

PORTLAND COMMUNITY COLLEGE

**WORKFORCE
ANALYSIS
REPORT**

NOVEMBER 2010

**Developed by
Office of Affirmative Action and Equity
Human Resources Management
Institutional Effectiveness**



INTRODUCTION

This report constitutes Portland Community College's assessment of its workforce as of November 2010. It is intended to assist the college in developing affirmative action activities in the areas where women, and racial and ethnic minorities are under represented.

The Office of Affirmative Action and Equity, and the Department of Institutional Effectiveness annually receive a workforce analysis from the Department of Human Resource Management, which is compared with labor market availability data as a means to determine utilization of "protected class" individuals. This process provides the basis for the establishment of placement goals and time tables to correct utilization.

METHODOLOGY

In summary, the college establishes goals and time tables for the selection of "protected class" individuals by obtaining a workforce analysis, comparing it with labor market availability data, and determining the utilization of women and people of color.

WORKFORCE ANALYSIS

This analysis is basically a "snapshot" taken of our workforce on November 1, 2010. It includes a separate listing of full-time and part-time employees organized by job group category, gender and ethnic identity. We continue to look at positions in four major categories: full-time hard money (General Fund), full-time soft money (Non-General Fund), part-time permanent hard money and part-time permanent soft money. Additionally, data is presented broken down into female and total minority: African American, Hispanic, American Indian/Alaskan Native and Asian/Pacific Islander.

AVAILABILITY ANALYSIS

This analysis is based on the race and gender representation in the relevant labor area from which the college hires its employees. Specifically, this process includes the following two availability factors:

1. The availability of racial and ethnic minorities or women having the requisite skills in an area in which the contractor can reasonably recruit.
2. Percentage of racial and ethnic minorities or women promotable, transferable and trainable within the contractor's organization in the specified labor area.

Subsequently, each factor is given a value weight (as a percent of 1.00). This discretionary criterion reflects the importance of the particular factor as it relates to each job group. Consequently, the value weights for each factor may differ between job groups. That is, in order to fairly determine availability for each of the job groups, these have to be properly matched with national, regional, or local area census data. This methodology enables us to use both different values and national census data for the Administrator/Manager and Faculty job groups, and regional census data (Washington, Idaho, Oregon and California) for the Professional Non-Faculty job group. Moreover, the applicant flow data for faculty is further sub-divided to match each of the faculty subgroups: Instructors, Counselors and Librarians.

The AA Planner software lets us customize availability data according to the representation of faculty by academic subject area taught at PCC. This enables us to identify the areas actually being taught and the number of faculty teaching in each area, allowing us to match those numbers by academic area to the availability data.

UTILIZATION ANALYSIS

The utilization of women, and racial and ethnic minorities is determined by comparing their representation in our workforce with their availability in the labor market. That is, based on the difference in percentages between our current workforce and availability in the labor market, we calculate the number of women, and racial and ethnic minority positions needed to reach parity. This constitutes the college's goals.

Because labor market availability data is updated annually and because the college workforce changes from year to year, utilization figures also change and goals are adjusted accordingly. (See Appendix C for an illustration of how this occurs.) As a result, you will find as you review the data on the following pages that some goals are lower and some are higher than those established in the last Workforce Analysis. (See Appendix A for comparisons.) As we move close to parity, however, these goals will gradually be replaced by zeros in all categories.

It is important to remember that new hires alone will not necessarily reduce a placement goal in a given job group. For example, if a woman is hired to replace a retiring instructor who is also a woman, the representation of women in that job group will not change (assuming the total number of positions remains the same). Over time, however, parity is achieved and goals are met by redistributing the representation of women and people of color in the college workforce, typically by:

- Hiring qualified women to replace men and/or hiring racial and ethnic minorities to replace non-minorities when vacancies occur in existing position or
- Hiring qualified women and racial and ethnic minorities to fill new positions. (See Appendix B)

The following sections outline current workforce, labor market availability, utilization information and goals for each job group category broken down by ethnic group and gender.

ADMINISTRATOR / MANAGER

As illustrated in this table, the comparison of the workforce with availability data yielded full utilization of American Indian/Alaskan Natives in all analyzed categories: Full-Time Employees/General Fund, Full-Time Employees/Non-General Fund, Part-Time Permanent Employees/General Fund and Part-Time Permanent Employees/Non-General Fund.

In the Full-Time Employees/General Fund, Females are at parity. For the Total Minority placement goal it is six (6), African-Americans is four (4) and for Hispanics the placement goal is two (2). In the Full-Time Employees/Non-General Fund the placement goal for African-Americans is two (2) and the placement goal for Asian/Pacific Islanders is one (1).

In the Part-Time Permanent Employees/General Fund and Non-General Fund all other categories are at parity for Females and Ethnic Minorities.

