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# **Minnesota State Agency Affirmative Action Biennial Report**

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**Submitted to the Minnesota Legislature by  
Minnesota Management & Budget**

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## Introduction

The 2009 Minnesota State Agency Affirmative Action Biennial Report describes agency requirements, efforts and progress in affirmative action, equal employment opportunity and diversity initiatives during the past two years. We extend sincere thanks to the executive branch agencies for their commitment to equal opportunity and diversity through the development and implementation of their Affirmative Action programs.

### **Minnesota Statute 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>

State agency programs are operated 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.mmb.state.mn.us/doc/proc/19-1.pdf>
- 19.2 Affirmative Action Audit Process (pdf)  
<http://www.mmb.state.mn.us/doc/proc/19-2.pdf>

## **Affirmative Action, Recruitment, ADA and Diversity**

The programs addressed in the report are:

- Affirmative Action
- Recruitment
- Americans with Disabilities Act (ADA) and Reasonable Accommodation
- Diversity

The programs are administered by Affirmative Action Officers/Designees, ADA Coordinators, Recruiters, Minnesota Management & Budget, and state agency human resource staff.

### **Minnesota Management & Budget's Role**

Minnesota Management & Budget ensures state agencies are in compliance with all applicable state and federal laws, rules and regulations for Affirmative Action, Equal Opportunity and ADA programs. It is responsible for technology and communication related to these programs. In addition, staff provides coordination, dissemination of information, technical assistance; development and presentation of training; development of online support and reporting tools for recruitment and selection; review 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 Minnesota Legislature and the federal government.

Minnesota Management & Budget staff participate in key job fairs and employer panels to promote the state as an employer. Staff also attend employment law seminars to keep up-to-date on emerging issues and changing state and federal employment laws, and attend training concerning to Affirmative Action, Recruitment, ADA and Diversity.

Minnesota Management & Budget 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 the applicable program areas. The ACCESS Partnership is made up of Affirmative Action Officers and ADA Coordinators from state agencies.

In 2008 Minnesota Management & Budget announced the opening of an Affirmative Action/ADA position which was vacant due to a retirement. In 2009 the agency filled the position. Minnesota Management & Budget is taking this opportunity to review and analyze business needs and challenges in the Affirmative Action and ADA program areas, current data collection methods, and obtain state agency staff feedback. This information will guide us in making program improvements.

## **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 that guides the agency’s efforts to recruit and hire members of three protected groups (women, minorities and people with disabilities). Agency includes program activities which demonstrate a good faith effort to eliminate the underutilization in the workforce of those three protected groups.

### **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 a utilization analysis of the agency’s workforce with goals and timetables and program objectives.

### **Program area training and resources provide to state agencies**

Minnesota Management & Budget provides the following:

- Affirmative Action and other program tools and resources are provided through web toolboxes, classroom training, agency meetings, monthly ACCESS meetings, and consultation services.
- Affirmative Action Toolbox resources include but are not limited to: Affirmative Action Plan checklists, templates, goal and timetable instructions, two-factor analysis guide, online power point presentations, and guidebook for *Navigating the U.S. Census Website*.
- ADA Toolbox resources include but are not limited to: accessibility checklist, ADA annual report summary, auxiliary aids and services, and the reasonable accommodation policy and procedures.
- Supervisory Core Training sessions includes: Affirmative Action and Equal Employment Opportunity, Harassment Discrimination, Intergrading ADA with Employment Practices, The State Hiring Process, and Successful Interviewing.

## **II. Recruitment**

The state's multi-source recruitment and selection process provides applicants with a variety of online employment tools. These online tools allow applicants to create and submit their resume, search and apply to state jobs, and permit the tracking of their status to jobs for which they have applied. Applicants have embraced this technology. The new generations of job seekers are natives to online technology and have come to expect it in their job search. Each month, approximately 95% to 98% of resume applications are submitted online. However, the state realizes not everyone has access to the internet and allows applicants to submit a paper copy resume.

