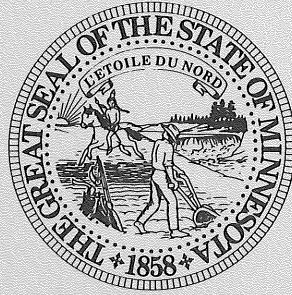


State of Minnesota



AFFIRMATIVE ACTION REPORT 1985

CONTENTS

Affirmative Action Program	1
AA Groups by Bargaining Unit	4
Minority Groups by Sex and Bargaining Unit	5
AA Groups by Department and Occupation	6
AA Groups by Bargaining Unit and Year	14
Audit Report	18
Audit Summary	19

Minnesota Department of Employee Relations
Equal Opportunity Division
444 Lafayette Road, St. Paul, MN 55101
(612) 296-4600

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AFFIRMATIVE ACTION PROGRAM

Requirements

Minnesota law states that: "It is the policy of the State to take affirmative action to eliminate the underutilization of qualified members of protected groups in the civil service, where such action is not in conflict with the provisions of this chapter or Chapter 179, in order to correct imbalances and eliminate the present effects of past discrimination." Minnesota Statute 43A.19 requires the establishment and maintenance of an affirmative action program. The program is administered in accordance with the provisions and rules of 2MCAR 2.391 through 2MCAR 2.397. Protected groups for affirmative action purposes are defined in Minnesota Statute 43A.02, Subd. 33, as being females; handicapped persons; members of the following minorities: Black, Hispanic, Asian and Pacific Islander, American Indian or Alaskan Native; and, until 1989, Veterans who served in the military service of this country during the period from August 5, 1964 to May 7, 1975.

Affirmative action rules require each agency to develop and submit an annual plan to the Equal Opportunity Division of the Department of Employee Relations for review and approval. These rules also specify a minimum content for affirmative action plans. Each department appoints an Affirmative Action Officer or designee who is responsible for the implementation and administration of the plan. The rules also require the development of program objectives to address disparities in the workforce and the creation of procedures for cases of alleged discrimination. Criteria for the establishment of goals are also outlined.

Goals and Objectives

Numerical affirmative action goals are established for both women and minorities by department, occupational group, and geographic location. These goals are based on the availability of qualified protected group persons. Availability is determined from a variety of sources such as U.S. Census data, educational data, and statistics from licensing, regulatory, and accreditation authorities and organizations. Because the nature of jobs varies from one department to another, and because the availability of protected groups varies from one occupational field to another, goals for a given protected group may vary among departments. Finally, goals may vary according to geographic location because all protected groups are not uniformly distributed throughout the state.

Numerical affirmative action goals are established differently for handicapped persons and Vietnam era Veterans. In 1978, the Division of Vocational Rehabilitation of the Minnesota Department of Economic Security conducted a survey to determine the prevalence and types of disabilities found in the state and to provide demographic data on Minnesota's disabled population. The definition of "handicapped" used in this survey is consistent with the definition used by the State's affirmative action program as well as the definition incorporated in Section 504 of the national Rehabilitation Act of 1973. The information from this survey serves as the data base for the establishment of a general department goal of 8.2% for handicapped persons. Limitations of the data base prevented an analysis of the types of jobs held by the disabled populations, and therefore differential distribution of the

8.2% goal among occupational groups is not possible. Similarly, a 9.0% goal for Vietnam era Veterans is derived from data supplied by the U.S. Veterans Administration as to the number of Vietnam era Veterans in Minnesota's population. Again, limitations in this data base prevent differential distribution of this goal.

In addition to the ideal numerical affirmative action goals, each department is required to set annual objectives for protected group members by forecasting turnover and hiring opportunities in the coming year. The annual objectives reflect what progress a department realistically expects to achieve in meeting its goal in the next year.

Examination and Selection

Several features of the State's affirmative action program are designed to assist agencies in meeting their affirmative action obligations. The Department of Employee Relations is undertaking an extensive outreach program to maintain open lines of communication with various protected group communities and advocates. This program includes conducting community informational sessions and job fairs in order to provide information about the process of securing employment with the State. This outreach effort is a valuable recruiting tool that helps ensure an adequate flow of protected group candidates. Additionally, it provides a mechanism for input from individuals and organizations as to ways of improving the effectiveness of our affirmative action program.

On a quarterly basis, the Equal Opportunity Division conducts a workforce analysis for each department. This analysis compares the makeup of a department's workforce by protected group and occupational category to the ideal goals for those groups and units. Where a disparity is identified, expanded certification is authorized. Expanded certification provides additional qualified protected group candidates to be considered for a job opening. The certified list of eligible candidates is expanded to include up to three protected group candidates for whom disparities exist. The expanded certification procedures of the affirmative action program are designed to increase the opportunities of each department to select protected group members.

