

CITY OF BEAVERTON

Equal Employment Opportunity Plan

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I. Introduction

The City of Beaverton was incorporated in 1893 and operates under the provision of its own charter and applicable state law, with a strong mayor-council form of government. The mayor is elected for a four-year term and is the city's chief executive. The City Council is comprised of five part-time elected officials who exercise the legislative powers of the city and determine matters of policy. The mayor chairs City Council meetings, but does not vote except in the event of a tie. The mayor may veto an ordinance or other legislative enactment; the council may override the veto by four-fifths vote. The mayor's office is located at Beaverton City Hall, 12725 SW Millikan Way, Beaverton, Oregon. He may be reached by telephone at (503) 526-2481.

The City of Beaverton is the second largest incorporated city in Washington County. The city is located in the eastern portion of the County, approximately nine miles from downtown Portland. Per the Oregon Blue Book, Washington County continues to be one of the state's fastest developing areas. Beaverton is Oregon's sixth largest city with a 2016 population of 95,385 and Washington County is the state's second largest county with a population of approximately 583,595. Beaverton has experienced a steady rate of growth in recent years.

The city's mission is to "Preserve and enhance Beaverton as a responsive, dynamic, attractive and safe community." The city is committed to maintaining a strong economy, one that fosters business prosperity and enables the quality services and programs of a first class city at a reasonable cost.

The city has a total of 566 full-time equivalent budgeted positions. On December 1, 2017, there were 551 full and part-time employees in regular budgeted positions. 405 city employees are eligible under state law to be represented by a labor organization and they are employed under provisions of negotiated collective bargaining agreements with two major labor organizations. The city enters into written collective bargaining agreements with each of the labor organizations. The collective bargaining agreements contain provisions on such matters as salaries, vacation, sick leave, medical and dental insurance, working conditions, and grievance procedures. Labor relations between the city and the bargaining units are good. The bargaining units that represent city employees, the number of employees represented by each and the date each current collective bargaining expires are shown below.

<u>Bargaining Unit</u>	<u>Number of Employees</u>	<u>Contract Expires</u>
Service Employees International Union	254	June 30, 2018
Beaverton Police Association	151	June 30, 2018

Additionally, the city utilizes interns and temporary employees, 11 of whom applied for and were hired into regular positions in calendar year 2017.

The City of Beaverton affirms its intent that all employment decisions and practices including selection, transfer, promotion, compensation, benefits, reclassification, discipline, layoff, demotion, and discharge will be based on the principles and practices of Equal Employment Opportunity. The City of Beaverton will not discriminate in any of the aforementioned subjects based on race, color, sex, age,

disability, religion, marital status, genetic information, membership in other protected groups, or based on protected activities, in compliance with Title VII of the Civil Rights Act of 1964, Section 504 of the of the Rehabilitation Act of 1973 and Title I of the Americans With Disabilities Act of 1990. All employment decisions will be based on bona fide occupational qualifications and essential functions of the job required for the effective delivery of city services.

In its advertising and recruitment processes, the City of Beaverton will take such actions as are necessary and appropriate to encourage applications from all individuals, including women, minorities, and individuals with disabilities. The Human Resources Director is the city's Equal Employment Opportunity Officer, and its Section 504 Coordinator. All directors, managers, supervisors, officials and employees of the city are expected and required to refrain from any conduct or practice that is in violation of the requirements of this policy or applicable state, federal, or local laws and regulations regarding employment discrimination.

The effective date of this plan is December 12, 2017, and will extend through December 31, 2021. The workforce and labor market statistical data is as of the 2010 US Census.

II. The City of Beaverton Workforce Analysis

(As of December 1, 2017)

Table 1 is a statistical breakdown of the city's current workforce for each job category broken down by gender within each racial and national origin group. The table presents the raw data in both number and percentage format. The percentages were rounded to the nearest one-tenth of one percent. The percentages reflect the portion of employees in each job category of a given race, sex, and national origin.