### **Availability and underutilization**

The agency Affirmative Action Officers/Designees is particularly interested in the recruitment and selection process for job groups where it has been determined that there is an underutilization for a protected group. When there is a vacancy in a job group where there is an underutilization, the Affirmative Action Officers/Designees works with agency HR staff to recruit members of the protected class for which the agency is underutilized.

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. Availability percentages for women and minorities are determined using the U.S. Census EEO Data Tool.

The focus of the selection process is on the applicant's knowledge, skills and abilities. Focusing on job-related qualifications promotes non-discrimination and equal employment opportunity.

### **Recruitment tools and resources provide to state agencies**

Minnesota Management & Budget provides various tools and resources to assist agencies through the entire recruitment and selection process including:

- A State Hiring Toolbox which provides training manuals, WebEx sessions, assessment resources, sample letters, and onboarding resources.
- A Recruitment Calendar which allows agencies to partner at recruitment events. An agency can express interest or participation in a recruitment event and contact other interested agencies to share the cost and staffing of a job fair booth.
- A Recruitment Directory which provides agencies with contact information and descriptions for various community organizations, college and universities, recruitment websites and diversity newspapers.

## **Veteran Recruitment and Retention**

State agencies in the executive branch develop an Affirmative Action Plan that guides the agency's efforts to recruit and hire members of three protected groups (women, minorities and people with disabilities). While veterans are not considered a protected group, veterans are comprised of women, minorities and people with a disability.

The 2008 Legislature directed the executive branch, including MnSCU, to report on the recruitment and retention of veterans in their nonelected workforce for FY2008. The following three sections highlight the executive branch agency veteran focused recruitment and retention activities.

Section II A. Minnesota Management & Budget

Section II B. Executive branch agencies and MnSCU

Section II C. "Veteran friendly" initiatives with statewide impact

### **Section IIA: Minnesota Management & Budget (MMB)**

Minnesota Management & Budget promotes state employment to veterans on behalf of all state agencies. The agency takes a comprehensive and strategic approach by attending key veteran-focused job fairs and conferences, and building relationships with and promoting state employment to veterans and veteran organizations/advocates. In turn, these groups promote state employment to their veteran clients.

#### **Job Fairs, Conferences, Presentations and Committees**

Minnesota Management & Budget is involved in the following ongoing events:

- **"Hire Vets First" Veterans Career Fairs**  
This career fair is the largest single day recruiting event in the country with over 100 businesses and 1500 veterans participating. Promote the state of Minnesota as a "Veteran Friendly" employer.
- **Minnesota Veterans Summit/Beyond the Yellow Ribbon**  
This key event provided an opportunity to promote the state to veterans, their families, advocates, and to obtain contact information from numerous veteran organizations.
- **Annual County Veteran Service Officer (CVSO) Conference**  
This important annual event is an opportunity to promote the state as a "Veteran Friendly" employer, explain the state hiring process and the benefits of working for the state, and emphasize the variety of career opportunities the state offers. As front line advocates for the veterans, CVSO promote state employment to their veteran clients.

- **Beyond the Yellow Ribbon Committee**  
This program is a reminder that the support of soldiers cannot end when they return from deployment and the yellow ribbons are untied. MMB is a member of the employment committee. Members of this committee work in partnership to advance veteran employment initiatives.
- **Transition Assistance Program (TAP) Workshop**  
Minnesota Management & Budget is an ongoing presenter promoting state employment at this three day workshop that helps veterans assess their present life situation, set goals, and make career choices.

