METROPOLITAN COUNCIL

AFFIRMATIVE ACTION PLAN - 1983

March 1983



Metropolitan Council of the Twin Cities Area 300 Metro Square Building, 7th and Robert Streets St. Paul, Minnesota 55101 Tel. (612) 291-6359

Publication No. 90-82-112

AFFIRMATIVE ACTION PLAN

CONTENTS

		_
		Page
I.	Statement of Policy	1
II.	Plan Dissemination	2
III.	Designation of Responsibilities	4
IV.	Plan Development and Execution	. 8
٧.	Monitoring and Reporting	. 14
VI.	Utilization Analysis; Goals and Timetables	. 17
VII.	Equal Economic Opportunities	. 24
VIII.	Sexual Harassment Policy	. 26
IX.	Equal Opportunity Grievance Procedure	. 28
Х.	Equal Opportunities for Citizen Participation in Program Planning	. 30
Appendic	es	
Α.	Work Force Analysis; Utilization Analysis Detail	. A-1
В.	Equal Economic Opportunity Goals	. B-1
С.	Definitions	. C-1

STATEMENT OF POLICY

The Metropolitan Council hereby reaffirms its policy of providing equal opportunity in: employment; citizen participation in program planning; the provision of services to the public; economic opportunities; and participation in, and receipt of benefits derived from federally funded programs. The Council will comply with current applicable federal and state statutes and regulations and local ordinances in implementing this policy.

No person or organization shall, on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age, or political affiliation be excluded from participation in, be deprived of the benefits of, or be subjected to discrimination by the Metropolitan Council.

The Council shall continue its affirmative action efforts to ensure equal opportunity in employment, citizen participation in program planning, business opportunities afforded by the provision of goods or services to the Council, and participation in federally funded programs.

Gerald Isaacs Chairman

PLAN DISSEMINATION

Dissemination of the Council's equal opportunity policy is essential to implementation of the program. The policy will be communicated both internally and externally as follows.

Internal

- 1. The policy statement will be prominently placed on all common employee bulletin boards.
- 2. Copies of the Affirmative Action Plan will be available to all employees at any time from the equal opportunity and personnel offices.
- 3. The Affirmative Action Plan will be kept on file in the Council library.
- 4. Personnel policy documents will include the plan.
- 5. The employee newsletter will announce the adoption by the Council of the plan.
- 6. The equal opportunity coordinator will meet with department directors to explain and discuss the plan at least annually.
- 7. Department directors will review the plan with division directors and management personnel reporting to them.
- 8. Each manager and supervisor will be responsible for reviewing the plan with employees under their supervision.
- 9. New employee orientation sessions conducted by the Personnel Department will include information about the policy and plan.
- 10. The equal opportunity coordinator will serve as an information resource on the plan to all employees.
- 11. The Council will maintain a position that a nondiscrimination clause will be included in any labor agreement.
- 12. News items pertaining to equal opportunity and affirmative action will be included in employee newsletters, posted on bulletin boards and circulated to department directors, as appropriate.
- 13. Quarterly progress reports will be provided to the Metropolitan Council.

External

1. The Council's annual report to the State Legislature will include a report on the revised plan.

- Citizen action groups, government agencies, educational institutions and organizations that serve as sources for recruitment for employment of protected-class members will be notified of the Council's equal opportunity policy and may obtain a copy of the plan upon request.
- 3. Information regarding Council adoption of the revised plan will be included in appropriate Council publications.
- 4. All advertisements, announcements of job openings, application forms, letters acknowledging receipt of applications or resumes, purchase orders and contracts will include an equal opportunity clause.
- 5. All contractors, vendors and suppliers who currently supply goods and services to the Council will be informed of the Council's policy and plan, and of their equal opportunity obligations thereunder.

DESIGNATION OF RESPONSIBILITIES

1. RESPONSIBILITIES OF THE CHAIR

The chair of the Council has final responsibility for the success of the Affirmative Action Plan. The chair may delegate such authority, duties and responsibilities as needed to achieve the objectives in the plan.

2. RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

The executive director is responsible for the overall administration of the plan, enforcing its policy and making recommendations as necessary to the Council to promote programs for the achievement of equal opportunity.

3. RESPONSIBILITIES OF THE DIRECTOR OF ADMINISTRATION

The director of the Department of Administration is responsible for overseeing and providing administrative support in developing, implementing, and maintaining the plan.

4. RESPONSIBILITIES OF THE MANAGEMENT STAFF

(Department directors, division directors, program managers and supervisors)

The management staff is responsible for ensuring that the Council meets its equal opportunity and affirmative action responsibilities by implementing equal opportunity policies and procedures within the work unit. Management staff will be evaluated on performance of equal opportunity responsibilities as they would any other program-related area. Specific responsibilities include:

- a. Help the Council meet affirmative action goals by identifying problem areas, estimating staffing needs and projected vacancies, and setting annual employment goals for the work unit consistent with the Council's long-range goals and timetables.
- b. Answer inquiries about the plan from employees under their supervision.
- c. Communicate the policy and spirit of the plan to current employees and when interviewing candidates for job openings.
- d. Work closely with the Personnel and Equal Opportunity Offices to ensure fair and consistent application of employment policies.

- e. Encourage employees, particularly members of protected classes, to obtain additional training and education as needed for career advancement and encourage them to apply for job openings for advancement within the Council.
- f. Consider, investigate and take appropriate action on equal opportunity grievances.
- g. Help the personnel manager and equal opportunity coordinator, as requested, to develop and implement procedures to increase the employment and career-advancement opportunities of protected-class members.
- h. Annually reports on progress toward meeting equal opportunity goals and objectives within the department.

5. RESPONSIBILITIES OF THE EQUAL OPPORTUNITY COORDINATOR

The equal opportunity coordinator is responsible for the ongoing development, implementation and maintenance of the Council's affirmative action plan. The duties of the coordinator are as follows:

- a. Develop and maintain data, including utilization analysis, to monitor and report results of the Council's equal opportunity and affirmative action efforts in employment.
- b. Help the management staff set short- and long-range goals and timetables.
- c. Provide information and recommendations, as necessary, to the executive director and department directors regarding Council compliance requirements.
- d. Develop equal opportunity program policies, goals and implementation strategies, in conjunction with the executive director and department directors, for recommendation to the Council.
- e. Maintain communication with management staff to increase understanding of and build commitment to the Affirmative Action Plan; provide advice on matters pertaining to equal opportunity and affirmative action, including helping resolve grievances.
- f. Serve as an information resource to all employees regarding the equal opportunity policy and Affirmative Action Plan, and employee rights and obligations under current applicable federal and state statutes and regulations, local ordinances and the Council's plan.
- g. Develop and maintain communication with community resources, educational institutions, agencies and organizations to promote the Council's equal opportunity policy and identify additional sources of recruitment.

- h. Coordinate the establishment and implementation of affirmative action procedures and necessary recordkeeping with the personnel manager.
- i. Serve as liaison between the Council and government enforcement agencies; gather information and prepare reports as required by such agencies.
- j. Obtain preliminary facts surrounding internal or external complaints of unlawful discrimination, refer grievances to proper appeal channel, and assist staff attorneys in any actions involving compliance agencies.
- k. Provide technical assistance to staff members as they prepare information regarding the Council's equal opportunity compliance efforts for inclusion in grant applications; help internal grant coordinators develop procedures to monitor grantees on equal opportunity compliance.
- 1. Provide direction to and coordinate activities of the staff Equal Opportunity Advisory Committee.

6. RESPONSIBILITIES OF THE PERSONNEL MANAGER

The personnel manager is responsible for administering all personnel programs of the Metropolitan Council in a manner consistent with its commitment to equal employment opportunity and affirmative action. The duties of the personnel manager include the following:

- a. Develop and recommend for Council consideration personnel policies and programs needed to facilitate the Council's equal employment opportunity and affirmative action efforts.
- b. Administer personnel policies and procedures in accordance with current applicable federal and state statutes and regulations and local ordinances.
- c. Periodically review personnel policies and procedures to ensure legal compliance.
- d. Provide the equal opportunity coordinator with personnel system information as needed to monitor the effectiveness of the Council's equal employment opportunity and affirmative action efforts.
- e. Coordinate equal employment opportunity efforts with the equal opportunity coordinator.

7. RESPONSIBILITIES OF ALL EMPLOYEES

Employees are responsible for being aware of the Council's equal opportunity policies and program. The Council requires the cooperation of all employees in implementing its Affirmative Action Plan and adhering to its policies. Employees are encouraged to submit suggestions for facilitating the Council's equal opportunity and affirmative action efforts and to participate in equal opportunity activities.

8. RESPONSIBILITIES OF THE EQUAL OPPORTUNITY ADVISORY COMMITTEE

The Equal Opportunity Advisory Committee, composed of Council employees, is responsible for providing advice and assistance in the implementation of the Council's Affirmative Action Plan.

THE RESERVE AREA THORNESS AREA THE PROPERTY OF THE PROPERTY OF

As directed by the equal opportunity coordinator (EOC), the committee will perform the following functions and duties:

- a. Make recommendations to the EOC concerning the Council's equal opportunity policy and implementation of the Affirmative Action Plan.
- b. Serve as communication liaison with other employees to convey information and promote the Council's Affirmative Action Plan and activities.
 - c. Help the EOC gather information, conduct projects and develop specific procedures and programs to meet the Council's equal opportunity objectives.
 - d. Monitor the accomplishment of affirmative action programs and objectives; report results to the EOC.
 - e. Determine committee objectives and priorities on a yearly basis.

9. RESPONSIBILITIES OF LEGAL COUNSEL

- a. Provide advice and review documents submitted by the EOC for legal sufficiency, to ensure that the Council's Affirmative Action Plan is consistent with current statutory and regulatory law.
 - b. Provide assistance in determining whether a given situation will give rise to a discrimination complaint.
 - c. Help management investigate alleged discriminatory acts by the Council and its staff in the performance of their Council-related duties.
 - d. Keep abreast of current case law in the area of equal employment opportunity and minority business enterprise, and provide ongoing legal assistance to the EOC in assuring that the Council complies with applicable federal, state, and regulatory law.

PLAN DEVELOPMENT AND EXECUTION

In order to meet the Council's affirmative action goals, the following personnel actions will be taken.

1. RECRUITMENT

The equal opportunity coordinator (EOC) will advise managers of the goals for various occupational categories under their supervision.

a. EXTERNAL

In order to increase the number of protected-class members applying for employment, recruitment resource lists have been developed. These lists are periodically updated by the equal opportunity coordinator and include organizations and educational institutions which are normally prepared to refer applicants in protected classes.

All job announcements will be sent to the appropriate recruitment resources as well as advertised in media with a high audience among protected classes. Such notification will contain pertinent job information, including: job title, department, location, work schedule requirements, a brief description of major duties and responsibilities, minimal job-relevant requirements, starting salary or salary range, close of application date and name of person to contact. All notices or advertisements of job openings will include the statement: "An Equal Opportunity Employer."

The Council may also participate in various other programs at the local, regional or national levels for recruitment in job classifications where the annual utilization analysis has identified an underutilization of protected class members. The personnel manager, who is responsible for all recruitment programs, may request that the EOC and management staff help develop recruitment strategies and identify additional recruitment resources. Applications and resumes will be retained for one year to maintain a sufficient applicant pool.

b. INTERNAL

Notices of job openings for all positions will be posted prominently on all bulletin boards to encourage employees to apply for positions for which they meet the minimal job-relevant requirements and which would provide them with job advancement and career opportunities. The posting period shall be not less than 10 working days. The EOC will also be provided with notices of all job openings and will be available to provide information and encouragement to employees seeking job advancement and career opportunities.

2. APPLICATION BLANKS AND EQUAL OPPORTUNITY INFORMATION FORMS

Application blanks will request only that information which is relevant for employment consideration. The application blanks currently in use have been reviewed and revised in accordance with guidelines established by the Equal Employment Opportunity Commission. In addition to completing an application form, applicants will be asked to voluntarily complete an Equal Opportunity Information Form which requests information needed to monitor and evaluate the Council's affirmative action efforts. This information will not be used to discriminate against persons in the selection process or in subsequent personnel decisions, but may be used for affirmative action purposes. The Equal Employment Opportunity Forms will be maintained in a confidential file by the personnel manager. Application blanks and the Equal Employment Opportunity Form will prominently display the statement: "An Equal Opportunity Employer" and will be revised periodically as needed to comply with current applicable federal and state statutes, and regulations and local ordinances. Falsification or misrepresentation of information on the application blank will be grounds for rejection or dismissal.

3. JOB REQUIREMENTS

Specific objective criteria relating to the activities, duties and responsibilities of a position shall be established before any recruiting is done.

Minimal job requirements established by the personnel manager and management staff will be based on an analysis of the job and will be job-relevant. All management personnel who participate in selection procedures and in making selection decisions will receive from the equal opportunity coordinator and personnel manager periodic information and training as necessary concerning the Council's equal employment opportunity obligations and current policy and practices.

4. EXAMINATIONS

Written, oral and job performance examinations, when required, will be job relevant. Eligibility of an applicant to take an examination will be determined solely on job-relevant qualifications. Standards for grading examinations will be uniformly applied.

5. INTERVIEWS

Interviews serve a dual purpose: they are a means of providing the applicant with information regarding the job and also of obtaining job-relevant information which will be considered in the selection process. Referrals of applicants for interviews will be based on considerations of applicants' job-relevant qualifications and the Council's affirmative action goals. Interviews will be structured and inquiries will be confined to areas relevant to employment and job performance considerations. The equal opportunity coordinator will provide guidelines for conducting interviews in compliance with equal employment opportunity statutes. The personnel manager will provide training in structured interviewing as necessary to ensure that interviews are conducted in accordance with established personnel procedures.

6. ARREST AND CONVICTION RECORDS

Arrest records will not be considered by the Council in making employment decisions. Conviction records may be considered. An applicant will not be rejected solely on the basis of a conviction record, unless the nature, recency and number of offenses would make the applicant unfit for employment in the position open.

7. PREVIOUS-EMPLOYMENT REFERENCE CHECKS

Conducting previous-employment reference checks is a means of obtaining job-relevant information concerning an individual's past and/or present employment history and job performance. Previous-employment reference checks will be made with the written permission of the applicant and questions will be confined to job-relevant areas of inquiry.

8. PROMOTION AND TRANSFER

Promotion and transfer decisions will be based on considerations of applicant's job-relevant qualifications and the Council's affirmative action goals. Internal applicants will be considered and interviewed for job openings for which they meet the minimal job-relevant requirements. Employees are informed of promotion and transfer opportunities through the posting of notices.

9. RETAINING PROTECTED-CLASS MEMBERS

The following efforts will be made to encourage the successful and continued employment of protected-class members:

- a. Follow-up meetings may be conducted by the equal opportunity coordinator at the request of employees who are members of protected classes. The purpose of such interviews is to discuss any employment problems which may have developed. The equal opportunity coordinator will make recommendations to the management staff to remedy such problems.
- b. Exit interviews will be conducted, at the option of the terminating employee, by the Personnel Office to explore reasons for leaving and as a means of identifying, for subsequent investigation and remedy, any discriminatory treatment alleged to exist.

