

Item No. 9a supp

Meeting Date: September, 8, 2020

# 2020 Affirmative Action Plan Key Results

Commission Briefing



# Affirmative Action (AA) Program Purpose

- Ensure good faith efforts taken to recruit, hire and retain qualified women and minorities.
- Ensure employee demographics are consistent with the internal/external availability of qualified women and minorities and the Office for Federal Contract Compliance Programs' (OFCCP) aspirational goals and benchmarks for individuals with disabilities and protected veterans.



# 2020 AA Program Key Results

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- 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 updates expanded the our EEO Job Groups from 15 to 17.
- The number of women and minorities in our 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 & 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.
- OFCCP's aspirational goal of 7% representation of individuals with disabilities within each EEO Job Group is not a rigid and inflexible quota which must be met, nor is it either a ceiling or a floor for the employment of individuals with disabilities. Seven out of our 17 EEO Job Groups align with the 7% aspirational goal. Port-wide we have almost 5% of our workforce who self-report as individuals with disabilities.
- Thirteen out of our 17 EEO Job Groups meet OFCCP's benchmark of 6.7% representation of Protected Veterans. The Port has no underutilization of women or minorities in any EEO Job Group.
- The Port's 2020 Equity Compensation Analysis found no evidence of gender or raced based differences in employee compensation.

# What is Availability?

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Availability is an estimate of the number of qualified women and minorities available for employment in an EEO Job Group. It is expressed as a percentage of:

- The external number of qualified women and minorities within an employer's recruitment area (King, Snohomish, Pierce, Kitsap, and Thurston Counties).
- The number of promotable, transferable, and trainable women and minorities within an employer's workforce.

# What is a Utilization Analysis?

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- A utilization analysis is the process of comparing incumbency to availability. Essentially, it shows how well women and minorities are represented within an employer's workforce.
- An underutilization exists when the percentage of women and minorities employed in a in EEO job group is less than would be reasonably expected given their availability.

# Changes to 2020 EEO Job Groups

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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 & Administrators 3 EEO Job Group.
- Added Professional Group 3 EEO Group.

# EEO Job Group 2019 vs. 2020

## 2019 EEO Job Groups

Officials/Administrators 1

Officials/Administrators 2

Officials/Administrators 3

Professionals 1

Professionals 2

Admin. Support 1

Admin. Support 2

Admin. Support 3

Skilled Craft 1

Skilled Craft 2

Protective Services

Protective Services

Leadership

Service-Maintenance

Technicians

Paraprofessionals

## 2020 EEO Job Groups

Officials/Administrators 1

Officials/Administrators 2

Professionals 1

Professionals 2

Professionals 3

Admin. Support 1

Admin. Support 2

Admin. Support 3

Skilled Craft 1

Skilled Craft 2

Commissioned Police

Commissioned Police Command

Non-Commissioned Protective Services

Non-Commissioned Protective Services

Command

Service-Maintenance

Technicians

Paraprofessionals

# 2020 AAP Availability – Women and Minorities

EEO JOB GROUP	Total #	Female			Minorities		
		Employees	Availability	Difference	Employees	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
Professional 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
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
Commissioned Police - Command	26	4	3.4	0.6	7	4.2	2.8
Commissioned Police	89	11	14.2	-3.2	14	17.9	-3.9
Non-Commissioned Protective Services – Command	37	5	9.2	-4.2	10	9.3	0.7
Non-Commissioned Protective Services	306	103	103.2	-0.2	112	86.1	25.9
Service-Maintenance	158	64	73.9	-9.9	65	57.3	7.7
Technicians	132	46	53.4	-7.4	58	38.8	19.2
Paraprofessionals	77	60	52.4	7.6	34	24	10



