

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADOPTING THE)	RESOLUTION NO. 85-595
AFFIRMATIVE ACTION GOALS AND)	
OBJECTIVES FOR FISCAL YEAR)	Introduced by the
1985-86)	Executive Officer

WHEREAS, It is the policy of Metro to ensure that Equal Employment Opportunities and practices exist for all applicants and employees without regard to their race, color, religion, national origin, sex or handicap; and


WHEREAS, Council adopted an "Equal Employment Opportunity and Affirmative Action Program" set forth in Ordinance No. 83-166 on December 20, 1983; and

WHEREAS, Annual Affirmative Action goals are established by fund and job category for females and minorities to implement this program; now, therefore,

BE IT RESOLVED,

That the Affirmative Action Goals and Objectives attached in Exhibit A are established for the period July 1, 1984, through June 30, 1985.

ADOPTED by the Council of the Metropolitan Service District
this 26th day of September, 1985.



Richard Waker,
Deputy Presiding Officer

slr
4299C/435-3
09/17/85

EXHIBIT A

METRO AFFIRMATIVE ACTION GOALS

Long-Term Goal

To attain and maintain a Metro employee work force profile which reflects the representation of females and minorities in the Portland Metropolitan Statistical Area (PSMA) by the job categories of officials/managers, professional, administrative support, service/food, gardeners, keepers and support by the end of FY 1988.

FY 1985-86 Annual Goal

To attain a Metro employee work force profile which is reflective of the 1980 reported representation of females and minorities within the work force of the PMSA.

Action Objective 1

By the end of FY 1985-86 maintain parity in job categories and funds which have met or exceeded the goal percentage of female and minorities.

Action Objective 2

By the end of FY 1985-86 increase the percentage of female and minority employees in the job categories and funds in which the goal has not been achieved.

SR/gl
4297C/427-15

EXHIBIT A
(TABLE 1)

FY 1985-86
OVERALL METRO GOALS AND OBJECTIVES
BY JOB CATEGORIES

<u>Job Category</u>	<u>June 30, 1985</u>		<u>1985-86</u>	
	<u>No.</u>	<u>Status</u> <u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administration	4	(21) 19.0	33.2	Increase
Professionals	33	(67) 49.3	47.0	Maintain
Administrative Support	44	(53) 83.0	78.7	Maintain
Service/Food	102	(181) 56.4	63.2	Increase
Gardeners/Keepers/ Support	17	(73) 23.3	21.2	Maintain
	<u>200</u>	<u>(395)</u> <u>50.6</u>	<u>56.9</u>	Increase
	<u>Minorities</u>			
Officials/Administration	0	(21) 0.0	5.0	Increase
Professionals	3	(67) 4.5 *	5.4	Increase
Administrative Support	4	(53) 7.5	6.4	Maintain
Service/Food	18	(181) 9.9	10.8	Increase
Gardeners/Keepers/ Support	4	(73) 5.5	9.6	Increase
	<u>29</u>	<u>(395)</u> <u>7.3</u>	<u>6.3</u>	Maintain

MAINTAIN = Maintain or exceed parity with workforce representation.
INCREASE = Increase representation as openings occur.

* Close enough to be legally in compliance, but affirmative action efforts continuing.

SR/srs
4297C/427-2
09/17/85

EXHIBIT A
(TABLE 2)

FY 1985-86
GOALS AND OBJECTIVES

GENERAL FUND

<u>Job Category</u>	June 30, 1985			1985-86	
	<u>No.</u>		<u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>				
Officials/Administration	2	(4)	50.0	33.2	Maintain
Professionals	7	(15)	46.7*	47.0	Maintain
Administrative Support	13	(17)	76.5*	78.7	Maintain
	<u>22</u>	<u>(36)</u>	<u>61.1</u>	<u>56.9</u>	Maintain
	<u>Minorities</u>				
Officials/Administration	0	(4)	0.0*	5.0	Increase
Professionals	1	(15)	6.6	5.4	Maintain
Administrative Support	1	(17)	5.9*	6.4	Increase
	<u>2</u>	<u>(36)</u>	<u>5.6*</u>	<u>6.3</u>	Increase

MAINTAIN = Maintain or exceed parity with workforce representation.
INCREASE = Increase representation as openings occur.

* Close enough to be legally in compliance, but affirmative action efforts continuing.

SR/srs
4297C/427-3
09/17/85

EXHIBIT A
(TABLE 3)

FY 1985-86
GOALS AND OBJECTIVES
ZOO

<u>Job Category</u>	<u>June 30, 1985 Status</u>		<u>1985-86</u>	
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administration	2 (9)	22.2	33.2	Increase
Professionals	19 (26)	73.1	47.0	Maintain
Administrative Support	16 (17)	94.0	78.7	Maintain
Service/Food	102 (181)	56.4	63.2	Increase
Gardeners/Keepers/ Support	17 (73)	23.3	21.2	Maintain
	<u>156</u>	<u>(306)</u>	<u>51.0</u>	<u>56.9</u> Increase
	<u>Minorities</u>			
Officials/Administration	0 (9)	0.0*	5.0	Increase
Professionals	1 (26)	3.8*	5.4	Increase
Administrative Support	0 (17)	0.0	6.4	Increase
Service/Food	18 (181)	9.9	10.8	Increase
Gardeners/Keepers/ Support	4 (73)	5.5	9.6	Increase
	<u>23</u>	<u>(306)</u>	<u>7.5</u>	<u>6.3</u> Maintain

MAINTAIN = Maintain or exceed parity with workforce representation.
INCREASE = Increase representation as openings occur.

* Close enough to be legally in compliance, but affirmative action efforts continuing.

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4297C/427-4
09/17/85

EXHIBIT A
(TABLE 4)

FY 1985-86
GOALS AND OBJECTIVES

SOLID WASTE

<u>Job Category</u>	June 30, 1985 Status		1985-86	
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administration	0 (5)	0.0	33.2	Increase
Professionals	2 (8)	25.0	47.0	Increase
Administrative Support	12 (16)	75.0*	78.7	Maintain
	<u>14</u>	<u>(29)</u>	<u>48.3</u>	<u>56.9</u> Increase
	<u>Minorities</u>			
Officials/Administration	0 (5)	0.0*	5.0	Increase
Professionals	0 (8)	0.0	5.4	Increase
Administrative Support	2 (16)	12.2	6.4	Maintain
	<u>2</u>	<u>(29)</u>	<u>6.9</u>	<u>6.3</u> Maintain

MAINTAIN = Maintain or exceed parity with workforce representation.
INCREASE = Increase representation as openings occur.

* Close enough to be legally in compliance, but affirmative action efforts continuing.