ADMINISTRATOR/MANAGER

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	154	86	30	12	6	2	6
	%	55.84	19.48	7.79	3.90	1.30	3.90
Full-Time Employees/ Non-General Fund \$	23	15	2	0	2	0	0
	%	65.22	8.70	0.00	8.70	0.00	0.00
Part-Time Permanent Employees/ General Fund \$	0	0	0	0	0	0	0
	%	0.00	0.00	0.00	0.00	0.00	0.00
Part-Time Permanent Employees/ Non-General Fund \$	3	3	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00
Casual Employees/ All Funding Sources	8	7	0	0	0	0	0
	%	87.50	0.00	0.00	0.00	0.00	0.00
<u>JOB GROUP AVAILABILITY ANALYSIS (Percent)</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
	Full-Time Employees	54.50	19.50	10.70	5.40	0.20	3.20
	Part-Time Employees	58.10	11.00	2.60	3.60	0.00	4.80
<u>UTILIZATION ANALYSIS AND GOALS</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/General Fund \$							
Placement Goal*		2.07	-0.03	-4.48	-2.32	1.69	1.07
GOAL: Number of positions		0	6	4	2	0	0
Full-Time Employees/Non-General Fund \$							
Placement Goal		2.47	-2.49	-2.46	0.76	-0.05	-0.74
GOAL: Number of positions		0	3	2	0	0	1
Part-Time Permanent Employees/General Fund \$							
Placement Goal		0.00	0.00	0.00	0.00	0.00	0.00
GOAL: Number of positions		0	0	0	0	0	0
Part-Time Permanent Employees/Non-General Fund \$							
Placement Goal		1.26	-0.33	-0.08	-0.11	0.00	-0.14
GOAL: Number of positions		0	0	0	0	0	0

*Note: In this table, **Total Minority excludes the multi-racial category in the calculation of placement goals.** A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

PROFESSIONAL NON-FACULTY

In the Utilization Analysis and Goals for Full-Time Employees/General Fund and Non-General Fund category Females are at parity. A placement goal exists in the Full-Time Employees/General Fund at the rate of three (3) for African-Americans and three (3) for American Indian/Alaskan Natives. In the Full-Time Employees/Non-General Fund the placement goal for American Indian/Alaskan Natives is two (2). All other categories in the Full-Time Employees/Non-General Fund are at parity.

In the Part-Time Permanent Employees/General Fund a placement goal of one (1) for Asian/Pacific Islanders. All other categories are at parity. In the Part-Time Permanent Employees/Non-General Fund all categories are at parity.

PROFESSIONAL NON-FACULTY

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	127	93	26	4	11	0	10
	%	73.23	20.47	3.15	8.66	0.00	7.87
Full-Time Employees/ Non-General Fund \$	96	74	38	11	16	0	8
	%	77.08	39.58	11.46	16.67	0.00	8.33
Part-Time Permanent Employees/ General Fund \$	20	14	3	2	1	0	0
	%	70.00	15.00	10.00	5.00	0.00	0.00
Part-Time Permanent Employees/ Non-General Fund \$	27	23	4	1	2	0	1
	%	85.19	14.81	3.70	7.41	0.00	3.70
Casual Employees/ All Funding Sources	113	81	16	5	5	0	4
	%	71.68	14.16	4.42	4.42	0.00	3.54
<u>JOB GROUP AVAILABILITY ANALYSIS (Percent)</u>	<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>	
Full-Time Employees	60.40	17.30	5.20	4.60	2.40	5.10	
Part-Time Employees	65.70	13.10	4.40	3.60	1.40	3.70	
<u>UTILIZATION ANALYSIS AND GOALS</u>	<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Pacific Isd</u>	
Full-Time Employees/General Fund \$							
Placement Goal*	16.29	4.03	-2.60	5.16	-3.05	3.52	
GOAL: Number of positions	0	6	3	0	3	0	
Full-Time Employees/Non-General Fund \$							
Placement Goal	16.02	21.39	6.01	11.58	-2.30	3.10	
GOAL: Number of positions	0	2	0	0	2	0	
Part-Time Permanent Employees/General Fund \$							
Placement Goal	0.86	0.38	1.12	0.28	-0.28	-0.74	
GOAL: Number of positions	0	1	0	0	0	1	
Part-Time Permanent Employees/Non-General Fund \$							
Placement Goal	5.26	0.46	-0.19	1.03	-0.38	0.00	
GOAL: Number of positions	0	0	0	0	0	0	

*Note: In this table, **Total Minority** excludes the multi-racial category in the calculation of placement goals. A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

FACULTY – INSTRUCTORS ONLY

A Placement goal exists in the Full-Time Employees/General Fund for African-Americans at the rate of twenty two (22), Hispanics at the rate of five (5) and American Indian/Alaskan Natives at the rate of five (5). In the Full-Time Employees/Non-General Fund all categories are at parity. In the Part-Time Casual Employees/All Funding Sources Females have a placement goal of eight (8), African-Americans have a placement goal of two (2) and American Indian/Alaskan Natives have a placement goal of twenty two (22).