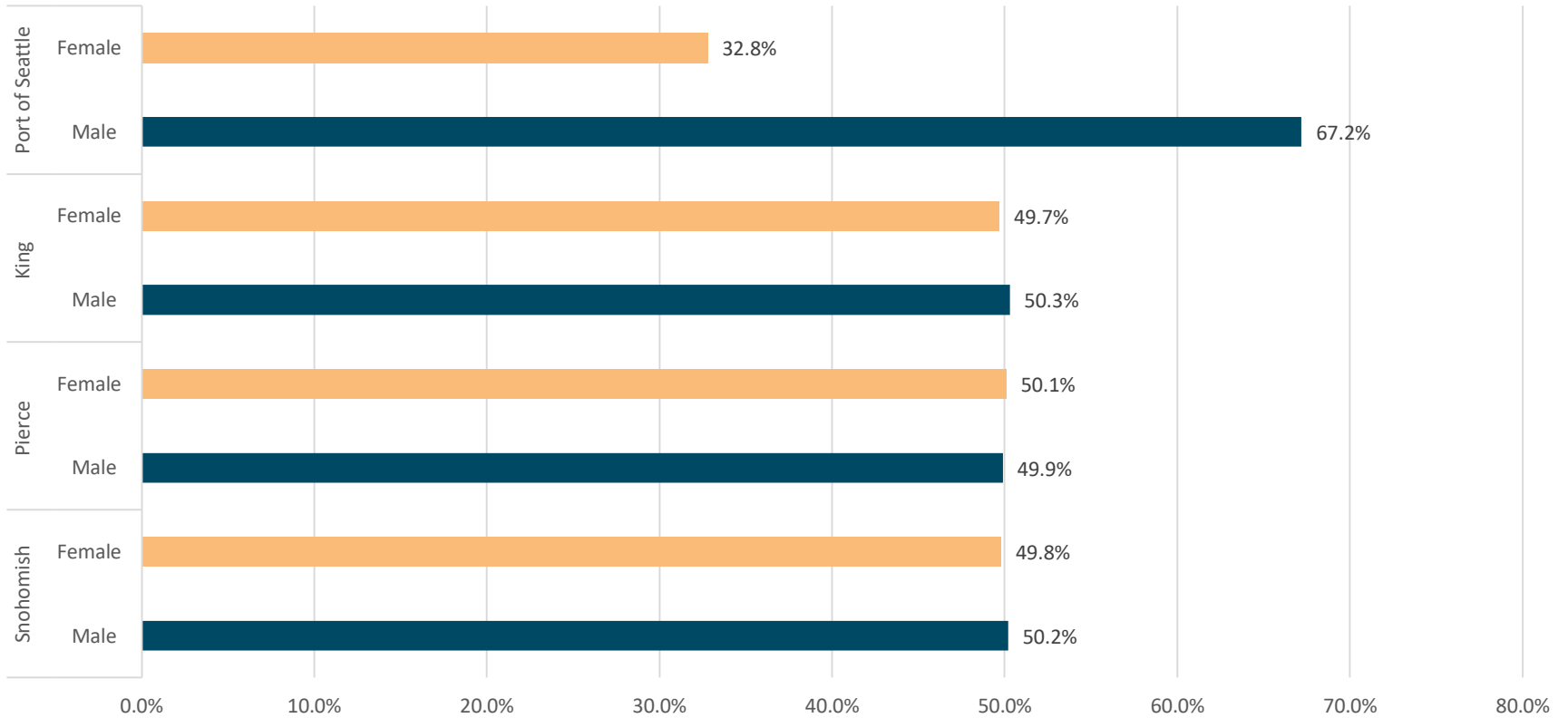
# 7% Aspirational Goal – Individuals with Disabilities

EEO JOB GROUP	TOTAL #	7% Aspirational Goal Met
Officials/Administrators 1	22	No
Officials/Administrators 2	40	No
Professionals 1	250	No
Professionals 2	377	No
Professionals 3	56	Yes
Admin. Support 1	11	Yes
Admin. Support 2	56	Yes
Admin. Support 3	11	Yes
Skilled Craft 1	101	No
Skilled Craft 2	315	No
Commissioned Police – Command	26	Yes
Commissioned Police	89	No
Non-Commissioned Protective Services - Command	37	No
Non-Commissioned Protective Services	306	No
Service-Maintenance	158	No
Technicians	132	Yes
Paraprofessionals	77	Yes

