

# **ANNOTATED MINUTES**

Tuesday, April 15, 1997 - 9:30 AM  
Portland Building, Second Floor Auditorium  
1120 SW Fifth Avenue, Portland

## **BOARD BRIEFING**

*Chair Beverly Stein convened the meeting at 9:32 a.m., with Vice-Chair Gary Hansen and Commissioners Sharron Kelley, Tanya Collier and Dan Saltzman present.*

- B-1 Discussion with National Association of Oregon Counties Officials Regarding the NACo 1998 Convention to be Held in Multnomah County, Oregon.

***BOARD DISCUSSION WITH BETTY LOU WARD,  
DEBRA HENZEY, LARRY NAKE, DOTTIE BYERS  
AND ED FERGUSON.***

---

Tuesday, April 15, 1997 - 9:30 AM  
Portland Building, Second Floor Auditorium  
1120 SW Fifth Avenue, Portland

## **REGULAR MEETING**

*Chair Beverly Stein convened the meeting at 9:55 a.m., with Vice-Chair Gary Hansen and Commissioners Sharron Kelley, Tanya Collier and Dan Saltzman present.*

### **NON-DEPARTMENTAL**

- R-1 PUBLIC HEARING to Consider Withdrawing RESOLUTION 97-19 Dated February 13, 1997 in the Matter of Approving a Ballot Title for the Interlachen Water People's Utility District Election on District Formation

***COUNTY COUNSEL SANDRA DUFFY  
EXPLANATION OF HISTORY OF CASE, CIRCUIT  
COURT ORDER AND BOUNDARY COMMISSION  
AND INTERLACHEN APPEALS, ADVISING THE***

BOARD OPTIONS IN THIS CASE ARE TO DO NOTHING OR APPROVE A MOTION TO RESCIND THE RESOLUTION. COMMISSIONER COLLIER MOVED AND COMMISSIONER HANSEN SECONDED, TO WITHDRAW RESOLUTION 97-19. DAVID BROWN TESTIFIED IN SUPPORT OF ALLOWING ELECTION TO GO FORWARD. MR. BROWN AND JEAN RIDINGS RESPONDED TO BOARD QUESTIONS AND EXPRESSED CONCERN REGARDING POSSIBLE ANNEXATION TO FAIRVIEW OR POSSIBLE CONDEMNATION OF EXISTING WATER SYSTEM. INTERLACHEN ATTORNEY LINDA WILLIAMS SUBMITTED COPY OF COURT OPINION AND ORDER, JANUARY 1997 MEMORANDUM SIGNED BY JUDGE HARL HAAS AND RETURN OF WRIT FROM SANDRA DUFFY. MS. WILLIAMS EXPLAINED PROPERTY OWNERS ARE CONCERNED ABOUT CONDEMNATION, CONTAMINATION FROM CITY OF PORTLAND DRAWING ON ITS WELLS WHEN BULL RUN IS LOW, AND PROTECTION OF THE FIVE EXISTING PRIVATELY OWNED WELLS. MS. WILLIAMS RESPONDED TO BOARD QUESTIONS AND URGED BOARD TO LET RESOLUTION STAND. JEAN RIDINGS TESTIFIED IN SUPPORT OF ALLOWING ELECTION. KEN MARTIN TESTIFIED IN SUPPORT OF BOUNDARY COMMISSION REVIEW BEFORE AN ELECTION AND AFTER COURT CASE DECIDED AND RESPONDED TO BOARD QUESTIONS. MS. DUFFY RESPONDED TO BOARD QUESTIONS REGARDING STATUTORY AUTHORITY OVER FORMATION OF THE DISTRICT AND REITERATED BOARD OPTIONS. LELAND JOHNSON EXPLAINED HISTORY OF WELLS, HIS CONDEMNATION EXPERIENCE WITH BLUE LAKE PARK AND CONTAMINATION CONCERNS, AND TESTIFIED IN SUPPORT OF AN ELECTION. JANE GRAYBILL SUBMITTED A FRIENDS OF BLUE AND FAIRVIEW LAKE NEWSLETTER DATED MARCH 31, 1997 AND TESTIFIED IN SUPPORT OF AN ELECTION. MS. GRAYBILL, MS. RIDINGS, MS. WILLIAMS AND MS. DUFFY RESPONDED TO BOARD QUESTIONS. FOLLOWING BOARD

**COMMENTS AND DISCUSSION, THE MOTION TO WITHDRAW RESOLUTION 97-19 FAILED, WITH COMMISSIONERS HANSEN AND COLLIER VOTING AYE, AND COMMISSIONERS KELLEY, SALTZMAN AND STEIN VOTING NO.**

*There being no further business, the meeting was adjourned at 11:45 a.m.*

---

Thursday, April 17, 1997 - 9:30 AM  
Portland Building, Second Floor Auditorium  
1120 SW Fifth Avenue, Portland

## **REGULAR MEETING**

*Chair Beverly Stein convened the meeting at 9:30 a.m., with Commissioners Sharron Kelley, Tanya Collier and Dan Saltzman present, and Vice-Chair Gary Hansen arriving at 9:34 a.m.*

### **CONSENT CALENDAR**

**UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER SALTZMAN, THE CONSENT CALENDAR (ITEMS C-1 THROUGH C-6) WAS APPROVED WITH COMMISSIONERS KELLEY, COLLIER, SALTZMAN AND STEIN VOTING AYE.**

### **SHERIFF'S OFFICE**

- C-1      Renewal of Intergovernmental Agreement 800977 with the Port of Portland and Oregon Division of State Lands, Providing Sheriff's Office Law Enforcement Services to Specific Islands in the Columbia River
- C-2      Budget Modification MCSO 3 Appropriating \$16,000 in Revenue from the Port of Portland and Appropriating \$14,640 in Overtime Expenditures to the Sheriff's River Patrol Unit Budget to Provide Law Enforcement Services to Specific Islands in the Columbia River
- C-3      Budget Modification MCSO 4 Transferring \$2,424 from Professional Services to Personal Services in the Alarm Ordinance Unit Budget to Fund

the Reclassification of an Operations Supervisor to an Alarm Ordinance  
Unit Administrator

**DEPARTMENT OF SUPPORT SERVICES**

- C-4      Budget Modification DSS 3 Approving \$70,015.34 in Additional Revenue within the Office of Emergency Management Budget, Reflecting \$60,500 Reimbursements for Hazardous Materials Spill Responses, \$4,371.98 Oregon Emergency Management FY 96 Carryover Funds, and \$5,143.36 Miscellaneous Revenue Received

**DEPARTMENT OF ENVIRONMENTAL SERVICES**

- C-5      FINAL ORDER Land Use Planning Case MC 3-96 Affirming the January 2, 1997 Hearings Officer Decision to Deny a Building Permit

***ORDER 97-67.***

- C-6      Budget Modification DES 3 Reclassifying Two Positions to Improve Transportation Planning Functions and Compensate for Current Job Responsibilities within the Transportation and Land Use Planning Division

**REGULAR AGENDA**

**PUBLIC COMMENT**

- R-1      Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.

***NO ONE WISHED TO COMMENT.***

**DEPARTMENT OF SUPPORT SERVICES**

- R-2      Presentation of Employee Service Awards Honoring 27 Multnomah County Employees with 5 to 25 Years of Service

*Vice-Chair Gary Hansen arrived at 9:34 a.m.*

***WITH THE ASSISTANCE OF SHERY STUMP AND  
GAIL FOSTER, THE BOARD GREETED,  
ACKNOWLEDGED AND PRESENTED 5 YEAR***



**AWARDS TO: THOMAS CARSON AND MARK GAST OF ASD, DAVID EDWARDS OF DCFS, RODOLFO ABELLERA, ROGER HERRICK, DARRYL HOLLAND, SHARON JENSEN, ROGER PETERS AND JAMES VAN DOREN OF DES, ROBERT LADD OF DJACJ, THOMAS NEWSOM AND PHIL TALBOT OF DLS AND STEVE NEMIROW OR NOND; 10 YEAR AWARDS TO: KATHY MILLARD OF DCFS, NANCY ROBBINS OF DES, GINA OLIVEROS OF DSS AND CATHI BAIN OF DJACJ; 15 YEAR AWARDS TO: KATHLEEN HALL OF DA, AND JOHN ROBERTSON AND JEAN BARNETT OF DLS; 20 YEAR AWARD TO DIANE HALL OF DLS; AND 25 YEAR AWARDS TO: CHARLES GRIXGBY OF DES, JAMES MASON OF DJACJ AND HELEN FLACK-JACOBS OF DLS.**

**CHAIR STEIN ANNOUNCED VICE-CHAIR GARY HANSEN IS 53 TODAY.**

R-3            RESOLUTION Adopting Multnomah County's Affirmative Action Plan for 1997-99

**COMMISSIONER KELLEY MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF R-3. ROBERT PHILLIPS EXPLANATION OF THE KEY FINDINGS, TRENDS AND HIGHLIGHTS; WHAT AFFIRMATIVE ACTION AREAS WERE IDENTIFIED; AND RECRUITMENT ACTIVITIES TO CORRECT DEFICIENCIES. MR. PHILLIPS ADVISED THE COUNTY CONTINUES TO LEAD IN AFFIRMATIVE ACTION AND DIVERSITY CONSCIOUSNESS. CHAIR STEIN COMMENDED THE WORK OF MR. PHILLIPS, THE DEPARTMENT DIRECTORS AND LEAD STAFF INVOLVED WITH THE PLAN, AND ADVISED SHE IS PLEASED WITH THE PLAN. RESOLUTION 97-69 UNANIMOUSLY APPROVED.**

R-4            Intergovernmental Agreement 500317 with the State of Oregon, Approving and Authorizing Execution of a Facilities Lease and a Facilities Sublease Relating to State Funding of the Multnomah County SB 1145 Project

***AT THE REQUEST OF CHAIR STEIN AND UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER SALTZMAN, R-4 WAS UNANIMOUSLY CONTINUED TWO WEEKS, TO THURSDAY, MAY 1, 1997.***

**DEPARTMENT OF ENVIRONMENTAL SERVICES**

R-5 PUBLIC HEARING and Consideration of ORDER Approving the Transfer of a Tax Foreclosed Property to Portland Public School District No. 1 for Public Purposes [Southeast Corner of SE 71<sup>st</sup> Avenue and SE Division]

***COMMISSIONER COLLIER MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-5. COMMISSIONER COLLIER COMMENTED IN SUPPORT. DON CARLSON INTRODUCED KATHY TUNEBERG, DON MCELROY AND MICHAEL YOUSE. DON MCELROY OF PORTLAND PUBLIC SCHOOL DISTRICT COMMENTED IN SUPPORT OF THE TRANSFER AND INTRODUCED SANDRA PEMBERTON, REG MARTINSON AND MOREY SABA OF THE SCHOOL DISTRICT. MOREY SABA EXPLAINED PLANS TO EXPAND AND ENHANCE THE BUILDING AND DON MCELROY REPORTED THEY PLAN ON USING THE FACILITY FOR SPECIAL EDUCATION CONSULTING AND EXPANDED HOLLADAY CENTER ACTIVITIES AS WELL AS COMMUNITY SPACE. MICHAEL YOUSE ADVISED A GOOD NEIGHBOR PLAN WAS DEVELOPED AND THAT HE SUPPORTS PROPOSED TRANSFER AND USE OF THE BUILDING. COMMISSIONER SALTZMAN COMMENTED IN SUPPORT. IN RESPONSE TO A QUESTION OF COMMISSIONER KELLEY, KATHY TUNEBERG EXPLAINED EFFORTS TO OBTAIN CLEAR TITLE NECESSITATED DUE TO AN IRS LIEN ON THE PROPERTY. COMMISSIONER HANSEN AND CHAIR STEIN COMMENTED IN SUPPORT OF THE TRANSFER AND USE OF THE BUILDING. ORDER 97-68 UNANIMOUSLY APPROVED.***

**PUBLIC CONTRACT REVIEW BOARD**

(Recess as the Board of County Commissioners and convene as the Public Contract Review Board)

- R-6 ORDER Exempting from Formal Competitive Bidding for Work on the Multnomah County Inverness Jail Storage Building Mezzanine

**COMMISSIONER SALTZMAN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-6. DAN OLDHAM EXPLANATION. ORDER 97-71 UNANIMOUSLY APPROVED.**

(Adjourn as the Public Contract Review Board and reconvene as the Board of County Commissioners)

**NON-DEPARTMENTAL**

- R-7 RESOLUTION Initiating a Goal Exception, Comprehensive Plan Amendment, and Necessary Ordinance Amendments for the Trout Creek Bible Camp Property

**COMMISSIONER KELLEY MOVED AND COMMISSIONER SALTZMAN SECONDED, APPROVAL OF R-7. COMMISSIONER KELLEY AND PLANNER CHUCK BEASLEY EXPLANATION. JOE FAHLMAN OF TROUT CREEK BIBLE CAMP TESTIMONY IN SUPPORT, ADVISING THEY WERE IN THE PROCESS OF UPGRADING THE RUSTIC FACILITY, RAISED \$150,000 AND DISCOVERED THEY CANNOT DO ANY WORK UNDER CURRENT ZONING. MR. FAHLMAN EXPLAINED THEY DO NOT INTEND TO CLEAR-CUT AND WANT TO CONTINUE TO EXIST IN A WAY BENEFICIAL TO COUNTY, THEMSELVES AND THE NEIGHBORS. RESOLUTION 97-70 UNANIMOUSLY APPROVED.**

**A MEMBER OF THE AUDIENCE ASKED TO ADDRESS THE BOARD REGARDING A RELATED ISSUE. BEFORE THE BOARD COULD RESPOND, STUART FARMER FROM LAND USE PLANNING EXPLAINED TO THE BOARD THERE ARE THREE TO FOUR OTHER PROPERTIES IN THE SAME SITUATION AND THAT THE BOARD MAY BE SETTING PRECEDENT BY TODAY'S ACTION**

**WHICH WOULD SIDE TRACK APPLICANTS FROM GOING THROUGH A COMPREHENSIVE PLAN ADMENDMENT PROCESS. COMMISSIONER KELLEY EXPLAINED THE INTENT OF TODAY'S RESOLUTION WAS TO ALLOW TROUT CREEK BIBLE CAMP TO CONTINUE TO OPERATE THE SWIMMING POOL AND CONDUCT BUSINESS THIS SUMMER WITH THE APPROPRIATE HEALTH DEPARTMENT SANITATION PERMIT WITHOUT ENFORCEMENT FROM THE PLANNING DEPARTMENT. MR. FARMER EXPLAINED THE RESOLUTION SHIFTS THE BURDEN OF PROOF FROM THE APPLICANT TO THE PLANNING STAFF AND EXPRESSED CONCERN FOR THE AMOUNT OF STAFF WORK IT MAY GENERATE. ROBERT TRACHTENBERG OF COMMISSIONER KELLEY'S OFFICE ADVISED THE STAFF REPORT WAS REVIEWED BY GORDON HOWARD, KATHY BUSSE, SCOTT PEMBLE OF THE PLANNING OFFICE AND COUNTY COUNSEL SANDRA DUFFY. MR. TRACHTENBERG EXPLAINED THAT TROUT CREEK BIBLE CAMP WENT THROUGH A FULL APPLICATION PROCESS WHICH WAS DENIED, AND THAT THIS CASE HAS ITS OWN UNIQUE PROCEDURAL HISTORY AND SHOULD BE LOOKED AT INDIVIDUALLY. MR. FARMER ADVISED PLANNING STAFF SUPPORTS THIS PROCESS BUT WANTS TO CAUTION THE BOARD THERE ARE OTHER CASES SIMILAR TO THIS WHOSE OWNERS MAY REQUEST THE SAME CONSIDERATION. CHAIR STEIN DIRECTED THAT ANY REQUESTS BE PROCESSED THROUGH THE PLANNING DEPARTMENT FOR STAFF TO DEAL WITH ADMINISTRATIVELY, AND TO MAKE SURE HER OFFICE UNDERSTANDS WHAT THE PROBLEMS ARE IN TERMS OF ALLOCATION OF STAFF TIME.**

R-8

RESOLUTION Supporting Neighborhood Associations, Business Associations, and Community Organizations that Wish to Help Financially in the Enhancement of Hours to their Neighborhood Library Branches

**COMMISSIONER SALTZMAN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-8. COMMISSIONER SALTZMAN EXPLANATION. JOE JOHNS, BRUCE BADÉ, PAUL MANDA AND KATHY GERARD OF THE RECENTLY FORMED SELLWOOD-MORELAND LIBRARY CONSERVATION COMMITTEE TESTIFIED IN SUPPORT OF THE RESOLUTION AND PROVIDED AN EXPLANATION OF PLANNED EFFORTS TO RAISE FUNDS TO KEEP LIBRARY BRANCH OPEN LONGER. BOARD COMMENTED IN SUPPORT OF THE RESOLUTION AND APPRECIATION OF THE COMMITTEE. RESOLUTION 97-72 UNANIMOUSLY APPROVED.**

*There being no further business, the meeting was adjourned at 10:55 a.m.*

OFFICE OF THE BOARD CLERK  
FOR MULTNOMAH COUNTY, OREGON

*Deborah L. Bogstad*

Deborah L. Bogstad



## MULTNOMAH COUNTY OREGON

### BOARD CLERK

OFFICE OF BEVERLY STEIN, COUNTY CHAIR  
1120 SW FIFTH AVENUE, SUITE 1515  
PORTLAND, OREGON 97204  
TELEPHONE • (503) 248-3277  
FAX • (503) 248-3013

### BOARD OF COUNTY COMMISSIONERS

BEVERLY STEIN •	CHAIR	•248-3308
DAN SALTZMAN •	DISTRICT 1	• 248-5220
GARY HANSEN •	DISTRICT 2	•248-5219
TANYA COLLIER •	DISTRICT 3	•248-5217
SHARRON KELLEY •	DISTRICT 4	•248-5213

# MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

# AGENDA

FOR THE WEEK OF

**APRIL 14, 1997 - APRIL 18, 1997**

*Tuesday, April 15, 1997 - 9:30 AM - Board Briefing..... Page 2*

*Thursday, April 17, 1997 - 9:30 AM - Regular Meeting.....Page 2*

*Thursday Meetings of the Multnomah County Board of Commissioners are \*cable-cast\* live and taped and can be seen by Cable subscribers in Multnomah County at the following times:*

*Thursday, 9:30 AM, (LIVE) Channel 30*

*Friday, 10:00 PM, Channel 30*

*Sunday, 1:00 PM, Channel 30*

*\*Produced through Multnomah Community Television\**

INDIVIDUALS WITH DISABILITIES MAY CALL THE BOARD CLERK AT (503) 248-3277, OR MULTNOMAH COUNTY TDD PHONE (503) 248-5040, FOR INFORMATION ON AVAILABLE SERVICES AND ACCESSIBILITY.

AN EQUAL OPPORTUNITY EMPLOYER

*Tuesday, April 15, 1997 - 9:30 AM  
Portland Building, Second Floor Auditorium  
1120 SW Fifth Avenue, Portland*

**BOARD BRIEFING**

- B-1 Discussion with National Association of Oregon Counties Officials  
Regarding the NACo 1998 Convention to be Held in Multnomah County,  
Oregon. 20 Minutes Requested.*
- 

*Thursday, April 17, 1997 - 9:30 AM  
Portland Building, Second Floor Auditorium  
1120 SW Fifth Avenue, Portland*

**REGULAR MEETING**

**CONSENT CALENDAR**

**SHERIFF'S OFFICE**

- C-1 Renewal of Intergovernmental Agreement 800977 with the Port of  
Portland and Oregon Division of State Lands, Providing Sheriff's Office  
Law Enforcement Services to Specific Islands in the Columbia River*
- C-2 Budget Modification MCSO 3 Appropriating \$16,000 in Revenue from  
the Port of Portland and Appropriating \$14,640 in Overtime  
Expenditures to the Sheriff's River Patrol Unit Budget to Provide Law  
Enforcement Services to Specific Islands in the Columbia River*
- C-3 Budget Modification MCSO 4 Transferring \$2,424 from Professional  
Services to Personal Services in the Alarm Ordinance Unit Budget to  
Fund the Reclassification of an Operations Supervisor to an Alarm  
Ordinance Unit Administrator*

**DEPARTMENT OF SUPPORT SERVICES**

- C-4 Budget Modification DSS 3 Approving \$70,015.34 in Additional Revenue  
within the Office of Emergency Management Budget, Reflecting \$60,500  
Reimbursements for Hazardous Materials Spill Responses, \$4,371.98  
Oregon Emergency Management FY 96 Carryover Funds, and \$5,143.36  
Miscellaneous Revenue Received*

## **DEPARTMENT OF ENVIRONMENTAL SERVICES**

- C-5      *FINAL ORDER Land Use Planning Case MC 3-96 Affirming the January 2, 1997 Hearings Officer Decision to Deny a Building Permit*
- C-6      *Budget Modification DES 3 Reclassifying Two Positions to Improve Transportation Planning Functions and Compensate for Current Job Responsibilities within the Transportation and Land Use Planning Division*

## **REGULAR AGENDA**

### **PUBLIC COMMENT**

- R-1      *Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.*

## **DEPARTMENT OF SUPPORT SERVICES**

- R-2      *Presentation of Employee Service Awards Honoring 27 Multnomah County Employees with 5 to 25 Years of Service*
- R-3      *RESOLUTION Adopting Multnomah County's Affirmative Action Plan for 1997-99*
- R-4      *Intergovernmental Agreement 500317 with the State of Oregon, Approving and Authorizing Execution of a Facilities Lease and a Facilities Sublease Relating to State Funding of the Multnomah County SB 1145 Project*

## **DEPARTMENT OF ENVIRONMENTAL SERVICES**

- R-5      *PUBLIC HEARING and Consideration of ORDER Approving the Transfer of a Tax Foreclosed Property to Portland Public School District No. 1 for Public Purposes [Southeast Corner of SE 71<sup>st</sup> Avenue and SE Division]*

## **PUBLIC CONTRACT REVIEW BOARD**

*(Recess as the Board of County Commissioners and convene as the Public Contract Review Board)*



R-6        *ORDER Exempting from Formal Competitive Bidding for Work on the Multnomah County Inverness Jail Storage Building Mezzanine*

*(Adjourn as the Public Contract Review Board and reconvene as the Board of County Commissioners)*

**NON-DEPARTMENTAL**

R-7        *RESOLUTION Initiating a Goal Exception, Comprehensive Plan Amendment, and Necessary Ordinance Amendments for the Troutcreek Bible Camp Property*

R-8        *RESOLUTION Supporting Neighborhood Associations, Business Associations, and Community Organizations that Wish to Help Financially in the Enhancement of Hours to their Neighborhood Library Branches*



## **MULTNOMAH COUNTY OREGON**

**BOARD CLERK**

OFFICE OF BEVERLY STEIN, COUNTY CHAIR  
1120 SW FIFTH AVENUE, SUITE 1515  
PORTLAND, OREGON 97204  
TELEPHONE • (503) 248-3277  
FAX • (503) 248-3013

**BOARD OF COUNTY COMMISSIONERS**

BEVERLY STEIN •	CHAIR	•248-3308
DAN SALTZMAN •	DISTRICT 1	• 248-5220
GARY HANSEN •	DISTRICT 2	•248-5219
TANYA COLLIER •	DISTRICT 3	•248-5217
SHARRON KELLEY •	DISTRICT 4	•248-5213

# **MULTNOMAH COUNTY**

## **BOARD OF**

## **COMMISSIONERS**

### **SUPPLEMENTAL AGENDA**

*Tuesday, April 15, 1997 - 9:50 AM  
Portland Building, Second Floor Auditorium  
1120 SW Fifth Avenue, Portland*

### **REGULAR MEETING**

#### **NON-DEPARTMENTAL**

*R-1 PUBLIC HEARING to Consider Withdrawing RESOLUTION 97-19  
Dated February 13, 1997 in the Matter of Approving a Ballot Title for  
the Interlachen Water People's Utility District Election on District  
Formation*

MEETING DATE: APR 17 1997  
AGENDA #: C-1  
ESTIMATED START TIME: 9:30

(Above Space for Board Clerk's Use ONLY)

## AGENDA PLACEMENT FORM

SUBJECT: IGA BETWEEN PORT OF PORTLAND AND THE SHERIFF'S OFFICE

BOARD BRIEFING: DATE REQUESTED: \_\_\_\_\_  
REQUESTED BY: \_\_\_\_\_  
AMOUNT OF TIME NEEDED: \_\_\_\_\_

REGULAR MEETING: DATE REQUESTED: next available date.  
to be in conjunction w/ Budmod.  
AMOUNT OF TIME NEEDED: 5 MINUTES

DEPARTMENT: SHERIFF'S OFFICE DIVISION: ENFORCEMENT

CONTACT: LARRY AAB TELEPHONE #: 251-2489  
BLDG/ROOM #: 313/228

PERSON(S) MAKING PRESENTATION: CONSENT ITEM

### ACTION REQUESTED:


☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

### SUGGESTED AGENDA TITLE:

INTERGOVERNMENTAL AGREEMENT BETWEEN THE PORT OF PORTLAND, STATE OF OREGONS  
DIVISION OF STATE LANDS AND THE SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT  
SERVICES TO SPECIFIC ISLANDS IN THE COLUMBIA RIVER. (RENEWAL)

4/23/97 ORIGINALS to LARRY AAB

### SIGNATURES REQUIRED:

ELECTED  
OFFICIAL:   
(OR)  
DEPARTMENT  
MANAGER: \_\_\_\_\_

BOARD OF  
COUNTY COMMISSIONERS  
97 APR - 7 AM 10:57  
MULTNOMAH COUNTY  
OREGON

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Office of the Board Clerk 248-3277 or 248-5222

# MULTNOMAH COUNTY CONTRACT APPROVAL FORM

Contract # **800977**

Prior-Approved Contract Boilerplate: Attached: Not Attached:

Amendment # \_\_\_\_\_

<p align="center"><b>CLASS I</b></p> <p><input type="checkbox"/> Professional Services under \$25,000</p> <p><input checked="" type="checkbox"/> Intergovernmental Agreement under \$25,000</p>	<p align="center"><b>CLASS II</b></p> <p><input type="checkbox"/> Professional Services over \$25,000 (RFP, Exemption)</p> <p><input type="checkbox"/> PCR Contract</p> <p><input type="checkbox"/> Maintenance Agreement</p> <p><input type="checkbox"/> Licensing Agreement</p> <p><input type="checkbox"/> Construction</p> <p><input type="checkbox"/> Grant</p> <p><input type="checkbox"/> Revenue</p>	<p align="center"><b>CLASS III</b></p> <p><input type="checkbox"/> Intergovernmental Agreement over \$25,000</p> <p align="center"><b>APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS</b></p> <p>AGENDA # <u>C-1</u> DATE <u>4/17/97</u></p> <p align="center"><u>DEB BOGSTAD</u></p> <p align="center"><b>BOARD CLERK</b></p>
---	--	---

Department: SHERIFF'S OFFICE Division: ENFORCEMENT Date: MARCH 13, 1997

Contract Originator: LT. TERRY JONES Phone: 288-6788 Bldg/Room: \_\_\_\_\_

Administrative Contact: LARRY AAB Phone: 251-2489 Bldg/Room: 313/228

Description of Contract: \_\_\_\_\_

PROVIDE LAW ENFORCEMENT SERVICES TO SPECIFIC ISLANDS IN THE COLUMBIA RIVER.

BID #: \_\_\_\_\_ Date of RFP/BID: \_\_\_\_\_ Exemption Expiration Date: \_\_\_\_\_

ORS/AR #: \_\_\_\_\_ Contractor is ☐ MBE ☐ WBE ☐ QRF

<p>Contractor Name: <u>PORT OF PORTLAND</u></p> <p><u>PO BOX 3529</u></p> <p><u>PORTLAND OR 97208</u></p> <p>Phone: <u>731-7527</u> Attn: <u>Tim VanWormer</u></p> <p>Employer ID# or SS#: _____</p> <p>Effective Date: <u>MAY 22, 1997</u></p> <p>Termination Date: <u>OCTOBER 4, 1997</u></p> <p>Original Contract Amount: <u>\$ 16,000</u></p> <p>Total Amt of Previous Amendments: \$ _____</p> <p>Amount of Amendment: \$ _____</p> <p>Total Amount of Agreement: \$ _____</p>	<p>Remittance Address (if different): _____</p> <p>Payment Schedule _____ Terms _____</p> <p><input type="checkbox"/> Lump Sum \$ _____ <input type="checkbox"/> Due on Receipt</p> <p><input type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Net 30</p> <p><input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Requirements contract - Requisition Required</p> <p>Purchase Order No. _____</p> <p><input type="checkbox"/> Requirements Not to Exceed \$ _____</p> <p>Encumber: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
---	---

**REQUIRED SIGNATURES:**

Department Manager: [Signature]

Purchasing Manager: \_\_\_\_\_

(Class II Contracts Only)

County Counsel: [Signature]

County Chair/Sheriff: [Signature]

Contract Administration: \_\_\_\_\_

(Class I, Class II Contracts Only)

Date: 3-17-97

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

Date: 4/7/97

Date: 3/18/97

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

VENDOR CODE				VENDOR NAME				TOTAL AMOUNT: \$			
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT/REV SRC	SUB ORG	REPT CATEG	LGFS DESCRIP	AMOUNT	IN CE EC
01	156	025	3316			2778					
02											
03											

If additional space is needed, attach separate page. Write contract number on top of page.

DISTRIBUTION: Original Signatures - Contract Administration, Initiator, Finance

Contract No. 800977

**INTERGOVERNMENTAL AGREEMENT**

THIS AGREEMENT is made and entered into pursuant to the authority found in ORS 190.010 et seq. and ORS 206.345 between the Multnomah County Sheriff's Office ("MCSO"), jointly with and on behalf of Multnomah County ("COUNTY"), the Port of Portland ("PORT"), and the State of Oregon, by and through its Division of State Lands ("DSL"). MCSO, COUNTY, PORT and DSL will be referred to collectively as the "parties."

WHEREAS, Multnomah County is a political subdivision of the State of Oregon and is a unit of local government authorized to enter into intergovernmental agreements pursuant to the provisions of ORS 190.010, et seq.; and

WHEREAS, the Multnomah County Sheriff is authorized to enter into intergovernmental agreements jointly with and on behalf of the County, pursuant to the provisions of ORS 206.345; and

WHEREAS, the Port of Portland is a port authority formed and operating under the laws of the State of Oregon, and is a unit of local government authorized to enter into intergovernmental agreements pursuant to the provisions of ORS 190.010, et seq.; and

WHEREAS, the Division of State Lands is a state agency authorized to enter into intergovernmental agreements pursuant to the provisions of ORS 190.110 and 273.135; and

WHEREAS, the PORT owns in the State of Oregon land commonly known as Government Island, Lemon Island and McGuire Island (hereinafter collectively known as the "islands"); and

WHEREAS, the DSL owns the shorelines of the islands below the mean high water mark; and

WHEREAS, although neither the PORT nor DSL manage the islands for public use, members of the public regularly visit the islands for recreational purposes, and such visitation is expected to increase in the future; and

WHEREAS, the PORT and DSL desire to protect both the safety and welfare of persons who visit the islands, and the environment of the islands; and the PORT and DSL desire to contract with MCSO to patrol the islands during certain times of the year; and

WHEREAS, MCSO is ready, willing and able to provide the patrol services desired by the PORT and DSL.

IN CONSIDERATION of those mutual promises and the terms and conditions set forth hereafter, and pursuant to the provisions of ORS chapter 190, the parties agree to be bound as follows:

1. MCSO agrees to provide a patrol team (hereinafter, "ASSIGNED PERSONNEL"), consisting of two deputy sheriffs, which will patrol the islands during hours mutually agreed upon by MCSO and the PORT, beginning May 22, 1997 and continuing until October 4, 1997. MCSO further agrees to provide 24-hour patrol coverage, using not less than two patrol teams, on Memorial Day weekend, Fourth of July weekend, and Labor Day weekend. The parties further agree that MCSO may assign one or more Reserve Deputy Sheriffs to a patrol team so long as at least one member of each patrol team is a regular, sworn Deputy Sheriff serving under compensation.
2. The PORT agrees to provide MCSO with a suitable patrol boat, to be used by MCSO exclusively for island patrol services provided herein. The parties agree that the boat will be moored at Pier 33, at the PORT's expense.
3. The PORT and DSL agree to grant to MCSO the authority to enforce all laws, rules and regulations governing the use of the islands on behalf of the PORT and DSL.

4. MCSO agrees to provide to the PORT a bi-monthly activity report. Reports concluding at the end of June, the end of August, and at the term of the agreement.

**COMPENSATION**

5. The PORT agrees to pay to MCSO the sum of \$16,000 for the period beginning May 22, 1997, extending through October 4, 1997, for services rendered under this agreement. MCSO agrees to provide at least 24 hours of service each week at the rate of \$43 per hour.

**PERSONNEL**

6. The PORT and MCSO agree that the ASSIGNED PERSONNEL shall be and remain employees of MCSO and shall be supervised by MCSO and shall perform their duties in accordance with the administrative and operational procedures of MCSO.
7. Neither the PORT nor DSL assume any liability for the direct payment of any wages, salaries or other compensation to ASSIGNED PERSONNEL performing services pursuant to the terms of this Agreement or for any other liability not provided for in this Agreement.
8. MCSO agrees to maintain workers' compensation insurance coverage for ASSIGNED PERSONNEL, either as a carrier insured employer or a self-insured



employer as provided in ORS chapter 656.

9. MCSO agrees to be responsible for any and all liability under the Jones Act for ASSIGNED PERSONNEL.

#### **INDEMNIFICATION AND LIABILITY**

10. Subject to the limitations of the Oregon Torts Claims Act and the Oregon Constitution, MCSO and the COUNTY shall indemnify, defend and hold harmless the PORT and DSL, their officers, employees and agents from all claims, suits, actions or expenses of any nature resulting from or arising out of the acts, errors or omissions of MCSO personnel acting pursuant to the terms of this agreement.
11. Subject to the limitations of the Oregon Torts Claims Act and the Oregon Constitution, the PORT and DSL shall indemnify, defend and hold harmless COUNTY and MCSO, their officers, employees and agents from all claims, suits, actions or expenses of any nature resulting from or arising out of the acts, errors or omissions of PORT or DSL personnel acting pursuant to the terms of this agreement.

#### **CONTRACT ADMINISTRATION**

12. MCSO designates Lieutenant Terry Jones, River Patrol Unit, to represent MCSO in all matters pertaining to administration of this agreement, including

emergencies which may arise in connection with the performance of this agreement.

13. The PORT designates Tim VanWormer, telephone (503) 731-7527, as the contact person for the PORT regarding all matters pertaining to administration of this agreement, including emergencies which may arise in connection with the performance of this agreement.
14. DSL designates Jerry Hedrick, telephone (503) 378-3805, ext. 274, to represent DSL in all matters pertaining to administration of this agreement, including emergencies which may arise in connection with the performance of this agreement.
15. Any notice or notices provided for by this agreement or by law to be given or served upon either party shall be given or served by certified letter, deposited in the U.S. mail, postage prepaid, and addressed to:

Dan Noelle  
Multnomah County Sheriff  
12240 NE Glisan Street  
Portland, OR 97230

Bill Bach  
Port of Portland  
P.O. Box 3529  
Portland, OR 97208

#### **CONTRACT MODIFICATION AND TERMINATION**

16. Effective date of agreement shall begin on May 22, 1997 and terminate on October 4, 1997.

17. The parties agree that this agreement may be modified or amended by mutual agreement of the parties. Any modification to this agreement shall be effective only when incorporated herein by written amendments and signed by both the PORT, the DSL and the Multnomah County Sheriff, and approved by the Multnomah County Board of Commissioners.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly appointed officers on the date written below.

PORT OF PORTLAND

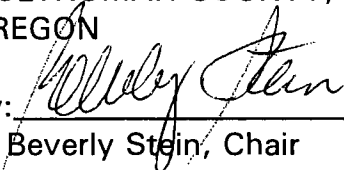
By: \_\_\_\_\_  
Mike Thorne, Executive Officer

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

By: \_\_\_\_\_  
For DIVISION OF STATE LANDS

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

MULTNOMAH COUNTY,  
OREGON


By:   
Beverly Stein, Chair

Date: April 17, 1997

By:   
Dan Noelle, Sheriff

Date: 3/18/97

Reviewed:  
Sandra Duffy, Acting County  
Counsel, Multnomah County,  
Oregon

By:   
Steven J. Nemirow, Asst. Counsel

Date: 4/7/97

APPROVED MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-1 DATE 4/17/97  
DEB BOGSTAD  
BOARD CLERK

BUDGET MODIFICATION NO.

MC50 # 3

(For Clerk's Use) Meeting Date **APR 17 1997**

Agenda No. **C-2**

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR

(Date)

DEPARTMENT Sheriff's Office

DIVISION

CONTACT Larry Aab

TELEPHONE 251-2489

\* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget modification appropriating a \$16,000 contract to provide river patrol services to Columbia River islands.

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION

(Explain the changes this Bud Mod makes. What budget does it increase? What do changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

Personnel changes are shown in detail on the attached sheet

This modification will appropriate \$14,640 in overtime to the Sheriff's River Patrol Unit. Funds will be used to patrol Government Island and other islands in the Columbia River. The contract is through the Port of Portland and will pay \$1,360 in indirect costs.

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

Increase Port of Portland revenue \$16,000

Increase service reimbursement to the insurance fund \$598

Increase general fund revenue from indirect costs \$1360

BOARD OF  
COUNTY COMMISSIONERS  
97 APR - 7 AM 10:57  
MULTNOMAH COUNTY  
OREGON

4. CONTINGENCY STATUS

(to be completed by Budget & Planning)

Fund Contingency before this modification (as of

Date

After this modification

\$

Originated By

Date

Department Director

Date

Plan/Budget Analyst

Date

Employee Services

Date

Board Approval

Date

MC SO # 3

Transaction EB [ ] TRANSACTION DATE: \_\_\_\_\_ ACCOUNTING PERIOD: \_\_\_\_\_ BUDGET FY: \_\_\_\_\_

Revenue  
Transaction RB [ ] TRANSACTION DATE: \_\_\_\_\_ ACCOUNTING PERIOD: \_\_\_\_\_ BUDGET FY: \_\_\_\_\_

**BUDMOD2.WK3**

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM BRIEFING  
STAFF REPORT SUPPLEMENT**

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: DAN NOELLE,  
Sheriff

TODAY'S DATE: 3/3/97

REQUESTED PLACEMENT DATE: NEXT AVAILABLE BOARD MEETING

RE: BUDGET MODIFICATION REQUESTING AUTHORIZATION TO ADD \$16,000 REVENUE FROM THE PORT OF PORTLAND, AND ADD \$14,640 OVERTIME EXPENDITURES TO THE RIVER PATROL BUDGET.FOR A CONTRACT WITH THE PORT OF PORTLAND TO PATROL GOVERNMENT ISLAND

---

I. Recommendation/Action Requested:

Approval of budget modification requesting authorization to add \$16,000 in revenue from the Port of Portland, to pay overtime expenditures to the River Patrol budget for a contract with the Port of Portland to patrol Government Island.

II. Background/Analysis:

This is a renewal of a contract originally negotiated on June 22, 1995. The Multnomah County Sheriff's Office and the Port of Portland have agreed to provide law enforcement patrol services to Government Island. This budget modification will increase River Patrol overtime by \$14,640. These funds will be used to hire staff to perform the patrol function. The Port of Portland will provide the watercraft to patrol the island.

III. Financial Impact:

Increase River Patrol Overtime - 14,640

Increase Service Reimbursement to the Insurance Fund - 598

Increase General Fund revenue from indirect costs - 1,360

Revenue and expenditures offset each other. No impact on the general fund.

IV. Legal Issues

Intergovernmental agreement between Multnomah County and the Port of Portland entered into on June 22, 1995.

V. Controversial Issues:

None known.

VI. Link to Current County Policies:

N/A

VII. Citizen Participation:

N/A

VIII. Other Government Participation:

Port of Portland

BUDGET MODIFICATION NO.

MCSO #4

(For Clerk's Use) Meeting Date

APR 17 1997

Agenda No.

C-3

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR

(Date)

DEPARTMENT Sheriff's Office

DIVISION

CONTACT Larry Aab

TELEPHONE 251-2489

\* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget modification requesting authorization to transfer \$2,424 from professional services to personal services in the Alarm Ordinance Unit budget to fund the reclassification of an Operations Supervisor to an Alarm Ordinance Unit Administrator.

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION

(Explain the changes this Bud Mod makes. What budget does it increase? What do changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

☒ X

Personnel changes are shown in detail on the attached sheet

This modification will fund the reclassification of an Operations Supervisor to an Alarm Ordinance Unit Administrator. The reclassification will be effective 4/15/96 and will cost \$2,424. Funding will come from a reduction in the Professional Services line item.

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
APR - 7 PM 3:53

4. CONTINGENCY STATUS

(to be completed by Budget & Planning)

Fund Contingency before this modification (as of

Date

After this modification

\$

\$

Originated By

Date

Department Director

Date

Plan/Budget Analyst

Date

Employee Services

Date

Board Approval

Date

Karyne Dargatzis 4/2/97 Don N... 3/31/97  
Shirlee Robertson 4/7/97  
Chloroth (Booster) 4/17/97



MC80 #4

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

FTE Increase (Decrease)	POSITION TITLE	BASE PAY Increase (Decrease)	ANNUALIZED		TOTAL Increase (Decrease)
			Increase/(Decrease)		
			Fringe	Ins.	
-1	Operations Supervisor	(43,091)	(7,545)	(6,263)	(56,899)
1	Alarm Ordinance Unit Administrator	44,841	7,852	6,364	59,057
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
0	TOTAL CHANGE (ANNUALIZED)	1,750	307	101	2,158

## 6. CURRENT YEAR PERSONNEL DOLLAR CHANGES

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

Permanent Positions, Temporary, Overtime, or Premium	Explanation of Change	BASE PAY Increase (Decrease)	CURRENT FY		TOTAL Increase (Decrease)
			Increase/(Decrease)		
			Fringe	Ins.	
Permanent	Cut an Operations Supervisor (JCN #9025)	(43,091)	(7,545)	(6,263)	0
	Add an Alarm Ordinance Unit	44,841	7,852	6,364	(56,899)
	Administrator (JCN#9027)				59,057
					0
					0
	Add funds for pay retro to 7/1/96	216	38	12	266
					0
					0
					0
					0
					0
					0
TOTAL CURRENT FISCAL YEAR CHANGES		1,966	345	113	2,424

MC80 #4

BUDGET FY: \_\_\_\_\_

BUDGET FY: \_\_\_\_\_UDMOD2.WK3

BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM BRIEFING  
STAFF REPORT SUPPLEMENT

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: DAN NOELLE,  
Sheriff



TODAY'S DATE: 4/1/97

REQUESTED PLACEMENT DATE: NEXT AVAILABLE DATE

RE: BUDGET MODIFICATION REQUESTING AUTHORIZATION TO RECLASSIFY AN  
OPERATIONS SUPERVISOR TO AN ALARM ORDINANCE UNIT ADMINISTRATOR

---

I. Recommendation/Action Requested:

Request Board approval to reclassify an Operations Supervisor to an Alarm Ordinance Unit Administrator and modify existing budget to pay additional costs.

II. Background/Analysis:

At the request of the employee, County Personnel audited the manager position in the Alarm Ordinance Unit and concluded that the proper classification should be an Alarm Ordinance Unit Administrator.

III. Financial Impact:

This budget modification will move \$2,424 from the Alarm Ordinance Unit's professional services line item to personal services in order to pay the additional base, fringe and insurance of the reclassification. The modification is budget neutral to the general fund.

IV. Legal Issues:

Disputes about the appropriateness of reclassification of employees by management or denial of employee initiated requests for reclassification may be appealed at Step III of the grievance procedure set forth in Article 18 of the agreement between Multnomah County and Local 88.

V. Controversial Issues:

N/A

VI. Link to Current County Policies:

N/A

VII. Citizen Participation:

N/A

VIII. Other Government Participation:

Multnomah County Personnel Division

# BUDGET MODIFICATION NO. DSS #03

(For Clerk's Use) Meeting Date APR 17 1997

Agenda No. C-4

## 1. REQUEST FOR PLACEMENT ON THE AGENDA FOR \_\_\_\_\_

(Date)

DEPARTMENT Support Services DIVISION Office of Emergency Management

CONTACT Michael J. Gilsdorf TELEPHONE 251-2466

\*NAME (s) OF PERSON MAKING PRESENTATION TO BOARD Michael J. Gilsdorf

### SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget Modification which recognizes \$60,500 reimbursements for Hazardous Materials Spill Responses , \$4,371.98 Oregon Emergency Management carryover funds, and \$5,143.36 Miscellaneous revenue received.

(Estimated Time Needed on the Agenda)

## 2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

☐ PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

Budget Modification increases budget for the Office of Emergency Management. Additional revenue has been received from Oregon State Police and Oregon State Fire Marshall's Office in accordance to IGA #500286, #500016-1, & #800417.

## 3. REVENUE IMPACT (Explain revenues being changed and the reason for the change)

Revenues will be increased by \$70,015.34 due to carryover of EMA funds from FY 96, reimbursement from hazardous materials responses, and donation from UNOCAL for the emergency warning system on Sauvie Island.

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
97 APR - 8 AM 9:04

## 4. CONTINGENCY STATUS (to be completed by Finance/budget)

Contingency before this modification (as of \_\_\_\_\_)  
(Specify Fund) (Date)

Originated by <i>Michael J. Gilsdorf</i>	Date <i>26 MAR 97</i>	Department Manager <i>Richard Gales</i>	Date <i>4/8/97</i>
Budget Analyst <i>Stephen J. Gilsdorf</i>	Date <i>April 3, 1997</i>	Personnel Analyst	Date
Board Approval <i>W. BORDEN C. BOSTON</i>	<i>4/17/97</i>		Date

## EXPENDITURE

TRANSACTION EB {} GM {} TRANSACTION DATE \_\_\_\_\_ ACCOUNTING PERIOD \_\_\_\_\_ BUDGET FY\_1997\_

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
		156	070	7351			6310	11,000.00	8,220.00	-2,780.00		HazMat Training & Education
		100	025	3315			5300			+2,780.00		Sheriff's Office PUC OT Costs
		156	070	7351			6060	2,000.00	47,000.00	+45,000.00		HazMat Pass Thru
		156	070	7351			6310	11,000.00	26,000.00	+15,000.00		HazMat Training
		156	070	7351			7100	0	500.00	+500.00		HazMat Indirect Costs
		156	070	7301			6230	9,945.00	14,460.34	+4,515.34		Operating Supplies
		156	070	7301			8400	0	5,000.00	+5,000.00		Equipment
		156	070	7301			6120	4,320.00	320.00	-4,000.00		Printing
		156	070	7301			8400	0	4,000.00	+4,000.00		Equipment
TOTAL EXPENDITURE CHANGE										+70,015.34		

## REVENUE

TRANSACTION EB {} GM {} TRANSACTION DATE \_\_\_\_\_ ACCOUNTING PERIOD \_\_\_\_\_ BUDGET FY\_1997\_

Document Number	Action	Fund	Agency	Organization	Activity	Revenue Source	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
		156	070	7351		4140		14,100.00	74,100.00	+60,500		HMRevenue
		156	070	7301		2074		57,000.00	61,371.98	+4,371.98		EMA Funds trans from FY96
		156	070	7301		4900		0	143.36	+143.36		Misc - Auction of Surplus equip.
		156	070	7301		4900		0	5,000.00	+5,000.00		Misc - UNOCAL - Alert System
TOTAL REVENUE CHANGE										+70,015.34		TOTAL REVENUE CHANGE

BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM BRIEFING  
STAFF REPORT SUPPLEMENT

TO: BOARD OF COUNTY COMMISSIONERS

FROM: MICHAEL J. GILSDORF  
MULTNOMAH COUNTY EMERGENCY MANAGEMENT

TODAY'S DATE: March 24, 1997

REQUESTED PLACEMENT DATE: April 17, 1997

RE: Office of Emergency Management request for budget modification approval.

I. Recommendation/Action Requested:

Approve budget modification for the Office of Emergency Management to recognize \$70,0154.34 in additional revenues received from the State Fire Marshall's Office for Hazardous Materials spill responses, Oregon Emergency Management carryover funds, and miscellaneous revenues received.

II. Background/Analysis:

The FY- 1997 budget for the Hazardous Materials Spill account was prepared based on \$14,100 projected revenue. Actual revenue received has totaled \$53,438, an increase of \$39,338 over the projected revenue. An additional \$26,000 is projected based upon spill responses to date. Approximately \$45,500 are Pass -Through payments to Gresham Fire Department and a total of \$2,780 is being transferred from the HazMat training account to the Sheriff's Office, PUC/HazMat Unit for personnel overtime costs for hazardous materials responses made by team members.

Other revenues to be recognized include: \$4,515.34 emergency management funds carried over from FY 1996; \$5,000 donated by UNOCAL for the Sauvies Island alert notification system; and \$143.36 received from the auction of emergency management surplus equipment.

In addition \$4,000 will be moved from line 6120, printing, to line 8400, equipment to allow the purchase of a new computer network file server.

III. Financial Impact:

This budget modification increases revenue funds to the Hazardous Materials Program and the Emergency Management program. The funding is received from the State Fire Marshal's Office, FEMA through the Oregon State Police- Office of Emergency Management, and UNOCAL.

IV. Legal Issues:

None

V. Controversial Issues:

None

BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM BRIEFING  
STAFF REPORT SUPPLEMENT

TO: BOARD OF COUNTY COMMISSIONERS

FROM: MICHAEL J. GILSDORF  
MULTNOMAH COUNTY EMERGENCY MANAGEMENT

TODAY'S DATE: April 14, 1997

REQUESTED PLACEMENT DATE: April 17, 1997

RE: Office of Emergency Management request for budget modification approval.

I. Recommendation/Action Requested:

Approve budget modification for the Office of Emergency Management to recognize \$70,0154.34 in additional revenues received from the State Fire Marshall's Office for Hazardous Materials spill responses, Oregon Emergency Management carryover funds, and miscellaneous revenues received.

II. Background/Analysis:

The FY- 1997 budget for the Hazardous Materials Spill account was prepared based on \$14,100 projected revenue. Actual revenue received has totaled \$53,438, an increase of \$39,338 over the projected revenue. An additional \$26,000 is projected based upon spill responses to date. Approximately \$45,500 are Pass -Through payments to Gresham Fire Department and a total of \$2,780 is being transferred from the HazMat training account to the Sheriff's Office, PUC/HazMat Unit for personnel overtime costs for hazardous materials responses made by team members.

Other revenues to be recognized include: \$4,371.98 emergency management funds carried over from FY 1996; \$5,000 donated by UNOCAL for the Sauvies Island alert notification system; and \$143.36 received from the auction of emergency management surplus equipment.

In addition \$4,000 will be moved from line 6120, printing, to line 8400, equipment to allow the purchase of a new computer network file server.

III. Financial Impact:

This budget modification increases revenue funds to the Hazardous Materials Program and the Emergency Management program. The funding is received from the State Fire Marshal's Office, FEMA through the Oregon State Police- Office of Emergency Management, and UNOCAL.

IV. Legal Issues:

None

V. Controversial Issues:

None



VI. Link to Current County Policies:

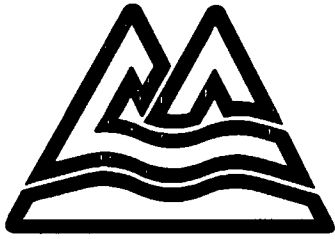
This request is consistent with County budgeting policy for FY 1996-1997.

VII. Citizen Participation:

Pending.

VIII. Other Government Participation:

City of Gresham Fire Department. The Hazardous Materials Spill Fund account is used to pay for pass through money to reimburse Gresham for their portion of the spill response costs in accordance with the current Intergovernment Agreement. FEMA federal grant monies are received in accordance with Intergovernment Agreement with Oregon State Police, Emergency Management.



# MULTNOMAH COUNTY, OREGON

---

**BOARD OF COUNTY COMMISSIONERS**

BEVERLY STEIN  
DAN SALTZMAN  
GARY HANSEN  
TANYA COLLIER  
SHARRON KELLEY

**BUDGET & QUALITY OFFICE**

PORTLAND BUILDING  
1120 S.W. FIFTH - ROOM 1400  
P. O. BOX 14700  
PORTLAND, OR 97214  
PHONE (503)248-3883

---

TO: Chair Beverly Stein  
Commissioner Dan Saltzman  
Commissioner Gary Hansen  
Commissioner Tanya Collier  
Commissioner Sharron Kelley

FROM: R. Barry Crook, Budget & Quality Manager

DATE: April 8, 1997

SUBJECT: Bud Mod DSS 3 - Recognize Additional Revenue for Emergency Management

---

On your April 17th agenda, you have a request from Emergency Management to approve \$70,015.34 in additional revenue and its related expenditure. The revenue is from External Sources, not the County General Fund.

**Fiscal Impact**

The fiscal impact is a contribution of approximately \$500 to the County General Fund for indirect cost allocation.

**Budget Office Analysis of Request**

Projected revenue for the Hazardous Materials Spill account was estimated for the budget at \$14,000. The actual revenue received is \$53,438 with an additional \$26,000 based upon spill responses to date. Other revenue recognized is \$4,515.34 emergency management funds carried over from FY 96; \$5,000 donated by UNOCAL for the alert notification system on Sauvie Island; and \$143.36 from auction of surplus material. These funds were not anticipated when the budget was approved.

The expenditures are \$45,000 for pass through to the city of Gresham Fire Department; \$5,000 for notification equipment; \$15,000 for additional hazardous materials training; and \$4515.34 for operating supplies. Several housekeeping transfers among accounts are also included.

Notification of the change in revenue has been placed in the April 9 *Oregonian*, per Budget Law requirements.

### **Budget Office Recommendation**

I recommend the approval of this request. The Emergency Management office acts as a pass through of funds and fees, some of which could not have been anticipated when the Budget was approved.

A handwritten signature in black ink, appearing to read "R. Barry Crook". The signature is stylized with a large, looped "R" and a cursive "Crook".

R. Barry Crook  
Budget & Quality Manager

MEETING DATE: April 17, 1997  
AGENDA #: \_\_\_\_\_  
ESTIMATED START TIME: \_\_\_\_\_

(Above Space for Board Clerk's Use ONLY)

### AGENDA PLACEMENT FORM

SUBJECT: Approve budget modification for the Office of Emergency management to recognize \$70,0154.34 in additional revenue received from the State Fire Marshall's Office, carryover funds, and miscellaneous revenues received.

BOARD BRIEFING:                      DATE REQUESTED: \_\_\_\_\_  
REQUESTED BY: \_\_\_\_\_  
AMOUNT OF TIME NEEDED: \_\_\_\_\_

REGULAR MEETING:                      DATE REQUESTED: April 17, 1997  
AMOUNT OF TIME NEEDED: \_\_\_\_\_

DEPARTMENT: Department of Support Services DIVISION: Emergency Management

CONTACT: Mike Gilsdorf                      TELEPHONE #: 251-2466  
BLDG/ROOM #: 313/204

PERSON(S) MAKING PRESENTATION: Mike Gilsdorf

#### ACTION REQUESTED:

☐ INFORMATIONAL ONLY    ☐ POLICY DIRECTION    ☒ APPROVAL    ☐ OTHER

#### SUGGESTED AGENDA TITLE:

Approve budget modification for the Office of Emergency Management to recognize \$70,0154.34 in additional revenue from the State Fire Marshall's Office, carryover funds, and miscellaneous revenues received.

#### SIGNATURES REQUIRED:

ELECTED OFFICIAL: \_\_\_\_\_  
(OR)  
DEPARTMENT  
MANAGER: Mike S. Gales

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Board Clerk @ 248-3277

Meeting Date: APR 17 1997  
Agenda No: C-5  
Est. Start Time: 9:30

(Above Space for Board Clerk's Use ONLY)

**AGENDA PLACEMENT FORM**

**SUBJECT:** Affirming a Final Order on MC 3-96

**BOARD BRIEFING**      Date Requested:  
                                 Amt. of Time Needed:  
                                 Requested By:

**REGULAR MEETING**      Date Requested:      April 17, 1997  
                                 Amt. of Time Needed:      5 Minutes

**DEPARTMENT:**      DES      **DIVISION:** Transportation & Land Use Planning  
**CONTACT:**      Charles Beasley      **TELEPHONE:** 248-3043  
                                 **BLDG/ROOM:** 412 / 109

**PERSON(S) MAKING PRESENTATION:** Stuart Farmer

**ACTION REQUESTED**

☐ Informational Only      ☐ Policy Direction      ☒ Approval      ☐ Other

**SUGGESTED AGENDA TITLE**

Affirming a Final Order on MC 3-96.

4/23/97 copies to Stuart Farmer  
& Chuck Beasley

**SIGNATURES REQUIRED**

**Elected Official:** \_\_\_\_\_

or

**Department Manager:** KB [Signature]

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
97 APR 10 AM 10:38

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY

Land Use Planning Case MC 3-96	)	
Affirming the January 2, 1997 Hearings	)	FINAL ORDER
Officer Decision to Deny a Building Permit	)	97-67

WHEREAS, this matter is before the Multnomah County Board of Commissioners as an appeal, filed by David J. Hunnicut, representing the applicants and property owners, Dennis and Catherin Brown, of the Hearing Officer's Decision in land use case MC 3-96; and

WHEREAS, after proper notice of a public hearing, the Board of County Commissioners accepted testimony and evidence presented at a de novo hearing on February 4, 1997, and the Board being fully advised; now therefore

IT IS HEREBY ORDERED that the Hearing Officer's decision dated January 2, 1997 in the matter of MC 3-96 is AFFIRMED.

IT IS FURTHER ORDERED that the Board of County Commissioners adopts the following findings and conclusions:

1. The Hearings Officer's findings and conclusions in the decision dated January 2, 1997.
2. The findings of fact and conclusions of law in the Planning Director's November 20, 1996 decision, and in the Staff Response to Applicant Appeal, except to the extent modified and supplemented by the Hearings Officer's January 2, 1997 decision.

DATED this 17th day of April, 1997, nunc pro tunc February 4, 1997.



REVIEWED:

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
Beverly Stein, Chair

  
Sandra N. Duffy, Chief Assistant County Counsel

# MULTNOMAH COUNTY, OREGON

## DECISION OF LAND USE HEARINGS OFFICER

**Case File:** MC 3-96

**Proposed Action(s) and Use(s):** ORS 215.283(1)(t) Replacement Dwelling Building Permit Application

**Matter Appealed:** November 20, 1996 Decision of Planning Director Denying MC 3-96

**Location of Property:** 2930 SE Orient Drive, Gresham, Oregon

**Zoning Designation:** EFU, Exclusive Farm Use and RC, Rural Center

**Applicants/Owners:** Dennis and Catherin Brown  
2930 SE Orient Drive  
Gresham, Oregon 97080

**Appellants:** Dennis and Catherin Brown

**Appellants' Counsel:** David Hunnicut  
Oregonians in Action  
PO Box 230637  
Portland, OR 97223  
(503) 620-0258 (phone)  
(503) 639-6891 (fax)

**Hearings Officer:** Liz Fancher

### I. DECISION

The Hearings Officer hereby **AFFIRMS** the Planning Director's Decision denying the Browns' application for a building permit for an ORS 215.283(1)(t) replacement dwelling based upon the findings of fact and conclusions of law contained in that decision, except to the extent modified and supplemented by this decision.

## II. EXHIBIT LIST

- |           |  |
|-----------|--|
| Exhibit 1 | November 25, 1996 Hunnicut letter and November 25, 1996 Appeal Form and Exhibit "A"                          |
| Exhibit 2 | Exhibit A — Maps<br>Exhibit B — Building Permit Submittal<br>Exhibit C — Soils Map                           |
| Exhibit 3 | D. Daniel Chandler letter to Hearings Officer dated December 17, 1996  |
| Exhibit 4 | Memorandum of Law dated December 18, 1996 prepared by David J. Hunnicutt, Attorney for Applicants/Appellants |

## III. FINDINGS OF FACT

The facts in this matter are not in dispute and are contained in Section I and II of the Planning Director's Decision and in the Staff Response to the Applicant's appeal. The Hearings Officer hereby adopts said findings as findings which govern this decision.

## IV. APPELLANTS' LEGAL ARGUMENTS

### ARGUMENT #1

**Multnomah County's code regarding replacement dwellings is invalid under *Brentmar* and cannot be used to deny the Browns' application.**

**FINDING:** The Browns' land use application is an application for a replacement dwelling under ORS 215.283 (1)(t). The Browns did not request approval of any of the uses allowed in the County's EFU zone. As a result, whether the County's code which regulates the replacement of historic dwellings is or is not legal is irrelevant to decision of this application. The Hearings Officer notes, however, that the replacement of historic dwellings is a use allowed by ORS 215.283 (1)(o), making the County's allowance of the use mandatory rather than impermissible under the holding of *Brentmar v. Jackson County*, 321 Or 481, 900 P2d 1030 (1995) which requires the County to allow all ORS 215.283(1) uses as permitted uses in EFU zones.

### ARGUMENT #2

**ORS 215.283(1)(t) is directly applicable to the County's land use decisions.**

**FINDING:** The County Planning Director determined that ORS 215.283(1)(t) is directly applicable to the Browns' dwelling permit application on page 4 of the Director's decision.



### ARGUMENT #3

**Two separate lots may not be created by split-zoning and application of the County's lot of record provisions, just by a subdivision (or partition) of land.**

The Hearings Officer agrees with the Browns' position on this issue. To the extent that the Planning Director's decision indicates that the Browns' property may be divided without County land division review and approval under MCC Chapter 11.45 or that MCC 11.15.2662 creates two lawful lots or parcels for purposes of the State and County subdivision and partition law, it is in error. The lot of record provisions of MCC 11.15.2262 grant development rights to the RC portion of a split zoned legal parcel of land but it does not grant an exemption to the County's land division regulations found in MCC 11.45. MCC 11.45.040 specifically prohibits the division of land except in accordance with MCC Chapter 11.45. As MCC Chapter 11.15.2262 is not a part of MCC Chapter 11.45, it is not a land division regulation and land division approval must be obtained before portions of split-zoned lots or parcels may be conveyed to third parties. As such, the application of MCC 11.15.2262 to the Browns' application does not result in a division of land under MCC Chapter 11.45. Rather, it acts to define the development rights which apply to the Browns' property.

The fact that land division approval is required to divide the RC and EFU portions of the Brown property, does not prevent the County from treating a portion of the Browns' property as "lot of record" and regulating development of the Browns' property based upon that determination. The lot of record and other lot unit concepts contained in the County's zoning ordinance are less rigorous and serve a completely different legal purpose than the purpose served by the "lot" and "parcel" concepts found in the County and State subdivision and partition regulations. The "lot of record" concept is applied by the County to pieces of land, including pieces of land which are not ORS 92.010 "lots" or "parcels," to determine what areas of land are the appropriate unit of land upon which to establish land uses, including uses allowed by ORS 215.283 (1) and (2). The County's land unit definitions enable the County to determine whether lot requirements (e.g. access, frontage, minimum size, lot coverage, minimum agricultural production, minimum irrigated acreage, etc.) are satisfied by development proposals and, in some cases, to limit the number of uses that may be established on a unit of land. This concept is an integral and accepted part of the Oregon land use system. *Campbell v. Multnomah County*, 25 Or LUBA 479 (1993)(a local government's obligation to recognize lawfully created lots as separately transferrable units of land does not mean a local government must also allow each such lawfully created lot to be developed separately); *Kishpaugh v. Clackamas County*, 24 Or LUBA 164 (1992)(ORS 92.017 does not prevent County from requiring aggregation of lawful lots in order to qualify for development of the property). The "lot of record" concept allows owners of lots which were not created by governmental subdivision or partition approval to qualify for development and allows owners of property that does not meet current lot size requirements of the County code to develop their property.

#### ARGUMENT #4

**The County may not apply the “lot of record” concept to an application which is governed by ORS 215.283 (1)(t) because ORS 215.283(1)(t) is a state statute and the state definition of a “lot” contained in ORS 92.010 applies instead.**

**FINDING:** The definition of the term “lot” in ORS 92.010 does not apply to ORS 215.283 (1)(t) nor does the definition of the term “lot” found in ORS 92.010 prevent Multnomah County from applying a “lot of record” requirement to the Browns’ land use application.

First, the term “lot” is not used in ORS 215.283(1)(t) nor in the portion of ORS 215.283 (1) which relates to ORS 215.283(1)(t). Further, the term “lot” is not synonymous with the term “lot of record.” Each term serves a different function. Lots are defined by ORS 92.010 (3) as “a single unit of land that is created by a subdivision of land.” The term “lot” does not include “parcels” which are units of land created by partitions of land. ORS 92.010 (5). The function of ORS Chapter 92 is to regulate the division of land and to prevent the transfer of illegally created lots and parcels. Once an area of land achieves “lot” or “parcel” status, it may be freely transferred between property owners without violating the State’s subdivision control law. County defined “lots of record” are, however, lots, parcels or other properties which may be developed with uses allowed by the County’s land use regulations. Multnomah County’s lot of record ordinances are used to allow certain lots to be developed despite nonconformance with otherwise applicable lot requirements and to require the aggregation of lawful lots and parcels to qualify for development approval in other cases. *See, Campbell v. Multnomah County*, 25 Or LUBA 479 (1993); *Kishpaugh v. Clackamas County*, 24 Or LUBA 164 (1992).

Second, the Browns have not established that their property is an ORS 92.010(3) “lot” as they have not shown that their property was created by a subdivision of land. Further, the Tax Assessor’s map support the inference that the Browns’ property was not created by a subdivision as it is not included in any of the areas shown on the map as partitions and subdivisions. As the burden of proof on this issue falls upon the Browns and they have failed to meet their burden of proof, the Hearings Officer must conclude, based on the record before her, that the Browns’ property is not an ORS 92.010 (3) “lot.” Therefore, the Browns have not established that they are eligible for an ORS 215.283(1)(t) replacement dwelling under their own reading state law.

Further, if the Hearings Officer and the County were to abandon the “lot of record” concept found in the County’s EFU zone and to substitute the requirement that EFU zoned property be an ORS 92.010(3) “lot” to qualify for a replacement dwelling under ORS 215.283(1)(t), owners of lawfully partitioned “parcels” and owners of units of land that were created prior to the adoption of governmental subdivision regulations would not be able to site (1)(t) replacement dwellings on their property.<sup>1</sup> The Hearings Officer finds that this exclusion of parcels and preexisting lots

---

<sup>1</sup>This conclusion is based upon the Hearings Officer’s finding that the term “subdivision” in ORS 92.010 (3) refers to divisions of land which were filed with and approved by

from the scope of ORS 215.283(1) or ORS 215.283(1)(t) is neither intended nor effectuated by the state statutes.<sup>2</sup>

## **ARGUMENT #5**

**Under the express language of ORS 215.283(1)(t) the Browns are entitled to site a replacement dwelling on the EFU zoned portion of their split-zoned property. The Planning Director's requirement that the dwelling to be replaced be located on land in an EFU zone is not supported by the language of ORS 215.283 (1)(t).**

### *Lawful Lot of Record or Lot or Parcel Requirement*

The Browns have failed to establish entitlement to an ORS 215.283(1)(5) replacement dwelling as they have failed to demonstrate that the EFU portion of their lot, where they wish to site their new home, is a part of a "lot of record," a "lot" or "parcel" created by partition or subdivision approval or is a lot qualifies under any other County or State lot or parcel definitions which guide land development in the EFU zone. MCC 11.15.2002 - .2030. County regulations impliedly require the Browns to demonstrate a lawful lot or parcel status for their property as a condition of approval of any land use application.

The County's zoning ordinance contains a number of means by which lots may qualify for development, including the lot of record code provisions, but the Browns have failed to demonstrate compliance with any of the County lot standards. The evidence on this point is that the Browns purchased all of the land that is involved in this application in 1992 or 1993, that the property is shown as a tax lot on the County Tax Assessor's maps and that the lot is one parcel "for deed purposes." This evidence does not establish a lawful lot status for the Browns' property under any definition identified by the County or the Browns as it is not known whether it was legal to create the property as a single lot by deed at the time that the property was first deeded as a single unit.

Turning to the language of ORS 215.283 (1)(t), the Hearings Officer finds that the language and purpose of ORS 215.283 (1)(t) does not preclude Multnomah County from applying the "lot of record" and other similar lawful lot qualifications to EFU lands regulated by Multnomah County. ORS 215.283 (1) describes uses which must be allowed as permitted, rather than conditional, uses in EFU zones. It does not, however, dictate what area of land is the relevant unit for review

---

governmental entities as required by ORS Chapter 92 and which create 4 or more lots. Partitions create ORS 92.010(5) defined "parcels" rather than ORS 92.010(3) defined "lots."

<sup>2</sup>ORS 215.010 contains definitions of the term "parcel" and "tract" which act much like lot of record provisions. The terms "parcel" and "tract" apply where used in ORS Chapter 215. They are not, however, used in ORS 215.283(1)(t) so were not considered relevant to review of the Browns' application.

of development applications. The Oregon Supreme Court decision of *Brentmar v. Jackson County* held that counties may not enact or apply legislative criteria of their own to supplement those found in ORS 215.283(1) in defining what uses are allowed in an EFU zone. *Brentmar v. Jackson County*, 321 Or 481, 900 P2d 1030 (1995). The *Brentmar* case does not, however, require the County to discontinue applying other land use regulations which are unrelated to defining allowed uses (e.g. legal lot requirements, setbacks, solar access ordinance requirements, wildlife overlay zone siting restrictions, etc.) to land use applications involving ORS 215.283(1) permitted uses in the EFU zone. The Hearings Officer finds that the County's lot of record and lot unit definition are permissible under *Brentmar* as they fill a legislative gap in the coverage of ORS 215.283 (1)(t) and do not impose conditions that "flatly contradict" what the statute permits. *Lane County v. LCDC*, 138 Or App 635, 910 P2d 414 (1996). This conclusion is supported by the fact that ORS 215.283(1) does not attempt to address legal lot or parcel or siting requirements and the fact that legal lot or parcel requirements do not affect whether a use is permitted outright on lawful lots in the EFU zone.

#### Scope of ORS 215.283(1)(t)

The Hearings Officer concurs with the Planning Director's interpretation of ORS 215.283(1)(t) and finds that a lawful dwelling use must first be established in an EFU zone before it may be "replaced" under the authority of ORS 215.283(1)(t). This requirement is implicit in the language of the statute and the fact ORS 215.283(1) regulates land uses in EFU zones only. ORS 215.283(1)(t) authorizes "alteration, restoration or replacement of a lawfully established dwelling" use in the EFU zone. As the Browns' lawfully established home is not located in the EFU zone, it is not governed by ORS 215.283(1)(t) and may not be "replaced" by a dwelling on EFU land. The fact that the Browns' dwelling is located on a piece of land which lies in two zoning districts does not change the fact that the dwelling that is to be replaced is not located in the EFU zone as implicitly required by ORS 215.283(1)(t). The Hearings Officer's legal conclusion is based upon the following analysis:

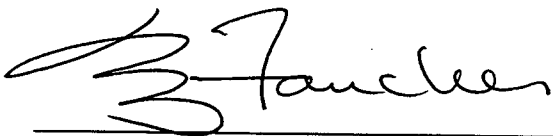
ORS 215.283(1)(t) does not authorize the alteration or restorations of dwellings located outside of the EFU zone as such actions are governed by the laws of the zones in which the dwellings are located. The only way that a dwelling from outside of the EFU zone could possibly be altered or restored in the EFU zone would be if it were moved to the EFU zone from another zone. The Hearing Officer finds that the terms "alteration" and "restoration" do not include the concept of "relocation" so that the dwelling use must, necessarily, have been lawfully established in the EFU zone. The fact that the use which is to be altered or restored must be located in the EFU zone gives support to the County's conclusion that the entire subsection (1)(t) is directed to dwellings that are "lawfully established" in an EFU zone.

The Browns claim that ORS 215.283 (1)(t) requires the County to allow new dwellings to be placed in its EFU zones in any case where any lawfully established home in any location on the planet is being "replaced." Under the provisions of subsection (1)(t), the dwelling that is being replaced and that is located outside of the EFU zone would need to be demolished, removed or

converted to a nonresidential use. This requirement is illogical when applied beyond the EFU zone as many other zones permit or encourage residential use. The requirement is illogical if read to require conversion to an allowable residential use in residential zones which prohibit nonresidential uses. The requirement that a home be "removed" rather than demolished is also not logical when applied outside of the EFU zone. The term "remove" infers that the home must be taken from the property where the new home is placed but removal does not prohibit the home owner from relocating the home to a property where residential use is permissible or approved by a governmental entity. If the removal or demolition requirement is applied to lands where residential use is allowed outright or is permitted to meet Goal 10 "needed housing" requirements, the EFU zone regulations will be acting at cross purposes with other zoning regulations as it will result in creating a vacant residential lot or parcel in an area where residential use is intended.

The provisions of ORS 215.283 (1)(t)(E), if read as suggested by the Browns, would require the County to dictate the use of land outside of its jurisdiction where it has no such legal authority and where planning authority has been granted to other units of government. ORS 215.283 (1)(t) would then violate the right of other governments to regulate land use within their jurisdictions. ORS 215.283 (1), as read by the Browns, would apply the restrictions of ORS 215.283 (1) to areas which are not intended to be regulated by ORS 215.283: lands which are not zoned EFU. Further, the County and state do not have the legal authority to control land use outside of the State of Oregon and it seems implausible that they would have intended ORS 215.283 to have such a broad application.

Dated and signed this 2nd day of January, 1996.

A handwritten signature in cursive script, appearing to read "Liz Fancher", written in dark ink.

---

Liz Fancher, Hearings Officer  
Multnomah County



---

### STAFF RESPONSE TO APPLICANT APPEAL

---

Prepared for a Public Hearing to be held on December 18, 1996.

**Proposed Action and Use:** Appeal of the Planning Director denial of a Building Permit request for approval of a replacement dwelling in the EFU (Exclusive Farm Use) zone on a parcel 10.24 acres in size which is bisected by a zone boundary dividing the property between RC (Rural Center) and EFU zoning districts.

**Location:** 29306 SE Orient Dr.

**Property Description:** T1S, R4E, Section 19, TL. 91.

**Zoning:** RC, Rural Center  
EFU, Exclusive Farm Use

**Applicant/Owner:** Dennis and Catherin Brown  
29306 SE Orient Dr.  
Gresham, OR 97080

This appeal is referred to the Hearings Officer under the provisions for Action Proceedings in MCC 11.15.8205 (F), which provides for a hearing for: "Other requests for permits and other contested cases determining permissible uses of specific property."

Application for a Building Permit to replace an existing dwelling was received by Multnomah County on November 15, 1996. The County denied the application on November 20, 1996, and advised the applicant that the decision would be final unless an appeal was filed by November 30, 1996. The applicant filed an appeal on November 27, 1996, and notice of the appeal was provided to property owners within 500' on the same day.

The information submitted by the applicant on appeal includes a letter dated November 25, 1995, the County Notice of Appeal form, and an attachment labeled "Exhibit A" which contains the applicant's grounds for appeal. These documents are included as Exhibit 1. of MC 3-96. The applicant argues that the County has added an additional criterion to the replacement dwelling decision, that a dwelling to be replaced under ORS 215.283(1)(t) must first exist on EFU land, and that the addition of this criterion is impermissible under the Oregon Supreme Court decision in Brentmar v. Jackson County. Staff believes that the plain language of ORS 215.283(1)(t) requires a dwelling to first exist on EFU land in order for it to be replaced on EFU land (see page 4 of Exhibit 2).

The applicant also takes issue with the staff reference to the "Lot of Record" provisions in MCC 11.15.2262. The finding on page 3 of Exhibit 2. indicates that these provisions constitute prior land use

portions of the applicant's parcel are intended for very different uses under the zoning code, and that approval of the request would constitute a new dwelling in the farm zone.

Staff has inspected the proposed building site and notes that a driveway to the site has been built extending west from SE 293rd Place across a one foot strip of land owned by Multnomah County. Permission from the County Transportation Department to cross this land will be required prior to issuance of a Building Permit, notwithstanding the resolution of the zoning issues of this appeal.

#### List of Exhibits MC 3-96

1. Applicant Appeal Submittals

11/25/96 cover letter from David J. Hunnicut

Notice of Appeal form dated 11/25/96, and attachment Exhibit A.

2. Decision of the Planning Director, MC 3-96, 11/20/96, and attached exhibits.

Exhibit A., Zoning Map and Assessor's Map with the location of structures existing in 1986.

Exhibit B., Applicant's Building Permit submittal including plot plan with existing and proposed dwelling sites, 11/15/96 letter from attorney David Hunnicut, site plan of proposed dwelling site, elevation and floor plans of proposed dwelling, service provider forms.

Exhibit C., Soil Conservation Service soils map from RLIS data base.

---

This Report and was available on December 11, 1996, seven days before the December 18, 1996 public hearing scheduled before a County Hearings Officer. The Hearings Officer may announce a decision on this application (1) at the close of the hearing; (2) upon continuance of a date and time certain; or (3) after the close of the record following the hearing.

A written decision is usually mailed to all parties and filed with the Clerk of the Board within ten days of the decision by the Hearings Officer.

#### Appeal to the Board of County Commissioners:

The Hearings Officer Decision may be appealed to the Board of County Commissioners (Board) by any person or organization who appears and testifies at the hearing, or by those who submit written testimony into the record. An appeal must be filed with the County Planning section within ten days after the Hearings Officer decision is submitted to the Clerk of the Board. An Appeal requires a completed "Notice of Review" for and a fee of \$500.00 plus a \$3.50 - per- minute charge for a transcript of the initial hearing(s). [ref. MCC 11.15.8260(A)(1) and MCC 11.15.9020(B)]. Instructions and forms are available at the County Planning Office at 2115 SE Morrison Street (in Portland) or you may call 248-3043 for additional instructions.

# OREGONIANS

L e g a l C e n t e r

96 NOV 27 AM 11:55

November 25, 1996

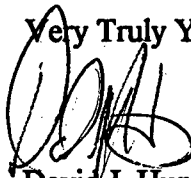
Multnomah County Department of Environmental Services  
Division of Planning and Development  
2115 S.E. Morrison St.  
Portland, OR 97214

Re: Dennis and Cathee Brown, Case No. MC 3-96

Dear Sir or Madam:

Enclosed please find a notice of appeal on the Multnomah County appeal form, along with the appeal fee of \$100. Please process the form and notify me of a hearing date at your earliest convenience.

Very Truly Yours,



David J. Hunnicutt

cc: Clients

**Exhibit 1.**  
**Case # MC 3-96**  
**11/25/96 Hunnicutt letter**  
**11/25/96 Appeal form, and**  
**"Exhibit A."**

*Mailing address: P.O. Box 230637 Tigard, OR 97281-0637*

*Street address: 8255 S.W. Hunziker Road, Suite 200 Tigard, OR 97223*  
*(503) 620-0258 FAX (503) 639-6891*



THANK YOU  
MULTNOMAH  
COUNTY



DEPARTMENT OF ENVIRONMENTAL SERVICES  
DIVISION OF PLANNING AND DEVELOPMENT  
2115 SE MORRISON STREET  
PORTLAND, OREGON 97214 (503) 248-3043

26#  
PERMITS 100.00  
TOTAL 100.00  
CHECK 100.00

NOTICE OF APPEAL  
ADMINISTRATIVE DECISION

26#  
PERMITS  
TOTAL  
0000-001 11/27/96  
5134 STUART 1

0000-001 11/27/96  
5134 STUART 1:03PM

Name: Brown, Dennis and Catherine

2. Address: 29306 SE Orient Dr., Gresham, OR 97080  
Last Middle First  
Street or Box City State and Zip Code

3. Telephone: (503) 663-7693

4. If serving as a representative of other persons, list their names and addresses:

The Browns are represented by:  
Dave Hunnicutt  
Oregonians In Action  
P.O. Box 230637  
Tigard, OR 97281

5. What is the decision you wish reviewed (e.g., denial of a minor variance, approval of a Greenway Permit, etc.)?

denial of application for replacement dwelling

6. Date the decision was filed with the Director of the Department of Environmental Services:

Nov. 20, 1996

7. Describe specific grounds relied on for reversal or modification of the decision.  
(use additional sheets if necessary)

see attached Exhibit A

Signed: [Signature], ATTORNEY FOR APPLICANT Date: 11/25/96

Shared Use Only	
Notice of Appeal Ref: <u>11-25-96</u>	
Received by: <u>[Signature]</u>	Date: <u>11/25/96</u> Case No: <u></u>

## **EXHIBIT A**

**(Attachment to Notice of Appeal, Case File No. MC 3-96)**

### **7. Describe specific ground relied on for reversal or modification of the decision.**

**A. ORS 215.283(1)(t) governs this application, and under the express language of this statute the Browns are entitled to a replacement dwelling.**

The proper statute governing the Browns' application for a replacement dwelling is ORS 215.283(1)(t), which permits replacement dwellings in EFU zones. This statute does not place any restrictions on the location of the dwelling to be replaced; the statute does not require the original dwelling to be in an EFU zone, nor does it require the original dwelling to be on the same lot or parcel as the replacement dwelling. Consequently, the plain language of the statute allows the use requested by the Browns. Any other interpretation violates the general rule of statutory construction that one cannot infer results which a statute—i.e. the legislature— does not expressly authorize.

**B. The Planning Director's reliance upon and interpretation of state statute and Multnomah County Code provisions is incorrect for several reasons.**

1. As the Planning Director's decision points out, the County's code permits replacement dwellings in EFU zones only if the existing dwelling is historic. Under Brentmar v. Jackson County, 321 Or. 481, 900 P2d 1030 (1995), however, uses established under ORS 215.283(1), such as replacement dwellings, are uses of right—the County cannot impose additional restrictive criteria upon such uses. Consequently, Multnomah County's code regarding replacement dwellings is invalid under Brentmar and cannot be used to deny the Brown's application.

2. As the Planning Director's decision also points out, ORS 197.646(3) requires local governments to incorporate new state land use statutes into their codes and comprehensive plans. Until this is done, new statutes are directly applicable to local governments' land use decisions. Multnomah County has not yet incorporated ORS 215.283(1)(t) or OAR 660-33-130(8) (which also permits replacement dwelling in EFU zones) into its code, so these provisions permitting replacement dwellings are, through ORS 197.646(3), applicable to the Browns' application. Case law suggesting that only more restrictive state statutes must be incorporated are not applicable to the Browns' situation.

3. The Planning Director's analysis under ORS 215.283(1)(t) requires that, for a replacement dwelling to be permitted on EFU land, the original dwelling "must lawfully exist on land in an EFU zone." (see section IV.C of the Decision) There is no requirement in the language of ORS 215.283(1)(t), however, that the original dwelling be located on EFU property. Again, the County has created an additional criterion for the Browns' application. This additional criterion is not permitted under Brentmar, and should not be a basis for denying the Browns'

application.

4. The County's use of the MCC's definition of "lot" is inappropriate. Relying upon MCC 11.15.2262, "Lot of Record," the County argues that separate lots of record are created in this case because a zoning line (RC/EFU) divides the Browns' property, thereby allowing a partition to be recorded. However, as discussed above, the proper governing statute in this case is ORS 215.283(1)(t). This is a state statute, and therefore the state law definition of "lot" applies. Under ORS 92.010(3), a separate lot cannot be created by merely splitting the zoning of a property; a separate lot can only be created by a subdivision of land. In the Browns' case, no subdivision has occurred, so their property remains one lot of record.



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
TRANSPORTATION & LAND USE PLANNING DIVISION  
2115 S.E. MORRISON STREET  
PORTLAND, OREGON 97214  
(503) 248-3043

**BOARD OF COUNTY COMMISSIONERS**  
BEVERLY STEIN • CHAIR OF THE BOARD  
DAN SALTZMAN • DISTRICT 1 COMMISSIONER  
GARY HANSEN • DISTRICT 2 COMMISSIONER  
TANYA COLLIER • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

## DECISION OF THE PLANNING DIRECTOR

### Miscellaneous Case-Replacement Dwelling Case File No.: MC 3-96 November 20, 1996

**What:** Request for approval of a replacement dwelling in the EFU (Exclusive Farm Use) zone on a parcel 10.24 acres in size which is bisected by a zone boundary dividing the property between RC (Rural Center) and EFU zoning districts.

**Where:** The subject property is located at:  
2930 SE Orient Dr.  
T1S, R4E, Section 19, TL. 91.

**Who:** **Property Owner/** Dennis and Catherin Brown  
**Applicant:** 2930 SE Orient Dr.  
Gresham, OR 97080

**Decision:** Denial.

**Exhibit 2.**  
**Case # MC 3-96**  
**Exhibit A. Maps**  
**Exhibit B. Building Permit**  
**Submittal**  
**Exhibit C. Soils Map**

## I. BACKGROUND AND DESCRIPTION OF PROPOSAL

The applicant requests approval to replace an existing single family dwelling located on a portion of the subject parcel zoned RC to a portion of the parcel zoned EFU. The portion of the parcel in the RC zone measures approximately 106' X 377' and is approximately .86 acres in size, with the balance of the 10.24 acre parcel in the EFU zone. The existing dwelling was built in 1953 according to Multnomah County tax assessor's records, and is located approximately 230' south of SE Orient Drive. The EFU zone boundary crosses the property in an east-west direction at a point approximately 377' south of SE Orient Drive. The proposed dwelling site is near the rear (south end) of the property in an area which was forested in the 1986 aerial photograph. Copies of the zoning map of the

MC 3-96  
Administrative Decision and Staff Report

Contact Person: Chuck Beasley  
Phone: 248-3043

parcel, and of the assessor's map with the existing dwelling location based on the 1986 aerial photograph of the area are attached as Exhibit "A" of this report.

The applicant has submitted an elevation and floor plan of the proposed replacement dwelling, two plot plans indicating the existing and proposed dwelling sites, and service provider forms as his building permit application. These documents together with a letter from his attorney dated November 15, 1996 are included as Exhibit "B" of this report.

## **II. SITE AND VICINITY CHARACTERISTICS**

The subject property is situated on the south side of SE Orient Drive, approximately one-third mile east of its junction with Dodge Park Road. A band of RC (Rural Center) zoning approximately 350' deep from Orient Drive is applied to parcels east and west of the subject property. The balance of the area of adjacent parcels is in EFU zoning, forming a block of farm land approximately 140 acres in size. The soils in this block are high-value soils, and the 1986 aerial photograph indicates farm management on a majority of the area. The soils map of the area is included as Exhibit "C" of this report.

## **III. APPLICABLE ORDINANCE AND STATE REQUIREMENTS**

1. MCC 11.15.2248 (C) Primary Uses lists a single family dwelling on a lot as a use allowed in the RC (Rural Center) zone.
2. MCC 11.15.2258 provides that the minimum front and rear yard setbacks are 30', and side yard setbacks of 10' for primary use structures.
3. MCC 11.15.2262 Lot of Record, defines a lot of record and under subsection (C) deems that a separate lot of record is created when a zoning district boundary intersects a parcel.
4. MCC 11.15.2006 Uses, requires that only the structures and uses listed in the code may be allowed on land in the EFU (Exclusive Farm Use) district.
5. ORS 215.283 (1) (t) provides that certain dwellings on land zoned for exclusive farm use can be replaced.

## **IV. ANALYSIS**

### **A. The provisions below are contained within the Multnomah County Code provisions applicable to uses in the RC Rural Center district.**

#### **11.15.2248 Primary Uses**

\* \* \*

(C) Residential use consisting of a single-family dwelling constructed on a lot; and

#### **11.15.2258 Dimensional Requirements**

**(A) Except as provided in MCC .2260, .2262, .2264 and .7720, the minimum lot size shall be one acre.**

\* \* \*

**(C) Minimum Yard Dimensions - Feet**

#### **11.15.2262 Lot of Record**

\* \* \*

**(C) Separate Lots of Record shall be deemed created when a street or zoning district boundary intersects a parcel of land.**

**Findings:** These provisions apply to the request due to the location of the existing dwelling within the RC zoned portion of the subject parcel as shown on the maps in Exhibit "A", and in the applicant's submittal in Exhibit "B". Dwellings in the RC zone are allowed as outright uses subject to the setback requirements, parking and access provisions, and other building codes. New structures, including replacement dwellings, must meet the yard setback requirements of the zone. The existing dwelling appears to meet the front, rear and side yard setback requirements of the zone. The applicant is not requesting approval to replace the existing dwelling in the RC zone, but to rebuild in on the EFU zoned portion of the property.

The lot of record provisions in section MCC 11.15.2262 allow a partition to be recorded along zone boundaries when they intersect a lot, notwithstanding the minimum lot size of the zone. In this instance, the zone boundary allows the applicant to create a .86 acre parcel in the RC zone, and a 9.38 acre parcel in the EFU zone without planning review, by recordation of parcel descriptions consistent with the zoning map.

**Conclusion:** The dwelling proposed for replacement exists on a lot of record in the RC zone under the code, and could be replaced outright within the proscribed setbacks consistent with other code requirements. The applicant is requesting approval to rebuild on a portion of his ownership which is not within the RC zone, and which could become a separate parcel at any time. Therefore, the land use regulations of the EFU zone which apply to the request area control this decision.

### **B. Multnomah County Code provisions for the EFU Exclusive Farm Use district.**

#### **11.15.2006 Uses**

**No building, structure or land shall be used and no building or structure shall be hereafter erected, altered or enlarged in this district except for the uses listed in MCC .2008 through .2014.**

**Findings:** The dwellings listed as allowable in the EFU zone include replacement farm use dwellings which are on an inventory of historic property (.2008 (H) ), new dwellings in conjunction with farm use (.2010 (A) ), and non-farm dwellings (.2012 (B)(3) ). The evidence submitted by the applicant indicates that no dwelling currently exists on land in the EFU zone. The applicant also does not have an

approved farm management plan required for a farm use dwelling under .2010 (A), and has not submitted an application for a non-farm dwelling.

The Multnomah County Code provisions for the EFU district were last amended in 1990 and have not been revised to include changes to the Oregon Revised Statutes passed by the legislature in 1993 (House Bill 3661), and 1995. The provisions of the revised Oregon Administrative Rules in OAR Division 33 have also not been incorporated into the county zoning code at this time. ORS 197.646(3) requires local government to directly apply new statutes and rules until the local plan and land use regulations are amended to include them. The county therefore applies both its own code or the statutes and rules where they are more restrictive.

**Conclusion:** The findings above indicate that no historic dwelling exists within the EFU district, and that no application for the other farm dwelling alternatives has been submitted or approved. Therefore, the applicant has not demonstrated compliance with any of the dwelling alternatives in the Multnomah County Code.

### **C. Oregon Revised Statutes**

**ORS 215.283 Uses permitted in exclusive farm use zones in nonmarginal lands counties. (1) The following uses may be established in any area zoned for exclusive farm use:**

\* \* \*

**(t) Alteration, restoration or replacement of a lawfully established dwelling that:**

- (A) Has intact exterior walls and roof structure;**
- (B) Has indoor plumbing consisting of a kitchen sink, toilet and bathing facilities connected to a sanitary waste disposal system;**
- (C) Has interior wiring for interior lights;**
- (D) Has a heating system; and**
- (E) In the case of replacement, is removed, demolished or converted to an allowable nonresidential use within three months of the completion of the replacement dwelling.**

**Findings:** This section of the ORS was added in 1993 and has not as yet been incorporated into the Multnomah County Code. As noted in the findings under part B. of this report, this provision is directly applicable to this decision at the request of the applicant. This provision specifically states that replacement of a lawfully established dwelling is allowed "in any area zoned for exclusive farm use." This means that the dwelling to be replaced must lawfully exist on land in an EFU zone. The maps in Exhibit "A" and plot plan in Exhibit "B" both indicate that no dwelling exists on the portion of the applicant's property in the EFU zone. The Assessor's records indicate that the existing dwelling on the property has all of the features listed in (A) through (D), and was built in 1953. The county accepts a dwelling built on a parcel before building permits were required as a lawfully established dwelling.

**Conclusion:** The applicant has not demonstrated compliance with this provision because no dwelling exists on the applicant's property in the EFU zone.

## V. CONCLUSION

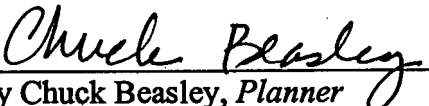
The applicant has requested approval to replace a dwelling which exists in the RC zone onto a portion of his property in the EFU zone under ORS provisions which only apply to EFU zoned land. Therefore the request must be denied.

## VI. EXHIBITS

- A. Zoning Map and Assessor's Map with the location of structures existing in 1986.
- B. Applicant's Building Permit submittal including plot plan with existing and proposed dwelling sites, 11/15/96 letter from attorney David Hunnicutt, site plan of proposed dwelling site, elevation and floor plans of proposed dwelling, service provider forms.
- C. Soil Conservation Service soils map from RLIS data base.

*In the matter of MC 3-96*

Multnomah County Department of Environmental Services  
Transportation and Land Use Planning Division

  
By Chuck Beasley, *Planner*  
For: Kathy Busse, *Planning Director*

## NOTICE

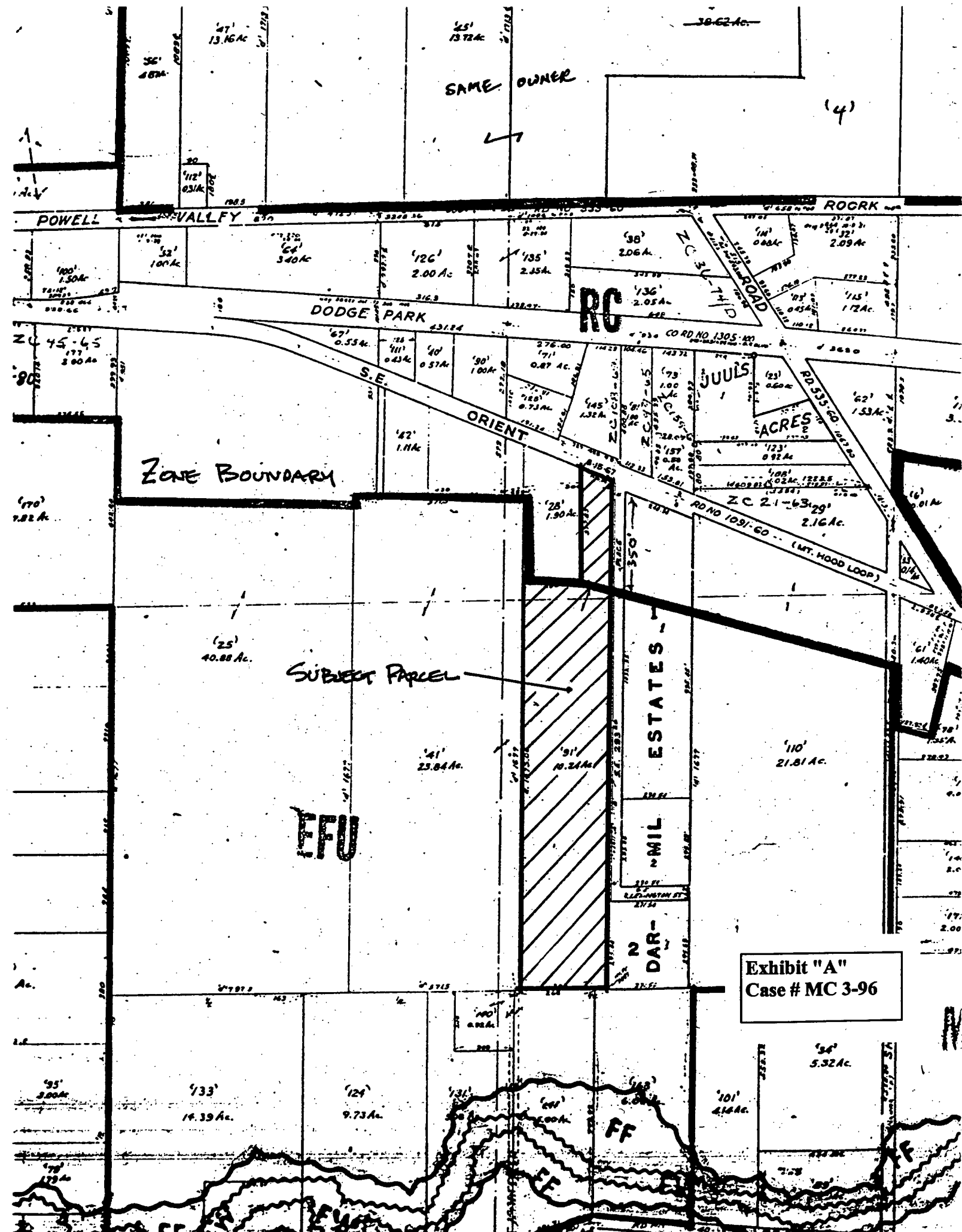
State law requires a public notice (by mail) to nearby property owners and to any recognized Neighborhood Association of a Planning Director decision which applies discretionary or subjective standards or criteria to land use or development permit applications. The notice must describe the method to challenge the staff decision; and, if appealed, the County must hold a public hearing to consider the merits of the application. ORS 197.763, ORS 215.416(11)

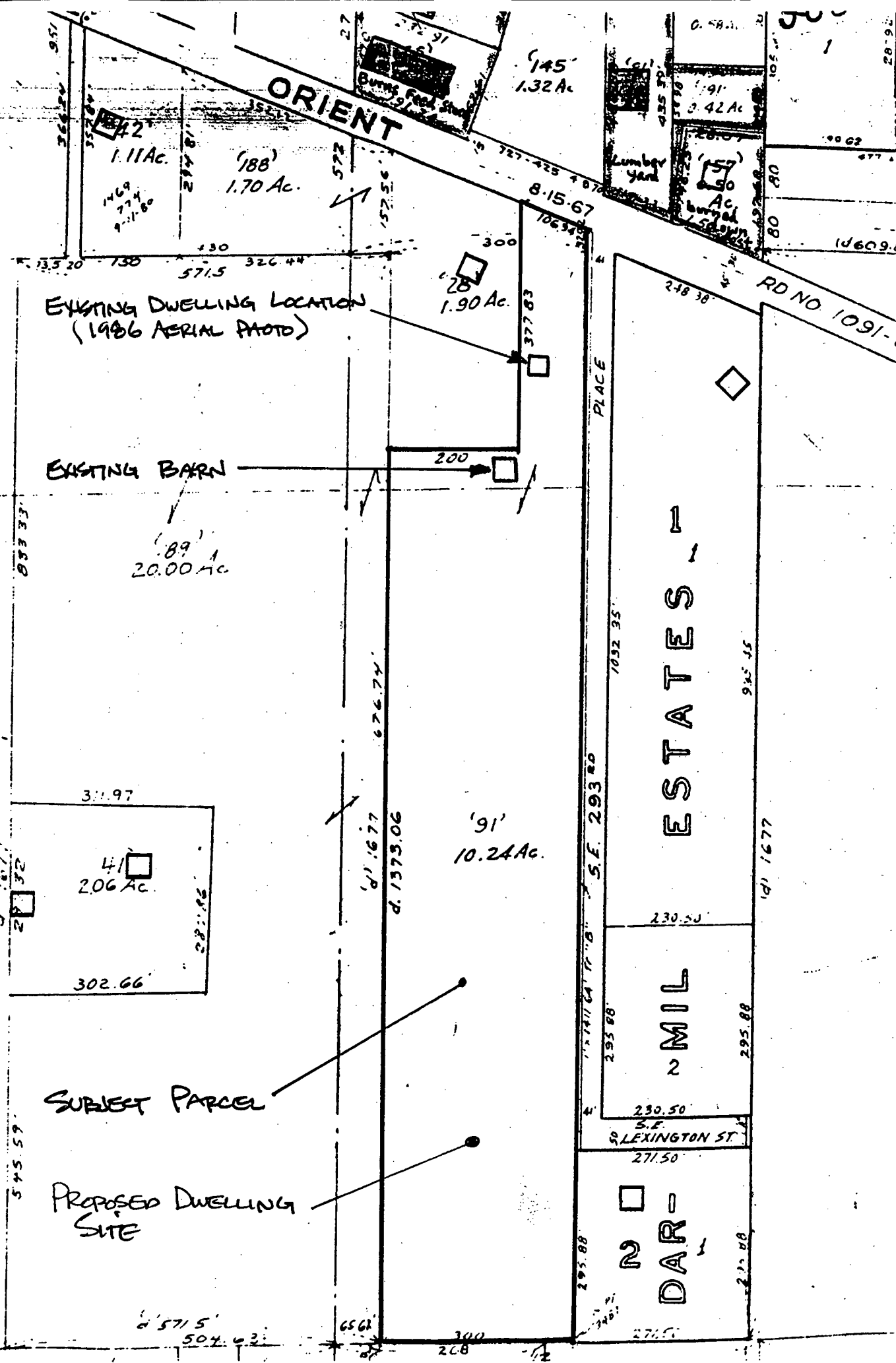
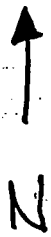
The Administrative Decision(s) detailed above will become final unless an appeal is filed within the 10-day appeal period which starts the day after the notice is mailed. If the 10th day falls on Saturday, Sunday, or a legal holiday, the appeal period extends through the next full business-day. If an appeal is filed, a public hearing will be scheduled before a County Hearings Officer pursuant to Multnomah County Code section 11.15.8290 and in compliance with ORS 197.763. To file, complete an Appeal of Administrative Decision



form , and submit to the County Planning Division Office, together with a \$100.00 fee and supplemental written materials (as needed) stating the specific grounds, approval criteria, or standards on which the appeal is based. To review the application file(s), obtain appeal forms, or other instruction, call the Multnomah County Planning Division at (503) 248-3043, or visit our offices at 2115 SE Morrison Street, Portland, Oregon, 97214 [hours: 8:30 a.m. – 4:30 p.m.; M—F].

**The appeal period ends November 30, 1996 at 4:30 p.m.**





ORIENT

EXISTING DWELLING LOCATION  
(1986 AERIAL PHOTO)

EXISTING BARN

SUBJECT PARCEL

PROPOSED DWELLING  
SITE

ESTATES

MIL

DAR-

RD NO 1091

PLACE

LEXINGTON ST

COMPANY

154E 19

(189)  
20.00.4c

311.97

(41)  
206 Ac.

302.66'

Scale  
 $\frac{1}{16} = 12$

'91'  
10.24 Ac.

proposed site

1  
STATES

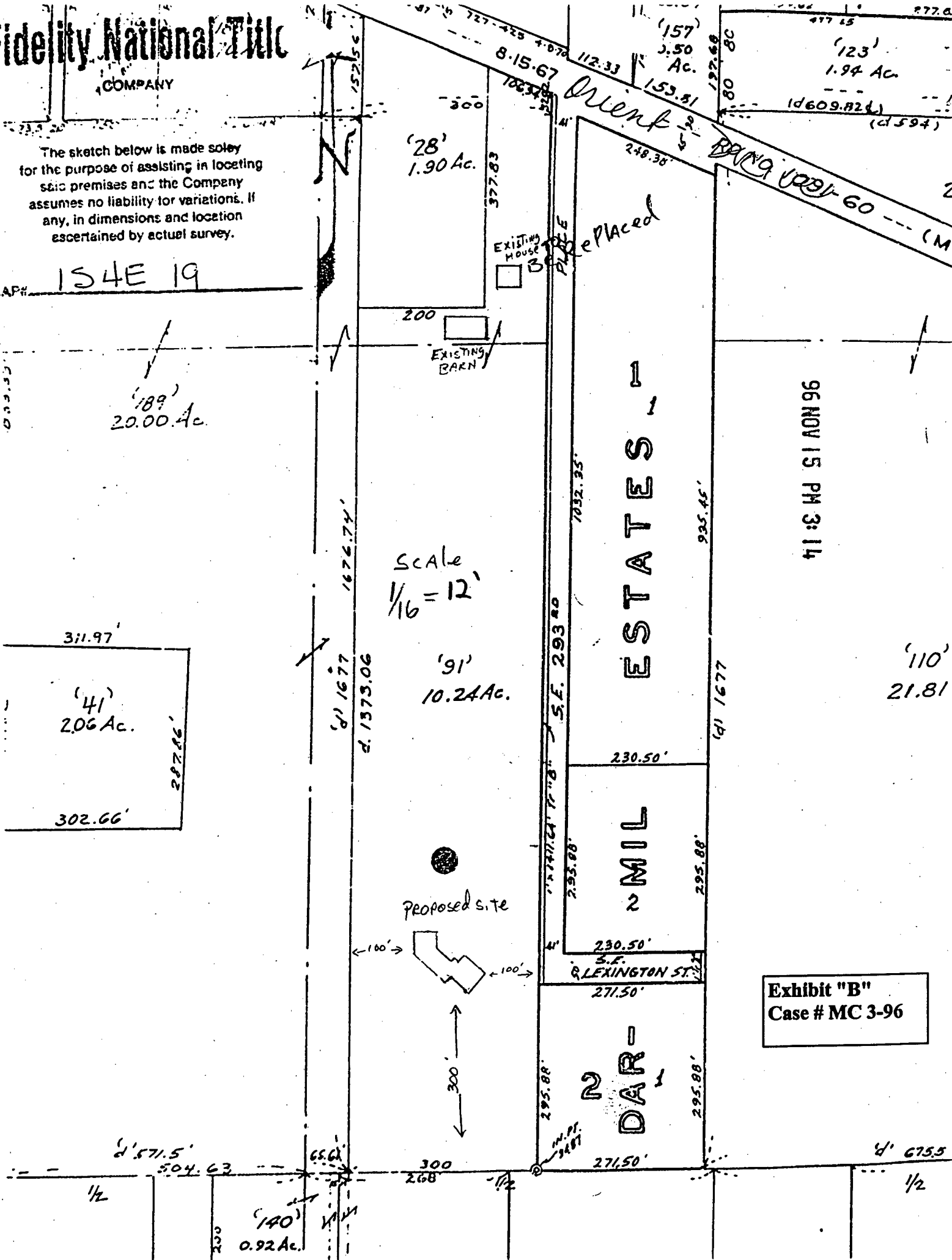
二五二

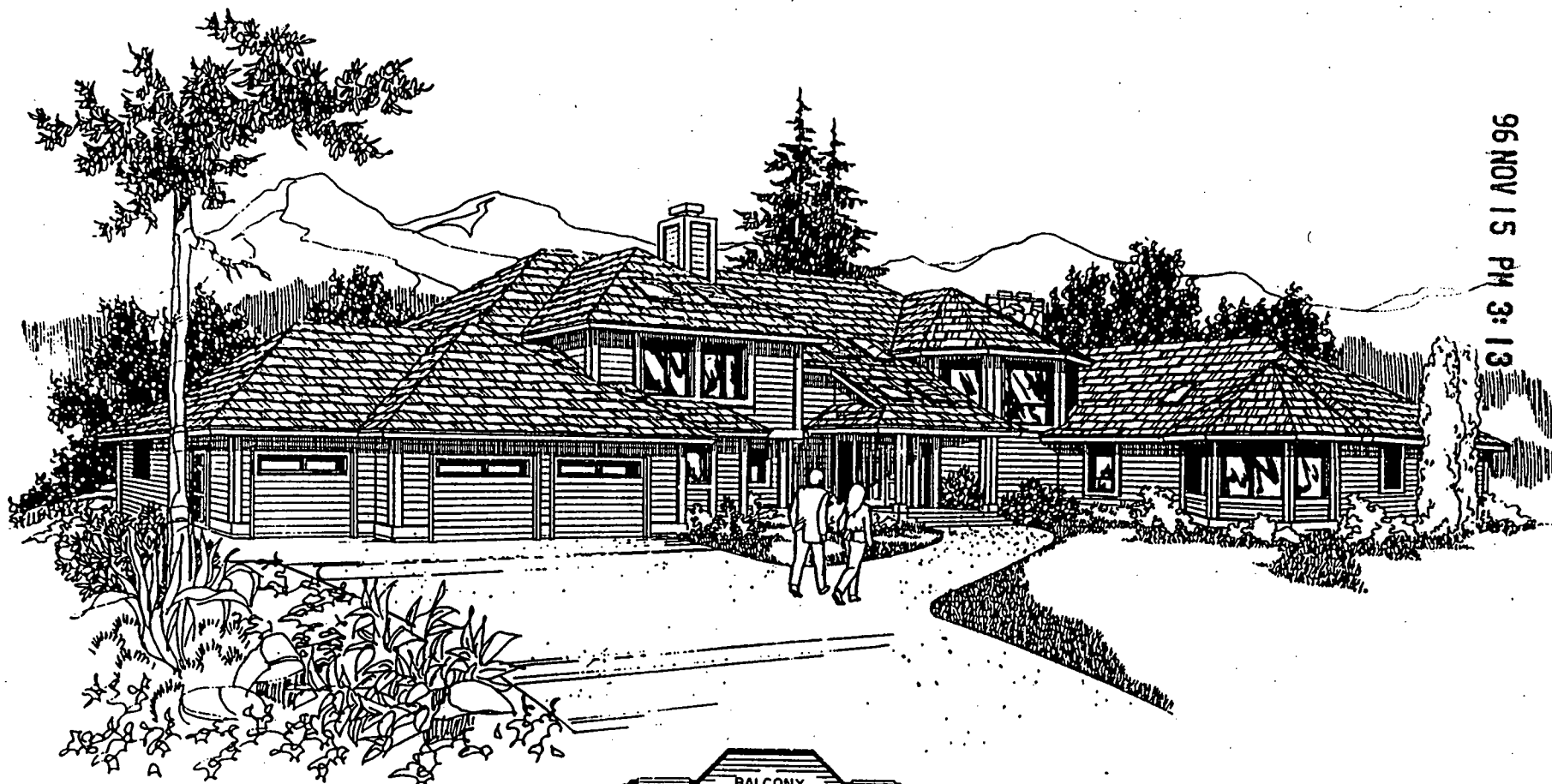
2-1  
DAR

96 NOV 15 PM 3:14

'110'  
21.81

**Exhibit "B"**  
**Case # MC 3-96**





96 NOV 15 PM 3:13

PLAN NO. 9593

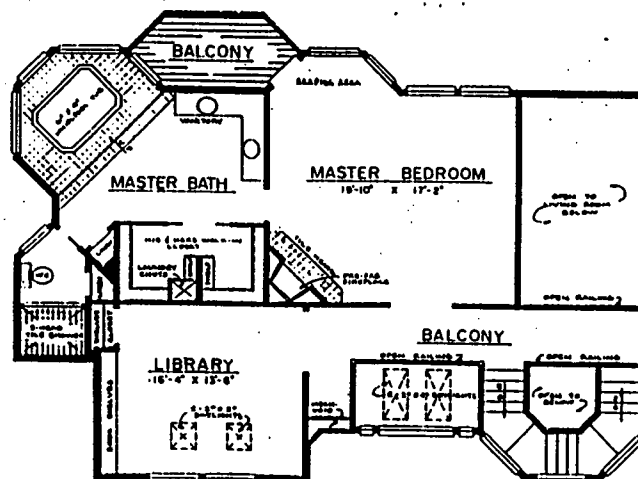
115'-0" WIDE

53'-6" DEEP (EXC. DECK)

1190 SQ. FT. UPPER FLR.

2369 SQ. FT. MAIN FLR.

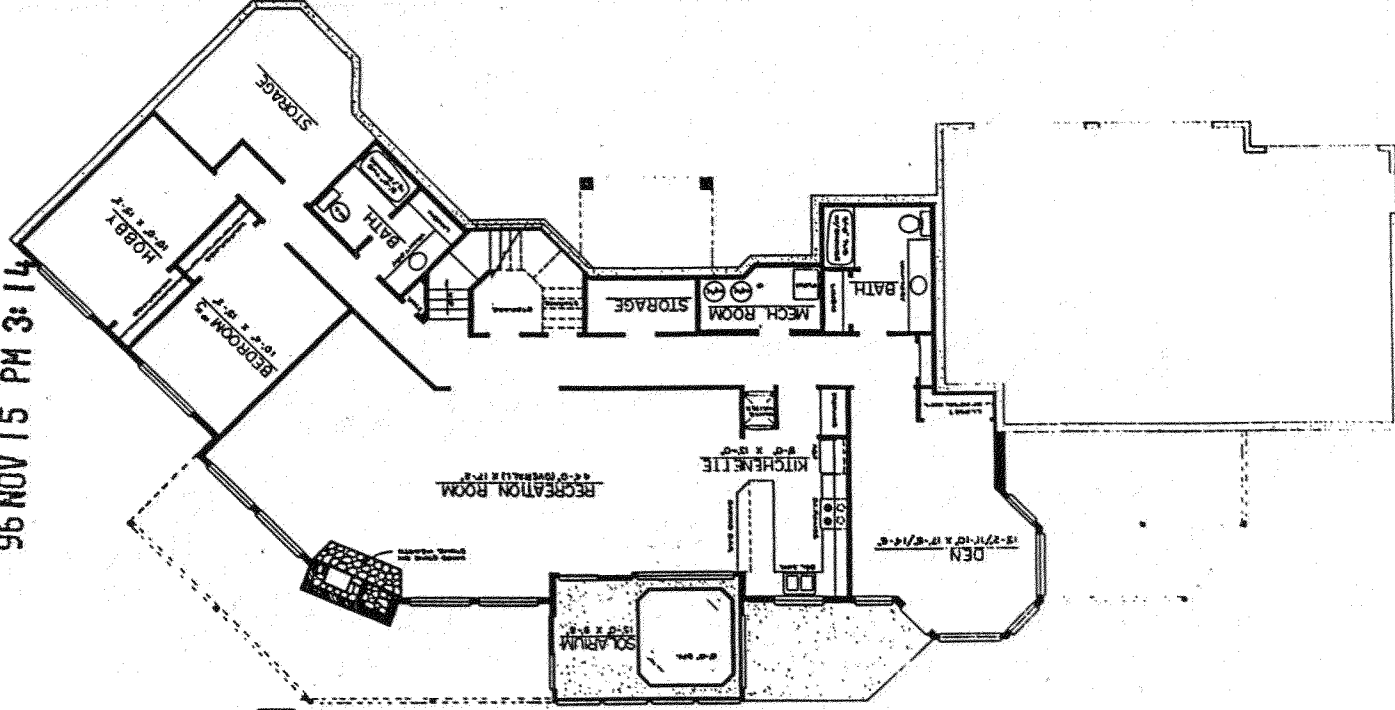
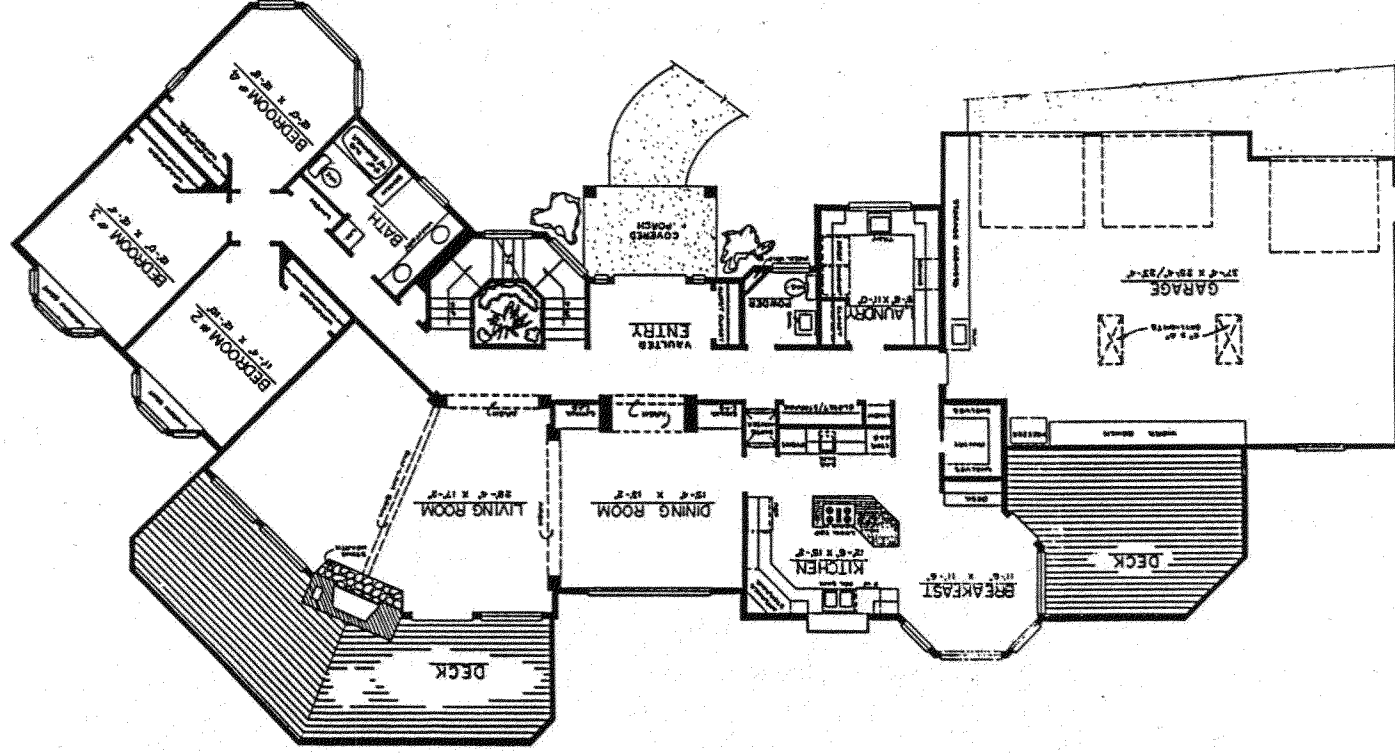
2526 SQ. FT. LOWER FLR.