Two features of the examining and selection process are specifically designed to address the unique needs of a handicapped person seeking employment with the State. All applicants are asked to indicate on the job application form if they have a disability requiring accommodation in the examining process. Every effort is then made to provide reasonable accommodations to those who need them. Commonly-provided accommodations are interpreters for hearing impaired persons and readers for visually impaired persons. In cases where the requested accommodation is not possible or reasonable, the applicant may qualify for the "700 Hour" program. This program is designed to assist applicants whose disability places them at a competitive disadvantage in the examining process. It provides for up to 700 hours of trial work experience in lieu of a formal examination. Once the applicant has demonstrated his/her ability to do the job, he/she begins to serve a probationary period as would any other employee. Our commitment to provide reasonable accommodations and our use of a 700 Hour Program where accommodations are not possible represent a commitment to removing as many barriers as possible to the employment of handicapped persons.

Monitoring

Affirmative action plans require pre-employment review of selection decisions for vacancies with disparities. Required by rule, pre-employment review requires justification for the non-selection of a protected group member for whom there is a disparity prior to the offer of employment to a non-protected group member. These justifications are internally reviewed most typically by the Affirmative Action Officer/designee with subsequent review by the Equal Opportunity Division. The purpose of the pre-employment review is to ensure that a department carefully considers every appointment before a final hiring decision is made.

Toward the end of each fiscal year, the Equal Opportunity Division conducts affirmative action audits of each State agency. These audits are for the purpose of identifying problem areas in the implementation and administration of the plan and to determine the accuracy of the annual objectives. Audit reports are maintained by the Equal Opportunity Division with copies forwarded to the department. The results of the audits will provide a department guidance in the development of the affirmative action plan for the upcoming fiscal year.

PERCENT PROTECTED GROUP BY BARGAINING UNIT
January, 1985

<u>Total Employees</u>	<u>Bargaining Unit</u>	<u>Women</u> ¹	<u>Minorities</u> ²	<u>Handicapped</u> ³	<u>Viet. Era Veterans</u> ⁴
654	Law Enforcement	2.29	3.20	.76	20.80
2,510	Craft, Maint, Labor	.80	3.27	8.37	19.08
2,202	Service	36.01	4.08	8.72	5.99
3,529	Health Care Non-Prof.	71.63	2.28	3.40	4.53
527	Health Care Prof.	92.03	1.90	3.61	3.42
5,769	Office Clerical	90.89	4.87	3.95	1.37
2,653	Technical	21.33	2.41	7.31	11.01
851	Correctional Guards	13.52	7.41	7.05	18.68
680	Prof. Engineering	5.89	2.65	8.09	7.94
76	Health Treatment Prof.	17.11	3.96	7.89	1.32
5,168	General Prof.	33.41	4.38	6.75	11.57
213	Prof. Res. Instruct.	43.66	1.88	8.92	10.33
2,606	Supervisory	27.13	2.96	6.29	12.39
1,813	Commissioner's Plan	63.99	4.36	2.54	4.14
776	Managerial	16.50	4.52	7.73	8.51
479	All Others	40.50	5.85	4.18	11.27
30,506	TOTAL	45.33	3.81	5.73	8.68

1. Women represent 42.9 percent of Minnesota's workforce.
2. Minorities represent 3.3 percent of Minnesota's population as follows: Blacks, 1.3 percent; Hispanics, 0.8 percent; Asians, 0.7 percent; and Indians, 0.9 percent.
3. Handicapped persons represent 8.2 percent of Minnesota's labor force.
4. Vietnam Era Veterans represent 9.0 percent of Minnesota's population.

PERCENT MINORITY BY SEX AND BARGAINING UNIT
January, 1985

<u>Total Employees</u>	<u>Bargaining Unit</u>	<u>American Indian</u>		<u>Asian</u>		<u>Black</u>		<u>Hispanic</u>	
		<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>
654	Law Enforcement	1.83	.15	0	0	1.07	0	.15	0
2,510	Craft, Maint, Labor	1.79	.04	.04	0	.64	0	.76	0
2,202	Service	.73	.54	.41	.09	.86	.45	.86	.14
3,529	Health Care Non-Prof.	.37	.54	.26	.11	.40	.23	.09	.28
527	Health Care Prof.	0	.38	0	.57	0	.57	.19	.19
5,769	Office Clerical	.03	.71	.10	.29	.29	2.15	.02	1.28
2,653	Technical	.15	.19	.45	.11	.72	.34	.34	.11
851	Correctional Guards	1.41	.35	.24	.24	3.88	.35	.82	.12
680	Prof. Engineering	.15	0	1.32	.15	.59	.15	.29	0
76	Health Treatment Prof.	0	0	1.32	1.32	1.32	0	0	0
5,168	General Prof.	.48	.23	.79	.54	1.12	.68	.37	.17
213	Prof. Res. Instruct.	.47	.47	0	.47	.47	0	0	0
2,606	Supervisory	.58	.27	.31	0	.92	.50	.23	.15
1,813	Commissioner's Plan	.22	.33	.33	.61	.88	1.21	.39	.39
776	Managerial	.26	0	.13	.26	2.19	.77	.52	.39
479	All Others	.21	0	.21	0	2.92	2.09	.21	.21
30,506	TOTAL	.50	.36	.35	.25	.85	.80	.32	.38

