

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 189

Approving an Affirmative Action plan for the Metropolitan Exposition-Recreation Commission.


THE METROPOLITAN EXPOSITION-RECREATION COMMISSION FINDS:

1. That until January 1990 the Exposition-Recreation Commission was responsible for management of Spectator Facilities and was a part of the City of Portland.
2. That the E-R Commission utilized the Affirmative Action Plan of the City of Portland;
3. That the Regional Metro E-R Commission was formed in January 1988 and is responsible for management of the Oregon Convention Center;
4. That responsibility for management of Spectator Facilities was transferred to the Metropolitan Exposition-Recreation Commission effective January 1990;
5. That the Commission is an Equal Opportunity/Affirmative Action Employer and that a need for an affirmative action plan existed;
6. That the Metro E-R Commission together with the Commissions' Advisory Committee on the Development of Economic Opportunities recognizes the importance of the Commission adopting its own Affirmative Action Plan.


BE IT THEREFORE RESOLVED:

That the Metropolitan Exposition-Recreation Commission approves the adoption of an Affirmative Action Plan.

Passed by the Commission on this 8th day of July 1992.



Chairman



Secretary-Treasurer

Approved as to form:



Metro Senior Assistant Counsel

***AFFIRMATIVE ACTION
PLAN***

FOR THE

METRO

***EXPOSITION-RECREATION
COMMISSION***

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SECTION 1

COMMISSION DATA

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Plan Approved By the Commission: _____

As of 7/1/92

INTRODUCTION

It is the policy of the Metro E-R Commission 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 disability for which reasonable accommodation can be made.

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

"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 the Commission 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 the Commission 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 Commission 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 Commission.

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 the Commission:

(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 the Metro E-R Commission 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, or disability 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 the Commission 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 Commission facilities, 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 Commission facilities, departments, employees, employment agencies, subrecipients, contractors and subcontractors of the Commission.

(2) to initiate and maintain efforts to ensure equal employment opportunities to all applicants and employees.

(f) The Commission 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, or disability for which a reasonable accommodation can be made.

(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, or disability for which reasonable accommodation can be made, 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 the Commission 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 the Commission, may result in termination of the agreement or contract by the Commission or such remedy as the Commission 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 General Manager on matters pertaining to the program. The General Manager shall designate other staff adequate to administer the program as recommended and requested by the Personnel Manager.

Section 6. Affirmative Action Goals

(a) The Commission 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 Commission 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 processing and treatment of employees.

DISABLED VETERAN AND VETERANS OF THE VIETNAM ERA

POLICY STATEMENT

The Commission pledges that it is and has been the policy of the Commission to take affirmative action 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.

The Commission 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 take affirmative action 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.

The Commission 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, the Commission 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 the Commission.

The Commission 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 the Commission.

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 the Commission'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 the Commission'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, the Commission will implement the following strategy which will cover recruitment, selection, and work environment.

A. The Commission 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 the Commission's affirmative action plan and program, and will inform them that copies are available in Personnel for their review.

f. Directors 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 Personnel.

2. The Affirmative Action Plan will be included and discussed as part of new employee orientation by Personnel.

3. The Affirmative Action Plan will be discussed with all Directors.

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 to the General Manager 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 facilities 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 facility 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 the Commission.

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

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 interviewing and 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 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 Affirmative Action Officer. The complaint filing must include the following information:

(A) Complainant's name and protected class status (minority, female, disabled, or age);

(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 General Manager; and

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

3. An employee of a protected group who alleges that an act of discrimination has occurred may file a grievance under the procedure set forth in the Personnel Policies, Section 11; 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 EXPOSITION-RECREATION COMMISSION

DATE December 31, 1991

WORK FORCE BY JOB GROUP

GROUP NUMBER	JOB GROUP TITLE	TOTAL	TOTAL		MALES				FEMALES			
			MALES	FEMALES	BLACK	ASIA	N AM	HISP	BLACK	ASIA	N AM	HISP
11	Administrative Support	23	2	21	1	0	0	0	7	1	0	0
12	Administrative Support (PT)	72	25	47	5	0	0	0	9	3	0	1
21	Officials & Administrators	20	12	8	0	0	0	1	0	0	0	0
31	Paraprofessionals	30	15	15	1	0	1	0	2	1	0	1
32	Paraprofessionals (PT)	23	12	11	1	1	0	0	1	1	0	0
41	Professional	8	3	5	0	0	0	0	1	0	0	0
42	Professional (PT)	19	9	10	0	0	0	0	0	0	0	0
51	Service/Maintenance	43	36	7	15	0	1	1	4	0	1	0
52	Service/Maintenance (PT)	217	105	112	16	3	1	3	25	2	0	2
53	Service/Maintenance (PT)	49	31	18	3	2	1	1	5	1	1	0
61	Skilled Craft Workers	16	16	0	1	0	1	1	0	0	0	0
62	Skilled Craft Workers (PT)	7	7	0	1	0	0	0	0	0	0	0
63	Skilled Craft Workers (PT)	216	184	32	3	2	0	0	0	0	0	0
71	Technicians	3	3	0	0	0	0	0	0	0	0	0
72	Technicians (PT)	18	17	1	0	0	0	0	0	0	0	0
91	Protective Service	14	11	3	2	0	0	0	1	0	0	0
92	Protective Service (PT)	76	66	10	8	1	1	1	1	0	0	0
TOTALS		654	554	300	57	9	6	8	56	9	2	4

