

INTRODUCTION

This report constitutes Portland Community College's assessment of its workforce as of November 2013. 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 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 Portland Community College's workforce on November 1, 2013. It includes a separate listing of full-time and part-time employees organized by job group category, gender and racial/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 and broken down into categories labeled **Female, Total Minority, African American, Hispanic, American Indian/Alaskan Native**, and **Asian/Pacific Islander**.

AVAILABILITY ANALYSIS

This analysis is based on the race, ethnicity, 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 ANALYSIS

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 Analysis. (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 this table, the comparison of the workforce with availability data yielded full utilization of American Indian/Alaskan Natives, Hispanics, and Asian/Pacific Islanders 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, the placement goal for African Americans is seven (7). All other categories are at parity.

In the Full-Time Employees/Non-General Fund, the placement goal for Females is three (3) and for African Americans African Americans is two (2). All other categories are at parity.

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

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/ Alaskan Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/	166	96	29	9	9	1	7
General Fund \$	%	57.83	17.47	5.42	5.42	0.60	4.22
Full-Time Employees/	17	6	3	0	2	0	1
Non-General Fund \$	%	35.29	17.65	0.00	11.76	0.00	5.88
Part-Time Permanent Employees/	8	7	1	0	0	0	0
General Fund \$	%	87.50	12.50	0.00	0.00	0.00	0.00
Part-Time Permanent Employees/	2	2	0	0	0	0	0
Non-General Fund \$	%	100.00	0.00	0.00	0.00	0.00	0.00
Casual Employees/	12	9	3	0	1	1	0
All Funding Sources	%	75.00	25.00	0.00	8.33	8.33	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		54.20	19.40	9.70	5.50	0.50	3.70
Part-Time Employees		59.00	11.00	1.90	3.80	0.40	4.90
<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*		6.03	-3.20	-7.10	-0.13	0.17	0.86
GOAL: Number of positions		0	7	7	0	0	0
Full-Time Employees/Non-General Fund \$							
Placement Goal		-3.21	-0.30	-1.65	1.07	-0.09	0.37
GOAL: Number of positions		3	2	2	0	0	0
Part-Time Permanent Employees/General Fund \$							
Placement Goal		0.00	0.00	-0.15	-0.30	-0.03	-0.39
GOAL: Number of positions		0	0	0	0	0	0
Part-Time Permanent Employees/Non-General Fund \$							
Placement Goal		0.82	-0.22	-0.04	-0.08	-0.01	-0.10
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 all categories Females, Hispanics, and Asian/Pacific Islanders are at parity.

A placement goal exists in the Full-Time Employees/General Fund for American Indian/Alaskan Natives of two (2) and African Americans of one (1).

In the Full-Time Employees/Non-General Fund a placement goal of one (1) exists for American Indian/ Alaskan Natives.

In both Part-Time Permanent Employees groups, all classifications are at parity.

PROFESSIONAL NON-FACULTY

	Total PCC		Total	African-		Amer Indian/ Alaskan Ntv	Asian/ Pacific Isd
<u>WORKFORCE ANALYSIS</u>	<u>Employees</u>	<u>Female</u>	<u>Minority*</u>	<u>American</u>	<u>Hispanic</u>		
Full-Time Employees/ General Fund \$	153 %	106 69.28	38 24.84	7 4.58	15 9.80	0 0.00	11 7.19
Full-Time Employees/ Non-General Fund \$	59 %	47 79.66	24 40.68	7 11.86	12 20.34	0 0.00	4 6.78
Part-Time Permanent Employees/ General Fund \$	19 %	17 89.47	5 26.32	2 10.53	1 5.26	0 0.00	1 5.26
Part-Time Permanent Employees/ Non-General Fund \$	29 %	23 79.31	11 37.93	3 10.34	4 13.79	0 0.00	4 13.79
Casual Employees/ All Funding Sources	86 %	51 59.30	11 12.79	2 2.33	3 3.49	1 1.16	4 4.65
<u>JOB GROUP AVAILABILITY ANALYSIS (Percent)</u>		<u>Female</u>	<u>Minority*</u>	<u>American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskan Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees		62.90	15.20	5.50	3.20	1.00	5.50
Part-Time Employees		62.30	13.50	5.50	3.20	0.40	4.40
<u>UTILIZATION ANALYSIS AND GOALS</u>		<u>Female</u>	<u>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*		9.76	14.74	-1.42	10.10	-1.53	2.59
GOAL: Number of positions		0	3	1	0	2	0
Full-Time Employees/Non-General Fund \$							
Placement Goal		9.89	15.03	3.76	10.11	-0.59	0.76
GOAL: Number of positions		0	1	0	0	1	0
Part-Time Permanent Employees/General Fund \$							
Placement Goal		5.16	2.44	0.96	0.39	-0.08	0.16
GOAL: Number of positions		0	0	0	0	0	0
Part-Time Permanent Employees/Non-General Fund \$							
Placement Goal		4.93	7.09	1.41	3.07	-0.12	2.72
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

