



Minnesota Department of **Human Services**

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**Memo**

**DATE:** July 29, 2004  
**TO:** All DHS Employees  
**FROM:** Commissioner Kevin Goodno  
**SUBJECT:** Equal Opportunity

I'm pleased to inform you that the department has updated its equal opportunity and affirmative action plan for FY2005 – FY2006. I personally reaffirm our commitment to equal access in the human services we provide and equal opportunity in our workplace. The plan has special significance as we work toward achieving the goal of improving access to services and equity in outcomes for people.

The plan can be found at:

[http://dhsinfo.dhsintra.net/main/groups/public/documents/pub/infolink\\_id\\_000749.hcsp](http://dhsinfo.dhsintra.net/main/groups/public/documents/pub/infolink_id_000749.hcsp). It includes policies on non-discrimination in a wide range of areas, including recruitment, hiring, retention and reasonable accommodation. It contains program objectives and affirmative action goals for central office and the department's state operated services. It also provides an overview of the department's civil rights policies and practices, intended to afford the public equal access to our services.

State and federal laws prohibit discrimination on the basis of race, color, disability, sexual orientation, creed, religion, sex, age, national origin, marital status, membership in a local human rights commission, political affiliation or reliance on public assistance. At the heart of these laws and what gives them meaning, is the will and understanding of people. We will continue to provide development opportunities to expand cross cultural knowledge and proficiency.

As employees, you have an opportunity to demonstrate each day, your commitment to equal access to services and to fairness in the workplace. Thank you for your ongoing support for making our programs accessible to all people who need them and for a workplace that is respectful and productive.

MINNESOTA DEPARTMENT OF HUMAN SERVICES  
EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PLAN  
2004-2006

TABLE OF CONTENTS

I.	ADMINISTRATION.....	1-10
	Organization	
	Responsibilities, Duties and Accountabilities	
	Internal and External Dissemination	
	Audit and Evaluation	
	Minnesota Merit System Affirmative Action Guidelines Summary	
	Civil Right Plan Summary	
II.	DEPARTMENT POLICIES .....	11-30
	Prohibition of Discrimination 58.2	
	Affirmative Action Requirements 51.0 Pre-Employment Review	
	Reasonable Accommodations 51.02	
	Prohibition of General Harassment and Complaint Procedures	
	State Operated Services Discrimination Complaint Handling	
	Retention Plan	
	Weather Emergencies and Evacuation	
III.	CURRENT STATUS OF EMPLOYMENT.....	31-36
	DHS Workforce Comparison	
	Minority, Female, Disabled	
	DHS Workforce Representation	
	by Race	
	Minnesota Merit System	

(continued)

IV. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PLANS

A. CENTRAL OFFICE .....	37-55
B. AH GWAH CHING CENTER.....	56-68
C. ANOKA REGIONAL TREATMENT CENTER.....	69-83
D. BRAINERD REGIONAL HUMAN SERVICES CENTER.....	84-96
E. MINNESOTA STATE OPERATED COMMUNITY SERVICES .....	97-111
F. FERGUS FALLS REGIONAL TREATMENT CENTER.....	112-128
G. MINNESOTA EXTENDED TREATMENT OPTIONS.....	129-143
H. MOOSE LAKE REGIONAL STATE OPERATED SERVICES .....	144-160
I. ST. PETER REGIONAL TREATMENT CENTER .....	161-178
J. WILLMAR REGIONAL TREATMENT CENTER.....	179-194
V. DHS WORKFORCE AVAILABILITY .....	195-240
DATA ANALYSIS	

**I.**

# **ADMINISTRATION**



## **ORGANIZATION**

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The Minnesota Department of Human Services (DHS) is organized into ten (10) locations in the state and includes a central office and nine (9) State Operated Services (SOS). In addition, the Department provides technical assistance to and monitors the Equal Opportunity activities of the County Human Services Agencies in the Minnesota Merit System.

The DHS Equal Opportunity Office Director provides Department-wide direction and oversees the EO activities of Central Office and provides consultation to the State Operated Services. The Site Director at each SOS main campuses has responsibility for implementing the Affirmative Action Plan and designating a facility Affirmative Action Officer. The following are designated SOS Affirmative Action Officers/Designees:

### **CENTRAL OFFICE**

Kazoua Kong-Thao 651-215-1278  
(State Operated Services)  
Ngozi Egwim 651-215-1374  
(ADA Consultation)

### **ANOKA:**

Twanda MacArthur 763-712-4050  
Anoka-Metro Regional Treatment Center  
3300 - 4th Avenue North  
Anoka, MN 55303

### **FERGUS FALLS:**

Paula Skaalrud 218-739-7223 ext. 223  
Fergus Falls Regional Treatment Center  
1400 North Union Avenue  
Fergus Falls, MN 56537

### **METO/CAMBRIDGE:**

Jenny McAlpine 763-689-7219  
Minnesota Extended Treatment Options  
(METO)  
1235 Highway 293

### **AH-GWAH-CHING:**

Connie Shockman 218-282-6162  
Ah-Gwah-Ching Center  
Ah-Gwah-Ching, MN 56430

### **BRAINERD:**

Connie Shockman 218-828-6162  
Brainerd Regional Human Services Center  
11800 State Highway 18  
Brainerd, MN 56401

### **MSOCS:**

Mary Buss 651-582-1848  
Minnesota State Operated Community Services  
(MSOCS)  
2284 Highcrest Road  
Roseville, MN 55155-3818

### **MOOSE LAKE/NNE:**

Denise Considine 218-485-5300 ext. 5453  
Moose Lake Regional State Operated Services  
(MLRSOS)  
1111 Highway 73

## RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES

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### I. Commissioner/Deputy Commissioner – Kevin Goodno/Wes Kooistra

#### Responsibilities:

Oversee and ensure implementation of the Department's equal opportunity policy and affirmative action program including Central Office and State Operated Services, in compliance with existing federal and state laws and regulations.

Duties: 1. Appoint the Equal Opportunity Director.

2. Include accountability for the administration of the agency's Affirmative Action and Equal Opportunity Plan in his/her position description.

3. Require Site Directors, managers, and supervisors to include responsibility statements for affirmative action in their position descriptions and annual objectives.

4. Take action on complaints of discrimination as outlined in the Plan complaint procedure.

5. Issue an annual written statement to all employees affirming support of the State's equal opportunity policy and the Department's Affirmative Action and Equal Opportunity Program.

6. Make decisions and changes in policy, procedures, or accommodations as may be needed to facilitate effective Affirmative Action and Equal Opportunity.

Accountability: The Governor.

### II. Equal Opportunity Office Director - Mary Jean Turinia Anderson

#### Responsibilities:

To administer the Department's Affirmative Action, Equal Employment Opportunity and Civil Rights Program.

Duties: 1. Monitor implementation of the Department's Affirmative Action and Equal Opportunity Plan.

2. Investigate alleged discrimination complaints, coordinate handling of discrimination charges brought against the Department, and maintain a centralized record of such charges.

3. Establish annual hiring goals, review the Department's Affirmative Action Plan annually and complete all civil rights and affirmative action reports as required.

4. Monitor and provide direction and consultation on Affirmative

Division of the Department of Employee Relations.

8. Determine the need for affirmative action related training programs.
9. Review Department policies, procedures, programs, and reasonable accommodations for disabled persons and recommend changes to the Commissioner.
10. Plan and participate in the recruitment of protected group applicants for Department job openings.
11. Maintain contacts with protected group recruitment sources, hold membership in professional and community organizations, and keep apprised of new developments in the area of affirmative action and equal opportunity.
12. Ensure compliance with state and federal human and civil rights laws.

Accountability: Commissioner/Deputy Commissioner

### III. DHS Human Resources Director - Martha Watson

#### Responsibilities:

Ensure that personnel policies are administered fairly and are uniformly applied to all employees, and take positive action to remove all barriers to equal employment opportunity within the Department.

Duties: The duties of the Human Resources Director include, but are not limited to the following:

1. Make available to the EO Office Director all records and information data necessary to perform affirmative action duties and responsibilities.
2. Provide the EO Office Director an opportunity to participate in decisions regarding personnel practices.
3. Recommend specific annual Affirmative Action program objectives and annual hiring goals for the Affirmative Action Plan.
4. Aid in the recruitment of members of protected groups and ensure that managers and supervisors are notified of existing disparities at the time of the employment interview.
5. Recommend changes in policy and procedure to improve the Department's ability to achieve affirmative action objectives.
6. Inform the EO Office Director of discrimination charges brought through a union grievance process and consult with the EO Office Director regarding resolution of the grievance.

Accountability: Commissioner/Deputy Commissioner

### IV. Civil Rights Coordinator - Joann daSilva

#### Responsibilities:

Develop and implement the Department's Civil Rights Plan to ensure on-going compliance with federal requirements enforced by the U.S. Department of Health and Human Services' Office for Civil Rights (OCR).

- Duties:
1. Maintain a structure for the Department's Civil Rights Plan.
  2. Serve as liaison between the Department and OCR.
  3. Conduct prompt and thorough complaint investigations to resolve allegations of discrimination in the provision of human services.
  4. Provide technical assistance, training and education to service providers and others with a need to know and an interest in the public's right to equal access to human services.

Accountability: DHS Director of the office for Equal Opportunity

V. Stated Operated Services Site Director

Responsibilities:

To oversee and ensure implementation of the State Operated Services Equal Opportunity Policy and Affirmative Action program in compliance with existing federal and state laws, and regulations.

- Duties:
1. Appoint an Affirmative Action Officer and 504 Coordinator and notify DHS Affirmative Action Director of these designees.
  2. Resolve internal discrimination complaints and notify DHS EO Director of all enforcement agency charges.
  3. Ensure that DHS Affirmative Action policies are carried out and approve all actions necessary to facilitate this.
  4. Issue an annual written statement to staff communicating support of the affirmative action/equal opportunity policies.

Accountability: Assistant Commissioner for the State Operated Services

VI. Affirmative Action Officer/Designee

Responsibilities:

Implement and maintain the Central Office/State Operated Services Affirmative Action Program.

- Duties:
1. Develop and recommend changes or improvements to the AA/EEO program to the Site Director.
  2. Monitor the personnel practices for impact on protected groups; complete progress and other required reports.
  3. Act as liaison with DHS Equal Opportunity Office Director.
  4. Ensure that equal opportunity/affirmative action policies and procedures are disseminated to employees, including developing and implementing training programs.
  5. Investigate, mediate and recommend resolution of discrimination complaints to the EO Office Director or SOS Site Director

- Duties:
1. Assist the Equal Opportunity Office Director and/or AA Officer in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity.
  2. Hire and promote qualified protected group members where a disparity exists.
  3. Communicate and demonstrate a personal commitment to the Department's Equal Opportunity/Affirmative Action policy.
  4. Include responsibility statements for Affirmative Action/Equal Opportunity in position descriptions, and annual performance objectives.
  5. Assist and make recommendations to the designated Affirmative Action Officer regarding special recruitment projects.
  6. Discuss and document training needs and discuss career planning goals with each employee during scheduled performance evaluations.
  7. Ensure that all employees under their supervision receive an annual Affirmative Action orientation.

Accountability: Deputy Commissioner, Assistant Commissioner or SOS Director directly, and to the Commissioner, indirectly.

#### VIII. All Employees

##### Responsibilities:

All employees shall be responsible for conducting themselves in accordance with the State's Equal Employment Opportunity Policy by refraining from any actions which would interfere with any employee's work performance with respect to that person's race, creed, color, sex, national origin, age, marital status, disability, sexual orientation, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions or affiliations. Employees who believe they have been subjected to unlawful discrimination are encouraged to avail themselves of recourse through the Department's discrimination complaint procedure.

## INTERNAL AND EXTERNAL DISSEMINATION

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### I. Internal Dissemination

- A. The Commissioner will transmit a letter or memo annually to the Department's employees reaffirming DHS's commitment to equal opportunity and affirmative action.
- B. Annual training sessions will be conducted for managers and supervisors on the Affirmative Action Plan and their responsibilities.
- C. On each official bulletin board the following will be posted:
  - 1. the AA/EEO Policy and Procedures; and
  - 2. a copy of the AA Plan.
- D. Employee orientation programs will have an equal opportunity/affirmative action component.
- E. The Affirmative Action Policy will be summarized in appropriate Departmental publications.
- F. The Equal Employment Opportunity and Affirmative Action Policy will be included in the policy and procedures manuals.

### II. External Dissemination

- A. The phrase "An Affirmative Action/Equal Opportunity Employer" will be included on DHS's letterhead and in all advertisements for positions.
- B. Positions will be advertised in appropriate protected group publications.
- C. A written expression of the Department's position on equal opportunity will be included in newspapers, magazines, advertising, brochures, etc.
- D. An assurance of non-discrimination will be included in all contracts for

## AUDIT AND EVALUATION

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- A. On a quarterly basis the DHS Equal Opportunity Office Director and residential facility affirmative action officers will:
1. review goal achievement, separation and missed opportunity reports to identify trends/problems and develop action steps to correct.
  2. inform the Commissioner/Site Directors, supervisors and managers of progress or changes in goal achievement status; and
  3. evaluate progress with action steps/efforts made during the previous quarter and update action steps.
- B. Biennially, the State Operated Services' affirmative action officers will forward an Affirmative Action Plan to the EO Director that contains:
1. completed and signed transmittal forms that identify facility disparities;
  2. specific action steps for the next two years;
  3. recommendations for improvement in DHS AA/EEO policies or recommendations for necessary department-wide action steps;
  4. hiring goals for the next two years, based on current disparities;
  5. number of reasonable accommodation requests received and approved or denied;
  6. Recruitment and Retention plans;
  7. summary report of targeted internship programs; and
  8. other items as required by Administrative Procedures.
- C. Biennially, the Equal Opportunity Office Director will submit for approval to the Office for Diversity and Equal Opportunity of the Department of Employee Relations, the following:
1. all Transmittal Forms;
  2. policy revisions or additions that have occurred during the previous two fiscal years;
  3. all DHS hiring goals for the period;
  4. Commissioner's statement of commitment; and
  5. all DHS action steps;
  6. recruitment and retention plans;
  7. other items required by Administrative Procedures.

## MINNESOTA MERIT SYSTEM AFFIRMATIVE ACTION GUIDELINES SUMMARY

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### PURPOSE

The Minnesota Merit System (MMS) Affirmative Action (AA) and Equal Employment Opportunity (EEO) Policies are administered by the Minnesota Department of Human Services Office for Equal Opportunity, Affirmative Action and Civil Rights. The purpose of the guidelines is to establish minimum AA/EEO standards for Merit System Human Service Agencies. These guidelines are intended to provide a consistent framework with regard to equal employment opportunity and affirmative action in Merit System agencies.

### POLICY

It is the policy of the Minnesota Merit System that county human services agencies conduct all employment practices without regard to race, color, political affiliation, creed, religion, sex, national origin, disability, age, marital status, status regard to public assistance. Equal employment opportunity under this policy includes, but is not limited to, the following: Recruitment, examination, appointment, tenure, compensation, classification or promotion and other activities in accordance with applicable federal, state, and local laws and regulations.

A program of affirmative action will be maintained to eliminate barriers to equal employment opportunity and to encourage the employment and advancement of qualified women and minority persons when the agency's workforce is under represented in any job category. Although hiring goals are not set for persons who are disabled, agencies are required to provide equal employment opportunities and are encouraged to actively recruit persons with disabilities.

### Responsibilities

The county agency's Director has overall responsibility for implementing these guidelines throughout the agency. This includes establishing specific internal procedures that minimally meet the standards established in these guidelines.

### ROLE OF DHS

The DHS Office for Equal Employment Opportunity, Affirmative Action, and Civil Rights provides consultation, technical assistance, recruitment, training, goal setting review and monitoring of Merit System County Welfare Human Service Agencies to ensure affirmative action and equal employment opportunity in these agencies.

### SCOPE

All Merit System agencies must comply with these guidelines regardless of whether they do nor



Merit system rules 9575.0090, subpart 2a and the American Disabilities Act (ADA), Title I, requires the following:

- A. A policy defining and prohibiting harassment, including sexual harassment.
- B. An internal discrimination complaint policy and procedure that includes notification of the Department of Human Services' (DHS) Office for Equal Opportunity, Affirmative Action, and Civil Rights of complaints that are brought and their resolution.
- C. Provision for appointment of a person to provide liaison between the county agency and the Department of Human Services' Office for Equal Opportunity, Affirmative Action, and Civil Rights and to have responsibility for implementation of the guidelines within the agency.
- D. Provision for participation by the county agency in an affirmative action committee.
- E. Notification of the DHS Office for Equal Opportunity, Affirmative Action, and Civil Rights of periodic hiring goals established by the county agency.
- F. Compliance with ADA, Title I, which prohibits discrimination against disabled employees of job applicants.

## CIVIL RIGHTS PLAN SUMMARY

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### LEGAL BASIS/SCOPE:

Under the U.S. Department of Health and Human Services (HHS) Regulations, every state agency receiving federal financial assistance from HHS for any program is charged with the responsibility to ensure that the service, financial aid, or benefits it provides, whether through its own staff, its local counterparts, its sub-grantees, or others participating in its programs, are provided without discrimination on the bases of race, color, national origin, sex, religion, disability and age. The same is required of state and local agencies receiving federal funding from the U.S. Department of Agriculture (USDA). Under USDA regulations, discrimination is also prohibited on the bases of creed and political beliefs.

State and local agencies applying for federal financial assistance for continuing health care, income maintenance and social service programs are further required to provide methods of administration for their programs to ensure that benefits and services are provided in a nondiscriminatory manner. Agencies must also execute an assurance of compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, as amended, and the Food Stamp Act of 1977.

Finally, under the Department of Human Services policy on equal opportunity in service delivery, discrimination is also prohibited on the bases of sexual orientation and public assistance status in compliance with the Minnesota Human Rights Act.

DHS has established a civil rights compliance plan that was approved by HHS and USDA 1986. This plan is administered by the Department's Civil Rights Coordinator. It ensures that the Minnesota Department of Human Services and its sub-grantees do not discriminate against applicants or clients for services in their operations, policies and procedures of federally funded programs. The following areas are addressed in the plan:

1. Assignment of Responsibility for Implementation
2. Title VI, Section 504, Age Discrimination & Cultural Awareness Training
3. Compliance by other Participants
4. Dissemination of Information to Beneficiaries & General Public
5. Civil Rights Complaint Policy and Procedure
6. Recruitment and Employment Practices

**II.**

# **DEPARTMENT POLICIES**

## PROHIBITION OF DISCRIMINATION

58.2

### PURPOSE:

To provide work environments free of unlawful discrimination.

### AUTHORITY:

Minnesota Statutes, sections 43A.01, subd. 2; Minnesota Statutes, chapter 363; Minnesota Department of Employee Relations Administrative Procedure 1.2; and all other relevant state and federal laws.

### POLICY:

It is the policy of the MN Department of Human Services to prohibit discrimination against any employee, applicant, eligible, contractor, volunteer or member of a community board, because of race, creed, sex, age, color, national origin, religion, disability, marital status, sexual orientation, membership or activity in a local (human rights) commission, or status with regard to public assistance, and to establish procedures for reporting, reviewing and investigating complaints. (See also Policy 58.1 Prohibition of General Harassment.)

### POLICY VIOLATION:

Violation of this policy may constitute grounds for disciplinary action, up to and including discharge. Each situation will be evaluated on the circumstances and severity.

### DEFINITIONS:

Discrimination: An unlawful employment action based on race, creed, sex, age, color, national origin, religion, disability, marital status, sexual orientation, membership or activity in a local (human rights) commission, or status with regard to public assistance.

Discriminatory Harassment: A repeated, blatant or persistent pattern of verbal, psychological, social or physical action which results in intimidation, ridicule, entrapment, degradation, coercion or harm with the purpose or effect of unreasonably and substantially interfering with and/or jeopardizing an individual's employment. Behavior that unreasonably creates an intimidating, hostile or offensive work environment between supervisors and subordinates or among co-workers and is based on a protected characteristic.

Employee: For the purposes of this policy, Employee is defined as any person, whether a paid employee, applicant for employment, volunteer, intern, consultant or contractor under the management of the Department.

Sexual Harassment: A form of discriminatory harassment that includes unwanted behavior of a sexual nature such as requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1 Submission to that conduct or communication is made a term or condition, explicitly or

Age discrimination: means discrimination on the basis of age (the person subjected to discrimination is 40 years or older).

Person with a Disability: means a person who: a) has a physical, sensory, or mental impairment that substantially limits one or more major life activities, b) has a record of such impairment; or c) is regarded as having such impairment.

Marital status: means whether a person is married, single, remarried, divorced, separated, or a surviving spouse, and includes protection against discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

National origin: means the place of birth of an individual or of any of the individual's lineal ancestors, or cultural or linguistic characteristics common to a specific ethnic group.

Sex: means gender and includes but is not limited to sexual harassment, and/or actions based on pregnancy, childbirth, or disabilities related to pregnancy and childbirth.

Sexual orientation: means having, or being perceived as having, an emotional, physical, or sexual attachment to another person without regard to the sex of that person; or having or being perceived as having an orientation for such attachment; or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness.

Hostile work environment: the workplace is permeated with discriminatory intimidation, ridicule, and insults that are sufficiently severe or pervasive to alter the conditions of the victim's employment and create an abusive working environment

#### RESPONSIBILITIES:

A. Commissioner or his/her designee

1. Implement and promote the provisions of this policy in the Department.
2. Ensure that employees are fully aware of this policy.
3. Hold managers accountable for the enforcement of this policy.
4. Make final determinations to resolve DHS' complaints of discrimination.

B. Managers/Supervisors

1. Model appropriate behavior in the workplace.
2. Take necessary steps to protect employees from unlawful discrimination in the workplace.
3. Receive reports of alleged unlawful discrimination.
4. Consult with the Office for Equal Opportunity (OEO) to determine if the complaint is related to Equal Employment Opportunity and is properly one of harassment/discrimination based on protected characteristics and jointly determine a plan of action.
5. Hold employees who violate this discrimination policy accountable and take appropriate action when complaints are substantiated.
6. Participate in internal investigations by providing truthful, accurate, and complete information.

D. Office for Equal Opportunity (OEO)

1. Counsel manager/supervisors and employees regarding discrimination issues and complaints.
2. Receive and evaluate complaints of unlawful discrimination. Refer complainants to alternate resources for resolution of concerns as appropriate.
3. Thoroughly and impartially investigate complaints when investigation is appropriate.
4. Make recommendations to management regarding appropriate actions to be taken in response to a complaint of discrimination.

COMPLAINT RESOLUTION PROCESS:

A. Resolution of Concern:

While employees may make the initial complaint directly to the Office for Equal opportunity (OEO), employees are encouraged to attempt resolution of the situation first by any of the following:

1. An applicant or employee who has a concern about discrimination may inform the person who is perceived to have behaved in a discriminatory manner that his/her behavior is objectionable and ask that it cease; OR
2. If the employee is not comfortable confronting the person directly, the employee may make a complaint of discrimination to his/her direct supervisor or the supervisor of the other person; OR,
3. If the employee's supervisor is the person perceived to be engaging in unlawful discrimination, the employee may go to his/her next higher supervisor or manager, or to the OEO.
4. Request mediation services through OEO.

B. Complaint Procedure:

1. If a concern is not satisfactorily resolved, OR if the employee is not comfortable attempting resolution, an employee should contact the OEO.
2. A complainant may be interviewed and may be requested to submit a complaint in writing, or to sign a completed complaint form. In some situations, when it has notice of a potential problem of discrimination, OEO may conduct an investigation even if a specific person has not filed a complaint.
3. OEO will determine if a complaint is based on protected group characteristics and if it is appropriate for OEO to conduct an investigation. The OEO will notify the complainant and the appropriate bargaining unit of its decision to investigate or not in a timely manner, generally within ten business days and according to the bargaining agreement. The OEO may bring in an outside investigator or refer a

careful review of all the relevant facts and in accordance with the relevant collective bargaining agreements, Managerial and/or Commissioner's Plans.

7. The complainant, and others who need to know, will be notified of the outcome of the investigation in a timely manner; generally within 60 days of the filing of the complaint. Notification will be made in accordance with the requirements of the Minnesota Data Practices Act and other relevant laws.
8. The OEO may exceed the time limits stated in this complaint procedure when the OEO Director determines it is necessary to do so. Factors may include, but are not limited to, the scope and complexity of the investigation, number of witnesses, and the availability of investigative resources.
9. Disposition of the complaint will be filed with the Commissioner of the Department of Employee Relations within thirty (30) days of final determination.

#### C. External Options

Any employee, applicant or eligible also has the right to file a discrimination complaint with the Minnesota Department of Human Rights, the U.S. Equal Employment Opportunity Commission, or an appropriate court of law. Complaints made to the above agencies or in a court of law must be filed within certain time limitations after the occurrence of the alleged discriminatory incident.

Note: State Operated Services' internal procedure must minimally meet the standards as described in the above policy.

**THE DEPARTMENT OF HUMAN SERVICES  
CENTRAL OFFICE**

**DISCRIMINATION/HARASSMENT COMPLAINT FORM**

**Please Read Before Completion of Form**

TENNESSEN NOTICE: This form asks you to supply data concerning yourself that is considered private or confidential under the Minnesota Government Data Practices Act (Mn. Stat., chapter 13). The reason this data is being collected is to help the Department of Human Services understand and investigate a complaint that you wish to file alleging discrimination or harassment. Although you are not legally required to supply the requested data, failure to do so may make it difficult for the department to investigate your complaint. While providing data may put you at risk in terms of possible legal action that could be taken against you, the consequences of not supplying the data would be that we do not have all of the information relevant to your complaint. If you supply this data, you may be required to testify at subsequent hearings and/or the data you provide may be used to take disciplinary or other remedial action. The other persons or entities which, as authorized by law, may see the data at some point include: supervisors and managers whose input is necessary in the decision-making process; exclusive representatives of employees; staff of the Minnesota Department of Employee Relations; persons and/or entities authorized by you to see the data; arbitrators, hearing examiners and other judicial and/or quasi-judicial officials; and other entities involved in grievances, appeals and litigation over the subject matter of this investigation (includes the Attorney General's office). This could include the: State and federal courts; State and federal human rights enforcement agencies; the Re-employment Compensation Division of the Minnesota Department of Economic Security; law enforcement agencies; counsel for and parties to litigation pursuant to court order; the Legislative Auditor's office; the employee who is being investigated.

**Complainant (You)**

Name		Job Title or Position Applied for
Work Address	City, State, Zip Code	Telephone ( )
Work Unit/Area	Mail Code	Supervisor

**Respondent (Person Who discriminated against you)**

Name		Job Title
Work Address	City, State, Zip Code	Telephone ( )
Agency	Division	Supervisor

**The Complaint**

Check any of the following that you feel may be the basis for the complaint.

<input type="checkbox"/> Race	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Membership or activity in a
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Describe the situation(s) that makes you feel that you have been discriminated against or harassed. Be specific. Include the name(s) of the individual(s) who you feel have discriminated against or harassed you; a detailed description of the incident(s) the date and time of the incident(s), names of any witnesses and the name(s) of anyone with whom you discussed the incident(s). Use additional paper if necessary.

Give the following information on all witnesses. Use additional paper if necessary.

Name	Address/Work Location	Telephone number

How do you think this situation can be resolved?

This complaint is being filed based on my honest belief that the named person(s) has discriminated against or harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete, to the best of my knowledge and belief. I hereby affirm that I am not using this complaint procedure for reasons of personal malice or abuse towards another employee.

Signature: \_\_\_\_\_

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

Received by: \_\_\_\_\_

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

## AFFIRMATIVE ACTION REQUIREMENTS

### Pre-Employment Review

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51.0

#### PURPOSE:

To establish a method to ensure that Affirmative Action hiring goals are considered when hiring decisions are made.

#### POLICY:

Whenever a Central Office classified or unclassified vacancy occurs in an EEO4 category (formerly Bargaining Unit) where there is an unmet affirmative action goal, and an identified qualified disparate protected group candidate is in the applicant pool, the disparate protected group candidate(s) will be offered an interview, except in the following cases: 1) the position will be filled from a layoff list as required by collective bargaining agreements, 2) the seniority article in the contract applies, 3) the position is to be filled under the terms of a grievance or arbitration settlement, 4) the vacancy is due to a change in allocation of an occupied position. In all other instances, before an offer of employment is made to anyone other than a qualified disparate protected group candidate, the supervisor must submit written justification to, and receive approval from, the Office for Equal Opportunity Director/designee.

#### AUTHORITY:

M.S. 43A.191 and Department of Employee Relations Rules Governing the Statewide Affirmative Action Program and Administrative Procedure #19.1.

#### DEFINITIONS:

- A. APPLICANT POOL: All candidates who are eligible for an interview for the vacancy in question
- B. DISPARATE GOAL UNIT: Goal unit are set by EEO4 categories (formerly Bargaining Unit) in which the FTE representation of one or more protected groups is less than that group's estimated availability in the relevant geographic area and labor force.
- C. DISPARATE PROTECTED GROUP CANDIDATE: Person who is a member of a protected group that has applied for a vacancy within a goal unit that has a disparity.
- D. DISPARITY: An unmet Affirmative Action Goal.
- E. MISSED OPPORTUNITY: Failure to hire an available, qualified disparate protected group candidate into a disparate goal unit. Under MN statute, sanctions and penalties may be imposed on Departments whose missed opportunities exceed 25% of all hiring opportunities.
- F. PROTECTED GROUPS: Persons who are African American, Asian or Pacific Islander, American Indian or Alaskan native, persons of Latino descent, persons with a disability, and women.
- G. QUALIFIED PERSON: Candidate capable of performing the essential job functions of the position in question.

## RESPONSIBILITIES AND PROCEDURES:

### A. Deputy Commissioner:

1. Review and make final determinations on selection decisions that the Office for Equal Opportunity Director/designee has not approved.

