



**COMMISSION
AGENDA MEMORANDUM**

Item No. 9a

BRIEFING ITEM

Date of Meeting September 8, 2020

DATE: August 21, 2020

TO: Stephen P. Metruck, Executive Director

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

SUBJECT: 2020 Port of Seattle Affirmative Action Program

EXECUTIVE SUMMARY

The purpose of this briefing is to present to the Port Commission the key results of the Port of Seattle's 2020 Affirmative Action (AA) Program.

2020 Key Highlights:

- To meet the Office of Federal Contract Compliance Programs (OFCCP) AA reporting requirements, the Port's AA Program grew from one annual AA Plan to three annual AA Plans. Now, in addition to an annual AA plan for Women & Minorities (Executive Order 11246), we have annual AA Plans for Individuals with Disabilities (Section 503 of the Rehabilitation Act) and Protected Veterans (VEVRAA - The Vietnam Era Veterans' Readjustment Assistance Act).
- Updates to the Port's EEO Job Groups structure created better alignment between salary grades and EEO Job Groups and provided better clarity of employee demographics within EEO Job Groups. The following changes expanded the Port's EEO Job Groups from 15 to 17.
 - Separated Commissioned Police out of Protective Services into two new EEO Job Groups; Commissioned Police and Commissioned Police-Command.
 - Renamed Protective Services EEO Job Groups as Non-Commissioned Protective Services and Non-Commissioned Protective Services-Command.
 - Removed Officials and Administrators 3 EEO Job Group.
 - Added Professional Group 3 EEO Group.
- 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. Consistent with the last six AA Plans for Women and Minorities, the Port has no required placement goals.
- The Port's 2020 EEO Compensation Analysis did not identify salary disparities attributable to race or gender.

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- OFCCP set the aspirational goal of 7% representation of individuals with disabilities within each EEO Job Group. This utilization goal is not a rigid and inflexible quota which must be met, nor is it to be considered either a ceiling or a floor for the employment of individuals with disabilities. Port-wide we have almost 5% of our workforce who self-report as individuals with disabilities. Seven out of our 17 EEO Job Groups align with the 7% aspirational goal. Moving forward we will continue to educate employees of the importance to self-identify demographic data (race, gender, disability, veteran status) for more accurate workforce demographics for both our AA reporting and equity goals. We will also continue to look for opportunities to expand our efforts to recruit, hire, and retain individuals with disabilities.
- Thirteen out of our 17 EEO Job Groups meet OFCCP's benchmark of 6.7% representation of Protected Veterans. We have no required placements goals for the 4 EEO Job Groups which did not meet the 6.7% benchmark because of the Port's 9.25% overall representation of Protected Veterans, the Port's good faith efforts to recruit, hire, and retain, and the Port's nationally recognized Veterans Fellowship Program.

BACKGROUND

As a federal contractor, the Port of Seattle is required meet OFCCP's AA reporting requirements, which includes the following:

- Develop annual AA Plans for Women and Minorities, Protected Veterans and Individuals with Disabilities.
- Conduct an annual EEO Compensation Analysis.
- Monitor the effectiveness of the Port's AA Program on a continuing basis through the development and implementation of an internal audit and reporting system that measures the program effectiveness.
- Provide annual AA compliance training to employees involved in the recruitment, selection, promotion, performance management and related processes to include review of the three AA Plans, and their roles and responsibilities in its implementation to ensure women and minorities, individuals with disabilities, and protected veterans are treated in a non-discriminatory manner in all employment practices and business decisions.

HOW RESULTS ARE MEASURED

In accordance with OFCCP guidelines, on October 31st of each year the Port extracts employee data from our HRIS/Payroll system to compare the percentages of women and minorities in each of our 17 EEO Job Groups to the percentages of qualified women and minorities within the Port's general recruitment area (King, Pierce, Snohomish, Thurston, and Kitsap counties). This

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type of review, comparing incumbency to external availability, is called a Utilization Analysis and is required for only the AA Plan for Women and Minorities. For all federal contractors, OFCCP sets the 7% aspirational goal for individuals with disabilities and 6.7% benchmark for protected veterans.

An underutilization exists when the Utilization Analysis shows the percentage of women or minorities within an EEO Job Group is less than would be reasonably expected given the availability of qualified women and minorities within the employer’s workforce and externally 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.

