

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADOPTING THE) RESOLUTION NO. 92-1715
REVISED AFFIRMATIVE ACTION POLICY)
AND PROGRAM.) Introduced by Rena Cusma,
Executive Officer

WHEREAS, Section 2.02.260(b) of the Metro Code requires the Council to adopt an affirmative action policy and program which is set forth in a separate document; and

WHEREAS, The revised affirmative action policy and program complies with federal requirements by establishing required reporting information and data, and replaces the existing Metro affirmative action policy and plan, Executive Order 41 and Executive Order 46; and

WHEREAS, The Executive Officer recommends adoption of the revised affirmative action policy and program; now, therefore,

BE IT RESOLVED,

That the Council of the Metropolitan Service District adopts the revised Affirmative action Policy and Program attached as Exhibit A.

ADOPTED by the Council of the Metropolitan Service District this 22nd day of December, 1992.



Jim Gardner, Presiding Officer

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SECTION 1

**METROPOLITAN SERVICE DISTRICT DATA
(METRO)**

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Plan Approved By Metro: _____

As of / /92

INTRODUCTION

It is the policy of the Metropolitan Service District (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, Vietnam era or Disabled Veteran status, disability for which reasonable accommodation can be made, sexual orientation or familial status.

The policies, practices, and procedures established by this program apply to all Metro departments and project areas. They are intended to be an integral part of personnel policy and practice of Metro.

"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.

This program has been adopted in order to comply with requirements of the OFCCP and Executive Order 11246. Certain terminology, such as "underutilization" is used only because of those requirements. The adoption of the Affirmative Action Program (AAP) and the setting of goals and timetables is not to be interpreted as an admission that Metro has discriminated against any person or class or individuals at any time.

This AAP has been developed in strict reliance upon the regulations of the Department of Labor found primarily at 41 CFR [60-2] and is not intended to create contract rights between the Metro and its employees or any other third party, including applicants, by which any employee or applicant is entitled to any beneficial interest.

This AAP contains confidential information concerning personnel data which may be exempt from public information statutes, and no portion of the affirmative action program is to be released to any person or agency without first obtaining the written consent of the Affirmative Action Officer.

POLICY STATEMENT

Section 1. Purpose and Authority

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

(b) This program is adopted pursuant to 28 CFR, Part 42, Department 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 program shall be known and may be cited as the "Affirmative Action Program", hereinafter referred to as the "program".

Section 2. Policy Statement

(a) Through the affirmative action program Metro:

(1) expresses its strong commitment to provide equal employment opportunities and to take affirmative action to ensure 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, marital status, Vietnam era veteran or disabled veteran status, disability for which reasonable accommodation can be made, sexual orientation or familial status. 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.

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

(e) The objective of the program shall be:

(1) to assure that provisions of this program are adhered to by all Metro departments, employees, employment agencies, subrecipients, contractors and subcontractors of Metro.

(2) to initiate and maintain efforts to ensure 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 the purposes of this program, 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" - employment activities conducted on an equal opportunity basis without discrimination as to race, color, religion, national origin, sex, age, marital status, Vietnam era or Disabled Veteran status, disability for which a reasonable accommodation can be made, sexual orientation or familial status.

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

(1) "Black Americans" (not of Hispanic origin), which includes persons having origins in any of the black racial groups of Africa;

(2) "Hispanic", which includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;

(3) "Asian or Pacific Islanders", which includes persons of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa;

(4) "American Indian or Alaskan Native", which includes persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

(d) "Protected groups" or "class status" means women, disabled persons, and those persons cited in "(c)" above.

(e) "Discrimination" means that act or failure to act, intentional or unintentional, the effect of which is that a person, because of their race, color, religion, national origin, sex, age, marital status, disability for which reasonable accommodation can be made, sexual orientation or familial status, 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 program 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 the Metro deems appropriate.

Section 5. Affirmative Action Officer

The Personnel Manager or his/her designee shall be the Affirmative Action Officer, and shall report to the Executive Officer on matters pertaining to the program. Other staff shall be designated by the Affirmative Action Officer as necessary to administer the program appropriately and adequately.

Section 6. Affirmative Action Goals

(a) Metro shall establish affirmative action goals to ensure equal employment opportunities for each fiscal year. Such annual goals shall be established separately by job category for minorities and women.

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

Section 7. Responsibilities

(a) The Affirmative Action Officer shall be responsible for developing, managing, and implementing the program, and for disseminating information to Metro employees, the general public and employment agencies, including minority and culturally related organizations having employment functions as a primary service.

(b) All managers and supervisors shall be responsible to act in accordance with the affirmative action plan in the recruitment, selection, processing and treatment of employees.

DISABLED VETERAN AND VETERANS OF THE VIETNAM ERA

POLICY STATEMENT

It is the policy of Metro to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era, and not to discriminate against any employee or applicant for employment because of any individual's status as a disabled veteran or veteran of the Vietnam era.

A "disabled veteran" means a person who is entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty. A "veteran of the Vietnam era" is an individual with 180 days or more of active service and who served in the armed forces between August 4, 1964 and May 7, 1975.

Metro recognizes its obligation to communicate internally and externally this action in such a manner as to foster understanding, acceptance, and support among its directors, managers, and supervisors, and all other employees. This obligation to employ and advance qualified disabled veterans and veterans of the Vietnam era will be honored and executed through the implementation of this Affirmative Action Plan as required by the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the implementing regulations.

Metro will invite disabled veterans and veterans of the Vietnam era presently employed to identify themselves for the purpose of allowing those employees benefits under the Affirmative Action Plan.

In offering employment or promotions to disabled veterans and veterans of the Vietnam era, Metro will not reduce the amount of compensation offered because of any disability income, pension or other benefit the applicant or employee receives from another source.

Medical information obtained as a result of applicant or employee disclosure will be kept confidential by Metro.

Metro will continue to make reasonable accommodation to the physical and mental limitations of disabled veterans where such accommodation is not impossible because of undue hardship to Metro.

SEXUAL HARASSMENT

POLICY STATEMENT

It is the policy of Metro to provide a work environment for all employees that is free from unsolicited and unwelcome sexual overtures or other harassment.

Additionally, Metro shall not condone or tolerate prejudicial remarks, actions, slurs, and jokes in the workplace that are offensive to people relative to their race, color, religion, national origin, sex, age, marital status, veteran status, disability, or sexual orientation.

Sexual harassment is unacceptable and illegal behavior which decreases morale, affects productivity, and creates a hostile work environment. All employees are expected to use good judgment in their working relationships. No employee shall be subjected to deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature, or that is offensive, hostile, or intimidating.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or a sexual nature constitute sexual harassment when:

- 1. Submission to such conduct is made either explicitly or implicitly a term or conditions of an individual's employment;**
- 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individuals; or**
- 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.**

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. These examples provided are not intended to be all inclusive:

- 1. Propositions in exchange for a job promotion, favorable performance appraisal, work assignments, etc.;**
- 2. Sexual innuendos or insinuations;**
- 3. Jokes and pranks about sex or gender-specific traits;**

4. Whistling and obscene gestures; and
5. Touching, pinching, etc.

Any Metro employee who uses implicit or explicit coercive sexual behavior to threaten, influence, or affect the career, salary, or work environment of another Metro employee is engaging in sexual harassment. This is misconduct and will not be tolerated. Sexual harassment is prohibited between supervisors and employees, between co-workers, and for acts of non-employees against employees in the course of their job.

Supervisors must demonstrate by their own conduct that they support and enforce Metro's policy, must take prompt action if a problem is reported, and are expected to communicate this policy to their subordinates and provide leadership in carrying out its intent.

Any employee subjected to sexual harassment is encouraged to file a complaint under the Complaint Procedure in this program. Employees who observe or who are aware of situations involving sexual harassment should immediately notify their supervisor or the Personnel Manager.

Any employee found to have engaged in sexual harassment will be subject to strong disciplinary action, up to and including termination.

INTERNAL AUDIT AND REPORTING

The purpose of the internal audit and reporting system is to measure the effectiveness of this program.

This responsibility is shared by management at all levels, with support and assistance from the Personnel staff.

The internal monitoring of this program includes, but is not limited to:

- 1. Periodic reviews of external and internal applicant flow, to ensure that Metro's recruiting efforts are attracting a diversified pool of applicants for new hires and promotions.**
- 2. Formal and informal discussions with management on the current status of Metro's affirmative action plan.**
- 3. Periodic reports to management monitoring achievements, trends, potential problematic areas, and setting corrective action when necessary.**

IMPLEMENTATION RESPONSIBILITIES

To achieve the goals and objectives in the affirmative action plan, Metro will implement the following strategy which will cover recruitment, selection, and work environment.

A. Metro will continue its efforts to create a work environment that is free from discriminatory attitudes and behaviors and one that is supportive of affirmative action.