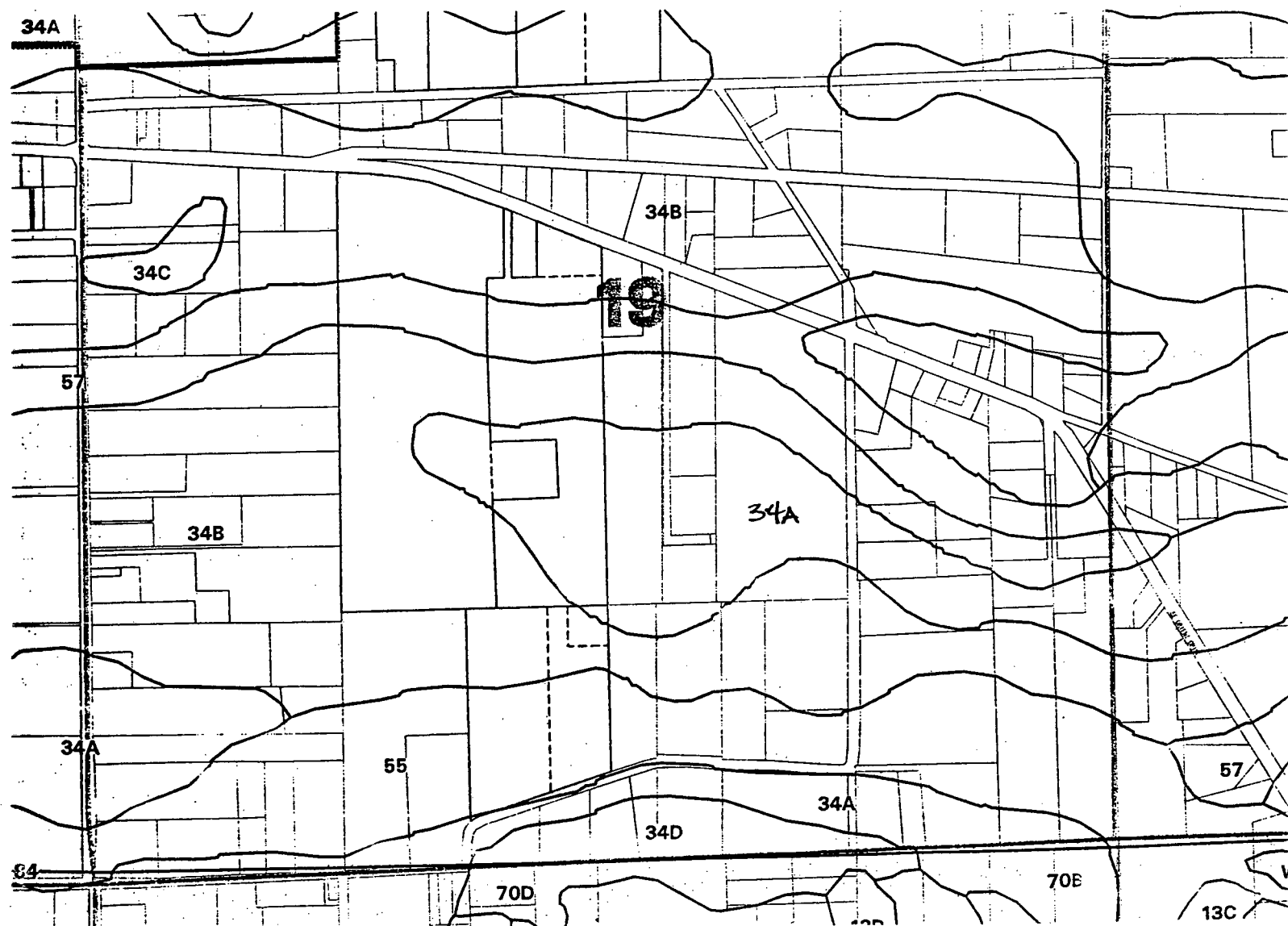
HEIGHT DIMENSION

Roof Height: 26' 2" AT  
#2nd

96 NOV 15 PM 3:14



L.M. BRUNIER & ASSOC. INC.  
1304 S.W. BERTHA BLVD  
PORTLAND, OR 97219  
(503) 246-3022 FAX (503) 246-7677



34A	POWELL S.L. 111W	HV
34B	POWELL S.L. 111E	HV
55	WABATO S.L. 111W	HV
57	WOLENT S.L. 111W	HV

S.C.S. GOALS MAP  
SOURCE: RLIS DATABASE

Exhibit "C"  
Case # MC 3-96

# GENERAL APPLICATION FORM

DEPT. OF ENVIRONMENTAL SERVICES  
DIVISION OF PLANNING AND DEVELOPMENT  
(503) 248-3043

2115 SE MORRISON ST.  
PORTLAND, OR 97214



Property Address 29306 SE ORIENT DR GRESHAM OR  
Tax Roll Description SECTION 19 1 S 4 E  
TL # 91 Site Size 10.24 ACRES  
County Assessment & Taxation Account No. R-99419-0910  
State Identification No. \_\_\_\_\_ Levy Code \_\_\_\_\_  
Applicant DENNIS & CATHERINE BROWN  
Address 29306 SE ORIENT DR Phone 623-7693  
City GRESHAM State OR Zip Code 97080

Property Owner/Deed Holder SAME  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contract Purchaser \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

At Applicant's Request, Other Parties To Receive Notice And Decision,  
(e.g., Surveyor, Planning Consultant, Attorney):

Name David Hunsick, Oregonians In Action  
Address P.O. Box 230637  
City Tigard State OR Zip Code 97281-0637

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**GENERAL DESCRIPTION OF APPLICATION:** (To be filled in by the applicant and reviewed by staff. This is to be only a brief description. Responses to the approval criteria must be attached to this application.)

We are applying for a replacement dwelling.

The applicable criteria is found in ORS 215.283(1)(t),  
not within the county code.  
The applicant meets the state criteria, and therefore has  
a right under the Oregon Statutes to replace their  
existing dwelling.

## FOR STAFF USE

### CASE NUMBER

PRE 15-96

Associated Cases

Past Case

96 NOV 15 F

### DESCRIPTION

Comp. Plan Desig.

Community

Zoning District

EFU/RC

Zoning Map No.

1S 4E Sec 19 TL 91

A&T Map

703 to 706

### PRE-APPLICATION

Pre-App. Accepted

Date: \_\_\_\_\_ By: \_\_\_\_\_

Pre-App. Number

Date and Time

### SUBMITTAL

Application Received

9-27-96 FB

30 Days After Rec.

Staff Reviewer

Notified Missing Info.

Info. Submitted

Date Complete



**Case Number**

2115 SE MORRISON ST.  
PORTLAND, OR 97214

**FOR STAFF USE**

**Service Availability  
Certification Form  
Required**

**Yes**

Date  
Received

[illegible]

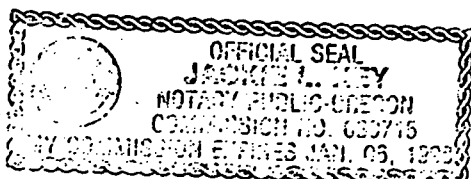
District Review. Attach Form(s).....  
 e Services Review. Attach Form .....  
 District Review. Attach Form.....  
 Fire Marshal Access Certification (Roads and Driveways). Attach Form.  
 r: \_\_\_\_\_  
 r: \_\_\_\_\_

**Elevation and/or Floodproofing Certification. Attach Form(s) .....**  
**Scenic Rivers Program, Parks and Recreation Dept. Attach Decision**  
**Dept. of Forestry. Attach Reviewed Forest Management Plan Forms**  
**Dept. of Fish and Wildlife. Attach Comment Letter.....**  
**Dept. of Environmental Quality. Attach Comment Letter .....**  
**Division of State Lands / U.S. Army Corps of Engineers. Attach Letter.....**

OF OREGON  
ITY OF MULTNOMAH

I BEING FIRST DULY SWORN, DEPOSE AND SAY THAT I AM (ONE OF) THE APPLICANT(S) IN  
 FOREGOING APPLICATION AND THAT THE SAME IS TRUE AS I VERILY BELIEVE.

Catherine T. Brown  
(Applicant Signature)



SUBSCRIBED AND SWORN TO BEFORE ME  
THIS 20 DAY OF August, 1996  
NOTARY Jackie L. Key  
MY COMMISSION EXPIRES 11/6/98



DEPT. OF ENVIRONMENTAL SERVICES  
DIVISION OF PLANNING AND DEVELOPMENT  
2115 SE MORRISON ST., PORTLAND, OR 97214  
(503) 248-3043

## FIRE DISTRICT REVIEW

Take this form to the Fire District that  
serves the property.

Address of Site 29306 SE ORIENT DR GRESHAM

Tax Roll Description SECTION 19 1 S 4 E TL #1291

Description of Proposed Use FAMILY DWELLING

If Residential Use, Total Number of Units 1

### —TO THE APPLICANT—

Approval of most land uses involving a new or expanded use or involving the creation of a new parcel requires verification that the fire district serving the property has had an opportunity to review and comment on the proposal. Complete the applicable sections of this form and take it to the fire district. After receiving a response, include this form with your application.

Applicant DENNIS L. & CATHERINE T. BROWN

Address 29306 SE ORIENT DR Phone 663-7693

City GRESHAM State OR Zip Code 97080

### —TO BE COMPLETED BY A FIRE DISTRICT OFFICIAL—

There is adequate water pressure and flow for fire fighting purposes:

Yes ☐ No ☒

Source \_\_\_\_\_

Pressure \_\_\_\_\_ Volume (Gal. per Min.) \_\_\_\_\_

(Optional)

The District provides the following additional comments:

FIRE FIGHTING IN THIS RURAL AREA CONDUCTED  
VIA TENDER OPERATIONS, STA. 76.15 WITHIN  
2 MILES.

Date 8/15/96

Gresham  
Name of Fire District

Justin Van  
Name of Official

Deputy Fire Marshal  
Office Held by Official

RETURN THIS FORM TO THE APPLICANT



DEPT. OF ENVIRONMENTAL SERVICES  
DIVISION OF PLANNING AND DEVELOPMENT  
2115 SE MORRISON ST., PORTLAND, OR 97214  
(503) 248-3043

## CERTIFICATION OF WATER SERVICE

Take this form to the Water District that serves the property.

Address of Site 29306 SE Orient Dr. Gresham OR 97080

Tax Roll Description Section 19 1S 4E TL#91

Description of Proposed Use Single Family Dwelling

If Residential Use, Total Number of Units 1

Applicant's Name Dennis L. & Catherin T. Brown

Mailing Address 29306 SE Orient Dr Phone 663-7693

City Gresham State OR Zip Code 97080

### —TO THE APPLICANT—

Approval of most land uses involving a new or expanded use or involving creation of a new parcel requires a determination that the water system is adequate.

If you propose to use a public water system, deliver this form to the appropriate water district prior to making any land use application. After the water district fills in the following section and returns it to you, include this form with your application.

If you will be using a private water system, complete the bottom section of this form.

### —TO BE COMPLETED BY A DISTRICT OFFICIAL AND RETURNED TO THE APPLICANT—

The District will provide service from a 6" inch line located 293rd Place  
by a 3/4" x 5/8" meter for 1 residence / domestic use only

The proposed use should be required to make the following water system improvements:

Name of District Pleasant Home Water Name of Official Cindy Inoue

Date 8-16-96 Office held by Official Super

### —TO BE COMPLETED BY THE APPLICANT IF A PRIVATE WATER SYSTEM WILL BE USED—

If you propose to use a private water system, a determination that the system is adequate must be made to satisfy Comprehensive Plan Policy 37. There are two different times that determination can be made:

- (1) In the initial review of your proposal if the on-site well or other form of private system is existing at the time of the land use application, OR
- (2) After the initial review but before issuance of a building permit when documentation is provided to the Planning Director that a water system is in place. At that time public notification will again be given which may result in a new public hearing.

Describe Water Source, Including Location \_\_\_\_\_

Describe Supply of Water Available (i.e., Gallons Per Minute) \_\_\_\_\_





DEPT. OF ENVIRONMENTAL SERVICES  
DIVISION OF PLANNING AND DEVELOPMENT  
2115 SE MORRISON ST., PORTLAND, OR 97214  
(503) 248-3043

## POLICE SERVICES REVIEW

Take form to the Police Services Provider  
that serves the property.

Address of Site 29306 SE ORIENT DR GRESHAM

Tax Roll Description Section 19 1 S 4 E TL #91

Description of Proposed Use Single Family Dwelling

If Residential Use, Total Number of Units 1

96 NOV 15 PM 3:13

### —TO THE APPLICANT—

Approval of most land uses involving a new or expanded use or involving the creation of a new parcel requires verification from the local police services provider that there will be adequate police protection. Complete the applicable sections of this form and take it to the police department serving the property. After receiving a response, include this form with your application.

Applicant DENNIS L. & CATHERINE T. BROWN

Address 29306 SE ORIENT DR

Phone 663-7693

City GRESHAM

State OR Zip Code 97080

### —TO BE COMPLETED BY A LOCAL POLICE OFFICIAL—

☒ The level of police service available to serve the proposed project is **ADEQUATE**.

(Optional) Comment: \_\_\_\_\_

☐ The level of police service available to serve the proposed project is **NOT ADEQUATE**.

(Please indicate why.) Comment: \_\_\_\_\_

Date August 15, 1996

Multnomah County Sheriff's O.

Name of Police Services Provider

Barth Whalen Sgt.

Name of Official

Manager - Intelligence

Office Held by Official

RETURN THIS FORM TO THE APPLICANT



DEPT. OF ENVIRONMENTAL SERVICES  
DIVISION OF PLANNING AND DEVELOPMENT  
2115 SE MORRISON ST., PORTLAND, OR 97214  
(503) 248-3043

## SCHOOL DISTRICT REVIEW

Take a copy of this form to each of the  
School Districts that serve the property.

Address of Site 29306 SE ORIENT DR GRESHAM OR

Tax Roll Description Section 19 1 S 4 E TL # 91

Description of Proposed Use Single Family Dwelling

If Residential Use, Total Number of Units 1

### —TO THE APPLICANT—

Approval of most land uses involving a new or expanded use or involving the creation of a new parcel requires verification that all appropriate school districts have had an opportunity to review and comment on the proposal. Complete the applicable sections of this form and take a copy to each school district serving the property. After receiving a response, attach this form to your application.

Applicant's Name \_\_\_\_\_

Mailing Address 29306 SE ORIENT DR GRESHAM Phone 663-7693

### —TO BE COMPLETED BY A SCHOOL DISTRICT REPRESENTATIVE—

- ☒ The District has no comment.
- ☐ The District provides the following commentary on the level of service available to the property and the potential impact on service levels anticipated from the proposed land use:

Date

Aug 15, 1996

RETURN THIS FORM TO THE APPLICANT

Gresham Harbor Schools  
Name of School District  
Thomas Greene  
Name of Representative  
Asst Supt  
Position Held

O'DONNELL RAMIS CREW  
CORRIGAN & BACHRACH

JEFF H. BACHRACH  
PAMELA J. BEERY  
MARK L. BUSCH  
D. DANIEL CHANDLER ++  
DOMINIC G. COLLETTA\*\*  
CHARLES E. CORRIGAN\*  
STEPHEN F. CREW  
MARTIN C. DOLAN  
PAUL C. ELSNER  
GARY F. FIRESTONE\*  
WILLIAM E. GAAR  
G. FRANK HAMMOND\*  
KENNETH D. HELM  
MALCOLM JOHNSON\*  
MARK P. O'DONNELL  
TIMOTHY V. RAMIS  
WILLIAM J. STALNAKER

96 DEC 18 AM 9:47

ATTORNEYS AT LAW  
1727 N.W. Hoyt Street  
Portland, Oregon 97209

TELEPHONE: (503) 222-4402  
FAX: (503) 243-2944

PLEASE REPLY TO PORTLAND OFFICE

December 17, 1996

CLACKAMAS COUNTY OFFICE  
181 N. Grant, Suite 202  
Canby, Oregon 97013  
TELEPHONE: (503) 266-1149

VANCOUVER, WASHINGTON OFFICE  
First Independent Place  
1220 Main Street, Suite 451  
Vancouver, Washington 98660-2964  
TELEPHONE: (360) 699-7287  
FAX: (360) 699-7221

JAMES M. COLEMAN  
SUSAN J. WIDDER  
SPECIAL COUNSEL

\* ALSO ADMITTED TO PRACTICE IN WASHINGTON  
\*\* ALSO ADMITTED TO PRACTICE IN CALIFORNIA  
++ ALSO ADMITTED TO PRACTICE IN WASHINGTON AND MONTANA

Hearings Officer  
Multnomah County  
C/O Mr. Chuck Beasley  
Transportation and Land Use Planning Division  
2115 S.E. Morrison St.  
Portland, Oregon, 97214



RE: MC 3-96--Request to Relocate Dwelling to EFU zone.

Dear Hearings Officer:

This law firm represents Mr. Dennis Ingram, who owns property immediately to the East of the proposed dwelling. While Mr. Ingram has no objection to the dwelling per se, we believe the proposed dwelling does not, and should not, have legal access to S.E. 293rd.


The Brown property has been using S.E. 293rd, a one-lane gravel road, to access the proposed dwelling site. The Browns have accessed the road at numerous points, and have been using the road for log truck traffic, which has caused damage. While S.E. 293rd is a public road, the County owns a one-foot access control strip adjacent to the Brown property. The access strip is not a public road and cannot be crossed without county approval.

To the best of our knowledge, the Browns have never applied for or obtained a road approach or access permit for S.E. 293rd. Therefore, any proposed access point off of S.E. 293rd is illegal. However the parcel does have legal access to S.E. Orient Drive.

Hearings Officer  
December 17, 1996  
Page 2

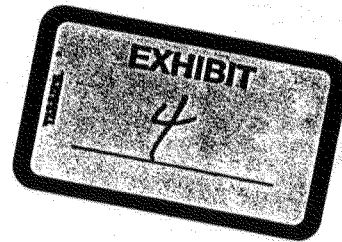
We hereby request that, in the event the replacement dwelling is approved, that access to the property be limited to S.E. Orient Drive. Certainly the current situation of multiple access points needs to be remedied, and appropriate permits obtained before aproval is granted for a new dwelling on the parcel.

Sincerely,

A handwritten signature in dark ink, appearing to read "D. Daniel Chandler", with a long horizontal stroke extending to the right.

D. Daniel Chandler

DDC/ddc



BEFORE THE HEARINGS OFFICER

COUNTY OF MULTNOMAH

In the Matter of the Application of DENNIS  
BROWN and CATHERIN BROWN,

Applicants.

No. MC 3-96

MEMORANDUM OF LAW

FACTUAL BACKGROUND

Applicants accept the facts contained in Sections I and II of the Planning Director's Decision, along with the Staff Response to Applicant Appeal filed in this matter.

ARGUMENT

This case presents an issue of first impression in Oregon. Specifically, the applicants challenge the Planning Director's interpretation of ORS 215.283(1)(t), the replacement dwelling statute. The applicants desire to replace their current dwelling located on the portion of their parcel zoned Rural Center (RC) to the portion of their parcel zoned Exclusive Farm Use (EFU). The Applicants rely upon the provisions of ORS 215.283(1)(t) as authority for the siting of their dwelling. The Planning Director interprets ORS 215.283(1)(t) to require the dwelling sought to be replaced to be located upon EFU zoned land in order for a new dwelling to be a "replacement." This interpretation is erroneous.

There is nothing in the County's Zoning Ordinance which allows or prohibits the siting of a replacement dwelling on EFU land. As a result, ORS 197.646(3) requires the County to apply the provisions of ORS 215.283(1)(t) directly to its land use decisions. ORS 215.283(1)(t) provides:



1 (1) The following uses may be established in any area zoned for exclusive farm use:

2 (t) Alteration, restoration, or replacement of a lawfully established dwelling  
3 that:

4 (A) Has intact exterior walls and roof structure;

5 (B) Has indoor plumbing consisting of a kitchen sink, toilet and  
6 bathing facilities connected to a sanitary waste disposal system;

7 (C) Has interior wiring for interior lights;

8 (D) Has a heating system; and

9 (E) In the case of replacement, is removed, demolished or converted  
10 to an allowable nonresidential use within three months of the  
11 completion of the replacement dwelling.

12 In this case, the applicant complies with each provision of this section. The applicant is  
13 seeking to replace their current home (located on the same parcel as the proposed site)  
14 which meets all of the structural components contained in subsections (A) through (D)  
15 above. The applicants assume that approval of their application will be conditioned upon  
16 the "decommissioning" of their current structure, as required by subsection (E). Their new  
17 structure will be "established on land zoned for exclusive farm use", as required by the  
18 prefatory language in section (1). In other words, the applicants comply with the express  
19 requirements of the statute, the statute is directly applicable to the county, and the  
20 applicants have complied with the procedural requirements to obtain approval. For these  
21 reasons their approval should be granted.

22 The Planning Director argues that ORS 215.283(1)(t) contains an implicit criteria that  
23 the dwelling sought to be replaced be located on EFU land. This is not the case. There is  
24 nothing implicit or explicit in the language of ORS 215.283 which supports the Director's  
25 position, nor has the Director supplied an argument which supports his position. Uses on  
26 EFU lands are limited primarily to those contained in ORS 215.283 in order to protect  
agricultural land for farming purposes. The applicants agree that the legislature considers  
the protection of farmland for agricultural purposes to be a matter of importance. See ORS

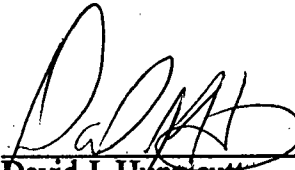
1 215.243. Nevertheless, there is no indication that the legislature considered the siting of a  
2 replacement dwelling from a non-EFU zone of a split zoned parcel to an EFU zone to be a  
3 threat to the protection of farmland for agricultural purposes. In this case, the applicants  
4 will continue with the same uses on the subject parcel that they are currently making. There  
5 is no evidence that the siting of the new dwelling will have any effect whatsoever on farm or  
6 forest uses on surrounding parcels. The only change will be the location of the home.

7 CONCLUSION

8 The County and the applicants agree that the siting of a replacement dwelling on the RC  
9 portion of the applicants parcel is a permitted use in the RC zone. The applicants, however,  
10 prefer a building site located on the EFU zoned portion of their parcel. The uses on the  
11 subject parcel will not change as a result of the siting of the new dwelling, nor will any farm  
12 or forest uses on surrounding parcels be affected by the new siting. There is nothing in ORS  
13 215.283(1)(t) which explicitly requires the dwelling sought to be replaced to be located on  
14 EFU zoned land. Absent any argument showing what legislative policy would be served by  
15 such a requirement, the Director cannot show an implicit requirement that the dwelling  
16 sought to be replaced must be located on EFU land. Without either explicit or implicit  
17 support for his interpretation of ORS 215.283(1)(t), the Planning Director's interpretation  
18 must be rejected.

19 For the foregoing reasons, the application should be approved.

20 DATED this 18th day of December, 1996.

21  
22   
23 David J. Hinnicutt  
24 OSB #92342  
25 Attorney for Applicants  
26

BUDGET MODIFICATION NO. DES-3(For Clerk's Use) Meeting Date APR 17 1997Agenda No. C-6

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR April 3, 1997 9:30  
(Date)

DEPARTMENT Environmental ServicesDIVISION Transportation and Land Use PlanningCONTACT Bob ThomasTELEPHONE 83838\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Bob ThomasSUGGESTEDAGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget modification for Transportation and Land Use Planning Division reclassifying two positions to improve transportation planning functions and compensate for current job responsibilities.

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)  
[ X ] PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

Reclassify Administrative Analyst to Program Development Specialist/Sr.

Reclassify Civil Engineering Assistant to Civil Engineering Associate.

Moves Program Development Specialist Sr. from Division Mgmt. to Program Development &amp; Planning.

3. REVENUE IMPACT (Explain revenues being changed and the reason for the change)

None Insurance Fund is increased by \$164.  
Revenue from Road Fund

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of \_\_\_\_\_)

(Specify Fund)

(Date)

After this modification

Originated By <u>Robert C. Thomas</u>	Date <u>3-19-97</u>	Department Manager <u>David E. Nicholas</u>	Date <u>3/20/97</u>
Budget Analyst <u>Chris Hay</u>	Date <u>4-3-97</u>	Personnel Analyst <u>Donald H. Whitley</u>	Date <u>4/3/97</u>
Board Approval <u>Wesley C. Bogstad</u>		Date <u>4/17/97</u>	

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
97 APR -8 AM 11:26

**PERSONNEL DETAIL FOR BUD MOD NO. 035-3**

**5. ANNUALIZED PERSONNEL CHANGES**

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

**A n n u a l i z e d**

FTE Increase (Decrease)	POSITION TITLE	BASE PAY Increase (Decrease)	Increase (Decrease)		TOTAL Increase (Decrease)
			Fringe	Ins.	
0	Reclass Administrative Analyst to Program Development Specialist/Sr.	4,732	818	221	5,771
0	Reclass Civil Eingeering Asst.	4,374	996	272	5,642
	TOTAL CHANGE (ANNUALIZED)	9,106	1,814	493	11,413

**6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)**

**C u r r e n t F Y**

Permanent Positions, Temporary, Overtime or Premium	Explanation of Change	BASE PAY Increase (Decrease)	Increase (Decrease)		TOTAL Increase (Decrease)
			Fringe	Ins.	
Permanent	Reclass Admin Analyst to Program Develop- ment Specialist/Sr.	1,577	272	73	1,922
Permanent	Reclass Civil Engineering Assistant to Civil Engineering Associate	1,458	332	91	1,881

## EXPENDITURE

TRANSACTION EB [ ]

GM [ ]

TRANSACTION DATE \_\_\_\_\_

ACCOUNTING PERIOD April 1, 1997

BUDGET FY \_\_\_\_\_

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
		150	030	6104			5100	204,820	219,759	14,939		Increase Permanent
		150	030	6102			5100	825,643	812,281	(13,362)		Decrease Permanent
		150	030	6104			5500	37,172	39,783	2,611		Increase Salary - Related
		150	030	6102			5500	146,174	143,835	(2,339)		Decrease Salary - Related
		150	030	6104			5550	29,508	31,774	2,266		Increase Ins. Benefits
		150	030	6102			5550	132,116	129,923	(2,193)		Decrease Ins. Benefits
		150	030	6101			5100	876,787	878,245	1,458		Increase Permanent
		150	030	6101			5500	172,249	172,581	332		Increase Salary Related
		150	030	6101			5550	138,629	138,720	91		Increase Ins. Benefits
		150	030	9130 6000			7700	37,669	33,866	(3,803)		Decrease Road Fund Contingency
		400	070	7522			6580			164		Claims paid
TOTAL EXPENDITURE CHANGE//										0.00		TOTAL EXPENDITURE CHANGE

## REVENUE

TRANSACTION RB [ ]

GM [ ]

TRANSACTION DATE \_\_\_\_\_

ACCOUNTING PERIOD \_\_\_\_\_

BUDGET FY \_\_\_\_\_

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
		400	070	7522			6601			164		Road Fund sec. reimb.
TOTAL REVENUE CHANGE//												TOTAL REVENUE CHANGE



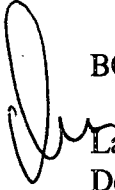
# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
TRANSPORTATION AND LAND USE PLANNING DIVISION  
1620 SE 190TH AVENUE  
PORTLAND, OREGON 97233  
(503) 248-5050

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR OF THE BOARD  
DAN SALTZMAN • DISTRICT 1 COMMISSIONER  
GARY HANSEN • DISTRICT 2 COMMISSIONER  
TANYA COLLIER • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

## MEMORANDUM

**TO:** BOARD OF COUNTY COMMISSIONERS

**FROM:**  Larry F. Nicholas, P. E., Director  
Dept. of Environmental Services

**TODAY'S DATE:** March 18, 1997

**REQUESTED PLACEMENT DATE:** April 3, 1997

**RE:** Budget Modification

I. Recommendation/Action Requested:

Transportation and Land Use Planning is seeking approval of a budget modification that addresses several personnel actions within the division.

II. Background/Analysis:

This budget modification reclassifies two current positions, deletes a current position and creates a new position, resulting in net salary savings within the division.

This action accomplishes compensation for personnel that are working at a higher level of responsibility than their current job positions, to the benefit of the County.

One of the reclassifications proposed is for a Civil Engineering Assistant who has assumed additional duties over a period of time and has established the training and experience necessary for the Civil Engineering Associate position. This reclassification has already been recommended by Employee Services.

The second reclassification is to raise an Administrative Analyst in our Administrative Services Section to the level of Program Development Specialist/Sr. in Program Development and Planning. During her tenure, this employee has taken on additional responsibilities as our division's chief Transportation Funding Liaison to AOC, the State Legislature and

several other local and regional planning bodies. She also is responsible for the County's Employee Commute Option Program. This reclassification will move her into the Transportation Planning unit, where she will work directly with planners developing resources, lead Strategic Planning efforts and plan for the division's role in several regional issues.

III. Financial Impact:

As described in the accompanying budget modification, the overall effect of these changes will result in an increase in personal services expenditures for the division.

IV. Legal Issues:

None.

V. Controversial Issues:

None

VI. Link to Current County Policies:

These moves will improve our ability to find new funding resources and compensate employees for their responsibilities assigned.

VII. Citizen Participation:

None.

VIII. Other Government Participation:

As described above, the Program Development Specialist will work directly with officials from Transportation agencies throughout the state, regional, and local area. The County's recognition and designation of her as Program Development Specialist establishes her with credentials that will aid in future negotiations and competition amongst fellow Transportation officials.



# MULTNOMAH COUNTY OREGON

BEVERLY STEIN  
COUNTY CHAIR

EMPLOYEE SERVICES  
FINANCE  
LABOR RELATIONS  
PLANNING & BUDGET  
RISK MANAGEMENT

(503) 248-5015  
(503) 248-3312  
(503) 248-5135  
(503) 248-3883  
(503) 248-3797

(503) 248-5170 TDD

PORTLAND BUILDING  
1120 S.W. FIFTH, 14TH FLOOR  
P.O. BOX 14700  
PORTLAND, OREGON 97293

PURCHASING, CONTRACTS  
& CENTRAL STORES

(503) 248-5111

2505 S.E. 11TH, 1ST FLOOR  
PORTLAND, OREGON 97202

## MEMORANDUM

TO: Chuck Henley, Engineering Services Manager

FROM:  Don Winkley, Employee Services

DATE: January 9, 1997

SUBJECT: Reclassification Request

After a review of the request for a reclassification of a Civil Engineer Assistant to a Civil Engineer Associate, it appears that additional higher level duties have been assigned to Bonnie Scheeland.

Actually under the guidelines for reclassification of work, higher level duties should not be assigned on a permanent basis and not to one individual so as best to limit competition for a position, if the position is reclassified. However, it now appears a reclassification for Ms. Scheeland will be required due to the lengthy passage of time. The attached form approves the reclassification effective of the date of the request which is December 18, 1996. As you know, a reclassification outside of the Budget process requires a Bud Mod going to the Board of Commissioners for their approval.

In another reclassification issue, you indicated that the Traffic Aids Manager is under review for reclassification to an Engineering Services Administrator. This could be done as a budgetary item, effective July 1, 1997. Please see attached Reclassification Form.

If you have any questions, feel free to call me at Ext. 2169.

G:\PERS\DDW087

Attachment

c: M. Oswald, Deputy Director, DES



# REQUEST TO CREATE/RECLASSIFY A POSITION

1. List the proposed duties of the position (please do not copy from the class specification):

- a. Reference Cover Memo and attached  
duties: Chuck Henly, County Engineer to  
Don Winkley, Personnel Analyst, dated 12/18/96
- b.
- c.
- d.
- e.

Use the reverse side or attached additional sheets, if needed.

2. State the proposed classification title:

Civil Engineer Associate

3. Is this a new position? ☒ Yes ☒ No

4. If this is an existing position, state the name of the incumbent:

Request to Reclassify Bonnie Scheeland currently  
in a Civil Engineer Assistant Classification.

5. Proposed effective date of change: 12/18/96

Hiring Manager: Chuck Henly

Date: 12/18/97 Department/Division: DES Transportation Engineering

## EMPLOYEE SERVICES DIVISION USE ONLY:

Action: ☒ Approved as submitted.  
☒ Approved for classification title.  
☐ Denied (for Reclassification Requests only).

Analyst Name: Donald H. Winkley

Date: 1/9/97

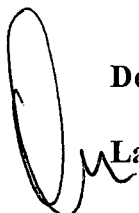


# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
2115 S.E. MORRISON  
PORTLAND, OREGON 97214  
(503) 248-5000

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR OF THE BOARD  
DAN SALTZMAN • DISTRICT 1 COMMISSIONER  
GARY HANSEN • DISTRICT 2 COMMISSIONER  
TANYA COLLIER • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

## MEMORANDUM

**TO:** Don Winkley,  
**FROM:**  Larry Nicholas  
**SUBJECT:** Reclassification of Susan Lee  
**DATE:** March 20, 1997

The enclosed material is provided for your information, as justification for Susan Lee's reclassification to Senior Program Development Specialist.

In Susan's role as our Intergovernmental Relations Representative, she must be prepared to make highly complex and serious decisions on behalf of the County within broad policy guidelines. She must be aware of the County's financial position on revenues and expenditures for all transportation programs, the myriad of relationships we have with other jurisdictions at the regional and state level and then determine the best possible course in representing the county's interest. Her effectiveness in this activity depends upon expert knowledge of the process, negotiating skills, and the ability to access and fully participate in the regional and statewide discussions that lead to legislation or joint policy direction. This can involve millions of dollars in potential gain or loss of revenue.

Susan deals regularly with elected and high level appointed officials who are authorized to speak for their organizations (within policy parameters) without checking in with a supervisor. To do this, as a practical matter, Susan must have equivalent authority and responsibility within the Transportation and Land Use Planning Division to those professional people she negotiates with.

In addition, Susan will also be assuming all the public information responsibilities for the Division.

Don Winkley  
March 20, 1997  
Page 2

Susan will have a planning intern directly reporting to her to assist in the public information activities required. It is important to note, that she be flexible in her schedule to be at the capitol, city hall or JPACT, etc. at a moment's notice. To give Susan a large supervisory responsibility would hamper her ability to be flexible and available for the numerous task forces, and informal discussions leading to policy direction.

As professionals, her counterparts report directly to executive level managers or elected officials and rarely have more than one or two direct reports.

My final point, refers to the need to have a flat, flexible and highly professional organization for maximum effectiveness in this era of complicated relationships with other jurisdictions. We have a requirement for highly visible and responsive public involvement in all aspects of our operations.

Unfortunately our classification system is heavily weighted to managerial positions that have a significant supervisory role. Please consider that our request is based on the importance of the overall responsibilities assigned to Susan.

If you have questions or need further information please give me a call.

## REQUEST TO CREATE/RECLASSIFY A POSITION

1. List the proposed duties of the position (please do not copy from the class specification):

- a. Collect and analyze information concerning transportation policy, finance and forecasting surrounding the implementation of decisions.
- b. Analyze the effect of policy decisions upon service delivery and operation.
- c. Develop and administer instruments for community and client needs assessment; evaluate effectiveness of specific citizen involvement programs and public information processes; develop proposals based upon evaluation.
- d. Coordinate a variety of special projects involving interdivisional or interagency cooperation; compile assessment information and create workplans; prepare and negotiate intergovernmental agreements and reports.
- e. Develop and produce regular and special program activity reports and plans. Perform related duties as assigned.

Use the reverse side or attached additional sheets, if needed.

2. State the proposed classification title:

Program Development Specialist, Senior

3. Is this a new position? ☐ Yes ☒ No

4. If this is an existing position, state the name of the incumbent:

Susan Lee

5. Proposed effective date of change: April 1, 1997

Hiring Manager: Kathy Busse

Date: 4/1/97 Department/Division: DES/Transportation and Land Use Planning

*W. C. Bould*

\*\*\*\*\*

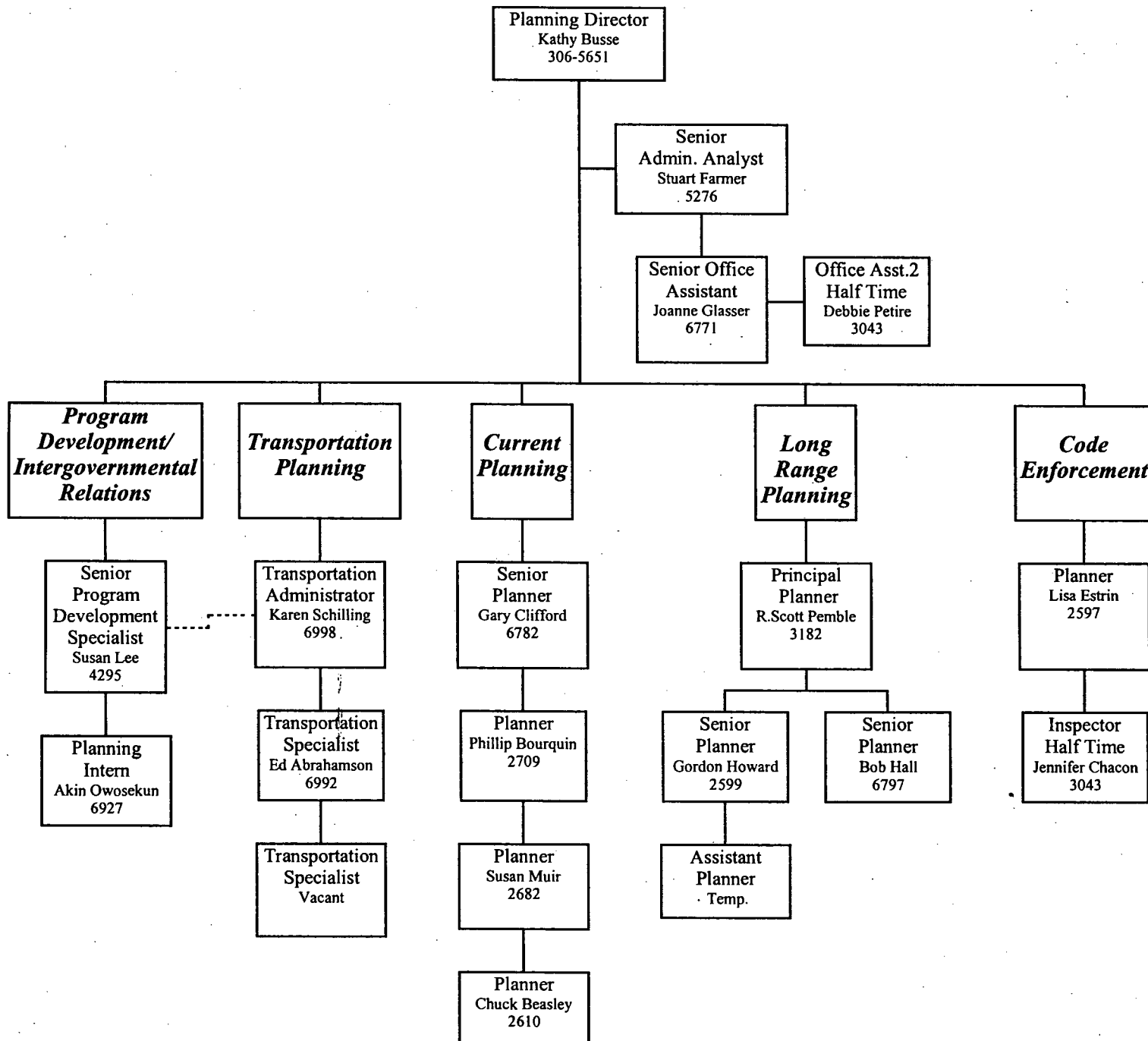
### EMPLOYEE SERVICES DIVISION USE ONLY:

Action: ☒ Approved as submitted.  
☒ Approved for classification title.  
☐ Denied (for Reclassification Requests only).

Analyst Name: Donald H. McKinley

Date: 3/20/97

## Land Use &amp; Transportation Planning Section



MEETING DATE: April 17, 1997  
AGENDA NO: R-2  
ESTIMATED START TIME: 9:30 am

(Above Space for Board Clerk's Use ONLY)

## AGENDA PLACEMENT FORM

SUBJECT: First Quarter 1997 Employee Service Awards

BOARD BRIEFING: DATE REQUESTED: \_\_\_\_\_  
REQUESTED BY: \_\_\_\_\_  
AMOUNT OF TIME NEEDED: \_\_\_\_\_

REGULAR MEETING: DATE REQUESTED: Thursday, April 17, 1997  
AMOUNT OF TIME NEEDED: 15 minutes

DEPARTMENT: Support Services DIVISION: Employee Services

CONTACT: Shery Stump or Gail Foster TELEPHONE #: ext. 22203 or 22538  
BLDG/ROOM #: 106/1430

PERSON(S) MAKING PRESENTATION: Commissioners with Shery Stump and Gail Foster

### ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☐ APPROVAL ☒ OTHER

### SUGGESTED AGENDA TITLE:

Presentation of Employee Service Awards  
Honoring Multnomah County Employees  
with 5 to 25 Years of Service

<sup>27</sup>  
(~~26~~ employees indicated they would attend in person  
to receive their awards)

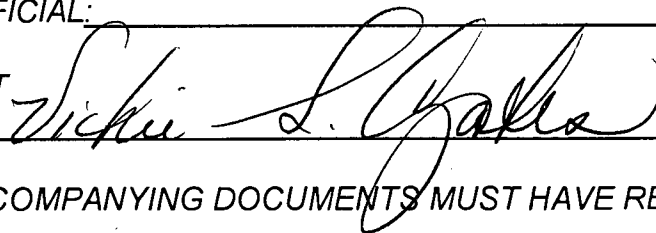
### SIGNATURES REQUIRED:

ELECTED OFFICIAL:

(OR)

DEPARTMENT

MANAGER:



ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Board Clerk @ 248-3277

BOARD OF  
COUNTY COMMISSIONERS  
97 APR - 8 AM 9:33  
MULTNOMAH COUNTY  
OREGON

**BOGSTAD Deborah L**

---

**From:** FOSTER Gail E  
**Sent:** Tuesday, April 08, 1997 4:26 PM  
**To:** BOGSTAD Deborah L  
**Subject:** Service Award Ceremony Addition

Please add Robert Ladd to the list: 5 years from JACJ. Thanks.

**SERVICE AWARDS - 1997 - FIRST QUARTER (January, February, March)**

4-7-97

**ATTENDEES TO BOARD MEETING APRIL 17, 1997**

**ASD - Five Year**

Thomas Carson  
Mark Gast

**CFS - Five Year**

David Edwards

**DES - Five Year**

Rodolfo Abellera  
Roger Herrick  
Darryl Holland  
Sharon Jensn  
Roger Peters  
James Van Doren

**JACJ - Five Year**

Mary Leanos Cecil  
+ ROBERT LADD

**LIB - Five Year**

Thomas Newsom  
Phil Talbot

**NOND - Five Year**

Steve Nemirow

---

**CFS - Ten Year**

Kathleen Millard

**DES - Ten Year**

Nancy Robbins

**DSS - Ten Year**

Gina Oliveros  
Theresa Sullivan

**LIB- Ten Year**

Carla Davis

**JACJ - Ten Year**

Cathi Bain  
Lisa Bishop

**DA'S - Fifteen Year**

Kathleen Hall

**LIB - Fifteen Year**

John Robertson

---

**LIB - Twenty Year**

Diane Hall

---

**DES - Twenty-Five Year**

Charles Grixgby

**JACJ - Twenty-Five Year**

James C. Mason

**LIB - Twenty-Five Year**

Helen Flack-Jacobs



**BOGSTAD Deborah L**

---

**From:** FOSTER Gail E  
**Sent:** Thursday, April 17, 1997 10:23 AM  
**To:** BOGSTAD Deborah L  
**Subject:** CHANGES IN THE LIST

These are the ones who cancelled: Carla Davis, LIB, Ten year; Theresa Sullivan, DSS, Ten Year; and Lisa Bishop, JACJ, 10 year.

Jean Barnett came and was added to the 15 year list for the Library.

Thanks!

MEETING DATE: APR 17 1997

AGENDA #: R-3

ESTIMATED START TIME: 9:45am

(Above Space for Board Clerk's Use ONLY)

## AGENDA PLACEMENT FORM

SUBJECT: **Adoption of Multnomah County's Affirmative Action Plan for 1997-99.**

BOARD BRIEFING:

DATE REQUESTED:

REQUESTED BY:

AMOUNT OF TIME NEEDED:

REGULAR MEETING:

DATE REQUESTED:

AMOUNT OF TIME NEEDED: **15 minutes**

DEPARTMENT: Nondepartmental

DIVISION: Chair's Office

CONTACT: **Robert Phillips**

TELEPHONE #: **823-3113**

BLDG/ROOM #: 106/1515

PERSON(S) MAKING PRESENTATION:

**Robert Phillips, Affirmative Action Officer  
Multnomah County/City of Portland**

ACTION REQUESTED:

☐ INFORMATIONAL ONLY   ☐ POLICY DIRECTION   ☒ APPROVAL   ☐ OTHER

SUGGESTED AGENDA TITLE:

**Adoption of Multnomah County's Affirmative Action Plan for 1997-99**

*4/18/97 copies to ROBERT PHILLIPS*

SIGNATURES REQUIRED:

ELECTED OFFICIAL:

(OR)

DEPARTMENT

MANAGER:

*Vickie S. Gates*

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURE

Any Questions: Call the Office of the Board Clerk 248-3277 or 248-5222

BOARD OF  
COUNTY COMMISSIONERS  
97 MAR 28 PM 2:05  
MULTNOMAH COUNTY  
OREGON



# City of Portland/Multnomah County Affirmative Action Office

Robert Phillips  
Affirmative Action/EEO Officer

Temporary Location:  
1400 S.W. Fifth Ave., Room 503  
Portland, Oregon 97204

Phone (503) 823-4164  
FAX (503) 823-4141

Mailing Address:  
1220 S.W. Fifth Ave., Room 104  
Portland, Oregon 97204



## MEMORANDUM

**TO:** BOARD OF COUNTY COMMISSIONERS

**FROM:** Robert Phillips *RP*

**DATE:** March 24, 1997

**RE:** RESOLUTION TO ADOPT 1997-99 AFFIRMATIVE ACTION PLAN

### REQUESTED PLACEMENT DATE:

#### I. Recommendation/Action Requested:

The action being requested is to adopt the resolution setting in place Multnomah County's 1997-99 affirmative action plan, which is a revision to the 1993-96 affirmative action plan.

#### II. Background/Analysis:

This action is in conformance with the "good faith" requirements for public sector affirmative action programs guidelines (29 CFR 1608.2 and 41 CFR 60-2) established by the Equal Employment Opportunity Commission. The Board has adopted programs promoting equal employment opportunity through a program of affirmative action since 1975. The program complies with Multnomah County Code, Title 3.10.015.(1)-(4), Policy and Purpose, County Employees; and 3.10.270. Equal Employment Opportunity. The 1997-99 Affirmative Action Plan is an update to the 1993-96 Affirmative Action Plan. The adoption of the plan maintains Multnomah County's standing with all compliance requirements for equal employment opportunity programs.

#### III. Financial Impact:

The adoption of the affirmative action plan does not change the present or recommended budget for the program. No budget modification will be needed to meet the programs identified in the

AN EQUAL OPPORTUNITY EMPLOYER

plan outside of the current service level.

#### IV. Legal Issues:

Four United States Supreme Court decisions in particular have emerged as the most influential decisions affecting affirmative action in public employment:

\* *Johnson v. Transportation Agency, Santa Clara County, et al.*, 480 U.S. 616 (1987), construing the limitations that Title VII of the 1964 Civil Rights Act imposes on the management discretion of covered private and public employers.

\* *Wygant v. Jackson Bd. Of Education, et al.*, 476 U.S. 267 (1986), construing the limitations the Equal Protection clause of the Fourteenth Amendment imposes on the management discretion of state, counties, and municipalities.

\* *City of Richmond v. J.A. Croson Co.*, 488 U.S. 469 (1989), became a signal case defining the legality of preferences, including those applicable to employment.

\* *Adarand Constructors, Inc. V. Pena*, No. 93-1841, 1995 U.S. LEXIS 4037 (U.S. June 12, 1995), construing the limitations the fifth amendment (which the court has interpreted to have an Equal Protection component analogous to that of the Fourteenth Amendment) imposes on the management discretion of the federal government.

Because the 1997-99 Affirmative Action Plan for Multnomah County does not require decision making based on race or ethnicity, the standards contained in the decisions identified above do not apply to the strategies established within the scope of the proposed program. Thus, the County's plan is written in reliance on the Equal Employment Opportunity Commission's Guidelines for legal Affirmative Action Programs, codified as 29 CFR Part 1608 (1979). Therefore, the plan is written to comply with the standards of numerous requirements to demonstrate "good faith" efforts in conformance with equal employment opportunity regulations.

#### V. Controversial Issues:

Since the 1994 Congressional Elections, affirmative action, in its various manifestations, has been under attack. However, the Courts continue to recognize affirmative action as a tool for meeting the intent of Title VII of the Civil Rights Act of 1964 and the Civil Rights Act of 1991. Thus, experts in the field are advising that public employers continue to comply with the letter and more importantly the intent of the Executive Order program, and to become active in supporting constructive change which will improve the overall operations of the program. These constructive changes are reflected in the new plan.

#### VI. Link to Current County Policies:

The plan is linked specifically to Multnomah County Code (Title 3, County Employee) and specifically with the intent of Multnomah County Code 3.10.270. Equal Employment

Opportunity. The 1997-99 Affirmative Action Plan updates the Board of County Commissioners' Resolution 93-410, which adopted an Affirmative Action Plan for 1993-96.

**VII. Citizen Participation:**

The draft plan was sent to labor organizations, and the Metropolitan Human Rights Commission for review. We did not get any feedback indicating a problem with the strategies or intent of the plan.

**VIII. Other Government Participation:**

The draft plan went out to County departments and some divisions for review. We received a number of suggestions for improvements, and those improvements were incorporated into the plan.

## Trends That Will Affect the Workplace

Global competition and rapid technological advances will continue to influence the workplace of the future, says the American Society for Training and Development (ASTD).

Employees who want to survive in the workplace of the future would do well to keep in mind the ten major trends that ASTD predicts will affect the workplace:

**1. Skill requirements** will continue to increase in response to rapid technological change. ASTD says data indicates a skills gap. Jobs will require workers who can read manuals, technical journals, and financial reports, and who can write business letters, journal articles, and detailed reports, while workers--especially entry level workers--will have lower reading and writing skills than ever.

**2. The American workforce** will be significantly more educated and diverse. Although jobs will require skills at a faster pace than employees are learning, the workforce overall will still be more educated than today's workforce. The combination of a more educated workforce and a diverse workforce could cause conflicting forces between the traditionally high level of training offered to more educated workers, and the difficulty of training a more diverse workforce.

**3. Corporate restructuring** will continue to reshape the business environment. Large firms used to offer a stable environment for training, while small firms offered little training. Corporate restructuring has changed all of that. In the future, it may be harder for the workforce to get training if small companies don't take up the slack.

**4. Corporate training departments** will change dramatically in size and composition. Along with downsizing in other departments, training departments will shrink. And, based on demographic changes in the training field, those training departments will have an increasing number of women.

**5. Advances in technology** will revolutionize the way training is delivered. The combination of downsized training departments and advances in technology will

mean that more training is delivered via computers or video conferences.

**6. Training departments** will find new ways to deliver services. While training departments shrink, the need for trained employees grows. To meet that demand, trainers will function more as brokers for training suppliers who can offer a wide variety of customized training.

**7. Training professionals** will focus more on interventions in performance improvement. One of the most important shifts in the training field will be the transition from training, where the emphasis is placed on what is taught, to performance, in which much more weight is given to the actions employees take as a result of that learning.

**8. Integrated high-performance work systems** will proliferate. Although it is an arduous task to integrate an organization's people, the processes, and the technology on an ongoing basis, as high-performance systems demand, it is the high-performance organizations that will survive into the next millennium.

**9. Companies** will transform into learning organizations. In an information-based society, tracking and managing knowledge will become essential. Learning organizations support the acquisition of learning as a key commodity.

**10. Organizational emphasis** on human performance management will accelerate. As organizations focus more on getting the highest performance possible from employees, the ability to manage performance will become increasingly important. This will include the ability to motivate, compensate, and train for performance.

"The employee who is prepared for the workplace of the future is the employee who has taken personal responsibility for learning new and relevant skills," said Curtis Plott, ASTD president and chief executive officer. "In addition to reading, writing, and computer skills, the ability to perform in a shifting environment is going to be a key survival skill."

American Society for Training and Development, 1640 King St., Box 1443, Alexandria, VA 22313.



# City of Portland/Multnomah County Affirmative Action Office

Robert Phillips  
Affirmative Action/EEO Officer

Temporary Location:  
1400 S.W. Fifth Ave., Room 503  
Portland, Oregon 97204

Phone (503) 823-4164  
FAX (503) 823-4141

Mailing Address:  
1220 S.W. Fifth Ave., Room 104  
Portland, Oregon 97204



## MULTNOMAH COUNTY'S AFFIRMATIVE ACTION PLAN 1997-99

### KEY FINDINGS

**PERFORMANCE:** Multnomah County continues to be the lead government in the State of Oregon in its affirmative action performance for both females and minorities (see page 58 in the Affirmative Action Plan). Additionally, among the top 25 public sector employers, Multnomah County ranks second to Tri-Met on the percentage of minorities in the work place; and is much lower for females due to the count of school districts (see attachment for additional details). Overall, the data as found on pages 51-57, shows growth for all groups in the workforce. We are starting to see some changes in the numbers due to restructuring of programs to meet the impact of Measure 47. We expect to see more impact on the numbers and percentages should additional reductions occur. The performance accomplishments are the results of efforts by the Departments and Employee Services, in coordination with the Office's Recruitment Unit, to find and encourage the hiring of talented and qualified candidates for the various positions open for hire.

### HIGHLIGHTS OF THE AFFIRMATIVE ACTION PLAN:

- \* The plan is written in reliance on the Equal Employment Opportunity Commission's Guidelines on Affirmative Action, codified as 29 CFR Part 1608 (1979). This provide the initial protection from claims related to the good-faith implementation of this voluntary plan.
- \* The key feature and focus of the plan is nonpreferential actions, such as recruitment and outreach, encouraging training for skills development, and early detection of discriminatory barriers and actions to reduce the organizational risk.
- \* The "Technical Preface" section has been improved to include Board powers and authority to adopt a plan, appropriate code sections, and interpretation on the meanings of the various terms

*AN EQUAL OPPORTUNITY EMPLOYER*

contained in the plan. This section is in line with what constitutes a legally acceptable affirmative action plan under various court interpretations.

- \* On page 9 of the Plan, we shortened the EEO/AA Policy down to one page to make it easier for posting and communicating to the various customers.

- \* On pages 35-40, we included more statistical projections regarding our population and labor market so impacting factors are clearly identified.

- \* On page 41, we identified the decisions of the United States Supreme Court regarding what constitutes a legitimate affirmative action program within the cope of Title VII. The County's plan is written to meet the standards of the Court.

- \* On pages 51-57, we examine the workforce trends and note the progress of the program to produce equal employment opportunity results.

- \* On page 58, we identify the County's standing as a government with other public entities. The County leads for all employment groups except for American Indians. Many government face an issue of improper counting in this category, so the data may not provide an accurate count for determining our true standings in this category.

- \* On pages 59-70, we identified issues from our "Glass Ceiling" review. I am pleased to say that Employee Services have already started to develop strategies to respond to this issue, and our Recruitment Unit is targeting these positions to create measurable annual results.

- \* On page 74, we are continuing to recognize the efforts of Departments in providing the leadership needed to implement and monitor the goals of the plan. I am please to announce that the Health Department was the first winner of our "Dr. Arthur Flemming Affirmative Action Award." We also recognized the diversity efforts of the Department of Environmental Services in attempting to integrate non-traditional jobs for females and minorities and the work of Aging Services to respond to various equal employment opportunity issues. The Departments recognize the value of the award and are competing to be the very best in this area, this has made the process of identifying true winners very difficult.

- \* On page 77, we give strong recognition to the role of recruitment in creating real changes in correcting underutilization.

- \* On pages 79-93, we identify our good faith attainment target areas.

- \* On pages 208-210, we identify the Departmental role in developing compliance strategies. This area of the plan reduces greatly the work that would be required for departments to develop individualized plans, per the EEOC guidelines.

- \* Finally, we identify our implementation strategy and internal evaluation systems for delivering a high performance program.



**IN SUMMARY:** Multnomah County has continued to make progress in implementing a high performance program that is a model for other governments and public employers; the program has met all outside auditing standards for accountability and compliance; and the County is the leading government in the State of Oregon on committing itself to and delivering on its commitment to equal employment opportunity.

# TOP 25 PUBLIC-SECTOR EMPLOYERS

Ranked by number of area employees			Number of metro-area employees in FTEs	Annual payroll	Senior executive	Percentage of union employees	Percentage of male/female employees	Percentage of minority employees	Annual metro-area operating budget	Sources of funding
Rank	Rank last year	Name/address/telephone								
1	1	United States Government No central address or telephone number	17,173 <sup>1</sup>	\$718.2 million <sup>4</sup>	Bill Clinton, president	58.7%	58.8%/41.2%	13.2%	NA <sup>3</sup>	Federal taxes
2	2	State of Oregon No central address or telephone number	15,855 <sup>4</sup>	\$465.1 million	John Kitzhaber, governor	NA	NA	NA	NA <sup>3</sup>	State taxes
3	3	Oregon Health Sciences University 3181 S.W. Sam Jackson Park Road Portland, Ore. 97201 (503) 494-8231 fax: (503) 494-8246	8,588 <sup>3</sup>	\$224 million	Dr. Peter Kohler, president	49%	36%/64%	12%	\$488.4 million <sup>4</sup>	Patient care services (57.8%), gifts, grants, contracts (24%), state appropriation (10%), other (5.8%), tuition (2%), lottery (0.4%)
4	4	Portland Public Schools 501 N. Dixon St. Portland, Ore. 97227 (503) 916-2000	Approx. 6,000	\$240.5 million <sup>4</sup>	Jack Bierwirth, superintendent	73%	32.2%/67.8%	14.7%	\$304.5 million <sup>4</sup>	State funds (53.2%), property taxes (39.5%), Multnomah County Education Service District (3.5%), other local sources (2.6%), other sources (1.2%)
5	5	City of Portland 1120 S.W. Fifth Ave. Portland, Ore. 97204 (503) 823-4000	5,043	\$315.2 million <sup>4</sup>	Vera Katz, mayor	80.8%	73.2%/26.8%	11.7%	\$1.21 billion <sup>4</sup>	Fund balances (35.8%), svc chgs/fees (16.8%), prop. taxes (14.8%), debt proceeds (11.9%), intergov't srvc (9%), other (5.1%), bus. licenses (3.5%), utility franchise fees (3.2%)
6	6	Multnomah County 1120 S.W. Fifth Ave. Portland, Ore. 97204 (503) 248-5015	3,849	\$145 million	Beverly Stein, county chair	85%	42%/58%	16.6%	\$424 million	State/federal funds (43.3%), property tax (26.1%), other sources (20.8%), other taxes (9.2%), licenses/permits (0.8%)
7	7	State of Washington No central address or telephone number	2,432 <sup>2</sup>	\$68.8 million	Michael Lowry, governor	NA	NA	NA	NA <sup>3</sup>	State taxes
8	8	Beaverton School District 16550 S.W. Merlo Road Beaverton, Ore. 97006 (503) 591-8000	2,302	\$91.6 million	Yvonne Katz, superintendent	99% <sup>10</sup>	27%/73%	4.61%	\$208.6 million	State support (37%), property taxes (25%), other sources (38%)
9	9	Tri-Met 4012 S.E. 17th Ave. Portland, Ore. 97202 (503) 238-4835	1,975 <sup>11</sup>	\$102 million <sup>12</sup>	Tom Walsh, general manager	79%	69%/31%	16.7%	\$145.3 million <sup>12</sup>	Payroll-related taxes (71.4%), fares (21.1%), federal operating funds (1.4%), state funds (1.4%), other sources (4%)
10	10	Vancouver School District 605 N. Devine Road Vancouver, Wash. 98661 (360) 696-7000	1,856 <sup>13</sup>	\$73 million	James Parsley, superintendent	95%	30%/70%	6.4%, 3.7% <sup>14</sup>	\$118.4 million	State funds (78%), local taxes (12.3%), federal funds (6.2%), other local funds (2.5%), other sources (1%)
11	NR	Evergreen School District P.O. Box 8910 Vancouver, Wash. 98668 (360) 604-4000	1,617	\$87.4 million	Richard Melching, superintendent	94%	24%/76%	2.8%	\$110.1 million	State funds (78%), local taxes (15%), federal funds (3%)
12	12	Clackamas County 906 Main St. Oregon City, Ore. 97045 (503) 655-8581	1,589	\$88.9 million <sup>4</sup>	Stephen Rhodes, county administrator	85%	52.5%/47.5%	4.2%	\$288.4 million <sup>4</sup>	State funds (21%), property taxes/levies (20%), licenses/fees/fines (18%), federal funds (12%), local funds (3%), other sources (26%) <sup>8</sup>
13	11	Portland Community College P.O. Box 19000 Portland, Ore. 97209 (503) 244-6111	1,566	\$43.7 million	Daniel Moriarty, president	70%	41%/59%	12.7%	\$82 million	State funds (46.6%), tuition/fees (22.8%), local funds (16.8%), fund balances (10.4%), other sources (3.4%)
14	13	North Clackamas School District 4444 S.E. Lake Road Milwaukie, Ore. 97222 (503) 653-3600	1,475 <sup>5</sup>	\$46.5 million	Ron Naso, superintendent	99.9%	30%/70%	1.0%	\$73.7 million	State of Oregon
15	14	Clark County 1013 Franklin Center Vancouver, Wash. 98668 (360) 699-2232	1,300	\$46.5 million	Patrick McDonnell, county administrator	74.5%	53%/47%	5%	\$262 million	Property/sales taxes (25%), intergovernmental sources (15%), licenses/permits/fees (14%), charges for services (10%), other sources (36%)
16	19	Metro 600 N.E. Grand Ave. Portland, Ore. 97232 (503) 797-1700	1,234 <sup>15</sup>	\$28 million	Mike Burton, executive officer	69%	61.3%/38.3%	13.1%	\$424.3 million	Fees for goods/svcs (40%), bond proceeds (14%), interfund transfer (14%), prop. tax (10%), grants (9%), intergov't fund transfer (3%), excise tax (3%), interest inc. (5%), other (2%)
17	15	Washington County 155 N. First Ave., Suite 210 Hillsboro, Ore. 97124 (503) 648-8611	1,228	\$50.2 million <sup>6, 16</sup>	Linda Peters, county chair	30%	56%/44%	7%	\$170 million <sup>6</sup>	Taxes (38.7%), intergov't (34.2%), charges for services (11.3%), interfund revenues (8.2%), licenses/permits (3%), other (5.1%), fines (0.8%), special assessments (0.7%)
18	17	Gresham-Barlow School Districts 1331 N.W. Eastman Parkway Gresham, Ore. 97030 (503) 669-2460	856	\$35.2 million	James Carlile, superintendent	97%	22%/78%	4%	\$57.8 million <sup>6</sup>	State school support fund (64.5%), property taxes (21.1%), beginning fund balance (11.1%), other sources (3.3%)
19	16	Battle Ground School District 204 W. Main St. Battle Ground, Wash. 98604 (360) 256-2628	841	\$39 million	Leo Beck, superintendent	92.8%	27.1%/72.9%	3.3%	\$56.8 million	State monies (65.3%), state special purpose (20.2%), local taxes (6.3%), local nontax (4.2%), federal sources (3.4%), other sources (0.6%)
20	18	Reynolds School District 1204 N.E. 201st St. Troutdale, Ore. 97060 (503) 661-7200	817	\$35.2 million	Hudson Lashor, superintendent	90%	30%/70%	2.5%	\$40.5 million	State funds (65%), taxes (26%), other local sources (7%), intermediate sources (2%)
21	21	David Douglas School District 1500 S.E. 130th Ave. Portland, Ore. 97233 (503) 261-8218	716	\$24.8 million	Ronald Russell, superintendent	62%	30%/70%	5%	\$39.6 million	State funds (67.5%), property taxes (21.4%), tuition/fees/building rental/investment earnings (10.4%), other sources (0.7%)
22	20	Port of Portland 700 N.E. Multnomah St. Portland, Ore. 97232 (503) 231-5000	657	\$33.3 million	Mike Thorne, executive director	36.2%	66.5%/33.5%	12%	\$478.1 million	Operating revenues (31.1%), bonds (20.9%), beginning balance (20.5%), transfers (20%), interest income (4.6%), taxes (1.5%), federal grants (1.2%)
23	23	Mount Hood Community College 26000 S.E. Stark St. Gresham, Ore. 97030 (503) 667-6422	650	\$23.6 million	Joel Vela, president	71%	41%/59%	6%	\$35.4 million	State support (43.5%), tuition and fees (22.6%), local property taxes (18.4%), other local sources (17.5%)
24	NR	Oregon City School District 1417 12th St. Oregon City, Ore. 97045 (503) 656-4283	627	\$29.1 million	Barry Rotrock, superintendent	94.7%	27%/73%	.01%	\$42.4 million	State sources (50.2%), local taxes (20.1%), beginning balance (15.2%), other local (8.8%), federal (5.6%)
25	24	Lake Oswego School District 2455 S.W. Country Club Road Lake Oswego, Ore. 97034 (503) 636-7891	626	\$25.7 million	William Korach, superintendent	93%	36%/64%	5.5%	\$38.8 million	State funds (49%), property taxes (36%), beginning fund balance (18%), other local sources (4%), other sources (2%)

All figures from 1995 (or 1995-96 school year) unless otherwise indicated.

- Footnotes:
1. Combined average actual head counts each for Multnomah, Washington, Clackamas and Clark counties in 1995. FTE (full time equivalent) figure not available. Figures include U.S. postal workers.
  2. Payroll figure is the sum of total federal payrolls from Multnomah, Washington, Clackamas and Clark counties for 1995.
  3. Data compiled by agency, not geographically.
  4. Combined average actual head counts each for Multnomah, Washington and Clackamas counties in 1995. FTE figure not available. Figures include Portland State University, which reported 1,400 FTEs.
  5. Total head count. FTE figure not available.
  6. Figure represents budgeted amounts for 1996-97 fiscal year.

7. Payroll figure represents fiscal 1997 budget.
  8. Figure includes all funds, including debt services, reserve funds, operating and capital expenses and contingency accounts.
  9. Average total employee head count for Clark County. FTE figure not available.
  10. Figure represents teachers only.
  11. As of Oct. 1, 1995.
  12. Financial data is as budgeted for 1996 fiscal year.
  13. Includes certified and classified employees.
  14. 6.4 percent of certified employees and 3.7 percent of classified employees are minorities.
  15. Includes Metro and Metropolitan Exposition Recreation Commission facilities.
  16. Includes \$11.3 million for the Unified Sewer Agency.
- The City of Vancouver, which ranked 22 in 1995 with 703 FTEs, would not respond to Business Journal surveys.

Book of Lists now available on disk; call (503) 274-8733

NOTE: List was compiled Oct. 18, 1996

NA = Not available  
NR = Not ranked

Source: A representative of each employer

Research by Nancy Nilles

**MULTNOMAH COUNTY**  
**AFFIRMATIVE ACTION QUARTERLY REPORT**  
FY 96-97 - 3rd Quarter - Period Ending 03/31/97

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>	67	28	39	6	2	2	0	2
Percent	100.00%	41.79%	58.21%	8.96%	2.99%	2.99%	0.00%	2.99%
Availability			65.96%	9.37%	3.43%	2.85%	0.62%	2.47%
Difference			-7.75%	-0.41%	-0.44%	0.14%	-0.62%	0.52%
Actual			39	6	2	2	0	2
Availability			44	6	2	2	0	2
Difference			-5	0	0	0	0	0
<b>OFFICIALS/ADM.</b>	354	162	192	55	32	13	2	8
Percent	100.00%	45.76%	54.24%	15.54%	9.04%	3.67%	0.56%	2.26%
Availability			56.41%	14.03%	6.95%	3.91%	0.67%	2.49%
Difference			-2.17%	1.51%	2.09%	-0.24%	-0.11%	-0.23%
Actual			192	55	32	13	2	8
Availability			200	50	25	14	2	9
Difference			-8	5	7	-1	0	-1
<b>PROFESSIONALS</b>	1098	359	739	158	67	53	3	35
Percent	100.00%	32.70%	67.30%	14.39%	6.10%	4.83%	0.27%	3.19%
Availability			64.90%	14.78%	6.68%	4.28%	1.15%	2.64%
Difference			2.40%	-0.39%	-0.58%	0.55%	-0.88%	0.55%
Actual			739	158	67	53	3	35
Availability			713	162	73	47	13	29
Difference			26	-4	-6	6	-10	6
<b>TECHNICIANS</b>	192	108	84	28	10	9	2	7
Percent	100.00%	56.25%	43.75%	14.58%	5.21%	4.69%	1.04%	3.65%
Availability			47.10%	14.49%	4.63%	4.89%	1.54%	3.42%
Difference			-3.35%	0.09%	0.58%	-0.20%	-0.50%	0.23%
Actual			84	28	10	9	2	7
Availability			90	28	9	9	3	7
Difference			-6	0	1	0	-1	0
<b>PROTECTIVE SVC.</b>	748	539	209	122	72	15	7	28
Percent	100.00%	72.06%	27.94%	16.31%	9.63%	2.01%	0.94%	3.74%
Availability			37.36%	14.80%	8.93%	2.67%	0.92%	2.28%
Difference			-9.42%	1.51%	0.70%	-0.66%	0.02%	1.46%
Actual			209	122	72	15	7	28
Availability			280	111	67	20	7	17
Difference			-71	11	5	-5	0	11
<b>PARAPROFESSIONAL</b>	503	170	333	116	48	24	6	38
Percent	100.00%	33.80%	66.20%	23.06%	9.54%	4.77%	1.19%	7.55%
Availability			65.86%	15.72%	8.36%	3.50%	0.93%	2.93%
Difference			0.34%	7.34%	1.18%	1.27%	0.26%	4.62%
Actual			333	116	48	24	6	38
Availability			331	79	42	18	5	15
Difference			2	37	6	6	1	23
<b>ADMIN. SUPPORT</b>	704	89	615	127	61	29	6	31
Percent	100.00%	12.64%	87.36%	18.04%	8.66%	4.12%	0.85%	4.40%
Availability			79.85%	16.67%	8.57%	4.72%	1.01%	2.36%
Difference			7.51%	1.37%	0.09%	-0.60%	-0.16%	2.04%
Actual			615	127	61	29	6	31
Availability			562	117	60	33	7	17
Difference			53	10	1	-4	-1	14
<b>SKILLED CRAFT</b>	87	87	0	11	1	3	3	4
Percent	100.00%	100.00%	0.00%	12.64%	1.15%	3.45%	3.45%	4.60%
Availability			7.08%	11.66%	3.97%	2.40%	1.95%	3.34%
Difference			-7.08%	0.98%	-2.82%	1.05%	1.50%	1.26%
Actual			0	11	1	3	3	4
Availability			6	10	3	2	2	3
Difference			-6	1	-2	1	1	1
<b>SERVICE/MAINT.</b>	165	113	52	25	8	8	2	7
Percent	100.00%	68.48%	31.52%	15.15%	4.85%	4.85%	1.21%	4.24%
Availability			50.33%	14.58%	6.64%	4.50%	0.72%	2.69%
Difference			-18.81%	0.57%	-1.79%	0.35%	0.49%	1.55%
Actual			52	25	8	8	2	7
Availability			83	24	11	7	1	4
Difference			-31	1	-3	1	1	3
<b>TOTAL</b>	3918	1655	2263	648	301	156	31	160
Percent	100.00%	42.24%	57.76%	16.54%	7.68%	3.98%	0.79%	4.08%

**MULTNOMAH COUNTY**  
**AFFIRMATIVE ACTION QUARTERLY REPORT**  
**FY 96-97 - 3rd Quarter**

**FEMALE**

EEO CATEGORY	AA PLAN YR. FY 96-97 07/01/96		FY 96-97 03/31/97 3rd Quarter		07/01/96 + or - 03/31/97		Avail- ability Goal	Current Status	
	#	%	#	%	#	%	% Set	%	+ or -
Unclassified	42	59.15%	39	58.21%	-3	-0.94%	65.96%	58.21%	-7.75%
Officials/Admin.	193	54.37%	192	54.24%	-1	-0.13%	56.41%	54.24%	-2.17%
Professionals	738	69.10%	739	67.30%	1	-1.80%	64.90%	67.30%	2.40%
Technicians	86	43.43%	84	43.75%	-2	0.32%	47.10%	43.75%	-3.35%
Protective Service	206	28.07%	209	27.94%	3	-0.13%	37.36%	27.94%	-9.42%
Paraprofessionals	330	66.00%	333	66.20%	3	0.20%	65.86%	66.20%	0.34%
Admin. Support	625	87.17%	615	87.36%	-10	0.19%	79.85%	87.36%	7.51%
Skilled Craft	0	0.00%	0	0.00%	0	0.00%	7.08%	0.00%	-7.08%
Service/Maintenance	53	31.18%	52	31.52%	-1	0.34%	50.33%	31.52%	-18.81%
<b>TOTAL</b>	<b>2273</b>	<b>58.37%</b>	<b>2263</b>	<b>57.76%</b>	<b>-10</b>	<b>-0.61%</b>	<b>59.09%</b>	<b>57.76%</b>	<b>-1.33%</b>

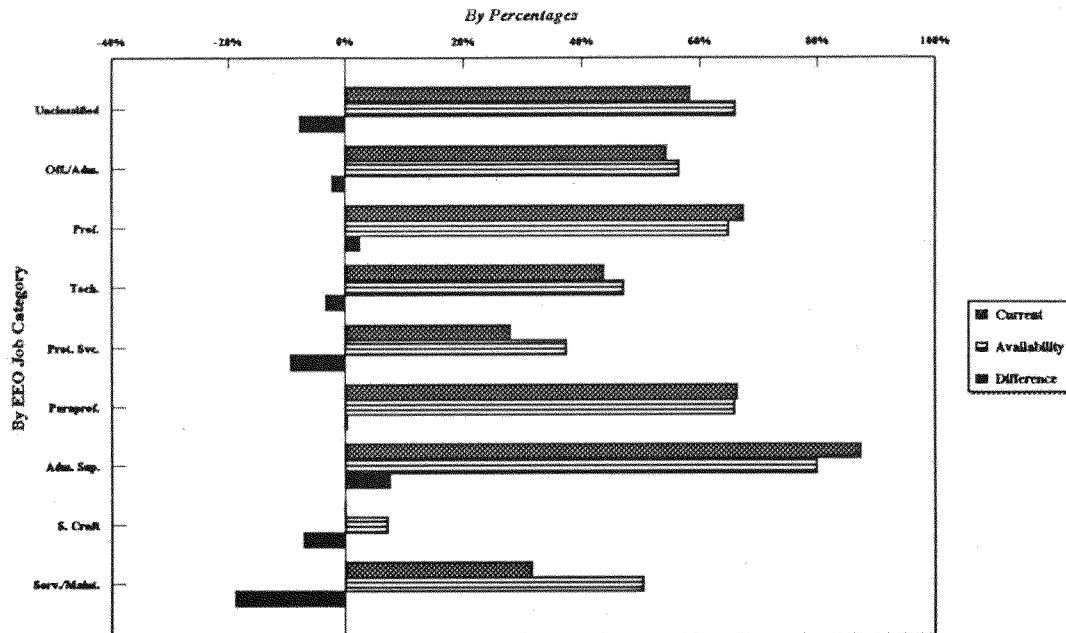
**MINORITY**

	#	%	#	%	#	%	% Set	%	+ or -
Unclassified	10	14.08%	6	8.96%	-4	-5.12%	9.37%	8.96%	-0.41%
Officials/Admin.	51	14.37%	55	15.54%	4	1.17%	14.03%	15.54%	1.51%
Professionals	150	14.04%	158	14.39%	8	0.35%	14.78%	14.39%	-0.39%
Technicians	27	13.64%	28	14.58%	1	0.94%	14.49%	14.58%	0.09%
Protective Service	115	15.67%	122	16.31%	7	0.64%	14.80%	16.31%	1.51%
Paraprofessionals	132	26.40%	116	23.06%	-16	-3.34%	15.72%	23.06%	7.34%
Admin. Support	122	17.02%	127	18.04%	5	1.02%	16.67%	18.04%	1.37%
Skilled Craft	10	12.35%	11	12.64%	1	0.29%	11.66%	12.64%	0.98%
Service/Maintenance	27	15.88%	25	15.15%	-2	-0.73%	14.58%	15.15%	0.57%
<b>TOTAL</b>	<b>644</b>	<b>16.54%</b>	<b>648</b>	<b>16.54%</b>	<b>4</b>	<b>-0.00%</b>	<b>15.00%</b>	<b>16.54%</b>	<b>1.54%</b>

# MULTNOMAH COUNTY

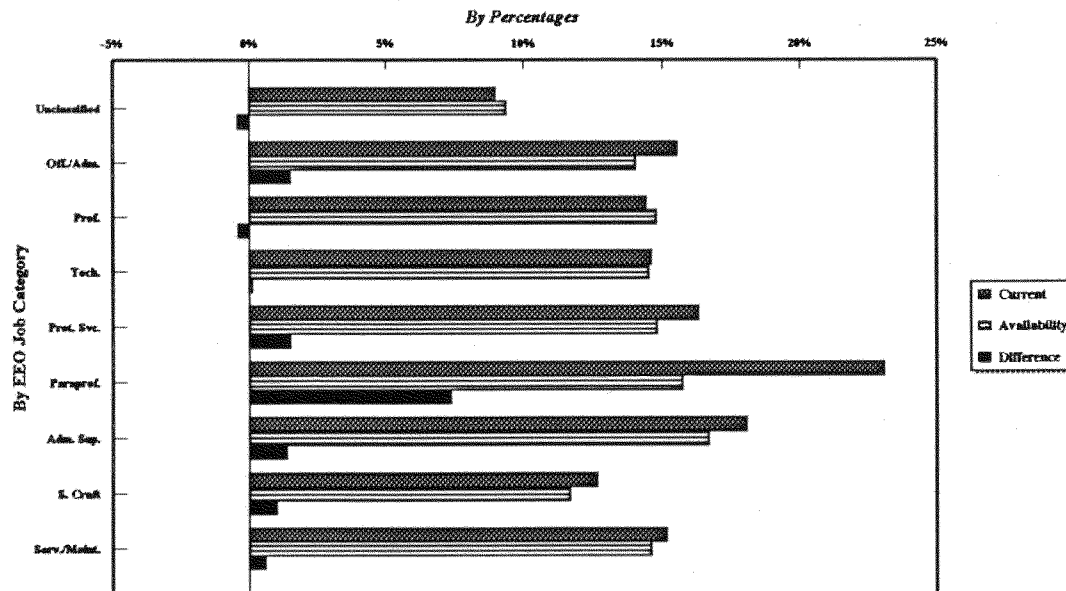
## FEMALE EMPLOYEES

Actual Percentages - Current Compared to Availability



## MINORITY EMPLOYEES

Actual Percentages - Current Compared to Availability



Female	Unclassified	Off./Adm.	Prof.	Tech.	Prot. Svc.	Paraprof.	Adm. Sup.	S. Craft	Serv./Maint.
Current	58.21%	54.24%	67.30%	43.75%	27.94%	66.20%	87.36%	0.00%	31.52%
Availability	65.96%	56.41%	64.90%	47.10%	37.36%	65.86%	79.85%	7.08%	50.33%
Difference	-7.75%	-2.17%	2.40%	-3.35%	-9.42%	0.34%	7.51%	-7.08%	-18.81%

Minority	Unclassified	Off./Adm.	Prof.	Tech.	Prot. Svc.	Paraprof.	Adm. Sup.	S. Craft	Serv./Maint.
Current	8.96%	15.54%	14.39%	14.58%	16.31%	23.06%	18.04%	12.64%	15.15%
Availability	9.37%	14.03%	14.78%	14.49%	14.80%	15.72%	16.67%	11.66%	14.58%
Difference	-0.41%	1.51%	-0.39%	0.09%	1.51%	7.34%	1.37%	0.98%	0.57%

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

In the Matter of Adoption of	)	
Multnomah County's Affirmative	)	Resolution 97-69
Action Plan for 1997-99	)	

WHEREAS, the government of Multnomah County, Oregon desires to meet the mandatory affirmative action obligations imposed on public sector employers by Executive Order No. 11246, the Rehabilitation Act of 1973, and the Vietnam Era Veteran's Readjustment Assistance Act of 1974; and

WHEREAS, Multnomah County has a compelling governmental interest in ensuring equal employment opportunities for all, without regard to race, color, religion, sex, national origin, age, disability or veteran status, sexual orientation, political affiliation, or any other non-job related characteristic; and

WHEREAS, the key features of Multnomah County's affirmative action program are nonpreferential actions, such as recruitment and outreach measures, encouraging training for skill development, detection and elimination of discrimination, and prevention of discrimination; and

WHEREAS, Multnomah County's affirmative action plan is adopted in good faith conformity with Equal Employment Commission's Guidelines on Affirmative Action (29 CFR 1608.2 and 41 CFR 60-2); and

WHEREAS, this Affirmative Action Plan commits all County employees to support, in an affirmative manner, the County Board's policy regarding equal employment opportunity;

NOW THEREFORE, the Board of County Commissioners resolves as follows:

- a. Adoption of Multnomah County's Affirmative Action Plan for 1997-99, which will be reviewed annually and updated and/or revised as needed.
- b. Multnomah County's Affirmative Action Plan 1997-99 and policies shall supersede any and all existing plans and policies relating to equal employment opportunity and affirmative action guiding employment practices; and serve as the interpretive guidelines in this program area.

Adopted this 17th day of April, 1997.

**Important Note:** The procedures discussed herein are not intended to be construed or implied to create a contract, but outline voluntary strategies for complying with "good-faith" effort's standards of an affirmative action program.



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

  
Beverly Stein, Chair

  
Gary Hansen, Commissioner

  
Sharron Kelley, Commissioner


  
Tanya Collier, Commissioner

  
Dan Saltzman, Commissioner

**ELECTED OFFICIALS**

  
Dan Noelle, Sheriff

  
Gary Blackmer, Auditor

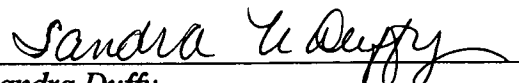
  
Michael Schrank, District Attorney

**DEPARTMENT MANAGERS**

  
Curtis Smith, Employee Services

  
Robert Phillips, AA/EEO Officer

Reviewed:  
SANDRA DUFFY, ACTING COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

By   
Sandra Duffy

# MULTNOMAH COUNTY'S

## EQUAL EMPLOYMENT OPPORTUNITY

### AFFIRMATIVE ACTION PLAN

1997-1999



Prepared For:

**The Multnomah County Chair**

**The Board of County Commissioners**

**Elected Officials &**

**Department Managers**

Prepared By:

**Robert Phillips, M.S.W.**  
*Affirmative Action Officer*

**Linda Woods**  
*Data Technician*

**Michelle D. Allen, M.A.**  
*Quality Project Coordinator*

Data Support: **Criterion, Inc.**

*[This plan is written in reliance on the Equal Employment Opportunity Commission's Guidelines on Affirmative Action, codified as 29 CFR Part 1608 (1979).]*



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

In the Matter of Adoption of	)	
Multnomah County's Affirmative	)	Resolution 97-69
Action Plan for 1997-99	)	

WHEREAS, the government of Multnomah County, Oregon desires to meet the mandatory affirmative action obligations imposed on public sector employers by Executive Order No. 11246, the Rehabilitation Act of 1973, and the Vietnam Era Veteran's Readjustment Assistance Act of 1974; and

WHEREAS, Multnomah County has a compelling governmental interest in ensuring equal employment opportunities for all, without regard to race, color, religion, sex, national origin, age, disability or veteran status, sexual orientation, political affiliation, or any other non-job related characteristic; and

WHEREAS, the key features of Multnomah County's affirmative action program are nonpreferential actions, such as recruitment and outreach measures, encouraging training for skill development, detection and elimination of discrimination, and prevention of discrimination; and

WHEREAS, Multnomah County's affirmative action plan is adopted in good faith conformity with Equal Employment Commission's Guidelines on Affirmative Action (29 CFR 1608.2 and 41 CFR 60-2); and

WHEREAS, this Affirmative Action Plan commits all County employees to support, in an affirmative manner, the County Board's policy regarding equal employment opportunity;

NOW THEREFORE, the Board of County Commissioners resolves as follows:

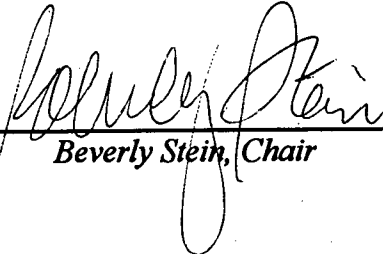
- a. Adoption of Multnomah County's Affirmative Action Plan for 1997-99, which will be reviewed annually and updated and/or revised as needed.
- b. Multnomah County's Affirmative Action Plan 1997-99 and policies shall supersede any and all existing plans and policies relating to equal employment opportunity and affirmative action guiding employment practices; and serve as the interpretive guidelines in this program area.

Adopted this 17th day of April, 1997.

**Important Note:** The procedures discussed herein are not intended to be construed or implied to create a contract, but outline voluntary strategies for complying with "good-faith" effort's standards of an affirmative action program.



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

  
Beverly Stein, Chair

  
Gary Hansen, Commissioner

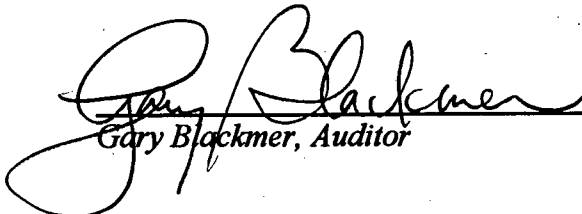
  
Sharron Kelley, Commissioner

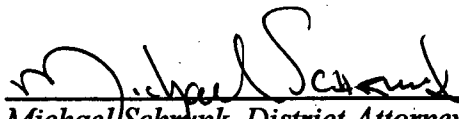
  
Tanya Collier, Commissioner

  
Dan Saltzman, Commissioner

**ELECTED OFFICIALS**

  
Dan Noelle, Sheriff

  
Gary Blackmer, Auditor

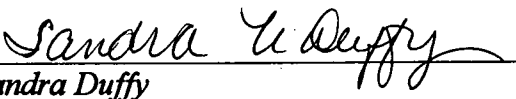
  
Michael Schrank, District Attorney

**DEPARTMENT MANAGERS**

  
Curtis Smith, Employee Services

  
Robert Phillips, AA/EEO Officer

Reviewed:  
SANDRA DUFFY, ACTING COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

By   
Sandra Duffy



## TABLE OF CONTENTS

<b><u>Content</u></b>	<b><u>Page</u></b>
<b>Resolution</b>	<b>i</b>
<b>Technical Preface</b>	<b>1</b>
▶ Board Power & Authority	1
▶ Multnomah County Charter	1
▶ Applicable Necessity of Plan	2
▶ Program Terminology	3
▶ Methodology	4
▶ Goals	4
▶ Oregon Revised Statute (ORS) 243.305	4
▶ Boards/Commissions/Advisory Bodies	4
▶ Posting	5
▶ Affirmative Action Plan Update	5
▶ Affirmative Action Plan - Part B Quarterly Updates	5
▶ Good Faith Adoption	6
▶ Effective Date/Time Period	6
<b>Board of County Commissioners - Powers &amp; Duties</b>	<b>7</b>
<b>Equal Employment Opportunity &amp; Affirmative Action Policy</b>	<b>9</b>
<b>General Objectives of the Affirmative Action Program</b>	<b>10</b>
<b>Compliance</b>	<b>11</b>
▶ Sex Discrimination	11
•Sexual Harassment	11
▶ Discrimination Based on Religion or National Origin	12
▶ Disabled Veteran's or Veterans of the Vietnam Era	12
▶ Affirmative Action for Disabled Persons	12
▶ Non-Discrimination in Programs and Services	13
<b>Dissemination of Policy</b>	<b>14</b>
▶ Internal Dissemination	14
▶ External Dissemination	15
<b>Execution &amp; Implementation Responsibilities</b>	<b>16</b>
▶ County Chair	16
▶ Board of Commissioners	16
▶ Elected Officials	16
▶ Department Directors	17
▶ Division Directors/Managers/Supervisors	19
▶ Department EEO Representatives	20
▶ Employee Services Director	20
▶ Affirmative Action Officer	21
▶ Employees	23
▶ City/County Advisory Committee on the Disabled	23
▶ County Counsel's Office	24

<b><u>Content</u></b>	<b><u>Page</u></b>
<b>Training</b>	25
▶ General Affirmative Action Training	25
▶ Cultural Awareness Training	25
▶ Specific Affirmative Action Skills Training	25
<b>Complaint Procedure</b>	26
▶ General	26
▶ Processing of an Internal Complain	26
▶ External Discrimination Complaints	27
▶ Prohibited Harassment	27
▶ Employee Cooperation	28
▶ Retaliation	28
▶ Consultation/Investigation	29
▶ Discrimination Complaint Form	30
▶ Internal Complaint Investigation Process (flow chart)	32
▶ EEO Mediation Procedures (flow chart)	33
▶ ADA Complaint System (flow chart)	34
<b>Population &amp; Labor Trends</b>	35
▶ Local Trends	35
▶ Changes in Oregon's Population	36
<b>Population Characteristics of the County's in the State of Oregon</b>	38
<b>U.S. Supreme Court Decisions/Race of Gender Factors</b>	41
<b>Occupations of Job Applicant's Listed with the Oregon Employment Department Job Services by Gender &amp; Minority Group</b>	42
<b>Multnomah County Flow Report</b>	49
<b>Multnomah County's Workforce History &amp; Trends</b>	51
<b>Multnomah County's Comparative Performance</b>	58
<b>Identification of Problem Areas &amp; Correction of Deficiencies</b>	59
▶ Glass Ceiling Initiative	59
▶ What This Data Has Identified	62
▶ Corrective Actions	63
<b>Support of Minority/Female/Disabled Individual's Enterprises</b>	71
▶ Non-Discrimination Clauses in Contracts	71
▶ Race Conscious Programs	71
▶ Affirmative Action in Public Contracts	71
▶ Good Faith Effort Program	71
▶ Outreach Activities/Training Sessions	73
<b>Affirmative Action "Quality Management" Recognition Program</b>	74
<b>Mentorship "Pilot" Program</b>	75

<b><u>Content</u></b>	<b><u>Page</u></b>
<b>Equal Opportunity Recruitment Program</b>	<b>77</b>
<b>County-wide Attainment Goals</b>	<b>79</b>
<b>8-Factor Availability Analysis</b>	<b>94</b>
<b>County-wide Workforce Analysis by Job Groups</b>	<b>105</b>
<b>County-wide Workforce Analysis by Departments</b>	<b>121</b>
<b>Departmental EEO/Affirmative Action Compliance Strategies</b>	<b>208</b>
<b>Affirmative Action Plan - Program Implementation Steps</b>	<b>211</b>
<b>Data Collection</b>	<b>214</b>
▶ Ethnic, Sex & Disability Information	214
▶ Compilation	214
▶ Use	214
▶ Racial/Ethnic Identification Categories	214
▶ Falsification/Classification Claims	215
<b>Support of Community Action Programs</b>	<b>215</b>
<b>Consideration of Minority, Women, and the Disabled</b>	<b>217</b>
<b>Not Currently in the Workforce</b>	
▶ Program Goal	217
▶ Action Oriented Programs	217
<b>Internal Evaluation &amp; Reporting Systems</b>	<b>219</b>
<b>Appendices</b>	
▶ APPENDIX A: O.F.C.C. Affirmative Action Guidelines	A: 1-19
▶ APPENDIX B: Policies for Posting	B: 1
▶ APPENDIX C: Oregon Civil Rights Law	C: 1
▶ APPENDIX D: Merit System Code (EEO)	D: 1
▶ APPENDIX E: Personnel Rules (EEO/AA)	E: 1- 4
▶ APPENDIX F: Identification of Major Job Groups	F: 1- 9
▶ APPENDIX G: Multnomah County Citizen Advisory Boards & Commissions	G: 1
▶ APPENDIX H: Good-Faith Efforts	H: 1
▶ APPENDIX I: Recruitment Strategies	I: 1- 2
▶ APPENDIX J: Criteria for Evaluating Managers	J: 1- 6
▶ APPENDIX K: Civil Rights Law Coverage	K: 1
▶ APPENDIX L: Glossary of Terms	L: 1- 3
▶ APPENDIX M: TTD Users for Multnomah County	M: 1
▶ APPENDIX N: Honoring Diversity	N: 1
▶ APPENDIX O: EEOC Guidelines on Affirmative Action	O: 1-12



# **MULTNOMAH COUNTY, OREGON AFFIRMATIVE ACTION PLAN**

## **TECHNICAL PREFACE [41 CFR§ 60.210]**

### **The Board of Commissioners Power and Authority**

The governing body of the County is a board of five commissioners, one of whom is elected chair of the board and chief executive officer (MCC 3.10.Membership). The governing body of the County has authority over matters of county concern to the fullest extent granted or allowed by the constitutions and laws of the United States and the State of Oregon (MCC 2.10.General grant of power). The legislative powers of the county are vested in and exercisable by the Board of County Commissioners (MCC 2.20.Where powers vested).

### **The Multnomah County Code (Title 3. County Employees)**

This Affirmative Action Plan is consistent with the scope of affirmative action as defined in the Personnel Ordinance of Multnomah County [Ord.89 §1 1974] 3.10.010.Definitions (A) and 3.10.015.Policy and Purpose; merit principles, which includes:

- (1) Recruiting, appointing and promoting employees on the basis of their relative ability, knowledge and skills, including open consideration of qualified applications for initial appointment;
- (2) Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance and separating employees whose inadequate performance cannot be corrected;
- (3) Assuring impartial treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, religion, color, sex, sexual orientation, age, physical or mental disability, marital status or national origin, and with proper regard for their privacy and constitutional rights as citizens; and
- (4) Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election to or a nomination for office.

[Ord. 89 § 3A, B (1974); Ord. 248 § 2 (1980); Ord. 448 § 2 (1984); Ord. 461 Rpld. Ord. 448 (1985); Ord. 837 § III (1995)]



and specific provisions found under

**3.10.270. Equal employment opportunity.**

(A) Discrimination in any personnel actions on the basis of race, color, sex, sexual orientation, age, religion, national origin, political affiliation or physical or mental disability is prohibited, except when they constitute bona fide occupational qualifications.

(B) All decisions on employment and promotion for classified service shall be made in accordance with the principles of equal opportunity by utilizing job-related requirements for these opportunities.

(c) No question in any application or request for recommendation or in any test shall elicit information concerning the religious or political opinions or affiliations of any person, nor shall any inquiry be made concerning those opinions or affiliations.

(D) The affirmative action officer shall exercise affirmative action under this chapter and the affirmative action policies of the board and county executive.  
[Ord. 89 § 21 (1974); Ord. 248 § 21 (1980); Ord. 448 § 3 (1984); Ord. 461 Rpld. Ord. 448 (1985); Ord. 837 § IV (1995)]

and finally, per 3.10.280. **Conformance with law.**

This chapter [of the ordinance] shall in no way be a substitute for or eliminate the necessity of conforming with any and all county, state and federal equal employment opportunity laws or rules and regulations pertaining thereto.

[Ord. 89 § 29 (1974); Ord. 94 § 1 (1974)]

**Applicable Necessity of Plan Under Various Laws and Regulations**

The Multnomah County, Oregon, Affirmative Action Plan (AAP) for minorities and women has been prepared according to Executive Order No. 11246 as amended, and Title 41, Code of Federal Regulations, Part 60-1 (Equal Employment Opportunity Duties of Government Contractors), Part 6-2 (Affirmative Action Programs of Government Non-Construction Contractors, also known as "Revised Order No. 4), and Part 60-20 (Sex Discrimination Guidelines for Government Contractors). The plan is written in accordance with the Standard Affirmative Action Formats (SAAFS) as outlined by the Office of Federal Contract Compliance Programs (OFCCP). Within the scope of this Affirmative Action Plan, the County has developed strategies for covered veterans and persons with disabilities in accordance with the Rehabilitation Act of 1973, Section 503, as amended and Title 41, Code of Federal Regulations, Part 60-741 (Affirmative Action Program for Handicapped Persons), the Vietnam era Veterans Readjustment Assistance Act of 1974, Section 4212, as amended, and Title 41 Code of Federal Regulations,

Part 60-250 (affirmative action program for disabled veterans and veterans of the Vietnam era).

Additionally, this plan is designed to meet the requirements set forth in regulations of the Equal Employment Opportunity Commission requiring an implementing agency to:

- provide sufficient resources to its EEO program to ensure efficient and successful operation;
- provide for the prompt, fair and impartial processing of complaints;
- conduct a continuing campaign to eradicate every form of prejudice or discrimination from the agency's personnel policies, practices and working conditions;
- communicate the agency's EEO policy and program and its employment needs to all sources of job candidates without regard to race, color, religion, sex, national origin, age, or disability, and solicit their recruitment assistance on a continuing basis;
- review, evaluate, and control managerial and supervisory performance in such a manner as to ensure a continuing affirmative application and vigorous enforcement of EEO policy;
- provide orientation, training, and advice to managers and supervisors to assure their understanding and implementation of the opportunity policy and program;
- discipline employees who engage in discriminatory practices;
- make reasonable accommodation to the religious needs of applicants and employees when those accommodations can be made without undue hardship on the business of the agency;
- make reasonable accommodation to the known physical or mental limitations of qualified applicants and employees with disabilities unless the accommodation would impose an undue hardship on the operation of the agency's programs;
- provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity;
- establish a system for periodically evaluating the effectiveness of the agency's overall equal employment opportunity effort;
- provide the maximum feasible opportunity to employees to enhance their skills through on-the-job training, work-study programs, and other training measures;
- inform employees and recognized unions of the affirmative action/equal employment opportunity policy and program and enlist their cooperation; and
- participate at the community level with other employers, with schools and universities, and with other public and private groups in cooperative action to improve employment opportunities and community conditions that affect employability.

29 CFR 1614.102(a) and 29 CFR 1614.601(e)

### **Program Terminology**

The terms "utilization analysis," "underutilization," "deficiency," "goals," "problem areas," "protected class," and the identification of a race appearing in this Affirmative Action Plan, are terms the County is required by government regulations to use in preparing this document. The criteria used in relation to these terms are those specified by federal law and/or regulations. The County uses these terms in connection with its Affirmative Action Plan to comply with equal employment opportunity laws, regulations, and objectives.

In conformance with applicable federal regulations, the utilization analysis contained herein is based on certain statistical comparisons. Geographic areas and sources of statistics were used in compliance with federal regulations, as interpreted by Title 41, Code of Federal Regulations part 60-2 (Affirmative Action Programs of Government Non-Construction Contractors, also known as "Revised Order No. 4").

## **METHODOLOGY**

### **[41 CFR § 60-2.11]**

The statistical components of Multnomah County's Affirmative Action Plan were developed by application of information contained in Criterion, Incorporated, Affirmative Action Management System (CAAMS) computerized program, 9425 North MacArthur Blvd., Irving, Texas 75063-4705. The statistical information includes availability breakdowns by gender and ethnic groups and labor force data for various job categories. The data meets the minimum requirements of the Office of Federal Contract Compliance Programs (OFCCP) Revised Order No. 4, subpart B, paragraph 60-2.11, section (a), (2), (I)-(u), thus allowing the County's programs to be narrowly tailored to achieve appropriate remedial purposes.

### **Goals**

For the purposes of this plan, goals are annual "attainment targets" expressed as both a number and a percentage, for determining appropriate placement rates for persons of a race or gender group to correct statistical underutilization compared to labor market availability, as expressed in Revised Order No. 4, part 60-2.12, and as calculated from applicable information prepared through Criterion, Incorporated, Affirmative Action Management Systems (CAAMS). Availability means the percentage of minorities (racial classified groups) or men/women who have the skills required for entry into a specific classified position or who are capable of acquiring them. The intent of goals and targets identified within the scope of this plan is to eliminate the underutilization of qualified (available) individuals, as identified in the availability assessment.

### **Oregon Revised Statute (ORS) 243.305 -- Affirmative Action**

This plan has been developed to comply with the public policy expressed in ORS 243.305, which all citizens have a right to employment without unlawful discrimination and that government shall be a leader in providing, through a program of affirmative action, fair and equal opportunities for employment and advancement.

### **Boards/Commissions/Advisory Bodies**

All appointive authorities for County boards, commissions, and advisory bodies shall implement the County's Equal Employment Opportunity and Affirmative Action Policy through their appointments.

### **Posting**

The County's Equal Employment Opportunity and Affirmative Action Policy shall be posted in conspicuous places throughout each department. A copy of the policy will be distributed to employees and included in employee orientation.

### **Policy Changes**

The City/County Affirmative Action Office will be responsible for disseminating changes and revisions in the policies and/or procedures contained in this plan to all departments and offices. The department/office heads, in turn, will be responsible for ensuring that the department/office employees are informed of all policy and program changes.

All policy changes must be approved by the Board of County Commissioners prior to becoming effective.

### **Affirmative Action Plan Update**

The Board of County Commissioners establishes the following standards for the preparation and implementation of the annual Affirmative Action Plan update.

The Affirmative Action Plan update shall contain:

1. Required statistical analyses of the County's workforce, and availability of women and minorities in the workforce.
2. Annual affirmative action attainment goals for employment of women and minorities in the County's workforce.
3. Direction for affirmative action in County-wide support/program areas of monitoring recruitment and selection, complaints and counseling, training, promotions, retention, accountability/reporting, information systems and communications, and the assignment of responsibility for the accomplishment of such affirmative actions.

### **Affirmative Action Plan - Part B Quarterly Updates**

The County Affirmative Action Office produces a quarterly Affirmative Action Summary Report that contains the most detailed and current information available tracking workforce utilization, availability, and any problems with underutilization four times each year for each department/office of the County. The second quarter fiscal year 1995/96 quarterly report is issued as "Part B" to this 1996/98 Affirmative Action Plan. Users or reviewers of this plan should utilize whichever is the most current quarterly report as "Part B" of the plan in the future.

### **Good Faith Adoption**

The good faith adoption of this Affirmative Action Plan does not constitute an admission by the County that it has violated the provisions of Title VII of the Civil Rights Act or any other law related to any provisions of equal employment opportunity for a protected or unprotected group.

Furthermore, this Affirmative Action Plan is not intended to create any contractual or other rights for any person or entity. Additionally, nothing in this plan should be interpreted or treated as a quota or used to restrict the rights of any group of persons seeking employment or employed by Multnomah County, Oregon.

### **Effective Date/Time Period**

This Affirmative Action Plan is designed to cover the following reporting period: January 1997 through January 1999.

This plan is effective and remains in effect until the Multnomah County Board of Commissioners adopts a subsequent plan.



## **BOARD OF COUNTY COMMISSIONERS**

### **Purpose**

The purpose of the Board of County Commissioners is defined by the Multnomah County Home Rule Charter as amended November 4, 1986.

The Charter in Chapter 2.10, General Grant of Powers, states:

1. Except as this charter provides to the contrary, the County shall have authority over matters of County concern to the fullest extent granted and allowed by the constitutions and laws of the United States and the State of Oregon, as fully as though each particular power comprised in that general authority were specifically listed in the charter.
2. The charter shall be liberally construed, and each power of the County under the charter shall be construed as a continuing power unless the charter or the grant of the power indicates the contrary.

Chapter 2.20, Where Powers Vested, also states:

Except as this charter or a state constitutional or statutory provision regarding the initiative and referendum provides to the contrary, the legislative power of the County shall be vested in and exercisable only by the board of County Commissioners. Any other power of the County not vested by the charter elsewhere shall be vested in the Board but may not be delegated by it.

The Board of County Commissioners conducts all legislative business of the County in two Board meetings per week. In addition, it holds informational briefings and work sessions from staff, departments, and outside agencies. Some meetings are held outside the Courthouse, in the districts as described by the Charter, and some are held at night to provide greater citizen input. The Board's staff functions as a research resource for matters that come before the Board.

