

CITY OF BEAVERTON

Utilization Report and Analysis



Incorporated in 1893 and operating under the provision of its own charter and applicable state law, the City of Beaverton is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, marital status, race, color, creed, mental or physical disability, religion, national origin, familial status, sexual orientation, gender identity, source of income, or any other status protected by local, state, or federal law, in the admission or access to, or employment in, its programs or activities.

The city recognizes the significant contributions of veterans in protecting the liberties our citizens enjoy and complies with Oregon's Veterans' Preference Law.

Being committed to the full inclusion of all qualified individuals, the city will ensure that persons with disabilities are provided reasonable accommodations.

The city also complies with Oregon's Equal Pay Act which requires regular and ongoing analysis of pay equity at all levels.

The city therefore affirms that all employment decisions and practices including selection, transfer, promotion, compensation, benefits, reclassification, discipline, layoff, demotion, and discharge will be based on the principles and practices of Equal Employment Opportunity. The City of Beaverton will not discriminate in any of the aforementioned subjects based on race, color, sex, age, disability, religion, marital status, genetic information, membership in other protected groups, or based on protected activities, in compliance with Title VII of the Civil Rights Act of 1964, Section 504 of the of the Rehabilitation Act of 1973 and Title I of the Americans With Disabilities Act of 1990. All employment decisions will be based on bona fide occupational

qualifications and essential functions of the job required for the effective delivery of city services.

In its advertising and recruitment processes, the City of Beaverton will take such actions as are necessary and appropriate to encourage applications from all individuals, including women, minorities, and individuals with disabilities. The Human Resources Director is the city's Equal Employment Opportunity Officer, and its Section 504 Coordinator. All directors, managers, supervisors, officials and employees of the city are expected and required to refrain from any conduct or practice that is in violation of the requirements of this policy or applicable state, federal, or local laws and regulations regarding employment discrimination.

The city workforce data provided is as of October 1, 2019 and will be updated annually. The labor market statistical data represents Washington County, Oregon as of the 2010 US Census.

The City of Beaverton Workforce Utilization Analysis Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials / Administrators														
Workforce # / %	21 / 60%	0 / 0%	0 / 0%	0 / 0%	2 / 6%	0 / 0%	0 / 0%	10 / 29%	0 / 0%	1 / 3%	0 / 0%	0 / 0%	0 / 0%	1 / 3%
Census # / %	20275 / 50%	1160 / 3%	505 / 1%	110 / 0%	1775 / 4%	95 / 0%	475 / 1%	13445 / 33%	685 / 2%	330 / 1%	90 / 0%	1135 / 3%	10 / 0%	285 / 1%
Utilization %	10%	-3%	-1%	0%	1%	0%	-1%	-5%	-2%	2%	0%	-3%	0%	2%
Professionals														
Workforce # / %	56 / 30%	3 / 2%	2 / 1%	0 / 0%	3 / 2%	0 / 0%	0 / 0%	101 / 53%	6 / 3%	1 / 1%	0 / 0%	16 / 8%	0 / 0%	1 / 1%
Census # / %	24545 / 40%	1055 / 2%	480 / 1%	35 / 0%	5420 / 9%	45 / 0%	540 / 1%	23565 / 38%	1600 / 3%	200 / 0%	140 / 0%	3310 / 5%	45 / 0%	530 / 1%
Utilization %	-10%	0%	0%	0%	-7%	0%	-1%	15%	1%	0%	0%	3%	0%	0%
Technicians														
Workforce # / %	25 / 60%	0 / 0%	1 / 2%	0 / 0%	1 / 2%	0 / 0%	1 / 2%	10 / 24%	1 / 2%	2 / 5%	0 / 0%	0 / 0%	0 / 0%	1 / 2%
Census # / %	3780 / 47%	350 / 4%	75 / 1%	10 / 0%	545 / 7%	0 / 0%	80 / 1%	2535 / 32%	150 / 2%	20 / 0%	0 / 0%	420 / 5%	25 / 0%	10 / 0%
Utilization %	12%	-4%	1%	0%	-4%	0%	1%	-8%	1%	5%	0%	-5%	0%	2%
Protective Services Sworn														
Workforce # / %	119 / 85%	2 / 1%	2 / 1%	0 / 0%	5 / 4%	0 / 0%	0 / 0%	11 / 8%	0 / 0%	1 / 1%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
Census # / %	2345 / 67%	50 / 1%	140 / 4%	45 / 1%	120 / 3%	0 / 0%	25 / 1%	665 / 19%	60 / 2%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	29 / 1%
Utilization %	18%	0%	-3%	-1%	0%	0%	-1%	-11%	-2%	1%	0%	0%	0%	-1%
Protective Services: Non-Sworn														
Workforce # / %	4 / 57%	0 / 0%	1 / 14%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	2 / 29%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
Census # / %	135 / 44%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	155 / 50%	0 / 0%	0 / 0%	0 / 0%	20 / 6%	0 / 0%	0 / 0%
Utilization %	14%	0%	14%	0%	0%	0%	0%	-21%	0%	0%	0%	-6%	0%	0%
Administrative Support														
Workforce # / %	11 / 11%	2 / 2%	0 / 0%	0 / 0%	3 / 3%	0 / 0%	0 / 0%	67 / 68%	11 / 11%	0 / 0%	0 / 0%	4 / 4%	0 / 0%	1 / 1%
Census # / %	24130 / 32%	3060 / 4%	450 / 1%	170 / 0%	1820 / 2%	165 / 0%	425 / 1%	37265 / 49%	4560 / 6%	460 / 1%	290 / 0%	2625 / 3%	275 / 0%	625 / 1%
Utilization %	-21%	-2%	-1%	0%	1%	0%	-1%	19%	5%	-1%	0%	1%	0%	0%
Skilled Craft														
Workforce # / %	36 / 88%	3 / 7%	0 / 0%	0 / 0%	2 / 5%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
Census # / %	13070 / 64%	4080 / 20%	105 / 1%	135 / 1%	755 / 4%	190 / 1%	285 / 1%	1145 / 6%	155 / 1%	60 / 0%	25 / 0%	335 / 2%	40 / 0%	0 / 0%
Utilization %	24%	-13%	-1%	-1%	1%	-1%	-1%	-6%	-1%	0%	0%	-2%	0%	0%
Service / Maintenance														
Workforce # / %	20 / 67%	8 / 27%	1 / 3%	0 / 0%	1 / 3%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
Census # / %	20450 / 30%	13020 / 19%	990 / 1%	180 / 0%	2190 / 3%	235 / 0%	510 / 1%	18135 / 27%	8130 / 12%	555 / 1%	45 / 0%	2690 / 4%	135 / 0%	480 / 1%
Utilization %	36%	7%	2%	0%	0%	0%	-1%	-27%	-12%	-1%	0%	-4%	0%	-1%