FACULTY - INSTRUCTORS ONLY

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	440 %	245 55.68	57 12.95	8 1.82	21 4.77	2 0.45	20 4.55
Full-Time Employees/ Non-General Fund \$	7 %	6 85.71	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00
Part-Time Permanent Employees/ General Fund \$	0 %						
Part-Time Permanent Employees/ Non-General Fund \$	0 %						
Casual Employees/ All Funding Sources	1,218 %	687 56.40	149 12.23	28 2.30	41 3.37	7 0.57	59 4.84
<u>JOB GROUP AVAILABILITY ANALYSIS (Percent)</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees		49.60	18.50	6.90	5.90	1.70	4.00
Casual Employees		57.10	8.20	2.50	1.90	2.40	1.40
<u>UTILIZATION ANALYSIS AND GOALS</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/General Fund \$							
Placement Goal*		26.76	-24.40	-22.36	-4.96	-5.48	2.40
GOAL: Number of positions		0	32	22	5	5	0
Full-Time Employees/Non-General Fund \$							
Placement Goal		2.53	-1.30	-0.48	-0.41	-0.12	-0.28
GOAL: Number of positions		0	0	0	0	0	0
Part-Time Casual Employees/All Funding Sources							
Placement Goal		-8.48	49.12	-2.45	17.86	-22.23	41.95
GOAL: Number of positions		8	24	2	0	22	0

*Note: In this table, **Total Minority excludes the multi-racial category in the calculation of placement goals.** A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

FACULTY – COUNSELORS ONLY

In the Full-Time Employees/General Fund the placement goal for African-Americans is three (3). All other groups are at parity in this category.

FACULTY - COUNSELORS ONLY

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u> <u>14</u>	<u>Total Minority*</u>	<u>African-American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskan Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	19 %	14 73.68	3 15.79	0 0.00	2 10.53	0 0.00	0 0.00
Full-Time Employees/ Non-General Fund \$	0 %						
Part-Time Permanent Employees/ General Fund \$	0 %						
Part-Time Permanent Employees/ Non-General Fund \$	0 %						
Casual Employees/ All Funding Sources	10 %	6 60.00	1 10.00	1 10.00	0 0.00	0 0.00	0 0.00

<u>JOB GROUP AVAILABILITY ANALYSIS</u> (Percent)	<u>Female</u>	<u>Total Minority*</u>	<u>African-American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskan Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees	71.90	29.40	17.40	8.40	1.30	2.30

<u>UTILIZATION ANALYSIS AND GOALS</u>	<u>Female</u>	<u>Total Minority*</u>	<u>African-American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskan Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/General Fund \$						
Placement Goal*	0.34	-2.59	-3.31	0.40	-0.25	-0.44
GOAL: Number of positions	0	3	3	0	0	0
Full-Time Employees/Non-General Fund \$						
Placement Goal	0.00	0.00	0.00	0.00	0.00	0.00
GOAL: Number of positions	0	0	0	0	0	0

*Note: In this table, **Total Minority excludes the multi-racial category in the calculation of placement goals.** A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

FACULTY – LIBRARIANS ONLY

The data reveals that in the only category funded, Full-Time Employees/General Fund, the placement goal for Females is one (1). Parity has been achieved in all other groups.

FACULTY - LIBRARIANS ONLY

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	10 %	7 70.00	1 10.00	1 10.00	0 0.00	0 0.00	0 0.00
Full-Time Employees/ Non-General Fund \$	0 %						
Part-Time Permanent Employees/ General Fund \$	0 %						
Part-Time Permanent Employees/ Non-General Fund \$	0 %						
Casual Employees/ All Funding Sources	9 %	6 66.67	2 22.22	0 0.00	0 0.00	0 0.00	2 22.22
 <u>JOB GROUP AVAILABILITY ANALYSIS</u> (Percent)		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees		82.60	13.60	6.10	3.40	0.70	3.40
 <u>UTILIZATION ANALYSIS AND GOALS</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/General Fund \$							
Placement Goal*		-1.26	-0.36	0.39	-0.34	-0.07	-0.34
GOAL: Number of positions		1	0	0	0	0	0

*Note: In this table, **Total Minority excludes the multi-racial category in the calculation of placement goals.** A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

SECRETARIAL / CLERICAL

The data indicates in the Full-Time Employees/General Fund Females have a placement goal of five (5), the placement goal for American Indian/Alaskan Natives is three (3). In the Full-Time Employees/Non-General Fund the placement goal for American Indian/Alaskan Natives is one (1). All other groups are at parity.

In the Part-Time Permanent Employees/General Fund and in the Part-Time Permanent Employees/Non-General Fund all groups are at parity.

SECRETARIAL/CLERICAL

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	240	203	50	13	14	1	18
	%	84.58	20.83	5.42	5.83	0.42	7.50
Full-Time Employees/ Non-General Fund \$	42	40	11	2	6	0	3
	%	95.24	26.19	4.76	14.29	0.00	7.14
Part-Time Permanent Employees/ General Fund \$	63	42	13	3	2	4	4
	%	66.67	20.63	4.76	3.17	6.35	6.35
Part-Time Permanent Employees/ Non-General Fund \$	4	4	2	1	0	0	1
	%	100.00	50.00	25.00	0.00	0.00	25.00
Casual Employees/ All Funding Sources	236	160	63	17	21	4	20
	%	67.80	26.69	7.20	8.90	1.69	8.47
<u>JOB GROUP AVAILABILITY ANALYSIS</u>							
(Percent)		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Job Group Availability		86.80	12.40	2.40	3.60	1.50	4.90
<u>UTILIZATION ANALYSIS AND GOALS</u>							
Full-Time Employees/General Fund \$		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Placement Goal*		-5.32	20.24	7.24	5.36	-2.60	6.24
GOAL: Number of positions		5	3	0	0	3	0
Full-Time Employees/Non-General Fund \$		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Placement Goal		3.54	5.79	0.99	4.49	-0.63	0.94
GOAL: Number of positions		0	1	0	0	1	0
Part-Time Permanent Employees/General Fund \$		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Placement Goal		-12.68	5.19	1.49	-0.27	3.06	0.91
GOAL: Number of positions		13	0	0	0	0	0
Part-Time Permanent Employees/Non-General Fund \$		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Placement Goal		0.53	1.50	0.90	-0.14	-0.06	0.80
GOAL: Number of positions		0	0	0	0	0	0

