

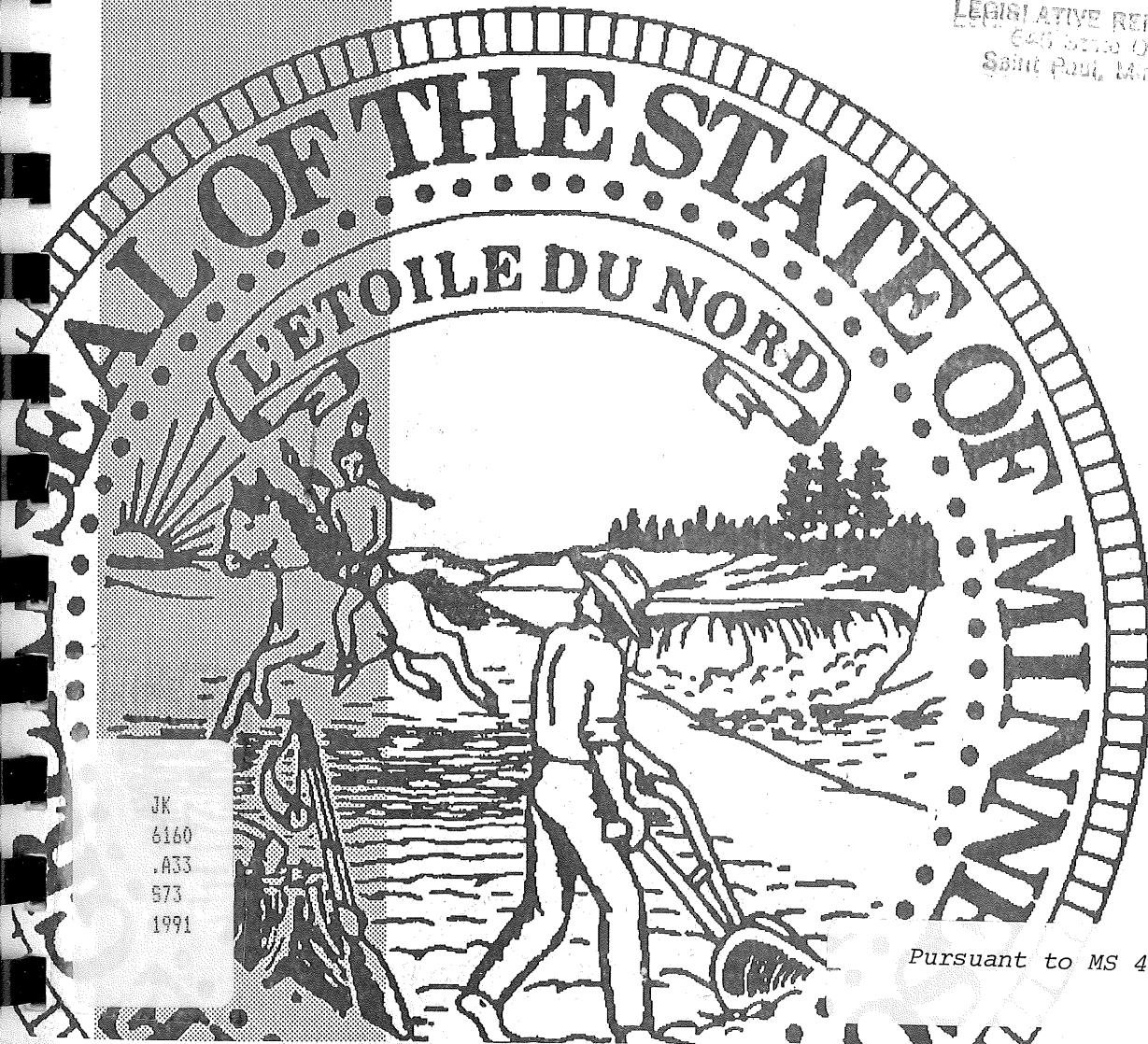


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State of
Minnesota
DEPARTMENT
OF EMPLOYEE
RELATIONS

Annual Affirmative Action Report - 1991

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TABLE OF CONTENTS

	<u>Page</u>
SECTION 1:	2
Statement from Governor Carlson	3
Statement from Commissioner Barton	4
Statement from the Equal Opportunity Director	4
SECTION 2:	5
Overview of Minnesota's Affirmative Action Program	6
Programs to Assist Agencies in Meeting Affirmative	12
Action Requirements	
SECTION 3:	14
Current Status of State Employment	15
SECTION 4:	24
Compliance Analysis	25
SECTION 5:	27
1990 Program Activities	28
Statewide Affirmative Action Committee (SWAAC)	30
Department of Employee Relations Equal Opportunity Division	31
Plans for 1991	33
Appendices	34
Monitoring Forms	35
Agency Workforce Percentages as of January, 1991	38
Total Employment and Protected Group Employment	
Racial/Ethnic Minorities	42
African Americans	46
American Indians	50
Asian-Pacific Islanders	54
Hispanics	58
People with Disabilities	62
Women	66
List Appointment Rates by Agency	71
Non-List Appointment Rates by Agency	73
All List Appointment Rates by Agency	76

SECTION 1

Statements



STATE OF MINNESOTA

OFFICE OF THE GOVERNOR
130 STATE CAPITOL
SAINT PAUL 55155

ARNE H. CARLSON
GOVERNOR

(612) 296-3391

March, 1991

I am writing to voice this administration's commitment to affirmative action in state government. With leadership from the Department of Employee Relations and state agency heads, we have the power to create a workforce that truly reflects Minnesota's diversity. Statewide agency and affirmative action plans for achieving this goal are in place.

I am reminding all agencies, departments, boards and commissions within the executive branch that affirmative action can only work if they remain fully committed and make that commitment well known in their agency.

Affirmative action will continue to have an important part in the way the state conducts its business. As leaders, we must make sure affirmative action works.

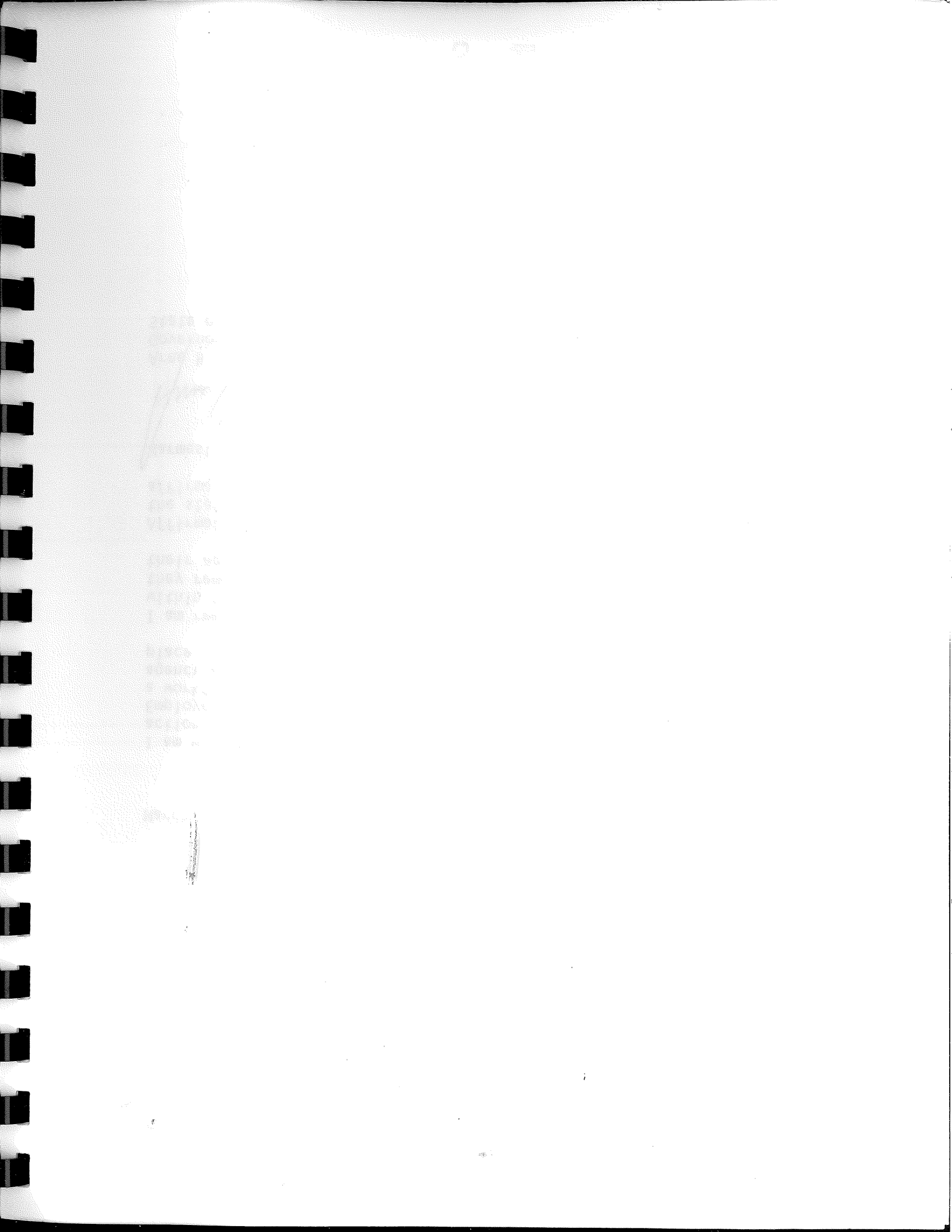
Warmest regards,

A handwritten signature in dark ink, appearing to read "Arne H. Carlson".

Arne H. Carlson
Governor
State of Minnesota

AN EQUAL OPPORTUNITY EMPLOYER





Statement from Commissioner Barton

As I take on my responsibilities as Commissioner of Employee Relations, I am glad to reaffirm the commitment to equal employment opportunity.

The State of Minnesota is committed to providing a working environment that is free of discrimination. We will continue to demonstrate our commitment to locate, hire and promote qualified professionals who can provide quality service to all Minnesotans.

The many challenges of the workplace include identifying resources and promoting differences in order to support those commitments.

I look forward to participating in this process.



Linda Barton
Commissioner
Minnesota Department of Employee Relations

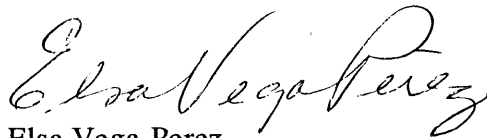
Statement from the Equal Opportunity Director

This past year was a time for creating special initiatives to focus on the theme of diversity. The Equal Opportunity Division developed those initiatives with support from the communities of color, and with assistance from the Statewide Affirmative Action Committee.

We have developed programs to enhance an understanding of diversity. These programs provided skills to our colleagues in the areas of specialized recruitment, investigative techniques, and reasonable accommodations.

