

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No. 05-13

For the Purpose of Adopting the Revised Affirmative Action Program and the Affirmative Action Program Utilization & Availability Analysis for the Metropolitan Exposition-Recreation Commission.

WHEREAS, it is the policy of the Metropolitan Exposition-Recreation 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, disability for which reasonable accommodation can be made, sexual orientation or familial status; and

WHEREAS, the Commission recognizes the importance of the Commission updating the Affirmative Action Program and the Affirmative Action Program Utilization & Availability Analysis as set forth in the attached Exhibit "A"; and

WHEREAS, the revised Affirmative Action Program and the Affirmative Action Program Utilization & Availability Analysis are adopted in order to voluntarily comply with requirements of the Office of Federal Contract Compliance Programs ("OFCCP"), Executive Order 11246, and the policies of the Commission.

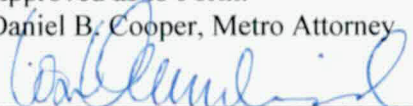
BE IT THEREFORE RESOLVED AS FOLLOWS:

The Metropolitan Exposition-Recreation Commission adopts the revised Affirmative Action Program and the Affirmative Action Program Utilization & Availability Analysis, attached as Exhibit "A".

Passed by the Commission on May 25, 2005.



Chair

Approved as to Form:
Daniel B. Cooper, Metro Attorney


By: Lisa M. Umscheid, Senior Attorney



Secretary-Treasurer

MERC STAFF REPORT

Agenda Item: Approval of the revised Affirmative Action Policy and Program

Resolution No: 05-13

Date: May 25, 2005

Presented by: Karol Ford

Background

It is the policy of MERC to ensure that equal employment opportunities and affirmative action practices exist for all applicants and employees without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made, or any other status protected by law.

It is the purpose of the Affirmative Action Policy and Program to establish policies to encourage, enhance and provide equal employment opportunities and to prevent discrimination in employment and personnel practices.

Through the Affirmative Action Policy and Program, MERC:

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;
3. Assigns responsibility for the administration and implementation of the program to the Affirmative Action Officer;
4. Establishes a procedure for receiving and responding to complaints;
5. Establishes the performance of a biennial workforce availability and utilization analysis to determine whether or not underutilization of minorities or women in a particular job group is occurring than would be expected by their availability; and
6. Establishes good faith efforts such as expanded outreach, recruitment, training and other activities to increase the applicant pool of qualified minorities and females.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

Staff recommends that the Metropolitan Exposition-Recreation Commission approve the revised Affirmative Action Policy and Program.



A SERVICE OF METRO

AFFIRMATIVE ACTION PROGRAM

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Portland, OR 97232

Dunn & Bradstreet #03-080-0130
Employer Identification #93-0636311
EEO-4 #41508340

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Effective 07-01-04

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INTRODUCTION

It is the policy of Metropolitan Exposition-Recreation Commission (MERC) to ensure that equal employment opportunities and affirmative action practices exist for all applicants and employees without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made, or any other status protected by law.

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

“Affirmative Action” is defined as a set of specific and result-oriented procedures to which MERC commits itself to apply every good faith effort.

This program has been adopted in order to voluntarily comply with requirements of the Office of Federal Contract Compliance Programs (OFCCP) and Executive Order 11246 as amended. 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 MERC has discriminated against any person or individuals at any time.

This Affirmative Action Program is not intended to create contract rights between MERC and its employees or any other third party, including applicants, by which any employee or applicant is entitled to any beneficial interest.