*Note: In this table, **Total Minority** excludes the multi-racial category in the calculation of placement goals. A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

TECHNICAL / PARAPROFESSIONAL

In the Full-Time Employees/General Fund the placement goal for Hispanics is one (1), for American Indian/Alaskan Natives the goal is one (1), and for Asian/Pacific Islanders the placement goal is four (4). The Female group is at parity.

All groups are at parity in the Full-Time Employees/Non-General Fund.

In the Part-Time Permanent Employees/General Fund the placement goal for Asian/Pacific Islanders is one (1). All other groups are at parity. In the Part-Time Permanent Employees/Non-General Fund all groups are at parity.

TECHNICAL/PARAPROFESSIONAL

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	168	70	31	7	4	1	16
	%	41.67	18.45	4.17	2.38	0.60	9.52
Full-Time Employees/ Non-General Fund \$	7	3	3	1	0	1	1
	%	42.86	42.86	14.29	0.00	14.29	14.29
Part-Time Permanent Employees/ General Fund \$	27	17	7	1	4	0	2
	%	62.96	25.93	3.70	14.81	0.00	7.41
Part-Time Permanent Employees/ Non-General Fund \$	4	4	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00
Casual Employees/ All Funding Sources	431	224	65	9	18	5	28
	%	51.97	15.08	2.09	4.18	1.16	6.50
<u>JOB GROUP AVAILABILITY ANALYSIS (Percent)</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Job Group Availability		21.10	17.50	1.50	3.10	1.00	11.90
<u>UTILIZATION ANALYSIS AND GOALS</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/General Fund \$							
Placement Goal*		34.55	1.60	4.48	-1.21	-0.68	-3.99
GOAL: Number of positions		0	6	0	1	1	4
Full-Time Employees/Non-General Fund \$							
Placement Goal		1.52	1.78	0.90	-0.22	0.93	0.17
GOAL: Number of positions		0	0	0	0	0	0
Part-Time Permanent Employees/General Fund \$							
Placement Goal		11.30	2.28	0.60	3.16	-0.27	-1.21
GOAL: Number of positions		0	1	0	0	0	1
Part-Time Permanent Employees/Non-General Fund \$							
Placement Goal		3.16	-0.70	-0.06	-0.12	-0.04	-0.48
GOAL: Number of positions		0	0	0	0	0	0

*Note: In this table, **Total Minority** excludes the multi-racial category in the calculation of placement goals. A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

SKILLED CRAFT

In the only funded category, Full-Time Employees/General Fund, there exists a placement goal of one (1) for Females and Hispanics. All other groups are at parity.

SKILLED CRAFT

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	14	0	2	0	0	1	1
	%	0.00	14.29	0.00	0.00	7.14	7.14
Full-Time Employees/ Non-General Fund \$	0						
	%						
Part-Time Permanent Employees/ General Fund \$	0						
	%						
Part-Time Permanent Employees/ Non-General Fund \$	0						
	%						
Casual Employees/ All Funding Sources	0						
	%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<u>JOB GROUP AVAILABILITY ANALYSIS (Percent)</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Job Group Availability		4.00	15.80	1.10	8.50	2.20	4.00
<u>UTILIZATION ANALYSIS AND GOALS</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/General Fund \$							
Placement Goal*		-0.56	-0.21	-0.15	-1.19	0.69	0.44
GOAL: Number of positions		1	1	0	1	0	0

*Note: In this table, **Total Minority excludes the multi-racial category in the calculation of placement goals**. A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

SERVICE / MAINTENANCE

As indicated by the data, in the Full-Time Employees/General Fund the placement goal for Females is five (5) and for Hispanics is four (4). All other groups are at parity. In the Full-Time Employees/Non-General Fund all groups are at parity.

In the Part-Time Permanent Employees/General Fund, the placement goal is one (1) for African-Americans, two (2) for Hispanics, and American Indian/Alaskan Natives have a placement goal of one (1). All other groups are at parity.