### B. Office for Equal Opportunity Director/designee:

1. Evaluate written justifications for non-selection of available disparate protected group candidates in all disparate goal units.
2. Approve or disapprove selection decisions where disparate protected group candidates are not selected to fill vacancies in disparate goal units; if not approved, request the Deputy Commissioner to review and make final determination.
3. Provide consultation services, as requested, to hiring supervisors about the interview process related to state and federal laws.
4. Develop and provide training for hiring supervisors about Affirmative Action Requirements policy and procedures.

### C. Human Resources Division:

1. HR Division sends copy of electronic vacancy postings to Equal Opportunity Office.
2. If there are no bidders, HR Specialists send the hiring supervisor the Pre-Employment Review Process memo and the "Monitoring the Hiring Process Form" that identifies the disparity for the vacancy that are provided by the Equal Opportunity Office. The disparate protected group candidates are identified.
3. Provide consultation services to hiring supervisors regarding the hiring process.
4. HR Specialists send completed "Monitoring the Hiring Process Form" to the Equal Opportunity Office for review and signature.

### D. Hiring Supervisor:

1. Contact and consult with the Office for Equal Opportunity at the earliest possible step in the hiring process to discuss the need for targeted recruitment.
2. For unclassified position need to include a Self-Declaration Form with any information sent to potential applicants about the vacancy if the applicants have not applied through Resumix or a state job application.
3. Develop an interview that will comply with applicable data practices and equal employment opportunity laws.
4. When a disparity exists, make a good faith effort to contact and offer an

8. Provide documentation on the interview and selection process as requested for compliance and other evaluation audits.

E. Recruitment & Retention Team:

1. Consult with hiring supervisor to insure that a Self-Declaration Form is sent to all candidates not required to complete a standard State application by the hiring supervisor. Team member could offer to assist with getting the Self-Declaration Form to candidates during consultation with hiring supervisor.
2. Maintain a system of tracking protected group representation in the applicant pool for unclassified positions.
3. Upon receipt of notification of a vacancy, assist the hiring supervisor in developing targeted recruitment plans, as needed.
4. When a disparity exists, in cooperation with the hiring supervisor, develop, implement and coordinate the targeted recruitment plan through the selection process.
5. Review "Monitoring the Hiring Process" form, and take appropriate action.
6. Develop and maintain database of Missed Opportunities for DHS Central Office.
7. Track Central Office workforce composition and produce regular reports of progress toward established numerical goals.
8. Consult with hiring supervisors regarding how to achieve affirmative action goals and reduce missed opportunities.

Note: State Operated Services' internal procedure must minimally meet the standards as described in the above policy.

**PURPOSE**

The Americans with Disabilities Act (ADA) and the Minnesota Human Rights Act prohibit discrimination based on disability. The Department of Human Services is committed to the fair and equal employment of people with disabilities. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without accommodation. Reasonable accommodation is the key to this nondiscrimination policy.

Reasonable accommodation applies to three aspects of employment:

1. to assure equal opportunity in the employment process;
2. to enable a qualified individual with a disability to perform the essential functions of a job;
3. to enable an employee with a disability to enjoy equal benefits and privileges of employment.

**AUTHORITY**

Americans with Disability Act (ADA), 42 U.S.C. §12101.et.seq.;  
Section 504 of the Federal Rehabilitation Act of 1973 as amended;  
Minnesota Human Rights Act, Minnesota Statutes, section 363;  
Minnesota Statutes, section 43A;  
Department of Employee Relations (DOER) rules governing the Statewide Affirmative Action Program;  
DOER Administrative Procedures, 13.1 and 19.2;  
All applicable collective bargaining agreements

**POLICY**

DHS shall assure equal opportunity in the employment process for qualified individuals with physical or mental disabilities through reasonable accommodation unless the accommodation imposes an undue hardship. This policy applies to applicants, employees, and employees seeking promotional opportunities.

**DEFINITIONS****A. Essential functions**

Essential functions are tasks considered most critical to the job that employees in the

C. Qualified individual with a disability

A qualified individual with a disability is a person with a disability who has the required skills, experience, education and other job-related requirements for the position the individual holds or desires and who can perform the essential functions of that position either with or without reasonable accommodation.

D. Reasonable accommodation

A reasonable accommodation is any modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to satisfactorily perform the essential functions of the job and to enjoy equal benefits and privileges of employment.

E. Undue hardship

An undue hardship is an action that is unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the Agency.

METHODS OF PROVIDING REASONABLE ACCOMMODATION

Methods of providing reasonable accommodation include, but are not limited to:

- A. Job restructuring: e.g., adjusting work schedules through job sharing, part-time or flexible work hours.
- B. Job site modifications: e.g., space dividers, rearranged office furniture and equipment, accessible routes to and within the building.
- C. Providing support services: e.g., sign language interpreters, readers, or transportation except between the employee's home and permanent workstation.
- D. Modifications of equipment and/or provision of assistive devices: e.g., teletype machines for the deaf [TTY], assistive listening devices, tactile markings on equipment, or special computer equipment or software.

REQUEST PROCEDURE - EXISTING STAFF

A. Employee responsibilities

1. The reasonable accommodation process begins when the employee informs his/her manager or supervisor or the ADA Coordinator of the request for an accommodation. This may be done orally or in writing. The request for accommodation may also come from a third party.

2. The employee may complete the Employee Request for Reasonable Accommodation

3. Provide additional information as requested by manager, supervisor or ADA Coordinator.

B. Manager or supervisor responsibilities

1. When informed by an employee of the request for accommodation the manager or supervisor should request that the employee complete the Employee Request for Reasonable Accommodation form and consult with the ADA Coordinator.
2. Within a reasonable amount of time the manager or supervisor must consult with the employee and the ADA Coordinator, using the Employee Request for Reasonable Accommodation form as guidance to:
  - a. Discuss the purpose and essential functions of the particular job involved;
  - b. Determine the precise job-related limitation;
  - c. Identify possible accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job; and
  - d. If an accommodation is needed, select and implement the accommodation that is effective, taking into consideration the individual's preferences.
3. Consult with ADA Coordinator and the employee to periodically review the accommodation to assess if the accommodation is still necessary and effective. Take the necessary steps to maintain, revise or discontinue the accommodation as needed.

C. ADA Coordinator responsibilities

1. Consult with the manager or supervisor and the employee to provide both with a copy of this policy when notified of the accommodation request, explain the reasonable accommodation process, and to assist in completion of step 2 under the Supervisor's responsibilities above.
2. Request documentation of the employee's functional limitations to support the request, including medical information as needed, and maintain records of each accommodation request.
3. Within a reasonable amount of time make a determination of whether the employee is a qualified individual with a disability.
  - a. If yes, the ADA Coordinator will notify the employee and the manager or supervisor of this determination and continue with the accommodation process.
    - If an accommodation is needed, the Department will consider an individual's

- b. If no, the ADA Coordinator will notify the employee and the supervisor of this determination.
  4. If an accommodation cannot overcome the existing barriers or would cause an undue hardship on the operation of the business, the employee, the manager or supervisor and the ADA Coordinator will work together to determine whether job reassignment may be an appropriate accommodation.
    - When job reassignment is appropriate, the ADA Coordinator will first look for a vacant position in the Department equivalent to the one presently held by the employee in terms of pay and job status. If the individual with the disability is not qualified, with or without reasonable accommodation, for a vacant position, (or a position the Department knows will become vacant within a reasonable period) the Department may reassign the individual as a reasonable accommodation to a lower graded vacant position for which the employee is qualified. If this occurs, the Department is not required to maintain the individual's salary at the previous level.
    - The Department will look at transfer, mobility, appointment, noncompetitive and competitive opportunities. The Department is not required to create a new job or to bump another employee from a job to provide a reassignment as a reasonable accommodation.

D. Director of the Office for Equal Opportunity responsibilities

1. When the Director of the Office for Equal Opportunity reviews a request for accommodation he or she will provide a decision regarding provision of the accommodation in writing to the ADA Coordinator, supervisor, and employee within a reasonable amount of time from the date the request was received from the ADA Coordinator.

REQUEST PROCEDURE - JOB APPLICANTS IN HIRING PROCESS

A. Applicant responsibilities

1. The reasonable accommodation process for applicants begins when the applicant informs the interviewing manager or supervisor, or Human Resources, of the need for accommodation in order to participate in any part of the hiring process.

B. Interviewing or hiring manager or supervisor, or Human Resources (HR) Office responsibilities

1. Discuss the request for accommodation with the applicant when the request is made.
2. Consult with the ADA Coordinator as needed to determine if the accommodation is



#### ADVERSE HIRING, FIRING, OR PROMOTIONAL ACTIONS

If any health care records or medical information adversely affects any hiring, firing, or promotional decisions concerning an applicant or employee, the applicant or employee must be notified of that information within ten days of the final decision.

#### CONFIDENTIALITY

Any medical documentation or information obtained in this process must be collected and maintained on separate forms and in separate medical files and must be treated as a confidential medical record, available only under limited conditions specified in the ADA and the Minnesota Human Rights Act.

#### FUNDING

The Department must provide funding for reasonable accommodations which do not cause an undue hardship. The Central Office Reasonable Accommodation Fund may be used to pay for accommodations with prior approval from the DHS ADA Coordinator.

#### NOTIFICATION

The ADA Coordinator will notify employees of the DHS Reasonable Accommodation Policy through employee orientation, training and disability awareness events, or when a request for reasonable accommodation has been made.

#### COMPLAINTS AND APPEALS

The ADA Coordinator will advise employees of their right to appeal accommodation requests that are denied through the DHS discrimination complaint procedure.

The hiring or interviewing manager or supervisor, or the Human Resources Office, will advise applicants of their right to file a complaint with outside enforcement agencies for accommodation requests that are denied.

#### CANCELLATIONS

This procedure cancels Reasonable Accommodation procedure 51.02 dated 7/98.

Note: State Operated Services' internal procedure must minimally meet the standards as described in the above policy.

## A PERSON WITH AIDS IS PROTECTED UNDER ADA

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What is AIDS?

Acquired Immunodeficiency Syndrome (AIDS) is a disease characterized by a defect in the body's immune system. People who develop AIDS become more vulnerable to certain infections and cancer.

What is the state's policy on AIDS?

As an employer, we treat state employees with HIV/AIDS the same way we treat employees with any disability. We will not discriminate against any applicant, employee or client because he or she may have AIDS or an HIV-related condition. A person with HIV/AIDS is protected by the federal Americans with Disabilities Act.

Employees with AIDS or an HIV-related condition may wish to continue working until they are unable to work any longer. As long as employees are able to perform essential job functions with or without reasonable accommodation, they will not be denied continued employment with the state. If it is determined necessary, an effort will be made to modify an employee's duties based on medical recommendations from the employee's physician.

If you have AIDS, and need reasonable accommodation, please contact your ADA Coordinator.

- Culled from DOER's policy on AIDS

For more information about AIDS and state employment, call:

Minnesota Department of Employee Relations  
State Employee Assistance Program  
(651) 296-0765 TTY (651) 297-5533  
(800) 657-3719

Remember that chemical dependency treatment is covered by the state's health insurance plans. Please contact your health plan for specific information about your coverage.

For more general AIDS information, call:

Minnesota Department of Health  
(612) 676-5698

Minnesota AIDS Line  
Twin Cities (612) 373-2437

## PROHIBITION OF GENERAL HARASSMENT & COMPLAINT PROCEDURES

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### PURPOSE:

To establish a policy on prohibition of general harassment and to establish procedures for reporting and reviewing and/or investigating such complaints.

### AUTHORITY:

The Department of Employee Relations (DOER) Administrative Procedure 1.2 (harassment prohibited).

### POLICY:

DHS shall provide an environment free of verbal, psychological, social or physical harassment. Employees who believe they have been harassed by other employees or agency customers or clients may file complaints (as described in this document) against those persons.

### DEFINITIONS:

- General Harassment: An egregious, repeated or persistent pattern of verbal, psychological, social, or physical action which results in intimidation, ridicule, entrapment, degradation, coercion or harm with the purpose or the effect of unreasonably and substantially interfering with and/or jeopardizing an individual's employment, or unreasonably creating an intimidating, hostile or offensive work environment, providing the harassment is not based on any protected characteristics.
- Protected Characteristics: Race, color, sex, disability, religion, creed, national origin, age, marital status, status with regard to public assistance, sexual orientation, political activity, and membership or activity in a local human rights commission.
- Employee: As used in this document, the word employee includes DHS employees, interns, volunteers, and independent contractors.

### POLICY VIOLATIONS:

#### 1. The Commissioner shall:

A. Implement the provisions of this policy.

B. Ensure that employees are fully aware of this policy.

#### 2. Each employee shall:

3. Supervisors shall:

- A. Review complaints with staff of the Office for Equal Opportunity to determine if the complaint alleges harassment based on the employee's protected group characteristics, or if there is some other indication that the issue might be related to the employee's protected group characteristics.
- B. Investigate and resolve complaints of general harassment.
- C. Coach and counsel employees or take disciplinary action, up to and including discharge, when warranted.

4. The Office for Equal Opportunity Director or designee shall:

- A. Review all complaints to determine whether the complaint is general harassment or based on protected characteristics.
- B. Handle the complaint to its conclusion if the determination is made that the alleged harassment is related to protected characteristics. (Refer to Procedure Manual #58.2, Prohibition of Discrimination.)
- C. Refer the complaint to the Human Resources Director if the determination is that the alleged harassment is not related to protected characteristics.

5. The Human Resources Director or designee shall:

- A. Conduct an appropriate review of the complaint, refer the complaint to the employee's supervisor or, if the complaint is related to an action of the supervisor, to a higher level of supervision for review. The review shall begin within 15 working days from the date the complaint was received by the Human Resources Director. The review may include any or all of the following:
  - Interview the complainant.
  - Interview other appropriate individuals.
  - Gather relevant information.
  - Write a summary.
  - Discuss the situation with appropriate supervisory and managerial personnel.
  - Provide a written statement to the complainant and/or to the person (s) charged with general harassment outlining the status of the review and whether action is to be taken.

## STATE OPERATED SERVICES - DISCRIMINATION COMPLAINT HANDLING

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### POLICY:

Charges alleging discrimination in employment or service delivery are to be dealt with in a timely and consistent manner, and appropriate Department of Human Services and Attorney General staff will be involved at the various stages of response and resolution.

AUTHORITY: Commissioner of the Department of Human Services.

PURPOSE: To prescribe a standard method of dealing with charges of illegal discrimination.

DEFINITIONS: None

### RESPONSIBILITIES:

Site Directors of residential facilities are responsible to notify the Central Office Equal Opportunity Director of all charges of alleged discrimination at the facility for which the Director is responsible.

### PROCEDURES:

- A. The Department of Human Services Office for Equal Opportunity will act as the central source of consultation and will maintain a centralized database of all Human Rights or Equal Employment Opportunity Commission charges. The database will include a log of notices of charges and a timetable for preparation of a response in each case, and decisions made concerning how best to proceed with the response.
- B. The Office for Equal Opportunity will review the charge and will coordinate necessary information gathering and preparation for responses in conjunction with facility staff and appropriate attorney general staff.
- C. Upon receipt of a charge of alleged discrimination, Directors will notify the Central Office Equal Opportunity Director of human rights charges by telephone, followed by written confirmation and copy of the charge upon receipt of the charge.

REFERENCES: None

CANCELLATIONS: This policy supersedes Residential Facilities Policy Manual Number 2110, dated April 24, 1990.

## RETENTION PLAN

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### PURPOSE:

To establish a plan of activities to retain protected group employees coordinated between DOER and DHS Retention Team. These initiatives will improve productivity, make work culture more conducive to diverse employees and guide employees toward promotional opportunities.

### AUTHORITY:

MS 43A.191, Subd. 3(c), ADA, Title VII of the Civil Rights Act, and M.S. 363

### POLICY:

The DHS Office for Equal Opportunity (OEO) will determine separation patterns that may have disparate impact on protected group members. OEO will insure that reporting of retention rates will coincide with Affirmative Action reporting requirements and auditing.

### RESPONSIBILITIES:

#### A. Commissioner:

1. State the agency's commitment to affirmatively retain protected group employees in the affirmative action statement of commitment.
2. Designate person(s), (including name, division and position), who are responsible for the agency's retention activities.
3. Inform the Equal Opportunity Director of any pending reductions in workforce.

#### B. Division Directors:

1. Demonstrate a good faith effort to retain protected group member employees.

#### C. Equal Opportunity Director or designees:

1. Analyze separation and layoff patterns of all employees to determine the impact on protected group members.
2. Identify specific methods to retain protected group employees (e.g., mentorship, training, individual development plans, employee network groups, etc.).

#### D. Recruitment and Retention Team:

1. Where possible, identify and advise current employees of mobility and career advancement opportunities.
2. Develop programs and implement activities that will promote awareness, acceptance of and appreciation for diversity and affirmative action.
3. As necessary, recommend to ODEO agency employees to work as designated agency liaisons to assist ODEO with implementation of the statewide mentorship program.
4. As necessary, work to re-deploy laid off employees to other areas within state government.
5. Create reports from data provided by DOER/ODEO for separation analyses, exit surveys and internship experiences.

## **WEATHER EMERGENCIES AND EVACUATION**

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All locations that are considered DHS' buildings have conspicuously posted weather and emergency evacuation or relocation plans. Written plans are communicated to and readily available to employees at each location. Plans include alternative methods for persons with disabilities for notification of evacuation or relocation. Auditory signals, visual signals, and substitute avenues for elevator or stairway use, are included in the plans. It is the procedure to assign a "buddy" to each employee who has different needs for physical evacuation of the buildings. Specific accommodations may be made for persons with disabilities consistent with their needs in accordance with reasonable accommodation request procedures.

These plans may be incorporated into, consistent with, substituted by, or equivalent to safety plans.

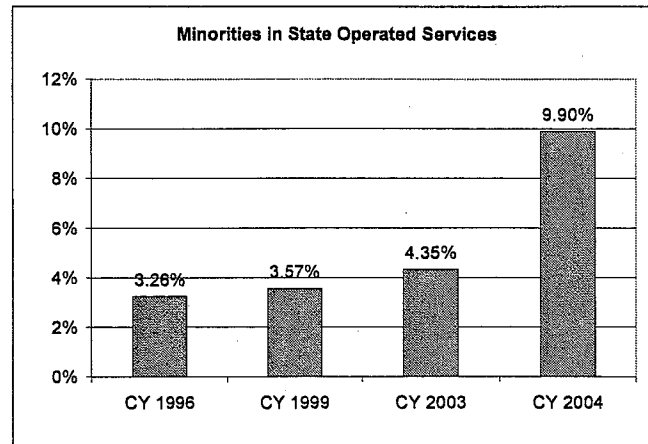
Note: State Operated Services' internal procedure must minimally meet the standards as described in the above policy.

**III.**

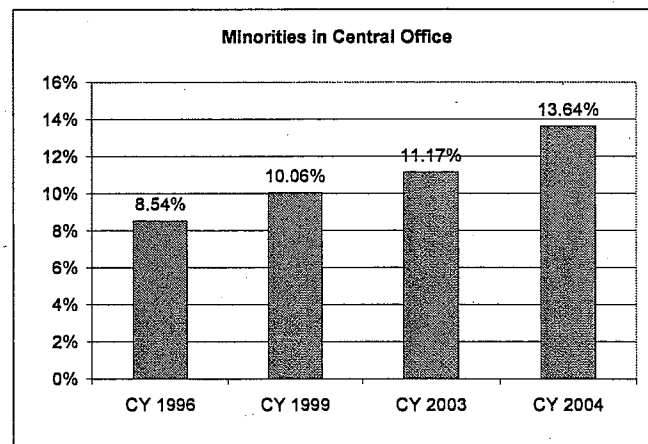
**CURRENT STATUS OF  
EMPLOYMENT**



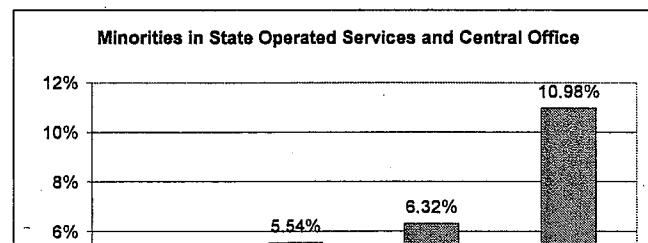
**DHS WORKFORCE COMPARISON  
MINORITY GROUP – 1996 to 2004  
(Employee data as of June 2004)**



State Operated Services				
Year	1996	1999	2003	2004
Percent	3.26%	3.57%	4.35%	9.9%
Minority Employees	173	143	204	481
Total Employees	5,313	4,004	4,695	4,857



Central Office				
Year	1996	1999	2003	2004
Percent	8.54	10.06	11.17	13.64
Minority Employees	131	176	214	268
Total Employees	1,534	1,750	1,916	1,965



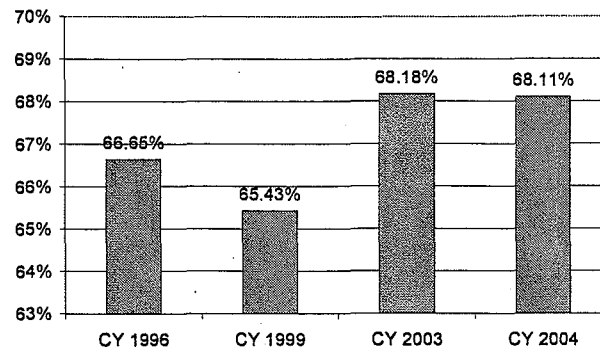
Total State Operated Services & Central Office				
Year	1996	1999	2003	2004
Percent	4.44	5.54	6.32	10.98

## DHS WORKFORCE COMPARISON

Women Group- 1996 to 2004

(Employee data as of June 2004)

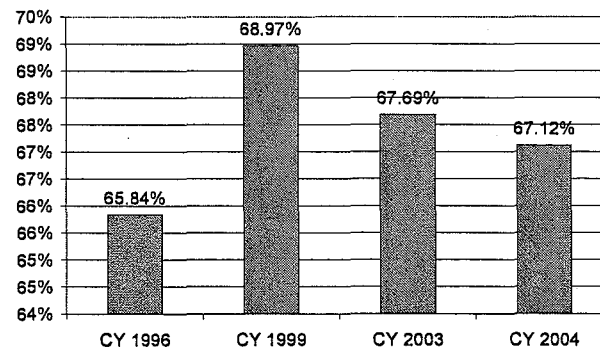
Women in State Operated Services



State Operated Services

Year	1996	1999	2003	2004
Percent	66.65	65.43	68.18	68.11
Female Employees	3,541	2,620	3,201	3,308
Total Employees	5,313	4,004	4,695	4,857

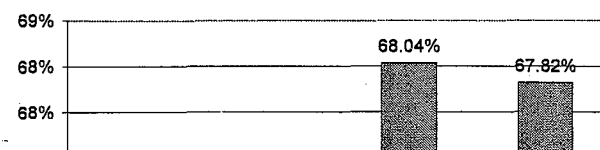
Women in Central Office



Central Office

Year	1996	1999	2003	2004
Percent	65.84	68.97	67.69	67.12
Female Employees	1,010	1,207	1,297	1,319
Total Employees	1,534	1,750	1,916	1,965

Total Women in State Operated Services and Central Office



Total State Operated Services & Central Office

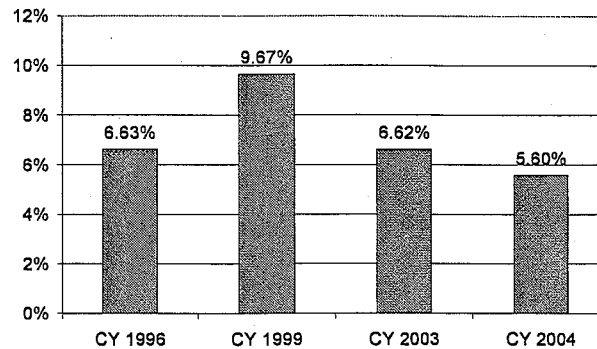
Year	1996	1999	2003	2004
Percent	66.47	66.51	68.04	67.02

## DHS WORKFORCE COMPARISON

Disabled Group— 1996 to 2004

(Employee data as of June 2004)

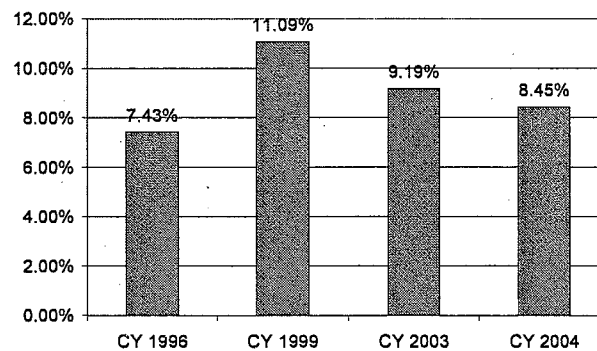
**Disabled in State Operated Services**



**State Operated Services**

Year	1996	1999	2003	2004
Percent	6.63	9.67	6.62	5.6
Disabled Employees	352	387	311	272
Total Employees	5,313	4,004	4,695	4,857

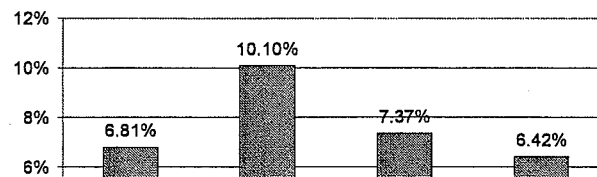
**Disabled in Central Office**



**Central Office**

Year	1996	1999	2003	2004
Percent	7.43	11.09	9.19	8.45
Disabled Employees	114	194	176	166
Total Employees	1,534	1,750	1,916	1,965

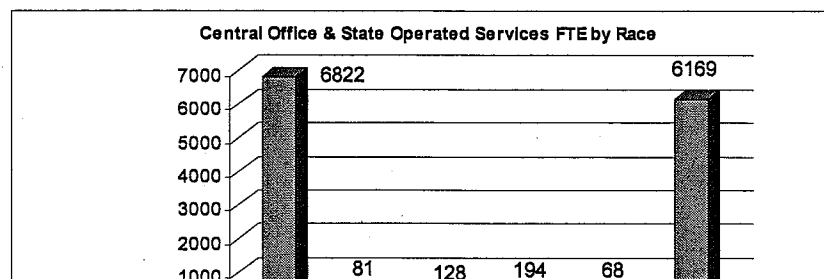
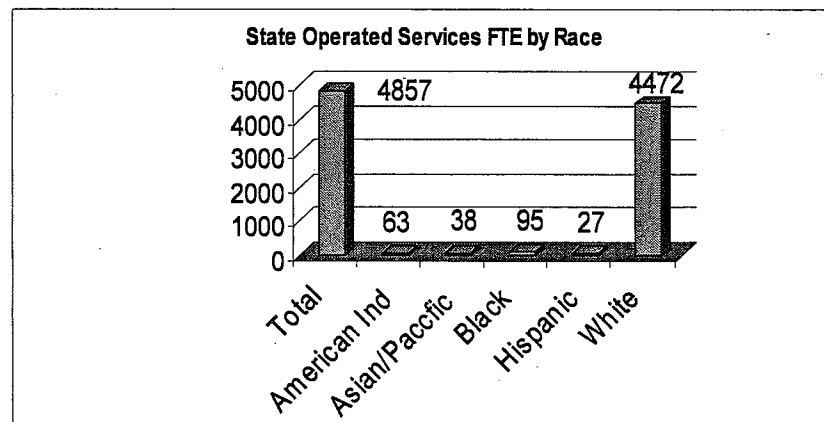
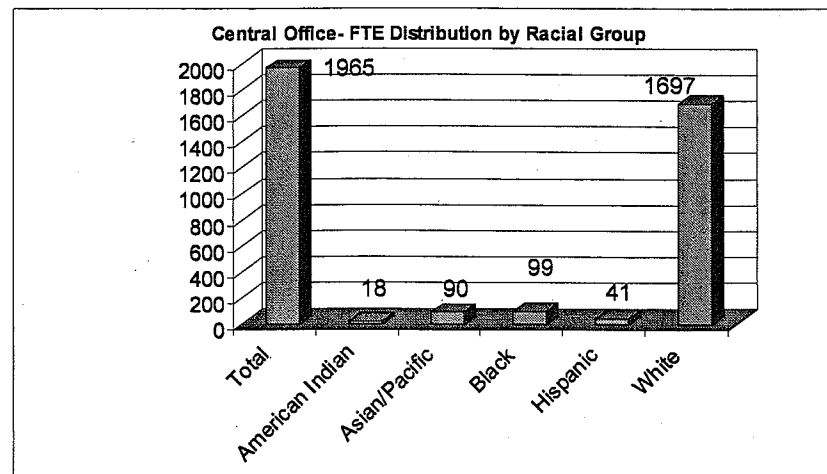
**Disabled in State Operated Services and Central Office**



**Total State Operated Services & Central Office**

Year	1996	1999	2003	2004
Percent	6.81	10.1	7.37	6.42

## DHS Workforce Representation by Racial Group (Employee data as of June 2004)

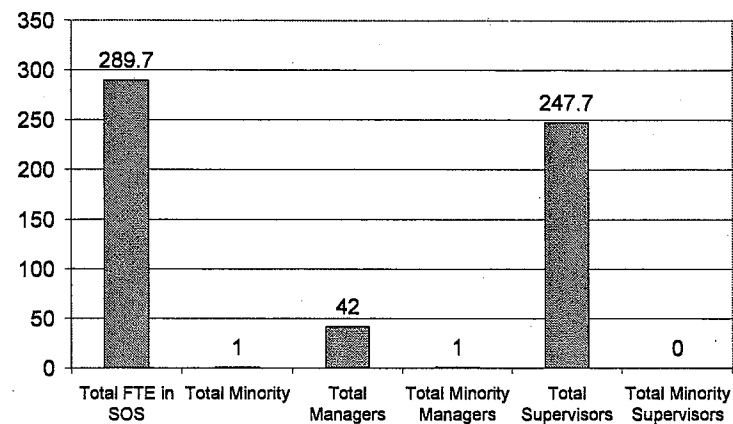


# DHS WORKFORCE COMPARISON

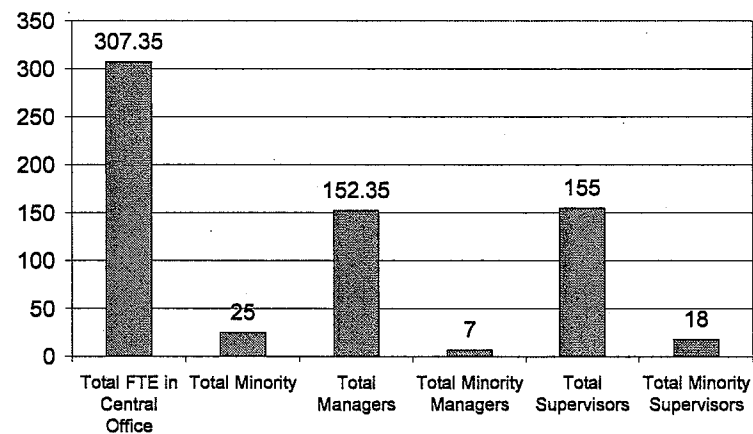
## FTE Minority Managers and Supervisors

