



**COMMISSION
AGENDA MEMORANDUM**

Item No. 9b

BRIEFING ITEM

Date of Meeting October 9, 2018

DATE: September 27, 2018
TO: Stephen P. Metruck, Executive Director
FROM: Kim DesMarais, Interim Sr. Director, Human Resources
Sanders Mayo, Sr. Employee Relations Consultant
SUBJECT: 2018 Affirmative Action Plan, Commission Briefing

EXECUTIVE SUMMARY

The purpose of this briefing is to present the key results of the Port of Seattle's 2018 Affirmative Action Plan (AAP) to the Port Commission.

Key highlights of the 2018 Affirmative Action Plan include:

- The number of women and minorities in the Port of Seattle's workforce is reflective of the availability of qualified women and minorities in the communities from which we recruit and hire.
- The Port of Seattle's employee demographics are aligned with the guidelines that are set by the Office of Federal Contract Compliance Programs (OFCCP) and therefore the Port does not have to set any placement goals for the coming year. It is worth noting that the Port has not had to set any placement goals in our last five years AAP(s) as our workforce has aligned with the availability of women and minorities in the communities where we recruit and hire.

BACKGROUND

As a Federal contractor, the Port of Seattle is required to create an annual AAP. The purpose of our AAP is to ensure that we make good faith efforts to recruit, hire, and retain qualified women and minorities in numbers consistent with the internal and external availability of qualified women and minorities within our organization and the communities we serve.

HOW RESULTS ARE MEASURED

In accordance with OFCCP requirements, on September 30th of each year the Port extracts data from our HR/Payroll system based on each employee's self-identified gender and ethnicity. This data is sent to our affirmative action consultant (People Fluent) who compares the number of women and minorities in each of the 15 Equal Employment Opportunity (EEO) job classes we have at the Port to the estimated number of available women and minorities with the skills

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required for each EEO job class in the Port’s general service area (King, Pierce, Thurston, Snohomish, and Kitsap counties). There are two types of availability:

1. External availability is the percent of women and minorities with requisite skills in the general services area. The statistics pulled from the US Census provides census occupations by ethnicity and sex composition and is broken out by residential geography.
2. Internal availability are those current employees available to be promoted, transferred, or trained for future openings at the Port.

Utilization Analysis is the comparison of how the Port’s employee demographics compare to the availability of women and minorities in the general service area. If the Port has a lower percentage of women or minorities in an EEO job class than is available in the general service area, this group is considered “under-utilized”. When one of the Port’s EEO job classes is under-utilized by more than the variance allowed by the OFCCP the Port must set a placement goal.

The Port has had effective recruiting programs since at least 2015. This year’s Affirmative Action is consistent with the past four years. Therefore, placement goals have not been required. Please see the Utilization Analysis Table below:

EEO JOB GROUP	TOTAL EMPLOYEES	WOMEN			MINORITY		
		Number of Port Employees	Availability	Difference	Number of Port Employees	Availability	Difference
		#	#	#	#	#	#
Officials/Administrators 1	31	12	11	+1	6	7	-1
Officials/Administrators 2	104	38	38	--	33	25	+8
Officials/Administrators 3	202	75	72	+3	41	47	-6
Professionals 1	333	137	144	-7	102	96	+6
Professionals 2	148	85	84	+1	64	49	+15
Admin. Support 1	79	54	57	-3	29	23	+6
Admin. Support 2	24	19	18	+1	6	7	-1
Skilled Craft 1	90	4	5	-1	20	22	-2
Skilled Craft 2	285	13	16	-3	72	76	-4
Protective Services	307	77	89	-12	82	92	-10
Service-Maintenance	91	24	32	-8	32	31	+1
Technicians	36	16	15	+1	11	10	+1

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Para-Professionals	76	54	51	+3	34	23	+11
Admin. Support 3	22	14	16	-2	9	9	--
Protective Services Leadership	56	9	10	-1	11	12	-1

- "Underutilized" demographic
- Highly exceeds Availability

MOVING FORWARD

The Port of Seattle’s 2018 AAP is aligned with our 2018 Port-wide Goals to provide workforce training and quality jobs for underrepresented communities as well as our High-Performance Organization goal to deepen the organization’s understanding and practices in diversity and inclusion. Port staff continues to seek ways to exceed these goals.

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

1. Continuing the targeted recruitment of diverse applicant pools by attending job fairs and community events, offering internships, and evaluating job descriptions to remove requirements which create artificial barriers;
2. Continuing the bi-annual Compensation Equity Analysis to review pay of Port employees and ensure there are no race or gender-based differences in employee pay that cannot be explained by the employee’s experience or work performance, and
3. Continuing to offer equity, diversity and inclusion training opportunities such as unconscious bias training for hiring selection panels, diversity brown-bags, and our *Preventing Workplace Harassment and Disability Discrimination and Accommodation* training.

ATTACHMENTS TO THIS

PowerPoint Slide Presentation

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None