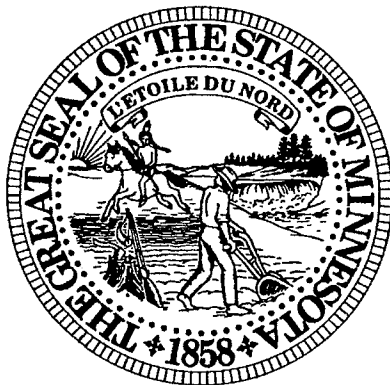


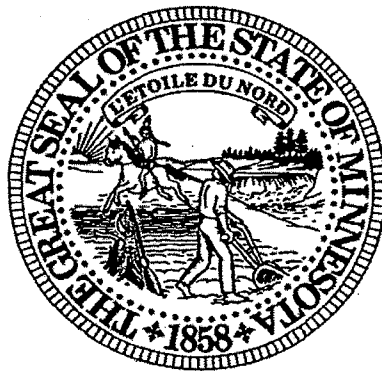
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Minnesota State Agency Affirmative Action 2007 Biennial Report



Department of Employee Relations
March 2007

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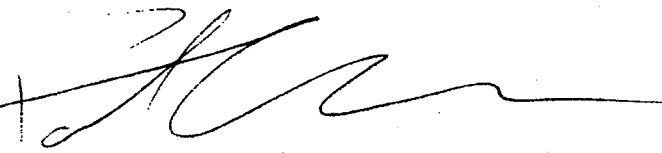
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Statement of Commitment
From the Commissioner of the Department of Employee Relations

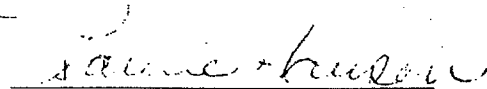
The Department of Employee Relations supports the State of Minnesota's Equal Employment Opportunity Policies and Statewide Affirmative Action efforts to provide equal opportunity in employment to current and prospective employees without regard to race, religion, creed, color, age, national origin, sex, sexual orientation, marital status, disability, status with regard to public assistance, membership or activity in a local human rights commission. To ensure a diverse workforce representative of all protected groups, the Department of Employee Relations will ensure that positions are accessible to all qualified persons and will make every effort to recruit, hire, retain, and support qualified protected group members.

We extend sincere thanks to each agency who worked to develop and implement their plan, and their commitment to promote equal opportunity. The Executive Branch agencies developed excellent Affirmative Action Plans for 2006-2008. Plans were submitted in a timely manner and demonstrated many ways that agencies are promoting their program objectives and diversity efforts.

The Department of Employee Relations is pleased to present the 2007 Minnesota State Agency Affirmative Action Biennial Report which describes agency requirements, efforts and progress in affirmative action, equal employment opportunity and diversity initiatives during the past two years.



Patricia Anderson, Commissioner
Department of Employee Relations



Laurie Hansen, HRMD Manager
Department of Employee Relations

Introduction

M.S. 43A.191. Subd. 3. (b) states:

“By March 1, of the odd-numbered years, the commissioner shall submit a report on affirmative action progress of each agency and the state as a whole to the Legislature.”

<http://www.revisor.leg.state.mn.us/stats/43A/191.html>

This year's Biennial Report is provided electronically and is available on the Extranet.

<https://extranet.doer.state.mn.us/AffAct/reportsdata.htm>

Affirmative Action, ADA and Diversity

The three programs addressed in the report are Affirmative Action, the Americans with Disabilities Act (ADA) and Reasonable Accommodation, and Diversity. The programs are administered by Affirmative Action Officers/Designees, ADA Coordinators and Human Resources staff in the Executive Branch agencies and by staff at the Department of Employee Relations (DOER) in the Human Resources Management Division (HRMD).

Agencies in the Executive Branch are required to submit an Affirmative Action Plan (AAP) to the Commissioner of DOER in July of the even-numbered years. The Biennial Report summarizes information in the plans that were submitted for 2006-2008 and includes the agencies' efforts in three program areas – Affirmative Action, ADA and Reasonable Accommodation, and Diversity.