(Employee data as of June 2004)

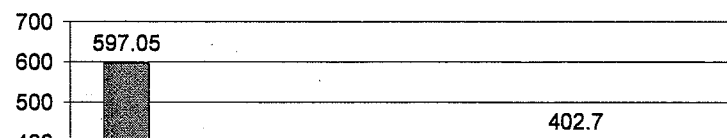
Minorities in State Operated Services



Minorities in Central Office

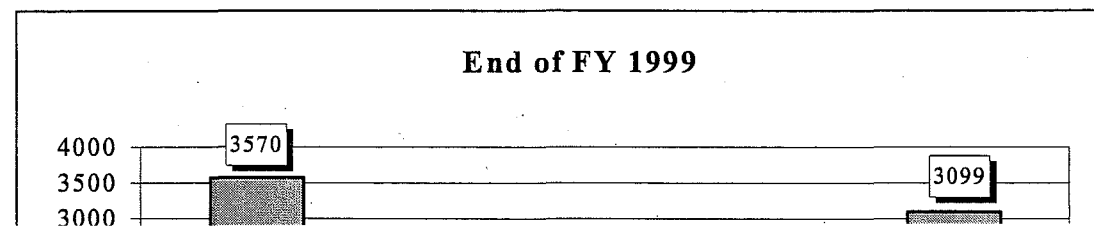
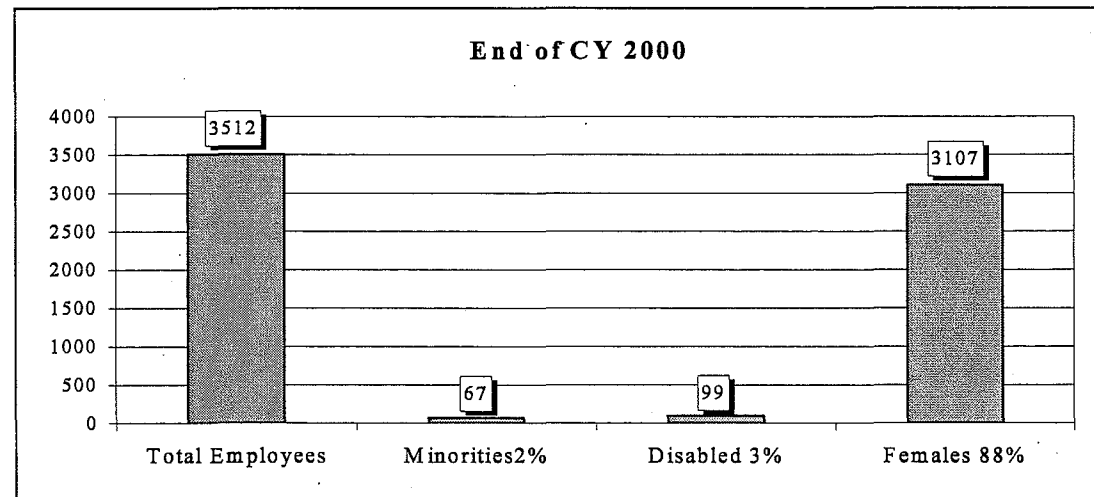
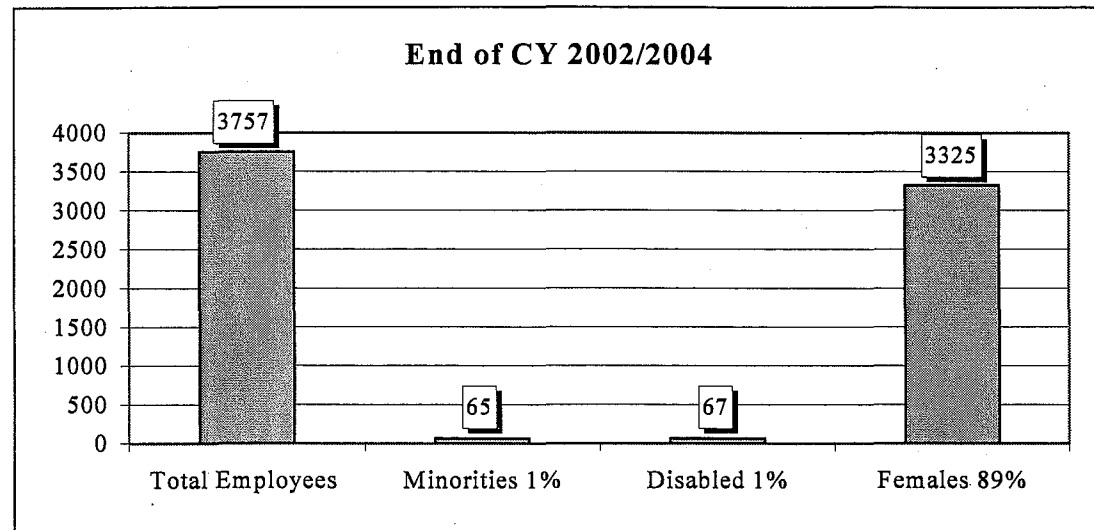


Total Minorities in State Operated Services and Central Office



# Minnesota Merit System Protected Group Workforce Representation

(Source: Merit System)



## **IV.**

# **TRANSMITTAL FORMS, HIRING GOALS, PROGRAM OBJECTIVES AND RECRUITMENT & RETENTION PLANS**

- A. CENTRAL OFFICE**
- B. AH GWAH CHING CENTER**
- C. ANOKA REGIONAL TREATMENT CENTER**
- D. BRAINERD REGIONAL HUMAN SERVICES CENTER**
- E. MINNESOTA STATE OPERATED COMMUNITY SERVICES**
- F. FERGUS FALLS REGIONAL TREATMENT CENTER**
- G. MINNESOTA EXTENDED TREATMENT OPTIONS**
- H. MOOSE LAKE REGIONAL STATE OPERATED SERVICES**

**A.**

**CENTRAL OFFICE**





Minnesota Department of Human Services

**Memo**

**DATE:** July 29, 2004

**TO:** All DHS Employees

**FROM:** Commissioner Kevin Goodno

**SUBJECT:** Equal Opportunity

I'm pleased to inform you that the department has updated its equal opportunity and affirmative action plan for FY2005 – FY2006. I personally reaffirm our commitment to equal access in the human services we provide and equal opportunity in our workplace. The plan has special significance as we work toward achieving the goal of improving access to services and equity in outcomes for people.

The plan can be found at:

[http://dhsinfo.dhsintra.net/main/groups/public/documents/pub/infolink\\_id\\_000749.hcsp](http://dhsinfo.dhsintra.net/main/groups/public/documents/pub/infolink_id_000749.hcsp). It includes policies on non-discrimination in a wide range of areas, including recruitment, hiring, retention and reasonable accommodation. It contains program objectives and affirmative action goals for central office and the department's state operated services. It also provides an overview of the department's civil rights policies and practices, intended to afford the public equal access to our services.

State and federal laws prohibit discrimination on the basis of race, color, disability, sexual orientation, creed, religion, sex, age, national origin, marital status, membership in a local human rights commission, political affiliation or reliance on public assistance. At the heart of these laws and what gives them meaning, is the will and understanding of people. We will continue to provide development opportunities to expand cross cultural knowledge and proficiency.

As employees, you have an opportunity to demonstrate each day, your commitment to equal

**DHS CENTRAL OFFICE  
AFFIRMATIVE ACTION PLAN FOR 2004-6**

**HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:**

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	0	0	N/A	4	4	2004-6	0	0	N/A
Professionals/ Technicians	0	0	N/A	0	0	N/A	54	54*	2004-6
Office/Clerical/ Paraprofessionals	0	0	N/A	0	0	N/A	8	8	2004-6
Service Maintenance	1	1	2004-6	0	0	N/A	0	0	N/A

\* Hiring goals will depend on availability and opportunity to hire.

OBJECTIVE	ACTION STEPS	RESPONSIBLE	TARGET DATE
Executive Pathways I Program	Implement this annual program to recruit and place temporary employees in positions within DHS' central office, as a means of providing job experience and exposure to DHS' services and programs, and as one means of recruiting protected group talent, particularly in disparate job categories	EO Staff	October 2004 through May 2005
Retention	Identify and analyze trends through on-going review of standard reports showing protected groups, compensation, promotion, hires, etc.	HR and EO Staff	Ongoing
AA Recruitment	Increase community resources and presence in community	Recruiter	Ongoing
	Provide training to Supervisors as requested	AAO, Recruiter	Ongoing
ADA	-Provide technical support and advice -Audit current building work sites -Plan for future buildings -Provide training to Supervisors and Managers regarding Title I & II -Disability awareness for all staff -Receive and process disability complaints under Title II	ADA Coordinator,	Ongoing

Cultural Competency and Reducing Disparities in Service Outcomes	<p>In 2004, DHS identified as one of nine priority initiatives a department-wide effort to <u><i>Reduce Disparities and Improve Client Outcomes</i></u>. An initial step involved developing and adopting a set of "Guidelines for Culturally Competent Organizations," based on broadly recognized best practices and federal standards for cultural proficiency in health and human services programs. The Initiative's overall intended outcome is that "Minnesotans will receive needed services and experience similar results regardless of race, ethnicity or where they live." (refer to summary description of strategies and performance measures on following pages)</p> <p>1) Identify and eliminate barriers to applicants for services and clients in MN's human services programs. Apply "Guidelines for Culturally Competent Organizations" to the Department's administrative, clinical and program service delivery.</p> <p>2) Develop and deliver training for Central Office supervisors and managers that will enhance skills in managing employee and team performance and ensure the integration of a cultural competence perspective into all business activities.</p> <p>3) Building on the introductory diversity training delivered to DHS staff, develop, coordinate, and oversee the delivery of training that will provide Central Office employees with information about the ethnic and other cultural communities who utilize the human services system in MN. This training will also allow opportunities for skills development and application of knowledge gained.</p> <p>4) Wherever possible, assist State Operated Services staff with obtaining the above training opportunities at their sites.</p>	<p><u>Persons Responsible</u> EO Director and Performance Management Director, overall management co-leaders</p>	Throughout biennium;
		for #1-3: Coordinator for Diversity; Educational Development Specialist; Organization Development Staff; EO Recruitment & Retention Staff; SOS Training and Staff Development Personnel	#1-3 -- early 2005 for C/O
	5) Continue to facilitate the celebration and recognition of various cultural and ethnic groups in MN -- and their days of significance -- through the presentation of	Coordinator for Diversity, and members of the DHS Diversity Education Team, along with the	#4 -- Ongoing

	6) Develop and deliver online introductory training on the Department's <i>Guidelines for Culturally Competent Organizations</i> 7) Develop and place on the Department's public & internal website, an on-line toolbox to support Department, county and other human service providers with information to appropriately assess and improve cultural proficiency.	Coordinator for Diversity, and the DHS Special Projects Office	#6 -- Fall of 2004  #7 -- by end of FY05
SOS Core Group	-Re-evaluate the needs of group -Provide technical support and consultation on EO, AA and Diversity -- Topics to be address: monitoring, evaluation, reporting, AAO/Goal setting, recruitment, retention, staff training, etc.	Affirmative Action Officer	Ongoing
Revise Merit Systems' County EO/AA plan	Update policies, utilization analysis and goals	Recruitment and Retention Team	By end of FY05

## RECRUITMENT PLAN

1. Recruitment of Persons with Disabilities:  
The Department will:
  - a. Contact our local Rehabilitation Services Office to promote the Department as a viable employer.
  - b. Develop relationships with community organizations that serve people with disabilities. We will partner with these organizations to develop a plan to assist the Department in the recruitment of persons with disabilities.
  - c. Continue to look for more publications we can use as advertising sources to strengthen our applicant pools with individuals with disabilities.
  - d. Actively promote the supported work programs. We plan to partner with organizations such as Independent Living and the State Council on Disabilities to recruit and place individuals with disabilities.
2. Internships  
The Department currently has an internship program, Executive Pathways, with the objective of attracting potential employees to permanent DHS positions. It targets protected group recruitment in areas where affirmative action disparities exist. In addition, the Department will explore the use of unpaid internships.
3. Advertising  
As our budget allows, we will continue to use Insight News, Access Press, Native American Press, MN Women's Press, The Mpls Spokesman/Recorder, Asian Pages, La Prensa. Affirmative Action Register, the Internet, professional associations and

5. Projected hiring opportunities and strategies:

The department is operating within a hiring freeze environment currently. Opportunities to correct disparities will be taken, including development of a Recruitment and Retention plan that will assist the department in future hiring, as part of the department's Reduce Disparities and Improve Client Outcomes initiative.

EO staff will run and analyze workforce reports on SEM4 to help track hiring goals for women, person of color and person with disability.

A strategy we'll develop is Image outreach and working on community planning commitments to expand our recruiting networks.

**INCREASE COMMUNITY RESOURCES AND PRESENCE IN THE COMMUNITY OBJECTIVES:**

- To have a DHS open house to invite county and community organization in to learn more about program services and career opportunities at DHS.
- To continue to work with the MN workforce center as the employer of the day. Presenting a power point presentation on how to access the resume builder and to market DHS career opportunities.
- To collaborate with other state agency such as the department of health and the veterans home to participate in community events to increase community awareness about career opportunities at DHS.
- To attend at least 3 job fair a year with a focus on encouraging minority and people with disability to consider DHS as an employer.
- To create brochures and materials that will attract minorities and people with disabilities.
- Create one page flyer in forming the community on how to access the state website and apply on line.
- To participate in major community events such as the Hmong holiday, Cinco de Mayo, and Rondo Days and June tenth.
- To maintain ongoing relation ships with protected group communities such as the minority councils to recruit affirmatively.

Strengthen the link between a workforce that is culturally proficient and a human services delivery system that is responsive to cultural dimensions of all its applicants and clientele.

**RETENTION PLAN**

During the fiscal year 2005, the Reduce Disparity Initiative Impact Outcomes will develop a specific recruitment and retention plan.

## **MINNESOTANS WILL RECEIVE NEEDED SERVICES AND EXPERIENCE SIMILAR RESULTS REGARDLESS OF RACE, ETHNICITY OR WHERE THEY LIVE**

DHS will work to identify gaps, set goals and implement targeted, coordinated strategies to improve access to services and achieve equity in outcomes for people. There will be an agency-wide focus to improve outcomes for children of color across department programs and services.

- ❖ Improve equity in Minnesota Family Investment Program (MFIP) outcomes.
- ❖ Reduce child welfare disparities for children of color.
- ❖ Identify and remove service barriers for Minnesota Health Care Programs (MHCP).

### ***PERFORMANCE MEASURES***

- ✓ Recurrence: Percentage of children who do not experience repeated abuse or neglect within 12 months of a prior report (sorted by race/ethnicity).
- ✓ Reunification: Percentage of children reunified in less than 12 months from the time of the latest removal from their home (sorted by race/ethnicity).
- ✓ Adoption: Percentage of children who were adopted in fewer than 24 months from the time of latest removal from their home (sorted by race/ethnicity).
- ✓ Reentry: Percentage of children who entered foster care who did not have a prior out-of-home placement in the previous 12 months (sorted by race/ethnicity).
- ✓ Percent of adults, by race or ethnicity, working at least 30 hours per week or off MFIP cash three years after a baseline reporting period of Oct-Dec 1999.
- ✓ Well-child visits in the first 15 months of life (6 or more visits) for Prepaid Medical Assistance Programs and MinnesotaCare clients

### ***STRATEGIES***

- ✓ Improve service integration focusing on children of color.
- ✓ Make program information easier to understand; remove language barriers.
- ✓ Establish baseline information to determine where disparities exist.
- ✓ Strengthen partnerships with local agencies and communities to reduce disparities.

## Affirmative Action Plan 2004-2006 Transmittal Form

Agency name

Human Services

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

central office

### Underutilization in Protected Groups

#### Instructions:

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the TOTAL underutilization for each protected group in an EEO category.

Do NOT skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

#### Officials and Managers

Indicate underutilization for women in the Officials and Managers EEO category:

0

Indicate underutilization for minorities in the Officials and Managers EEO category:

4

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

0

#### Professionals



Indicate underutilization for people with a disability in the Professionals EEO category:

50

Technicians

Indicate underutilization for women in the Technicians EEO category:

0

Indicate underutilization for minorities in the Technicians EEO category:

0

Indicate underutilization for people with a disability in the Technicians EEO category:

0

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

0

Indicate underutilization for minorities in the Paraprofessionals EEO category:

0

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

0

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

0

Indicate underutilization for women in the Office/Clerical EEO category:

Indicate underutilization for minorities in the Office/Clerical EEO category:

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

Indicate underutilization for minorities in the Service Maintenance EEO category:

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

Indicate underutilization for minorities in the Skilled Craft EEO category:

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

Affirmative Action Officer's email address

kazoua.kong-thao@state.mn.us

Affirmative Action Officer's phone number

651-215-1278

Date(MM/DD/YY)

7/20/04

Name of Agency Head

Kevin Goodno

☒ Checking this signifies an electronic signature

Agency Head email address

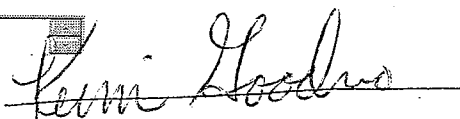
Kevin.Goodno@state.mn.us

Agency Head phone number

651-296-2701

Date(MM/DD/YY)

7/20/04

X 

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

## Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan as described in M.S. 43A.191, subdivision 3.

Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

### Agency name

Human Services

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

## Recruitment Sources

### Newspapers

Newspapers used for advertising and recruitment

☐ Did not use any newspapers

The following newspapers were used for advertising and recruitment during the previous year: (check ALL that were used)

- ☐ Albert Lea Tribune
- ☐ Alexandria Echo-Press
- ☐ Austin Daily Herald
- ☐ Bemidji Northern Herald
- ☐ Bemidji-The Pioneer
- ☐ Brainerd Dispatch
- ☐ Chronicle of Higher Education
- ☐ Duluth News Tribune
- ☐ Eagan This Week
- ☐ Faribault Daily News
- ☐ Fargo

- ☐ Mankato Free Press
- ☐ Mesabi Daily News
- ☐ Morrison County Record
- ☐ Owatonna People's Press
- ☒ Pioneer Press - St. Paul
- ☐ Rochester Post
- ☐ South Washington county bulletin
- ☒ Star Tribune - Minneapolis
- ☐ St. Cloud Times
- ☐ Sun Current
- ☐ West Central Tribune
- ☐ Winona Daily News
- ☐ Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:


Diversity focused newspapers used for advertising and recruitment

- ☐ Did not use any diversity focused newspapers

The following diversity focused newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☒ Access Press
- ☒ Asian American Press
- ☐ Asian Pages
- ☐ Black Issues in Higher Education
- ☐ Hispanic Outlook
- ☒ Insight News
- ☐ J. P.

If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please indicate here:


### Websites

Websites used for advertising and recruitment

☐ Did not use any Websites

The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☒ State of Minnesota Employment Website
- ☐ Monster.com
- ☐ Careerbuilder.com
- ☐ Minnesotajobs.com
- ☒ Minnesota Job Bank-mnworks.org
- ☐ Did not use any Websites

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:


### Job Fairs

Pioneer Press
ADA Career Fair

Job fairs anticipated in the next year

☐ Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:

MN Workforce Center
Job Connect Job Fair
Hired Job fair
Health Care
Pioneer Press

### Colleges and Universities

College and university recruitment events

☐ Did not participate in any college and university recruitment events

List the college and university recruitment events your agency participated in during the previous year.

Augsburg College
U of M School of Social Work


### Additional recruiting methods

Additional recruiting methods used

☐ Did not use any additional recruiting methods

The following additional recruiting methods were used for advertising and recruitment during the previous year: (check all that apply)

- ☒ College and university postings
- ☒ Community organizations
- ☐ Trade journals
- ☒ Professional organizations
- ☐ Direct mail
- ☐ Referrals from agency employees

If your agency used any additional recruiting methods that are not listed above, please indicate here:

Minority Councils

What recruitment sources and strategies did you find most successful during the previous year? Please share any new and innovative strategies used.

Working with the colleges, community organizations, minority councils and workforce centers.	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>

What recruitment sources and strategies used during the previous year did you find to be least productive or cost effective?



What do you expect your agency's greatest recruiting needs to be for the upcoming year?

I expect recruitment to be focused around the program services. As we begin to implement the reduce the disparity plan and increase cultural competency. As well as providing

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses

### Projected Hiring Opportunities (Administrative Procedure 9A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- ☐ Expect agency to be downsizing
- ☐ Expect no hiring opportunities
- ☐ Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- ☒ Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:

I expect hiring to continue within the program services.

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- ☒ Advertise in newspapers
- ☒ Advertise on Internet
- ☒ Advertise with community organizations

- ☒ Direct mail
- ☒ Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:


### Internships

(Administrative Procedure 9A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

- ☐ Check here if you agree to recruit and select interns following the procedures set forth in the State's Internship Administrative Procedures

Would your agency like to have information or need help developing internship opportunities?

- ☐ Yes
- ☒ No

### Disability Recruitment Strategies

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources:  
(check ALL that apply)

- ☒ Professional Organizations
- ☒ Non-Profit Organizations
- ☒ Publications
- ☒ Websites
- ☒ Minnesota WorkForce Centers
- ☒ ADA Minnesota


### Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.

☒ Check here if you agree with and will follow the guidelines in the above statement.

Would your agency like to have additional information or need help developing supported employment positions?

☐ Yes

☒ No

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

Submit Survey

**B.**

**AH GWAH CHING CENTER**

## STATEMENT OF COMMITMENT

### EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

This is to reaffirm Ah-Gwah-Ching Center, Brainerd Regional Human Services Center, Fergus Falls Regional Treatment Center, NNE Behavioral Health Services and Liberalis Chemical Dependency Program's official commitment to our policies of equal opportunity, affirmative action and our vision for diversity.

It is our policy to provide equal employment opportunities to all qualified people without regard to race, color, creed, national origin, religion, age, sex, sexual orientation, membership or activity in a local (human rights) commission, marital status, status with regard to public assistance, disability, political opinions or affiliations. It means treating each other with respect and dignity. In our workplace, this means recognizing and responding to the unique perspectives that each person brings to the workplace in order to create a workplace in which everyone feels included and valued. This policy and practice includes recruitment, selection, hiring, benefits, promotion, transfer, layoffs, return from layoff, termination, compensation, equality of wages, education, tuition assistance, employee development programs, including apprenticeship and training programs, the retention of protected group employees and all other areas of human resources activities, in accordance with applicable federal, state and local laws and regulations.

An effective affirmative action program involves more than a reaffirmation of commitment to equal opportunity. Therefore, we will continue to implement a progressive program of affirmative action to ensure that equal opportunity is provided on the basis of individual qualifications and to encourage all persons to seek employment and strive for advancement, and we will actively pursue solutions to eliminate disparities and retain a diverse workforce.

The Affirmative Action Officer/ADA Coordinator is delegated the responsibility and authority to implement and monitor the equal opportunity/affirmative action programs for the facilities under my direction. The Affirmative Action Plan will be posted at all the above-mentioned facilities and will also be maintained in all policy books.

All employees, especially managers and supervisors, will play a key role in the program's success. Therefore, all managers and supervisors' performance will be evaluated in part on their progress in this area. I encourage the assistance of all employees in the efforts to achieve equal opportunity within all of our work areas.

I am convinced that it makes good management sense to have a strong Affirmative Action Plan (AAP) and I reaffirm my strong commitment to its principles and policies. By

**AH-GWAH-CHING CENTER  
AFFIRMATIVE ACTION PLAN FOR 2004-6**

**HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:**

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	0	0	N/A	0	0	N/A	0	0	N/A
Professionals	0	0	N/A	3	1*	2004-6	0	0	N/A
Technicians/ Paraprofessionals	0	0	N/A	4	1*	2004-6	8	1*	2004-6
Office/Clerical	0	0	N/A	0	0	N/A	1	1*	2004-6
Skilled Craft	1	1*	2004-6	1	0	N/A	0	0	N/A
Service Maintenance	0	0	N/A	0	0	N/A	0	0	N/A

\* Disparities will be looked at when vacancies are approved to be filled and as positions are eliminated.

AH-GWAH-CHING Center's hiring is based on many factors that make it difficult to project potential hires. A major factor that will affect our filling of positions is the transition to community-based services. Downsizing of staff is projected. It is anticipated that hiring will be minimal and retention of staff will be the major focus.

**BIANNUAL PROGRAM OBJECTIVES/ACTION STEPS**

OBJECTIVE	ACTION STEPS	RESPONSIBLE	TARGET DATE
Educate employees, volunteers, and interns to understand the ADA/AA/EEO and Diversity	Provide training and education to employees on the ADA /EEO/AA and Diversity	AAO/ADA Coordinator and Managers and Supervisors	On-going New Employee Orientation
Educate employees on how to look for future job opportunities regarding promotional and transfer opportunities.	Provide training on posting process, accessing information of current vacancies.	H.R. Personnel	On-going New Employee Orientation
Provide educational training for managers, supervisors and staff	Provide required and requested training to all staff through SOS Training Department	SOS Training Department	On-going
Increase visibility within community with regards to employment opportunities	Participate in Career Fairs. Advertise in newspapers, minority publications, and/or statewide employment website. Network with	AAO, H.R. Personnel, Supervisor's/Managers, SOS Recruiter	On-going

**Affirmative Action Plan 2004-2006  
Transmittal Form**

Agency name

Human Services-Ah-Gwah-Ching

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

**Underutilization in Protected Groups****Instructions:**

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the TOTAL underutilization for each protected group in an EEO category.

Do **NOT** skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

**Officials and Managers**

Indicate underutilization for women in the Officials and Managers EEO category:

0

Indicate underutilization for minorities in the Officials and Managers EEO category:

0

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

0

**Professionals**

Indicate underutilization for women in the Professionals EEO category:

ACC 2

Indicate underutilization for women in the Technicians EEO category:

Indicate underutilization for minorities in the Technicians EEO category:

Indicate underutilization for people with a disability in the Technicians EEO category:

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

Indicate underutilization for minorities in the Paraprofessionals EEO category:

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

Indicate underutilization for minorities in the Protective Service EEO category:

Indicate underutilization for people with a disability in the Protective Service EEO category:

Office/Clerical



## Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:Indicate underutilization for minorities in the Service Maintenance EEO category:Indicate underutilization for people with a disability in the Service Maintenance EEO category:

## Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:Indicate underutilization for minorities in the Skilled Craft EEO category:Indicate underutilization for people with a disability in the Skilled Craft EEO category:

## Agency Signatures

Name of the Affirmative Action Officer

*Connie Shockman*☒ Checking this signifies an electronic signature

Affirmative Action Officer's email address

07/20/2004 06:54 FAX 218 828 2745

JUL-19-04 MON 03:45 PM SHARP

07/19/2004 09:16 FAX 218 828 2745

BRHSC HUMAN RESOURCES

FAX NO. 4512178

BRHSC HUMAN RESOURCES

002

P. 10

009

AGC 4

Doug Seiler

Ⓢ Checking this signifies an electronic signature

Agency Head email address

Douglas.Seiler@state.mn.us

Agency Head phone number

218/739-7200

Date(MM/DD/YY)

07/07/04

*Douglas V. Seiler*

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!



ACC 1

**Recruitment Plan**

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan as described in M.S. 43A.191, subdivision 3.

Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

**Agency name**

Human Services-Ah-Gwah-Ching

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

**Recruitment Sources****Newspapers**

Newspapers used for advertising and recruitment

☐ Did not use any newspapers

Following newspapers were used for advertising and recruitment during the previous year: (check ALL that were used)

- ☐ Albert Lea Tribune
- ☐ Alexandria Echo-Press
- ☐ Austin Daily Herald
- ☐ Bemidji Northern Herald
- ☒ Bemidji-The Pioneer
- ☐ Brainerd Dispatch
- ☐ Chronicle of Higher Education
- ☐ Duluth News Tribune
- ☐ Eagan This Week
- ☐ Faribault Daily News
- ☐ Focus
- ☐ Focus Point

AGC 2

- ☐ Rochester Post
- ☐ South Washington county bulletin
- ☐ Star Tribune - Minneapolis
- ☐ St. Cloud Times
- ☐ Sun Current
- ☐ West Central Tribune
- ☐ Winona Daily News
- ☐ Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

DETROIT LAKES NEWSPAPER

PILOT INDEPENDENT - WALKER

PARK RAPIDS ENTERPRISE

Diversity focused newspapers used for advertising and recruitment

- ☒ Did not use any diversity focused newspapers

The following diversity focused newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☐ Access Press
- ☐ Asian American Press
- ☐ Asian Pages
- ☐ Black Issues in Higher Education
- ☐ Hispanic Outlook
- ☐ Insight News
- ☐ La Prensa
- ☐ Lakota Journal
- ☐ Lavozi Latina
- ☐ Minnesota Women's Press
- ☐ Native American Press/Ojibwe News
- ☐ Spokesman
- ☐ The Circle

**Websites**

AG-C

3

Websites used for advertising and recruitment

☐ Did not use any Websites

The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☒ State of Minnesota Employment Website
- ☐ Monster.com
- ☐ Careerbuilder.com
- ☐ Minnesotajobs.com
- ☐ Minnesota Job Bank-mnworks.org
- ☐ Did not use any Websites

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:


**Fairs**

Job fairs attended during the previous year

☐ Did not attend any job fairs

List the job fairs your agency attended during the previous year:


List the job fairs your agency anticipates attending in the next year:

ACC

4


### Colleges and Universities

College and university recruitment events

- ☒ Did not participate in any college and university recruitment events

List the college and university recruitment events your agency participated in during the previous year.