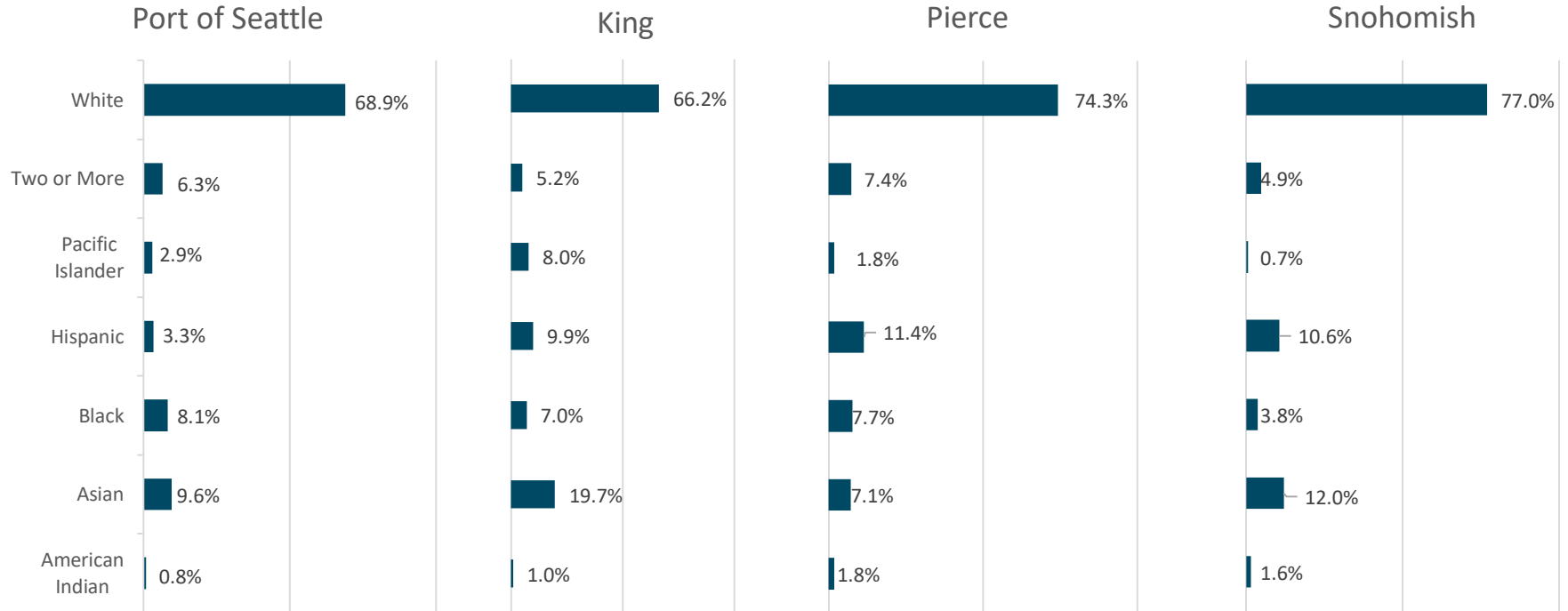
# 6.7% Benchmark for Protected Veterans

EEO Job Group	Total #	Employee Vets	Availability	Difference
Officials/Administrators 1	22	0	1.47	-1.47
Officials/Administrators 2	40	1	2.68	-1.68
Professionals 1	250	19	16.75	2.25
Professionals 2	377	22	25.25	-3.25
Professional 3	56	3	3.75	0.75
Admin. Support 1	11	0	0.73	0.73
Admin. Support 2	56	0	3.75	-3.75
Admin. Support 3	11	0	0.73	0.73
Skilled Craft 1	101	16	6.76	9.24
Skilled Craft 2	315	35	21.10	13.9
Commissioned Police - Command	26	8	1.74	6.26
Commissioned Police	89	20	5.96	14.04
Non-Commissioned Protective Services – Command	37	5	2.47	2.53
Non-Commissioned Protective Services	306	29	20.50	8.50
Service-Maintenance	158	13	10.58	2.42
Technicians	132	15	8.84	6.16
Paraprofessionals	77	5	5.15	0.15

# Port vs. County Gender Data



# Port vs. County Demographics



# Opportunities Moving Forward

- Continue 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.
- Expand outreach and recruitment of individuals with disabilities.
- Continue 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.
- Maintain and expand the Veteran's Fellowship Program.
- Conduct annual audits of the 3 AA Plans to measure the program effectiveness.
- 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.
- Work underway by Office of Equity, Diversity, and Inclusion to address institutional oppression within the Port and to infuse 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.



Questions?

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