The programs operate under the following authority:

Statutes

- 43A.19 Affirmative Action
<http://www.revisor.leg.state.mn.us/stats/43A/19.html>
- 43A.191 Agency affirmative action programs
<http://www.revisor.leg.state.mn.us/stats/43A/191.html>

Rules - Chapter 3905 <http://www.revisor.leg.state.mn.us/arule/3905/>

Administrative Procedures

- 19.1 Affirmative Action Plan Requirements (pdf)
<http://www.doer.state.mn.us/cmr-adpr/images/pdf-file/19-1.pdf>
- 19.2 Affirmative Action Audit Process (pdf)
<http://www.doer.state.mn.us/cmr-adpr/images/pdf-file/19-2.pdf>
- 19.3 Retention (pdf)
<http://www.doer.state.mn.us/cmr-adpr/images/pdf-file/19-3.pdf>

The Department of Employee Relation's Role

The staff at DOER is responsible for technology and communication related to the three programs. In addition, DOER staff provides coordination and technical assistance; development and presentation of training; development of online support and reporting tools for recruitment and selection; review and monitoring of agency Affirmative Action Plans and ADA programs and reports; interpretation and communication regarding changes in federal and state laws, and preparation of reports to the MN Legislature and the federal government.

DOER staff participates in job fairs and employer panels to promote the state as an employer, attends employment law seminars to keep up-to-date on emerging issues and changing state and federal employment laws; and attends seminars and Webinars on a variety of topics pertaining to Affirmative Action, Recruiting, ADA and Diversity.

DOER staff provides support for the Alliance for Cooperation & Collaboration in Employment & State Services (ACCESS) group including setting programs that train and expand the knowledge base for Executive branch agency personnel in all three programs. The ACCESS Partnership is made up of Affirmative Action Officers representing the Cabinet level agencies. <https://extranet.doer.state.mn.us/ACCESS/home.htm>

I. Affirmative Action

43A.19, Subd. 1. states:

“To assure that positions in the executive branch of the civil service are equally accessible to all qualified persons, and to eliminate the underutilization of qualified members of protected groups, the commissioner shall adopt and periodically revise, if necessary, a statewide affirmative action program.” <http://www.revisor.leg.state.mn.us/stats/43A/19.html>

Affirmative Action is defined as a set of management principles developed to remedy past discrimination and to achieve equal opportunity in employment. It extends to taking positive measures to create a more diverse workforce. State agencies in the Executive Branch develop an Affirmative Action Plan (AAP) that guides the agency's efforts to recruit and hire members of three protected groups (women, minorities and people with disabilities) and then eliminate the underutilization in the workforce of those three protected groups and any illegal discrimination in state employment.

Affirmative action plan requirements

Agencies that have fewer than 25 employees are required to submit a plan that has three sections: a statement of commitment, a reasonable accommodation policy and procedure and a non-discrimination policy with an internal complaint procedure. Agencies that have more than 25 employees must submit a plan that includes the same three components plus additional information including a utilization analysis of the agency's workforce with goals and timetables and program objectives.

In the past, all agencies submitted a hard copy of the AAP. DOER has created an electronic process that allows agencies to submit AAP information electronically. Most agencies have submitted their 2006-2008 AAPs electronically. Agencies that have more than 25 employees submitted two sections of the 2006-2008 plan online. The transmittal form and the recruitment plan in the AAP were entered online. The statewide recruitment data was compiled and summarized and is available to all state agencies via the Extranet.

The Executive branch AAPs for 2006-2008 were submitted in a timely manner and demonstrated many resourceful ways that agencies are implementing their Affirmative Action, ADA and diversity programs.