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, MERC:
 - (1) expresses its strong commitment to provide equal employment opportunities and to take affirmative action to ensure nondiscrimination in employment practices:
 - (2) informs all MERC 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 MERC to ensure that Equal Employment Opportunities and practices exist for all applicants and employees without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made, or any other status protected by law. Equal opportunities and considerations will be afforded in recruiting, selecting, hiring, transferring, promoting, compensating and terminating employees.
- (c) It shall be the policy of MERC to implement and maintain a program of affirmative action to remove identified barriers and to ensure all individuals have an equal opportunity for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made, or any other status protected by law.
- (d) The policies, practices and procedures established by this program shall apply to all MERC 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 MERC facilities, departments, employees, employment agencies, subrecipients, contractors and subcontractors of MERC.
 - (2) to initiate and maintain efforts to ensure equal employment opportunities to all applicants and employees.
- (f) MERC 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 set of specific and result-oriented procedures to which MERC commits itself to apply every good faith effort to remove identified barriers and to ensure equal employment opportunity and nondiscriminatory practices and compliance.
- (b) "Equal Employment Opportunity" – employment activities conducted on an equal opportunity basis without discrimination as to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made, or any other status protected by law.
- (c) "Minority" or "Minority-Groups" – as established by the U.S. Equal Employment Opportunity Commission.
- (d) "Protected groups" or "class status" – women, disabled persons, and those persons cited in "(c)" above.
- (e) "Discrimination" – act or failure to act, intentional or unintentional, the effect of which is that a person, because of their race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made, or any other status protected by law, has been excluded from participation in, denied the benefits of, or has been otherwise subjected to unequal treatment.
- (f) "Utilization Analysis" – current incumbency within a departmental job group as compared to projected availability.

- (g) "Goals" – the establishment of good faith efforts such as expanded outreach, recruitment, training and other activities to increase the pool of qualified minorities and females.

Section 4. Notice to Subrecipients, Contractors and Subcontractors

Subrecipients, contractors and subcontractors of MERC 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 MERC, may result in termination of the agreement or contract by MERC or such remedy as the MERC deems appropriate.

Section 5. Affirmative Action Officer

The Human Resource Director or his/her designee shall be the Affirmative Action Officer, and shall report to the General Manager 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) The Human Resource Department shall conduct biennial utilization analysis of MERC's workforce. The purpose of this analysis is to determine whether or not underutilization of minorities or women in a particular job group is occurring than would be expected by their availability.
- (b) Based on the utilization analysis and the availability of qualified individuals, Metro's Affirmative Action Officer shall establish goals to reduce or overcome the underutilization. Goals may include expanded outreach efforts, recruitment, training, interim hiring goals and timetable and other activities, deemed appropriate or necessary

Section 7. Responsibilities

- (a) The Affirmative Action Officer shall be responsible for developing, managing, and implementing the program, and for disseminating information to MERC 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 program in the recruitment, selection, processing and treatment of employees.
- (c) All facility directors, managers, and supervisors are responsible for establishing and maintaining a work environment that is free of unlawful discrimination and harassment.
- (d) Facility directors, managers, and supervisors are responsible for seeking assistance from Human Resources, as necessary, in carrying out their responsibilities under this program.

INTERNAL AUDIT AND REPORTING

The purpose of the internal audit and reporting system is to measure the effectiveness of this program. Responsibility is shared by management at all levels. Human Resource staff will:

1. Conduct biennial utilization analysis of MERC's workforce.
2. Notify hiring managers at the beginning of a recruitment if there is underutilization in the job group for which they are recruiting.
3. Where underutilization is found, aid hiring managers in outreach efforts in order to increase the number of qualified women and minorities in the applicant pool.

IMPLEMENTATION RESPONSIBILITIES

To achieve the goals and objectives on the affirmative action program, MERC will implement the following strategy which will cover recruitment, selection, and work environment.

A. MERC will continue its efforts to encourage, enhance and provide equal employment opportunities, and to prevent discrimination in employment and personnel practices.

1. Responsibilities of Facility Directors, Managers, and Supervisors

- a. Every facility 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 facility directors, managers, and supervisors are responsible for establishing and maintaining a work environment that is free of unlawful discrimination and harassment.
- c. Facility directors, managers, and supervisors are responsible for seeking assistance from Human Resources, as necessary, in carrying out their responsibilities under this program.
- d. Facility directors, managers, and supervisors will notify their employees of MERC's affirmative action program, and will inform them that copies are available in Human Resources for their review.
- e. Discriminatory behavior by employees will be dealt with immediately and appropriately. Employees will be encouraged to report discriminatory behavior to their supervisors or to the Human Resource Director.