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4297C/427-5
09/17/85

EXHIBIT A
(TABLE 5)

FY 1985-86
GOALS AND OBJECTIVES

INTERGOVERNMENTAL RESOURCE CENTER

<u>Job Category</u>	<u>June 30, 1985</u>		<u>1985-86</u>	
	<u>No.</u>	<u>Status</u> <u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administration	0	(3) 0.0	33.2	Increase
Professionals	5	(18) 27.8	47.0	Increase
Administrative Support	3	(3) 100.0	78.7	Maintain
	<u>8</u>	<u>(24)</u> <u>33.3</u>	<u>56.9</u>	Increase
	<u>Minorities</u>			
Officials/Administration	0	(3) 0.0*	5.0	Increase
Professionals	1	(18) 5.6	5.4	Maintain
Administrative Support	1	(3) 33.3	6.4	Maintain
	<u>2</u>	<u>(24)</u> <u>8.3</u>	<u>6.3</u>	Maintain

MAINTAIN = Maintain or exceed parity with workforce representation.
INCREASE = Increase representation as openings occur.

* Close enough to be legally in compliance, but affirmative action efforts continuing.

SR/srs
4297C/427-6
09/17/85

METROPOLITAN SERVICE DISTRICT

1985-86 AFFIRMATIVE ACTION PLAN

1985-86 AFFIRMATIVE ACTION PLAN

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SLR
4275C/427-3
09/17/85

1985-86 AFFIRMATIVE ACTION PLAN

INTRODUCTION

It is the policy of Metro to ensure that equal employment opportunities and practices exist for all applicants and employees without regard to their race, color, religion, national origin, sex or handicap. This policy was affirmed by the Council upon adoption of Ordinance No. 83-166 (An Ordinance Establishing an Equal Employment Opportunity and Affirmative Action Policy Statements) on December 20, 1983, and procedures were implemented by Executive Order No. 19. (See Appendix)

The policies, practices and procedures established by this Ordinance and Executive Order apply to all Metro departments and project areas. They are intended to be an integral part of personnel policy and practice including recruiting, selecting, hiring, transferring, promoting, compensating and terminating employees.

"Affirmative Action" is defined as a positive program to eliminate discrimination of the protected classes now and in the future. To assist in carrying out this program, annual goals and objectives are established to achieve parity of females and minorities with the regional work force by job category and fund.

The 1985-86 Affirmative Action Plan includes:

- a) Resolution No. 85-595 setting forth the goals and objectives scheduled for Council action on September 26, 1985 (see agenda item).
- b) Status of Metro Affirmative Action Goals as of June 30, 1985, including recommendations.
- c) Appendix of documents and tables.

It should be noted that review of this program will be a priority of the new Personnel Officer and additional recommendations for improvement may be implemented prior to the end of this fiscal year.

STATUS OF METRO AFFIRMATIVE ACTION GOALS

JUNE 30, 1985

Long-Term Goal:

To attain and maintain a Metro employee work force profile which reflects the representation of women and minorities in the Portland Metropolitan Statistical Area (PSMA) by the job categories of officials/managers, professional, administrative support, service/food, gardeners, keepers and support by the end of FY 1988.

Status:

	June 30, 1985	
	Metro	PSMA
	%	%
<u>Officials/Administrators</u>		
Females	19.	33.2
Minorities	0	5.
<u>Professional</u>		
Females	49.3	47.
Minorities	4.5	5.4
<u>Administrative Support</u>		
Females	83.	78.7
Minorities	7.5	6.4
<u>Service/Food</u>		
Females	56.4	63.2
Minorities	9.9	10.8
<u>Gardeners, Keepers & Support</u>		
Females	23.3	21.2
Minorities	5.5	9.6

FY 1984-85 Annual Goal:

To attain a Metro employee work force profile which is reflective of the 1980 reported representation of women and minorities within the work force of the PSMA.

Status:

	June 30, 1985	
	Females	Minorities
PSMA	56.9%	6.3%
Metro	50.6%	7.3%

From July 1, 1984 to June 30, 1985, employment opportunities totaled 152. Metro exceeded the regional work force representation in promoting, transferring and

hiring female and minority employees during this past year.
(See Tables VIII and IX)

		<u>July 1, 1984-June 30, 1985</u>	
		<u>Females</u>	<u>Minorities</u>
Promotions:	8	4	0
Transfers:	5	3	1
Hires:	<u>139</u>	<u>80</u>	<u>12</u>
Total	152	87 (57%)	13 (9%)

Objective 1:

By the end of FY 1984-85 maintain parity in job categories and funds which have met or exceeded the goal percentage of women and minorities.

Status:	<u>Job categories - goal met or exceeded</u>	<u>Achieved Objective to maintain</u>
	Females:	
	Professional	Yes
	Administrative Support	Yes
	Gardners/Keepers/Support	Yes
	Minorities:	
	Administrative Support	Yes
	(See Table III)	
	<u>Funds - goal met or exceeded</u>	
	Females:	
	General Fund	Yes
	Solid Waste	No
	Minorities:	
	Solid Waste	Yes
	(See Tables IV-VII)	

Objective 2:

By the end of FY 1984-85 increase the percentage of women and minority employees in the job categories and funds in which the goal has not been achieved.

Status:	<u>Job categories - goal not achieved</u>	<u>Achieved Objective to Increase</u>
	Females:	
	Officials/Administrators	Yes
	Service/Food	No
	Minorities:	
	Officials/Administrators	No
	Professional	Yes
	Service/Food	Yes
	Gardners/Keepers/Support	No
	(See Table III)	

Funds - goal not achieved

Females:

Zoo	No
IRC	Yes

Minorities:

General Fund	Yes
Zoo	Yes
IRC	Yes

(See Tables IV-VII)

ANALYSIS

Officials/Administrators:

It is difficult to achieve our goals in this category because opportunities seldom occur. During the past year, two "official/administrators" recruitments occurred -- Zoo Director and Public Affairs Director. A female was selected for Public Affairs Director, but female candidates did not have required management skills for Zoo Director. There were no minority candidates who qualified for Public Affairs Director and none who applied for Zoo Director.

Professional:

Overall female representation was maintained but there is under-representation in IRC and Solid Waste. IRC did increase its status by hiring 2 females out of a total of 4 openings. Solid Waste hired 2 females, also, but an increase of professional employees impacted their status. Most of the professionals in these funds are urban and solid waste planners, for which it has been difficult to recruit qualified female and minority candidates. Of the 19 new employees in this category, only one minority was selected.

Administrative Support:

Metro exceeds the goal for female and minority representation in this category. However, if representation is to be maintained, continued attention needs to be given to the recruitment and selection of minorities. New hires in this category total 15 with no minorities selected. Again, there were no minority applicants for some positions.

Service/Food

More opportunities occur in this category to hire minorities and females because of the impact of seasonal workers at the Zoo. While there was an increase of 60 positions, the rate of female selection remained the same. Efforts will need to increase if we are to attain our goal for female hires. An increase in minority selection brought us close to goal in this category and assisted in our exceeding the overall Metro goal.