Affirmative Action training resources for Affirmative Action Plan development

- Training resources for the development of AAPs and other programs are provided by DOER through the toolboxes on the DOER Extranet, classroom training, meetings with agency staff, and consultation by telephone and email
- Affirmative Action Toolbox <https://extranet.doer.state.mn.us/AffAct/aatoolbox.htm>

- ADA Toolbox <http://www.doer.state.mn.us/odeo-ada/ad-tools/ad-tool.htm>
- “Affirmative Action and Equal Employment Opportunities” (Core training)
<http://www.admin.state.mn.us/mad/JDSupvDevCoreAgenda.htm>
- Affirmative Action Power Point <https://extranet.doer.state.mn.us/ACCESS/linkkkkk.htm>
- “Integrating the ADA and Employment Practices” (Core training)
<http://www.admin.state.mn.us/mad/JDSupvDevCoreAgenda.htm>

A. Recruitment

The multi-source recruitment and selection process has been in effect since March 2002, and has changed the way the state and each agency recruit for all employees, including protected class applicants. The multi-source recruitment and selection process continues to be updated to meet customer needs. Applicants submit one comprehensive resume and the individual’s qualifications and skills are stored in the resume database. When an agency has a vacancy, the Human Resources staff searches the database for individuals whose skills match the knowledge, skills and abilities required for the vacancy. Human Resource staff also review the resumes of applicants who expressed interest in the vacancy, and resumes obtained from other sources. DOER (with input from agency personnel) has provided many tools to assist the agency through the entire process including:

- State Hiring Toolbox <https://extranet.doer.state.mn.us/Recruit/toolbox/toolbox.htm>
- A Recruitment Calendar has been developed to help agencies share recruitment resources. It is posted on the DOER Extranet. An agency is able to enter their interest or participation in a recruitment event using an online form and other agencies can use the calendar to contact that agency to share the cost and staffing of a booth at a job fair or to avoid having two agencies pay fees for the same participation.
<https://extranet.doer.state.mn.us/Recruit/Calendar.asp>
- A Recruitment Directory has been developed to provide agencies with contact information and descriptions for various community organizations, college and universities, recruitment websites and diversity newspapers. An email link is provided allowing agencies to add a resource or provide feedback regarding a recruitment source.
<https://extranet.doer.state.mn.us/Recruit/toolbox/directory/drcty.htm>

The new multi source selection process replaced the traditional selection process of up-front written exams and multiple paper application forms. The new process allows for submission of applications electronically and includes the addition of Web based, self-service tools in many transactions. The three programs addressed in this report have been updated and streamlined to reflect the changes in the selection process.

Benefits of the current selection process in recruiting

A more diverse recruitment pool is a result of these changes. The demographics of the state applicant database closely match the Census Minnesota Labor Force for Women, Minorities and People with a Disability. This process has been so successful that 93% of the resume applications are submitted online. The current system is faster and more streamlined. The focus in the selection process is on knowledge, skills and abilities which, in turn, promote non-discrimination and equal opportunity. The current selection process maximizes the new technology and the application process has been simplified. The following changes were made to make the process more inclusive for all applicants:

- upfront written exams were eliminated
- an applicant only needs to submit one comprehensive resume
- new job announcement information is available on the Internet or job information phone line
- an applicant can create, submit and update their resume via the Internet or send in a paper copy
- an applicant can receive e-mail notification when a vacancy opens matching their selection criteria
- all applicants meeting the minimum job qualifications may be considered, rather than being limited to the top 10 or 20

Database demographics

The demographics of the applicant database in the multi-source recruitment and selection process are available using the following links:

[The State of Minnesota Applicant Database, State of Minnesota Employee Workforce and 2000 Census Minnesota Labor Force for Women, Minorities and People with a Disability \[07/06\]](#)
(pdf)

[The State of Minnesota Applicant Database, State of Minnesota Employee Workforce and 2000 Census Minnesota Labor Force for Women, Minorities and People with a Disability \[07/05\]](#)
(pdf)

Availability and underutilization

The agency Affirmative Action Officers/Designees is particularly interested in recruitment and the selection process for job groups where it has been determined that there is an underutilization for a protected group. Underutilization or disparity is determined by analyzing an agency's workforce and comparing the agency's workforce to the availability of women, minorities or people with disabilities with the requisite skills in the relevant recruitment area. The availability percentages for women and minorities are determined using the U.S. Census EEO Data Tool and are the basis for comparison by the agency.

