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Multnomah County Oregon

## Board of Commissioners & Agenda

connecting citizens with information and services

### BOARD OF COMMISSIONERS

#### Ted Wheeler, Chair

501 SE Hawthorne Boulevard, Suite 600

Portland, Or 97214

Phone: (503) 988-3308 FAX (503) 988-3093

Email: [mult.chair@co.multnomah.or.us](mailto:mult.chair@co.multnomah.or.us)

#### Deborah Kafoury, Commission Dist. 1

501 SE Hawthorne Boulevard, Suite 600

Portland, Or 97214

Phone: (503) 988-5220 FAX (503) 988-5440

Email: [district1@co.multnomah.or.us](mailto:district1@co.multnomah.or.us)

#### Jeff Cogen, Commission Dist. 2

501 SE Hawthorne Boulevard, Suite 600

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Phone: (503) 988-5219 FAX (503) 988-5440

Email: [district2@co.multnomah.or.us](mailto:district2@co.multnomah.or.us)

#### Judy Shiprack, Commission Dist. 3

501 SE Hawthorne Boulevard, Suite 600

Portland, Or 97214

Phone: (503) 988-5217 FAX (503) 988-5262

Email: [district3@co.multnomah.or.us](mailto:district3@co.multnomah.or.us)

#### Diane McKeel, Commission Dist. 4

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Phone: (503) 988-5213 FAX (503) 988-5262

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[www2.co.multnomah.or.us/cc/live\\_broadcast.shtml](http://www2.co.multnomah.or.us/cc/live_broadcast.shtml) Link for on-line agendas and agenda info:

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### MARCH 11, 2010 BOARD MEETING FASTLOOK AGENDA ITEMS

Pg 2	Thursday - R-1 @ 9:00 a.m. - First Reading of an ORDINANCE Repealing Special Ordinance 1146 Designating Disposition of Tax Foreclosed Property
Pg 2	Thursday - R-2 @ 9:10 a.m. - RESOLUTION Adopting Multnomah County's Affirmative Action Plan for 2010-2012
Pg 3	Thursday @ 9:30 a.m. Opportunity for Public Comment on Non-Agenda Matters
Pg 3	Thursday - R-3 @ 9:30 a.m. - Central Procurement and Contract Administration Annual Report
Pg 3	Thursday - R-4 @ 10:00 a.m.- OFA Briefing on SNAP Loan Program
Pg 3	Thursday - R-5 @ 10:30 a.m.- H1N1 Influenza Overview

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Produced through MetroEast Community Media

(503) 667-8848, ext. 332 for further info

or: <http://www.metroeast.org>

**Thursday, March 11, 2010 - 9:00 AM**  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

## **REGULAR MEETING**

### **CONSENT CALENDAR - 9:00 AM**

#### **COMMISSION ON CHILDREN, FAMILIES AND COMMUNITY**

- C-1 Appointment of Rob Abrams, Ernesto Dominquez, Chris Edmonds, Nay'Chelle Harris, Shalonda Menefee and Pat Moffitt to the Multnomah County Commission on Children, Families and Community (CCFC)

#### **DEPARTMENT OF COUNTY MANAGEMENT**

- C-2 Amendment to Lease R-15 Between Multnomah County, as Lessor, and Loaves and Fishes Centers, Inc., as Lessee, for a One-Year Lease Extension for Space Occupied in the Walnut Park Building
- C-3 BUDGET MODIFICATION DCM-18 Reclassifying Two Positions in the Division of Assessment, Recording, and Taxation, as Determined by the Classification/Compensation Unit of Central Human Resources

#### **DEPARTMENT OF HEALTH**

- C-4 BUDGET MODIFICATION HD-23 Reclassifying Three Positions within the Various Divisions of the Health Department, as Determined by the Class/Comp Unit of Central Human Resources

### **REGULAR AGENDA**

#### **DEPARTMENT OF COUNTY MANAGEMENT – 9:00 AM**

- R-1 First Reading of an ORDINANCE Repealing Special Ordinance 1146 Designating Disposition of Tax Foreclosed Property      1158 ✓

#### **DEPARTMENT OF COUNTY MANAGEMENT – 9:10 AM**

- R-2 RESOLUTION Adopting Multnomah County's Affirmative Action Plan for 2010-2012. Presented by Robert Phillips and Office of Diversity and Equity Staff. (20 minutes requested)      2010-27 ✓

## PUBLIC COMMENT - 9:30 AM

Opportunity for Public Comment on non-agenda matters. Testimony limited to three minutes per person unless otherwise designated by the presiding officer. This is a time for the Board to hear public testimony, not for Board deliberation. Fill out a yellow speaker form available at the back of the Boardroom and give it to the Board Clerk. Unless otherwise recognized by the presiding officer, testimony is taken in the order the forms are submitted.

## DEPARTMENT OF COUNTY MANAGEMENT – 9:30 AM

R-3 Central Procurement and Contract Administration Annual Report. Mindy Harris, Brian Smith and Sophia Cavalli. (30 minutes requested)

## NON-DEPARTMENTAL – 10:00 AM

*POSTPONED INDEFINITELY*

R-4 Oregon Facilities Authority Briefing on the SNAP Loan Program. Commissioner Judy Shiprack, Gwendolyn Griffith – Executive Director, OFA; J. Kevin McAuliffe – Chair, OFA Board; Howard Spanbock – Executive Director, Luke Dorf; Michael Burdick – Legislative Assistant to the Oregon Treasurer, and Other Invited Guests. (30 minutes requested)

## DEPARTMENT OF HEALTH – 10:30 AM

*Briefing*  
R-5 H1N1 Influenza Overview and Moving Forward. Lillian Shirley, Gary Oxman, Amy Sullivan, Erin Corrigan, Jim Spitzer and Jessica Guernsey. (1 hour requested)

## SHERIFF'S OFFICE – 11:30 AM

R-6 NOTICE OF INTENT to Apply for US Department of Justice (DOJ), Office of Justice Programs (OJP) and National Institute of Justice (NIJ) Grant in the Amount of \$46,499.72 for Solving Cold Cases with DNA

## DEPARTMENT OF COMMUNITY JUSTICE – 11:40 AM

R-7 NOTICE OF INTENT to Apply for the U.S. Dept. of Justice “Comprehensive Approaches to Sex Offender Management (CASOM) Training and Technical Assistance Program” Grant in the Amount of \$150,000 for the Department of Community Justice Juvenile Services Division



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## **REGULAR MEETING**

***Chair Ted Wheeler convenes the meeting at 9:00 a.m., with Vice-Chair Diane McKeel and Commissioners Jeff Cogen and Judy Shiprack present and Commissioner Deborah Kafoury excused.***

### **CONSENT CALENDAR - 9:00 AM**

**MAY I HAVE A MOTION ON THE CONSENT  
CALENDAR?**

**COMMISSIONER \_\_\_\_\_ MOVES  
COMMISSIONER \_\_\_\_\_ SECONDS  
APPROVAL OF THE CONSENT CALENDAR**

**ALL IN FAVOR, VOTE AYE, OPPOSED \_\_\_\_?  
THE MOTION FAILS  
OR  
THE CONSENT CALENDAR IS APPROVED**

**ACKNOWLEDGE AND THANK APPOINTEES TO  
FOLLOWING COMMITTEES:**

### **COMMISSION ON CHILDREN, FAMILIES AND COMMUNITY**

**C-1 Appointment of Rob Abrams, Ernesto Dominquez, Chris Edmonds, Nay'Chelle Harris, Shalonda Menefee and Pat Moffitt to the Multnomah County Commission on Children, Families and Community (CCFC)**

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## **REGULAR AGENDA**

### **DEPARTMENT OF COUNTY MANAGEMENT – 9:00 AM**

- R-1 First Reading of an ORDINANCE Repealing Special Ordinance 1146 Designating Disposition of Tax Foreclosed Property. Assistant County Attorney Matthew O. Ryan.

**COMMISSIONER \_\_\_\_\_ MOVES  
COMMISSIONER \_\_\_\_\_ SECONDS  
APPROVAL OF THE FIRST READING**

**EXPLANATION, RESPONSE TO QUESTIONS**

**OPPORTUNITY FOR PUBLIC TESTIMONY**

**OPPORTUNITY FOR BOARD COMMENTS**

**ALL IN FAVOR, VOTE AYE, OPPOSED \_\_\_\_?**

**THE MOTION FAILS**

**OR**

**THE FIRST READING IS APPROVED, THE  
SECOND READING IS THURSDAY, MARCH 18,  
2010**

**DEPARTMENT OF COUNTY MANAGEMENT – 9:10 AM**

✓ R-2 RESOLUTION Adopting Multnomah County's Affirmative Action Plan for 2010-2012. Robert Phillips and Staff from Office of Diversity. (20 minutes requested)

COMMISSIONER Phil MOVES  
COMMISSIONER Woz SECONDS  
APPROVAL OF R-2

**EXPLANATION, RESPONSE TO QUESTIONS**

**OPPORTUNITY FOR PUBLIC TESTIMONY**

**OPPORTUNITY FOR BOARD COMMENTS**

**ALL IN FAVOR, VOTE AYE, OPPOSED \_\_\_\_?**

**THE MOTION FAILS**

**OR**

**THE RESOLUTION IS ADOPTED**

**PUBLIC COMMENT - 9:30 AM**

✓ Opportunity for Public Comment on non-agenda matters. Testimony limited to three minutes per person unless otherwise designated by the presiding officer. This is a time for the Board to hear public testimony, not for Board deliberation. Fill out a yellow speaker form available at the back of the Boardroom and give it to the Board Clerk. Unless otherwise recognized by the presiding officer, testimony is taken in the order the forms are submitted.

**DEPARTMENT OF COUNTY MANAGEMENT – 9:30 AM**

✓ R-3 Central Procurement and Contract Administration Annual Report. Mindy Harris, Brian Smith and Sophia Cavalli. (30 minutes requested)

**NON-VOTING ITEM.**

**PRESENTATION AND RESPONSE TO BOARD  
QUESTIONS AND DISCUSSION.**

**NON-DEPARTMENTAL – 10:00 AM**

R-4 Oregon Facilities Authority Briefing on the SNAP Loan Program.

**AT THE REQUEST OF THE DEPARTMENT, MAY I  
HAVE A MOTION TO POSTPONE THIS BRIEFING  
INDEFINITELY?**

**COMMISSIONER \_\_\_\_\_ MOVES  
COMMISSIONER \_\_\_\_\_ SECONDS  
TO POSTPONE INDEFINITELY R-4**

**ALL IN FAVOR, VOTE AYE, OPPOSED \_\_\_\_?**

**THE MOTION FAILS  
OR  
THE NOTICE OF INTENT IS POSTPONED  
INDEFINITELY**

**SINCE WE ARE AHEAD OF SCHEDULE, AND R-5  
ISN'T UNTIL 10:30AM, I AM GOING TO TAKE R-6  
AND R-7 OUT OF ORDER. ARE THE  
PRESENTERS HERE AND READY TO  
PROCEED?**

**SHERIFF'S OFFICE – 10:00 AM**

**R-6 NOTICE OF INTENT to Apply for US Department of Justice (DOJ), Office  
of Justice Programs (OJP) and National Institute of Justice (NIJ) Grant in the  
Amount of \$46,499.72 for Solving Cold Cases with DNA. Lt. Ned Walls,  
Administrator of Grant and Wanda Yantis, Budget Manager (10 min)**

**COMMISSIONER \_\_\_\_\_ MOVES  
COMMISSIONER \_\_\_\_\_ SECONDS  
APPROVAL OF R-6**

**EXPLANATION & RESPONSE TO QUESTIONS**

**OPPORTUNITY FOR PUBLIC TESTIMONY**

**OPPORTUNITY FOR BOARD COMMENTS**

**ALL IN FAVOR, VOTE AYE, OPPOSED \_\_\_\_?**

**THE MOTION FAILS**

**OR**

**THE NOTICE OF INTENT IS APPROVED**

**DEPARTMENT OF COMMUNITY JUSTICE – 10:10 AM**

**R-7** NOTICE OF INTENT to Apply for the U.S. Dept. of Justice  
“Comprehensive Approaches to Sex Offender Management (CASOM)  
Training and Technical Assistance Program” Grant in the Amount of  
\$150,000 for the Department of Community Justice Juvenile Services  
Division. Tracey Freeman. (5 min) *LILLIAN SHIRLEY*

**COMMISSIONER \_\_\_\_\_ MOVES**  
**COMMISSIONER \_\_\_\_\_ SECONDS**  
**APPROVAL OF R-7**

**EXPLANATION, RESPONSE TO QUESTIONS**

**OPPORTUNITY FOR PUBLIC TESTIMONY**

**OPPORTUNITY FOR BOARD COMMENTS**

**ALL IN FAVOR, VOTE AYE, OPPOSED \_\_\_\_?**

**THE MOTION FAILS**

**OR**

**THE NOTICE OF INTENT IS APPROVED**

**(IF NEEDED:)**

**WE HAVE A FEW MINUTES BEFORE OUR NEXT  
PRESENTATION SO WE WILL RECESS UNTIL  
10:30 A.M.**

**(AFTER BREAK:)**

**WE WILL RECONVENE THE MEETING AND  
HEAR OUR LAST BRIEFING FOR TODAY.**

**DEPARTMENT OF HEALTH – 10:30 AM**

**R-5** H1N1 Influenza Overview and Moving Forward. Lillian Shirley, Gary Oxman, Amy Sullivan, Erin Corrigan, Jim Spitzer and Jessica Guernsey. (1 hour requested)

***NON-VOTING ITEM.  
PRESENTATION AND RESPONSE TO BOARD  
QUESTIONS AND DISCUSSION.***

**# end #**





## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST (short form)

### Board Clerk Use Only

Meeting Date: 03/11/2010  
Agenda Item #: C-1  
Est. Start Time: 9:00 AM  
Date Submitted: 03/03/2010

**Agenda Title:** Appointment of Rob Abrams, Ernesto Dominquez, Chris Edmonds, Nay'Chelle Harris, Shalonda Menefee and Pat Moffitt to the Multnomah County Commission on Children, Families and Community

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

<b>Requested Meeting Date:</b>	March 11, 2010	<b>Amount of Time Needed:</b>	Consent Agenda
<b>Department:</b>	Non-Departmental	<b>Division:</b>	Chair's Office
<b>Contact(s):</b>	Joshua L. Todd		
<b>Phone:</b>	(503)988-3308	<b>Ext.</b>	85531
<b>Presenter(s):</b>	N/A	<b>I/O Address:</b>	503/600

### General Information

#### 1. What action are you requesting from the Board?

Request board approval of appointment of Rob Abrams, Ernesto Dominquez, Chris Edmonds, Nay'Chelle Harris, Shalonda Menefee and Pat Moffitt to the Multnomah County Commission on Children, Families and Community.

#### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

Mission Statement: CCFC impacts policy, leverages resources and invests strategically to build a thriving community.

The purpose of the Multnomah County Commission on Children, Families and Community (CCFC) is to develop and prepare in accordance with State law a comprehensive plan for the delivery of services to be provided for children and families in the county. The CCFC oversees implementation of the plan and monitors the outcomes, including State and County benchmarks. They receive and distribute Federal and State community services funds for the County and ensure the effectiveness of community involvement in the poverty program planning process. The CCFC reviews and approves

local poverty program policy, and monitors and evaluates poverty program effectiveness. The CCFC has a board of at least nine but no more than 33 members that reflect the diverse County population. One-third of the CCFC board members are elected public officials or their designees. At least one-third of the CCFC board members represent persons in poverty in the County. The remainder of the CCFC board members have a commitment to the well-being of children, youth and families. Members are appointed by the County Chair with approval of the Board of County Commissioners.

**3. Explain the fiscal impact (current year and ongoing).**

No fiscal impact.

**4. Explain any legal and/or policy issues involved.**

No legal and/or policy issues involved.

**5. Explain any citizen and/or other government participation that has or will take place.**

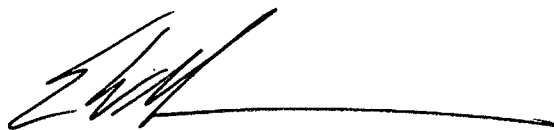
N/A.

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**Required Signature**

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**Elected Official or  
Department/  
Agency Director:**



**Date:** 03/03/2010

## MEMORANDUM

TO: Board of County Commissioners

FR: Ruth Langlois, Executive Assistant

RE: Appointments to Citizen Advisory Boards & Commissions

DT: March 3, 2010

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The Chair would like to make the following Citizen Advisory Boards and Commissions appointments at an upcoming Board meeting:

Nominations:

Name of Appointee	Board/Position	Term End Date
Rob Abrams	11/2013	Rob works for the Multnomah Educational Service District where he manages the Wraparound Oregon project. He has served for the past year on the CCFC's Early Childhood Council and will bring a strong voice for early childhood care and education.
Ernesto Dominguez	11/2013	Ernesto has served on the Multnomah Youth Commission for three years, two of those years as a policy liaison. He also worked as a Youth Planner for the City of Portland in Mayor Tom Potter's office. Ernesto has personal experience in Multnomah County's homeless youth system and is an active volunteer with the Sexual Minority Youth Resource Center and Basic Rights of Oregon.

Chris Edmonds	9/2010*	Multnomah Youth Commission Co-Chair and senior at Grant High School. Chris co-led the Youth Commission's school-based health center research project last year and organized a successful awareness week for the Grant HS School Based Health Clinics. This year he will focus his efforts on the MYC's Education committee and serving on the CCFC.
Nay'Chelle Harris	9/2010*	Multnomah Youth Commission Co-Chair and senior at Central Catholic High School. Nay'Chelle co-led the Youth Commission's school-based health center committee last year and will continue in that role this year. Nay'Chelle volunteers in her NE neighborhood and is an avid dancer.
Shalonda Menefee	11/2013	Shalonda is mother of three, single parent and vocal advocate for children and families living in poverty. She has a background in social services and recently founded a "back-to-basics" program to teach children and youth from low-income backgrounds how to create homemade goods to save money and also to generate income.
Pat Moffitt	11/2013	Pat serves as the Co-Chair of the CCFC's Early Childhood Council and works for the Multnomah Education Service District's Early Childhood Program. Pat has long history with the CCFC and will be a strong policy advocate and advisor to the County Board regarding early childhood care and education issues.

Please notify me if you have questions or concerns about these appointments.

*Ruth Richman Langlois*

Executive Assistant to  
Multnomah County Chair Ted Wheeler  
503.988.5531-direct line  
[ruth.r.langlois@co.multnomah.or.us](mailto:ruth.r.langlois@co.multnomah.or.us)



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-2 DATE 3/11/2010  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date: 03/11/2010  
Agenda Item #: C-2  
Est. Start Time: 9:00 AM  
Date Submitted: 02/26/2010

**Amendment to Lease R-15 Between Multnomah County, as Lessor, and Loaves and Fishes Centers, Inc., as Lessee, For a One (1) Year Lease Extension for**  
**Title: Space Occupied in the Walnut Park Building**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.*

Requested Meeting Date: March 11, 2010 Amount of Time Needed: N/A  
Department: County Management Division: Facilities and Property Management  
Contact(s): Carla Bangert, Facilities and Property Management  
Phone: 503 988-4218 Ext. 84218 I/O Address: FPM / 274  
Presenter(s): Consent Calendar

## General Information

### 1. What action are you requesting from the Board?

Amendment of Lease R-15 between Multnomah County, as Lessor, and Loaves & Fishes Centers, Inc., as lessee for a one (1) year lease extension for space occupied in the Walnut Park Building.

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

Loaves & Fishes has occupied space and been a service provided at the Walnut Park building since 1991. The current lease term is scheduled to expire June 30, 2010. Both Loaves & Fishes and Multnomah County Department of Human Services through its Aging and Disability Services Division (DCHS-ADS) wishes to extend this lease agreement for a one (1) year period which will become effective July 1, 2010 and expire on June 30, 2011 and will allow Loaves & Fishes the opportunity to continue their operations at the Walnut Park location.

### 3. Explain the fiscal impact (current year and ongoing).

During the extension period, the rent will be held at the current \$1,671.00 per month at the request of DCHS-ADS. FY11 budget total cost amount for this leased space is \$43,807.00. Keeping tenant's rent at the current rate will create a subsidy by DCHS-ADS of \$23,755.00 for the year.

4. Explain any legal and/or policy issues involved.

None

5. Explain any citizen and/or other government participation that has or will take place.

None

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**Required Signature**

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Elected Official or  
Department/  
Agency Director:

*Mindy Harris*

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Date: 02/25/2010

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SECOND AMENDMENT TO LEASE #R-15

**BETWEEN: MULTNOMAH COUNTY, OREGON**  
**Facilities and Property Management**  
**401 N. Dixon Street**  
**Portland, OR 97227**

**LANDLORD**

**AND: LOAVES and FISHES CENTERS, INC.**  
**P.O. Box 19477**  
**Portland, OR 97208-0477**

**TENANT**

The parties agree to further amend the Lease as follows:

**A. Amended Terms and Conditions:**

- 1. Section 1: Occupancy, Sub-section 1.1 "Original Term"** is amended by deletion of the existing provision and the substitution of the following:

**1.1 Lease Term.** The lease term originally commenced on July 1, 2005 will continue through June 30, 2011, unless sooner terminated as hereinafter provided.

**B. Remainder of Agreement**

Except as expressly provided herein, all other terms and conditions of the Lease, as amended to date, shall remain in full force and effect.

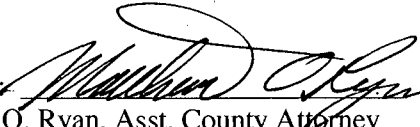
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the respective dates set opposite their signature below, but this Agreement on behalf of such party is deemed to have been dated as of the date first above written.

**For Landlord:**  
**MULTNOMAH COUNTY, OREGON**

Date: 3/11/2010

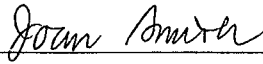
By:   
Ted Wheeler, Chair

Date: 3/9/2010

Reviewed By:   
Matthew O. Ryan, Asst. County Attorney

**For Tenant:**  
**LOAVES and FISHES CENTERS, INC.**

Date: 2/23/10

By:   
Title: Executive Director



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(Revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-3 DATE 3/11/2010  
LYNDA GROW, BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 03/11/2010  
Agenda Item #: C-3  
Est. Start Time: 9:00 AM  
Date Submitted: 02/24/2010

**BUDGET MODIFICATION: DCM- 18**

**BUDGET MODIFICATION DCM-18 Reclassifying Two Positions in the**  
**Agenda Division of Assessment, Recording, and Taxation, as Determined by the**  
**Title: Classification/Compensation Unit of Central Human Resources**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

Requested Meeting Date: March 11, 2010 Amount of Time Needed: Consent Calendar  
Assessment, Recording &  
Department: County Management Division: Taxation (DART)  
Contact(s): Debra Anderson  
Phone: 503 988-6355 Ext. 86355 I/O Address: 503/1  
Presenter(s): N/A

**General Information**

**1. What action are you requesting from the Board?**

The department is requesting Board approval of a budget modification authorizing the reclassification of two positions in the Division of Assessment, Recording and Taxation (DART), as Determined by the Class/Comp Unit of Central Human Resources.

**2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**

The Department of County Management requests Board approval of two reclassifications for the following positions that were approved by the Central Class Comp Unit:

<u>Position Title (Old)</u>	<u>Position Title (New)</u>	<u>Position Number</u>	<u>FTE</u>
Program Supervisor	Program Manager 1	703722	No FTE Change
Program Supervisor	Program Manager 1	706199	No FTE Change



DART asked the Central Class Comp Unit to examine the duties of these positions. After review of the duties, Class Comp has reclassified the positions identified above. Due to reorganization, workload and responsibilities have been realigned to: better utilize existing positions more effectively, better align with staffing guidelines as required by the Oregon Department of Revenue, and adjust to increasing technological change. Over time, a number of executive positions have been collapsed and combined into one directorship position that also functions as the mandated Assessor and Tax Collector. In addition, sections and programs have been combined and streamlined. In order to maintain a reasonable management span of control in the critical areas of real property valuation, it became necessary to reclassify these two positions to provide direct management of the residential and commercial appraisal programs.

These two positions will report to the Chief Appraiser. Both positions will be responsible for supervising and directing activities of multiple programs within either Commercial Valuation or Residential Valuation areas. These positions will implement program and division goals, objectives and policies by developing work procedures for professional appraisal staff, exercising direct supervision and coordinating the efforts of Program Supervisors and lead workers assigned to the program units. These positions will assist the Chief Appraiser in establishing procedures and controls to ensure timely certification of property tax assessments, assist higher-level managers in planning and organizing section resources, and perform a variety of technical and administrative tasks necessary to the successful functioning of the programs.

Incumbents in these two positions are not being reclassified, and a limited recruitment will be conducted. This budget modification reclassifies and transfers one position from Program Offer 72036 DCM-DART Administration to Program Offer 72047 DCM-DART Residential Appraisal; and reclassifies one position in Program Offer 72046 DCM-DART Commercial Appraisal. No immediate changes in the performance measures for the current program offers are anticipated by these reclassifications.

**3. Explain the fiscal impact (current year and ongoing).**

Budget Modification detail is attached. The reclassification requests are being accomplished within current resources for FY2010. Permanent salary and fringe/benefits costs decreased overall by \$9,709 in the current year (an increase for position #706199 and a decrease for position #703722), with offsetting increases to Travel & Training. Ongoing expenses for these positions will be absorbed within the DART budget.

[NOTE: Position #703722 was budgeted for FY2010 as an Assessment Manager Sr., but was last filled as a Program Supervisor. The Assessment Manager Sr. classification (higher than a Program Manager 1) is no longer in use; therefore Class Comp described the reclassification for this position as a Program Supervisor to a Program Manager 1. Budgeted costs actually decreased for the reclassification of position #703722.]

**4. Explain any legal and/or policy issues involved.**

These two positions have been reviewed by the Classification / Compensation Unit and have been reclassified.

**5. Explain any citizen and/or other government participation that has or will take place.**

None required.

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## ATTACHMENT A

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### Budget Modification

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If the request is a **Budget Modification**, please answer all of the following in detail:

- **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

No revenue change.

- **What budgets are increased/decreased?**

The DART budget is adjusted to decrease personnel expenses and increase materials and services in the same amount, for no net change.

- **What do the changes accomplish?**

The changes allow DART to conduct a limited internal recruitment for two Program Manager 1 positions, one in the Commercial Appraisal Program and one in the Residential Appraisal Program.

The changes will allow DART to utilize existing positions more effectively, better align with staffing guidelines as required by the Oregon Department of Revenue, adjust to increasing technological change, maintain a reasonable management span of control in the critical areas of real property valuation, and provide direct management of the residential and commercial appraisal programs.

- **Do any personnel actions result from this budget modification? Explain.**

Yes. Two positions are reclassified to Program Manager 1.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

N/A.

Note: Although the affected programs are partially funded by a grant from the Oregon Department of Revenue County Assessment Function Funding Account (CAFFA), the affected programs operate within the county general fund, and no indirect is charged.

- **Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**

N/A.

- **If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?**

N/A.

Note: The State CAFFA grant is an ongoing grant, applied for and approved annually, providing approximately 25% funding for grant supported programs, including Commercial and Residential Appraisal programs within DART. The remainder of expenditures for these programs is supported by the county general fund.

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>
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## ATTACHMENT B

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**BUDGET MODIFICATION: DCM - 18**

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### Required Signatures

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**Elected Official  
or Department/  
Agency Director:**

*Mindy Harris*

**Date:** 02/23/2010

**Budget Analyst:**

*Debra*

**Date:** 02/23/2010

**Department HR:**

**Date:**

**Countywide HR:**

*Elizabeth A. Hines*

**Date:** 02-23/2010

Budget Modification ID: **DCM -18****EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2010

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
1	72-30	1000	72036	20		706201		60000	466,769	428,895	(37,874)		Decrease Base Pay
2	72-30	1000	72036	20		706201		60130	136,051	125,098	(10,953)		Decrease Salary Related
3	72-30	1000	72036	20		706201		60140	108,610	101,586	(7,024)	(55,851)	Decrease Insurance Benefits
4	72-30	1000	72047	20		706405		60000	1,507,615	1,535,252	27,637		Increase Base Pay
5	72-30	1000	72047	20		706405		60130	447,451	455,466	8,015		Increase Salary Related
6	72-30	1000	72047	20		706405		60140	429,184	435,440	6,256		Increase Insurance Benefits
7	72-30	1000	72047	20		706405		60260	10,000	15,000	5,000	46,908	Increase Travel & Training
8	72-30	1000	72046	20		706403		60000	760,918	764,005	3,087		Increase Base Pay
9	72-30	1000	72046	20		706403		60130	229,059	229,974	915		Increase Salary Related
10	72-30	1000	72046	20		706403		60140	208,567	208,799	232		Increase Insurance Benefits
11	72-30	1000	72046	20		706403		60260	1,200	5,909	4,709	8,943	Increase Travel & Training
12										0			
13	72-10	3500		20		705210		50316			536		Svc Reim GF to Risk Fund
14	72-10	3500		20		705210		60330			(536)		Claims Paid
15										0			
16										0			
17										0			
18										0			
19										0			
20										0			
21										0			
22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
											0	0	Total - Page 1
											0	0	GRAND TOTAL

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

11,444

**Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.**

(13,943)

4,234

FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
<b>General Fund Contingency</b>				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
<b>Indirect</b>							
<b>Central</b>							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
<b>Departmental</b>							
xxx	xxxxx				xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund.
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
<b>Telecommunications</b>							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
10-10	3503	0020		709525		50310	Budgets receipt of reimbursement
10-10	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
10-10	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
10-10	3503	0020		709000		60240	Budgets offsetting expenditures
<b>PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)</b>							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
10-10	3503	0020		709617		50310	Budgets receipt of PC Flat Fee
10-10	3503	0020		709617		60240	Budgets offsetting expenditure
<b>Electronic Service Reimbursement</b>							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
72-55	3501	0020		904200		50310	Receipt of Electronics service reimbursement
72-55	3501	0020		904200		60240	Budgets offsetting expenditure
<b>Motor Pool: Use this cost center if you are adding funds for motor pool use.</b>							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
72-55	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
72-55	3501	0020		904150		60240	Budgets offsetting expenditure
<b>Fleet: Use this cost center if you are adding funds for dedicated program cars.</b>							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
72-55	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
72-55	3501	0020		904100		60240	Budgets offsetting expenditure
<b>Building Management</b>							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
72-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
72-50	3505	0020		902575		60170	Budgets offsetting expenditure
<b>Insurance Service Reimbursement</b>							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-10	3500	0020		705210		50318	Insurance Revenue
72-10	3500	0020		705210		60330	Offsetting expenditure
<b>Lease Payments to Capital Lease Retirement Fund</b>							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure
							Contact your Budget Analyst to complete this.
<b>Mail &amp; Distribution</b>							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
72-55	3504	0020		904400		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904400		60230	Budgets offsetting expenditure
<b>Records</b>							
xx-xx	xxxxx				xxx	60460	Records expenditure
72-55	3504	0020		904500		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904500		60240	Budgets offsetting expenditure
<b>Stores</b>							
xx-xx	xxxxx				xxx	60460	Stores expenditure
72-55	3504	0020		904600		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904600		60240	Budgets offsetting expenditure

### How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(Revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-4 DATE 3/11/2010  
LYNDA GROW, BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 03/11/2010  
Agenda Item #: C-4  
Est. Start Time: 9:00 AM  
Date Submitted: 02/03/2010

**BUDGET MODIFICATION: HD-10-23**

**BUDGET MODIFICATION HD-23 Reclassifying Three Positions within the  
Agenda Various Divisions of the Health Department, as Determined by the Class/Comp  
Title: Unit of Central Human Resources**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

Requested Meeting Date: March 11, 2010 Amount of Time Needed: N/A - Consent  
Department: Health Department Division: Integrated Clinical Services  
Contact(s): Lester A. Walker - Budget & Finance Manager  
Phone: (503) 988-3663 Ext. 26457 I/O Address: 167/2/210  
Presenter(s): N/A (Consent Agenda)

**General Information**

**1. What action are you requesting from the Board?**

Approval of staffing adjustment resulting from the re-classification of three positions. This change will not impact the Health Department's total FTE for FY 2010.

**2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**

Reclassify a 1.0 Program Manager 2 to a 1.0 Nurse Practitioner, position 706008, in the Integrated Clinical Services division of the Health Department. Class Comp approved reclassification effective on 02/01/2010 (reclass #1394). This position diagnoses and treats acute and chronic psychiatric conditions according to scope of practice to include conducting a psychiatric evaluation with mental status examination, ordering and interpreting diagnostic tests, making diagnoses and devising a course of treatment. This change impacts program offers 40030 – Physician, Nurse Practitioner and Nursing Directors and 40021A – Westside Health Clinic.



Reclassify a 0.50 Office Assistant Senior to a 0.50 Public Health Vector Specialist, position 701655, in the Community Health Services division of the Health Department. Class Comp approved reclassification effective on 01/27/2010 (reclass #1400). This position is responsible for managing, monitoring and investigating known and potential mosquito breeding sites. Additionally, this position responds to homeowner complaints of rodent infestations. This change impacts program offer 40008 – Vector-borne Disease Prevention and Code Enforcement.

Reclassify a 0.80 Health Assistant 2 to a 0.80 Medical Laboratory Technician, position 701722, in the Integrated Clinical Services division of the Health Department. Class Comp approved reclassification effective on 01/07/2010 (reclass #1379). This position is responsible for procuring and providing results of laboratory tests on various patient specimens to aid in the diagnosis and treatment of medical clients. This change impacts program offer 40023 East County Health Clinic.

**3. Explain the fiscal impact (current year and ongoing).**

There is no financial impact for FY10.

**4. Explain any legal and/or policy issues involved.**

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

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## ATTACHMENT A

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### Budget Modification

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If the request is a **Budget Modification**, please answer all of the following in detail:

- What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).

No change in revenues.

- What budgets are increased/decreased?

The Health Department's budget will have the following changes:

- Permanent personnel budget will increase by \$6,303.
- Salary related expense budget will increase by \$2,176.
- Insurance benefits budget will increase by \$473.
- Travel and Training budget will decrease by \$958.
- Professional Services budget will decrease by \$1,548.
- Drugs budget will decrease by \$6,446.

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

- What do the changes accomplish?

Change of classification of positions 706008, 701655 and 701722 to better fit the duties of those positions as determined by the Class/Comp Unit of the Central Human Resources.

- Do any personnel actions result from this budget modification? Explain.

1. Reclassify a 1.0 Program Manager 2 to a 1.0 Nurse Practitioner, position 706008, in the Integrated Clinical Services division of the Health Department.
2. Reclassify a 0.50 Office Assistant Senior to a 0.50 Public Health Vector Specialist, position 701655, in the Community Health Services division of the Health Department.
3. Reclassify a 0.80 Health Assistant 2 to a Medical Laboratory Technician, position 701722, in the Integrated Clinical Services division of the Health Department.

- If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

N/A

- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?

N/A

- If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?

N/A

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>
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## ATTACHMENT B

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**BUDGET MODIFICATION: HD-10-23**

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### Required Signatures

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**Elected Official or  
Department/  
Agency Director:**

*Lillian Shirley*

**Date: 02/03/2010**

**Budget Analyst:**

*[Signature]*

**Date: 02/04/2010**

**Department HR:**

*[Signature]*

**Date: 02/03/2010**

**Countywide HR:**

*[Signature]*

**Date: 01/27/2010**

### ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

[illegible]

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

[illegible]

FM Side			PS/CO Side			Cost Element/ Commitment	
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item	Notes
<b>General Fund Contingency</b>				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
<b>Indirect</b>							
<b>Central</b>							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
<b>Departmental</b>							
xxx	xxxxx				xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
<b>Telecommunications</b>							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
72-60	3503	0020		709525		50310	Budgets receipt of reimbursement
72-60	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
72-60	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
72-60	3503	0020		709000		60240	Budgets offsetting expenditures
<b>PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)</b>							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
				between			
72-60	2508	0020		709201 &		50310	Budgets receipt of PC Flat Fee
				709211			
				between			
72-60	2508	0020		709201 &		60240	Budgets offsetting expenditure
				709211			
<b>Electronic Service Reimbursement</b>							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
72-55	3501	0020		904200		50310	Receipt of Electronics service reimbursement
72-55	3501	0020		904200		60240	Budgets offsetting expenditure
<b>Motor Pool</b>							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
72-55	3501	0020		904100		50310	Budgets receipt of Motor Pool service reimbursement
72-55	3501	0020		904100		60240	Budgets offsetting expenditure
<b>Building Management</b>							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
72-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
72-50	3505	0020		902575		60170	Budgets offsetting expenditure
<b>Insurance Service Reimbursement</b>							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-10	3500	0020		705210		50316	Insurance Revenue
72-10	3500	0020		705210		60330	Offsetting expenditure
<b>Lease Payments to Capital Lease Retirement Fund</b>							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure
							Contact your Budget Analyst to complete this.
<b>Mail &amp; Distribution</b>							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
72-55	3504	0020		904400		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904400		60230	Budgets offsetting expenditure
<b>Records</b>							
xx-xx	xxxxx				xxx	60460	Records expenditure
72-55	3504	0020		904500		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904500		60240	Budgets offsetting expenditure
<b>Stores</b>							
xx-xx	xxxxx				xxx	60460	Stores expenditure
72-55	3504	0020		904600		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904600		60240	Budgets offsetting expenditure

### ***How are functional areas assigned to cost objects?***

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

***If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.***



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

(Revised 12/31/09)

Approved  
Second Reading  
3/25/10

## Board Clerk Use Only

Meeting Date: 03/11/2010  
Agenda Item #: R-1  
Est. Start Time: 9:00 AM  
Date Submitted: 02/25/2010

**Agenda Title:** First Reading of a Proposed ORDINANCE Repealing Special Ordinance 1146  
Designating Disposition of Tax Foreclosed Property

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.*

Requested Meeting Date: March 11, 2010 Amount of Time Needed: 5 mins  
Department: DCM Division: Tax Title  
Contact(s): Sally Brown  
Phone: 503-988-3349 Ext. 22349 I/O Address: 503/1  
Presenter(s): Assistant County Attorney Matthew O. Ryan

## General Information

### 1. What action are you requesting from the Board?

The Tax Title Section is requesting the Board to repeal the authorization of a tax-foreclosed property repurchase by the former owner of record, The Estate of Manuel M. Flores.

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

In September 2008 the property at 6639 N Mears Street, Portland came into the possession of Tax Title through foreclosure due to non payment of taxes (see attached Exhibits A, B, and C). The property had belonged to Manuel M. Flores, who passed away in Mexico in 1997.

Before Tax Title came into possession of the property a call from Mr. Flores wife, Emmadene Martinez was received, stating that she was in the process of obtaining a loan to repurchase the property. Tax Title requested that she provide legal documentation that she was the legal heir to the property. Ms. Martinez obtained an attorney Travis Hall who provided Tax Title a copy of an Affidavit of Claiming Successor. While Tax Title waited for documentation from Ms. Martinez she was unable to obtain a loan. Eventually an investor came forth to purchase the property that would provide Ms. Martinez the funds to pay back the County taxes and the City liens as required by Multnomah County Code Chapter 7. Travis Hall called and said his paperwork was complete and the transaction was about to take place. He gave Tax Title the Title Company information and said

they would be calling for the deed. Tax Title prepared Special Ordinance No. 1146 and it was adopted on October 8, 2009.

During this period Tax Title started receiving phone calls from adjacent neighbors about the neighborhood nuisance that was created with the Flores' house being vacant. They started sharing some of the situations that had occurred in the past at the property since Mr. Flores death and that the neighborhood was ready for a conclusion. Tax Title believed the quickest way for the neighborhood to be restored to good order was for the investor to be allowed to purchase the property from the Estate so that he would prepare the property for re-sale.

After several phone conversations with the title company and the attorney from October through January we were told by the escrow officer that the sale was dead. We then called Travis Hall Ms. Martinez' attorney to verify and he confirmed that the buyer breached the contract earlier that week, he hadn't had time to contact Ms. Martinez to discuss how she would like to proceed.

At this time, Tax Title believes the safety of the neighborhood is our highest concern and we request the authorization of the repurchase to the Estate of Manuel M. Flores by Special Ordinance no. 1146 be repealed.

**3. Explain the fiscal impact (current year and ongoing).**

Tax Title will be maintaining the property until it is transferred.

**4. Explain any legal and/or policy issues involved.**

No legal issues are expected.

**5. Explain any citizen and/or other government participation that has or will take place.**

No citizen or government participation is anticipated.

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**Required Signature**

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**Elected Official or  
Department/  
Agency Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. \_\_\_\_\_

Repealing Special Ordinance 1146, Designating Disposition of Tax Foreclosed Property

**The Multnomah County Board of Commissioners Finds:**

- a. On September 25, 2006 Judgment was entered in Multnomah County Circuit Court foreclosing the property tax liens against certain real property described as:  
  
Lot 4 Block 4 East St. Johns  
  
(the Property). On September 26, 2008 the County Tax Collector deeded all right, title and interest in the Property to Multnomah County as authorized under ORS 312.200.
- b. The County has previously allowed, under ORS 275.180 authority, for the sale of tax foreclosed property to the estate or legal heirs of deceased former owners on the premise that the rights of the deceased former owner vest in the decedent's estate.
- c. Although the timeline for repurchase, as provided under MCC 7.402 had passed, on October 8, 2009, the Board approved Special Ordinance 1146 allowing sale of the Property to The Estate of Manuel M. of Flores.
- d. On January 22, 2010, Fidelity National Title informed the County's Tax Title Division that the proposed sale of the Property had been cancelled.
- e. Tax Title has received calls from concerned neighbors regarding the nuisance created by the vacant house.
- f. It is in the best interests of the county to return the Property to the county inventory for consideration of alternative disposition under MCC Chapter 7.

**Multnomah County Ordains as follows:**

**Section 1.** Special Ordinance No. 1146 is repealed and the Property will be returned to county inventory for consideration of alternative disposition under MCC Chapter 7.

FIRST READING:

March 11, 2010

SECOND READING AND ADOPTION:

March 18, 2010

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

Ted Wheeler, Chair

REVIEWED:

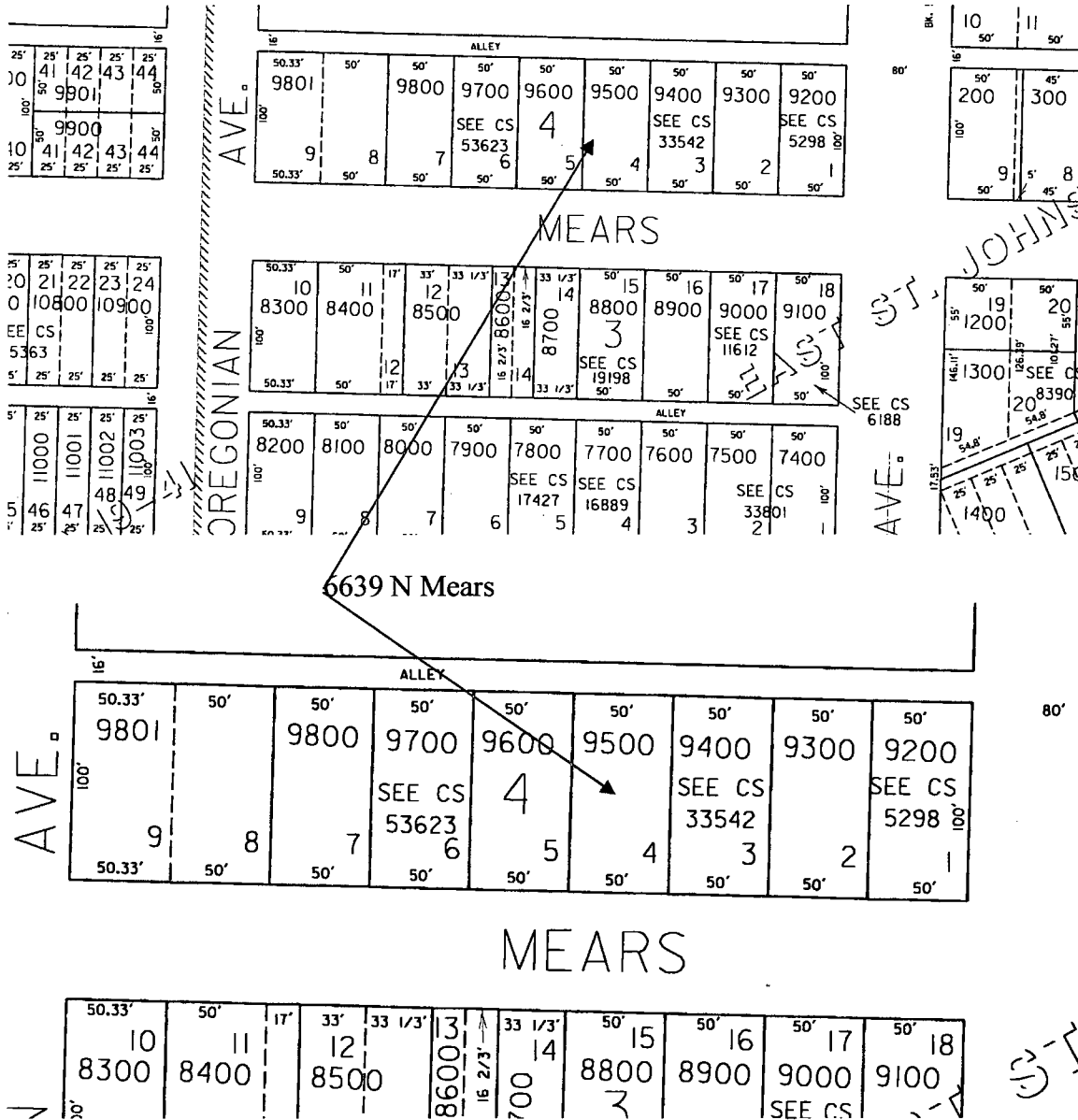
AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Matthew O. Ryan, Assistant County Attorney

SUBMITTED BY:  
Mindy Harris, Director, Dept. of County Management

# EXHIBIT A

R151090



## EXHIBIT B

R151090



## EXHIBIT C

### LEGAL DESCRIPTION:

Lot 4 Block 4      East St. Johns

PROPERTY ADDRESS	5539 N Mears St
TAX ACCOUNT NUMBER:	R151090
GREENSPACE DESIGNATION:	No designation
SIZE OF PARCEL:	More or less 5,000 square feet
ASSESSED VALUE:	\$205,900

### ITEMIZED EXPENSES

BACK TAXES & INTEREST:	\$18,814.61
TAX TITLE MAINTENANCE COST & EXPENSES:	\$4570.78
RECORDING FEE:	NA
CITY LIENS	\$56,875.71
TOTAL	\$80,261.10

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**ORDINANCE NO. 1146**

**Special Ordinance Designating Disposition of Tax Foreclosed Property and Declaring an Emergency**

**The Multnomah County Board of Commissioners Finds:**

- a. On September 25th, 2006 judgment was entered in Multnomah County Circuit Court foreclosing the property tax liens against certain real property described as:

**Lot 4 Block 4                      East St. Johns**

(the Property). On September 26, 2008 the County Tax Collector deeded all right, title and interest in the Property to Multnomah County as authorized under ORS 312.200.

- b. On October 7, 2008, the County's Tax Title Division sent a letter to the Estate of Manuel M. Flores. Mr. Flores was shown on County records to have been the former owner of the property. This letter was addressed to the "Estate of Manuel Flores" as opposed to Manuel Flores at the direction of representatives of his estate. The County Tax Title Division was advised in September 2008 that Mr. Flores had died in 1997 in Mexico. The October 7, 2008, letter advises generally of the rights of the former owner to repurchase the tax foreclosed property under Multnomah County Code (MCC) Chapter 7. The letter stated that the property must be repurchased or vacated by November 14th, 2008.
- c. Mr. Flores' widow, Ms. Emmadene M. Martinez, executed an affidavit in 2007 that was filed in a probate proceeding of Mr. Flores' estate in Multnomah County Circuit Court (Case No. 070791083) claiming ownership of the Property as the decedent's spouse and affirming that the only known heir is their son, who is a minor. Ms. Martinez contacted the County in a timely manner in October 2008 but did not complete a purchase of the property as required under MCC Section 7.402.
- d. On August 14, 2009, Travis Hall, Ms. Martinez's attorney, contacted the Tax Title Division to indicate that Ms. Martinez wished to repurchase the Property and has obtained financing to pay the minimum repurchase price to Multnomah County. The Tax Title Division has prepared a proposed deed for the Property to "The Estate of Manuel M. Flores".
- e. Under ORS 275.180, the minimum price for which the County can sell the property back to the former owner is not less than the amount of taxes and interest accrued and charged against the property. The County has previously allowed, under ORS 275.180 authority, for the sale of tax foreclosed property to the estate or legal heirs of deceased former owners on the premise that the rights of the deceased former owner vest in the decedent's estate.
- f. Although the timeline for repurchase, as provided under MCC 7.402 has passed, Tax Title recommends the Board approve this Special Ordinance allowing the repurchase because the public interest is best served by allowing The Estate of Manuel M. Flores to

repurchase the property as opposed to the County taking on the obligations and the oversight and ultimate disposition of this property.

- g. ORS 307.100 requires the payment of all local assessments and liens prior to repurchasing tax foreclosed real property from the County.
- h. In the interest of fairness and to prevent potential challenges to the disposition of the property, the Board believes it to be in the best interests of the County to approve this Special Ordinance and remove this property from consideration for alternative disposition under MCC Chapter 7 and authorize the repurchase of the property by The Estate of Manuel M. Flores.

**Multnomah County Ordains as follows:**

**Section 1.** Notwithstanding MCC 7.402; Multnomah County is authorized to sell to The Estate of Manuel M. Flores the real property described above in compliance with the requirements of ORS 275.180.

**Section 2.** The County Chair is authorized to execute a Deed, in substantial compliance with the attached deed identified as Exhibit A, conveying the real property described above to The Estate of Manuel M. Flores.

**Section 3.** This ordinance, being necessary for the health, safety, and general welfare of the people of Multnomah County, an emergency is declared and the ordinance takes effect upon its signature by the County Chair.

FIRST READING:

October 1, 2009

SECOND READING AND ADOPTION:

October 8, 2009

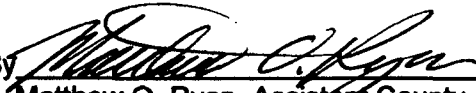


BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By   
Matthew O. Ryan, Assistant County Attorney

SUBMITTED BY:

M. Cecilia Johnson, Director, Dept. of Community Services

## Exhibit A

**Emmadene M. Martinez**  
**%TRAVIS HALL**  
**888 SW FIFTH AVENUE, SUITE 1250**  
**PORTLAND OR 97204**

**After recording return to:**  
**Multnomah County Tax Title 503/4**

**Deed D092192 for R151090**

**MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys The Estate of Manuel M. Flores, Grantee, the following described real property located in Multnomah County, Oregon:**

**Lot 4 Block 4**                      **East St. Johns**

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007.

**The true consideration paid for this transfer is \$22,230.22.**

**IN WITNESS WHEREOF, The Multnomah County Board of Commissioners by authority of a Resolution of the Board entered of record: has caused this deed to be executed by the chair of the County Board.**

**Dated this 8th day of October 2009.**

**BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON**

### Ted Wheeler, Chair

**REVIEWED:**  
**AGNES SOWLE, COUNTY ATTORNEY**  
**FOR MULTNOMAH COUNTY, OREGON**

By Matthew O. Ryan, Assistant County Attorney

STATE OF OREGON )  
 ) ss  
COUNTY OF MULTNOMAH )

This Deed was acknowledged before me this 8th day of October, 2009, by Ted Wheeler, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.

Deborah Lynn Bogstad  
Notary Public for Oregon  
My Commission expires: 6/27/2013



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

(revised 12/31/09)

## Board Clerk Use Only

Meeting Date: 03/11/2010  
Agenda Item #: R-2  
Est. Start Time: 9:10 AM  
Date Submitted: 02/11/2010

**Agenda Title:** RESOLUTION Adopting Multnomah County's Affirmative Action Plan for 2010-2012

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.*

Requested Meeting Date: March 11, 2010 Amount of Time Needed: 20 minutes  
Department: County Management Division: Office of Diversity and Equity  
Contact(s): Robert Phillips  
Phone: 503 988-4377 Ext. 84377 I/O Address: 503/4th  
Presenter(s): Robert Phillips and Office of Diversity and Equity Staff

## General Information

**1. What action are you requesting from the Board?**

Adopt Resolution formalizing the County's voluntary Affirmative Action Plan for 2010-2012.

**2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**

The County is a recipient of federal and state grants, which require a written affirmative action plan in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission and/or United States Department of Justice Civil Rights Section. The revised plan is written to comply with current regulatory updates and the personnel policies of Multnomah County.

**3. Explain the fiscal impact (current year and ongoing).**

The plan adoption has no fiscal impact that has not already been configured into the Department-Division's current operating budget.

**4. Explain any legal and/or policy issues involved.**

The revised plan meets the intent of the Equal Employment Opportunity Act of 1072, Public Law 92-261, 86 Statute 103 (1972), as amended, and the Civil Rights Act of 1964, Pub. L. 88-352, 78



Stat.241 (1964), as amended, that encouraged voluntary action to correct the effects of past discrimination, eliminate barriers, and to prevent present and future discrimination, without awaiting litigation or formal government action. This plan was written in good faith reliance upon the federal Department of Labor regulations at 41 CFR chapter 60-2, which addresses Affirmative Action Plans (AAPs).

**5. Explain any citizen and/or other government participation that has or will take place.**

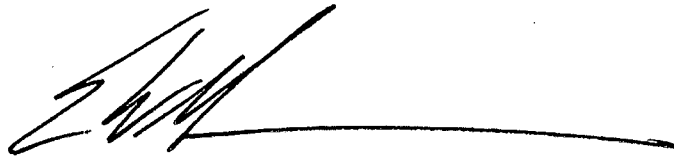
This plan is an internal document for meeting the objectives of equal employment opportunity. Internal stakeholders participated in the review and revision of the plan.

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**Required Signature**

---

**Elected Official  
or Department/  
Agency  
Director:**

A handwritten signature in black ink, appearing to be "E. W. H.", written over a horizontal line.

**Date: 02/11/2010**

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 2010-027**

Adopting Multnomah County's Affirmative Action Plan for 2010-2012

**The Multnomah County Board of Commissioners Find:**

- a. The County's Affirmative Action Plan is revised and updated in accordance with United States Executive Order 11246 and its implementing regulations, 41 CFR § 60-2; to assure fair employment practices and equal opportunity.
- b. The County's current equal opportunity policies prohibit discrimination in any personnel action on the basis of race, color gender identify, source of income, sexual orientation, familial status, age, religion, national origin, political affiliation or physical or mental disability, except when they constitute bona fide occupational qualifications (Multnomah County Code § 3.10.270).
- c. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The County is a recipient of federal grants that require written affirmative action plans in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (28 C.F.R. § 42.301-308 to comport with the purposes of the Civil Rights Act of 1964, Public Law 88-352, 78 Statute 241 (1964), as amended).

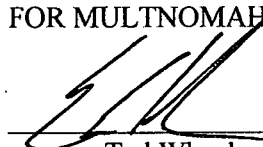
**The Multnomah County Board of Commissioners Resolves:**

1. The Board adopts the attached Affirmative Action Plan for 2010-2012 that reaffirms and formalizes the County's official policy and strategies on non-discrimination, equal opportunity, affirmative action, and workforce diversity.
2. Each department and office of the County is directed to develop compliance strategies that will bring them into compliance with the intentions of this plan.

ADOPTED this 11th day of May, 2010.

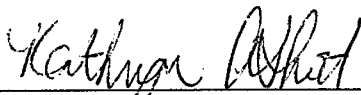


BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By   
Kathryn A. Short, Assistant County Attorney

SUBMITTED BY:  
Ted Wheeler, Multnomah County Chair

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. \_\_\_\_\_**

Adopting Multnomah County's Affirmative Action Plan for 2010-2012

**The Multnomah County Board of Commissioners Find:**

- a. The County's Affirmative Action Plan is revised and updated in accordance with United States Executive Order 11246 and its implementing regulations, 41 CFR § 60-2; to assure fair employment practices and equal opportunity.
- b. The County's current equal opportunity policies prohibit discrimination in any personnel action on the basis of race, color gender identify, source of income, sexual orientation, familial status, age, religion, national origin, political affiliation or physical or mental disability, except when they constitute bona fide occupational qualifications (Multnomah County Code § 3.10.270).
- c. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The County is a recipient of federal grants that require written affirmative action plans in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (28 C.F.R. § 42..301-308 to comport with the purposes of the Civil Rights Act of 1964, Public Law 88-352, 78 Statute 241 (1964), as amended).

**The Multnomah County Board of Commissioners Resolves:**

1. The Board adopts the attached Affirmative Action Plan for 2010-2012 that reaffirms and formalizes the County's official policy and strategies on non-discrimination, equal opportunity, affirmative action, and workforce diversity.
2. Each department and office of the County is directed to develop compliance strategies that will bring them into compliance with the intentions of this plan.

ADOPTED this 11th day of March 2010.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

\_\_\_\_\_  
Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Kathryn A. Short, Assistant County Attorney

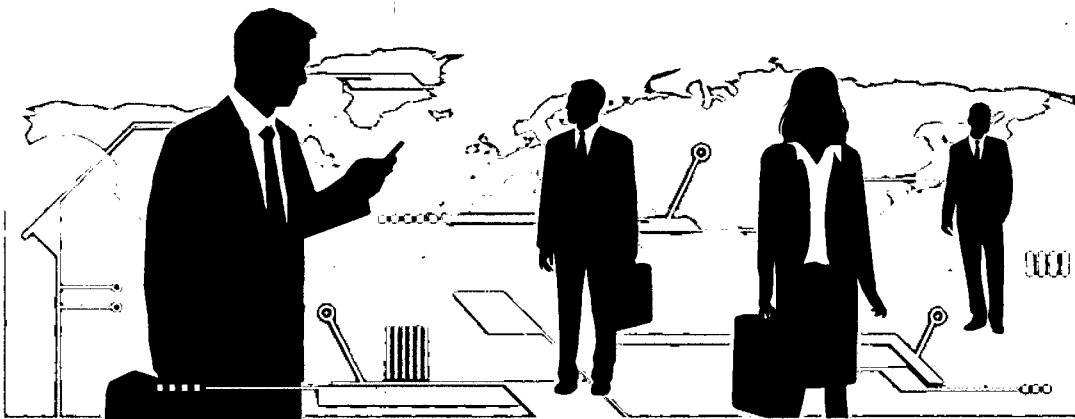
SUBMITTED BY:  
Ted Wheeler, Multnomah County Chair

**Multnomah County, Oregon**  
**Equal Employment Opportunity/Services Access/Non-Discrimination Policy**

**AFFIRMATIVE ACTION PLAN**

**For: Diversity, Equity and Inclusion**

The full 144 page report is available behind R-2  
in the 3/11/2010 Online Weekly Board Packet.  
Printed copies available on request.



**Covered Period: 2010 - 2012 (until revised)**

Data Snapshot: June 30, 2008 - July 29, 2009

Ted Wheeler, Chair  
Affirmative Action Policy Signer

Robert Phillips  
Affirmative Action Officer

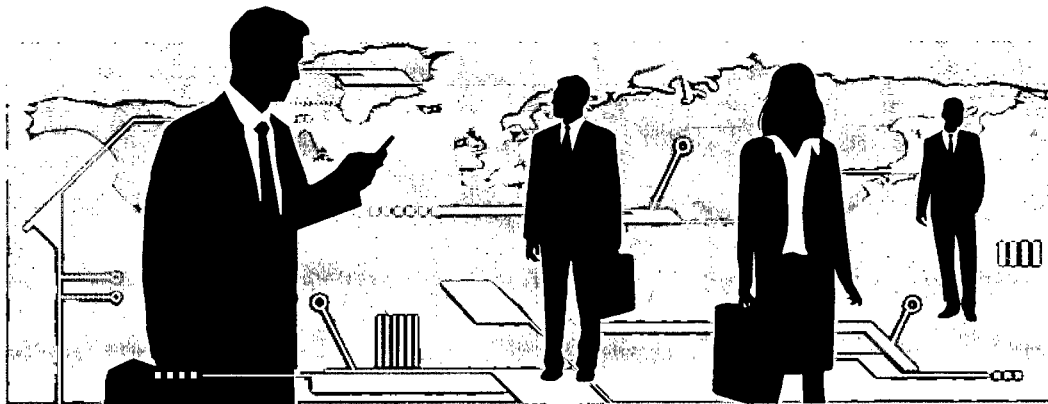
Office of Diversity and Equity  
Multnomah County, Oregon  
501 S.E. Hawthorne Blvd.  
Portland, Oregon 97214

**Multnomah County, Oregon**  
**Equal Employment Opportunity/Services Access/Non-Discrimination Policy**

**AFFIRMATIVE ACTION PLAN**

**For: Diversity, Equity and Inclusion**

**(Narrative)**



**Covered Period: 2010 - 2012 (until revised)**

Data Snapshot: June 30, 2008 - July 29, 2009

Ted Wheeler, Chair  
Affirmative Action Policy Signer

Robert Phillips  
Affirmative Action Officer

Office of Diversity and Equity  
Multnomah County, Oregon  
501 S.E. Hawthorne Blvd.  
Portland, Oregon 97214

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## PREFACE

Multnomah County, Oregon, (also referred to as the Government) is fully committed to the concept and practice of equal opportunity, diversity, non-discrimination and affirmative action in all aspects of employment, contracting, program access and service delivery (MCC § 9.060).

This Affirmative Action Plan (AAP) is developed in accordance with the requirements of Executive Order 11246 (as amended), and the implementation guidelines published by the Office of Federal contract Compliance Programs (OFCCP) in 41 CFR 60-2. The plan is also adopted and implemented in good-faith as a management tool, in conformity with, and in reliance upon, the language of the Equal Employment Opportunity Commission's Affirmative Action Guidelines (29 C.F.R. 1608.5).