Our state today faces new fiscal and programmatic challenges. We must make every attempt to use all of our talent and leadership in order to meet those challenges.

Let us all share in this responsibility.



Elsa Vega-Perez
Equal Opportunity Director
Minnesota Department of Employee Relations

SECTION 2

Overview of Minnesota's Affirmative Action Program

Overview of Minnesota's Affirmative Action Program

GOAL

The goal of the statewide affirmative action program is stated in statute:

"To assure that positions in the executive branch of the civil service are equally accessible to all qualified persons and to eliminate the underutilization of qualified members of protected groups."

In order to achieve this goal, a number of requirements have been put in place and various programs established to assist agencies in meeting those requirements.

REQUIREMENTS

Statutes

M.S. 43A.19 establishes a statewide affirmative action program.

M.S. 43A.191 establishes agency affirmative action programs.

The Commissioner of Employee Relations must adopt and periodically revise the statewide affirmative action program to include:

- Long-range objectives and interim goals and policies.
- Procedures, standards and assumptions to be used by agencies in preparing agency affirmative action plans including goals and timetables to be established.
- Requirements for annual submission of an affirmative action progress report by agency heads.

The commissioner must designate a state Director of Equal Opportunity who may be delegated responsibility for preparing, revising, implementing and administering the statewide program.

Rules

The Department of Employee Relations has established rules through the Administrative Procedures Act (MN Rules Chapter 3905) regarding the statewide affirmative action program. The rules cover:

- Duties of agency heads
- Requirements for agency affirmative action plans
- Requirements for complaint procedures
- Requirements for goals and timetables
- Reporting requirements

Agency Plans

The commissioner of each agency in the executive branch must prepare an agency affirmative action plan to be submitted to the Equal Opportunity Division by July 1st of each calendar year. Executive branch agencies with 25 or more employees must have plans which include:

- Official transmittal form, including identification of underrepresented groups in the agency's workforce.
- Statement of commitment from the agency head.
- Designation of those persons or groups responsible for directing and implementing the agency affirmative action program and the specific responsibility, accountability, and duties of each person or group.
- Methods by which the agency's affirmative action program is communicated internally and externally to employees and other interested persons.
- Internal procedures for processing complaints of alleged discrimination.
- Goals and timetables.
- Methods for developing programs and program objectives designed to meet affirmative action goals.
- Methods for auditing, evaluating, and reporting program success, including a procedure that requires a pre-employment review of all hiring decisions for goal units with unmet affirmative action goals.
- Provision for reasonable accommodations for applicants and employees with disabilities.
- Weather emergency notification plan for employees with disabilities.
- Building evacuation plan for disabled employees and other disabled people who may be in the building during evacuation.

Goal Setting

The Department of Employee Relations (DOER) must establish goals as a primary component of the statewide affirmative action plan.

Numerical goals for racial/ethnic group members and for women are set for each agency by bargaining unit or compensation plan, and by geographic location. Availability of these two protected groups is determined by a variety of sources such as U.S. Census data, educational enrollment, and statistics from licensing organizations.

In February, 1990, the Department of Employee Relations established an advisory committee on affirmative action goals to review current methods of setting goals, and to prepare for the 1990 census data. Serving on the committee were representatives of the Department of Human Rights, Jobs and Training, State Planning, Labor and Industry, and Employee Relations.

The committee agreed that goals should conform to the following criteria:

- legally defensible
- technically credible
- common sense goals for non-technical people
- simple and understandable
- most recent data available
- readily available data
- relevant to labor market area

The committee also recommended that the following guidelines be used in establishing the population base, the geographical location, the occupational group, and the appropriate goal unit for state agency affirmative action programs:

POPULATION COUNT: The population count of those age 18 to 64 would be used in setting goals for minorities. Labor force participation rates would be used in setting goals for women. The Jobs and Training survey data would continue to be used in setting goals for persons with disabilities.

GEOGRAPHIC LOCATION: Committee discussion focused on the appropriate geographic area for establishing goals, particularly which counties should be included for setting goals in the metropolitan Twin Cities area. The MIS Division of DOER provided an analysis of current state employees by county of residence in order to determine the appropriate counties to use for goal setting. It was also agreed that a non-metropolitan county that had a larger than usual concentration of minorities could have higher goals than the general statewide non-metropolitan goal. Both of these adjustments were made in order to more accurately reflect availability.

OCCUPATIONAL GROUP: It was agreed that we would continue to use state bargaining units as the basic goal unit.

GOAL UNITS: The committee agreed that agencies would be encouraged to combine small offices into larger goal units so that there would be enough persons in a goal unit to allow percentages to make sense. An ideal minimum number of employees for a goal unit was set at 25 persons. Similarly, larger goal units -- such as MAPE in a Capitol-area office -- could be broken into smaller goal units to reflect the availability of persons with specialized education and experience. In general, the committee agreed that agencies should have more flexibility in establishing goals and goal units.

After reviewing the analysis of current state employees by county of residence and place of employment, we have determined the following:

Goals for Minorities

The goals for minorities will represent the percent of minorities in the population between the ages of 18 and 64. This will account for minorities that have not previously been counted in the workforce, due to discrimination and inequitable practice.

Three geographic areas will be considered for minorities.

- For work areas located in Ramsey, Hennepin, Dakota and Washington, the goal is based on the percent of minorities between 18 and 64 living in those counties.
- The second goal area, covering Duluth and Rochester, will consist of Olmsted and St. Louis counties.
- The balance of the state will be based on the percent of minorities of workforce age in all areas of Minnesota except the four county metro area and Olmsted and St. Louis counties.

A comparison of the new goals and old goals are listed below:

Minority Goals

	Old	New
Metro Area	4.1%	Hennepin, Ramsey, Washington & Dakota 5.2%
Balance of State	1.5%	Olmsted, St. Louis 2.2%
		Balance of State 1.6%

Goals for Women

The goals for women will represent the percent of women in the workforce. Two geographic areas will be considered for females: the St. Paul-Minneapolis standard metropolitan statistical area (SMSA) and the balance of the state. These goals are unchanged at 44.5 percent for the metro area and 40.8 percent for non-metro areas. The percent of women in the workforce represent the women who choose to be in the work force.

Goals for Persons with Disabilities

Goals for persons with disabilities will remain the same, 8.2 percent. Currently there are 2,455 employees with disabilities representing 7.07% of state employment.

Goal Units

Agencies should combine small goal units to increase the number of persons in each unit. The minimum number for a goal unit will be 25 persons.

Large goal units may be split into two or more units if: 1) there is a significant distribution of salary ranges in the unit, or 2) there is variation in availability for protected classes. For example, a central office MAPB unit may be split into a technical goal unit and a non-technical goal unit.

The goals shown above are based on 1980 census data, the most recent available. When the results of the 1990 census are released, new goals will be established based on the principles outlined above.

Any job classes that require special skills will have to use requisite skills information as one of the factors for determining availability. Documentation and any weighting factors will need to be approved by EOD prior to using these goals.

Pre-Hire Review

Each agency's affirmative action plan must include a pre-hire review process as stated in Minnesota Rules, Chapter 3905. When the goal for a specific occupational category is not being met and a vacancy occurs, the supervisor's hiring recommendation must be reviewed by the agency's affirmative action officer.

No offer for employment is to be made until the appointing authority and the department's affirmative action officer are satisfied with the reason for not hiring a member of the protected class.

Monitoring Agency Compliance

Under 1987 amendments to state law, an agency is considered out of compliance with affirmative action requirements if the agency "has not met its affirmative action goals, fails to make an affirmative action hire, or fails to justify its non-affirmative action hire in 25 percent or more of the appointments made in the previous calendar year."

The Equal Opportunity Division uses two methods to determine whether an agency is in compliance. The division tracks appointments from eligible lists established through civil service exams.

List Appointments

The tracking process includes these steps:

- 1) When an agency requests a certification list to fill a vacancy, DOER compares the agency's workforce to the goal for that goal unit to determine whether there is a disparity for protected groups.
- 2) If there is a disparity and protected group members are not within the top 20 (or 10) names, the certification is automatically expanded to include qualified protected group members, and a Protected Group Report form (PGR) is sent to the agency with the list. A copy of the standard form is included in an appendix to this report.
- 3) If the agency hires a protected group member, this decision is marked on the PGR form as an "affirmative action hire." This decision will help the agency meet its goals, and will be reflected in future statistical summaries.

- 4) If there is a disparity, but the agency fails to hire a protected group member, the agency must complete the PGR form explaining why the protected group member was not hired. The form includes a number of accepted "justifications" for this decision such as "appointment made from layoff list as required by collective bargaining agreement" or "agency no longer has disparity."
- 5) If the agency fails to hire affirmatively and cannot explain this decision by one of the justifications on the PGR form, the hiring decision is marked as a "missed opportunity" to hire affirmatively.

Non-List Appointments

The reporting process works very much like the process for list appointments except that it begins at step 3 since eligible lists are not involved. Non-list hires include, among others, the following appointment types: temporary, transfer, demotion, provisional, labor service, and unclassified. A copy of the monitoring form for non-list appointments is included in an appendix to this report.

Annual Report

The Commissioner of Employee Relations, through the Equal Opportunity Division staff and division director, must review and approve the plans submitted by all agencies. Additionally, the Director of Equal Opportunity must audit the record of each agency to determine the rate of compliance with annual hiring goals and evaluate the agency's progress toward affirmative action goals and objectives. A report with this information must be submitted to the Governor, the finance committee of the Senate, the appropriations committee of the House of Representatives, and the governmental operations committees of both houses of the legislature. The report must include:

- Agencies' rate of compliance with annual hiring goals;
- Designation of any agencies failing to make affirmative action hires or justifying non-affirmative action hires in 25% or more of the appointments made during the previous calendar year as not in compliance with affirmative action requirements; and
- A program to recognize agencies which have made significant measurable progress toward achieving affirmative action objectives.

This document is the report of the Department of Employee Relations regarding executive branch affirmative action status for 1990.

Programs to Assist Agencies in Meeting Affirmative Action Requirements

Through the Equal Opportunity Division the Department of Employee Relations operates a variety of programs to assist agencies in meeting affirmative action requirements.

Expanded Certification

When an agency has a vacancy, it requests a list of eligible candidates from the Department of Employee Relations. The department then generates a list of the top 20 names, in the case of a vacancy open to the general public, or 10 names in the case of a promotional vacancy limited to current state employees. If the agency is underrepresented for one or more protected groups, the list is checked to see whether there are protected group members among the top 10 or 20 candidates. If not, additional names are automatically added until there is a total of two names from each underrepresented group on the hiring list.

In order to be added to the certification list, protected group members must have achieved a passing score on the examination. Expanded certification allows an agency to consider qualified protected group members when the agency has an unbalanced workforce.