Gardners/Keepers/Support

Female representation exceeds the goal in this category but the minority goal has not been attained. Few opportunities occurred during the past year. Of the five new hires, no females or minorities were selected. One female was promoted. While it is difficult to recruit minorities with the zoology background and experience for animal keeper positions, efforts should continue for these and other positions in this category.

SUMMARY AND RECOMMENDATIONS

1. Improve recruitment and outreach efforts.

While there has been an increase in the selection of minority candidates, consistent efforts need to be made in the recruitment of both minority and female applicants. Contact should be maintained with organizations such as the Urban League of Portland which can provide assistance in identifying qualified candidates, training programs and analyzing potential opportunities for increasing protected classes within the organization.

2. Continue improvements to clarify and simplify recruitment and selection process.

During the past year, improvements were made in the screening, testing and interviewing of applicants to assure fairness in the selection process. Additional efforts should be made to assist supervisors in this process.

3. Continue to interview qualified members of protected classes in same ratio as those who meet minimum qualifications.

This policy was emphasized by the Executive Officer toward the end of the fiscal year and has resulted in increased awareness in the consideration of minority candidates. It is also suggested that further analysis of those recruitments where minorities met minimum requirements, and were interviewed but not selected would be helpful in future recruitments.

4. Continue Executive Officer policy of requiring review of selection when a minority finalist has not been selected.

5. Provide department heads and managers with monthly status reports and review department objectives as openings occur.

6. Counsel employees as to promotion and transfer opportunities within the organization.

7. Analyze potential career training and advancement programs for employees.

8. Provide supervisory skill training in affirmative action and employee evaluation to department heads and managers.
9. Computerize data recordkeeping for affirmative action, personnel actions and employees records to allow better use of personnel's time in assisting staff and management.

APPENDIX

1. Ordinance No. 83-166, establishing an Equal Employment Opportunity and Affirmative Action Policy Statements, adopted December 20, 1983.
2. Excutive Order No. 19, Administration of the Equal Employment Opportunity/Affirmative Action (EEO/AA) Program.
3. 1985-86 Goal Setting Factors.
4. Table I - Utilization Analysis of Metro/Regional Work Force (PMSA)
5. Table II - Metro Employee Profile, June 30, 1985
6. Table III - FY 1984-85 Goals and Objectives Achievement/Metro job categories
7. Table IV - FY 1984-85 G&O Achievement/General Fund
8. Table V - FY 1984-85 G&O Achievement/Zoo
9. Table VI - FY 1984-85 G&O Achievement/Solid Waste
10. Table VII - FY 1984-85 G&O Achievement/IRC
11. Table VIII - Summary of Personnel Actions by Category
12. Table IX - Summary of Personnel Actions by Fund
13. Table X - Recruitment and Selection/Ratio of Interviewed to Applied

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE ESTABLISHING AN)	ORDINANCE NO. 83-166
EQUAL EMPLOYMENT OPPORTUNITY)	
AND AFFIRMATIVE ACTION POLICY)	
STATEMENTS)	

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

Section 1. Purpose and Authority

(a) It is the purpose of this ordinance to establish policies to encourage, enhance and provide equal employment opportunities and to prevent discrimination in employment and personnel practices.

(b) This ordinance is adopted pursuant to 28 CFR, Part 42, Dept. of Justice and 49 CFR Part 21 Circular C1155.1, U.S. Department of Transportation, Urban Mass Transportation Administration (UMTA), and, is intended to comply with all relevant federal and state laws.

(c) This ordinance shall be known and may be cited as the "Equal Employment Opportunity and Affirmative Action Program," hereinafter referred to as the "Program."

Section 2. Policy Statement

(a) Through this program, Metro:

- (1) expresses its strong commitment to provide equal employment opportunities and to take affirmative action to insure nondiscrimination in employment practices;
- (2) informs all employees, governmental agencies and the general public of its intent to implement this policy statement; and,
- (3) assures conformity with applicable federal regulations as they exist or may be amended.

(b) It shall be the policy of Metro to ensure that Equal Employment Opportunities and practices exist for all applicants and employees without regard to their race, color, religion, national origin, sex or handicap. Equal opportunities and considerations will be afforded in recruiting, selecting, hiring, transferring, promoting, compensating and terminating employees.

(c) It shall be the policy of Metro to implement and maintain a plan of Affirmative Action to overcome the effects of discrimination in all areas and activities of employment. Plan

goals will be developed, updated each fiscal year, monitored and assessed to obtain and place qualified women and minorities in positions which reflect a realistic parity with the comparable existing regional labor force and, to provide a uniform and equal application of established employment procedures and practices for all employees. All managers and supervisors shall be responsible for acting in accordance with the affirmative action plan in the processing and treatment of employees.

(d) The policies, practices and procedures established by this ordinance shall apply to all Metro departments and project areas.

(e) The objectives of the program shall be:

- (1) to assure that provisions of this ordinance are adhered to by all Metro departments, employees, employment agencies, subrecipients, contractors and subcontractors of Metro.
- (2) to initiate and maintain efforts to insure equal employment opportunities to all applicants and employees.

(f) Metro accepts and agrees to the statements of the Department of Transportation, Urban Mass Transportation Administration, Circular UMTA C 1155.1, December 30, 1977, "UMTA Interim Equal Employment Opportunity Policy and Requirements for Grant Recipient".

Section 3. Definitions

For purposes of this ordinance, the following definitions shall apply:

(a) "Affirmative Action" - a positive program to eliminate discrimination and noncompliance and to ensure nondiscriminatory practices and compliance in the future.

(b) "Equal Employment Opportunity" means employment activities conducted on an equal opportunity basis without discrimination as to race, sex, religion, national origin, marital status or mental/physical handicap not shown to prevent performance of work available.

(c) "Minority" or "Minority-Groups" means:

- (1) "Black Americans," which includes persons having origins in any of the Black racial groups of Africa;
- (2) "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;

- (3) "American Indians" or "Alaskan Natives," which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians; and
- (4) "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and the Northern Marianas.

(d) "Protected groups" or "class status" means women, handicapped persons, those persons cited in #3 above.

(e) "Discrimination" means that act or failure to act, intentional or unintentional, the effect of which is that a person, because of race, color, or national origin, has been excluded from participation in, denied the benefits of, or has been otherwise subjected to unequal treatment.

Section 4. Notice to Subrecipients, Contractors and Subcontractors

Subrecipients, contractors and subcontractors of Metro accepting contracts or grants under the Program shall be advised that failure to carry out the requirements set forth in this ordinance shall constitute a breach of contract and, after notification by Metro, may result in termination of the agreement or contract by Metro or such remedy as Metro deems appropriate.

Section 5. Affirmative Action Officer

The Executive Officer shall by Executive Order, designate an Affirmative Action Officer and, if necessary, other staff adequate to administer the Program. The Affirmative Action Officer shall report directly to the Executive Officer on matters pertaining to the Program and consistent with this ordinance.