In the preparation of this AAP, the Government has used the terminology used in Executive Order 11246, as amended, and its implementing regulations as a guide. Therefore, the use of such terms as "underutilization," "deficiency," "statistically significant," "concentration," "affected class," "goal," "problem area," etc. are used in accordance with these regulatory guidelines and should not be construed as an admission by the Government, in whole or in part, that any problem area exists or that either minorities or women have been or are presently being underutilized, concentrated, or discriminated against in any way by the Government in violation of federal, state, or local fair employment practice laws. Furthermore, nothing contained in this AAP or its supporting data should be construed as an admission by the Government, in whole or in part, that it has contravened such federal, state, or local employment practice laws.

In developing and implementing the AAP, the Government has been guided by its established policy of providing equal opportunity and non-discrimination in its employment, service delivery and/or contracting practices. Any placement goals that the Government has established herein are not intended as rigid, inflexible quotas that must be met, but rather as benchmarks reasonably attainable by applying every good faith effort in implementing this AAP. The use of placement goals in this AAP is not intended, nor is the effect of such placement goals intended, to discriminate against an individual or group of individuals with respect to any employment opportunities for which he, she, or they are qualified on the grounds that he, she, or they are not the beneficiaries of affirmative action themselves. Nothing herein is intended to sanction the discriminatory treatment of any person. Indeed, all employment decisions of the Government are made based on job-related/service criteria and operational needs. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608); Section 503 of the Rehabilitation Act of 1973 (as amended) (29 U.S.C. Section 793) and its implementing OFCCP regulations (41 C.F.R. Part 60-741), and the Vietnam era Veterans' Readjustment Assistance Act of 1974 (as amended) (38 U.S.C. Section 4211 and 4212) and its implementing OFCCP regulations (41 C.F.R. Part 60-250 and 300).

All monitoring system reports as required by federal regulations and laws have been completed (EEO-4). Reports that require specific data such as names of employees and salary information are not an official part of this AAP. This information is maintained by the Diversity and Equity Office as Documentation and Supporting Data for AAP Reports and is available for review only as required by law.

This AAP does not constitute an express or implied contract between the Government and its employees, contractors, job applicants, or other persons. Nothing in this AAP provides any individual or group with a private right of action against Multnomah County, Oregon.

Employment data used in this plan is a snapshot only and has been calculated in accordance with EEOC guidelines for an affirmative action plan. Monitor reports are issued throughout the planning process to keep information current in guiding the program. The Diversity Office will be responsible for disseminating changes and revisions in the policies and/or procedures contained in this plan. This plan is effective upon its adoption and remains in effect until a new plan is subsequently adopted.

Multnomah County is committed to providing a safe, respectful, supportive and welcoming environment for all employees and clients seeking services (Personnel Rules, Chapter 3, Workplace Management, Article 3-40-010). Employees are expected to relate to the public and other employees in a courteous, respectful and professional manner (Personnel Rules – Chapter 3 Workplace Management, Article 3-10-020(E)). The county's complaint/grievance procedures are available to any employee/client who believes that he/she may have been unfairly discriminated against or harassed. Employees are encouraged to contact their HR units, managers, labor relations, and/or the Diversity Office for guidance and assistance (Personnel Rules §3-40-060).

Retaliation against anyone exercising their rights under this plan is strictly forbidden and violations will be treated as a serious breach of this policy and gross misconduct for disciplinary purposes (Personnel Rules – Chapter 3 Workplace Management, Article 3-40-050).

Management is to hold staff accountable for their performance under this plan, and is responsible for assuring that its intent is carried out, as directed by the Board, in the adoption of this Plan.

Users of this Plan should utilize whichever is the most current statistical report for evaluating and assessing the program's performance as published by the Office of Diversity and Equity.

This Plan is effective upon its adoption and remains in effect until the Multnomah County Board of Commissioners adopts a subsequent Plan.



## INTRODUCTION

Multnomah County is the state's most populous county with roughly 692,825 residents. Additionally, the county has a higher degree of racial diversity relative to the state, and is home to three-quarters of the state's black and two-thirds of the state's Asian populations. The county's white residents (single race, not Hispanic) make up roughly 75 percent of the total population, compared to 82 percent for the state. Hispanics have been the fastest-growing minority group, growing 10 times as fast as the overall population. Although the median age in Multnomah County is 36, the largest age groups fall within the prime working age of 25 to 54. The aging workforce, with baby-boomers reaching retirement age (the oldest will turn 65 in 2011) and start exiting the labor force, are expected to cause a labor shortage. Employers will need to fill more jobs due to retirement than due to growth.

Multnomah County's equal employment opportunity and affirmative action efforts started over 35 years ago, reflecting the continual national and local concerns regarding fair employment practices, eliminating all forms of inequality, and addressing barriers caused by discrimination. The first Board Resolution #11 on Equal Opportunity and Affirmative Action was adopted on July 31, 1975, committing the county to a program of affirmative action; the board has continued to update plans based on changing regulations, new regulations, and legal interpretation of various affirmative action program concepts.

Equal employment opportunity, through a program of affirmative action, is a part of the way Multnomah County regularly conducts its business, and complements the philosophy and belief that diversity enriches the work of the organization by creating work environments that are inclusive; embraces the uniqueness of others; fosters tolerance, sensitivity, understanding, and mutual respect among employees; and encourages each individual to strive to reach their own potential. The county believes that variety among its many employees strengthens its operations, stimulates creativity, promotes the exchange of diverse ideas, and enriches culturally competent service delivery to our multi-cultural communities.

Ever committed to affirmative action, Multnomah County, Oregon, has prepared this AAP to cover employees reporting to and/or working in its departments and offices.

As detailed in the Job Group Analysis, this AAP currently covers 4487 employees including 952 (21.22%) minorities and 2739 (61.04%) women. It is expected that these employees will help us to reach mutual goals of cultural competent service delivery and efficiency, resulting in both business and personal growth. As described in detail in the Plan that follows, the management of Multnomah County, Oregon has been directed to a continuing commitment to the practice and implemented action of this corporate AAP; which includes developing departmental/offices compliance strategies to address individualized problem areas and promoting the intent of this plan. A guide book has been developed to assist in the preparation of compliance strategies.

**STATEMENTS OF POLICY**  
**41 C.F.R. 60-741.44(a), 41 C.F.R. 60-250.1(a), and 41 C.F.R. 60- 300.44(a)**

It is the policy of Multnomah County, Oregon, not to discriminate on the basis of any protected status with regard to recruitment or recruitment advertising, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. The Government does and will take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities and Covered Veterans, or any other individual without discrimination based upon their protected status, physical or mental disability, or veterans' status, in all employment practices as follows:

Employment decisions at the Government are based only on job-related criteria. All personnel actions or programs that affect qualified individuals with disabilities, Covered Veterans, or protected individuals such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, will be made without discrimination based upon the individual's physical or mental disability or veterans or other protected status.

The Government makes, and will continue to make, reasonable accommodations to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the Government's business.

The Affirmative Action Officer for the Government will manage Multnomah County, Oregon's AAP for individuals with disabilities, Covered Veterans, and other protected status persons. The AAP includes an audit and reporting system, which, among other things, measures the effectiveness of the AAP. All managers and supervisors will take an active part in the Government's AAP to ensure that all qualified employees and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, Multnomah County, Oregon, will solicit the cooperation and support of all employees for the Government's policy and AAP. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of affirmative action. In accordance with public law, the Government's plan of affirmative action is available for inspection in the Human Resources Departments and Diversity Office during regular business hours upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, activities such as filing a complaint, assisting or participating in an investigation, compliance review or hearing, or opposing any act or practice made unlawful, or exercising any other right protected by applicable rules or laws.

**Indicator:** Impartial treatment of applicants and employees in all aspects of personnel administration. Measuring hiring in relations to labor market availability; and those passing verses those terminated during the probationary period.

**TITLE VI – PROGRAMS/SERVICES/ACTIVITIES**

It is the policy of Multnomah County to afford equal opportunity to all persons so that no person shall, on the grounds of race, color, sex, physical or mental disability, age, national origin, political affiliation, marital status, sexual orientation, gender identify, source of income, familial status or any other protected status, be excluded from participating in, be denied the benefits of, or be otherwise subjected

to discrimination under any program or activities of Multnomah County, or programs receiving federal grants, that does not constitute a bona fide requirement.

Department directors and program managers are responsible for meeting the objectives of this policy and will promptly take any necessary measures to effectuate compliance with this requirement.

This policy assurance is given in consideration of, and for the purpose of, obtaining any and all state or federal grants and/or other financial assistance.

**Indicator:** State and federal grants are not denied due to a lack of EEO policy and/or program assurances.

### **LIMITED ENGLISH PROFICIENCY**

Multnomah County is committed to providing equal employment opportunity in all programs and services to ensure full compliance with all civil rights laws, including Title VI which requires non-discrimination on the basis of national origin. Equal opportunity includes physical and program access for persons with disabilities and program access for persons with Limited English Proficiency (LEP). Programs and physical access for persons with disabilities is covered in the ADA and the Rehabilitation Act of 1973 as amended, Section 504.

It is the policy of Multnomah County to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs, services and/or benefits.

**Indicator:** Programs and services are not denied to qualified individuals, based on disability, program access, or English proficiency skills.

### **AMERICANS WITH DISABILITIES ACT (ADA) NONDISCRIMINATION**

Multnomah County is committed to the purposes and policies of the ADA. The county has been covered by Section 503 and 504 of the Rehabilitation Act of 1973, and has in place policies and procedures to prevent and prohibit discrimination against persons with disabilities and these policies and procedures have been amended to comply with the requirements of the ADA.

Subject to Title II of the ADA, and the regulations promulgated from and after January 26, 1992, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Multnomah County, or be subjected to discrimination by Multnomah County.

Furthermore, subject to Title I of the ADA and the regulations promulgated there under, from and after July 26, 1992, Multnomah County practice is not to discriminate against a qualified individual with a disability because of the disability of such individual in regard to employment, advancement, discharge, compensation, training, and other conditions, terms, and privileges of employment.

**Title I of the ADA - Grievance Procedures:** In the event that specific complaints arise regarding the county's compliance with Title II of the ADA an individual with a potential grievance is encouraged to work with the county's ADA Coordinator, located in the Diversity Office, in an effort to resolve the

matter. The term “grievance” as used in this policy means some action or a failure to act adversely affected the entitlement right under Title I of the ADA.

**Indicator:** The provisions of this section are carried out according to the policy.

## **CULTURAL COMPETENCE**

Multnomah County is committed to meeting the needs of its residents in all their diversity. The county, through its departments, has dedicated itself to providing services, programs and policies that are appropriate and accessible to our customers, who encompass a broad range of human differences such as ability and disability, age, educational levels, ethnicity, gender, race, religion, sexual orientation, gender identity, socio-economic classes, and values. For Multnomah County, “cultural competence” or “culturally competent” means the ability and the will to respond to the unique needs of an individual client or family that arise from the client’s culture and the ability to use the person’s cultural strengths as resources or tools to assist with the treatment, intervention or helping process. For the organization, cultural competence means the ability to provide meaningful access and quality services to individuals from each cultural and linguistic population served, based on an understanding of each population’s distinct needs. For the professional, the ability to use the client’s culture as a resource will depend, in part, upon knowledge of specific cultures and their histories, skills in cross-cultural and culturally-specific practices, and the ability to communicate effectively.

Additionally, the county recognizes that significant disparities exist between the outcomes experienced by diverse groups versus those experienced by the general population and is committed to overcoming those disparities. Where significant disparities exist, the county expects departments to:

- Hire culturally competent personnel with the appropriate skills, knowledge, and ability to serve diverse populations.
- Design and deliver culturally competent services that include interventions and treatments proven effective with individuals from diverse communities.
- Operate culturally competent organizations with policies, administrative procedures, and management practices designed to ensure access to culturally appropriate services and competent personnel.

Departmental program efforts should be directed towards any cultural group:

- Whose understanding of health, mental health, illness, or disability is sufficiently different from the mainstream as to create a risk of sub-optimal service;
- Whose family customs, social patterns, child-rearing practices, and religious values are sufficiently different from the mainstream as to create a risk of inaccurate assessing family functions;
- Whose primary language is not English or whose means of communications is sufficiently different from mainstream as to risk misunderstanding essential elements of the clinical or professional interaction; or
- Whose history of experiencing war or ethnic, racial, social, or class-related discrimination is likely to have produced trauma or stressors beyond the norm, that act as a barrier to receiving available services.

For the purpose of this section, compelling barriers include the inability to communicate with professionals and support staff who are providers of various services; the inability of the organization to accurately determine a client’s needs; failure to determine or appropriately identify treatment needs or

services; unavailability of needed services; inability to provide services in a manner that is effective; and inability to understand and interpret services in a manner that makes them available to diverse clients.

**Indicator:** Staff able to deliver services to a diverse client base and the extent of flexible programs that respond to diverse needs.

### **QUALIFIED PROTECTED VETERANS**

It is the policy of Multnomah County not to discriminate against any employee or applicant for employment because he or she is a disabled veteran, a newly separated veteran or an armed forces service medal veteran. It is also the policy of Multnomah County to take affirmative action to employ and advance in employment, all persons regardless of their status as qualified protected veterans, and to base all employment decisions only on valid job requirements. This policy applies to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training.

**Indicator:** Programs and services exist that respond to the need and service requirements of veterans.

### **SEXUAL ORIENTATION/GENDER IDENTITY/FAMILIAL STATUS/SOURCE OF INCOME/OTHER CATEGORIES**

County policies prohibit any form of discrimination based upon an individual's expression of his/her gender identity; familial status; sexual orientation; political affiliation; union involvement, or any other category protected by rules, regulations or law. The county will not tolerate personnel actions or behaviors that discriminate, harass or treat employees or applicants in a biased manner based on their protected status, and as covered by its policies. Department Human Resources Managers and their designees are available to respond to questions about these guidelines and or to carry out Personnel Rule 3-40, Discrimination and Harassment Free Workplace expectations.

**Indicator:** Those persons falling within this group find the county to be a safe and respectful place of employment.

### **RELIGIOUS EXERCISE AND EXPRESSION**

Multnomah County does not discriminate against employees on the basis of religion, lack of a religion, or require religious participation or non-participation as a condition of employment, or permit religious harassment. Employees are required to treat all fellow employees and clients with the same respect and consideration, regardless of their religion or lack thereof. Additionally, the county does not restrict or control the free exercise and enjoyment of religious opinions, or interfere with the rights of conscience. Religious symbols displays or art may be restricted if they create the appearance or reasonable impression that the government is sponsoring, endorsing, favoring or disfavoring a particular religion. Secular symbols would not fall under the restrictions, as long as they are judged to be in good taste.

**Indicator:** Religious belief or non-belief is respected and tolerated.

## DIVERSITY

Multnomah County firmly believes that diversity in all its aspects is essential to our ability to accomplish our mission of achieving a higher level of service excellence and accountability to our culturally diverse public. Diversity embodies all of the similarities and differences that make us unique individuals by including people of different races, ethnicity, cultures, sexual orientation, gender, gender identity, religion, age, personal style, appearance, and physical ability as well as people of diverse opinions, perspectives, lifestyles, ideas and thinking that enriches and gives creative meaning to our program and service. Multnomah County is committed to creating and maintaining a culture that promote and support diversity throughout the organization, including programs, services, contracting opportunities, and service provider contracting.

**Indicator:** Annual reports will be issued by departments/offices, utilizing our affinity groups for evaluation input, detailing their progress during the fiscal year to promote and carry out the principles in this policy.

## RULES

### **Multnomah County Code 9.060**

Equal Employment Opportunity. **Discrimination is prohibited in any employment action** on the basis of race, color, gender identity, source of income, sex, sexual orientation, familial status, marital status, age, religion, national origin, political affiliation or physical or mental disability, except when it constitutes bona fide occupational qualification. All decisions about employment and promotion for classified service will be made in accordance with the principles of equal employment opportunity by utilizing job-related requirements for these opportunities.

### **Multnomah County Personnel Rules**

Rule 1-10-040, Definitions: **Defines Affirmative Action** as: Identifying existing or potential discriminatory conditions and making specific goal oriented corrective actions to eliminate and prevent unlawful discrimination.

Rule 2-55-015, Non-Discrimination: **Prohibits discrimination** on the basis of race, color, sex, age, religion, national origin, political affiliation, marital status, sexual orientation, gender identity, source of income, familial status, physical or mental disability or other protected status **in any decision regarding catastrophic leave program eligibility and administration.**

Rule 3-40-020, Discrimination And Harassment-Free Workplace Policy: **Prohibits workplace harassment and discrimination** on the basis of race, color, sex, age, religion, national origin, political affiliation, marital status, sexual orientation, gender identity, source of income, familial status, or physical or mental disability or other protected status in any personnel action and in accordance with applicable law.

Rule 5-20-005, Recruitment and Examination Policy Statement: **Commits the county to achieving a workforce representative of the county's diversity and being a leader in providing applicants and employees fair and equal employment opportunities.** Accordingly, department directors will ensure that equal employment opportunities are afforded to all applicants and employees and that employment related decisions are non-discriminatory. Directors will ensure that employment practices are consistent with the county's Affirmative Action Plan and with state and federal laws designed to promote good faith efforts to achieve established affirmative action goals, including for persons with disabilities. Directors will take proactive steps to develop diverse applicant pools for position vacancies.

## **APPLICATION AND SCOPE**

The provisions of this plan apply to all county organizational units required to develop and implement EEO/AA programs; to employees and applicants for employment; to contractors seeking to provide goods and services to the county; and to service providers working with or assisting clients of Multnomah County.

## **REQUEST FOR SELF-IDENTIFICATION**

**41 C.F.R. 60-741.42, 41 C.F.R. 60-250.42, 41 C.F.R. 60-300.42**

Following an offer of employment but prior to an individual beginning other employment duties, Multnomah County, Oregon, invites job applicants to identify their race and sex, along with those with disabilities or Covered Veterans who believe they are covered by the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, in order to receive the protective benefits of affirmative action and/or reasonable accommodations.

## **RACIAL/ETHNIC CATEGORIES**

For the purposes of this plan, racial/ethnic categories are used as identified by the United States Office of Management and Budget (OMB) issued in Circular No-4, Exhibits A and B. However, we recognize that the concept of race as used in the document does not denote clear cut scientific definitions of anthropological origins. Racial/Ethnic data captured is utilized to monitor and evaluate various elements required for program conformance.

## **REVIEW OF PHYSICAL AND MENTAL JOB REQUIREMENTS**

**41 C.F.R. 60-741.44(c), 41 C.F.R. 60-250.44(c), 41 C.F.R. 60-300.44(c)**

Multnomah County, Oregon, reviews physical and mental job qualification requirements to ensure that qualification requirements do not screen out qualified individuals with disabilities or qualified disabled veterans for reasons that are not job-related, consistent with business necessity and the safe performance of the essential functions of the job.

To the extent that any physical or mental job qualification measurements tend to screen out qualified individuals with disabilities or qualified disabled veterans in the selection of employees or applicants for employment or in other change in employment status such as promotion or training, Multnomah County, Oregon, will assure that the requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and the safe performance of the job.

## **ACCOMMODATIONS**

**41 C.F.R. 60-741.44(d), 41 C.F.R. 60-250.44(d), 41 C.F.R. 60-300.44(d)**

Multnomah County, Oregon, has made and will continue to make reasonable accommodations, which do not impose undue hardships on its business, to the known physical and mental limitations of otherwise qualified employees and job applicants.

Included among the specific accommodations for individuals with disabilities and disabled veterans that have been implemented are the following:

1. Short- and long-term disability programs that provide pay for eligible employees absent due to disability.
2. A personal leave policy that enables eligible employees to accumulate paid time off to be used for medical appointments, personal illness, or any other reason.
3. A medical leave of absence is available to any employee who provides medical documentation of disability.
4. Should reasonable accommodations be necessary to facilitate access to work areas by employees or applicants who are qualified individuals with disabilities or qualified disabled veterans, the Government has established procedures towards taking reasonable steps to provide such accommodations.
5. If necessary to accommodate a disability, the Government may redesign jobs to eliminate nonessential functions unless the redesign creates an undue hardship.
6. The Government will consider arranging suitable work hours for employees returning from sick leave, leave of absence, and long-term disability where that arrangement is reasonable.
7. The Government will consider accommodating employees with disabilities by allowing a reasonable amount of time off for physicians' visits related to the disability.
8. Special parking for individuals with disabilities or disabled veterans is available at Multnomah County, Oregon.

If an individual has a disability or is a disabled veteran, he or she is encouraged to tell us about (i) any special methods, skills, and procedures which qualify him or her for positions which he or she might not otherwise be able to do so that he or she will be considered for any position of that kind, and (ii) the accommodations which would enable him or her to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties related to the job, provision of personal assistance services, or other accommodations. These individuals may contact their Human Resources Unit for assistance.

When any employee with a known disability is having significant difficulty performing his/her job and the Government reasonably concludes that the performance issues may be related to the known disability, the Government will notify the employee of the performance problem and confidentially inquire whether the problem is related to the employee's disability. If the employee indicates that his/her disability is impacting his/her performance, the Government will engage in a confidential interactive discussion(s) with the employee regarding reasonable accommodations to improve performance.

## **ACCOUNTABILITY, MONITORING, AND EVALUATION (INTERNAL/EXTERNAL)**

### **INTERNAL:**

**The Affirmative Action Plan** serves as a working document for monitoring and evaluating statistical data, with a diagnostic component that includes a number of quantitative analyses designed to evaluate the composition of the workforce, compared to the composition of the relevant labor pools. The Plan



appraises individual and organizational performance, as appropriate, taking into consideration such factors as meeting affirmative action attainment targets and equal employment opportunity objectives.

**The Annual Updates** of the program assess the success of prior-year actions and to guide the organization in meeting equal employment opportunity objectives.

**The Six Months Performance Monitoring Report** evaluates program performance in relation to the placement goals.

#### **EXTERNAL:**

The county is required to prepare several reports for external agencies throughout the year. Each report analyzes the county's progress towards meeting its Affirmative Action goals according to the regulations for the reporting agency. These include:

**EEO-4 Reports** which are required under Title VII of the Civil Rights Act of 1964, are filed every two years with the Equal Employment Opportunity Commission (EEOC) and cover full and part-time employees and applicants for employment at the county.

**Justice Assistance Grants (JAG)** require recipients of financial assistance from the Office of Justice Programs (OJP) to prepare Equal Employment Opportunity Plans in accordance with 28 C.F.R. §§ 42.301-.308.

**State of Oregon Department of Health and Human Services (Grants)** annually audits EEO Plan and ADA compliance.

#### **AVAILABILITY OF EEO PLANS AND REPORTS**

Multnomah County's EEO/AA plans and reports are public documents which, upon request, or a visit to the Diversity and Equity Office MINT site are available for anyone to review. As a matter of practice, all Human Resources Departments will have plans available for review within their organizations.

#### **STATISTICAL DATA**

All statistical monitoring reports necessary for evaluating the program's performance are maintained by the Diversity and Equity Office, in accordance with federal reporting requirements. Additionally, Multnomah County has complied with Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, and has provided required EEO-4 reports to the Equal Employment Opportunity Commission.

The statistical components of Multnomah County's AAP were developed by application of information contained in the computerized program of Berkshire - Balance Affirmative Action Plan, 8930 Route 108, Suite D, Columbia, Maryland, 21045. This data meets the minimum requirements of the Office of Federal Contract Compliance Programs (OFCCP) for a narrowly tailored program to comply with the remedial intent of the equal employment opportunity regulations and to mirror the intent of Title VII. The quantitative data is separated from the narrative portion of the plan, and is updated and reviewed bi-annually.

## **DISSEMINATION OF STATEMENT OF POLICY**

### **1. INTERNAL**

**A.** The County's Equal Employment Policy, set forth previously in this Plan, is available for all employees to review. It is published on the county's web-site for the Office of Diversity and Equity.

**B.** Supervisors and managers are responsible for both affirmative action compliance and program implementation. They will continue to be trained in the area of equal employment and fair labor practices. Included in this training will be information on the evolving issue of unlawful harassment, with emphasis on commitment to our policy that strictly forbids this activity in any form.

**C.** The policy will continue to be discussed in any new employee and supervisor orientation.

**D.** Management will communicate updates covering EEO, as well as share information related to the county's affirmative action program.

**E.** The policy will continue to be clearly posted on Multnomah County bulletin boards.

**F.** Advertisements for Multnomah County employment opportunities will include communicating such opportunities in communities that serve minorities, females, and people with disabilities.

**G.** Management makes and will continue to make known to all employees the existence of the AAP, and will make available such elements of the Plan as will enable employees to know of and to avail themselves of its benefits.

### **2. EXTERNAL**

Multnomah County will continue to inform recruitment sources of its commitment to EEO and affirmative action. In doing so, the county makes clear that all applicants will be treated without regard to their protected status. Furthermore, these recruitment sources are informed that the county actively seeks qualified women, people with disabilities, veterans, and minorities for employment.

## **RESPONSIBILITY FOR IMPLEMENTATION**

### **41 C.F.R. 60-2.17**

Chair Ted Wheeler, or his designee, has overall responsibility for implementation of the Equal Employment Opportunity Policy and the AAP. The Government has assigned primary management responsibility and accountability for ensuring full compliance with the Plan to the Affirmative Action Officer, an official of the Government. The Affirmative Action Officer has the authority, resources, support of and access to top management necessary to ensure the effective implementation of the AAP. Chair Wheeler, or his designee, actively supports the program and provides assistance whenever it is needed, making managers and supervisors aware of the program and requesting their cooperation and assistance.

1. The duties of the **Affirmative Action Officer** include:

- A. Developing policy statements, AAP methods, and internal and external communication techniques. Affirmative action policies and procedures will continue to be developed to ensure an efficient yet positive interaction between the Affirmative Action Officer and the managers charged with employment responsibility.
- B. Assisting in the identification of problem areas, and developing strategies to eliminate any problems identified.
- C. Assisting line management and supervisors in devising solutions to equal employment problems, including counseling and training, to ensure full understanding of affirmative action and EEO policies and procedures.
- D. Designing and implementing monitoring and reporting methods that will:
  - Measure the effectiveness of the Government's equal employment and AAP.
  - Indicate any need for remedial action.
  - Determine the degree to which the Government's placement goals and objectives are being attained.
  - Provide management with a working understanding of the Government's AAP placement goals and objectives.
- E. Meeting with managers, supervisors, and employees to ensure that the Government's EEO policies are being followed.
- F. Ensuring that supervisors understand that their work performance is being evaluated in part on the basis of their demonstrated commitment to equal employment opportunity, and that it is their responsibility to prevent all types of unlawful workplace harassment.
- G. Serving as a liaison between the Government and enforcement agencies.
- H. Serving as a liaison between the Government and appropriate minority and women's organizations, and community action groups concerned with employment opportunities of minorities and women.

- I. Making contact with predominately female and minority high schools, colleges, and technical schools in the area as needed.
- J. Keeping management informed of developments in the equal employment opportunity and affirmative action area.
- K. Conducting a periodic audit to ensure that the Government complies in the following ways:
  - 1. EEO posters are properly displayed.
  - 2. All employees are afforded the opportunity and are encouraged to participate in all Government-sponsored educational, training, recreation, and social activities.
- 2. The Government recognizes that the cooperation of department supervisors and line managers is required to reach the full potential of this AAP. Therefore, **supervisors and managers** are expected to:
  - A. Assist the Affirmative Action Officer in the identification of any problem areas and help to eliminate any barriers to equal employment opportunity.
  - B. Whenever possible, become involved in local minority organizations, women's organizations, community action groups, and community service programs.
  - C. Work with the Affirmative Action Officer to periodically review hiring and promotion patterns and training programs to isolate impediments to the attainment of affirmative action placement goals and objectives. Results from these reviews are communicated through appropriate management meetings.
  - D. Review the qualifications of employees to ensure that minorities and women are given full opportunity for transfers and promotions.
  - E. Provide career counseling and mentoring opportunities for employees as needed.
  - F. Adhere to the Government's policy of equal employment opportunity for all employees and ensure that the policy is understood, supported and adhered to by the employees they supervise.
  - G. Take action to prevent the harassment of employees based on protected characteristics or due to a perception that an individual might have been the beneficiary of the Government's affirmative action efforts.

3. **The Office of Diversity and Equity:** is responsible for promoting diversity, preventing and eliminating discriminatory barriers, and implementing strategies that ensure equity of access, opportunity for all, and cultural competency models. The office is responsible for reporting departments'/offices' program efforts and accomplishments in accordance with the requirements contained in this Plan.

4. **All Human Resources Sections:** are responsible for the equal employment opportunity and affirmative action program in support of the County's Affirmative Action Officer. As responsible parties of our personnel systems, specific duties include:

- Administering the county's personnel system in accordance with merit and equal opportunity principles.
- Reviewing personnel policies and processes to determine if practices are supportive and consistent with the county's EEO/AA Policy.
- Taking appropriate action to correct and eliminate any barriers hindering the implementation of the EEO policy.
- Recruiting in a manner that ensures that underutilized groups are afforded an equal opportunity to apply and compete for available positions.
- Taking action to eliminate any adverse impact found in any part of the hiring process that cannot be validated as job related and essential for the job.
- Assisting in processing, investigating and monitoring actions associated with discrimination/harassment/disability complaints.
- Advising and assisting managers/supervisors in carrying out their EEO responsibilities.
- Completing reports required to assure that the departments/offices are in compliance with their obligations under this Plan.

5. **The responsibilities of Labor Relations:** are to manage issues involving bargaining contracts and grievances resulting from employee disputes regarding contract issues. Labor Relations will advise management on matters of discipline resulting from substandard performance and/or misconduct. Additionally, Labor Relations will be the point office for ADA reasonable accommodation issues.

6. **The Office of County Attorney:** is responsible for reviewing and advising on all legal matters and handling all suits, matters, and proceedings in which the county may have a legal interest. The Office of County Attorney provides legal counsel to the Affirmative Action Officer and human resources professionals on all issues relating to the implementation of this Plan. Responses to EEOC and /or BOLI are coordinated and managed by this office.

7. **County Employees:** are responsible for being familiar with the affirmative action program; complying with the objectives stated in the Plan; demonstrating sensitivity and respect to fellow employees and the public around cultural diversity issues; acting in accordance with the precepts of the law and various ordinances of the county; and assisting in the investigation and/or resolution of complaints.

8. **Departments/Offices Specific Strategies:** Each department/office of the county shall develop compliance strategies towards meeting the objectives of this corporate plan. Those strategies will be submitted, reviewed, and approved by the Affirmative Action Officer.

## **ORGANIZATIONAL PROFILE**

### **41 C.F.R. 60-2.11**

As one of the diagnostic components of Multnomah County, Oregon's AAP and to conform to applicable regulations, the Government has completed a profile of the workforce at the PMSA (Primary Metropolitan Statistical Area) - Oregon establishment. The organizational profile is an overview of the staffing patterns at this establishment and is used to determine whether there are areas in the workforce where minorities or women are underrepresented or concentrated. To complete our organizational profile we have elected to follow the **workforce** analysis/organizational display methodology.

The following chart sets forth the Organizational Display for the PMSA - Oregon establishment. For each appropriate organizational unit we have identified the following: the name of the unit, the job title, gender, race/ethnicity of the supervisor, the total number of male and female incumbents; and the total number of male and female incumbents by racial/ethnic group.

# Multnomah County, Oregon

Multnomah County

fy20082009After adding row 2a COPY OF: FY2008-2009 Regular (Multnomah County)

## Organizational Display

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7005 - MCSO - Executive Office Total 9 - (3 WM / 4 WF / 1 BM / 1 HF)  
7010 - MCSO - Enforcement Total 121 - (80 WM / 28 WF / 2 BM / 2 BF / 6 AM / 3 HM)  
7015 - MCSO - Support Total 72 - (30 WM / 34 WF / 2 BM / 3 BF / 2 AF / 1 HM)  
7020 - MCSO - Corrections Total 561 - (340 WM / 136 WF / 35 BM / 10 BF / 11 AM / 4 AF / 1 IM / 14 HM / 10 HF)  
7025 - MCSO - Professional Standards Total 7 - (3 WM / 4 WF)  
9000 - DA - Executive Office Total 3 - (1 WM / 2 WF)  
9005 - DA - Office Administration Total 16 - (3 WM / 5 WF / 2 BF / 4 AF / 2 HF)  
9010 - DA - Felony Court Total 72 - (29 WM / 38 WF / 1 BM / 2 BF / 1 AM / 1 AF)  
9015 - DA - Misdemeanor Court Total 33 - (13 WM / 15 WF / 1 BF / 1 AM / 2 AF / 1 HF)  
9020 - DA - Family Justice Total 74 - (16 WM / 46 WF / 5 BF / 2 AM / 2 AF / 1 HM / 2 HF)  
9025 - DA - Office of Med Examiner Total 9 - (6 WM / 2 WF / 1 AF)  
A100 - CHR - Chair's Office Total 15 - (5 WM / 6 WF / 1 BM / 1 AM / 1 HM / 1 HF)  
1000 - DCHS - Director's Office Total 11 - (1 WM / 9 WF / 1 HF)  
1005 - DHS - Business Services (not staffed)  
1030 - DCHS - Operations & Support Srv Total 26 - (6 WM / 13 WF / 1 BM / 2 BF / 1 AM / 1 AF / 1 IF / 1 HM)  
1015 - DHS - Developmtl Disabilities Total 129 - (16 WM / 73 WF / 5 BM / 15 BF / 3 AM / 6 AF / 1 IM / 1 IF / 2 HM / 7 HF)  
1020 - DCHS - Behavioral Health Total 137 - (29 WM / 89 WF / 2 BM / 3 BF / 2 AF / 1 IM / 1 IF / 6 HM / 4 HF)  
1025 - DHS - School Based Health Total 1 - (1 BF)  
1035 - DCHS - Human Resources Total 6 - (3 WF / 2 BF / 1 AM)  
1040 - DCHS - Verity (MHO) Total 14 - (2 WM / 8 WF / 1 BF / 1 AM / 1 AF / 1 HF)  
8005 - ADS - Director's Office (not staffed)  
8015 - ADS - Long Term Care Total 296 - (57 WM / 188 WF / 2 BM / 17 BF / 6 AM / 13 AF / 4 HM / 9 HF)  
G100 - DSCP - Schools & Comm Prtship Total 48 - (12 WM / 20 WF / 6 BF / 3 AF / 1 HM / 6 HF)  
2000 - Health - Director's Office Total 9 - (2 WM / 3 WF / 2 BF / 1 AM / 1 IF)  
2005 - Health - Business Services Total 45 - (6 WM / 22 WF / 5 BM / 3 BF / 1 AM / 2 AF / 3 HM / 3 HF)  
2015 - Health - Neighborhood Health (not staffed)  
2020 - Health - ICS SBC N'hood Health Total 17 - (3 WM / 11 WF / 2 BF / 1 HF)  
2025 - Health - Regulatory Health Total 15 - (4 WM / 9 WF / 1 AM / 1 AF)  
2030 - Health - ICS Corrections Health Total 102 - (18 WM / 68 WF / 6 BF / 3 AF / 7 HF)  
2065 - HD - ICS Total 481 - (52 WM / 249 WF / 3 BM / 25 BF / 10 AM / 31 AF / 1 IF / 26 HM / 84 HF)  
2070 - HD - CHS Total 215 - (31 WM / 120 WF / 2 BM / 14 BF / 6 AM / 11 AF / 5 IF / 9 HM / 17 HF)  
2075 - HD - CHP3 Total 44 - (9 WM / 20 WF / 3 BF / 1 AM / 4 AF / 1 IF / 1 HM / 5 HF)  
3005 - DCJ - Director's Office Total 5 - (2 WM / 3 WF)  
3015 - DCJ - Employee & Community Dev Total 4 - (1 WM / 3 WF)  
3020 - DCJ - Business Services Total 17 - (1 WM / 9 WF / 2 BF / 1 AM / 1 AF / 1 IF / 1 HM / 1 HF)  
3022 - DCJ - Business Applications Total 2 - (1 WM / 1 WF)  
3025 - DCJ - Adult Comm Justice Mgmt Total 5 - (2 WM / 2 WF / 1 BM)  
3030 - DCJ - ACJ/Central Proc Svcs Total 81 - (14 WM / 51 WF / 3 BM / 4 BF / 1 AM / 2 AF / 2 IF / 1 HM / 3 HF)  
3032 - DCJ - ASD East/SW Fld/Com Svcs Total 49 - (17 WM / 21 WF / 5 BM / 1 HM / 5 HF)  
3035 - DCJ - ACJ/Supervision Total 57 - (10 WM / 25 WF / 7 BM / 7 BF / 2 AF / 4 HM / 2 HF)  
3040 - DCJ - ACJ/Sanctions & Services Total 60 - (13 WM / 30 WF / 3 BM / 6 BF / 3 AM / 2 AF / 3 HF)

## Organizational Display

3042 - DCJ - ASD Splzd Sup&Trans Svcs Total 63 - (17 WM / 34 WF / 2 BM / 2 BF / 1 AM / 2 AF / 1 IF / 4 HF)  
3045 - DCJ - Juv Comm Justice Mgmt Total 9 - (3 WM / 6 WF)  
3050 - DCJ - JCJ/Custody Services Total 68 - (16 WM / 21 WF / 13 BM / 2 BF / 8 AM / 2 AF / 1 IM / 1 IF / 3 HM / 1 HF)  
3055 - DCJ - JCJ/Couns & Court Svcs Total 72 - (7 WM / 34 WF / 10 BM / 6 BF / 2 AM / 2 AF / 4 IF / 3 HM / 4 HF)  
3060 - DCJ - JCJ/Family Court Svcs Total 11 - (2 WM / 9 WF)  
3072 - DCJ - JSD Treatment Svcs Total 28 - (7 WM / 12 WF / 2 BM / 1 BF / 1 AM / 2 AF / 2 HM / 1 HF)  
3074 - DCJ - Training & Volunteer Svcs Total 1 - (1 WF)  
3080 - DCJ - Research & Evaluation Total 4 - (3 WF / 1 AF)  
3082 - DCJ - Human Resources Total 8 - (1 WM / 5 WF / 1 BF / 1 AF)  
4055 - DCS - CommSvcs DirectorOfc Total 5 - (2 WF / 2 BF / 1 HM)  
4005 - DCS - Animal Services Total 41 - (7 WM / 30 WF / 1 IM / 1 HM / 2 HF)  
4011 - DCS - Budget & Ops Support Total 14 - (4 WM / 6 WF / 1 BM / 2 AF / 1 HF)  
4015 - DCS - Land Use Planning Total 10 - (7 WM / 2 WF / 1 AF)  
4030 - DCS - Elections Total 13 - (4 WM / 5 WF / 1 BM / 1 BF / 1 AM / 1 HF)  
4045 - DCS - Road Services Total 78 - (60 WM / 5 WF / 2 BM / 5 AM / 3 IM / 3 HM)  
4047 - DCS - Bridge Services Total 38 - (25 WM / 3 WF / 1 BM / 2 AM / 1 IF / 6 HM)  
5005 - Library - Director's Office Total 17 - (4 WM / 11 WF / 1 AF / 1 HF)  
5010 - Library - Central Library Total 164 - (52 WM / 95 WF / 4 BF / 2 AM / 2 AF / 1 IM / 1 IF / 4 HM / 3 HF)  
5015 - Library - Community Services Total 277 - (57 WM / 181 WF / 1 BM / 2 BF / 4 AM / 15 AF / 1 IF / 4 HM / 12 HF)  
5020 - Library - Support Services Total 67 - (21 WM / 40 WF / 1 BF / 1 AM / 2 AF / 1 IF / 1 HF)  
5025 - Library - Outreach Services Total 36 - (6 WM / 25 WF / 2 BF / 1 AF / 2 HF)  
6025 - DCM - Directors Office Total 15 - (3 WM / 8 WF / 1 BM / 1 AF / 1 HM / 1 HF)  
6020 - DCM - Human Resources Total 21 - (5 WM / 11 WF / 3 BF / 2 AF)  
6030 - DCM - Budget and Quality Total 10 - (2 WM / 6 WF / 1 BM / 1 AM)  
6035 - DCM - Information Systems Total 146 - (65 WM / 64 WF / 2 BM / 1 BF / 4 AM / 7 AF / 2 HM / 1 HF)  
6040 - DCM - Risk Management Total 15 - (2 WM / 10 WF / 1 BF / 1 IF / 1 HF)  
6070 - DCM - Facilities Total 90 - (63 WM / 14 WF / 4 BM / 1 BF / 3 AF / 1 HM / 4 HF)  
6075 - DCM - Finance Total 60 - (16 WM / 31 WF / 2 BM / 2 BF / 2 AM / 4 AF / 3 HF)  
6080 - DCM - Assessment & Taxation Total 123 - (47 WM / 56 WF / 1 BM / 6 BF / 3 AM / 6 AF / 2 IM / 1 HM / 1 HF)  
6085 - DCM - Emergency Management Total 2 - (2 WM)  
6090 - DCM - FREDS Total 47 - (29 WM / 8 WF / 2 BM / 1 AM / 1 IM / 5 HM / 1 HF)  
A110 - CHR - Public Affairs Office Total 4 - (2 WM / 1 WF / 1 AM)  
A115 - CHR - MCCFC Total 6 - (1 WM / 4 WF / 1 AF)  
B200 - ND - County Auditor's Office Total 9 - (3 WM / 6 WF)  
C300 - Office of County Attorney Total 25 - (6 WM / 15 WF / 1 AF / 1 HM / 2 HF)  
E500 - ND - Citizens Involvement Office Total 2 - (1 WM / 1 WF)  
E510 - ND - Tax Supervising Total 2 - (1 WM / 1 IF)  
A105 - ND - Public Safety Coord Council Total 1 - (1 WF)  
D400 - ND - County Commissioner District 1 Total 5 - (1 WM / 3 WF / 1 HM)  
D405 - ND - County Commissioner District 2 Total 5 - (2 WM / 2 BF / 1 HF)  
D410 - ND - County Commissioner District 3 Total 3 - (1 WM / 2 WF)  
D415 - ND - County Commissioner District 4 Total 4 - (2 WM / 2 WF)



# Multnomah County, Oregon

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## Workforce Analysis by Departments

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### Department: 7005 MCSO - Executive Office

Top-level

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9710 Management Assistant		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9626 Undersheriff		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9460 Executive Assistant		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9007 Chaplain		2	2	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
9001 Legislative/Admin Secretary		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6002 Office Assistant/Senior		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6001 Office Assistant 2		6	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1
5004 Sheriff		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>			9	4	3	1	0	0	0	0	0	5	4	0	0	1	0	0	0	2

### Department: 7010 MCSO - Enforcement

Reports to: 7005 MCSO - Executive Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9705 Lieutenant		1	3	3	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
9647 Lieutenant/Corrections		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9627 Captain		1	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9625 Chief Deputy		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9361 Program Supervisor		1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
6280 Investigative Technician		5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6259 Civil Deputy		4	6	6	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6256 Civil Deputy/Senior		4	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6182 Fleet Maintenance Technician 3		7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6151 Mcso Records Supervisor		6	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6150 Mcso Records Technician		6	14	2	1	0	1	0	0	0	0	12	11	1	0	0	0	0	0	2

# Workforce Analysis by Departments

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6035	Alarm Ordinance Coordinator	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6002	Office Assistant/Senior	6	7	0	0	0	0	0	0	0	0	7	7	0	0	0	0	0	0	0
6001	Office Assistant 2	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
2025	Deputy Sheriff	4	64	60	51	2	4	3	0	0	0	4	4	0	0	0	0	0	0	9
2005	Sergeant	4	13	12	12	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
Total:		121	91	80	2	6	3	0	0	0	0	30	28	2	0	0	0	0	0	13

## Department: 7015 MCSO - Support

Reports to: 7005 MCSO - Executive Office

Job Code & Title		Grade	EEO	Tot	MALE								FEMALE								Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9670	Human Resources Analyst 2		2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
9640	Mcsco Volunteer Program Coordinator		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9621	Human Resources Manager 2		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9452	It Manager 1		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9451	It Supervisor		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9362	Program Manager/Senior		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9361	Program Supervisor		1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
9360	Program Manager 2		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9080	Human Resources Analyst 1		2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
9043	Research/Evaluation Analyst/Senior Nr		2	4	3	3	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
9025	Operations Supervisor		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9024	Laundry Supervisor		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9005	Administrative Analyst/Senior		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6414	Systems Administrator		2	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6412	Systems Administrator/Senior		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6404	Desktop Support Specialist/Senior		3	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6248	Background Investigator		5	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
6245	Sewing Specialist		8	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
6111	Procurement Analyst/Sr		2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
6108	Logistics Evidence Tech		8	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6107	Equipment/Property Technician		8	27	15	13	1	0	1	0	0	0	12	10	2	0	0	0	0	0	4
6033	Administrative Analyst		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6032	Finance Specialist/Senior		2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0

# Workforce Analysis by Departments

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6030	Finance Specialist 2	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6029	Finance Specialist 1	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6027	Finance Technician	6	4	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0
6002	Office Assistant/Senior	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6001	Office Assistant 2	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>		72	33	30	2	0	1	0	0	0	0	39	34	3	2	0	0	0	0	8

## Department: 7020 MCSO - Corrections

Reports to: 7005 MCSO - Executive Office

Job Code & Title		Grade	EEO	Tot	MALE								FEMALE								Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9647	Lieutenant/Corrections		1	7	3	1	1	0	1	0	0	0	4	3	1	0	0	0	0	0	3
9627	Captain		1	5	3	3	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
9625	Chief/Deputy		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9361	Program Supervisor		1	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
9360	Program Manager 2		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9202	McsO Corrections Program Admin		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6268	Corrections Counselor		2	19	8	8	0	0	0	0	0	0	11	10	0	0	1	0	0	0	1
6266	Corrections Technician		5	5	2	1	0	1	0	0	0	0	3	1	1	0	1	0	0	0	3
6264	Corrections Hearings Officer		5	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6258	Facility Security Officer		5	46	28	24	1	1	2	0	0	0	18	14	0	1	3	0	0	0	8
6151	McsO Records Supervisor		6	4	1	1	0	0	0	0	0	0	3	2	0	1	0	0	0	0	1
6150	McsO Records Technician		6	33	8	6	0	2	0	0	0	0	25	23	2	0	0	0	0	0	4
6002	Office Assistant/Senior		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6001	Office Assistant 2		6	2	0	0	0	0	0	0	0	0	2	1	0	1	0	0	0	0	1
4055	Corrections Sergeant		4	44	31	27	2	1	1	0	0	0	13	11	1	0	1	0	0	0	6
2029	Corrections Officer		4	384	312	265	31	6	10	0	0	0	72	62	5	1	4	0	0	0	57
2025	Deputy Sheriff		4	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
<b>Total:</b>			560	400	340	35	11	14	0	0	0	0	160	136	10	4	10	0	0	0	84

## Department: 7025 MCSO - Professional Standards

Reports to: 7005 MCSO - Executive Office

Job Code & Title		Grade	EEO	Tot	MALE								FEMALE								Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	

# Workforce Analysis by Departments

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9705	Lieutenant	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9627	Captain	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6102	Human Resources Analyst 1	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6002	Office Assistant/Senior	6	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
2025	Deputy Sheriff	4	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:		7	3	3	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0

## Department: 9000 DA - Executive Office

Top-level

		MALE										FEMALE										Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2		Min	
9001	Legislative/Admin Secretary	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0
5053	District Attorney	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:		3	1	1	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0

## Department: 9005 DA - Office Administration

Reports to: 9000 DA - Executive Office

		MALE										FEMALE										Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2		Min	
9452	It Manager 1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9451	It Supervisor	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9360	Program Manager 2	1	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0
9080	Human Resources Analyst 1	2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	1	1
6409	Network Administrator	2	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	1	1
6405	Development Analyst	2	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	1	1
6404	Desktop Support Specialist/Senior	3	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	1	1
6246	Legal Assistant 2	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0
6112	Procurement Analyst	2	2	0	0	0	0	0	0	0	0	2	1	0	1	0	0	0	0	0	1	1
6073	Data Analyst	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0
6032	Finance Specialist/Senior	2	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	1	1
6029	Finance Specialist 1	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0
6001	Office Assistant 2	6	2	0	0	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	2	2
Total:		16	3	3	0	0	0	0	0	0	0	13	5	2	4	2	0	0	0	0	8	8

# Workforce Analysis by Departments

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## Department: 9010 DA - Felony Court

Reports to: 9000 DA - Executive Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9450 Deputy District Attorney/Chief		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9445 D A Investigator/Chief		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9025 Operations Supervisor		1	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6254 Deputy District Attorney 4		2	8	7	7	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6253 Deputy District Attorney 3		2	13	7	6	0	1	0	0	0	0	6	5	1	0	0	0	0	0	2
6252 Deputy District Attorney 2		2	17	9	8	1	0	0	0	0	0	8	8	0	0	0	0	0	0	1
6249 D A Investigator		5	4	3	3	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6246 Legal Assistant 2		6	4	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0
6243 Legal Assistant 1		6	8	1	1	0	0	0	0	0	0	7	7	0	0	0	0	0	0	0
6241 Legal Assistant/Senior		6	5	1	1	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0
6002 Office Assistant/Senior		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6001 Office Assistant 2		6	8	1	1	0	0	0	0	0	0	7	5	1	1	0	0	0	0	2
<b>Total:</b>			<b>72</b>	<b>31</b>	<b>29</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41</b>	<b>38</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>

## Department: 9015 DA - Misdemeanor Court

Reports to: 9000 DA - Executive Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9720 Operations Administrator		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6254 Deputy District Attorney 4		2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6253 Deputy District Attorney 3		2	3	1	1	0	0	0	0	0	0	2	1	0	1	0	0	0	0	1
6252 Deputy District Attorney 2		2	2	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
6251 Deputy District Attorney 1		2	11	8	8	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
6243 Legal Assistant 1		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6241 Legal Assistant/Senior		6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6002 Office Assistant/Senior		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6001 Office Assistant 2		6	10	1	1	0	0	0	0	0	0	9	6	1	1	1	0	0	0	3
<b>Total:</b>			<b>33</b>	<b>14</b>	<b>13</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>15</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>

# Workforce Analysis by Departments

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## Department: 9020 DA - Family Justice

Reports to: 9000 DA - Executive Office

Job Code & Title		Grade	EEO	Tot	MALE								FEMALE								Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9720	Operations Administrator		1	1	0	0	0	0	0	0	0	0	.1	1	0	0	0	0	0	0	0
9450	Deputy District Attorney/Chief		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9025	Operations Supervisor		1	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6409	Network Administrator		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6406	Development Analyst/Senior		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6254	Deputy District Attorney 4		2	4	1	1	0	0	0	0	0	0	3	2	0	1	0	0	0	0	1
6253	Deputy District Attorney 3		2	12	5	4	0	0	1	0	0	0	7	7	0	0	0	0	0	0	1
6252	Deputy District Attorney 2		2	6	4	4	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6251	Deputy District Attorney 1		2	3	2	1	0	1	0	0	0	0	1	1	0	0	0	0	0	0	1
6250	Support Enforcement Agent		6	10	3	3	0	0	0	0	0	0	7	7	0	0	0	0	0	0	0
6249	D A Investigator		5	3	1	0	0	1	0	0	0	0	2	2	0	0	0	0	0	0	1
6247	Victim Advocate		5	7	0	0	0	0	0	0	0	0	7	6	1	0	0	0	0	0	1
6246	Legal Assistant 2		6	2	0	0	0	0	0	0	0	0	2	0	1	1	0	0	0	0	2
6243	Legal Assistant 1		6	4	0	0	0	0	0	0	0	0	4	3	0	0	1	0	0	0	1
6241	Legal Assistant/Senior		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6022	Program Coordinator		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6002	Office Assistant/Senior		6	4	0	0	0	0	0	0	0	0	4	3	1	0	0	0	0	0	1
6001	Office Assistant 2		6	11	0	0	0	0	0	0	0	0	11	8	2	0	1	0	0	0	3
Total:				74	19	16	0	2	1	0	0	0	55	46	5	2	2	0	0	0	12

## Department: 9025 DA - Office of Med Examiner

Reports to: 9000 DA - Executive Office

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
6286	Pathologist Assistant		5	2	1	1	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1				
6282	Deputy Medical Examiner		3	6	5	5	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
6002	Office Assistant/Senior		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
Total:				9	6	6	0	0	0	0	0	0	3	2	0	1	0	0	0	0	1				

# Workforce Analysis by Departments

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## Department: A100 CHR - Chair's Office

Top-level

			MALE										FEMALE										Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	Min			
9634	Administrative Specialist/Nr	6	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1			
9400	Staff Assistant	2	12	7	4	1	1	1	0	0	0	5	5	0	0	0	0	0	0	3			
9015	Board Clerk	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0			
5001	County Chair	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
		Total:	15	8	5	1	1	1	0	0	0	7	6	0	0	1	0	0	0	4			

## Department: 1000 DCHS - Director's Office

Reports to: A100 CHR - Chair's Office

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9615	Program Manager 1		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
9613	Department Director 2		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6088	Program Development Spec/Sr		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6085	Research/Evaluation Analyst 1		2	2	0	0	0	0	0	0	0	0	2	1	0	0	1	0	0	0	0	1			
6033	Administrative Analyst		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6022	Program Coordinator		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6021	Program Development Spec		2	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0	0			
6020	Program Development Tech		5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
Total:				11	1	1	0	0	0	0	0	0	10	9	0	0	1	0	0	0	0	1			

## Department: 1030 DCHS - Operations & Support Srv

Reports to: 1005 DHS - Business Services

		MALE										FEMALE										Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	Min		
9790	Public Relations Coordinator	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1		
9362	Program Manager/Senior	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0		
9361	Program Supervisor	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1		
9335	Finance Supervisor	1	2	1	1	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1		

# Workforce Analysis by Departments

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9043	Research/Evaluation Analyst/Senior Nr	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6088	Program Development Spec/Sr	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6032	Finance Specialist/Senior	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6030	Finance Specialist 2	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
6029	Finance Specialist 1	6	5	2	1	0	1	0	0	0	0	3	3	0	0	0	0	0	0	1
6026	Budget Analyst	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6015	Contract Specialist	5	7	0	0	0	0	0	0	0	0	7	6	1	0	0	0	0	0	1
6011	Contract Technician	6	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6001	Office Assistant 2	6	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
<b>Total:</b>			25	9	6	1	1	1	0	0	0	16	13	2	1	0	0	0	0	6

## Department: 1015 DHS - Developmtl Disabilities

Reports to: 1000 DCHS - Director's Office

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9615	Program Manager 1	1	4	3	1	1	0	1	0	0	0	1	1	0	0	0	0	0	0	0	2				
9362	Program Manager/Senior	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0				
9361	Program Supervisor	1	8	2	2	0	0	0	0	0	0	6	4	1	0	1	0	0	0	0	2				
9360	Program Manager 2	1	3	1	0	0	1	0	0	0	0	2	1	1	0	0	0	0	0	0	2				
9063	Project Manager	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
9025	Operations Supervisor	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0				
9005	Administrative Analyst/Senior	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0				
6456	Data Analyst Sr	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
6301	Human Services Investigator	2	8	3	2	1	0	0	0	0	0	5	3	2	0	0	0	0	0	0	3				
6298	Case Manager 1	2	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	1				
6297	Case Manager 2	2	57	5	2	2	0	1	0	0	0	52	38	6	5	3	0	0	0	0	17				
6296	Case Manager/Senior	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
6295	Social Worker	2	4	2	1	1	0	0	0	0	0	2	0	1	1	0	0	0	0	0	3				
6088	Program Development Spec/Sr	2	6	2	1	0	1	0	0	0	0	4	4	0	0	0	0	0	0	0	1				
6033	Administrative Analyst	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0				
6030	Finance Specialist 2	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0				
6022	Program Coordinator	2	2	1	0	0	1	0	0	0	0	1	0	1	0	0	0	0	0	0	2				
6021	Program Development Spec	2	13	3	3	0	0	0	0	0	0	10	8	2	0	0	0	0	0	0	2				
6020	Program Development Tech	5	2	0	0	0	0	0	0	0	0	2	1	1	0	0	0	0	0	0	1				



# Workforce Analysis by Departments

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6002	Office Assistant/Senior	6	4	0	0	0	0	0	0	0	0	4	3	0	0	1	0	0	0	1
6001	Office Assistant 2	6	7	1	1	0	0	0	0	0	0	6	5	0	0	1	0	0	0	1
<b>Total:</b>		127	26	16	5	3	2	0	0	0	0	101	73	15	6	7	0	0	0	38

## Department: 1020 DCHS - Behavioral Health

Reports to: 1000 DCHS - Director's Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9744	Mental Health Director	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9615	Program Manager 1	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9491	Psychiatrist	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9362	Program Manager/Senior	1	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
9361	Program Supervisor	1	7	3	2	0	0	1	0	0	0	4	3	0	1	0	0	0	0	2
9360	Program Manager 2	1	5	3	2	1	0	0	0	0	0	2	2	0	0	0	0	0	0	1
9025	Operations Supervisor	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9005	Administrative Analyst/Senior	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6365	Mental Health Consultant	2	85	23	20	1	0	2	0	0	0	62	57	1	1	3	0	0	0	8
6322	Health Information Technician/Seni	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6321	Health Information Technician	6	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
6315	Community Health Nurse	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6297	Case Manager 2	2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6291	Addiction Specialist	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
6088	Program Development Spec/Sr	2	5	1	1	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0
6087	Research/Evaluation Analyst/Senior	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6074	Data Technician	5	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6073	Data Analyst	3	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
6033	Administrative Analyst	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6030	Finance Specialist 2	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6021	Program Development Spec	2	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
6020	Program Development Tech	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6005	Administrative Specialist	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6002	Office Assistant/Senior	6	5	0	0	0	0	0	0	0	0	5	3	1	0	1	0	0	0	2
6001	Office Assistant 2	6	6	1	1	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0
<b>Total:</b>		135	37	29	2	0	6	0	0	0	0	98	89	3	2	4	0	0	0	17

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### Department: 1025 DHS - School Based Health

Reports to: 1000 DCHS - Director's Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
6365	Mental Health Consultant	2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
Total:			1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1

### Department: 1035 DCHS - Human Resources

Reports to: 1000 DCHS - Director's Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9748	Human Resources Analyst/Senior	2	2	0	0	0	0	0	0	0	0	2	1	1	0	0	0	0	0	1
9670	Human Resources Analyst 2	2	2	1	0	0	1	0	0	0	0	1	1	0	0	0	0	0	0	1
9621	Human Resources Manager 2	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9061	Human Resources Technician	5	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
Total:			6	1	0	0	1	0	0	0	0	5	3	2	0	0	0	0	0	3

### Department: 1040 DCHS - Verity (MHO)

Reports to: 1000 DCHS - Director's Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9615	Program Manager 1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9530	EMS Medical Director	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9361	Program Supervisor	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6456	Data Analyst Sr	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6365	Mental Health Consultant	2	6	0	0	0	0	0	0	0	0	6	4	1	0	1	0	0	0	2
6074	Data Technician	5	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6073	Data Analyst	3	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
6021	Program Development Spec	2	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
Total:			14	3	2	0	1	0	0	0	0	11	8	1	1	1	0	0	0	4

# Workforce Analysis by Departments

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## Department: 8015 ADS - Long Term Care

Reports to: 8005 ADS - Director's Office

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9615	Program Manager 1		1	8	4	3	0	0	1	0	0	0	4	4	0	0	0	0	0	0	1				
9607	Administrative Serv Officer		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
9362	Program Manager/Senior		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
9361	Program Supervisor		1	11	4	4	0	0	0	0	0	0	7	6	1	0	0	0	0	0	1				
9360	Program Manager 2		1	3	1	0	0	1	0	0	0	0	2	2	0	0	0	0	0	0	1				
9005	Administrative Analyst/Senior		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
6315	Community Health Nurse		2	6	1	1	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0				
6301	Human Services Investigator		2	22	8	7	0	1	0	0	0	0	14	11	2	0	1	0	0	0	4				
6300	Eligibility Specialist		5	6	2	2	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0				
6299	Case Management Assistant		6	15	1	1	0	0	0	0	0	0	14	11	0	2	1	0	0	0	3				
6298	Case Manager 1		2	47	7	6	0	1	0	0	0	0	40	25	7	4	4	0	0	0	16				
6297	Case Manager 2		2	66	20	17	1	2	0	0	0	0	46	40	1	5	0	0	0	0	9				
6296	Case Manager/Senior		2	26	5	4	0	0	1	0	0	0	21	18	3	0	0	0	0	0	4				
6295	Social Worker		2	6	3	3	0	0	0	0	0	0	3	2	1	0	0	0	0	0	1				
6292	Deputy Public Guardian		2	4	1	1	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0				
6290	Veterans Services Officer		2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0				
6088	Program Development Spec/Sr		2	2	1	0	0	0	1	0	0	0	1	1	0	0	0	0	0	0	1				
6087	Research/Evaluation Analyst/Senior		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
6086	Research/Evaluation Analyst 2		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
6033	Administrative Analyst		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
6030	Finance Specialist 2		2	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1				
6029	Finance Specialist 1		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
6026	Budget Analyst		2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1				
6022	Program Coordinator		2	3	0	0	0	0	0	0	0	0	3	2	0	1	0	0	0	0	1				
6021	Program Development Spec		2	10	1	1	0	0	0	0	0	0	9	9	0	0	0	0	0	0	0				
6020	Program Development Tech		5	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0				
6013	Community Information Spec		5	3	0	0	0	0	0	0	0	0	3	2	0	0	1	0	0	0	1				
6003	Clerical Unit Supervisor		6	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
6002	Office Assistant/Senior		6	9	2	1	0	1	0	0	0	0	7	5	1	0	1	0	0	0	3				
6001	Office Assistant 2		6	34	4	3	0	0	1	0	0	0	30	28	1	0	1	0	0	0	3				

# Workforce Analysis by Departments

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Total: 296 69 57 2 6 4 0 0 0 227 188 17 13 9 0 0 0 51