Recruitment

The Equal Opportunity Division staff provide specialized recruiting assistance to state agencies within the limits of existing resources. A computerized resume talent bank maintained by the EOD provides target recruitment of protected group candidates for positions where underutilization exists. Special features include: recruitment by individual career clusters, job titles, academic majors, protected characteristics and geographic areas.

Job information interviews are available by the EOD for applicants desiring to secure employment with the state in their chosen career field and state employees who are interested in promotion or a career change.

Consultation

EOD staff advise agencies on a wide range of issues. When an agency's proposed affirmative action plan is not approved immediately, EOD staff assist the agency affirmative action officer in revising the plan to meet all legal requirements. EOD staff will consult with the agency AAO to assist in accomplishing the objective outlined in the plan. EOD staff will also consult with the AAO to correct any deficiencies.

The EOD works closely with the Staffing Division within the Department of Employee Relations to ensure that adverse impact does not occur in the examination process and/or employment policies and procedures.

Training

EOD staff have developed two special training programs, offered centrally at the Department of Employee Relations and at agency locations around the state: "Preventing Sexual Harassment" for non-supervisory staff, and "Managing People: Preventing Sexual Harassment" for supervisory and managerial staff. A third program, "Valuing Diversity," is ready for implementation. As part of DOER's Supervisory CORE Program, EOD conducts training in affirmative action and discrimination, and an annual affirmative action conference for all affirmative action officers. Agencies may also contact EOD for specific training needs.

Special Services for People with Disabilities

EOD staff manage several programs to ensure equal opportunities for people with disabilities. In addition to the programs listed below, the division prepared *Disability: An Awareness and Resource Handbook* in 1989. This publication, available through the Minnesota Bookstore, provides helpful information for agencies, job applicants, and others.

Examination Accommodations

All applicants are provided an opportunity to indicate on the state job application form that they have a disability requiring accommodations in testing. Every effort is made to provide accommodations for those who need them.

700-Hour Program

In cases where an accommodation is impossible or unreasonable and the applicant is at a competitive disadvantage in the examining process, the applicant may qualify for the 700-Hour Program. This program provides up to 700 hours of trial work experience in lieu of a formal examination.

Supported Work Program

The Supported Work Program includes all types of work. Supported workers differ from other state employees in three main respects:

1. Supported workers are allowed to demonstrate their job competence through on-the-job trial work experience of up to 700 hours.
2. They work in close coordination with their job coach to ensure that the requirements of the position are met.
3. Supported workers are permitted to "share" their job with up to two other workers.

Worksite Accommodations

The Equal Opportunity Division advises agencies on providing reasonable accommodation to applicants and employees with disabilities in each phase of the personnel process, after hiring as well as before.

SECTION 3

Current Status of State Employment

Current Status of State Employment

The state workforce should represent all segments of the population of Minnesota. That is, protected group members should be represented in the workforce at least in proportion to their availability in the pool of potential employees. State law defines protected group members as women, racial and ethnic minorities, and people with disabilities.

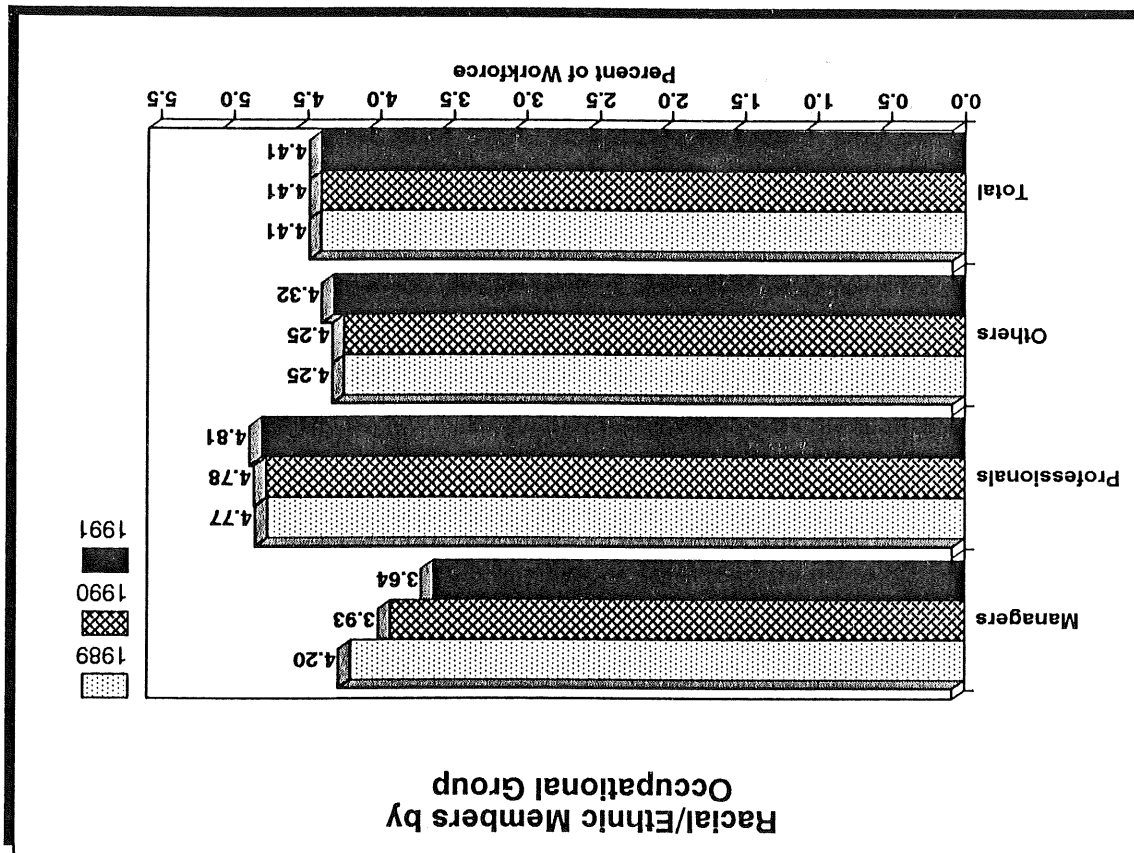
Though progress has been made, more needs to be done. The state must continue to aggressively reduce barriers, so that the workforce reflects the diversity that exists in our multi-cultural, multi-ethnic society.

Racial/Ethnic Minorities
 Metro Goal: 4.1%
 Non-Metro Goal: 1.5%

Racial/ethnic minority group members have maintained their overall percentage in the state's workforce. Their percentages among managers have declined, representing a drop from 38 minority managers in 1989 to 35 in 1991.

The following pages show changes in the state service for each of the racial/ethnic minority groups over the last three years.

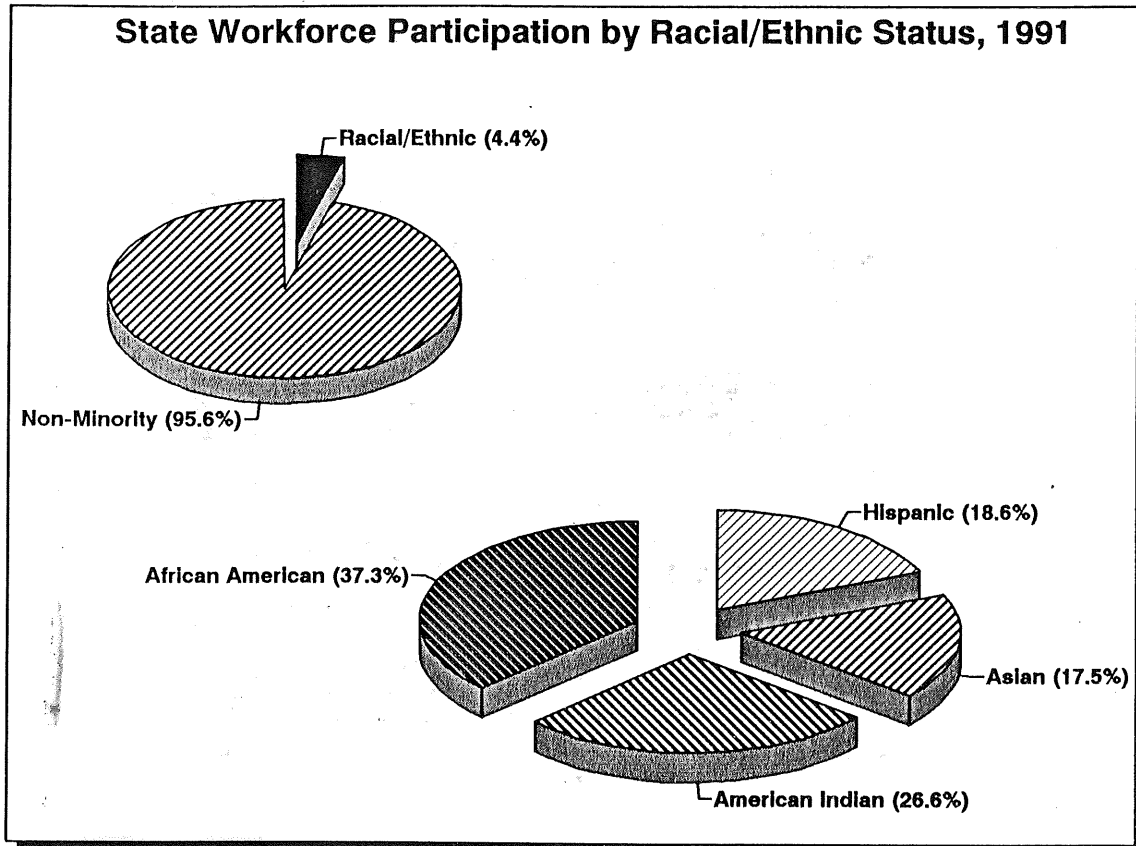
The Minnesota labor force, according to the U.S. Census, is 4.1 percent minority in the metro area and 1.5 percent minority in the rest of the state. State goals are set by three geographic regions: 4.7 percent for the Twin Cities, 4.1 percent for the metro area, and 1.5 percent for the rest of the state.



The appendix to this report includes 1991 data for racial/ethnic minorities in each state agency.

