

METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADOPTING THE) RESOLUTION NO. 87-816
AFFIRMATIVE ACTION GOALS AND)
OBJECTIVES FOR FISCAL YEAR) Introduced by the
1987-88) Executive Officer

WHEREAS, It is the policy of Metropolitan Service District 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, The Council of the Metropolitan Service District 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,

1. That the Affirmative Action Goals and Objectives attached in Exhibit A are established for the period July 1, 1987, through June 30, 1988.
2. That these goals and objectives will become part of the 1987-88 Affirmative Action Plan.

ADOPTED by the Council of the Metropolitan Service District this 12th day of November, 1987.



Richard Waker, Presiding Officer

EXHIBIT A

METRO AFFIRMATIVE ACTION GOALS AND OBJECTIVES

FY 1987-88 Annual Goal

To attain and maintain a Metro employee workforce profile which reflects the representation of females and minorities in the Portland Metropolitan Statistical Area by the job categories of officials/administrators, professionals, administrative support, service/food, gardeners, keepers and support and by fund. The goal column in Tables 1-7 show the desired representation of females and minorities for each category and fund.

Objective 1

By the end of FY 1987-88 maintain the percentages in job categories and in funds which have met or exceeded the percentage established as the goal for female and minority representation. When the June 30, 1987, status percentage in Tables 1-7 meets or exceeds the goal then the objective is listed as "maintain."

Objective 2

By the end of FY 1987-88 increase the percentages in job categories and in funds which have not met the percentage established as the goal for female and minority representation. When the June 30, 1987, status percentage in Tables 1-7 is less than the goal then the objective is listed as "increase."

8320C/504
10/12/87

EXHIBIT A

TABLE 1

FY 1987-88
 OVERALL METRO GOALS AND OBJECTIVES
 BY JOB CATEGORIES

<u>Job Category</u>	<u>June 30, 1987</u> <u>Status</u>		<u>1987-88</u>		
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>	
	<u>Females</u>				
Officials/Administrators	5 (26)	19.2	33.2	Increase	
Professionals	42 (84)	50.0	47.0	Maintain	
Administrative Support	60 (83)	72.3	78.7	Increase	
Service/Food	114 (197)	57.9	63.2	Increase	
Gardeners/Keepers/ Support	22 (76)	28.9	21.2	Maintain	
	<u>243</u>	<u>(466)</u>	<u>52.2</u>	<u>56.9</u>	Increase
	<u>Minorities</u>				
Officials/Administrators	0 (26)	0.0	5.0	Increase	
Professionals	8 (84)	9.5	5.4	Maintain	
Administrative Support	12 (83)	14.5	6.4	Maintain	
Service/Food	18 (197)	9.1	10.8	Increase	
Gardeners/Keepers/ Support	5 (76)	6.6*	9.6	Increase	
	<u>43</u>	<u>(466)</u>	<u>9.2</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 2

FY 1987-88
GOALS AND OBJECTIVES

GENERAL FUND

<u>Job Category</u>	<u>June 30, 1987 Status</u>		<u>1987-88</u>	
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administrators	3	(9)	33.0	33.2 Maintain
Professionals	11	(18)	61.1	47.0 Maintain
Administrative Support	20	(26)	76.9*	78.7 Increase
	<u>34</u>	<u>(53)</u>	<u>64.1</u>	<u>56.9</u> Maintain
	<u>Minorities</u>			
Officials/Administrators	0	(9)	0.0*	5.0 Increase
Professionals	1	(18)	5.6	5.4 Maintain
Administrative Support	4	(26)	15.4	6.4 Maintain
	<u>5</u>	<u>(53)</u>	<u>9.4</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.

NOTE: General Fund includes Council, Executive Management, Accounting, Management Services, Data Processing, Public Affairs and Building Management.

