant pools.
- ONI Managers have completed, or are in the process of completing, the Cultural Competency Management Certification Training Program. Non-management employees have been encouraged to attend the Employee Cultural Competency in the Workplace trainings when possible.

Since 2005, the focus of efforts in supporting affirmative action and cultural diversity has been in the area of recruitment and retention and has laid the ground work for more significant advances in the 2008-2012 Affirmative Action Strategy.

## Placement Objectives

ONI's employment as of July 1, 2007 was compared to the available pool of candidates based upon internal and external availability. Where availability exceeds employment, those groups have been identified as underutilized and Placement Objectives have been set. The statistics identify where the bureau could be doing a better job of attracting a more diverse applicant pool.

ONI employs staff in the following EEO Job Groups and Categories:

20 DR Officials/Admin – Directors  
 21 CR Professionals – Community Relations  
 21 FL Professionals – Financial  
 21 GA Professionals – General Administrative  
 21 PM Professionals – Program Management  
 24 LE Paraprofessionals – Law Enforcement  
 25 OS Administrative Support – Office Support

ONI is fully utilized in all of the Job Groups with the exception of Professionals – Program Management Group, which is underutilized by 1 Female.

ONI has set a placement objective to increase the employment of qualified females in the Professionals-Program Management job group.

Since 2005 there has been a slight improvement in the bureau's Affirmative Action statistics. The statistics for the 2005-2008 plan showed underutilization in two job groups, Professional-Community Relations (2 females) and Professionals Program Management (1

Female). Current statistics demonstrate underutilization in just one job group and since the most recent reports used for this plan (Fourth Quarter FY2006-2007), ONI has hired two additional female employees in the Professionals-Program Management category and therefore should be fully utilized. As of September 2007, the bureau's overall percentage of minorities is 24.32% and percentage of women is 64.86%.

ONI intends to continue working towards increasing and improving the ability of our staff to effectively serve Portland's diverse community needs. We will continue to boost our ability to recruit a diverse qualified applicant pool. In addition, ONI will revitalize its Diversity Committee in order to implement and evaluate identified diversity development plan strategies. ONI plans to focus on the following strategies established by the committee:

- Continuing to utilize recruitment processes that ensure job announcements reach a diverse applicant pool.
- Ensuring cultural competency is a key focus in the recruitment and selection of new employees.
- Ensure that performance evaluation criteria consider cultural competency in addition to support for Affirmative Action Goals, particularly evaluating managers on how they manage and hire for diversity.
- Assessing critical ONI and neighborhood office materials to ensure they are appropriate for their audience and translated into multiple languages as appropriate.
- Assess the needs for accessibility services including translation, childcare, transportation and disability accommodation needs.
- Encourage training for staff related to diversity development and cultural competency.
- Conduct a community survey to evaluate ONI's self-perceived cultural competency.

Finally, ONI will continue to examine utilization reports and to work closely with the Citywide Diversity Development Committee and Affirmative Action/Diversity Development Office to respond to issues for our bureau as they come up.

**FISCAL YEARS 2008 – 2012**  
**AFFIRMATIVE ACTION STRATEGIES BASELINE REPORT**  
**Office of Neighborhood Involvement**  
**July 1, 2007**

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
Recruitment, Training, and Retention	Policy development and best practices research and implementation. Establish an exit interview process to evaluate reasons employees leave the bureau.	Develop an exit interview template and implement process of formal exit interview with Business Operations Supervisor to obtain data.	Evaluate and track reasons employees leave the bureau. Determine any relationship or impact on affirmative action and diversity goals.	ONI Director, ONI Leadership team, ONI Diversity Committee, supervisors and managers in coordination with HR coordinators.	6/08 for template, use is ongoing
Recruitment, Training, and Retention	Policy development and best practices research and implementation. Establish value of diversity in recruitment.	Develop standard language stating value of diversity to include in job announcements when possible.	Ensure that cultural competency and value of diversity is a key focus in recruitment and selection of employees	ONI Director, ONI Leadership team, ONI Diversity Committee, supervisors and managers in coordination with HR coordinators.	12/07

<p>Recruitment, Training, and Retention</p>	<p>Policy development and best practices research and implementation. Establish value of diversity in retention.</p>	<p>Revise performance evaluation template to include criterion that goes beyond Affirmative Action Goals and incorporates a comprehensive set of cultural competency criteria. Evaluate performance based on this criteria, particularly for hiring managers.</p>	<p>Ensure that cultural competency and value of diversity is a key focus in evaluation of employee performance, particularly for hiring managers.</p>	<p>ONI Director, ONI Leadership team, ONI Diversity Committee, supervisors and managers in coordination with HR coordinators.</p>	<p>12/07 for template, evaluation is ongoing</p>
<p>Recruitment, Training, and Retention</p>	<p>Maintain or increase minority and female involvement on application screening and interview panels for filling positions, particularly in underutilized job groups.</p>	<p>Identify external and internal panelists and provide orientation and training on interviewing.</p>	<p>Eliminate underutilization in Job Group categories.</p>	<p>ONI Director, ONI Leadership team, ONI Diversity Committee, supervisors and managers in coordination with HR coordinators.</p>	<p>7/1/07 - ongoing</p>

Recruitment, Training, and Retention	Management and staff information and education on affirmative action efforts and diversity issues.	Dedicate a portion of each all staff meeting and on a quarterly basis have a dialog with supervisors and managers on current diversity and affirmative action efforts and issues.	Increase bureau-wide awareness of current utilization issues and group-based problem solving.	ONI Director, ONI Leadership team, supervisors and managers in coordination with HR coordinators, all ONI staff.	Ongoing
Recruitment, Training, and Retention	Review the Affirmative Action Utilization Report on a quarterly basis.	Continuous review and analysis of the utilization reports to track progress and identify any areas of underutilization for focused efforts on recruitments.	Ensure that affirmative action goals are a priority for management and taken into consideration in recruitment efforts	ONI Director, ONI Leadership team, supervisors and managers in coordination with HR coordinators, all ONI staff.	Ongoing
Recruitment, Training, and Retention	Expand the pool of qualified women and minority applicants for potentially underutilized job categories; correct report if needed;	Research and develop relationships with organizations; find publications, events and list serves with female and minority constituents; publicize jobs	Maintain or expand number of qualified women and minorities within applicant pools for ONI jobs	ONI Director, ONI Leadership team, ONI Diversity Committee, supervisors and managers in coordination with HR coordinators.	By 7/07 as positions become available.

Recruitment, Training, and Retention	Expand efforts to target recruitment with covered veterans and individuals with disabilities	Research and develop relationships with organizations; find publications, publicize jobs	Ensure covered veterans and individuals with disabilities are aware of recruitment opportunities	ONI Director, ONI Leadership team, ONI Diversity Committee, supervisors and managers in coordination with HR coordinators.	By 7/07 as positions become available.
Recruitment, Training, and Retention	Encourage training for staff related to diversity development and cultural competency.	Communicate with staff regarding priority of diversity development and cultural competency training. Forward training announcements and encourage participation.	Improve the bureau's work environment, increase the cultural competency of staff	ONI Director, ONI Leadership team, ONI Diversity Committee, supervisors and managers in coordination with HR coordinators.	12/07 - ongoing



<p>Accessibility, Recruitment</p>	<p>Ensure facilities and meetings/presentations accommodate individuals with disabilities.</p>	<p>Encourage staff to include in all event postings and notices a statement regarding how to request accommodation. Include when sending position announcements. Evaluate effectiveness of Accessibility Fund to allow community partners to provide accommodations for meetings/events. Request continued funding if appropriate.</p>	<p>Ensure individuals with disabilities are aware that ONI will provide necessary accommodations and encourage their participation in events, meetings, recruitments, etc.</p>	<p>ONI Director, ONI Leadership team, ONI Diversity Committee, supervisors and managers, ONI Bureau Advisory Committee.</p>	<p>7/07 - ongoing</p>
<p>Workforce Planning</p>	<p>Track lateral and vertical movement of employees within ONI.</p>	<p>Develop a database of employee movement both laterally and vertically.</p>	<p>Track trends in lateral and vertical movement of employee to ensure fairness to women and minorities.</p>	<p>ONI Director, ONI Leadership team, supervisors and managers in coordination with HR coordinators.</p>	<p>Formal data base development by 6/08. Monitor database on ongoing basis.</p>

<p>Workforce Planning</p>	<p>Develop and implement annual assessment of anticipated retirements and resignations.</p>	<p>Evaluate an annual retirement and resignation forecast submitted by Managers and supervisors to Bureau Director and Business Operation Supervisor.</p>	<p>Proactively plan recruitments; allow time for community outreach; plan for internal promotional opportunities – particularly for women and minorities.</p>	<p>ONI Director, ONI Leadership team, ONI Diversity Committee, supervisors and managers in coordination with HR coordinators.</p>	<p>7/07 - ongoing</p>
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**PORTLAND PARKS & RECREATION**

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Healthy Parks, Healthy Portland

**Portland Parks & Recreation**

**AFFIRMATIVE ACTION STRATEGY**

**2008-2012**

Zari Santner, Director

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# PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

DATE: January 15, 2008  
TO: Portland Parks & Recreation Employees  
FROM: Zari Santner, Director  
RE: Affirmative Action/Equal Employment Opportunity Commitment

The purpose of this communication is to restate Portland Parks & Recreation's (PP&R) commitment to the policy and practices of equal employment opportunity and my expectations on this subject. It will continue to be the policy of PP&R to provide equal employment opportunity to all qualified individuals. This is without regard to their race, color, religion, national origin, sex, marital status, sexual orientation, source of income, physical or mental disability, not constituting a bona fide qualification, in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. We are committed to promoting equal employment opportunity through a positive and continuing program of affirmative action. This commitment also applies to all programs and services offered by PP&R

To make this policy effective, and to ensure conformance with the objectives of the City's adopted Affirmative Action Plan for 2008-2012, I am requesting that you support compliance with the City's Affirmative Action Plan through good faith efforts.

Additionally, I am assigning Carolyn Quan Lee as our Equal Employment Opportunity Representative. Carolyn can be reached at (503) 823-5076 if you have any questions, or you may call the City of Portland's Diversity Development/Affirmative Action Office for assistance at (503) 823-4164. In the event of complaints arising on the basis of discrimination and/or harassment, employees are encouraged to consult our EEO representative or the City's Diversity Development/Affirmative Action Office.

As your Director, I charge each and everyone of you to make it a goal for our Bureau to reflect our Affirmative Action Policy. I am confident that our shared efforts will result in a strong and effective result oriented program, and I welcome your contributions to this effort.

## **I. Introduction/Our Mission**

Portland Parks & Recreation contributes to the city's vitality by:

- Establishing and safeguarding the parks, natural resources and urban forest that are the soul of the city, ensuring that green spaces are accessible to all.
- Developing and maintaining excellent facilities and places for public recreation, building community through play and relaxation, gathering and solitude.
- Providing and coordinating recreation services and programs that contribute to the health and wellbeing of residents of all ages and abilities.

Because PP&R is built on the premise of being open and accessible to all, we have developed creative strategies to address the initiatives of affirmative action and diversity development for our employees and the public. PP&R is firmly committed to the directives of Equal Employment Opportunity and Affirmative Action given by the Portland City Council.

Accomplishments highlighted since the Affirmative Action Plan of 2005-2008 are:

- Created a multi-lingual brochure
- Expanded Outreach Services Department (training, community building and culturally specific programming)
- Sponsored Annual community cultural celebrations
- Increased participation in summer youth employment program targeting students from underrepresented populations
- Continued Summer apprenticeship program
- Created seasonal hiring brochure and employment applications in Spanish translation
- Translated H.R. Rules into Spanish
- Summer of 2006, 20% of seasonal hires and 10% of FTE's hired were from underrepresented populations
- Summer of 2007, 30% of seasonal hires and 10% of FTE's hired were from underrepresented populations
- Managers, supervisors and staff training on cultural competence to attract and retain underrepresented groups
- Increased outreach efforts through career fairs, i.e. Latino Career Fair, Urban League Career Connections, and Women in Trades
- Increased partnership development with numerous community organizations, i.e. Muslim Educational Trust, Portland Community College, Native American Youth & Family Center, and Evening Trades Apprenticeship Preparation
- PP&R employees attended City-wide/Tri-county Diversity Conferences

These are just a few of the successes. The community we serve continues to change and the outreach strategies created continue to evolve to reflect the changes in the community. These efforts have yielded numerous benefits.

Although there have been some gains in diversifying the workplace, more aggressive strategies are needed to address the issues that are reflected in the areas of underutilization in the organization. It is our goal to identify specific strategies and action plans to enable us to become a more diverse, culturally competent workforce in hiring, promoting and retaining employees that reflect those we serve. We will also build additional relationships and partnerships that help us become more responsive to the community and to our employees.

PP&R's affirmative action strategy is being written to reflect the City's affirmative action plan, and all applicable rules therein.

## II. Assessment of Current Affirmative Action Strategies

1. Certain populations are underutilized or underrepresented in training and career advancement programs.
2. PP&R needs to develop a specific training program to provide mentoring and coaching for managers and supervisors so they in turn can prepare part-time and full-time employees for career opportunities. However, more resources, i.e., staff and funding, are needed as our diverse community grows and participates in these services.
3. PP&R has tremendous hiring opportunities with part-time and seasonal employment. We need to design a strategy to capture this workforce resource and improve representation in under-represented categories.
4. PP&R has emphasized affirmative action in recruitment and hiring, however, the benefits have not always yielded the desired success bureau-wide. More training is needed in outreach, recruitment and retention of employees in protected classes. Management strategies need to be developed more aggressively to provide the opportunity for involvement from the community in the recruitment selection process, i.e., substantive outreach, recruitment, screening and hiring. To that end, add to PP&R's workforce diversity efforts by developing a question(s) or form to identify diversity related efforts of potential employees. This strategy will assist the Bureau in its recruitment efforts.
5. PP&R has made significant gains in educating and training staff, connecting with underserved communities by meeting with organizations serving minority populations, and developing culturally specific programming. We currently utilize diverse community members during the interview process. Again, more resources, i.e., staff and funding, are needed as our diverse community grows and participates in these services.

### ANALYSIS of Job Parity

PP&R has reached parity in the following job groups.

#### *Officials/Administrative- Directors*

- (1) *Female*

#### *Officials/Administrative – General*

- (1) *Asian*
- (1) *Minority*
- (2) *Females*

#### *Officials/Administrative – Program Management*

- (1) *African American*
- (1) *Minority*
- (2) *Females*

*Officials/Administrative – Parks/Recreation*

- (1) Asian
- (1) Minority
- (4) Females

*Professionals – Community Relations*

- (3) Females

*Professionals – Engineering and Related*

- (3) Females

*Professionals- General Maintenance/Trades*

- (1) Female

*Professionals- Planning*

- (1) Minority
- (4) Females

*Professionals – Risk Management*

- (1) Female

*Technicians – Accounting*

- (1) Asian
- (1) Minority
- (2) Females

*Paraprofessionals – Accounting*

- (1) Minority
- (1) Female

*Paraprofessionals – Botanic*

- (2) Females

*Paraprofessionals – Community Relations*

- (1) Asian
- (1) Minority
- (1) Female

*Paraprofessionals – General Administrative*

- (2) African American
- (1) Asian
- (3) Minority
- (4) Females



*Paraprofessionals Parks/Recreation*

(2) *Minorities*

(15) *Females*

*Administrative Support – Accounting*

(1) *Female*

*Administrative Support – Office Support*

(1) *Native American*

(1) *Minority*

(9) *Females*

### **III. Placement Objectives 2008-2012**

It is the priority of PP&R to continue to increase our use of affirmative action strategies in order to impact our workforce in the following areas:

1. Increase training of managers/supervisors in the area of recruitment outreach to achieve diversity goals;
2. Provide training and mentoring for seasonal employees to prepare them for career advancement opportunities to increase diversity;
3. Develop partnerships with organizations that can assist with diversity development and training, i.e., Urban League, Oregon Council for Hispanic Advancement (OCHA), National Forum for Black Public Administrators, Native American Youth & Family Center and Immigrant and Refugee Community Organization (IRCO);
4. Provide internship apprenticeship opportunities to minorities to expand the applicant pool;
5. Eliminate barriers and perceptions of bias in the workplace;
6. Engage PP&R staff in implementing the bureau diversity development plan to help with retention;
7. Outreach to women and minorities to expand the qualified applicant pool;
8. Ensure fairness and equity to women and underrepresented groups in the hiring process.
9. Develop a mentorship program with assistance from Dedicated Empowered Employees of Portland (D.E.E.P.)

The Affirmative Action Utilization Analysis Report highlights major areas of focus in developing placement strategies for compliance. The following are the areas outlined for improvement and action steps to address the underrepresented:

## **Specific Targets**

### *Professionals – Financial*

*(2) Females*

#### Action

1. Partner with the Urban League, Asian Family Center, and other organizations that work with women to assist with recruitment efforts to improve applicant pool to fill position.
2. Request assistance from staff to assist in connecting with various networks in the underrepresented communities.

### *Professionals – General Administrative*

*(2) Female*

#### Action

1. Partner with Urban League, IRCO, and other organizations who serve underrepresented groups to assist with recruitment efforts to improve the applicant pool to fill the position.
2. Request assistance from staff to assist in connecting with various networks in underserved communities.

### *Professionals –Program Management*

*(3) Female*

#### Action

1. Partner with professional organizations with a female focus e.g. colleges and universities, as well as women’s organizations and other groups who serve this underrepresented group to assist with recruitment efforts to improve the applicant pool to fill the position.
2. Request assistance from staff to assist in connecting with various networks in this underrepresented group.

### *Technicians – Botanic*

*(2) Female*

#### Action

1. Partner with organizations that serve women to assist in recruitment efforts to improve the applicant pool to fill positions.
2. Partner with Women in Trades Organization to assist recruitment and creation of internship/apprenticeship opportunities.

### *Technicians –Engineering*

*(1) Minority*

*(1)Hispanic*

#### Action

1. Partner with Women in Trades Organization to assist with recruitment and creation of internship/apprenticeship opportunities.

2. Partner with Urban League, African American Chamber of Commerce, OCHA, and Portland Community College, as well as other educational institutions to assist with recruitment efforts and creation of internship/apprenticeship opportunities in filling positions.
3. Managers and supervisors provide coaching and mentoring of existing seasonal employees to develop career track to permanent positions in this category.
4. Participation in community career fairs for outreach and recruitment to fill positions.
5. Managers and supervisors provide coaching and mentoring of existing seasonal employees for career track to permanent positions.

*Skilled Craft – Botanic*

(10) *Minority*

(9) *Hispanic*

(1) *Asian*

Action

1. Partner with Women in Trades Organization to assist with recruitment and creation of internship/apprenticeship opportunities.
2. Partner with Urban League, African American Chamber of Commerce, OCHA, and Portland Community College, as well as other educational institutions to assist with recruitment efforts and creation of internship/apprenticeship opportunities in filling positions.
3. Managers and supervisors provide coaching and mentoring of existing seasonal employees to develop career track to permanent positions in this category.
4. Participation in community career fairs for outreach and recruitment to fill positions.
5. Managers and supervisors provide coaching and mentoring of existing seasonal employees for career track to permanent positions.

*Skilled Craft – Building Trades*

(1) *Females*

Action

1. Partner with Women in Trades Organization to assist with recruitment and creation of internship/apprenticeship opportunities.
2. Managers and supervisors provide coaching and mentoring of existing seasonal employees for career track to permanent positions in this category.
3. Participation in community career fairs for outreach and recruitment to fill positions.

*Skilled Craft – General Maintenance Trades*

(1) *African American*

(1) *Asian*

(2) *Minority*

Action

1. Partner with various community organizations to assist outreach and recruitment efforts to improve applicant pool for hiring.

2. Participation in community career fairs for outreach and recruitment to fill positions.
3. Create internship/apprenticeship opportunities.

*Service/Maintenance – General Maintenance Trades*

- (3) *Asian*
- (7) *Hispanic*
- (6) *Minority*

Action

1. Participation in community career fairs with various agencies such as Urban League, Oregon Council for Hispanic Advancement and IRCO for outreach and recruitment.
2. Participation in community events to assist with education awareness, outreach and recruitment to fill positions.
3. Create internships and apprenticeship opportunities.
4. Develop relationships with various non-profit organizations to provide assistance with reaching our affirmative action goals, i.e., Volunteers of America, NE Workforce Center and A Better People Program.

**AFFIRMATIVE ACTION POLICY**

Portland Parks & Recreation promotes equal opportunity for qualified individuals without regard to their race, color, religion, national origin, sex, marital status, sexual orientation, source of income, or physical or mental disabilities not constituting a bona fide qualification.

This policy applies to and must be an integral part of all aspects of our personnel policies and practices for employment, training advancement, termination, and treatment of all employees and applicants for employment with the bureau. Compliance with the EEO Policy and Affirmative Action Plan will be part of the acceptable standards of performance for all employees.

**FISCAL YEARS 2008-2012**

**AFFIRMATIVE ACTION STRATEGIES BASELINE REPORT**

**Portland Parks & Recreation**

**December 31, 2007**

**Carolyn Quan Lee, Diversity Development Coordinator**

**(503) 823-5076**

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
Accountability/ Education/ Education/	Underrepresented populations are underutilized in training/career advancement	Develop mentoring/coaching training program for career advancement into supervisory/management positions	Create opportunities for part-time & full time staff to upper management positions within the organization	Workforce Development & Community Alliances Manager and D.E.E.P.	July 2008 ongoing
Education/ Employee Development	Invite PP&R staff to diversity meetings and/or workshops featuring guest speakers from underrepresented populations.	Invite PP&R staff to at least three meetings a year when guest speaker or trainer is featured.	To promote the importance of workforce diversity by educating staff.	Diversity Chair and Committee	ongoing
Recruitment	Managers training on Affirmative Action and understanding of AA Utilization Reports	Provide assistance with hiring and recruitment to reach AA goals in underutilization categories	Strategy to reach AA goals	PP&R Management Team  Workforce Development & Community Alliances Manager	July 2008

Recruitment	Increase training of managers/supervisors in recruitment and outreach	Form partnership with community based organizations to assist PP&R with training, recruitment and outreach to various communities	Education and awareness to improve AA goals. Assist with recruitment efforts in community to improve diversity of workforce	Workforce Development & Community Alliances Manager	ongoing
Outreach	Create internships opportunities	Assist organization with development of diversity of applicant pool for hiring	Improve workforce diversity	Workforce & Development Community Alliances Manager	annual
Recruitment	Increased involvement with the City of Portland's Summer Youth Employment Program	Placement of youth throughout PP&R.	To assist potential job seekers in learning about PP&R's jobs and internships.	Bureau Director and Management Team	ongoing
Organizational Development and Recruitment	Develop a question(s) to identify diversity efforts and importance of potential employees.	Develop a diversity related question to be included in PP&R interviews.	To make affirmative action and work place diversity a valued part of the interview process.	Diversity Committee and Workforce Support	Diversity sub committee to start meeting to discuss in February 2008.

**BUREAU OF PLANNING**

**AFFIRMATIVE ACTION STRATEGY**

**FY 2008 - 2012**

**Gil Kelley**  
**Bureau Director**

## **I INTRODUCTION**

### **Bureau of Planning's Commitment**

Portland has experienced population growth and significant change in demographic composition over the last several years. Faced with continued growth in the region, the City of Portland has planned for and invested in neighborhoods to provide housing and transportation options to meet the needs of an increasingly diverse population, as well as parks, schools and other amenities to support a thriving community.

The Bureau of Planning serves all Portlanders in planning for a healthy, successful economic, cultural, natural, and social environment. As employees at the Bureau of Planning, we recognize the imperative to understand the composition and characteristics of our community, and for our work to be responsive to our community's values, needs and aspirations.

Planning employees are committed to the Citywide policies of equal employment opportunity and an inclusive work environment. We continually strive to improve our abilities to serve the public and create a positive workplace environment that reflects the objectives of the City's Affirmative Action Plan for 2008-12. The City's plan and the Bureau of Planning's Affirmative Action Strategy support the recruitment, hiring, and retention of a workforce that reflects the diversity and cultural awareness of our residents.

The Bureau of Planning's Affirmative Action Strategy is being written in reliance upon the City's Affirmative Action Plan, and all applicable rules.

## **II ASSESSMENT OF CURRENT AFFIRMATIVE ACTION STRATEGIES**

As a foundation for the creation and management of a diverse work force, the Bureau of Planning embraces as a fundamental truth the importance of complying with EEO laws and the City's Affirmative Action Plan. This compliance is demonstrated in many ways:

- Endorsement of City employment policies, training and job opportunities;
- Publication of reports and notices that proclaim equal access to information and provisions for special accommodations;
- Appointment of EEO representatives in the office available to staff as liaisons for matters of diversity;
- Funding of different planners' participation at American Planning Association conferences in different cities every year to network with national planners; and
- Cooperative efforts with neighbors, businesses, organizations and agencies to develop plans to maintain and improve livability for every Portlander.

### **Training & Professional Advancement Activities FY 2006-2007**

- Planning ensures that all new employees attend required training on Administrative Rule 2.21 prohibiting harassment.



- Planning has documented employees' attendance at classes in Cultural Competency and other behavioral skills.
- 12 Planning Bureau managers have completed or are progressing with course work as part of the City's Cultural Competency Management Certification Training Program.
- Three Planning Bureau managers and supervisors acted as trainers in the City's Diversity Development in the Workplace courses.
- 70 percent of Planning employees attended courses and conferences during the year to enhance skills and further their professional development.
- A Bureau of Planning senior planner provided a presentation and consultation services to the City of Honolulu regarding Portland's Experience with Transit-Oriented Development.
- Planning has sponsored employees' attendance at numerous multicultural conferences and classes including the City/County Diversity Conference, and "Dialogues on Racism.
- Planning has sponsored employees' attendance at conferences that explore ways to maintain and improve the community's urban success, such as "True Urbanism: Designing Urban Areas for Social and Physical Health" and "Developing Workforce Housing."
- Planning has sponsored employees who have shared planning and urban design expertise with governments, organizations, and planners around the world, including China, the Netherlands, Italy, Ethiopia, and in other cities of the United States..

#### **Employee Communications and Outreach Activities FY 2006-2007**

- Planning established a Labor Management Committee to collaboratively work on efforts to improve the workplace. A first step for the LMC was conducting an employee survey to solicit ideas for topics for the LMC to work on and to elicit comments on employee satisfaction.
- Planning continued to use a bureau-specific employee intranet site on Portland Online, providing opportunities for staff to post items and share information.
- Planning used its monthly bureau-wide meeting as a conduit for discussion, feedback and interactive work sessions.

#### **Outreach Activities FY 2006-2007**

- The Planning Bureau provided staff support and resources backing the Mayor's Vision Project, which engaged underrepresented residents in setting goals for the future of the community. In July 2007, the Bureau assumed responsibility for visionPDX, which will be developed into a larger Portland Plan over the next two years through widespread public involvement efforts..
- Planning's district liaisons and economic development planners arranged to distribute notices and surveys translated into Spanish, Russian, and Vietnamese to gain insights and data from different neighborhoods and along business corridors.
- Planners continued to develop projects by engaging residents and seeking input through charrettes, open houses, and citizens' participation on advisory committees.

### **Recruitment Activities FY 2006-2007**

- Planning sponsored national announcements and searches for a broader, more diverse field of applicants for professional and official administrative positions, successfully recruiting managers, planners and Community Service Aides from disparate backgrounds and EEO minority categories.
- A Planning bureau manager participated in a strategy session at Portland State University (PSU) to identify ways to attract more African American students to PSU's urban studies and planning programs.
- Planning worked with BDS to send recruitment materials to professional organizations, colleges, and alumni associations across the country, including a number of historically black colleges and minority "caucuses" and subgroups of professional organizations such as the American Planning Association.
- Planning worked with BDS to establish a joint website re: "Career Opportunities in Planning in the City of Portland" to provide easy to access information about the two bureaus, Planner positions and responsibilities, and how to apply for positions with the City of Portland.
- Planning participated in the City's annual Job Fairs, and coordinated with HR and BDS to have materials and/or staff available at other. The two Bureaus worked together to develop two different sized brochures advertising career opportunities in planning that could be widely distributed at these and other events.

## **II PLACEMENT OBJECTIVES FOR 2008-2010**

Overall, the Bureau of Planning has a workforce that is representative of the diversity of the community and in line with the general availability of employees for the different classifications we employ.

Based on the fourth quarter reports for FY 2006-07, the Bureau of Planning has the following under-utilization:

21 PL Professionals – Planning	1.0 FTE minority (African-American) employee
21 PM Professionals – Prog Mgmt	1.0 FTE female employee

\* It should be noted that subsequent hires to date in FY 2007-08 have eliminated the under-utilization in the Professionals- Program Management category.

Planning will expand its efforts to diversify our workforce as follows:

1. Eliminate barriers and perceptions of bias from the workplace;
2. More extensive outreach and searches for qualified applicants from underrepresented groups; and
3. Retain and increase employees from underrepresented groups.

We will work with City of Portland Bureau of Human Resources, professional planning groups, and planning departments of universities to identify potential applicants, expand recruitment efforts, and promote our workplace. Potential contacts include the Planning in the Black Community Division of the American Planning Association; historically black universities that offer degrees in urban and regional planning, including Alabama A&M University, Jackson State University, and Morgan State University; Oregon Chapter for the National Forum for Black Public Administrators; and International City/County Management Association (ICMA).

Outreach efforts will include hosting gatherings at the annual APA conference and other regional and national conferences designed to target potential employees from under-represented groups to attract them to the Bureau of Planning. We will also build upon the work of visionPDX that was successful in reaching traditionally under-reached populations and continue these relationships to encourage new job applicants and new community participants in the Bureau of Planning's programs. The Bureau will also build upon its new resource, the Youth Planning program, to develop and maintain strong connections to the region's youth – both as a means of encouraging diverse youth to consider careers in planning and as a means of engaging youth in the long-range planning of the City of Portland.

Finally, the Bureau of Planning was approved to create a Communications Specialist position in its Adopted Budget FY 2007-08. We are currently in the process of hiring someone and expect this new employee to start in December 2007. One of the key roles of the Communications Specialist will be to expand and improve the Bureau of Planning's communication and outreach to Portland's diverse communities including ethnic, minority, immigrant and other traditionally "hard to reach" communities to improve their understanding of and participation Planning projects, programs and job opportunities.

The Bureau of Planning will work with its employees broadly and through its labor/management committee to identify issues and opportunities associated with diversity to build upon our strengths and work to remove barriers and problems. We will encourage employees to participate in multicultural events at social gatherings in Portland, including fundraising banquets, professional networking conferences, and civic and volunteer activities.

## **CONCLUSION**

The Bureau of Planning and City of Portland promote equal opportunity of employment for qualified individuals. Compliance with the EEO policy and Affirmative Action Plan is a standard of performance for all employees. The Bureau of Planning will promote these policies in all activities related to hiring, promotion, and retention of employees, and in our efforts to engage citizens in working toward our common goals in planning for the future.

#### IV ACTION STRATEGIES

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
<b>Recruitment – Employees</b>	Continue and expand the bureau’s effort to recruit in diverse communities for upcoming employment opportunities.	<ol style="list-style-type: none"> <li>1. Participate in Job Fairs, Career Day and similar employment outreach activities.</li> <li>2. Advertise jobs in media targeted to diverse populations.</li> <li>3. Continue appropriate use of entry-level classifications as a means of increasing the diversity of the workforce and create career paths within the bureau and City.</li> <li>4. Expand outreach recruitment efforts by hosting gatherings at planning conferences</li> </ol>	<ol style="list-style-type: none"> <li>1. Increase awareness of planning-related careers in diverse communities.</li> <li>2. Same as #1</li> <li>3. In certain planning classifications, diverse candidates may be available but have fewer years of work experience and so may not be as competitive. Flexible options to create lower-level positions may increase the diversity of the competitive pool.</li> </ol>	Celia Heron, Business Operations Manager; Betsy Ames, Assistant Director, and (vacant) Administrative Supervisor.	Ongoing. Start December 1, 2007 and continue through June 30, 2012.
<b>Promotion - Employees</b>	Continue to encourage and support employee development for promotional opportunities.	<ol style="list-style-type: none"> <li>1. Memo from Bureau Director; guidance and support from Business Operations Manager and Assistant Bureau Director.</li> <li>2. Supervisors</li> </ol>	<ol style="list-style-type: none"> <li>Strengthen career paths for all employees at all levels in the organization.</li> <li>2. Increased</li> </ol>	All managers and supervisors in the bureau.	Ongoing

		trained in ways to create employee development opportunities.	awareness and skills of supervisors.		
<b>Recruitment – Citizen Committees</b>	Expand the bureau’s efforts to ensure that citizen committees of the bureau are diverse.	<p>1. Memo from Bureau Director to managers and employees reminding them of the importance of diverse citizen committees, and providing guidance and resources to managers in identifying diverse membership.</p> <p>Maintain list of citizen committees of the Bureau of Planning, including an analysis of their respective diversity.</p> <p>Report annually to managers and employees about the bureau’s progress in achieving diverse membership in its committees.</p>	Increase bureau’s use of diverse rating panels, gain from the broader perspective brought by the diverse panels. Reinforce the importance of diverse groups. Increase employee and manager skills in identifying diverse panels.	Program managers	Ongoing
<b>Recruitment – Raters for Interview Panels, Resume Reviews, and RFP Evaluations</b>	Expand bureau’s efforts to ensure that rating panels used by the bureau are diverse.	<p>1. Memo from Bureau Director to managers and employees reminding them of the importance of developing diverse panels and providing guidance and resources to</p>	Increase bureau’s use of diverse rating panels, gain from the broader perspective brought by the diverse panels. Reinforce the importance of diverse groups	Managers will be responsible for determining the make-up of the respective panel and reporting that information to the Business Operations Manager. The BOM will aggregate this data. The BOM will also	Ongoing

		<p>help identify diverse members for rating panels.</p> <p>2. Maintain list of members of all rating panels and include information about the relative diversity of each.</p> <p>3. Report annually to Mgmt Team and employees about the bureau's progress on using diverse panels.</p>	<p>Increase employee and manager skills in identifying diverse panels.</p>	<p>send out the e-mail reminder (step 1) and provide guidance and support to managers who want help in identifying diverse candidates for the panels.</p>	<p>2. Ongoing</p> <p>3. Annually, each July.</p>
<p><b>Public Information, Outreach and Engagement</b></p>	<p>Build upon successful outreach to traditionally under-reached populations started with visionPDX.</p> <p>Use the bureau's new Youth Planning program as a means to reach and involve youth communities in planning-related activities.</p>	<p>1. Translate written materials.</p> <p>2. Translate key presentations</p> <p>3. Use leaders of diverse communities as 'conduits' to convey program and project information.</p>	<p>Increase the understanding of Portland's diverse communities about the programs, projects and job opportunities of the Bureau of Planning.</p>	<p>Managers, supervisors and program managers.</p>	<p>Ongoing as needed.</p>
<p><b>Internal Bureau Operations</b></p>	<p>Continue bureau's encouragement and support for employees to attend (or teach) cultural competence and/or diversity-related conferences and classes.</p>	<p>1. Communicate opportunities as they arise; managers to discuss with employees.</p> <p>2. Managers to attend all required and some optional trainings.</p> <p>3. Some managers and employees to</p>	<p>Build upon employee satisfaction and interest to strengthen the aspects of valuing and managing diversity in the work place</p>	<p>Managers, supervisors, labor/management committee</p>	<p>Ongoing</p>

	<p>Work with bureau's labor/management committee to identify areas of strength and opportunities for improvement in the areas of cultural competency and diversity in the workplace.</p>	<p>volunteer to train, as appropriate.</p> <p>4. Use division team meetings and bureau-wide meetings to discuss diversity and cultural competency related issues.</p> <p>5. Follow-up on bureau's initial LMC survey in the areas of employee satisfaction with workplace and diversity issues.</p>			
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# **Portland Office of Transportation**

## **Affirmative Action Strategy**

**2008-2012**

**Susan D. Keil  
Director**





CITY OF  
**PORTLAND**  
 OFFICE OF  
**TRANSPORTATION**

Sam  
 Adams  
 Commissioner

December 3, 2007

Susan D.  
 Keil  
 Director

TO: Office of Transportation Employees

Don  
 Gardner  
 Engineering &  
 Development

FROM: Susan D. Keil            Lavinia Gordon  
          Don Gardner            Suzanne Kahn  
          Eric Peterson            John Rist  
          Paul Smith

Lavinia  
 Gordon  
 System  
 Management

SUBJECT: **Portland Office of Transportation Affirmative Action/  
 Equal Employment Opportunity Commitment**

Suzanne  
 Kahn &  
 Eric  
 Peterson  
 Maintenance

We are writing to you to reaffirm our commitment to the policy and practices of affirmative action and equal employment opportunity and our expectations in fulfilling this commitment. A top priority for the Director's Team is diversity development, cultural awareness, and providing a safe and respectful workplace for all employees. PDOT continues to move forward to address the recommendations from the Mayor's goals on diversity and with the Citywide Diversity Development Strategy. We have renewed our commitment to the BOM Culture Shapers Committee. We have a new energized Diversity Development Committee which will create an environment where employees understand all aspects of diversity related activities.

John  
 Rist  
 Business  
 Services

It will continue to be the policy of this organization to provide equal employment opportunity and to take affirmative action to eliminate the under-utilization of women, minorities, persons with disabilities and veterans. We are committed to ensuring that illegal discrimination does not occur on the basis of race, religion, color, sex, marital status, national origin, age, sexual orientation, source of income, physical or mental disability not constituting a bona fide qualification, in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Further, programs and services provided by the Office of Transportation shall be made available to all members of the public without discrimination.

Paul  
 Smith  
 Planning

The principles of equal employment opportunity and work force diversity shall be among the factors considered in all employment decisions. Each manager in the Office of Transportation shall be responsible for ensuring the implementation of our Affirmative Action Plan and Equal Employment Opportunity Policy. Managers alone cannot achieve the desired results. Every employee within Transportation is responsible for providing a working environment, which allows all individuals to pursue their professional goals and aspirations.

If you have any questions or concerns, please contact any one of the following EEO representatives in Transportation for assistance: Derreck Brooks; 503-823-1726; Nolan Mackrill, 503-823-6830; Joyce Reyman, 503-823-5618 and Deborah Sievert-Morris, 503-823-7264. A copy of the Transportation Affirmative Action Strategies can be obtained by contacting any of these EEO representatives.

If you would like to talk to the Affirmative Action Office directly for assistance, you may call 503-823-4164. In the event of complaints arising on the basis of discrimination and/or harassment, employees are encouraged to consult your supervisor, Human Resources Coordinators, EEO Representatives and/or Human Resources Administrative Rule 2.02 for guidance.

We are confident that our shared efforts can and will result in a strong and effective result-oriented program for the bureau, and we encourage your contributions to this effort.

An Equal  
 Opportunity  
 Employer

## INTRODUCTION

Equal Employment Opportunity (EEO) is a deeply held value in the Portland Office of Transportation (PDOT). The managers of the Office of Transportation have long held the belief that our objectives can best be achieved by utilizing to the fullest extent all of the human resources available to us and by striving to be representative of the community we serve. PDOT is comprised of the following bureaus: Director's Office, Transportation Engineering and Development, Transportation System Management and Maintenance.

The City of Portland is committed to EEO/AA. Consistent with this commitment, City bureaus have been directed by the City Diversity Development/Affirmative Action Office to prepare a bureau-specific Affirmative Action Strategies Plan.

PDOT's Affirmative Action Strategies are being written in support of the City's Affirmative Action Plan, and all applicable rules therein. PDOT's Placement Objectives are based on deficiencies identified in the City Diversity Development/Affirmative Action Office's Utilization Data from 2006-2007 4<sup>th</sup> Quarter.

Further, to achieve the goals of this Affirmative Action and Equal Employment Opportunity Policy, the management in the Office of Transportation shall ensure that:

- Programs and services are available to all citizens without discrimination;
- Each bureau is in compliance with EEO laws and the City's Affirmative Action Plan;
- All employment selection decisions are monitored to ensure that good faith efforts are made toward affirmative action goals and progress;
- Responsibility is delegated to each manager and supervisor for equal opportunity and affirmative action compliance;
- All employees are fully aware of and support PDOT's commitment and responsibility to assist in implementation of this plan, emphasizing that all bureau employees must fulfill their responsibility as defined in the City Plan;
- Positive action is taken to identify and eliminate any alleged harassment and/or discriminatory practices within the organization;
- Employees are informed of their rights to utilize the City Diversity Development/Affirmative Action Office's grievance procedures, free of retaliation;
- Appropriate disciplinary action is administered to those employees found engaging in discriminatory practices.

## **PORTLAND OFFICE OF TRANSPORTATION – AFFIRMATIVE ACTION STRATEGIES**

In the following sections we have attached our annual communication to all employees in the Office of Transportation (PDOT), the PDOT Affirmative Action Strategies Baseline Report, and the Records of Compliance for the Office of Transportation. Like all City of Portland bureaus, hiring in the Office of Transportation has been impacted by budget constraints. However, while we may not be hiring as many new employees as we have in previous years, we still anticipate filling vacancies due to employee turnover and retirement. For that reason, PDOT is using the following approach to filling vacancies: 1) reach a broader audience in recruitment outreach including internal employees and 2) target groups that are underutilized for filling vacant positions.

The new Veterans Status guarantees an interview. State law requires that employment preference be given for having served in the Armed Forces. Please refer to HR administrative rule 3.07 VETERANS PREFERENCE.

Transportation is also prepared to implement disabled preferences when/if it is included within the HR administrative rule.

### **ASSESSMENT OF CURRENT AFFIRMATIVE ACTION STRATEGIES**

In the Office of Transportation Affirmative Action Plan for 2005 to 2008 our four bureaus adopted planned actions in recruitment, selection, and training designed to address under representation in a number of job groups. Transportation participation in community job fairs such as those put on by the Urban League and Women in Trades, have improved outreach to minority and women applicants for non-traditional jobs in our organization. Transportation also advertised in local minority newspapers and national minority trade journals, as well as with minority professional organizations. This improved the applicant pools for executive and professional positions. PDOT also utilized summer job opportunities to increase minority youth exposure to transportation occupations in accordance with the affirmative action plan. In the area of training, PDOT ensured that all employees participated in training on Human Resources Administrative Rule 2.02, Harassment and Discrimination Prohibited. This ensured that all PDOT employees had an understanding of the implications of such actions.