## Department: G100 DSCP - Schools & Comm Prtship

Reports to: 1000 DCHS - Director's Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9615 Program Manager 1		1	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1
9361 Program Supervisor		1	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
9360 Program Manager 2		1	2	0	0	0	0	0	0	0	0	2	1	0	1	0	0	0	0	1
6456 Data Analyst Sr		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6305 Family Intervention Specialist		2	4	0	0	0	0	0	0	0	0	4	2	0	0	2	0	0	0	2
6088 Program Development Spec/Sr		2	4	2	2	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6085 Research/Evaluation Analyst 1		2	2	1	1	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
6084 Weatherization Inspector		3	8	7	6	0	0	1	0	0	0	1	1	0	0	0	0	0	0	1
6083 Housing Development Specialist		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6073 Data Analyst		3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6030 Finance Specialist 2		2	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
6021 Program Development Spec		2	10	3	3	0	0	0	0	0	0	7	3	3	0	1	0	0	0	4
6020 Program Development Tech		5	3	0	0	0	0	0	0	0	0	3	2	0	0	1	0	0	0	1
6015 Contract Specialist		5	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
6002 Office Assistant/Senior		6	5	0	0	0	0	0	0	0	0	5	2	1	1	1	0	0	0	3
6001 Office Assistant 2		6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
Total:			48	13	12	0	0	1	0	0	0	35	20	6	3	6	0	0	0	16

## Department: 2000 Health - Director's Office

Reports to: A100 CHR - Chair's Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9710 Management Assistant		1	2	1	0	0	1	0	0	0	0	1	1	0	0	0	0	0	0	1
9619 Deputy Director		1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
9613 Department Director 2		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6054 Administrative Assistant		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6017 Facilities Specialist 2		3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6005 Administrative Specialist		6	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1

# Workforce Analysis by Departments

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6002	Office Assistant/Senior	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6001	Office Assistant 2	6	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>		8	3	2	0	1	0	0	0	0	0	5	3	2	0	0	0	0	0	3

## Department: 2005 Health - Business Services

Reports to: 2000 Health - Director's Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9748	Human Resources Analyst/Senior	2	2	1	0	1	0	0	0	0	0	1	0	0	0	1	0	0	0	2
9715	Human Resources Manager 1	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
9670	Human Resources Analyst 2	2	2	1	0	0	0	1	0	0	0	1	1	0	0	0	0	0	0	1
9621	Human Resources Manager 2	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
9615	Program Manager 1	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
9361	Program Supervisor	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
9360	Program Manager 2	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9336	Finance Manager	1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9335	Finance Supervisor	1	3	2	0	1	0	1	0	0	0	1	1	0	0	0	0	0	0	2
9080	Human Resources Analyst 1	2	2	1	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1
9061	Human Resources Technician	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7207	Graphic Designer	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6200	Program Communications & Web Spec/	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6112	Procurement Analyst	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6073	Data Analyst	3	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
6032	Finance Specialist/Senior	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6030	Finance Specialist 2	2	5	0	0	0	0	0	0	0	0	5	4	0	0	1	0	0	0	1
6029	Finance Specialist 1	6	4	1	1	0	0	0	0	0	0	3	1	1	0	1	0	0	0	2
6027	Finance Technician	6	8	3	1	1	0	1	0	0	0	5	4	0	1	0	0	0	0	3
6026	Budget Analyst	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6015	Contract Specialist	5	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6005	Administrative Specialist	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6002	Office Assistant/Senior	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>		45	15	6	5	1	3	0	0	0	0	30	22	3	2	3	0	0	0	17

# Workforce Analysis by Departments

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## Department: 2020 Health - ICS SBC N'hood Health

Reports to: 2015 Health - Neighborhood Health

Job Code & Title		Grade	EEO	Tot	T	W	B	MALE						FEMALE						Tot Min	
								A	H	I	P	2	T	W	B	A	H	I	P		2
9720	Operations Administrator		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9615	Program Manager 1		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9361	Program Supervisor		1	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6315	Community Health Nurse		2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
6314	Nurse Practitioner		2	5	1	1	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0
6303	Licensed Comm Practical Nurse		5	3	1	1	0	0	0	0	0	0	2	1	1	0	0	0	0	0	1
6002	Office Assistant/Senior		6	4	0	0	0	0	0	0	0	0	4	3	0	0	1	0	0	0	1
Total:				17	3	3	0	0	0	0	0	0	14	11	2	0	1	0	0	0	3

## Department: 2025 Health - Regulatory Health

Reports to: 2000 Health - Director's Office

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9694	Health Services Manager		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9615	Program Manager 1		1	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0			
9550	Health Officer		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9540	Deputy Health Officer		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9530	EMS Medical Director		1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1			
9063	Project Manager		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6073	Data Analyst		3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6022	Program Coordinator		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6021	Program Development Spec		2	4	0	0	0	0	0	0	0	0	4	3	0	1	0	0	0	0	0	1			
6005	Administrative Specialist		6	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6002	Office Assistant/Senior		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
			Total:	15	5	4	0	1	0	0	0	0	10	9	0	1	0	0	0	0	0	2			

# Workforce Analysis by Departments

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## Department: 2030 Health - ICS Corrections Health

Reports to: 2000 Health - Director's Office

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9695	Health Services Manager/Senior		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
9615	Program Manager 1		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9607	Administrative Serv Officer		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
9490	Physician		2	3	2	2	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
9430	Dentist/Senior		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9361	Program Supervisor		1	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
9360	Program Manager 2		1	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0	0			
9025	Operations Supervisor		1	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0			
6365	Mental Health Consultant		2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6346	Dental Assistant/Efda		3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6321	Health Information Technician		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6315	Community Health Nurse		2	52	9	9	0	0	0	0	0	0	43	39	0	2	2	0	0	0	0	4			
6314	Nurse Practitioner		2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6304	Medication Aide/Cna		5	12	1	1	0	0	0	0	0	0	11	8	1	1	1	0	0	0	0	3			
6294	Health Assistant 2		5	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	1			
6027	Finance Technician		6	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	1			
6012	Clinic Medical Assistant		5	3	0	0	0	0	0	0	0	0	3	0	1	0	2	0	0	0	0	3			
6005	Administrative Specialist		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6002	Office Assistant/Senior		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6001	Office Assistant 2		6	11	0	0	0	0	0	0	0	0	11	7	3	0	1	0	0	0	0	4			
Total:				102	18	18	0	0	0	0	0	0	84	68	6	3	7	0	0	0	0	16			

## Department: 2065 HD - ICS

Reports to: 2000 Health - Director's Office

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9720	Operations Administrator		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
9699	Ics Director		1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1				
9697	Nutritionist Supervisor		1	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0				

# Workforce Analysis by Departments

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9695	Health Services Manager/Senior	1	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
9615	Program Manager 1	1	9	2	2	0	0	0	0	0	0	0	7	7	0	0	0	0	0	0
9520	Medical Director	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
9499	Dental Director/Clinical	1	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
9490	Physician	2	30	15	14	0	1	0	0	0	0	0	15	13	0	1	1	0	0	3
9430	Dentist/Senior	2	7	2	2	0	0	0	0	0	0	0	5	4	0	1	0	0	0	1
9390	Dentist	2	11	4	4	0	0	0	0	0	0	0	7	4	0	3	0	0	0	3
9362	Program Manager/Senior	1	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
9361	Program Supervisor	1	11	1	1	0	0	0	0	0	0	0	10	7	3	0	0	0	0	3
9360	Program Manager 2	1	6	1	1	0	0	0	0	0	0	0	5	5	0	0	0	0	0	0
9357	Pharmacy Services Director	1	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
9355	Pharmacist	2	13	5	4	0	0	1	0	0	0	0	8	7	0	1	0	0	0	2
9354	Pharmacy Program Administrator	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9335	Finance Supervisor	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
9025	Operations Supervisor	1	14	5	4	0	0	1	0	0	0	0	9	8	0	1	0	0	0	2
6456	Data Analyst Sr	2	2	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
6348	Dental Hygienist	3	9	0	0	0	0	0	0	0	0	0	9	7	0	2	0	0	0	2
6347	Dental Assistant	3	6	0	0	0	0	0	0	0	0	0	6	2	1	2	1	0	0	4
6346	Dental Assistant/Efda	3	21	1	1	0	0	0	0	0	0	0	20	12	3	1	4	0	0	8
6342	Nutrition Assistant	6	18	1	1	0	0	0	0	0	0	0	17	6	1	2	8	0	0	11
6340	Nutritionist	2	3	0	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0
6336	X-Ray Technician	3	3	2	1	0	1	0	0	0	0	0	1	1	0	0	0	0	0	1
6335	Medical Technologist	3	6	2	1	0	1	0	0	0	0	0	4	4	0	0	0	0	0	1
6333	Medical Laboratory Technician	3	7	2	2	0	0	0	0	0	0	0	5	3	0	2	0	0	0	2
6321	Health Information Technician	6	6	0	0	0	0	0	0	0	0	0	6	5	0	1	0	0	0	1
6316	Physician Assistant	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6315	Community Health Nurse	2	36	5	3	1	1	0	0	0	0	0	31	27	0	2	2	0	0	6
6314	Nurse Practitioner	2	23	0	0	0	0	0	0	0	0	0	23	21	0	1	1	0	0	2
6303	Licensed Comm Practical Nurse	5	15	2	2	0	0	0	0	0	0	0	13	11	0	0	2	0	0	2
6300	Eligibility Specialist	5	14	1	0	0	0	1	0	0	0	0	13	3	4	3	3	0	0	11
6295	Social Worker	2	11	0	0	0	0	0	0	0	0	0	11	10	0	0	1	0	0	1
6294	Health Assistant 2	5	18	3	0	0	1	2	0	0	0	0	15	5	0	1	9	0	0	13
6293	Health Assistant 1	6	13	5	3	0	0	2	0	0	0	0	8	5	0	1	2	0	0	5
6119	Pharmacy Technician	3	16	2	1	0	0	1	0	0	0	0	14	12	0	2	0	0	0	3
6088	Program Development Spec/Sr	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0



# Workforce Analysis by Departments

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6086	Research/Evaluation Analyst 2	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6073	Data Analyst	3	2	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6047	Community Health Specialist 2	5	2	0	0	0	0	0	0	0	0	0	2	0	0	0	2	0	0	2
6029	Finance Specialist 1	6	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
6021	Program Development Spec	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
6012	Clinic Medical Assistant	5	46	10	1	0	0	9	0	0	0	0	36	17	4	1	14	0	0	28
6005	Administrative Specialist	6	3	0	0	0	0	0	0	0	0	0	3	1	1	0	1	0	0	2
6002	Office Assistant/Senior	6	27	5	0	1	0	4	0	0	0	0	22	8	3	2	9	0	0	19
6001	Office Assistant 2	6	55	9	2	0	3	4	0	0	0	0	46	17	4	1	24	0	0	36
<b>Total:</b>		<b>480</b>	<b>91</b>	<b>52</b>	<b>3</b>	<b>10</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>389</b>	<b>249</b>	<b>25</b>	<b>31</b>	<b>84</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>179</b>

## Department: 2070 HD - CHS

Reports to: 2000 Health - Director's Office

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9720	Operations Administrator		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
9615	Program Manager 1		1	10	3	2	0	1	0	0	0	0	7	6	0	1	0	0	0	0	0	2	0		
9540	Deputy Health Officer		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
9362	Program Manager/Senior		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
9361	Program Supervisor		1	12	1	0	0	0	1	0	0	0	11	8	2	1	0	0	0	0	0	4	0		
9360	Program Manager 2		1	5	1	1	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0	0	0		
9063	Project Manager		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
9062	Environmental Health Supervisor		1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0		
9025	Operations Supervisor		1	3	2	1	0	1	0	0	0	0	1	1	0	0	0	0	0	0	0	1	0		
9006	Administrative Analyst		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6359	Nuisance Enforcement Officer		4	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0		
6358	Environmental Health Specialist Sr		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
6356	Environmental Health Specialist		5	14	12	10	0	2	0	0	0	0	2	1	0	0	1	0	0	0	3	0	0		
6355	Public Health Ecologist		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6354	Environmental Health Trainee		3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6352	Health Educator		5	3	1	0	1	0	0	0	0	0	2	1	1	0	0	0	0	0	2	0	0		
6316	Physician Assistant		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
6315	Community Health Nurse		2	70	2	2	0	0	0	0	0	0	68	56	3	4	5	0	0	0	12	0	0		
6314	Nurse Practitioner		2	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0	0	0		

# Workforce Analysis by Departments

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6295	Social Worker	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6294	Health Assistant 2	5	3	0	0	0	0	0	0	0	0	3	1	0	1	1	0	0	2
6293	Health Assistant 1	6	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	1
6093	Public Health Vector Specialist	7	6	6	5	1	0	0	0	0	0	0	0	0	0	0	0	0	1
6088	Program Development Spec/Sr	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6087	Research/Evaluation Analyst/Senior	2	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	1
6086	Research/Evaluation Analyst 2	2	4	0	0	0	0	0	0	0	0	4	3	0	1	0	0	0	1
6085	Research/Evaluation Analyst 1	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6047	Community Health Specialist 2	5	17	7	1	0	1	5	0	0	0	10	4	2	0	4	0	0	12
6024	Disease Intervention Specialist	5	5	2	1	0	0	1	0	0	0	3	3	0	0	0	0	0	1
6022	Program Coordinator	2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1
6021	Program Development Spec	2	4	0	0	0	0	0	0	0	0	4	3	1	0	0	0	0	1
6020	Program Development Tech	5	2	0	0	0	0	0	0	0	0	2	0	1	1	0	0	0	2
6005	Administrative Specialist	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6002	Office Assistant/Senior	6	10	2	2	0	0	0	0	0	0	8	4	2	0	2	0	0	4
6001	Office Assistant 2	6	21	2	1	0	0	1	0	0	0	19	14	1	1	3	0	0	6
<b>Total:</b>		210	48	31	2	6	9	0	0	0	0	162	120	14	11	17	0	0	59

## Department: 2075 HD - CHP3

Reports to: 2000 Health - Director's Office

Job Code & Title		Grade	EEO	Tot	MALE								FEMALE								Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9798	Principal Investigator		2	4	2	1	0	0	1	0	0	0	2	2	0	0	0	0	0	0	1
9698	Health Services Development Administrator		1	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9615	Program Manager 1		1	3	0	0	0	0	0	0	0	0	3	2	0	1	0	0	0	0	1
9362	Program Manager/Senior		1	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1
9361	Program Supervisor		1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
9360	Program Manager 2		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9041	Research/Evaluation Supervisor		1	5	1	1	0	0	0	0	0	0	4	3	0	1	0	0	0	0	1
6352	Health Educator		5	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6088	Program Development Spec/Sr		2	2	0	0	0	0	0	0	0	0	2	0	1	1	0	0	0	0	2
6087	Research/Evaluation Analyst/Senior		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6086	Research/Evaluation Analyst 2		2	5	3	3	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6085	Research/Evaluation Analyst 1		2	3	1	0	0	1	0	0	0	0	2	2	0	0	0	0	0	0	1

# Workforce Analysis by Departments

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6047	Community Health Specialist 2	5	4	0	0	0	0	0	0	0	0	0	4	1	2	0	1	0	0	0	3
6032	Finance Specialist/Senior	2	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1
6021	Program Development Spec	2	3	1	1	0	0	0	0	0	0	0	2	1	0	0	1	0	0	0	1
6020	Program Development Tech	5	2	0	0	0	0	0	0	0	0	0	2	1	0	0	1	0	0	0	1
6005	Administrative Specialist	6	2	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6002	Office Assistant/Senior	6	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>		43	11	9	0	1	1	0	0	0	0	0	32	20	3	4	5	0	0	0	14

## Department: 3005 DCJ - Director's Office

Reports to: A100 CHR - Chair's Office

		MALE											FEMALE							Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	Min
9790	Public Relations Coordinator	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9610	Department Director 1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9454	It Manager/Senior	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6200	Program Communications & Web Spec/	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6054	Administrative Assistant	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>		5	2	2	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0

## Department: 3015 DCJ - Employee & Community Dev

Reports to: 3005 DCJ - Director's Office

		MALE											FEMALE							Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	Min
9620	Community Justice Manager	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9362	Program Manager/Senior	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6033	Administrative Analyst	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6005	Administrative Specialist	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>		4	1	1	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0

## Department: 3020 DCJ - Business Services

Reports to: 3005 DCJ - Director's Office

		MALE											FEMALE							Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	Min

# Workforce Analysis by Departments

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9360	Program Manager 2	1	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
9336	Finance Manager	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	1
6112	Procurement Analyst	2	1	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1
6033	Administrative Analyst	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6032	Finance Specialist/Senior	2	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
6030	Finance Specialist 2	2	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6029	Finance Specialist 1	6	3	0	0	0	0	0	0	0	0	3	2	0	1	0	0	0	0	1
6026	Budget Analyst	2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6020	Program Development Tech	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6015	Contract Specialist	5	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6002	Office Assistant/Senior	6	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
6001	Office Assistant 2	6	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
Total:		16	3	1	0	1	1	0	0	0	0	13	9	2	1	1	0	0	0	6

## Department: 3022 DCJ - Business Applications

Reports to: 3020 DCJ - Business Services

		MALE										FEMALE										Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	Min		
9620	Community Justice Manager	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0		
6022	Program Coordinator	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total:		2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0		

## Department: 3025 DCJ - Adult Comm Justice Mgmt

Reports to: 3005 DCJ - Director's Office

		MALE										FEMALE										Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	Min		
9620	Community Justice Manager	1	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0		
9362	Program Manager/Senior	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1		
6276	Probation/Parole Officer	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6005	Administrative Specialist	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0		
Total:		5	3	2	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	1		

# Workforce Analysis by Departments

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## Department: 3030 DCJ - ACJ/Central Proc Svcs

Reports to: 3025 DCJ - Adult Comm Justice Mgmt

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9620 Community Justice Manager		1	5	3	3	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
9360 Program Manager 2		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6291 Addiction Specialist		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6276 Probation/Parole Officer		2	25	8	6	1	0	1	0	0	0	17	17	0	0	0	0	0	0	2
6266 Corrections Technician		5	28	5	2	2	1	0	0	0	0	23	20	1	2	0	0	0	0	6
6157 Records Technician		6	9	0	0	0	0	0	0	0	0	9	6	2	0	1	0	0	0	3
6003 Clerical Unit Supervisor		6	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6002 Office Assistant/Senior		6	3	0	0	0	0	0	0	0	0	3	1	1	0	1	0	0	0	2
6001 Office Assistant 2		6	4	0	0	0	0	0	0	0	0	4	3	0	0	1	0	0	0	1
<b>Total:</b>			79	19	14	3	1	1	0	0	0	60	51	4	2	3	0	0	0	14

## Department: 3032 DCJ - ASD East/SW Fld/Com Svcs

Reports to: 3030 DCJ - ACJ/Central Proc Svcs

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9620 Community Justice Manager		1	3	2	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1
9360 Program Manager 2		1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
6276 Probation/Parole Officer		2	21	10	8	1	0	1	0	0	0	11	9	0	0	2	0	0	0	4
6267 Community Works Leader		4	10	8	5	3	0	0	0	0	0	2	2	0	0	0	0	0	0	3
6266 Corrections Technician		5	7	2	2	0	0	0	0	0	0	5	4	0	0	1	0	0	0	1
6157 Records Technician		6	4	0	0	0	0	0	0	0	0	4	3	0	0	1	0	0	0	1
6021 Program Development Spec		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6003 Clerical Unit Supervisor		6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
<b>Total:</b>			49	23	17	5	0	1	0	0	0	26	21	0	0	5	0	0	0	11

## Workforce Analysis by Departments

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### Department: 3035 DCJ - ACJ/Supervision

Reports to: 3025 DCJ - Adult Comm Justice Mgmt

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9620	Community Justice Manager		1	6	4	3	1	0	0	0	0	0	2	1	1	0	0	0	0	0	2				
9360	Program Manager 2		1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1				
6276	Probation/Parole Officer		2	34	14	6	5	0	3	0	0	0	20	17	2	1	0	0	0	0	11				
6266	Corrections Technician		5	4	2	1	1	0	0	0	0	0	2	0	0	0	2	0	0	0	3				
6157	Records Technician		6	8	1	0	0	0	1	0	0	0	7	5	2	0	0	0	0	0	3				
6003	Clerical Unit Supervisor		6	2	0	0	0	0	0	0	0	0	2	1	0	1	0	0	0	0	1				
6002	Office Assistant/Senior		6	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1				
6001	Office Assistant 2		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
Total:				57	21	10	7	0	4	0	0	0	36	25	7	2	2	0	0	0	22				

### Department: 3040 DCJ - ACJ/Sanctions & Services

Reports to: 3025 DCJ - Adult Comm Justice Mgmt

Job Code & Title			Grade	EEO	Tot	MALE										FEMALE										Tot Min
						T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9620	Community Justice Manager			1	3	0	0	0	0	0	0	0	3	2	1	0	0	0	0	0	1					
9360	Program Manager 2			1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0					
6344	Basic Skills Educator			2	5	0	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0					
6276	Probation/Parole Officer			2	15	9	7	1	1	0	0	0	6	3	2	1	0	0	0	0	5					
6272	Juvenile Counselor			2	4	2	2	0	0	0	0	0	2	1	1	0	0	0	0	0	1					
6268	Corrections Counselor			2	18	4	2	2	0	0	0	0	14	12	1	0	1	0	0	0	4					
6266	Corrections Technician			5	6	3	1	0	2	0	0	0	3	2	0	1	0	0	0	0	3					
6157	Records Technician			6	3	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0					
6033	Administrative Analyst			2	1	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1					
6002	Office Assistant/Senior			6	2	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0					
6001	Office Assistant 2			6	2	0	0	0	0	0	0	0	2	0	1	0	1	0	0	0	2					
				Total:	60	19	13	3	3	0	0	0	0	41	30	6	2	3	0	0	0	17				

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## Department: 3042 DCJ - ASD Splzd Sup&Trans Svcs

Reports to: 3040 DCJ - ACJ/Sanctions & Services

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9620 Community Justice Manager		1	4	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0
9360 Program Manager 2		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6276 Probation/Parole Officer		2	35	15	13	1	1	0	0	0	0	20	18	1	0	1	0	0	0	4
6268 Corrections Counselor		2	8	3	2	1	0	0	0	0	0	5	3	1	1	0	0	0	0	3
6266 Corrections Technician		5	5	0	0	0	0	0	0	0	0	5	2	0	1	2	0	0	0	3
6157 Records Technician		6	5	0	0	0	0	0	0	0	0	5	4	0	0	1	0	0	0	1
6036 Clinical Coordinator		2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6002 Office Assistant/Senior		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6001 Office Assistant 2		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			62	20	17	2	1	0	0	0	0	42	34	2	2	4	0	0	0	11

## Department: 3045 DCJ - Juv Comm Justice Mgmt

Reports to: 3005 DCJ - Director's Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9620 Community Justice Manager		1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9362 Program Manager/Senior		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6022 Program Coordinator		2	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
6021 Program Development Spec		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6005 Administrative Specialist		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6002 Office Assistant/Senior		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			9	3	3	0	0	0	0	0	0	6	6	0	0	0	0	0	0	0

## Department: 3050 DCJ - JCJ/Custody Services

Reports to: 3045 DCJ - Juv Comm Justice Mgmt

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9620 Community Justice Manager		1	5	5	1	3	0	1	0	0	0	0	0	0	0	0	0	0	0	4

# Workforce Analysis by Departments

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9360	Program Manager 2	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
9020	Nutrition Services Manager	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6273	Juvenile Custody Services Spec	4	44	32	13	10	7	2	0	0	0	12	9	1	2	0	0	0	22
6272	Juvenile Counselor	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6261	Food Service Worker	8	5	1	0	0	1	0	0	0	0	4	2	1	0	1	0	0	3
6260	Cook	8	4	1	1	0	0	0	0	0	0	3	3	0	0	0	0	0	0
6033	Administrative Analyst	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6003	Clerical Unit Supervisor	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6002	Office Assistant/Senior	6	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0
Total:		66	40	16	13	8	3	0	0	0	0	26	21	2	2	1	0	0	29

## Department: 3055 DCJ - JCJ/Couns & Court Svcs

Reports to: 3045 DCJ - Juv Comm Justice Mgmt

Job Code & Title		Grade	EEO	Tot	MALE								FEMALE								Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9620	Community Justice Manager		1	4	1	0	0	0	1	0	0	0	3	1	1	1	0	0	0	0	3
9360	Program Manager 2		1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
9025	Operations Supervisor		1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
6344	Basic Skills Educator		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6272	Juvenile Counselor		2	40	15	5	8	1	1	0	0	0	25	19	2	1	3	0	0	0	16
6267	Community Works Leader		4	3	2	0	2	0	0	0	0	0	1	0	1	0	0	0	0	0	3
6266	Corrections Technician		5	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6157	Records Technician		6	5	0	0	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0
6005	Administrative Specialist		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6002	Office Assistant/Senior		6	6	0	0	0	0	0	0	0	0	6	5	0	0	1	0	0	0	1
6001	Office Assistant 2		6	5	2	1	0	0	1	0	0	0	3	2	1	0	0	0	0	0	2
Total:				68	22	7	10	2	3	0	0	0	46	34	6	2	4	0	0	0	27

## Department: 3060 DCJ - JCJ/Family Court Svcs

Reports to: 3045 DCJ - Juv Comm Justice Mgmt

		MALE										FEMALE										Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	Min		
9360	Program Manager 2	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0		
6369	Marriage And Family Counselor	2	5	2	2	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0		



# Workforce Analysis by Departments

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6266	Corrections Technician	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6022	Program Coordinator	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6002	Office Assistant/Senior	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6001	Office Assistant 2	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
<b>Total:</b>		11	2	2	0	0	0	0	0	0	0	9	9	0	0	0	0	0	0	0

## Department: 3072 DCJ - JSD Treatment Svcs

Reports to: 3005 DCJ - Director's Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9620	Community Justice Manager	1	2	1	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1
9360	Program Manager 2	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
6365	Mental Health Consultant	2	11	3	1	1	1	0	0	0	0	8	6	1	0	1	0	0	0	4
6273	Juvenile Custody Services Spec	4	11	8	6	0	0	2	0	0	0	3	2	0	1	0	0	0	0	3
6272	Juvenile Counselor	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6002	Office Assistant/Senior	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
<b>Total:</b>		28	12	7	2	1	2	0	0	0	0	16	12	1	2	1	0	0	0	9

## Department: 3074 DCJ - Training & Volunteer Svcs

Reports to: 3005 DCJ - Director's Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
6103	Human Resources Analyst 2	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>		1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0

## Department: 3080 DCJ - Research & Evaluation

Reports to: 3005 DCJ - Director's Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9360	Program Manager 2	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6456	Data Analyst Sr	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6087	Research/Evaluation Analyst/Senior	2	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
6085	Research/Evaluation Analyst 1	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0

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Total: 4 0 0 0 0 0 0 0 0 0 0 4 3 0 1 0 0 0 0 1

## Department: 3082 DCJ - Human Resources

Reports to: 3005 DCJ - Director's Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9748 Human Resources Analyst/Senior		2	2	0	0	0	0	0	0	0	0	2	1	0	1	0	0	0	0	1
9670 Human Resources Analyst 2		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9640 Mcso Volunteer Program Coordinator		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9621 Human Resources Manager 2		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9080 Human Resources Analyst 1		2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
9061 Human Resources Technician		5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6248 Background Investigator		5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
Total:			8	1	1	0	0	0	0	0	0	7	5	1	1	0	0	0	0	2

## Department: 4055 DCS - CommSvcs DirectorOfc

Reports to: A100 CHR - Chair's Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9710 Management Assistant		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9670 Human Resources Analyst 2		2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
9621 Human Resources Manager 2		1	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
9610 Department Director 1		1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
9006 Administrative Analyst		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
Total:			5	1	0	0	0	1	0	0	0	4	2	2	0	0	0	0	0	3

## Department: 4005 DCS - Animal Services

Reports to: 4055 DCS - CommSvcs DirectorOfc

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9746 Veterinarian		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9720 Operations Administrator		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9361 Program Supervisor		1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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9360	Program Manager 2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6263	Volunteer Coordinator	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6072	Animal Control Dispatcher	6	2	0	0	0	0	0	0	0	0	2	1	0	0	1	0	0	0	1
6069	Animal Control Aide	8	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6067	Animal Control Officer	5	8	4	3	0	0	1	0	0	0	4	4	0	0	0	0	0	0	1
6066	Animal Health Technician	5	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
6065	Animal Care Technician	8	8	0	0	0	0	0	0	0	0	8	8	0	0	0	0	0	0	0
6062	Animal Care Aide	8	4	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0
6005	Administrative Specialist	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6001	Office Assistant 2	6	7	0	0	0	0	0	0	0	0	7	6	0	0	1	0	0	0	1
<b>Total:</b>		40	8	7	0	0	1	0	0	0	0	32	30	0	0	2	0	0	0	3

## Department: 4011 DCS - Budget & Ops Support

Reports to: 4055 DCS - CommSvcs DirectorOfc

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9710	Management Assistant		1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1			
9607	Administrative Serv Officer		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9361	Program Supervisor		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9360	Program Manager 2		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9335	Finance Supervisor		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6054	Administrative Assistant		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6029	Finance Specialist 1		6	3	0	0	0	0	0	0	0	0	3	1	0	1	1	0	0	0	0	2			
6027	Finance Technician		6	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	1			
6022	Program Coordinator		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6002	Office Assistant/Senior		6	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6001	Office Assistant 2		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
Total:				14	5	4	1	0	0	0	0	0	9	6	0	2	1	0	0	0	0	4			

## Department: 4015 DCS - Land Use Planning

Reports to: 4055 DCS - CommSvcs DirectorOfc

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9362	Program Manager/Senior		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			

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6078	Planner/Senior	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6075	Planner	2	5	3	3	0	0	0	0	0	0	2	1	0	1	0	0	0	0	1
6021	Program Development Spec	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:		10	7	7	0	0	0	0	0	0	0	3	2	0	1	0	0	0	0	1

## Department: 4030 DCS - Elections

Reports to: 4055 DCS - CommSvcs DirectorOfc

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9666	Elections Manager		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
9665	Elections Administrator		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
6200	Program Communications & Web Spec/		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6088	Program Development Spec/Sr		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
6054	Administrative Assistant		6	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6029	Finance Specialist 1		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
6003	Clerical Unit Supervisor		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
6002	Office Assistant/Senior		6	2	1	0	0	1	0	0	0	0	1	0	1	0	0	0	0	0	0	0	2		
6001	Office Assistant 2		6	4	2	1	1	0	0	0	0	0	2	1	0	0	1	0	0	0	0	0	2		
Total:				13	6	4	1	1	0	0	0	0	7	5	1	0	1	0	0	0	0	0	4		

## Department: 4045 DCS - Road Services

Reports to: 4055 DCS - CommSvcs DirectorOfc

Job Code & Title		Grade	EEO	Tot	MALE								FEMALE								Tot Min	
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2		
9674	Survey Supervisor		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9672	Engineering Services Manager 2		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9649	County Surveyor		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9615	Program Manager 1		1	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9362	Program Manager/Senior		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9146	Planner/Principal		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
9140	Road Operations Supervisor		1	3	3	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
6456	Data Analyst Sr		2	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
6311	Engineer 3		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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6236	Engineer 2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6233	Engineering Technician 3	3	7	6	6	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6232	Engineering Technician 2	3	8	8	7	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
6231	Engineering Technician 1	3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6211	Right-Of-Way Permits Specialist	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6177	Maintenance Specialist 2	7	3	3	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
6176	Maintenance Specialist 1	7	22	20	18	0	0	2	0	0	0	2	2	0	0	0	0	0	0	2
6147	Carpenter	7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6105	Arborist/Vegetation Specialist	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6098	Striper Operator	8	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6096	Maintenance Specialist/Senior	8	4	4	3	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
6092	Maintenance Worker	8	2	2	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2
6091	Survey Specialist	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6076	Transportation Planning Specialist	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6021	Program Development Spec	2	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
6002	Office Assistant/Senior	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
3105	Sign Fabricator	7	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>		75	70	60	2	5	3	0	0	0	5	5	0	0	0	0	0	0	0	10

## Department: 4047 DCS - Bridge Services

Reports to: 4055 DCS - CommSvcs DirectorOfc

Job Code & Title			Grade	EEO	Tot	MALE										FEMALE										Tot Min
						T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9720	Operations Administrator			1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9672	Engineering Services Manager 2			1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9623	Bridge Maintenance Supervisor			1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9362	Program Manager/Senior			1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6311	Engineer 3			2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6236	Engineer 2			2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6235	Engineer 1(Intern)			2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6234	Transportation Project Specialist			3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6233	Engineering Technician 3			3	3	3	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1			
6232	Engineering Technician 2			3	4	4	3	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1			
6176	Maintenance Specialist 1			7	3	3	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1			

# Workforce Analysis by Departments

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6060	Bridge Maintenance Mechanic	7	8	7	3	0	2	2	0	0	0	1	1	0	0	0	0	0	4
6059	Bridge Operator	8	7	5	3	1	0	1	0	0	0	2	2	0	0	0	0	0	2
3061	Electrician	7	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>		37	34	25	1	2	6	0	0	0	3	3	0	0	0	0	0	0	9

## Department: 5005 Library - Director's Office

Reports to: A100 CHR - Chair's Office

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9790	Public Relations Coordinator		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
9782	Library Manager/Senior		1	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0		
9677	Production Supervisor		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
9619	Deputy Director		1	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	1		
9613	Department Director 2		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
9361	Program Supervisor		1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1		
9006	Administrative Analyst		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
7232	Creative Media Coordinator		3	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
7230	Production Assistant		8	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
7209	Printing Specialist		7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6200	Program Communications & Web Spec/		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
6178	Program Communications & Web Spec		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
6021	Program Development Spec		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
6020	Program Development Tech		5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0		
Total:			17	4	4	0	0	0	0	0	0	0	13	11	0	1	1	0	0	0	0	0	2		

## Department: 5010 Library - Central Library

Reports to: 5005 Library - Director's Office

Job Code & Title		Grade	EEO	Tot	T	W	B	MALE						FEMALE						Tot Min	
								A	H	I	P	2	T	W	B	A	H	I	P		2
9792	Access Services Administrator		1	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
9782	Library Manager/Senior		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9777	Library Administrator/Central		1	4	1	1	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
9025	Operations Supervisor		1	4	1	1	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0

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9005	Administrative Analyst/Senior	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
7222	Librarian	2	31	5	5	0	0	0	0	0	0	26	24	1	0	1	0	0	2
7211	Library Assistant	5	30	11	10	0	0	1	0	0	0	19	19	0	0	0	0	0	1
7203	Library Page	6	49	26	24	0	1	1	0	0	0	23	23	0	0	0	0	0	2
7202	Library Clerk	5	36	13	11	0	1	1	0	0	0	23	17	3	1	2	0	0	8
6088	Program Development Spec/Sr	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6005	Administrative Specialist	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6002	Office Assistant/Senior	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6001	Office Assistant 2	6	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	1
Total:		162	58	52	0	2	4	0	0	0	0	104	95	4	2	3	0	0	15

## Department: 5015 Library - Community Services

Reports to: 5005 Library - Director's Office

Job Code & Title		Grade	EEO	Tot	MALE								FEMALE								Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9784	Library Supervisor		1	4	2	1	1	0	0	0	0	0	2	2	0	0	0	0	0	0	1
9782	Library Manager/Senior		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9780	Library Manager/Branch		1	4	1	0	0	0	1	0	0	0	3	3	0	0	0	0	0	0	1
9776	Library Administrator/Branch		1	12	1	1	0	0	0	0	0	0	11	9	1	1	0	0	0	0	2
9615	Program Manager 1		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9025	Operations Supervisor		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7222	Librarian		2	27	4	4	0	0	0	0	0	0	23	20	0	2	1	0	0	0	3
7211	Library Assistant		5	50	15	14	0	1	0	0	0	0	35	29	0	3	3	0	0	0	7
7203	Library Page		6	72	19	19	0	0	0	0	0	0	53	47	1	4	1	0	0	0	6
7202	Library Clerk		5	100	21	15	0	3	3	0	0	0	79	67	0	5	7	0	0	0	18
6063	Project Manager - Represented		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6022	Program Coordinator		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6002	Office Assistant/Senior		6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
<b>Total:</b>				276	66	57	1	4	4	0	0	0	210	181	2	15	12	0	0	0	38

## Department: 5020 Library - Support Services

Reports to: 5005 Library - Director's Office

Job Code & Title		Grade	EEO	Tot	MALE								FEMALE								Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	

# Workforce Analysis by Departments

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9789	Team Developer/Library	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9786	Library Support Services Admin	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9784	Library Supervisor	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9782	Library Manager/Senior	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9773	Cataloging Administrator	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9748	Human Resources Analyst/Senior	2	2	1	1	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
9686	Facilities Dev & Services Mgr	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9621	Human Resources Manager 2	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9361	Program Supervisor	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9335	Finance Supervisor	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
9080	Human Resources Analyst 1	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9025	Operations Supervisor	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9005	Administrative Analyst/Senior	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7222	Librarian	2	7	4	3	0	1	0	0	0	0	3	3	0	0	0	0	0	0	1
7211	Library Assistant	5	8	0	0	0	0	0	0	0	0	8	8	0	0	0	0	0	0	0
7203	Library Page	6	5	3	3	0	0	0	0	0	0	2	1	1	0	0	0	0	0	1
7202	Library Clerk	5	15	4	4	0	0	0	0	0	0	11	10	0	0	1	0	0	0	1
6124	Driver	8	5	4	4	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6111	Procurement Analyst/Sr	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6101	Human Resources Technician	5	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6033	Administrative Analyst	2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6030	Finance Specialist 2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6022	Program Coordinator	2	4	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0
6002	Office Assistant/Senior	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
Total:		66	22	21	0	1	0	0	0	0	0	44	40	1	2	1	0	0	0	5

## Department: 5025 Library - Outreach Services

Reports to: 5005 Library - Director's Office

Job Code & Title		Grade	EEO	Tot	MALE								FEMALE								Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9782	Library Manager/Senior		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9615	Program Manager 1		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9361	Program Supervisor		1	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
7223	Library Outreach Specialist		2	12	3	3	0	0	0	0	0	0	9	5	2	1	1	0	0	0	4



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7222	Librarian	2	9	1	1	0	0	0	0	0	0	8	8	0	0	0	0	0	0	0
7211	Library Assistant	5	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
7203	Library Page	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
7202	Library Clerk	5	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6124	Driver	8	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6088	Program Development Spec/Sr	2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6022	Program Coordinator	2	2	0	0	0	0	0	0	0	0	2	1	0	0	1	0	0	0	1
<b>Total:</b>		36	6	6	0	0	0	0	0	0	0	30	25	2	1	2	0	0	0	5

## Department: 6025 DCM - Directors Office

Reports to: A100 CHR - Chair's Office

		MALE											FEMALE							Tot Min
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9748	Human Resources Analyst/Senior	2	2	1	0	0	0	1	0	0	0	1	1	0	0	0	0	0	0	1
9710	Management Assistant	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9670	Human Resources Analyst 2	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9621	Human Resources Manager 2	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9610	Department Director 1	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
9603	Aa/Eeo Officer	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
9515	County Web Manager	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9080	Human Resources Analyst 1	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9063	Project Manager	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9005	Administrative Analyst/Senior	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6021	Program Development Spec	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6002	Office Assistant/Senior	6	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1
<b>Total:</b>		15	5	3	1	0	1	0	0	0	0	10	8	0	1	1	0	0	0	4

## Department: 6020 DCM - Human Resources

Reports to: 6025 DCM - Directors Office

		MALE											FEMALE							Tot Min
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9748	Human Resources Analyst/Senior	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9715	Human Resources Manager 1	1	4	0	0	0	0	0	0	0	0	4	2	2	0	0	0	0	0	2
9670	Human Resources Analyst 2	2	2	1	1	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1

# Workforce Analysis by Departments

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9669	Human Resources Manager/Senior	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
9668	Human Resources Director	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9621	Human Resources Manager 2	1	6	3	3	0	0	0	0	0	0	3	1	0	2	0	0	0	2
9061	Human Resources Technician	5	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0
9005	Administrative Analyst/Senior	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6101	Human Resources Technician	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6001	Office Assistant 2	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Total:		21	5	5	0	0	0	0	0	0	0	16	11	3	2	0	0	0	5

## Department: 6030 DCM - Budget and Quality

Reports to: 6025 DCM - Directors Office

		MALE										FEMALE										Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	Min		
9734	Budget Analyst/Principal	2	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0		
9730	Budget Analyst/Senior	2	4	1	0	0	1	0	0	0	0	3	3	0	0	0	0	0	0	1		
9362	Program Manager/Senior	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0		
9360	Program Manager 2	1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6054	Administrative Assistant	6	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1		
		Total:	10	4	2	1	1	0	0	0	0	6	6	0	0	0	0	0	0	2		

## Department: 6035 DCM - Information Systems

Reports to: 6025 DCM - Directors Office

Job Code & Title		Grade	EEO	Tot	MALE								FEMALE								Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9634	Administrative Specialist/Nr		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9458	It Project Manager 1		1	3	2	2	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9455	Chief Information Officer		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9454	It Manager/Senior		1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9453	It Manager 2		1	13	7	7	0	0	0	0	0	0	6	6	0	0	0	0	0	0	0
9451	It Supervisor		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6414	Systems Administrator		2	6	3	3	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
6412	Systems Administrator/Senior		2	13	9	9	0	0	0	0	0	0	4	3	0	1	0	0	0	0	1
6410	Network Administrator/Senior		2	12	6	6	0	0	0	0	0	0	6	5	0	1	0	0	0	0	1
6409	Network Administrator		2	8	4	2	1	1	0	0	0	0	4	4	0	0	0	0	0	0	2

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6408	Database Administrator/Senior	2	6	4	4	0	0	0	0	0	0	2	1	0	1	0	0	0	0	1
6407	Database Administrator	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6406	Development Analyst/Senior	2	22	14	10	1	3	0	0	0	0	8	6	0	2	0	0	0	0	6
6405	Development Analyst	2	11	4	4	0	0	0	0	0	0	7	5	0	2	0	0	0	0	2
6404	Desktop Support Specialist/Senior	3	11	8	7	0	0	1	0	0	0	3	3	0	0	0	0	0	0	1
6403	Desktop Support Specialist	3	7	3	3	0	0	0	0	0	0	4	3	0	0	1	0	0	0	1
6402	System Operator/Senior	3	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
6401	Systems Operator	3	7	2	2	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0
6198	It Business Consultant/Sr	2	8	3	3	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0
6194	It Business Consultant	2	4	0	0	0	0	0	0	0	0	4	3	1	0	0	0	0	0	1
6115	Procurement Associate	5	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6073	Data Analyst	3	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6030	Finance Specialist 2	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6029	Finance Specialist 1	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6026	Budget Analyst	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
6001	Office Assistant 2	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			146	73	65	2	4	2	0	0	0	73	64	1	7	1	0	0	0	17

## Department: 6040 DCM - Risk Management

Reports to: 6025 DCM - Directors Office

			MALE										FEMALE										Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	Min			
9748	Human Resources Analyst/Senior	2	5	2	2	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0			
9715	Human Resources Manager 1	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0			
9670	Human Resources Analyst 2	2	4	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0			
9621	Human Resources Manager 2	1	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1			
9080	Human Resources Analyst 1	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0			
6103	Human Resources Analyst 2	2	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1			
6002	Office Assistant/Senior	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0			
		Total:	14	2	2	0	0	0	0	0	0	12	10	1	0	1	0	0	0	2			

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## Department: 6070 DCM - Facilities

Reports to: 6025 DCM - Directors Office

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9710	Management Assistant		1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1				
9615	Program Manager 1		1	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
9362	Program Manager/Senior		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
9361	Program Supervisor		1	4	2	1	1	0	0	0	0	0	2	1	0	0	1	0	0	0	2				
9360	Program Manager 2		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
6456	Data Analyst Sr		2	2	0	0	0	0	0	0	0	0	2	1	0	1	0	0	0	0	1				
6155	Alarm Technician		8	5	4	4	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
6149	Locksmith		7	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
6147	Carpenter		7	8	8	7	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1				
6123	Hvac Assistant		7	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
6122	Building Automation System Special		7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
6121	Hvac Engineer		7	10	10	8	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2				
6114	Property Management Specialist/Sen		5	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
6113	Property Management Specialist		5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
6100	Lighting Technician		7	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
6097	Fac Maint Dispatch/Scheduler		6	4	2	2	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0				
6031	Contract Specialist Senior		5	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
6030	Finance Specialist 2		2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
6029	Finance Specialist 1		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
6027	Finance Technician		6	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1				
6026	Budget Analyst		2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
6017	Facilities Specialist 2		3	4	3	3	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1				
6016	Facilities Specialist 3		3	22	17	16	1	0	0	0	0	0	5	2	1	0	2	0	0	0	4				
6015	Contract Specialist		5	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
6010	Facilities Specialist 1		8	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
6005	Administrative Specialist		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
3061	Electrician		7	6	6	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Total:				90	68	63	4	0	1	0	0	0	22	14	1	3	4	0	0	0	13				

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## Department: 6075 DCM - Finance

Reports to: 6025 DCM - Directors Office

			MALE										FEMALE										Tot Min
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2				
9810	Chief Financial Officer	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0			
9362	Program Manager/Senior	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1			
9337	Payroll Specialist	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0			
9336	Finance Manager	1	6	4	4	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0			
9335	Finance Supervisor	1	3	1	1	0	0	0	0	0	0	2	1	0	0	1	0	0	0	1			
6408	Database Administrator/Senior	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6200	Program Communications & Web Spec/	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6115	Procurement Associate	5	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0			
6112	Procurement Analyst	2	4	1	0	1	0	0	0	0	0	3	2	0	0	1	0	0	0	2			
6111	Procurement Analyst/Sr	2	5	2	2	0	0	0	0	0	0	3	2	0	1	0	0	0	0	1			
6063	Project Manager - Represented	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6055	Business Analyst/Senior	2	8	1	1	0	0	0	0	0	0	7	6	1	0	0	0	0	0	1			
6032	Finance Specialist/Senior	2	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0			
6030	Finance Specialist 2	2	11	3	2	0	1	0	0	0	0	8	5	0	2	1	0	0	0	4			
6029	Finance Specialist 1	6	5	0	0	0	0	0	0	0	0	5	4	0	1	0	0	0	0	1			
6027	Finance Technician	6	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6022	Program Coordinator	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1			
6021	Program Development Spec	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0			
6015	Contract Specialist	5	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1			
6002	Office Assistant/Senior	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0			
6001	Office Assistant 2	6	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0			
Total:			60	20	16	2	2	0	0	0	0	40	31	2	4	3	0	0	0	13			

## Department: 6080 DCM - Assessment & Taxation

Reports to: 6025 DCM - Directors Office

		MALE										FEMALE										Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	Min		
9710	Management Assistant	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0		

# Workforce Analysis by Departments

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9630	Chief Appraiser	1	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0
9615	Program Manager 1	1	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0
9459	It Project Manager 2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9362	Program Manager/Senior	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9361	Program Supervisor	1	6	4	3	0	1	0	0	0	0	2	2	0	0	0	0	0	1
9360	Program Manager 2	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
9336	Finance Manager	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9025	Operations Supervisor	1	5	2	2	0	0	0	0	0	0	3	3	0	0	0	0	0	0
6456	Data Analyst Sr	2	5	3	3	0	0	0	0	0	0	2	2	0	0	0	0	0	0
6455	A&T Administrative Assistant	6	3	0	0	0	0	0	0	0	0	3	2	0	1	0	0	0	1
6454	A&T Data Verification Opr Senior	6	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1
6453	A&T Data Verification Operator	6	3	0	0	0	0	0	0	0	0	3	2	0	1	0	0	0	1
6452	A&T Technician 3	6	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6451	A&T Technician 2	6	17	3	2	0	1	0	0	0	0	14	10	2	2	0	0	0	5
6450	A&T Technician 1	6	29	8	7	0	1	0	0	0	0	21	17	2	1	1	0	0	5
6082	Gis Cartographer Sr	3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6081	Gis Cartographer	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6051	Property Appraiser 1	2	6	4	4	0	0	0	0	0	0	2	1	1	0	0	0	0	1
6045	Tax Exemption Specialist	5	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0
6042	Property Appraiser Real 2	2	24	17	15	1	0	1	0	0	0	7	7	0	0	0	0	0	2
6032	Finance Specialist/Senior	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0
6029	Finance Specialist 1	6	2	0	0	0	0	0	0	0	0	2	1	0	1	0	0	0	1
6025	A&T Collection Specialist	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Total:		121	52	47	1	3	1	0	0	0	0	69	56	6	6	1	0	0	18

## Department: 6085 DCM - Emergency Management

Reports to: 6025 DCM - Directors Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9362	Program Manager/Senior	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6088	Program Development Spec/Sr	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:			2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Workforce Analysis by Departments

## Department: 6090 DCM - FREDs

Reports to: 6025 DCM - Directors Office

Job Code & Title			Grade	EEO	Tot	MALE										FEMALE										Tot Min
						T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9732	Records Administrator			1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9689	Fleet Maintenance Supervisor			1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9615	Program Manager 1			1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
9362	Program Manager/Senior			1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9336	Finance Manager			1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6182	Fleet Maintenance Technician 3			7	7	7	6	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1			
6181	Body And Fender Technician			7	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6180	Fleet Maintenance Technician 2			7	2	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2			
6144	Electronic Technician/Chief			3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6143	Electronic Technician			3	4	4	3	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1			
6142	Electronic Technician Asst			3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6125	Motor Pool Attendant			8	2	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1			
6124	Driver			8	7	7	5	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2			
6116	Records Administration Asst			6	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6111	Procurement Analyst/Sr			2	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0			
6110	Inventory/Stores Specialist 2			8	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6109	Inventory/Stores Specialist 1			8	4	2	1	1	0	0	0	0	0	2	2	0	0	0	0	0	0	0	1			
6104	Inventory/Stores Specialist 3			8	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6032	Finance Specialist/Senior			2	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	1			
6027	Finance Technician			6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6022	Program Coordinator			2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
6021	Program Development Spec			2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6002	Office Assistant/Senior			6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0			
Total:					46	37	29	2	1	5	0	0	0	9	8	0	0	1	0	0	0	0	9			

## Department: A110 CHR - Public Affairs Office

Reports to: A100 CHR - Chair's Office

Job Code & Title	Grade	EEO	Tot	T	W	B	MALE						FEMALE						Tot Min
							A	H	I	P	2	T	W	B	A	H	I	P	

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9790	Public Relations Coordinator	1	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
7232	Creative Media Coordinator	3	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
6089	Public Affairs Coordinator	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:		4	3	2	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1

## Department: A115 CHR - MCCFC

Reports to: A100 CHR - Chair's Office

		MALE										FEMALE										Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	Min		
9634	Administrative Specialist/Nr	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0		
9400	Staff Assistant	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6088	Program Development Spec/Sr	2	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0		
6021	Program Development Spec	2	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1		
Total:		6	1	1	0	0	0	0	0	0	0	5	4	0	1	0	0	0	0	1		

## Department: B200 ND - County Auditor's Office

Reports to: A100 CHR - Chair's Office

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9281	Deputy Auditor		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
9280	Management Auditor/Senior		2	6	2	2	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0				
9001	Legislative/Admin Secretary		6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
5014	County Auditor		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Total:				9	3	3	0	0	0	0	0	0	6	6	0	0	0	0	0	0	0				

## Department: C300 Office of County Attorney

Reports to: A100 CHR - Chair's Office

		MALE										FEMALE										Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	Min		
9710	Management Assistant	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1		
9631	Deputy County Attorney	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
9510	County Attorney	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0		
9440	Asst County Attorney/Senior	2	8	3	3	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0		



# Workforce Analysis by Departments

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9190	Asst County Attorney 2	2	4	3	2	0	0	1	0	0	0	1	0	0	0	1	0	0	0	2
9060	Asst County Attorney 1	2	2	0	0	0	0	0	0	0	0	2	1	0	0	1	0	0	0	1
9004	Legal Assistant Sr/Nr	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
9003	Legal Assistant 2/Nr	6	4	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0
9002	Legal Assistant 1/Nr	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6054	Administrative Assistant	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6002	Office Assistant/Senior	6	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			25	7	6	0	0	1	0	0	0	18	15	0	1	2	0	0	0	4

## Department: E500 ND - Citizens Involvement Office

Reports to: A100 CHR - Chair's Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9400	Staff Assistant	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0

## Department: E510 ND - Tax Supervising

Reports to: A100 CHR - Chair's Office

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
3005	Tax Supr/Admin Officer	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1096	Tax Supr/Budget Analyst	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>			1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Department: A105 ND - Public Safety Coord Council

Top-level

Job Code & Title	Grade	EEO	Tot	MALE								FEMALE								Tot Min
				T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	
9400	Staff Assistant	2	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Total:</b>			1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0

# Workforce Analysis by Departments

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## Department: D400 ND - County Commissioner District 1

Top-level

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9400	Staff Assistant		2	4	2	1	0	0	1	0	0	0	2	2	0	0	0	0	0	0	1				
5010	County Commissioner		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0				
Total:				5	2	1	0	0	1	0	0	0	3	3	0	0	0	0	0	0	1				

## Department: D405 ND - County Commissioner District 2

Top-level

Job Code & Title		Grade	EEO	Tot	MALE										FEMALE										Tot Min
					T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2					
9400	Staff Assistant		2	4	1	1	0	0	0	0	0	0	3	0	2	0	1	0	0	0	3				
5010	County Commissioner		1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Total:				5	2	2	0	0	0	0	0	0	3	0	2	0	1	0	0	0	3				

## Department: D410 ND - County Commissioner District 3

Top-level

		MALE										FEMALE										Tot
Job Code & Title	Grade	EEO	Tot	T	W	B	A	H	I	P	2	T	W	B	A	H	I	P	2	Tot Min		
9400	Staff Assistant	2	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0		
5010	County Commissioner	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0		
		Total:	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0		

## Department: D415 ND - County Commissioner District 4

Top-level

Job Code & Title		Grade	EEO	Tot	T	W	B	MALE							FEMALE							Tot Min
								A	H	I	P	2	T	W	B	A	H	I	P	2		
9400	Staff Assistant		2	3	2	2	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
5010	County Commissioner		1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
Total:				4	2	2	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0

## **JOB GROUP ANALYSIS**

### **41 C.F.R. 60-2.12**

As the second diagnostic component of the AAP a job group analysis has been completed as the first step in comparing the representation of minorities and women in the workforce covered by this AAP with the estimate of the available qualified minorities and women who could be employed by Multnomah County, Oregon, in positions covered by this AAP.

In designing the job groups the following elements was considered:

- Similarity of duties and responsibilities;
- Similarity of compensation, and
- Similarity of opportunities for advancement including training, transfers, promotions, mobility and other career enhancements.

Although not a determinative factor in designing job groups, we also attempted to create job groups that are large enough to conduct appropriate analysis.

The following charts identify the job groups created for this AAP, the job titles that comprise each job group, and the percentage of minority incumbents and the percentage of female incumbents in each job group.

# Multnomah County, Oregon

Multnomah County

FY2008-2009 Regular

## Job Group Analysis Summary by Job Group

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Job Group & Name	EEO	Total Emp	Mal		Fem		Min		Blk		Asi	
			#	%	#	%	#	%	#	%	#	%
			His		Ind							
			#	%	#	%						
1A Executive Management	1	85	42	49.41	43	50.59	12	14.12	5	5.88	4	4.71
			3	3.53	0	0.00						
1B Mid Level Management	1	215	91	42.33	124	57.67	39	18.14	15	6.98	13	6.05
			10	4.65	1	0.47						
1C Entry Level Management	1	127	55	43.31	72	56.69	27	21.26	10	7.87	11	8.66
			4	3.15	2	1.57						
1C1 Entry Level Mgt: Senior Supervisors	1	82	23	28.05	59	71.95	22	26.83	11	13.41	6	7.32
			4	4.88	1	1.22						
2A Senior Level Professionals	2	224	99	44.20	125	55.80	41	18.30	13	5.80	20	8.93
			7	3.13	1	0.45						
2A1 Senior Level Health Professionals	2	103	32	31.07	71	68.93	11	10.68	0	0.00	8	7.77
			3	2.91	0	0.00						
2B Mid Level Professionals	2	760	246	32.37	514	67.63	144	18.95	55	7.24	43	5.66
			39	5.13	7	0.92						
2B1 Mid Level Health Professionals	2	167	17	10.18	150	89.82	24	14.37	5	2.99	9	5.39
			9	5.39	1	0.60						
2B2 Mid Level Probation/Parole Officers	2	131	57	43.51	74	56.49	26	19.85	14	10.69	4	3.05
			8	6.11	0	0.00						
2C Entry Level Professionals	2	196	47	23.98	149	76.02	47	23.98	22	11.22	13	6.63
			11	5.61	1	0.51						
3A Senior Level Technician	3	68	50	73.53	18	26.47	9	13.24	3	4.41	1	1.47
			4	5.88	1	1.47						
3B Mid Level Technician	3	61	36	59.02	25	40.98	14	22.95	1	1.64	9	14.75
			4	6.56	0	0.00						
3C Entry Level Technician	3	63	13	20.63	50	79.37	16	25.40	4	6.35	5	7.94
			7	11.11	0	0.00						

# Job Group Analysis Summary by Job Group

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Job Group & Name		EEO	Total Emp	Mal		Fem		Min		Blk		Asi	
				#	%	#	%	#	%	#	%	#	%
				His		Ind							
				#	%	#	%						
4A	Protective Services: Senior Level Management	4	14	13	92.86	1	7.14	0	0.00	0	0.00	0	0.00
				0	0.00	0	0.00						
4B	Protective Services: Mid Level Management	4	101	72	71.29	29	28.71	33	32.67	14	13.86	11	10.89
				7	6.93	1	0.99						
4C	Protective Services: Entry Level Official	4	473	391	82.66	82	17.34	74	15.64	44	9.30	11	2.33
				17	3.59	2	0.42						
5A	Senior Level Support	5	26	11	42.31	15	57.69	4	15.38	2	7.69	2	7.69
				0	0.00	0	0.00						
5B	Mid Level Support	5	398	116	29.15	282	70.85	129	32.41	23	5.78	25	6.28
				76	19.10	5	1.26						
5C	Entry Level Support	5	188	43	22.87	145	77.13	36	19.15	8	4.26	11	5.85
				16	8.51	1	0.53						
6A	Senior Level Clerical	6	169	22	13.02	147	86.98	50	29.59	15	8.88	7	4.14
				25	14.79	3	1.78						
6B	Mid Level Clerical	6	405	52	12.84	353	87.16	114	28.15	31	7.65	24	5.93
				55	13.58	4	0.99						
6C	Entry Level Clerical	6	108	21	19.44	87	80.56	32	29.63	5	4.63	9	8.33
				18	16.67	0	0.00						
6C1	Entry Level Library	6	130	49	37.69	81	62.31	12	9.23	2	1.54	5	3.85
				2	1.54	3	2.31						
7A	Senior Level Craft	7	30	30	100.00	0	0.00	3	10.00	2	6.67	0	0.00
				1	3.33	0	0.00						
7B	Mid Level Craft	7	34	33	97.06	1	2.94	9	26.47	1	2.94	2	5.88
				6	17.65	0	0.00						
7C	Entry Level Craft	7	28	26	92.86	2	7.14	4	14.29	0	0.00	0	0.00
				3	10.71	1	3.57						
8A	Senior Level Maintenance	8	41	28	68.29	13	31.71	6	14.63	3	7.32	1	2.44
				1	2.44	1	2.44						
8B	Mid Level Maintenance	8	18	7	38.89	11	61.11	1	5.56	0	0.00	0	0.00
				0	0.00	1	5.56						

# Job Group Analysis Summary by Job Group

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Job Group & Name		EEO	Total Emp	Mal		Fem		Min		Blk		Asi	
				#	%	#	%	#	%	#	%	#	%
				His		Ind							
				#	%	#	%						
8C	Entry Level Maintenance	8	42	26	61.90	16	38.10	13	30.95	5	11.90	4	9.52
				3	7.14	1	2.38						
Group Total:		4,487	1,748	38.96	2,739	61.04	952	21.22	313	6.98	258	5.75	
				343	7.64	38	0.85						

## AVAILABILITY ANALYSIS

41 C.F.R. 60-2.14

The availability analysis is a part of the Incumbency vs. Estimated Availability Analysis - the final diagnostic component of this AAP. The purpose of the availability analysis is to establish a benchmark against which the demographic composition of Government's workforce may be compared to determine whether barriers to equal employment opportunity may exist within particular job groups.

Pursuant to applicable regulations, the availability analysis for each job group examines two potential areas of availability: Individuals with the requisite skills outside the establishment (external availability) and those within the establishment who are promotable, transferable and/or trainable (internal availability). In determining availability, we have selected our reasonable recruitment area and our pool of promotable, transferable, and trainable employees in such a way as not to exclude qualified minorities and women. Moreover, when determining external availability we have used as our source of data the most current and discrete statistical information available. For this availability analysis, we have used the 2000 census data. Finally, where a job group is composed of different job titles that carry different availability rates, we calculated a composite availability figure. We arrived at the composite availability figure by determining the proportion of the job group incumbents employed in each job title, weighting the availability for each job title by the proportion of incumbents employed in that title, and adding together the weighted availability estimates.

A brief written rationale for the selection of the recruitment areas and internal pools by job group follows:

### **1A - Executive Management**

Factor 1: *United States*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 1A - Executive Management. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 1A - Executive Management was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **1B - Mid Level Management**

Factor 1: *Region 8*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 1B - Mid Level Management. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 1B - Mid Level Management was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **1C - Entry Level Management**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 1C - Entry Level Management. This area was chosen based on current practices and was drawn in such a way as not to

have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 1C - Entry Level Management was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **1C1 - Entry Level Mgt: Senior Supervisors**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 1C1 - Entry Level Mgt: Senior Supervisors. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 1C1 - Entry Level Mgt: Senior Supervisors was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **2A - Senior Level Professionals**

Factor 1: *Region 8*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 2A - Senior Level Professionals. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 2A - Senior Level Professionals was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **2A1 - Senior Level Health Professionals**

Factor 1: *Region 8*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 2A1 - Senior Level Health Professionals. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 2A1 - Senior Level Health Professionals was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **2B - Mid Level Professionals**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 2B - Mid Level Professionals. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 2B - Mid Level Professionals was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **2B1 - Mid Level Health Professionals**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 2B1 - Mid Level Health Professionals. This area was chosen based on current practices and was drawn in such a way as not to



have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 2B1 - Mid Level Health Professionals was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **2B2 - Mid Level Probation/Parole Officers**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 2B2 - Mid Level Probation/Parole Officers. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 2B2 - Mid Level Probation/Parole Officers was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **2C - Entry Level Professionals**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 2C - Entry Level Professionals. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 2C - Entry Level Professionals was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **3A - Senior Level Technician**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 3A - Senior Level Technician. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 3A - Senior Level Technician was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **3B - Mid Level Technician**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 3B - Mid Level Technician. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 3B - Mid Level Technician was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **3C - Entry Level Technician**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 3C - Entry Level Technician. This area was chosen based on current practices and was drawn in such a way as not to

have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for job group 3C - Entry Level Technician.

