

STATE OF MINNESOTA

Executive Department



Governor Tim Walz

Executive Order 23-14

Improving Access to State Employment

I, Tim Walz, Governor of the State of Minnesota, by the authority vested in me by the Constitution and applicable statutes, issue the following Executive Order:

Recruiting and retaining a talented and diverse workforce is paramount for Minnesota state agencies. With nearly 38,000 employees in over 1,800 different job classes, the State is one of the largest employers in Minnesota. State employees play a crucial role in the delivery of services, including plowing snow-covered highways, maintaining our state parks and trails, administering state grant programs, and providing care to our most vulnerable Minnesotans.

State hiring has reached a five-year high as we welcome many new employees to state service. The recently enacted fiscal year 2024 and 2025 budget will require state agencies to recruit and hire many additional employees at a time when the Minnesota labor market is already tight.

As a result, retaining the exceptional employees we hire is essential. The state strives to retain 75 percent of new hires for at least two years. Ample employee feedback informs the state's data-driven retention strategies. The 2023 Statewide Employee Engagement and Inclusion survey results show that only 56 percent of respondents are satisfied with career advancement opportunities in state government. Our most current employee exit survey data shows that 18 percent of respondents cite management practices as a reason for leaving state government. The state is working to increase employee retention by pursuing strategies that support engagement and inclusion, with a focus on career advancement and increased support for managers and supervisors.

For prospective employees, there are many benefits to state employment. In addition to the opportunity to work in jobs that give them purpose, growth, and connection, state employees have access to excellent health care benefits and a pension.

Unfortunately, for many Minnesotans, barriers to state job opportunities persist. Some job postings state that a college degree is required, even if a degree is not necessarily needed to succeed in the job. Many postings do not have a mechanism to account for job-related lived experiences. Job titles and descriptions can be vague, leaving prospective employees unclear as to whether their skillset and experience relate to an open job. Additionally, the state careers

website can be difficult to navigate, making applying for state jobs challenging and time consuming.

So long as there are unnecessary barriers to state employment opportunities, the state will not be well positioned to recruit, advance, and retain the workforce needed to deliver uninterrupted, high quality, and effective services and programs to Minnesotans.

For these reasons, I order as follows:

1. Minnesota Management and Budget will:
 - a. Support agencies as they work to improve career advancement and professional development opportunities for state employees by writing individual development plans, facilitating career conversations, and making training available on topics such as career planning.
 - b. Ensure that development training is accessible to state employees.
 - c. By November 30, 2023, develop and distribute leader competencies for supervisors, managers, directors, and agency leaders, including a Competency Definition document that can be used to assess competency.
 - d. By December 31, 2023, and in alignment with the long-range plan produced by the Governor's Community Council on Inclusion and Equity in partnership with the Governor's One Minnesota Council on Diversity, Inclusion, and Equity, develop an equity analysis tool for use in updating and improving state human resources policies and practices.
 - e. By January 31, 2024, and in alignment with the long-range plan, update guidance on the hiring process that emphasizes skills and work experience, utilizing degree requirements as a minimum qualification only as necessary based on state or federal licensure or certification requirements, as required by law, or in rare circumstances where required skills or knowledge can only be obtained through degree programs. Agencies shall provide alternative pathways to qualification whenever possible.
 - f. By June 30, 2024, create tools for use by state agencies built around leader competencies, including updated performance review and job posting templates and sample interview questions.
 - g. By July 31, 2024, and in alignment with our technology modernization playbook, review and make recommendations to the Governor on how to improve the careers website to facilitate improved job search capabilities and to improve the application process.
2. All state agencies, meaning the departments and agencies listed in Minnesota Statutes 2022, section 15.06, subdivision 1, in addition to the Office of Higher Education and the Department of Military Affairs, will:

- a. Ensure that employees have individual development plans, and annually submit data on the percent of employees with individual development plans to Minnesota Management and Budget by October 6.
- b. Incorporate leader competencies into position descriptions, performance reviews, individual development plans, job postings and interview questions for supervisors, managers, directors, and agency leaders.
- c. Use the equity analysis tool to review a minimum of five agency human resources/labor relations policies or practices each fiscal year.
- d. Ensure that all hiring managers have updated guidance on the hiring process, alternative pathways to employment such as the Connect700 program, and the training needed to emphasize skills and lived experiences on job postings.
- e. Ensure that all job postings include a working job title in addition to the job classification to better describe job opportunities, whenever necessary to better describe the nature of the job.

This Executive Order is effective fifteen days after publication in the State Register and filing with the Secretary of State. It will remain in effect until rescinded by proper authority or until it expires in accordance with Minnesota Statutes 2022, section 4.035, subdivision 3.


A determination that any provision of this Executive Order is invalid will not affect the enforceability of any other provision of this Executive Order. Rather, the invalid provision will be modified to the extent necessary so that it is enforceable.

Signed on October 30, 2023.



Tim Walz
Governor

Filed According to Law:



Steve Simon
Secretary of State

Filed October 30, 2023
Office of the Minnesota
Secretary of State
Steve Simon