1. Responsibilities of Directors, Managers, and Supervisors

a. Every director, manager, and supervisor has responsibility for equal employment opportunity in his/her area, including but not limited to assisting in establishing work force goals and identifying problem areas, providing staff training opportunities, and ensuring that minority and female employees receive opportunities for transfer and promotion.

b. All directors, managers, and supervisors are responsible for establishing and maintaining a work environment that is free of unlawful discrimination and sexual harassment.

c. The manner in which each director, manager, and supervisor discharges his/her responsibilities under this program is one aspect by which their performance will be measured. Failure to carry out his/her obligations under this program will be treated the same as a failure to carry out any other high-priority management objective.

d. Directors, managers, and supervisors are responsible for seeking assistance from Personnel, as necessary, in carrying out their responsibilities under this program.

e. Directors and managers will notify their employees of Metro's affirmative action plan and program, and will inform them that copies are available in Personnel for their review.

f. Directors and managers will be encouraged to provide upward mobility opportunities for minority and female employees by allowing these individuals to obtain education or on-the-job training that will enable them to gain the qualifications for promotional opportunities.

g. Discriminatory behavior by employees will be dealt with immediately and appropriately. Employees will be encouraged to report discriminatory behavior

to their supervisors and to the Personnel Manager.

2. The Affirmative Action Plan will be discussed as part of new employee orientation by Personnel.
3. The Affirmative Action Plan will be disseminated to all Directors and Managers.
4. Training on issues dealing with Civil Rights, Equal Employment Opportunity, Cultural Awareness, Sexual Harassment, and other related issues will be made available for all directors and managers. A budget and program to provide necessary training will be recommended by Personnel.
5. Exit Interview Questionnaires will be available to monitor turnover involving minority and female employees to determine the reason they are leaving and recommend actions, if appropriate, to reduce such turnover.
6. All employees are expected to maintain a workplace free of unlawful discrimination and sexual harassment through the use of common sense and appropriate behaviors and actions in their working relationships.

B. Personnel will continue its recruitment efforts to increase the representation of women and minorities.

1. A recruitment budget will be developed to adequately fund the advertising efforts of the program and the use of consultants when necessary. All Directors will be encouraged to fund for other recruitment needs specific to their facilities.
2. Directors will develop their departmental qualitative and quantitative goals.
3. Vacancies will continue to be advertised in newspapers and other publications which enhance affirmative action efforts.
4. Overall recruitment efforts will be coordinated with each department to ensure consistent application of the affirmative action program.
5. Directors will continue to be encouraged to target recruitment efforts for minorities and females when under representation exists in a given job category.
6. Job Announcements will continue to be reviewed to eliminate requirements that may discourage female and minority applicants.
7. A positive working relationship with community groups and organizations will continue to be maintained to assist minorities and females in their efforts to find employment with Metro.

8. Personnel staff will continue to provide employees with information on job opportunities with Metro.

9. Directors and managers will continue to be encouraged to recruit for female and minority candidates when attending professional conferences, meetings, and seminars.

C. Personnel will monitor the selection process to eliminate under-representation of minority and female employees.

1. Procedures, such as selective certification and underfilling may be developed to aid facilities/departments in filling positions where under-representation exists.

2. Training programs will be offered to hiring managers on employee selection.

3. Applicant data flow will be reviewed for the purpose of monitoring facilities/departments affirmative action efforts.

4. Directors and managers will review the ethnic and gender composition of all interview panels to encourage the use of protected group members.

5. All questions to be used during the selection and interview processes will continue to be reviewed prior to their use.

6. Criteria used during the selection process will be reviewed to ensure that it is job-related and does not discriminate against protected group members.

COMPLAINT PROCEDURE

1. Any individual who has made application for employment and alleges that an act of unlawful discrimination has occurred may file a complaint in writing to the Affirmative Action Officer. The complaint filing must include the following information:

(A) Complainant's name and class status (minority, female, disabled, age, veteran status, sexual orientation, etc.);

(B) nature of the complaint and date the alleged violation occurred; and

(C) if the complaint is in regard to a subrecipient, contractor or subcontractor, the name of that organization.

2. The Affirmative Action Officer shall, within ten (10) working days:

(A) thoroughly investigate the complaint and establish a file of findings;

(B) submit the findings with a recommendation to the Executive Officer; and

(C) notify complainant of relevant avenues of appeal, if appropriate.

3. An employee who alleges that an act of unlawful discrimination or harassment has occurred may file a grievance under the procedure set forth in the Metro Code, Personnel Rules, Chapter 2.02; or may file a complaint with the Affirmative Action Officer as set forth in #1 and #2 above.

4. 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.

SECTION 2

METROPOLITAN SERVICE DISTRICT
Affirmative Action Job Groups

- 15 Administrative Support, General**
- 25 Officials & Administrators, General**
- 35 Paraprofessionals, General**
- 36 Paraprofessionals, Student-Based Research Assistants**
- 37 Paraprofessionals, Supervisors**
- 45 Professionals, General**
- 55 Service/Maintenance, General**
- 65 Skilled Craft Workers, General**
- 75 Technicians, General**
- 85 Protective Service Workers, General**

AFFIRMATIVE ACTION JOB GROUP LISTING

		AA
Class		JOB
Code	Class Title	GROUP
012	Office Assistant	15
013	Scalehouse Technician	15
018	Receptionist	15
019	Typist/Receptionist	15
021	Administrative Secretary	15
022	Secretary	15
031	Administrative Assistant	15
035	Clerk/Bookkeeper	15
035	Payroll Clerk	15
036	Lead Accounting Clerk	15
037	Accounting Clerk 1	15
038	Accounting Clerk 2	15
040	Program Assistant 1	15
042	Program Assistant 2	15
108	Legal Secretary	15
265	Education Services Aide 1	15
266	Education Services Aide 2	15
625	Word Processing Operator	15
626	Lead Word Processing Operator	15
060	Zoo Marketing Manager	25
062	Visitor Services Manger	25
063	Curator	25
064	Assistant Zoo Director	25
070	Personnel Manager	25
071	Chief Accountant	25
072	Risk Manager	25
080	Director of Regional Facilites	25
081	Director of Public Affairs	25
084	Director of Finance & Mgmt Info	25

AFFIRMATIVE ACTION JOB GROUP LISTING

		AA
Class		JOB
Code	Class Title	GROUP
086	Director of Solid Waste	25
087	Zoo Director	25
089	Dir. of Transportation Planning	25
090	Transportation Technical Manager	25
091	Data Processing Administrator	25
092	Governmental Relations Manager	25
093	Council Administrator	25
094	Director of Planning & Development	25
095	Deputy Executive Officer	25
096	Executive Officer	25
105	General Counsel	25
275	Education Services Manager	25
311	Engineering/Analysis Manager	25
320	SW Budget & Finance Manager	25
322	Solid Waste Facilities Manager	25
337	Administrative Manager	25
347	Waste Reduction Manager	25
352	Transportation Planning Manager	25
475	Zoo Facilities Manager	25
023	Program Coordinator	35
032	Clerk of the Council	35
306	Assistant Engineer	35
329	Management Technician	35
333	Assistant Management Analyst	35
338	Assistant Public Affairs Spec.	35
343	Assistant Solid Waste Planner	35
348	Assistant Transportation Planner	35
354	Assistant Regional Planner	35
478	Facilities Mgmt Work Center Coord	35
530	Animal Hospital Attendant	35
010	Management Intern	36

AFFIRMATIVE ACTION JOB GROUP LISTING

		AA
Class		JOB
Code	Class Title	GROUP
075	Assistant Research Coordinator	36
107	Law Clerk	36
007	Retail Supervisor	37
009	Food Service Supervisor	37
014	Site Supervisor	37
016	Senior Site Supervisor	37
030	Support Services Supervisor	37
473	Facilities Mgmt Project Coord	37
474	Facilities Supervisor	37
540	Safety/Security Supervisor	37
039	Senior Accountant	45
061	Zoo Development Officer	45
068	Procurement Officer	45
076	Research Coordinator	45
103	Senior Asst Counsel	45
268	Volunteer Coordinator	45
270	Education Services Specialist	45
307	Associate Engineer	45
308	Senior Engineer	45
309	Engineering Supervisor	45
334	Associate Management Analyst	45
335	Senior Management Analyst	45
336	Management Analyst Supervisor	45
339	Associate Public Affairs Spec.	45
340	Senior Public Affairs Specialist	45
341	Public Information Supervisor	45
344	Associate Solid Waste Planner	45
345	Senior Solid Waste Planner	45
346	Solid Waste Planning Supervisor	45
349	Associate Transportation Planner	45
350	Senior Transportation Planner	45

AFFIRMATIVE ACTION JOB GROUP LISTING

		AA
Class		JOB
Code	Class Title	GROUP
351	Transportation Planning Supervisor	45
353	Data Resource Center Supervisor	45
355	Associate Regional Planner	45
356	Senior Regional Planner	45
357	Regional Planning Supervisor	45
362	Graphics Coordinator	45
472	Assistant Curator	45
476	Construction Coordinator	45
477	Construction Manager	45
525	Veterinarian	45
636	Data Processing Systems Analyst	45
001	Visitor Service Worker 1	55
002	Visitor Service Worker 2	55
003	Visitor Service Worker 3	55
004	Food Service/Retail Coordinator	55
005	Storekeeper	55
006	Food Service/Retail Specialist	55
015	Building Service Worker	55
331	Hazardous Waste Technician	55
430	Laborer	55
445	Maintenance Worker 1	55
446	Maintenance Worker 2	55
447	Maintenance Worker 3	55
455	Maintenance Mechanic	55
461	Stationmaster	55
465	Gardener 1	55
466	Gardener 2	55
467	Senior Gardener	55
017	Reproduction Clerk	65
448	Maintenance Technician	65
456	Master Mechanic	65