10. TRAINING/CAREER DEVELOPMENT

Training opportunities provided at the expense of the Council, including on-the-job training and programs, seminars or conferences offered by other organizations, will be made available to employees based on job-performance needs and other job-relevant considerations, including affirmative-action goals. Management personnel will encourage their subordinates to enroll on their own time in course work and other learning opportunities which would provide them with knowledge and skills needed for job growth and career advancement. Information regarding the Council's Employee Education Plan will be made available to all employees by the personnel manager.

A knowledge and skills update questionnaire will be developed by the personnel manager and made available to all employees who wish to have included in their personnel records information regarding knowledge and skills acquired through education, job experience or volunteer experience since their employment with the Council. The personnel manager may use such information in providing employees, at their request, with information regarding career advancement opportunities within the Council. Management personnel will encourage their employees to complete these questionaires and to seek information about career planning.

11. COMPENSATION -- SALARY AND FRINGE BENEFITS

Salaries, fringe benefits and other forms of remuneration will be provided on the basis of Council compensation policies that are in conformance with the legal obligations of employers to provide "equal pay for equal work." The Council Compensation Plan has established a hierarchy of salary ranges for classes of positions that are similar with respect to duties, responsibilities and employment conditions.

Guidelines for determining rate of compensation upon hire or promotion based on job-relevant considerations will be prepared and communicated to the management staff as part of the administration of the Council Compensation Plan. Salary increases based on performance also must be justified based on criteria relevant to performance and applied on a nondiscriminatory basis.

In accordance with the Council's leave-of-absence policy as contained in the Personnel Code, the Council will consider pregnancy-related disabilities as temporary disabilities and will provide the same benefits to employees with pregnancy-related disabilities as those with other temporary disabilities. Requests for child-rearing leave may be made by female or male employees and will be considered in accordance with Council policies and practices regarding unpaid leaves of absences.

12. DISCIPLINARY ACTION

Disciplinary action and discharge will be for just cause and will not be based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age, or political affiliation. Records of disciplinary action will be maintained annually by the personnel manager and reviewed as necessary with the management staff and equal opportunity coordinator to ensure compliance with the Council's policy of nondiscrimination.

13. LAYOFF AND RECALL

Layoff, where necessary, and recall will be made consistent with Council policy and based on consideration of job-relevant employee qualifications, business necessity, and the Council's affirmative-action goals.

14. LABOR AGREEMENT

The provisions of any collective bargaining agreement will be reviewed by the equal opportunity coordinator, prior to Council approval, to ensure compliance with applicable nondiscrimination laws.

15. PROPER CONSIDERATION OF QUALIFICATIONS

The Council will provide for voluntary self-identification of applicants and employees who are handicapped, disabled veterans or veterans of the Vietnam era and wish to be included in the affirmative action program.

Careful consideration will be given to the job qualifications of these individuals and reasonable accommodations will be made in the workplace, as necessary to facilitate the employment and advancement of qualified disabled persons or veterans.

The Council is located in a building that has facilities for the handicapped.

16. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The establishment and administration of departmental work rules and practices will be nondiscriminatory. The Council may offer, where consistent with business needs, opportunities to work on a shared- or flexible-time basis. Council-sponsored recreation and social events will be available to all employees. Policies and practices regarding leave without pay will be nondiscriminatory. All other terms and conditions of employment not mentioned in preceding sections will be administered on a nondiscriminatory basis, and are subject to audit and review to ensure compliance with the Council's equal employment opportunity policy. Reasonable accommodation will be made to scheduled work to allow employees to observe religious holidays.

17. PROGRAM EVALUATION

A utilization analysis will be conducted annually (as of June 30 each year) by the equal opportunity coordinator to identify areas of underutilization of minorities and women and assess progress toward employment goals.

This information will be reported to the management staff by July 31 of each year so that it can be taken into consideration by them during the budget planning process for the coming year.

The management staff, with the assistance of the equal opportunity coordinator and the personnel manager, will forecast anticipated job openings for the coming year by job classification and occupational category. Short-term employment goals and timetables will be established annually by Oct. 31 in a good-faith effort to attempt to remedy underutilization, where identified by the utilization analysis, of qualified minorities and women. Data collected for the utilization analysis, a brief report of program results and annual goals and timetables will be included yearly as appendices to the Council's Affirmative Action Plan.

In addition to establishing short-term employment goals and timetables, the management staff, with the assistance of the personnel manager and equal opportunity coordinator, will forecast human resource needs on a long-range basis (three to five years, whenever it is feasible). Forecasts of human resource needs, projected estimates of the availability of qualified minorities and women and long-term employment goals will also be included as appendices to the Council's Affirmative Action Plan.

s jogestions for the wexistor of programs and drocedures as may be indicated.

12

າຊີ ກ່າສຕວ້າຍຊອມ ໂອຍກວລາຍຄົດຕົງ ທູນ ຄະລະ ໂອກ ແລະ ໄດ້ພະ ເສດພະຄາ ວິກະ ເດຍເວົ້າເລຍ ກ່ອງ ທ່ານເມືອງຄົດການໄດ້ ຄວາ ກ່າຮວຽນກາງ ເກີຍເປັນ ໂປ້ນ ຄະລະເອກ ເປັນສະ ເປັນສະ ເດຍ ສະຊ ຂອມໄຊະສຸດຕ້າຍເສດຖືກ ເປັນສະຊີ ພວກກອດການ ໝາຍ ປະຊາດ ຄົນຊາຍ ອາການຂອງໄດ້ແລະເກັນ ເຄື່ອງຕວ ກາງ ກາງໂຄກາດກ່າວວ່ານ ກ່າວຖືກຄຸດທີ່ ຮຸບຄຸດ ສະຖານ ກ່ອງກ່າວກ່າວກ່າວ ໄດ້ປະຊຸມຕ່ອງຄົນ ຄວາມຄວາມ ກ່າວກ່າວກ່າວກ່າວວ່ານ

MONITORING AND REPORTING

Data and information will be developed and maintained that will provide for periodic analysis and evaluation of the implementation and results of the Council's Affirmative Action Plan. The management staff and personnel manager will cooperate with the equal opportunity coordinator in collecting and compiling necessary data and information. Meetings between the management staff, the equal opportunity coordinator and the personnel manager will be conducted periodically to review evaluations of such information and to develop suggestions for the revision of programs and procedures as may be indicated. Data and information collected will include the following:

1. RECRUITMENT SOURCES AND REFERRAL RECORDS

Information will be maintained by the equal opportunity coordinator on all organizations, institutions of higher learning and media resources that may be useful for recruiting qualified applicants from protected classes. Annual records will be kept by the personnel manager on the number of applicants subsequently hired that were referred by each resource. This information will be used in planning of recruitment strategies that have the greatest potential for increasing the number of qualified applicants from protected classes, particularly in areas of underutilization.

2. APPLICANT FLOW

Data will be developed semi-annually and maintained by the equal opportunity coordinator to indicate, by category of protected-class membership and occupation applied for, the total number of applicants (internal and external), those interviewed and/or tested, those offered positions, those hired and those rejected, in order to determine the effectiveness of the Council's good-faith efforts to increase the employment opportunities of qualified protected-class members.

APPLICANT POOL

Applications and resumes will be retained by the Personnel Department for one year in order to maintain a sufficient applicant pool (particularly for those job classifications where there is an underutilization of protected-class members). Records will be maintained by the equal opportunity coordinator to determine the effectiveness of this procedure in increasing the employment of qualified protected-class members, particularly in areas of underutilization.

4. CURRENT EMPLOYEE DISTRIBUTION

Data on the distribution of current employees by category of protected-class membership, occupational category, department and salary range will be developed and maintained on a quarterly basis by the equal opportunity coordinator. This information will be used in analyzing the utilization of protected-class members, in setting goals and timetables to remedy under-utilization, and in reporting to government agencies.

5. PROMOTIONS/TRANSFERS

Data regarding promotions and transfers by category of protected-class membership will be maintained quarterly by the equal opportunity coordinator. This information will also be used in analyzing the utilization of protected-class members and in monitoring promotion and transfer decision-making procedures to ensure nondiscrimination.

6. TRAINING/CAREER DEVELOPMENT

Records (by category of protected class) will be maintained by the personnel manager annually on the disbursement of tuition refunds, expenses paid by the Council for employee participation in training seminars and conferences, and employee requests for training or tuition refund which have been denied. These records will be reviewed annually by the equal opportunity coordinator to ensure the consistent and nondiscriminatory application of Council policies.

7. COMPENSATION AUDIT

The personnel manager will conduct an annual salary audit by category of protected class and will review results with the management staff and equal opportunity coordinator to ensure that the Council's pay practices are in conformance with the Council's Compensation Plan and nondiscrimination policies and with legal obligations to provide "equal pay for equal work." The annual salary audit will also include an analysis of starting salaries and performance increases by protected class.

All fringe-benefit programs will also be audited annually by the personnel manager and reviewed with the management staff and equal opportunity coordinator to ensure that such programs are not discriminatory. Included in the audit of fringe benefits will be a review of benefits provided for employees with pregnancy-related disabilities.

8. DISCIPLINARY ACTION/DISCHARGE

Records (by category of protected class) of disciplinary action, including discharge, will be kept by the Personnel Manager and reviewed with the management staff and equal opportunity coordinator to ensure nondiscrimination.

9. TERMINATION RECORDS

The personnel manager will provide the equal opportunity coordinator with information on employee terminations by category of protected class on an annual basis in order to identify problems in retaining protected-class members. Exit-interview information will also be reviewed to provide information on potential employment problems.

10. PROGRAM EVALUATION

A utilization analysis will be conducted annually (by June 30 each year) by the equal opportunity coordinator to identify areas of underutilization of minorities and women and assess progress toward employment goals.

The results of the Council's good-faith efforts to increase the employment of qualified protected-class members will be monitored by the equal opportunity coordinator, who will prepare an annual report on the Council's accomplishment of annual employment goals within projected timetables. In addition to employment statistics and documentation of the Council's good-faith efforts to meet such goals, this report will include a narrative outline of the Council's affirmative action efforts, and if goals have not been achieved an analysis of potential problems and suggestions for future action. This report will be distributed to the management staff and personnel manager by July 31 each year and will be used in evaluating and revising, as necessary, long-term employment goals.

The equal opportunity coordinator will also provide quarterly progress reports to management including data on employee distribution, hiring, promotions and terminations by protected-class membership.

11. GRIEVANCES ALLEGING DISCRIMINATION

The equal opportunity coordinator will maintain files on all grievances filed under Section V, "Equal Opportunity Grievance Procedures." These files will be considered confidential and information from these files will not be included in application files or personnel records.

The nature and number of grievances alleging discrimination and action taken to dispose of the grievances will be recorded and analyzed by the equal opportunity coordinator to identify problem areas. Such information may serve as the basis for recommended changes in Council policies or practices.

UTILIZATION ANALYSIS; GOALS AND TIMETABLES

The 1982 utilization analysis consisted of the examination of minority and female representation in the Metropolitan Council's work force relative to minority and female availability in the specific labor and recruitment area. From the information developed, numerical and percentage goals were set to achieve minority and female representation relative to availability.

WORK FORCE ANALYSIS

All class titles were listed by salary range within each department. All job incumbents were classified by race and sex.

JOB GROUP ANALYSIS

All classes were assigned to a job category using EEOC definitions. Class titles were then grouped into "families" of similar job content, promotional opportunities and wage rates (across departmental lines where possible). All job incumbents were classified according to race and sex. Minority and female percentage representation was noted.

Race/ethnic identification was made in accordance with definitions uniformly used by the EEOC and other federal and state agencies.

AVAILABILITY ANALYSIS

Availability of minorities and females for jobs within the Council was determined through an eight-factor computation.

- a. Percentage of minority population or availability of women seeking employment in the specific labor area.
- b. Percentage of minority or female unemployment in the specific labor area.
- c. Percentage availability of minorities or females in the total work force in the specific labor area.
- d. Percentage availability of minorities or females with the requisite skills in the specific labor area.
- e. Percentage availability of minorities or females with requisite skills in an area in which the employer can reasonably recruit.
- f. Percentage of minorities or females promotable and transferable within the employer's organization.
- g. Estimated percentage of training institutions in existence where minorities or females can receive required training for the job group.
- h. Estimated percentage of training the employer can provide to make the job group available to minorities or females.

Each factor was assigned a value weight between 1 and 100 percent. Assigned values depended upon the proportions of the availability estimate that should be based on internally versus externally controlled factors.

Each availability factor was multiplied by the assigned value to yield a weighted factor. The sum of the weighted factors was the availability estimate for the job group.

Separate computations were done for minorities and females for each job group.

Data sources applicable to each factor considered include:

POPULATION

Updated data from the 1970 Census for the Standard Metropolitan Statistical Area (SMSA) was provided by the Minnesota Department of Economic Security. (See Attachment A-2.) Data from this source encompasses a nine-county SMSA. To coincide with the seven-county jurisdiction of the Metropolitan Council and to avoid dilution of the minority representation, Seven-County Area conversions of the data, done by Council research staff, were also utilized. (See Attachment A-3.)

According to the 1980 U.S. Census, all minorities were 5.2 percent of the total area population. No separate race/ethnic group constituted more than 2.5 percent of the total population.

TOTAL LABOR FORCE

Labor force data was obtained from the Minnesota Department of Economic Security.

Employment status of minorities and women in the Seven-County Area is shown in Attachment 4. This table is a conversion of the broader data in Attachment A-2, and represents 1975 estimates for the Seven-County Area.

Among active job applicants reported for September 1979 by the Minnesota Department of Economic Security, 46.5 percent were female.

REQUISITE SKILLS

For more detailed analysis of availability, data was limited to employed persons in only those categories relevant to Council jobs. Computations made to establish availability percentages by job category are shown in Attachment A=5.

Availability factors for all specific occupations were not available for the SMSA. For comparative analysis of professional and managerial jobs, national data was used. The factors for selected occupations were excerpted from tables published by the Bureau of Labor Statistics (BLS) in Employment and Earnings, January, 1981. (See Attachment A-6).

Urban and regional planners are not included among the selected occupations in the BLS data. About half of all Council positions are in planning and planning management. For these jobs, availability estimates were based on information reported in publications of the American Planning Association, American Institute of Planners and the American Society of Planning Officials.

For technical and clerical jobs, employment data for the SMSA and seven-county conversions were used consistently.

EDUCATION AND TRAINING

Within the Metropolitan Area, numerous institutions provide education and training for the types of occupations and job categories prevalent at the Council. Among these are colleges and universities, business schools and technical/vocational institutes. In addition, clerical and technical/vocational preparation is readily available in secondary schools in the Area.

Availability of minorities and women in post-secondary institutions is documented in reports and publications from the Higher Education Coordinating Board, the Minnesota Council on the Economic Status of Women, the American Society of Planning Officials and the Bureau of Labor Statistics.

Education and training programs sponsored by federal and state government and private organizations are available also. Employment opportunities are made possible through programs and agencies such as CETA (Comprehensive Employment and Training Act), Minnesota Division of Vocational Rehabilitation, and H.I.R.E.D. (Helping Industry Resolve Employment Disabilities).

Tuition reimbursement to employees is possible through the Employee Education Program which is included in the Council's budget each year.

Attachment A-7 indicates all data sources used in the analysis.