Table 1: City of Beaverton Organizational Workforce

<u>Job category</u>	<u>Total</u>	<u>Men</u>	<u>Women</u>	<u>Black</u> <u>M / W</u>	<u>Am. Indian</u> <u>M / W</u>	<u>Asian / Pac. Islander</u> <u>M / W</u>	<u>Hispanic</u> <u>M / W</u>
1. Officials and Administrators	35 6.4%	24 68.6%	11 31.4%	0 / 1 0% / 2.9%	0 / 1 0% / 2.96%	2 / 0 5.7% / 0%	0 / 0 0% / 0%
2. Professionals	106 19.2%	52 49.1%	54 50.9%	1 / 0 0.9% / 0%	0 / 0 0% / 0%	4 / 7 3.8% / 6.6%	0 / 4 0% / 3.8%
3. Technicians	57 10.3%	47 82.5%	10 17.5%	0 / 1 0% / 1.8%	0 / 0 0% / 0%	3 / 1 5.3% / 1.8%	0 / 0 0% / 0%
4. Protective Service Workers	112 20.3%	102 91.1%	10 8.9%	2 / 1 1.8% / 0.9%	0 / 0 0% / 0%	4 / 0 3.6% / 0%	1 / 0 0.9% / 0%
5. Paraprofessionals	84 15.2%	19 22.6%	65 77.4%	2 / 0 2.4% / 0%	0 / 0 0% / 0%	0 / 6 0% / 7.1%	1 / 3 1.2% / 3.6%
6. Administrative Support	88 16.0%	9 10.2%	79 89.8%	0 / 0 0% / 0%	0 / 0 0% / 0%	1 / 2 1.1% / 2.3%	3 / 9 3.4% / 10.2%
7. Skilled Craft Workers	38 6.9%	37 97.4%	1 2.6%	0 / 0 0% / 0%	0 / 0 0% / 0%	1 / 0 2.6% / 0%	4 / 0 10.5% / 0%
8. Service-Maintenance	31 5.6%	31 100.0%	0 0.0%	1 / 0 3.2% / 0%	0 / 0 0% / 0%	2 / 0 6.5% / 0%	7 / 0 22.6% / 0%
TOTALS	551 100%	321 58.3%	230 41.7%	6 / 3 1.1% / 0.5%	0 / 1 0% / 0.2%	17 / 16 3.1% / 2.9%	16 / 16 2.9% / 2.9%

III. The City of Beaverton Community Labor Statistics

(From 2010 Census)

Table 2 is a statistical breakdown of the city's available community workforce for each job category broken down by gender and each racial and national origin group. The data reflects the principal community that forms the city's hiring pool. The table presents the raw data in both number and percentage formats. The percentages are rounded to the nearest one tenth of a percent. (The statistical breakdown of the city's available community workforce for each job category which estimates the gender mix for each racial and national origin group is included in Appendix B as Table 4.)

Table 2: The City of Beaverton Community Workforce

<u>Job Group</u>	<u>Total</u>	<u>Men</u>	<u>Women</u>	<u>Black</u>	<u>Am. Indian</u>	<u>Asian / Pac. Islander</u>	<u>Hispanic</u>
1. Officials and Administrators	39,615 14.5%	23,920 60.4%	15,695 39.6%	835 2.1%	200 0.5%	3,015 7.6%	1,845 4.7%
2. Professionals	60,440 22.1%	31,580 52.3%	28,860 47.7%	680 1.1%	175 0.3%	8,820 14.6%	2,655 4.4%
3. Technicians	7,910 2.9%	4,760 60.2%	3,150 39.8%	95 1.2%	10 0.1%	990 12.5%	500 6.3%
4. Protective Service Workers	3,425 1.3%	2,700 78.8%	725 21.2%	140 4.1%	45 1.3%	120 3.5%	110 3.2%
5. Paraprofessionals	310 0.1%	135 43.5%	175 56.5%	0 0%	0 0%	20 6.5%	0 0%
6. Administrative Support	75,270 27.5%	29,795 39.6%	45,475 60.4%	910 1.2%	460 0.6%	4,885 6.5%	7,620 10.1%
7. Skilled Craft Workers	20,095 7.3%	18,335 91.2%	1,760 8.8%	165 0.8%	160 0.8%	1,320 6.6%	4,235 21.1%
8. Service-Maintenance	66,755 24.4%	37,065 55.5%	29,690 44.5%	1,545 2.3%	225 0.3%	5,250 7.9%	21,150 31.7%

IV. Utilization Analysis

(Against the 2010 Census)

Table 3 compares the makeup of the city's workforce with that of the identified community workforce. For ease in presentation, Table 3 only identifies the job categories in the city's workforce where underutilization of men, women or minorities appears in comparison with the identified community workforce. (Appendix B presents the same comparison as presented here, but uses the city's utilization percentages of men, women and minorities across all job categories.) An interpretation of the data follows the table.