Section 6. Affirmative Action Goals

(a) The Metro Council shall, by resolution each June, establish Affirmative Action Goals to ensure equal employment opportunities. Such annual goals shall be established separately by fund and job category for minorities and women.


(b) Annual goals will be established taking into consideration a work force study and analysis.

Section 7. Responsibilities and Procedures

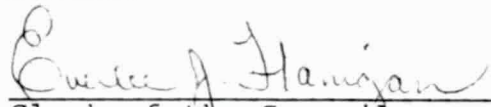
The Executive Officer shall, by Executive Order, assign responsibilities for the administration and implementation of the Program. He shall establish measures to ensure compliance and record progress toward meeting the goals and objectives. The

Executive Officer shall establish a procedure for receiving and responding to complaints against Metro and its subrecipients, contractors and subcontractors for violations of this Ordinance.

ADOPTED by the Council of the Metropolitan Service District
this 20th day of December, 1983.


Presiding Officer

ATTEST:


Clerk of the Council

0235C/366
11/07/83

EXECUTIVE ORDER NO. 19

EFFECTIVE DATE: December 20, 1983

SUBJECT: Administration of the Equal Employment
Opportunity/Affirmative Action (EEO/AA) Program

AUTHORITY: Metro Ordinance No. 83-166, Establishing Authority to
Administer the Equal Employment Opportunity and
Affirmative Action Policies

This document designates persons and responsibilities for implementing and maintaining an effective Metro Affirmative Action Program to ensure Equal Employment Opportunities. Further, it is to prevent discrimination in employment personnel practices and establish complaint procedures for persons alleging that they have been discriminated against.

Definitions

For purposes of this Executive Order, the terms used in context with Equal Employment Opportunities and Affirmative Action shall be those definitions in Section 3. Definitions, Metro Ordinance No. 83-166; further, the terms used in context with personnel matters shall be those definitions in Section 6. Definitions, Metro Personnel Rules.

Affirmative Action Officer

The Personnel Assistant is appointed Metro Affirmative Action Officer.

The Affirmative Action Officer shall be responsible for developing, managing and implementing the program, and for disseminating information to employees, Metro department heads, the general public and employment agencies, including minority or culturally-related organizations having employment functions as a primary service. In addition, the Affirmative Action Officer shall be empowered to investigate as the agent of the Executive Officer, any complaint regarding an alleged act of discrimination in accordance with the procedures set forth in this Executive Order.

Department Heads

Department heads shall have the following responsibilities under this program:

- (a) assure compliance with the spirit and intent of the program;
- (b) manage and supervise all department personnel matters in accordance with Ordinance No. 83-166;

- (c) keep managers and supervisors in their respective departments aware of progress towards meeting goals;
- (d) coordinate outreach recruitment efforts with Personnel staff; and
- (e) assisting the investigation and resolution of any complaints.

Personnel Staff

Personnel staff shall be responsible for the following:


- (a) conduct training sessions;
- (b) distribute Equal Employment Opportunity and Affirmative Action laws and regulations and related information to departments;
- (c) develop and maintain a recordkeeping system to monitor Personnel Actions and progress toward goals;
- (d) monitor of personnel practices and procedures to ensure compliance with the program;
- (e) conduct outreach efforts to recruit qualified women and minorities;
- (f) maintain the Metro Pay and Classification Plan and Personnel Rules to facilitate Equal Employment Opportunity goal achievement;
- (g) provide guidance and assistance to all employees in matters related to Affirmative Action;
- (h) disseminate program information internally and externally; and,
- (i) assist in the processing of complaints of failure to comply with Ordinance No. 83-166.

Complaint Procedure

- (a) Any representative of a protected group who has made application for employment and alleges that an act of discrimination has occurred may file a discrimination complaint in writing to the Metro Affirmative Action Officer. The complaint filing must include the following information:
 - (1) complainant's name and protected class status (minority, female or handicapped);

- (2) nature of the complaint and date the alleged violation occurred; and
 - (3) if the complaint is in regard to a subrecipient, contractor or subcontractor, the name of that organization.
- (b) The Affirmative Action Officer shall, within ten (10) working days:
- (1) thoroughly investigate the complaint and establish a file of findings;
 - (2) submit the findings with a recommendation to the Executive Officer; and
 - (3) notify complainant of relevant avenues of appeal, if appropriate.
- (c) An employee who alleges that an act of discrimination has occurred may file a grievance under the procedure set forth in the Metro Personnel Rules, Section 22. An employee filing a grievance is not precluded from filing a complaint with other agencies having jurisdiction in such matters.
- (d) In all cases, the Affirmative Action Officer will notify the Federal Highway Administration division office within sixty (60) calendar days, if a complaint is made against an employee, department, subrecipient, contractor or subcontractor funded by the U.S. Department of Transportation.

Ordered by the Executive Officer this 21st day of December, 1983.


Executive Officer

DK/srb
0278C/305

1985-86 GOAL SETTING FACTORS

Regional work force data base.

The regional work force data base remains the same for FY 1985-86. It was derived from the 1980 census contained in "Data for 1984, Affirmative Action Programs, Portland SMA, State of Oregon, Employment Division." New or revised data has not been published in 1985. (See Appendix, Table I)

Metro data base.

The Metro data base is the June 30, 1985, Affirmative Action status report which sets forth employee profile data by division and department. (See Appendix, Table II)

Job Categories.

For purposes of goal setting and analysis, jobs categories and composition remain the same for FY 1985-86:

Officials/Administrators:

Includes executives, administrators and managers within the major category "managerial and professional specialty."

Professionals

Includes the professional specialties of mapping scientists, teachers, urban planners, artists, writers and public relations specialists within the major category "managerial and professional specialty."

Administrative Support

Includes receptionist, accounting clerks, office machine operators, information clerks, and secretaries within the major category "technical, sales, and administrative support occupations."

Service/Food

Includes food counter workers and security guards within the major category "service occupations."

Gardeners, Keepers and Support

Based on the subcategories under "related agricultural workers, non-farm" which include gardeners and animal caretakers (non-farm), within the major category of "farming/forestry and fishing occupations."

Statistical Factors.

Two factors should be noted in statistical analysis of Metro's goals and objectives:

1. Federal cognizant agencies use a rule of thumb called the 4/5th guideline. It is recognized that fluctuations can result in an organization having a protected class represented at only 80 percent of parity without any pattern of discrimination. This year, in addition to parity, compliance was calculated at this 80 percent figures.
2. Numbers at Metro are so small, that even this 80 percent rule can be misleading. Our Officials/Administrators category, for instance, contains only 21 positions. A single personnel change can cause a swing of percentages almost equal to total parity in the minority category. The courts have recognized this kind of difficulty and allow grant recipients to utilize the formula of standard deviation to determine if apparent underutilization is the result of chance, or if it points to an actual need for strong corrective action.