The Asian/Pacific Islander group is at parity in all categories.

A placement goal exists in the Full-Time Employees/General Fund for African Americans at the rate of twenty-one (21), and American Indian/Alaskan Natives at one (1).

In the Full-Time Employees/Non-General Fund all categories are at parity.

In the Part-Time Casual Employees/All Funding Sources (Adjunct instructors), Females have a placement goal of fifty-three (53). Total Minority has a goal of twenty- one (21), broken down into the following classifications: African Americans have a placement goal of fifteen (15), Hispanics have a goal of three (3), and American Indian/Alaskan Natives have a placement goal of three (3).

FACULTY - INSTRUCTORS ONLY

	Total PCC		Total	African-		Amer	
	Employees	Female	Minority*	American	Hispanic	Indian/ Alaskan Ntv	Asian/ Pacific Isd
<u>WORKFORCE ANALYSIS</u>							
Full-Time Employees/	433	238	63	10	22	2	20
General Fund \$	%	54.97	14.55	2.31	5.08	0.46	4.62
Full-Time Employees/	5	4	0	0	0	0	0
Non-General Fund \$	%	80.00	0.00	0.00	0.00	0.00	0.00
Part-Time Permanent Employees/	0						
General Fund \$	%						
Part-Time Permanent Employees/	0						
Non-General Fund \$	%						
Casual Employees/	1,242	692	136	21	40	3	60
All Funding Sources	%	55.72	10.95	1.69	3.22	0.24	4.83
			Total	African-		Amer	
		Female	Minority*	American	Hispanic	Indian/ Alaskan Ntv	Asian/ Pacific Isd
<u>JOB GROUP AVAILABILITY ANALYSIS</u>							
(Percent)							
Full-Time Employees		51.10	16.70	7.20	4.90	0.60	3.90
Casual Employees		60.00	11.20	2.90	3.50	0.50	4.30
			Total	African-		Amer	
		Female	Minority*	American	Hispanic	Indian/ Alaskan Ntv	Asian/ Pacific Isd
<u>UTILIZATION ANALYSIS AND GOALS</u>							
Full-Time Employees/General Fund \$							
Placement Goal*		16.74	-9.31	-21.18	0.78	-0.60	3.11
GOAL: Number of positions		0	22	21	0	1	0
Full-Time Employees/Non-General Fund \$							
Placement Goal		1.45	-0.84	-0.36	-0.25	-0.03	-0.20
GOAL: Number of positions		0	0	0	0	0	0
Part-Time Casual Employees/All Funding Sources							
Placement Goal		-53.20	-3.10	-15.02	-3.47	-3.21	6.59
GOAL: Number of positions		53	21	15	3	3	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), for Hispanics is one (1), and for Asian/ Pacific Islander combined class is one (1).

Females and American Indians/ Alaskan Natives are at parity in the Full-Time Employees/ General Fund group.