2. The Affirmative Action Program will be discussed as part of new employee orientation by Human Resources.

3. The Affirmative Action Program will be disseminated to all facility directors, managers and supervisors.

4. Training on issues dealing with Civil Rights, Equal Employment Opportunity, Cultural Awareness, Discrimination & Harassment, and other related issues will be made available for all facility directors, managers and supervisors.

5. All employees are expected to maintain a workplace free of unlawful discrimination and harassment through the use of common sense and appropriate behaviors and actions in their working relationships.

B. Human Resources will continue its recruitment efforts to ensure equal employment opportunity for all. To achieve efficient and fair recruitment efforts, Human Resource will pursue the following objectives:

- 1. Develop a recruitment budget to adequately fund the advertising efforts of the program and the use of consultants when necessary. All facility directors will be encouraged to fund for other recruitment needs specific to their facilities.**
- 2. Advertise vacancies and send job announcements to unions and other agencies and organizations that provide opportunity to reach the broadest range of diversity as possible.**
- 3. Coordinate overall recruitment efforts with each facility to ensure consistent application of the affirmative action program.**
- 4. Encourage management staff to broaden recruitment efforts for minorities and females when underutilization exists in a given job category.**
- 5. Review job announcements as a means to eliminate requirements that may discourage female and minority applicants.**
- 6. Promote and maintain a positive working relationship with community groups and organizations as an avenue to assist minorities and females in their efforts to find employment with MERC.**
- 7. Provide employees with information on job opportunities within MERC.**
- 8. Maintain a "jobs available" listing on the Metro website.**
- 9. Maintain a recorded telephone listing of available positions.**
- 10. Participate in local job fairs.**

C. Human Resources will monitor the selection process to eliminate underutilization of minority and female employees.

- 1. Procedures may be developed to aid facilities/departments in filling positions where underutilization exists.**
- 2. Training programs will be offered to hiring managers on employee selection.**
- 3. Applicant data will be reviewed for the purpose of monitoring facilities/departments affirmative action efforts.**
- 4. Facility directors, managers and supervisors will review the ethnic and gender composition of all interview panels to encourage the use of protected group members.**
- 5. Criteria used during the selection process will be reviewed to ensure that it is job-related and does not discriminate against protected group members.**

REASONABLE ACCOMMODATION

MERC is committed to providing reasonable accommodations to its employees and applicants for employment in order to ensure that a qualified individual with a disability may enjoy full access to equal employment opportunity. MERC provides reasonable accommodations to qualified individuals with a disability:

- When an applicant with a disability requests an accommodation in order to be considered for a job.
- When necessary, to permit an individual to perform the essential functions of the job or to gain access to the workplace as long as the accommodation does not impose an undue burden.
- When an employee with a disability needs an accommodation to enjoy equal benefits and privileges of employment.

COMPLAINT PROCEDURES

Informal Procedure:

Some people who allege that an act of unlawful discrimination or harassment has occurred simply want it to end, and do not wish to go through a protracted formal or legal procedure. The following informal procedure is established to address that need, however, a person making a complaint is not required to use this procedure either in lieu of or prior to proceeding with a formal complaint:

- (A) Any employee who alleges that an act of unlawful discrimination or harassment by another employee has occurred may verbally request an informal investigation of the allegation by either his/her Manager/Director or the Affirmative Action Officer.
- (B) The Manager/Director or Affirmative Action Officer shall, after appropriate investigation of the complaint, determine what informal remedial action, if any, shall be taken. The complainant shall be informed by the Manager/Director or Affirmative Action Officer of the determination and any action to be taken.
- (C) If the complainant does not feel that the informal procedure satisfactorily resolves his/her complaint, or if the complainant does not want to initiate the informal procedure, he/she may proceed with the formal complaint procedure below.
- (D) The informal procedure shall be confidential and information related to a complaint shall not be disclosed by any person involved in this procedure except for the purpose of investigation and resolution.