- U. S. Census EEO Data Tool <http://www.census.gov/hhes/www/eeoindex.html>
- Statewide availability percentages for women and for minorities
<https://extranet.doer.state.mn.us/AffAct/womenandminorities.htm>
- Statewide availability percentages for people with a disability
<https://extranet.doer.state.mn.us/AffAct/goals.htm>

When there is a vacancy in a job group where there is an underutilization, the Affirmative Action Officers/Designees works with agency staff to increase advertising of the job opening to recruitment sources that will reach members of the protected class (women, minorities or people with a disability) for which the agency is underutilized.

U.S. Census training resources

DOER has provided the Agency Affirmative Action Officers/Designees with two self-service training resources and an instructor led training class for using the EEO Data Tool in the U.S. Census. A recorded WebEx session and a guidebook for Navigating the U.S. Census Website are available on the DOER Extranet.

- Navigating the U.S. Census Website <https://extranet.doer.state.mn.us/AffAct/training.htm>.

Goals and timetables training resources

When the agency determines that there is an underutilization or disparity, the agency is required to establish goals and timetables for the correction of the underutilization. Affirmative Action Officers/Designees have been trained to develop goals and timetables in the AAPs using the training manual for Goals and Timetables that is found in the Affirmative Action Toolbox on the DOER Extranet.

- Goals and Timetables <https://extranet.doer.state.mn.us/AffAct/training.htm>

Recruitment plan summary

An agency that has more than 25 employees is required to have a Recruitment Plan in their AAPs. The agency reports recruitment activity during the previous 12 months in the AAP. This section was reported online for the 2006 plan. A summary of the agency recruitment activity is in the Affirmative Action Toolbox/Reporting.

- Recruitment plan summary: <https://extranet.doer.state.mn.us/AffAct/reportsdata.htm>
- Online reporting for agency recruitment plan:
<https://extranet.doer.state.mn.us/AffAct/AAPPlan/Recruitment.htm>

Recruiting people with a disability

In addition to recruiting for women and minorities, agencies cite recruitment efforts in their plan to correct the underutilization of people with a disability.

In 2005 and 2006, DOER and the Department of Employment and Economic Development (DEED) developed a referral system called the Rehabilitation Recruitment Toolkit for use by the agency Affirmative Action Officers. It is in the ADA Toolbox. Agencies can notify Rehabilitation Services at DEED directly when there is a vacancy in their agency. Rehabilitation Services' Rehabilitation Counselors and Placement Coordinators work with people who have disabilities and provide training and placement services for their clients. DOER staff conducted two live Internet Web casts training for DEED staff on the hiring process, including a demonstration of the state's employment Website.

An example of the technology can be viewed at:

<https://mnmeeting.webex.com/mnmeeting/mywebex/default.php?Rnd5619=753081815556802>

DOER staff and Affirmative Action Officers were trained by DEED staff about how DEED provides services to their clients. The Toolkit that assists with the referral process can be accessed at: <http://www.doer.state.mn.us/odeo-ada/rehabtoolkitintro.htm>

Agencies will use the following methods to increase the recruitment of people with disabilities:

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

In addition, DOER is working on outreach efforts regarding the state's hiring process to veterans and organizations which provide services to veterans. The goal is to promote the state as an employer and increase the number of veterans successfully hired into state service. The population of veterans in Minnesota includes women, minorities and people with disabilities which are the same groups addressed in the agency AAPs.

In 2006, DOER completed the following:

- Represented the State of Minnesota at the Veteran Employment Summit. This event was an opportunity to promote state employment and to talk with veterans and their families. In addition we obtained contact and program information for organization serving veterans.
- Met with Sr. Veteran Employments, Disabled Veteran Outreach Program Representatives and a point of contact for the County Service Veteran Officers to discuss the state hiring process and hear their ideas for promoting state employment to their veterans.