#### **4A - Protective Services: Senior Level Management**

Factor 1: *Region 8*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 4A - Protective Services: Senior Level Management. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 4A - Protective Services: Senior Level Management was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **4B - Protective Services: Mid Level Management**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 4B - Protective Services: Mid Level Management. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 4B - Protective Services: Mid Level Management was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **4C - Protective Services: Entry Level Official**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 4C - Protective Services: Entry Level Official. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There is no feeder positions for job group 4C - Protective Services: Entry Level Official.

#### **5A - Senior Level Support**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 5A - Senior Level Support. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 5A - Senior Level Support was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **5B - Mid Level Support**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 5B - Mid Level Support. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 5B - Mid Level Support

was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **5C - Entry Level Support**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 5C - Entry Level Support. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 5C - Entry Level Support was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **6A - Senior Level Clerical**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 6A - Senior Level Clerical. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 6A - Senior Level Clerical was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **6B - Mid Level Clerical**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 6B - Mid Level Clerical. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 6B - Mid Level Clerical was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **6C - Entry Level Clerical**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 6C - Entry Level Clerical. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There is no feeder positions for job group 6C - Entry Level Clerical.

#### **6C1 - Entry Level Library**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 6C1 - Entry Level Library. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There is no feeder positions for job group 6C1 - Entry Level Library.

### **7A - Senior Level Craft**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 7A - Senior Level Craft. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 7A - Senior Level Craft was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **7B - Mid Level Craft**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 7B - Mid Level Craft. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 7B - Mid Level Craft was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **7C - Entry Level Craft**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 7C - Entry Level Craft. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 7C - Entry Level Craft was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **8A - Senior Level Maintenance**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 8A - Senior Level Maintenance. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 8A - Senior Level Maintenance was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **8B - Mid Level Maintenance**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 8B - Mid Level Maintenance. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group 8B - Mid Level Maintenance was chosen based on reasonable paths of progression within the Government and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

**8C - Entry Level Maintenance**

Factor 1: *PMSA-Oregon & Washington*- This is the geographical area from which the Government usually seeks or reasonably would seek workers to fill positions in job group 8C - Entry Level Maintenance. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There is no feeder positions for job group 8C - Entry Level Maintenance.

**COMPARISON OF INCUMBENCY AND AVAILABILITY**  
**41 C.F.R. 60-2.15**

Multnomah County, Oregon, has compared the representation of minorities and women in each job group with their representation among those identified in the availability analysis as available for employment in the job group. Where actual representation was less than the calculated availability, the Government conducted a statistical test to determine whether the difference was greater than could reasonably be expected. Where the job group was of a sufficient size to analyze using the two standard deviation test, the Government applied that methodology. Where the use of the two standard deviation test was not appropriate, the Government used the exact binomial methodology. The comparison of availability with actual representation follows:

# Multnomah County, Oregon

Multnomah County

fy20082009After adding row 2a COPY OF: FY2008-2009 Regular (Multnomah County)

## Availability Factor Computation Form

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### Job Group 1A Executive Management

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
	Ind						Ind					
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	38.70	16.60	6.31	4.50	4.76	33.0	12.77	5.48	2.08	1.48	1.57	United States
	1.06						0.35					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	61.59	15.86	4.88	6.71	3.96	33.5	20.63	5.31	1.63	2.25	1.33	Feeder Job Computations
	0.30						0.10					
2a. 1a incumb	50.59	14.12	5.88	4.71	3.53	33.5	16.95	4.73	1.97	1.58	1.18	fy2008-2009 incumb vs est avail report
	0.00						0.00					
Availability:							50.35	15.52	5.68	5.31	4.08	
							0.45					

# Availability Factor Computation Form

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## Job Group 1B Mid Level Management

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	40.91	14.04	2.57	4.66	5.31	33.0	13.50	4.63	0.85	1.54	1.75	Region 8
	Ind						Ind					
		1.57						0.52				
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	61.01	18.85	6.35	8.40	3.36	33.5	20.44	6.31	2.13	2.81	1.13	Feeder Job Computations
		0.75						0.25				
2a. 1b incumb	57.67	18.14	6.98	6.05	4.65	33.5	19.32	6.08	2.34	2.03	1.56	fy2008-2009 incumb vs est avail report
		0.47						0.16				
Availability:							53.26	17.02	5.32	6.38	4.44	
								0.93				



# Availability Factor Computation Form

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## Job Group 1C Entry Level Management

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	36.20	9.00	2.65	2.71	2.59	33.0	11.95	2.97	0.87	0.89	0.85	PMSA_Oregon & Washington
	Ind	1.10					Ind	0.36				
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	65.79	18.66	6.76	6.60	4.54	33.5	22.04	6.25	2.26	2.21	1.52	Feeder Job Computations
		0.77						0.26				
2a. 1c incumb	56.59	21.26	7.87	8.66	3.15	33.5	18.96	7.12	2.64	2.90	1.06	fy2008-2009 incumb vs est avail report
		1.57						0.53				
Availability:							52.95	16.34	5.77	6.00	3.43	
								1.15				

# Availability Factor Computation Form

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## Job Group 1C1 Entry Level Mgt: Senior Supervisors

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	36.99	9.68	1.19	3.76	3.21	33.0	12.21	3.19	0.39	1.24	1.06	PMSA_Oregon & Washington
	Ind						Ind					
		1.52						0.50				
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	71.63	18.12	6.47	5.61	5.18	33.5	24.00	6.07	2.17	1.88	1.74	Feeder Job Computations
		0.86						0.29				
2a. 1c1 incumb	71.95	26.83	13.41	7.32	4.88	33.5	24.10	8.99	4.49	2.45	1.63	fy2008-2009 incumb vs est avail report
		1.22						0.41				
Availability:							60.31	18.25	7.05	5.57	4.43	
								1.20				

# Availability Factor Computation Form

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## Job Group 2A Senior Level Professionals

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	45.89	17.50	3.24	7.02	5.63	72.0	33.04	12.60	2.33	5.05	4.05	Region 8
	Ind	1.61					Ind	1.16				
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	72.00	21.43	8.18	5.60	6.67	14.0	10.08	3.00	1.15	0.78	0.93	Feeder Job Computations
	Ind	0.98					Ind	0.14				
2a. 2a incumb	55.80	18.30	5.80	8.93	3.13	14.0	7.81	2.56	0.81	1.25	0.44	fy2008-2009 incumb vs est avail report
	Ind	0.45					Ind	0.06				
Availability:							50.93	18.16	4.29	7.08	5.42	
							Ind	1.36				

# Availability Factor Computation Form

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## Job Group 2A1 Senior Level Health Professionals

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	47.84	16.44	1.87	10.85	3.03	72.0	34.44	11.84	1.35	7.81	2.18	Region 8
	Ind						Ind					
		0.69						0.50				
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	89.82	14.37	2.99	5.39	5.39	14.0	12.57	2.01	0.42	0.75	0.75	Feeder Job Computations
		0.60						0.08				
2a. 2a1 incumb	68.93	10.68	0.00	7.77	2.91	14.0	9.65	1.50	0.00	1.09	0.41	fy2008-2009 incumb vs est avail report
		0.00						0.00				
Availability:							56.66	15.35	1.77	9.65	3.34	
								0.58				

# Availability Factor Computation Form

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## Job Group 2B Mid Level Professionals

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	58.50	11.28	3.29	3.28	3.20	79.0	46.22	8.91	2.60	2.59	2.53	PMSA_Oregon & Washington
		1.45						1.15				
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	74.82	24.82	11.87	6.84	5.40	10.5	7.86	2.61	1.25	0.72	0.57	Feeder Job Computations
		0.72						0.08				
2a. 2b incumb	67.63	18.95	7.24	5.66	5.13	10.5	7.10	1.99	0.76	0.59	0.54	fy2008-2009 incumb vs est avail report
		0.92						0.10				
Availability:							61.18	13.51	4.61	3.90	3.64	
								1.33				

# Availability Factor Computation Form

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## Job Group 2B1 Mid Level Health Professionals

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	90.73	7.98	1.28	4.01	1.47	79.0	71.68	6.30	1.01	3.17	1.16	PMSA_Oregon & Washington
	Ind						Ind					
		1.22						0.96				
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	76.02	23.98	11.22	6.63	5.61	10.5	7.98	2.52	1.18	0.70	0.59	Feeder Job Computations
		0.51						0.05				
2a. 2b1 incumb	89.82	14.37	2.99	5.39	5.13	10.5	9.43	1.51	0.31	0.57	0.54	fy2008-2009 incumb vs est avail report
		0.92						0.10				
Availability:							89.09	10.33	2.50	4.44	2.29	
								1.11				

# Availability Factor Computation Form

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## Job Group 2B2 Mid Level Probation/Parole Officers

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	44.74	8.48	0.00	7.71	0.00	79.0	35.34	6.70	0.00	6.09	0.00	PMSA_Oregon & Washington
	0.77						0.61					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	17.30	15.82	9.28	2.32	3.80	10.5	1.82	1.66	0.97	0.24	0.40	Feeder Job Computations
	0.42						0.04					
2a. 2b2 incumb	56.49	19.85	10.69	3.05	6.11	10.5	5.93	2.08	1.12	0.32	0.64	fy2008-2009 incumb vs est avail report
	0.00						0.00					
Availability:							43.09	10.44	2.09	6.65	1.04	
							0.65					

# Availability Factor Computation Form

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## Job Group 2C Entry Level Professionals

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	47.46	10.00	2.20	3.00	3.20	76.0	36.07	7.60	1.67	2.28	2.43	PMSA_Oregon & Washington
	Ind						Ind					
	1.61						1.22					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	29.00	32.00	14.00	11.00	6.00	12.0	3.48	3.84	1.68	1.32	0.72	Feeder Job Computations
	1.00						0.12					
2a. 2c incumb	76.02	23.98	11.22	6.63	5.61	12.0	9.12	2.88	1.35	0.80	0.67	fy2008-2009 incumb vs est avail report
	0.51						0.06					
Availability:							48.67	14.32	4.70	4.40	3.82	
							1.40					



# Availability Factor Computation Form

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## Job Group 3A Senior Level Technician

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	38.42	12.19	2.75	4.74	3.28	58.0	22.28	7.07	1.60	2.75	1.90	PMSA_Oregon & Washington
	1.42						0.82					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	40.98	22.95	1.64	14.75	6.56	21.0	8.61	4.82	0.34	3.10	1.38	Feeder Job Computations
	0.00						0.00					
2a, 3a incumb	26.47	13.24	4.41	1.47	5.88	21.0	5.56	2.78	0.93	0.31	1.23	fy2008-2009 incumb vs est avail report
	1.47						0.31					
Availability:							36.45	14.67	2.87	6.16	4.51	
							1.13					

# Availability Factor Computation Form

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## Job Group 3B Mid Level Technician

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
	Ind						Ind					
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	51.22	12.98	3.55	5.02	2.74	83.0	42.51	10.77	2.95	4.17	2.27	PMSA_Oregon & Washington
	1.65						1.37					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	79.36	25.40	6.35	7.94	11.11	8.5	6.75	2.16	0.54	0.67	0.94	Feeder Job Computations
	0.00						0.00					
2a. 3b incumb	40.98	22.96	1.64	14.75	6.56	8.5	3.48	1.95	0.14	1.25	0.56	fy2008-2009 incumb vs est avail report
	0.00						0.00					
Availability:							52.74	14.88	3.63	6.09	3.77	
							1.37					

# Availability Factor Computation Form

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## Job Group 3C Entry Level Technician

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	72.76	12.79	3.14	3.81	4.71	76.0	55.30	9.72	2.39	2.90	3.58	PMSA_Oregon & Washington
		1.15						0.87				
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	Feeder Job Computations
		0.00						0.00				
2a, 3c incumb	79.37	25.40	6.35	7.94	11.11	24.0	19.05	6.10	1.52	1.91	2.67	fy2008-2009 incumb vs est avail report
		0.00						0.00				
Availability:							74.35	15.82	3.91	4.81	6.25	
								0.87				

# Availability Factor Computation Form

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## Job Group 4A Protective Services: Senior Level Management

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	15.22	13.76	3.65	1.52	5.80	5.0	0.76	0.69	0.18	0.08	0.29	Region 8
	Ind						Ind					
	2.78						0.14					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	19.37	18.50	10.12	3.84	4.01	85.0	16.46	15.72	8.60	3.26	3.41	Feeder Job Computations
	0.52						0.44					
2a. 4a incumb	7.14	0.00	0.00	0.00	0.00	10.0	0.71	0.00	0.00	0.00	0.00	fy2008-2009 incumb vs est avail report
	0.00						0.00					
Availability:							17.93	16.41	8.78	3.34	3.70	
							0.58					

# Availability Factor Computation Form

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## Job Group 4B Protective Services: Mid Level Management

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	56.00	20.81	10.94	3.68	4.86	43.0	24.08	8.95	4.70	1.58	2.09	PMSA Oregon & Washington
	1.32						0.57					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	17.34	15.64	9.30	2.33	3.59	50.0	8.67	7.82	4.65	1.16	1.80	Feeder Job Computations
	0.42						0.21					
2a, 4b incumb	28.71	32.67	13.86	10.89	6.93	7.0	2.01	2.29	0.97	0.76	0.49	fy2008-2009 incumb vs est avail report
	0.99						0.07					
Availability:							34.76	19.06	10.32	3.50	4.38	
							0.85					

# Availability Factor Computation Form

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## Job Group 4C Protective Services: Entry Level Official

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
	Ind						Ind					
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	27.73	14.32	2.29	2.99	3.96	76.0	21.07	10.88	1.74	2.27	3.01	PMSA_Oregon & Washington
	5.07						3.85					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	Feeder Job Computations
	0.00						0.00					
2a. 4c incumb	17.34	15.64	9.30	2.33	3.59	24.0	4.16	3.75	2.23	0.56	0.86	fy2008-2009 incumb vs est avail report
	0.42						0.10					
Availability:							25.23	14.63	3.97	2.83	3.87	
							3.95					

# Availability Factor Computation Form

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## Job Group 5A Senior Level Support

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area:	45.56	10.64	2.99	1.67	3.52	58.0	26.42	6.17	1.73	0.97	2.04	PMSA Oregon & Washington
	2.46						1.43					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	70.86	32.41	5.78	6.28	19.09	21.0	14.88	6.81	1.21	1.32	4.01	Feeder Job Computations
	1.26						0.26					
2a. 5a incumb	57.69	15.38	7.69	7.69	0.00	21.0	12.11	3.23	1.61	1.61	0.00	fy2008-2009 incumb vs est avail report
	0.00						0.00					
Availability:							53.41	16.21	4.55	3.90	6.05	
							1.69					

# Availability Factor Computation Form

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## Job Group 5B Mid Level Support

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	71.00	11.71	2.63	3.31	3.53	83.0	58.93	9.72	2.18	2.75	2.93	PMSA_Oregon & Washington
	Ind						Ind					
	2.23						1.85					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	83.54	25.30	6.55	6.09	11.89	8.5	7.10	2.15	0.56	0.52	1.01	Feeder Job Computations
	0.76						0.06					
2a. 5b incumb	70.85	32.41	5.78	6.28	19.10	8.5	6.02	2.75	0.49	0.53	1.62	fy2008-2009 incumb vs est avail report
	1.26						0.11					
Availability:							72.05	14.62	3.23	3.80	5.56	
							2.02					



# Availability Factor Computation Form

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## Job Group 5C Entry Level Support

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	75.73	8.44	0.44	3.47	2.02	76.0	57.55	6.41	0.33	2.64	1.54	PMSA Oregon & Washington
	2.50						1.90					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	62.31	9.23	1.54	3.85	1.54	12.0	7.48	1.11	0.18	0.46	0.18	Feeder Job Computations
	2.31						0.28					
2a. 5c incumb	77.13	19.15	4.26	5.85	8.51	12.0	9.26	2.30	0.51	0.70	1.02	fy2008-2009 incumb vs est avail report
	0.53						0.06					
Availability:							74.29	9.82	1.02	3.80	2.74	
							2.24					

# Availability Factor Computation Form

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## Job Group 6A Senior Level Clerical

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	84.60	12.83	3.18	4.24	3.92	58.0	49.07	7.44	1.84	2.46	2.27	PMSA_Oregon & Washington
	Ind						Ind					
	1.50						0.87					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	77.13	27.57	5.86	6.05	14.50	21.0	16.20	5.79	1.23	1.27	3.04	Feeder Job Computations
	1.15						0.24					
2a. 6a incumb	86.98	29.59	8.88	4.14	14.79	21.0	18.27	6.21	1.86	0.87	3.11	fy2008-2009 incumb vs est avail report
	1.78						0.37					
Availability:							83.54	19.44	4.93	4.60	8.42	
							1.48					

# Availability Factor Computation Form

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## Job Group 6B Mid Level Clerical

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	85.97	14.19	2.55	5.22	3.99	83.0	71.36	11.78	2.12	4.33	3.31	PMSA_Oregon & Washington
	2.44						2.03					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	70.59	18.49	2.94	5.88	8.40	8.5	6.00	1.57	0.25	0.50	0.71	Feeder Job Computations
	1.26						0.11					
2a. 6b incumb	87.16	28.15	7.65	5.93	14.79	8.5	7.41	2.39	0.65	0.50	1.26	fy2008-2009 incumb vs est avail report
	1.78						0.15					
Availability:							84.77	15.74	3.02	5.33	5.28	
							2.29					

# Availability Factor Computation Form

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## Job Group 6C Entry Level Clerical

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	87.48	10.79	2.36	3.72	3.57	76.0	66.48	8.20	1.79	2.83	2.71	PMSA_Oregon & Washington
	Ind						Ind					
	1.13						0.86					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	Feeder Job Computations
	0.00						0.00					
2a. 6c incumb	80.56	29.63	4.63	9.29	16.67	24.0	19.33	7.11	1.11	2.23	4.00	fy2008-2009 incumb vs est avail report
	0.00						0.00					
Availability:							85.81	15.31	2.90	5.06	6.71	
							0.86					

# Availability Factor Computation Form

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## Job Group 6C1 Entry Level Library

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	83.84	12.85	3.49	4.15	3.96	100.0	83.84	12.85	3.49	4.15	3.96	PMSA_Oregon & Washington
		1.25						1.25				
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	Feeder Job Computations
		0.00						0.00				
Availability:							83.84	12.85	3.49	4.15	3.96	
								1.25				

# Availability Factor Computation Form

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## Job Group 7A Senior Level Craft

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	3.34	9.50	1.75	1.02	4.81	58.0	1.94	5.51	1.02	0.59	2.79	PMSA_Oregon & Washington
	Ind						Ind					
	1.91						1.11					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	2.94	26.47	2.94	5.88	17.65	21.0	0.62	5.56	0.62	1.23	3.71	Feeder Job Computations
	0.00						0.00					
2a. 7a incumb	0.00	10.00	6.67	0.00	3.33	21.0	0.00	2.10	1.40	0.00	0.70	fy2008-2009 incumb vs est avail report
	0.00						0.00					
Availability:							2.56	13.17	3.03	1.82	7.20	
							1.11					

# Availability Factor Computation Form

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## Job Group 7B Mid Level Craft

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	14.59	13.20	2.50	2.30	6.48	83.0	12.11	10.96	2.08	1.91	5.38	PMSA_Oregon & Washington
	Ind						Ind					
	1.93						1.60					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	7.14	14.29	0.00	0.00	10.71	8.5	0.61	1.21	0.00	0.00	0.91	Feeder Job Computations
	3.57						0.30					
2a. 7b incumb	2.94	26.47	2.94	5.88	17.65	8.5	0.25	2.25	0.25	0.50	1.50	fy2008-2009 incumb vs est avail report
	0.00						0.00					
Availability:							12.97	14.42	2.32	2.41	7.79	
							1.90					

# Availability Factor Computation Form

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## Job Group 7C Entry Level Craft

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	6.52	11.48	0.30	1.11	4.68	76.0	4.96	8.72	0.23	0.84	3.56	PMSA_Oregon & Washington
		5.38						4.09				
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	38.10	30.95	11.90	9.52	7.14	12.0	4.57	3.71	1.43	1.14	0.86	Feeder Job Computations
		2.38						0.29				
2a. 7c Incumb	7.14	14.29	0.00	0.00	10.71	12.0	0.86	1.71	0.00	0.00	1.29	FY2008-2009 incumb vs est avail report
		3.57						0.43				
Availability:							10.39	14.14	1.66	1.98	5.71	
								4.81				



# Availability Factor Computation Form

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## Job Group 8A Senior Level Maintenance

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	55.79	11.06	2.45	3.51	3.19	58.0	32.36	6.41	1.42	2.04	1.85	PMSA_Oregon & Washington
	Ind						Ind					
	1.94						1.13					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	23.08	19.23	1.92	3.85	11.54	21.0	4.85	4.04	0.40	0.81	2.42	Feeder Job Computations
	1.92						0.40					
2a. 8a incumb	31.71	14.63	7.32	2.44	2.44	21.0	6.66	3.07	1.54	0.51	0.51	fy2008-2009 incumb vs est avail report
	2.44						0.51					
Availability:							43.87	13.52	3.36	3.36	4.78	
							2.04					

# Availability Factor Computation Form

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## Job Group 8B Mid Level Maintenance

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	50.00	19.00	1.52	3.53	11.08	83.0	41.50	15.77	1.26	2.93	9.20	PMSA_Oregon & Washington
	Ind						Ind					
	2.84						2.36					
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	38.10	30.95	11.90	9.52	7.14	8.5	3.24	2.63	1.01	0.81	0.61	Feeder Job Computations
	2.38						0.20					
2a. 8b incumb	61.11	5.56	0.00	0.00	0.00	8.5	5.19	0.47	0.00	0.00	0.00	fy2008-2009 incumb vs est avail report
	5.56						0.47					
Availability:							49.93	18.87	2.27	3.74	9.81	
							3.03					

# Availability Factor Computation Form

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## Job Group 8C Entry Level Maintenance

Factor	Raw Statistics					Weight %	Weighted Factor					Source of Statistics
	Fem	Min	Blk	Asi	His		Fem	Min	Blk	Asi	His	
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	29.11	14.26	2.76	3.43	5.61	76.0	22.12	10.84	2.10	2.61	4.26	PMSA_Oregon & Washington
	Ind						Ind					
		2.45						1.86				
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	Feeder Job Computations
		0.00						0.00				
2a. 8c incumb	38.10	30.95	11.90	9.52	7.14	24.0	9.14	7.43	2.86	2.28	1.71	fy2008-2009 incumb vs est avail report
		2.38						0.57				
Availability:							31.26	18.27	4.96	4.89	5.97	
								2.43				

# Multnomah County, Oregon

Multnomah County

fy20082009After adding row 2a COPY OF: FY2008-2009 Regular (Multnomah County)

## Incumbency vs. Estimated Availability

Page 1 of 3

Job Group & Name	Total Emp	EMPLOYMENT %					AVAILABILITY %					PLACEMENT GOAL?				
		Fem	Min	Blk	Asi	His	Fem	Min	Blk	Asi	His	Fem	Min	Blk	Asi	His
		Ind					Ind					Ind				
1A Executive Management	85	50.59	14.12	5.88	4.71	3.53	50.35	15.52	5.68	5.31	4.08	NO	NO	NO	NO	NO
		0.00					0.45					YES				
1B Mid Level Management	215	57.67	18.14	6.98	6.05	4.65	53.26	17.02	5.32	6.38	4.44	NO	NO	NO	NO	NO
		0.47					0.93					YES				
1C Entry Level Management	127	56.69	21.26	7.87	8.66	3.15	52.95	16.34	5.77	6.00	3.43	NO	NO	NO	NO	NO
		1.57					1.15					NO				
1C1 Entry Level Mgt: Senior Supervisors	82	71.95	26.83	13.41	7.32	4.88	60.31	18.25	7.05	5.57	4.43	NO	NO	NO	NO	NO
		1.22					1.20					NO				
2A Senior Level Professionals	224	55.80	18.30	5.80	8.93	3.13	50.93	18.16	4.29	7.08	5.42	NO	NO	NO	NO	YES
		0.45					1.36					YES				
2A1 Senior Level Health Professionals	103	68.93	10.68	0.00	7.77	2.91	56.66	15.35	1.77	9.65	3.34	NO	YES	YES	NO	NO
		0.00					0.58					YES				
2B Mid Level Professionals	760	67.63	18.95	7.24	5.66	5.13	61.18	13.51	4.61	3.90	3.64	NO	NO	NO	NO	NO
		0.92					1.33					YES				
2B1 Mid Level Health Professionals	167	89.82	14.37	2.99	5.39	5.39	89.09	10.33	2.50	4.44	2.29	NO	NO	NO	NO	NO
		0.60					1.11					YES				
2B2 Mid Level Probation/Parole Officers	131	56.49	19.85	10.69	3.05	6.11	43.09	10.44	2.09	6.65	1.04	NO	NO	NO	YES	NO
		0.00					0.65					YES				
2C Entry Level Professionals	196	76.02	23.98	11.22	6.63	5.61	48.67	14.32	4.70	4.40	3.82	NO	NO	NO	NO	NO
		0.51					1.40					YES				
3A Senior Level Technician	68	26.47	13.24	4.41	1.47	5.88	36.45	14.67	2.87	6.16	4.51	YES	NO	NO	YES	NO
		1.47					1.13					NO				
3B Mid Level Technician	61	40.98	22.95	1.64	14.75	6.56	52.74	14.88	3.63	6.09	3.77	YES	NO	YES	NO	NO

# Incumbency vs. Estimated Availability

Job Group & Name	Total Emp	EMPLOYMENT %					AVAILABILITY %					PLACEMENT GOAL?				
		Fem	Min	Blk	Asi	His	Fem	Min	Blk	Asi	His	Fem	Min	Blk	Asi	His
		Ind					Ind					Ind				
		0.00					1.37					YES				
3C Entry Level Technician	63	79.37	25.40	6.35	7.94	11.11	74.35	15.82	3.91	4.81	6.25	NO	NO	NO	NO	NO
		0.00					0.87					YES				
4A Protective Services: Senior Level Management	14	7.14	0.00	0.00	0.00	0.00	17.93	16.41	8.78	3.34	3.70	YES	YES	YES	YES	YES
		0.00					0.58					YES				
4B Protective Services: Mid Level Management	101	28.71	32.67	13.86	10.89	6.93	34.76	19.06	10.32	3.50	4.38	NO	NO	NO	NO	NO
		0.99					0.85					NO				
4C Protective Services: Entry Level Official	473	17.34	15.64	9.30	2.33	3.59	25.23	14.63	3.97	2.83	3.87	YES	NO	NO	NO	NO
		0.42					3.95					YES				
5A Senior Level Support	26	57.69	15.38	7.69	7.69	0.00	53.41	16.21	4.55	3.90	6.05	NO	NO	NO	NO	YES
		0.00					1.69					YES				
5B Mid Level Support	398	70.85	32.41	5.78	6.28	19.10	72.05	14.62	3.23	3.80	5.56	NO	NO	NO	NO	NO
		1.26					2.02					YES				
5C Entry Level Support	188	77.13	19.15	4.26	5.85	8.51	74.29	9.82	1.02	3.80	2.74	NO	NO	NO	NO	NO
		0.53					2.24					YES				
6A Senior Level Clerical	169	86.98	29.59	8.88	4.14	14.79	83.54	19.44	4.93	4.60	8.42	NO	NO	NO	NO	NO
		1.78					1.48					NO				
6B Mid Level Clerical	405	87.16	28.15	7.65	5.93	13.58	84.77	15.74	3.02	5.33	5.28	NO	NO	NO	NO	NO
		0.99					2.29					YES				
6C Entry Level Clerical	108	80.56	29.63	4.63	8.33	16.67	85.81	15.31	2.90	5.06	6.71	NO	NO	NO	NO	NO
		0.00					0.86					YES				
6C1 Entry Level Library	130	62.31	9.23	1.54	3.85	1.54	83.84	12.85	3.49	4.15	3.96	YES	YES	YES	NO	YES
		2.31					1.25					NO				
7A Senior Level Craft	30	0.00	10.00	6.67	0.00	3.33	2.56	13.17	3.03	1.82	7.20	YES	YES	NO	YES	YES
		0.00					1.11					YES				
7B Mid Level Craft	34	2.94	26.47	2.94	5.88	17.65	12.97	14.42	2.32	2.41	7.79	YES	NO	NO	NO	NO
		0.00					1.90					YES				

# Incumbency vs. Estimated Availability

Job Group & Name	Total Emp	EMPLOYMENT %					AVAILABILITY %					PLACEMENT GOAL?				
		Fem	Min	Blk	Asi	His	Fem	Min	Blk	Asi	His	Fem	Min	Blk	Asi	His
		Ind					Ind					Ind				
7C Entry Level Craft	28	7.14	14.29	0.00	0.00	10.71	10.39	14.14	1.66	1.98	5.71	YES	NO	YES	YES	NO
		3.57					4.81					YES				
8A Senior Level Maintenance	41	31.71	14.63	7.32	2.44	2.44	43.87	13.52	3.36	3.36	4.78	YES	NO	NO	YES	YES
		2.44					2.04					NO				
8B Mid Level Maintenance	18	61.11	5.56	0.00	0.00	0.00	49.93	18.87	2.27	3.74	9.81	NO	YES	YES	YES	YES
		5.56					3.03					NO				
8C Entry Level Maintenance	42	38.10	30.95	11.90	9.52	7.14	31.26	18.27	4.96	4.89	5.97	NO	NO	NO	NO	NO
		2.38					2.43					NO				
<b>Total Employees:</b>	<b>4,487</b>															

E - Eighty Percent Rule

A placement goal is set when employment is less than 80% of availability.

# Multnomah County, Oregon

Multnomah County

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## Significance of Incumbency vs. Estimated Availability

Page 1 of 3

Job Group & Name	PLACEMENT GOAL?					STATISTICAL VALUE					STATISTICALLY SIGNIFICANT?				
	Fem	Min	Blk	Asi	His	Fem	Min	Blk	Asi	His	Fem	Min	Blk	Asi	His
	Ind					Ind					Ind				
1A Executive Management	NO	NO	NO	NO	NO		0.357		0.248	0.257	NO	NO	NO	NO	NO
	YES					0.620					NO				
1B Mid Level Management	NO	NO	NO	NO	NO				0.200		NO	NO	NO	NO	NO
	YES					0.710					NO				
1C Entry Level Management	NO	NO	NO	NO	NO					0.174	NO	NO	NO	NO	NO
	NO										NO				
1C1 Entry Level Mgt: Senior Supervisors	NO	NO	NO	NO	NO						NO	NO	NO	NO	NO
	NO										NO				
2A Senior Level Professionals	NO	NO	NO	NO	YES					1.517	NO	NO	NO	NO	NO
	YES					1.181					NO				
2A1 Senior Level Health Professionals	NO	YES	YES	NO	NO		1.315	1.362	0.647	0.241	NO	NO	NO	NO	NO
	YES					0.775					NO				
2B Mid Level Professionals	NO	NO	NO	NO	NO						NO	NO	NO	NO	NO
	YES					0.984					NO				
2B1 Mid Level Health Professionals	NO	NO	NO	NO	NO						NO	NO	NO	NO	NO
	YES					0.631					NO				
2B2 Mid Level Probation/Parole Officers	NO	NO	NO	YES	NO				1.652		NO	NO	NO	NO	NO
	YES					0.926					NO				
2C Entry Level Professionals	NO	NO	NO	NO	NO						NO	NO	NO	NO	NO
	YES					1.060					NO				
3A Senior Level Technician	YES	NO	NO	YES	NO	1.710	0.334		1.608		NO	NO	NO	NO	NO
	NO										NO				
3B Mid Level Technician	YES	NO	YES	NO	NO	1.839		0.831			NO	NO	NO	NO	NO

In the Statistical Value section, standard deviations of 2 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of .05 or less are generally regarded as statistically significant.

# Significance of Incumbency vs. Estimated Availability

Job Group & Name	PLACEMENT GOAL?					STATISTICAL VALUE					STATISTICALLY SIGNIFICANT?				
	Fem	Min	Blk	Asi	His	Fem	Min	Blk	Asi	His	Fem	Min	Blk	Asi	His
	Ind					Ind					Ind				
	YES					0.920					NO				
3C Entry Level Technician	NO	NO	NO	NO	NO						NO	NO	NO	NO	NO
	YES					0.744					NO				
4A Protective Services: Senior Level Management	YES	YES	YES	YES	YES	0.255 E	0.081 E	0.276 E	0.622 E	0.590 E	NO	NO	NO	NO	NO
	YES					0.922 E					NO				
4B Protective Services: Mid Level Management	NO	NO	NO	NO	NO	1.276					NO	NO	NO	NO	NO
	NO										NO				
4C Protective Services: Entry Level Official	YES	NO	NO	NO	NO	3.953			0.662	0.311	YES	NO	NO	NO	NO
	YES					3.938					YES				
5A Senior Level Support	NO	NO	NO	NO	YES	0.584 E				0.197 E	NO	NO	NO	NO	NO
	YES					0.642 E					NO				
5B Mid Level Support	NO	NO	NO	NO	NO	0.532					NO	NO	NO	NO	NO
	YES					1.083					NO				
5C Entry Level Support	NO	NO	NO	NO	NO						NO	NO	NO	NO	NO
	YES					1.583					NO				
6A Senior Level Clerical	NO	NO	NO	NO	NO				0.284		NO	NO	NO	NO	NO
	NO										NO				
6B Mid Level Clerical	NO	NO	NO	NO	NO						NO	NO	NO	NO	NO
	YES					1.752					NO				
6C Entry Level Clerical	NO	NO	NO	NO	NO	1.565					NO	NO	NO	NO	NO
	YES					0.968					NO				
6C1 Entry Level Library	YES	YES	YES	NO	YES	6.670	1.233	1.212	0.174	1.416	YES	NO	NO	NO	NO
	NO										NO				
7A Senior Level Craft	YES	YES	NO	YES	YES	0.888	0.513		0.746	0.819	NO	NO	NO	NO	NO
	YES					0.580					NO				

In the Statistical Value section, standard deviations of 2 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of .05 or less are generally regarded as statistically significant.



# Significance of Incumbency vs. Estimated Availability

Page 3 of 3

Job Group & Name	PLACEMENT GOAL?					STATISTICAL VALUE					STATISTICALLY SIGNIFICANT?				
	Fem	Min	Blk	Asi	His	Fem	Min	Blk	Asi	His	Fem	Min	Blk	Asi	His
	Ind					Ind					Ind				
7B Mid Level Craft	YES	NO	NO	NO	NO	1.741					NO	NO	NO	NO	NO
	YES					0.811					NO				
7C Entry Level Craft	YES	NO	YES	YES	NO	0.432 E		0.626 E	0.571 E		NO	NO	NO	NO	NO
	YES					0.607 E					NO				
8A Senior Level Maintenance	YES	NO	NO	YES	YES	1.569			0.327	0.703	NO	NO	NO	NO	NO
	NO										NO				
8B Mid Level Maintenance	NO	YES	YES	YES	YES		0.120 E	0.661 E	0.504 E	0.156 E	NO	NO	NO	NO	NO
	NO										NO				
8C Entry Level Maintenance	NO	NO	NO	NO	NO						NO	NO	NO	NO	NO
	NO					0.021					NO				

E - Eighty Percent Rule

A placement goal is set when employment is less than 80% of availability.

In the Statistical Value section, standard deviations of 2 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of .05 or less are generally regarded as statistically significant.

**PLACEMENT GOALS**  
**41 C.F.R. 60-2.16**

As required by applicable regulations, Multnomah County, Oregon, has established departmental/offices placement goals where the actual representation of women or minorities in a job group is less than would be reasonably expected based on calculated availability.

In establishing placement goals, we applied the following principles:

1. When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, the Government established a percentage annual placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.
2. Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
3. In all employment decisions, the Government makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, veteran status, or national origin.
4. Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
5. Placement goals are not used to supersede merit selection principles, nor do these placement goals require the Government to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.
6. The placement goals established in this AAP may reflect the Government's publicly announced permissible preference for American Indians living on or near an Indian reservation.
7. Placement goals are performance indicators use to identify patterns of participation across occupational levels and to insure fair and equal employment opportunity.

As is described in more detail in the Action Oriented Program section of this AAP, where a placement goal is set, departments/offices will develop action oriented steps to increase the recruitment and training of minorities or women, or both.

# Multnomah County, Oregon

Multnomah County

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## Placement Goals Report

Page 1 of 2

Job Group & Name	GOAL %				
	Fem	Min	Blk	Asi	His
	Ind				
1A Executive Management	0.45				
1B Mid Level Management	0.93				
1C Entry Level Management					
1C1 Entry Level Mgt: Senior Supervisors					
2A Senior Level Professionals	1.36				5.42
2A1 Senior Level Health Professionals		15.35	1.77		
	0.58				
2B Mid Level Professionals	1.33				
2B1 Mid Level Health Professionals					
	1.11				
2B2 Mid Level Probation/Parole Officers				6.65	
	0.65				
2C Entry Level Professionals					
	1.40				
3A Senior Level Technician	36.45			6.16	
3B Mid Level Technician	52.74		3.63		
	1.37				
3C Entry Level Technician					
	0.87				
4A Protective Services: Senior Level Management	17.93	16.41	8.78	3.34	3.70
	0.58				
4B Protective Services: Mid Level Management					
4C Protective Services: Entry Level Official	25.23				
	3.95				
5A Senior Level Support					6.05
	1.69				
5B Mid Level Support					
	2.02				
5C Entry Level Support					
	2.24				
6A Senior Level Clerical					
6B Mid Level Clerical					
	2.29				
6C Entry Level Clerical					
	0.86				

# Placement Goals Report

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Job Group & Name	GOAL %				
	Fem	Min	Blk	Asi	His
	Ind				
6C1 Entry Level Library	83.84	12.85	3.49		3.96
7A Senior Level Craft	2.56	13.17		1.82	7.20
		1.11			
7B Mid Level Craft	12.97				
		1.90			
7C Entry Level Craft	10.39		1.66	1.98	
		4.81			
8A Senior Level Maintenance	43.87			3.36	4.78
8B Mid Level Maintenance		18.87	2.27	3.74	9.81
8C Entry Level Maintenance					

# Multnomah County, Oregon

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## Placement Goals Report

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Sector: DA

Job Group & Name	GOAL %				
	Fem	Min	Blk	Asi	His
1A Executive Management	50.35	15.52	5.68	5.31	4.08
	0.45				
1B Mid Level Management	53.26	17.02	5.32	6.38	4.44
	0.93				
1C Entry Level Management		16.34	5.77	6.00	3.43
	1.15				
2A Senior Level Professionals	50.93	18.16	4.29		5.42
	1.36				
2B Mid Level Professionals			4.61		3.64
	1.33				
2C Entry Level Professionals	48.67				3.82
	1.40				
3A Senior Level Technician	36.45			6.16	4.51
	1.13				
3B Mid Level Technician		14.88	3.63	6.09	3.77
	1.37				
5A Senior Level Support			4.55		6.05
	1.69				
5B Mid Level Support				3.80	5.56
	2.02				
6A Senior Level Clerical		19.44		4.60	8.42
	1.48				
6B Mid Level Clerical					
	2.29				
6C Entry Level Clerical		15.31	2.90	5.06	
	0.86				

# Multnomah County, Oregon

Multnomah County

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## Placement Goals Report

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Sector: DCHS

Job Group & Name	GOAL %				
	Fem	Min	Blk	Asi	His
	Ind				
1A Executive Management				5.31	
	0.45				
1B Mid Level Management					
1C Entry Level Management				6.00	3.43
	1.15				
1C1 Entry Level Mgt: Senior Supervisors					
2A Senior Level Professionals				7.08	5.42
2A1 Senior Level Health Professionals		15.35	1.77	9.65	3.34
	0.58				
2B Mid Level Professionals					
	1.33				
2B1 Mid Level Health Professionals		10.33	2.50	4.44	2.29
	1.11				
2C Entry Level Professionals					
	1.40				
3B Mid Level Technician	52.74		3.63		
	1.37				
5B Mid Level Support				3.80	
	2.02				
5C Entry Level Support				3.80	
	2.24				
6A Senior Level Clerical					
	1.48				
6B Mid Level Clerical				5.33	
6C Entry Level Clerical			2.90		
	0.86				

# Multnomah County, Oregon

Multnomah County

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## Placement Goals Report

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Sector: DCJ

Job Group & Name	GOAL %				
	Fem	Min	Blk	Asi	His
1A Executive Management	50.35			5.31	4.08
	0.45				
1B Mid Level Management					
	0.93				
1C Entry Level Management				6.00	3.43
	1.15				
2A Senior Level Professionals			4.29		5.42
	1.36				
2B Mid Level Professionals					
2B2 Mid Level Probation/Parole Officers				6.65	
	0.65				
2C Entry Level Professionals				4.40	
	1.40				
4B Protective Services: Mid Level Management					
4C Protective Services: Entry Level Official				2.83	3.87
5A Senior Level Support		16.21	4.55	3.90	6.05
	1.69				
5B Mid Level Support					
5C Entry Level Support			1.02	3.80	2.74
6A Senior Level Clerical				4.60	
	1.48				
6B Mid Level Clerical				5.33	
	2.29				
8B Mid Level Maintenance			2.27	3.74	9.81
8C Entry Level Maintenance					
	2.43				

# Multnomah County, Oregon

Multnomah County

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## Placement Goals Report

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Sector: DCM

Job Group & Name	GOAL %				
	Fem	Min	Blk	Asi	His
	Ind				
1A Executive Management	50.35	15.52	5.68		4.08
	0.45				
1B Mid Level Management		17.02	5.32		4.44
	0.93				
1C Entry Level Management					
	1.15				
1C1 Entry Level Mgt: Senior Supervisors	60.31				
	1.20				
2A Senior Level Professionals			4.29		5.42
	1.36				
2B Mid Level Professionals					
	1.33				
2C Entry Level Professionals				4.40	3.82
	1.40				
3A Senior Level Technician	36.45			6.16	
3B Mid Level Technician	52.74		3.63		
	1.37				
3C Entry Level Technician	74.35	15.82	3.91	4.81	
	0.87				
5A Senior Level Support		16.21	4.55	3.90	6.05
	1.69				
5B Mid Level Support		14.62	3.23	3.80	5.56
	2.02				
5C Entry Level Support	74.29			3.80	2.74
	2.24				
6A Senior Level Clerical				4.60	
6B Mid Level Clerical					5.28
	2.29				
6C Entry Level Clerical					
	0.86				
7A Senior Level Craft	2.56			1.82	7.20
	1.11				
7B Mid Level Craft	12.97		2.32	2.41	
	1.90				
7C Entry Level Craft	10.39	14.14	1.66	1.98	5.71
	4.81				
8A Senior Level Maintenance	43.87	13.52	3.36	3.36	4.78
	2.04				
8B Mid Level Maintenance	49.93	18.87	2.27	3.74	9.81



Placement Goals Report

Sector: DCM

Job Group & Name	GOAL %				
	Fem	Min	Bik	Asi	His
	Ind				
	3.03				
8C Entry Level Maintenance	31.26				

# Multnomah County, Oregon

Multnomah County

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## Placement Goals Report

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Sector: DCS

Job Group & Name	GOAL %				
	Fem	Min	Blk	Asi	His
	Ind				
1A Executive Management	50.35			5.31	4.08
	0.45				
1B Mid Level Management	53.26	17.02	5.32	6.38	
	0.93				
1C Entry Level Management	52.95				3.43
1C1 Entry Level Mgt: Senior Supervisors	60.31	18.25	7.05	5.57	4.43
	1.20				
2A Senior Level Professionals	50.93	18.16	4.29		5.42
	1.36				
2A1 Senior Level Health Professionals		15.35	1.77	9.65	3.34
	0.58				
2B Mid Level Professionals	61.18				3.64
2C Entry Level Professionals			4.70		3.82
	1.40				
3A Senior Level Technician	36.45	14.67	2.87	6.16	
	1.13				
3B Mid Level Technician	52.74			6.09	
	1.37				
3C Entry Level Technician	74.35	15.82	3.91	4.81	6.25
	0.87				
5B Mid Level Support			3.23	3.80	
6A Senior Level Clerical					
	1.48				
6B Mid Level Clerical					
	2.29				
6C Entry Level Clerical			2.90		6.71
	0.86				
7A Senior Level Craft	2.56	13.17	3.03	1.82	7.20
	1.11				
7B Mid Level Craft	12.97		2.32		
	1.90				
7C Entry Level Craft	10.39		1.66	1.98	
	4.81				
8A Senior Level Maintenance	43.87		3.36		4.78
8B Mid Level Maintenance		18.87	2.27	3.74	9.81
	3.03				
8C Entry Level Maintenance					
	2.43				

# Multnomah County, Oregon

Multnomah County

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## Placement Goals Report

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Sector: Health

Job Group & Name	GOAL %				
	Fem	Min	Blk	Asi	His
1A Executive Management	0.45				
1B Mid Level Management	0.93	17.02	5.32		4.44
1C Entry Level Management	1.15				
1C1 Entry Level Mgt: Senior Supervisors	1.20				4.43
2A Senior Level Professionals	1.36			7.08	
2A1 Senior Level Health Professionals	0.58	15.35	1.77		
2B Mid Level Professionals			4.61		
2B1 Mid Level Health Professionals	1.11				
2C Entry Level Professionals					
3A Senior Level Technician	1.13		2.87		4.51
3B Mid Level Technician	1.37		3.63		3.77
3C Entry Level Technician	0.87				
4B Protective Services: Mid Level Management	34.76		10.32	3.50	
5A Senior Level Support	0.85			3.90	6.05
5B Mid Level Support	1.69				
5C Entry Level Support	2.02				
6A Senior Level Clerical	2.24				
6B Mid Level Clerical	2.29				
6C Entry Level Clerical	0.86				
7B Mid Level Craft	12.97			2.41	7.79
	1.90				

# Multnomah County, Oregon

Multnomah County

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## Placement Goals Report

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Sector: Library

Job Group & Name	GOAL %				
	Fem	Min	Blk	Asi	His
	Ind				
1A Executive Management		15.52	5.68	5.31	
	0.45				
1B Mid Level Management		17.02	5.32	6.38	
	0.93				
1C Entry Level Management					3.43
1C1 Entry Level Mgt: Senior Supervisors			7.05		4.43
	1.20				
2A Senior Level Professionals			4.29		5.42
	1.36				
2B Mid Level Professionals			4.61		
	1.33				
2C Entry Level Professionals		14.32	4.70	4.40	
	1.40				
3B Mid Level Technician		14.88	3.63	6.09	3.77
	1.37				
5B Mid Level Support		14.62	3.23		5.56
	2.02				
5C Entry Level Support					
	2.24				
6A Senior Level Clerical		19.44	4.93	4.60	8.42
	1.48				
6B Mid Level Clerical			3.02		5.28
	2.29				
6C1 Entry Level Library	83.84	12.85	3.49		3.96
7B Mid Level Craft	12.97	14.42	2.32	2.41	7.79
	1.90				
8C Entry Level Maintenance		18.27	4.96	4.89	5.97
	2.43				

# Multnomah County, Oregon

Multnomah County

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## Placement Goals Report

Page 1 of 1

Sector: MCSO

Job Group & Name	GOAL %				
	Fem	Min	Blk	Asi	His
1A Executive Management	50.35	15.52	5.68	5.31	4.08
	0.45				
1B Mid Level Management		17.02	5.32	6.38	4.44
	0.93				
1C Entry Level Management	52.95			6.00	
	1.15				
1C1 Entry Level Mgt: Senior Supervisors				5.57	4.43
	1.20				
2A Senior Level Professionals	50.93				5.42
	1.36				
2B Mid Level Professionals		13.51	4.61	3.90	
	1.33				
2C Entry Level Professionals		14.32	4.70	4.40	3.82
	1.40				
3A Senior Level Technician		14.67	2.87	6.16	4.51
	1.13				
4A Protective Services: Senior Level Management	17.93	16.41	8.78	3.34	3.70
	0.58				
4B Protective Services: Mid Level Management		19.06	10.32	3.50	
	0.85				
4C Protective Services: Entry Level Official	25.23				
	3.95				
5A Senior Level Support		16.21	4.55	3.90	6.05
	1.69				
5B Mid Level Support	72.05				
	2.02				
6A Senior Level Clerical		19.44	4.93		8.42
	1.48				
6B Mid Level Clerical					5.28
	2.29				
6C Entry Level Clerical		15.31	2.90	5.06	6.71
	0.86				
7B Mid Level Craft	12.97	14.42	2.32	2.41	7.79
	1.90				
8A Senior Level Maintenance				3.36	4.78
	2.04				
8C Entry Level Maintenance			4.96		5.97
	2.43				

**IDENTIFICATION OF PROBLEM AREAS BY  
ORGANIZATIONAL UNIT AND JOB GROUP  
41 C.F.R. 60-2.17(b)**

We have conducted in-depth analyses of our total employment process, including the workforce by organizational unit and job group, personnel activity, compensation, and other personnel procedures to determine whether and where impediments to equal employment opportunity exist.

An analysis of each of these processes follows:

1. Composition of the Workforce by Organizational Unit

Our analysis by organizational unit reveals that minorities and women are not significantly underrepresented or concentrated in any particular organizational unit.

Minorities are employed at a rate of 21.22% and are represented in 82.5% of the Government's 80 departments. Further, minorities are represented in 98.11% of the departments that employ 10 or more people. Women are employed at a rate of 61.04% and are represented in 98.75% of all departments, and 100% of all departments that employ 10 or more people. This analysis suggests that there is no policy or practice excluding minorities or women from participating in any departments, nor is there any indication of overt discrimination in the selection process.

2. Composition of the Workforce by Job Group

Pursuant to the Office of Federal Contract Compliance Programs' (OFCCP) regulations, we have conducted an availability analysis by job group, taking into account both external and internal availability, and have compared incumbency to estimated availability to determine placement goals. The descriptions of Factor 1 and Factor 2 by job group are summarized in the Availability Analysis. Our findings are as follows:

- A. Our analysis of incumbency vs. estimated availability indicates that in some cases, incumbency is less than estimated availability; however, our more detailed analysis concludes that there is no significant problem concerning minority utilization.
- B. Our analysis indicates that, for women, incumbency is less than availability by a statistically significant amount in the following job groups: 3A, 3B, 6C1.
- C. The Government has established affirmative action placement goals and programs to address underutilization, and will continue to make a good faith effort to reach the placement goals established and implement action-oriented programs, which are detailed elsewhere in this AAP.

3. Analysis of Progress towards Prior Year Goals

In establishing departmental/office placement goals, the following principles apply:

- A. When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, the

Government has established an annual percentage placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.

- B. Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
- C. In all employment decisions, the Government makes selections in a nondiscriminatory manner.
- D. Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
- E. Placement goals are not used to supersede merit selection principles.

A review of progress and goal attainment by job group for the period from July 1, 2008 - June 30, 2009 reveals the following areas of significant success for minorities and women:

# Multnomah County, Oregon

Multnomah County

Goal Attainment for FY2008-2009

## Goal Attainment

Page 1 of 2

Job Group	Target Group	Goal %	New Hire #	New Hire %	Promotion #	Promotion %	Total Opps #	Total Opps %	Achieved?*
1A	Asian	5.07	0 of 10	0.00	1 of 3	33.33	1 of 13	7.69	YES
1A	American Indian	0.46	0 of 10	0.00	0 of 3	0.00	0 of 13	0.00	LIMITED
1B	American Indian	0.89	0 of 10	0.00	0 of 8	0.00	0 of 18	0.00	LIMITED
2A	Hispanic	5.53	0 of 19	0.00	0 of 8	0.00	0 of 27	0.00	NO
2A	American Indian	1.42	1 of 19	5.26	0 of 8	0.00	1 of 27	3.70	YES
2A1	Black	1.88	0 of 15	0.00	0 of 0	N/A	0 of 15	0.00	LIMITED
2A1	American Indian	0.62	0 of 15	0.00	0 of 0	N/A	0 of 15	0.00	LIMITED
2B	American Indian	1.43	0 of 69	0.00	0 of 5	0.00	0 of 74	0.00	NO
2B1	American Indian	1.25	0 of 22	0.00	0 of 0	N/A	0 of 22	0.00	LIMITED
2B2	Asian	6.64	0 of 4	0.00	0 of 3	0.00	0 of 7	0.00	LIMITED
2B2	American Indian	0.65	0 of 4	0.00	0 of 3	0.00	0 of 7	0.00	LIMITED
3A	Female	36.82	0 of 1	0.00	1 of 1	100.00	1 of 2	50.00	YES
3A	Asian	6.64	1 of 1	100.00	0 of 1	0.00	1 of 2	50.00	YES
3B	Black	3.80	0 of 12	0.00	0 of 0	N/A	0 of 12	0.00	LIMITED
3B	American Indian	1.42	0 of 12	0.00	0 of 0	N/A	0 of 12	0.00	LIMITED
3C	American Indian	0.88	0 of 9	0.00	0 of 0	N/A	0 of 9	0.00	LIMITED
4A	Female	18.05	0 of 0	N/A	0 of 3	0.00	0 of 3	0.00	LIMITED
4A	Total Minorities	16.80	0 of 0	N/A	0 of 3	0.00	0 of 3	0.00	LIMITED
4A	Black	8.33	0 of 0	N/A	0 of 3	0.00	0 of 3	0.00	LIMITED
4A	Hispanic	3.93	0 of 0	N/A	0 of 3	0.00	0 of 3	0.00	LIMITED
4A	American Indian	0.57	0 of 0	N/A	0 of 3	0.00	0 of 3	0.00	LIMITED
4C	Female	23.05	6 of 23	26.09	0 of 0	N/A	6 of 23	26.09	YES
4C	American Indian	3.93	0 of 23	0.00	0 of 0	N/A	0 of 23	0.00	LIMITED
5A	Hispanic	7.13	0 of 2	0.00	0 of 0	N/A	0 of 2	0.00	LIMITED
5A	American Indian	1.77	0 of 2	0.00	0 of 0	N/A	0 of 2	0.00	LIMITED
5B	American Indian	2.04	0 of 41	0.00	0 of 7	0.00	0 of 48	0.00	LIMITED
5C	American Indian	2.15	0 of 12	0.00	0 of 2	0.00	0 of 14	0.00	LIMITED
6B	American Indian	2.22	0 of 41	0.00	0 of 2	0.00	0 of 43	0.00	LIMITED



# Goal Attainment

Page 2 of 2

Job Group	Target Group	Goal %	New Hire		Promotion		Total Opps		Achieved?*
			#	%	#	%	#	%	
6C1	Female	83.84	12 of 17	70.59	0 of 0	N/A	12 of 17	70.59	NO
6C1	Total Minorities	12.85	3 of 17	17.65	0 of 0	N/A	3 of 17	17.65	YES
6C1	Black	3.49	2 of 17	11.76	0 of 0	N/A	2 of 17	11.76	YES
6C1	Asian	4.15	1 of 17	5.88	0 of 0	N/A	1 of 17	5.88	YES
7A	Female	1.96	0 of 2	0.00	0 of 0	N/A	0 of 2	0.00	LIMITED
7A	Total Minorities	12.70	1 of 2	50.00	0 of 0	N/A	1 of 2	50.00	YES
7A	Asian	1.72	0 of 2	0.00	0 of 0	N/A	0 of 2	0.00	LIMITED
7A	Hispanic	6.99	0 of 2	0.00	0 of 0	N/A	0 of 2	0.00	LIMITED
7A	American Indian	1.68	0 of 2	0.00	0 of 0	N/A	0 of 2	0.00	LIMITED
7B	Female	12.58	0 of 1	0.00	1 of 1	100.00	1 of 2	50.00	YES
7C	Black	1.52	0 of 2	0.00	0 of 3	0.00	0 of 5	0.00	LIMITED
7C	Asian	1.86	0 of 2	0.00	0 of 3	0.00	0 of 5	0.00	LIMITED
8A	Female	44.76	0 of 0	N/A	0 of 1	0.00	0 of 1	0.00	LIMITED
8A	Asian	3.34	0 of 0	N/A	0 of 1	0.00	0 of 1	0.00	LIMITED
8A	Hispanic	4.60	0 of 0	N/A	0 of 1	0.00	0 of 1	0.00	LIMITED
8A	American Indian	1.45	0 of 0	N/A	1 of 1	100.00	1 of 1	100.00	YES
8B	Total Minorities	19.18	1 of 2	50.00	0 of 1	0.00	1 of 3	33.33	YES
8B	Black	2.24	0 of 2	0.00	0 of 1	0.00	0 of 3	0.00	LIMITED
8B	Asian	3.93	0 of 2	0.00	0 of 1	0.00	0 of 3	0.00	LIMITED
8B	Hispanic	10.44	0 of 2	0.00	0 of 1	0.00	0 of 3	0.00	LIMITED
8B	American Indian	2.57	1 of 2	50.00	0 of 1	0.00	1 of 3	33.33	YES

Note - no goal was required for categories not listed above.

\* YES = within one person of exceeding goal

LIMITED = Limited Opportunities. This indicates the placement goal percent multiplied by total opportunities to the job group was less than one person

#### 4. Personnel Activity

The Government has analyzed additional personnel activities to determine whether and where impediments to equal employment opportunity exist and whether there are significant selection disparities by race/ethnicity or gender. These activities include applicant flow, hires, promotions, terminations, and other personnel actions.

##### A. Applicant Flow

During the plan year, July 1, 2008 through June 30, 2009, the Departments'/Offices' Human Resource Units accepted applications for open positions, and all persons interested in obtaining employment with the Government were advised to apply according to our current policy. Applications and complete records have been kept to ensure goals of equal employment opportunity are being applied to this process.

The Government believes that applicant flow is not and will not be a problem area. Our analysis reveals that the percentage of minority applicants compares very favorably with the general availability in the respective categories. Clearly the Government's success in implementing and communicating affirmative action and outreach efforts is demonstrated by these statistics.

##### B. Hires

The Human Resources Department develops all procedures and all hiring at the Government is conducted on the basis of nondiscriminatory criteria. Specifically, the following criteria and procedures have resulted in hiring decisions that are free of discrimination:

1. Job descriptions have been reviewed and revised to ensure that duties are accurately described, that the experience and education requirements are strictly job-related, and that all incumbents meet minimum job requirements. Job titles have and will continue to be written without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.
2. Application forms have been reviewed to ensure that all requested information is job-related, and that the forms comply with all applicable laws. In addition, all forms state that the Government is an Equal Opportunity/Affirmative Action Employer.
3. Tests have been reviewed by HR and are administered and conducted in a non-discriminatory manner.
4. Placing an applicant in a specific job in a department is the responsibility of management

A review of external hires for the prior plan year indicates the presence of equal employment opportunity and a strong commitment to affirmative action. There were 377 new employees hired during the period from July 1, 2008 - June 30, 2009, including 98 minorities at 25.99% and 250 women at 66.31%. The following report summarizes hiring activity by job group:

# Multnomah County, Oregon

Multnomah County  
FY2008-2009 Regular

## Personnel Action Summaries--New Hires by Job Group

Page 1 of 2

For Period: 7/1/2008 to 6/30/2009

Job Group		Total Emp	Mal	Fem	Wht	Min	Blk	Asi	His	Ind
EEO Category										
1A	Executive Management	10	6	4	9	1	1	0	0	0
1B	Mid Level Management	10	6	4	8	2	1	0	1	0
1C	Entry Level Management	6	2	4	4	2	0	1	1	0
1C1	Entry Level Mgt: Senior Supervisors	7	2	5	4	3	1	1	1	0
EEO 1		33	16	17	25	8	3	2	3	0
% Tot			48.48	51.52	75.76	24.24	9.09	6.06	9.09	0.00
2A	Senior Level Professionals	19	5	14	17	2	0	1	0	1
2A1	Senior Level Health Professionals	15	4	11	14	1	0	1	0	0
2B	Mid Level Professionals	69	17	52	54	15	4	7	4	0
2B1	Mid Level Health Professionals	22	5	17	16	6	2	2	2	0
2B2	Mid Level Probation/Parole Officers	4	3	1	2	2	1	0	1	0
2C	Entry Level Professionals	28	10	18	24	4	1	1	1	1
EEO 2		157	44	113	127	30	8	12	8	2
% Tot			28.03	71.97	80.89	19.11	5.10	7.64	5.10	1.27
3A	Senior Level Technician	1	1	0	0	1	0	1	0	0
3B	Mid Level Technician	12	8	4	10	2	0	0	2	0
3C	Entry Level Technician	9	1	8	5	4	0	1	3	0
EEO 3		22	10	12	15	7	0	2	5	0
% Tot			45.45	54.55	68.18	31.82	0.00	9.09	22.73	0.00
4C	Protective Services: Entry Level Official	23	17	6	17	6	3	1	2	0
EEO 4		23	17	6	17	6	3	1	2	0
% Tot			73.91	26.09	73.91	26.09	13.04	4.35	8.70	0.00
5A	Senior Level Support	2	0	2	2	0	0	0	0	0
5B	Mid Level Support	41	14	27	25	16	5	2	9	0
5C	Entry Level Support	12	3	9	7	5	0	1	4	0

# Personnel Action Summaries--New Hires by Job Group

Page 2 of 2

For Period: 7/1/2008 to 6/30/2009

Job Group		Total Emp	Mal	Fem	Wht	Min	Blk	Asi	His	Ind
EEO Category										
EEO 5		55	17	38	34	21	5	3	13	0
% Tot			30.91	69.09	61.82	38.18	9.09	5.45	23.64	0.00
6A	Senior Level Clerical	7	0	7	5	2	1	0	0	1
6B	Mid Level Clerical	41	5	36	25	16	4	0	12	0
6C	Entry Level Clerical	5	0	5	5	0	0	0	0	0
6C1	Entry Level Library	17	5	12	14	3	2	1	0	0
EEO 6		70	10	60	49	21	7	1	12	1
% Tot			14.29	85.71	70.00	30.00	10.00	1.43	17.14	1.43
7A	Senior Level Craft	2	2	0	1	1	1	0	0	0
7B	Mid Level Craft	1	1	0	1	0	0	0	0	0
7C	Entry Level Craft	2	2	0	2	0	0	0	0	0
EEO 7		5	5	0	4	1	1	0	0	0
% Tot			100.00	0.00	80.00	20.00	20.00	0.00	0.00	0.00
8B	Mid Level Maintenance	2	2	0	1	1	0	0	0	1
8C	Entry Level Maintenance	10	6	4	7	3	0	0	3	0
EEO 8		12	8	4	8	4	0	0	3	1
% Tot			66.67	33.33	66.67	33.33	0.00	0.00	25.00	8.33
<b>Report Total</b>		377	127	250	279	98	27	21	46	4
<b>% Tot</b>			33.69	66.31	74.01	25.99	7.16	5.57	12.20	1.06

### C. Promotion Practices

A review of promotion data indicates that this area of practices represents a potential area of substantial employment opportunity for minority and female employees. Our analysis reveals that:

1. The Government provides every reasonable opportunity for employees to advance. In this regard, training and other developmental opportunities are offered (i.e., lead or developmental assignments).
2. Employees are encouraged to contact their supervisor and/or the Human Resources Department, at any time, should they desire information relative to another position or growth opportunities within the Government.
3. Most promotional opportunities are posted, providing all interested employees with an opportunity to apply and call their special skills to the attention of the manager.