PERCENT WOMEN BY DEPARTMENT AND OCCUPATION
January, 1985

<u>Total Employees</u>	<u>Department</u>	<u>Managers</u>	<u>Prof.¹</u>	<u>All Other</u>	<u>Total Women</u>
805	Administration	19.05	24.86	51.19	43.73
460	Agriculture	4.76	23.86	29.06	26.96
221	Commerce	14.29	32.03	91.14	52.04
	Community College System ²				
515	Metro	16.67	53.85	69.79	67.96
318	Outstate	0	62.50	69.62	68.87
	Corrections				
1,155	Metro	14.29	31.86	25.66	26.41
725	Outstate	5.88	19.02	24.24	22.48
	Economic Security				
1,529	Metro	21.82	34.68	86.87	55.79
775	Outstate	14.29	28.07	95.00	52.13
641	Education	22.73	48.39	83.17	64.27
106	Employee Relations	35.71	53.66	96.08	71.70
287	Energy & Economic Development	45.71	37.14	74.11	52.61
129	Finance	22.58	26.83	75.44	47.29
690	Health	18.52	50.25	84.15	62.03
65	HECB	0	66.67	76.00	73.85
119	Housing Finance Agency	14.29	43.40	81.36	60.50
67	Human Rights	50.00	62.79	100.00	74.63
	Human Services				
1,513	Metro	23.21	53.92	71.76	63.05
5,882	Outstate	7.89	55.85	67.05	64.08
348	Labor & Industry	40.00	39.32	62.04	53.45
	Military Affairs				
84	Metro	0	57.14	14.28	19.04
304	Outstate	0	37.80	8.88	19.07
	Natural Resources				
664	Metro	13.33	17.92	60.90	37.80
1,310	Outstate	0	2.94	26.46	13.36
375	Pollution Control Agency	5.00	24.91	84.62	36.27
1,741	Public Safety	19.23	19.58	43.12	40.21
87	Public Service	0	28.13	31.37	28.74
1,012	Revenue	13.64	26.64	87.47	55.63
137	State Planning Agency	26.67	31.94	64.00	43.07
	State University System ²				
69	Metro	0	45.45	84.48	78.26
1,734	Outstate	14.29	42.23	62.39	59.80
	Transportation				
2,438	Metro	3.75	15.04	18.42	17.23
2,151	Outstate	2.94	7.64	7.86	7.76
383	Veterans Affairs	0	68.12	51.62	53.79
244	Zoological Gardens	0	52.00	44.65	44.67
1,811	All Other Departments	-	-	-	-
30,506	TOTAL	16.49	34.36	51.11	45.34

1. Professionals include employees in the Health Care Professional, Professional Engineering, Health Treatment Professional, General Professional and Professional Residential Instructional bargaining units, and Professionals in the Commissioner's Plan.
2. Does not include faculty and administration.

PERCENT MINORITY BY DEPARTMENT AND OCCUPATION
January, 1985

<u>Total Employees</u>	<u>Department</u>	<u>Managers</u>	<u>Prof.¹</u>	<u>All Other</u>	<u>Total Minority</u>
805	Administration	2.38	4.52	9.39	7.95
460	Agriculture	4.76	3.41	3.13	3.26
221	Commerce	7.14	5.47	13.92	8.60
	Community College System ²				
515	Metro	0	2.56	4.68	4.47
318	Outstate	0	0	.68	0.63
	Corrections				
1,155	Metro	8.57	5.39	8.30	7.79
725	Outstate	0	1.63	2.48	2.21
	Economic Security				
1,529	Metro	5.45	6.53	7.91	7.06
775	Outstate	0	2.05	.36	1.42
641	Education	13.64	8.39	1.94	5.46
106	Employee Relations	7.14	12.20	1.96	6.60
287	Energy & Economic Development	2.86	10.00	4.46	6.97
129	Finance	0	7.32	7.02	5.43
690	Health	3.70	3.27	3.40	3.33
65	HECB	0	13.33	4.00	6.15
119	Housing Finance Agency	0	16.98	22.03	18.49
67	Human Rights	100.00	27.91	36.36	32.84
	Human Services				
1,513	Metro	5.36	4.61	4.25	4.43
5,882	Outstate	0	2.58	1.78	1.96
348	Labor & Industry	6.67	8.55	14.81	12.36
	Military Affairs				
84	Metro	0	14.28	7.14	7.14
304	Outstate	0	1.21	.32	.65
	Natural Resources				
664	Metro	2.22	2.61	5.45	3.92
1,310	Outstate	0	1.68	1.03	1.37
375	Pollution Control Agency	0	2.53	1.28	2.13
1,741	Public Safety	0	3.70	3.47	3.45
87	Public Service	0	3.13	5.88	4.60
1,012	Revenue	9.09	3.18	6.57	4.94
137	State Planning Agency	13.33	4.17	8.00	6.57
	State University System ²				
69	Metro	0	0	5.17	4.35
1,734	Outstate	0	.97	1.84	1.73
	Transportation				
2,438	Metro	3.75	4.49	3.03	3.36
2,151	Outstate	0	.69	2.33	2.19
383	Veterans Affairs	16.67	1.45	8.12	7.05
244	Zoological Gardens	0	0	2.79	2.46
1,811	All Other Departments	-	-	-	-
30,506	TOTAL	4.51	4.16	3.69	3.85