## **Partnerships and Outreach**

Partnerships are built through on-going communication with veteran organizations and advocates. Educational outreach is accomplished through presentations to promote the state as a “Veteran Friendly” employer, explaining the hiring process and benefits of working for the state, and highlighting state career opportunities. These groups, in turn, promote state employment to their veteran clients. Minnesota Management & Budget is involved in outreach, and building and maintaining partnerships with the following key groups and contacts:

- **Senior Veteran Employment Representatives (SrVEP) and Disabled Veteran Outreach Program Representatives (DVOP)**  
These representatives work with and serve Minnesota veterans as they re-integrate back into civilian life and the workforce. Duties include the recruitment of veterans for all state jobs, promote Minnesota as a “Veteran Friendly” employer and participate in various job fairs.
- **Regional Coordinators for the Higher Education Veteran Program**  
These positions serve as a resource for veterans and support the success of veterans and their families in higher education at MnSCU campuses across the state.
- **Minnesota Department of Veteran Affairs**  
Ongoing communication and collaboration with this department whose mission is to ensure that Minnesota’s veterans, their dependents and survivors receive the full measure of benefits and services to which they are entitled.
- **County Veteran Service Officer (CVSO)**  
These are advocates for veterans at the county level. Their focus is to connect with veterans regarding claims development, advocacy and transition back to civilian life.

## Web Resources

Minnesota Management & Budget has consolidated a broad array of resources and tools to assist state agency staff, state employees who are veterans, and veterans in the general public interested in state employment.

- Military Resources pages on the MMB Internet site include the following information or resources:
  - “Called to Service” information
  - FMLA policy regarding military leave
  - Insurance coverage while on military leave
  - Employee Assistance Program
  - Leave for employees with family members in active duty
  - Web links to the Minnesota National Guard Family Programs, Minnesota Veterans Licensure and Certification Programs, Minnesota Department of Veteran Affairs, DEED-Veteran Services; Air National Guard Family Programs, Army National Guard Family Resources; Military OneSource; Uniformed Services Employment and Reemployment Rights Act (USERRA); and Veterans Employment and Training Service
- Directory of veteran organizations and resources for state agency recruitment efforts.
- “Skill Translator” link on the State of Minnesota Employment website. (This is a comprehensive database of occupational skills, knowledge, and abilities that can help the veteran describe their military experience, education, and training in “civilian” terms for resume development.)
- Web links that allow reciprocal ports of entry from the State of Minnesota Employment site and the Minnesota Department of Veteran Administration’s “One Stop Website.”

## Recruitment Materials

- Provided over 2,500 State of Minnesota employment brochures for returning Minnesota National Guard soldiers with customized labels with the caption, “*Veterans – put your experience to work at the State.*”

## Section IIB. Executive Branch Agencies and MnSCU

State agency representatives attend job fairs, partner with veteran organizations, provide reintegration education and guidance to management and state employees, partner with veteran stakeholders to create “Veteran Friendly” statewide employment initiatives, and provide support to their deployed military employees. Some agencies have specific positions which advocate for and support veterans and must be filled by veterans

### Recruitment

Agencies attended or conducted the following recruitment activities:

- **“Hire Vets First” Veterans Career Fair**  
This annual key event organized by the Department of Employment and Economic Development (DEED) is the largest single day event in the country with over 100 businesses and 1500 veterans participating.
- **Minnesota National Guard Job Fairs**  
A total of over 2600 veterans attended.
- **Veteran Outreach**  
State agencies often have a state employee who is a veteran attend recruitment events to discuss their personal experiences working for the state and promote the state as a “Veteran Friendly” employer.
- **Targeted Media**  
Advertise their job announcements in media resources utilized by veterans.
- **Targeted Recruitment**  
Conduct veteran targeted recruitment for positions that utilize military skill sets that transfer well to state careers. For example: the Transportation Specialist Job series; Law Enforcement Training Opportunity; Corrections Officers, Boiler Operators/Inspectors, Industrial Hygienists, and Safety Investigators.
- **Utilizing Technology**  
Department of Corrections utilized video teleconference to conduct job interviews with deployed soldiers.

## Retention and Reintegration Support

Reintegration guidance and support is a key factor in successfully returning veterans to work. Comprehensive reintegration programs provide a supportive environment which encourages the veteran to remain within state employment.

