

INTRODUCTION

This report constitutes Portland Community College's assessment of its workforce as of November 2016. It is intended to assist the college in developing affirmative action activities in the areas where women and racial and ethnic groups are underrepresented.

The Office of Equity & Inclusion and the Department of Institutional Effectiveness annually receive a workforce assessment from Human Resources, 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 assessment, comparing it with labor market availability data, and determining the utilization of women and people of color.

WORKFORCE ASSESSMENT

This assessment is basically a "snapshot" taken of Portland Community College's workforce on November 1, 2016. It includes a **separate** listing of full-time and part-time (if significant) employees organized by job group category, gender and racial/ethnic identity. Additionally, data is presented and broken down into categories labeled **Female, Total Minority, Black, Latino, Asian, American Indian/Alaskan Native, Native Hawaiian/Pacific Islander** and **Multiracial/Multiethnic (Two+)**.

AVAILABILITY ASSESSMENT

This assessment 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 people of color or women having the requisite skills in an area in which the contractor can reasonably recruit.
2. Percentage of people of color 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 ASSESSMENT

The utilization of women and people of color 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 people of color in 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 Assessment. (See Appendix A for comparisons.) As we move close to parity, however, the goals will gradually be replaced by zeroes 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 people of color to replace White employees when vacancies occur in existing position or
- Hiring qualified women and people of color 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 racial/ethnic groups and gender.

ADMINISTRATOR / MANAGER

As illustrated in the Administrator/ Manager table, the comparison of the workforce with availability data yielded full utilization of Female employees in this category.

In the categories encompassing Minority employee groups, the goals are broken down for each racial/ethnic group surveyed. Latinos have a nominal goal of one employee to reach parity. Asians have a much larger nominal goal of seven employees to reach parity. The American Indian/Native Alaskan (AI/AN) group has a goal of one employee. The Black/African American group is at parity in this category.

Job Group	Total Existing Employees	Category	Existing Employees (%)	Existing Employees (#)	Availability (%)	Availability (#)	Difference (%)	Difference (#)	Disparity as of 11/1/15?	Disparity as of 11/1/16?	Goal (#)
Administrative /Manager	216	Female	58.33	126	39.64	86	18.69	40	No	No	-
		Minority	20.83	45	23.49	51	-2.66	6	Yes	Yes	*
		Black	7.87	17	7.49	16	0.38	1	Yes	No	-
		Latino	7.40	16	8.06	17	-0.66	1	Yes	Yes	1
		Asian	3.24	7	6.56	14	-3.32	7	Yes	Yes	7
		AI/NA	0.46	1	0.78	2	-0.32	1	Yes	Yes	1
		NH/PI	0.00	0	0.10	<1	-0.10	<1	No	No	-
		Two+	1.85	4	0.51	1	1.34	3	No	No	-

*Minority disparities are further broken down into racial/ethnic categories

PROFESSIONAL NON-FACULTY

In the Utilization Assessment and placement goals the female group is at parity.

In the categories encompassing Minority employee groups, the goals are broken down for each racial/ethnic group surveyed. A nominal placement goal exists in the Black/African American category of twenty-five employees to reach parity. The American Indian/ Alaskan Native (AI/AN) group has a placement goal of three employees.

Job Group	Total Existing Employees	Category	Existing Employees (%)	Existing Employees (#)	Availability (%)	Availability (#)	Difference (%)	Difference (#)	Disparity as of 11/1/15?	Disparity as of 11/1/16?	Goal (#)
Professional Non Faculty	281	Female	74.38	209	62.54	176	11.84	33	No	No	-
		Minority	30.60	86	30.87	87	-0.27	-1	Yes	Yes	*
		Black	6.76	19	15.78	44	-9.02	-25	Yes	Yes	25
		Latino	13.52	37	9.13	26	4.39	14	No	No	-
		Asian	6.41	18	4.17	12	2.24	6	No	No	-
		AI/AN	0.00	0	1.04	3	-1.04	-3	Yes	Yes	3
		NH/PI	1.07	3	0.14	<1	0.93	2	No	No	-
		Two+	2.85	8	0.62	2	2.23	6	No	No	-

*Minority disparities are further broken down into racial/ethnic categories

FACULTY – INSTRUCTORS ONLY

For the full-time faculty category, there is a placement goal of eighty-two female instructors.

In the categories encompassing Minority employee groups, the goals are broken down for each racial/ethnic group surveyed. The Black/ African American group requires the placement of thirty-seven instructors for parity. For the Latino group there is a placement goal of nine to reach parity. The AI/AN category have a placement goal of two.

In the Part-Time or Adjunct instructor table, Females have a sizeable placement goal of 206.

The Minority goals are broken down into goals of one for Black/African American, sixteen for the Latino group, American Indian/Alaskan Native of five, and Hawaiian Native/Pacific Islander of four.

