

STATE OF MINNESOTA
1976
AFFIRMATIVE ACTION
REPORT

PREPARED BY
DEPARTMENT OF PERSONNEL
EQUAL OPPORTUNITY DIVISION

Introduction

The 1976 Affirmative Action Report describes progress in terms of numerical gains and trends as well as specific accomplishments of various State departments and agencies.

Section I of the Report consists of a group of tables which details changes over the last three calendar years (1973 - 1976) and a group which compares calendar year 1975 with 1976. Section I tables are derived from output based on the State payroll system. The tables are basically useful in tracking trends, but may not be consistent with hand-generated reports submitted by each department. The Equal Opportunity Division, the Planning and Data Services Division and the operating agencies are cooperating in resolving these problems.

An attempt was made to resolve discrepancies between hand- and computer-generated reports, at least with respect to minority employment. (No corresponding problem with female employment data was detected.) Where a discrepancy in total number of employees and/or number of minorities existed, the department was contacted and asked to verify the information. This compilation of hand-generated and verified data produced a total of 905 minority employees as of the December, 1976 reporting date. Computer-generated reports reflect a total of only 830 minority employees. A list of all agencies in the executive branch and their verified number of minority employees appears on p. *10* of the Report.

Section II presents specific employment information and accomplishments of each of the 21 largest departments which together employ 81% of the workforce. Special accomplishments of several smaller departments are also noted. Many of these activities are innovative and may provide useful suggestions for other departments. All data in Section II is based on the hand-generated report (i.e. fourth quarter calendar, 1976, Affirmative Action Evaluation) submitted to the Department of Personnel, Equal Opportunity Division by each department. All narrative descriptions of significant activities are taken from the 1976 annual report submitted by each department.

Section III presents salary data for calendar 1976. Tables, again, are derived from computer-generated output based on the State payroll system.

Please note also that this report includes only executive branch agencies, and excludes faculty of the State University and Community College Systems except where noted otherwise.

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SECTION I

TOTAL
WORKFORCE
ANALYSIS

TOTAL WORKFORCE
BY OCCUPATIONAL GROUP
 1975 vs. 1976

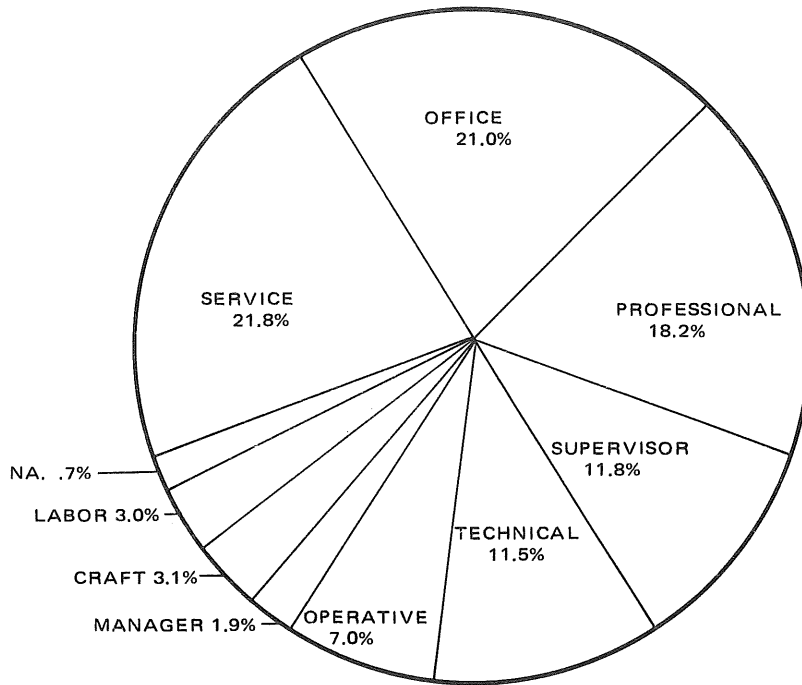
OCCUPATIONAL GROUP	TOTAL NO. 1975	TOTAL NO. 1976	% OF CHANGE
Manager	562	565	+0.5
Supervisor/Office	462	488	+5.6
Supervisor/Non-Office	2,795	2,936	+5.0
Professional	5,478	5,409	-1.3
Tech./Para Prof.	3,152	3,333	+5.7
Office	6,346	6,195	-2.4
Craft	912	882	-3.3
Operative	2,115	2,032	-3.9
Labor	1,133	870	-23.2
Service	6,969	6,394	-8.3
NA	120	207	+72.5
Total	30,044	29,311	-2.4

TOTAL WORKFORCE
SEX/RACE DISTRIBUTION
BY OCCUPATIONAL GROUP
1976

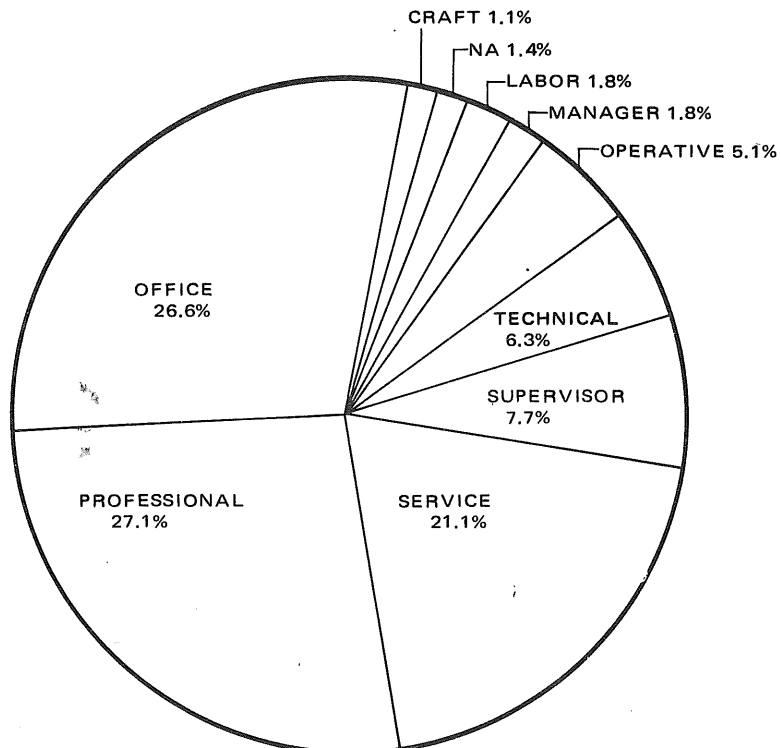
OCCUPATIONAL GROUP	TOTAL NO.	NON-MIN. MALES	NON-MIN. FEMALES	MINORITY MALES	MINORITY FEMALES	NON-MIN. SEX NA
Manager	565	508	42	15	0	-
Supervisor/Office	488	176	301	3	8	-
Supervisor/Non-Office	2,936	2,390	493	40	13	-
Professional	5,409	3,659	1,524	139	86	1
Tech./Para-Prof.	3,333	2,043	1,238	34	18	-
Office	6,195	508	5,466	24	197	-
Crafts	882	873	0	9	0	-
Operative	2,032	1,786	204	39	3	-
Labor	870	822	33	15	0	-
Service Trainees	6,340 54	3,454 28	2,729 8	107 16	50 2	-
NA	207	85	109	6	6	1
Total	29,311	16,332	12,147	447	383	2

