

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADOPTING THE) RESOLUTION NO. 86-688
AFFIRMATIVE ACTION GOALS AND)
OBJECTIVES FOR FISCAL YEAR) Introduced by the
1986-87) 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, age, marital status, Vietnam era or disabled veteran status or handicap for which reasonable accommodation can be made; 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, 1986, through June 30, 1987.

ADOPTED by the Council of the Metropolitan Service District
this 25th day of September, 1986.


Richard Waker, Presiding Officer

EXHIBIT A
METRO AFFIRMATIVE ACTION GOALS

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 1987-88.

FY 1986-87 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 1986-87 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 1986-87 increase the percentage of female and minority employees in the job categories and funds in which the goal has not been achieved.

EXHIBIT A
(TABLE 1)

FY 1986-87
OVERALL METRO GOALS AND OBJECTIVES
BY JOB CATEGORIES

<u>Job Category</u>	<u>June 30, 1986 Status</u>		<u>1986-87</u>		
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>	
	<u>Females</u>				
Officials/Administrators	4	(26)	15.4	33.2	Increase
Professionals	37	(73)	50.7	47.0	Maintain
Administrative Support	53	(63)	84.1	78.7	Maintain
Service/Food	104	(172)	60.5	63.2	Increase
Gardeners/Keepers/ Support	23	(74)	31.1	21.2	Maintain
	<u>221</u>	<u>(408)</u>	<u>54.2</u>	<u>56.9</u>	<u>Increase</u>
	<u>Minorities</u>				
Officials/Administrators	0	(26)	0.0	5.0	Increase
Professionals	5	(73)	6.8	5.4	Maintain
Administrative Support	6	(63)	9.5	6.4	Maintain
Service/Food	21	(172)	12.2	10.8	Maintain
Gardeners/Keepers/ Support	4	(74)	5.4*	9.6	Increase
	<u>36</u>	<u>(408)</u>	<u>8.8</u>	<u>6.3</u>	<u>Maintain</u>

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

EXHIBIT A
(TABLE 2)

FY 1986-87
GOALS AND OBJECTIVES

GENERAL FUND

<u>Job Category</u>	<u>June 30, 1986 Status</u>		<u>1986-87</u>	
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administrators	2	(7) 28.6*	33.2	Increase
Professionals	10	(16) 62.5	47.0	Maintain
Administrative Support	14	(16) 87.5	78.7	Maintain
	<u>26</u>	<u>(39)</u> <u>66.7</u>	<u>56.9</u>	Maintain
	<u>Minorities</u>			
Officials/Administrators	0	(7) 0.0*	5.0	Increase
Professionals	1	(16) 6.3	5.4	Maintain
Administrative Support	3	(16) 18.8	6.4	Maintain
	<u>4</u>	<u>(39)</u> <u>10.3</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 efforts continuing.

EXHIBIT A
(TABLE 3)

FY 1986-87
GOALS AND OBJECTIVES
ZOO

<u>Job Category</u>	<u>June 30, 1986</u>		<u>1986-87</u>		
	<u>No.</u>	<u>Status</u>	<u>Goal</u>	<u>Objective</u>	
	<u>Females</u>				
Officials/Administrators	2	(10)	20.0	33.2	Increase
Professionals	17	(28)	60.7	47.0	Maintain
Administrative Support	21	(23)	91.3	78.7	Maintain
Service/Food	104	(172)	60.5	63.2	Increase
Gardeners/Keepers/ Support	23	(74)	31.3	21.2	Maintain
	<u>167</u>	<u>(307)</u>	<u>54.4</u>	<u>56.9</u>	<u>Increase</u>
	<u>Minorities</u>				
Officials/Administrators	0	(10)	0.0*	5.0	Increase
Professionals	1	(28)	3.6*	5.4	Increase
Administrative Support	0	(23)	0.0	6.4	Increase
Service/Food	21	(172)	12.2	10.8	Maintain
Gardeners/Keepers/ Support	4	(74)	5.4	9.6	Increase
	<u>26</u>	<u>(307)</u>	<u>8.5</u>	<u>6.3</u>	<u>Maintain</u>

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.