- Added a State of Minnesota Employment Information link to the Veteran Affairs "One Stop Website" for Minnesota veterans. Also added a Veteran Employment resource link to the State of Minnesota Employment Information page which brings veterans to an employment toolbox on the Veteran Affairs website.

B. Retention Plan

Strategies

Agencies have developed strategies to increase the retention of employees, especially women, minorities and people with disabilities. These include but are not limited to:

- Special orientation programs
- Employee satisfaction surveys and analysis of work policies and environment to determine if it is "employee friendly"
- Explore programs that have as their goal enhancement of healthy work environments, such as mentorships, flexible work schedules, telecommuting
- Early conflict resolution, mediation services
- Employee network and diversity council
- Develop mentor/buddy program for new staff
- Employee recognition
- Mentorship programs or events
- Provide training opportunities for staff in the area of diversity, equal opportunity and affirmative action.
- Interview employees who are leaving the agency to determine and address those issues that may contribute to the loss of staff.
- Analysis of supervisor and manager communication skills
- Professional development and continuing education
- Respectful working environment
- Diversity training programs
- Career development and mobility opportunities
- Using the Employee Assistance Program (EAP)
- Conduct separation analysis to identify problem areas

Separation analysis

A separation analysis is one element of the retention plan. Agencies have developed internal methods of reporting termination data and have included the information in the AAPs. But there was a need for a standardized format for the report that could be used by all agencies to analyze their agency's separation patterns. The separation report was developed by DOER. Because of potential data privacy issues, DOER prepares the report at the agency's request, and sends the report, via encryption software, to the agency. It includes all terminations in the previous fiscal year, sorted by EEO-4 groups (Official and Administrator, Professional, Technical, Office and Clerical) and type of termination (dismissal or non-certification, resignation, enhanced separation, retirement, death, layoff, termination without rights).

C. Complaint Resolution

An agency's AAP includes their non-discrimination policies and procedures. An integral part of an employer's non-discrimination policies is an internal procedure that employees and applicants can use to file a complaint when they believe they have been discriminated against on the basis of their protected class. In the Minnesota Human Rights Act, there are 12 protected classes that are the basis for a complaint in the area of employment.

- Minnesota Department of Human Rights
http://www.humanrights.state.mn.us/rights_prochart.html

All agency AAPs have an internal complaint procedure for filing internal reports of discrimination on the basis of the 12 protected classes. The complaint procedure is developed according to the following Rule: <http://www.revisor.leg.state.mn.us/arule/3905/0500.html>

Training resources

Supervisor Development Core training includes a session titled: "Preventing Harassment Discrimination in the Workplace"

Supervisory Development Core Training Program

- <http://www.admin.state.mn.us/mad/JDSupvDevCoreAgenda.htm>

A self-service, on-demand recorded WebEx session titled "Sexual Harassment – Managers/Supervisors" is also available for managers and supervisors on the Extranet. Over 620 supervisors and managers have viewed this training session during the time that it has been posted.

- Web Ex training: <https://extranet.doer.state.mn.us/ACCESS/training.htm>

Sexual Harassment Prevention Training for Employees and Supervisors has been developed by DOER and the Department of Natural Resources using an online tool made available to government jurisdictions through New York State Governor's Office of Employee Relations. This is available to all state employees and can be accessed online at:

- <https://extranet.doer.state.mn.us/Recruit/SH/intro2.html>

Number of state agency complaints reported

Using the criteria cited in the Rule, all AAPs that were submitted included an Internal Complaint policy and procedure. The policy and procedure includes the agency's statement that it will submit to the Commissioner of DOER, within 30 days of a complaint being completed, the disposition of the complaint. This data can now be entered by the agency online through the Extranet:

<https://extranet.doer.state.mn.us/AffAct/complaintreport.htm>

A summary of state agency internal complaints reported to DOER for 2006 is shown in the following chart:

Basis of Complaints Reported for 2006	Total Number With Basis	Percentage
Sex	26	50.00%
Race	17	32.6%
National origin	3	5.7%
Age	3	5.7%
Disability	2	3.8%
Religion	1	1.9%
Marital status	0	0
Membership human rights commission	0	0
Color	0	0
Sexual orientation	0	0
Creed	0	0
Status with regard to public assistance	0	0
TOTAL	52	99.7%

The statistics for the number of charges filed with the U.S. Equal Opportunity Commission are available at: <http://www.eeoc.gov/stats/enforcement.html>

The most recent corresponding information from the Minnesota Department of Human Rights is available at: http://www.humanrights.state.mn.us/about_genfaq.html

Summary of Affirmative Action program

The Executive branch agencies submitted AAPs that have complied with the requirements for AAPs as outlined by Statute, Rules and Administrative Procedures. The agencies included the required parts of the plans which included a statement of commitment, internal complaint policy and procedure and a reasonable accommodation policy and procedure that complies with state and federal requirements. In addition, agencies that have more than 25 employees, including MNSCU locations, have met the additional requirements for their plans. According to the hiring data that was submitted by the agencies for job groups in which there were disparities, the percentage of non-affirmative, non-justified (missed opportunities) hires in 2006 for unlimited, classified multi-source appointments was 4.0% and it was 2.2% for non-competitive, qualifying appointments.

The agencies have implemented policies and procedures that affect the protected groups in the plan – women, minorities and people with disabilities – and ultimately affect all employees in the agency. Through the increased use of technology, writing and submitting an AAP has been streamlined. But, beyond that, technology has provided the agencies with tools to share information and resources. Agency Affirmative Action Officers/Designees can inform their agency's employees about the plan, about diversity events and programs and about policies and procedures that have a direct effect on their employment setting.

II. ADA and Reasonable Accommodation

43A.191 Subd. 2.(b) states:

“The agency plan must include a plan for the provision of reasonable accommodation in the hiring and promotion of qualified disabled persons.”

Minnesota Statute: <http://www.revisor.leg.state.mn.us/stats/43A/191.html>

Definition of individual with a disability

An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

Definition of a qualified employee or applicant with a disability

A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodation may include, but is not limited to:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities;
- Job restructuring, modifying work schedules, reassignment to a vacant position;
- Acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

Reasonable accommodation policy and procedure

The agency AAPs must include a reasonable accommodation policy and procedure in accordance with the provisions of the Statute, the ADA and Executive order 96-9. A sample Reasonable Accommodation Policy and Procedure is provided in the ADA Toolbox:

- ADA Toolbox <http://www.doer.state.mn.us/odeo-ada/ad-tools/ad-tool.htm>

All agency AAPs, including plans from agencies with fewer than 25 employees and the agencies with more than 25 employees, had a reasonable accommodation policy and procedure that addressed the requirements of the ADA and MN Human Rights Act and provided for the process in which an applicant or employee can request a reasonable accommodation.

Executive Order 96-9 (re-signed as executive Order 03-04) requires state agencies to document compliance with Titles I and II of the Americans with Disabilities Act, and submit a report to the agency head and the state's ADA Coordinator. The agencies are required to submit annually the number of requests that the agency has had for reasonable accommodation and the agency's response to the request, and additional data.

In 2006, there were 279 requests for a reasonable accommodation. The average cost for an accommodation was \$332.00. Forty percent (40%) of the requests were for a qualified reader or interpreter for an employee who was deaf or hard of hearing. Fifteen percent (15%) of the requests involved equipment or devices to assist the employee. Eighty-five percent (85%) of the reasonable accommodation requests were provided. Eighty-nine percent (89%) of the reasonable accommodations were provided for employees and eleven (11%) were provided for applicants for employment.