SERVICE/MAINTENANCE

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	134	32	49	16	17	3	13
	%	23.88	36.57	11.94	12.69	2.24	9.70
Full-Time Employees/ Non-General Fund \$	0						
	%						
Part-Time Permanent Employees/ General Fund \$	41	29	19	1	4	0	13
	%	70.73	46.34	2.44	9.76	0.00	31.71
Part-Time Permanent Employees/ Non-General Fund \$	0						
	%						
Casual Employees/ All Funding Sources	78	46	27	4	5	1	16
	%	58.97	34.62	5.13	6.41	1.28	20.51
<u>JOB GROUP AVAILABILITY ANALYSIS (Percent)</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Job Group Availability		27.60	25.40	3.70	15.60	2.10	4.00
<u>UTILIZATION ANALYSIS AND GOALS</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/General Fund \$							
Placement Goal*		-4.98	14.96	11.04	-3.90	0.19	7.64
GOAL: Number of positions		5	4	0	4	0	0
Full-Time Employees/Non-General Fund \$							
Placement Goal		0.00	0.00	0.00	0.00	0.00	0.00
GOAL: Number of positions		0	0	0	0	0	0
Part-Time Permanent Employees/General Fund \$							
Placement Goal		17.68	8.59	-0.52	-2.40	-0.86	11.36
GOAL: Number of positions		0	4	1	2	1	0
Part-Time Permanent Employees/Non-General Fund \$							
Placement Goal							
GOAL: Number of positions							

*Note: In this table, **Total Minority excludes the multi-racial category in the calculation of placement goals.** A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

APPENDIX A-1

**AFFIRMATIVE ACTION GOALS
FULL-TIME EMPLOYEES / GENERAL FUND \$**

GOALS BASED on WORKFORCE as of	Female		African -American		Hispanic		American Indian/ Alaskan Native		Asian/ Pacific Islander	
	11/09	11/10	11/09	11/10	11/09	11/10	11/09	11/10	11/09	11/10
ADMINISTRATOR/MANAGER	3	0	4	4	3	2	0	0	0	0
PROFESSIONAL NON-FACULTY	0	0	1	3	0	0	3	3	0	0
FACULTY:										
INSTRUCTOR	0	0	21	22	7	5	4	5	0	0
COUNSELOR	0	0	3	3	0	0	0	0	0	0
LIBRARIAN	1	1	0	0	0	0	0	0	0	0
SECRETARIAL/CLERICAL	5	5	0	0	0	0	2	3	0	0
TECHNICAL/ PARAPROFESSIONAL	0	0	0	0	1	1	1	1	4	4
SKILLED CRAFT	0	1	0	0	1	1	0	0	0	0
SERVICE MAINTENANCE	3	5	0	0	4	4	0	0	0	0

Goals based on workforce data as of November 2009:

Placement Goals for women and minorities based on college workforce data as of November 2009 compared to availability data updated for 2008-2009.

Goals based on workforce data as of November 2010:

Placement Goals for women and minorities based on college workforce data as of November 2010 compared to availability data updated for 2009-2010.

Note:

Goals are established only when utilization is less than -0.50.

**Portland Community College
November 2010**

APPENDIX A-2

**AFFIRMATIVE ACTION GOALS
FULL-TIME EMPLOYEES / NON-GENERAL FUND \$**

GOALS BASED on WORKFORCE as of	Female		African-American		Hispanic		American Indian/ Alaskan Native		Asian/ Pacific Islander	
	11/09	11/10	11/09	11/10	11/09	11/10	11/09	11/10	11/00	11/10
ADMINISTRATOR/MANAGER	0	0	2	2	0	0	0	0	1	1
PROFESSIONAL NON-FACULTY	0	0	0	0	0	0	2	2	0	0
FACULTY:										
INSTRUCTOR	0	0	0	0	0	0	0	0	0	0
COUNSELOR	-	0	-	0	-	0	-	0	-	0
LIBRARIAN	-	-	-	-	-	-	-	-	-	-
SECRETARIAL/CLERICAL	0	0	0	0	0	0	0	1	0	0
TECHNICAL/ PARAPROFESSIONAL	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT	-	-	-	-	-	-	-	-	-	-
SERVICE MAINTENANCE	-	0	-	0	-	0	-	0	-	0

Goals based on workforce data as of November 2009:

Placement Goals for women and minorities based on college workforce data as of November 2009 compared to availability data updated for 2008-2009.

Goals based on workforce data as of November 2010:

Placement goals for women and minorities based on college workforce data as of November 2010 compared to availability data updated for 2009-2010.

Note:

Goals are established only when utilization is less than -0.50.

**Portland Community College
November 2010**

APPENDIX A-3

**AFFIRMATIVE ACTION GOALS
PART-TIME PERMANENT EMPLOYEES
ALL FUNDING SOURCES**

GOALS BASED on WORKFORCE as of	Female		African-American		Hispanic		American Indian/ Alaskan Native		Asian/ Pacific Islander	
	11/09	11/10	11/09	11/10	11/09	11/10	11/09	11/10	11/09	11/10
ADMINISTRATOR/MANAGER	1	0	0	0	0	0	0	0	0	0
PROFESSIONAL NON-FACULTY	0	0	0	0	1	0	0	0	1	1
FACULTY (see Appendix A-4)										
SECRETARIAL/CLERICAL	7	13	0	0	0	0	0	0	0	0
TECHNICAL/ PARAPROFESSIONAL	0	0	0	0	0	0	0	0	1	1
SKILLED CRAFT	-	-	-	-	-	-	-	-	-	-
SERVICE MAINTENANCE	0	0	1	1	4	2	1	1	0	0

Goals based on workforce data as of November 2009:

Placement goals for women and minorities based on college workforce data as of November 2009 compared to availability data updated for 2008-2009.

Goals based on workforce data as of November 2010:

Placement goals for women and minorities based on college workforce data as of November 2010 compared to availability data updated for 2009-2010.