EXHIBIT A
(TABLE 4)

FY 1986-87
GOALS AND OBJECTIVES

SOLID WASTE

<u>Job Category</u>	<u>June 30, 1986 Status</u>		<u>1986-87</u>	
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administrators	0	(5)	0.0	33.2 Increase
Professionals	3	(9)	33.3	47.0 Increase
Administrative Support	13	(17)	76.5*	78.7 Maintain
	<u>16</u>	<u>(31)</u>	<u>51.6</u>	<u>56.9</u> Increase
	<u>Minorities</u>			
Officials/Administrators	0	(5)	0.0*	5.0 Increase
Professionals	0	(9)	0.0*	5.4 Increase
Administrative Support	2	(17)	11.8	6.4 Maintain
	<u>2</u>	<u>(31)</u>	<u>6.5</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.

EXHIBIT A
(TABLE 5)

FY 1986-87
GOALS AND OBJECTIVES

INTERGOVERNMENTAL RESOURCE CENTER

<u>Job Category</u>	<u>June 30, 1986</u>		<u>1986-87</u>		
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>	
	<u>Females</u>				
Officials/Administrators	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/Administrators	0	(3)	0.0*	5.0	Increase
Professionals	3	(18)	16.7	5.4	Maintain
Administrative Support	1	(3)	33.3	6.4	Maintain
	<u>4</u>	<u>(24)</u>	<u>16.6</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.

METRO AFFIRMATIVE ACTION PLAN

FY 1986-87

1986-87 AFFIRMATIVE ACTION PLAN

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1. Ordinance No. 83-166, establishing an Equal Employment Opportunity and Affirmative Action Policy Statements, adopted December 20, 1983.	
2. Executive Order No. 19, Administration of the Equal Employment Opportunity/Affirmative Action (EEO/AA) Program.	
3. Resolution No. 86-688, For the Purpose of Adopting the Affirmative Action Goals and Objectives for Fiscal Year 1986-87	
4. Table I - Utilization Analysis of Metro/Regional Work Force (PMSA)	
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1986-87 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, age, marital status, Viet Nam era or Disabled Veteran status, or handicap for which reasonable accommodation can be made. 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 1986-87 Affirmative Action Plan includes:

- a) Resolution No. 86-688 setting forth the goals and objectives scheduled for Council action on September 25, 1986 (see agenda item).
- b) Status of Metro Affirmative Action Goals as of June 30, 1986, including recommendations.
- c) Appendices of documents and tables.

1986-87 GOAL SETTING FACTORS

Regional work force data base.

The regional work force data base remains the same for FY 1986-87. 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 1986. (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 1986-87:

Officials/Administrators:

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

Professionals

Includes the professional specialities 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 figure.
2. Numbers at Metro are so small, that even this 80 percent rule can be misleading. Our Officials/Administrators category, for instance, contains only 26 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.
3. The analysis of the Building Management fund and the Convention, Trade and Spectator Facilities (CTS), are only included in Metro Employee Profile, Table 2. Both funds consist of small numbers and the CTS fund is comprised largely of temporary staff.

STATUS OF METRO AFFIRMATIVE ACTION GOALS
JUNE 30, 1986

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 1987-88.

Status:

	<u>June 30, 1985</u>	
	<u>Metro</u> %	<u>PSMA</u> %
<u>Officials/Administrators</u>		
Females	15.4	33.2
Minorities	0	5.
<u>Professional</u>		
Females	50.7	47.
Minorities	6.8	5.4
<u>Administrative Support</u>		
Females	84.1	78.7
Minorities	9.5	6.4
<u>Service/Food</u>		
Females	60.5	63.2
Minorities	12.2	10.8
<u>Gardeners, Keepers & Support</u>		
Females	31.1	21.2
Minorities	5.4	9.6

FY 1985-86 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 PMSA.