METROPOLITAN EXPOSITION-RECREATION COMMISSION

AVAILABILITY ANALYSIS

Job Group: 11 ADMINISTRATIVE SUPPORT

Plan Year: January 1, 1992 - December 31, 1992

Factor	Statistics		X Value = Weight	Weighted Factor			Reason for Value Weight
	Female	Minority		Female	Minority	Source of Statistics	
1A Minority population in labor area or recruitment area	XXXXXX	11.2%	0.0%	XXXXXX	0.0%	1990 Census Portland PMSA	Not indicative of those qualified
1B Females seeking employment in labor or recruitment area	37.3%	XXXXXX	0.0%	0.0%	XXXXXX	1990 Census Portland SMSA	Not indicative of those qualified
2 Unemp. force of females/minor. among unemp. in labor area	37.0%	10.2%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
3 Work force in immediate labor area	43.2%	7.3%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
4 Requisite skills in immediate labor area	94.0%	5.1%	15.0%	14.1%	0.0%	1980 Census Portland SMSA	Source of external qualified candidates
5 Requisite skills in reasonable recruitment area	94.0%	5.1%	15.0%	14.1%	0.0%	1980 Census Portland SMSA	Source of external qualified candidates
6 Promotable or transferable within the organization	55.0%	24.2%	35.0%	19.3%	8.5%	Work Force Job Groups 12, 52	Internal activity
7 Institutions providing training in requisite skills	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
8 Degree of training contractor may undertake	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
9 External Applicant Flow Data	92.7%	29.4%	20.0%	18.5%	5.9%	External Applicant Flow Data	External applicants
10 Internal Applicant Flow Data	85.7%	33.3%	15.0%	12.9%	5.0%	Internal Applicant Flow Data	Internal applicants
Value Weight Total			100.0%				
	Total Availability			78.9%	21.0%		

METROPOLITAN EXPOSITION-RECREATION COMMISSION

AVAILABILITY ANALYSIS

Job Group: 21 OFFICIALS & ADMINISTRATORS

Plan Year: January 1, 1992 - December 31, 1992

Factor	Statistics		X Value = Weight	Weighted Factor		Source of Statistics	Reason for Value Weight
	Female	Minority		Female	Minority		
1A Minority population in labor area or recruitment area	XXXXXX	11.2%	0.0%	XXXXXX	0.0%	1990 Census Portland PMSA	Not indicative of those qualified
1B Females seeking employment in labor or recruitment area	37.3%	XXXXXX	0.0%	0.0%	XXXXXX	1990 Census Portland SMSA	Not indicative of those qualified
2 Unemp. force of females/minor. among unemp. in labor area	37.0%	10.2%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
3 Work force in immediate labor area	43.2%	7.3%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
4 Requisite skills in immediate labor area	26.2%	4.8%	2.5%	0.7%	0.1%	1980 Census Portland SMSA	Source of external qualified candidates
5 Requisite skills in reasonable recruitment area	24.4%	6.7%	30.0%	7.3%	2.0%	1980 Census United States	Source of external qualified candidates
6 Promotable or transferable within the organization	37.0%	18.5%	55.0%	20.4%	10.2%	Work Force Job Groups 31,41,61	Source of incumbents
7 Institutions providing training in requisite skills	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
8 Degree of training contractor may undertake	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
9 External Applicant Flow Data	0.0%	0.0%	0.0%	0.0%	0.0%	External Applicant Flow Data	No external applicants
10 Internal Applicant Flow Data	50.0%	50.0%	5.0%	2.5%	2.5%	Internal Applicant Flow Data	Internal applicants
11 Requisite skills in additional recruitment area	28.0%	3.9%	2.5%	0.7%	0.1%	1980 Census Oregon	Source of external qualified candidates
12 Requisite skills in additional recruitment area	26.5%	10.3%	5.0%	1.3%	0.5%	1980 Census OR, WA, CA, ID, NV, AZ	Source of external qualified candidates
Value Weight Total			100.0%				
			Total Availability	32.9%	15.4%		

METROPOLITAN EXPOSITION-RECREATION
COMMISSION

AVAILABILITY ANALYSIS

Job Group: 31 PARAPROFESSIONALS

Plan Year: January 1, 1992 - December 31, 1992

Factor	Statistics		X Value = Weight	Weighted Factor			Reason for Value Weight
	Female	Minority		Female	Minority	Source of Statistics	
1A Minority population in labor area or recruitment area	XXXXXX	11.2%	0.0%	XXXXXX	0.0%	1990 Census Portland PMSA	Not indicative of those qualified
1B Females seeking employment in labor or recruitment area	37.3%	XXXXXX	0.0%	0.0%	XXXXXX	1990 Census Portland SMSA	Not indicative of those qualified
2 Unemp. force of females/minor. among unemp. in labor area	37.0%	10.2%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
3 Work force in immediate labor area	43.2%	7.3%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
4 Requisite skills in immediate labor area	54.0%	5.6%	27.0%	14.6%	1.5%	1980 Census Portland SMSA	Source of external qualified candidates
5 Requisite skills in reasonable recruitment area	50.0%	22.2%	3.0%	1.5%	0.7%	1980 Census OR, WA, CA, ID, NV, AZ	Source of external qualified candidates
6 Promotable or transferable within the organization	60.0%	24.3%	35.0%	21.3%	0.5%	Work Force Job Groups 12, 31	Internal activity
Institutions providing training in requisite skills	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
8 Degree of training contractor may undertake	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
9 External Applicant Flow Data	66.8%	13.7%	20.0%	13.4%	2.7%	External Applicant Flow Data	External applicants
10 Internal Applicant Flow Data	69.2%	15.4%	15.0%	10.4%	2.3%	Internal Applicant Flow Data	Internal applicants
Value Weight Total			100.0%				
Total Availability				61.2%	15.7%		

METROPOLITAN EXPOSITION-RECREATION AVAILABILITY ANALYSIS
COMMISSION

Job Group: 32 PARAPROFESSIONALS (PT)