AFFIRMATIVE ACTION JOB GROUP LISTING

		AA
Class		JOB
Code	Class Title	GROUP
457	Maintenance Electrician	65
330	Planning Technician	75
332	Hazardous Waste Specialist	75
360	Graphics/Exhibit Designer	75
364	Graphics Technician	75
470	Animal Keeper	75
471	Senior Animal Keeper	75
520	Veterinarian Technician	75
535	Nutrition Technician	75
634	Data Processing Operator	75
635	Data Processing Operations Analyst	75
637	Technical Specialist	75
638	Programmer/Analyst	75
538	Safety/Security Officer 1	85
539	Safety/Security Officer 2	85

AVAILABILITY ANALYSIS

ADMINISTRATIVE SUPPORT, GENERAL	Females	Weight	Factor	Minorities	Weight	Factor	Source
<i>Percent seeking employment in the labor recruitment area with requisite skills</i>	68.2%	15.0%	10.2%	16.0%	15.0%	2.4%	Portland SMSA (PMSA) - public sector by occupational category
<i>Internal applicant flow data by job group</i>	63.0%	10.0%	8.3%	25.5%	10.0%	2.6%	Internal applicant tracking
<i>External applicant flow data by job group</i>	68.5%	20.0%	13.7%	12.3%	20.0%	2.5%	External applicant tracing
<i>General population (age 16-64)</i>	50.3%	10.0%	5.0%	11.0%	10.0%	1.1%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged (age 16-64)</i>	58.9%	5.0%	2.9%	17.8%	5.0%	0.9%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged in the labor force (age 16-64)</i>	52.9%	15.0%	7.9%	16.6%	15.0%	2.5%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Promotable or transferable within the organization</i>	84.8%	25.0%	21.2%	6.5%	25.0%	1.6%	Internal percentage of women and minorities in job group 15
PARITY FACTOR		100.0%	89.3%		100.0%	13.5%	

AVAILABILITY ANALYSIS

OFFICIALS & ADMINISTRATORS, GENERAL	Females	Weight	Factor	Minorities	Weight	Factor	Source
<i>Percent seeking employment in the labor recruitment area with requisite skills</i>	41.9%	35.0%	14.7%	7.6%	35.0%	2.7%	Portland SMSA (PMSA) - public sector by occupational category
<i>Internal applicant flow data by job group</i>	No recruitments	0.0%	0.0%	No recruitments	0.0%	0.0%	Internal applicant tracking
<i>External applicant flow data by job group</i>	25.8%	10.0%	2.6%	9.7%	10.0%	1.0%	External applicant tracing
<i>General population (age 18-64)</i>	50.3%	15.0%	7.5%	11.0%	15.0%	1.7%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged (age 18-64)</i>	58.9%	0.0%	0.0%	17.8%	0.0%	0.0%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged in the labor force (age 18-64)</i>	52.9%	0.0%	0.0%	16.6%	0.0%	0.0%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Promotable or transferable within the organization</i>	39.2%	40.0%	15.7%	8.4%	40.0%	3.4%	Internal percentage of women and minorities in job groups 25 and 45
PARITY FACTOR		100.0%	48.5%		100.0%	8.8%	

AVAILABILITY ANALYSIS

PARAPROFESSIONALS, GENERAL	Females	Weight	Factor	Minorities	Weight	Factor	Source
<i>Percent seeking employment in the labor recruitment area with requisite skills</i>	83.5%	35.0%	29.2%	22.5%	35.0%	7.9%	Portland SMSA (PMSA) - public sector by occupational category
<i>Internal applicant flow data by job group</i>	63.6%	5.0%	3.2%	9.1%	5.0%	0.5%	Internal applicant tracking
<i>External applicant flow data by job group</i>	47.5%	10.0%	4.8%	15.6%	10.0%	1.6%	External applicant tracing
<i>General population (age 16-64)</i>	50.3%	20.0%	10.1%	11.0%	20.0%	2.2%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged (age 16-64)</i>	58.9%	5.0%	2.9%	17.8%	5.0%	0.9%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged in the labor force (age 16-64)</i>	52.9%	10.0%	5.3%	16.6%	10.0%	1.7%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Promotable or transferable within the organization</i>	81.7%	15.0%	12.2%	8.3%	15.0%	1.2%	Internal percentage of women and minorities in job groups 15 and 35
PARITY FACTOR		100.0%	67.7%		100.0%	15.9%	

AVAILABILITY ANALYSIS

PARAPROFESSIONAL, STUDENT-BASED RESEARCH ASSISTANT	Females	Weight	Factor	Minorities	Weight	Factor	Source
<i>Percent seeking employment in the labor recruitment area with requisite skills</i>	83.5%	45.0%	37.6%	22.5%	45.0%	10.1%	Portland SMSA (PMSA) - public sector by occupational category
<i>Internal applicant flow data by job group</i>	No recruitments	0.0%	0.0%	No recruitments	0.0%	0.0%	Internal applicant tracking
<i>External applicant flow data by job group</i>	No recruitments	0.0%	0.0%	No recruitments	0.0%	0.0%	External applicant tracing
<i>General population (age 16-64)</i>	50.3%	35.0%	17.6%	11.0%	35.0%	3.9%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged (age 16-64)</i>	58.9%	10.0%	5.9%	17.8%	10.0%	1.8%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged in the labor force (age 16-64)</i>	52.9%	10.0%	5.3%	16.6%	10.0%	1.7%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Promotable or transferable within the organization</i>	n/a	0.0%	0.0%	n/a	0.0%	0.0%	No identifiable feeder group
PARITY FACTOR		100.0%	66.4%		100.0%	17.4%	

AVAILABILITY ANALYSIS

PARAPROFESSIONALS, SUPERVISORY	Females	Weight	Factor	Minorities	Weight	Factor	Source
<i>Percent seeking employment in the labor recruitment area with requisite skills</i>	83.5%	25.0%	20.9%	22.5%	25.0%	5.6%	Portland SMSA (PMSA) - public sector by occupational category
<i>Internal applicant flow data by job group</i>	33.3%	5.0%	1.7%	0.0%	5.0%	0.0%	Internal applicant tracking
<i>External applicant flow data by job group</i>	8.7%	10.0%	0.9%	6.5%	10.0%	0.7%	External applicant tracing
<i>General population (age 16-64)</i>	50.3%	20.0%	10.1%	11.0%	20.0%	2.2%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged (age 18-64)</i>	58.8%	5.0%	2.9%	17.8%	5.0%	0.9%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged in the labor force (age 18-64)</i>	52.9%	5.0%	2.6%	16.6%	5.0%	0.8%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Promotable or transferable within the organization</i>	78.7%	30.0%	23.6%	8.2%	30.0%	2.5%	Internal percentage of women and minorities in job groups 15, 35, and 37
PARITY FACTOR		100.0%	82.7%		100.0%	12.7%	

AVAILABILITY ANALYSIS

PROFESSIONALS, GENERAL	Females	Weight	Factor	Minorities	Weight	Factor	Source
<i>Percent seeking employment in the labor recruitment area with requisite skills</i>	43.0%	22.5%	9.7%	9.3%	22.5%	2.1%	Portland SMSA (PMSA) - public sector by occupational category
<i>Internal applicant flow data by job group</i>	38.4%	10.0%	3.8%	2.7%	10.0%	0.3%	Internal applicant tracking
<i>External applicant flow data by job group</i>	39.2%	15.0%	5.9%	6.2%	15.0%	0.9%	External applicant tracing
<i>General population (age 16-64)</i>	50.3%	15.0%	7.5%	11.0%	15.0%	1.7%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged (age 16-64)</i>	58.9%	2.5%	1.5%	17.8%	2.5%	0.4%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged in the labor force (age 16-64)</i>	52.9%	5.0%	2.6%	16.6%	5.0%	0.8%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Promotable or transferable within the organization</i>	44.8%	30.0%	13.4%	9.7%	30.0%	2.9%	Internal percentage of women and minorities in job groups 35, 37, and 45
PARITY FACTOR		100.0%	44.5%		100.0%	9.1%	

AVAILABILITY ANALYSIS

SERVICEMAINTENANCE, GENERAL	Females	Weight	Factor	Minorities	Weight	Factor	Source
<i>Percent seeking employment in the labor recruitment area with requisite skills</i>	25.3%	25.0%	6.3%	22.4%	25.0%	5.6%	Portland SMSA (PMSA) - public sector by occupational category
<i>Internal applicant flow data by job group</i>	11.1%	10.0%	1.1%	11.1%	10.0%	1.1%	Internal applicant tracking
<i>External applicant flow data by job group</i>	19.3%	20.0%	3.9%	7.1%	20.0%	1.4%	External applicant tracing
<i>General population (age 16-64)</i>	50.3%	15.0%	7.5%	11.0%	15.0%	1.7%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged (age 16-64)</i>	58.9%	5.0%	2.9%	17.8%	5.0%	0.9%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged in the labor force (age 16-64)</i>	52.9%	15.0%	7.9%	16.6%	15.0%	2.5%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Promotable or transferable within the organization</i>	37.0%	10.0%	3.7%	8.7%	10.0%	0.9%	Internal percentage of women and minorities in job group 55
PARITY FACTOR		100.0%	33.4%		100.0%	14.8%	