- State agencies provide reintegration support such as:
  - individualized soldier “return to work” plans
  - support for additional time off for reintegration
  - supplementary training for a smooth transition
  - mentors assigned to returning veterans
  - check-in meetings
  - meet and greets with co-workers
  - training for managers, supervisors and returning active duty employees
- Provide information and resources about Post Traumatic Stress Disorder (PTSD), the Employee Assistance Program (EAP) and other related materials to both supervisors and returning veterans.
- Encourage returning “active duty” employees to share their military experiences with co-workers and answer questions at brown bag sessions.
- Conduct recognition events for deployed employees and celebration events upon return.
- Department of Corrections prominently displays a military support message in the front entryway of their facilities. The message celebrates the veterans as well as serves as a constant reminder of the staff who are on active duty.
- MnSCU received the Department of Defense’s “Patriotic Employer” award for assisting injured veterans back to work and recognition from the Minnesota National Guard and Reserve for its commitment to support employment of veterans.

## Training and Presentations

Many agencies provide or participate in training to support returning veterans – these include:

- Provide reintegration training to both leadership and returning soldiers such as: individualized “return to work” plans; support for additional time off for reintegration; supplementary training for smooth transition; mentors assigned to returning veterans; check-in meetings; and meet and greets with co-workers.
- Provide USERRA training to managers and supervisors. The USERRA law outlines the rights and benefits awarded veteran employees and the responsibilities of the employer. This act affects employment, reemployment, and retention in employment.
- Provide “How to Comply with New FMLA Rules Affecting Military Family Members” training for human resources staff, state managers and supervisors.
- Participate in Minnesota National Guard Reintegration Training. The goal of the program is to provide returning veterans with timely information about support resources that are available as they rejoin their families and communities.
  - The Department of Public Safety gave over 30 driving conduct presentations to soldiers. Returning soldiers often engage in high-risk driving behavior and this training helps in adjustment back to civilian driving.
- DEED and MnSCU gave a presentation at the national “Workforce Innovations” conference titled “Veteran Reintegration: Home, Work and School.” Minnesota’s model for reintegration has been adapted by the U.S. Department of Defense as the *gold standard* for the reintegration of returning troops.

## **Partnerships and Outreach with Veteran Organizations and Advocates**

In addition to the statewide efforts at Minnesota Management & Budget, many agencies also participate in partnerships and outreach, including:

- The “Beyond the Yellow Ribbon Task Force” sub-committees. This program’s name is a reminder that the support of soldiers cannot end when they return from deployment and the yellow ribbons are untied.
- Maintain on-going communication with veteran focused organizations and advocates to promote the state as a “Veteran Friendly” employer. Organizations and advocates include: Veterans of Foreign Wars, American Legion, Disabled American Veterans, Paralyzed Veterans of America, Military Order of the Purple Heart, and County Veteran Service Officers (CVSO).

## **Support to Deployed Soldiers and Their Families**

Typical agency efforts to support soldiers and their families include:

- Have meetings with the employee prior to deployment to discuss how the agency will stay connected to the employee and the employee’s family while deployed.
- Have co-workers keep in touch with the deployed soldiers and their families via email, cards or letters. Keep co-workers informed about deployed employees through agencies newsletters and intranet sites that highlight the soldier.
- Provide “before deployment” baskets of needed items, give holiday toys and Easter baskets given to deployed employees’ children; and send care packages to deployed employees
- Provide supervisors with reintegration training for assisting deployed employees in adjusting back to the workplace. Employee follow-up is provided for months.
- Provide financial assistance to families of deployed employees.
- The Department of Correction facilities sponsored many activities to raise funds for care packages. For example: bake sales, cookbooks, chili cook-offs, silent auctions, sell yellow wrist bands and water bottles, etc.

## **Section IIC. “Veteran Friendly” Initiatives with Statewide Impact**

The following initiatives have statewide impact and involved collaboration between state agencies or collaboration with veteran organizations/advocates, legislature, and private companies.