### Additional recruiting methods

Additional recruiting methods used

- ☐ Did not use any additional recruiting methods

The following additional recruiting methods were used for advertising and recruitment during the previous year: (check all that apply)

ACC

5


What recruitment sources and strategies did you find most successful during the previous year? Please share any new and innovative strategies used.

STATE EMPLOYMENT WEBSITE and LOCAL ADVERTISING

What recruitment sources and strategies used during the previous year did you find to be least productive or cost effective?

MAILINGS TO COLLEGES

List up to 5 job classifications your agency most frequently recruited for in the previous year. For example: RN, Corrections Officer, Office and Administrative Specialist.

HUMAN SERVICES TECHNICIAN - CN


What do you expect your agency's greatest recruiting needs to be for the upcoming year?

As the agency downsizes, we do not expect any hiring.  
However, temporary positions may be filled in place of  
permanent vacancies to ensure appropriate staffing during

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses \$1,000

ACC

6

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- ☒ Advertise in newspapers
- ☒ Advertise on Internet
- ☐ Advertise with community organizations
- ☐ Develop and utilize recruitment sources which will reach protected group applicants.
- ☐ Consult with the State AA/ADA coordinator
- ☐ Consult with the DOER recruiter
- ☐ College and university postings
- ☐ Community organizations
- ☐ Trade journals
- ☐ Professional organizations
- ☐ Direct mail
- ☒ Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:


### Internships

(Administrative Procedure 9A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

☒ Check here if you agree to recruit and select interns following the procedures set forth in the State's Internship Administrative Procedures

Would your agency like to have information or need help developing internship opportunities?

☐ Yes

☐ No



- ☒ Websites  
☐ Minnesota WorkForce Centers  
☐ ADA Minnesota  
☐ State Services for the Blind  
☐ Vocational Rehabilitation  
☐ Deaf and Hard of Hearing Services  
☐ Minnesota State Council on Disability

Ace

7

If your agency anticipates using any additional disability resources that are not listed above, please list them here:


### Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.

☒ Check here if you agree with and will follow the guidelines in the above statement.

Would your agency like to have additional information or need help developing supported employment positions?

- ☐ Yes  
☒ No

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

Submit Survey

**C.**

**ANOKA REGIONAL  
TREATMENT CENTER**

## **ANOKA METRO REGIONAL TREATMENT CENTER**

### **STATEMENT OF COMMITMENT**

This is to reaffirm Anoka Metro Regional Treatment Center's official commitment and policy of providing equal opportunity and equal access to all employees and applicants for employment in accordance with all applicable Equal Opportunity/Affirmative Action laws, directives and regulations of federal, state and local governing bodies.

Anoka Metro Regional Treatment Center will commit the necessary time and resources both financial and human to achieve the goals of equal opportunity and affirmative action in employment, and in the delivery of services to all people regardless of race, color creed, religion, sex, sexual orientation, membership or activity in a local (human rights) commission, age national origin, marital status disability, or regard to public assistance. Where women, minority persons, or persons with disabilities are under-represented in our workforce, Anoka Metro Regional Treatment Center will strongly support and actively pursue affirmative action to eliminate that under-representation.

Anoka Metro Regional Treatment Center will evaluate the performance of its managers, supervisors and clinical chiefs on the basis of their role and involvement in helping to achieve and retain a diverse workforce. It is expected that they will maintain an environment free of discrimination, and exemplify, through their actions the guiding principles of AMRTC by exhibiting equity and respect in interactions with each other and with those in the community. The affirmative action objectives, and policies will be made known to every employee, consultant, and / or subcontractor, and we will expect these people and organizations to be in compliance with all applicable Equal Employment laws and practices, as well as be aware of and follow the policies and guidelines set forth by Anoka Metro Regional Treatment Center.

Anoka Metro Regional Treatment Center has appointed Twanda MacArthur to manage the Equal Opportunity Program. She is assigned the responsibility of administering and implementing the Affirmative Action/Equal Opportunity Program as required by federal and state rules and regulations. In addition, she will implement programs and policies that will strengthen our commitment to recruit and retain protected group employees. She will insure that the core values of the facility are being met by engaging in activities that will encourage a more diverse work force. These activities will enable the facility to provide appropriate services, which ultimately allow the highest level of self-sufficiency for all of our consumers. The Hospital Administrator and Site Director of Anoka Metro Regional Treatment Center will review the programs initiatives, reports and progress.

If any employee or applicant for employment believes he/she has been discriminated against please contact:

**ANOKA METRO REGIONAL TREATMENT CENTER  
AFFIRMATIVE ACTION PLAN FOR 2004-2006**

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**HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:**

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	1	0	N/A	0	0	N/A	0	0	N/A
Professionals	0	0	N/A	4	4	2004-06	13	5	2004-06
Technicians/ Paraprofessionals	0	0	N/A	0	0	N/A	13	5	2004-06
Office/Clerical	0	0	N/A	2	0	N/A	0	0	N/A
Skilled Craft	1	1	2004-06	1	0	N/A	2	0	N/A
Service Maintenance	0	0	N/A	11	0	N/A	1	0	N/A

**ACTION STEPS AND OBJECTIVES**

**Objective #1**

**To eliminate disparities in underrepresented job groups**

**Action Steps:**

1. Attend at least 5 job fairs per year with the primary focus on encouraging minority and disability community participation. Responsibility: Twanda MacArthur, Human Resources Department, and Nurse Recruiter. Timeline: 2004-6.
2. Create quality brochures, and materials, which showcases AMRTC as a Affirmative Action-Equal Opportunity Employer. Responsibility: Twanda MacArthur, Recruitment Retention Committee. Timeline: December 2004.
3. Develop, and maintain ongoing relationships with protected group communities in efforts to recruit for underrepresented protected groups. Responsibility: Twanda MacArthur, Human Resources, and Nurse Recruiter. Timeline: Ongoing.
4. Continue to advertise in Protected Group newspapers, coordinate these efforts with Human Resources and Nurse Recruiter. Twanda MacArthur, Human Resources, Nurse Recruiter. Timeline: Ongoing.
5. Continue active Participation on the Resource (Budget committee), a committee that approves all vacancies prior to the final approval by the regional manager.

1. Develop training for supervisors and primary staff on communicating across cultures. The focus will include training development related to minority groups, new immigrants, and refugee groups. Responsibility: Twanda MacArthur, SOS staff development. Timeline: October 2004.
2. Provide consultation to supervisor, staff and clients on cultural and diversity issues and awareness. Responsibility: Twanda MacArthur Timeline: 2004-6
3. Develop and update the Protected Group resources list. Responsibility: Twanda MacArthur. Timeline: 2004-February 2005.
4. Address problem areas and situations in a timely, professional and sensitive manner. Responsibility: Twanda MacArthur. Timeline: 2004-February 2005.

### **Objective #3**

**To increase awareness amongst the staff on policy and procedures related to AA/EO.**

#### **Action Steps:**

1. Update as necessary all internal policy and procedures related to Affirmative Action and Equal Employment initiatives. Responsibility: Twanda MacArthur. Timeline: 2004-February 2005
2. Meet with each work area to ensure awareness of all related policy and procedures. Responsibility: Twanda MacArthur. Timeline: March 2005
3. Meet with supervisors and managers as needed in response to pre-employment review and other related affirmative action requirements. Responsibility: Twanda MacArthur. Timeline: March 2005.

### **RETENTION PLAN:**

AMRTC will demonstrate a good faith effort to retain protected group employees. The Human Resources department, Affirmative Action Office, will identify and advise current employees of mobility and career advancement opportunities. Supervisors and managers will ensure that their employees are aware of relevant policy and procedures and demonstrate through their behaviors and actions their responsibility in maintaining a discrimination free environment. The facility will implement activities that promote awareness, acceptance and appreciation for diversity and the efforts of affirmative action.

**Affirmative Action Plan 2004-2006  
Transmittal Form**

Agency name

Human Services-Anoka Metro Regional Treatment Center

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

**Underutilization in Protected Groups****Instructions:**

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the TOTAL underutilization for each protected group in an EEO category.

Do NOT skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

**Officials and Managers**Indicate underutilization for women in the Officials and Managers EEO category:Indicate underutilization for minorities in the Officials and Managers EEO category:Indicate underutilization for people with a disability in the Officials and Managers EEO category:**Professionals**

Indicate underutilization for people with a disability in the Professionals EEO category:

13

Technicians

Indicate underutilization for women in the Technicians EEO category:

0

Indicate underutilization for minorities in the Technicians EEO category:

0

Indicate underutilization for people with a disability in the Technicians EEO category:

13

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

0

Indicate underutilization for minorities in the Paraprofessionals EEO category:

0

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

13

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

(Click here to choose)

Indicate underutilization for minorities in the Protective Service EEO category:

Indicate underutilization for women in the Office/Clerical EEO category:

Indicate underutilization for minorities in the Office/Clerical EEO category:

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

### Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

Indicate underutilization for minorities in the Service Maintenance EEO category:

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

### Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

Indicate underutilization for minorities in the Skilled Craft EEO category:

Indicate underutilization for people with a disability in the Skilled Craft EEO category:



Affirmative Action Officer's email address

twanda.macarthur@state.mn.us

*Twanda MacArthur*

Affirmative Action Officer's phone number

763 712-4050

Date(MM/DD/YY)

July 2, 2004

Name of Agency Head

Gregory Scott Schleifer PhD

*G. S. Schleifer*☒ Checking this signifies an electronic signature

Agency Head email address

Gregory S Schleifer@ state.mn.us

Agency Head phone number

763 712-4112

Date(MM/DD/YY)

July 2, 2004

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

## Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan as described in M.S. 43A.191, subdivision 3.

Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

### Agency name

Human Services-Anoka Metro Regional Treatment Center

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

## Recruitment Sources

### Newspapers

Newspapers used for advertising and recruitment

☐ Did not use any newspapers

The following newspapers were used for advertising and recruitment during the previous year: (check ALL that were used)

- ☐ Albert Lea Tribune
- ☐ Alexandria Echo-Press
- ☐ Austin Daily Herald
- ☐ Bemidji Northern Herald
- ☐ Bemidji-The Pioneer
- ☐ Brainerd Dispatch
- ☐ Chronicle of Higher Education
- ☐ Duluth News Tribune
- ☐ Eagan This Week
- ☐ Faribault Daily News
- ☐ Eagan

- ☐ Mankato Free Press
- ☐ Mesabi Daily News
- ☐ Morrison County Record
- ☐ Owatonna People's Press
- ☒ Pioneer Press - St. Paul
- ☐ Rochester Post
- ☐ South Washington county bulletin
- ☒ Star Tribune - Minneapolis
- ☐ St. Cloud Times
- ☐ Sun Current
- ☐ West Central Tribune
- ☐ Winona Daily News
- ☐ Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

Midway Community Monitor
Sun Publisher Bloomington
Anoka Shopper

Diversity focused newspapers used for advertising and recruitment

- ☐ Did not use any diversity focused newspapers

The following diversity focused newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☐ Access Press
- ☐ Asian American Press
- ☐ Asian Pages
- ☐ Black Issues in Higher Education
- ☐ Hispanic Outlook
- ☒ Insight News
- ☐ La Presse

If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please indicate here:


### Websites

Websites used for advertising and recruitment

☐ Did not use any Websites

The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☒ State of Minnesota Employment Website
- ☐ Monster.com
- ☐ Careerbuilder.com
- ☐ Minnesotajobs.com
- ☐ Minnesota Job Bank-mnworks.org
- ☐ Did not use any Websites

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:


### Job Fairs

Bethel College
St. Cloud University
New York City

Job fairs anticipated in the next year

☐ Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:

St. Cloud University
Anoka Ramsay
Tri State Colleges Job fair - Moorehead
Diversity Job Fair Mpls/St. Paul

### Colleges and Universities

College and university recruitment events

☐ Did not participate in any college and university recruitment events

List the college and university recruitment events your agency participated in during the previous year.

Anoka Ramsay
St. Cloud University
Bethel College


### Additional recruiting methods

Additional recruiting methods used

☐ Did not use any additional recruiting methods

The following additional recruiting methods were used for advertising and recruitment during the previous year: (check all that apply)

- ☐ College and university postings
- ☒ Community organizations
- ☐ Trade journals
- ☒ Professional organizations
- ☒ Direct mail
- ☒ Referrals from agency employees

If your agency used any additional recruiting methods that are not listed above, please indicate here:


What recruitment sources and strategies did you find most successful during the previous year? Please share any new and innovative strategies used.

DOER Resumix

What recruitment sources and strategies used during the previous year did you find to be least productive or cost effective?

RN
LPN
Social Work Specialist
HST
Food Service Worker

What do you expect your agency's greatest recruiting needs to be for the upcoming year?

Medical specialist, Psychologist III, RN, Nurse Practitioner

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses \$12,000 estimate

### Projected Hiring Opportunities

(Administrative Procedure 9A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- ☐ Expect agency to be downsizing
- ☐ Expect no hiring opportunities
- ☒ Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- ☐ Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:


When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- ☒ Advertise in newspapers
- ☐ Advertise on Internet

- ☒ Professional organizations
- ☒ Direct mail
- ☒ Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:


### Internships

(Administrative Procedure 9A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

- ☒ Check here if you agree to recruit and select interns following the procedures set forth in the State's Internship Administrative Procedures

Would your agency like to have information or need help developing internship opportunities?

- ☐ Yes
- ☒ No

### Disability Recruitment Strategies

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources:  
(check ALL that apply)

- ☒ Professional Organizations
- ☒ Non-Profit Organizations
- ☐ Publications
- ☒ Websites
- ☐ Minnesota WorkForce Centers
- ☒ ADA Minnesota




### Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.

☒ Check here if you agree with and will follow the guidelines in the above statement.

Would your agency like to have additional information or need help developing supported employment positions?

☐ Yes

☒ No

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

Submit Survey

Cindy Callahan - Per Office Lr. 7/7/04  
Swanda MacArthur - AAOTII  
7-7-04

**D.**

**BRAINERD REGIONAL  
HUMAN SERVICES CENTER**

## STATEMENT OF COMMITMENT

### EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

This is to reaffirm Ah-Gwah-Ching Center, Brainerd Regional Human Services Center, Fergus Falls Regional Treatment Center, NNE Behavioral Health Services and Liberalis Chemical Dependency Program's official commitment to our policies of equal opportunity, affirmative action and our vision for diversity.

It is our policy to provide equal employment opportunities to all qualified people without regard to race, color, creed, national origin, religion, age, sex, sexual orientation, membership or activity in a local (human rights) commission, marital status, status with regard to public assistance, disability, political opinions or affiliations. It means treating each other with respect and dignity. In our workplace, this means recognizing and responding to the unique perspectives that each person brings to the workplace in order to create a workplace in which everyone feels included and valued. This policy and practice includes recruitment, selection, hiring, benefits, promotion, transfer, layoffs, return from layoff, termination, compensation, equality of wages, education, tuition assistance, employee development programs, including apprenticeship and training programs, the retention of protected group employees and all other areas of human resources activities, in accordance with applicable federal, state and local laws and regulations.

An effective affirmative action program involves more than a reaffirmation of commitment to equal opportunity. Therefore, we will continue to implement a progressive program of affirmative action to ensure that equal opportunity is provided on the basis of individual qualifications and to encourage all persons to seek employment and strive for advancement, and we will actively pursue solutions to eliminate disparities and retain a diverse workforce.

The Affirmative Action Officer/ADA Coordinator is delegated the responsibility and authority to implement and monitor the equal opportunity/affirmative action programs for the facilities under my direction. The Affirmative Action Plan will be posted at all the above-mentioned facilities and will also be maintained in all policy books.

All employees, especially managers and supervisors, will play a key role in the program's success. Therefore, all managers and supervisors' performance will be evaluated in part on their progress in this area. I encourage the assistance of all employees in the efforts to achieve equal opportunity within all of our work areas.

I am convinced that it makes good management sense to have a strong Affirmative Action

**BRAINERD REGIONAL HUMAN SERVICES CENTER  
AFFIRMATIVE ACTION PLAN FOR 2004-6**

**HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:**

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	1	1*	2004-6	0	0	N/A	0	0	N/A
Professionals	0	0	N/A	7	0	N/A	7	1*	2004-6
Technicians/ Paraprofessionals	0	0	N/A	4	1*	2004-6	19	1*	2004-6
Office/Clerical	0	0	N/A	2	1*	2004-6	0	0	N/A
Skilled Craft	1	0	N/A	1	1*	2004-6	0	0	N/A
Service Maintenance	0	0	N/A	4	1*	2004-6	1	1*	2004-6

\*Brainerd Regional Human Services Centers hiring is based on many factors that make it difficult to project potential hires. Factors that will affect our filling of positions are: budget approvals, changes in requested services, and the directive to look at opportunities to combine state resources when vacancies occur. It is anticipated that hiring will be limited to refilling critical positions vacated through turnover. Also potential downsizing in support positions and in certain program areas may require that some permanent, vacated positions be filled on a temporary basis, which may affect the ability to recruit. However, disparities will be looked at when vacancies are approved to be filled.

**BIANNUAL PROGRAM OBJECTIVES/ACTION STEPS**

OBJECTIVE	ACTION STEPS	RESPONSIBLE	TARGET DATE
Educate employees, volunteers, and interns to understand the ADA/AA/EEO and Diversity	Provide training and education to employees on the ADA /EEO/AA and Diversity	AAO/ADA Coordinator and Managers and Supervisors	On-going New Employee Orientation
Educate employees on how to look for future job opportunities regarding promotional and transfer opportunities.	Provide training on posting process, accessing information of current vacancies.	H.R. Personnel	On-going New Employee Orientation
Provide educational training for managers, supervisors and staff	Provide required and requested training to all staff through SOS Training Department	SOS Training Department	On-going
Increase visibility within community with regards to employment opportunities	Participate in Career Fairs. Advertise in newspapers, minority publications, and/or statewide	AAO, H.R. Personnel, Supervisor's/Managers, SOS Recruiter	On-going

**Affirmative Action Plan 2004-2006  
Transmittal Form**

Agency name

Human Services-Brainerd

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

**Underutilization in Protected Groups****Instructions:**

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the TOTAL underutilization for each protected group in an EEO category.

Do **NOT** skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

**Officials and Managers**

Indicate underutilization for women in the Officials and Managers EEO category:

Indicate underutilization for minorities in the Officials and Managers EEO category:

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

**Professionals**

Indicate underutilization for women in the Professionals EEO category:

Indicate underutilization for women in the Technicians EEO category:

0

Indicate underutilization for minorities in the Technicians EEO category:

4

Indicate underutilization for people with a disability in the Technicians EEO category:

19

### Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

(Click here to choose)

Indicate underutilization for minorities in the Paraprofessionals EEO category:

(Click here to choose)

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

(Click here to choose)

### Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

(Click here to choose)

Indicate underutilization for minorities in the Protective Service EEO category:

(Click here to choose)

Indicate underutilization for people with a disability in the Protective Service EEO category:

(Click here to choose)

### Office/Clerical

BRHSC

2

*Baird*

3

0

## Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

0

Indicate underutilization for minorities in the Service Maintenance EEO category:

4

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

1

## Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

1

Indicate underutilization for minorities in the Skilled Craft EEO category:

1

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

0

## Agency Signatures

Name of the Affirmative Action Officer

CONNIE SHOCKMAN

*Connie Shockman*

☐ Checking this signifies an electronic signature

Affirmative Action Officer's email address

07/20/2004 06:55 FAX 218 828 2745  
JUL-19-04 MON 03:44 PM SHARP  
07/19/2004 09:15 FAX 218 828 2745

BRHSC HUMAN RESOURCES  
FAX NO. 4512178  
BRHSC HUMAN RESOURCES

003  
P. 06  
003

Doug Sciler

*Brained 4*

☐ Checking this signifies an electronic signature

Agency Head email address

Douglas.Sciler@state.mn.us

*Doug Sciler*

Agency Head phone number

218/739-7200

Date(MM/DD/YY)

07/07/04

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

[REDACTED]



*Brainerd*

1

**Recruitment Plan**

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan as described in M.S. 43A.191, subdivision 3.

Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

**Agency name**

Human Services-Brainerd

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

**Recruitment Sources****Newspapers**

Newspapers used for advertising and recruitment

☐ Did not use any newspapers

Following newspapers were used for advertising and recruitment during the previous year: (check ALL that were used)

- ☐ Albert Lea Tribune
- ☐ Alexandria Echo-Press
- ☐ Austin Daily Herald
- ☐ Bemidji Northern Herald
- ☐ Bemidji-The Pioneer
- ☒ Brainerd Dispatch
- ☐ Chronicle of Higher Education
- ☒ Duluth News Tribune
- ☐ Eagan This Week
- ☐ Faribault Daily News
- ☐ Focus
- ☐ Focus Point

*Brainerd*

2

- ☐ Rochester Post
- ☐ South Washington county bulletin
- ☒ Star Tribune - Minneapolis
- ☒ St. Cloud Times
- ☐ Sun Current
- ☐ West Central Tribune
- ☐ Winona Daily News
- ☐ Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:


Diversity focused newspapers used for advertising and recruitment

- ☒ Did not use any diversity focused newspapers

The following diversity focused newspapers were used for advertising and recruitment during the previous year: (check all that apply)

- ☐ Access Press
- ☐ Asian American Press
- ☐ Asian Pages
- ☐ Black Issues in Higher Education
- ☐ Hispanic Outlook
- ☐ Insight News
- ☐ La Prensa
- ☐ Lakota Journal
- ☐ LavoZ Latina
- ☐ Minnesota Women's Press
- ☐ Native American Press/Ojibwe News
- ☐ Spokesman
- ☐ The Circle

**Websites***Brainerd?*

3

Websites used for advertising and recruitment

☐ Did not use any Websites

The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☒ State of Minnesota Employment Website
- ☐ Monster.com
- ☐ Careerbuilder.com
- ☐ Minnesotajobs.com
- ☐ Minnesota Job Bank-mnworks.org
- ☐ Did not use any Websites

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:

BRAINERD DISPATCH WEBSITE

STAR TRIBUNE WEBSITE

**Fairs**

Job fairs attended during the previous year

☐ Did not attend any job fairs

List the job fairs your agency attended during the previous year:


List the job fairs your agency anticipates attending in the next year.

*trained*

4

PHYSICIAN RECRUITING AT CONFER

PSYCHOLOGIST RECRUITING - BOST

### Colleges and Universities

College and university recruitment events

☐ Did not participate in any college and university recruitment events

List the college and university recruitment events your agency participated in during the previous year.


### Additional recruiting methods

Additional recruiting methods used

☐ Did not use any additional recruiting methods

The following additional recruiting methods were used for advertising and recruitment during the previous year: (check all that apply)

*Baird*


What recruitment sources and strategies did you find most successful during the previous year? Please share any new and innovative strategies used.

REFERRALS FROM OTHER EMPLOYEES - ESPECIALLY IN NATIVE  
AMERICAN PROGRAM; LOCAL NEWSPAPER AND STATE OF MN WEBSITE

What recruitment sources and strategies used during the previous year did you find to be least productive or cost effective?

ADVERTISING IN PROFESSIONAL JOURNALS

List up to 5 job classifications your agency most frequently recruited for in the previous year. For example: RN, Corrections Officer, Office and Administrative Specialist.


What do you expect your agency's greatest recruiting needs to be for the upcoming year?

DOCTORAL AND MASTER LEVEL PROFESSIONAL POSITIONS (SOCIAL  
WORK SPECIALIST, PSYCHOLOGISTS) ALSO, FILLING OF LIMITED OR  
TEMPORARY POSITIONS DURING TRANSITION MAY BE A RECRUITING

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses \$5,000

EXPECT TO BE DOWNSIZING IN SEVERAL PROGRAMS; HOWEVER NEW  
COMMUNITY-BASED OPPORTUNITIES MAY DEVELOP. TEMPORARY  
POSITIONS MAY BE FILLED IN PLACE OF PERMANENT TO ENSURE

*Brainerd*

6

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- ☒ Advertise in newspapers
- ☒ Advertise on Internet
- ☐ Advertise with community organizations
- ☐ Develop and utilize recruitment sources which will reach protected group applicants.
- ☐ Consult with the State AA/ADA coordinator
- ☐ Consult with the DOER recruiter
- ☐ College and university postings
- ☐ Community organizations
- ☐ Trade journals
- ☐ Professional organizations
- ☐ Direct mail
- ☒ Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:

DHS RECRUITMENT TEAM

### Internships

(Administrative Procedure 9A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

- ☒ Check here if you agree to recruit and select interns following the procedures set forth in the State's Internship Administrative Procedures

Would your agency like to have information or need help developing internship opportunities?

- ☒ Yes

- ☒ Websites  
☐ Minnesota WorkForce Centers  
☐ ADA Minnesota  
☐ State Services for the Blind  
☐ Vocational Rehabilitation  
☐ Deaf and Hard of Hearing Services  
☐ Minnesota State Council on Disability

*Brainerd*

If your agency anticipates using any additional disability resources that are not listed above, please list them here:


### Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.

- ☒ Check here if you agree with and will follow the guidelines in the above statement.

Would your agency like to have additional information or need help developing supported employment positions?

- ☐ Yes  
☒ No

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

Submit Survey

**E.**

**MINNESOTA STATE  
OPERATED COMMUNITY  
SERVICES**



## STATEMENT OF COMMITMENT

### AFFIRMATIVE ACTION / EQUAL OPPORTUNITY

Minnesota State Operated Community Services (MSOCS) is committed to providing equal employment opportunities to all qualified people without regard to race, color, gender, disability, religion, creed, national origin, age, marital status, status with regard to public assistance, political affiliation, sexual orientation, or membership or activity in a local (human rights) commission. This policy applies to and is an integral part of every aspect of all policies, practices, and procedures.

MSOCS will encourage all persons to seek employment and strive for advancement within the organization. MSOCS is committed to establishing and sustaining a diverse work force able to provide effective services, programs and policies that are culturally appropriate and accessible to diverse communities. MSOCS will act affirmatively in the effort to retain qualified protected group employees.

MSOCS will observe nondiscriminatory practices, prohibit harassment based on protected class characteristics, enforce a policy of zero tolerance for sexual harassment, and maintain full compliance with the Americans with Disabilities Act.

The MSOCS Affirmative Action Officer has been delegated the responsibility and authority to prepare and implement the Affirmative Action Plan and reports directly to the MSOCS Director. The plan is available for review during regular business hours at the MSOCS Management or Human Resources Offices.

I urge all employees to become acquainted with the plan. All employees have the responsibility to promote and apply the principles of affirmative action and equal opportunity in their work and to cooperate fully with the MSOCS plan. Each employee will be provided with training on their rights and responsibilities under the plan, its policies and procedures.

MSOCS is committed to providing person centered services for individuals with disabilities served by our organization. As such, the guiding principles of affirmative action and equal opportunity and the vision for a diverse work force culture to meet the diverse needs of people with disabilities afford the possibility to achieve that vision for clients and employees alike.

I urge all employees to join with me in the effort to implement our affirmative action plan in order to utilize the skills and resources of those who have been denied opportunity in the past, of all present and future employees and of our clients.

**MINNESOTA STATE OPERATED COMMUNITY SERVICES (MSOCS)  
AFFIRMATIVE ACTION PLAN FOR 2004-6**

---

**HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:**

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	0	0	N/A	0	0	2004-06	1	1	2004-06
Professionals	0	0	N/A	7	2	2004-06	7	2	2004-06
Technicians/ Paraprofessionals	0	0	N/A	30	30	2004-06	58	10	2004-06
Office/Clerical	0	0	N/A	1	1	2004-06	1	1	2004-06
Skilled Craft	0	0	N/A	0	0	2004-06	0	0	2004-06
Service Maintenance	0	0	N/A	0	0	2004-06	0	0	2004-06

**BIANNUAL PROGRAM OBJECTIVES/ACTION STEPS**

OBJECTIVES	ACTION STEPS	RESPONSIBLE	TARGET DATE
Educate employees, volunteers, and interns to understand the ADA/AA/EEO and Diversity.	Provide training and education to employees on the ADA /EEO/AA and Diversity.	AAO/ADA Coordinator and Managers and Supervisors, H.R. Personnel	On-going and New Employee Orientation
Educate employees on how to look for future job opportunities regarding promotional and transfer opportunities.	Provide training on posting process, accessing information of current vacancies.	AAO/ADA Coordinator and Managers and Supervisors, H.R. Personnel	On-going and New Employee Orientation
Provide educational training for managers, supervisors and staff	Provide required and requested training to all staff through SOS Training Department	SOS Training Department	On-going
Increase visibility within community with regards to employment opportunities	Participate in Career Fairs, advertise in newspapers, minority publications, and/or statewide employment website.	AAO, HR Personnel, Supervisor's/Managers, SOS Recruiter	On-going

## **RETENTION**

### **1. Survey Forms**

MSOCS provides an opportunity for comments and concerns to be brought to our attention through our employee transfer/exit survey form.

### **2. Employee Task Force**

An Employee Task Force is currently in place to look at various operational concerns. One of the areas this group addresses is job satisfaction and retention.

### **3. Retention Methods**

Retention concerns are dealt with on a case-by-case basis. The supervisor, in consultation with Human Resources, develops a plan to assist the employee either through additional training, mentoring, or individual development plans. (There is no distinction between protected group members and non-protected group members.) It is the responsibility of MSOCS Human Resources managerial and supervisory staff to oversee and promote retention within the organization.