AVAILABILITY ANALYSIS

SKILLED CRAFT WORKERS, GENERAL	Females	Weight	Factor	Minorities	Weight	Factor	Source
<i>Percent seeking employment in the labor recruitment area with requisite skills</i>	7.3%	50.0%	3.7%	10.9%	50.0%	5.5%	Portland SMSA (PMSA) - public sector by occupational category
<i>Internal applicant flow data by job group</i>	No recruitments	0.0%	0.0%	No recruitments	0.0%	0.0%	Internal applicant tracking
<i>External applicant flow data by job group</i>	No recruitments	0.0%	0.0%	No recruitments	0.0%	0.0%	External applicant tracing
<i>General population (age 16-64)</i>	50.3%	35.0%	17.6%	11.0%	35.0%	3.9%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged (age 16-64)</i>	58.9%	5.0%	2.9%	17.8%	5.0%	0.9%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged in the labor force (age 16-64)</i>	52.9%	10.0%	5.3%	16.6%	10.0%	1.7%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Promotable or transferable within the organization</i>	n/a	0.0%	0.0%	n/a	0.0%	0.0%	No identifiable feeder group
PARITY FACTOR		100.0%	29.5%		100.0%	11.9%	

AVAILABILITY ANALYSIS

TECHNICIANS, GENERAL	Females	Weight	Factor	Minorities	Weight	Factor	Source
<i>Percent seeking employment in the labor recruitment area with requisite skills</i>	24.9%	30.0%	7.5%	10.3%	30.0%	3.1%	Portland SMSA (PMSA) - public sector by occupational category
<i>Internal applicant flow data by job group</i>	60.0%	15.0%	9.0%	0.0%	15.0%	0.0%	Internal applicant tracking
<i>External applicant flow data by job group</i>	40.3%	25.0%	10.1%	11.4%	25.0%	2.8%	External applicant tracing
<i>General population (age 18-64)</i>	50.3%	15.0%	7.5%	11.0%	15.0%	1.7%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged (age 18-64)</i>	58.9%	5.0%	2.9%	17.8%	5.0%	0.9%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged in the labor force (age 18-64)</i>	52.9%	10.0%	5.3%	16.6%	10.0%	1.7%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Promotable or transferable within the organization</i>	n/a	0.0%	0.0%	n/a	0.0%	0.0%	No identifiable feeder group
PARITY FACTOR		100.0%	42.3%		100.0%	10.1%	

AVAILABILITY ANALYSIS

PROTECTIVE SERVICE WORKERS, GENERAL	Females	Weight	Factor	Minorities	Weight	Factor	Source
<i>Percent seeking employment in the labor recruitment area with requisite skills</i>	19.2%	40.0%	7.7%	18.8%	40.0%	7.5%	Portland SMSA (PMSA) - public sector by occupational category
<i>Internal applicant flow data by job group</i>	0.0%	2.0%	0.0%	0.0%	2.0%	0.0%	Internal applicant tracking
<i>External applicant flow data by job group</i>	3.6%	8.0%	0.3%	28.6%	8.0%	2.3%	External applicant tracing
<i>General population (age 18-64)</i>	50.3%	35.0%	17.6%	11.0%	35.0%	3.9%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged (age 18-64)</i>	58.9%	5.0%	2.9%	17.8%	5.0%	0.9%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Economically disadvantaged in the labor force (age 18-64)</i>	52.9%	10.0%	5.3%	16.6%	10.0%	1.7%	Oregon Employment Division, Business and Employment Outlook, 1992, Volume 3, JTPA Planning Data, District 2
<i>Promotable or transferable within the organization</i>	n/a	0.0%	0.0%	n/a	0.0%	0.0%	No identifiable feeder group
PARITY FACTOR		100.0%	33.8%		100.0%	18.2%	

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
AGENCY-WIDE**

Job Group Number	Job Group Title	Total EEs	Gender			Race			Protected Classes	80% Rule		Under-utilized	Significantly Underutilized	Numeric Under-utilization	Goals
			Male	Female	% Female	Minorities	Unknown	% Minorities		% Availability	% Calculation				
15	Administrative Support	92	14	78	84.78%	6	0	6.52%	Min Females	13.5% 69.3%	48.2% 122.3%	Yes No	Yes No	6.4	13.6%
25	Officials & Administrators	28	18	10	35.71%	2	1	7.41%	Min Females	8.6% 40.5%	85.8% 88.3%	Yes Yes	* *	0.3 1.3	8.5% 41.8%
35	Paraprofessionals, General	17	5	12	70.59%	3	0	17.65%	Min Females	15.9% 67.7%	111.1% 104.3%	No No	No No		
36	Paraprofessionals, Student-Based Research	2	1	1	50.00%	0	0	0.00%	Min Females	17.4% 66.4%	0.0% 75.3%	Yes Yes	Yes Yes	0.3 0.3	17.4% 66.4%
37	Paraprofessionals, Supervisory	13	6	7	53.85%	1	0	7.69%	Min Females	12.7% 62.7%	60.8% 85.9%	Yes Yes	Yes *	0.6 1.1	12.7% 62.7%
45	Professionals	115	69	46	40.00%	10	2	8.85%	Min Females	9.1% 44.5%	97.1% 89.9%	Yes Yes	* *	0.3 5.2	8.9% 45.2%
55	Service/Maintenance	46	29	17	36.96%	4	0	8.70%	Min Females	14.0% 33.4%	61.9% 110.6%	Yes No	Yes No	2.5	14.4%
65	Skilled Craft	4	4	0	0.00%	0	0	0.00%	Min Females	11.9% 29.5%	0.0% 0.0%	Yes Yes	Yes Yes	0.5 1.2	
75	Technicians	53	33	20	37.74%	6	0	11.32%	Min Females	10.1% 42.3%	111.7% 89.2%	No Yes	No *	2.4	45.7%
85	Protective Service	6	6	0	0.00%	0	0	0.00%	Min Females	16.2% 33.8%	0.0% 0.0%	Yes Yes	Yes Yes	1.0 2.0	15.8% 35.4%
* No goal is necessary because utilization is within 80% of availability															

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
COUNCIL OFFICE**

Job Group Number	Job Group Title	Total EEs	Male	Female	% Female	Race Minorities	Unknown	% Minorities	Protected Classes	% Availability	80% Rule Calculation	Under-utilized	Significantly Underutilized	Numeric Under-utilization	Goals
15	Administrative Support	4	0	4	100.00%	0	0	0.00%	Min Females	13.5% 69.3%	0.0% 144.2%	Yes No	Yes No	0.5	13.5%
25	Officials & Administrators	1	1	0	0.00%	0	0	0.00%	Min Females	8.6% 40.5%	0.0% 0.0%	Yes Yes	Yes Yes	0.1 0.4	8.6% 40.5%
35	Paraprofessionals, General	1	0	1	100.00%	0	0	0.00%	Min Females	15.9% 67.7%	0.0% 147.7%	Yes No	Yes No	0.2	15.9%
45	Professionals	4	2	2	50.00%	1	0	25.00%	Min Females	9.1% 44.5%	274.3% 112.3%	No No	No No		
* No goal is necessary because utilization is within 80% of availability															

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
OFFICE OF GENERAL COUNSEL**

Job Group Number	Job Group Title	Total EEs	Gender			Race			Protected Classes	% Availability	80% Rule Calculation	Utilization		Numeric Under-utilization	Goals
			Male	Female	% Female	Minorities	Unknown	Minorities				Under-utilized	Significantly Underutilized		
15	Administrative Support	2	0	2	100.00%	0	0	0.00%	Min Females	13.5% 69.3%	0.0% 144.2%	Yes No	Yes No	0.3	13.5%
25	Officials & Administrators	1	1	0	0.00%	0	0	0.00%	Min Females	8.6% 40.5%	0.0% 0.0%	Yes Yes	Yes Yes	0.1 0.4	8.6% 40.5%
45	Professionals	3	3	0	0.00%	0	0	0.00%	Min Females	9.1% 44.5%	0.0% 0.0%	Yes Yes	Yes Yes	0.3 1.3	9.1% 44.5%
* No goal is necessary because utilization is within 80% of availability															

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
EXECUTIVE MANAGEMENT**

Job Group Number	Job Group Title	Total EEs	Gender			Race			Protected Classes	80% Rule		Under-utilized	Significantly Underutilized	Numeric Under-utilization	Goals
			Male	Female	% Female	Minorities	Unknown	% Minorities		Availability	Calculation				
15	Administrative Support	2	0	2	100.00%	0	0	0.00%	Min	13.5%	0.0%	Yes	Yes	0.3	
									Females	69.3%	144.2%	No	No		
25	Officials & Administrators	1	1	0	0.00%	0	0	0.00%	Min	8.6%	0.0%	Yes	Yes	0.1	
									Females	40.5%	0.0%	Yes	Yes		
45	Professionals	3	2	1	33.33%	0	1	0.00%	Min	9.1%	0.0%	Yes	Yes	0.2	
									Females	44.5%	74.9%	Yes	Yes		
* No goal is necessary because utilization is within 80% of availability															

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
PERSONNEL ADMINISTRATION**

Job Group Number	Job Group Title	Total EEs	%			Race			Protected Classes	80% Rule		Under-utilized	Significantly Underutilized	Numeric Under-utilization	Goals
			Male	Female	Female	Minorities	Unknown	Minorities		Availability	Calculation				
15	Administrative Support	4	0	4	100.00%	1	0	25.00%	Min Females	13.5% 69.3%	185.0% 144.2%	No No	No No		
25	Officials & Administrators	1	0	1	100.00%	0	1	n/a	Min Females	8.6% 40.5%	n/a 247.2%	n/a No	n/a No		
35	Paraprofessionals, General	1	0	1	100.00%	1	0	100.00%	Min Females	15.9% 67.7%	629.7% 147.7%	No No	No No		
45	Professionals	4	1	3	75.00%	0	0	0.00%	Min Females	9.1% 44.5%	0.0% 168.5%	Yes No	Yes No	0.4	9.1%
* No goal is necessary because utilization is within 80% of availability															