FACULTY - COUNSELORS ONLY

	Total PCC		Total	African-		Amer	Asian/
	Employees	Female	Minority*	American	Hispanic	Indian/ Alaskn Ntv	Pacific Isd
<u>WORKFORCE ANALYSIS</u>							
Full-Time Employees/	21	16	3	1	1	0	0
General Fund \$	%	76.19	14.29	4.76	4.76	0.00	0.00
Full-Time Employees/	0						
Non-General Fund \$	%						
Part-Time Permanent Employees/	0						
General Fund \$	%						
Part-Time Permanent Employees/	0						
Non-General Fund \$	%						
Casual Employees/	12	7	1	1	0	0	0
All Funding Sources	%	58.33	8.33	8.33	0.00	0.00	0.00
			Total	African-		Amer	Asian/
<u>JOB GROUP AVAILABILITY ANALYSIS</u>		Female	Minority*	American	Hispanic	Indian/ Alaskn Ntv	Pacific Isd
(Percent)							
Full-Time Employees		69.00	33.90	20.60	9.60	0.90	2.80
			Total	African-		Amer	Asian/
<u>UTILIZATION ANALYSIS AND GOALS</u>		Female	Minority*	American	Hispanic	Indian/ Alaskn Ntv	Pacific Isd
Full-Time Employees/General Fund \$							
Placement Goal*		1.51		-3.33	-1.02	-0.19	-0.59
GOAL: Number of positions		0	5	3	1	0	1
Full-Time Employees/Non-General Fund \$							
Placement Goal		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 Full-Time Employees/General Fund category, there is a goal for Females of one(1) and all other groups are at parity.

FACULTY - LIBRARIANS ONLY

	Total PCC		Total	African-		Amer	Asian/
<u>WORKFORCE ANALYSIS</u>	<u>Employees</u>	<u>Female</u>	<u>Minority*</u>	<u>American</u>	<u>Hispanic</u>	<u>Indian/</u> <u>Alaskn</u> <u>Ntv</u>	<u>Pacific</u> <u>Isd</u>
Full-Time Employees/ General Fund \$	9 %	7 77.78	1 11.11	1 11.11	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	16 %	13 81.25	1 6.25	0 0.00	1 6.25	0 0.00	0 0.00

		Total	African-		Amer	Asian/
<u>JOB GROUP AVAILABILITY ANALYSIS</u> (Percent)	<u>Female</u>	<u>Minority*</u>	<u>American</u>	<u>Hispanic</u>	<u>Indian/</u> <u>Alaskn</u> <u>Ntv</u>	<u>Pacific</u> <u>Isd</u>
Full-Time Employees	83.60	14.50	5.80	4.50	0.40	3.80

	Total	African-	Amer	Asian/		
<u>UTILIZATION ANALYSIS AND GOALS</u>	<u>Female</u>	<u>Minority*</u>	<u>American</u>	<u>Hispanic</u>	<u>Indian/</u> <u>Alaskn</u> <u>Ntv</u>	<u>Pacific</u> <u>Isd</u>
Full-Time Employees/General Fund \$						
Placement Goal*	-0.52		0.48	-0.41	-0.04	-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 that in the Full-Time Employees/General Fund, the Hispanic placement goal is one (1), and the rest of the 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, Females have a placement goal of one (1). All other groups are at parity.

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

SECRETARIAL/CLERICAL

	Total PCC		Total	African-		Amer	
	Employees	Female	Minority*	American	Hispanic	Indian/ Alaskn Ntv	Asian/ Pacific Isd
WORKFORCE ANALYSIS							
Full-Time Employees/ General Fund \$	254 %	212 83.46	61 24.02	13 5.12	16 6.30	3 1.18	22 8.66
Full-Time Employees/ Non-General Fund \$	28 %	27 96.43	8 28.57	2 7.14	3 10.71	0 0.00	3 10.71
Part-Time Permanent Employees/ General Fund \$	50 %	36 72.00	17 34.00	2 4.00	7 14.00	3 6.00	4 8.00
Part-Time Permanent Employees/ Non-General Fund \$	6 %	4 66.67	4 66.67	0 0.00	3 50.00	0 0.00	1 16.67
Casual Employees/ All Funding Sources	198 %	130 65.66	61 30.81	15 7.58	21 10.61	1 0.51	20 10.10
JOB GROUP AVAILABILITY ANALYSIS			Total	African-		Amer	
(Percent)		Female	Minority*	American	Hispanic	Indian/ Alaskn Ntv	Asian/ Pacific Isd
Job Group Availability		73.80	15.10	2.50	6.80	0.60	5.20
UTILIZATION ANALYSIS AND GOALS		Female	Total Minority*	African- American	Hispanic	Amer Indian/ Alaskn Ntv	Asian/ Pacific Isd
Full-Time Employees/General Fund \$							
Placement Goal*		24.55		6.65	-1.27	1.48	8.79
GOAL: Number of positions		0	1	0	1	0	0
Full-Time Employees/Non-General Fund \$							
Placement Goal		6.34		1.30	1.10	-0.17	1.54
GOAL: Number of positions		0	0	0	0	0	0
Part-Time Permanent Employees/General Fund \$							
Placement Goal		-0.90		0.75	3.60	2.70	1.40
GOAL: Number of positions		1	0	0	0	0	0
Part-Time Permanent Employees/Non-General Fund \$							
Placement Goal		-0.43		-0.15	2.59	-0.04	0.69
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 all groups are at parity.