It should be noted that during this period the Transportation Director made the selection of three executive positions. Two of the bureau directors hired are female. These hires bring a significant increase in diversity to the Director's Team and provide a positive example of the support for EEO and Affirmative Action in the Office of Transportation.

A top priority for PDOT is diversity development, cultural awareness, and maintaining a safe and respectful workplace for PDOT employees. In addition to the accomplishments listed in the above paragraphs, PDOT has embarked upon an aggressive organizational development program over the last two years. Initiatives included an agency-wide inclusivity assessment, mandatory and supplemental inclusivity training re-chartered the Bureau of Maintenance (BOM) Culture Shapers Committee. PDOT integrated a Citywide mandatory Management Diversity training series initiative including recommendations from PDOT inclusivity studies into the organizations of Affirmative Action Plan and PDOT's Diversity Development Plan. These initiatives were implemented, in part, to promote the awareness of affirmative action.

## Culture Shapers

Culture Shapers is a program that is intended to address cultural issues in the workplace through enhanced communications and greater cultural awareness. The goal of Culture Shapers is to guide PDOT's success in developing a diverse workforce - one that values a dependence on each other for success, eliminates discrimination, promotes equality, and encourages the development of self-esteem. The Bureau of Maintenance Culture Shapers Committee, which has been in existence for over 15 years, is an integral and effective part of BOM's workplace.

## PDOT Employee Survey

In November 2004, the PDOT HR Policies and Practices Committee conducted an employee survey to look at issues raised during both the Inclusivity Study and the Strategic Planning process. Approximately 60% of employees responded to the survey and provided 250 pages of written comments about issues most important to employees. The purpose of the survey was to help the Committee narrow down the list of human resources issues to a select few in which they can affect changes that will provide real benefits for employees and make a positive difference in the organization. Based on the survey, the top issues identified by staff were recruitment and hiring processes, professional development, and performance feedback. PDOT continues to have on-going internal discussions engaging labor through the Labor Management Committee (LMC).

## PLACEMENT OBJECTIVES

Placement Objectives are intended to provide guidance for PDOT in our recruitment, hiring and promotion efforts. Currently, mandated Federal guidelines provide for the use of two criteria (internal and external availability data) for the setting of Placement Objectives. PDOT receives this data and reports from the Bureau of Human Resources. This data was used to set placement objectives and develop action strategies.

The following are descriptions of PDOT's areas of *under-utilization* charted 4<sup>th</sup> quarter, FY 2006-2007 by job group and name. The four major groups considered are Maintenance, Office of the Director, Transportation Engineering and Development, and Transportation Systems Management.

Future workforce retirements and movement will provide unprecedented opportunities to expand PDOT's hiring practices.

The under-utilization report consists of the following identified classes: Black, Asian, Hispanic, Native American, Minority, Female and Other.

- **21ER - Engineering and Related Professionals Group** (*Signals & Streetlighting Manager, Signals & Streetlighting Tech, Sr. Engineer, Engineer, Sr. Engineering Associate, Engineering Associate, Capital Project Manager I & II, CAD Analyst, Public Works Inspection Supervisor, Surveying Supervisor, Right of Way Acquisition Supervisor*)
  - Hispanic: (1)
  - Minority<sup>1</sup>: (1)

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<sup>1</sup> According to the Affirmative Action/Diversity Development Office, "minority" consists of the sum of all ethnic categories.

- **21FL - Financial Professionals Group** (*Principal Financial Analyst, Financial Analyst*)
  - Female: (1)
  
- **21GM - General Maintenance/Trades Professionals Group** (*Sr. Public Works Supervisor, Public Works Supervisor I, Portland Streetcar Maintenance Manager, Portland Streetcar Operations Manager, Parking Control Manager, Electrical Supervisor, Parking Enforcement Supervisor, Traffic Signal Maintenance Supervisor*)
  - Asian: (1)
  
- **21PM - Program Management Professionals Group** (*Program Manager, Program Coordinator, Program Specialist, Assistant Program Specialist, TDM Specialist II*)
  - Minority: (1)
  - Female: (5)
  
- **22CI - Code Inspections Technicians Group** (*Parking Code Enforcement Officer, Code Specialist III*)
  - Asian: (1)
  
- **22ER - Engineering and Related Technicians Group** (*Engineering Tech I,II & III; CAD Tech II & III; Development Services Tech I, II & III; GIS Tech II & III; Right of Way Agent II & III; Graphics Designer III; Sr. Public Works Inspector; Public Works Inspector; Surveyor I & II; Surveying Aide I & II; Mapping Data Tech*)
  - Asian: (3)
  - Hispanic: (6)
  - Minority: (7)
  
- **25OS - Office Support Administrative Support Group** (*Office Support Specialist I, II & III; Service Dispatcher; Service Dispatcher Lead*)
  - All categories: (0)
  
- **26GM - General Maintenance/Trades Skilled Craft Group** (*AEO II: Sewer Vac. Operator, AEO II: Street Sweeper, AEO II: Tractor Trailer*)
  - Hispanic: (5)
  - Minority: (3)
  
- **27GM - General Maintenance/Trades Service/Maintenance Group** (*Utility Worker I & II, Asphalt Raker, AEO I, Carpenter Apprentice, Parking Collections Technician*)
  - Asian: (5)
  - Hispanic (20)\*
  - Minority (5)

\*Statistically significant.

## **STRATEGIES FOR ADDRESSING PLACEMENT OBJECTIVES**

This data was used in the development of PDOT's Affirmative Action Strategies Baseline Report. The report focuses on seven areas:

- Education and Outreach
- Recruitment and Selection
- Work Experience
- Collaboration
- Training
- Retention
- Employee Development

**AFFIRMATIVE ACTION STRATEGIES BASELINE REPORT**  
**Office of Transportation**  
**July 1, 2007**

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
1) Outreach & Education	Produce outreach materials showing that PDOT is a good place to work.	<ul style="list-style-type: none"> <li>- Create a brochure &amp; update it at least twice a year. Modify for specific events/audiences</li> <li>- Dedicate space on the internet to promote PDOT.</li> </ul>	To increase the awareness of qualified people of color and women applicants.	Communications program staff.	FY 07-08 –Ongoing
2) Outreach & Education	Place profiles of minority employees in community newspapers	<ul style="list-style-type: none"> <li>- Identify community newspapers and newsletters and establish contacts.</li> <li>- Identify profile stories.</li> <li>- Develop schedule of potential publication dates.</li> <li>- Focus on underrepresented media groups to highlight.</li> </ul>	Increase visibility of PDOT as a great place for minorities to work.	Communications program staff.	FY 07-08 – Ongoing
3) Outreach & Education	Increase community involvement with diverse groups by PDOT employees and managers.	<ul style="list-style-type: none"> <li>- Identify groups and activities.</li> <li>- Develop a calendar of events throughout year to attend (e.g. job fairs, cultural celebrations).</li> <li>- Develop a list of organizations to participate with.</li> <li>- Establish active role and develop partnership.</li> <li>- Report on activities quarterly.</li> </ul>	Increase relationships with diverse citizen groups and individuals and become more active in the community and engage them to do the same.	PDOT Leadership Team.	– Ongoing

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
4) Recruitment	Identify and contact: 1) Schools with significant enrollment of students of color and women in engineering programs; 2) Schools with significant enrollment of students of color and women in trades programs; 3) Schools with significant enrollment of students of color and women in public administration programs; 4) Professional groups with minority and female membership.	<ul style="list-style-type: none"> <li>- Develop a list of contact schools and match with organizational recruitment needs and strategies.</li> <li>- Identify opportunities with other city bureaus to partner in recruitments.</li> </ul>	Identify women and people of color with requisite skills and recruit those people to apply for transportation positions.	BTED Director with assistance from the PDOT Leadership Team	– Ongoing
5) Collaboration with other Bureaus	Develop a “Road Tour” about career opportunities for middle and high school students.	<ul style="list-style-type: none"> <li>- Create career “flowcharts”.</li> <li>- Develop targeted school programs.</li> <li>- Develop a speakers pool.</li> </ul>	To promote education in public service.	BHR Liaison, HR Coordinators, other BHR staff, PDOT Leadership Team	FY 08-09 – Ongoing
6) Training	PDOT Leadership team to participate in training to understand racism and diversity.	<ul style="list-style-type: none"> <li>- Attend training provided by the Uniting to Understand Racism Foundation.</li> </ul>	Increase diversity awareness for all PDOT Management.	PDOT Management Team	Fall 2007 Winter 2008
7) Employee Retention	Develop practices for retaining diverse employees.	<ul style="list-style-type: none"> <li>- Formalize exit interview process to obtain data regarding the reasons employees leave and identify barriers to lateral and vertical movement.</li> <li>- Identify issues and recommendations through Culture Shapers and other forums.</li> </ul>	Create a positive work environment that is free of discrimination and that encourages long term employment.	BHR Liaisons & Coordinators, Culture Shapers	– Ongoing



<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
8) Internal Employee Development	Enhance internal employee opportunities through workforce development strategies and selection techniques.	<ul style="list-style-type: none"> <li>- Identify mechanisms for increasing employee development.</li> <li>- Identify types of training for advancement.</li> <li>- Collect data and monitor progress.</li> </ul>	To identify and remove barriers for lateral and/or vertical movement of minority and women employees.	PDOT Diversity Development Committee	– Ongoing
9) Training	Track training received by PDOT employees.	<ul style="list-style-type: none"> <li>- Develop a PDOT-wide process for tracking both mandatory and optional trainings.</li> </ul>	To ensure fairness in the training of minorities and women.	PDOT Training Staff	–Ongoing
10) Pre-hire checklist	Notice of vacancy hire checklist.	<ul style="list-style-type: none"> <li>- Develop a PDOT-wide awareness for hiring.</li> </ul>	To ensure all avenues are considered before job announcement.	PDOT Management Team	FY 08-11 –Ongoing
10) Pre-hire checklist	Notice of vacancy hire checklist.	<ul style="list-style-type: none"> <li>- Develop a PDOT-wide awareness for hiring.</li> </ul>	To ensure all avenues are considered before job announcement.	PDOT Management Team	FY 08-11 –Ongoing

**PDOT INITIATIVES FOR LONG-TERM COLLABORATION WITH BHR**

<b>Area of Focus</b>	<b>Planned Actions</b>	<b>Benchmark Activities</b>	<b>Intended Purpose</b>	<b>Person(s) Responsible</b>	<b>Projected Start/End Date(s)</b>
Outreach & Education	Partner with BHR to develop curriculum and schedule for a class twice each year for community members to explain the city hiring process and what we look for in applications for transportation positions	<ul style="list-style-type: none"> <li>- Identify opportunities for PDOT participation.</li> <li>- Attend Job Fairs.</li> </ul>	To provide women and minorities with an understanding of the processes, so that it is not a barrier to employment.	BHR Liaisons and Coordinators PDOT Director's Team	- Ongoing
Work Experience	Create and implement a summer work experience program to give experience to members of target groups and others.	<ul style="list-style-type: none"> <li>- Coordinate with BHR to identify opportunities through DD/AA, work-study, and other programs.</li> <li>- Develop participation criteria for selection of summer employees.</li> </ul>	Provide women and people of color with hands-on experience, helping to enhance their ability to successfully compete for permanent jobs.	PDOT Management Team	- Ongoing
Training	Work in collaboration with BHR to develop guidelines for conducting culturally neutral interviews.	<ul style="list-style-type: none"> <li>- Support and work with BHR for City provided training.</li> <li>- Schedule training for hiring managers and EEO representatives.</li> <li>- Brief interview panelists on guidelines as needed.</li> </ul>	Increase diversity awareness for PDOT management.	PDOT Training Staff	- Ongoing



**City of Portland  
Portland Water Bureau**

**Affirmative Action  
Compliance Strategies Plan**

**David Shaff  
Water Bureau Administrator**

**2008 - 2012**

## INTRODUCTION

The Portland Water Bureau (PWB) has developed the attached Affirmative Action Strategy in reliance upon the City's Affirmative Action Plan and all applicable rules therein.

### **Our Commitment**

The Portland Water Bureau is committed to creating a workplace of excellence. A diverse workforce, reflective of the community that it serves and a work environment that promotes mutual respect, acceptance and teamwork, are cornerstones of workplace excellence. These deeply held values have been incorporated into the framework of the Water Bureau's Mission/Values Statement, Diversity Development Program and Employee Handbook as well as the compliance strategies that follow.

Our efforts to diversify the workforce have met with good results, and we are committed to continuing and increasing these efforts. Through the implementation of a Utility Apprenticeship program in 1999, the development of relationships with community-based groups, and creative recruitment strategies, we have been able to reduce the occurrence of underutilization in a variety of job groups. We look forward to developing additional strategies that will allow us to continue and improve our success.

### **Current Practices**

In order to ensure a workplace that is free from harassment and discrimination, the bureau engages in the following practices:

- Recruitment efforts will be made to ensure a mixed pool of candidates – in terms all of the factors included in the City's EEO policy. Where under representation exists, affirmative action steps will be taken to recruit candidates from the underrepresented groups and ensure that selection processes are open and fair to all candidates.
- Written personnel policies indicate that there will be no discrimination on any of the factors included in the City's EEO policy.
- All employees and applicants shall have equal opportunity to be considered for available jobs for which they are qualified, regardless of race, religion, color, gender, marital status, familial status, national origin, age, sexual orientation, or source of income. The bureau will make no distinction based on a person's race, religion, color, gender, marital status, familial status, national origin, age, sexual orientation, or source of income in employment opportunities, wages, work schedule, employee benefits, or any other conditions of employment.
- The bureau will provide appropriate physical facilities for both sexes. Lack of facilities will not be used to deny applicants of either gender employment opportunities.
- All employees, regardless of race, religion, color, gender, marital status, familial status, national origin, age, sexual orientation, or source of income, will have equal opportunity to participate in training programs sponsored by the bureau and the City, and the bureau will make special efforts to implement training that will enhance promotional opportunities.

- The bureau will make reasonable efforts to accommodate the religious observances and practices of present and prospective employees, unless such accommodation creates undue hardship on the conduct of the bureau's activities, provision of services, financial resources, creates serious personal problems, or is in violation of the City's contract(s) with its employees.
- The Portland Water Bureau is committed to taking affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era, and does not discriminate against any employee or applicant for employment because of that individual's status as a disabled veteran or Veteran of the Vietnam era.
- The Portland Water Bureau is committed to taking affirmative action to employ and advance in employment qualified disabled individuals and will not discriminate against any employee or applicant for employment because of mental or physical disability, in regard to any position for which the employee or applicant is qualified.

### **Current Objectives**

It is the bureau's goal to continue to address areas of underutilization and promote PWB as an employer of choice among women and minorities through improved recruitment and selection strategies as well as engaging in increased outreach activities. The bureau is committed to involving all employees in these activities through their participation in job fairs, community events, school-to-work programs and other educational opportunities, and contributions to exam development and implementation.

More specifically with regard to recruitment and selection activities, our goal is to ensure that the processes used are appropriate to and reflective of the demands of the job and to not use methodologies that unnecessarily eliminate qualified candidates. We will also work to ensure that prior to opening each recruitment, thorough analysis is done to determine the appropriate processes to address underutilization, retention or other related issues. We look forward to refining our processes with the help of the Human Resources staff that will permit us to manage the diversity of applicants at each step in the process.

Our goals also include greater emphasis on employee development to enhance promotional opportunities for all. To enhance the ability of current employees to promote, greater opportunities for skill development will be emphasized through training, upgrades and the like.

### **Methodologies**

As we have demonstrated in the preceding three years with targeted recruitments and extensive use of apprenticeships and training programs, we can substantially impact underutilization. It is our goal to continue to utilize these tools to ensure a diverse and representative workforce. We will also focus on new strategies to increase our presence in the community at large and to make PWB an employer of choice.

Because of contractual obligations that limit our ability to hire from outside the bureau in many promotional opportunities, increasing diversity at entry levels, e.g., Utility Worker

Apprentice, provides us with greater opportunities for diversifying the workforce through promotions.

Training and skill building are critical as well. To that end we are ensuring that all PWB managers and supervisors attend training and receive certification through the City's Culturally Competent Manager Training and complete the City's Managerial and Supervisory Training Program. We are working on other programs to provide employees with a variety of skills to make them more effective in their current positions as well as to take advantage of other opportunities.

The Water Bureau will continue to use problem-solving techniques to improve its outreach, recruitment, selection and retention activities. It will revise any procedures that are found to be problematic.

### **ASSESSMENT OF CURRENT AFFIRMATIVE ACTION STRATEGIES**

Through the successful implementation of a number of our planned actions, the bureau has reduced underutilization and has created a workplace of greater opportunity for all employees.

- We have ensured that all employees have attended the appropriate level of the City's mandatory harassment training and make it a priority after hiring new employees.
- Our recruitment and selection strategies have been targeted and successful in eliminating some of the underutilization. For example our employment of females in the Service/Maintenance, General Maintenance/Trades now exceeds their availability in the workforce. Women were historically underutilized in this job group.
- Our hiring and selection procedures ensure the greatest diversity in the candidate pools.
- We have continued to expand our relationships with community-based organizations, by participating in job fairs, notifying them directly of recruitments, and the involving individual employees in recruitment-related activities.
- We have begun a program of recruiting at the college level for entry level engineering positions. Colleges and universities are selected for the diversity of their student population. This has allowed us to significantly increase the diversity of the engineering group.
- We have continued to effectively utilize apprenticeship and training programs both to diversify the workforce and to provide greater promotional opportunities for incumbents.
- We have provided training and coaching, such as resume writing and answering supplemental questions, for employees seeking promotions.
- We have held managers, supervisors and employees accountable for their behavior, investigating any and all reports of harassment, discrimination or unfair treatment and suggesting workplace improvements even when no harassment or discrimination was found.

- We have enhanced the skill level of our workforce through training opportunities such as providing training for passing the Oregon Water Distribution Certification exam.
- Through our quarterly reporting on budget program goals, we continually assess ourselves.

### **PLACEMENT OBJECTIVES**

Review of the utilization data provided by the City Affirmative Action Office, based on Utilization Reports for the fourth quarter of FY2006-2007, indicates that we have achieved a good deal of success although there continue to be areas that the Water Bureau will focus on to increase our diversity.

Overall representation of women and minorities in the Water Bureau has generally been improving. During the past two years, the bureau has made marked improvement in both the hiring and promotion of women and minorities in a number of different groups.

Although there are several employment categories where we have placement goals, there are only three in which the underutilization is statistically significant.

- One of these is Professionals – General Administrative (21GA). In this category there is a statistically significant placement goal for females, as our current population in this group is 54.55% and the availability is 81.56%. However, for several reasons, we do not believe that any specific effort is required to correct this situation:
  1. This category consists of 8 different job classifications, all but one of which have 1, 2 or 3 employees; where there are 2 or 3 employees, they do not necessarily work in the same work group. It is very likely that each position has been recruited for and hired separately based on the needs of the particular position. One, Customer Service Supervisor, has 7 employees and of the 7, 5 are female.
  2. More importantly, we believe that the diversity of this group, including more males than are traditionally found in these types of job classifications, demonstrates that we are moving beyond traditionally stereotypical roles for men and women in the workplace.
- A second is Professionals – Program Management (21PM). The same situation applies here as with 21GA – 46.15% of the employees in this group are female while the availability is 84.81%. Once again, this category is made up of 7 different job classes, the largest of which has 4 employees, of the 4, 2 are female. As each of the particular jobs is housed in a different part of the organization and has different requirements, the recruitments are done individually. Although the number of females in the group as a whole is less than the availability, there has been no discrimination in hiring. As with all hiring decisions, we have consistently selected the most qualified candidate.
- The third category in which there is a statistically significant placement goal is Service Maintenance – Water (27WA). In this case the placement goal is for minorities. The data from Q4 06-07 shows an availability of 19.74% for minorities. At the time of the report we did not have any employed in this category. This category includes 5 different job classifications, 3 of which contain only 1 employee,



and are promotional positions. The other 2 classifications – Water Meter Reader and Watershed Specialist - have 11 and 6 employees, respectively. Many of the Watershed Specialists are also promoted from within per the contract rules. Working in the watershed does not appeal to a large number of our employees. The watershed is 25 miles east of the city and represents a long commute for many. Additionally the nature of the work is quite different from in-town work on the distribution system. Recruiting for Water Meter Readers is open competitive and the candidates are generally quite diverse and in the past we have had minority employees in this group. In the last hiring, which took place in Q1 of 2007-08, 1 of the 4 employees hired was from a minority. We also hired 2 women. We will continue to look for opportunities to diversify the workforce with in this group.

More importantly, our efforts to diversify through our apprentice program have impacted the Service Maintenance – General Maintenance Trades (27GM) such that although placement goals still remain, they are no longer statistically significant. Overall the percentage of minority employees is larger than the availability in the general population (23.26% vs. 21.32%); this is also true for females, with an employment percentage of 10.47 and an availability of 3.83. We will continue to diversify our employees in this group, with special efforts toward the Hispanic community.

In addition there are several other areas where we will maintain and enhance our efforts to ensure continued progress in diversifying our workforce:

- In Skilled Craft Water (26WA including Operating Engineer, Water Treatment Operator, Water Meter Technician, Water Operations Mechanic and Water Operations Mechanic Apprentices), we have done a good job diversifying the workforce in several of the classifications included in this category, so that overall the percentage of minority and female employees is very close to that of the available population. We will continue our efforts to recruit and hire minorities and women to ensure ongoing diversity.
- In 26GM – Skilled Craft – General Maintenance Trades (electricians, industrial painters, concrete finishers, carpenters, general mechanics, construction equipment operators, and automotive equipment operator II) and 26EL – Skilled Craft – Electronics (Instrument Techs), we will want to ensure that any recruitments for the trades included in these groups focus on recruiting women and minorities, specifically within the Hispanic and African American communities, as all of these are underutilized in this group. As we hire directly at the journey-level for each of the positions within this group, these are generally not promotional opportunities for current staff. Because of the small number in each of the crafts included in the group, neither do they provide good opportunities for creating additional apprentice programs. Therefore, we will need to develop new resources for recruiting for these positions within the underutilized groups. Women in Trades is such a resource for female applicants.
- In general, we would like to see more minorities in two of the professional groups (21 EN and WA); however only 21WA has a placement goal (1 minority), and it is not statistically significant.

- As stated earlier, we have significantly increased our recruiting efforts for entry-level engineering positions, and we will continue to do so, with a focus on bring more minorities into these groups.



## ACTION STRATEGIES

Having established placement objectives for In Service/Maintenance- General Maintenance/Trades (27GM), Skilled Craft – Water (26WA) and Skilled Craft – General Maintenance/Trades (26GM), we will implement the following to achieve our objectives.

<b>AREA OF FOCUS</b>	<b>PLANNED ACTIONS</b>	<b>BENCHMARK ACTIVITIES</b>	<b>RESPONSIBLE PARTY</b>	<b>PURPOSE</b>	<b>TARGET DATE</b>
Outreach	Continue/expand collaboration, with community based organizations, e.g. Women-in-Trades, Urban League. In particular we will direct more outreach toward the Hispanic Community resources.	Attend job fairs. Provide information about PWB and jobs. Support employees volunteering expertise to enhance organizations' work. Participate in community events. Educate these groups in City/PWB hiring processes. Develop relationship with CAWS for recruiting for UWAs.	Lead: Bailey & Various staff: Diversity Development Committee (DDC), Managers and Supervisors	Increase the number of qualified applicants from under represented groups, particularly the Hispanic and African American Communities. Increase awareness of PWB as an employer of choice.	On-going focus, particularly on periods just prior to opening a new recruitment.
Outreach	Develop relationships with local high schools, trades schools, etc.	Participate in school to work programs. Provide educational opportunities for students, teachers, e.g., field days. Provide job-shadow opportunities.	Lead: Bailey, various staff; DDC, Managers and Supervisors	Increase the number of qualified applicants from under represented groups. Increase awareness of PWB as an employer of choice.	On-going beginning in the Fall of 2008
Outreach	Expand knowledge of apprentice programs in the community.	Add information about apprenticeship programs to website. Make presentations about programs at schools and community based organizations.	Bailey & Knoll Various Staff	Increase the number of qualified applicants from under represented groups. Increase awareness of PWB as an employer of choice.	On going, focusing particularly on periods just prior to opening a new recruitment.
Outreach	Participate in the City's Summer Youth Employment effort as well as other city sponsored events and programs.	Fill at least three positions with youth summer help.	Lead: Fullan; Managers and Supervisors	Increase the number of qualified applicants from under represented groups. Increase awareness of PWB as an employer of choice.	Annually beginning 7/08

Outreach	Develop relationships with colleges and universities.	Attend university career fairs. Advertise on their websites for appropriate positions. Hire summer interns from a variety of schools.	Bailey, engineering staff	Increase diversity of applicant pool for entry-level engineering positions.	On-going
Recruitment	Utilize a wide range of resources to target recruitments for specific jobs to enhance diversity.	Advertise on website sites that focus on targeted group. Develop relationships with colleges and universities with diverse student populations. Utilize community-based organizations in recruitment processes. Engage employees in recruitment efforts within their own communities. Advertise in community-based publications. Develop website and other recruitment materials that enhance our image as an employer of choice.	Lead: Bailey (to develop resource database) Hiring Managers and Supervisors, DDC, all employees	Increase the number of qualified applicants from under represented groups.	On going, beginning 7/05 with research to develop a resource database.
Recruitment	Utilize POL and written materials to market PWB as an employer of choice.	Develop website materials about working at PWB that focus on diversity, opportunity and excellence. Develop written materials for career fairs that focus on diversity, opportunity and excellence.	Ralston and Bott	Increase the number of qualified applicants from under represented groups. Increase awareness of PWB as an employer of choice.	On-going
Recruitment & Selection	Review current AA report to inform recruitment and selection strategies for each recruitment.	Determine if should be external or internal based on availability. Determine appropriate advertising or other resources to utilize. Determine interview/oral panels.	Lead Bailey; HRC working with hiring manager and EEO rep/DDC	Increase the number of qualified candidates from under represented groups.	Quarterly and with each recruitment in a targeted category.
Recruitment & Selection Processes	Ensure selection processes do not unfairly impact various groups.	Evaluate types of examinations used so they do not require skills that are unnecessary for the job itself,	Lead: Bailey & DDC; Hiring managers BHR	Increase the number of qualified candidates from under represented	On-going, for each new recruitment, beginning 7/1/08.

		e.g., use of written questions for jobs that do not require writing skills. Develop new recruiting techniques to simplify processes. Review results at each step in the selection process to ensure diversity in the applicant pool at each step. Ensure weighting of parts of process is equitable. Ensure diverse rating panels. Train interview panels in culturally competent interviewing.	(This is also on the agenda for the BPI Employee Development group)  In collaboration with BHR	groups.	
Recruitment/ Retention	Ensure promotional opportunities for women and people of color.	Utilize appropriate recruitment process to enhance opportunities, e.g., expanded transfer vs. open recruitment.	Bailey; Hiring managers and DDC	Ensure equal opportunity for existing employees to compete for promotional opportunities.	On-going, for each new recruitment, beginning 7/1/08.
Recruitment/ Retention	Provide adequate skill development to enhance employees' promotional capacities.	Provide cross-training opportunities. Provide upgrade opportunities, e.g., UWII to AEO. Provide training in responding to interview questions, building resumes, etc. Implement WOM training program & develop Community of Practice.	Lead: Bailey, Fullan, DDC; supervisors and managers	Ensure equal opportunity for existing employees to compete for promotional opportunities.	WOM training program to begin Q3 07-08 and continue with completion of existing WOMs in 08-09. Other trainings will be linked to key promotional opportunities.
Retention	Foster an environment of workplace excellence (See Diversity Development Plan for detail on initiatives).	Develop accountability at all levels. Initiate workforce development initiatives for all levels of employees, e.g., leadership development, management training, cross training, etc. Exhibit responsiveness to customers.	All employees, managers & supervisors, Bailey	Ensure a work environment that will attract and retain a diverse, highly skilled, motivated workforce.	On-going.

		Demonstrate leadership at all levels of the organization. Treat each other respectfully at all times.			
Retention	Utilize a Performance Management System that incorporates: setting goals, coaching and feedback, taking appropriate corrective action, and annual performance reviews to manage and develop employees.	Provide training to all supervisors and managers. Hold managers and supervisors accountable. Provide coaching and feedback training to leads.	MT, all supervisors and mangers	Ensure a work environment that will attract and retain a diverse, highly skilled, motivated workforce.	On-going performance management

## **EEO-4 Schedule**

Code Title and Description

- 20 *Officials and Administrators* – Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis.
- 21 *Professionals* – Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through specialized post-secondary school education or through equivalent on-the-job training.
- 22 *Technicians* – Occupations requiring a combination of basic scientific or technical knowledge which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.
- 23 *Protective Service Workers* – Occupations in which workers are entrusted with public safety, security, and protection from destructive forces.
- 24 *Paraprofessionals* – Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development under a "New Careers" concept.
- 25 *Administrative Support (including clerical and sales)* – Occupations in which workers are responsible for internal or external communication, recording and retrieval of data and/or information and other paperwork required in an office.
- 26 *Skilled Craft Workers* – Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.
- 27 *Service-Maintenance* – Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery.



Code	Name of Functional Category (for Job Groups)	Definition
AC	ACCOUNTING	Classes responsible for performing accounting and related collecting, processing, reporting and controlling functions in support of a City-wide or bureau-wide accounting system; conducts management, performance, financial, business and other specialized audits.
AM	AUTO MAINTENANCE	Classes responsible for mechanical repair, maintenance, modification and acquisition of all types of vehicles and equipment operated by the City
BO	BOTANIC	Classes responsible for developing and implementing botanic, natural areas and horticultural projects and programs.
BI	BUILDING INSPECTIONS	Classes responsible for performing mandated inspection on industrial, commercial, multi-family and single family construction plans and projects; inspects sidewalks and existing housing.
BT	BUILDING TRADES	Classes are responsible for the construction, alteration, modification, maintenance and repair of buildings, structures, offices and related facilities.
CI	CODE INSPECTIONS	Classes are responsible for performing Inspections to determine compliance with the City's sign, planning, zoning, site development and business code requirements.
CR	COMMUNITY RELATIONS	Classes responsible for developing and carrying out public information and community involvement projects and initiatives; planning and conducting public education programs; and conducting communications and relationship building initiatives with community, public interest and neighborhood groups
DR	DIRECTORS	Classes are responsible for managing an office or bureau.
EL	ELECTRONICS	Classes responsible for the installation, maintenance, troubleshooting, and repair of a variety of instruments, and electronic and communication equipment and systems.
EC	EMERGENCY COMMUNICATION	Classes are responsible for operating and managing the 911 call taking and dispatching services for police, fire and medical users.
ER	ENGINEERING AND RELATED	Classes responsible for applying engineering knowledge to the solution of design, construction, improvement and maintenance problems pertaining to the City's infrastructure and private development; also includes surveying, architectural, public works inspection and project management, right-of-way, CADD, GIS and graphic illustration classes.

EN	ENVIRONMENTAL	Classes are responsible for protecting public water quality, the environment, and quality of surface and ground waters; conducting activities that promote healthy ecosystems; and providing sewage and stormwater collection and treatment services.
FL	FINANCIAL	Classes responsible for financial, statistical, budgetary, debt, economic, grants, investment and other related analyses and functions; assisting in the preparation of recommendations on both long-term financial plans and day-to-day business operations.
FI	FIRE	Fire Bureau specific classes that require employee to be a sworn firefighter
GA	GENERAL ADMINISTRATIVE	Classes are responsible for managing or providing budgeting, financial planning and reporting, management analysis, policy analysis and development, accounting, purchasing, contracting and other business services in support of bureau management and staff. Classes in this group may also include bureau directors and general supervisory or manager classes that do not fall into one of the more specific occupational areas.
GM	GENERAL MAINTENANCE/TRADES	Classes are responsible for: transportation, traffic, and public works construction and maintenance programs and services; a skilled trade related to building or public works construction; construction equipment operation; parking control and management functions; signal and sign construction and maintenance; park construction and maintenance; Classes in this group may also include classes that do not fall into one of the other more specific trades, maintenance, or equipment operation or repair occupational groups.
HR	HUMAN RESOURCES	Classes perform activities in support of the City's human resource management and training programs. Typically classes used by BHR.
IT	INFORMATION TECHNOLOGY	Classes are responsible for information technology services, planning and development activities. Classes are typically used in BTS.
LB	LAB	Classes are responsible for collecting and conducting laboratory analyses of field samples for public health and protection of the environment.
LE	LAW ENFORCEMENT	Police Bureau specific classes that require employee to be a sworn police officer or work in a bureau specific program such as alarms, police id., crime prevention or analysis or public safety. Also included are security related classes.

LL	LEGAL	Classes requiring the employee to have a law degree or provide support services to legal staff. Classes are typically used by the Attorney's Office
EO	OFFICE EQUIPMENT OPERATION	Classes are responsible for producing and distributing printed, graphic and electronic materials.
OS	OFFICE SUPPORT	Classes are responsible for performing administrative support functions such as customer service, billing and timekeeping, record-keeping, file maintenance, scheduling, dispatch and computer applications such as word processing, data entry, spreadsheets and/or databases
PR	PARKS/RECREATION	Classes responsible for planning, developing and managing the city's recreation programs and activities.
PL	PLANNING	Classes are responsible for planning work involving a variety of policy development projects, strategic and infrastructure (building development, parks, environment, transportation) planning, long-range land-use plans, and development review functions.
PM	PROGRAM MANAGEMENT	Classes are responsible for planning, organizing, and participating in programs by developing and implementing program plans, budgets, procedures and supporting program promotional materials.
RM	RISK MANAGEMENT	Classes are responsible for managing and administering the City's self-insured Worker's Comp and liability insurance programs and providing loss prevention activities.
SP	STORE AND PURCHASES	Classes are responsible for performing activities related to: supplies, services and materials management, shipping and receiving, inventory control, customer service, and preparatory accounting for vendor payment processing; and for carrying out processes for the centralized purchasing of goods and services, and managing the fair contracting process.
VI	VIDEO	Classes are responsible for developing and producing audio visual presentations.
WA	WATER	Classes are responsible for the planning, construction, maintenance, protection and operation of the city's water system. Classes are typically used by the Water Bureau.

# City of Portland

City of Portland

FY 2007-2008 Qtr 3 AA Data

## Job Group Analysis Summary by EEO Category

EEO		Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
1	Officials & Administrators	277	16	5.78	8	2.89	0	0.00	1	0.36	2	0.72
			4	1.44	31	11.19	92	33.21				
2	Professionals	1,436	65	4.53	97	6.75	2	0.14	48	3.34	13	0.91
			30	2.09	255	17.76	650	45.26				
3	Technicians	1,130	48	4.25	63	5.58	3	0.27	38	3.36	15	1.33
			8	0.71	175	15.49	308	27.26				
4	Protective Service Workers	1,260	51	4.05	69	5.48	0	0.00	52	4.13	24	1.90
			4	0.32	200	15.87	209	16.59				
5	Paraprofessionals	197	11	5.58	20	10.15	0	0.00	5	2.54	1	0.51
			10	5.08	47	23.86	144	73.10				
6	Administrative Support	410	32	7.80	27	6.59	0	0.00	9	2.20	6	1.46
			5	1.22	79	19.27	336	81.95				
7	Skilled Workers	485	19	3.92	20	4.12	0	0.00	13	2.68	9	1.86
			5	1.03	66	13.61	37	7.63				
8	Service	476	36	7.56	16	3.36	0	0.00	14	2.94	12	2.52
			1	0.21	79	16.60	62	13.03				
<b>Group Total:</b>		5,671	278	4.90	320	5.64	5	0.09	180	3.17	82	1.45
				67	1.18	932	16.43	1,838	32.41			

# City of Portland

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## Job Group Analysis

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### Job Group 20AC Officials/Admin - Accounting

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
7365 Controller	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	100.00		
<b>Group Total:</b>		1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	100.00		

**Job Group Analysis**

**Job Group 20AM Officials/Admin - Auto Maintenance**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
7709 Vehicle Maint Superintendent	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00
7710 Vehicle Services Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00
<b>Group Total:</b>		2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00

Job Group 20BI Officials/Admin - Building Inspections

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
7771 Inspection Manager	1	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00
<b>Group Total:</b>		4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00

**Job Group Analysis**

**Job Group 20BT Officials/Admin - Building Trades**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
7727 Facilities Const Proj Mgr, Supervising	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00		
7719 Facilities Svcs Div Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00		
<b>Group Total:</b>		2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00		



Job Group 20CR Officials/Admin - Community Relations

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7208 Public Information Mgr	1	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	100.00				
7332 Ombudsman, City	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7211 Env. Intergov Relations Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
<b>Group Total:</b>		4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	3	75.00				

**Job Group Analysis**

**Job Group 20DR Officials/Admin - Directors**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7004 Purchasing Director	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7013 FPDR Fund Director	1	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	100.00	1	100.00	1	100.00		
7022 Neighborhood Involvement & Prog Dir	1	1	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00
			0	0.00	1	100.00	1	100.00	1	100.00		
7024 Sustainable Dev Director	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	100.00		
7026 Housing/Community Dev Director	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7070 Franchise/Cable Director	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7087 Emerg Mgmt Director	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	100.00		
7014 Revenue Bureau Director	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	100.00		
7020 Government Relations Director	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7052 Transportation Engineering & Dev Director	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7054 Transportation Sys Mgmt Director	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	100.00		
7085 Emerg Comm Director	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	100.00		
7008 Human Resources Director	1	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	100.00	1	100.00	1	100.00		
7010 Chief Financial Officer	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	100.00		

# Job Group Analysis

## Job Group 20DR Officials/Admin - Directors

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7012 Chief Technology Officer	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7074 Development Svc Director	1	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	100.00	0	0.00	0	0.00		
7080 Parks & Recreation Director	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00	0	0.00		
7095 Fire Chief	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7001 Chief Administrative Officer	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7040 Environmental Svcs Director	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7050 Transportation Director	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00	0	0.00		
7060 Water Utility Director	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7076 Planning Director	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7090 Police Chief	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00	0	0.00		
<b>Group Total:</b>		24	3	12.50	0	0.00	0	0.00	1	4.17	0	0.00
			0	0.00	4	16.67	12	50.00				

Job Group 20EC Officials/Admin - Emergency Communication

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
7990 Emerg Mgmt Ops Manager	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00
7977 Emerg Comm Ops Manager	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	100.00	0	0.00
<b>Group Total:</b>		2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	50.00		

# Job Group Analysis

## Job Group 20EN Officials/Admin - Environmental

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%	#	%
7628 Biosolids/Reuse Prog Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
7230 Solid Waste & Recycl Prog Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
7610 Environmental Prog Mgr, Senior	1	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			1	25.00	1	25.00	3	75.00				
7624 Laboratory Manager	1	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	50.00				
7640 Portland Harbor Superfund Tech	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7233 Sustainable Dev OPS Manager	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
7604 Watershed Division Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
7620 Source Reduction & Control Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
7755 River Renaissance Initiative Mgr	1	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	100.00	0	0.00				
7633 Wastewater Treatment Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
7635 Wastewater Collections Sys Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
7641 Portland Harbor Superfund Administrator	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
7605 Watershed Svcs Group Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7622 Environ Monitor Svcs Group Mgr	1	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	100.00	1	100.00				
7637 Wastewater Operations Grp Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

**Job Group Analysis**

**Job Group 20EN Officials/Admin - Environmental**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
					<b>Two</b>		<b>Min</b>		<b>Fem</b>				
					#	%	#	%	#	%			
					0	0.00	0	0.00	0	0.00			
		<b>Group Total:</b>	19	2	10.53	0	0.00	0	0.00	0	0.00	0	0.00
					1	5.26	3	15.79	7	36.84			

Job Group 20EO Officials/Admin - Office Equipment Operation

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
7734 Printing & Distribution Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					Two		Min		Fem			
					#	%	#	%	#	%		
					0	0.00	0	0.00	0	0.00		
<b>Group Total:</b>		1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00		

**Job Group Analysis**

**Job Group 20ER Officials/Admin - Engineering & Related**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
		#	%	#	%	#	%	#	%			
7657 Capital Proj Mgr III	1	9	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
									6	66.67		
7673 Engineering Survey Mgr	1	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
									0	0.00		
7680 Traffic Investigations Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
									0	0.00		
7651 Engineer, Supervising	1	19	0	0.00	1	5.26	0	0.00	0	0.00	0	0.00
							1	5.26	2	10.53		
7652 Engineer, Principal	1	12	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					1	8.33	1	8.33	2	16.67		
7654 City Traffic Engineer	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00		
7660 Capital Prog Mgmt & Cntrls Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	100.00		
7653 Engineer, Chief	1	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00		
7655 Engineer, Chief-Water Bureau	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00		
<b>Group Total:</b>		49	0	0.00	1	2.04	0	0.00	0	0.00	0	0.00
					1	2.04	2	4.08	11	22.45		



**Job Group Analysis**

**Job Group 20FI Officials/Admin - Fire**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7950 Fire Chief, Deputy	1	6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7955 Fire Division Chief	1	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			1	50.00	1	50.00	0	0.00				
7960 Fire Marshal	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
<b>Group Total:</b>		9	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			1	11.11	1	11.11	0	0.00				

Job Group 20FL Officials/Admin - Financial

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		Fem		His		Nat	
			#	%	#	%	#	%	#	%	#	%	#	%
7388 Economist, City	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00				
7379 Financial Planning Div Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00				
7391 Treasurer, City	1	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	1	100.00	0	0.00				
<b>Group Total:</b>		3	1	33.33	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	1	33.33	0	0.00				

Job Group 20GA Officials/Admin - General Administrative

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7108 Water Administrative Manager	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7109 Parks & Rec Admin Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			1	100.00	1	100.00	1	100.00				
7112 Business Operations Mgr	1	13	1	7.69	2	15.38	0	0.00	0	0.00	0	0.00
			0	0.00	3	23.08	7	53.85				
7140 Assistant to Bureau Director	1	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	100.00				
7394 FPDR Operations Manager	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7114 Revenue Bureau Operations Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7345 Auditor, Chief Deputy City	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7721 Spectator Facilities Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7117 Customer Svc Manager	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7335 IPR Program Manager	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7113 Business Operations Mgr, Senior	1	8	1	12.50	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	12.50	2	25.00				
7146 Police Analyst, Senior	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
<b>Group Total:</b>		32	2	6.25	2	6.25	0	0.00	0	0.00	0	0.00
			1	3.13	5	15.63	17	53.13				