Plan Year: January 1, 1992 - December 31, 1992

Factor	Statistics		X Value = Weight	Weighted Factor			Reason for Value Weight
	Female Minority			Female Minority	Source of Statistics		
1A Minority population in labor area or recruitment area	XXXXXX	11.2%	0.0%	XXXXXX	0.0%	1990 Census Portland PMSA	Not indicative of those qualified
1B Females seeking employment in labor or recruitment area	37.3%	XXXXXX	0.0%	0.0%	XXXXXX	1990 Census Portland SMSA	Not indicative of those qualified
2 Unemp. force of females/minor. among unemp. in labor area	37.0%	10.2%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
3 Work force in immediate labor area	43.2%	7.3%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
4 Requisite skills in immediate labor area	25.1%	7.5%	19.0%	4.8%	1.4%	1980 Census Portland SMSA	Source of external qualified candidates
5 Requisite skills in reasonable recruitment area	28.0%	20.5%	1.0%	0.3%	0.2%	1980 Census OR, WA, CA, ID, NV, AZ	Source of external qualified candidates
6 Promotable or transferable within the organization	65.3%	25.0%	70.0%	45.7%	17.5%	Work Force Job Groups 12	Internal activity
7 Institutions providing training in requisite skills	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
8 Degree of training contractor may undertake	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
9 External Applicant Flow Data	0.0%	0.0%	0.0%	0.0%	0.0%	External Applicant Flow Data	No external applicants
10 Internal Applicant Flow Data	83.3%	8.3%	10.0%	8.3%	0.8%	Internal Applicant Flow Data	Internal applicants
Value Weight Total			100.0%				
Total Availability				59.1%	19.9%		

METROPOLITAN EXPOSITION-RECREATION
COMMISSION

AVAILABILITY ANALYSIS

Job Group: 41 PROFESSIONALS

Plan Year: January 1, 1992 - December 31, 1992

Factor	Statistics		X Value = Weight	Weighted Factor			Reason for Value	Weight
	Female	Minority		Female	Minority	Source of Statistics		
1A Minority population in labor area or recruitment area	XXXXXX	11.2%	0.0%	XXXXXX	0.0%	1990 Census Portland SMSA	Not indicative of those qualified	
1B Females seeking employment in labor or recruitment area	37.3%	XXXXXX	0.0%	0.0%	XXXXXX	1990 Census Portland SMSA	Not indicative of those qualified	
2 Unemp. force of females/minor. among unemp. in labor area	37.0%	10.2%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified	
3 Work force in immediate labor area	43.2%	7.3%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified	
4 Requisite skills in immediate labor area	43.4%	5.5%	23.0%	10.0%	1.3%	1980 Census Portland SMSA	Source of external qualified candidates	
5 Requisite skills in reasonable recruitment area	43.4%	5.5%	23.0%	10.0%	1.3%	1980 Census Portland SMSA	Source of external qualified candidates	
6 Promotable or transferable within the organization	62.5%	12.5%	40.0%	25.0%	5.0%	Work Force Job Groups 41	Internal activity	
7 Institutions providing training in requisite skills	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available	
8 Degree of training contractor may undertake	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available	
9 External Applicant Flow Data	72.7%	36.4%	4.0%	2.9%	1.5%	External Applicant Flow Data	External applicants	
10 Internal Applicant Flow Data	33.3%	33.3%	10.0%	3.3%	3.3%	Internal Applicant Flow Data	Internal applicants	
Value Weight Total			100.0%					
			Total Availability	51.2%	12.4%			

METROPOLITAN EXPOSITION-RECREATION
COMMISSION

AVAILABILITY ANALYSIS

Job Group: 42 PROFESSIONALS (PT)

Plan Year: January 1, 1992 - December 31, 1992

Factor	Statistics		X Value = Weight	Weighted Factor			Reason for Value Weight
	Female	Minority		Female	Minority	Source of Statistics	
1A Minority population in labor area or recruitment area	XXXXXX	11.2%	0.0%	XXXXXX	0.0%	1990 Census Portland PMSA	Not indicative of those qualified
1B Females seeking employment in labor or recruitment area	37.3%	XXXXXX	0.0%	0.0%	XXXXXX	1990 Census Portland SMSA	Not indicative of those qualified
2 Unemp. force of females/minor. among unemp. in labor area	37.0%	10.2%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
3 Work force in immediate labor area	43.2%	7.3%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
4 Requisite skills in immediate labor area	48.0%	8.0%	45.0%	21.6%	3.6%	1980 Census Portland SMSA	Source of external qualified candidates
5 Requisite skills in reasonable recruitment area	46.0%	8.0%	45.0%	21.6%	3.6%	1980 Census Portland SMSA	Source of external qualified candidates
6 Promotable or transferable within the organization	0.0%	0.0%	0.0%	0.0%	0.0%	No Identified feeder group	No internal activity
7 Institutions providing training in requisite skills	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
8 Degree of training contractor may undertake	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
9 External Applicant Flow Data	50.0%	7.1%	10.0%	5.0%	0.7%	External Applicant Flow Data	External applicants
10 Internal Applicant Flow Data	0.0%	0.0%	0.0%	0.0%	0.0%	Internal Applicant Flow Data	No internal applicants
Value Weight Total			100.0%				
Total Availability				48.2%	7.9%		