### **4. Layoffs**

In the event that a reduction in the workforce is imminent, the Human Resources staff assigned to work with the layoff will contact the AAO. Together they will analyze the situation to determine if there will be a negative impact on protected group members. They will determine if there is an alternative course of action that would accomplish the supervisor's goals without the negative impact.

**Affirmative Action Plan 2004-2006  
Transmittal Form**

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

**Underutilization in Protected Groups****Instructions:**

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the TOTAL underutilization for each protected group in an EEO category.

Do NOT skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

**Officials and Managers**Indicate underutilization for women in the Officials and Managers EEO category:Indicate underutilization for minorities in the Officials and Managers EEO category:Indicate underutilization for people with a disability in the Officials and Managers EEO category:**Professionals**Indicate underutilization for women in the Professionals EEO category:

7

## Technicians

Indicate underutilization for women in the Technicians EEO category:

0

Indicate underutilization for minorities in the Technicians EEO category:

30

Indicate underutilization for people with a disability in the Technicians EEO category:

50

## Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

(Click here to choose)

Indicate underutilization for minorities in the Paraprofessionals EEO category:

(Click here to choose)

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

(Click here to choose)

## Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

(Click here to choose)

Indicate underutilization for minorities in the Protective Service EEO category:

(Click here to choose)

Indicate underutilization for people with a disability in the Protective Service EEO category:

Indicate underutilization for minorities in the Office/Clerical EEO category:

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

### Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

Indicate underutilization for minorities in the Service Maintenance EEO category:

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

### Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

Indicate underutilization for minorities in the Skilled Craft EEO category:

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

### Agency Signatures

Name of the Affirmative Action Officer

Mary Buss

*Mary Buss*

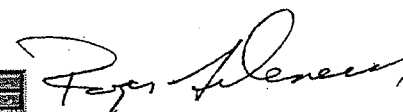
651/582-1848

Date(MM/DD/YY)

07/12/04

Name of Agency Head

Roger A. Deneen



☒ Checking this signifies an electronic signature

Agency Head email address

roger.a.deneen@state.mn.us

Agency Head phone number

651/582-1857

Date(MM/DD/YY)

07/12/04

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

Submit Survey

## Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan as described in M.S. 43A.191, subdivision 3.

Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

### Agency name

Human Services-EMSOCS

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

## Recruitment Sources

### Newspapers

Newspapers used for advertising and recruitment

☐ Did not use any newspapers

The following newspapers were used for advertising and recruitment during the previous year: (check ALL that were used)

- ☐ Albert Lea Tribune
- ☐ Alexandria Echo-Press
- ☐ Austin Daily Herald
- ☐ Bemidji Northern Herald
- ☐ Bemidji-The Pioneer
- ☒ Brainerd Dispatch
- ☐ Chronicle of Higher Education
- ☐ Duluth News Tribune
- ☐ Eagan This Week
- ☒ Faribault Daily News
- ☐ Focus
- ☐ Focus Point
- ☐ Forest Lake Times



- ☐ Morrison County Record
- ☒ Owatonna People's Press
- ☐ Pioneer Press - St. Paul
- ☒ Rochester Post
- ☐ South Washington county bulletin
- ☒ Star Tribune - Minneapolis
- ☐ St. Cloud Times
- ☐ Sun Current
- ☐ West Central Tribune
- ☐ Winona Daily News
- ☐ Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

Anoka County Shopper
ECM ThisWeek News
Sun Newspapers
Scotsman
St Croix Valley

Diversity focused newspapers used for advertising and recruitment

- ☒ Did not use any diversity focused newspapers

The following diversity focused newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☐ Access Press
- ☐ Asian American Press
- ☐ Asian Pages
- ☐ Black Issues in Higher Education
- ☐ Hispanic Outlook
- ☐ Insight News
- ☐ La Prensa
- ☐ Lakota Journal
- ☐ Lavoza Latina
- ☐ Minnesota Women's Press
- ☐ Native American Press/Ojibwe News


### Websites

Websites used for advertising and recruitment

☐ Did not use any Websites

The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☒ State of Minnesota Employment Website
- ☐ Monster.com
- ☐ Careerbuilder.com
- ☐ Minnesotajobs.com
- ☐ Minnesota Job Bank-mnworks.org
- ☐ Did not use any Websites

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:


### Job Fairs

Job fairs attended during the previous year

☐ Did not attend any job fairs

List the job fairs your agency attended during the previous year:

--

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Job fairs anticipated in the next year

- ☒ Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:

[illegible]

## Colleges and Universities

## College and university recruitment events

- Ⓞ Did not participate in any college and university recruitment events

List the college and university recruitment events your agency participated in during the previous year.

[illegible]

The following additional recruiting methods were used for advertising and recruitment during the previous year: (check all that apply)

- ☐ College and university postings
- ☐ Community organizations
- ☐ Trade journals
- ☐ Professional organizations
- ☐ Direct mail
- ☒ Referrals from agency employees

If your agency used any additional recruiting methods that are not listed above, please indicate here:


What recruitment sources and strategies did you find most successful during the previous year? Please share any new and innovative strategies used.

Advertisement in local newspapers and word of mouth.

What recruitment sources and strategies used during the previous year did you find to be least productive or cost effective?

--

List up to 5 job classifications your agency most frequently recruited for in the previous year. For example: RN, Corrections Officer, Office and Administrative Specialist.

Human Services Technician

Licensed Practical Nurse


Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses \$10,984.84

### Projected Hiring Opportunities (Administrative Procedure 9A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- ☐ Expect agency to be downsizing
- ☐ Expect no hiring opportunities
- ☒ Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- ☐ Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:

--

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- ☒ Advertise in newspapers
- ☒ Advertise on Internet
- ☐ Advertise with community organizations
- ☒ Develop and utilize recruitment sources which will reach protected group applicants.
- ☐ Consult with the State AA/ADA coordinator
- ☐ Consult with the DOER recruiter
- ☐ College and university postings
- ☐ Community organizations
- ☐ Trade journals
- ☐ Professional organizations
- ☐ Direct mail
- ☒ Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:

--

(Administrative Procedure 9A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

- ☒ Check here if you agree to recruit and select interns following the procedures set forth in the State's Internship Administrative Procedures

Would your agency like to have information or need help developing internship opportunities?

- ☐ Yes  
☒ No

### Disability Recruitment Strategies

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources: (check ALL that apply)

- ☐ Professional Organizations
- ☐ Non-Profit Organizations
- ☒ Publications
- ☒ Websites
- ☒ Minnesota WorkForce Centers
- ☐ ADA Minnesota
- ☐ State Services for the Blind
- ☐ Vocational Rehabilitation
- ☐ Deaf and Hard of Hearing Services
- ☐ Minnesota State Council on Disability

If your agency anticipates using any additional disability resources that are not listed above, please list them here:


### Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

Would your agency like to have additional information or need help developing supported employment positions?

- ☐ Yes  
☒ No

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

Submit Survey

**F.**

**FERGUS FALLS REGIONAL  
TREATMENT CENTER**



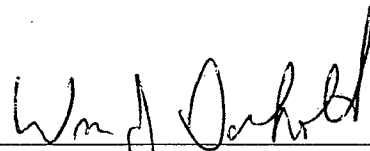
## REAFFIRMATION OF FERGUS FALLS REGIONAL TREATMENT CENTER EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Fergus Falls Regional Treatment Center (FFRTC) to provide equal employment opportunities to all qualified people without regard to race, color, creed, sex, age, marital status, national origin, physical, mental or emotional disability or handicap, status with regard to public assistance, religion, sexual orientation, or membership or activity in a local (human rights) commission or political opinions or affiliations. This policy and practice includes recruitment, selection, hiring, retention, benefits, promotion, transfer, layoffs, return from layoff, termination, compensation, classification, equality of wages, education, tuition assistance, employee development programs and all other human resources activities, in accordance with applicable federal, state and local laws and regulations.

FFRTC Policy #2100 establishes the Treatment Center's Affirmative Action Plan. To help ensure organizational compliance with the letter and the spirit of Affirmative Action, this policy identifies responsibilities to the Site Director, Managers, the ADA Coordinator, and the Affirmative Action Officer, with regard to Affirmative Action. It also includes a procedure for the resolution of discrimination complaints.

The FFRTC will maintain a progressive program of Affirmative Action to ensure that equal opportunity is provided on the basis of individual qualifications, and to encourage all employees to strive for improvement and advancement. It is imperative that we maintain a strong Affirmative Action Program and we reaffirm our commitment to the principles and policies of the programs and to the retention of protected group members. By having such a program, we will ensure the maximum utilization of our human resources and the protection of equal rights for all employees and job candidates. We welcome and encourage the assistance of all employees in our efforts to implement our Affirmative Action Policy within the FFRTC.

The Human Resources Office is responsible for the administrative direction and implementation of the facility's plan. That phone number is 218/739-7223 or 218/739-7285 or (TTY) 218/739-7455.



Bill Dorholt, Site Director  
Fergus Falls Regional Treatment Center

6/29/04

Date

**FERGUS FALLS REGIONAL TREATMENT CENTER  
AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY**

**HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:**

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	1	0		0	0	2004-06	0	0	2004-06
Professionals	0	0	N/A	7	2	2004-06	3	1	2004-06
Technicians/ Paraprofessionals	0	0	N/A	3	1	2004-06	21	3	2004-06
Office/Clerical	0	0	N/A	0	0	2004-06	0	0	2004-06
Skilled Craft	0	0	N/A	0	0	2004-06	0	0	2004-06
Service Maintenance	0	0	N/A	1	0	2004-06	0	0	2004-06

**FISCAL YEARS 2003 & 2004:**

- Service Maintenance Job Group: Hired (44) forty-four females and (3) three minorities.
- Technician Job Group: Hired (23) twenty-three females and (4) minorities.
- Office/Clerical Job Group: Hired (2) two females.
- Paraprofessional Job Group: Hired (3) three females and (1) one person who is a minority and disabled.
- Professional Job Group: Hired (8) eight females and (2) minorities.
- Promoted (4) four females into supervisory positions.

Because of the hiring freeze that was enforced, FFRTC was only able to hire "direct care" staff unless approved by the Department. Because of restricted use of money, FFRTC was unable to utilize the Pathways to Human Services Careers Program. Also, because of budgets restraints we were unable to attend any job fairs.

**AFFIRMATIVE ACTION PROGRAMS AND PROGRAM OBJECTIVES:**

OBJECTIVE	ACTION	RESPONSIBLE	DATE
Recruit protected class members to employment	Attend at least 1 job fair	Affirmative Action Officer/H R Staff at FFRTC	06/30/05
Increase employee awareness of appropriate behavior in the	a) Provide information to employees on harassment violence	AAO, Managers Supervisors	Ongoing

employment terminations  
of protected class members.

b) Utilize Employee Exit  
Survey for use in  
monitoring employee  
separations.

Human Resources  
Director and  
Affirmative Action Officer

Ongoing

Focus Area: Education and Training

Objective: To maintain a staff development program that is responsive to the diverse and individual needs of clients and staff and that is an integral part of the day to day operations of the FFRTC.

- Staff Development will incorporate feedback from consumers into the annual training plan.

Focus Area: Recruitment, Selection and Retention

Objective: To increase diversity among potential applicants for employment at the FFRTC.

- Support the hiring of economically disadvantaged individuals.
- FFRTC will continue to provide affiliation services for the health care professions, schools, etc., which serves as an applicant pool for these professions.

## RECRUITMENT PLAN:

Because of budget restraints and the hiring freeze, FFRTC did not utilize a lot of newspaper advertising during this reporting period. The new State of Minnesota Hiring System has been utilized with advertising being done on the web and we have recruited many excellent candidates.

### Goals & Timetables

Since the FFRTC continues to extend our programs throughout our 17 county catchment area, we do not anticipate significant hiring within the FFRTC, but do anticipate hiring within our programs throughout our 17 counties. These projected vacancies are in the 204 bargaining unit, in which we do not have a disparity.

### Internships/Work Study Programs

The FFRTC will continue to provide internships to students.

### Improve Recruitment Efforts for Persons with Disabilities

- FFRTC will contact our local Rehabilitation Services Office regarding any vacancies/job

## RETENTION PLAN:

The FFRTC Affirmative Action Officer/Human Resources Director shall monitor separations from the treatment center on an annual basis to determine if a greater proportion of protected class members are separating from employment than are represented in the workforce.

All separating employees shall continue to be offered an opportunity to complete an Employee Exit Survey and Exit Interview prior to their last day of employment. They shall also be given the web site address to complete the State of Minnesota Exit Interview.

**Staff Reductions:** A no-layoff agreement has been negotiated between DHS facilities and the employee unions. This agreement outlines procedures for staff reductions; see labor agreements for specific details. Any decision regarding abolition of positions will not be based on protected characteristics. In the event that a reduction in the workforce is imminent, the Human Resources staff assigned to work with the layoffs will contact the Affirmative Action Officer, or designee. Together they will analyze the situation to determine if there will be a negative impact on protected group members. They will determine if there is an alternate course of action that would accomplish the supervisor's goals without the negative impact.

### Separation Data

The following have left employment at the FFRTC during fiscal years 2003 and 2004. These were the result of temporary appointments ending, employees resigning or retiring, being laid off under the M.O.U, or dismissal.

- 49 HST's
- 16 LPN's
- 4 Food Service Workers (1 minority)
- 15 RN/Sr.
- 7 CD Counselors/Senior (1 disabled)
- 2 General Maintenance Workers
- 4 Medical Specialists (3 minorities that completed J1-Visa status and transferred to other facilities)
- 2 Account Clerk Sr.

One each of the following classifications:

Work Therapy Assistant, Groundskeeper Sr., Physical Plan Director, State Program Adm. Prin., Pharmacist Sr., General Maintenance Worker Lead, Cook, Laundry Worker, Plumber Supervisor, Client Advocate, Account Technician, Account Clerk, Painter, Business Manager

**Affirmative Action Plan 2004-2006  
Transmittal Form**

**Agency name**

Human Services-Fergus Falls

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

0

**Underutilization in Protected Groups**

**Instructions:**

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the TOTAL underutilization for each protected group in an EEO category.

Do NOT skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

**Officials and Managers**

Indicate underutilization for women in the Officials and Managers EEO category:

1

Indicate underutilization for minorities in the Officials and Managers EEO category:

0

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

0

Indicate underutilization for minorities in the Professionals EEO category:

7

Indicate underutilization for people with a disability in the Professionals EEO category:

3

### Technicians

Indicate underutilization for women in the Technicians EEO category:

0

Indicate underutilization for minorities in the Technicians EEO category:

0 3

Indicate underutilization for people with a disability in the Technicians EEO category:

21

### Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

(Click here to choose)

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

(Click here to choose)

**Protective Service(Sworn and Non-Sworn)**

Indicate underutilization for women in the Protective Service EEO category:

(Click here to choose)

Indicate underutilization for minorities in the Protective Service EEO category:

(Click here to choose)

Indicate underutilization for people with a disability in the Protective Service EEO category:

(Click here to choose)

**Office/Clerical**

Indicate underutilization for women in the Office/Clerical EEO category:

0

Indicate underutilization for minorities in the Office/Clerical EEO category:

0

Indicate underutilization for women in the Service Maintenance EEO category:

1

Indicate underutilization for minorities in the Service Maintenance EEO category:

1

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

0

### Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

0

Indicate underutilization for minorities in the Skilled Craft EEO category:

0

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

0

Agency Signatures



Paula.Skaalrud@state.mn.us

Affirmative Action Officer's phone number

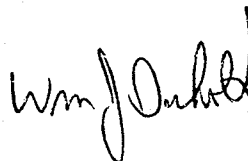
218-739-7223

Date(MM/DD/YY)

06/29/04

Name of Agency Head

William Dorholt



☒ Checking this signifies an electronic signature

Agency Head email address

Bill.Dorholt@state.mn.us

Agency Head phone number

218-739-7453

Date(MM/DD/YY)

06/29/04

**prior to clicking the Submit button.**

Submit Survey

Powered by Perseus SurveySolutions XP

## Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan as described in M.S. 43A.191, subdivision 3.

Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

### Agency name

Human Services-Fergus Falls

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

## Recruitment Sources

### Newspapers

Newspapers used for advertising and recruitment

☐ Did not use any newspapers

The following newspapers were used for advertising and recruitment during the previous year: (check ALL that were used)

- ☐ Albert Lea Tribune
- ☐ Alexandria Echo-Press
- ☐ Austin Daily Herald
- ☐ Bemidji Northern Herald
- ☐ Bemidji-The Pioneer
- ☐ Brainerd Dispatch
- ☐ Chronicle of Higher Education

- ☐ Lillie Suburban
- ☐ Lowertown News
- ☐ Mankato Free Press
- ☐ Mankato Free Press
- ☐ Mesabi Daily News
- ☐ Morrison County Record
- ☐ Owatonna People's Press
- ☐ Pioneer Press - St. Paul
- ☐ Rochester Post
- ☐ South Washington county bulletin
- ☒ Star Tribune - Minneapolis
- ☐ St. Cloud Times
- ☐ Sun Current
- ☐ West Central Tribune
- ☐ Winona Daily News
- ☐ Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

Fargo Forum

Fergus Falls Daily Journal

Diversity focused newspapers used for advertising and recruitment

- ☒ Did not use any diversity focused newspapers

The following diversity focused newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☐ Access Press
- ☐ Asian American Press
- ☐ Asian Press

- ☐ Native American Press/Ojibwe News
- ☐ Spokesman
- ☐ The Circle

If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please indicate here:

#### Websites

Websites used for advertising and recruitment

- ☐ Did not use any Websites

The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☒ State of Minnesota Employment website
- ☒ Monster.com
- ☐ Careerbuilder.com
- ☐ Minnesotajobs.com
- ☒ Minnesota Job Bank-mnworks.org
- ☐ Did not use any websites

If your agency used any additional websites for advertising and recruitment that are not listed above, please indicate here:

List the job fairs your agency attended during the previous year:

Job fairs anticipated in the next year

- ☐ Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:

**Colleges and Universities**  
College and university recruitment events

- ☐ Did not participate in any college and university recruitment events

List the college and university recruitment events your agency participated in during the previous year.

**Additional recruiting methods**  
Additional recruiting methods used

☒ Did not use any additional recruiting methods

The following additional recruiting methods were used for advertising and recruitment during the previous year: (check all that apply)

- ☐ College and university postings
- ☐ Community organizations
- ☐ Trade journals
- ☐ Professional organizations
- ☐ Direct mail
- ☐ Referrals from agency employees

If your agency used any additional recruiting methods that are not listed above, please indicate here:

What recruitment sources and strategies did you find most successful during the previous year? Please share any new and innovative strategies used.

Use of the DOER website and monster.com

List up to 5 job classifications your agency most frequently recruited for in the previous year. For example: RN, Corrections Officer, Office and Administrative Specialist.

HST

LPN

CD Counselor

RN

What do you expect your agency's greatest recruiting needs to be for the upcoming year?

RN, LPN, CD Counselor and HST

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses \$2,000

### Projected Hiring Opportunities (Administrative Procedure 9A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- ☐ Expect agency to be downsizing
- ☐ Expect no hiring opportunities
- ☒ Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- ☐ Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:

- ☐ Consult with the DOER recruiter
- ☐ College and university postings
- ☐ Community organizations
- ☐ Trade journals
- ☐ Professional organizations
- ☐ Direct mail
- ☐ Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:

### **Internships**

(Administrative Procedure 9A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

- ☒ Check here if you agree to recruit and select interns following the procedures set forth in the State's Internship Administrative Procedures

Would your agency like to have information or need help developing internship opportunities?

- ☐ Yes  
☒ No

### **Disability Recruitment Strategies**

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources:  
(check ALL that apply)



- ☐ Vocational Rehabilitation
- ☐ Deaf and Hard of Hearing Services
- ☐ Minnesota State Council on Disability

If your agency anticipates using any additional disability resources that are not listed above, please list them here:

### **Supported Employment**

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.

☒ Check here if you agree with and will follow the guidelines in the above statement.

Would your agency like to have additional information or need help developing supported employment positions?

- ☐ Yes
- ☒ No

**Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!**

**G.**

**MINNESOTA EXTENDED  
TREATMENT OPTIONS**

THE MISSION STATEMENT OF  
MINNESOTA EXTENDED TREATMENT OPTIONS  
FOR EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

It is the policy of Minnesota Extended Treatment Options (METO) to provide equal employment opportunities to all qualified applicants regardless of race, creed, color, sex, national origin, age, marital status, disability, sexual orientation, membership or activity in a local (human rights) commission, status with regard to public assistance, or religion. The policy includes recruitment, hiring, selection, promotion, transfer, layoffs, return from layoff, termination, compensation and personnel duties as defined by federal and state statutes.

The Agency has developed a process to ensure that Affirmative Action hiring goals are considered whenever hiring decisions are made within disparate goal units. Whenever a vacancy occurs in a goal unit where a disparity exists and a qualified available protected group candidate is on the certified eligible register, the protected group candidates will be offered an interview. Before an offer of employment is made to anyone other than a protected group candidate, the supervisor will provide written justification for the selection to the Affirmative Action Officer for approval.

The Agency's Affirmative Action policies provide an internal Discrimination Complaint procedure and specify the responsibilities of the Site Director, Managers, Supervisors, Human Resources Director and the Affirmative Action Officer.

The Agency strives to implement the Department's Mission of diversity as a continuous integral part of our internal organizational structure, and therefore, we reaffirm our commitment to affirmatively retain qualified protected group employees and to recognize Affirmative Action as a positive effort that assists in providing effective services, programs, resources and skills to our clients and our communities.



Doug Bratvold, Acting Site Director

7/1/04  
Date

## MINNESOTA EXTENDED TREATMENT OPTIONS (METO)/CAMBRIDGE AFFIRMATIVE ACTION PLAN FOR 2004-6

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### HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	0	0	N/A	0	0	N/A	0	0	N/A
Professionals	0	0	N/A	5	1	2004-6	2	1	2004-6
Technicians/ Paraprofessionals	0	0	N/A	3	1	2004-6	15	1	2004-6
Office/Clerical	0	0	N/A	1	1	2004-6	0	0	N/A
Skilled Craft	0	0	N/A	0	0	N/A	1	1	2004-6
Service Maintenance	0	0	N/A	1	1	2004-6	0	0	N/A

### PROGRAMS AND OBJECTIVES:

#### 1. Increasing Awareness

We are working to increase employee awareness of appropriate behavior in the workplace by providing a four hour diversity class that covers cultural diversity issues, harassment issues and issues pertaining to violence and intimidation. This course is part of our new employee orientation training and is a class that is required to be updated by staff development on a yearly basis.

#### 2. Improving Retention

We are going to implement a process to monitor separations to determine if conditions are contributing to employment terminations of protected class members. Also, we will continue to utilize our Employee Exit Survey forms so that any concerns will be brought to our attention.

### RECRUITMENT AND RETENTION:

#### 1. Advertising

We do expect that we will continue to utilize the State of Minnesota Website and possibly some local newspapers for most of our hires. We also may advertise on the Internet and with Professional Organizations for some of our positions.

positions that are vacated through turnover. The plan for filling these vacancies will be to utilize the above publications, and we will also continue to communicate with our local Work Force Center regarding any vacancies we have or any testing dates we set up.

#### 4. Improving Recruitment Efforts for Persons with Disabilities

The Facility will continue to look for publications that we can use as advertising sources to increase our applicant pools with individuals with disabilities. The facility will now have access to a recruiter on a limited basis. We will work with that person to develop a plan on specific target recruitment.

#### 5. Supported Work

The facility does not currently have any outside supported workers but we currently use special funds to provide employment opportunities to some of the clients that we serve with disabilities.

#### 6. Survey Forms

METO provides an opportunity for comments and concerns to be brought to our attention on our employee exit survey form.

**Affirmative Action Plan 2004-2006  
Transmittal Form**

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

**Underutilization in Protected Groups****Instructions:**

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the TOTAL underutilization for each protected group in an EEO category.

Do **NOT** skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

**Officials and Managers**Indicate underutilization for women in the Officials and Managers EEO category:Indicate underutilization for minorities in the Officials and Managers EEO category:Indicate underutilization for people with a disability in the Officials and Managers EEO category:**Professionals**

Indicate underutilization for people with a disability in the Professionals EEO category:

2

Technicians

Indicate underutilization for women in the Technicians EEO category:

0

Indicate underutilization for minorities in the Technicians EEO category:

4

Indicate underutilization for people with a disability in the Technicians EEO category:

10

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

0

Indicate underutilization for minorities in the Paraprofessionals EEO category:

0

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

5

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

0

Indicate underutilization for minorities in the Protective Service EEO category:

Indicate underutilization for women in the Office/Clerical EEO category:

0

Indicate underutilization for minorities in the Office/Clerical EEO category:

1

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

0

### Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

0

Indicate underutilization for minorities in the Service Maintenance EEO category:

1

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

0

### Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

0

Indicate underutilization for minorities in the Skilled Craft EEO category:

0

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

1



Affirmative Action Officer's email address

jenny.mcalpine@state.mn.us

Affirmative Action Officer's phone number

763/689-7219

Date(MM/DD/YY)

06/30/2004

Name of Agency Head

Doug Bratvold



☒ Checking this signifies an electronic signature

Agency Head email address

doug.bratvold@state.mn.us

Agency Head phone number

763/689-7160

Date(MM/DD/YY)

06/30/2004

**prior to clicking the Submit button.**

Submit Survey

## Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan as described in M.S. 43A.191, subdivision 3.

Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

### Agency name

Human Services-METO

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

## Recruitment Sources

### Newspapers

Newspapers used for advertising and recruitment

☒ Did not use any newspapers

The following newspapers were used for advertising and recruitment during the previous year: (check ALL that were used)

- ☐ Albert Lea Tribune
- ☐ Alexandria Echo-Press
- ☐ Austin Daily Herald
- ☐ Bemidji Northern Herald
- ☐ Bemidji-The Pioneer
- ☐ Brainerd Dispatch
- ☐ Chronicle of Higher Education
- ☐ Duluth News Tribune
- ☐ Eagan This Week
- ☐ Faribault Daily News

- ☐ Mankato Free Press
- ☐ Mesabi Daily News
- ☐ Morrison County Record
- ☐ Owatonna People's Press
- ☐ Pioneer Press - St. Paul
- ☐ Rochester Post
- ☐ South Washington county bulletin
- ☐ Star Tribune - Minneapolis
- ☐ St. Cloud Times
- ☐ Sun Current
- ☐ West Central Tribune
- ☐ Winona Daily News
- ☐ Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

Diversity focused newspapers used for advertising and recruitment

- ☒ Did not use any diversity focused newspapers

The following diversity focused newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☐ Access Press
- ☐ Asian American Press
- ☐ Asian Pages
- ☐ Black Issues in Higher Education
- ☐ Hispanic Outlook
- ☐ Insight News

If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please indicate here:


### Websites

Websites used for advertising and recruitment

☐ Did not use any Websites

The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☒ State of Minnesota Employment Website
- ☐ Monster.com
- ☐ Careerbuilder.com
- ☐ Minnesotajobs.com
- ☐ Minnesota Job Bank-mnworks.org
- ☐ Did not use any Websites

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:


### Job Fairs


Job fairs anticipated in the next year

☒ Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:


### Colleges and Universities

College and university recruitment events

☒ Did not participate in any college and university recruitment events

List the college and university recruitment events your agency participated in during the previous year.

--

### Additional recruiting methods

Additional recruiting methods used

☒ Did not use any additional recruiting methods

The following additional recruiting methods were used for advertising and recruitment during the previous year: (check all that apply)

- ☐ College and university postings
- ☐ Community organizations
- ☐ Trade journals
- ☐ Professional organizations
- ☐ Direct mail
- ☐ Referrals from agency employees

If your agency used any additional recruiting methods that are not listed above, please indicate here:


What recruitment sources and strategies did you find most successful during the previous year? Please share any new and innovative strategies used.


What recruitment sources and strategies used during the previous year did you find to be least productive or cost effective?

Human Services Technician

What do you expect your agency's greatest recruiting needs to be for the upcoming year?

Psychology area and a Director for METO

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses 0.00

### Projected Hiring Opportunities (Administrative Procedure 9A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- ☐ Expect agency to be downsizing
- ☐ Expect no hiring opportunities
- ☒ Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- ☐ Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- ☒ Advertise in newspapers
- ☒ Advertise on Internet
- ☐ Advertise with community organizations

- ☐ Direct mail
- ☐ Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:

Consult with the DHS Recruiter

### Internships

(Administrative Procedure 9A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

- ☒ Check here if you agree to recruit and select interns following the procedures set forth in the State's Internship Administrative Procedures

Would your agency like to have information or need help developing internship opportunities?

- ☐ Yes
- ☒ No

### Disability Recruitment Strategies

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources:  
(check ALL that apply)

- ☐ Professional Organizations
- ☐ Non-Profit Organizations
- ☐ Publications
- ☒ Websites
- ☐ Minnesota WorkForce Centers
- ☐ ADA Minnesota




### Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.

☐ Check here if you agree with and will follow the guidelines in the above statement.

Would your agency like to have additional information or need help developing supported employment positions?

☐ Yes

☐ No

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

Submit Survey

**H.**

- **MOOSE LAKE REGIONAL  
STATE OPERATED  
SERVICES**

Signed

Statement

**MOOSE LAKE REGIONAL STATE OPERATED SERVICES/NNE  
AFFIRMATIVE ACTION PLAN FOR 2004-6**

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**HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:**

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	0	0	2004 - 2006	0	0	2004 - 2006	0	0	2004 - 2006
Professionals	1	1	2004 - 2006	3	2	2004 - 2006	0	0	2004 - 2006
Technicians/ Paraprofessionals	0	0	2004 - 2006	0	0	2004 - 2006	1	1	2004 - 2006
Office/Clerical	0	0	2004 - 2006	0	0	2004 - 2006	1	0	2004 - 2006
Skilled Craft	0	0	2004 - 2006	0	0	2004 - 2006	0	0	2004 - 2006
Service Maintenance	0	0	2004 - 2006	0	0	2004 - 2006	1	1	2004 - 2006

**PROGRAM OBJECTIVES AND ACTION STEPS:**

<u>Objective</u> <u>Date</u>	<u>Action</u>	<u>Responsible</u>	<u>Target</u>
Training and AA/ Ongoing	Provide inservice	AAO	2006
ADA awareness for all staff.	training to all new staff i.e., sexual harassment, ADA Cultural Diversity.	Staff Dev.	2006

**Potential Job Opportunities**

MSOP hiring will be extremely limited in the next two years. There may be some turnover in highly specialized clinical areas such as Behavior Analysts, and Psychology positions.