**Job Group Analysis**

**Job Group 20GM Officials/Admin - General Maintenance/Trades**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7564 Electrical/Instrumentation Supvsr	1	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7555 Public Works Div Manager	1	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7578 Transportation Division Mgr	1	5	1	20.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	20.00	2	40.00				
7055 Maintenance Group Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
<b>Group Total:</b>		11	1	9.09	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	9.09	2	18.18				

Job Group 20HR Officials/Admin - Human Resources

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7257	Police Human Resources Manager	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	100.00	0	0.00				
7267	Affirmative/Diversity Mgr	1	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00
			0	0.00	1	100.00	0	0.00				
7256	Human Resources Site Team Mgr	1	3	33.33	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	33.33	2	66.67				
7260	Employment & Development Mgr	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	100.00	1	100.00				
7276	Class/Comp Mgr	1	1	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7281	Labor/Employee Relations Mgr	1	1	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7295	Benefits Manager	1	1	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7258	Human Resources Operations Mgr	1	1	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
<b>Group Total:</b>		10	3	30.00	0	0.00	0	0.00	0	0.00	1	10.00
			0	0.00	4	40.00	5	50.00				

Job Group 20IT Officials/Admin - Information Technology

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7115 Technology Svc Admin Mgr	1	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	100.00	0	0.00				
7528 Comm Systems Administrator	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7509 Information Sytems Manager	1	9	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	3	33.33				
7516 Tech Svcs Bureau Business Rep	1	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	25.00				
7510 Information Sys Mgr, Senior	1	10	0	0.00	1	10.00	0	0.00	0	0.00	1	10.00
			0	0.00	2	20.00	0	0.00				
7514 Tech Svcs Customer Svc Mgr	1	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	100.00	0	0.00				
7511 Enterprise Bus Sys Proj Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7513 IT Strategic Planning Mgr	1	1	0	0.00	1	100.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	100.00	0	0.00				
7532 COMNET Operations Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
<b>Group Total:</b>		29	2	6.90	2	6.90	0	0.00	0	0.00	1	3.45
			0	0.00	5	17.24	4	13.79				

Job Group 20LE Officials/Admin - Law Enforcement

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
			Two		Min		Fem						
			#	%	#	%	#	%	#	%			
7928	Police Evidence Control Supervisor	1	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00			
7929	Police Evidence & Property Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00			
7927	Police Mgmt Svcs Div Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00			
7931	Police Professional Standards Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	100.00			
7941	Police Chief, Assistant	1	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	33.33			
5140	Police Commander	1	9	1	11.11	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	11.11	1	11.11			
<b>Group Total:</b>			17	1	5.88	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	5.88	3	17.65			

Job Group 20LL Officials/Admin - Legal

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
7482 City Attorney, Deputy-Senior	1	12	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	5	41.67		
7483 Attorney, Chief Deputy City	1	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00		
<b>Group Total:</b>		14	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	5	35.71		



**Job Group Analysis**

**Job Group 20PL Officials/Admin - Planning**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
			Two		Min		Fem						
			#	%	#	%	#	%	#	%			
7754	Assistant to Planning Director	1	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		2	100.00		
7765	Development Review Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00		
7753	Planner, Principal	1	5	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		1	20.00		
7756	Urban Design Prog Mgr	1	1	0	0.00	1	100.00	0	0.00	0	0.00	0	0.00
				0	0.00		1	100.00		0	0.00		
7784	Transportation Planning Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00		
<b>Group Total:</b>			10	0	0.00	1	10.00	0	0.00	0	0.00	0	0.00
				0	0.00		1	10.00		3	30.00		

**Job Group Analysis**

**Job Group 20PM Officials/Admin - Program Management**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
			Two		Min		Fem						
			#	%	#	%	#	%	#	%			
7158	Program Manager, Senior	1	11	1	9.09	1	9.09	0	0.00	0	0.00	0	0.00
				0	0.00		2	18.18		7	63.64		
7232	Energy Conserv Prog Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		1	100.00		
7696	Cable/Franchise Prog Mgr, Senior	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		1	100.00		
7415	License & Tax Div Manager	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		1	100.00		
7326	Director of Audit Services	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00		
<b>Group Total:</b>			15	1	6.67	1	6.67	0	0.00	0	0.00	0	0.00
				0	0.00		2	13.33		10	66.67		

Job Group 20PR Officials/Admin - Parks/Recreation

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7826 Parks Security Manager	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7823 Parks & Rec City Nature Zone Mgr	1	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	2	100.00		
7821 Parks & Rec Zone Manager	1	4	0	0.00	1	25.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	25.00	1	25.00	1	25.00		
7852 Director of Golf	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7857 Raceway Manager	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7804 Parks & Rec Natural Areas Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7806 Parks & Rec Workforce & Comm Alliances Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	100.00		
7809 Parks & Rec Svcs Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	100.00		
<b>Group Total:</b>		12	0	0.00	1	8.33	0	0.00	0	0.00	0	0.00
			0	0.00	1	8.33	5	41.67				

Job Group 20RM Officials/Admin - Risk Management

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
7190 Risk Manager	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					Two		Min		Fem			
					#	%	#	%	#	%		
					0	0.00	0	0.00	1	100.00		
	<b>Group Total:</b>	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	100.00		

Job Group 20SP Officials/Admin - Store & Purchases

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
7170 Purchasing Manager	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					Two		Min		Fem			
					#	%	#	%	#	%		
					0	0.00	0	0.00	1	100.00		
<b>Group Total:</b>		1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	100.00		

Job Group 20WA Officials/Admin - Water

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7601 Hydroelectric Power Proj Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7588 Water Resources Planning Mgr	1	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	100.00		
7598 Water Group Manager	1	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
<b>Group Total:</b>		5	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	20.00		

**Job Group Analysis**

**Job Group 21AC Professionals - Accounting**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
6205 Revenue Auditor	2	2	1	50.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	50.00	2	100.00				
6206 Revenue Auditor, Senior	2	3	0	0.00	1	33.33	0	0.00	0	0.00	0	0.00
			0	0.00	1	33.33	2	66.67				
0516 Accountant III	2	10	0	0.00	2	20.00	0	0.00	1	10.00	0	0.00
			1	10.00	4	40.00	4	40.00				
7351 Accountant, Assistant Systems	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7352 Accountant, Systems	2	2	0	0.00	0	0.00	0	0.00	1	50.00	0	0.00
			0	0.00	1	50.00	0	0.00				
7360 Accounting Supervisor	2	3	0	0.00	2	66.67	0	0.00	0	0.00	0	0.00
			0	0.00	2	66.67	2	66.67				
7362 Accounting Supervisor, Senior	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	50.00				
7405 Revenue Audit Supervisor	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
<b>Group Total:</b>		24	1	4.17	5	20.83	0	0.00	2	8.33	0	0.00
					1	4.17	9	37.50	12	50.00		

Job Group 21AM Professionals - Auto Mainenance

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
			Two		Min		Fem						
			#	%	#	%	#	%	#	%			
7702	Vehicle Program Spec	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00					
7707	Vehicle Maint Supervisor I	2	4	0	0.00	0	0.00	0	0.00	0	0.00	1	25.00
			0	0.00	1	25.00	0	0.00					
7703	Vehicle Acquisition Analyst	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00					
7708	Vehicle Maint Supervisor II	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00					
<b>Group Total:</b>		9	0	0.00	0	0.00	0	0.00	0	0.00	1	11.11	
			0	0.00	1	11.11	1	11.11					



Job Group 21BI Professionals - Building Inspections

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7767 Development Supervisor I	2	5	0	0.00	0	0.00	0	0.00	1	20.00	0	0.00
			0	0.00	1	20.00	3	60.00				
7766 Development Supervisor II	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7769 Housing Inspection Supvsr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7761 Plan Review Supervisor	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7770 Inspection Supervisor	2	8	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	12.50				
<b>Group Total:</b>		16	0	0.00	0	0.00	0	0.00	1	6.25	0	0.00
			0	0.00	1	6.25	5	31.25				

**Job Group Analysis**

**Job Group 21BT Professionals - Building Trades**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7715 Facilities Svcs Specialist	2	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	66.67				
7717 Facilities Maint Supvsr	2	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	100.00	0	0.00				
7725 Facilities Construct Proj Spec	2	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7718 Facilities Maint Supvsr, Senior	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7726 Facilities Construct Proj Mgr	2	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	33.33				
7728 Facilities Const Proj Spec	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
<b>Group Total:</b>		14	1	7.14	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	7.14	4	28.57				

Job Group 21CI Professionals - Code Inspections

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
7773 Noise Control Officer	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	
					Two		Min		Fem				
					#	%	#	%	#	%			
					0	0.00	0	0.00	0	0.00			
		<b>Group Total:</b>	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00			

Job Group 21CR Professionals - Community Relations

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
6092 TDM Specialist II	2	5	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	40.00				
7203 Comm Outrch & Info Rep	2	12	0	0.00	2	16.67	0	0.00	1	8.33	0	0.00
			0	0.00	3	25.00	10	83.33				
7214 Neighborhood Programs Coord	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			1	50.00	1	50.00	1	50.00				
7220 Disability Program Spec	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7225 Conservation Prog Specialist	2	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			1	33.33	1	33.33	1	33.33				
7242 Comm/Internet Mapping Spec	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7212 Volunteer Program Coord	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7204 Comm Outrch & Info Rep, Sr	2	8	1	12.50	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	12.50	5	62.50				
7218 Neighborhood Office Supervisor	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7226 Conservation Prog Coord	2	7	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	7	100.00				
7236 Water Conservation Prog Coord	2	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	33.33				
7243 Comm/Internet Mapping Spec, Senior	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7205 Comm Outrch & Invlmt Prog Mgr	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	100.00				
7206 Public Information Officer	2	5	1	20.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	20.00	3	60.00				

**Job Group Analysis**

**Job Group 21CR Professionals - Community Relations**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7227 Conservation Prog Coord, Sr	2	6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			1	16.67	1	16.67	3	50.00				
7237 Water Conservation Prog Suprv	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7340 Progress Board Research Mgr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7207 Pub Relations & Information Officer	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7210 Government Relations Lobbyist	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	50.00				
<b>Group Total:</b>		64	2	3.13	2	3.13	0	0.00	1	1.56	0	0.00
			3	4.69	8	12.50	39	60.94				

Job Group 21EC Professionals - Emergency Communication

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
7975 Emerg Comm Supervisor	2	11	0	0.00	1	9.09	0	0.00	0	0.00	1	9.09
					0	0.00	2	18.18	8	72.73		
7980 Emerg Comm Trng & Dvlp Officer	2	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	1	100.00	1	100.00		
7985 Emerg Comm Program Coord	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	50.00		
7978 Asst Emerg Comm OPS Manager	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	100.00		
<b>Group Total:</b>		15	1	6.67	1	6.67	0	0.00	0	0.00	1	6.67
					0	0.00	3	20.00	11	73.33		

Job Group 21EN Professionals - Environmental

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
6053 Environmental Specialist	2	31	1	3.23	0	0.00	0	0.00	1	3.23	0	0.00
			1	3.23	3	9.68	13	41.94				
6055 Hydrogeologist	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7607 Environmental Prog Spec	2	5	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	4	80.00				
7608 Environmental Prog Coord	2	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	4	100.00				
7616 Watershed Revegetation Prog Supvsr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7614 Endgrd Spec ACT (ESA) Prog Coord	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7609 Environmental Prog Mgr	2	10	0	0.00	0	0.00	0	0.00	1	10.00	0	0.00
			0	0.00	1	10.00	3	30.00				
7617 Watershed Revegetation Prog Mgr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7632 Wastewater Treatment O&M Supvsr	2	3	1	33.33	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	33.33	1	33.33				
7630 Data Acquisition & Mgmt Supvsr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			1	100.00	1	100.00	1	100.00				
<b>Group Total:</b>		58	2	3.45	0	0.00	0	0.00	2	3.45	0	0.00
			2	3.45	6	10.34	27	46.55				

**Job Group Analysis**

**Job Group 21EO Professionals - Office Equipment Operation**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
7730 Mail/Micrographics Supervisor	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00
7732 Print Shop Supervisor	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00
<b>Group Total:</b>		2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00



Job Group 21ER Professionals - Engineering & Related

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
			Two		Min		Fem						
			#	%	#	%	#	%	#	%			
6001	Bldg/Landscape Designer I	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00					
6002	Bldg/Landscape Designer II	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00					
6110	Engineering Associate	2	18	1	5.56	2	11.11	0	0.00	0	0.00	0	0.00
			0	0.00	3	16.67	12	66.67					
6003	Landscape Architect	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00					
6004	Architect	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00					
6034	CAD Analyst	2	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00					
6044	Development Svc Proj Coord	2	8	1	12.50	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	12.50	6	75.00					
6141	Capital Proj Mgr I	2	8	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	12.50					
6170	Signals & Street Light Tech	2	2	0	0.00	0	0.00	0	0.00	0	0.00	1	50.00
			0	0.00	1	50.00	0	0.00					
6111	Engineering Associate, Senior	2	45	1	2.22	6	13.33	0	0.00	0	0.00	0	0.00
			0	0.00	7	15.56	15	33.33					
6112	Engineer	2	68	1	1.47	10	14.71	0	0.00	1	1.47	1	1.47
			1	1.47	14	20.59	18	26.47					
7665	Maps & Records Supervisor	2	1	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00
			0	0.00	1	100.00	0	0.00					
7662	Public Works Inspection Supvsr	2	3	0	0.00	0	0.00	0	0.00	1	33.33	0	0.00
			0	0.00	1	33.33	2	66.67					
7670	Surveying Supervisor	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00					
7675	Right of Way Acquisition Supvsr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

Job Group 21ER Professionals - Engineering & Related

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
			Two		Min		Fem						
			#	%	#	%	#	%					
					0	0.00	0	0.00	0	0.00			
7678	Property Acquisition & Svcs Mgr	2	5	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	20.00			
7656	Capital Proj Mgr II	2	12	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	5	41.67			
7663	Public Works Inspection Mgr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00			
7671	Survey Supvsr/Water Rights Examiner	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00			
7685	Communications Engineer	2	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00			
7645	Public Works Permit Engineering Manager	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00			
7650	Engineer, Senior	2	33	0	0.00	6	18.18	0	0.00	0	0.00	0	0.00
					0	0.00	6	18.18	9	27.27			
7666	Mappint & GIS Supervisor	2	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00			
7690	Street Light/Signals Mgr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00			
<b>Group Total:</b>			222	4	1.80	24	10.81	0	0.00	3	1.35	2	0.90
					1	0.45	34	15.32	71	31.98			

**Job Group Analysis**

**Job Group 21FI Professionals - Fire**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
5214 Fire Captain 53 Hr	2	29	2	6.90	1	3.45	0	0.00	0	0.00	1	3.45
			0	0.00	4	13.79	1	3.45				
5314 Fire Captain 53 Hr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
5215 Fire Training Captain 53 Hr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
5216 Fire Battalion Chief	2	15	0	0.00	0	0.00	0	0.00	0	0.00	1	6.67
			0	0.00	1	6.67	1	6.67				
5230 Fire Captain, Staff	2	6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
<b>Group Total:</b>		52	2	3.85	1	1.92	0	0.00	0	0.00	2	3.85
					0	0.00	5	9.62	2	3.85		

Job Group 21FL Professionals - Financial

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
			Two		Min		Fem						
			#	%	#	%	#	%	#	%			
7375	Financial Analyst, Assistant	2	11	2	18.18	3	27.27	0	0.00	0	0.00	0	0.00
				1	9.09	6	54.55	8	72.73				
7376	Financial Analyst	2	14	2	14.29	2	14.29	0	0.00	0	0.00	0	0.00
				0	0.00	4	28.57	9	64.29				
7392	Treasury Analyst	2	2	0	0.00	1	50.00	0	0.00	0	0.00	0	0.00
				0	0.00	1	50.00	1	50.00				
7377	Financial Analyst, Senior	2	25	1	4.00	5	20.00	0	0.00	1	4.00	0	0.00
				1	4.00	8	32.00	11	44.00				
7381	Debt Analyst, Senior	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00	0	0.00	0	0.00				
7386	Economist, Senior	2	2	0	0.00	1	50.00	0	0.00	0	0.00	0	0.00
				0	0.00	1	50.00	0	0.00				
7390	Treasury Operations Mgr	2	1	0	0.00	1	100.00	0	0.00	0	0.00	0	0.00
				0	0.00	1	100.00	0	0.00				
7378	Financial Analyst, Principal	2	12	0	0.00	3	25.00	0	0.00	0	0.00	0	0.00
				0	0.00	3	25.00	6	50.00				
7382	Debt Analyst, Principal	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00	0	0.00	1	100.00				
7387	Economist, Principal	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00	0	0.00	0	0.00				
7384	Debt Manager	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00	0	0.00	0	0.00				
<b>Group Total:</b>			71	5	7.04	16	22.54	0	0.00	1	1.41	0	0.00
				2	2.82	24	33.80	36	50.70				

Job Group 21GA Professionals - General Administrative

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7130 Management Assistant	2	19	3	15.79	2	10.53	0	0.00	1	5.26	0	0.00
			1	5.26	7	36.84	11	57.89				
7106 Administrative Supervisor I	2	17	0	0.00	0	0.00	1	5.88	0	0.00	0	0.00
			0	0.00	1	5.88	14	82.35				
7172 EAP Specialist	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7107 Administrative Supervisor II	2	10	0	0.00	1	10.00	0	0.00	0	0.00	0	0.00
			1	10.00	2	20.00	7	70.00				
7131 Management Analyst	2	21	0	0.00	0	0.00	0	0.00	1	4.76	0	0.00
			0	0.00	1	4.76	16	76.19				
7322 Management Auditor	2	6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	5	83.33				
7330 Complaint Investigator	2	6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	3	50.00				
7116 Customer Svc Supervisor	2	7	1	14.29	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	14.29	6	85.71				
7132 Management Analyst, Senior	2	13	0	0.00	0	0.00	0	0.00	1	7.69	0	0.00
			0	0.00	1	7.69	7	53.85				
7323 Management Auditor, Senior	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7110 Business Operations Supervisor	2	11	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	6	54.55				
7134 CIP Planning Supervisor	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	50.00				
7324 Management Auditor, Principal	2	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	33.33				
7133 Management Analyst, Principal	2	10	1	10.00	1	10.00	0	0.00	0	0.00	0	0.00
			0	0.00	2	20.00	6	60.00				
7145 Policy Analyst	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

Job Group 21GA Professionals - General Administrative

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
			0	0.00	0	0.00	1	50.00				
	<b>Group Total:</b>	129	5	3.88	4	3.10	1	0.78	3	2.33	0	0.00
			2	1.55	15	11.63	86	66.67				

Job Group 21GM Professionals - General Maintenance/Trades

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7553 Public Works Supervisor II	2	39	1	2.56	2	5.13	0	0.00	2	5.13	1	2.56
			1	2.56	7	17.95	6	15.38				
7560 Instrumentation Supvrs	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7568 Traffic Signal Maint Supvrs	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7572 Portland Streetcar Operations Supvrs	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7579 Portland Streetcar Maint Supvrs	2	1	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00
			0	0.00	1	100.00	0	0.00				
7562 Elexctrical Supervisor	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7571 Parking Enforcement Supervisor	2	2	1	50.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	50.00	0	0.00				
7574 Parking Control Manager	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			1	100.00	1	100.00	0	0.00				
7554 Public Works Supvr, Senior	2	5	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	20.00				
7575 Portland Streetcar Ops Mgr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7576 Portland Streetcar Maint Mgr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
<b>Group Total:</b>		54	2	3.70	2	3.70	0	0.00	3	5.56	1	1.85
					2	3.70	10	18.52	8	14.81		

# Job Group Analysis

## Job Group 21HR Professionals - Human Resources

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
			Two		Min		Fem						
			#	%	#	%	#	%	#	%			
7292	Benefits Specialist	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	2	100.00			
7253	Human Resources Analyst, Sr	2	8	4	50.00	1	12.50	0	0.00	0	0.00	0	0.00
					0	0.00	5	62.50	5	62.50			
7265	EEO Investigator	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					1	100.00	1	100.00	1	100.00			
7270	Training & Development Analyst	2	7	0	0.00	0	0.00	0	0.00	1	14.29	0	0.00
					0	0.00	1	14.29	6	85.71			
7274	Class/Comp Analyst, Senior	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					1	50.00	1	50.00	1	50.00			
7293	Benefits Analyst	2	2	0	0.00	1	50.00	0	0.00	0	0.00	0	0.00
					0	0.00	1	50.00	2	100.00			
7294	Benefits Supervisor	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	100.00			
7254	Human Resources Coordinator	2	14	4	28.57	0	0.00	0	0.00	2	14.29	1	7.14
					1	7.14	8	57.14	9	64.29			
7259	Employment & Development Coord	2	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	1	100.00	1	100.00			
7271	Training & Development Officer	2	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	3	100.00			
7275	Class/Comp Coord	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	100.00			
7280	Labor Relations Coordinator	2	3	1	33.33	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	1	33.33	1	33.33			
<b>Group Total:</b>			45	10	22.22	2	4.44	0	0.00	3	6.67	1	2.22
					3	6.67	19	42.22	33	73.33			



Job Group 21IT Professionals - Information Technology

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
			Two		Min		Fem						
			#	%	#	%	#	%	#	%			
2533	Application Analyst III	2	18	1	5.56	7	38.89	0	0.00	0	0.00	0	0.00
				0	0.00		8	44.44		3	16.67		
2543	Info Sytems Analyst III	2	19	2	10.53	2	10.53	0	0.00	3	15.79	0	0.00
				1	5.26		8	42.11		6	31.58		
2534	Application Analyst IV	2	17	1	5.88	5	29.41	0	0.00	0	0.00	0	0.00
				0	0.00		6	35.29		2	11.76		
2545	Information Sys Analyst, Principal	2	31	1	3.23	3	9.68	0	0.00	0	0.00	0	0.00
				1	3.23		5	16.13		7	22.58		
7121	Business Systems Analyst	2	19	1	5.26	1	5.26	0	0.00	0	0.00	0	0.00
				1	5.26		3	15.79		14	73.68		
7520	Comm Systems Marketing Rep	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00		
7122	Business Systems Analyst, Senior	2	10	1	10.00	1	10.00	0	0.00	0	0.00	0	0.00
				0	0.00		2	20.00		7	70.00		
7524	Technical Operations Supvsr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00		
7526	COMNET Tech Proj Coord	2	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		2	66.67		
7506	Info Sys Analyst IV (Supvsr)	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		2	100.00		
7502	CAD Software Engineer	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00		
7508	Information Sytems Supvsr	2	8	1	12.50	0	0.00	0	0.00	1	12.50	0	0.00
				0	0.00		2	25.00		3	37.50		
7518	Chief Technology Officer, Assistant	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		1	100.00		
<b>Group Total:</b>			132	8	6.06	19	14.39	0	0.00	4	3.03	0	0.00
						3	2.27	34	25.76	47	35.61		

**Job Group Analysis**

**Job Group 21LB Professionals - Lab**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
3284 Microbiologist	2	1	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00
			0	0.00	1	100.00	1	100.00				
3285 Chemist	2	6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	4	66.67				
3286 Laboratory Quality Assurance Spec	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
3287 Laboratory Analyst, Senior	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
3288 Laboratory Production Spec	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
<b>Group Total:</b>		10	0	0.00	0	0.00	0	0.00	1	10.00	0	0.00
			0	0.00	1	10.00	8	80.00				

Job Group 21LE Professionals - Law Enforcement

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
			Two		Min		Fem						
			#	%	#	%	#	%	#	%			
5189	Police Investigative Accountant	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00			
7908	Police ID Technologies Coord	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00			
7906	Alarm Program Coord	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00					
7914	Police Internal Affairs Investigator	2	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00			
7924	Police Records Supervisor	2	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	3	75.00					
7911	Police Prog Spec, Senior	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00					
7919	Crime Analyst	2	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			1	25.00	1	25.00	2	50.00					
7922	Police Data Research Supvrs	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00					
5137	Police Lieutenant	2	28	1	3.57	0	0.00	0	0.00	1	3.57	1	3.57
			1	3.57	4	14.29	2	7.14					
5138	Police Captain	2	8	0	0.00	1	12.50	0	0.00	0	0.00	0	0.00
			0	0.00	1	12.50	0	0.00					
<b>Group Total:</b>			53	1	1.89	1	1.89	0	0.00	1	1.89	1	1.89
					2	3.77	6	11.32	9	16.98			

**Job Group Analysis**

**Job Group 21LL Professionals - Legal**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7471 Legal Assistant Supervisor	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7470 Paralegal Supervisor	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7487 Law Office Administrator	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7489 Legal Contract Analyst	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7481 City Attorney, Deputy	2	16	0	0.00	1	6.25	0	0.00	1	6.25	0	0.00
			1	6.25	3	18.75	9	56.25				
7485 Hearings Officer	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
<b>Group Total:</b>		22	0	0.00	1	4.55	0	0.00	1	4.55	0	0.00
			1	4.55	3	13.64	12	54.55				

Job Group 21PL Professionals - Planning

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
		#	%	#	%	#	%	#	%			
6131 Associate Planner	2	6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	3	50.00		
6132 Planner I, City	2	12	0	0.00	1	8.33	0	0.00	1	8.33	0	0.00
					0	0.00	2	16.67	6	50.00		
6133 Planner II, City	2	57	1	1.75	3	5.26	0	0.00	4	7.02	1	1.75
					0	0.00	9	15.79	35	61.40		
6134 Planner, City Senior	2	39	0	0.00	2	5.13	0	0.00	1	2.56	1	2.56
					0	0.00	4	10.26	23	58.97		
7780 Transportation Planning Coord	2	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	25.00		
7752 Planner, Supervising	2	11	0	0.00	2	18.18	0	0.00	0	0.00	0	0.00
					0	0.00	2	18.18	4	36.36		
7782 Transport Planner, Supervising	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00		
7788 Parks Planner, Supervising	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00		
7768 Development Svc Manager	2	2	0	0.00	0	0.00	0	0.00	1	50.00	0	0.00
					0	0.00	1	50.00	1	50.00		
<b>Group Total:</b>		133	1	0.75	8	6.02	0	0.00	7	5.26	2	1.50
					0	0.00	18	13.53	73	54.89		

Job Group 21PM Professionals - Program Management

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%	#	%
7152 Program Specialist, Assistant	2	40	0	0.00	2	5.00	1	2.50	3	7.50	0	0.00
			1	2.50	7	17.50	26	65.00				
7153 Program Specialist	2	33	2	6.06	3	9.09	0	0.00	1	3.03	0	0.00
			0	0.00	6	18.18	20	60.61				
7306 Assistant Archivist	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7304 Records Management Spec	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7154 Program Coordinator	2	34	1	2.94	2	5.88	0	0.00	5	14.71	0	0.00
			0	0.00	8	23.53	18	52.94				
7410 License & Tax Supervisor	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			1	50.00	1	50.00	1	50.00				
7156 Program Manager	2	25	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			2	8.00	2	8.00	14	56.00				
7165 CDD Prog Coord	2	3	1	33.33	0	0.00	0	0.00	0	0.00	0	0.00
			1	33.33	2	66.67	0	0.00				
7195 Emerg Mgmt Prog Manager	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7198 Comm Emergency Svc Mgr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
7308 Archivist & Records Ctr Supervisor	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7312 Council Sup & Contracts Supvsr	2	1	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00
			0	0.00	1	100.00	1	100.00				
7327 Foreclosure Prog Mgr	2	1	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00
			0	0.00	1	100.00	0	0.00				
7584 Regional Water Providers Consortium Prog Coord	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				

**Job Group Analysis**

**Job Group 21PM Professionals - Program Management**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7168 Contractor Dev Supervisor	2	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	1	100.00	1	100.00		
7196 Security & Emerg Mgmt Prog Mgr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00		
7695 Cable & Franchise Program Mgr	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	50.00		
7197 EMS Program Manager	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	100.00		
7222 Housing Prog Mgr, Senior	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00		
<b>Group Total:</b>		152	5	3.29	7	4.61	1	0.66	11	7.24	0	0.00
					5	3.29	29	19.08	85	55.92		

Job Group 21PR Professionals - Parks/Recreation

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
		#	%	#	%	#	%	#	%			
7825 Park Ranger Supervisor	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00	
7802 Recreation Supervisor I	2	6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		5	83.33	
7830 Parks Maintenance Supvsr	2	7	0	0.00	0	0.00	0	0.00	1	14.29	0	0.00
				0	0.00		1	14.29		2	28.57	
7832 Parks Irrigation Maint Supvsr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00	
7835 Parks Athletic Fields Maint Supvsr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00	
7803 Recreaion Supervisor II	2	5	1	20.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		1	20.00		4	80.00	
7810 Arts Programs Supervisor	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00	
7812 Music Programs Supervisor	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00	
7814 Outdr Rec & Env Edu Prog Supvsr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		1	100.00	
7818 Aquatic Program Supervisor	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		1	100.00	
7820 Recreation Prog Supvsr, Senior	2	2	1	50.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		1	50.00		1	50.00	
7840 Urban Forestry Supervisor	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00	
7850 Golf Course Superintendent	2	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00	
7855 Raceway Maintenance Supvsr	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00	
7862 Natural Areas Supervisor	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00





Job Group 21RM Professionals - Risk Management

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7178 Claims Analyst	2	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	66.67				
7181 Workers Comp/Disab Analyst	2	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	3	100.00				
7185 Risk Specialist	2	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	50.00				
7179 Claims Analyst, Senior	2	3	0	0.00	1	33.33	0	0.00	0	0.00	0	0.00
			0	0.00	1	33.33	1	33.33				
7182 Workers Comp/Disab Analyst, Senior	2	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	4	100.00				
7186 Risk Specialist, Senior	2	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	25.00				
7174 Occupational Health Prog Nurse	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7192 Safety & Risk Officer I	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	50.00				
7188 Risk Supervisor	2	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	33.33				
7193 Safety & Risk Officer II	2	2	1	50.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	50.00	0	0.00				
<b>Group Total:</b>		29	1	3.45	1	3.45	0	0.00	0	0.00	0	0.00
			0	0.00	2	6.90	16	55.17				

**Job Group Analysis**

**Job Group 21SP Professionals - Store & Purchases**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7136 Facilities Contracts Coord	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7137 Tech Svcs Contracts Coord	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
7161 Stores Sys Supervisor II	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7163 Contract Compliance Spec	2	4	1	25.00	0	0.00	0	0.00	0	0.00	0	0.00
			1	25.00	2	50.00	4	100.00				
7166 Procurement Supervisor	2	3	0	0.00	1	33.33	0	0.00	0	0.00	0	0.00
			0	0.00	1	33.33	2	66.67				
7135 Contracts Dev & Rev Administrator	2	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	100.00				
<b>Group Total:</b>		13	1	7.69	1	7.69	0	0.00	0	0.00	0	0.00
			1	7.69	3	23.08	10	76.92				

Job Group 21VI Professionals - Video

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
7247 Video Production Manager	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	
					Two		Min		Fem				
					#	%	#	%	#	%			
					0	0.00	0	0.00	0	0.00			
		<b>Group Total:</b>	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00			

**Job Group Analysis**

**Job Group 21WA Professionals - Water**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
			Two		Min		Fem						
			#	%	#	%	#	%	#	%			
7594	Water Quality Inspector Supvsr	2	1	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00
			0	0.00	1	100.00	0	0.00					
7586	Water Resrcs & Urban Affair Coord	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00					
7600	Water Resources Prog Mgr	2	7	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	4	57.14					
7602	Asst Hydroelectric Powr Prog Mgr	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00					
7595	Water Maintenance Supvr, Senior	2	6	1	16.67	0	0.00	0	0.00	0	0.00	0	0.00
			1	16.67	2	33.33	1	16.67					
7596	Water Mech Sys Supvsr, Senior	2	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00					
<b>Group Total:</b>			17	1	5.88	0	0.00	0	0.00	1	5.88	0	0.00
			1	5.88	3	17.65	5	29.41					

Job Group 22AC Technicians - Accounting

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		Fem		His		Nat	
			#	%	#	%	#	%	#	%	#	%	#	%
0515 Accountant II	3	20	1	5.00	5	25.00	0	0.00	11	55.00	1	5.00	0	0.00
			0	0.00	7	35.00								
<b>Group Total:</b>		20	1	5.00	5	25.00	0	0.00	11	55.00	1	5.00	0	0.00
			0	0.00	7	35.00								

Job Group 22BI Technicians - Building Inspectors

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
		#	%	#	%	#	%	#	%			
2135 Housing Inspector	3	6	2	33.33	0	0.00	0	0.00	1	16.67	1	16.67
			0	0.00	4	66.67	0	0.00				
2250 Sidewalk Inspector	3	6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	16.67				
3220 Plans Examiner, Residential	3	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
2158 Site Dev Inspector I	3	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
2110 Plumbing Inspector	3	8	1	12.50	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	12.50	0	0.00				
2122 Electrical Inspector	3	8	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	12.50				
2140 Bldg Inspector II	3	15	0	0.00	0	0.00	0	0.00	0	0.00	1	6.67
			0	0.00	1	6.67	1	6.67				
2160 Site Dev Inspector II	3	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
2175 Structural Inspector	3	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
2136 Housing Inspector, Senior	3	2	0	0.00	1	50.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	50.00	0	0.00				
3221 Plans Examiner, Commercial	3	15	0	0.00	1	6.67	0	0.00	1	6.67	0	0.00
			0	0.00	2	13.33	5	33.33				
2127 Combination Inspector	3	16	0	0.00	0	0.00	0	0.00	1	6.25	0	0.00
			0	0.00	1	6.25	1	6.25				
2146 Bldg Insp/Plans Exam Trainee	3	2	2	100.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	2	100.00	0	0.00				
2111 Plumbing Inspector, Senior	3	5	1	20.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	20.00	0	0.00				
2124 Electrical Inspector, Senior	3	7	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

# Job Group Analysis

## Job Group 22BI Technicians - Building Inspectors

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		Fem		His		Nat		
			#	%	#	%	#	%	#	%	#	%	#	%	
					<b>Two</b>		<b>Min</b>		<b>Fem</b>						
					#	%	#	%	#	%	#	%	#	%	
					0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	
2141	Bldg Inspector, Senior	3	13	1	7.69	0	0.00	0	0.00	2	15.38	0	0.00	0	0.00
					0	0.00	3	23.08	1	7.69					
2159	Site Dev Inspector, Senior	3	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00					
3225	Plans Examiner, Senior	3	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	50.00					
	<b>Group Total:</b>		112	7	6.25	2	1.79	0	0.00	5	4.46	2	1.79	0	0.00
					0	0.00	16	14.29	13	11.61					



Job Group 22BO Technicians - Botanic

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
6012 Botanic Specialist II	3	13	Two		Min		Fem					
			#	%	#	%	#	%	#	%	#	%
			0	0.00	1	7.69	0	0.00	0	0.00	0	0.00
			1	7.69	2	15.38	2	15.38				
<b>Group Total:</b>		13	0	0.00	1	7.69	0	0.00	0	0.00	0	0.00
			1	7.69	2	15.38	2	15.38				

Job Group 22CI Technicians - Code Inspections

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
2233 Revenue & Taxation Spec IV	3	10	1	10.00	1	10.00	0	0.00	0	0.00	0	0.00
			1	10.00	3	30.00	7	70.00				
2235 Revenue & Taxation Spec V	3	6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	4	66.67				
2222 Regulatory Prog Administrator	3	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	66.67				
2201 Code Specialist I	3	6	2	33.33	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	2	33.33	5	83.33				
2203 Parking Code Enforcement Officer	3	40	3	7.50	1	2.50	0	0.00	0	0.00	1	2.50
			0	0.00	5	12.50	18	45.00				
2202 Code Specialist II	3	6	0	0.00	1	16.67	0	0.00	1	16.67	0	0.00
			0	0.00	2	33.33	1	16.67				
2221 Regulatory Program Specialist	3	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	100.00				
2204 Code Specialist III	3	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	50.00				
<b>Group Total:</b>		75	6	8.00	3	4.00	0	0.00	1	1.33	1	1.33
			1	1.33	12	16.00	40	53.33				

Job Group 22CR Technicians - Community Relations

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
6091 TDM Specialist I	3	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	33.33		
<b>Group Total:</b>		3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	33.33		

**Job Group Analysis**

**Job Group 22EL Technicians - Electronics**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
6160 Electronic Systems Tech	3	3	0	0.00	0	0.00	0	0.00	1	33.33	0	0.00
			0	0.00	1	33.33	0	0.00				
3248 Electronic Tech Asst	3	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
3249 Electronics Tech I: Comm	3	4	1	25.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	25.00	0	0.00	0	0.00		
3251 Electronics Tech II: Comm	3	9	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	11.11				
3252 Electronics Tech II: Traffic	3	3	0	0.00	1	33.33	0	0.00	0	0.00	0	0.00
			1	33.33	2	66.67	1	33.33				
3253 Communications Switch Tech	3	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
<b>Group Total:</b>		23	1	4.35	1	4.35	0	0.00	1	4.35	0	0.00
			1	4.35	4	17.39	2	8.70				

**Job Group Analysis**

**Job Group 22EN Technicians - Environmental**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
6051 Environmental Tech I	3	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	4	100.00				
6052 Environmental Tech II	3	38	2	5.26	0	0.00	1	2.63	1	2.63	0	0.00
			0	0.00	4	10.53	16	42.11				
1815 Wastewater Operations Spec	3	5	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	20.00				
<b>Group Total:</b>		47	2	4.26	0	0.00	1	2.13	1	2.13	0	0.00
			0	0.00	4	8.51	21	44.68				

**Job Group Analysis**

**Job Group 22EO Technicians - Office Equipment Operation**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
			Two		Min		Fem						
			#	%	#	%	#	%	#	%			
0350	Reprographic Operator I	3	5	0	0.00	0	0.00	0	0.00	1	20.00	0	0.00
				0	0.00		1	20.00		0	0.00		
0340	P & D Customer Svc Rep	3	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		1	100.00		
0351	Reprographic Operator II	3	4	0	0.00	0	0.00	0	0.00	0	0.00	1	25.00
				0	0.00		1	25.00		2	50.00		
0341	P & D Customer Svc Rep Lead	3	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00		
0353	Reprographic Operator III	3	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00		0	0.00		0	0.00		
<b>Group Total:</b>			14	0	0.00	0	0.00	0	0.00	1	7.14	1	7.14
				0	0.00		2	14.29		3	21.43		

# Job Group Analysis

## Job Group 22ER Technicians - Engineering & Related

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
6021 Engineering Tech I	3	19	3	15.79	1	5.26	0	0.00	1	5.26	1	5.26
			0	0.00	6	31.58	7	36.84				
6031 CAD Tech I	3	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
6041 Development Svc Tech I	3	21	3	14.29	1	4.76	1	4.76	0	0.00	0	0.00
			0	0.00	5	23.81	17	80.95				
6061 GIS Technician I	3	7	0	0.00	2	28.57	0	0.00	0	0.00	0	0.00
			0	0.00	2	28.57	2	28.57				
6081 Right of Way Agent I	3	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
6046 Fire Land Use Review Tech	3	1	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00
			0	0.00	1	100.00	1	100.00				
6022 Engineering Tech II	3	51	1	1.96	4	7.84	0	0.00	1	1.96	0	0.00
			0	0.00	6	11.76	17	33.33				
6026 Mapping Data Tech	3	4	0	0.00	1	25.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	25.00	0	0.00	0	0.00	0	0.00
6032 CAD Tech II	3	24	2	8.33	1	4.17	0	0.00	0	0.00	0	0.00
			0	0.00	3	12.50	2	8.33				
6042 Development Svc Tech II	3	20	1	5.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	5.00	15	75.00				
6062 GIS Technician II	3	17	0	0.00	2	11.76	1	5.88	0	0.00	0	0.00
			1	5.88	4	23.53	4	23.53				
6072 Materials Testing Tech II	3	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	50.00				
6082 Right of Way Agent II	3	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	3	75.00				
6122 Graphics Designer II	3	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	100.00				
6023 Engineering Tech III	3	16	0	0.00	3	18.75	0	0.00	1	6.25	0	0.00

# Job Group Analysis

## Job Group 22ER Technicians - Engineering & Related

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%				
6033 CAD Tech III	3	7	0	0.00	1	14.29	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	4	25.00	5	31.25	0	0.00
			0	0.00	1	14.29	1	14.29	1	14.29	0	0.00
6043 Development Svc Tech III	3	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	3	100.00	0	0.00
6063 GIS Technician III	3	7	0	0.00	1	14.29	0	0.00	0	0.00	0	0.00
			1	14.29	2	28.57	2	28.57	3	42.86	0	0.00
6073 Materials Testing Tech III	3	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
6083 Right of Way Agent III	3	4	0	0.00	1	25.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	25.00	1	25.00	2	50.00	0	0.00
6123 Graphics Designer III	3	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	3	75.00	0	0.00
6075 Materials Quality Compliance Spec	3	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	100.00	0	0.00
3120 Surveying Aide I	3	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
3121 Surveying Aide II	3	10	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
6040 Development Svc Tech Trainee	3	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
3122 Surveyor I	3	6	0	0.00	1	16.67	0	0.00	1	16.67	0	0.00
			0	0.00	2	33.33	2	33.33	1	16.67	0	0.00
3123 Surveyor II	3	3	0	0.00	0	0.00	0	0.00	0	0.00	1	33.33
			0	0.00	1	33.33	1	33.33	0	0.00	0	0.00
3150 Public Works Inspector	3	31	1	3.23	1	3.23	0	0.00	2	6.45	3	9.68
			0	0.00	7	22.58	7	22.58	7	22.58	0	0.00
3151 Public Works Inspector, Senior	3	17	0	0.00	1	5.88	0	0.00	1	5.88	0	0.00
			0	0.00	2	11.76	2	11.76	0	0.00	0	0.00



Job Group 22ER Technicians - Engineering & Related

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
2118 Lighting & Signal Inspector	3	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					Two		Min		Fem			
					#	%	#	%	#	%		
					0	0.00	0	0.00	0	0.00		
<b>Group Total:</b>		293	11	3.75	21	7.17	2	0.68	8	2.73	5	1.71
					2	0.68	49	16.72	98	33.45		