Status:

	<u>June 30, 1986</u>	
	<u>Females</u>	<u>Minorities</u>
PMSA	56.9%	6.3%
Metro	55.2%	8.8%

From July 1, 1985 to June 30, 1986, employment opportunities totaled 279. Metro exceeded the regional work force representation in promoting, transferring and hiring minority employees during this past year. (See Tables VIII and IX.) Twenty-six minorities out of a possible 279 personnel actions involves minorities which is 9.3% compared to the PMSA of 6.3%. The female percentage was 55.2% (154 out of 279 personnel actions). This figure is slightly below the PMSA of 56.9%. These figures are especially positive considering the number of personnel actions processed by the Personnel Office.

		<u>July 1, 1985-June 30, 1986</u>	
		<u>Females</u>	<u>Minorities</u>
Promotions:	2	0	1
Transfers:	1	0	1
Hires:	<u>276</u>	<u>154</u>	<u>24</u>
Total	279	154 (55.2%)	26 (9.3)

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 women and minorities.

Status:	<u>Job categories - where goal met or exceeded</u>	<u>Achieved Objective to maintain</u>
	<u>Females:</u>	
	Professional	Yes
	Administrative Support	Yes
	Gardners/Keepers/Support	Yes
	<u>Minorities:</u>	
	Administrative Support	Yes
	(See Table III)	
	<u>Funds - where goal met or exceeded</u>	
	<u>Females:</u>	
	General Fund	Yes
	<u>Minorities:</u>	
	Zoo	Yes
	Solid Waste	Yes
	IRC	Yes
	(See Tables IV-VII)	

Objective 2:

By the end of FY 1985-86 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 - where goal not achieved</u>	<u>Achieved Objective to Increase</u>
	<u>Females:</u>	
	Officials/Administrators	No
	Service/Food	Yes
	<u>Minorities:</u>	
	Officials/Administrators	No
	Professional	Yes
	Service/Food	Yes
	Gardners/Keepers/Support	No
	(See Table III)	

Funds - where goal not achieved

Females:

Zoo

No

IRC

Yes

Minorities:

General Fund

Yes

Zoo

Yes

IRC

Yes

(See Tables IV-VII)

ANALYSIS

Officials/Administrator

The total number of positions in this job category increased from 21 last year to 25 this year. The four new positions were filled by males. The number of females in this category remained the same, which caused a decrease in the female representation. The goal was to increase representation. There were no minorities in this category last year and none were hired for this year. The goal for minorities was to increase representation.

The four new positions in this category are Data Processing Manager, Construction Manager at the Zoo, CTS Director, and Personnel Officer. The Data Processing Manager and the Construction were filled by in-house recruitment. No females or minorities applied. The Personnel Officer included a minority as a finalist. A special recruitment was done for CTS Director which included contacting a minority recruitment firm for referrals. A female was contacted to be interviewed for the position but she declined.

This is the category with the fewest qualified minorities and females available for recruitment and the one with the fewest hiring possibilities. Both IRC and Solid Waste have no females as Officials/Administrators but they had no hiring opportunities this past year.

Professionals

Overall female representation increased slightly to keep the percentage above the 1985-86 goal. The minority percentage also increased. It was below goal to start the year but it is now above the goal.

A large increase occurred in the General Fund female representation, which was already above goal, from 46.7 percent to 62.5 percent. There were four openings and all were filled by females. Solid Waste came closer to its goal by increasing female representation from 25 percent to 33.3 percent. A new professional position was recruited for CTS this year and was filled by a female. The Building Management Supervisor position was also a new position this past year and was filled by a female.

The overall increase in minority representation in this category brought representation into parity with the goal. This increase was brought about by the addition of two minority analysts to IRC. Solid Waste has no minorities in their professional ranks.

Administrative Support

Metro exceeds the goal for female and minority representation in this category. Representation increase in both groups. This included the addition of two in the Accounting Division. No

minorities were hired in 1984-85, so this is a positive trend. Good representation in this category has long term effects because these positions become feeder positions for promotional opportunities in other categories at Metro.

Gardeners/Keepers/Support

Female representation has increase additionally beyond the goal for this year. The minority status remained the same. A minority was promoted from a support position to a Keeper position but it did not change the minority figure. A female was also hired to a Keeper position. Hiring a female and/or minority Keeper was a priority from last years Affirmative Action Plan.