The results that have been entered online by the agencies for the ADA Annual Report are as follows:

- [ADA Report Summary 2006](http://www.doer.state.mn.us/odeo-ada/ad-tools/ad-tool.htm)
<http://www.doer.state.mn.us/odeo-ada/ad-tools/ad-tool.htm>
- [ADA Report Summary 2005](http://www.doer.state.mn.us/odeo-ada/ad-tools/ad-tool.htm)
<http://www.doer.state.mn.us/odeo-ada/ad-tools/ad-tool.htm>

Training

DOER staff has continued to create and conduct the training about the ADA and reasonable accommodation for the following:

Supervisory Development Core Training Program
<http://www.admin.state.mn.us/mad/JDSupvDevCoreAgenda.htm>

ADA training for ACCESS - PowerPoint presentation in May, 2006
<https://extranet.doer.state.mn.us/ACCESS/training.htm>

ADA/FMLA training – two PowerPoint presentations in January, 2007 (ADA Toolbox, Disability resources and references section)
<http://www.doer.state.mn.us/odeo-ada/ad-tools/ad-tool.htm>

ADA and reasonable accommodation resources

DOER has created resources that can be accessed through the Internet and Extranet. These resources provide applicants and employees with the state's and the agency's policy and the information needed to request a reasonable accommodation. The agency can respond and enter into the interactive dialogue about the reasonable accommodation that is required under the ADA. DOER also provides consultation services to agency staff. The ADA Toolbox on the Extranet includes links to the EEOC, the U. S. Department of Justice and the MN Department of Human Rights which can provide additional support to the agencies.

- Internet link to ADA Toolbox and resources:
<http://www.doer.state.mn.us/odeo-ada/ad-tools/ad-tool.htm>
- Extranet link to ADA Toolbox and resources
<http://extranet.doer.state.mn.us/>

ADA and Disability Awareness events

Events such as the Disability Awareness Month programs provided by the ACCESS group and the Minnesota Council on Disability add to the knowledge base and provide additional direction for Affirmative Action Officers/Designees, ADA Coordinators and Human Resource staff. Recent programs have included a demonstration of cutting edge technology that could be considered for reasonable accommodations for blind or deaf and hard of hearing applicants and employees.

- ACCESS October meetings <https://extranet.doer.state.mn.us/ACCESS/meetings.htm>

State agencies have participated in additional events such as the U.S. Business Leadership Network (USBLN), a national organization that recognizes and promotes best practices in hiring, retaining, and marketing to people with disabilities. The organization's national meeting was held in the Twin Cities in October, 2006, and was the kick-off for Disability Awareness Month throughout the country. The job fair was attended by many high school and college students who have disabilities and are learning about employers and jobs.

- <http://www.usbln.org/defaultnew.aspx>

State agencies have participated in the ADA Celebration in 2005 and 2006, which was sponsored by ADA Minnesota, the Minnesota State Council on Disability, private companies and the State of Minnesota, Department of Employee Relations. DOER was a member of the steering committee.

- 15th Anniversary Celebration of the ADA in July, 2005
<http://www.doer.state.mn.us/odeo-ada/ADAFlyer2005.pdf>
- 16th Anniversary Celebration of the ADA in July, 2006
<http://www.doer.state.mn.us/odeo-ada/ADAFlyer2006.pdf>

III. Diversity

43A.191, Subd 3 (e) states:

“An agency is encouraged to develop other innovative ways to promote awareness, acceptance, and appreciation for diversity and affirmative action.”

Minnesota Statute: <http://www.revisor.leg.state.mn.us/stats/43A/191.html>

The face of Minnesota is changing; our population is more diverse. Building a diverse workforce requires a plan that values and integrates diversity within the agencies. An agency AAP includes strategies for increasing the diversity of their workforce which, in turn, improves retention and productivity.