METROPOLITAN EXPOSITION-RECREATION
COMMISSION

AVAILABILITY ANALYSIS

Job Group: 51 SERVICE/MAINTENANCE

Plan Year: January 1, 1992 - December 31, 1992

Factor	Statistics		X Value = Weight	Weighted Factor			Reason for Value Weight
	Female	Minority		Female	Minority	Source of Statistics	
1A Minority population in labor area or recruitment area	XXXXXX	11.2%	0.0%	XXXXXX	0.0%	1990 Census Portland PMSA	Not indicative of those qualified
1B Females seeking employment in labor or recruitment area	37.3%	XXXXXX	0.0%	0.0%	XXXXXX	1990 Census Portland SMSA	Not indicative of those qualified
2 Unemp. force of females/minor. among unemp. in labor area	37.0%	10.2%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
3 Work force in immediate labor area	43.2%	7.3%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
4 Requisite skills in immediate labor area	11.8%	9.4%	6.0%	0.7%	0.6%	1980 Census Portland SMSA	Source of external qualified candidates
5 Requisite skills in reasonable recruitment area	11.8%	9.4%	6.0%	0.7%	0.6%	1980 Census Portland SMSA	Source of external qualified candidates
6 Promotable or transferable within the organization	36.7%	28.6%	68.0%	25.0%	19.4%	Work Force Job Groups 53	Internal activity
Institutions providing training in requisite skills	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
8 Degree of training contractor may undertake	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
9 External Applicant Flow Data	11.0%	51.5%	10.0%	1.1%	5.2%	External Applicant Flow Data	External applicants
10 Internal Applicant Flow Data	47.6%	71.4%	10.0%	4.8%	7.1%	Internal Applicant Flow Data	Internal applicants
Value Weight Total			100.0%				
Total Availability				32.3%	32.9%		

METROPOLITAN EXPOSITION-RECREATION
COMMISSION

AVAILABILITY ANALYSIS

Job Group: 52 SERVICE/MAINTENANCE

Plan Year: January 1, 1992 - December 31, 1992

Factor	Statistics		X Value = Weight	Weighted Factor			Reason for Value Weight
	Female	Minority		Female	Minority	Source of Statistics	
1A Minority population in labor area or recruitment area	XXXXXX	11.2%	2.5%	XXXXXX	0.3%	1990 Census Portland PMSA	Source of possibly qualified candidates
1B Females seeking employment in labor or recruitment area	37.3%	XXXXXX	2.5%	0.9%	XXXXXX	1990 Census Portland SMSA	Source of possibly qualified candidates
2 Unemp. force of females/minor. among unemp. in labor area	37.0%	10.2%	2.5%	0.9%	0.3%	1984 LMI Portland SMSA	Source of possibly qualified candidates
3 Work force in immediate labor area	43.2%	7.3%	2.5%	1.1%	0.2%	1984 LMI Portland SMSA	Source of possibly qualified candidates
4 Requisite skills in immediate labor area	37.2%	5.3%	30.0%	11.2%	1.6%	1980 Census Portland SMSA	Source of external qualified candidates
5 Requisite skills in reasonable recruitment area	37.2%	5.3%	30.0%	11.2%	1.6%	1980 Census Portland SMSA	Source of external qualified candidates
6 Promotable or transferable within the organization	0.0%	0.0%	0.0%	0.0%	0.0%	No Identified feeder group	No internal activity
7 Institutions providing training in requisite skills	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
8 Degree of training contractor may undertake	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
9 External Applicant Flow Data	44.5%	35.9%	30.0%	13.4%	10.8%	External Applicant Flow Data	External applicants
10 Internal Applicant Flow Data	0.0%	0.0%	0.0%	0.0%	0.0%	Internal Applicant Flow Data	No internal applicants
Value Weight Total			100.0%				
			Total Availability	38.7%	14.8%		

METROPOLITAN EXPOSITION-RECREATION
COMMISSION

AVAILABILITY ANALYSIS

Job Group: 53 SERVICE/MAINTENANCE

Plan Year: January 1, 1992 - December 31, 1992

Factor	Statistics		X Value = Weight	Weighted Factor		Source of Statistics	Reason for Value Weight
	Female	Minority		Female	Minority		
1A Minority population in labor area or recruitment area	XXXXXX	11.2%	0.0%	XXXXXX	0.0%	1990 Census Portland PMSA	Not indicative of those qualified
1B Females seeking employment in labor or recruitment area	37.3%	XXXXXX	0.0%	0.0%	XXXXXX	1990 Census Portland SMSA	Not indicative of those qualified
2 Unemp. force of females/minor. among unemp. in labor area	37.0%	10.2%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
3 Work force in immediate labor area	43.2%	7.3%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
4 Requisite skills in immediate labor area	22.6%	13.1%	35.0%	7.9%	4.6%	1980 Census Portland SMSA	Source of external qualified candidates
5 Requisite skills in reasonable recruitment area	22.6%	13.1%	35.0%	7.9%	4.6%	1980 Census Portland SMSA	Source of external qualified candidates
6 Promotable or transferable within the organization	0.0%	0.0%	0.0%	0.0%	0.0%	No Identified feeder group	No internal activity
7 Institutions providing training in requisite skills	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
8 Degree of training contractor may undertake	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
9 External Applicant Flow Data	21.4%	63.0%	30.0%	6.4%	18.9%	External Applicant Flow Data	External applicants
10 Internal Applicant Flow Data	0.0%	0.0%	0.0%	0.0%	0.0%	Internal Applicant Flow Data	No internal applicants
Value Weight Total			100.0%				
	Total Availability			22.2%	28.1%		