Individual Racial/Ethnic Minorities

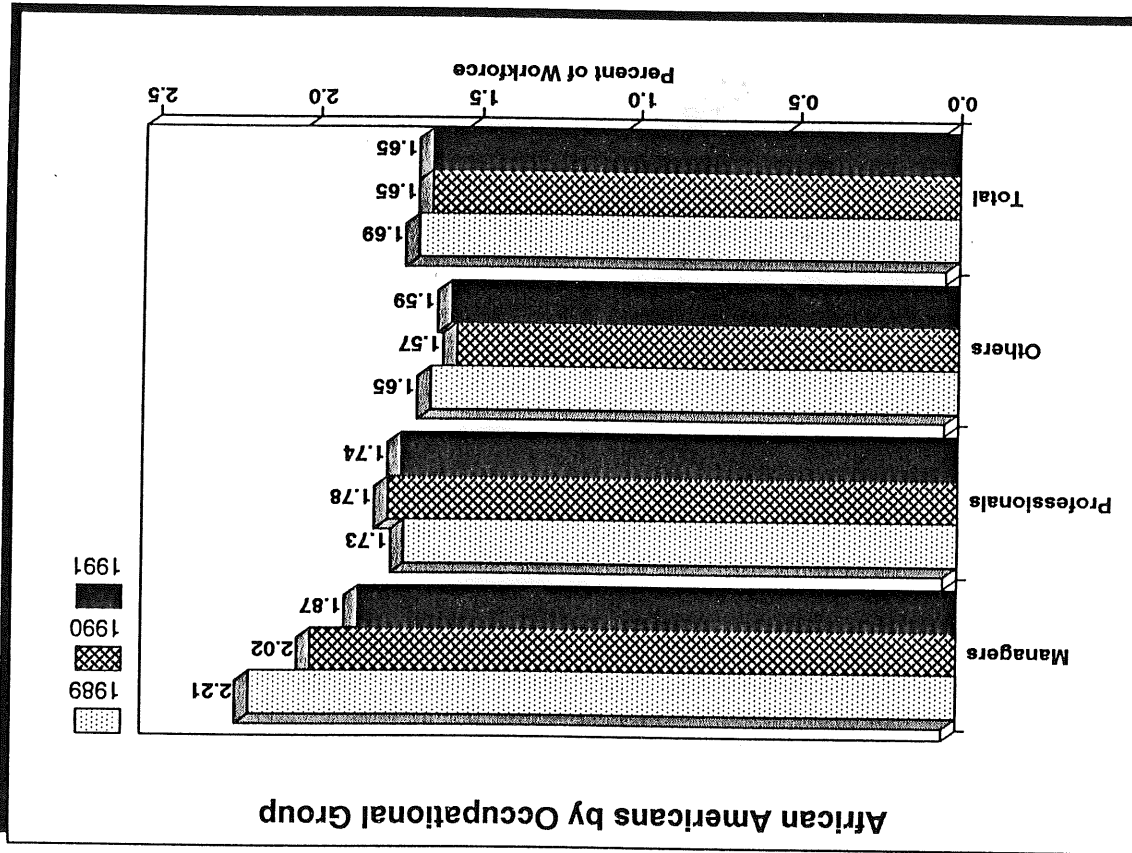
Racial/ethnic minorities make up 4.4 percent of the state's workforce. The chart below shows how individual minority groups are represented within that percentage.



African Americans

The percentage of African American managers in the state workforce has decreased in the last two years. This reflects a decline from 20 African American managers in 1989 to 18 in 1991. In the same period, the percentage of African American professionals and the percentage of African Americans in all state jobs has remained constant.

African Americans make up 1.3 percent of the state's population, according to the 1980 U.S. Census, and 1.5 percent according to more recent information from the Council on Black Minnesotans.

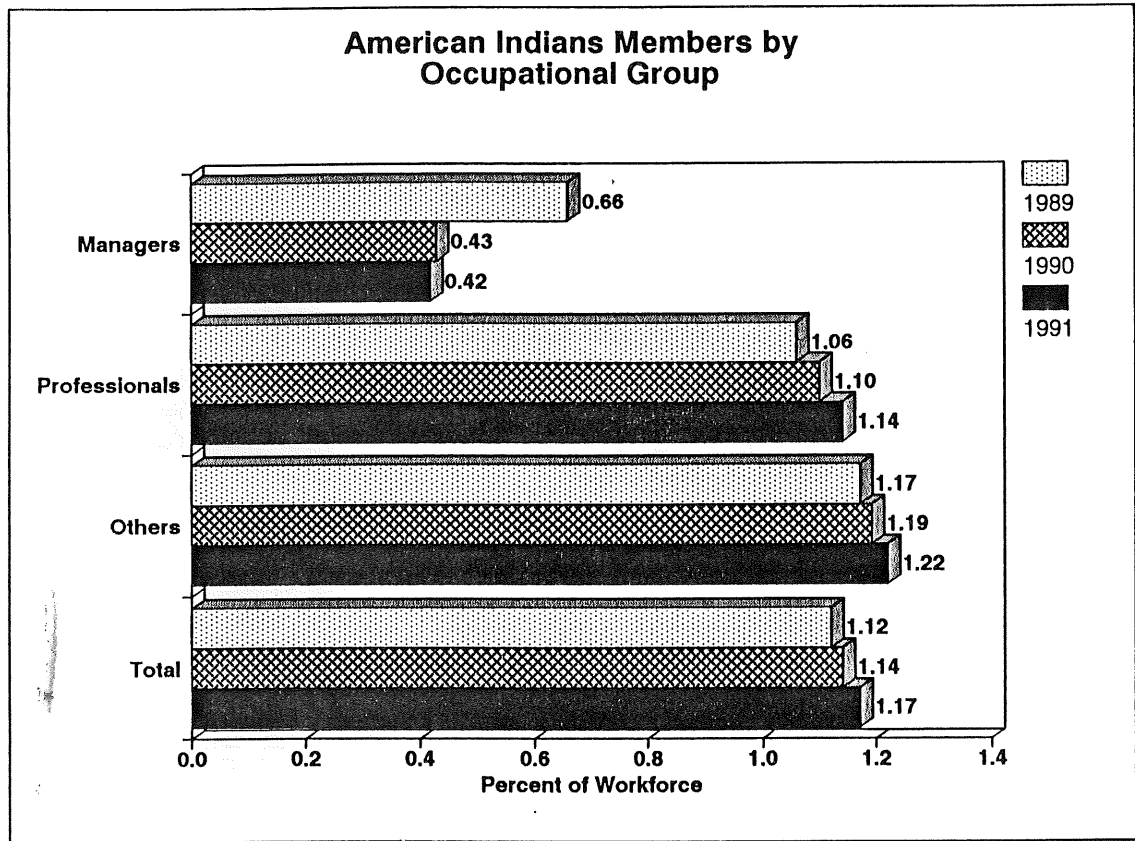


The appendix to this report includes 1991 data for African American employees in each state agency.

American Indians

The percentage of state managers who are American Indians remained the same last year. Over the past two years, there have been small but steady increases in the percentage of American Indian professionals. The percentage of all state employees who are American Indians has increased in this period.

American Indians make up 0.9 percent of Minnesota's population, according to the 1980 U.S. Census, and 1.1 percent according to more recent information from the Minnesota Indian Affairs Council.

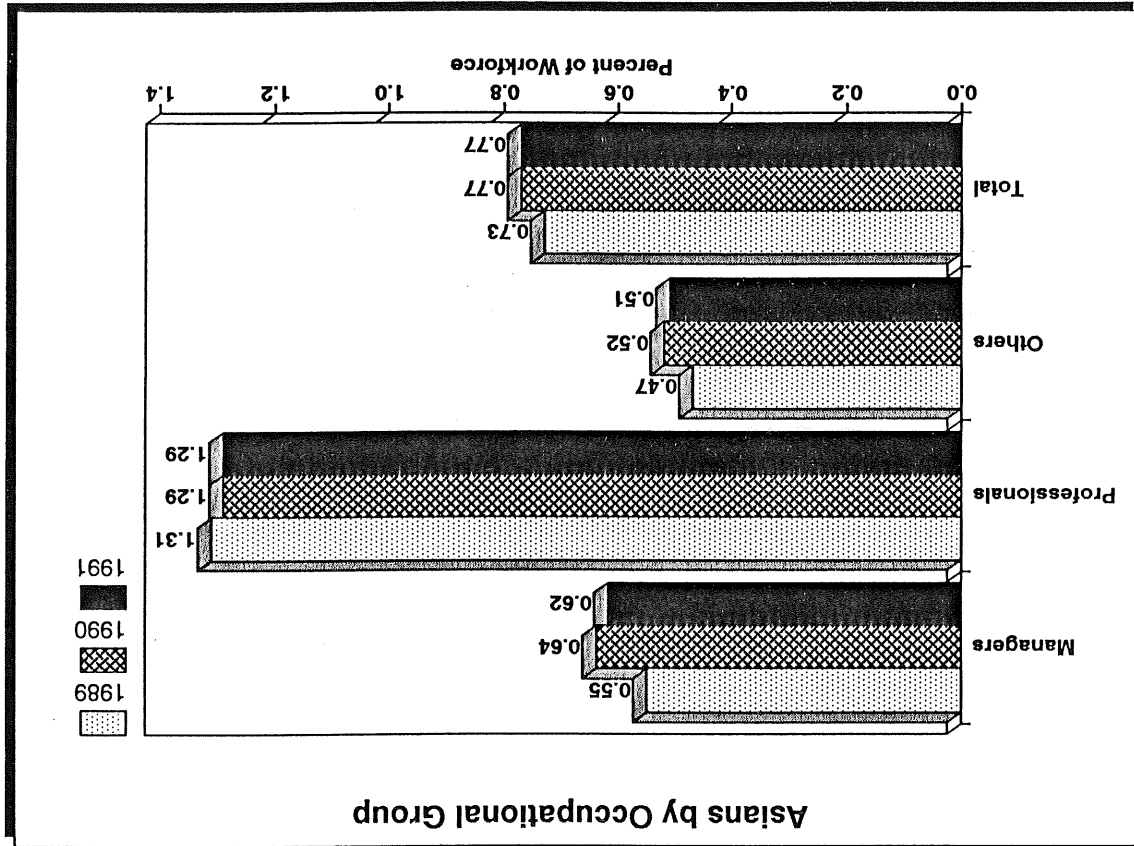


The appendix to this report includes 1991 data for American Indian employees in each state agency.

Asian-Pacific Islanders

The percentage of state managers who are Asian-Pacific Islanders remained unchanged in the last year. There are now 6 Asian-Pacific managers in the state service. This group's representation among professionals, and among all state employees, has remained the same over the last year.

Asian-Pacific Islanders make up 0.7 percent of the state's population, according to the 1980 U.S. Census, and 1.8 percent according to recent information from the Council on Asian-Pacific Minnesotans.