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
FINANCE MANAGEMENT INFORMATION**

Job Group Number	Job Group Title	Total EEs	Male	Female	% Female	Race Minorities	Race Unknown	% Minorities	Protected Classes	% Availability	80% Rule Calculation	Under-utilized	Significantly Underutilized	Numeric Under-utilization	Goals
15	Administrative Support	17	4	13	76.47%	1	0	5.88%	Min Females	13.5% 69.3%	43.5% 110.3%	Yes No	Yes No	1.3	13.5%
25	Officials & Administrators	5	3	2	40.00%	0	0	0.00%	Min Females	8.6% 40.5%	0.0% 98.9%	Yes Yes	Yes *	0.4	8.6%
35	Paraprofessionals, General	3	0	3	100.00%	1	0	33.33%	Min Females	15.9% 67.7%	209.9% 147.7%	No No	No No		
45	Professionals	14	8	6	42.86%	1	0	7.14%	Min Females	9.1% 44.5%	78.4% 96.3%	Yes Yes	Yes *	0.3	9.1%
65	Skilled Craft	1	1	0	0.00%	0	0	0.00%	Min Females	11.9% 29.5%	0.0% 0.0%	Yes Yes	Yes Yes	0.1 0.3	11.9% 29.5%
75	Technicians	6	5	1	16.67%	1	0	16.67%	Min Females	10.1% 42.3%	164.4% 39.4%	No Yes	No Yes	1.5	42.3%
* No goal is necessary because utilization is within 80% of availability															

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
PUBLIC AFFAIRS**

Job Group Number	Job Group Title	Total EEs	%			Race			Protected Classes	% Availability	80% Rule Calculation	Under-utilized	Significantly Underutilized	Numeric Under-utilization	Goals
			Male	Female	Female	Minorities	Unknown	Minorities							
15	Administrative Support	6	1	5	83.33%	0	0	0.00%	Min Females	13.5% 69.3%	0.0% 120.2%	Yes No	Yes No	0.8	13.5%
25	Officials & Administrators	1	0	1	100.00%	0	0	0.00%	Min Females	8.6% 40.5%	0.0% 247.2%	Yes No	Yes No	0.1	8.6%
45	Professionals	9	0	9	100.00%	0	0	0.00%	Min Females	9.1% 44.5%	0.0% 224.7%	Yes No	Yes No	0.8	9.1%
75	Technicians	3	1	2	66.67%	1	0	33.33%	Min Females	10.1% 42.3%	328.9% 157.5%	No No	No No		
* No goal is necessary because utilization is within 80% of availability															

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
REGIONAL FACILITIES**

Job Group Number	Job Group Title	Total EEs	Gender			Race			Protected Classes	80% Rule		Under-utilized	Significantly Underutilized	Numeric Under-utilization	Goals
			Male	Female	% Female	Minorities	Unknown	Minorities		% Availability	Calculation				
15	Administrative Support	4	0	4	100.00%	0	0	0.00%	Min Females	13.5% 69.3%	0.0% 144.2%	Yes No	Yes No	0.5	13.5%
25	Officials & Administrators	1	1	0	0.00%	0	0	0.00%	Min Females	8.6% 40.5%	0.0% 0.0%	Yes Yes	Yes Yes	0.1 0.4	8.6% 40.5%
35	Paraprofessionals, General	1	0	1	100.00%	0	0	0.00%	Min Females	15.9% 67.7%	0.0% 147.7%	Yes No	Yes No	0.2	15.9%
37	Paraprofessionals, Supervisory	1	1	0	0.00%	1	0	100.00%	Min Females	12.7% 62.7%	790.1% 0.0%	No Yes	No Yes	0.6	62.7%
45	Professionals	7	4	3	42.86%	1	0	14.29%	Min Females	9.1% 44.5%	158.8% 98.3%	No Yes	No *		
55	Service/Maintenance	1	1	0	0.00%	0	0	0.00%	Min Females	14.0% 33.4%	0.0% 0.0%	Yes Yes	Yes Yes	0.1 0.3	14.0% 33.4%
85	Protective Service	1	1	0	0.00%	0	0	0.00%	Min Females	18.2% 33.8%	0.0% 0.0%	Yes Yes	Yes Yes	0.2 0.3	16.2% 33.8%
* No goal is necessary because utilization is within 80% of availability															

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
PLANNING AND DEVELOPMENT**

Job Group Number	Job Group Title	Total EEs	Male	Female	% Female	Race Minorities	Unknown	% Minorities	Protected Classes	% Availability	80% Rule Calculation	Under-utilized	Significantly Underutilized	Numeric Under-utilization	Goals
15	Administrative Support	6	1	5	83.33%	2	0	33.33%	Min Females	13.5% 69.3%	246.6% 120.2%	No No	No No		
25	Officials & Administrators	3	3	0	0.00%	0	0	0.00%	Min Females	8.6% 40.5%	0.0% 0.0%	Yes Yes	Yes Yes	0.3 1.2	8.6% 40.5%
35	Paraprofessionals, General	6	3	3	50.00%	1	0	16.67%	Min Females	15.9% 67.7%	105.0% 73.9%	No Yes	No Yes	1.1	67.7%
45	Professionals	36	27	9	25.00%	3	1	8.57%	Min Females	9.1% 44.5%	94.1% 58.2%	Yes Yes	Yes Yes	7.0	44.5%
75	Technicians	4	2	2	50.00%	0	0	0.00%	Min Females	10.1% 42.3%	0.0% 118.1%	Yes No	Yes No	0.4	10.1%
* No goal is necessary because utilization is within 80% of availability															

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
SOLID WASTE**

Job Group Number	Job Group Title	Total EEs	%			Race			Protected Classes	% Availability	80% Rule Calculation	Underutilized		Numeric Underutilization	Goals
			Male	Female	Female	Minorities	Unknown	Minorities				Yes	Significantly Underutilized		
15	Administrative Support	26	5	21	80.77%	2	0	7.69%	Min Females	13.5% 69.3%	58.9% 116.5%	Yes No	Yes No	1.5	13.5%
25	Officials & Administrators	7	5	2	28.57%	1	0	14.29%	Min Females	8.6% 40.5%	165.5% 70.8%	No Yes	No Yes	0.8	40.5%
35	Paraprofessionals, General	2	0	2	100.00%	0	0	0.00%	Min Females	15.9% 67.7%	0.0% 147.7%	Yes No	Yes No	0.3	15.9%
37	Paraprofessionals, Supervisory	6	1	5	83.33%	0	0	0.00%	Min Females	12.7% 62.7%	0.0% 133.0%	Yes No	Yes No	0.8	12.7%
45	Professionals	26	18	8	30.77%	4	0	15.38%	Min Females	9.1% 44.5%	168.8% 69.1%	No Yes	No Yes	3.8	44.5%
55	Service/Maintenance	10	4	6	60.00%	1	0	10.00%	Min Females	14.0% 33.4%	71.2% 179.5%	Yes No	Yes No	0.4	14.0%
* No goal is necessary because utilization is within 80% of availability															

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
METRO WASHINGTON PARK ZOO**

Job Group Number	Job Group Title	Total EEs	%			Race			Protected Classes	% Availability	80% Rule Calculation	Under-utilized	Significantly Underutilized	Numeric Under-utilization	Goals
			Male	Female	Female	Minorities	Unknown	Minorities							
15	Administrative Support	21	3	18	85.71%	0	0	0.00%	Min Females	13.5% 69.3%	0.0% 123.6%	Yes No	Yes No	2.8	13.5%
25	Officials & Administrators	7	3	4	57.14%	1	0	14.29%	Min Females	8.6% 40.5%	165.5% 141.3%	No No	No No		
35	Paraprofessionals, General	4	3	1	25.00%	0	0	0.00%	Min Females	15.9% 67.7%	0.0% 36.9%	Yes Yes	Yes Yes	0.6 1.7	15.9% 67.7%
36	Paraprofessionals, Student-Based Research	2	1	1	50.00%	0	0	0.00%	Min Females	17.4% 66.4%	0.0% 75.3%	Yes Yes	Yes Yes	0.3 0.3	17.4% 66.4%
37	Paraprofessionals, Supervisory	6	4	2	33.33%	0	0	0.00%	Min Females	12.7% 62.7%	0.0% 53.2%	Yes Yes	Yes Yes	0.8 1.8	12.7% 62.7%
45	Professionals	9	4	5	55.56%	0	0	0.00%	Min Females	9.1% 44.5%	0.0% 124.8%	Yes No	Yes No	0.8	9.1%
55	Service/Maintenance	35	24	11	31.43%	3	0	8.57%	Min Females	14.0% 33.4%	61.1% 94.0%	Yes Yes	Yes *	1.9	14.0%
65	Skilled Craft	3	3	0	0.00%	0	0	0.00%	Min Females	11.9% 29.5%	0.0% 0.0%	Yes Yes	Yes Yes	0.4 0.9	11.9% 29.5%
75	Technicians	40	25	15	37.50%	4	0	10.00%	Min Females	10.1% 42.3%	98.7% 88.6%	Yes Yes	* *		
85	Protective Service	5	5	0	0.00%	0	0	0.00%	Min Females	16.2% 33.8%	0.0% 0.0%	Yes Yes	Yes Yes	0.8 1.7	16.2% 33.8%
* No goal is necessary because utilization is within 80% of availability															