METROPOLITAN EXPOSITION-RECREATION COMMISSION
 AVAILABILITY ANALYSIS

Job Group: 61 SKILLED CRAFT WORKERS

Plan Year: January 1, 1992 - December 31, 1992

Factor	Statistics		X Value = Weight	Weighted Factor			Reason for Value Weight
	Female	Minority		Female	Minority	Source of Statistics	
1A Minority population in labor area or recruitment area	XXXXXX	11.2%	0.0%	XXXXXX	0.0%	1990 Census Portland PMSA	Not indicative of those qualified
1B Females seeking employment in labor or recruitment area	37.3%	XXXXXX	0.0%	0.0%	XXXXXX	1990 Census Portland SMSA	Not indicative of those qualified
2 Unemp. force of females/minor. among unemp. in labor area	37.0%	10.2%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
3 Work force in immediate labor area	43.2%	7.3%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
4 Requisite skills in immediate labor area	3.0%	5.6%	44.5%	1.3%	2.5%	1980 Census Portland SMSA	Source of external qualified candidates
5 Requisite skills in reasonable recruitment area	3.0%	5.6%	44.5%	1.3%	2.5%	1980 Census Portland SMSA	Source of external qualified candidates
6 Promotable or transferable within the organization	0.0%	0.0%	0.0%	0.0%	0.0%	No Identified feeder group	No internal activity
7 Institutions providing training in requisite skills	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
8 Degree of training contractor may undertake	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
9 External Applicant Flow Data	2.4%	19.0%	10.0%	0.2%	1.9%	External Applicant Flow Data	External applicants
10 Internal Applicant Flow Data	0.0%	50.0%	1.0%	0.0%	0.5%	Internal Applicant Flow Data	Internal applicants
Value Weight Total			100.0%				
Total Availability				2.8%	7.4%		

METROPOLITAN EXPOSITION-RECREATION
COMMISSION

Job Group: 71 TECHNICIANS

AVAILABILITY ANALYSIS

Plan Years: January 1, 1992 - December 31, 1992

Factor	Statistics		X Value = Weight	Weighted Factor			Reason for Value
	Female	Minority		Female	Minority	Source of Statistics	
1A Minority population in labor area or recruitment area	XXXXXX	11.2%	0.0%	XXXXXX	0.0%	1990 Census Portland PMSA	Not indicative of those qualified
1B Females seeking employment in labor or recruitment area	37.3%	XXXXXX	0.0%	0.0%	XXXXXX	1990 Census Portland SMSA	Not indicative of those qualified
2 Unemp. force of females/minor. among unemp. in labor area	37.0%	10.2%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
3 Work force in immediate labor area	43.2%	7.3%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
4 Requisite skills in immediate labor area	14.9%	8.2%	50.0%	7.5%	4.1%	1980 Census Portland SMSA	Source of external qualified candidates
5 Requisite skills in reasonable recruitment area	14.9%	8.2%	50.0%	7.5%	4.1%	1980 Census Portland SMSA	Source of external qualified candidates
6 Promotable or transferable within the organization	0.0%	0.0%	0.0%	0.0%	0.0%	No Identified feeder group	No internal activity
7 Institutions providing training in requisite skills	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
8 Degree of training contractor may undertake	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
9 External Applicant Flow Data	0.0%	0.0%	0.0%	0.0%	0.0%	External Applicant Flow Data	No external applicants
10 Internal Applicant Flow Data	0.0%	0.0%	0.0%	0.0%	0.0%	Internal Applicant Flow Data	No internal applicants
Value Weight Total			100.0%				
Total Availability				15.0%	8.2%		

METROPOLITAN EXPOSITION-RECREATION COMMISSION
 AVAILABILITY ANALYSIS
 Job Group: 72 TECHNICIANS (PT)

Plan Year: January 1, 1992 - December 31, 1992

Factor	Statistics		X Value = Weight	Weighted Factor		
	Female	Minority		Female	Minority	Source of Statistics Reason for Value Weight
1A Minority population in labor area or recruitment area	XXXXXX	11.2%	0.0%	XXXXXX	0.0%	1990 Census Portland PMSA Not indicative of those qualified
1B Females seeking employment in labor or recruitment area	37.3%	XXXXXX	0.0%	0.0%	XXXXXX	1990 Census Portland SMSA Not indicative of those qualified
2 Unemp. force of females/minor. among unemp. in labor area	37.0%	10.2%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA Not indicative of those qualified
3 Work force in immediate labor area	43.2%	7.3%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA Not indicative of those qualified
4 Requisite skills in immediate labor area	25.4%	6.5%	45.0%	11.4%	2.9%	1980 Census Portland SMSA Source of external qualified candidates
5 Requisite skills in reasonable recruitment area	25.4%	6.5%	45.0%	11.4%	2.9%	1980 Census Portland SMSA Source of external qualified candidates
6 Promotable or transferable within the organization	0.0%	0.0%	0.0%	0.0%	0.0%	No Identified feeder group No internal activity
7 Institutions providing training in requisite skills	0.0%	0.0%	0.0%	0.0%	0.0%	No statistical data available
8 Degree of training contractor may undertake	0.0%	0.0%	0.0%	0.0%	0.0%	No statistical data available
9 External Applicant Flow Data	26.9%	19.2%	10.0%	2.7%	1.9%	External Applicant Flow Data External applicants
10 Internal Applicant Flow Data	0.0%	0.0%	0.0%	0.0%	0.0%	Internal Applicant Flow Data No internal applicants
Value Weight Total			100.0%			
	Total Availability			25.5%	7.7%	