Full-Time Employees/Non-General Fund has a goal for Asian/Pacific Islanders of one (1) and all other groups are at parity.

Both Part-Time Permanent Employees classifications are at parity.

TECHNICAL/PARAPROFESSIONAL

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC</u>		<u>Total</u>	<u>African-</u>		<u>Amer</u>	<u>Asian/</u>
	<u>Employees</u>	<u>Female</u>	<u>Minority*</u>	<u>American</u>	<u>Hispanic</u>	<u>Indian/ Alaskn Ntv</u>	<u>Pacific Isd</u>
Full-Time Employees/ General Fund \$	170 %	69 40.59	40 23.53	10 5.88	6 3.53	2 1.18	22 12.94
Full-Time Employees/ Non-General Fund \$	6 %	3 50.00	2 33.33	2 33.33	0 0.00	0 0.00	0 0.00
Part-Time Permanent Employees/ General Fund \$	49 %	30 61.22	8 16.33	1 2.04	2 4.08	0 0.00	5 10.20
Part-Time Permanent Employees/ Non-General Fund \$	1 %	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00
Casual Employees/ All Funding Sources	311 %	154 49.52	62 19.94	15 4.82	12 3.86	1 0.32	26 8.36

<u>JOB GROUP AVAILABILITY ANALYSIS (Percent)</u>		<u>Total</u>	<u>African-</u>			<u>Amer</u>	<u>Asian/</u>
	<u>Female</u>	<u>Minority*</u>	<u>American</u>	<u>Hispanic</u>		<u>Indian/ Alaskn Ntv</u>	<u>Pacific Isd</u>
Job Group Availability	34.20	16.20	1.60	3.80		0.80	10.00

<u>UTILIZATION ANALYSIS AND GOALS</u>	<u>Female</u>	<u>Total</u>	<u>African-</u>			<u>Amer</u>	<u>Asian/</u>
		<u>Minority*</u>	<u>American</u>	<u>Hispanic</u>		<u>Indian/ Alaskn Ntv</u>	<u>Pacific Isd</u>
Full-Time Employees/General Fund \$							
Placement Goal*	10.86		7.28	-0.46		0.64	5.00
GOAL: Number of positions	0	0	0	0		0	0
Full-Time Employees/Non-General Fund \$							
Placement Goal	0.95		1.90	-0.23		-0.05	-0.60
GOAL: Number of positions	0	1	0	0		0	1
Part-Time Permanent Employees/General Fund \$							
Placement Goal	13.24		0.22	0.14		-0.39	0.10
GOAL: Number of positions	0	0	0	0		0	0
Part-Time Permanent Employees/Non-General Fund \$							
Placement Goal	-0.34		-0.02	-0.04		-0.01	-0.10
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 two (2) for Hispanics. All other groups are at parity.