DISTRIBUTION OF MINORITIES V. NON-MINORITIES
BY OCCUPATIONAL GROUP
1976

NON-MINORITY EMPLOYEES

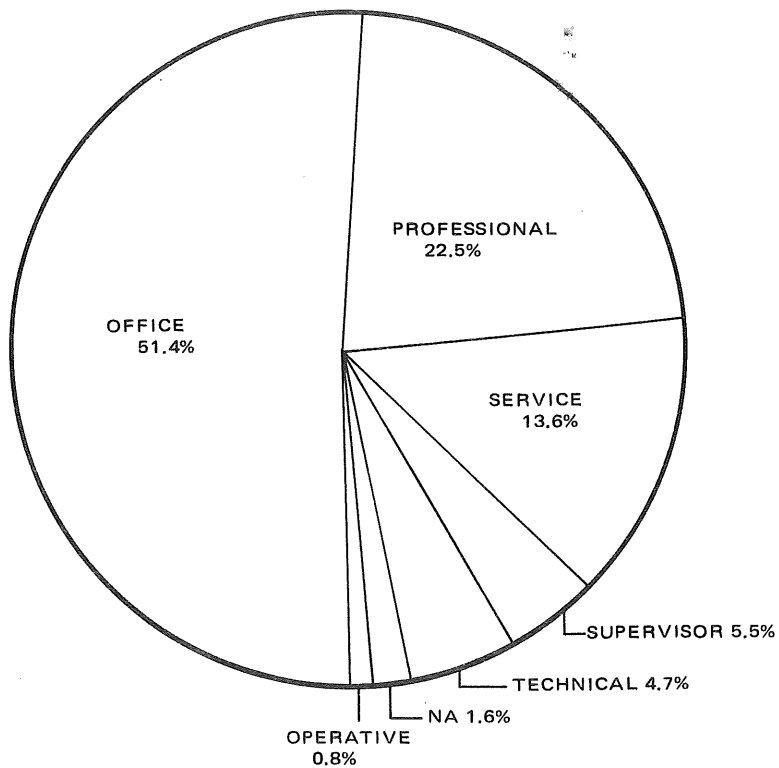


MINORITY EMPLOYEES

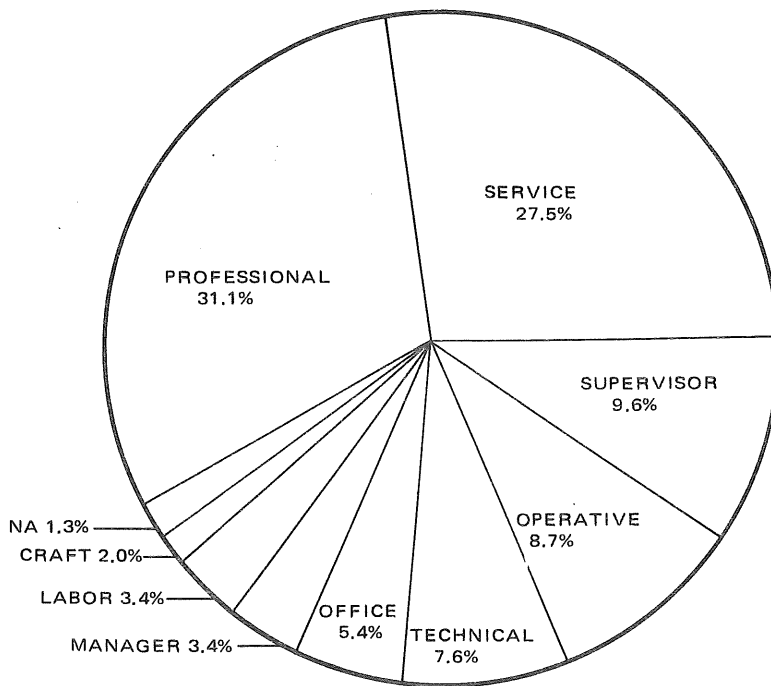


DISTRIBUTION OF MINORITY MALES V. MINORITY FEMALES
BY OCCUPATIONAL GROUP
1976

MINORITY FEMALES



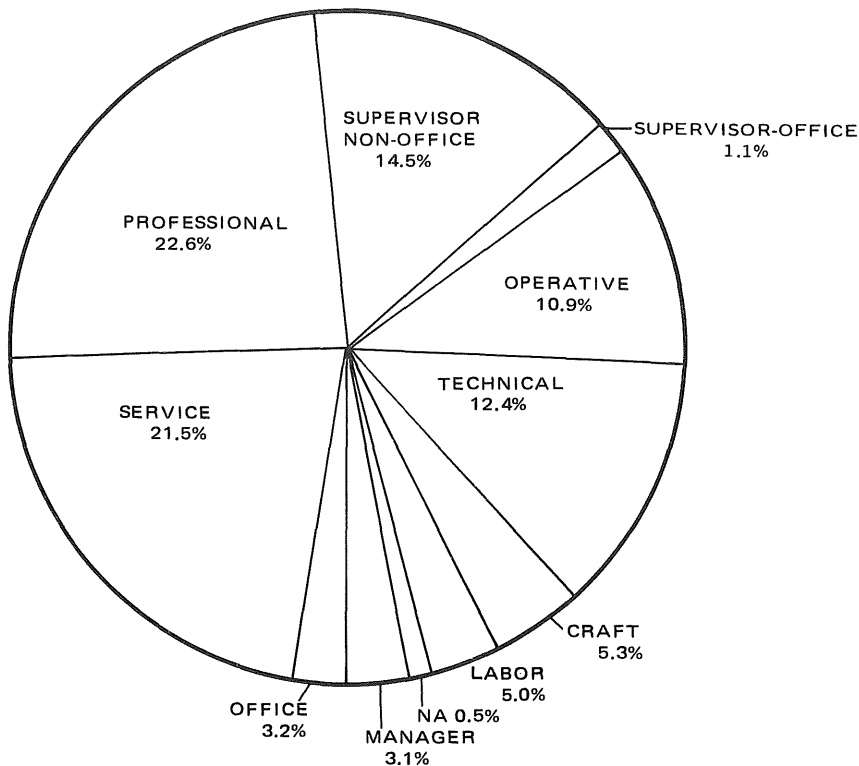
MINORITY MALES



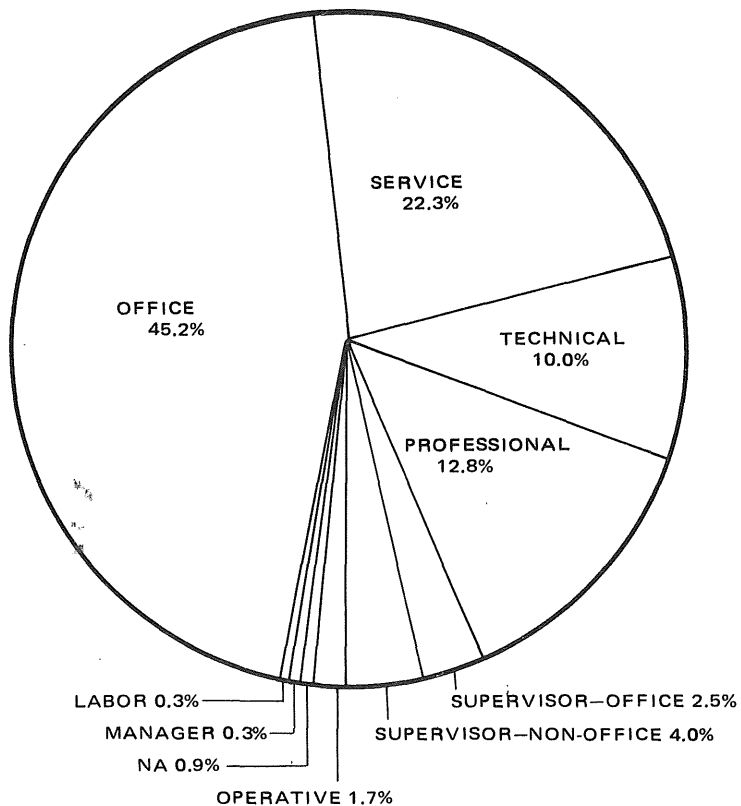
DISTRIBUTION OF MALES V. FEMALES
BY OCCUPATIONAL GROUP

1976

MALES



FEMALES



FEMALE
WORKFORCE
ANALYSIS

FEMALE WORKFORCE BY EMPLOYMENT CONDITION AND STATUS
1973 vs. 1976

EMPLOYMENT CONDITION AND STATUS	FEMALES 1973		FEMALES 1976		CHANGE (%)
	NO.	% OF GROUP	NO.	% OF GROUP	
<u>Full Time Unlimited (FTU)</u>					
Classified	9,311	39.9	9,865	41.0	+1.1
Unclassified	231	16.9	366	21.7	+4.8
Trainees	12	26.7	2	4.9	-21.8
Total	9,554	38.6	10,233	39.7	+1.1
<u>Other Than Full- Time Unlimited (OFTU)</u>					
Classified	1,550	60.3	1,850	68.2	+7.9
Unclassified	262	56.1	439	53.5	-2.6
Trainees	49	48.5	8	61.5	+13.0
Total	1,861	59.3	2,297	64.8	+5.5
<u>Total (FTU + OFTU)</u>					
Classified	10,861	41.9	11,715	43.8	+1.9
Unclassified	493	26.9	805	32.1	+5.2
Trainees	61	41.8	10	18.5	-23.3
Grand Total	11,415	40.9	12,530	42.7	+1.8

--- During the three-year period, female employment increased by 1115. At the end of 1976, women constituted 42.7% of the workforce, compared with 40.9% in 1973.