8320C/504
10/12/87

EXHIBIT A

TABLE 3

FY 1987-88
GOALS AND OBJECTIVES
ZOO

<u>Job Category</u>	<u>June 30, 1987 Status</u>		<u>1987-88</u>	
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administrators	2	(10) 20.0	33.2	Increase
Professionals	19	(31) 61.3	47.0	Maintain
Administrative Support	22	(34) 64.7	78.7	Increase
Service/Food	114	(197) 57.9	63.2	Increase
Gardeners/Keepers/ Support	22	(76) 28.9	21.2	Maintain
	<u>179</u>	<u>(348)</u> <u>51.4</u>	<u>56.9</u>	<u>Increase</u>
	<u>Minorities</u>			
Officials/Administrators	0	(10) 0.0*	5.0	Increase
Professionals	3	(31) 9.7	5.4	Maintain
Administrative Support	5	(34) 14.7	6.4	Maintain
Service/Food	18	(197) 9.1	10.8	Increase
Gardeners/Keepers/ Support	5	(76) 6.6	9.6	Increase
	<u>31</u>	<u>(348)</u> <u>8.9</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 1987-88
GOALS AND OBJECTIVES

SOLID WASTE

<u>Job Category</u>	<u>June 30, 1987 Status</u>		<u>1987-88</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	6	(17)	35.3	47.0	Increase
Administrative Support	14	(19)	73.7*	78.7	Increase
	<u>20</u>	<u>(39)</u>	<u>51.3</u>	<u>56.9</u>	<u>Increase</u>
	<u>Minorities</u>				
Officials/Administrators	0	(3)	0.0*	5.0	Increase
Professionals	2	(17)	11.8	5.4	Maintain
Administrative Support	2	(19)	10.5	6.4	Maintain
	<u>4</u>	<u>(39)</u>	<u>10.3</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.

8320C/504

10/12/87

EXHIBIT A

TABLE 5

FY 1987-88
GOALS AND OBJECTIVES

TRANSPORTATION

<u>Job Category</u>	<u>June 30, 1987 Status</u>		<u>1987-88</u>		
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>	
	<u>Females</u>				
Officials/Administrators	0 (2)	0.0*	33.2	Increase	
Professionals	3 (13)	23.1	47.0	Increase	
Administrative Support	2 (2)	100.0	78.7	Maintain	
	<u>5</u>	<u>(17)</u>	<u>29.4</u>	<u>56.9</u>	Increase
	<u>Minorities</u>				
Officials/Administrators	0 (2)	0.0*	5.0	Increase	
Professionals	1 (13)	7.7	5.4	Maintain	
Administrative Support	0 (2)	0.0	6.4	Increase	
	<u>1</u>	<u>(17)</u>	<u>5.9*</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.

NOTE: Transportation was formerly Intergovernmental Resource Center (IRC)

EXHIBIT A

TABLE 6

FY 1987-88
GOALS AND OBJECTIVES

RESEARCH & DEVELOPMENT

<u>Job Category</u>	<u>June 30, 1987</u> <u>Status</u>		<u>1987-88</u>	
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administrators	0	(1)	0.0*	33.2 Increase
Professionals	1	(2)	50.0	47.0 Maintain
Administrative Support	1	(1)	100.0	78.7 Maintain
	<u>2</u>	<u>(4)</u>	<u>50.0</u>	<u>56.9</u> Increase
	<u>Minorities</u>			
Officials/Administrators	0	(1)	0.0*	5.0 Increase
Professionals	1	(2)	50.0	5.4 Maintain
Administrative Support	1	(1)	100.0	6.4 Maintain
	<u>2</u>	<u>(4)</u>	<u>50.0</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.

NOTE: Research and Development was formerly Development Services, which was included as part of IRC.

8320C/504
10/12/87

EXHIBIT A

TABLE 7

FY 1987-88
GOALS AND OBJECTIVES

CONVENTION CENTER PROJECT

<u>Job Category</u>	<u>June 30, 1987 Status</u>		<u>1987-88</u>	
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administrators	0	(1)	0.0*	** Increase
Professionals	2	(3)	66.6	47.0 Maintain
Administrative Support	1	(1)	100.0	78.7 Maintain
	<u>3</u>	<u>(5)</u>	<u>60.0</u>	<u>56.9</u> Maintain
	<u>Minorities</u>			
Officials/Administrators	0	0	0*	5.0 Increase
Professionals	0	0	0*	5.4 Increase
Administrative Support	0	0	0*	6.4 Increase
	<u>0</u>	<u>0</u>	<u>0</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.