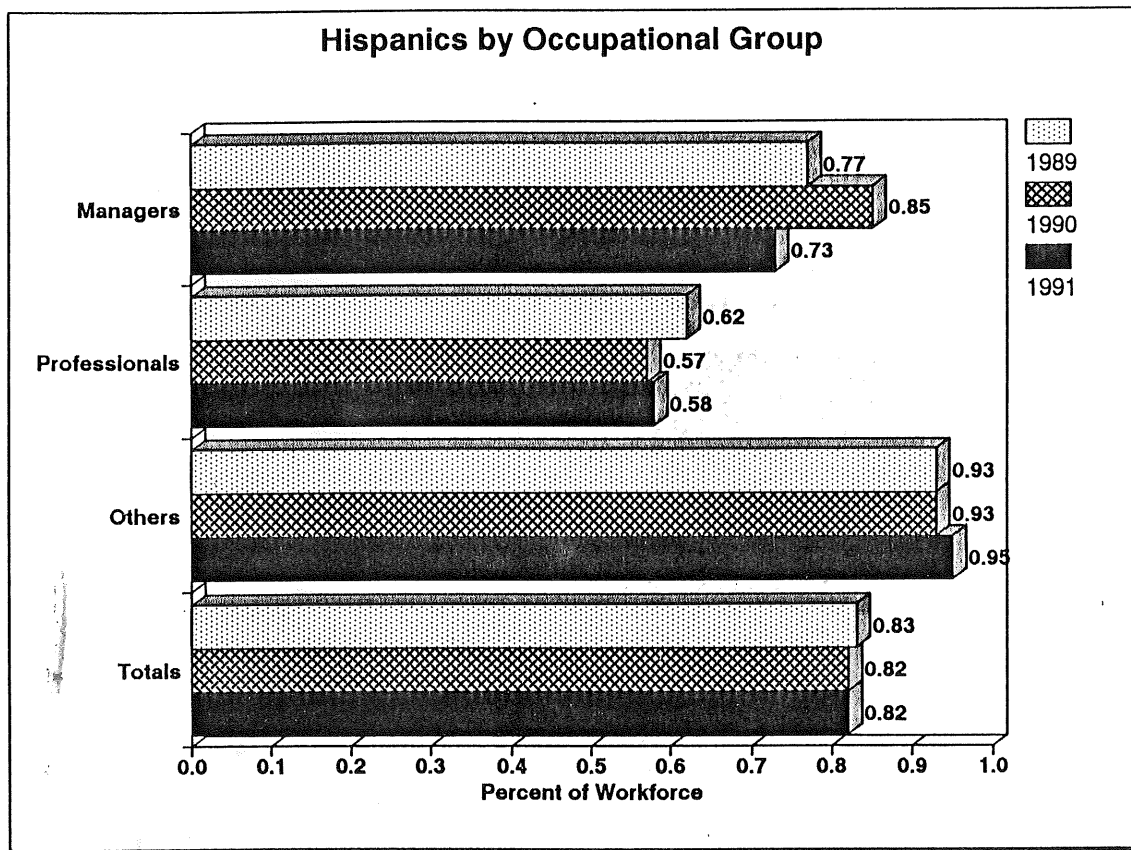


The appendix to this report includes 1991 data for Asian-Pacific Islanders in each state agency.

Hispanics

The percentage of Hispanic managers in the state workforce decreased in the last year, reflecting a decrease from 8 in 1990 to 7 in 1991. The percentage of Hispanic professionals, like the overall percentage of Hispanics in the state service, remained constant.

Hispanics make up 0.8 percent of Minnesota's population, according to the 1980 U.S. Census, and 1.3 percent according to more recent information from the Spanish-Speaking Affairs Council.



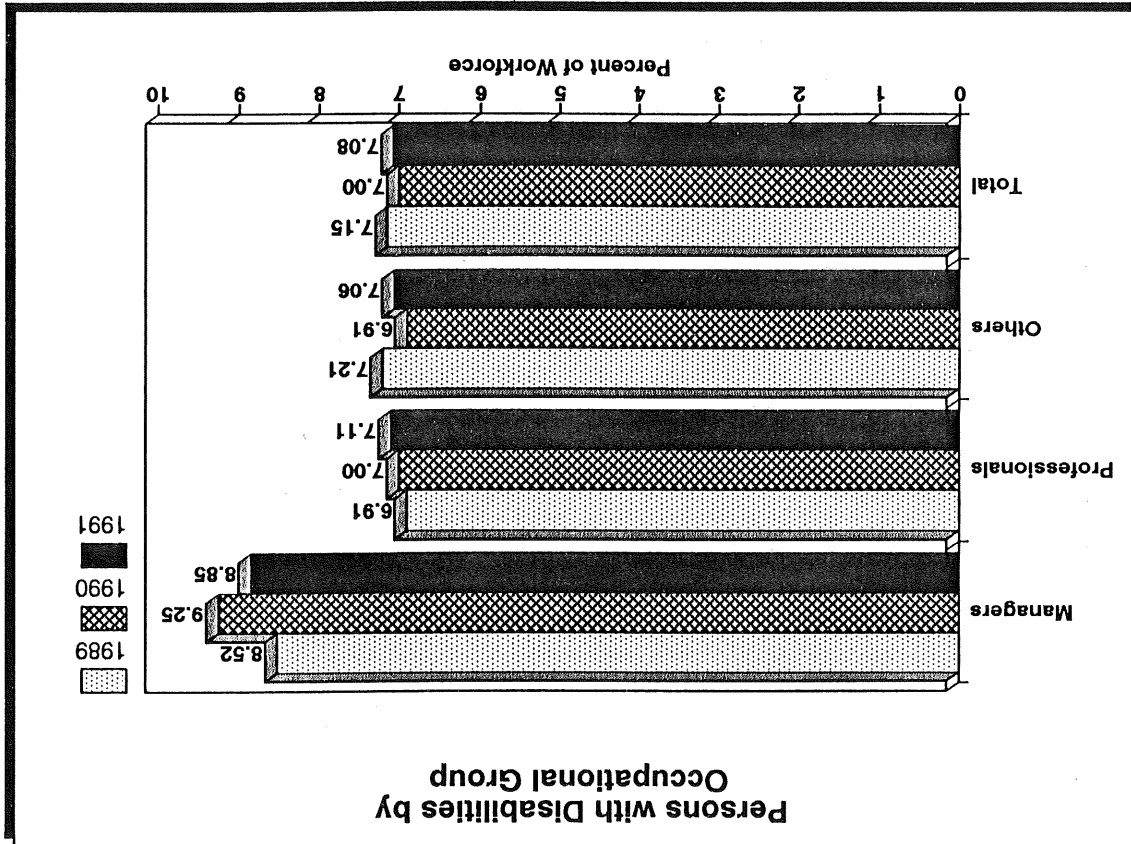
The appendix to this report includes 1991 data for Hispanic employees in each state agency.

Persons With Disabilities

Statewide Goal: 8.2%

The percentage of people with disabilities who hold managerial jobs has exceeded the state goal for the last three years. In 1991 there were 85 managers with disabilities.

The state goal for people with disabilities is set at 8.2 percent based on data about the prevalence and types of disabilities in the state's population and labor force. These data are obtained from the Division of Vocational Rehabilitation, Minnesota Department of Jobs and Training.

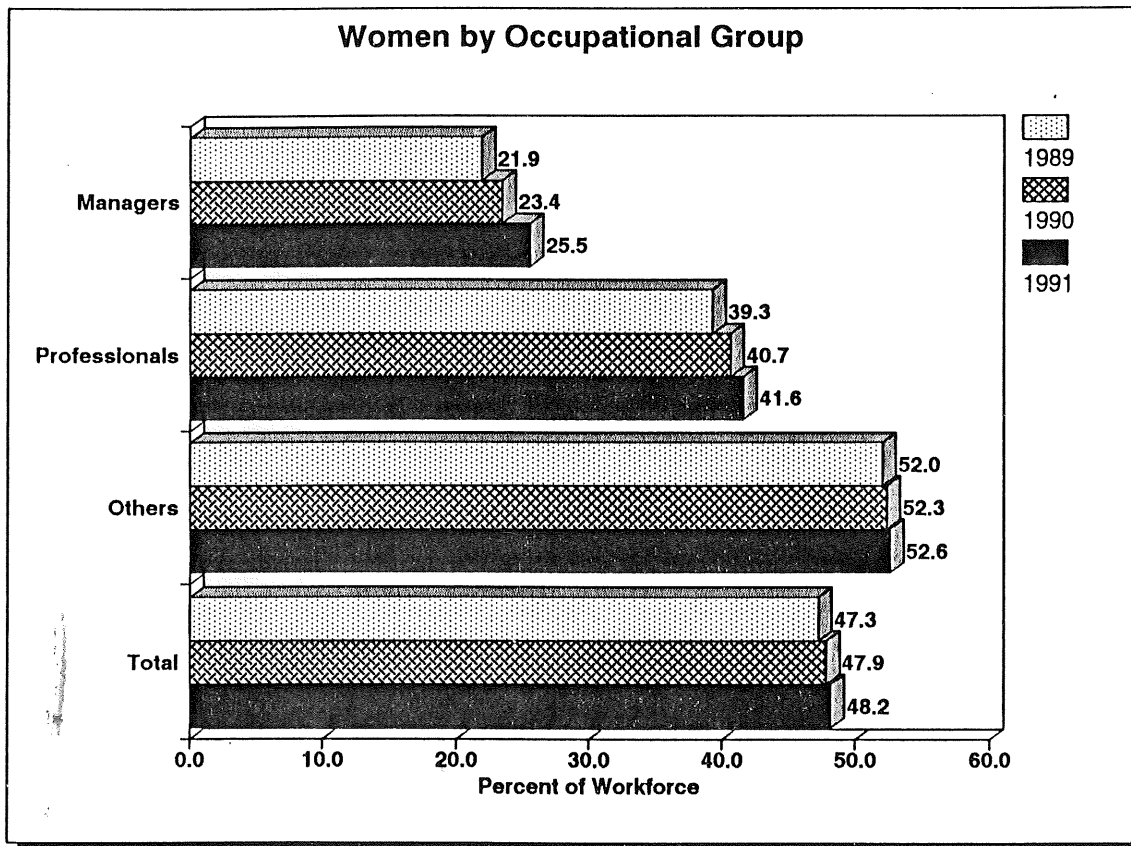


The appendix to this report includes 1991 data for people with disabilities in each state agency.

Women
 Metro Goal: 44.5%
 Non-Metro Goal: 40.8%

Women have made progress in all categories of state employment. There has been a steady increase in the percentage of managers who are women, and continued progress in the percentage of professionals who are women. There were 245 female managers in the state service in 1991, including women in each racial/ethnic minority group.

According to the U.S. Census, women represent 44.5 percent of the labor force in the metropolitan area and 40.8 percent of the labor force in the rest of the state.