Notes:

Data reflects the sum of goals for Part-Time Permanent (General Fund) and Part-Time Permanent (Non-General Fund) categories.

Goals are established only when utilization is less than -0.50.

**Portland Community College
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APPENDIX A-4

**AFFIRMATIVE ACTION GOALS
PART-TIME FACULTY / ALL FUNDING SOURCES**

GOALS BASED on WORKFORCE as of	Female		African- American		Hispanic		American Indian/ Alaskan Native		Asian/ Pacific Islander	
	11/09	11/10	11/09	11/10	11/09	11/10	11/09	11/10	11/09	11/10
FACULTY:										
INSTRUCTOR	3	8	1	2	0	0	23	22	0	0
COUNSELOR	-	-	-	-	-	-	-	-	-	-
LIBRARIAN	-	-	-	-	-	-	-	-	-	-

Goals based on workforce data as of November 2009:

Placement goals for women and minorities based on college workforce data as of November 2009 compared to availability data updated for 2008-2009.

Goals based on workforce data as of November 2009:

Placement goals for women and minorities based on college workforce data as of November 2010 compared to availability data updated for 2009-2010.

Note:

Goals are established only when utilization is less than -0.50.

**Portland Community College
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APPENDIX B-1

**HIRING ACTIVITY 2009-2010
FULL-TIME EMPLOYEES – GENERAL FUND**

GOALS BASED ON WORKFORCE AND AVAILABILITY DATA	Female		African-American		Hispanic		American Indian/ Alaskan Native		Asian/ Pacific Islander		Total Hires
	Goals as of Nov.09	Hiring Activity 2009-10	Goals as of Nov.09	Hiring Activity 2009-10	Goals as of Nov.09	Hiring Activity 2009-10	Goals as of Nov.09	Hiring Activity 2009-10	Goals as of Nov.09	Hiring Activity 2009-10	
ADMINISTRATOR/MANAGER	0	4	4	1	2	0	0	0	0	0	5
PROFESSIONAL NON-FACULTY	0	7	3	0	0	2	3	0	0	0	9
FACULTY:											
INSTRUCTOR	0	28	22	0	5	3	5	0	0	3	34
COUNSELOR	0	0	3	0	0	0	0	0	0	0	0
LIBRARIAN	1	1	0	0	0	0	0	0	0	0	1
SECRETARIAL/CLERICAL	5	15	0	2	0	3	3	0	0	1	21
TECHNICAL/ PARAPROFESSIONAL	0	2	0	1	1	1	1	0	4	0	4
SKILLED CRAFT	1	0	0	0	1	0	0	1	0	0	1
SERVICE MAINTENANCE	5	3	0	0	4	2	0	0	0	2	7

* No positions advertised

**GOALS AS OF
NOVEMBER 2009**

Hiring placement goals based on college workforce data as of November 2009 compared to availability data for 2008-2009.

**HIRING ACTIVITIES
DURING 2009-2010**

To more closely relate hiring activity to goals, the 2009-2010 hiring activity indicates the number of hires between November 2009 and November 2010 for all employee groups.

NOTE:

It is important to remember that new hires alone will not necessarily reduce the placement goals in a given job group. For example, if a woman is hired to replace a retiring instructor who is also a woman, the representation of women in that job group will not change (assuming the total number of positions remains the same). Over time, however, parity is achieved and goals are met by redistributing the representation of women and minorities in the college workforce, typically by

- Hiring qualified women to replace men and/or hiring minorities to replace non-minorities when vacancies occur in existing positions OR
- Hiring qualified women and minorities to fill new positions.

**Portland Community College
November 2010**

APPENDIX B-2

**HIRING ACTIVITY 2009-2010
FULL-TIME EMPLOYEES – NON-GENERAL FUND**

GOALS BASED ON WORKFORCE AND AVAILABILITY DATA	Female		African-American		Hispanic		American Indian/ Alaskan Native		Asian/ Pacific Islander		Total Hires
	Goals as of Nov.09	Hiring Activity 2009-10	Goals as of Nov.09	Hiring Activity 2009-10	Goals as of Nov.09	Hiring Activity 2009-10	Goals as of Nov.09	Hiring Activity 2009-10	Goals as of Nov.09	Hiring Activity 2009-10	
AMINISTRATOR/MANAGER	0	4	2	0	0	0	0	0	1	0	4
PROFESSIONAL NON-FACULTY	0	10	0	1	0	4	2	0	0	0	15
FACULTY:											
INSTRUCTOR	0	*	0	*	0	*	0	*	0	*	0
COUNSELOR	0	-	0	-	0	-	0	-	0	-	-
LIBRARIAN	-	-	-	-	-	-	-	-	-	-	-
SECRETARIAL/CLERICAL	0	9	0	0	0	3	1	0	0	1	13
TECHNICAL/ PARAPROFESSIONAL	0	1	0	1	0	0	0	0	0	0	2
SKILLED CRAFT	-	-	-	-	-	-	-	-	-	-	-
SERVICE MAINTENANCE	-	-	-	-	-	-	-	-	-	-	-

- * No positions advertised
- No positions funded in this category

**GOALS AS OF
NOVEMBER 2008**

Hiring placement goals based on college workforce data as of November 2009 compared to availability data for 2009-2010.