### **The Board:**

- Conducts official business of the County as required by state law and the efficient operation of the County;
- Hears Land Use appeals from cases reviewed by the Planning Commission and Planning staff;
- Adopts policies which guide the direction of County activities;
- Sits as the Budget Committee: reviews the Executive Budget, holds hearings, and adopts the final County budget;

- **Creates such boards and commissions as it deem necessary for advising on matters of interest to the County, recruits and proposes citizens to serve on same these boards and commissions, and confirms appointments made by the Chair to the Boards and Commissioners;**
- **Acts as liaison to County departments and advisory boards and commissions;**
- **Monitors the activities of the Office of the Board Clerk as official recorders of Board activities and repository for Board files;**
- **Consults with the labor negotiator for the County and adopts final labor agreements;**
- **May exercise bonding authority as prescribed by Charter and State Law;**
- **May establish County Service Districts as prescribed by Charter;**
- **Conducts official business and adopts budgets of established service districts while sitting as the governing body of the service district;**
- **Is empowered to make changes in County administrative departments;**
- **Fills vacancies in elective County offices;**
- **Responds to citizen complaints; and**
- **Works with the Citizen Involvement Committee and responds to concerns.**





**EQUAL EMPLOYMENT OPPORTUNITY  
AND AFFIRMATIVE ACTION POLICY  
(41 CFR § 60.1.4; § 60-2.13(A); § 60-2.20)**

Multnomah County, Oregon, is an equal employment opportunity employer and is committed to an active affirmative action program. It is the stated policy of Multnomah County that all employees and applicants shall receive fair consideration and treatment in employment and all terms and conditions of work. The County will continue to recruit, hire, train, and promote into all job levels without regard to race, religion, color, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, source of income, or Vietnam era veteran's status. Similarly, the County will continue to administer all other personnel matters (such as classification, compensation, benefits, transfers, layoffs, County-sponsored training education, social and recreational programs) in accordance with this policy.

This policy shall be adhered to by all employees of the County. Management and supervisory staff, in particular, shall assure that the intent as well as the stated requirements of this policy are implemented in all employee relations and personnel practices. It is the responsibility of each employee to ensure that the work environment is free of any practice of discrimination or harassment. Overall responsibility for this plan rests with the Board of County Commissioners. The City/County Affirmative Action Office is responsible for implementation of the Affirmative Action Program.

Multnomah County has an internal complaint procedure designed to address and resolve complaints of discrimination, including retaliation and harassment. The County will take appropriate action to prevent discrimination, including retaliation and harassment, and to ensure that the rights of employees who file complaints are respected, whether the complain is filed through the internal complaint procedure or with a local, state, or federal agency or court.

Additionally, appointing authorities and contractors doing business with Multnomah County are required to assure that equal employment opportunity be offered by their organization(s), and that they comply with appropriate sections of this policy and with applicable state and federal regulations.

Any person having questions or concerns relevant to this policy or the County's Affirmative Action Program should contact the City/County Affirmative Action Office, 823-4164 or TTY (for hearing and speech impaired persons) 823-6868, for further information.



## **GENERAL OBJECTIVES OF THE AFFIRMATIVE ACTION PROGRAM**

Pursuant to the Equal Employment Opportunity and Affirmative Action Policy, the County's principal objectives include:

- ▶ Establishing flexible annual and long-range affirmative action objectives, and putting forth good faith effort strategies in an attempt to correct identified underutilization in employment classification or categories.
- ▶ Taking affirmative action measures to remedy employment discrimination if it is shown to exist.
- ▶ Pursuing programs that accommodate and increase access and employment opportunities for the disabled.
- ▶ Maintaining a work environment free of illegal discriminatory practice, racial, sexual, and religious harassment, and eliminating barriers to equal employment opportunities.
- ▶ Monitoring and actively enforcing the principles contained in the plan.
- ▶ Developing throughout the County's workforce through education and training, and increased awareness and recognition of cultural differences.
- ▶ Assuring that, through training, management and supervisory personnel are well informed of their responsibilities in providing equal employment opportunity.
- ▶ Assigning various levels of responsibility to direct, manage, and oversee the County's affirmative action efforts.



## **COMPLIANCE WITH FEDERAL STATUTES AND REGULATIONS**

This plan has been developed to comply with any applicable federal statutes and regulations requiring separate equal employment opportunity and affirmative action statements on the following:

### **SEX DISCRIMINATION (41 CFR 60-2.13(h); 60-20)**

To comply with federal sex discrimination guidelines, Multnomah County will follow these procedures and practices:

1. Candidates from both sexes will be recruited for all jobs where a bona fide occupational qualification is not an actual or necessary qualification for performing the job.
2. Advertisements will not express a preference for applicants of a particular gender unless a bona fide occupational qualification exists for performing the job.
3. Written personnel policies indicate that there will be no discrimination on the basis of a person's gender.
4. Employees and applicants of both sexes shall have equal opportunities to be considered for available jobs that they are qualified to perform.
5. The County will make no distinction based on a person's gender in employment opportunities, wages, hours of work, employee benefits, or any other conditions of employment.
6. The County will provide appropriate physical facilities for both genders. Lack of facilities will not justify denial of employment opportunities to applicants of either gender.
7. Where seniority lists or lines of progression are used they shall not be based on an employee's gender.
8. As openings occur, the County will undertake affirmative action measures to recruit and place women in those jobs which have been identified as underutilized.
9. Women will have equal opportunity to participate in training programs sponsored by the County, and the County will make special efforts to include women in any management training programs that are offered.

### **Sexual Harassment**

See pages 26 through 33 for a description of the County's sexual harassment policy and complaint procedures.

## **DISCRIMINATION BASED ON RELIGION OR NATIONAL ORIGIN (41 CFR § 60-50)**

Multnomah County does not discriminate against employees or applicants because of their religion or national origin. The County makes reasonable efforts to accommodate the religious observances and practices of present and prospective employees unless such accommodation creates undue hardship on the conduct of the County's activities, provisions of services, ability to respond to emergency situations, financial resources, or creates serious personnel problems.

## **DISABLED VETERANS OR VETERANS OF THE VIETNAM ERA (Sec. 402, Public Law 93-508, 38 USC § 2012)**

Multnomah County is committed to taking affirmative action to employ and advance in employment qualified disabled veterans of the Vietnam era, and does not discriminate against any employee or applicant for employment because of that individual's status as a disabled veteran or veteran of the Vietnam era.

A "disabled veteran" means a person who is entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty. A "veteran of the Vietnam era" is an individual with 180 days or more of active service and who served in the armed forces between August 4, 1964 and May 7, 1975.

This obligation to take affirmative action to employ and advance disabled veterans and veterans of the Vietnam era will be executed through the implementation of this Affirmative Action Plan as required by the Vietnam Era Veterans Readjustment and Assistance Act of 1974, and the implementing regulations.

## **AFFIRMATIVE ACTION FOR DISABLED PERSONS (US Public Law 93-112 and Public Law 101-336)**

Multnomah County is committed to taking affirmative action to employ and advance in employment qualified disabled individuals and to not discriminate against any employee or applicant for employment because of mental or physical disability, in regard to any position for which the employee or applicant is qualified.

A "disabled individual" includes any person who has a physical or mental impairment that substantially limits one or more of that person's major life activities, has a record of such impairment, or is regarded as having such impairment.

A "qualified individual with a disability" means an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment

position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

This obligation to take affirmative action to employ and advance qualified disabled individuals will be executed through the implementation of this Affirmative Action Plan, as required by the Rehabilitation Act of 1973.

#### **Internal Complaint Procedures**

For information on the County's internal discrimination or harassment complaint procedures, see pages 26 through 33.

### **NONDISCRIMINATION IN PROGRAMS AND SERVICES**

As recipient of Federal financial assistance, Multnomah County, Oregon does not exclude, deny benefits to, or otherwise discriminate against any person on the grounds of race, color, or national origin, or on the basis of handicap or age in admission to, participation in, or receipt of the services and benefits of any of its programs and activities or in employment therein, whether carried out by Multnomah County directly or through a contractor or any other entity with whom Multnomah County arranges to carry out its programs and activities.

This statement is in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Regulations of the U.S. Department of Health and Human Services issued pursuant to the Acts, Title 45 Code of Federal Regulations Parts 30, 34, and 91. (Other Federal laws and regulations provide similar protections against discrimination on the basis of sex and creed).

In case of questions concerning this policy, or in the event of a desire to file a complaint alleging violations of the above, contact the Affirmative Action Office, (503) 823-4164.





## WRITTEN PLAN/AVAILABILITY (41 CFR 60-2.21(A))

Multnomah County, Oregon, maintains a written Affirmative Action Plan, which is available for review at the Chair's Office, Commissioners' Offices, Employee Services Division, Departments/Offices, the Metropolitan Human Rights Commission, and the City/County Affirmative Action Office.

The Affirmative Action Plan or relevant portions of the plan, are available for inspection upon request.

## DISSEMINATION OF THE POLICY (41 CFR 60-2.13(b), -2.21(a))

A. *Internally*, the County through the appropriate party will:

	<b><u>RESPONSIBILITY</u></b>
1. Provide a copy of the Affirmative Action Plan to all elected officials, department managers, Affirmative Action/EEO Representatives and the Employee Services Division.	Affirmative Action Office
2. Ensure that an "Equal Employment Opportunity" clause is incorporated in public materials.	Affirmative Action Office Department Managers EEO Representatives
3. Post the County's Equal Employment Opportunity and Affirmative Action Policy, and the Equal Employment Opportunity notice poster on bulletin boards and/or other conspicuous places.	All Departments/Offices EEO Representatives
4. Instruct managers and supervisors to inform all employees within their sphere of responsibility of the Affirmative Action Plan and where they may receive a copy of the plan.	All Departments/Offices
5. Include the County's affirmative action philosophy, policy and objectives integral part as an of the new employee's orientation.	Employee Services Division
6. Communicate the plan and policy materials contained in this plan annually during meetings with employees.	All Departments/Offices
7. Inform union officials of the Affirmative Action Plan. Their cooperation will be requested to include nondiscrimination clauses in all union agreements and division to review all contractual provisions to ensure that such provisions are non- Affirmative Action Officer discriminatory.	Labor Relations
8. Provide additional training to management and other employees engaged in employment, placement, transfer or promotion about applicable County, state, and federal Equal Employment Opportunity laws for the disabled and Vietnam era veterans.	Affirmative Action Officer
9. Provide to all employees of the County a written notification of the County's commitment to affirmative action principles and objectives, and the existence and availability of the Affirmative Action Plan. This notice will also inform employees of the existence and the operation of the internal grievance procedure set up under the plan.	Affirmative Action Officer

B. *Externally*, the County through the appropriate party will:

	<b><u>RESPONSIBILITY</u></b>
1. Inform recruiting sources verbally and in writing of the County's policy and stipulate that these sources actively recruit and refer minorities, women, disabled individuals and Vietnam era veterans to all available positions.	Employee Services Division
2. Include the tag "Equal Employment Opportunity and Affirmative Action Employer" in all recruitment advertising, representative advertising and County letterhead.	Department Managers Employee Services Division
3. Incorporate the Equal Employment Opportunity clause into all purchase orders, contracts, etc., covered by Executive Order No. 11246, as amended, and its implementing regulations.	All Department Officers
4. Notify organizations for minorities, women, and the disabled, as well as community agencies, community leaders, local colleges, and secondary schools of the County's policy in writing.	Affirmative Action Office
5. Communicate to prospective employees the existence of the County's Affirmative Action Program, and provide information that will enable them to be aware and avail themselves of its benefits.	Employee Services Division
6. Include minorities, women, and disabled persons in recruitment photographs.	Employee Services Division All Departments/Offices
7. Send written notification of the County's policy to all contractors and suppliers requesting appropriate affirmative action on their part.	All Departments/Offices
8. Place a copy of the Affirmative Action Plan at the Employee Services reception desk and post a notice in the job notice area, so prospective employees will know of the plan's existence, and be able to avail themselves of its benefits.	Employee Services Division
9. Provide a copy of the County's Affirmative Action Plan to the Multnomah County Public Library.	Affirmative Action Office
10. Send a copy of the Affirmative Action Plan to all Offices of Citizen Involvement to be made available to any citizen upon request.	Affirmative Action Office

EXECUTION & IMPLEMENTATION  
RESPONSIBILITIES

1. The project manager is responsible for the overall execution and implementation of the project. This includes defining the project scope, objectives, and deliverables, as well as developing a project plan and timeline. The project manager also oversees the project budget and ensures that the project is completed on time and within budget.

2. The project manager is responsible for identifying and managing project risks. This includes identifying potential risks, assessing their impact, and developing strategies to mitigate them. The project manager also monitors the project for risks and updates the risk register as needed.

3. The project manager is responsible for communicating with project stakeholders. This includes providing regular updates on project progress, identifying and addressing stakeholder concerns, and ensuring that all stakeholders are kept informed of project developments.

4. The project manager is responsible for managing the project team. This includes recruiting and selecting team members, assigning tasks, providing training and support, and monitoring team performance. The project manager also ensures that team members are working together effectively and efficiently.

5. The project manager is responsible for managing project resources. This includes identifying the resources needed for the project, allocating resources, and ensuring that resources are used efficiently. The project manager also monitors resource usage and adjusts resource allocation as needed.

## **ADMINISTRATION & IMPLEMENTATION**

### **[41 CFR § 60-2.13(c); -2.11]**

All units of Multnomah County government have the responsibility for carrying out and supporting the implementation of the equal opportunity policy and affirmative action plan. Specifically:

**A. County Chair - [41 CFR § 60-2.20]**

1. By charter, the County Chair has the responsibility for EEO and affirmative action implementation. The responsibility has been delegated to the Affirmative Action Office, the Employee Services Director, and to each County department administrator.
2. The County Chair shall present annually an affirmative action performance evaluation of all units of County government to the Board of County Commissioners in the form of an annual report.
3. A key consideration of the performance evaluation for all Department Directors will be their effectiveness in achieving affirmative action objectives within the scope of this plan. This shall be reviewed annually.

**B. Board of Commissioners - [41 CFR § 60-2.20]**

To assist the County in achieving the objectives of this plan, the Board will:

1. Approve and set policies to establish the general climate for an affirmative action program.
2. Approve funding for affirmative action programs.
3. Support the drive to implement the plan for positive program results.
4. Set an example for equal employment opportunity through their recruiting and hiring practices.
5. Evaluate annually an affirmative action performance and compliance report presented to the Board of County Commissioners by the Chair or the Affirmative Action Officer.
6. Require affirmative action performance to be reported as part of the budget process.

**C. Elected Officials - [41 CFR § 60-2.20]**

Elected officials, operating outside of the scope of responsibility of the County Chair's Office and the Board of Commissioners, will:

1. Know the purpose, goals and objectives of Multnomah County's Affirmative Action Plan;
2. Adhere to the equal opportunity and affirmative action program of Multnomah County;
3. Actively promote the general climate for a viable affirmative action program within their jurisdiction;
4. Quarterly evaluate the effectiveness and efficiency of the Office/Department's affirmative action progress;
5. Hold supervisory level personnel and staff accountable for program compliance;
6. Act as the final departmental authority on decisions regarding discrimination complaints filed and formally investigated; and
7. Work with the Affirmative Action Office to implement this plan.

**D. Department Directors - [41 CFR 60-2.22(b) (1-9)]**

The department directors will be responsible for the execution, effectiveness, and results of the affirmative action program within their respective departments. The duties of each Department Director will include, but not be limited to the following specific responsibilities:

1. Establish and monitor his/her department's affirmative action program goals and objectives in accordance with the County's affirmative action program;
2. Assist to ensure that good-faith efforts are made to recruit minority group member, females, and the disabled in proportion to their availability in the workforce;
3. Ensure that progress is being made towards achieving his/her department's affirmative action goals in accordance with the County's affirmative action program;
4. Maintain an environment free of harassment, intimidation, insults or ridicule based on race, color, religion, sex, sexual orientation, national origin, age, or disability;
5. Assist in providing career counseling and guidance for minority, female, and disabled employees, where underutilization exists, and encourage them to prepare for jobs which afford greater opportunities for advancement;
6. Ensure that affirmative action and equal opportunity principles are carried out in the selection, training, promotion, performance evaluation, work assignments, classification, assignment of overtime and additional duties, and all other terms and conditions of employment;

7. Assist in the identification of workforce underutilization within the Director's department;
8. Become thoroughly familiar with the details of the affirmative action program;
9. Work with the Affirmative Action Officer and Employee Services to correct underutilization and/or adverse impact situations reflected by employment patterns or practices;
10. Assure that each program manager and supervisor within the department is knowledgeable, responsible, and accountable for meeting the department's goals;
11. Monitor and evaluate the effectiveness of the department's program, toward the achievement of good-faith results;
12. Conduct annual evaluations of training programs, use of contracts, and hiring and promotional patterns; and, review employee transfer, termination, and promotional patterns to assure minorities, women, and the disabled are given good-faith consideration for all available opportunities;
13. Take action on discrimination complaints and correct alleged unlawful practices (this should be done in consultation with County Counsel and/or the Affirmative Action Office);
14. Ensure compliance with all applicable federal and state laws, and County rules and regulations;
15. Establish a positive climate for the program to achieve success within their divisions;
16. Understand that their work performance is being evaluated on the basis of their equal employment opportunity effect and results, as well as other criteria;
17. Prevent harassment of employees placed through affirmative action efforts;
18. Perform annual audits to ensure that:
  - i. EEO posters are properly displayed;
  - ii. All facilities which the County maintains for the use and benefit of its employees are in fact desegregated, both in policy and use, and that any facilities (e.g., locker rooms) are comparable for both sexes; and
  - iii. Minority, female, and disabled employees are encouraged to participate in all County sponsored educational, recreational and social activities.

**E. Division Directors/Manager/Supervisors - [41 CFR § 60-2.22(b)(1)-(9)]**

All division directors and management level staff, including first-line supervisors, are responsible for providing affirmative action program support and for taking all positive action(s) needed to assure and advance equal opportunity at their respective levels. Each division director, managers, and supervisor's specific responsibilities under this Plan include the following:

1. Ensure that equal opportunity and fair employment practices are carried out in the selection, training, promotion, performance evaluation, work assignments, classification, compensation, assignment of overtime and additional duties, and all other terms and conditions of employment;
2. Take actions as needed to provide employment opportunities or taking actions in line with the concepts contained in this Plan;
3. Know the purpose, goals and objectives of this Plan;
4. Correct situations and acts in the work environment which are contrary to the objectives of this Plan;
5. Review hiring and promotion patters, training programs, and work assignments quarterly to ensure compliance with the goals of this Plan;
6. Ensure that equal opportunity policies are properly displayed within the work environment;
7. Understand that a key consideration of the manager's and supervisor's performance evaluation will be their effectiveness in achieving affirmative action objectives;
8. Maintain an environment free of harassment, intimidation, insults or ridicule based on race, color, religion, sex, sexual orientation, national origin, age, or handicap;
9. Identify equal employment opportunity problem areas and consult with the Affirmative Action Office to implement programs to correct them;
10. Take action to prevent harassment of employees placed through affirmative action efforts; and
11. Ensure that a copy of the Affirmative Action Plan is available for employees to review.



**F. Department Equal Employment Opportunity (EEO) Representatives -**  
**[41 CFR § 60-2.22(a)]**

Each County department may assign duties to a person employed within the department/division to act as an Equal Employment Opportunity Representative to work with and/or assist the Department Director and the County's Affirmative Action Officer in carrying out this Affirmative Action Policy and Program. Specifically, the appointed EEO Representative's duties shall include:

1. Assist the Department Director and Affirmative Action Officer to inform employees within the department and its divisions about affirmative action policy and procedures through staff meetings, employee orientation programs, or otherwise;
2. Advise the head of the particular County department with respect to the affirmative action programs, procedures, regulations, reports, and complaints;
3. Evaluate annually the sufficiency of the total department's program for equal opportunity, and report thereon to the Department Head and Affirmative Action Officer; and
4. Perform other duties as may be required to accomplish the objectives of this Plan.

**G. Employee Services Director's Responsibilities -** [41 CFR § 60-2.24]

The Director of the Employee Services Division has a responsibility for EEO and affirmative action, both independent and in support of the County's Affirmative Action Officer. The duties of "the Director" will include, but not be limited to the following:

1. Administer the County's personnel system in accordance with merit and affirmative action principles by periodically reviewing personnel policies, rules and procedures to assure that they are supportive and consistent with the County's AA/EEO policy;
2. Review, at least annually, the division's personnel practices, including training programs, recruitment, job descriptions, testing and scoring patterns to identify possible road blocks to equal employment opportunity, and take appropriate remedial actions;
3. Require the personnel analysts to perform specific duties which directly support the affirmative action effort. Their duties will include, but are not limited to the following:
  - (a) Support and assist the Affirmative Action Officer and department managers in identifying affirmative action issues or concerns;
  - (b) Assist assigned departments in the development of temporary utilization goals/timetables;

- (c) Maintain records pertinent to determining the status of women, minorities, and the disabled in the County's workforce;
  - (d) Assist the Affirmative Action Officer in the investigation of discrimination complaints;
  - (e) Report the underutilization of women and minorities in their assigned department to the Affirmative Action Officer and department managers;
  - (f) Ensure that testing, interviewing, and screening are conducted in accordance with EEO law and regulations. Specifically, the selection procedures utilized shall be job related to minimize or eliminate elements considered discriminatory;
  - (g) Conduct all recruitment efforts in a manner which ensures that women, minorities, and the disabled are afforded an equal opportunity to apply for employment with Multnomah County, Oregon;
  - (h) To conduct all of their duties in accordance with County Personnel Rules, union contracts, County ordinances, directives, and with special adherence to EEO laws and affirmative action policies.
4. Assist the Affirmative Action Officer in ensuring that prompt and effective measures are taken by department management to correct equal opportunity problems as they are identified.
  5. Monitor all transfer and promotional procedures to ensure that all employees who are eligible for such transfers and/or promotions are given equal consideration.
  6. Assist and support managers in carrying out their equal employment opportunity duties.
  7. As part of the performance evaluation of all personnel staff, evaluate their good-faith efforts to achieve equal opportunity results in compliance with the objectives of this Plan.

**H. Affirmative Action Officer - [41 CFR 60-2.22(a)(1)-(7)]**

The Affirmative Action Officer shall have overall responsibility and accountability for monitoring and assuring compliance with this Plan and all relevant EEO guidelines; shall be empowered to investigate as the agent of Multnomah County, any complaint regarding an alleged act of discrimination; may monitor from time to time the MBE/FBE function to enhance the County's response to contracting issues; may conduct affirmative action performance reviews to measure program conformance; and, may recommend modifications to the County's personnel practices to strengthen the County's affirmative action efforts.

In addition, the Affirmative Action Officer's duties will include, but not be limited to, the following:

1. Develop policy statements, affirmative action programs, and internal and external communication techniques;
2. Assist County Officials in carrying out their equal employment opportunity responsibilities, including promoting the recruitment, employment, training and retention of members or protected classes, and recommend solutions to any problems identified;
3. Train County managers and supervisors in their equal employment opportunity and affirmative action responsibilities;
4. Monitor records of personnel actions, and develop monitoring and reporting systems to acquire statistical information for the purposes of this program;
5. Accept, investigate, and resolve informal complaints of discrimination from current employees, previous employees, or applicants for employment;
6. Serve as primary liaison for the County to groups concerned with equal employment opportunity and affirmative action;
7. Prepare and submit annual reports on the progress and problem areas in the equal employment opportunity program and the implementation of the affirmative action plan;
8. Update the affirmative action program in accordance to goals achieved and existing needs at least annually;
9. Communicate to management the latest developments in the equal employment opportunity area;
10. Ensure that prompt and effective measures are taken by department managers to correct equal employment opportunity problems as they are identified;
11. Assist managers in implementing effective Departmental Affirmative Action Programs, including the establishment of hiring practices and goal(s) setting;
12. Design and implement an evaluation system that:
  - i. Measures the effectiveness of the County's EEO programs;
  - ii. Indicates any need for remedial action; and

iii Determines the degree to which the County's goals and objectives are being attained.

13. Monitor from time to time the program and service delivery systems to assure non-discriminatory practices.

**I. Employees - [41 CFR § 60-2.21(4)(11)]**

All employees of Multnomah County are expected to:

1. Become familiar with the affirmative action program;
2. Concur with the goals and objectives established by this Plan;
3. Act in accordance with the precepts of nondiscrimination, equal, and fair employment practices;
4. Demonstrate sensitivity and respect to fellow employees and the public around cultural diversity issues;
5. Assist with identifying AA/EEO problems, concerns, and needs; and
6. Assist in the investigation of, or resolution to, discrimination/harassment complaints.

**J. City/County Advisory Committee on the Disabled**

The disability coordinator of the Metropolitan Human Rights Commission shall have the following responsibilities:

1. Assist the City/County Affirmative Action Office in developing policies and programs in adherence to local, state, and federal equal employment opportunity laws for the disabled;
2. Assist and participate in training sessions for County employees regarding laws that protect individuals with disabilities;
3. Assist and participate in awareness training sessions for County employees that focus on eliminating attitudinal barriers that face persons with disabilities;
4. Participate in the Disabled Access Grievance Procedures;
5. Recommend methods to ensure that persons with disabilities are informed of programs and services provided by the County;

6. Provide technical assistance to the County in assuring compliance with local, state, and federal laws protecting persons with disabilities;
7. Staff a volunteer citizen's committee whose responsibility is to assist the County in assuring compliance with local, state, and federal laws protecting persons with disabilities. This committee provides input concerning disability issues and employment practices with respect to individuals with disabilities;
8. Serve as a liaison between the County and the public; and
9. Assist the City/County Affirmative Action Office in monitoring and evaluating the County's programs and services to ensure equal opportunity for persons with disabilities.

K. **County Counsel's Office**

The County Counsel's Office 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 County Counsel's Office provides legal counsel to the City/County Affirmative Action Office on issues relating to implementation of this plan.



## **TRAINING**

1. The City/County Affirmative Action Office is responsible for training which will focus on three specific areas:

- a. **General Affirmative Action Training**

This training will provide employees, managers, and supervisors with an overview of the affirmative action plan's content, and each party's specific responsibility under the Plan.

- b. **Cultural Awareness Training**

This training will support the present cultural awareness training to increase employee's knowledge of other group's perspectives, including values and sensitive issues, and to understand the impact of these values on the work environment.

- c. **Specific Affirmative Action Skills Training**

This training will be provided to teach employees specific skills, i.e., EEO Investigation, EEO Counseling, affirmative action planning and goal setting, EEO regulations and employee interviews, action strategy and program designs, and creating a quality work place for cultural diversity.

2. This City/County Affirmative Action Office will work with the Employee Services' Training Unit to develop monitoring systems to ensure equal opportunity for training is fully extended throughout the County.





# MULTNOMAH COUNTY, OREGON PROHIBITED DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

## General

There are two types of complaints: internal and external. Former employees, current employees, and job applicants for county employment may make use of both internal and external complaint procedures. Internal complaints are received by responsible individuals within the County. External complaints are those filed with an outside enforcement agency or the courts. The establishment of the County's internal procedures does not diminish the rights of any person to file a formal union grievance, or a formal complaint with a state or federal agency.

## Processing of an Internal Complaint

1. Any individual who feels s/he has been the victim of prohibited discrimination or harassment is encouraged to notify the responsible person(s) of the inappropriateness of his/her conduct.
2. A current county employee is also encouraged to discuss such concerns with his/her immediate supervisor. This will provide the supervisor with an opportunity to review the concerns of the individual. In many instances, the supervisor will be able to develop a swift, informal, and satisfactory resolution of the problem.
3. If the employee does not feel comfortable discussing the concerns with his/her immediate supervisor, the employee may contact either the department equal employment opportunity representative, or the City/County Affirmative Action Office. (Former employees or applicants for employment should contact the City/County Affirmative Action Office.)
4. A department's EEO Representative or the City/County Affirmative Action Office will complete the following steps:
  - a. Evaluate the complaint.
  - b. Determine whether there is reason to believe prohibited discrimination or harassment has occurred.
  - c. Attempt informal resolution of the complaint.
  - d. Document what action was taken and resolution efforts, and communicate the results to the complainant, to appropriate management personnel, and to the accused.
  - e. Where corrective action is considered to be appropriate, communicate that fact to management personnel who will determine the appropriate corrective or

disciplinary action in accordance with county personnel rules, disciplinary rules, or applicable collective bargaining agreements.

- f. Consistent with applicable rules and collective bargaining agreements, in determining the appropriate corrective action, the responsible manager will consider, inter alia:
- ▶ the severity of the conduct,
  - ▶ nature of the action,
  - ▶ position/authority of the perpetrator,
  - ▶ number/frequency of encounters,
  - ▶ apparent intent of the perpetrator,
  - ▶ relationship of the parties,
  - ▶ provocation/response of complainant,
  - ▶ affect of action on complainant, and
  - ▶ affect of action on the work environment.

#### **External Discrimination Complaints**

- A. An external discrimination complaint is defined as any complaint of discrimination that is filed with a court or a state or federal enforcement agency.
- B. External discrimination complaints are handled by the Office of County Council. Any employee who receives a copy of a notice of an external discrimination complaint shall immediately forward that complaint to the Office of County Counsel. The Office of County Counsel will ensure that the City/County Affirmative Action Office and the department/office affected by the complaint are apprised of the filing of the complaint. The Office of County Counsel carries the major responsibility for coordinating all issues in regard to external complaints.

#### **Prohibited Harassment**

Harassment on the basis of race, color, religion, gender (including both sexual harassment and gender-based harassment that is non-sexual in nature), national origin, age, disability, or sexual orientation which constitutes discrimination in the terms, conditions, and privileges of employment and, as such, violates Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, or the Rehabilitation Act, as applicable, and/or Multnomah County ordinances or regulations is strictly prohibited.

Harassing conduct includes, but is not limited to the following:

1. Epithets, slurs, ridicule, insult, or threatening, intimidating, or hostile acts, including those that purport to be "jokes" or "pranks," but that are hostile or demeaning; and/or
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls, bulletin boards, or elsewhere on the work place premises, or circulated in the work place; and/or
3. Unwanted sexual advances, requests for sexual favors and other sexually oriented verbal or physical conduct constitutes sexual harassment under this complaint procedure where:
  - (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
  - (b) Submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual(s); or
  - (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

### **Employee Cooperation**

All employees who have knowledge of, or information on the issues involved in complaints, are expected to cooperate in any authorized investigation.

### **Retaliation**

No retaliation or adverse action in any form shall be taken against any employee or applicant because s/he has filed a complaint or participated in providing information regarding a complaint of unlawful discrimination.

It is unacceptable conduct for any manager to demote, suspend, reduce, fail to hire or consider for hire, fail to give equal consideration in making employment decisions, fail to treat impartially in the context of any recommendations for subsequent employment which the manager may make adversely affect working conditions or otherwise deny any employment benefit(s) to an individual because that individual has opposed practices prohibited by these procedures or has filed a complaint, testified, assisted or participated in an investigation, proceeding, or hearing conducted to determine alleged violations to acts declared inappropriate by these procedures, and/or other appropriate regulations.

In accordance with Multnomah County's Personnel Rules, Rule 3 Employee Responsibilities, 3.02 Work Rules (15) ... "All reports, records, or claims completed by employees shall be true and accurate, to the best of their knowledge."

**Consultation/Investigation**

The Affirmative Action Office is available to counsel complainants, and investigate complaints:

**City/County Affirmative Action Office**

1400 SW Fifth Avenue, Room 503

Portland OR 97204-1905

Telephone (503) 823-4164

FAX (503) 823-4141

County TTY (503) 823-6868

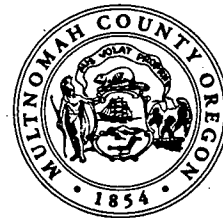
**NOTE:** Managers, supervisors, and/or equal employment opportunity representatives are encouraged to review the video, "Handling the Sexual Harassment Complaint," by American Media Incorporated, available in the Affirmative Action Office, prior to investigating a complaint. Informational videos are also available for staff's review and training, and for employees wishing more information on this subject.

ADA Grievance Procedures are contained on pages 26 to 34.



# City of Portland/Multnomah County Affirmative Action Office

Robert Phillips  
Affirmative Action/EEO Officer



Temporary Location:  
1400 S.W. Fifth Ave., Room 503  
Portland, Oregon 97204

Phone (503) 823-4164  
FAX (503) 823-4141

Mailing Address:  
1220 S.W. Fifth Ave., Room 104  
Portland, Oregon 97204

## DISCRIMINATION COMPLAINT FORM

1. Your Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone No. \_\_\_\_\_ Work Phone No. \_\_\_\_\_  
Department \_\_\_\_\_ Job Title \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_

2. Put an "X" on the line which indicates why you feel you have been discriminated against.

_____ Race	_____ Age	_____ Retaliation
_____ Color	_____ Marital Status	_____ Other
_____ Sex	_____ Sexual Orientation	_____ Religion
_____ National Origin	_____ Disability	_____ Sexual Harassment

3. Name and position title of person(s) involved:

Name	Position Title
_____	_____
_____	_____
_____	_____

4. Briefly explain the discrimination you believe occurred. Clearly explain who, what, when, and why (i.e., **who** did **what**, **when** the action occurred, and **why** you believe the action occurred). *Continue on back; attach extra sheet if necessary.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. (continued)

---

---

---

5. List any witnesses

---

---

6. Date the discrimination took place: \_\_\_\_\_

7. What action(s), if any, have you taken to address or resolve this matter?

---

---

---

8. How would you like this matter resolved?

---

---

---

---

I UNDERSTAND THAT THESE INCIDENTS WILL BE INVESTIGATED, BUT THE INFORMATION ON THIS FORM WILL BE KEPT CONFIDENTIAL TO THE HIGHEST DEGREE POSSIBLE.

I UNDERSTAND THAT ALL INFORMATION I GIVE TO THE AFFIRMATIVE ACTION OFFICE INVESTIGATOR WILL REMAIN THE PROPERTY OF THE AFFIRMATIVE ACTION OFFICE. I UNDERSTAND THAT THE AFFIRMATIVE ACTION OFFICE MAY NOT RELEASE THIS INFORMATION TO ME.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR ADMINISTRATIVE USE**

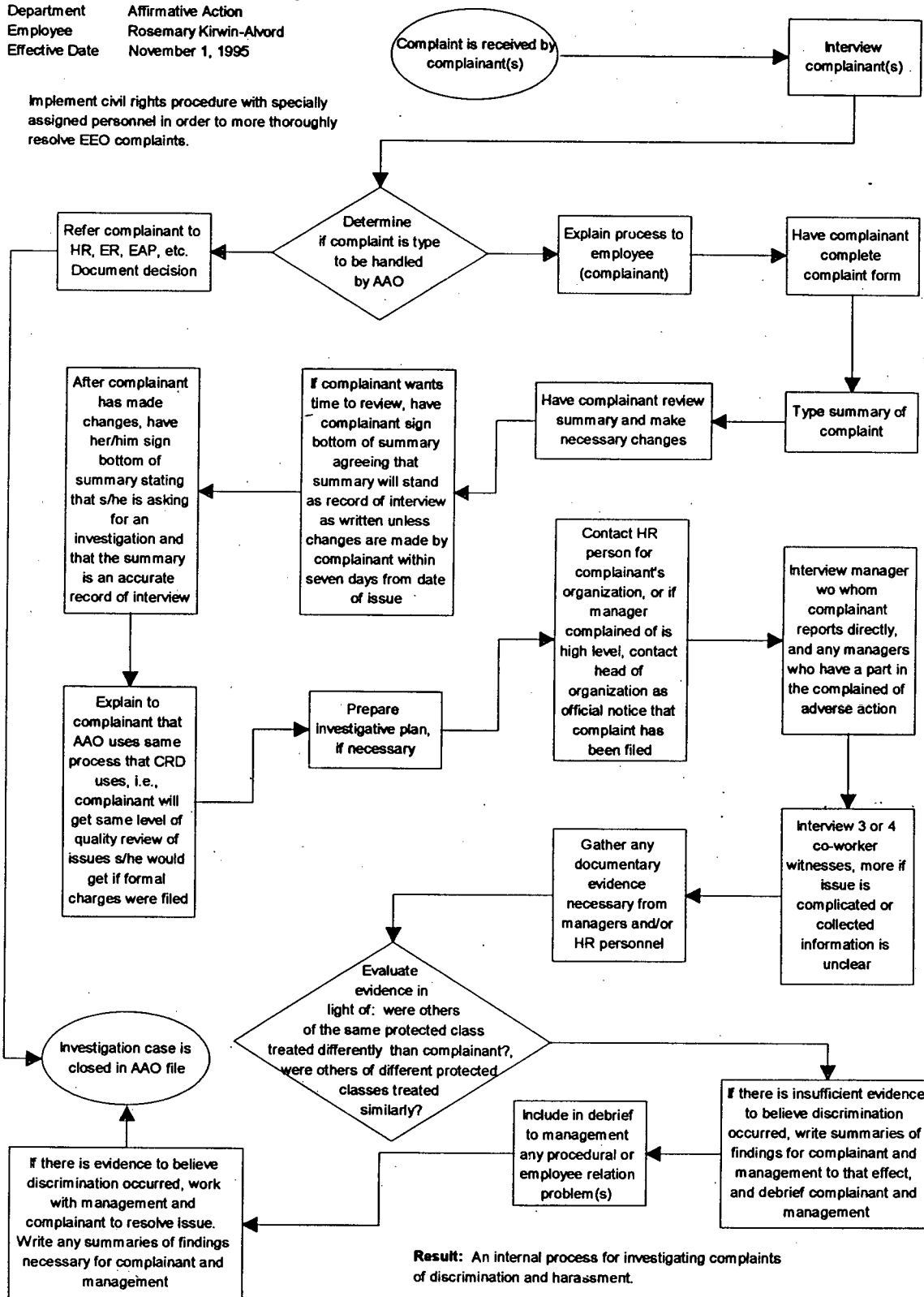
Dates of investigation of complaint: \_\_\_\_\_

Date of final report: \_\_\_\_\_

Finding: \_\_\_\_\_

\_\_\_\_\_

Program Internal Complaint Investigation Process  
 Department Affirmative Action  
 Employee Rosemary Kirwin-Alvord  
 Effective Date November 1, 1995

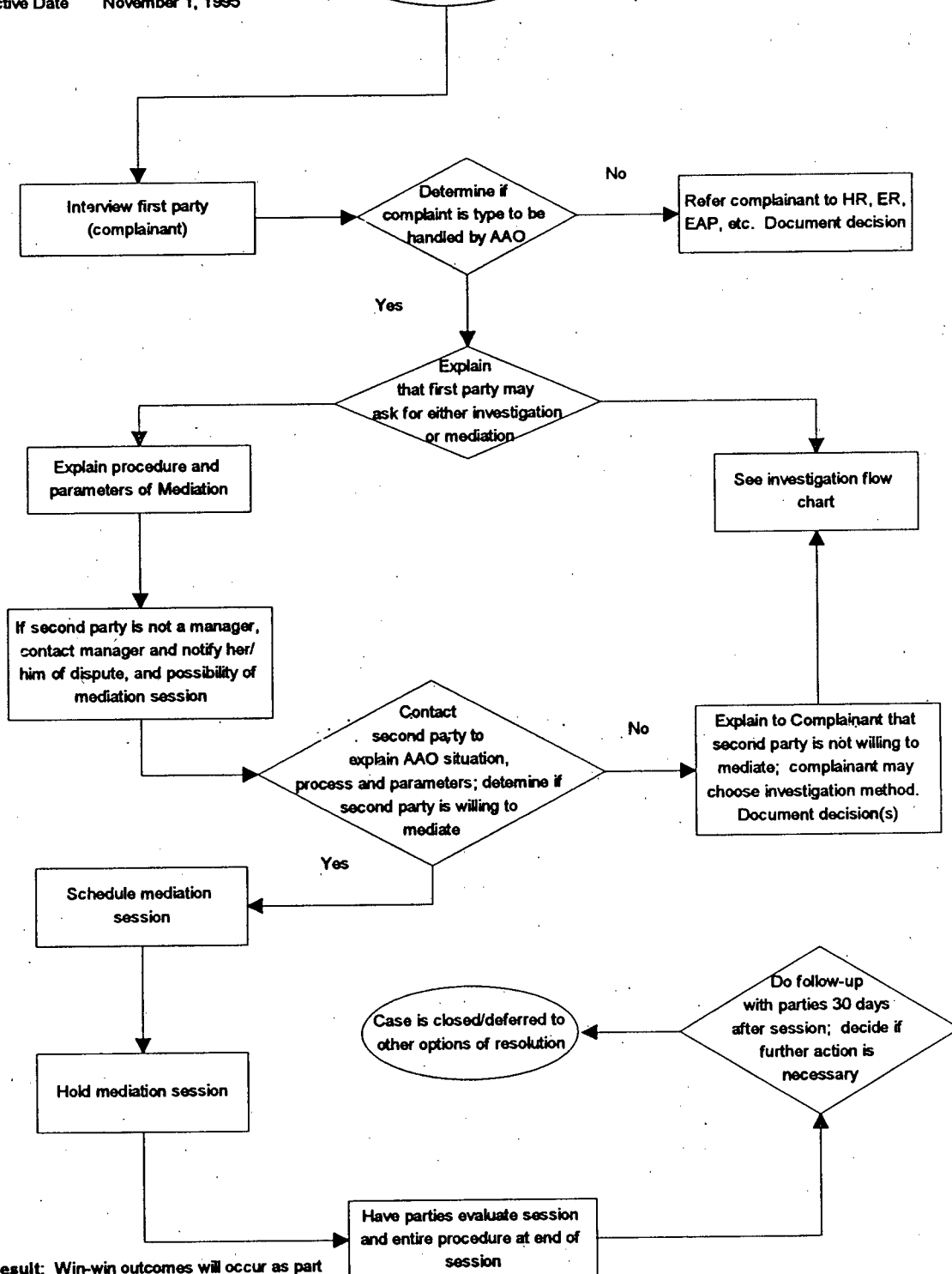


Program  
Department  
Employee  
Effective Date

EEO Mediation Procedures  
Affirmative Action  
Rosemary Kirwin-Alvord  
November 1, 1995

Receive complaint  
from employee/  
supervisor/manager

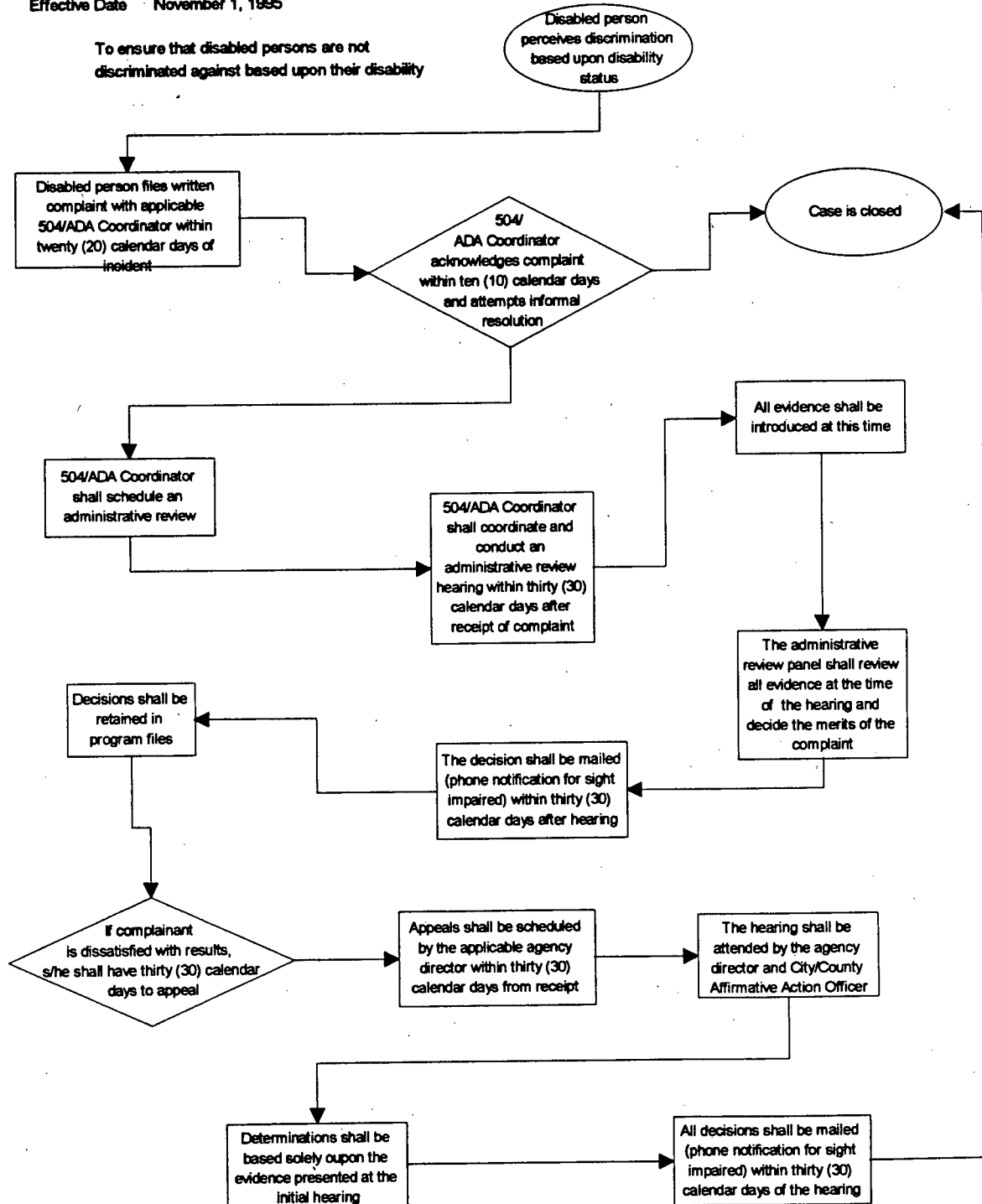
To provide mediation services for City/  
County employees experiencing work  
related difficulties as a result of actual  
or perceived harassment or discrimination



Result: Win-win outcomes will occur as part  
of the conflict and problem solving processes.



Program        ADA Complaint System  
 Department    Affirmative Action  
 Employee       Julius Evans  
 Effective Date   November 1, 1995



Result: A grievance procedure exists to resolve issues related to allegations of discrimination based upon a disability.



## LOCAL TRENDS

According to the Oregonian Newspaper,<sup>2</sup> Minority populations will continue to grow into the turn of the Century. The newspaper indicated that:

- The population of people of Asian or Pacific Islander origin nearly doubled between 1980 and 1990. People of Hispanic origin make up the second group at more than 70 percent. The number of Blacks grew by 12.5 percent.
- Portland's Asian population more than doubled, growing by 118 percent in the last ten years.
- People of Hispanic origin comprise 4 percent of the state's population, up from 2.5 percent in 1980. Asians are next: they make up 2.4 percent of the population.
- Blacks make up 7.7 percent of the County's population. Asians account for 5.3 percent.
- Lake Oswego has the highest percentage White population with 96.2 percent. Springfield is second with 95.4 percent. (The overall percentage in Oregon is 92.8 percent).
- Hillsboro has the highest percentage of Hispanics in the state with 11.2 percent. Salem is second with 6.1 percent.
- Corvallis has the highest percentage of Asians with 8.0 percent, followed by Beaverton with 7.7 percent.
- Portland has the highest percentage of Blacks with 7.7 percent, followed by Salem with 1.5 percent.
- Deschutes County has the highest percentage of Whites with 97.8 percent. Douglas and Linn counties are next with 96.9 percent.
- Benton County has the highest percentage of Asians with 5.5 percent. Washington County is next with 4.3 percent.
- Marion County has the highest percentage of people of Hispanic origin with 8 percent, followed by Washington County with 4.6 percent.

---

<sup>2</sup>Oregonian. (February 16, 1991). Census 1990: What the Figures Show. Metro Northwest, E6.

Based upon data collected from Portland Metropolitan Labor Trends<sup>3</sup>:

- I. Despite important differences, Oregon's economy will continue to be highly dependent upon federal policies and national business cycles.
- II. In the 1990s, the economies of both Oregon and the Nation will become increasingly dependent and linked to the global economy through international product and financial/currency markets, new technologies, and competitive pressures.
- III. Increased foreign and domestic competition will continue to force employers to cut costs, adopt new technologies, and restructure their operations causing dislocations in the work force.
- IV. The production of basic commodities will still be very important in Oregon by the year 2000, but fewer workers will be needed to produce larger volumes of output. In addition, the State's key lumber and wood products industry faces potentially serious timber supply constraints in the 1990s.
- V. An estimated 178,000 new jobs will be created in Oregon between 1986 and 2000. Almost 95% of the new jobs will be in nonmanufacturing, primarily in service-related industries. One-fourth of the new jobs will be in retail trade.
- VI. Annual pay for trade and service-sector jobs was approximately 73% of that in 1985. About 30% of the new jobs in trade and services will probably be part-time. The trend, therefore, is toward an increasing number and proportion of lower paying part-time jobs in Oregon's economy.
- VII. Considerable job growth will occur in professional/technical occupations, managers and officers (mostly in trade and services), and sales workers. Craft workers, operatives, and laborers, however, will either decline or show very little actual growth. The demand for clerical workers will slow down as use of office automation becomes more widespread. The demand for service workers will remain high.

### Changes in Oregon's Population

1. Oregon's total population and labor force, contrary to the national trend, will grow faster during the 1990s than during the 1980s, due to the severity of the last recession which sharply reduced population growth.

---

<sup>3</sup>Portland Metropolitan Labor Trends. (1988). Work Force 2000 Trends.

- II. The proportion of Oregon's population and work force which is non-white or minority will increase in the 1990s; but at a slower rate than nationally. Hispanics will continue to be the largest minority group.
- III. The average age of the population and labor force will increase in Oregon by the year 2000 as the "baby boom" generation reached middle-age.
- IV. A decline in the number of young adult workers may lead to labor skill shortages which will accelerate the introduction and use of new technologies.
- V. A large increase in Oregon's population of retired persons will expand the demand for health and recreation services.
- VI. Nearly two-thirds of the increase in Oregon's labor force through the year 2000 will be women.
- VII. A large increase in the number of middle-aged, experienced workers will mean opportunities for greater productivity gains, but less vertical mobility for young workers.
- VIII. Population immigration from other countries, via other states, may modify these trends, but will not significantly alter them.
- IX. School dropout rates in Oregon are closely correlated with unemployment rates and job market opportunities. Although the overall unemployment rate may be lower, obtaining "good" jobs in the future will increasingly require education and skills training beyond high school.



State of Oregon  
EMPLOYMENT DEPARTMENT

1995 Estimated Population  
By Race and Gender

Workforce Analysis Section  
November 12, 1998

	Total**	Female	%	White Not Hisp.	%	Black Not Hisp.	%	Am.Ind. Not Hisp.	%	Asian & P.I. Not Hisp.	%	Other Not Hisp.	%	Hispanic	%	Total Minority	%
Oregon	3,132,000	1,588,567	50.7%	2,769,150	88.4%	50,500	1.6%	41,673	1.3%	92,992	3.0%	2,629	0.1%	175,056	5.6%	362,850	11.6%
Eugene-Springfield MSA 1/	301,900	154,740	51.3%	277,828	92.0%	2,743	0.9%	3,712	1.2%	7,376	2.4%	292	0.1%	9,950	3.3%	24,072	8.0%
Medford MSA 2/	164,400	84,022	51.1%	150,725	91.7%	442	0.3%	1,869	1.1%	2,006	1.2%	86	0.1%	9,271	5.6%	13,675	8.3%
Portland OR PMSA 3/ Portland-Vancouver	1,379,700	702,093	50.9%	1,190,040	86.3%	42,116	3.1%	11,205	0.8%	64,410	4.7%	1,398	0.1%	70,530	5.1%	189,660	13.7%
OR-WA PMSA 4/ Salem MSA 5/	1,712,950	869,844	50.8%	1,493,549	87.2%	46,554	2.7%	14,884	0.9%	75,736	4.4%	1,415	0.1%	80,813	4.7%	219,402	12.8%
	313,400	157,748	50.3%	266,375	85.0%	2,141	0.7%	4,269	1.4%	5,634	1.8%	306	0.1%	34,675	11.1%	47,025	15.0%
Baker	16,500	8,279	50.2%	15,914	96.4%	29	0.2%	247	1.5%	54	0.3%	2	0.0%	255	1.5%	586	3.6%
Benton	75,500	37,369	49.5%	67,083	88.9%	746	1.0%	588	0.8%	4,446	5.9%	73	0.1%	2,564	3.4%	8,417	11.1%
Clackamas	308,600	156,618	50.8%	286,292	92.8%	1,863	0.6%	2,038	0.7%	7,380	2.4%	153	0.0%	10,873	3.5%	22,308	7.2%
Clatsop	34,300	17,285	50.4%	31,938	93.1%	112	0.3%	613	1.8%	530	1.5%	28	0.1%	1,079	3.1%	2,362	6.9%
Columbia	39,700	19,889	50.1%	37,746	95.1%	22	0.1%	760	1.9%	440	1.1%	17	0.0%	716	1.8%	1,954	4.9%
Coos	62,100	31,524	50.8%	57,799	93.1%	121	0.2%	1,697	2.7%	708	1.1%	21	0.0%	1,754	2.8%	4,301	6.9%
Crook	15,700	7,842	49.9%	14,842	94.5%	6	0.0%	252	1.6%	95	0.6%	5	0.0%	500	3.2%	858	5.5%
Curry	22,200	11,307	50.9%	20,313	91.5%	13	0.1%	936	4.2%	214	1.0%	15	0.1%	710	3.2%	1,887	8.5%
Deschutes	94,100	47,230	50.2%	90,330	96.0%	91	0.1%	762	0.8%	607	0.6%	24	0.0%	2,286	2.4%	3,770	4.0%
Douglas	97,700	49,502	50.7%	91,915	94.1%	228	0.2%	1,795	1.8%	1,011	1.0%	48	0.0%	2,703	2.8%	5,785	5.9%
Gilliam	1,750	882	50.4%	1,684	96.2%	0	0.0%	10	0.6%	33	1.9%	0	0.0%	23	1.3%	66	3.8%
Grant	7,950	3,968	49.9%	7,715	97.0%	3	0.0%	73	0.9%	14	0.2%	0	0.0%	144	1.8%	235	3.0%
Hamey	7,050	3,520	49.9%	6,471	91.8%	2	0.0%	241	3.4%	66	0.9%	3	0.0%	267	3.8%	579	8.2%
Hood River	18,700	9,175	49.1%	14,200	75.9%	70	0.4%	150	0.8%	261	1.4%	26	0.1%	3,993	21.4%	4,500	24.1%
Jackson	164,400	84,022	51.1%	150,725	91.7%	442	0.3%	1,869	1.1%	2,006	1.2%	86	0.1%	9,271	5.6%	13,675	8.3%
Jefferson	16,100	8,027	49.9%	10,621	66.0%	19	0.1%	2,768	17.2%	128	0.8%	8	0.0%	2,556	15.9%	5,479	34.0%
Josephine	71,100	36,503	51.3%	66,676	93.8%	181	0.3%	965	1.4%	463	0.7%	32	0.0%	2,785	3.9%	4,424	6.2%
Klamath	61,600	30,663	49.8%	53,948	87.6%	458	0.7%	2,122	3.4%	550	0.9%	28	0.0%	4,495	7.3%	7,652	12.4%
Lake	7,550	3,779	50.1%	6,995	92.6%	5	0.1%	129	1.7%	29	0.4%	5	0.1%	387	5.1%	555	7.4%
Lane	301,900	154,740	51.3%	277,828	92.0%	2,743	0.9%	3,712	1.2%	7,376	2.4%	292	0.1%	9,950	3.3%	24,072	8.0%
Lincoln	41,800	21,700	51.9%	38,496	92.1%	116	0.3%	1,558	3.7%	509	1.2%	17	0.0%	1,103	2.6%	3,304	7.9%
Linn	98,100	49,804	50.8%	92,773	94.6%	168	0.2%	1,182	1.2%	1,014	1.0%	49	0.0%	2,914	3.0%	5,327	5.4%
Malheur	28,200	14,341	50.9%	20,391	72.3%	51	0.2%	164	0.6%	739	2.6%	32	0.1%	6,824	24.2%	7,809	27.7%
Marion	258,000	129,198	50.1%	216,674	84.0%	1,910	0.7%	3,489	1.4%	4,879	1.9%	238	0.1%	30,811	11.9%	41,326	16.0%
Morrow	8,700	4,293	49.3%	6,763	77.7%	20	0.2%	80	0.9%	23	0.3%	13	0.2%	1,801	20.7%	1,937	22.3%
Multnomah	626,500	320,308	51.1%	518,455	82.8%	36,883	5.9%	6,059	1.0%	36,944	5.9%	964	0.2%	27,196	4.3%	108,045	17.2%
Polk	55,400	28,550	51.5%	49,701	89.7%	231	0.4%	780	1.4%	755	1.4%	68	0.1%	3,864	7.0%	5,699	10.3%
Sherman	1,900	642	33.8%	1,804	94.9%	0	0.0%	16	0.8%	9	0.5%	0	0.0%	71	3.8%	96	5.1%
Tillamook	23,300	11,843	50.8%	22,101	94.9%	49	0.2%	397	1.7%	204	0.9%	12	0.1%	537	2.3%	1,199	5.1%
Umatilla	65,200	32,152	49.3%	54,850	84.1%	317	0.5%	1,851	2.8%	628	1.0%	61	0.1%	7,492	11.5%	10,350	15.9%
Union	24,400	12,375	50.7%	23,150	94.9%	142	0.6%	272	1.1%	355	1.5%	18	0.1%	463	1.9%	1,250	5.1%
Wallowa	7,250	3,653	50.4%	7,054	97.3%	6	0.1%	31	0.4%	61	0.8%	0	0.0%	98	1.4%	196	2.7%
Wasco	22,600	11,630	51.5%	19,092	84.5%	82	0.4%	956	4.2%	376	1.7%	9	0.0%	2,085	9.2%	3,508	15.5%
Washington	370,000	188,044	50.8%	319,725	86.4%	2,995	0.8%	2,015	0.5%	19,046	5.1%	245	0.1%	25,974	7.0%	50,275	13.6%
Wheeler	1,550	787	50.8%	1,518	98.0%	1	0.1%	5	0.3%	2	0.1%	0	0.0%	24	1.5%	32	2.0%
Yamhill	74,600	37,123	49.8%	65,568	87.9%	374	0.5%	1,094	1.5%	1,040	1.4%	37	0.0%	6,487	8.7%	9,032	12.1%
Clark County, WA	293,550	147,862	50.4%	265,763	90.5%	4,416	1.5%	2,919	1.0%	10,886	3.7%	0	0.0%	9,567	3.3%	27,788	9.5%

\*\* Totals may be off due to rounding.

1/ The Eugene-Springfield MSA consists of Lane County.

2/ The Medford MSA consists of Jackson County.

3/ Portland Oregon PMSA includes Clackamas, Multnomah, Washington and Yamhill counties.

4/ Portland-Vancouver Oregon-Washington PMSA includes Clackamas, Multnomah, Washington, Yamhill and Columbia counties in Oregon and Clark County in Washington.

5/ Salem MSA includes Marion and Polk counties.

CENCTY4

**Percent of Civillian Labor Force Total**

Area	Total Minority	Not Hispanic					Hispanic	Total Minority Unemployment Rate	Female % of Labor Force
		White	Black	Native American	Asian/ Pacific Islander	Remaining Races	All Races		
United States	22.1%	77.9%	10.4%	0.6%	2.8%	0.1%	8.1%	11.0%	45.7%
State of Oregon	8.7%	91.3%	1.4%	1.3%	2.3%	-	3.7%	10.0%	44.9%
Portland PMSA 11	10.3%	89.7%	2.6%	0.8%	3.5%	-	3.3%	8.1%	45.5%
City of Portland	15.5%	84.5%	6.4%	1.1%	5.0%	0.1%	2.9%	-	46.4%
Salem MSA	10.6%	89.4%	0.4%	1.4%	1.7%	0.1%	7.1%	11.5%	45.5%
City of Salem	9.9%	90.1%	0.6%	1.4%	2.4%	-	5.4%	-	47.4%
Eugene/Springfield MSA	5.8%	94.2%	0.6%	1.1%	1.6%	-	2.4%	10.9%	45.5%
City of Eugene	7.6%	92.4%	1.1%	0.9%	2.7%	0.1%	2.8%	-	47.7%
Medford MSA	6.3%	93.7%	0.1%	1.6%	0.9%	-	3.7%	11.9%	45.0%
Baker	2.4%	97.6%	0.1%	0.5%	0.2%	-	1.5%	6.9%	43.3%
Benton	7.8%	92.2%	0.7%	0.9%	4.1%	-	2.1%	10.4%	45.4%
Clatsop	4.6%	95.4%	0.4%	1.1%	1.5%	-	1.7%	14.0%	44.7%
Columbia	4.4%	95.6%	0.1%	1.5%	1.0%	-	1.8%	5.4%	40.8%
Coos	5.4%	94.6%	0.1%	2.4%	0.9%	-	2.0%	15.6%	44.5%
Crook	4.0%	96.0%	0.1%	1.9%	0.1%	-	2.0%	11.6%	41.6%
Curry	5.2%	94.8%	-	3.0%	0.6%	-	1.6%	7.0%	43.4%
Deschutes	3.7%	96.3%	0.1%	1.2%	0.7%	-	1.8%	6.8%	45.2%
Douglas	4.6%	95.4%	0.2%	1.8%	0.6%	-	2.0%	11.1%	42.9%
Gilliam	3.0%	97.0%	-	0.5%	0.5%	-	2.0%	8.3%	43.7%
Grant	4.2%	95.8%	-	1.7%	0.1%	-	2.4%	10.7%	41.9%
Hamey	6.6%	93.4%	-	2.7%	0.6%	-	3.3%	20.6%	42.4%
Hood River	20.5%	79.5%	0.2%	1.9%	1.5%	0.5%	16.3%	13.1%	40.1%
Jefferson	25.6%	74.4%	-	14.3%	0.5%	0.1%	10.6%	13.7%	41.5%
Josephine	6.0%	94.0%	0.2%	1.9%	0.7%	0.1%	3.1%	17.4%	44.5%
Klamath	9.1%	90.9%	0.5%	3.3%	0.6%	-	4.7%	14.1%	42.7%
Lake	5.4%	94.6%	0.3%	0.9%	10.0%	-	3.3%	6.9%	41.5%
Lincoln	4.9%	95.1%	0.2%	2.4%	0.8%	0.1%	1.6%	13.5%	46.8%
Linn	4.1%	95.9%	0.2%	1.3%	0.4%	-	2.1%	14.4%	42.8%
Malheur	23.4%	76.6%	0.1%	0.8%	3.6%	-	18.8%	15.9%	42.8%
Morrow	12.0%	87.9%	0.1%	0.9%	0.3%	0.1%	10.6%	14.1%	40.3%
Sherman	2.7%	97.3%	-	1.0%	-	-	1.7%	9.1%	39.1%
Tillamook	2.8%	97.2%	0.1%	1.1%	0.2%	-	1.4%	5.6%	45.0%
Umatilla	12.6%	87.4%	0.1%	2.8%	1.0%	-	8.7%	14.9%	43.8%
Union	4.0%	96.0%	0.4%	0.9%	1.2%	-	1.5%	14.3%	44.0%
Wallowa	2.0%	98.0%	-	0.2%	0.1%	-	1.8%	15.3%	44.3%
Wasco	9.2%	90.8%	0.4%	3.3%	0.9%	-	4.7%	17.2%	43.6%
Wheeler	2.7%	97.3%	-	1.1%	0.4%	-	1.3%	13.3%	40.4%

11 Portland PMSA includes Clackamas, Multnomah, Washington and Yamhill counties.

Note: All data are from the 1990 Census.

J.HANNUM (378-2736) : CLFMIN%.XLS



PERSONS IN THE CIVILIAN LABOR FORCE WITH A WORK DISABILITY  
1990 Census Data

	Total Male*	Total Female*	Total	Civilian Labor Force	Percent of Labor Force
Oregon	56,875	36,844	93,719	1,407,143	6.7%
Eugene MSA 1/	5,874	3,801	9,675	139,660	6.9%
Medford MSA 2/	2,776	1,793	4,569	67,733	6.7%
Salem MSA 3/	5,727	3,836	9,563	131,147	7.3%
Portland MSA 4/	23,374	16,128	39,502	660,197	6.0%
Portland-Vancouver OR-WA, PMSA 5/	28,582	3,836	9,563	131,147	7.3%
Baker	298	206	504	6,640	7.6%
Benton	999	806	1,805	34,810	5.2%
Clackamas	5,011	3,306	8,317	147,244	5.6%
Clatsop	615	332	947	15,637	6.1%
Columbia	814	393	1,207	17,328	7.0%
Coos	1,448	948	2,396	25,746	9.3%
Crook	391	141	532	6,409	8.3%
Curry	357	228	585	7,708	7.6%
Deschutes	1,533	989	2,522	37,713	6.7%
Douglas	2,407	1,274	3,681	41,177	8.9%
Gilliam	22	22	44	807	5.5%
Grant	173	75	248	3,777	6.6%
Harney	106	59	165	3,370	4.9%
Hood River	276	167	443	8,448	5.2%
Jefferson	262	159	421	6,073	6.9%
Josephine	1,422	858	2,280	25,709	8.9%
Klamath	1,149	674	1,823	26,276	6.9%
Lake	144	131	275	3,467	7.9%
Lincoln	893	567	1,460	17,339	8.4%
Linn	2,096	1,316	3,412	42,756	8.0%
Malheur	486	156	642	11,604	5.5%
Marion	4,695	3,211	7,906	108,251	7.3%
Morrow	191	95	286	3,558	8.0%
Multnomah	11,961	8,438	20,399	310,738	6.6%
Polk	1,032	625	1,657	22,896	7.2%
Sherman	44	16	60	827	7.3%
Tillamook	544	330	874	8,974	9.7%
Umatilla	1,289	671	1,960	27,984	7.0%
Union	547	301	848	10,771	7.9%
Wallowa	139	96	235	3,239	7.3%
Wasco	435	265	700	9,699	7.2%
Washington	5,067	3,572	8,639	171,725	5.0%
Wheeler	44	11	55	560	9.8%
Yamhill	1,335	812	2,147	30,490	7.0%

\* In the Civilian Labor Force with a work disability.

1/ Eugene MSA consists of Lane County.

2/ Medford MSA consists of Jackson County.

3/ Portland PMSA consists of Clackamas, Multnomah, Washington and Yamhill counties.

4/ Salem MSA consists of Marion and Polk counties.



## UNITED STATE SUPREME COURT DECISIONS

United States Supreme Court decisions have legitimized some affirmative action preferences and provided much needed guidance about their use in employment. Court decisions in particular have emerged as the most influential decisions affecting affirmative action in employment:

- Johnson's,<sup>4</sup> construing the limitations that Title VII of the 1964 Civil Rights Act imposes on the management discretion of covered *private and public* employers.
- Wygant,<sup>5</sup> construing the limitation the Equal Protection Clause of the Fourteenth Amendment imposes on the management discretion of *states, counties, and municipalities*.
- Croson's,<sup>6</sup> while a minority business enterprise ("MBE") set-aside case construing the limitations the Equal Protection Clause of the Fourteenth Amendment applied to *state governments*, has also become a signal case defining the legality of preferences, including those applicable to employment.
- Adarand,<sup>7</sup> construing the limitations the Fifth Amendment (which the Court has interpreted to have an Equal Protection component analogous to that of the Fourteenth Amendment) imposes on the management discretion of the *federal* government.

### Acceptable Affirmative Action

According to United Steelworkers of America v. Weber, 443 U.S. 193 (1979), an employer's voluntary affirmative action plan is not a violation of Title VII if (1) its purpose is similar to that of Title VII, namely to break down old patterns of discrimination; (2) the plan does not unnecessarily trammel the rights of those outside the group that it is designed to protect; and (3) it is designed to eliminate a manifest racial or sexual imbalance.

---

<sup>4</sup>Johnson v. Transportation Agency, Santa Clara County, et al., 480 U.S. 616 (1987).

<sup>5</sup>Wygant v. Jackson Bd. of Education, et al., 476 U.S. 267 (1986).

<sup>6</sup>City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989).

<sup>7</sup>Adarand Constructors, Inc. v. Peña, No. 93-1841, 1995 U.S. LEXIS 4037 (U.S. June 12, 1995).



OCCUPATIONS OF JOB APPLICANTS  
LISTED WITH OREGON EMPLOYMENT DEPARTMENT JOB SERVICE  
By Gender and Minority Group  
July 1995 to June 1996

Multnomah County

EEO 1 - Private Sector	Total Applicants	Women	Total Minorities*	Black not Hispanic	Hispanic	Native American not Hlsp.	Asian/Pacific Is. not Hlsp.	White not Hispanic	People with Disabilities
All Occupational Groups	71,976	29,588	19,825	8,063	5,515	1,361	4,886	50,851	2,528
Percentages	100.0	41.1	27.5	11.2	7.6	1.8	6.7	70.6	3.5
Officials and Managers	4,633	2,446	684	309	145	75	155	3,862	145
Percentages	100.0	52.8	14.7	6.6	3.1	1.6	3.3	83.3	3.1
Professionals	6,399	3,164	1,057	456	220	104	277	5,195	222
Percentages	100.0	49.4	16.5	7.1	3.4	1.6	4.3	81.1	3.4
Technicians	1,887	722	411	184	65	35	127	1,437	85
Percentages	100.0	38.2	21.7	9.7	3.4	1.8	6.7	76.1	4.5
Sales Workers	5,866	3,307	1,225	676	223	93	233	4,521	222
Percentages	100.0	56.3	20.8	11.5	3.8	1.5	3.9	77.0	3.7
Office & Clerical Workers	12,308	8,733	3,188	1,792	457	238	701	8,901	455
Percentages	100.0	70.9	25.9	14.5	3.7	1.9	5.7	72.3	3.7
Craft Workers	9,040	635	1,942	671	529	189	553	6,959	279
Percentages	100.0	7.0	21.4	7.4	5.8	2.0	6.1	76.9	3.0
Operatives	10,597	3,119	4,071	1,020	1,183	206	1,662	6,361	396
Percentages	100.0	29.4	38.4	9.6	11.1	1.9	15.6	60.0	3.7
Laborers	10,156	1,741	3,574	1,258	1,559	213	544	6,430	280
Percentages	100.0	17.1	35.1	12.3	15.3	2.1	5.3	63.3	2.7
Service Workers	11,090	5,721	3,673	1,697	1,134	208	634	7,185	444
Percentages	100.0	51.5	33.1	15.3	10.2	1.8	5.7	64.7	4.0

Sums of individual data elements might not equal stated totals due to rounding.

\*"Total Minorities" includes sum of Black, Hispanic, Native American, and Asian/Pacific Islander groups.

Oregon Employment Department, 7-1-95 to 6-30-96

Multnomah

OCCUPATIONS OF JOB APPLICANTS  
LISTED WITH OREGON EMPLOYMENT DEPARTMENT JOB SERVICE  
By Gender and Minority Group  
July 1995 to June 1996

Multnomah County

Census Occupational Categories	Total Applicants	Women	Total Minorities	Black not Hispanic	Hispanic	Native American not Hisp.	Asian/Pacific Is. not Hisp.	White not Hispanic	People with Disabilities
All Occupational Groups	71,976	29,588	19,825	8,063	5,515	1,361	4,886	50,851	2,528
Percentages	100.0	41.1	27.5	11.2	7.6	1.8	6.7	70.6	3.5
***Executive, Admin & Managerial	4,746	2,634	780	348	159	78	195	3,883	152
Percentages	100.0	55.5	16.4	7.3	3.3	1.6	4.1	81.8	3.2
Financial managers	180	85	15	5	2	1	7	163	3
Percentages	100.0	47.2	8.3	2.7	1.1	0.5	3.8	90.5	1.6
Personnel/labor relations mgrs	142	76	19	15	0	2	2	122	6
Percentages	100.0	53.5	13.3	10.5	0.0	1.4	1.4	85.9	4.2
Purchasing managers	44	17	7	3	2	1	1	36	2
Percentages	100.0	38.6	15.9	6.8	4.5	2.2	2.2	81.8	4.5
Managers, medicine & health	76	48	9	8	0	1	0	65	7
Percentages	100.0	63.1	11.8	10.5	0.0	1.3	0.0	85.5	9.2
Managers & administrators, NEC	1,637	699	227	97	44	25	61	1,383	38
Percentages	100.0	42.7	13.8	5.9	2.6	1.5	3.7	84.4	2.3
Accountants & auditors	403	215	79	25	10	8	36	317	9
Percentages	100.0	53.3	19.6	6.2	2.4	1.9	8.9	78.6	2.2
Purchasing agents & buyers	243	112	33	18	5	5	5	205	11
Percentages	100.0	46.0	13.5	7.4	2.0	2.0	2.0	84.3	4.5
Management related Occs, NEC	2,021	1,382	391	177	96	35	83	1,592	76
Percentages	100.0	68.3	19.3	8.7	4.7	1.7	4.1	78.7	3.7

Sums of individual data elements might not equal stated totals due to rounding.

\*\*\*Total Minorities" includes sum of Black, Hispanic, Native American, and Asian/Pacific Islander groups.

Oregon Employment Department, 7-1-95 to 6-30-96

Multnomah

Census Occupational Categories	Total Applicants	Women	Total Minorities	Black not Hispanic	Hispanic	Native American not Hisp.	Asian Pacific Is. not Hisp.	White not Hispanic	People with Disabilities
***Professional Specialty Occs	5,674	2,764	905	389	197	91	228	4,635	194
Percentages	100.0	48.7	15.9	6.8	3.4	1.6	4.0	81.6	3.4
Architects	63	19	5	3	0	0	2	57	3
Percentages	100.0	30.1	7.9	4.7	0.0	0.0	3.1	90.4	4.7
Engineers	654	101	119	32	19	10	58	518	19
Percentages	100.0	15.4	18.2	4.8	2.9	1.5	8.8	79.2	2.9
Math & computer scientists	322	111	52	22	5	3	22	261	7
Percentages	100.0	34.4	16.1	6.8	1.5	0.9	6.8	81.0	2.1
Natural scientists	368	119	32	5	7	2	18	327	9
Percentages	100.0	32.3	8.7	1.3	1.9	0.5	4.8	88.8	2.4
Health diagnosing occupations	33	20	7	2	2	2	1	25	0
Percentages	100.0	60.6	21.2	6.0	6.0	6.0	3.0	75.7	0.0
Health assessing & treating occs	341	276	44	18	7	7	12	289	20
Percentages	100.0	80.9	12.9	5.2	2.0	2.0	3.5	84.7	5.8
Teachers	760	496	113	59	26	6	22	627	20
Percentages	100.0	65.2	14.8	7.7	3.4	0.7	2.8	82.5	2.6
Professional Specialists, NEC	3,133	1,622	533	248	131	61	93	2,531	116
Percentages	100.0	51.7	17.0	7.9	4.1	1.9	2.9	80.7	3.7
***Technicians & Related Workers	2,011	803	427	192	67	38	130	1,540	86
Percentages	100.0	39.9	21.2	9.5	3.3	1.8	6.4	76.5	4.2
Health technicians	358	233	64	32	10	6	16	286	21
Percentages	100.0	65.0	17.8	8.9	2.7	1.6	4.4	79.8	5.8
Engineering & science techs	946	194	164	59	29	11	65	763	40
Percentages	100.0	20.5	17.3	6.2	3.0	1.1	6.8	80.6	4.2
<p>Sums of individual data elements might not equal stated totals due to rounding.</p> <p>***Total Minorities" includes sum of Black, Hispanic, Native American, and Asian/Pacific Islander groups.</p> <p>Oregon Employment Department, 7-1-95 to 6-30-96</p>									2

Census Occupational Categories	Total Applicants	Women	Total Minorities*	Black not Hispanic	Hispanic	Native American not Hisp.	Asian Pacific Is. not Hisp.	White not Hispanic	People with Disabilities
Technicians, NEC	707	376	199	101	28	21	49	491	25
Percentages	100.0	53.1	28.1	14.2	3.9	2.9	6.9	69.4	3.5
***Sales Occupations	6,424	3,517	1,278	702	232	102	242	5,011	243
Percentages	100.0	54.7	19.8	10.9	3.6	1.5	3.7	78.0	3.7
Supvs/proprietors, sales	531	206	52	25	9	9	9	464	20
Percentages	100.0	38.7	9.7	4.7	1.6	1.6	1.6	87.3	3.7
Real estate & insurance sales	105	40	6	4	1	0	1	95	4
Percentages	100.0	38.1	5.7	3.8	0.9	0.0	0.9	90.4	3.8
Personal goods & servs sales	2,216	1,655	632	359	112	41	120	1,546	82
Percentages	100.0	74.6	28.5	16.2	5.0	1.8	5.4	69.7	3.7
Sales Occupations, NEC	3,572	1,616	588	314	110	52	112	2,906	137
Percentages	100.0	45.2	16.4	8.7	3.0	1.4	3.1	81.3	3.8
***Admin Support, incl Clerical	12,184	8,652	3,172	1,784	455	235	698	8,798	454
Percentages	100.0	71.0	26.0	14.6	3.7	1.9	5.7	72.2	3.7
Supervisors, clerical & office	177	108	32	14	3	7	8	143	5
Percentages	100.0	61.0	18.0	7.9	1.6	3.9	4.5	80.7	2.8
Computer equipment operators	223	72	53	27	6	3	17	161	12
Percentages	100.0	32.2	23.7	12.1	2.6	1.3	7.6	72.2	5.3
Secretaries, stenos & typists	1,338	1,243	306	178	41	30	57	1,015	36
Percentages	100.0	92.9	22.8	13.3	3.0	2.2	4.2	75.8	2.6
Financial records processing occ	1,322	1,038	258	114	38	31	75	1,035	39
Percentages	100.0	78.5	19.5	8.6	2.8	2.3	5.6	78.2	2.9
Mail & message occupations	706	397	280	155	42	14	69	415	32
Percentages	100.0	56.2	39.6	21.9	5.9	1.9	9.7	58.7	4.5

Sums of individual data elements might not equal stated totals due to rounding.

\*"Total Minorities" includes sum of Black, Hispanic, Native American, and Asian/Pacific Islander groups.

Oregon Employment Department, 7-1-95 to 6-30-96

Multnomah





Census Occupational Categories	Total Applicants	Women	Total Minorities*	Black not Hispanic	Hispanic	Native American not Hisp.	Asian/Pacific Is. not Hisp.	White not Hispanic	People with Disabilities
Fishers, hunters & trappers	0	0	0	0	0	0	0	0	0
Percentages	***	***	***	***	***	***	***	***	***
***Precision Prod, Craft & Repair	8,927	755	1,989	653	533	179	624	6,796	262
Percentages	100.0	8.4	22.2	7.3	5.9	2.0	6.9	76.1	2.9
Automobile mechanics	622	18	110	31	28	13	38	505	25
Percentages	100.0	2.8	17.6	4.9	4.5	2.0	6.1	81.1	4.0
Electrical equipment repairers	270	35	59	22	11	3	23	203	13
Percentages	100.0	12.9	21.8	8.1	4.0	1.1	8.5	75.1	4.8
Mechanics & repairers, NEC	2,190	222	710	263	97	47	303	1,447	64
Percentages	100.0	10.1	32.4	12.0	4.4	2.1	13.8	66.0	2.9
Carpenters	1,301	42	185	46	96	20	23	1,090	32
Percentages	100.0	3.2	14.2	3.5	7.3	1.5	1.7	83.7	2.4
Electricians	466	25	75	33	21	10	11	386	11
Percentages	100.0	5.3	16.0	7.0	4.5	2.1	2.3	82.8	2.3
Construction trades, NEC	2,061	80	383	136	157	53	37	1,647	69
Percentages	100.0	3.8	18.5	6.6	7.6	2.5	1.8	79.9	3.3
Precision Production	1,742	262	372	86	96	29	161	1,340	42
Percentages	100.0	15.0	21.3	4.9	5.5	1.6	9.2	76.9	2.4
Production & related wrkers, NEC	275	71	95	36	27	4	28	178	6
Percentages	100.0	25.8	34.5	13.0	9.8	1.4	10.1	64.7	2.1
***Machine Opers Assembs &	6,890	2,319	2,941	601	753	134	1,453	3,841	218
Percentages	100.0	33.6	42.6	8.7	10.9	1.9	21.0	55.7	3.1
Macine opers & tenders, exc prec	2,816	1,100	1,110	215	228	48	619	1,668	90
Percentages	100.0	39.0	39.4	7.6	8.1	1.7	21.9	59.2	3.2

Sums of individual data elements might not equal stated totals due to rounding.

\*"Total Minorities" includes sum of Black, Hispanic, Native American, and Asian/Pacific Islander groups.

Oregon Employment Department, 7-1-95 to 6-30-96

Multnomah

Census Occupational Categories	Total Applicants	Women	Total Minorities	Black not Hispanic	Hispanic	Native American not Hisp.	Asian Pacific Is. not Hisp.	White not Hispanic	People with Disabilities
Fabricators, assemblers, hand wk	3,856	1,141	1,759	366	507	83	803	2,032	116
Percentages	100.0	29.5	45.6	9.4	13.1	2.1	20.8	52.7	3.0
Inspectors, testers, weighers	218	78	72	20	18	3	31	141	12
Percentages	100.0	35.7	33.0	9.1	8.2	1.3	14.2	64.6	5.5
***Transport & Material Moving Occs	3,206	375	629	325	169	73	62	2,528	177
Percentages	100.0	11.7	19.6	10.1	5.2	2.2	1.9	78.8	5.5
Motor vehicle operators	2,115	322	368	222	67	46	33	1,709	131
Percentages	100.0	15.2	17.4	10.5	3.1	2.1	1.5	80.8	6.1
Transport workers, exc motor veh	126	10	20	11	2	3	4	103	2
Percentages	100.0	7.9	15.8	8.7	1.5	2.3	3.1	81.7	1.5
Material moving equipment ops	965	43	241	92	100	24	25	716	44
Percentages	100.0	4.4	24.9	9.5	10.3	2.4	2.5	74.2	4.5
***Handlers, Helpers & Laborers	9,032	1,763	3,174	1,278	1,125	186	585	5,727	260
Percentages	100.0	19.5	35.1	14.1	12.4	2.0	6.4	63.4	2.8
Supvs, handlers/helpers/laborers	0	0	0	0	0	0	0	0	0
Percentages	***	***	***	***	***	***	***	***	***
Helpers	482	16	123	32	54	12	25	352	13
Percentages	100.0	3.3	25.5	6.6	11.2	2.4	5.1	73.0	2.7
Construction laborers	0	0	0	0	0	0	0	0	0
Percentages	***	***	***	***	***	***	***	***	***
Freight, stock & material movers	1,472	326	486	163	170	43	110	967	29
Percentages	100.0	22.1	33.0	11.0	11.5	2.9	7.4	65.6	1.9
Handlers, laborers, etc NEC	7,078	1,421	2,565	1,083	901	131	450	4,408	218
Percentages	100.0	20.0	36.2	15.3	12.7	1.8	6.3	62.2	3.0
<p>Sums of individual data elements might not equal stated totals due to rounding.</p> <p>***Total Minorities" includes sum of Black, Hispanic, Native American, and Asian/Pacific Islander groups.</p> <p>Oregon Employment Department, 7-1-95 to 6-30-96</p>									



# TOTAL APPLICANT FLOW REPORT

Applicants from January 1 - June 30, 1996, as of September 25, 1996

Outcome	Total	Ethnicity Unknown	Total Known	White	Percent of Known	Minority	Percent of Known
<u>Still Active</u>	169	5	164	126	76.8%	38	23.2%
<u>Unclassified Process</u>	269	15	254	212	83.5%	42	16.5%
<u>Exam Cancelled/Error</u>	17	2	15	15	100.0%	0	0.0%
<u>Meet MQs</u>							
On Eligible List	1361	70	1291	977	75.7%	314	24.3%
Failed to Appear for Exam	409	31	378	295	78.0%	83	22.0%
Failed T & E Exam	957	57	900	702	78.0%	198	22.0%
Failed Other Exam	55	0	55	29	52.7%	26	47.3%
Withdrew from Process	125	8	117	82	70.1%	35	29.9%
Total meeting MQs	2907	166	2741	2085	76.1%	656	23.9%
<u>Rejected-Other</u>							
Retake Test Too Soon	2	0	2	1	50.0%	1	50.0%
Incomplete Application	9	1	8	3	37.5%	5	62.5%
No Supplemental Form	72	4	68	43	63.2%	25	36.8%
Late Application	5	1	4	3	75.0%	1	25.0%
Promotional Examination	5	0	5	5	100.0%	0	0.0%
Total Rejected-Other	93	6	87	55	63.2%	32	36.8%
<u>Rejected-MQs</u>							
Education	4	0	4	4	100.0%	0	0.0%
Experience	20	2	18	8	44.4%	10	55.6%
Training & Experience	532	34	498	330	66.3%	168	33.7%
Total Rejected-MQs	556	36	520	342	65.8%	178	34.2%
<u>Total Applicant Flow</u>	4011	230	3781	2835	75.0%	946	25.0%

## ADVERSE IMPACT ANALYSIS - MQs

	Pass	Fail	Total
Total Applicants	2741	520	3261
White Applicants	2085	342	2427
Minority Applicants	656	178	834

White Applicant Success Rate: 85.9%  
 80% Guideline: 68.7%  
 Minority Applicant Success Rate: 78.7%

**TOTAL APPLICANTS BY EEO CATEGORY**  
**January 1 - June 30, 1996**

<b>EEO Category</b>	<b>White</b>	<b>Minority</b>	<b>Total</b>	<b>Percent Minority</b>	<b>Market Availability</b>	<b>Difference</b>
Official & Admin	322	54	376	14.36%	12.29%	2.07%
Professional	775	295	1070	27.57%	14.98%	12.59%
Technician	82	23	105	21.90%	12.66%	9.24%
Protective Service	436	136	572	23.78%	13.83%	9.95%
Para-Professional	401	188	589	31.92%	16.05%	15.87%
Admin Support	535	212	747	28.38%	16.41%	11.97%
Skilled Craft	53	9	62	14.52%	11.04%	3.48%
Service/Maintenance	231	51	282	18.09%	14.54%	3.55%
<b>Total</b>	<b>2835</b>	<b>968</b>	<b>3803</b>	<b>25.45%</b>		



# MULTNOMAH COUNTY WORKFORCE

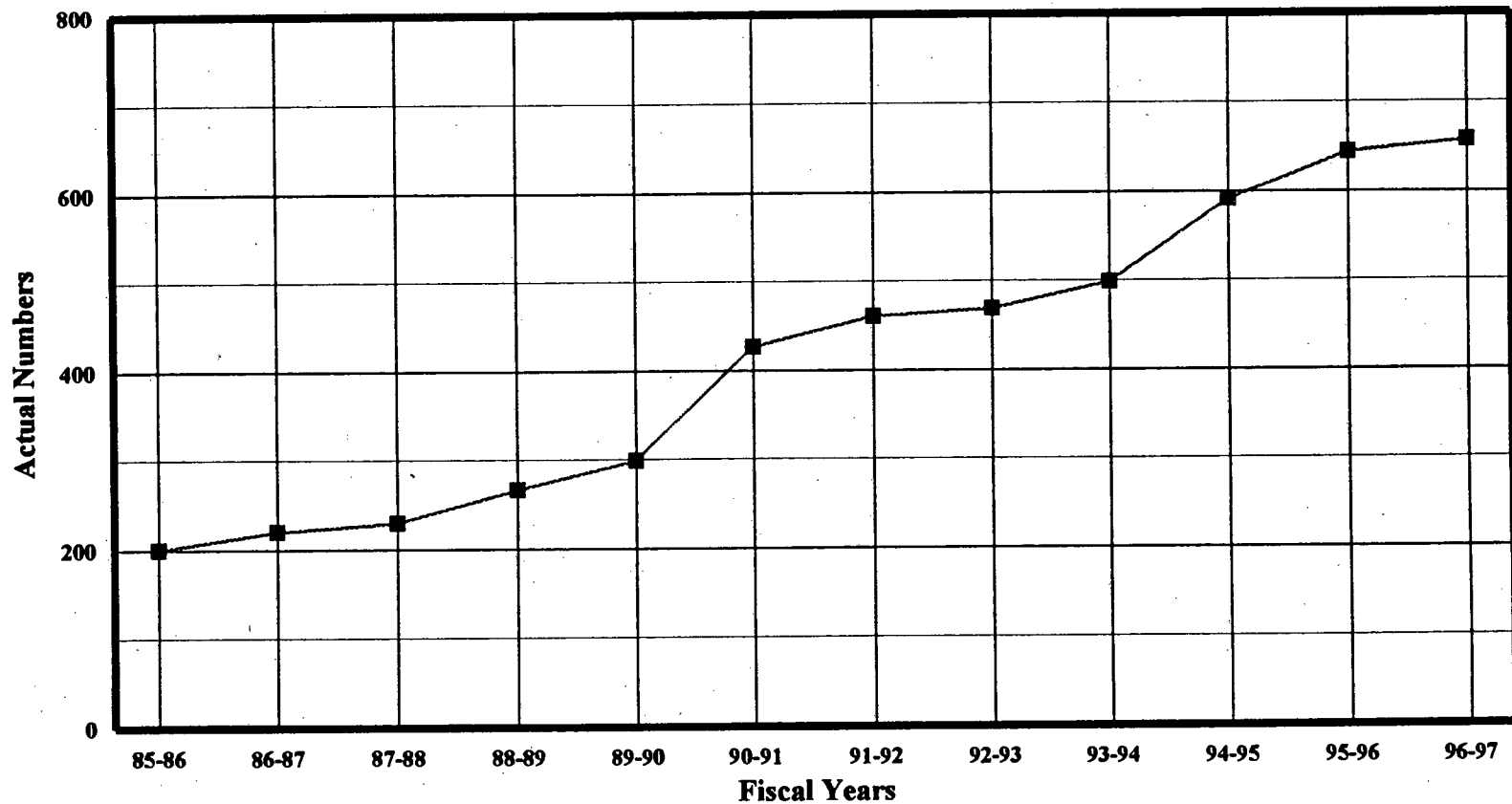
FY 1985/86 through FY 1996/97

Fiscal Year	Male	Female	Total Employees	Whites	Blacks	Hispanic	Asian	Am. Indian	Total Minorities
85-86	925 50.1%	922 49.9%	1847 100.0%	1647 89.2%	121 6.6%	18 1.0%	46 2.5%	15 0.8%	200 10.8%
86-87	929 48.8%	976 51.2%	1905 100.0%	1685 88.5%	129 6.8%	26 1.4%	46 2.4%	19 1.0%	220 11.5%
87-88	975 48.1%	1050 51.9%	2025 100.0%	1795 88.6%	134 6.6%	32 1.6%	47 2.3%	17 0.8%	230 11.4%
88-89	1023 48.2%	1101 51.8%	2124 100.0%	1858 87.5%	155 7.3%	38 1.8%	56 2.6%	17 0.8%	266 12.5%
89-90	1084 46.8%	1231 53.2%	2315 100.0%	2016 87.1%	164 7.1%	50 2.2%	62 2.7%	23 1.0%	299 12.9%
90-91	1424 45.6%	1702 54.4%	3126 100.0%	2699 86.3%	238 7.6%	74 2.4%	88 2.8%	27 0.9%	427 13.7%
91-92	1417 44.9%	1741 55.1%	3158 100.0%	2697 85.4%	251 7.9%	88 2.8%	94 3.0%	28 0.9%	461 14.6%
92-93	1485 43.3%	1946 56.7%	3431 100.0%	2962 86.3%	252 7.3%	89 2.6%	99 2.9%	29 0.8%	469 13.7%
93-94	1453 42.8%	1941 57.2%	3394 100.0%	2895 85.3%	248 7.3%	109 3.2%	112 3.3%	30 0.9%	499 14.7%
94-95	1574 42.1%	2167 57.9%	3741 100.0%	3149 84.2%	283 7.6%	138 3.7%	140 3.7%	31 0.8%	592 15.8%
95-96	1621 41.6%	2273 58.4%	3894 100.0%	3250 83.5%	296 7.6%	156 4.0%	155 4.0%	37 1.0%	644 16.5%
96-97*	1641 41.5%	2316 58.5%	3957 100.0%	3300 83.4%	300 7.6%	162 4.1%	159 4.0%	36 0.9%	657 16.6%

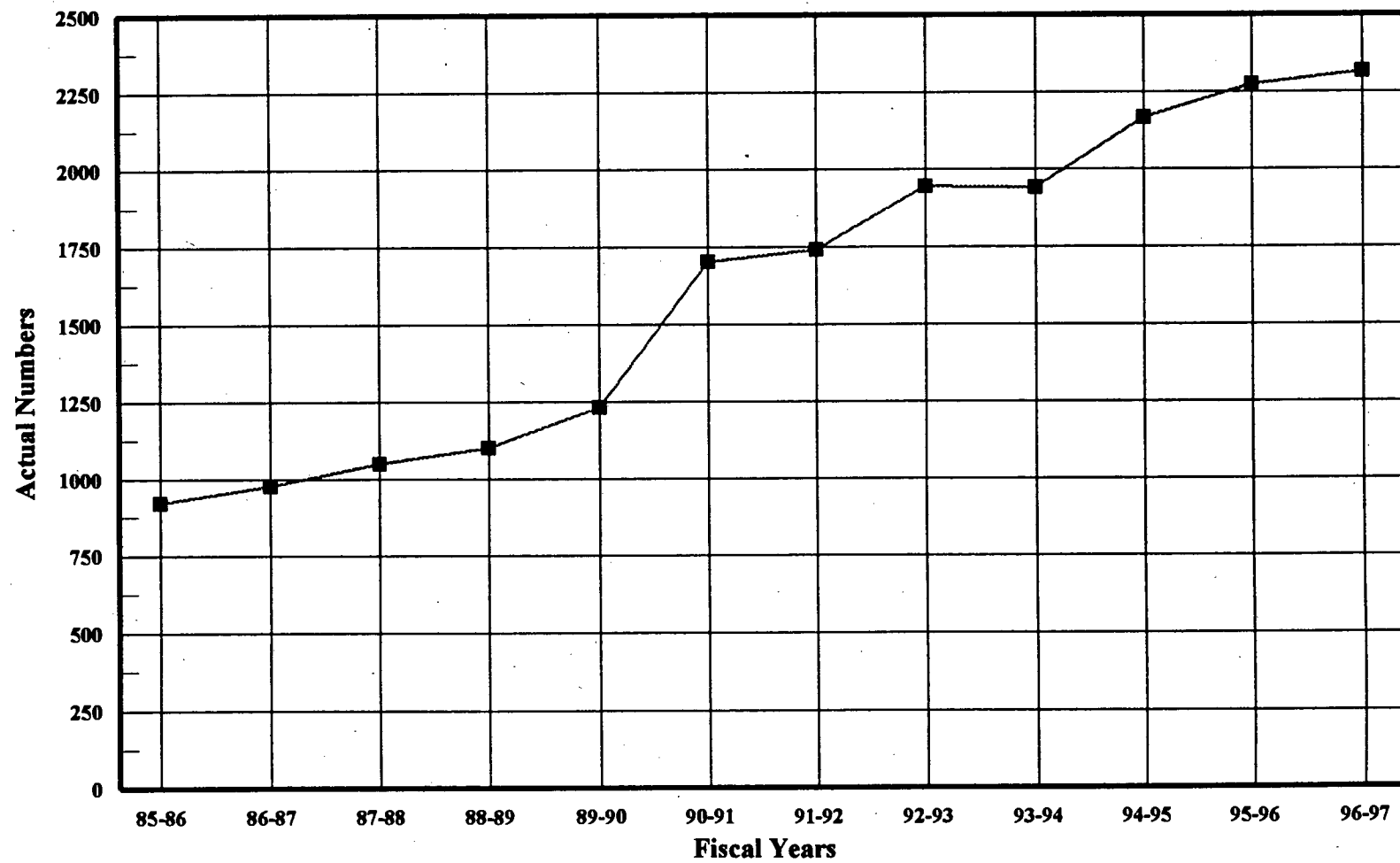
\*Data as of September 30, 1996



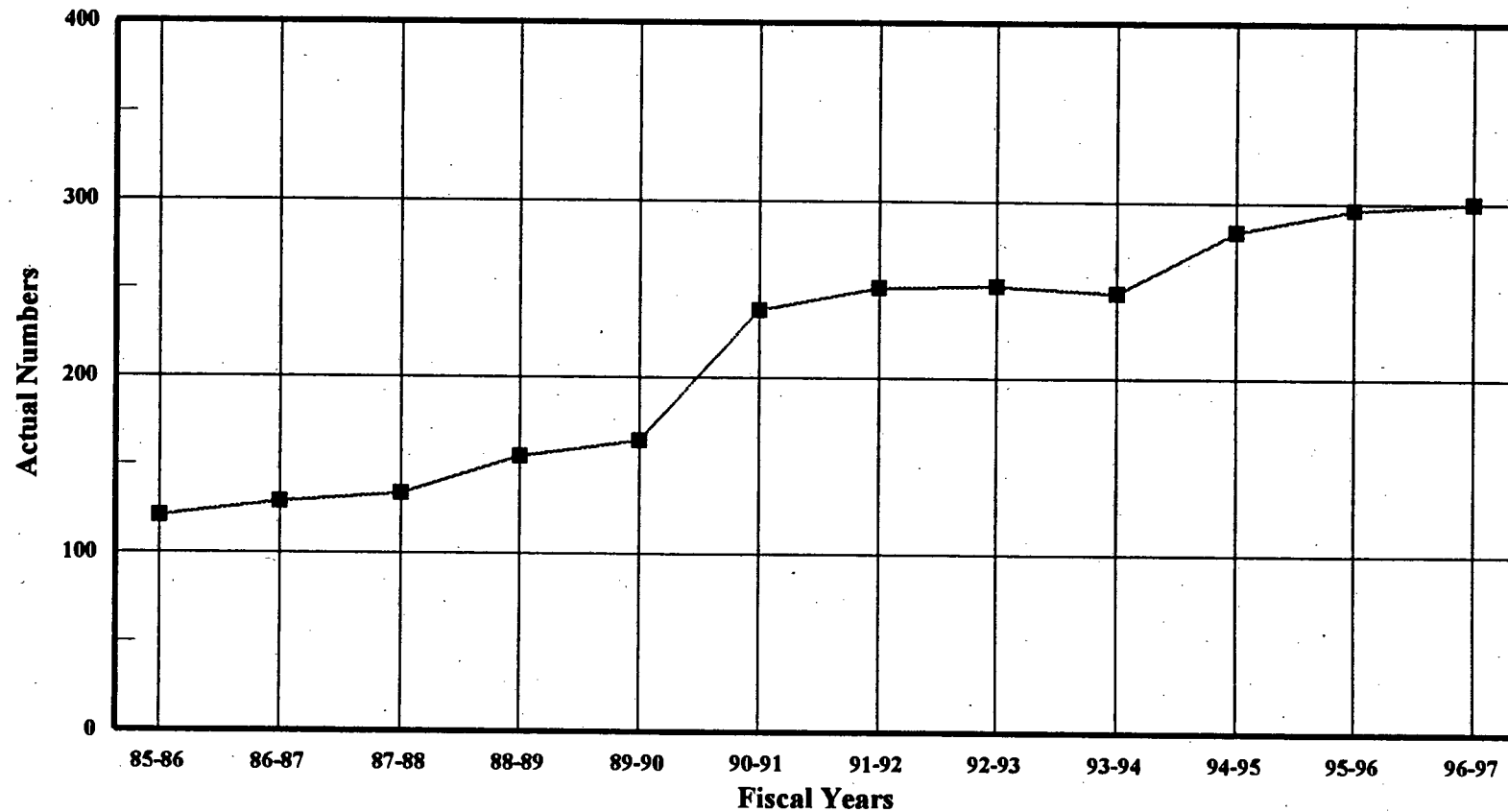
# GROWTH OF TOTAL MINORITIES



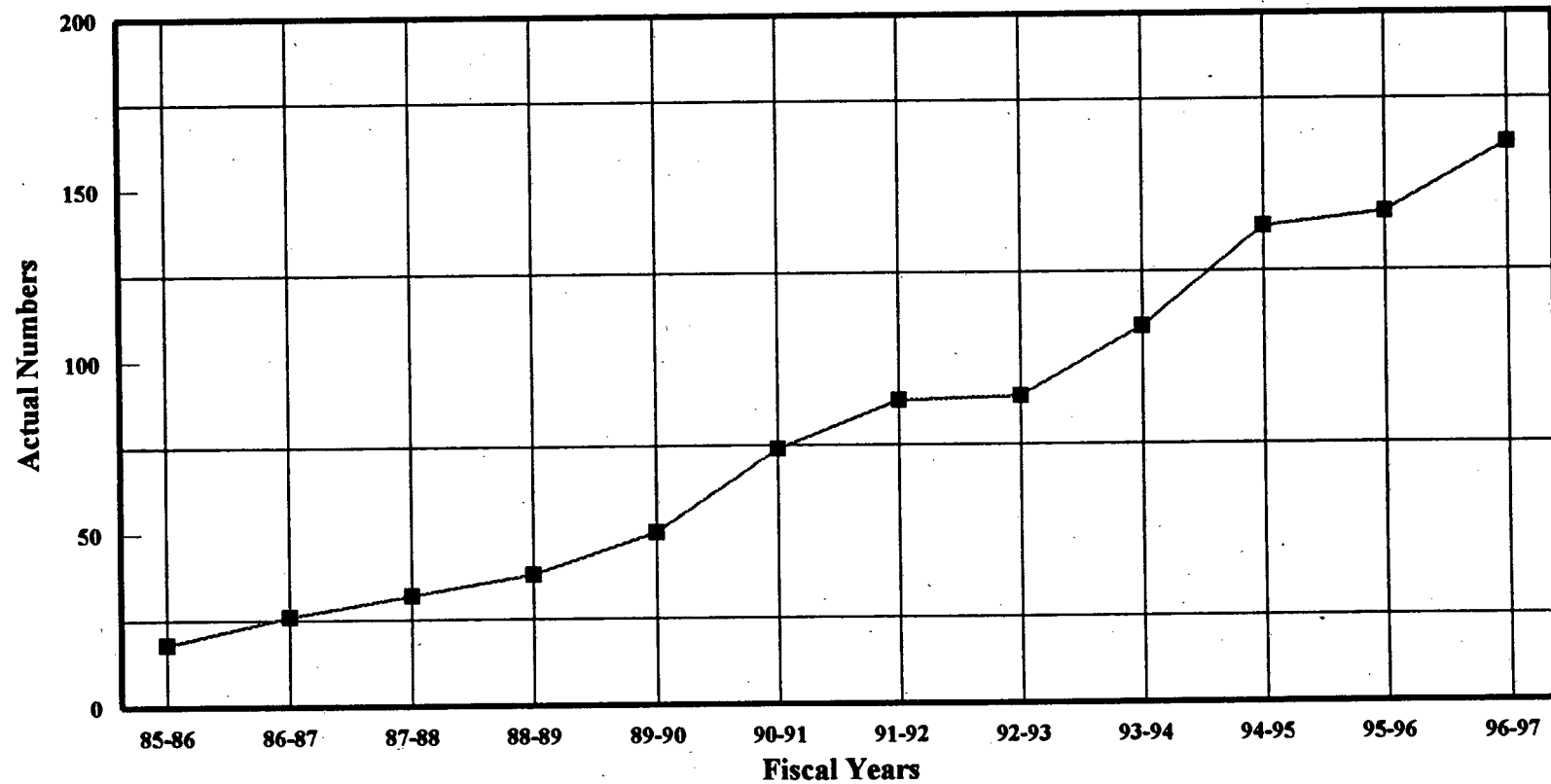
# GROWTH OF FEMALES



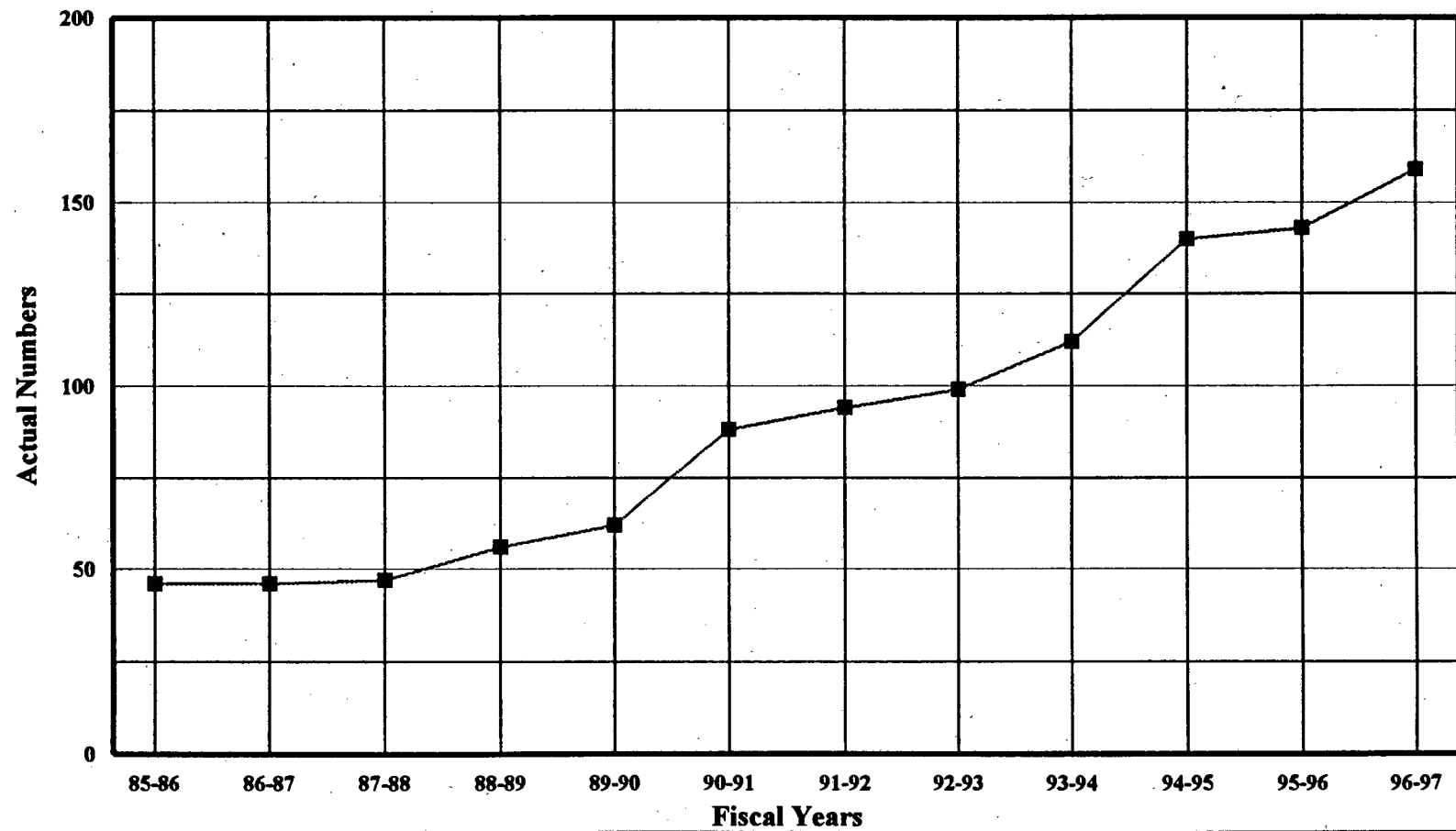
# GROWTH OF AFRICAN AMERICANS



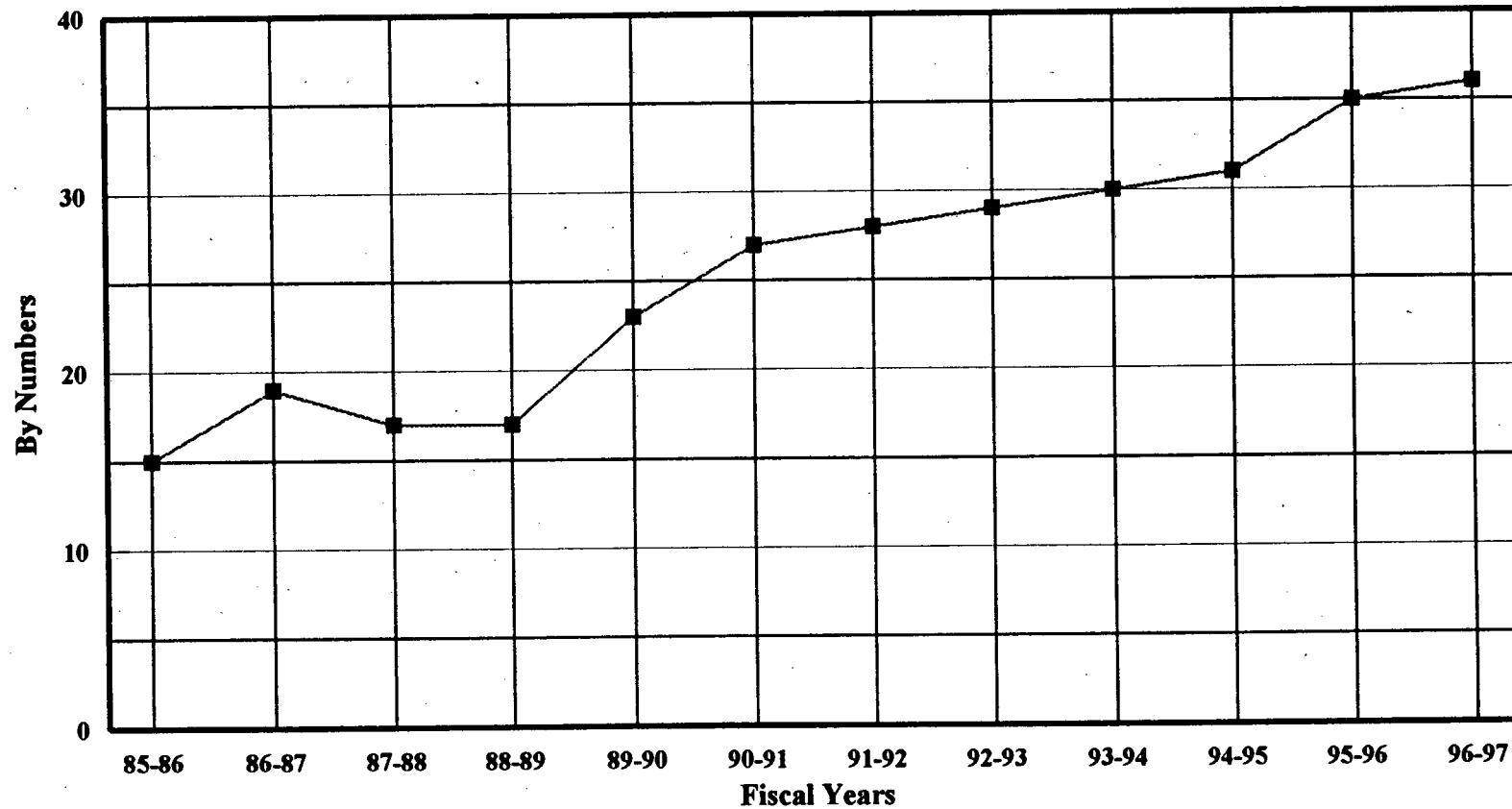
# GROWTH OF HISPANIC AMERICANS



# GROWTH OF ASIAN AMERICANS



# GROWTH OF AMERICAN INDIANS





## AFFIRMATIVE ACTION COMPARISONS AMONG GOVERNMENTAL AGENCIES

### Male

1. City of Portland (71.44%)
2. City of Gresham (67.13%)
3. State of Oregon (50.36%)
4. Metro (50.00%)
5. Multnomah County (41.42%)

### Female

1. Multnomah County (58.58%)
2. Metro (50.00%)
3. State of Oregon (49.64%)
4. City of Gresham (32.87%)
5. City of Portland (28.56%)

### Total Minorities

1. Multnomah County (16.54%)
2. City of Portland (12.65%)
3. State of Oregon (9.59%)
4. Metro (9.23%)
5. City of Gresham (5.29%)

58

### Non-Minority

1. Metro (90.77%)
2. City of Gresham (94.71%)
3. State of Oregon (90.41%)
4. City of Portland (87.35%)
5. Multnomah County (83.46%)

### Black

1. Multnomah County (7.73%)
2. City of Portland (5.18%)
3. Metro (3.65%)
4. State of Oregon (1.76%)
5. City of Gresham (1.15%)

### Asian

1. Multnomah County (3.92%)
2. City of Portland (3.90%)
3. Metro (2.87%)
4. State of Oregon (2.48%)
5. City of Gresham (1.15%)

### American Indian

1. State of Oregon (1.75%)
2. City of Portland (1.41%)
3. Multnomah County (0.98%)
4. City of Gresham (0.92%)
5. Metro (0.91%)

### Hispanic

1. Multnomah County (3.92%)
2. State of Oregon (3.59%)
3. City of Portland (2.13%)
4. City of Gresham (2.07%)
5. Metro (1.83%)





## IDENTIFICATION OF PROBLEMS AREAS & CORRECTIONS OF DEFICIENCIES 41 CFR 60-2.13(d); -2.23

### Glass Ceiling Initiative

In 1992, the Affirmative Action Office reviewed the concept and theories of the EEOC's Private Sector "Glass Ceiling Initiative." Recognizing that a "glass ceiling" includes any "artificial barriers based on attitudinal or organizational bias that prevents qualified [women and minorities] from advancing upward in their organization into management-level positions,"<sup>8</sup> and, is comprised of day-to-day practices, management and employee attitudes, and internal systems that operate to the career disadvantages of women and minorities.<sup>9</sup>

The Affirmative Action Office recommended to Multnomah County Chair, Gladys McCoy, a voluntary public sector "glass ceiling" review. Chair McCoy approved a study designed to determine if the "glass ceiling" existed within the public sector agency, and requested improvement recommendations to meet the County's equal employment opportunity obligations. The first ever report for Multnomah County's "glass ceiling" review<sup>10</sup> indicated low minority representation in multiple job groups, including Officials & Administrators (1985-86, 1989-90, and 1990-91), Technicians (1985-86, and 1987-88), and Service/Maintenance (1985-86).