UNDERUTILIZATION

Four related terms (sometimes used interchangeably) describe utilization patterns: underutilization, concentration, participation and distribution.

Data obtained through the Council work force tabulations and the availability analysis was studied to determine the utilization patterns in the Council work force. (See Attachments A-8 through A-13.)

Underutilization was identified in the sense that minorities or women were or were not represented on staff in numbers comparable to their availability in the appropriate labor market. Numerical underutilization was found to exist when the current number of minorities or women was less than the availability factor. When proportions of women or minorities were greater than suggested availability, concentration was noted. Participation rates and proportional distribution of minorities and women in organizational levels and segments were compared with similar data for all staff. Analyses were made separately for minorities and women.

MINORITIES

Minority persons are 7.2 percent of the total staff, compared to approximately 5 percent of the total Area population, and 3.1 percent of the total Area labor force. When total minorities employed by the Council is compared with the total minority population in the Seven-County Area and the Area labor force, underutilization of minorities is not apparent.

Numerical underutilization exists when the basis for comparison is the availability of minorities by job group and category. Among "officials," for example, there are no minority persons. Estimated availability figures indicate that 3.4 percent of officials in the SMSA are minorities.

In the "professional" category, minorities as a group are somewhat underutilized in comparison with Area availability. When one compares specific job groups in the "professional" category, underutilization is apparent. In most instances, however, the number of positions within the job group is too limited to allow for valid observation.

Minority persons are concentrated to some extent in one department and in one job group. Minority males appear to be concentrated in the middle salary ranges; minority females are concentrated in clerical jobs in the lower salary ranges.

Minorities do not participate in all levels and segments of the organization. However, given the small number of minority staff and the organizational size and structure of the Council, it is unlikely that parity would be possible in all breakdowns. At present, minorities are represented in all four major job categories, all five departments and eight of twelve salary ranges.

FEMALES

Females are present on the Council staff in similar proportion to their presence in the relevant job categories in the Seven-County employed labor force.

More recent figures on the national level, for "official" and "professional" jobs that could be recruited nationally, support a conclusion that women are underutilized among officials and managers and in some professional job families.

In the planning area, females are slightly underutilized numerically, overall. They are concentrated in the lower levels and underrepresented in upper-level jobs.

Females are concentrated in clerical and technical jobs and in entry to midlevel professional jobs. There is also a concentration of females in the lower salary ranges. Concentration occurs in one department as well. Over half of all female officials/managers (57 percent) and professionals (53 percent) are in the Human Resources Department which comprises 29 percent of all staff, 24 percent of all officials/managers and 32 percent of all professionals.

Females are represented in all but one of 12 salary ranges, but are not participating equally with males in all levels.

GOALS AND OBJECTIVES

SHORT-RANGE GOALS (One Year)

Numerical goals were established to address identified areas of underutilization by job category and distribution/participation patterns by department. Because of the limited size of most job families, goals were not set for specific occupations or class titles. For example, underutilization of minorities was found to exist in professional occupations relating to computer specialists. Only six filled positions exist in those occupations, however, and, unless terminations occur, no openings are projected in the job family. Therefore, no goals were targeted for these specific jobs. Should openings occur, affirmative action recruitment efforts should be made. All job openings within each category would be subject to affirmative action in meeting overall goals.

The numerical goals were determined in the following manner: The average number of terminations for the past two years was determined for each job category to project possible openings by attrition. No new positions were projected in the 1983 budget. For each category, the number of minorities and females needed to maintain a projected percentage representation was identified. Department directors reviewed the current work force, availability factors and potential openings, and reached consensus on numerical goals. The goals are considered reasonable and attainable. The goals are also flexible. Should more openings than anticipated occur or should attrition be disproportionate by race or sex, efforts would be made to keep goals in line with projected representation of approximately 9 percent minority and 57 percent female, overall, and with category availability figures. By the same token, efforts would be made to maintain minority and female levels of representation should fewer new openings occur, through proportionate replacements where terminations occur.

Other general objectives include balancing participation and distribution patterns to the extent possible and reducing concentrations of minorities and females when possible.

In responding to the overall goal of increasing minority participation, special efforts will be made to reach minority applicants.

Goals by job category are as follows:

Official/Manager

No new openings are projected in this category for 1983. The turnover rate of the past years suggests the possibility of one opening by attrition. Should a termination occur in a classified position in this category affirmative actions would be pursued toward recruitment of a female. Should further openings occur, efforts would be extended to increase minority participation in this category.

The goals for the official/manager category are:

- 0 Minority
- 1 Female

Professional

Over half of the anticipated openings in this category are projected to be filled by women. Efforts will be made to increase female participation in the particular occupations and departments where underrepresentation is shown, should openings occur in those areas.

For minorities, the goal will be to increase representation to approximately 6 percent. This could be accomplished by hiring minority persons for about 13 percent of the anticipated openings. Again, the efforts will be made in the occupations and departments where minorities are underrepresented.

The goals for the professional category are:

- 2 Minority
- 8 Female

Technical

Although minorities are not underrepresented in this category overall there is a concentration in one department. The goal then would involve increasing participation of minority persons with special attention to openings in those departments where minorities are currently underrepresented. Females are already overrepresented in this category.

The goals for the technical category are:

- 1 Minority
- 0 Female

Clerical

Although openings are expected in this category, no goals were set for females. Females are currently overrepresented in clerical jobs, and the objective is to reduce this concentration, if possible. Minorities are not underrepresented among clerical personnel. In order to increase minority employment overall and to have representation in all departments in as many categories as possible, however, a minority goal has been proposed in the clerical category.

The goals for the clerical category are:

- 1 Minority
- 0 Female

LONG-RANGE GOALS (Four Years)

For long-range goals, a four-year period was chosen, to acknowledge both the need for future planning and the decreasing rate of turnover in employment categories. No work-force expansion is anticipated.

By the end of 1987, it is expected that percentages of minorities and females will meet or exceed the present SMSA availability figures.

The goals will be reviewed and revised annually, as long-range goals become short-range goals, and as more reliable availability estimates are published. After 1980 Census figures are released, more accurate goal setting will be possible.

In the meantime, long-range goals, by job category, are:

Official/Managers: Maintain minority representation attained

through 1982 goal; increase female representation by five and minority

representation by one.

<u>Professional:</u> Increase proportions of both minorities

and females, by adding three minority

persons and six females.

<u>Technical:</u> Maintain level of minority representation

attained through 1982 goal; maintain present

numbers of females.

Clerical: Maintain level of minority representation attained through 1982 goal; reduce female

overrepresentation through the hiring of

more males.

EQUAL ECONOMIC OPPORTUNITIES

It is Council policy to provide equal economic opportunity in the procurement of all goods and services. Purchases by the Council will be made without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age or political affiliation. In addition the Council will take affirmative action to increase the participation of minority business enterprises in the procurement of goods and services, the bidding process and in the receipt of contracts. This will be accomplished through the implementation of its Minority Business Enterprise Plan.

A minority business enterprise (MBE) is a business of which at least 50 percent is <u>owned and controlled</u> by minority group persons, women, or disabled persons. In the case of publicly owned businesses, ownership must be 51 percent.

The Minority Business Enterprise Plan is found in a separate document and conforms to federal regulations at 49 C.F.R. 23.41(3)(iii). The plan consists of nine major subsections. Following is a brief narrative of those subsections:

- 1. Statement of Policy. This statement of policy reaffirms the Council's commitment to equal economic opportunities and is signed by the chair of the Council as evidence of its commitment for minority business recruitment and utilization.
- 2. <u>Liaison Officer</u>. The Metropolitan Council has designated a liaison officer who is primarily responsible for implementing and managing the MBE program on a day-to-day basis in an effort to recruit and utilize MBEs.
- 3. Procedures to Ensure MBEs Will Have an Equitable Opportunity to Provide Goods and Services and Compete for Contracts and Sub-Contracts. These procedures are designed to minimize bidding procedures and to maximize affirmative action efforts to recruit MBEs to participate in the procurement and contract-letting processes.
- 4. <u>MBE Directory.</u> The Council has compiled a directory of potential MBE contractors which the Council may use in its attempt to recruit and use MBEs.
- 5. Opportunities for Use of Banks Owned and Controlled by Minorities or Women. The Council will investigate the full extent of services offered by banks owned and controlled by minorities or women in the Metropolitan Region and make the greatest feasible use of those banks.
- 6. Procedures to Ascertain the Eligibility of MBEs in Joint Ventures
 Involving MBEs. This procedure is primarily designed to certify individuals
 who submit bids as MBEs. It also allows joint ventures to be permitted between
 minority businesses.

7. Percentage Goals for the Dollar Value of Work to be Awarded to MBEs. The Metropolitan Council shall set overall goals for its entire MBE program annually. The establishment of these goals is based on a review of contracting activities and consideration of the following factors: 1) the number and types of contracts to be awarded; and 2) the number and types of MBEs likely to be available to compete for contracts to provide the necessary services.

Separate goals have been established for firms owned and controlled by minorities and firms owned and controlled by women. A listing of those goals is found in Appendix B.

- 8. <u>Contractor Identification of MBEs.</u> The MBE plan also requires contractors when MBEs are utilized to identify in their proposals all efforts made to recruit and utilize MBEs.
- 9. Reporting. The Council will prepare and submit quarterly reports describing activities taken toward progress in attaining its MBE participation goals.

SEXUAL HARASSMENT POLICY

It is the policy of the Metropolitan Council to maintain a work environment for its employees free of sexual harassment. The Council recognizes its duty to take prompt and appropriate action when it knows or should know of an employee's conduct alleged to be sexually harassing.

DEFINITION

Sexual harassment can be defined as, but not limited to:

- -- sexually motivated physical contacts, sexually derogatory statements and verbal sexual advances, or
- -- unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Such conduct is prohibited in the work place when:

- 1. Submission to conduct is made either explicably or implicitly a term or condition of the individual's employment. This is the classic example of the male boss and female employee, whereby the employer requests a female employee to submit to his sexual advances in order to gain favorable employment conditions.
- 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals;
- 3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

LIABILITY AND RESPONSIBILITY

Once managers or supervisors become aware of a sexual harassment allegation, it is their legal duty to immediately conduct an investigation into the matter in an effort to prevent reoccurrences of the alleged conduct. There is an obligation to act immediately; the response must be timely.

Specifically, the Council has three duties once a supervisor/manager becomes aware or should have become aware that an employee was subjected to sexual harassment.

- Investigate promptly;
- Take anti-harassment measures;
- 3. Make work place as free as reasonably possible from sexual harassment.

EVIDENCE OF SEXUAL HARASSMENT

Sexual harassment can be demonstrated by evidence attesting to:

- Constructive discharge, when an employee resigns in order to escape intolerable working conditions caused by either physical or verbal sexual misconduct;
- 2. Employee complaint that he/she is being subjected to derogatory sexual remarks and that, as a result of such conduct, the work place has become intimidating, hostile or intolerable.

The Council will not allow such conduct to take place to the point where an employee may quit in frustration because of the Council's unresponsiveness to sexual harassment complaints.

EQUAL OPPORTUNITY GRIEVANCE PROCEDURE

PURPOSE AND AUTHORITY

It is the purpose of this grievance procedure to provide an orderly, timely and equitable means of investigating and resolving internally, whenever feasible, complaints alleging unlawful discrimination. The chair of the Council shall be responsible for the supervision of Council employees in accordance with this procedure and applicable law.

SCOPE

This grievance procedure shall apply only to complaints by nonemployees alleging unlawful discriminatory action by the Council or Council employees. Complaints by employees alleging unlawful discrimination shall be governed by the Metropolitan Council Personnel Code, Section X, or Article VII of the Labor Agreement, as applicable. The use of this grievance procedure or the procedures specified in the Personnel Code or Labor Agreement shall not limit the right of an aggrieved party to file a complaint with the appropriate federal, state or local enforcement agency.

DEFINITIONS

Equal Opportunity Grievance - a complaint alleging that the Metropolitan Council has been or is engaged in action which is discriminatory under current applicable federal or state statutes and regulations, local ordinances, or the Council's Affirmative Action Plan.

Grievant - the aggrieved party, which may be an individual, a group or an organization.

GRIEVANCE PROCEDURE FOR NONEMPLOYEES (Approximately 40 working days)

STEP 1

The grievant shall discuss the grievance with the equal opportunity coordinator not later than 90 days after the date of the occurrence of the alleged discriminatory action. Grievances filed after this filing date shall not be processed under the procedures set forth herein.

STEP 2 (20 working days)

After discussing the grievance with the grievant, the equal opportunity coordinator will conduct any investigation or initiate discussions or meetings deemed necessary to gather relevant information and recommend action to the appropriate department director. The department director's decision will be discussed with the grievant within 15 working days from the date of the initial meeting between the equal opportunity coordinator and the grievant. If the grievance is not satisfactorily resolved, the grievant has five working days from the date of receipt of the department director's decision to put the grievance in writing and submit it to Step 3.

STEP 3 (20 working days)

The grievant may submit the grievance in writing to the chair, who will consider the grievance and the written recommendations of the department director and the equal opportunity coordinator. Any discussions or investigations deemed necessary to gather additional relevant information may be directed by the chair, who may then elect to decide the grievance or to request the Council to select a hearing panel of Council members to reach a decision.

The decision of the chair or panel of Council members will be submitted in writing to the grievant, the department head, and the equal opportunity coordinator within 20 working days after receipt of the written grievance. This decision shall also be placed in the equal opportunity coordinator's grievance file.

The Step 3 decision constitutes the final step of the grievance procedure for nonemployees. If this decision is satisfactory to the grievant, the grievant shall sign a statement to that effect which will be included in the grievance file retained by the equal opportunity coordinator. If this decision is not satisfactory to the grievant, the grievant shall sign a statement to that effect and may contact a government enforcement agency.

EXTENSION OF TIME

All parties may agree in writing to an extension of time at any stage of this grievance procedure.

RETALIATION PROHIBITED

Any retaliatory action of any kind taken by an employee of the Council against the grievant(s) or any person(s) involved in the grievance procedure is prohibited, and such action shall be subject to disciplinary action.

GRIEVANCE FILES

Grievance files or copies thereof will not be placed in the personnel files of any person(s) involved in processing the grievance.

EQUAL OPPORTUNITIES FOR CITIZEN PARTICIPATION IN PROGRAM PLANNING

It is the Council's policy to provide equal opportunity for citizen participation in program planning. The Council has citizen advisory committees that assist in the development of plans and the review of grant applications in specialized planning areas such as aging, criminal justice, health, water quality, transportation and housing. These advisory committees are composed of local and regional elected officials, representatives of state or regional agencies, and private citizens. The latter are selected in accordance with "open appointment" procedures adopted by the Metropolitan Council. The "open appointment" policy provides for the recruitment of interested citizens through notification of committee openings to the public in appropriate Council publications and advertisements placed in local newspapers, including those owned by minorities. An important objective of the "open appointment" policy is to include effective representation of all segments of the Seven-County Metropolitan Area which the Council serves, including minorities, females, the handicapped, low-income persons and the aged.