**HIRING ACTIVITIES
DURING 2008-2009**

To more closely relate hiring activity to goals, the 2009-2010 hiring activity indicates the number of hires between November 2009 and November 2010 for all employee groups.

NOTE:

It is important to remember that new hires alone will not necessarily reduce the placement goals in a given job group. For example, if a woman is hired to replace a retiring instructor who is also a woman, the representation of women in that job group will not change (assuming the total number of positions remains the same). Over time, however, parity is achieved and goals are met by redistributing the representation of women and minorities in the college workforce, typically by

- Hiring qualified women to replace men and/or hiring minorities to replace non-minorities when vacancies occur in existing positions OR
- Hiring qualified women and minorities to fill new positions.

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AFFIRMATIVE ACTION WORKFORCE ANALYSIS, JOB AVAILABILITY, AND UTILIZATION ANALYSIS FORMULA

APPENDIX C

The following is a brief illustration of the Workforce Analysis, Job Group Availability, and Utilization Analysis formula for determining placement goals.

Figures used below are taken directly from the Workforce Analysis as of November 1, 2009 and from the current report as of November 1, 2010.

STEP 1: Calculate the percentage of Females in the PCC workforce for a particular employee group -- in this case.

	As of 11-1-2010
TOTAL PCC employees	240
Number of Females	203
% in PCC Workforce	84.58%

STEP 2: Compare the percentage of Females in the PCC workforce to labor market availability for the appropriate job group.

% in PCC Workforce	84.58%
% in Labor Market	86.80%
DIFFERENCE	-2.22%

STEP 3: Calculate the placement goal by multiplying the DIFFERENCE from Step 2 above times the TOTAL number in the job group (from Step 1).

PLACEMENT GOAL	-5.32
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STEP 4: Convert to a GOAL by rounding.

GOAL	5 positions
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**Portland Community College
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APPENDIX D-1

**HIRING ACTIVITY 2007-2008, 2008-2009 and 2009-2010
FULL TIME EMPLOYEES - GENERAL FUND \$**

	HIRING ACTIVITY during 2007-2008 11/01/07 - 10/31/08						HIRING ACTIVITY during 2008-2009 11/01/08-10/31/09						HIRING ACTIVITY during 2009-2010 11/01/09 - 10/31/10					
	Fem	Afr Am	Hisp	Aml ANtv	Asn Plsl	Tot Hires	Fem	Afr Am	Hisp	Aml ANtv	Asn Plsl	Tot Hires	Fem	Afr Am	Hisp	Aml ANtv	Asn Plsl	Tot Hires
Administrator/Mgr	4	0	0	0	0	5	1	1	0	0	0	4	4	1	0	0	0	9
Prof. Non-Faculty	15	0	1	0	2	18	12	1	2	0	0	18	9	0	2	0	0	13
Faculty:																		
Instructor	14	0	3	0	2	22	17	1	0	1	1	24	35	0	3	0	3	56
Counselor	1	0	1	0	0	2	*	*	*	*	*	0	*	*	*	*	*	1
Librarian	*	*	*	*	*	0	*	*	*	*	*	0	1	*	*	*	*	2
Secretarial/Clerical	24	2	4	2	3	35	15	0	1	0	1	22	22	2	3	0	1	34
Technical/ Paraprofessional	8	1	1	0	2	16	6	1	0	0	0	9	4	1	1	0	0	12
Skilled Craft	0	0	0	0	0	1	*	*	*	*	*	0	0	0	0	1	0	3
Service Main.	3	1	1	0	1	13	6	1	0	0	0	16	4	0	2	0	2	17

* No positions advertised

NOTE:

To more closely relate hiring activity to goals, the 2009-10 hiring activity indicates the number of hires between November 2009 and November 2010 for all employee groups.

It is important to remember that new hires alone will not necessarily reduce the placement goals in a given job group. For example, if a woman is hired to replace a retiring instructor who is also a woman, the representation of women in that job group will not change (assuming the total number of positions remains the same). Over time, however, parity is achieved and goals are met by redistributing the representation of women and minorities in the college workforce, typically by

- Hiring qualified women to replace men and/or hiring minorities to replace non-minorities when vacancies occur in existing positions OR
- Hiring qualified women and minorities to fill new positions.

**Portland Community College
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2005-2010 WORKFORCE HISTORY

APPENDIX D-2, Page 1

Full Time General Fund Positions

Areas highlighted in white indicate needed placement goals.

