

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADOPTING ) RESOLUTION NO. 88-994  
THE AFFIRMATIVE ACTION GOALS )  
AND OBJECTIVES FOR FISCAL YEAR ) Introduced by Rena Cusma,  
1988-89 ) Executive Officer

WHEREAS, It is the policy of Metropolitan Service District to ensure that equal employment opportunities and affirmative action 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 10, 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 of July 1, 1988, through June 30, 1989.

2. That these goals and objectives will become part of the 1988-89 Affirmative Action Plan.

ADOPTED by the Council of the Metropolitan Service District this 27th day of October, 1988.

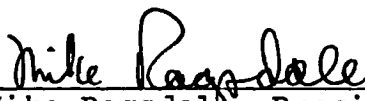
  
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Mike Ragsdale, Presiding Officer

EXHIBIT A

SECTION 1

METRO AFFIRMATIVE ACTION GOALS AND OBJECTIVES

FY 1988-89 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 fund and by the job categories of Officials/Administrators, Professionals, Administrative Support, Service/Food, Gardeners, Keepers and Support. 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 1988-89 maintain the percentages in job categories, by fund that have met or exceeded the percentage established as the goal for female and minority representation. When the June 30, 1988 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 1988-89 increase the percentages in job categories by fund that have not met the percentage established as the goal for female and minority representation. When the June 30, 1988 status percentage in Tables 1-7 is less than the goal then the objective is listed as "increase."

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TABLE 1  
 FY 1988-89  
 OVERALL METRO GOALS AND OBJECTIVES  
 BY JOB CATEGORIES

<u>Job Category</u>	<u>June 30, 1988 Status</u>		<u>1988-89</u>		
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>	
	<u>Females</u>				
Officials/Administrators	7 (29)	24.1	33.2	Increase	
Professionals	39 (77)	50.7	47.0	Maintain	
Administrative Support	88 (124)	71.0	78.7	**	
Service/Food	148 (227)	65.2	63.2	Maintain	
Gardeners/Keepers/ Support	19 (74)	25.7	21.2	Maintain	
	<u>201</u>	<u>(531)</u>	<u>56.7</u>	<u>56.9</u>	Maintain
	<u>Minorities</u>				
Officials/Administrators	2 (29)	6.9	5.0	Maintain	
Professionals	10 (77)	13.0	5.4	Maintain	
Administrative Support	11 (124)	8.9	6.4	Maintain	
Service/Food	19 (227)	8.4	10.8	Increase	
Gardeners/Keepers/ Support	5 (74)	6.8	9.6	Increase	
	<u>47</u>	<u>(531)</u>	<u>8.9</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 efforts continuing.

\*\* This is a female dominated job category and no objective is set.

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TABLE 2  
 FY 1988-89  
 GOALS AND OBJECTIVES

GENERAL FUND

<u>Job Category</u>	<u>June 30, 1988 Status</u>		<u>1988-89</u>		
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>	
	<u>Females</u>				
Officials/Administrators	4	(13)	30.8	33.2	*
Professionals	12	(19)	63.2	47.0	Maintain
Administrative Support	20	(22)	90.9	78.7	**
	<u>36</u>	<u>(54)</u>	<u>66.7</u>	<u>56.9</u>	Maintain
	<u>Minorities</u>				
Officials/Administrators	0	(13)	0.0	5.0	*
Professionals	2	(19)	10.5	5.4	Maintain
Administrative Support	3	(22)	13.6	6.4	Maintain
	<u>5</u>	<u>(54)</u>	<u>9.3</u>	<u>6.3</u>	Maintain

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

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

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

\*\* This is a female dominated job category and no objective is set.

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TABLE 3  
 FY 1988-89  
 GOALS AND OBJECTIVES

ZOO

<u>Job Category</u>	<u>June 30, 1988 Status</u>		<u>1988-89</u>		
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>	
	<u>Females</u>				
Officials/Administrators	3	(9)	33.3	33.2	Maintain
Professionals	9	(16)	56.3	47.0	Maintain
Administrative Support	44	(73)	60.3	78.7	**
Service/Food	148	(227)	65.2	63.2	Maintain
Gardeners/Keepers/ Support	19	(74)	25.7	21.2	Maintain
	<u>223</u>	<u>(399)</u>	<u>55.9*</u>	<u>56.9</u>	Increase
	<u>Minorities</u>				
Officials/Administrators	1	(9)	11.1	5.0	Maintain
Professionals	2	(16)	12.5	5.4	Maintain
Administrative Support	6	(73)	8.3	6.4	Maintain
Service/Food	19	(227)	8.4	10.8	Increase
Gardeners/Keepers/ Support	5	(74)	6.8	9.6	Increase
	<u>33</u>	<u>(399)</u>	<u>8.3</u>	<u>6.3</u>	Maintain

MAINTAIN = Maintain or exceed parity with workforce representation.

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

\*\* This is a female dominated job category and no objective is set.

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TABLE 4  
 FY 1988-89  
 GOALS AND OBJECTIVES

SOLID WASTE

<u>Job Category</u>	<u>June 30, 1988 Status</u>		<u>1988-89</u>		
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>	
	<u>Females</u>				
Officials/Administrators	0	(4)	0.0	33.2	Increase
Professionals	11	(20)	55.0	47.0	Maintain
Administrative Support	18	(22)	81.8	78.7	**
	<u>29</u>	<u>(46)</u>	<u>63.0</u>	<u>56.9</u>	Maintain
	<u>Minorities</u>				
Officials/Administrators	1	(4)	25.0	5.0	Maintain
Professionals	2	(20)	10.0	5.4	Maintain
Administrative Support	2	(22)	9.1	6.4	Maintain
	<u>5</u>	<u>(46)</u>	<u>10.9</u>	<u>6.3</u>	Maintain

---

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

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\*\* This is a female dominated job category and no objective is set.