APPENDIX A

WORK FORCE ANALYSIS; UTILIZATION ANALYSIS DETAIL

SUPPLEMENTAL LIST OF CLASS TITLES FOR WORK FORCE ANALYSIS

Salary Range	Officials/Managers	Professionals	Technicians	Office/Clerical
A. \$38,854 - \$58,490	Department Director			
B. 1. \$34,070 - \$51,750	Division Director (Ping.) Information Systems Director Staff Counsel Finance Director	Principal Planner		
C. \$30,410 - \$45,760	Program Manager III, IV (Ping.) Assistant Director/Community Serv. Personnel Manager	Transportation Coordinator		
D. 2. \$26,666 - \$45,760	Program Manager II (Ping.) Accounting Operations Manager Publications Manager Director Legislative Affairs	Senior Planner Senior Internal Auditor Computer Operations Supervisor		
E. 3. \$23,608 - \$35,880	Community Services Manager Facilities Manager Program Manager 1 (Ping.)	Senior Systems Analyst Budget Administrator Assistant Staff Counsel II Environmental Englneer		
F. 4. \$20,530 - \$31,179		Senior Accountant-Operations Planner Systems Analyst/Programmer II Accountant-Finance Librarian Senior Editor-Writer Senior Community Serv. Specialis Equal Opportunity Coordinator Internal Auditor	st	
G. 5. \$17, 846 - \$27,124		Editor-Writer Information Writer GBF Supervisor Accountant-Operations Budget Analyst Systems Analyst/Programmer I HRA Supervisor HRA Specialist II	Sentor Graphics Specialist	
н. 6. \$15,933 - \$24,170		Associate Planner Grants Program Assistant Map Librarian	Planning Assistant III	Secretary-Chairman Referral Assistant II
1. 7. \$14,472 - \$21,632		Buyer IRA Specialist	Planning Assistant II	Public Information Sup. Secretarial Supervisor II Central Services Sup. Principal Account Clerk Personnel Assistant II Referral Assistant Secretary-Executive Director

Salary	Kange	Officials/Managers	Protessionals	Technic lans	Office/Clerical
J. 8.	\$13,520 - \$19,656			Malling List Coordinator Composer Lead Computer Operator	Secretarial Supervisor I Secretary III Personnal Assistant I IMA Assistant Word Processing Coordinator
к. 9.	\$11,565 - \$16,U2U			Planning Assistant I Computer Operator/Data Entry	Secretary 11B Secretary 11A GBF Group Leader Sentor Account Clerk Library Assistant Legal Secretary Public Information Assistant Office Clerk
10.	\$10,046 - \$14,476				Secretary I Central Services Clerk II Switchboard/Receptionist Account Clerk Data Entry/Clerk-Typist HRA Data Entry/Clerk-Typist Referral Aide
11.	\$ 9,214 - \$17,291				Data Entry Clerk II Central Services Clerk I
12.	\$ 0,383 - \$12,106		,		Clerk I

THI SHA

MINNEAPCLIS-ST. PAUL STANDARD METROPOLITAN STATISTICAL AREA

Manpower Information for Affirmative Action Programs

The data in this report meet the minimum requirements of OFCC Revised Order Number 4, Subpart B, paragraph 60-2.11; Section (a), (i), (i) - (v) and (2), (i) - (v).

Prepared by:
Minnesota Department of Economic Security
Research and Statistical Services Office
390 North Robert Street
St. Paul, Minnesota 55101
Telephone No. (612) 296-3324

February 1980

Manpower Information for Affirmative Action Programs

Area Covered: MINNEAPOLIS ST. PAUL STANDARD METROPOLITAN STATISTICAL AREA

The geographic area covered by this statistical packet is composed of nine counties: Anoka, Carver, Chisago, Dakota, Hennepin, Ramsey, Scott, Washington, and Wright. The majority of local employers probably recruit their workers from within this labor market area. However, some positions such as professional and skilled labor may have a much broader recruitment area. Therefore, in these cases, consideration should be given to adjacent and other labor market areas in setting Affirmative Action Program (AAP) goals.

Description of Statistical Data

Table 1 presents population and labor force participation rates by sex and minority status. To illustrate the type of information that can be obtained from this table, females composed 51.7 percent and minorities 3.5 percent of the total population. The labor force participation rate for females was 48.5 percent as compared to 64.0 percent for both sexes.

Employment statistics by sex and minority status are given by Tables 2A and 2B. Annual average labor force data for 1978, as well as data from the 1970 Census of Population, are provided. In 1970, females comprised 40.2 percent of the labor force while minorities made up 3.0 percent. Females and minorities accounted for 42.3 percent and 5.2 percent, respectively, of the unemployed. The unemployment rate for females was 3.4 and for minorities it was 5.7 compared to 3.2 for the entire labor force. 1978 annual average data is from the Current Population Survey conducted by the Bureau of the Census for the U.S. Department of Labor. The total labor force data collected by the Current Population Survey differ from the total labor force data for the Minneapolis-St. Paul SMSA calculated by the Research and Statistical Services Office according to the methodology mandated by the U.S. Department of Labor. The reader is encouraged to look at footnote three of Table 2A which explains the reliability of the sample estimates.

The occupations of employed persons shown in Table 3 are presented by sex and minority status. Using the horizontal distribution table, 96.5 percent were black and 1.1 percent were other nonwhite races.

Table 4 presents data on the occupation of the insured unemployed, persons who qualified for and received unemployment compensation, during the twelve month period of October 1, 1978 to September 30, 1979. To illustrate the use of this set of tables, females comprised 42.0 percent of the unemployment insurance claimants who last worked in professional, technical, and managerial occupations while minorities constituted 6.5 percent of that occupational group.

The occupation of job applicants at area offices of the Minnesota Department of Economic Security are classified by sex and minority status in Table 5. Females comprised 46.9 percent of the professional, technical and managerial major occupation group while minorities constituted 10.1 percent.

Definitions

Employed persons comprise all civilians 16 years of age and over who either:

(a) worked as paid employees, worked in their own business or profession, or worked 15 hours or more as unpaid workers on a family farm or in a family business during the reference week; or (b) had a job during the reference week but were temporarily absent due to illness, bad weather, labor dispute, vacation, or other personal reasons. In almost all cases, the 1970 Census used the last week of March 1970 or the first week of April 1970.

Unemployed persons comprise all civilians 16 years of age and over who:

(a) did not work during the reference week or were not temporarily absent from a job due to illness, bad weather, labor disputes, etc.; (b) were looking for work during the past four weeks; and (c) were available to accept a job. Persons waiting to be called back to a job from which they had been laid off are included as unemployed.

The <u>civilian labor force</u> consists of persons classified as employed or unemployed. As defined here, members of the Armed Forces are not counted as part of the labor force.

Labor force participation rates represent the proportion of the nominstitutional population 16 years of age and over that is in the labor force.

The unemployment rate represents the number unemployed as a percent of the civilian labor force.

The <u>Spanish-American</u> population is identified as persons of Spanish language. Most of the Spanish-American ethnic group is also counted primarily in the white race, but includes some blacks and other races.

The Minority classification as used here includes Blacks, American-Indians, Orientals, and other nonwhite races plus the Spanish-American ethnic group. A small amount of double counting has resulted because some persons were identified as Spanish-American and also counted as nonwhite.

Professional, Technical, and Managerial Occupations: Occupations concerned with the theoretical or practical aspects of such fields of human endeavor as science, engineering, education, medicine, law, business relations, and administrative, managerial, and technical work. Most of these occupations require substantial educational preparation.

Clerical and Sales Occupations: Occupations concerned with preparing, transcribing, transferring, systematizing, and preserving written communications and records; collecting accounts; distributing information and influencing customers in favor of a commodity or service. Includes occupations closely identified with sales transactions even though they do not involve actual participation.

Service Occupations: Occupations concerned with performing tasks in and around private households; serving individuals in institutions and in commercial and other establishments; and protecting the public against crime, fire, accidents, and acts of war.

Farming, Fishery, Forestry and Related Occupations: Occupations concerned with growing, harvesting, catching and gathering land and aquatic plant and animal life and products therof; and occupations concerned with providing services in support of these activities.

Processing Occupations: Occupations concerned with refining, mixing, compounding, chemically treating, heat treating, or similarly working materials and products. Knowledge of a process and adherence to formulas or other specifications are required in some degree. Vats, stills, ovens, furnaces, mixing machines, crushers, grinders, and related equipment or machines are usually involved.

Machine Trades Occupations: Occupations concerned with feeding, tending, operating, controlling and setting up machines to cut, bore, mill, abrade, print, and similarly work such materials as metal, paper, wood, and stone. Disassembly, repair, reassembly, installation, and maintenance of machines and mechanical equipment and weaving, knitting, spinning, and similarly working textiles are included in this category.

Benchwork Occupations: Occupations concerned with the use of body members, hand tools and bench machines to fit, grind, carve, mold, print, sew, assemble, inspect, repair, and similarly work relatively small objects and materials such as jewelry, phonographs, light bulbs, musical instruments, tires, footwear, pottery, and garments. The work is usually performed at a set position in a mill, plant or shop at a bench, worktable or conveyor.

Structural Work Occupations: Occupations concerned with fabricating, erecting, installing, paving, printing and similarly working structures or structural parts, such as bridges, roads, motor vehicles, cables, airplane engines, grinders, plates, and frames. The work generally occurs outside a factory or shop environment, except for factory production line operations. Tools used are hand or portable power tools, and such materials as wood, metal, concrete, glass, and clay are involved.

Miscellaneous Occupations: Occupations concerned with transportation services; packaging and warehousing; utilities; amusement, recreation and motion picture services; mining and logging; graphic arts; and various miscellaneous activities.

MINNEAPOLIS - ST. PAUL

STANDARD METROPOLITAN STATISTICAL AREA

Table 1. Population by Sex and Minority Status

1970

Mi	nority Status		l) mber	(2 Per Distri	16.5	() Labor Participa	3) Force tion Rate
		Total	Female	Total	Female	Total	Female
1.	TOTAL 1970*	1,930,805	997,476	100.0	100.0	64.0	48.5
2.	White	1,880,564	972,112	97.4	97.5	64.1	48.5
3.	Black	32,177	16,167	1.7	1.6	62.7	53.5
4.	American Indian	10,010	5,241	0.5	0.5	54.9	41.9
5.	Oriental ² /	5,766	2,901	0.3	0.3	NA.	'NA
6.	Other Races 3/	2,288	1,055	0,1	0.1	59.7 ^{<u>5</u>/}	45.9 ⁵ /
7.	Spanish-American	17,000	8,456	0.9	0.9	64.9	47.0
8.	Minority Group 4/	67,249	33,820	3.5	3.4	62.5	49.9

NA = Not Available

- 1/ Data in column 3 is from a different Census table. Some categories
 are not comparable with columns 1 and 2. See footnote 5.
- 2/ Sum of Japanese, Chinese, Filipino, Hawaiian and Korean.
- 3/ Sum of all other races excluding white, black, American Indian and Oriental.
- 4/ Sum of Spanish-American and all races except white. Some duplication possible since Spanish-American may include nonwhite races in addition to white.
- 5/ Includes American Indian and Oriental.
- * Item 1 (TOTAL) is defined as the sum of items 2 through 6. The sum of individual items in column (2) may not equal totals because of rounding.

Minneapolis-St. Paul SMSA¹/ Employment Status by Sex and Minority Status 1978 Annual Average²/

	labor	force	Empla	yment		Unemplo	yment				Percent I	Distribution		
Sex and Minority Status	Number	Range 3/	Number	Range	Leve)	Range	Rate	Range	Labor force	Range	Employment	Range	Unemployment	hanse
BOTH SEXES TOTAL	1.084.000	±15,300	1,048,000	±18,260	37,000	÷ 3,900	3.4	3.0-3.8	100.0		100.0		100.0	
White	1.056.000	14,900	1.020.000	÷17,700	35,000	- 3,800	3.3	2.9-3.7	97.2	97.0-97.5	97.3	\$7.0-97.6	94.6	97.8-56.5
Nonwhite	30,000	- 3,600	28,000	÷ 3,600	2,000	1,000	6.3	3.3-9.3	2.8	2.5-3.0	2.7	2.4-3.0	5.4	3.1-7.2
FEMALE	r i					1.15-15		727						
TOTAL	464.000	-13.900	442,000	±14,000	21,000	÷ 3.000	4.6	4.0-5.2	100.0	A .	100.0		100.0	
7 of Both Sexes	42.8	42.2-43.3	42.2	41.7-42.6	56.8	55.9-57.4		1 100	***	7.0	10 ***		(
White	451,000	-13,500	431,000	*13.600	20,000	2,900	4.5	3.9-5.1	97.2	96,8-97.7	97.5	96.8-97.8	95.2	93.1-98.
Nonwhite	13,000	- 2,600	12,000	2.600	1,000	* 700	9.7	4.3-15.1	2.8	2.3-3.2	2.5	2.2-3.2	4.8	1.7-6.9

- 1/ Minneapolis-St. Paul SMSA defined as a 10-county area: Anoka, Carver, Chisago, Dakota, Hennepin, Ramsey, Scott, Washington, and Wright counties in Minnesota and St. Croix county in Wisconsin.
- 2/ Source: Current Population Survey, U.S. Department of Labor. Please note that these figures differ from the official 1978 labor force statistics for the Minneapolis-St. Paul SMSA as calculated by the methodology mandated by the U.S. Department of Labor, Bureau of Labor Statistics.
- 3/ Estimates in this table are based on a random sample of about 450 households, instead of a complete census of the population. As a consequence, the estimates are subject to sampling as well as nonsampling errors. In general, the error of a sample estimate varies inversely with the size of the sample and the size of the estimate. An estimate for a small area or for a subgroup constituting a small proportion of the population will tend to have a relatively higher error than an estimate for a large area or for a subgroup constituting a relatively large proportion of the population.

The numbers in the Range column show either the 68-percent confidence intervals for the sample estimates or the standard errors for 68-percent confidence intervals. Using data for females as an example, we can be sure 68 percent of the time that the average unemployment rate of females in the Minneapolis-St. Paul SMSA in 1978 was between 4.0 and 5.2 percent. In this case, 4.6 percent was the midpoint of the confidence interval and the standard error was 0.6. Also, we can be sure 68 percent of the time that the average number of unemployed females in 1978 was between 18,000 and 24,000. The midpoint of the confidence interval was 21,000 and the standard error was 3,000. Given the above range of the estimated number of unemployed females, a range of the proportion of total unemployed workers which were females is also provided. In this case, we could be confident 68 percent of the time that unemployed females made up between 55.9 and 57.4 percent of the total number of unemployed workers in 1978. To compute 90 percent confidence intervals, the standard errors for the 68-percent confidence intervals should be multiplied by 1.645. Again using data for unemployed females as an example, the standard errors for 90-percent confidence intervals would be ±4,935 (3,000 x 1.645). We would be sure 90 percent of the time that the average number of unemployed females in 1978 was between 16,065 and 25,935 (21,000 + 4,935).