JOB GROUP	Total Employees	Female			Minority		
		Total	% Total	Availability	Total	% Total	Availability
Administrator/Manager							
2010	154	86	55.8%	54.50	30	19.4%	19.50
2009	143	75	52.5%	54.50	27	18.9%	19.50
2008	135	73	54.1%	54.50	23	17.0%	19.50
2007	128	68	53.1%	54.50	21	16.4%	19.50
2006	132	72	54.6%	54.50	17	12.9%	19.50
2005	134	69	51.5%	54.50	18	13.4%	19.50
Professional Non-Faculty							
2010	127	93	73.2%	60.40	26	20.4%	17.30
2009	119	88	73.9%	61.40	** 26	21.9%	17.10
2008	107	79	73.8%	59.20	** 27	25.2%	17.60
2007	95	66	69.5%	61.10	** 23	24.2%	17.10
2006	83	56	67.5%	59.10	** 15	18.1%	17.60
2005	76	57	75.0%	60.50	12	15.8%	17.30
Faculty - Instructors Only							
2010	440	245	55.6%	49.60	57	12.9%	18.50
2009	404	226	55.9%	49.60	48	11.9%	18.50
2008	414	228	55.1%	49.60	48	11.6%	18.50
2007	396	214	54.0%	49.60	44	11.1%	18.50
2006	386	212	54.9%	49.60	44	11.4%	18.50
2005	379	202	53.3%	49.60	38	10.0%	18.50
Faculty - Counselors Only							
2010	19	14	73.6%	71.90	3	15.7%	29.40
2009	17	13	76.5%	71.90	3	17.6%	29.40
2008	18	14	77.8%	71.90	3	16.7%	29.40
2007	18	14	77.8%	71.90	2	11.1%	29.40
2006	17	13	76.5%	71.90	3	17.7%	29.40
2005	18	12	66.7%	71.90	4	22.2%	29.40
Faculty - Librarians Only							
2010	10	* 7	70.0%	82.60	* 1	10.0%	13.60
2009	7	* 5	71.4%	82.60	* 1	14.3%	13.60
2008	7	* 5	71.4%	82.60	* 1	14.3%	13.60
2007	6	* 4	66.7%	82.60	* 0	0.0%	13.60
2006	7	* 5	71.4%	82.60	* 0	0.0%	13.60
2005	7	* 5	71.4%	82.60	* 0	0.0%	13.60

* **Note:** Although figures indicate the need for a placement goal, the total population in this job group is too small to serve as a basis for calculating measurable goals.

** **Note:** Although the calculation for total minorities indicates no need for a placement goal, specific minority populations are underrepresented in the college workforce.

2005-2010 WORKFORCE HISTORY**APPENDIX D-2, Page 2****Full Time General Fund Positions**

Areas highlighted in white indicate needed placement goals.

JOB GROUP	Total Employees	Female			Minority		
		Tot Fem	% Tot	Availability	Tot Min	% Tot	Availability
Secretarial/Clerical							
2010	240	203	84.5%	86.80	** 50	20.8%	12.40
2009	230	195	84.8%	86.80	** 47	20.4%	12.40
2008	228	187	82.0%	86.80	** 42	18.4%	12.40
2007	216	187	86.2%	86.80	** 36	16.5%	12.40
2006	206	181	87.9%	86.80	** 32	15.5%	12.40
2005	212	183	86.3%	86.80	** 35	16.5%	12.40
Technical/Paraprofessional							
2010	168	70	41.6%	21.10	31	18.5%	17.50
2009	164	72	43.9%	21.50	28	17.1%	17.50
2008	155	69	44.5%	21.10	27	17.4%	17.50
2007	156	68	43.6%	21.10	26	16.7%	17.50
2006	171	77	45.0%	21.10	28	16.4%	17.50
2005	148	66	44.6%	21.10	22	14.9%	17.50
Skilled Craft							
2010	14	0	0.0%	4.00	2	14.3%	15.80
2009	11	0	0.0%	4.00	1	9.1%	15.80
2008	13	0	0.0%	4.00	1	7.7%	15.80
2007	12	0	0.0%	4.00	1	8.3%	15.80
2006	10	0	0.0%	4.00	1	10.0%	15.80
2005	13	0	0.0%	4.00	1	7.7%	15.80
Service/Maintenance							
2010	134	32	23.9%	27.60	** 49	36.6%	25.40
2009	134	34	25.6%	27.60	** 51	38.1%	25.40
2008	129	32	24.8%	27.60	** 50	38.8%	25.40
2007	129	34	26.4%	27.60	** 49	38.0%	25.40
2006	128	38	29.7%	27.60	** 49	38.3%	25.40
2005	126	32	25.4%	27.60	** 50	39.7%	25.40

* **Note:** Although figures indicate the need for a placement goal, the total population in this job group is too small to serve as a basis for calculating measurable goals.

** **Note:** Although the calculation for total minorities indicates no need for a placement goal, specific minority populations are underrepresented in the college workforce.

APPENDIX E

JOB GROUP DESCRIPTIONS

Administrative: Management and Executive.

Professional Non-Faculty: Academic Professionals. Generally requires a 4-year degree (or equivalent experience).

Counselor, Librarian, Faculty: All sub classes of Faculty.

Secretarial/Clerical: Jobs that are clerical in nature or focus on the retrieval of data or other information typically found in an office environment. Positions may include various kind of clerks (payroll, bookstore, etc), machine operators, etc.

Technical/Paraprofessional: Generally requires a 2-year degree (or equivalent experience). Usually a supportive role with less professional autonomy than „professional non faculty.“ May include lower level programmers, various technology and multimedia specialists, technicians, specialists, etc.

Skilled Craft: Manual skill positions that require specialized training. Positions may include mechanics, electricians, HVAC techs, locksmiths, etc.

Service/Maintenance: Generally positions that maintain the campus physical environment. Positions may include groundskeepers, drivers, public safety, cooks, facilities maintenance, etc.

* All job groups may include casual employees.