# Job Group Analysis

## Job Group 22FI Technicians - Fire

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
5211 Fire Lieutenant 53 Hr	3	96	3	3.13	7	7.29	0	0.00	2	2.08	0	0.00
			0	0.00	12	12.50	5	5.21				
5311 Fire Lieutenant 53 Hr	3	2	0	0.00	0	0.00	0	0.00	0	0.00	1	50.00
			0	0.00	1	50.00	0	0.00				
5212 Fire Training Officer 53 Hr	3	7	0	0.00	0	0.00	0	0.00	1	14.29	0	0.00
			0	0.00	1	14.29	0	0.00				
5227 Fire Inspector, Senior-Specialist	3	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
5327 Fire Inspector, Senior-Specialist	3	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
5220 Fire Inspector	3	22	0	0.00	2	9.09	0	0.00	3	13.64	0	0.00
			0	0.00	5	22.73	3	13.64				
5213 Fire Lieutenant, Staff	3	11	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
5222 Fire Inspector/Specialist*	3	20	0	0.00	0	0.00	0	0.00	1	5.00	1	5.00
			0	0.00	2	10.00	3	15.00				
5225 Fire Investigator	3	7	1	14.29	0	0.00	0	0.00	1	14.29	0	0.00
			0	0.00	2	28.57	2	28.57				
5313 Fire Lieutenant, Staff	3	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
5221 Fire Inspector, Senior	3	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	25.00				
<b>Group Total:</b>		172	4	2.33	9	5.23	0	0.00	8	4.65	2	1.16
					0	0.00	23	13.37	14	8.14		

Job Group 22IT Technicians - Information Technology

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
2541 Info Sytems Analyst I	3	2	1	50.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	50.00	2	100.00				
2532 Application Analyst II	3	5	0	0.00	0	0.00	0	0.00	1	20.00	0	0.00
			0	0.00	1	20.00	3	60.00				
2542 Info Sytems Analyst II	3	30	4	13.33	5	16.67	0	0.00	2	6.67	1	3.33
			0	0.00	12	40.00	11	36.67				
2544 Info Sytems Analyst IV	3	12	0	0.00	1	8.33	0	0.00	0	0.00	0	0.00
			0	0.00	1	8.33	2	16.67				
7120 Business Sys Analyst, Assistant	3	6	0	0.00	1	16.67	0	0.00	0	0.00	0	0.00
			0	0.00	1	16.67	5	83.33				
<b>Group Total:</b>		55	5	9.09	7	12.73	0	0.00	3	5.45	1	1.82
			0	0.00	16	29.09	23	41.82				



Job Group 22LE Technicians - Law Enforcement

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
			Two		Min		Fem						
			#	%	#	%	#	%	#	%			
5172	Police Identification Tech I	3	17	1	5.88	0	0.00	0	0.00	0	0.00	1	5.88
				0	0.00	2	11.76	12	70.59				
5173	Police ID Tech, Lead	3	3	0	0.00	2	66.67	0	0.00	0	0.00	0	0.00
				0	0.00	2	66.67	2	66.67				
5174	Police Photographic Reproduction Spec	3	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00	0	0.00	0	0.00				
5034	Police Sergeant	3	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
				0	0.00	0	0.00	1	100.00				
5134	Police Sergeant	3	120	3	2.50	5	4.17	0	0.00	4	3.33	1	0.83
				0	0.00	13	10.83	14	11.67				
5150	Police Detective	3	93	3	3.23	5	5.38	0	0.00	3	3.23	1	1.08
				1	1.08	13	13.98	26	27.96				
5175	Criminalist	3	18	0	0.00	2	11.11	0	0.00	0	0.00	0	0.00
				0	0.00	2	11.11	5	27.78				
<b>Group Total:</b>			254	7	2.76	14	5.51	0	0.00	7	2.76	3	1.18
				1	0.39	32	12.60	60	23.62				

Job Group 22SP Technicians - Store & Purchases

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
0419 Procurement Asst	3	6	1	16.67	0	0.00	0	0.00	0	0.00	0	0.00
0420 Procurement Specialist	3	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
0421 Procurement Specialist, Senior	3	4	1	25.00	0	0.00	0	0.00	0	0.00	0	0.00
<b>Group Total:</b>		12	2	16.67	0	0.00	0	0.00	0	0.00	0	0.00
					1	8.33	3	25.00	8	66.67		

Job Group 22VI Technicians - Video

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat		
			#	%	#	%	#	%	#	%	#	%	
7246 Video Production Specialist	3	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	
					Two		Min		Fem				
					#	%	#	%	#	%			
					0	0.00	0	0.00	0	0.00			
		<b>Group Total:</b>	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00			

Job Group 22WA Technicians - Water

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
1706 Water Service Inspector II	3	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
1705 Water Service Inspector I	3	8	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	2	25.00	0	0.00
1713 Water Quality Inspector II	3	6	1	16.67	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	16.67	1	16.67	1	16.67	0	0.00
1714 Water Quality Inspector III	3	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
7580 Maintenance Planner/Scheduler	3	9	1	11.11	0	0.00	0	0.00	0	0.00	0	0.00
			1	11.11	2	22.22	4	44.44				
<b>Group Total:</b>		25	2	8.00	0	0.00	0	0.00	0	0.00	0	0.00
			1	4.00	3	12.00	7	28.00				



Job Group 23EC Protective Service - Emergency Communication

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
0316 Emerg Comm Op Trainee	4	11	1	9.09	0	0.00	0	0.00	0	0.00	0	0.00
0312 EC Call Taker	4	11	0	0.00	0	0.00	0	0.00	0	0.00	1	9.09
0318 Emerg Comm Op II	4	51	1	1.96	0	0.00	0	0.00	0	0.00	3	5.88
0321 ECO II - Coach/Lead	4	36	0	0.00	1	2.78	0	0.00	0	0.00	3	8.33
<b>Group Total:</b>		109	2	1.83	1	0.92	0	0.00	7	6.42	1	0.92
			1	0.92	12	11.01	75	68.81				

Job Group 23FI Protective Service - Fire

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
6150 Hazardous Materials Coord	4	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
5208 Fire Fighter 53 Hr	4	426	19	4.46	20	4.69	0	0.00	24	5.63	17	3.99
			2	0.47	82	19.25	22	5.16				
5308 Fire Fighter 53 Hr	4	5	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
5209 Fire Fighter Specialist 53 Hr	4	20	1	5.00	2	10.00	0	0.00	2	10.00	1	5.00
			0	0.00	6	30.00	4	20.00				
5260 Harbor Pilot 53 Hr	4	7	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
5248 EMS Specialist	4	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	50.00				
5249 EMS Coordinator	4	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
<b>Group Total:</b>		462	20	4.33	22	4.76	0	0.00	26	5.63	18	3.90
					2	0.43	88	19.05	27	5.84		

Job Group 23LE Protective Service - Law Enforcement

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7582 Security Supervisor	4	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
5028 Police Officer	4	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	50.00	0	0.00
5128 Police Officer	4	665	27	4.06	46	6.92	0	0.00	18	2.71	5	0.75
			0	0.00	96	14.44	102	15.34				
<b>Group Total:</b>		668	27	4.04	46	6.89	0	0.00	18	2.69	5	0.75
			0	0.00	96	14.37	103	15.42				

Job Group 23WA Protective Service - Water

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
1709 Water Security Specialist	4	18	2	11.11	0	0.00	0	0.00	1	5.56	0	0.00
1708 Water Security Spec, Lead	4	3	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
<b>Group Total:</b>		21	2	9.52	0	0.00	0	0.00	1	4.76	0	0.00
					1	4.76	4	19.05	4	19.05		

Job Group 24AC Paraprofessionals - Accounting

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		Fem		His		Nat	
			#	%	#	%	#	%	#	%	#	%	#	%
0514 Accountant I	5	23	0	0.00	7	30.43	0	0.00	1	4.35	0	0.00		
					1	4.35	9	39.13	17	73.91				
<b>Group Total:</b>		23	0	0.00	7	30.43	0	0.00	1	4.35	0	0.00		
					1	4.35	9	39.13	17	73.91				

Job Group 24BO Paraprofessionals - Botanic

Job Code & Title	EEO	Total Emp	Blk		Two		Min		Fem		His		Nat	
			#	%	#	%	#	%	#	%	#	%	#	%
6010 Botanical Technician	5	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	50.00				
6011 Botanic Specialist I	5	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	3	75.00				
<b>Group Total:</b>		6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	4	66.67				

Job Group 24CR Paraprofessionals - Community Relations

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
7202 Comm Outrch & Info Asst	5	11	1	9.09	1	9.09	0	0.00	2	18.18	0	0.00
					0	0.00	4	36.36	7	63.64		
<b>Group Total:</b>		11	1	9.09	1	9.09	0	0.00	2	18.18	0	0.00
					0	0.00	4	36.36	7	63.64		

Job Group 24GA Paraprofessionals - General Administrative

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
7102 Administrative Spec, Senior	5	37	3	8.11	3	8.11	0	0.00	1	2.70	0	0.00
7103 Administrative Assistant	5	31	2	6.45	2	6.45	0	0.00	0	0.00	0	0.00
7105 Executive Assistant	5	9	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
7310 Clerk To City Council	5	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
<b>Group Total:</b>		78	5	6.41	5	6.41	0	0.00	1	1.28	0	0.00
					6	7.69	17	21.79	70	89.74		



Job Group 24HR Paraprofessionals - Human Resources

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
7251 Human Resources Technician	5	7	Two		Min		Fem					
			#	%	#	%	#	%	#	%	#	%
			0	0.00	2	28.57	0	0.00	0	0.00	0	0.00
			1	14.29	3	42.86	5	71.43				
	<b>Group Total:</b>	7	0	0.00	2	28.57	0	0.00	0	0.00	0	0.00
					1	14.29	3	42.86	5	71.43		

**Job Group Analysis**

**Job Group 24IT Paraprofessionals - Information Technology**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
2524 Info Sytems Tech III	5	4	0	0.00	2	50.00	0	0.00	0	0.00	0	0.00
					0	0.00	2	50.00	1	25.00		
2523 Info Sytems Tech II	5	13	0	0.00	2	15.38	0	0.00	0	0.00	1	7.69
					0	0.00	3	23.08	2	15.38		
<b>Group Total:</b>		17	0	0.00	4	23.53	0	0.00	0	0.00	1	5.88
					0	0.00	5	29.41	3	17.65		

Job Group 24LE Paraprofessionals - Law Enforcement

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
5171 Police Identificatio Trainee	5	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	100.00		
5185 Crime Prev Prog Administrator	5	14	2	14.29	0	0.00	0	0.00	0	0.00	0	0.00
			1	7.14	3	21.43	10	71.43				
7918 Crime Analyst, Assistant	5	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	100.00				
<b>Group Total:</b>		17	2	11.76	0	0.00	0	0.00	0	0.00	0	0.00
					1	5.88	3	17.65	13	76.47		

Job Group 24LL Paraprofessionals - Legal

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7476 Legal Assistant, Senior	5	2	1	50.00	1	50.00	0	0.00	0	0.00	0	0.00
			0	0.00	2	100.00	2	100.00				
7477 Paralegal	5	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	100.00				
7478 Paralegal, Senior	5	5	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	4	80.00				
<b>Group Total:</b>		9	1	11.11	1	11.11	0	0.00	0	0.00	0	0.00
			0	0.00	2	22.22	8	88.89				

Job Group 24PL Paraprofessionals - Planning

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
6130 Planning Assistant	5	8	0	0.00	0	0.00	0	0.00	1	12.50	0	0.00
<b>Group Total:</b>		8	0	0.00	0	0.00	0	0.00	1	12.50	0	0.00
					0	0.00	1	12.50	2	25.00		

Job Group 24PR Paraprofessionals - Parks/Recreation

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
4322 Recreation Leader	5	21	Two		Min		Fem					
			#	%	#	%	#	%	#	%	#	%
			2	9.52	0	0.00	0	0.00	0	0.00	0	0.00
			1	4.76	3	14.29	15	71.43				
<b>Group Total:</b>		21	2	9.52	0	0.00	0	0.00	0	0.00	0	0.00
			1	4.76	3	14.29	15	71.43				

Job Group 25AC Administrative Support - Accounting

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
0510 Accounting Tech	6	6	0	0.00	1	16.67	0	0.00	0	0.00	0	0.00
					0	0.00	1	16.67	5	83.33		
<b>Group Total:</b>		6	0	0.00	1	16.67	0	0.00	0	0.00	0	0.00
					0	0.00	1	16.67	5	83.33		

Job Group 25CI Administrative Support - Code Inspections

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
2230 Revenue & Taxation Spec I	6	5	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	4	80.00		
2232 Revenue & Taxation Spec III	6	6	0	0.00	0	0.00	0	0.00	0	0.00	1	16.67
					0	0.00	1	16.67	5	83.33		
<b>Group Total:</b>		11	0	0.00	0	0.00	0	0.00	0	0.00	1	9.09
					0	0.00	1	9.09	9	81.82		



Job Group 25GA Administrative Support - General Administrative

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
6180 Remittance Tech	6	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	2	100.00		
7302 Records Center Assistant	6	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	50.00		
<b>Group Total:</b>		4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	3	75.00		

Job Group 25LL Administrative Support - Legal

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
7475 Legal Assistant	6	9	1	11.11	0	0.00	0	0.00	0	0.00	0	0.00
<b>Group Total:</b>		9	1	11.11	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	1	11.11	9	100.00		

# Job Group Analysis

## Job Group 250S Administrative Support - Office Support

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
0145 Police Records Spec Trainee	6	9	1	11.11	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	11.11	7	77.78				
0149 Police Desk Clerk	6	20	1	5.00	0	0.00	0	0.00	1	5.00	0	0.00
			0	0.00	2	10.00	13	65.00				
0100 Office Supp Spec I	6	12	2	16.67	2	16.67	0	0.00	1	8.33	1	8.33
			1	8.33	7	58.33	9	75.00				
0102 Office Supp Spec II	6	89	11	12.36	6	6.74	0	0.00	1	1.12	1	1.12
			2	2.25	21	23.60	75	84.27				
0110 Information & Referral Spec	6	5	1	20.00	0	0.00	0	0.00	1	20.00	0	0.00
			0	0.00	2	40.00	3	60.00				
0146 Police Records Specialist	6	52	2	3.85	3	5.77	0	0.00	0	0.00	1	1.92
			0	0.00	6	11.54	41	78.85				
0151 P A S S	6	43	1	2.33	4	9.30	0	0.00	2	4.65	0	0.00
			0	0.00	7	16.28	38	88.37				
0112 Records Specialist	6	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	100.00	1	100.00				
0131 Customer Accts Spec I	6	55	8	14.55	2	3.64	0	0.00	2	3.64	1	1.82
			1	1.82	14	25.45	42	76.36				
0310 Service Dispatcher	6	9	1	11.11	1	11.11	0	0.00	0	0.00	0	0.00
			1	11.11	3	33.33	5	55.56				
0104 Office Supp Spec III	6	42	2	4.76	4	9.52	0	0.00	1	2.38	1	2.38
			0	0.00	8	19.05	40	95.24				
0106 Office Supp Spec Lead	6	1	0	0.00	1	100.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	100.00	1	100.00				
0132 Customer Accts Spec II	6	10	0	0.00	1	10.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	10.00	7	70.00				
0147 Police Records Training Coord	6	9	0	0.00	1	11.11	0	0.00	0	0.00	0	0.00
			0	0.00	1	11.11	7	77.78				
0152 P A S S Senior	6	12	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

**Job Group Analysis**

**Job Group 250S Administrative Support - Office Support**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		Fem		His		Nat		
			#	%	#	%	#	%	#	%	#	%	#	%	
					<b>Two</b>		<b>Min</b>		<b>Fem</b>						
					#	%	#	%	#	%	#	%	#	%	
					0	0.00	0	0.00	11	91.67					
0153	P A S S Lead	6	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	100.00					
0155	Police Info & Referral Spec	6	5	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	4	80.00					
0311	Service Dispatch Lead	6	1	0	0.00	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	1	100.00	1	100.00					
0245	Hearings Clerk	6	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	2	100.00					
	<b>Group Total:</b>	378	31	8.20		26	6.88	0	0.00	9	2.38	5	1.32		
						5	1.32	76	20.11	308	81.48				

Job Group 25RM Administrative Support - Risk Management

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
0858 Asst Claims Tech	6	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	100.00		
0859 Claims Tech	6	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	1	100.00		
<b>Group Total:</b>		2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	2	100.00		

Job Group 26AM Skilled Craft - Auto Maintenance

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
1530 Motorcycle Mechanic	7	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
1532 Vehicle & Equip Mechanic	7	46	2	4.35	7	15.22	0	0.00	2	4.35	1	2.17
			0	0.00	12	26.09	1	2.17				
1533 Vehicle & Equip, Lead	7	6	0	0.00	0	0.00	0	0.00	1	16.67	0	0.00
			0	0.00	1	16.67	0	0.00				
<b>Group Total:</b>		53	2	3.77	7	13.21	0	0.00	3	5.66	1	1.89
					0	0.00	13	24.53	1	1.89		

**Job Group Analysis**

**Job Group 26BO Skilled Craft - Botanic**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
4114 Horticulturist	7	25	0	0.00	0	0.00	0	0.00	1	4.00	0	0.00
			0	0.00	1	4.00	5	20.00				
4110 High Climber	7	8	1	12.50	0	0.00	0	0.00	1	12.50	0	0.00
			0	0.00	2	25.00	1	12.50				
4115 Horticulturist Lead	7	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	50.00				
4112 Tree Inspector	7	8	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
<b>Group Total:</b>		43	1	2.33	0	0.00	0	0.00	2	4.65	0	0.00
			0	0.00	3	6.98	7	16.28				

Job Group 26BT Skilled Craft - Building Trades

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
1115 Facilities Maint Tech	7	19	1	5.26	1	5.26	0	0.00	0	0.00	0	0.00
					1	5.26	3	15.79	1	5.26		
1116 Facilities Maint Tech Lead	7	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
7713 Facilities Maint Disptch/Sched	7	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
<b>Group Total:</b>		23	1	4.35	1	4.35	0	0.00	0	0.00	0	0.00
					1	4.35	3	13.04	1	4.35		



Job Group 26EL Skilled Craft - Electronics

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
3260 Instrumentation Tech	7	13	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00
3261 Instrumentation Tech, Lead	7	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00
<b>Group Total:</b>		14	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00

Job Group 26EN Skilled Craft - Environmental

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		Fem		His		Nat	
			#	%	#	%	#	%	#	%	#	%	#	%
1811 Wastewater Oper II	7	39	1	2.56	3	7.69	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	4	10.26	6	15.38						
1803 Indust Maint Millwrgt	7	27	2	7.41	1	3.70	0	0.00	2	7.41	0	0.00	0	0.00
			0	0.00	5	18.52	1	3.70						
<b>Group Total:</b>		66	3	4.55	4	6.06	0	0.00	2	3.03	0	0.00	0	0.00
					0	0.00	9	13.64	7	10.61				

Job Group 26GM Skilled Craft - General Maintenance/Trades

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
1219 Parks Maintenance Crew Leader*	7	5	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	20.00				
1240 Maintenance Mechanic	7	12	0	0.00	0	0.00	0	0.00	1	8.33	0	0.00
			1	8.33	2	16.67	1	8.33				
1312 AEO II: Sewer Vac Operator	7	5	0	0.00	0	0.00	0	0.00	1	20.00	0	0.00
			0	0.00	1	20.00	0	0.00				
1313 AEO II: Street Sweeper	7	15	4	26.67	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	4	26.67	2	13.33				
1314 AEO II: Tractor Trailer	7	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
1250 Parking Meter Technician	7	5	0	0.00	1	20.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	20.00	2	40.00				
1229 Environ Systems Maint Tech	7	9	1	11.11	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	11.11	0	0.00				
1227 Traffic Crew Leader	7	8	0	0.00	1	12.50	0	0.00	0	0.00	0	0.00
			0	0.00	1	12.50	2	25.00				
1315 Construction Equip Operator	7	34	1	2.94	0	0.00	0	0.00	0	0.00	2	5.88
			0	0.00	3	8.82	2	5.88				
1251 Parking Meter Technician Lead	7	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
1224 Sign Maker	7	1	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00
			0	0.00	1	100.00	1	100.00				
1410 Concrete Finisher	7	15	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
1420 Carpenter	7	17	0	0.00	0	0.00	0	0.00	0	0.00	1	5.88
			0	0.00	1	5.88	2	11.76				
1443 Painter	7	5	1	20.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	20.00	0	0.00				
1445 Industrial Painter	7	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

# Job Group Analysis

## Job Group 26GM Skilled Craft - General Maintenance/Trades

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		Fem		His		Nat		
			#	%	#	%	#	%	#	%	#	%	#	%	
					Two		Min								
					#	%	#	%	#	%	#	%	#	%	
					0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	
1524	General Mechanic	7	6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	
1510	Welder	7	6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	
1516	Auto Body Restorer	7	4	0	0.00	1	25.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	1	25.00	0	0.00	0	0.00	0	0.00	
1520	Industrial Machinist	7	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	
1226	Street Maint Crew Leader	7	6	1	16.67	1	16.67	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	2	33.33	0	0.00	0	0.00	0	0.00	
1230	Environ Systems Crew Leader	7	8	0	0.00	1	12.50	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	1	12.50	0	0.00	0	0.00	0	0.00	
1446	Industrial Painter, Lead	7	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	
1453	Electrician	7	28	1	3.57	0	0.00	0	0.00	0	0.00	1	3.57	0	0.00
					2	7.14	4	14.29	2	7.14	0	0.00	0	0.00	
1454	Electrician, Lead	7	3	0	0.00	1	33.33	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	1	33.33	1	33.33	0	0.00	0	0.00	
1457	Electrician Supervisor	7	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	
1459	Electrician/Instrument Tech	7	6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	
<b>Group Total:</b>			210	9	4.29	6	2.86	0	0.00	3	1.43	4	1.90		
					3	1.43	25	11.90	16	7.62					

**Job Group Analysis**

**Job Group 26WA Skilled Craft - Water**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
1725 Water OperR Mechanic Apprentice	7	12	1	8.33	0	0.00	0	0.00	2	16.67	0	0.00
			0	0.00	3	25.00	0	0.00				
1768 Operating Engineer I	7	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
1718 Water Meter Technician I	7	7	0	0.00	1	14.29	0	0.00	1	14.29	2	28.57
			0	0.00	4	57.14	1	14.29				
1730 Water Operator Mechanic	7	27	2	7.41	1	3.70	0	0.00	0	0.00	1	3.70
			0	0.00	4	14.81	1	3.70				
1719 Water Meter Technician II	7	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	25.00		
1771 Operating Engineer III	7	16	0	0.00	0	0.00	0	0.00	0	0.00	1	6.25
			1	6.25	2	12.50	1	6.25				
1752 Water Treatment Operator II	7	8	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	12.50				
1753 Water Treatment Operator Lead	7	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
<b>Group Total:</b>		76	3	3.95	2	2.63	0	0.00	3	3.95	4	5.26
					1	1.32	13	17.11	5	6.58		

Job Group 27AM Service Maintenance - Auto Maintenance

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
1232 Auto Servicer	8	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
1235 Police Impound Technician	8	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
1531 Vehicle & Equip Mech Trainee	8	5	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
<b>Group Total:</b>		10	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

Job Group 27EO Service Maintenance - Office Equipment Operation

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
0335 Print & Dist Tech Asst	8	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	100.00		
0337 Distribution Tech	8	5	0	0.00	0	0.00	0	0.00	0	0.00	1	20.00
			0	0.00	1	20.00	2	40.00				
0339 Distribution Tech Lead	8	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
<b>Group Total:</b>		7	0	0.00	0	0.00	0	0.00	0	0.00	1	14.29
			0	0.00	1	14.29	4	57.14				

Job Group 27GM Service Maintenance - General Maintenance/Trades

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
1209 Utility Worker II Apprentice	8	19	0	0.00	1	5.26	0	0.00	2	10.53	0	0.00
			1	5.26	4	21.05	3	15.79				
1200 Maintenance Worker	8	5	1	20.00	0	0.00	0	0.00	1	20.00	0	0.00
			0	0.00	2	40.00	0	0.00				
1210 Utility Worker I	8	35	6	17.14	2	5.71	0	0.00	0	0.00	1	2.86
			0	0.00	9	25.71	7	20.00				
2208 Parking Collections Tech	8	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	100.00				
1217 Stable Attendant	8	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	2	100.00				
1213 Equestrian Trainer	8	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
1211 Utility Worker II	8	181	18	9.94	9	4.97	0	0.00	4	2.21	5	2.76
			0	0.00	36	19.89	15	8.29				
1225 Asphalt Raker	8	14	1	7.14	2	14.29	0	0.00	0	0.00	0	0.00
			0	0.00	3	21.43	1	7.14				
1214 Turf Maintenance Technician	8	16	1	6.25	0	0.00	0	0.00	0	0.00	1	6.25
			0	0.00	2	12.50	2	12.50				
1220 Greens Keeper I	8	15	0	0.00	0	0.00	0	0.00	1	6.67	1	6.67
			0	0.00	2	13.33	0	0.00				
1215 Park Technician	8	30	1	3.33	0	0.00	0	0.00	2	6.67	1	3.33
			0	0.00	4	13.33	8	26.67				
1311 Automotive Equip Operator I	8	71	8	11.27	1	1.41	0	0.00	3	4.23	2	2.82
			0	0.00	14	19.72	5	7.04				
1212 Water Utility Worker, Senior	8	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
1221 Greens Keeper II	8	5	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	20.00				
1222 Greens Keeper III	8	5	0	0.00	0	0.00	0	0.00	1	20.00	0	0.00



Job Group 27GM Service Maintenance - General Maintenance/Trades

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			<b>Two</b>		<b>Min</b>		<b>Fem</b>					
			#	%	#	%	#	%	#	%		
			0	0.00	1	20.00	0	0.00				
	<b>Group Total:</b>	402	36	8.96	15	3.73	0	0.00	14	3.48	11	2.74
			1	0.25	77	19.15	47	11.69				

Job Group 27LE Service Maintenance - Law Enforcement

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
7902 Home Security Specialist	8	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
7903 Home Security Specialist, Sr	8	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
<b>Group Total:</b>		2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

Job Group 27SP Service Maintenance - Store & Purchases

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%	#	%		
0405 Storekeeper/Acq Specialist I	8	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
0400 Evidence Control Spec	8	7	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	3	42.86		
0406 Storekeeper/Acq Specialist II	8	11	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	2	18.18		
0407 Storekeeper/Acq II: Auto Parts Spec	8	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
0401 Evidence Control Spec Lead	8	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	0	0.00		
0408 Storekeeper/Acq Specialist III	8	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	25.00		
0409 Storekeeper/Acq Specialist Lead	8	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00	1	100.00		
<b>Group Total:</b>		30	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
					0	0.00	0	0.00	7	23.33		

**Job Group Analysis**

**Job Group 27WA Service Maintenance - Water**

Job Code & Title	EEO	Total Emp	Blk		Asi		Pac		His		Nat	
			#	%	#	%	#	%	#	%	#	%
			Two		Min		Fem					
			#	%	#	%	#	%				
1700 Water Meter Reader I	8	15	0	0.00	1	6.67	0	0.00	0	0.00	0	0.00
			0	0.00	1	6.67	3	20.00				
1760 Watershed Specialist	8	4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
1751 Water Treatment Operator I	8	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	1	100.00				
1761 Watershed Pipeline Specialist	8	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
1762 Watershed Specialist, Senior	8	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
1701 Water Meter Reader II	8	2	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
			0	0.00	0	0.00	0	0.00				
<b>Group Total:</b>		25	0	0.00	1	4.00	0	0.00	0	0.00	0	0.00
			0	0.00	1	4.00	4	16.00				

# City of Portland

City of Portland

FY 2007-2008 Qtr 3 AA Data

## Incumbency vs. Estimated Availability

Job Group & Name	Total Emp	EMPLOYMENT %					AVAILABILITY %					PLACEMENT GOAL?				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
20AC Officials/Admin - Accounting	1	0.00	0.00	0.00	0.00	0.00	1.75	9.04	0.08	4.60	0.48	NO	NO	NO	NO	NO
		0.00	0.00	100.00			1.96	17.90	54.07			NO	NO	NO		
20AM Officials/Admin - Auto Maintenance	2	0.00	0.00	0.00	0.00	0.00	0.21	0.51	0.04	0.70	10.22	NO	NO	NO	NO	NO
		0.00	0.00	0.00			0.18	11.87	3.09			NO	NO	NO		
20BI Officials/Admin - Building Inspections	4	0.00	0.00	0.00	0.00	0.00	0.91	2.74	0.10	2.52	0.79	NO	NO	NO	NO	NO
		0.00	0.00	0.00			0.59	7.66	23.60			NO	NO	NO		
20BT Officials/Admin - Building Trades	2	0.00	0.00	0.00	0.00	0.00	13.50	0.44	0.05	0.60	0.24	NO	NO	NO	NO	NO
		0.00	0.00	0.00			0.10	14.94	16.46			NO	NO	NO		
20CR Officials/Admin - Community Relations	4	0.00	0.00	0.00	0.00	0.00	0.72	1.93	0.03	1.62	0.41	NO	NO	NO	NO	NO
		0.00	0.00	75.00			0.39	5.08	46.07			NO	NO	NO		
20DR Officials/Admin - Directors	24	12.50	0.00	0.00	4.17	0.00	3.41	3.91	0.00	3.47	0.60	NO	NO	NO	NO	NO
		0.00	16.67	50.00			0.58	11.96	22.32			NO	NO	NO		
20EC Officials/Admin - Emergency Communication	2	0.00	0.00	0.00	0.00	0.00	0.15	6.69	0.01	0.40	6.65	NO	NO	NO	NO	NO
		0.00	0.00	50.00			0.05	13.95	66.95			NO	NO	NO		
20EN Officials/Admin - Environmental	19	10.53	0.00	0.00	0.00	0.00	12.04	4.78	0.00	0.24	0.06	NO	NO	NO	NO	NO
		5.26	15.79	36.84			12.01	29.11	31.52			YES	YES	NO		
20EO Officials/Admin - Office Equipment Operation	1	0.00	0.00	0.00	0.00	0.00	0.61	1.83	0.07	1.68	0.53	NO	NO	NO	NO	NO
		0.00	0.00	0.00			0.40	5.11	14.90			NO	NO	NO		
20ER Officials/Admin - Engineering & Related	49	0.00	2.04	0.00	0.00	0.00	1.50	4.61	0.07	1.98	0.55	NO	YES	NO	NO	NO
		2.04	4.08	22.45			0.50	9.23	11.15			NO	YES	NO		
20FI Officials/Admin - Fire	9	0.00	0.00	0.00	0.00	0.00	3.79	1.93	0.00	0.05	3.79	NO	NO	NO	NO	NO
		11.11	11.11	0.00			0.01	9.59	4.22			NO	NO	NO		

# Incumbency vs. Estimated Availability

Job Group & Name	Total Emp	EMPLOYMENT %					AVAILABILITY %					PLACEMENT GOAL?				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
20FL Officials/Admin - Financial	3	33.33	0.00	0.00	0.00	0.00	0.84	5.19	0.07	1.90	0.90	NO	NO	NO	NO	NO
		0.00	33.33	0.00			0.63	9.51	27.31			NO	NO	NO		
20GA Officials/Admin - General Administrative	32	6.25	6.25	0.00	0.00	0.00	3.03	13.39	0.01	1.76	0.13	NO	YES	NO	NO	NO
		3.13	15.63	53.13			1.51	19.83	48.42			NO	YES	NO		
20GM Officials/Admin - General Maintenance/Trades	11	9.09	0.00	0.00	0.00	0.00	1.19	2.94	0.14	3.10	1.01	NO	NO	NO	NO	NO
		0.00	9.09	18.18			0.91	9.25	21.16			NO	NO	NO		
20HR Officials/Admin - Human Resources	10	30.00	0.00	0.00	0.00	10.00	22.08	0.57	0.33	7.79	3.83	NO	NO	NO	NO	NO
		0.00	40.00	50.00			3.89	38.48	63.20			NO	NO	YES		
20IT Officials/Admin - Information Technology	29	6.90	6.90	0.00	0.00	3.45	0.98	5.76	1.12	2.83	0.54	NO	NO	NO	NO	NO
		0.00	17.24	13.79			1.05	12.29	30.50			NO	NO	YES		
20LE Officials/Admin - Law Enforcement	17	5.88	0.00	0.00	0.00	0.00	0.06	8.11	0.00	0.08	0.06	NO	YES	NO	NO	NO
		0.00	5.88	17.65			0.01	8.32	24.84			NO	NO	YES		
20LL Officials/Admin - Legal	14	0.00	0.00	0.00	0.00	0.00	0.12	5.83	0.00	5.82	0.12	NO	NO	NO	NO	NO
		0.00	0.00	35.71			5.66	17.56	53.26			NO	YES	YES		
20PL Officials/Admin - Planning	10	0.00	10.00	0.00	0.00	0.00	0.88	12.59	0.03	1.19	0.31	NO	NO	NO	NO	NO
		0.00	10.00	30.00			0.09	15.09	34.43			NO	NO	NO		
20PM Officials/Admin - Program Management	15	6.67	6.67	0.00	0.00	0.00	2.33	2.91	0.03	6.89	0.26	NO	NO	NO	YES	NO
		0.00	13.33	66.67			3.24	15.65	45.75			NO	NO	NO		
20PR Officials/Admin - Parks/Recreation	12	0.00	8.33	0.00	0.00	0.00	3.90	1.39	0.06	1.43	0.50	NO	NO	NO	NO	NO
		0.00	8.33	41.67			0.29	7.60	29.10			NO	NO	NO		
20RM Officials/Admin - Risk Management	1	0.00	0.00	0.00	0.00	0.00	0.05	0.15	0.01	0.14	0.04	NO	NO	NO	NO	NO
		0.00	0.00	100.00			0.03	0.43	32.90			NO	NO	NO		
20SP Officials/Admin - Store & Purchases	1	0.00	0.00	0.00	0.00	0.00	0.19	30.31	0.10	0.03	0.29	NO	NO	NO	NO	NO
		0.00	0.00	100.00			0.06	30.98	63.99			NO	NO	NO		

# Incumbency vs. Estimated Availability

Job Group & Name	Total Emp	EMPLOYMENT %					AVAILABILITY %					PLACEMENT GOAL?				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
20WA Officials/Admin - Water	5	0.00	0.00	0.00	0.00	0.00	3.23	1.12	0.02	0.46	0.13	NO	NO	NO	NO	NO
		0.00	0.00	20.00			6.27	11.22	27.64			NO	NO	NO		
21AC Professionals - Accounting	24	4.17	20.83	0.00	8.33	0.00	2.32	8.10	0.04	2.86	0.60	NO	NO	NO	NO	NO
		4.17	37.50	50.00			1.94	15.87	63.17			NO	NO	YES		
21AM Professionals - Auto Maintenance	9	0.00	0.00	0.00	0.00	11.11	2.24	6.43	0.18	4.61	1.59	NO	NO	NO	NO	NO
		0.00	11.11	11.11			0.52	15.56	15.44			NO	NO	NO		
21BI Professionals - Building Inspections	16	0.00	0.00	0.00	6.25	0.00	4.24	6.06	0.00	3.03	1.21	NO	NO	NO	NO	NO
		0.00	6.25	31.25			0.00	14.54	23.64			NO	YES	NO		
21BT Professionals - Building Trades	14	7.14	0.00	0.00	0.00	0.00	1.75	1.86	0.14	2.71	1.10	NO	NO	NO	NO	NO
		0.00	7.14	28.57			1.97	9.56	8.03			NO	NO	NO		
21CI Professionals - Code Inspections	1	0.00	0.00	0.00	0.00	0.00	2.39	2.26	0.00	2.16	1.67	NO	NO	NO	NO	NO
		0.00	0.00	0.00			1.57	10.05	52.18			NO	NO	NO		
21CR Professionals - Community Relations	64	3.13	3.13	0.00	1.56	0.00	6.19	4.00	0.67	4.94	2.63	YES	NO	NO	YES	YES
		4.69	12.50	60.94			1.12	19.53	55.12			NO	YES	NO		
21EC Professionals - Emergency Communication	15	6.67	6.67	0.00	0.00	6.67	1.87	0.24	0.01	5.66	1.91	NO	NO	NO	NO	NO
		0.00	20.00	73.33			0.07	9.76	62.72			NO	NO	NO		
21EN Professionals - Environmental	58	3.45	0.00	0.00	3.45	0.00	2.68	2.58	0.66	1.91	0.46	NO	YES	NO	NO	NO
		3.45	10.34	46.55			0.66	8.98	30.99			NO	NO	NO		
21EO Professionals - Office Equipment Operation	2	0.00	0.00	0.00	0.00	0.00	1.65	1.65	0.00	4.08	5.10	NO	NO	NO	NO	NO
		0.00	0.00	0.00			0.32	12.80	29.42			NO	NO	NO		
21ER Professionals - Engineering & Related	222	1.80	10.81	0.00	1.35	0.90	1.78	5.09	0.06	2.99	2.65	NO	NO	NO	YES	YES
		0.45	15.32	31.98			1.05	13.59	16.67			YES	NO	NO		
21FI Professionals - Fire	52	3.85	1.92	0.00	0.00	3.85	2.75	6.42	0.00	1.84	0.92	NO	YES	NO	NO	NO
		0.00	9.62	3.85			0.00	11.93	4.59			NO	YES	NO		
21FL Professionals - Financial	71	7.04	22.54	0.00	1.41	0.00	4.52	7.31	0.00	0.31	0.02	NO	NO	NO	NO	NO
		2.82	33.80	50.70			4.52	16.70	73.35			YES	NO	YES		

# Incumbency vs. Estimated Availability

Job Group & Name	Total Emp	EMPLOYMENT %					AVAILABILITY %					PLACEMENT GOAL?				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
21GA Professionals - General Administrative	129	3.88	3.10	0.78	2.33	0.00	6.71	6.73	0.02	1.47	1.22	YES	YES	NO	NO	YES
		1.55	11.63	66.67			1.87	18.03	80.13			NO	YES	YES		
21GM Professionals - General Maintenance/Trades	54	3.70	3.70	0.00	5.56	1.85	5.25	3.34	0.12	2.68	2.14	NO	NO	NO	NO	NO
		3.70	18.52	14.81			0.42	13.96	7.84			NO	NO	NO		
21HR Professionals - Human Resources	45	22.22	4.44	0.00	6.67	2.22	6.92	6.59	0.20	3.05	1.54	NO	NO	NO	NO	NO
		6.67	42.22	73.33			1.70	20.01	79.69			NO	NO	YES		
21IT Professionals - Information Technology	132	6.06	14.39	0.00	3.03	0.00	9.13	13.16	0.07	5.36	2.40	YES	NO	NO	YES	YES
		2.27	25.76	35.61			0.29	30.41	36.48			NO	YES	YES		
21LB Professionals - Lab	10	0.00	0.00	0.00	10.00	0.00	0.21	6.71	0.00	9.73	3.33	NO	NO	NO	NO	NO
		0.00	10.00	80.00			0.09	20.07	43.64			NO	YES	NO		
21LE Professionals - Law Enforcement	53	1.89	1.89	0.00	1.89	1.89	2.40	5.40	0.00	3.16	0.85	NO	YES	NO	NO	NO
		3.77	11.32	16.98			0.01	11.82	14.22			NO	NO	NO		
21LL Professionals - Legal	22	0.00	4.55	0.00	4.55	0.00	1.03	2.36	0.00	2.30	1.31	NO	NO	NO	NO	NO
		4.55	13.64	54.55			0.38	7.39	36.64			NO	NO	NO		
21PL Professionals - Planning	133	0.75	6.02	0.00	5.26	1.50	3.82	5.09	0.01	4.28	0.02	YES	NO	NO	NO	NO
		0.00	13.53	54.89			0.01	13.24	33.94			NO	NO	NO		
21PM Professionals - Program Management	152	3.29	4.61	0.66	7.24	0.00	3.82	4.29	0.03	0.58	0.50	NO	NO	NO	NO	NO
		3.29	19.08	55.92			6.91	16.12	85.44			YES	NO	YES		
21PR Professionals - Parks/Recreation	98	12.24	2.04	0.00	3.06	2.04	5.89	1.94	0.02	3.46	2.34	NO	NO	NO	NO	NO
		1.02	20.41	51.02			1.24	14.94	35.48			NO	NO	NO		
21RM Professionals - Risk Management	29	3.45	3.45	0.00	0.00	0.00	0.58	2.46	0.39	2.26	1.48	NO	NO	NO	NO	NO
		0.00	6.90	55.17			0.11	7.25	68.84			NO	NO	YES		
21SP Professionals - Store & Purchases	13	7.69	7.69	0.00	0.00	0.00	0.53	0.73	0.21	2.00	0.92	NO	NO	NO	NO	NO
		7.69	23.08	76.92			0.08	4.47	53.15			NO	NO	NO		
21VI Professionals - Video	1	0.00	0.00	0.00	0.00	0.00	0.66	2.34	0.00	4.50	0.00	NO	NO	NO	NO	NO



# Incumbency vs. Estimated Availability

Job Group & Name	Total Emp	EMPLOYMENT %					AVAILABILITY %					PLACEMENT GOAL?				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
		0.00	0.00	0.00			0.00	7.50	63.25			NO	NO	NO		
21WA Professionals - Water	17	5.88	0.00	0.00	5.88	0.00	2.18	5.57	0.06	4.51	2.20	NO	NO	NO	NO	NO
		5.88	17.65	29.41			2.19	16.71	16.58			NO	NO	NO		
22AC Technicians - Accounting	20	5.00	25.00	0.00	5.00	0.00	1.19	7.26	0.10	2.40	1.14	NO	NO	NO	NO	NO
		0.00	35.00	55.00			0.70	12.78	60.95			NO	NO	YES		
22BI Technicians - Building Inspectors	112	6.25	1.79	0.00	4.46	1.79	0.43	1.74	0.00	1.74	0.62	NO	NO	NO	NO	NO
		0.00	14.29	11.61			0.00	4.53	13.25			NO	NO	YES		
22BO Technicians - Botanic	13	0.00	7.69	0.00	0.00	0.00	0.00	0.26	0.00	0.10	0.13	NO	NO	NO	NO	NO
		7.69	15.38	15.38			0.00	0.49	70.00			NO	NO	YES		
22CI Technicians - Code Inspections	75	8.00	4.00	0.00	1.33	1.33	0.55	6.38	0.00	0.55	6.41	NO	YES	NO	NO	YES
		1.33	16.00	53.33			0.20	14.09	53.19			NO	NO	NO		
22CR Technicians - Community Relations	3	0.00	0.00	0.00	0.00	0.00	0.00	4.50	4.50	8.55	0.00	NO	NO	NO	NO	NO
		0.00	0.00	33.33			0.00	17.55	15.29			NO	NO	NO		
22EL Technicians - Electronics	23	4.35	4.35	0.00	4.35	0.00	1.69	9.84	0.64	5.88	0.79	NO	YES	NO	NO	NO
		4.35	17.39	8.70			0.38	19.21	21.08			NO	NO	YES		
22EN Technicians - Environmental	47	4.26	0.00	2.13	2.13	0.00	1.98	8.28	0.58	2.82	1.12	NO	YES	NO	NO	NO
		0.00	8.51	44.68			0.85	15.66	35.09			NO	YES	NO		
22EO Technicians - Office Equipment Operation	14	0.00	0.00	0.00	7.14	7.14	0.72	1.07	0.07	2.01	12.06	NO	NO	NO	NO	NO
		0.00	14.29	21.43			0.30	16.24	43.67			NO	NO	YES		
22ER Technicians - Engineering & Related	293	3.75	7.17	0.68	2.73	1.71	0.64	11.02	0.24	10.08	0.81	NO	YES	NO	YES	NO
		0.68	16.72	33.45			0.55	23.35	21.40			NO	YES	NO		
22FI Technicians - Fire	172	2.33	5.23	0.00	4.65	1.16	4.44	4.88	0.00	5.76	3.99	YES	NO	NO	YES	YES
		0.00	13.37	8.14			0.44	19.51	5.76			NO	YES	NO		
22IT Technicians - Information Technology	55	9.09	12.73	0.00	5.45	1.82	0.40	19.66	0.01	0.83	4.98	NO	YES	NO	NO	YES
		0.00	29.09	41.82			0.22	26.12	20.10			NO	NO	NO		
22LB Technicians - Lab	10	0.00	0.00	0.00	20.00	0.00	0.00	3.30	0.00	16.51	11.55	NO	NO	NO	NO	YES