					Per	Cent Dist	ribution	Unemployment
	Sex and Minority Status	Labor Force	Employed	Unemployed	Labor Force	Employed	Unemployed	Rate
	BOTH SEXES - 1970					,		
1.	TOTAL	829,549	802,640	26,909	100.0	100.0	100.0	3.2
2.	White	811,260	785,388	25,872	97.8	97.9	96.2	3.2
3.	Black	12,161	11,461	700	1.5	1.4	2.6	5.8
4.	Other Races 1/	6,128	5,791	337	0.7	0.7	1.3	5.5
5.	Spanish-American	6,273	5,905	368	0.8	0.7	1.4	5,9
6.	Minority Group $\frac{2}{2}$	24,562	23,157	1,405	3.0	2.9	5.2	5.7
	FEMALE - 1970							
7.	TOTAL	333,096	321,720	11,376	100.0	100,0	100,0	3.4
8.	Per Cent of Both Sexes	40.2	40.1	42.3				
9.	White	325,409	314,431	10,978	97.7	97.7	96.5	3.4
10.	Black	5,244	4,988	256	1.6	1.6	2.3	4.9
11.	Other Races 1/	2,443	2,301	142	0.7	0.7	1.3	5.8
12.	Spanish-American	2,315	2,168	147	0.7	0.7	1.3	6.4
13.	Minority Group 2/	10,002	9,457	545	3.0	2.9	4.8	5.5

^{1/} Sum of all races except white and black.

Sum of individual items may not equal totals because of rounding.

^{2/} Sum of Spanish-American and all races except white. Some duplication possible since Spanish-American may include nonwhite races in addition to white.

Table 3. Occupations of Employed Persons, by Sex and Minority Status
1970 (Horizontal Distribution)

		BOTI	I S E	X E S		4
Occupation		R	A C E	S	Spanish-	Minority
Manage Santage Santage 405.	Total	White	Black	Other 1/	American	Group ² /
All Occupations - Number 1970 Per Cent 1970	802,640	785,388 97.9	11,461	5,791 0.7	5,905 0.7	23,157
Prof., Technical & related Engineers Medical & Health workers	100.0 100.0 100.0	97.8 98.8 97.5	1.2 0.3 1.1	1.0 0.8 1.5	0.6 0.4 0.7	2.8 1.5 3.2
Teachers, elem. & sec. schools Other professional	100.0	98.1 97.6	1.5	0.4	0.4	2.3
Managers & administrators nonfarm	100.0	99.0	0.5	0.4	0.4	1.5
Sales Retail stores Other sales workers	100.0 100.0 100.0	99.3 99.2 99.3	0.5 0.5 0.5	0.2 0.2 0.2	0.4 0.6 0.3	1.2 1.3 1.0
Clerical Sec., stenos., & typists Other clerical workers	100.0 100.0 100.0	98.1 98.7 97.9	1.3 0.8 1.5	0.6 0.5 0.6	0.5 0.6 0.6	2.4 1.9 2.6
Craftsmen, foremen, related Construction craftsmen Mechanics & repairmen Machinists & other metal	100.0	98.6 99.1 98.6	0.9 0.5 0.8	0.5 0.4 0.5	0.7 0.6 0.7	2.1 1.5 2.1
craftsmen Other craftsmen	100.0	98.8 98.3	0.8	0.4	0.8	2.0
Operatives except transport Durable goods, mfg. Nondurable goods mfg. Nonmanufacturing	100.0	96.6 96.7 96.0 97.0	2.4 2.3 2.9 2.2	1.0 0.9 1.2 0.8	1.3 1.3 1.7 1.1	4.7 4.6 5.7 4.1
Transport equip. operatives	100.0	98.5	0.9	0.6	0.3	2.3
Laborers, nonfarm	100.0	96.5	2.4	1.1	1.2	4.7
Services exc. priv. household Cleaning & food service Protective service Personal, health & other services	100.0	96.1 96.2 98.3	2.7 2.6 1.4	1.1 1.2 0.3	1.0 1.0 0.9	4.8 4.7 2.6
Private household workers	100.0	95.1	3.4	1.5	0.8	5.7
Farm workers	100.0	99.5	0.3	0.2	0.5	0.9

Notes: 1/ Sum of all races except white and black.

Sum of individual items may not equal totals because of rounding.

^{2/} Sum of Spanish-American and all races except white. Some duplication possible since Spanish-American may include nonwhite races in addition to white.

		FE	M A L	E				
Occupation			A C E		Spanish-	Minority		
	Total	White	Black	Other=/	American	Group2/		
All Occupations - Number 1970 Per Cent 1970	321,720	314,431	4,988 1.6	2,301	2,168 0.7	9,457		
	100.0	97.7	1.0	0.7	9.7			
Prof., Technical & related	100.0	97.9	1.3	0.9	0.5	2.6		
Engineers	NA	NA	NA	NA	NA	NA		
Medical & Health workers Teachers, elem. & sec.	100.0	98.1	0.8	1.1	0.3	2.2		
schools	100.0	98.0	1.7	0.4	0.3	2.3		
Other professional	100.0	97.6	1.3	1.1	0.5	3.0		
Managers & administrators,								
nonfarm	100.0	98.8	0.9	0.4	0.3	1.5		
Sales	100.0	99.0	0.7	0.3	0.4	1.4		
Retail stores	100.0	99.0	0.5	0.3	0.4	1.4		
Other sales workers	100.0	99.0	0.9	0.1	0.2	1.2		
lerical	100.0	98.3	1.1	0.6	0.5	2.2		
Sec., stenos., & typists	100.0	98.7	0.8	0.5	0.6	1.9		
Other clerical workers	100.0	98.1	1.3	0.6	0.5	2.4		
Craftsmen, foremen & related	100.0	98.4	1.2	0.4	1.0	2.6		
Construction craftsmen	NA	NA	NA	NA	NA	NA		
Mechanics & repairmen Machinists & other metal	NA	AK	NA	NA	NA	NA		
craftsmen	NA.	NA.	NA	NA	NA.	NA		
Other craftsmen	NA	NA NA	NA	NA	NA NA	NA		
Operatives except transport	100.0	96.2	2.8	1.0	1.3	5.1		
Ourable goods mfg.	100.0	96.7	2.6	0.7	1.1	4.4		
Nondurable goods mfg.	100.0	96.3	2.4	1.3	1.8	5.5		
Nonmanufacturing	100.0	95.3	3.6	1.1	1.3	5.0		
Transport equip, operatives	100.0	98.5	0.8	0.8	1.7	3.2		
Laborers, nonfarm	100.0	97.1	2.1	0.9	2.3	5.2		
Service exc. priv. household	100.0	96.8	2.3	0.9	0.3	4.1		
Cleaning & food service	100.0	97.4	1.8	0.3	0.7	3.3		
Protective service Personal, health & other	100.0	98.5	1.5	0.0	0.0	1.5		
services	100.0	96.0	2.0	1.1	1.0	5.0		
Private household workers	100.0	95.4	3.1	1.5	0.9	5.4		
farm workers	100.0	99.0	0.5	0.6	0.0	1.1		

Notes: 1/ Sum of all races except white and black.

Sum of individual items may not equal totals because of rounding.

^{2/} Sum of Spanish-American and all races except white. Some duplication possible since Spanish-American may include nonwhite races in addition to white.

Table 3a Occupations of Employed Persons, by Sex and Minority Status
1970 (Count)

	M 7 5	вотн	SEXI	ES		
Occupation	3 1 5	R	A C E	S	Spanish-	Minority
	Total	White	Black	Other 1/	American	Group ^{2/}
All Occupations - Number 1970	802,640	785,388	11,461	5,791	5,905	23,157
Prof., Technical & related Engineers Medical & Health workers Teachers, elem. & sec.	144,453 16,487 22,202	141,300 16,293 21,640	1,672 56 237	1,481 137 325	874 59 148	4,027 252 710
schools Other professional	25,563 80,101	25,168 78,214	391 982	104 905	100 567	595 2,454
Managers & administrators, nonfarm	70,713	69,988	459	266	301	1,026
Sales Retail stores Other sales workers	61,492 32,104 29,388	61,046 31,860 29,192	331 170 150	116 74 46	272 183 89	719 427 285
Clerical Sec., stenos., & typists Other clerical workers	169,955 46,374 123,581	166,793 45,761 121,041	2,216 374 1,833	946 239 707	933 253 660	4,095 866 3,200
Craftsmen, foremen & related Construction craftsmen Mechanics & repairmen Machinists & other metal	100,995 24,610 21,666	99,583 24,386 21,365	949 126 184	462 98 117	744 136 148	2,155 360 449
craftsmen Other craftsmen	12,463 42,256	12,311 41,534	101 526	51 197	100 366	252 1,089
Operatives except transport Durable goods mfg. Nondurable goods mfg. Nonmanufacturing	89,005 42,958 20,498 25,549	86,023 41,558 19,674 24,778	2,123 995 586 554	859 404 237 217	1,193 561 342 289	4,175 1,960 1,165 1,060
Transport equip. operatives	26,655	26,247	244	164	207	615
Laborers, nonfarm	31,279	30,192	754	334	372	1,460
Services exc. priv. household Cleaning & food service Protective service Personal, health & other	93,333 54,870 6,102	89,732 52,793 5,998	2,539 1,403 88	1,062 674 16	915 526 53	4,516 2,603 157
services	32,109	30,692	1,045	372	342	1,759
Private household workers	5,951	5,661	201	90	47	338
Farm workers	8.809	8.768	23	17	41	81

Notes: 1/ Sum of all races except white and black.

2/ Sum of Spanish-American and all races except white. Some duplication possible since Spanish-American may include nonwhite races in addition to white.

Sum of individual items may not equal totals because of rounding.

Table 3a Continued

	T		м А 1	-		
Occupation		FE	A C E		Spanish-	Minarity
occapa c. dii	Total	White	Black	Other	American	Minority Group ² /
All Occupations - Number 1970		314,431		2,301	2,168	9,457
Prof., Technical & related Engineers	53,001	51,862		456	254	1,393
Medical & Health workers Teachers, elem. & sec. schools	15,417	15,124		169	46	339
Other professional	17,276 20,308	16,926		62 223	52 111	402 608
Managers & administrators, nonfarm	9,890	9,768	85	37	30 .	152
Sales Retail stores Other sales workers	23,649 20,037 3,612	23,419 19,843 3,577	164 130	67 64 2	98 89 9	329 283 44
Clerical Sec., stenos., & typists Other clerical workers	128,870 45,184 83,686	126,665 44,601 82,064	354	725 230 495	672 262 408	2,877 846 2,030
Craftsmen, foremen, related Construction craftsmen Mechanics & repairmen Machinists & other metal craftsmen Other craftsmen	4,961	4,880	58	22	48	128
Operatives except transport Durable goods mfg. Nondurable goods mfg. Nonmanufacturing	35,790 16,244 10,141 9,405	34,431 15,707 9,768 8,959	424 240	355 113 133 108	470 171 180 119	1,828 708 553 565
Transport equip. operatives	775	763	6	6	13	25
Laborers, nonfarm	3,015	2,927	62	25	69	157
Service exc. priv. household Cleaning & food service Protective service Personal, health & other	55,060 29,657 260	53,290 28,885 256		516 249 0	466 206 0	2,235 978 4
services	24,964	23,977	721	256	260	1,247
Private household workers	5,829	5,562	182	85	50	317
Farm workers	880	871	5	5	0	10

Notes: 1/ Sum of all races except white and black.

Sum of individual items may not equal totals because of rounding.

^{2/} Sum of Spanish-American and all races except white. Some duplication possible since Spanish-American may include nonwhite races in addition to white.

OCCUPATION OF INSURED UNEMPLOYED AT APEA OFFICES OF THE MINNESOTA DEPARTMENT OF ECONOMIC SECURITY BY MINORITY GROUP

OCTOBER 1. 1978 - SEPTEMBER 30. 1979-CONTINUED THIN CITIES SHSA

			1			1 1 1	
		1		HI	OPITIES	5	
spanic total con-	7.33	MILTE	TOTAL	BLACK		AMER	ASTAN,
OCCUPATION	TOTAL	HOY	MINOR-	TON	HISPAN	INDIAN	PACIF
		HISPAN	ITIES	HISPAH	1	ALASK	ISLAND
1 ()		2 3			Marie 1	HATIVE	2
ALL OCCUPATIONS	60.150	56.391	3.759	2,625	380	352	402
ρ	100.0	93.0	6.2	4.4	1 .6	.6	7
PROF. TECH	371	1	7	1	1		1
mgR'L	9.697	9.063	634	422	46	. 89	77
Ρ	100.0	93.5	6.5	4.4	.5	. 9	
CLERICAL	7,670	7.196	474				
P	100.0	93.8	6.2	4.7	.4	.5	
SALES	2,622	2,545	77	55	7	3	17
Ρ	100.0	97.1	2.9	2.1	.3	.1	
DOMESTIC	100	04	n		1	2	Ν,
SERVICE		T			•		
Ρ	100.0	1 69.7	10.3	3.6	1	1.7	
OTHER SERVICE !	4,610	4.131	487	343	32	50	6
Ρ	100.0	1 09.5	10.5	7.4	1 .7	1.1	1.3
FARM. FISH.		1		l	1		
FOREST	822	757	65	39	1 8	14	4
ρ	100.0	92.1	7.9	4.7	1.0	1.7	
PROCESSING	1.875	1.690	185	124	39	9	13
ρ	100.0	90.1	9.9	6.6	1 2.1	.5	
MACHINE TRADES.	3,998	3.725	273	195	28	15	3:
ρ	100.0			4.9	.7	.4	
seco a mark to	er i	1		1 3		2600	1
BENCH HORK	6.744						
Ρ	100.0	92.1	7.9	5.5	1.1	.4	1.0
STRUCTURAL HORK	12,063	11.601	462				
Ρ	100.0	96.2	3.0	2.8	.4	4	
TRANSPORTATION.	3.712	3.580	132	99	11	17	
ρ	100.0	96.4	3.6	2.7	.31	.5	
PACKAGING &	11.17	T- 1994	are not out			1.02	11.716/0
HATL HANDLING	5,536	1 5.129	407	263	58	381	46
Ρ	100.0	92.6	7.4	4.8	1.0	.7	. 9
HISCELLANEOUS	373	365	٥	6			2
Ρ	100.0	97.9	2.1	1.6	- 1	-	. 5
INFORMATION NOT	on RY N	hit - and	bringers A	r rank	and the same	M TI	
AVAILABLE	313				S. 44 (4)	- 1	-
ρ	100.0	97.1	2.9	2.9	- 1		-

TABLE 4A

OCCUPATION OF INSURED WIEHPLOYED AT AREA OFFICES
OF THE HIMESOTA DEPARTMENT OF ECONOMIC SECURITY
BY SEX AND HIMORITY GROUP
OCTOBER 1, 1970 - SEPTEMBER 30, 1979-CONTINUED