TABLE I

UTILIZATIONAL ANALYSIS - METRO/REGION
COMPARISON PERCENT EMPLOYED BY SEX AND MINORITY STATUS

		White		Black		Native American		Asian/ Pacific Islander		Hispanic		Other	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	SMSA	63.5	31.4	.9	.6	.2	.2	1.2	.6	.8	.4	.1	0
	Metro	81.0	19.0										
Professionals	SMSA	50.0	44.6	.8	.8	.2	.1	1.3	.9	.6	.5	.1	0
	Metro	47.8	47.8		1.4			3.0					
Administrative Support	SMSA	17.3	73.8	.8	1.7	.1	.5	.5	1.4	.3	1.2	0	.1
	Metro	13.2	79.2	1.9	1.9		1.9	1.9					
Service/Food	SMSA	30.8	58.5	.9	1.2	.5	.4	3.2	1.8	1.1	1.2	.1	.1
	Metro	40.8	49.2	1.7	5.5		1.1	1.1			.6		
Gardeners, Keepers and Support*	SMSA	70.1	19.7	3.6	.2	1.2	.2	3.1	.3	1.2	.4	0	.3
	Metro	74.0	20.4	1.5		1.4	1.4			1.4	1.4		
						<u>PMSA</u>		<u>Metro</u>					
Total Female						56.9%		50.6%					
Total Minority						6.3%		7.3%					

*Figures derived from "Related Agricultural Workers."

Data Base: Table 3a, Portland SMSA, Bureau of Labor.

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TABLE II
METRO EMPLOYEE PROFILE
JUNE 30, 1985

	White		Black		Native American		Asian/ Pacific Islander		Hispanic		Total		Total		Females Percent	Minority Percent
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Minority	Non-Minority		
<u>General Fund</u>																
Official/Administrator	2	2									2	2	0	4	50.0	0.0
Professional	7	7					1				8	7	1	14	46.7	6.6
Administrative Support	3	13					1				4	13	1	16	76.5	5.9
											14	22	2	34		
											36		36		61.1	5.6
<u>Zoo</u>																
Official/Administrator	7	2									7	2	0	9	22.2	0.0
Professional	7	18		1							7	19	1	25	73.1	3.8
Administrative Support	1	16									1	16	0	17	94.0	0
Service/Food	74	89	3	10		2	2		1	1	79	102	18	163	56.4	9.9
Gardener/Keeper/Support	54	15			1	1			1	1	56	47	4	69	23.3	5.5
											150	156	23	283		
											306		306		51.1	7.5
<u>Solid Waste</u>																
Official/Administrator	5	0									5	0	0	5	0	0
Professional	6	2									6	2	0	8	25.0	0
Administrative Support	3	11	1				1				4	12	2	14	75.0	12.5
											15	14	2	27		
											29		29		48.3	6.9
<u>Intergovernmental Resource Center</u>																
Official/Administrator	3	0									3	0	0	3	0	0
Professional	12	5					1				13	5	1	17	27.8	5.6
Administrative Support		2		1							0	3	1	2	100.0	33.3
											16	8	2	22		
											24		24		33.3	8.3
TOTAL METRO	184	182	4	12	1	4	5		1	2	195	200	29	366	50.6	7.3
						395					395		395			

(PMSA Labor Force 1984
Females: 56.9; Males: 6.3)

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TABLE III
FY 1984-85
GOALS AND OBJECTIVES ACHIEVEMENT
METRO JOB CATEGORIES

	06/30/84 Status	06/30/85 Status	FY 1984-85		Objective Status
			Goal	Objective	
	<u>Females</u>				
Officials/Administration	14.3	19.0	33.2	Increase	Yes
Professionals	54.8	49.3	47.0	Maintain	Yes
Administrative Support	89.8	83.0	78.7	Maintain	Yes
Service/Food	57.0	56.4	63.2	Increase	No
Gardeners/Keepers/ Support	<u>31.8</u> 53.9	<u>23.3</u> 50.6	<u>21.2</u> 56.9	Maintain Increase	Yes No
	<u>Minorities</u>				
Officials/Administration	0	0	5.0	Increase	No
Professionals	1.4	4.5*	5.4	Increase	Yes
Administrative Support	10.2	7.5	6.4	Maintain	Yes
Service/Food	9.1	9.9	10.8	Increase	Yes
Gardeners/Keepers/ Support	<u>6.1</u> 6.4	<u>5.5</u> 7.3	<u>9.6</u> 6.3	Increase Maintain	No Yes

MAINTAIN = Maintain or exceed parity with workforce representation.
INCREASE = Increase representation as openings occur.
* Close enough to be legally in compliance, but affirmative action efforts continuing.

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TABLE IV
FY 1984-85
GOALS AND OBJECTIVES ACHIEVEMENT
GENERAL FUND

	06/30/84 Status	06/30/85 Status	<u>FY 1984-85</u>		Objective Status
			Goal	Objective	
<u>Females</u>					
Officials/Administration	25.0	50.0	33.2	Increase	Yes
Professionals	38.5	46.7	47.0	Increase	Yes
Administrative Support	<u>87.5</u>	<u>76.5</u>	<u>78.7</u>	Maintain	Yes
	60.6	61.1	56.9	Maintain	Yes
<u>Minorities</u>					
Officials/Administration	0.0*	0.0*	5.0	Increase	No
Professionals	0.0*	6.6	5.4	Increase	Yes
Administrative Support	<u>6.3</u>	<u>5.9*</u>	<u>6.4</u>	Maintain	No
	3.0	5.6	6.3	Increase	Yes

MAINTAIN = Maintain or exceed parity with workforce representation.
INCREASE = Increase representation as openings occur.

* Close enough to be legally in compliance, but affirmative action efforts continuing.

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TABLE V
FY 1984-85
GOALS AND OBJECTIVES ACHIEVEMENT
ZOO FUND

	06/30/84 Status	06/30/85 Status	FY 1984-85		Objective Status
			Goal	Objective	
	<u>Females</u>				
Officials/Administration	22.2	22.2	33.2	Increase	No
Professionals	78.4	73.1	47.0	Maintain	Yes
Administrative Support	88.9	94.0	78.7	Maintain	Yes
Service/Food	57.0	56.4	63.2	Increase	No
Gardeners/Keepers/ Support	31.8 54.6	23.3 51.0	21.2 56.9	Maintain Increase	Yes No
	<u>Minorities</u>				
Officials/Administration	0.0*	0.0*	5.0	Increase	No
Professionals	0.0	3.8*	5.4	Increase	Yes
Administrative Support	5.6	0.0	6.4	Maintain	No
Service/Food	6.6	9.9	10.8	Increase	Yes
Gardeners/Keepers/ Support	6.1 5.2	5.5 7.5	9.6 6.3	Increase Increase	No Yes

MAINTAIN = Maintain or exceed parity with workforce representation.
 INCREASE = Increase representation as openings occur.
 * Close enough to be legally in compliance, but affirmative action efforts continuing.