A summary of promotions actions for the year is included on the following page:

# Multnomah County, Oregon

Multnomah County  
FY2008-2009 Regular

## Personnel Action Summaries--Promotions to/within Job Group

Page 1 of 2

For Period: 7/1/2008 to 6/30/2009

Job Group		Total Emp	Mal	Fem	Wht	Min	Blk	Asi	His	Ind
EEO Category										
1A	Executive Management	21	11	10	19	2	0	1	1	0
1B	Mid Level Management	16	7	9	10	6	1	3	2	0
1C	Entry Level Management	13	6	7	11	2	1	1	0	0
1C1	Entry Level Mgt: Senior Supervisors	10	2	8	5	5	4	0	0	1
EEO 1		60	26	34	45	15	6	5	3	1
% Tot			43.33	56.67	75.00	25.00	10.00	8.33	5.00	1.67
2A	Senior Level Professionals	11	3	8	8	3	1	2	0	0
2B	Mid Level Professionals	15	1	14	10	5	1	2	2	0
2B2	Mid Level Probation/Parole Officers	4	2	2	3	1	1	0	0	0
2C	Entry Level Professionals	12	4	8	7	5	3	1	0	1
EEO 2		42	10	32	28	14	6	5	2	1
% Tot			23.81	76.19	66.67	33.33	14.29	11.90	4.76	2.38
3A	Senior Level Technician	1	0	1	1	0	0	0	0	0
EEO 3		1	0	1	1	0	0	0	0	0
% Tot			0.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00
4A	Protective Services: Senior Level Management	3	3	0	3	0	0	0	0	0
4B	Protective Services: Mid Level Management	4	4	0	4	0	0	0	0	0
EEO 4		7	7	0	7	0	0	0	0	0
% Tot			100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
5B	Mid Level Support	8	2	6	5	3	0	0	3	0
5C	Entry Level Support	2	0	2	2	0	0	0	0	0
EEO 5		10	2	8	7	3	0	0	3	0
% Tot			20.00	80.00	70.00	30.00	0.00	0.00	30.00	0.00
6A	Senior Level Clerical	8	2	6	3	5	1	0	4	0

# Personnel Action Summaries--Promotions to/within Job Group

Page 2 of 2

For Period: 7/1/2008 to 6/30/2009

Job Group		Total Emp	Mal	Fem	Wht	Min	Blk	Asi	His	Ind
EEO Category										
6B	Mid Level Clerical	6	1	5	5	1	0	0	1	0
6C	Entry Level Clerical	5	1	4	3	2	0	0	2	0
EEO 6		19	4	15	11	8	1	0	7	0
% Tot			21.05	78.95	57.89	42.11	5.26	0.00	36.84	0.00
7B	Mid Level Craft	1	0	1	1	0	0	0	0	0
7C	Entry Level Craft	5	5	0	4	1	0	0	1	0
EEO 7		6	5	1	5	1	0	0	1	0
% Tot			83.33	16.67	83.33	16.67	0.00	0.00	16.67	0.00
8A	Senior Level Maintenance	1	1	0	0	1	0	0	0	1
8B	Mid Level Maintenance	1	1	0	1	0	0	0	0	0
8C	Entry Level Maintenance	3	1	2	3	0	0	0	0	0
EEO 8		5	3	2	4	1	0	0	0	1
% Tot			60.00	40.00	80.00	20.00	0.00	0.00	0.00	20.00
<b>Report Total</b>		150	57	93	108	42	13	10	16	3
<b>% Tot</b>			38.00	62.00	72.00	28.00	8.67	6.67	10.67	2.00

#### D. Terminations

The Government has evaluated its termination practices to determine whether there are disparities on the basis of gender, race or ethnicity. When terminations or reductions in force are necessary, the Government makes its decisions without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law. A report summarizing terminations by job group follows:



# Multnomah County, Oregon

Multnomah County  
FY2008-2009 Regular

## Personnel Action Summaries--Terminations by Job Group

Page 1 of 2

For Period: 7/1/2008 to 6/30/2009

Job Group										
EEO Category		Total	Mal	Fem	Wht	Min	Blk	Asi	His	Ind
1A	Executive Management	9	5	4	8	1	0	0	1	0
1B	Mid Level Management	11	3	8	8	3	3	0	0	0
1C	Entry Level Management	9	7	2	7	2	1	1	0	0
1C1	Entry Level Mgt: Senior Supervisors	4	3	1	3	1	0	0	0	1
EEO 1		33	18	15	26	7	4	1	1	1
% Tot			54.55	45.45	78.79	21.21	12.12	3.03	3.03	3.03
2A	Senior Level Professionals	18	8	10	16	2	2	0	0	0
2A1	Senior Level Health Professionals	13	1	12	10	3	0	2	1	0
2B	Mid Level Professionals	56	19	37	41	15	4	6	5	0
2B1	Mid Level Health Professionals	22	6	16	18	4	2	2	0	0
2B2	Mid Level Probation/Parole Officers	9	6	3	6	3	2	0	1	0
2C	Entry Level Professionals	16	7	9	12	4	2	0	0	2
EEO 2		134	47	87	103	31	12	10	7	2
% Tot			35.07	64.93	76.87	23.13	8.96	7.46	5.22	1.49
3A	Senior Level Technician	3	1	2	2	1	0	1	0	0
3B	Mid Level Technician	2	1	1	2	0	0	0	0	0
3C	Entry Level Technician	6	0	6	2	4	0	3	1	0
EEO 3		11	2	9	6	5	0	4	1	0
% Tot			18.18	81.82	54.55	45.45	0.00	36.36	9.09	0.00
4A	Protective Services: Senior Level Management	1	1	0	1	0	0	0	0	0
4B	Protective Services: Mid Level Management	2	2	0	1	1	0	0	1	0
4C	Protective Services: Entry Level Official	29	22	7	23	6	2	1	3	0
EEO 4		32	25	7	25	7	2	1	4	0
% Tot			78.13	21.88	78.13	21.88	6.25	3.13	12.50	0.00
5A	Senior Level Support	1	0	1	0	1	0	0	1	0

# Personnel Action Summaries--Terminations by Job Group

Page 2 of 2

For Period: 7/1/2008 to 6/30/2009

Job Group										
EEO Category		Total	Mal	Fem	Wht	Min	Blk	Asi	His	Ind
5B	Mid Level Support	25	7	18	16	9	2	1	5	1
5C	Entry Level Support	12	3	9	5	7	0	3	4	0
EEO 5		38	10	28	21	17	2	4	10	1
% Tot			26.32	73.68	55.26	44.74	5.26	10.53	26.32	2.63
6A	Senior Level Clerical	12	1	11	11	1	1	0	0	0
6B	Mid Level Clerical	47	6	41	35	12	1	5	6	0
6C	Entry Level Clerical	7	1	6	6	1	0	0	0	1
6C1	Entry Level Library	12	1	11	9	3	0	1	2	0
EEO 6		78	9	69	61	17	2	6	8	1
% Tot			11.54	88.46	78.21	21.79	2.56	7.69	10.26	1.28
7B	Mid Level Craft	4	4	0	4	0	0	0	0	0
EEO 7		4	4	0	4	0	0	0	0	0
% Tot			100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
8B	Mid Level Maintenance	3	2	1	3	0	0	0	0	0
8C	Entry Level Maintenance	7	5	2	6	1	0	0	1	0
EEO 8		10	7	3	9	1	0	0	1	0
% Tot			70.00	30.00	90.00	10.00	0.00	0.00	10.00	0.00
<b>Report Total</b>		340	122	218	255	85	22	26	32	5
<b>% Tot</b>			35.88	64.12	75.00	25.00	6.47	7.65	9.41	1.47

## 5. Technical Phases of Compliance

Our analysis of the technical phases of compliance reveals that the Government complies with all the technical phases of its affirmative action obligations:

- A. Equal Employment Opportunity posters are prominently displayed in each Government location.
- B. The Government notifies all contractors and subcontractors via purchase orders and subcontracts that they may be subject to federal affirmative action obligations.
- C. The Government requires that all of their qualified contractors and subcontractors develop and maintain a written AAP.
- D. The Government's employment application has a statement concerning Equal Employment Opportunity.
- E. All recruitment agencies and area schools and colleges will continue to be notified of the Government's commitment to the goals of affirmative action.
- F. All recruitment advertising includes the solicitation "An Equal Opportunity Employer" or its abbreviation.
- G. All other required affirmative action notices and policy statements are posted on Government bulletin boards and are updated annually.
- H. All personnel and employment records made or kept by the Government are retained for the required period as mandated by OFCCP regulations.
- I. The Government files bi-annual EEO-4 reports with the appropriate agencies.

**DEVELOPMENT AND IMPLEMENTATION  
OF ACTION ORIENTED PROGRAMS  
41 C.F.R. 60-2.17(c)**

The Government has developed and executed action-oriented programs designed to correct any problem areas that may exist. These programs, which are listed below, demonstrate our good faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results.

1. The Government has analyzed and will continue to analyze all positions and prepare written descriptions to accurately reflect position functions.
2. Job descriptions have been and will continue to be reviewed to determine the knowledge, skills, abilities, and other requirements necessary for the adequate performance of every job. Specifications will continue to be consistent for the same job title in all organizational units and will not contain any requirements that would result in discrimination on the basis of race, color, religion, sex, age, disability, veteran status, national origin, or other characteristic protected by law.
3. Job descriptions are available to incumbents and all members of management involved in the recruiting, screening, selection, and promotion process. Job descriptions are also made available to employees, applicants, and recruiting sources as appropriate.
4. The Government's Human Resources Departments carefully evaluate the selection process to make it free from discrimination and to assure it is merit based.
  - A. We have instructed all supervisory personnel to ensure elimination of discrimination in all personnel actions in which they are involved.
  - B. The tests administered by the Government are job-related and given to all applicants for applicable positions.
  - C. Application forms do not contain questions with potentially discriminatory effects.
  - D. The Government does not and will not use any selection techniques that can be improperly used to discriminate against minority groups or women or the disabled.
5. The Government has evaluated its techniques for improving recruitment and increasing the flow of qualified minority or female applicants through the following:
  - A. Minority and women, as well as non-minority and male, employees are actively encouraged to refer applicants to our organization.
  - B. The Government relies on numerous resources as well as job fairs and recruiting programs sponsored by local community colleges and other community organizations to identify potential job candidates.
  - C. The Government provides an orientation program to inform new employees of their equal employment responsibilities, promotional opportunities, Government rules, ways to alleviate any problems that might arise, and any other issues related to affirmative action.

compliance.

- D. Local organizations will continue to be contacted for referrals of potential minority, disabled, and female employees.
- E. The Government utilizes the Internet to identify targeted recruitment sites for qualified minority, disabled, and female applicants.
- F. Furthermore, we plan to take the following additional steps to ensure adequate representation of all minorities, disabled persons, and women:

Where placement goals exist as defined by the OFCCP, we will continue to contact universities and two- and four-year local colleges, vocational technical schools, high schools, local business schools, and state and community organizations which attract qualified minority and female students. We will advise these institutions of our desire to fill job openings in these classifications with minority and female employees. When possible, we will continue to participate in job fair and career day activities and we will consider relevant work experience programs.

- G. We will continue to contact our normal sources of recruitment (e.g., State Employment) and advise them that under the AAP we are specifically seeking to employ minorities, the disabled and/or women for job openings. During the period from July 1, 2008 - June 30, 2009, targeted recruitment activities were conducted utilizing the following sources:

- Just Out
- The Portland Observer
- The Skanner
- El Hispanic News Paper
- The Asian Reporter
- The Oregonian

- 6. The Government has implemented the following programs and procedures to ensure that minority, the disabled and female employees are given equal opportunities for promotion:
  - A. Training is provided to all qualified employees to assist them in developing the necessary knowledge and skills for promotion to higher-level jobs.
  - B. The Government has a formal performance evaluation program for all employees. In addition, management and supervisors are trained on the basic methodology of performance evaluation.
  - C. Neither minority nor female employees are required to possess higher qualifications than those of the lowest qualified incumbent in the job for which they apply.

**INTERNAL AUDIT AND REPORTING SYSTEM**  
**41 C.F.R. 60-2.17(d)**

The Government has developed and implemented an evaluation/monitoring system that periodically measure the effectiveness of its total AAP.

The Government's monitoring and reporting system is designed to:

- Measure the effectiveness of the AAP;
- Identify any need for remedial action;
- Determine the degree to which the Government's objectives are being attained;
- Measure the Government's compliance with the AAP specific obligations.

The following activities are viewed as critical to the success of the AAP:

1. The Affirmative Action Officer will continue to monitor records of applicant flow, referrals, placements, rejected offers, training, transfers, promotions, terminations, and any layoffs or recalls to ensure that the Government's non-discriminatory policy is carried out. Procedures are reviewed and revised as problems are identified.
2. Top management is and will continue to be informed of any problems that arise in their respective areas so that immediate and appropriate steps can be taken to resolve any issues.
3. The Government recognizes its responsibility to affirmative action and is committed to fulfilling this responsibility by complying with all government regulations and laws pertaining to equal employment opportunity. As part of this commitment, management will be kept abreast of developments in the affirmative action area.
4. The Affirmative Action Officer will generate internal reports on a regular basis to evaluate the degree to which equal employment opportunity and organizational objectives are being obtained.
5. The Government will review report results with all levels of management as to the degree to which their affirmative action goals and compliance are being attained, and will design and implement corrective actions, including adjustments in programs, as needed.
6. Progress on the Government's AAP will be discussed at supervisors meetings, and relevant information will be communicated to employees during regular departmental meetings as appropriate.
7. The Affirmative Action Officer will periodically report to top management on the effectiveness of the program and will submit recommendations for improvement.

Special reports summarizing affirmative action efforts to assist covered employees, descriptions of any formal complaints, etc. will be provided to members of upper management at least annually. This AAP data will be updated annually and will include a summary of the previous year's actions and program results.

## **HARASSMENT**

**41 C.F.R. 60-741.44(e), 41 C.F.R. 60-250.44(e), 41 C.F.R. 60-300.44(e)**

Multnomah County, Oregon, has developed and implemented procedures to ensure that employees are provided with a workplace that is free of illegal bias, prejudice and harassment which can be found in the Personnel Rules, Chapter 3 Workplace Management, Article 3-40 DISCRIMINATION AND HARASSMENT FREE WORKPLACE.

Harassment is verbal, physical or visual conduct of a sexual, racial, ethnic or other nature which, in the employee's opinion, impairs his or her ability to perform the job, or creates an offensive or hostile work environment. Harassment is contrary to basic standards of conduct between individuals and violates EMPLOYEE RESPONSIBILITIES, as contained in the Personnel Rules, Article 3-10-020(E).

Multnomah County, Oregon, will not condone or tolerate the harassment of its employees by their coworkers, supervisors or any individuals under our control. All employees, regardless of position or title, will be subject to severe discipline, up to and including termination of employment, should the Government determine that an employee is engaged in the unlawful harassment of another employee. The Government will promptly and thoroughly investigate the facts and circumstances of any claim of harassment.

No one will be subject to, and the Government prohibits, any form of discipline or retaliation for reporting incidents of unlawful harassment or pursuing any such claim of harassment. The reporting procedures contained in the Personnel Rules - § 3-40-060 should be followed.

## **TRAINING**

**41 C.F.R. 60-741.44(j), 41 C.F.R. 60-250.44(j), 41 C.F.R. 60-300.44(j)**

The Government provides periodic trainings on harassment to ensure that the commitments in the Government's AAP are understood and implemented.

## **COMMUNITY PARTNERSHIP PROGRAMS SUPPORT**

1. Multnomah County encourages members of management to serve on merit employment councils, community relations boards, and similar organizations.
2. Multnomah County and its employees participate in a variety of community support programs and/or organizations.
3. Multnomah County encourages its staff to participate in educational workshops and programs that promote employment opportunity and diversity.
4. Multnomah County participates in various community and diversity events such as the Urban League of Portland's Job Fair, Oregon Association for Minority Entrepreneurs, Northwest EEO Association's Seminars and Trainings, Asian Business League, American Indian Chamber, and Hispanic Chamber of Commerce.

5. In addition to our regular program of Corporate Giving, Multnomah County regularly honors requests for donations in the form of contributions, advertising, and services. Multnomah County and its employees plan, sponsor, and participate in numerous community-oriented activities and social programs, including the United Way, the Black United Fund, and Blood Donor Programs.

**CONSIDERATION OF MINORITIES AND WOMEN NOT CURRENTLY IN THE WORK FORCE HAVING REQUISITE SKILLS WHO CAN BE RECRUITED THROUGH AFFIRMATIVE ACTION MEASURES (HARD TO REACH POPULATIONS)**

Multnomah County takes the following affirmative action measures to reach out to recruit a diverse pool of candidates with requisite skills who are not currently in the workforce:

1. Multnomah County places help-wanted advertisements in newspapers and other likely publications that are likely to reach a diverse labor market not currently in the work force.
2. Multnomah County recruits at schools, colleges, and universities that have a diverse student body.
3. Multnomah County actively encourages employee involvement in community programs that will assist persons interested in employment opportunities with the county.
4. Multnomah County reaches out to various diverse communities for employment to participate in seasonal, temporary, and on-call opportunities. Additionally, where opportunities exist, Multnomah County encourages departments to establish internships targeted to enhance employment opportunities for underutilized and/or diverse groups.

**Under this plan, what is the organization allowed to do?**

Oregon Administrative Rules 839-005-0045 – Bona Fide Occupational Qualification (BFOQ) and Affirmative Action Plan Exceptions (2), (a), (b), and (c):

Affirmative Action Plans: When discrimination is based on a bona fide voluntary affirmative action plan, it is not unlawful if the plan:

- (a) Is a temporary measure;
- (b) Has the purpose of eliminating the effects of past discrimination; and
- (c) Does not unnecessarily trammel the interests of other protected classes (Stat. Auth.: ORS Ch. 659)

Suggested implementation methods include:

- Utilize workforce data and demographics to compare statistics reported with the civilian labor force. Occupations with under-utilization should be identified and goals set to reduce the barriers causing the under-utilization.
- Incorporate diversity into mentoring efforts, leadership training, lead assignments, and team-based programs.
- Make reviewing your diversity program and efforts an integrated, ongoing and measurable strategy.
- Establish a culturally diverse cross-functional review team to develop strategies and monitor



progress towards meeting the program goals.

- Incorporate diversity-related competencies into position descriptions and evaluations that describe and measure how people deal with people of different cultures and styles, support a positive/respectful workplace, and include diverse people on work teams.
- Create management teams that include a diversity of age, ethnicity, gender, sexual orientation, and people of different backgrounds and experiences.
- Provide training to staff on delivering culturally appropriate services to clients.
- Identify and promote recruitment selection strategies that ensure the acquisition and retention of diverse talents.
- Develop workplace initiatives designed to promote an environment of tolerance and inclusiveness throughout the department/office.
- Establish a Diversity Council to help identify and address the unique diversity challenges of the organization.
- Incorporate diversity principles across business functions and units.

## SUMMARY

The revisions made to this affirmative action plan (AAP) are intended to improve our compliance evaluation ability through performance monitoring and program indicators; streamline the affirmative action plan requirements by consolidating the minority/female, disability and Vietnam era Veterans, and service delivery plans into a corporate document, with compliance strategies from the departments/offices

In accordance with the Federal Affirmative Action regulations, Part 60-2-Affirmative Action Programs, (a) Purpose, (1), this affirmative action program is to be a management tool designed to ensure equal employment opportunity and non-discrimination in service delivery. A central premise underlying affirmative action is that over time, absent discrimination, the county's workforce will generally reflect the gender, racial and ethnic profile of the labor pools from which the county recruits and selects.

Through its Diversity and Equity Office, the Government will continue to communicate its policies, both within the organization and to the community. The Affirmative Action Officer has designated authority to take action to implement the plan and to pursue solutions to problems that might impede the progress of this plan.

The Government is mindful of the fact that continued achievements in the area of equal employment opportunity and affirmative action are important. As a result, we have included additional action-oriented plans and programs for recruiting, communication, and reporting, to ensure that our compliance with affirmative action continues in good stead. As outlined in this AAP, Multnomah County, Oregon, is ready and willing to make affirmative action and valuing diversity both a commitment and a continued reality.

In closing, despite our progress, we still have much to do. We are a long way from where we were in 1975 when the program started, but we still are not where we need to be in being inclusive, embracing differences, responding to community needs, having a better understanding our clients, responding to our potential employee pool and the community we serve.

This plan will serve as a road map to lead the county forward in reaffirming our commitment to advancing and sustaining an organizational culture and climate that fully welcomes diversity and inclusiveness and builds public confidence in government services. Like any critical initiative, diversity accomplishments and progress requires continuous effort and relentless focus. Multnomah County understands that diversity is not a destination, but a journey that we need to work at every day to produce a high performance and culturally competent organization.

## GLOSSARY

**Adverse Impact:** A substantially different rate of selection that works to the disadvantage of members of a race, sex, or ethnic group.

**Affirmative Action:** Identifying existing or potential discriminatory conditions and making specific goal oriented corrective actions to eliminate and prevent unlawful discrimination.

**Availability Pool:** Total of those persons in the relevant work force who meet the minimum qualifications for various jobs.

**Benchmark:** A benchmark is a device used to measure the organizations performance against an identified outcome.

**Compliance:** The degree to which the organization carry out the benchmark goals and commitments in the Affirmative Action Plan.

**Discrimination:** Unequal or different treatment of an individual in any personnel action on the basis of race, color, sex, age, religion, national origin, political affiliation, marital status, sexual orientation, gender identity, source of income, familial status, or physical or mental disability or other protected status in accordance with applicable law.

**Discrimination Complaint:** A complaint that a personnel action was motivated by discrimination on the basis of race, religion, sexual orientation, sex, age, color, marital status, national origin, physical or mental disability, gender identity, familial status, source of income or political affiliation.

**Disparate Treatment:** Different treatment of employees or applicants based on their protected status.

**Eighty Percent Rule:** The "rule of thumb" for determining adverse impact. A selection rate for any group which is less than 80% (four-fifths) of the rate for other groups is evidence of violation of this rule.

**Equal Employment Opportunity (EEO):** A system of employment practices under which no individuals are excluded from consideration, participation, promotion, or benefit because of a protected factor. The purpose of affirmative action is to achieve equal employment opportunity.

**Goals:** Are benchmarks established to correct underutilization, which are to be achieved through good-faith efforts.

**Good-Faith Efforts:** Those actions that may voluntarily be developed to achieve compliance with the equal opportunity and affirmative action objectives.

**Harassment:** Verbal or physical conduct that is derogatory or shows hostility towards a employee because of race, color, sex, age, religion, national origin, political affiliation, marital status, sexual orientation, gender identity, source of income, familial status, or physical or mental disability or other protected status in accordance with applicable law.

**Job Group:** A grouping of job classifications in particular occupational areas.

**Minorities:** All persons classified as Black, Hispanic, Asian or Pacific Islander, or American Indian or Alaskan Native.

**Notices to be Posted:** Notices to employees, applicants for employment, and union members which describe pertinent provisions of the law or regulations, and information pertaining to the filing of a complaint.

**Organizational Unit:** A group of closely related jobs or functions (for example, a department, branch, or section) which functions as a single unit.

**Placement Goal:** Serves as objectives or targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work.

**Protected Class:** A group of people protected from employment discrimination under various rules or laws based of a designated characteristic.

**Requisite Skills:** The skills needed to do a job; those skills that make a person eligible for consideration for employment in a job.

**Statistically Significant:** A number of persons, or a mathematically significant quantity, that is large enough to allow a judgment to be made based on statistical analysis.

**Terms and Conditions of Employment:** All aspects of an employee's relationship with an employer.

**Underutilization:** Having fewer women or minorities in the employer's workforce than could reasonably be expected based on their availability in the labor area.

**Utilization Analysis:** The comparison of the number of minorities and women in the employer's workforce and the jobs that they occupy, to the availability of minorities and women in the labor area, and, in the case of promotional jobs, those promotable employees in the employer's own workforce.

**Workforce:** The total number of workers actively employed in the county.

**Workforce Analysis:** A statistical study of the numbers and percentage of employees by race, sex, ethnic origin, in each job category and rank for all employees of a specific employer.

**Workplace:** Any place county employees work including all county business locations and premises, all county-owned and leased property, or any place occupied by county employees while on-the-job.



# MULTNOMAH COUNTY

## AGENDA PLACEMENT REQUEST (revised 09/22/08)

### Board Clerk Use Only

Meeting Date: 03/11/2010  
Agenda Item #: R-3  
Est. Start Time: 9:30 AM  
Date Submitted: 03/01/2010

**Agenda Title:** Central Procurement & Contract Administration Annual Report

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.*

Requested Meeting Date: December 17, 2009 Amount of Time Needed: 30 Minutes  
Department: Finance Risk Management Division: Finance/Risk Mgmt - CPCA  
Contact(s): Sophia Cavalli  
Phone: 503-988-5111 Ext. 26106 I/O Address: 503/4  
Presenter(s): Mindy Harris, Brian Smith, Sophia Cavalli

### General Information

**1. What action are you requesting from the Board?**

Approval of Annual Report

**2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**  
Each year according to the Public Contract Review Board administrative rules, Central Procurement & Contract Administration (CPCA) is required to present an Annual Report to the Board.

**3. Explain the fiscal impact (current year and ongoing).**

None

**4. Explain any legal and/or policy issues involved.**

None

**5. Explain any citizen and/or other government participation that has or will take place.**

None

### Required Signature

Elected Official or  
Department/  
Agency Director:

*Mindy Harris*

Date: 9/29/09



Hope Garden located on the green roof of the Multnomah Building

# Central Procurement and Contract Administration

2009  
Annual  
Report





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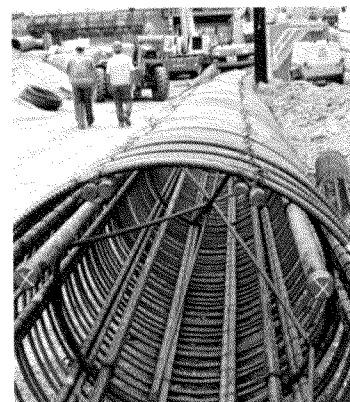
## Message from the Chair



## Services Provided



## Business and Workforce



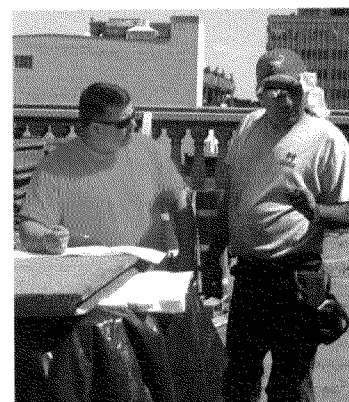
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## MESSAGE FROM THE CHAIR



Each year Multnomah County spends millions of dollars on goods and services. Central Procurement and Contract Administration (CPCA) is charged with ensuring that our purchasing practices best support the long-term interests of the County and its residents. This includes evaluating the economic, social, and environmental impacts of the purchases we make.

The new CPCA initiatives outlined in this report promise significant gains in efficiency, service and responsiveness to our customers. The County is responsible for a wide-range of services, including: the public library system, the public health system, mental health services, human services, a wide-range of public safety services, after-school programs, and some of the Willamette River Bridges, among others. As stewards of the taxpayers money, we want to ensure that every dollar is spent wisely and fairly.

Currently, CPCA is involved in a number of service improvement efforts that address issues raised in recent audits. These include playing a central role in the Contract System Redesign Team that will implement better ways of doing business, and leveraging the County's investment in our enterprise financial system to launch several e-business initiatives.

Other improvements include gains in Minority, Women, Emerging Small Businesses participation and sustainable purchasing initiatives that directly reflect my personal commitment to ensuring equitable participation and inclusion for our entire community.

I want to thank the CPCA staff for their leadership and innovation in creating numerous tools and policies in keeping with best practices. Their commitment to diversity and sustainability, responsible and equitable spending, and quality service is commendable and greatly appreciated.

Ted Wheeler,

A handwritten signature in dark ink that reads "TED WHEELER". The signature is stylized with a long, horizontal flourish extending to the right.

Multnomah County Chair



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## MESSAGE FROM THE MANAGER

As purchasing professionals, we are dedicated to an all-encompassing value-added function in which contract administration, contract compliance, customer service, sustainability and diversity all play important roles. In CPCA, we are committed to open, fair, competitive purchasing processes; we continually seek new tools and best practices to achieve the best value for Multnomah County.

Last year, CPCA helped convene the Contract Action Team to redesign the County's approach to contracting. This was an unprecedented effort which engaged purchasing staff and management from throughout the County to create the blueprint of a contracting system with greater transparency and accountability. The framework that the CAT group created will be implemented in the coming fiscal year as part of the Contract System Redesign project. The continued inclusion of CPCA staff and our departmental customers in these efforts will ensure the County is actively implementing and promoting public purchasing best practices.

It is my pleasure and honor to work with skilled, dedicated and committed Staff—I am proud of their efforts. CPCA has emerged into an organization that is committed to continuous innovation in our policies, procedures, MWESB and sustainability efforts. Because of our results, Multnomah County is developing a reputation as an outstanding leader in public sector purchasing. This is a credit to the professional staff who have risen to the challenges put before them.

In the coming year, we look forward to implementing new initiatives in the areas of contract processing and administration, finance administration and e-commerce. We will continue to support and leverage staff talent within CPCA and across departments, seeking innovations that deliver the best value for Multnomah County.



Brian R. Smith

A handwritten signature in dark ink, appearing to read "Brian R. Smith". The signature is stylized with a large initial "B" and a long, sweeping underline.

Manager

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# *CENTRAL PROCUREMENT & CONTRACT ADMINISTRATION*

## **Staff**



First Row: Catherine Kwong, Kathi Braeme-Burr (left to right)

Second Row: Nancy Walters, Brian Smith, Lynne Waite, Lisa Emery,

Third Row: Alandria Taylor, Rosie Bockowski, Paula Rickman, Robert Fields,  
Janna Allgood

Back Row: Jerry Jelusich, Barry Zimmerman, Karl Schorr, Lawrence Russell,  
Ken Scholes, Sherry Taylor

Not Pictured: Natacha Louden, Sophia Cavalli

Photo by: Sophia Cavalli

**Department of County Management**  
Central Procurement and Contract Administration  
501 SE Hawthorne Blvd., Suite #400  
Portland, Oregon 97214-3588

503-988-5111

[www.co.multcopurch.org](http://www.co.multcopurch.org)

## Central Procurement and Contract Administration (CPCA)

### **Mission Statement**

*We purchase goods and services to support the County's diverse needs. We ensure the best value for our citizens by facilitating a fair and transparent process.*

### **Building Vitality in the Marketplace**

The CPCA team leads the County's efforts in building a stronger, more vital contracting marketplace. Economic vitality requires an increased number, and a broader range, of businesses that are able to bid on county projects. This report highlights initiatives that expand contract opportunities for businesses that include professional services, materials and supplies, and construction.

The CPCA team supports county operations with an uninterrupted flow of materials and services. Multnomah County competitively procures materials and services, taking into consideration the best combination of price, quality and service.

CPCA staff manages County processes for purchase orders, bids and Requests For Proposals (RFPs) and performs analysis to determine if procedures can be improved. In addition, CPCA staff assists County users with information, training, and updates for the Public Contract Review Board (PCRB) Administrative Rules to ensure that all applicable laws, ordinances, administrative rules and policies are followed correctly. Local discretion is governed by ORS 279A-C (Oregon Revised Statutes' Public Contracting Code) and other applicable State of Oregon Purchasing laws and contract conditions required by federal and state funding sources.

### **Products and Services Purchased by Multnomah County**

CPCA staff members work on diverse contracts and contracting efforts throughout the year. CPCA staff support departments county-wide to purchase products and services in construction, health and human services, materials, and non-professional and professional services. These products and services are competitively bid and purchased through contracts, Requests For Proposals and purchase orders that may include:

- Adult foster care
- Food services for correctional facilities
- Bridge improvements
- Dental lab services
- Translation services
- Office supplies
- Mental health services
- Residential services
- Building maintenance and improvements
- Software services and licenses
- Energy assistance service
- Nutrition services for seniors
- Plumbing supplies
- Refuse and recycling services
- Street improvements
- Medical supplies

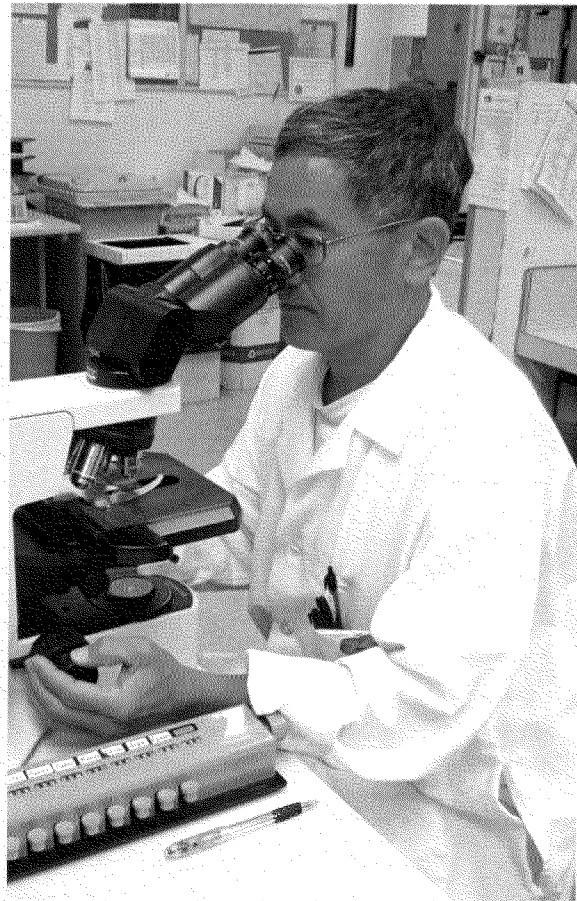
Our 2009 Annual Report covers July 1, 2008 to June 31, 2009. The following pages display a sample of the many services the County provides to Multnomah County residents. Throughout the year, CPCA staff may assist departments to purchase some of the services highlighted on the next six pages.

## Services Provided by Multnomah County



### **Pet Licensing**

Kiko was located and returned to his owners because he was wearing a license. Animal Services issues 40,000 - 60,000 pet licenses a year.



### **Laboratory Services**

Laboratory services are provided for nine health clinics throughout the County.

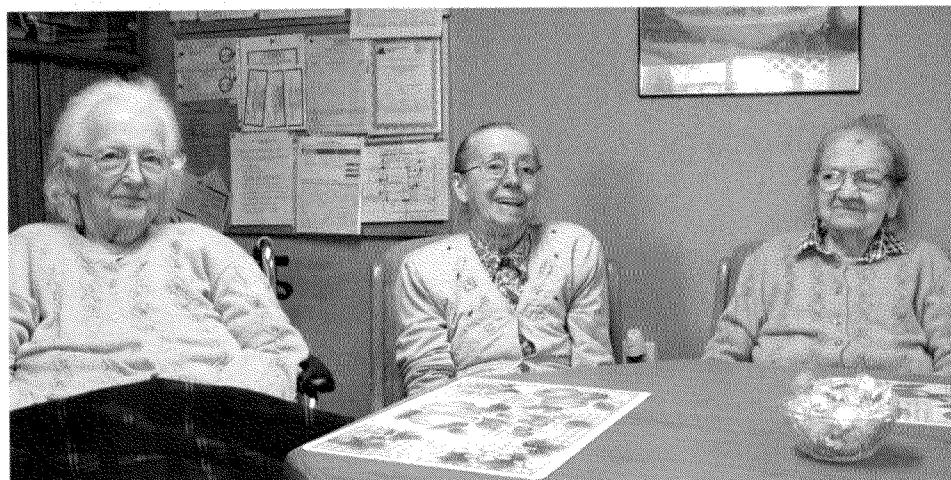


### **Public Safety**

The Sheriff's Office provides civil, corrections, and law enforcement services to Multnomah County residences.



## Services Provided by Multnomah County



### Adult Foster Care

There are more than 580 adult foster care providers throughout the county.

Adult Foster Care Clients:  
(from left to right)

Genevieve E. Pinckard,  
Mary Alice Gebhart and  
Lenora Zimmerman



### Food Handler Card

Multnomah County now offers online food handler card testing in seven languages: English, Spanish, Russian, Vietnamese, Korean, Mandarin and Cantonese.



### Sheriff Marine Patrol

The Oregon State Marine Board named the Multnomah County River Patrol Program of the Year in the State of Oregon for 2009.

## Services Provided by Multnomah County



### **Nursing Consultation, Technical Assistance and Training**

Rosalyn Crocker, RN (left)  
Community Health Support RN

Maria Zea (right)  
Owner  
Mt. Scott Adult Care Home



### **Translation Services**

Translators provide individual assistance in Burmese, Arabic, Spanish, Karen, Nepalese and Russian for clients.



### **Animal Services**

(Animal Shelter Cattery)  
Roughly 175 cats and dogs are rescued, cared for, adopted and placed into foster homes each week.

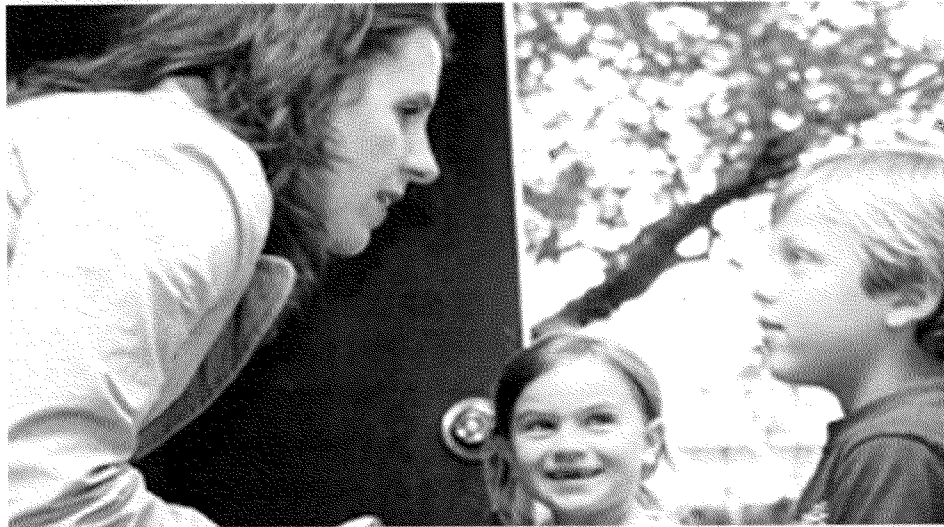


## Services Provided by Multnomah County



### Senior Meals

Each day 20 to 75 seniors gather for meals at the Loaves and Fishes Center.



### Summer Free Food Program

Commissioner Deborah Kafoury serves free lunches at Peninsula Park. The Summer Free Food Program provides free lunches for students in the summer at 59 locations in the County.



### Library Services

Holgate Library - Story Time  
Each of the county's 17 libraries provides a wide range of services including youth and cultural programming.

## Services Provided by Multnomah County



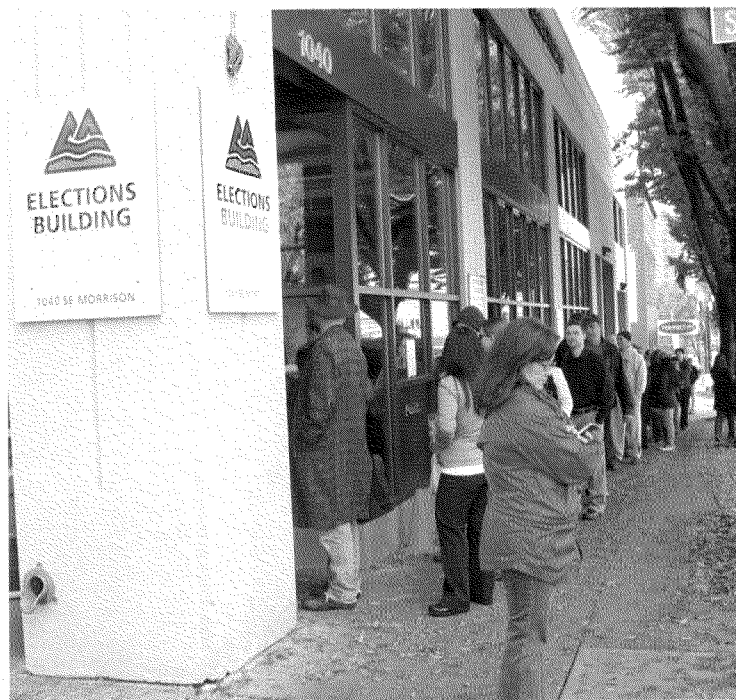
**Health Clinics and Pharmacies**  
East County Health Clinic and Pharmacy  
Between 150 to 200 patients visit each day.



**Aging and Disability Services**



## Services Provided by Multnomah County



### Elections

The Elections Division collects and sorts ballots and offers in-house voting, vote-by-mail, assistance to voters with disabilities, language assistance, and voter registration. During the 2009 November elections, the Elections Division processed over 360,000 ballots with a voter turn-out of over 86%.



## Business and Workforce Development

### Background:

Multnomah County is committed to supporting business and workforce development. For over thirteen years, the County has collaborated with other local jurisdictions, including the City of Portland, to implement initiatives to increase opportunities for women and minorities in contracting opportunities.

Multnomah County's Minority, Women and Emerging Small Business (MWESB) Program promotes diversity and equal access for businesses seeking to sell goods and services to the County. Additionally, the County supports initiatives and programs that ensure equal employment opportunities in the construction trades for women and minorities.

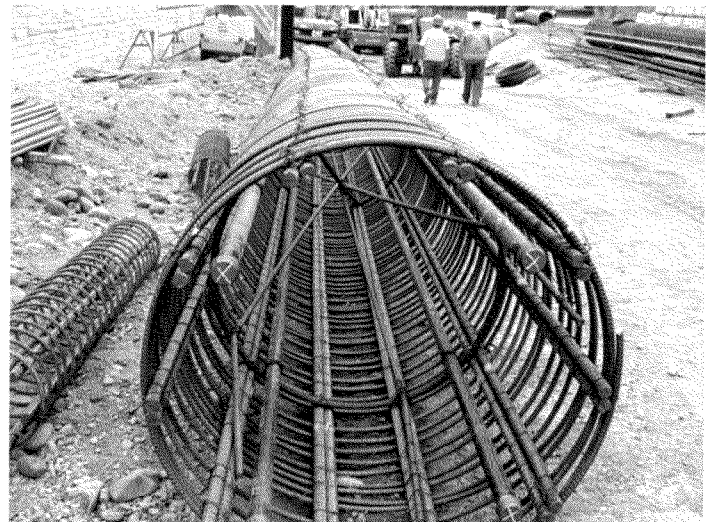
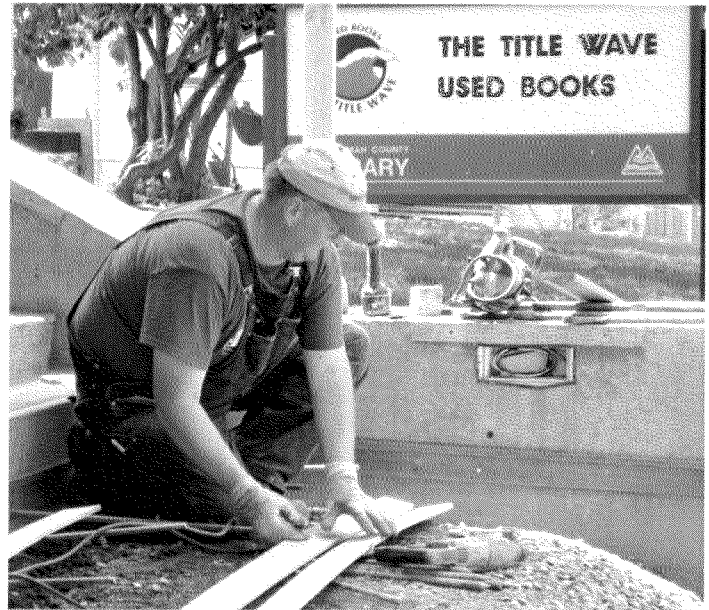
### Good Faith Effort Program

Good Faith Effort (GFE) requirements apply to construction projects expected to total more than \$200,000. Prime contractor bidders must afford equitable subcontracting opportunities for MWESB contractors and submit documentation demonstrating their GFE to award contracts to MWESB firms. The GFE program requires prime contractors to contact and follow-up with at least five minority-owned, women-owned, or emerging small business contractors from the State of Oregon's certified list of MWESB contractors for each separate division of work on county projects.

### Workforce Hiring and Training Program

The goal of the Workforce Hiring and Training Program is to increase the number of women and minorities in the construction trades through apprenticeship opportunities.

The County requires workforce training on its construction projects to ensure that County-funded projects offer equal opportunity employment in the construction trades. Contractors must make reasonable efforts to ensure that their workforce reflects the diversity of Multnomah County.



Multnomah County projects under construction.



### Technical Assistance Program

The Technical Assistance Program is designed to provide Minority, Women and Emerging Small business owners and their employees with various opportunities to participate in training and services. The program is intended to ensure the longevity and success of MWESB firms in the regional construction industry. Additionally, Multnomah County supports programs and training for women and minorities seeking to enter construction related trades.

### Qualified Rehabilitation Facilities (QRF)

State of Oregon Product of Disabled Law (ORS279.835-279.855) governs the purchases of goods and services from QRFs. QRF businesses are state-registered businesses providing vocational development to assist people with disabilities achieve maximum independence and self-sufficiency. This support includes accommodations such as special training and job modifications. Multnomah County encourages the purchase of goods and services from QRFs whenever possible.



---

# SUSTAINABILITY

Multnomah County is a leader in sustainable practices and is recognized nationally by the National Institute for Government Purchasing and Responsible Purchasing Network for innovations and leadership in sustainability. Over the past two decades Multnomah County has adopted more than thirty policies related to protecting environmental and public health. Of these policies, nearly a dozen are specifically related to purchasing practices; some of these include but are not limited to:

## **Leadership in Energy and Environment Design (LEED) Gold and High Performance Green Building**

This policy implemented additional improvements in green building practices since the adoption of the County's 2004 Green Building policy. The policy:

- Declares that high performance green building practices shall be followed for all construction and renovation projects greater than 10,000 square feet.
- Covers buildings leased by the County as well as owned.
- Supports the Architecture 2030 Challenge to reduce greenhouse gas emissions.

## **Solar Energy Projects on County Facilities**

With this policy, Multnomah County acknowledged global warming resulting from human activity.

- In partnership with Energy Trust of Oregon, the County built solar power production resources on county buildings, using them as a source of power (and selling excess power back to utilities).
- The project was hailed as the largest solar power project in Oregon.
- This policy helped build the local market for green energy.

## **Purchase of Green Power**

This policy strives to reduce pollution caused by the use of fossil fuels and to purchase power from renewable sources.

- This policy highlights the relatively low impact of hydroelectric facilities and the near-zero impact of wind power.
- The County began purchasing renewable energy from PacifiCorp and General Electric in 2000.

## **Green Building**

A cross-departmental Multnomah County team, assisted by Portland State University students, found that the benefits of adopting a high-performance green building policy outweighed the costs by a factor of 10 to 1.

- The policy identifies the environmental and health problems inherent to US buildings (i.e. high electricity and raw materials consumption, contribution to greenhouse gases and landfill waste, and human health impacts).
- The County, with other governments in the region, adopted this policy before it became an industry standard.





Solar panels at Yeon Building.

### Green Cleaning

Previous adoptions by the Board of Commissioners paved the way for this policy, which recognizes the risks to environmental and human health posed by certain cleaning products. Recommendations by a cross-departmental team included:

- A phased approach to introducing environmentally safe cleaning products.
- Training in the use of new environmentally safe cleaners for custodial service providers.
- Establishment of Central Stores as the source for the County's janitorial supplies.

### Toxics Reduction Strategy

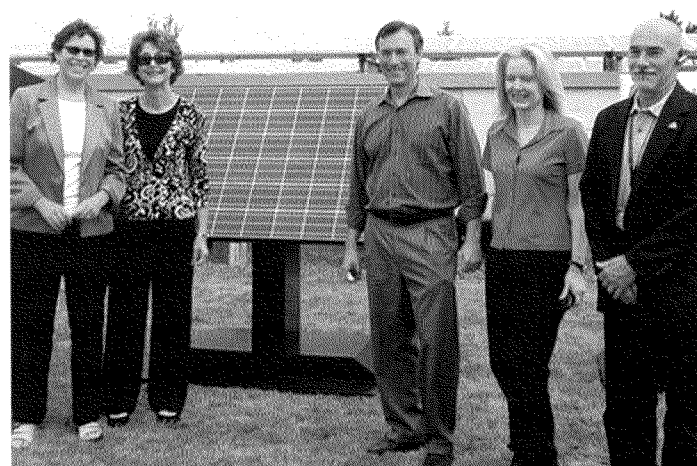
A team composed of representatives from local governments across the region, Portland State University, Oregon Health and Science University and the general public reviewed internal operations and best practices of other local governments regarding toxic reduction.

- The resulting policy calls for the use of a framework for replacing toxic substances with less-toxic viable alternatives by 2020.
- The policy is being executed concurrently with the development of a plan by the Oregon Department of Environmental Quality to eliminate persistent bio-accumulative toxics in Oregon by 2020.

### Recycling

Recognizing the benefits to the environment as well as the local economy, Multnomah County established recycling at all its facilities in 1989.

- A policy stating a purchasing preference for recycled materials followed in the same year.



Commissioner Shiprack, Commissioner McKeel, Commissioner Cogen, Kat West, and John Schrotzberger



Solar panels at Yeon Building.

- An updated 1996 policy increased the preference on recycled paper to 15% and defined recycled paper as containing not less than 25% post consumer recycled material.



## COMMUNITY PARTNERING

Creating and maintaining partnerships is a vital component of CPCA's outreach efforts. CPCA staff members serve on numerous committees and participate in a wide range of organizations, including:

- African American Chamber of Commerce
- Asian American Business Alliance
- Hispanic Metropolitan Chamber of Commerce
- Minority Business Opportunity Council
- Native American Chamber of Commerce
- National Association of Minority Contractors
- National Institute of Governmental Purchasing
- Oregon Association of Minority Entrepreneurs (OAME)
- Oregon Public Purchasing Association
- Philippine Chamber of Commerce
- Small Business Advisory Council

Throughout the year, CPCA staff participates in over 90 events and meetings as community partners.



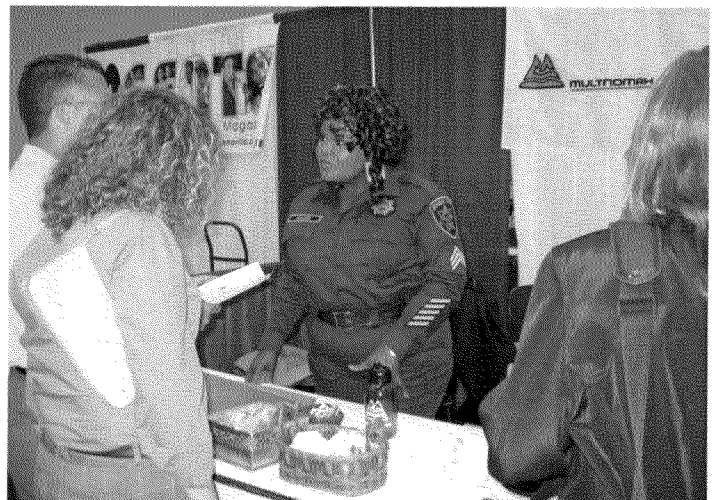
Native American Chamber of Commerce Annual Gathering.



OAME Annual Trade Show at the Oregon Convention Center.



Asian American Business Alliance Quarterly Meeting at the Portland Classical Chinese Garden.



Hispanic Metropolitan Chamber of Commerce Annual Employment and Contracting Trade Show at the Oregon Convention Center.

# ACHIEVEMENTS

## CPCA Achievements

As procurement professionals, CPCA staff members are dedicated to continuous improvement, gains in efficiency, and customer service to internal and external customers. Over the last year, CPCA has developed and implemented key enhancements, to illustrate these improvements, some examples are provided below.

### Departmental Purchase Order Process

CPCA staff delegated purchase order authority to the department level. This process provided savings in CPCA staff time to work on more value-added activities such as researching best practices. Additionally, this process reduced the time for departments to create purchase orders, in order to make Multnomah County purchase orders more efficient.

### Contract System Redesign

In October 2008, following the release of the Auditor's Report on the management of large contracts CPCA helped convene a multi-departmental Contracts Action Team (CAT) to assess the County's current contracting processes and recommend improvements vital to achieving greater accountability. The CAT issued the following recommendations, which were adopted by the Board of County Commissioners:

1. Adopt and implement a clear structure for the contract process County-wide.
2. Assess risk for each contract to appropriately scale the contracting process.
3. Focus resources where they add the greatest value.
4. Train and support the staff responsible for contracting activities.
5. Acquire new electronic tools essential for implementing this framework.
6. Implement quick fixes immediately.
7. Make continual improvements to maintain and upgrade the adopted framework.

The Board of County Commissioners directed CPCA to implement the CAT recommendations. The Contract System Redesign project is currently underway and is designing and implementing the contracting system described in the CAT Report.

### Continuously Open Procurements

CPCA staff created a continuously open procurement process for the purchases of services County-wide. This process accommodates the addition of new vendors on a periodic basis, allowing the county to qualify a pool of vendors and the option to contract with them as the county's needs change. Finally, it benefits small businesses, enabling them to qualify periodically instead of having to wait until the next procurement at the end of a multi-year contract. Executing this process saves county staff time as well as administrative and advertising costs.

## A Year in Review

Goods and services  
purchased:

**\$229,130,760**

Contracts and amendments  
processed:

**1137**

Training hours provided to  
county staff:

**314**

Staff that received new  
professional certifications:

**24%**

Staff currently holding  
professional certifications:

**61%**

---

### **Re-designed Equal Employment Opportunity Certification (EEO)**

CPCA staff re-designed the County's Equal Employment Opportunity Certification process to create savings of over \$26,000 and to improve efficiency and ease for vendors contracting with the County.

### **Prequalification**

CPCA staff designed a new construction prequalification application that is easier for construction vendors to submit and complete as well as created a projected specific prequalification application for use on especially complex public works projects.

### **Lessons Learned**

In accordance with industry best practices, CPCA staff collect and archive Lessons Learned on past procurements. In addition, staff members present Lessons Learned during staff meetings as a training tool for improvements and less experienced staff members.

### **Department Training**

CPCA conducted formal classroom trainings as well as customized trainings for departments during 2009. Formal offerings included "How do you Buy it?", "Procurement and Contracts", and "Basic Contract Administration". Department trainings were specifically tailored to meet the unique needs of customers and were presented to the Health Department, DCHS Mental Health Managers and DCHS Community Programs. During 2009, CPCA staff trained 126 employees County-wide and provided 314 hours of training.

### **Professional Certification**

Twenty-four percent of CPCA staff dedicated hundreds of hours of training and study to pursue professional development and professional certifications. Brian Smith earned his Certified Public Purchasing Officer certification from the National Institute of Government Purchasing (NIGP), Barry Zimmerman earned his Certified Public Purchasing Buyer certification from the NIGP, Kathi Braeme-Burr earned her Oregon Procurement Basic certification from DAS State Procurement Office, and Alandria Taylor earned her Master Compliance Administrator certification from the American Contract Compliance Association, Morgan State University.

### **Administration**

CPCA has streamlined numerous administrative requirements, including standardizing boiler plate contract language, developing various procurement templates and implementing process improvements. This has resulted in CPCA reducing the average contract review period to only five days.



---

## **PROCUREMENT ACHIEVEMENTS**

As procurement professionals, throughout the year CPCA staff works diligently to develop and implement numerous tools and strategies in keeping with best practices. The examples below of specific procurements illustrate some of the past year's improvements:

### **Assessment and Taxation Software Solution**

This solicitation sought proposals from firms specializing in Real Property Assessment, Tax Billing and Tax Collection Systems to create a customized, turnkey, commercial-off-the-shelf software solution to replace the County's present aging systems.

CPCA formed a collaborative team with Assessment & Taxation, County Attorneys, and Information Technology to create a complex software solicitation. This multi-step procurement process included written proposal evaluations, Competitive Range determination, remote demonstrations, three-day on-site demonstrations, establishment of a primary and secondary list, and site visits to view actual customer operations using the Proposers' solutions. The new procurement process utilized multiple selection steps for the first time, and resulted in an outstanding software solution with additional features, and under budget.

### **SUN Regional Service Centers**

This RFP sought providers for the SUN Regional Service Centers, which serve six major geographic areas within Multnomah County. SUN Regional Service Center providers support SUN Community Schools at designated school sites.

SUN (Schools Uniting Neighborhoods) offers classes and programs for both children and adults during non-school hours.

- SUN Community Schools coordinate and provide educational, recreational, social and health services in 58 SUN Community Schools in six school districts across Multnomah County. SUN Community Schools serve all ages, preschool to seniors, with a focus on the students in the immediate school community. They are open before and after school, evenings and weekends.
- The SUN Service System serves Multnomah County's low-income communities by providing social and support services to youth, families and community members that lead to educational success and self-sufficiency. Services are delivered through school-linked and school-based strategies and include: Academic Support and Skill Development for Youth; Early Childhood Programs; Parent/Family Involvement and Education; Case Management; Anti-Poverty Education and Support; Housing Stability; Economic Self-Sufficiency; Basic Needs; Health; Mental Health & Addiction and Service Access, Information & Referral, Linkage.

As part of the County's commitment to a more diverse vendor pool, this RFP featured a limitation (of two) on the number of regional service centers that could be awarded to any one vendor. Increased emphasis was placed on culturally specific qualifications in order to better serve diverse communities. Additionally, over 50% of the evaluators included minority individuals reflecting the communities served.

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### **Multnomah County Alcohol and Drug Outpatient and Residential Services**

Seeking to improve the coordination of the delivery of Alcohol and Drug services for 647 outpatient slots, the Department of Community Justice and Department of County Human Services collaborated to issue a single, joint formal procurement for this year.

By adopting a joint effort, the County was able to save at least \$25,000 in avoiding two separate formal procurements. Also, the departments conducted a joint contract allocation process, ensuring that contracts were allocated with the entire Alcohol and Drug community's needs and requirements in mind—another first.

Additionally, this procurement included a continuously open feature. This allows the department to add additional vendors to our pool of contracts as frequently as every six months. This feature addresses a problem the departments had with a dwindling vendor pool and no ability to add new vendors before the five year procurement expired.

### **Multnomah County Library Radio-Frequency Identification (RFID) Tags and RFID Circulation and Security Equipment**

Multnomah County Libraries were faced with a persistent problem of theft. An audit had identified over \$2 million in lost or stolen items across the entire library system. To address this issue, this procurement initiated a major security improvement to reduce that theft rate.

CPCA and the Library staff worked intensively to conduct a two-step evaluation process. This process featured a written proposal evaluation, followed by rigorous product demonstrations for the top scorers. Three of the five respondents were European-based firms, a hotbed for the development and use of RFID tag technology for libraries. The selected vendor was a Swiss firm.

As a result of this contract, two million RFID tags were successfully delivered to the Library on time, and the library has seen a major reduction in the number of lost and stolen materials.

### **After-Hours Advice Nurse**

Multnomah County Health Department (MCHD) uses an after-hours nurse advice service to assist primary care patients when clinics are closed. CPCA conducted a new procurement in 2009 to provide after-hours nurse advice for an expiring contract. Elements new to the 2009 procurement included prescription refills, no translation fee for Spanish language interpretation, and higher reporting and billing standards.

The new procurement resulted in a 35% savings, close to \$125,000 over five years. Also, new service and reporting enhancements enabled the County to shift workload to deliver greater value added services. Additionally, the new provider added three phone lines, saving patients and the County time and money.

The new contract refines County clinical protocols and workflows to higher standards, includes health education services, and provides standard and custom reports for clinical and financial applications and analysis.