Table 3: City of Beaverton Organizational Utilization of Community Workforce

<u>Job Group</u>	<u>Total Employees</u>	<u>Men</u>	<u>Women</u>	<u>Black</u>	<u>Am. Indian</u>	<u>Asian/Pac. Islander</u>	<u>Hispanic</u>
1. Officials and Administrators	35		(8.2%)			(1.9%)	(4.7%)
2. Professionals	106	(3.2%)		(0.2%)	(0.3%)	(4.2%)	(0.6%)
3. Technicians	57		(22.3%)		(0.1%)	(5.5%)	(6.3%)
4. Protective Service Workers	112		(12.2%)	(1.4%)	(1.3%)		(2.3%)
5. Paraprofessionals	84	(20.9%)					
6. Administrative Support	88	(29.4%)		(1.2%)	(0.6%)	(3.1%)	
7. Skilled Craft Workers	38		(6.1%)	(0.8%)	(0.8%)	(3.9%)	(10.5%)
8. Service-Maintenance	31		(44.5%)		(0.3%)	(1.4%)	(9.1%)

Utilization Analysis Narrative

The data indicates that notwithstanding the good faith efforts of the city in recruitment, there are a number of job groups where there is underutilization of men, women and/or minorities in comparison with the makeup of the identified community workforce. The determination of underutilization is not a finding or admission of discrimination.

Men are underutilized in these job groups: Professionals, Paraprofessionals, and Administrative Support.

Women are underutilized in the following job groups: Officials and Administrators, Technicians, Protective Service Workers, Skilled Craft Workers and Service-Maintenance.

Minorities are underutilized in all job groups except Paraprofessionals.

Blacks are underutilized in all job groups except Officials and Administrators, Technicians, Paraprofessionals, and Service-Maintenance. The variance, however, is less than one person for Professionals and Skilled Craft Workers. The job groups Protective Services and Administrative Support offer the greatest area for increase in utilization of Blacks.

American Indians do not constitute a significant workforce in the identified community workforce based on Census data; therefore, all job groups except for Protective Services have underutilization of American Indians at a level equal to or greater than one person.

Asian/Pacific Islanders are underutilized in all job groups except for Protective Service and Paraprofessionals; however, Officials and Administrators, and Service-Maintenance have underutilization of less than one person. The job groups Professionals, Technicians, and Skilled Craft Workers offer the greatest area for increase in utilization of Asian/Pacific Islanders.

Hispanics are underutilized in all job groups except Paraprofessionals and Administrative Support. The variance is less than one person for Professionals. The job groups Technicians, Skilled Craft Workers, and Service-Maintenance offer the greatest area for increase in utilization of Hispanics.

V. Objectives

- A. Achieve broad outreach in recruiting efforts.
- B. Disseminate widely any information about job openings.
- C. Enlarge the job applicant pool.

VI. Steps to Achieve Objectives

- A. Increase and broaden the scope of resources used to advertise for all open job opportunities within the City of Beaverton, to include the following resources as appropriate to the position(s) being advertised:
1. The City of Beaverton website and Facebook pages
 2. Partners in Diversity
 3. American Public Works Association (APWA) website
 4. Jobs in Government website
 5. Jobs Available west coast publication
 6. Newspapers in other cities
 7. American Planning Association (APA) website
 8. Institute of Transportation Engineering (ITE) website
 9. Law Enforcement Data System (LEDS) statewide system used by all Oregon Law Enforcement Agencies.
 10. Email job announcements to approximately 90 regional agencies (see Appendix A listing all agencies).
- B. Participation in job fairs by personnel who have substantial responsibility in the hiring and selection process.
- C. Participate in events sponsored by organizations representing groups interested in local government employment.
- D. Participate in job banks, Internet programs, and other programs designed to promote outreach generally.
- E. Participate in at least two events or programs sponsored by educational institutions relating to career opportunities in local government.
- F. Participate in other activities reasonably calculated to further the goal of disseminating information as to employment opportunities within the City of Beaverton to job candidates who might otherwise be unaware of such

opportunities, such as the Women In Trades Career Fair, the Urban League job fair, Diversity Employment Day, "Say Hey!", and job fairs specific to veterans.