--- The greatest gains were in the classified service with an increase of 854. But, the percentage of females in the classified service decreased from 95% in 1973 to 93% in 1976.

--- Female representation in the Other Than Full-Time Unlimited category (composed of part-time, seasonal and intermittent employees) increased from 59.3% to 64.8%, a 5.5% gain, while representation in the Full-Time Unlimited category increased from 38.6% to 39.7%, a 1.1% gain.

NUMBER OF FEMALES
WITHIN EACH OCCUPATIONAL GROUP
1975 vs. 1976

OCCUPATIONAL GROUP	FEMALES 1975	FEMALES 1976	% OF CHANGE
Manager	33	42	+27.2
Supervisor/Office	284	309	+ 8.8
Supervisor/Non-Office	456	506	+11.0
Professional	1,631	1,610	- 1.3
Tech./Para-Prof.	1,036	1,256	+21.2
Office	5,809	5,663	- 2.5
Craft	0	0	0
Operative	206	207	+ 0.5
Labor	87	33	-62.1
Service	3,215	2,789	-13.3
NA	62	115	+85.5
Total	12,819	12,530	- 2.3

PERCENTAGE OF FEMALES
WITHIN EACH OCCUPATIONAL GROUP
1975 vs. 1976

OCCUPATIONAL GROUP	FEMALES 1975	FEMALES 1976	% OF CHANGE
Manager	5.9	7.4	+1.5
Supervisor/Office	61.5	63.3	+1.8
Supervisor/Non-Office	16.3	17.2	+0.9
Professional	29.8	29.8	-
Tech./Para-Prof.	32.9	37.7	+4.8
Office	91.5	91.4	-0.1
Craft	0	0	-
Operative	9.7	10.2	+0.5
Labor	7.7	3.8	-3.9
Service	46.1	43.6	-2.5
NA	51.7	55.6	+3.9
Total	42.7	42.7	-

- The total number of female employees decreased by 289 in 1976, but women continue to constitute 42.7% of the workforce.
- The greatest gains for women were in the Technical/Para-professional group with a numerical increase of 220 and a 4.8% increase in representation. This was due, in part, to a large number of reallocations from Human Services Technician (Service) to Human Service Specialist (Technical).
- The Supervisor group also showed an increase both in the Office and Non-Office subgroups.
- The number of female managers increased by 9, a 1.5% increase in representation.

MINORITY
WORKFORCE
ANALYSIS

MINORITY WORKFORCE BY EMPLOYMENT CONDITION AND STATUS
1973 vs. 1976

EMPLOYMENT CONDITION AND STATUS	MINORITIES 1973		MINORITIES 1976		CHANGE (%)
	NO.	% OF GROUP	NO.	% OF GROUP	
<u>Full Time Unlimited (FTU)</u>					
Classified	468	2.0	651	2.7	+0.7
Unclassified	56	4.1	63	3.7	-0.4
Trainees	11	24.4	15	36.6	+12.2
Total	535	2.2	729	2.8	+0.6
<u>Other Than Full- Time Unlimited (OFTU)</u>					
Classified	34	1.3	50	1.8	+0.5
Unclassified	32	6.9	48	5.8	-1.1
Trainees	6	5.9	3	23.1	+17.2
Total	72	2.3	101	2.8	+0.5
<u>Total (FTU + OFTU)</u>					
Classified	502	1.9	701	2.6	+0.7
Unclassified	88	4.8	111	4.4	-0.4
Trainees	17	11.6	18	33.3	+21.7
Grand Total	607	2.2	830	2.8	+0.6

--- The greatest gains for minorities were in the classified service with a .7% increase in representation. In 1976, 84% of all minorities were in the classified service compared with 83% in 1973.

NUMBER OF MINORITIES
WITHIN EACH OCCUPATIONAL GROUP
1975 vs. 1976

OCCUPATIONAL GROUP	MINORITY MALES		MINORITY FEMALES		TOTAL MINORITIES		% OF CHANGE
	1975	1976	1975	1976	1975	1976	
Manager	12	15	0	0	12	15	+25.0
Supervisor	34	43	15	21	49	64	+30.6
Professional	123	139	79	86	202	225	+11.4
Tech./Para-Prof.	28	34	18	18	46	52	+13.0
Office	21	24	159	197	180	221	+22.8
Crafts	8	9	0	0	8	9	+12.5
Operatives	37	39	3	3	40	42	+5.0
Labor	16	15	0	0	16	15	-6.3
Service	94	123	50	52	144	175	+21.5
NA	5	6	6	6	11	12	+9.1
Total	378	447	330	383	708	830	+17.2

PERCENTAGE OF MINORITIES
WITHIN EACH OCCUPATIONAL GROUP
1975 vs. 1976

OCCUPATIONAL GROUP	MINORITY MALES		MINORITY FEMALES		TOTAL MINORITIES		CHANGE
	1975	1976	1975	1976	1975	1976	
Manager	2.1	2.7	0.0	0.0	2.1	2.7	+0.6
Supervisor	1.0	1.3	0.5	0.6	1.5	1.9	+0.4
Professional	2.2	2.6	1.4	1.6	3.7	4.2	+0.5
Tech./Para-Prof.	0.9	1.0	0.6	0.5	1.5	1.6	+0.1
Office	0.3	0.4	2.5	3.2	2.8	3.6	+0.8
Crafts	0.9	1.0	0.0	0.0	0.9	1.0	+0.1
Operative	1.7	1.9	0.1	0.1	1.9	2.0	+0.1
Labor	1.4	1.7	0.0	0.0	1.4	1.7	+0.3
Service	1.3	1.9	0.7	0.8	2.1	2.7	+0.6
NA	4.2	2.9	5.0	2.9	9.2	5.8	+3.4
Total	1.3	1.5	1.1	1.3	2.4	2.8	+0.4

--- The greatest gains were in the Office occupational group with a numerical increase of 41 and a .8% increase in minority representation.

--- The Service group showed the second greatest numerical increase (31) and increase in minority representation (.6%).

--- The number of minorities in the Manager group increased from 12 to 15, a gain of .6%.

TOTAL WORKFORCE ANALYSIS BY RACIAL/ETHNIC GROUP

RACIAL GROUP	1973		1974		1975		1976		CHANGE 1973 to 1976	
	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%
White	27,271	97.8	28,395	97.5	29,336	97.6	28,481	97.2	+1210	-0.6
Black	294	1.1	361	1.2	355	1.2	433	1.5	+ 139	+0.4
Asian American	41	0.1	56	0.2	69	0.2	84	0.3	+ 43	+0.2
American Indian	173	0.6	204	0.7	174	0.6	178	0.6	+ 5	-
Hispanic	99	0.4	101	0.3	110	0.4	135	0.5	+ 36	+0.1
Total	27,878	100.0	29,117	100.0	30,044	100.0	29,311	100.0	+1433	-

SECTION II

TOTAL MINORITY EMPLOYMENT
EXECUTIVE BRANCH
1976

This information was compiled from hand-generated reports submitted by each agency.