Formal Procedure:

1. An employee who alleges that an act of unlawful discrimination or harassment by another employee has occurred may file a grievance under the procedure set forth in the applicable collective bargaining agreement; or may file a complaint in writing to the Affirmative Action Officer. A complaint filing must include the following information:
 - (A) complainant's name and class status (race, age, sex, etc.) if applicable;
 - (B) nature of the complaint, date the alleged violation occurred, and the name of the person who is the subject of the complaint; 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:

- (A) thoroughly investigate the complaint and establish a file of findings;
- (B) submit the findings with a recommendation to the General Manager;
- (C) the complainant shall be informed by the Affirmative Action Officer of the determination and any action to be taken; and
- (D) notify complainant of relevant avenues of appeal, if appropriate.

APPLICANT COMPLAINTS: 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 as set forth in #1 and #2 of the formal procedure above.



Affirmative Action Program Utilization & Availability Analysis

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Metropolitan Exposition-Recreation Commission (MERC)

Facilities/Departments

MERC Administration

Oregon Convention Center

Portland Metropolitan Exposition Center

Portland Center for the Performing Arts

Metropolitan Exposition-Recreation Commission (MERC)

Recruitment Areas

Job Group Code	Job Group Name	Local Recruitment Area	Reasonable Recruitment Area
11	Administrative Support Full-time	Portland PMSA	Portland PMSA
12	Administrative Support Part-time	Portland PMSA	Portland PMSA
21	Officials and Administrators	Portland PMSA	United States
41	Professionals Full-time	Portland PMSA	Portland PMSA
42	Professionals Part-time	Portland PMSA	Portland PMSA
51	Service/Maintenance Full-time	Portland PMSA	Portland PMSA
52	Service/Maintenance Part-time	Portland PMSA	Portland PMSA
53	Service/Maintenance Other	Portland PMSA	Portland PMSA
61	Skilled Craft Full-time	Portland PMSA	Portland PMSA
62	Skilled Craft Part-time	Portland PMSA	Portland PMSA
71	Technicians Full-time	Portland PMSA	Portland PMSA
72	Technicians Part-time	Portland PMSA	Portland PMSA
81	Protective Service Full-time	Portland PMSA	Portland PMSA
82	Protective Service Part-time	Portland PMSA	Portland PMSA

(PMSA: The Primary Metropolitan Statistical Area, consists of the six counties surrounding the Portland metropolitan area. E.g., Clackamas, Clark County, WA, Columbia, Multnomah, Washington, and Yamhill.)

**MERC AFFIRMATIVE ACTION CATEGORIES
BY JOB CLASSIFICATION**

ADMINISTRATIVE SUPPORT FULL-TIME (11)

Administrative Assistant I	11
Administrative Assistant II	11
Administrative Assistant III	11
Administrative Tech – Accounting	11
Administrative Tech – Clerical	11
Administrative Technician II	11
Assistant Event Services Manager	11
Booking Coordinator	11
Event Manager II	11
Facility Services Sales Coordinator	11
Marketing Coordinator	11
Operations Accounting Coordinator	11
Sales Manager	11
Secretary II	11
Senior Event Manager	11
Senior Sales Manager	11
Volunteer Coordinator	11

ADMINISTRATIVE SUPPORT PART-TIME (12)

Admissions Lead	12
House Manager	12
Promotional Materials Coordinator	12
Secretary I	12
Show Seller	12
Ticket Seller	12

OFFICIALS AND ADMINISTRATORS (21)

Construction Coordinator	21
Construction/Capital Project Manager	21
Director of Events & Special Services	21
Director of Operations	21
Director of Sales & Marketing	21
Event Services Manager	21
EXPO Director	21
General Manager	21
Human Resource Director	21
Marketing & Communication Manager	21