- DEED Veteran Employment and MnSCU worked together to grant college credit for military training. This resulted in a Federal Department of Education grant for MnSCU to implement the process.
- DEED worked with the Minnesota Ambulance Association to set up a program for returning combat medics to train as paramedics and ambulance EMT’s. DEED, MnSCU, Department of Labor & Industry (DOLI), Minnesota National Guard, and the Minnesota Ambulance Association worked together to make this possible.
- DEED, Anoka Technical College, DOLI, Minnesota Trucking Association, and Anderson Trucking collaborated to develop an “over the road” apprenticeship program for a commercial driver’s license. This was the first program of its kind in the country.

- DEED and MnSCU gave a presentation at the national “Workforce Innovations” conference titled “Veteran Reintegration: Home, Work and School”. Minnesota’s model for reintegration has been adapted by the U.S. Department of Defense as the “*gold standard*” for the reintegration of returning troops.
- The Minnesota Department of Veterans Affairs is working with the Yellow Ribbon Commission to encourage veterans to use their GI education benefits for training to match their agency career opportunities.
- The Minnesota Department of Veterans Affairs is in discussions with legislators and licensing boards to allow returning veterans with medic experience to be given credit for military education/experience towards medical licenses. A representative of the veteran nursing homes emphasized veteran patients benefit from being cared for by other veterans.
- In 2010, Public Safety’s hiring process for state troopers will be improved to have more opportunities for deployed soldiers to participate. For example, written exams at proxy centers, video teleconferencing, and consolidating multiple steps of the hiring process into one trip.
- MnSCU received nearly \$1.1 million in federal funds for veteran re-entry education. The re-entry project will provide specifically designed career and education services to military veterans, National Guard members and reservists, as well as enhancing veterans’ employment success upon returning to their communities.
- The Minnesota Department of Veterans Affairs and Minnesota Online created a web site ([MyMilitaryEducation.org](http://MyMilitaryEducation.org)) to serve the unique higher education needs of veterans, military members and their families. Information about education benefits and other related issues is available from a team of experienced advisors and counselors. The Web site offers a "FAQ" bank with over 150 questions and seven-day-a-week access to customer service staff through a toll-free phone line and online chat.
- MnSCU Veterans Upward Bound (VUB) at Minneapolis Community and Technical College. This federally funded program is to prepare veterans for college. The program offers free college prep courses and study skills. Veterans also receive career, personal, and financial aid counseling, enrollment assistance, GED preparation, and one-on-one tutoring. A VA benefits counselor is on staff to assist veterans in applying for educational benefits. The program provides all books and supplies to students at no cost. Veterans with a service-connected disability may be eligible for additional benefits. <http://www.minneapolis.edu/trioprogams/veteransupwardbound/>

### **III. 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 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 Affirmative Action Plans 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 on the Minnesota Management & Budget web site. <http://www.mmb.state.mn.us/policy>

All agency Affirmative Action Plans, 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. It also includes 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.

### **2008 ADA Annual Report Summary**

- The number of reasonable accommodation requests totaled 323.
- Average cost for an accommodation was \$758.00.
- Thirty one percent (31%) of the requests were for a qualified reader or interpreter for an employee who was deaf or hard of hearing.
- Eighteen (18%) of the requests involved equipment or devices to assist the employee.
- Eight percent (8%) of the requests involved part-time or modified work schedule.
- Eighty-seven percent (87%) of the reasonable accommodation requests were approved.

### **ADA training and resources provided to state agencies**

Minnesota Management & Budget provides the following resources:

- Supervisory Development Core Training about ADA and the reasonable accommodation process.
- ADA/FMLA training in January 2008 to supervisors and state agency human resource staff.
- Affirmative Action/ADA Coordinators meet on a monthly basis to discuss pertinent AA/ADA issues or listen to subject matter experts. .