1. Professionals include employees in the Health Care Professional, Professional Engineering, Health Treatment Professional, General Professional and Professional Residential Instructional bargaining units, and Professionals in the Commissioner's Plan.
2. Does not include faculty and administration.

PERCENT BLACK BY DEPARTMENT AND OCCUPATION
January, 1985

<u>Total Employees</u>	<u>Department</u>	<u>Managers</u>	<u>Prof. 1</u>	<u>All Other</u>	<u>Total Black</u>
805	Administration	2.38	2.82	5.46	4.72
460	Agriculture	0	0	1.14	.87
221	Commerce	7.14	2.34	6.33	4.07
	Community College System ²				
515	Metro	0	0	2.55	2.33
318	Outstate	0	0	0	0
	Corrections				
1,155	Metro	5.71	2.94	4.59	4.33
725	Outstate	0	0	1.15	.83
	Economic Security				
1,529	Metro	5.45	3.33	4.43	3.86
775	Outstate	0	.20	.36	.26
641	Education	9.09	2.58	1.62	2.34
106	Employee Relations	7.14	7.32	1.96	4.72
287	Energy & Economic Development	2.86	2.14	.89	1.74
129	Finance	0	2.44	5.26	3.10
690	Health	3.70	1.76	1.89	1.88
65	HECB	0	6.67	2.00	3.08
119	Housing Finance Agency	0	11.32	15.25	12.61
67	Human Rights	100.00	20.93	18.18	22.39
	Human Services				
1,513	Metro	1.79	1.88	2.07	1.98
5,882	Outstate	0	.44	.25	.29
348	Labor & Industry	6.67	6.84	8.80	8.05
	Military Affairs				
84	Metro	0	0	5.95	5.95
304	Outstate	0	0	0	0
	Natural Resources				
664	Metro	2.22	.98	1.60	1.36
1,310	Outstate	0	.14	0	.08
375	Pollution Control Agency	0	1.08	1.28	1.07
1,741	Public Safety	0	2.12	1.77	1.78
87	Public Service	0	0	1.96	1.15
1,012	Revenue	4.55	1.99	3.29	2.67
137	State Planning Agency	6.67	1.39	2.00	2.19
	State University System ²				
69	Metro	0	0	1.72	1.45
1,734	Outstate	0	.49	.20	.23
	Transportation				
2,438	Metro	2.50	1.37	1.03	1.15
2,151	Outstate	0	0	.15	.14
383	Veterans Affairs	0	1.45	5.52	4.70
244	Zoological Gardens	0	0	.47	.41
1,811	All Other Departments	-	-	-	-
30,506	TOTAL	2.96	1.73	1.57	1.65

1. Professionals include employees in the Health Care Professional, Professional Engineering, Health Treatment Professional, General Professional and Professional Residential Instructional bargaining units, and Professionals in the Commissioner's Plan.

2. Does not include faculty and administration.

PERCENT HISPANIC BY DEPARTMENT AND OCCUPATION
January, 1985

<u>Total Employees</u>	<u>Department</u>	<u>Managers</u>	<u>Prof.¹</u>	<u>All Other</u>	<u>Total Hispanic</u>
805	Administration	0	0	1.88	1.37
460	Agriculture	0	0	1.14	.87
221	Commerce	0	.78	6.33	2.71
	Community College System ²				
515	Metro	0	0	.64	.58
318	Outstate	0	0	.34	.31
	Corrections				
1,155	Metro	0	.49	1.31	1.13
725	Outstate	0	.54	0	.14
	Economic Security				
1,529	Metro	0	.71	1.58	1.05
775	Outstate	0	.82	0	.52
641	Education	4.55	1.94	.32	1.25
106	Employee Relations	0	2.44	0	.94
287	Energy & Economic Development	0	.71	.89	.70
129	Finance	0	0	0	0
690	Health	0	0	0	0
65	HECB	0	6.67	0	1.54
119	Housing Finance Agency	0	0	3.39	1.68
67	Human Rights	0	2.33	13.64	5.97
	Human Services				
1,513	Metro	3.57	.68	.92	.93
5,882	Outstate	0	.15	.29	.26
348	Labor & Industry	0	0	2.78	1.72
	Military Affairs				
84	Metro	0	14.28	1.19	2.38
304	Outstate	0	0	0	0
	Natural Resources				
664	Metro	0	.33	2.24	1.20
1,310	Outstate	0	.14	.34	.23
375	Pollution Control Agency	0	0	0	0
1,741	Public Safety	0	.53	.85	.80
87	Public Service	0	0	1.96	1.15
1,012	Revenue	4.55	0	2.46	1.28
137	State Planning Agency	0	1.39	2.00	1.46
	State University System ²				
69	Metro	0	0	0	0
1,734	Outstate	0	0	.39	.35
	Transportation				
2,438	Metro	1.25	.78	1.03	.98
2,151	Outstate	0	0	.56	.51
383	Veterans Affairs	16.67	0	.97	1.04
244	Zoological Gardens	0	0	.93	.82
1,811	All Other Departments	-	-	-	-
30,506	TOTAL	.90	.46	.80	.70