METROPOLITAN EXPOSITION-RECREATION AVAILABILITY ANALYSIS
COMMISSION

Job Group: 91 PROTECTIVE SERVICE

Plan Year: January 1, 1992 - December 31, 1992

Factor	Statistics		X Value = Weight	Weighted Factor		Source of Statistics	Reason for Value Weight
	Female	Minority		Female	Minority		
1A Minority population in labor area or recruitment area	XXXXXX	11.2%	0.0%	XXXXXX	0.0%	1990 Census Portland SMSA	Not indicative of those qualified
1B Females seeking employment in labor or recruitment area	37.3%	XXXXXX	0.0%	0.0%	XXXXXX	1990 Census Portland SMSA	Not indicative of those qualified
2 Unemp. force of females/minor. among unemp. in labor area	37.0%	10.2%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
3 Work force in immediate labor area	43.2%	7.3%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA	Not indicative of those qualified
4 Requisite skills in immediate labor area	17.7%	6.6%	39.5%	7.0%	2.6%	1980 Census Portland SMSA	Source of external qualified candidates
5 Requisite skills in reasonable recruitment area	17.7%	6.6%	39.5%	7.0%	2.6%	1980 Census Portland SMSA	Source of external qualified candidates
6 Promotable or transferable within the organization	0.0%	0.0%	0.0%	0.0%	0.0%	No Identified feeder group	No internal activity
Institutions providing training in requisite skills	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
8 Degree of training contractor may undertake	0.0%	0.0%	0.0%	0.0%	0.0%		No statistical data available
9 External Applicant Flow Data	8.7%	25.5%	20.0%	1.7%	5.1%	External Applicant Flow Data	External applicants
10 Internal Applicant Flow Data	0.0%	0.0%	1.0%	0.0%	0.0%	Internal Applicant Flow Data	Internal applicants
Value Weight Total			100.0%				
Total Availability				15.7%	10.3%		

METROPOLITAN EXPOSITION-RECREATION
COMMISSION

AVAILABILITY ANALYSIS

Job Group: 92 PROTECTIVE SERVICE

Plan Year: January 1, 1992 - December 31, 1992

Factor	Statistics		X Value = Weight	Weighted Factor		
	Female	Minority		Female	Minority	Source of Statistics Reason for Value Weight
1A Minority population in labor area or recruitment area	XXXXXX	11.2%	0.0%	XXXXXX	0.0%	1990 Census Portland PMSA Not indicative of those qualified
1B Females seeking employment in labor or recruitment area	37.3%	XXXXXX	0.0%	0.0%	XXXXXX	1990 Census Portland SMSA Not indicative of those qualified
2 Unemp. force of females/minor. among unemp. in labor area	37.0%	10.2%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA Not indicative of those qualified
3 Work force in immediate labor area	43.2%	7.3%	0.0%	0.0%	0.0%	1984 LMI Portland SMSA Not indicative of those qualified
4 Requisite skills in immediate labor area	17.7%	6.6%	50.0%	8.9%	3.3%	1980 Census Portland SMSA Source of external qualified candidates
5 Requisite skills in reasonable recruitment area	17.7%	6.6%	50.0%	8.9%	3.3%	1980 Census Portland SMSA Source of external qualified candidates
6 Promotable or transferable within the organization	0.0%	0.0%	0.0%	0.0%	0.0%	No Identified feeder group No internal activity
7 Institutions providing training in requisite skills	0.0%	0.0%	0.0%	0.0%	0.0%	No statistical data available
8 Degree of training contractor may undertake	0.0%	0.0%	0.0%	0.0%	0.0%	No statistical data available
9 External Applicant Flow Data	0.0%	0.0%	0.0%	0.0%	0.0%	External Applicant Flow Data No external applicants
10 Internal Applicant Flow Data	0.0%	0.0%	0.0%	0.0%	0.0%	Internal Applicant Flow Data No internal applicants
Value Weight Total			100.0%			
Total Availability				17.8%	6.6%	

METROPOLITAN EXPOSITION-RECREATION COMMISSION ANALYSIS OF JOB GROUPS AND GOALS

JOB GROUP NUMBER	JOB GROUP TITLE	TOTAL EMPLOYEES	MALE	FEMALE	% MINORITIES			TOTAL	\$	PROTECTED CLASSES	% AVAILABILITY UTILIZED?	UNDER-UTILIZED?	SIGNIFICANTLY UNDERUTILIZED	NUMERIC UNDERUTILIZATION	GOALS
					FEMALE	MALE	FEMALE								
63	Skilled Craft Workers (PT)	216	184	32	14.8	5	0	5	2.3	Min Fee	5.6 3.5	Yes No	Yes No	7.1	5.6%
71	Technicians	3	3	0	0.0	0	0	0	0.0	Min Fee	0.2 15.0	Yes Yes	Yes Yes	0.2 0.5	0.2% 15.0%
72	Technicians (PT)	18	17	1	5.6	0	0	0	0.0	Min Fee	7.7 25.5	Yes Yes	Yes Yes	1.4 3.6	7.7% 25.5%
51	Protective Service	14	11	3	21.4	2	1	3	21.4	Min Fee	10.3 15.7	No No	No No		
92	Protective Service (PT)	76	66	10	13.2	11	1	12	15.8	Min Fee	6.6 17.6	No Yes	No Yes	3.5	17.8%

80% Rule Calc
80% Rule Calc
Std Dev
1 = (60
0 = 1-60

41.071425
422.857143

0.000000
0.000000

0.000000
21.960704

207.766990
136.305732

259.392939
74.157383

* No goal is necessary because utilization is within 80% of availability.

METROPOLITAN EXPOSITION-RECREATION COMMISSION

ANALYSIS OF JOB GROUPS AND GOALS - CONTINUED

JOB GROUP NUMBER	JOB GROUP TITLE	TOTAL EMPLOYEES	MALE	FEMALE	%	MINORITIES			%	PROTECTED CLASSES	%	UNDER-UTILIZED?
						MALE	FEMALE	TOTAL				
42	Professionals (PT)	19	9	10	52.6	0	0	0	0.0	Min Fem	7.9 46.2	Yes No
51	Service/Maintenance	43	36	7	16.3	17	5	22	51.2	Min Fem	32.9 32.3	No Yes
52	Service/Maintenance (PT)	217	185	112	51.6	23	29	52	24.0	Min Fem	14.8 26.7	No No
53	Service/Maintenance (PT)	49	31	18	36.7	7	7	14	28.6	Min Fem	20.1 22.2	No No
61	Skilled Craft Workers	16	16	0	0.0	3	0	3	18.8	Min Fem	7.4 2.8	No Yes
62	Skilled Craft Workers (PT)	7	7	0	0.0	1	0	1	14.3	Min Fem	3.8 0.6	No Yes

* No goal is necessary because utilization is within 88% of availability.