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TABLE 5  
 FY 1988-89  
 GOALS AND OBJECTIVES

TRANSPORTATION

<u>Job Category</u>	<u>June 30, 1988</u> <u>Status</u>		<u>1988-89</u>		
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>	
	<u>Females</u>				
Officials/Administrators	0	(2)	0.0	33.2	*
Professionals	4	(16)	25.0	47.0	Increase
Administrative Support	2	(3)	66.7	78.7	**
	<u>6</u>	<u>(21)</u>	<u>28.6</u>	<u>56.9</u>	Increase
	<u>Minorities</u>				
Officials/Administrators	0	(2)	0.0	5.0	*
Professionals	2	(16)	12.5	5.4	Maintain
Administrative Support	0	(3)	0.0	6.4	*
	<u>2</u>	<u>(21)</u>	<u>9.5</u>	<u>6.3</u>	Increase

---

MAINTAIN = Maintain or exceed parity with workforce representation.

INCREASE = Increase representation as openings occur.

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\*\* This is a female dominated job category and no objective is set.

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TABLE 6  
 FY 1988-89  
 GOALS AND OBJECTIVES  
 RESEARCH & DEVELOPMENT

<u>Job Category</u>	<u>June 30, 1988 Status</u>		<u>1988-89</u>		
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>	
	<u>Females</u>				
Officials/Administrators	0	(1)	0.0	33.2	*
Professionals	1	(3)	33.3	47.0	*
Administrative Support	1	(1)	100.0	78.7	**
	<u>2</u>	<u>(5)</u>	<u>40.0</u>	<u>56.9</u>	<u>*</u>
	<u>Minorities</u>				
Officials/Administrators	0	(1)	0.0	5.0	*
Professionals	2	(3)	66.6	5.4	Maintain
Administrative Support	0	(1)	0.0	6.4	*
	<u>2</u>	<u>(5)</u>	<u>40.0</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.

\*\* This is a female dominated job category and no objective is set.

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TABLE 7  
 FY 1988-89  
 GOALS AND OBJECTIVES  
 CONVENTION CENTER PROJECT

<u>Job Category</u>	<u>June 30, 1988 Status</u>		<u>1988-89</u>	
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administrators	0	(0)	0.0	-
Professionals	2	(3)	66.6	47.0
Administrative Support	3	(3)	100.0	78.7
	<u>5</u>	<u>(6)</u>	<u>83.3</u>	<u>56.9</u>
	<u>Minorities</u>			
Officials/Administrators	0	0	0	-
Professionals	0	3	0	5.4
Administrative Support	0	3	0	6.4
	<u>0</u>	<u>0</u>	<u>0</u>	<u>6.3</u>

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

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\*\* This is a female dominated job category and no objective is set.

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STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 88-994, FOR THE  
PURPOSE OF ADOPTING AFFIRMATIVE ACTION GOALS AND  
OBJECTIVES FOR FISCAL YEAR 1988-89

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Date: August 16, 1988

Presented by: Ray Phelps  
Randy Boose

FACTUAL BACKGROUND AND ANALYSIS

The Metro Council enacted Ordinance No. 83-166 on December 20, 1983, establishing Equal Employment Opportunity and Affirmative Action employment policies for the District. An Affirmative Action Plan, prepared by the Executive Officer, implements these policies through goal-setting, by job category, for female and minority representation at Metro.

The goals for this Plan are based on an analysis of the regional workforce data for the Portland Metropolitan Statistical Area provided by the Employment Division of the State of Oregon. The goals are expressed as a percentage in order to quantify the minimum female and minority representation that Metro desires to attain for each job category for a fiscal year.

When the number of females and minorities employed at Metro for a fiscal year is above the percentage goal for a job category, the objective is to maintain and improve the representation in that job category for the next fiscal year. Alternatively, when the number of females and minorities employed at Metro for a fiscal year is below the percentage goal for a job category, the objective is to increase efforts to achieve the representation for the job category. The proposed goals and objectives for Fiscal Year 1988-89 are set forth in Exhibit A, Tables 1-7, which are part of the 1988-89 Affirmative Action Plan.

These goals and objectives of the Affirmative Action Plan are updated each year by the Executive Officer and adopted by Resolution of the Council. Additionally, the previous year's Affirmative Action efforts in achieving employment goals is assessed as part of the goals and objectives update. This information is contained in Tables 9-16 of the 1988-89 Affirmative Action Plan. The Plan is on file at the Metro offices and is available on request.

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

1. Metro exceed its annual goal for minority representation during Fiscal Year 1987-88. (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 for the past four consecutive years.

2. Metro's female representation reached the goal of 56.9 percent (June 30, 1988, status: 56.7 percent).

3. The three hiring priorities from last year were met. These included: a) increasing female representation in the Officials/Administrators category by almost 5 percent; 2) hiring two minorities in the Officials/Administrators category; and 3) increasing by 19.7 percent and 1.9 percent in the Transportation and Solid Waste Departments, respectively, the representation of females in the Professional category.