A more in-depth report was completed in 1996,<sup>11</sup> and identified that minority and female employees continue to be underrepresented in certain classifications within the organization. To be more specific, and based upon positions with five or more permanent and full-time employees, a total of four job classifications underrepresented both minorities (male and female) and female employees; fourteen job classifications underrepresented only minorities (male and female); nine job classifications underrepresented females only; three job classifications underrepresented both minorities (male and female) and males; and, six job classifications underrepresented only males. Those totals decreased moderately when compared with job classifications that employed nine or more permanent, full-time employees. In fact, only one job classification underrepresented minorities (male and female) and females; four job classifications underrepresented minorities (male and female) only; and, four job classifications underrepresented only females, three underrepresented minorities (male and female) and males; and, two underrepresented only males.

---

<sup>8</sup>Martin, Lynn, Secretary of Labor. (1991) A Report on the Glass Ceiling Initiative, United States Department of Labor.

<sup>9</sup>Ibid.

<sup>10</sup>Phillips, Robert, and Lee, Rick L., (1993). Multnomah County - Public Sector - Glass Ceiling Initiative 1992-3.

<sup>11</sup>Phillips, Robert, and Allen, Michelle D., (1996). Breaking the Glass Ceiling in Multnomah County 1996.

When compared with the total of 407 permanent and full-time job classifications occupied by County employees as of December 30, 1995, these numbers seemed nominal. However, when each discrepancy was broken down into greater detail, the gaps appeared more serious. The following tables (Tables 2-6) represent the number of job classifications within each job group in which females and/or minorities are underrepresented in the County. Each table identifies the total number of classifications in which both males and females were underrepresented within the particular job group, as well as the number of classifications in which only males and only females were underrepresented within the same job class. The exact job classifications that indicated underrepresentation can be located in the appendix of this report. It should also be noted that the following tables are based upon job classifications occupied by five (5) or more permanent, full-time employees.

	<b><u>Black Males &amp; Females</u></b>	<b><u>Black Males</u></b>	<b><u>Black Females</u></b>
• Unclassified -	1	1	0
• Officials/Administrators -	8	6	1
• Professionals -	17	3	7
• Technicians -	8	2	4
• Protective Services -	4	0	3
• Paraprofessionals -	8	3	6
• Administrative Support -	3	4	2
• Skilled Craft -	6	0	1
• Service Maintenance -	2	0	5
<b>TOTAL:</b>	<b>57</b>	<b>19</b>	<b>29</b>

	<b><u>Asian Males &amp; Females</u></b>	<b><u>Asian Males</u></b>	<b><u>Asian Females</u></b>
• Unclassified -	3	0	0
• Officials/Administrators -	11	1	2
• Professionals -	16	8	7
• Technicians -	8	2	2
• Protective Services -	7	1	4
• Paraprofessionals -	16	5	2
• Administrative Support -	3	5	0
• Skilled Craft -	5	0	2
• Service Maintenance -	5	0	2
<b>TOTAL:</b>	<b>76</b>	<b>22</b>	<b>21</b>

	<u>Hispanic Males &amp; Females</u>	<u>Hispanic Males</u>	<u>Hispanic Females</u>
• Unclassified -	2	1	0
• Officials/Administrators -	14	1	1
• Professionals -	20	8	2
• Technicians -	9	3	1
• Protective Services -	4	0	5
• Paraprofessionals -	14	6	1
• Administrative Support -	6	4	0
• Skilled Craft -	5	0	2
• Service Maintenance -	4	2	2
<b>TOTAL:</b>	<b>78</b>	<b>25</b>	<b>14</b>

	<u>American Indian Males &amp; Females</u>	<u>Amer. Ind. Males</u>	<u>Amer. Ind. Females</u>
• Unclassified -	2	1	0
• Officials/Administrators -	14	0	2
• Professionals -	33	4	2
• Technicians -	13	0	0
• Protective Services -	9	1	1
• Paraprofessionals -	21	2	2
• Administrative Support -	7	2	1
• Skilled Craft -	5	0	2
• Service Maintenance -	5	0	3
<b>TOTAL:</b>	<b>109</b>	<b>9</b>	<b>13</b>

	<u>White Males &amp; Females</u>	<u>White Males</u>	<u>White Females</u>
• Unclassified -	0	1	0
• Officials/Administrators -	0	0	2
• Professionals -	0	3	1
• Technicians -	0	1	4
• Protective Services -	0	0	1
• Paraprofessionals -	0	5	0
• Administrative Support -	0	1	0
• Skilled Craft -	0	0	7
• Service Maintenance -	1	0	0
<b>TOTAL:</b>	<b>1</b>	<b>11</b>	<b>15</b>

### **What This Data Has Identified:**

That underrepresentation of females and minorities continue to be a challenge for the organization, in terms of employment opportunities. The data analysis in this study identifies numerous areas of underutilization within job groups for females and minorities. For example:

**UNCLASSIFIED** - Two classifications were without representation of Minorities only, and Males only,<sup>12</sup> while all ethnic groups were underrepresented to a certain extent within the Unclassified job group.

**OFFICIALS/ADMINISTRATORS** - Six classifications were without representation of Minorities only, and Females only, while all minority groups were underrepresented within the Officials/Administrators job group.

**PROFESSIONALS** - Three classifications were without representation of Minorities only, and one with Males only, while all ethnic groups were underrepresented within the Professionals job group.

**TECHNICIANS** - Three classifications were without representation, one each of Minorities and Females, Females only, and Males only, while all ethnic groups were underrepresented to a certain extent within the Technicians job group.

**PROTECTIVE SERVICES** - Two classifications were without representation, one each of Minorities and Females, and Minorities only, while each ethnic group was underrepresented to a certain extent within the Protective Services job group.

**PARAPROFESSIONALS** - Three classifications were without representation by Minorities and Females, two positions were without representation by Minorities and Males, and two classifications were without Males only, while underrepresentation existed throughout all ethnic groups in the Paraprofessionals job group.

**ADMINISTRATIVE SUPPORT** - Three classifications were without representation by, one each of Minorities only, Minorities and Males, and Males only, while underrepresentation existed for each ethnic group to a certain extent within the Administrative Support job group.

**SKILLED CRAFT** - Two classifications were without representation by Minorities and Females, while underrepresentation existed for only Hispanics Males and Females of all ethnic origins in the Skilled Craft job group.

**SERVICE MAINTENANCE** - Two classifications were without representation by Females only, while underrepresentation existed for all Minority Females in the Service/Maintenance job group.

---

<sup>12</sup>Based upon positions with five (5) or more employees, as of December 30, 1995.

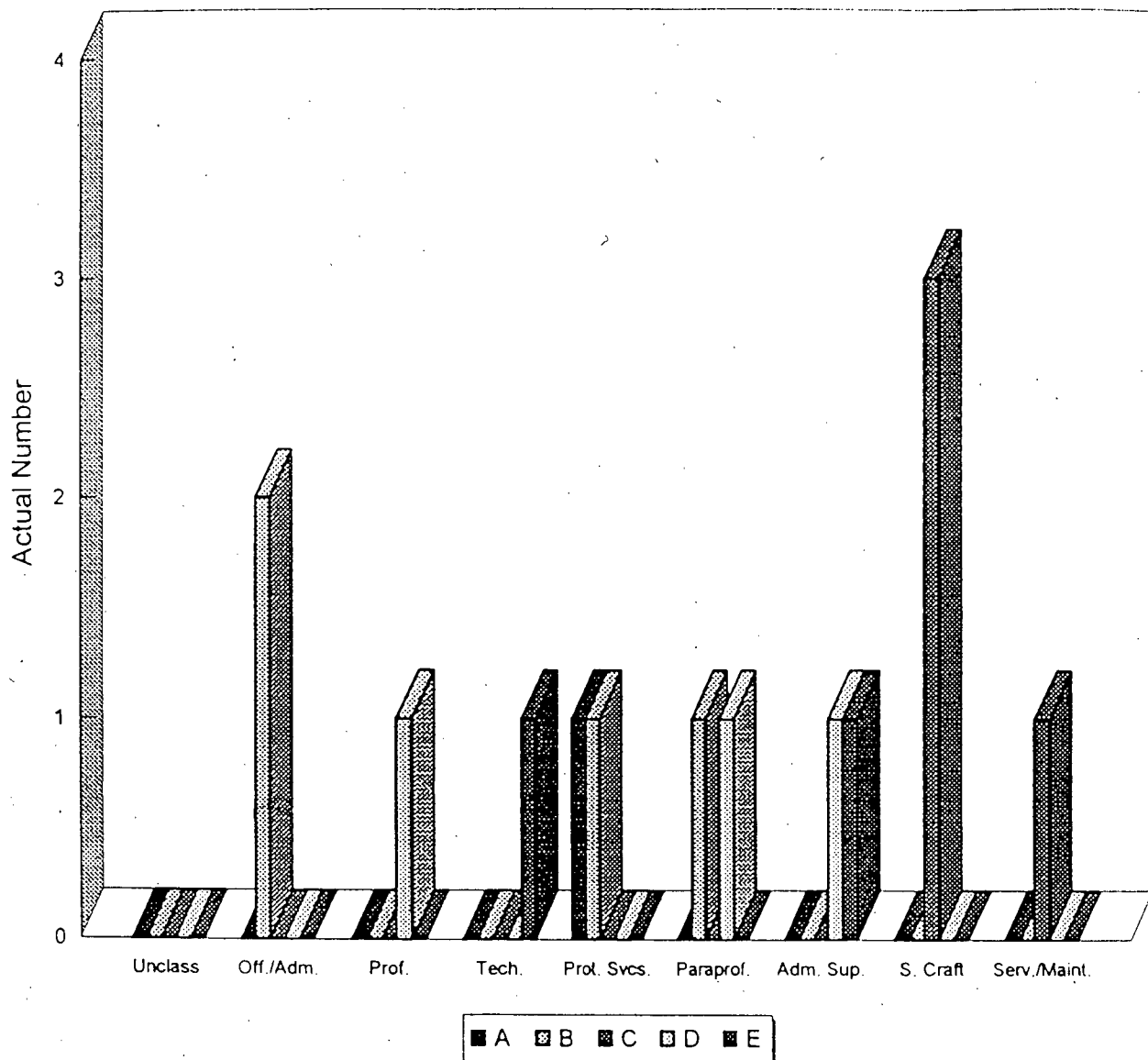
**Corrective actions suggest greater recruitment efforts, promotional and employee development, and applicant tracking and monitoring for future open positions**

The findings indicated that only males, including male minorities, were employed in Skilled Craft job classifications, while female representation was nonexistent. The cause of this significant underrepresentation of females (with an availability rate of 4.3%) may be due to the lack of available, qualified female applicants for Skilled Craft classifications. However, this unavailability brings into question whether or not effective recruitment efforts are working in particular demographic areas where qualified female applicants exist. This indicates that a greater effort toward recruiting females into Skilled Craft and related positions should become a priority for the County. Through increased recruitment efforts, improved tracking and monitoring for future opportunities should also result with a more diverse pool of qualified candidates for various classifications throughout the organization. Finally, promotional opportunities should also be considered for qualified female and minority employees and supported by managers/supervisors in all divisions of service.

While underrepresentation has been identified in the Skilled Craft job group, underrepresentation exists in other job groups, as well. In Unclassified each gender and ethnic group was underrepresented except Black Females; in Officials/Administrators all minority groups, including both gender groups, were underrepresented; in Professionals each gender and ethnic group was underrepresented except White Females; in Technicians each gender and ethnic group was underrepresented except Asian Males; in Protective Services Females in each ethnic group were underrepresented, along with American Indian Males; in Paraprofessionals, each gender and ethnic group was underrepresented except White Females and Asian Males; in Administrative Support Males in each ethnic group were underrepresented except Asian Males, in addition to Black, American Indian, and Asian Females; and, in Service/Maintenance all minority Females were underrepresented in their job class. As with Skilled Craft, increased efforts to recruit more qualified females and minorities for each of these areas are necessary for the County to maintain a diverse workforce.

## Positions Underutilized by Various Ethnic/Gender Types

*Based upon positions with nine (9) or more employees as of 12/30/95*

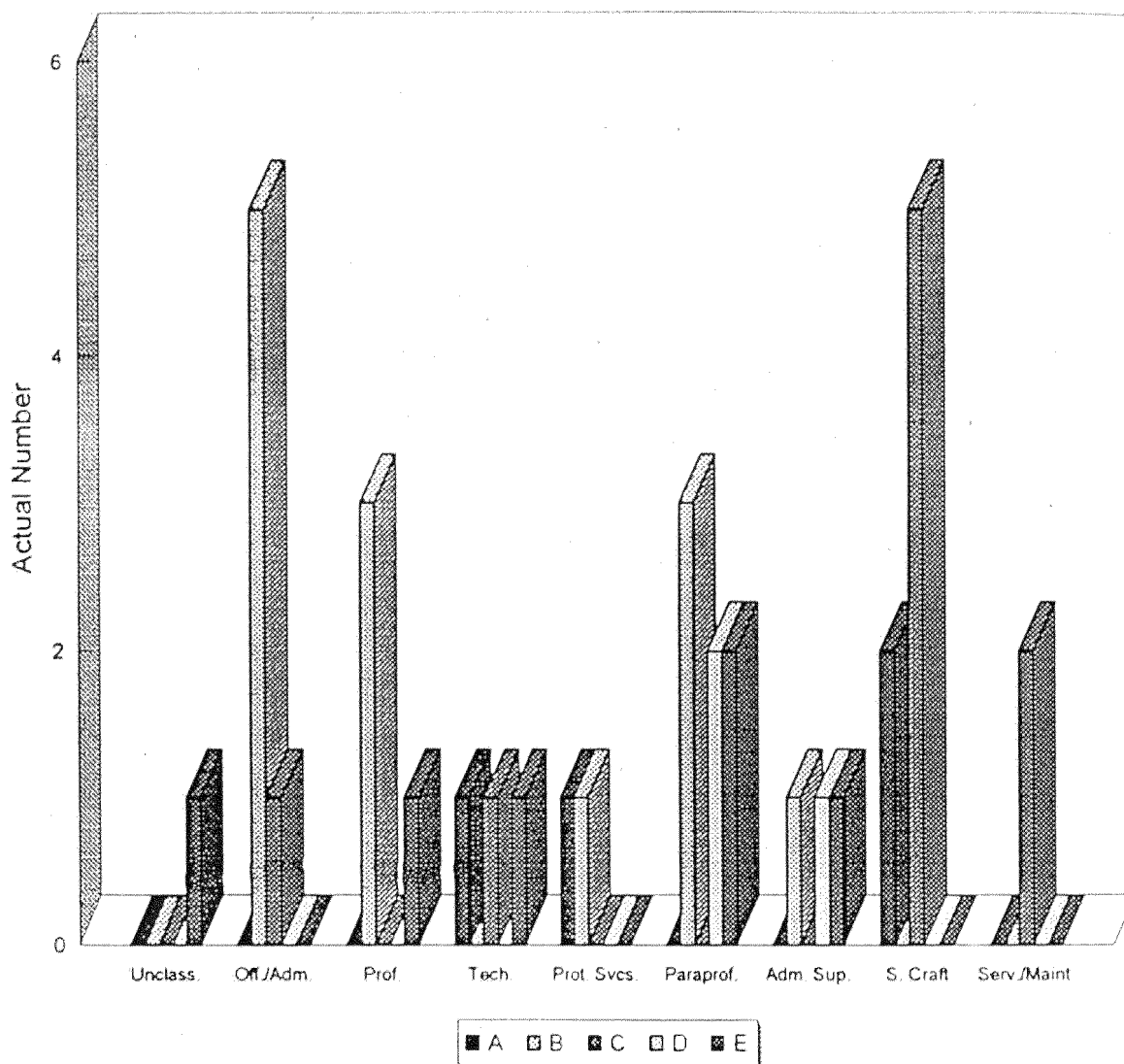


Classifications without females only suffered the highest rate of underrepresentation in positions with 9 or more full time employees (Skilled Craft). Classifications underrepresented Minority (M/F) only were Officials/Administrators, Protective Services and Paraprofessionals. Professionals, Paraprofessionals, and Administrative Support had similar rates of underrepresentation by Minorities (M/F) and males, while Technicians and Administrative Support were underrepresented by males only. Minorities (M/F) and females was the only group (not underrepresented) in all job areas which employed 9 or more per job position.

A = Classifications Without Minorities (M/F) & Females    B = Classifications Without Minorities (M/F) only  
 C = Classifications Without Females only    D = Classifications Without Minorities (M/F) & Males    E = Classifications Without Males only

## Positions Underutilized by Various Ethnic/Gender Types

*Based upon positions with five (5) or more employees, as of 12/30/95*



While Minorities (M/F) were mostly underutilized in Officials/Administrators, Professional and Paraprofessional classifications, Minorities (M/F) and Females were underutilized in Skilled Craft and Minorities (M/F) and Males were underutilized in Paraprofessionals and Administrative Support. Females were underutilized in Technician, Skilled Craft and Service Maintenance, and Males were underutilized in Unclassified, Professional, Technician, Paraprofessional and Administrative Support classifications.

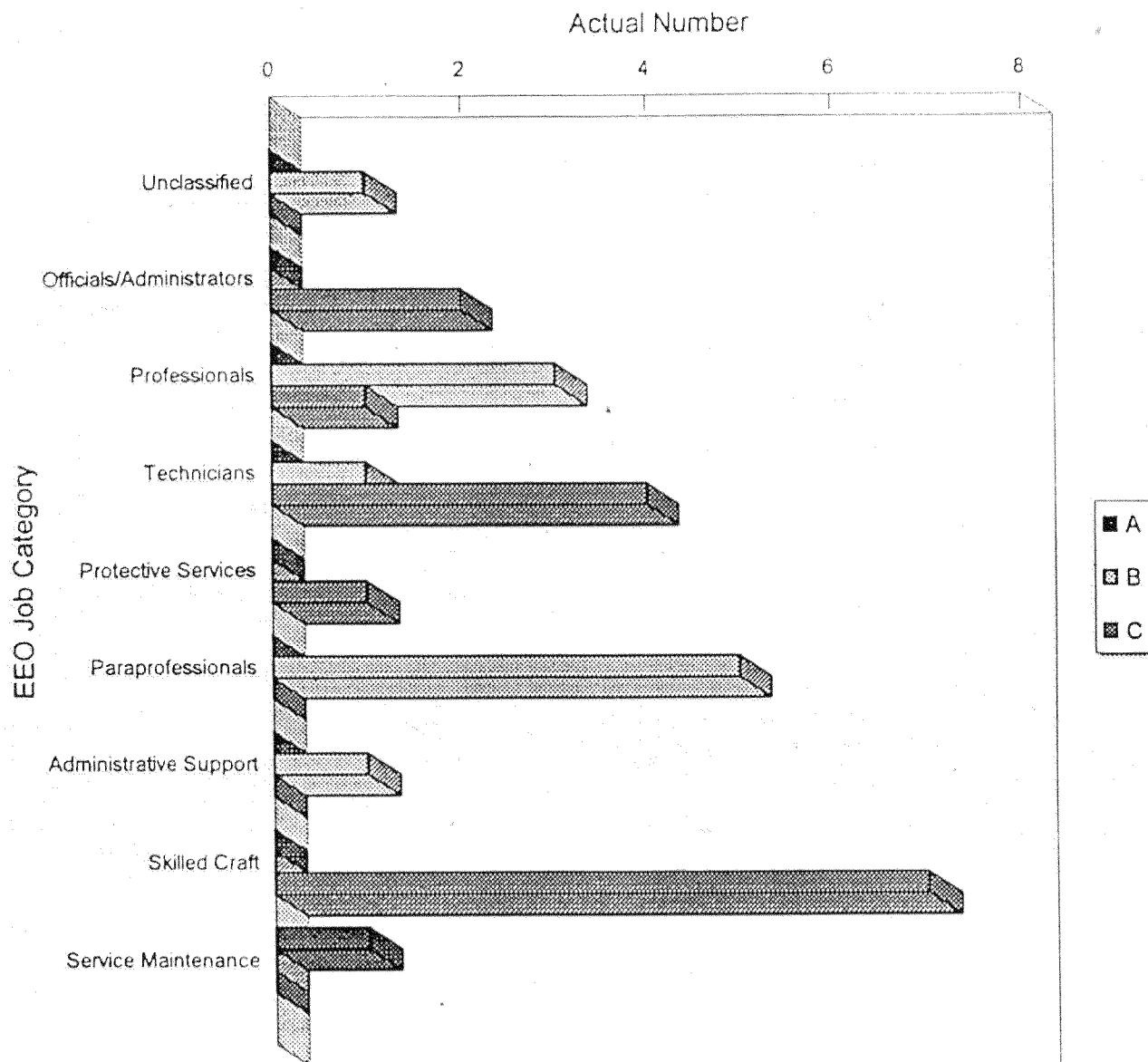
Unclassified had the lowest amount of underutilizations, while Officials/Administrators, Paraprofessionals, and Skilled Craft had the highest rates of underutilization. Technicians, Protective Services, and Administrative Support had the most constant rates of underutilization among the various ethnic groups.

A = Classifications Without Minorities (M/F) & Females    B = Classifications Without Minorities (M/F) only

C = Classifications Without Females only    D = Classifications Without Minorities (M/F) & Males    E = Classifications Without Males only



## EEO Job Categories Underutilized by Whites



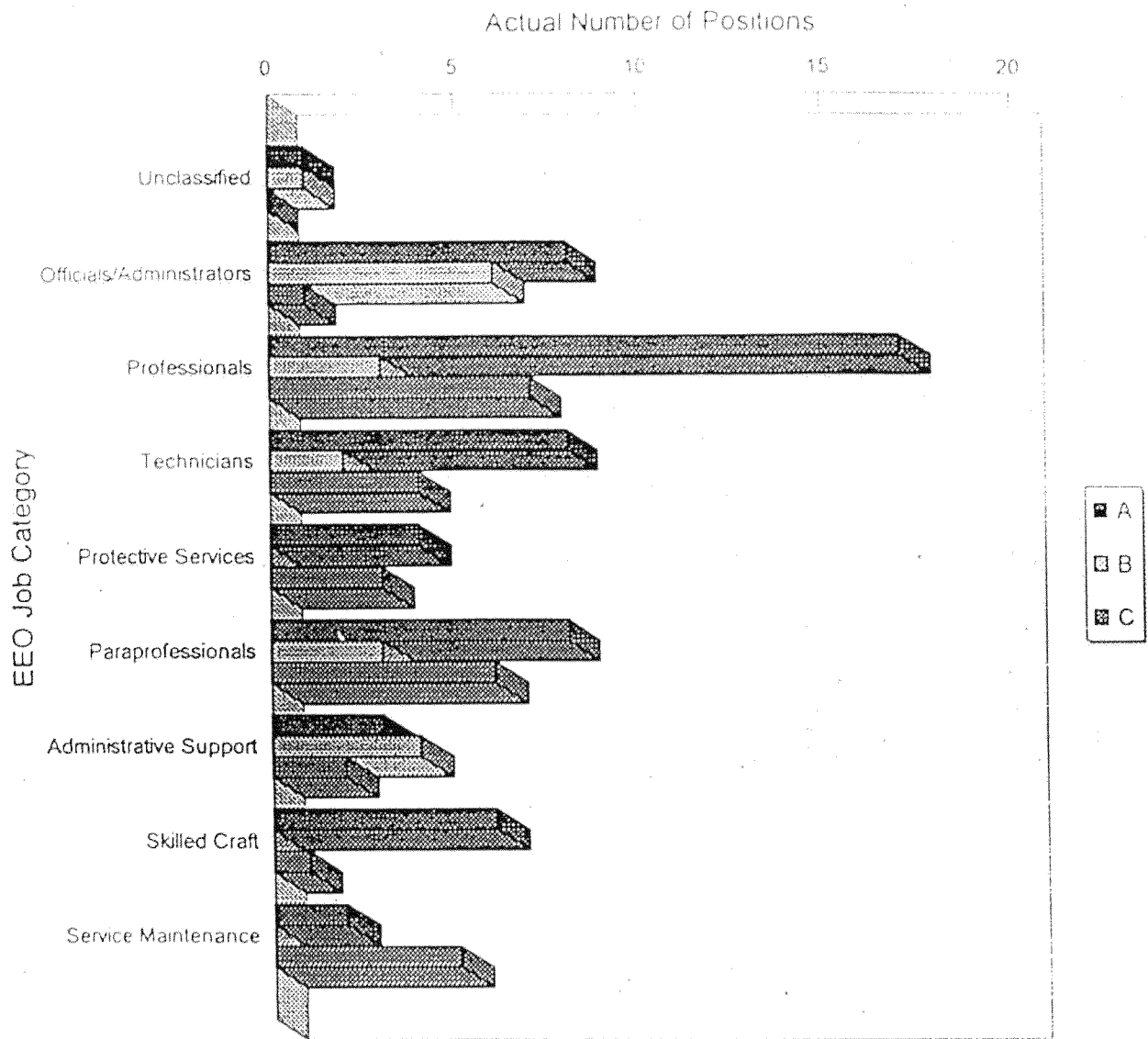
Although underutilization of white males and females was low in job categories, males were underutilized in Unclassified, Professional, and Paraprofessional job categories and females were underutilized in Officials/Administrators, Technicians, and Skilled Craft. White males were not underutilized in Officials/Administrators, Protective Services, Skilled Craft or Service/Maintenance; White females were not underutilized in Unclassified, Paraprofessionals, Administrative Support or Service/Maintenance.

A = Categories without White Males & Females

B = Categories without White Males

C = Categories without White Females

## EEO Job Categories Underutilized by Blacks



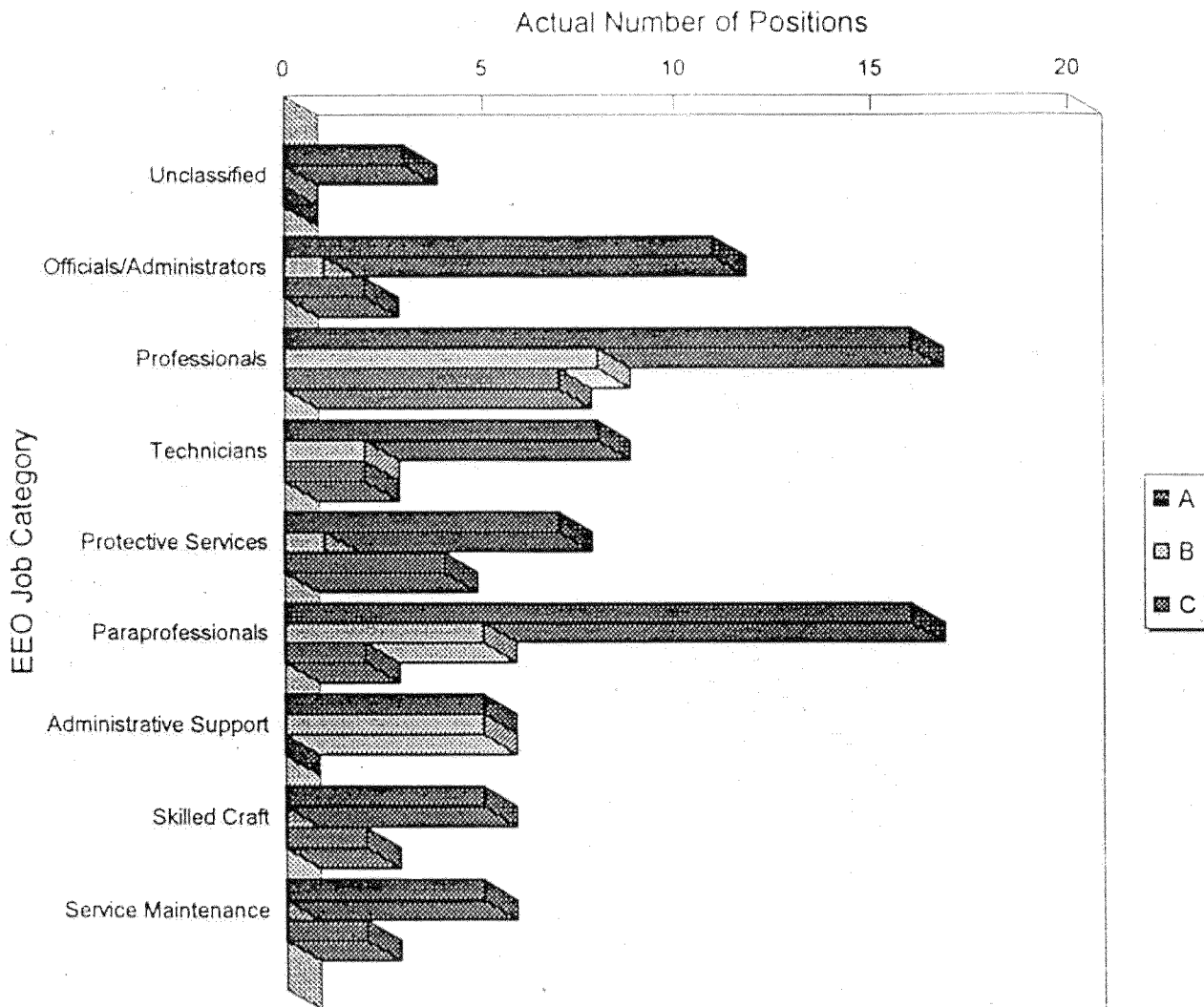
While classifications underutilized by Black males and females existed throughout all job categories, Black males had the highest rate of underutilization in Officials/Administrators and Administrative Support, and Black females had the highest rates in Professionals, Paraprofessionals and Service Maintenance.

A = Categories without Black Males & Females

B = Categories without Black Males

C = Categories without Black Females

## EEO Job Categories Underutilized by Asians



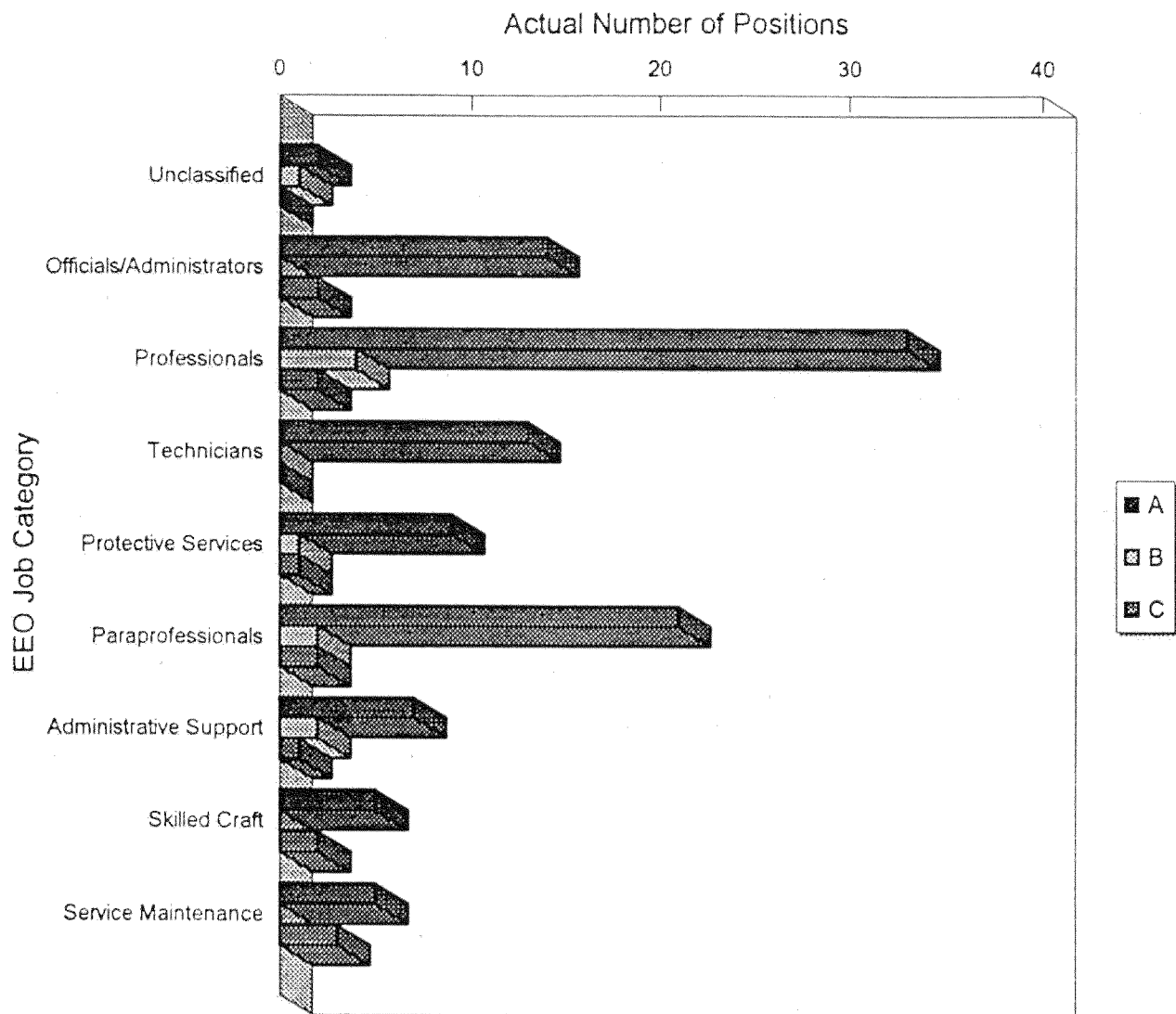
Job categories underutilized by both Asian males and females occurred in all areas, with the largest amount in Officials/Administrators, Professionals and Paraprofessionals. Underutilization for Asian males existed in Professionals, Paraprofessionals and Administrative Support; the same was true for Asian females.

A = Categories without Asian Males & Females

B = Categories without Asian Males

C = Categories without Asian Females

## EEO Job Categories Underutilized by American Indians



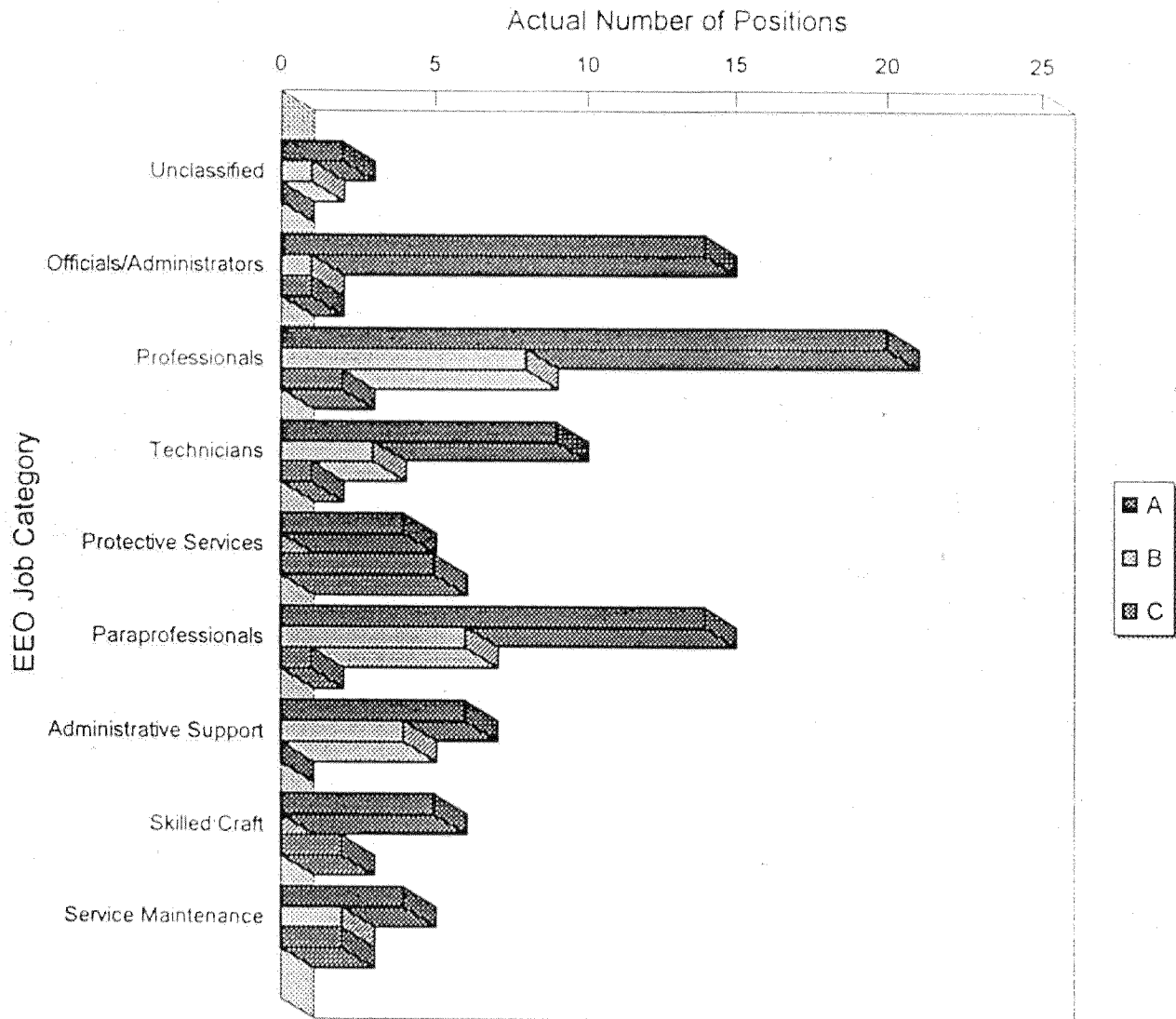
Compared with other ethnic groups, American Indians appeared to have the lowest rates of underutilization in most job categories except Professionals, Paraprofessionals, Officials/Administrators and Technicians. In each of those areas underutilization existed in positions without males and females, however the rates decreased significantly when compared with each gender independent of the other. Unclassified had the lowest rate of separation.

A = Categories without American Indian Males & Females

B = Categories without American Indian Males

C = Categories without American Indian Females

## EEO Job Categories Underutilized by Hispanics



Underutilization existed in all job categories for Hispanics with the highest rates in Officials/Administrators, Professionals and Paraprofessional classifications. The lowest rates of underutilization occurred in Unclassified, Skilled Craft and Protective Services. Hispanic females were not underutilized in Unclassified and Administrative Support and Hispanic males were not underutilized in Protective Services and Skilled Craft.

A = Categories without Hispanic Males & Females

B = Categories without Hispanic Males

C = Categories without Hispanic Females



## **ANTI-DISCRIMINATION RESOLUTIONS BY THE BOARD OF COUNTY COMMISSIONERS**

Multnomah County promotes equality among its citizens and is committed to a policy of non-discrimination among its businesses and institutions. Numerous Resolutions and Proclamations by the Board of County Commissioners for Multnomah County were established to encourage nonbiased practices in contracting and employment. Resolution 89-2, adopted January 12, 1989, expressly reaffirms the County's support for equal and fair treatment of all citizens without regard to race, sexual orientation, or religious conviction. Resolution 89-181, adopted October 5, 1989, has a stated purpose of encouraging businesses to voluntarily adopt a policy of non-discrimination against individuals based on gender.

### **Non-Discrimination Clauses in Contracts**

To assure opportunities for all segments of the business population to participate in the Multnomah County Purchasing Program, every County contract/subcontract for construction, maintenance, or services shall include provisions barring discrimination or differential treatment in contracting for Minority or Women Business Enterprises.<sup>15</sup>

### **Race Conscious Programs**

Multnomah County has had no mandated minority and women participation goals since 1988. The County was forced to abandon M/WBE goals as a result of the court decision, *L.D. Matteson, Inc. v. Multnomah County*.<sup>16</sup>

### **Affirmative Action in Public Contracts**

PCRB Administrative Rule Division 60 sets forth affirmative action guidelines regarding Public Contracts for Multnomah County. The stated purpose of the Rule is to establish procedures to assure that Multnomah County contractors and vendors provide adequate opportunities for minority and women subcontractors to participate and compete for business opportunities provided through the County. Public contracts may be awarded pursuant to a specific affirmative action plan.

### **Good Faith Effort Program**

In 1995, Multnomah County began to re-emphasize the Good Faith Effort Program. "Good faith efforts" documentation is required for projects exceeding \$200,000. On projects less than \$200,000, good faith efforts are encouraged but documentation is not required.

---

<sup>15</sup>AR 60.030.

<sup>16</sup>*L.D. Matteson, Inc. v. Multnomah County*, 703 F. Supp. 66 (D.Or. 1988).

On projects in excess of \$200,000, prime bidders must complete a M/WBE Utilization Form and Checklist for Good Faith Effort. The M/WBE Utilization Form requires the name and address of anticipated M/WBE subcontractors, the nature of their participation, the dollar value of their participation, and the total MBE and WBE percentages of the overall contract.

The Checklist for Good Faith Effort sets forth required and recommended activities. Required activities include the following:

- Bidders must attend a pre-bid meeting if scheduled by agency to inform M/WBEs of contracting opportunities. Signature on the attendance roster is required.
- Bidders must provide written notice of subcontracting opportunities to M/WBEs in sufficient time to allow effective participation. Notice must be sent to each M/WBE in each Economically Feasible Unit (EFU) for which they are subcontracting. In the event more than ten names appear on an individual EFU list, the contractor is to contact no less than ten names on that list. Bidders must include, with the bid submittal, one copy of the written notice(s) and a list of the M/WBEs to which the notice was sent. Bidders are to organize these lists by EFU.
- Bidders must follow-up initial solicitations of interest by contacting M/WBEs to determine with certainty whether the M/WBEs are interested. Bidders must identify M/WBEs by name and the type of follow-up contact made. This information may be included in the lists noted above or documented separately. If documented separately, bidders are to organize the information by EFU and include with bid submittal.
- Bidders must provide interested M/WBEs with information about the plans, specifications, and requirements for the selected subcontracting or material supply work. Bidders must identify the M/WBEs and explain what information was provided. This information must be submitted with bid documents.
- Bidders must negotiate in good faith with M/WBEs. For each EFU selected for subcontracting, bidders must identify the M/WBEs who quoted subcontract prices and the quoted prices. If any of these bids were rejected, bidders must explain why. Bidders must identify the subcontractor accepted and the amount quoted, and submit with bid documents.

Recommended activities include the following:

- Bidders should advise and make efforts to assist interested M/WBEs in obtaining bonding, lines of credit or insurance.
- Bidders should use the services of M/WBE community organizations, minority contractor groups, state, local and federal M/WBE assistance offices, and other organizations. If applicable, bidders are to name the organization contact person, date, and describe assistance offered.



- Bidders should advertise in general circulation, trade association, minority, women-focused and trade oriented publications concerning subcontracting or material supplying opportunities. Bidders are to name the publications in which they placed advertisements, show dates on which they were published, and attach copies of the actual advertisements.

Bidders who fail to submit adequate good faith effort documentation are determined "non-responsive" to the bid specifications and their bids are rejected.

### **Outreach Activities/Training Sessions**

Multnomah County has participated in various types of outreach activities. County Purchasing Office representatives participate in at least four outreach events per year. The events are usually sponsored by a governmental agency or in collaboration with government and private business enterprises. At these events, entrepreneurs set up booths to display the type of goods/services provided by their respective firms. Multnomah County purchases a booth and distributes brochures, packets that included general bidding instructions, prequalification forms for public work projects, vendor registration forms, and materials designed to explain the County's procurement processes.

The County often sends representatives to monthly meetings of various organizations to generate interest and awareness of upcoming public work projects. The membership of these organizations usually consists of construction contractors (both prime and subcontractors). The project manager makes a presentation on the scope and categories of work. A representative from the County's Purchasing Office attends these meetings to respond to inquiries regarding the bid process.



## **THE AFFIRMATIVE ACTION "QUALITY MANAGEMENT" RECOGNITION AWARD**

The Affirmative Action Office has created a "Dr. Arthur Flemming Affirmative Action Award," to be given out annually to the Department/Office that initiates, encourages, and achieves affirmative action/diversity/equal employment opportunity targets; finds creative strategies to improve the retention of protected class persons; finds creative ways to create a culturally-sensitive work place; and/or, creates opportunities for the unemployed to gain access to jobs.

The award is named after Dr. Arthur Flemming, former president of the University of Oregon, and who served as an aide to every president from Franklin D. Roosevelt to Ronald Reagan. Dr. Flemming served as a member of the U.S. Commission on Aging from 1973 to 1978, and Chairman of the U.S. Civil Rights Division from 1974 to 1981. In 1994, President Clinton awarded Dr. Flemming the Presidential Medal of Freedom. In honor of his work, Multnomah County has created the "Quality Management Award," as a means of keeping Dr. Flemming's dedication to public service, justice, and civil rights alive. This recognition award is given annually to a County employee(s) who demonstrate(s) this dedication to top quality service throughout the year. Dr. Flemming died on Sunday, September 8, 1996.



## **MULTNOMAH COUNTY MENTORSHIP PROGRAM**

### **PILOT PROGRAM: December 1996 - June 1997**

Multnomah County Employee Services' Training Section, has established a pilot program to determine the value and feasibility of establishing a formal Mentorship Program. The purpose of the program is to help develop relationships between employees who want to provide support and share knowledge and experience (mentors) with employees who feel they could benefit from the knowledge, experience and support (mentees or learning partners). The program objectives are:

- To develop and enhance leadership skills essential in a diverse workforce serving a diverse community;
- To facilitate development of relationships which support employees and enhance their opportunities to succeed;
- To share information about career advancement opportunities and developmental steps toward those opportunities;
- To increase value to taxpayers by helping improve retention and development of a qualified and diverse workforce; and
- To contribute to the development and support of an organizational culture in which we can share knowledge and experience, learn with and from each other, and create new perspectives out of our rich diversity.

#### **Goals for Participants**

Both Mentors and Mentees are expected to meet learning goals through the program; mentors are often perceived as teachers and mentees as learners, but the learning and teaching roles are often shared in mentoring relationships.

- **General Professional Development:** job enrichment, networking, increased understanding of organizational culture and protocol, general success skills for working in Multnomah County;
- **Specific Skill Development:** specific leadership or technical skills such as budgeting, public relations, team leadership, contract supervision, interviewing, etc.;
- **New Employee Development:** regular non-probationary employees early in their Multnomah County career matched with employees who have longer experience;
- **Career Development:** skills needed to consider or prepare for future job opportunities with Multnomah County (participation in the Mentorship Program will not necessarily qualify you for a promotion or job change and should be considered an educational opportunity only).



## **EQUAL OPPORTUNITY RECRUITMENT PROGRAM**

Multnomah County will conduct a continuing program for the recruitment of members of underrepresented groups for positions to carry out its equal employment opportunity policy, in a manner designed to eliminate underrepresentation in the various job categories.

- Recruitment, with the scope of this Plan, shall denote the total process by which the County and departments/offices locate, identify and assist in the employment of qualified applicants from underrepresented groups for job openings in categories of employment where underrepresentation has been determined. It includes innovative internal and external recruitment actions, and is intended to cover processes designed to prepare qualifiable applicants (those who have the potential but do not presently meet valid qualification requirements) for such job openings through programs of training, work experience, or both.
- Underrepresentation shall mean a situation in which the number of women or members of a minority group within a category of employment constitutes a lower percentage of the total number of employees within the employment category than the percentage of women or the minority constitutes within the civilian labor force of Multnomah County.

Within the scope of the recruitment program, the Affirmative Action Office will conduct a continuing program of:

- (a) Assistance to departments/offices in carrying out their recruitment programs; and
- (b) Evaluation and oversight of such recruitment programs to determine their effectiveness in eliminating underrepresentation consistent with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000c et seq.

Additionally, the Office will assist agencies in carrying out their programs by -

- (1) Identifying major recruitment sources of women and members of minority groups and providing guidance on internal and external recruitment activities directed toward the solution of specific underrepresentation problem;
- (2) Supplementing agency recruitment efforts, utilizing existing networks for dissemination of job information, and involving the participation of minority group and women's organizations where practicable;
- (3) Examining existing personnel procedures to identify those which (i) may serve as impediments to innovative internal and external recruitment and (ii) are within the administrative control of the Employee Services Division;

- (4) Determining whether applicant pools used in filling jobs in a category of employment where underrepresentation exists include sufficient candidates from any underrepresented groups, except where the agency controls such pools;
- (5) Providing such other support, as the Office deems appropriate;
- (6) The Office will monitor and, in conjunction with personnel management evaluation program of the Office, evaluate agency programs to determine their effectiveness in eliminating underrepresentation;
- (7) The Office will work with agencies to develop effective mechanisms for providing information on County job opportunities targeted to reach candidates from underrepresented groups;
- (8) The Office will conduct a continuing program of guidance and instruction to supplement these regulations; and
- (9) The Office will coordinate further activities to implement equal opportunity recruitment programs, and

Finally, the Office will report to the Board annually (during the new fiscal year) on the implementation and operation of the program on a government wide basis. Such reports will include assessments of department progress and/or lack of progress in meeting the objectives of the program.

Specifically, the report will identify:

- (1) Methods used to recruit underrepresented employees;
- (2) Methods used in monitoring the candidate's advancements on the various lists; and
- (3) An explanation of department's progress in implementing various recruitment tools and, where progress has not been shown, the report will cite reasons for the lack of progress in addition to specific plans for overcoming cited obstacles to progress.





**MULTNOMAH COUNTY**  
**AFFIRMATIVE ACTION QUARTERLY REPORT**  
FY 96-97 - 1st Quarter - Period Ending 09/30/96

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>	73	29	44	7	4	1	0	2
Percent	100.00%	39.73%	60.27%	9.59%	5.48%	1.37%	0.00%	2.74%
Availability			65.96%	9.37%	3.43%	2.85%	0.62%	2.47%
Difference			-5.69%	0.22%	2.05%	-1.48%	-0.62%	0.27%
Actual			44	7	4	1	0	2
Availability			48	7	2	2	0	2
Difference			-4	0	2	-1	0	0
<b>OFFICIALS/ADM.</b>	360	162	198	55	32	14	2	7
Percent	100.00%	45.00%	55.00%	15.28%	8.89%	3.89%	0.56%	1.94%
Availability			56.41%	14.03%	6.95%	3.91%	0.67%	2.49%
Difference			-1.41%	1.25%	1.94%	-0.02%	-0.11%	-0.55%
Actual			198	55	32	14	2	7
Availability			203	50	25	14	2	9
Difference			-5	5	7	0	0	-2
<b>PROFESSIONALS</b>	1090	341	749	156	67	50	6	33
Percent	100.00%	31.28%	68.72%	14.31%	6.15%	4.59%	0.55%	3.03%
Availability			64.90%	14.78%	6.68%	4.28%	1.15%	2.64%
Difference			3.82%	-0.47%	-0.53%	0.31%	-0.60%	0.39%
Actual			749	156	67	50	6	33
Availability			707	161	73	47	12	29
Difference			42	-5	-6	3	-6	4
<b>TECHNICIANS</b>	202	113	89	27	9	9	2	7
Percent	100.00%	55.94%	44.06%	13.37%	4.46%	4.46%	0.99%	3.47%
Availability			47.10%	14.49%	4.63%	4.89%	1.54%	3.42%
Difference			-3.04%	-1.12%	-0.17%	-0.43%	-0.55%	0.05%
Actual			89	27	9	9	2	7
Availability			95	29	9	10	3	7
Difference			-6	-2	0	-1	-1	0
<b>PROTECTIVE SVC.</b>	753	542	211	124	73	15	7	29
Percent	100.00%	71.98%	28.02%	16.47%	9.69%	1.99%	0.93%	3.85%
Availability			37.36%	14.80%	8.93%	2.67%	0.92%	2.28%
Difference			-9.34%	1.67%	0.76%	-0.68%	0.01%	1.57%
Actual			211	124	73	15	7	29
Availability			281	111	67	20	7	17
Difference			-70	13	6	-5	0	12
<b>PARAPROFESSIONAL</b>	491	169	322	125	46	31	6	42
Percent	100.00%	34.42%	65.58%	25.46%	9.37%	6.31%	1.22%	8.55%
Availability			65.86%	15.72%	8.36%	3.50%	0.93%	2.93%
Difference			-0.28%	9.74%	1.01%	2.81%	0.29%	5.62%
Actual			322	125	46	31	6	42
Availability			323	77	41	17	5	14
Difference			-1	48	5	14	1	28
<b>ADMIN. SUPPORT</b>	737	91	646	128	58	30	8	32
Percent	100.00%	12.35%	87.65%	17.37%	7.87%	4.07%	1.09%	4.34%
Availability			79.85%	16.67%	8.57%	4.72%	1.01%	2.36%
Difference			7.80%	0.70%	-0.70%	-0.65%	0.08%	1.98%
Actual			646	128	58	30	8	32
Availability			588	123	63	34	7	17
Difference			58	5	-5	-4	1	15
<b>SKILLED CRAFT</b>	81	81	0	10	1	2	3	4
Percent	100.00%	100.00%	0.00%	12.35%	1.23%	2.47%	3.70%	4.94%
Availability			7.08%	11.66%	3.97%	2.40%	1.95%	3.34%
Difference			-7.08%	0.69%	-2.74%	0.07%	1.75%	1.60%
Actual			0	10	1	2	3	4
Availability			6	9	3	2	2	3
Difference			-6	1	-2	0	1	1
<b>SERVICE/MAINT.</b>	170	113	57	25	10	7	2	6
Percent	100.00%	66.47%	33.53%	14.71%	5.88%	4.12%	1.18%	3.53%
Availability			50.33%	14.58%	6.64%	4.50%	0.72%	2.69%
Difference			-16.80%	0.13%	-0.76%	-0.38%	0.46%	0.84%
Actual			57	25	10	7	2	6
Availability			86	25	11	8	1	5
Difference			-29	0	-1	-1	1	1
<b>TOTAL</b>	3957	1641	2316	657	300	159	36	162
Percent	100.00%	41.47%	58.53%	16.60%	7.58%	4.02%	0.91%	4.09%

**MULTNOMAH COUNTY - COMM. & FAMILY SERVICES**  
**AFFIRMATIVE ACTION QUARTERLY REPORT**  
FY 96-97 - 1st Quarter - Period Ending 09/30/96

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>	1	1	0	1	1	0	0	0
Percent	100.00%	100.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%
Availability			51.54%	19.99%	13.48%	2.04%	2.08%	2.38%
Difference			-51.54%	80.01%	86.52%	-2.04%	-2.08%	-2.38%
Actual			0	1	1	0	0	0
Availability			1	0	0	0	0	0
Difference			-1	1	1	0	0	0
<b>OFFICIALS/ADM.</b>	36	16	20	8	4	1	0	3
Percent	100.00%	44.44%	55.56%	22.22%	11.11%	2.78%	0.00%	8.33%
Availability			55.64%	14.31%	7.15%	3.83%	0.84%	2.49%
Difference			-0.08%	7.91%	3.96%	-1.05%	-0.84%	5.84%
Actual			20	8	4	1	0	3
Availability			20	5	3	1	0	1
Difference			0	3	1	0	0	2
<b>PROFESSIONALS</b>	213	57	156	43	18	12	1	12
Percent	100.00%	26.76%	73.24%	20.19%	8.45%	5.63%	0.47%	5.63%
Availability			63.77%	17.25%	8.94%	3.71%	1.64%	2.94%
Difference			9.47%	2.94%	-0.49%	1.92%	-1.17%	2.69%
Actual			156	43	18	12	1	12
Availability			136	37	19	8	3	6
Difference			20	6	-1	4	-2	6
<b>TECHNICIANS</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>PROTECTIVE SVC.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>PARAPROFESSIONAL</b>	47	22	25	10	5	4	0	1
Percent	100.00%	46.81%	53.19%	21.28%	10.64%	8.51%	0.00%	2.13%
Availability			57.78%	14.67%	8.37%	3.07%	0.53%	2.71%
Difference			-4.59%	6.61%	2.27%	5.44%	-0.53%	-0.58%
Actual			25	10	5	4	0	1
Availability			27	7	4	1	0	1
Difference			-2	3	1	3	0	0
<b>ADMIN. SUPPORT</b>	50	5	45	8	5	0	2	1
Percent	100.00%	10.00%	90.00%	16.00%	10.00%	0.00%	4.00%	2.00%
Availability			80.69%	17.76%	9.53%	4.76%	1.05%	2.42%
Difference			9.31%	-1.76%	0.47%	-4.76%	2.95%	-0.42%
Actual			45	8	5	0	2	1
Availability			40	9	5	2	1	1
Difference			5	-1	0	-2	1	0
<b>SKILLED CRAFT</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>SERVICE/MAINT.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>TOTAL</b>	347	101	246	70	33	17	3	17
Percent	100.00%	29.11%	70.89%	20.17%	9.51%	4.90%	0.86%	4.90%

**MULTNOMAH COUNTY - AGING SERVICES  
AFFIRMATIVE ACTION QUARTERLY REPORT  
FY 96-97 - 1st Quarter - Period Ending 09/30/96**

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>	1	1	0	0	0	0	0	0
Percent	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			51.54%	19.99%	13.48%	2.04%	2.08%	2.38%
Difference			-51.54%	-19.99%	-13.48%	-2.04%	-2.08%	-2.38%
Actual			0	0	0	0	0	0
Availability			1	0	0	0	0	0
Difference			-1	0	0	0	0	0
<b>OFFICIALS/ADM.</b>	15	3	12	4	1	2	0	1
Percent	100.00%	20.00%	80.00%	26.67%	6.67%	13.33%	0.00%	6.67%
Availability			56.24%	14.75%	7.45%	3.91%	0.92%	2.48%
Difference			23.76%	11.92%	-0.78%	9.42%	-0.92%	4.19%
Actual			12	4	1	2	0	1
Availability			8	2	1	1	0	0
Difference			4	2	0	1	0	1
<b>PROFESSIONALS</b>	111	30	81	13	6	4	0	3
Percent	100.00%	27.03%	72.97%	11.71%	5.41%	3.60%	0.00%	2.70%
Availability			66.77%	18.04%	9.34%	4.06%	1.82%	2.81%
Difference			6.20%	-6.33%	-3.93%	-0.46%	-1.82%	-0.11%
Actual			81	13	6	4	0	3
Availability			74	20	10	4	2	3
Difference			7	-7	-4	0	-2	0
<b>TECHNICIANS</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>PROTECTIVE SVC.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>PARAPROFESSIONAL</b>	25	7	18	7	5	0	1	1
Percent	100.00%	28.00%	72.00%	28.00%	20.00%	0.00%	4.00%	4.00%
Availability			47.00%	11.01%	5.34%	2.52%	0.73%	2.40%
Difference			25.00%	16.99%	14.66%	-2.52%	3.27%	1.60%
Actual			18	7	5	0	1	1
Availability			12	3	1	1	0	1
Difference			6	4	4	-1	1	0
<b>ADMIN. SUPPORT</b>	42	3	39	8	4	2	0	2
Percent	100.00%	7.14%	92.86%	19.05%	9.52%	4.76%	0.00%	4.76%
Availability			77.46%	16.74%	8.93%	4.48%	0.99%	2.32%
Difference			15.40%	2.31%	0.59%	0.28%	-0.99%	2.44%
Actual			39	8	4	2	0	2
Availability			33	7	4	2	0	1
Difference			6	1	0	0	0	1
<b>SKILLED CRAFT</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>SERVICE/MAINT.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>TOTAL</b>	194	44	150	32	16	8	1	7
Percent	100.00%	22.68%	77.32%	16.49%	8.25%	4.12%	0.52%	3.61%

**MULTNOMAH COUNTY - JUVENILE JUSTICE**  
**AFFIRMATIVE ACTION QUARTERLY REPORT**  
FY 96-97 - 1st Quarter - Period Ending 09/30/96

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>	1	0	1	0	0	0	0	0
Percent	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			51.54%	19.99%	13.48%	2.04%	2.08%	2.38%
Difference			48.46%	-19.99%	-13.48%	-2.04%	-2.08%	-2.38%
Actual			1	0	0	0	0	0
Availability			1	0	0	0	0	0
Difference			0	0	0	0	0	0
<b>OFFICIALS/ADM.</b>	19	10	9	4	3	1	0	0
Percent	100.00%	52.63%	47.37%	21.05%	15.79%	5.26%	0.00%	0.00%
Availability			57.11%	14.90%	7.58%	3.93%	0.90%	2.49%
Difference			-9.74%	6.15%	8.21%	1.33%	-0.90%	-2.49%
Actual			9	4	3	1	0	0
Availability			11	3	1	1	0	0
Difference			-2	1	2	0	0	0
<b>PROFESSIONALS</b>	69	32	37	22	13	6	1	2
Percent	100.00%	46.38%	53.62%	31.88%	18.84%	8.70%	1.45%	2.90%
Availability			67.18%	19.48%	10.25%	4.36%	2.13%	2.73%
Difference			-13.56%	12.40%	8.59%	4.34%	-0.68%	0.17%
Actual			37	22	13	6	1	2
Availability			46	13	7	3	1	2
Difference			-9	9	6	3	0	0
<b>TECHNICIANS</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>PROTECTIVE SVC.</b>	87	62	25	36	22	9	0	5
Percent	100.00%	71.26%	28.74%	41.38%	25.29%	10.34%	0.00%	5.75%
Availability			49.57%	18.47%	10.70%	3.04%	1.93%	2.80%
Difference			-20.83%	22.91%	14.59%	7.30%	-1.93%	2.95%
Actual			25	36	22	9	0	5
Availability			43	16	9	3	2	2
Difference			-18	20	13	6	-2	3
<b>PARAPROFESSIONAL</b>	17	7	10	6	4	0	1	1
Percent	100.00%	41.18%	58.82%	35.29%	23.53%	0.00%	5.88%	5.88%
Availability			65.89%	17.24%	12.12%	2.40%	0.49%	2.23%
Difference			-7.07%	18.05%	11.41%	-2.40%	5.39%	3.65%
Actual			10	6	4	0	1	1
Availability			11	3	2	0	0	0
Difference			-1	3	2	0	1	1
<b>ADMIN. SUPPORT</b>	31	2	29	4	2	2	0	0
Percent	100.00%	6.45%	93.55%	12.90%	6.45%	6.45%	0.00%	0.00%
Availability			82.38%	17.41%	9.36%	4.55%	1.19%	2.31%
Difference			11.17%	-4.51%	-2.91%	1.90%	-1.19%	-2.31%
Actual			29	4	2	2	0	0
Availability			26	5	3	1	0	1
Difference			3	-1	-1	1	0	-1
<b>SKILLED CRAFT</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>SERVICE/MAINT.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>TOTAL</b>	224	113	111	72	44	18	2	8
Percent	100.00%	50.45%	49.55%	32.14%	19.64%	8.04%	0.89%	3.57%

**MULTNOMAH COUNTY - HEALTH DEPARTMENT**  
**AFFIRMATIVE ACTION QUARTERLY REPORT**  
FY 96-97 - 1st Quarter - Period Ending 09/30/96

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>	1	0	1	0	0	0	0	0
Percent	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			51.54%	19.99%	13.48%	2.04%	2.08%	2.38%
Difference			48.46%	-19.99%	-13.48%	-2.04%	-2.08%	-2.38%
Actual			1	0	0	0	0	0
Availability			1	0	0	0	0	0
Difference			0	0	0	0	0	0
<b>OFFICIALS/ADM.</b>	78	22	56	16	9	5	0	2
Percent	100.00%	28.21%	71.79%	20.51%	11.54%	6.41%	0.00%	2.56%
Availability			57.30%	13.14%	6.41%	3.44%	0.55%	2.74%
Difference			14.49%	7.37%	5.13%	2.97%	-0.55%	-0.18%
Actual			56	16	9	5	0	2
Availability			45	10	5	3	0	2
Difference			11	6	4	2	0	0
<b>PROFESSIONALS</b>	379	71	308	42	14	15	3	10
Percent	100.00%	18.73%	81.27%	11.08%	3.69%	3.96%	0.79%	2.64%
Availability			73.26%	12.84%	4.64%	4.47%	0.80%	2.86%
Difference			8.01%	-1.76%	-0.95%	-0.51%	-0.01%	-0.22%
Actual			308	42	14	15	3	10
Availability			278	49	18	17	3	11
Difference			30	-7	-4	-2	0	-1
<b>TECHNICIANS</b>	69	12	57	13	6	3	0	4
Percent	100.00%	17.39%	82.61%	18.84%	8.70%	4.35%	0.00%	5.80%
Availability			71.62%	13.85%	4.89%	3.69%	0.88%	4.39%
Difference			10.99%	4.99%	3.81%	0.66%	-0.88%	1.41%
Actual			57	13	6	3	0	4
Availability			49	10	3	3	1	3
Difference			8	3	3	0	-1	1
<b>PROTECTIVE SVC.</b>	1	0	1	1	0	0	0	1
Percent	100.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%
Availability			30.40%	13.31%	6.91%	0.96%	0.88%	4.55%
Difference			69.60%	86.69%	-6.91%	-0.96%	-0.88%	95.45%
Actual			1	1	0	0	0	1
Availability			0	0	0	0	0	0
Difference			1	1	0	0	0	1
<b>PARAPROFESSIONAL</b>	152	39	113	68	15	20	1	32
Percent	100.00%	25.66%	74.34%	44.74%	9.87%	13.16%	0.66%	21.05%
Availability			69.62%	16.38%	7.44%	3.60%	1.69%	3.65%
Difference			4.72%	28.36%	2.43%	9.56%	-1.03%	17.40%
Actual			113	68	15	20	1	32
Availability			106	25	11	5	3	6
Difference			7	43	4	15	-2	26
<b>ADMIN. SUPPORT</b>	161	27	134	48	21	6	2	19
Percent	100.00%	16.77%	83.23%	29.81%	13.04%	3.73%	1.24%	11.80%
Availability			81.31%	17.35%	9.22%	4.66%	1.06%	2.42%
Difference			1.92%	12.46%	3.82%	-0.93%	0.18%	9.38%
Actual			134	48	21	6	2	19
Availability			131	28	15	7	2	4
Difference			3	20	6	-1	0	15
<b>SKILLED CRAFT</b>	1	1	0	0	0	0	0	0
Percent	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			4.80%	8.65%	1.47%	1.39%	3.73%	2.06%
Difference			-4.80%	-8.65%	-1.47%	-1.39%	-3.73%	-2.06%
Actual			0	0	0	0	0	0
Availability			0	0	0	0	0	0
Difference			0	0	0	0	0	0
<b>SERVICE/MAINT.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>TOTAL</b>	842	172	670	188	65	49	6	68
Percent	100.00%	20.43%	79.57%	22.33%	7.72%	5.82%	0.71%	8.08%

**MULTNOMAH COUNTY - HEALTH DEPARTMENT - Neighborhood Health**  
**AFFIRMATIVE ACTION QUARTERLY REPORT**  
**FY 96-97 - 1st Quarter - Period Ending 09/30/96**

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>OFFICIALS/ADM.</b>	10	0	10	2	2	0	0	0
Percent	100.00%	0.00%	100.00%	20.00%	20.00%	0.00%	0.00%	0.00%
Availability			57.89%	13.00%	6.35%	3.30%	0.54%	2.80%
Difference			42.11%	7.00%	13.65%	-3.30%	-0.54%	-2.80%
Actual			10	2	2	0	0	0
Availability			6	1	1	0	0	0
Difference			4	1	1	0	0	0
<b>PROFESSIONALS</b>	86	2	84	5	4	1	0	0
Percent	100.00%	2.33%	97.67%	5.81%	4.65%	1.16%	0.00%	0.00%
Availability			79.94%	12.42%	4.56%	4.00%	0.66%	3.08%
Difference			17.73%	-6.61%	0.09%	-2.84%	-0.66%	-3.08%
Actual			84	5	4	1	0	0
Availability			69	11	4	3	1	3
Difference			15	-6	0	-2	-1	-3
<b>TECHNICIANS</b>	1	0	1	0	0	0	0	0
Percent	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			75.10%	16.66%	4.03%	5.36%	2.15%	5.12%
Difference			24.90%	-16.66%	-4.03%	-5.36%	-2.15%	-5.12%
Actual			1	0	0	0	0	0
Availability			1	0	0	0	0	0
Difference			0	0	0	0	0	0
<b>PROTECTIVE SVC.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>PARAPROFESSIONAL</b>	16	1	15	4	3	0	0	1
Percent	100.00%	6.25%	93.75%	25.00%	18.75%	0.00%	0.00%	6.25%
Availability			73.38%	17.75%	8.31%	3.77%	1.81%	3.86%
Difference			20.37%	7.25%	10.44%	-3.77%	-1.81%	2.39%
Actual			15	4	3	0	0	1
Availability			12	3	1	1	0	1
Difference			3	1	2	-1	0	0
<b>ADMIN. SUPPORT</b>	22	5	17	3	2	0	0	1
Percent	100.00%	22.73%	77.27%	13.64%	9.09%	0.00%	0.00%	4.55%
Availability			80.93%	17.73%	9.53%	4.73%	1.05%	2.41%
Difference			-3.66%	-4.09%	-0.44%	-4.73%	-1.05%	2.14%
Actual			17	3	2	0	0	1
Availability			18	4	2	1	0	1
Difference			-1	-1	0	-1	0	0
<b>SKILLED CRAFT</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>SERVICE/MAINT.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>TOTAL</b>	135	8	127	14	11	1	0	2
Percent	100.00%	5.93%	94.07%	10.37%	8.15%	0.74%	0.00%	1.48%

**MULTNOMAH COUNTY - HEALTH DEPARTMENT - Support Services Division**  
**AFFIRMATIVE ACTION QUARTERLY REPORT**  
**FY 96-97 - 1st Quarter - Period Ending 03/30/96**

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>OFFICIALS/ADM.</b>	7	3	4	1	0	1	0	0
Percent	100.00%	42.86%	57.14%	14.29%	0.00%	14.29%	0.00%	0.00%
Availability			58.41%	13.35%	6.56%	3.38%	0.61%	2.80%
Difference			-1.27%	0.94%	-6.56%	10.91%	-0.61%	-2.80%
Actual			4	1	0	1	0	0
Availability			4	1	0	0	0	0
Difference			0	0	0	1	0	0
<b>PROFESSIONALS</b>	16	6	10	2	0	1	0	1
Percent	100.00%	37.50%	62.50%	12.50%	0.00%	6.25%	0.00%	6.25%
Availability			53.15%	12.72%	2.97%	7.35%	0.30%	2.10%
Difference			9.35%	-0.22%	-2.97%	-1.10%	-0.30%	4.15%
Actual			10	2	0	1	0	1
Availability			8	2	0	1	0	0
Difference			2	0	0	0	0	1
<b>TECHNICIANS</b>	2	0	2	0	0	0	0	0
Percent	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			63.65%	12.61%	5.81%	5.13%	0.34%	1.33%
Difference			36.35%	-12.61%	-5.81%	-5.13%	-0.34%	-1.33%
Actual			2	0	0	0	0	0
Availability			1	0	0	0	0	0
Difference			1	0	0	0	0	0
<b>PROTECTIVE SVC.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>PARAPROFESSIONAL</b>	16	2	14	3	1	1	0	1
Percent	100.00%	12.50%	87.50%	18.75%	6.25%	6.25%	0.00%	6.25%
Availability			69.04%	17.45%	7.99%	3.68%	1.82%	3.92%
Difference			18.46%	1.30%	-1.74%	2.57%	-1.82%	2.33%
Actual			14	3	1	1	0	1
Availability			11	3	1	1	0	1
Difference			3	0	0	0	0	0
<b>ADMIN. SUPPORT</b>	5	2	3	1	0	0	0	1
Percent	100.00%	40.00%	60.00%	20.00%	0.00%	0.00%	0.00%	20.00%
Availability			81.23%	16.64%	8.52%	4.59%	1.03%	2.47%
Difference			-21.23%	3.36%	-8.52%	-4.59%	-1.03%	17.53%
Actual			3	1	0	0	0	1
Availability			4	1	0	0	0	0
Difference			-1	0	0	0	0	1
<b>SKILLED CRAFT</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>SERVICE/MAINT.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>TOTAL</b>	46	13	33	7	1	3	0	3
Percent	100.00%	28.26%	71.74%	15.22%	2.17%	6.52%	0.00%	6.52%



**MULTNOMAH COUNTY - COMMUNITY CORRECTIONS**  
**AFFIRMATIVE ACTION QUARTERLY REPORT**  
FY 96-97 - 1st Quarter - Period Ending 09/30/96

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>	1	0	1	0	0	0	0	0
Percent	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			51.54%	19.99%	13.48%	2.04%	2.08%	2.38%
Difference			48.46%	-19.99%	-13.48%	-2.04%	-2.08%	-2.38%
Actual			1	0	0	0	0	0
Availability			1	0	0	0	0	0
Difference			0	0	0	0	0	0
<b>OFFICIALS/ADM.</b>	38	21	17	11	7	3	0	1
Percent	100.00%	55.26%	44.74%	28.95%	18.42%	7.89%	0.00%	2.63%
Availability			54.26%	13.58%	6.62%	3.78%	0.70%	2.48%
Difference			-9.52%	15.37%	11.80%	4.11%	-0.70%	0.15%
Actual			17	11	7	3	0	1
Availability			21	5	3	1	0	1
Difference			-4	6	4	2	0	0
<b>PROFESSIONALS</b>	27	11	16	3	3	0	0	0
Percent	100.00%	40.74%	59.26%	11.11%	11.11%	0.00%	0.00%	0.00%
Availability			65.29%	18.97%	9.68%	4.63%	2.00%	2.66%
Difference			-6.03%	-7.86%	1.43%	-4.63%	-2.00%	-2.66%
Actual			16	3	3	0	0	0
Availability			18	5	3	1	1	1
Difference			-2	-2	0	-1	-1	-1
<b>TECHNICIANS</b>	2	1	1	0	0	0	0	0
Percent	100.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			34.50%	8.97%	2.60%	4.36%	0.34%	1.67%
Difference			15.50%	-8.97%	-2.60%	-4.36%	-0.34%	-1.67%
Actual			1	0	0	0	0	0
Availability			1	0	0	0	0	0
Difference			0	0	0	0	0	0
<b>PROTECTIVE SVC.</b>	137	68	69	20	13	1	1	5
Percent	100.00%	49.64%	50.36%	14.60%	9.49%	0.73%	0.73%	3.65%
Availability			49.57%	18.47%	10.70%	3.04%	1.93%	2.80%
Difference			0.79%	-3.87%	-1.21%	-2.31%	-1.20%	0.85%
Actual			69	20	13	1	1	5
Availability			68	25	15	4	3	4
Difference			1	-5	-2	-3	-2	1
<b>PARAPROFESSIONAL</b>	71	35	36	15	8	2	0	5
Percent	100.00%	49.30%	50.70%	21.13%	11.27%	2.82%	0.00%	7.04%
Availability			71.48%	19.23%	14.97%	1.91%	0.41%	1.94%
Difference			-20.78%	1.90%	-3.70%	0.91%	-0.41%	5.10%
Actual			36	15	8	2	0	5
Availability			51	14	11	1	0	1
Difference			-15	1	-3	1	0	4
<b>ADMIN. SUPPORT</b>	54	3	51	9	3	1	1	4
Percent	100.00%	5.56%	94.44%	16.67%	5.56%	1.85%	1.85%	7.41%
Availability			81.51%	17.46%	9.34%	4.65%	1.09%	2.39%
Difference			12.93%	-0.79%	-3.78%	-2.80%	0.76%	5.02%
Actual			51	9	3	1	1	4
Availability			44	9	5	2	1	1
Difference			7	0	-2	-1	0	3
<b>SKILLED CRAFT</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>SERVICE/MAINT.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>TOTAL</b>	330	139	191	58	34	7	2	15
Percent	100.00%	42.12%	57.88%	17.58%	10.30%	2.12%	0.61%	4.55%

**MULTNOMAH COUNTY - DISTRICT ATTORNEY'S OFFICE**  
**AFFIRMATIVE ACTION QUARTERLY REPORT**  
FY 96-97 - 1st Quarter - Period Ending 09/30/96

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>	10	5	5	0	0	0	0	0
Percent	100.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			54.08%	6.40%	2.05%	2.28%	0.38%	1.68%
Difference			-4.08%	-6.40%	-2.05%	-2.28%	-0.38%	-1.68%
Actual			5	0	0	0	0	0
Availability			5	1	0	0	0	0
Difference			0	-1	0	0	0	0
<b>OFFICIALS/ADM.</b>	3	0	3	0	0	0	0	0
Percent	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			59.07%	14.20%	7.31%	3.78%	0.54%	2.58%
Difference			40.93%	-14.20%	-7.31%	-3.78%	-0.54%	-2.58%
Actual			3	0	0	0	0	0
Availability			2	0	0	0	0	0
Difference			1	0	0	0	0	0
<b>PROFESSIONALS</b>	81	48	33	7	2	4	0	1
Percent	100.00%	59.26%	40.74%	8.64%	2.47%	4.94%	0.00%	1.23%
Availability			39.84%	7.31%	3.13%	2.27%	0.30%	1.60%
Difference			0.90%	1.33%	-0.66%	2.67%	-0.30%	-0.37%
Actual			33	7	2	4	0	1
Availability			32	6	3	2	0	1
Difference			1	1	-1	2	0	0
<b>TECHNICIANS</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>PROTECTIVE SVC.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>PARAPROFESSIONAL</b>	44	5	39	4	3	1	0	0
Percent	100.00%	11.36%	88.64%	9.09%	6.82%	2.27%	0.00%	0.00%
Availability			69.33%	14.41%	6.46%	4.12%	0.94%	2.89%
Difference			19.31%	-5.32%	0.36%	-1.85%	-0.94%	-2.89%
Actual			39	4	3	1	0	0
Availability			30	6	3	2	0	1
Difference			9	-2	0	-1	0	-1
<b>ADMIN. SUPPORT</b>	52	2	50	7	4	1	0	2
Percent	100.00%	3.85%	96.15%	13.46%	7.69%	1.92%	0.00%	3.85%
Availability			80.24%	18.10%	9.79%	4.84%	1.05%	2.41%
Difference			15.91%	-4.64%	-2.10%	-2.92%	-1.05%	1.44%
Actual			50	7	4	1	0	2
Availability			42	9	5	3	1	1
Difference			8	-2	-1	-2	-1	1
<b>SKILLED CRAFT</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>SERVICE/MAINT.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>TOTAL</b>	190	60	130	18	9	6	0	3
Percent	100.00%	31.58%	68.42%	9.47%	4.74%	3.16%	0.00%	1.58%

**MULTNOMAH COUNTY - SHERIFF'S OFFICE**  
**AFFIRMATIVE ACTION QUARTERLY REPORT**  
FY 96-97 - 1st Quarter - Period Ending 09/30/96

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>	3	2	1	0	0	0	0	0
Percent	100.00%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			62.64%	9.67%	4.01%	2.73%	0.34%	2.59%
Difference			-29.31%	-9.67%	-4.01%	-2.73%	-0.34%	-2.59%
Actual			1	0	0	0	0	0
Availability			2	0	0	0	0	0
Difference			-1	0	0	0	0	0
<b>OFFICIALS/ADM.</b>	31	17	14	4	4	0	0	0
Percent	100.00%	54.84%	45.16%	12.90%	12.90%	0.00%	0.00%	0.00%
Availability			60.25%	13.23%	6.72%	3.54%	0.67%	2.30%
Difference			-15.09%	-0.33%	6.18%	-3.54%	-0.67%	-2.30%
Actual			14	4	4	0	0	0
Availability			19	4	2	1	0	1
Difference			-5	0	2	-1	0	-1
<b>PROFESSIONALS</b>	47	25	22	11	7	2	0	2
Percent	100.00%	53.19%	46.81%	23.40%	14.89%	4.26%	0.00%	4.26%
Availability			66.71%	18.42%	9.34%	4.41%	1.89%	2.78%
Difference			-19.90%	4.98%	5.55%	-0.15%	-1.89%	1.48%
Actual			22	11	7	2	0	2
Availability			31	9	4	2	1	1
Difference			-9	2	3	0	-1	1
<b>TECHNICIANS</b>	1	0	1	1	0	1	0	0
Percent	100.00%	0.00%	100.00%	100.00%	0.00%	100.00%	0.00%	0.00%
Availability			34.50%	8.97%	2.60%	4.36%	0.34%	1.67%
Difference			65.50%	91.03%	-2.60%	95.64%	-0.34%	-1.67%
Actual			1	1	0	1	0	0
Availability			0	0	0	0	0	0
Difference			1	1	0	1	0	0
<b>PROTECTIVE SVC.</b>	514	407	107	65	38	5	5	17
Percent	100.00%	79.18%	20.82%	12.65%	7.39%	0.97%	0.97%	3.31%
Availability			32.25%	13.42%	8.30%	2.56%	0.51%	2.06%
Difference			-11.43%	-0.77%	-0.91%	-1.59%	0.46%	1.25%
Actual			107	65	38	5	5	17
Availability			166	69	43	13	3	11
Difference			-59	-4	-5	-8	2	6
<b>PARAPROFESSIONAL</b>	48	32	16	4	1	0	2	1
Percent	100.00%	66.67%	33.33%	8.33%	2.08%	0.00%	4.17%	2.08%
Availability			54.13%	14.44%	7.27%	3.60%	0.50%	3.03%
Difference			-20.80%	-6.11%	-5.19%	-3.60%	3.67%	-0.95%
Actual			16	4	1	0	2	1
Availability			26	7	3	2	0	1
Difference			-10	-3	-2	-2	2	0
<b>ADMIN. SUPPORT</b>	76	14	62	6	2	2	1	1
Percent	100.00%	18.42%	81.58%	7.89%	2.63%	2.63%	1.32%	1.32%
Availability			75.97%	16.13%	8.43%	3.90%	1.48%	2.32%
Difference			5.61%	-8.24%	-5.80%	-1.27%	-0.16%	-1.00%
Actual			62	6	2	2	1	1
Availability			58	12	6	3	1	2
Difference			4	-6	-4	-1	0	-1
<b>SKILLED CRAFT</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>SERVICE/MAINT.</b>	3	2	1	0	0	0	0	0
Percent	100.00%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			51.04%	35.46%	5.04%	22.51%	1.60%	6.07%
Difference			-17.71%	-35.46%	-5.04%	-22.51%	-1.60%	-6.07%
Actual			1	0	0	0	0	0
Availability			2	1	0	1	0	0
Difference			-1	-1	0	-1	0	0
<b>TOTAL</b>	723	499	224	91	52	10	8	21
Percent	100.00%	69.02%	30.98%	12.59%	7.19%	1.38%	1.11%	2.90%

**MULTNOMAH COUNTY - ENVIRONMENTAL SERVICES**  
**AFFIRMATIVE ACTION QUARTERLY REPORT**  
FY 96-97 - 1st Quarter - Period Ending 09/30/96

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>	1	1	0	0	0	0	0	0
Percent	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			51.54%	19.99%	13.48%	2.04%	2.08%	2.38%
Difference			-51.54%	-19.99%	-13.48%	-2.04%	-2.08%	-2.38%
Actual			0	0	0	0	0	0
Availability			1	0	0	0	0	0
Difference			-1	0	0	0	0	0
<b>OFFICIALS/ADM.</b>	66	49	17	4	1	1	2	0
Percent	100.00%	74.24%	25.76%	6.06%	1.52%	1.52%	3.03%	0.00%
Availability			53.44%	14.36%	7.21%	3.99%	6.79%	2.49%
Difference			-27.68%	-8.30%	-5.69%	-2.47%	2.36%	-2.49%
Actual			17	4	1	1	2	0
Availability			35	9	5	3	0	2
Difference			-18	-5	-4	-2	2	-2
<b>PROFESSIONALS</b>	48	33	15	8	2	3	1	2
Percent	100.00%	68.75%	31.25%	16.67%	4.17%	6.25%	2.08%	4.17%
Availability			46.61%	12.78%	5.07%	4.82%	0.42%	2.47%
Difference			-15.36%	3.89%	-0.90%	1.43%	1.66%	1.70%
Actual			15	8	2	3	1	2
Availability			22	6	2	2	0	1
Difference			-7	2	0	1	1	1
<b>TECHNICIANS</b>	92	71	21	11	3	3	2	3
Percent	100.00%	77.17%	22.83%	11.96%	3.26%	3.26%	2.17%	3.26%
Availability			31.70%	16.03%	4.78%	5.55%	2.44%	3.26%
Difference			-8.87%	-4.07%	-1.52%	-2.29%	-0.27%	0.00%
Actual			21	11	3	3	2	3
Availability			29	15	4	5	2	3
Difference			-8	-4	-1	-2	0	0
<b>PROTECTIVE SVC.</b>	14	5	9	2	0	0	1	1
Percent	100.00%	35.71%	64.29%	14.29%	0.00%	0.00%	7.14%	7.14%
Availability			36.92%	9.03%	5.18%	0.96%	0.56%	2.33%
Difference			27.37%	5.26%	-5.18%	-0.96%	6.58%	4.81%
Actual			9	2	0	0	1	1
Availability			5	1	1	0	0	0
Difference			4	1	-1	0	1	1
<b>PARAPROFESSIONAL</b>	22	10	12	4	3	1	0	0
Percent	100.00%	45.45%	54.55%	18.18%	13.64%	4.55%	0.00%	0.00%
Availability			58.82%	13.64%	5.78%	3.88%	0.83%	3.09%
Difference			-4.27%	4.54%	7.86%	0.67%	-0.83%	-3.09%
Actual			12	4	3	1	0	0
Availability			13	3	1	1	0	1
Difference			-1	1	2	0	0	-1
<b>ADMIN. SUPPORT</b>	111	12	99	22	7	11	2	2
Percent	100.00%	10.81%	89.19%	19.82%	6.31%	9.91%	1.80%	1.80%
Availability			79.62%	16.92%	8.98%	4.41%	1.14%	2.36%
Difference			9.57%	2.90%	-2.67%	5.50%	0.66%	-0.56%
Actual			99	22	7	11	2	2
Availability			88	19	10	5	1	3
Difference			11	3	-3	6	1	-1
<b>SKILLED CRAFT</b>	80	80	0	10	1	2	3	4
Percent	100.00%	100.00%	0.00%	12.50%	1.25%	2.50%	3.75%	5.00%
Availability			7.10%	11.70%	4.00%	2.41%	1.93%	3.35%
Difference			-7.10%	0.80%	-2.75%	0.09%	1.82%	1.65%
Actual			0	10	1	2	3	4
Availability			6	9	3	2	2	3
Difference			-6	1	-2	0	1	1
<b>SERVICE/MAINT.</b>	70	62	8	17	8	5	1	3
Percent	100.00%	88.57%	11.43%	24.29%	11.43%	7.14%	1.43%	4.29%
Availability			23.29%	15.16%	8.14%	1.86%	1.39%	3.75%
Difference			-11.86%	9.13%	3.29%	5.28%	0.04%	0.54%
Actual			8	17	8	5	1	3
Availability			16	11	6	1	1	3
Difference			-8	6	2	4	0	0
<b>TOTAL</b>	504	323	181	78	25	26	12	15
Percent	100.00%	64.09%	35.91%	15.48%	4.96%	5.16%	2.38%	2.98%

**MULTNOMAH COUNTY - NON-DEPARTMENTAL  
AFFIRMATIVE ACTION QUARTERLY REPORT  
FY 96-97 - 1st Quarter - Period Ending 09/30/96**

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>	52	19	33	6	3	1	0	2
Percent	100.00%	36.54%	63.46%	11.54%	5.77%	1.92%	0.00%	3.85%
Availability			71.13%	8.56%	2.30%	3.11%	0.48%	2.67%
Difference			-7.67%	2.98%	3.47%	-1.19%	-0.48%	1.18%
Actual			33	6	3	1	0	2
Availability			37	4	1	2	0	1
Difference			-4	2	2	-1	0	1
<b>OFFICIALS/ADM.</b>	2	0	2	0	0	0	0	0
Percent	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			51.98%	12.87%	6.38%	3.57%	0.63%	2.29%
Difference			48.02%	-12.87%	-6.38%	-3.57%	-0.63%	-2.29%
Actual			2	0	0	0	0	0
Availability			1	0	0	0	0	0
Difference			1	0	0	0	0	0
<b>PROFESSIONALS</b>	10	5	5	0	0	0	0	0
Percent	100.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			39.20%	7.18%	3.11%	2.22%	0.30%	1.56%
Difference			10.80%	-7.18%	-3.11%	-2.22%	-0.30%	-1.56%
Actual			5	0	0	0	0	0
Availability			4	1	0	0	0	0
Difference			1	-1	0	0	0	0
<b>TECHNICIANS</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>PROTECTIVE SVC.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>PARAPROFESSIONAL</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>ADMIN. SUPPORT</b>	5	0	5	1	1	0	0	0
Percent	100.00%	0.00%	100.00%	20.00%	20.00%	0.00%	0.00%	0.00%
Availability			80.24%	18.10%	9.79%	4.84%	1.05%	2.41%
Difference			19.76%	1.90%	10.21%	-4.84%	-1.05%	-2.41%
Actual			5	1	1	0	0	0
Availability			4	1	0	0	0	0
Difference			1	0	1	0	0	0
<b>SKILLED CRAFT</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>SERVICE/MAINT.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>TOTAL</b>	69	24	45	7	4	1	0	2
Percent	100.00%	34.78%	65.22%	10.14%	5.80%	1.45%	0.00%	2.90%

**MULTNOMAH COUNTY - SUPPORT SERVICES - Director's Office**  
**AFFIRMATIVE ACTION QUARTERLY REPORT**  
**FY 96-97 - 1st Quarter - Period Ending 09/30/96**

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>	1	0	1	0	0	0	0	0
Percent	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability*			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Difference			100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Actual			1	0	0	0	0	0
Availability			0	0	0	0	0	0
Difference			1	0	0	0	0	0
<b>OFFICIALS/ADM.</b>	1	1	0	0	0	0	0	0
Percent	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			39.74%	10.07%	3.27%	4.20%	0.30%	1.97%
Difference			-39.74%	-10.07%	-3.27%	-4.20%	-0.30%	-1.97%
Actual			0	0	0	0	0	0
Availability			0	0	0	0	0	0
Difference			0	0	0	0	0	0
<b>PROFESSIONALS</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>TECHNICIANS</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>PROTECTIVE SVC.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>PARAPROFESSIONAL</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>ADMIN. SUPPORT</b>	3	0	3	0	0	0	0	0
Percent	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			91.23%	15.29%	8.16%	3.39%	1.99%	1.74%
Difference			8.77%	-15.29%	-8.16%	-3.39%	-1.99%	-1.74%
Actual			3	0	0	0	0	0
Availability			3	0	0	0	0	0
Difference			0	0	0	0	0	0
<b>SKILLED CRAFT</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>SERVICE/MAINT.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>TOTAL</b>	5	1	4	0	0	0	0	0
Percent	100.00%	20.00%	80.00%	0.00%	0.00%	0.00%	0.00%	0.00%

\* No availability figures have been established in this category, because no one was in the category when the plan was calculated.

**MULTNOMAH COUNTY - SUPPORT SERVICES**  
**AFFIRMATIVE ACTION QUARTERLY REPORT**  
FY 96-97 - 1st Quarter - Period Ending 09/30/96

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>	1	0	1	0	0	0	0	0
Percent	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Difference			100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Actual			1	0	0	0	0	0
Availability			0	0	0	0	0	0
Difference			1	0	0	0	0	0
<b>OFFICIALS/ADM.</b>	27	17	10	4	3	1	0	0
Percent	100.00%	62.96%	37.04%	14.81%	11.11%	3.70%	0.00%	0.00%
Availability			54.49%	13.69%	6.86%	3.69%	0.74%	2.45%
Difference			-17.45%	1.12%	4.25%	0.01%	-0.69%	-2.45%
Actual			10	4	3	1	0	0
Availability			15	4	2	1	0	1
Difference			-5	0	1	0	0	-1
<b>PROFESSIONALS</b>	48	19	29	4	2	1	0	1
Percent	100.00%	39.58%	60.42%	8.33%	4.17%	2.08%	0.00%	2.08%
Availability			56.82%	11.40%	5.11%	3.37%	0.74%	2.18%
Difference			3.60%	-3.07%	-0.94%	-1.29%	-0.74%	-0.10%
Actual			29	4	2	1	0	1
Availability			27	5	2	2	0	1
Difference			2	-1	0	-1	0	0
<b>TECHNICIANS</b>	32	24	8	2	0	2	0	0
Percent	100.00%	75.00%	25.00%	6.25%	0.00%	6.25%	0.00%	0.00%
Availability			39.26%	11.25%	3.57%	5.10%	0.51%	2.04%
Difference			-14.26%	-5.00%	-3.57%	1.15%	-0.51%	-2.04%
Actual			8	2	0	2	0	0
Availability			13	4	1	2	0	1
Difference			-5	-2	-1	0	0	-1
<b>PROTECTIVE SVC.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>PARAPROFESSIONAL</b>	12	3	9	3	0	2	1	0
Percent	100.00%	25.00%	75.00%	25.00%	0.00%	16.67%	8.33%	0.00%
Availability			62.25%	14.00%	6.19%	3.90%	1.07%	2.84%
Difference			12.75%	11.00%	-6.19%	12.77%	7.26%	-2.84%
Actual			9	3	0	2	1	0
Availability			7	2	1	0	0	0
Difference			2	1	-1	2	1	0
<b>ADMIN. SUPPORT</b>	33	1	32	4	2	2	0	0
Percent	100.00%	3.03%	96.97%	12.12%	6.06%	6.06%	0.00%	0.00%
Availability			80.43%	16.87%	8.24%	4.99%	1.14%	2.46%
Difference			16.54%	-4.75%	-2.18%	1.07%	-1.14%	-2.46%
Actual			32	4	2	2	0	0
Availability			27	6	3	2	0	1
Difference			5	-2	-1	0	0	-1
<b>SKILLED CRAFT</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>SERVICE/MAINT.</b>	5	4	1	1	1	0	0	0
Percent	100.00%	80.00%	20.00%	20.00%	20.00%	0.00%	0.00%	0.00%
Availability			43.12%	16.45%	7.97%	4.42%	0.64%	3.29%
Difference			-23.12%	3.55%	12.03%	-4.42%	-0.64%	-3.29%
Actual			1	1	1	0	0	0
Availability			2	1	0	0	0	0
Difference			-1	0	1	0	0	0
<b>TOTAL</b>	158	68	90	18	8	8	1	1
Percent	100.00%	43.04%	56.96%	11.39%	5.06%	5.06%	0.63%	0.63%

**MULTNOMAH COUNTY - LIBRARY**  
**AFFIRMATIVE ACTION QUARTERLY REPORT**  
FY 96-97 - 1st Quarter - Period Ending 09/30/96

Category	TOTAL	MALE	FEMALE	TOTAL MNRTY	BLACK	ASIAN	NAT AM	HISP
<b>UNCLASSIFIED</b>	1	0	1	0	0	0	0	0
Percent	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			51.54%	19.99%	13.48%	2.04%	2.08%	2.38%
Difference			48.46%	-19.99%	-13.48%	-2.04%	-2.08%	-2.38%
Actual			1	0	0	0	0	0
Availability			1	0	0	0	0	0
Difference			0	0	0	0	0	0
<b>OFFICIALS/ADM.</b>	45	7	38	0	0	0	0	0
Percent	100.00%	15.56%	84.44%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			59.40%	15.59%	7.48%	5.27%	0.59%	2.24%
Difference			25.04%	-15.59%	-7.48%	-5.27%	-0.59%	-2.24%
Actual			38	0	0	0	0	0
Availability			27	7	3	2	0	1
Difference			11	-7	-3	-2	0	-1
<b>PROFESSIONALS</b>	57	10	47	3	0	3	0	0
Percent	100.00%	17.54%	82.46%	5.26%	0.00%	5.26%	0.00%	0.00%
Availability			66.91%	18.19%	7.00%	9.10%	0.34%	1.74%
Difference			15.55%	-12.93%	-7.00%	-3.84%	-0.34%	-1.74%
Actual			47	3	0	3	0	0
Availability			38	10	4	5	0	1
Difference			9	-7	-4	-2	0	-1
<b>TECHNICIANS</b>	6	5	1	0	0	0	0	0
Percent	100.00%	83.33%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability			51.72%	17.77%	5.81%	8.17%	0.96%	2.46%
Difference			-35.05%	-17.77%	-5.81%	8.21%	1.02%	2.57%
Actual			1	0	0	0	0	0
Availability			3	1	0	0	0	0
Difference			-2	-1	0	0	0	0
<b>PROTECTIVE SVC.</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>PARAPROFESSIONAL</b>	53	9	44	4	2	1	0	1
Percent	100.00%	16.98%	83.02%	7.55%	3.77%	1.89%	0.00%	1.89%
Availability			75.56%	15.28%	6.27%	5.82%	0.41%	2.78%
Difference			7.46%	-7.73%	-2.50%	-3.93%	-0.41%	-0.89%
Actual			44	4	2	1	0	1
Availability			40	8	3	3	0	1
Difference			4	-4	-1	-2	0	0
<b>ADMIN. SUPPORT</b>	122	22	100	11	7	3	0	1
Percent	100.00%	18.03%	81.97%	9.02%	5.74%	2.46%	0.00%	0.82%
Availability			79.53%	14.27%	6.00%	5.63%	0.37%	2.27%
Difference			2.44%	-5.25%	-0.26%	-3.17%	-0.37%	-1.45%
Actual			100	11	7	3	0	1
Availability			97	17	7	7	0	3
Difference			3	-6	0	-4	0	-2
<b>SKILLED CRAFT</b>								
Percent								
Availability								
Difference								
Actual								
Availability								
Difference								
<b>SERVICE/MAINT.</b>	92	45	47	7	1	2	1	3
Percent	100.00%	48.91%	51.09%	7.61%	1.09%	2.17%	1.09%	3.26%
Availability			73.60%	12.94%	5.33%	5.88%	0.14%	1.59%
Difference			-22.51%	-5.33%	-4.24%	-3.71%	0.95%	1.67%
Actual			47	7	1	2	1	3
Availability			68	12	5	5	0	1
Difference			-21	-5	-4	-3	1	2
<b>TOTAL</b>	376	98	278	25	10	9	1	5
Percent	100.00%	26.06%	73.94%	6.65%	2.66%	2.39%	0.27%	1.33%





## **UTILIZATION ANALYSIS**

**(41 CFR § 60-2.11(b))**

In this section a number of charts, tables and text items follow which analyze the utilization of females and minorities by county departments and offices, and which show if underutilization exists for any particular group. Underutilization is defined in the regulations as "having fewer minorities or women in a particular job group than would reasonably be expected by their availability."

Any declaration or finding of "underutilization" in the relevant job category does not amount to an admission of impermissible conduct by Multnomah County. It is neither a finding of discrimination nor a finding of a lack of good faith affirmative action efforts. Rather, "underutilization" is used in this plan as a technical targeting term to identify where relief is needed by affected classes, to facilitate compliance with good faith efforts and to increase in the future the percentage utilization of those classes needing remedial action.

Department(s) identified as having an underutilization within one of the equal employment opportunity job categories are urged to review the Criterion Affirmative Action Management System (CAAMS), provided by the City/County Affirmative Action Office, to identify specific areas where affirmative action methods are required under this plan.

Note: Utilization is calculated based on a multi-factor analysis and value weights. These factors include:

- a. The population of the labor area.
- b. The size of the unemployment force in the labor area.
- c. The percentage of the minority and women work force as compared to the total work force in the immediate labor areas.
- d. The general availability of minorities and women having requisite skills in the immediate labor area.
- e. The availability of the minority and women labor force having requisite skills in the area in which Multnomah County can reasonably recruit.
- f. The availability of promotable and transferable minorities and women within the organization.
- g. The existence of training institutions capable of training persons in the requisite skills.
- h. Availability based on in-house training.
- i. The number of minorities and women seeking employment in the labor area.
- j. Applicant flow.

**REASONS FOR FACTOR WEIGHTS**  
**41 CFR 60-2.11(b) (1) and (2)**

FACTOR	FEMALE	MINORITY
1. Population in Labor Area	Factor not used.	Factor not used.
2. Size of Unemployment Force	Factor not used.	Factor not used.
3. Work Force in Immediate L.A.	Factor not used.	Factor not used.
+4. Requisite Skills in Immediate Area	Openings filled through <u>local</u> recruitment.	Openings filled through <u>local</u> recruitment.
5. Requisite Skills in Recruitment Area	Openings filled through recruitment outside local area.	Openings filled through recruitment outside local area.
6. Available in Organization	Openings filled through promotion or transfer from within organization.	Openings filled through promotion or transfer from within organization.
7. Training Institutions	Factor not used.	Factor not used.
8. In-house Training	Factor not used.	Factor not used.
9. Seeking Employment in Labor Area	Factor not used.	Factor not used.
10. Applicant Flow	Factor not used.	Factor not used.

Note: Weights are assigned to each category based on regulatory requirements, and the County's compelling interest and the relevancy of a factor in filling jobs. The following pages will provide the actual weight for each job group.