# Incumbency vs. Estimated Availability

Job Group & Name	Total Emp	EMPLOYMENT %					AVAILABILITY %					PLACEMENT GOAL?				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
		0.00	20.00	50.00			0.00	31.36	61.90			NO	YES	YES		
22LE Technicians - Law Enforcement	254	2.76	5.51	0.00	2.76	1.18	4.01	6.72	0.00	2.71	0.81	YES	YES	NO	NO	NO
		0.39	12.60	23.62			0.00	14.25	15.76			NO	YES	NO		
22SP Technicians - Store & Purchases	12	16.67	0.00	0.00	0.00	0.00	0.22	1.23	0.09	2.62	0.72	NO	NO	NO	NO	NO
		8.33	25.00	66.67			0.04	4.90	43.25			NO	NO	NO		
22VI Technicians - Video	2	0.00	0.00	0.00	0.00	0.00	1.90	0.00	0.00	1.77	0.00	NO	NO	NO	NO	NO
		0.00	0.00	0.00			0.50	4.17	12.80			NO	NO	NO		
22WA Technicians - Water	25	8.00	0.00	0.00	0.00	0.00	4.29	4.23	0.04	0.85	2.15	NO	YES	NO	NO	NO
		4.00	12.00	28.00			0.16	11.71	18.22			NO	NO	NO		
23EC Protective Service - Emergency Communication	109	1.83	0.92	0.00	6.42	0.92	3.33	1.86	0.18	2.11	1.67	YES	YES	NO	NO	NO
		0.92	11.01	68.81			1.05	10.16	55.17			NO	NO	NO		
23FI Protective Service - Fire	462	4.33	4.76	0.00	5.63	3.90	0.94	0.96	0.00	3.89	1.23	NO	NO	NO	NO	NO
		0.43	19.05	5.84			0.00	7.04	7.73			NO	NO	YES		
23LE Protective Service - Law Enforcement	668	4.04	6.89	0.00	2.69	0.75	1.06	1.75	0.64	3.75	1.01	NO	NO	YES	YES	YES
		0.00	14.37	15.42			1.27	9.49	14.49			YES	NO	NO		
23WA Protective Service - Water	21	9.52	0.00	0.00	4.76	0.00	3.43	2.15	0.14	5.06	3.29	NO	NO	NO	NO	NO
		4.76	19.05	19.05			1.40	15.47	21.14			NO	NO	NO		
24AC Paraprofessionals - Accounting	23	0.00	30.43	0.00	4.35	0.00	0.94	8.70	0.08	1.72	0.90	NO	NO	NO	NO	NO
		4.35	39.13	73.91			0.38	12.71	66.03			NO	NO	NO		
24BO Paraprofessionals - Botanic	6	0.00	0.00	0.00	0.00	0.00	0.00	2.56	0.00	1.03	1.28	NO	NO	NO	NO	NO
		0.00	0.00	66.67			0.00	4.87	25.01			NO	NO	NO		
24CR Paraprofessionals - Community Relations	11	9.09	9.09	0.00	18.18	0.00	4.97	4.39	0.53	7.24	1.42	NO	NO	NO	NO	NO
		0.00	36.36	63.64			1.23	19.77	64.99			NO	NO	NO		
24GA Paraprofessionals - General Administrative	78	6.41	6.41	0.00	1.28	0.00	9.68	8.23	0.00	1.56	1.52	YES	YES	NO	NO	YES
		7.69	21.79	89.74			1.51	22.50	87.53			NO	NO	NO		
24HR Paraprofessionals - Human Resources	7	0.00	28.57	0.00	0.00	0.00	8.37	7.47	0.00	1.69	0.90	NO	NO	NO	NO	NO

# Incumbency vs. Estimated Availability

Job Group & Name	Total Emp	EMPLOYMENT %					AVAILABILITY %					PLACEMENT GOAL?				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
		14.29	42.86	71.43			2.59	21.02	86.86			NO	NO	YES		
24IT Paraprofessionals - Information Technology	17	0.00	23.53	0.00	0.00	5.88	2.50	4.13	0.50	2.39	1.84	NO	NO	NO	NO	NO
		0.00	29.41	17.65			0.98	12.34	32.85			NO	NO	YES		
24LE Paraprofessionals - Law Enforcement	17	11.76	0.00	0.00	0.00	0.00	2.36	4.56	0.08	1.34	1.39	NO	NO	NO	NO	NO
		5.88	17.65	76.47			0.32	10.07	53.14			NO	NO	NO		
24LL Paraprofessionals - Legal	9	11.11	11.11	0.00	0.00	0.00	10.60	0.22	0.00	0.20	0.05	NO	NO	NO	NO	NO
		0.00	22.22	88.89			0.03	11.09	99.49			NO	NO	NO		
24PL Paraprofessionals - Planning	8	0.00	0.00	0.00	12.50	0.00	3.86	5.15	0.00	4.29	0.00	NO	NO	NO	NO	NO
		0.00	12.50	25.00			0.00	13.30	34.33			NO	NO	NO		
24PR Paraprofessionals - Parks/Recreation	21	9.52	0.00	0.00	0.00	0.00	6.13	0.44	0.00	1.99	2.96	NO	NO	NO	NO	NO
		4.76	14.29	71.43			1.98	13.50	67.92			NO	NO	NO		
25AC Administrative Support - Accounting	6	0.00	16.67	0.00	0.00	0.00	7.02	5.03	0.17	2.10	1.19	NO	NO	NO	NO	NO
		0.00	16.67	83.33			1.56	17.08	87.98			NO	NO	NO		
25CI Administrative Support - Code Inspections	11	0.00	0.00	0.00	0.00	9.09	8.85	8.03	0.00	1.82	2.60	NO	NO	NO	NO	NO
		0.00	9.09	81.82			1.93	23.21	69.98			NO	YES	NO		
25GA Administrative Support - General Administrative	4	0.00	0.00	0.00	0.00	0.00	12.31	7.76	0.02	2.04	1.98	NO	NO	NO	NO	NO
		0.00	0.00	75.00			2.87	26.98	83.20			NO	YES	NO		
25LL Administrative Support - Legal	9	11.11	0.00	0.00	0.00	0.00	0.90	4.49	0.00	3.94	0.94	NO	NO	NO	NO	NO
		0.00	11.11	100.00			0.56	10.83	89.81			NO	NO	NO		
25OS Administrative Support - Office Support	378	8.20	6.88	0.00	2.38	1.32	2.46	4.25	0.28	4.64	2.56	NO	NO	YES	YES	YES
		1.32	20.11	81.48			0.68	14.91	83.33			NO	NO	YES		
25RM Administrative Support - Risk Management	2	0.00	0.00	0.00	0.00	0.00	4.78	4.57	0.00	3.21	1.05	NO	NO	NO	NO	NO
		0.00	0.00	100.00			1.48	15.10	87.97			NO	NO	NO		
26AM Skilled Craft - Auto Maintenance	53	3.77	13.21	0.00	5.66	1.89	0.00	0.00	0.00	0.00	0.00	NO	NO	NO	NO	NO
		0.00	24.53	1.89			0.00	0.00	0.00			NO	NO	NO		

# Incumbency vs. Estimated Availability

Job Group & Name	Total Emp	EMPLOYMENT %					AVAILABILITY %					PLACEMENT GOAL?				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
26BO Skilled Craft - Botanic	43	2.33	0.00	0.00	4.65	0.00	1.01	2.18	0.38	32.09	1.32	NO	NO	NO	YES	NO
		0.00	6.98	16.28			0.57	37.54	14.66			NO	YES	NO		
26BT Skilled Craft - Building Trades	23	4.35	4.35	0.00	0.00	0.00	1.83	9.16	0.60	5.56	0.86	NO	YES	NO	YES	NO
		4.35	13.04	4.35			0.44	18.44	24.08			NO	YES	YES		
26EL Skilled Craft - Electronics	14	0.00	0.00	0.00	0.00	0.00	1.60	9.78	0.61	5.60	0.75	NO	YES	NO	NO	NO
		0.00	0.00	0.00			0.79	19.11	20.88			NO	YES	YES		
26EN Skilled Craft - Environmental	66	4.55	6.06	0.00	3.03	0.00	0.49	1.25	0.00	4.04	0.56	NO	NO	NO	NO	NO
		0.00	13.64	10.61			1.24	7.59	4.27			NO	NO	NO		
26GM Skilled Craft - General Maintenance/Trades	210	4.29	2.86	0.00	1.43	1.90	6.98	3.11	0.26	5.54	2.40	YES	NO	NO	YES	YES
		1.43	11.90	7.62			0.44	18.74	9.12			NO	YES	YES		
26WA Skilled Craft - Water	76	3.95	2.63	0.00	3.95	5.26	8.45	4.56	0.01	2.52	2.55	YES	YES	NO	NO	NO
		1.32	17.11	6.58			0.06	18.16	7.62			NO	NO	NO		
27AM Service Maintenance - Auto Maintenance	10	0.00	0.00	0.00	0.00	0.00	9.63	3.85	0.10	6.25	2.66	NO	NO	NO	NO	NO
		0.00	0.00	0.00			0.60	23.11	12.23			NO	YES	YES		
27EO Service Maintenance - Office Equipment Operation	7	0.00	0.00	0.00	0.00	14.29	1.64	1.70	0.17	5.35	2.08	NO	NO	NO	NO	NO
		0.00	14.29	57.14			0.65	11.57	17.06			NO	NO	NO		
27GM Service Maintenance - General Maintenance/Trades	402	8.96	3.73	0.00	3.48	2.74	1.09	6.68	0.23	11.74	1.35	NO	YES	NO	YES	NO
		0.25	19.15	11.69			0.48	21.57	3.85			NO	YES	NO		
27LE Service Maintenance - Law Enforcement	2	0.00	0.00	0.00	0.00	0.00	0.00	6.64	0.00	0.00	0.00	NO	NO	NO	NO	NO
		0.00	0.00	0.00			0.00	6.64	5.32			NO	NO	NO		
27SP Service Maintenance - Store & Purchases	30	0.00	0.00	0.00	0.00	0.00	6.22	3.32	0.14	2.59	2.15	YES	NO	NO	NO	NO
		0.00	0.00	23.33			0.14	14.58	35.39			NO	YES	YES		
27WA Service Maintenance - Water	25	0.00	4.00	0.00	0.00	0.00	8.49	5.34	0.00	3.03	2.40	YES	NO	NO	NO	NO
		0.00	4.00	16.00			0.02	19.29	9.71			NO	YES	NO		
<b>Total Employees:</b>	5,671															

# Incumbency vs. Estimated Availability

Job Group & Name	Total Emp	EMPLOYMENT %					AVAILABILITY %					PLACEMENT GOAL?				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		

W - Whole Person Rule

A placement goal is set when employment is less than availability by at least one whole person.

# City of Portland

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## Placement Goals Report

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Job Group & Name	GOAL %					
	Blk	Asi	Pac	His	Nat	
	Two	Min		Fem		
20AC Officials/Admin - Accounting						
20AM Officials/Admin - Auto Maintenance						
20BI Officials/Admin - Building Inspections						
20BT Officials/Admin - Building Trades						
20CR Officials/Admin - Community Relations						
20DR Officials/Admin - Directors						
20EC Officials/Admin - Emergency Communication						
20EN Officials/Admin - Environmental						
20EO Officials/Admin - Office Equipment Operation		12.01	29.11			
20ER Officials/Admin - Engineering & Related			4.61			
20FI Officials/Admin - Fire						
20FL Officials/Admin - Financial						
20GA Officials/Admin - General Administrative			13.39			
20GM Officials/Admin - General Maintenance/Trades			19.83			
20HR Officials/Admin - Human Resources					63.20	
20IT Officials/Admin - Information Technology					30.50	
20LE Officials/Admin - Law Enforcement			8.11		24.84	
20LL Officials/Admin - Legal					17.56	53.26
20PL Officials/Admin - Planning						
20PM Officials/Admin - Program Management					6.89	
20PR Officials/Admin - Parks/Recreation						
20RM Officials/Admin - Risk Management						
20SP Officials/Admin - Store & Purchases						
20WA Officials/Admin - Water						
21AC Professionals - Accounting					63.17	
21AM Professionals - Auto Maintenance						
21BI Professionals - Building Inspections						
21BT Professionals - Building Trades						
21CI Professionals - Code Inspections						

Job Group & Name	GOAL %					
	Blk	Asi	Pac	His	Nat	
	Two	Min	Fem			
21CR Professionals - Community Relations	6.19			4.94	2.63	
						19.53
21EC Professionals - Emergency Communication						
21EN Professionals - Environmental		2.58				
21EO Professionals - Office Equipment Operation						
21ER Professionals - Engineering & Related				2.99	2.65	
		1.05				
21FI Professionals - Fire		6.42				
						11.93
21FL Professionals - Financial						
		4.52		73.35		
21GA Professionals - General Administrative	6.71	6.73			1.22	
				18.03	80.13	
21GM Professionals - General Maintenance/Trades						
21HR Professionals - Human Resources						
				79.69		
21IT Professionals - Information Technology	9.13			5.36	2.40	
				30.41	36.48	
21LB Professionals - Lab						
						20.07
21LE Professionals - Law Enforcement		5.40				
21LL Professionals - Legal						
21PL Professionals - Planning	3.82					
21PM Professionals - Program Management						
		6.91		85.44		
21PR Professionals - Parks/Recreation						
21RM Professionals - Risk Management						
				68.84		
21SP Professionals - Store & Purchases						
21VI Professionals - Video						
21WA Professionals - Water						
22AC Technicians - Accounting						
				60.95		
22BI Technicians - Building Inspectors						
				13.25		
22BO Technicians - Botanic						
				70.00		
22CI Technicians - Code Inspections		6.38			6.41	
22CR Technicians - Community Relations						
22EL Technicians - Electronics		9.84				
				21.08		
22EN Technicians - Environmental		8.28				
						15.66

Job Group & Name	GOAL %				
	Blk	Asi	Pac	His	Nat
	Two	Min	Fem		
22EO Technicians - Office Equipment Operation			43.67		
22ER Technicians - Engineering & Related		11.02		10.08	
		23.35			
22FI Technicians - Fire	4.44			5.76	3.99
		19.51			
22IT Technicians - Information Technology		19.66			4.98
22LB Technicians - Lab					11.55
		31.36	61.90		
22LE Technicians - Law Enforcement	4.01	6.72			
		14.25			
22SP Technicians - Store & Purchases					
22VI Technicians - Video					
22WA Technicians - Water		4.23			
23EC Protective Service - Emergency Communication	3.33	1.86			
23FI Protective Service - Fire			7.73		
23LE Protective Service - Law Enforcement			0.64	3.75	1.01
		1.27			
23WA Protective Service - Water					
24AC Paraprofessionals - Accounting					
24BO Paraprofessionals - Botanic					
24CR Paraprofessionals - Community Relations					
24GA Paraprofessionals - General Administrative	9.68	8.23			1.52
24HR Paraprofessionals - Human Resources					
			86.86		
24IT Paraprofessionals - Information Technology			32.85		
24LE Paraprofessionals - Law Enforcement					
24LL Paraprofessionals - Legal					
24PL Paraprofessionals - Planning					
24PR Paraprofessionals - Parks/Recreation					
25AC Administrative Support - Accounting					
25CI Administrative Support - Code Inspections			23.21		
25GA Administrative Support - General Administrative			26.98		
25LL Administrative Support - Legal					
25OS Administrative Support - Office Support			0.28	4.64	2.56
			83.33		
25RM Administrative Support - Risk Management					
26AM Skilled Craft - Auto Maintenance					



Job Group & Name	GOAL %					
	Blk	Asi	Pac	His	Nat	
	Two	Min	Fem			
26BO Skilled Craft - Botanic				32.09		
		37.54				
26BT Skilled Craft - Building Trades		9.16		5.56		
		18.44	24.08			
26EL Skilled Craft - Electronics		9.78				
		19.11	20.88			
26EN Skilled Craft - Environmental						
26GM Skilled Craft - General Maintenance/Trades	6.98			5.54	2.40	
		18.74	9.12			
26WA Skilled Craft - Water	8.45	4.56				
27AM Service Maintenance - Auto Maintenance						
		23.11	12.23			
27EO Service Maintenance - Office Equipment Operation						
27GM Service Maintenance - General Maintenance/Trades		6.68		11.74		
		21.57				
27LE Service Maintenance - Law Enforcement						
27SP Service Maintenance - Store & Purchases	6.22					
		14.58	35.39			
27WA Service Maintenance - Water	8.49					
		19.29				

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## Number of Persons Required to be Fully Utilized

Job Group & Name	Total Emp	# EMPLOYED					# AVAILABLE					PERSONS REQUIRED				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
20AC Officials/Admin - Accounting	1	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0	0	0	0	0
		0	0	1			0.0	0.1	0.5			0	0	0		
20AM Officials/Admin - Auto Maintenance	2	0	0	0	0	0	0.0	0.0	0.0	0.0	0.2	0	0	0	0	0
		0	0	0			0.0	0.2	0.0			0	0	0		
20BI Officials/Admin - Building Inspections	4	0	0	0	0	0	0.0	0.1	0.0	0.1	0.0	0	0	0	0	0
		0	0	0			0.0	0.3	0.9			0	0	0		
20BT Officials/Admin - Building Trades	2	0	0	0	0	0	0.2	0.0	0.0	0.0	0.0	0	0	0	0	0
		0	0	0			0.0	0.2	0.3			0	0	0		
20CR Officials/Admin - Community Relations	4	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0	0	0	0	0
		0	0	3			0.0	0.2	1.8			0	0	0		
20DR Officials/Admin - Directors	24	3	0	0	1	0	0.8	0.9	0.0	0.8	0.1	0	0	0	0	0
		0	4	12			0.1	2.8	5.3			0	0	0		
20EC Officials/Admin - Emergency Communication	2	0	0	0	0	0	0.0	0.1	0.0	0.0	0.1	0	0	0	0	0
		0	0	1			0.0	0.2	1.3			0	0	0		
20EN Officials/Admin - Environmental	19	2	0	0	0	0	2.2	0.9	0.0	0.0	0.0	0	0	0	0	0
		1	3	7			2.2	5.5	5.9			1	2	0		
20EO Officials/Admin - Office Equipment Operation	1	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0	0	0	0	0
		0	0	0			0.0	0.0	0.1			0	0	0		
20ER Officials/Admin - Engineering & Related	49	0	1	0	0	0	0.7	2.2	0.0	0.9	0.2	0	1	0	0	0
		1	2	11			0.2	4.5	5.4			0	2	0		
20FI Officials/Admin - Fire	9	0	0	0	0	0	0.3	0.1	0.0	0.0	0.3	0	0	0	0	0
		1	1	0			0.0	0.8	0.3			0	0	0		
20FL Officials/Admin - Financial	3	1	0	0	0	0	0.0	0.1	0.0	0.0	0.0	0	0	0	0	0

# Number of Persons Required to be Fully Utilized

Job Group & Name	Total Emp	# EMPLOYED					# AVAILABLE					PERSONS REQUIRED				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
		0	1	0			0.0	0.2	0.8			0	0	0		
20GA Officials/Admin - General Administrative	32	2	2	0	0	0	0.9	4.2	0.0	0.5	0.0	0	2	0	0	0
		1	5	17			0.4	6.3	15.4			0	1	0		
20GM Officials/Admin - General Maintenance/Trades	11	1	0	0	0	0	0.1	0.3	0.0	0.3	0.1	0	0	0	0	0
		0	1	2			0.1	1.0	2.3			0	0	0		
20HR Officials/Admin - Human Resources	10	3	0	0	0	1	2.2	0.0	0.0	0.7	0.3	0	0	0	0	0
		0	4	5			0.3	3.8	6.3			0	0	1		
20IT Officials/Admin - Information Technology	29	2	2	0	0	1	0.2	1.6	0.3	0.8	0.1	0	0	0	0	0
		0	5	4			0.3	3.5	8.8			0	0	4		
20LE Officials/Admin - Law Enforcement	17	1	0	0	0	0	0.0	1.3	0.0	0.0	0.0	0	1	0	0	0
		0	1	3			0.0	1.4	4.2			0	0	1		
20LL Officials/Admin - Legal	14	0	0	0	0	0	0.0	0.8	0.0	0.8	0.0	0	0	0	0	0
		0	0	5			0.7	2.4	7.4			0	2	2		
20PL Officials/Admin - Planning	10	0	1	0	0	0	0.0	1.2	0.0	0.1	0.0	0	0	0	0	0
		0	1	3			0.0	1.5	3.4			0	0	0		
20PM Officials/Admin - Program Management	15	1	1	0	0	0	0.3	0.4	0.0	1.0	0.0	0	0	0	1	0
		0	2	10			0.4	2.3	6.8			0	0	0		
20PR Officials/Admin - Parks/Recreation	12	0	1	0	0	0	0.4	0.1	0.0	0.1	0.0	0	0	0	0	0
		0	1	5			0.0	0.9	3.4			0	0	0		
20RM Officials/Admin - Risk Management	1	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0	0	0	0	0
		0	0	1			0.0	0.0	0.3			0	0	0		
20SP Officials/Admin - Store & Purchases	1	0	0	0	0	0	0.0	0.3	0.0	0.0	0.0	0	0	0	0	0
		0	0	1			0.0	0.3	0.6			0	0	0		
20WA Officials/Admin - Water	5	0	0	0	0	0	0.1	0.0	0.0	0.0	0.0	0	0	0	0	0
		0	0	1			0.3	0.5	1.3			0	0	0		
21AC Professionals - Accounting	24	1	5	0	2	0	0.5	1.9	0.0	0.6	0.1	0	0	0	0	0

# Number of Persons Required to be Fully Utilized

Job Group & Name	Total Emp	# EMPLOYED					# AVAILABLE					PERSONS REQUIRED				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
		1	9	12			0.4	3.8	15.1			0	0	3		
21AM Professionals - Auto Maintenance	9	0	0	0	0	1	0.2	0.5	0.0	0.4	0.1	0	0	0	0	0
		0	1	1			0.0	1.4	1.3			0	0	0		
21BI Professionals - Building Inspections	16	0	0	0	1	0	0.6	0.9	0.0	0.4	0.1	0	0	0	0	0
		0	1	5			0.0	2.3	3.7			0	1	0		
21BT Professionals - Building Trades	14	1	0	0	0	0	0.2	0.2	0.0	0.3	0.1	0	0	0	0	0
		0	1	4			0.2	1.3	1.1			0	0	0		
21CI Professionals - Code Inspections	1	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0	0	0	0	0
		0	0	0			0.0	0.1	0.5			0	0	0		
21CR Professionals - Community Relations	64	2	2	0	1	0	3.9	2.5	0.4	3.1	1.6	1	0	0	2	1
		3	8	39			0.7	12.4	35.2			0	4	0		
21EC Professionals - Emergency Communication	15	1	1	0	0	1	0.2	0.0	0.0	0.8	0.2	0	0	0	0	0
		0	3	11			0.0	1.4	9.4			0	0	0		
21EN Professionals - Environmental	58	2	0	0	2	0	1.5	1.4	0.3	1.1	0.2	0	1	0	0	0
		2	6	27			0.3	5.2	17.9			0	0	0		
21EO Professionals - Office Equipment Operation	2	0	0	0	0	0	0.0	0.0	0.0	0.0	0.1	0	0	0	0	0
		0	0	0			0.0	0.2	0.5			0	0	0		
21ER Professionals - Engineering & Related	222	4	24	0	3	2	3.9	11.2	0.1	6.6	5.8	0	0	0	3	3
		1	34	71			2.3	30.1	37.0			1	0	0		
21FI Professionals - Fire	52	2	1	0	0	2	1.4	3.3	0.0	0.9	0.4	0	2	0	0	0
		0	5	2			0.0	6.2	2.3			0	1	0		
21FL Professionals - Financial	71	5	16	0	1	0	3.2	5.1	0.0	0.2	0.0	0	0	0	0	0
		2	24	36			3.2	11.8	52.0			1	0	16		
21GA Professionals - General Administrative	129	5	4	1	3	0	8.6	8.6	0.0	1.8	1.5	3	4	0	0	1
		2	15	86			2.4	23.2	103.3			0	8	17		
21GM Professionals - General Maintenance/Trades	54	2	2	0	3	1	2.8	1.8	0.0	1.4	1.1	0	0	0	0	0

# Number of Persons Required to be Fully Utilized

Job Group & Name	Total Emp	# EMPLOYED					# AVAILABLE					PERSONS REQUIRED				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
		2	10	8			0.2	7.5	4.2			0	0	0		
21HR Professionals - Human Resources	45	10	2	0	3	1	3.1	2.9	0.0	1.3	0.6	0	0	0	0	0
		3	19	33			0.7	9.0	35.8			0	0	2		
21IT Professionals - Information Technology	132	8	19	0	4	0	12.0	17.3	0.0	7.0	3.1	4	0	0	3	3
		3	34	47			0.3	40.1	48.1			0	6	1		
21LB Professionals - Lab	10	0	0	0	1	0	0.0	0.6	0.0	0.9	0.3	0	0	0	0	0
		0	1	8			0.0	2.0	4.3			0	1	0		
21LE Professionals - Law Enforcement	53	1	1	0	1	1	1.2	2.8	0.0	1.6	0.4	0	1	0	0	0
		2	6	9			0.0	6.2	7.5			0	0	0		
21LL Professionals - Legal	22	0	1	0	1	0	0.2	0.5	0.0	0.5	0.2	0	0	0	0	0
		1	3	12			0.0	1.6	8.0			0	0	0		
21PL Professionals - Planning	133	1	8	0	7	2	5.0	6.7	0.0	5.6	0.0	4	0	0	0	0
		0	18	73			0.0	17.6	45.1			0	0	0		
21PM Professionals - Program Management	152	5	7	1	11	0	5.8	6.5	0.0	0.8	0.7	0	0	0	0	0
		5	29	85			10.5	24.5	129.8			5	0	44		
21PR Professionals - Parks/Recreation	98	12	2	0	3	2	5.7	1.9	0.0	3.3	2.2	0	0	0	0	0
		1	20	50			1.2	14.6	34.7			0	0	0		
21RM Professionals - Risk Management	29	1	1	0	0	0	0.1	0.7	0.1	0.6	0.4	0	0	0	0	0
		0	2	16			0.0	2.1	19.9			0	0	3		
21SP Professionals - Store & Purchases	13	1	1	0	0	0	0.0	0.0	0.0	0.2	0.1	0	0	0	0	0
		1	3	10			0.0	0.5	6.9			0	0	0		
21VI Professionals - Video	1	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0	0	0	0	0
		0	0	0			0.0	0.0	0.6			0	0	0		
21WA Professionals - Water	17	1	0	0	1	0	0.3	0.9	0.0	0.7	0.3	0	0	0	0	0
		1	3	5			0.3	2.8	2.8			0	0	0		
22AC Technicians - Accounting	20	1	5	0	1	0	0.2	1.4	0.0	0.4	0.2	0	0	0	0	0
		0	7	11			0.1	2.5	12.1			0	0	1		

# Number of Persons Required to be Fully Utilized

Job Group & Name	Total Emp	# EMPLOYED					# AVAILABLE					PERSONS REQUIRED				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
22BI Technicians - Building Inspectors	112	7	2	0	5	2	0.4	1.9	0.0	1.9	0.6	0	0	0	0	0
		0	16	13			0.0	5.0	14.8			0	0	1		
22BO Technicians - Botanic	13	0	1	0	0	0	0.0	0.0	0.0	0.0	0.0	0	0	0	0	0
		1	2	2			0.0	0.0	9.1			0	0	7		
22CI Technicians - Code Inspections	75	6	3	0	1	1	0.4	4.7	0.0	0.4	4.8	0	1	0	0	3
		1	12	40			0.1	10.5	39.8			0	0	0		
22CR Technicians - Community Relations	3	0	0	0	0	0	0.0	0.1	0.1	0.2	0.0	0	0	0	0	0
		0	0	1			0.0	0.5	0.4			0	0	0		
22EL Technicians - Electronics	23	1	1	0	1	0	0.3	2.2	0.1	1.3	0.1	0	1	0	0	0
		1	4	2			0.0	4.4	4.8			0	0	2		
22EN Technicians - Environmental	47	2	0	1	1	0	0.9	3.8	0.2	1.3	0.5	0	3	0	0	0
		0	4	21			0.3	7.3	16.4			0	3	0		
22EO Technicians - Office Equipment Operation	14	0	0	0	1	1	0.1	0.1	0.0	0.2	1.6	0	0	0	0	0
		0	2	3			0.0	2.2	6.1			0	0	3		
22ER Technicians - Engineering & Related	293	11	21	2	8	5	1.8	32.2	0.7	29.5	2.3	0	11	0	21	0
		2	49	98			1.6	68.4	62.7			0	19	0		
22FI Technicians - Fire	172	4	9	0	8	2	7.6	8.3	0.0	9.9	6.8	3	0	0	1	4
		0	23	14			0.7	33.5	9.9			0	10	0		
22IT Technicians - Information Technology	55	5	7	0	3	1	0.2	10.8	0.0	0.4	2.7	0	3	0	0	1
		0	16	23			0.1	14.3	11.0			0	0	0		
22LB Technicians - Lab	10	0	0	0	2	0	0.0	0.3	0.0	1.6	1.1	0	0	0	0	1
		0	2	5			0.0	3.1	6.1			0	1	1		
22LE Technicians - Law Enforcement	254	7	14	0	7	3	10.1	17.0	0.0	6.8	2.0	3	3	0	0	0
		1	32	60			0.0	36.1	40.0			0	4	0		
22SP Technicians - Store & Purchases	12	2	0	0	0	0	0.0	0.1	0.0	0.3	0.0	0	0	0	0	0
		1	3	8			0.0	0.5	5.1			0	0	0		
22VI Technicians - Video	2	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0	0	0	0	0
		0	0	0			0.0	0.0	0.2			0	0	0		

# Number of Persons Required to be Fully Utilized

Job Group & Name	Total Emp	# EMPLOYED					# AVAILABLE					PERSONS REQUIRED				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
22WA Technicians - Water	25	2	0	0	0	0	1.0	1.0	0.0	0.2	0.5	0	1	0	0	0
		1	3	7			0.0	2.9	4.5			0	0	0		
23EC Protective Service - Emergency Communication	109	2	1	0	7	1	3.6	2.0	0.1	2.2	1.8	1	1	0	0	0
		1	12	75			1.1	11.0	60.1			0	0	0		
23FI Protective Service - Fire	462	20	22	0	26	18	4.3	4.4	0.0	17.9	5.6	0	0	0	0	0
		2	88	27			0.0	32.5	35.7			0	0	8		
23LE Protective Service - Law Enforcement	668	27	46	0	18	5	7.0	11.6	4.2	25.0	6.7	0	0	4	7	1
		0	96	103			8.4	63.3	96.7			8	0	0		
23WA Protective Service - Water	21	2	0	0	1	0	0.7	0.4	0.0	1.0	0.6	0	0	0	0	0
		1	4	4			0.2	3.2	4.4			0	0	0		
24AC Paraprofessionals - Accounting	23	0	7	0	1	0	0.2	2.0	0.0	0.3	0.2	0	0	0	0	0
		1	9	17			0.0	2.9	15.1			0	0	0		
24BO Paraprofessionals - Botanic	6	0	0	0	0	0	0.0	0.1	0.0	0.0	0.0	0	0	0	0	0
		0	0	4			0.0	0.2	1.5			0	0	0		
24CR Paraprofessionals - Community Relations	11	1	1	0	2	0	0.5	0.4	0.0	0.7	0.1	0	0	0	0	0
		0	4	7			0.1	2.1	7.1			0	0	0		
24GA Paraprofessionals - General Administrative	78	5	5	0	1	0	7.5	6.4	0.0	1.2	1.1	2	1	0	0	1
		6	17	70			1.1	17.5	68.2			0	0	0		
24HR Paraprofessionals - Human Resources	7	0	2	0	0	0	0.5	0.5	0.0	0.1	0.0	0	0	0	0	0
		1	3	5			0.1	1.4	6.0			0	0	1		
24IT Paraprofessionals - Information Technology	17	0	4	0	0	1	0.4	0.7	0.0	0.4	0.3	0	0	0	0	0
		0	5	3			0.1	2.0	5.5			0	0	2		
24LE Paraprofessionals - Law Enforcement	17	2	0	0	0	0	0.4	0.7	0.0	0.2	0.2	0	0	0	0	0
		1	3	13			0.0	1.7	9.0			0	0	0		
24LL Paraprofessionals - Legal	9	1	1	0	0	0	0.9	0.0	0.0	0.0	0.0	0	0	0	0	0
		0	2	8			0.0	0.9	8.9			0	0	0		

# Number of Persons Required to be Fully Utilized

Job Group & Name	Total Emp	# EMPLOYED					# AVAILABLE					PERSONS REQUIRED				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
24PL Paraprofessionals - Planning	8	0	0	0	1	0	0.3	0.4	0.0	0.3	0.0	0	0	0	0	0
		0	1	2			0.0	1.0	2.7			0	0	0		
24PR Paraprofessionals - Parks/Recreation	21	2	0	0	0	0	1.2	0.0	0.0	0.4	0.6	0	0	0	0	0
		1	3	15			0.4	2.8	14.2			0	0	0		
25AC Administrative Support - Accounting	6	0	1	0	0	0	0.4	0.3	0.0	0.1	0.0	0	0	0	0	0
		0	1	5			0.0	1.0	5.2			0	0	0		
25CI Administrative Support - Code Inspections	11	0	0	0	0	1	0.9	0.8	0.0	0.2	0.2	0	0	0	0	0
		0	1	9			0.2	2.5	7.6			0	1	0		
25GA Administrative Support - General Administrative	4	0	0	0	0	0	0.4	0.3	0.0	0.0	0.0	0	0	0	0	0
		0	0	3			0.1	1.0	3.3			0	1	0		
25LL Administrative Support - Legal	9	1	0	0	0	0	0.0	0.4	0.0	0.3	0.0	0	0	0	0	0
		0	1	9			0.0	0.9	8.0			0	0	0		
25OS Administrative Support - Office Support	378	31	26	0	9	5	9.2	16.0	1.0	17.5	9.6	0	0	1	8	4
		5	76	308			2.5	56.3	314.9			0	0	6		
25RM Administrative Support - Risk Management	2	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0	0	0	0	0
		0	0	2			0.0	0.3	1.7			0	0	0		
26AM Skilled Craft - Auto Maintenance	53	2	7	0	3	1	0.0	0.0	0.0	0.0	0.0	0	0	0	0	0
		0	13	1			0.0	0.0	0.0			0	0	0		
26BO Skilled Craft - Botanic	43	1	0	0	2	0	0.4	0.9	0.1	13.7	0.5	0	0	0	11	0
		0	3	7			0.2	16.1	6.3			0	13	0		
26BT Skilled Craft - Building Trades	23	1	1	0	0	0	0.4	2.1	0.1	1.2	0.1	0	1	0	1	0
		1	3	1			0.1	4.2	5.5			0	1	4		
26EL Skilled Craft - Electronics	14	0	0	0	0	0	0.2	1.3	0.0	0.7	0.1	0	1	0	0	0
		0	0	0			0.1	2.6	2.9			0	2	2		
26EN Skilled Craft - Environmental	66	3	4	0	2	0	0.3	0.8	0.0	2.6	0.3	0	0	0	0	0
		0	9	7			0.8	5.0	2.8			0	0	0		



# Number of Persons Required to be Fully Utilized

Job Group & Name	Total Emp	# EMPLOYED					# AVAILABLE					PERSONS REQUIRED				
		Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat	Blk	Asi	Pac	His	Nat
		Two	Min	Fem			Two	Min	Fem			Two	Min	Fem		
26GM Skilled Craft - General Maintenance/Trades	210	9	6	0	3	4	14.6	6.5	0.5	11.6	5.0	5	0	0	8	1
		3	25	16			0.9	39.3	19.1			0	14	3		
26WA Skilled Craft - Water	76	3	2	0	3	4	6.4	3.4	0.0	1.9	1.9	3	1	0	0	0
		1	13	5			0.0	13.8	5.7			0	0	0		
27AM Service Maintenance - Auto Maintenance	10	0	0	0	0	0	0.9	0.3	0.0	0.6	0.2	0	0	0	0	0
		0	0	0			0.0	2.3	1.2			0	2	1		
27EO Service Maintenance - Office Equipment Operation	7	0	0	0	0	1	0.1	0.1	0.0	0.3	0.1	0	0	0	0	0
		0	1	4			0.0	0.8	1.1			0	0	0		
27GM Service Maintenance - General Maintenance/Trades	402	36	15	0	14	11	4.3	26.8	0.9	47.1	5.4	0	11	0	33	0
		1	77	47			1.9	86.7	15.4			0	9	0		
27LE Service Maintenance - Law Enforcement	2	0	0	0	0	0	0.0	0.1	0.0	0.0	0.0	0	0	0	0	0
		0	0	0			0.0	0.1	0.1			0	0	0		
27SP Service Maintenance - Store & Purchases	30	0	0	0	0	0	1.8	0.9	0.0	0.7	0.6	1	0	0	0	0
		0	0	7			0.0	4.3	10.6			0	4	3		
27WA Service Maintenance - Water	25	0	1	0	0	0	2.1	1.3	0.0	0.7	0.6	2	0	0	0	0
		0	1	4			0.0	4.8	2.4			0	3	0		

**W - Whole Person Rule**

A placement goal is set when employment is less than availability by at least one whole person.