4. Department directors developed departmental qualitative and quantitative affirmative action goals for Fiscal Year 1987-88. This is the first time department directors have been involved in this process.

5. Metro hired employees from other affirmative action employee groups (senior workers, handicapped). Several people were hired through the Mental Health Services Transitional Employment Program and the Portland Private Industry Senior Community Service Employment Program.

#### EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 88-994.

RP/RB/srs  
0021D/554  
09/23/88



**METRO**

# Memorandum

2000 S.W. First Avenue  
Portland, OR 97201-5398  
503/221-1646

Agenda Item No. 5.5

Meeting Date October 27, 1988

Date: October 18, 1988

To: Metro Council

From: Councilor Mike <sup>MR</sup>Ragsdale, Chair  
Council Internal Affairs Committee

Regarding: INTERNAL AFFAIRS COMMITTEE REPORT ON OCTOBER 27, 1988  
COUNCIL MEETING AGENDA ITEM NO.5.5, RESOLUTION NO. 88-994.  
FOR THE PURPOSE OF ADOPTING AFFIRMATIVE ACTION GOALS AND  
OBJECTIVES FOR FY 1988-89

COMMITTEE RECOMMENDATION: Committee members present -- Councilors Coleman, Collier, Kirkpatrick, and myself -- voted unanimously to recommend Council adoption of Resolution No. 88-994. Councilor Knowles was absent.

COMMITTEE DISCUSSION & ISSUES: Metro's Director of Finance & Administration, Ray Phelps, presented the resolution and staff report, noting that Metro exceeded its annual goal for minority representation during FY 1987-88 (see the attached Staff Report of August 16, 1988). The Committee commended the Department for its efforts and achievements and noted that Metro should assess its goals in terms of optimums, perhaps developing a "white paper". It was noted that updating the statistical profile used to set the representation goals would be an important step.

After discussing quantitative versus qualitative measures of Metro's affirmative action program, it was suggested that the Department track and report on the retention and promotion of Metro's minority and female employees.

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METRO AFFIRMATIVE ACTION PLAN

FY 1988-89

**METRO AFFIRMATIVE ACTION PLAN**

**FY 1988-89**

# 1988-89 AFFIRMATIVE ACTION PLAN

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**SECTION 1**



## FY 1988-89 AFFIRMATIVE ACTION PLAN

### INTRODUCTION

It is the policy of Metro to ensure that equal employment opportunities and affirmative action 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 established on December 20, 1983, by the Council when it adopted Ordinance No. 83-166. Procedures were developed and stated in Executive Order No. 19. A copy of the Executive Order is included in the Plan on page 28.

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 set the necessary percentages of females and minorities that Metro must employ to achieve parity with the regional work force by job category and fund.

The FY 1988-89 Affirmative Action Plan includes:

- A. Section 1. Goals and objectives recommended by the Executive Officer for adoption by Council. This section compares actual employment data as of June 30, 1988, by job category and fund, with the goals for Fiscal Year 1988-89. This is necessary to determine if the objectives for the year should be to maintain or increase representation.
- B. Section 2. Compares actual employment data as of June 30, 1987, with the same data as of June 30, 1988. This is necessary to determine the success Metro experienced in reaching last year's Affirmative Action goals and objectives. This section also analyzes the employment activity and the affirmative action efforts for Fiscal Year 1987-88, sets hiring priorities for Fiscal Year 1988-89, and lists Metro's Affirmative Action strategy for assisting departments in reaching their Affirmative Action objectives.
- C. Section 3, which is the appendices that includes documents and tables.

8320C/504

## SECTION 1

### METRO AFFIRMATIVE ACTION GOALS AND OBJECTIVES

#### FY 1988-89 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 fund and by the job categories of Officials/Administrators, Professionals, Administrative Support, Service/Food, Gardeners, Keepers and Support. 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 1988-89 maintain the percentages in job categories, by fund that have met or exceeded the percentage established as the goal for female and minority representation. When the June 30, 1988 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 1988-89 increase the percentages in job categories by fund that have not met the percentage established as the goal for female and minority representation. When the June 30, 1988 status percentage in Tables 1-7 is less than the goal then the objective is listed as "increase."

8320C/504

TABLE 1  
 FY 1988-89  
 OVERALL METRO GOALS AND OBJECTIVES  
 BY JOB CATEGORIES

<u>Job Category</u>	<u>June 30, 1988</u>		<u>1988-89</u>		
	<u>No.</u>	<u>Status</u>	<u>Percent</u>	<u>Goal Objective</u>	
	<u>Females</u>				
Officials/Administrators	7	(29)	24.1	33.2	Increase
Professionals	39	(77)	50.7	47.0	Maintain
Administrative Support	88	(124)	71.0	78.7	**
Service/Food	148	(227)	65.2	63.2	Maintain
Gardeners/Keepers/ Support	19	(74)	25.7	21.2	Maintain
	<u>201</u>	<u>(531)</u>	<u>56.7</u>	<u>56.9</u>	Maintain
	<u>Minorities</u>				
Officials/Administrators	2	(29)	6.9	5.0	Maintain
Professionals	10	(77)	13.0	5.4	Maintain
Administrative Support	11	(124)	8.9	6.4	Maintain
Service/Food	19	(227)	8.4	10.8	Increase
Gardeners/Keepers/ Support	5	(74)	6.8	9.6	Increase
	<u>47</u>	<u>(531)</u>	<u>8.9</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 efforts continuing.

\*\* This is a female dominated job category and no objective is set.