Job Group	Total Existing Employees	Category	Existing Employees (%)	Existing Employees (#)	Availability (%)	Availability (#)	Difference (%)	Difference (#)	Disparity as of 11/1/15?	Disparity as of 11/1/16?	Goal (#)
Instructors Full-time	430	Female	54.42	234	73.55	316	-19.13	-82	Yes	Yes	82
		Minority	15.35	66	24.29	104	-8.94	-38	Yes	Yes	*
		Black	1.16	5	9.83	42	-8.67	-37	Yes	Yes	37
		Latino	6.51	28	8.49	37	-1.98	-9	Yes	Yes	9
		Asian	4.88	21	4.47	19	0.41	2	No	No	
		AI/AN	0.47	2	0.86	4	-0.39	-2	Yes	Yes	2
		NH/PI	0.00	0	0.09	<1	-0.09	0	No	No	
Instructors Part-time	1230	Two+	2.33	10	0.54	2	1.79	8	No	No	
		Female	55.85	686	72.50	892	-16.65	-206	Yes	Yes	206
		Minority	12.28	151	13.54	167	-1.26	-16	Yes	Yes	*
		Black	2.20	27	2.24	28	-0.04	-1	No	No	1
		Latino	3.25	40	4.55	56	-1.30	-16	Yes	Yes	16
		Asian	4.88	60	4.78	59	0.10	1	No	No	
		AI/AN	0.41	5	0.82	10	-0.41	-5	Yes	Yes	5
NH/PI	0.08	1	0.38	5	-0.30	-4	Yes	Yes	4		
Two+	1.46	18	0.76	9	0.70	9	No	No			

*Minority disparities are further broken down into racial/ethnic categories

FACULTY – COUNSELORS ONLY

The placement goals for Counselors are eight for females, three for the Black/African American group, And one each for the Latino and Asian groups.

Since Counselors is a very small category at PCC, the goals for other Minority groups may be too small to create a goal.

Job Group	Total Existing Employees	Category	Existing Employees (%)	Existing Employees (#)	Availability (%)	Availability (#)	Difference (%)	Difference (#)	Disparity as of 11/1/15?	Disparity as of 11/1/16?	Goal (#)
Counselors Full-time	22	Female	72.73	6	63.19	14	49.19	-8	Yes	Yes	8
		Minority	13.64	3	32.67	7	25.67	-4	Yes	Yes	*
		Black	4.55	1	17.87	4	13.87	-3	Yes	Yes	3
		Latino	4.55	1	9.53	2	7.53	-1	Yes	Yes	1
		Asian	0.00	0	3.35	1	2.35	-1	No	No	1
		AI/AN	0.00	0	1.14	<1	-	-	No	No	-
		NH/PI	0.00	0	0.15	<1	-	0	No	No	-
		Two+	4.55	1	0.64	<1	-	-	No	No	-

*Minority disparities are further broken down into racial/ethnic categories

FACULTY – LIBRARIANS ONLY

The data reveals that in this category all groups are at parity.

Job Group	Total Existing Employees	Category	Existing Employees (%)	Existing Employees (#)	Availability (%)	Availability (#)	Difference (%)	Difference (#)	Disparity as of 11/1/15?	Disparity as of 11/1/16?	Goal (#)
Librarians	12	Female	83.33	10	73.55	9	9.78	-	No	No	-
		Minority	25.00	3	24.29	3	21.29	0	No	No	*
		Black	8.33	1	9.83	1	8.83	0	No	No	-
		Latino	8.33	1	8.49	1	7.49	0	No	No	-
		Asian	8.33	1	4.47	1	3.47	0	No	No	-
		AI/AN	0.00	0	0.86	<1	-	-	No	No	-
		NH/PI	0.00	0	0.09	<1	-	0	No	No	-
		Two+	0.00	0	0.54		0.54	-	No	No	-

*Minority disparities are further broken down into racial/ethnic categories

SECRETARIAL / CLERICAL

The data indicates that in the Secretarial/Clerical category there is only one placement goal: Native Hawaiian/Pacific Islander has a goal of two for complete parity.