2020 Utilization Analysis for Women and Minorities

EEO JOB GROUP	TOTAL EMPLOYEES 2,062	WOMEN Total: 678 - 32.85%			MINORITY Total: 642 – 31.10%		
		Utilization	Availability	Difference	Utilization	Availability	Difference
Officials/Administrators 1	22	7	8.1	-1.1	6	4.9	+1.1
Officials/Administrators 2	40	19	17.6	+1.4	11	9.5	+1.5
Professionals 1	250	90	92.1	-2.1	57	57.7	-0.7
Professionals 2	377	148	162.4	-14.4	117	99.4	+17.6
Professionals 3	56	32	28.1	+3.9	24	14.3	+9.7
Admin. Support 1	11	8	9.2	-1.2	4	3.4	+0.6
Admin. Support 2	56	53	49.6	+3.4	22	17.7	+4.3
Admin. Support 3	11	8	8.5	-0.5	4	3.1	0.9
Paraprofessionals	77	60	52.4	+7.6	34	24	+10
Technicians	132	46	53.4	-7.4	58	38.8	+19.2
Skilled Craft 1	101	6	5.4	+0.6	21	23.7	-2.7
Skilled Craft 2	315	14	17.6	-3.6	76	82.7	-6.7
Service-Maintenance	158	64	73.9	-9.3	65	57.3	+7.7
Commissioned Police	89	11	14.2	-3.2	14	17.9	-3.9
Commissioned Police Command	26	4	3.4	+0.6	7	4.2	+2.8

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Non-Commissioned Protective Services	306	103	103.2	-0.2	112	86.1	+25.9
Non-Commissioned Protective Services Command	37	5	9.2	-4.2	10	9.3	+0.7

(Please see Appendix A for comparison to 2019 Utilization Analysis Table)

PORT DEMOGRAPHICS V. COUNTY (KING, PIERCE, SNOHOMISH) DEMOGRAPHICS

	Port of Seattle	King County	Pierce County	Snohomish County
Female	32.8%	49.7%	50.1%	49.8%
Male	67.2%	50.3%	49.9%	50.2%

	Port of Seattle	King County	Pierce County	Snohomish County
White	68.9%	66.2%	74.3%	77%
Minority	31.1%	33.8%	25.7%	23%

MOVING FORWARD

The Port of Seattle’s Affirmative Action Program is aligned with our portwide 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 absence of underutilization in our EEO job groups in our 2020 AA Plan for Women and Minorities indicates the Port has met its OFCCP compliance requirements. We recognize this as an important accomplishment while also recognizing the importance of increasing the overall representation of women and minorities, especially in Skilled Crafts, Commissioned Police, Professionals, Technicians, Service-Maintenance, and Non-Commissioned Protected Services EEO Job Groups.

The Port of Seattle will continue to improve the AA Program by doing the following:

1. Continuing to ask employee to self-identify race, gender, disability status, and veteran status to more accurately reflect our workforce demographics within our 3 AA Plans.
2. Expanding outreach and recruitment of individuals with disabilities.

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3. Continuing the targeted recruitment of women, minorities, and protected veterans to ensure diverse applicant pools by attending job fairs and community events, offering internships, and evaluating job descriptions to remove requirements which create artificial barriers.
4. Maintaining and expanding the Veteran’s Fellowship Program.
5. Conducting annual audits of the 3 AA Plans to measure the program effectiveness.
6. Providing annual AA compliance training to employees to ensure women and minorities, individuals with disabilities, and protected veterans are treated in a non-discriminatory manner in all employment practices and business decisions.

In conclusion, it’s important to note that moving forward the success of the Port’s AA Program is connected to the success of the important work underway by the Office of Equity, Diversity, and Inclusion (OEDI). Addressing institutional oppression within the Port and infusing equity in all our programs, policies, and business practices supports the fundamental purpose of affirmative action, which is to attract, hire, develop and retain a workforce that reflects the diversity of our community at all levels of the Port.

ATTACHMENTS TO THIS BRIEFING

- (1) Presentation slides
- (2) Appendix A: 2019 Utilization Analysis Table for Women & Minorities

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

September 24, 2019 – 2019 AAP Commission Briefing
October 9, 2018 – 2018 AAP Commission Briefing
June 13, 2017 – 2017 AAP Commission Briefing
September 27, 2016 – 2016 AAP Commission Briefing

Appendix A:

2019 Utilization Analysis for Women & Minorities

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	--
Paraprofessionals	79	58	54	+4	33	25	+8