*"I know that I speak for others who have worked on this process when I say thank you! What great customer service and professional support CPCA provided for the After-Hours Advice Nurse RFP. It's always great to recognize excellent professional partnerships."*

-Valerie Whittlesey  
MCHD Customer

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# **SUSTAINABILITY ACHIEVEMENTS**

Multnomah County is committed to a clean environment, a healthy community and a vibrant local economy. During the last year, CPCA staff worked to support the County's legacy of over 30 policies related to sustainability and sustainable purchasing.

## **Environmental Protection Agency (EPA) Grant**

Multnomah County secured over \$330,000 in grant money from the EPA and the Oregon Department of Environmental Quality to retrofit County vehicles with emission control devices. CPCA staff collaborated with the City of Portland on the grant and developed a joint procurement for the retrofit of County and City vehicles. In addition, local contractors are now able to access \$325,000 in EPA grant funds for retrofits of their construction fleets. These combined efforts to reduce diesel emissions make long lasting improvements to community health. Diesel exhaust ranks among the top air toxics in Oregon.

## **Sustainable Purchasing Coordinator**

CPCA was awarded a grant to host a full-time Americorps member for a second year to fill the role of Sustainable Purchasing Coordinator. Collaborating with the Sustainability Program and departments, the Sustainable Purchasing Coordinator developed and executed a number of initiatives to enable CPCA to contribute to the County's sustainability goals.

## **Sustainable Purchasing Checklists**

Sustainable purchasing checklists were developed for purchases at every level, from small purchases up to million-dollar purchases. These checklists provide County staff with a list of criteria to allow them to include the most appropriate sustainability factors in their sustainable-purchasing decisions.

## **Case Studies**

- **Printer Cartridges:** Central Stores saved the County over \$44,000 by switching to new compatible cartridges. The new compatible printer cartridges are made of recycled content and are purchased from a Qualified Rehabilitation Facility where at least 75% of the work is performed by employees with documented disabilities.
- **Solar Power:** Multnomah County negotiated an innovative contract to provide solar power to three County facilities. The negotiated cost is at or below the costs of traditional energy sources and presents none of the environmental issues associated with traditional energy. Additionally, the contractor agreed to provide training for green jobs, and charged the County no set-up fees.
- **Lighting:** Facilities and Property Management leveraged financial incentives offered by the Energy Trust of Oregon to upgrade inefficient lighting and ballasts. These retrofits saved over \$57,000 a year. Equally as important, the County saved 700,000 kilowatt hours and reduced 49 tons of CO<sub>2</sub> emissions.
- **Janitorial Supplies:** Central Stores saved the County over \$19,000 by switching to a brand of bathroom tissue and hand towels with a higher recycled content. In addition to the costs savings, a higher recycled content reduces the amount of trees, oil and water needed when compared with 100% virgin content. Additionally, the new supplier is certified as a Minority Business Enterprise (MBE).

## **Employee Survey**

During the spring, CPCA conducted an employee survey on knowledge of sustainability and purchasing habits with an impressive 25% of the County's 4,000-plus employees responding. The survey results indicate that employees are interested in obtaining information on how to purchase sustainable products and key criteria for selecting sustainable products. Additionally, almost all employees that responded to the survey participate in some form of recycling.

## SUSTAINABILITY PARTNERS

"Historically, Multnomah County has done a great job in providing opportunities for small business that in turn provide economic stimulus for our region. We are proud of Multnomah County's High Performance Green Building Policy which allows our firm to live its mission that environmentally responsible approaches to engineering are essential in sustaining our natural resources."

**Flaviano V. Reyes, Jr., P.E.**  
**President**  
**Reyes Engineering, Inc.**  
**MBE**



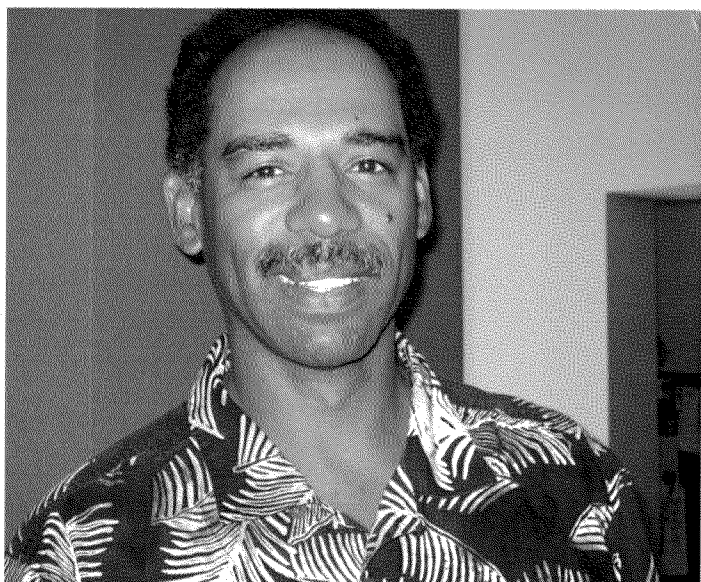
"We have structured ourselves as a value-based firm with an emphasis on people, the environment and community. Multnomah County shares our values. We have enjoyed our relationship with the County as part of our on-call service agreement."

**Deb France**  
**Principal**  
**Oh's planning + design**  
**WBE**



"We truly appreciate the County's leadership and integrity in sustainable practices. Over the years Multnomah County has demonstrated its commitment and concern for livability, cost effectiveness and sustainable design. As a result we've developed a strong relationship with the County – our core values, purpose and mission are very much in alignment. Consequently, we look forward to contributing on future sustainable projects that bring value to our community."

**William Hart, AIA**  
**Founder/Principal**  
**Carleton Hart Architecture**  
**MBE**



# MWESB HIGHLIGHTS

Multnomah County continues to achieve gains in contracts, dollars awarded, and payments made to Minority, Women and Emerging Small Businesses (MWESBs). This is reflected in the contracting results achieved over the last year.

The percentage of contracts awarded to MWESBs increased from 14.3% in 2007 to 29.2% in 2008 and reached 33% in 2009. Additionally, the percentage of dollars awarded increased from 11.1% in 2008 to 16.8% in 2009. The County achieved impressive results in payments to MWESBs. Payments increased from \$3,765,610 in 2008 to \$4,789,134 in 2009, accounting for a 21% increase and an additional \$1,023,524. Since 2007, the County has paid over \$13 million to MWESBs.

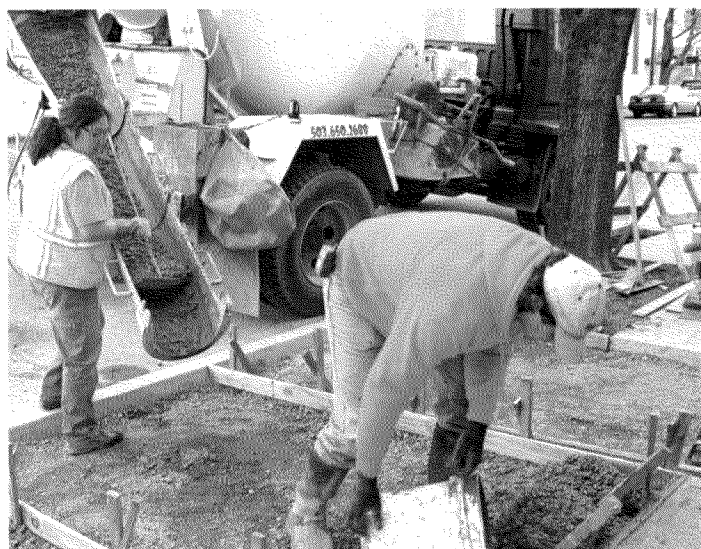
The County increased business and workforce development efforts by providing training and sponsoring programs for MWESBs as well as women and minorities seeking entry into construction related trades. These efforts provided 157 participants with 5,800 hours of training. Additionally, efforts to support and strengthen community and business partnerships included CPCA staff attendance at over 90 community meetings and events.

In summary, the County's 2009 MWESB achievements include:

- Contracts awarded reached 33%
- Dollars awarded increased 6%
- Payments made increased 21% and over \$1 million
- The County made payments to 101 MWESBs
- Provided 5,800 hours of training to 157 participants
- Staff attended over 90 community meetings and events

## OAME Chairman's Award

Each year, the Oregon Association of Minority Entrepreneurs (OAME) holds an Annual Conference. At OAME's 21st Annual Conference in 2009, Sam Brooks, Chairman of the Board, presented Chair Wheeler with the prestigious Chairman's Award. This award is given annually in recognition of exceptional leadership and support of Minority, Women and Emerging Small Businesses.



Pictured: Jorge Guerra, Hector Roche, Sophia Cavalli, Sam Brooks. Hector Roche and Sophia Cavalli accepting the award on behalf of Chair Wheeler.



## Technical Assistance Program

Small businesses make up more than 80% of all businesses in the United States. Locally, Multnomah County supports small businesses with technical assistance. In 2009, the County expanded technical assistance efforts across a spectrum of services and programs to include business and workforce development. These programs support existing Minority, Women and Emerging Small Businesses, as well as individuals aspiring to enter the construction trades.

## Turner School of Construction

Turner School of Construction provides training to Minority, Women and Emerging Small Business owners in the construction industry. The program is uniquely designed to enhance the technical, administrative and managerial skills of businesses. Individuals enrolled in the program gain insights and learn to use meaningful tools that help them target their business for quality and growth and to develop strategic business relationships.

Over six weeks, participants delve into topics that include: effective business plans; banking and financial management; marketing strategies; scheduling, estimating; purchasing; daily operations; safety; billing; risk management; and measuring performance.

*"Turner School of Construction helped me achieve many goals. This is one of the best classes I would recommend to anyone to take it and learn from it."*

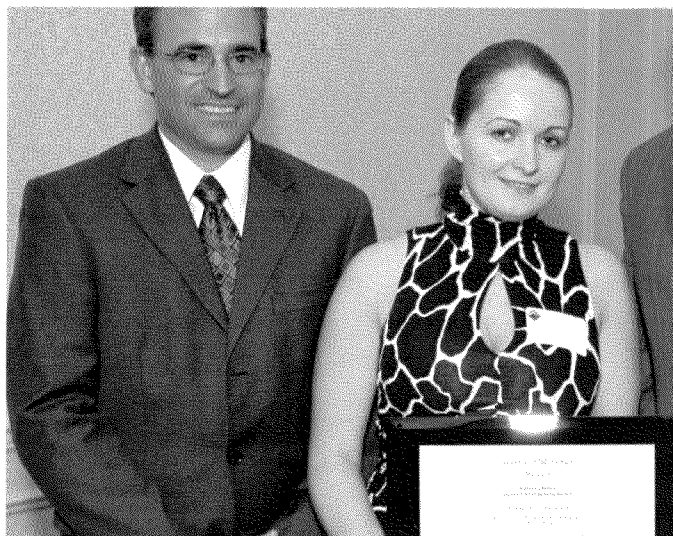
-Natalia Lifanov, President  
Expedia Custom Building  
WBE

*"Turner's commitment for small businesses is commendable. I really appreciated the estimating and marketing classes. I learned a great deal in the program. Today, I have new relationships and a contract with Turner. Thank you for supporting this Program and small businesses."*

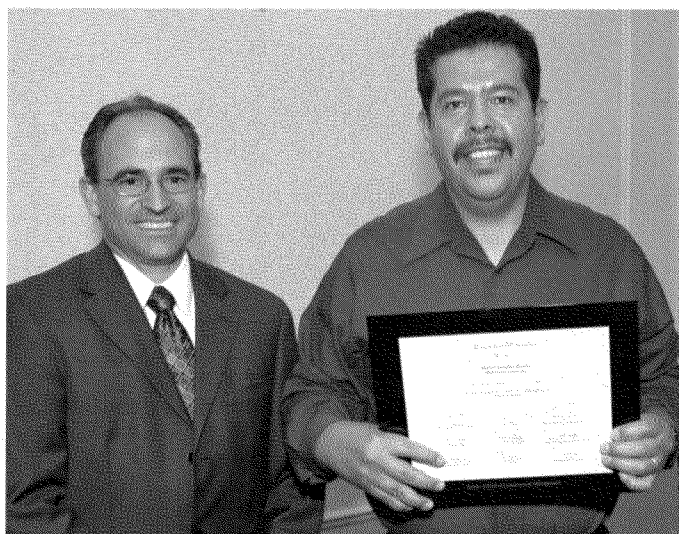
-Miguel Sanchez Duarte, President  
MSD Construction, Inc.  
MBE

*"The Turner School of Construction class gave me the tools and knowledge necessary to be a more impactful partner in my business, and has afforded me the opportunity to develop relationships with other small companies that will help us to all work and grow together in the years to come."*

-Jacqueline Butts  
Railing and Fence Innovations, Inc.  
Business Development Officer  
ESB



Natalia Lifanov at graduation ceremony



Miguel Sanchez Duarte at graduation ceremony



Jacqueline Butts at graduation ceremony

## Metropolitan Contractor Improvement Partnership, Construction Business Training Program

Multnomah County sponsored Metropolitan Contractor Improvement Partnership to provide The Construction Business Training Program. This Program assists minority-owned firms to improve and implement business management systems and provide on-the-job mentoring and project management.

Additionally, program participants take part in workshops and receive one-on-one consultation in the following areas: financial management; projections and job costing; estimating; human resources; insurance and bonding; technology; safety planning; and project management.

*"Metropolitan Contractor Improvement Partnership (MCIP) appreciates the support of Multnomah County to provide capacity building for historically underutilized construction businesses."*

-Tony Jones, Executive Director

Participants remain in the project for up to three years.

*"MCIP has assisted me with all aspects of my business from bidding and estimating to networking opportunities with general contractors and identifying new projects for us to pursue. I am running my business better and I can honestly say that we have benefited by at least six or seven new jobs this year."*

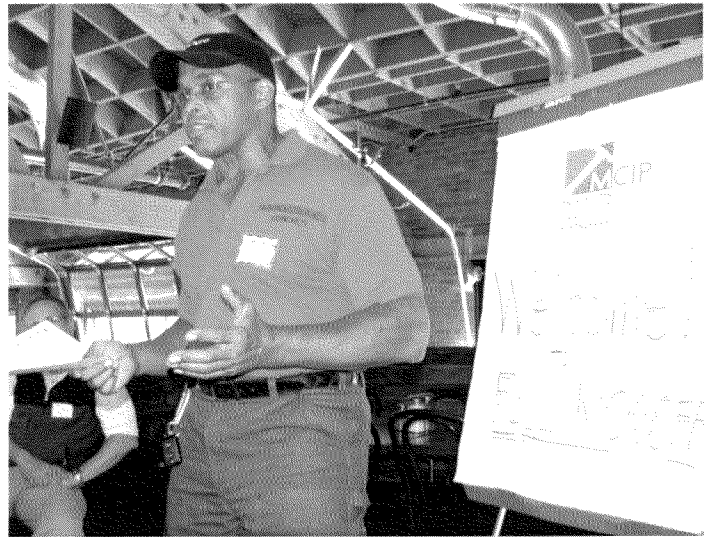
-James Faison, President  
Faison Construction

*"It has been great to be part of MCIP and they recently created a great mentoring relationship for us with CH2M Hill Construction Co. to better our business and diversify our services."*

-Rosa Martinez, President  
Professional Minority Group, Inc.  
MBE

*"Apart from being able to participate in trainings, the coaching and mentoring has been invaluable to our business. This Program is assisting us to define new business goals, plan and then execute them. We are now building systems and planning for the future in a way that will ensure we are navigating the recession the best we can. Thank you Multnomah County for your support of this program!"*

-Arturo Jenkins  
Jenkins Painting, LLC  
MBE



James Faison



Rosa Martinez



Arturo and Maria Jenkins

## Oregon Tradeswomen, Inc. (OTI)

Multnomah County sponsored Oregon Tradeswomen, Inc. to provide two training opportunities for low-income girls and women; The Building Girls Summer Camp and Trades and Apprenticeship Career Class for Women.

The Building Girls Summer Camp provides young girls the opportunity to experience the possibilities of construction-related careers. The training at the camp includes topics like building math, learning how to frame a shed, workplace safety, as well as visits to apprenticeship programs. In addition to these hard skills, the girls learn leadership, the importance of undertaking new challenges, and team building skills.

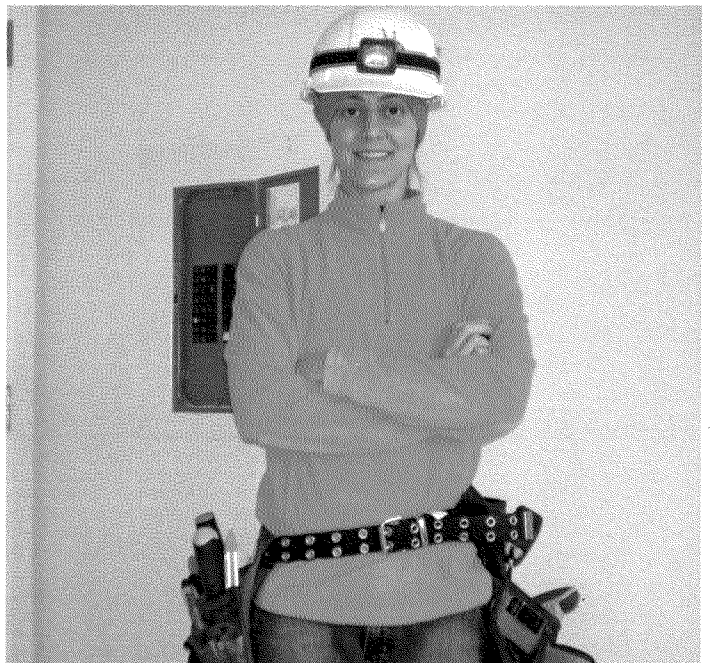
The Trades and Apprenticeship Career Class for Women prepares low-income women for pre-apprenticeship programs in the building, construction, mechanical, and utility trades over several months. Classes covered many topics and provided hands-on construction training in the areas of: basic safety; tool training; creating a trades resume; overview of green jobs; environmental remediation certification; site visits to apprenticeship programs; and math and measuring skills.

As a result of this sponsorship, 43 low-income women and girls positively benefited from the training for careers in the building, construction, mechanical, and utility trades.

Amy Swanson, a recent graduate, had been a commercial ceramic artist for over 10 years. Amy was interested in becoming an electrician and entered the program at OTI. She was surprised by all the support the program provides. "Learning with other women of a wide age range, 19 to 45 years old, was very enriching. Nothing else would have adequately prepared me for working at a jobsite" says Amy. She encourages younger women to start in the trades. "This is a real opportunity and it's worthwhile." Within three weeks of completing the program at OTI, Amy was hired full-time. Amy is one of five women of the 100 employees on her current jobsite.



Building Girls Summer Camp



Amy Swanson



### Minority Business Executive Program

Multnomah County sponsored the minority business executive program. Twenty-one minority-owned businesses participated in the unique program at the University of Washington's Michael G. Foster School of Business. The 2009 class included professionals from a variety of industries ranging from marketing, engineering, logistic planning, construction and software to professional services and even personal care products.

The one-week extensive program provides knowledge, tools and a valuable network needed to achieve business success. Key topics of the program include: finance and accounting; brand management strategy; leadership; entrepreneurship and innovation; marketing strategy; human resource management; and business ethics.

*"The overall program exceeded my expectations. From my first day back in the office, I immediately began implementing and executing what I learned. Beyond what I learned in class, I am still communicating with other participants in the program and we have done business with two companies from the program."*

-Sandy Lardieri, National Marketing & Sales Director  
Fulfillment Corporation of America  
MBE



Sandy Lardieri



The Graduating Class of 2009

### Presentations and Elevator Speeches Training

The County partnered with the City of Portland to offer Minority, Women and Emerging Small Business owners and their employees the opportunity to hone their public speaking and marketing skills. Through interactive presentations and exercises, participants received coaching, feedback and assistance.

*"I found this training to be extremely beneficial. It helped me to think 'out of the box' and improved my confidence, comfort level and skill in speaking publicly. Additionally, this class gave me and my employees tools to get our message out in a very clear and concise manner that lets our customers know what we provide. It also gives them a sense of confidence about us as business professionals."*

-Sharon Maxwell, President  
Boanerges Group, LLC  
MBE



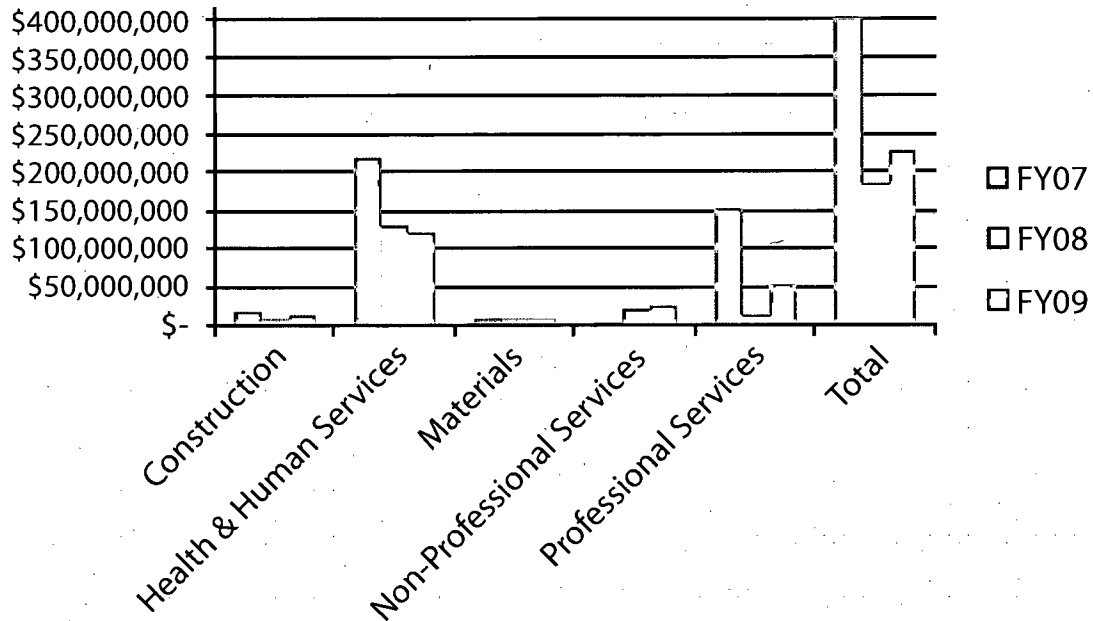
Sharon Maxwell

# PERFORMANCE MEASURES

During the past year, CPCA staff supported departments county-wide in purchasing products and services in these categories: construction, health and human services, materials, professional services and non-professional services. Additionally, CPCA staff processed thousands of contract renewals and amendments.

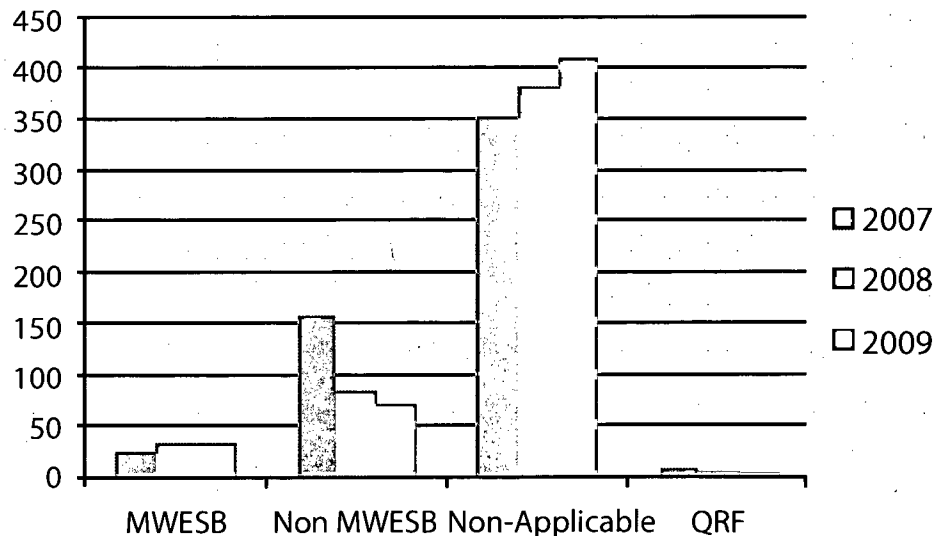
In fiscal year 2009, the largest amount of all dollars awarded, 76.8%, was for health and human services and professional services combined. The smallest amount, 4.3% was for materials and 6.6% for construction.

Dollars Awarded by Catagory



During fiscal year 2009, CPCA staff worked with departments and vendors to award 524 contracts worth over \$229 million. In comparison, during fiscal year 2008 the County awarded 509 contracts valued at over \$183 million.

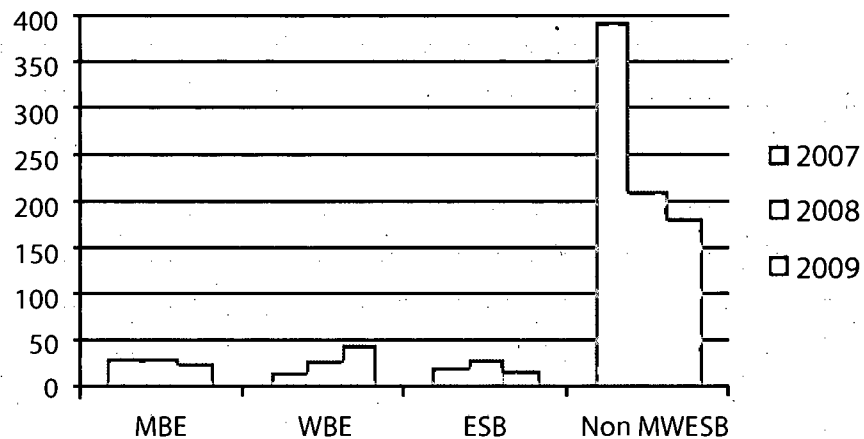
Total Number of Contracts



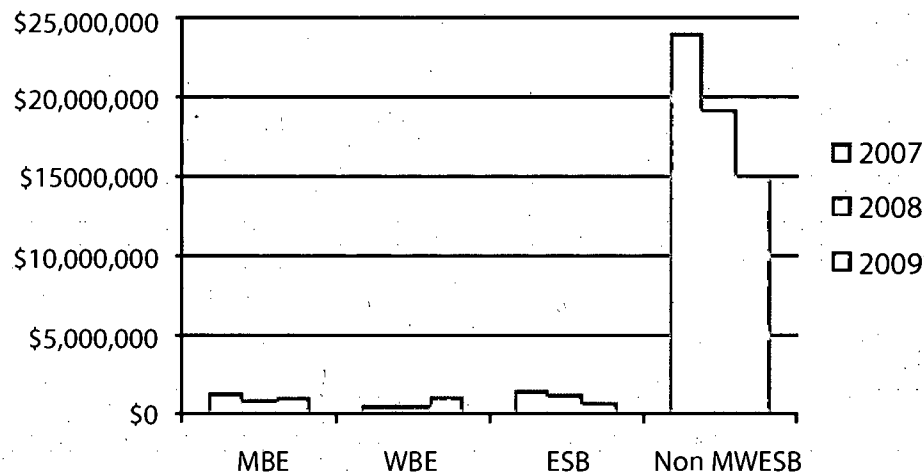
The charts on the next three pages organize contracts into three main categories:

- **MWESB and Non-MWESB Awards**—These are subdivided into Minority Business Enterprises, Women Business Enterprises, and Emerging Small Businesses (MWESBs) and Non-MWESB.
- **Non-applicable Awards**—Vendors in this category are either ineligible for MWESB certification, or they chose not to apply for that status. They may be government agencies, nonprofits or other non-government organizations such as utilities.
- **QRF Contract Awards**—Vendors who are Qualified Rehabilitative Facilities under the State of Oregon Product of Disabled Law (ORS 279.835-279.855).

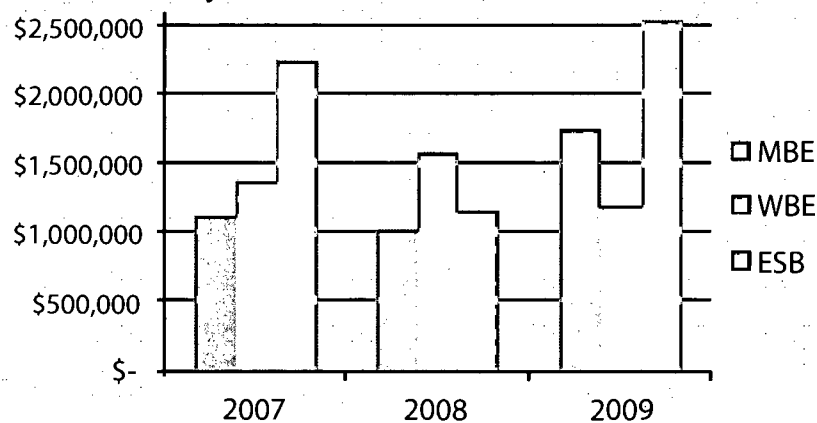
### Prime Contract Awards



### Prime Dollars Awarded



### Payments to MWESBs



**Prime Contract Awards**

<b>FY09 Contract Awards</b>	<b># of Contracts</b>	<b>% of Contracts</b>	<b>\$ Awarded</b>	<b>% of \$ Awarded</b>
Minority Business Enterprise	10	9.2%	\$ 1,112,592	6.1%
Women Business Enterprise	19	17.4%	\$ 1,197,360	6.6%
Emerging Small Business	7	6.4%	\$ 748,100	4.1%
Minority, Women, Emerging Small Business Total	<b>36</b>	<b>33.0%</b>	<b>\$ 3,058,052</b>	<b>16.8%</b>
Non-Minority, Women, Emerging Small Business	<b>73</b>	<b>67.0%</b>	<b>\$15,177,670</b>	<b>83.2%</b>

<b>FY08 Contract Awards</b>	<b># of Contracts</b>	<b>% of Contracts</b>	<b>\$ Awarded</b>	<b>% of \$ Awarded</b>
Minority Business Enterprise	12	10.0%	\$ 871,968	4.0%
Women Business Enterprise	11	9.2%	\$ 527,622	2.4%
Emerging Small Business	12	10.0%	\$ 1,257,153	5.7%
Minority, Women, Emerging Small Business Total	<b>35</b>	<b>29.2%</b>	<b>\$ 2,656,743</b>	<b>11.1%</b>
Non-Minority, Women, Emerging Small Business	<b>85</b>	<b>70.8%</b>	<b>\$ 19,312,333</b>	<b>87.9%</b>

<b>FY07 Contract Awards</b>	<b># of Contracts</b>	<b>% of Contracts</b>	<b>\$ Awarded</b>	<b>% of \$ Awarded</b>
Minority Business Enterprise	12	6.6%	\$ 1,317,381	4.9%
Women Business Enterprise	6	3.3%	\$ 558,342	2.0%
Emerging Small Business	8	4.4%	\$ 1,493,592	5.4%
Minority, Women, Emerging Small Business Total	<b>26</b>	<b>14.3%</b>	<b>\$ 3,369,315</b>	<b>12.3%</b>
Non-Minority, Women, Emerging Small Business	<b>158</b>	<b>85.7%</b>	<b>\$ 24,092,868</b>	<b>87.7%</b>

**Non-Applicable Awards**

Vendors considered non-applicable to MWESB reporting include government agencies, non-profits, utilities and scopes of work and services that are unavailable for MWESB certification by the State of Oregon.

<b>FY09 Contract Awards</b>	<b># of Contracts</b>	<b>\$ Awarded</b>
Non-Applicable	410	\$ 207,175,049
<b>FY08 Contract Awards</b>	<b># of Contracts</b>	<b>\$ Awarded</b>
Non-Applicable	383	\$ 145,483,770
<b>FY07 Contract Awards</b>	<b># of Contracts</b>	<b>\$ Awarded</b>
Non-Applicable	352	\$ 357,643,029

**QRF Contract Awards**

<b>FY09 Contract Awards</b>	<b># of Contracts</b>	<b>\$ Awarded</b>
Qualified Rehabilitation Facilities	4	\$ 3,719,989
<b>FY08 Contract Awards</b>	<b># of Contracts</b>	<b>\$ Awarded</b>
Qualified Rehabilitation Facilities	6	\$ 15,770,283
<b>FY07 Contract Awards</b>	<b># of Contracts</b>	<b>\$ Awarded</b>
Qualified Rehabilitation Facilities	9	\$ 15,590,088

**Total Number of Contracts**

<b>FY09 Contract Awards</b>	<b># of Contracts</b>	<b>\$ Awarded</b>
MWESB, non-MWESB, non-applicable and QRF	523	\$ 229,130,760
<b>FY08 Contract Awards</b>	<b># of Contracts</b>	<b>\$ Awarded</b>
MWESB, non-MWESB, non-applicable and QRF	509	\$ 183,223,146
<b>FY07 Contract Awards</b>	<b># of Contracts</b>	<b>\$ Awarded</b>
MWESB, non-MWESB, non-applicable and QRF	541	\$ 400,695,303

\*Due to rounding of numbers, the sum of the three reporting categories may slightly differ from the totals listed above.

**Total Payments to MWESB Firms:**

<b>Payments to:</b>	<b>FY09 Amount Paid</b>	<b>%</b>	<b>Number of Vendors</b>	<b>%</b>
MBE	\$1,118,121	23.3%	28	27.7%
WBE	\$1,636,481	34.2%	43	42.6%
ESB	\$2,034,530	42.5%	30	29.7%
<b>Total</b>	<b>\$4,789,134</b>		<b>101</b>	

<b>Payments to:</b>	<b>FY08 Amount Paid</b>	<b>%</b>	<b>Number of Vendors</b>	<b>%</b>
MBE	\$1,020,755	27.1%	26	26.8%
WBE	\$1,583,731	42.0%	38	39.2%
ESB	\$1,161,124	30.8%	33	34.0%
<b>Total</b>	<b>\$3,765,610</b>		<b>97</b>	

<b>Payments to:</b>	<b>FY07 Amount Paid</b>	<b>%</b>	<b>Number of Vendors</b>	<b>%</b>
MBE	\$1,123,606	23.7%	24	24.0%
WBE	\$1,369,169	28.9%	45	45.0%
ESB	\$2,243,836	47.4%	31	31.0%
<b>Total</b>	<b>\$4,736,611</b>		<b>100</b>	

A detailed listing of payments made to MWESB vendors is located in Appendix 2.

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## **MWESB PARTNERS**

### **Emerging Small Business Partner Compass Computing Group, Inc.**



"Multnomah County awarded us our first contract back in 1997. We appreciate the County's commitment to small business. Over the years we have built a strong partnership that has assisted us to grow our company. Our valued partnership with the County has opened doors for us with other agencies. County staff has been extremely responsive to resolve project issues, easy to communicate with, and is current with technology and industry practices."

**Robert Philips**  
**President**  
**ESB**



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**Women Business Enterprise Partner**  
**NEC Northwest Electrical Contractors Corp.**



"Working with Multnomah County has been a positive experience in every way. The Facilities and Property Management Division is an outstanding group to work for. We really appreciate the opportunity to be able to upgrade buildings and enhance electrical systems which serve the community. We are excited to continue this rewarding work with Multnomah County."

**Lisa Kiefel**  
**President**  
**WBE**

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**Minority Business Enterprise Partner  
CampaGraphics, Inc.**

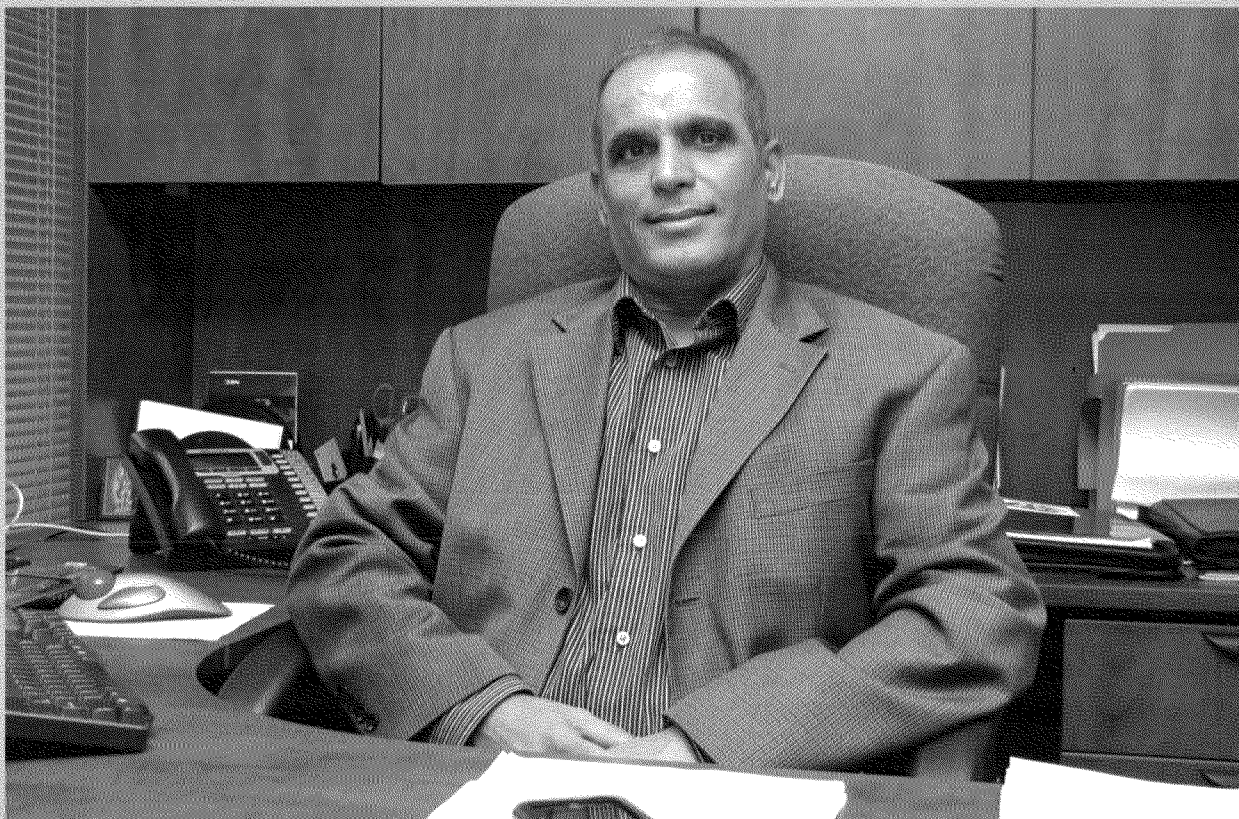


"We have enjoyed working with Multnomah County to fulfill the County's needs. In this economy, we really appreciate Multnomah County's prompt payment and attention to small business."

**M. John Campa**  
**President**  
**MBE**



## Minority Business Enterprise Partner EnSoftek, Inc.



"We appreciate the County's commitment to diversity and small businesses. Over the last two years we have grown our business and increased our presence with other agencies. We are excited about our partnership with the County and look forward to a long lasting continued business partnership."

**Ramana Reddy**  
**President**  
**MBE**

## Women Business Enterprise Partner Passport to Languages



"We enjoy working with Multnomah County's interpreter services department as their staff are so easy to work with and professional and very kind. We share the same values that each patient encounter that requires the use of trained healthcare interpreters goes well for all concerned. Our goal is to serve the communities, where we live and work, in the best possible way. Both Multnomah County Interpreter Services and the team at Passport To Languages want the best outcomes for the services we provide. To me, as a business owner, that is what it's all about!"

**Robin Lawson**  
**President**  
**WBE**



## Minority Business Enterprise Partner Dirt & Aggregate Interchange, Inc.



"We think of the County as a partner in that each of us is committed to building the highest quality project, on-time and at the best price possible. Often we are able to think of different ways to do things that save the County and Dirt & Aggregate Interchange money. We have enjoyed the opportunity to work with the skilled and dedicated staff at the County, including Gregory Kirby, Brian Vincent and Harold Maxa; we look forward to our continued partnerships."

**Henry Pelfrey**  
President  
MBE

## Emerging Small Business Partner Donkin Construction Company



"We enjoy working for the County, staff is professional and pleasant. We have really appreciated keeping our crews busy on small and larger projects, this has been good for our company. We look forward to working on more projects in the future."

**Hal Donkin**  
**President**  
**ESB**

## PART II: PCRB & ORS REPORTING

### Special Reporting

FY 2009

#### Procurement Reporting:

This part of the report contains information pursuant to the following Public Contract Review Board Rules:

- Section 20-0025 (d)

A listing of Contracts awarded through the solicitation process to contractors who did not score the highest evaluation or have the lowest responsive bid.

ID NUMBER	DESCRIPTION	VENDOR	CONTRACT NUMBER	DATES	AMOUNT
B09-9719	Inspection, Maintenance and Repair of Multnomah County Building Emergency Generators and Transfer Switches	Pacific Power Products Co., LLC	4600007627	5/1/2009- 6/30/2014	\$743,000

#### Section 20-0025 (e)

A listing of Contracts exceeding the dollar limited set forth in Rule 47-0270 (1), 48-0210 (1) and 49-0160 (1) as well as Class 2 personal service Contracts governed by Administrative Procedure PUR for which only one bid or proposal was received.

ID NUMBER	DESCRIPTION	VENDOR	CONTRACT NUMBER	DATES	AMOUNT
P08-9601	Legal services to collect delinquent Income Tax	Smith Greaves, LLP	4600007448	9/10/2008- 9/9/2011	\$100,000
P09-9784	Temporary Dental Staffing on a Requirements Basis	Dental Medical Staffing	4600007595	4/1/2009- 3/31/2012	\$150,000
B09-9721	Justice Center Cooling Tower Upgrades	Tri-Star Electric, Inc.	4600007532	12/16/2008- 3/15/2009	\$51,130



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## **Sheltered Market Program Report and Evaluation**

The following information is provided pursuant to Public Contract Review Board Rule Section 60-0060 (9) which requires the CPCA Manager to prepare a report which provides an evaluation of the Sheltered Market Program. This report shall include a recommendation on whether the program should be continued.

### **Sheltered Market Program**

The County has awarded Sheltered Market Program (SMP) contracts since 1997. The County no longer pays administrative fees to the City of Portland to participate in the City's SMP program; however, the County continues to partner with the City on training, advertising and outreach events.

Public Works contracts for inclusion on County Sheltered Market projects are selected by the CPCA Manager from projects estimated at the time of bidding up to \$250,000 or less in accordance with the County's PCRB rules. There must be at least three qualified SMP contractors available to perform the scope of work required by the contract. Contracts not deemed appropriate for the SMP are bid in the open market.

### **The following information is provided pursuant to ORS 279C.355:**

FY 2009 – Two contracts were included in the SMP.

#### **Project: Mid County Health Clinic Remaining Tenant Improvements**

Bid number: B09-9685

Contractor: Bourke Construction

Contract Number: 4600007447

Construction Dates: September 10, 2008 to April 27, 2009

Original Cost Estimate: \$140,000

Contract Amount: \$201,100

Final Project Cost: \$221,434

Number of Change Orders: 4

Change Order #1: Adds \$9,146.20 to contract for CCA01, 02, and 03

Change Order #2: Adds \$7,564.85 to contract for CCD #4

Change Order # 3: Adds \$2,067.17 to contract for additional work for Bruck lighting.

Change Order # 4: Adds \$1,555.52 to contract for additional work and adds 31 days to contract completion date.

#### **Project: Justice Center Cooling Tower Upgrades**

Bid Number: B09-9721

Contractor: Tri-Star Electric, Inc.

Contract Number: 4600007532

Construction Dates: December 16, 2008 to March 15, 2009

Original Cost Estimate: \$140,000

Contract Amount: \$51,130

Final Project Cost: \$51,130

Number of Change Orders: None

### **Recommendation**

The County is committed to providing MWESB firms with prime bidding opportunities. Sheltered Market projects are important efforts to ensure a broad pool of MWESB prime contractors. It is the CPCA Manager's recommendation to continue with County SMP projects.

---

## Contracts Summary

The following information is pursuant to PCRB Rules 20-0025 (a) & (c) which require an index of contracts, contract price and contractors, as well as, a summary of contract totals by County departments for the prior and current year.

In fiscal year 2009, Multnomah County awarded a grand total of \$229,130,760. The awarded amounts represent the total value of all contracts that have a start date between 7/1/08 and 6/30/09. The nature of multi-year contracts can cause awarded amounts to vary considerably from one fiscal year to the next. The table below summarizes contract award totals by county department for FY09:

<b>FY 2009 Department</b>	<b>FY09 Awarded Amount</b>
Community Justice	\$ 6,831,456
Community Services	\$ 8,504,938
County Human Services	\$ 115,683,494
County Management	\$ 89,041,811
District Attorney	\$ 184,600
Health	\$ 4,986,914
Library	\$ 1,814,331
Non-Departmental	\$ 1,558,450
Sheriff's Office	\$ 524,767
<b>Totals</b>	<b>\$ 229,130,760</b>

In fiscal year 2008, Multnomah County awarded a grand total of \$183,233,146. The awarded amounts represent the total value of all contracts that have a start date between 7/1/07 and 6/30/08. The nature of multi-year contracts can cause awarded amounts to vary considerably from one fiscal year to the next. The table below summarizes contract award totals by county department for FY08:

<b>FY 2008 Department</b>	<b>FY08 Awarded Amount</b>
Community Justice	\$ 3,145,742
Community Services	\$ 4,628,526
County Human Services	\$ 122,042,710
County Management	\$ 38,798,975
District Attorney	\$ 554,731
Health	\$ 9,529,672
Library	\$ 751,770
Non-Departmental	\$ 675,689
School/Community Partnerships	\$ 904,650
Sheriff's Office	\$ 2,190,677
<b>Totals</b>	<b>\$ 183,233,146</b>

# PART III: APPENDICES

## Appendix 1 Contract Awards to MWESB and QRF Firms

FY 2009

Contract #	Vendor Name	Amount	MWESB Certification Status
4600007668	ACE-CUBE LLP	\$ 8,450.00	MBE
4600007412	APPLEXUS TECHNOLOGIES INC	\$ 280,400.00	MBE
4600007504	BAY VIEW BUILDING MAINTENANCE INC	\$ 75,000.00	WBE
4600007577	BIO-MED TESTING SERVICE INC	\$ 60,000.00	WBE
4600007447	BOURKE CONSTRUCTION INC	\$ 221,433.80	MBE
4600007751	BOURKE CONSTRUCTION INC	\$ 237,414.00	MBE
4600007739	BREMER KAMALA	\$ 15,000.00	WBE
4600007461	BREMER KAMALA	\$ 10,660.00	WBE
4600007459	BREMER KAMALA	\$ 15,000.00	WBE
4600007476	BREMER KAMALA	\$ 28,750.00	WBE
4600007453	CHICK OF ALL TRADES LLC	\$ 3200.00	ESB
4600007764	CONSERVATION TECHNIX INC	\$ 30,000.00	ESB
4600007390	CRITTER GITTER A DBA	\$ 145,150.00	WBE
4600007598	DIRT/AGGREGATE INTERCHANGE INC	\$ 4,906.80	MBE
4600007398	EMERGENCY PLANNING RESOURCES INC	\$ 123,200.00	WBE
4600007693	ENVIRONMENTAL SCIENCE & ASSESSMENT	\$ 7,049.83	WBE
4600007518	FLANNEL THOMAS	\$ 125,000.00	MBE
4600007473	G&P OBRIST EXCAVATING INC	\$ 23,820.00	ESB
4600007612	HEMPSTEAD DONNA G	\$ 20,000.00	WBE
4600007384	JAMA SOFTWARE INC	\$ 150,000.00	ESB
4600007489	JAMA SOFTWARE INC	\$ 209,950.00	ESB
4600007636	JAMA SOFTWARE INC	\$ 280,000.00	ESB
4600007370	KENNEY LORI	\$ 44,940.00	WBE
4600007428	KODIAK PACIFIC CONSTRUCTION	\$ 87,906.48	MBE
4600007456	KRISTIN LENSEN CONSULTING	\$ 74,880.00	MBE
4600007369	LEEWENS CORPORATION	\$ 86,576.00	WBE
4600007375	LEEWENS CORPORATION	\$ 90,736.00	WBE
4600007427	MANDA BECKETT DESIGN	\$ 12,800.00	WBE
4600007585	MANDA BECKETT DESIGN	\$ 25,000.00	WBE
4600007501	MESHER SUPPLY COMPANY	\$ 100,000.00	WBE
4600007452	SUHS EQUIPMENT INC	\$ 2201.00	MBE
4600007396	TRI PHASE ELECTRIC	\$ 37,500.00	WBE
4600007479	TRI PHASE ELECTRIC	\$ 149,999.55	WBE
4600007646	TRI PHASE ELECTRIC	\$ 149,999.00	WBE
4600007532	TRI-STAR ELECTRIC INC	\$ 51,130.00	ESB
4600007603	VANTAGE POINT CONSULTING INC	\$ 70,000.00	MBE
4600007090	MACDONALD RESIDENCE LIMITED	\$ 1.00	QRF
4600007070	PORT CITY DEVELOPMENT CTR	\$ 154,645.79	QRF
4600007430	PORT CITY DEVELOPMENT CTR	\$3,539,997.77	QRF
4600007081	RAINBOW ADULT LIVING FACILITIES	\$ 25,344.08	QRF
	<b>Total</b>	<b>\$6,778,040.88</b>	



## Appendix 2 Payments Made to MWESB Vendors

FY 2009

Vendor #	Vendor Name	Amount	MWESB Certification Status
10579	ACCESS SERVICES NORTHWEST	\$ 2,795.00	WBE
59540	ACE-CUBE LLP	\$ 4,239.08	MBE
50827	ADDISON GLOBAL INTERIORS INC	\$ 11,200.00	WBE
57917	AFFORDABLE ELECTRIC INC	\$ 5,076.00	MBE
28693	ANDERSON KRYGIER INC	\$ 6,800.00	WBE
55108	APPLEXUS TECHNOLOGIES INC	\$ 184,680.00	MBE
23375	ARBOR PRO INC	\$ 1,085.00	ESB
59656	ARELLANOS CONSTRUCTION	\$ 8,300.00	MBE
58961	BAY VIEW BUILDING MAINTENANCE INC	\$ 514.20	WBE
49842	BIO-MED TESTING SERVICE INC	\$ 1,641.00	WBE
52795	BLAZING STITCHES LLC	\$ 8,158.87	ESB
56816	BOANERGES GROUP LLC	\$ 13,503.60	MBE
20262	BOILER & COMBUSTION SVCS INC	\$ 44,039.08	ESB
41603	BOUILLON ENGINEERING OREGON LLC	\$ 1,993.90	MBE
56028	BOURKE CONSTRUCTION INC	\$ 253,910.80	MBE
23657	BREMER KAMALA	\$ 63,133.75	WBE
22097	BRISTOL WOODWORKING & DESIGN INC	\$ 4,860.00	ESB
50688	CADENCE CONTRACT FLOORING LLC	\$ 7,230.00	WBE
28038	CAMPAGRAPHS INC	\$ 5,045.00	MBE
58028	CANHAM CONSTRUCTION LLC	\$ 675.00	WBE
23949	CARLETON/HART ARCHITECTURE PC	\$ 88,791.12	MBE
55519	CINDYS CONCRETE LLC	\$ 13,445.00	MBE
40890	CITY GRAPHICS	\$ 2,299.00	WBE
41159	CLASSIQUE FLOORS INC	\$ 29,093.38	WBE
56027	COLLINS MECHANICAL INC	\$ 92,182.60	ESB
41382	COLUMBIA GENERAL CONTRACTORS INC	\$ 1,582.00	ESB
22884	COMPASS COMPUTING GROUP INC	\$ 234,540.00	ESB
44915	COREY DAVID M PHD PC	\$ 36,202.50	ESB
10547	CORNYN FASANO GROUP THE	\$ 9,050.00	WBE
25719	CRITTER GITTER A DBA	\$ 54,150.00	WBE
59312	CUBESPACE LLC	\$ 2,887.50	WBE
52171	CUSTOM IMPRINT	\$ 6,003.65	ESB
22297	DIRT/AGGREGATE INTERCHANGE INC	\$ 4,906.80	MBE
59149	DON BURKE EXCAVATION	\$ 13,346.25	ESB
58153	DONKIN CONSTRUCTION CO	\$ 421,748.91	ESB
51383	DTS SYSTEMS INC	\$ 615.00	ESB
10127	EL HISPANIC NEWS	\$ 966.75	MBE
28554	ELITE SIGNS	\$ 164.00	MBE
58504	EMERGENCY PLANNING RESOURCES	\$ 56,423.76	WBE
54334	ENSOFTEK INC	\$ 134,572.00	MBE
45117	ENVIRONMENTAL SCIENCE & ASSESSMENT	\$ 7,049.83	WBE
57210	EPIC LAND SOLUTIONS INC	\$ 5,952.63	WBE
28468	EUROPEAN SECURITY	\$ 242,680.00	ESB
46691	EXCEL GLOVES & SAFETY SUPPLIES INC	\$ 66,187.40	MBE
58833	FLANNEL THOMAS	\$ 14,792.52	MBE

## Appendix 2 Payments Made to MWESB Vendors (continued)

FY 2009

Vendor #	Vendor Name	Amount	MWESB Certification Status
42867	FOX ARCHITECTURAL SIGNS INC	\$ 40,519.00	WBE
58880	G&P OBRIST EXCAVATING INC	\$ 23,820.00	ESB
43468	GARRISON VALERIE	\$ 699.00	WBE
57965	GEKKOTEK	\$ 7,342.70	WBE
59135	GREEN ART LANDSCAPING	\$ 10,237.50	MBE
50518	GREEN TRANSPORTATION CO LLC	\$ 10,664.40	MBE
23168	HAHN AND ASSOCIATES INC	\$ 10,556.66	ESB
21820	HARRIS WORKSYSTEMS INC	\$ 97,268.94	WBE
10179	HEMPSTEAD DONNA G	\$ 7,000.00	WBE
50983	HOOD TO COAST RESTORATION INC	\$ 37,985.00	ESB
59288	INDO PARTITIONS	\$ 26,914.48	MBE
26072	INSTALLERS FLOOR COVERINGS INC	\$ 24,313.63	WBE
59286	INTERSTATE FLOORING	\$ 9,819.40	WBE
58014	JAMA SOFTWARE INC	\$ 533,532.50	ESB
58995	JAMMIE'S ENVIRONMENTAL	\$ 35,102.27	WBE
56254	JUST IN TIME TRAINING	\$ 35,281.10	WBE
46411	KENNEY LORI	\$ 37,485.00	WBE
25267	KIPE & ASSOCIATES INC	\$ 45,960.00	WBE
22623	KODIAK PACIFIC CONSTRUCTION	\$ 87,906.48	WBE
50970	KRISTIN LENSEN CONSULTING	\$ 170,328.99	MBE
58451	LEEWENS CORPORATION	\$ 90,736.00	WBE
23511	LGA ARCHITECTURE	\$ 4,755.00	ESB
58001	MALDEN'S PAINTING	\$ 20,775.00	ESB
56197	MANDA BECKETT DESIGN	\$ 18,960.00	WBE
28101	MARCO IDEAS UNLIMITED	\$ 2,070.40	WBE
20289	MESHER SUPPLY COMPANY	\$ 70,380.97	WBE
59511	MINORITY ABATEMENT CONTRACTORS	\$ 7,432.37	MBE
10680	MOVEMENT SYSTEMS PC	\$ 1,593.75	ESB
50233	NEWBERRY ENTERPRISES INC	\$ 27,193.99	ESB
55136	OH PLANNING & DESIGN LLC	\$ 70,495.08	WBE
24491	OMEGA CREMATION & BURIAL SVC	\$ 11,176.89	WBE
53142	OMNI INTERIORS INC	\$ 41,080.00	ESB
46135	PACIFICMARK CONSTRUCTION	\$ 40,222.00	MBE
54004	PAPER CHASE RECYCLING SVCS INC	\$ 3,596.00	MBE
25189	PASSPORT TO LANGUAGES	\$ 196,039.81	WBE
10009	PORTLAND OBSERVER INC	\$ 5,968.33	WBE
20851	PRO AD CO INC	\$ 3,110.04	WBE
50337	PROFESSIONAL MINORITY GROUP INC	\$ 28,890.00	MBE
28203	PROMOTIONAL CONCEPTS	\$ 403.70	MBE
20012	R H HEATING & COOLING INC	\$ 30,394.70	ESB
56071	RIVER CITY GLASS	\$ 20,624.60	ESB
52447	SCHILLER GRAPHICS CORP	\$ 14,988.13	WBE
57492	STEWART MARKETING GROUP LLC	\$ 939.20	MBE
47345	STRYKER CONSTRUCTION INC	\$ 18,903.00	ESB

## Appendix 2 Payments Made to MWESB Vendors (continued)

FY 2009

Vendor #	Vendor Name	Amount	MWESB Certification Status
58574	SUHS EQUIPMENT INC	\$ 3,919.37	MBE
25418	SUPERIOR FENCE & CONSTR CO	\$ 1,254.00	ESB
57872	TAFT PAINTING INC	\$ 11,020.00	ESB
22417	TANKS ELECTRIC	\$ 14,518.25	ESB
47704	TECHKNOWSOLV	\$ 1,100.00	WBE
25579	TRI PHASE ELECTRIC	\$ 300,709.38	WBE
20377	TRI STAR DETENTION INC	\$ 44,020.15	WBE
59103	TRI-STAR ELECTRIC INC	\$ 51,130.00	ESB
42258	UNITED PIPE BENDING & FAB INC	\$ 1,450.00	WBE
56795	UNIVERSAL EXCAVATION	\$ 78,350.24	ESB
54339	VANDERHOUWEN & ASSOCIATES INC	\$ 115,683.76	WBE
59399	VANTAGE POINT CONSULTING INC	\$ 14,000.00	MBE
	<b>Total</b>	<b>\$5,480,340.00</b>	

## APPENDIX 3 - Definitions

### 1. ESB - Emerging Small Business

Emerging Small Business certification applies to firms that meet the following criteria:

- Principal place of business located in Oregon
- Average annual gross receipts over the past 3 years not exceeding \$1 million for construction companies and \$300,000 for all other businesses
- Fewer than 20 employees
- Independent business
- Properly licensed and legally registered in Oregon

"Emerging Small Business" does not mean a subsidiary or parent company belonging to a group of companies owned and controlled by the same individuals which has aggregate annual gross receipts in excess of \$1 million for construction companies or \$300,000 for all other businesses over the last 3 years.

A business may be certified as an Emerging Small Business for no more than 7 years. Firms certified as ESB may qualify as MBE or WBE.

### 2. Formal Procurement

Formal procurements are procurements with a value exceeding \$150,000. They are described in Appendix 4: Competitive Threshold Guide.

### 3. Good Faith Effort

Good Faith Effort requirements apply to construction projects. For construction projects expected to total more than \$250,000, prime contractor bidders must afford equitable subcontracting opportunities for MWESB contractors and submit documentation demonstrating their good faith effort to award contracts to MWESB firms. The Solicitation Document requires the prime contractor to contact and follow-up with at least five minority-owned, women-owned, or emerging small business contractors from the State of Oregon-certified list of MWESB contractors for each separate division of work, and to advise them of subcontracting opportunities.

### 4. Informal Procurement

Informal procurements are procurements with a value between \$5,000 and \$150,000. They are described in Appendix 4: Competitive Threshold Guide.

### 5. MBE/WBE - Minority Business Enterprise/Women-Owned Business Enterprise.

Certification given by the State of Oregon to a Minority Business Enterprise (MBE) or a Women-Owned Business Enterprise (WBE) pursuant to ORS 200.055:

- Ownership: minority or woman interest must own at least 51 percent of the business
- Independence: the minority or woman-owned firm must not be inextricably associated or dependent upon a non-disadvantaged firm or individual(s)
- Control: minority or woman interest must have managerial and operational control over all aspects of the business
- Contribution of capital by minority or woman owners: one or more minority or woman business owners must have made a real and substantial contribution of capital or expertise to the business, commensurate with their ownership interest
- Business size: firms must not exceed the size standards as defined by the North American Industry Classification System (NAICS) Codes

General contractor	\$17,420,000
Specialty contractor	\$12,000,000
Engineering/Architecture/Surveying	\$4,000,000
Non-construction firms	Varies by (NAICS) Codes

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## **6. Non-Applicable**

Vendors that include other government agencies, non-profit organizations and utilities. All other vendors are considered MWESB eligible.

## **7. Non-MWESB**

Non-MWESB vendors include firms who are eligible to be certified as MWESB firms in accordance with definitions #1 and #5 of this appendix but have chosen not to be certified.

## **8. Non-Profit Organizations**

Non-profit organizations are agencies registered with the State of Oregon's Corporation Division for the purpose of public benefit.

## **9. Public Contract Review Board (PCRB)**

The Public Contract Review Board is represented by the Multnomah County Board of Commissioners acting as the local contract review board pursuant to ORS 279A.060.

## **10. Qualified Rehabilitation Facility (QRF)**

Qualified Rehabilitation Facility is an activity center or rehabilitation facility, certified as a community rehabilitation program or as a vocational service provider through the State of Oregon's Department of Human Services, as determined by the State Procurement Office. These non-profit organizations serve disabled individuals for the purpose to further the policy of the State of Oregon to encourage and assist disabled individuals to achieve maximum personal independence. QRFs provide useful and productive gainful employment for disabled individuals by assuring an expanded and constant market for sheltered workshop and activity center products and services, thereby enhancing the dignity and capacity for self-support and minimizing their dependence on welfare and need for costly institutionalization. [1977 c.304 §2; 1989 c.224 §43]

## **11. Sheltered Market Program (SMP)**

The Sheltered Market Program was established in partnership with other local agencies for MBE, WBE, and ESB contractors performing Public Works contracts for Multnomah County. The purpose of the program is to provide prime contracting experience for small contractors in order to increase the number of contractors available to bid on Multnomah County Public Works projects, and to increase participation of MBE, WBE, and ESB contractors acting as prime contractors on County Public Works projects. The program is intended to ensure uniform access to public contracting dollars and to increase opportunities for minorities and women acting as business owners in the regional construction industry.