- G. Annually review personnel policies, rules, procedures, and practices to assure that they support and are consistent with the City of Beaverton Equal Employment Opportunity policy.
- H. Follow recruitment and advertising practices designed to promote full participation of all individuals, including women, minorities and individuals with disabilities, in the City of Beaverton employment processes.
- I. Receive and investigate complaints or allegations of unlawful discrimination, including complaints of harassment or discrimination on the basis of disability.
- J. Regularly compile and analyze Equal Employment Opportunity reports and publications.
- K. Approve all processes and criteria used in selection of applicants for employment, transfer, promotion, compensation, benefits, reclassification, discipline, layoff, demotion, or discharge.
- L. Continue to monitor departmental employment practices to assure freedom from discrimination.
- M. Train all employees and supervisors in matters relating to Equal Employment Opportunity and disability awareness.
- N. Provide and encourage supervisory and management training to city employees who seek to prepare themselves for advancement within the City of Beaverton workforce, including women, minorities, and those with disabilities.

VII. Dissemination

The Director of Human Resources shall disseminate the Diversity Plan to all personnel employed by the City of Beaverton. The dissemination may take the form of distributing a paper copy of the Diversity Plan to all employees, or may take the form of an electronic distribution using the City of Beaverton intranet.

The Diversity Plan will be posted on the City of Beaverton website for all applicants to view. Furthermore, all applicants who request it will receive a paper version of the Diversity Plan from the City of Beaverton Human Resources Department.

Mayor

Date

APPENDIX A

Equal Employment Opportunity Email List for the City of Beaverton

1. Albertina Kerr (AlbertinaKerr.org)
2. Asian Health & Service Center (AHSCPDx.org)
3. Beaverton Chamber of Commerce (Beaverton.org)
4. Beaverton Christian Church (BCC.org)
5. Black United Fund of Oregon (BUFOR.org)
6. Blue Mountain Community College (BLUECC.edu)
7. Boise State University (Boisestate.edu)
8. Career Directions Northwest (Careerdirectionsnw.com)
9. Centro Cultural (Centrocultural.org)
10. City of Bremerton (ci.bremerton.wa.us)
11. City of Burien (Burienwa.gov)
12. City of Cornelius (ci.cornelius.or.us)
13. City of Eugene (ci.eugene.or.us)
14. City of Federal Way (Cityoffederalway.com)
15. City of Gladstone (ci.gladstone.or.us)
16. City of Hillsboro (Hillsboro-oregon.gov)
17. City of Lacey (ci.lacey.wa.us)
18. City of Mercer Island (Mercergov.org)
19. City of Portland (Portlandoregon.gov)
20. City of Springfield (Springfield-or.gov)
21. City of Sweet Home (ci.sweet-home.or.us)
22. City of The Dalles (ci.the-dalles.or.us)
23. City of Tigard (Tigard-or.gov)
24. City of West Linn (Westlinnoregon.gov)
25. City of Wilsonville (ci.wilsonville.or.us)
26. Clackamas Community College (Clackamas.edu)
27. Clackamas County (co.clackamas.or.us)
28. Clark College (Clark.edu)
29. Clark County (Clark.wa.gov)
30. CODA (CODA INC.org)
31. Columbia County (co.columbia.or.us)
32. Concordia University (CU-Portland.edu)
33. Confederated Tribes of Siletz Indians (CTSI.NSN.us)
34. Curry County (co.curry.or.us)
35. Dirkse Counseling & Consulting (Dirksecc.com)
36. Dislocated Worker's Project (now known as Oregon WorkForce partnership)
(Oregonwfpartnership.org)