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
METRO WASHINGTON PARK ZOO
ADMINISTRATION**

Job Group Number	Job Group Title	Total EEs	%			Minorities	Race		Protected Classes	% Availability	80% Rule Calculation	Underutilized		Numeric Underutilization	Goals
			Male	Female	Female		Unknown	Minorities				Yes	Significantly Underutilized		
15	Administrative Support	5	0	5	100.00%	0	0	0.00%	Min Females	13.5% 69.3%	0.0% 144.2%	Yes No	Yes No	0.7	13.5%
25	Officials & Administrators	2	1	1	50.00%	1	0	50.00%	Min Females	8.6% 40.5%	579.1% 123.6%	No No	No No		
37	Paraprofessionals, Supervisory	1	0	1	100.00%	0	0	0.00%	Min Females	12.7% 62.7%	0.0% 159.6%	Yes No	Yes No	0.1	12.7%
45	Professionals	2	1	1	50.00%	0	0	0.00%	Min Females	9.1% 44.5%	0.0% 112.3%	Yes No	Yes No	0.2	9.1%
85	Protective Service	5	5	0	0.00%	0	0	0.00%	Min Females	16.2% 33.8%	0.0% 0.0%	Yes Yes	Yes Yes	0.8 1.7	16.2% 33.8%
* No goal is necessary because utilization is within 80% of availability															

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
METRO WASHINGTON PARK ZOO
ANIMAL MANAGEMENT**

Job Group Number	Job Group Title	Total EEs	Gender			% Minorities	Race		% Minorities	Protected Classes	% 80% Rule Availability Calculation		Under-utilized	Significantly Underutilized	Numeric Under-utilization	Goals
			Male	Female	Female		Unknown	Minorities			Availability	Calculation				
15	Administrative Support	3	1	2	66.67%	0	0	0.00%	Min Females	13.5% 69.3%	0.0% 96.2%	Yes Yes	Yes .	0.4	13.5%	
25	Officials & Administrators	1	1	0	0.00%	0	0	0.00%	Min Females	8.6% 40.5%	0.0% 0.0%	Yes Yes	Yes Yes	0.1 0.4	8.6%	
36	Paraprofessionals, Student-Based Research	1	1	0	0.00%	0	0	0.00%	Min Females	17.4% 66.4%	0.0% 0.0%	Yes Yes	Yes Yes	0.2 0.7	17.4% 66.4%	
45	Professionals	3	2	1	33.33%	0	0	0.00%	Min Females	9.1% 44.5%	0.0% 74.9%	Yes Yes	Yes Yes	0.3 0.3	9.1% 44.5%	
75	Technicians	37	23	14	37.84%	1	0	2.70%	Min Females	10.1% 42.3%	26.7% 89.4%	Yes Yes	Yes .	2.8	10.1%	
* No goal is necessary because utilization is within 80% of availability																

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
METRO WASHINGTON PARK ZOO
FACILITIES MANAGEMENT**

Job Group Number	Job Group Title	Total EEs	%			Race			Protected Classes	% Availability	80% Rule Calculation	Under-utilized	Significantly Underutilized	Numeric Under-utilization	Goals
			Male	Female	Female	Minorities	Unknown	Minorities							
15	Administrative Support	2	0	2	100.00%	0	0	0.00%	Min Females	13.5% 69.3%	0.0% 144.2%	Yes No	Yes No	0.3	13.5%
25	Officials & Administrators	1	0	1	100.00%	0	0	0.00%	Min Females	8.6% 40.5%	0.0% 247.2%	Yes No	Yes No	0.1	8.6%
37	Paraprofessionals, Supervisory	2	2	0	0.00%	0	0	0.00%	Min Females	12.7% 62.7%	0.0% 0.0%	Yes Yes	Yes Yes	0.3 1.3	12.7% 62.7%
55	Service/Maintenance	23	19	4	17.39%	3	0	13.04%	Min Females	14.0% 33.4%	92.9% 52.0%	Yes Yes	Yes Yes	3.7	33.4%
65	Skilled Craft	3	3	0	0.00%	0	0	0.00%	Min Females	11.9% 29.5%	0.0% 0.0%	Yes Yes	Yes Yes	0.4 0.9	11.9% 29.5%
* No goal is necessary because utilization is within 80% of availability															

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
METRO WASHINGTON PARK ZOO
EDUCATIONAL SERVICES**

Job Group Number	Job Group Title	Total EEs	Male	Female	% Female	Minorities	Race Unknown	% Minorities	Protected Classes	% Availability	80% Rule Calculation	Under-utilized	Significantly Underutilized	Numeric Under-utilization	Goals
15	Administrative Support	5	0	5	100.00%	0	0	0.00%	Min Females	13.5% 69.3%	0.0% 144.2%	Yes No	Yes No	0.7	13.5%
25	Officials & Administrators	1	1	0	0.00%	0	0	0.00%	Min Females	8.6% 40.5%	0.0% 0.0%	Yes Yes	Yes Yes	0.1 0.4	8.6% 40.5%
35	Paraprofessionals, General	2	2	0	0.00%	0	0	0.00%	Min Females	17.4% 66.4%	0.0% 0.0%	Yes Yes	Yes Yes	0.3 1.3	17.4% 66.4%
37	Paraprofessionals, Supervisory	1	1	0	0.00%	0	0	0.00%	Min Females	12.7% 62.7%	0.0% 0.0%	Yes Yes	Yes Yes	0.1 0.6	12.7% 62.7%
45	Professionals	3	1	2	66.67%	0	0	0.00%	Min Females	9.1% 44.5%	0.0% 149.8%	Yes No	Yes No	0.3	9.1%
75	Technicians	3	2	1	33.33%	3	0	100.00%	Min Females	10.1% 42.3%	988.6% 78.8%	No Yes	No Yes	0.3	42.3%
* No goal is necessary because utilization is within 80% of availability															

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
METRO WASHINGTON PARK ZOO
MARKETING**

Job Group Number	Job Group Title	Total EEs	Gender			Race			Protected Classes	% Availability	80% Rule Calculation	Under-utilized	Significantly Underutilized	Numeric Under-utilization	Goals
			Male	Female	% Female	Minorities	Unknown	% Minorities							
15	Administrative Support	2	2	0	0.00%	0	0	0.00%	Min	13.5%	0.0%	Yes	Yes	0.3	13.5%
									Females	69.3%	0.0%	Yes	Yes	1.4	69.3%
25	Officials & Administrators	1	0	1	100.00%	0	0	0.00%	Min	8.6%	0.0%	Yes	Yes	0.1	8.6%
									Females	40.5%	247.2%	No	No		
35	Paraprofessionals, General	2	1	1	50.00%	0	0	0.00%	Min	15.9%	0.0%	Yes	Yes	0.3	15.9%
									Females	67.7%	73.9%	Yes	Yes	0.4	67.7%
45	Professionals	1	0	1	100.00%	0	0	0.00%	Min	9.1%	0.0%	Yes	Yes	0.1	9.1%
									Females	44.5%	224.7%	No	No		
* No goal is necessary because utilization is within 80% of availability															

**UTILIZATION ANALYSIS OF JOB GROUPS AND GOALS
METRO WASHINGTON PARK ZOO
VISITOR SERVICES**

Job Group Number	Job Group Title	Total EEs	Male	Female	% Female	Minorities	Race Unknown	% Minorities	Protected Classes	% Availability	80% Rule Calculation	Under-utilized	Significantly Underutilized	Numeric Under-utilization	Goals
15	Administrative Support	4	0	4	100.00%	0	0	0.00%	Min Females	13.5% 69.3%	0.0% 144.2%	Yes No	Yes No	0.5	13.5%
25	Officials & Administrators	1	0	1	100.00%	0	0	0.00%	Min Females	8.6% 40.5%	0.0% 247.2%	Yes No	Yes No	0.1	8.6%
37	Paraprofessionals, Supervisory	2	1	1	50.00%	0	0	0.00%	Min Females	12.7% 62.7%	0.0% 79.8%	Yes Yes	Yes Yes	0.3 0.3	12.7% 62.7%
55	Service/Maintenance	12	5	7	58.33%	0	0	0.00%	Min Females	14.0% 33.4%	0.0% 174.6%	Yes No	Yes No	1.7	14.0%
* No goal is necessary because utilization is within 80% of availability															

AGENCY-WIDE IDENTIFICATION OF PROBLEM AREAS BY JOB GROUPS

Following approved procedures, Metro has calculated projected availability for the employment of minorities and women. This calculation process indicated underutilization for the following job groups:

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

A significant underutilization exists for minorities, by 6.4 individuals.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

Underutilization exists in the area of both minorities and women, but no goal is necessary because utilization is within 80% of availability.

JOB GROUP 36 - PARAPROFESSIONALS (Student-based research)

A very slight underutilization exists for both minorities and women, by .3 individuals each.

JOB GROUP 37 - PARAPROFESSIONALS (Supervisory)

A slight underutilization exists for minorities, by .6 individuals. An underutilization exists for women, but no goal is necessary because utilization is within 80% of availability.