# City of Portland

City of Portland

FY 2007-2008 Qtr 3 AA Data

## Workforce Analysis by Departments

### Department: 124200 Chiefs Office

Reports to: 124100 Bureau of Fire, Rescue & Emergency Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7204	Comm Outrch & Info Rep, Sr	MG007	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7172	EAP Specialist	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7105	Executive Assistant	MG005	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7095	Fire Chief	MG016	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5212	Fire Training Officer 53 Hr	FI382	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5208	Fire Fighter 53 Hr	FI198	4	3	3	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
<b>Total:</b>			9	5	4	0	0	0	1	0	0	4	4	0	0	0	0	0	0	0	1

### Department: 124210 Management Services

Reports to: 124100 Bureau of Fire, Rescue & Emergency Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7377	Financial Analyst, Senior	MG008	2	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
7133	Management Analyst, Principal	MG011	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7131	Management Analyst	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7130	Management Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7122	Business Systems Analyst, Senior	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7113	Business Operations Mgr, Senior	MG014	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7112	Business Operations Mgr	MG011	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0516	Accountant III	DC448	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0514	Accountant I	DC255	5	2	0	0	0	0	0	0	0	0	2	1	0	0	0	0	0	1	1
0510	Accounting Tech	DC090	6	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
0104	Office Supp Spec III	DC220	6	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1

# Workforce Analysis by Departments

**Total:** 13 5 2 1 1 1 0 0 0 0 8 6 0 1 0 0 0 0 1 5

## Department: 124220 Logistics

Reports to: 124100 Bureau of Fire, Rescue & Emergency Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE					Tot Min		
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P		O	
7950	Fire Chief, Deputy	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7718	Facilities Maint Supvrsr, Senior	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7708	Vehicle Maint Supervisor II	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5230	Fire Captain, Staff	FI785	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5222	Fire Inspector/Specialist*	FI702	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1532	Vehicle & Equip Mechanic	DC338	7	7	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1443	Painter	DC325	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1420	Carpenter	DC325	7	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1211	Utility Worker II	DC116	8	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1115	Facilities Maint Tech	DC338	7	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0337	Distribution Tech	DC109	8	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
0102	Office Supp Spec II	DC090	6	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
0100	Office Supp Spec I	DC060	6	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	1
<b>Total:</b>			22	19	19	0	0	0	0	0	0	3	2	1	0	0	0	0	0	0	1

## Department: 124230 Emergency Operations

Reports to: 124100 Bureau of Fire, Rescue & Emergency Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE					Tot Min		
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P		O	
7955	Fire Division Chief	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7950	Fire Chief, Deputy	MG013	1	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7197	EMS Program Manager	MG010	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7103	Administrative Assistant	MG004	5	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
6150	Hazardous Materials Coord	CO100	4	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5314	Fire Captain 53 Hr	FI488	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5313	Fire Lieutenant, Staff	FI702	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5311	Fire Lieutenant 53 Hr	FI356	3	2	2	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1

# Workforce Analysis by Departments

5308	Fire Fighter 53 Hr	FI198	4	5	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5260	Harbor Pilot 53 Hr	FI356	4	7	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5249	EMS Coordinator	FI782	4	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5248	EMS Specialist	FI760	4	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
5230	Fire Captain, Staff	FI785	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5216	Fire Battalion Chief	FI775	2	14	13	12	0	0	0	1	0	0	1	1	0	0	0	0	0	0	1
5215	Fire Training Captain 53 Hr	FI514	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5214	Fire Captain 53 Hr	FI488	2	29	28	25	1	1	0	1	0	0	1	0	1	0	0	0	0	0	4
5213	Fire Lieutenant, Staff	FI702	3	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5212	Fire Training Officer 53 Hr	FI382	3	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5211	Fire Lieutenant 53 Hr	FI356	3	96	91	79	3	7	2	0	0	0	5	5	0	0	0	0	0	0	12
5209	Fire Fighter Specialist 53 Hr	FI230	4	15	12	9	0	1	2	0	0	0	3	2	0	1	0	0	0	0	4
5208	Fire Fighter 53 Hr	FI198	4	403	382	306	19	17	23	16	0	1	21	21	0	0	0	0	0	0	76
<b>Total:</b>			601	565	469	23	26	27	19	0	1	36	34	1	1	0	0	0	0	0	98

## Department: 124240 Training

Reports to: 124100 Bureau of Fire, Rescue & Emergency Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7955	Fire Division Chief	MG014	1	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
7247	Video Production Manager	MG006	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7246	Video Production Specialist	MG005	3	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5230	Fire Captain, Staff	FI785	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5222	Fire Inspector/Specialist*	FI702	3	2	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
5216	Fire Battalion Chief	FI775	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5213	Fire Lieutenant, Staff	FI702	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5212	Fire Training Officer 53 Hr	FI382	3	2	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
5209	Fire Fighter Specialist 53 Hr	FI230	4	4	3	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0	1
5208	Fire Fighter 53 Hr	FI198	4	17	16	0	3	1	0	0	1	1	1	0	0	0	0	0	0	0	5
<b>Total:</b>			34	31	23	1	3	2	0	0	2	3	3	0	0	0	0	0	0	0	8

## Workforce Analysis by Departments

### Department: 124250 Emergency Management

Reports to: 124100 Bureau of Fire, Rescue & Emergency Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7960 Fire Marshal	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7950 Fire Chief, Deputy	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7651 Engineer, Supervising	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7110 Business Operations Supervisor	MG009	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7106 Administrative Supervisor I	MG005	2	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1
7102 Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
6046 Fire Land Use Review Tech	CO023	3	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	1
6042 Development Svc Tech II	CO030	3	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
5327 Fire Inspector, Senior-Specialist	FI440	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5230 Fire Captain, Staff	FI785	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5227 Fire Inspector, Senior-Specialist	FI440	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5225 Fire Investigator	FI702	3	7	5	3	1	0	1	0	0	0	2	2	0	0	0	0	0	0	0	2
5222 Fire Inspector/Specialist*	FI702	3	17	15	13	0	0	1	1	0	0	2	2	0	0	0	0	0	0	0	2
5221 Fire Inspector, Senior	FI770	3	4	3	3	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
5220 Fire Inspector	FI676	3	22	19	14	0	2	3	0	0	0	3	3	0	0	0	0	0	0	0	5
5209 Fire Fighter Specialist 53 Hr	FI230	4	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
5208 Fire Fighter 53 Hr	FI198	4	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0510 Accounting Tech	DC090	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
0102 Office Supp Spec II	DC090	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
<b>Total:</b>			<b>68</b>	<b>52</b>	<b>42</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>12</b>

### Department: 540100 Bureau of Housing & Community Development

Reports to: 190000 Commissioner #2 - Department of Public Works

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7376 Financial Analyst	MG006	2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	1
7375 Financial Analyst, Assistant	MG004	2	2	0	0	0	0	0	0	0	0	2	0	1	1	0	0	0	0	0	2
7222 Housing Prog Mgr, Senior	MG011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7202 Comm Outrch & Info Asst	MG004	5	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	1

# Workforce Analysis by Departments

7156	Program Manager	MG008	2	5	2	1	0	0	0	0	0	1	3	3	0	0	0	0	0	1
7154	Program Coordinator	MG007	2	9	1	0	0	1	0	0	0	0	8	5	0	0	3	0	0	4
7153	Program Specialist	MG005	2	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0
7152	Program Specialist, Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	1
7133	Management Analyst, Principal	MG011	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7131	Management Analyst	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7130	Management Assistant	MG004	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7120	Business Sys Analyst, Assistant	MG004	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7112	Business Operations Mgr	MG011	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1
7102	Administrative Spec, Senior	MG003	5	3	0	0	0	0	0	0	0	0	3	1	2	0	0	0	0	2
7026	Housing/Community Dev Director	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>			32	8	6	0	1	0	0	0	1	24	13	5	2	4	0	0	0	13

## Department: 180300 Administration

Reports to: 180200 Water Division

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O	
7715	Facilities Svcs Specialist	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7678	Property Acquisition & Svcs Mgr	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7607	Environmental Prog Spec	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7582	Security Supervisor	MG006	4	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7271	Training & Development Officer	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7206	Public Information Officer	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7204	Comm Outrch & Info Rep, Sr	MG007	2	2	1	0	1	0	0	0	0	0	1	1	0	0	0	0	0	1
7203	Comm Outrch & Info Rep	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7196	Security & Emerg Mgmt Prog Mgr	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7153	Program Specialist	MG005	2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1
7133	Management Analyst, Principal	MG011	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
7131	Management Analyst	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7130	Management Assistant	MG004	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
7108	Water Administrative Manager	MG010	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7105	Executive Assistant	MG005	5	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1
7060	Water Utility Director	MG017	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1709	Water Security Specialist	DC116	4	18	14	11	1	0	1	0	0	1	4	3	1	0	0	0	0	4

# Workforce Analysis by Departments

1708	Water Security Spec, Lead	DC117	4	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1215	Park Technician	DC145	8	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>			39	25	19	4	0	1	0	0	1	14	11	2	0	0	0	0	0	1	9

## Department: 180301 Finance & Support Services

Reports to: 180200 Water Division

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7378	Financial Analyst, Principal	MG011	2	4	1	1	0	0	0	0	0	0	3	1	0	2	0	0	0	0	2
7377	Financial Analyst, Senior	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7375	Financial Analyst, Assistant	MG004	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7122	Business Systems Analyst, Senior	MG008	2	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
7113	Business Operations Mgr, Senior	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7112	Business Operations Mgr	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7110	Business Operations Supervisor	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7106	Administrative Supervisor I	MG005	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
0516	Accountant III	DC448	2	2	1	0	0	1	0	0	0	1	1	0	0	0	0	0	0	0	1
0514	Accountant I	DC255	5	2	1	0	0	1	0	0	0	1	1	0	0	0	0	0	0	0	1
0104	Office Supp Spec III	DC220	6	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
0102	Office Supp Spec II	DC090	6	4	1	1	0	0	0	0	0	3	2	0	0	0	0	0	0	1	1
0100	Office Supp Spec I	DC060	6	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
<b>Total:</b>			23	8	6	0	2	0	0	0	0	15	11	0	2	0	0	0	0	2	6

## Department: 180303 Customer Services

Reports to: 180200 Water Division

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7506	Info Sys Analyst IV (Supvsr)	MG009	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7377	Financial Analyst, Senior	MG008	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7154	Program Coordinator	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7132	Management Analyst, Senior	MG008	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7121	Business Systems Analyst	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7117	Customer Svc Manager	MG013	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7116	Customer Svc Supervisor	MG008	2	6	1	1	0	0	0	0	0	5	4	1	0	0	0	0	0	0	1

# Workforce Analysis by Departments

7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
6180	Remittance Tech	CO120	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	
1706	Water Service Inspector II	DC009	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1705	Water Service Inspector I	DC190	3	8	6	6	0	0	0	0	0	0	2	2	0	0	0	0	0	0	
1701	Water Meter Reader II	DC190	8	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1700	Water Meter Reader I	DC100	8	15	12	11	0	1	0	0	0	0	3	3	0	0	0	0	0	1	
1200	Maintenance Worker	DC020	8	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	
0132	Customer Accts Spec II	DC220	6	10	3	3	0	0	0	0	0	0	7	6	0	1	0	0	0	1	
0131	Customer Accts Spec I	DC120	6	51	13	10	1	1	1	0	0	0	38	27	7	1	1	1	0	14	
0102	Office Supp Spec II	DC090	6	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	
0100	Office Supp Spec I	DC060	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
<b>Total:</b>			108	43	38	2	2	1	0	0	0	0	65	52	8	2	1	1	0	1	18

## Department: 180304 Construction and Support

Reports to: 180200 Water Division

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7598	Water Group Manager	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7595	Water Maintenance Supvr, Senior	MG010	2	3	2	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1
7580	Maintenance Planner/Scheduler	MG005	3	4	2	2	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7553	Public Works Supervisor II	MG006	2	10	8	6	0	1	1	0	0	0	2	2	0	0	0	0	0	0	2
7192	Safety & Risk Officer I	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7185	Risk Specialist	MG005	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7161	Stores Sys Supervisor II	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7158	Program Manager, Senior	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7156	Program Manager	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7154	Program Coordinator	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7122	Business Systems Analyst, Senior	MG008	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7110	Business Operations Supervisor	MG009	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7106	Administrative Supervisor I	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6021	Engineering Tech I	CO001	3	8	5	4	0	0	1	0	0	0	3	0	3	0	0	0	0	0	4
1730	Water Operator Mechanic	DC326	7	26	25	21	2	1	0	1	0	0	1	1	0	0	0	0	0	0	4
1725	Water OperR Mechanic Apprentice	DC015	7	12	12	9	1	0	2	0	0	0	0	0	0	0	0	0	0	0	3



# Workforce Analysis by Departments

1524	General Mechanic	DC330	7	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1445	Industrial Painter	DC325	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1420	Carpenter	DC325	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1410	Concrete Finisher	DC325	7	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1315	Construction Equip Operator	DC300	7	14	13	12	0	0	0	1	0	0	1	1	0	0	0	0	0	0	1
1314	AEO II: Tractor Trailer	DC229	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1311	Automotive Equip Operator I	DC170	8	16	15	11	1	0	2	1	0	0	1	1	0	0	0	0	0	0	4
1211	Utility Worker II	DC116	8	31	27	22	3	1	1	0	0	0	4	3	0	0	1	0	0	0	6
1210	Utility Worker I	DC084	8	5	5	3	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2
1209	Utility Worker II Apprentice	DC001	8	19	16	14	0	0	2	0	0	0	3	1	0	1	0	0	0	1	4
0408	Storekeeper/Acq Specialist III	DC413	8	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0406	Storekeeper/Acq Specialist II	DC240	8	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0310	Service Dispatcher	DC120	6	2	2	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2
0131	Customer Accts Spec I	DC120	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0104	Office Supp Spec III	DC220	6	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
0102	Office Supp Spec II	DC090	6	6	1	1	0	0	0	0	0	0	5	2	1	2	0	0	0	0	3
<b>Total:</b>			180	152	124	10	4	9	4	0	1	28	18	5	3	1	0	0	1	38	

## Department: 180305 Engineering

Reports to: 180200 Water Division

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7767 Development Supervisor I	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7673 Engineering Survey Mgr	MG010	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7671 Survey Supvsr/Water Rights Examiner	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7666 Mappint & GIS Supervisor	MG010	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7665 Maps & Records Supervisor	MG007	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
7662 Public Works Inspection Supvsr	MG008	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
7657 Capital Proj Mgr III	MG010	1	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
7656 Capital Proj Mgr II	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7655 Engineer, Chief-Water Bureau	MG015	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7652 Engineer, Principal	MG013	1	6	4	4	0	0	0	0	0	0	2	1	0	0	0	0	0	1	1	
7651 Engineer, Supervising	MG011	1	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7650 Engineer, Senior	MG010	2	11	8	7	0	1	0	0	0	0	3	2	0	1	0	0	0	0	0	2

# Workforce Analysis by Departments

7586	Water Resrcs & Urban Affair Coord	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7375	Financial Analyst, Assistant	MG004	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7195	Emerg Mgmt Prog Manager	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7158	Program Manager, Senior	MG011	1	1	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1	
7154	Program Coordinator	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7153	Program Specialist	MG005	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7135	Contracts Dev & Rev Administrator	MG009	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	
7134	CIP Planning Supervisor	MG010	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7133	Management Analyst, Principal	MG011	2	1	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1	
7131	Management Analyst	MG006	2	2	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0	
7130	Management Assistant	MG004	2	2	1	1	0	0	0	0	0	1	0	0	0	1	0	0	0	1	
7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	
6141	Capital Proj Mgr I	CO080	2	2	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0	
6112	Engineer	CO090	2	13	8	8	0	0	0	0	0	5	5	0	0	0	0	0	0	0	
6111	Engineering Associate, Senior	CO085	2	17	15	11	1	3	0	0	0	2	2	0	0	0	0	0	0	4	
6110	Engineering Associate	CO040	2	4	1	1	0	0	0	0	0	3	2	0	1	0	0	0	0	1	
6083	Right of Way Agent III	CO080	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6063	GIS Technician III	CO080	3	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	
6062	GIS Technician II	CO030	3	7	6	5	0	1	0	0	0	1	1	0	0	0	0	0	0	1	
6061	GIS Technician I	CO001	3	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6053	Environmental Specialist	CO080	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6034	CAD Analyst	CO080	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6032	CAD Tech II	CO030	3	6	5	4	1	0	0	0	0	1	1	0	0	0	0	0	0	1	
6031	CAD Tech I	CO001	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6026	Mapping Data Tech	CO030	3	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
6023	Engineering Tech III	CO080	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6022	Engineering Tech II	CO030	3	9	4	4	0	0	0	0	0	5	5	0	0	0	0	0	0	0	
3151	Public Works Inspector, Senior	DC475	3	3	3	2	0	0	1	0	0	0	0	0	0	0	0	0	0	1	
3150	Public Works Inspector	DC442	3	6	5	3	0	0	1	1	0	1	1	0	0	0	0	0	0	2	
3123	Surveyor II	DC432	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3122	Surveyor I	DC402	3	2	2	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1	
3121	Surveying Aide II	DC104	3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0104	Office Supp Spec III	DC220	6	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
			<b>Total:</b>	130	95	81	2	6	5	1	0	0	35	29	0	4	1	0	0	1	20

**Workforce Analysis by Departments**

**Department: 180306 Resource Protection & Management**

Reports to: 180200 Water Division

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7607 Environmental Prog Spec	MG005	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7600 Water Resources Prog Mgr	MG009	2	3	2	2	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7598 Water Group Manager	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7588 Water Resources Planning Mgr	MG013	1	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7584 Regional Water Providers Consortium Prog Coord	MG008	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7387 Economist, Principal	MG011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7237 Water Conservation Prog Suprv	MG008	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7236 Water Conservation Prog Coord	MG007	2	3	2	2	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7156 Program Manager	MG008	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7152 Program Specialist, Assistant	MG004	2	2	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7133 Management Analyst, Principal	MG011	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7131 Management Analyst	MG006	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7103 Administrative Assistant	MG004	5	2	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6123 Graphics Designer III	CO080	3	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6062 GIS Technician II	CO030	3	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
6053 Environmental Specialist	CO080	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>			23	8	8	0	0	0	0	0	0	0	15	14	0	1	0	0	0	0	1

**Department: 180307 Operations and Maintenance**

Reports to: 180200 Water Division

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7652 Engineer, Principal	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7650 Engineer, Senior	MG010	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7624 Laboratory Manager	MG011	1	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7610 Environmental Prog Mgr, Senior	MG011	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
7598 Water Group Manager	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7596 Water Mech Sys Supvsr, Senior	MG010	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Workforce Analysis by Departments

7595	Water Maintenance Supvr, Senior	MG010	2	3	3	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
7594	Water Quality Inspector Supvsr	MG007	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
7564	Electrical/Instrumentation Supvsr	MG010	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7560	Instrumentation Supvsr	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7553	Public Works Supervisor II	MG006	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7509	Information Sytems Manager	MG012	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7153	Program Specialist	MG005	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7106	Administrative Supervisor I	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6112	Engineer	CO090	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6053	Environmental Specialist	CO080	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6052	Environmental Tech II	CO030	3	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6051	Environmental Tech I	CO001	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6023	Engineering Tech III	CO080	3	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6022	Engineering Tech II	CO030	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
4114	Horticulturist	DC245	7	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3287	Laboratory Analyst, Senior	DC501	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
3285	Chemist	DC439	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
3280	Laboratory Analyst	DC275	3	3	2	1	0	0	1	0	0	0	1	1	0	0	0	0	0	0	1
3261	Instrumentation Tech, Lead	DC481	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3260	Instrumentation Tech	DC459	7	5	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2545	Information Sys Analyst, Principal	CO106	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
2534	Application Analyst IV	CO105	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2533	Application Analyst III	CO104	2	3	3	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
2532	Application Analyst II	CO103	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
1771	Operating Engineer III	DC381	7	16	15	14	0	0	0	0	0	1	1	0	0	0	0	1	0	0	2
1768	Operating Engineer I	DC156	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1762	Watershed Specialist, Senior	DC175	8	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1761	Watershed Pipeline Specialist	DC175	8	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1760	Watershed Specialist	DC109	8	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1753	Water Treatment Operator Lead	DC450	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1752	Water Treatment Operator II	DC436	7	8	7	7	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
1751	Water Treatment Operator I	DC156	8	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
1730	Water Operator Mechanic	DC326	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Workforce Analysis by Departments

1719	Water Meter Technician II	DC380	7	4	3	3	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
1718	Water Meter Technician I	DC208	7	7	6	3	0	1	0	2	0	0	1	0	0	0	1	0	0	0	4
1714	Water Quality Inspector III	DC450	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1713	Water Quality Inspector II	DC436	3	6	5	4	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1
1454	Electrician, Lead	DC481	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1453	Electrician	DC459	7	5	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1446	Industrial Painter, Lead	DC380	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1445	Industrial Painter	DC325	7	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1420	Carpenter	DC325	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1315	Construction Equip Operator	DC300	7	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1215	Park Technician	DC145	8	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1212	Water Utility Worker, Senior	DC175	8	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1211	Utility Worker II	DC116	8	7	6	4	1	0	0	1	0	0	1	0	0	0	0	1	0	0	3
1210	Utility Worker I	DC084	8	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
1200	Maintenance Worker	DC020	8	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0104	Office Supp Spec III	DC220	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0100	Office Supp Spec I	DC060	6	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>			127	102	90	3	2	2	3	0	2	25	21	0	0	1	2	0	1	16	

## Department: 180637 Bureau of Hydroelectric Power

Reports to: 180100 Bureau of Water Works

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7602	Asst Hydroelectric Powr Prog Mgr	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7601	Hydroelectric Power Proj Mgr	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2534	Application Analyst IV	CO105	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>			3	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Department: 520100 Bureau of Development Services

Reports to: 191000 Commissioner #4 - Department of Public Safety

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7771	Inspection Manager	MG013	1	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7770	Inspection Supervisor	MG011	2	8	7	7	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0

# Workforce Analysis by Departments

7769	Housing Inspection Supvsr	MG010	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7767	Development Supervisor I	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7766	Development Supervisor II	MG010	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7761	Plan Review Supervisor	MG011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7753	Planner, Principal	MG013	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7752	Planner, Supervising	MG011	2	4	3	2	0	1	0	0	0	0	1	1	0	0	0	0	0	1
7651	Engineer, Supervising	MG011	1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7158	Program Manager, Senior	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7153	Program Specialist	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7131	Management Analyst	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7130	Management Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1
7122	Business Systems Analyst, Senior	MG008	2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
7121	Business Systems Analyst	MG006	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7120	Business Sys Analyst, Assistant	MG004	3	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	1
7107	Administrative Supervisor II	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6134	Planner, City Senior	CO080	2	11	3	2	0	0	0	1	0	0	8	8	0	0	0	0	0	1
6133	Planner II, City	CO045	2	23	8	8	0	0	0	0	0	0	15	13	0	0	1	1	0	2
6132	Planner I, City	CO025	2	3	2	1	0	0	1	0	0	0	1	1	0	0	0	0	0	1
6131	Associate Planner	CO015	2	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0
6130	Planning Assistant	CO110	5	2	2	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
6112	Engineer	CO090	2	12	8	5	0	1	1	0	0	1	4	4	0	0	0	0	0	3
6111	Engineering Associate, Senior	CO085	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6110	Engineering Associate	CO040	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6052	Environmental Tech II	CO030	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6044	Development Svc Proj Coord	CO080	2	8	2	2	0	0	0	0	0	0	6	5	1	0	0	0	0	1
6043	Development Svc Tech III	CO080	3	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
6042	Development Svc Tech II	CO030	3	16	5	4	1	0	0	0	0	0	11	11	0	0	0	0	0	1
6041	Development Svc Tech I	CO001	3	15	3	2	0	0	0	0	1	0	12	9	2	1	0	0	0	4
6040	Development Svc Tech Trainee	DC125	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6022	Engineering Tech II	CO030	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3225	Plans Examiner, Senior	DC495	3	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0
3221	Plans Examiner, Commercial	DC467	3	15	10	8	0	1	1	0	0	0	5	5	0	0	0	0	0	2
3220	Plans Examiner, Residential	DC376	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
2230	Revenue & Taxation Spec I	DC002	6	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Workforce Analysis by Departments

2204	Code Specialist III	DC368	3	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
2202	Code Specialist II	DC285	3	2	1	0	0	1	0	0	0	0	0	1	0	0	0	1	0	0	0	2
2201	Code Specialist I	DC072	3	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
2175	Structural Inspector	DC455	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2160	Site Dev Inspector II	DC455	3	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2159	Site Dev Inspector, Senior	DC484	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2158	Site Dev Inspector I	DC405	3	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
2146	Bldg Insp/Plans Exam Trainee	DC480	3	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
2141	Bldg Inspector, Senior	DC484	3	13	12	9	1	0	2	0	0	0	0	1	1	0	0	0	0	0	0	3
2140	Bldg Inspector II	DC455	3	14	14	13	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
2136	Housing Inspector, Senior	DC456	3	2	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
2135	Housing Inspector	DC346	3	6	6	2	2	0	1	1	0	0	0	0	0	0	0	0	0	0	0	4
2127	Combination Inspector	DC478	3	14	13	12	0	0	1	0	0	0	0	1	1	0	0	0	0	0	0	1
2124	Electrical Inspector, Senior	DC484	3	7	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2122	Electrical Inspector	DC455	3	8	7	7	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
2111	Plumbing Inspector, Senior	DC484	3	5	5	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
2110	Plumbing Inspector	DC455	3	8	8	7	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
0131	Customer Accts Spec I	DC120	6	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0106	Office Supp Spec Lead	DC220	6	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
0104	Office Supp Spec III	DC220	6	7	0	0	0	0	0	0	0	0	0	7	6	0	1	0	0	0	0	1
0102	Office Supp Spec II	DC090	6	12	4	4	0	0	0	0	0	0	0	8	6	1	1	0	0	0	0	2
0100	Office Supp Spec I	DC060	6	4	2	1	0	1	0	0	0	0	0	2	1	0	0	1	0	0	0	2
<b>Total:</b>			266	156	129	8	6	8	3	1	1	110	96	5	5	3	1	0	0	0	41	

## Department: 520200 Administration

Reports to: 520100 Bureau of Development Services

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min			
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O				
7771	Inspection Manager	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7376	Financial Analyst	MG006	2	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	1
7271	Training & Development Officer	MG008	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7208	Public Information Mgr	MG010	1	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7206	Public Information Officer	MG008	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7203	Comm Outrch & Info Rep	MG005	2	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1

# Workforce Analysis by Departments

7202	Comm Outrch & Info Asst	MG004	5	1	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
7154	Program Coordinator	MG007	2	1	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
7152	Program Specialist, Assistant	MG004	2	2	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7133	Management Analyst, Principal	MG011	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7132	Management Analyst, Senior	MG008	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7131	Management Analyst	MG006	2	2	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7121	Business Systems Analyst	MG006	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7113	Business Operations Mgr, Senior	MG014	1	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7110	Business Operations Supervisor	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7105	Executive Assistant	MG005	5	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	4	1	1	0	0	0	0	0	0	0	3	1	0	1	0	0	0	1	2
7074	Development Svc Director	MG016	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
6122	Graphics Designer II	CO030	3	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0102	Office Supp Spec II	DC090	6	3	1	1	0	0	0	0	0	0	0	2	1	1	0	0	0	0	0	1
<b>Total:</b>			28	9	6	2	1	0	0	0	0	0	19	13	3	2	0	0	0	0	1	9

## Department: 520210 Code Compliance / Zoning

Reports to: 520100 Bureau of Development Services

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min		
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O			
7773	Noise Control Officer	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7752	Planner, Supervising	MG011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7153	Program Specialist	MG005	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6134	Planner, City Senior	CO080	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
2202	Code Specialist II	DC285	3	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2140	Bldg Inspector II	DC455	3	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
2127	Combination Inspector	DC478	3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0102	Office Supp Spec II	DC090	6	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
<b>Total:</b>			12	9	8	0	1	0	0	0	0	0	3	3	0	0	0	0	0	0	0	1



## Workforce Analysis by Departments

### Department: 520220 Land Use - Planning & Zoning

Reports to: 520100 Bureau of Development Services

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
6134	Planner, City Senior	CO080	2	4	1	1	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
6133	Planner II, City	CO045	2	8	1	1	0	0	0	0	0	0	7	7	0	0	0	0	0	0	0
6132	Planner I, City	CO025	2	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6130	Planning Assistant	CO110	5	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6041	Development Svc Tech I	CO001	3	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
<b>Total:</b>			19	4	4	0	0	0	0	0	0	0	15	15	0	0	0	0	0	0	0

### Department: 620200 Administration

Reports to: 620100 Bureau of Emergency Communications

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7133	Management Analyst, Principal	MG011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7132	Management Analyst, Senior	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7110	Business Operations Supervisor	MG009	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7085	Emerg Comm Director	MG015	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0104	Office Supp Spec III	DC220	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
0102	Office Supp Spec II	DC090	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			8	1	1	0	0	0	0	0	0	0	7	7	0	0	0	0	0	0	0

### Department: 620210 Operations

Reports to: 620100 Bureau of Emergency Communications

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7985	Emerg Comm Program Coord	MG008	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7980	Emerg Comm Trng & Dvlp Officer	MG008	2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
7978	Asst Emerg Comm OPS Manager	MG009	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7977	Emerg Comm Ops Manager	MG013	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0

## Workforce Analysis by Departments

7975	Emerg Comm Supervisor	MG006	2	11	3	3	0	0	0	0	0	0	8	6	0	1	0	1	0	0	2
7131	Management Analyst	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0321	ECO II - Coach/Lead	EC168	4	36	10	9	0	0	0	0	0	1	26	22	0	1	3	0	0	0	5
0318	Emerg Comm Op II	EC166	4	51	19	18	0	0	0	1	0	0	32	28	1	0	3	0	0	0	5
0316	Emerg Comm Op Trainee	EC048	4	11	4	3	1	0	0	0	0	0	7	7	0	0	0	0	0	0	1
0312	EC Call Taker	EC160	4	11	1	1	0	0	0	0	0	0	10	9	0	0	1	0	0	0	1
0102	Office Supp Spec II	DC090	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
<b>Total:</b>			129	38	35	1	0	0	1	0	1	91	79	2	2	7	1	0	0	0	15

### Department: 133300 Office of the Director

Reports to: 130200 Parks & Recreation Division

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7140	Assistant to Bureau Director	MG011	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7105	Executive Assistant	MG005	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7080	Parks & Recreation Director	MG016	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			3	0	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0

### Department: 133301 City Nature

Reports to: 133300 Office of the Director

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7862	Natural Areas Supervisor	MG007	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7840	Urban Forestry Supervisor	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7823	Parks & Rec City Nature Zone Mgr	MG009	1	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7814	Outdr Rec & Env Edu Prog Supvsr	MG007	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7804	Parks & Rec Natural Areas Mgr	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7156	Program Manager	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7154	Program Coordinator	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6012	Botanic Specialist II	CO050	3	5	4	4	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6011	Botanic Specialist I	CO036	5	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6010	Botanical Technician	CO001	5	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
4325	Rec Coordinator I	RE188	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0

# Workforce Analysis by Departments

4115	Horticulturist Lead	DC310	7	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
4114	Horticulturist	DC245	7	10	7	6	0	0	1	0	0	0	3	3	0	0	0	0	0	0	1
4112	Tree Inspector	DC409	7	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4110	High Climber	DC280	7	8	7	5	1	0	1	0	0	0	1	1	0	0	0	0	0	0	2
1219	Parks Maintenance Crew Leader*	DC010	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1215	Park Technician	DC145	8	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
1211	Utility Worker II	DC116	8	5	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1210	Utility Worker I	DC084	8	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>			59	43	40	1	0	2	0	0	0	0	16	16	0	0	0	0	0	0	3

## Department: 133302 Services

Reports to: 133300 Office of the Director

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7835	Parks Athletic Fields Maint Supvsr	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7834	Parks & Rec Central Svcs & Asset Sys Mgr	MG011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7832	Parks Irrigation Maint Supvsr	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7830	Parks Maintenance Supvsr	MG006	2	7	5	4	0	0	1	0	0	0	2	2	0	0	0	0	0	0	1
7821	Parks & Rec Zone Manager	MG010	1	4	3	2	0	1	0	0	0	0	1	1	0	0	0	0	0	0	1
7818	Aquatic Program Supervisor	MG007	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7809	Parks & Rec Svcs Mgr	MG014	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7803	Recreaion Supervisor II	MG007	2	5	1	1	0	0	0	0	0	0	4	3	1	0	0	0	0	0	1
7802	Recreation Supervisor I	MG006	2	5	1	1	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0
7718	Facilities Maint Supvsr, Senior	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7553	Public Works Supervisor II	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7152	Program Specialist, Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
6111	Engineering Associate, Senior	CO085	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6032	CAD Tech II	CO030	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6012	Botanic Specialist II	CO050	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4326	Rec Coordinator II	RE252	2	7	1	1	0	0	0	0	0	0	6	5	1	0	0	0	0	0	1
4325	Rec Coordinator I	RE188	2	23	12	6	5	0	0	1	0	0	11	9	1	0	0	1	0	0	8
4322	Recreation Leader	RE070	5	11	3	2	1	0	0	0	0	0	8	7	0	0	0	0	0	1	2
4114	Horticulturist	DC245	7	13	11	11	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
1524	General Mechanic	DC330	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Workforce Analysis by Departments

1510	Welder	DC336	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1457	Electrician Supervisor	DC488	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1453	Electrician	DC459	7	2	2	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
1443	Painter	DC325	7	3	3	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
1420	Carpenter	DC325	7	6	5	5	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
1315	Construction Equip Operator	DC300	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1311	Automotive Equip Operator I	DC170	8	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1240	Maintenance Mechanic	DC216	7	12	11	9	0	0	1	0	0	1	1	1	0	0	0	0	0	0	2
1219	Parks Maintenance Crew Leader*	DC010	7	4	3	3	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
1215	Park Technician	DC145	8	24	18	16	1	0	1	0	0	0	6	4	0	0	1	1	0	0	4
1214	Turf Maintenance Technician	DC140	8	15	13	11	1	0	0	1	0	0	2	2	0	0	0	0	0	0	2
1211	Utility Worker II	DC116	8	11	9	4	3	2	0	0	0	0	2	1	0	1	0	0	0	0	6
1210	Utility Worker I	DC084	8	9	7	5	1	1	0	0	0	0	2	2	0	0	0	0	0	0	2
1200	Maintenance Worker	DC020	8	2	2	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
1115	Facilities Maint Tech	DC338	7	5	5	4	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
<b>Total:</b>			187	129	103	13	4	4	2	0	3	58	49	3	1	1	2	1	1	1	35

## Department: 133303 Strategy, Finance & Business Development

Reports to: 133300 Office of the Director

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7788	Parks Planner, Supervising	MG011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7678	Property Acquisition & Svcs Mgr	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7656	Capital Proj Mgr II	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7377	Financial Analyst, Senior	MG008	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7376	Financial Analyst	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7375	Financial Analyst, Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7205	Comm Outrch & Invlvmt Prog Mgr	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7204	Comm Outrch & Info Rep, Sr	MG007	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7203	Comm Outrch & Info Rep	MG005	2	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
7158	Program Manager, Senior	MG011	1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7152	Program Specialist, Assistant	MG004	2	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
7133	Management Analyst, Principal	MG011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7132	Management Analyst, Senior	MG008	2	3	1	1	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0

**Workforce Analysis by Departments**

7131	Management Analyst	MG006	2	2	0	0	0	0	0	0	0	0	2	1	0	0	1	0	0	0	1
7121	Business Systems Analyst	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7113	Business Operations Mgr, Senior	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7112	Business Operations Mgr	MG011	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
7102	Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6134	Planner, City Senior	CO080	2	5	1	0	0	1	0	0	0	0	4	4	0	0	0	0	0	0	1
6082	Right of Way Agent II	CO030	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6063	GIS Technician III	CO080	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0515	Accountant II	DC424	3	2	0	0	0	0	0	0	0	0	2	0	0	1	1	0	0	0	2
0510	Accounting Tech	DC090	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
<b>Total:</b>			36	15	13	0	2	0	0	0	0	0	21	18	0	1	2	0	0	0	5

**Department: 133304 Workforce & Community Alliances**

Reports to: 133300 Office of the Director

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7826	Parks Security Manager	MG008	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7825	Park Ranger Supervisor	MG004	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7820	Recreation Prog Supvsr, Senior	MG007	2	2	1	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1
7812	Music Programs Supervisor	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7810	Arts Programs Supervisor	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7806	Parks & Rec Workforce & Comm Alliances Mgr	MG013	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7802	Recreation Supervisor I	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7212	Volunteer Program Coord	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7202	Comm Outrch & Info Asst	MG004	5	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
7192	Safety & Risk Officer I	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7158	Program Manager, Senior	MG011	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
7154	Program Coordinator	MG007	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
7152	Program Specialist, Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7109	Parks & Rec Admin Mgr	MG010	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
7107	Administrative Supervisor II	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7103	Administrative Assistant	MG004	5	2	1	0	0	1	0	0	0	0	1	0	1	0	0	0	0	0	2
7102	Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
6012	Botanic Specialist II	CO050	3	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1

## Workforce Analysis by Departments

6011	Botanic Specialist I	CO036	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
4326	Rec Coordinator II	RE252	2	4	2	2	0	0	0	0	0	0	2	2	0	0	0	0	0	0	
4325	Rec Coordinator I	RE188	2	25	10	7	1	1	1	0	0	0	15	10	2	1	1	0	0	1	8
4322	Recreation Leader	RE070	5	10	3	2	1	0	0	0	0	0	7	7	0	0	0	0	0	1	
1215	Park Technician	DC145	8	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
1211	Utility Worker II	DC116	8	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0104	Office Supp Spec III	DC220	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	
0102	Office Supp Spec II	DC090	6	8	0	0	0	0	0	0	0	0	8	7	0	0	0	1	0	1	
<b>Total:</b>			74	27	20	3	2	2	0	0	0	0	47	35	5	2	1	1	0	3	19

### Department: 130608 Portland International Raceway

Reports to: 130100 Bureau of Parks & Recreation

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7857	Raceway Manager	MG010	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7855	Raceway Maintenance Supvrs	MG007	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7130	Management Assistant	MG004	2	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
1214	Turf Maintenance Technician	DC140	8	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1210	Utility Worker I	DC084	8	3	2	2	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			8	7	6	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1

### Department: 130617 Golf Division

Reports to: 130100 Bureau of Parks & Recreation

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7852	Director of Golf	MG010	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7850	Golf Course Superintendent	MG007	2	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1222	Greens Keeper III	DC320	8	5	5	4	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
1221	Greens Keeper II	DC200	8	5	4	4	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
1220	Greens Keeper I	DC140	8	15	15	13	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2
<b>Total:</b>			30	29	26	0	0	2	1	0	0	0	1	1	0	0	0	0	0	0	3

**Workforce Analysis by Departments**

**Department: 130766 Parks Construction Division**

Reports to: 130100 Bureau of Parks & Recreation

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7728	Facilities Const Proj Spec	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7725	Facilities Construct Proj Spec	MG005	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7657	Capital Proj Mgr III	MG010	1	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7656	Capital Proj Mgr II	MG009	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7156	Program Manager	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7153	Program Specialist	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7152	Program Specialist, Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7134	CIP Planning Supervisor	MG010	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6033	CAD Tech III	CO080	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6004	Architect	CO080	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6003	Landscape Architect	CO080	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6002	Bldg/Landscape Designer II	CO020	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6001	Bldg/Landscape Designer I	CO010	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			16	7	7	0	0	0	0	0	0	0	9	9	0	0	0	0	0	0	0

**Department: 300100 Office of Cable Communication & Franchise Mgmt**

Reports to: 192000 Commissioner #3 - Department of Public Affairs

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7696	Cable/Franchise Prog Mgr, Senior	MG011	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7695	Cable & Franchise Program Mgr	MG009	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7377	Financial Analyst, Senior	MG008	2	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
7153	Program Specialist	MG005	2	3	2	0	1	1	0	0	0	0	1	1	0	0	0	0	0	0	2
7070	Franchise/Cable Director	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0104	Office Supp Spec III	DC220	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			9	5	2	1	2	0	0	0	0	0	4	4	0	0	0	0	0	0	3

**Workforce Analysis by Departments**

**Department: 302100 Office of Sustainable Development**

Reports to: 192000 Commissioner #3 - Department of Public Affairs

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE					Tot Min		
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P		O	
7376 Financial Analyst	MG006	2	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
7233 Sustainable Dev OPS Manager	MG012	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7232 Energy Conserv Prog Mgr	MG011	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7230 Solid Waste & Recycl Prog Mgr	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7227 Conservation Prog Coord, Sr	MG008	2	6	3	2	0	0	0	0	0	1	3	3	0	0	0	0	0	0	0	1
7226 Conservation Prog Coord	MG007	2	7	0	0	0	0	0	0	0	0	7	7	0	0	0	0	0	0	0	0
7225 Conservation Prog Specialist	MG005	2	3	2	1	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	1
7206 Public Information Officer	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7203 Comm Outrch & Info Rep	MG005	2	2	0	0	0	0	0	0	0	0	2	1	0	0	1	0	0	0	0	1
7202 Comm Outrch & Info Asst	MG004	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7152 Program Specialist, Assistant	MG004	2	8	3	3	0	0	0	0	0	0	5	4	0	0	1	0	0	0	0	1
7130 Management Assistant	MG004	2	4	3	2	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	1
7102 Administrative Spec, Senior	MG003	5	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
7024 Sustainable Dev Director	MG014	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
0102 Office Supp Spec II	DC090	6	2	0	0	0	0	0	0	0	0	2	1	1	0	0	0	0	0	0	1
<b>Total:</b>			42	14	11	0	0	0	0	0	3	28	24	1	1	2	0	0	0	0	7

**Department: 145146 Field Operation**

Reports to: 145100 Bureau of Environmental Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE					Tot Min		
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P		O	
7609 Environmental Prog Mgr	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6053 Environmental Specialist	CO080	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6052 Environmental Tech II	CO030	3	5	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6051 Environmental Tech I	CO001	3	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
<b>Total:</b>			9	7	7	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0



## Workforce Analysis by Departments

### Department: 145147 Laboratory Services

Reports to: 145100 Bureau of Environmental Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE					Tot Min		
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P		O	
7624 Laboratory Manager	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3288 Laboratory Production Spec	DC501	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
3286 Laboratory Quality Assurance Spec	DC501	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
3285 Chemist	DC439	2	5	2	2	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0	0
3284 Microbiologist	DC439	2	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	1
3280 Laboratory Analyst	DC275	3	7	3	3	0	0	0	0	0	0	4	3	0	0	1	0	0	0	0	1
<b>Total:</b>			16	6	6	0	0	0	0	0	0	10	8	0	0	2	0	0	0	0	2

### Department: 145200 Office of the Director

Reports to: 145100 Bureau of Environmental Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE					Tot Min		
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P		O	
7607 Environmental Prog Spec	MG005	2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
7208 Public Information Mgr	MG010	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7206 Public Information Officer	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7204 Comm Outrch & Info Rep, Sr	MG007	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7203 Comm Outrch & Info Rep	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7202 Comm Outrch & Info Asst	MG004	5	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7152 Program Specialist, Assistant	MG004	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7105 Executive Assistant	MG005	5	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
7040 Environmental Svcs Director	MG017	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6123 Graphics Designer III	CO080	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
<b>Total:</b>			13	5	5	0	0	0	0	0	0	8	7	0	0	0	0	0	0	1	1

### Department: 145210 Business Operations Group

Reports to: 145100 Bureau of Environmental Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE					Tot Min
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	

# Workforce Analysis by Departments

7580	Maintenance Planner/Scheduler	MG005	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
7509	Information Sytems Manager	MG012	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
7386	Economist, Senior	MG009	2	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
7378	Financial Analyst, Principal	MG011	2	4	2	2	0	0	0	0	0	0	2	2	0	0	0	0	0	0	
7360	Accounting Supervisor	MG007	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
7270	Training & Development Analyst	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
7193	Safety & Risk Officer II	MG010	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7186	Risk Specialist, Senior	MG007	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7185	Risk Specialist	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
7154	Program Coordinator	MG007	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
7153	Program Specialist	MG005	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	
7135	Contracts Dev & Rev Administrator	MG009	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
7130	Management Assistant	MG004	2	2	0	0	0	0	0	0	0	0	2	1	0	1	0	0	0	1	
7122	Business Systems Analyst, Senior	MG008	2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	
7116	Customer Svc Supervisor	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
7113	Business Operations Mgr, Senior	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7110	Business Operations Supervisor	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1	
6062	GIS Technician II	CO030	3	3	2	2	0	0	0	0	0	0	1	0	0	0	0	0	1	1	
6061	GIS Technician I	CO001	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6034	CAD Analyst	CO080	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6033	CAD Tech III	CO080	3	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
6032	CAD Tech II	CO030	3	4	3	3	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
2545	Information Sys Analyst, Principal	CO106	2	4	2	2	0	0	0	0	0	0	2	2	0	0	0	0	0	0	
2543	Info Sytems Analyst III	CO104	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0515	Accountant II	DC424	3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0514	Accountant I	DC255	5	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	
0104	Office Supp Spec III	DC220	6	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	
0102	Office Supp Spec II	DC090	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	
<b>Total:</b>			47	22	20	0	1	1	0	0	0	0	25	21	1	1	0	1	1	0	6