8320C/504  
 09/19/88

TABLE 2  
 FY 1988-89  
 GOALS AND OBJECTIVES

GENERAL FUND

<u>Job Category</u>	<u>June 30, 1988 Status</u>		<u>1988-89</u>	
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administrators	4	(13) 30.8	33.2	*
Professionals	12	(19) 63.2	47.0	Maintain
Administrative Support	20	(22) 90.9	78.7	**
	<u>36</u>	<u>(54)</u> <u>66.7</u>	<u>56.9</u>	Maintain
	<u>Minorities</u>			
Officials/Administrators	0	(13) 0.0	5.0	*
Professionals	2	(19) 10.5	5.4	Maintain
Administrative Support	3	(22) 13.6	6.4	Maintain
	<u>5</u>	<u>(54)</u> <u>9.3</u>	<u>6.3</u>	Maintain

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

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

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\*\* This is a female dominated job category and no objective is set.

TABLE 3  
 FY 1988-89  
 GOALS AND OBJECTIVES

ZOO

<u>Job Category</u>	<u>June 30, 1988 Status</u>		<u>1988-89</u>	
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administrators	3	(9)	33.2	Maintain
Professionals	9	(16)	47.0	Maintain
Administrative Support	44	(73)	78.7	**
Service/Food	148	(227)	63.2	Maintain
Gardeners/Keepers/ Support	19	(74)	21.2	Maintain
	<u>223</u>	<u>(399)</u>	<u>55.9*</u>	<u>Increase</u>
	<u>Minorities</u>			
Officials/Administrators	1	(9)	5.0	Maintain
Professionals	2	(16)	5.4	Maintain
Administrative Support	6	(73)	6.4	Maintain
Service/Food	19	(227)	10.8	Increase
Gardeners/Keepers/ Support	5	(74)	9.6	Increase
	<u>33</u>	<u>(399)</u>	<u>8.3</u>	<u>Maintain</u>

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

\*\* This is a female dominated job category and no objective is set.

8320C/504  
 09/19/88

TABLE 4  
 FY 1988-89  
 GOALS AND OBJECTIVES

SOLID WASTE

<u>Job Category</u>	<u>June 30, 1988</u> <u>Status</u>		<u>1988-89</u>		
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>	
	<u>Females</u>				
Officials/Administrators	0	(4)	0.0	33.2	Increase
Professionals	11	(20)	55.0	47.0	Maintain
Administrative Support	18	(22)	81.8	78.7	**
	<u>29</u>	<u>(46)</u>	<u>63.0</u>	<u>56.9</u>	Maintain
	<u>Minorities</u>				
Officials/Administrators	1	(4)	25.0	5.0	Maintain
Professionals	2	(20)	10.0	5.4	Maintain
Administrative Support	2	(22)	9.1	6.4	Maintain
	<u>5</u>	<u>(46)</u>	<u>10.9</u>	<u>6.3</u>	Maintain

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\*\* This is a female dominated job category and no objective is set.

TABLE 5

FY 1988-89  
GOALS AND OBJECTIVES

## TRANSPORTATION

<u>Job Category</u>	<u>June 30, 1988</u> <u>Status</u>		<u>1988-89</u>	
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administrators	0	(2) 0.0	33.2	*
Professionals	4	(16) 25.0	47.0	Increase
Administrative Support	2	(3) 66.7	78.7	**
	<u>6</u>	<u>(21) 28.6</u>	<u>56.9</u>	Increase
	<u>Minorities</u>			
Officials/Administrators	0	(2) 0.0	5.0	*
Professionals	2	(16) 12.5	5.4	Maintain
Administrative Support	0	(3) 0.0	6.4	*
	<u>2</u>	<u>(21) 9.5</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 efforts continuing.

\*\* This is a female dominated job category and no objective is set.

TABLE 6

FY 1988-89  
GOALS AND OBJECTIVES

RESEARCH & DEVELOPMENT

<u>Job Category</u>	<u>June 30, 1988 Status</u>		<u>1988-89</u>	
	<u>No.</u>	<u>Percent</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administrators	0	(1) 0.0	33.2	*
Professionals	1	(3) 33.3	47.0	*
Administrative Support	1	(1) 100.0	78.7	**
	<u>2</u>	<u>(5) 40.0</u>	<u>56.9</u>	*
	<u>Minorities</u>			
Officials/Administrators	0	(1) 0.0	5.0	*
Professionals	2	(3) 66.6	5.4	Maintain
Administrative Support	0	(1) 0.0	6.4	*
	<u>2</u>	<u>(5) 40.0</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 efforts continuing.

\*\* This is a female dominated job category and no objective is set.



TABLE 7  
 FY 1988-89  
 GOALS AND OBJECTIVES  
 CONVENTION CENTER PROJECT

<u>Job Category</u>	<u>June 30, 1988</u>		<u>1988-89</u>	
	<u>No.</u>	<u>Status</u>	<u>Goal</u>	<u>Objective</u>
	<u>Females</u>			
Officials/Administrators	0	(0)	0.0	-
Professionals	2	(3)	66.6	47.0
Administrative Support	3	(3)	100.0	78.7
	<u>5</u>	<u>(6)</u>	<u>83.3</u>	<u>56.9</u>
	<u>Minorities</u>			
Officials/Administrators	0	0	0	-
Professionals	0	3	0	5.4
Administrative Support	0	3	0	6.4
	<u>0</u>	<u>0</u>	<u>0</u>	<u>6.3</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.