Marketing Info Serv's Manager	21
MERC Director of Admin/FO	21
OCC Assistant Executive Director	21
OCC Executive Director	21
Operations Manager I	21
Operations Manager II	21
PCPA Executive Director	21
Sales & Events Manager	21
Sales & Tkt Svcs Manager	21
Ticketing/Parking Services Mgr.	21

PROFESSIONALS FT (41)

Accountant	41
Accounting Supervisor	41
Budget Analyst	41
Computer Systems Administrator	41
Graphic Designer II	41
Information Systems Supervisor	41

PROFESSIONALS PT (42)

Medical Specialist	42
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SERVICE/MAINTENANCE FT (51)

Admissions Staffing Manager	51
Assistant Sales & Tkt Svcs Manager	51
EXPO Utility Lead	51
Operations coordinator	51
Operations Mgr – Hskpg & Setup	51
Senior Setup Supervisor – OCC	51
Setup Supervisor – OCC	51
Ticket Services Coordinator	51
Ticket Services Supervisor	51
Utility Grounds Maintenance – OCC	51
Utility Lead - PCPA	51
Utility Worker I – OCC	51
Utility Worker II – OCC	51

SERVICE/MAINTENANCE PT (52)

Gate Attendant	52
Checkroom Attendant	52
Ticket Services Supervisor 2	52
Usher	

SERVICE/MAINTENANCE-OTHER PT (53)

Elevator Operator	53
Event Custodian - OCC	53
Event Custodian - PCPA	53
Operations Event Custodian	53

SKILLED CRAFT FT (61)

Apprentice Operating Engineer	61
Assistant Operations Manager EXPO	61
Electrician	61
Lead Electrician	61
Lead Operating Engineer	61
Maintenance Supervisor - OCC	61
Operating Engineer	61
Operations Mgr - Technical Services	61
Stage Supervisor	61
Telecom & Info Systems Supervisor	61
Telecom & Info Systems Tech	61
Utility Maintenance Specialist	61
Utility Maintenance	61
Utility Maintenance Lead	61
Utility Maintenance Technician	61

SKILLED CRAFT PT (62)

Dept. Head Stagehand - General	62
Dept. Head Stagehand - Properties	62
Dept. Head Stagehand - Carpentry	62
Dept. Head Stagehand - Electrician	62
Dept. Head Stagehand - Sound	62
Dept. Head Stagehand - Flyrail	62
Operating Engineer PT	62
Stagehand - On-call	62

TECHNICIANS FT (71)

Audio Visual Supervisor	71
Audio Visual Technician	71
Audio Visual Technician Lead	71

TECHNICIANS PT (72)

Audio Visual Production/Receiving Person	72
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PROTECTIVE SERVICE WORKERS FT (81)

Facility Security Agent	81
Security Manager	81

PROTECTIVE SERVICE PT (82)

Stage door/Watchperson	82
Relief Fac Security Agent - OCC	82
Lead Stage door Watchperson	82

Utilization of Women and Minorities by Department

The Metro Exposition-Recreation Commission is divided into four major departments: Administration, Oregon Convention Center, Portland Metropolitan Exposition Center, and Portland Center for the Performing Arts.

The tables below present the following information for each of MERC's departments: Job Group Code, Job Group Name, Total Number of Employees, Gender, Minority, and Number of Persons Underutilized where current incumbency is less than projected availability. The Job Group Code and Job Group Name represent government groupings for purposes of official reporting.

"Total Number of Employees" represents the sum of employees for each job group within a department; "Gender" indicates the number of females and males in each job group; "Minority" indicates the number of minority employees in each job group; and "Number of Persons Underutilized" shows the number of women and/or minorities needed to reach parity within the identified job group when current incumbency is less than projected availability.

MERC has separately determined the availability of women and minorities for each job group using 2000 U.S. census data. To determine availability, MERC has considered the following factors:

- The percentage of minorities or women with requisite skills in the reasonable recruitment area.
- The percentage of minorities or women among those promotable, within MERC.