**MULTNOMAH COUNTY**  
**Utilization Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002 MULTNOMAH COUNTY

**Job Group:** 0000 UNCLASSIFIED

**Total Employees: 71**

<i>Factor</i>	<i>Weight</i>	<i>Total Female</i>		<i>Weight</i>	<i>Total Minorities</i>		<i>Black</i>		<i>Asian</i>		<i>Native American</i>		<i>Hispanic</i>	
		<i>Avail</i>	<i>Ext</i>		<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>
Population in Labor Area	0.000	52.16	0.00	0.000	13.98	0.00	5.76	0.00	4.53	0.00	1.07	0.00	2.58	0.00
Size of Unemployment Force	0.000	42.83	0.00	0.000	23.28	0.00	12.10	0.00	4.82	0.00	2.32	0.00	3.94	0.00
Work Force in Immediate L.A.	0.000	46.21	0.00	0.000	14.45	0.00	5.70	0.00	4.72	0.00	1.09	0.00	2.90	0.00
Requisite Skills in Immediate	0.893	67.16	59.96	0.893	8.78	7.84	2.96	2.65	2.76	2.47	0.59	0.53	2.47	2.20
Requisite Skills in Recruitment	0.000	67.70	0.00	0.000	8.59	0.00	2.62	0.00	2.67	0.00	0.75	0.00	2.55	0.00
Available in Organization	0.107	55.96	6.00	0.107	14.27	1.53	7.32	0.78	3.57	0.38	0.85	0.09	2.54	0.27
Training Institutions	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-House Training	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seeking Employment in L.A.	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Weighted Availability</b>			65.96			9.37		3.43		2.85		0.62		2.47
<b>Current Utilization</b>			59.15			14.08		5.63		2.82		1.41		4.23
<b>Shortfall in Persons</b>			4.83			0.00		0.00		0.02		0.00		0.00
<b>Underutilized ( 80% Rule)</b>			No			No		No		No		No		No

**MULTNOMAH COUNTY**  
**Utilization Analysis**  
**Analysis Data as of 07/01/1996**

Plan: 002

MULTNOMAH COUNTY

Job Group: 0100

OFFICIALS/ADMINISTRATORS

Total Employees: 355

Factor	Weight	Total Female		Weight	Total Minorities		Black		Asian		Native American		Hispanic	
		Avail	Ext		Avail	Ext	Avail	Ext	Avail	Ext	Avail	Ext	Avail	Ext
Population in Labor Area	0.000	52.15	0.00	0.000	13.98	0.00	5.76	0.00	4.53	0.00	1.06	0.00	2.58	0.00
Size of Unemployment Force	0.000	42.83	0.00	0.000	23.28	0.00	12.10	0.00	4.82	0.00	2.32	0.00	3.94	0.00
Work Force in Immediate L.A.	0.000	46.21	0.00	0.000	14.45	0.00	5.70	0.00	4.72	0.00	1.09	0.00	2.90	0.00
Requisite Skills in Immediate	0.211	52.75	11.12	0.211	9.57	2.02	3.83	0.81	3.38	0.71	0.62	0.13	1.73	0.36
Requisite Skills in Recruitment	0.000	49.56	0.00	0.000	6.42	0.00	1.17	0.00	2.03	0.00	1.01	0.00	2.13	0.00
Available in Organization	0.789	57.38	45.29	0.789	15.22	12.01	7.78	6.14	4.05	3.20	0.69	0.54	2.70	2.13
Training Institutions	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-House Training	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seeking Employment in L.A.	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Weighted Availability			56.41			14.03		6.95		3.91		0.67		2.49
Current Utilization			54.37			14.37		8.17		3.94		0.56		1.69
Shortfall in Persons			7.24			0.00		0.00		0.00		0.39		2.85
Underutilized ( 80% Rule)			No			No		No		No		No		Yes

**MULTNOMAH COUNTY**  
**Utilization Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002 MULTNOMAH COUNTY

**Job Group:** 0200 PROFESSIONALS

Total Employees: 1,068

<i>Factor</i>	<i>Total Female</i>			<i>Total Minorities</i>			<i>Black</i>		<i>Asian</i>		<i>Native American</i>		<i>Hispanic</i>	
	<i>Weight</i>	<i>Avail</i>	<i>Ext</i>	<i>Weight</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>
Population in Labor Area	0.000	52.16	0.00	0.000	13.98	0.00	5.76	0.00	4.53	0.00	1.07	0.00	2.58	0.00
Size of Unemployment Force	0.000	42.83	0.00	0.000	23.28	0.00	12.10	0.00	4.82	0.00	2.33	0.00	3.94	0.00
Work Force in Immediate L.A.	0.000	46.21	0.00	0.000	14.45	0.00	5.70	0.00	4.72	0.00	1.09	0.00	2.90	0.00
Requisite Skills in Immediate	0.656	65.15	42.73	0.656	13.36	8.76	6.27	4.11	4.08	2.68	1.30	0.85	1.66	1.09
Requisite Skills in Recruitment	0.000	65.17	0.00	0.000	13.03	0.00	6.01	0.00	4.04	0.00	1.27	0.00	1.67	0.00
Available in Organization	0.344	64.41	22.16	0.344	17.49	6.02	7.46	2.57	4.65	1.60	0.86	0.30	4.52	1.56
Training Institutions	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-House Training	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seeking Employment in L.A.	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Weighted Availability			64.90			14.78		6.68		4.28		1.15		2.64
Current Utilization			69.10			14.04		6.18		4.49		0.47		2.90
Shortfall in Persons		0.00			7.87		5.34		0.00		7.28		0.00	
Underutilized ( 80% Rule)		No			No		No		No		Yes		No	

**MULTNOMAH COUNTY**  
**Utilization Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002 MULTNOMAH COUNTY

**Job Group:** 0300 TECHNICIANS

Total Employees: 198

<i>Factor</i>	<i>Weight</i>	<i>Total Female</i>		<i>Weight</i>	<i>Total Minorities</i>		<i>Black</i>		<i>Asian</i>		<i>Native American</i>		<i>Hispanic</i>	
		<i>Avail</i>	<i>Ext</i>		<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>
Population in Labor Area	0.000	52.15	0.00	0.000	13.98	0.00	5.76	0.00	4.53	0.00	1.07	0.00	2.58	0.00
Size of Unemployment Force	0.000	42.83	0.00	0.000	23.28	0.00	12.10	0.00	4.83	0.00	2.32	0.00	3.94	0.00
Work Force in Immediate L.A.	0.000	46.21	0.00	0.000	14.45	0.00	5.70	0.00	4.72	0.00	1.09	0.00	2.90	0.00
Requisite Skills in Immediate	0.663	45.81	30.37	0.663	14.51	9.62	4.14	2.74	5.26	3.48	1.82	1.21	3.28	2.17
Requisite Skills in Recruitment	0.000	46.62	0.00	0.000	8.96	0.00	1.06	0.00	4.26	0.00	1.28	0.00	2.34	0.00
Available in Organization	0.337	49.66	16.73	0.337	14.47	4.88	5.59	1.88	4.17	1.40	1.00	0.34	3.71	1.25
Training Institutions	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-House Training	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seeking Employment in L.A.	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Weighted Availability			47.10			14.49		4.63		4.89		1.54		3.42
Current Utilization			43.43			13.64		5.05		4.04		1.01		3.54
Shortfall in Persons			7.26			1.70		0.00		1.68		1.06		0.00
Underutilized ( 80% Rule)			No			No		No		No		Yes		No

**MULTNOMAH COUNTY**  
**Utilization Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002 MULTNOMAH COUNTY

**Job Group:** 1300 PROTECTIVE SERVICE

Total Employees: 734

<i>Factor</i>	<i>Total Female</i>			<i>Total Minorities</i>			<i>Black</i>		<i>Asian</i>		<i>Native American</i>		<i>Hispanic</i>	
	<i>Weight</i>	<i>Avail</i>	<i>Ext</i>	<i>Weight</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>
Population in Labor Area	0.000	52.16	0.00	0.000	13.98	0.00	5.76	0.00	4.53	0.00	1.07	0.00	2.58	0.00
Size of Unemployment Force	0.000	42.83	0.00	0.000	23.28	0.00	12.10	0.00	4.82	0.00	2.32	0.00	3.94	0.00
Work Force in Immediate L.A.	0.000	46.21	0.00	0.000	14.45	0.00	5.70	0.00	4.72	0.00	1.09	0.00	2.90	0.00
Requisite Skills in Immediate	0.472	44.66	21.09	0.472	13.73	6.48	8.57	4.05	3.60	1.70	0.88	0.41	0.68	0.32
Requisite Skills in Recruitment	0.000	39.84	0.00	0.000	14.87	0.00	7.35	0.00	5.88	0.00	0.83	0.00	0.80	0.00
Available in Organization	0.528	30.84	16.28	0.528	15.76	8.32	9.26	4.89	1.83	0.96	0.96	0.51	3.71	1.96
Training Institutions	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-House Training	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seeking Employment in L.A.	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Weighted Availability			37.36			14.80		8.93		2.67		0.92		2.28
Current Utilization			28.07			15.67		9.40		1.63		0.95		3.68
Shortfall in Persons		68.26			0.00		0.00		7.57		0.00		0.00	
Underutilized ( 80% Rule)		Yes			No		No		Yes		No		No	

100



**MULTNOMAH COUNTY**  
**Utilization Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002 MULTNOMAH COUNTY

**Job Group:** 1400 PARAPROFESSIONALS

**Total Employees: 500**

Factor	Weight	Total Female		Weight	Total Minorities		Black		Asian		Native American		Hispanic	
		Avail	Ext		Avail	Ext	Avail	Ext	Avail	Ext	Avail	Ext	Avail	Ext
Population in Labor Area	0.000	52.16	0.00	0.000	13.98	0.00	5.76	0.00	4.53	0.00	1.07	0.00	2.58	0.00
Size of Unemployment Force	0.000	42.83	0.00	0.000	23.28	0.00	12.10	0.00	4.83	0.00	2.32	0.00	3.94	0.00
Work Force in Immediate L.A.	0.000	46.21	0.00	0.000	14.45	0.00	5.70	0.00	4.72	0.00	1.09	0.00	2.90	0.00
Requisite Skills in Immediate	0.665	64.51	42.90	0.665	13.44	8.93	8.31	5.52	2.76	1.83	0.78	0.52	1.58	1.05
Requisite Skills in Recruitment	0.000	63.58	0.00	0.000	12.20	0.00	7.42	0.00	2.66	0.00	0.68	0.00	1.43	0.00
Available in Organization	0.335	68.55	22.96	0.335	20.26	6.79	8.45	2.83	4.96	1.66	1.23	0.41	5.62	1.88
Training Institutions	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-House Training	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seeking Employment in L.A.	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Weighted Availability		65.86		15.72		8.36		3.50		0.93		2.93		
Current Utilization		66.00		26.40		10.40		6.20		1.40		8.40		
Shortfall in Persons		0.00		0.00		0.00		0.00		0.00		0.00		
Underutilized ( 80% Rule)		No		No		No		No		No		No		

**MULTNOMAH COUNTY**  
**Utilization Analysis**  
**Analysis Data as of 07/01/1996**

Plan: 002

MULTNOMAH COUNTY

Job Group: 0500

ADMINISTRATIVE SUPPORT

Total Employees: 717

Factor	Total Female			Total Minorities			Black		Asian		Native American		Hispanic	
	Weight	Avail	Ext	Weight	Avail	Ext	Avail	Ext	Avail	Ext	Avail	Ext	Avail	Ext
Population in Labor Area	0.000	52.16	0.00	0.000	13.98	0.00	5.76	0.00	4.53	0.00	1.07	0.00	2.58	0.00
Size of Unemployment Force	0.000	42.83	0.00	0.000	23.28	0.00	12.10	0.00	4.83	0.00	2.32	0.00	3.94	0.00
Work Force in Immediate L.A.	0.000	46.21	0.00	0.000	14.45	0.00	5.70	0.00	4.72	0.00	1.09	0.00	2.90	0.00
Requisite Skills in Immediate	0.718	78.98	56.73	0.718	16.48	11.84	9.01	6.47	4.87	3.50	0.96	0.69	1.63	1.17
Requisite Skills in Recruitment	0.000	79.80	0.00	0.000	15.42	0.00	8.19	0.00	4.50	0.00	1.05	0.00	1.68	0.00
Available in Organization	0.282	82.06	23.12	0.282	17.13	4.83	7.43	2.09	4.35	1.23	1.13	0.32	4.23	1.19
Training Institutions	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-House Training	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seeking Employment in L.A.	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Weighted Availability			79.85			16.67		8.57		4.72		1.01		2.36
Current Utilization			87.17			17.02		7.39		4.32		1.12		4.18
Shortfall in Persons		0.00			0.00		8.43		2.86		0.00		0.00	
Underutilized ( 80% Rule)		No			No		No		No		No		No	

**MULTNOMAH COUNTY**  
**Utilization Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002                      **MULTNOMAH COUNTY**  
**Job Group:** 0600            **SKILLED CRAFTS**

**Total Employees: 81**

<i>Factor</i>	<i>Weight</i>	<i>Total Female</i>		<i>Weight</i>	<i>Total Minorities</i>		<i>Black</i>		<i>Asian</i>		<i>Native American</i>		<i>Hispanic</i>	
		<i>Avail</i>	<i>Ext</i>		<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>
Population in Labor Area	0.000	52.15	0.00	0.000	13.98	0.00	5.76	0.00	4.53	0.00	1.07	0.00	2.58	0.00
Size of Unemployment Force	0.000	42.83	0.00	0.000	23.28	0.00	12.10	0.00	4.82	0.00	2.32	0.00	3.94	0.00
Work Force in Immediate L.A.	0.000	46.21	0.00	0.000	14.45	0.00	5.70	0.00	4.72	0.00	1.09	0.00	2.90	0.00
Requisite Skills in Immediate	0.538	4.23	2.28	0.538	10.06	5.42	4.65	2.50	1.86	1.00	1.18	0.63	2.36	1.27
Requisite Skills in Recruitment	0.000	4.09	0.00	0.000	9.08	0.00	3.97	0.00	1.60	0.00	1.15	0.00	2.35	0.00
Available in Organization	0.462	10.39	4.80	0.462	13.52	6.24	3.18	1.47	3.02	1.39	2.86	1.32	4.47	2.06
Training Institutions	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-House Training	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seeking Employment in L.A.	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Weighted Availability</b>			7.08			11.66		3.97		2.40		1.95		3.34
<b>Current Utilization</b>			0.00			12.35		1.23		2.47		3.70		4.94
<b>Shortfall in Persons</b>			5.73			0.00		2.22		0.00		0.00		0.00
<b>Underutilized ( 80% Rule)</b>			Yes			No		Yes		No		No		No

**MULTNOMAH COUNTY**  
**Utilization Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002                      **MULTNOMAH COUNTY**

**Job Group:** 0900              **SERVICE/MAINTENANCE**

**Total Employees: 170**

<i>Factor</i>	<i>Total Female</i>			<i>Total Minorities</i>			<i>Black</i>		<i>Asian</i>		<i>Native American</i>		<i>Hispanic</i>	
	<i>Weight</i>	<i>Avail</i>	<i>Ext</i>	<i>Weight</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>	<i>Avail</i>	<i>Ext</i>
Population in Labor Area	0.000	52.16	0.00	0.000	13.98	0.00	5.76	0.00	4.53	0.00	1.07	0.00	2.58	0.00
Size of Unemployment Force	0.000	42.83	0.00	0.000	23.28	0.00	12.10	0.00	4.82	0.00	2.33	0.00	3.94	0.00
Work Force in Immediate L.A.	0.000	46.21	0.00	0.000	14.45	0.00	5.70	0.00	4.72	0.00	1.09	0.00	2.90	0.00
Requisite Skills in Immediate	0.914	51.87	47.42	0.914	14.48	13.24	6.65	6.08	4.55	4.16	0.66	0.60	2.59	2.37
Requisite Skills in Recruitment	0.000	51.71	0.00	0.000	13.53	0.00	5.97	0.00	4.21	0.00	0.62	0.00	2.71	0.00
Available in Organization	0.086	33.93	2.91	0.086	15.62	1.34	6.45	0.55	3.96	0.34	1.45	0.12	3.76	0.32
Training Institutions	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-House Training	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seeking Employment in L.A.	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.000	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Weighted Availability			50.33			14.58		6.64		4.50		0.72		2.69
Current Utilization			31.18			15.88		7.06		4.12		1.18		3.53
Shortfall in Persons			32.56			0.00		0.00		0.65		0.00		0.00
Underutilized ( 80% Rule)			Yes			No		No		No		No		No



**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002 MULTNOMAH COUNTY

**Job Group:** 0000 UNCLASSIFIED

<i>Loc</i>	<i>Job Title</i>	<i>Total Employees</i>		<i>Female</i>	<i>Minority</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
		<i>Persons</i>	<i>Percent</i>						
0001	COUNTY AUDITOR	1	1.41	0	0	0	0	0	0
0001	COUNTY CHAIR	1	1.41	1	0	0	0	0	0
0001	COUNTY COMMISSIONER	4	5.63	2	0	0	0	0	0
0001	COUNTY COUNSEL	1	1.41	0	0	0	0	0	0
0001	DEPARTMENT DIRECTOR	6	8.45	3	1	1	0	0	0
0001	DEPUTY DIST ATTY/FIRST ASST	1	1.41	0	0	0	0	0	0
0001	DEPUTY DISTRICT ATTORNEY/CHIEF	3	4.23	1	0	0	0	0	0
0001	DISTRICT ATTORNEY	1	1.41	0	0	0	0	0	0
0001	EXECUTIVE ASSISTANT	4	5.63	1	0	0	0	0	0
0001	LEGAL INTERN	1	1.41	0	1	0	1	0	0
0001	LEGISLATIVE/ADMIN SECRETARY	7	9.86	7	2	1	0	1	0
0001	LIBRARY DIRECTOR	1	1.41	1	0	0	0	0	0
0001	MANAGEMENT AUDITOR/SENIOR	5	7.04	3	0	0	0	0	0
0001	SHERIFF	1	1.41	0	0	0	0	0	0
0001	STAFF ASSISTANT	30	42.25	21	6	2	1	0	3
0001	TAX SUPR/ADMIN OFFICER	1	1.41	0	0	0	0	0	0
0001	TAX SUPR/ADMIN SECRETARY	1	1.41	1	0	0	0	0	0
0001	TAX SUPR/BUDGET ANALYST	2	2.82	1	0	0	0	0	0
<b>Totals</b>	<b>Total #</b>	71		42	10	4	2	1	3
	<b>Total %</b>		100%	59.15	14.08	5.63	2.82	1.41	4.23

105

**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002                      MULTNOMAH COUNTY

**Job Group:** 0100              OFFICIALS/ADMINISTRATORS

<i>Loc</i>	<i>Job Title</i>	<i>Total Employees</i>		<i>Female</i>	<i>Minority</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
		<i>Persons</i>	<i>Percent</i>						
0001	A & T MANAGER/SENIOR	1	0.28	1	0	0	0	0	0
0001	AA/EEO OFFICER	1	0.28	0	1	1	0	0	0
0001	ACCOUNTS PAYABLE SUPERVISOR	1	0.28	0	1	0	1	0	0
0001	ADMINISTRATIVE SERV OFFICER	3	0.85	2	0	0	0	0	0
0001	ADULT HOUSING ADMINISTRATOR	1	0.28	1	0	0	0	0	0
0001	AGING SERVICES BRANCH ADMIN	5	1.41	3	1	0	0	0	1
0001	AGING SERVICES PROGRAM MANAGER	1	0.28	1	0	0	0	0	0
0001	APPRAISAL SUPR/COMMERCIAL	3	0.85	0	1	0	1	0	0
0001	APPRAISAL SUPR/PERSONAL PROP	1	0.28	0	0	0	0	0	0
0001	APPRAISAL SUPR/RESIDENTIAL	3	0.85	0	0	0	0	0	0
0001	ASSESSMENT INFO RESOURCE MGR	1	0.28	0	0	0	0	0	0
0001	ASST COUNTY COUNSEL/CHIEF	1	0.28	1	0	0	0	0	0
0001	BENEFITS ADMINISTRATOR	1	0.28	1	0	0	0	0	0
0001	BOARD OF EQUALIZATION ADMIN	1	0.28	1	0	0	0	0	0
0001	BRIDGE MAINTENANCE SUPERVISOR	1	0.28	0	0	0	0	0	0
0001	BRIDGE OPERATIONS SUPERVISOR	1	0.28	0	0	0	0	0	0
0001	BRIDGE SERVICES MANAGER	1	0.28	0	0	0	0	0	0
0001	BUDGET & QUALITY MANAGER	1	0.28	0	0	0	0	0	0
0001	CAPTAIN/CORRECTIONS	2	0.56	1	0	0	0	0	0
0001	CARTOGRAPHY SUPERVISOR	1	0.28	1	0	0	0	0	0
0001	CASE MANAGEMENT SUPERVISOR	6	1.69	5	2	1	1	0	0
0001	CATALOGING ADMINISTRATOR	1	0.28	1	0	0	0	0	0
0001	CENTRAL LIBRARY COORDINATOR	1	0.28	1	0	0	0	0	0
0001	CENTRAL STORES SUPERVISOR	1	0.28	0	0	0	0	0	0
0001	CFS ADMINISTRATOR	7	1.97	2	0	0	0	0	0
0001	CFS MANAGER	6	1.69	3	2	1	0	0	1
0001	CFS MANAGER/SENIOR	1	0.28	1	0	0	0	0	0
0001	CFS SUPERVISOR	7	1.97	6	2	0	1	0	1
0001	CHIEF APPRAISER/COMMERCIAL	1	0.28	0	0	0	0	0	0
0001	CHIEF APPRAISER/RESIDENTIAL	1	0.28	0	0	0	0	0	0
0001	CIRCULATION ADMINISTRATOR	1	0.28	0	0	0	0	0	0
0001	COMM CORRECTIONS PROGRAM ADMIN	22	6.20	9	5	4	1	0	0
0001	COMMANDER	5	1.41	2	1	1	0	0	0

**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002                      MULTNOMAH COUNTY

**Job Group:** 0100              OFFICIALS/ADMINISTRATORS

<i>Loc</i>	<i>Job Title</i>	<i>Total Employees</i>		<i>Female</i>	<i>Minority</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
		<i>Persons</i>	<i>Percent</i>						
0001	COMMUNITY SERVICES ADMIN	1	0.28	1	1	0	1	0	0
0001	COMPUTER OPERATIONS ADMIN	1	0.28	0	0	0	0	0	0
0001	CONSTRUCTION PROJECTS ADMIN	1	0.28	0	0	0	0	0	0
0001	CONTRACTS ADMINISTRATOR	1	0.28	0	1	1	0	0	0
0001	CORRECTIONS PROGRAM ADMIN	1	0.28	1	0	0	0	0	0
0001	COUNTY SURVEYOR	1	0.28	0	0	0	0	0	0
0001	D A OPERATIONS MANAGER	1	0.28	1	0	0	0	0	0
0001	DATA BASE ADMINISTRATOR	1	0.28	1	0	0	0	0	0
0001	DATA SYSTEMS ADMINISTRATOR	1	0.28	0	0	0	0	0	0
0001	DATA SYSTEMS MANAGER	1	0.28	0	1	0	1	0	0
0001	DENTAL HEALTH OFFICER	1	0.28	0	0	0	0	0	0
0001	DENTIST/SENIOR	4	1.13	1	0	0	0	0	0
0001	DEPUTY DIRECTOR/CFS	1	0.28	0	0	0	0	0	0
0001	DEPUTY DIRECTOR/DES	1	0.28	0	0	0	0	0	0
0001	DEPUTY DIRECTOR/JJD	1	0.28	1	0	0	0	0	0
0001	DEPUTY DIRECTOR/LIBRARY	1	0.28	1	0	0	0	0	0
0001	DETENTION REFORM PROJECT MGR	1	0.28	0	0	0	0	0	0
0001	DIR/COMM ON CHILDREN & FAMILY	1	0.28	1	0	0	0	0	0
0001	DISTRIBUTION SUPERVISOR	1	0.28	1	0	0	0	0	0
0001	DISTRICT MANAGER/DCC	6	1.69	1	1	1	0	0	0
0001	ELECTIONS ADMINISTRATOR	1	0.28	1	0	0	0	0	0
0001	ELECTIONS MANAGER	1	0.28	1	0	0	0	0	0
0001	EMERGENCY MANAGEMENT ADMIN	1	0.28	0	0	0	0	0	0
0001	EMPLOYEE SERVICES MANAGER	1	0.28	0	0	0	0	0	0
0001	EMS MEDICAL DIRECTOR	1	0.28	0	1	0	1	0	0
0001	ENGINEERING SERVICES ADMIN	3	0.85	0	0	0	0	0	0
0001	ENGINEERING SERVICES MANAGER	1	0.28	0	0	0	0	0	0
0001	EQUIPMENT UNIT ADMINISTRATOR	1	0.28	1	0	0	0	0	0
0001	FACILITIES MAINTENANCE MANAGER	1	0.28	0	0	0	0	0	0
0001	FACILITIES MAINTENANCE SUPR	5	1.41	0	1	0	0	1	0
0001	FACILITIES MANAGER/SENIOR	1	0.28	0	0	0	0	0	0
0001	FACILITIES REFURBISHMENT ADMIN	1	0.28	0	0	0	0	0	0
0001	FAMILY SERVICES MANAGER	1	0.28	0	0	0	0	0	0



**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002                      MULTNOMAH COUNTY

**Job Group:** 0100              OFFICIALS/ADMINISTRATORS

<i>Loc</i>	<i>Job Title</i>	<i>Total Employees</i>		<i>Female</i>	<i>Minority</i>	<i>Black</i>	<i>Asian</i>	<i>Native</i>	<i>Hispanic</i>
		<i>Persons</i>	<i>Percent</i>					<i>American</i>	
0001	FINANCE MANAGER	1	0.28	0	0	0	0	0	0
0001	FISCAL OFFICER/SHERIFF'S OFF	1	0.28	0	0	0	0	0	0
0001	FISCAL SPECIALIST SUPERVISOR	2	0.56	1	0	0	0	0	0
0001	FLEET MAINTENANCE SUPERVISOR	1	0.28	0	0	0	0	0	0
0001	FLEET/SUPPORT SERV MANAGER	1	0.28	0	0	0	0	0	0
0001	FORECLOSED PROPERTY COORDINATR	1	0.28	0	1	1	0	0	0
0001	GENERAL ACCOUNTING ADMIN	1	0.28	1	0	0	0	0	0
0001	HEALTH INFORMATION SUPERVISOR	1	0.28	1	0	0	0	0	0
0001	HEALTH OFFICER	1	0.28	0	0	0	0	0	0
0001	HEALTH OPERATIONS SUPERVISOR	12	3.38	9	3	1	2	0	0
0001	HEALTH SERVICES ADMINISTRATOR	43	12.11	34	11	8	2	0	1
0001	HEALTH SERVICES MANAGER	3	0.85	1	0	0	0	0	0
0001	HEALTH SERVICES MANAGER/SENIOR	8	2.25	5	1	0	0	0	1
0001	INFORMATION SERV MANAGER/SR	1	0.28	0	0	0	0	0	0
0001	INMATE PROGRAMS MANAGER	1	0.28	0	0	0	0	0	0
0001	JUVENILE JUSTICE ADMINISTRATOR	3	0.85	0	1	1	0	0	0
0001	JUVENILE JUSTICE MANAGER	2	0.56	2	0	0	0	0	0
0001	JUVENILE JUSTICE MGR/SENIOR	1	0.28	0	0	0	0	0	0
0001	JUVENILE JUSTICE SUPERVISOR	9	2.54	3	3	2	1	0	0
0001	LABOR RELATIONS MANAGER	1	0.28	0	0	0	0	0	0
0001	LAUNDRY SUPERVISOR	1	0.28	0	0	0	0	0	0
0001	LIBRARY ADMINISTRATOR/BRANCH	2	0.56	2	0	0	0	0	0
0001	LIBRARY ADMINISTRATOR/CENTRAL	4	1.13	4	0	0	0	0	0
0001	LIBRARY AUTOMATED SYSTEM ADMIN	1	0.28	0	0	0	0	0	0
0001	LIBRARY ENTREPRENEURIAL ACTIV	1	0.28	0	0	0	0	0	0
0001	LIBRARY MANAGER/BRANCH	2	0.56	2	0	0	0	0	0
0001	LIBRARY MANAGER/CENTRAL	2	0.56	1	0	0	0	0	0
0001	LIBRARY MANAGER/SENIOR	2	0.56	2	0	0	0	0	0
0001	LIBRARY SUPERVISOR/BRANCH	11	3.10	10	0	0	0	0	0
0001	LIBRARY SUPERVISOR/CENTRAL	3	0.85	3	0	0	0	0	0
0001	LIBRARY SUPPORT SERVICES ADMIN	1	0.28	1	0	0	0	0	0
0001	LIBRARY TECHNICAL SUPERVISOR	2	0.56	2	0	0	0	0	0
0001	LIBRARY YOUTH SERVICES COORD	1	0.28	1	0	0	0	0	0

108

**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002                      MULTNOMAH COUNTY  
**Job Group:** 0100              OFFICIALS/ADMINISTRATORS

<i>Loc</i>	<i>Job Title</i>	<i>Total Employees</i>		<i>Female</i>	<i>Minority</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
		<i>Persons</i>	<i>Percent</i>						
0001	LIEUTENANT	4	1.13	0	0	0	0	0	0
0001	LIEUTENANT/CORRECTIONS	9	2.54	3	3	3	0	0	0
0001	MANAGEMENT ASSISTANT/DCC	1	0.28	0	1	0	0	0	1
0001	MCSO CORRECTIONS PROGRAM ADMIN	5	1.41	2	0	0	0	0	0
0001	MCSO OFFICE OPERATIONS SUPR	1	0.28	1	0	0	0	0	0
0001	MCSO PERSONNEL ADMINISTRATOR	1	0.28	1	0	0	0	0	0
0001	MEDICAL DIRECTOR	1	0.28	1	0	0	0	0	0
0001	OFFICE AUTOMATION ADMIN	1	0.28	1	0	0	0	0	0
0001	OPERATIONS ADMINISTRATOR	4	1.13	4	0	0	0	0	0
0001	OPERATIONS SUPERVISOR	18	5.07	16	3	1	1	1	0
0001	OPERATIONS/TELECOMM MANAGER	1	0.28	0	0	0	0	0	0
0001	PAYROLL SUPERVISOR	1	0.28	1	0	0	0	0	0
0001	PLANNER PRINCIPAL	1	0.28	0	0	0	0	0	0
0001	PLANNING & PROGRAM DEV MANAGER	1	0.28	1	0	0	0	0	0
0001	PROGRAM SERVICES ADMIN/MHYFS	1	0.28	1	1	1	0	0	0
0001	PROP/COMMISSARY/LAUNDRY ADMIN	1	0.28	1	0	0	0	0	0
0001	PROPERTY MANAGEMENT SUPERVISOR	1	0.28	0	0	0	0	0	0
0001	PUBLIC GUARDIAN	1	0.28	1	0	0	0	0	0
0001	PUBLIC RELATIONS COORDINATOR	1	0.28	1	0	0	0	0	0
0001	PURCHASING SUPERVISOR	1	0.28	1	0	0	0	0	0
0001	RECORDS ADMINISTRATOR	1	0.28	0	0	0	0	0	0
0001	RISK MANAGER	1	0.28	1	0	0	0	0	0
0001	ROAD MAINT SYSTEMS ADMIN	1	0.28	0	0	0	0	0	0
0001	ROAD MAINTENANCE MANAGER	1	0.28	0	0	0	0	0	0
0001	ROAD MAINTENANCE SUPERVISOR	4	1.13	0	0	0	0	0	0
0001	SELECTION/ACQUISITION ADMIN	1	0.28	1	0	0	0	0	0
0001	SHERIFF'S OPERATIONS ADMIN	2	0.56	2	0	0	0	0	0
0001	STACK SERVICES SUPERVISOR	1	0.28	0	0	0	0	0	0
0001	SYSTEMS ADMINISTRATOR	3	0.85	2	0	0	0	0	0
0001	TAX COLLECTION/RECORDS MANAGER	1	0.28	1	0	0	0	0	0
0001	TECHNICAL SUPPORT MANAGER	1	0.28	0	0	0	0	0	0
0001	TELECOMMUNICATIONS ADMIN	1	0.28	0	0	0	0	0	0
0001	TEMP ASST LIBRARY MNGR SR	1	0.28	1	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Job Group:** 0100

OFFICIALS/ADMINISTRATORS

<i>Loc</i>	<i>Job Title</i>	<i>Total Employees</i>		<i>Female</i>	<i>Minority</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
		<i>Persons</i>	<i>Percent</i>						
0001	TEMP CFS MANAGER	1	0.28	0	1	1	0	0	0
0001	TEMP CFS SUPERVISOR	1	0.28	0	0	0	0	0	0
0001	TEMP HEALTH OPERATIONS SUPRVSR	1	0.28	1	0	0	0	0	0
0001	TEMP HEALTH OPERATIONS SUPVR	1	0.28	1	0	0	0	0	0
0001	TEMP HEALTH OPERATIONS SUPVSR	1	0.28	1	0	0	0	0	0
0001	TEMP HEALTH SERVICES MGR/SR	1	0.28	1	0	0	0	0	0
0001	TEMP LIBRARY ADMIN/BRANCH	1	0.28	1	0	0	0	0	0
0001	TEMP LIBRARY SUPRVSNNG SECRETRY	1	0.28	1	0	0	0	0	0
0001	TRAFFIC AIDS MANAGER	1	0.28	0	0	0	0	0	0
0001	TRAFFIC AIDS SUPERVISOR	1	0.28	0	0	0	0	0	0
0001	TRAINING ADMINISTRATOR	1	0.28	1	0	0	0	0	0
0001	TRANS PLANNING ADMIN	1	0.28	0	0	0	0	0	0
0001	TRANSPORATION SUPPORT SVC MGR	1	0.28	0	0	0	0	0	0
0001	TREASURY ADMINISTRATOR	1	0.28	0	0	0	0	0	0
0001	VALUATION MANAGER	1	0.28	0	0	0	0	0	0
0001	VOLUNTEER PROG/BOOKSTORE ADMIN	1	0.28	1	0	0	0	0	0
<b>Totals</b>		<b>Total #</b>							
		355		193	51	29	14	2	6
		<b>Total %</b>	100%	54.37	14.37	8.17	3.94	0.56	1.69

011

**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002 MULTNOMAH COUNTY

**Job Group:** 0200 PROFESSIONALS

<i>Loc</i>	<i>Job Title</i>	<i>Total Employees</i>		<i>Female</i>	<i>Minority</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
		<i>Persons</i>	<i>Percent</i>						
0001	ADMINISTRATIVE ANALYST	10	0.94	10	1	1	0	0	0
0001	ADMINISTRATIVE ANALYST/SENIOR	3	0.28	2	0	0	0	0	0
0001	ALCOHOL/DRUG EVALUATION SPEC	22	2.06	14	6	4	0	0	2
0001	ASBESTOS PROJECT SPECIALIST	1	0.09	0	0	0	0	0	0
0001	ASST COUNTY COUNSEL 1	1	0.09	0	0	0	0	0	0
0001	ASST COUNTY COUNSEL/SENIOR	6	0.56	3	0	0	0	0	0
111 0001	BASIC SKILLS EDUCATOR	2	0.19	2	0	0	0	0	0
0001	BUDGET ANALYST	6	0.56	4	1	0	1	0	0
0001	BUDGET ANALYST/PRINCIPAL	2	0.19	0	0	0	0	0	0
0001	CASE MANAGER 2	82	7.68	57	16	7	6	0	3
0001	CASE MANAGER/SENIOR	37	3.46	30	4	3	1	0	0
0001	CFS SPECIALIST	7	0.66	6	2	1	0	0	1
0001	CHAPLAIN	2	0.19	1	1	1	0	0	0
0001	CIVIL ENGINEER/ASSISTANT	5	0.47	2	1	0	1	0	0
0001	CIVIL ENGINEER/ASSOCIATE	3	0.28	0	2	0	1	0	1
0001	CO-PRINCIPAL INVESTIGATOR	5	0.47	3	0	0	0	0	0
0001	COMMUNITY HEALTH NURSE	218	20.41	201	20	10	5	1	4
0001	COMMUNITY LIAISON SPECIALIST	3	0.28	1	2	1	0	0	1
0001	COMMUNITY LIASON SPECIALIST	1	0.09	1	1	1	0	0	0
0001	CONSTRUCTION PROJECTS SPEC	7	0.66	1	2	1	0	0	1
0001	CONSTRUCTION PROJECTS SPEC/SR	4	0.37	1	0	0	0	0	0
0001	CORRECTIONS COUNSELOR	40	3.75	22	8	5	2	0	1
0001	CORRECTIONS COUNSELOR/LEAD	2	0.19	0	0	0	0	0	0
0001	CORRECTIONS HEARINGS OFFICER	1	0.09	0	0	0	0	0	0
0001	DATA ANALYST/SENIOR	9	0.84	2	2	0	0	2	0
0001	DATA PROCESSING SPECIALIST 2	5	0.47	2	0	0	0	0	0
0001	DENTIST	10	0.94	5	2	0	2	0	0
0001	DEPUTY DISTRICT ATTORNEY 1	14	1.31	6	3	1	2	0	0
0001	DEPUTY DISTRICT ATTORNEY 2	25	2.34	13	2	1	0	0	1
0001	DEPUTY DISTRICT ATTORNEY 3	25	2.34	7	1	0	1	0	0
0001	DEPUTY DISTRICT ATTORNEY 4	14	1.31	5	1	0	1	0	0
0001	DEPUTY PUBLIC GUARDIAN	4	0.37	2	1	0	0	0	1
0001	ELECTRICAL ENGINEER ASSISTANT	1	0.09	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002 MULTNOMAH COUNTY

**Job Group:** 0200 PROFESSIONALS

<i>Loc</i>	<i>Job Title</i>	<i>Total Employees</i>		<i>Female</i>	<i>Minority</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
		<i>Persons</i>	<i>Percent</i>						
0001	EMPLOYEE SERVICES SPEC/SENIOR	1	0.09	1	0	0	0	0	0
0001	EMPLOYEE SERVICES SPECIALIST 1	4	0.37	4	1	1	0	0	0
0001	EMPLOYEE SERVICES SPECIALIST 2	7	0.66	6	0	0	0	0	0
0001	FAMILY INTERVENTION SPECIALIST	5	0.47	4	2	1	0	0	1
0001	FISCAL SPECIALIST 2	22	2.06	13	6	2	2	0	2
0001	FISCAL SPECIALIST/SENIOR	9	0.84	5	1	1	0	0	0
0001	GRAPHIC DESIGNER	1	0.09	1	0	0	0	0	0
0001	HEALTH EDUCATOR	6	0.56	6	0	0	0	0	0
0001	HEALTH SERVICES SPECIALIST	11	1.03	9	2	0	1	0	1
0001	HOUSING DEVELOPMENT SPECIALIST	1	0.09	0	0	0	0	0	0
0001	INTEGRATED COMM SERVICES COORD	1	0.09	0	1	0	0	0	1
0001	INVOLUNTARY COMMITMENT INVEST	11	1.03	5	3	1	2	0	0
0001	JUVENILE COUNSELOR	65	6.09	34	19	11	5	1	2
0001	LABOR RELATIONS MANAGER/DEPUTY	1	0.09	0	0	0	0	0	0
0001	LABOR RELATIONS SPECIALIST	1	0.09	1	0	0	0	0	0
0001	LABORATORY SPECIALIST	7	0.66	5	0	0	0	0	0
0001	LAW CLERK	2	0.19	2	0	0	0	0	0
0001	LIBRARIAN 2	42	3.93	35	1	0	1	0	0
0001	LIBRARY OUTREACH SPECIALIST	4	0.37	3	0	0	0	0	0
0001	LITIGATION COUNSEL	1	0.09	0	0	0	0	0	0
0001	LOSS CONTROL SPECIALIST	1	0.09	0	0	0	0	0	0
0001	MANAGEMENT ASSISTANT	1	0.09	1	0	0	0	0	0
0001	MARRIAGE AND FAMILY COUNSELOR	6	0.56	2	0	0	0	0	0
0001	MENTAL HEALTH CONSULTANT	54	5.06	41	6	4	1	0	1
0001	NURSE PRACTITIONER	44	4.12	41	4	1	1	0	2
0001	NUTRITIONIST	10	0.94	10	0	0	0	0	0
0001	PHARMACIST	9	0.84	3	2	0	1	0	1
0001	PHYSICIAN	19	1.78	8	1	0	1	0	0
0001	PHYSICIAN ASSISTANT	3	0.28	3	0	0	0	0	0
0001	PLANNER	5	0.47	2	0	0	0	0	0
0001	PLANNER/SENIOR	2	0.19	0	0	0	0	0	0
0001	PROGRAM DEVELOPMENT SPEC	76	7.12	59	16	7	5	1	3
0001	PROGRAM DEVELOPMENT SPEC/SR	11	1.03	9	1	0	1	0	0

112

**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002 MULTNOMAH COUNTY

**Job Group:** 0200 PROFESSIONALS

<i>Loc</i>	<i>Job Title</i>	<i>Total Employees</i>		<i>Female</i>	<i>Minority</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
		<i>Persons</i>	<i>Percent</i>						
0001	PROGRAM DEVELOPMENT SPECIALIST	1	0.09	1	0	0	0	0	0
0001	PROGRAM EVALUATION SPECIALIST	5	0.47	3	1	0	1	0	0
0001	PUBLIC AFFAIRS COORDINATOR	1	0.09	1	0	0	0	0	0
0001	PUBLICATION SPECIALIST	1	0.09	1	1	0	1	0	0
0001	PURCHASING SPECIALIST 2	7	0.66	2	0	0	0	0	0
0001	SANITARIAN	16	1.50	3	2	0	2	0	0
0001	SANITARIAN/CHIEF	2	0.19	0	0	0	0	0	0
0001	SOCIAL WORKER	9	0.84	7	1	0	0	0	1
0001	TEMP FISCAL SPECIALIST SR	1	0.09	0	0	0	0	0	0
0001	TRANSPORTATION PLANNING SPEC	2	0.19	1	0	0	0	0	0
0001	VOLUNTEER COORDINATOR	2	0.19	2	0	0	0	0	0
0001	WORKER'S COMPENSATION SPEC	1	0.09	1	0	0	0	0	0
<b>Totals</b>		<b>Total #</b>	<b>Total %</b>						
		1,068	100%	738	150	66	48	5	31
				69.10	14.04	6.18	4.49	0.47	2.90

**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002 MULTNOMAH COUNTY

**Job Group:** 0300 TECHNICIANS

<i>Loc</i>	<i>Job Title</i>	<i>Total Employees</i>		<i>Female</i>	<i>Minority</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
		<i>Persons</i>	<i>Percent</i>						
0001	APPRAISAL SPECIALIST	4	2.02	2	0	0	0	0	0
0001	CARTOGRAPHER	4	2.02	1	0	0	0	0	0
0001	COMPUTER SYSTEMS OPERATOR	6	3.03	0	0	0	0	0	0
0001	COMPUTER TECHNICIAN	2	1.01	1	0	0	0	0	0
0001	DENTAL ASSISTANT/RECEPTIONIST	27	13.64	27	7	4	2	0	1
0001	DENTAL HYGIENIST	7	3.54	5	0	0	0	0	0
0001	DEPUTY MEDICAL EXAMINER	5	2.53	0	0	0	0	0	0
114 0001	ENGINEER TECHNICIAN/AIDE	5	2.53	0	1	0	0	0	1
0001	ENGINEER TECHNICIAN/ASSISTANT	15	7.58	3	3	1	0	2	0
0001	ENGINEER TECHNICIAN/ASSOCIATE	11	5.56	1	1	0	1	0	0
0001	ENGINEER TECHNICIAN/PRINCIPAL	1	0.51	0	0	0	0	0	0
0001	ENGINEER TECHNICIAN/SENIOR	4	2.02	0	0	0	0	0	0
0001	LABORATORY TECHNICIAN	6	3.03	5	1	0	0	0	1
0001	LIBRARY COMPUTER SYSTEMS OPER	4	2.02	1	0	0	0	0	0
0001	LICENSED COMM PRACTICAL NURSE	19	9.60	16	4	3	0	0	1
0001	PRINTING SPECIALIST	1	0.51	0	0	0	0	0	0
0001	PROGRAMMER ANALYST 1	1	0.51	1	0	0	0	0	0
0001	PROGRAMMER ANALYST 2	6	3.03	1	1	0	1	0	0
0001	PROGRAMMER ANALYST/SENIOR	10	5.05	2	1	0	1	0	0
0001	PROPERTY APPRAISER/COMMERCIAL	19	9.60	6	3	1	2	0	0
0001	PROPERTY APPRAISER/PERSONAL	2	1.01	0	0	0	0	0	0
0001	PROPERTY APPRAISER/RESIDENTIAL	25	12.63	8	3	1	0	0	2
0001	RIGHT OF WAY PERMITS/CHIEF	1	0.51	0	0	0	0	0	0
0001	SURVEY SPECIALIST	1	0.51	0	0	0	0	0	0
0001	SYSTEMS PROGRAMMER	4	2.02	1	0	0	0	0	0
0001	TELECOMMUNICATION TECH SPEC	1	0.51	0	0	0	0	0	0
0001	WAN SPECIALIST/SENIOR	3	1.52	2	0	0	0	0	0
0001	X-RAY TECHNICIAN	4	2.02	3	2	0	1	0	1
<b>Totals</b>	<b>Total #</b>	198		86	27	10	8	2	7
	<b>Total %</b>		100%	43.43	13.64	5.05	4.04	1.01	3.54

**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002 MULTNOMAH COUNTY

**Job Group:** 1300 PROTECTIVE SERVICE

<i>Loc</i>	<i>Job Title</i>	<i>Total Employees</i>		<i>Female</i>	<i>Minority</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
		<i>Persons</i>	<i>Percent</i>						
0001	ANIMAL CONTROL OFFICER	12	1.63	8	2	0	0	1	1
0001	CORRECTIONS OFFICER	164	22.34	45	31	18	2	4	7
0001	CORRECTIONS OFFICER 4%	2	0.27	1	1	1	0	0	0
0001	CORRECTIONS OFFICER/3%	1	0.14	0	0	0	0	0	0
0001	CORRECTIONS OFFICER/4%	66	8.99	16	8	5	0	1	2
0001	CORRECTIONS OFFICER/6%	1	0.14	1	0	0	0	0	0
0001	CORRECTIONS OFFICER/7%	92	12.53	16	10	9	0	0	1
0001	CORRECTIONS SERGEANT	5	0.68	3	0	0	0	0	0
0001	CORRECTIONS SERGEANT/4%	5	0.68	3	1	0	0	0	1
0001	CORRECTIONS SERGEANT/6%	1	0.14	0	0	0	0	0	0
0001	CORRECTIONS SERGEANT/7%	32	4.36	6	3	2	1	0	0
0001	DEPUTY SHERIFF	12	1.63	2	0	0	0	0	0
0001	DEPUTY SHERIFF 2	2	0.27	0	0	0	0	0	0
0001	DEPUTY SHERIFF 3	22	3.00	0	2	0	1	0	1
0001	DEPUTY SHERIFF 4	44	5.99	3	1	0	0	0	1
0001	DEPUTY SHERIFF/3	3	0.41	1	0	0	0	0	0
0001	FACILITY SECURITY OFF/LEAD	4	0.54	2	0	0	0	0	0
0001	FACILITY SECURITY OFFICER	30	4.09	7	4	1	1	0	2
0001	JUVENILE GROUPWORK SUPERVISOR	5	0.68	1	2	2	0	0	0
0001	JUVENILE GROUPWORKER	73	9.95	22	29	18	6	0	5
0001	LICENSE COMPLIANCE OFFICER	2	0.27	1	0	0	0	0	0
0001	NUISANCE ENFORCEMENT OFFICER	1	0.14	1	1	0	0	0	1
0001	PROBATION/PAROLE OFFICER	134	18.26	67	20	13	1	1	5
0001	SERGEANT 2	1	0.14	0	0	0	0	0	0
0001	SERGEANT 4	19	2.59	0	0	0	0	0	0
0001	TEMP PROBATION/PAROLE OFFICER	1	0.14	0	0	0	0	0	0
<b>Totals</b>		<b>Total #</b>							
		734		206	115	69	12	7	27
		<b>Total %</b>	100%	28.07	15.67	9.40	1.63	0.95	3.68

511



**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002                      MULTNOMAH COUNTY  
**Job Group:** 1400              PARAPROFESSIONALS

<i>Loc</i>	<i>Job Title</i>	<i>Total Employees</i>		<i>Female</i>	<i>Minority</i>	<i>Black</i>	<i>Asian</i>	<i>Native</i>	<i>Hispanic</i>
		<i>Persons</i>	<i>Percent</i>					<i>American</i>	
0001	ANIMAL HEALTH TECHNICIAN	2	0.40	2	0	0	0	0	0
0001	BACKGROUND INVESTIGATOR	1	0.20	0	0	0	0	0	0
0001	CASE MANAGEMENT ASSISTANT	18	3.60	8	3	1	0	1	1
0001	CASE MANAGER I	3	0.60	3	0	0	0	0	0
0001	CIVIL DEPUTY	7	1.40	1	0	0	0	0	0
0001	CIVIL DEPUTY/LEAD	3	0.60	0	0	0	0	0	0
0001	COMMUNITY INFORMATION SPEC	6	1.20	4	0	0	0	0	0
0001	COMMUNITY SERVICE PLACE SPEC	4	0.80	2	0	0	0	0	0
0001	COMMUNITY WORKS LEADER	11	2.20	1	5	5	0	0	0
0001	CONSTRUCTION PROJECTS TECH	2	0.40	2	1	1	0	0	0
0001	CORRECTIONS TECHNICIAN	50	10.00	24	12	6	1	2	3
0001	D A INVESTIGATOR	5	1.00	3	1	1	0	0	0
0001	D A INVESTIGATOR/CHIEF	1	0.20	0	0	0	0	0	0
0001	DATA ANALYST	28	5.60	18	5	1	4	0	0
0001	DATA ANALYST/LEAD	1	0.20	0	1	1	0	0	0
0001	DATA TECHNICIAN	8	1.60	4	2	1	0	0	1
0001	ELECTIONS MATERIALS COORD	1	0.20	0	0	0	0	0	0
0001	ELECTIONS PROJECTS ASSISTANT	1	0.20	1	0	0	0	0	0
0001	ELECTIONS SPECIALIST	1	0.20	1	0	0	0	0	0
0001	ELIGIBILITY SPECIALIST	22	4.40	17	11	5	1	1	4
0001	EQUIPMENT/PROPERTY TECH/LEAD	3	0.60	1	0	0	0	0	0
0001	EQUIPMENT/PROPERTY TECHNICIAN	21	4.20	6	0	0	0	0	0
0001	FISCAL SPECIALIST I	23	4.60	20	7	0	5	1	1
0001	HEALTH ASSISTANT	63	12.60	52	37	3	17	0	17
0001	HEALTH INFORMATION SPEC 1	6	1.20	6	2	1	0	0	1
0001	HEALTH INFORMATION SPEC 2	33	6.60	22	15	6	1	1	7
0001	HEALTH INFORMATION SPEC/SENIOR	8	1.60	4	3	2	0	0	1
0001	INVESTIGATIVE TECHNICIAN	1	0.20	1	0	0	0	0	0
0001	JUVENILE COUNSELING ASSISTANT	9	1.80	5	3	2	0	1	0
0001	LABORATORY ASSISTANT	1	0.20	1	0	0	0	0	0
0001	LEGAL ASSISTANT	17	3.40	17	0	0	0	0	0
0001	LIBRARY ASSISTANT	42	8.40	34	3	2	1	0	0
0001	LIBRARY ASSISTANT/SENIOR	3	0.60	3	1	0	0	0	1

**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002 MULTNOMAH COUNTY

**Job Group:** 1400 PARAPROFESSIONALS

<i>Loc</i>	<i>Job Title</i>	<i>Total Employees</i>		<i>Female</i>	<i>Minority</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
		<i>Persons</i>	<i>Percent</i>						
0001	MEDICAL RECORDS TECHNICIAN	7	1.40	7	1	1	0	0	0
0001	NUTRITION ASSISTANT	5	1.00	4	3	0	0	0	3
0001	PATHOLOGIST ASSISTANT	2	0.40	0	1	1	0	0	0
0001	PHARMACY TECHNICIAN	4	0.80	3	0	0	0	0	0
0001	PROGRAM COORDINATOR	5	1.00	1	2	2	0	0	0
0001	PROGRAM DEVELOPEMENT TECH	1	0.20	1	0	0	0	0	0
0001	PROGRAM DEVELOPMENT TECH	18	3.60	14	5	3	1	0	1
0001	PROPERTY MANAGEMENT SPECIALIST	1	0.20	0	0	0	0	0	0
117 0001	PURCHASING SPECIALIST 1	3	0.60	2	0	0	0	0	0
0001	RECORDS ADMINISTRATION ASST	1	0.20	0	1	1	0	0	0
0001	RESIDENT SUPERVISOR	9	1.80	4	4	3	0	0	1
0001	RISK MANAGEMENT TECHNICIAN	1	0.20	1	0	0	0	0	0
0001	SUPPORT ENFORCEMENT AGENT	9	1.80	9	0	0	0	0	0
0001	SUPPORT SERVICES TECHNICIAN	1	0.20	1	0	0	0	0	0
0001	TAX COLLECTION SPECIALIST	1	0.20	1	0	0	0	0	0
0001	TAX EXEMPTION SPECIALIST	1	0.20	0	0	0	0	0	0
0001	TECHNICAL SERVICES ASSISTANT	6	1.20	5	0	0	0	0	0
0001	TECHNICAL SERVICES ASST/SENIOR	1	0.20	1	0	0	0	0	0
0001	TELECOMMUNICATION OFFICE SPEC	3	0.60	1	0	0	0	0	0
0001	TEMP CASE MANAGER I	1	0.20	1	0	0	0	0	0
0001	TEMP ELIGIBILITY SPECIALIST	1	0.20	1	0	0	0	0	0
0001	TEMP LIBRARY SUPERVISOR/BRANCH	1	0.20	1	0	0	0	0	0
0001	TEMP OFFICE ASSISTANT/SR	1	0.20	1	0	0	0	0	0
0001	VICTIM ADVOCATE	7	1.40	6	2	2	0	0	0
0001	WEATHERIZATION SPECIALIST	5	1.00	2	1	1	0	0	0
<b>Totals</b>	<b>Total #</b>	500		330	132	52	31	7	42
	<b>Total %</b>		100%	66.00	26.40	10.40	6.20	1.40	8.40

**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Job Group:** 0500

ADMINISTRATIVE SUPPORT

118

<i>Loc</i>	<i>Job Title</i>	<i>Total Employees</i>		<i>Female</i>	<i>Minority</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
		<i>Persons</i>	<i>Percent</i>						
0001	ADMINISTRATIVE SECRETARY	20	2.79	17	7	2	1	1	3
0001	ANIMAL CONTROL DISPATCHER	4	0.56	2	0	0	0	0	0
0001	ANIMAL CONTROL OFFICE ASST	10	1.39	7	2	1	0	0	1
0001	CLERICAL UNIT SUPERVISOR	10	1.39	10	1	1	0	0	0
0001	COUNTY COUNSEL OFFICE ASST	5	0.70	4	2	1	1	0	0
0001	DATA ENTRY OPERATOR	4	0.56	4	2	0	2	0	0
0001	DATA PROCESSING CLERK	4	0.56	4	0	0	0	0	0
0001	FISCAL ASSISTANT	7	0.98	7	2	0	2	0	0
0001	FISCAL ASSISTANT/SENIOR	21	2.93	13	5	0	3	2	0
0001	LIBRARY CLERK	108	15.06	87	8	5	3	0	0
0001	LIBRARY CLERK 2	1	0.14	1	0	0	0	0	0
0001	MAIL CLERK	4	0.56	3	1	1	0	0	0
0001	MEDICAL SERVICES CLERK	3	0.42	3	0	0	0	0	0
0001	OFFICE ASSISTANT 1	2	0.28	2	0	0	0	0	0
0001	OFFICE ASSISTANT 2	336	46.86	297	74	32	14	4	24
0001	OFFICE ASSISTANT/SENIOR	115	16.04	107	13	8	3	1	1
0001	SHERIFFS OPERATIONS TECH SUPR	7	0.98	6	0	0	0	0	0
0001	SHERIFFS OPERATIONS TECH TRAIN	2	0.28	2	1	0	0	0	1
0001	SHERIFFS OPERATIONS TECHNICIAN	36	5.02	31	3	1	2	0	0
0001	WORD PROCESSING OPERATOR	14	1.95	14	1	1	0	0	0
0001	WORD PROCESSING OPERATOR/SR	3	0.42	3	0	0	0	0	0
0001	WORD PROCESSING OPR/LEAD	1	0.14	1	0	0	0	0	0
<b>Totals</b>		<b>Total #</b>							
		717		625	122	53	31	8	30
		<b>Total %</b>	100%	87.17	17.02	7.39	4.32	1.12	4.18

**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Job Group:** 0600

SKILLED CRAFTS

<i>Loc</i>	<i>Job Title</i>	<i>Total Employees</i>		<i>Female</i>	<i>Minority</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
		<i>Persons</i>	<i>Percent</i>						
0001	BLACKSMITH	1	1.23	0	0	0	0	0	0
0001	BODY AND FENDER MECHANIC	2	2.47	0	0	0	0	0	0
0001	BRIDGE MAINTENANCE MECHANIC	8	9.88	0	1	0	0	1	0
0001	CARPENTER	6	7.41	0	0	0	0	0	0
0001	CARPENTER/LOCKSMITH	2	2.47	0	0	0	0	0	0
0001	CHEMICAL APPLICATOR OPERATOR	1	1.23	0	0	0	0	0	0
0001	ELECTRICIAN	9	11.11	0	1	0	1	0	0
0001	ELECTRICIAN/LEAD	4	4.94	0	0	0	0	0	0
0001	ELECTRONIC TECHNICIAN	3	3.70	0	0	0	0	0	0
0001	ELECTRONIC TECHNICIAN ASST	1	1.23	0	1	0	0	0	0
0001	ELECTRONIC TECHNICIAN/CHIEF	1	1.23	0	0	0	0	0	1
0001	EQUIPMENT MECHANIC 1	1	1.23	0	1	0	0	0	0
0001	EQUIPMENT MECHANIC 2	10	12.35	0	1	0	0	0	1
0001	HEAVY EQUIPMENT OPERATOR	4	4.94	0	0	0	0	0	0
0001	HVAC ENGINEER	6	7.41	0	1	1	0	0	0
0001	PLANT MAINTENANCE ENGINEER	6	7.41	0	0	0	0	0	0
0001	SIGN FABRICATOR	3	3.70	0	0	0	0	0	0
0001	STRIPER OPERATOR	3	3.70	0	0	0	0	0	0
0001	TRUCK DRIVER	10	12.35	0	4	0	1	2	1
<b>Totals</b>		<b>Total #</b>							
		81		0	10	1	2	3	4
		<b>Total %</b>	100%	0.00	12.35	1.23	2.47	3.70	4.94

**MULTNOMAH COUNTY**  
**Job Group Analysis**  
**Analysis Data as of 07/01/1996**

Plan: 002

MULTNOMAH COUNTY

Job Group: 0900

SERVICE/MAINTENANCE

120

Loc	Job Title	Total Employees		Female	Minority	Black	Asian	Native American	Hispanic
		Persons	Percent						
0001	ANIMAL CARE TECHNICIAN	6	3.53	2	1	0	0	1	0
0001	ANIMAL CONTROL AIDE	1	0.59	0	0	0	0	0	0
0001	BRIDGE OPERATOR	10	5.88	2	1	1	0	0	0
0001	CUSTODIAN	4	2.35	0	4	2	1	0	1
0001	DRIVER	7	4.12	3	2	1	0	0	1
0001	FACILITIES MAINTENANCE WORKER	8	4.71	0	1	1	0	0	0
0001	GARAGE ATTENDANT	3	1.76	1	1	1	0	0	0
0001	JAIL STEWARD	2	1.18	0	0	0	0	0	0
0001	JAIL STEWARD/LEAD	1	0.59	0	0	0	0	0	0
0001	LIBRARY DELIVERY DRIVER	2	1.18	0	1	1	0	0	0
0001	LIBRARY MATERIALS PROCESSOR	3	1.76	3	1	0	0	0	1
0001	LIBRARY PAGE	75	44.12	38	6	1	2	1	2
0001	LIBRARY PAGE/SENIOR	2	1.18	1	0	0	0	0	0
0001	MAINTENANCE CREW LEADER	5	2.94	0	1	0	1	0	0
0001	MAINTENANCE WORKER	25	14.71	0	7	3	3	0	1
0001	OUTREACH DRIVER	1	0.59	1	0	0	0	0	0
0001	PRODUCTION ASSISTANT	1	0.59	0	0	0	0	0	0
0001	SEWING SPECIALIST	1	0.59	1	0	0	0	0	0
0001	STACK SERVICES ASSISTANT	1	0.59	0	0	0	0	0	0
0001	WAREHOUSE WORKER	9	5.29	1	1	1	0	0	0
0001	WAREHOUSE WORKER/CHIEF	3	1.76	0	0	0	0	0	0
Totals		Total #		53	27	12	7	2	6
		Total %	100%	31.18	15.88	7.06	4.12	1.18	3.53



**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department 010

COMMUNITY & FAMILY SERVICES

<i>C</i>	<i>Salary</i>	<i>EEO</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native</i>	<i>Hispanic</i>
<i>I Job Title</i>	<i>Code</i>	<i>Code</i>	<i>Employees</i>	<i>Minorities</i>						<i>American</i>	
121	CASE MANAGEMENT ASSISTANT	01280	14	1	Male	9	8	1	0	0	0
					Female	5	5	0	0	0	0
	OFFICE ASSISTANT 2	01280	39	5	Male	3	3	0	0	0	0
					Female	36	31	2	0	2	1
	CFS SUPERVISOR	01446	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
	FISCAL ASSISTANT/SENIOR	01481	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
	OFFICE ASSISTANT/SENIOR	01481	9	3	Male	1	1	0	0	0	0
					Female	8	5	3	0	0	0
	ADMINISTRATIVE SECRETARY	01555	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
	MEDICAL RECORDS TECHNICIAN	01555	2	1	Male	0	0	0	0	0	0
					Female	2	1	1	0	0	0
	DATA TECHNICIAN	01590	5	1	Male	3	2	1	0	0	0
					Female	2	2	0	0	0	0
	PROGRAM DEVELOPMENT TECH	01590	5	0	Male	0	0	0	0	0	0
					Female	5	5	0	0	0	0
	FISCAL SPECIALIST 1	01635	6	4	Male	2	1	0	1	0	0
					Female	4	1	0	2	0	1

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 010

COMMUNITY & FAMILY SERVICES

122

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
OPERATIONS SUPERVISOR	01693	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CFS SPECIALIST	01775	02	2	1	Male	1	1	0	0	0	0
					Female	1	0	1	0	0	0
WEATHERIZATION SPECIALIST	01795	14	4	1	Male	3	2	1	0	0	0
					Female	1	1	0	0	0	0
CFS SPECIALIST	01799	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CASE MANAGER 2	01800	02	46	11	Male	11	6	1	3	0	1
					Female	35	29	3	1	0	2
PROGRAM COORDINATOR	01800	14	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
TEMP FISCAL SPECIALIST SR	01840	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	01878	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CASE MANAGER/SENIOR	01892	02	4	1	Male	1	1	0	0	0	0
					Female	3	2	1	0	0	0
WEATHERIZATION INSPECTOR	01903	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0



**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 010

COMMUNITY & FAMILY SERVICES

123

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
FISCAL SPECIALIST/SENIOR	01915	02	1	1	Male	1	0	0	1	0	0
					Female	0	0	0	0	0	0
FAMILY INTERVENTION SPECIALIST	01919	02	7	3	Male	1	1	0	0	0	0
					Female	6	3	1	0	0	2
FISCAL SPECIALIST/SENIOR	01949	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CFS SPECIALIST	01953	02	2	1	Male	0	0	0	0	0	0
					Female	2	1	0	0	0	1
PROGRAM DEVELOPMENT SPEC/SR	01963	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
TEMP CFS SUPERVISOR	01969	01	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
CFS SPECIALIST	01989	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CFS SUPERVISOR	02010	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CFS SPECIALIST	02028	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CFS SUPERVISOR	02028	01	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 010

COMMUNITY & FAMILY SERVICES

124

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
			<i>Employees</i>	<i>Minorities</i>							
COMMUNITY LIAISON SPECIALIST	02034	02	3	2	Male	2	0	1	0	0	1
					Female	1	1	0	0	0	0
DATA ANALYST	02034	14	9	2	Male	4	4	0	0	0	0
					Female	5	3	1	1	0	0
FISCAL SPECIALIST 2	02034	02	3	1	Male	1	1	0	0	0	0
					Female	2	1	0	1	0	0
PROGRAM DEVELOPMENT SPEC	02034	02	43	7	Male	11	9	0	2	0	0
					Female	32	27	3	0	1	1
PROGRAM DEVELOPMENT SPECIALIST	02034	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
TEMP PROGRAM DEVELOPMENT SPEC	02034	02	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	0	0	1
ADMINISTRATIVE ANALYST	02039	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ALCOHOL/DRUG EVALUATION SPEC	02045	02	17	5	Male	7	5	0	0	0	2
					Female	10	7	3	0	0	0
CFS SUPERVISOR	02070	01	2	1	Male	1	0	0	1	0	0
					Female	1	1	0	0	0	0
MENTAL HEALTH CONSULTANT	02084	02	51	5	Male	12	11	1	0	0	0
					Female	39	35	2	1	0	1

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 010

COMMUNITY & FAMILY SERVICES

125

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
HOUSING DEVELOPMENT SPECIALIST	02138	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PROGRAM EVALUATION SPECIALIST	02138	02	4	0	Male	1	1	0	0	0	0
					Female	3	3	0	0	0	0
CFS SUPERVISOR	02193	01	4	1	Male	2	1	1	0	0	0
					Female	2	2	0	0	0	0
INVOLUNTARY COMMITMENT INVEST	02212	02	10	3	Male	5	3	1	1	0	0
					Female	5	4	0	1	0	0
CFS SUPERVISOR	02216	01	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	0	0	1
PROGRAM DEVELOPMENT SPEC/SR	02216	02	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	1	0	0
PROGRAM DEVELOPMENT SPEC/SR	02250	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ADMINISTRATIVE ANALYST	02268	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PROGRAM SERVICES ADMIN/MHYFS	02278	01	1	1	Male	0	0	0	0	0	0
					Female	1	0	1	0	0	0
PROGRAM DEVELOPMENT SPEC/SR	02317	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

**MULTNOMAH COUNTY**

**Department:** 010

**COMMUNITY & FAMILY SERVICES**

126

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
PUBLIC AFFAIRS COORDINATOR	02317	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CFS SUPERVISOR	02327	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
CFS SUPERVISOR	02363	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
MANAGEMENT ASSISTANT	02367	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CFS ADMINISTRATOR	02434	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
CFS MANAGER	02444	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
CFS SUPERVISOR	02497	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FISCAL SPECIALIST/SENIOR	02501	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CFS ADMINISTRATOR	02582	01	3	0	Male	1	1	0	0	0	0
					Female	2	2	0	0	0	0
CFS MANAGER	02597	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 010

COMMUNITY & FAMILY SERVICES

127

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
CFS MANAGER	02609	01	1	1	Male	1	0	0	0	0	1
					Female	0	0	0	0	0	0
PROGRAM DEVELOPMENT SPEC/SR	02625	02	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
CFS ADMINISTRATOR	02651	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
TEMP CFS MANAGER	02658	01	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0
CFS ADMINISTRATOR	02707	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
CO-PRINCIPAL INVESTIGATOR	02770	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CFS MANAGER	02873	01	1	1	Male	0	0	0	0	0	0
					Female	1	0	1	0	0	0
CFS ADMINISTRATOR	03029	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
CFS MANAGER	03096	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CFS MANAGER/SENIOR	03206	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 010

COMMUNITY & FAMILY SERVICES

128

128

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>			
CFS MANAGER	03240	01	1	0	Male	1	1	0	0	0	0			
					Female	0	0	0	0	0	0			
DEPUTY DIRECTOR/CFS	03255	01	1	0	Male	1	1	0	0	0	0			
					Female	0	0	0	0	0	0			
DEPARTMENT DIRECTOR	03723	00	1	1	Male	1	0	1	0	0	0			
					Female	0	0	0	0	0	0			
CFS MANAGER/SENIOR	03831	01	1	1	Male	1	0	0	0	0	1			
					Female	0	0	0	0	0	0			
Totals						347	70	Male	101	76	10	9	0	6
								Female	246	201	23	8	3	11

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

**MULTNOMAH COUNTY**

**Department 011**

**AGING SERVICES**

<i>C</i>	<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>	<i>Minorities</i>	<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
	CASE MANAGEMENT ASSISTANT	01280	14	1	0	Male 0 Female 1	0 1	0 0	0 0	0 0	0 0
	FISCAL ASSISTANT	01280	05	1	0	Male 0 Female 1	0 1	0 0	0 0	0 0	0 0
129	OFFICE ASSISTANT 2	01280	05	26	7	Male 3 Female 23	2 17	0 3	1 1	0 0	0 2
	MEDICAL SERVICES CLERK	01481	05	4	0	Male 0 Female 4	0 4	0 0	0 0	0 0	0 0
	OFFICE ASSISTANT/SENIOR	01481	05	9	1	Male 0 Female 9	0 8	0 1	0 0	0 0	0 0
	CASE MANAGER 1	01509	14	2	0	Male 0 Female 2	0 2	0 0	0 0	0 0	0 0
	ELIGIBILITY SPECIALIST	01509	14	13	6	Male 3 Female 10	1 6	1 3	0 0	0 1	1 0
	TEMP CASE MANAGER 1	01509	05	1	0	Male 0 Female 1	0 1	0 0	0 0	0 0	0 0
	TEMP ELIGIBILITY SPECIALIST	01509	14	1	0	Male 0 Female 1	0 1	0 0	0 0	0 0	0 0
	ADMINISTRATIVE SECRETARY	01555	05	1	0	Male 0 Female 1	0 1	0 0	0 0	0 0	0 0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 011

AGING SERVICES

130

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
DATA TECHNICIAN	01590	14	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PROGRAM DEVELOPMENT TECH	01590	14	2	1	Male	1	1	0	0	0	0
					Female	1	0	1	0	0	0
COMMUNITY INFORMATION SPEC	01635	14	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
CASE MANAGEMENT SUPERVISOR	01786	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CASE MANAGER 2	01800	02	40	4	Male	17	15	1	1	0	0
					Female	23	21	1	1	0	0
ADMINISTRATIVE ANALYST	01878	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CASE MANAGER/SENIOR	01892	02	34	4	Male	6	4	1	1	0	0
					Female	28	26	2	0	0	0
CASE MANAGEMENT SUPERVISOR	01969	01	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	1	0	0
DATA ANALYST	02034	14	3	0	Male	1	1	0	0	0	0
					Female	2	2	0	0	0	0
DEPUTY PUBLIC GUARDIAN	02034	02	4	1	Male	2	1	0	0	0	1
					Female	2	2	0	0	0	0



**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 011

AGING SERVICES

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>		<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
FISCAL SPECIALIST 2	02034	02	3	1	Male 2 Female 1	1 1	0 0	0 0	0 0	1 0
PROGRAM DEVELOPMENT SPEC	02034	02	16	2	Male 1 Female 15	0 14	0 1	1 0	0 0	0 0
CASE MANAGEMENT SUPERVISOR	02070	01	1	0	Male 0 Female 1	0 1	0 0	0 0	0 0	0 0
CASE MANAGEMENT SUPERVISOR	02072	01	1	0	Male 0 Female 1	0 1	0 0	0 0	0 0	0 0
CASE MANAGEMENT SUPERVISOR	02107	01	1	1	Male 0 Female 1	0 0	0 1	0 0	0 0	0 0
CASE MANAGEMENT SUPERVISOR	02131	01	1	0	Male 1 Female 0	1 0	0 0	0 0	0 0	0 0
SOCIAL WORKER	02191	02	6	1	Male 2 Female 4	2 3	0 0	0 0	0 0	0 1
ADMINISTRATIVE SERV OFFICER	02297	01	1	0	Male 0 Female 1	0 1	0 0	0 0	0 0	0 0
COMMUNITY HEALTH NURSE	02313	02	7	0	Male 0 Female 7	0 7	0 0	0 0	0 0	0 0
AGING SERVICES BRANCH ADMIN	02335	01	1	0	Male 0 Female 1	0 1	0 0	0 0	0 0	0 0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 011

AGING SERVICES

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>	
ADULT HOUSING ADMINISTRATOR	02371	01	1	0	Male	0	0	0	0	0	0	
					Female	1	1	0	0	0	0	
AGING SERVICES BRANCH ADMIN	02462	01	2	0	Male	1	1	0	0	0	0	
					Female	1	1	0	0	0	0	
COMMUNITY SERVICES ADMIN	02548	01	1	1	Male	0	0	0	0	0	0	
					Female	1	0	0	1	0	0	
AGING SERVICES BRANCH ADMIN	02757	01	2	1	Male	1	0	0	0	0	1	
					Female	1	1	0	0	0	0	
PUBLIC GUARDIAN	02894	01	1	0	Male	0	0	0	0	0	0	
					Female	1	1	0	0	0	0	
DEPARTMENT DIRECTOR	03723	00	1	0	Male	1	1	0	0	0	0	
					Female	0	0	0	0	0	0	
Totals												
						194	32	Male	44	33	3	4
								Female	150	129	13	4
											1	3

132

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department 012

JUVENILE JUSTICE

<i>C</i> <i>I Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
OFFICE ASSISTANT 2	01280	05	11	1	Male	1	1	0	0	0	0
					Female	10	9	0	1	0	0
WORD PROCESSING OPERATOR	01320	05	4	1	Male	0	0	0	0	0	0
					Female	4	3	1	0	0	0
OFFICE ASSISTANT/SENIOR	01481	05	14	1	Male	1	1	0	0	0	0
					Female	13	12	0	1	0	0
ADMINISTRATIVE SECRETARY	01555	05	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
COMMUNITY WORKS LEADER	01590	14	3	3	Male	3	0	3	0	0	0
					Female	0	0	0	0	0	0
DATA TECHNICIAN	01590	14	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	0	0	1
PROGRAM DEVELOPMENT TECH	01590	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CLERICAL UNIT SUPERVISOR	01635	05	1	1	Male	0	0	0	0	0	0
					Female	1	0	1	0	0	0
FISCAL SPECIALIST 1	01635	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
JUVENILE COUNSELING ASSISTANT	01635	14	8	2	Male	3	1	1	0	1	0
					Female	5	5	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

**MULTNOMAH COUNTY**

**Department:** 012

**JUVENILE JUSTICE**

134

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
JUVENILE GROUPWORKER	01769	13	83	34	Male	59	30	16	9	0	4
					Female	24	19	4	0	0	1
OPERATIONS SUPERVISOR	01785	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
OPERATIONS SUPERVISOR	01790	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DATA ANALYST	02034	14	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
FISCAL SPECIALIST 2	02034	02	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0
PROGRAM DEVELOPMENT SPEC	02034	02	2	1	Male	0	0	0	0	0	0
					Female	2	1	1	0	0	0
TEMP/PROGRAM DEVELOP SPEC	02034	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
MENTAL HEALTH CONSULTANT	02084	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PROGRAM EVALUATION SPECIALIST	02138	02	1	1	Male	1	0	0	1	0	0
					Female	0	0	0	0	0	0
JUVENILE COUNSELOR	02171	02	64	19	Male	30	19	8	2	0	1
					Female	34	26	3	3	1	1

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 012

JUVENILE JUSTICE

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
			<i>Employees</i>	<i>Minorities</i>							
JUVENILE JUSTICE SUPERVISOR	02187	01	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	1	0	0
JUVENILE GROUPWORK SUPERVISOR	02212	13	4	2	Male	3	1	2	0	0	0
					Female	1	1	0	0	0	0
JUVENILE JUSTICE SUPERVISOR	02250	01	1	1	Male	0	0	0	0	0	0
					Female	1	0	1	0	0	0
JUVENILE JUSTICE SUPERVISOR	02292	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
JUVENILE JUSTICE SUPERVISOR	02434	01	2	1	Male	2	1	1	0	0	0
					Female	0	0	0	0	0	0
JUVENILE JUSTICE ADMINISTRATOR	02483	01	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0
JUVENILE JUSTICE SUPERVISOR	02507	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
JUVENILE JUSTICE SUPERVISOR	02511	01	2	0	Male	2	2	0	0	0	0
					Female	0	0	0	0	0	0
FISCAL SPECIALIST SUPERVISOR	02537	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
JUVENILE JUSTICE SUPERVISOR	02606	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 012

JUVENILE JUSTICE

136

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
JUVENILE JUSTICE MANAGER	02658	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
JUVENILE JUSTICE ADMINISTRATOR	02894	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
JUVENILE JUSTICE MANAGER	02964	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
JUVENILE JUSTICE ADMINISTRATOR	02978	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
JUVENILE JUSTICE ADMINISTRATOR	03065	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DEPUTY DIRECTOR/JJD	03115	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DEPARTMENT DIRECTOR	03731	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
Totals			224	72	Male	113	62	33	12	1	5
					Female	111	90	11	6	1	3

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department 015

HEALTH DEPARTMENT

137

<i>C</i> <i>I Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
			<i>Employees</i>	<i>Minorities</i>							
OFFICE ASSISTANT 1	01025	05	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LABORATORY ASSISTANT	01163	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DENTAL ASSISTANT/RECEPTIONIST	01280	03	28	7	Male	0	0	0	0	0	0
					Female	28	21	4	2	0	1
OFFICE ASSISTANT 2	01280	05	113	37	Male	16	12	0	1	0	3
					Female	97	64	16	2	1	14
HEALTH ASSISTANT	01343	14	60	35	Male	11	3	1	5	0	2
					Female	49	22	2	10	0	15
HEALTH INFORMATION SPEC 1	01384	14	8	3	Male	0	0	0	0	0	0
					Female	8	5	1	1	0	1
NUTRITION ASSISTANT	01384	14	5	3	Male	1	1	0	0	0	0
					Female	4	1	0	0	0	3
PHARMACY TECHNICIAN	01412	14	4	0	Male	1	1	0	0	0	0
					Female	3	3	0	0	0	0
HEALTH OPERATIONS SUPERVISOR	01469	01	1	1	Male	1	0	0	1	0	0
					Female	0	0	0	0	0	0
TEMP HEALTH OPERATIONS SUPR VSR	01469	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 015

HEALTH DEPARTMENT

138

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
TEMP HEALTH OPERATIONS SUPVR	01469	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FISCAL ASSISTANT/SENIOR	01481	05	8	3	Male	4	2	0	1	1	0
					Female	4	3	0	1	0	0
LABORATORY TECHNICIAN	01481	03	6	1	Male	1	1	0	0	0	0
					Female	5	4	0	0	0	1
OFFICE ASSISTANT /SENIOR	01481	05	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
OFFICE ASSISTANT/SENIOR	01481	05	27	3	Male	5	5	0	0	0	0
					Female	22	19	2	0	0	1
WORD PROCESSING OPERATOR/SR	01481	05	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
X-RAY TECHNICIAN	01482	03	3	2	Male	1	0	0	1	0	0
					Female	2	1	0	0	0	1
ELIGIBILITY SPECIALIST	01509	14	9	6	Male	2	1	0	0	0	1
					Female	7	2	2	1	0	2
ADMINISTRATIVE SECRETARY	01555	05	9	4	Male	1	1	0	0	0	0
					Female	8	4	2	1	0	1
MEDICAL RECORDS TECHNICIAN	01555	14	5	0	Male	0	0	0	0	0	0
					Female	5	5	0	0	0	0



**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 015

HEALTH DEPARTMENT

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
TEMP HEALTH OPERATIONS SUPVR	01584	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DATA TECHNICIAN	01590	14	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
HEALTH INFORMATION SPEC 2	01590	14	30	13	Male	10	4	1	1	0	4
					Female	20	13	4	0	1	2
PROGRAM DEVELOPEMENT TECH	01590	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PROGRAM DEVELOPMENT TECH	01590	14	8	3	Male	2	1	1	0	0	0
					Female	6	4	0	1	0	1
PURCHASING SPECIALIST 1	01590	14	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
SUPPORT SERVICES TECHNICIAN	01590	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
TEMP HEALTH INFORMATION SPEC 2	01590	14	1	1	Male	1	0	0	1	0	0
					Female	0	0	0	0	0	0
LICENSED COMM PRACTICAL NURSE	01598	03	19	3	Male	3	3	0	0	0	0
					Female	16	13	2	0	0	1
TEMP HEALTH OPER. SUPERVISOR	01629	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 015

HEALTH DEPARTMENT

140

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>		<i>Minorities</i>	<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
CLERICAL UNIT SUPERVISOR	01635	05	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0
COMMUNITY INFORMATION SPEC	01635	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FISCAL SPECIALIST I	01635	14	3	0	Male	1	1	0	0	0	0
					Female	2	2	0	0	0	0
CHEMICAL APPLICATOR OPERATOR	01656	06	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
HEALTH OPERATIONS SUPERVISOR	01709	01	2	2	Male	0	0	0	0	0	0
					Female	2	0	1	1	0	0
HEALTH INFORMATION SUPERVISOR	01742	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH INFORMATION SPEC/SENIOR	01750	14	8	3	Male	4	2	1	0	0	1
					Female	4	3	1	0	0	0
HEALTH OPERATIONS SUPERVISOR	01763	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PATHOLOGIST ASSISTANT	01782	14	2	1	Male	2	1	1	0	0	0
					Female	0	0	0	0	0	0
DATA ANALYST/SENIOR	01786	02	1	1	Male	1	0	0	0	1	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 015

HEALTH DEPARTMENT

141

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
NUISANCE ENFORCEMENT OFFICER	01800	13	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	0	0	1
HEALTH OPERATIONS SUPERVISOR	01842	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH OPERATIONS SUPERVISOR	01866	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH SERVICES SPECIALIST	01872	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH SERVICES SPECIALIST	01919	02	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	0	0	1
HEALTH OPERATIONS SUPERVISOR	01922	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
TEMP HEALTH OPERATIONS SUPVSR	01956	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DEPUTY MEDICAL EXAMINER	01972	03	5	0	Male	5	5	0	0	0	0
					Female	0	0	0	0	0	0
HEALTH EDUCATOR	01985	02	5	0	Male	0	0	0	0	0	0
					Female	5	5	0	0	0	0
LABORATORY SPECIALIST	01985	02	7	0	Male	2	2	0	0	0	0
					Female	5	5	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 015

HEALTH DEPARTMENT

142

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
NUTRITIONIST	01985	02	11	0	Male	0	0	0	0	0	0
					Female	11	11	0	0	0	0
SANTARIAN	01985	02	16	2	Male	13	11	0	2	0	0
					Female	3	3	0	0	0	0
HEALTH OPERATIONS SUPERVISOR	02006	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DATA ANALYST	02034	14	3	0	Male	2	2	0	0	0	0
					Female	1	1	0	0	0	0
PROGRAM DEVELOPMENT SPEC.	02034	02	15	6	Male	5	3	1	1	0	0
					Female	10	6	1	1	0	2
HEALTH SERVICES SPECIALIST	02041	02	2	1	Male	0	0	0	0	0	0
					Female	2	1	0	1	0	0
HEALTH SERVICES SPECIALIST	02044	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH OPERATIONS SUPERVISOR	02057	01	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
DATA ANALYST/SENIOR	02095	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH SERVICES SPECIALIST	02102	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 015

HEALTH DEPARTMENT

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
HEALTH SERVICES SPECIALIST	02103	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DATA ANALYST/SENIOR	02143	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
FISCAL SPECIALIST/SENIOR	02143	02	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0
HEALTH SERVICES SPECIALIST	02176	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
SANITARIAN/CHIEF	02191	02	2	0	Male	2	2	0	0	0	0
					Female	0	0	0	0	0	0
SOCIAL WORKER	02191	02	3	0	Male	0	0	0	0	0	0
					Female	3	3	0	0	0	0
DENTAL HYGIENIST	02204	03	8	0	Male	2	2	0	0	0	0
					Female	6	6	0	0	0	0
HEALTH SERVICES SPECIALIST	02231	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FISCAL SPECIALIST/SENIOR	02274	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02278	01	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 015

HEALTH DEPARTMENT

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>	<i>Minorities</i>		<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
HEALTH SERVICES ADMINISTRATOR	02290	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
COMMUNITY HEALTH NURSE	02313	02	213	21	Male	18	17	1	0	0	0
					Female	195	175	9	5	2	4
HEALTH SERVICES ADMINISTRATOR	02359	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02371	01	4	3	Male	1	1	0	0	0	0
					Female	3	0	2	0	0	1
HEALTH SERVICES SPECIALIST	02382	02	3	0	Male	1	1	0	0	0	0
					Female	2	2	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02405	01	1	1	Male	1	0	0	1	0	0
					Female	0	0	0	0	0	0
DATA ANALYST/SENIOR	02433	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02442	01	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
PHARMACIST	02458	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02482	01	1	1	Male	0	0	0	0	0	0
					Female	1	0	1	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 015

HEALTH DEPARTMENT

145

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
HEALTH SERVICES ADMINISTRATOR	02485	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FISCAL SPECIALIST/SENIOR	02501	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PHARMACIST	02507	02	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	1	0	0
PHARMACIST	02566	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02589	01	1	1	Male	1	0	0	0	0	1
					Female	0	0	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02597	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02604	01	1	1	Male	1	0	0	1	0	0
					Female	0	0	0	0	0	0
PHARMACIST	02608	02	3	1	Male	2	1	0	0	0	1
					Female	1	1	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02668	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02673	01	2	1	Male	0	0	0	0	0	0
					Female	2	1	1	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 015

HEALTH DEPARTMENT

146

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
HEALTH SERVICES ADMINISTRATOR	02682	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02683	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02692	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PHARMACIST	02703	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02710	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02743	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02753	01	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
PHARMACIST	02757	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02764	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CO-PRINCIPAL INVESTIGATOR	02770	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0



**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 015

HEALTH DEPARTMENT

147

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
HEALTH SERVICES ADMINISTRATOR	02783	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02784	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02792	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02816	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02867	01	1	1	Male	0	0	0	0	0	0
					Female	1	0	1	0	0	0
HEALTH SERVICES ADMINISTRATOR	02884	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02914	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
NURSE PRACTITIONER	02929	02	45	4	Male	2	2	0	0	0	0
					Female	43	39	1	1	0	2
PHYSICIAN ASSISTANT	02929	02	3	0	Male	0	0	0	0	0	0
					Female	3	3	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	02934	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

**MULTNOMAH COUNTY**

**Department:** 015

**HEALTH DEPARTMENT**

148

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>		<i>Minorities</i>	<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
HEALTH SERVICES ADMINISTRATOR	02943	01	5	1	Male	0	0	0	0	0	0
					Female	5	4	1	0	0	0
HEALTH SERVICES ADMINISTRATOR	02978	01	1	1	Male	0	0	0	0	0	0
					Female	1	0	1	0	0	0
DENTIST	03016	02	2	1	Male	0	0	0	0	0	0
					Female	2	1	0	1	0	0
HEALTH SERVICES MANAGER	03048	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DENTIST	03106	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
HEALTH SERVICES ADMINISTRATOR	03129	01	3	1	Male	1	1	0	0	0	0
					Female	2	1	1	0	0	0
HEALTH SERVICES MANAGER	03156	01	2	0	Male	2	2	0	0	0	0
					Female	0	0	0	0	0	0
DENTIST	03188	02	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	1	0	0
HEALTH SERVICES MANAGER/SENIOR	03198	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DENTIST	03200	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002 MULTNOMAH COUNTY

**Department:** 015 HEALTH DEPARTMENT

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
DENTIST	03267	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
HEALTH SERVICES MANAGER/SENIOR	03299	01	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
DENTIST	03305	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
CO-PRINCIPAL INVESTIGATOR	03324	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DENTIST	03403	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DENTIST/SENIOR	03403	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
CO-PRINCIPAL INVESTIGATOR	03425	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DENTIST	03437	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
HEALTH SERVICES MANAGER/SENIOR	03472	01	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
DENTIST	03505	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002                      MULTNOMAH COUNTY  
**Department:** 015              HEALTH DEPARTMENT

150

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>		<i>Minorities</i>	<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
DENTIST	03518	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DENTIST/SENIOR	03588	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
HEALTH SERVICES MANAGER/SENIOR	03599	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DENTIST/SENIOR	03619	01	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
CO-PRINCIPAL INVESTIGATOR	03633	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
HEALTH SERVICES MANAGER/SENIOR	03645	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PHYSICIAN	04023	02	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
PHYSICIAN	04214	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PHYSICIAN	04224	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DENTAL HEALTH OFFICER	04368	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 015

HEALTH DEPARTMENT

151

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
PHYSICIAN	04482	02	3	0	Male	2	2	0	0	0	0
					Female	1	1	0	0	0	0
DEPARTMENT DIRECTOR	04515	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PHYSICIAN	04597	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PHYSICIAN	04602	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PHYSICIAN	04624	02	1	1	Male	1	0	0	1	0	0
					Female	0	0	0	0	0	0
PHYSICIAN	04635	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PHYSICIAN	04705	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PHYSICIAN	04816	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PHYSICIAN	04848	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PHYSICIAN	05001	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

**MULTNOMAH COUNTY**

**Department:** 015

**HEALTH DEPARTMENT**

152

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
MEDICAL DIRECTOR	05079	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PHYSICIAN	05281	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
EMS MEDICAL DIRECTOR	05438	01	1	1	Male	1	0	0	1	0	0
					Female	0	0	0	0	0	0
HEALTH OFFICER	05537	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PHYSICIAN	05613	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
<b>Totals</b>			842	188	Male	172	130	9	18	2	13
					Female	670	524	56	31	4	55

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department 021

COMMUNITY CORRECTIONS

<i>C</i> <i>I Job Title</i>	<i>Salary</i> <i>Code</i>	<i>EEO</i> <i>Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native</i> <i>American</i>	<i>Hispanic</i>
			<i>Employees</i>	<i>Minorities</i>							
COMPUTER TECHNICIAN	01280	03	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
OFFICE ASSISTANT 2	01280	05	39	5	Male	2	2	0	0	0	0
					Female	37	32	3	0	0	2
WORD PROCESSING OPERATOR	01320	05	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
TEMP OPERATIONS SUPERVISOR	01470	01	1	1	Male	0	0	0	0	0	0
					Female	1	0	1	0	0	0
OPERATIONS SUPERVISOR	01480	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CORRECTIONS TECHNICIAN	01481	14	44	9	Male	22	16	4	0	0	2
					Female	22	19	1	1	0	1
FISCAL ASSISTANT/SENIOR	01481	05	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
OFFICE ASSISTANT/SENIOR	01481	05	6	3	Male	0	0	0	0	0	0
					Female	6	3	0	1	1	1
TEMP OFFICE ASSISTANT/SENIOR	01481	05	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ADMINISTRATIVE SECRETARY	01555	05	3	1	Male	0	0	0	0	0	0
					Female	3	2	0	0	0	1

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

**MULTNOMAH COUNTY**

**Department:** 021

**COMMUNITY CORRECTIONS**

154

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
COMMUNITY WORKS LEADER	01590	14	9	3	Male	7	5	2	0	0	0
					Female	2	1	0	0	0	1
DATA TECHNICIAN	01590	14	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
PROGRAM DEVELOPMENT TECH	01590	14	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
RESIDENT SUPERVISOR	01590	14	7	2	Male	3	2	1	0	0	0
					Female	4	3	0	0	0	1
COMMUNITY SERVICE PLACE SPEC	01635	14	4	0	Male	2	2	0	0	0	0
					Female	2	2	0	0	0	0
OPERATIONS SUPERVISOR	01664	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
OPERATIONS SUPERVISOR	01674	01	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	1	0	0
OPERATIONS SUPERVISOR	01815	01	1	1	Male	0	0	0	0	0	0
					Female	1	0	1	0	0	0
OPERATIONS SUPERVISOR	01820	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
BASIC SKILLS EDUCATOR	01985	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0



**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 021

COMMUNITY CORRECTIONS

155

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
PROGRAM DEVELOPMENT SPEC/SR	02022	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DATA ANALYST	02034	14	4	1	Male	0	0	0	0	0	0
					Female	4	3	0	1	0	0
ALCOHOL/DRUG EVALUATION SPEC	02045	02	3	0	Male	2	2	0	0	0	0
					Female	1	1	0	0	0	0
COMM CORRECTIONS PROGRAM ADMIN	02067	01	3	1	Male	1	0	1	0	0	0
					Female	2	2	0	0	0	0
FISCAL SPECIALIST/SENIOR	02095	02	1	1	Male	0	0	0	0	0	0
					Female	1	0	1	0	0	0
CORRECTIONS COUNSELOR	02171	02	15	2	Male	5	4	1	0	0	0
					Female	10	9	1	0	0	0
PROBATION/PAROLE OFFICER	02171	13	134	20	Male	67	53	8	1	1	4
					Female	67	61	5	0	0	1
TEMP CORRECTIONS COUNSELOR	02171	05	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
TEMP PROBATION/PAROLE OFFICER	02171	13	3	0	Male	1	1	0	0	0	0
					Female	2	2	0	0	0	0
COMM CORRECTIONS PROGRAM ADMIN	02192	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 021

COMMUNITY CORRECTIONS

156

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>		<i>Minorities</i>	<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
DATA SYSTEMS ADMINISTRATOR	02230	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
MARRIAGE AND FAMILY COUNSELOR	02275	02	6	0	Male	4	4	0	0	0	0
					Female	2	2	0	0	0	0
COMM CORRECTIONS PROGRAM ADMIN	02347	01	1	1	Male	1	0	0	1	0	0
					Female	0	0	0	0	0	0
COMM CORRECTIONS PROGRAM ADMIN	02418	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
COMM CORRECTIONS PROGRAM ADMIN	02442	01	3	0	Male	1	1	0	0	0	0
					Female	2	2	0	0	0	0
COMM CORRECTIONS PROGRAM ADMIN	02526	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DATA SYSTEMS MANAGER	02533	01	1	1	Male	1	0	0	1	0	0
					Female	0	0	0	0	0	0
MANAGEMENT ASSISTANT/DCC	02533	01	1	1	Male	1	0	0	0	0	1
					Female	0	0	0	0	0	0
COMM CORRECTIONS PROGRAM ADMIN	02563	01	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0
COMM CORRECTIONS PROGRAM ADMIN	02695	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 021

COMMUNITY CORRECTIONS

157

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
COMM CORRECTIONS PROGRAM ADMIN	02757	01	4	2	Male	2	1	1	0	0	0
					Female	2	1	1	0	0	0
FAMILY SERVICES MANAGER	02795	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
COMM CORRECTIONS PROGRAM ADMIN	02839	01	4	0	Male	2	2	0	0	0	0
					Female	2	2	0	0	0	0
DISTRICT MANAGER/DCC	02876	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
COMM CORRECTIONS PROGRAM ADMIN	02894	01	2	0	Male	2	2	0	0	0	0
					Female	0	0	0	0	0	0
DISTRICT MANAGER/DCC	03070	01	3	0	Male	2	2	0	0	0	0
					Female	1	1	0	0	0	0
DISTRICT MANAGER/DCC	03115	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DISTRICT MANAGER/DCC	03258	01	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0
DEPARTMENT DIRECTOR	04514	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
Totals			330	58	Male	139	108	20	3	1	7
					Female	191	164	14	4	1	8

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department 023

DISTRICT ATTORNEY

<i>C</i> <i>I Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
			<i>Employees</i>	<i>Minorities</i>							
DISTRICT ATTORNEY	00672	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
OFFICE ASSISTANT 2	01280	05	35	6	Male	1	1	0	0	0	0
					Female	34	28	3	1	0	2
OFFICE ASSISTANT/SENIOR	01481	05	16	1	Male	1	1	0	0	0	0
					Female	15	14	1	0	0	0
LEGISLATIVE/ADMIN SECRETARY	01502	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LEGAL ASSISTANT	01577	14	18	0	Male	0	0	0	0	0	0
					Female	18	18	0	0	0	0
STAFF ASSISTANT	01593	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CLERICAL UNIT SUPERVISOR	01635	05	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FISCAL SPECIALIST 1	01635	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
SUPPORT ENFORCEMENT AGENT	01635	14	9	0	Male	0	0	0	0	0	0
					Female	9	9	0	0	0	0
LEGISLATIVE/ADMIN SECRETARY	01916	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

158

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 023

DISTRICT ATTORNEY

159

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
DATA ANALYST	02034	14	3	1	Male	1	1	0	0	0	0
					Female	2	1	0	1	0	0
VICTIM ADVOCATE	02045	14	7	2	Male	1	0	1	0	0	0
					Female	6	5	1	0	0	0
D A INVESTIGATOR	02051	14	5	1	Male	2	1	1	0	0	0
					Female	3	3	0	0	0	0
OPERATIONS SUPERVISOR	02057	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DEPUTY DISTRICT ATTORNEY 1	02073	02	13	3	Male	8	7	1	0	0	0
					Female	5	3	0	2	0	0
ADMINISTRATIVE ANALYST	02097	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
OPERATIONS ADMINISTRATOR	02274	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FISCAL SPECIALIST/SENIOR	02321	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
D A INVESTIGATOR/CHIEF	02382	14	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DEPUTY DISTRICT ATTORNEY 2	02400	02	26	2	Male	12	10	1	0	0	1
					Female	14	14	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 023

DISTRICT ATTORNEY

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
D A OPERATIONS MANAGER	02757	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DEPUTY DISTRICT ATTORNEY 3	02917	02	25	1	Male	17	16	0	1	0	0
					Female	8	8	0	0	0	0
STAFF ASSISTANT	03142	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DEPUTY DISTRICT ATTORNEY 4	03388	02	15	1	Male	10	10	0	0	0	0
					Female	5	4	0	1	0	0
EXECUTIVE ASSISTANT	03557	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DEPUTY DISTRICT ATTORNEY/CHIEF	04072	00	3	0	Male	2	2	0	0	0	0
					Female	1	1	0	0	0	0
DEPUTY DIST ATTY/FIRST ASST	04397	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
<b>Totals</b>			190	18	Male	60	54	4	1	0	1
					Female	130	118	5	5	0	2

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department 025

SHERIFFS OFFICE

161

<i>C</i> <i>I Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
SEWING SPECIALIST	01163	09	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CASE MANAGEMENT ASSISTANT	01280	14	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	0	0	1
FISCAL ASSISTANT	01280	05	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
OFFICE ASSISTANT 2	01280	05	20	2	Male	6	5	0	0	1	0
					Female	14	13	1	0	0	0
WORD PROCESSING OPERATOR	01320	05	3	0	Male	0	0	0	0	0	0
					Female	3	3	0	0	0	0
SHERIFFS OPERATIONS TECHNICIAN	01342	05	35	4	Male	5	5	0	0	0	0
					Female	30	26	1	2	0	1
FACILITY SECURITY OFFICER	01344	13	30	4	Male	21	18	1	0	0	2
					Female	9	8	0	1	0	0
BACKGROUND INVESTIGATOR	01400	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CORRECTIONS TECHNICIAN	01481	14	5	2	Male	4	2	0	0	2	0
					Female	1	1	0	0	0	0
FISCAL ASSISTANT/SENIOR	01481	05	3	0	Male	1	1	0	0	0	0
					Female	2	2	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

**MULTNOMAH COUNTY**

**Department:** 025

**SHERIFFS OFFICE**

162

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
OFFICE ASSISTANT/SENIOR	01481	05	5	0	Male	1	1	0	0	0	0
					Female	4	4	0	0	0	0
EQUIPMENT/PROPERTY TECHNICIAN	01512	14	24	0	Male	17	17	0	0	0	0
					Female	7	7	0	0	0	0
ADMINISTRATIVE SECRETARY	01555	05	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
INVESTIGATIVE TECHNICIAN	01555	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LAUNDRY SUPERVISOR	01559	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
COMMUNITY INFORMATION SPEC	01635	14	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
FISCAL SPECIALIST 1	01635	14	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
SHERIFFS OPERATIONS TECH SUPR	01635	05	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CIVIL DEPUTY	01656	14	9	0	Male	8	8	0	0	0	0
					Female	1	1	0	0	0	0
JAIL STEWARD	01661	09	2	0	Male	2	2	0	0	0	0
					Female	0	0	0	0	0	0



**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 025

SHERIFFS OFFICE

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>		<i>Minorities</i>	<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
BACKGROUND INVESTIGATOR	01680	14	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
MCSO RECORDS SUPERVISOR	01708	05	5	0	Male	1	1	0	0	0	0
					Female	4	4	0	0	0	0
ADMINISTRATIVE ANALYST	01747	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CHAPLAIN	01787	02	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0
PROGRAM COORDINATOR	01800	14	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
INTEGRATED COMM SERVICES COORD	01892	02	1	1	Male	1	0	0	0	0	1
					Female	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	01944	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ADMINISTRATIVE ANALYST/SENIOR	01952	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PROP/COMMISSARY/LAUNDRY ADMIN	01952	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CHAPLAIN	01972	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 025

SHERIFFS OFFICE

164

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
SHERIFF'S OPERATIONS ADMIN	02010	01	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
DATA ANALYST	02034	14	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0
VOLUNTEER COORDINATOR	02034	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ALCOHOL & DRUG EVALUATION SPEC	02045	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ALCOHOL/DRUG EVALUATION SPEC	02045	02	5	3	Male	3	0	3	0	0	0
					Female	2	2	0	0	0	0
OPERATIONS SUPERVISOR	02057	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PROGRAMMER ANALYST 2	02072	03	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	1	0	0
CORRECTIONS OFFICER	02086	13	173	34	Male	130	100	17	2	3	8
					Female	43	39	2	0	1	1
MCSO OFFICE OPERATIONS SUPR	02140	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CORRECTIONS OFFICER/3%	02149	13	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

**MULTNOMAH COUNTY**

**Department:** 025

**SHERIFFS OFFICE**

165

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
CORRECTIONS OFFICER/4%	02169	13	70	8	Male	50	43	6	0	1	0
					Female	20	19	0	0	0	1
CORRECTIONS COUNSELOR	02171	02	25	6	Male	15	12	2	1	0	0
					Female	10	7	1	1	0	1
DEPUTY SHERIFF	02191	13	11	0	Male	9	9	0	0	0	0
					Female	2	2	0	0	0	0
MCSO CORRECTIONS PROGRAM ADMIN	02193	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CORRECTIONS OFFICER/6%	02211	13	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CORRECTIONS OFFICER/7%	02232	13	97	12	Male	81	71	8	0	0	2
					Female	16	14	2	0	0	0
CORRECTIONS HEARINGS OFFICER	02245	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
FISCAL SPECIALIST/SENIOR	02254	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ADMINISTRATIVE ANALYST	02268	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DEPUTY SHERIFF 2	02279	13	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

**MULTNOMAH COUNTY**

**Department:** 025

**SHERIFFS OFFICE**

166

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
DEPUTY SHERIFF 3	02301	13	24	2	Male	23	21	0	1	0	1
					Female	1	1	0	0	0	0
MCSO CORRECTIONS PROGRAM ADMIN	02391	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DEPUTY SHERIFF 4	02410	13	20	1	Male	17	16	0	0	0	1
					Female	3	3	0	0	0	0
EQUIPMENT UNIT ADMINISTRATOR	02434	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PROGRAM DEVELOPMENT SPEC/SR	02436	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DEPUTY SHERIFF 4 LG	02470	13	23	0	Male	23	23	0	0	0	0
					Female	0	0	0	0	0	0
CORRECTIONS SERGEANT	02586	13	4	0	Male	2	2	0	0	0	0
					Female	2	2	0	0	0	0
CORRECTIONS PROGRAM ADMIN	02683	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CORRECTIONS SERGEANT/4%	02689	13	5	1	Male	2	1	0	0	0	1
					Female	3	3	0	0	0	0
SERGEANT 2 LG	02718	13	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 025

SHERIFFS OFFICE

167

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
CORRECTIONS SERGEANT/6%	02741	13	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
EXECUTIVE ASSISTANT	02744	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CORRECTIONS SERGEANT/7%	02767	13	33	3	Male	26	23	2	1	0	0
					Female	7	7	0	0	0	0
SERGEANT 4	02805	13	4	0	Male	4	4	0	0	0	0
					Female	0	0	0	0	0	0
EXECUTIVE ASSISTANT	02827	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
MCSO CORRECTIONS PROGRAM ADMIN	02839	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
MCSO PERSONNEL ADMINISTRATOR	02846	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
SERGEANT 4 LG	02875	13	15	0	Male	15	15	0	0	0	0
					Female	0	0	0	0	0	0
MCSO CORRECTIONS PROGRAM ADMIN	02894	02	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
LIEUTENANT/CORRECTIONS	03072	01	2	2	Male	0	0	0	0	0	0
					Female	2	0	2	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 025

SHERIFFS OFFICE

891

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>		<i>Minorities</i>	<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
LIEUTENANT	03230	01	2	0							
					Male	2	2	0	0	0	0
					Female	0	0	0	0	0	0
LIEUTENANT	03253	01	1	0							
					Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
LIEUTENANT/CORRECTIONS	03253	01	6	1							
					Male	5	5	0	0	0	0
					Female	1	0	1	0	0	0
CAPTAIN/CORRECTIONS	03351	01	1	0							
					Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
LIEUTENANT	03351	01	1	0							
					Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
CAPTAIN/CORRECTIONS	03357	01	1	0							
					Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
COMMANDER	03357	01	4	1							
					Male	2	2	0	0	0	0
					Female	2	1	1	0	0	0
FISCAL OFFICER/SHERIFF'S OFF	03518	01	1	0							
					Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
LIEUTENANT	03518	01	1	0							
					Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
COMMANDER	03525	01	1	0							
					Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 025

SHERIFFS OFFICE

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>		<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>	
INMATE PROGRAMS MANAGER	03594	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
SHERIFF	04534	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
Totals			723	91	Male	499	430	41	5	7	16
					Female	224	202	11	5	1	5

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department** 030

ENVIRONMENTAL SERVICES

<i>C</i> <i>I Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
			<i>Employees</i>	<i>Minorities</i>							
OFFICE ASSISTANT 1	01025	05	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ANIMAL CONTROL AIDE	01198	09	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
GARAGE ATTENDANT	01206	09	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
CUSTODIAN	01211	09	3	3	Male	3	0	1	1	0	1
					Female	0	0	0	0	0	0
ANIMAL CONTROL OFFICE ASST	01280	05	10	2	Male	3	2	1	0	0	0
					Female	7	6	0	0	0	1
FISCAL ASSISTANT	01280	05	2	1	Male	0	0	0	0	0	0
					Female	2	1	0	1	0	0
OFFICE ASSISTANT 2	01280	05	53	14	Male	5	2	1	2	0	0
					Female	48	37	5	4	1	1
DRIVER	01290	09	7	2	Male	4	3	1	0	0	0
					Female	3	2	0	0	0	1
WAREHOUSE WORKER	01290	09	2	0	Male	2	2	0	0	0	0
					Female	0	0	0	0	0	0
BRIDGE OPERATOR	01320	09	10	1	Male	8	7	1	0	0	0
					Female	2	2	0	0	0	0



**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 030

ENVIRONMENTAL SERVICES

171

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
DATA ENTRY OPERATOR	01320	05	4	2	Male	0	0	0	0	0	0
					Female	4	2	0	2	0	0
WORD PROCESSING OPERATOR	01320	05	4	0	Male	0	0	0	0	0	0
					Female	4	4	0	0	0	0
ANIMAL CONTROL DISPATCHER	01342	05	4	0	Male	2	2	0	0	0	0
					Female	2	2	0	0	0	0
ELECTIONS PROJECTS ASSISTANT	01344	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ANIMAL CARE TECHNICIAN	01363	09	6	1	Male	4	3	0	0	1	0
					Female	2	2	0	0	0	0
FACILITIES MAINTENANCE WORKER	01415	09	7	1	Male	7	6	1	0	0	0
					Female	0	0	0	0	0	0
MAINTENANCE WORKER	01456	09	25	7	Male	25	18	3	3	0	1
					Female	0	0	0	0	0	0
FISCAL ASSISTANT/SENIOR	01481	05	3	2	Male	1	0	0	1	0	0
					Female	2	1	0	0	1	0
OFFICE ASSISTANT/SENIOR	01481	05	25	1	Male	1	1	0	0	0	0
					Female	24	23	0	1	0	0
RECORDS ADMINISTRATION ASST	01481	14	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 030

ENVIRONMENTAL SERVICES

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>	<i>Minorities</i>		<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
ANIMAL HEALTH TECHNICIAN	01482	14	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
LICENSE COMPLIANCE OFFICER	01482	13	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
ADMINISTRATIVE SECRETARY	01555	05	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
ELECTIONS MATERIALS COORD	01556	14	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
WAREHOUSE WORKER/CHIEF	01556	09	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
TRUCK DRIVER	01562	06	10	4	Male	10	6	0	1	2	1
					Female	0	0	0	0	0	0
CONSTRUCTION PROJECTS TECH	01590	14	1	1	Male	0	0	0	0	0	0
					Female	1	0	1	0	0	0
PURCHASING SPECIALIST 1	01590	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
EQUIPMENT MECHANIC 1	01600	06	1	1	Male	1	0	0	0	0	1
					Female	0	0	0	0	0	0
TAX COLLECTION SPECIALIST	01618	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

172

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 030

ENVIRONMENTAL SERVICES

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>	<i>Minorities</i>		<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
ANIMAL CONTROL OFFICER	01635	13	12	2	Male	4	3	0	0	0	1
					Female	8	7	0	0	1	0
APPRAISAL SPECIALIST	01635	03	3	0	Male	1	1	0	0	0	0
					Female	2	2	0	0	0	0
CLERICAL UNIT SUPERVISOR	01635	05	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
COMMUNITY INFORMATION SPEC	01635	14	2	0	Male	2	2	0	0	0	0
					Female	0	0	0	0	0	0
ELECTIONS SPECIALIST	01635	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FISCAL SPECIALIST I	01635	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
STRIPER OPERATOR	01656	06	3	0	Male	3	3	0	0	0	0
					Female	0	0	0	0	0	0
ENGINEER TECHNICIAN/AIDE	01675	03	5	1	Male	5	4	0	0	0	1
					Female	0	0	0	0	0	0
BRIDGE OPERATIONS SUPERVISOR	01681	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
MAINTENANCE CREW LEADER	01681	09	5	1	Male	5	4	0	1	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 030

ENVIRONMENTAL SERVICES

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>		<i>Minorities</i>	<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
OPERATIONS SUPERVISOR	01686	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
SAFETY SPEC/TRANSPORTATION	01701	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
FORECLOSED PROPERTY COORDINATR	01752	01	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0
OPERATIONS SUPERVISOR	01753	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PROGRAM COORDINATOR	01800	14	2	1	Male	0	0	0	0	0	0
					Female	2	1	1	0	0	0
SIGN FABRICATOR	01800	06	3	0	Male	3	3	0	0	0	0
					Female	0	0	0	0	0	0
CARPENTER	01802	06	6	0	Male	6	6	0	0	0	0
					Female	0	0	0	0	0	0
CARPENTER/LOCKSMITH	01802	06	2	0	Male	2	2	0	0	0	0
					Female	0	0	0	0	0	0
ELECTRONIC TECHNICIAN ASST	01821	06	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ENGINEER TECHNICIAN/ASSISTANT	01821	03	15	3	Male	12	10	1	0	1	0
					Female	3	2	0	0	1	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 030

ENVIRONMENTAL SERVICES

175

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
ELECTRONIC TECHNICIAN ASST	01822	06	1	1	Male	1	0	0	0	0	1
					Female	0	0	0	0	0	0
PLANT MAINTENANCE ENGINEER	01825	06	6	0	Male	6	6	0	0	0	0
					Female	0	0	0	0	0	0
OPERATIONS SUPERVISOR	01839	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CARTOGRAPHER	01851	03	4	0	Male	3	3	0	0	0	0
					Female	1	1	0	0	0	0
BLACKSMITH	01869	06	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
BODY AND FENDER MECHANIC	01869	06	2	0	Male	2	2	0	0	0	0
					Female	0	0	0	0	0	0
BRIDGE MAINTENANCE MECHANIC	01869	06	8	1	Male	8	7	0	0	1	0
					Female	0	0	0	0	0	0
EQUIPMENT MECHANIC 2	01869	06	9	1	Male	9	8	0	0	0	1
					Female	0	0	0	0	0	0
HEAVY EQUIPMENT OPERATOR	01869	06	4	0	Male	4	4	0	0	0	0
					Female	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	01870	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 030

ENVIRONMENTAL SERVICES

176

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
ADMINISTRATIVE ANALYST/SENIOR	01870	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
OPERATIONS SUPERVISOR	01886	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DISTRIBUTION SUPERVISOR	01912	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FLEET & SUPPORT SERVICES SPEC	01919	05	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
OPERATIONS SUPERVISOR	01925	01	2	1	Male	2	1	0	0	1	0
					Female	0	0	0	0	0	0
HVAC ENGINEER	01934	06	6	1	Male	6	5	1	0	0	0
					Female	0	0	0	0	0	0
ROAD MAINTENANCE SUPERVISOR	01946	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DATA ANALYST/SENIOR	01984	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ENGINEER TECHNICIAN/ASSOCIATE	01985	03	11	1	Male	10	9	0	1	0	0
					Female	1	1	0	0	0	0
PROPERTY APPRAISER/COMMERCIAL	02033	03	19	3	Male	13	11	1	1	0	0
					Female	6	5	0	1	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 030

ENVIRONMENTAL SERVICES

177

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
PROPERTY APPRAISER/PERSONAL	02033	03	3	0	Male	3	3	0	0	0	0
					Female	0	0	0	0	0	0
PROPERTY APPRAISER/RESIDENTIAL	02033	03	25	3	Male	17	15	1	0	0	1
					Female	8	7	0	0	0	1
ASBESTOS PROJECT SPECIALIST	02034	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
CONSTRUCTION PROJECTS SPEC	02034	02	9	2	Male	8	7	1	0	0	0
					Female	1	0	0	0	0	1
DATA ANALYST	02034	14	6	1	Male	4	4	0	0	0	0
					Female	2	1	0	1	0	0
FISCAL SPECIALIST 2	02034	02	2	1	Male	1	0	0	1	0	0
					Female	1	1	0	0	0	0
PROGRAM DEVELOPMENT SPEC	02034	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PROPERTY MANAGEMENT SPECIALIST	02034	14	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PURCHASING SPECIALIST 2	02034	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
OPERATIONS SUPERVISOR	02037	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 030

ENVIRONMENTAL SERVICES

178

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
ADMINISTRATIVE ANALYST	02039	02	1	1	Male	0	0	0	0	0	0
					Female	1	0	1	0	0	0
OPERATIONS SUPERVISOR	02057	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ROAD MAINTENANCE SUPERVISOR	02087	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PLANNER	02104	02	3	0	Male	1	1	0	0	0	0
					Female	2	2	0	0	0	0
ADMINISTRATIVE ANALYST	02109	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
APPRAISAL SUPR/COMMERCIAL	02117	01	1	1	Male	1	0	0	1	0	0
					Female	0	0	0	0	0	0
FACILITIES MAINTENANCE SUPR	02119	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
CONSTRUCTION PROJECTS SPEC/SR	02138	02	4	0	Male	3	3	0	0	0	0
					Female	1	1	0	0	0	0
ADMINISTRATIVE ANALYST/SENIOR	02143	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
TRAFFIC AIDS SUPERVISOR	02150	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0



**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 030

ENVIRONMENTAL SERVICES

179

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
TAX EXEMPTION SPECIALIST	02158	14	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PROGRAM DEVELOPMENT SPEC/SR	02170	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
BOARD OF EQUALIZATION ADMIN	02172	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FACILITIES MAINTENANCE SUPR	02183	01	1	1	Male	1	0	0	0	1	0
					Female	0	0	0	0	0	0
ROAD MAINTENANCE SUPERVISOR	02201	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ROAD MAINT SYSTEMS ADMIN	02244	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
RIGHT OF WAY PERMITS/CHIEF	02264	03	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
CARTOGRAPHY SUPERVISOR	02268	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ELECTRICIAN	02272	06	9	1	Male	9	8	0	1	0	0
					Female	0	0	0	0	0	0
ELECTRICIAN/LEAD	02272	06	4	0	Male	4	4	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 030

ENVIRONMENTAL SERVICES

180

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>		<i>Minorities</i>	<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
ELECTRONIC TECHNICIAN	02272	06	3	0	Male	3	3	0	0	0	0
					Female	0	0	0	0	0	0
FACILITIES MAINTENANCE SUPR	02274	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
APPRAISAL SUPR/COMMERCIAL	02276	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
TRANSPORTATION PLANNING SPEC	02278	02	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
BRIDGE MAINTENANCE SUPERVISOR	02303	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
CIVIL ENGINEER/ASSISTANT	02308	02	6	1	Male	3	2	0	1	0	0
					Female	3	3	0	0	0	0
ELECTRICAL ENGINEER ASSISTANT	02308	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ENGINEER TECHNICIAN/SENIOR	02308	03	4	0	Male	4	4	0	0	0	0
					Female	0	0	0	0	0	0
SURVEY SPECIALIST	02308	03	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
OPERATIONS ADMINISTRATOR	02342	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 030

ENVIRONMENTAL SERVICES

181

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
PLANNER/SENIOR	02356	02	3	0	Male	3	3	0	0	0	0
					Female	0	0	0	0	0	0
APPRAISAL SUPR/RESIDENTIAL	02370	01	2	0	Male	2	2	0	0	0	0
					Female	0	0	0	0	0	0
ROAD MAINTENANCE SUPERVISOR	02382	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DATA ANALYST/SENIOR	02389	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DATA ANALYST/SENIOR	02412	02	1	1	Male	1	0	0	0	1	0
					Female	0	0	0	0	0	0
OPERATIONS ADMINISTRATOR	02423	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PROPERTY MANAGEMENT SUPERVISOR	02443	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ADMINISTRATIVE ANALYST/SENIOR	02453	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ELECTRONIC TECHNICIAN/CHIEF	02470	06	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
CIVIL ENGINEER/ASSOCIATE	02472	02	3	2	Male	3	1	0	1	0	1
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 030

ENVIRONMENTAL SERVICES

182

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
ENGINEER TECHNICIAN/PRINCIPAL	02472	03	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
COUNTY SURVEYOR	02485	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
APPRAISAL SUPR/COMMERCIAL	02501	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
APPRAISAL SUPR/PERSONAL PROP	02501	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
APPRAISAL SUPR/RESIDENTIAL	02501	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DATA ANALYST/SENIOR	02501	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
OPERATIONS ADMINISTRATOR	02501	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ENGINEERING SERVICES ADMIN	02507	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
TRANS PLANNING ADMIN	02507	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
RECORDS ADMINISTRATOR	02581	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 030

ENVIRONMENTAL SERVICES

183

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
ELECTIONS ADMINISTRATOR	02625	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FACILITIES MAINTENANCE SUPR	02625	01	2	0	Male	2	2	0	0	0	0
					Female	0	0	0	0	0	0
FLEET MAINTENANCE SUPERVISOR	02625	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ENGINEERING SERVICES ADMIN	02629	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
TRANSPORATION SUPPORT SVC MGR	02740	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
FISCAL SPECIALIST SUPERVISOR	02751	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ENGINEERING SERVICES ADMIN	02757	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ADMINISTRATIVE SERV OFFICER	02760	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ENGINEERING SERVICES MANAGER	02784	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PLANNER PRINCIPAL	02894	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 030

ENVIRONMENTAL SERVICES

184

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>		<i>Minorities</i>	<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
ANIMAL CONTROL MANAGER	03016	09	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0
PLANNING & PROGRAM DEV MANAGER	03026	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CHIEF APPRAISER/RESIDENTIAL	03038	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
FACILITIES REFURBISHMENT ADMIN	03038	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ASSESSMENT INFO RESOURCE MGR	03049	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ROAD MAINTENANCE MANAGER	03108	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
DEPUTY DIRECTOR/DES	03133	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
CONSTRUCTION PROJECTS ADMIN	03148	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
FACILITIES MAINTENANCE MANAGER	03156	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
TAX COLLECTION/RECORDS MANAGER	03173	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 030