\*\* This is a female dominated job category and no objective is set.

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**SECTION 2**

## SECTION 2

### METRO'S FY 1986-87 GOALS AND OBJECTIVES ACHIEVEMENT

Table A in this section indicates the employment profile of Metro as of June 30, 1988. These figures supply the data for the June 30, 1988, status numbers in Tables 1-7 in Section 1. The makeup of females agencywide is 56.7 percent as compared to the Portland Metropolitan Statistical Area (PMSA) of 56.9 percent. The makeup of minorities agencywide is 8.9 percent compared to the PMSA of 6.3 percent.

From July 1, 1987, to June 30, 1988, employment opportunities totalled 311. Thirty out of a possible 311 personnel actions involved minorities which is 9.7 percent compared to the PMSA of 6.3 percent. The female hires totalled 198 out of 311 personnel actions, which equals 63.7 percent compared to the PMSA of 56.9 percent. These hiring percentages indicate that females and minorities were hired at a rate last year that exceeded PMSA goals.

Metro percentages for promoting, transferring and hiring minorities and females during the past year are shown in Table 9 in this section. These figures show positive promotion activity for females and minorities.

Tables 10-16 show how successful Metro was in reaching the objectives for maintaining and increasing percentages in female and minority representation by job categories and by fund. There is also a comparison between the status as of June 30, 1987, and June 30, 1988.

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TABLE 8  
METRO EMPLOYEE PROFILE  
JUNE 30, 1988

	Total		Black		Native American		Asian/Pacific Islander		Hispanic		Total Minority	Females Percent	Minority Percent
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female			
<b>General Fund</b>													
Official/Administrator	9	4									0	30.8	0.0
Professional	7	12	1						1		2	63.2	10.5
Administrative Support	2	20		2		1					3	90.9	13.6
	<u>18</u>	<u>36</u>									<u>5</u>		
	54											66.7	9.3
<b>Zoo</b>													
Official/Administrator	6	3						1			1	33.3	11.1
Professional	7	9						1		1	2	56.3	12.5
Administrative Support	29	44	2	2	1		1	1			6	60.3	8.2
Service/Food	79	148	2	6			4	6	1		19	65.2	8.4
Gardener/Keeper/Support	55	19	1		1	1			2		5	25.7	6.8
	<u>176</u>	<u>223</u>									<u>33</u>		
	399											53.4	7.8
<b>Solid Waste</b>													
Official/Administrator	4	0	1								1	0.0	25.0
Professional	9	11	1	1							2	55.0	10.0
Administrative Support	4	18				2					2	81.8	9.0
	<u>17</u>	<u>29</u>									<u>5</u>		
	46											63.0	10.7
<b>Research &amp; Development</b>													
Official/Administrator	1	0									0	0.0	0.0
Professional	2	1	1				1				2	33.3	66.6
Administrative Support	0	2									0	100.0	0.0
	<u>3</u>	<u>3</u>									<u>2</u>		
	5											40.0	40.0
<b>Transportation</b>													
Official/Administrator	2	0									0	0.0	0.0
Professional	12	4					1	1			2	25.0	12.5
Administrative Support	1	2									0	66.6	0.0
	<u>15</u>	<u>6</u>									<u>2</u>		
	21											28.6	9.5
<b>Convention Center Project</b>													
Official/Administrator	0	0									0	0.0	0.0
Professional	1	2									0	66.6	0.0
Administrative Support	0	3									0	100.0	0.0
	<u>1</u>	<u>5</u>									<u>0</u>		
	6											88.3	0.0
<b>TOTAL METRO</b>	<u>230</u>	<u>301</u>	<u>9</u>	<u>11</u>	<u>2</u>	<u>4</u>	<u>6</u>	<u>10</u>	<u>4</u>	<u>1</u>	<u>47</u>	<u>56.7</u>	<u>8.9</u>
	531												

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

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TABLE 9

PROMOTIONS AND TRANSFERS

	<u>TOTAL</u>	<u>MALES</u>	<u>FEMALES</u>	<u>MINORITIES</u>
Promotions	15	6	9 (60.0%)	2 (13.3%)
Transfers	3	2	1 (33.3%)	1 (33.3%)

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TABLE 10  
 FY 1987-88  
 GOALS AND OBJECTIVES ACHIEVEMENT  
 METRO-WIDE BY JOB CATEGORIES

	06/30/87	06/30/88	FY 1987-88		Objective Met
	Status	Status	Goal	Objective	
<u>Females</u>					
Officials/Administration	19.2	24.1	33.2	Increase	Yes
Professionals	50.0	50.7	47.0	Maintain	Yes
Administrative Support	72.3	71.0	78.7	**	-
Service/Food	57.9	65.2	63.2	Increase	Yes
Gardeners/Keepers/ Support	<u>28.9</u> 52.2	<u>25.7</u> 56.7	<u>21.2</u> 56.9	Maintain Increase	Yes Yes
<u>Minorities</u>					
Officials/Administration	0.0	6.9	5.0	Increase	Yes
Professionals	9.5	13.0	5.4	Increase	Yes
Administrative Support	14.5	8.9	6.4	Maintain	Yes
Service/Food	9.1	8.4	10.8	Increase	No
Gardeners/Keepers/ Support	<u>6.6</u> 9.2	<u>6.8</u> 8.9	<u>9.6</u> 6.3	Increase 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 efforts continuing.

