

AFFIRMATIVE ACTION PLAN
Fiscal Year 1990
For

3 copies

DEPARTMENT OF COMMERCE
(Agency or Agency Subdivision)

900357

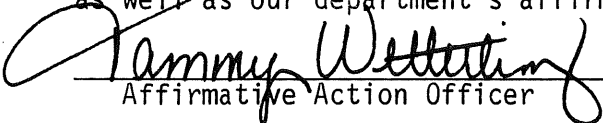
1. This annual review revealed underutilization of the following protected group(s) in the following goal units: (Check each unit appropriate)

GOAL UNITS	PROTECTED GROUPS			VIETNAM VETERANS
	WOMEN	MINORITIES	HANDICAPPED	
Law Enforcement	n/a			
Craft, Maintenance, Labor	n/a			
Service	n/a			
Health Care Non-Professional	n/a			
Health Care Professional	n/a			
Clerical			X	X
Technical		X	X	X
Correctional Guards	n/a			
State University Instructional	n/a			
Community College Instructional	n/a			
State University Administrative	n/a			
Professional Engineering Supervisory	n/a			
Health Treatment Professional	n/a			
General Professional	X			
Professional State Residential Instructional	n/a			
Supervisory	X		X	X
Commissioner's Plan			X	X
Managerial Plan		X	X	X
Other	n/a			

2. This annual plan is and will be posted at the following central location so that every employee is aware of the department's commitments in affirmative action for the year.

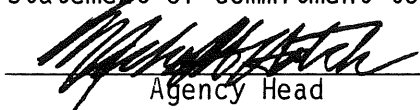
Bulletin Boards

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination from employees, and each employee has been apprised of this procedure as well as our department's affirmative action goals for this fiscal year.


Affirmative Action Officer

9/5/89
Date

4. This annual plan contains clear designations of those persons and groups responsible for implementing the attached affirmative action plan as well as my personal statement of commitment to achieving the goals and timetables described herein.


Agency Head

9/5/89
Date

5. This annual plan meets the rules governing affirmative action, Chapter 20: 2 MCAR 2.290-2.299, and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Equal Opportunity Division

Date


DEPARTMENT : Commerce

STATE OF MINNESOTA

Office Memorandum

DATE : September 5, 1989

TO : All Employees


FROM : Michael A. Hatch
Commissioner of Commerce

PHONE : 296-6848

SUBJECT : Affirmative Action

As Commissioner of the Department of Commerce I want to take this opportunity to state unequivocally my commitment to a policy of equal opportunity and affirmative action in employment. I further acknowledge that a strong affirmative action program is an appropriate and effective management tool to redress imbalances in the workforce. It is my responsibility to ensure that the Department of Commerce provides equal opportunity in employment to both current and prospective employees, without regard to race, creed, religion, age, sex, physical disability, marital status, national origin or political affiliation. Because protected group members have been denied equal opportunity in the past, I strongly support and will actively pursue a policy of affirmative action in employment for those classes and goal units experiencing under-utilization in the Agency. I endorse affirmative action as a viable and proper approach to ensuring that the workforce of this department reflect the same configurations as the related labor force as a whole.

Since the primary responsibility for implementation of this policy falls to each manager and supervisor, I have directed that these individuals include in their position descriptions a statement addressing their affirmative action responsibilities.

I have designated Tammy Wetterling as the Affirmative Action Officer/Designee. She will ensure implementation of this plan. Additionally, I have designated Lenor Scheffler-Rice to chair the agency's Affirmative Action Committee.

Bargaining Units	Total Workforce	Total Anticipated Turnover	Total Female Workforce	Total Female Workforce %	Female A. A. Goals	Annual Goals
206 - Office	71	16.9%	63	88.73%		11
207 - Techncl	6	0	5	83.33%	A. A. Goal Achieved for Females	0
214 - Profsnl	118	10.1%	40	33.9%	44.57%	6
216 - Supvrs	17	0	7	41.18%	51.80%	0
217 - ComPln	6	0	5	83.33%	A. A. Goal Achieved for Females	0
220 - Mgr	12	8.3%	6	50.00%	A. A. Goal Achieved	1

Bargaining Units	Total Workforce	Total Anticipated Turnover	Total Handicapped Workforce	Total Handicapped Workforce %	Handicapped A. A. Goal	Annual Goals
206 - Office	71	16.9%	4	5.63%	8.2%	2
207 - Techncl	6	0	0	0	20%	0
214 - Profsnl	118	10.1%	13	11.02%	A. A. Goal Achieved	1
216 - Supvrs	17	0	0	0	6.76%	0
217 - Com Pln	6	0	0	0	8.20%	0
220 - Mgr	12	8.3%	0	0	7.83%	0

Bargaining Unit	Total Workforce	Total Anticipated Turnover	Vietnam Veteran Workforce	Vietnam Veteran Workforce %	Vietnam Veteran A. A. Goal	Annual Goals
206 - Office	71	16.9%	1	1.41%	9%	1
207 - Techncl	6	0	0	0	9%	0
214 - Profsnl	118	10.1%	11	9.32%	A. A. Goal Achieved	0
216 - Supvrs	17	0	0	0	5.85%	0
217 - Com Plan	6	0	0	0	9%	0
220 - Mgr	12	8.3%	0	0	10.43%	0

Bargaining Unit	Total Workforce	Total Anticipated Turnover	Total Minority Workforce	Total Minority Workforce %	Minority A. A. Goal	Annual Goals
206 - Office	71	16.9%	6	8.45%	A. A. Goal Achieved	1
207 - Techncl	6	0	0	0	4.69%	0
214 - Profsnl	118	10.1%	8	6.78%	A. A. Goal Achieved	2
216 - Supvrs	17	0	2	11.76%	A. A. Goal Achieved	0
217 - Com Plan	6	0	1	16.67%	A. A. Goal Achieved	0
220 - Mgr	12	8.3%	0	0	6.09%	0

F. Y. 1990 PROGRAM OBJECTIVES

- A. Continue training effort, expand beyond objective accomplished in 1989 plan.
 - 1. Sponsor training session on disability awareness in the work place for professional and clerical staff.
 - 2. Sponsor training session on diversity in the work place for agency staff. This program objective was not accomplished in 1989. We intend to present this training as an agency sponsored event.
- B. Attend Annual Affirmative Action Conference.
- C. Review agency career path to determine whether or not opportunities for advancement are presented equally and fairly to all employees. Findings to be reported to the agency head by June 30, 1990.
- D. Continue to maintain resume bank and actively recruit candidates to fill agency positions.
 - 1. Continue to attend career day events and on-campus recruiting.
 - 2. Continue to assure protected group members are referred for interviews on all vacancies.