Value of diversity

The importance of diversity in our workforce is identified by state employees in the following ways:

- Good business - build a diverse workforce to serve our diverse customers
- Reflects the people in the community
- Gives the workforce a broader range of knowledge and experience
- Diversity of perspectives, experiences and thoughts encourages creative problem solving and decision making
- There is a broader pool of candidates to choose from
- People appreciate other cultures; their traditions, foods, family life, experiences

Innovations to promote diversity awareness

Agencies have organized and participated in many programs and events that promote diversity in the workforces of the state agencies. These include but are not limited to:

- Slice of Summer, co-sponsored by five agencies
- Leadership Institute at the Department of Transportation
- Diversity Trainer hired for combined MNSCU campuses
- Respect in the Workplace Training sponsored by many agencies
- Sexual harassment prevention online training co-sponsored by DOER and DNR
- College diversity and cultural celebrations
- Speakers and programs about religious accommodation in the workplace
- Valuing Diversity Steering Committee at the Department of Revenue
- Human Resources Symposium, December, 2005
- Involvement with community diversity cultural diversity taskforce
- Human Rights Day presented by the MN Department of Human Rights
- Participation in the Minnesota Cultural Diversity Center (MCDC)
- Participation in the Minnesota Minority Education Project (MMEP)
- Creation of electronic diversity recruitment list serves

- Participation in Hmong Community events and conferences
- Cultural presentations and celebrations, speakers, movies, panel discussions and gallery exhibits celebrating cultures represented in agency workforces
- Networks such as Black Caucus, Latino Network and Women's Commission
- Seeking Educational Equity and Diversity (S.E.E.D) program open to all employees
- Global Education Week, All Nations Feast
- Attendance at ADA Minnesota and Metropolitan Center for Independent Living (MCIL) training programs
- SEEDS program at the Department of Transportation
- Pathways to Human Services Careers at the Department of Human Services

Diversity resources

The DOER Website section, "Featured months", recognized monthly celebrations such as Black History Month and Disability Awareness Month. Agencies can use the information for training and recognition programs.

<http://www.doer.state.mn.us/odeo-ada/history%20months/MLK.htm>

Communication - Internet and Extranet communication to inform, train and educate and to promote diversity

The ACCESS and Workforce Diversity email list serves are maintained by DOER as a method of communication to state employees working in Affirmative Action, ADA and diversity about updates in laws and policies, training opportunities, notices about required reporting, diversity events and programs. The email notices can be sent to DOER to be posted on the Extranet, can be sent to members on the list serve or can be sent between agencies. The goal is to inform Affirmative Action Officers/Designees, ADA Coordinators and diversity staff about updates, changes, events and programs.

Examples of information sent to ACCESS and WorkForce Diversity email lists include but are not limited to:

- Diversity Employment Day Career Fair, City of Minneapolis, September, 2006.
- EEOC updates such as their question and answer paper on race and color discrimination
- MultiCultural Development Center (MCDC) events: <http://www.mcdc.org/>
- Advanced ADA Training through ADA Minnesota and the Great Lakes ADA and Accessible Information Technology Center
- College of St. Catherine unveils new recruitment and retention video for the Hmong community: *Stitching Our Stories: The College Journey*
- Minnesota State Council on Disability Awards Luncheon
- ADA Celebrations 15th and 16th Anniversaries
- DOER Featured month web pages – i.e. Black History Month, Women's History Month, National Hispanic Heritage Month
- Announcing the Recruitment Directory on the Extranet
- Announcing the Workforce Diversity Calendar

Biennial Report Conclusion

The success of Affirmative Action, ADA and diversity programs is due to the efforts of many state agency employees. Affirmative Action Officers, ADA Coordinators, the ACCESS Partnership and the HR Management Division of DOER have all played a role in creating effective programs that not only comply with the requirements of the laws but go beyond to incorporate inclusiveness in the state's workforce.

The Executive Branch State agencies have met their responsibilities in the area of Affirmative Action, ADA and reasonable accommodation, and diversity. The Affirmative Action Officers/Designees and ADA Coordinators continue to provide services to their agencies "to assure that positions in the executive branch of the civil service are equally accessible to all qualified persons, and to eliminate the underutilization of qualified members of protected groups."