SIGNIFICANTLY UNDERUTILIZED	NUMERIC UNDERUTILIZATION	GOALS	88% Rule Calc
Yes No	1.5	7.9%	0.000000 189.128631
No Yes	6.9	32.3%	155.623100 56.464396
No No			162.162162 133.333333
No No			181.779359 165.315315
No Yes	0.4	2.8%	254.054054 0.000000
No Yes	0.1	0.6%	376.315789 0.000000

METROPOLITAN EXPOSITION-RECREATION COMMISSION

ANALYSIS OF JOB GROUPS AND GOALS

JOB GROUP NUMBER	JOB GROUP TITLE	TOTAL EMPLOYEES	SEX		% MINORITIES		TOTAL	%	PROTECTED CLASSES	% AVAILABILITY UTILIZED?	UNDER-UTILIZED?	SIGNIFICANTLY UNDERUTILIZED	NUMERIC UNDERUTILIZATION	GOALS	80% Rule Calc	
			MALE	FEMALE	MALE	FEMALE										
11	Administrative Support	23	2	21	91.3	1	8	9	35.1	Min Fee	21.8 78.9	No No			166.198476 115.716896	
12	Administrative Support (PT)	72	25	47	65.3	5	13	18	25.0	Min Fee	21.6 77.7	No Yes	*	8.9	77.7%	115.748741 84.041184
21	Officials & Administrators	28	12	8	48.0	1	0	1	5.0	Min Fee	15.4 32.9	Yes No	Yes No	2.1	15.4%	32.467532 121.588547
31	Paraprofessionals	30	15	15	50.0	2	4	6	20.0	Min Fee	15.7 61.2	No Yes	No *	3.4	61.2%	127.388535 81.695346
32	Paraprofessionals (PT)	23	12	11	47.8	2	2	4	17.4	Min Fee	15.9 55.1	Yes Yes	* *	8.6 2.6	19.9% 55.1%	87.437186 60.879665
41	Professionals	8	3	5	62.5	0	1	1	12.5	Min Fee	12.4 51.2	No No	No No			144.688452 122.078313

* No goal is necessary because utilization is within 80% of availability.

IDENTIFICATION OF PROBLEM AREAS BY JOB GROUPS

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

CATEGORY 12 - ADMINISTRATIVE SUPPORT

This job category is underutilized for women but no goal is necessary because utilization is within 80% of availability.

CATEGORY 21 - OFFICIALS & ADMINISTRATORS

This category is underutilized for minorities by 2.1 individuals.

CATEGORY 31 - PARAPROFESSIONALS (SUPERVISORS)

This category is underutilized for women but no goal is necessary because utilization is within 80% of availability.

CATEGORY 32 - PARAPROFESSIONALS (PART-TIME)

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

CATEGORY 42 - PROFESSIONALS

Slight underutilization exists for minorities, by 1.5 individuals.

CATEGORY 51 - SERVICE/MAINTENANCE

A significant underutilization exists for women, by 6.9 individuals.

CATEGORY 61 - SKILLED CRAFT WORKERS

Very slight underutilization exists for women, by 0.4.

CATEGORY 62 - SKILLED CRAFT WORKERS (PART-TIME)

Very slight underutilization exists for women, by 0.1.

CATEGORY 63 - SKILLED CRAFT WORKERS (PART-TIME STAGEHANDS)

Significant underutilization exists in this category for minorities by 7.1 individuals. The stagehands are actually hired by the Union through the hiring hall then become Commission employees.

CATEGORY 71 - TECHNICIANS

This is very slight underutilization in this category for both minorities (0.2) and women (0.5).

CATEGORY 72 - TECHNICIANS (PART-TIME)

Underutilization exists in this category for both minorities by 1.4 and women by 3.6 individuals.

CATEGORY 92 - PROTECTIVE SERVICE (PART-TIME)

This category is underutilized for women by 3.5 individuals.

IDENTIFICATION OF PROBLEMS AREAS BY ORGANIZATIONAL UNITS

The Commission is divided into seven organizational units; Administrative Services, Finance and Administration, Ticket Services, Portland Center for the Performing Arts, Coliseum/Stadium, Special Services, and the Oregon Convention Center. Therefore, the identification of problem areas addresses those seven units.

ADMINISTRATIVE SERVICES

This organizational unit is comprised of the General Manager, the Assistant to the General Manager, and supporting clerical staff.

There were no problem areas identified for this unit. There is no minority representation in officials and administrators positions, however, these currently total only two positions.

FINANCE AND ADMINISTRATION

This organizational unit is comprised of accounting, purchasing, and systems administration.

There were no problem areas identified for this organizational unit. There is one minority employee out of the four current officials and administrators positions.

TICKET SERVICES

This unit is comprised of the PCPA Box Office staff, OCC/Coliseum/Stadium Box Office staff and the phone room.

There were no problem areas identified for this organizational unit. There is no minority representation in officials and administrators positions, however, these currently total only three positions.

PORTLAND CENTER FOR THE PERFORMING ARTS

This unit is comprised of Event Services, Sales and Marketing, Technical Services, and clerical support.

The identified problem area for this organizational unit is there

is a less than desired representation of minorities in part-time skilled craft worker/stagehand positions. The Stagehands are hired by the Union from the union hiring hall, and while working for us they are our employees.