Accountancy, Board of	0
Administration, Department of	65
Aeronautics, Department of	0
Agriculture, Department of	15
Architecture Engineering and Land Surveying	1
Arts Board	1
Assessors, State Board of	0
Attorney General	5
Auditor	1
Barber Examiners, Board of	0
Bicentennial Commission	0
Boxing, Board of	0
Capitol Area Architectural & Planning Board	0
Chiropractic Examiners, Board of	0
Commerce, Department of	7
Community Colleges/Board Office	66
Corrections, Department of	93
Cosmetology, Board of	0
Crime Prevention and Control, Governor's Commission on	5
Dental Examiners, Board of	0
Economic Development, Department of	4
Education, Department of	55
Electricity, Board of	1
Employment Services, Department of	96
Energy Agency	3
Ethical Practices Board	0
Finance, Department of	5
Governor's Manpower Office	12
Handicapped, Council for the	0
Health, Department of	25
Hearing Examiners, Office of	1
Higher Education Coordinating Board	4
Higher Education Facilities Authority	0
Housing Finance Agency	3
Human Rights, Department of	26
Indian Affairs Board	4
Investment, State Board of	0
Iron Range Resources and Rehabilitation	0

Labor and Industry, Department of	18
Lieutenant Governor	0
Livestock Sanitary Board	0
Mediation Services	3
Medical Examiners, Board of	0
Military Affairs, Department of	6
Minnesota State Retirement System	1
Municipal Board	0
Natural Resources, Department of	18
Nursing, Board of	4
Nursing Home Administrators, Board of	0
Ombudsman for Corrections	3
Optometry, Board of	0
Personnel, Department of	17
Pharmacy, Board of	0
Pollution Control Agency	9
Privacy Study Commission	0
Psychology, Board of	0
Public Safety, Department of	51
Public Service, Department of	7
Public Welfare, Department of	140
Revenue, Department of	31
Secretary of State	0
State University System/Board Office	96
State Planning Agency	6
Teacher's Retirement Association	0
Transportation, Department of	103
Treasurer's Office	0
Veteran's Affairs	4
Veteran's Home	0
Watchmaking Examiners, Board of	0
Zoological Gardens	2

Total Non-faculty	905 (3.1%)
Total including Faculty	1017

NUMBER OF MINORITIES
21 Largest Departments
1975 vs. 1976

<u>DEPARTMENT</u>	<u>1975</u>	<u>% OF TOTAL</u>	<u>1976</u>	<u>% OF TOTAL</u>
Administration	66	6.4	65	6.7
Agriculture	7	1.4	15	2.8
Commerce	8	3.9	7	3.3
Community College	42	2.1	66	3.1
Non-faculty	7		21	
Faculty	35		45	
Corrections	83	5.3	93	6.0
Education	60	6.9	55	6.4
Employment Services	85	4.5	96	5.8
Finance	3	2.8	5	4.0
Health	20	3.1	25	3.5
Labor and Industry	6	2.9	18	6.9
Military Affairs	0	0.0	6	3.3
Natural Resources	15	1.3	18	1.5
Personnel	14	13.1	17	14.0
Pollution Control	3	1.3	9	3.4
Public Safety	46	2.6	51	2.9
Public Service	4	3.1	7	6.1
Public Welfare	112	1.6	140	1.9
Revenue	22	2.7	31	3.7
State Planning	3	2.8	6	3.6
State Universities	99	2.3	96	2.4
Non-faculty	41		29	
Faculty	58		67	
Transportation	69	1.3	103	2.1
	—	—	—	—
TOTAL Non-faculty	674		817	
TOTAL including Faculty	767		929	

PERCENTAGE OF MINORITIES
21 Largest Departments in Descending Order
1976

1. Personnel	14.0%
2. Labor & Industry	6.9
3. Administration	6.7
4. Education	6.4
5. Public Service	6.1
6. Corrections	6.0
7. Employment Services	5.8
8. Finance	4.0
9. Revenue	3.7
10. State Planning	3.6
11. Health	3.5
12. Pollution Control	3.4
13. Commerce	3.3
14. Military Affairs	3.3
15. Community Colleges	3.2 (3.1 including faculty)
16. Public Safety	2.9
17. Agriculture	2.8
18. Transportation	2.1
19. Public Welfare	1.9
20. State University	1.5 (2.4 including faculty)
21. Natural Resources	1.5

PERCENTAGE OF FEMALES
IN MANAGER, SUPERVISOR & PROFESSIONAL
OCCUPATIONAL GROUPS
21 Largest Departments in Descending Order
1976

1. Public Welfare	51.2%
2. Health	44.0
3. State Planning	33.0
4. Community Colleges	29.8 (33.0 including faculty)
5. Education	29.5
6. Employment Services	28.8
7. State University	27.7 (25.9 including faculty)
8. Personnel	24.2
9. Public Service	21.3
10. Finance	21.1
11. Labor & Industry	20.8
12. Administration	20.3
13. Corrections	17.7
14. Commerce	15.2
15. Public Safety	14.9
16. Pollution Control	13.0
17. Revenue	11.5
18. Agriculture	9.7
19. Transportation	4.1
20. Natural Resources	3.4
21. Military Affairs	0

DEPARTMENT
NARRATIVE
REPORTS

DEPARTMENTS WHICH SUBMITTED 1976 ANNUAL REPORTS

Administration
Agriculture
Commerce
Community Colleges
Corrections
Economic Development
Education
Employment Services
Energy Agency
Finance
Health
Hearing Examiners
Indian Affairs
Investment Board
Labor & Industry
Livestock Sanitary Board
Military Affairs
Minnesota State Retirement
Minnesota Zoological Garden
Natural Resources
Personnel
Pollution Control
Public Safety
Public Service
Public Welfare
Revenue
Secretary of State
State Planning
State University
Teachers Retirement System
Transportation
Veterans Affairs

Department of Administration

Total number of employees	976
Total number of female employees	350 (35.9%)
Total number of minority employees	65 (6.7%)
Females	25
Males	40

5.3% of those in Management, Supervisory and Professional occupational groups are minorities.

20.3% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

- An in-house newsletter, "ADMINFO", provides information to all department employees. Information includes summaries of all Affirmative Action meetings, training opportunities and current job openings within the Department.
- Three task forces were appointed by the Affirmative Action Committee: (1) Experience and Training Ratings, (2) Class Specifications and (3) Pre-Service Training Programs. The first two task forces review and recommend changes in the respective selection tools. The third task force assists the divisions in planning and organizing pre-service training programs.
- The Affirmative Action Committee has adopted a policy of formally inviting, on a rotating basis, department staff members to attend one of their monthly meetings to share concerns and recommendations.

Department of Agriculture

Total number of employees	527
Total number of female employees	93 (17.6%)
Total number of minority employees	15 (2.8%)
Females	10
Males	5

0% of those in Management, Supervisory and Professional occupational groups are minorities.

9.7% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

- Appointed the Department's first female grain inspector.
- Department Affirmative Action Committee established guidelines for committee membership, term of service and scope of activities.

Department of Commerce

Total number of employees	209
Total number of female employees	90 (43.1%)
Total number of minority employees	7 (3.3%)
Females	4
Males	3

2.9% of those in Management, Supervisory and Professional occupational groups are minorities.

15.2% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

--- Upgraded three female employees to supervisory positions.

--- Special recruitment efforts resulted in the appointment of a minority male as an Insurance Investigator.

Community Colleges

Office of the Chancellor

Total number of employees	47
Total number of female employees	22 (46.8%)
Total number of minority employees	3 (6.4%)
Females	2
Males	1

4.5% of those in Management, Supervisory and Professional occupational groups are minorities.

4.5% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

--- Over 100 college employees attended an Administrator's Workshop and participated in small-group sessions on the subject of the "Employment Interview".