Service/Food

Representation improved for both females and minorities. The female representation is slightly under goal. Minority representation increased beyond the goal to 12.2 percent. Seasonal workers make a large part of the employees in this category. Over 100 seasonal workers were hired last year. Increases in this category is encouraging because many workers are school age. They become a potential for future employment at Metro in other job categories when their schooling is complete. Many come back back in seasonal worker positions for several summers. Also, they tell their friends about working for Metro. This category is also projected to have more regular position budgeted with the completion of the Bear Walk Cafe.

Summary

Top Priority -- Metrowide

1. A minority hire in the Officials/Administrators category. This is an important goal because there are no minorities in this category in any fund. There are 26 positions in this group. This category is the most visible one in the organization. It is also the category with the fewest hiring opportunities.

Priority -- By Fund

1. A female hire in the Officials/Administrators category in IRC and Solid Waste. Solid Waste has five positions in this category and IRC has three positions in this category. Neither has a minority in them.
2. A minority hire in the Administrative Support category for the Zoo. They have no minorities for the 23 positions in this category.
3. A minority hire in the Professional category for Solid Waste. They have no minorities in the nine positions they have in this category.

Continued attention needs to be given to the recruitment and selection of minorities and females in all other categories to maintain Metro's achievements in these areas; to provide a conducive atmosphere to attract qualified minorities and females; to maintain a reputation as an employer that hires minorities and females; and because they are our best recruiters by referring other minorities and women to apply for work at Metro.

Recommendations/Accomplishments

1. Recruitment and Outreach

- a. Special recruitment efforts need to be made for those positions that have been designated as a priority. Two thousand dollars has been budgeted in Personnel's contract services account for Affirmative Action assistance. This money is targeted for use of a minority recruitment firm to help fill positions that fall into priority category.
- b. Metro has supported the Urban League's increased efforts in job placement by becoming a corporate member. Their Personnel Director has visited Metro's downtown offices and the St. Johns Landfill to become more familiar with Metro's operation and our personnel system to improve their ability to refer applicants to us. Metro's Personnel Officer has visited the Urban League Office several times. During the hiring season for the Zoo, he gave a presentation to 25 minority high school students about working at the Zoo. Metro has a person at the Urban League that handles all Metro recruitments. He is contacted as soon as a job opening is anticipated so he has extra time to recruit before the job announcement is distributed. This kind of contact is being developed with other minority agencies who are active in job placement for minorities such as the Native American Business Alliance. The Personnel Officer plans to use Affirmative Action Outreach more, as a recruitment method.
- c. Metro has utilized the City of Portland's computerized job bank to recruit minorities for temporary positions. We were successful in placing a receptionist for the downtown switchboard job from their job bank. Using their job bank and creating one of our own will be tried this coming year as a recruitment method.
- d. Personnel has talked with the Public Affairs Department about the need to use pictures of minorities in Metro publications to further indicate our interest in having a workforce that is reflective of the Portland area.

2. Selection

- a. Cut-off scores for minimum qualifications for all selection processes and seniority credit for union employees have been standardized.

- b. Personnel reviews the scoring of minority and female applicants ensure consistency in the screening and selection process.
 - c. More job-related tests have been used this past year including an assessment center process.
 - d. Personnel has been involved in the initial screening process and are regularly part of the screening panels. The use of outside interviewers has been encouraged, as well as using minorities and females on the interview panel. Testing materials will continue to be used ad to be improved upon.
3. Continue Executive Officer policy requiring personnel review in the selection process when a minority has not been hired. Personnel on several occasions has recommended that screening committees review their screening process when discrepancies have been noted during this review process.
 4. Continue Executive Officer policy to interview qualified members of protected classes in same ratio as those who meet minimum qualification.
 5. Personnel discusses Affirmative Action needs of the department with department heads and managers prior to advertising. Also, they review recruitment strategies, job requirements, and screening criteria. The 1986-87 Affirmative Action Plan will be discussed at the department heads meeting.
 6. More time has been spent by Personnel discussing promotion and transfer opportunities with employees. More attention was paid to employee retention through Metro's employee orientation and communication program that was initiated this year. Employee communication and awareness will be developed further in 1986-87.
 7. An effort has been made to work with Public Affairs to publicize training opportunities available in the Portland area. Several staff members have attended training programs put on by Tri-County Affirmative Action Association. Personnel coordinated the showing of two training films on-site for Metro employees. One film was about interview techniques. The response indicated a need to continue this approach, as well as to look for other training opportunities.
 8. Provide supervisors with training in affirmative action. Herb Cawthorne was used this past year to give an hour presentation on affirmative action to Metro's Senior Managers. The film, "More than a Gut Feeling" was shown several times this past year to provide training in interviewing. There was also written material that went with the film that is helpful as a training tool. Money has also been budgeted for affirmative action training this year. The possibility of coordinating