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TABLE VI
FY 1984-85
GOALS AND OBJECTIVES ACHIEVEMENT
SOLID WASTE

	06/30/84 Status	06/30/85 Status	FY 1984-85 <u>Goal Objective</u>		Objective Status
	<u>Females</u>				
Officials/Administration	0.0	0.0	33.2	Increase	No
Professionals	40.0	25.0	47.0	Increase	No
Administrative Support	<u>90.9</u>	<u>75.0*</u>	78.7	Maintain	Yes
	57.1	48.3	56.9	Maintain	No
	<u>Minorities</u>				
Officials/Administration	0.0*	0.0*	5.0	Increase	No
Professionals	0.0*	0.0*	5.4	Increase	No
Administrative Support	<u>36.4</u>	<u>12.5</u>	<u>6.4</u>	Maintain	Yes
	19.0	6.9	6.3	Maintain	Yes

MAINTAIN = Maintain or exceed parity with workforce representation.

INCREASE = Increase representation as openings occur.

* Close enough to be legally in compliance, but affirmative action efforts continuing.

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TABLE VII
FY 1984-85
GOALS AND OBJECTIVES ACHIEVEMENT
INTERGOVERNMENTAL RESOURCE CENTER

	06/30/84 Status	06/30/85 Status	FY 1984-85 Goal Objective		Objective Status
<u>Females</u>					
Officials/Administration	0.0	0.0	33.2	Increase	No
Professionals	22.2	27.8	47.0	Increase	Yes
Administrative Support	<u>75.0</u>	<u>100.0</u>	<u>78.7</u>	Maintain	Yes
	28.0	33.3	56.9	Increase	Yes
<u>Minorities</u>					
Officials/Administration	0.0*	0.0*	5.0	Increase	No
Professionals	5.6	5.6	5.4	Maintain	Yes
Administrative Support	<u>0.0*</u>	<u>33.3</u>	<u>6.4</u>	Increase	Yes
	4.0	8.3	6.3	Increase	Yes

MAINTAIN = Maintain or exceed parity with workforce representation.
 INCREASE = Increase representation as openings occur.
 * Close enough to be legally in compliance, but affirmative action efforts continuing.

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TABLE VIII
SUMMARY OF PERSONNEL ACTIONS
BY CATEGORY

July 1, 1984 through June 30, 1985

		Males	Females	Minority	Non-Minority
<u>Official/Administrator</u>					
Promotions:	0				
Transfers:	0				
Hires:	2	1	1	0	2
Total	2	1	1	0	2
		(50%)	(50%)		(100%)
<u>Professional</u>					
Promotions:	3	2	1	0	3
Transfers:	2	2	0	0	2
Hires:	19	7	12	1	18
Total	24	11	13	1	23
		(46%)	(54%)	(4%)	(96%)
<u>Administrative Support</u>					
Promotions:	2	0	2	0	2
Transfers:	3	0	3	1	2
Hires:	15	4	11	0	15
Total	20	4	16	1	19
		(20%)	(80%)	(51%)	(95%)
<u>Service/Food</u>					
Promotions:	1	1	0	0	1
Transfers:	0	-	-	-	-
Hires:	98	42	56	9	89
Total	99	43	56	9	90
		(43%)	(57%)	(9%)	(91%)
<u>Gardener/Keeper/Support</u>					
Promotions:	2	1	1	0	2
Transfers:	0	-	-	-	-
Hires:	5	5	0	0	5
Total	7	6	1	0	7
		(86%)	(14%)		(100%)
<u>Total Metro</u>					
Promotions:	8	4	4	0	8
Transfers:	5	2	3	1	4
Hires:	139	59	80	12	127
Total	152	65	87	13	139
		(43%)	(57%)	(9%)	(91%)

(PMSA Labor Force 1984
Females: 56.9
Males: 6.3)

TABLE IX
SUMMARY OF PERSONNEL ACTIONS
BY FUND
July 1, 1984 through June 30, 1985

		Males	Females	Minority	Non-Minority
<u>General Fund</u>					
Promotions:	4	1	3	0	4
Transfers:	1	0	1	0	1
Hires:	<u>8</u>	<u>2</u>	<u>6</u>	<u>2</u>	<u>6</u>
Total	13	3	10	2	11
		(23%)	(77%)	(15%)	(85%)
<u>Zoo</u>					
Promotions:	3	2	1	0	3
Transfers:	2	1	1	0	2
Hires:	<u>114</u>	<u>49</u>	<u>65</u>	<u>10</u>	<u>104</u>
Total	119	52	67	10	109
		(44%)	(56%)	(8%)	(92%)
<u>Solid Waste</u>					
Promotions:	1	1	0	0	1
Transfers:	0	-	-	-	-
Hires:	<u>14</u>	<u>7</u>	<u>7</u>	<u>0</u>	<u>7</u>
Total	15	8	7	0	8
		(53%)	(47%)		(100%)
<u>Intergovernmental Resource Center</u>					
Promotions:	0	-	-	-	-
Transfers:	2	1	1	1	1
Hires:	<u>3</u>	<u>1</u>	<u>2</u>	<u>0</u>	<u>3</u>
Total	5	2	3	1	4
		(40%)	(60%)	(20%)	(80%)
<u>Total Metro</u>					
Promotions:	8	4	4	0	8
Transfers:	5	2	3	1	4
Hires:	<u>139</u>	<u>59</u>	<u>80</u>	<u>12</u>	<u>127</u>
Total	152	65	87	13	139
		(43%)	<u>(57%)</u>	<u>(9%)</u>	(91%)

(PMSA Labor Force 1984
Females: 56.9
Males: 6.3)

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July 1, 1984 - June 30, 1985

RECRUITMENT AND SELECTION

Ratio of Interviewed to Applied

Month	Position	Reg./ Temp.	Number of Applicants				Number Interviewed				Ratio: Interviewed to Applied				H I R E D				Category
			Male		Female		Male		Female		Male		Female		Male		Female		
			White	Min.	White	Min.	White	Min.	White	Min.	White	Min.	White	Min.	White	Minority	White	Minority	
July 1984	Concert Security Guard Zoo	(T)	19	0	25	3	19	0	25	3	100%	-	100%	100%	6	0	2	0	Administrative Support
	Food/Beer/Wine Servers Zoo	(T)	33	7	24	3	33	7	24	3	100%	100%	100%	100%	4	0	10	0	Service/Food
	Administrative Asst. Solid Waste	(R)	27	9	61	4	2	0	6	0	7%	0%	10%	0%			1		Administrative Support
	V.S. Worker 3 Zoo	(R)	1	0	0	0	1	0	0	0	100%	-	-	-	1				Service/Food
August 1984	Clerk of Council Executive Management	(R)	0	1	10	0	0	0	5	0	-	100%	50%	-			1		Administrative Support
	Secretary Zoo	(R)	0	0	5	0	0	0	5	0	-	-	100%	-			1		Administrative Support
	Maintenance Worker 1 Zoo	(R)	1	0	1	0	1	0	1	0	100%	-	100%	-	1		1		Gardener/Keeper/Support
	Analyst 3 F&A	(R)	5	2	6	0	2	2	1	0	40%	100%	16%	-		1			Professional
September 1984	Gatehouse Attendant Solid Waste	(R)	8	0	9	2	1	0	2	0	13%	-	22%	0%	1		1		Administrative Support
	Analyst 1 Public Affairs	(R)	0	0	1	0	0	0	1	0	-	-	100%	-			1		Professional