SKILLED CRAFT

	Total PCC		Total	African-		Amer Indian/ Alaskn Ntv	Asian/ Pacific Isd
<u>WORKFORCE ANALYSIS</u>	<u>Employees</u>	<u>Female</u>	<u>Minority*</u>	<u>American</u>	<u>Hispanic</u>		
Full-Time Employees/ General Fund \$	25 %	1 4.00	6 24.00	1 4.00	1 4.00	2 8.00	1 4.00
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	1 %	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00
			Total	African-		Amer Indian/ Alaskn Ntv	Asian/ Pacific Isd
<u>JOB GROUP AVAILABILITY ANALYSIS</u> (Percent)		<u>Female</u>	<u>Minority*</u>	<u>American</u>	<u>Hispanic</u>		
Job Group Availability		5.20	19.10	1.60	13.70	0.70	3.10
			Total	African-		Amer Indian/ Alaskn Ntv	Asian/ Pacific Isd
<u>UTILIZATION ANALYSIS AND GOALS</u>		<u>Female</u>	<u>Minority*</u>	<u>American</u>	<u>Hispanic</u>		
Full-Time Employees/General Fund \$							
Placement Goal*		-0.30		0.60	-2.43	1.83	0.23
GOAL: Number of positions		0	2	0	2	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 eleven (11) and for Hispanics is six (6). All other groups are at parity.

In the Part-Time Permanent Employees/General Fund the placement goal is two (2) for Hispanics, and American Indian/Alaskan Natives have a placement goal of one (1).

SERVICE/MAINTENANCE

	Total PCC		Total	African-		Amer	
	Employees	Female	Minority*	American	Hispanic	Indian/ Alaskn Ntv	Asian/ Pacific Isd
WORKFORCE ANALYSIS							
Full-Time Employees/ General Fund \$	138 %	36 26.09	48 34.78	14 10.14	16 11.59	3 2.17	15 10.87
Full-Time Employees/ Non-General Fund \$	0 %						
Part-Time Permanent Employees/ General Fund \$	47 %	34 72.34	22 46.81	2 4.26	5 10.64	0 0.00	14 29.79
Part-Time Permanent Employees/ Non-General Fund \$	0 %						
Casual Employees/ All Funding Sources	73 %	27 36.99	26 35.62	5 6.85	4 5.48	0 0.00	17 23.29
			Total	African-		Amer	Asian/
JOB GROUP AVAILABILITY ANALYSIS		Female	Minority*	American	Hispanic	Indian/ Alaskn Ntv	Pacific Isd
(Percent)							
Job Group Availability		34.40	25.70	3.60	15.90	1.40	4.80
			Total	African-		Amer	Asian/
UTILIZATION ANALYSIS AND GOALS		Female	Minority*	American	Hispanic	Indian/ Alaskn Ntv	Pacific Isd
Full-Time Employees/General Fund \$							
Placement Goal*		-11.47		9.03	-5.94	1.07	8.38
GOAL: Number of positions		11	6	0	6	0	0
Full-Time Employees/Non-General Fund \$							
Placement Goal		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		17.83		0.31	-2.47	-0.66	11.74
GOAL: Number of positions		0	3	0	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	
	11-12	12-13	11-12	12-13	11-12	12-13	11-12	12-13	11-12	12-13
ADMINISTRATOR/MANAGER	0	0	6	7	1	0	0	0	0	0
PROFESSIONAL NON-FACULTY	0	0	2	1	0	0	4	2	0	0
FACULTY:										
INSTRUCTOR	0	0	21	21	0	0	5	1	0	0
COUNSELOR	0	0	2	3	1	1	0	0	0	1
LIBRARIAN	0	1	0	0	0	0	0	0	0	0
SECRETARIAL/CLERICAL	6	0	0	0	0	1	2	0	0	0
TECHNICAL/ PARAPROFESSIONAL	0	0	0	0	2	0	0	0	2	0
SKILLED CRAFT	0	0	0	0	1	2	0	0	0	0
SERVICE MAINTENANCE	4	11	0	0	5	6	0	0	0	0

Goals based on workforce data as of November 2012:

Placement Goals for women and racial/ethnic groups based on college workforce data as of November 2012 compared to availability data updated for 2011-2012.

Goals based on workforce data as of November 2013:

Placement Goals for women and racial/ethnic groups based on college workforce data as of November 2013 compared to availability data updated for 2012-2013.