some affirmative action training with the City of Portland is being pursued.

9. Personnel has budgeted for a personal computer in the FY 1986-87 budget to help in tracking affirmative action statistics, and to allow for retrieval of information. Metro could also use this to develop a minority job bank similar to the one the City of Portland uses.

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APPENDICES

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.

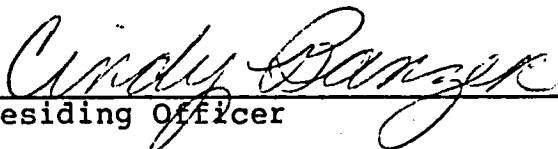
(b) Annual goals will be established taking into consideration a work force study and analysis.

Section 7. Responsibilities and Procedures

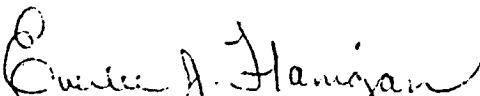
The Executive Officer shall, by Executive Order, assign responsibilities for the administration and implementation of the Program. He shall establish measures to ensure compliance and record progress toward meeting the goals and objectives. The

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

TABLE I

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

JUNE 30, 1986

		<u>White</u>		<u>Black</u>		<u>Native American</u>		<u>Asian/Pacific Islander</u>		<u>Hispanic</u>		<u>Other</u>	
		<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>
Officials and Administrators	SMSA	63.5	31.4	.9	.6	.2	.2	1.2	.6	.8	.4	.1	0
	Metro	84.6	15.4										
Professionals	SMSA	50.0	44.6	.8	.8	.2	.1	1.3	.9	.6	.5	.1	0
	Metro	45.2	50.7			4.1							
Administrative Support	SMSA	17.3	73.8	.8	1.7	.1	.5	.5	1.4	.3	1.2	0	.1
	Metro	12.7	77.8	1.6	4.8		1.6			1.6			
Service/Food	SMSA	30.8	58.5	.9	1.2	.5	.4	3.2	1.8	1.1	1.2	.1	.1
	Metro	37.8	50.0	1.7	6.4		1.7		1.7		.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	66.2	28.4		1.4	1.4	1.4			6.4	1.4		
								<u>PMSA</u>					<u>Metro</u>
								Total Female					56.9%
								Total Minority					6.3%
													54.2%
													8.8%

*Figures derived from "Related Agricultural Workers."