## APPENDIX 4

### COMPETITIVE PROCUREMENT THRESHOLDS – QUICK GUIDE

Lightly shaded sections denote formal procurements/Class II Contracts

THRESHOLD	PCRB RULES	TITLE (IF ANY)	COMPETITION REQUIRED?
\$5,000 or less	47-0265 Goods & Services	Small Procurements	No – quotes where practicable
\$10,000 or less	48-0200 Architects, etc.	Direct Appointment	To the extent practicable
\$5,000 or less	49-0160(4) Construction	No Title	No – quotes where practicable
Over \$5,000 and less than or equal to \$150,000	47-0270 Goods & Services	Intermediate Procurement	Yes – Informal price quotes or competitive proposal quotes
Over \$10,000 and less than or equal to \$75,000	48-0210(2) A&E, Related Services	Informal Selection	Yes – Informal proposals
Over \$75,000 and less than or equal to \$150,000	48-0210(3) A&E, Related Services	Informal Selection	Yes – Informal proposals
Over \$5,000 and less than or equal to \$75,000	49-0160 Construction	Informal Quotes for public improvements	Yes – Informal Quotes
Over \$5,000 and less than or equal to \$75,000	49-0160 Transportation	Informal Quotes for highways, bridges & other transportation	Yes – Informal Quotes
Over \$150,000	47-Various	Competitive, sealed bids or proposals, Multi-step sealed bids and proposals, Competitive range and Multi-tiered proposals Goods & Services	Yes – Formal bids and RFPs
Over \$150,000	48-0220 Architects, etc.	Formal Selection Procedure	Yes – Formal RFQ to RFP, or RFP
Over \$75,000	49-0200 49-0620 49-0650	Invitations to Bid, *Alternative Contracting Methods – Contact CPCA to discuss.	Yes – Formal bids. *Most require Board exemption.

\*County practice, not required by rule

THRESHOLD	PCRB RULES	TITLE (IF ANY)	COMPETITION REQUIRED?
Under \$5,000 per division-per vendor-per fiscal year (PD-PV-PY)	Direct pay, LPO		No
Over \$5,000 and less than or equal to \$75,000 (PD-PV-PY)	CON-1	Contractor Selection	Yes – Informal request for proposals
Over \$75,000(PD-PV-PY)	PUR-1	Request for Proposals/ Qualifications	Yes – Formal RFP/Q





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# CREDITS

## **Content, format and data analysis**

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**MULTNOMAH  
COUNTY**

## **Department of County Management**

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501 SE Hawthorne Blvd., Suite #400

Portland, Oregon 97214-3588

503-988-5111

[www.co.multcopurch.org](http://www.co.multcopurch.org)

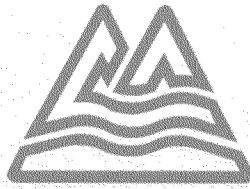
This report is produced by Multnomah County and will be available online at [www.multcopurch.org](http://www.multcopurch.org).

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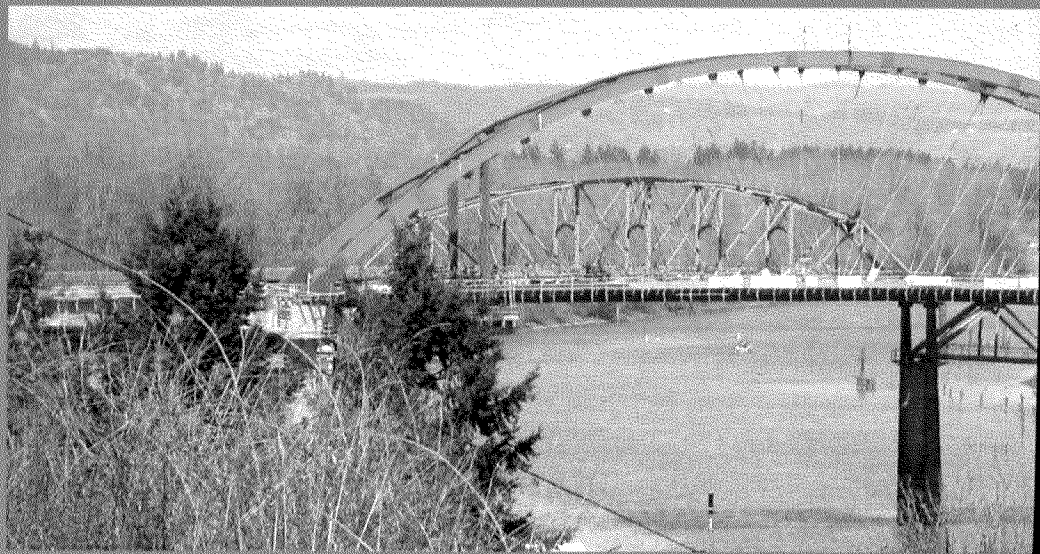


**MULTNOMAH  
COUNTY**

**503-988-5111**

**503-988-3252 fax**

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# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

(revised 12/31/09)

*Post final  
Indefinitely*

## Board Clerk Use Only

Meeting Date: 03/11/2010  
Agenda Item #: R-4  
Est. Start Time: 10:00 AM  
Date Submitted: 03/05/2010

**Agenda Title:** **Oregon Facilities Authority Briefing on the SNAP Loan Program**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.*

**Requested Meeting Date:** 3/11/2010 **Amount of Time Needed:** 20 minutes  
**Department:** Non Departmental **Division:** Commissioner Shiprack  
**Contact(s):** Matthew Lashua  
**Phone:** 503 988 4105 **Ext.** 84105 **I/O Address:** 500/6  
Gwendolyn Griffith – Exec. Director, OFA; J. Kevin McAuliffe - Chair, OFA Board; Howard Spanbock – Exec. Director, Luke Dorf; Michael Burdick –  
**Presenter(s):** Legislative Assistant to the Oregon Treasurer

## General Information

### 1. What action are you requesting from the Board?

Informational

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

The Oregon Facilities Authority (OFA) helps charities of all sizes secure low-cost financing to remodel, expand, construct, or purchase new facilities, through the use of tax-exempt revenue bonds. OFA Bonds can also be used to refinance existing debt previously incurred for such purposes.

In addition to OFA's traditional bond program, the Authority offers a streamlined program for simple (and generally smaller) transactions, called the "SNAP Bond Program"

The OFA was created in 1989 and is empowered to issue bonds assisting with the financing of property and facilities for health, housing, educational and cultural uses. The Authority reviews proposed projects and makes recommendations to the State Treasurer about the issuance of bonds.

**3. Explain the fiscal impact (current year and ongoing).**

N/A

**4. Explain any legal and/or policy issues involved.**

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

Multnomah County's Finance Department and the county's non-profit partners are invited to attend.

---

**Required Signature**

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**Elected Official or  
Department/  
Agency Director:**



**Date:** 03/05/2010

## GROW Lynda

---

**From:** LASHUA Matthew  
**Sent:** Monday, March 08, 2010 10:13 AM  
**To:** LASHUA Matthew  
**Cc:** #ALL CHAIR'S OFFICE; #ALL DISTRICT 1; #ALL DISTRICT 2; #ALL DISTRICT 3; #ALL DISTRICT 4; GROW Lynda  
**Subject:** FW: Bond Program Presentation 3/11/2010

In light of the State Treasurer's passing, the Oregon Facilities Authority Briefing scheduled for this Thursday has been postponed until later this spring.

Thanks,

Matthew Lashua  
Chief of Staff  
Office of Commissioner Judy Shiprack  
Multnomah County  
501 SE Hawthorne, Suite 600  
Portland, OR 97214  
503 988 4105  
503 988 5262 fax

-----Original Message-----

**From:** LASHUA Matthew  
**Sent:** Friday, March 05, 2010 11:56 AM  
**To:** LASHUA Matthew  
**Subject:** Bond Program Presentation 3/11/2010

Dear Community Partners:

Commissioner Shiprack would like to invite you to an informational briefing before the Multnomah County Board of Commissioners. The 20-minute briefing is a presentation from the Oregon Facilities Authority (OFA). The OFA assists non-profits and charities of all sizes to secure low-cost financing to remodel, expand, construct or purchase new facilities through the use of tax-exempt revenue bonds. Information will also be given on OFA's SNAP Bond Program – a streamlined program for simple, and generally smaller, transactions.

The presenters include: Gwendolyn Griffith, Executive Director of Oregon Facilities Authority; J. Kevin McAuliffe, Chair of the Oregon Facilities Board; Howard Spanbock, Executive Director of Luke Dorf and Michael Burdick, Legislative Assistant to the Oregon Treasurer.

The briefing will be held at the regular Multnomah County Board Meeting:

**Thursday, March 11, 2010**  
**10AM Time Certain**  
**Board Room – 501 SE Hawthorne Ave.**  
**Portland, OR**

Commissioner Shiprack hopes you or a member of your organization will be able to attend. Please don't hesitate to contact me if you have any questions.

Matthew Lashua  
Chief of Staff

3/8/2010



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

(Revised 12/31/09)

## Board Clerk Use Only

Meeting Date: 03/11/2010  
Agenda Item #: R-5  
Est. Start Time: 10:30 AM  
Date Submitted: 02/12/2010

**Agenda Title:** H1N1 Influenza Overview and Moving Forward

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.*

**Requested Meeting Date:** March 11, 2010  
**Amount of Time Needed:** 1 hour  
**Department:** Health  
**Division:** Admin  
**Contact(s):** Jessica Guernsey  
**Phone:** 988-3674 **Ext.** 25698 **I/O Address:** 160/8  
Lillian Shirley, Gary Oxman, Amy Sullivan, Erin Corrigan, Jim Spitzer and Jessica  
**Presenter(s):** Guernsey

## General Information

### 1. What action are you requesting from the Board?

None. Briefing only.

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

Health Department officials are coming before the Board to summarize local H1N1 influenza disease and Health Department activities for the past several months, provide rationale for transitioning activities to routine public health functions, describe work moving into the spring and summer, and answer questions/address concerns.

### 3. Explain the fiscal impact (current year and ongoing).

None at this time.

### 4. Explain any legal and/or policy issues involved.

None at this time.

### 5. Explain any citizen and/or other government participation that has or will take place.

None at this time.

## Required Signature

**Elected Official or Department/Agency Director:** KaRin Johnson for

**Date:** 02/11/10

*Lillian Shirley*



The background of the slide is a black and white aerial photograph of a city skyline, likely Portland, Oregon, showing various skyscrapers and dense urban development. At the top center, there is a faint, stylized logo consisting of several curved lines that suggest a mountain range or a stylized letter 'M'.

# Multnomah County Health Department

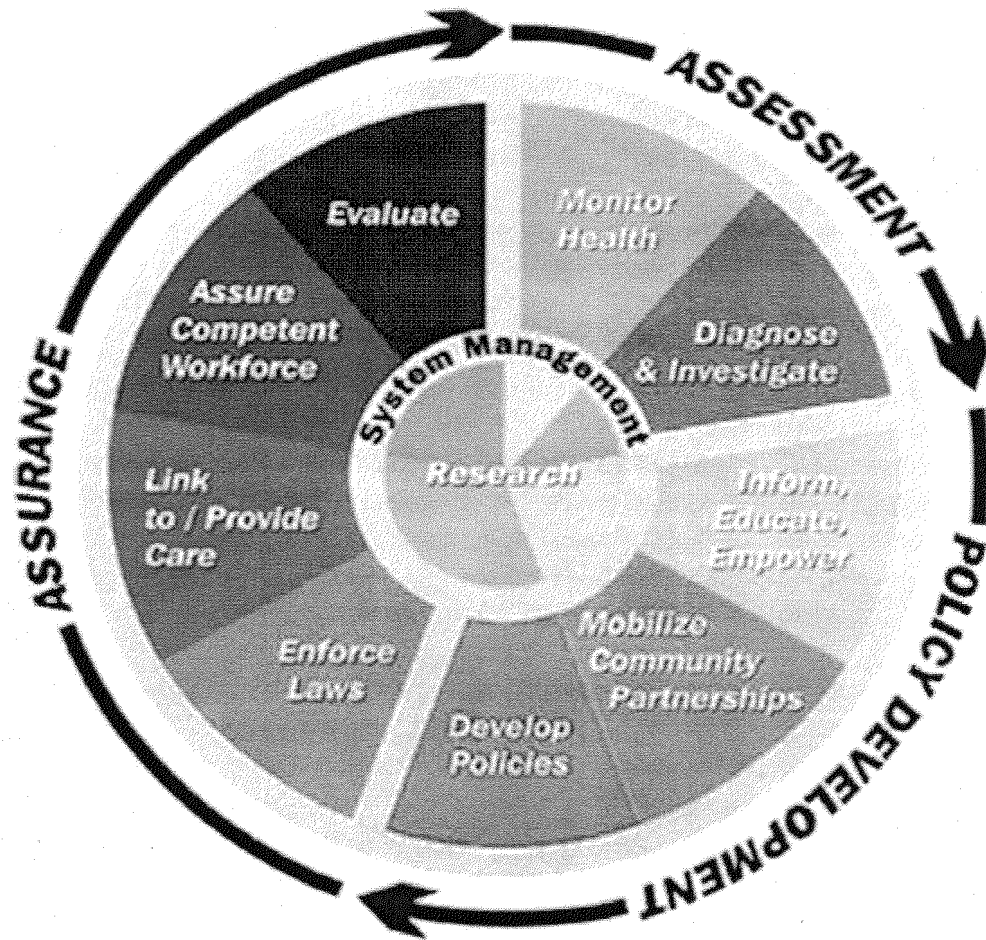
H1N1 Influenza Response-Successes and Challenges  
Multnomah County Board of Commissioners  
March 11<sup>th</sup>, 2010

Lillian Shirley, BCN, MPH, MPA, MCHD Director  
Gary Oxman, MD, MPH, Tri-County Health Officer

# Briefing Objectives

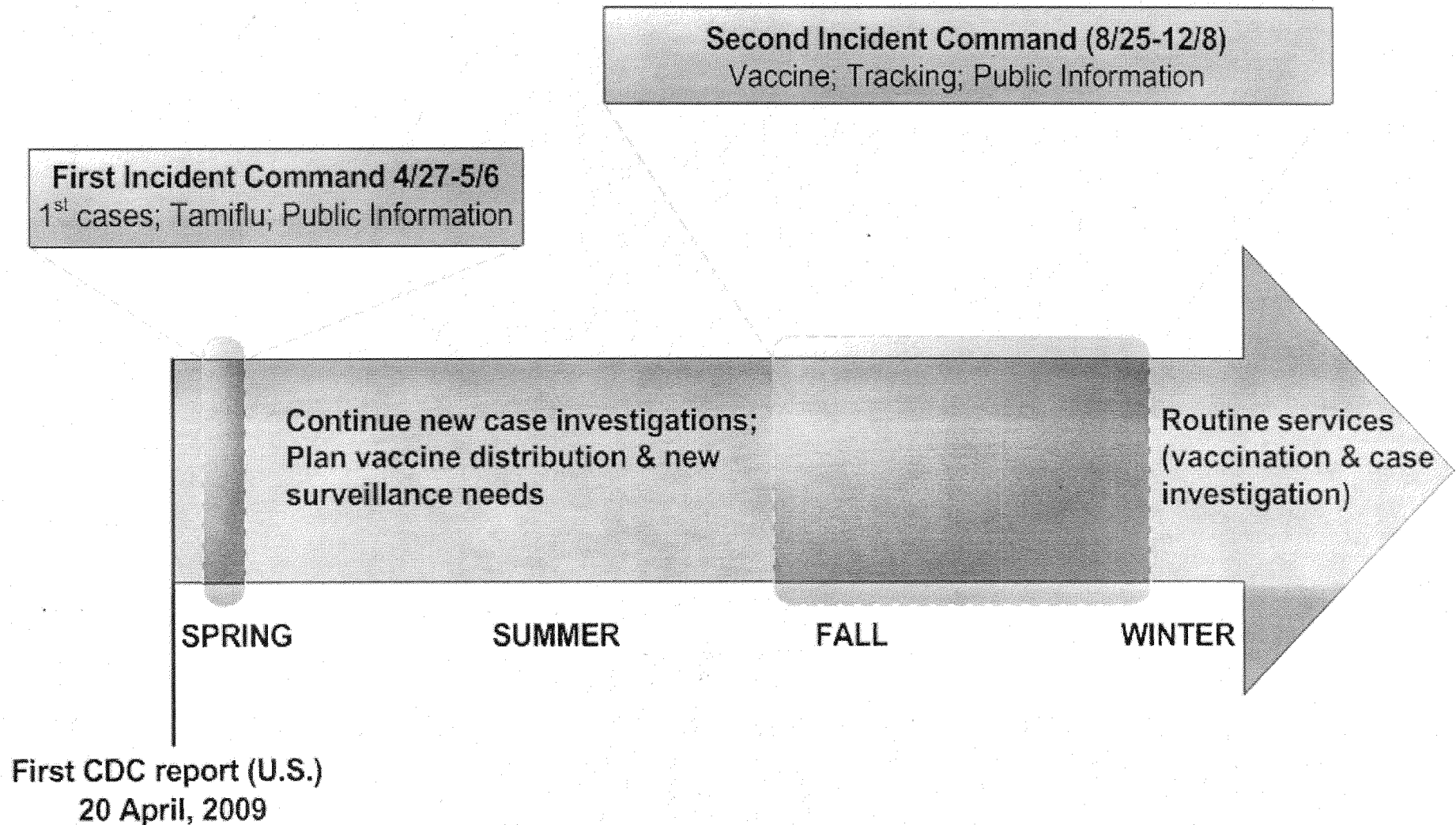
- ❖ Summarize local H1N1 disease and health department activities
- ❖ Provide rationale for organizational approaches over time
- ❖ Describe work moving into the spring, summer and next fall
- ❖ Answer questions/address concerns

# Public Health-10 Essential Functions





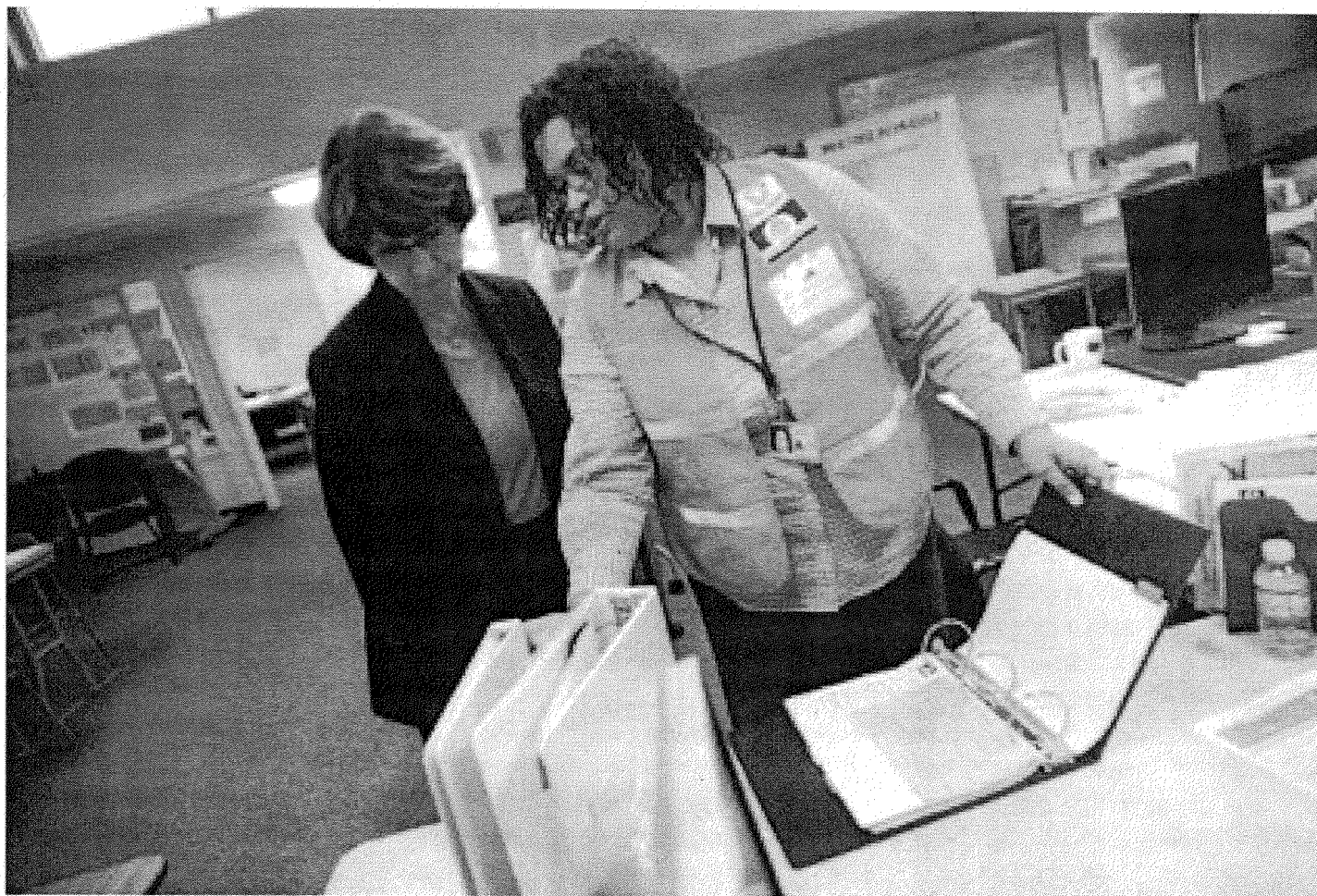
# Phases of Response



# MCHD H1N1 Preparation Committee Action Plan

*The mission of the MCHD H1N1 preparedness work is to ensure that the department and the community are well prepared to prevent and respond to the impacts of the projected fall 2009 resurgence of H1N1. The work is part of the larger mission to protect the health and people of Multnomah County.*

# Transition to Incident Command-Fall 2009



# Purpose of ICS Implementation

- ❖ Focus MCHD's H1N1 response
- ❖ Ensure the work is effective and being carried out in a timely manner
- ❖ Assure there is appropriate coordination



# H1N1-The Challenges

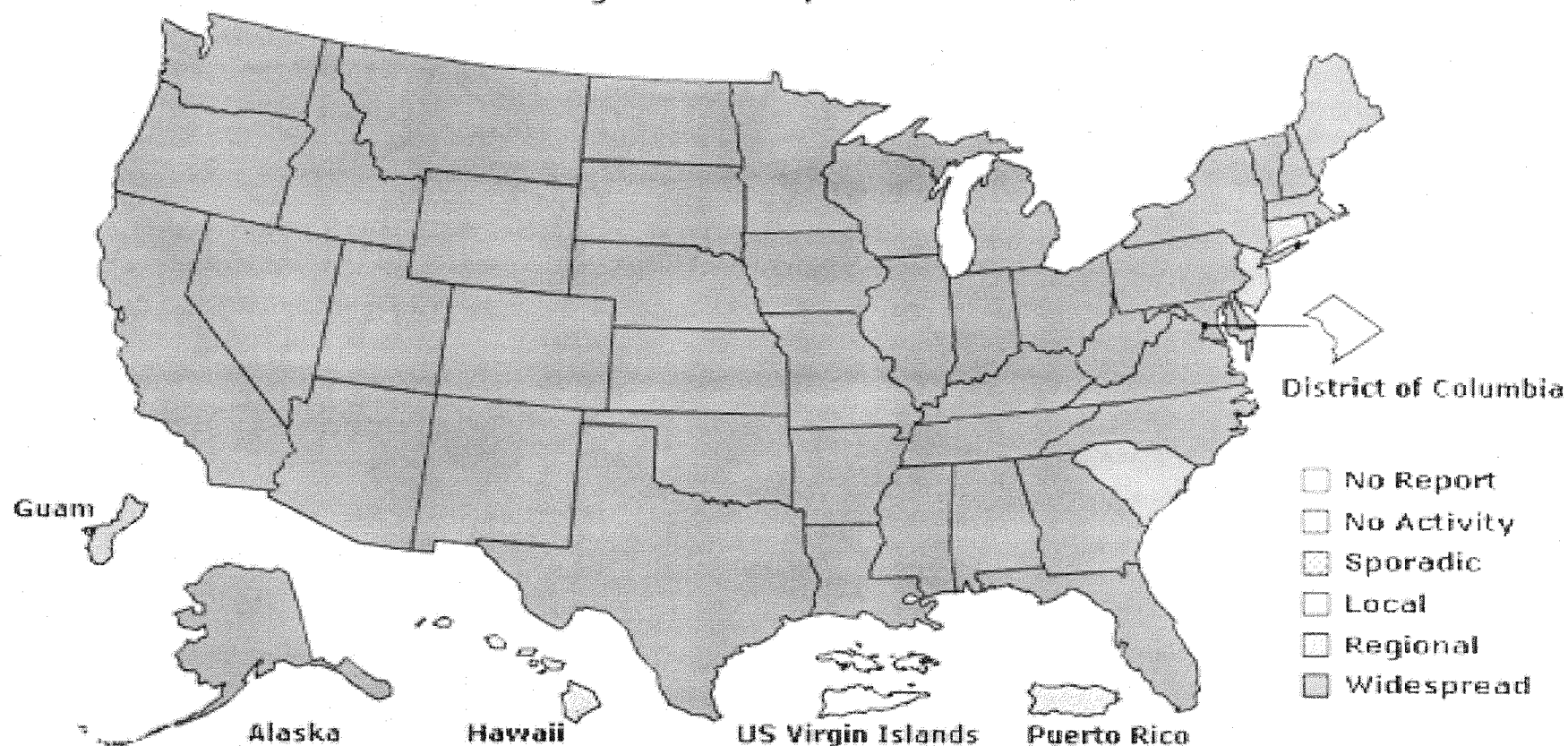
- ❖ Shifting information from the federal government
- ❖ Limited vaccine
- ❖ Concerned public
- ❖ Balancing local and regional needs
- ❖ Striving to balance critical, daily public health work with H1N1 response



# H1N1 Epidemiology and Surveillance

A Weekly Influenza Surveillance Report Prepared by the Influenza Division  
Weekly Influenza Activity Estimates Reported by State and Territorial Epidemiologists\*

Week Ending October 17, 2009- Week 41



\*This map indicates geographic spread and does not measure the severity of influenza activity.

# Public Health Investigation and Tracking

The big questions...

❖ Spring 2009:

❖ Is it here?

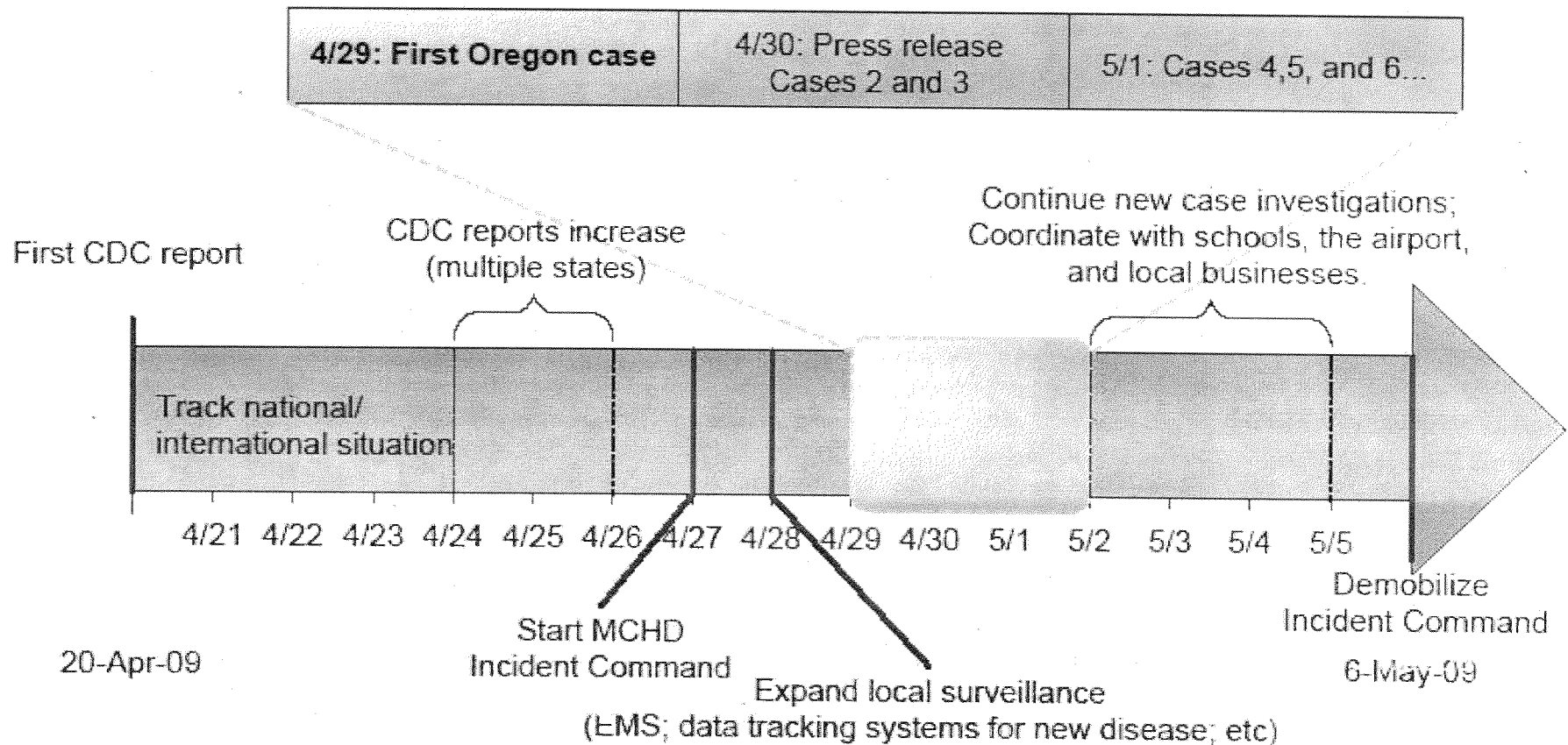
❖ Is it bad?

❖ Fall 2009:

❖ Is it big?

❖ Who is most affected?

# Spring 2009: Is it here?



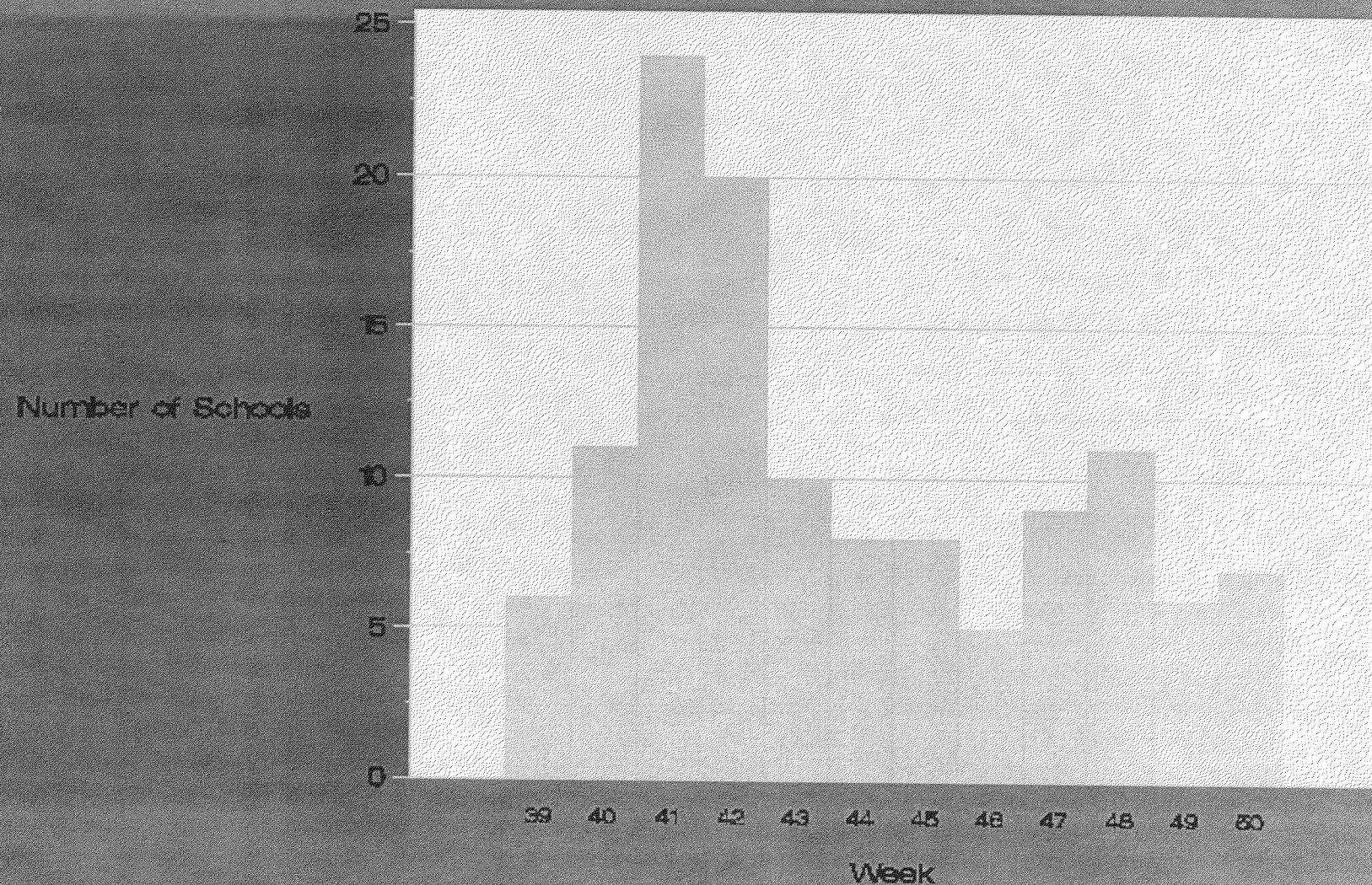
## Fall 2009: Is it big?

- ❖ New cases spring/summer (incl. 3 deaths)
- ❖ Disease reporting emergency rule  
(September 1, 2009 on)
- ❖ New partners and systems for disease tracking:
  - ❖ County: MESD
  - ❖ Tri-county region: Washington and Clackamas, State Acute and Communicable Disease Program
  - ❖ Tri-County and beyond: OHSU



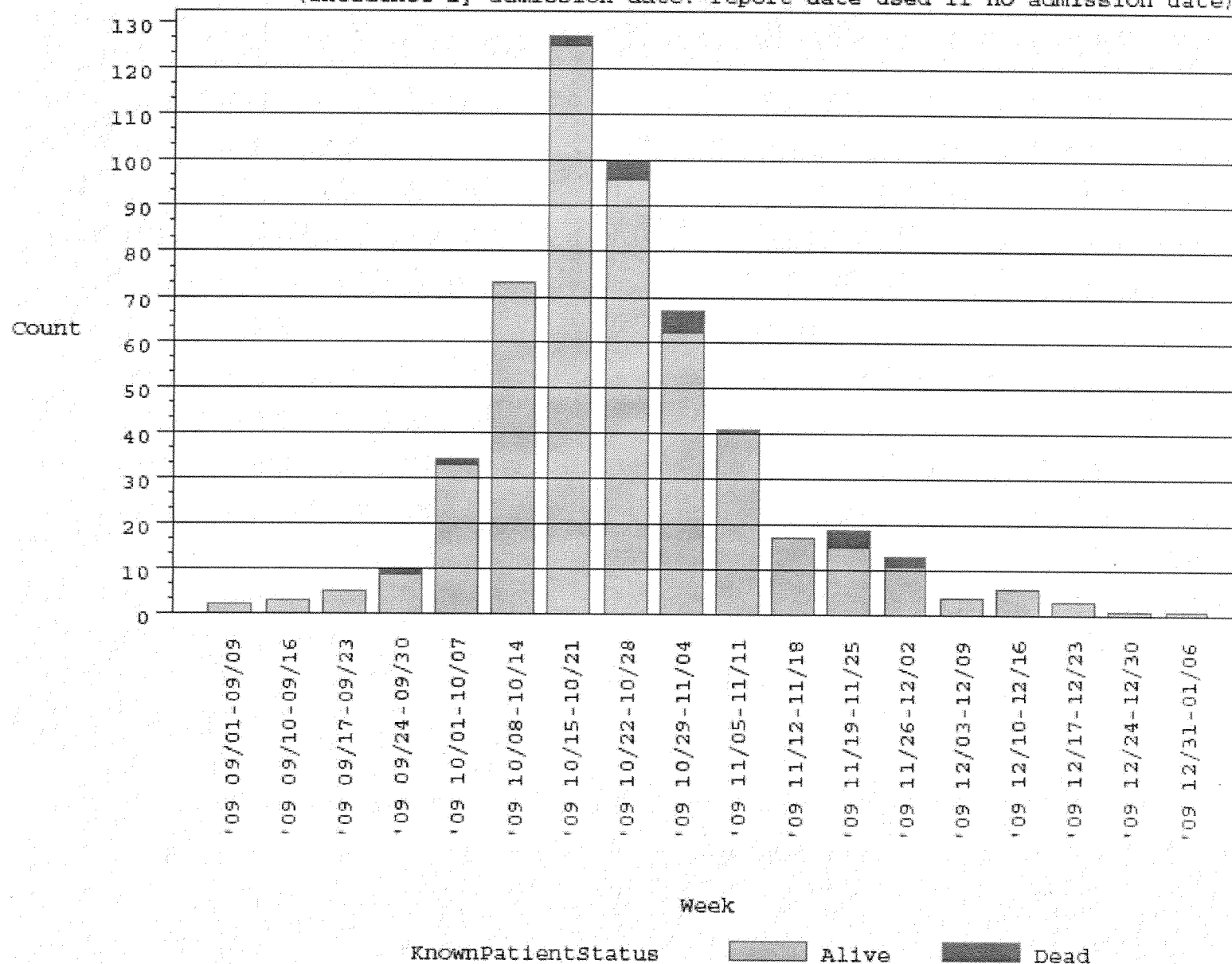
# K thru 8 Schools with High Absenteeism.

Number of MESD schools by calendar week — Multnomah County  
Schools with 20% or more of students absent on any day during that week  
October thru December 2009



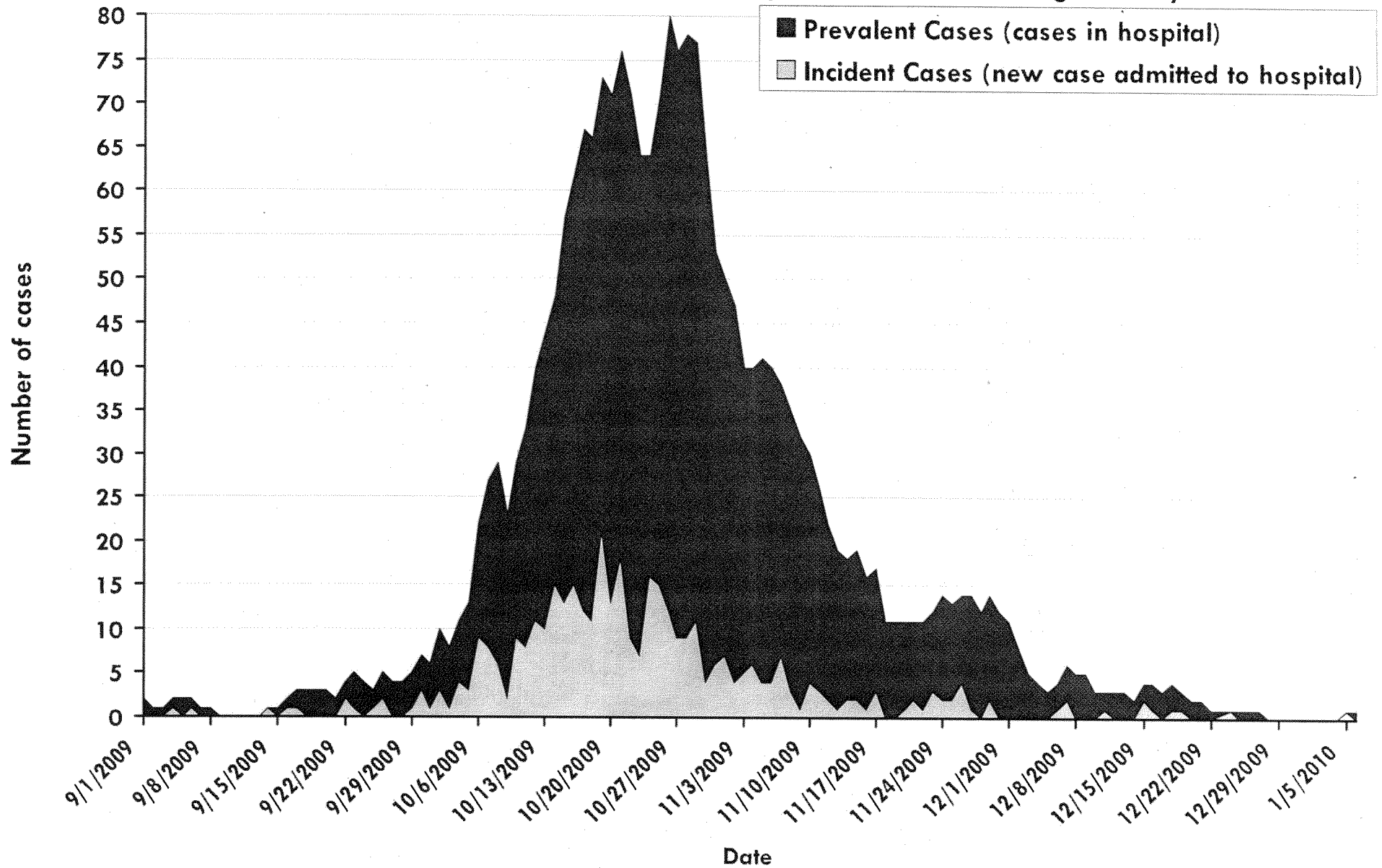
# Incident Hospitalized Influenza Cases (Weekly)

Multnomah, Washington, and Clackamas Counties, Oregon  
(Incidence by admission date: report date used if no admission date)



# Daily Incident and Prevalent H1N1 Influenza Cases

Multnomah, Clackamas, and Washington County cases with info on length of stay





## Was it worse then “usual”?

- 1990-2006: Avg. 4 influenza deaths per year (1-15/year)
- September 1st to today: 16 H1N1 influenza deaths

Percent of “Influenza” deaths by age group, Multnomah County

<u>Age group</u>	<u>“Normal” flu season, 1990-2006 (N=60)</u>	<u>Sept 1-Dec 31, 2009 (N=16)</u>
under 25 years old	-	6%
25-44 years old	3%	13%
45-64 years old	8%	63%
over 64 years old	88%	19%



# Achievements in Public Health Investigation & Tracking

- ❖ Rapidly responded to need for investigating a new disease
- ❖ Unprecedented data sharing, partnerships and uses of technology to track disease & share information

# H1N1 Vaccination Efforts



# Planned Vaccination Strategy

- ❖ August 6th–MCHD expects to receive 90,000 doses of H1N1 vaccine by mid-October and 30,000 doses each following week
  - ❖ Primary strategy–leverage partnerships with large health care systems and private providers and utilize existing medical infrastructure
  - ❖ Follow CDC vaccination priority guidelines
  - ❖ Ensure equity of access for traditionally underserved through community-based vaccine clinic partnerships

# Vaccination Strategy Shifts

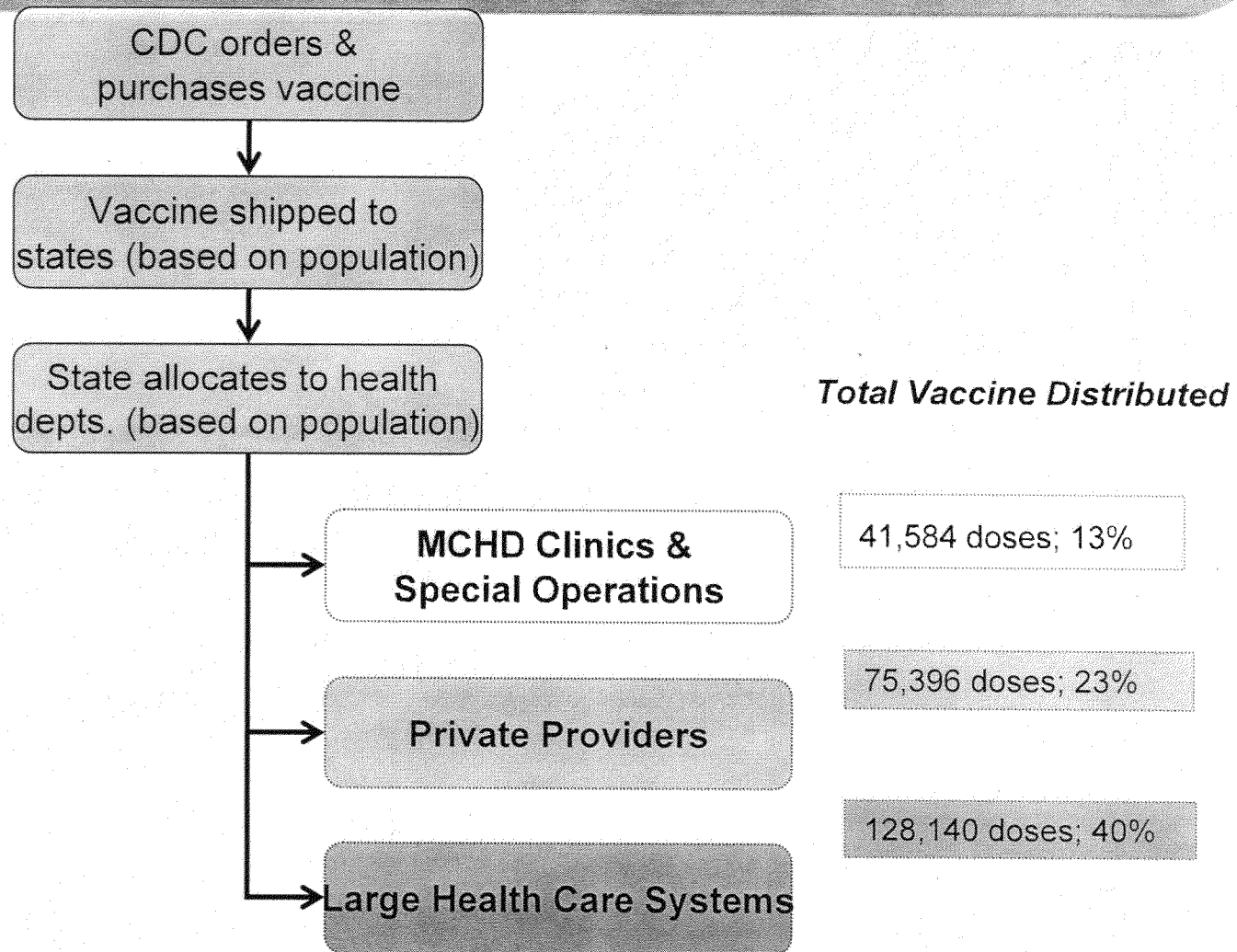
- ❖ October 6th: MCHD receives first shipment – 6700 doses of vaccine-subsequent shipments similarly small
  - ❖ Primary strategy shifts – focus only on highest risk: pregnant women, children under 5 & front line health care workers
  - ❖ Dec. 7: MCHD focus expands to all priority groups.
  - ❖ Dec. 14: MCHD analyzes epi trends & opens vaccine to everyone



# Celebrating Partnerships



# H1N1 Vaccine Distribution Channels



# Multnomah County's H1N1 Vaccine Partners – Private Providers

- ❖ 250 new vaccine providers registered
  - ❖ MCHD works with providers to register with the state to administer H1N1 vaccine
  - ❖ Focus on providers to priority populations:
    - ❖ Pediatricians
    - ❖ Obstetricians & Gynecologists
    - ❖ Practices serving particularly at-risk groups
    - ❖ Other health care workers & EMS agencies

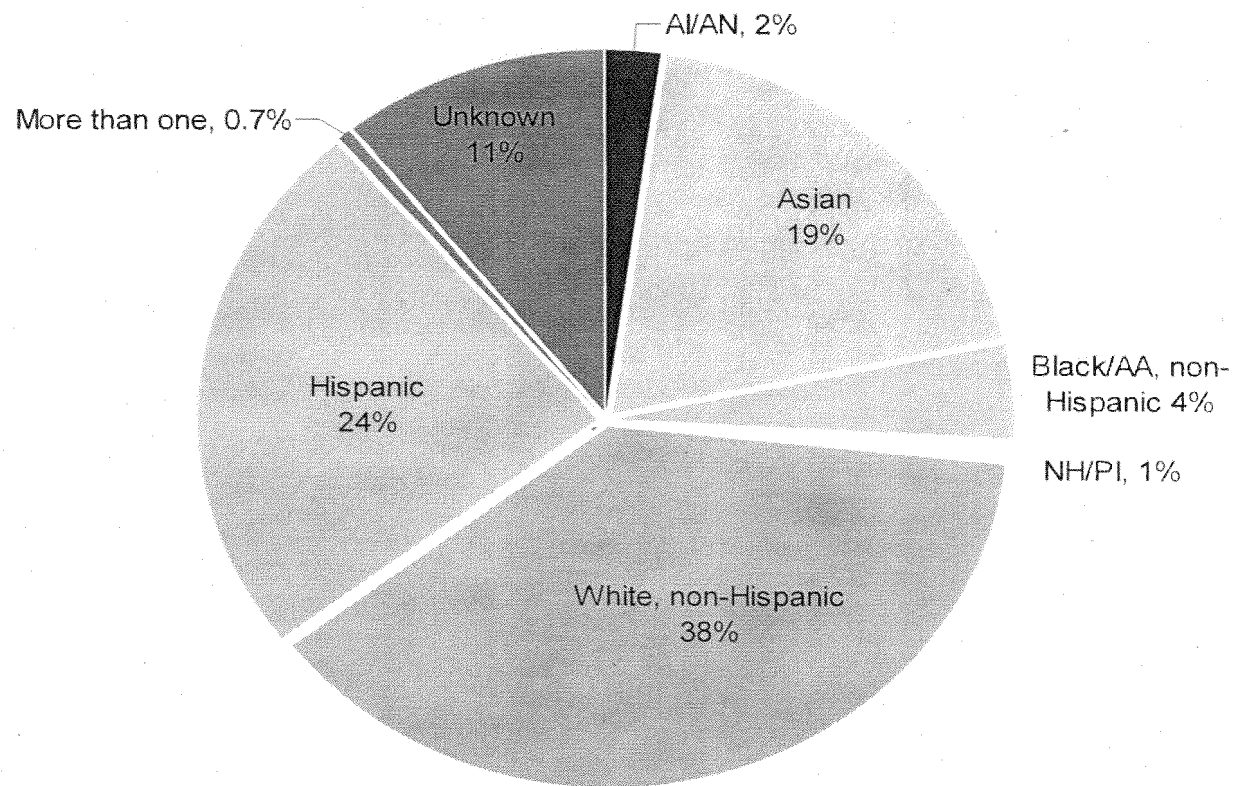
# How did the health department vaccinate people?

- ❖ Oct. 6 – Dec. 8
  - ❖ Through Incident Command System
    - ❖ 7% of all vaccine allocated
    - ❖ Women, Infants and Children (WIC) clinics
    - ❖ Public Points of Dispensing (PODs)
      - Catholic Charities-Kateri Park, Mt Hood CC
    - ❖ Closed, targeted clinics for traditionally underserved & minority groups
- ❖ Oct 6 on: MCHD Primary Care Clinics & Community Immunization Program



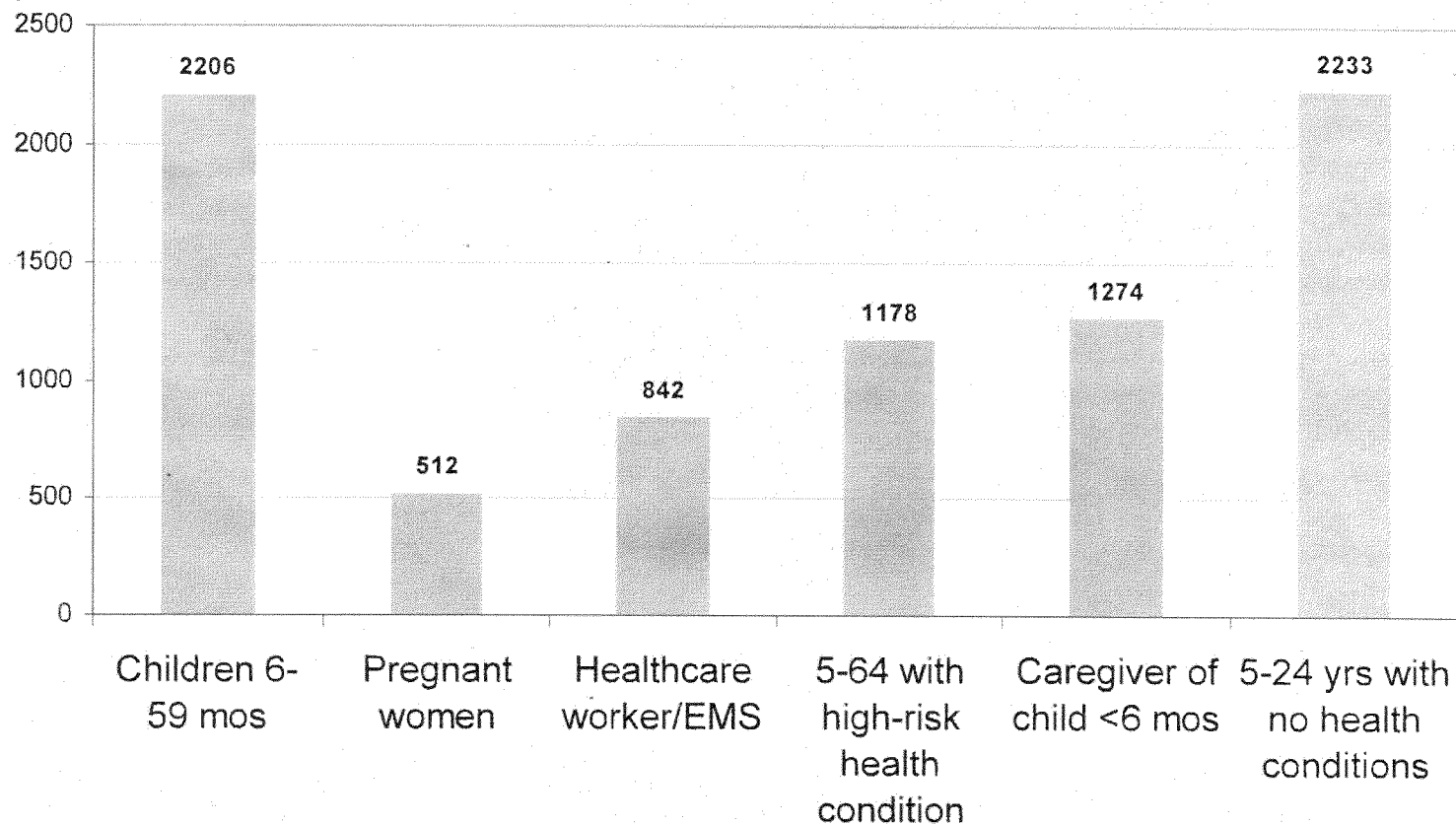
# Number of H1N1 Vaccinations by Race – Special PODs & WIC Clinics

October and November 2009: N=8,315



# Number of H1N1 Vaccinations by Priority Group – PODs & WIC Clinics

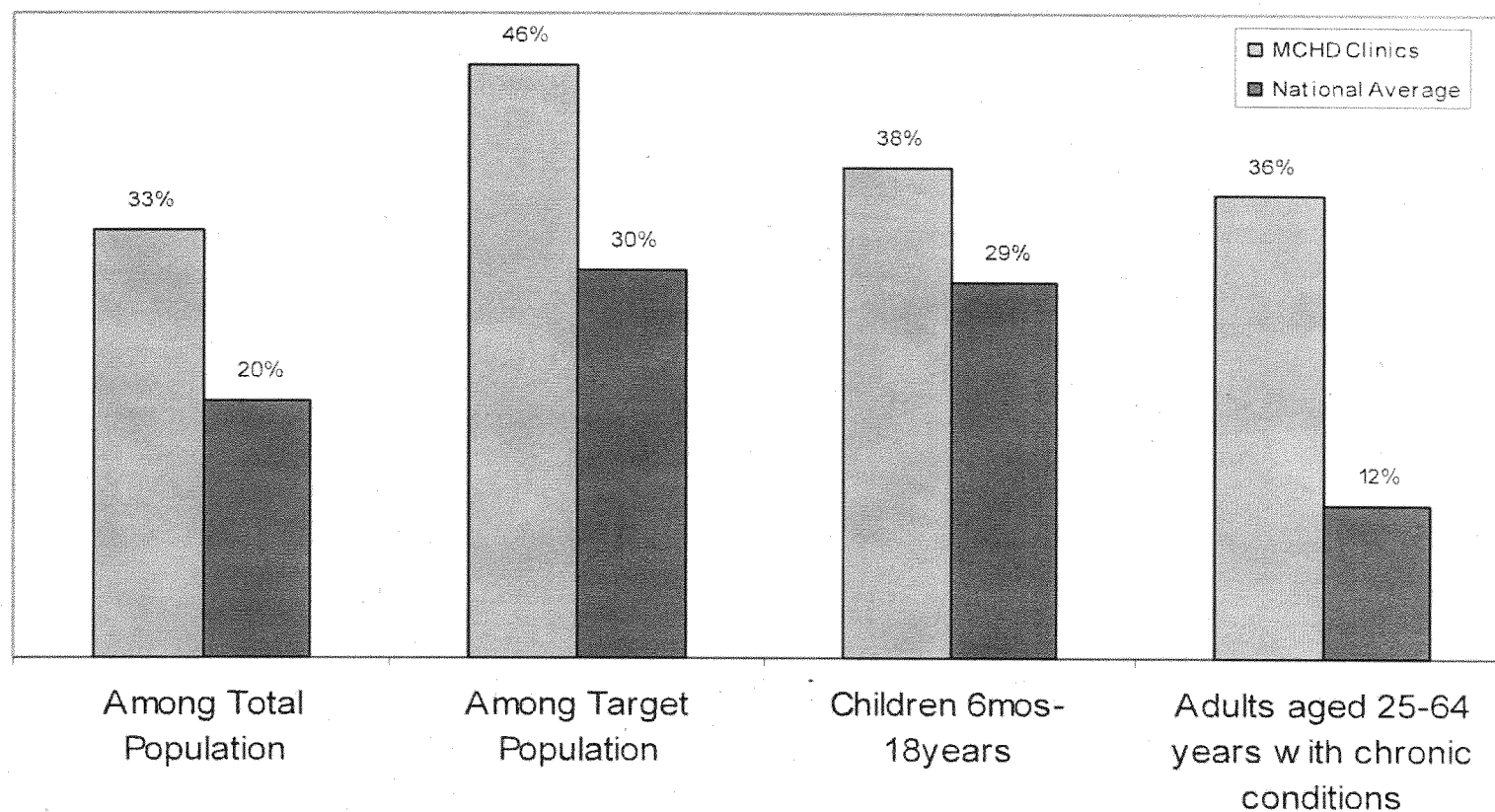
October and November 2009: N=8,315



<sup>a</sup>Individuals may select more than one priority group and are counted in each (contains duplication).