Note:

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

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	
	11-12	12-13	11-12	12-13	11-12	12-13	11-12	12-13	11-12	12-13
ADMINISTRATOR/MANAGER	2	3	2	2	0	0	0	0	0	0
PROFESSIONAL NON-FACULTY	0	0	0	0	0	0	2	1	0	0
FACULTY:										
INSTRUCTOR	0	0	1	0	0	0	0	0	0	0
COUNSELOR	—	—	—	—	—	—	—	—	—	—
LIBRARIAN	—	—	—	—	—	—	—	—	—	—
SECRETARIAL/CLERICAL	0	0	0	0	0	0	0	0	0	0
TECHNICAL/ PARAPROFESSIONAL	1	0	0	0	0	0	0	0	0	1
SKILLED CRAFT	—	—	—	—	—	—	—	—	—	—
SERVICE MAINTENANCE	—	—	—	—	—	—	—	—	—	—

Goals based on workforce data as of November 2012:

Placement Goals for women and racial/ethnic groups based on college workforce data as of November 2012 compared to availability data updated for 2011-2012.

Goals based on workforce data as of November 2013:

Placement goals for women and racial/ethnic groups based on college workforce data as of November 2013 compared to availability data updated for 2012-2013.

Note:

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

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	
	11-12	12-13	11-12	12-13	11-12	12-13	11-12	12-13	11-12	12-13
ADMINISTRATOR/MANAGER	0	0	0	0	0	0	0	0	0	0
PROFESSIONAL NON-FACULTY	0	0	0	0	0	0	0	0	1	0
FACULTY (see Appendix A-4)										
SECRETARIAL/CLERICAL	14	1	1	0	0	0	0	0	0	0
TECHNICAL/ PARAPROFESSIONAL	0	0	0	0	0	0	0	0	2	0
SKILLED CRAFT	–	–	–	–	–	–	–	–	–	–
SERVICE MAINTENANCE	0	0	1	0	2	2	1	1	0	0

Goals based on workforce data as of November 2012:

Placement goals for women and racial/ethnic groups based on college workforce data as of November 2012 compared to availability data updated for 2011-2012.

Goals based on workforce data as of November 2013:

Placement goals for women and racial/ethnic groups based on college workforce data as of November 2013 compared to availability data updated for 2012-2013.

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.

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

GOALS BASED on WORKFORCE as of	Female		African American		Hispanic		Amer Indian /Alaskan Native		Asian/ Pacific Islander	
	11-12	12-13	11-12	12-13	11-12	12-13	11-12	12-13	11-12	12-13
FACULTY:										
INSTRUCTOR	13	53	7	15	0	3	13	3	0	0
COUNSELOR	–	–	–	–	–	–	–	–	–	–
LIBRARIAN	–	–	–	–	–	–	–	–	–	–

Goals based on workforce data as of November 2012:

Placement goals for women and racial/ethnic groups based on college workforce data as of November 2012 compared to availability data updated for 2011-2012.

Goals based on workforce data as of November 2013:

Placement goals for women and racial/ethnic groups based on college workforce data as of November 2013 compared to availability data updated for 2012-2013.

Note:

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

HIRING ACTIVITY 2012-2013 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.12	Hiring Activity 2012-13	Goals as of Nov.12	Hiring Activity 2012-13	Goals as of Nov.12	Hiring Activity 2012-13	Goals as of Nov.12	Hiring Activity 2012-13	Goals as of Nov.12	Hiring Activity 2012-13	
ADMINISTRATOR/MANAGER	0	7	6	1	1	0	0	1	0	0	14
PROFESSIONAL NON-FACULTY	0	9	2	1	0	0	4	1	0	2	21
FACULTY:											
INSTRUCTOR	0	11	21	2	0	0	5	0	0	0	19
COUNSELOR	0	1	2	0	1	0	0	0	0	0	1
LIBRARIAN	0	0	0	0	0	0	0	0	0	0	0
SECRETARIAL/CLERICAL	6	5	0	0	0	1	2	0	0	1	7
TECHNICAL/ PARAPROFESSIONAL	0	5	0	0	2	0	0	0	2	3	8
SKILLED CRAFT	0	0	0	0	1	0	0	1	0	0	3
SERVICE MAINTENANCE	4	2	0	0	5	0	0	0	0	2	9

* No positions advertised

GOALS AS OF NOVEMBER 2012

Hiring placement goals based on college workforce data as of November 2012 compared to availability data for 2011-2012.