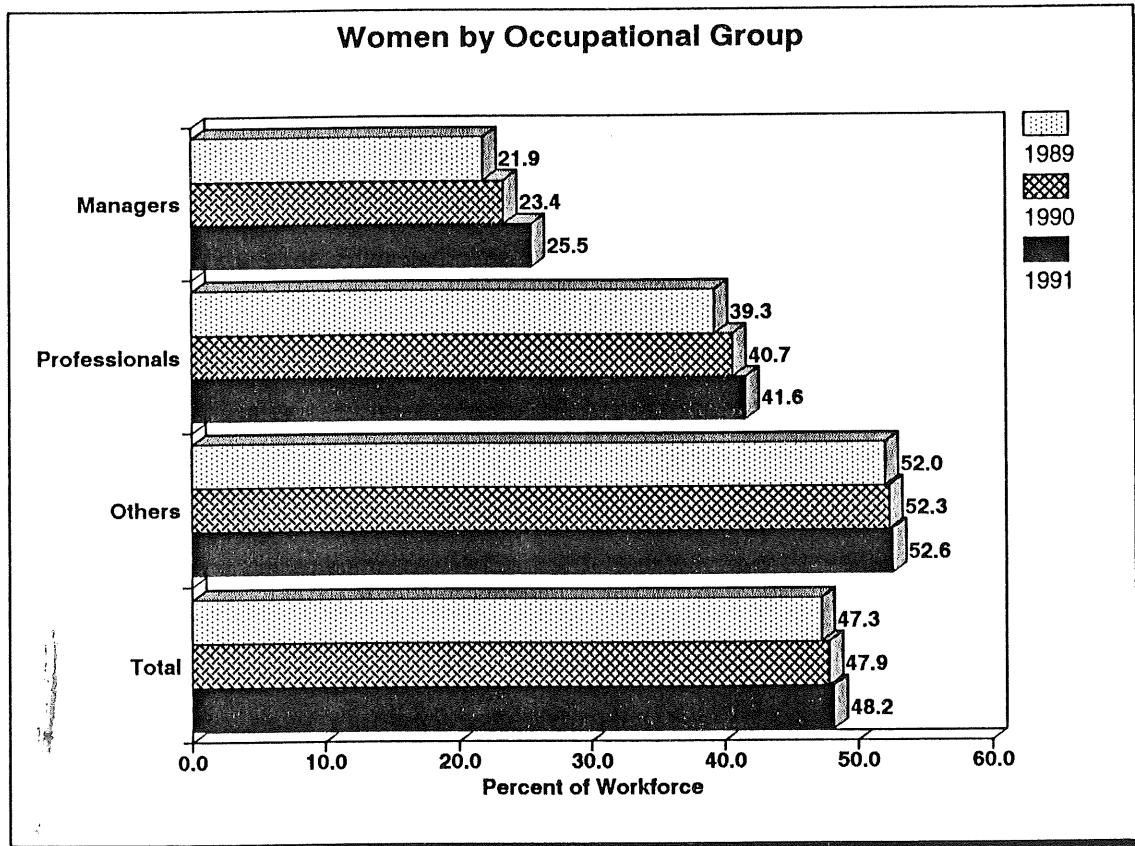
The appendix to this report includes 1991 data for women in each state agency.

Women

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According to the U.S. Census, women represent 44.5 percent of the labor force in the metropolitan area and 40.8 percent of the labor force in the rest of the state.



The appendix to this report includes 1991 data for women in each state agency.

SECTION 4

Compliance Analysis

Compliance Analysis

In the previous section, we reviewed statewide changes in workforce participation over the past three years. We also measure progress in affirmative action by monitoring hiring opportunities for each year. The monitoring process is described in Section 2 of this report.

List Appointments (when disparity exists)

During 1990, state agencies had 3,078 opportunities to hire or promote employees from civil service lists for vacancies where the agencies had disparities in their workforce for protected groups. For 1,959 (63.6%) of these, the agency's non-affirmative action hire was determined to be justified for one or more of the reasons listed on the Protected Group Report form in the appendix. The agencies made affirmative action hires in 692 (22.5%) of the remaining opportunities and missed 427 opportunities (13.9%).

Over half of the justified non-affirmative action hires (1,142 or 58.5% of total hires) occurred because no protected group member was certified.

An agency-by-agency report of results for eligible list hires is included in the appendix.

Non-List Appointments

Some hiring decisions are not based on civil service lists. These non-list appointments include temporary employees, provisional employees, unclassified faculty, labor service, non-competitive promotions, and other kinds of appointments.

Non-list appointments provide agencies with additional opportunities to hire affirmatively. In 1990, 46 percent of non-list hires were women -- both white women and women of color. Just over 9 percent were racial/ethnic minorities, and 2.3 percent were people with disabilities.

An agency-by-agency report of results for non-list appointments is included in the appendix.

All List Appointments (includes both disparity and non-disparity)

During 1990, state agencies had 3,567 list appointments. There were 1,941 women, 174 minorities and 159 people with disabilities appointed.

Results of Agency Compliance Audit

Agencies with twenty-five or more employees are audited annually.

Thirty-six agencies were audited on their affirmative action hires in 1990.

All agencies were in compliance with affirmative action hiring.

An affirmative action hire is made when an agency that is underrepresented in females, minorities, or people with disabilities selects one of the protected group members to fill the position.

In order to be in compliance, an agency not hiring a protected group member for a position where they have a disparity, must have contacted all protected group members and found them unavailable or not interested.

SECTION 5

1990 Program Activities

1990 Program Activities

Governor's Affirmative Action Council

Purpose

To serve as an information resource to the Governor and the legislature, and to provide management with an overview of state affirmative action efforts.

Action 1990

The Council gave support and input on statutory changes in sanctions language.

In addition, the Council established the priorities for setting new goals, which are now being implemented.

The Council completed a comprehensive review of the affirmative action reports from state and metro area agencies.

Recipients of the 1990 Affirmative Action Recognition Awards are:

Minnesota Community College System
College Internship for Minorities

Minnesota Correctional Facilities
Discrimination Harassment Investigation Training

Minnesota Department of Human Services - Faribault Regional Center
Affirmative Action Systems Design and Training

Minnesota Department of Public Safety
Deaf Awareness Training Program

Minnesota Department of Transportation
Sexual Harassment Focus Groups

Metropolitan State University
Cultural Diversity Initiative

Metropolitan Sports Facilities Commission
Public Awareness Announcement for Cultural Specific Events

Minnesota Housing Finance
Exceptional Completion of Program Objectives

The Equal Opportunity Division staff solicited, reviewed, and selected the recipients of the 1990 Affirmative Action Recognition Awards.

Details regarding these programs are available from the Department of Employee Relations.

Membership

The Honorable Marlene Johnson, Lieutenant Governor
The Honorable Hubert H. Humphrey, III, Attorney General
Nina Rothchild, Commissioner of Employee Relations
Stephen Cooper, Commissioner of Human Rights
Elsa Vega-Perez, Director of Equal Opportunity

Statewide Affirmative Action Committee (SWAAC)

Purpose

To provide a forum for discussing common concerns, to propose initiatives based on needs identified by committee members, and to support interaction among the various constituencies represented on the committee.

Action 1990

In 1990, SWAAC continued in its primary role of providing advice on the state's affirmative action program.

In September of 1990 a very successful Job/Career Fair was held in St. Paul. The chair of the SWAAC planning committee for this event was Perry Pickens of the Department of Natural Resources. An estimated 1,000 people attended and 60 state, city and county employers provided job information at their respective booths. Lieutenant Governor Marlene Johnson presented a proclamation on behalf of Governor Perpich.

In addition, three workshops were offered to participants to provide them information on job placement for state, and county employment.

The committee also assists in the planning of the annual Affirmative Action Conference, which was held January 16 and 17, 1991. The conference featured complaint investigation.

Membership

Permanent Members

Representatives of:

- Commission on the Economic Status of Women
- Indian Affairs Council
- Council on Black Minnesotans
- Council of Asian Pacific Minnesotans
- Spanish-Speaking Affairs Council
- Council on Disability

Term Members

- Wendy Adler-Robinson, Chairperson, Department of Human Rights
- Thelma Andreasson, Department of Revenue
- Lee Antell, Minnesota Community Colleges
- Linda Dahlen, Department of Transportation
- Janet Entzel, Vice Chairperson, Department of Corrections
- Susan Gurrola, Department of Finance
- Twanda McArthur, Department of Human Services
- Cynthia McLagan, Department of Administration
- Delois Neal, Housing Finance Agency
- Perry Pickens, Department of Natural Resources
- Tim Price, State University System
- Judge Edward Toussaint, Workers' Compensation Court of Appeals

Department of Employee Relations Equal Opportunity Division

Responsibility

To provide direction for the state's affirmative action program. The division is charged with six basic responsibilities:

1. Providing consultation, technical support, and training for operating agency staff in developing their affirmative action plans;

2. Establishing goals and annual hiring objectives for agencies and reviewing and monitoring their progress;

3. Reviewing state policies and procedures for compliance with equal opportunity requirements or evidence of discrimination, and initiating joint programs to eliminate the effects of discrimination;

4. Advising the commissioner on legislative or policy initiatives and reporting to the legislature on affirmative action progress;

5. Approving affirmative action plans and monitoring progress for the seven metropolitan agencies; and

6. Implementation of programs that assist people with disabilities in securing state employment, providing accommodations in the examination process for applicants with disabilities, and consult with agencies on reasonable accommodations for employees with disabilities.

Staff

Elsa Vega-Perez, Equal Opportunity Division Director
Ines Brito, Clerk II

Jerry Fahey, Research Analysis Specialist
Norvell Laurent, Training Specialist

Bartholo Martinez, Recruitment Specialist

Diane Pariana, Disability Specialist

Gail Schiff, Communications and Special Projects Coordinator

Action 1990

1990 was an active year for the Equal Opportunity Division (EOD). New programs were begun or existing programs improved in the following areas:

Training

In 1990, the division offered more sexual harassment training than in previous years. In addition, EOD developed and conducted a course in valuing diversity.

Special Testing Accommodations

The Equal Opportunity Division is responsible for special testing for people with disabilities.

Applicants who, because of a disability, require an accommodation to compete in the competitive process may request the specific accommodation on the state job application form. Accommodations often include readers, markers, Sign Language interpreters, brailled or large print materials, raised work surfaces or adjustable chairs.

On Site Community Testing

To enhance affirmative action recruiting, the EOD has developed partnerships with five community-based organizations serving protected group members in the Twin Cities. These organizations host on-site testing for various job classifications that are open for application on a continuous basis. A booklet that describes the jobs included in the On-Site Testing Program and sample test questions are also available.

The On-Site Testing Program allows protected group members to compete in the examination process at locations in their communities.

The Equal Opportunity Division staff is responsible for test administration at each exam site. These agencies are hosting onsite testing for current state jobs: Hallie Q. Brown Center, Anishinabe Council of Job Developers, Centro Cultural Chicano, Minneapolis Urban League, and CLUES/Neighborhood House.

To date, this program has provided test opportunities for: Accounting Series, Corrections Agent, Social Worker, Legal Secretary, Behavior Modification Assistant and Behavior Analyst Series.

Plans for 1991

In 1991, the EOD has plans for the following activities:

- Task Force on Disability.
- Training for Affirmative Action Officers conducting investigations.
- Modify protected group report database to further analyze reasons for justified missed hires based on each protected group.
- Implement agency goal revision project.
- Review monitoring process for non-list hires.
- Implement Annual Training Conference.
- Evaluate on-site testing program results.
- Modify reporting process for agency quarterly objectives.