Job Group	Total Existing Employees	Category	Existing Employees (%)	Existing Employees (#)	Availability (%)	Availability (#)	Difference (%)	Difference (#)	Disparity as of 11/1/15?	Disparity as of 11/1/16?	Goal (#)
Secretarial	353	Female	82.44	291	70.66	249	11.78	42	No	No	-
Clerical		Minority	29.75	105	17.17	60	12.58	45	No	No	*
Full-time		Black	4.82	17	2.59	9	2.23	8	No	No	-
		Latino	10.20	36	6.48	23	3.72	13	No	No	-
		Asian	9.92	35	5.77	20	4.15	15	No	No	-
		AI/AN	1.70	6	1.25	4	0.45	2	No	No	-
		NH/PI	0.00	0	0.44	2	-0.44	-2	Yes	Yes	2
		Two+	3.12	11	0.63	2	2.49	9	No	No	-
Secretarial	314	Female	63.06	198	73.81	232	-10.75	-34	Yes	Yes	34
Clerical		Minority	43.63	137	17.19	54	26.44	83	No	No	-
Part-time		Black	5.10	16	2.67	8	2.43	8	No	No	-
		Latino	18.47	58	6.68	21	11.79	37	No	No	-
		Asian	11.78	37	5.50	17	6.28	20	No	No	-
		AI/AN	0.96	3	1.24	4	-0.28	-1	Yes	Yes	1
		NH/PI	0.32	1	0.47	1	-0.15	0	No	No	-
		Two+	7.01	22	0.63	2	6.38	20	No	No	-

*Minority disparities are further broken down into racial/ethnic categories

TECHNICAL / PARAPROFESSIONAL

All groups and categories are at parity.

Job Group	Total Existing Employees	Category	Existing Employees (%)	Existing Employees (#)	Availability (%)	Availability (#)	Difference (%)	Difference (#)	Disparity as of 11/1/15?	Disparity as of 11/1/16?	Goal (#)
Technical	233	Female	43.35	101	41.46	97	1.89	4	No	No	-
Paraprofessional		Minority	23.18	54	17.94	42	5.24	12	No	No	*
		Black	3.43	8	1.58	4	1.85	4	No	No	-
		Latino	5.15	12	3.61	8	1.54	4	No	No	-
		Asian	11.59	27	10.75	25	0.84	2	No	No	-
		AI/AN	0.86	2	1.02	2	-0.16	0	No	No	-
		NH/PI	0.00	0	0.13	<1	-0.13	<1	No	No	-
		Two+	2.15	5	0.84	2	1.31	3	No	No	-

*Minority disparities are further broken down into racial/ethnic categories

SKILLED CRAFT

There is a placement goal of one for Latinos. All other groups are at parity.

Job Group	Total Existing Employees	Category	Existing Employees (%)	Existing Employees (#)	Availability (%)	Availability (#)	Difference (%)	Difference (#)	Disparity as of 11/1/15?	Disparity as of 11/1/16?	Goal (#)
Skilled Craft	17	Female	5.88	1	5.56	1	0.32	0	No	No	-
		Minority	17.65	3	16.92	3	0.73	0	No	No	*
		Black	5.88	1	1.43	<1	4.45	0	No	No	-
		Latino	0.00	0	7.90	1	-7.90	0	No	Yes	1
		Asian	0.00	0	4.58	<1	-4.58	0	Yes	No	-
		AI/AN	5.88	1	2.02	<1	3.86	0	No	No	-
		NH/PI	5.88	1	0.41	<1	5.47	0	No	No	-
		Two+	0.00	0	0.57	<1	-0.57	0	No	No	-

*Minority disparities are further broken down into racial/ethnic categories

SERVICE / MAINTENANCE

In the full-time category there are placement goals for females at three, Latinos at twelve, and for Native Hawaiian/Pacific Islander the goal is one placement. All other groups are at parity.

In the part-time category the placement goal for females is seventeen. The goal for Latinos is seven and for American Indians/ Alaskan Natives the goal is two placements. All other groups are at parity.

Job Group	Total Existing Employees	Category	Existing Employees (%)	Existing Employees (#)	Availability (%)	Availability (#)	Difference (%)	Difference (#)	Disparity as of 11/1/15?	Disparity as of 11/1/16?	Goal (#)
Service Maintenance Full-time	201	Female	35.32	71	37.05	74	1.73	-3	Yes	Yes	3
		Minority	44.28	89	31.92	64	-12.36	25			*
		Black	9.95	20	3.52	7	-6.43	13			-
		Latino	15.42	31	21.62	43	6.20	-12	Yes	Yes	12
		Asian	13.43	27	4.14	8	-9.29	19			-
		AI/AN	3.48	7	1.35	3	-2.13	4			-
		NH/PI	0.00	0	0.72	1	0.72	<1	Yes	Yes	1
		Two+	1.99	4	0.58	1	-1.41	3			-
Service Maintenance Part-time	97	Female	44.33	43	62.11	60	17.78	-17	Yes	Yes	17
		Minority	46.39	45	29.08	28	-17.31	17			*
		Black	7.22	7	4.28	4	-2.94	3			-
		Latino	7.22	7	14.85	14	7.63	-7	Yes	Yes	7
		Asian	26.80	26	6.70	6	-20.10	20			-
		AI/AN	0.00	0	1.82	2	1.82	-2	Yes	Yes	2
		NH/PI	0.00	0	0.59	<1	0.59	<1			-
		Two+	5.15	5	0.84	<1	4.31	4			-

*Minority disparities are further broken down into racial/ethnic categories

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