Significant Underutilization Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials / Administrators								-5%						
Professionals	-10%				-7%									
Technicians								-8%				-5%		
Protective Services Sworn								-11%						
Protective Services: Non-Sworn								-21%				-6%		
Administrative Support	-21%													
Skilled Craft		-13%						-6%						
Service / Maintenance								-27%	-12%					

Law Enforcement Category Rank Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Chief														
Workforce # /%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	1 / 100%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
Deputy Chief														
Workforce # /%	1 / 100%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
Captain														
Workforce # /%	3 / 100%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
Lieutenant														
Workforce # /%	5 / 100%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
Sergeant														
Workforce # /%	17 / 94%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	1 / 6%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
Protective Services Sworn Patrol Officers														
Workforce # /%	93 / 83%	2 / 2%	2 / 2%	0 / 0%	5 / 4%	0 / 0%	0 / 0%	9 / 8%	0 / 0%	1 / 1%	0 / 0%	0 / 0%	0 / 0%	0 / 0%

Utilization Analysis Narrative

The data indicates that notwithstanding the good faith efforts of the city in recruitment, there are a number of job groups where there is underutilization of men, women and / or minorities in comparison with the makeup of the identified community workforce. The determination of underutilization is not a finding or admission of discrimination. Significant underutilization was defined as a -5% difference or greater.

Those identifying as White Male are underutilized in the Professionals and Administrative Support job categories.

Those identifying as White Female are underutilized in all job categories except for Professionals and Administrative Support.

Washington County's representation of Black, American Indian, Native Hawaiian or identifying with two or more races within the 2010 Census job category data does not provide enough of a variance to be considered significant underutilization. Regardless, outreach to potential applicants remains a priority.

Within the Asian community, Males are underutilized in the Professionals job category, and Females are underutilized in Technicians and Professional Services Non-Sworn.

Within the Hispanic community, Males are underutilized within Skilled Craft, and Females are underutilized in Service/Maintenance.

Specific to Law Enforcement, our Patrol Officers represent a greater diversity than other rank positions.