1. Professionals include employees in the Health Care Professional, Professional Engineering, Health Treatment Professional, General Professional and Professional Residential Instructional bargaining units, and Professionals in the Commissioner's Plan.

2. Does not include faculty and administration.

PERCENT ASIAN BY DEPARTMENT AND OCCUPATION
January, 1985

<u>Total Employees</u>	<u>Department</u>	<u>Managers</u>	<u>Prof.¹</u>	<u>All Other</u>	<u>Total Asian</u>
805	Administration	0	1.69	.68	.87
460	Agriculture	4.76	3.41	.28	1.09
221	Commerce	0	1.56	0	.90
	Community College System ²				
515	Metro	0	2.56	1.06	1.17
318	Outstate	0	0	0	0
	Corrections				
1,155	Metro	2.86	1.47	.66	.87
725	Outstate	0	0	.38	.28
	Economic Security				
1,529	Metro	0	1.78	.32	1.11
775	Outstate	0	0	0	0
641	Education	0	.97	0	.47
106	Employee Relations	0	2.44	0	.94
287	Energy & Economic Development	0	6.43	1.79	3.83
129	Finance	0	2.44	1.75	1.55
690	Health	0	1.26	.75	1.01
65	HECB	0	0	0	0
119	Housing Finance Agency	0	3.77	0	1.68
67	Human Rights	0	0	0	0
	Human Services				
1,513	Metro	0	1.54	.80	1.06
5,882	Outstate	0	1.40	.29	.54
348	Labor & Industry	0	.85	1.39	1.15
	Military Affairs				
84	Metro	0	0	0	0
304	Outstate	0	0	0	0
	Natural Resources				
664	Metro	0	1.30	.32	.75
1,310	Outstate	0	0	.17	.08
375	Pollution Control Agency	0	1.08	0	.80
1,741	Public Safety	0	1.06	.26	.34
87	Public Service	0	3.13	0	1.15
1,012	Revenue	0	.99	.41	.69
137	State Planning Agency	6.67	0	2.00	1.46
	State University System ²				
69	Metro	0	0	0	0
1,734	Outstate	0	.49	.20	.23
	Transportation				
2,438	Metro	0	2.15	.27	.66
2,151	Outstate	0	0	.10	.09
383	Veterans Affairs	0	0	.32	.26
244	Zoological Gardens	0	0	0	0
1,811	All Other Departments	-	-	-	-
30,506	TOTAL	.39	1.21	.34	.59

1. Professionals include employees in the Health Care Professional, Professional Engineering, Health Treatment Professional, General Professional and Professional Residential Instructional bargaining units, and Professionals in the Commissioner's Plan.
2. Does not include faculty and administration.

PERCENT INDIAN BY DEPARTMENT AND OCCUPATION
January, 1985

<u>Total Employees</u>	<u>Department</u>	<u>Managers</u>	<u>Prof.¹</u>	<u>All Other</u>	<u>Total Indian</u>
805	Administration	0	0	1.19	.87
460	Agriculture	0	0	.57	.43
221	Commerce	0	.78	1.27	.90
	Community College System ²				
515	Metro	0	0	.43	.39
318	Outstate	0	0	.34	.31
	Corrections				
1,155	Metro	0	.49	1.75	1.47
725	Outstate	0	1.09	.95	.97
	Economic Security				
1,529	Metro	0	.71	1.58	1.05
775	Outstate	0	1.02	0	.65
641	Education	0	2.90	0	1.40
106	Employee Relations	0	0	0	0
287	Energy & Economic Development	0	.71	.89	.70
129	Finance	0	2.44	0	.78
690	Health	0	.25	.75	.43
65	HECB	0	0	2.00	1.54
119	Housing Finance Agency	0	1.89	3.39	2.52
67	Human Rights	0	4.65	4.55	4.48
	Human Services				
1,513	Metro	0	.51	.46	.46
5,882	Outstate	0	.59	.96	.87
348	Labor & Industry	0	.85	1.85	1.44
	Military Affairs				
84	Metro	0	0	0	0
304	Outstate	0	1.21	.32	.65
	Natural Resources				
664	Metro	0	0	1.28	.60
1,310	Outstate	0	1.40	.52	.99
375	Pollution Control Agency	0	.36	0	.27
1,741	Public Safety	0	0	.59	.52
87	Public Service	0	0	1.96	1.15
1,012	Revenue	0	.20	.41	.30
137	State Planning Agency	0	1.39	2.00	1.46
	State University System ²				
69	Metro	0	0	3.45	2.90
1,734	Outstate	0	0	1.05	.92
	Transportation				
2,438	Metro	0	.20	.70	.57
2,151	Outstate	0	.69	1.52	1.44
383	Veterans Affairs	0	0	.97	.78
244	Zoological Gardens	0	0	1.40	1.23
1,811	All Other Departments	-	-	-	-
30,506	TOTAL	.26	.71	.95	.86