### **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.

State agencies have participated in the U.S. Business Leadership Network (USBLN) Job Fair, a national organization that recognizes and promotes best practices in hiring, retaining, and marketing to people with disabilities. The job fair was attended by many high school and college students who have disabilities and are learning about employers and jobs.

State agencies participated in the ADA Celebration in 2007 and 2008, which was sponsored by ADA Minnesota, the Minnesota State Council on Disability, private companies, and the State of Minnesota, Minnesota Manager & Budget was a member of the steering committee.

## **IV. 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 Affirmative Action Plan includes strategies for increasing the diversity of their workforce which, in turn, improves retention and productivity.

Diversity is a strong component of state employment and a normal part of everyday business. State agencies are committed to the goal of ensuring that diversity is reflected in all state government activities, including employment and delivery of services to customers. Identify and remove barriers in the hiring process and make services accessible to all Minnesotans.

### **Innovative Diversity Partnership Success Story**

The State Patrol's Law Enforcement Training Opportunity (LETO) is a great success story. Under state law, the educational requirements to be a trooper are typically met by attending a 2-year law enforcement program at a MNSCU facility.

The diversity of the pool of potential applicants from which to draw from is extremely limited in part because of the educational requirements. Another reason is that all Minnesota law enforcement agencies draw from the same applicant pool. Most individuals who may consider a career in law enforcement near the end of their college experience or as a second career are unwilling to return to school to earn a two year degree/certificate. The State Patrol goal was to increase diversity in the applicant pool (race, gender, or general life/work experiences) to better reflect the Minnesota's communities it serves.

The State Patrol partnered with MnSCU to create the LETO program. This would allow Minnesota State Patrol to hire candidates with any 2 or 4 year college degree, regardless of the major or course of study. MnSCU would provide the necessary education required by Peace Officer Standards and Training (POST). While attending training, these individuals are state employees (trooper trainees) and they are paid for attending school.

In November 2008, thirty-four LETO trooper trainees were hired and began their educational training at the Minneapolis and Community Technical College. In January 2009, the thirty-four trooper trainees will attend the traditional Trooper Candidate School for an additional 12 weeks. The LETO group will join the forty-one traditional trooper candidates who are already POST eligible. This combined group will complete the academy together and be sworn in April 2009.

## **Activities to promote diversity awareness**

State 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:

- Valuing Diversity Steering Committee at the Department of Revenue
- Participation in the Accessibility and Usability of E-Government Workgroup
- Monthly diversity focused speakers at “brown bag” luncheons
- Religious accommodation in the workplace programs
- Ongoing in-house training and satellite broadcasts related to diversity, and management and leadership best practices in a diverse workforce
- Translating customer brochures and form into a variety of languages
- Training of employees related to cultural awareness and sensitively in working with the diverse communities.
- Human Rights Day presented by the MN Department of Human Rights
- Diversity education themes for each week in October (Diversity Awareness Month).
- Monthly emails to employees about diversity awareness
- Encourage employee participation in community based cultural events

## **Diversity resources provided to state agencies**

Minnesota Management & Budget website highlights the various diversity months such as: Hispanic Heritage Month, Women’s History Month, Black History Month and Disability Awareness Month. State agencies share this information with their employees.

Minnesota Management & Budget disseminates state agency and community diversity events to the Work Force Diversity Email list. The workforce diversity email list is comprised of all state employees involved in Affirmative Action, ADA, Recruitment and Diversity.

## **Biennial Report Conclusion**

The success of Affirmative Action, ADA, Recruitment and Diversity programs is due to the commitment by all state agencies. Affirmative Action Officers, ADA Coordinators, the ACCESS Partnership, Minnesota Management & Budget, and agency leadership have worked together to ensure: positions in the executive branch of the civil service are equally accessible to all qualified persons, the state's non-discriminatory hiring process is upheld, and agencies continue to make positive efforts to increase the diversity of the state's workforce.