To address this problem area, the Commission will advise the Union of this identified problem area and remind the Union of its joint obligation under the collective bargaining contract to hire individuals without regard to their race, color, religion, national origin, sex, age, marital status Vietnam era or Disabled Veteran status, or disability for which reasonable accommodation can be made.

The Personnel Department will continue its membership in the Tri-County Affirmative Action Association and will attend meetings to gain additional ideas on the recruitment and utilization of minorities and females.

COLISEUM/STADIUM

This unit consists of Event Services, Sales and Marketing, and Operations, which includes the PCPA.

The identified problem area for this organizational unit is a less than desired number of women in service/maintenance positions. The Commission recognizes that there is a high representation of minority employees in the service/maintenance positions at the OCC, however, this is due to the first opportunity target area as provided under House Bill 3075, and Commission Resolutions No. 47 and No. 55.

To address this issue, additional outreach efforts will be made to contact area women's organizations and the Commission will immediately update its recruitment list to include organizations specializing in the referral of qualified female applicants.

SPECIAL SERVICES

This unit consists of Security, Medical, and Admissions.

The identified problem area for this organizational unit is there is a less than desired representation of women in part-time protective service positions. In addition, there are no minorities working in professional/medical specialist positions.

To address this issue, the Commission will continue outreach recruitment efforts and will include area medical facilities and hospitals on its outreach lists to assist in reaching minority candidates for the professional/medical specialist positions. Additional contacts will be made with area women's organizations

and other law enforcement agencies to aid in recruiting women in part-time protective service positions.

OREGON CONVENTION CENTER

This unit is comprised of Event Services, Sales and Marketing, Operations.

The identified problem area for this organizational unit is there are no minority technicians and there is a less than desired representation of women in these positions as well.

To address these issues, the Commission will continue its program of outreach recruitment and continue its positive working relationships with community groups and organizations to assist minorities and females in their efforts to find employment with the Commission. Job openings will continue to be recruited for from the "first opportunity" target area as provided by House Bill 3075 and Commission Resolutions No. 47 and No. 55.

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

ANNUAL GOALS

Following approved procedures, the Metropolitan Exposition-Recreation Commission 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.

ACTION-ORIENTED PLANS

CATEGORY 21 - OFFICIALS & ADMINISTRATORS

This category consists of the General Manager, Director of Finance & Administration, Facility Directors, and other Department Managers and is underutilized for minorities by 2.1 individuals.

The Commission Personnel Policies give the authority and responsibility of hiring the General Manager, Director of Finance & Administration, and Facility Directors directly to the Commission. The turnover in these positions is traditionally low and the Commission has experienced difficulty in recruiting qualified minority candidates.

When a vacancy arises in any of these positions, the Commission will advertise nationally in cities with the same types of facilities and will encourage minority candidates to apply. The Commission will work with local chapters of national minority organizations and alumni associations to obtain their assistance in recruitment efforts for these positions.

CATEGORY 42 - PROFESSIONALS (MEDICAL SPECIALIST)

This category is in the Special Services Department and is underutilized for minorities by 1.5 individuals.

The Personnel Department will add area medical facilities and hospitals, and emergency response employers and organizations to its outreach recruitment lists for job announcements for positions in this category.

The Special Services Manager will advise his hiring managers to give particular attention to qualified minority applicants when a vacancy exists.

CATEGORY 51 - SERVICE/MAINTENANCE

This category is within the Coliseum/Stadium, the PCPA, and the Oregon Convention Center and is underutilized for women by 6.9 individuals primarily at the Coliseum/Stadium and the PCPA.

The Personnel Department will conduct additional outreach efforts to contact area women's organizations and update the recruitment list to include organizations specializing in the referral of qualified female applicants when recruiting for these positions.

The Facility Directors and the Operations Manager at the Coliseum/Stadium and the PCPA will advise hiring supervisors of the need, when a vacancy arises, to pay particular attention to qualified female candidates in an attempt to increase female staff numbers in this category.

CATEGORY 63 - SKILLED CRAFT WORKERS (PART-TIME STAGEHANDS)

This category is primarily within the Portland Center for the Performing Arts and is underutilized for minorities by 7.1 individuals.

The stagehands are actually hired by the Union from the Union hiring hall, and while working for the Commission are then Commission employees.

The Labor Relations Officer will advise the Union of this identified problem area and remind the Union of its joint obligation under the collective bargaining agreement to hire individuals without regard to their race, color, or national origin. The Union will be further advised to give particular attention to sending qualified minority stagehands for employment by the Commission.

In addition, the Personnel Department will continue its membership in the Tri-County Affirmative Action Association and will attend meetings to gain additional ideas on the recruitment and utilization of minorities.

CATEGORY 72 - TECHNICIANS (PART-TIME)

This category represents a pool of audio-visual production assistants who work out of the Oregon Convention Center and is underutilized by for minorities by 1.4 and women by 3.6 individuals.

Traditionally there has not been a large representation of women and minorities within the applicant pools for these types of positions, however, the Personnel Department will advise the

community minority groups and organizations and community women's groups and organizations, and Audio/Visual Departments at area Community Colleges on the recruitment list of the specific need for qualified minority and female applicants in this category.

The hiring supervisors (the Audio Visual Coordinator and the Graphics Coordinator) will be advised of the problem areas in this category and of the need to pay particular attention to qualified female and minority applicants when vacancies arise.

CATEGORY 92 - PROTECTIVE SERVICE (PART-TIME)

This category is in the Special Services Department consisting of part-time Security Officers and is underutilized for women by 3.5 individuals.

The Personnel Department will contact area women's organizations and local law enforcement agencies and advise them of the Department's need to recruit qualified women in these part-time positions.

The Special Services Manager will advise his hiring supervisors to pay particular attention to qualified female applicants as vacancies arise in these positions.