\*\* This is a female dominated job category and no objective is set.

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TABLE 11

FY 1987-88

GOALS AND OBJECTIVES ACHIEVEMENT

GENERAL FUND

	06/30/87	06/30/88	FY 1987-88		Objective Met
	Status	Status	Goal	Objective	
<u>Females</u>					
Officials/Administration	33.0	30.8	33.2	Maintain	*
Professionals	61.1	63.2	47.0	Maintain	Yes
Administrative Support	<u>76.9</u> 64.1	<u>90.9</u> 66.7	<u>78.7</u> 56.9	**	-
<u>Minorities</u>					
Officials/Administration	0.0	0.0	5.0	Increase	*
Professionals	5.6	10.5	5.4	Maintain	Yes
Administrative Support	<u>15.4</u> 9.4	<u>13.6</u> 9.3	<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 efforts continuing.

\*\* This is a female dominated job category and no objective is set.

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TABLE 12  
 FY 1987-88  
 GOALS AND OBJECTIVES ACHIEVEMENT  
 ZOO FUND

	06/30/87 Status	06/30/88 Status	FY 1987-88		Objective Met
			Goal	Objective	
<u>Females</u>					
Officials/Administration	20.0	22.2	33.2	Increase	Yes
Professionals	61.3	56.3	47.0	Maintain	Yes
Administrative Support	64.7	60.3	78.7	**	-
Service/Food	57.9	65.2	63.2	Increase	Yes
Gardeners/Keepers/ Support	28.9	25.7	21.2	Maintain	Yes
	51.4	55.9	56.9	Increase	Yes
<u>Minorities</u>					
Officials/Administration	0.0	11.1	5.0	Increase	Yes
Professionals	9.7	12.5	5.4	Maintain	Yes
Administrative Support	14.7	8.3	6.4	Maintain	Yes
Service/Food	9.1	8.4	10.8	Maintain	No
Gardeners/Keepers/ Support	6.6	6.8	9.6	Increase	Yes
	8.9	8.3	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 efforts continuing.

\*\* This is a female dominated job category and no objective is set.

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TABLE 13

FY 1987-88

GOALS AND OBJECTIVES ACHIEVEMENT

SOLID WASTE

	06/30/87 Status	06/30/88 Status	FY 1987-88		Objective Met
			Goal	Objective	
<u>Females</u>					
Officials/Administration	0.0	0.0	33.2	Increase	No
Professionals	35.3	55.0	47.0	Increase	Yes
Administrative Support	<u>73.7</u> 51.3	<u>81.8</u> 63.0	<u>78.7</u> 56.9	** Increase	- Yes
<u>Minorities</u>					
Officials/Administration	0.0	25.0	5.0	Increase	Yes
Professionals	11.8	10.0	5.4	Increase	Yes
Administrative Support	<u>10.5</u> 10.3	<u>9.1</u> 10.9	<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 efforts continuing.

\*\* This is a female dominated job category and no objective is set.

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TABLE 14  
 FY 1987-88  
 GOALS AND OBJECTIVES ACHIEVEMENT  
 TRANSPORTATION

	06/30/87 Status	06/30/88 Status	FY 1987-88		Objective Met
			Goal	Objective	
<u>Females</u>					
Officials/Administration	0.0	0.0	33.2	Increase	*
Professionals	23.1	25.0	47.0	Increase	Yes
Administrative Support	<u>100.0</u>	<u>66.7</u>	<u>78.7</u>	**	-
	29.4	28.6	56.9	Increase	No
<u>Minorities</u>					
Officials/Administration	0.0	0.0	5.0	Increase	*
Professionals	7.7	12.5	5.4	Maintain	Yes
Administrative Support	<u>0.0</u>	<u>0.0</u>	<u>6.4</u>	Increase	Yes
	5.9	9.5	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 efforts continuing.

\*\* This is a female dominated job category and no objective is set.

TABLE 15

FY 1987-88

GOALS AND OBJECTIVES ACHIEVEMENT

RESEARCH & DEVELOPMENT

	06/30/87 Status	06/30/88 Status	FY 1987-88		Objective Met
			Goal	Objective	
<u>Females</u>					
Officials/Administration	0.0	0.0	33.2	Increase	*
Professionals	50.0	33.3	47.0	Maintain	No
Administrative Support	<u>100.0</u> 50.0	<u>100.0</u> 40.0	<u>78.7</u> 56.9	** Increase	- No
<u>Minorities</u>					
Officials/Administration	0.0	0.0	5.0	Increase	*
Professionals	50.0	66.6	5.4	Maintain	Yes
Administrative Support	<u>100.0</u> 50.0	<u>0.0</u> 40.0	<u>6.4</u> 6.3	Maintain 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 efforts continuing.

\*\* This is a female dominated job category and no objective is set.

TABLE 16

FY 1987-88

GOALS AND OBJECTIVES ACHIEVEMENT

CONVENTION CENTER PROJECT

	06/30/87 Status	06/30/88 Status	FY 1987-88		Objective Met
			Goal	Objective	
<u>Females</u>					
Officials/Administration	0.0	0.0	33.2	Increase	No
Professionals	66.6	66.6	47.0	Maintain	Yes
Administrative Support	<u>100.0</u>	<u>100.0</u>	<u>78.7</u>	**	-
	60.0	83.3	56.9	Maintain	Yes
<u>Minorities</u>					
Officials/Administration	0.0	0.0	0.0	-	-
Professionals	0.0	0.0	5.4	Increase	*
Administrative Support	<u>0.0</u>	<u>0.0</u>	<u>6.4</u>	Increase	*
	0.0	0.0	6.3	Increase	*

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.