#### Training Programs

MSOP/Central Office Staff Development gives inservice credit to staff who attend diversity happenings in the community. MSOP now participates in the SOS training program provided through the state Staff Development Department. All new employees receive training in Cultural Diversity, sexual harassment, general harassment, Affirmative Action and the American with Disabilities Act.

#### **RECRUITMENT REVIEW:**

See the attached MSOP plan for Recruitment and Retention.

MSOP has attended no job fairs during the previous years, however, we do plan to attend in the upcoming affirmative action plan period. We have notified DHS of current hiring needs and they have recruited at job fairs they have attended. .

#### **RETENTION PLAN:**

MSOP tries to retain valuable and talented protected group employees. People responsible for implementation of the retention plan include Dean Mooney, Site Director, Larry Nelson, Human Resource Director, and Denise Considine, Affirmative Action Officer/ADA Designee.

## AFFIRMATIVE ACTION PLAN ANNUAL GOALS

### EDUCATION:

Objective: To provide mandatory diversity training to all employees, including managers and supervisors.

Action Steps	Responsible	Target Date
Continue to work with Core Group for Diversity and CHRD to develop and provide mandatory Diversity Core Curriculum modules.	Staff Development Department, local Diversity Council	Ongoing

### RECRUITMENT:

Objective: To provide information to hiring supervisors and managers that will assist them in the recruitment and hiring of women, minorities and persons with disabilities so that disparities in protected groups are reduced or eliminated.

Action Steps	Responsible	Target Date
Continue to devise means and methods to access and provide recruitment information to protected groups so that hiring goals are met. Information will be given to area schools and colleges, protected group organizations, job fairs and DHS web page.	HRD, AAO, Diversity Council	Ongoing
See Annual Goal Sheet for hiring goals.	HRD, AAO, Managers and Supervisors	December, 2005

### RETENTION:

Objective: Improved retention of all talented employees, including protected class members.

Action Steps	Responsible	Target Date
AAO and ADA Coordinator will meet personally with all new managers and supervisors (hires and promotions) to orient re: related procedural issues as well as sensitivity. This will be documented in their training records.	AAO and ADA Coordinator	Ongoing
Review exit questionnaires semi-annually and monitor for retention issues related to diversity or protected characteristics. Develop plans to address any problems identified.	AAO to review semi-annually and inform Executive Staff of any problems identified. Retention sub-committee to develop related action plans.	Ongoing
AAO, HRD, and retention subcommittee of local	AAO, HRD, Retention	Ongoing

## Affirmative Action Plan 2004-2006 Transmittal Form

Agency name

Human Services-Moose Lake

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

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### Underutilization in Protected Groups

#### Instructions:

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the **TOTAL** underutilization for each protected group in an EEO category.

Do **NOT** skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

### **Officials and Managers**

Indicate underutilization for women in the Officials and Managers EEO category:

0	
---	--

Indicate underutilization for minorities in the Officials and Managers EEO category:

0	
---	--

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

0	
---	--

### **Professionals**

Indicate underutilization for people with a disability in the Professionals EEO category:

Technicians

Indicate underutilization for women in the Technicians EEO category:

Indicate underutilization for minorities in the Technicians EEO category:

Indicate underutilization for people with a disability in the Technicians EEO category:

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

Indicate underutilization for minorities in the Paraprofessionals EEO category:

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

Indicate underutilization for minorities in the Protective Service EEO category:

Indicate underutilization for people with a disability in the Protective Service EEO category:

Office/Clerical



### Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

Indicate underutilization for minorities in the Service Maintenance EEO category:

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

### Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

Indicate underutilization for minorities in the Skilled Craft EEO category:

Indicate underutilization for people with a disability in the Skilled Craft EEO category:





### Agency Signatures


Name of the Affirmative Action Officer

☐ Checking this signifies an electronic signature  
Affirmative Action Officer's email address





Affirmative Action Officer's phone number

Name of Agency Head





Dean Mooney	   
-------------	--

 Checking this signifies an electronic signature

Agency Head email address

dean.mooney@state.mn.us	   
-------------------------	--

Agency Head phone number

218-485-5300	   
--------------	--

Date(MM/DD/YY)

07/26/04	   
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## Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan as described in M.S. 43A.191, subdivision 3.

Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

### Agency name

Human Services-Moose Lake

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

## Recruitment Sources

### Newspapers

Newspapers used for advertising and recruitment

☐ Did not use any newspapers

The following newspapers were used for advertising and recruitment during the previous year: (check ALL that were used)

- ☐ Albert Lea Tribune
- ☐ Alexandria Echo-Press
- ☐ Austin Daily Herald
- ☐ Bemidji Northern Herald
- ☐ Bemidji-The Pioneer

- ☐ Focus
- ☐ Focus Point
- ☐ Forest Lake Times
- ☐ Grand Rapids Herald Review
- ☐ Hibbing Daily Tribune
- ☐ Lillie Suburban
- ☐ Lowertown News
- ☐ Mankato Free Press
- ☐ Mankato Free Press
- ☒ Mesabi Daily News
- ☐ Morrison County Record
- ☐ Owatonna People's Press
- ☐ Pioneer Press - St. Paul
- ☐ Rochester Post
- ☐ South Washington county bulletin
- ☒ Star Tribune - Minneapolis
- ☐ St. Cloud Times
- ☐ Sun Current
- ☐ West Central Tribune
- ☐ Winona Daily News
- ☐ Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

Moose Lake Star-Gazette

Aitkin Independent Age

Arrow head Leader

Hinkley News, Inc.

- ☐ Access Press
- ☐ Asian American Press
- ☐ Asian Pages
- ☐ Black Issues in Higher Education
- ☐ Hispanic Outlook
- ☐ Insight News
- ☐ La Prensa
- ☐ Lakota Journal
- ☐ Lavozy Latina
- ☐ Minnesota Women's Press
- ☒ Native American Press/Ojibwe News
- ☐ Spokesman
- ☐ The Circle

If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please indicate here:

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### Websites

Websites used for advertising and recruitment

- ☐ Did not use any Websites

The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☒ State of Minnesota Employment Website

☐ Monster.com

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:


### Job Fairs

Job fairs attended during the previous year

☒ Did not attend any job fairs

List the job fairs your agency attended during the previous year:


Job fairs anticipated in the next year

☐ Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:

UMD/St. Scholastica Job Fair
Lake Superior College Fair

☐ Did not participate in any college and university recruitment events

List the college and university recruitment events your agency participated in during the previous year.


### Additional recruiting methods

Additional recruiting methods used

☐ Did not use any additional recruiting methods

The following additional recruiting methods were used for advertising and recruitment during the previous year: (check all that apply)

- ☐ College and university postings
- ☐ Community organizations
- ☐ Trade journals
- ☐ Professional organizations
- ☐ Direct mail
- ☐ Referrals from agency employees

If your agency used any additional recruiting methods that are not listed above, please indicate here:

Radio Advertisements
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What recruitment sources and strategies did you find most successful during the previous year? Please share any new and innovative strategies used.

Radio advertising increased our job pool for hard to fill positions	
---	--

What recruitment sources and strategies used during the previous year did you find to be least productive or cost effective?

Advertising in new spapers in large areas (Minneapolis Star Tribune)	
--	--

List up to 5 job classifications your agency most frequently recruited for in the previous year. For example: RN, Corrections Officer, Office and Administrative Specialist.

Security Counselor
Food Service Worker
Behavior Analyst 2/3
Psychologist 2/3

What do you expect your agency's greatest recruiting needs to be for the upcoming year?

Clinical Staff - Behavior Analysts, Psychologists Security Counselors	
--	--

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses \$4583.20

### Projected Hiring Opportunities

(Administrative Procedure 9A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- ☐ Expect agency to be downsizing
- ☐ Expect no hiring opportunities



When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- ☒ Advertise in newspapers
- ☒ Advertise on Internet
- ☐ Advertise with community organizations
- ☒ Develop and utilize recruitment sources which will reach protected group applicants.
- ☐ Consult with the State AA/ADA coordinator
- ☐ Consult with the DOER recruiter
- ☐ College and university postings
- ☐ Community organizations
- ☐ Trade journals
- ☐ Professional organizations
- ☐ Direct mail
- ☐ Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:


### **Internships**

(Administrative Procedure 9A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

## **Disability Recruitment Strategies**

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources: (check ALL that apply)

- ☒ Professional Organizations
- ☐ Non-Profit Organizations
- ☐ Publications
- ☒ Websites
- ☐ Minnesota WorkForce Centers
- ☒ ADA Minnesota
- ☐ State Services for the Blind
- ☐ Vocational Rehabilitation
- ☐ Deaf and Hard of Hearing Services
- ☐ Minnesota State Council on Disability

If your agency anticipates using any additional disability resources that are not listed above, please list them here:


## **Supported Employment**

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

Submit Survey

I.

**SAINT PETER REGIONAL  
TREATMENT CENTER**

## Reaffirmation of Employment Policy At St Peter Regional Treatment Center

It is the policy of the Department of Human Services to provide equal opportunity to all qualified people without regard to race, color, creed, national origin, religion, age, sex, sexual orientation, marital status, status with regard to public assistance, physical, mental or emotional disability, public opinions or affiliations. This policy applies to and must be an integral part of every aspect of personnel policy and practice including recruitment, selection, hiring, benefits, promotion, transfer, layoff, return from layoff, termination, compensation, equality of wages, education, tuition assistance, and employment compensation. This also applies to employment development programs, including apprenticeship and training programs and all other areas of personnel activities, in accordance with applicable Federal, State, Local laws and regulations.

It is realized that an effective affirmative action program involves more than a reaffirmation of our commitment to equal opportunity. Therefore, this Agency will continue to implement a progressive program of affirmative action to ensure that equal opportunity is provided on the basis of individual qualifications and to encourage all persons to seek employment and strive for advancement within the Department of Human Services.

Sandy Blanchard, Affirmative Action Officer, is delegated the responsibility and authority to implement and administer our equal employment/ affirmative action plan and programs for the Department. The Affirmative Action Officer may report directly to the Chief Executive Officer on affirmative action matters as outlined in Statute 43.19 as amended. She will consult with Larry Nelson, Human Resources Manager as issues and matters occur.

The St Peter Regional Treatment Center will post the Affirmative Action Plan on the official HR bulletin board, and other official boards throughout this campus.

It makes good business sense for management to have a strong Affirmative Action Plan. This commitment reaffirms the importance of the plan attributes in policies and procedures developed and implemented on this campus.

St Peter Regional Treatment Center will evaluate the performance of managers and supervisors on their involvement in promoting the affirmative goals and objectives set forth in this plan. Employees or subcontractors of this campus are obliged to conform to Equal Employment Opportunity policies and procedures set forth in this statement. Failure to do so could result in disciplinary action or disruption of contract work. Any subcontractor not in compliance with all applicable Equal Employment Opportunity /Affirmative Action laws, directives or regulations of Federal, State, and Local governing bodies/ agencies (specifically Mn Statute 363) will be subject to legal sanctions.

It is my responsibility to maintain a working environment free of bias. I will take reasonable measures to control or eliminate overt expressions of prejudices in the employment setting. I encourage the

**ST. PETER REGIONAL TREATMENT CENTER (SPRTC)  
AFFIRMATIVE ACTION PLAN FOR 2004-6**

**HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:**

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	0	0	N/A	3	0	N/A	1	0	N/A
Professionals	0	0	N/A	17	1	N/A	14	1	2004-6
Technicians/ Paraprofessionals	0	0	N/A	5	1	2004-06	3	0	N/A
Office/Clerical	0	0	N/A	0	0	N/A	1	0	N/A
Skilled Craft	3	1	2004-6	4	0	N/A	2	0	N/A
Service Maintenance	0	0	N/A	5	2	2004-6	5	1	2004-6

St Peter Regional Treatment Center hiring process is contingent on legislative issues and attached funding, as well as other constriction or expansion of services within State Operated Services. Currently the Forensic services Program is expanding to accommodate a population increase, and hiring is underway for those new units. Critical positions that become vacant during this plan interval will also be filled. Some vacancies, as determined by management, may be filled initially as temporary positions. This process has been used to fill protective services positions, not professional level positions. As vacancies are established or occur through turnover/retirement, disparities will be reviewed and the hiring process will occur affirmatively.

**ST PETER RTC' PROGRAM OBJECTIVES AND ACTION STEPS**

OBJECTIVE	ACTION STEPS	RESPONSIBLE	TARGET DATE
Offer educational opportunities on Affirmative Action and ADA at all preservice training so that new staff are knowledgeable of the State of MN's efforts to obtain a diverse workforce	Provide training and education to new employees on the ADA /EEO/AA and Diversity	Affirmative action officer ADA Coordinator Staff Development	On-going at each New Employee Orientation. Provide Quarterly Reports to HR Manager and Forensics Director  Quarterly and more often as

Provide ongoing assistance, review and analysis for hiring decisions in disparate goal units	Monitor the hiring process, and provide information about candidacy considerations related to disparate groups for consideration of supervisors doing the hiring process	Affirmative Action Officer in consultation with HR Manager	Quarterly Report of Hiring Results provided to HR Manager and Forensics Director
Increase visibility within this region and statewide as appropriate, with regards to equal employment opportunities at SPRTC	Advertise in newspapers, minority publications, and/or statewide employment website. Network with Colleges/Universities.	Affirmative Action Officer, HR Manager, Supervisors and Managers	Ongoing Activity with Quarterly Activity Reports to HR Manager and Forensics Director
Review Exit Interview forms to glean information related to future retention of state employees.	Establish a review process So that each exit interview is read, data related to EE is obtained and utilized for future retention, if applicable.	Affirmative Action Officer in Consultation with HR Asst Mgr.	On-going activity with Quarterly Report of findings to HR Manager and Forensics Director.
Survey and Review the Affirmative Hires Satisfaction Survey for retention related issues	Establish a review process, obtain relevant data, asses retention related activities needed, and provide follow-up to Management	Affirmative Action Officer in Consultation with HR Asst Mgr.	On-going activity with at minimum, Quarterly Report of findings to HR Manager and Forensics Director.

#### RETENTION PLAN:

Our goal is to assure retention of Affirmative hires. We are going to approach this in several venues. They are as follows: Provide ongoing educational opportunities to employees on such topics as Affirmative Action, Sexual Harassment, General Harassment, Violence in the Workplace, Americans With Disabilities Act, Cultural and Ethnic Events/Recognition, etc. We will monitor the evaluation process that St Peter has established with heavy emphasis on Respect for Peers and Positive Communication, to glean retention issues from results then follow up accordingly. We will sponsor brown bag lunches or short time learning opportunities for employees that will increase awareness and hopefully interest about Ethnic, Cultural, or other Diversity topics.

**Affirmative Action Plan 2004-2006  
Transmittal Form**

Agency name

Human Services-St. Peter

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

**Underutilization in Protected Groups**

**Instructions:**

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group

If you have subdivided the EEO categories for your plan, for this chart indicate the TOTAL underutilization for each category.

Do **NOT** skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists

**Officials and Managers**

Indicate underutilization for women in the Officials and Managers EEO category:

Indicate underutilization for minorities in the Officials and Managers EEO category:

Indicate underutilization for people with a disability in the Officials and Managers EEO category:

**Professionals**



5

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

5

Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

3

Indicate underutilization for minorities in the Skilled Craft EEO category:

4

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

2

Agency Signatures

Name of the Affirmative Action Officer

Sandra K Blanchard

*Sandra Blanchard*  
7-18-04

☒ Checking this signifies an electronic signature

Affirmative Action Officer's email address

sandy.blanchard@state.mn.us

Affirmative Action Officer's phone number

507-931-7161

Date(MM/DD/YY)

<http://extranet.doer.state.mn.us/Recruitmentplan/transmittal62904.htm>

0

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

0

Indicate underutilization for minorities in the Protective Service EEO category:

0

Indicate underutilization for people with a disability in the Protective Service EEO category:

1

Office/Clerical

Indicate underutilization for women in the Office/Clerical EEO category:

0

Indicate underutilization for minorities in the Office/Clerical EEO category:

0

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

1

Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

0

Indicate underutilization for minorities in the Service Maintenance EEO category:

Indicate underutilization for women in the Professionals EEO category:

0

Indicate underutilization for minorities in the Professionals EEO category:

17

Indicate underutilization for people with a disability in the Professionals EEO category:

14

### Technicians

Indicate underutilization for women in the Technicians EEO category:

0

Indicate underutilization for minorities in the Technicians EEO category:

5

Indicate underutilization for people with a disability in the Technicians EEO category:

3

### Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

0

Indicate underutilization for minorities in the Paraprofessionals EEO category:

0

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

7/9/2

Name of Agency Head

Larry TeBrake

☐ Checking this signifies an electronic signature

*Larry TeBrake*  
*by Sandra Blanchard*  
*7-19-04*

Agency Head email address

larry.tebrake@state.mn.us

Agency Head phone number

507-931-7128

Date(MM/DD/YY)

7/9/2004

Before pressing SUBMIT, please print a copy of the survey and your responses for your records

Submit Survey

<http://extranet.doer.state.mn.us/Recruitmentplan/transmittal62904.htm>

## Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required A described in M.S. 43A.191, subdivision 3.

Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed

In order to obtain the most accurate data, do not skip any questions.

### Agency name

Human Services-St. Peter

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

## Recruitment Sources

### Newspapers

Newspapers used for advertising and recruitment

☐ Did not use any newspapers

The following newspapers were used for advertising and recruitment during the previous year: (check ALL that were used)

- ☐ Albert Lea Tribune
- ☐ Alexandria Echo-Press
- ☐ Austin Daily Herald
- ☐ Bemidji Northern Herald
- ☐ Bemidji-The Pioneer
- ☐ Brainerd Dispatch
- ☐ Chronicle of Higher Education
- ☐ Duluth News Tribune
- ☐ Eagan This Week
- ☒ Faribault Daily News
- ☐ Focus

- ☐ Focus Point
- ☐ Forest Lake Times
- ☐ Grand Rapids Herald Review
- ☐ Hibbing Daily Tribune
- ☐ Lillie Suburban
- ☐ Lowertown News
- ☒ Mankato Free Press
- ☐ Mankato Free Press
- ☐ Mesabi Daily News
- ☐ Morrison County Record
- ☐ Owatonna People's Press
- ☐ Pioneer Press - St. Paul
- ☐ Rochester Post
- ☐ South Washington county bulletin
- ☒ Star Tribune - Minneapolis
- ☐ St. Cloud Times
- ☐ Sun Current
- ☐ West Central Tribune
- ☐ Winona Daily News
- ☐ Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

St Peter Herald
Minnesota Job Service

Diversity focused newspapers used for advertising and recruitment

☐ Did not use any diversity focused newspapers

The following diversity focused newspapers were used for advertising and recruitment during the previous year: (check ALL)

<http://extranet.doer.state.mn.us/Recruitmentplan/recruitment62904.htm>

- ☒ Access Press
- ☐ Asian American Press
- ☐ Asian Pages
- ☐ Black Issues in Higher Education
- ☐ Hispanic Outlook
- ☐ Insight News
- ☒ La Prensa
- ☐ Lakota Journal
- ☐ Lavoza Latina
- ☐ Minnesota Women's Press
- ☐ Native American Press/Ojibwe News
- ☐ Spokesman
- ☐ The Circle

If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please list them below:

SW Area Rehabilitation Services

## Websites

Websites used for advertising and recruitment

- ☐ Did not use any Websites

The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☒ State of Minnesota Employment Website
- ☐ Monster.com
- ☐ Careerbuilder.com
- ☒ Minnesotajobs.com
- ☐ Minnesota Job Bank-mnworks.org

<http://extranet.corr.state.mn.us/Recruitmentplan/recruitment62904.htm>

☐ Did not use any Websites

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:


## Job Fairs

Job fairs attended during the previous year

☒ Did not attend any job fairs

List the job fairs your agency attended during the previous year:


Job fairs anticipated in the next year

☒ Do not anticipate attending any job fairs in the next year

<http://extranet.doer.state.mn.us/Recruitmentplan/recruitment62904.htm>



List the job fairs your agency anticipates attending in the next year:


## Colleges and Universities

College and university recruitment events

☐ Did not participate in any college and university recruitment events

List the college and university recruitment events your agency participated in during the previous year.


## Additional recruiting methods

Additional recruiting methods used

☐ Did not use any additional recruiting methods

<http://extranet.doer.state.mn.us/Recruitmentplan/recruitment62904.htm>

The following additional recruiting methods were used for advertising and recruitment during the previous year: (check all that apply)

- ☒ College and university postings
- ☐ Community organizations
- ☐ Trade journals
- ☐ Professional organizations
- ☐ Direct mail
- ☒ Referrals from agency employees

If your agency used any additional recruiting methods that are not listed above, please indicate here:


What recruitment sources and strategies did you find most successful during the previous year? Please share any new and innovative strategies.

Agency Employees sharing vacancy information with family and friends has been helpful. This is effective for Security Counselor positions.
--

What recruitment sources and strategies used during the previous year did you find to be least productive or cost effective?

The above listed strategy is very cost effective
--

List up to 5 job classifications your agency most frequently recruited for in the previous year. For example: RN, Corrections Counselor, Administrative Specialist.

RN/RN Sr./ RNAP
Security Counselor
Food Service Worker

<http://extranet.doer.state.mn.us/Recruitmentplan/recruitment62904.htm>

Social Worker/ Social Worker Sr/Spec.

Physical Plant Manager

What do you expect your agency's greatest recruiting needs to be for the upcoming year?

Security Counselors, RN's, and Social Worker/Specialist

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses \$500.00 estimate

### Projected Hiring Opportunities

(Administrative Procedure 9A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- ☐ Expect agency to be downsizing
- ☐ Expect no hiring opportunities
- ☒ Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- ☒ Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (

- ☒ Advertise in newspapers
- ☒ Advertise on Internet
- ☐ Advertise with community organizations
- ☒ Develop and utilize recruitment sources which will reach protected group applicants.
- ☒ Consult with the State AA/ADA coordinator
- ☐ Consult with the DOER recruiter

<http://extranet.doer.state.mn.us/Recruitmentplan/recruitment62904.htm>

- ☒ College and university postings
- ☐ Community organizations
- ☐ Trade journals
- ☐ Professional organizations
- ☐ Direct mail
- ☒ Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:


## Internships

(Administrative Procedure 9A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

- ☒ Check here if you agree to recruit and select interns following the procedures set forth in the State's Internship Administration

Would your agency like to have information or need help developing internship opportunities?

- ☐ Yes
- ☒ No

## Disability Recruitment Strategies

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources: (check ALL that apply)

- ☒ Professional Organizations
- ☐ Non-Profit Organizations
- ☐ Publications

<http://extranet.doer.state.mn.us/Recruitmentplan/recruitment62904.htm>

- ☒ Websites
- ☒ Minnesota WorkForce Centers
- ☒ ADA Minnesota
- ☐ State Services for the Blind
- ☒ Vocational Rehabilitation
- ☐ Deaf and Hard of Hearing Services
- ☐ Minnesota State Council on Disability

If your agency anticipates using any additional disability resources that are not listed above, please list them here:


### Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.

☐ Check here if you agree with and will follow the guidelines in the above statement.

Would your agency like to have additional information or need help developing supported employment positions?

- ☐ Yes
- ☒ No

Before pressing SUBMIT, please print a copy of the survey and your responses for your records.

Submit Survey

<http://extranet.dcer.state.mn.us/Recruitmentplan/recruitment62904.htm>

**J.**

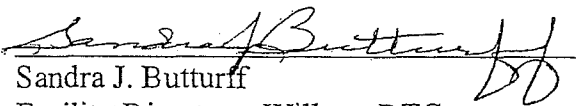
**WILLMAR REGIONAL  
TREATMENT CENTER**

WILLMAR REGIONAL TREATMENT CENTER  
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PLAN

I have a commitment to the State's affirmative action efforts and am committed to the implementation of the Affirmative Action Plan. I am committed to equal opportunity in the employment procedures of the Willmar Regional Treatment Center and in the delivery of services to patients, consumers, and the public. All facility activities will show commitment to creating and nurturing a diverse work force that represents and values the differences and similarities of all backgrounds, abilities, and cultures. No one is to be denied an opportunity for employment or promotion, or a chance to participate in a program because of race, color, creed, religion, national origin, sex, marital status, sexual orientation, status with regard to public assistance, membership or activity in a local human rights commission, disability, age, or political affiliation.

Willmar Regional Treatment Center will promote services and programs that are culturally appropriate and accessible to better serve our diverse communities. Awareness, sensitivity, and patience are essential to the achievement of that goal for patients and all staff. Thoughtless comments may contribute to an intimidating or hostile work environment and may be perceived by an individual, or group, as a form of harassment. I will not tolerate harassment of any kind at this facility.

I have delegated to the Affirmative Action Officer, Karen Ochsendorf, responsibility and authority to implement and monitor the Equal Employment Opportunity/Affirmative Action Program at Willmar Regional Treatment Center. All management and supervisory staff will play a key role in the program's success and have a commitment to retain protected group employees. All treatment center staff will assist in our efforts to achieve Equal Employment Opportunity. A copy of the Plan will be posted in the Human Resources Department.

  
Sandra J. Butturff  
Facility Director – Willmar RTC  
Southern State Operated Services Network

4-1-04  
Date

**WILLMAR REGIONAL TREATMENT CENTER  
AFFIRMATIVE ACTION PLAN FOR 2004-6**

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Contact Person: Karen Ochsendorf, Affirmative Action Officer  
ADA Coordinator

Address: Willmar Regional Treatment Center      Phone: 320-231-5375  
1550 Hwy 71 NE, Box 1128      Fax: 320-231-5348  
Willmar, MN 56201      Email: [karen.ochsendorf@state.mn.us](mailto:karen.ochsendorf@state.mn.us)

**HIRING GOALS FOR WOMEN, MINORITIES AND DISABLED:**

EEO4 Category	Women			Minorities			People with a Disability		
	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable	Number under-utilized	Goal	Timetable
Officials & Administrators	0	0	N/A	0	0	N/A	0	0	N/A
Professionals	0	0	N/A	11	4	2004-6	4	3	2004-6
Technicians/ Paraprofessionals	0	0	N/A	12	1	2004-6	6	0	N/A
Office/Clerical	0	0	N/A	0	0	N/A	1	0	N/A
Skilled Craft	1	0	N/A	2	0	N/A	1	0	N/A
Service Maintenance	0	0	N/A	6	0	N/A	0	0	N/A

WRTC goals:

7 Registered Nurses, minority, or disabled  
1 LPN, minority or disabled

June 2006  
June 2006

**PROGRAM OBJECTIVES AND ACTION STEPS:**

<u>Objective</u>	<u>Action</u>	<u>Responsible</u>	<u>Target Date</u>
Training and AA/ ADA awareness for all staff.	Provide inservice training to all new staff i.e., sexual harassment, ADA Cultural Diversity.	AAO, Staff Dev.	Ongoing

Review client concerns	Monthly review satisfaction	Rehab. Dept.	Monthly
------------------------	-----------------------------	--------------	---------



#### Potential Job Opportunities

WRTC hiring will be extremely limited in the next two years. There may be some turnover in highly specialized clinical areas such as RN and LPN.

#### Discrimination/Complaint Activity

Employees are made aware of the complaint process during orientation and also during inservices offered throughout the year. Union stewards are aware of the complaint process and many advise their members to contact the Affirmative Action Officer if they feel there is a problem.

#### Training Programs

WRTC Staff Development gives inservice credit to staff who attend diversity happenings in the community. WRTC now participates in the SOS training program provided through the state Staff Development Department. All new employees receive training in Cultural Diversity, sexual harassment, general harassment, Affirmative Action and the American with Disabilities Act.

#### **RECRUITMENT REVIEW:**

In the past two years primary hiring has been done in highly specialized areas such as Social Workers, RN and LPN. WRTC has advertised in local papers in Willmar, Marshall, Sioux Falls, Worthington, Red Wood Falls and Minneapolis Star and Tribune. We have received good results from local papers for our outreach mental health program. Our main area of recruitment has been referral from current employees.

The local job service and civil service lists have been used to hire temporary employees as needed. We have actively recruited talented people from diverse backgrounds for all positions at the facility. We have had no missed opportunities during the past two years. There is a current need to reduce staff levels in many occupations and it is our intent to promote from among current employees whenever possible.

WRTC has attended no job fairs during the previous years, and do not plan to attend any in the upcoming affirmative action plan period. We have notified DHS of current hiring needs and they have recruited at job fairs they have attended. We hope to hire 7 to 8 Registered Nurses and 2 LPN's in the next two years.

WRTC has been actively involved in the Pathways to Human Services Careers Internship program. Opportunities for this program have been put on hold because of the hiring freeze.

We have had limited hiring in the past year. We share information with DRS on job opportunities and also the local job service. We have limited supported work opportunities.

### **RETENTION PLAN:**

WRTC tries to retain valuable and talented protected group employees. People responsible for implementation of the retention plan include Sandra Butturff, Facility Director, Tom Venaas, Human Resource Director, and Karen Ochsendorf, Affirmative Action Officer/ADA Designee.

There have been approximately 107 people who have left WRTC from July 1, 2002 to June 2004. There have been layoffs under the M.O.U. at the facility during this time period. Nine individuals left voluntarily during the window of opportunity offered them. Two minorities that were hired as temporaries were not certified for full time permanent employment. One failed to return calls to come to work and was not available for work and the other did not finish her probation period. No women left the facility in areas where we had disparities - they were primarily nurses and HST's retiring, taking the MOU buy out and leaving for other reasons. The primary reason for leaving WRTC was retirement and leaving for another job. None of those individuals were minorities or individuals with a disability.