															SA.
	,	,			69.3	•		,	8.6	. B	72.01	64.6	/5.4	100.01	
,	,			1	761		1	1			220	77	236	313	AVAILABLE
-		_	_	_	_		_	_	_						INFORMATION NOT
-	•	-	.5	. 5		1 .51	-	-	1 1.1	1.6	50.21	40.2	59.0	100.01	ρ
,		1	~	2	140	2	·			•	217	150	221	373	HISCELLANEOUS
3.	.1		. /	1.1	10.01				*.1	2.0	16.1	11	04.30	10.01	
10		101	37	63	0	108	_	40	1 226	366	4.244	948	4,500	5.5361	MATE HANDLING!
-		-	_		_	_	_	_	_	_				_	PACKAGING A
	. 1	1	.11	.21			_		-	1 3.4	90.51	6.1	93.9	100.01	
,	N	1	vs _	71	219	1 5	15	1	94	1 125	3,361	226	3,406	3.712	TRAHSPORTATION.
.0	ı	1	. 2	.21	2.7	.2	٠.		2.6	3.6	93.5	2.9	97.1	100.01	• • • • • • • • • • • • • • • • • • • •
-	,	-	191	231	326	1 201	1 47	1 51	1 313	439	11,275	349	11,716	12.063	STRUCTURAL HORK
		_		_			_	-	_					_	
	~ 1		2.1						_	4.6	30.0	56.6	43.4	100.0	
30	15	201	144	225	4.592	707		-	224		2.617	1.617	2.927	4.744	BENCH HORK
			1.1	1.5	17.0	. 7			3.0	 	76.11	10.5	2.5	100.0	
			64	59	0	26	-	25		214	3,044	740	3,250	1.990	HACHINE TRADES.
-								_	-						
.2	.1	. 3	1.2	1.7	22.0	.5	-	1 1.0	5.4	0.2	66.1	23.7	76.3	100.0	•
	_	5	22	1 31	413	101	0	1 36	102	154	1.277	444	1,431	1.075	PROCESSING
							_	-	-						
	•	, , ,			7:7				-	7.7	06.41	7.9	92]	100.01	
,	•			2	6		14	7	- AE		494	A	757	M22	FAMILY TIME
			6.0	18.6	44.0						4.48	9.40	40.6	100.01	
-	2		127	101			1 27	24	216	90E	1.044	2,460	2,150	4,610	OTHER SERVICE.
							_						_		
1 1.9	1.9	-	1 2.0	6.5	61.7	-	1	. 9	2.0	1 3.7	20.0	60.2	31.0	100.01	ρ
2	a N	-	<u>.</u>	1 71	1 661	- -	-	1	_	•	30	73	36	107	SERVICE
_		_					-								DOMESTIC
					32.1			, , ,		2 2 3 6	49.0	32.9	47.1	100 01	10
-	-	· -	0	9				R					760		
		. 2	3.0	3.9	73.1	.2	. ~		1.7	2.3	20.7	77.0	23.0	100.01	To
1 23	27	141	062	1 2991	5.609	1 19	LI	9	1 136	1 175	1.507	5.900	1.762	7.670	CLERICAL
-							-								
-			1 6	2 1	19.7		-		> 0		7 7 7	400	50 50	100 01	DOM L
77				227	T. ASP	F4.	, ,	7.6	249	411	8 211	2000	A A > >	0 4 0 7	PROF., IECH.,
	. 2		1.5	1.9	31.7				3.0	5.3	62.1	3. 6.	66.4	100.01	8
1 . 119	117	100	000	1 1,1	19,059	263		-	1.025	2.615	37, 332	20,203	39.947	60,150	ALL OCCUPATIONS!
	MATIVE			┗.			BALLVIII		•						
ISLAND	ALASK		Z	-	<u> </u>	ISLAMO	ALASK		Z	STILL	<u>z</u>				
PACIF	IND I AN	MISPANINDIANIPACIF	I NOT I	ושוויסט- ו	MILLE	PACIF	HISPANITIOIAN PACIF	HTSPAN	BLACK	MINION-	NI TIM	FINALE	DALE	IOIAL	OCCUPATION
1 A S Y A A	1	CALCADATE S	111	- 1	T T T T T T T T T T T T T T T T T T T	10711		THE ROP	ETTTRAFIL	- 1			-		
-		SALLOV	STELLE I					MERADO	TALL				-		
		•	I V M 3 3					7	MAIS						

One of the factors which contractors consider when conducting a utilization analysis is the general availability of minorities and females having requisite skills in the immediate labor market area. The term requisite skills refers to the level of achievement necessary to be accepted into occupational entry jobs with minor training and orientation. This includes the estimated number of unemployed and underemployed female and minority workers with needed skills. Some of these unemployed and underemployed individuals will have utilized the Job Service of the Minnesota Department of Economic Security in their job search. The data does not represent the total size of the minority and female unemployed work force in the area, only those who have applied for work with the Job Service.

Table 5 presents the occupation of residents of the Minneapolis-St. Paul SMSA who were active applicants with the Job Service between October 1, 1978 and September 30, 1979. Both the number of applicants and the horizontal percent distribution are presented. In each table, the total is the sum of applicant records with a male or female designation and a specific race/ethnic group designation. Consequently, the total applicant figure in the table is not necessarily a complete count of applicants because there were applicant records on which this information was not available. It is important to know that the race/ethnic designation is not completed by the applicant but rather is made by the job interviewer based on visual identification or on the basis of the applicant's surname. This method of reporting probably results in an undercount of Hispanic and American Indian applicants.

Each Job Service applicant is given an occupation code based on the Dictionary of Occupational Titles (DOT) coding system. This coding structure is different than the Census occupational coding system which is used for the job categories in the EEO-1 report. For instance, it is not possible to categorize applicants as skilled craft workers based on the DOT code. Under the DOT coding structure, some skilled craft workers will appear under machine trades, operatives, benchwork, and structural job categories. Also, there is no simple way of separating professional, technical, and managerial job titles under the DOT coding structure.

Table 5 OCCUPATION OF JOB APPLICANTS AT AREA OFFICES OF THE HIMIESOTA DEPARTMENT OF ECONOMIC SECURITY BY MINORITY GROUP OCTOBER 1, 1970 - SEPTEMBER 30, 1979-CONTINUED THIN CITIES SHSA

***************************************	1		MINORITIES							
	i	HILLTE	TOTAL	BLACK		AHER	ASTAN.			
OCCUPATION	TOTAL				HISPAN					
occur x 1 2 cm		HISPAH		HISPAN		ALASK				
	i	1	1	1		HATIVE				
ALL OCCUPATIONS	110 501	120 774	18.819	11 119	2 277	2 020	2 474			
P										
PROF. TECH.	1 100.0	1 50.5	1	1 5.0	1 2.0		1 , 1.6			
1168 'L	10.564	FAA. AE	1 001	1,142	140	_ 290	_200_			
P	100.0									
	1	1	1	1		1.0	1 2.2			
CLERICAL	24 747	21.944	*.779	1,911	313	337	210			
P										
r	1 100.0	1 20.0	1 44.6	4	1 2.3	1 2.0	• • •			
SALES	5,170	4,049	321	235	39	18	29			
ρ				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						
DOMESTIC	1 100.0	1 73.0	1 0.2	1 7.2						
SERVICE	1.154	042	312	121	20	130	žį.			
P	100.0									
Γ	1 100.0	73.0	1 27.0	1 10.5	1 4.7	12.0	4.7			
OTHER SERVICE	1 14 614	13.451	1 11 045	1 1.052	334	425	454			
P	•					2.6				
FARM, FISH,	1 100.0	01.7	i iq.o	1 11.6	1 6.01	6.0	6.7			
FOREST	2.934	2,609	325	60	92	. 59	106			
		1 66 6	325 1 11,1	1 2 7						
P	1 104.6	90.7		.2.3.	- 3:j	2.0	3.6			
PROCESSING	2,592	2.113	479	240	126	. 43	62			
ρ		•								
• • • • • • • • • • • • • • • • • • • •	1 100.0	1	1 10.5	1	1 7.7	. 4.7	1 6.7			
MACHINE TRADES.	6.677	5.704	893	432	107	131	223			
P		•								
	1	1	1	1						
BENCH HORK	12.355	10.441	1.912	1.002	227	230	445			
P	100.0		15.5		1.0	1.9				
	1		i	1	1		3.0			
STRUCTURAL HORK	10.203	9.044	1.239	644	203	273	119			
P							St. Committee and the state of			
	1	1	i	1	1					
TRANSPORTATION.	4.669	4.225	444	270	69	73	. 35			
ρ	100.0									
PACKAGING &	1	İ	1	i			1			
MATL HAHDLING	18.166	14,385	3.701	2.355	420	665	333			
Ρ		-					in the second			
	1	1	i	1						
MISCELLANEOUS	15.766	14.378	1.300	859	150	. 239	140			
Ρ										
	i	1	1	1	1					

Table 5A

OCCUPATION OF JOB APPLICANTS AT AREA OFFICES OF THE HIMIESOTA DEPARTMENT OF ECONOMIC SECURITY BY SEX AND HINORITY GROUP OCTOBER 1, 1978 - SEPTEMBER 30, 1979-CONTINUED

THIN CITIES SHEA

						HALL						FEMA			
	TOTAL			HOT HISPAN	MIHOR-	BLACK NOT HISPAN	HISPAN 	AMER INDIAN ALASK HATIVE	PACIF ISLAND	HOT HISPAH	ITTES	IBLACK I NOT IHISPAN	HISPAN 	AMER INDIAN ALASK MATIVE	PACIF
LL OCCUPATIONS												4.982	_	1.327	
	100.0	53.5	46.5	45.8	7.7	4.4	1.0	1.1	1.1	40.7	5.8	3.6	1 .6	1.0	•
MGR'L	18 544	0 A57	8,707	A . AAA	991	590	98	121	182	7,817	890	552	71	169	
10x L									-						•
	1		1		50		-	1	İ	l	1	1	1	1	1
LERICAL	24,747	3,628	21,119	3,056	572					18,912		1 1,530			
	100.01	14.7	L 85.3	12.3	2.3	1.5	.3	.2	3	76.4	8.9	6.2	1.0	1.2	lane .
	1			4 / 62			1		17	2 204	1776	99	1 16	1 7	
ALES												-	•	100	
OMESTIC	100.0	54.7	45.1	51.3	3.6	2.6	4		£ 3	1 75.2	1	1			
SERVICE	1.154	121	1,033	101	20	4	-	11	5	741	292	1 117	20	1 127	
				•		ι. ί	- 1	1.0	1 .4	64.2	1 25.3	1 10.1	1 1.7	11.0	1 2
	1		i	1		!			!	!	1		1		
THER SERVICE	3			•		1.024						-			
	100.0	46.7	53.3	36.6	10.1	6.2	1.2	1.0	1.7	44.8	8.5	5.0	6.	1.5	1 1
ARH, FISH,		1 004	0/0	1 1 024	268	1 42	1 72	51	63	783	57	6	20	8	
FOREST	100 0	2,094 71.4						1.7	2.6						
	1 100.01	11.7	1		65 17			• • • • • • • • • • • • • • • • • • • •	0.5	i	Control to the contro	i	i	100	İ
ROCESSING	2.592	1,897	695	1.520	377	202	1 103	30	1 42	593	102	1 46	1 23	13	1
	1 100.01	73.2	26.8	58.6	1 14.5	7.8	1 4.0	1.2	1.6	22.9	3.9	1.8	.9	.5	!
					100		1				1 170	1 25	I I 18	1 27	
ACHINE THADES.			•				- T				•	•			
• • • • • • • • • • • • • • • • • • • •	1 100.01	85.2	1 14.8	1 /3.8	11.4	1 3.3	1.3	1.0	1 3.4	12.0	1	1.1			i
ENCH HORK	12,355	4,257	8,098	3.474	783	421	89	79	194	6,969	1,129	581	138	159	2
			65.5	28.1	6.3	3.4	1 .7	.6	1.6	56.4	9.1	4.7	1.1	1 1.3	1 2
	1			1	19 Jan		1		6.3	170	1		!		!
TRUCTURAL HORK													•		7
• • • • • • • • • • • • • • • • • • • •	100.0	93.0	7.0	81.7	11.2	5.7	1 1.0	1 2.0	1 1.1	1 6.2	1				i
HOITATROPERLAR	4.440	4,364	305	3,943	421	255	67	68	31	282	23	1 15	1. 2	5	i
	100.0						•			×	•		•		İ
ACKAGING A			1	1			1	1	1			1		1	1
HATE HANDLING				11,752		1.747							•	•	7
	100.0	80.7	19.3	64.7	16.0	9.6	2.0	2.9	1.5	14.5	4.8	3.3	. 3	8.	!
vacet turnin	1 25 24 1		7 255	2.763	650	l 359	1 66	! ! 117	l 1 78	l 7,017	l 1 738	470	1 84	1 122	1
TSCELLANEOUS									•						•
	100.0	50.0	40.2	40.7	4.4						1	1			

Conversion of portions of Minnesota Department of Employment Services 1975 Affirmative Action Data from Nine-County SMSA to Seven-County Metropolitan Area.

Attachment A-3

Population by Sex and Minority Status - Seven-County Metropolitan Area

	Nur	nber		cent ibution*
Minority Status	Total	Female	Total	Female
Total, 1970* White Black American Indian Oriental Other Spanish American	1,874,612 1,824,545 32,140 9,958 5,737 2,232 16,831	969,633 944,354 16,150 5,213 2,885 1,031 8,377	100.0 97.3 1.7 .5 .3 .1	100.0 97.4 1.7 .5 .3 .1
Minority Group	66,898	33,656	3.6	3.5

Attachment A-4

Employment Status by Sex and Minority Status - Seven-County Metropolitan Area

					Percen	nt Distribution	
				Labor			Unemp
	Labor Force	Employment	Unemployment	Force	Employment	Unemployment	Rate
1975 Total	949,200	885,500	63,700	100.0	100.0	100.0	6.7
Female	398,800	372,700	26,100	42.0	42.1	41.0	6.5
Minority	29,400	25,900	3,500	3.1	2.9	5.5	11.9

MM: emp 5.9.78

Employed Persons, by Job Category; Female and Minority Availability (1975 Estimates, Seven-County Area)

	All Employe	d Persons	Femal	es		Minorit	ies	
	% of All	∦ In Group	% Of All Females	# In Group	Female % of All In Group	% of All Minorities	# In Group	Minority % of All In Group
All Employed	100.0	885,500	100.0	372,700	42.1	100.0	25,900	2.9
Manager/Admin.	8.8	779,924	3.1	11,554	14.8	4.5	1,165	1.5
Prof./Tech.	18.0	159,390	16.5	61,495	38.6	17.4	4,507	2.8
Clerical	21.2	187,726	40.1	149,453	79.6	17.6	4,558	2.4
Subtotal	48.0	425,040	59.7	222,502	52.3	39.5	10,230	2.4
All Other	52.0	460,460	40.3	150,198		60.5	15,670	
Total	100.0	885,500	100.0	372,700	42.1	100.0	25,900	2.9

Computations based on Table A-3 and Attachment A-1.