--- Established two para-professional classifications of Financial Aids Assistant and Student Services Assistant which will provide a promotional step for clerical employees.

Consolidated Community Colleges (Non-Faculty)

Total number of employees	612
Total number of female employees	409 (66.8%)
Total number of minority employees	18 (2.9%)
Females	7
Males	11

1.2% of those in Management, Supervisory and Professional occupational groups are minorities.

36.6% of those in Management, Supervisory and Professional occupational groups are females.

Consolidated Community Colleges (Faculty)

Total number of employees	1463.5
Total number of female employees	486.5 (33.2%)
Total number of minority employees	45 (3.1%)
Females	29
Males	16

Community Colleges (continued)

1976 Accomplishments (Selected Schools)

Fergus Falls

- Established recruiting contacts with ten traditionally Black colleges.

Hibbing

- Sponsored a program on sex-stereotyping and feminism for college staff.

Lakewood

- Sponsored a one-half day assertiveness training session for classified staff.

Metropolitan

- Established a recruiting list of 600 Afro-American and Native American agencies and organizations.
- Appointed the college's first female athletic coach.

Normandale

- The Affirmative Action Committee established three subcommittees to review the selection process for full-time classified staff, unclassified instructors and administrators.

North Hennepin

- Altered and made adjustments to college lavatories to accommodate the handicapped. Telephone and other facilities have been adjusted to meet the needs of persons in wheelchairs.

Rainy River

- Developed and distributed a brochure describing services the school offers to American Indians.

Worthington

- Worked with the Worthington Human Rights Commission to facilitate adequate housing in an effort to encourage more minorities to move to the area.

Department of Corrections

Central Office

Number of employees	131
Number of female employees	60 (45.8%)
Number of minority employees	10 (7.6%)
Females	6
Males	4

Institutions

Number of employees	1426
Number of female employees	318 (22.3%)
Number of minority employees	83 (5.8%)
Females	18
Males	65

All Employees

5.0% of those in Management, Supervisory and Professional occupational groups are minorities.

17.7% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

- 28.5% of the Correctional Counselor Trainee appointments during 1976 were minorities.
- Established a 5% minority goal in each occupational group except the Technical and Service groups where a 10% goal was set.
- Began reviewing use of sex as a bona-fide occupational qualification for positions in the correctional institutions.

Department of Education

Total number of employees	861
Total number of female employees	469 (54.5%)
Total number of minority employees	55 (6.4%)
Females	22
Males	33

6.8% of those in Management, Supervisory and Professional occupational groups are minorities.

29.5% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

- The required Title IX self-evaluation was completed and submitted to the Department of Health, Education and Welfare, Office of Civil Rights.
- 126 employees participated in a pilot human relations training program. Included were courses in Racism, Sexism, Disability and Human Sensitivity, Conflict Management and Interpersonal Group Skills.
- Promoted 9 "C" schedule women to "A" schedule classifications including one from Clerk Typist to Education Specialist I, two from Accounting Technician, Sr. to Accounting Officer, Sr.

Employment Services

Total number of employees	1657
Total number of female employees	864 (52.1%)
Total number of minority employees	96 (5.8%)
Females	54
Males	42

5.0% of those in Management, Supervisory and Professional occupational groups are minorities.

28.8% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

- Developed a two-phase Affirmative Action Awareness Workshop. Phase I deals with information on equal employment legislation and guidelines. Phase II deals with interpersonal/intercultural work relationships and makes use of several films screened and recommended by the Department's Affirmative Action Committee.
- Appointed the Department's first full-time Affirmative Action Officer.

Department of Finance

Total number of employees	124
Total number of female employees	48 (38.7%)
Total number of minority employees	5 (4.0%)
Females	4
Males	1

3.5% of those in Management, Supervisory and Professional occupational groups are minorities.

21.1% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

- Established a temporary Student Worker/Para-Professional Senior position and appointed an American Indian male. Upon graduation, he passed the examination for a Research Scientist I and was appointed.
- Seven female employees (including 2 clerical employees) have participated in college-level accounting courses. The Department believes that these educational opportunities will help them perform better in their current jobs and on future civil service tests.
- Used the Community Liaison Representative (Business and Finance Services) list to appoint the Department's first minority female professional.

Department of Health

Total number of employees	716
Total number of female employees	452 (63.1%)
Total number of minority employees	25 (3.5%)
Females	14
Males	11

2.2% of those in Management, Supervisory and Professional occupational groups are minorities.

44.0% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

- Appointed the Department's first minority Systems Analyst.
- Developed and implemented an internal personnel management course for those who conduct interviews and/or hire employees.
- Affirmative Action Committee reviewed and recommended revisions of six experience and training rating scales.
- Assisted the Twin Cities Opportunities Industrialization Center (TCOIC) in arranging for on-site examination of clerical trainees for clerk-typist positions with the State.

Department of Labor and Industry

Total number of employees	262
Total number of female employees	110 (42.0%)
Total number of minority employees	18 (6.9%)
Females	9
Males	9

3.0% of those in Management, Supervisory and Professional occupational groups are minorities.

20.8% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

- Appointed a minority male as a Worker's Compensation Attorney.
- Appointed the Department's first female Safety Investigator.
- Appointed the Department's first female Worker's Compensation Judge.
- Expanded recruitment effort to four area senior high schools resulting in 76 referrals and 18 appointments, including 8 minorities to Student Worker positions.
- Implemented a system of rotating clerical employees to provide each section or division an opportunity to work with or supervise minorities.

Department of Military Affairs

Total number of employees	183
Total number of female employees	24 (13.1%)
Total number of minority employees	6 (3.3%)
Females	0
Males	6

0% of those in Management, Supervisory and Professional occupational groups are minorities.

0% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

--- Appointed the Department's first female Security Guard.

Department of Natural Resources

Metro Area

Number of employees	385*
Number of female employees	117 (30.4%)
Number of minority employees	8 (2.1%)
Females	7
Males	1

Outstate

Number of employees	820*
Number of female employees	61 (7.4%)
Number of minority employees	10 (1.2%)
Females	0
Males	10

Metro and Outstate Area

.9% of those in Management, Supervisory and Professional occupational groups are minorities.

3.4% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

- Coordinated and helped establish an eighteen-month Natural Resource Technician curriculum at Bemidji State University.
- Participated in developing an alternative examination procedure for Conservation Officer through use of the Community Liaison Representative/ Law Enforcement examination.
- All Department management staff participated in a two-day Minority Group Dynamics Seminar.

*Legislative complement positions only.

Department of Personnel

Total number of employees	121
Total number of female employees	71 (58.7%)
Total number of minority employees	17 (14.0%)
Females	6
Males	11

19.4% of those in Management, Supervisory and Professional occupational groups are minorities.

24.2% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

- Established the position of Women's Liaison ($\frac{1}{2}$ time) in the Equal Opportunity Division.
- Appointed the Department's first female manager.
- Appointed a committee to study the Department's career paths and make recommendations for establishing additional promotional opportunities, especially for clerical employees.

Pollution Control Agency

Total number of employees	267
Total number of female employees	80 (30.0%)
Total number of minority employees	9 (3.4%)
Females	2
Males	7

1.6% of those in Management, Supervisory and Professional occupational groups are minorities.

13.0% of those in Management, Supervisory and Professional occupational groups are female.

1976 Accomplishments

- Upgraded a female clerical employee to seasonal Pollution Control Technician.
- Special recruitment in the American Indian community in the Fergus Falls area resulted in the provisional appointment of an American Indian male as Pollution Control Technician.

Department of Public Safety

Total number of employees	1738
Total number of female employees	718 (41.3%)
Total number of minority employees	51 (2.9%)
Females	32
Males	19

2.5% of those in Management, Supervisory and Professional occupational groups are minorities.