# Workforce Analysis by Departments

## Department: 145220 Environmental Management Group

Reports to: 145100 Bureau of Environmental Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7768	Development Svc Manager	MG012	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7767	Development Supervisor I	MG008	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
7663	Public Works Inspection Mgr	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7660	Capital Prog Mgmt & Cntrls Mgr	MG013	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7656	Capital Proj Mgr II	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7653	Engineer, Chief	MG015	1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7652	Engineer, Principal	MG013	1	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7651	Engineer, Supervising	MG011	1	8	7	6	0	1	0	0	0	1	1	0	0	0	0	0	0	0	1
7650	Engineer, Senior	MG010	2	10	8	8	0	0	0	0	0	2	1	0	1	0	0	0	0	0	1
7609	Environmental Prog Mgr	MG009	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7156	Program Manager	MG008	2	3	2	2	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7154	Program Coordinator	MG007	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7132	Management Analyst, Senior	MG008	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
7112	Business Operations Mgr	MG011	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7106	Administrative Supervisor I	MG005	2	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
6141	Capital Proj Mgr I	CO080	2	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6134	Planner, City Senior	CO080	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
6112	Engineer	CO090	2	19	17	11	0	6	0	0	0	2	2	0	0	0	0	0	0	0	6
6111	Engineering Associate, Senior	CO085	2	10	7	6	0	1	0	0	0	3	3	0	0	0	0	0	0	0	1
6110	Engineering Associate	CO040	2	5	1	1	0	0	0	0	0	4	4	0	0	0	0	0	0	0	0
6073	Materials Testing Tech III	CO080	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6072	Materials Testing Tech II	CO030	3	4	2	2	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
6063	GIS Technician III	CO080	3	2	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
6053	Environmental Specialist	CO080	2	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
6052	Environmental Tech II	CO030	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6033	CAD Tech III	CO080	3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6032	CAD Tech II	CO030	3	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6023	Engineering Tech III	CO080	3	4	3	1	0	2	0	0	0	1	0	0	0	1	0	0	0	0	3
6022	Engineering Tech II	CO030	3	20	16	13	0	2	1	0	0	4	4	0	0	0	0	0	0	0	3

# Workforce Analysis by Departments

6021	Engineering Tech I	CO001	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
3151	Public Works Inspector, Senior	DC475	3	11	11	10	0	1	0	0	0	0	0	0	0	0	0	0	0	1
3150	Public Works Inspector	DC442	3	15	12	11	0	1	0	0	0	0	3	1	1	0	0	1	0	3
0112	Records Specialist	DC092	6	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1
0104	Office Supp Spec III	DC220	6	2	0	0	0	0	0	0	0	0	2	1	0	1	0	0	0	1
0102	Office Supp Spec II	DC090	6	2	0	0	0	0	0	0	0	0	2	0	1	1	0	0	0	2
<b>Total:</b>			153	112	94	0	15	3	0	0	0	0	41	33	3	3	1	1	0	26

## Department: 145230 System Management Group

Reports to: 145100 Bureau of Environmental Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O	
7685	Communications Engineer	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7630	Data Acquisition & Mgmt Supvrs	MG010	2	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
7622	Environ Monitor Svcs Group Mgr	MG014	1	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
7620	Source Reduction & Control Mgr	MG012	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7609	Environmental Prog Mgr	MG009	2	5	5	4	0	0	1	0	0	0	0	0	0	0	0	0	0	1
7154	Program Coordinator	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6160	Electronic Systems Tech	CO030	3	3	3	2	0	0	1	0	0	0	0	0	0	0	0	0	0	1
6112	Engineer	CO090	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6053	Environmental Specialist	CO080	2	7	5	5	0	0	0	0	0	2	1	1	0	0	0	0	0	1
6052	Environmental Tech II	CO030	3	19	13	10	2	0	0	0	1	0	6	6	0	0	0	0	0	3
6051	Environmental Tech I	CO001	3	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6023	Engineering Tech III	CO080	3	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6022	Engineering Tech II	CO030	3	2	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1
0406	Storekeeper/Acq Specialist II	DC240	8	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0104	Office Supp Spec III	DC220	6	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			47	32	26	2	1	2	0	1	0	15	12	2	0	0	0	0	1	9

## Department: 145240 Sewerage System Group

Reports to: 145100 Bureau of Environmental Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O	

# Workforce Analysis by Departments

7678	Property Acquisition & Svcs Mgr	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7651	Engineer, Supervising	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7637	Wastewater Operations Grp Mgr	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7635	Wastewater Collections Sys Mgr	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7633	Wastewater Treatment Mgr	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7632	Wastewater Treatment O&M Supvsr	MG009	2	3	2	1	1	0	0	0	0	1	1	0	0	0	0	0	0	1	
7628	Biosolids/Reuse Prog Mgr	MG010	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7580	Maintenance Planner/Scheduler	MG005	3	4	3	2	0	0	0	0	1	1	0	1	0	0	0	0	0	2	
7564	Electrical/Instrumentation Supvsr	MG010	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7553	Public Works Supervisor II	MG006	2	2	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
7161	Stores Sys Supervisor II	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7156	Program Manager	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7121	Business Systems Analyst	MG006	2	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	
7120	Business Sys Analyst, Assistant	MG004	3	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	
7110	Business Operations Supervisor	MG009	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	
7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	
6112	Engineer	CO090	2	4	3	3	0	0	0	0	0	1	1	0	0	0	0	0	0	0	
6052	Environmental Tech II	CO030	3	4	2	2	0	0	0	0	0	2	2	0	0	0	0	0	0	0	
6033	CAD Tech III	CO080	3	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
6032	CAD Tech II	CO030	3	2	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	
6023	Engineering Tech III	CO080	3	2	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
3260	Instrumentation Tech	DC459	7	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1815	Wastewater Operations Spec	DC418	3	5	4	4	0	0	0	0	0	1	1	0	0	0	0	0	0	0	
1811	Wastewater Oper II	DC334	7	39	33	29	1	3	0	0	0	6	6	0	0	0	0	0	0	4	
1803	Indust Maint Millwrgt	DC338	7	27	26	21	2	1	2	0	0	1	1	0	0	0	0	0	0	5	
1520	Industrial Machinist	DC338	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1459	Electrician/Instrument Tech	DC489	7	6	6	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1453	Electrician	DC459	7	6	6	5	0	0	0	0	1	0	0	0	0	0	0	0	0	1	
1445	Industrial Painter	DC325	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1314	AEO II: Tractor Trailer	DC229	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0408	Storekeeper/Acq Specialist III	DC413	8	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	
0406	Storekeeper/Acq Specialist II	DC240	8	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0102	Office Supp Spec II	DC090	6	2	0	0	0	0	0	0	0	2	1	0	0	0	0	0	1	1	
			<b>Total:</b>	135	114	98	5	7	2	0	0	2	21	19	1	0	0	0	0	1	18

## Workforce Analysis by Departments

### Department: 145246 Internal Services

Reports to: 145100 Bureau of Environmental Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7617	Watershed Revegetation Prog Mgr	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7616	Watershed Revegetation Prog Supvsr	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6012	Botanic Specialist II	CO050	3	6	6	5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
<b>Total:</b>			<b>8</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

### Department: 145250 Water Management

Reports to: 145100 Bureau of Environmental Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7652	Engineer, Principal	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7614	Endgrd Spec ACT (ESA) Prog Coord	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7610	Environmental Prog Mgr, Senior	MG011	1	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7609	Environmental Prog Mgr	MG009	2	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7608	Environmental Prog Coord	MG007	2	4	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0
7607	Environmental Prog Spec	MG005	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7605	Watershed Svcs Group Mgr	MG014	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7604	Watershed Division Mgr	MG012	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7600	Water Resources Prog Mgr	MG009	2	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7202	Comm Outrch & Info Asst	MG004	5	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7158	Program Manager, Senior	MG011	1	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	2	0	0	0	0	0	0	0	0	2	1	0	0	1	0	0	0	1
6112	Engineer	CO090	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6111	Engineering Associate, Senior	CO085	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6110	Engineering Associate	CO040	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6055	Hydrogeologist	CO109	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6053	Environmental Specialist	CO080	2	17	9	9	0	0	0	0	0	0	8	6	0	0	1	0	0	1	2
6052	Environmental Tech II	CO030	3	6	1	1	0	0	0	0	0	0	5	4	0	0	1	0	0	0	1
6022	Engineering Tech II	CO030	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0

# Workforce Analysis by Departments

**Total:** 54 21 21 0 0 0 0 0 0 0 0 33 29 0 0 3 0 0 1 4

## Department: 148250 Water Management

Reports to: 145100 Bureau of Environmental Services

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O	
7651 Engineer, Supervising	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7650 Engineer, Senior	MG010	2	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
6112 Engineer	CO090	2	4	3	2	0	1	0	0	0	0	1	0	0	1	0	0	0	0	2
6023 Engineering Tech III	CO080	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			7	4	3	0	1	0	0	0	0	3	1	0	2	0	0	0	0	3

## Department: 150200 Office of the Director

Reports to: 145100 Bureau of Environmental Services

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O	
7641 Portland Harbor Superfund Administrator	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7640 Portland Harbor Superfund Tech	MG011	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7600 Water Resources Prog Mgr	MG009	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7211 Env. Intergov Relations Mgr	MG012	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7153 Program Specialist	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			5	1	1	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0

## Department: 159200 Office of the Director

Reports to: 159100 Office of Transportation

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O	
7666 Mappint & GIS Supervisor	MG010	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7158 Program Manager, Senior	MG011	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7122 Business Systems Analyst, Senior	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6063 GIS Technician III	CO080	3	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
6062 GIS Technician II	CO030	3	4	3	2	0	0	0	0	0	1	1	1	0	0	0	0	0	0	1
2545 Information Sys Analyst, Principal	CO106	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Workforce Analysis by Departments

2534	Application Analyst IV	CO105	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2533	Application Analyst III	CO104	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>			11	8	7	0	0	0	0	0	0	1	3	2	0	0	0	0	0	1	2

## Department: 159300 Directors Office

Reports to: 159200 Office of the Director

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7204	Comm Outrch & Info Rep, Sr	MG007	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7202	Comm Outrch & Info Asst	MG004	5	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
7140	Assistant to Bureau Director	MG011	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7050	Transportation Director	MG017	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6123	Graphics Designer III	CO080	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0104	Office Supp Spec III	DC220	6	8	0	0	0	0	0	0	0	0	8	6	1	1	0	0	0	0	2
0102	Office Supp Spec II	DC090	6	2	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
<b>Total:</b>			17	4	2	1	0	1	0	0	0	0	13	11	1	1	0	0	0	0	4

## Department: 159301 Finance Division

Reports to: 159200 Office of the Director

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7378	Financial Analyst, Principal	MG011	2	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
7377	Financial Analyst, Senior	MG008	2	3	1	0	0	1	0	0	0	0	2	1	0	1	0	0	0	0	2
7376	Financial Analyst	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7375	Financial Analyst, Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7154	Program Coordinator	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7132	Management Analyst, Senior	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7131	Management Analyst	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7113	Business Operations Mgr, Senior	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
2208	Parking Collections Tech	DC103	8	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
0516	Accountant III	DC448	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



# Workforce Analysis by Departments

0515	Accountant II	DC424	3	2	1	1	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
0514	Accountant I	DC255	5	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
<b>Total:</b>			17	8	6	0	2	0	0	0	0	9	6	0	3	0	0	0	0	0	5

## Department: 159302 Transportation Planning Division

Reports to: 159200 Office of the Director

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7784	Transportation Planning Mgr	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7782	Transport Planner, Supervising	MG011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7780	Transportation Planning Coord	MG007	2	4	3	3	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7156	Program Manager	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7153	Program Specialist	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6134	Planner, City Senior	CO080	2	4	3	2	0	1	0	0	0	0	1	1	0	0	0	0	0	0	1
6133	Planner II, City	CO045	2	3	2	0	1	0	1	0	0	0	1	0	0	1	0	0	0	0	3
6132	Planner I, City	CO025	2	2	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
<b>Total:</b>			17	12	8	1	2	1	0	0	0	5	4	0	1	0	0	0	0	0	5

## Department: 159210 Bureau of Maintenance

Reports to: 159100 Office of Transportation

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7650	Engineer, Senior	MG010	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7568	Traffic Signal Maint Supvrs	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7562	Elexctrical Supervisor	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7555	Public Works Div Manager	MG013	1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7554	Public Works Supvr, Senior	MG009	2	5	4	4	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7553	Public Works Supervisor II	MG006	2	20	18	15	1	0	1	1	0	0	2	2	0	0	0	0	0	0	3
7376	Financial Analyst	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7195	Emerg Mgmt Prog Manager	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7193	Safety & Risk Officer II	MG010	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7185	Risk Specialist	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7156	Program Manager	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7154	Program Coordinator	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Workforce Analysis by Departments

7153	Program Specialist	MG005	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7130	Management Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1
7113	Business Operations Mgr, Senior	MG014	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7112	Business Operations Mgr	MG011	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7110	Business Operations Supervisor	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7107	Administrative Supervisor II	MG006	2	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	1
7103	Administrative Assistant	MG004	5	3	0	0	0	0	0	0	0	0	3	2	0	0	0	0	1	1
7055	Maintenance Group Mgr	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6062	GIS Technician II	CO030	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6021	Engineering Tech I	CO001	3	4	2	2	0	0	0	0	0	0	2	2	0	0	0	0	0	0
3252	Electronics Tech II: Traffic	DC453	3	3	2	0	0	1	0	0	0	1	1	1	0	0	0	0	0	2
2250	Sidewalk Inspector	DC353	3	6	5	5	0	0	0	0	0	0	1	1	0	0	0	0	0	0
1524	General Mechanic	DC330	7	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1510	Welder	DC336	7	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1454	Electrician, Lead	DC481	7	2	1	0	0	1	0	0	0	0	1	1	0	0	0	0	0	1
1453	Electrician	DC459	7	13	12	11	1	0	0	0	0	0	1	1	0	0	0	0	0	1
1443	Painter	DC325	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1420	Carpenter	DC325	7	7	6	5	0	0	0	1	0	0	1	1	0	0	0	0	0	1
1410	Concrete Finisher	DC325	7	12	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1315	Construction Equip Operator	DC300	7	17	16	14	1	0	0	1	0	0	1	1	0	0	0	0	0	2
1314	AEO II: Tractor Trailer	DC229	7	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1313	AEO II: Street Sweeper	DC229	7	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1312	AEO II: Sewer Vac Operator	DC229	7	5	5	4	0	0	1	0	0	0	0	0	0	0	0	0	0	1
1311	Automotive Equip Operator I	DC170	8	42	38	32	5	0	1	0	0	0	4	3	0	1	0	0	0	7
1251	Parking Meter Technician Lead	DC315	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1250	Parking Meter Technician	DC250	7	5	3	2	0	1	0	0	0	0	2	2	0	0	0	0	0	1
1230	Environ Systems Crew Leader	DC358	7	8	8	7	0	1	0	0	0	0	0	0	0	0	0	0	0	1
1229	Environ Systems Maint Tech	DC290	7	9	9	8	1	0	0	0	0	0	0	0	0	0	0	0	0	1
1227	Traffic Crew Leader	DC295	7	8	6	5	0	1	0	0	0	0	2	2	0	0	0	0	0	1
1226	Street Maint Crew Leader	DC358	7	6	6	4	1	1	0	0	0	0	0	0	0	0	0	0	0	2
1225	Asphalt Raker	DC116	8	14	13	10	1	2	0	0	0	0	1	1	0	0	0	0	0	3
1224	Sign Maker	DC325	7	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1
1211	Utility Worker II	DC116	8	108	102	85	7	5	2	3	0	0	6	4	2	0	0	0	0	19
1210	Utility Worker I	DC084	8	9	7	5	2	0	0	0	0	0	2	2	0	0	0	0	0	2
0515	Accountant II	DC424	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0

## Workforce Analysis by Departments

0514	Accountant I	DC255	5	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
0409	Storekeeper/Acq Specialist Lead	DC413	8	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0408	Storekeeper/Acq Specialist III	DC413	8	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0406	Storekeeper/Acq Specialist II	DC240	8	5	4	4	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0311	Service Dispatch Lead	DC220	6	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
0310	Service Dispatcher	DC120	6	7	2	2	0	0	0	0	0	0	5	4	1	0	0	0	0	0	1
0104	Office Supp Spec III	DC220	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
0102	Office Supp Spec II	DC090	6	6	0	0	0	0	0	0	0	0	6	5	0	1	0	0	0	0	1
<b>Total:</b>			364	309	262	21	14	5	6	0	1	55	45	4	4	0	1	0	1	0	57

### Department: 159310 Engineering Staff

Reports to: 159210 Bureau of Maintenance

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7651	Engineer, Supervising	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6033	CAD Tech III	CO080	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6022	Engineering Tech II	CO030	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6021	Engineering Tech I	CO001	3	2	2	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
3150	Public Works Inspector	DC442	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			6	5	4	0	0	0	1	0	0	1	1	0	0	0	0	0	0	0	1

### Department: 159311 Street Cleaning

Reports to: 159210 Bureau of Maintenance

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7553	Public Works Supervisor II	MG006	2	4	3	3	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
1313	AEO II: Street Sweeper	DC229	7	13	11	7	4	0	0	0	0	0	2	2	0	0	0	0	0	0	4
1311	Automotive Equip Operator I	DC170	8	9	9	6	2	0	0	1	0	0	0	0	0	0	0	0	0	0	3
1211	Utility Worker II	DC116	8	14	12	11	1	0	0	0	0	0	2	2	0	0	0	0	0	0	1
1210	Utility Worker I	DC084	8	3	3	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
<b>Total:</b>			43	38	28	9	0	0	1	0	0	5	4	0	0	0	0	0	0	1	11

## Workforce Analysis by Departments

### Department: 159320 Bureau of Administration

Reports to: 159220 Bureau of Transportation Engineering & Development

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7106	Administrative Supervisor I	MG005	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7052	Transportation Engineering & Dev Director	MG015	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>			<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Department: 159321 Engineering Services

Reports to: 159220 Bureau of Transportation Engineering & Development

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7673	Engineering Survey Mgr	MG010	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7670	Surveying Supervisor	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7662	Public Works Inspection Supvsr	MG008	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7656	Capital Proj Mgr II	MG009	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7653	Engineer, Chief	MG015	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7651	Engineer, Supervising	MG011	1	2	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7650	Engineer, Senior	MG010	2	3	3	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
7555	Public Works Div Manager	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6112	Engineer	CO090	2	4	1	1	0	0	0	0	0	3	2	0	1	0	0	0	0	0	1
6111	Engineering Associate, Senior	CO085	2	4	2	2	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
6110	Engineering Associate	CO040	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
6075	Materials Quality Compliance Spec	CO111	3	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
6034	CAD Analyst	CO080	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6032	CAD Tech II	CO030	3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6026	Mapping Data Tech	CO030	3	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6023	Engineering Tech III	CO080	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6022	Engineering Tech II	CO030	3	3	2	2	0	0	0	0	0	1	0	0	1	0	0	0	0	0	1
3151	Public Works Inspector, Senior	DC475	3	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3150	Public Works Inspector	DC442	3	4	3	3	0	0	0	0	0	1	0	0	0	1	0	0	0	0	1
3123	Surveyor II	DC432	3	2	2	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1

# Workforce Analysis by Departments

3122	Surveyor I	DC402	3	4	3	2	0	1	0	0	0	0	1	1	0	0	0	0	0	1
3121	Surveying Aide II	DC104	3	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3120	Surveying Aide I	DC095	3	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>			56	44	41	0	2	0	1	0	0	12	9	0	2	1	0	0	0	6

## Department: 159322 Development Services

Reports to: 159220 Bureau of Transportation Engineering & Development

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7768	Development Svc Manager	MG012	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
7767	Development Supervisor I	MG008	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7765	Development Review Mgr	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7675	Right of Way Acquisition Supvsr	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7662	Public Works Inspection Supvsr	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7657	Capital Proj Mgr III	MG010	1	5	3	3	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7656	Capital Proj Mgr II	MG009	2	5	1	1	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0
7650	Engineer, Senior	MG010	2	4	1	0	0	1	0	0	0	0	3	3	0	0	0	0	0	0	1
7645	Public Works Permit Engineering Manager	MG010	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7579	Portland Streetcar Maint Supvsr	MG006	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
7578	Transportation Division Mgr	MG013	1	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7576	Portland Streetcar Maint Mgr	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7575	Portland Streetcar Ops Mgr	MG009	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7572	Portland Streetcar Operations Supvsr	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7152	Program Specialist, Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6141	Capital Proj Mgr I	CO080	2	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6134	Planner, City Senior	CO080	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6133	Planner II, City	CO045	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
6112	Engineer	CO090	2	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6111	Engineering Associate, Senior	CO085	2	6	0	0	0	0	0	0	0	0	6	6	0	0	0	0	0	0	0
6110	Engineering Associate	CO040	2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6083	Right of Way Agent III	CO080	3	3	1	0	0	1	0	0	0	0	2	2	0	0	0	0	0	0	1
6082	Right of Way Agent II	CO030	3	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6081	Right of Way Agent I	CO001	3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Workforce Analysis by Departments

6043	Development Svc Tech III	CO080	3	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
6042	Development Svc Tech II	CO030	3	2	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	
6041	Development Svc Tech I	CO001	3	3	1	1	0	0	0	0	0	0	0	2	1	1	0	0	0	0	1	
6023	Engineering Tech III	CO080	3	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6022	Engineering Tech II	CO030	3	8	5	4	1	0	0	0	0	0	0	3	3	0	0	0	0	0	1	
6021	Engineering Tech I	CO001	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3150	Public Works Inspector	DC442	3	5	4	3	0	0	0	1	0	0	0	1	1	0	0	0	0	0	1	
1210	Utility Worker I	DC084	8	2	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	
<b>Total:</b>			78	40	33	1	2	3	1	0	0	0	0	38	37	1	0	0	0	0	0	8

## Department: 159230 Bureau of Transportation System Management

Reports to: 159100 Office of Transportation

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7690 Street Light/Signals Mgr	MG011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7680 Traffic Investigations Mgr	MG010	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7654 City Traffic Engineer	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7652 Engineer, Principal	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7650 Engineer, Senior	MG010	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7578 Transportation Division Mgr	MG013	1	2	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7571 Parking Enforcement Supervisor	MG007	2	2	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7156 Program Manager	MG008	2	2	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
7154 Program Coordinator	MG007	2	3	1	1	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7153 Program Specialist	MG005	2	2	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7152 Program Specialist, Assistant	MG004	2	3	1	1	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7106 Administrative Supervisor I	MG005	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7054 Transportation Sys Mgmt Director	MG015	1	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6170 Signals & Street Light Tech	CO080	2	2	2	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
6134 Planner, City Senior	CO080	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6112 Engineer	CO090	2	4	3	1	1	0	0	1	0	0	0	1	1	0	0	0	0	0	0	2
6111 Engineering Associate, Senior	CO085	2	5	5	3	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
6110 Engineering Associate	CO040	2	3	2	1	1	0	0	0	0	0	0	1	0	0	1	0	0	0	0	2
6092 TDM Specialist II	CO080	2	5	3	3	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6091 TDM Specialist I	CO030	3	3	2	2	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0

# Workforce Analysis by Departments

6062	GIS Technician II	CO030	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6032	CAD Tech II	CO030	3	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
6023	Engineering Tech III	CO080	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6022	Engineering Tech II	CO030	3	2	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
6021	Engineering Tech I	CO001	3	2	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
2204	Code Specialist III	DC368	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2203	Parking Code Enforcement Officer	DC129	3	40	22	19	2	1	0	0	0	18	16	1	0	0	1	0	0	5	
2201	Code Specialist I	DC072	3	5	1	0	1	0	0	0	0	4	3	1	0	0	0	0	0	2	
2118	Lighting & Signal Inspector	DC485	3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1453	Electrician	DC459	7	2	1	0	0	0	1	0	0	1	1	0	0	0	0	0	0	1	
1211	Utility Worker II	DC116	8	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	
0102	Office Supp Spec II	DC090	6	3	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0	
<b>Total:</b>			106	65	50	7	5	1	2	0	0	41	36	2	1	0	1	0	1	20	

## Department: 159330 Parking Operations Division

Reports to: 159230 Bureau of Transportation System Management

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7578	Transportation Division Mgr	MG013	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7574	Parking Control Manager	MG008	2	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
7154	Program Coordinator	MG007	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7153	Program Specialist	MG005	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
6022	Engineering Tech II	CO030	3	3	2	2	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
6021	Engineering Tech I	CO001	3	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
<b>Total:</b>			9	6	4	1	0	0	0	0	1	3	3	0	0	0	0	0	0	0	2

## Department: 100200 Chiefs Branch

Reports to: 100100 Bureau of Police

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7941	Police Chief, Assistant	MG015	1	3	2	2	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7931	Police Professional Standards Mgr	MG013	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7922	Police Data Research Supvsr	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7919	Crime Analyst	MG007	2	2	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1

# Workforce Analysis by Departments

7243	Comm/Internet Mapping Spec, Senior	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7242	Comm/Internet Mapping Spec	MG005	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7206	Public Information Officer	MG008	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	
7205	Comm Outrch & Invlmt Prog Mgr	MG008	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	
7203	Comm Outrch & Info Rep	MG005	2	2	1	0	0	1	0	0	0	1	1	0	0	0	0	0	0	0	1	
7106	Administrative Supervisor I	MG005	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	
7105	Executive Assistant	MG005	5	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	
7090	Police Chief	MG017	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	
5138	Police Captain	PC011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5137	Police Lieutenant	PC010	2	2	2	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
5134	Police Sergeant	PL678	3	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5128	Police Officer	PL542	4	8	5	5	0	0	0	0	0	3	3	0	0	0	0	0	0	0	0	
0152	P A S S Senior	DC220	6	3	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0	0	
0151	P A S S	DC090	6	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	
<b>Total:</b>			36	19	17	0	1	1	0	0	0	17	16	0	0	0	0	0	0	0	1	3

## Department: 100210 Investigations Branch

Reports to: 100100 Bureau of Police

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7927	Police Mgmt Svcs Div Mgr	MG010	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7919	Crime Analyst	MG007	2	2	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7918	Crime Analyst, Assistant	MG004	5	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
7914	Police Internal Affairs Investigator	MG006	2	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7178	Claims Analyst	MG005	2	2	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7153	Program Specialist	MG005	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7132	Management Analyst, Senior	MG008	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7107	Administrative Supervisor II	MG006	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7106	Administrative Supervisor I	MG005	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
5189	Police Investigative Accountant	DC500	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5185	Crime Prev Prog Administrator	DC362	5	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
5150	Police Detective	PL678	3	65	48	40	0	5	2	1	0	17	14	2	0	0	0	0	0	1	11
5140	Police Commander	PC012	1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



# Workforce Analysis by Departments

5138	Police Captain	PC011	2	3	3	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
5137	Police Lieutenant	PC010	2	4	4	3	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
5134	Police Sergeant	PL678	3	19	16	11	1	3	1	0	0	0	3	3	0	0	0	0	0	0	5
5128	Police Officer	PL542	4	38	27	23	0	2	1	1	0	0	11	10	1	0	0	0	0	0	5
0155	Police Info & Referral Spec	DC220	6	5	1	1	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0
0152	P A S S Senior	DC220	6	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
0151	P A S S	DC090	6	12	0	0	0	0	0	0	0	0	12	8	1	1	2	0	0	0	4
0146	Police Records Specialist	DC090	6	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>			170	111	92	1	11	4	3	0	0	0	59	51	4	1	2	0	0	1	27

## Department: 100220 Operations Branch

Reports to: 100100 Bureau of Police

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7156	Program Manager	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7107	Administrative Supervisor II	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7106	Administrative Supervisor I	MG005	2	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
5150	Police Detective	PL678	3	19	13	12	1	0	0	0	0	0	6	6	0	0	0	0	0	0	1
5140	Police Commander	PC012	1	5	4	3	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1
5138	Police Captain	PC011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5137	Police Lieutenant	PC010	2	15	15	13	1	0	0	0	0	1	0	0	0	0	0	0	0	0	2
5134	Police Sergeant	PL678	3	75	66	62	1	2	0	1	0	0	9	7	0	0	2	0	0	0	6
5128	Police Officer	PL542	4	494	431	370	18	30	11	2	0	0	63	55	3	3	2	0	0	0	69
5028	Police Officer	PL542	4	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
1232	Auto Servicer	DC109	8	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1217	Stable Attendant	DC109	8	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
1213	Equestrian Trainer	DC110	8	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0153	P A S S Lead	DC220	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0152	P A S S Senior	DC220	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
0151	P A S S	DC090	6	15	2	2	0	0	0	0	0	0	13	10	0	3	0	0	0	0	3
0149	Police Desk Clerk	DC055	6	19	7	7	0	0	0	0	0	0	12	10	1	0	1	0	0	0	2
<b>Total:</b>			661	546	477	22	32	11	3	0	1	115	100	4	6	5	0	0	0	84	

# Workforce Analysis by Departments

## Department: 100230 Operations Support Branch

Reports to: 100100 Bureau of Police

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7929	Police Evidence & Property Mgr	MG009	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7928	Police Evidence Control Supervisor	MG005	1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7908	Police ID Technologies Coord	MG005	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7903	Home Security Specialist, Sr	MG002	8	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7902	Home Security Specialist	MG001	8	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7152	Program Specialist, Assistant	MG004	2	1	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	1
7102	Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
5175	Criminalist	PL678	3	18	13	11	0	2	0	0	0	5	5	0	0	0	0	0	0	0	2
5174	Police Photographic Reproduction Spec	DC472	3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5173	Police ID Tech, Lead	DC469	3	3	1	0	0	1	0	0	0	2	1	0	1	0	0	0	0	0	2
5172	Police Identification Tech I	DC445	3	17	5	4	1	0	0	0	0	12	11	0	0	0	1	0	0	0	2
5171	Police Identification Trainee	DC342	5	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
5150	Police Detective	PL678	3	6	5	5	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
5140	Police Commander	PC012	1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5138	Police Captain	PC011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5137	Police Lieutenant	PC010	2	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5134	Police Sergeant	PL678	3	13	13	11	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2
5128	Police Officer	PL542	4	37	34	27	1	6	0	0	0	3	3	0	0	0	0	0	0	0	7
1235	Police Impound Technician	DC185	8	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0401	Evidence Control Spec Lead	DC413	8	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0400	Evidence Control Spec	DC240	8	7	4	4	0	0	0	0	0	3	3	0	0	0	0	0	0	0	0
0152	P A S S Senior	DC220	6	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
0151	P A S S	DC090	6	7	2	2	0	0	0	0	0	5	5	0	0	0	0	0	0	0	0
<b>Total:</b>			131	95	82	3	9	1	0	0	0	36	33	0	1	1	1	0	0	0	16

# Workforce Analysis by Departments

## Department: 100240 Services Branch

Reports to: 100100 Bureau of Police

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7924 Police Records Supervisor	MG006	2	4	1	1	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
7911 Police Prog Spec, Senior	MG007	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7906 Alarm Program Coord	MG006	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7377 Financial Analyst, Senior	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7375 Financial Analyst, Assistant	MG004	2	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
7270 Training & Development Analyst	MG006	2	2	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7257 Police Human Resources Manager	MG011	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7246 Video Production Specialist	MG005	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7154 Program Coordinator	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7153 Program Specialist	MG005	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7152 Program Specialist, Assistant	MG004	2	12	6	6	0	0	0	0	0	0	6	4	0	1	1	0	0	0	0	2
7131 Management Analyst	MG006	2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
7130 Management Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7112 Business Operations Mgr	MG011	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7110 Business Operations Supervisor	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7107 Administrative Supervisor II	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7103 Administrative Assistant	MG004	5	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
5150 Police Detective	PL678	3	3	1	0	0	0	1	0	0	0	2	2	0	0	0	0	0	0	0	1
5138 Police Captain	PC011	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5137 Police Lieutenant	PC010	2	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
5134 Police Sergeant	PL678	3	9	7	7	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
5128 Police Officer	PL542	4	88	66	54	3	5	2	2	0	0	22	19	1	0	2	0	0	0	0	15
5034 Police Sergeant	PL678	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
0515 Accountant II	DC424	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
0514 Accountant I	DC255	5	7	1	1	0	0	0	0	0	0	6	4	0	1	1	0	0	0	0	2
0152 P A S S Senior	DC220	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
0151 P A S S	DC090	6	7	1	1	0	0	0	0	0	0	6	6	0	0	0	0	0	0	0	0
0149 Police Desk Clerk	DC055	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
0147 Police Records Training Coord	DC220	6	9	2	1	0	1	0	0	0	0	7	7	0	0	0	0	0	0	0	1
0146 Police Records Specialist	DC090	6	51	10	9	0	0	0	1	0	0	41	36	2	3	0	0	0	0	0	6

# Workforce Analysis by Departments

0145	Police Records Spec Trainee	DC025	6	9	2	2	0	0	0	0	0	0	7	6	1	0	0	0	0	0	1
<b>Total:</b>			227	106	90	4	6	3	3	0	0	121	107	4	6	4	0	0	0	0	30

## Department: 110100 Office of Emergency Management

Reports to: 195000 Mayor - Department of Finance & Administration

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7990 Emerg Mgmt Ops Manager	MG012	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7376 Financial Analyst	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7375 Financial Analyst, Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7204 Comm Outrch & Info Rep, Sr	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7198 Comm Emergency Svc Mgr	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7156 Program Manager	MG008	2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
7153 Program Specialist	MG005	2	3	2	2	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7152 Program Specialist, Assistant	MG004	2	2	2	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
7103 Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
7087 Emerg Mgmt Director	MG014	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
0514 Accountant I	DC255	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
0102 Office Supp Spec II	DC090	6	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>			16	8	7	0	0	0	0	0	1	8	7	0	0	0	0	0	0	1	2

## Department: 303100 Office of Government Relations

Reports to: 195000 Mayor - Department of Finance & Administration

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7210 Government Relations Lobbyist	MG011	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7103 Administrative Assistant	MG004	5	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7020 Government Relations Director	MG015	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>			5	3	3	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0

# Workforce Analysis by Departments

## Department: 307200 Business Operations

Reports to: 307100 Office of Management & Finance

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min		
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O			
7378	Financial Analyst, Principal	MG011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7377	Financial Analyst, Senior	MG008	2	6	3	2	1	0	0	0	0	0	3	3	0	0	0	0	0	0	0	1
7376	Financial Analyst	MG006	2	3	2	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0	1
7375	Financial Analyst, Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
7207	Pub Relations & Information Officer	MG010	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7146	Police Analyst, Senior	MG014	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7145	Policy Analyst	MG012	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7133	Management Analyst, Principal	MG011	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7132	Management Analyst, Senior	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7131	Management Analyst	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7113	Business Operations Mgr, Senior	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7112	Business Operations Mgr	MG011	1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7105	Executive Assistant	MG005	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7001	Chief Administrative Officer	MG017	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0515	Accountant II	DC424	3	4	1	0	0	1	0	0	0	0	3	2	0	1	0	0	0	0	0	2
0514	Accountant I	DC255	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
0104	Office Supp Spec III	DC220	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
<b>Total:</b>			30	12	9	2	1	0	0	0	0	0	18	16	0	1	0	0	0	0	1	5

## Department: 307210 Bureau of Financial Management

Reports to: 307205 Bureau of Financial Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min		
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O			
7392	Treasury Analyst	MG006	2	2	1	1	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	1
7391	Treasurer, City	MG014	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7390	Treasury Operations Mgr	MG009	2	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7384	Debt Manager	MG014	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7382	Debt Analyst, Principal	MG011	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7381	Debt Analyst, Senior	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Workforce Analysis by Departments

7365	Controller	MG014	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7362	Accounting Supervisor, Senior	MG008	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7360	Accounting Supervisor	MG007	2	2	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	2
7352	Accountant, Systems	MG006	2	2	2	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
7351	Accountant, Assistant Systems	MG004	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7154	Program Coordinator	MG007	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7121	Business Systems Analyst	MG006	2	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
7112	Business Operations Mgr	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	2	1	0	0	1	0	0	0	0	1	1	0	0	0	0	0	0	1
0516	Accountant III	DC448	2	5	3	2	0	0	0	0	0	1	2	1	0	1	0	0	0	0	2
0515	Accountant II	DC424	3	7	5	4	1	0	0	0	0	0	2	1	0	1	0	0	0	0	2
0514	Accountant I	DC255	5	5	2	0	0	2	0	0	0	0	3	2	0	1	0	0	0	0	3
0510	Accounting Tech	DC090	6	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0102	Office Supp Spec II	DC090	6	3	0	0	0	0	0	0	0	0	3	1	1	0	1	0	0	0	2
<b>Total:</b>			44	22	13	2	5	1	0	0	1	22	15	1	5	1	0	0	0	0	16

## Department: 307220 Bureau of Financial Planning

Reports to: 307205 Bureau of Financial Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7388	Economist, City	MG012	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7386	Economist, Senior	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7379	Financial Planning Div Mgr	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7378	Financial Analyst, Principal	MG011	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7377	Financial Analyst, Senior	MG008	2	6	4	3	0	1	0	0	0	0	2	1	0	0	0	0	0	1	2
7376	Financial Analyst	MG006	2	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
7375	Financial Analyst, Assistant	MG004	2	2	1	0	0	1	0	0	0	0	1	0	1	0	0	0	0	0	2
7010	Chief Financial Officer	MG016	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			17	9	7	0	2	0	0	0	0	8	6	1	0	0	0	0	0	1	4

## Department: 307354 Printing & Distribution

Reports to: 307230 Bureau of General Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O	

# Workforce Analysis by Departments

7734	Printing & Distribution Mgr	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7732	Print Shop Supervisor	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7730	Mail/Micrographics Supervisor	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0353	Reprographic Operator III	DC384	3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0351	Reprographic Operator II	DC212	3	4	2	2	0	0	0	0	0	2	1	0	0	0	1	0	0	0	1
0350	Reprographic Operator I	DC080	3	5	5	4	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
0341	P & D Customer Svc Rep Lead	DC384	3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0340	P & D Customer Svc Rep	DC212	3	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
0339	Distribution Tech Lead	DC165	8	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
0337	Distribution Tech	DC109	8	4	3	2	0	0	0	1	0	1	1	0	0	0	0	0	0	0	1
<b>Total:</b>			22	17	15	0	0	1	1	0	0	5	4	0	0	0	1	0	0	0	3

## Department: 307562 Vehicle Services

Reports to: 307230 Bureau of General Services

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7710	Vehicle Services Mgr	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7709	Vehicle Maint Superintendent	MG010	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7708	Vehicle Maint Supervisor II	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7707	Vehicle Maint Supervisor I	MG005	2	4	4	3	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
7703	Vehicle Acquisition Analyst	MG006	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7702	Vehicle Program Spec	MG004	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7121	Business Systems Analyst	MG006	2	2	0	0	0	0	0	0	0	2	1	0	1	0	0	0	0	0	1
7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
1533	Vehicle & Equip, Lead	DC394	7	6	6	5	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
1532	Vehicle & Equip Mechanic	DC338	7	39	38	26	2	7	2	1	0	1	1	0	0	0	0	0	0	0	12
1531	Vehicle & Equip Mech Trainee	DC204	8	5	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1530	Motorcycle Mechanic	DC338	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1516	Auto Body Restorer	DC338	7	4	4	3	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
1510	Welder	DC336	7	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0407	Storekeeper/Acq II: Auto Parts Spec	DC240	8	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0102	Office Supp Spec II	DC090	6	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
0100	Office Supp Spec I	DC060	6	1	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	1
<b>Total:</b>			77	70	55	2	8	3	2	0	0	7	5	0	2	0	0	0	0	0	17

## Workforce Analysis by Departments

### Department: 307572 Bureau of Risk Management

Reports to: 307230 Bureau of General Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7190 Risk Manager	MG012	1	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7188 Risk Supervisor	MG010	2	3	2	2	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7186 Risk Specialist, Senior	MG007	2	2	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7185 Risk Specialist	MG005	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7182 Workers Comp/Disab Analyst, Senior	MG007	2	2	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7179 Claims Analyst, Senior	MG007	2	3	2	2	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
7178 Claims Analyst	MG005	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7174 Occupational Health Prog Nurse	MG008	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7106 Administrative Supervisor I	MG005	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7102 Administrative Spec, Senior	MG003	5	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0859 Claims Tech	DC160	6	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0858 Asst Claims Tech	DC086	6	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0102 Office Supp Spec II	DC090	6	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			19	7	7	0	0	0	0	0	0	0	12	11	0	1	0	0	0	0	1

### Department: 307732 Facilities Services

Reports to: 307230 Bureau of General Services

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7727 Facilities Const Proj Mgr, Supervising	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7726 Facilities Construct Proj Mgr	MG008	2	3	2	2	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7725 Facilities Construct Proj Spec	MG005	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7721 Spectator Facilities Mgr	MG012	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7719 Facilities Svcs Div Mgr	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7717 Facilities Maint Supvsr	MG005	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7715 Facilities Svcs Specialist	MG005	2	2	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7713 Facilities Maint Disptch/Sched	MG003	7	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7678 Property Acquisition & Svcs Mgr	MG008	2	2	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7136 Facilities Contracts Coord	MG006	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0



# Workforce Analysis by Departments

7107	Administrative Supervisor II	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6112	Engineer	CO090	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1116	Facilities Maint Tech Lead	DC391	7	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1115	Facilities Maint Tech	DC338	7	11	10	8	1	1	0	0	0	0	1	1	0	0	0	0	0	0	2
0104	Office Supp Spec III	DC220	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			32	25	22	2	1	0	0	0	0	0	7	7	0	0	0	0	0	0	3

## Department: 307240 Bureau of Human Resources

Reports to: 307100 Office of Management & Finance

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7295	Benefits Manager	MG012	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7294	Benefits Supervisor	MG007	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7293	Benefits Analyst	MG006	2	2	0	0	0	0	0	0	0	0	2	1	0	1	0	0	0	0	1
7292	Benefits Specialist	MG005	2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7281	Labor/Employee Relations Mgr	MG012	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7280	Labor Relations Coordinator	MG008	2	3	2	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1
7276	Class/Comp Mgr	MG012	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7275	Class/Comp Coord	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7274	Class/Comp Analyst, Senior	MG006	2	2	1	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	1
7267	Affirmative/Diversity Mgr	MG011	1	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
7265	EEO Investigator	MG006	2	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
7260	Employment & Development Mgr	MG012	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
7259	Employment & Development Coord	MG008	2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
7258	Human Resources Operations Mgr	MG014	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7256	Human Resources Site Team Mgr	MG012	1	3	1	0	1	0	0	0	0	0	2	2	0	0	0	0	0	0	1
7254	Human Resources Coordinator	MG008	2	14	5	1	2	0	1	0	0	1	9	5	2	0	1	1	0	0	8
7253	Human Resources Analyst, Sr	MG006	2	8	3	1	2	0	0	0	0	0	5	2	2	1	0	0	0	0	5
7251	Human Resources Technician	MG004	5	7	2	0	0	1	0	0	0	1	5	4	0	1	0	0	0	0	3
7158	Program Manager, Senior	MG011	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7154	Program Coordinator	MG007	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7152	Program Specialist, Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7131	Management Analyst	MG006	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7121	Business Systems Analyst	MG006	2	2	0	0	0	0	0	0	0	0	2	0	1	0	0	0	0	1	2