ENVIRONMENTAL SERVICES

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>		<i>Minorities</i>	<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
CHIEF APPRAISER/COMMERCIAL	03190	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
BRIDGE SERVICES MANAGER	03258	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
TRAFFIC AIDS MANAGER	03258	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ELECTIONS MANAGER	03422	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FLEET/SUPPORT SERV MANAGER	03422	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
VALUATION MANAGER	03572	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
FACILITIES MANAGER/SENIOR	03702	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
A & T MANAGER/SENIOR	03961	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DEPARTMENT DIRECTOR	04119	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
<b>Totals</b>			504	78	Male	323	272	17	16	8	10
					Female	181	154	8	10	4	5

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department 050

NON-DEPARTMENTAL

C I Job Title	Salary Code	EEO Code	Total			Total	White	Black	Asian	Native American	Hispanic
			Employees	Minorities							
STAFF ASSISTANT	00996	00	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	0	0	1
STAFF ASSISTANT	01035	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
STAFF ASSISTANT	01238	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
OFFICE ASSISTANT 2	01280	05	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
TAX SUPR/ADMIN SECRETARY	01280	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LEGISLATIVE/ADMIN SECRETARY	01317	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LEGISLATIVE/ADMIN SECRETARY	01339	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
STAFF ASSISTANT	01373	00	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
LEGISLATIVE/ADMIN SECRETARY	01379	00	1	1	Male	0	0	0	0	0	0
					Female	1	0	1	0	0	0
STAFF ASSISTANT	01436	00	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0

186



**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 050

NON-DEPARTMENTAL

187

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
LEGISLATIVE/ADMIN SECRETARY	01465	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
STAFF ASSISTANT	01466	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
COUNTY COUNSEL OFFICE ASST	01481	05	4	1	Male	0	0	0	0	0	0
					Female	4	3	1	0	0	0
STAFF ASSISTANT	01556	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
TAX SUPR/BUDGET ANALYST	01578	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
TAX SUPR/BUDGET ANALYST	01628	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
STAFF ASSISTANT	01629	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
STAFF ASSISTANT	01675	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
STAFF ASSISTANT	01750	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LAW CLERK	01868	02	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 050

NON-DEPARTMENTAL

188

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
STAFF ASSISTANT	01911	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
STAFF ASSISTANT	01955	00	1	1	Male	0	0	0	0	0	0
					Female	1	0	1	0	0	0
STAFF ASSISTANT	02026	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
MANAGEMENT AUDITOR/SENIOR	02249	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
STAFF ASSISTANT	02250	00	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
STAFF ASSISTANT	02269	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
STAFF ASSISTANT	02313	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
STAFF ASSISTANT	02317	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
MANAGEMENT AUDITOR/SENIOR	02351	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
MANAGEMENT AUDITOR/SENIOR	02379	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 050

NON-DEPARTMENTAL

181

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
STAFF ASSISTANT	02390	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
MANAGEMENT AUDITOR/SENIOR	02402	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
STAFF ASSISTANT	02461	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
STAFF ASSISTANT	02462	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
STAFF ASSISTANT	02464	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ASST COUNTY COUNSEL 2	02480	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
MANAGEMENT AUDITOR/SENIOR	02501	00	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
STAFF ASSISTANT	02538	00	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	1	0	0
STAFF ASSISTANT	02552	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
COUNTY COMMISSIONER	02603	00	4	0	Male	2	2	0	0	0	0
					Female	2	2	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 050

NON-DEPARTMENTAL

190

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
STAFF ASSISTANT	02725	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
STAFF ASSISTANT	02841	00	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	0	0	1
STAFF ASSISTANT	02845	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DIR/COMM ON CHILDREN & FAMILY	02855	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
TAX SUPR/ADMIN OFFICER	02891	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ASST COUNTY COUNSEL/SENIOR	02914	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
STAFF ASSISTANT	03038	00	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0
COUNTY CHAIR	03050	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ASST COUNTY COUNSEL/SENIOR	03061	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ASST COUNTY COUNSEL/SENIOR	03062	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 050

NON-DEPARTMENTAL

191

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>	<i>Minorities</i>		<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
ASST COUNTY COUNSEL/SENIOR	03073	02	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
COUNTY AUDITOR	03126	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ASST COUNTY COUNSEL/SENIOR	03350	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ASST COUNTY COUNSEL/CHIEF	03476	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LITIGATION COUNSEL	03554	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
EXECUTIVE ASSISTANT	03680	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
COUNTY COUNSEL	04566	00	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
Totals			69	7	Male	24	23	1	0	0	0
					Female	45	39	3	1	0	2

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002 MULTNOMAH COUNTY  
 Department 070 SUPPORT SERVICES

C I Job Title	Salary Code	EEO Code	Total			Total	White	Black	Asian	Native American	Hispanic
			Employees	Minorities							
DATA PROCESSING CLERK	01280	05	4	0	Male	0	0	0	0	0	0
					Female	4	4	0	0	0	0
FISCAL ASSISTANT	01280	05	2	1	Male	0	0	0	0	0	0
					Female	2	1	0	1	0	0
OFFICE ASSISTANT 2	01280	05	13	2	Male	1	1	0	0	0	0
					Female	12	10	1	1	0	0
WAREHOUSE WORKER	01290	09	4	1	Male	3	2	1	0	0	0
					Female	1	1	0	0	0	0
WORD PROCESSING OPERATOR	01320	05	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FISCAL ASSISTANT/SENIOR	01481	05	3	0	Male	0	0	0	0	0	0
					Female	3	3	0	0	0	0
OFFICE ASSISTANT/SENIOR	01481	05	8	1	Male	0	0	0	0	0	0
					Female	8	7	1	0	0	0
WORD PROCESSING OPERATOR/SR	01481	05	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
EMPLOYEE SERVICES SPECIALIST 1	01543	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
WAREHOUSE WORKER/CHIEF	01556	09	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 070

SUPPORT SERVICES

193

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
PURCHASING SPECIALIST 1	01590	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FISCAL SPECIALIST 1	01635	14	7	3	Male	1	1	0	0	0	0
					Female	6	3	0	2	1	0
EMPLOYEE SERVICES SPECIALIST 1	01685	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
RISK MANAGEMENT TECHNICIAN	01697	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
EMPLOYEE SERVICES SPECIALIST 1	01735	02	1	1	Male	0	0	0	0	0	0
					Female	1	0	1	0	0	0
EMPLOYEE SERVICES SPECIALIST 1	01788	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PROGRAMMER ANALYST 1	01795	03	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PROGRAM COORDINATOR	01800	14	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
COMPUTER SYSTEMS OPERATOR	01898	03	6	0	Male	6	6	0	0	0	0
					Female	0	0	0	0	0	0
BUDGET ANALYST	01973	02	1	1	Male	1	0	0	1	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 070

SUPPORT SERVICES

194

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
EMPLOYEE SERVICES SPECIALIST 2	02010	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
ACCOUNTS PAYABLE SUPERVISOR	02028	01	1	1	Male	1	0	0	1	0	0
					Female	0	0	0	0	0	0
DATA PROCESSING SPECIALIST 2	02034	02	4	0	Male	3	3	0	0	0	0
					Female	1	1	0	0	0	0
FISCAL SPECIALIST 2	02034	02	11	1	Male	3	3	0	0	0	0
					Female	8	7	0	0	0	1
PURCHASING SPECIALIST 2	02034	02	5	1	Male	3	2	1	0	0	0
					Female	2	2	0	0	0	0
TELECOMMUNICATION OFFICE SPEC	02034	14	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
TELECOMMUNICATION TECH SPEC	02034	03	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
LOSS CONTROL SPECIALIST	02038	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
BUDGET ANALYST	02041	02	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
WORKER'S COMPENSATION SPEC	02059	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0



**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 070

SUPPORT SERVICES

195

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
EMPLOYEE SERVICES SPECIALIST 2	02061	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LABOR RELATIONS SPECIALIST	02065	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CENTRAL STORES SUPERVISOR	02071	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PROGRAMMER ANALYST 2	02072	03	5	0	Male	5	5	0	0	0	0
					Female	0	0	0	0	0	0
DATA ANALYST/SENIOR	02079	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
WAN SPECIALIST	02095	03	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FISCAL SPECIALIST/SENIOR	02158	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
BUDGET ANALYST	02166	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PROGRAM DEVELOPMENT SPEC/SR	02219	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
EMPLOYEE SERVICES SPECIALIST 2	02230	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 070

SUPPORT SERVICES

961

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
TELECOMM OFFICE SPEC 2	02260	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PROGRAMMER ANALYST/SENIOR	02327	03	9	1	Male	7	6	0	1	0	0
					Female	2	2	0	0	0	0
BUDGET ANALYST	02382	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
EMERGENCY MANAGEMENT ADMIN	02433	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
EMPLOYEE SERVICES SPECIALIST 2	02448	02	3	0	Male	1	1	0	0	0	0
					Female	2	2	0	0	0	0
WAN SPECIALIST/SENIOR	02460	03	3	0	Male	1	1	0	0	0	0
					Female	2	2	0	0	0	0
EMPLOYEE SERVICES SPECIALIST 2	02501	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
FISCAL SPECIALIST/SENIOR	02501	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PAYROLL SUPERVISOR	02515	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
TREASURY ADMINISTRATOR	02562	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 070

SUPPORT SERVICES

197

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
PURCHASING SUPERVISOR	02565	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
GENERAL ACCOUNTING ADMIN	02591	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
COMPUTER OPERATIONS ADMIN	02598	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
EMPLOYEE SERVICES SPEC/SENIOR	02625	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
SYSTEMS PROGRAMMER	02667	03	6	1	Male	4	4	0	0	0	0
					Female	2	1	0	1	0	0
BUDGET ANALYST/PRINCIPAL	02682	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
TRAINING ADMINISTRATOR	02682	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CONTRACTS ADMINISTRATOR	02705	01	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0
SYSTEMS ADMINISTRATOR	02763	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
ADMINISTRATIVE SERV OFFICER	02832	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 070

SUPPORT SERVICES

198

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>		<i>Minorities</i>	<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
SYSTEMS ADMINISTRATOR	02846	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DATA BASE ADMINISTRATOR	02868	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
OFFICE AUTOMATION ADMIN	03037	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
BUDGET ANALYST/PRINCIPAL	03038	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
SYSTEMS ADMINISTRATOR	03038	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
TELECOMMUNICATIONS ADMIN	03038	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
LABOR RELATIONS MANAGER/DEPUTY	03103	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
RISK MANAGER	03103	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
AA/EEO OFFICER	03135	01	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0
LABOR RELATIONS MANAGER	03258	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 070

SUPPORT SERVICES

Job Title	Salary Code	EEO Code	Total			Total	White	Black	Asian	Native American	Hispanic
			Employees	Minorities							
OPERATIONS/TELECOMM MANAGER	03258	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
TECHNICAL SUPPORT MANAGER	03258	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
EMPLOYEE SERVICES MANAGER	03275	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
INFORMATION SYSTEMS MGR	03350	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
BUDGET & QUALITY MANAGER	03593	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
FINANCE MANAGER	03594	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
INFORMATION TECHNOLOGY MGR/SR	03735	01	1	1	Male	1	0	1	0	0	0
					Female	0	0	0	0	0	0
DEPARTMENT DIRECTOR	03927	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
Totals			158	18	Male	68	60	5	3	0	0
					Female	90	80	3	5	1	1

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department 080

LIBRARY

C I Job Title	Salary Code	EEO Code	Total			Total	White	Black	Asian	Native American	Hispanic
			Employees	Minorities							
LIBRARY PAGE	01025	09	81	5	Male	39	36	0	2	1	0
					Female	42	40	0	0	0	2
MAIL CLERK	01025	05	3	1	Male	0	0	0	0	0	0
					Female	3	2	1	0	0	0
LIBRARY MATERIALS PROCESSOR	01098	09	3	1	Male	0	0	0	0	0	0
					Female	3	2	0	0	0	1
LIBRARY PAGE/SENIOR	01131	09	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY CLERK	01280	05	108	9	Male	21	20	1	0	0	0
					Female	87	79	5	3	0	0
LIBRARY CLERK 2	01280	05	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
OFFICE ASSISTANT 2	01280	05	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PRODUCTION ASSISTANT	01280	09	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
WAREHOUSE WORKER	01290	09	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
LIBRARY DELIVERY DRIVER	01349	09	2	1	Male	2	1	1	0	0	0
					Female	0	0	0	0	0	0

200

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 080

LIBRARY

201

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
OUTREACH DRIVER	01349	09	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
STACK SERVICES ASSISTANT	01412	09	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
FISCAL ASSISTANT/SENIOR	01481	05	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
OFFICE ASSISTANT/SENIOR	01481	05	3	0	Male	0	0	0	0	0	0
					Female	3	3	0	0	0	0
ADMINISTRATIVE SECRETARY	01555	05	2	1	Male	1	0	0	0	0	1
					Female	1	1	0	0	0	0
LIBRARY ASSISTANT	01586	14	43	3	Male	8	8	0	0	0	0
					Female	35	32	2	1	0	0
TECHNICAL SERVICES ASSISTANT	01586	14	6	0	Male	1	1	0	0	0	0
					Female	5	5	0	0	0	0
ADMINISTRATIVE ANALYST	01620	02	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	1	0	0
CLERICAL UNIT SUPERVISOR	01635	05	3	0	Male	0	0	0	0	0	0
					Female	3	3	0	0	0	0
GRAPHIC DESIGNER	01665	02	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 080

LIBRARY

202

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>		<i>Minorities</i>	<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
PRINTING SPECIALIST	01665	03	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PUBLICATION SPECIALIST	01665	02	1	1	Male	0	0	0	0	0	0
					Female	1	0	0	1	0	0
LIBRARIAN I	01714	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
STACK SERVICES SUPERVISOR	01735	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
LIBRARY ASSISTANT/SENIOR	01750	14	3	1	Male	0	0	0	0	0	0
					Female	3	2	0	0	0	1
TECHNICAL SERVICES ASST/SENIOR	01750	14	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY SUPERVISOR/BRANCH	01786	01	3	0	Male	0	0	0	0	0	0
					Female	3	3	0	0	0	0
TEMP LIBRARY SUPERVISOR/BRANCH	01786	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY SUPERVISOR/BRANCH	01895	01	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
LIBRARY SUPERVISOR/CENTRAL	01895	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0



**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 080

LIBRARY

203

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>		<i>Minorities</i>	<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
LIBRARY COMPUTER SYSTEMS OPER	01898	03	5	0	Male	4	4	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY SUPERVISOR/BRANCH	01972	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
PROGRAM DEVELOPMENT SPEC/SR	01976	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY OUTREACH SPECIALIST	02024	02	4	0	Male	1	1	0	0	0	0
					Female	3	3	0	0	0	0
LIBRARY TECHNICAL SUPERVISOR	02026	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DATA PROCESSING SPECIALIST 2	02034	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PROGRAM DEVELOPMENT SPECIALIST	02034	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PURCHASING SPECIALIST 2	02034	02	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
VOLUNTEER COORDINATOR	02034	02	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY SUPERVISOR/BRANCH	02070	01	2	0	Male	1	1	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 080

LIBRARY

204

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>		<i>Minorities</i>	<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
LIBRARY SUPERVISOR/BRANCH	02071	01	3	0	Male	0	0	0	0	0	0
					Female	3	3	0	0	0	0
LIBRARY TECHNICAL SUPERVISOR	02087	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY ENTREPRENEURIAL ACTIV	02111	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
LIBRARY SUPPORT SERVICES ADMIN	02111	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARIAN 2	02125	02	43	1	Male	8	7	0	1	0	0
					Female	35	35	0	0	0	0
LIBRARY SUPERVISOR/BRANCH	02132	01	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
LIBRARY SUPERVISOR/CENTRAL	02132	01	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
TEMP LIBRARY ADMIN/BRANCH	02170	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
TEMP ASST LIBRARY MNGR SR	02277	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
CIRCULATION ADMINISTRATOR	02501	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 080

LIBRARY

205

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees Minorities</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
CENTRAL LIBRARY COORDINATOR	02564	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY AUTOMATED SYSTEM ADMIN	02564	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
LIBRARY ADMINISTRATOR/CENTRAL	02595	01	2	0	Male	0	0	0	0	0	0
					Female	2	2	0	0	0	0
CATALOGING ADMINISTRATOR	02641	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
VOLUNTEER PROG/BOOKSTORE ADMIN	02666	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY ADMINISTRATOR/CENTRAL	02673	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY ADMINISTRATOR/BRANCH	02740	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY YOUTH SERVICES COORD	02740	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
PUBLIC RELATIONS COORDINATOR	02955	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY ADMINISTRATOR/CENTRAL	02970	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

Plan: 002

MULTNOMAH COUNTY

Department: 080

LIBRARY

206

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total</i>			<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
LIBRARY ADMINISTRATOR/BRANCH	03038	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY MANAGER/BRANCH	03129	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY MANAGER/SENIOR	03170	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
SELECTION/ACQUISITION ADMIN	03190	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY MANAGER/BRANCH	03345	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY MANAGER/CENTRAL	03346	01	1	0	Male	1	1	0	0	0	0
					Female	0	0	0	0	0	0
LIBRARY MANAGER/CENTRAL	03350	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY MANAGER/SENIOR	03567	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
DEPUTY DIRECTOR/LIBRARY	03961	01	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0
LIBRARY DIRECTOR	04566	00	1	0	Male	0	0	0	0	0	0
					Female	1	1	0	0	0	0

**MULTNOMAH COUNTY**  
**Monitoring Work Force Analysis**  
**Analysis Data as of 09/30/1996**

**Plan:** 002

MULTNOMAH COUNTY

**Department:** 080

LIBRARY

<i>Job Title</i>	<i>Salary Code</i>	<i>EEO Code</i>	<i>Total Employees</i>	<i>Minorities</i>		<i>Total</i>	<i>White</i>	<i>Black</i>	<i>Asian</i>	<i>Native American</i>	<i>Hispanic</i>
Totals			376	25	Male	98	91	2	3	1	1
					Female	278	260	8	6	0	4



## **DEPARTMENTAL EEO/AFFIRMATIVE ACTION COMPLIANCE STRATEGIES (Guidelines for Organization & Content)**

### **Purpose**

This guide is designed to assist departments in the preparation of uniform affirmative action compliance strategies to accomplish equal employment opportunity and affirmative action goals under this plan. Departments should follow closely the directions of this guide to assure complete compliance..

### **Guidelines**

The commitment of department/office managers is paramount to the County's effort to implementing affirmative action strategies, coupled with good-faith efforts to ensure equal employment opportunities.

It is the department's responsibility to both develop and execute action-oriented programs to comply with the intent of this plan. However, it is the City/County Affirmative Action Office's responsibility to make a professional judgement as to:

1. **Specificity:** Whether the action-oriented programs are sufficiently specific and result-oriented to accomplish the aims for which they were created; and
2. **Execution:** Whether the action-oriented programs were properly executed to achieve the goals and objectives of the affirmative action program.

### **Department Responsibilities**

Each department shall prepare an action plan identifying strategies for meeting the department's affirmative action goals. In preparing these plans, departments should review the utilization data contained in this plan to determine where appropriate affirmative action methods should be undertaken. The review should include examining employees by race, sex, salary range, and job group. This analysis allows the department to plan how it will meet annual hiring goals established under this plan.

The required components of the department-level action implementation plan are:

1. A policy statement signed by the department manager which includes a statement of the manager's commitment to the County's Equal Employment Opportunity and Affirmative Action Policy.
  - a. The directive that all management personnel shall actively support affirmative action and equal employment opportunity.

- b. The directive that all management personnel shall actively work to create and promote a work environment that is free of any form of unlawful discrimination and harassment.
2. A description of the methods by which department employees shall be informed of the affirmative action policy.
3. The designation of an individual (preferably by position title) responsible for ensuring that affirmative action is implemented within the office.  
  
-This analysis will provide, by job grouping, the projected date by which the department hopes to meet the County's goals of eliminating underutilization.
4. An evaluation of progress by the department or office toward achieving affirmative action goals and discussion of any problem areas by organizational units and job group within the department. This evaluation shall assess the effectiveness of steps that the department has taken in the past. Barriers to the achievement of equal employment opportunity and affirmative action shall be identified.
5. Departments with pronounced underutilization shall work with the City/County Affirmative Action Office and the Employee Services Division to evaluate options such as exam validation procedures, special training and outreach programs, internal reviews to determine if there is any evidence of discrimination within the department which might be contributing to underutilization of minorities or women.

**Information That Departments/Offices are Required to Keep for Monitoring & Review Purposes**

1. Records substantiating that a policy statement committing the department to equal employment opportunity and affirmative action practices has been issued to staff.
2. Records substantiating that the County's Affirmative Action Plan has been made accessible to all employees.
3. Records substantiating that managers and supervisors within the work unit have received EEO training.
4. Records substantiating the provision of reasonable accommodation to disabled persons.
5. Records substantiating that all eligible persons are encouraged to receive training regardless of their protective status.
6. Records substantiating that part-time, training, and seasonal employment opportunities are made available to protected class persons.



7. Records substantiating that the County's EEO Policy and Federal EEO Policy are posted in the work unit.
8. Records substantiating the dissemination of the complaint resolution procedure to all personnel.
9. Records documenting each organizational unit's progress toward meeting goals to address underutilization.
10. Records substantiating actions taken to reduce and/or eliminate illegal discrimination and/or harassment complaints.
11. Records documenting any actions or efforts undertaken to meet the County's broader affirmative action objectives.

All departments' affirmative action compliance strategies **must** be received by the City/County Affirmative Action Office within **three months** after the adoption of the County's 1997-99 Affirmative Action Plan. Revisions to department compliance strategies will hereafter be due by the last day in March, so that they can be reviewed and revised prior to the beginning of each fiscal year.



**OBJECTIVE****SPECIFIC ACTION STEPS****RESPONSIBILITY****CURRENT  
STATUS****I. RECRUITMENT**

To develop a recruitment plan which reaches and attracts job candidates from all sources.

1. Establish programs for recruiting minorities, women, and disabled persons.

Employee Services Division (ESD)  
AA Officer/Department Heads

As needed  
As needed

2. Coordinate with various test development organizations in an effort to develop examinations/procedures which fairly evaluate all potential candidates.

ESD  
AA Officer/Department Heads

Ongoing

3. Update lists of all minorities, women, and disabled organizations and institutions to be used as recruitment sources.

- a. Establish a mailing list for distribution of information regarding exams and Affirmative Action policies.

ESD

Ongoing

- b. Contact community groups and organizations and maintain liaison with them.

AA Officer

Ongoing

4. Work closely with schools and colleges in relation to recruitment for entrance level classes

ESD/AA Officer

Ongoing

5. Develop system that monitors results of recruitment efforts to ensure that all sources are effectively reached.

AA Officer/Department Heads  
ESD

Annually

6. Establish a system for distribution of job vacancy information to provide equitable exposure to all.

ESD/AA Officer

Ongoing

7. Increase involvement of County employee staff in recruitment.

ESD/AA Officer

Ongoing

<b><u>OBJECTIVE</u></b>	<b><u>SPECIFIC ACTION STEPS</u></b>	<b><u>RESPONSIBILITY</u></b>	<b><u>CURRENT STATUS</u></b>
<b>II. SELECTION, APPOINTMENT, &amp; RELATED PERSONNEL ACTIVITIES</b>			
To ensure that all personnel activities are conducted to provide and promote equal employment opportunity for all employees and applicants.	1. Develop oral panels with minorities, females, and disabled persons participating.	ESD	Ongoing
	2. Analyze and report on appointments and promotions of employees.	AA Officer/ESD	Quarterly
	3. Review departmental selection processes that tend to have an adverse impact on Affirmative Action.	AA Officer	Ongoing
	4. Maintain and compare statistics of candidates interviewed with candidates selected.	ESD	Ongoing
	5. Develop an exit interview form to be given to employees when they give notice of termination.	AA Officer	Semi-Annual Reports
<b>III. CLASSIFICATION</b>			
To identify and remove artificial barriers to employment and upward mobility which may exist within classifications used by the County.	1. Evaluate, on a continuous basis, job classifications to assure minimum qualifications are job related and do not present artificial barriers:	ESD	Annually
	a. Identify specific areas in which bridging classes can be developed.	Department Heads	Annually
	b. Monitor department changes which could have impact on personnel assignment and promotion as they related to the Affirmative Action Program.	ESD/AA Officer	Annually

**OBJECTIVE****SPECIFIC ACTION STEPS****RESPONSIBILITY****CURRENT  
STATUS****IV. PROGRAM ORIENTATION  
& EVALUATION**

To coordinate and evaluate the implementation of the Affirmative Action Program.

- |   |                         |           |
|---|-------------------------|-----------|
| 1. Provide training to all personnel assigned to implement the County's Affirmative Action Plan.  | AA Officer              | Annually  |
| 2. Develop and implement a system that provides for collection, maintenance and analysis of statistical data on employment and promotion of minorities, women, and disabled; evaluation of Affirmative Action Program and assessment of the effectiveness of Affirmative Action activities. | AA Officer              | Ongoing   |
| 3. Prepare progress reports for the Personnel Director and County Manager on the performance of Departments in achieving goals.   | AA Officer              | Quarterly |
| 4. Annually review and update the Plan.   | AA Officer              | Annually  |
| 5. Prepare annual assessments for all Board of Commissioners.   | AA Officer              | Annually  |
| 6. Review affirmative action status with the Board of County Commissioners and community groups.  | AA Officer/ESD Director | Annually  |



## ETHNIC, SEX & DISABILITY INFORMATION (41 CFR § 60-2.11; and § 60-2.23)

### Compilation

For the purpose of documenting and meeting regulatory data gathering requirements, information will be gathered and maintained regarding the success or failure of applicants by ethnic group, disability, and gender in the County's procedures. Such information will be voluntarily provided by the applicant on a detachable section of the application.

### Use

1. Racial, ethnic, gender, and disability information *shall not* be used in a discriminatory manner in the selection process.
2. Such information *shall only* be used for one or more of the following purposes:
  - A. Research and statistical analysis to assess the fairness of the systems and processes in regard to ethnicity, gender, and disability; or
  - B. To provide a basis for corrective action when underutilization is present; or
  - C. To evaluate the County's affirmative action programs; or
  - D. To determine the extent of protected class status in reviewing complaints.

### Racial/Ethnic Identification Categories

For the purposes of this plan, the following racial/ethnic categories, as identified by the United States Office of Management & Budget (OMB), issued in Circular No. A-46, will be the basis for the identifying racial/ethnic group categories:

**American Indian or Alaskan Native:** A person having origins in any of the original people of North America, who maintains cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander:** A person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, China, India, Japan, Korea, the Philippines, and Samoa.

**Black:** A person having origins in one of the Black racial groups of Africa.

**Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American culture or origin, regardless of race.

**White:** A person having origins in any of the original people of Europe, North Africa, or the Middle East.

THE ABOVE CLASSIFICATIONS SHOULD NOT BE INTERPRETED AS BEING SCIENTIFIC OR ANTHROPOLOGICAL.

### **Falsification/Classification Claims**

Falsification of racial identification for the purpose of influencing individual status under the County's Affirmative Action Plan, or of distorting affirmative action data collection will be considered an offense subject to disciplinary action. The burden of proving a racial/ethnic identification rests with the person claiming the status. Any person requesting a change in their racial/ethnic identification should anticipate that proof of the desired status change and of the rationale for requesting the change will be required.





## **SUPPORT OF COMMUNITY ACTION PROGRAMS**

### **(41 CFR § 60-2.13(i); and § 60-2.26)**

The County encourages its employees, supervisors, and managers to become involved in various community organizations, programs, and projects.

As part of its continuing community service commitment, the County will:

1. Encourage involvement of employees in various community service organizations and projects designed to assist in promoting cross cultural understanding.
2. Encourage minority, female, and disabled employees to participate in community service projects within and outside of the County's services system.
3. Annually, will recognize employees for their volunteer activities in groups and service organizations designed to assist protected class persons.



## **CONSIDERATION OF MINORITIES, WOMEN, & PERSONS DISABLED NOT CURRENTLY IN THE WORKFORCE (41 CFR § 60-2.13(j))**

Multnomah County is committed to the recruitment, selection, training, and placement of minorities, women, and disabled persons with disabilities not currently in the workforce, having requisite skills, who can be recruited through affirmative action measures.

### **Program Goal**

Continue to develop and implement comprehensive outreach programs to underrepresented segments of the population, which will promote the County as an employer valuing a diverse workforce.

### **Action Oriented Programs**

**Continue to develop recruitment resources and initiate community-based programs to increase awareness of employment opportunities with the County.**

**Timetable:** Ongoing process.

**Result/Measurement:** Contact with various community organizations will be base lined and service contacts tracked annually.

**Responsibility:** Affirmative Action Recruitment Team.

**Referral agencies will be encourage to seek out and refer minorities, women, and the disabled for employment opportunities.**

**Timetable:** This will be done as employment opportunities open up and job announcements are published by personnel.

**Result/Measurement:** A notice will be sent out informing all referral agencies of the Affirmative Action Recruitment Program. A list of all agencies contacted will be maintained by the recruitment team and published in the Affirmative Action Office Annual Report.

**Responsibility:** Affirmative Action Recruitment Team

**The County will encourage the use of employment opportunities and trainee positions to provide employment opportunities and skills development for minorities, women, and the disabled.**

**Timetable:** This will occur prior to summer employment through a reminder memorandum to managers, and a notice to be sent to organizations interested in promoting job opportunities for such individuals.

**Result/Measurement:** The Affirmative Action Office will explore with the Employee Services Division and appropriate departments methods of collecting summer hires. A report will be developed b departments, where appropriate, to measure the hires in comparison to utilization goals.

**Responsibility:** Employee Services Division  
Affirmative Action Office  
County Departments/Offices

**Design culturally sensitive materials that encourage and promote the County as an equal employment opportunity employer.**

**Timetable:** This will be completed on or before June 1997.

**Result/Measurement:** Materials are completed in poster and flier formats and distributed for posting and distribution.

**Responsibility:** Affirmative Action Recruitment Team.

**Develop culture-specific outreach education programs on the hiring procedures for the County.**

**Timetable:** Conduct at least on training session quarterly or for specific examinations.

**Result/Measurement:** Number of education sessions held/number of persons attending.

**Responsibility:** Affirmative Action Recruitment Team.

**Develop data collection system that measures program results and effectiveness in recruiting underutilized persons for County jobs.**

**Timetable:** Quarterly.

**Result/Measurement:** Effectiveness of program in achieving desired results.

**Responsibility:** Affirmative Action Recruitment Team.

**Establish a network of department recruiters to coordinate recruitment efforts.**

**Timetable:** January 1998.

**Result/Measurement:** Partnerships in achieving and working on County's goals under [41 CFR § 60-2.13(j)], as identified under this section of the Plan.

**Responsibility:** Affirmative Action Recruitment Team  
All Departments



## INTERNAL EVALUATION & REPORTING SYSTEMS (41 CFR 60-2.13(g))

Multnomah County will maintain an internal evaluation and reporting system to measure the effectiveness of this Plan.

The *internal* monitoring of this Plan includes but is not limited to:

	<b><u>Responsibility</u></b>
1. Periodic reviews of external and internal applicant flow, to assure that the County's recruiting efforts are attracting a diversified pool of applicants for new hires and promotions.	Employee Services Division
2. Review of examinations, hires, promotions, and terminations to assure that such actions are not having an adverse effect on the equal employment opportunities of women, minorities, and disabled persons.	Affirmative Action Office
3. Assuring that managers are provided with the current status reports on affirmative action.	Affirmative Action Office
4. Informing managers of achievements, problems, and trends, and setting corrective action when necessary.	Affirmative Action Office
5. Informing County Commissioners on the Office's efforts to implement this Plan.	Affirmative Action Office
6. Conducting organizational field reviews to determine the extent to which a department, office, or division is complying with the intent of this Plan and appropriate affirmative action and equal employment opportunity guidelines.	Affirmative Action Office
7. Encouraging employees who feel that the County has failed to fulfill its obligations to implement this Plan to express their concerns to the City/County Affirmative Action Office.	All Departments/Offices

### Report Accountability

<b><u>Report</u></b>	<b><u>Produced By</u></b>	<b><u>Frequency</u></b>
Affirmative Action Monitoring Report	Affirmative Action Office	Quarterly
Applicant Tracking Reports	Employee Services Division	Annually
Training Participation Summary	All Departments	Quarterly
EEO-4 Report (required by the federal government)	Affirmative Action Office	Biennially
Affirmative Action Annual Report and Performance	Affirmative Action Office	Annually





## **APPENDICES**

**APPENDIX A: O.F.C.C.P. Affirmative Action Guidelines**

**APPENDIX B: Posting of Affirmative Action Plan**

**APPENDIX C: Oregon Civil Rights Law**

**APPENDIX D: Merit System Code (EEO)**

**APPENDIX E: Personnel Rules (EEO/AA)**

**APPENDIX F: Identification of Major Job Groups**

**APPENDIX G: Multnomah County Citizen Advisory  
Boards of Commissions**

**APPENDIX H: Good-Faith Efforts**

**APPENDIX I: Recruitment Strategies**

**APPENDIX J: Criteria for Evaluating Managers**

**APPENDIX K: Civil Rights Law Coverage**

**APPENDIX L: Glossary of Terms**

**APPENDIX M: TTD Users for Multnomah County**

**APPENDIX N: Honoring Diversity**



(d) Uses a single advertisement in which appears in clearly distinguishable type the phrase "an equal opportunity employer."

§ 60-1.42 Notices to be posted.

(a) Unless alternative notices are prescribed by the Director, the notices which prime contractors and subcontractors are required to post by paragraphs (1) and (3) of the equal opportunity clause will contain the following language and will be provided by the contracting or administering agencies:

**EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW—DISCRIMINATION IS PROHIBITED BY THE CIVIL RIGHTS ACT OF 1964 AND BY EXECUTIVE ORDER NO. 11246**

Title VII of the Civil Rights Act of 1964—Administered by:

**THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**

Prohibits discrimination because of Race, Color, Religion, Sex, or National Origin by Employers with 75 or more employees, by Labor Organizations with a hiring hall of 75 or more members, by Employment Agencies, and by Joint Labor-Management Committees for Apprenticeship or Training. After July 1, 1967, employers and labor organizations with 50 or more employees or members will be covered; after July 1, 1968, those with 25 or more will be covered.

**ANY PERSON**

Who believes he or she has been discriminated against

**SHOULD CONTACT**

**THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**

2401 E Street NW, Washington, D.C. 20506  
Executive Order No. 11246—Administered by:

**THE OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS**

Prohibits discrimination because of Race, Color, Religion, Sex, or National Origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

By all Federal Government Contractors and Subcontractors, and by Contractors Performing Work Under a Federal Assisted

Construction Contract, regardless of the number of employees in either case.

**ANY PERSON**

Who believes he or she has been discriminated against

**SHOULD CONTACT**

**THE OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS**

U.S. Department of Labor Washington, D.C. 20210

(b) The requirements of paragraph (3) of the equal opportunity clause will be satisfied whenever the prime contractor or subcontractor posts copies of the notification prescribed by or pursuant to paragraph (a) of this section in conspicuous places available to employees, applicants for employment, and representatives of each labor union or other organization representing his employees with which he has a collective-bargaining agreement or other contract or understanding.

§ 60-1.43 Access to records and site of employment.

Each prime contractor and subcontractor shall permit access during normal business hours to its premises for the purpose of conducting on-site compliance reviews and inspecting and copying such books, records, accounts, and other material as may be relevant to the matter under investigation and pertinent to compliance with the order, and the rules and regulations promulgated pursuant thereto by the agency, or the Director. Information obtained in this manner shall be used only in connection with the administration of the order, the administration of the Civil Rights Act of 1964 (as amended) and in furtherance of the purposes of the order and that Act. (See 41 CFR Part 60-60, Contractor Evaluation Procedures for Nonconstruction Contractors; 41 CFR Part 60-40, Examination and Copying of OFCCP Documents.)

(Sec. 201, E.O. 11246, 30 FR 12319, and E.O. 11375, 32 FR 14303)

§ 60-1.44 Rulings and interpretations.

Rulings under or interpretations of the order or the regulations contained in this part shall be made by the Secretary or his designee.

§ 60-1.45 Existing contracts and subcontracts.

All contracts and subcontracts in effect prior to October 24, 1965, which are not subsequently modified shall be administered in accordance with the nondiscrimination provisions of any prior applicable Executive orders. Any contract or subcontract modified on or after October 24, 1965, shall be subject to Executive Order 11246. Complaints received by and violations coming to the attention of agencies regarding contracts and subcontracts which were subject to Executive Orders 10925 and 11114 shall be processed as if they were complaints regarding violations of this order.

§ 60-1.46 Delegation of authority by the Director.

The Director is authorized to redelegate the authority given to him by the regulations in this part. The authority redelegated by the Director pursuant to the regulations in this part shall be exercised under his general direction and control.

§ 60-1.47 Effective date.

The regulations contained in this part shall become effective July 1, 1968, for all contracts, the solicitations, invitations for bids, or requests for proposals which were sent by the Government or an applicant on or after said effective date, and for all negotiated contracts which have not been executed as of said effective date. Notwithstanding the foregoing, the regulations in this part shall become effective as to all contracts executed on and after the 120th day following said effective date. Subject to any prior approval of the Secretary, any agency may defer the effective date of the regulations in this part, for such period of time as the Secretary finds to be reasonably necessary. Contracts executed prior to the effective date of the regulations in this part shall be governed by the regulations promulgated by the former President's Com-

mittee on Equal Employment Opportunity which appear at 28 FR 9812, September 2, 1963, and at 28 FR 11305, October 23, 1963, the temporary regulations which appear at 30 FR 13441, October 22, 1965, and the orders at 31 FR 6881, May 10, 1966, and 32 FR 7439, May 19, 1967.

**PART 60-2—AFFIRMATIVE ACTION PROGRAMS**

**Subpart A—General**

**Sec.**

- 60-2.1 Title, purpose and scope.
- 60-2.2 Agency action.

**Subpart B—Required Contents of Affirmative Action Programs**

- 60-2.10 Purpose of affirmative action program.
- 60-2.11 Required utilization analysis.
- 60-2.12 Establishment of goals and timetables.
- 60-2.13 Additional required ingredients of affirmative action programs.
- 60-2.14 Program summary.
- 60-2.15 Compliance status.

**Subpart C—Methods of Implementing the Requirements of Subpart B**

- 60-2.20 Development or reaffirmation of the equal employment opportunity policy.
- 60-2.21 Dissemination of the policy.
- 60-2.22 Responsibility for implementation.
- 60-2.23 Identification of problem areas by organizational units and job groups.
- 60-2.24 Development and execution of programs.
- 60-2.25 Internal audit and reporting systems.
- 60-2.26 Support of action programs.

**Subpart D—Miscellaneous**

- 60-2.30 Use of goals.
- 60-2.31 Preemption.
- 60-2.32 Supersedeure.

Authority: 5 U.S.C. 553(a)(3)(B); 29 CFR 2.7; sec. 201, E.O. 11246, 30 FR 12319, and E.O. 11375, 32 FR 14303, as amended by E.O. 12086.

Source: 43 FR 49249, Oct. 20, 1978, unless otherwise noted.

## Subpart A—General

## § 60-2.1 Title, purpose and scope.

(a) This part shall also be known as "Revised Order No. 4," and shall cover nonconstruction contractors. Section 60-1.40 of this chapter, affirmative action compliance programs, requires that within 120 days from the commencement of a contract each prime contractor or subcontractor with 50 or more employees and (1) a contract of \$50,000 or more; or (2) Government bills of lading which, in any 12-month period, total or can reasonably be expected to total \$50,000 or more; or (3) who serves as a depository of Government funds in any amount; or (4) who is a financial institution which is an issuing and paying agent for U.S. savings bonds and savings notes in any amount, develop a written affirmative action compliance program for each of its establishments. A review of compliance surveys indicates that many contractors do not have affirmative action programs on file at the time an establishment is visited by a compliance investigator. This part details the review procedure and the results of a contractor's failure to develop and maintain an affirmative action program and then sets forth detailed guidelines to be used by contractors and the Government in developing and judging these programs as well as the good faith effort required to transform the programs from paper commitments to equal employment opportunity. Subparts B and C of this part are concerned with affirmative action plans only.

(b) Relief, including back pay where appropriate, for members of an affected class who by virtue of past discrimination continue to suffer the present effects of that discrimination, shall be provided in the conciliation agreement entered into pursuant to § 60-60.6 of this title. An "affected class" problem must be remedied in order for a contractor to be considered in compliance. Section 60-2.2 herein pertaining to an acceptable affirmative action program is also applicable to the failure to remedy discrimination against members of an "affected class."

## § 60-2.2 Agency action.

(a) Any contractor required by § 60-1.40 of this chapter to develop an affirmative action program at each of its establishments who has not complied fully with that section is not in compliance with Executive Order 11246, as amended (30 FR 12319). Until such programs are developed and found to be acceptable in accordance with the standards and guidelines set forth in §§ 60-2.10 through 60-2.32, the contractor is unable to comply with the equal employment opportunity clause. An affirmative action plan shall be deemed to have been accepted by the Government at the time the appropriate OFCCP field, area, regional, or national office has accepted such plan unless within 45 days thereafter the Director has disapproved such plan.

(b) If, in determining such contractor's responsibility for an award of a contract it comes to the contracting officer's attention, through sources within his agency or through the Office of Federal Contract Compliance Programs or other Government agencies, that the contractor has no affirmative action program at each of its establishments, or has substantially deviated from such an approved affirmative action program, or has failed to develop or implement an affirmative action program which complies with the regulations in this chapter, the contracting officer shall declare the contractor/bidder nonresponsible and so notify the contractor and the Director, unless he can otherwise affirmatively determine that the contractor is able to comply with his equal employment obligations. Any contractor/bidder which has been declared nonresponsible in accordance with the provisions of this section may request the Director to determine that the responsibility of the contractor/bidder raises substantial issues of law or fact to the extent that a hearing is required. Such request shall set forth the basis upon which the contractor/bidder seeks such a determination. If the Director, in his/her sole discretion, determines that substantial issues of law or fact exist, an administrative or judicial proceeding may be commenced in accordance with the regulations contained in

§ 60-1.26; or the Director may require the investigation or compliance review be developed further or additional conciliation be conducted: *Provided*, That during any pre-award conferences, every effort shall be made through the processes of conciliation, mediation, and persuasion to develop an acceptable affirmative action program meeting the standards and guidelines set forth in §§ 60-2.10 through 60-2.32 so that, in the performance of his contract, the contractor is able to meet its equal employment obligations in accordance with the equal opportunity clause and applicable rules, regulations, and orders: *Provided further*, That a contractor/bidder may not be declared nonresponsible more than twice due to past non-compliance with the equal opportunity clause at a particular establishment or facility without receiving prior notice and an opportunity for a hearing.

(c)(1) Immediately upon finding that a contractor has no affirmative action program, or has deviated substantially from an approved affirmative action program, or has failed to develop or implement an affirmative action program which complies with the requirements of the regulations in this chapter, that fact shall be recorded in the investigation file. Whenever administrative enforcement is contemplated, the notice to the contractor shall be issued giving him 30 days to show cause why enforcement proceedings under section 209(a) of Executive Order 11246, as amended, should not be instituted. The notice to show cause should contain:

(i) An itemization of the sections of the Executive order and of the regulations with which the contractor has been found in apparent violation, and a summary of the conditions, practices, facts, or circumstances which give rise to each apparent violation;

(ii) The corrective actions necessary to achieve compliance or, as may be appropriate, the concepts and principles of an acceptable remedy and/or the corrective action results anticipated;

(iii) A request for a written response to the findings, including commitments to corrective action or the pres-

entation of opposing facts and evidence; and

(iv) A suggested date for the conciliation conference.

(2) If the contractor fails to show good cause for his failure or fails to remedy that failure by developing and implementing an acceptable affirmative action program within 30 days, the case file shall be processed for enforcement proceedings pursuant to § 60-1.26 of this chapter. If an administrative complaint is filed, the contractor shall have 20 days to request a hearing. If a request for hearing has not been received within 20 days from the filing of the administrative complaint, the matter shall proceed in accordance with Part 60-30 of this chapter.

(3) During the "show cause" period of 30 days, every effort will be made through conciliation, mediation, and persuasion to resolve the deficiencies which led to the determination of non-responsibility. If satisfactory adjustments designed to bring the contractor into compliance are not concluded, the case shall be processed for enforcement proceedings pursuant to § 60-1.26 of this chapter.

(d) During the "show cause" period and formal proceedings, each contracting agency must continue to determine the contractor's responsibility in considering whether or not to award a new or additional contract.

[43 FR 49249, Oct. 20, 1978; 43 FR 51400, Nov. 3, 1978]

## Subpart B—Required Contents of Affirmative Action Programs

## § 60-2.10 Purpose of affirmative action program.

An affirmative action program is a set of specific and result-oriented procedures to which a contractor commits itself to apply every good faith effort. The objective of those procedures plus such efforts is equal employment opportunity. Procedures without effort to make them work are meaningless; and effort, undirected by specific and meaningful procedures, is inadequate. An acceptable affirmative action program must include an analysis of areas within which the contractor is defi-

cient in the utilization of minority groups and women, and further, goals and timetables to which the contractor's good faith efforts must be directed to correct the deficiencies and, thus to achieve prompt and full utilization of minorities and women, at all levels and in all segments of its work force where deficiencies exist.

[43 FR 49249, Oct. 20, 1978; 43 FR 51400, Nov. 3, 1978]

#### § 60-2.11 Required utilization analysis.

Based upon the Government's experience with compliance reviews under the Executive order program and the contractor reporting system, minority groups are most likely to be underutilized in departments and jobs within departments that fall within the following Employer's Information Report (EEO-1) designations: Officials and managers, professionals, technicians, sales workers, office and clerical and craftsmen (skilled). As categorized by the EEO-1 designations, women are likely to be underutilized in departments and jobs within departments as follows: Officials and managers, professionals, technicians, sales workers (except over-the-counter sales in certain retail establishments), craftsmen (skilled and semi-skilled). Therefore, the contractor shall direct special attention to such jobs in its analysis and goal setting for minorities and women. Affirmative action programs must contain the following information:

(a) Workforce analysis which is defined as a listing of each job title as appears in applicable collective bargaining agreements or payroll records (not job group) ranked from the lowest paid to the highest paid within each department or other similar organizational unit including departmental or unit supervision. If there are separate work units or lines of progression within a department a separate list must be provided for each such work unit, or line, including unit supervisors. For lines of progression there must be indicated the order of jobs in the line through which an employee could move to the top of the line. Where there are no formal progression lines or usual promotional sequences, job titles should be listed by department, job families, or disci-

plines, in order of wage rates or salary ranges. For each job title, the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents in each of the following groups must be given: Blacks, Spanish-surnamed Americans, American Indians, and Orientals. The wage rate or salary range for each job title must be given. All job titles, including all managerial job titles, must be listed.

(b) An analysis of all major job groups at the facility, with explanation if minorities or women are currently being underutilized in any one or more job groups ("job groups" herein meaning one or a group of jobs having similar content, wage rates and opportunities). "Underutilization" is defined as having fewer minorities or women in a particular job group than would reasonably be expected by their availability. In making the utilization analysis, the contractor shall conduct such analysis separately for minorities and women.

(1) In determining whether minorities are being underutilized in any job group, the contractor will consider at least all of the following factors:

(i) The minority population of the labor area surrounding the facility;

(ii) The size of the minority unemployment force in the labor area surrounding the facility;

(iii) The percentage of the minority work force as compared with the total work force in the immediate labor area;

(iv) The general availability of minorities having requisite skills in the immediate labor area;

(v) The availability of minorities having requisite skills in an area in which the contractor can reasonably recruit;

(vi) The availability of promotable and transferable minorities within the contractor's organization;

(vii) The existence of training institutions capable of training persons in the requisite skills; and

(viii) The degree of training which the contractor is reasonably able to undertake as a means of making all job classes available to minorities.

(2) In determining whether women are being underutilized in any job group, the contractor will consider at least all of the following factors:

(i) The size of the female unemployment force in the labor area surrounding the facility;

(ii) The percentage of the female workforce as compared with the total workforce in the immediate labor area;

(iii) The general availability of women having requisite skills in the immediate labor area;

(iv) The availability of women having requisite skills in an area in which the contractor can reasonably recruit;

(v) The availability of women seeking employment in the labor or recruitment area of the contractor;

(vi) The availability of promotable and transferable female employees within the contractor's organization;

(vii) The existence of training institutions capable of training persons in the requisite skills; and

(viii) The degree of training which the contractor is reasonably able to undertake as a means of making all job classes available to women.

[43 FR 49249, Oct. 20, 1978; 43 FR 51400, Nov. 3, 1978]

#### § 60-2.12 Establishment of goals and timetables.

(a) The goals and timetables developed by the contractor should be attainable in terms of the contractor's analysis of its deficiencies and its entire affirmative action program. Thus, in establishing the size of its goals and the length of its timetables, the contractor should consider the results which could reasonably be expected from its putting forth every good faith effort to make its overall affirmative action program work. In determining levels of goals, the contractor should consider at least the factors listed in § 60-2.11.

(b) Involve personnel relations staff, department and division heads, and local and unit managers in the goal-setting process.

(c) Goals should be significant, measurable, and attainable.

(d) Goals should be specific for planned results, with timetables for completion.

(e) Goals may not be rigid and inflexible quotas which must be met, but must be targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work.

(f) In establishing timetables to meet goals and commitments, the contractor will consider the anticipated expansion, contraction, and turnover of and in the work force.

(g) Goals, timetables, and affirmative action commitments must be designed to correct any identifiable deficiencies.

(h) Where deficiencies exist and where numbers or percentages are relevant in developing corrective action, the contractor shall establish and set forth specific goals and timetables separately for minorities and women.

(i) Such goals and timetables, with supporting data and the analysis thereof shall be a part of the contractor's written affirmative action program and shall be maintained at each establishment of the contractor.

(j) A contractor or subcontractor extending a publicly announced preference for Indians as authorized in 41 CFR 60-1.5(a)(6) may reflect in its goals and timetables the permissive employment preference for Indians living on or near an Indian reservation.

(k) Where the contractor has not established a goal, its written affirmative action program must specifically analyze each of the factors listed in § 60-2.11 and must detail its reason for a lack of a goal.

(l) In the event it comes to the attention of the Office of Federal Contract Compliance Programs that there is a substantial disparity in the utilization of a particular minority group or men or women of a particular minority group, OFCCP may require separate goals and timetables for such minority group, and may further require, where appropriate, such goals and timetables by sex for such group for such job classifications and organizational units specified by the OFCCP.

(m) Support data for the required analysis and program shall be compiled and maintained as part of the contractor's affirmative action program. This data will include but not be

limited to progression line charts, seniority rosters, applicant flow data, and applicant rejection ratios indicating minority and sex status.

(n) Copies of affirmative action programs and/or copies of support data shall be made available to the Office of Federal Contract Compliance Programs, upon request, for such purposes as may be appropriate to the fulfillment of its responsibilities under Executive Order 11246, as amended.

[43 FR 49249, Oct. 20, 1978; 43 FR 51400, Nov. 3, 1978]

**§ 60-2.13 Additional required ingredients of affirmative action programs.**

Effective affirmative action programs shall contain, but not necessarily be limited to, the following ingredients:

(a) Development or reaffirmation of the contractor's equal employment opportunity policy in all personnel actions.

(b) Formal internal and external dissemination of the contractor's policy.

(c) Establishment of responsibilities for implementation of the contractor's affirmative action program.

(d) Identification of problem areas (deficiencies) by organizational units and job group.

(e) Establishment of goals and objectives by organizational units and job groups, including timetables for completion.

(f) Development and execution of action-oriented programs designed to eliminate problems and further designed to attain established goals and objectives.

(g) Design and implementation of internal audit and reporting systems to measure effectiveness of the total program.

(h) Compliance of personnel policies and practices with the Sex Discrimination Guidelines (41 CFR Part 60-20).

(i) Active support of local and national community action programs and community service programs, designed to improve the employment opportunities of minorities and women.

(j) Consideration of minorities and women not currently in the work force having requisite skills who can be recruited through affirmative action measures.

**§ 60-2.14 Program summary.**

The affirmative action program shall be summarized and updated annually. The program summary shall be prepared in a format which shall be prescribed by the Director and published in the FEDERAL REGISTER as a notice before becoming effective. Contractors and subcontractors shall submit the program summary to OFCCP each year on the anniversary date of the affirmative action program.

[44 FR 77003, Dec. 28, 1979]

**§ 60-2.15 Compliance status.**

No contractor's compliance status shall be judged alone by whether or not it reaches its goals and meets its timetables. Rather, each contractor's compliance posture shall be reviewed and determined by reviewing the contents of its program, the extent of its adherence to this program, and its good faith efforts to make its program work toward the realization of the program's goals within the timetables set for completion. There follows an outline of examples of procedures that contractors and Federal agencies should use as a guideline for establishing, implementing, and judging an acceptable affirmative action program.

[43 FR 49249, Oct. 20, 1978; 43 FR 51400, Nov. 3, 1978. Redesignated at 44 FR 77003, Dec. 28, 1979]

**Subpart C—Methods of Implementing the Requirements of Subpart B**

**§ 60-2.20 Development or reaffirmation of the equal employment opportunity policy.**

(a) The contractor's policy statement should indicate the chief executive officer's attitude on the subject matter, assign overall responsibility and provide for a reporting and monitoring procedure. Specific items to be mentioned should include, but not be limited to:

(1) Recruit, hire, train, and promote persons in all job titles, without regard to race, color, religion, sex, or national origin, except where sex is a bona fide occupational qualification. (The term "bona fide occupational qualification"

has been construed very narrowly under the Civil Rights Act of 1964. Under Executive Order 11246 as amended and this part, this term will be construed in the same manner.)

(2) Base decisions on employment so as to further the principle of equal employment opportunity.

(3) Insure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.

(4) Insure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, company sponsored training, education, tuition assistance, social and recreation programs, will be administered without regard to race, color, religion, sex, or national origin.

[43 FR 49249, Oct. 30, 1978; 43 FR 51400, Nov. 3, 1978]

**§ 60-2.21 Dissemination of the policy.**

(a) The contractor should disseminate its policy internally as follows:

(1) Include it in contractor's policy manual.

(2) Publicize it in company newspaper, magazine, annual report, and other media.

(3) Conduct special meetings with executive, management, and supervisory personnel to explain intent of policy and individual responsibility for effective implementation, making clear the chief executive officer's attitude.

(4) Schedule special meetings with all other employees to discuss policy and explain individual employee responsibilities.

(5) Discuss the policy thoroughly in both employee orientation and management training programs.

(6) Meet with union officials to inform them of policy, and request their cooperation.

(7) Include nondiscrimination clauses in all union agreements, and review all contractual provisions to insure they are nondiscriminatory.

(8) Publish articles covering EEO programs, progress reports, promotions, etc., of minority and female employees, in company publications.

(9) Post the policy on company bulletin boards.

(10) When employees are featured in product or consumer advertising, employee handbooks or similar publications both minority and nonminority, men and women should be pictured.

(11) Communicate to employees the existence of the contractor's affirmative action program and make available such elements of its program as will enable such employees to know of and avail themselves of its benefits.

(b) The contractor should disseminate its policy externally as follows:

(1) Inform all recruiting sources verbally, and in writing of company policy, stipulating that these sources actively recruit and refer minorities and women for all positions listed.

(2) Incorporate the equal opportunity clause in all purchase orders, leases, contracts, etc., covered by Executive Order 11246, as amended, and its implementing regulations.

(3) Notify minority and women's organizations, community agencies, community leaders, secondary schools, and colleges, of company policy, preferably in writing.

(4) Communicate to prospective employees the existence of the contractor's affirmative action program and make available such elements of its program as will enable such prospective employees to know of and avail themselves of its benefits.

(5) When employees are pictured in consumer or help wanted advertising, both minorities and nonminority men and women should be shown.

(6) Send written notification of company policy to all subcontractors, vendors, and suppliers requesting appropriate action on their part.

[43 FR 49249, Oct. 30, 1978; 43 FR 51400, Nov. 3, 1978]

**§ 60-2.22 Responsibility for implementation.**

(a) An executive of the contractor should be appointed as director or manager of company equal opportunity programs. Depending upon the size and geographical alignment of the company, this may be his or her sole responsibility. He or she should be given the necessary top management support and staffing to execute the assignment. His or her identity should

trained to insure elimination of bias in all personnel actions.

(2) The contractor shall observe the requirements of the OFCCP Uniform Guidelines on Employee Selection Procedures.

(3) Selection techniques other than tests may also be improperly used so as to have the effect of discriminating against minority groups and women. Such techniques include but are not restricted to, unscored interviews, unscored or casual application forms, arrest records, credit checks, considerations of marital status or dependency or minor children. Where there exist data suggesting that such unfair discrimination or exclusion of minorities or women exists, the contractor should analyze his unscored procedures and eliminate them if they are not objectively valid.

(e) Suggested techniques to improve recruitment and increase the flow of minority or female applicants follow:

(1) Certain organizations such as the Urban League, Job Corps, Equal Opportunity Programs, Inc., Concentrated Employment programs, Neighborhood Youth Corps, Secondary Schools, Colleges, and City Colleges with high minority enrollment, the State Employment Service, specialized employment agencies, Aspira, LULAC, SER, the G.I. Forum, the Commonwealth of Puerto Rico are normally prepared to refer minority applicants. Organizations prepared to refer women with specific skills are: National Organization for Women, Welfare Rights organizations, Women's Equity Action League, Talent Bank from Business and Professional Women (including 26 women's organizations), Professional Women's Caucus, Intercollegiate Association of University Women, Negro Women's sororities and service groups such as Delta Sigma Theta, Alpha Kappa Alpha, and Zeta Phi Beta; National Council of Negro Women, American Association of University Women, YWCA, and sectarian groups such as Jewish Women's Groups, Catholic Women's Groups and Protestant Women's Groups, and women's colleges. In addition, community leaders as individuals shall be added to recruiting sources.

(2) Formal briefing sessions should be held, preferably on company premises, with representatives from these recruiting sources. Plant tours, presentations by minority and female employees, clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of the company's selection process, and recruiting literature should be an integral part of the briefings. Formal arrangements should be made for referral of applicants, followup with sources, and feedback on disposition of applicants.

(3) Minority and female employees, using procedures similar to subparagraph (2) of this paragraph, should be actively encouraged to refer applicants.

(4) A special effort should be made to include minorities and women on the Personnel Relations staff.

(5) Minority and female employees should be made available for participation in Career Days, Youth Motivation Programs, and related activities in their communities.

(6) Active participation in "Job Fairs" is desirable. Company representative so participating should be given authority to make on-the-spot commitments.

(7) Active recruiting programs should be carried out at secondary schools, junior colleges, and colleges with predominant minority or female enrollments.

(8) Recruiting efforts at all schools should incorporate special efforts to reach minorities and women.

(9) Special employment programs should be undertaken whenever possible. Some possible programs are:

(i) Technical and nontechnical co-op programs with predominately Negro and women's colleges.

(ii) "After school" and/or work-study jobs for minority youths, male and female.

(iii) Summer jobs for underprivileged youth, male and female.

(iv) Summer work-study programs for male and female faculty members of the predominantly minority schools and colleges.

(v) Motivation, training and employment programs for the hardcore unemployed, male and female.

(10) When recruiting brochures pictorially present work situations, the minority and female members of the work force should be included, especially when such brochures are used in school and career programs.

(11) Help wanted advertising should be expanded to include the minority news media and women's interest media on a regular basis.

(f) The contractor should insure that minority and female employees are given equal opportunity for promotion. Suggestions for achieving this result include:

(1) Post or otherwise announce promotional opportunities.

(2) Make an inventory of current minority and female employees to determine academic, skill and experience level of individual employees.

(3) Initiate necessary remedial, job training and workstudy programs.

(4) Develop and implement formal employee evaluation programs.

(5) Make certain "worker specifications" have been validated on job performance related criteria. (Neither minority nor female employees should be required to possess higher qualifications than those of the lowest qualified incumbent.)

(6) When apparently qualified minority or female employees are passed over for upgrading, require supervisory personnel to submit written justification.

(7) Establish formal career counseling programs to include attitude development, education aid, job rotation, buddy system and similar programs.

(8) Review seniority practices and seniority clauses in union contracts to insure such practices or clauses are nondiscriminatory and do not have a discriminatory effect.

(g) Make certain facilities and company-sponsored social and recreation activities are desegregated. Actively encourage all employees to participate.

(h) Encourage child care, housing and transportation programs appropriately designed to improve the employment opportunities for minorities and women.

[43 FR 49249, Oct. 30, 1978; 43 FR 51401, Nov. 3, 1978]

§ 60-2.25 Internal audit and reporting systems.

(a) The contractor should monitor records of referrals, placements, transfers, promotions and terminations at all levels to insure nondiscriminatory policy is carried out.

(b) The contractor should require formal reports from unit managers on a schedule basis as to degree to which corporate or unit goals are attained and timetables met.

(c) The contractor should review report results with all levels of management.

(d) The contractor should advise top management of program effectiveness and submit recommendations to improve unsatisfactory performance.

§ 60-2.26 Support of action programs.

(a) The contractor should appoint key members of management to serve on merit employment councils, community relations boards and similar organizations.

(b) The contractor should encourage minority and female employees to participate actively in National Alliance of Businessmen programs for youth motivation.

(c) The contractor should support vocational guidance institutes, vestibule training programs and similar activities.

(d) The contractor should assist secondary schools and colleges in programs designed to enable minority and female graduates of these institutions to compete in the open employment market on a more equitable basis.

(e) The contractor should publicize achievements of minority and female employees in local and minority news media.

(f) The contractor should support programs developed by such organizations as National Alliance of Businessmen, the Urban Coalition and other organizations concerned with employment opportunities for minorities or women.

[43 FR 49249, Oct. 30, 1978; 43 FR 51401, Nov. 3, 1978]

## Subpart D—Miscellaneous

## § 60-2.30 Use of goals.

The purpose of a contractor's establishment and use of goals is to insure that it meet its affirmative action obligation. It is not intended and should not be used to discriminate against any applicant or employee because of race, color, religion, sex, or national origin.

(43 FR 49249, Oct. 30, 1978; 43 FR 51401, Nov. 3, 1978)

## § 60-2.31 Preemption.

To the extent that any State or local laws, regulations or ordinances, including those which grant special benefits to persons on account of sex, are in conflict with Executive Order 11246, as amended, or with the requirements of this part, we will regard them as preempted under the Executive order.

## § 60-2.32 Supersedure.

All orders, instructions, regulations, and memoranda of the Secretary of Labor, other officials of the Department of Labor and contracting agencies are hereby superseded to the extent that they are inconsistent herewith, including a previous "Order No. 4" from this office dated January 30, 1970. Nothing in this part is intended to amend 41 CFR Part 60-3 or 41 CFR 60-20.

## PART 60-3—UNIFORM GUIDELINES ON EMPLOYEE SELECTION PROCEDURES (1978)

### COMPREHENSIVE TABLE OF CONTENTS

#### GENERAL PRINCIPLES

- § 60-3.1 Statement of purpose
  - A. Need for uniformity—Issuing agencies
  - B. Purpose of guidelines
  - C. Relation to prior guidelines
- § 60-3.2 Scope
  - A. Application of guidelines
  - B. Employment decisions
  - C. Selection procedures
  - D. Limitations
  - E. Indian preference not affected
- § 60-3.3 Discrimination defined: Relationship between use of selection procedures and discrimination
  - A. Procedure having adverse impact constitutes discrimination unless justified

#### B. Consideration of suitable alternative selection procedures

- § 60-3.4 Information on impact
  - A. Records concerning impact
  - B. Applicable race, sex, and ethnic groups for recordkeeping
  - C. Evaluation of selection rates—The "bottom line"
  - D. Adverse impact and the "four-fifths rule"
  - E. Consideration of user's equal employment opportunity posture
- § 60-3.5 General standards for validity studies
  - A. Acceptable types of validity studies
  - B. Criterion-related, content, and construct validity
  - C. Guidelines are consistent with professional standards
  - D. Need for documentation of validity
  - E. Accuracy and standardization
  - F. Caution against selection on basis of knowledge, skills, or abilities learned in brief orientation period
  - G. Method of use of selection procedures
  - H. Cutoff scores
  - I. Use of selection procedures for higher level jobs
  - J. Interim use of selection procedures
  - K. Review of validity studies for currency
- § 60-3.6 Use of selection procedures which have not been validated
  - A. Use of alternate selection procedures to eliminate adverse impact
  - B. Where validity studies cannot or need not be performed
    - (1) Where informal or unscored procedures are used
    - (2) Where formal and scored procedures are used
- § 60-3.7 Use of other validity studies
  - A. Validity studies not conducted by the user
  - B. Use of criterion-related validity evidence from other sources
    - (1) Validity evidence
    - (2) Job similarity
    - (3) Fairness evidence
  - C. Validity evidence from multiunit study
  - D. Other significant variables
- § 60-3.8 Cooperative studies
  - A. Encouragement of cooperative studies
  - B. Standards for use of cooperative studies
- § 60-3.9 No assumption of validity
  - A. Unacceptable substitutes for evidence of validity
  - B. Encouragement of professional supervision
- § 60-3.10 Employment agencies and employment services
  - A. Where selection procedures are devised by agency
  - B. Where selection procedures are devised elsewhere
- § 60-3.11 Disparate treatment

## Office of Federal Contract Compliance Programs

## Part 60-3

## § 60-3.12 Retesting of applicants

## § 60-3.13 Affirmative action

- A. Affirmative action obligations
- B. Encouragement of voluntary affirmative action programs

## TECHNICAL STANDARDS

## § 60-3.14 Technical standards for validity studies

- A. Validity studies should be based on review of information about the job
  - B. Technical standards for criterion-related validity studies
    - (1) Technical feasibility
    - (2) Analysis of the job
    - (3) Criterion measures
    - (4) Representativeness of the sample
    - (5) Statistical relationships
    - (6) Operational use of selection procedures
    - (7) Over-statement of validity findings
    - (8) Fairness
      - (a) Unfairness defined
      - (b) Investigation of fairness
      - (c) General considerations in fairness investigations
      - (d) When unfairness is shown
      - (e) Technical feasibility of fairness studies
      - (f) Continued use of selection procedures when fairness studies not feasible
  - C. Technical standards for content validity studies
    - (1) Appropriateness of content validity studies
    - (2) Job analysis for content validity
    - (3) Development of selection procedures
    - (4) Standards for demonstrating content validity
    - (5) Reliability
    - (6) Prior training or experience
    - (7) Training success
    - (8) Operational use
    - (9) Ranking based on content validity studies
  - D. Technical standards for construct validity studies
    - (1) Appropriateness of construct validity studies
    - (2) Job analysis for construct validity studies
    - (3) Relationship to the job
    - (4) Use of construct validity study without new criterion-related evidence
      - (a) Standards for use
      - (b) Determination of common work behaviors
- DOCUMENTATION OF IMPACT AND VALIDITY EVIDENCE
- § 60-3.15 Documentation of impact and validity evidence
    - A. Required information
      - (1) Simplified recordkeeping for users with less than 100 employees
      - (2) Information on impact

- (a) Collection of information on impact
- (b) When adverse impact has been eliminated in the total selection process
- (c) When data insufficient to determine impact
- (3) Documentation of validity evidence
  - (a) Type of evidence
  - (b) Form of report
  - (c) Completeness

- B. Criterion-related validity studies
  - (1) User(s), location(s), and date(s) of study
  - (2) Problem and setting
  - (3) Job analysis or review of job information
  - (4) Job titles and codes
  - (5) Criterion measures
  - (6) Sample description
  - (7) Description of selection procedure
  - (8) Techniques and results
  - (9) Alternative procedures investigated
  - (10) Uses and applications
  - (11) Source data
  - (12) Contact person
  - (13) Accuracy and completeness
- C. Content validity studies
  - (1) User(s), location(s), and date(s) of study
  - (2) Problem and setting
  - (3) Job analysis—Content of the job
  - (4) Selection procedure and its content
  - (5) Relationship between selection procedure and the job
  - (6) Alternative procedures investigated
  - (7) Uses and applications
  - (8) Contact person
  - (9) Accuracy and completeness
- D. Construct validity studies
  - (1) User(s), location(s), and date(s) of study
  - (2) Problem and setting
  - (3) Construct definition
  - (4) Job analysis
  - (5) Job titles and codes
  - (6) Selection procedure
  - (7) Relationship to job performance
  - (8) Alternative procedures investigated
  - (9) Uses and applications
  - (10) Accuracy and completeness
  - (11) Source data
  - (12) Contact person
- E. Evidence of validity from other studies
  - (1) Evidence from criterion-related validity studies
    - (a) Job information
    - (b) Relevance of criteria
    - (c) Other variables
    - (d) Use of the selection procedure
    - (e) Bibliography
  - (2) Evidence from content validity studies
  - (3) Evidence from construct validity studies
- F. Evidence of validity from cooperative studies



G. Selection for higher level jobs  
H. Interim use of selection procedures

#### DEFINITIONS

##### § 60-3.16 Definitions

#### APPENDIX

##### § 60-3.17 Policy statement on affirmative action (see section 13B)

##### § 60-3.18 Citations

**AUTHORITY:** Secs. 201, 202, 203, 203(a), 205, 206(a), 301, 303(b), and 401(b) of E.O. 11246; as amended by sec. 715 of Civil Rights Act of 1964, as amended (42 U.S.C. 2000(c)-14).

**SOURCE:** 43 FR 38295, 38314, August 25, 1978.

#### GENERAL PRINCIPLES

##### § 60-3.1 Statement of purpose.

A. *Need for uniformity—Issuing agencies.* The Federal government's need for a uniform set of principles on the question of the use of tests and other selection procedures has long been recognized. The Equal Employment Opportunity Commission, the Civil Service Commission, the Department of Labor, and the Department of Justice jointly have adopted these uniform guidelines to meet that need, and to apply the same principles to the Federal Government as are applied to other employers.

B. *Purpose of guidelines.* These guidelines incorporate a single set of principles which are designed to assist employers, labor organizations, employment agencies, and licensing and certification boards to comply with requirements of Federal law prohibiting employment practices which discriminate on grounds of race, color, religion, sex, and national origin. They are designed to provide a framework for determining the proper use of tests and other selection procedures. These guidelines do not require a user to conduct validity studies of selection procedures where no adverse impact results. However, all users are encouraged to use selection procedures which are valid, especially users operating under merit principles.

C. *Relation to prior guidelines.* These guidelines are based upon and supersede previously issued guidelines on employee selection procedures. These guidelines have been built upon court decisions, the previously issued

guidelines of the agencies, and the practical experience of the agencies, as well as the standards of the psychological profession. These guidelines are intended to be consistent with existing law.

##### § 60-3.2 Scope.

A. *Application of guidelines.* These guidelines will be applied by the Equal Employment Opportunity Commission in the enforcement of title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (hereinafter "Title VII"); by the Department of Labor, and the contract compliance agencies until the transfer of authority contemplated by the President's Reorganization Plan No. 1 of 1978, in the administration and enforcement of Executive Order 11246, as amended by Executive Order 11375 (hereinafter "Executive Order 11246"); by the Civil Service Commission and other Federal agencies subject to section 717 of Title VII; by the Civil Service Commission in exercising its responsibilities toward State and local governments under section 208(b)(1) of the Intergovernmental Personnel Act; by the Department of Justice in exercising its responsibilities under Federal law; by the Office of Revenue Sharing of the Department of the Treasury under the State and Local Fiscal Assistance Act of 1972, as amended; and by any other Federal agency which adopts them.

B. *Employment decisions.* These guidelines apply to tests and other selection procedures which are used as a basis for any employment decision. Employment decisions include but are not limited to hiring, promotion, demotion, membership (for example, in a labor organization), referral, retention, and licensing and certification, to the extent that licensing and certification may be covered by Federal equal employment opportunity law. Other selection decisions, such as selection for training or transfer, may also be considered employment decisions if they lead to any of the decisions listed above.

C. *Selection procedures.* These guidelines apply only to selection proce-

dures which are used as a basis for making employment decisions. For example, the use of recruiting procedures designed to attract members of a particular race, sex, or ethnic group, which were previously denied employment opportunities or which are currently underutilized, may be necessary to bring an employer into compliance with Federal law, and is frequently an essential element of any effective affirmative action program; but recruitment practices are not considered by these guidelines to be selection procedures. Similarly, these guidelines do not pertain to the question of the lawfulness of a seniority system within the meaning of section 703(h), Executive Order 11246 or other provisions of Federal law or regulation, except to the extent that such systems utilize selection procedures to determine qualifications or abilities to perform the job. Nothing in these guidelines is intended or should be interpreted as discouraging the use of a selection procedure for the purpose of determining qualifications or for the purpose of selection on the basis of relative qualifications, if the selection procedure had been validated in accord with these guidelines for each such purpose for which it is to be used.

D. *Limitations.* These guidelines apply only to persons subject to Title VII, Executive Order 11246, or other equal employment opportunity requirements of Federal law. These guidelines do not apply to responsibilities under the Age Discrimination in Employment Act of 1967, as amended, not to discriminate on the basis of age, or under sections 501, 503, and 504 of the Rehabilitation Act of 1973, not to discriminate on the basis of handicap.

E. *Indian preference not affected.* These guidelines do not restrict any obligation imposed or right granted by Federal law to users to extend a preference in employment to Indians living on or near an Indian reservation in connection with employment opportunities on or near an Indian reservation.

§ 60-3.3 Discrimination defined: Relationship between use of selection procedures and discrimination.

A. *Procedure having adverse impact constitutes discrimination unless justified.* The use of any selection procedure which has an adverse impact on the hiring, promotion, or other employment or membership opportunities of members of any race, sex, or ethnic group will be considered to be discriminatory and inconsistent with these guidelines, unless the procedure has been validated in accordance with these guidelines, or the provisions of section 6 of this part are satisfied.

B. *Consideration of suitable alternative selection procedures.* Where two or more selection procedures are available which serve the user's legitimate interest in efficient and trustworthy workmanship, and which are substantially equally valid for a given purpose, the user should use the procedure which has been demonstrated to have the lesser adverse impact. Accordingly, whenever a validity study is called for by these guidelines, the user should include, as a part of the validity study, an investigation of suitable alternative selection procedures and suitable alternative methods of using the selection procedure which have as little adverse impact as possible, to determine the appropriateness of using or validating them in accord with these guidelines. If a user has made a reasonable effort to become aware of such alternative procedures and validity has been demonstrated in accord with these guidelines, the use of the test or other selection procedure may continue until such time as it should reasonably be reviewed for currency. Whenever the user is shown an alternative selection procedure with evidence of less adverse impact and substantial evidence of validity for the same job in similar circumstances, the user should investigate it to determine the appropriateness of using or validating it in accord with these guidelines. This subsection is not intended to preclude the combination of procedures into a significantly more valid procedure, if the use of such a combination has been shown to be in compliance with the guidelines.

## § 60-3.4 Information on impact.

A. *Records concerning impact.* Each user should maintain and have available for inspection records or other information which will disclose the impact which its tests and other selection procedures have upon employment opportunities of persons by identifiable race, sex, or ethnic group as set forth in subparagraph B of this section in order to determine compliance with these guidelines. Where there are large numbers of applicants and procedures are administered frequently, such information may be retained on a sample basis, provided that the sample is appropriate in terms of the applicant population and adequate in size.

B. *Applicable race, sex, and ethnic groups for recordkeeping.* The records called for by this section are to be maintained by sex, and the following races and ethnic groups: Blacks (Negroes), American Indians (including Alaskan Natives), Asians (including Pacific Islanders), Hispanic (including persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish origin or culture regardless of race), whites (Caucasians) other than Hispanic, and totals. The race, sex, and ethnic classifications called for by this section are consistent with the Equal Employment Opportunity Standard Form 100, Employer Information Report EEO-1 series of reports. The user should adopt safeguards to insure that the records required by this paragraph are used for appropriate purposes such as determining adverse impact, or (where required) for developing and monitoring affirmative action programs, and that such records are not used improperly. See sections 4E and 17(4), of this part.

C. *Evaluation of selection rates. The "bottom line."* If the information called for by sections 4A and B of this section shows that the total selection process for a job has an adverse impact, the individual components of the selection process should be evaluated for adverse impact. If this information shows that the total selection process does not have an adverse impact, the Federal enforcement agencies, in the exercise of their administrative and prosecutorial discretion, in

usual circumstances, will not expect a user to evaluate the individual components for adverse impact, or to validate such individual components, and will not take enforcement action based upon adverse impact of any component of that process, including the separate parts of a multipart selection procedure or any separate procedure that is used as an alternative method of selection. However, in the following circumstances the Federal enforcement agencies will expect a user to evaluate the individual components for adverse impact and may, where appropriate, take enforcement action with respect to the individual components: (1) where the selection procedure is a significant factor in the continuation of patterns of assignments of incumbent employees caused by prior discriminatory employment practices, (2) where the weight of court decisions or administrative interpretations hold that a specific procedure (such as height or weight requirements or no-arrest records) is not job related in the same or similar circumstances. In unusual circumstances, other than those listed in paragraphs (1) and (2) of this section, the Federal enforcement agencies may request a user to evaluate the individual components for adverse impact and may, where appropriate, take enforcement action with respect to the individual component.

D. *Adverse impact and the "four-fifths rule."* A selection rate for any race, sex, or ethnic group which is less than four-fifths (80%) (or eighty percent) of the rate for the group with the highest rate will generally be regarded by the Federal enforcement agencies as evidence of adverse impact, while a greater than four-fifths rate will generally not be regarded by Federal enforcement agencies as evidence of adverse impact. Smaller differences in selection rate may nevertheless constitute adverse impact, where they are significant in both statistical and practical terms or where a user's actions have discouraged applicants disproportionately on grounds of race, sex, or ethnic group. Greater differences in selection rate may not constitute adverse impact where the differences are based on small numbers and are not

statistically significant, or where special recruiting or other programs cause the pool of minority or female candidates to be atypical of the normal pool of applicants from that group. Where the user's evidence concerning the impact of a selection procedure indicates adverse impact but is based upon numbers which are too small to be reliable, evidence concerning the impact of the procedure over a longer period of time and/or evidence concerning the impact which the selection procedure had when used in the same manner in similar circumstances elsewhere may be considered in determining adverse impact. Where the user has not maintained data on adverse impact as required by the documentation section of applicable guidelines, the Federal enforcement agencies may draw an inference of adverse impact of the selection process from the failure of the user to maintain such data, if the user has an underutilization of a group in the job category, as compared to the group's representation in the relevant labor market or, in the case of jobs filled from within, the applicable work force.

E. *Consideration of user's equal employment opportunity posture.* In carrying out their obligations, the Federal enforcement agencies will consider the general posture of the user with respect to equal employment opportunity for the job or group of jobs in question. Where a user has adopted an affirmative action program, the Federal enforcement agencies will consider the provisions of that program, including the goals and timetables which the user has adopted and the progress which the user has made in carrying out that program and in meeting the goals and timetables. While such affirmative action programs may in design and execution be race, color, sex, or ethnic conscious, selection procedures under such programs should be based upon the ability or relative ability to do the work.

## § 60-3.5 General standards for validity studies.

A. *Acceptable types of validity studies.* For the purposes of satisfying these guidelines, users may rely upon criterion-related validity studies, con-

tent validity studies or construct validity studies, in accordance with the standards set forth in the technical standards of these guidelines, section 14 of this part. New strategies for showing the validity of selection procedures will be evaluated as they become accepted by the psychological profession.

B. *Criterion-related, content, and construct validity.* Evidence of the validity of a test or other selection procedure by a criterion-related validity study should consist of empirical data demonstrating that the selection procedure is predictive of or significantly correlated with important elements of job performance. See 14B of this part. Evidence of the validity of a test or other selection procedure by a content validity study should consist of data showing that the content of the selection procedure is representative of important aspects of performance on the job for which the candidates are to be evaluated. See 14C of this part. Evidence of the validity of a test or other selection procedure through a construct validity study should consist of data showing that the procedure measures the degree to which candidates have identifiable characteristics which have been determined to be important in successful performance in the job for which the candidates are to be evaluated. See section 14D of this part.

C. *Guidelines are consistent with professional standards.* The provisions of these guidelines relating to validation of selection procedures are intended to be consistent with generally accepted professional standards for evaluating standardized tests and other selection procedures, such as those described in the Standards for Educational and Psychological Tests prepared by a joint committee of the American Psychological Association, the American Educational Research Association, and the National Council on Measurement in Education (American Psychological Association, Washington, D.C., 1974) (hereinafter "A.P.A. Standards") and standard textbooks and journals in the field of personnel selection.

D. *Need for documentation of validity.* For any selection procedure which

is part of a selection process which has an adverse impact and which selection procedure has an adverse impact, each user should maintain and have available such documentation as is described in section 15 of this part.

E. *Accuracy and standardization.* Validity studies should be carried out under conditions which assure insofar as possible the adequacy and accuracy of the research and the report. Selection procedures should be administered and scored under standardized conditions.

F. *Caution against selection on basis of knowledges, skills, or ability learned in brief orientation period.* In general, users should avoid making employment decisions on the basis of measures of knowledges, skills, or abilities which are normally learned in a brief orientation period, and which have an adverse impact.

G. *Method of use of selection procedures.* The evidence of both the validity and utility of a selection procedure should support the method the user chooses for operational use of the procedure, if that method of use has a greater adverse impact than another method of use. Evidence which may be sufficient to support the use of a selection procedure on a pass/fail (screening) basis may be insufficient to support the use of the same procedure on a ranking basis under these guidelines. Thus, if a user decides to use a selection procedure on a ranking basis, and that method of use has a greater adverse impact than use on an appropriate pass/fail basis (see section 5H of this section), the user should have sufficient evidence of validity and utility to support the use on a ranking basis. See sections 3B, 14B (5) and (6), and 14C (8) and (9).

H. *Cutoff scores.* Where cutoff scores are used, they should normally be set so as to be reasonable and consistent with normal expectations of acceptable proficiency within the work force. Where applicants are ranked on the basis of properly validated selection procedures and those applicants scoring below a higher cutoff score than appropriate in light of such expectations have little or no chance of being selected for employment, the higher cutoff score may be appropriate, but

the degree of adverse impact should be considered.

I. *Use of selection procedures for higher level jobs.* If job progression structures are so established that employees will probably, within a reasonable period of time and in a majority of cases, progress to a higher level, it may be considered that the applicants are being evaluated for a job or jobs at the higher level. However, where job progression is not so nearly automatic, or the time span is such that higher level jobs or employees' potential may be expected to change in significant ways, it should be considered that applicants are being evaluated for a job at or near the entry level. A "reasonable period of time" will vary for different jobs and employment situations but will seldom be more than 5 years. Use of selection procedures to evaluate applicants for a higher level job would not be appropriate:

(1) If the majority of those remaining employed do not progress to the higher level job;

(2) If there is a reason to doubt that the higher level job will continue to require essentially similar skills during the progression period; or

(3) If the selection procedures measure knowledges, skills, or abilities required for advancement which would be expected to develop principally from the training or experience on the job.

J. *Interim use of selection procedures.* Users may continue the use of a selection procedure which is not at the moment fully supported by the required evidence of validity, provided: (1) The user has available substantial evidence of validity, and (2) the user has in progress, when technically feasible, a study which is designed to produce the additional evidence required by these guidelines within a reasonable time. If such a study is not technically feasible, see section 6B. If the study does not demonstrate validity, this provision of these guidelines for interim use shall not constitute a defense in any action, nor shall it relieve the user of any obligations arising under Federal law.

K. *Review of validity studies for currency.* Whenever validity has been shown in accord with these guidelines

for the use of a particular selection procedure for a job or group of jobs, additional studies need not be performed until such time as the validity study is subject to review as provided in section 3B of this part. There are no absolutes in the area of determining the currency of a validity study. All circumstances concerning the study, including the validation strategy used, and changes in the relevant labor market and the job should be considered in the determination of when a validity study is outdated.

§ 60-3.6 Use of selection procedures which have not been validated.

A. *Use of alternate selection procedures to eliminate adverse impact.* A user may choose to utilize alternative selection procedures in order to eliminate adverse impact or as part of an affirmative action program. See section 13 of this part. Such alternative procedures should eliminate the adverse impact in the total selection process, should be lawful and should be as job related as possible.

B. *Where validity studies cannot or need not be performed.* There are circumstances in which a user cannot or need not utilize the validation techniques contemplated by these guidelines. In such circumstances, the user should utilize selection procedures which are as job related as possible and which will minimize or eliminate adverse impact, as set forth below.

(1) *Where informal or unscored procedures are used.* When an informal or unscored selection procedure which has an adverse impact is utilized, the user should eliminate the adverse impact, or modify the procedure to one which is a formal, scored or quantified measure or combination of measures and then validate the procedure in accord with these guidelines, or otherwise justify continued use of the procedure in accord with Federal law.

(2) *Where formal and scored procedures are used.* When a formal and scored selection procedure is used which has an adverse impact, the validation techniques contemplated by these guidelines usually should be followed if technically feasible. Where the user cannot or need not follow the

validation techniques anticipated by these guidelines, the user should either modify the procedure to eliminate adverse impact or otherwise justify continued use of the procedure in accord with Federal law.

§ 60-3.7 Use of other validity studies.

A. *Validity studies not conducted by the user.* Users may, under certain circumstances, support the use of selection procedures by validity studies conducted by other users or conducted by test publishers or distributors and described in test manuals. While publishers of selection procedures have a professional obligation to provide evidence of validity which meets generally accepted professional standards (see section 5C of this part), users are cautioned that they are responsible for compliance with these guidelines. Accordingly, users seeking to obtain selection procedures from publishers and distributors should be careful to determine that, in the event the user becomes subject to the validity requirements of these guidelines, the necessary information to support validity has been determined and will be made available to the user.

B. *Use of criterion-related validity evidence from other sources.* Criterion-related validity studies conducted by one test user, or described in test manuals and the professional literature, will be considered acceptable for use by another user when the following requirements are met:

(1) *Validity evidence.* Evidence from the available studies meeting the standards of section 14B of this part clearly demonstrates that the selection procedure is valid;

(2) *Job similarity.* The incumbents in the user's job and the incumbents in the job or group of jobs on which the validity study was conducted perform substantially the same major work behaviors, as shown by appropriate job analyses both on the job or group of jobs on which the validity study was performed and on the job for which the selection procedure is to be used; and

(3) *Fairness evidence.* The studies include a study of test fairness for each race, sex, and ethnic group which con-

## TECHNICAL STANDARDS

## § 60-3.14 Technical standards for validity studies.

The following minimum standards, as applicable, should be met in conducting a validity study. Nothing in these guidelines is intended to preclude the development and use of other professionally acceptable techniques with respect to validation of selection procedures. Where it is not technically feasible for a user to conduct a validity study, the user has the obligation otherwise to comply with these guidelines. See sections 6 and 7 of this part.

A. *Validity studies should be based on review of information about the job.* Any validity study should be based upon a review of information about the job for which the selection procedure is to be used. The review should include a job analysis except as provided in section 14B(3) of this section with respect to criterion-related validity. Any method of job analysis may be used if it provides the information required for the specific validation strategy used.

B. *Technical standards for criterion-related validity studies—*(1) *Technical feasibility.* Users choosing to validate a selection procedure by a criterion-related validity strategy should determine whether it is technically feasible (as defined in section 16) to conduct such a study in the particular employment context. The determination of the number of persons necessary to permit the conduct of a meaningful criterion-related study should be made by the user on the basis of all relevant information concerning the selection procedure, the potential sample and the employment situation. Where appropriate, jobs with substantially the same major work behaviors may be grouped together for validity studies, in order to obtain an adequate sample. These guidelines do not require a user to hire or promote persons for the purpose of making it possible to conduct a criterion-related study.

(2) *Analysis of the job.* There should be a review of job information to determine measures of work behavior(s) or performance that are relevant to the job or group of jobs in question.

These measures or criteria are relevant to the extent that they represent critical or important job duties, work behaviors or work outcomes as developed from the review of job information. The possibility of bias should be considered both in selection of the criterion measures and their application. In view of the possibility of bias in subjective evaluations, supervisory rating techniques and instructions to raters should be carefully developed. All criterion measures and the methods for gathering data need to be examined for freedom from factors which would unfairly alter scores of members of any group. The relevance of criteria and their freedom from bias are of particular concern when there are significant differences in measures of job performance for different groups.

(3) *Criterion measures.* Proper safeguards should be taken to insure that scores on selection procedures do not enter into any judgments of employee adequacy that are to be used as criterion measures. Whatever criteria are used should represent important or critical work behavior(s) or work outcomes. Certain criteria may be used without a full job analysis if the user can show the importance of the criteria to the particular employment context. These criteria include but are not limited to production rate, error rate, tardiness, absenteeism, and length of service. A standardized rating of overall work performance may be used where a study of the job shows that it is an appropriate criterion. Where performance in training is used as a criterion, success in training should be properly measured and the relevance of the training should be shown either through a comparison of the content of the training program with the critical or important work behavior(s) of the job(s), or through a demonstration of the relationship between measures of performance in training and measures of job performance. Measures of relative success in training include but are not limited to instructor evaluations, performance samples, or tests. Criterion measures consisting of paper and pencil tests will be closely reviewed for job relevance.

(4) *Representativeness of the sample.* Whether the study is predictive or concurrent, the sample subjects should insofar as feasible be representative of the candidates normally available in the relevant labor market for the job or group of jobs in question, and should insofar as feasible include the races, sexes, and ethnic groups normally available in the relevant job market. In determining the representativeness of the sample in a concurrent validity study, the user should take into account the extent to which the specific knowledges or skills which are the primary focus of the test are those which employees learn on the job.

Where samples are combined or compared, attention should be given to see that such samples are comparable in terms of the actual job they perform, the length of time on the job where time on the job is likely to affect performance, and other relevant factors likely to affect validity differences; or that these factors are included in the design of the study and their effects identified.

(5) *Statistical relationships.* The degree of relationship between selection procedure scores and criterion measures should be examined and computed, using professionally acceptable statistical procedures. Generally, a selection procedure is considered related to the criterion, for the purposes of these guidelines, when the relationship between performance on the procedure and performance on the criterion measure is statistically significant at the 0.05 level of significance, which means that it is sufficiently high as to have a probability of no more than one (1) in twenty (20) to have occurred by chance. Absence of a statistically significant relationship between a selection procedure and job performance should not necessarily discourage other investigations of the validity of that selection procedure.

(6) *Operational use of selection procedures.* Users should evaluate each selection procedure to assure that it is appropriate for operational use, including establishment of cutoff scores or rank ordering. Generally, if other factors remain the same, the greater the magnitude of the relationship

(e.g., correlation coefficient) between performance on a selection procedure and one or more criteria of performance on the job, and the greater the importance and number of aspects of job performance covered by the criteria, the more likely it is that the procedure will be appropriate for use. Reliance upon a selection procedure which is significantly related to a criterion measure, but which is based upon a study involving a large number of subjects and has a low correlation coefficient will be subject to close review if it has a large adverse impact. Sole reliance upon a single selection instrument which is related to only one of many job duties or aspects of job performance will also be subject to close review. The appropriateness of a selection procedure is best evaluated in each particular situation and there are no minimum correlation coefficients applicable to all employment situations. In determining whether a selection procedure is appropriate for operational use the following considerations should also be taken into account: The degree of adverse impact of the procedure, the availability of other selection procedures of greater or substantially equal validity.

(7) *Overstatement of validity findings.* Users should avoid reliance upon techniques which tend to overestimate validity findings as a result of capitalization on chance unless an appropriate safeguard is taken. Reliance upon a few selection procedures or criteria of successful job performance when many selection procedures or criteria of performance have been studied, or the use of optimal statistical weights for selection procedures computed in one sample, are techniques which tend to inflate validity estimates as a result of chance. Use of a large sample is one safeguard; cross-validation is another.

(8) *Fairness.* This section generally calls for studies of unfairness where technically feasible. The concept of fairness or unfairness of selection procedures is a developing concept. In addition, fairness studies generally require substantial numbers of employees in the job or group of jobs being studied. For these reasons, the Federal enforcement agencies recognize that the obligation to conduct studies of

fairness imposed by the guidelines generally will be upon users or groups of users with a large number of persons in a job class, or test developers; and that small users utilizing their own selection procedures will generally not be obligated to conduct such studies because it will be technically infeasible for them to do so.

(a) *Unfairness defined.* When members of one race, sex, or ethnic group characteristically obtain lower scores on a selection procedure than members of another group, and the differences in scores are not reflected in differences in a measure of job performance, use of the selection procedure may unfairly deny opportunities to members of the group that obtains the lower scores.

(b) *Investigation of fairness.* Where a selection procedure results in an adverse impact on a race, sex, or ethnic group identified in accordance with the classifications set forth in section 4 of this part and that group is a significant factor in the relevant labor market, the user generally should investigate the possible existence of unfairness for that group if it is technically feasible to do so. The greater the severity of the adverse impact on a group, the greater the need to investigate the possible existence of unfairness. Where the weight of evidence from other studies shows that the selection procedure predicts fairly for the group in question and for the same or similar jobs, such evidence may be relied on in connection with the selection procedure at issue.

(c) *General considerations in fairness investigations.* Users conducting a study of fairness should review the A.P.A. Standards regarding investigation of possible bias in testing. An investigation of fairness of a selection procedure depends on both evidence of validity and the manner in which the selection procedure is to be used in a particular employment context. Fairness of a selection procedure cannot necessarily be specified in advance without investigating these factors. Investigation of fairness of a selection procedure in samples where the range of scores on selection procedures or criterion measures is severely restricted for any subgroup sample (as com-

pared to other subgroup samples) may produce misleading evidence of unfairness. That factor should accordingly be taken into account in conducting such studies and before reliance is placed on the results.

(d) *When unfairness is shown.* If unfairness is demonstrated through a showing that members of a particular group perform better or poorer on the job than their scores on the selection procedure would indicate through comparison with how members of other groups perform, the user may either revise or replace the selection instrument in accordance with these guidelines, or may continue to use the selection instrument operationally with appropriate revisions in its use to assure compatibility between the probability of successful job performance and the probability of being selected.

(e) *Technical feasibility of fairness studies.* In addition to the general conditions needed for technical feasibility for the conduct of a criterion-related study (see section 16, below) an investigation of fairness requires the following:

(1) An adequate sample of persons in each group available for the study to achieve findings of statistical significance. Guidelines do not require a user to hire or promote persons on the basis of group classifications for the purpose of making it possible to conduct a study of fairness; but the user has the obligation otherwise to comply with these guidelines.

(2) The samples for each group should be comparable in terms of the actual job they perform, length of time on the job where time on the job is likely to affect performance, and other relevant factors likely to affect validity differences; or such factors should be included in the design of the study and their effects identified.

(f) *Continued use of selection procedures when fairness studies not feasible.* If a study of fairness should otherwise be performed, but is not technically feasible, a selection procedure may be used which has otherwise met the validity standards of these guidelines, unless the technical infeasibility resulted from discriminatory employment practices which are demonstrated by facts other than past failure to

conform with requirements for validation of selection procedures. However, when it becomes technically feasible for the user to perform a study of fairness and such a study is otherwise called for, the user should conduct the study of fairness.

C. *Technical standards for content validity studies—(1) Appropriateness of content validity studies.* Users choosing to validate a selection procedure by a content validity strategy should determine whether it is appropriate to conduct such a study in the particular employment context. A selection procedure can be supported by a content validity strategy to the extent that it is a representative sample of the content of the job. Selection procedures which purport to measure knowledges, skills, or abilities may in certain circumstances be justified by content validity, although they may not be representative samples, if the knowledge, skill, or ability measured by the selection procedure can be operationally defined as provided in paragraph 14C(4) of this section, and if that knowledge, skill, or ability is a necessary prerequisite to successful job performance.

A selection procedure based upon inferences about mental processes cannot be supported solely or primarily on the basis of content validity. Thus, a content strategy is not appropriate for demonstrating the validity of selection procedures which purport to measure traits or constructs, such as intelligence, aptitude, personality, commonsense, judgment, leadership, and spatial ability. Content validity is also not an appropriate strategy when the selection procedure involves knowledges, skills, or abilities which an employee will be expected to learn on the job.

(2) *Job analysis for content validity.* There should be a job analysis which includes an analysis of the important work behavior(s) required for successful performance and their relative importance and, if the behavior results in work product(s), an analysis of the work product(s). Any job analysis should focus on the work behavior(s) and the tasks associated with them. If work behavior(s) are not observable, the job analysis should identify and

analyze those aspects of the behavior(s) that can be observed and the observed work products. The work behavior(s) selected for measurement should be critical work behavior(s) and/or important work behavior(s) constituting most of the job.

(3) *Development of selection procedures.* A selection procedure designed to measure the work behavior may be developed specifically from the job and job analysis in question, or may have been previously developed by the user, or by other users or by a test publisher.

(4) *Standards for demonstrating content validity.* To demonstrate the content validity of a selection procedure, a user should show that the behavior(s) demonstrated in the selection procedure are a representative sample of the behavior(s) of the job in question or that the selection procedure provides a representative sample of the work product of the job. In the case of a selection procedure measuring a knowledge, skill, or ability, the knowledge, skill, or ability being measured should be operationally defined. In the case of a selection procedure measuring a knowledge, the knowledge being measured should be operationally defined as that body of learned information which is used in and is a necessary prerequisite for observable aspects of work behavior of the job. In the case of skills or abilities, the skill or ability being measured should be operationally defined in terms of observable aspects of work behavior of the job. For any selection procedure measuring a knowledge, skill, or ability the user should show that (a) the selection procedure measures and is a representative sample of that knowledge, skill, or ability; and (b) that knowledge, skill, or ability is used in and is a necessary prerequisite to performance of critical or important work behavior(s). In addition, to be content valid, a selection procedure measuring a skill or ability should either closely approximate an observable work behavior, or its product should closely approximate an observable work product. If a test purports to sample a work behavior or to provide a sample of a work product, the manner and setting of the selection procedure and

its level and complexity should closely approximate the work situation. The closer the content and the context of the selection procedure are to work samples or work behaviors, the stronger is the basis for showing content validity. As the content of the selection procedure less resembles a work behavior, or the setting and manner of the administration of the selection procedure less resemble the work situation, or the result less resembles a work product, the less likely the selection procedure is to be content valid, and the greater the need for other evidence of validity.

(5) *Reliability.* The reliability of selection procedures justified on the basis of content validity should be a matter of concern to the user. Whenever it is feasible, appropriate statistical estimates should be made of the reliability of the selection procedure.

(6) *Prior training or experience.* A requirement for or evaluation of specific prior training or experience based on content validity, including a specification of level or amount of training or experience, should be justified on the basis of the relationship between the content of the training or experience and the content of the job for which the training or experience is to be required or evaluated. The critical consideration is the resemblance between the specific behaviors, products, knowledges, skills, or abilities in the experience or training and the specific behaviors, products, knowledges, skills, or abilities required on the job, whether or not there is close resemblance between the experience or training as a whole and the job as a whole.

(7) *Content validity of training success.* Where a measure of success in a training program is used as a selection procedure and the content of a training program is justified on the basis of content validity, the use should be justified on the relationship between the content of the training program and the content of the job.

(8) *Operational use.* A selection procedure which is supported on the basis of content validity may be used for a job if it represents a critical work behavior (i.e., a behavior which is necessary for performance of the job) or

work behaviors which constitute most of the important parts of the job.

(9) *Ranking based on content validity studies.* If a user can show, by a job analysis or otherwise, that a higher score on a content valid selection procedure is likely to result in better job performance, the results may be used to rank persons who score above minimum levels. Where a selection procedure supported solely or primarily by content validity is used to rank job candidates, the selection procedure should measure those aspects of performance which differentiate among levels of job performance.

D. *Technical standards for construct validity studies—(1) Appropriateness of construct validity studies.* Construct validity is a more complex strategy than either criterion-related or content validity. Construct validation is a relatively new and developing procedure in the employment field, and there is at present a lack of substantial literature extending the concept to employment practices. The user should be aware that the effort to obtain sufficient empirical support for construct validity is both an extensive and arduous effort involving a series of research studies, which include criterion related validity studies and which may include content validity studies. Users choosing to justify use of a selection procedure by this strategy should therefore take particular care to assure that the validity study meets the standards set forth below.

(2) *Job analysis for construct validity studies.* There should be a job analysis. This job analysis should show the work behavior(s) required for successful performance of the job, or the groups of jobs being studied, the critical or important work behavior(s) in the job or group of jobs being studied, and an identification of the construct(s) believed to underlie successful performance of these critical or important work behaviors in the job or jobs in question. Each construct should be named and defined, so as to distinguish it from other constructs. If a group of jobs is being studied the jobs should have in common one or more critical or important work behaviors at a comparable level of complexity.

(3) *Relationship to the job.* A selection procedure should then be identified or developed which measures the construct identified in accord with subparagraph (2) of this section. The user should show by empirical evidence that the selection procedure is validly related to the construct and that the construct is validly related to the performance of critical or important work behavior(s). The relationship between the construct as measured by the selection procedure and the related work behavior(s) should be supported by empirical evidence from one or more criterion-related studies involving the job or jobs in question which satisfy the provisions of paragraph 14B of this section.

(4) *Use of construct validity study without new criterion-related evidence—(a) Standards for use.* Until such time as professional literature provides more guidance on the use of construct validity in employment situations, the Federal agencies will accept a claim of construct validity without a criterion-related study which satisfies paragraph 14B of this section only when the selection procedure has been used elsewhere in a situation in which a criterion-related study has been conducted and the use of a criterion-related validity study in this context meets the standards for transportability of criterion-related validity studies as set forth above in section 7. However, if a study pertains to a number of jobs having common critical or important work behaviors at a comparable level of complexity, and the evidence satisfies subparagraphs 14B (2) and (3) of this section for those jobs with criterion-related validity evidence for those jobs, the selection procedure may be used for all the jobs to which the study pertains. If construct validity is to be generalized to other jobs or groups of jobs not in the group studied, the Federal enforcement agencies will expect at a minimum additional empirical research evidence meeting the standards of subparagraphs section 14B (2) and (3) of this section for the additional jobs or groups of jobs.

(b) *Determination of common work behaviors.* In determining whether two or more jobs have one or more

work behavior(s) in common, the user should compare the observed work behavior(s) in each of the jobs and should compare the observed work product(s) in each of the jobs. If neither the observed work behavior(s) in each of the jobs nor the observed work product(s) in each of the jobs are the same, the Federal enforcement agencies will presume that the work behavior(s) in each job are different. If the work behaviors are not observable, then evidence of similarity of work products and any other relevant research evidence will be considered in determining whether the work behavior(s) in the two jobs are the same.

#### DOCUMENTATION OF IMPACT AND VALIDITY EVIDENCE

§ 60-3.15 Documentation of impact and validity evidence.

A. *Required information.* Users of selection procedures other than those users complying with section 15A(1) of this section should maintain and have available for each job information on adverse impact of the selection process for that job and, where it is determined a selection process has an adverse impact, evidence of validity as set forth below.

(1) *Simplified recordkeeping for users with less than 100 employees.* In order to minimize recordkeeping burdens on employers who employ one hundred (100) or fewer employees, and other users not required to file EEO-1, et seq., reports, such users may satisfy the requirements of this section 15 if they maintain and have available records showing, for each year:

(a) The number of persons hired, promoted, and terminated for each job, by sex, and where appropriate by race and national origin;

(b) The number of applicants for hire and promotion by sex and where appropriate by race and national origin; and

(c) The selection procedures utilized (either standardized or not standardized).

These records should be maintained for each race or national origin group (see section 4 of this part) constituting



more than two percent (2%) of the labor force in the relevant labor area. However, it is not necessary to maintain records by race and/or national origin (see section 4 of this part) if one race or national origin group in the relevant labor area constitutes more than ninety-eight percent (98%) of the labor force in the area. If the user has reason to believe that a selection procedure has an adverse impact, the user should maintain any available evidence of validity for that procedure (see sections 7A and 8).

(2) *Information on impact*—(a) *Collection of information on impact*. Users of selection procedures other than those complying with section 15A(1) of this part should maintain and have available for each job records or other information showing whether the total selection process for that job has an adverse impact on any of the groups for which records are called for by section 4B of this part. Adverse impact determinations should be made at least annually for each such group which constitutes at least 2 percent of the labor force in the relevant labor area or 2 percent of the applicable workforce. Where a total selection process for a job has an adverse impact, the user should maintain and have available records or other information showing which components have an adverse impact. Where the total selection process for a job does not have an adverse impact, information need not be maintained for individual components except in circumstances set forth in subsection 15A(2)(b) of this section. If the determination of adverse impact is made using a procedure other than the "four-fifths rule," as defined in the first sentence of section 4D of this part, a justification, consistent with section 4D of this part, for the procedure used to determine adverse impact should be available.

(b) *When adverse impact has been eliminated in the total selection process*. Whenever the total selection process for a particular job has had an adverse impact, as defined in section 4 of this part, in any year, but no longer has an adverse impact, the user should maintain and have available the information on individual components of

the selection process required in the preceding paragraph for the period in which there was adverse impact. In addition, the user should continue to collect such information for at least two (2) years after the adverse impact has been eliminated.

(c) *When data insufficient to determine impact*. Where there has been an insufficient number of selections to determine whether there is an adverse impact of the total selection process for a particular job, the user should continue to collect, maintain and have available the information on individual components of the selection process required in paragraph 15A(2)(a) of this part until the information is sufficient to determine that the overall selection process does not have an adverse impact as defined in section 4 of this part, or until the job has changed substantially.

(3) *Documentation of validity evidence*—(a) *Types of evidence*. Where a total selection process has an adverse impact (see section 4 of this part) the user should maintain and have available for each component of that process which has an adverse impact, one or more of the following types of documentation evidence:

(i) Documentation evidence showing criterion-related validity of the selection procedure (see section 15B, of this section).

(ii) Documentation evidence showing content validity of the selection procedure (see section 15C, of this section).

(iii) Documentation evidence showing construct validity of the selection procedure (see section 15D, of this section).

(iv) Documentation evidence from other studies showing validity of the selection procedure in the user's facility (see section 15E, of this section).

(v) Documentation evidence showing why a validity study cannot or need not be performed and why continued use of the procedure is consistent with Federal law.

(b) *Form of report*. This evidence should be compiled in a reasonably complete and organized manner to permit direct evaluation of the validity of the selection procedure. Previously written employer or consultant reports of validity, or reports describing

validity studies completed before the issuance of these guidelines are acceptable if they are complete in regard to the documentation requirements contained in this section, or if they satisfied requirements of guidelines which were in effect when the validity study was completed. If they are not complete, the required additional documentation should be appended. If necessary information is not available the report of the validity study may still be used as documentation, but its adequacy will be evaluated in terms of compliance with the requirements of these guidelines.

(c) *Completeness*. In the event that evidence of validity is reviewed by an enforcement agency, the validation reports completed after the effective date of these guidelines are expected to contain the information set forth below. Evidence denoted by use of the word "(Essential)" is considered critical. If information denoted essential is not included, the report will be considered incomplete unless the user affirmatively demonstrates either its unavailability due to circumstances beyond the user's control or special circumstances of the user's study which make the information irrelevant. Evidence not so denoted is desirable but its absence will not be a basis for considering a report incomplete. The user should maintain and have available the information called for under the heading "Source Data" in sections 15B(11) and 15D(11). While it is a necessary part of the study, it need not be submitted with the report. All statistical results should be organized and presented in tabular or graphic form to the extent feasible.

B. *Criterion-related validity studies*. Reports of criterion-related validity for a selection procedure should include the following information:

(1) *Users(s), location(s), and date(s) of study*. Dates and location(s) of the job analysis or review of job information, the date(s) and location(s) of the administration of the selection procedures and collection of criterion data, and the time between collection of data on selection procedures and criterion measures should be provided (Essential). If the study was conducted at several locations, the address of each

location, including city and State, should be shown.

(2) *Problem and setting*. An explicit definition of the purpose(s) of the study and the circumstances in which the study was conducted should be provided. A description of existing selection procedures and cutoff scores, if any, should be provided.

(3) *Job analysis or review of job information*. A description of the procedure used to analyze the job or group of jobs, or to review the job information should be provided (Essential). Where a review of job information results in criteria which may be used without a full job analysis (see section 14B(3)), the basis for the selection of these criteria should be reported (Essential). Where a job analysis is required a complete description of the work behavior(s) or work outcome(s), and measures of their criticality or importance should be provided (Essential). The report should describe the basis on which the behavior(s) or outcome(s) were determined to be critical or important, such as the proportion of time spent on the respective behaviors, their level of difficulty, their frequency of performance, the consequences of error, or other appropriate factors (Essential). Where two or more jobs are grouped for a validity study, the information called for in this subsection should be provided for each of the jobs, and the justification for the grouping (see section 14B(1)) should be provided (essential).

(4) *Job titles and codes*. It is desirable to provide the user's job title(s) for the job(s) in question and the corresponding job title(s) and code(s) from U.S. Employment Service's Dictionary of Occupational Titles.

(5) *Criterion measures*. The bases for the selection of the criterion measures should be provided, together with references to the evidence considered in making the selection of criterion measures (essential). A full description of all criteria on which data were collected and means by which they were observed, recorded, evaluated, and quantified, should be provided (essential). If rating techniques are used as criterion measures, the appraisal form(s) and instructions to the rater(s) should be included as part of

the validation evidence, or should be explicitly described and available (essential). All steps taken to insure that criterion measures are free from factors which would unfairly alter the scores of members of any group should be described (essential).

(6) *Sample description.* A description of how the research sample was identified and selected should be included (essential). The race, sex, and ethnic composition of the sample, including those groups set forth in section 4A of this part, should be described (essential). This description should include the size of each subgroup (essential). A description of how the research sample compares with the relevant labor market or work force, the method by which the relevant labor market or work force was defined, and a discussion of the likely effects on validity of differences between the sample and the relevant labor market or work force, are also desirable. Descriptions of educational levels, length of service, and age are also desirable.

(7) *Description of selection procedures.* Any measure, combination of measures, or procedure studied should be completely and explicitly described or attached (essential). If commercially available selection procedures are studied, they should be described by title, form, and publisher (essential). Reports of reliability estimates and how they were established are desirable.

(8) *Techniques and results.* Methods used in analyzing data should be described (essential). Measures of central tendency (e.g., means) and measures of dispersion (e.g., standard deviations and ranges) for all selection procedures and all criteria should be reported for each race, sex, and ethnic group which constitutes a significant factor in the relevant labor market (essential). The magnitude and direction of all relationships between selection procedures and criterion measures investigated should be reported for each relevant race, sex, and ethnic group and for the total group (essential). Where groups are too small to obtain reliable evidence of the magnitude of the relationship, need not be reported separately. Statements regarding the statistical significance of results

should be made (essential). Any statistical adjustments, such as for less than perfect reliability or for restriction of score range in the selection procedure or criterion should be described and explained; and uncorrected correlation coefficients should also be shown (essential). Where the statistical technique categorizes continuous data, such as biserial correlation and the phi coefficient, the categories and the bases on which they were determined should be described and explained (essential). Studies of test fairness should be included where called for by the requirements of section 14B(8) (essential). These studies should include the rationale by which a selection procedure was determined to be fair to the group(s) in question. Where test fairness or unfairness has been demonstrated on the basis of other studies, a bibliography of the relevant studies should be included (essential). If the bibliography includes unpublished studies, copies of these studies, or adequate abstracts or summaries, should be attached (essential). Where revisions have been made in a selection procedure to assure comparability between successful job performance and the probability of being selected, the studies underlying such revisions should be included (essential). All statistical results should be organized and presented by relevant race, sex, and ethnic group (essential).