14.9% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

- Developed a new pre-service training program for Crime Investigator. This resulted in the training and appointment of the Department's first female Crime Investigator.
- Expanded the existing pre-service training program for State Patrol Trooper resulting in the appointment of four minorities and two females.
- Developed a tracking system whereby records are kept documenting the comparative success of protected group members at each phase of the selection process.
- Revised the Affirmative Action grievance procedure to include all employee complaints. The procedure allows the Affirmative Action Committee to investigate complaints charging discrimination.
- Developed a six-month agenda of topics to be considered by the Affirmative Action Committee. The agenda includes presentations by the Governor's Commission on the Handicapped, St. Paul Urban League and Working Opportunities for Women.

Department of Public Service

Total number of employees	115
Total number of female employees	35 (30.4%)
Total number of minority employees	7 (6.1%)
Females	3
Males	4

8.2% of those in Management, Supervisory and Professional occupational groups are minorities.

21.3% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

- Used the Department's training plan to provide payment for nine semester credits of academic coursework which assisted a female candidate in achieving promotion.

- Developed a Community Liaison Representative position to respond to consumer utility inquiries and complaints.

Department of Public Welfare

Central Office

Number of employees	677
Number of female employees	383 (56.6%)
Number of minority employees	30 (4.4%)
Females	20
Males	10

4.5% of those in Management, Supervisory and Professional occupational groups are minorities.

38.6% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

- Developed a comprehensive "Affirmative Action Self-Evaluation Form" for use by county welfare departments.
- As a recipient of Title I funds under the 1973 Rehabilitation Act, developed an Affirmative Action Program for the handicapped. The plan was submitted to H.E.W.
- An intensive recruitment drive in June included short announcements broadcast on a Spanish-speaking radio program.
- Provided information to all employees on a periodic basis through an Affirmative Action Newsletter.
- The Affirmative Action Committee sponsored two events: a two-day Martin Luther King, Jr. film festival and a one-day program on the Spanish cultural heritage.

Department of Public Welfare

Institutions

Number of employees	6565
Number of female employees	4189 (63.8%)
Number of minority employees	110 (1.7%)
Females	57
Males	53

3.0% of those in Management, Supervisory and Professional occupational groups are minorities.

54.7% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

Moose Lake State Hospital

--- After an extensive recruiting effort, appointed two American Indians to the position of Counselor on Alcoholism.

Willmar State Hospital

--- Established recruiting contacts with Litchfield, Clara City and Redwood Falls Migrant Offices resulting in the appointment of one Chicano.

St. Peter State Hospital

--- Participated in a job fair in Madelia in an effort to recruit Chicano applicants.

--- Assigned female student workers to traditionally male positions (including groundskeeper and painter) as an attempt to introduce them to possible careers.

Faribault State Hospital

--- Hospital clerical staff met with the personnel section in an effort to develop career ladders for clerical employees.

Department of Revenue

Total number of employees	836
Total number of female employees	428 (51.2%)
Total number of minority employees	31 (3.7%)
Females	22
Males	9

2.7% of those in Management, Supervisory and Professional occupational groups are minorities.

11.5% of those in Management, Supervisory and Professional occupational groups are female.

1976 Accomplishments

- Used seasonal hiring of minorities and females to encourage their recruitment in the future. During 1976, 34.6% of those hired in the Technical and Professional occupational groups and 12.1% of those hired in the clerical/office occupational group were minorities.

- Developed and carried out an in-house training program designed to enhance the upward mobility of employees into the Tax Examiner series. The thirty-week program consisted of a three-course sequence in college level accounting. Sixty-one clerical employees enrolled for the first accounting class and forty continued into the second class.

State Planning Agency

Total number of employees	169
Total number of female employees	75 (44.4%)
Total number of minority employees	6 (3.6%)
Females	2
Males	4

4.5% of those in Management, Supervisory and Professional occupational groups are minorities.

33.0% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

- Appointed three minorities to professional positions.
- Promoted a female from a clerical (Executive I) to a professional (Planner I) position.
- Appointed a female to a management position.

State University System

Board Office

Total number of employees	45
Total number of female employees	24 (53.3%)
Total number of minority employees	1 (2.2%)
Females	0
Males	1

4.0% of those in the Executive/Administrative*/Managerial and Professional occupational groups are minorities.

44.0% of those in the Executive/Administrative/Managerial and Professional occupational groups are females.

Consolidated State Universities - Non Faculty

Total number of employees	1943
Total number of female employees	904 (46.5%)
Total number of minority employees	28 (1.4%)
Female	13
Male	15

2.1% of those in the Executive/Administrative/Managerial and Professional occupational groups are minorities.

26.9% of those in the Executive/Administrative/Managerial and Professional occupational groups are females.

Consolidated State Universities - Faculty

Total number of employees	1955
Total number of female employees	478 (24.5%)
Total number of minority employees	67 (3.4%)
Female	19
Male	48

State University System (Cont.)

1976 Accomplishments

- The required Title IX self-evaluation was completed and submitted to the Department of Health, Education and Welfare.
- Revised the internal grievance procedure to improve internal procedures for handling discrimination complaints.
- Four Affirmative Action Workshops were held during 1976, at Bemidji, Moorhead, Winona and Mankato State Universities. Topics included procedures related to affirmative action and specific aspects of Title IX legislation.
- Appointed a woman to the position of Vice Chancellor for Academic Affairs.
- After conducting a nationwide search, selected a woman and a minority to fill two Associate Vice Chancellor positions.

Department of Transportation

Metro Area

Number of employees	2654
Number of female employees	361 (13.6%)
Number of minority employees	80 (3.0%)
Females	18
Males	62

Outstate

Number of employees	2336
Number of female employees	112 (4.8%)
Number of minority employees	23 (1.0%)
Females	2
Males	21

Metro and Outstate Area

1.0% of those in Management, Supervisory and Professional occupational groups are minorities.

4.1% of those in Management, Supervisory and Professional occupational groups are females.

1976 Accomplishments

- Appointed the Department's first female auditor.
- Implemented a procedure whereby non-selection of a certified protected class member must be explained in writing.
- Expanded the recruitment of women and minorities through personal contacts with 70 job developers and community groups including 30 in the outstate area.
- Arranged for the Highway Maintenance Worker written examination to be translated into Spanish.

Other Accomplishments for 1976

Minnesota Zoological Garden

- All staff attended two training courses, "Minority Group Dynamics" (a two day seminar sponsored by Control Data) and "Female Awareness" (a one day seminar sponsored by the University of Minnesota).
- Co-sponsored a job opportunities workshop attended by representatives of seven minority agencies.

Livestock Sanitary Board

- All new employees met with the Equal Employment Opportunity Officer, were given a copy of the department's Affirmative Action Plan, and encouraged to bring relevant problems to the EEO Officer.

Secretary of State

- Began regular monthly meetings between employees and management for purposes of training, improving communication and encouraging employee input into management decisions regarding Affirmative Action.

Department of Personnel
Activity in Support of Affirmative Action

RESUME' BANK

Made approximately 250 referrals from Resume' Bank.

RECRUITING DIRECTORY

Developed and published the "Recruitment Resources Directory" containing 142 minority and women's organization contacts.

COMMUNITY LIAISON REPRESENTATIVE

The Equal Opportunity Division assumed the responsibility for recruiting, examining and reallocation of Community Liaison Representatives. This class can be utilized in lieu of many entry level professional positions where the ability to relate State services to the minority community or clientele is essential.

AFFIRMATIVE ACTION SIGN-OFF

On June 14, 1976, the Commissioner of Personnel initiated a procedure whereby Affirmative Action Officers or designees will co-sign certain personnel request and authorization forms.

PROVISIONAL AUTHORIZATION

Beginning in March, 1976, all requests for provisional appointments must be reviewed and approved by the Director of Equal Opportunity or the Commissioner of Personnel. A memo from the Commissioner stated that the authority to appoint on a provisional basis will be granted only if:
1) "The appointment is to further the department's Affirmative Action goals" or 2) "(if qualified minorities or women cannot be found), a true emergency situation exists which could not have been avoided by prior planning on the part of the department."