# Workforce Analysis by Departments

7112	Business Operations Mgr	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7106	Administrative Supervisor I	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7105	Executive Assistant	MG005	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	2	1	1	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
7008	Human Resources Director	MG016	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
0104	Office Supp Spec III	DC220	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0102	Office Supp Spec II	DC090	6	5	1	1	0	0	0	0	0	0	4	3	1	0	0	0	0	0	1
<b>Total:</b>			70	21	9	6	1	1	1	0	3	49	32	9	4	1	1	0	2	29	

## Department: 307351 Operations Division

Reports to: 307250 Bureau of Purchasing

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7156	Program Manager	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7153	Program Specialist	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7107	Administrative Supervisor II	MG006	2	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
7004	Purchasing Director	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0102	Office Supp Spec II	DC090	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			5	2	1	0	0	0	0	0	0	1	3	3	0	0	0	0	0	0	1

## Department: 307352 Procurement Division

Reports to: 307250 Bureau of Purchasing

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7170	Purchasing Manager	MG012	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7168	Contractor Dev Supervisor	MG009	2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
7166	Procurement Supervisor	MG007	2	3	1	0	0	1	0	0	0	0	2	2	0	0	0	0	0	0	1
7165	CDD Prog Coord	MG008	2	3	3	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	2
7163	Contract Compliance Spec	MG006	2	4	0	0	0	0	0	0	0	0	4	2	1	0	0	0	0	1	2
7154	Program Coordinator	MG007	2	2	1	1	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1
7153	Program Specialist	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
7102	Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0421	Procurement Specialist, Senior	DC464	3	4	2	1	0	0	0	0	0	1	2	1	1	0	0	0	0	0	2

# Workforce Analysis by Departments

0420	Procurement Specialist	DC372	3	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
0419	Procurement Asst	DC149	3	6	2	2	0	0	0	0	0	0	4	3	1	0	0	0	0	1
<b>Total:</b>			29	9	5	1	1	0	0	0	2	20	13	4	1	1	0	0	1	11

## Department: 307390 Bureau of Revenue

Reports to: 307100 Office of Management & Finance

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O	
7415	License & Tax Div Manager	MG012	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7410	License & Tax Supervisor	MG007	2	2	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1
7405	Revenue Audit Supervisor	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7377	Financial Analyst, Senior	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7158	Program Manager, Senior	MG011	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7154	Program Coordinator	MG007	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7121	Business Systems Analyst	MG006	2	4	1	1	0	0	0	0	0	0	3	3	0	0	0	0	0	0
7120	Business Sys Analyst, Assistant	MG004	3	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
7114	Revenue Bureau Operations Mgr	MG012	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7107	Administrative Supervisor II	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7014	Revenue Bureau Director	MG015	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6206	Revenue Auditor, Senior	CO068	2	3	1	1	0	0	0	0	0	0	2	1	0	1	0	0	0	1
6205	Revenue Auditor	CO066	2	2	0	0	0	0	0	0	0	0	2	1	1	0	0	0	0	1
2235	Revenue & Taxation Spec V	DC007	3	6	2	2	0	0	0	0	0	0	4	4	0	0	0	0	0	0
2233	Revenue & Taxation Spec IV	DC004	3	10	3	2	0	0	0	0	1	7	5	1	1	0	0	0	0	3
2232	Revenue & Taxation Spec III	DC285	6	6	1	1	0	0	0	0	0	5	4	0	0	0	1	0	0	1
2230	Revenue & Taxation Spec I	DC002	6	4	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0
2222	Regulatory Prog Administrator	DC008	3	3	1	1	0	0	0	0	0	2	2	0	0	0	0	0	0	0
2221	Regulatory Program Specialist	DC285	3	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
0516	Accountant III	DC448	2	1	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1
0514	Accountant I	DC255	5	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0335	Print & Dist Tech Asst	DC032	8	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0131	Customer Accts Spec I	DC120	6	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
0100	Office Supp Spec I	DC060	6	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0

# Workforce Analysis by Departments

**Total:** 60 14 13 0 0 0 0 0 0 0 1 46 39 2 2 1 1 0 1 8

## Department: 381100 Utility Billing Sys Implementation

Reports to: 307390 Bureau of Revenue

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O	
7511 Enterprise Bus Sys Proj Mgr	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7510 Information Sys Mgr, Senior	MG013	1	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7271 Training & Development Officer	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7270 Training & Development Analyst	MG006	2	4	1	1	0	0	0	0	0	0	3	2	0	0	1	0	0	0	1
7203 Comm Outrch & Info Rep	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7133 Management Analyst, Principal	MG011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7103 Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0104 Office Supp Spec III	DC220	6	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
<b>Total:</b>			13	6	6	0	0	0	0	0	0	7	5	0	1	1	0	0	0	2

## Department: 307360 Bureau of Communications & Networking

Reports to: 307500 Bureau of Technology Services

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O	
7685 Communications Engineer	MG009	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7532 COMNET Operations Mgr	MG014	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7528 Comm Systems Administrator	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7526 COMNET Tech Proj Coord	MG008	2	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7524 Technical Operations Supvsr	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7520 Comm Systems Marketing Rep	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7509 Information Sytems Manager	MG012	1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3253 Communications Switch Tech	DC453	3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3251 Electronics Tech II: Comm	DC453	3	9	8	8	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
3249 Electronics Tech I: Comm	DC365	3	4	4	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
3248 Electronic Tech Asst	DC180	3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2545 Information Sys Analyst, Principal	CO106	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2542 Info Sytems Analyst II	CO103	3	2	2	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
2541 Info Sytems Analyst I	CO102	3	2	0	0	0	0	0	0	0	0	2	1	1	0	0	0	0	0	1

# Workforce Analysis by Departments

**Total:** 34 29 27 1 0 1 0 0 0 0 5 4 1 0 0 0 0 0 0 3

## Department: 307551 Administration

Reports to: 307550 Bureau of Information Technology

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE					Tot Min		
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P		O	
7516 Tech Svcs Bureau Business Rep	MG012	1	4	3	3	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7514 Tech Svcs Customer Svc Mgr	MG013	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7510 Information Sys Mgr, Senior	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7137 Tech Svcs Contracts Coord	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7131 Management Analyst	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7115 Technology Svc Admin Mgr	MG010	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7102 Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7012 Chief Technology Officer	MG016	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2542 Info Sytems Analyst II	CO103	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2524 Info Sytems Tech III	CO102	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
0406 Storekeeper/Acq Specialist II	DC240	8	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0405 Storekeeper/Acq Specialist I	DC185	8	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0104 Office Supp Spec III	DC220	6	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0	0
0102 Office Supp Spec II	DC090	6	4	0	0	0	0	0	0	0	0	4	3	1	0	0	0	0	0	0	1
<b>Total:</b>			22	10	8	2	0	0	0	0	0	12	11	1	0	0	0	0	0	0	3

## Department: 307552 Programming / GIS

Reports to: 307550 Bureau of Information Technology

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE					Tot Min		
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P		O	
7518 Chief Technology Officer, Assistant	MG015	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7513 IT Strategic Planning Mgr	MG014	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7510 Information Sys Mgr, Senior	MG013	1	2	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7509 Information Sytems Manager	MG012	1	4	2	2	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
7508 Information Sytems Supvsr	MG011	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
7502 CAD Software Engineer	MG011	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7122 Business Systems Analyst, Senior	MG008	2	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	1
6061 GIS Technician I	CO001	3	2	0	0	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	2

## Workforce Analysis by Departments

2545	Information Sys Analyst, Principal	CO106	2	12	10	7	0	3	0	0	0	0	2	1	0	0	0	0	0	1	4
2543	Info Sytems Analyst III	CO104	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
2542	Info Sytems Analyst II	CO103	3	2	1	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1
2534	Application Analyst IV	CO105	2	14	12	7	1	4	0	0	0	0	2	1	0	1	0	0	0	0	6
2533	Application Analyst III	CO104	2	14	11	7	0	4	0	0	0	0	3	0	0	3	0	0	0	0	7
2532	Application Analyst II	CO103	3	4	2	1	0	0	1	0	0	0	2	2	0	0	0	0	0	0	1
<b>Total:</b>			63	45	29	2	13	1	0	0	0	18	10	0	7	0	0	0	0	1	24

### Department: 307553 Technical Services / Desktop / LAN Support

Reports to: 307550 Bureau of Information Technology

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7510	Information Sys Mgr, Senior	MG013	1	4	4	3	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
7509	Information Sytems Manager	MG012	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7508	Information Sytems Supvsr	MG011	2	5	3	2	0	0	1	0	0	0	2	1	1	0	0	0	0	0	2
7506	Info Sys Analyst IV (Supvsr)	MG009	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
2545	Information Sys Analyst, Principal	CO106	2	11	9	8	1	0	0	0	0	0	2	2	0	0	0	0	0	0	1
2544	Info Sytems Analyst IV	CO105	3	12	10	9	0	1	0	0	0	0	2	2	0	0	0	0	0	0	1
2543	Info Sytems Analyst III	CO104	2	15	11	5	1	1	3	0	0	1	4	2	1	1	0	0	0	0	8
2542	Info Sytems Analyst II	CO103	3	24	15	10	1	4	0	0	0	0	9	4	2	1	1	1	0	0	10
2524	Info Sytems Tech III	CO102	5	3	3	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
2523	Info Sytems Tech II	CO107	5	13	11	9	0	2	0	0	0	0	2	1	0	0	0	1	0	0	3
<b>Total:</b>			89	67	48	3	10	4	1	0	1	22	13	4	2	1	2	0	0	0	28

### Department: 312100 Office of the City Attorney

Reports to: 195000 Mayor - Department of Finance & Administration

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7489	Legal Contract Analyst	MG011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7487	Law Office Administrator	MG009	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7483	Attorney, Chief Deputy City	MG015	1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7482	City Attorney, Deputy-Senior	MG014	1	12	7	7	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0
7481	City Attorney, Deputy	MG013	2	16	7	6	0	0	1	0	0	0	9	7	0	1	0	0	0	1	3
7478	Paralegal, Senior	MG007	5	5	1	1	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0

# Workforce Analysis by Departments

7477	Paralegal	MG005	5	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	
7476	Legal Assistant, Senior	MG005	5	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1	
7475	Legal Assistant	MG004	6	9	0	0	0	0	0	0	0	0	9	8	1	0	0	0	0	1	
7471	Legal Assistant Supervisor	MG006	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
7470	Paralegal Supervisor	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
7377	Financial Analyst, Senior	MG008	2	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	1	
7110	Business Operations Supervisor	MG009	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
2543	Info Sytems Analyst III	CO104	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
0102	Office Supp Spec II	DC090	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	
<b>Total:</b>			56	18	17	0	0	1	0	0	0	0	38	33	2	1	1	0	0	1	6

## Department: 337000 Fire & Police Disability & Retirement

Reports to: 195000 Mayor - Department of Finance & Administration

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7476	Legal Assistant, Senior	MG005	5	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
7394	FPDR Operations Manager	MG011	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7182	Workers Comp/Disab Analyst, Senior	MG007	2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7181	Workers Comp/Disab Analyst	MG005	2	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
7132	Management Analyst, Senior	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7130	Management Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7112	Business Operations Mgr	MG011	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
7106	Administrative Supervisor I	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7013	FPDR Fund Director	MG014	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
0515	Accountant II	DC424	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0102	Office Supp Spec II	DC090	6	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0100	Office Supp Spec I	DC060	6	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1
<b>Total:</b>			15	1	1	0	0	0	0	0	0	0	14	10	1	2	0	1	0	0	4

## Department: 342100 Office of Neighborhood Involvement

Reports to: 195000 Mayor - Department of Finance & Administration

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7376	Financial Analyst	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Workforce Analysis by Departments

7220	Disability Program Spec	MG005	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7218	Neighborhood Office Supervisor	MG007	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7214	Neighborhood Programs Coord	MG005	2	2	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
7202	Comm Outrch & Info Asst	MG004	5	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7156	Program Manager	MG008	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7154	Program Coordinator	MG007	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7153	Program Specialist	MG005	2	6	1	0	0	1	0	0	0	0	5	4	0	1	0	0	0	0	2
7110	Business Operations Supervisor	MG009	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7107	Administrative Supervisor II	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7022	Neighborhood Involvement & Prog Dir	MG014	1	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1
5185	Crime Prev Prog Administrator	DC362	5	13	4	4	0	0	0	0	0	0	9	6	2	0	0	0	0	1	3
0110	Information & Referral Spec	DC090	6	5	2	2	0	0	0	0	0	0	3	1	1	0	1	0	0	0	2
0102	Office Supp Spec II	DC090	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
<b>Total:</b>			40	13	12	0	1	0	0	0	0	0	27	19	3	1	2	0	0	2	9

## Department: 510100 Bureau of Planning

Reports to: 195000 Mayor - Department of Finance & Administration

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7756	Urban Design Prog Mgr	MG013	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
7755	River Renaissance Initiative Mgr	MG012	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
7754	Assistant to Planning Director	MG011	1	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7753	Planner, Principal	MG013	1	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7752	Planner, Supervising	MG011	2	6	3	2	0	1	0	0	0	0	3	3	0	0	0	0	0	0	1
7508	Information Sytems Supvsr	MG011	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7203	Comm Outrch & Info Rep	MG005	2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7156	Program Manager	MG008	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7154	Program Coordinator	MG007	2	2	1	1	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
7152	Program Specialist, Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7130	Management Assistant	MG004	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7120	Business Sys Analyst, Assistant	MG004	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7112	Business Operations Mgr	MG011	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7106	Administrative Supervisor I	MG005	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7105	Executive Assistant	MG005	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0



**Workforce Analysis by Departments**

7076	Planning Director	MG017	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6134	Planner, City Senior	CO080	2	11	6	6	0	0	0	0	0	0	5	4	0	0	1	0	0	0	1
6133	Planner II, City	CO045	2	22	10	9	0	1	0	0	0	0	12	10	0	1	1	0	0	0	3
6132	Planner I, City	CO025	2	4	1	1	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
6131	Associate Planner	CO015	2	3	2	2	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6130	Planning Assistant	CO110	5	5	3	3	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6123	Graphics Designer III	CO080	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6122	Graphics Designer II	CO030	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6063	GIS Technician III	CO080	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2542	Info Systems Analyst II	CO103	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0102	Office Supp Spec II	DC090	6	5	1	1	0	0	0	0	0	0	4	2	2	0	0	0	0	0	2
0100	Office Supp Spec I	DC060	6	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
<b>Total:</b>			83	39	35	1	3	0	0	0	0	0	44	37	3	2	2	0	0	0	11

**Department: 336000 City Auditor**

Top-level

Job Code & Title	Grade	EEO	Tot	MALE										FEMALE						Tot Min	
				T	W	B	A	H	I	P	O	T	W	B	A	H	I	P	O		
7485	Hearings Officer	MG013	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7377	Financial Analyst, Senior	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7345	Auditor, Chief Deputy City	MG012	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7340	Progress Board Research Mgr	MG009	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7335	IPR Program Manager	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7332	Ombudsman, City	MG011	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7330	Complaint Investigator	MG006	2	6	3	3	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
7327	Foreclosure Prog Mgr	MG008	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
7326	Director of Audit Services	MG013	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7324	Management Auditor, Principal	MG010	2	3	2	2	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7323	Management Auditor, Senior	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7322	Management Auditor	MG006	2	6	1	1	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0
7312	Council Sup & Contracts Supvsr	MG008	2	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1
7310	Clerk To City Council	MG005	5	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
7308	Archivist & Records Ctr Supervisor	MG008	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7306	Assistant Archivist	MG005	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Workforce Analysis by Departments

7304	Records Management Spec	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7302	Records Center Assistant	MG002	6	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7202	Comm Outrch & Info Asst	MG004	5	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7132	Management Analyst, Senior	MG008	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7131	Management Analyst	MG006	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7130	Management Assistant	MG004	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7121	Business Systems Analyst	MG006	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7103	Administrative Assistant	MG004	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7102	Administrative Spec, Senior	MG003	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
0245	Hearings Clerk	DC305	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
0104	Office Supp Spec III	DC220	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
0102	Office Supp Spec II	DC090	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
<b>Total:</b>			47	22	21	0	0	1	0	0	0	0	25	23	0	0	1	0	0	1	3

**AFFIRMATIVE ACTION PLAN**

**FOR VETERANS AND**

**INDIVIDUALS WITH DISABILITIES**

**City of Portland**

July 1, 2008 - June 30, 2012

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## PREFACE

City of Portland (also referred to as the City) is committed to the concept and practice of equal opportunity and affirmative action. In the preparation of this Affirmative Action Plan (AAP), we have been guided by Section 503 of the Rehabilitation Act of 1973 (as amended) (29 U.S.C. Section 793) and its implementing OFCCP regulations (41 C.F.R. Part 60-741), and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (as amended) (38 U.S.C. Sections 4211 and 4212) and its implementing OFCCP regulations (41 C.F.R. Part 60-250). Nothing contained in this AAP or its supporting data should be construed as an admission by the City, in whole or in part, that it has contravened any federal, state, or local employment practice laws.

In developing and implementing this AAP, City of Portland has been guided by its established policy of providing equal employment opportunity. Nothing herein is intended to sanction the discriminatory treatment of any person. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608).

While the City firmly believes in wide dissemination of its affirmative action policies and equal employment opportunity practices and makes this AAP available to employees and applicants upon request, the AAP remains a company proprietary document. Therefore, the following is requested:

1. If this information is submitted to the Office of Federal Contract Compliance Programs (OFCCP) pursuant to the relevant Executive Order and regulations, it is to be considered confidential and not subject to disclosure without notifying the City of the agency's decision to disclose and providing the City with ample time to contest the disclosure.
2. If this information is supplied to a government contractor, EEOC representative, or any other person who is given access to the AAP, it is not to be copied, reproduced, or disclosed without prior notification to the City.
3. No information contained in the AAP is to be copied, removed from the premises, or released to other individuals without a prior notification to the City.

All monitoring system reports as required by federal regulations and laws have been completed.

This AAP does not constitute an express or implied contract between the City and its employees, job applicants, or other persons, nor does it change in any way the basic at-will employment relationship that all City employees have with the City. Nothing in this AAP creates a private right of action on behalf of any individual or group against the City.

**STATEMENT OF POLICY**  
**41 C.F.R. 60-741.44(a), - 250.1**

It is the policy of City of Portland not to discriminate on the basis of a physical or mental disability or an individual's status as a disabled veteran, a veteran of the Vietnam Era, or any other protected veteran ("Covered Veterans") with regard to recruitment or recruitment advertising, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. The City does and will take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities and Covered Veterans without discrimination based upon their physical or mental disability, or veterans' status, in all employment practices as follows:

Employment decisions at the City are based only on job-related criteria. All personnel actions or programs that affect qualified individuals with disabilities or Covered Veterans, such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, will be made without discrimination based upon the individual's physical or mental disability or veterans' status.

The City makes, and will continue to make, reasonable accommodations to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the City's business.

Joseph M. Quiñones, Affirmative Action Officer for the City, will manage City of Portland's AAP for individuals with disabilities and Covered Veterans. The AAP includes an audit and reporting system, which, among other things, measures the effectiveness of the AAP. All managers and supervisors will take an active part in the City's AAP to ensure that all qualified employees with disabilities and Covered Veterans and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, City of Portland will solicit the cooperation and support of all employees for the City's policy and AAP. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of affirmative action for individuals with disabilities and Covered Veterans. In accordance with public law, the City's plan of affirmative action for individuals with disabilities and Covered Veterans is available for inspection in the Bureau of Human Resources during regular business hours upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, activities such as filing a complaint, assisting or participating in an investigation, compliance review or hearing, or opposing any act or practice made unlawful, or exercising any other right protected by Section 503 of the Rehabilitation Act of 1973, as amended or the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

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Yvonne L. Deckard,  
Director, Bureau of Human Resources  
7/1/2005

## DEFINITIONS

"DISABLED VETERAN" means a veteran of the U.S. military, ground, naval or air service who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for disability rated at 30 percent or more, or rated at 10 to 20 percent in the case of a veteran determined under 38 U.S.C. 3106 to have a serious employment handicap, or a person whose discharge or release from active duty was for a service-connected disability.

"QUALIFIED DISABLED VETERAN" means a disabled veteran as defined above who satisfies the requisite skill, experience, education, and other job-related requirements of a particular job and is capable of performing the essential functions with or without reasonable accommodations made for his or her disability.

"VETERAN OF THE VIETNAM ERA" means a person who (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, in the republic of Vietnam between February 28, 1961 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (ii) served on active duty in the U.S. military, ground, naval, or air service for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (iii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or in another place between August 5, 1964 and May 7, 1975.

"OTHER PROTECTED VETERAN" means any other veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, other than disabled veterans or veterans of the Vietnam era.

"COVERED VETERANS" means disabled veterans, veterans of the Vietnam Era, and other protected veterans.

"INDIVIDUAL WITH A DISABILITY" means a person who, generally, (i) has a physical or mental impairment that substantially limits one or more of his or her major life activities, (ii) has a record of such impairment, or (iii) is regarded as having such an impairment.

For the purposes of this Plan, an individual with a disability is "substantially limited" if he or she is unable to perform a major life activity that the average person in the general population can perform, or is significantly restricted as to the condition, manner, or duration under which a person can perform a particular major life activity as compared to the condition, manner, or duration under which the average person could perform that same activity.

"A QUALIFIED INDIVIDUAL WITH A DISABILITY" means an individual with a disability as defined above who meets the requisite skill, experience, education, and other job-related requirements for a particular job and is capable of performing that job, with or without reasonable accommodation for his or her disability.

**RESPONSIBILITY FOR IMPLEMENTATION**  
**41 C.F.R. 60-741.44(i), 41 C.F.R. 60-250.44(i)**

Affirmative action for individuals with disabilities and Covered Veterans is the responsibility of every employee at City of Portland. Joseph M. Quiñones, the City's Affirmative Action Officer, is responsible for the implementation and monitoring of this AAP at the City. Joseph M. Quiñones, a member of Senior Management, has the support and staff to manage the implementation of this Plan. In carrying out this responsibility, the Affirmative Action Officer and designated staff will:

- Develop policy statements, AAPs, and internal and external modes of communication,
- Oversee regular discussions with local managers, supervisors, and employees to ensure that the City's policies are being followed;
- Advise supervisors that their work performance is being evaluated on the basis of their affirmative action efforts and results, as well as other criteria, and that the City is obligated to prevent harassment of employees placed through affirmative action efforts;
- Identify, in conjunction with line management, known employees with disabilities and Covered Veterans and any problem areas in implementing the AAP, and develop solutions, including possible modes of accommodation;
- Design and implement internal audit and reporting systems that will measure the effectiveness of the City's Plan, indicate the need for remedial action, determine the degree to which the City's objectives have been attained, determine whether known employees with disabilities and Covered Veterans have had the opportunity to participate in all City-sponsored educational, training, recreational, and social activities, and ensure that each City location is in compliance with applicable laws and regulations;
- Serve as liaison between the City and enforcement agencies, and between the City and organizations of and for persons with disabilities, and encourage active involvement by City representatives in the community service programs of local organizations of and for individuals with disabilities and Covered Veterans,
- Keep management informed of the latest developments in the entire affirmative action area,
- Arrange for career counseling for known employees with disabilities and Covered Veterans, where appropriate.

**REQUEST FOR SELF-IDENTIFICATION**  
**41 C.F.R. 60-741.42, 41 C.F.R. 60-250.42**

Following an offer of employment but prior to an individual beginning other employment duties, City of Portland invites job applicants who are individuals with disabilities or Covered Veterans and believe themselves covered by the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, to identify themselves in order to receive the benefits of affirmative action (see Exhibit A). If an individual identifies himself or herself as an individual with a disability or a disabled veteran, the City seeks the advice of the individual concerning



any necessary accommodations to allow the individual to perform his/her job.

**REVIEW OF PERSONNEL PROCESSES**  
**41 C.F.R. 60-741.44(b), 41 C.F.R. 60-250.44(b)**

City of Portland continues to review its personnel procedures to determine whether they assure the careful, thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities or Covered Veterans for job vacancies, promotions, and/or educational or training opportunities and to assure that the personnel processes facilitate the implementation of the City's affirmative action obligations.

Vacancies are advertised, and applications are accepted from any interested person. City of Portland's employment application includes a full non-discrimination statement to further assure applicants of the City's policy of equal employment. All non-executive positions that we do not expect to fill from within will be referred to the State Department of Employment and Training, as well as other recruiting sources.

The disability or veteran status of any otherwise qualified individual who applies for any vacancy, promotion, transfer, or training opportunity will not be a factor in these employment decisions. The City periodically reviews the physical and mental job qualifications to ensure that they do not tend to screen out individuals with disabilities or Covered Veterans for reasons that are not job-related or consistent with business necessity, nor consistent with the safe performance of the essential functions of the job. Thus, individuals with disabilities and Covered Veterans who meet job qualifications will be considered on an equal basis with all other applicants. Moreover, the City considers military experience only to the extent that it increases the veteran's qualification for the job. Finally, the City ensures that its personnel processes do not stereotype individuals with disabilities or Covered Veterans.

Consistent with the regulations, the City has instituted the following procedures to further assure the careful, thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities or Covered Veterans for job vacancies, promotions, and/or educational or training opportunities and to assure that its personnel practices facilitate the implementation of the City's affirmative action obligations:

1. As covered individuals apply for positions within the City, their personnel forms will be annotated to identify each vacancy for which the person was considered.
2. The personnel records of each known covered individual will include (i) the identification of each promotion for which the person was considered, and (ii) the identification of each training program for which the person was considered.
3. In each case where a covered individual is rejected for employment, training, or promotion, a statement of the reasons will be appended to the file. This statement will include a comparison of the qualifications of the covered individual and the person(s) selected.
4. Where applicants or employees are selected for hire, promotion, or training, and the City undertakes any accommodation which makes it possible to place a covered individual in the job, the City will keep a record of the accommodation in a confidential medical file.

This information will be quickly retrievable for review by government officials and the City's personnel officials for use in investigations and compliance activities.

**REVIEW OF PHYSICAL AND MENTAL JOB REQUIREMENTS**  
**41 C.F.R. 60-741.44(c), 41 C.F.R. 60-250.44(c)**

City of Portland reviews physical and mental job qualification requirements as job qualification requirements are established or revised to ensure that qualification requirements do not screen out qualified individuals with disabilities or qualified disabled veterans for reasons that are not job-related, consistent with business necessity and the safe performance of the essential functions of the job.

To the extent that any physical or mental job qualification measurements tend to screen out qualified individuals with disabilities or qualified disabled veterans in the selection of employees or applicants for employment or in other change in employment status such as promotion or training, City of Portland will assure that the requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and the safe performance of the job.

**ACCOMMODATIONS**  
**41 C.F.R. 60-741.44(d), 41 C.F.R. 60-250.44(d)**

City of Portland has made and will continue to make reasonable accommodations, which do not impose undue hardships on its business, to the known physical and mental limitations of otherwise qualified employees and job applicants.

Included among the specific accommodations for individuals with disabilities and disabled veterans that have been implemented are the following:

1. Short- and long-term disability programs that provide pay for eligible employees absent due to disability.
2. A personal leave policy that enables eligible employees to accumulate paid time off to be used for medical appointments, personal illness, or any other reason.
3. A medical leave of absence is available to any employee who provides medical documentation of disability.
4. Should reasonable accommodations be necessary to facilitate access to work areas by employees or applicants who are qualified individuals with disabilities or qualified disabled veterans, the City will take any reasonable steps to provide such accommodations.
5. If necessary to accommodate a disability, the City will redesign jobs to eliminate nonessential functions unless the redesign creates an undue hardship.
6. The City will arrange suitable work hours for employees returning from sick leave, leave of absence, and long-term disability where that arrangement is reasonable.
7. The City will accommodate employees with disabilities by allowing a reasonable amount of time

off for physicians' visits.

8. Special parking for individuals with disabilities or disabled veterans is available at City of Portland.

If an individual has a disability or is a disabled veteran, he or she is encouraged to tell us about (i) any special methods, skills, and procedures which qualify him or her for positions which he or she might not otherwise be able to do so that he or she will be considered for any position of that kind, and (ii) the accommodations which would enable him or her to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties related to the job, provision of personal assistance services, or other accommodations. These individuals may contact Joseph M. Quiñones, the Affirmative Action Officer.

Where an employee who is known to be an individual with a disability or a disabled veteran is having significant difficulty performing his/her job and the City reasonably concludes that the performance issues may be related to the known disability, the City will notify the employee of the performance problem and confidentially inquire whether the problem is related to the employee's disability. If the employee indicates that his/her disability is impacting his/her performance, the City will engage in confidential discussions with the employee regarding reasonable accommodations to improve performance.

#### **COMPENSATION**

**41 C.F.R. 60-741.21(i), 41 C.F.R. 60-250.21(i)**

In offering employment or promotions, City of Portland does not reduce the amount of compensation offered to individuals with disabilities or Covered Veterans because of any disability income, pension, or other benefit that the employee receives from another source.

#### **OUTREACH, POSITIVE RECRUITMENT AND EXTERNAL DISSEMINATION OF POLICY**

**41 C.F.R. 60-741.44(f), 41 C.F.R. 60-250.44(f)**

City of Portland has reviewed its employment practices to determine whether personnel programs provide the required affirmative action for employment and advancement of qualified individuals with disabilities and qualified Covered Veterans.

While the City believes that there are no deficiencies in its current employment practices with respect to these employees, it has planned the following outreach, positive recruitment, and external dissemination programs to augment its existing affirmative efforts:

1. All executives, management officials, supervisors, and other employees of the City will be encouraged to assist in the effort to disseminate City of Portland's policy of affirmative action to individuals outside the City.
2. The City will inform recruiting sources of City of Portland's policy of affirmative action for individuals with disabilities and Covered Veterans. Recruiting sources will be requested to actively recruit and refer qualified individuals with disabilities and qualified Covered Veterans

for all positions.

3. City of Portland will enlist the assistance and support of local recruiting sources, social service agencies, and organizations especially knowledgeable about the availability of individuals with disabilities and Covered Veterans.

These sources will be informed of the City's AAP and will be requested to refer qualified individuals with disabilities and qualified Covered Veterans for employment consideration, including those not currently in the workforce who have requisite skills.

4. City of Portland will incorporate the affirmative action clause for individuals with disabilities in purchase orders, leases, and contracts made by the City and are covered by the Rehabilitation Act of 1973, as amended, and its implementing regulations. The affirmative action clause for Covered Veterans will be incorporated in purchase orders, leases, and contracts made by the City that are covered by the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and its implementing regulations.
5. City of Portland will notify local organizations, community agencies, secondary schools, and colleges known to specialize in assisting individuals with disabilities and Covered Veterans about City of Portland's policy of affirmative action and request their advice, assistance, and referrals of potential employees, including those who are not currently in the work force but who have requisite skills.
6. City of Portland will include disabled individuals and/or Covered Veterans when employees are pictured in consumer and personnel recruitment advertising.
7. City of Portland will make reasonable accommodations for qualified individuals with disabilities and qualified disabled veterans.
8. City of Portland will take positive steps to attract qualified individuals with disabilities and Covered Veterans not currently in the work force who have requisite skills and can be recruited through affirmative action measures.
9. City of Portland will review the employment records of its known employees with disabilities or Covered Veterans to determine the availability of promotable, qualified individuals with disabilities, and to determine whether present and potential skills are being fully utilized or developed.
10. The City will send written notification of City policy to all contractors, subcontractors, vendors, and suppliers, requesting appropriate action on their part.
11. When City of Portland advertises in newspapers for prospective employees, the advertisement will include the EEO solicitation "Equal Opportunity Employer M/F/D/V" or a relevant abbreviation.

**INTERNAL DISSEMINATION OF POLICY**  
**41 C.F.R. 60-741.44(g), 41 C.F.R. 60-250.44(g)**

The City recognizes that, however strong its outreach program, internal support from supervisory management and other employees is necessary to ensure maximum effectiveness of its AAP for individuals with disabilities and Covered Veterans so that these employees' awareness of the needs of individuals with disabilities and Covered Veterans can be increased. Accordingly, the City will utilize the following procedures to maximize the internal implementation and dissemination of its policy:

1. City of Portland will invite employees who are individuals with disabilities or Covered Veterans to participate in the AAP.
2. The City will communicate to employees its obligation to take affirmative action to employ qualified individuals with disabilities and qualified Covered Veterans and will encourage employee referral of covered applicants.
3. City of Portland's policy on affirmative action for veterans and individuals with disabilities is posted on City bulletin boards. The posting includes a statement that employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (see Exhibit A).
4. Meetings with executive management and supervisory personnel will be conducted at least annually to explain the City's policy of affirmative action and to impart to these personnel their responsibility in making the AAP a success. Top-level management personnel will attend these meetings so that all will know their support of affirmative action.
5. Meetings with all employees of the City will be conducted by department heads to inform the employees of City of Portland's policy of affirmative action and to explain the employees' responsibility to comply with the policy.
6. An invitation to participate in City of Portland's policy of affirmative action is disseminated to all applicants once the company has extended a job offer, but prior to the applicant's first day of employment.
7. For those City sites subject to a collective bargaining agreement, union officials will be notified as necessary. For those sites that are not subject to a collective bargaining agreement, no notification of union officials is necessary.

## **DEVELOPMENT AND EXECUTION OF AFFIRMATIVE ACTION PROGRAMS**

In addition to the affirmative action programs previously mentioned, the City is developing and executing the following programs:

1. The City will continue to review all physical or mental job qualifications.
2. The City will continue to review and evaluate its entire personnel selection process, including training and promotion, to ascertain whether the process permits the stereotyping of individuals with disabilities or Covered Veterans in a manner that limits their access to jobs for which they are qualified.
3. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes will be trained on affirmative action for individuals with disabilities and Covered Veterans.
4. If City of Portland holds briefing sessions for recruitment sources, representatives from agencies who specialize in individuals with disabilities and Covered Veterans will be included. Formal arrangements will be made for the referral of job applicants, for follow-up, and for feedback on the disposition of applicants referred.
5. Arrangements will be made to provide opportunities for employees with disabilities and Covered Veterans to discuss any performance problems with their supervisors, and any need for accommodation with their supervisors or the Bureau of Human Resources.
6. As City of Portland makes employees available for participation in community activities, employees who are individuals with disabilities or Covered Veterans will be among those who are encouraged to participate.
7. When City of Portland conducts recruiting efforts at various schools, special efforts will be made to reach students with disabilities and Covered Veterans.

### **INTERNAL REVIEW PROCEDURE**

The City has developed an internal review procedure whereby individuals with disabilities and Covered Veteran employees can raise any issues or claims that may arise during the course of their employment. General communications procedures encourage any and all employees, including those with disabilities or who are Covered Veterans, to discuss such issues or claims. All matters brought to the attention of the Affirmative Action Officer will be formally and confidentially addressed.

**MONITORING AND REPORTING SYSTEMS**  
**41 C.F.R. 60-741.44(h), 41 C.F.R. 60-250.44(h)**

It is the responsibility of the City's Affirmative Action Officer to monitor all employment and personnel practices to ensure compliance with applicable regulations and adherence to the City's Statement of Policy, to report specific problems to the appropriate management personnel, and to measure the effectiveness of City of Portland's AAP.

The City's audit and reporting system is designed to:

- Measure the effectiveness of the AAP;
- Identify any need for remedial action;
- Determine the degree to which the City's objectives are being attained;
- Determine whether individuals with known disabilities or Covered Veterans have had the full opportunity to participate in all City sponsored educational, training, recreational and social activities;
- Measure the City's compliance with the AAP's specific obligations.

To ensure that the audit system is effective, all records concerning applicants who are individuals with disabilities or Covered Veterans will be maintained for two years, and all personnel actions involving these employees will be individually maintained as a part of their personnel files.

Special reports summarizing affirmative action efforts to assist covered employees, descriptions of any formal complaints, etc. will be provided to members of upper management at least annually. This AAP will be updated annually and will include a summary of the previous year's actions and programs.

**HARASSMENT**  
**41 C.F.R. 60-741.44(e), 41 C.F.R. 60-250.44(e)**

City of Portland has developed and implemented procedures to ensure that employees who are individuals with disabilities or Covered Veterans are not harassed because of their disability or veteran status.

A copy of our Equal Employment Opportunity Policy that forbids harassment against individuals based on protected characteristics is included in the Exhibits section.

**TRAINING**  
**41 C.F.R. 60-741.44(j), 41 C.F.R. 60-250.44(j)**

The City trains all personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure that the commitments in the City's AAP are implemented.

**LISTING OF EXHIBITS**

Exhibit A - Post-Offer/Pre-Employment Invitation for Individuals with Disabilities and Covered Veterans



**EXHIBIT A**  
**AFFIRMATIVE ACTION PROGRAM**  
**WORKERS WITH DISABILITIES, VIETNAM ERA VETERANS,**  
**VETERANS WITH DISABILITIES,**  
**AND**  
**OTHER PROTECTED VETERANS**

As a government contractor, City of Portland is subject to the Rehabilitation Act of 1973 (Section 503), and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA), which require government contractors to take affirmative action to employ and advance in employment, qualified persons with disabilities, qualified Vietnam veterans, and other qualified eligible veterans covered by VEVRAA as defined below. If you are a qualified person with a disability or a veteran covered by VEVRAA, we would like to invite you to participate in our affirmative action program. If you would like to be included under the affirmative action program, please tell us. You may inform us of your desire to benefit under this program at this time and/or at any time in the future. City of Portland's affirmative action program describes the City's commitment to undertaking affirmative action to recruit, place and advance in employment covered veterans and qualified individuals with disabilities. The affirmative action program is available to all employees for review during regular business hours. Submission of this information is voluntary and your decision not to provide it will not affect the consideration you are being given for employment or subject you to any adverse treatment. The information you provide will be kept confidential as far as practicable and in accordance with the law, and will be used to assist in providing reasonable accommodation and for statistical reporting as required by government agencies. In particular, the following may have access to the information you provide: (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled persons, and regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) Government officials engaged in enforcing the Americans with Disabilities Act or laws administered by the Office of Federal Contract Compliance Programs, may be informed. The information shall not be used in a manner inconsistent with VEVRAA or section 503.

**If you are disabled, it would assist us if you tell us about:**

(i) Any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability, so that you will be considered for any positions of that kind.

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(ii) Any accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other accommodations.

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**-- This is a two-page document. Please review both pages. --**

-- This is a two-page document. Please review both pages. --

**I voluntarily identify myself as:**

**An Individual with a Disability** - An "individual with a disability" is defined as a person who (1) has a physical or mental impairment which substantially limits one for more of his or her major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

**A Disabled Veteran** - A "disabled veteran" is defined to be a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (i) rated at 30 percent or more, (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under section 1506 to have a serious employment disability, or (iii) a person who was discharged or released from active duty because of a service-oriented disability.

**A Veteran of the Vietnam Era** - A "veteran of the Vietnam Era" is defined as a person who (1) served on active duty for a period of more than 180 days during the Vietnam Era and who was discharged or released there from with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed during the Vietnam Era. The "Vietnam Era" is defined as (i) any active duty occurring between August 5, 1964 and May 7, 1975 or, (ii) any active duty part of which occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975.

**Other Protected Veteran** - "Other protected veteran" is defined as a person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

A complete list of qualifying military engagements is available online at <http://www.opm.gov/veterans/html/vgmedal2.htm>.

**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_  
**Employee #:** \_\_\_\_\_



## **2.01 EQUAL EMPLOYMENT OPPORTUNITY (EEO)/AFFIRMATIVE ACTION**

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### **Purpose**

The City of Portland is an equal employment opportunity employer and is committed to an active affirmative action and diversity program. The City will continue to recruit, hire, train, and promote into all job levels without regard to race, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income, or Vietnam era veterans status. The City will continue to administer all other personnel matters in accordance with this rule.

Elected officials and all employees of the City of Portland, management and supervisory staff in particular, shall ensure that the intent and the stated requirements of this rule are implemented in all employee relations and personnel practices. It is the responsibility of every employee to ensure that the work environment is free of any practice of discrimination or harassment. The City Affirmative Action Officer is responsible for implementation of the affirmative action program.

Additionally, contractors doing business with the City of Portland are required to assure that equal employment opportunity be offered by their organization(s), and that they comply with appropriate sections of this policy and with applicable state and federal regulations. The provisions for external affirmative action measures are contained in [City Code Chapter 23](#).

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### **Accommodations**

Any accommodations made in accordance with the American Disabilities Act must be in writing.

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### **Special Provisions Relative to Age**

Equal employment opportunity as to age applies to persons who are age 18 or older. State law forbids employment discrimination on the basis of age. It is unlawful to fail or refuse to hire or to discharge an individual or otherwise discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges of employment, because of such individual's age.

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### **Special Provisions Relative to Disability**

Equal employment opportunity for persons with disabling conditions includes making a reasonable accommodation to known disabilities of a qualified disabled applicant or employee who would be able to perform the essential duties of the job if such accommodation is made.

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### **Bona Fide Occupational Qualifications**

Age, gender or physical requirements may be considered if they constitute a bona fide occupational qualification necessary for performance of the essential duties of the job.

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Physical capacity requirements relating to minimum standards for employment may be a reasonable selection factor. However, such standards must be reasonably necessary for the specific work to be performed and uniformly applied to all applicants for the particular job category, regardless of age or sex.

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**Complaint Procedure**

The City of Portland has an internal complaint procedure designed to address and resolve complaints of discrimination, including retaliation and harassment. [See the Administrative Rule on Workplace Harassment Prohibited](#). Individual bureaus may have work rules and complaint procedures specific to their work places. The City will take appropriate action to prevent discrimination, including retaliation and harassment, and to ensure that the rights of employees who file complaints are respected, whether the complaint is filed through the internal complaint procedure, a grievance, or with a local, state, or federal agency, or court.

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**Contact Information**

Any person having questions about this rule or the City's Diversity Development/Affirmative Action program should contact the City Diversity Development/Affirmative Action Office at 503.823.6959.

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**References**

41 CFR §60-1.4; §60-2.13(a); §60-2.20; City Code Chapter 23

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**Administrative Rule History**

Adopted by Council March 6, 2002, Ordinance No. 176302  
Effective April 5, 2002

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