(9) *Alternative procedures investigated.* The selection procedures investigated and available evidence of their impact should be identified (essential). The scope, method, and findings of the investigation, and the conclusions reached in light of the findings, should be fully described (essential).

(10) *Uses and applications.* The methods considered for use of the selection procedure (e.g., as a screening device with a cutoff score, for grouping or ranking, or combined with other procedures in a battery) and available evidence of their impact should be described (essential). This description should include the rationale for choosing the method for operational use, and the evidence of the validity and utility of the procedure as it is to be used (essential). The purpose for which the procedure is to be used (e.g.,

hiring, transfer, promotion) should be described (essential). If weights are assigned to different parts of the selection procedure, these weights and the validity of the weighted composite should be reported (essential). If the selection procedure is used with a cutoff score, the user should describe the way in which normal expectations of proficiency within the work force were determined and the way in which the cutoff score was determined (essential).

(11) *Source data.* Each user should maintain records showing all pertinent information about individual sample members and raters where they are used, in studies involving the validation of selection procedures. These records should be made available upon request of a compliance agency. In the case of individual sample members these data should include scores on the selection procedure(s), scores on criterion measures, age, sex, race, or ethnic group status, and experience on the specific job on which the validation study was conducted, and may also include such things as education, training, and prior job experience, but should not include names and social security numbers. Records should be maintained which show the ratings given to each sample member by each rater.

(12) *Contact person.* The name, mailing address, and telephone number of the person who may be contacted for further information about the validity study should be provided (essential).

(13) *Accuracy and completeness.* The report should describe the steps taken to assure the accuracy and completeness of the collection, analysis, and report of data and results.

C. *Content validity studies.* Reports of content validity for a selection procedure should include the following information:

(1) *User(s), location(s) and date(s) of study.* Dates and location(s) of the job analysis should be shown (essential).

(2) *Problem and setting.* An explicit definition of the purpose(s) of the study and the circumstances in which the study was conducted should be provided. A description of existing selection procedures and cutoff scores, if any, should be provided.

(3) *Job analysis—Content of the job.* A description of the method used to analyze the job should be provided (essential). The work behavior(s), the associated tasks, and, if the behavior results in a work product, the work products should be completely described (essential). Measures of criticality and/or importance of the work behavior(s) and the method of determining these measures should be provided (essential). Where the job analysis also identified the knowledges, skills, and abilities used in work behavior(s), an operational definition for each knowledge in terms of a body of learned information and for each skill and ability in terms of observable behaviors and outcomes, and the relationship between each knowledge, skill, or ability and each work behavior, as well as the method used to determine this relationship, should be provided (essential). The work situation should be described, including the setting in which work behavior(s) are performed, and where appropriate, the manner in which knowledges, skills, or abilities are used, and the complexity and difficulty of the knowledge, skill, or ability as used in the work behavior(s).

(4) *Selection procedure and its content.* Selection procedures, including those constructed by or for the user, specific training requirements, composites of selection procedures, and any other procedure supported by content validity, should be completely and explicitly described or attached (essential). If commercially available selection procedures are used, they should be described by title, form, and publisher (essential). The behaviors measured or sampled by the selection procedure should be explicitly described (essential). Where the selection procedure purports to measure a knowledge, skill, or ability, evidence that the selection procedure measures and is a representative sample of the knowledge, skill, or ability should be provided (essential).

(5) *Relationship between the selection procedure and the job.* The evidence demonstrating that the selection procedure is a representative work sample, a representative sample of the work behavior(s), or a repre-



representative sample of a knowledge, skill, or ability as used as a part of a work behavior and necessary for that behavior should be provided (essential). The user should identify the work behavior(s) which each item or part of the selection procedure is intended to sample or measure (essential). Where the selection procedure purports to sample a work behavior or to provide a sample of a work product, a comparison should be provided of the manner, setting, and the level of complexity of the selection procedure with those of the work situation (essential). If any steps were taken to reduce adverse impact on a race, sex, or ethnic group in the content of the procedure or in its administration, these steps should be described. Establishment of time limits, if any, and how these limits are related to the speed with which duties must be performed on the job, should be explained. Measures of central tendency (e.g., means) and measures of dispersion (e.g., standard deviations) and estimates of reliability should be reported for all selection procedures if available. Such reports should be made for relevant race, sex, and ethnic subgroups, at least on a statistically reliable sample basis.

(6) *Alternative procedures investigated.* The alternative selection procedures investigated and available evidence of their impact should be identified (essential). The scope, method, and findings of the investigation, and the conclusions reached in light of the findings, should be fully described (essential).

(7) *Uses and applications.* The methods considered for use of the selection procedure (e.g., as a screening device with a cutoff score, for grouping or ranking, or combined with other procedures in a battery) and available evidence of their impact should be described (essential). This description should include the rationale for choosing the method for operational use, and the evidence of the validity and utility of the procedure as it is to be used (essential). The purpose for which the procedure is to be used (e.g., hiring, transfer, promotion) should be described (essential). If the selection procedure is used with a cutoff score, the user should describe the way in

which normal expectations of proficiency within the work force were determined and the way in which the cutoff score was determined (essential). In addition, if the selection procedure is to be used for ranking, the user should specify the evidence showing that a higher score on the selection procedure is likely to result in better job performance.

(8) *Contact person.* The name, mailing address, and telephone number of the person who may be contacted for further information about the validity study should be provided (essential).

(9) *Accuracy and completeness.* The report should describe the steps taken to assure the accuracy and completeness of the collection, analysis, and report of data and results.

D. *Construct validity studies.* Reports of construct validity for a selection procedure should include the following information:

(1) *User(s), location(s), and date(s) of study.* Date(s) and location(s) of the job analysis and the gathering of other evidence called for by these guidelines should be provided (essential).

(2) *Problem and setting.* An explicit definition of the purpose(s) of the study and the circumstances in which the study was conducted should be provided. A description of existing selection procedures and cutoff scores, if any, should be provided.

(3) *Construct definition.* A clear definition of the construct(s) which are believed to underlie successful performance of the critical or important work behavior(s) should be provided (essential). This definition should include the levels of construct performance relevant to the job(s) for which the selection procedure is to be used (essential). There should be a summary of the position of the construct in the psychological literature, or in the absence of such a position, a description of the way in which the definition and measurement of the construct was developed and the psychological theory underlying it (essential). Any quantitative data which identify or define the job constructs, such as factor analyses, should be provided (essential).

(4) *Job analysis.* A description of the method used to analyze the job should be provided (essential). A complete description of the work behavior(s) and, to the extent appropriate, work outcomes and measures of their criticality and/or importance should be provided (essential). The report should also describe the basis on which the behavior(s) or outcomes were determined to be important, such as their level of difficulty, their frequency of performance, the consequences of error or other appropriate factors (essential). Where jobs are grouped or compared for the purposes of generalizing validity evidence, the work behavior(s) and work product(s) for each of the jobs should be described, and conclusions concerning the similarity of the jobs in terms of observable work behaviors or work products should be made (essential).

(5) *Job titles and codes.* It is desirable to provide the selection procedure user's job title(s) for the job(s) in question and the corresponding job title(s) and code(s) from the United States Employment Service's dictionary of occupational titles.

(6) *Selection procedure.* The selection procedure used as a measure of the construct should be completely and explicitly described or attached (essential). If commercially available selection procedures are used, they should be identified by title, form and publisher (essential). The research evidence of the relationship between the selection procedure and the construct, such as factor structure, should be included (essential). Measures of central tendency, variability and reliability of the selection procedure should be provided (essential). Whenever feasible, these measures should be provided separately for each relevant race, sex and ethnic group.

(7) *Relationship to job performance.* The criterion-related study(ies) and other empirical evidence of the relationship between the construct measured by the selection procedure and the related work behavior(s) for the job or jobs in question should be provided (essential). Documentation of the criterion-related study(ies) should satisfy the provisions of paragraph 15B of this section or paragraph

15E(1) of this section, except for studies conducted prior to the effective date of these guidelines (essential). Where a study pertains to a group of jobs, and, on the basis of the study, validity is asserted for a job in the group, the observed work behaviors and the observed work products for each of the jobs should be described (essential). Any other evidence used in determining whether the work behavior(s) in each of the jobs is the same should be fully described (essential).

(8) *Alternative procedures investigated.* The alternative selection procedures investigated and available evidence of their impact should be identified (essential). The scope, method, and findings of the investigation, and the conclusions reached in light of the findings should be fully described (essential).

(9) *Uses and applications.* The methods considered for use of the selection procedure (e.g., as a screening device with a cutoff score, for grouping or ranking, or combined with other procedures in a battery) and available evidence of their impact should be described (essential). This description should include the rationale for choosing the method for operational use, and the evidence of the validity and utility of the procedure as it is to be used (essential). The purpose for which the procedure is to be used (e.g., hiring, transfer, promotion) should be described (essential). If weights are assigned to different parts of the selection procedure, these weights and the validity of the weighted composite should be reported (essential). If the selection procedure is used with a cutoff score, the user should describe the way in which normal expectations of proficiency within the work force were determined and the way in which the cutoff score was determined (essential).

(10) *Accuracy and completeness.* The report should describe the steps taken to assure the accuracy and completeness of the collection, analysis, and report of data and results.

(11) *Source data.* Each user should maintain records showing all pertinent information relating to its study of construct validity.

(12) *Contact person.* The name, mailing address, and telephone number of the individual who may be contacted for further information about the validity study should be provided (essential).

E. *Evidence of validity from other studies.* When validity of a selection procedure is supported by studies not done by the user, the evidence from the original study or studies should be compiled in a manner similar to that required in the appropriate paragraph of this section 15 above. In addition, the following evidence should be supplied:

(1) *Evidence from criterion-related validity studies—*a. *Job information.* A description of the important job behavior(s) of the user's job and the basis on which the behaviors were determined to be important should be provided (essential). A full description of the basis for determining that these important work behaviors are the same as those of the job in the original study (or studies) should be provided (essential).

b. *Relevance of criteria.* A full description of the basis on which the criteria used in the original studies are determined to be relevant for the user should be provided (essential).

c. *Other variables.* The similarity of important applicant pool or sample characteristics reported in the original studies to those of the user should be described (essential). A description of the comparison between the race, sex and ethnic composition of the user's relevant labor market and the sample in the original validity studies should be provided (essential).

d. *Use of the selection procedure.* A full description should be provided showing that the use to be made of the selection procedure is consistent with the findings of the original validity studies (essential).

e. *Bibliography.* A bibliography of reports of validity of the selection procedure for the job or jobs in question should be provided (essential). Where any of the studies included an investigation of test fairness, the results of this investigation should be provided (essential). Copies of reports published in journals that are not commonly available should be described in detail

or attached (essential). Where a user is relying upon unpublished studies, a reasonable effort should be made to obtain these studies. If these unpublished studies are the sole source of validity evidence they should be described in detail or attached (essential). If these studies are not available, the name and address of the source, an adequate abstract or summary of the validity study and data, and a contact person in the source organization should be provided (essential).

(2) *Evidence from content validity studies.* See sections 14C(3) and section 15C of this section.

(3) *Evidence from construct validity studies.* See sections 14D(2) and 15D of this section.

F. *Evidence of validity from cooperative studies.* Where a selection procedure has been validated through a cooperative study, evidence that the study satisfies the requirements of sections 7, 8 and 15E should be provided (essential).

G. *Selection for higher level job.* If a selection procedure is used to evaluate candidates for jobs at a higher level than those for which they will initially be employed, the validity evidence should satisfy the documentation provisions of this section 15 for the higher level job or jobs, and in addition, the user should provide: (1) a description of the job progression structure, formal or informal; (2) the data showing how many employees progress to the higher level job and the length of time needed to make this progression; and (3) an identification of any anticipated changes in the higher level job. In addition, if the test measures a knowledge, skill or ability, the user should provide evidence that the knowledge, skill or ability is required for the higher level job and the basis for the conclusion that the knowledge, skill or ability is not expected to develop from the training or experience on the job.

H. *Interim use of selection procedures.* If a selection procedure is being used on an interim basis because the procedure is not fully supported by the required evidence of validity, the user should maintain and have available (1) substantial evidence of validity for the procedure, and (2) a report

showing the date on which the study to gather the additional evidence commenced, the estimated completion date of the study, and a description of the data to be collected (essential).

#### DEFINITIONS

##### § 60-3.16 Definitions.

The following definitions shall apply throughout these guidelines:

A. *Ability.* A present competence to perform an observable behavior or a behavior which results in an observable product.

B. *Adverse impact.* A substantially different rate of selection in hiring, promotion, or other employment decision which works to the disadvantage of members of a race, sex, or ethnic group. See section 4 of these guidelines.

C. *Compliance with these guidelines.* Use of a selection procedure is in compliance with these guidelines if such use has been validated in accord with these guidelines (as defined below), or if such use does not result in adverse impact on any race, sex, or ethnic group (see section 4, of this part), or, in unusual circumstances, if use of the procedure is otherwise justified in accord with Federal law. See section 6B, of this part.

D. *Content validity.* Demonstrated by data showing that the content of a selection procedure is representative of important aspects of performance on the job. See section 5B and section 14C.

E. *Construct validity.* Demonstrated by data showing that the selection procedure measures the degree to which candidates have identifiable characteristics which have been determined to be important for successful job performance. See section 5B and section 14D.

F. *Criterion-related validity.* Demonstrated by empirical data showing that the selection procedure is predictive of or significantly correlated with important elements of work behavior. See sections 5B and 14B.

G. *Employer.* Any employer subject to the provisions of the Civil Rights Act of 1964, as amended, including State or local governments and any Federal agency subject to the provisions

of section 717 of the Civil Rights Act of 1964, as amended, and any Federal contractor or subcontractor or federally assisted construction contractor or subcontractor covered by Executive Order 11246, as amended.

H. *Employment agency.* Any employment agency subject to the provisions of the Civil Rights Act of 1964, as amended.

I. *Enforcement action.* For the purposes of section 4 a proceeding by a Federal enforcement agency such as a lawsuit or an administrative proceeding leading to debarment from or withholding, suspension, or termination of Federal Government contracts or the suspension or withholding of Federal Government funds; but not a finding of reasonable cause or a conciliation process or the issuance of right to sue letters under title VII or under Executive Order 11246 where such finding, conciliation, or issuance of notice of right to sue is based upon an individual complaint.

J. *Enforcement agency.* Any agency of the executive branch of the Federal Government which adopts these guidelines for purposes of the enforcement of the equal employment opportunity laws or which has responsibility for securing compliance with them.

K. *Job analysis.* A detailed statement of work behaviors and other information relevant to the job.

L. *Job description.* A general statement of job duties and responsibilities.

M. *Knowledge.* A body of information applied directly to the performance of a function.

N. *Labor organization.* Any labor organization subject to the provisions of the Civil Rights Act of 1964, as amended, and any committee subject thereto controlling apprenticeship or other training.

O. *Observable.* Able to be seen, heard, or otherwise perceived by a person other than the person performing the action.

P. *Race, sex, or ethnic group.* Any group of persons identifiable on the grounds of race, color, religion, sex, or national origin.

Q. *Selection procedure.* Any measure, combination of measures, or procedure used as a basis for any employment decision. Selection procedures in-

clude the full range of assessment techniques from traditional paper and pencil tests, performance tests, training programs, or probationary periods and physical, educational, and work experience requirements through informal or casual interviews and unsolicited application forms.

R. *Selection rate.* The proportion of applicants or candidates who are hired, promoted, or otherwise selected.

S. *Should.* The term "should" as used in these guidelines is intended to connote action which is necessary to achieve compliance with the guidelines, while recognizing that there are circumstances where alternative courses of action are open to users.

T. *Skill.* A present, observable competence to perform a learned psychomotor act.

U. *Technical feasibility.* The existence of conditions permitting the conduct of meaningful criterion-related validity studies. These conditions include: (1) An adequate sample of persons available for the study to achieve findings of statistical significance; (2) having or being able to obtain a sufficient range of scores on the selection procedure and job performance measures to produce validity results which can be expected to be representative of the results if the ranges normally expected were utilized; and (3) having or being able to devise unbiased, reliable and relevant measures of job performance or other criteria of employee adequacy. See section 14B(2). With respect to investigation of possible unfairness, the same considerations are applicable to each group for which the study is made. See section 14B(8).

V. *Unfairness of selection procedure.* A condition in which members of one race, sex, or ethnic group characteristically obtain lower scores on a selection procedure than members of another group, and the differences are not reflected in differences in measures of job performance. See section 14B(7).

W. *User.* Any employer, labor organization, employment agency, or licensing or certification board, to the extent it may be covered by Federal equal employment opportunity law, which uses a selection procedure as a basis for any employment decision.

Whenever an employer, labor organization, or employment agency is required by law to restrict recruitment for any occupation to those applicants who have met licensing or certification requirements, the licensing or certifying authority to the extent it may be covered by Federal equal employment opportunity law will be considered the user with respect to those licensing or certification requirements. Whenever a State employment agency or service does no more than administer or monitor a procedure as permitted by Department of Labor regulations, and does so without making referrals or taking any other action on the basis of the results, the State employment agency will not be deemed to be a user.

X. *Validated in accord with these guidelines or properly validated.* A demonstration that one or more validity study or studies meeting the standards of these guidelines has been conducted, including investigation and, where appropriate, use of suitable alternative selection procedures as contemplated by section 3B, and has produced evidence of validity sufficient to warrant use of the procedure for the intended purpose under the standards of these guidelines.

Y. *Work behavior.* An activity performed to achieve the objectives of the job. Work behaviors involve observable (physical) components and unobservable (mental) components. A work behavior consists of the performance of one or more tasks. Knowledge, skills, and abilities are not behaviors, although they may be applied in work behaviors.

#### APPENDIX

##### § 60-3.17 Policy statement on affirmative action (see section 13B).

The Equal Employment Opportunity Coordinating Council was established by act of Congress in 1972, and charged with responsibility for developing and implementing agreements and policies designed, among other things, to eliminate conflict and inconsistency among the agencies of the Federal Government responsible for administering Federal law prohibiting discrimination on grounds of race, color, sex, religion, and national

origin. This statement is issued as an initial response to the requests of a number of State and local officials for clarification of the Government's policies concerning the role of affirmative action in the overall equal employment opportunity program. While the Coordinating Council's adoption of this statement expresses only the views of the signatory agencies concerning this important subject, the principles set forth below should serve as policy guidance for other Federal agencies as well.

(1) Equal employment opportunity is the law of the land. In the public sector of our society this means that all persons, regardless of race, color, religion, sex, or national origin shall have equal access to positions in the public service limited only by their ability to do the job. There is ample evidence in all sectors of our society that such equal access frequently has been denied to members of certain groups because of their sex, racial, or ethnic characteristics. The remedy for such past and present discrimination is twofold.

On the one hand, vigorous enforcement of the laws against discrimination is essential. But equally, and perhaps even more important are affirmative, voluntary efforts on the part of public employers to assure that positions in the public service are genuinely and equally accessible to qualified persons, without regard to their sex, racial, or ethnic characteristics. Without such efforts equal employment opportunity is no more than a wish. The importance of voluntary affirmative action on the part of employers is underscored by title VII of the Civil Rights Act of 1964, Executive Order 11246, and related laws and regulations—all of which emphasize voluntary action to achieve equal employment opportunity.

As with most management objectives, a systematic plan based on sound organizational analysis and problem identification is crucial to the accomplishment of affirmative action objectives. For this reason, the Council urges all State and local governments to develop and implement results oriented affirmative action plans which deal with the problems so identified.

The following paragraphs are intended to assist State and local governments by illustrating the kinds of analyses and activities which may be appropriate for a public employer's voluntary affirmative action plan. This statement does not address remedies imposed after a finding of unlawful discrimination.

(2) Voluntary affirmative action to assure equal employment opportunity is appropriate at any stage of the employment process. The first step in the construction of any affirmative action plan should be an analysis of the employer's work force to determine whether percentages of sex, race, or ethnic groups in individual job classifications are substantially similar to the percentages of those groups available in the relevant job market who possess the basic job-related qualifications.

When substantial disparities are found through such analyses, each element of the overall selection process should be examined to determine which elements operate to exclude persons on the basis of sex, race, or ethnic group. Such elements include, but are not limited to, recruitment, testing, ranking certification, interview, recommendations for selection, hiring, promotion, etc. The examination of each element of the selection process should at a minimum include a determination of its validity in predicting job performance.

(3) When an employer has reason to believe that its selection procedures have the exclusionary effect described in paragraph 2 of this section, it should initiate affirmative steps to remedy the situation. Such steps, which in design and execution may be race, color, sex, or ethnic "conscious," include, but are not limited to, the following:

(a) The establishment of a long-term goal, and short-range, interim goals and timetables for the specific job classifications, all of which should take into account the availability of basically qualified persons in the relevant job market;

(b) A recruitment program designed to attract qualified members of the group in question;

(c) A systematic effort to organize work and redesign jobs in ways that

provide opportunities for persons lacking "journeyman" level knowledge or skills to enter and, with appropriate training, to progress in a career field;

(d) Revamping selection instruments or procedures which have not yet been validated in order to reduce or eliminate exclusionary effects on particular groups in particular job classifications;

(e) The initiation of measures designed to assure that members of the affected group who are qualified to perform the job are included within the pool of persons from which the selecting official makes the selection;

(f) A systematic effort to provide career advancement training, both classroom and on-the-job, to employees locked into dead end jobs; and

(g) The establishment of a system for regularly monitoring the effectiveness of the particular affirmative action program, and procedures for making timely adjustments in this program where effectiveness is not demonstrated.

(4) The goal of any affirmative action plan should be achievement of genuine equal employment opportunity for all qualified persons. Selection under such plans should be based upon the ability of the applicant(s) to do the work. Such plans should not require the selection of the unqualified, or the unneeded, nor should they require the selection of persons on the basis of race, color, sex, religion, or national origin. Moreover, while the Council believes that this statement should serve to assist State and local employers, as well as Federal agencies, it recognizes that affirmative action cannot be viewed as a standardized program which must be accomplished in the same way at all times in all places.

Accordingly, the Council has not attempted to set forth here either the minimum or maximum voluntary steps that employers may take to deal with their respective situations. Rather, the Council recognizes that under applicable authorities, State and local employers have flexibility to formulate affirmative action plans that are best suited to their particular situations. In this manner, the Council believes that affirmative action pro-

grams will best serve the goal of equal employment opportunity.

Respectfully submitted,

Harold R. Tyler, Jr.,  
Deputy Attorney General and Chairman of  
the Equal Employment Coordinating  
Council.

Michael H. Moskow,  
Under Secretary of Labor.  
Ethel Bent Walsh,  
Acting Chairman, Equal Employment Op-  
portunity Commission.

Robert E. Hampton,  
Chairman, Civil Service Commission.  
Arthur E. Flemming,  
Chairman, Commission on Civil Rights.

Because of its equal employment opportunity responsibilities under the State and Local Government Fiscal Assistance Act of 1972 (the revenue sharing act), the Department of Treasury was invited to participate in the formulation of this policy statement; and it concurs and joins in the adoption of this policy statement.

Done this 26th day of August 1976.

Richard Albrecht,  
General Counsel,  
Department of the Treasury.

#### § 60-3.18 Citations.

The official title of these guidelines is "Uniform Guidelines on Employee Selection Procedures (1978)". The Uniform Guidelines on Employee Selection Procedures (1978) are intended to establish a uniform Federal position in the area of prohibiting discrimination in employment practices on grounds of race, color, religion, sex, or national origin. These guidelines have been adopted by the Equal Employment Opportunity Commission, the Department of Labor, the Department of Justice, and the Civil Service Commission.

The official citation is:

"Section 60-3, Uniform Guidelines on Employee Selection Procedure (1978); 43 FR 38295 (August 25, 1978)."

The short form citation is:

"Section 60-3, U.G.E.S.P. (1978); 43 FR 38295 (August 25, 1978)."

When the guidelines are cited in connection with the activities of one of the issuing agencies, a specific citation to the regulations of that agency can be added at the end of the above

#### Office of Federal Contract Compliance Programs

citation. The specific additional citations are as follows:

Equal Employment Opportunity Commission  
29 CFR Part 1607  
Department of Labor  
Office of Federal Contract Compliance Programs  
41 CFR Part 60-3  
Department of Justice  
28 CFR 50.14  
Civil Service Commission  
5 CFR 300.103(c)

Normally when citing these guidelines, the section number immediately preceding the title of the guidelines will be from these guidelines series 1-18. If a section number from the codification for an individual agency is needed it can also be added at the end of the agency citation. For example, section 6A of these guidelines could be cited for EEOC as follows: "Section 6A, Uniform Guidelines on Employee Selection Procedures (1978); 43 FR 38295, (August 25, 1978); 29 CFR Part 1607, section 6A."

#### PART 60-4—CONSTRUCTION CONTRACTORS—AFFIRMATIVE ACTION REQUIREMENTS

Sec.  
60-4.1 Scope and application.  
60-4.2 Solicitations.  
60-4.3 Equal opportunity clauses.  
60-4.4 Affirmative action requirements.  
60-4.5 Hometown plans.  
60-4.6 Goals and timetables.  
60-4.7 Effect on other regulations.  
60-4.8 Show cause notice.  
60-4.9 Incorporation by operation of the Order.

AUTHORITY: Secs. 201, 202, 205, 211, 301, 302, and 303 of E.O. 11246, as amended, 30 FR 12319; 32 FR 14303, as amended by E.O. 12086.

SOURCE: 43 FR 49254, Oct. 20, 1978, unless otherwise noted.

##### § 60-4.1 Scope and application.

This part applies to all contractors and subcontractors which hold any Federal or federally assisted construction contract in excess of \$10,000. The regulations in this part are applicable to all of a construction contractor's or subcontractor's construction employees who are engaged in on site construction including those construction

employees who work on a non-Federal or nonfederally assisted construction site. This part also establishes procedures which all Federal contracting officers and all applicants, as applicable, shall follow in soliciting for and awarding Federal or federally assisted construction contracts. Procedures also are established which administering agencies shall follow in making any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of Executive Order 11246, as amended.

In addition, this part applies to construction work performed by construction contractors and subcontractors for Federal nonconstruction contractors and subcontractors if the construction work is necessary in whole or in part to the performance of a non-construction contract or subcontract.

[43 FR 49254, Oct. 20, 1978; 43 FR 51401, Nov. 3, 1978]

##### § 60-4.2 Solicitations.

(a) All Federal contracting officers and all applicants shall include the notice set forth in paragraph (d) of this section and the Standard Federal Equal Employment Opportunity Construction Contract Specifications set forth in § 60-4.3 of this part in all solicitations for offers and bids on all Federal and federally assisted construction contracts or subcontracts to be performed in geographical areas designated by the Director pursuant to § 60-4.6 of the part. Administering agencies shall require the inclusion of the notice set forth in paragraph (d) of this section and the specifications set forth in § 60-4.3 of this part as a condition of any grant, contract, subcontract, loan, insurance or guarantee involving federally assisted construction covered by this Part 60-4.

(b) All nonconstruction contractors covered by Executive Order 11246 and the implementing regulations shall include the notice in paragraph (d) of this section in all construction agreements which are necessary in whole or in part to the performance of the covered nonconstruction contract.

(c) Contracting officers, applicants and nonconstruction contractors shall

2/21/74

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
OFFICE OF FEDERAL CONTRACT COMPLIANCE

OFCC-102

**PART 60-2 - AFFIRMATIVE ACTION PLANS**

*(Reprint from Federal Register February 14, 1974)*

**Title 41—Public Contracts and Property Management**

**CHAPTER 60—OFFICE OF FEDERAL CONTRACT COMPLIANCE, EQUAL EMPLOYMENT OPPORTUNITY, DEPARTMENT OF LABOR**

**PART 60-2—AFFIRMATIVE ACTION PLANS**

**Miscellaneous Amendments**

The following amendments to Part 60-2 of Title 41, Code of Federal Regulations are made concurrently with the adoption of Part 60-60 of this title in order to conform Part 60-2 to the rules adopted in Part 60-60. These amendments become effective April 15, 1974.

1. Section 60-2.1 is amended by revising the first sentence in the second paragraph of the section to read as follows:

**§ 60-2.1 Title, Purpose and Scope.**

Relief for members of an affected class who, by virtue of past discrimination, continue to suffer the present effects of that discrimination shall be provided in the conciliation agreement entered into pursuant to § 60-60.6 of this title. . . .

2. Section 60-2.10 is amended by revising the fourth sentence of the section to read as follows:

**§ 60-2.10 Purpose of affirmative action program.**

. . . . An acceptable affirmative action program must include an analysis of areas within which the contractor is deficient in the utilization of minority groups and women, and further, goals and timetables to which the contractor's good faith efforts must be directed to correct the deficiencies and, thus to achieve prompt and full utilization of minorities and women, at all levels and in all segments of his work force where deficiencies exist.

3. Section 60-2.11 is amended by redesignating the present paragraph (a) as paragraph (b) and by inserting before such paragraph a new paragraph (a). As amended, § 60.11 reads as follows:

**§ 60-2.11 Required utilization analysis.**

(a) Workforce analysis which is defined as a listing of each job classification as appears in applicable collective bargaining agreements or payroll records (not job group) ranked from the lowest paid to the highest paid within each department or other similar organizational unit including departmental or unit supervision. If there are separate work units or lines of progression within a department a separate list must be provided for each such work unit, or line, including unit supervisors. For lines of progression there must be indicated the order of jobs in the line through which an employee could move to the top of the line. For each job classification, the total number of male and female incumbents, and the total number of male and female incumbents in each of the following groups must be given: Blacks, Spanish-surnamed Americans, American Indians, and Orientals. The wage rate or salary range for each job classification should be given. All job classifications, including all managerial job classifications, must be listed.

(b) An analysis of all major job classifications at the facility. . . .

((5 U.S.C. 553(a)(3)(B)) 29 CFR 2.7 section 201, Executive Order 11246, 80 FR 12319, and Executive Order 11875, 82 FR 14903.)

Signed at Washington, D.C. on this 6th day of February 1974.

PETER J. BRENNAN,  
Secretary of Labor.

BERNARD DELURY,  
Assistant Secretary for  
Employment Standards.

PHILIP J. DAVIS,  
Director, Office of  
Federal Contract Compliance.

[FR Doc.74-3643 Filed 2-18-74; 8:45 am]



Official EEOC poster.\*—

# Equal Employment Opportunity is THE LAW

## Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

### RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### INDIVIDUALS WITH HANDICAPS

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of handicap and requires affirmative action to employ and advance in employment qualified individuals with handicaps who, with reasonable accommodation, can perform the essential functions of a job.

### VIETNAM ERA AND SPECIAL DISABLED VETERANS

38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans and qualified special disabled veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 or call (202) 523-9368, or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

## Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

### RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

### DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

### AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

### SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you immediately should contact:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 800-3302.

## Programs or Activities Receiving Federal Financial Assistance

### RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

### INDIVIDUALS WITH HANDICAPS

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of handicap in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against handicapped persons who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

\* Size reduced.





## APPENDIX C

### OREGON CIVIL RIGHTS LAW

Oregon Civil Rights Law (ORS 659.030) makes it unlawful for a public\* or private employer with one or more employees to refuse to hire, or to fire, or to discriminate against an individual in compensation, terms, conditions, or privileges of employment because of that individual's:

- race
- color
- religion
- sex
- national origin
- marital status
- age (where the individual is at least 18 but under 70)\*\*
- expunged juvenile record
- association with anyone of a particular race, color, sex, national origin, marital status, age, or religion
- family relationship (ORS 659.340)

The law also prohibits a public\* or private employer with six or more employees from discriminating against an individual because of his or her:

- mental or physical handicap (ORS 659.425)
- application for Workers' Compensation benefits (ORS 659.410)

---

\* Not including agencies of the U.S. government.

\*\* The upper age limit of 70 applies only to hiring and termination. Employees 70 or older may not be discriminated against in compensation, terms, or conditions of employment.



## APPENDIX D

### **MULTNOMAH COUNTY CODE CHAPTER 3.10, MERIT SYSTEM**

<u>Section</u>	<u>Title</u>	<u>Content</u>
3.10.010	Definitions	<p>(A) "Affirmative Action" means identifying existing or potential discriminatory conditions and making specific goal-oriented corrective actions to eliminate and prevent unlawful discrimination.</p> <p>(B) "Discrimination Complaint" means a complaint that a personnel action was motivated by discrimination on the basis of race, religion, sex, age, marital status, national origin, physical or mental handicap or political affiliation.</p>
3.10.265	Equal Employment	<p>(A) Discrimination in any personnel action on the basis of race, color, sex, age, religion, national origin, political affiliation or physical or mental handicap is prohibited, except when they constitute bona fide occupational qualifications.</p> <p>(B) All decisions on employment and promotion for classified service shall be made in accordance with the principles of equal opportunity by utilizing job-related requirements for these opportunities.</p> <p>(C) No question in any application or request for recommendation or in any test shall elicit information concerning the religious or political opinions or affiliations of any person, nor shall any injury be made concerning those opinions or affiliations.</p> <p>(D) The affirmative action officer shall exercise affirmative action under this chapter and the affirmative action policies of the Board and County Chair.</p>



## APPENDIX E

### MULTNOMAH COUNTY PERSONNEL RULES REGULATING EEO AND AFFIRMATIVE ACTION **RULE 1:**

#### 1.02      PURPOSE

It is the purpose of these rules to establish a system of uniform and appropriate personnel policies and procedures that shall improve the quality of personnel administration consistent with such merit principles as:

1. Recruiting, appointing, and promoting employees on the basis of their relative ability, knowledge, and skills, including open consideration of applicants for initial appointment;
2. Retaining employees on the basis of the adequacy of their performance, correction of inadequate performance and separating employees whose inadequate performance cannot be corrected;
3. Assuring impartial treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, religion, color, sex, age, marital status, national origin, sexual orientation, or physical or mental handicap and with proper regard for their privacy and constitutional rights as citizens; and
4. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

#### **RULE 7: NEPOTISM**

Nepotism is the exercise of preferential treatment based upon familiar relationship rather than merit.

For the purposes of this rule, family consists of the employee's spouse, children, stepchildren, parents, grandparents, grandchildren, brothers, sisters, father-in-law, mother-in-law, sisters-in-law, and brothers-in-law.

Appointments and promotions to positions in the County service shall be based on merit as determined by a comparison of job-related qualifications. Discrimination based on nepotism for or against applicants or employees is prohibited except as provided by these rules.

Two members of a family shall not be employed at the same time if such employment will result in an employee directly supervising a member of his/her family. If violations occur due to marriage, steps shall be taken as soon as practical to correct the situation through transfer or other means.

## **RULE 9: ANNOUNCEMENT AND APPLICATION**

### **9.01 DISTRIBUTION OF ANNOUNCEMENTS**

Whenever an examination is to be given for a position or positions in the classified service, Employee Services shall post an official notice inviting the applications of qualified persons. All announcements shall be posted prominently in the personnel office and be mailed to each County department for posting in all work locations. Open-competitive announcements shall be distributed in appropriate areas where interested persons may have access to information about job opportunities in the County service.

## **RULE 10 EXAMINATIONS**

### **10.01 NATURE OF EXAMINATIONS**

Examinations shall be competitive and job related. They shall be constructed to determine the qualifications, competence and ability of the persons tested to perform the duties of the class of positions for which a list is to be established.

No part of any examination shall include any questions designed to reveal the political or religious affiliation or belief, national origin, age, sex, color, race, marital status, sexual orientation or handicap status of any candidate.

#### **Voiding Elements of an Examination**

When Employee Services determines that examination exercises or questions are technically inferior, lack validity or produce an adverse impact, such questions or exercises may be deleted from the examination process and scores of affected applicants adjusted appropriately.

#### **Adverse Impact**

Employee Services shall evaluate the effect of each test administered for its impact on each race, sex, ethnic group, and self-identified disabled persons. If Employee Services determines that a test has not been validated in accordance with the Uniform Guidelines on Employee Selection Procedures, the test shall not be used for selection unless it is modified or used in a manner which eliminates the adverse impact.

Modification to alleviate adverse impact shall consist of adjusting the scores of the adversely impacted group so that the mean and standard deviation of the scores of that group equal the mean and standard deviation of the scores of the other candidates.

### **10.07 VETERAN'S PREFERENCE**

Each eligible veteran or disabled veteran furnishing the required proof of eligibility who has successfully completed all phases of an examination shall be allowed preference on the list established as a result of the test. Preference means that to the score of a

veteran, five (5) points will be added; to the score of a disabled veteran, ten (10) points will be added. All such points will be added to the total combined test score and not to any single part of the examination.

#### Accommodation of Handicapped Applicants

Employee Services may modify the administration of an examination to accommodate a handicapped applicant who is regarded as having a physical or mental impairment which limits one or more major life activities.

### **RULE 21: EQUAL EMPLOYMENT OPPORTUNITY**

Discrimination in any personnel action on the basis of race, color, sex, age, religion, national origin, political affiliation, marital status, sexual orientation, or physical or mental handicap is prohibited, except when it constitutes a bona fide occupational qualifications.

All employment and promotion decisions in County service shall be made in accordance with the principles of equal opportunity by utilizing job-related requirements.

No question in any application, in any request for recommendation or in any test shall elicit information concerning the religious or political opinions or affiliations of any person, nor shall any inquiry be made concerning these opinions or affiliations.

### **RULE 23: APPEALS TO THE COUNCIL**

#### 23.01 WHO MAY APPEAL

Any regular employee who is reduced in pay, demoted, suspended, or dismissed and who does not have available a grievance procedure for the particular issue in dispute, shall have the right to appeal the action directly to the Council.

Any classified employee who does not have available a grievance procedure for a particular issue in dispute, and any applicant for the classified service shall have the right to appeal personnel actions, including complaints of discrimination, directly to the Council.

#### 23.02 APPEAL REQUIREMENTS

Appeals to the Council shall:

1. Be in writing;
  2. Be signed by the employee or applicant;
  3. Be addressed to the Council;
  4. Contain an explanation of the action being appealed;
  5. Contain a statement of the redress desired;
  6. List the names of those whose presence would be requested at a Council hearing;
- and

7. Be delivered to the executive secretary of the Council not later than ten days after the effective date of the action being appealed.

The Council shall process the appeal pursuant to provisions of Multnomah County Code and the Council's rules.

### 23.03 COUNCIL DECISIONS

If the Council finds that a disciplinary action was discriminatory, was an unlawful employment practice described by applicable state law, or was not for cause, the employee shall be reinstated to the prior position and shall not suffer any loss in pay.

The Council may modify a disciplinary action being appealed if it finds that the action was taken in good-faith for cause, upon a finding of mitigating circumstances, by directing suspension without pay for a specified period with subsequent restoration of status or demotion of classification, grade, or pay.

Any other personnel action appealed to the Council from a decision of the appointing authority shall be affirmed unless a finding is made that it violates Multnomah County Code 3.10.

### 23.04 APPEALS TO THE BOARD

There shall be no appeal of the Council's decision if unanimous. If the decision is not unanimous it may be appealed to the Board of County Commissioners by any part by filing written notice of appeal with the Clerk of the Board within ten (10) days from the date of the Council's decision.

## **RULE 24: INTERGOVERNMENTAL COOPERATION**

Employee Services may enter into agreements with other governmental jurisdictions to furnish or receive services to facilitate public service, mobility and maximum utilization of staff and to improve personnel administration with respect to such matters as recruiting, examining, pay studies, training, education, personnel interchange and transfer, manpower utilization and fringe benefits.

Employee Services may cooperate with other governmental organizations in sharing tests, eligibility lists and other personnel activities when it is in the best interests of personnel administration and the public.





## IDENTIFICATION OF MAJOR JOB GROUPS

[41 CFR § 60-2.11(b)]

### OFFICIALS AND ADMINISTRATORS:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors and kindred workers.

Assessment & Taxation Manager, Senior  
AA/EEO Officer  
Accounts Payable Supervisor  
Administrative Services Officer  
Adult Housing Administrator  
Aging Services Branch Administrator  
Aging Services Manager, Senior  
Aging Services Program Manager  
Alcohol & Drug Administrator  
Animal Care Supervisor  
Animal Control Manager  
Animal Control Supervisor  
Appraisal Supervisor  
Assess Info Resource Manager  
Benefits Administrator  
Board of Equalization Administrator  
Bridge Maintenance Administrator  
Bridge Maintenance Supervisor  
Bridge Operations Supervisor  
Bridge Services Manager  
Captain  
Captain, Corrections  
Cartography Supervisor  
Case Management Supervisor  
Cataloging Administrator  
Chief Appraiser  
Chief Deputy Medical Examiner  
Chief Deputy/Sheriff's Office  
Child & Adol Mental Health Manager  
Circulation Administrator  
Civil Process Supervisor  
Comm Corrections Prog Admin  
Community Services Administrator

Contracts Administrator  
Corrections Counselor Supervisor  
County Surveyor  
District Attorney's Operations Manager  
Data Base Administrator  
Data Systems Administrator  
Data Systems Manager  
Dental Health Officer  
Dentist, Senior  
Deputy Director, Library  
Detention Programs Administrator  
Developmental Disabilities Manager  
Distribution Supervisor  
District Manager/DCC  
Elections Administrator  
Elections Manager  
Emergency Management Administrator  
Employee Services Manager  
Engineering Services Administrator  
Engineering Services Manager  
Equipment Unit Administrator  
Expo Manager  
Expo Operations Supervisor  
Facilities Building Manager  
Facilities Building Supervisor  
Facilities Coordinator  
Facilities Maintenance Manager  
Facilities Maintenance Supervisor  
Facilities Manager, Senior  
Facilities Refurbishment Manager  
Family Services Manager

Computer Operations Administrator  
Construction Projects Administrator

Finance Manager  
 Financial Analyst  
 Fiscal Officer/Sheriff's Office  
 Fiscal Specialist Supervisor  
 Fleet Maintenance Supervisor  
 Fleet/Support Services Manager  
 General Accounting Administrator  
 Geographic Info Records Manager  
 Health Officer, Assistant  
 Health Operations Supervisor  
 Health Services Administrator  
 Health Services Manager  
 Health Services Manager, Senior  
 Health Supply Administrator  
 Housing/Comm Serv Prog Admin  
 Housing/Community Services Manager  
 Information Services Manager, Senior  
 Information Systems Manager  
 Inmate Programs Manager  
 Juvenile Counseling Services Manager  
 Juvenile Counseling Administrator  
 Juvenile Counselor Supervisor  
 Juvenile Detention Manager  
 Juvenile Justice Manager, Senior  
 Juvenile Justice Program Manager  
 Juvenile Justice Program Supervisor  
 Labor Relations Manager  
 Laundry Supervisor  
 Library Administrator  
 Library Automated Systems Admin  
 Library Manager  
 Library Manager, Senior  
 Library Supervising Secretary  
 Library Supervisor  
 Library Support Services Admin  
 Library Technical Supervisor  
 Library Youth Services Coordinator  
 Lieutenant  
 Lieutenant, Corrections  
 M E D Program Manager  
 Major  
 Major, Corrections  
 Management Assistant  
 MCSO Office Operations Supr  
 MCSO Personnel Administrator

Office Automation Administrator  
 Office Manager, County Counsel  
 Operations Administrator  
 Operations Supervisor  
 Operations/Tele Manager  
 Outreach Services Supervisor  
 Parks Maintenance Supervisor  
 Parks Manager  
 Payroll Supervisor  
 Planning Manager  
 Planning/Budget Administrator  
 Planning/Budget Manager  
 Probation/Parole Supervisor  
 Program Devel & Evaluation Manager  
 Program Services Administrator/MHYFS  
 Prop/Comm/Laundry Administrator  
 Property Management Supervisor  
 Public Guardian  
 Public Relations Coordinator  
 Purchasing Manager  
 Purchasing Specialist Supervisor  
 Records Administrator  
 Regional Park Supervisor  
 Risk Manager  
 Road Maintenance Manager  
 Road Maintenance Supervisor  
 Selection/Acquisition Administrator  
 Sheriff's Operations Administrator  
 Social Services Manager, Assistant  
 Social Services Manager, Senior  
 Stack Services Supervisor  
 Systems Administrator  
 Tax Collection Manager  
 Technical Support Manager  
 Telecommunications Administrator  
 Traffic Aids Manager  
 Traffic Aids Supervisor  
 Transportation Planning Administrator  
 Transportation Manager, Senior  
 Trans Support Services Manager  
 Treasury Administrator  
 Undersheriff  
 Valuation Manager  
 Victim Services Administrator  
 Volunteer Prog/Bookstore Administrator  
 Youth Services Administrator

## PROFESSIONALS:

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants and kindred workers.

Administrative Analyst  
Administrative Analyst, Senior  
Alcohol & Drug Evaluation Specialist  
Asbestos Project Specialist  
Assistant County Counsel 1  
Assistant County Counsel 2  
Assistant County Counsel, Senior  
Case Manager 2  
Case Manager, Senior  
Chaplain  
Civil Engineer Assistant  
Civil Engineer Associate  
Clinical Supervisor  
Co-Principal Investigator  
Community Development Specialist  
Community Health Nurse  
Community Liaison Specialist  
Construction Projects Specialist  
Construction Projects Specialist, Senior  
Corrections Counselor  
Corrections Hearings Officer  
Data Analyst, Senior  
Data Processing Specialist 2  
Dentist  
Deputy Public Guardian  
Electrical Engineer Assistant  
Employee Services Specialist 1  
Employee Services Specialist 2  
Employee Services Specialist, Senior  
Facilities Environmental Coordinator  
Fiscal Specialist 2  
Fiscal Specialist/DSS  
Fiscal Specialist, Senior  
Graphic Designer/Production Specialist  
Health Educator  
Health Services Specialist

Housing Development Specialist  
Housing Rehabilitation Specialist  
Involuntary Commitment Investigator  
Juvenile Counselor  
Labor Relations Manager, Deputy  
Labor Relations Specialist  
Laboratory Specialist  
Law Clerk  
Librarian 1  
Librarian 2  
Library Outreach Specialist  
Litigation Counsel  
Loss Control Specialist  
Marriage & Family Counselor  
Mental Health Consultant  
Nurse Practitioner  
Nutritionist  
Pharmacist  
Physician  
Physician Assistant  
Planner  
Planner, Senior  
Planning/Budget Specialist  
Probation/Parole Officer  
Program Development Specialist  
Program Development Specialist, Sr  
Program Evaluation Specialist  
Publication Specialist  
Purchasing Specialist 2  
Safety Specialist/Transportation  
Sanitarian  
Sanitarian, Chief  
Social Worker  
Transportation Planning Specialist  
Volunteer Coordinator  
Worker's Compensation Specialist

## TECHNICIANS:

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, drafters, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants and kindred workers.

Appraisal Specialist  
Cartographer  
Computer Systems Operator  
Computer Technician/Library  
Dental Assistant/Receptionist  
Dental Hygienist  
Deputy Medical Examiner  
Engineer Technician Aide  
Engineer Technician Assistant  
Engineer Technician Associate  
Engineer Technician Principal  
Engineer Technician Senior  
Laboratory Technician

Licensed Community Practical Nurse  
Printing Specialist  
Programmer Analyst 1  
Programmer Analyst 2  
Programmer Analyst, Senior  
Property Appraiser Technician  
Property Appraiser Trainee  
Property Appraiser  
Right of Way Permits, Chief  
Survey Specialist  
Systems Programmer  
Telecommunications Technical Specialist  
X-Ray Technician

## PROTECTIVE SERVICE WORKERS:

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers and kindred workers.

Animal Control Field Supervisor  
Animal Control Officer  
Corrections Officer  
Corrections Sergeant  
Deputy Sheriff  
Facility Security Officer

Juvenile Groupworker  
Juvenile Groupwork Supervisor  
License Compliance Officer  
Nuisance Enforcement Officer  
Scientific Investigator  
Sergeant

## PARAPROFESSIONALS:

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker aides, home health aides, and kindred workers.

Animal Health Technician  
Case Management Assistant  
Case Manager 1  
Child Development Specialist  
Civil Deputy  
Community Information Specialist  
Community Service Officer  
Community Service Placement Specialist  
Community Works Leader  
Construction Projects Technician  
Corrections Technician  
District Attorney's Investigator  
District Attorney's Investigator, Chief  
Data Analyst  
Data Processing Specialist 1  
Data Technician  
Elections Coordinator  
Elections Materials Coordinator  
Elections Projects Assistant  
Elections Specialist  
Eligibility Specialist  
Fiscal Specialist 1  
Health Assistant  
Health Info Specialist 1

Health Info Specialist 2  
Health Info Specialist, Sr  
Investigative Technician  
Juvenile Education Coordinator  
Laboratory Assistant  
Legal Assistant  
Library Assistant  
Library Assistant, Senior  
Medical Records Technician  
Pathologist Assistant  
Pharmacy Technician  
Program Coordinator  
Program Development Technician  
Property Management Specialist  
Purchasing Specialist 1  
Records Administration Asst  
Support Enforcement Agent  
Tax Collection Specialist  
Tax Exemption Specialist  
Technical Services Assistant  
Telecommunication Office Spec  
Victim Advocate  
Volunteer Services Assistant  
Weatherization Specialist

## ADMINISTRATIVE SUPPORT:

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paper work required in an office. Includes: bookkeepers, messengers, office machine operators, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks and kindred workers.

Administrative Secretary  
Animal Control Dispatcher  
Animal Control Office Assistant  
Clerical Unit Supervisor  
County Counsel Office Assistant  
Data Entry Operator  
Data Processing Clerk  
Fiscal Assistant  
Fiscal Assistant, Senior  
Library Clerk 1  
Library Clerk 2

Mail Clerk  
Medical Services Clerk  
Office Assistant 1  
Office Assistant 2  
Office Assistant, Senior  
Sheriff's Operations Technician  
Sheriff's Operations Technician Supr  
Sheriff's Operations Tech Trainee  
Support Enforcement Technician  
Word Processing Operator  
Word Processing Unit Supervisor



## SKILLED CRAFT WORKERS:

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters and kindred workers.

Arborist  
Blacksmith  
Body & Fender Mechanic  
Bridge Maintenance Mechanic  
Carpenter  
Chemical Applicator Operator  
Chief Bridge Electrician  
Electrician  
Electronic Technician  
Electronic Technician Assistant  
Electronic Technician, Chief

Equipment Mechanic 1  
Equipment Mechanic 2  
Gardener  
Gardener, Senior  
Heavy Equipment Operator  
HVAC Engineer  
Plant Maintenance Engineer  
Sign Painter  
Striper Operator  
Truck Driver

## SERVICE/MAINTENANCE WORKERS:

Occupations in which workers perform duties which result in or contribute to the conform, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operators, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers and kindred workers.

Animal Care Technician  
Animal Control Aide  
Bridge Operator  
Custodian  
Driver  
Expo Operations Worker  
Facilities Maintenance Worker  
Garage Attendant  
Jail Steward  
Library Delivery Driver  
Library Materials Processor

Library Page  
Library Page, Senior  
Maintenance Crew Leader  
Maintenance Worker  
Outreach Driver  
Park Ranger  
Production Assistant  
Sewing Specialist  
Stack Services Assistant  
Warehouse Worker  
Warehouse Worker, Chief



**APPENDIX G**  
**MULTNOMAH COUNTY CITIZEN ADVISORY BOARDS AND COMMISSIONS**

There are forty citizen advisory committees that advise County Department Directors and the Board of County Commissioners on a variety of topics:

1. Agricultural Board of Review
2. Board of Equalization
3. Building Code Board of Appeals
4. Citizen Budget Advisory Committee
5. Citizen Involvement Committee
6. City/County Advisory Committee on Disabled (CCACD)
7. Community Corrections Advisory Committee
8. Community Health Council
9. Economic Development Advisory Commission
10. Emergency Medical Services Advisory Board
11. Exposition Center Advisory Committee
12. Food Service Advisory Board
13. Investment Advisory Board
14. Justice Coordinating Council
15. Juvenile Court Advisory Council
16. Juvenile Services Commission
17. Mental Health Advisory Board
18. Merit System Civil Service Council
19. Metropolitan Arts Commission
20. Metropolitan Human Relations Commission
21. Multnomah Council of Chemical Dependency
22. Multnomah County Community Action Agency Administering Board (MCCAA)
23. Multnomah County Library Board of Trustees
24. Parks Commission
25. Planning Commission
26. Plumbing Code Board of Appeals
27. Portland, Multnomah Commission on Aging
28. Primary Prevention Advisory Committee
29. Welfare Board
30. Ambulance Rate Structure Task Force
31. Blue Lake Task Force
32. City-County Services Evaluation Task Force
33. City-County Task Force on Housing the Homeless
34. Communications Task Force for the Sylvan and Dunthorpe Communities
35. City-County Emergency Basic Needs Committee
36. DUII Action Program Advisory Board
37. New Horizons Fair Housing Task Force
38. Project Self Sufficiency Task Force
39. Task Force on Potentially Dangerous and Chronically Mentally Ill Persons
40. Sheriff's Office Restitution Center Community Advisory Committee



**APPENDIX H**  
**DEMONSTRATING GOOD-FAITH EFFORTS**

For the purposes of this plan, good-faith efforts shall be defined as an honest attempt to reach affirmative action goals and to carry out the intent of this plan. Such efforts may be demonstrated in the following manner:

1. Records substantiating that a policy statement committing the unit to equal employment opportunity and affirmative action practices has been issued to staff.
2. Records substantiating that the County's affirmative action plan has been made available to all employees.
3. Records substantiating that managers and supervisors within the work unit have received EEO training.
4. Records substantiating the provision of reasonable accommodation to disabled persons.
5. Records substantiating that all eligible persons are encouraged to receive training regardless of their protective class persons.
6. Records substantiating that part-time, training, and seasonal employment opportunities are made available to protected class persons.
7. Records substantiating that the County's EEO Policy and Federal EEO Policy is posted in the work unit.
8. Records substantiating the dissemination of the EEO grievance procedure to all personnel.
9. Records documenting each organizational unit's progress toward meeting goals to address underutilization.
10. Records documenting exit interviews and nondiscriminatory reasons for leaving.
11. Records substantiating actions taken to reduce and/or eliminate illegal discrimination and/or harassment complaints.
12. Records documenting any actions or efforts undertaken to meet the County's affirmative action objectives.



## **APPENDIX I**

### **RECRUITMENT STRATEGIES**

Recruitment is the process through which departments take news of their job openings into the community and, through personal contacts and the use of advocate and community groups, encourage qualified applicants to apply. Developing a large pool of female, disabled, and minority applicants is an important step in bringing new target-group individuals into the department labor force. Traditionally, however, recruitment has consisted of activities such as placing advertisements in large newspapers, notifying state employment services or simply spreading information by word-of-mouth. Unfortunately, such activities usually prove unsuccessful in reaching or attracting under-represented groups. Focused recruitment is a technique intended to assure that the applicant pool includes a greater number of under-represented individuals to compete in the selection process.

#### **OVERVIEW OF FOCUSED RECRUITMENT**

Focused recruitment is a set of special recruitment activities usually undertaken when an examination is to be given for a target class.\* By limiting general publicity and focusing recruitment activities on target-group communities, the department will be able to develop an applicant pool which includes a high proportion of under-represented group members. The qualified members of this group will then move through the hiring process and, ideally, be hired into the target class.

#### **SMALL BUT IMPORTANT ITEMS TO REMEMBER**

Timing - recruitment efforts must be timed so that target groups have ample time to receive and return applications before the final filing date.

Job announcements and recruitment materials should be checked for easy readability.

General publicity and bulletin distribution should be minimized for target examinations. Nevertheless, it is important not to exclude nontarget groups.

It is important to use departmental employees who are members of the target group as potential contact with the targeted community.

The Affirmative Action Office has published a targeted group directory to assist with recruitment efforts.

---

\* Target classes are those classes which either (1) provide the greatest opportunities for bringing women, minorities, and disabled persons into the County system and which provide opportunities for career advancement; or (2) are important in the department's classification structure, but which have experienced great difficulty in reaching parity.



## Methods and Techniques

1. In addition to the recruiting activities of Employee Services, use personalized recruitment and follow-up.
2. Make on-site visits to community organizations that provide employment services, and inform them on employment opportunities and job skills you are seeking.
3. Encourage County employees to assist in your recruitment efforts.
4. Develop and distribute special recruiting literature to target populations.
5. Explore the potential or re-engineering positions for filling at trainee level.
6. Emphasize paid and volunteer work experience over formal education when developing position qualifying factors.
7. Identify positions which could require bilingual/cultural abilities as well as other skills.

## DISABLED APPLICANTS/EMPLOYEES

Recruiting disabled employees is a very important part of the affirmative action program but is sometimes overlooked because it requires a few extra activities. Disabled employees form a very large resource, which is just now being tapped by the County. Assertive recruitment is needed to let disabled persons know that the County is very interested in their employment and that structural access and reasonable accommodation to their disabilities will be provided. Below are some hints for conducting recruitment for disabled employees:

Job announcements should mention the department's desire to hire disabled persons. The handicapped access symbol should also be displayed.

The department's disability access policy should be distributed and/or posted.

Groups to contact for special assistance:

- Department of Rehabilitation
- Veterans Administration
- Veterans groups
- Local rehabilitation facilities



# SUGGESTED CRITERIA FOR AFFIRMATIVE ACTION EVALUATION OF MANAGERS' PERFORMANCE

A. Personal commitment/understanding: demonstrates interest in, and sensitivity to, EEO issues by taking individual actions which indicate to others his/her level of EEO knowledge and concern.

Criteria #1 - Steps to assure acceptance of minorities, women, handicapped, and older persons in the workforce;

OUTSTANDING	ABOVE AVERAGE	AVERAGE	NEEDS IMPROVEMENT	UNSATISFACTORY
Speaks favorably about minorities, women, handicapped, and older workers, and their participation in the work group.	Monitors the placement of minorities, women, handicapped, and older persons.	Numerically integrates minorities, women and handicapped into the workforce environment.	Is slow to recognize and correct disparate treatment of minorities, women, handicapped, and older workers.	Speaks unfavorably about minorities/ women/handicapped/ older workers in the hearing of others.
Commends others for efforts to integrate minorities, women, handicapped, and older workers into the informal organization.	Develop corrective plan for staff whose continued use of inappropriate conduct is offensive to women, minorities, handicapped, and older workers.	Always introduces new employees to staff members.  Personally talks to employees whose inappropriate conduct may be offensive to women, minorities, and older workers.	Has to be pushed to correct inappropriate conduct which may be offensive to minorities, women, handicapped, and older workers.	Disregards staff's inappropriate conduct which may be offensive to minorities, women handicapped, and/or older workers.
Identifies and provides information to staff on behaviors which may be offensive to minorities, women, handicapped, and older workers.	Assigns minorities, women, handicapped, and older workers to leadership roles in office activities and projects.	Treats all employees fairly; shows no preferential treatment.	Lacks interest in identifying personal mannerisms or behavior which may offend minorities, women, handicapped, and older workers.	Does not treat all staff equally and fairly; shows preferential treatment.
Encourages staff to treat all employees fairly.	Arrange for staff to provide assistance to new employees in their adjustment and orientation to the work environment.  Assure that training facilities to which employees are sent have accommodations for handicapped persons.	Adheres to agency requirements for reasonable accommodation to the needs of handicapped employees.	Inconsistent in introducing new employees to other staff members.	Has personal practices, mannerisms, or behavior which may offend minorities, women, handicapped, and/or older workers.

A. Criteria #2 - Efforts to maintain a harmonious environment free of discrimination:

OUTSTANDING	ABOVE AVERAGE	AVERAGE	NEEDS IMPROVEMENT	UNSATISFACTORY
Identifies and recommends changes to correct systemic problems within the agency which give rise to discrimination.	Identifies and corrects internal problems before they give rise to formal complaints.	Absence of allegations or complaints of discrimination.	Significant discrimination complaints by staff occur frequently.	Shows an uncooperative behavior in trying to resolve allegations of discrimination.
Provides leadership and initiative within the agency EEO program.	Skill in resolving differences between persons of conflicting interests.	Resolves informal complaints.	Supports EEO concepts on the surface but does little to promote them in practice.	Promotes discord through the unfair and disparate treatment of some employees.
Develops a high level of staff morale through sensitive treatment and handling of staff.	Demonstrates skill in sensitizing staff to the mutual benefits of EEO.	Encourages a harmonious environment by a balanced treatment of all staff.	Must be pushed to resolve employee conflict or problems.	Fosters employee conflicts by gossiping about discrimination issues.
Initiates actions to assist minorities, women, handicapped, and older workers in overcoming impediments.	Participates in self-development activities which would enrich his/her understanding of organizational behavior and group interaction.	Participates in employee relations training.	Lacks interest in implementing EEO principles, requirements.	Maintains poor relationships with minorities, women, handicapped, and/or older workers.
	Demonstrates sensitivity to the adverse impact of Personnel decisions on minorities, women, handicapped, and older workers.	Encourages staff to resolve interpersonal conflicts among themselves.	Slow to resolve informal complaints of individuals.	Ignores agency guidelines, AA Plan and/or EEO requirements in supervising staff.

A. Criteria 73 - Efforts to stay abreast of, or increase knowledge of, EEO/AA responsibilities:

OUTSTANDING	ABOVE AVERAGE	AVERAGE	NEEDS IMPROVEMENT	UNSATISFACTORY
Participates in the development of the agency EEO/AA Plan.	Keeps abreast of recent developments, guidelines and regulations on EEO/AA.	Is familiar with EEO/AA principles, guidelines; knows agency EEO/AA Coordinator.	Lacks interest in agency EEO/AA Plan.	Lacks familiarity with EEO/AA principles; does not know the agency Coordinator or the AA Plan.
Analyzes recently issued EEO/AA guidelines and regulations, decisions and recommends policy to implement them.	Works closely with agency EEO/AA Coordinator and implementation of EEO/AA requirements.	Has attended EEO/AA training within the rating period.	Has to be pushed to participate in EEO/AA training.	Does not participate in EEO/AA training.
Develops and conducts training for staff on EEO/AA issues and Plan.		Is knowledgeable about agency EEO/AA Plan and supervisory responsibilities.	Is slow to learn EEO/AA principles, guidelines.	
			Is uncertain about EEO/AA requirements and responsibilities.	

B. Recruitment/Selection: the goal of recruiting and filling vacancies with candidates from all segments of the community and to select a staff which is representative of the labor force.

Criteria #1 - Efforts to recruit and provide for a representative applicant pool from which selections can be made.

OUTSTANDING	ABOVE AVERAGE	AVERAGE	NEEDS IMPROVEMENT	UNSATISFACTORY
Uses non-traditional recruitment sources to locate minority, women, handicapped, and older applicants.	Actively seeks and encourages minorities, women, handicapped, and older workers to apply for positions.	Encourages handicapped, women, minorities, and older workers to apply for vacancies.	Takes a passive approach to considering women, minorities, handicapped, and older workers for vacancies.	Discourages minorities, women, handicapped, and older workers from applying for vacancies.
Meets with women, minority, handicapped, and older worker groups soliciting their support.	Consults with Personnel Services to assure that minorities, women, handicapped, and older workers are included in the applicant pool from which selections are made.	Analyzes the applicant pool to determine underrepresentation.	Does not initiate any recruitment or outreach efforts.	Establishes qualifications for positions which are not job related and which tend to exclude minorities, women, handicapped, and older workers.
Eliminates unnecessary qualifications which are not job related and which tend to exclude or have an adverse impact on minorities, women, handicapped, or older workers.	Is proactive in recruitment efforts towards minorities, women, handicapped, and older workers.	Uses a wide variety of recruitment resources.	Never does anything positive to assure that women, minorities, handicapped, and older workers are considered for vacancies.	Limits referrals to the "old boy" network.
		Participates in training on staffing and recruitment techniques.	Is satisfied selecting from applicants referred by Personnel Services even though women, minorities, handicapped, and older workers may be excluded.	Is unfamiliar with staffing and recruitment techniques.

B. Criteria #2 - The extent to which numerical hiring goals in support of the agency EEO/AA Plan are achieved.

OUTSTANDING	ABOVE AVERAGE	AVERAGE	NEEDS IMPROVEMENT	UNSATISFACTORY
Far exceeds hiring goals.	Meets and exceeds hiring goals.	Analyzes the makeup of the work unit to identify underrepresentation of minorities, women, handicapped, and older workers.	Sets goals and objectives that are inconsistent with resource capabilities.	Does not set hiring goals in support of AA.
Reviews agency policy, procedures and practices to identify problems that may impede the achievement of hiring goals.	Participates in the development of agency hiring goals in support of AA.	Establishes realistic and attainable hiring goals.	Has to be pushed to determine underrepresentation in the work unit.	Lacks knowledge of underrepresentation of minorities, women, handicapped, and older employees in the work force.
Provides leadership and participates in the establishment of realistic and attainable agency-wide goals.	Analyzes hiring patterns to determine if minorities, women, handicapped, and older workers are being selected primarily for non-professional, routine, clerical type positions and if so takes steps to correct.	Plans short-range action steps to achieve hiring goals.	Sets long-range goals but fails to plan actions to achieve them.	Makes disparaging comments about the need to hire minorities, women, handicapped, and older workers.

B. Criteria #3 - Efforts to assure selections are based on merit and job related factors.

OUTSTANDING	ABOVE AVERAGE	AVERAGE	NEEDS IMPROVEMENT	UNSATISFACTORY
Participates in training and self-development activities to improve knowledge of personnel appraisal and selection techniques.	Participates in the development of agency selection procedures.	Uses job related factors in selecting applicants for employment.	Takes a passive approach to establishing valid job related selection criteria for use in filling vacancies.	Is frequently involved in pre-selection.
Has a working knowledge of uniform guidelines on employee selection procedures.	Reviews selection criteria to determine their current job relatedness, validity and reliability.	Is familiar with the agency policies on filling vacancies.	Is insensitive to and lacks interest in the EEO implications of selections to fill vacancies.	Does not give full consideration to women, minorities, handicapped, and older workers.
	Analyzes selection rates to determine adverse impact.	Balances merit, job related factors and EEO/AA when filling vacancies.		Selects women, minorities, handicapped, and/or older workers for non-professional jobs even though they may be referred for higher positions.
	Selects qualified women, minorities, handicapped, and older workers for professional positions and decision-making roles.			Has no selection criteria for use in filling vacancies.

Source: Affirmative Action Plan Preparation Manual, 1989-91 Biennium, State of Oregon.





Statute	Coverage	Basic Requirements	Enforced By
Age Discrimination in Employment Act	Employers with 20 or more employees	Prohibits discrimination in employment against individuals aged 40 or over	EEOC
Americans with Disabilities Act (ADA)	Employers with 25 or more employees are covered as of July 26, 1992; employers with 15 or more employees covered as of July 26, 1994	Prohibits discrimination in employment against individuals with a disability	EEOC
Civil Rights Act, Title VII	Employers with 15 or more employees	Prohibits discrimination in employment based on race, color, sex, religion, national origin	EEOC
Civil Rights Act of 1991	Employers covered by Title VII or by the ADA	Among other things, allows for jury trial and compensatory and punitive damages in cases brought under Title VII or the ADA if intentional discrimination is charged	EEOC
Equal Pay Act	All employers covered by the Fair Labor Standards Act, i.e., all employers engaged in interstate commerce	Requires equal pay between employees of different sexes for equal work	EEOC
Executive Order 11246	Employers who are government contractors	Requires nondiscriminatory employment practices of all contractors; requires contractors with 50 or more employees and contracts of \$50,000 or more to implement written affirmative action plan for women and minorities	Office of Federal Contract Compliance Programs (OFCCP) in the Labor Department
Vocational Rehabilitation Act	Employers who are government contractors or receive federal financial assistance	Prohibits discrimination in employment against individuals with disabilities	OFCCP, Secretaries of Health and Human Services and of Education



## GLOSSARY

### A.A.P. (or AAP):

Commonly used "short hand" reference to affirmative action plan or affirmative action program.

### Adverse Treatment:

Action that would in any way deprive an individual of employment or education opportunity or negatively affect his or her status.

### Affected Class:

Those groups of persons who are protected by anti-discrimination law who because of past discrimination continue to suffer the effects of such discrimination. (See also "protected class.")

### Affirmative Action:

Affirmative action means a method of eliminating the effects of past and present discrimination intended or unintended, that are evident or indicated by analysis of present employment patterns, practices, or policies.

### Applicant Flow:

The number of applicants applying for a particular job over a given period of time, analyzed by gender and racial/ethnic characteristics.

### Applicant Pool:

Total of those persons who have applied for a particular position (or who have applications on file) from which an employee may be selected.

### Availability Pool:

Total of those persons in the relevant work force, i.e., those persons including the protected classes, who meet the minimum qualifications for any available position.

### Collective Bargaining Agreement:

The Contractual agreement which an employer and a union reach after negotiations.

### Discrimination:

The failure to treat equals equally: violation of federal, state, county, or city laws or policies prohibiting discrimination.

## Equal Employment Opportunity Commission (EEOC):

Independent federal agency created by the 1964 Civil Rights Act, Title VII as amended. Responsible for administering Title VII, EEOC may bring suit, subpoena witnesses, issue guidelines which have the force of law, render decisions, provide technical assistance to employers, provide legal assistance to complainants (and others). The EEOC investigates complaints of discrimination in employment and finding probable cause attempts to achieve conciliation agreements and may bring a failed conciliation to court of law. The EEOC also is responsible for administering the Equal Pay Act of 1963 and the Age Discrimination in Employment Act.

## Goals:

Good-faith measurable objectives which an employer voluntarily sets as a minimum progress to be made within a certain time period through all-out efforts at outreach, etc. Federal agencies consider goals and objectives proper and legal responses to under-utilization. Goals with timetables (an established time frame) are routinely required of federal contractors by Executive Order 11246. Goals -- in affirmative action plans for including racial/ethnic persons and women within a system, are not to be confused with quotas designed to keep people out of a system. "Quotas" for bring women and/or racial/ethnic persons into an employer's work force in sufficient numbers to achieve equity with their numbers in the relevant work force can be ordered by the courts (or by certain compliance agencies in a volunteer agreement) where proof exists of a pattern and practice of past and continuing discrimination by an employer that has refused to take voluntary action required to eliminate the inequity.

## Good-Faith Efforts:

A term used to describe honest attempts to reach affirmative action goals.

## Labor Force:

This term refers to all working people, plus those unemployed and actively seeking employment.

## OCR:

Office of Civil Rights. OCR's are found in all of the various federal departments.

## OFCCP:

The Office of Federal Contract Compliance -- the agency within the U.S. Department of Labor that is designated by the DOL to be responsible for coordinating the effort and issuing guidelines for compliance with Executive Order 11246, as amended. Responsibility to oversee compliance with Executive Order 11246 according to Revised Orders 4 and 14 that are issued by OFCCP is further designated to various other agencies of the federal government.

OMB:

Office of Management and Budget -- federal office responsible for management related coordination among agencies.

Veterans Assistance Act of 1972:

Federal law requiring affirmative action in employment for Vietnam Era Veterans.

Veteran's Preference:

A practice under which individuals who meet certain qualifying standards and have served in the armed forces of the United States are given preferential treatment in hiring.

Vietnam Era Veteran:

For the purposes of compliance with the affirmative action requirements of the Veterans Assistance Act of 1972, is defined as "a person (1) who (i) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, disability within 48 months preceding the alleged violation of the Act, the affirmative action clause, and/or the regulations issued pursuant to the Act.

Work Force:

The total of all permanent authorized positions within the department. Such positions in the classified service include only permanent full-time and permanent part-time positions, excluding those specifically exempted by the appointing authority.

Work Force 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. The analysis also includes an accounting of the utilization or under-utilization of the protected class employee as compared with their availability in the relative work force.



TTD USERS FOR MULTNOMAH COUNTY

Aging Services, 421 SW 5th .....	248-3683
County General Information, 1021 SW 4th .....	248-5040
Elections, 1040 SE Morrison .....	248-3729
Employee Services, 1120 SW 5th .....	248-5170
Information & Referral (Health Div.), 426 SW Stark (Voice & TDD) .....	248-3816
Central Library, 801 SW 10th .....	248-5246
Sheriff's Office, 12240 NE Glisan .....	760-2212





---

## Resolution Honoring Diversity

- Whereas: Multnomah County has become home to peoples of many cultures; and
- Whereas: Each citizen, as an individual, has a unique history, culture, and ability; and
- Whereas: Diversity adds strength, richness of texture, depth and creativity to our County; and
- Whereas: The acceptance of diversity enhances the harmony, teamwork and sense of community of Multnomah County; and
- Whereas: Respect for diversity should be manifested not only by the individual, family and community, but also by Multnomah County; and
- Whereas: Travelers from around the world visit Oregon, enjoy our hospitality and return to their place of origin with an indelible impression of our community; and
- Whereas: The metropolitan area has an economic interdependence with all cultures and parts of the world; and
- Whereas: Multnomah County employees are official representatives of County government and have the opportunity to provide a model of respect and acceptance toward others;

Now, Therefore, Be It Resolved: That the Multnomah County Board of Commissioners and employees of the County will provide, through word and actions, an example for its citizens and guests that all cultures shall be recognized, honored and mutually respected.

*Passed by the Multnomah County Board of Commissioners, July 22, 1993*

---

Stand Up For Portland is on Sat., Aug. 21 at Waterfront Park!  
Come and be part of the celebration of Diversity!

APR 10 19

MEETING DATE: APR 03 1997

AGENDA #: R-16 R-16

ESTIMATED START TIME: 9:50am

APR 17 1997

R-4

(Above Space for Board Clerk's Use ONLY)

## AGENDA PLACEMENT FORM

10:00am

SUBJECT: SB 1145 Facilities Lease and Sublease Documents

BOARD BRIEFING:

DATE REQUESTED: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

AMOUNT OF TIME NEEDED: \_\_\_\_\_

REGULAR MEETING:

DATE REQUESTED: April 3, 1997

AMOUNT OF TIME NEEDED: 10 minutes

DEPARTMENT: DSS

DIVISION: Finance

CONTACT: Dave Boyer

TELEPHONE #: 248-3903

BLDG/ROOM #: 106/1430

PERSON(S) MAKING PRESENTATION: Dave Boyer

### ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

### SUGGESTED AGENDA TITLE:

SB 1145 Facilities Lease and Sublease Documents between Multnomah County and State of Oregon

### SIGNATURES REQUIRED:

ELECTED  
OFFICIAL: \_\_\_\_\_

(OR)

DEPARTMENT  
MANAGER: RB Vickie L. Jones

BOARD OF  
COUNTY COMMISSIONERS  
97 MAR 26 PM 4:36  
MULTNOMAH COUNTY  
OREGON

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Office of the Board Clerk 248-3277 or 248-5222



# MULTNOMAH COUNTY, OREGON

## COUNTY COMMISSIONERS

BEVERLY STEIN, CHAIR  
DAN SALTZMAN, DISTRICT #1  
GARY HANSEN, DISTRICT #2  
TANYA COLLIER, DISTRICT #3  
SHARRON KELLEY, DISTRICT #4

## FINANCE DIVISION

DIRECTORS OFFICE  
ACCOUNTS PAYABLE  
GENERAL LEDGER  
PAYROLL  
TREASURY

PORTLAND BUILDING  
1120 SW FIFTH AVENUE, SUITE 1430  
PO BOX 14700  
PORTLAND, OR 97293-0700  
PHONE (503) 248-3312  
FAX (503) 248-3292

CENTRAL STORES  
CONTRACTS  
PURCHASING

FORD BUILDING  
2505 SE 11TH 1ST FLOOR  
PORTLAND, OR 97202  
PHONE (503) 248-5111  
FAX (503) 248-3252  
TDD (503) 248-5170

## MEMORANDUM

TO: Board of County Commissioners

FROM: David Boyer, Finance Director *DB*

DATE: March 19, 1997

AGENDA DATE: April 3, 1997

SUBJECT: SB1145 Facilities Lease and Sublease with State of Oregon

### I. Recommendation / Action:

Approve SB1145 Facilities Lease and Sublease agreement between Multnomah County and the State of Oregon.

### II. Background / Analysis:

On November 21, 1995, the Board approved Resolution 95-239 requesting the State to fund the construction of facilities to house SB 1145 offenders. (Resolution 95-239 attached) The Legislature approved the SB 1145 construction budget for Multnomah County in the amount of \$42,620,000. \$31,775,000 of these funds will be used for the expansion of the Inverness Jail. The remaining \$10,845,000 is to be used for alcohol and drug beds. In addition the County will provide \$11,500,000 of Public Safety Bonds to complete the expansion of the Inverness Jail. The County is responsible for all aspects of the project and Facilities Management has hired an architect and Construction Manager/General Contractor and has begun some of the preliminary work on the site. The State has issued Certificates of Participation (COP's) to finance the construction of the Inverness Jail. The County has been working with the State in developing the various documents needed to enter into the financing arrangement and the Facilities Lease and Sublease are required to complete this transaction. The State is responsible for retiring the COP's and the County is leasing the Inverness Jail, expansion only, to the State of Oregon and the State is then Subleasing the facility back to the County to house the SB1145 offenders. The State will issue the remaining \$10,845,000 COP's once the Board approves the

lease to finance the A&D beds. The County will also provide \$13,200,000 of G.O. Bond funds for the A&D Beds.

II. Financial Impact:

The State is responsible for retiring the principal and interest on the \$31,775,000 COP issue and the County is responsible for the principal and interest on the \$11,500,000 Bond issue. 1996/97 Budget contains all construction financial obligations related to this lease.

IV. Legal Issues:

County Counsel and Bond Counsel have reviewed the Lease, Sublease and other documents needed for this transaction. County Counsel has signed where necessary

V. Controversial Issues:

Conditional Use permit has been issued.

VI. Link to Current County Policy:

Action is in line with Resolution 95-239

VII. Citizen Participation:

None

VIII. Other Government Participation:

State, Multnomah County and other Oregon Counties drafted the Lease and Sublease agreements

CC: Vickie Gates  
Dave Warren  
Dan Noelle  
Bob Nilsen

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

Multnomah County's Application	)	
for SB1145 Construction	)	R E S O L U T I O N
Funds and Public Safety Strategy	)	95-239

WHEREAS SB1145, enacted into law during the 1995 Legislative session, will shift to the counties responsibility for felons currently sentenced to a year or less to state prison. The law is scheduled to go into effect January, 1997; and

WHEREAS the State Legislature established a construction fund of \$59,000,000 and set up a process for allocating those funds to be approved by the Governor and the Legislature during a February, 1996 special session. County applications for construction dollars are due November 22, 1995. The Governor expressed his intent to request additional construction funds from the Legislature in 1997; and

WHEREAS the State Legislature also established a funding formula which allocates operational resources to the county. Multnomah County is expected to receive \$12,900,000 annually (adjusted for inflation and population increases) once SB1145 is in effect; and

WHEREAS Multnomah County engaged a broad range of public safety stakeholders and community members in a year long public safety planning process to address the corrections needs in our County. The need for a comprehensive continuum of sanctions was identified and the need for at least 200 additional jail beds to eliminate unsupervised matrix releases from county jails was identified; and

WHEREAS all criminal justice agencies support the elimination of matrix releases and the ability of supervising authorities to return offenders to jail to provide a swift and sure sanction. The ability to sanction offenders in this manner greatly enhances the effectiveness of community corrections programs and supervision; and

WHEREAS Multnomah County currently operates a number of effective alcohol and drug residential intervention and diversion programs, work release programs, and community supervision approaches. These strategies have proven to be effective in dealing with the estimated 70% to 80% of offenders who have alcohol and drug problems; and

WHEREAS in addition to the expanded jail and residential sanctions, the "empty bed" will not be possible without the cooperation of the District Attorney and the Judiciary in recommending and applying consistent sanctions across the population; and

WHEREAS, the Local Public Safety Coordinating Council established under SB1145 will provide an opportunity for a continuation of effective cross-departmental and cross-jurisdictional planning efforts with citizen involvement; and

WHEREAS, the public safety strategy was developed with the following Multnomah County Urgent Benchmarks in mind:

- reduce violent crimes against people
- increase success of diversion programs
- reduce recidivism of felons
- increase drug treatment services
- increase mental health services
- reduce domestic abuse
- increase percentage of drug free babies; and

WHEREAS, Multnomah County supports the concept of SB1145 and believes counties are in a better position to reduce the recidivism rate by changing the criminal behavior patterns of offenders sentenced under the scope of SB1145. Swift and sure jail stays, coupled with effective residential alcohol and drug intervention and/or employment programs with continuing supervision, can be more effective in reducing recidivism than jail stays alone. The effectiveness of this type of sentence is greatly enhanced by the ability to place the offender back into jail for short stays for non-compliance with the agreed upon sanctions; and

WHEREAS, additional construction and operating resources from the State will enable the County to be more effective in dealing with this population and will benefit the state programmatically and financially in future years because of Multnomah County's ability to reduce the re-offense rate.

NOW THEREFORE IT IS RESOLVED that:

1. Multnomah County approves the attached Application to the State for 1145 Construction Funds. The attached application requests funds to construct 330 jail beds at the current Inverness Jail site and 150 secure residential beds at a site or sites to be determined.
2. Multnomah County urges the Legislature to expand the construction fund during its special session to fully fund the request of Multnomah County and the other Counties in the state. In addition, the County urges the Legislature to increase the operating funds available to the Counties.
3. Multnomah County will request that the Legislature delay implementation of SB1145 in Multnomah County for at least one year until new facilities can become operational.

4. Multnomah County endorses the attached Continuum of Sanctions (Exhibit A) for offenders as the best approach for achieving the Benchmarks listed above. The continuum provides:
- An appropriate mix of jail beds and programs necessary to effectively manage the SB1145 offender.
  - An initial jail stay for the offender, followed by community sanctions and programs. While in jail, the offender must begin intensive alcohol and drug treatment when appropriate.
  - An opportunity for the offender in residential treatment programs to acknowledge behavior changes which are necessary to reintegrate back into society.
  - Follow up supervision in the community
  - Enough jail beds to place the offender back in jail when s/he fails to comply with the conditions of non-jail sanctions.
5. Because funds from the State cannot and will not address the current corrections capacity and systems problems in Multnomah County, Multnomah County is committed to placing before the voters in May, 1996, a General Obligation Bond and a renewed and expanded Public Safety Serial Levy.
6. The Board will forward for public review a General Obligation Bond proposal which will include, but may not be limited to:
- a new facility on an as yet unidentified property which will expand the capacity of the system by 210 beds;
  - expand the capacity of the new Inverness facility by 75 beds and replace the current 45 bed Warehouse Annex temporary jail;
  - at least 150 beds providing supervised residential drug and alcohol, work release, and/or mental health services for offenders as they begin the transition back to the community and
  - debt financing for the newly constructed and expanded Multnomah County Juvenile Detention Facility.
7. To reduce the construction time on the new Inverness Facility, Multnomah County will advance the estimated \$900,000 costs for design and site preparation during this fiscal year. These funds will be repaid from 1145 Construction Funds and the General Obligation Bond.
8. The Board will forward for public review a Public Safety Serial Levy focusing on operational funding for the new jail, the additional beds at the new Inverness site, the residential facilities, the temporary Warehouse jail, and expanding the Multnomah County Restitution Center from 120 to 160 beds.



8. The Board will develop a plan to fund operating costs of these new facilities through SB1145 operational funding and public safety serial levies. With the completion of the two jails and the residential beds, the corrections capacity in Multnomah County will be increased by 655 jail beds and 300 residential beds. If 330 jail beds are used for SB1145 offenders and 200 jail beds are needed to eliminate the matrix release problem, Multnomah County will have 125 beds available to deal with the growth in pretrial population. Growth in the SB1145 population should be addressed in future Legislative sessions.
9. Multnomah County is committed to using funds currently devoted to retirement of debt financing of the new and expanded Juvenile Facility to provide cost effective interventions earlier in the lives of potential offenders and their families. Components include:
  - child abuse treatment for victims and offenders;
  - programs to keep at risk children in schools;
  - programs and shelter space to reduce the incidence of domestic violence;
  - developing a pilot community court to resolve neighborhood quality of life crimes;
  - residential alcohol and drug services for juvenile offenders;
  - counselors to work with families of juvenile offenders to assist them in ending the criminal patterns of their children;
  - conflict resolution services.
  - short-term residential evaluation, treatment, placement planning and family reunification services for children removed from the home for their own safety.
10. During the jail construction phase Multnomah County will use levy resources to improve the information technology systems of the public safety agencies. These improvements will provide better information collection and more efficient use of current resources and assist in tracking offenders through the system.
11. During the jail construction phase Multnomah County will also use levy resources to enhance the system's ability to evaluate the effectiveness of different corrections sanctions in meeting the benchmarks.
12. The Board of County Commissioners commits to holding a series of public meetings in conjunction with the new Local Public Safety Coordinating Council to discuss the public safety strategy and seek additional community input; and

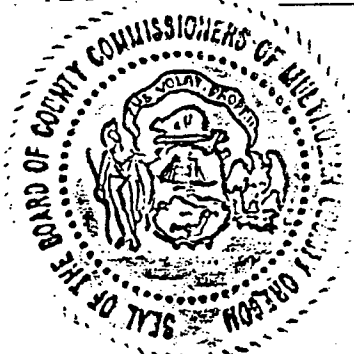
IT IS FURTHER RESOLVED that Multnomah County is committed to continuing to work in partnership with the City of Portland to positively impact public safety. In connection with the proposed General Obligation Bond and Public Safety Levy, Multnomah County will ask the City of Portland to jointly develop proposals for joint funding in the areas of:

- alcohol and drug free housing;
- domestic violence;
- after school activities for youth;
- community courts to more effectively address quality of life crimes;
- opening a Mental Health Triage Center; and

IT IS FURTHER RESOLVED that the Board is also committed to sharing the strategy with the Multnomah County legislative delegation and seeking their support.

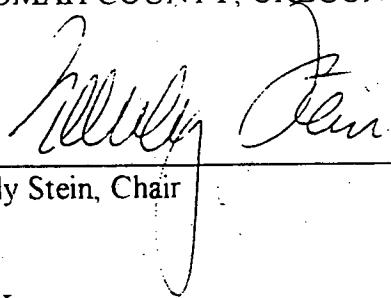
IT IS FURTHER RESOLVED, that following public review, the Board of County Commissioners will approve appropriate ballot title language for the Bond and the Levy in February, 1996.

APPROVED this 21st day of November, 1995.



MULTNOMAH COUNTY, OREGON

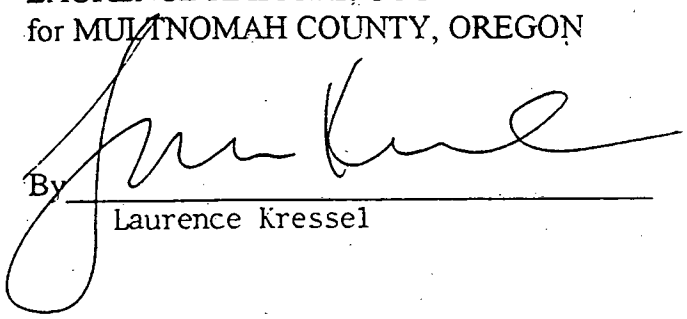
By

  
Beverly Stein, Chair

REVIEWED:

LAURENCE KRESSEL, COUNTY COUNSEL  
for MULTNOMAH COUNTY, OREGON

By

  
Laurence Kressel

DEPARTMENT OF  
ADMINISTRATIVE  
SERVICES

October 8, 1996


Dave Boyer, Finance Director  
Multnomah County  
P.O. Box 14700  
Portland, OR 97293-0700

Budget and  
Management  
Division

RE: SB 1145 Financing Title Insurance Waiver

The Multnomah County Board Chair provided to the Oregon Department of Administrative Services a certification that the property being leased to the State to secure the approved financing of the Multnomah County Corrections Project has no liens, mortgages or leases against it. In addition the County provided the Department with the title insurance policy dated April 28, 1988. Based on that certification and policy the Department of Administrative Services waives the requirement that Multnomah County purchase a standard form of title insurance policy in the amount of the State financing.

Regards,

  
Greg Jeffrey  
Finance Manager

waiver

John A. Kitzhaber  
Governor



155 Cottage Street, NE  
Salem, OR 97310  
(503) 378-3106  
FAX (503) 373-7643

DEPARTMENT OF  
ADMINISTRATIVE  
SERVICES

October 8, 1996

Dave Boyer, Finance Director  
Multnomah County  
P.O. Box 14700  
Portland, OR 97293-0700

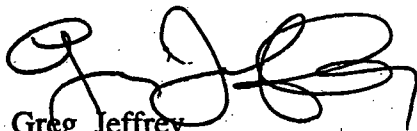
Budget and  
Management  
Division

RE: SB 1145 Financing Documents

Enclosed are two sets of Facilities Lease and Sublease documents for execution of a large portion of the state funding of the Multnomah County SB 1145 project. Also enclosed is a waiver of the need by the County to obtain additional title insurance.

Please obtain the signature of the Chair of the Multnomah Board of Commissioners on all four of the documents. The signatures must be notarized on the marked pages. When complete please return the documents to me along with an opinion of the Multnomah County Legal Counsel in the form that was distributed to you earlier. I will obtain the state official signatures to execute the leases. State funds will be available for disbursement after the County is granted a conditional use permit by the City of Portland. Your recent letter indicates the permit should be obtained in November 1996. Please call me at 503 378-3107 if I can provide any additional information.

Regards,



Greg Jeffrey  
Finance Manager

waiver

John A. Kitzhaber  
Governor



155 Cottage Street, NE  
Salem, OR 97310  
(503) 378-3106  
FAX (503) 373-7643



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 500317

Amendment # \_\_\_\_\_

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$25,000	<input type="checkbox"/> Professional Services over \$25,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Intergovernmental Agreement <b>APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS</b> AGENDA # _____ DATE _____ BOARD CLERK _____

Department Support Services Division Finance Date 10-23-96Contract Originator Dave Boyer Phone 3903 Bldg/Room 106/1430Administrative Contact Theresa Sullivan Phone 3635 Bldg/Room 106/1430Description of Contract SB1145 Facilities Lease and Sublease agreement between Multnomah County and State of Oregon.

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ WBE ☐ QRFContractor Name State of OregonMailing Address 155 Cottage Street NE  
Salem OR 97302Phone 378-3106

Employer ID# or SS# \_\_\_\_\_

Effective Date Upon executionTermination Date 20 years from executionOriginal Contract Amount \$ 0

Total Amount of Previous Amendments \$ \_\_\_\_\_

Amount of Amendment \$ \_\_\_\_\_

Total Amount of Agreement \$ \_\_\_\_\_

## REQUIRED SIGNATURES

Department Manager *Dave Boyer*Purchasing Director  
(Class II Contracts Only) *Theresa Sullivan*

County Counsel \_\_\_\_\_

County Chair / Sheriff *Theresa Sullivan*Contract Administration  
(Class I, Class II Contracts Only) \_\_\_\_\_Remittance Address \_\_\_\_\_  
(If Different) \_\_\_\_\_

## Payment Schedule

## Terms

- ☐ Lump Sum \$ \_\_\_\_\_ ☐ Due on receipt  
☐ Monthly \$ \_\_\_\_\_ ☐ Net 30  
☐ Other \$ \_\_\_\_\_ ☐ Other \_\_\_\_\_  
☐ Requirements contract - Requisition required.

Purchase Order No. \_\_\_\_\_

☐ Requirements Not to Exceed \$ \_\_\_\_\_Encumber: Yes ☐ No ☐Date 10/22/96

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT \$		
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT/ REV SRC	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.											
02.											
03.											
*	* If additional space is needed, attach separate page. Write contract # on top of page.										

INSTRUCTIONS ON REVERSE SIDE

WHITE - CONTRACT ADMINISTRATION

CANARY - INITIATION

PINK - FINANCE

## Legal Opinion

Oregon Department of Administrative Services

Oregon Department of Corrections

Subject: Facilities Lease and Facilities Sublease for Multnomah County, Oregon

I am the County Counsel for Multnomah County, Oregon (the "County"). In my capacity as County Counsel I have reviewed copies of a Facilities Lease and a Facilities Sublease (collectively, the "Leases") between the County and the State of Oregon, acting by and through its Department Of Administrative Services, (the "State"). The Leases are dated ,1997 and have been executed on behalf of the County by Beverly Stein ("the County Official").

I have examined the law and any other documents which I deem necessary to render this opinion.

Based on my examination, I am of the opinion, under existing law, as follows:

1. The Leases have been legally authorized by the Board of County Commissioners of the County under and pursuant to the Constitution and Statutes of the State of Oregon and the charter of the County. The Leases have been duly executed on behalf of the County Official upon proper authorization and execution of the Leases by the State, the Leases will constitute valid and legally binding obligations of the County which are enforceable against the County in accordance with their terms. I note, however, that the enforcement of the Leases against the County may be subject to bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting the rights of creditors generally, and that the enforcement of the Leases against the County may also be subject to the exercise of judicial discretion in appropriate cases.
2. Execution and delivery of the Leases, and the performance of the County's obligation under the Leases, does not materially conflict with, or cause a default under, any contract or agreement to which the County is a party.
3. No litigation is pending against the County, and to the best of my knowledge after reasonable investigation, no litigation is pending or threatened against the County or any of the County's agents, which would, if decided adversely to the County, materially and adversely affect: (i) the validity or enforceability of the Leases against the County; or, (ii) the performance by the County of its obligations under the Leases.

Respectfully submitted,

Laurence Kressel, County Counsel for Multnomah County

By

  
John Thomas

Assistant County Counsel

## **Facilities Lease**

THIS FACILITIES LEASE is dated as of \_\_\_\_\_, 1997, and is executed by Multnomah County, as lessor, and the State of Oregon, acting by and through its Department of Administrative Services, as lessee.

### **1. Definitions**

**Definitions.** Capitalized terms used in this Facilities Lease shall have the meanings defined for such terms in this section, unless the context clearly requires otherwise.

“Act” means Senate Bill 1145 (1995 Regular Session of the Oregon Legislature) and House Bill 3489 (1996 Special Session of the Oregon Legislature).

“County’s Project Manager” means the Facilities Manager or designee.

“County” means Multnomah County, Oregon.

“County Contribution” means the amount of \$NONE which the County is contributing to the cost of the County Corrections Project, which is described in Section 3.5 of this Facilities Lease.

“County Corrections Facilities” means the facilities described in Exhibit A to this Facilities Lease which are leased to the State under this Facilities Lease.

“County Corrections Project” means the corrections facilities to be constructed by the County which are described in Exhibit B to this Facilities Lease.

“County Executive” means the Chair, Multnomah County Board of Commissioners.

“Defeasance Amount” means an amount sufficient to fund a defeasance escrow reasonably satisfactory to the Trustee, which is sufficient to pay, or prepay, all unpaid principal, interest and redemption premiums on the portion of the State Loan which is allocable to financing the County Corrections Project, and to pay any costs necessary to effect the defeasance. The portion of the State Loan which is allocable to the County Corrections Project shall be determined as follows: The State shall calculate the “Total Net Proceeds” which is amount of net proceeds (after payment of any original issue discount, underwriter’s discount and issuance costs) for the State Loan which were received on the date the State Loan was made to the State. The State shall then calculate the “Project Proceeds” which is the amount of the Total Net Proceeds (as of the date the State Loan was made) which were used to finance the County Corrections Project which is proposed to be released. The State shall then calculate the “Project Fraction” by dividing the Project Proceeds by the Total Net Proceeds. The State shall then calculate the “Project Principal” by multiplying the Project Fraction by the total principal amount of the State Loan and rounding up to the nearest \$5,000. The State shall then calculate the “Project Debt Service” by calculating the debt service on the State Loan which is allocable to the Project Principal, assuming the Project Principal and associated interest are repaid with approximately level debt service over a period of approximately twenty years from the date the State Loan was made. The unpaid debt service allocable to a County Corrections Project shall be the Project Debt Service on the 1996 Series A Certificates which has not been paid on the date the County deposits the Defeasance Obligations in irrevocable escrow with the Trustee pursuant to Section 4.5.

“Facilities Lease” means this Facilities Lease.

"Lease Term" means the term of this Facilities Lease, as specified in Section 4.2 hereof.

"Lessee" means the State, prior to foreclosure of the Mortgage, and the Replacement Lessee, after foreclosure of the Mortgage.

"Minor Encumbrances" means liens for taxes which are not delinquent, and any easements, minor defects or encumbrances which do not materially interfere with the use of the County Corrections Project.

"Mortgage" means the Trust Deed, from the State, as grantor, conveying the State's leasehold interest in the County Corrections Facilities to the Trustee, as beneficiary.

"Project Financing" means the grant of \$31,775,000 to the County for the County Corrections Project, which is made pursuant to Section 5.1 of the Sublease.

"Replacement Lessee" means the person who acquires the rights of the State under this Facilities Lease as a result of foreclosure of the Mortgage.

"State's Project Manager" means the Community Corrections Administrator of Corrections.

"State" means the State of Oregon, acting by and through its Department of Administrative Services.

"State Lenders" means the owners of certificates of participation which are issued to finance the County Corrections Project, or any other person entitled to receive the debt service payments due under the State Loan Documents.

"State Loan" means the initial loan obtained by the State to finance the County Corrections Project and any loans obtained by the State to refinance the initial loan to finance the County Corrections Project, so long as the refinancings mature on or before the final maturity date of the initial loan.

"State Loan Documents" means the loan agreement, trust agreement, certificates of participation and related documents executed by the State to obtain the State Loan.

"Sublease" means the Sublease of the County Corrections Facilities from the State, as sublessor, to the County, as sublessee.

"Trustee" means the Trustee designated in the State Loan Documents to act on behalf of the State Lenders.

"Hazardous Material" means any and all hazardous or toxic substances, wastes or materials as listed or defined by any federal, state or local statute, regulation or ordinance pertaining to the protection of human health or the environment.

## **2. Recitals**

The parties recite:

2.1 The State has agreed to provide funds pursuant to the Act for the acquisition, expansion, improvement or construction of the County Corrections Project, which will be owned by the County.

2.2 The State will borrow the funds through the State Loan Documents.



2.3 The County has leased the County Corrections Facilities to the State pursuant to this Facilities Lease. To provide additional security for the State Loan, the State will enter into the Mortgage in favor of the Trustee.

2.4 The State and the County will enter into the Sublease to give the County the right to possess the County Corrections Facilities for the term stated in the Sublease.

### **3. Representations and Warranties of the County**

3.1 The County is the owner of fee simple title to the County Corrections Facilities, free and clear of all encumbrances other than Minor Encumbrances.

3.2 The County has: purchased a standard form of title insurance policy in the amount of the Project Financing, insuring the State's leasehold interest in the County Corrections Facilities; or, has provided other evidence satisfactory to the State that the County has marketable title to the County Corrections Facilities, and has received a written waiver from the State of the requirement that the County provide the title insurance described in the first clause of this sentence.

3.3 The County has requested the State to finance the County Corrections Project pursuant to the Act.

3.4 This Facilities Lease has been duly authorized by the County, and constitutes a valid and binding agreement of the County which is enforceable against the County in accordance with its terms.

3.5 The County has made a County Contribution in the amount of \$NONE from County funds to finance earlier elements of the County Jail Project. The County attests that all actions required by law for the County to acquire and spend the County Contribution have been taken, and that the County Contribution is now available to be spent on the County Corrections Project.

3.6 The County warrants that all land use approvals and development permits required under local zoning or development ordinance, state law and federal law for the use of the land on which the County Corrections Project will be located as a correctional facility of the type and extent funded by this Facilities Lease have been obtained. "Land use approvals and development permits" includes, but is not limited to, any necessary "land use decision" or "limited land use decision" as those terms are defined by ORS 197.015(10) and (12), and does not include building permits or certificates of occupancy. The County has provided to Corrections a list of all land use approvals and development permits the County has obtained.

3.7 No litigation or claims (environmental or otherwise) are pending against the County regarding the County Corrections Project except those which have been disclosed by the County to Corrections and the Department in writing.

### **4. Lease, Term, Rent and Use of County Corrections Facilities**

4.1 The County hereby leases to the Lessee, and the Lessee hereby leases from the County, the County Corrections Facilities on the terms and conditions set forth below.

4.2 The term of this Facilities Lease shall begin on the date of this Facilities Lease and shall end at midnight on the earlier of:

4.2.1 the tenth anniversary of the final maturity date of the initial State Loan;

4.2.2 if the Mortgage has not been foreclosed, the date on which the State Loan is paid in full, or,

4.2.3 the date on which the County pays the Defeasance Amount to the Trustee pursuant to Section 4.5.

4.3 This Facilities Lease is not subject to renewal or extension.

4.4 The County leases the County Corrections Facilities to the Lessee for the term of this Facilities Lease in consideration of the State providing the Project Financing to pay costs of the County Corrections Project, as provided in the Sublease. The County and the State agree that the State's maximum monetary obligation with respect to the County Corrections Project shall in no event exceed \$31,775,000. In the event that the costs of the County Corrections Project exceed the Project Financing, the County shall be responsible for all additional costs, and shall have no claim against the State for any amount that exceeds \$31,775,000.

4.5 If the Mortgage has not been foreclosed, the County may terminate this Facilities Lease prior to the expiration of its term by giving the State and the Trustee not less than 30 days prior written notice, and by paying the Defeasance Amount to the Trustee.

4.6 For so long as the Sublease is in effect, the State shall sublease the County Corrections Facilities solely to the County.

4.7 If the Sublease is terminated prior to termination of this Facilities Lease and the Mortgage has not been foreclosed, the State may use the County Corrections Facilities for any lawful purpose, including renting or leasing the County Corrections Facilities to third parties. Any agreement between the State and a third party for use of the County Corrections Facilities shall terminate upon foreclosure of the Mortgage.

4.8 If the Sublease is terminated prior to termination of this Facilities Lease and the Mortgage has been foreclosed, the Replacement Lessee shall have the obligations described in Section 6.

4.9 The County covenants that the State and any Replacement Lessee shall have quiet enjoyment of the County Corrections Facilities for the term of this Facilities Lease, subject only to the rights of the County under the Sublease during the term of the Sublease.

4.10 The State shall notify the County promptly if: the Legislative Assembly fails to appropriate sufficient funds to pay the State Loan; or, the State is notified by the Trustee that an event of default has occurred under the State Loan documents or that the Trustee intends, for any reason, to foreclose the Mortgage.

## **5. Leasehold Mortgage**

5.1 The State shall have the right to place the Mortgage against the County Corrections Facilities to secure the State Loan. Placing the Mortgage against the County Corrections Facilities shall not release the State from any of its obligations under this Facilities Lease, and the State shall remain liable to perform all of its agreements and covenants hereunder.

5.2 The County will execute, acknowledge and deliver to the State and the Trustee, promptly upon request, a certificate certifying (i) that this Facilities Lease is unmodified and in full force and effect (or, if there have been modifications, that this Facilities Lease is in full force and effect as modified, and stating the modifications), (ii) the dates, if any, to which sums payable hereunder have been paid and (iii) whether or not, to the knowledge of the County, there are then existing any defaults under this Facilities Lease (and if so, specifying the same).

5.3 The County agrees to provide the Trustee with a copy of any notice of default given to the State hereunder. The copies of such notices shall be transmitted to the Trustee concurrently with and by the same manner of delivery in which the original notice is given to the State. The Trustee shall have the same right to cure or correct any default on the part of the State to the same extent that the State has to cure or correct such default, and the County shall be bound to accept such cure or correction from the mortgagee to the same extent that it would be if tendered by the State.

5.4 The County and the State agree to amend this Facilities Lease to the extent necessary to include customary leasehold mortgage provisions required by the Trustee at no cost or expense to the County so long as the requested changes do not materially adversely affect the County's rights or interest in the County Corrections Facilities.

## **6. Obligations of Replacement Lessees**

6.1 If the Trustee forecloses the Mortgage, possession of the County Corrections Facilities will pass to a Replacement Lessee for the term of this Facilities Lease. This Section 6 states the obligations of Replacement Lessees. A Replacement Lessee shall comply with the provisions of this Section 6, and all provisions of this Facilities Lease except those which apply by their terms only to the State, during the entire period that the Replacement Lessee is entitled to possession of the County Corrections Facilities.

6.2 Each Replacement Lessee shall:

6.2.1 Pay any and all real and personal property taxes, general and special assessments, and other charges of every description levied on or assessed against the County Corrections Facilities, or personal property or fixtures which are part of the County Corrections Facilities during the Lease Term;

6.2.2 Keep the property free from all liens and encumbrances, except for liens for current taxes or assessments which are not delinquent.

6.2.3 Maintain the County Corrections Facilities and all improvements in first class condition and repair throughout the term of this Facilities Lease, ordinary wear and tear excepted, and in accordance with all applicable rules, regulations and ordinances of federal, state, State, municipal or other governmental agencies having or claiming jurisdiction.

6.2.4 Pay the County's reasonable costs of maintaining the insurance described in Section 7.4, or provide that insurance if the County fails to do so.

6.2.5 pay when due all charges for electricity, natural gas, water, sewage, telephone, refuse collection and all other services or utilities used on or in connection with the County Corrections Facilities, including any costs billed by the County pursuant to Section 7.3.

6.2.6 operate and use the County Corrections Facilities in a manner which is reasonably compatible with the uses of adjoining property owned by the County.

6.2.7 indemnify and hold harmless the Trustee from and against any and all losses, liabilities, damages, injuries, costs, expenses and claims (collectively, "Claims") arising out of or relating to the presence on or under, or the escape, seepage, leakage, spillage, discharge, emission or release from, the Property of any Hazardous Material (including, without limitation, any Claims asserted or arising under the Comprehensive Environmental Response, Compensation and Liability Act, any so-called "superfund" or "super lien" law or any other federal, state or local statute, law, ordinance, code, rule, regulation, order or decree regulating, relating to or imposing liability or standards of conduct concerning any Hazardous Material), but only if the hazardous substance was introduced onto the County Corrections Facilities during the time the Replacement Sublessee was entitled to possession of the County Corrections Facilities.

6.3 A Replacement Lessee may contest in good faith the validity or amount of any tax, assessment or charge in accordance with the procedures established by statute or administrative rule for such contest so long as the County Corrections Facilities are not subjected to any lien as a result of the contest.

6.4 A Replacement Lessee shall pay all amounts required by this Facilities Lease unconditionally, and shall not be entitled to offset against payments required by this Facilities Lease any claim the Replacement Lessee may have against the Trustee, the County or the State of Oregon.

## **7. Obligations of the County Regarding Taxes, Utilities and Insurance.**

7.1 The County is exempt from taxation, is currently the owner of the County Corrections Facilities, and will be the user of the County Corrections Facilities on commencement of this Facilities Lease. Any taxes, assessments and charges on the County Corrections Facilities during the term of this Facilities Lease shall be paid by the County, to the extent they are not paid by any Replacement Lessee.

7.2 During the term of this Facilities Lease the County shall pay when due all charges for electricity, natural gas, water, sewage, telephone, refuse collection and all other services or utilities used on or in connection with the County Corrections Facilities which are not paid by the State or any Replacement Lessee.

7.3 If the Sublease is terminated prior to termination of this Facilities Lease, the County shall make available to the Lessee all electricity, natural gas, water, sewage, telephone, refuse collection and all other services, amenities or utilities which were available for the County Corrections Facilities during the term of the Sublease, or were intended to be available for the County Corrections Facilities during the term of the Sublease, including use of exercise areas, food service, and other amenities which were required or available for the County Corrections

Facilities prior to termination of the Sublease. If any such services or utilities are provided by or billed through the County, the County shall bill the Lessee for such utilities and services at the County's cost. The County shall not be obligated to provide the Lessee with administrative services in connection with processing inmates housed at the County Corrections Facilities.

7.4 The County shall maintain in full force and effect throughout the entire term of this Facilities Lease, property insurance for the perils of all risks of direct physical loss or damage including earthquake and flood covering the County Corrections Facilities in an amount at least equal to the amount of the Project Financing, plus the amount of the County Contribution. Such property insurance shall include coverage in an amount not less than the lesser of: 100% of the full replacement cost of the County Corrections Facility; or the sum of the Project Financing plus the County Contribution. The Trustee and the State of Oregon shall be named as loss payees as their interests may appear. The Trustee and the State of Oregon shall be provided written notice of any cancellation or material modification to the policy at least 30 days prior to the effective date of such cancellation or change. A properly executed certificate of insurance shall be provided to the Trustee and the Department prior to commencement of any construction, and thereafter, at least 30 days prior to the effective date of any renewal or replacement policy. The policy shall be issued by companies licensed or authorized to provide insurance in the State of Oregon. The policy shall be written by an insurance company that meets or exceeds an A VII rating of A.M. Best Company or for those qualified companies that are not rated by A.M. Best Company a rating equivalent or better than an A.M. Best A VII. The County's deductible shall not exceed \$50,000 each loss, except the earthquake and flood deductible shall not exceed 2 percent of each loss or \$50,000, whichever is more, without prior written permission of the State of Oregon.

7.5 Any proceeds of the policies described in Section 6.2.4 and Section 7.4 and any net proceeds of condemnation of the County Corrections Facilities shall be paid into a joint account of the State and the County, and shall be applied to rebuild, restore or replace the County Corrections Facilities in a manner acceptable to the State, the County and any Replacement Lessee. If the State, the County and any Replacement Lessee are unable to agree on how the County Corrections Facilities are to be rebuilt, restored or replaced, the parties shall attempt to resolve the matter through the dispute resolution procedures provided in Section 15, below. If the parties are still unable to agree, an amount of insurance proceeds equal to the Defeasance Amount (or all of the proceeds, if they are less than the defeasance amount) shall be paid to the Trustee and used to defease the State Loan, and any balance of the insurance proceeds shall be paid jointly to the County and any Replacement Lessee. Any proceeds remaining after defeasance shall be paid to the order of the County and any Replacement Lessee; and shall be divided between the County and any Replacement Lessee *pro rata*, based upon the remaining term of this Facilities Lease and the remaining useful life of the County Corrections Facilities. The County shall cooperate fully with the State and any Replacement Lessee to obtain the largest possible recovery but the County shall not be obligated to incur any expense or cost in that connection.

## **8. Ownership of the Improvements**

Regardless of who may own improvements constructed on the County Corrections Facilities during the Lease Term, all improvements located on the County Corrections Facilities at the expiration or sooner termination of this Facilities Lease shall become the property of the County, free and clear of all claims of the State or anyone claiming under the State.

## **9. Assignment; Subletting; Use by the State**

9.1 The State shall not assign or otherwise transfer the State's interest in this Facilities Lease except pursuant to the Mortgage.

9.2 The County shall have no right to possess the County Corrections Facilities during the Lease Term, except by virtue of the Sublease.

9.3 The State may use the County Corrections Facilities for any lawful purpose during the term of this Facilities Lease, if the Sublease is terminated pursuant to Section 4.3.2 or 4.3.3 of the Sublease.

9.4 To the fullest extent permitted by law, the State shall indemnify and hold harmless the Trustee from and against any and all losses, liabilities, damages, injuries, costs, expenses and claims (collectively, "Claims") arising out of or relating to the presence on or under, or the escape, seepage, leakage, spillage, discharge, emission or release from, the County Corrections Facilities of any Hazardous Material (including, without limitation, any Claims asserted or arising under the Comprehensive Environmental Response, Compensation and Liability Act, any so-called "superfund" or "super lien" law or any other federal, state or local statute, law, ordinance, code, rule, regulation, order or decree regulating, relating to or imposing liability or standards of conduct concerning any Hazardous Material), but only if the hazardous substance was introduced onto the County Corrections Facilities during the time in which the State was entitled to possession of the County Corrections Facilities because the Sublease had been terminated but the Mortgage had not been foreclosed.