1. Professionals include employees in the Health Care Professional, Professional Engineering, Health Treatment Professional, General Professional and Professional Residential Instructional bargaining units, and Professionals in the Commissioner's Plan.
2. Does not include faculty and administration.

PERCENT HANDICAPPED BY DEPARTMENT AND OCCUPATION
January, 1985

<u>Total Employees</u>	<u>Department</u>	<u>Managers</u>	<u>Prof.¹</u>	<u>All Other</u>	<u>Total Handicapped</u>
805	Administration	4.76	6.21	7.34	6.96
460	Agriculture	14.29	11.36	7.41	8.48
221	Commerce	0	7.03	3.80	5.43
	Community College System ²				
515	Metro	0	10.26	3.19	3.69
318	Outstate	0	4.17	4.10	4.09
	Corrections				
1,155	Metro	14.29	10.78	7.86	8.57
725	Outstate	17.65	6.52	5.34	5.93
	Economic Security				
1,529	Metro	14.55	8.55	5.70	7.59
775	Outstate	28.57	12.50	3.93	9.55
641	Education	4.55	6.45	6.15	6.24
106	Employee Relations	0	2.44	7.84	4.72
287	Energy & Economic Development	2.86	2.14	2.68	2.44
129	Finance	6.45	7.32	8.77	7.75
690	Health	0	2.26	2.64	2.32
65	HECB	0	0	0	0
119	Housing Finance Agency	0	7.55	3.39	5.04
67	Human Rights	0	18.60	13.64	16.42
	Human Services				
1,513	Metro	7.14	6.14	8.73	7.67
5,882	Outstate	18.42	4.93	4.39	4.61
348	Labor & Industry	6.67	7.69	5.09	6.03
	Military Affairs				
84	Metro	0	14.28	1.19	2.38
304	Outstate	0	0	1.97	1.97
	Natural Resources				
664	Metro	2.22	5.86	4.49	4.97
1,310	Outstate	0	3.78	3.26	3.51
375	Pollution Control Agency	5.00	3.97	2.56	3.73
1,741	Public Safety	3.85	2.65	2.29	2.35
87	Public Service	0	3.13	9.80	6.90
1,012	Revenue	0	6.16	3.29	4.64
137	State Planning Agency	6.67	8.33	0	5.11
	State University System ²				
69	Metro	0	0	5.17	4.35
1,734	Outstate	14.29	1.94	3.94	3.75
	Transportation				
2,438	Metro	12.50	6.25	9.80	9.15
2,151	Outstate	8.82	2.78	9.68	9.21
383	Veterans Affairs	0	5.80	4.22	4.44
244	Zoological Gardens	0	0	1.86	1.64
1,811	All Other Departments	-	-	-	-
30,506	TOTAL	7.73	6.00	5.53	5.73

1. Professionals include employees in the Health Care Professional, Professional Engineering, Health Treatment Professional, General Professional and Professional Residential Instructional bargaining units, and Professionals in the Commissioner's Plan.