JOB GROUP 45 - PROFESSIONALS

Underutilization exists for both minorities and women, but no goal is necessary because utilization is within 80% of availability.

JOB GROUP 55 - SERVICE/MAINTENANCE

Underutilization exists for minorities, by 2.5 individuals.

JOB GROUP 65 - SKILLED CRAFT

A slight underutilization exists for minorities, by .5 individuals. Underutilization exists for women, by 1.2 individuals.

JOB GROUP 75 - TECHNICIANS

Underutilization exists for women but no goal is necessary because utilization is within 80% of availability.

JOB GROUP 85 - PROTECTIVE SERVICE

Underutilization exists for minorities by 1 individual, and for women by 2 individuals.

IDENTIFICATION OF PROBLEMS AREAS BY ORGANIZATIONAL UNITS

Metro is divided into ten organizational units; Council Office, Office of General Counsel, Executive Management, Personnel, Finance and Management Information, Public Affairs, Regional Facilities, Planning and Development, Solid Waste, and Metro Washington Park Zoo. Therefore, the identification of problem areas addresses those ten units, including sub-units within the Zoo.

The total number of employees, the number of minorities and females, and the percent of availability is not changed from the agency-wide designations and values. The same agency-wide calculation formulas are also used. However, the total numeric underutilizations for each job group by organizational unit will be greater than the agency-wide numbers by job group, because when a department is over the established availability, the value of "numeric underutilization" is a negative number and is not represented.

COUNCIL OFFICE

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

Of the four positions none are minorities. A slight underutilization exists for minorities, by .5 individuals.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

There is no minority or female representation, however, only one position exists in this job group.

JOB GROUP 35 - PARAPROFESSIONAL (General)

Minorities are very slightly underutilized by .2 individuals, however, only one position exists in this job group.

JOB GROUP 45 - PROFESSIONALS

No underutilization exists.

OFFICE OF GENERAL COUNSEL

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

A very slight underutilization exists for minorities, by .3 individuals.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

There is no minority or female representation, however, only one position exists in this job group.

JOB GROUP 45 - PROFESSIONALS

Underutilization exists for minorities by .3 individuals, and for women by 1.3 individuals.

EXECUTIVE MANAGEMENT

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

A very slight underutilization exists for minorities by .3 individuals.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

There is no minority or female representation, however, only one position exists in this job group.

JOB GROUP 45 - PROFESSIONALS

A very slight underutilization exists for minorities by .2 individuals, and for women by .3 individuals.

PERSONNEL ADMINISTRATION

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

No underutilization exists.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

No underutilization exists.

JOB GROUP 35 - PARAPROFESSIONALS (General)

No underutilization exists.

JOB GROUP 45 - PROFESSIONALS

A very slight underutilization exists for minorities, by .4 individuals.

FINANCE MANAGEMENT INFORMATION SYSTEMS

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

Underutilization exists for minorities, by 1.3 individuals.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

A very slight underutilization exists for minorities, by .4 individuals.

JOB GROUP 35 - PARAPROFESSIONALS (General)

No underutilization exists.

JOB GROUP 45 - PROFESSIONALS

A very slight underutilization exists for minorities by .3 individuals, and for women by .2 individuals.

JOB GROUP 65 - SKILLED CRAFT

A very slight underutilization exists for minorities by .1 individuals, and for women by .3 individuals, however, only one position exists in this job group.

JOB GROUP 75 - TECHNICIANS

Underutilization for women exists by 1.5 individuals.

PUBLIC AFFAIRS

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

A slight underutilization for minorities exists, by .8 individuals.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

A very slight underutilization for minorities exists by .1 individuals, however, only one position exists in this job group.

JOB GROUP 45 - PROFESSIONALS

A slight underutilization exists for minorities, by .8 individuals.

JOB GROUP 75 - TECHNICIANS

No underutilization exists.

REGIONAL FACILITIES

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

A very slight underutilization exists for minorities, by .5 individuals.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

There is no minority or female representation, however, only one position exists in this job group.

JOB GROUP 35 - PARAPROFESSIONALS (General)

A very slight underutilization for minorities exists by .2 individuals, however, only one position exists in this job group.

JOB GROUP 37 - PARAPROFESSIONALS (Supervisory)

A very slight underutilization exists for women by .6 individuals, however, only one position exists in this job group.

JOB GROUP 45 - PROFESSIONALS

A very slight underutilization exists for women but no goal is necessary because utilization is within 80% of availability.

JOB GROUP 55 - SERVICE/MAINTENANCE

There is no minority or female representation, however, only one position exists in this job group.

JOB GROUP 85 - PROTECTIVE SERVICE

There is no minority or female representation, however, only one position exists in this job group.

PLANNING AND DEVELOPMENT

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

No underutilization exists.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

A slight underutilization exists for minorities by .3 individuals, and for women by 1.2 individuals.

JOB GROUP 35 - PARAPROFESSIONALS (General)

A slight underutilization exists for women by 1.1 individuals.

JOB GROUP 45 - PROFESSIONALS

A very slight underutilization exists for minorities by .2 individuals. A significant underutilization exists for women by 7 individuals.

JOB GROUP 75 - TECHNICIANS

A very slight underutilization exists for minorities by .4 individuals.

SOLID WASTE

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

Underutilization exists for minorities by 1.5 individuals.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

A slight underutilization exists for women by .8 individuals.

JOB GROUP 35 - PARAPROFESSIONALS (General)

A very slight underutilization exists for minorities by .3 individuals.

JOB GROUP 37 - PARAPROFESSIONALS (supervisory)

A slight underutilization exists for minorities by .8 individuals.

JOB GROUP 45 - PROFESSIONALS

Underutilization exists for women by 3.6 individuals.

JOB GROUP 55 - SERVICE/MAINTENANCE

A very slight underutilization exists for minorities by .4 individuals.

METRO WASHINGTON PARK ZOO - FACILITY WIDE

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

Underutilization exists for minorities by 2.8 individuals.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

No underutilization exists.

JOB GROUP 35 - PARAPROFESSIONALS (General)

A slight underutilization exists for minorities by .6 individuals. Underutilization exists for women by 1.7 individuals.

JOB GROUP 36 - PARAPROFESSIONALS (Student-based research)

A very slight underutilization exists for minorities by .3 individuals, and for women by .3 individuals.

JOB GROUP 37 - PARAPROFESSIONALS (Supervisory)

A slight underutilization exists for minorities by .8 individuals. Underutilization exists for women by 1.8 individuals.

JOB GROUP 45 - PROFESSIONALS

A slight underutilization exists for minorities by .8 individuals.

JOB GROUP 55 - SERVICE/MAINTENANCE

Underutilization exists for minorities by 1.9 individuals. A slight underutilization exists for women but no goal is necessary because utilization is within 80% of availability.

JOB GROUP 65 - SKILLED CRAFT

A slight underutilization exists for minorities by .4 individuals, and a slight underutilization exists for women by .9 individuals.

JOB GROUP 75 - TECHNICIANS

Underutilization exists for minorities and women but no goal is necessary because utilization is within 80% of availability.

JOB GROUP 85 - PROTECTIVE SERVICE

A slight underutilization exists for minorities by .8 individuals, and underutilization exists for women by 1.7 individuals.

METRO WASHINGTON PARK ZOO - BY DEPARTMENT

ADMINISTRATION

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

A slight underutilization exists for minorities by .7 individuals.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

No underutilization exists.

JOB GROUP 37 - PARAPROFESSIONALS (Supervisory)

A very slight underutilization exists for minorities by .1 individuals, however, only one position exists in this job group.

JOB GROUP 45 - PROFESSIONALS

A very slight underutilization exists for minorities by .2 individuals.

JOB GROUP 85 - PROTECTIVE SERVICE

A slight underutilization exists for minorities by .8 individuals, and underutilization exists for women by 1.7 individuals.

ANIMAL MANAGEMENT

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

A slight underutilization exists for minorities by .4 individuals, and a slight underutilization exists for women but no goal is necessary because utilization is within 80% of availability.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

A very slight underutilization exists for minorities by .1 individuals, and a slight underutilization exists for women by .4 individuals.

JOB GROUP - PARAPROFESSIONALS (Student-based research)

A very slight underutilization exists for minorities by .2 individuals, and a slight underutilization exists for women by .7 individuals.

JOB GROUP 45 - PROFESSIONALS

A very slight underutilization exists for minorities by .3 individuals, and for women by .3 individuals.

JOB GROUP 75 - TECHNICIANS

Underutilization exists for minorities by 2.8 individuals. Underutilization exists for women but no goal is necessary because utilization is within 80% of availability.

FACILITIES MANAGEMENT

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

A very slight underutilization exists for minorities by .3 individuals.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

A very slight underutilization exists for minorities by .1 individuals, however, only one position exists in this job group.

JOB GROUP 37 - PARAPROFESSIONALS (Supervisory)

A very slight underutilization exists for minorities by .3 individuals. Underutilization exists for women by 1.3 individuals.

JOB GROUP 55 - SERVICE/MAINTENANCE

A very slight underutilization exists for minorities but no goal is necessary because utilization is within 80% of availability. Underutilization exists for women by 3.7 individuals.

JOB GROUP 65 - SKILLED CRAFT

A very slight underutilization exists for minorities by .4 individuals, and slight underutilization exists for women by .9 individuals.