HOUSEHOLD DATA ANNUAL AVERAGES

23. Employed persons by detailed occupation, sex, and race

(Numbers in thousands)							
		1981			:	1981	
	i				_		
	į	Percent	of total		ì	Percent o	f total
Occupation	Total		Bleck	Occupation	Total		Slack
	employed	Females	and		employed	Females	and
			other	,			ather
Total, 16 years and over	98,313	42.9	11.2	White-mills workers —Continued		, 1	
				Managers and administrators, except farm— Continued			
White-coller workers	51,348	53.6	8.6	Instructors, except construction and public administration.		10.2	8.3
Professional and technical	16,055	44.7	9.2	Managers and superintendents, building	1	50.6	9.5
Accountants	1,096	38.5	9.0	Office managers, n e c	404		3.6
Architects	91	26.9	8.8	Officials and administrators; public administration nie.c Officials of lodges, societies, and unions	469		9.8
Computer programmers		29.4	9.2	Officials of lodges, societies, and unions Restaurant, cateteria, and bar managers	116	40.5	9.1
Computer systems analysts	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	25.8	7.2	Sales managers and department heads, retail trade	137	40.4	5.3
Engineers	1.497	4.3	6.0	Sales managers, except retail tracie	167	13.6	2.5
Aeronautical and astronautical engineers		1.2	4.9	School administrators, coilege	137	35.0	3.0
Civil engineers		1.6	5.0	School administrators, elementary and secondary	289	16.7	10.0
Electrical and electronic engineers		3.8	6.5	All other managers and administrators	6,703	19.6	4.6
Industrial engineers	231	11.3	5.5		4,,,,	.,,,,	
Vechanical engineers		2.3	4.9	Sales workers	6,291	45.4	5.1
Foresters and conservationists	1	12.3	3.5	Advertising agents and sales workers	126		3.2
Lawvers and judges		14.0	4.4	Demonstrators		95.2	1.8
Lawrence	348	14.1	4.4	Huckstern and peddlers.	167	79.0	7.2
Librariam, archivists, and curators	190	83.2	5.3	Insurance agents, proxers, and underwriters	584	23.5	6.0
Librarians	176	35.3	5.7	Newspaper carriers and vendors	111	29.7	4.5
Cite and onysical scientists	103	21.3	9.5	Real estate agents and brokers	546	50.0	2.7
Biological scientists	57	40.4	12.3	Stock and bond sales agents			2.6
Chemists	134	21.6	14.2	Sales workers and sales clerks, ne c	4,491	46.6	5.4
Operations and systems researchers and analysts	196	26.0	6.6	Sales representatives, manufacturing industries	410	20.0	3.7
Personnel and labor relations workers	432	49.8	1 10.5	Sales representatives, wholesale trade	951	11.9	. 2.6
Physicians, dentists, and related practitioners	801	14.2	9.2	Sales clerks, retail trade	2,380	71.3	7.3
Dentists	1.27	4.7	. 5.5	Sales workers, except clerks, retail trade	514	19.6	3.3
Phermacists .	147	25.2	7.5	Sales workers, services and construction	237	43.0	5.1
Physicians, medical and osteopathic	436	13.8	12.2		1		
Nurses, dietitians, and therapists .	1,520	92.7	12.1	Clerical warrers	18,187		11.2
Registered numer	1,313	96.3	11.7	Bank tellers	558		7.2
Therapitts.	244	70.5	11.5	Billing clerks	151		9.9
resith technologists and techniciam .	525	72.5	1 13.9	Bookkeepers	1,922		5.9
Clinical laboratory technologists and techniciams	268	77.2	17.5	Cashiers	1,521		11.3
Radiologic technologists and technicians	102	67.6	! 10.3	Clerical supervisors, n.e.c	246		10.5
Peligiaus workers	331	, 11.8	7.6	Callectors, bill and account	90		10.0
Gargy	277	. 5.1	7.6	Counter clerus, except food	. 352		9.9
Acial scientists	307	13.9	7.2	Dispatchers and starters, venicle	1 113		3.8
Ecdnomats	1 157	24.3	5.7	Enumerators and interviewers	57		. 15.3
Prychologists .	115	: 48.7	8.7	Estimators and investigators in e.c	529		10.2
Social and recreation workers	501	62.7	19.5	Expeditors and production controllers	249		3.0
Social workers Recreation workers	383	64.0	. 20.4	file clerks	307		21.3
Teachers, college and university	119	58.0	16.3	Insurance adjusters, examiners, and investigators	186	510 1 6	9.1
**Record college and university	573	: 35.3	3.4	Library attendants and assistants	149		13.4
Adult education (eachers	3,144	70.5	9.3	Mail carriers, post office Mail nandlers, except post office	239		13.4
Elementary school (sechers	75	42.7	8.0	Messengers and office helpers	172		19.3
Prekinderærten and kinderærten 'sachers	1,189	83.6	11.2	Office machine operators	945		17.0
Secondary school teachers	1 239	: 28.3	15.5	Sookkeeping and billing machine operators	47		12.3
Teachers except coilege and university, n.e.c	.,	73.3	7.3	Computer and peripheral equipment operators	551	3,14	
Engineering and science reconnicians	1.103	18.3	7.0	Keyuunch operators	243		15.2
Chemical rechnicians	1,103	25.7	15.8	Payroll and timexeeding clerks	1 226		3.3
Oramers		19.3	7.5	Postal clerks	253		25.9
Electrical and electronic engineering technicians		11.2	3.2	Receptionists		97.4	3.3
Surveyors	38	1.1	4.5	Secretaries		99.1	6.9
Technicians, except health, engineering, and science	214	22.0	1 4.7	Secretaries, legal		98.9	5.5
Airclane pilots		1.3	1.3	Secretaries, medical		100.0	5.2
Redio goeretors		57.4	4.9	Secretaries, n.e.c	3.587		7.0
Vocational and educational counselors		53.2	17.2	Shipping and receiving clerks	515		14.4
Writers, artists, and entertainers		. 40.1	5.9	Statistical clerks		30.3	14.7
Athletes and kindred workers	. 131	44.3	5.9	Sceni-grauners			12.5
Designers	213	29.6	5.5	Stack Cerks and starekeepers	517		12.3
	202	50.5	5.0	Teachers' aides, except school monitors	173		13.5
Musicians and composers		23.4	5.6	Telephone inderators	301		15.9
Painters and sculotors		51.2	1 5.3	Ticket, station, and express awents	1 144		9.0
Photographers	. 99	23.2	7.1	Typists	1.011		17.2
Public relations specialists and publicity writers	121	45.5	5.0	All other cierical workers	1,917		13.1
Research workers, not specified	189	39.4	10.1		.,,,,,		
All other drafessional and technical workers	53	39.6	11.3	Blue-collar workers	30,593	13.5	12.5
			1	Craft and kindred workers.	12,397		3.1
Vanagers and administrators, except farm		27.4	5.4		. 1,091	1.3	5.4
Sank officials and financial managers		: 37.4	5.0	Brickmasons and stonemasons	1.50		11.3
Buvers and purchasing agents		. 30.5	4.3	Common and concrete trashers	, 53	100	30.2
Buvers, wholesale and retail trade	191		5.3	Electricians	567		7.5
Credit and collection managers	56	39	4.5	Excavating, grading, and road machinery operators	413		11.9
Hatta ediminist. 1(01)	215	49.5	6.5	Paretes construction and maintenance	461	5.5	1.5

HOUSEHOLD DATA ANNUAL AVERAGES

23. Employed persons by detailed occupation, sex, and race - Continued

(Number in Innusancia	
	!

		1981				1981	
		Propert o	teres to			Percent o	t total
Occupantion	Total		31ock	Completion	Total		3tec
	emoloved	Fernales	ather		meloved	Females	and
e-coller workers Continued				Stue-coller warren —Continued			
Zart and kindred workers Continued				Operatives except transport —Continued	1		
Plumbers and proefictors	462	. 4	7.5	Shoemeking machine inperatives	73	72.6	,
Structural metal craft workers	30		1.9	France turning and strikes are necess	78	1.3	10
Replace and sizems	115	-	11.1	Contrie cusposations	239	61.2	25
Alter centar security securious are	1,700	11.3	7.5	Successed (western, lint weretern	98	66.3	:3
Machiness and pin within	557	4.1	7.9	Weiders and flame cutters	709	4.8	12
Just and die setting metal.	1 93	5.4	3.5	Winding operatives, n e.c	55	45.5	1.2
the ministry	564	3.3	7.3	All other operatives, except transport	1,000	32.3	15
Meral craft workers, excluding mechanics, machinists, and	5 mil 3				1 - :		
on setters	520	4.4	5.3	Transport equipment operatives	1 3,411	9.9	1.5
Willwrights	102		2.9	Busdavers	355	47.3	21
'folders, metal	52	17.3	19.2	Delivery and route workers	549	8.7	3
Sheet-metal workers and timenities	1.53	1.3	5.2	Forklift and tow motor operatives	363	5.3	21
Tool and die maken	176	2.3	2.3	A surged switch operators	. 38		5
Mechanics, automobiles	1,217	.7	3.3	Taxical drivers and chauffeurs	151	9.3	28
Automobile body reserves	199	1.0	7.5	Truckdrivers	1,343	2.7	13
Automobile mecranics	1,017		3.5	All other transport equipment operatives	102	2.9	1.5
Mechanics, except automobiles	2,110	2.5	7.7				
Air-conditioning, heating, and refrigeration mechanics		5	7.2	Nonferm (apporer)	4,469	11.5	18
Aircraft mechanics	119	1.4	12.5	Animal Circiation	93	57.0	1 4
Data processing machine receivers	97	7.2	7.2	Construction (appears including carpenters)	1		
sym implement methanics	46		3.7	Nilom	503	2.1	1:
Heavy extended members, including diesel	986	1.3	7.0	freight and material handlers	735	9.7	1 18
Heusenhill appliance and accessory installers and	1			Garbage collectors	72	2.8	4:
mechanics	110	4.6	3.5	Gardeners and grounds keepers, except form	548	4.5	, 13
Office machine repairers	73	4.1	3.2	Timber cutting and logging workers	79	1.0	1 12
Radio and television repairers	107	1.7	5.5	Stockhandlers	968	24.7	111
Reference and car shoo methanica		1.7	10.2	Venide washers and equipment deaners	165	15.2	21
Printing Craft workers		25.0	7.3	Warehouse (300rms, 1.e.d.	169	5.9	1.
Compositors and typeretters	171	35.1	7.5	All other nonterm laborers	617	9.7	20
Printing press coerstors	1.64	11.6	7.9	1			
Saters	132	41.7	12.9	Service workers	13,160	52.2	1 19
Cabinetmakers	73	2.7	4.1	Private Adusendia	1,024	96.5	31
Caront installers	33	-	4.8	Child care workers	. 443	97.5	1 5
Crane, ferrick, and horst operators	141	.7	15.6	Cleaners and servents	457	95.C	51
Oscorators and window ** 915911	1 123	72.4	7.3	Housekeeders	98	95.9	39
Electron power line and capte installers and reparers		. 9	7.3	Service workers, except private households	12,134	59.3	17
interctors a s.c	141	3.5	3.5	Cleaning workers	2,443	18.5	27
Complies engineers	46	2.2	2.2	Ladging quarters cleaners	175	36.5	37
Scattonary engineers	178	1.7	1 4.4	Building Interior cleaners, n.e.c	936	55.3	29
Tarlors	21	42.7	19.0	Janitors and sestions	1,332	19.0	24
seanone installers and receivers	119	9.7	3.5		4,575	64.5	13
Telephone line imitallers and repairers	17	5.2	5.2	3artenders	309	47.2	1 4
Ughakterer: :	70	21.4	11.4	Waters Mustams	217	19.3	12
All other craft workers .	567	15.0	9.5	20044	1,360	52.3	1.5
		,		Distriction	244	18.9	1 16
Corretives, except tremport	10,315	19.3	15.5	food counter and fountain workers	-60	, 53.7	1 13
Actomoran	1,145	52.3	16.4	N- 141	1,442	19.7	1 3
Bottling and carming governmen	52	42.3	19.2	Silvernice workers, nie ci	533	73.4	1 21
Checkers, examiners, and inspectors: manufacturing	736	53.7	13.3		1,963	39.3	2
Cottning inspers and pressers	115	30.7	18.1	Gental assistants	1 139	97.3	-
Cutting noeratives, ne.c	271	11.4	15.5	Yursing aides, proteins, and attendants	,	34.3	20
Cressmaken, except factory	114	97.4	14.0	Practical nurses		16.6	25
Oniters, earth	59	-	3.4	Personal service workers	195	17.7	1 1
Ory well imtallers and lathers	. 79	_	5.1	Attendants	1,725	75.1	1
Filers, poisiners, sanders, and buffers		31.9	16.3	Partiers	1 312	54.5	, .
Furnace renders, smelters, and pourers; metal	52	3.2	15.1	Child care workers	106		; !
Gareon workers and gas station attendants	3-0	5.6	:0.3	Hardinger and countriologists .	417	75.4	. 13
Meet dutten and butchers, except menutacturing .		56.1	27.5	deusenmoers, excluding arreste nousemnids	564	39.5	1 .
	173	3.1	7.3	Matter service aides	133	59.3	1 :
Meet during and butchers, manuracturing	96	29.2	17.7	STOCKETIVE SPEAKED WITH PARK	16	18	; 3
	: 250	2.3	5.0	Firetignters		10.1	1 13
Mixing operatives	:7	1.9	15.5	Guards	110	1.3	
Packers and wradoers, excluding most and produce		53.4	20.4	Police and derectives	593	13.7	1 13
Samters instructed articles	.34	15.7	13.0	Shortfs and denetts		5.6	1 :0
2010qradiic process worken	35	50.5	9.4	Treating and College, A. C. C. C. C. C. C. C. C. C. C. C. C. C.	59	7.2	, L
Precision, machine goaratives	148	12.9	9.2	Farm workers	2 711	17.9	
Ontil aress noeratives		25.0	14.3	Symmetric and farm managers		19-00-10-1	1 1
Grinding machine operatives		10.4	7.9	Furners (owners and terrants).		11.4	4
	: :01	5.9	1.3	Farm regard and supervisors		25.7	
Amen and stamping press operatives	, 00	12.1	1 :0.4	Farm reducted and moderation			. !
Sawren	. 121	3.9	: :5.7	- mm (400 Per), wedge must set?	700 (15.9	. 1

NOTE, N.E.C. is an abbreviation for from Histories castified, and designates proud categories of oppositions which cannot be more romatically identified.

Data Sources

- 1. "Annual ASPO School Survey", American Society of Planning Officials., April, 1975.
- 2. Bureau of Labor Statistics, "Employed Persons by Detailed Occupation, Sex and Race," Employment and Earnings, January, 1982.
- 3. Manpower Information for Affirmative Action Programs, Minnesota Dept. of Economic Security, 1980.
- 4. Minority Population Trends in the Twin Cities Metropolitan Area, 1980., Metropolitan Council.
- 5. "The Occupation of Planning: A View from the Census." Journal of the American Institute of Planners., April, 1976.
- 6. "Planners in Transition: Report on a Survey of Alumni, 1960-71."

 Journal of the American Institute of Planners., April, 1976.
- 7. Post Secondary Education Enrollment Survey, Fall, 1980. Minnesota Higher Education Coordinating Board., April, 1981.
- 8. Post Secondary Vocational Enrollment. Minnesota State Dept. of Education., 1982.
- 9. Salaries and Tenure of Professional Planners, 1980. American Planning Association.

