



**COMMISSION
AGENDA MEMORANDUM**

Item No. 9b.

BRIEFING ITEM

Date of Meeting September 24, 2019

DATE: September 6, 2019

TO: Stephen P. Metruck, Executive Director

FROM: Cynthia Alvarez, Sr. Manager Employee Relations, Human Resources
Sanders Mayo, Sr. Employee Relations Consultant, Human Resources *CA
SM*

SUBJECT: 2019 Port of Seattle Affirmative Action Plan

EXECUTIVE SUMMARY

The purpose of this briefing is to present the key results of the Port of Seattle’s 2019 Affirmative Action Plan (AAP) to the Port Commission.

Key highlights of the 2019 AAP include:

- The number of women and minorities in the Port of Seattle’s workforce reflects 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 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 the Port has not had to set any placement goals in our last six AAP(s) as our workforce demographics are aligned with the availability of women and minorities within the communities from which 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 guidelines, on September 30th of each year the Port extracts employee data from our HR/Payroll system to compare the percentages of women and minorities in each of our 15 Equal Employment Opportunity (EEO) Job Groups to the percentages of qualified women and minorities within the Port’s general recruitment area

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(King, Pierce, Snohomish, and Kitsap counties). This type of review, comparing incumbency to external availability, is called a Utilization Analysis.

Underutilization exists when the percentage of women or minorities employed within an EEO Job Group is less than would be reasonably expected given the availability of qualified women and minorities within the employer’s recruitment area. Placement goals are set when an employer has an underutilization within an EEO Job Group. A placement goal serves as target, not a quota or set-aside, that employers make good faith efforts to meet.

Consistent with our five previous AAP(s), the Port has no underutilization in any of its EEO Job Groups. Therefore, the Port has no placement goals in its 2019 AAP.

Please see the 2019 Utilization Analysis Table below:

EEO JOB GROUP	TOTAL EMPLOYEES	WOMEN			MINORITY		
		Utilization	Availability	Difference	Utilization	Availability	Difference
Officials/Administrators 1	30	11	11	--	5	6	-1
Officials/Administrators 2	115	44	40	+4	35	27	+8
Officials/Administrators 3	223	71	77	-6	47	56	-9
Professionals 1	321	135	142	-7	107	92	+15
Professionals 2	144	82	82	--	59	45	+14
Admin. Support 1	76	53	55	-2	27	22	+5
Admin. Support 2	26	20	19	+1	7	7	--
Admin. Support 3	22	14	16	-2	9	9	--
Skilled Craft 1	95	5	6	-1	23	22	+1
Skilled Craft 2	308	15	18	-3	71	80	-9
Protective Services	343	88	103	-15	101	109	-8
Protective Services Leadership	57	8	11	-3	15	15	--
Service-Maintenance	102	29	37	-8	35	35	--
Technicians	32	18	15	+3	8	8	--
Para-Professionals	79	58	54	+4	33	25	+8

(Please see Appendix A for comparison to 2018 Utilization Analysis Table)

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MOVING FORWARD

The Port of Seattle’s 2019 AAP is aligned with our Port-wide Goals to Demonstrate Strong Commitment to Equity, Diversity, and Inclusion at the Port and Across the Region and to Operate as a Highly Effective Public Agency.

The Port of Seattle will continue to improve its good faith efforts to expand the positive results of our AAP(s), by:

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 ensure there are no race or gender-based differences in employee pay;
3. Continuing to offer equity and diversity training opportunities to support an inclusive work environment.

ATTACHMENTS TO THIS BRIEFING

- (1) Presentation slides
- (2) Appendix A: 2018 AAP Results
- (3) Appendix: B: King County (Agency) & City of Seattle Race & Ethnicity Demographics

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

October 9, 2018 – 2018 AAP Briefing

June 13, 2017 – 2017 AAP Commission Briefing

September 27, 2016 – 2016 AAP Commission Briefing

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Appendix A:

2018 AAP Results

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
Admin. Support 3	22	14	16	-2	9	9	--
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
Protective Services Leadership	56	9	10	-1	11	12	-1
Service-Maintenance	91	24	32	-8	32	31	+1
Technicians	36	16	15	+1	11	10	+1
Para-Professionals	76	54	51	+3	34	23	+11

Appendix B:



