



**COMMISSION**  
**AGENDA MEMORANDUM**

**Item No.** 11d

**BRIEFING ITEM**

**Date of Meeting** January 4, 2022

**DATE:** October 28, 2021

**TO:** Stephen P. Metruck, Executive Director

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

**SUBJECT: 2021 Port of Seattle Affirmative Action Program**

**EXECUTIVE SUMMARY**

The purpose of this briefing is to present the Port Commission the key results of the Port of Seattle's 2021 Affirmative Action (AA) Program.

2021 Key Highlights:

- To meet the Office of Federal Contract Compliance Programs (OFCCP) AA reporting requirements, the Port creates annual AA plans for Women & Minorities (Executive Order 11246), Individuals with Disabilities (Section 503 of the Rehabilitation Act) and Protected Veterans (VEVRAA - The Vietnam Era Veterans' Readjustment Assistance Act).
- Women at the Port of Seattle represent 33% of the workforce which is consistent with the representation of women in the 2020 AAP for Women and Minorities.
- Minorities at the Port of Seattle represent 34% of the workforce, which is a 3% increase from 2020. The increase in the representation of minorities is aligned with more employees choosing to self-identify race in HCM.
- In the 2020 AA Plan for Women & Minorities, 20% of employees did not self-identify race in HCM. This number decreased to 16% in our 2021 AA Plan for Women & Minorities.
- The Port's AA Plan for Individuals with Disabilities includes an aspirational goal of 7% set by OFCCP for the representation of individuals with disabilities within each of the Port's 17 EEO Job Group. The Port increased the representation of individuals with disabilities to 6.57%, a 1.63% increase from last year. Eleven out of our 17 EEO Job Groups align with the 7% aspirational goal, an increase from 7 in 2020.
- OFCCP set a 5.7% benchmark for the representation of VEVRAA-protected Veterans within each EEO Job Group. Port-wide, the overall representation of VEVRAA-protected Veterans is 9.50%, a .25% increase from last year. Fifteen of the Port's 17 EEO Job Groups meet or exceed the 5.7% benchmark, an increase from 13 EEO Job Groups last year.
- For the first time since 2013, the Port has an underrepresentation of women in the Professionals 2 EEO Job Group, which includes positions within Salary Grades 25 – 28 that

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require specialized or theoretical knowledge usually acquired through college training or through work experience and other training which provides comparable knowledge. In 2020, promotions rather than hires made up 56% of the movement into the Professional 2 EEO Job Group, an increase from 45% in 2019. This is a positive affirmation of the Port's commitment to employee development. The 2020 increase of internal movement (promotions and transfers) into the Professionals 2 EEO Job Group resulted in the availability calculation to weight internal availability of qualified women within the Port more than external availability. Another factor contributing to the placement goal for women in the Professionals 2 EEO Job Group is the availability of qualified women within the EEO Job Groups that feed into the Professionals 2 EEO Job Group. The feeder EEO Job Groups for the Professionals 2 EEO Job Group include Professionals 3, Administrative Support 1, Protective Services and Protective Services – Command. The increased availability of qualified women in the feeder EEO Job Groups reflect the Port's commitment to hire and develop female employees and raises the bar for us to meet.

- A placement goal serves as a target for the Port to utilize good faith effort to meet. The placement goal for women in the Professionals 2 EEO Job Group is not a quota or set-aside, nor is it a requirement that the Port fill any vacancies in this EEO Job Group with women. We are partnering with our colleagues in Talent Acquisition and Emerging Talent to identify recruitments for positions within the Professionals Group 2 EEO Job Group. Once identified, they will target outreach and recruitment of women to ensure diverse applicant pools.
- The Port's 2021 EEO Compensation Analysis showed salary differences of more than 7.5% needing further analysis. These differences impact employees regardless of race and gender. Further analysis will be completed as part of our Compensation Study.

### **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 & Minorities, VEVRAA-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.

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**HOW RESULTS ARE MEASURED**

In accordance with OFCCP guidelines, on October 31<sup>st</sup> 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 type of review, comparing incumbency to availability (internal and external), is called a Utilization Analysis and is required for only the AA Plan for Women & Minorities.

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.

**2021 Utilization Analysis for Women & Minorities**

EEO JOB GROUP	TOTAL EMPLOYEES 2,084	WOMEN Total: 678 - 32.53%			MINORITY Total: 707 – 33.93%		
		Utilization	Availability	Difference	Utilization	Availability	Difference
Officials/Administrators 1	26	8	10	-2	7	6	1
Officials/Administrators 2	40	20	18	2	12	10	2
Professionals 1	257	93	96	-3	66	65	1
Professionals 2	380	156	179	-23	129	117	12
Professionals 3	67	37	36	1	29	17	12
Admin. Support 1	3	3	2	1	2	1	1
Admin. Support 2	53	47	47	0	22	18	4
Admin. Support 3	7	6	5	1	1	2	-1
Paraprofessionals	74	60	54	6	31	27	4
Technicians	135	51	60	-9	59	42	17
Skilled Craft 1	117	6	7	-1	25	29	-4
Skilled Craft 2	334	16	20	-4	87	91	-4
Service-Maintenance	151	64	71	-7	71	59	12
Commissioned Police	88	9	15	-6	16	18	-2
Commissioned Police Command	27	5	3	2	6	5	1
Non-Commissioned Protective Services	302	96	89	7	136	94	42
Non-Commissioned Protective Services Command	23	1	4	-3	5	8	-3

**MOVING FORWARD**

The Port of Seattle’s Affirmative Action Program 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.

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

1. Continuing ask employee to self-identify race, gender, disability status, and veteran status to reflect our workforce demographics more accurately within our 3 AA Plans.
2. Continue to partner with our colleagues in Talent Acquisition and Emerging Talent to identify recruitments for positions within the Professionals Group 2 EEO Job Group. Once identified, we will conduct targeted outreach and recruitment of women to ensure diverse applicant pools.
3. Expanding outreach and recruitment of individuals with disabilities.
4. Continuing the targeted recruitment of 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.
5. Continue with Human Resources' Compensation Project to address and resolve systemic pay equity issues.
6. Maintaining and expanding the Veteran's Fellowship Program.
7. Conducting annual audits of the 3 AA Plans to measures the program effectiveness.
8. 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.

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 in Human Resources and the Office of Equity, Diversity, and Inclusion (OEDI). Human Resources will continue to partner with OEDI to create action plans from the OEDI survey results and those coming out of the Women of Color Assessment currently underway. Addressing institutional oppression within the Port and infusing equity in all our programs, including compensation, 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

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

September 8, 2020 – 2020 AAP Commission Briefing  
September 24, 2019 – 2019 AAP Commission Briefing  
October 9, 2018 – 2018 AAP Commission Briefing