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

RB/gl
 4297C/427-1
 08/14/86

TABLE II:
METRO EMPLOYEE PROFILE
JUNE 30, 1986

	Total		Black		Native American		Asian/Pacific Islander		Hispanic		Total Minority	Females Percent	Minority Percent
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female			
General Fund													
Official/Administrator	5	2									0	28.6	0.0
Professional	6	10					1				1	62.5	6.3
Administrative Support	2	14	2				2		1		3	87.5	18.8
	<u>13</u>	<u>26</u>									4		
	39											66.6	10.3
Building Management													
Professional	0	1									0	100.0	0.0
Administrative Support	2	0									0	0.0	0.0
	<u>2</u>	<u>1</u>									0	33.3	0.0
	3												0.0
Zoo													
Official/Administrator	8	2									0	20.0	0.0
Professional	11	17					1				1	60.7	3.6
Administrative Support	2	21									0	91.3	0.0
Service/Food	68	104	3	11		3	2	3		1	21	60.5	12.2
Gardener/Keeper/Support	51	23		1	1	1					4	31.1	5.4
	<u>140</u>	<u>167</u>									26		
	307											54.4	8.5
Solid Waste													
Official/Administrator	5	0									0	0.0	0.0
Professional	6	3									0	33.3	0.0
Administrative Support	4	13	1			1					2	76.5	11.8
	<u>15</u>	<u>16</u>									2		
	31											51.6	6.5
Intergovernmental Resource Center													
Official/Administrator	3	0									0	0.0	0.0
Professional	13	5	1				2				3	27.8	16.7
Administrative Support	0	3		1							1	100.0	33.3
	<u>16</u>	<u>8</u>									4		
	24											33.3	16.6
Convention, Trade and Spectator Facility													
Official/Administrator	1	0									0	0.0	0.0
Professional	0	1									0	100.0	0.0
Administrative Support	0	2									0	100.0	0.0
	<u>1</u>	<u>3</u>									0	75.0	0.0
	4												
TOTAL METRO	<u>187</u>	<u>221</u>	<u>5</u>	<u>15</u>	<u>1</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>	<u>36</u>	<u>54.2</u>	<u>8.8</u>
	408												

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

TABLE III

FY 1985-86

GOALS AND OBJECTIVES ACHIEVEMENT

METRO JOB CATEGORIES

	06/30/85 Status	06/30/86 Status	FY 1985-86		Objective Status
			Goal	Objective	
<u>Females</u>					
Officials/Administration	19.0	15.4	33.2	Increase	No
Professionals	49.3	50.7	47.0	Maintain	Yes
Administrative Support	83.0	84.1	78.7	Maintain	Yes
Service/Food	56.4	60.5	63.2	Increase	No
Gardeners/Keepers/ Support	<u>23.3</u> 50.6	<u>31.1</u> 54.2	<u>21.2</u> 56.9	Maintain Increase	Yes No
<u>Minorities</u>					
Officials/Administration	0	0	5.0	Increase	No
Professionals	4.5*	6.8	5.4	Increase	Yes
Administrative Support	7.5	9.5	6.4	Maintain	Yes
Service/Food	9.9	12.2	10.8	Increase	Yes
Gardeners/Keepers/ Support	<u>5.5</u> 7.3	<u>5.4</u> 7.3	<u>.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.

TABLE IV
 FY 1985-86
 GOALS AND OBJECTIVES ACHIEVEMENT
 GENERAL FUND

	06/30/85 Status	06/30/86 Status	FY 1985-86		Objective Status
			Goal	Objective	
<u>Females</u>					
Officials/Administration	50.0	28.6	33.2	Increase	No
Professionals	46.7	62.5	47.0	Increase	Yes
Administrative Support	<u>76.5</u>	<u>87.5</u>	<u>78.7</u>	Maintain	Yes
	61.1	66.7	56.9	Maintain	Yes
<u>Minorities</u>					
Officials/Administration	0.0*	0.0	5.0	Increase	No
Professionals	6.6	6.3	5.4	Maintain	Yes
Administrative Support	<u>5.9*</u>	<u>18.8</u>	<u>6.4</u>	Maintain	Yes
	5.6	10.3	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.

TABLE V
 FY 1985-86
 GOALS AND OBJECTIVES ACHIEVEMENT
 ZOO FUND

	06/30/85 Status	06/30/86 Status	FY 1985-86		Objective Status
			Goal	Objective	
<u>Females</u>					
Officials/Administration	22.2	20.0	33.2	Increase	No
Professionals	73.1	60.7	47.0	Maintain	Yes
Administrative Support	94.0	91.3	78.7	Maintain	Yes
Service/Food	56.4	60.5	63.2	Increase	Yes
Gardeners/Keepers/ Support	<u>23.3</u> 51.0	<u>31.1</u> 54.4	<u>21.2</u> 56.9	Maintain Increase	Yes Yes
<u>Minorities</u>					
Officials/Administration	0.0*	0.0	5.0	Increase	No
Professionals	3.8*	3.6	5.4	Increase	No
Administrative Support	0.0	0.0	6.4	Maintain	No
Service/Food	9.9	12.2	10.8	Increase	Yes
Gardeners/Keepers/ Support	<u>5.5</u> 7.5	<u>5.4</u> 8.5	<u>9.6</u> 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.