\*\* This is a female dominated job category and no objective is set.

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## ANALYSIS OF METRO'S AFFIRMATIVE ACTION EFFORTS

### Female Representation

Table 1 shows Metro's female representation by job category compared to the agencies goals. Agency-wide there was over a 4.5 percent increase in female representation from 52.2 percent to 56.7 percent during FY 1987-88. This increase brought Metro's representation into compliance with the 56.9 percent goal for female representation. This had been a goal for the past three years.

The department with the greatest improvement in female representation was the Solid Waste Department which had over a 12 percent increase. The Zoo increased over 4 percent and the General Fund increased over 3 percent. One of the hiring priorities for 1987-88 was to improve female representation in the Officials/Administrator category. There was an increase agency-wide in this category of almost 5 percent. Another hiring priority was in the Professional category for Solid Waste and the Transportation Departments. Solid Waste, which had been below goal in this category, surpassed the goal for this category with almost a 20 percent increase. Transportation increased by almost 2 percent.

Agency-wide Metro has reached the goals in all categories except Administrative Support, which is the job category with the highest concentration of female representation, and Officials/Administrators which needs an increase in female representation. Both categories are within 80 percent of compliance.

### Minority Representation

Metro's utilization is 8.9 percent, which exceeds the goal of 6.3 percent. The hiring priority of improving minority representation in the Officials/Administrator category was achieved. Agency-wide representation in this category went from zero to 6.9 percent with the hiring of a new Zoo Director and the Operations Manager for Solid Waste. Representation in minority Professionals also increased 3.5 percent.

At the Zoo the Service/Food and Gardeners/Keepers/Support categories are the only categories below goal.

### Affirmative Action Accomplishments for 1987-88

1. As stated above, all three of the hiring priorities from last year were met. These included: 1) increasing female representation in the Officials/Administrators category by almost 5 percent; 2) hiring minorities in the Officials/ Administrators category; and 3) increasing female representation in the Professional category for Solid Waste and Transportation.
2. The Urban Mass Transportation Administration conducted a Title IV review in April. Part of the review looked at Metro's employment practices. Metro was found to be compliance.

3. Metro continued to hire employees from other affirmative action employee groups (seniors, handicapped). Contact is maintained with the various agencies in the community to recruit and employ workers from these groups. Employees were hired through the Portland Private Industry Council, Mental Health Services Transitional Employment Program, and Dislocated Worker program.
4. As part of the budgeting process, Personnel asked for a new position to assist with employment and affirmative action outreach. Also, funds were requested for affirmative action training and the use of an employment agency to assist with targeted recruitment.
5. During the year, a Pay and Classification Study was done. Part of the Study was a review of the requirements for positions to make sure they were job-related. Adjustments in the Pay and Classification Plan will also help Metro to be more competitive in recruitment.
6. Personnel worked with each of the departments in setting qualitative and quantitative goals. This includes identifying barriers, improving affirmative action recruitment efforts and strategies for overcoming these barriers.
7. Continued cooperation with the Urban League for recruitment assistance. Specific efforts were made for summer recruitment of youth at the Zoo and for filling temporary positions.
8. Continued the policy of making sure that qualified females and minorities are interviewed in the same percentage as other qualified applicants.
9. Continued the policy of reviewing the female and minority applicants in selection process and making a hiring recommendation to the Executive Officer on all regular appointments.
10. Referred the resumes of minorities and females who are not applying for specific jobs to departments that might be interested in their qualifications.

### Hiring Priorities

Hiring priorities are determined by identifying under representation by minorities and women employed at Metro by job category agency-wide and within each fund.

#### Females

Priority 1 -- Agency-wide Metro is at or exceeds the goal for female representation in all categories except Officials/Administrators and Administrative Support. Metro employs 29 individuals in the Officials/Administrators category. Of this number, 24.1 percent are

female. This is an increase of almost 5 percent over last year. There needs to be a higher representation based on a goal of 33.2 percent.

Administrative Support -- Metro employs 124 individuals in this category. Of this number, 71 percent are females. The goal for this category is 78.7 percent. However, because this is a female dominated job category, increasing representation is not a hiring priority and no objective has been set.

Priority 2 -- Solid Waste employs four individuals in the Officials/Administrators category. None are females. This should be a hiring priority as opportunities occur. The goal for this category is 33.2 percent.

Priority 3 -- In Transportation four out of the 16 individuals in the Professional category are females. Representation is at 25 percent and the goal is 47 percent. This a hiring priority.

Transportation is also underrepresented in the Officials/Administrators category. Only two individuals are employed in this category and none are females. The representation level does not have statistical significance because of the low number of individuals in this category. The goal should reflect agency-wide goals for this category.

The numbers of individuals in each job category in Research & Development and the Convention Center Project are low enough that the representation levels do not have statistical significance. Goals for these departments should reflect agency-wide goals.

#### Minorities

1. Agency-wide Metro meets or exceeds the goal for minorities in all categories except Service/Food. Metro employs 227 individuals in this category. Of this number, 19 are minorities. These numbers fluctuate throughout the year because of the seasonal demands of the Zoo where all of these individuals are employed. The percent of representation is 8.4 percent and the goal is 10.8 percent.
2. The General Fund employs 13 individuals in the Officials/Administrators category. None are minorities. The goal for this category is 5 percent.