Month	Position	Reg./ Temp.	Number of Applicants				Number Interviewed				Ratio: Interviewed to Applied				H I R E D				Category
			Male		Female		Male		Female		Male		Female		Male		Female		
			White	Min.	White	Min.	White	Min.	White	Min.	White	Min.	White	Min.	White	Minority	White	Minority	
October 1984	Maintenance Electrician (R) Zoo		23	4	0	0	18	2	0	0	78%	50%	-	-	1				Gardener/Keeper/Support
	Analyst 1 Solid Waste	(R)	14	1	11	2	1	0	4	1	7%	0%	36%	50%		1			Professional
	Secretary Zoo	(R)	0	1	78	10	0	0	7	2	-	-	9%	20%		1			Administrative Support
	Graphic Designer Public Affairs	(R)	19	1	46	5	3	1	7	2	16%	100%	15%	40%		1			Professional
November 1984	Program Coordinator Solid Waste	(R)	17	3	15	1	1	0	2	1	6%	0%	13%	100%	1				Professional
	Gatehouse Attendant Solid Waste	(R)	3	0	6	2	0	0	2	1	0%	-	33%	50%		1			Administrative Support
	Secretary IMC	(R)	0	0	9	1	0	0	6	1	-	-	67%	100%			1		Administrative Support
	Public Information Specialist Public Affairs	(R)	6	1	13	3	1	0	4	1	17%	0%	31%	33%		1			Professional
	Analyst 2 Solid Waste	(R)	11	0	0	0	5	0	0	0	45%	-	-	-	1				Professional
	Program Assistant Solid Waste	(R)	23	3	39	2	3	0	6	0	13%	0%	15%	0%	1				Administrative Support
	Secretary P&A	(R)	0	0	2	0	0	0	2	0	-	-	100%	-		1			Administrative Support
January 1985	Receptionist Public Affairs	(R)	0	0	1	0	0	0	1	0	-	-	100%	-		1			Administrative Support

Month	Position	Reg./ Temp.	Number of Applicants				Number Interviewed				Ratio: Interviewed to Applied				H I R E D				Category
			Male		Female		Male		Female		Male		Female		Male		Female		
			White	Min.	White	Min.	White	Min.	White	Min.	White	Min.	White	Min.	White	Minority	White	Minority	
January 1985 - continued	Receptionist/Typist Zoo	(R)	5	1	72	14	1	0	4	2	20%	0%	6%	14%			1		Administrative Support
	Master Mechanic Zoo	(R)	14	1	0	0	4	1	0	0	26%	100%	-	-	1				Gardener/Keeper/Support
	Secretary Public Affairs	(R)	0	0	9	6	0	0	4	1	-	-	44%	17%			1		Administrative Support
February 1985	Analyst 3 Data Services/IRC	(R)	24	6	10	0	6	0	2	0	25%	0%	20%	-			1		Professional
	Analyst 3 F&A	(R)	1	0	0	0	1	0	0	0	100%	-	-	-	1				Professional
	Senior Keeper Zoo	(R)	8	0	0	0	8	0	0	0	100%	-	-	-	1				Gardener/Keeper/Support
	V.S. Worker 1 Zoo	(T)	120	25	111	31	81	10	66	14	68%	40%	59%	45%	13	1	25	2	Service/Food
	Zoo Director Zoo	(R)	63		12		31		5		49%	-	42%	-	1				Official/Administrator
March 1985	Analyst 3 Administration/IRC	(R)	1	0	0	0	1	0	0	0	100%	-	-	-	1				Professional
	Gatehouse Attendant Solid Waste	(R)	42	8	27	2	7	1	6	0	17%	13%	22%	0%	2	0	1		Administrative Support
	Support Services Supervisor F&A	(R)	3	0	7	2	2	0	4	0	67%	-	57%	0%			1		Professional
April 1985	Animal Keeper Zoo	(R)	46	9	54	1	3	1	8	0	7%	11%	15%	0%	1				Gardener/Keeper/Support

Month	Position	Reg./ Temp.	Number of Applicants				Number Interviewed				Ratio: Interviewed to Applied				H I R E D				Category
			Male		Female		Male		Female		Male		Female		Male		Female		
			White	Min.	White	Min.	White	Min.	White	Min.	White	Min.	White	Min.	White	Minority	White	Minority	
April 1985 - continued	Accounting Clerk 1 F&A	(R)	4	0	7	2	1	0	3	1	25%	-	43%	50%			1		Administrative Support
	Accounting Clerk 2 F&A	(R)	4	3	9	2	3	1	6	1	75%	33%	67%	11%			1		Administrative Support
	Analyst 2 Solid Waste	(R)	8	0	2	0	5	0	1	0	63%	-	50%	-	1		1		Professional
	Program Coordinator Solid Waste	(R)	1	0	0	0	1	0	0	0	100%	-	-	-	1				Professional
	Director Public Affairs	(R)	31	5	18	1	2	0	3	0	6%	0%	17%	0%			1		Official/Administrator
May 1985	Program Assistant 1 Solid Waste	(R)	30	3	40	7	5	2	4	2	17%	67%	10%	29%			1		Administrative Support
	Analyst 3 Transportation/IRC	(R)	7	0	1	0	4	0	1	0	57%	-	100%	0%	1				Professional
	Children's Zoo Vol. Sup. Zoo	(T)	18	3	34	2	2	0	3	0	11%	0%	9%	0%			1		Professional
June 1985	Food/Beer/Wine Services Zoo	(T)	19	1	34	6	15	1	30	4	79%	100%	88%	67%	6	1	11	2	Service/Food
	Safety Coord./Admin. Zoo	(R)	1	0	0	0	1	0	0	0	100%	-	-	-	1				Professional
	Gardener Zoo	(R)	3	1	3	0	1	0	2	0	33%	0%	67%	-	1				Gardener/Keeper/Support
	Preschool Specialist Zoo	(T)	5	4	387	4	0	0	3	1	0%	0%	8%				1		Professional
	Day Camp Counselor Zoo	(T)	5	4	38	4	0	0	3	1	0%	0%	8%				2		Professional