GOALS FOR WOMEN

On October 4, 1976, the State Director of Equal Opportunity announced the following goals for women in all departments:

Manager	5.6%
Supervisor	22.0%
Professional	29.0%

The goals were based on the total State percentage distribution of women in those categories as of June, 1976. The target/evaluation date is July 1, 1977.

GOALS FOR MINORITIES

On February 10, 1976, the Acting Commissioner of Personnel announced minority employment goals of 4% in the metropolitan area and 2% in the outstate area. The goals were based on the 1970 Census of Population.

JOB FAIR

Sponsored a job fair attended by various State agencies and community organizations.

TRAINING

Sponsored a 16-hour training program on the State Personnel System for all Affirmative Action Officers.

COMPLIANCE

Conducted personnel management reviews of three departments: Employment Services, Health and Metropolitan Community College. Two of these reviews were conducted in conjunction with the United States Civil Service Commission.

OTHER

- As of June 14, 1976, all full-time Affirmative Action Officers were given the working title of Assistant Personnel Director.
- In November and December, 1976, four Department managers and assistant commissioners testified at a hearing on "Women in State Government" sponsored by the Council on the Economic Status of Women.
- Two Department managers began to serve on the State Government Affirmative Action task force of the Minnesota State Council for the Handicapped.

SECTION III

Salary Patterns for Full Time Unlimited Employees, 1976

The following tables compare the respective race or sex groups at each salary level within a particular occupational group. For example, 33.3% of minority Managers are paid \$27,000 a year or more, 13.3% of minority Managers are paid \$24,000 to \$26,999, etc.

MANAGER

<u>SALARY RANGE</u> (\$/Year)	MALES	%	FEMALES	%
27,000 +	186	36.0	10	25.6
24,000 - 26,999	143	27.7	10	25.6
21,000 - 23,999	126	24.4	13	33.3
18,000 - 20,999	47	9.1	3	7.7
15,000 - 17,999	11	2.1	1	2.6
12,000 - 14,999	1	0.2	2	5.1
9,000 - 11,999	3	0.6	0	0
6,000 - 8,999	0	0	0	0
Total	517	100.0	39	99.9

<u>SALARY RANGE</u> (\$/Year)	NON MINORITIES	%	MINORITIES	%
27,000 +	191	35.3	5	33.3
24,000 - 26,999	151	27.9	2	13.3
21,000 - 23,999	135	25.0	4	26.7
18,000 - 20,999	47	8.7	3	20.0
15,000 - 17,999	11	2.0	1	6.7
12,000 - 14,999	3	0.6	0	0
9,000 - 11,999	3	0.6	0	0
6,000 - 8,999	0	0	0	0
Total	541	100.1	15	100.0

SUPERVISOR

<u>SALARY RANGE</u> (\$/Year)	MALES	%	FEMALES	%
27,000 +	86	3.4	6	0.8
24,000 - 26,999	227	8.9	7	0.9
21,000 - 23,999	293	11.5	23	3.1
18,000 - 20,999	559	21.9	71	9.5
15,000 - 17,999	847	33.2	213	28.6
12,000 - 14,999	415	16.3	247	33.2
9,000 - 11,999	122	4.8	176	23.7
6,000 - 8,999	0	0	1	0.1
Total	2,549	100.0	744	99.9

<u>SALARY RANGE</u> (\$/Year)	NON MINORITIES	%	MINORITIES	%
27,000 +	89	2.8	3	5.1
24,000 - 26,999	233	7.2	1	1.7
21,000 - 23,999	310	9.6	6	10.2
18,000 - 20,999	616	19.0	14	23.7
15,000 - 17,999	1,044	32.3	16	27.1
12,000 - 14,999	648	20.0	14	23.7
9,000 - 11,999	293	9.1	5	8.5
6,000 - 8,999	1	< 0.1	0	0
Total	3,234	100.0	59	100.0

PROFESSIONAL

<u>SALARY RANGE</u> (\$/Year)	MALES	%	FEMALES	%
27,000 +	54	1.5	11	0.8
24,000 - 26,999	86	2.3	10	0.7
21,000 - 23,999	237	6.4	31	2.3
18,000 - 20,999	508	13.8	113	8.2
15,000 - 17,999	1,103	30.0	250	18.2
12,000 - 14,999	1,294	35.2	682	49.7
9,000 - 11,999	398	10.8	274	20.0
6,000 - 8,999	0	0	1	0.1
Total	3,680	100.0	1,372	100.0

<u>SALARY RANGE</u> (\$/Year)	NON MINORITIES	%	MINORITIES	%
27,000 +	60	1.2	5	2.4
24,000 - 26,999	94	1.9	2	0.9
21,000 - 23,999	258	5.3	10	4.7
18,000 - 20,999	598	12.4	23	10.8
15,000 - 17,999	1,308	27.0	45	21.2
12,000 - 14,999	1,886	39.0	90	42.5
9,000 - 11,999	635	13.1	37	17.5
6,000 - 8,999	1	< 0.1	0	0
Total	4,840	99.9	212	100.0

TECH/PARA-PROFESSIONAL

<u>SALARY RANGE</u> (\$/Year)	MALES	%	FEMALES	%
27,000 +	0	0	0	0
24,000 - 26,999	0	0	0	0
21,000 - 23,999	72	3.7	0	0
18,000 - 20,999	99	5.1	0	0
15,000 - 17,999	471	24.3	10	0.9
12,000 - 14,999	717	37.0	67	6.2
9,000 - 11,999	573	29.6	971	89.2
6,000 - 8,999	5	0.3	40	3.7
Total	1,937	100.0	1,088	100.0

<u>SALARY RANGE</u> (\$/Year)	NON MINORITIES	%	MINORITIES	%
27,000 +	0	0	0	0
24,000 - 26,999	0	0	0	0
21,000 - 23,999	72	2.4	0	0
18,000 - 20,999	99	3.3	0	0
15,000 - 17,999	475	15.9	6	16.7
12,000 - 14,999	778	26.0	6	16.7
9,000 - 11,999	1,523	51.0	21	58.3
6,000 - 8,999	42	1.4	3	8.3
Total	2,989	100.0	36	100.0

OFFICE

<u>SALARY RANGE</u> (\$/Year)	MALES	%	FEMALES	%
27,000 +	0	0	0	0
24,000 - 26,999	0	0	0	0
21,000 - 23,999	0	0	0	0
18,000 - 20,999	6	1.5	2	< 0.1
15,000 - 17,999	2	0.5	2	< 0.1
12,000 - 14,999	47	11.5	21	0.5
9,000 - 11,999	167	41.0	1,677	36.8
6,000 - 8,999	185	45.5	2,857	62.7
Total	407	100.0	4,559	100.0

<u>SALARY RANGE</u> (\$/Year)	NON MINORITIES	%	MINORITIES	%
27,000 +	0	0	0	0
24,000 - 26,999	0	0	0	0
21,000 - 23,999	0	0	0	0
18,000 - 20,999	8	0.2	0	0
15,000 - 17,999	4	0.1	0	0
12,000 - 14,999	67	1.4	1	0.5
9,000 - 11,999	1,799	37.6	45	24.6
6,000 - 8,999	2,905	60.7	137	74.9
Total	4,783	100.0	183	100.0

CRAFT

<u>SALARY RANGE</u> (\$/Year)	MALES	%	FEMALES	%
27,000 +	0	0	0	0
24,000 - 26,999	0	0	0	0
21,000 - 23,999	0	0	0	0
18,000 - 20,999	10	1.1	0	0
15,000 - 17,999	53	6.1	0	0
12,000 - 14,999	811	92.8	0	0
9,000 - 11,999	0	0	0	0
6,000 - 8,999	0	0	0	0
Total	874	100.0	0	0

<u>SALARY RANGE</u> (\$/Year)	NON MINORITIES	%	MINORITIES	%
27,000 +	0	0	0	0
24,000 - 26,999	0	0	0	0
21,000 - 23,999	0	0	0	0
18,000 - 20,999	10	1.2	0	0
15,000 - 17,999	51	5.9	2	22.2
12,000 - 14,999	804	92.9	7	77.8
9,000 - 11,999	0	0	0	0
6,000 - 8,999	0	0	0	0
Total	865	100.0	9	100.0