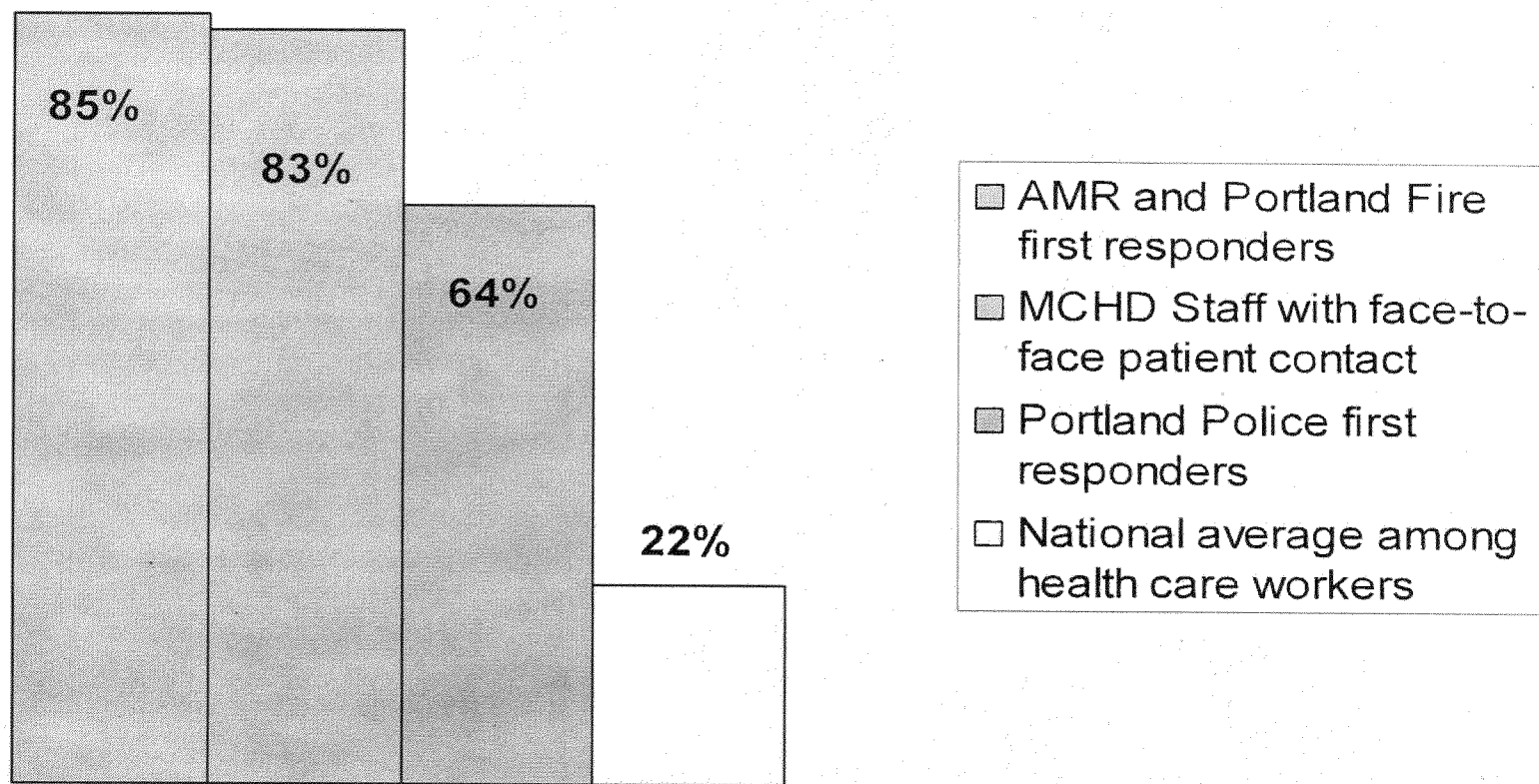
# MCHD Primary Care Clinics

**MCHD Clinics' H1N1 Vaccine Uptake vs. National Average**



# H1N1 Vaccine Uptake among MCHD Frontline Healthcare Workers

## MCHD and EMS Personnel H1N1 Vaccine Uptake vs. National Average



# Transition from Incident Command

- ❖ ICS stood down December 8<sup>th</sup>
- ❖ H1N1 vaccination efforts now part of Communicable Disease Services (MCHD) with external support from Community Health Services (CHS-WIC, CHS administration)
- ❖ Ongoing messaging, outreach informed by internal H1N1 Leadership Team



# Ongoing Outreach Vaccine Operations

*Focus is on health department's traditional role in meeting the needs of underserved populations*

- ❖ Reduce barriers to vaccination
- ❖ Staff limited, targeted H1N1 vaccination clinics to reduce health disparities from consequences from H1N1

# Access to Influenza Care (AIC) Project



# Access to Influenza Care (AIC) Project

- ❖ Health Outcome Goal: Prevent medical complications of influenza among low-income uninsured & underinsured people who do not have a medical home
- ❖ Operational Goal: A system of care to provide timely access to basic influenza clinical evaluation and treatment (not to address the community's larger health care access problem)
- ❖ Approach:
  - ❖ Develop a common pathway for consumers to use
  - ❖ Utilize partnerships with health care providers



# The AIC System

Population in Need of Care  
(Ill with Influenza Symptoms)

*Outreach,  
Selective  
Advertising*

Call to 2-1-1

- *Need/Desire to  
Talk with Nurse*
- *Income screening*

Transfer to CareOregon  
Nurse Triage Line

Prescription &  
Provision of  
Antiviral Drugs

Referral for Clinic  
or Emergency  
Department Visit

Advice re: Self-  
Treatment and  
Follow-Up

# AIC Project

## ❖ Partners:

- CareOregon
- 2-1-1
- Kaiser Permanente
- Providence
- Legacy
- Coalition of Clinics
- OPHD

## ❖ Service Outcomes:

- Low demand for service (system implemented just after peak of transmission)
- Callers Served: 63
- Antiviral Rx's: 11
- Clinic referrals: 27

*Conclusion: A valuable, cost-effective tool for future emergencies.*

# Public Information

# PROTECT

**YOURSELF**

**YOUR FAMILY**

**YOUR COMMUNITY**

H1N1 flu is still in our community. Some folks suffer more from this virus than others. Nationally, Blacks are having serious complications in greater numbers than other groups. Vaccination is the best way to protect yourself and others from the flu. Get vaccinated against H1N1.

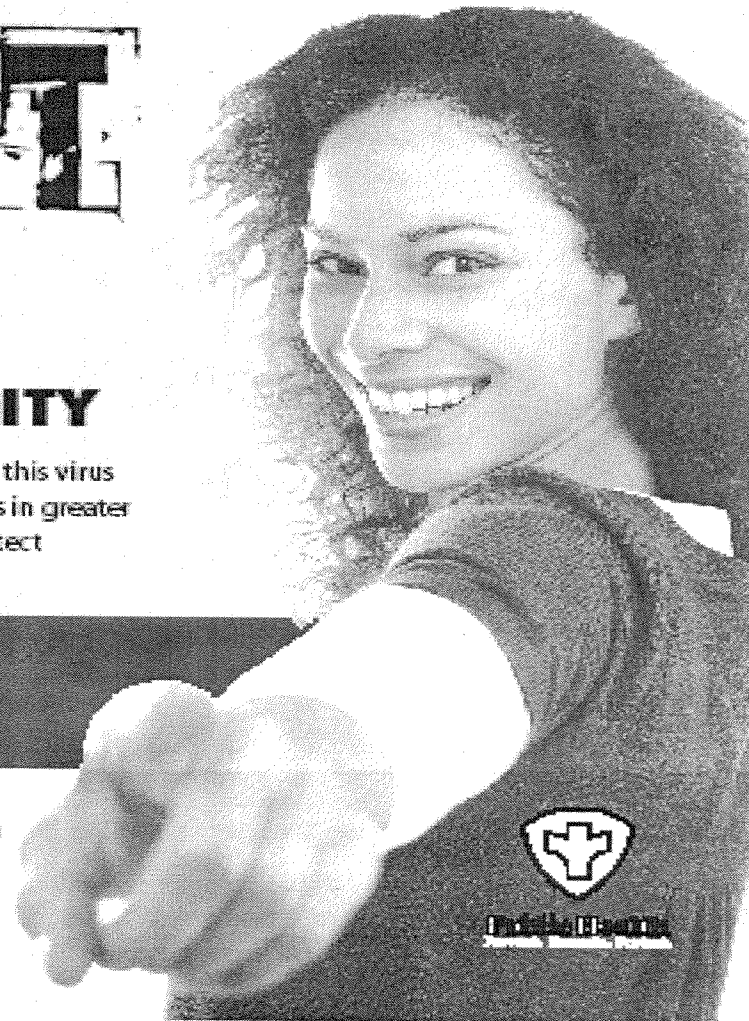
**IT'S EASY. IT'S FAST.  
GET YOUR H1N1 FLU SHOT.**



Learn where to get your  
**FREE FLU SHOT**  
at [www.mchealth.org](http://www.mchealth.org)  
or call the vaccine information  
line at 503-988-4454



**Protect Your Health**



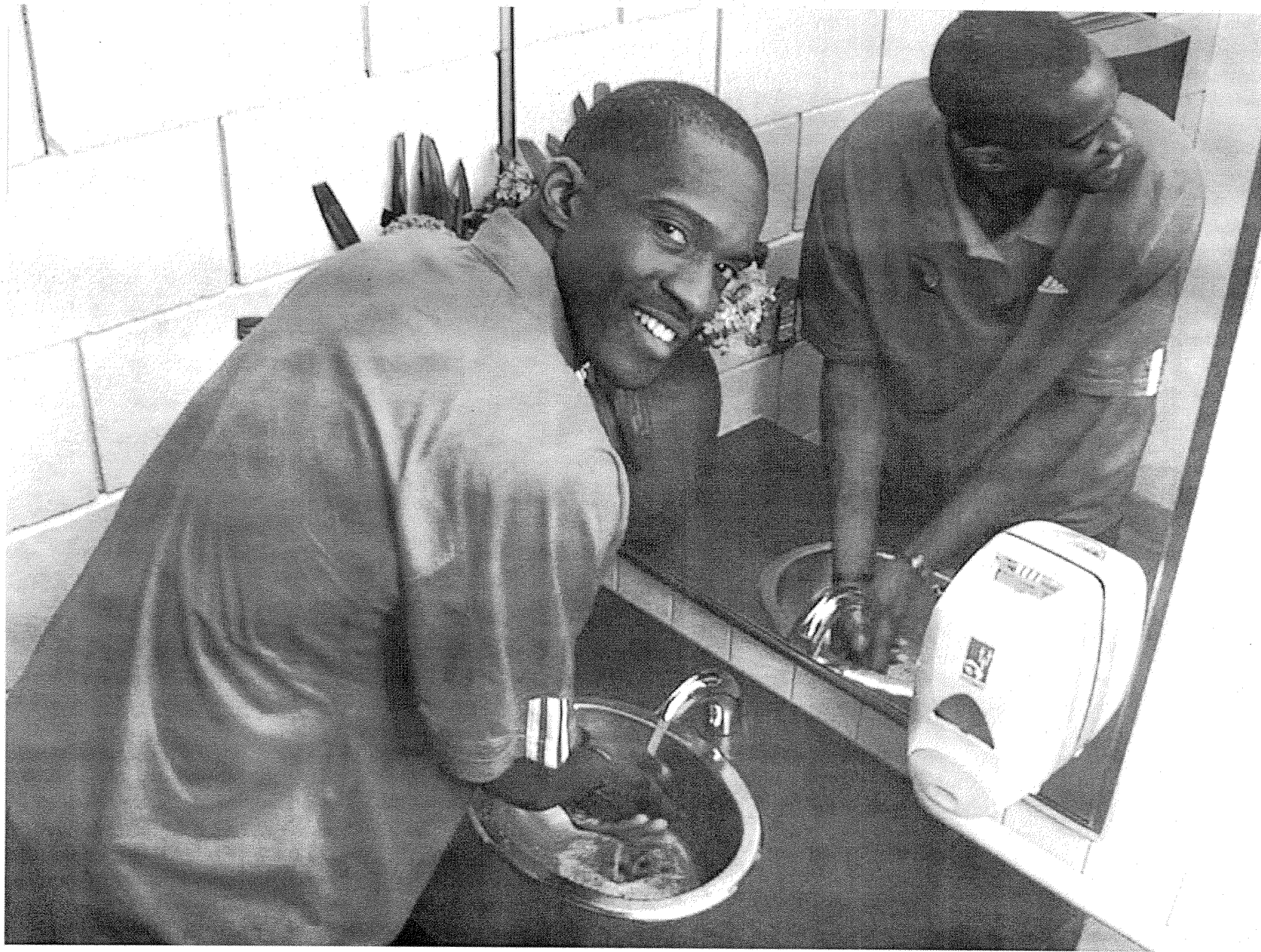
# Public Information Strategy

- ❖ Speak first, speak truth, speak often-goal of full transparency to maintain trust with public
- ❖ Give people good information to make good decisions
- ❖ Coordinate regionally-early formation of Joint Information System then Center
  - ❖ Map out stakeholders
  - ❖ Design appropriate communications
  - ❖ Focus on non-duplicative and coordinated work

# Public Information Strategy Shifts

- ❖ Manage vaccine demand with clear messaging with focus on priority groups
- ❖ Full focus on prevention and appropriate use of medical care
- ❖ Appropriately timed push to increase demand for vaccine





# Prevention! Prevention! Prevention!

## ¡Detenga los Gérmenes, Manténgase Sano!

### GRUPE PORCINA (H1 N1)

El virus H1N1, también conocido como "gripe porcina", es un virus que pueden propagar las personas que están infectadas. Cuando un individuo tose o estornuda, dispersa los gérmenes en el aire o sobre las superficies que otros pueden tocar. Usted no puede contraer la enfermedad por estar cerca de algún animal o por comer carne de cerdo.

#### ¿Cómo detener la propagación del virus H1N1?

- Quédese en casa si está enfermo
- Cúbrase cuando tosa o estornude
- Lave sus manos a menudo

No busque ayuda médica si no está enfermo o si tiene síntomas leves por los que usted no iría normalmente al médico. Si presenta síntomas más graves de fiebre, tos, garganta irritada, dolores en el cuerpo o si se siente mucho más enfermo, llame a su proveedor de servicios de salud.

#### Quédese en casa si está enfermo



#### Cúbrase cuando tosa o estornude



#### Lave sus manos a menudo durante 20 segundos



¿No puede lavarse con agua? Utilice una solución antiséptica con alcohol

Clark County Health Division Multnomah County Health Department Washington County Health and Human Services

Reprinted with permission from Public Health - Seattle and King County

Si necesita más información, visite:  
[www.mchealth.org/swineflu.shtml](http://www.mchealth.org/swineflu.shtml)



## Принятие решения: Защитите себя и других



НАБЛЮДАЮТСЯ ЛИ У ВАС СИМПТОМЫ ГРИППА? (высокая температура, воспаление горла, кашель, головная боль, мышечные боли)

Выполнение инструкций по использованию нашей таблицы поможет вам принять наилучшее решение, относящееся к уходу за собой и за вашими близкими.

### НАБЛЮДАЮТСЯ ЛИ У ВАС КАКИЕ-ЛИБО ИЗ ПЕРЕЧИСЛЕННЫХ НИЖЕ ТРЕВОЖНЫХ ПРИЗНАКОВ?

#### У ВЗРОСЛЫХ И ДЕТЕЙ

- > Замешательство или неспособность проснуться
- > Затруднение дыхания
- > Боль или стеснение в груди или в брюшной полости
- > Посинение губ или кожная сыпь
- > Неспособность пить или удерживать жидкости в желудке

#### У ДЕТЕЙ

- > Высокая температура у младенцев в возрасте до 3 месяцев
- > Чрезмерная раздражительность

#### РЕШЕНИЕ

Обратитесь за срочной медицинской помощью, если можно скорее.

Если это не обязательно, позвоните по тел. 9-1-1.

### ЕСЛИ ВЫ СТАРШЕ 65 ЛЕТ ИЛИ ЕСЛИ У ВАС НАБЛЮДАЮТСЯ...

- > беременность;
- > рак;
- > нарушения кровообращения;
- > хроническое заболевание легких (например, астма или эмфизема);
- > диабет;
- > заболевание сердца, почек или печени;
- > заболевание нервной системы или мышц;
- > иммунодефицит (ослабление иммунной системы);
- > ожирение (вес более 133,4 кг у женщин или более 136 кг у мужчин);
- > временное исчезновение напоминающих грипп симптомов с их последующим возвращением в более тяжелой форме.

#### РЕШЕНИЕ

Сегодня же обратитесь в обслуживающее вас медицинское учреждение.

Лицам с низким доходом и без медицинской страховки рекомендуется позвонить по тел. 1-800-978-3040.

### В ОТСУТСТВИЕ ТРЕВОЖНЫХ ПРИЗНАКОВ И БОЛЕЗНЕЙ, ПЕРЕЧИСЛЕННЫХ ВЫШЕ...

У вас могут быть грипп или обычная простуда. Если не возникнут никакие тревожные признаки, лечитесь дома; отдыхайте, пейте больше жидкостей и принимайте жаропонижающие средства, такие, как ацетаминофен или ибупрофен (не давайте аспирина детям в возрасте до 18 лет).

#### РЕШЕНИЕ

Отдыхайте, пейте больше жидкостей, принимайте жаропонижающие средства.

### Всегда принимайте профилактические меры, предотвращающие заражение

- > Часто мойте руки.
- > Кашляя или чихая, прикрывайте рот сгибом локтя, а не ладонями.
- > Если вы больны, оставайтесь дома.

### БУДЬТЕ ОСВЕДОМЛЕННЫ!

[www.cdc.gov/h1n1flu](http://www.cdc.gov/h1n1flu)  
[www.flu.gov](http://www.flu.gov)

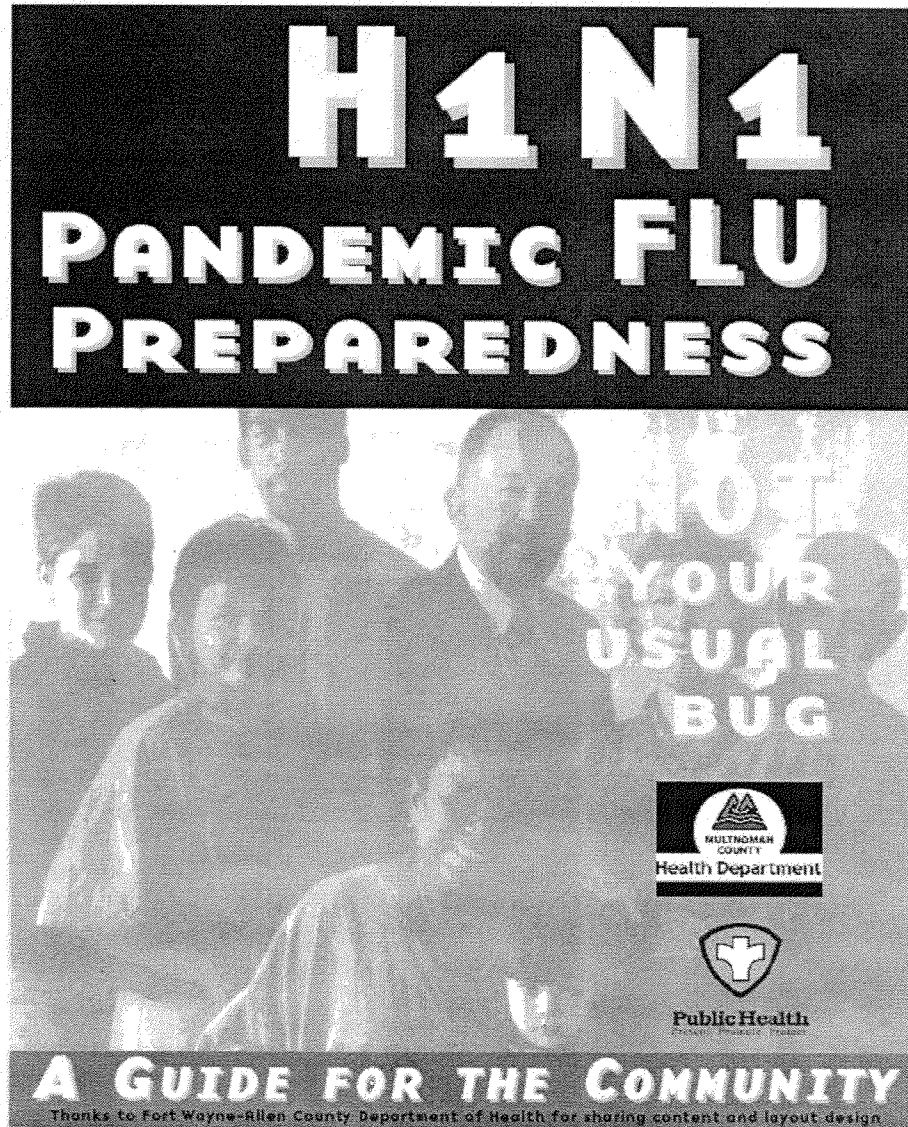
[www.co.washington.or.us/flu](http://www.co.washington.or.us/flu)  
[www.co.clackamas.or.us/swineflu](http://www.co.clackamas.or.us/swineflu)

[www.mchealth.org](http://www.mchealth.org)  
[www.flu.oregon.gov](http://www.flu.oregon.gov)

Rev. 11/06/09

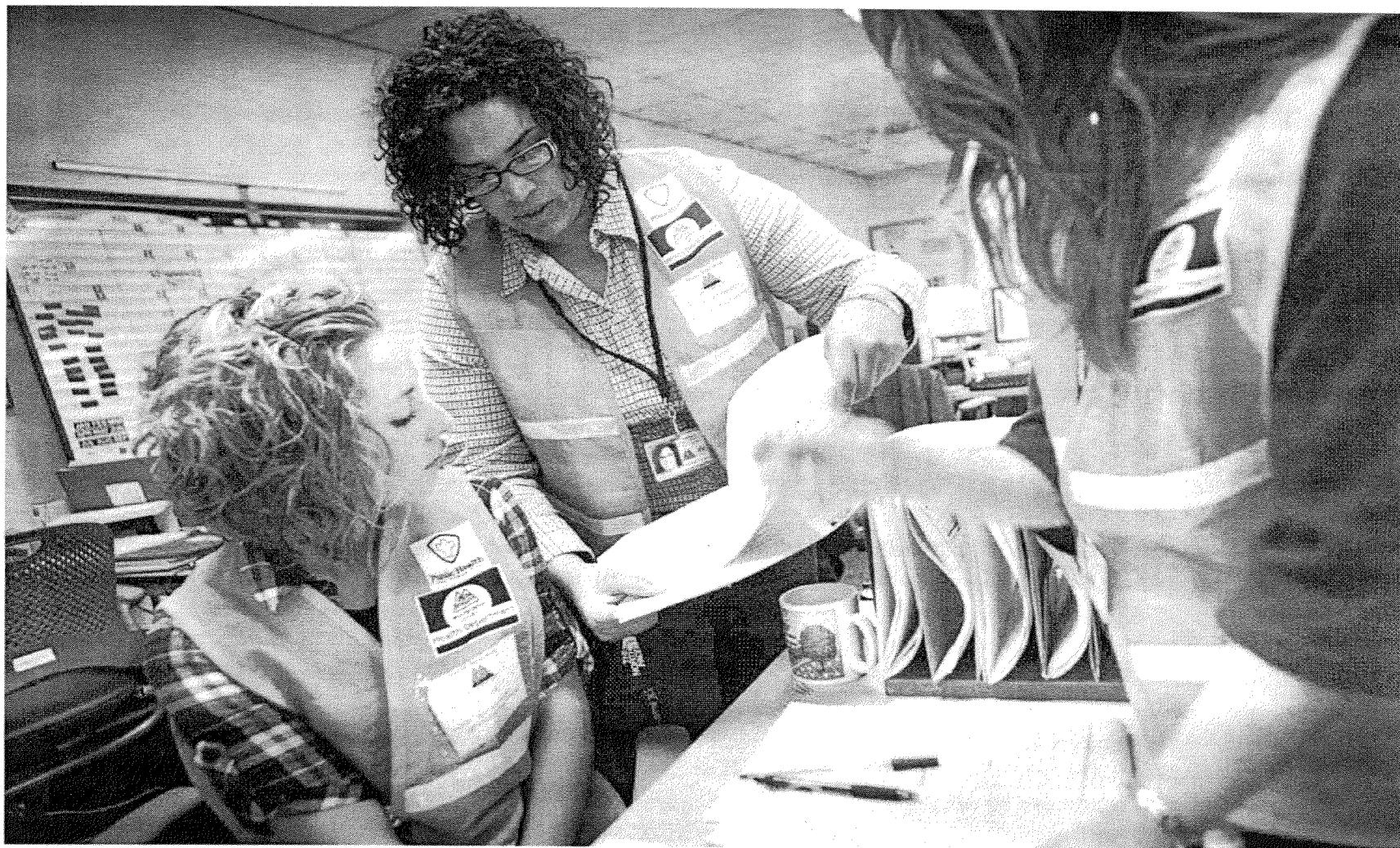


# Resources





# Success and challenges



# Successes

- ❖ Changing policy and operational approaches in response to the evolving situation
- ❖ Joint operations with community partners
- ❖ Coordination among local partners
  - ❖ Metro area health departments
  - ❖ Private sector health care delivery partners
  - ❖ Rapid stand up of data systems
  - ❖ Public health and counties' and cities' emergency management programs
  - ❖ Public information
- ❖ Coordinated approach to vaccine allocation (county and regional)

# Important Lessons Learned

- ❖ Very little in an emergency happens the way you expect
- ❖ Community partnerships in preparedness result in a successful response
- ❖ The challenges of normal times carry over into emergencies – e.g., resource scarcity, equity, cultural/agency differences

# Improvement activities

*The health department has identified some critical areas of quality improvement from this event*

- ❖ Maintaining equity in a scarcity environment
- ❖ Ensuring appropriate levels of communication-agency executive to agency executive
- ❖ Investing in and incorporating information systems
- ❖ Nurturing community partnerships for future action
- ❖ Coordinating with the region and the state



# Influenza-what about next year?

- ❖ As the H1N1 situation normalizes, governmental public health will continue to resume its traditional roles:
  - ❖ providing information and guidance to the public and the health care community on vaccination and other preventive measures, and
  - ❖ ensuring that under-served populations have access to vaccination services
- ❖ Steady efforts will be needed to promote and provide influenza vaccination over the coming months and years
- ❖ The capacities to carry out these efforts exist within the community and in the health department

# Questions

- ❖ Closing thoughts
- ❖ Questions and follow up

*Thank you.*

## **GROW Lynda**

---

**From:** MILECHMAN Althea M  
**Sent:** Monday, March 08, 2010 10:46 AM  
**To:** #ALL CHAIR'S OFFICE; #ALL DISTRICT 1; #ALL DISTRICT 2; #ALL DISTRICT 3; #ALL DISTRICT 4; #ALL PAO STAFF; SHIRLEY Lillian M; JOHNSON KaRin R; NICHOLS Loreen; GUERNSEY Jessica; OXMAN Gary L; LEWIS Paul F; HOUGHTON David B  
**Subject:** MC Health Dept. assesses successes, challenges of H1N1 influenza response

This news release is also available [online](#).

## **NEWS RELEASE**

**Release:** March 8, 2010  
**Contact:** Jessica Guernsey, Multnomah County Health Department, 503-988-3674 ext. 25698 or 503-936-1207

**(Note: Dr. Oxman will be available for media interviews immediately following the briefing)**

### **Multnomah County Health Department assesses successes, challenges of H1N1 influenza response**

***Briefing with Board of County Commissioners is scheduled for March 11***

Multnomah County Health Department Director Lillian Shirley and Tri-county Health Officer Dr. Gary Oxman will lead a review of the county's H1N1 influenza work for the Multnomah County Board of County Commissioners on Thursday, March 11 from 10:30 a.m.-11:30 a.m. in the Boardroom.

Public health recognized the emergence of the H1N1 influenza virus in April 2009 and H1N1 was declared a pandemic in June. Initially the virus appeared to be mild, but there was considerable uncertainty about the course the pandemic would take.

According to Tri-county Health Officer Dr. Gary Oxman, "This uncertainty appropriately prompted an aggressive public health response. While we are no longer in an urgent situation and H1N1 transmission is at or below levels that are typical for this time of year, this event is an important opportunity to review core public health functions and how we can amplify those functions in an emergency situation."

The briefing will include details on how H1N1 spread in the community, allocation and distribution of the H1N1 influenza vaccine, comparing local vaccine uptake with national averages, an overview of public-private partnerships that facilitated protecting the health of our community, and planning for the upcoming influenza season.

# # #

Althea Milechman | Multnomah County Public Affairs Office | 503-988-6805 | Visit our [newsroom](#) | <http://twitter.com/multco>



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
NOTICE OF INTENT**

(Revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-6 DATE 03/11/2010  
WANDA GROW, BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 03/11/2010  
Agenda Item #: R-6  
Est. Start Time: 11:30 AM  
Date Submitted: 02/25/2010

**NOTICE OF INTENT to Apply for US Department of Justice (DOJ), Office of  
Agenda Justice Programs (OJP) and National Institute of Justice (NIJ) Grant in the  
Title: Amount of \$46,499.72 for Solving Cold Cases with DNA**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions,  
provide a clearly written title sufficient to describe the action requested.*

<b>Requested Meeting Date:</b>	<u>March 11, 2010</u>	<b>Amount of Time Needed:</b>	<u>10 Minutes</u>
<b>Department:</b>	<u>Sheriff's Office</u>	<b>Division:</b>	<u>Enforcement</u>
<b>Contact(s):</b>	<u>Lt. Ned Walls</u>		
<b>Phone:</b>	<u>503-251-2510</u>	<b>Ext.:</b>	<u>I/O Address: 313/1</u>
<b>Presenter(s):</b>	<u>Lt. Ned Walls, Administrator of Grant and Wanda Yantis, Budget Manager</u>		

**General Information**

**1. What action are you requesting from the Board?**

The Sheriff's Office is requesting approval to apply for the US Department of Justice (DOJ), Office of Justice Programs (OJP), and National Institute of Justice (NIJ) Grant for Solving Cold Cases With DNA.

**2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**

The U.S. Department of Justice through the National Institute of Justice has issued a request for applications to provide assistance to local law enforcement to review and investigate Uniform Crime Report (UCR) Part 1 Violent Crime "Cold Cases" that have the potential to be solved through DNA analysis. In FY 09, the Sheriff's Office created the Retirees Volunteer Cold Case Detective Unit. Currently the Cold Case Unit is investigating 35 unsolved Homicide cases, of which at least 15 may require DNA analysis. The State of Oregon's DNA lab is backlogged up to 18 months due to the high volume of statewide cases and lack of funding for additional staffing. This funding will allow



the unit to expedite DNA Testing through private labs, Travel and Training costs for cold case detectives and overtime funding for paid staff members assisting with the cases.

**3. Explain the fiscal impact (current year and ongoing).**

This will increase the Enforcement Division's revenue by \$46,499.72 in the Federal/State Fund. The funds also cover the indirect costs.

**4. Explain any legal and/or policy issues involved.**

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

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## ATTACHMENT A

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### Grant Application/Notice of Intent

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If the request is a Grant Application or Notice of Intent, please answer all of the following in detail:

- **Who is the granting agency?**

US Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ)

- **Specify grant (matching, reporting and other) requirements and goals.**

This grant does not require match funds.

The performance measure goals for this program include:

- Increase in the number of total identified UCR Part 1 Violent crime cold cases where the files, evidence, or both have been reviewed for the presence of biological evidence.
- Increase in the number of UCR Part 1 Violent Crimes cold cases DNA profiles generated that have been entered into CODIS.
- Increase in the number of CODIS hits resulting from cold case analysis.

- **Explain grant-funding detail – is this a one time only or long term commitment?**

This is a one-time-only grant.

- **What are the estimated filing timelines?**

The grant application is due Tuesday, March 12, 2010 by 11:45 pm Eastern Time.

- **If a grant, what period does the grant cover?**

The grant covers 18 months from the date of the award.

- **When the grant expires, what are funding plans?**

This grant is one-time-only in nature. When the grant ends, we will actively seek other funding sources. If not successful, our participation will end.

- **Is 100% of the central and departmental indirect recovered? If not, please explain why.**

Yes.

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## ATTACHMENT B

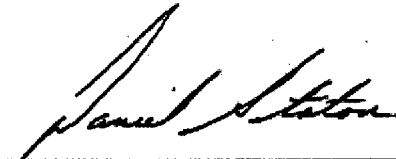
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### Required Signatures

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Elected Official or  
Department/  
Agency Director:



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Date: 02/25/2010

Budget Analyst:



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Date: 02/25/2010



## **Multnomah County Charter Review Committee**

**REGULAR MEETING – March 11, 2010**

**5:15 – 8:00 p.m.**

**Multnomah Building Board Room**

**501 SE Hawthorne Blvd., Portland**

### **AGENDA**

**Facilitators:** Brian Wilson, CRC Chair  
Agnes Sowle, Multnomah County Attorney  
Jacquie Weber, Assistant County Attorney

**5:15 Call to Order - Introductions**

**5:20 Review and Approval of 02/11/10 Minutes**

**5:25 Committee Introductory Remarks:**

- Chair Brian Wilson
- Subcommittee Chair Rob Milesnick
- Agnes Sowle, County Attorney

**5:35 Invited Speakers will include, among others,**

Chair Ted Wheeler, Sheriff Dan Staton, Commissioner Diane McKeel, Washington County Undersheriff Dave Hepp, Troutdale Mayor Kight, Chief Deputy Carol Hasler, Chief Deputy Tim Moore, John Anderson, Phil Anderchuck, Todd Shanks, Mike Hanna, Glenn Putnam, Sheila Ritz, Phyllis Theimann, Travis Stovall, Jim Butler, Miles Merwin, Julie Cieloha

**Followed By Public Comment**

**8:00 Adjourn Meeting**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Carol Kinoshita in the County Attorney's Office (503) 988-3138 or TTY Phone (503) 823-6868.

1

**MULTNOMAH COUNTY BOARD OF COMMISSIONERS  
PUBLIC TESTIMONY SIGN-UP**

Please complete this form and return to the Board Clerk

\*\*\*This form is a public record\*\*\*

SUBJECT: MCC 13.05 Impairment MEETING DATE: 3/11/2010

AGENDA NUMBER OR TOPIC: \_\_\_\_\_

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_ THE ABOVE AGENDA ITEM

NAME: Thomas Buehholz

ADDRESS: 109 10th St

CITY/STATE/ZIP: Oregon City Ore

PHONE: \_\_\_\_\_ DAYS: 503-650-7884 EVES: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

SPECIFIC ISSUE: \_\_\_\_\_

WRITTEN TESTIMONY: \_\_\_\_\_

**IF YOU WISH TO ADDRESS THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes**.
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

**IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.

March 11, 2010

Commissioner Jeff Cogen  
501 SE Hawthorne Blvd.  
Portland, OR 97214

Dear Commissioner Cogen:

It has become increasingly clear to me that Chairman Wheeler lacks the motivation or desire, especially now, to make the necessary changes to Multnomah County Code Chapter 13.

MCC 13.303 states, "The Board finds that... animals require legal protection; that the property rights of owners or keepers... should be protected."

Prior to 1992 MCC 8.10.190 (B) (now MCC 13.305) stated, "It is unlawful for any person to: (9) Physically mistreat any animal either by deliberate abuse or neglect to furnish adequate care, including medical attention."

Prior to 1992 MCC 8.10.930 states, "Any person convicted of a violation of MCC 8.10.190, shall be subject to a fine not to exceed \$500, and the court in its discretion may also order destruction of the animal involved."

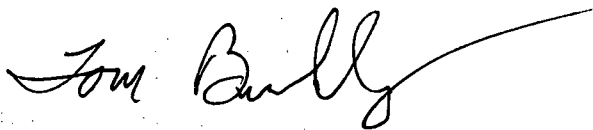
In 1992 MCC 8.10.930 was repealed.

Instead of the court at its discretion ordering the destruction of the animals, Multnomah County now arbitrarily destroys the animals that are impounded under MCC 13.305, without a hearing or conviction, after 144 hours.

Before 1992 the animal owners rights were protected by having to be convicted before the court could order the destruction of the animals involved.

**Why isn't that same safeguard currently being followed by Multnomah County?**

I look forward to your reply.



Tom Buchholz  
109 10<sup>th</sup> Street  
Oregon City, OR 97045

**POTENTIALLY DANGEROUS DOG.** Any dog that has been found to have engaged in any of the behaviors specified in § 13.401.

**PUBLIC NUISANCE ANIMAL.** An animal that has been determined by the director to be a chronic noise nuisance, or a chronic safety nuisance, or an animal that is subjected to an immediate health hazard.

**SECURE ENCLOSURE.** Shall be any of the following:

(1) A fully fenced pen, kennel or structure that shall remain locked with a padlock or combination lock. Such pen, kennel or structure must have secure sides, minimum of five feet high, and the director may require a secure top attached to the sides, and a secure bottom or floor attached to the sides of the structure or the sides must be embedded in the ground no less than one foot. The structure must be in compliance with the jurisdiction's building code; or

(2) A house or garage. When dogs are kept inside a house or garage as a secure enclosure, the house or garage shall have latched doors kept in good repair to prevent the accidental escape of the dog. A house, garage, patio, porch or any part of the house or condition of the structure is not a secure enclosure if the structure would allow the dog to exit the structure of its own volition; or

(3) For a dangerous dog, a fully fenced pen, kennel or structure at least six feet in height, installed beneath the ground level or in concrete or pavement, or a fabricated structure to prevent digging under it. Either enclosure shall be designed to prevent the entry of children or unauthorized persons and to prevent those persons from extending appendages inside the enclosure and be equipped with a self closing and self latching gate. A "Dangerous Dog" sign prescribed by the director must be posted at the entry to the owner's or keeper's premises.

**SERIOUS PHYSICAL INJURY.** Any physical injury which creates a substantial risk of death or which causes disfigurement, or protracted loss or

impairment of health or of the function of any body part or organ.

**SERVICE ANIMAL.** Any guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. **SERVICE ANIMAL** shall also mean trained animals used by government agencies in police and rescue work.

**SEXUALLY UNREPRODUCTIVE.** Being incapable of reproduction and certified as such by a licensed veterinarian.

**WOLF-HYBRID.** Any animal which is either the result of cross breeding a purebred wolf and a dog or an existing wolf-hybrid with a dog.

(Ord. 918, passed, 08/06/1998; '90 Code, § 8.10.105, 07/01/1998; Ord. 909, passed, 06/25/1998; Ord. 850, passed, 04/11/1996; Ord. 732, passed, 09/03/1992; Ord. 591, passed, 09/22/1988; Ord. 517, passed, 06/12/1986; Ord. 480, passed, 10/31/1985; Ord. 379, passed, 04/28/1983; Ord. 156, passed, 12/22/1977)

### § 13.003 POLICY.

The Board recognizes that ORS Chapter 609 constitutes state law for the regulation of dogs but may be superseded in home rule counties which provide for regulation by ordinance. The Board finds that it is necessary to establish and implement a program for the licensing and regulation of dogs and other animals and facilities which house them; that animals require legal protection; that the property rights of owners or keepers and nonowners of animals should be protected and that the health, safety and welfare of the people residing in the county would best be served by adoption of such an ordinance.

(Ord. 918, passed, 08/06/1998; '90 Code, § 8.10.020, 07/01/1998; Ord. 909, passed, 06/25/1998; Ord. 850, passed, 04/11/1996; Ord. 732, passed, 09/03/1992; Ord. 156, passed, 12/22/1977)

8.10.155

(4) When the transfer takes place at an animal show or exhibition conducted by or for persons who regularly engage in the practice of breeding animals for show or exhibition.

(C) "Animal welfare organization", as used in this section, means an organization which regularly engages in the practice of acquiring or transferring animals for the purposes of animal welfare, which includes protecting or caring for animals, returning animals to their natural habitat, or placing animals for adoption. [Ord. 379 s. 13 (1983)]

8.10.160 Finders of lost dogs and cats; responsibility to report.

(A) Any person who finds and harbors a dog or cat without knowing the dog or cat owner's identity shall notify the director and furnish a description of the dog or cat.

(B) The finder may surrender the animal to the director or retain its possession, subject to surrender upon demand of the director.

(C) Records of reported findings shall be retained by the director and made available for public inspection. [Ord. 156 s. VI-2 (1977); Ord. 379 s. 8 (1983)]

8.10.170 Removal of animal wastes from public areas. Any person in physical possession and control of any animal in a public place shall remove excrement or other solid waste deposited by the animal in any public area not designed to receive those wastes, including but not limited to streets, sidewalks, parking strips and public parks. [Ord. 156 s. VI-3 (1977)]

8.10.180 Poisonous food. No person shall knowingly place food of any description containing poisonous or other injurious ingredients in any area reasonably likely to be accessible to animals. [Ord. 156 s. VI-4 (1977)]

8.10.190 Animal owner regulation.

(A) For the purposes of this section, unless otherwise limited, the term "permit" shall include human conduct that is intentional, deliberate, careless, inadvertent or negligent in relation to an owned animal.



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8.10.190

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(B) It is unlawful for any person to:

(1) Permit an animal to become at large.

(2) Permit an animal to trespass upon property of another.

(3) Keep a vicious animal or a dog that has been found to have engaged in Level 5 behavior as described in MC 8.10.270.

(4) Fail to comply with requirements of this chapter which apply to the keeping of an animal or any facility where animals are kept.

(5) Permit a dog in season (estrus) to be accessible to a male dog not in the person's ownership except for intentional breeding purposes.

(6) Permit any animal unreasonably to cause annoyance, alarm or noise disturbance at any time of the day or night, by repeated barking, whining, screeching, howling, braying or other like sounds which may be heard beyond the boundary of the owner's property.

(7) Leave an animal unattended for more than 24 consecutive hours without adequate care.

(8) Deprive an animal of proper facilities or care, including but not limited to the items prescribed in paragraphs (1), (2), (3), (4), (6) and (7) of subsection (M) of MCC 8.10.130. Proper shelter shall include a structure that does not leak, will provide protection from the weather and is maintained in a condition to protect the animals from injury.

(9) Physically mistreat any animal either by deliberate abuse or neglect to furnish adequate care, including medical attention.

(10) Permit any animal to leave the confines of any officially prescribed quarantine area.

(11) Fail to comply with the regulations applicable to potentially dangerous dogs.

(12) Permit any dog to engage in any of the behaviors described in MCC 8.10.270.

[Ord. 156 s. VI-5 (1977); Ord. 517 s. 4 (1986)]

(90 Code, § 8.10.180, 07/01/1998, Ord. 850, passed, 04/11/1996; Ord. 156, passed, 12/22/1977)

### § 13.305 DUTIES OF OWNERS.

(A) For the purposes of this section, unless otherwise limited, the owner is ultimately responsible for the behavior of the animal regardless of whether the owner or another member of the owner's household or a household visitor permitted the animal to engage in the behavior that is the subject of the violation.

(B) It is unlawful for any person to commit any of the following:

(1) Permit an animal to be an animal at large;

(2) Permit an animal to trespass upon property of another;

(3) Fail to comply with requirements of this chapter that apply to the keeping of an animal or dangerous animal or any facility where such animals are kept;

(4) Permit a dog in season (estrus) to be accessible to a male dog not in the person's ownership except for intentional breeding purposes;

(5) Permit any animal unreasonably to cause annoyance, alarm or noise disturbance to any person or neighborhood by barking, whining, screeching, howling, braying or other like sounds which may be heard beyond the boundary of the owner's or keeper's property under conditions wherein the animal sounds are shown to have occurred either as an episode of continuous noise lasting for a minimum period of ten minutes or repeated episodes of intermittent noise lasting for a minimum period of thirty minutes. It shall be an affirmative defense under this subsection that the animal was intentionally provoked by a party other than the owner to make such noise. Provided, 13.305(B)(5) shall not be applicable to any lawful livestock owner or keeper; kennel or similar facility, wherein the presence of livestock or the operation of a kennel or similar facility is authorized under the applicable land use and zoning laws and regulations;

(6) Leave an animal unattended for more than 24 consecutive hours without minimum care;

(7) Deprive an animal of proper facilities or care, including but not limited to the items prescribed in § 13.153. Proper shelter must provide protection from the weather and is maintained in a condition to protect the animals from injury;

(8) Physically mistreat any animal either by abuse or neglect or failure to furnish minimum care;

(9) Permit any animal to leave the confines of any officially prescribed quarantine area;

(10) Permit any dog to engage in any of the behaviors described in § 13.401(A) or (B);

(11) Permit any dog to engage in any of the behaviors described in § 13.401(C) through (D); or

(12) Permit any dog to engage in the behavior described in § 13.402.

(13) Harbor a dangerous or exotic animal that is not otherwise exempted under § 13.154. Provided, any person who owns or is keeping a dangerous or exotic animal on the effective date of this chapter in that person's jurisdiction shall have 180 days from the effective date to provide for the animal's removal from the county or other lawful disposition.

(14) Except as provided under MCC 13.300(B) (2), permit any dog to be tethered for more than 10 hours in a 24-hour period.

(15) Notwithstanding MCC 13.305 (B) (14), permit any dog to be tethered in a manner or method that allows the animal to become entangled for a period of time detrimental to the animal's well being.

(C) For the purpose of this section, OWNER shall mean either owner or keeper as defined in this chapter.

(D) Notwithstanding § 13.305(B)(10), (11) and (12), any dog that has been found to have engaged in behaviors as described at §§ 13.401 and 13.402 shall be classified, regardless of whether it is established by preponderance of the evidence that the dog owner, keeper or other person permitted the dog to engage in the behavior. If in any such case it is not established by a preponderance of the evidence that the person cited permitted the dog to engage in the behavior, no fine shall be imposed against that person, but the dog owner or keeper shall be subject to all other restrictions and conditions lawfully imposed by the director or a hearings officer pursuant to § 13.404(B) and § 13.509(H) respectively and;

(1) In any case, wherein the citing officer or the director based upon his or her investigation and review of such case, determines there is insufficient evidence to establish the responsible party permitted the dog to engage in the violative behavior, may in lieu of issuing a notice of infraction for violation of § 13.305(B)(10), (11) and (12) issue a notice of infraction citing this division and the specific division of § 13.401 or 13.402 directly applicable to the dog's alleged behavior.

(2) Any notice of infraction issued pursuant to § 13.305(D)(1) shall not be subject to the imposition of a fine against the person cited, upon issuance or affirmation but that person shall be subject to all other restrictions and conditions lawfully imposed by the director or a hearings officer pursuant to § 13.404(B) and § 13.509(H) respectively.

Penalty, see § 13.999

(Ord. 986, Amended, 06/27/2002; Ord. 918, passed, 08/06/1998; '90 Code, § 8.10.190, 07/01/1998; Ord. 909, passed, 06/25/1998; Ord. 850, passed, 04/11/1996; Ord. 732, passed, 09/03/1992; Ord. 517, passed, 06/12/1986; Ord. 156, passed, 12/22/1977)

### **§ 13.306 VIOLATIONS; NOTICE OF INFRACTION.**

(A) The failure to comply with any conditions or restrictions lawfully imposed pursuant to a notice of infraction or director's decision not otherwise stayed under § 13.510 is a violation of this chapter. Failure to pay the civil fine shall be an infraction under this section. A notice of infraction issued under this section for failure to comply shall be of the

same classification as the original infraction. The first notice of infraction issued under this section shall not be construed as a second offense under § 13.999.

(B) Except as provided in division (C) of this section, all enforcement actions under this section shall be brought before a hearings officer.

(C) Any enforcement action for a Class A infraction failure to comply wherein the circumstances of the failure to comply by the party in violation are determined by the director to:

(1) Be a substantial risk to public safety;

(2) Be a substantial risk to the care and treatment of the subject animal(s); or

(3) Be a failure to pay past-due fines on three or more infractions within a 12-month period;

shall be brought in the state court as provided under ORS 203.810 and ORS 30.315.

(D) Notwithstanding division (A) of this section, a notice of failure to comply issued under this section that is based solely on the failure to pay the annual classified dog fee under § 13.404 shall be a Class C infraction.

(E) In addition to any other remedies allowed by law, judgment may be entered under this section in state court against any person issued a citation under division (C) of this section by reason of that person failing to appear at the time and date set for arraignment or other required appearance provided that such judgment shall only be allowed if the notice of infraction served on the person contains a statement notifying the person that a monetary judgment may be entered against the person up to the maximum amount of fines, assessments, and other costs allowed by law for the infraction if the person fails to appear at the time, date and court specified in the notice of infraction or subsequent hearing notice from the court.

Penalty, see § 13.999

(Ord. 918, passed, 08/06/1998; '90 Code, § 8.10.191, 07/01/1998; Ord. 909, passed, 06/25/1998; Ord. 850, passed, 04/11/1996; Ord. 773, passed, 07/22/1993; Ord. 732, passed, 09/03/1992)

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CLACKAMAS LAW LIBRARY 8.10.920

8.10.920 Poisonous food penalty. Any person convicted of violation of MCC 8.10.180, shall be subject to imprisonment for not more than one year and a fine not to exceed \$1,000 or both.  
[Ord. 156 s. VIII-3 (1977)]

8.10.930 Animal owner regulation violations. Any person convicted of violation of MCC 8.10.190, shall be subject to a fine not to exceed \$500, and the court in its discretion may also order destruction of the animals involved, subject to subsection (D) of MCC 8.10.040 or surgical sterilization of any animal or appropriate procedure to render an animal mute.  
[Ord. 156 s. VIII-4 (1977)]

8.10.940 Penalty for keeping gamecocks, animal fights and fight training.

(A) Any person convicted of violation of MCC 8.10.200, shall be subject to a fine not to exceed \$500, and the court may order impoundment of any animal caused to be engaged in the prohibited conduct, which animal may be disposed of by the director.

(B) Any person previously convicted under this section shall be subject to punishment by imprisonment for a term of not more than one year and a fine not to exceed \$1,000 or both.  
[Ord. 156 s. VIII-5 (1977)]

8.10.910

not to exceed \$500, and in addition, the court may order removal of any or all animals from the facility for impoundment subject to subsection (D) of MCC 8.10.040.  
[Ord. 156 s. VIII-2 (1977)]

8.10.920 Poisonous food penalty. Any person convicted of violation of MCC 8.10.180, shall be subject to imprisonment for not more than one year and a fine not to exceed \$1,000 or both.  
[Ord. 156 s. VIII-3 (1977)]

8.10.930 Animal owner regulation violations. Any person convicted of violation of MCC 8.10.190, shall be subject to a fine not to exceed \$500, and the court in its discretion may also order destruction of the animals involved, subject to subsection (D) of MCC 8.10.040 or surgical sterilization of any animal or appropriate procedure to render an animal mute. Additionally, the court in its discretion may suspend, for a period of time specified by the court, that person's right to be the owner of any dog in Multnomah County, including dogs currently owned by that person.  
[Ord. 156 s. VIII-4 (1977); Ord. 517 s. 5 (1986)]

8.10.940 Penalty for keeping gamecocks, animal fights and fight training.

(A) Any person convicted of violation of MCC 8.10.200, shall be subject to a fine not to exceed \$500, and the court may order impoundment of any animal caused to be engaged in the prohibited conduct, which animal may be disposed of by the director.

(B) Any person previously convicted under this section shall be subject to punishment by imprisonment for a term of not more than one year and a fine not to exceed \$1,000 or both.  
[Ord. 156 s. VIII-5 (1977)]

- (6) Any other condition(s) that would reasonably abate the infraction.

(D) Late payment penalties. If a civil penalty is unpaid after 30 days, the fine then due shall be increased by 25 percent of the original amount; if the civil penalty is not paid after 60 days, the fine then due shall be increased by 50 percent of the original amount.

(E) At the discretion of the director, any civil penalty(ies) not paid within 30 days from the date of issuance of the notice of infraction may be assigned to a collections agency for collection. [Ord. 156, § VIII(1) (1977); Ord. 732 § 19 (1992); Ord. 773, § 4 (1993); Ord. 823 § 5 (1995); Ord. 850, § 42 (1996)]

**8.10.910. Facilities: operation without license or in violation of license standards.**

(A) The operation of a facility without a license for which licensing is required under MCC 8.10.100 to 8.10.145 shall be a Class A infraction, and, in addition, the director or hearings officer may order removal of the animals housed in the facility or allow the facility operator to find suitable homes for the animals within 30 days or to be impounded subject to MCC 8.10.040(D).

(B) The operation of a facility by a person holding a facility license under MCC 8.10.100 to MCC 8.10.145, in violation of any provision of the license applicable to that license or to the care of the animals housed in the facility, shall be a Class A infraction; and in addition the director or hearings officer may order removal of any or all animals from the facility for impoundment subject to MCC 8.10.040(D) or allow the facility operator to find suitable homes for the animals within 30 days.

[Ord. 156 § VIII(2) (1977); Ord. 732 § 20 (1992); Ord. 850, § 43 (1996)]

**8.10.920. Poisonous food penalty.**

[Ord 156 § VIII(3) (1977); Rpld. by Ord. 732 § 21 (1992)]

**8.10.930. Animal owner regulation; violations.**

[Ord 156 § VIII(4) (1977); Rpld. by Ord. 732 § 21 (1992)]

**8.10.940. Penalty for keeping gamecocks, animal fights and fight training.**

[Ord 156 § VIII(5) (1977); Rpld. by Ord. 732 § 21 (1992)]

**8.10.950. Penalty for violation of potentially dangerous dog requirements.**

[Ord 591 § 6 (1988); Rpld. by Ord. 732 § 21 (1992)]



AGNES SOWLE  
County Attorney

JOHN S. THOMAS  
Deputy County Attorney

## OFFICE OF MULTNOMAH COUNTY ATTORNEY

501 S.E. HAWTHORNE, SUITE 500  
PORTLAND, OREGON 97214

FAX 503.988.3377  
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DAVID N. BLANKFELD  
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STEPHANIE E. DUVALL  
PATRICK W. HENRY  
STEPHEN L. MADKOUR  
JENNY M. MORF  
BERNADETTE D. NUNLEY  
MATTHEW O. RYAN  
KATHRYN A. SHORT  
JED R. TOMKINS  
JACQUELINE A. WEBER  
*Assistants*

February 19, 2010

Thomas Buchholz  
109 10<sup>th</sup> Street  
Oregon City, Oregon 97045

RE: *Multnomah County Animal Control*

Dear Mr. Buchholz:

At the request of Ted Wheeler, I have reviewed the documents you have left with the Board at the last few meetings to advise him and the Board whether there is any legal merit to the claims you have made about Multnomah County Animal Control. I have also reviewed the statutes you cite and the previous correspondence you have received from this office and the office of the District Attorney going back as far as 1998. I agree with the opinions of Assistant County Attorney Jenny Morf sent to you on July 8, 2002 and again on April 7, 2008, and the opinion of Deputy District Attorney Frederick Lenzser sent to you on April 29, 1998. I find no merit in your claims.

The criminal forfeiture statutes you cite have no bearing whatsoever on Multnomah County's impoundment procedure found in MCC 13.505. The authority for impoundment is not found in the criminal forfeiture statutes you continue to cite, ORS Chapter 167 which deals with forfeiture of animals connected with criminal offenses against their owners. Instead, the authority for impoundment is found in ORS Chapter 609. Unlike the criminal forfeiture statutes which do contain a notice and hearing requirement, ORS Chapter 609 and MCC 13.505 are based upon nuisance law and do not require notice and a hearing. Instead, upon receiving an animal for impound, Animal Control is obligated to make reasonable efforts to notify the owner of the impoundment and hold the animal for a specified period of time during which the owner has an opportunity to redeem the animal.

As Ms. Morf explained to you in 2002 and confirmed in 2008, an animal impounded under MCC 13.505 will not be released until the owner pays the fines or fees associated with the impound; or complies with any lawfully imposed conditions relating to the animal. If the animal

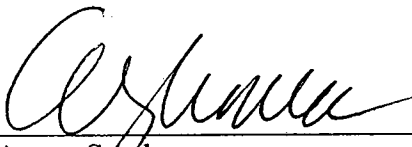
Mr. Thomas Buchholz  
February 19, 2010  
Page 2 of 2

is not collected within the prescribed time period, then the animal becomes property of Multnomah County and the Director of Animal Control can make the animal available for adoption or otherwise dispose of the animal by humane means. MCC 13.505 (D) sets the minimum time an animal must be held prior to disposition, in a given case it could be longer period of time.

I have advised Chair Wheeler and the Board of Commissioners that there is no legal merit in your assertion that Animal Control is violating ORS Chapter 167.

Sincerely,

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON



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Agnes Sowle  
Multnomah County Attorney

c: Ted Wheeler  
Commissioner Kafoury  
Commissioner Cogen  
Commissioner Shiprack  
Commissioner McKeel  
Jenny Morf  
Frederick Lenzser





## **Commissioner Jeff Cogen**

**MULTNOMAH COUNTY OREGON, District 2**

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501 SE Hawthorne, Suite 600

Portland, Oregon 97214

(503) 988-5219 phone

(503) 988-5440 fax

[www.commissionercogen.com](http://www.commissionercogen.com)

[district2@co.multnomah.or.us](mailto:district2@co.multnomah.or.us)

### **MEMORANDUM**

TO: Chair Ted Wheeler  
Commissioner Deborah Kafoury  
Commissioner Judy Shiprack  
Commissioner Diane McKeel  
Clerk of the Board Deb Bogstad

FROM: Warren Fish

DATE: 3/10/10

RE: Board Meeting, March 11<sup>th</sup>, 2010

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Commissioner Cogen will attend the March 11<sup>th</sup> Board Meeting but he needs to leave at 11:30. The meeting may be over in time, but if not, he will need to leave early.

Thank you,

Warren Fish



## MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
501 S.E. HAWTHORNE BLVD., Suite 600  
PORTLAND, OREGON 97214  
(503) 988-5220

DEBORAH KAFOURY • DISTRICT 1  
COMMISSIONER

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# MEMORANDUM

TO: Chair Ted Wheeler  
Commissioner Jeff Cogen  
Commissioner Judy Shiprack  
Commissioner Diane McKeel  
Board Clerk Deb Bogstad

FROM: Aaron Ridings  
Staff Assistant to Commissioner Deborah Kafoury

DATE: January 21, 2010

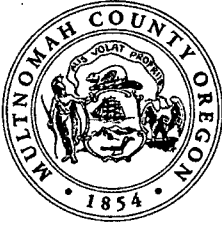
RE: Excuse memo for March 9, 2010 and March 11, 2010.

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Commissioner Kafoury will not be available for Board meeting responsibilities on March 9, 2010 and March 11, 2010.

Thank you,

Aaron Ridings



Commissioner Judy Shiprack

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**Multnomah County Oregon**

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Suite 600, Multnomah Building  
501 SE Hawthorne Boulevard  
Portland, Oregon 97214

Phone: (503) 988-5217  
FAX: (503) 988-5262  
Email: [district3@co.multnomah.or.us](mailto:district3@co.multnomah.or.us)

**MEMORANDUM**

TO: Chair Ted Wheeler  
Commissioner Deborah Kafoury  
Commissioner Jeff Cogen  
Commissioner Diane McKeel  
Clerk of the Board Deb Bogstad

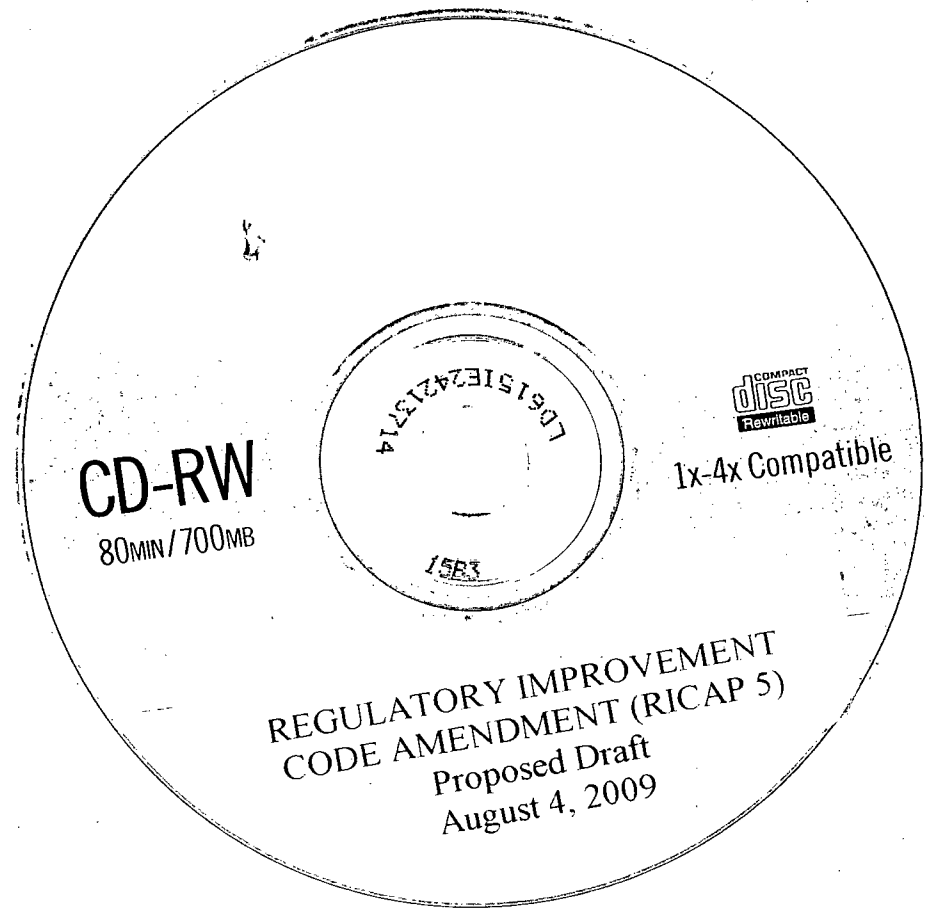
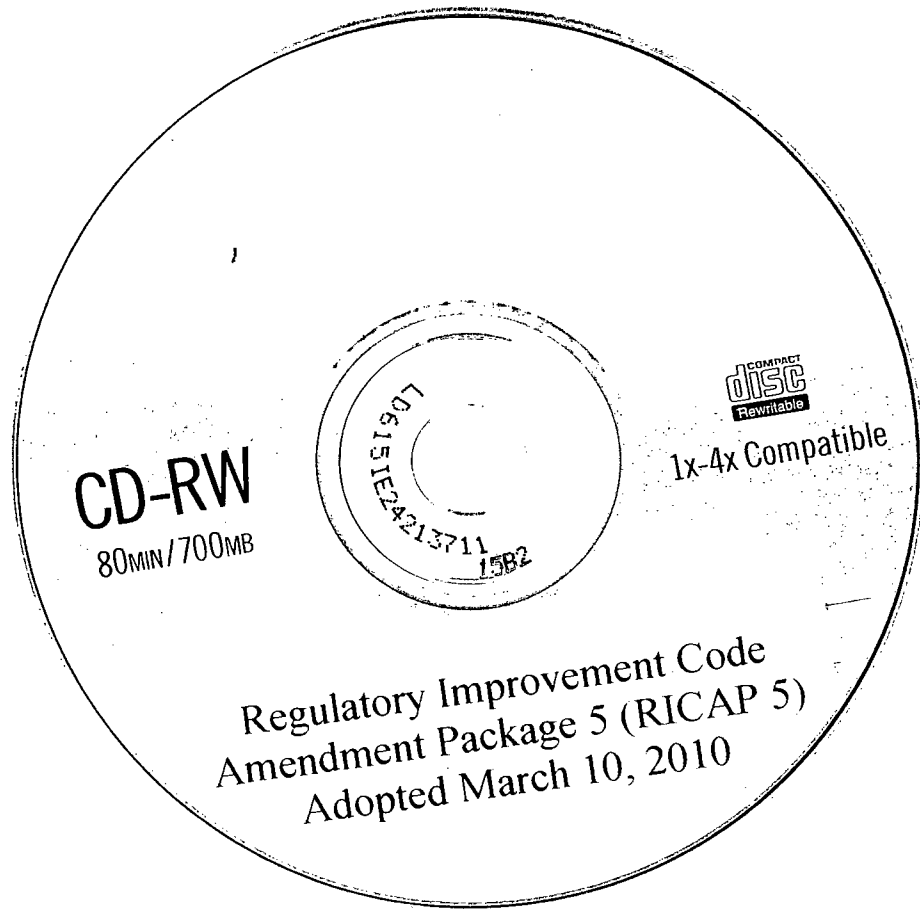
FROM: Keith Falkenberg  
Staff to Commissioner Judy Shiprack

DATE: February 3, 2010

RE: Excuse Memo for Tuesday March 9, 2010

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Commissioner Shiprack will not be available for the Executive Session and Board Briefing on Tuesday March 9, 2010.



3-10  
BOARD  
PACKET