37. Eastern Oregon University (EOU.edu)
38. Ecumenical Ministries of Oregon (Emoregon.org)
39. Engaging Local Government Leaders (ELGL.org)
40. Hispanic Metropolitan Chamber of Commerce (Hmccoregon.com)
41. Holy Trinity Catholic Church (H-T.org)
42. Immigrant & Refugee Community Organization (IRCO.org)
43. Incight (INCIGHT.org)
44. Job Corps (Jobcorps.org)
45. Josephine County (co.josephine.or.us)
46. Korean Society of Oregon (Koregon.org)
47. Lane County (co.lane.or.us)
48. Lifeworks NW (Lifeworksnw.org)
49. Lincoln County (co.lincoln.or.us)
50. Linfield College (Linfield.edu)
51. Linn Benton Community College (Linnbenton.edu)
52. Malheur County (Malheurco.org)
53. Marion County (co.marion.or.us)
54. Marylhurst College (Marylhurst.edu)
55. METRO (Oregonmetro.gov)
56. Metropolitan Community Church of Portland (Mccportland.com)
57. Mid-Willamette Valley Council of Governments (MWVCOG.org)
58. Mittleman Jewish Community Center (Oregonjcc.org)
59. Mount Hood Community College (MHCC.edu)
60. Oregon Disabilities Commission (Oregon.gov)
61. Oregon School for the Deaf (Oregon.gov)
62. State of Oregon Vocational Rehab Division (Oregon.gov)
63. Commission on Hispanic Affairs (Oregon.gov)
64. Oregon Easter Seals (Or.easterseals.com)
65. Oregon Human Development Corporation (OHDC.org)
66. Oregon Tradeswomen Network (Tradeswomen.net)
67. Pacific University (Pacificu.edu)
68. Partners in Careers (SWWPIC.org)
69. Partners In Diversity (Partnersindiversity.org)
70. Pierce County (co.pierce.wa.us)
71. Pioneer Pacific College (Pioneerpacific.edu)
72. Portland Community College (PCC.edu)
73. Portland Observer (Portlandobserver.com)
74. Portland State University (PDX.edu)
75. Reed College (Reed.edu)
76. Rogue Community College (Roguecc.edu)
77. SE Works (Seworks.org)
78. Skagit County (co.skagit.wa.us)
79. Snohomish County (co.snohomish.wa.us)
80. Southminster Presbyterian Church (Southmin.org)

81. Tigard/Tualatin School District (Ttsd.k12.or.us)
82. Tillamook County (co.tillamook.or.us)
83. Tualatin Valley Workshop (TV-workshop.com)
84. University of Oregon (Uoregon.edu)
85. University of Washington (UW.edu)
86. Urban League of Portland (ULPDX.org)
87. Warm Springs Tribal Council (WSTRIBES.org)
88. Washington County Fair Complex (Faircomplex.com)
89. We Hire Refugees (Wehirerefugees.org)
90. Western Washington University (WWU.edu)
91. Willamette University (Willamette.edu)
92. WorkSource Oregon (Worksourceoregon.gov)
93. YMCA of Portland (YMCA-portland.org)

APPENDIX B

Table 4 is a statistical breakdown of the city's available community workforce for each job category broken down by gender within each racial and national origin group. Table 4 presents the raw data in both number and percentage formats. The gender breakdown in each race and national origin group is derived by applying the corresponding women availability percentage of the total number in each job category. The percentages are rounded to the nearest one-tenth of one percent.

Table 4: City of Beaverton Community Workforce (Gender Estimates Within Groups)