TABLE VI

FY 1985-86

GOALS AND OBJECTIVES ACHIEVEMENT

SOLID WASTE

	06/30/85 Status	06/30/86 Status	FY 1985-86		Objective Status
			Goal	Objective	
<u>Females</u>					
Officials/Administration	0.0	0.0	33.2	Increase	No
Professionals	25.0	33.3	47.0	Increase	Yes
Administrative Support	<u>75.0*</u> 48.3	<u>76.5</u> 51.6	78.7 56.9	Maintain Increase	Yes Yes
<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>12.5</u> 6.9	<u>11.8</u> 6.5	<u>6.4</u> 6.3	Maintain Maintain	Yes 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.

TABLE VII

FY 1985-86

GOALS AND OBJECTIVES ACHIEVEMENT

INTERGOVERNMENTAL RESOURCE CENTER

	06/30/85 Status	06/30/86 Status	FY 1985-86		Objective Status
			Goal	Objective	
<u>Females</u>					
Officials/Administration	0.0	0.0	33.2	Increase	No
Professionals	27.8	27.8	47.0	Increase	No
Administrative Support	<u>100.0</u> 33.3	<u>100.0</u> 33.3	<u>78.7</u> <u>56.9</u>	Maintain Increase	Yes No
<u>Minorities</u>					
Officials/Administration	0.0*	0.0	5.0	Increase	No
Professionals	5.6	16.7	5.4	Maintain	Yes
Administrative Support	<u>33.3</u> 8.3	<u>33.3</u> 16.6	<u>6.4</u> 6.3	Maintain Maintain	Yes 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.

TABLE VIII

SUMMARY OF PERSONNEL ACTIONS
BY CATEGORY

July 1, 1985 through June 30, 1986

	Total	Males	Females	Minority	Non-Minority
<u>Official/Administrator</u>					
Promotions:	0	0	0	0	0
Transfers:	0	0	0	0	0
Hires:	<u>6</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>
Total	6	6	0	0	6
		(100%)	0%		(100%)
<u>Professional</u>					
Promotions:	0	0	0	0	0
Transfers:	1	1	0	1	0
Hires:	<u>38</u>	<u>14</u>	<u>24</u>	<u>3</u>	<u>35</u>
Total	39	15	24	4	35
		(38.5%)	(61.5%)	(10.3%)	(89.7%)
<u>Administrative Support</u>					
Promotions:	0	0	0	0	0
Transfers:	0	0	0	0	0
Hires:	<u>34</u>	<u>13</u>	<u>21</u>	<u>5</u>	<u>29</u>
Total	34	13	21	5	29
		(38.2%)	(61.8%)	(14.7%)	(85.3%)
<u>Service/Food</u>					
Promotions:	0	0	0	0	0
Transfers:	0	0	0	0	0
Hires:	<u>167</u>	<u>70</u>	<u>97</u>	<u>14</u>	<u>153</u>
Total	167	70	97	14	153
		(41.9%)	(58.1%)	(8.4%)	(91.6%)
<u>Gardener/Keeper/Support</u>					
Promotions:	2	2	0	1	1
Transfers:	0	0	0	0	0
Hires:	<u>31</u>	<u>19</u>	<u>12</u>	<u>2</u>	<u>29</u>
Total	33	21	12	3	30
		(63.6%)	(36.4%)	(9.1%)	(90.9%)
<u>Total Metro</u>					
Promotions:	2	2	0	1	1
Transfers:	1	1	0	1	0
Hires:	<u>276</u>	<u>122</u>	<u>154</u>	<u>24</u>	<u>252</u>
Total	279	125	154	26	253
		(44.8%)	(55.2%)	(9.3%)	(90.7%)

(PMSA Labor Force 1984

Females: 56.9

Minorities: 6.3)