**Affirmative Action Plan 2004-2006  
Transmittal Form**

Agency name

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

**Underutilization in Protected Groups****Instructions:**

Using the drop down menu, indicate your agency's underutilization for each EEO category for each protected group.

If you have subdivided the EEO categories for your plan, for this chart indicate the **TOTAL** underutilization for each protected group in an EEO category.

Do **NOT** skip any questions. Indicate a zero if no underutilization for that protected group in an EEO category exists in your agency.

**Officials and Managers**Indicate underutilization for women in the Officials and Managers EEO category:Indicate underutilization for minorities in the Officials and Managers EEO category:Indicate underutilization for people with a disability in the Officials and Managers EEO category:

Professionals

Indicate underutilization for people with a disability in the Professionals EEO category:

4

Technicians

Indicate underutilization for women in the Technicians EEO category:

0

Indicate underutilization for minorities in the Technicians EEO category:

12

Indicate underutilization for people with a disability in the Technicians EEO category:

6

Paraprofessionals

Indicate underutilization for women in the Paraprofessionals EEO category:

(Click here to choose)

Indicate underutilization for minorities in the Paraprofessionals EEO category:

(Click here to choose)

Indicate underutilization for people with a disability in the Paraprofessionals EEO category:

(Click here to choose)

Protective Service(Sworn and Non-Sworn)

Indicate underutilization for women in the Protective Service EEO category:

(Click here to choose)

Indicate underutilization for minorities in the Protective Service EEO category:

Indicate underutilization for women in the Office/Clerical EEO category:

0

Indicate underutilization for minorities in the Office/Clerical EEO category:

0

Indicate underutilization for people with a disability in the Office/Clerical EEO category:

1

Service Maintenance

Indicate underutilization for women in the Service Maintenance EEO category:

0

Indicate underutilization for minorities in the Service Maintenance EEO category:

6

Indicate underutilization for people with a disability in the Service Maintenance EEO category:

0

Skilled Craft

Indicate underutilization for women in the Skilled Craft EEO category:

1

Indicate underutilization for minorities in the Skilled Craft EEO category:

2

Indicate underutilization for people with a disability in the Skilled Craft EEO category:

1

Affirmative Action Officer's email address

Karen.Ochsendorf@state.mn.us

Affirmative Action Officer's phone number

320-231-5375

Date(MM/DD/YY)

07/06/2004

Name of Agency Head

Sandra Butturff

*Sandra Butturff, Facility Director*  
Checking this signifies an electronic signature

Agency Head email address

Sandra.Butturff@state.mn.us

Agency Head phone number

320-231-5100

Date(MM/DD/YY)

07/06/2004

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

Submit Survey

## Recruitment Plan

An active recruitment plan must be developed, implemented, revised and submitted to DOER/ODEO as part of the required Affirmative Action Plan as described in M.S. 43A.191, subdivision 3.

Information obtained in this section will be tabulated and shared with agencies once the affirmative action plans are reviewed and approved.

In order to obtain the most accurate data, do not skip any questions.

### Agency name

Human Services-Willmar Regional Treatment Center

If your agency, board, school, etc. was not listed in the drop down menu, please enter it in this box:

## Recruitment Sources

### Newspapers

Newspapers used for advertising and recruitment

Did not use any newspapers

The following newspapers were used for advertising and recruitment during the previous year: (check ALL that were used)

- ☒ Albert Lea Tribune
- ☒ Alexandria Echo-Press
- ☐ Austin Daily Herald
- ☐ Bemidji Northern Herald
- ☒ Bemidji-The Pioneer
- ☐ Brainerd Dispatch
- ☐ Chronicle of Higher Education
- ☒ Duluth News Tribune
- ☐ Eagan This Week
- ☒ Faribault Daily News
- ☐

- ☐ Mankato Free Press
- ☐ Mesabi Daily News
- ☐ Morrison County Record
- ☐ Owatonna People's Press
- ☒ Pioneer Press - St. Paul
- ☒ Rochester Post
- ☐ South Washington county bulletin
- ☒ Star Tribune - Minneapolis
- ☒ St. Cloud Times
- ☐ Sun Current
- ☒ West Central Tribune
- ☐ Winona Daily News
- ☐ Woodbury Bulletin

If your agency used any additional newspapers for advertising and recruitment that are not listed above, please indicate here:

Benson-Swift County Monitor

Fargo Forum

Glenwood -Pope Co. Tribune

Howard Lake/Waverly Herald

Hutchinson Leader

Diversity focused newspapers used for advertising and recruitment

- ☒ Did not use any diversity focused newspapers

The following diversity focused newspapers were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☐ Access Press
- ☐ Asian American Press
- ☐ Asian Pages
- ☐ Black Issues in Higher Education
- ☐ Hispanic Outlook
- ☐ Insight News



If your agency used any additional diversity focused newspapers for advertising and recruitment that are not listed above, please indicate here:


### Websites

Websites used for advertising and recruitment

Did not use any Websites

The following Websites were used for advertising and recruitment during the previous year: (check ALL that apply)

- ☒ State of Minnesota Employment Website
- ☐ Monster.com
- ☐ Careerbuilder.com
- ☐ Minnesotajobs.com
- ☐ Minnesota Job Bank-mnworks.org
- ☐ Did not use any Websites

If your agency used any additional Websites for advertising and recruitment that are not listed above, please indicate here:

St. Cloud Jobz

### Job Fairs

College Job Fairs -St. Bens, Ridgewater

Job fairs anticipated in the next year

Do not anticipate attending any job fairs in the next year

List the job fairs your agency anticipates attending in the next year:

in conenction with others

### Colleges and Universities

College and university recruitment events

Did not participate in any college and university recruitment events

List the college and university recruitment events your agency participated in during the previous year.

St. Bens
Ridgewater


**Additional recruiting methods**

Additional recruiting methods used

Did not use any additional recruiting methods

The following additional recruiting methods were used for advertising and recruitment during the previous year: (check all that apply)

- ☒ College and university postings
- ☐ Community organizations
- ☐ Trade journals
- ☐ Professional organizations
- ☐ Direct mail
- ☒ Referrals from agency employees

If your agency used any additional recruiting methods that are not listed above, please indicate here:

workforce center
radio station

What recruitment sources and strategies did you find most successful during the previous year? Please share any new and innovative strategies used.

walk ins and referrals from current employees are the most successful
---

What recruitment sources and strategies used during the previous year did you find to be least productive or cost effective?

LPN
Social Worker

What do you expect your agency's greatest recruiting needs to be for the upcoming year?

RN, LPN
---------

Indicate the total expenses incurred for all recruitment sources during the previous year

Total expenses \$2800.00

### Projected Hiring Opportunities (Administrative Procedure 9A)

During the upcoming year, what hiring opportunities does your agency project: (check ALL that apply)

- ☐ Expect agency to be downsizing
- ☐ Expect no hiring opportunities
- ☒ Anticipate that hiring will be limited to refilling critical positions vacated through turnover
- ☒ Anticipate that expansion of existing programs and/or new initiative will increase hiring

Additional comments regarding upcoming hiring opportunities:

When hiring opportunities occur in the upcoming year, which of the following recruitment strategies will your agency use: (check ALL that apply)

- ☒ Advertise in newspapers
- ☒ Advertise on Internet
- ☒ Advertise with community organizations

- ☐ Direct mail  
☒ Referrals from agency employees

If your agency anticipates using any additional recruitment strategies that are not listed, please list them here:


### Internships

(Administrative Procedure 9A; Administrative Procedure 21E)

In the event that your agency has the opportunity to develop internship positions:

☒ Check here if you agree to recruit and select interns following the procedures set forth in the State's Internship Administrative Procedures

Would your agency like to have information or need help developing internship opportunities?

☐ Yes  
☒ No

### Disability Recruitment Strategies

(Administrative Procedure 19.1A)

To improve the recruitment of persons with disabilities, our agency will use the following resources:  
(check ALL that apply)

- ☐ Professional Organizations  
☐ Non-Profit Organizations  
☒ Publications  
☒ Websites  
☒ Minnesota WorkForce Centers  
☐ ADA Minnesota


### Supported Employment

(M.S. §43A.191, Subd. 2 (d); Administrative Procedure 19.1A)

We support the employment of individuals with disabilities and will review vacant positions to determine if job tasks might be performed by a supported employment worker.

We will work with the State ADA Coordinator to recruit and hire individuals for supported employment positions.

☒ Check here if you agree with and will follow the guidelines in the above statement.

Would your agency like to have additional information or need help developing supported employment positions?

Yes

☒ No

Before pressing SUBMIT, please print a copy of the survey and your responses for your records. Thank you!

Submit Survey

*Karen Ochender, MS. AAO*  
*Sandra Buttrick*

7-6-04

7-7-04

**V.**

**DHS WORKFORCE  
AVAILABILITY  
DATA ANALYSIS**

**DHS Workforce Availability  
Data Analysis  
FY 2004-2006**

The Department of Humans Services workforce affirmative action availability percentages have been determined by the geographical location of the facility/county and region.

The 2000 U.S. Census data was used to determine the availability percentages for women and minorities. Doer has provided the statewide disability availability percentages.

DHS workforce availability percentages for minorities and women have been determined by identifying the relevant recruitment area of the facility. The relevant recruitment area has been defined by the geographical location of the facility by region and surrounding counties.

The availability percentages have been determined by geographical location of the facilities relevant recruitment area by region and county. The statewide availability percentages from the census data were used to determine the relevant recruitment area for the Officials/Administrators and Professional job groups for all DHS State Operated Services facilities. The types of job classification within Officials/Administrators and Professional EEO categories are executive management positions such as, Administrative Officials, Directors and Managers; these are job classes that agencies and facilities would typically recruit for statewide. In the utilization analysis for the State Operated Services we have combined the Technician and Paraprofessional into one EEO job group. The census data does not have EEO categories for the paraprofessional job group. We have combined the Technicians and Paraprofessional job groups because they have similar job classes for the SOS. We are using the Technician availability percentage from the census data to determine the utilization analysis hiring goals.

For the Officials/Administrators and Professional job groups in State Operated Services we are using statewide availability in the utilization analysis.

For all other EEO job groups in the State Operated Services Technicians, Protective Services, Paraprofessional, Office/Clerical, Skilled Craft and Service Maintenance the relevant recruitment area availability percentages for minorities and women have been determined by region and surrounding counties of the facility.

**METO/Cambridge**

The Meto and Cambridge facilities have merged reflecting a combined active count of employees in the utilization analysis.

**Moose Lake**

The Moose Lake and the Northern North East facilities have merged reflecting a combined active count of employees in the utilization analysis.



/Clerical job groups. Within Central Office we have combined the Technician job classes with the Professional group and we are using the professional availability percentage in the utilization analysis. We have combined the Paraprofessional job classes with the Office /Clerical job group using the office /clerical availability.

For facilities located in the metro area such as Anoka, MNSOCS and Central Office the relevant recruitment area availability is determined by region 11, metro area counties. For those facilities located in the metro area we have used metro area availability for all job groups.

### **Combined job group explanation**

In Central Office we have combined our Technician job classes with the Professional job group and we are using the professional availability percentages from the census data to determine the utilization analysis. We have combined the Paraprofessional job classes with the Office/Clerical job group and we are using the Office /Clerical availability percentages from the census to determine the utilization analysis. In Central Office the Technician and Paraprofessional job classification are more similar to the Professional and Office/Clerical job groups. The 2000 census data does not have an EEO4 category for paraprofessional. The types of job classes within the Technician categories varies from Central Office to State Operated Service, the job classes were placed in categories that are more similar to the nature of the work.

The Technician job classes in Central Office are different in the nature of work compared to the Technician job classes within the State Operated Service. The types of technician job classes in Central Office are Accounting, Supervisory and Specialist positions, which are more similar to the Professional job group. The technician job group in central office is more reflective of professional job group. This is why we have grouped the technician job classes with the professional job group and we are using the professional availability percentages to determine the utilization analysis for Central Office.

The Technician job group within the state Operated Services are direct client service based. We are using the 2000 census data to determine the availability Percentage for the State operated Service technician job group. Using the census data the SOS technician job classes are found within the Health Care Practitioner occupation group. The availability percentages for the State Operated Services technician job groups are more reflective of the Health Care Practitioner occupations. In Central Office the technician job classes are not direct client service health care position, but more professional types of job classes. Because the nature of work is different within the technician job group from Central Office compared to the State Operated Services we can not apply the same availability percentage in the utilization analysis. The technician job classes in Central Office are more reflective of the professional job group.

### **Relevant Recruitment Area**

Relevant recruitment area is the percentage of minorities and women in the workforce available

areas. This account for multiple regions being identified as a relevant recruitment areas. Out of those surrounding regions of the target recruitment area, only the surrounding counties were selected to make up the relevant recruitment area.

### **Availability Percentage**

Availability is the number or percentage of women and minorities in the workforce available to work by EEO4 categories and divided by regions. We have used the 2000 U.S. Census data to determine the availability percentages for women and minorities. DOER has developed a **guidebook for "Navigating the US Census Website"**. This guidebook contains step-by-step instructions and screen-prints for navigating the website to find availability percentages. The guidebook is available at <<https://extranet.doer.state.mn.us/AffAct/home.htm>>

## **DOER memo on setting AA goals and navigating through the census website.**

### **Attention Affirmative Action Officers (AAO) in Agencies with More Than 25 Employees**

The 2004 - 2006 Affirmative Action Plans are due this July. Agencies will use the US Census website to find availability percentages for women and minorities. These percentages will be used to determine goals in Affirmative Action Plans (AAP) for agencies with more than 25 employees. The percentages that the agency obtains from the Census data will be inserted into a utilization analysis chart. (For more information about utilization analysis for "Developing Goals and Timetables" go to <<https://extranet.doer.state.mn.us/AffAct/home.htm>>)

### **Recorded Web Session**

To help you with the website, we have developed an **18 minute recorded web session "Navigating the US Census Website"**. This session will familiarize participants with the 2000 U.S. Census EEO Website and demonstrate how to navigate through the website. Instructions for viewing the recorded web session are the end of this email.

### **Guidebook**

We have also developed a **guidebook for "Navigating the US Census Website"**. This guidebook contains step-by-step instructions and screen-prints for navigating the website to find availability percentages. The guidebook is available at <<https://extranet.doer.state.mn.us/AffAct/home.htm>>

### **Statewide Availability Percentages**

The Department of Employee Relations (DOER) has posted the **Statewide EEO Job Group Availability Percentages for Women, Minorities and People with a Disability** on the Extranet at <<https://extranet.doer.state.mn.us/AffAct/home.htm>>

### **To View a Recorded Web Seminar**

1. Make sure headphones or speakers are plugged in and turned on.
2. Click <<http://mnmeeting.webex.com>>.
3. On the left side, under Attend a Session, select **Recorded Sessions**.
4. In the center, under Recording topic, click the title of the recording.
5. On the Recording Information page, scroll down to see the description, then click **View**.
6. If the Register page appears, complete the form and click **Register**.
7. If a pop-up box "Do you want to install and run WebEx Client" appears, click **Yes**.
8. The WebEx Player will download and the recording will play.

If you have questions about the information in this email, contact Martha Brechlin, State Affirmative Action Coordinator at [martha.brechlin@state.mn.us](mailto:martha.brechlin@state.mn.us). If you have questions about viewing the recorded web session, contact Sandi.satovich@state.mn.us

## Complete

### Central Office Relevant Recruitment Area

The availability percentages have been determined by the geographical location of the facilities relevant recruitment area by region and county. For Central Office we have used the counties in region 11 as the relevant recruitment area to determine the availability for women and minorities. After review of the central office job groups, we have found the Technicians and Paraprofessional job classes are similar to those in the Professional and Office/Clerical job groups. Within Central Office most of the Technician job classes are Supervisors, Specialist and senior types of job classes. These job classes are similar to the types of job classification found in the central office professional job groups. The Paraprofessional job classes in Central Office are similar to the job classes found in the Office /Clerical job groups. Within Central Office we have combined the Technician job classes with the Professional group and we are using the professional availability percentage in the utilization analysis. We have combined the Paraprofessional job classes with the Office /Clerical job group using the office /clerical availability.

For facilities located in the metro area such as Anoka, MNSOCS and Central Office the relevant recruitment area availability is determined by region 11, metro area counties. For those facilities located in the metro area we have used metro area availability for all job groups.

The relevant recruitment area for Central Office is region 11. These are the counties that make up the relevant recruitment area.

EEO Residence Data Results for Anoka County, MN ; Carver County, MN ; Dakota County, MN ; Hennepin County, MN ; Ramsey County, MN ; Scott County, MN and Washington County, MN

### Central Office Utilization Analysis for women

This chart shows the utilization analysis for Women using metro area counties availability percentages for all job groups job groups. The Technician and Professional job groups have been combined using the regional availability percentages with a hiring goal of 0 employees. The Paraprofessional job groups have been combined with the Office/Clerical job groups using the office/clerical availability with a hiring goal of 0 employees. There is an underutilization in the Service Maintenance job group.

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**Central Office  
Utilization Analysis for Minorities**

This chart shows the utilization analysis for Minorities using metro area counties availability percentages for all job groups job groups. The Technician and Professional job groups have been combined using the regional availability percentages with a hiring goal of 0 employees. The Paraprofessional job groups have been combined with the Office/Clerical job groups using the office/clerical availability with a hiring goal of 0 employees. There is an underutilization in the Official/Administrators job group of 4 employees.

<b>Minorities</b>	<b>Central Office</b>					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	156	7	4%	7.00%	11	4
<b>Professionals/Technicians</b>	1559	205	13%	10.10%	157	0
<b>Office/Clerical/ParaProfessional</b>	240	33	14%	11.30%	27	0
<b>Service Maintenance</b>	10	3	30%	22.90%	2	0

**Central Office  
Utilization Analysis for Disability**

This chart shows the utilization analysis for Disability for Central Office in all job groups. The statewide disability availability percentages have been set by the Department of Employee Relations. There is an underutilization in all job groups for Central Office except for Service Maintenance and Officials & Administrators.

<b>Disabled</b>	<b>Central Office</b>					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	156	19	12%	11.31%	18	0
<b>Professionals/Technicians</b>	1559	116	7%	10.88%	170	54
<b>Office Clerical/Paraprof</b>	240	20	8%	11.56%	28	8
<b>Service Maintenance</b>	10	1	10%	11.37%	1	0

## Ah Gwah Ching Relevant Recruitment Area

The availability percentages have been determined by geographical location of the facilities relevant recruitment area by region and county. The statewide availability percentages from the census data were used to determine the relevant recruitment area for the Officials/Administrators and Professional job groups in the State Operated Services facilities with the exception of the metro area facilities. The types of job classification within Officials/Administrators and Professional EEO categories are executive management positions such as, Administrative Officials, Directors and Managers; these are job classes that agencies and facilities would most likely recruit for statewide. In the utilization analysis for the State Operated Services we have combined the Technician and Paraprofessional into one EEO job group. The census data does not have an EEO job group for the paraprofessional. So we have combined the Technicians and Paraprofessional job groups because they have similar job classes for the SOS. We are using the Technician availability percentage from the census data to determine the utilization analysis hiring goals.

For all other EEO job groups Technicians, Protective Services, Paraprofessional, Office/Clerical, Skilled Craft and Service Maintenance the relevant recruitment area availability percentages for minorities and women have been determined by region and surrounding counties of the facility.

We have offered a comparative analysis of the combined availability of the Technicians/Paraprofessional job groups vs. the separate individual job groups for the Technicians and Paraprofessionals.

The relevant recruitment area for Ah Gwah Ching by region are; 2,3,4,5,7. These are the counties that make up the relevant recruitment area.

EEO Residence Data Results for Aitkin County, MN ; Becker County, MN ; Beltrami County, MN ; Benton County, MN ; Carlton County, MN ; Cass County, MN ; Clay County, MN ; Clearwater County, MN ; Crow Wing County, MN ; Douglas County, MN ; Hubbard County, MN ; Itasca County, MN ; Mahnomen County, MN ; Mille Lacs County, MN ; Morrison County, MN ; Otter Tail County, MN ; St. Louis County, MN ; Stearns County, MN ; Todd County, MN and Wadena County, MN

The surrounding counties have relevant recruitment facilities such as group homes, residential, day training and Habilitation; Benton Co., Carlton Co., Clay Co., Douglas Co., Mahnomen Co., Otter Tail Co., St.Louis Co.

## Ah Gwah Ching

### Utilization Analysis for Minorities

This chart shows the Minority utilization analysis using statewide availability percentages for Officials/Administrators and the Professional job groups. The Technician and Paraprofessional job groups have been combined using the regional availability percentages with a hiring goal of 3 employees.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing an underutilization for paraprofessional of 3 employees

Minorities	Ah Gwah					
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	3	0	0%	5.10%	0	0
Professionals	41	0	0%	8.00%	3	3
Technicians/ Paraprof	94	1	1%	5.10%	5	4
Office/Clerical	8	0	0%	4.50%	0	0
Skilled Craft	9	1	11%	4.40%	0	0
Service Maintenance	37	2	5%	6.60%	2	0

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	29	1	0%	5.10%	1	0
Paraprofessional	65	1	0%	5.10%	4	3

## Ah Gwah Ching

### Utilization Analysis for Women

This chart shows the utilization analysis for Women using statewide availability percentages for Officials/Administrators and the Professional job groups. The Technician and Paraprofessional job groups have been combined using the regional availability percentages with a hiring goal of 5 employees.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing an underutilization for Technicians and paraprofessional of 0 employees. By combining the job groups we have increased our hiring goals in the Technicians categories of 5 employees.

<b>Women</b>	<b>Ah Gwah</b>					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	3	2	67%	37.80%	1	0
<b>Professionals</b>	41	28	68%	53.80%	22	0
<b>Technicians/ Paraprof</b>	94	71	76%	69.20%	65	0
<b>Office/Clerical</b>	8	6	75%	70.90%	6	0
<b>Skilled Craft</b>	9	0	0%	7.00%	1	1
<b>Service Maintenance</b>	37	20	54%	44.00%	16	0

<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Technicians</b>	29	26	88%	69.90%	19	0
<b>Paraprofessional</b>	65	45	69%	69.90%	48	0



## Ah Gwah Ching

### Utilization Analysis for Disability

The Disability utilization analysis showing the combined Technician/Paraprofessional job groups hiring goals of 9 employees. In the bottom comparison utilization analysis of the individual separate job group for Technicians and Paraprofessional the hiring goal has decreased by 1 employee.

<b>Disabled</b>	<b>Ah Gwah</b>					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	3	0	0%	11.31%	0	0
<b>Professionals</b>	41	4	10%	10.88%	4	0
<b>Technicians/ Paraprof</b>	94	2	2%	11.52%	11	9
<b>Office/Clerical</b>	8	0	0%	11.56%	1	1
<b>Skilled Craft</b>	9	2	22%	11.55%	1	0
<b>Service Maintenance</b>	37	4	11%	11.37%	4	0

<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Technicians</b>	29	0	0	11.52%	3	3
<b>Paraprofessional</b>	65	2	0	10.80%	7	5

## **Anoka Relevant Recruitment Area**

### **Complete**

The availability percentages have been determined by the geographical location of the facilities relevant recruitment area by region and county. For those facilities located in the metro area we have used the metro area availability for all job groups. Anoka EEO job group categories are geographically located in region 11 metro area counties. We have used metro area availability percentages from the census data to determine the relevant recruitment area for Minorities and Women. Also for Anoka Officials & Administrators and Professional job groups we have used metro area region 11 availability percentages in the utilization analysis. In the utilization analysis for the State Operated Services we have combined the Technician and Paraprofessional into one EEO job group. The census data does not have an EEO job group for the paraprofessional. So we have combined the Technicians and Paraprofessional job groups because they have similar job classes for the SOS. We are using the Technician availability percentage from the census data to determine the utilization analysis hiring goals.

For all Anoka EEO job groups Technicians, Protective Services, Paraprofessional, Office/Clerical, Skilled Craft and Service Maintenance the relevant recruitment area availability percentages for minorities and women have been determined by region and surrounding counties of the facility.

We have offered a comparative analysis of the combined availability of the Technicians/Paraprofessional job groups vs. the separate individual job groups for the Technicians and Paraprofessionals.

EEO Residence Data Results for Anoka County, MN; Carver County, MN; Dakota County, MN; Hennepin County, MN; Ramsey County, MN; Scott County, MN and Washington County, MN

The surrounding counties have relevant recruitment facilities such as residential group homes, Isanti and Chisago.

## Anoka

### Utilization Analysis for women

This chart shows the utilization analysis for Women using metro area counties availability percentages for all job groups job groups. The Technician and Paraprofessional job groups have been combined using the regional availability percentages with a hiring goal of 0 employees.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing an underutilization for Technicians and paraprofessional of 0 employees. .

Women	Anoka					Goal
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	6	1	17%	40.90%	2	1
Professionals	244	184	75%	51.50%	126	0
Technicians/ParaProf	247	189	77%	57.90%	143	0
Office/Clerical	43	40	93%	65.90%	28	0
Skilled Craft	13	0	0%	8.20%	1	1
Service Maintenance	59	36	61%	42.70%	25	0

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	76	69	91%	58%	44	0
Paraprofessional	172	121	70%	58%	100	0

**Anoka**  
**Utilization Analysis for Minorities**

This chart shows the Minority utilization analysis using metro area counties availability percentages for all job groups job groups. The Technician and Paraprofessional job groups have been combined using the regional availability percentages with a hiring goal of 0 employees. Also there is an underutilization in the following job groups Professional, Office/Clerical, Skilled Craft, Service Maintenance.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing an underutilization for Technicians of 1 employee.

Minority	Anoka					Goal
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	6	1	17%	7.00%	0	0
Professionals	244	21	9%	10.10%	25	4
Technicians/Paraprof	247	28	11%	10.10%	25	0
Office/Clerical	43	3	7%	11.30%	5	2
Skilled Craft	13	0	0%	11.40%	1	1
Service Maintenance	59	3	5%	22.90%	14	11

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	76	7	9%	10%	8	1
Paraprofessional	172	21	12%	10%	17	0

## **Anoka**

### **Utilization Analysis for Disability**

The Department of Employee Relations has set State wide disability availability percentages. The Disability utilization analysis showing the combined Technician/Paraprofessional job groups hiring goals of 15 employees. There is also an underutilization in the Professional job group. In the bottom comparison utilization analysis of the individual separate job group for Technicians and Paraprofessional the hiring goal has remained the same.

<b>Disabled</b>	<b>Anoka</b>					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	6	1	17%	11.31%	1	0
<b>Professionals</b>	244	14	6%	10.88%	27	13
<b>Technicians/Paraprof</b>	247	15	6%	11.52%	28	13
<b>Office/Clerical</b>	43	6	14%	11.56%	5	0
<b>Skilled Craft</b>	13	0	0%	11.55%	2	2
<b>Service Maintenance</b>	59	6	10%	11.37%	7	1

<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Technicians</b>	76	6	8%	12%	9	3
<b>Paraprofessional</b>	172	9	5%	11%	19	10

## Complete

### Brainerd Relevant Recruitment Area

The availability percentages have been determined by geographical location of the facilities relevant recruitment area by region and county. The statewide availability percentages from the census data were used to determine the relevant recruitment area for the Officials/Administrators and Professional job groups for all DHS State Operated Services facilities. The types of job classification within Officials/Administrators and Professional EEO categories are executive management positions such as, Administrative Officials, Directors and Managers; these are job classes that agencies and facilities would most likely recruit for statewide. In the utilization analysis for the State Operated Services we have combined the Technician and Paraprofessional into one EEO job group. The census data does not have an EEO job group for the paraprofessional. So we have combined the Technicians and Paraprofessional job groups because they have similar job classes for the SOS. We are using the Technician availability percentage from the census data to determine the utilization analysis hiring goals.

For all other EEO job groups Technicians, Protective Services, Paraprofessional, Office/Clerical, Skilled Craft and Service Maintenance the relevant recruitment area availability percentages for minorities and women have been determined by region and surrounding counties of the facility.

We have offered a comparative analysis of the combined availability of the Technicians/Paraprofessional job groups vs. the separate individual job groups for the Technicians and Paraprofessionals.

The relevant recruitment area for Brainerd by region is; 2,3,4,5,7. These are the counties that make up the relevant recruitment area.

EEO Residence Data Results for Aitkin County, MN ; Becker County, MN ; Beltrami County, MN ; Benton County, MN ; Carlton County, MN ; Cass County, MN ; Clearwater County, MN ; Crow Wing County, MN ; Douglas County, MN ; Hubbard County, MN ; Isanti County, MN ; Itasca County, MN ; Mahnomen County, MN ; Mille Lacs County, MN ; Morrison County, MN ; Otter Tail County, MN ; Pine County, MN ; Stearns County, MN ; Todd County, MN and Wadena County, MN

The surrounding counties with relevant recruitment facilities; Residential, Chemical Dependency, Day Training & Habilitation, Nursing facilities and Adult Mental Health are Benton Co., Carlton Co., Cass Co., Mahnomen Co., Morrison Co., Otter Tail Co., Pine Co., and Todd

## Brainerd

### Utilization Analysis for Women

This chart shows the utilization analysis for Women using statewide availability percentages for Officials/Administrators and the Professional job groups, with a hiring goal of 2 employees in the Officials/Administrators job group. The Technician and Paraprofessional job groups have been combined using the regional availability percentages with a hiring goal of 0 employees.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing an underutilization for Technicians and paraprofessional of 0 employees.

Women	Brainerd					Goal
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	5	1	20%	37.80%	2	1
Professionals	183	119	65%	53.80%	98	0
Technicians/ParaProf	345	257	74%	70.40%	243	0
Office/Clerical	38	34	89%	71.60%	27	0
Skilled Craft	13	0	0%	7.50%	1	1
Service Maintenance	72	41	57%	43.30%	31	0

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	76	64	84%	70.40%	54	0
ParaProfessional	269	193	72%	70.40%	189	0

## Brainerd

### Utilization Analysis for Minorities

This chart shows the Minority utilization analysis using statewide availability percentages for Officials/Administrators and the Professional job groups, with a hiring goal within the following job groups Professional, Office/Clerical, Skilled Craft and Service Maintenance. The Technician and Paraprofessional job groups have been combined using the regional availability percentages with a hiring goal of 0 employees.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing an underutilization for Technicians of 3 employees.