Objectives

- A. Increase applicant pool for Black males in Official/Administrators, Protective Services (Sworn), Administrative Support, and Skilled Craft positions.
- B. Increase applicant pool for Black females in Administrative Support and Service/Maintenance positions.
- C. Increase applicant pool for Hispanic/Latino males in Officials/Administrators, Technicians, Administrative Support, and Skilled Craft positions.
- D. Increase applicant pool for Hispanic/Latina females in Officials/Administrators, Protective Services (Sworn), Skilled Craft, and Service/Maintenance positions.
- E. Increase applicant pool for White females in Officials/Administrators, Technicians, Protective Services (Sworn and Non-Sworn), and Service/Maintenance positions.
- F. Increase applicant pool for White males in Professionals and Administrative Support positions.
- G. Increase applicant pool for Asian females in Officials/Administrators, Technicians, Protective Services (Non-Sworn), Skilled Craft and Service/Maintenance positions.
- H. Increase applicant pool for Asian males in Professionals and Technicians positions.
- I. Increase applicant pool for American Indian/Alaskan Native in Protective Services (Sworn) and Skilled Craft positions.

J. Increase applicant pool for Native Hawaiian/Pacific Islander males in Skilled Craft positions.

Steps to Achieve Objectives

- A. Increase and broaden the scope of resources used to advertise for all open job opportunities within the City of Beaverton, to include the following resources as appropriate to the position(s) being advertised:
1. The City of Beaverton website and Facebook pages
 2. Partners in Diversity
 3. American Public Works Association (APWA) website
 4. Jobs in Government website
 5. American Planning Association (APA) website
 6. Institute of Transportation Engineering (ITE) website
 7. Email job announcements to approximately 90 regional agencies (see Appendix A listing all agencies).
 8. Research and partner with organizations specific to minority groups.
- B. Partner with Urban League of Portland for outreach to Black communities which would result in increased Black male and female applicants.
- C. Partner with Women in Trades for outreach specific to female applicants.
- D. Partner with WorkSource Oregon to provide interview tips to a wide range of applicants seeking to enhance their employment skills.
- E. Partner with Asian Pacific American Network of Oregon, Asian Women in Business, and explore opportunities with the Asian Reporter newspaper.
- F. Partner with Native American Youth and Family Center to expand outreach to Native Indians.
- G. Partner with military bases to expand outreach for Sworn position applicants.
- H. Partner with Latino Network of Portland and the Hispanic Metropolitan Chamber to expand outreach to Latino/a applicants.

- I. Monitor diversity data reports in active recruitments to ensure alignment with the city's Diversity, Equity, and Inclusion (DEI) plan.
- J. Participate in at least two events or programs sponsored by educational institutions relating to career opportunities in local government.
- K. Participate in other activities reasonably calculated to further the goal of disseminating information as to employment opportunities within the City of Beaverton to job candidates who might otherwise be unaware of such opportunities.
- L. Annually review personnel policies, rules, procedures, and practices to assure that they support and are consistent with the City of Beaverton Equal Employment Opportunity policy.
- M. Follow recruitment and advertising practices designed to promote full participation of all individuals, including women, minorities and individuals with disabilities, in the City of Beaverton employment processes.
- N. Receive and investigate complaints or allegations of unlawful discrimination, including complaints of harassment or discrimination on the basis of disability.
- O. Regularly compile and analyze Equal Employment Opportunity reports and publications.
- P. Approve all processes and criteria used in selection of applicants for employment, transfer, promotion, compensation, benefits, reclassification, discipline, layoff, demotion, or discharge.
- Q. Continue to monitor departmental employment practices to assure freedom from discrimination.

- R. Train all employees and supervisors in matters relating to Equal Employment Opportunity, bias awareness, and disability awareness.

- S. Provide and encourage supervisory and management training to city employees who seek to prepare themselves for advancement within the City of Beaverton workforce, including women, minorities, and those with disabilities.

Dissemination

The Director of Human Resources shall disseminate the Utilization Report to all personnel employed by the City of Beaverton. The dissemination may take the form of distributing a paper copy of the Utilization Report to all employees, or may take the form of an electronic distribution using the City of Beaverton intranet.

The Utilization Report will be posted on the City of Beaverton website for all applicants to view. Furthermore, all applicants who request one will receive a paper version of the Utilization Report from the City of Beaverton Human Resources Department.