Availability is an estimate of the number of qualified minorities or women available for employment in a given job group, expressed as a percentage of all qualified persons available for employment in the job group. The purpose of the availability determination is to establish a benchmark against which the demographic composition of our incumbent workforce can be compared in order to determine whether barriers to equal employment opportunity may exist within particular job groups.

The percentage under or over utilized is calculated by the most commonly used test, the 80% Rule. This calculation is achieved by multiplying 80% times the availability percentage as determined from 2000 U.S. census data, and subtracting the current percentage of minorities and females in the job group.

The results of this availability and utilization analysis by department are:

MERC Administration

Job Group Code	Job Group Name	Total Number of Employees	Gender	Minority	Number of Persons Underutilized
11	Administrative Support (FT)	4	1M 3F	0	Minority 0.3 Female 0.0
21	Officials & Administrators	6	2M 4F	0	Minority 0.5 Female 0.0
41	Professionals (FT)	6	3M 3F	2	Minority 0.0 Female 0.0

Oregon Convention Center

Job Group Code	Job Group Name	Total Number of Employees	Gender	Minority	Number of Persons Underutilized
11	Administrative Support (FT)l	18	3M 15F	1B, 1H, 1A	Minority 0.0 Female 0.0
12	Administrative Support (PT)l	16	6M 10F	1B, 1H, 1A	Minority 0.0 Female 0.1
21	Officials and Administrators	7	6M 1F	1B	Minority 0.0 Female 0.9
41	Professionals (FT)	1	0M 1F	0	Minority 0.1 Female 0.0
42	Professionals (PT)	13	9M 4F	0	Minority 1.7 Female 3.6
51	Service Maintenance (FT)	44	34M 10F	17B, 2H, 2A, 3AM	Minority 0.0 Female 4.6
52	Service Maintenance (PT)	4	1M 3F	1B	Minority 0.0 Female 0.0
53	Service Maintenance Other	11	8M 3F	5B, 1H	Minority 0.0 Female 0.0
61	Skilled Craft (FT)	18	17M 1F	1B	Minority 1.7 Female 0.0
71	Technicians (FT)	5	5M 0F	1AM	Minority 0.0 Female 0.5
72	Technicians (PT)	10	8M 2F	2B	Minority 0.0 Female 0.0
81	Protective Service (FT)	8	7M 1F	4B	Minority 0.0 Female 0.0
82	Protective Service (PT)	24	21M 3F	7B, 1AM	Minority 0.0 Female 1.1

Portland Metropolitan Exposition Center

Job Group Code	Job Group Name	Total Number of Employees	Gender	Minority	Number of Persons Underutilized
11	Administrative Support (FT)l	3	3M 0F	0	Minority 0.2 Female 1.9
12	Administrative Support (PT)l	7	1M 6F	1AM	Minority 0.01 Female 0.0
21	Officials and Administrators	4	4M 0F	0	Minority 0.3 Female 1.1
51	Service Maintenance (FT)	2	2M 0F	0	Minority 0.4 Female 0.7
52	Service Maintenance (PT)	3	0M 3F	0	Minority 0.5 Female 0.0
53	Service Maintenance Other	5	2M 3F	0	Minority 1.2 Female 0.0
61	Skilled Craft (FT)	4	4M 0F	1B	Minority 0.0 Female 0.2

Portland Center for the Performing Arts

Job Group Code	Job Group Name	Total Number of Employees	Gender	Minority	Number of Persons Underutilized
11	Administrative Support (FT)l	7	1M 6F	1H	Minority 0.0 Female 0.0
12	Administrative Support (PT)	16	5M 11F	2B	Minority 0.2 Female 0.0
21	Officials and Administrators	4	2M 2F	1H	Minority 0.0 Female 0.0
51	Service Maintenance (FT)	8	5M 3F	0	Minority 1.7 Female 0.0
52	Service Maintenance (PT)	93	33M 60F	5B, 2H, 3A	Minority 4.1 Female 0.0
53	Service Maintenance Other	21	15M 6F	3B, 1H, 1A, 1AM	Minority 0.0 Female 0.0
61	Skilled Craft (FT)	5	5M 0F	0	Minority 0.7 Female 0.2
62	Skilled Craft (PT)	119	104M 15F	3B, 1H, 1A, 1AM	Minority 0.4 Female 0.0
81	Protective Service (FT)	1	1M 0F	0	Minority 0.2 Female 0.1
82	Protective Service (PT)	13	13M 0F	3B	Minority 0.0 Female 2.2