2. Does not include faculty and administration.

PERCENT VIETNAM VETERAN BY DEPARTMENT AND OCCUPATION
January, 1985

<u>Total Employees</u>	<u>Department</u>	<u>Managers</u>	<u>Prof. ¹</u>	<u>All Other</u>	<u>Total Veteran</u>
805	Administration	9.52	19.77	5.97	9.19
460	Agriculture	9.52	6.82	12.25	11.09
221	Commerce	0	10.16	0	5.88
	Community College System ²				
515	Metro	0	12.82	5.96	6.41
318	Outstate	0	8.33	5.46	5.66
	Corrections				
1,155	Metro	2.86	14.22	16.48	15.67
725	Outstate	11.76	18.48	15.84	16.41
	Economic Security				
1,529	Metro	14.55	10.57	1.11	6.80
775	Outstate	0	19.06	1.43	12.52
641	Education	9.09	5.16	1.62	3.59
106	Employee Relations	0	14.63	1.96	6.60
287	Energy & Economic Development	2.86	5.00	0	2.79
129	Finance	9.68	17.07	3.51	9.30
690	Health	7.41	8.79	1.51	5.94
65	HECB	0	6.67	6.00	6.15
119	Housing Finance Agency	14.29	16.98	5.08	10.92
67	Human Rights	0	4.65	0	2.99
	Human Services				
1,513	Metro	7.14	5.97	1.03	3.17
5,882	Outstate	13.16	7.58	5.02	5.66
348	Labor & Industry	6.67	5.98	1.39	3.16
	Military Affairs				
84	Metro	0	100.00	7.1	8.334
304	Outstate	0	33.33	2.6	3.283
	Natural Resources				
664	Metro	2.22	16.94	5.13	10.39
1,310	Outstate	7.14	18.91	12.03	15.73
375	Pollution Control Agency	35.00	15.16	3.85	13.87
1,741	Public Safety	7.69	12.17	9.24	9.53
87	Public Service	0	12.50	11.76	11.49
1,012	Revenue	4.55	12.13	1.03	6.62
137	State Planning Agency	0	8.33	2.00	5.11
	State University System ²				
69	Metro	0	0	0	0
1,734	Outstate	14.29	10.68	6.71	7.21
	Transportation				
2,438	Metro	11.25	8.40	14.30	12.96
2,151	Outstate	11.76	8.33	12.82	12.51
383	Veterans Affairs	33.33	8.70	10.06	10.18
244	Zoological Gardens	0	12.00	9.77	9.84
1,811	All Other Departments	-	-	-	-
30,506	TOTAL	8.51	11.33	7.56	8.68

1. Professionals include employees in the Health Care Professional, Professional Engineering, Health Treatment Professional, General Professional and Professional Residential Instructional bargaining units, and Professional in the Commissioner's Plan.
2. Does not include faculty and administration.

PERCENT WOMEN BY BARGAINING UNIT AND YEAR
1983 to 1985

<u>Bargaining Unit</u>	<u>Jan. '83</u>	<u>Jan. '84</u>	<u>Jan. '85</u>
Law Enforcement	2.02	2.18	2.29
Craft, Maint, Labor	.56	.60	.80
Service	36.01	35.64	36.01
Health Care Non-Prof.	70.94	71.12	71.63
Health Care Prof.	93.94	92.17	92.03
Office Clerical	90.94	91.00	90.89
Technical	19.97	20.58	21.33
Correctional Guards	13.46	13.02	13.52
Prof. Engineering	3.60	5.00	5.89
Health Treatment Prof.	16.17	13.89	17.11
General Prof.	30.70	32.07	33.41
Prof. Residential Instruct.	44.58	44.04	43.66
Supervisory	25.98	26.13	27.13
Commissioner's Plan	64.64	62.91	63.99
Managerial	12.80	14.31	16.50
All Others	30.28	34.94	40.50
TOTAL	44.34	44.54	45.33

PERCENT MINORITY BY BARGAINING UNIT AND YEAR
1983 to 1985

<u>Bargaining Unit</u>	<u>Jan. '83</u>	<u>Jan. '84</u>	<u>Jan. '85</u>
Law Enforcement	2.88	2.96	3.20
Craft, Maint, Labor	2.71	3.10	3.27
Service	3.81	4.50	4.08
Health Care Non-Prof.	1.65	1.96	2.28
Health Care Prof.	1.76	1.89	1.90
Office Clerical	4.34	4.74	4.87
Technical	2.19	2.24	2.41
Correctional Guards	6.72	7.36	7.41
Prof. Engineering	1.88	2.41	2.65
Health Treatment Prof.	13.23	6.95	3.96
General Prof.	4.21	4.28	4.38
Prof. Residential Instruct.	2.59	2.76	1.88
Supervisory	2.65	2.86	2.96
Commissioner's Plan	4.10	4.22	4.36
Managerial	2.92	4.36	4.52
All Others	7.42	4.59	5.85
TOTAL	3.42	3.68	3.81

PERCENT HANDICAPPED BY BARGAINING UNIT AND YEAR
1983 to 1985

<u>Bargaining Unit</u>	<u>Jan. '83</u>	<u>Jan. '84</u>	<u>Jan. '85</u>
Law Enforcement	.87	.78	.76
Craft, Maint, Labor	7.04	6.69	8.37
Service	8.97	8.36	8.72
Health Care Non-Prof.	3.85	3.39	3.40
Health Care Prof.	3.72	3.59	3.61
Office Clerical	3.68	3.92	3.95
Technical	7.90	7.11	7.31
Correctional Guards	4.53	5.07	7.05
Prof. Engineering	7.20	6.67	8.09
Health Treatment Prof.	4.41	8.33	7.89
General Prof.	6.87	6.79	6.75
Prof. Residential Instruct.	6.93	7.80	8.92
Supervisory	6.35	5.94	6.29
Commissioner's Plan	1.98	2.22	2.54
Managerial	7.85	8.17	7.73
All Others	2.83	3.49	4.18
TOTAL	5.52	5.40	5.73