HIRING ACTIVITIES DURING 2012-2013

To more closely relate hiring activity to goals, the 2012-2013 hiring activity indicates the number of hires between November 2011 and November 2012 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 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 positions OR

- Hiring qualified women and people of color to fill new positions.

HIRING ACTIVITY 2012-2013 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.12	Hiring Activity 2012-13	Goals as of Nov.12	Hiring Activity 2012-13	Goals as of Nov.12	Hiring Activity 2012-13	Goals as of Nov.12	Hiring Activity 2012-13	Goals as of Nov.12	Hiring Activity 2012-13	
ADMINISTRATOR/MANAGER	2	0	2	0	0	0	0	0	0	0	0
PROFESSIONAL NON- FACULTY	0	1	0	1	0	0	2	0	0	0	1
FACULTY:											
INSTRUCTOR	0	0	1	0	0	0	0	0	0	0	0
COUNSELOR	–	–	–	–	–	–	–	–	–	–	–
LIBRARIAN	–	–	–	–	–	–	–	–	–	–	–
SECRETARIAL/CLERICAL	0	2	0	0	0	1	0	0	0	0	2
TECHNICAL/ PARAPROFESSIONAL	1	0	0	0	0	0	0	0	0	0	2
SKILLED CRAFT	–	–	–	–	–	–	–	–	–	–	–
SERVICE MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0

* No positions advertised

– No positions funded in this category

GOALS AS OF NOVEMBER 2012

Hiring placement goals based on college workforce data as of November 2012 compared to availability data for 2011-2012.

HIRING ACTIVITIES DURING 2012-2013

To more closely relate hiring activity to goals, the 2012-2013 hiring activity indicates the number of hires between November 2012 and November 2013 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 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 positions OR
- Hiring qualified women and people of color to fill new positions.

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, 2012 and from the current report as of November 1, 2013.

STEP 1: Calculate the percentage of Females in the PCC workforce for a particular employee group -- in this case, Service Maintenance, Full time Employees, General Fund:

As of 11-1-2013

TOTAL PCC employees	138
Number of Females	36
% in PCC Workforce	26.09%

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

% in PCC Workforce	26.09%
% in Labor Market	34.40%
DIFFERENCE	-8.31%

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	-11.47
----------------	--------

STEP 4: Convert to a GOAL by rounding.

GOAL	11 positions
------	--------------

HIRING ACTIVITY 2010-2011, 2011-2012 and 2012-2013

FULL TIME EMPLOYEES - GENERAL FUND \$

	HIRING ACTIVITY during 2010-2011 11/01/10 - 10/31/11								HIRING ACTIVITY during 2011-2012 11/01/11- 10/31/12								HIRING ACTIVITY during 2012-2013 11/01/12- 10/31/13							
	Female	African American	Hispanic Latino	Amer Indian AK Native	Asian	Native HI Pacific Isl	Two or more races	Total Hires	Female	African American	Hispanic Latino	Amer Indian AK Native	Asian	Native HI Pacific Isl	Two or more races	Total Hires	Female	African American	Hispanic Latino	Amer Indian AK Native	Asian	Native HI Pacific Isl	Two or more races	Total Hires
Administrator/Manager	3	0	0	0	1	0	0	4	4	0	0	4	1	0	0	7	7	1	0	1	0	0	0	14
Professional Non-Faculty	23	0	6	0	1	1	1	32	12	2	0	0	0	0	3	21	9	1	0	1	2	0	2	21
Faculty:																								
Instructor	34	2	3	0	2	0	0	51	21	1	5	1	1	0	1	38	11	2	0	0	0	0	0	19
Counselor	1	0	0	0	0	0	0	2	1	0	0	0	0	0	0	2	1	0	0	0	0	0	0	1
Librarian	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Secretarial/Clerical	32	3	5	0	7	0	0	46	25	1	1	0	1	1	1	30	5	0	1	0	1	0	0	7
Technical/ Paraprofessional	12	1	0	0	1	0	0	18	1	1	0	0	1	1	0	12	5	0	0	0	2	1	0	8
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	3
Service Maintenance	9	2	3	1	2	0	0	28	4	0	2	0	0	0	0	28	2	0	0	0	2	0	0	9

To more closely relate hiring activity to goals, the 2012-13 hiring activity indicates the number of hires between November 2012 and November 2013 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 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 positions OR
- Hiring qualified women and people of color to fill new positions.

