



**COMMISSION**

**AGENDA MEMORANDUM**

**Item No.** 7a

**BRIEFING ITEM**

**Date of Meeting** June 27, 2017

**DATE:** May 31, 2017  
**TO:** David Soike, Interim Executive Director  
**FROM:** Cynthia Alvarez, Sr. Manager Employee Relations, Human Resources  
**SUBJECT:** Port of Seattle's 2017 Affirmative Action Plan Briefing

**EXECUTIVE SUMMARY**

The purpose of this briefing is to present the key results of the Port of Seattle's 2017 Affirmative Action Plan (AAP), our current plan year.

- The number of women and minorities in the Port of Seattle's workforce reflect the availability of qualified minorities and women in the communities from which we recruit and hire.
- The Port of Seattle has not had to set placement goals for any of our last three years AAP(s), which includes our current 2017 AAP.

**BACKGROUND**

As a Federal contractor, the Port of Seattle is required to create an annual AAP for women and minorities. The purpose of an AAP is to recruit, hire, as well as retain women and minorities in numbers consistent with the availability of qualified minorities and women in our community.

**HOW RESULTS ARE MEASURED**

An employer has to set placement goals when there are fewer minorities or women in the employer's workforce than would be reasonably expected based upon the availability ("availability goals") of qualified women and minorities, both internal and external to the employer.

The Port of Seattle did not have to set placement goals for its 2017 AAP because its workforce, divided into 15 EEO Job Groups, met the availability goals for women and minorities in each of its EEO Job Groups.

**MOVING FORWARD**

Opportunities to continue the positive results of the Port of Seattle's AAP(s) include:

- Continuing the targeted recruitment of diverse applicant pools;

Meeting Date: June 27, 2017

- Continuing the bi-annual Compensation Equity Analysis;
- Continuing equity, diversity and inclusion training opportunities such as Unconscious Bias training, diversity brown-bags, and Preventing Workplace Harassment training and Disability Discrimination & Accommodation training;
- Learn from other local public employers how to identify and address equity issues beyond compliance.

**ATTACHMENTS TO THIS BRIEFING**

PowerPoint slide presentation

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

None