OPERATIVES

<u>SALARY RANGE</u> (\$/Year)	MALES	%	FEMALES	%
27,000 +	0	0	0	0
24,000 - 26,999	0	0	0	0
21,000 - 23,999	0	0	0	0
18,000 - 20,999	0	0	0	0
15,000 - 17,999	0	0	0	0
12,000 - 14,999	1,559	86.1	8	4.5
9,000 - 11,999	210	11.6	99	55.6
6,000 - 8,999	41	2.3	71	39.9
Total	1,810	100.00	178	100.0

<u>SALARY RANGE</u> (\$/Year)	NON MINORITIES	%	MINORITIES	%
27,000 +	0	0	0	0
24,000 - 26,999	0	0	0	0
21,000 - 23,999	0	0	0	0
18,000 - 20,999	0	0	0	0
15,000 - 17,999	0	0	0	0
12,000 - 14,999	1,538	79.0	29	69.0
9,000 - 11,999	300	15.4	9	21.4
6,000 - 8,999	108	5.5	4	9.5
Total	1,946	99.9	42	99.9

LABOR

<u>SALARY RANGE</u> (\$/Year)	MALES	%	FEMALES	%
27,000 +	0	0	0	0
24,000 - 26,999	0	0	0	0
21,000 - 23,999	0	0	0	0
18,000 - 20,999	0	0	0	0
15,000 - 17,999	0	0	0	0
12,000 - 14,999	202	52.5	1	50.0
9,000 - 11,999	167	43.3	1	50.0
6,000 - 8,999	16	4.2	0	0
Total	385	100.0	2	100.0

<u>SALARY RANGE</u> (\$/Year)	NON MINORITIES	%	MINORITIES	%
27,000 +	0	0	0	0
24,000 - 26,999	0	0	0	0
21,000 - 23,999	0	0	0	0
18,000 - 20,999	0	0	0	0
15,000 - 17,999	0	0	0	0
12,000 - 14,999	201	52.9	2	28.6
9,000 - 11,999	163	42.9	5	71.4
6,000 - 8,999	16	4.2	0	0
Total	380	100.0	7	100.0

SERVICE

<u>SALARY RANGE</u> (\$/Year)	MALES	%	FEMALES	%
27,000 +	0	0	0	0
24,000 - 26,999	0	0	0	0
21,000 - 23,999	0	0	0	0
18,000 - 20,999	6	0.2	0	0
15,000 - 17,999	330	10.0	1	< 0.1
12,000 - 14,999	859	26.1	51	2.4
9,000 - 11,999	1,571	47.8	1,323	61.6
6,000 - 8,999	521	15.9	771	35.9
Total	3,287	100.0	2,146	99.9

<u>SALARY RANGE</u> (\$/Year)	NON MINORITIES	%	MINORITIES	%
27,000 +	0	0	0	0
24,000 - 26,999	0	0	0	0
21,000 - 23,999	0	0	0	0
18,000 - 20,999	6	0.1	0	0
15,000 - 17,999	330	6.3	1	0.6
12,000 - 14,999	883	16.7	27	17.4
9,000 - 11,999	2,806	53.2	88	56.8
6,000 - 8,999	1,253	23.7	39	25.2
Total	5,278	100.0	155	100.0

APPENDIX

Occupational Groups Defined

Craft - positions involving skilled specialized work, where the completion of formal apprenticeships, vocational school or equivalent training are normally required for successful work performance. Usually special licensing is required.

Labor - positions performing unskilled manual work requiring no special training and usually done with clearly-defined procedures, under close supervision, or with special directions.

Manager - positions having accountability for determining, securing, and allocating human, financial and other resources needed to accomplish objectives. Higher level positions within the category are also accountable for determining overall objectives, priorities and policies as well as handling significant and involved relationships with governmental leadership in the procurement of resources. Incumbents of managerial positions customarily and regularly exercise discretionary powers.

Office - positions involving a wide variety of office skills needed to carry out office processes and procedures such as keeping records, processing paperwork, operating office machines and handling communications.

Operative - positions performing semi-manual work involving limited training and judgment. Work is generally performed under close supervision and may include the operation of light trucks and vehicles or other machines and equipment.

Professional - positions involving work predominately intellectual and varied in character as opposed to routine mental, mechanical or physical work; involving the consistent exercise of discretion and judgment in the theoretical principles and techniques of a field of science or learning, however acquired, but customarily acquired by a prolonged course of specialized instruction and study in an institution of higher learning, as distinguished from a general secondary education, or technical post-secondary education such as apprenticeship or training in the performance of routine mental, manual or physical processes.

Service - positions which attend to the personal rather than to the production needs of a particular client group or the general public. Positions in this category may provide personal and health care to residents of state institutions or perform work in such areas as building maintenance, security, food service or inspection. Usually requires little or no prior experience and training. Service positions are distinguished from laborer positions in that service positions usually do not involve as much heavy work and most commonly, work is performed inside.

Supervisor - positions which are primarily involved with the human resource, accountable for getting things done through and with assigned personnel. This includes providing work direction and utilizing allotted resources in order to accomplish assignments. The significance of positions included in this category is that they have authority to perform the following actions, or to effectively recommend them: hire, transfer, suspend, lay off, recall, promote, discharge, assign reward or discipline other employees, or responsibility for directing them or adjusting their grievances. To be defined as a supervisor, positions need not perform all or a majority of these responsibilities. However, a substantial amount of time must be consumed by the activities described above.

Technical/Para-Professional - positions requiring a basic knowledge of the practices and procedures of a scientific or professional field. Work performed is normally supportive of a professional discipline, but does not require knowledge of theoretical principles of the field. Some independence in judgment is normally required. Some positions in this category may require licensing or registration.

Employment Count: A Definition

The employment count relates to the number of individuals employed by the State of Minnesota in the executive branch. This should not be confused with full-time equivalent (FTE) positions, which is used for financial control purposes by the Department of Finance.

Employment of individuals is counted in the following manner:

<u>Full-Time Unlimited</u>	<u>Other than Full-Time Unlimited</u>
a) Classified	a) Classified
b) Unclassified	b) Unclassified
c) Faculty and Administrators (Not included in this report)	c) Faculty and Administrators (Not included in this report)
d) Others	d) Others
1. Trainees	1. Trainees
2. Interns (Not included in this report)	2. Interns (Not included in this report)
3. Student Workers (Not included in this report)	3. Student Workers (Not included in this report)

Full-Time Unlimited: All subdivisions of this category are employees who are employed 80 hours per payroll period, or are assumed to carry a full-time teaching assignment.

Classified: Those employees who are covered by the tenure and selection provisions of M.S. Chapter 43.

Unclassified: Employees who are specifically included in the unclassified service by law, action by the Commissioner of Personnel or the Personnel Board. These employees are not covered by the selection and tenure provisions of M.S. Chapter 43.

Faculty: These employees are the instructional and administrative personnel in the State University and Community College systems. Their selection, tenure, and compensation practices are governed by State University and Community College Board policies, contract provisions, and their own salary plan.

Others: This category is largely comprised of trainees, interns, and student workers. Of this group, only trainees are afforded the employee benefits which are provided to the previously discussed groups (health and insurance benefits). This group of employees differs from the others discussed in that all are assumed to be for limited periods of employment.

Trainees: Persons employed in programs which are associated with a specific class or position and lead directly to employment in the classified service. These programs vary in length from 30 days to two years. Training plans for specific programs are received and approved by Department of Personnel Training Division.

Other than Full-Time Unlimited: Employees of this type work less than 80 hours per payroll period; teach less than a full academic schedule; are seasonally employed; in the labor service; or, if working 80 hours per payroll period, do so intermittently. Full-time temporary employees are also included in this category. All the types described above may be found in this category (Classified, unclassified, faculty, others).