These and other activities which will be developed as the year progresses will maintain the state's commitment to affirmative action and improve the operations of the division.

APPENDICES

PROTECTED GROUP REPORT

Action Code

A J M

Information collected will be used to determine the effectiveness of State selection and referral processes and the effectiveness of the State Affirmative Action Program. Results will be audited as required by M.S. 43A.191.

Agency		Dept./Div.	Goal Unit/Barg. Unit	Requisition #
Class	Code	Class Certified (if different)	Code	Selective Certification D A

AGENCY ANALYSIS OF CERTIFICATION/SELECTION PROCESS

	Disparity	Individuals on All Certs	Attempted to Contact	Interested	Interviewed/ Further	Withdrew/ Declined Off.	Numb. & Date Appointed
Female							
Minority							
Disabled							

WORKFORCE DISPARITY/OPPORTUNITY ACTION INFORMATION: Complete this section only if there is a check under one or more of the protected groups listed in the Disparity Column above and if no member of those disparate groups was appointed.

1. Followed pre-hire review? Yes No Explain _____

2. Check reason(s) a member of a disparate group was not appointed:

- A. No members of disparate groups were certified.
- B. Disparate group member(s) failed to pass mandatory job requirements given prior approval by DOER.
 - 1. Typing/Steno test
 - 2. Licensure/Certification
 - 3. Selective certification criteria: define
- C. Certified members of disparate groups failed to respond or were not interested in the position.
- D. Appointment made from layoff as required by collective bargaining agreement.
- E. Seniority article of the contract is applied.
 - 1. More senior employee had permanent/probationary status.
 - 2. More senior employee had been serving on temporary appointment.
- F. Incumbent appointed to position changed in allocation.
- G. Appointed workers' compensation referral.
- H. Agency no longer has disparity.
- I. Current employee appointed from attached certification to avert a layoff. Explain on reverse.
- J. The only disparate group members available for appointment are in the same goal/bargaining unit as vacancy and their appointment would not help meet affirmative action goals.
- K. Unable to make reasonable accommodation to applicant's handicap. Explain on reverse.
- L. Grievance or arbitration settlement. Attach copy of settlement.
- M. Non-citizen without proper work authorization.

NOTE: Reasons A-M above are justification for failure to make an affirmative action hire (appointment of a member of a protected group for which an agency has a disparity in the goal unit - see Personnel Rules) in determining compliance with affirmative action requirements of M.S. 43A.191, Subdivision 3.

Personnel Officer	Date	Affirmative Action Officer	Date
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This form, completed and signed, must accompany any appointment made from the attached certification report and returned to the Department of Employee Relations. PE-00317-10 (Rev. 12/90)

**MONITORING FORM FOR
 NON-LIST HIRES
 DESIGNATED FOR AFFIRMATIVE ACTION**

DOER: Action Code
 A J M

INSTRUCTIONS: This form is used to monitor non-list hires pursuant to M.S. 43A.08, Subd. 2a or 43A.15 on equal employment opportunity and affirmative action. *Current goal disparity can be identified in your agency Affirmative Action Goal Achievement/Special Handling Report provided by DOER, Equal Opportunity Division or by contacting your E.O.D. liaison. This form will first be completed by your agency and forwarded to DOER, Equal Opportunity Division. Information collected will be used to monitor missed opportunities, and report to the Governor and Legislature each agency's compliance with affirmative action requirements. (SEE INSTRUCTION KEY ON REVERSE SIDE.) This form must be submitted to DOER-EOD for all non-list hires for the following event codes: 104, 105, 107, 108, 109, 110, 111, 112, 113, 117, 120, 121, 204, 205, 207, 208, 210, 211, 212, 213, 214, 218, 222, 223, 229, 230, 231, 232, and 501.

Agency	1	Dept./Div.	2	Goal Unit	3	Barg Unit	4	Position #	5
Class Title	6	Class Code	7	Event Code	8	Appt. Begin Date/Name	9		

AGENCY ANALYSIS OF SELECTION PROCESS

App'd	Yes/No	Applied #	# EOD	Resumés	Referrals	Attempted to Contact	Interviewed #	Declined Offer	Withdrew

I. Workforce Disparity/Opportunity Action Information: Complete this section only if there is a check under one or more of the protected groups listed in the Disparity Column above and if no member of those disparate groups was appointed. (11)

- E. Seniority article of contract applied.
- 1. More senior employee had permanent/probationary status.
- 2. More senior employee had been serving on temporary status.
- F. Incumbent appointed to position changed in allocation or demoted or transferred as a result of reallocation.
- G. Appointed worker's compensation referral.
- H. Agency no longer has disparity.
- I. Current employee appointed from layoff or to avert a layoff.
- J. The only disparate group members available for appointment are in same goal unit (bargaining unit within geographic area) as vacancy and their appointment would not help meet affirmative action goals.
- K. Unable to make reasonable accommodation to applicant's disability. Explain:
- L. Grievance or arbitration settlement. Attach copy of settlement.
- M. Summer job hire - no members of disparate groups referred.
- N. No member of disparate groups referred.
- O. Urgent hire required within 5 working days.

NOTE: The above reasons will be considered as justification for failure to make an affirmative action hire as will good faith recruitment efforts which failed to produce protected group applicants.

III. Recruitment Process (12) Date Vacancy Posted _____

Affirmative Action Efforts (Please explain)

Appointing Authority	Date	Personnel Officer	Date	Affirmative Action Officer	Date

PE-00581-02 (REV. 10/89) AN EQUAL OPPORTUNITY EMPLOYER

MONITORING NON-LIST HIRES

This form must be submitted to DOER-EOD for all non-list hires for the following event codes: 104, 105, 107, 108, 109, 110, 111, 112, 113, 117, 120, 121, 204, 205, 207, 208, 210, 211, 212, 213, 214, 218, 222, 223, 229, 230, 231, 232, and 501.

Please refer to this instruction key (1-12) which will describe the blanks to be filled in on the monitoring form.

1. AGENCY: Insert agency name.
 2. DEPT/DIVN: Insert the number representing the department and division to which the position is assigned. See State Personnel/Payroll Operations Manual.
 3. GOAL UNIT: Insert the number for the goal unit from your Affirmative Action Goal Achievement/Special Handling Report or contact your EOD Liaison for further assistance. If your agency employs less than 25 employees, a goal unit number is not applicable. You may include goals for goal units with fewer than five employees if you review the existing makeup of your agency's unclassified workforce and then determine what protected groups are underutilized. Contact EOD 296-4600.
 4. BARGAINING UNIT: Insert the three-digit code which stands for the bargaining unit, if any, to which the position is assigned. See State Personnel/Payroll Operations Manual.
 5. POSITION #: The position control number to which the employee is assigned. Reference the Position Processing Section in the State Personnel/Payroll Operations Manual.
 6. CLASS: Insert the official job class title as listed in the State Salary Plan.
 7. CODE: Insert the six-digit code corresponding to the classification title as listed in the State Salary Plan.
 8. EVENT CODE: Insert the three digit code. Reference the State Personnel/Payroll Operations Manual.
 9. APPT. BEGIN DATE/NAME: First day employee is on State payroll in this appointment. Insert name of applicant hired.
 10. SECTION I/SELECTION PROCESS: Agency shall list protected group member disparity and document applicant selection process. Reference your Goal Achievement/Special Handling Report or contact your EOD Liaison for further assistance.
 11. SECTION II/RATIONALE: Agency shall check any reason(s) a member of a disparate group was not appointed.
 12. SECTION III/RECRUITING PROCESS: Agency shall list all affirmative action recruitment efforts.
- * The agency Affirmative Action Officer and Personnel Officer shall sign and forward the completed form to the Department of Employee Relations, Equal Opportunity Division.

10/89

WPPPE4

EXECUTIVE BRANCH-EMPLOYMENT BY AGENCY
 TOTAL & PROTECTED GROUPS
 (ACADEMIC EXCLUDED)
 DATA FROM JANUARY 1991

AGENCY TOTAL EMPLOYEES # WOMEN % MINORITY # DISABLED #

AGENCY	TOTAL EMPLOYEES	# WOMEN	%	MINORITY	#	DISABLED	#
ACCOUNTANCY BOARD	4	4	100.00	0	0.00	1	25.00
ADMINISTRATION	866	392	45.27	66	7.62	63	7.27
ADMINISTRATIVE HEARINGS	75	43	57.33	4	5.33	6	8.00
AGRICULTURE	524	171	32.63	16	3.05	45	8.59
ANIMAL HEALTH BOARD	38	16	42.11	1	2.63	2	5.26
ARCHITECTURE, ENGINEERING LAND SURVEYING AND LANDSCAPE ARCHITECTURE BOARD	7	6	85.71	1	14.29	0	0.00
ARTS BOARD	16	12	75.00	1	6.25	0	0.00
ASIAN PACIFIC COUNCIL	3	2	66.67	3	100.00	0	0.00
ATTORNEY GENERAL	391	247	63.17	18	4.60	32	8.18
AUDITOR	113	45	39.82	6	5.31	9	7.96
BARBER BOARD	2	1	50.00	0	0.00	0	0.00
BOARD UNLICENSED MENTAL HEALTH CARE PROVIDERS	1	0	0.00	0	0.00	0	0.00
BOARD OF SOCIAL WORK	1	1	100.00	0	0.00	0	0.00
BOXING BOARD	2	1	50.00	0	0.00	1	50.00
CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD	7	4	57.14	1	14.29	0	0.00
CHIROPRACTIC EXAM BOARD	5	4	80.00	0	0.00	0	0.00
COMMERCE	220	115	52.27	15	6.82	16	7.27
COMMUNITY COLLEGES (METRO)	910	619	68.02	74	8.13	43	4.73
COMMUNITY COLLEGES (OTHER)	587	379	64.57	33	5.62	24	4.09
CORRECTIONS (METRO)	1,312	440	33.54	111	8.46	164	12.50
CORRECTIONS (OTHER)	990	294	29.70	38	3.84	104	10.51
COUNCIL ON BLACK MINNESOTANS	4	2	50.00	4	100.00	1	25.00
COUNCIL ON DISABILITY	15	10	66.67	0	0.00	3	20.00
DENTISTRY BOARD	7	6	85.71	0	0.00	0	0.00
EDUCATION	683	474	69.40	36	5.27	53	7.76
ELECTRICITY BOARD	21	9	42.86	0	0.00	1	4.76
EMPLOYEE RELATIONS	201	141	70.15	16	7.96	16	7.96
ETHICAL PRACTICES BOARD	7	6	85.71	0	0.00	0	0.00
FINANCE	122	59	48.36	7	5.74	19	15.57
GAMING	254	141	55.51	19	7.48	22	8.66