Month	Position	Reg./ Temp.	Number of Applicants				Number Interviewed				Ratio: Interviewed to Applied				H I R E D				Category
			Male		Female		Male		Female		Male		Female		Male		Female		
			White	Min.	White	Min.	White	Min.	White	Min.	White	Min.	White	Min.	White	Minority	White	Minority	
June 1985 - continued	Insect Zoo Assistant Zoo	(T)	9	3	21	1	1	0	5	0	11%	0%	24%				1	Professional	
	Program Assistant 1 Zoo	(R)	12	1	6	2	1	1	1	0	8%	100%	17%	0%			1	Administrative Support	
	Planning Technician Data Services/IRC	(R)	5	2	4	0	0	1	2	0	0%	50%	50%	-			1	Professional	
	Program Coordinator Zoo	(R)	16	1	15	0	8	0	4	0	50%	0%	27%	-	1			Professional	
	Development Officer Zoo	(R)	20	3	39	3	3	1	4	0	15%	33%	10%	0%			1	Professional	
	Concert Security Guards Zoo	(T)	20	7	17	3	18	7	16	2	90%	100%	94%	67%	8	3	4	0	Administrative Support
TOTAL			753	108	990	131	307	39	301	27									

CONCLUSION:

Traditional Groups			Protected Groups		
Total:	White Interviewed	608 = 34.9%	Minority Interviewed	66 = 27.6%	
Total:	White Applied	1,743	Minority Applied	239	
Total:	Male Interviewed	346 = 40.2%	Female Interviewed	328 = 29.3%	
Total:	Male Applied	861	Female Applied	1,121	

R = Regular
T = Temporary

2230C/397
08/12/85

5/10

CONSIDERATION OF RESOLUTION NO. 85-595, FOR THE
PURPOSE OF ADOPTING AFFIRMATIVE ACTION GOALS AND
OBJECTIVES FOR FISCAL YEAR 1985-86

Date: September 17, 1985

Presented by: Sonnie Russill

FACTUAL BACKGROUND AND ANALYSIS

The Metro Council enacted Equal Employment Opportunity and Affirmative Action policies (Ordinance No. 83-166) on December 20, 1983. An Affirmative Action Plan was developed to implement these policies. The Plan establishes goals for female and minority representation at Metro by job category and fund. The goals are based on a regional work force study and analysis. The data for this analysis is provided by the State of Oregon Employment Division. Annual goals and objectives are adopted by the Council to implement this plan.

1985-86 Goals and Objectives

Metro's long-term goal is to attain an employee profile which reflects representation of females and minorities in the Portland Metropolitan Statistical Area (PMSA) by job categories by the end of FY 1988.

To achieve this long-term goal, an annual goal to attain overall Metro female and minority representation and objectives to maintain or achieve parity in the job categories are established. The goals and objectives for 1985-86 remain the same as the previous fiscal year and are set forth in Exhibit A, attached to Resolution No. 85-595.

Our statistical goals and objectives by job category and fund are also set forth in Exhibit A (Tables 1-5). These goals also remain the same. They were derived from 1980 census data published by the State of Oregon Employment Division document "Data for 1984, Affirmative Action Programs, Portland SMA." New or revised data has not been published in 1985. However, the job category objectives have been revised according to the year end status as of June 30, 1985.

Results as of June 30, 1985

A detailed analysis is provided in a separate report attached and titled "1985-86 Affirmative Action Plan." Highlights include:

1. Metro exceeded its annual goal for minority representation (Goal: 6.3 percent; 6/30/85 Status: 7.3 percent). This is a result of increased recruitment efforts and awareness of the consideration of qualified minority applicants.
2. Metro did not increase its female representation (Goal: 56.9 percent; 6/30/85 Status: 50.6 percent). However, the selection ratio of female employees maintained parity with Metro's goal, but declined from the previous year. This ratio needs to be increased if we are to achieve Metro's overall goal.
3. Increased recruitment efforts for qualified minority and female applicants resulted in a higher ratio of minority and female candidates interviewed.
4. Interview procedures were strengthened and Executive Officer review of minority finalists who were not selected was implemented. It is too early to determine specific results, but affirmative action awareness has been increased.
5. Initial efforts have begun with organizations such as the Urban League of Portland to recruit qualified applicants and to target potential job opportunities at Metro.

The following recommendations are set forth in the attached report:

1. Improve recruitment and outreach efforts.
2. Continue improvements to clarify and simplify recruitment and selection process.
3. Continue to interview qualified members of protected classes in same ratio as those who meet minimum job qualifications.
4. Continue Executive Officer policy of requiring review of selection when a minority finalist has not been selected.
5. Provide department heads and managers with monthly goal attainment status reports.
6. Counsel employees as to promotion and transfer opportunities within the organization.
7. Analyze potential career training and advancement programs for employees.
8. Provide supervisory skill training in affirmative action.
9. Computerize data recordkeeping for affirmative action.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 85-595 which sets the Affirmative Action Goals and Objectives for FY 1985-86.

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7. RESOLUTIONS

Deputy Presiding Officer Waker announced the title for Item No. 7.4 was incorrectly printed on the meeting agenda and should be titled: "Consideration for Release of the Draft McLoughlin Boulevard Improvement Program for Consideration by the Affected Jurisdictions."

7.1 Consideration of Resolution No. 85-595, for the Purpose of Adopting Affirmative Action Goals and Objectives for Fiscal Year 1985-86

Sonnie Russill explained the Council had adopted an ordinance which established Affirmative Action policy, including the annual adoption of fiscal year goals and objectives. She then reviewed FY 1985-86 goals which had not changed from those of FY 1984-85. These goals included attaining parity, or maintaining parity where it had been achieved, with the female and minority work force for the region. More detailed information regarding program goals was contained in the agenda materials.

Councilor Gardner pointed out errors at the bottom of Tables 8 and 9 of the staff report: the word "males" should be changed to read "minorities."

Motion: Councilor Kirkpatrick moved Resolution No. 85-595 be adopted and Councilor Oleson seconded the motion.

Councilor Oleson asked staff to respond to the written comments of Robert Phillips distributed to Councilors. Executive Officer Gustafson said Mr. Phillips made some very good points which he intended to incorporate into a revised Executive Order on Affirmative Action. He said the new Personnel Officer would be working on that project. The Executive Officer then commended Ms. Russill for doing a fine job as Acting Affirmative Action Officer since May 1985.

Vote: A vote on the motion resulted in:

Ayes: Councilors Cooper, DeJardin, Gardner, Kirkpatrick, Kelley, Myers, Oleson, Van Bergen and Waker

Absent: Councilor Hansen, Kafoury and Bonner

The motion carried and Resolution No. 85-595 was adopted.

7.2 Consideration of Resolution No. 85-596, for the Purpose of Adopting Disadvantaged Business Program Goals for Fiscal Year 1985-86

Motion: Councilor Kirkpatrick moved to adopt Resolution No. 85-596. Councilor Myers seconded the motion.