PERCENT VIETNAM ERA VETERAN BY BARGAINING UNIT AND YEAR
1983 to 1985

<u>Bargaining Unit</u>	<u>Jan. '83</u>	<u>Jan. '84</u>	<u>Jan. '85</u>
Law Enforcement	20.72	21.55	20.80
Craft, Maint, Labor	18.17	18.14	19.08
Service	5.76	5.67	5.99
Health Care Non-Prof.	4.44	4.51	4.53
Health Care Prof.	2.19	2.75	3.42
Office Clerical	1.15	1.14	1.37
Technical	12.48	11.32	11.01
Correctional Guards	17.98	18.82	18.68
Prof. Engineering	8.14	7.88	7.94
Health Treatment Prof.	0	1.39	1.32
General Prof.	11.36	11.25	11.57
Prof. Residential Instruct.	9.52	9.63	10.33
Supervisory	11.14	11.46	12.39
Commissioner's Plan	2.98	3.17	4.14
Managerial	8.72	8.17	8.51
All Others	9.80	9.61	11.27
TOTAL	8.39	8.31	8.68

AUDIT REPORT

In January 1985, the Department of Employee Relations conducted an audit of hiring practices in the 27 largest departments in State government. The employees of these departments represent 95 percent of all employees subject to the provisions of the Affirmative Action Program.

A total of 734 lists of qualified candidates who were referred to the departments for hire were randomly selected for auditing. Each of these lists contained names of protected group members, and each of the openings in the operating departments had disparities for protected group members.

The audit report form provided four possible reasons for the non-selection of a protected group member. They are:

- 1) Lack of interest or availability of the applicant.
- 2) Adherence to the provisions of a collective bargaining agreement.
- 3) The applicant lacks the qualifications for the specific job or was less qualified than the selected candidates.
- 4) Miscellaneous, such as:
 - a) filled by transfer;
 - b) use of promotional list;
 - c) filled by re-employment candidate;
 - d) failed to pass supplemental typing test;
 - e) filled by temporary appointment.

Reasons 1 and 2 are not considered to be missed opportunities because these factors are beyond the control of the department. Reasons 3 and 4 are considered to be possible missed opportunities because they represent a judgment by the department not to hire the protected group member.

Of the 734 lists submitted to departments, 222 appointments or 30.3 percent were made that addressed a departmental disparity. 164 appointments or 22.3 percent were considered to be possible missed opportunities.

The most common reason for a possible missed opportunities was that the applicant did not possess the qualifications for the specific job or was less qualified than the candidate selected.

Of more interest, though, was the analysis of the 348 (47.4 percent) appointments not considered to be missed opportunities. Of these, 234 (67.2 percent) reported that the reason for non-selection was the lack of interest or availability of the applicant while only 114 (32.8 percent) reported the reason to be adherence to the provisions of a collective bargaining agreement.

In response to this finding, the Department of Employee Relations intends to modify the pre-employment review process to require departments to secure, when possible, additional protected group candidates from the eligible list when initially referred applicants indicate a lack of interest or availability for the job. These replacement candidates would be added to the list in accordance with the expanded certification provisions of Chapter 43A thus ensuring a full and complete list of available protected group candidates. As with other provisions of the pre-employment review process, the augmentation of the list would have to be accomplished prior to the appointment of a non-protected group candidate.

DEPARTMENTAL AUDIT SUMMARY
1984

<u>Department</u>	<u>Lists Audited</u>	<u>No Opportunity</u>	<u>Aff. Action Hires</u>	<u>Possible Missed Opportunity</u>
Administration	25	20	3	2
Agriculture	22	4	8	10
Commerce	3	1	2	0
Community Colleges	13	4	6	3
Corrections	59	34	14	11
Economic Security	43	13	20	10
Education	22	22	0	0
Employee Relations	1	1	0	0
Energy & Economic Dev.	29	5	7	17
Finance	7	7	0	0
Health	13	1	3	9
HECB	1	0	1	0
Housing Finance	14	14	0	0
Human Rights	1	1	0	0
Human Services	134	59	19	56
Labor & Industry	15	4	5	6
Military Affairs	6	0	3	3
Natural Resources	82	67	6	9
Pollution Control	22	7	14	1
Public Safety	35	10	14	11
Public Service	12	11	1	0
Revenue	47	37	6	4
State Planning	2	0	0	2
State Universities	8	2	1	5
Transportation	89	0	86	3
Veterans Affairs	12	8	3	1
Zoological Gardens	17	16	0	1
TOTAL	734	348	222	164
Percent	100%	47.4%	30.3%	22.3%

1) Based on random sample.