## **10. Condemnation**

If all or any portion of the County Corrections Facilities are condemned, the net proceeds of the condemnation shall be applied as provided in Section 7.5.

## **11. Default and Remedies**

11.1 It shall constitute a default and breach under this Facilities Lease if the State fails to perform any term, condition or covenant of this Facilities Lease within 30 days after written notice from the County specifying the nature of the failure with reasonable particularity. If the failure is of such a nature that it cannot be completely remedied within the 30-day period, the failure shall not be a default if the State begins correction of the failure within the 30-day period and thereafter proceeds with reasonable diligence and in good faith to correct the failure as soon as practicable.

11.2 Upon default and after the notice period described in 11.1 above, the County may, after having attempted in good faith to resolve any dispute related to the default as provided in Section 15, bring an action at law to recover damages for any breach, and may seek any equitable remedies which may be available; however, this Facilities Lease shall not be terminable because of any breach by the State prior to payment in full (or provision therefor) of the entire State Loan which is allocable to financing the County Corrections Project.

## **12. Indemnity**

12.1 Indemnification of State by County.

12.1.1 To the fullest extent permitted by Article XI, section 10 of the Oregon Constitution and the Oregon Tort Claims Act (ORS 30.260 to 30.300), the County shall defend, indemnify and hold harmless the State of Oregon, the Office of the State Treasurer, its Department of Administrative Services, its Department of Corrections, and the officers, employees and agents of each against any and all losses, claims, damages, liabilities and expenses: (i) arising out of the failure of the County to fulfill the County's obligations under this Facilities Lease or the County's obligations under the Sublease; (ii) arising out of any statement or information in any Preliminary Official Statement, Official Statement or other disclosure document published in connection with the issuance of certificates of participation that is based on or reflects written information provided to the State by the County that is untrue or incorrect in any material respect or which contains an omission by the County of any statement or information required to be stated therein or necessary to make the statements therein not materially misleading; and (iii) arising from any claims, actions, suits or other proceedings brought or asserted by third parties, including but not limited to tort actions, claims or actions arising out of the County's treatment of offenders, the conditions of confinement at any County administered facility, or the imposition by the County of sanctions or disciplinary measures with respect to offenders.

12.1.2 It is provided, however, that the County shall not be required to indemnify, defend or hold harmless the State of Oregon, the Office of the State Treasurer, its Department of Administrative Services, its Department of Corrections, or their officers, employees or agents against any claim or liability resulting from the wrongful acts or negligence of the State of Oregon, the Office of the State Treasurer, its Department of Administrative Services, its Department of Corrections, or their officers, employees or agents.

12.1.3 This indemnity agreement is in addition to any liability which the County otherwise may have. The contractual and quasi-contractual damages which may be claimed against the County shall not exceed those amounts permitted by the Oregon Constitution. Tort damages shall not exceed the limits of the Oregon Tort Claims Act, ORS 30.260 to 30.300 (the "Tort Claims Act"), and shall be subject to the restrictions set forth in the Tort Claims Act unless the provisions and limitations of the Tort Claims Act are preempted by federal law, including but not limited to, the federal securities laws. In case any claim that is subject to this indemnity provision shall be made or action brought against the State of Oregon, its Department of Corrections, or the officers, employees or agents of either, the entity or person for whom indemnity may be sought from the County shall promptly notify the County in writing setting forth the particulars of such claim or action and the County shall assume the defense thereof, including the retaining of counsel and the payment of all reasonable expenses. Such entity or person shall have the right to retain at its own expense, separate counsel in any such action and to participate in the defense thereof in the event that in such entity's or person's judgment the counsel retained by the County cannot for any reason adequately defend such the interests of such person or entity.

## 12.2 Indemnification of County by State.

12.2.1 To the extent permitted by Article XI, section 7 of the Oregon Constitution and the Oregon Tort Claims Act (ORS 30.260 to 30.300), the State shall indemnify, defend and hold harmless the County, its officers, employees and agents, against any and all losses, claims, damages, liabilities and expenses: (i) arising out of the failure of the State to fulfill the State's obligations under this Facilities Lease or the Sublease; and (ii) arising out of any statement or information in any Preliminary Official Statement, Official Statement or other disclosure document published in connection with the issuance of the Certificates of Participation that is based on or reflects information provided or developed by the State that is untrue or incorrect in any material respect or which contains an omission by the State of any statement or information required to be stated therein or necessary to make the statements therein not materially misleading, it being specifically agreed that the State's obligations under this subparagraph (ii) shall not extend to or include any statement, information or omission which is provided or developed by any person or party other than the State, its officers, or employees.

12.2.2 Notwithstanding any other provision of this section 12.2, the State's indemnification, defense and hold harmless obligations shall in no event extend to or include any losses, claim, damages, liabilities or expenses arising from any claims, actions, suits or other proceedings brought or asserted by third parties, including but not limited to tort actions arising out of the County's confinement or treatment of offenders, the conditions of confinement at any County administered facility, the imposition by the County of sanctions or disciplinary measures with respect to offenders, or any proceedings in the nature of criminal prosecutions, appeals from convictions, parole or probation revocations or proceedings in the nature of habeas corpus or post-conviction relief. It is also provided that the State shall not be required to indemnify, defend or hold harmless the County or its officers, employees or agents against any claim or liability arising out of the wrongful acts or negligence of the County, or its officers, employees or agents.

12.2.3 The County expressly understands and agrees that the State shall have no liability whatsoever to the County, its officers, employees or agents, in any way arising out of or resulting from any failure or refusal by the Oregon Legislative Assembly to appropriate or otherwise provide sufficient funds to pay principal of and interest on any certificates of participation issued by the State under the Act.

12.2.4 This indemnity agreement is in addition to any liability which the State otherwise may have. The contractual and quasi-contractual damages which may be claimed against the State shall not exceed those amounts permitted by the Oregon Constitution. Tort damages shall not exceed the limits of the Oregon Tort Claims Act, ORS 30.260 to 30.300 (the "Tort Claims Act"), and shall be subject to the restrictions set forth in the Tort Claims Act unless the provisions and limitations of the Tort Claims Act are preempted by federal law, including but not limited to, the federal securities laws. In case any claim that is subject to this indemnity provision shall be made or action brought against the County, its officers, employees or agents,



the entity or person for whom indemnity may be sought from the State shall promptly assume the defense thereof, including the retaining of counsel and the payment of all reasonable expenses. Such entity or person shall have the right to retain, at its own expense, separate counsel in any such action and to participate in the defense thereof in the event that in such entity's or person's judgment the counsel retained by the State cannot for any reason adequately defend the interests of such person or entity.

### **13. Hazardous Substances**

County shall indemnify and hold harmless the Trustee from and against any and all losses, liabilities, damages, injuries, costs, expenses and claims (collectively, "Claims") arising out of or relating to the presence on or under, or the escape, seepage, leakage, spillage, discharge, emission or release from, the Property of any Hazardous Material (including, without limitation, any Claims asserted or arising under the Comprehensive Environmental Response, Compensation and Liability Act, any so-called "superfund" or "super lien" law or any other federal, state or local statute, law, ordinance, code, rule, regulation, order or decree regulating, relating to or imposing liability or standards of conduct concerning any Hazardous Material). However, the County shall not be required to indemnify the Trustee for any claims for which a Replacement Lessee is required to indemnify the Trustee pursuant to Section 6.2.7, or the State is required to indemnify the Trustee pursuant to Section 9.4.

### **14. Surrender on Termination**

14.1 Upon expiration of the Lease Term, the Lessee shall surrender possession of the County Corrections Facilities to the County. All portions of the County Corrections Facilities shall become the County's property at the date of expiration of this Facilities Lease.

14.2 Failure by the Lessee to vacate the County Corrections Facilities at the time specified in this Facilities Lease shall not constitute a renewal or extension or give the Lessee any rights in or to the County Corrections Facilities or any improvements. Upon such a holdover, the Lessee shall be deemed a tenant at sufferance, and shall, to the extent permitted by Article XI, Section 7 of the Oregon Constitution, defend and indemnify the County from all liability and expense resulting from the failure or delay of the Lessee to timely surrender the County Corrections Facilities including, without limitation, claims made by any succeeding tenant founded on or resulting from the Lessee's failure to so surrender.

### **15. Dispute Resolution**

15.1 Notwithstanding any other provisions provided for in this Facilities Sublease, in the event of any dispute arising between County and the State in the performance of this Facilities Lease, the parties agree to the following resolution process:

15.1.1 Any dispute and/or disagreement between the County and the State regarding performance of this Facilities Lease shall be attempted to be resolved informally, at the earliest possible time and at the lowest level.

15.1.2 If a dispute or disagreement cannot be resolved informally, the County shall present the issue of dispute or disagreement, in writing, to the County's Project Manager and the State's Project Manager, or the State shall present the issue of dispute or disagreement, in writing, to the State's Project Manager and the County's

Project Manager. The written statement shall set forth the disputed matter and the resolution proposed by the entity presenting the statement. The County's Project Manager and the State's Project Manager shall meet to discuss the disputed matter within ten (10) business days of receipt of the written statement. Any agreement resolving the dispute shall be reduced to writing by the County and the State and signed by both the County's Project Manager and the State's Project Manager.

15.1.3. In the event the dispute is not resolved, the County, within ten (10) days of the meeting between the County's Project Manager and the State's Project Manager, shall present the dispute, in writing, to the County's Executive and the Director of Corrections, or the State, within ten (10) days of the meeting between the County's Project Manager and the State's Project Manager, shall present the dispute, in writing, to the County Executive and the State's Director of Corrections. Within ten (10) days of receipt of the written dispute, the County's Executive and the State's Director of Corrections shall meet and review the dispute. If resolution of the dispute is reached, such resolution shall be reduced to writing by the County and the State and signed by both the County's Executive and the State's Director of Corrections.

15.2 Prior to initiating any action regarding a dispute or disagreement between the County and the State, the parties shall attempt to resolve the matter as provided in this Section 15. In the event the dispute is not resolved, the dispute shall be submitted to arbitration as provided in ORS 190.710 to 190.790. However, no award resulting from such arbitration shall be binding on either party or otherwise preclude either party from seeking, after the award, such judicial remedy or resolution of the dispute as may be available to it at law or in equity.

## **16. Miscellaneous**

16.1 Waiver by either party of strict performance of any provision or term of this Facilities Lease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision or any other provisions.

16.2 All notices under this Facilities Lease shall be effective on the earlier of actual receipt or two days after deposit as registered or certified mail, return receipt requested, postage prepaid and addressed to the County or the State at the addresses stated below, or to such other address as either party may specify by notice to the other party:

the County: Multnomah County Counsel, 1120 SW Fifth Ave. Suite 1530, P.O. Box 849, Portland, Oregon 97207-0849.

the Lessee: Oregon Department of Administrative Services, 155 Cottage Street, Salem, Oregon 97310, Attention: Finance.

16.3 If suit or action is instituted to enforce this Facilities Lease, or in connection with any claim or controversy arising out of this Facilities Lease, the prevailing party, to the extent of legally available funds in the case the County does not prevail, shall be entitled to recover, in addition to costs, such sum as the court may adjudge reasonable as attorney fees at trial and on any appeal of the suit, proceeding or action. If arbitration is instituted in connection with any claim or controversy arising out of this Facilities Lease, attorney fees may be awarded by the arbitrators

as they may decide, and if so awarded shall be a part of the arbitrators' decision on which judgment may be rendered.

16.4 The invalidity or illegality of any provision of this Facilities Lease shall not affect the remainder of the Facilities Lease.

16.5 This Facilities Lease and the party's rights under it shall be construed and regulated by the laws of the state of Oregon.

16.6 At the request of either party the parties will execute and acknowledge a memorandum of lease in recordable form which shall include a legal description of the County Corrections Facilities and the term of the Facilities Lease, and either party may record the memorandum.

16.7 Any legal action regarding this Facilities Lease shall be filed in an Oregon court of appropriate jurisdiction in Marion County, Oregon.

Board of County Commissioners  
Multnomah County, Oregon,  
the "County"

State of Oregon, acting by and through its  
Department of Administrative Services (the  
"Lessee")

\_\_\_\_\_  
Beverly Stein, Chair

\_\_\_\_\_  
Director or Deputy, Department of  
Administrative Services

**REVIEWED**

By   
\_\_\_\_\_  
**MULTNOMAH COUNTY COUNSEL**

State of Oregon        )  
                              ) ss.  
County of Marion        )

The foregoing Lease was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 1997, by \_\_\_\_\_, the Director or Deputy Director of the Department of Administrative Services of the State of Oregon, on behalf of the State of Oregon.

---

Notary Public for Oregon  
My commission expires:

State of Oregon        )  
                              ) ss.  
County of Multnomah)

The foregoing Lease was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 1997, by \_\_\_\_\_, the \_\_\_\_\_ of Multnomah County, Oregon, on behalf of the County.

---

Notary Public for Oregon  
My commission expires:

### **Exhibit A**

The County Corrections Facilities consist of: (1) the County Corrections Project described in Exhibit B, below, (2) the portion (as described in Exhibit C below), of the real property described in Exhibit D below upon which the County Corrections Facilities will be located, (3) such easements, licenses, and other real property rights to, on, across, under, and over the real property described in Exhibit D for access to, and use, maintenance, and operation of, the County Corrections Facilities including ingress and egress and utility easements, and (4) such rights, including the right of support and airspace rights, sufficient for the construction, maintenance, use, and operation of the County Corrections Facilities; it being the intention that the County Corrections Facilities consist of such rights sufficient for the State to use and enjoy the County Corrections Facilities.

The County reserved to itself such rights, including the right of support and air space rights, sufficient for the maintenance, use, and operation of any improvements on the property described in Exhibit D existing on that date of this Lease other than the County Corrections Facilities (the "Existing Improvements"); it being the intention that the County reserve to itself such rights sufficient for the County to use and enjoy the Existing Improvements.

### **Exhibit B**

The County Corrections Project will consist of the addition of 132,130 gross square feet to the existing Inverness Jail of Multnomah County. The expansion will be adjacent to the north and west sides of the existing housing units located at the northwest corner of the Jail. The expansion will consist of a new admissions area, dorm space, and medical service area. The expansion will increase the current 559 medium security bed capacity by 330 medium security beds.

### **Exhibit C**

Approximately 132,130 square feet of property adjacent to the north and west sides of the existing housing units located at the northwest corner of the existing Inverness Jail.

### **Exhibit D**

#### **PARCEL I:**

The West 401 feet of the following described tract of land, said 401 feet measured East at right angles to the West boundary line of a tract of land conveyed to the City of Portland, recorded December 24, 1985, in Book 1873, Page 1748, more particularly described as follows:

A parcel of land in Sections 14 and 15 and 22, T1N, R2E, W.M., Multnomah County, Oregon.

Beginning at a point in the Westerly right of way line of N.E. 122nd Boulevard, County Road No. 3119, said point being opposite engineer's centerline Station 20+97.31 and bears S 89° 37' 09" E, 300.96 feet from the section corner common to Sections 14, 15, 22 and 23, T1N, R2E, W.M.; thence N 66° 39' 25" W, 959.84 feet to a point; thence S 28° 29' 35" W parallel to the centerline of said NE 122nd Boulevard 699.75 feet to a point, from which the Northwest corner of the David Powell DLC bears N 43° 46' 54" E, 355.51 feet, and an iron pipe bears S 44° 48' 56" W, 96.68 feet; thence N 60° 48' 05" W, 246.26 feet to an iron pipe; thence N 79° 49' 56" W, 7.3204 feet

to a point on the West line of the John Powell DLC, from which an iron pipe bears S0 52'39"W, 141.03 feet, thence N0 57'32"E along said West line 577.57 feet to a point; thence N82 37'05"E, 567.81 feet to a point; thence along a curve to the right having a radius of 781.20 feet, the chord of which bears S82 01'10"E, 413.92 feet, a distance of 418.92 feet to a point; thence S66 39'25"E, 1322.27 feet to a point on the Westerly right of way line of said NE 122nd Boulevard; thence S28 29'35"W along said line 95.38 feet to the point of beginning.

#### PARCEL II:

The Northerly 25 feet of the following described tract of land, said 25 feet being measured South of and at right angles to the North boundary line of a tract of land conveyed to the City of Portland, recorded December 24, 1985, in Book 1873, Page 1748, more particularly described as follows:

A parcel of land in Sections 14 and 15 and 22, T1N, R2E, W.M., Multnomah County, Oregon.

Beginning at a point in the Westerly right of way line of NE 122nd Boulevard, County Road No. 3119, said point being opposite engineers's centerline station 20+97.13 and bears S89 37'09"E, 300.96 feet from the section corner common to Sections 14, 15, 22 and 23, T1N, R2E, W.M.; thence N 66 39'25"W, 959.84 feet to a point; thence S28 29'35"W parallel to the centerline of said NE 122nd Boulevard 699.75 feet to a point, from which the Northwest corner of the David Powell DLC bears N43 46'54"E, 355.51 feet, and an iron pipe bears S44 48'56"W, 96.68 feet; thence N60 48'05"W, 246.26 feet to an iron pipe; thence N79 49'56"W, 7.3204 feet to a point on the West line of the John Powell DLC, from which an iron pipe bears S0 52'39"W, 141.03 feet; thence N0 57'32"E along said West line 577.57 feet to a point; thence N82 37'05"E, 567.81 feet to a point, thence along a curve to the right having a radius of 781.20 feet, the chord of which bears S82 01'10"E, 413.92 feet, a distance of 418.92 feet to a point; thence S66 39'25"E, 1322.27 feet to a point on the Westerly right of way line of said NE 122nd Boulevard; thence S28 29'35"W along said line 95.38 feet to the point of beginning.

Excepting the West 401 feet thereof measured East at right angles to the West boundary line of a tract of land conveyed to the City of Portland, recorded December 24, 1985, in Book 1873, Page 1748.

#### PARCEL III:

All of Block 99 1/2, PARKROSE, in the City of Portland, County of Multnomah and State of Oregon.

## **Facilities Sublease**

THIS FACILITIES SUBLEASE is dated as of \_\_\_\_\_, 1997 and is executed by the State of Oregon, acting by and through its Department of Administrative Services, as State, and Multnomah County, as sublessee.

### **1. Definitions.**

Capitalized terms used in this Facilities Sublease shall have the meanings defined for such terms in this section, unless the context clearly requires otherwise.

"Act" means Senate Bill 1145 (1995 Regular Session of the Oregon Legislature) and House Bill 3489 (1996 Special Session of the Oregon Legislature).

"Code" means the Internal Revenue Code of 1986, as amended.

"Corrections" means the Department of Corrections acting as representative of the State.

"County's Project Manager" means the Facilities Manager or designee.

"County" means Multnomah County, Oregon.

"County Contribution" means the amount of \$NONE, which the County is contributing to the cost of the County Jail Project, and which is described in Section 3.5 of the Facilities Lease.

"County Corrections Facilities" means the facilities described in Exhibit A to this Sublease.

"County Corrections Project" means the corrections facilities to be constructed by the County which are described in Exhibit B to this Sublease.

"County Executive" means the Chair, Multnomah County Board of Commissioners.

"Department" means the Department of Administrative Services of the State of Oregon.

"Facilities Lease" means the Facilities Lease in which the County, as lessor, leases the County Corrections Facilities to the State, as lessee.

"Material Change" means a change that would modify the character, scope, purpose or location of the County Corrections Project recommended to and approved by the Oregon Legislature. Those would include but not be limited to changes that would increase or decrease bed capacity; project location on the leased property; function the project was approved to serve, for example, to change a minimum security capacity project to an alcohol and drug treatment facility.

"Mortgage" means a leasehold mortgage on the State's interest in the Facilities Lease, from the State, as mortgagor, to the Trustee, as mortgagee.

"Project Financing" means the grant of \$31,775,000 to the County for the County Corrections Project, which is made pursuant to Section 5.1 of this Sublease.

"State's Project Manager" means the Community Corrections Administrator of Corrections.

"State Lenders" means the owners of certificates of participation which are issued to finance the County Corrections Project, or any other person entitled to receive the debt service payments due under the State Loan Documents.

"State Loan" means the loan obtained by the State to finance the County Corrections Project and any loans obtained by the State to refinance the initial loan to finance the County Corrections Project, so long as the refinancings mature on or before the final maturity date of the initial loan.

"State Loan Documents" means the loan agreement, trust agreement, certificates of participation and related documents executed by the State to obtain the State Loan.

"Sublease" means this Facilities Sublease.

"Trustee" means the Trustee designated in the State Loan Documents to act on behalf of the State Lenders.

## **2. Recitals.**

The parties recite:

2.1 The State has agreed to provide funds pursuant to the Act for the construction of the County Corrections Project, which will be owned by the County.

2.2 The State will borrow the funds through the State Loan Documents.

2.3 The County has leased the County Corrections Facilities to the State under the Facilities Lease. To provide additional security for the State Loan, the State will execute the Mortgage on the Facilities Lease in favor of the Trustee.

2.4 The State and the County now enter into this Sublease to give the County the right to possess the County Corrections Facilities for the term of this Sublease.

## **3. Agreement to Sublease.**

The State hereby leases to the County, and the County hereby leases from the State, the County Corrections Facilities on the terms and conditions set forth below.

## **4. Term and Use of County Corrections Facilities**

4.1 The term of this Sublease shall begin on the Closing Date and shall continue to midnight on the tenth anniversary of the last scheduled principal payment on the State Loan, unless it is sooner terminated as provided in Section 4.3 of this Sublease.

4.2 This Sublease is not subject to renewal or extension.

4.3 This Sublease shall terminate on the earlier of:

4.3.1 the date on which Mortgage is foreclosed;

4.3.2 the date on which the responsibility for correctional services reverts to Corrections after the County discontinues participation in the community corrections program pursuant to Section 6 of the Act;

4.3.3 the date on which the State terminates this Sublease pursuant to Section 12.3 of this Sublease; or,

4.3.4 the date on which the Facilities Lease terminates.

4.4 The State subleases the County Corrections Facilities to the County for the term of this Sublease in consideration of the execution of the Facilities Lease and the agreement by the



County to construct the County Corrections Project in accordance with Section 5 of this Sublease.

4.5 . The County shall construct and use the County Corrections Project in accordance with Oregon law and for the purposes described in the Act.

4.6 The State covenants that the State shall not interfere with the County's quiet enjoyment of the County Corrections Facilities for the term of this Sublease, subject only to the rights of the State under Section 5 of this Sublease.

4.7 Nothing in this Sublease shall be construed to limit the regulatory or police powers of the State.

### **5. Construction of County Corrections Project.**

5.1 The State agrees to provide the County the Project Financing approved by the Legislative Assembly to pay costs of the County Corrections Project in an amount of not more than \$31,775,000. The Project Financing shall be paid to the order of the County in installments, as amounts are required by the County to pay actual costs of the County Corrections Project. Advance payments will not be permitted. If payments are for costs of County labor or other services, the State shall not provide Project Financing for such costs and expenses until the labor or services have been provided. The County and the State agree that the State's maximum monetary obligation with respect to the County Corrections Project shall in no event exceed \$31,775,000. In the event that the costs of the County Corrections Project exceed the Project Financing, the County shall be responsible for all additional costs, and shall have no claim against the State for any amount that exceeds \$31,775,000.

5.2 The County shall be responsible for organizing, advertising and obtaining bids for all aspects of the County Corrections Project in accordance with applicable law and local contracting procedures including but not limited to: site acquisition, site development, construction, equipping and implementation of the County Corrections Project. The County shall be responsible for awarding and managing all contracts and property acquisition procedures necessary to complete the County Corrections Project in accordance with the plans and specifications for the County Corrections Project which Corrections has approved.

5.3 The County shall require the general contractor to provide, at its own expense, builder's risk insurance on an all risk form, including earthquake and flood, for an amount equal to the full amount of the contract. Any deductible shall not exceed \$50,000 each loss, except the earthquake and flood deductible shall not exceed 2 percent of each loss or \$50,000, whichever is more. The policy will include as loss payees the State of Oregon and the Trustee, as its interests may appear.

5.4 The County agrees to have plans and specifications for the County Corrections Project prepared by a licensed architect. The County may let all contracts for work required to prepare final plans and specifications without the approval of Corrections as long as the total expected costs of those contracts does not exceed 15% of the amount of the Project Financing. After the final plans and specifications are developed, the County shall file those plans and specifications and a comprehensive budget for the County Corrections Project with Corrections, and shall obtain the written approval of Corrections for those plans and specifications and the budget

before letting any remaining contracts for project work, and commencing construction of, the County Corrections Project. Corrections shall review and approve or deny approval of plans and specifications expeditiously.

5.5 The County agrees to construct the County Corrections Project in accordance with the plans and specifications and budget which Corrections has approved. All change orders that create a Material Change in the plans and specifications or increase the budget above the amount approved by Corrections must be approved by Corrections in advance and in writing. Corrections must be advised of all other change orders and their impact on the County Corrections Project budget within 10 days of their approval by the County or County representative.

5.6 The County agrees not to approve material changes to the plans and specifications or budget changes to the County Corrections Project that increase the budget to more than the amount approved by Corrections, unless the County first obtains the written consent of Corrections. Corrections must be advised of all changes to the plans and specifications that are not material or budget changes that do not increase the budget to more than the approved project amount within 10 days of their approval by the County or County representative.

5.7 To obtain a disbursement of the Project Financing for actual costs of the County Corrections Project, the County shall submit a requisition to Corrections on a form approved by the State, with such information as the State may reasonably require, including invoices from contractors and the amount of the County Contribution which will be applied to pay the costs for which the requisition is submitted. Corrections shall verify that the requisition is consistent with this Sublease and the plans, specifications and budget for the Project, and that the requisition, together with past requisitions for the County Corrections Project, does not exceed the amount of the Project Financing. If Corrections approves the requisition, Corrections shall submit the requisition to the Department according to the manner described in the Interagency Agreement between Corrections and the Department in connection with the State Loan. The Department shall submit the requisition to the Trustee with instructions that the requisitioned amount be paid as described in the requisition form. Corrections and the Department shall process requisitions expeditiously.

5.8 Neither execution of this Sublease nor approval of plans and specifications for the County Corrections Project by Corrections shall be construed as a representation or warranty by the State that the plans and specifications for the County Corrections Project are adequate.

5.9 The County agrees to complete the County Corrections Project in accordance with the plans and specifications which Corrections has approved. The County shall pay all costs of the County Corrections Project from the Project Financing, and, if those amounts are not sufficient, from other legally available funds of the County. The State shall not be obligated to pay the County any costs of the County Corrections Project which exceed the Project Financing.

5.10 The State and its representatives shall have access to the County Corrections Project at all reasonable times throughout the term of this Sublease to inspect the construction, operation and maintenance of the County Corrections Project.

5.11 The County shall file a completion certificate, in substantially the form attached to the Sublease as Exhibit E, upon substantial completion of the County Corrections Project.

5.12 Prior to commencement of any construction, the County shall require that the general contractor procure and maintain in full force and effect throughout the entire term of the construction and for one year after completion and acceptance by the County, a performance and Payment Bond for the faithful performance and payment of all contractor's obligations for the total cost of the County Corrections Project. The County shall be named as the obligee on the Bond.

## 6. The Act

The State has agreed to finance the County Corrections Project pursuant to the Act. The County agrees to carry out its obligations under the Act, including but not limited to:

6.1 When a county assumes responsibility under ORS 423.500 to 423.560 for correctional services previously provided by Corrections, the county and Corrections shall enter into an intergovernmental agreement that includes a local community corrections plan consisting of program descriptions, budget allocation, performance objectives and methods of evaluating each correctional service to be provided by the county.

6.2 The community corrections plans shall comply with rules adopted pursuant to ORS 423.500 to 423.560, and shall include but need not be limited to an outline of the basic structure and the supervision, services and local sanctions to be applied to offenders convicted of felonies who are:

6.2.1 On parole;

6.2.2 On probation;

6.2.3 On post-prison supervision;

6.2.4 Sentenced, on or after January 1, 1997, to 12 months or less of incarceration; and

6.2.5 Sanctioned, on or after January 1, 1997, by a court or the State Board of Parole and Post-Prison Supervision to 12 months or less incarceration for a violation of a condition of parole, probation or post-prison supervision.

6.3 Section 6 of the Act provides for payments to the County for funding for community corrections. If the total State community corrections appropriation is less than the baseline calculated under subsection (1) of Section 6 of the Act, the County may discontinue participation by written notification to the Director of Corrections 180 days prior to implementation of the change. If a county discontinues participation, the responsibility for correctional services transferred to the county, and the portion of funding made available to the county under ORS 423.530 reverts to Corrections. In no case does responsibility for supervision and provision of correctional services to misdemeanor offenders revert to the Department. If the County discontinues participation, this Sublease shall terminate as of the date the responsibility for correctional services reverts to Corrections. The Facilities Lease, however, shall not terminate.

6.4 The County shall assign all rights under its architectural, engineering, construction and related contracts for the County Corrections Project to Corrections if this Sublease is terminated prior to completion of construction of the County Corrections Project.

#### **7. Taxes and Assessments; Utilities**

The County shall pay all taxes, utility charges and governmental charges of any kind whatsoever that may at any time be lawfully assessed or levied against or with respect to the County Corrections Facilities. If any governmental charges may lawfully be paid in installments over a period of years, the County may pay those charges in installments. The County may contest in good faith the validity or application of any tax, utility charge or governmental charge in any reasonable manner, so long as the contest does not subject any portion of the County Corrections Facilities to loss or forfeiture.

#### **8. Maintenance; Alterations; Reconstruction**

8.1 The County shall maintain the County Corrections Facilities and all improvements in first class condition and repair throughout the term of this Sublease, ordinary wear and tear excepted, and in accordance with all applicable rules, regulations and ordinances of federal, state, county, municipal or other governmental agencies having or claiming jurisdiction.

8.2 The County shall perform at its sole cost and expense all necessary maintenance and repairs of: (1) the structure, foundation, exterior walls, roof, doors and windows, elevators, emergency lighting, fire extinguishers, sidewalks, and parking areas which are located in or serve the County Correction Facilities; (2) the heating, air conditioning, plumbing, electrical, and lighting systems in the County Corrections Facility, replacing parts of the system as necessary, obtaining required permits and inspections from local and state enforcement authorities as required; (3) carpets and other floor coverings.

8.3 The County agrees to maintain County Corrections Facilities utilizing a preventive maintenance plan which conforms to manufacturers' warranties, follows manufacturers' recommendations for maintenance and repairs, and assures that routine maintenance and repairs are scheduled and accomplished in a timely manner to protect the structures and building systems from excessive deterioration.

#### **9. Ownership of the Improvements**

The County Corrections Facilities shall be owned by the County, subject to the rights of the State under the Facilities Lease.

#### **10. Tax Covenants; Transfer of County Corrections Facilities**

10.1 The County covenants for the benefit of the State and the recipients of State Loan Payments to comply with all provisions of the Code which are required for interest on the State Loan to be excluded from gross income for federal taxation purposes. In determining what actions are required to comply, the County may rely on an opinion of the State's bond counsel. The County makes the following specific covenants with respect to the Code:

10.1.1 The County will not take any action or omit any action if it would cause the State Loan to become an "arbitrage bond" under Section 148 of the Code.

10.1.2 The County shall operate the facilities financed with the State Loan so that the State Loan does not become a "private activity bond" within the meaning of Section 141 of the Code.

10.1.3 The County shall, at the request of the State, cooperate with the State to provide information the State may need to compute any arbitrage rebate payments which may be due from the State in connection with the State Loan. The County shall, at the request of the Department, report any information on investment and expenditure of amounts which are paid to the County under this Sublease, which the State reasonably requires to comply with the arbitrage rebate requirements which apply to the State Loan.

10.2 The County represents that it has not leased or otherwise transferred to any person any interest in the County Corrections Facilities. The County agrees that it will not convey, sublet, assign or otherwise transfer the County Corrections Facilities or the County's interest in this Sublease, in whole or in part, without the prior written consent of the State. The County agrees that it will not allow any person to use the County Corrections Project in a manner which would cause interest on the State Loan to become includable in gross income under the Internal Revenue Code of 1986, as amended.

## **11. Insurance and Condemnation.**

11.1 The County has agreed in the Facilities Lease to maintain insurance on the County Corrections Facilities throughout the term of the Facilities Lease. Proceeds of that insurance shall be used as provided in the Facilities Lease.

11.2 Any proceeds of condemnation of the County Corrections Facilities shall be used as provided in the Facilities Lease.

## **12. Default and Remedies**

12.1 Except as provided in Section 13.2, it shall constitute an Event of Default under this Sublease if:

12.1.1 The Director of Corrections has suspended any portion of the funding made available to the County under ORS 423.500 to 423.560, pursuant to Section 8 of the Act; or,

12.1.2 the County fails to observe or perform any of its obligations hereunder, and the failure continues for a period of forty-five days after the State has given written notice to the County.

12.2 It shall not constitute an Event of Default if, within forty-five days after the State has given notice, the County begins efforts to effect a cure, and diligently continues those efforts until a cure is effected.

12.3 Upon the occurrence of an Event of Default the State may, after having attempted in good faith to resolve any dispute related to the Event of Default as provided in Section 14:

12.3.1 terminate this Sublease and the County's right to possess and use the County Corrections Facilities; or,

12.3.2 exercise any other remedy which may be available at law or in equity.

### **13. Surrender on Termination**

13.1 Upon expiration or prior termination of the Sublease term, the County shall surrender possession of the County Corrections Facilities to the State, including all improvements then located on the County Corrections Facilities, broom clean, all in good condition except for reasonable wear and tear since the last necessary restoration, repair or reconstruction made by the County pursuant to this Sublease. If this Sublease terminates and the Mortgage has not been foreclosed, the County shall surrender the County Corrections Facilities free of all tenants and prisoners except prisoners for whom the State is obligated to assume responsibility. If this Sublease terminates because of foreclosure of the Mortgage, the County shall surrender the County Corrections Facilities, free of all tenants and occupants.

13.2 Failure by the County to vacate the County Corrections Facilities at the time specified in this Sublease shall not constitute a renewal or extension or give the County any rights in or to the County Corrections Facilities or any improvements. Upon such a holdover, the County shall be treated as a tenant at sufferance and shall, to the extent permitted by law, defend and indemnify the State from all liability and expense resulting from the failure or delay of the County to timely surrender the County Corrections Facilities including, without limitation, claims made by any succeeding tenant founded on or resulting from the County's failure to so surrender.

13.3 If the County continues to use any portion of the County Corrections Facilities or fails to deliver possession of the same within 30 days after termination of this Sublease, the County shall, to the extent of legally available funds, be liable for the debt service that the State is required to pay under the State Loan Documents which is allocable to financing of the County Corrections Project, and any other actual (but not consequential) damages or losses suffered by the State as a consequence of such failure.

### **14. Dispute Resolution**

14.1 Notwithstanding any other provisions provided for in this Facilities Sublease, in the event of any dispute arising between County and the State in the performance of this Facilities Sublease, the parties agree to the following resolution process:

14.1.1 Any dispute and/or disagreement between the County and the State regarding performance of this Facilities Sublease shall be attempted to be resolved informally, at the earliest possible time and at the lowest level.

14.1.2 If a dispute or disagreement cannot be resolved informally, the County shall present the issue of dispute or disagreement, in writing, to the County's Project Manager and the State's Project Manager, or the State shall present the issue of dispute or disagreement, in writing, to the State's Project Manager and the County's Project Manager. The written statement shall set forth the disputed matter and the resolution proposed by the entity presenting the statement. The County's Project Manager and the State's Project Manager shall meet to discuss the disputed matter within ten (10) business days of receipt of the written statement. Any agreement resolving the dispute shall be reduced to writing by the County and the State and signed by both the County's Project Manager and the State's Project Manager.

14.1.3 In the event the dispute is not resolved, the County, within ten (10) days of the meeting between the County's Project Manager and the State's Project Manager, shall present the dispute, in writing, to the County's Executive and the Director of Corrections, or the State, within ten (10) days of the meeting between the County's Project Manager and the State's Project Manager, shall present the dispute, in writing, to the County Executive and the State's Director of Corrections. Within ten (10) days of receipt of the written dispute, the County's Executive and the State's Director of Corrections shall meet and review the dispute. If resolution of the dispute is reached, such resolution shall be reduced to writing by the County and the State and signed by both the County's Executive and the State's Director of Corrections.

14.2 Prior to initiating any action regarding a dispute or disagreement between the County and the State, the parties shall attempt to resolve the matter as provided in this Section 15. In the event the dispute is not resolved, the dispute shall be submitted to arbitration as provided in ORS 190.710 to 190.790. However, no award resulting from such arbitration shall be binding on either party or otherwise preclude either party from seeking, after the award, such judicial remedy or resolution of the dispute as may be available to it at law or in equity.

## **15. Miscellaneous.**

15.1 Prior to initiating any action regarding a dispute or disagreement between the County and the State, the parties shall attempt to resolve the matter as provided in this Section 14. In the event the dispute is not resolved, the dispute shall be submitted to arbitration as provided in ORS 190.710 to 190.790. However, no award resulting from such arbitration shall be binding on either party or otherwise preclude either party from seeking, after the award, such judicial remedy or resolution of the dispute as may be available to it at law or in equity. No written or oral statement or representation made in the course of attempted dispute resolution under Section 14 shall constitute a party admission or be admissible in any subsequent judicial proceeding which directly concerns the dispute.

15.2 Waiver by either party of strict performance of any provision or term of this Sublease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision or any other provisions.

15.3 All notices under this Sublease shall be effective on the earlier of actual receipt or two days after deposit as registered or certified mail, return receipt requested, postage prepaid and addressed to the State or the County at the addresses stated below, or to such other address as either party may specify by notice to the other party:

the County: Multnomah County Counsel, 1120 SW Fifth Ave., Suite 1530, P.O. Box 849, Portland, Oregon 97207-0849.

the Lessee: Oregon Department of Administrative Services, 155 Cottage Street, Salem, Oregon 97310, Attention: Finance.

15.4 If suit or action is instituted to collect rent, to enforce this Sublease, or in connection with any claim or controversy arising out of this Sublease, the prevailing party, to the extent of legally available funds in the case the County does not prevail, shall be entitled to recover, in addition to costs, such sum as the court may adjudge reasonable as attorney fees at trial and on any appeal of

the suit, proceeding or action. If arbitration is instituted in connection with any claim or controversy arising out of this Sublease, attorney fees may be awarded by the arbitrators as they may decide, and if so awarded shall be a part of the arbitrators' decision on which judgment may be rendered.

15.5 The invalidity or illegality of any provision of this Sublease shall not affect the remainder of the Sublease.

15.6 This Sublease and the parties' rights under it shall be construed and regulated by the laws of the State of Oregon. Any legal action to enforce this lease shall be commenced in the court of the State of Oregon which has jurisdiction and is located in Marion County, Oregon.

15.7 At the request of either party the parties will execute and acknowledge a memorandum of Sublease in recordable form which shall include a legal description of the County Corrections Facilities and the term of the Sublease, and either party may record the memorandum.

15.8 Any legal action regarding this Sublease shall be filed in an Oregon court of appropriate jurisdiction in Marion County, Oregon.

Board of County Commissioners  
Multnomah County, Oregon,  
the "County"

State of Oregon, acting by and through its  
Department of Administrative Services (the  
"Lessee")

\_\_\_\_\_  
Beverly Stein, Chair

\_\_\_\_\_  
Director, Department of Administrative  
Services

**REVIEWED**

By

  
\_\_\_\_\_  
**MULTNOMAH COUNTY COUNSEL**

On behalf of the Department of Corrections, I hereby agree to perform the duties assigned to the Department of Corrections in this Sublease.

State of Oregon Department of Corrections ("Corrections")

\_\_\_\_\_  
Director



State of Oregon       )  
                                  ) ss.  
County of Marion       )

The foregoing Lease was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 1997,  
by \_\_\_\_\_, the Director/Deputy Director of the Department of  
Administrative Services of the State of Oregon, on behalf of the State of Oregon.

\_\_\_\_\_  
Notary Public for Oregon  
My commission expires:

State of Oregon       )  
                                  ) ss.  
County of Multnomah)

The foregoing Lease was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 1997, by  
\_\_\_\_\_, the \_\_\_\_\_ of Multnomah County, Oregon, on behalf  
of the County.

\_\_\_\_\_  
Notary Public for Oregon  
My commission expires:

### **Exhibit A**

The County Corrections Facilities consist of: (1) the County Corrections Project described in Exhibit B, below, (2) the portion (as described in Exhibit C below), of the real property described in Exhibit D below upon which the County Corrections Facilities will be located, (3) such easements, licenses, and other real property rights to, on, across, under, and over the real property described in Exhibit D for access to, and use, maintenance, and operation of, the County Corrections Facilities including ingress and egress and utility easements, and (4) such rights, including the right of support and airspace rights, sufficient for the construction, maintenance, use, and operation of the County Corrections Facilities; it being the intention that the County Corrections Facilities consist of such rights sufficient for the State to use and enjoy the County Corrections Facilities.

The County reserved to itself such rights, including the right of support and air space rights, sufficient for the maintenance, use, and operation of any improvements on the property described in Exhibit D existing on that date of this Lease other than the County Corrections Facilities (the "Existing Improvements"); it being the intention that the County reserve to itself such rights sufficient for the County to use and enjoy the Existing Improvements.

### **Exhibit B**

The County Corrections Project will consist of the addition of 132,130 gross square feet to the existing Inverness Jail of Multnomah County. The expansion will be adjacent to the north and west sides of the existing housing units located at the northwest corner of the Jail. The expansion will consist of a new admissions area, dorm space, and medical service area. The expansion will increase the current 559 medium security bed capacity by 330 medium security beds.

### **Exhibit C**

Approximately 132,130 square feet of property adjacent to the north and west sides of the existing housing units located at the northwest corner of the existing Inverness Jail.

### **Exhibit D**

#### **PARCEL I:**

The West 401 feet of the following described tract of land, said 401 feet measured East at right angles to the West boundary line of a tract of land conveyed to the City of Portland, recorded December 24, 1985, in Book 1873, Page 1748, more particularly described as follows:

A parcel of land in Sections 14 and 15 and 22, T1N, R2E, W.M., Multnomah County, Oregon.

Beginning at a point in the Westerly right of way line of N.E. 122nd Boulevard, County Road No. 3119, said point being opposite engineer's centerline Station 20+97.31 and bears S 89° 37' 09" E, 300.96 feet from the section corner common to Sections 14, 15, 22 and 23, T1N, R2E, W.M.; thence N 66° 39' 25" W, 959.84 feet to a point; thence S 28° 29' 35" W parallel to the centerline of said NE 122nd Boulevard 699.75 feet to a point, from which the Northwest corner of the David Powell DLC bears N 43° 46' 54" E, 355.51 feet, and an iron pipe bears S 44° 48' 56" W, 96.68 feet; thence N 60° 48' 05" W, 246.26 feet to an iron pipe; thence N 79° 49' 56" W, 7.3204 feet

to a point on the West line of the John Powell DLC, from which an iron pipe bears S0 52'39"W, 141.03 feet, thence N0 57'32"E along said West line 577.57 feet to a point; thence N82 37'05"E, 567.81 feet to a point; thence along a curve to the right having a radius of 781.20 feet, the chord of which bears S82 01'10"E, 413.92 feet, a distance of 418.92 feet to a point; thence S66 39'25"E, 1322.27 feet to a point on the Westerly right of way line of said NE 122nd Boulevard; thence S28 29'35"W along said line 95.38 feet to the point of beginning.

#### PARCEL II:

The Northerly 25 feet of the following described tract of land, said 25 feet being measured South of and at right angles to the North boundary line of a tract of land conveyed to the City of Portland, recorded December 24, 1985, in Book 1873, Page 1748, more particularly described as follows:

A parcel of land in Sections 14 and 15 and 22, T1N, R2E, W.M., Multnomah County, Oregon.

Beginning at a point in the Westerly right of way line of NE 122nd Boulevard, County Road No. 3119, said point being opposite engineers's centerline station 20+97.13 and bears S89 37'09"E, 300.96 feet from the section corner common to Sections 14, 15, 22 and 23, T1N, R2E, W.M.; thence N 66 39'25"W, 959.84 feet to a point; thence S28 29'35"W parallel to the centerline of said NE 122nd Boulevard 699.75 feet to a point, from which the Northwest corner of the David Powell DLC bears N43 46'54"E, 355.51 feet, and an iron pipe bears S44 48'56"W, 96.68 feet; thence N60 48'05"W, 246.26 feet to an iron pipe; thence N79 49'56"W, 7.3204 feet to a point on the West line of the John Powell DLC, from which an iron pipe bears S0 52'39"W, 141.03 feet; thence N0 57'32"E along said West line 577.57 feet to a point; thence N82 37'05"E, 567.81 feet to a point, thence along a curve to the right having a radius of 781.20 feet, the chord of which bears S82 01'10"E, 413.92 feet, a distance of 418.92 feet to a point; thence S66 39'25"E, 1322.27 feet to a point on the Westerly right of way line of said NE 122nd Boulevard; thence S28 29'35"W along said line 95.38 feet to the point of beginning.

Excepting the West 401 feet thereof measured East at right angles to the West boundary line of a tract of land conveyed to the City of Portland, recorded December 24, 1985, in Book 1873, Page 1748.

#### PARCEL III:

All of Block 99 1/2, PARKROSE, in the City of Portland, County of Multnomah and State of Oregon.

## EXHIBIT E

### Certificate of Completion

On behalf of Multnomah County, I hereby certify in accordance with the Facilities Sublease between Multnomah County, and the State of Oregon which is dated \_\_\_\_\_, and relates to County Corrections Facilities which are being financed under Senate Bill 1145 (1995 Regular Session of the Oregon Legislature) and House Bill 3489 (1996 Special Session of the Oregon Legislature), that:

1. The County Corrections Project described in the Facilities Sublease has been completely acquired, constructed, delivered and installed in accordance with the Facilities Sublease and substantially in conformity with the specifications therefor which were approved by the Oregon Department of Corrections, and that all costs incurred by Multnomah County in connection therewith and all expenses incidental thereto have been determined and paid, or provision has been made for the payment therefor.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_.

**Multnomah County**

\_\_\_\_\_  
Authorized Officer

MEETING DATE: APR 17 1997  
AGENDA #: R-5  
ESTIMATED START TIME: 10:05

(Above Space for Board Clerk's Use ONLY)

## AGENDA PLACEMENT FORM

SUBJECT: Transfer of a Tax Foreclosed Property to the Portland Public School District

BOARD BRIEFING: DATE REQUESTED: \_\_\_\_\_  
REQUESTED BY: \_\_\_\_\_  
AMOUNT OF TIME NEEDED: \_\_\_\_\_

REGULAR MEETING: DATE REQUESTED: April 17, 1997  
AMOUNT OF TIME NEEDED: 10 Minutes

DEPARTMENT: Commissioner District #3 DIVISION: \_\_\_\_\_

CONTACT: Don Carlson TELEPHONE #: 248-5126  
BLDG/ROOM #: 106/1500

PERSON(S) MAKING PRESENTATION: Don Carlson, Kathy Tuneberg(A&T), Reg Martinson(PPS)

### ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

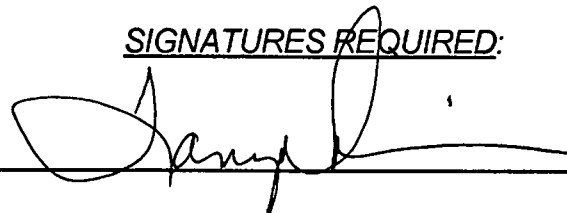
### SUGGESTED AGENDA TITLE:

Public Hearing and ORDER Transferring a Tax Foreclosed Property to Portland Public School District No. 1 for Public Purposes.

Attached documents: Staff Report; Board Order with Exhibits A and B; and a Deed with Exhibit A  
4/23/97 ORIGINAL DEED & COPY OF ORDER TO VANESSA  
with A&T tax title; copies of all to Don Carlson

### SIGNATURES REQUIRED:

ELECTED  
OFFICIAL: \_\_\_\_\_  
(OR)  
DEPARTMENT  
MANAGER: \_\_\_\_\_



BOARD OF  
COUNTY COMMISSIONERS  
97 APR -3 PM 4:52  
MULTNOMAH COUNTY  
OREGON

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Office of the Board Clerk 248-3277 or 248-5222

#1

PLEASE PRINT LEGIBLY!

MEETING DATE 4/17/97

NAME DON McELROY

NAME DOUGLAS  
ADDRESS PORTLAND PUBLIC SCHOOLS  
CITY PORTLAND  
STATE ME  
ZIP 04101

STREET DIXON ST. PALM BEACH ZIP CODE 33480  
CITY PALM BEACH

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # 12-5

SUPPORT X OPPOSE \_\_\_\_\_  
SUBMIT TO BOARD CLERK

**SUBMIT TO BOARD CLERK**

#2

**PLEASE PRINT LEGIBLY!**

MEETING DATE 4/17/97

NAME MICHAEL YOUSE

NAME MICHAEL  
ADDRESS 2404 SE 71 ST AVE  
STREET 97307

**STREET** 2001 10th St. NE 9/20/01

STREET PORTLAND, OR ZIP CODE

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # R-5

SUPPORT ~~X~~ OPPOSE  
SUBMIT TO BOARD CLERK

~~OFFICE~~  
SUBMIT TO BOARD CLERK

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM STAFF REPORT**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: Don Carlson/Kathy Tuneberg

TODAY'S DATE: April 2, 1997

REQUESTED PLACEMENT DATE: April 17, 1997

RE: **REQUEST APPROVAL FROM THE BOARD TO TRANSFER A TAX  
FORCLOSED PROPERTY TO THE PORTLAND PUBLIC SCHOOL DISTRICT  
FOR PUBLIC PURPOSES.**

**I. Recommendation/Action Requested:**

Request the Board of County Commissioners approve the attached ORDER transferring a property at the southeast corner of SE 71<sup>st</sup> Ave. and SE Division to the Portland Public School District for public use.

**II. Background/Analysis:**

In late August 1996 the Tax Title Division notified the Chair's Office that the title to the property in question had been cleared and put on the list of properties available to governments to be used for a public purpose. The Tax Title Division, also indicated that four governmental entities had expressed an interest in the property. They included the Portland Development Commission (PDC, the Multnomah County Health Department (MCHD), the Multnomah County Education Service District (ESD), and the Portland Public School District (PPS).

Chair Bev Stein asked Commissioner Collier to work on this project and develop a process to assist the Board in deciding which agency should get the property. Commissioner Collier held a preliminary meeting with three of the agencies on November 1, 1996 to hear tentative plans for the use of the property. PDC withdrew its proposal because it was for housing and this government transfer process is for non-housing uses. At the November 1 meeting the School Districts described very similar proposals and it was agreed they would explore the development of a joint proposal. The MCHD withdrew its proposal in consideration of the PPS/ESD plans. Subsequent to the meeting, Commissioner Collier's Office developed a set of criteria to be used by the Board should the two districts fail to develop a joint proposal. The criteria were sent to both school districts on December 5, 1996 (See Attachment 1 to this Staff Report).

Subsequent to the receipt of the letter, officials of both districts notified Commissioner Collier's Office that they had worked out a joint proposal for the property. Commissioner Collier notified the Mt. Tabor and South Tabor Neighborhood Associations that the PPS and ESD were ready to discuss their proposed use of the property with interested residents of the area. SE Division Street is the dividing line between the two associations. A notice of a public meeting was sent to approximately 9400 households in the two affected neighborhood associations (See Attachment 2).

The joint Mt. Tabor and South Tabor Neighborhood Association meeting was held on February 20, 1997. Approximately 50 people were in attendance including representatives from the PPS and the ESD, and the Multnomah County Tax Title Division. Representatives of the School Districts explained that the property would be used to provide office space and class rooms for special needs programs of both districts. The PPS will be the owner of the property and offer space to the ESD through an inter-governmental agreement. The PPS is interested in the property because it is immediately adjacent to it's Holladay Center which provides educational services to special needs students in the District. The ESD is interested in the location for it's special needs services for, not only the Portland Public Schools, but for districts to the east of Portland. The PPS representative indicated the project would cost approximately \$980,000 and would be ready for occupancy in the fall of 1998.

Most of the citizens in attendance resided in close proximity to the SE 71<sup>st</sup> and Division property. The major concerns expressed by the citizens were about traffic problems in the vicinity of property and security matters for the property. The Holladay Center is immediately south of the property and Youngson School is just south of the Holladay Center. Both facilities cause traffic congestion before and after school and the staff of the Holladay Center park on SE 71<sup>st</sup> Ave. The facility parking lot has been used in the past for drug deals and prostitution. This problem has been mitigated through the installation of fencing by the County Tax Title Facilities Maintenance staff.

A result of the meeting was the creation of a Good Neighbor Committee to work with the School District on ways and means to respond to concerns of the neighborhood. This committee will work with the District as it proceeds through the City's conditional use process. The Committee has held one meeting and will meet again after the property is transferred to the PPS and after the District has held a Pre-Application Conference with the City Planning Bureau for the conditional use. The membership of the Committee is shown on Attachment 3. On Thursday, March 20, 1997 the South Tabor Neighborhood Association adopted a motion supporting the transfer of the property to the PPS. A copy of the letter from the President of the Association is shown on Attachment 4.



### **III. Financial Impact:**

The property is proposed to be deeded to the School District without monetary consideration. The total liability for the property will therefore be written off. The Tax Title Fund has incurred expenses for the maintenance of the property as well as expenses associated with preparation of application materials, processing of the transfer request and preparation of Board documents. Future costs will include newspaper publications, and processing legal documents. The property tax liability and property maintenance costs are shown on Attachment 5. While the information shows the real market value to be \$1,757,400 the Assessment and Taxation Division estimates the current real market value to range from approximately \$600,000 to \$800,000 (See Attachment 6).

### **IV. Legal Issues:**

Multnomah County has clear title to the property and no legal issue is expected to develop as a result of this action.

### **V. Controversial Issues:**

No public controversy is expected as a result of setting this date for a Public Hearing. Also, no controversy is expected as a result of the approval of this transfer request.

### **VI. Link to Current County Policies:**

This transfer is being processed and is in conformance with the policies set forth in Multnomah County Ordinance No. 795 adopted on September 8, 1994.

### **VII. Citizen Participation:**

There has been considerable opportunity for and actual citizen participation in this transfer (see Section II above). In addition, notice of this transfer hearing will be published in a newspaper for two successive weeks: April 7 and 11, 1997. A copy of the newspaper ad is shown in Attachment 7. Notice of the transfer will be sent to interested parties.

### **VIII. Other Government Participation:**

This transfer involves a joint proposal from two school districts. The appropriate neighborhood associations have been involved in the proceeding. Representatives of the Portland Public School District are expected to attend the public hearing.

TANYA COLLIER  
Multnomah County Commissioner  
District 3



**ATTACHMENT 1**

1120 SW Fifth St., Suite 1500  
Portland, OR 97204  
(503) 248-5217

December 5, 1996

**SAME LETTER SENT TO:**

Dr. Edward L. Schmidt  
Superintendent  
Multnomah County ESD

Donald McElroy  
Deputy Superintendent  
Portland Public Schools  
501 North Dixon Street  
Portland, OR 97232

Dear Don:

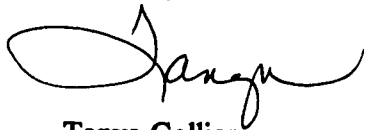
As you know, four government entities initially expressed interest in the tax foreclosed property at SE 71<sup>st</sup> and Division. We held a preliminary meeting on November 1<sup>st</sup> attended by representatives from the Multnomah County ESD, Multnomah County Health Department and the Portland Public Schools. The meeting concluded with two similar, but very preliminary, proposals on the table, one from the ESD and one from you. We all agreed that the two of you would explore the possibility of forming a joint proposal for use of the property and that we would then meet again to review the results of your efforts.

Should your efforts at a collaboration for use of the property fail, the County will select one of you as the recipient of the property. I have enclosed a list of project criteria that will be used for the selection process should that be necessary. The County will evaluate your responses to the project criteria and make a decision based on the highest and best use of the property. To assure a fair process, points will be awarded for each criteria, and the project with the highest number of points will be awarded the property.

This tax foreclosed property has been made available to local governments in hopes of finding uses which will improve our community and help those people who have the greatest need. Vacant and abandoned properties also contribute to the general decline of neighborhoods by reducing property values and discouraging investment. We are interested in a timely redevelopment of the property that will fit well with the neighborhood. I hope you and the ESD are able to work out a joint proposal.

Our next meeting is scheduled for Thursday, December 19<sup>th</sup> at 5:00 p.m. at Youngson School, 2704 SE 71st. I look forward to meeting with you again.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tanya Collier', with a large, stylized initial 'T'.

Tanya Collier  
Multnomah County Commissioner  
District 3

Enclosure

cc: Maria Rojo, County Chair's Office  
Eric Bosler, Mt. Tabor NA  
Kathryn Notson, South Tabor NA

**SE 71<sup>st</sup> & Division Property:** This property has been made available to local governments through Multnomah County Tax Title program which distributes tax foreclosed properties to governmental bodies and private non-profit organizations per Multnomah County Ordinance 795. The primary goal of the County is to find the highest and best use for these properties, uses which improve our community and help those people who have the greatest need. In addition, vacant and abandoned properties – such as the SE 71<sup>st</sup> and Division property – contribute to the general decline of neighborhoods by reducing property values and discouraging investment.

To assure a fair process, the following criteria must be addressed by applicants for property transfer. Points will be awarded for each criteria with the recipient being the project which has the highest number of points.

Please address the following criteria and return to Commissioner Tanya Collier, Multnomah County Commissioner, 1120 SW 5<sup>th</sup> Avenue, Suite 1500, Portland, OR 97204.

### **PROJECT & APPLICANT CRITERIA**

#### **A. Organizational Capacity (15 points)**

Demonstrate your capacity to carry out the project. If more than one organization will be involved in project development or services, describe partnership roles and commitments of each.

#### **B. Project Plan (15 points)**

Demonstrate a project plan that will result in timely completion and use. Justify your proposal as the highest and best use of the property, both in terms of the site and beneficiary need. Describe how the value of the donated property will be passed through as a tangible benefit to actual occupants of the completed project.

#### **C. Financial Plan (10 points)**

Demonstrate the feasibility of the proposed project. Include a project timeline and construction cost estimate. Identify funding commitments and sources.

#### **D. Operations Capacity (5 points)**

**Demonstrate your capacity to develop, operate, manage and maintain project. Describe maintenance plan during the development period. Describe continuing project oversight and operational responsibility. If more than one partner is involved in the project, describe operational relationships.**

**E. Community Support for the Project (5 points)**

**Demonstrate how your project fits in with the existing community. How do you plan to work with the neighbors?**

## IMPORTANT NEIGHBORHOOD MEETING

*Please join Multnomah County Commissioner Tanya Collier at a presentation to the South Tabor and Mt. Tabor Neighborhood Associations about the proposed plans for redevelopment of the St. Luke's Care Center at 7100 SE Division. This is your chance to make comments before the Board of County Commissioners officially considers transferring the property to Portland Public Schools. Please come.*

Thursday, February 20, 1997,  
7:00 p.m.  
Trinity Baptist Church, 2700 SE 67<sup>th</sup>  
(enter through door on east side of building)

### Neighborhood Association Information:

#### ***South Tabor***

- ♦ Meets on third Thursday of month at Trinity Baptist Church, 2700 SE 67<sup>th</sup> (except June, July, August, and December) at 7:00 p.m.
- ♦ Election of officers is in May
- ♦ President is Dan Small, 771-7368 (h)

#### ***Mt. Tabor***

- ♦ Meets on third Wednesday of month at Western Baptist Seminary, Room 101 Buerman Hall, 55<sup>th</sup> & Hawthorne, at 7:30 p.m..
- ♦ President is Amy Alice Hammond, 236-4517 (h)
- ♦ Hawthorne Bridge Closure presentation and Light Rail presentation, Feb, 19<sup>th</sup>, 7:30 p.m., Buerman Hall, Room 101, Western Baptist Seminary.
- ♦ SE Community Plan Committee meets every other Thursday, 2/20, 3/6, 3/20, at 7:00 p.m. Join them at Buerman Hall, Room 101.

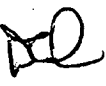
TANYA COLLIER  
Multnomah County Commissioner  
District 3



1120 SW Fifth St., Suite 1500  
Portland, OR 97204  
(503) 248-5217

Date: March 10, 1997

To: South Mt. Tabor Good Neighbor Committee

From: Don Carlson 

Re: Initial Meeting to Discuss Portland School District's Plans for the Use of the 71st and Division Property

**The purpose of this memo is to notify you that the first meeting of the Good Neighbor Committee is scheduled for 7:00 p.m. on Tuesday, March 18, 1997 at the Youngson School Library located at 2704 SE 71st Avenue.**

At this meeting we will review the plans prepared to date by the School District for the use of the property, identify and address issues of concern to you, and review the timeline for all aspects of this proposal.

The membership of the Committee is listed on the attached sheet. If you have any questions or need additional information, please contact me at 248-5126. See you at the meeting.

**SOUTH MT. TABOR GOOD NEIGHBOR COMMITTEE  
(71st and Division Property)**

Joe Adams	2435 SE 71st	777-3027
Larry & Nina Armstrong	2504 SE 71st	774-0691
George & Pam Brummer	3139 SE 73rd	774-1316
Don Carlson	Multnomah County	248-5126
Bob Fredrickson	2806 SE 75th	775-4010
Mark Holcomb & Jacki Cieslak	2416 SE 71st	788-0669
Elsie Johnson	2810 SE 71st	774-7719
Reg Martinson	Portland Public Schools	916-3401
Kathryn Notson	2419 SE 78th	777-6422
Dan Small	8105 SE Powell	771-7368
Vincent Terialles, Sr.	6816 SE Division	774-5589
Michael Youse	2404 SE 71st	775-3855



**SOUTH TABOR 71<sup>st</sup> AND DIVISION GOOD NEIGHBOR COMMITTEE  
MEETING AGENDA  
(Youngson School, March 18, 1997)**

- I. Welcome and Introductions.**
- II. Purpose of the Meeting.**
- III. Presentation from School District Representative on the Status Project to Date.**
- IV. Review of Specific Building and Grounds Plans to Date.**
- V. Identification and Discussion of Issues of Concern.**
- VI. Review and Understanding of Time Line for the Project.**
- VII. Set Next Meeting Date.**
- VIII. Other Items of Importance.**
- IX. Adjourn.**

APR 1-1997

**ATTACHMENT 4**

March 27, 1997

Tanya Collier  
Multnomah County Commissioner, District 3  
1120 SW 5<sup>th</sup> Ave, Room 1500  
Portland, OR 97204

Dear Commissioner Collier:

Following the reading of the Minutes of the General Membership Meeting of the **South Tabor Neighborhood Association** for 20 February 1997, and after a review of the meeting of the Good Neighbor Committee on 18 March 1997, the **South Tabor Neighborhood Association** voted on 20 March 1997 at its General Membership Meeting to accept and support the joint proposal of the Portland Public Schools (PPS) and the Multnomah Educational Service District (MESD) for their common use of the property at SE 71<sup>st</sup> and Division, as well as the transfer of title to them from Multnomah County for that purpose.

The former St Luke's Care Center has been vacant too long, has been a nuisance attractor (much less so since the fence went up!), and we look forward to its productive use in our community again, though in a different format. Working with the Good Neighbor Committee, we have made a promising beginning in identifying problem areas to be addressed as this project moves forward.

Sincerely,



Daniel S. Small  
President, South Tabor Neighborhood Association  
8105 SE Powell, #30  
Portland, OR 97206-2321  
(503/771-7368)

**MEMO****Date:****To: Commissioner Collier****From: Stephen Kelly, Tax Title****Subject: 7100 SE DIVISION ST**

---

Costs and expenses accrued on the above property todate are as follows:

Interest, penalties, &amp; title report costs: \$ 462,011.87

Accrued interest while in tax title inventory: \$ 64,889.37  
(interest from 9/25/95 to 2/20/97)

Tax Title Facilities Management's maintenance cost: \$ 12,873.38

City of Portland liens against property: \$ 3,323.76  
(as of 2/20/97)**TOTAL Costs and Expenses** 

---

\$ 543,098.38

1996/97 Real Market Value \$1,757,400.00

## ATTACHMENT 6

## MEMO

**Date:** April 2, 1997  
**To:** Kathy Tuneberg  
**From:** Richard Sanderman  
**Re:** Property at 7100 SE Division Street (R99205-2530)

---

I have reviewed the commercial section's processing of this account back to the 1995/1996 tax year, which was the cycle reappraisal interval for this property. The subject property is the old Mt. Tabor Convalescent Home that was built in 1960 - 1961. At the time of reappraisal (August, 1995) the nursing home was closed, the building was vacant and being marketed through a real estate firm. Our appraiser contacted the broker and discovered that Warner Pacific College was interested in the property. They were considering converting the structure to some type of assisted care facility where they could also train students in the health care profession. The appraiser then contacted the college and found out that they estimated approximately \$280,000 in remodeling costs for this project. The appraiser was also aware that this account had delinquent taxes amounting to over \$400,000 on the roll. In determining the value for 1995/1996, the appraiser considered the value of the overall facility less the remodeling cost obtained from the college. The account was "red flagged" and put on a status for review for 1996/1997.

At a later point in time, I recall talking to a potential investor in this property on the telephone. He indicated they were looking at the property for potential conversion to low income housing. The primary purpose of the phone conversation though had to do with the delinquent taxes on the property. In looking back the relevance of this point is that the Warner Pacific deal had fallen through, but I was not aware of this prior situation at that time.

Based on our record this property was revisited on August 14, 1996. At that time, a

remark was made "all window(s) covered with plywood on re-inspection, trend for 1996, see for 1997." By this time Multnomah County had taken over ownership through tax title and the property was non-taxable. This maybe part of the reason, but should not have been an excuse, for such a brief review and allowing trending to be added to this vacant property. Apparently the appraiser let the value be trended because the construction work for remodeling/conversion had not been started and indicated the account should be re-inspected for the following year.

All that I currently know about the property, is that it is still vacant and has been for more than two years. Also, any maintenance and upkeep of the property has been deferred. I have not currently re-inspected the property, but based on the above knowledge, I suspect the value could be significantly lower than our current trended value. A review of this property for 1997/1998 should more accurately reflect the current condition of the property and its real market value.

If a more immediate inspection and value review is needed, then that could be accomplished. Please contact me if you have any further questions or concerns about this property.

4/2/97  
*Absent a full physical inspection  
and appraisal, we estimate the  
current value to be from \$600,000 to \$800,000.*

*Kathy Juneberg*

**MULTNOMAH COUNTY BOARD OF  
COUNTY COMMISSIONERS**

Will hold a Public Hearing on the following:

Time: 9:30 a.m., Thursday, April 17, 1997  
Place: Portland Building, 2nd floor Auditorium  
1120 SW 5th Avenue  
Portland, Oregon

**SUBJECT OF THE HEARING WILL BE:**

Transfer of the following property to Portland School District #1J, Multnomah County, State of Oregon for public purpose:

**LEGAL DESCRIPTION/TAX ACCOUNT #:**

A tract of land in Sections 5 and 8, Township 1 South, Range 2 East, of the Willamette Meridian, Multnomah County, Oregon, described as follows:

Beginning at the intersection of the East line of 71st Avenue (60 feet wide) with the South line of S.E. Division Street (30 feet South of the Center line thereof); thence South along the East line of S.E. 71st Avenue, a distance of 174 feet; thence East parallel with the South line of S.E. Division Street, a distance of 130 feet; thence South, parallel with the East line of S.E. 71st Avenue, a distance of 198.44 feet to the Southeast corner of the tract conveyed to Cassinelli by deed recorded August 2, 1954, in Book 1673, page 165; thence East along an extension of the South line of the Cassinelli tract to the West line of CLAIRIDGE; thence North along said West line and an extension thereof, a distance of 372.44 feet, more or less, to the South line of S.E. Division Street; thence West along said South line a distance of 320.78 feet, more or less to the point of beginning.

(R-99205-2530)

**FOR COPIES OF THE GOVERNMENT AGENCY REPORT CONTACT:**  
Multnomah County, Tax Title Unit, 248-3590

Objections or Comments to the proposed transfer will be heard at a meeting of the Board of County Commissioners to be held the 17th day of April 1997, at 9:30 a.m., or as soon thereafter as the matter may be heard, in the auditorium on the second floor of the Portland Building, 1120 SW 5th Avenue, Portland, Oregon, that being the time and place of the regular weekly meeting of the Multnomah County Commissioners.

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

Approving the Transfer of a Tax	)	
Foreclosed Property to the Portland	)	ORDER
Public School District No. 1 for	)	97-68
Public Purposes	)	

WHEREAS, ORS 271.330(1) and Multnomah County Ordinance No. 795 allow for the transfer of tax foreclosed real property to governmental bodies provided the property is used for a public purpose, and

WHEREAS, the County Board of Commissioners received a report from the Department of Environmental Services Assessment and Taxation Division, regarding the proposed transfer of tax foreclosed property to Portland Public School District No. 1, and

WHEREAS, the Portland Public School District No. 1 has formally requested the transfer of the tax foreclosed property located in Multnomah County, more particularly described in Exhibit A attached and shown on Exhibit B attached, and

WHEREAS, pursuant to ORS 271.330(3) and Ordinance No. 795, Section VI, paragraph (E) the Board of County Commissioners has authorized the Assessment and Taxation Division to publish notice of any proposed governmental transfers of tax foreclosed property in a timely manner after the above referenced report has been made available to the County Board, and

WHEREAS, the Multnomah County Assessment and Taxation Division has published for two successive weeks in a newspaper of general circulation, notice of a pending hearing before the Board of County Commissioners to hear testimony regarding the transfer of the property described in Exhibit A attached, as required under ORS 271.330(3) and Ordinance No. 795, and

WHEREAS, after holding the public hearing on the requested transfer, the Board determined this property is no longer needed by the County, and is eligible to be transferred to Portland Public School District No. 1 for public purposes.

NOW THEREFORE, IT IS HEREBY ORDERED, that the property described in Exhibit A attached, be transferred with out monetary consideration, to the Portland Public School District No. 1, provided that said property shall be used and continue to be used by said District, for public purposes in the State of Oregon, and should the property cease to be used for public purposes by said District, the interest of the Portland Public School District No. 1 shall automatically terminate and title shall revert to Multnomah County.

IT IS FURTHER ORDERED, that the Chair of the Multnomah County Board of Commissioners is hereby directed to execute a deed conveying the property described in Exhibit A attached hereto, to the Portland Public School District No. 1.

Dated this 17th day of April, 1997.



BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

By: \_\_\_\_\_

*Beverly Stein*  
Beverly Stein, Chair

REVIEWED:

Sandra N. Duffy, Acting County Counsel  
Multnomah County, Oregon

By: \_\_\_\_\_

*Matthew O. Ryan*  
Matthew O. Ryan

Assistant County Counsel



**EXHIBIT A**

**LEGAL DESCRIPTION**  
**(SE 71<sup>st</sup> and Division Property)**

R 99205-2530

TL 12800 of Section 5 1S 2E

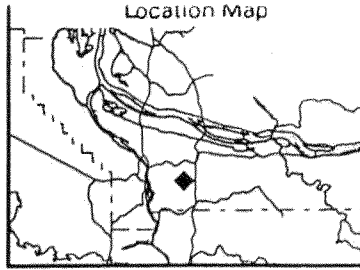
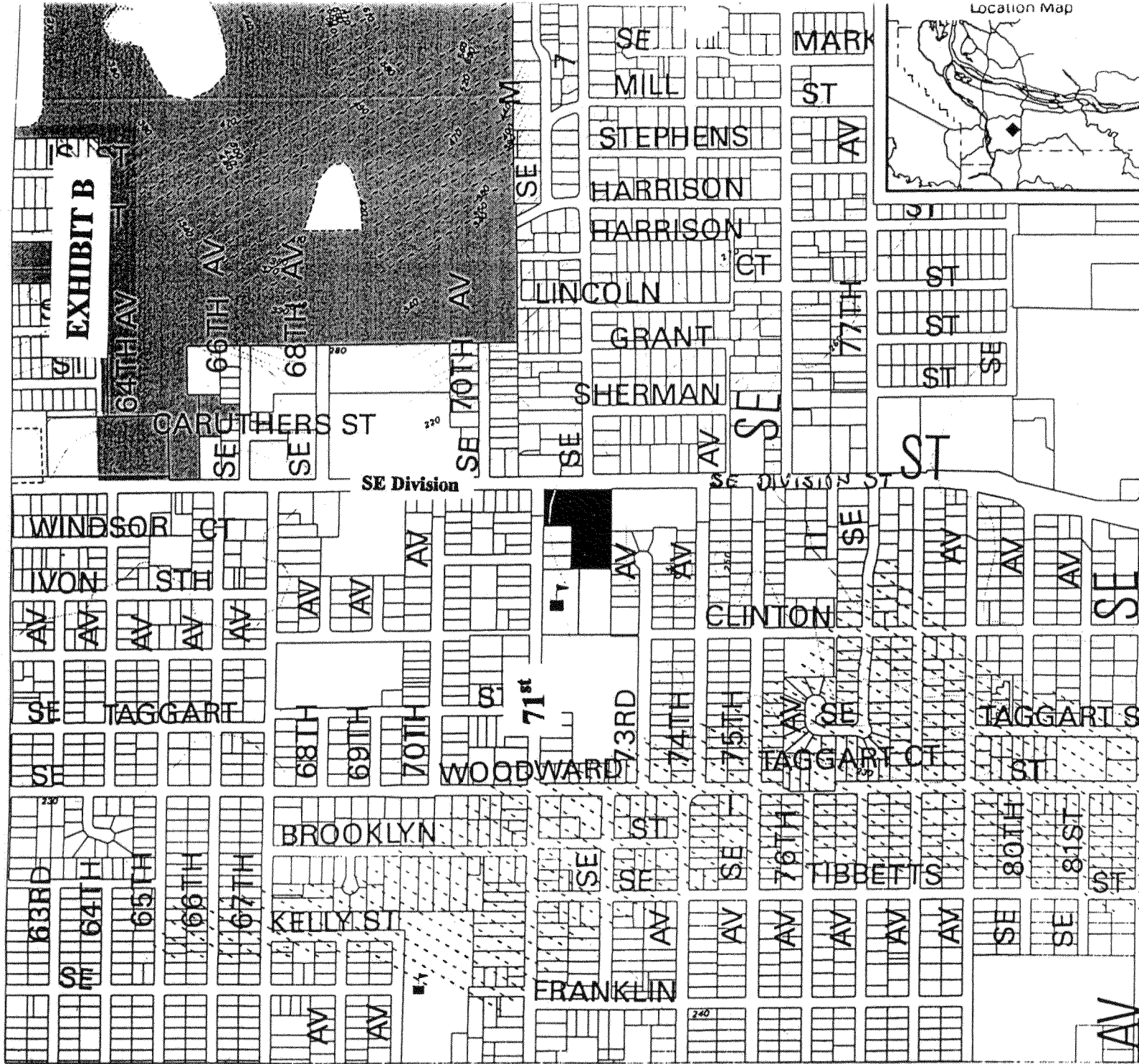
1S2E05DC 12800

map 1S2E05DC

Described as follows:

A tract of land in Sections 5 and 8, Township 1 South, Range 2 East, of the Willamette Meridian, Multnomah County, Oregon, described as follows:

Beginning at the intersection of the East line of 71st Avenue (60 feet wide) with the South line of S.E. Division Street (30 feet South of the Center line thereof); thence South along the East line of S.E. 71st Avenue, a distance of 174 feet; thence East parallel with the South line of S.E. Division Street, a distance of 130 feet; thence South, parallel with the East line of S.E. 71st Avenue, a distance of 198.44 feet to the Southeast corner of the tract conveyed to Cassinelli by deed recorded August 2, 1954, in Book 1673, page 165; thence East along an extension of the South line of the Cassinelli tract to the West line of CLAIRIDGE; thence North along said West line and an extension thereof, a distance of 372.44 feet, more or less, to the South line of S.E. Division Street; thence West along said South line a distance of 320.78 feet, more or less to the point of beginning.



R L I S

Run Date: 10/30/95  
**Foreclosed Properties**  
 Multnomah County Tax  
 Title Screen: R992052530

- Subject property
- Other foreclosed properties
- Parks/Public
- Natural areas
- Stormwater/CSO outfalls
- Environmental overlays (ep, ec, sec)
- Parks deficient
- Rivers/Streams
- Topography
- Taxlots
- City boundary

**Assessor Data**  
 Situs: 7100 SE DIVISION ST  
 Mktvalland: 243800  
 Mktvalimps: 1832600  
 Exmvalland: 0  
 Exmvalimps: 0  
 Exmtype:  
 Neighborhood Code: 134  
 Usecode/Arch Style: T  
 Acres: 2.15  
 Zoning: R2 R5

*NBRHD:*  
*SO. LTH*  
*TABOR*

600 NE Grand Ave  
 Portland, OR 97232-2736  
 (503) 797-1742



DEED D971455

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to the PORTLAND SCHOOL DISTRICT #1J, MULTNOMAH COUNTY, a municipal corporation of the State of Oregon, Grantee, the following two separate real properties located within the County of Multnomah, State of Oregon:

As described on attached EXHIBIT A

Provided that said properties shall be used and continue to be used by the Grantee for public purposes, and should this property cease to be used for public purposes by the Grantee, the interests of the Grantee shall automatically terminate and title shall revert to the Grantor. This transfer is without monetary consideration.

**THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTIES 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 PROPERTIES SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.**

Until a change is requested, all tax statements shall be sent to the following address:

PORTLAND SCHOOL DISTRICT #1J  
ATTN: DEPUTY CLERK  
PO BOX 3107  
501 N DIXON  
PORTLAND OR 97208

IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of County commissioners this 17th day of April, 1997, by authority of an Order of the Board of County commissioners heretofore entered of record.



BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

  
Beverly Stein, Chair

REVIEWED:

Sandra N. Duffy, Acting County Counsel  
For Multnomah County, Oregon

By 

Matthew O. Ryan, Assistant County Counsel

APPROVED:

Kathy Tuneberg, Acting Director  
Assessment & Taxation

By 

*Tax Collection Administrator*

After recording, return to Tax Title: 166/300

EXHIBIT "A"  
(SE 71st & DIVISION PROPERTY AKA 7100 SE DIVISION)

map 1S2E05DC

Described as follows:

A tract of land in Sections 5 and 8, Township 1 South, Range 2 East, of the Willamette Meridian, Multnomah County, Oregon, described as follows:

Beginning at the intersection of the East line of 71st Avenue (60 feet wide) with the South line of S.E. Division Street (30 feet South of the Center line thereof); thence South along the East line of S.E. 71st Avenue, a distance of 174 feet; thence East parallel with the South line of S.E. Division Street, a distance of 130 feet; thence South, parallel with the East line of S.E. 71st Avenue, a distance of 198.44 feet to the Southeast corner of the tract conveyed to Cassinelli by deed recorded August 2, 1954, in Book 1673, page 165; thence East along an extension of the South line of the Cassinelli tract to the West line of CLAIRIDGE; thence North along said West line and an extension thereof, a distance of 372.44 feet, more or less, to the South line of S.E. Division Street; thence West along said South line a distance of 320.78 feet, more or less to the point of beginning.

R 99205-2530  
TL 12800 of Section 5 1S 2E  
1S2E05DC 12800

STATE OF OREGON

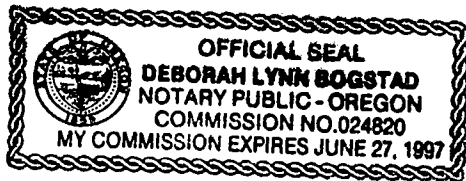
)

) ss

COUNTY OF MULTNOMAH

)

*The foregoing instrument was acknowledged before me this 17th day of April, 1997, by Beverly Stein, 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: 6/27/97*

MEETING DATE: APR 17 1997  
AGENDA #: R-6  
ESTIMATED START TIME: 10:15

(Above Space for Board Clerk's Use ONLY)

## AGENDA PLACEMENT FORM

SUBJECT: PCRB Exemption from Formal Bid

BOARD BRIEFING: DATE REQUESTED: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

AMOUNT OF TIME NEEDED: \_\_\_\_\_

REGULAR MEETING: DATE REQUESTED: April 17, 1997

AMOUNT OF TIME NEEDED: 5 minutes

DEPARTMENT: DSS DIVISION: Finance/Purchasing

CONTACT: F.Hathaway/M. Gustafson TELEPHONE #: 22651/83322  
BLDG/ROOM #: \_\_\_\_\_

PERSON(S) MAKING PRESENTATION: Franna Hathaway/Mark Gustafson

### ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

### SUGGESTED AGENDA TITLE:

PCRB Exemption from Formal Competitive Bid for work on the MCIJ Storage Building

Notice & Application to  
4/8/97 PCRB Distribution list,  
Dave Boyle, Franna  
Hathaway & Mark  
Gustafson

Mezzanine

4/24/97

Notice & order to  
PCRB Distribution list,  
Dave Boyle, Franna  
HATHAWAY & MARK  
Gustafson

### SIGNATURES REQUIRED:

ELECTED OFFICIAL: \_\_\_\_\_

(OR)

DEPARTMENT MANAGER: 

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURE


Any Questions: Call the Office of the Board Clerk 248-3277 or 248-5222

BOARD OF  
COUNTY COMMISSIONERS

97 APR -8 AM 10:59

MULTNOMAH COUNTY  
OREGON

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM BRIEFING  
STAFF REPORT SUPPLEMENT**

TO: BOARD OF COUNTY COMMISSIONERS  
FROM:  Franna Hathaway, Purchasing Manager  
TODAY'S DATE: April 8, 1997  
REQUESTED PLACEMENT DATE: April 17, 1997  
RE: PCRB Exemption from Formal Competitive Bid for work on the MCIJ  
Storage Building Mezzanine

I. Recommendation/Action Requested: Purchasing recommends approval of this exemption from formal bidding due to time constraints in regard to housing offenders and due to the fact that competition will still be sought on an informal level.

II. Background/Analysis: As of March 1, 1997 the Sheriff's Office discontinued using this storage building as emergency inmate housing. MCSO was granted a temporary occupancy permit to occupy this space until July 1, 1997. Due to the remodeling of Jail Reception/Booking at MCDCC, it has become critical to return this storage building to its intended use. Time is of the essence in completing this construction, as construction at MCDCC cannot proceed until this building project is completed.

III. Financial Impact: Since informal quotations will still be sought there should be no significant change in the cost of the project.

IV. Legal Issues: In order to meet the State of Oregon requirement for SB 1145 offenders, it is essential that the construction on this facility be completed as soon as possible.

V. Controversial Issues: N/A

VI. Link to Current County Policies: Formal Bidding is required for all contracts over \$50,000 unless an exemption is granted.

VII. Citizen Participation: N/A

VIII. Other Government Participation: N/A



# Multnomah County Sheriff's Office

12240 N.E. GLISAN ST., PORTLAND, OREGON 97230

DAN NOELLE  
SHERIFF

(503) 255-3600  
TTY (503) 251-2484

RECEIVED  
PURCHASING SECTION  
97 APR -3 PM 12:57  
MULTNOMAH COUNTY

April 2, 1997

Franna Hathaway, Purchasing Manager  
Support Services Department  
2505 SE 11th Avenue  
Portland, OR 97202

Dear Ms. Hathaway:

Please consider this a request for exemption from the bid/quote procedure in construction of the storage mezzanine at Multnomah County Inverness Jail Storage Building.

As of March 1, 1997, the Sheriff's Office discontinued using this storage building as emergency inmate housing. MCSO was granted a temporary occupancy permit to occupy this space until July 1, 1997. Due to the remodeling of Jail Reception/Booking at MCDC, it has become critical to return this storage building to its intended use. Time is of the essence in completing this construction, as construction at MCDC cannot proceed until this building project is completed.

Project manager Mark Gustafson has completed contracts to provide a moving inmate property storage system in the MCIJ building. An integral part of the construction of this system is the concurrent installation of a property/storage mezzanine which is positioned above the moving system, and to which the moving system must be attached. It is essential that contractors installing these separate but inclusive systems work together on the design and construction.

In order to meet the State of Oregon requirement for SB 1145 offenders, which began affecting us on January 1, 1997, it is essential that this facility as well as MCDC Booking remodel are on-line. A public safety hazard will occur should Booking and Property functions in the jail be compromised.

It is for this reason that I request an exemption from the normal bid process to complete the mezzanine.

Sincerely,

A handwritten signature in dark ink, appearing to read "Dan Noelle".

DAN NOELLE,  
Sheriff





# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
DIVISION OF FACILITIES AND  
PROPERTY MANAGEMENT  
2505 S.E. 11TH AVENUE  
PORTLAND, OREGON 97202  
(503) 248-3322

TO: Franna Hathaway, Purchasing Manager

FROM: Mark Gustafson, Facilities and Property Management **MTG**

DATE: April 4, 1997

RE: MCIJ Storage Building Mezzanine Exemption

Regarding the questions you had pertaining to the MCIJ mezzanine exemption request. I have spoken with Dan Oldham of the Sheriffs office and he provided the following answers to your questions.

In regards to the price, we have budgetary figures from one company of \$69,000 complete. This includes fabrication, shipping, installation and engineering. Therefore, the project should be in the \$60,000- \$70,000 range.

They are only requesting an exemption from the formal bidding process do to our extremely tight time line. We would still obtain three informal quotes, which is not eliminating competitive bidding.

The time line for getting this project completed is crucial. As the Sheriff points out in the attached letter, as of January 1, 1997 SB 1145 offenders will be coming back to the county rather than being held in the state system. If this support facility is not in place we will not have the ability to handle the influx of inmate property that will be needed. Our goal was to have this project completed by January 1, 1997. However, do to many problems with the cities planning and zoning departments we were unable to obtain the permits required to allow the jail expansion or the storage building work to begin. This caused months of delays to both of these projects. We now have all of the necessary approvals and permits, unfortunately our time line for completion has not changed.

If you have any questions or need further explanation please contact me.

c.c. Dan Oldham  
Bob Nilsen  
File



# MULTNOMAH COUNTY OREGON

BOARD CLERK  
SUITE 1515, PORTLAND BUILDING  
1120 S.W. FIFTH AVENUE  
PORTLAND, OREGON 97204  
FAX (503) 248-3013

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR • 248-3308  
DAN SALTZMAN • DISTRICT 1 • 248-5220  
GARY HANSEN • DISTRICT 2 • 248-5219  
TANYA COLLIER • DISTRICT 3 • 248-5217  
SHARRON KELLEY • DISTRICT 4 • 248-5213  
BOARD CLERK • 248-3277 • 248-5222

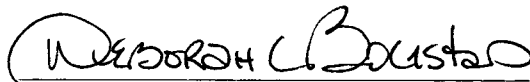
## NOTICE OF HEARING

*The Multnomah County Board of Commissioners, sitting as the Public Contract Review Board, will consider an application on Thursday, April 17, 1997, at 9:30 a.m. in the second floor auditorium of the Portland Building, 1120 SW Fifth, Portland, Oregon, regarding an exempting from formal competitive bidding for work on the Multnomah County Inverness Jail Storage Building Mezzanine.*

*A copy of the application is attached.*

*For additional information, please contact Franna Hathaway, Multnomah County Purchasing Section, 248-5111.*

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON,  
ACTING AS THE PUBLIC CONTRACT  
REVIEW BOARD

  
Deborah L. Bogstad, Board Clerk

*enclosure*

*cc: Dave Boyer  
Franna Hathaway  
Mark Gustafson*

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON  
ACTING AS THE PUBLIC CONTRACT REVIEW BOARD

In the Matter of exempting from formal )  
competitive bidding for work on the ) APPLICATION  
MCIJ Storage Building Mezzanine )

Application to the Public Contract Review Board on behalf of a request from the Multnomah County Sheriff's Office, is hereby made pursuant to the Board's Administrative Rule AR 10.140 adopted under the provisions of ORS279.015 for an order of exemption from the formal competitive bid process to contract for the installation of a property/storage mezzanine at the MCIJ Storage Building.

This exemption request is due to the following:

1. Informal competitive quotes will be sought for the performance of this contract.
2. Due to months of delay in getting the necessary approvals and permits time is now of the essence in completing this project.
3. Due to the requirement of SB 1145, offenders will be placed in County facilities rather than in State facilities. It is necessary to have this support facility in place to handle the influx of inmate property.

Purchasing recommends approval of this exemption as it is not likely to encourage favoritism or diminish competition since informal competition will be sought.

  
Franna Hathaway, Manager  
Purchasing Section



# MULTNOMAH COUNTY OREGON

BOARD CLERK  
SUITE 1515, PORTLAND BUILDING  
1120 S.W. FIFTH AVENUE  
PORTLAND, OREGON 97204  
FAX (503) 248-3013

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR • 248-3308  
DAN SALTZMAN • DISTRICT 1 • 248-5220  
GARY HANSEN • DISTRICT 2 • 248-5219  
TANYA COLLIER • DISTRICT 3 • 248-5217  
SHARRON KELLEY • DISTRICT 4 • 248-5213  
BOARD CLERK • 248-3277 • 248-5222

## NOTICE OF APPROVAL

The Multnomah County Board of Commissioners, sitting as the Public Contract Review Board, considered an application on Thursday, April 17, 1997, at 9:30 a.m. in the second floor auditorium of the Portland Building, 1120 SW Fifth, Portland, Oregon, and approved Order 97-71 Authorizing an Exemption from Formal Competitive Bidding for Work on the Multnomah County Inverness Jail Storage Building Mezzanine.

A copy of the Order is attached.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON,  
ACTING AS THE PUBLIC CONTRACT  
REVIEW BOARD

Deborah L. Bogstad, Board Clerk

enclosure

cc:

Dave Boyer  
Franna Hathaway  
Mark Gustafson

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON  
ACTING AS THE PUBLIC CONTRACT REVIEW BOARD

Authorizing Exemption from Formal )  
Competitive Bidding for Work on the ) ORDER  
Multnomah County Inverness Jail ) 97-71  
Storage Building Mezzanine )

The above entitled matter is before the Board of County Commissioners, acting in its capacity as the Multnomah County Public Contract Review Board, to review, pursuant to ORS 279.017 and PCRB Rule 20.050, a request from the Multnomah County Sheriff's Office, an exemption from the formal competitive bid process to contract for the installation of a property/storage mezzanine at the Multnomah County Inverness Jail Storage Building; and

IT APPEARING to the Board that the request for exemption, as it appears in the application, is based upon the fact that informal competitive quotes will be sought for this work and that time is of the essence due to the requirements of SB 1145 and delays in getting the needed construction approvals and permits; and

IT APPEARING to the Board that this exemption request is in accord with the requirements of ORS 279.017 and PCRB Rule 20.050; now therefore

IT IS ORDERED that the contractor for the installation of a property/storage mezzanine at the Multnomah County Inverness Jail Storage Building may be selected through informal competitive quotation and is exempted from the formal competitive bid process.

DATED this 17th day of April, 1997.



BOARD OF COUNTY COMMISSIONERS FOR  
MULTNOMAH COUNTY, OREGON, ACTING AS  
THE PUBLIC CONTRACT REVIEW BOARD

  
Beverly Stein, Chair

REVIEWED:

SANDRA N. DUFFY, ACTING COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

By

  
John Thomas, Assistant County Counsel

MEETING DATE: April 17, 1997  
AGENDA NO: R-7  
ESTIMATED START TIME: 10:20

(Above Space for Board Clerk's Use ONLY)

**AGENDA PLACEMENT FORM**

SUBJECT: Resolution Initiating a Goal Exception, Comprehensive Plan Amendment and necessary ordinance amendments for the Troutcreek Bible Camp Property

BOARD BRIEFING: DATE REQUESTED: \_\_\_\_\_  
REQUESTED BY: \_\_\_\_\_  
AMOUNT OF TIME NEEDED: \_\_\_\_\_

REGULAR MEETING: DATE REQUESTED: April 17, 1997  
AMOUNT OF TIME NEEDED: 5 to 10 Minutes

DEPARTMENT: Non-Departmental DIVISION: Commissioner Sharron Kelley

CONTACT: Gordon Howard TELEPHONE #: 248-3043, ext. 22599  
BLDG/ROOM #: 412/102

PERSON(S) MAKING PRESENTATION: Gordon Howard

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

SUGGESTED AGENDA TITLE:

Resolution Initiating a Goal Exception, Comprehensive Plan Amendment and necessary ordinance amendments for the Troutcreek Bible Camp Property

4/23/97 copies to Stuart Farmer, Gordon Howard & Robert Troutcreek  
SIGNATURES REQUIRED:

ELECTED  
OFFICIAL: Sharron Kelley  
(OR)  
DEPARTMENT  
MANAGER: \_\_\_\_\_

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
97 APR -9 PM 3:11/4

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Board Clerk @ 248-3277

**PLEASE PRINT LEGIBLY!**

**MEETING DATE**

4/17/97

**NAME**

JOE FAHLMAN

**ADDRESS**

38105 SE GORDON CR. RD.

**STREET**

CORBETT, OR 97019

**CITY**

**ZIP CODE**

**I WISH TO SPEAK ON AGENDA ITEM #**

R-7

**SUPPORT**

☒

**OPPOSE**

**SUBMIT TO BOARD CLERK**

BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM STAFF REPORT SUPPLEMENT

To: Board of County Commissioners  
From: Commissioner Sharron Kelley  
Today's Date: April 10, 1997  
Requested Placement Date: April 17, 1997

RE: Initiating a Goal Exception, Comprehensive Plan Amendment and necessary ordinance amendments for the Troutcreek Bible Camp Property

I. Recommendation / Action Requested:

Approve Resolution directing the Multnomah County Planning Commission to prepare a Goal Exception, Comprehensive Plan Amendment and necessary ordinance amendments to allow the Camp to continue as a conforming use. The Camp is located at 38105 SE Gordon Creek Road and designated as Tax Lot 12 of Sections 13, 14, 23, 23 and Tax Lot 18 of Sections 13 and 24, T1S-4E, Multnomah County, Oregon.

II. Background / Analysis:

The Troutcreek Bible Camp is a long-standing campground located at the intersection of Gordon Creek Road and Trout Creek Road in the East of Sandy River Rural Area. Portions of the Camp were in place since before zoning applied to the area. The camp was granted a Community Service Use permit in 1991 under the then-applicable Multiple Use Forest zoning district. However, in 1993 the State of Oregon required Multnomah County to abolish the Multiple Use Forest zoning district and place all lands so zoned in the Commercial Forest Use zoning district, subject to state law as to allowed uses. Unfortunately, campgrounds with structures or cabins are not an allowed use in the Commercial Forest Use zoning district and thus the Bible Camp is now a non-conforming use with little or no ability to expand or improve its facilities. Also in 1993, the Bible Camp's Community Service Use permit expired without the camp completing all of the improvements approved.

The Bible Camp now has a problem - they wish to complete additional improvements originally approved in 1991, but cannot because of the zoning change. A swimming pool was apparently built prior to zoning. It was replaced and a second pool was added under a 1996 building permit, which was improperly approved after the expiration of CS 1-91. The County has also disapproved a request for building improvements consisting of an enclosure and roof over one of the two outdoor swimming pools and replacement and expansion of an adjacent shower/mechanical/laundry building. The only solution to this problem is a change in zoning from the Commercial Forest Use zoning district to one that allows the Bible Camp to propose improvements for County approval which will better serve its customers and the community.

III. Financial Impact: None

IV. Legal Issues:

The BCC may initiate a Comprehensive Plan Amendment for the Troutcreek Bible Camp property. This will require an "exception" to the Oregon Statewide Planning Program's Goal 4 (Forest Lands), but such an "exception" may be justified under the "built and committed" language within Goal 2



(Land Use) of the Statewide Planning Program. The Planning Commission must review and make a recommendation to the Board of County Commissioner for consideration.

V. Controversial Issues:

We are aware of no controversy at this time.

VI. Link to Current County Policies:

The BCC occasionally initiates changes to the zoning code (e.g. Resolution 95-269). We considered joining this issue with upcoming East of Sandy River Rural Area Plan, but were advised by planning staff to proceed by separate resolution.

VII. Citizen Participation:

Public hearings will be held before the Planning Commission and the Board of County Commissioners prior to voting on any amendments to the Multnomah County Zoning Code . On March 27, 1997, the Northeast Multnomah County Community Association submitted a letter in support of the Camp.

VIII. Other Government Participation:

The Multnomah County Planning Commission and LCDC will have review opportunities following adoption of the Resolution.

**NORTHEAST MULTNOMAH COUNTY  
COMMUNITY ASSOCIATION**

P.O. Box 32  
Corbett, OR 97019

March 27, 1997

Multnomah Planning Commission  
2115 S.E. Morrison St.  
Portland, Oregon 97214

Dear Planning Commission Members:

It has come to our attention that the Trout Creek Bible Camp has encountered a problem with the permits for their facilities that they need for their new swimming pools that they put in last year.

NEMCCA has offered their support to the Board at the Camp in hopes that this problem can be alleviated without further delay. The Camp has been a good neighbor and community support is tremendous. They have provided a unique and much appreciated service for over 50 years in our community. They are a wonderful asset and it is very perplexing that this kind of problem can be created by a land use regulation. It is apparent to all who hear this story that something is wrong. Their property should at least have a community service designation and it seems that the community service designation is allowed in all zoning areas. We also have other camps and facilities of this kind that are unique to the East of the Sandy River area and this problem will arise in the future if not remedied correctly.

Since you are still in the process of writing the East of Sandy River Plan this might be a good time to correct a problem that if left uncorrected will only create further problems for this community. This community is struggling to understand and problems like this only further the idea that some of our land use planning is incorrect and very problematic.

Thank you for your consideration and if we can be of any help, please contact us.

Respectfully submitted,

Patti Smith, President  
NEMCCA

cc: Trout Creek Bible Camp  
Commissioner Sharon Kelley



38105 Gordon Creek Road • Corbett, Oregon 97019 • (503) 695-2948

Multnomah County Board of Commissioners  
1120 SW 5th  
Portland, OR 97204

April 16, 1997

Dear Members of the Board of County Commissioners;

We strongly urge your support of the proposed resolution regarding the zoning reclassification for the Trout Creek Bible Camp property.

Trout Creek Bible Camp has operated for 52 years with the purpose of exposing children and young people to an outdoor experience that is wholesome, with high moral and spiritual values. We have carefully guarded our beautiful natural surroundings of trees, native flowers, etc., as this greatly enhances our program.

The Outdoor School program of the Multnomah County Education Service District uses our camp extensively each spring and fall and has for many years.

We have served tens of thousands of kids and we have seen many greatly helped, who are now good citizens living productive lives. Our present Camp Director, Joe Fahlman, is a living example of this. All this at no cost to the county.

The commissioners should know that we were granted county permits in 1996 to build and operate two new pools (which we completed) on the condition that in 1997 we bring our old bathrooms up to the new regulations, which we agreed to do. Now we are not allowed to proceed to meet these requirements.

We greatly appreciate the courteous manner in which the county staff has tried to work with us in resolving this issue. We sincerely hope that this can be resolved quickly so we can continue to operate as we have for 52 years.

Cordially,

*William E. Weeks*

William Weeks  
Board Chairman  
Trout Creek Bible Camp

97 APR 16 PM 2:41  
MULTNOMAH COUNTY  
OREGON  
BOARD OF  
COUNTY COMMISSIONERS



Christian Camping International  
Member United States Division

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

Initiating a Goal Exception, Compre- )  
hensive Plan Amendment, and )  
Necessary Ordinance Amendments for )  
the Trout Creek Bible Camp Property )

RESOLUTION

97-70

WHEREAS, the Trout Creek Bible Camp ("Camp") is a long-standing campground located at 38105 SE Gordon Creek Road and designated as Tax Lot 12 of Sections 13, 14, 23, 23 and Tax Lot 18 of Sections 13 and 24, T1S-4E, Multnomah County, Oregon; and

WHEREAS, portions of the Camp were in place before zoning applied to the area and the Camp was granted a Community Service Use permit in 1991 under the then-applicable Multiple Use Forest zoning district; and

WHEREAS, in 1993, the State of Oregon required Multnomah County to abolish the Multiple Use Forest zoning district and place all lands so zoned in the Commercial Forest Use zoning district in which campgrounds with structures or cabins are not an allowed use; and

WHEREAS, as a non-conforming use, the campground has little or no ability to expand or improve its facilities; and

WHEREAS, approval of the appropriate Goal Exception, Comprehensive Plan and Ordinance amendments would allow the Camp to propose improvements for County approval which will better serve its customers and the community; now, therefore

IT IS RESOLVED that the Multnomah County Planning Commission is hereby directed to prepare a Goal Exception, Comprehensive Plan Amendment, and necessary Ordinance amendments for consideration by the Board to allow the Trout Creek Bible Camp to continue as a conforming use.

Approved this 17th day of April, 1997.



BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
Beverly Stein, Chair

SANDRA N. DUFFY, ACTING COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

By:   
Sandra N. Duffy, Acting County Counsel

MEETING DATE:

APR 17 1997

AGENDA # :

R-8

ESTIMATED START TIME:

10:25 am

(Above Space for Board Clerk's Use ONLY)

## AGENDA PLACEMENT FORM

SUBJECT: Resolution to support neighborhood associations, business associations, and community organizations that wish to help financially in the enhancement of hours to their neighborhood library branches

BOARD BRIEFING:

DATE REQUESTED:

REQUESTED BY: Cameron Vaughan-Tyler

AMOUNT OF TIME NEEDED:

REGULAR MEETING:

DATE REQUESTED: April 17, 1997

AMOUNT OF TIME NEEDED: 15 Minutes

DEPARTMENT: Non Departmental

DIVISION: Commissioner Saltzman

CONTACT: Cameron Vaughan-Tyler

TELEPHONE #: 248-5137

BLDG/ROOM #: 106/1500

PERSON(S) MAKING PRESENTATION: Staff

ACTION REQUESTED:

[ ] INFORMATIONAL ONLY [ ] POLICY DIRECTION [X] APPROVAL [ ] OTHER

SUGGESTED AGENDA TITLE:

Supporting neighborhood associations, business associations, and community organizations that wish to help financially in the enhancement of hours to their neighborhood library branches.

SIGNATURES REQUIRED:

ELECTED  
OFFICIAL:  
(OR)  
DEPARTMENT  
MANAGER:

*Jan Saltzman*

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
APR 10 PM 12:14  
1997  
4/23/97 copies to Cameron Vaughan-Tyler & Glendie Cooper

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES  
Any Questions: Call the Office of the Board Clerk 248-3277 or 248-5222

#1

**PLEASE PRINT LEGIBLY!**

MEETING DATE 4/17/97  
 NAME JOE JOHNS  
 ADDRESS 1806 SE ST Andrews  
STREET  
Portland OR 97282  
CITY ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # R-8

SUPPORT \_\_\_\_\_ OPPOSE \_\_\_\_\_  
 SUBMIT TO BOARD CLERK

#2

**PLEASE PRINT LEGIBLY!**

MEETING DATE 4-17-97  
 NAME BRUCE BADE  
 ADDRESS 1708 SE CLAYBURN  
STREET  
PORTLAND 97202  
CITY ZIP

I WISH TO SPEAK ON AGENDA ITEM NO. R8

SUPPORT ☒ OPPOSE \_\_\_\_\_  
 SUBMIT TO BOARD CLERK

#3

**PLEASE PRINT LEGIBLY!**

MEETING DATE 4/17/97  
 NAME PAUL MANDA  
 ADDRESS 6215 SE 22nd Ave  
STREET  
Portland OR 97202  
CITY ZIP

I WISH TO SPEAK ON AGENDA ITEM NO. R-8

SUPPORT ☒ OPPOSE \_\_\_\_\_  
 SUBMIT TO BOARD CLERK

#4

PLEASE PRINT LEGIBLY!

NAME Kathy Gerard MEETING DATE 4/17/97

ADDRESS 5802 SE Milwaukee  
STREET  
Portland CITY 97202 ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # R-8

SUPPORT \_\_\_\_\_ OPPOSE \_\_\_\_\_  
SUBMIT TO BOARD CLERK



**DAN SALTZMAN, Multnomah County Commissioner, District One**

1120 S.W. Fifth Avenue, Suite 1500 • Portland, Oregon 97204 • (503) 248-5220 • FAX (503) 248-5440

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM BRIEFING  
STAFF REPORT SUPPLEMENT**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: COMMISSIONER DAN SALTZMAN

TODAY'S DATE: APRIL 10, 1997

REQUESTED PLACEMENT DATE: APRIL 17, 1997

RE: Resolution supporting neighborhood associations, business associations, and community organizations that wish to help financially in the enhancement of hours to their neighborhood library branches.

I. Recommendation/Action Requested:

Approval of Resolution

II. Background/Analysis

Communities from all over Multnomah County have written cards and letters asking Multnomah County to come up with a way to extend library hours at those branches whose hours are threatened. Many of these citizens have suggested that they would be willing to lead fundraising efforts to help "buyback" library hours and resources for their individual branches.

Commissioner Saltzman has met with a large group of citizens who utilize the Sellwood Branch, these citizens would like to start fundraising efforts to help increase hours at their branch. These citizens also feel that they might be able to raise as much as \$50,000 to \$100,000 for their branch



III. Financial Impact

The financial impact has yet to be determined. Realizing that there has been and will continue to be staff time that is needed to assist these groups with their entrepreneurial efforts.

At this point, Commissioner Saltzman is asking the Board of County Commissioner and the Library Director to recognize and support their effort as a potential pilot program for those other branches designated to become part of the piggyback program.

IV. Legal Issues

N/A

V. Controversial Issues

How can dollars be raised and directed to help only one library in a “piggyback” pair?

Will citizen groups be able to maintain the same level of financial support year after year?

What will they be able to buy with the dollars they raise?

Will dollars raised only be applied to supplies and books for the branches or actual increased hours?

What staffing issues will arise as a result of having one branch open longer than another branch?

VI. Link to Current County Policies:

As the idea of community fundraising to save a library branch is new, the issue has not yet come before the Board of County Commissioners for review.

VII. Citizen Participation:

Citizens throughout the Sellwood/Moreland community have written letters, formed an official committee and are prepared to open up a bank account for the express purpose of raising money for their library branch.

Citizens have appeared before the Board of County Commissioners to ask for their support on this resolution.

The effects of Measure 47 are rippling throughout Multnomah County. We are looking to our citizens for help and suggestions as to how we can continue to give them the quality of service they have come to expect. We are dealing with huge funding cuts in many areas, especially in our library funding. These Sellwood citizens are responding to this crisis with increased volunteer support and suggestions of potential financial support to our libraries.

VIII. Other Government Participation:

Not at this time

**Multnomah County Commissioners**

**Good Morning Commissioners and Chair Stein:**

**For the record, my name is Joe Johns, and I live at 1806 S.E. St. Andrews Dr. in the Sellwood Moreland Neighborhood.**

**AND also for the record.....We would like to introduce to you.... "KOLO"  
Keep Our Library Open**

**First of all, we want to thank you, for finding a way to keep our Sellwood branch library open. We realize, that the Sellwood branch was one of many branch library on the chopping block, as a result of Measure 47.**

**Let there be no mistake, we are grateful to have our Sellwood branch back....yet, we are saddened by the fact, that it will only be able to remain open for a total of 18.5 hours per week.**

**It is somewhat of a drawback and side effect. We are beholden, yet it is not adequate.**

**For this very reason, many Sellwood Moreland citizens who cherish our library, feel strongly that there must be some way to help our library. Many of the people are here today and would like to be recognized.**

**These are the people who have written many letters, that you, the commissioners have received.**

**Most of these people have never become quite so involved in politics before, but the potential closure and now, the substantial reduction of hours has prompted us to come to you for help.**

**We are here today to tell you that we are seriously committed to raising funds to help buyback our library staff and as much of the current services as we can. We are so committed that we have formed a committee; opened up a bank account: have a mission statement: and the blessing of our neighborhood association. We have incredible community support and most....we have the mechanism and self discipline - to achieve our goal.**

**We realize that this loss of funding has conveyed a severe blow, not only to us, but to our beloved Sellwood library personnel as well.**

**What we are asking for, is the chance for our children, for our families, for our elder citizens to have the opportunity to enjoy the library and staffed to the fullest. And to us, this means remaining open at its current status.**

**We are asking you, to take that extra mile. We know that you, the Commissioners can help us guarantee the success we are trying to accomplish. By always doing more than you are expected to do, by always putting in more than you take out.**

**When Commissores like you do more than your are paid for, you will eventually be paid more for what you do. There are never any traffic jams on the extra mile.  
Thank You.....**

**BEFORE THE BOARD OF MULTNOMAH COUNTY COMMISISONERS  
MULTNOMAH COUNTY, OREGON**

Supporting neighborhood associations,	)	RESOLUTION
business associations, and community	)	97-72
organizations that wish to help financially	)	
in the enhancement of hours to their	)	
neighborhood library branches	)	

**WHEREAS**, reduction in library operating hours has caused significant alarm throughout Multnomah County; and,

**WHEREAS**, offices of Multnomah County Commissioners have received tremendous outpouring of cards and letters from citizens asking how they can provide financial and volunteer support to keep their individual library branches open; and,

**WHEREAS**, knowing that Multnomah County will be unable to further enhance the hours in those branches that are designated to become part of the piggyback program by being broken into branch pairs, consisting of Albina-Sellwood, Belmont-Holgate, Capitol Hill-St. Johns and Gregory Heights-Rockwood; and,

**WHEREAS**, the hours in each library within a pair will be reduced to 18 hours per week; and ,

**WHEREAS**, several communities have approached the Board of Multnomah County Commissioners with ideas to help enhance or "buyback" operating hours within their individual branches; now therefore

**IT IS RESOLVED** that the Board of County Commissioners applaud the creativity of community groups, neighborhood associations and business associations throughout Multnomah County looking for ways to enhance or maintain 30 hours per week in those branches that are to be placed in the piggyback program; and,

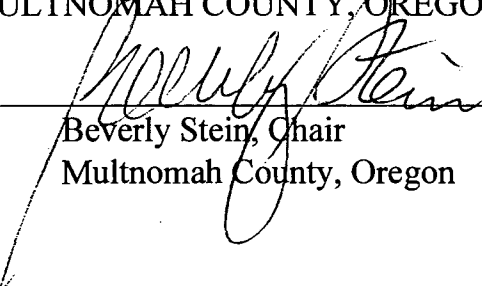
**IT IS FURTHER RESOLVED** that by recognizing these groups we are acknowledging their significant investment in time, energy and money to help maintain the integrity of their branch as an integral part of their neighborhood. The Library Director is hereby directed to assist those groups that have been able to raise adequate funding to enhance or "buyback" branch hours.

ADOPTED this 17<sup>th</sup> day of April, 1997



BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

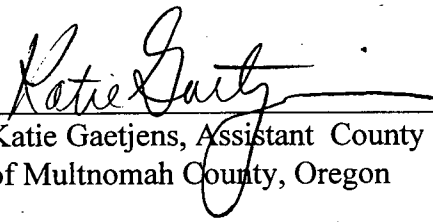
by

  
Beverly Stein, Chair  
Multnomah County, Oregon

Reviewed:

Sandra N. Duffy, Acting County Counsel  
For Multnomah County, Oregon

by

  
Katie Gaetjens, Assistant County Counsel  
of Multnomah County, Oregon