EDUCATIONAL SERVICES

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

A slight underutilization exists for minorities by .7 individuals.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

There is no minority or female representation, however, only one position exists in this job group.

JOB GROUP 35 - PARAPROFESSIONALS (General)

A very slight underutilization exists for minorities by .3 individuals. Underutilization exists for women by 1.3 individuals.

JOB GROUP 37 - PARAPROFESSIONALS (Supervisory)

There is no minority or female representation, however, only one position exists in this job group.

JOB GROUP 45 - PROFESSIONALS

A very slight underutilization exists for minorities by .3 individuals.

JOB GROUP 75 - TECHNICIANS

A very slight underutilization exists for women by .3 individuals.

MARKETING

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

A very slight underutilization exists for minorities by .3 individuals. Underutilization exists for women by 1.4 individuals.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

A very slight underutilization exists for minorities by .1 individuals, however, only one position exists in this job group.

JOB GROUP 35 - PARAPROFESSIONALS (General)

A very slight underutilization exists for minorities by .3 individuals, and for women by .4 individuals.

JOB GROUP 45 - PROFESSIONALS

A very slight underutilization exists for minorities by .1 individuals, however, only one position exists in this job group.

VISITOR SERVICES

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

A slight underutilization exists for minorities by .5 individuals.

JOB GROUP 25 - OFFICIALS & ADMINISTRATORS

A very slight underutilization exists for minorities by .1 individuals, however, only one position exists in this job group.

JOB GROUP 37 - PARAPROFESSIONALS (Supervisory)

A very slight underutilization exists for minorities by .3 individuals, and for women by .3 individuals.

JOB GROUP 55 - SERVICE/MAINTENANCE

Underutilization exists for minorities by 1.7 individuals.

AGENCY-WIDE DEVELOPMENT OF ACTION-ORIENTED PLANS BY JOB GROUPS AND ORGANIZATIONAL UNITS

ANNUAL GOALS

Following approved procedures, Metro has adopted goals for the employment of minorities and women in those job groups where significant underutilization exists. These goals are reasonable and realistic, and are reviewed annually. Progress toward the achievement of these goals is reported to top management on a regular basis.

Metro encourages its employees, supervisors and managers to become involved in various community organizations, groups, and programs. To that end, the Personnel Department also participates in outreach recruitment activities with the following community organizations and groups:

- Northeast Workforce Center
- PCC Skills Center
- State Employment Division
- Northeast Employment & Training Center
- Urban League of Portland
- Albina Ministerial Alliance
- NE Coalition of Neighborhoods
- Youth Resource Center
- Project Independence
- Steps To Success
- Job Net
- Youth Employment & Empowerment Coalition
- Oregon Tradeswomen Network

ACTION-ORIENTED PLANS

JOB GROUP 15 - ADMINISTRATIVE SUPPORT

This job group consists of 92 employees which are within all departments. Underutilization exists agency-wide for minorities by 6.4 individuals.

The Department Head for each department in which there is a departmental underutilization of minorities will advise hiring managers and supervisors of the need, when a vacancy arises, to

pay particular attention to qualified minority candidates in an attempt to increase minority staff numbers in this category.

The Personnel Department will continue to encourage minority applicants to apply and will also participate in outreach recruitment efforts within the community and with minority organizations.

JOB GROUP 37 - PARAPROFESSIONALS (Supervisory)

This job group consists of 13 employees; 1 in Regional Facilities, 6 in Solid Waste, and 6 at the Zoo. Underutilization exists agency-wide for minorities by .6 individuals.

The Department Head or Manager in each area with an underutilization of minorities will advise hiring managers and supervisors of the need, when a vacancy arises, to pay particular attention to qualified minority candidates in an attempt to increase the minority staff numbers in this category.

The Personnel Department will continue outreach recruitment efforts within the community and with minority organizations. Personnel membership in the Tri-County Affirmative Action Association will continue.

JOB GROUP 45 - PROFESSIONALS

This job group consists of 115 employees which are within all departments. Underutilized exists agency-wide for minorities by .3 individuals, and for women by 5.2 individuals.

The Department Head for each department with a departmental underutilization of females will advise hiring managers and supervisors to pay particular attention to qualified female candidates in an attempt to increase female staff numbers in this category.

The Personnel Department will continue to conduct outreach efforts with area women's organizations and update the recruitment lists to include organizations specializing in the referral of qualified female applicants.

JOB CATEGORY 55 - SERVICE/MAINTENANCE

This job group consists of 46 employees; 1 in Regional Facilities, 10 in Solid Waste, and 35 at the Zoo. Underutilization exists agency-wide for minorities by 2.5 individuals.

The Department Head or Manager in each area with an underutilization of minorities will advise hiring managers and supervisors of the need, when a vacancy arises, to pay particular attention to qualified minority candidates in an attempt to increase the minority staff numbers in this category.

The Personnel Department will continue outreach recruitment efforts within the community and with minority organizations. Personnel membership in the Tri-County Affirmative Action Association will continue.

JOB GROUP 65 - SKILLED CRAFT

This job group consists of 4 employees; 1 in Finance Management and Information Systems, and 3 at the Zoo. Underutilization exists agency-wide for minorities by .5 individuals, and for women by 1.2 individuals.

Traditionally there has not been a large representation of minorities and women within the applicant pools for these types of positions, however, the Personnel Department will advise community minority groups and organizations and women's community and trades groups of the need for qualified minority and female applicants in this category.

Hiring managers and supervisors will be advised by their Department Heads of the need to pay particular attention to qualified minority and female applicants when vacancies arise.

JOB GROUP 85 - PROTECTIVE SERVICE

This job group consists of 6 employees; 1 in Regional Facilities, and 5 at the Zoo. Underutilization exists agency-wide for minorities by 1 individual, and for women by 2 individuals.

The Personnel Department will contact area women's organizations, community minority organizations and groups, and local law enforcement and security services and advise them of the need to recruit qualified minorities and women in these positions.

The Hiring managers will pay particular attention to qualified minority and female applicants as vacancies arise in these positions.

GOVERNMENTAL AFFAIRS COMMITTEE REPORT

RESOLUTION NO. 92-1715, ADOPTING THE REVISED AFFIRMATIVE ACTION POLICY AND PROGRAM

Date: December 18, 1992

Presented by: Councilor Collier

COMMITTEE RECOMMENDATION: At its December 17, 1992 meeting the Governmental Affairs Committee voted 5-0 to recommend Council adoption of Resolution No. 92-1715.

COMMITTEE DISCUSSION/ISSUES: Personnel Director Paula Paris presented the staff report. She said the existing Affirmative Action Plan doesn't meet federal requirements, and is being revised to conform with requirements. It will meet those requirements in the eight areas established by the federal government; she noted what those areas are.

Councilor Buchanan asked what the procedure is for appointing the Affirmative Action Officer. Ms. Paris said the Personnel Manager serves as the Affirmative Action Officer. Councilor Buchanan asked if she would assign affirmative action responsibilities to another staff person as the agency becomes more complex. Ms. Paris said that may occur, but would require an additional position and Metro does not need that yet.

Councilor Devlin asked why MERC was not included in this plan. Ms. Paris said MERC already has an affirmative action plan, which she wrote and which is very similar to the Metro plan in this resolution. Councilor Collier asked if the unions had reviewed this plan. Ms. Paris said they have not, because federal guidelines require the unions to be notified after adoption on the grounds that it is policy. Councilor Collier asked if the union contracts refer to the affirmative action plan. Ms. Paris said the contracts stipulate there will not be discrimination, but they do not refer to affirmative action.

Councilor Gronke asked if the goals in the plan were quotas. Ms. Paris said the goals are for internal guidance; only a court of law can establish quotas. Councilor Gronke asked how the plan anticipated implementing the goals. Ms. Paris discussed the section of the plan on implementation responsibilities, which include training, managerial responsibilities, and outreach.

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 92-1715 ADOPTING THE REVISED
AFFIRMATIVE ACTION POLICY AND PROGRAM.

Date: November 12, 1992

Presented by: Paula Paris

BACKGROUND: The last Affirmative Action Plan written for Metro was for FY 89-90. That plan and prior Affirmative Action Plans did not include applicable policy and program, tracking by established job groups, availability data, or utilization analyses as required by the OFCCP and federal Executive Order 11246.

We have developed and implemented, within Personnel, databases and spread sheets for accurate plan reporting by job group and organizational unit, availability data, and utilization analyses as required. This revised Affirmative Action policy and program for FY 92-93 includes policy information established by federal reporting requirements, and establishes appropriate goals for Metro based on accurately reported data. The Office of General Counsel has reviewed and approved the revised policy and program.

FISCAL IMPACT: None

ACTION RECOMMENDED: The Personnel Rules, Section 2.02.260(b), of the Code requires the Council to adopt an affirmative action policy and program which is set forth in a separate document. The revised Affirmative Action policy and program will replace the existing Metro Affirmative Action policy and program.

Additionally, the revised plan will replace Executive Order 41, Sexual Harassment, and Executive Order 46, Administration of the Equal Employment Opportunity/Affirmative Action (EEO/AA) Program.

The Personnel Manager will update the Affirmative Action statistical data each fiscal year to comply with reporting requirements and to ensure compliance with any new federal requirements or regulations.

Therefore, we request adoption of the revised Affirmative Action policy and program. The Executive Officer recommends adoption of Resolution No. 92-1715.