CURRENT PLAN YEAR ANALYSIS

Metro Exposition-Recreation Commission has a total of 510 employees with 86 minorities and 179 females included in this plan.

11: Administrative Support (FT) - This group consists of 32 employees, 4 minorities and 24 females. There is no underutilization of females or minorities at this time.

12: Administrative Support (PT) - This group consists of 39 employees, 5 minorities and 27 females. There is no underutilization of females or minorities at this time.

21: Officials and Administrators - This group consists of 21 employees, 2 minorities and 7 females. There is an underutilization of 1.08% for minorities, which equates to less than one person, but there is no underutilization for females. As shown on the Availability Analysis, 67% of all vacancies for this job group are filled through internal promotion, and 33% are filled through external hires. Internal promotions are from the following job groups: Officials and Administrators. With regard to external hiring, 55% of hires come from Portland, OR-Vancouver, WA PMSA and 45% come from the United States excluding Hawaii.

41: Professionals (FT) - This group consists of 7 employees, 2 minorities and 4 females. There is no underutilization of females or minorities at this time.

42: Professionals (PT) - This group consists of 13 employees, no minorities and 4 females. There is an underutilization of 13.01% for minorities or 2 minorities, and 27.56% for females or 4 females. As shown on the Availability Analysis, 100% of all vacancies for this job group are filled through external hires. With regard to external hiring, 100% of hires come from Portland, OR-Vancouver, WA PMSA.

51: Service Maintenance (FT) - This group consists of 54 employees, 24 minorities and 13 females. There is an underutilization of 7.23% or 4 females, but there is no underutilization for minorities. As shown on the Availability Analysis, 75% of all vacancies for this job group are filled through external hires, 25% are filled through internal promotion. Internal promotions are from the following job groups: Service Maintenance (PT), Service Maintenance-Other. With regard to external hiring, 100% of hires come from Portland, OR-Vancouver, WA PMSA.

52: Service Maintenance (PT) - This group consists of 100 employees, 11 minorities and 66 females. There is an underutilization of 4.20% or 4 minorities, but there is no underutilization for females. As shown on the Availability Analysis, 100% of all vacancies for this job group are filled through external hires. With regard to external hiring, 100% of hires come from Portland, OR-Vancouver, WA PMSA.

53: Service Maintenance-Other - This group consists of 37 employees, 12 minorities and 12 females. There is no underutilization of females or minorities at this time.

61: Skilled Craft (FT) - This group consists of 27 employees, 2 minorities and 1 female. There is an underutilization of 7.47% for minorities or 2 minorities, and 0.28% for females, which equates to less than one person. As shown on the Availability Analysis, 100% of all vacancies for this job group are filled through external hires. With regard to external hiring, 100% of hires

come from Portland, OR-Vancouver, WA PMSA.

63: Skilled Craft (PT) - This group consists of 119 employees, 6 minorities and 15 females. There is an underutilization of 0.30% for minorities, which equates to less than one person, but there is no underutilization for females. As shown on the Availability Analysis, 100% of all vacancies for this job group are filled through external hires. With regard to external hiring, 100% of hires come from Portland, OR-Vancouver, WA PMSA.

71: Technicians (FT) - This group consists of 5 employees, 1 minority and no females. There is an underutilization of 8.91% for females, which equates to less than one person, but there is no underutilization for minorities. As shown on the Availability Analysis, 100% of all vacancies for this job group are filled through external hires. With regard to external hiring, 100% of hires come from Portland, OR-Vancouver, WA PMSA.