Transportation, Research & Development and the Convention Center Project all have categories that are underrepresented. These categories also have few individuals employed in these categories. The goals for these categories should reflect agency-wide goals.

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## METRO'S AFFIRMATIVE ACTION STRATEGY FOR 1988-89

To achieve the Goals and Objectives set out in the Affirmative Action Plan, Metro will implement an Affirmative Action Strategy. This strategy will cover recruitment, selection and work environment.

- A. The Personnel Division will expand its recruitment effort to increase the representation of women and minorities at Metro.
  1. A recruitment budget will be developed to adequately fund an affirmative action program, including the use of consultants when necessary. All departments will be encouraged to fund for additional recruitment needs.
  2. Department Directors will develop their department's qualitative and quantitative affirmative action goals. This effort was tried for the first time during FY 1988-89.
  3. Vacancies will be advertised in newspapers and other publications which enhance Metro's affirmative action efforts.
  4. Review the quarterly recruitment reports with department directors.
  5. Overall recruitment efforts will be coordinated with each Metro department to ensure the consistent application of Metro's Affirmative Action Strategy.
  6. Department Directors will be encouraged to target recruitment efforts for minorities and females when underrepresentation exists in a given job category as shown on quarterly affirmative action report.
  7. Job announcements will be reviewed to eliminate requirements that may discourage females and minorities from applying.
  8. Use the following language in all Metro job announcements: "Metro is an Equal Opportunity/Affirmative Action Employer" and "Only U.S. citizens and aliens lawfully authorized to work in the United States will be hired."
  9. A positive working relationship with community groups and organizations will be maintained to assist minorities and females in their efforts to find employment at Metro.
  10. Periodic meetings will be held with prospective employees to provide them with information on job opportunities at Metro and explain to them the application process.



11. Department Directors and Managers will be encouraged to recruit for females and minorities when attending professional conferences, meetings and seminars.
- B. The Personnel Division will monitor the selection process to eliminate under-representation of minorities and females at Metro.
1. Procedures, such as selective certification and under-filling, will be developed to aid departments in filling positions where under-representation exists.
  2. Training programs will be offered to department personnel on interviewing and employee selection.
  3. Departmental female and minority representation, new hires, terminations, and promotions will be reviewed for the purpose of summarizing the departments affirmative action efforts.
  4. Ethnic and gender composition of all interview panels will be reviewed to encourage the use of minority and female members.
  5. All questions to be used during the selection process will be reviewed prior to their use.
  6. The criteria used during the selection process will be examined to ensure that it is job-related and does not discriminate against protected group members.
  7. Test scores of all female and minority applicants in the screening and selection process will be reviewed to ensure fairness and consistency.
- C. The Personnel Department will continue its efforts to create a work environment at Metro that is free from discriminatory attitudes and behaviors and one that is supportive of Affirmative Action.
1. All employees will be notified of Metro's Affirmative Action Plan and informed that copies are available for their review. This Plan also will be posted on all employee bulletin boards.
  2. A discussion of affirmative action at Metro will be included as a part of new employee orientation.
  3. The Affirmative Action Plan will be discussed with all the Department Directors.
  4. Training on issues dealing with Civil Rights, Equal Opportunity, Cultural Awareness, Sexual Harrassment, and

other related issues will be made available for all Managers. A budget and program to provide necessary training will be developed.

5. Discriminatory behavior by employees will be dealt with immediately and appropriately. Employees will be encouraged to report discriminatory behavior to their supervisors and the Personnel Division.
6. Department Directors will be encouraged to provide upward mobility opportunities for minorities and females by allowing these persons to obtain education or on-the-job training that will enable them to gain the qualifications for promotional opportunities.
7. Exit interviews will be conducted to monitor turnover involving minorities and females to determine the reason they are leaving and recommend actions, if appropriate, to reduce such turnover.
8. Discussions will be held with current female and minority staff members regarding Metro's strengths and weaknesses in recruiting and retaining minority and female staff persons.

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**SECTION 3**

**APPENDICES**

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE ESTABLISHING AN EQUAL )  
EMPLOYMENT OPPORTUNITY AND AFFIRMA- )  
TIVE ACTION POLICY STATEMENTS )

ORDINANCE NO. 83-166

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, age, martial status, Vietnam era veteran status or disabled veteran or handicap for which reasonable accommodation can be made. 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 year, establish Affirmative Action Goals to ensure equal employment opportunities for July 1 to June 30 of that year. 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 \_\_\_\_\_ day of \_\_\_\_\_, 1986.

Richard Waker, Presiding Officer

ATTEST:

Clerk of the Council

8320C/504

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 Officer 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

8320C/504

## 1987-88 GOAL SETTING FACTORS

### Regional work force database.

The regional work force database 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.

### Metro database.

The Metro database is the June 30, 1987, Affirmative Action status report which sets forth employee profile data by division and department. (See Appendix, Table I)

### Job Categories.

For purposes of goal setting and analysis, jobs categories and composition remain the same for FY 1987-88:

#### 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.

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

1. Numbers at Metro in some categories are so small, that the percentages can be misleading. The Officials/Administrators category for Solid Waste, for instance, contains only three positions. A single personnel change can cause a swing of percentages almost equal to total parity in female representation category. The courts have recognized this kind of difficulty and allow public agencies 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.
2. The analysis of the Building Management fund is included as part of the General Fund for Affirmative Action analysis in this report.

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