<u>Job Group</u>	<u>Total</u>	<u>Men</u>	<u>Women</u>	<u>Black</u> <u>M/W</u>	<u>Am. Indian</u> <u>M/W</u>	<u>Asian / Pac.</u> <u>Islander</u> <u>M/W</u>	<u>Hispanic</u> <u>M/W</u>
1. Officials and Administrators	39,615 14.5%	23,920 60.4%	15,695 39.6%	505 / 330 1.3% / 0.8%	110 / 90 0.3% / 0.2%	1,870 / 1,145 4.7% / 2.9%	1,160 / 685 2.9% / 1.7%
2. Professionals	60,440 22.1%	31,580 52.3%	28,860 47.7%	480 / 200 0.8% / 0.3%	35 / 140 0.1% / 0.2%	5,465 / 3,355 9.0% / 5.6%	1,055 / 1,600 1.7% / 2.6%
3. Technicians	7,910 2.9%	4,760 60.2%	3,150 39.8%	75 / 20 0.9% / 0.3%	10 / 0 0.1% / 0%	545 / 445 6.9% / 5.6%	350 / 150 4.4% / 1.9%
4. Protective Service Workers	3,425 1.3%	2,700 78.8%	725 21.2%	140 / 0 4.1% / 0%	45 / 0 1.3% / 0%	120 / 0 3.5% / 0%	50 / 60 1.5% / 1.8%
5. Paraprofessionals	310 0.1%	135 43.5%	175 56.5%	0 / 0 0% / 0%	0 / 0 0% / 0%	0 / 20 0% / 6.5%	0 / 0 0% / 0%
6. Administrative Support	75,270 27.5%	29,795 39.6%	45,475 60.4%	450 / 460 0.6% / 0.6%	170 / 290 0.2% / 0.4%	1,985 / 2,900 2.6% / 3.9%	3,060 / 4,560 4.1% / 6.1%
7. Skilled Craft Workers	20,095 7.3%	18,335 91.2%	1,760 8.8%	105 / 60 0.5% / 0.3%	135 / 25 0.7% / 0.1%	945 / 375 4.7% / 1.9%	4,080 / 155 20.3% / 0.8%
8. Service-Maintenance	66,755 24.4%	37,065 55.5%	29,690 44.5%	990 / 555 1.5% / 0.8%	180 / 45 0.3% / 0.1%	2,425 / 2,825 3.6% / 4.2%	13,020 / 8,130 19.5% / 12.2%
TOTALS	273,820 100.0%	148,290 54.2%	125,530 45.8%	2,745 / 1,625 1.0% / 0.6%	685 / 590 0.3% / 0.2%	13,355 / 11,065 4.9% / 4.0%	22,775 / 15,340 8.3% / 5.6%

Table 5 identifies the utilization of male and females in each job group within the City of Beaverton in comparison with the availability in those job groups in the identified community workforce. In job groups where the utilization is greater than that found in the labor market community the percentage of utilization above the labor market is indicated as a positive number. Where the utilization is less than that found in the labor market, the percentage of underutilization is identified in parenthesis. Underutilization shown in bold are those categories where the underutilization is more than one person, and is therefore statistically significant.

Table 5: City of Beaverton Organizational Utilization of Community Workforce
 (Gender Estimates Within Minority Groups)

<u>Job Group</u>	<u>Male</u>					<u>Female</u>				
	<u>White</u>	<u>Black</u>	<u>Hisp.</u>	<u>Asian/Pac. Islander</u>	<u>Am. Ind.</u>	<u>White</u>	<u>Black</u>	<u>Hisp.</u>	<u>Asian/Pac. Islander</u>	<u>Am. Ind.</u>
1. Official & Administrators	11.7%	(1.3%)	(2.9%)	1.0%	(0.3%)	(8.2%)	2.0%	(1.7%)	(2.9%)	2.6%
2. Professionals	3.7%	0.1%	(1.7%)	(5.3%)	(0.1%)	1.6%	(0.3%)	1.1%	1.1%	(0.2%)
3. Technicians	29.4%	(0.9%)	(4.4%)	(1.6%)	(0.1%)	(18.0%)	1.5%	(1.9%)	(3.9%)	0.0%
4. Protective Service Workers	16.4%	(2.3%)	(0.6%)	0.1%	(1.3%)	(11.4%)	0.9%	(1.8%)	0.0%	0.0%
5. Paraprofessionals	(24.5%)	2.4%	1.2%	0.0%	0.0%	16.7%	0.0%	3.6%	0.7%	0.0%
6. Administrative Support	(26.4%)	(0.6%)	(0.7%)	(1.5%)	(0.2%)	27.8%	(0.6%)	4.2%	(1.6%)	(0.4%)
7. Skilled Craft Workers	19.2%	(0.5%)	(9.8%)	(2.1%)	(0.7%)	(3.1%)	(0.3%)	(0.8%)	(1.9%)	(0.1%)
8. Service/Maintenance	37.1%	1.7%	3.1%	2.8%	(0.3%)	(27.2%)	(0.8%)	(12.2%)	(4.2%)	(0.1%)