72: Technicians (PT) - This group consists of 10 employees, 2 minorities and 2 females. There is no underutilization of females or minorities at this time.

81: Protective Service (FT) - This group consists of 9 employees, 4 minorities and 1 female. There is no underutilization of females or minorities at this time.

82: Protective Service (PT) - This group consists of 37 employees, 11 minorities and 3 females. There is an underutilization of 8.96% or 3 females, but there is no underutilization for minorities. As shown on the Availability Analysis, 100% of all vacancies for this job group are filled through external hires. With regard to external hiring, 100% of hires come from Portland, OR-Vancouver, WA PMSA.

Employees will be informed of and encouraged to pursue promotion opportunities and training to prepare for new jobs, maintain and improve performance, and to overcome and prevent obsolescence. Metro Exposition-Recreation Commission will use alternate recruitment sources when necessary to attract more qualified external applicants.

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11. Administrative Support (FD)

Test Used: 80% Rule

	Female	Minority
Current Placement Goals	N/A	N/A
% Underutilized	0.00%	0.00%
Current # Underutilized	0.00	0.00

12. Administrative Support (FD)

Test Used: 80% Rule

	Female	Minority
Current Placement Goals	N/A	16.81%
% Underutilized	0.00%	0.63%
Current # Underutilized	0.00	0.25

21. Officials and Administrators

Test Used: 80% Rule

	Female	Minority
Current Placement Goals	N/A	N/A
% Underutilized	0.00%	0.00%
Current # Underutilized	0.00	0.00

41. Professionals (FD)

Test Used: 80% Rule

	Female	Minority
Current Placement Goals	N/A	N/A
% Underutilized	0.00%	0.00%
Current # Underutilized	0.00	0.00

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42. Professionals (PT)

Test Used: 80% Rule

	Female	Minority
Current Placement Goals	72.91%	16.26%
% Underutilized	27.56%	13.01%
Current # Underutilized	3.58	1.69

61. Service Maintenance (ET)

Test Used: 80% Rule

	Female	Minority
Current Placement Goals	39.12%	N/A
% Underutilized	7.23%	0.00%
Current # Underutilized	3.90	0.00

62. Service Maintenance (PT)

Test Used: 80% Rule

	Female	Minority
Current Placement Goals	N/A	19.00%
% Underutilized	0.00%	4.20%
Current # Underutilized	0.00	4.20

63. Service Maintenance-Other

Test Used: 80% Rule

	Female	Minority
Current Placement Goals	N/A	N/A
% Underutilized	0.00%	0.00%
Current # Underutilized	0.00	0.00

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61. Skilled Craft (FD)

Test Used: 80% Rule

	Female	Minority
Current Placement Goals	4.98%	18.60%
% Underutilized	0.28%	7.47%
Current # Underutilized	0.08	2.02

62. Skilled Craft (PT)

Test Used: 80% Rule

	Female	Minority
Current Placement Goals	N/A	6.67%
% Underutilized	0.00%	0.30%
Current # Underutilized	0.00	0.36

71. Technicians (FD)

Test Used: 80% Rule

	Female	Minority
Current Placement Goals	11.14%	N/A
% Underutilized	8.91%	0.00%
Current # Underutilized	0.45	0.00

72. Technicians (PT)

Test Used: 80% Rule

	Female	Minority
Current Placement Goals	N/A	N/A
% Underutilized	0.00%	0.00%
Current # Underutilized	0.00	0.00

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61. Protective Services (PD)

Test Used: 80% Rule

	Female	Minority
Current Placement Goals	N/A	N/A
% Underutilized	0.00%	0.00%
Current # Underutilized	0.00	0.00

62. Protective Services (PI)

Test Used: 80% Rule

	Female	Minority
Current Placement Goals	21.34%	N/A
% Underutilized	8.96%	0.00%
Current # Underutilized	3.32	0.00

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Plan Year: 07/01/2004 - 06/30/2005