Minorities	Brainerd					Goal
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	5	0	0%	5.10%	0	0
Professionals	183	8	4%	8.00%	15	7
Technicians/ParaProf	345	14	4%	5.30%	18	4
Office/Clerical	38	0	0%	4.40%	2	2
Skilled Craft	13	0	0%	4.50%	1	1
Service Maintenance	72	1	1%	6.30%	5	4

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	76	0	0%	5.30%	4	4
Paraprofessional	269	14	5%	5.30%	14	0



## Brainerd

### Utilization Analysis for Disability

The Disability utilization analysis showing the combined Technician/Paraprofessional job groups hiring goals of 9 employees. There is also an underutilization in the following job groups Professional and Service Maintenance. In the bottom comparison utilization analysis of the individual separate job group for Technicians and Paraprofessional has a hiring goal of 9 employees.

Disabled	Brainerd					Goal
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	5	2	40%	11.31%	0	0
Professionals	183	14	8%	10.88%	20	6
Technicians/ParaProf	345	21	6%	11.52%	40	19
Office/Clerical	38	7	18%	11.56%	4	0
Skilled Craft	13	2	15%	11.55%	2	0
Service Maintenance	72	7	10%	11.37%	8	1

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	76	7	9%	11.52%	9	2
Paraprofessional	269	14	5%	10.80%	29	15

## Central Office Relevant Recruitment Area

The availability percentages have been determined by the geographical location of the facilities relevant recruitment area by region and county. For Central Office we have used the counties in region 11 as the relevant recruitment area to determine the availability for women and minorities. After review of the central office job groups, we have found the Technicians and Paraprofessional job classes are similar to those in the Professional and Office/Clerical job groups. Within Central Office most of the Technician job classes are Supervisors, Specialist and senior types of job classes. These job classes are similar to the types of job classification found in the central office professional job groups. The Paraprofessional job classes in Central Office are similar to the job classes found in the Office /Clerical job groups. Within Central Office we have combined the Technician job classes with the Professional group and we are using the professional availability percentage in the utilization analysis. We have combined the Paraprofessional job classes with the Office /Clerical job group using the office /clerical availability.

For facilities located in the metro area such as Anoka, MNSOCS and Central Office the relevant recruitment area availability is determined by region 11, metro area counties. For those facilities located in the metro area we have used metro area availability for all job groups.

The relevant recruitment area for Central Office is region 11. These are the counties that make up the relevant recruitment area.

EEO Residence Data Results for Anoka County, MN ; Carver County, MN ; Dakota County, MN ; Hennepin County, MN ; Ramsey County, MN ; Scott County, MN and Washington County, MN

**Central Office**  
**Utilization Analysis for women**

This chart shows the utilization analysis for Women using metro area counties availability percentages for all job groups job groups. The Technician and Professional job groups have been combined using the regional availability percentages with a hiring goal of 0 employees. The Paraprofessional job groups have been combined with the Office/Clerical job groups using the office/clerical availability with a hiring goal of 0 employees. There is an underutilization in the Service Maintenance job group.

<b>Women</b>	<b>Central Office</b>					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	156	90	58%	40.90%	64	0
<b>Professionals/Technicians</b>	1559	1012	65%	51.50%	803	0
<b>Office/Clerical/Paraprof</b>	240	215	90%	65.00%	156	0
<b>Service Maintenance</b>	10	2	20%	42.70%	3	1

**Central Office  
Utilization Analysis for Minorities**

This chart shows the utilization analysis for Minorities using metro area counties availability percentages for all job groups job groups. The Technician and Professional job groups have been combined using the regional availability percentages with a hiring goal of 0 employees. The Paraprofessional job groups have been combined with the Office/Clerical job groups using the office/clerical availability with a hiring goal of 0 employees. There is an underutilization in the Official/Administrators job group of 4 employees.

<b>Minorities</b>	<b>Central Office</b>					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	156	7	4%	7.00%	11	4
<b>Professionals/Technicians</b>	1559	205	13%	10.10%	157	0
<b>Office/Clerical/ParaProfessional</b>	240	33	14%	11.30%	27	0
<b>Service Maintenance</b>	10	3	30%	22.90%	2	0

**Central Office  
Utilization Analysis for Disability**

This chart shows the utilization analysis for Disability for Central Office in all job groups. The statewide disability availability percentages have been set by the Department of Employee Relations. There is an underutilization in all job groups for Central Office except for Service Maintenance and Officials & Administrators.

<b>Disabled</b>	<b>Central Office</b>					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	156	19	12%	11.31%	18	0
<b>Professionals/Technicians</b>	1559	116	7%	10.88%	170	54
<b>Office Clerical/Paraprof</b>	240	20	8%	11.56%	28	8
<b>Service Maintenance</b>	10	1	10%	11.37%	1	0

## MSOCS Relevant Recruitment Area

The availability percentages have been determined by the geographical location of the facilities relevant recruitment area by region and county. . For those facilities located in the metro area we have used the metro area availability for all job groups. MSOCS EEO job group categories are geographically located in region 11 metro area counties. We have used metro area availability percentages from the census data to determine the relevant recruitment area for Minorities and Women. Also for MSOCS Officials & Administrators and Professional job groups we have used metro area region 11 availability percentages in the utilization analysis. . In the utilization analysis for the State Operated Services we have combined the Technician and Paraprofessional into one EEO job group. The census data does not have an EEO job group for the paraprofessional. So we have combined the Technicians and Paraprofessional job groups because they have similar job classes for the SOS. We are using the Technician availability percentage from the census data to determine the utilization analysis hiring goals.

For all other EEO job groups Technicians, Protective Services, Paraprofessional, Office/Clerical, Skilled Craft and Service Maintenance the relevant recruitment area availability percentages for minorities and women have been determined by region and surrounding counties of the facility.

After review of the data and comparing the combined availability of the Technicians/Paraprofessional to the separate individual job groups, There is no real significant difference shown in the under utilization analysis.

Metro Area Availability using region 11

## MSOCS

### Utilization Analysis for women

This chart shows the utilization analysis for Women using metro area counties availability percentages for all job groups job groups. The Technician and Paraprofessional job groups have been combined using the regional availability percentages with a hiring goal of 0 employees.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing an underutilization for Technicians and paraprofessional of 0 employees. .

Women	MSOCS					Goal
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	5	2	40%	40.90%	2	0
Professionals	69	47	68%	51.50%	36	0
Technicians/ParaProf	721	549	76%	57.90%	417	0
Office/Clerical	9	9	100%	65.00%	6	0
Skilled Craft	1	0	0%	8.20%	0	0
Service Maintenance	1	0	0%	42.70%	0	0

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	117	99	85%	57.90%	68	0
Paraprofessional	606	452	75%	57.90%	351	0

## MSOCS

### Utilization Analysis for Minorities

This chart shows the utilization analysis for Minorities using metro area counties availability percentages for all job groups. The Technician and Paraprofessional job groups have been combined using the regional availability percentages with a hiring goal of 30 employees.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing the over all hiring goal has remained the same for Technicians and paraprofessional job groups. .

Minorities	MSOCS					Goal
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	5	0	0%	7.00%	0	0
Professionals	69	0	0%	10.10%	7	7
Technicians/ParaProf	721	43	6%	10.10%	73	30
Office/Clerical	9	0	0%	11.30%	1	1
Skilled Craft	1	0	0%	11.40%	0	0
Service Maintenance	1	1	100%	22.90%	0	0

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	117	4	3%	10.10%	12	8
Paraprofessional	606	43	7%	10.10%	61	18



## MSOCS

### Utilization Analysis for Disability

The Disability utilization analysis showing the combined Technician/Paraprofessional job groups hiring goals of 106 employees. In the bottom comparison utilization analysis of the individual separate job group for Technicians and Paraprofessional the over all hiring goal has decreased by 8 employees.

<b>Disabled</b>	MSOCS					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	5	0	0%	11.31%	1	1
<b>Professionals</b>	69	1	1%	10.88%	8	7
<b>Technicians/ParaProf</b>	721	25	3%	11.52%	83	58
<b>Office/Clerical</b>	9	0	0%	11.56%	1	1
<b>Skilled Craft</b>	1	0	0%	11.55%	0	0
<b>Service Maintenance</b>	1	0	0%	11.37%	0	0

<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Technicians</b>	117	8	7%	11.52%	13	5
<b>Paraprofessional</b>	606	17	3%	11.52%	70	53

### **Fergus Falls Relevant Recruitment Area**

The availability percentages have been determined by geographical location of the facilities relevant recruitment area by region and county. The statewide availability percentages from the census data were used to determine the relevant recruitment area for the Officials/Administrators and Professional job groups for all DHS State Operated Services facilities with the exception of the Metro county facilities. The types of job classification within Officials/Administrators and Professional EEO categories are executive management positions such as, Administrative Officials, Directors and Managers; these are job classes that agencies and facilities would most likely recruit for statewide. In the utilization analysis for the State Operated Services we have combined the Technician and Paraprofessional into one EEO job group. The census data does not have an EEO job group for the paraprofessional. So we have combined the Technicians and Paraprofessional job groups because they have similar job classes for the SOS. We are using the Technician availability percentage from the census data to determine the utilization analysis hiring goals.

These are the counties that make up the relevant recruitment area for Fergus falls:

For the EEO job groups Technicians/ Paraprofessional the relevant recruitment area availability percentages for minorities and women have been determined by the surrounding counties of the facility which include Douglas Co, Grant Co, Mahnomen Co and Otter Tail Co. For the Office/Clerical, Skilled Craft and Service Maintenance job groups the relevant recruitment area has been determined by Otter Tail Co.

We have offered a comparative analysis of the combined availability of the Technicians/Paraprofessional job groups vs. the separate individual job groups for the Technicians and Paraprofessionals.

## Fergus Falls

### Utilization Analysis for Women

This chart shows the utilization analysis for Women using statewide availability percentages for Officials/Administrators and the Professional job groups, with a hiring goal of 1 employee in the Officials/Administrators job group. The Technician and Paraprofessional job groups have been combined using the selected county availability percentages, Douglas, Grant, Mahnomen and Otter Tail showing no underutilization.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing no underutilization for Paraprofessional or Technician job groups .

Women	Fergus Falls					Goal
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	4	1	25%	37.80%	2	1
Professionals	95	59	62%	53.80%	51	0
Technicians/ParaProf	289	225	78%	71.9%	209	0
Office/Clerical	21	18	86%	69.80%	15	0
Skilled Craft	3	0	0%	5.80%	0	0
Service Maintenance	28	19	68%	43.60%	12	0

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	94	79	78%	71.90%	69	0
ParaProfessional	195	146	78%	71.90%	142	0

## Fergus Falls

### Utilization Analysis for Minorities

This chart shows the utilization analysis for Minorities using statewide availability percentages for Officials/Administrators and the Professional job groups, with a hiring goal of 7 employee in the Professional job group. The Technician and Paraprofessional job groups have been combined using the selected county availability percentages, Douglas, Grant, Mahnomen and Otter Tail showing no underutilization.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing an underutilization for Paraprofessional of 2 employees. The hiring goal increased by 4 employees for Technicians using the individual job group availability percentages.

Minorities	Fergus Falls					Goal
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	4	0	0%	5.10%	0	0
Professionals	95	1	1%	8.00%	8	7
Technicians/ParaProf	289	11	4%	4.80%	11	0
Office/Clerical	21	0	0%	1.40%	0	0
Skilled Craft	3	1	33%	5.00%	0	0
Service Maintenance	28	0	0%	4.10%	1	1

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	94	1	1%	4.80%	5	4
ParaProfessional	195	10	5%	4.80%	9	0

## Fergus Falls

### Utilization Analysis for Disability

The Disability utilization analysis showing the combined Technician/Paraprofessional job groups hiring goals of 5 employees. In the bottom comparison utilization analysis of the individual separate job group for Technicians and Paraprofessional the hiring goal has remained the same 5 employees.

<b>Disabled</b>	<b>Fergus Falls</b>					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	4	1	25%	11.31%	0	0
<b>Professionals</b>	95	7	7%	10.88%	10	3
<b>Technicians/ParaProf</b>	289	12	4%	11.52%	33	21
<b>Office/Clerical</b>	21	3	14%	11.56%	2	0
<b>Skilled Craft</b>	3	0	0%	11.55%	0	0
<b>Service Maintenance</b>	28	4	14%	11.37%	3	0

<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Technicians</b>	94	4	4%	11.52%	11	7
<b>ParaProfessional</b>	195	8	4%	10.80%	21	13

We have offered a comparative analysis of the combined availability of the Technicians/Paraprofessional job groups vs. the separate individual job groups for the Technicians and Paraprofessionals.

METO /Cambridge by regions 7,11

EEO Residence Data Results for Anoka County, MN; Benton County, MN; Carver County, MN; Chisago County, MN; Dakota County, MN; Hennepin County, MN; Isanti County, MN; Kandiyohi County, MN; Le Sueur County, MN; Lincoln County, MN; Marshall County, MN; Martin County, MN; McLeod County, MN; Mille Lacs County, MN; Morrison County, MN; Otter Tail County, MN; Ramsey County, MN; Red Lake County, MN; Redwood County, MN; Rice County, MN; Rock County, MN; Scott County, MN; Sherburne County, MN; St. Louis County, MN; Stearns County, MN; Swift County, MN; Tanabe County, MN; Todd County, MN; Traverse County, MN; Wadena County, MN; Wabasha County, MN; Washington County, MN; Waukegan County, MN; Winona County, MN; Wright County, MN; Yellowknife County, MN; and Yellowknife County, MN.

## METO/Cambridge Utilization Analysis for Women

This chart shows the utilization analysis for Women using statewide availability percentages for Officials/Administrators and the Professional job groups. The Technician and Paraprofessional job groups have been combined using the regional availability percentages with a hiring goal of 0 employees.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing an underutilization for Technicians and paraprofessional of 0 employees.

<b>Women</b>	<b>METO/Cam</b>					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	3	1	33%	37.80%	1	0
<b>Professionals</b>	63	35	56%	53.80%	34	0
<b>Technicians/ParaProf</b>	173	116	67%	59.00%	102	0
<b>Office/Clerical</b>	7	7	100%	65.90%	5	0
<b>Skilled Craft</b>	5	0	0%	8.00%	0	0
<b>Service Maintenance</b>	4	2	50%	42.90%	2	0

<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Technicians</b>	127	87	69%	59.00%	74.93	0
<b>Paraprofessional</b>	47	28	60%	59.00%	27.73	0

## METO/Cambridge Utilization Analysis for Minorities

This chart shows the utilization analysis for Minorities using statewide availability percentages for Officials/Administrators and the Professional job groups. The Technician and Paraprofessional job groups have been combined using the regional availability percentages with a hiring goal of 0 employees. There is an underutilization in the Professional, Office/Clerical and Service Maintenance job group.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing an underutilization for Technicians of 4 employees. The hiring goal decreased using the individual job group availability.

Minorities	METO/Cam					Goal
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	3	0	0%	5.10%	0	0
Professionals	63	0	0%	8.00%	5	5
Technicians/ParaProf	173	13	8%	9.00%	16	3
Office/Clerical	7	0	0%	10.20%	1	1
Skilled Craft	5	0	0%	9.40%	0	0
Service Maintenance	4	0	0%	19.40%	1	1

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	127	7	6%	9.00%	11	4
Paraprofessional	47	6	13%	9.00%	4	0



The Disability utilization analysis showing the combined Technician/Paraprofessional job groups hiring goals of 15 employees. In the bottom comparison utilization analysis of the individual separate job group for Technicians and Paraprofessional the overall hiring goal has remained the same.

<b>Disabled</b>	<b>METO/cam</b>					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	3	0	0%	11.31%	0	0
<b>Professionals</b>	63	5	8%	10.88%	7	2
<b>Technicians/ParaProf</b>	173	5	3%	11.52%	20	15
<b>Office/Clerical</b>	7	1	14%	11.56%	1	0
<b>Skilled Craft</b>	5	0	0%	11.55%	1	1
<b>Service Maintenance</b>	4	2	50%	11.37%	0	0

<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Technicians</b>	127	5	4%	11.52%	15	10
<b>Paraprofessional</b>	47	0	0%	10.80%	5	5

## Moose Lake Relevant Recruitment Area

The Northern Northeast facilities have merged with Moose Lake reflecting a combined active count in the utilization analysis. The availability percentages have been determined by geographical location of the facilities relevant recruitment area by region and county. The statewide availability percentages from the census data were used to determine the relevant recruitment area for the Officials/Administrators and Professional job groups for all DHS State Operated Services facilities. The types of job classification within Officials/Administrators and Professional EEO categories are executive management positions such as, Administrative Officials, Directors and Managers; these are job classes that agencies and facilities would most likely recruit for statewide. In the utilization analysis for the State Operated Services we have combined the Technician and Paraprofessional into one EEO job group. The census data does not have an EEO job group for the paraprofessional. So we have combined the Technicians and Paraprofessional job groups because they have similar job classes for the SOS. We are using the Technician availability percentage from the census data to determine the utilization analysis hiring goals.

For all other EEO job groups Technicians, Protective Services, Paraprofessional, Office/Clerical, Skilled Craft and Service Maintenance the relevant recruitment area availability percentages for minorities and women have been determined by region and surrounding counties of the facility.

We have offered a comparative analysis of the combined availability of the Technicians/Paraprofessional job groups vs. the separate individual job groups for the Technicians and Paraprofessionals.

### Moose Lake by regions 3, 5, 7

EEO Residence Data Results for Aitkin County, MN; Benton County, MN; Carlton County, MN; Cass County, MN; Chisago County, MN; Cook County, MN; Crow Wing County, MN; Isanti County, MN; Itasca County, MN; Kanabec County, MN; Koochiching County, MN; Lake County, MN; Mille Lacs County, MN; Pine County, MN and St. Louis County, MN

## Moose Lake

### Utilization Analysis for Women

This chart shows the utilization analysis for Women using statewide availability percentages for Officials/Administrators and the Professional job groups. The Technician and Paraprofessional job groups have been combined using the regional availability percentages with a hiring goal of 14 employees.

In the comparison bottom utilization analysis the availability for the Technician and paraprofessional in their individual job groups, showing an underutilization for Technicians and paraprofessional of 0 employees.

<b>Women</b>	<b>Moose Lake</b>					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	4	1	25%	37.80%	2	1
<b>Professionals</b>	119	71	60%	53.80%	64	0
<b>Technicians/ParaProf</b>	230	143	62%	68.10%	157	14
<b>Protective Services</b>	150	67	45%	20.00%	30	0
<b>Office/Clerical</b>	18	17	94%	71.60%	13	0
<b>Skilled Craft</b>	3	0	0%	6.80%	0	0
<b>Service Maintenance</b>	13	11	85%	44.40%	6	0

<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Technicians</b>	39	33	85%	68.10%	27	0
<b>Paraprofessional</b>	191	143	75%	68.10%	130	0

## Moose Lake

### Utilization Analysis for Minorities

This chart shows the utilization analysis for Minorities using statewide availability percentages for Officials/Administrators and the Professional job groups. The Technician and Paraprofessional job groups have been combined using the regional availability percentages with a hiring goal of 0 employees. In the following job groups Professional and Protective Service there is an underutilization.

In the comparison bottom utilization analysis for the Technician and paraprofessional in their individual job groups, showing an underutilization for Technicians of 1 employee.

Minority	Moose Lake					Goal
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	4	0	0%	5.10%	0	0
Professionals	119	1	1%	8.00%	10	9
Technicians/ParaProf	230	19	8%	3.80%	9	0
Protective Services	150	2	1%	8.40%	13	11
Office/Clerical	18	1	6%	4.10%	1	0
Skilled Craft	3	0	0%	3.50%	0	0
Service Maintenance	13	1	8%	5.30%	1	0

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	39	0	0%	3.80%	1	1
Paraprofessional	191	19	10%	3.80%	7	0

## Moose Lake

### Utilization Analysis for Disability

The Disability utilization analysis showing the combined Technician/Paraprofessional job groups hiring goals of 25 employees. In the bottom comparison utilization analysis of the individual separate job group for Technicians and Paraprofessional the overall hiring goal has decreased by 7 employees.

<b>Disabled</b>	<b>Moose Lake</b>					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	4	0	0%	11.31%	0	0
<b>Professionals</b>	119	14	12%	10.88%	13	0
<b>Technicians/ParaProf</b>	230	1	0%	11.52%	26	25
<b>Protective Services</b>	150	3	2%	11.60%	17	14
<b>Office/Clerical</b>	18	2	11%	11.56%	2	0
<b>Skilled Craft</b>	3	0	0%	11.55%	0	0
<b>Service Maintenance</b>	13	0	0%	11.37%	1	1

<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Technicians</b>	39	1	3%	11.52%	4	3
<b>Paraprofessional</b>	191	6	3%	10.80%	21	15

## **St Peter Relevant Recruitment Area**

The availability percentages have been determined by geographical location of the facilities relevant recruitment area by region and county. The statewide availability percentages from the census data were used to determine the relevant recruitment area for the Officials/Administrators and Professional job groups for all DHS State Operated Services facilities. The types of job classification within Officials/Administrators and Professional EEO categories are executive management positions such as, Administrative Officials, Directors and Managers; these are job classes that agencies and facilities would most likely recruit for statewide. In the utilization analysis for the state operated services we have combined the Technician and Paraprofessional into one EEO job group. The census data does not have an EEO job group for the paraprofessional. So we have combined the Technicians and Paraprofessional job groups because they have similar job classes for the SOS. We are using the Technician availability percentage from the census data to determine the utilization analysis hiring goals.

For all other EEO job groups Technicians, Protective Services, Paraprofessional, Office/Clerical, Skilled Craft and Service Maintenance the relevant recruitment area availability percentages for minorities and women have been determined by region and surrounding counties of the facility.

We have offered a comparative analysis of the combined availability of the Technicians/Paraprofessional job groups vs. the separate individual job groups for the Technicians and Paraprofessionals.

### **New St Peter By region 9 and surrounding counties and DHS facilities**

EEO Residence Data Results for Blue Earth County, MN ; Brown County, MN ; Carver County, MN ; Dodge County, MN ; Faribault County, MN ; Hennepin County, MN ; Kandiyohi County, MN ; Le Sueur County, MN ; McLeod County, MN ; Martin County, MN ; Nicollet County, MN ; Olmsted County, MN ; Renville County, MN ; Rice County, MN ; Scott County, MN ; Sibley County, MN ; Steele County, MN ; Waseca County, MN and Watonwan County, MN

## St. Peter

### Utilization Analysis for Women

This chart shows the utilization analysis for Women using statewide availability percentages for Officials/Administrators and the Professional job groups. The Technician and Paraprofessional job groups have been combined using the regional availability percentages with a hiring goal of 0 employees.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing an underutilization for Technicians and paraprofessional of 0 employees.

Women	St Peter					Goal
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	7	4	57%	37.80%	3	0
Professionals	259	172	66%	53.80%	139	0
Technicians/ParaProf	150	127	85%	65.70%	95	0
Protective Services	281	106	38%	22.60%	64	0
Office/Clerical	31	28	90%	67.30%	21	0
Skilled Craft	32	0	0%	7.80%	2	2
Service Maintenance	81	46	57%	40.20%	33	0

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	87	83	95%	63.60%	55	0
Paraprofessional	63	44	70%	63.60%	40	0

## St. Peter

### Utilization Analysis for Minorities

This chart shows the utilization analysis for Minorities using statewide availability percentages for Officials/Administrators and the Professional job groups. The Technician and Paraprofessional job groups have been combined using the Technician availability percentages with a hiring goal of 5 employees.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing the overall hiring goal remaining the same of 5 employees.

Minority	St Peter					Goal
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	7	0	0%	5.10%	0	0
Professionals	259	3	1%	8.00%	21	18
Technicians/ParaProf	150	0	0%	3.60%	5	5
Protective Services	281	19	7%	4.60%	13	0
Office/Clerical	31	3	10%	3.60%	1	0
Skilled Craft	32	0	0%	3.70%	1	1
Service Maintenance	81	5	6%	9.70%	8	3

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	87	0	0%	3.60%	3	3
Paraprofessional	63	0	0%	3.60%	2	2



## St. Peter

### Utilization Analysis for Disability

The Disability utilization analysis showing the combined Technician/Paraprofessional job groups hiring goals of 4 employees. In the bottom comparison utilization analysis of the individual separate job group for Technicians and Paraprofessional the overall hiring goal has remained the same.

<b>Disabled</b>	<b>St Peter</b>					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	7	0	0%	11.31%	1	1
<b>Professionals</b>	259	14	5%	10.88%	28	14
<b>Technicians/ParaProf</b>	150	13	9%	11.52%	17	4
<b>Protective Services</b>	281	5	2%	11.60%	33	28
<b>Office/Clerical</b>	31	3	10%	11.56%	4	1
<b>Skilled Craft</b>	32	2	6%	11.55%	4	2
<b>Service Maintenance</b>	81	4	5%	11.37%	9	5

<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Technicians</b>	87	7	8%	11.52%	10	3
<b>Paraprofessional</b>	63	6	10%	11.52%	7	1

## **Willmar Relevant Recruitment Area**

The availability percentages have been determined by geographical location of the facilities relevant recruitment area by region and county. The statewide availability percentages from the census data were used to determine the relevant recruitment area for the Officials/Administrators and Professional job groups for all DHS State Operated Services facilities. The types of job classification within Officials/Administrators and Professional EEO categories are executive management positions such as, Administrative Officials, Directors and Managers; these are job classes that agencies and facilities would most likely recruit for statewide. In the utilization analysis for the State Operated Services we have combined the Technician and Paraprofessional into one EEO job group. The census data does not have an EEO job group for the paraprofessional. So we have combined the Technicians and Paraprofessional job groups because they have similar job classes for the SOS. We are using the Technician availability percentage from the census data to determine the utilization analysis hiring goals.

For all other EEO job groups Technicians, Protective Services, Paraprofessional, Office/Clerical, Skilled Craft and Service Maintenance the relevant recruitment area availability percentages for minorities and women have been determined by region and surrounding counties of the facility.

We have offered a comparative analysis of the combined availability of the Technicians/Paraprofessional job groups vs. the separate individual job groups for the Technicians and Paraprofessionals.

### **By region 6 and surrounding counties and facilities**

**EEO Residence Data Results for Benton County, MN ; Big Stone County, MN ; Chippewa County, MN ; Douglas County, MN ; Grant County, MN ; Hennepin County, MN ; Kandiyohi County, MN ; Lac qui Parle County, MN ; McLeod County, MN ; Meeker County, MN ; Nicollet County, MN ; Otter Tail County, MN ; Pope County, MN ; Renville County, MN ; Sibley County, MN ; Stearns County, MN ; Stevens County, MN ; Swift County, MN and Todd County, MN**

## Willmar

### Utilization Analysis for Women

This chart shows the utilization analysis for Women using statewide availability percentages for Officials/Administrators and the Professional job groups. The Technician and Paraprofessional job groups have been combined using the regional availability percentages with a hiring goal of 0 employees.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing an underutilization for Technicians and paraprofessional of 0 employees.

Women	Willmar					Goal
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	5	3	60%	37.80%	2	0
Professionals	182	133	73%	53.80%	98	0
Technicians/ParaProf	262	190	73%	59.60%	156	0
Office/Clerical	24	23	96%	65.00%	16	0
Skilled Craft	15	0	0%	9.00%	1	1
Service Maintenance	36	15	42%	42.90%	15	0

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	109	86	79%	59.60%	65	0
Paraprofessional	153	104	68%	59.60%	91	0

## Willmar

### Utilization Analysis for Minorities

This chart shows the utilization analysis for Minorities using statewide availability percentages for Officials/Administrators and the Professional job groups. The Technician and Paraprofessional job groups have been combined using the regional availability percentages with a hiring goal of 21 employees.

In the comparison bottom utilization analysis you have the availability for the Technician and paraprofessional in their individual job groups, showing the overall hiring goal has increased for Technicians and paraprofessional job groups by 2 employees.

Minority	Willmar					Goal
EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Officials & Administrators	5	0	0%	5.10%	0	0
Professionals	182	2	1%	8.00%	15	13
Technicians/ParaProf	262	5	2%	9.80%	26	21
Office/Clerical	24	1	4%	11.40%	3	2
Skilled Craft	15	0	0%	10.50%	2	2
Service Maintenance	36	2	6%	21.30%	8	6

EEO4 Category	Total	Actual #	% Per Category	% of Goal Avail	Avail #	Hiring Goal
Technicians	109	3	3%	9.80%	11	8
Paraprofessional	153	2	1%	10.80%	17	15

## Willmar

### Utilization Analysis for Disability

The Disability utilization analysis showing the combined Technician/Paraprofessional job groups hiring goals of 16 employees. In the bottom comparison utilization analysis of the individual separate job group for Technicians and Paraprofessional the over all hiring goal has decreased by 2 employees.

<b>Disabled</b>	<b>Willmar</b>					<b>Goal</b>
<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Officials &amp; Administrators</b>	5	0	0	11.52%	1	1
<b>Professionals</b>	182	13	5%	10.88%	20	7
<b>Technicians/ParaProf</b>	262	14	6%	11.52%	30	16
<b>Office/Clerical</b>	24	2	8%	11.56%	3	1
<b>Skilled Craft</b>	15	1	6%	11.55%	2	1
<b>Service Maintenance</b>	36	5	13%	11.37%	4	0

<b>EEO4 Category</b>	<b>Total</b>	<b>Actual #</b>	<b>% Per Category</b>	<b>% of Goal Avail</b>	<b>Avail #</b>	<b>Hiring Goal</b>
<b>Technicians</b>	109	6	6%	11.52%	13	7
<b>Paraprofessional</b>	153	8	5%	10.80%	17	7