2008-2013 WORKFORCE HISTORY

APPENDIX D-2, Page 1

Full Time General Fund Positions

Areas highlighted in white indicate needed placement goals.

	Total	Female			Racial/Ethnic Minority Groups		
JOB GROUP	Employees	Total	% Total	Availability	Total	% Total	Availability
Administrator/Manager							
2013	166	96	57.8%	54.20	29	17.5%	19.40
2012	161	93	57.8%	54.20	30	18.6%	19.40
2011	158	89	56.3%	54.20	29	18.3%	19.40
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
Professional Non-Faculty							
2013	153	106	69.3%	62.90	38	24.8%	15.20
2012	149	105	70.5%	62.90	35	23.5%	15.20
2011	147	107	72.8%	62.90	35	23.1%	15.20
2010	127	93	73.2%	60.50	26	20.4%	16.50
2009	119	88	73.9%	63.20	** 26	21.9%	16.50
2008	107	79	73.8%	63.20	** 27	25.2%	16.50
Faculty - Instructors Only							
2013	433	238	55.0%	51.10	63	14.6%	16.70
2012	451	250	55.4%	51.10	66	14.6%	16.70
2011	454	255	56.2%	51.10	60	13.2%	16.70
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
Faculty - Counselors Only							
2013	21	16	76.2%	69.00	3	14.3%	33.90
2012	20	15	75.0%	69.00	3	15.0%	33.90
2011	22	15	68.2%	69.00	4	18.2%	33.90
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
Faculty - Librarians Only							
2013	9	7	77.8%	83.60	* 1	11.1%	14.50
2012	10	* 8	80.0%	83.60	* 1	10.0%	14.50
2011	11	* 9	81.8%	83.60	* 1	9.1%	14.50
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

* **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 calculations for total racial/ethnic groups indicate no need for a placement goal, specific racial/ethnic populations are underrepresented in the college workforce.

2008-2013 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			Racial/Ethnic Minority Group		
		Total	% Tot	Availability	Total	% Tot	Availability
Secretarial/Clerical							
2013	254	212	83.5%	73.80	61	24.0%	15.10
2012	272	228	83.8%	73.80	** 65	23.9%	15.10
2011	257	216	84.1%	73.80	** 58	22.6%	15.10
2010	240	203	84.5%	86.80	** 50	20.8%	15.10
2009	230	195	84.8%	86.80	** 47	20.4%	12.40
2008	228	187	82.0%	86.80	** 42	18.4%	12.40
Technical/Paraprofessional							
2013	170	69	40.6%	34.20	40	25.5%	16.20
2012	160	63	39.4%	34.20	32	20.0%	16.20
2011	165	71	43.0%	34.20	33	20.0%	16.20
2010	168	70	41.6%	34.20	31	18.5%	16.20
2009	164	72	43.9%	21.50	28	17.1%	17.50
2008	155	69	44.5%	21.10	27	17.4%	17.50
Skilled Craft							
2013	25	*1	4.0%	5.20	**6	24.0%	19.10
2012	22	2	9.1%	5.20	**6	27.3%	19.10
2011	23	2	8.7%	5.20	**6	26.1%	19.10
2010	14	0	0.0%	5.20	2	14.3%	19.10
2009	11	0	0.0%	4.00	1	9.1%	15.80
2008	13	0	0.0%	4.00	1	7.7%	15.80
Service/Maintenance							
2013	138	36	26.1%	34.40	** 48	34.8%	25.70
2012	138	34	24.6%	34.40	** 47	34.1%	25.70
2011	140	34	24.3%	34.40	** 51	36.5%	25.70
2010	134	32	23.9%	34.40	** 49	36.6%	25.70
2009	134	34	25.6%	27.60	** 51	38.1%	25.40
2008	129	32	24.8%	27.60	** 50	38.8%	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 racial/ethnic groups indicate no need for a placement goal, specific racial/ethnic populations are underrepresented in the college workforce.

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.