		2		,	:					<u> </u>			CURRENT		1		KAM YE			FUTURE AS OF:		α
JOB . CATEGORY	BALARA RANGE	7.9	r PERIO	D AS OF:	VI.				EMPLO		1ALE		PERCENT	PERCENT ALLABILITY	FROM ANTICI JOB OP	PATED ENINGS		NUME GÓAL		ANTIC- IPATED WORK FORCE	PROJEC PERCE	
		TOTAL.	MA1.E	FEMALE	ti	11	A	IA	В	п	A	1 A	MINORITY	FEMALE	TOTAL	MIN	FEM	иін	FEM	TOTAL.	йти	FEM
OFFICIALS/	A - E	38	31	7		1							3.7	30.5	1	a	100	a	ı	38	5,3	31.6
PROPESSIONALS	C - G	98	58	40		1		1	1	1		ì	4.1	40,8	15	13,3	53,3	2	ß	98	7.1	46.9
TECHNICIANS	5 - 9	14	4	10	1	larF	2	63.2	6			6	21.4	71.4	2	50	ú	ì	0	15	20	50
OFFICE/	6 -11 n - K	57	3	54	et F) (1474) 1	27 5		4	rvirigo 1	eus.	1	12.3	94.7	7	14.3	0	1	0	55	12.3	89.1
TOTAL	eri erisi	207	96	111	1	3	2	1 / 5 (2)	5	2	8 196	2	7.2	53.6	25	16	36	4	y	206	9.7	56.8
A. C. C. C. C. C. C. C. C. C. C. C. C. C.																						

UTILIZATION ANALYSIS (JOB GROUP BREAKDONN)

ALCACHMONL
N-9

TOTAL.			Professionals		COTAL.		officials/ Administrators	,		Anorthan	LIE	
	All Other	Budgat & Finance	Computer Special lata			Hanagara	Directors			4.14.54.1.	HOF	ANVARING ANTHUMARING
	4-6	D, E	1-5			A-0	A-1)			HAHGE	ANTIVE	Administ
Ē	U	7	6	!	6	<u> </u>	w	TALOL.		۱۱۸	CHIME!	Administration
1.	_	D.	0		, un	N	<u> </u>	MALL		ALL EMPLOYEES	AL REMO	
-	a	K	6		-	-	6	FEMALE		EES	D 88 (14.)	
					!	-			15	<u> </u>	CURRENT FERROD AS OF April 30, 1982	
				1) N	MALE	STAKOTANA ALDIOHIM	10, 1982	
-	-							E	7.	HANTAME		
								N 1	FEMALE	r.		
	201 6.31	5.31	4.8%			0 3.91	D . 4	A.I. INCHIEM I			CUIGUENT	
	404	28.6x 47.1x	46%			33.3N 32.4N	20.61	FEMALE	ALITIBUTION	PERCENT		
	BO	Усн	воÃ			учы	Уев	АТИОНІМ		1111.0	Nadnu	
	Уаы	Уин	Усы			110	Усь	EEMALE		HATTAZITA		

UTILIZATION ANALYSIS (JOB GROUP BREAKDORN)

(pagu	ALEACI
2)	ment
	A-9

	TATAI.			office/	Technicians		CATEGORY	кво	_ 15
		Clerks B Level	Clerks A Lavel	Secretaries B Level	All		GROUP	HOF	DEPARTMENT SUMMARY:
		r '1 n-9	11-6	= =			RANGE	SALAKY	Administration (continued)
	12	4	6	2	u	TOTAL	A	Сикаа	ात्त्र राष्ट्र
1	-	a	-		G	MALE	AII, EMPLOYEES	ENT PERI	(eant hin
	=	4	₅	2	w	FEMALE	AE E-D	CURRENT PERIOD AS OF: April 30, 1982	(lbs
						-		F: Apr	
						= - A	MALLE	10,	
. 4	1					A1	MALE FELLOTEES	1982	
						=	Ma.4		1
						A AI	FEMALE	=	
		25%	5.11	4.0%	4.2%	A.I. ENONI W		PERCERT	
		100% 62.7%	63,34 50.04	100%	100% 46.8%	FEMALE	PERCENT AVAILABILITY		
		Out	Усн	Учэ	уев	ALCHONIM	0111	UNDER	(y nfact)
		no	110	no) o	FEMALE	OTTLIANTON		

UTILIZATION ANALYSIS (JOB GROUP BREAKLO

Attachment
A-10

													-			POPAL.
Tio.	ной	1001	5.54								-	ů.	-	× 10	Secretarios A Levol	
IIO	у у в	100%	4.01								ĸ	G		===	Societaries Nilovol	diffice/ forfical
									-		-	he .				OTAL.
Яон	Кев	0 49.3N	6.38								B	-	-	4-7	Other	
Ott	no	50x 28,2x	50%				-		-		-	-	N	F.	L ануств	Crofessionals
							i		1		•				i .	1
явК	наА	251 20.61	D								_	<u> </u>		V-11	Directors	otticials/ oministrators
FEMALE	A.L. INOPITH	FEMALE	A.I. PYOUTH	>1	= >	=	IV		=	E	I.EWVIT	HALL	TV.I.O.I.			
MATTIA	utlltu	PERCENT AVAILABILITY			STIVMS	33ACT	HUORITY ALMOHIN	TOWIT	ятим Опіти		SHIA	ALL EMPLAYEES	λ	RAHGE	GROW	ADECTAVO
	Hadini		CURRENT				902	10, 1	April 30, 1982		CURRENT PERIOD AS OF:	INER TW	CHRIC	ANTIVE	HOF	1350
												Ë	Titte "	Chaliman's Office	DEL'ARTHERT, ERHAVITA	. DE

UTILIZATION ANALYSIS (JOH GROUP BREAKDOWN)

-	>
Per	LA
<u>.</u>	ACIII
Ξ	HIGHT
	-
	1

Technicians	Professionals		TOTAL		orficials/ Administrators		CATEGORY	EEO
Technicians Ail	PR Specialists & Publicity Uniters			Манауска	Directors	The first of the contract of t	Сколь	иос
. 5-9	3 4, U			C-E	A-D		KAHGE	SALAKY
4	Wheel in		44	2	2	TATOT	AL	CUIRRE
2	2		.	_	₽	MALE	ALL EMPLOYEES	inaa aa
2	. ω			_		FEMALE	8937	CURRENT PERIOD AS OF:
-	A 4. 3					E	MINU	
-	8 8	201				A	MINORITY EMPLOYEES	April 30, 1982
		34				H	я в стания	
						>	EEMALE	
50%	2011 4.21			0 3.9N	3.44	AT MIHOHIM		CUIGRENT
46.8%	60x 44.4x			50x 32.4x	20.64	FEMALE	PERCENT AVAILABILITY	
	110			усы	yes	MINORITY	UTIL	UNDER
110	Ott			II C	коЛ	FEMALE	UTILIZATION	

UTILIZATION ANALYSIS (JOB GROUP BREAKDOWI)

(1)aga 2)	ACCACIMICI
	11-V 7

		TOTAL.			office/		ANTEGUAD	Exa	· ·
			Clerks A Lavel	Clarks D favol	Secretaries B Level		GROUP	they.	SOLVERING DIEDLINVER
	# # # # # # # # # # # # # # # # # # #		11-6	1, J			RAIKIE	KHUINE	Limminity Sarutees-(continued)
		E	6	-	-	IV.LO.E	71.	Сшины	SELUTE
		-	-			HAI.K	ALL EMPLOYEES	AT PENGO	ים - (כטור
		7	5	-	-	FEMALE	Saa	U AS OF	ביווייין)
						H II A	HINOH	CHRHERT PERIOR AS OFF APCIL 30, 1902	
						14	STATE ALL NORTH	1902	
·			-			H II A	SEE SEE		
			16.7%	4.71	4.01	АТ ИПОИЛИ		CUINDENT	The second secon
			N. EU	100v 62.7v	1001	FEMALE	PERCENT		
			ρġ	Уен	уен	A.L.I HON I H	orna	MELTRID	
			Nα	BO	NO	FEMALE	UTILIZATIČNI		

HTILIZATION ANALYSIS (JOB GROUP BREAKDOWN)

4 ()

Attachment A-12 (page 1)

DE	PARTHEIT SUMMARY:	Iliman ke	L Rom CGR											1			The second second second second second second second
EEO	Joh	YHALIAG	CORRE	CURRENT PERIOD AS OF: April 10, 1982									CURKENT PERCENT		UNDER		
CATEGORY	GROUP	RANGE	ALL EMPLOYEES			LL EMPLOYEES MINORITY EMPLOYEES					PERCENT AVA) LABILITY	UTILIZATION					
1		201-	TOTAL	MALE	FEMALE	ш.		ALE	1 A	В		MALE	IA.	MINORITY	FEMALE	MINORITY	FEMALE
Officials/ Administrators	Directors	V-D	3	2	1		- 11						1	3.41	33.34	усв	no
	Managers	С-Е	6	3	3				}					3.91	32.41	уев	по
TOTAL			9	5	4												
Professionals	Sentor Planners	1-3	5	3	2									2.81	404 29.44	уез	no
1	Planners	4	12	5	7		i ie	7 7 1		73	1			u.3t 3.9t	58.34	no	no
	Associate Planners	6	4	0	4		lu'	1-1-1						0 0.14	100%	уса	. no
	All Other		10	2	8	. 16	41-13		gregit e	1	feet	i i	#41.	101	801	no	no
TOTAL.		1-7 c-G	31	10	21					1	1					Ţ	

UTILIZATION ANALYSIS (JOB GROUP BREAKDORN)

(paya 2)	WELDCIMMENT
	21.14

TOTAL.				office/	,	Yeelmicianu		CATEGORY	E
	Clerks A Laval	Secretarios A Level	Clerks B Lavel	Secretarias B Level		Technicians All		CHOMP.	for
	9-11	K 10	1, 1	E-L		5-9		RAIKIE	CHRIENT PERIOD AS (
20	_	Б	6	<u>.</u>		-	TATEOR	714	Cunditer
-			-	!			MALE	ALI. EMPLOYEES	T PENIO
9	_	E				-	FINALE.	ES	CHRIERT PERIOD AS OF April 30, 1902
-			-				- I	HIND	Apr 11 30
							14	HALL BETTON THE STATE OF THE ST	, 1902
<i>ω</i>		-	N				1=	PLOYEES	
		•					N N1	NI.E	
	0 0	12.5%	17.5%	0 4.0%		4.21	A.L. PRONTH		Синкент
	50.01	60.71	17.5k 62.7k	100 ts		1001	FEMALE	PERCENT	
	Уси	lio.	ορ	Уен		явЛ	A.L. PHONTH	LILO	Madrin
	70	טונ	110	Πά		Bic	TIVNES	HOTTASLITTU	~

UTILIZATION ANALYSIS (JOB GROUP BREAKDOMI)

(page 1)	Attachment
	A-13

TOTAL.			Professionals		TOTAL.		officials/ Administrators		CWIEGORY	OSEST
	Associate Planners	Planners	Senior Planners	·		Managers	Directors		Сион	HOF
	6	4	1-3	dente	,	C-E	A-1)		KANGE	CDIGGER
42	E	TE .	16	<u>+</u>	15	10	טז	TOTAL.	ALIA	Coplans
30	U.	12	13		15	ρū	ۍ.	MALE	ал. емилохеез	AL PERO
12	ω.	6	J.		0	o	a	FEMALE	SIIS	CDICHERT PERCOD AS OF:
						-		=		
								>	MIHORITY EMPLOYEES	April 30, 1982
				Provide day.				Al	dwa A.i.	7.861
								=	SEEKOT	
		3 5	,	3			3	1	FEMALE	
	0 B.IN	3.94	2.01			101 3.91	3,41	AI MINORITY		CURRENT
	37.51	33.3N 45.9N	10.61			32.4%	28.6%	FEMALE	PERCENT AVAILABILITY	
	Уав	усн	Усв			no	уев	A.I. PHORITM	TITAD	Vacino
	Уез	Усн	Уев			Усв	Усв	EEMALE	HOLEVZTILLA	

NY NOC) BUSA'I C) (E)

(INVINCENTE AIRM BOC) BESTIVNY POLLVATITLE

(Page 2)	Attachment
	V-13

POPAI.				off loa/ Charloak	Technicians			Adectago	Maria	
	Cletks A Level		E	Begrutarius II Level	Technicians	1		diami	HOL	PERABUS BUSHING
	11-6	× ¢,	F '.1	E 1	 3-5			RAIKIE		Physical Planning (continued)
-	~	U	-	6	6	TOTAL		۸۱.	Синис	l' lamation
a	0	C	6	0	2	HALE		VIT EMBLOYEES	ж тын	1 (cont)
-	N.	D.	-	6		FEMALE		SHILL	O) AS OF	mucil)
							H	ı	CORRECT PERIOD AS OF April 30, 1902	
						14	HALE	MINORITY EMPLOYEES	10, 1902	-
					<u> </u>		-	ad any lawa		
		-	^) V	REMAIR	Ľ		
	0 5.10	20%	0 4.74	0 4.00	16.74				CHRENT	
	100%	1001	1001 62.74	100%	66.78	FEHALE	ALITHUTHVA	PERCENT		
	Уан	NO	язА	Усы	110	A.L. DICHIEM		ntit.	UNDER	
	D/A	טונ	υφ	110	110	FEMALE		ROLLVZPILLEN	-	

APPENDIX B

EQUAL ECONOMIC OPPORTUNITY GOALS

The following overall goals have been established for procurement from MBE firms:

Minority Owned and Controlled

ve. for a contract, to

General O	ffice	Supplies	and	Services	5.4%
Printing					.6%
Computer	Equipm	ent & Sup	plie	es	. 3%
Consultan	t	a and the Sales	6.2		1.0%

Women Owned and Controlled

				Supplies	and	Services	2.7%
		Printing	J				. 3%
	,	Computer					.2%
		Consulta	ant				.5%

Individual contract goals for federally- assisted projects shall be:

Minority	Owned	and	Control	led	Firms	7	.3%
Women Owr	ned and	Cor	ntrolled	Fir	ms	3	.7%

The purpose of these goals is to assure that MBEs receive full and equal opportunity to be included in Metropolitan Council contracting activities.

APPENDIX C

DEFINITIONS

AFFIRMATIVE ACTION - action taken by the Council to increase the participation of protected-class members in employment, citizen involvement in program planning, Council services, and business opportunities afforded by the provision of goods or services to the Council.

BIDDER - an individual, partnership, joint venture, or firm submitting a proposal, directly or through an authorized representative, for a contract to provide goods or services to the Council.

EQUAL OPPORTUNITY GRIEVANCE - a complaint alleging that the Council has been or is engaged in action which is discriminatory under current applicable federal or state statutes and regulations, local ordinances, or the Council's equal opportunity policy.

GOODS AND SERVICES - all products and services, including consulting services, purchased by the Council.

GRIEVANT - the aggrieved party in the Equal Opportunity Grievance Procedure, which may be an individual, a group, or an organization.

HANDICAPPED OR DISABLED - any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment.

MINORITY BUSINESS ENTERPISE (MBE) - a business of which at least 50 percent, or 51% in the case of publicly owned businesses, is owned by minority group members, women or disabled persons.

MINORITY-GROUP MEMBERS - persons belonging to the following racial groups: Alaskan natives (Eskimos), American Indians, Blacks, Hispanics and Orientals.

PRIME CONTRACTOR - an individual, partnership, joint venture or firm with whom the Council contracts for the provision of goods or services.

PROTECTED-CLASS MEMBERS - groups of persons including females, minorities, the handicapped, and Vietnam era veterans, especially those who are disabled, who for whatever reason may not have had equal access to employment opportunities.

SUBCONTRACTOR - an individual, partnership, joint venture or firm with whom the prime contractor contracts for the provision of goods or services.