** No percentage goal established because there is only one position in this category.

8320C/504
10/12/87

CONSIDERATION OF RESOLUTION NO. 87-816, FOR THE
PURPOSE OF ADOPTING AFFIRMATIVE ACTION GOALS AND
OBJECTIVES FOR FISCAL YEAR 1987-88

Date: October 12, 1987

Presented by: Ray Phelps
Randy Boose

FACTUAL BACKGROUND AND ANALYSIS

The Council of the Metropolitan Service District 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 established goals for female and minority representation at Metro by job category. The goals are based on a regional workforce study and analysis. The data for this analysis is provided by the State of Oregon Employment Division. The goals are the percentage of female and minority representation that Metro should strive to attain in each job category.

Based on these goals, objectives are established. If the current percentage of females and minorities for June 30, 1987, (see Exhibit A Tables 1-7) is below the percentage in the goal column then the objective is to increase the representation in that category. If the current percentage is above the goal then the objective is to maintain the representation above the goal.

These Plan goals and objectives are to be updated each year and adopted by Council Resolution. Additionally, the Plan is to be updated each year and the previous year's Affirmative Action efforts in achieving these goals are to be assessed. This information is contained in Tables 9-14 of the 1987-88 Affirmative Action Plan. The Plan is on file at the Metro Offices and is available on request.

The proposed goals and objectives for 1987-88 are set forth in Exhibit A. The 1987-88 Affirmative Action Plan contains the proposed goals and objectives subject to Council approval.

Included in the Plan is an analysis of last year's Affirmative Action efforts. Highlights include:

1. Metro exceeded its annual goal for minority representation (Goal: 6.3 percent; June 30, 1987, status: 9.2 percent). Last year's representation was 8.8 percent. Metro has exceeded its minority representation goal three consecutive years.

2. Metro's female representation is below the goal and decreased over last year's figure of 54.2 percent. (Goal 56.9 percent; June 30, 1987, status 52.1 percent).

3. Two of the priority goals from last year were met. The Zoo went from zero minority representation in the administrative support category to 14.7 percent. This exceeded the goal of 6.4 percent for this category. The Solid Waste Department went from zero minority representation in the professional category to 11.8 percent. This exceeded the goal of 5.4 percent for this category.

4. Metro's Personnel Officer, in his capacity as Affirmative Action Officer, implemented the recommendations from last year's Plan. This included the use of an affirmative action recruitment firm for targeted recruitment and an expansion of current recruitment resources.

5. Department Directors are developing departmental qualitative and quantitative affirmative action goals for 1987-88. This is the first time the Department Directors have been involved in this process.

6. Metro hired employees from other affirmative action employee groups (older workers, handicapped). Several people were hired through the Mental Health Services Transitional Employment Program. Six people were hired through the Portland Private Industry Senior Community Service Employment Program and one from their youth program. One person was also hired through the Dislocated Worker Program and one through a Workers' Compensation return to work program.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 87-816.

RB/sm
8320C/504
10/12/87

Vote: A vote on the motion resulted in all ten Councilors present voting aye. Councilors Cooper and Van Bergen were absent.

The motion carried and Resolution No. 87-815 was adopted.

8.3 Resolution No. 87-816, for the Purpose of Adopting Affirmative Action Goals and Objectives for Fiscal Year 1987-88

Ray Phelps and Randy Boose reviewed staff's written report, including an analysis of last fiscal year's Affirmative Action efforts. Mr. Phelps reported that for the first time, Department Managers would be directly involved in program efforts.

Presiding Officer Waker thought that if Metro continued to increase Affirmative Action goals as they were met, the agency would, at some point, no longer be in parity with the community work force.

In response to Councilor Gardner's question, Mr. Phelps explained that male participation was indicated as high in the normally female dominated "food service worker" category because other types of male dominated jobs were included in that category such as security guards.

In response to Councilor Ragsdale's question, Mr. Boose explained the proposed goals were developed based on the State of Oregon Employment Division's statistics and they reflected the makeup of the community work force.

Discussion followed about whether the proposed categories and goals were satisfactory.

Motion: Councilor Knowles moved, seconded by Councilor Kelley, to continue consideration of Resolution No. 87-816 to November 12, 1987.

Vote: A vote on the motion resulted in all ten Councilors present voting aye. Councilors Cooper and Van Bergen were absent.

The motion carried.

8.4 Consideration of Resolution No. 87-817, for the Purpose of Confirming the Appointment of Citizens to the Investment Advisory Board

Ray Phelps briefly summarized staff's written report and recommended Sue McGrath, Bonnie Kraft and Rebecca Marshall be reappointed to the Board.