TABLE IX

SUMMARY OF PERSONNEL ACTIONS
BY FUND

July 1, 1985 through June 30, 1986

	Total	Males	Females	Minority	Non-Minority
<u>General Fund</u>					
Promotions:	0	0	0	0	0
Transfers:	0	0	0	0	0
Hires:	<u>22</u>	<u>6</u>	<u>16</u>	<u>3</u>	<u>19</u>
Total	22	6	16	3	19
		(27.3%)	(72.7%)	(13.6%)	(86.4%)
<u>Zoo</u>					
Promotions:	2	2	0	1	1
Transfers:	1	1	0	1	0
Hires:	<u>227</u>	<u>97</u>	<u>130</u>	<u>16</u>	<u>211</u>
Total	230	100	130	18	212
		(43.5%)	(56.5%)	(7.8%)	(92.8%)
<u>Solid Waste</u>					
Promotions:	0	0	0	0	0
Transfers:	0	0	0	0	0
Hires:	<u>19</u>	<u>12</u>	<u>7</u>	<u>1</u>	<u>18</u>
Total	19	12	7	1	18
		(63.2%)	(36.8%)	(5.3%)	(94.4%)
<u>Intergovernmental Resource Center</u>					
Promotions:	0	0	0	0	0
Transfers:	0	0	0	0	0
Hires:	<u>8</u>	<u>7</u>	<u>1</u>	<u>4</u>	<u>4</u>
Total	8	7	1	4	4
		(87.5%)	(12.5%)	(50.0%)	(50.0%)
<u>Total Metro</u>					
Promotions:	2	2	0	1	1
Transfers:	1	1	0	1	0
Hires:	<u>276</u>	<u>122</u>	<u>154</u>	<u>24</u>	<u>252</u>
Total	279	125	154	26	253
		(44.3%)	<u>(55.2%)</u>	<u>(9.3%)</u>	(90.7%)

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

CONSIDERATION OF RESOLUTION NO. 86-688, FOR THE
PURPOSE OF ADOPTING AFFIRMATIVE ACTION GOALS AND
OBJECTIVES FOR FISCAL YEAR 1986-87

Date: September 17, 1986

Presented by: Randy Boose

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.

1986-87 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 1986-87 remain the same as the previous fiscal year and are set forth in Exhibit A, attached to Resolution No. 86-688.

This includes both narrative goals and statistical goals and objectives by job category and fund. 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 since 1984. However, the job category objectives have been revised according to the year end status as of June 30, 1986.

Results as of June 30, 1986

In accordance with Council policy, an updated plan has been prepared titled "1986-87 Affirmative Action Plan." This includes a detailed analysis of last year's efforts. Highlights include:

1. Metro exceeded its annual goal for minority representation (Goal: 6.3 percent; 6/30/85 Status: 8.8 percent). Last year's representation was 7.3. Metro has increased its minority representation two consecutive years.
2. Metro increased its female representation over last year's figure of 50.6 and moved closer to achieving its goal (Goal: 56.9 percent; 6/30/85 Status: 54.2 percent). Maintaining this trend will help Metro achieve its goal, hopefully within the next year.
3. Metro's new Personnel Officer has vigorously implemented the recommendations from last year's report and will continue to expand on these recommendations as set forth in this report for the coming year. This includes budgeting money for affirmative action recruitment and training. Managers have also been very supportive of Metro's affirmative action efforts. Their support is critical for Metro to achieve its affirmative action goals.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 86-688 which sets the Affirmative Action Goals and Objectives for FY 1986-87.

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09/17/86

STAFF REPORT

Agenda Item No. 8.1

Meeting Date Sept. 25, 1986

CONSIDERATION OF RESOLUTION NO. 86-688, FOR THE
PURPOSE OF ADOPTING AFFIRMATIVE ACTION GOALS AND
OBJECTIVES FOR FISCAL YEAR 1986-87

Date: September 17, 1986

Presented by: Randy Boose

FACTUAL BACKGROUND AND ANALYSIS

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EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 86-688 which sets the Affirmative Action Goals and Objectives for FY 1986-87.

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