Denny Dask

Mayor

August 10, 2020

Date

Appendix A

Equal Employment Opportunity Email List for the City of Beaverton

1. Albertina Kerr (AlbertinaKerr.org)
2. Asian Health & Service Center (AHSCPDx.org)
3. Beaverton Chamber of Commerce (Beaverton.org)
4. Beaverton Christian Church (BCC.org)
5. Black United Fund of Oregon (BUFOR.org)
6. Blue Mountain Community College (BLUECC.edu)
7. Boise State University (Boisestate.edu)
8. Career Directions Northwest (Careerdirectionsnw.com)
9. Centro Cultural (Centrocultural.org)
10. City of Bremerton (ci.bremerton.wa.us)
11. City of Burien (Burienwa.gov)
12. City of Cornelius (ci.cornelius.or.us)
13. City of Eugene (ci.eugene.or.us)
14. City of Federal Way (Cityoffederalway.com)
15. City of Gladstone (ci.gladstone.or.us)
16. City of Hillsboro (Hillsboro-oregon.gov)
17. City of Lacey (ci.lacey.wa.us)
18. City of Mercer Island (Mercergov.org)
19. City of Portland (Portlandoregon.gov)
20. City of Springfield (Springfield-or.gov)
21. City of Sweet Home (ci.sweet-home.or.us)
22. City of The Dalles (ci.the-dalles.or.us)
23. City of Tigard (Tigard-or.gov)
24. City of West Linn (Westlinnoregon.gov)
25. City of Wilsonville (ci.wilsonville.or.us)
26. Clackamas Community College (Clackamas.edu)
27. Clackamas County (co.clackamas.or.us)
28. Clark College (Clark.edu)
29. Clark County (Clark.wa.gov)
30. CODA (CODA INC.org)
31. Columbia County (co.columbia.or.us)
32. Concordia University (CU-Portland.edu)
33. Confederated Tribes of Siletz Indians (CTSI.NSN.us)
34. Curry County (co.curry.or.us)
35. Dirkse Counseling & Consulting (Dirksecc.com)
36. Dislocated Worker's Project (now known as Oregon WorkForce partnership)
(Oregonwfpartnership.org)

37. Eastern Oregon University (EOU.edu)
38. Ecumenical Ministries of Oregon (Emoregon.org)
39. Engaging Local Government Leaders (ELGL.org)
40. Hispanic Metropolitan Chamber of Commerce (Hmccoregon.com)
41. Holy Trinity Catholic Church (H-T.org)
42. Immigrant & Refugee Community Organization (IRCO.org)
43. Incight (INCIGHT.org)
44. Job Corps (Jobcorps.org)
45. Josephine County (co.josephine.or.us)
46. Korean Society of Oregon (Koregon.org)
47. Lane County (co.lane.or.us)
48. Lifeworks NW (Lifeworksnw.org)
49. Lincoln County (co.lincoln.or.us)
50. Linfield College (Linfield.edu)
51. Linn Benton Community College (Linnbenton.edu)
52. Malheur County (Malheurco.org)
53. Marion County (co.marion.or.us)
54. Marylhurst College (Marylhurst.edu)
55. METRO (Oregonmetro.gov)
56. Metropolitan Community Church of Portland (Mccportland.com)
57. Mid-Willamette Valley Council of Governments (MWVCOG.org)
58. Mittleman Jewish Community Center (Oregonjcc.org)
59. Mount Hood Community College (MHCC.edu)
60. Oregon Disabilities Commission (Oregon.gov)
61. Oregon School for the Deaf (Oregon.gov)
62. State of Oregon Vocational Rehab Division (Oregon.gov)
63. Commission on Hispanic Affairs (Oregon.gov)
64. Oregon Easter Seals (Or.easterseals.com)
65. Oregon Human Development Corporation (OHDC.org)
66. Oregon Tradeswomen Network (Tradeswomen.net)
67. Pacific University (Pacificu.edu)
68. Partners in Careers (SWWPIC.org)
69. Partners In Diversity (Partnersindiversity.org)
70. Pierce County (co.pierce.wa.us)
71. Pioneer Pacific College (Pioneerpacific.edu)
72. Portland Community College (PCC.edu)
73. Portland Observer (Portlandobserver.com)
74. Portland State University (PDX.edu)
75. Reed College (Reed.edu)
76. Rogue Community College (Roguecc.edu)
77. SE Works (Seworks.org)
78. Skagit County (co.skagit.wa.us)
79. Snohomish County (co.snohomish.wa.us)
80. Southminster Presbyterian Church (Southmin.org)

81. Tigard / Tualatin School District (Ttsd.k12.or.us)
82. Tillamook County (co.tillamook.or.us)
83. Tualatin Valley Workshop (TV-workshop.com)
84. University of Oregon (Uoregon.edu)
85. University of Washington (UW.edu)
86. Urban League of Portland (ULPDX.org)
87. Warm Springs Tribal Council (WSTRIBES.org)
88. Washington County Fair Complex (Faircomplex.com)
89. We Hire Refugees (Wehirerefugees.org)
90. Western Washington University (WWU.edu)
91. Willamette University (Willamette.edu)
92. WorkSource Oregon (Worksourceoregon.gov)
93. YMCA of Portland (YMCA-portland.org)