**EXECUTIVE BRANCH--EMPLOYMENT BY AGENCY
TOTAL & PROTECTED GROUPS
(ACADEMIC EXCLUDED)
DATA FROM JANUARY 1991**

AGENCY	TOTAL EMPLOYEES		WOMEN		MINORITY		DISABLED	
	#	%	#	%	#	%	#	%
GOVERNOR	117	86	73.50	3	2.56	4	3.42	
HAZARDOUS SUBSTANCE COMPENSATION BOARD	2	2	100.00	0	0.00	0	0.00	
HEALTH	953	642	67.37	48	5.04	64	6.72	
HEALTH CARE ACCESS COMMISSION	4	2	50.00	0	0.00	0	0.00	
HIGHER EDUCATION COORDINATING BOARD	72	48	66.67	5	6.94	1	1.39	
HIGHER EDUCATION FACILITIES AUTHORITY	3	2	66.67	0	0.00	0	0.00	
HOUSING FINANCE AGENCY	142	89	62.68	20	14.08	11	7.75	
HUMAN RIGHTS	71	49	69.01	19	26.76	7	9.86	
HUMAN SERVICES (METRO)	1,802	1,194	66.26	96	5.33	138	7.66	
HUMAN SERVICES (OTHER)	5,694	3,744	65.75	111	1.95	483	8.48	
INDIAN AFFAIRS INTER	7	5	71.43	7	100.00	0	0.00	
INVESTMENT BOARD	25	9	36.00	1	4.00	0	0.00	
IRON RANGE RESOURCES & REHAB	153	42	27.45	0	0.00	4	2.61	
JOBS & TRAINING (METRO)	1,420	776	54.65	88	6.20	113	7.96	
JOBS & TRAINING (OTHER)	592	296	50.00	12	2.03	60	10.14	
LABOR & INDUSTRY	372	225	60.48	37	9.95	51	13.71	
MINN STATE RETIREMENT SYSTEM	38	20	52.63	2	5.26	1	2.63	
MEDIATION SERVICES	25	13	52.00	0	0.00	0	0.00	
MEDICAL EXAMINERS BOARD	26	19	73.08	4	15.38	1	3.85	
MILITARY AFFAIRS (METRO)	89	23	25.84	6	6.74	4	4.49	
MILITARY AFFAIRS (OTHER)	304	65	21.38	4	1.32	9	2.96	
MN AMATEUR SPORTS COMMISSION	11	8	72.73	0	0.00	0	0.00	
MN CENTERS ARTS EDUCATION	55	38	69.09	1	1.82	1	1.82	
MUNICIPAL BOARD	4	3	75.00	1	25.00	0	0.00	
NATURAL RESOURCES (METRO)	747	311	41.63	40	5.35	43	5.76	
NATURAL RESOURCES (OTHER)	1,511	295	19.52	27	1.79	85	5.63	
NURSING BOARD	24	24	100.00	2	8.33	0	0.00	
NURSING HOME ADMINISTRATORS BD	2	1	50.00	0	0.00	0	0.00	
OFFICE SOCIAL WORK & MENTAL HEALTH	5	5	100.00	0	0.00	0	0.00	
OMBUDSMAN FOR MENTAL HEALTH & MR	21	13	61.90	0	0.00	0	0.00	
OMBUDSMAN--CORRECTIONS	8	5	62.50	4	50.00	0	0.00	

EXECUTIVE BRANCH--EMPLOYMENT BY AGENCY
 TOTAL & PROTECTED GROUPS
 (ACADEMIC EXCLUDED)
 DATA FROM JANUARY 1991

AGENCY TOTAL EMPLOYEES # WOMAN % MINORITY % # DISABLED %

OPTOMETRY BOARD	2	2	100.00	0	0.00	0	0.00
PHARMACY BOARD	7	4	57.14	0	0.00	0	0.00
POLLUTION CONTROL	797	354	44.42	44	5.52	67	8.41
PSYCHOLOGY BOARD	4	4	100.00	0	0.00	0	0.00
PUBLIC EMPLOYMENT RELATIONS BOARD	1	1	100.00	0	0.00	0	0.00
PUBLIC EMPLOYMENT RETIREMENT ASSOCIATION	64	44	68.75	3	4.69	8	12.50
PUBLIC SAFETY	1,888	764	40.47	72	3.81	60	3.18
PUBLIC SERVICE	133	54	40.60	8	6.02	15	11.28
PUBLIC UTILITIES COMMISSION	38	21	55.26	2	5.26	1	2.63
REVENUE	1,163	653	56.15	68	5.85	77	6.62
SECRETARY OF STATE	68	48	70.59	4	5.88	4	5.88
SENTENCING GUIDELINES COMMISSION	5	5	100.00	0	0.00	0	0.00
SOIL & WATER RESOURCE	32	7	21.88	0	0.00	2	6.25
SPANISH SPKG PEOPLE	4	2	50.00	4	100.00	0	0.00
STATE PLANNING	129	53	41.09	7	5.43	7	5.43
STATE UNIVERSITIES (METRO)	110	89	80.91	16	14.55	10	9.09
STATE UNIVERSITIES (OTHER)	1,900	1,181	62.16	41	2.16	72	3.79
TAX COURT	7	4	57.14	0	0.00	0	0.00
TEACHERS RETIREMENT ASSOCIATION	49	30	61.22	1	2.04	0	0.00
TELECOMM ACCESS--HEARING IMPR	1	0	0.00	0	0.00	1	100.00
TRADE & ECONOMIC DEVELOPMENT	269	170	63.20	17	6.32	4	1.49
TRANS REGULATION BOARD	10	4	40.00	0	0.00	0	0.00
TRANSPORTATION (METRO)	2,865	615	21.47	117	4.08	172	6.00
TRANSPORTATION (OTHER)	2,294	243	10.59	65	2.83	170	7.41
TREASURER	11	4	36.36	0	0.00	3	27.27
VETERANS AFFAIRS	38	18	47.37	2	5.26	12	31.58
VETERINARY MEDICINE	2	1	50.00	0	0.00	0	0.00
VETERANS HOME BOARD	5	4	80.00	0	0.00	0	0.00
VETERANS HOME--HASTINGS	69	39	56.52	2	2.90	5	7.25
VETERANS HOME--MPLS	484	298	61.57	45	9.30	29	5.99
VETERANS HOME--SILVERBAY	7	3	42.86	0	0.00	1	14.29
VOCATIONAL TECHNICAL EDUC BD	129	79	61.24	5	3.88	7	5.43

**EXECUTIVE BRANCH--EMPLOYMENT BY AGENCY
TOTAL & PROTECTED GROUPS
(ACADEMIC EXCLUDED)
DATA FROM JANUARY 1991**

AGENCY	TOTAL EMPLOYEES		WOMEN		MINORITY		DISABLED	
	#	%	#	%	#	%	#	%
VOCATIONAL TECHNICAL EDUC COUNCIL	4		2	50.00	0	0.00	0	0.00
VOYAGEURS NATIONAL PARK CITIZENS COMMITTEE	1		1	100.00	0	0.00	0	0.00
WASTE MANAGEMENT BOARD	54		25	46.30	3	5.56	0	0.00
WORKERS COMP COURT OF APPEALS	23		15	65.22	3	13.04	0	0.00
WORLD TRADE CENTER CORP	20		11	55.00	1	5.00	0	0.00
ZOOLOGICAL GARDENS	238		119	50.00	9	3.78	22	9.24
T O T A L	34,714		16,733	48.20	1,548	4.46	2,455	7.07

MINNESOTA DEPARTMENT OF EMPLOYEE RELATIONS
DATA FROM JANUARY 1991

GROUP: MINORITY (AFRICAN AM-HISPANIC-ASIAN PACIFIC ISLANDERS-AM INDIAN) [-----NUMBER & PERCENT-----]

DEPARTMENT TOTAL EMPLOYEES MINORITY MANAGERS PROF OTHER

DEPARTMENT	TOTAL EMPLOYEES	MINORITY MANAGERS	PROF	OTHER
ACCOUNTANCY BOARD	4	0	0	0
ADMINISTRATION	866	2	12	52
ADMINISTRATIVE HEARINGS	75	4	2	2
AGRICULTURE	524	16	6	10
ANIMAL HEALTH BOARD	38	1	0	1
ARCHITECTURE, ENGINEERING LAND SURVEYING AND LANDSCAPE ARCHITECTURE BOARD	14.29	7	0	1
ARTS BOARD	16	1	1	0
ASIAN PACIFIC COUNCIL	3	3	1	1
ATTORNEY GENERAL	391	18	11	7
AUDITOR	113	6	4	2
BARBER BOARD	2	0	0	0
BOARD UNLICENSED MENTAL HEALTH CARE PROVIDERS	1	0	0	0
BOARD OF SOCIAL WORK	1	0	0	0
BOXING BOARD	2	0	0	0
CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD	7	1	0	1
CHIROPRRACTIC EXAM BOARD	5	0	0	0
COMMERCE	220	15	9	6
COMMUNITY COLLEGES (METRO)	910	74	22	52
COMMUNITY COLLEGES (OTHER)	587	33	21	12
CORRECTIONS (METRO)	1,312	111	17	91
CORRECTIONS (OTHER)	990	38	9	29
COUNCIL ON BLACK MINNESOTANS	4	4	2	1
COUNCIL ON DISABILITY	15	0	0	0
DENTISTRY BOARD	7	0	0	0

GROUP: MINORITY (AFRICAN AM-HISPANIC-ASIAN PACIFIC ISLANDERS-AM INDIAN)

[-----NUMBER & PERCENT-----]

DEPARTMENT	TOTAL EMPLOYEES	MINORITY	MANAGERS	PROF	OTHER
EDUCATION	683	36 5.27	1 4.00	25 7.94	10 2.92
ELECTRICITY BOARD	21	0	0	0	0
EMPLOYEE RELATIONS	201	16 7.96	1 7.14	12 12.12	3 3.41
ETHICAL PRACTICES BOARD	7	0	0	0	0
FINANCE	122	7 5.74	2 5.71	3 7.32	2 4.35
GAMING	254	19 7.48	2 9.52	11 9.32	6 5.22
GOVERNOR	117	3 2.56	0	0	3 3.49
HAZARDOUS SUBSTANCE COMPENSATION BD	2	0	0	0	0
HEALTH	953	48 5.04	0	28 4.58	20 6.69
HEALTH CARE ACCESS COMMISSION	4	0	0	0	0
HIGHER EDUCATION COORDINATING BOARD	72	5 6.94	0	2 9.52	3 5.88
HIGHER EDUCATION FACILITIES AUTHORITY	3	0	0	0	0
HOUSING FINANCE AGENCY	142	20 14.08	1 10.00	10 13.33	9 15.79
HUMAN RIGHTS	71	19 26.76	2 50.00	8 17.39	9 42.86
HUMAN SERVICES (METRO)	1,802	96 5.33	3 3.85	52 5.31	41 5.51
HUMAN SERVICES (OTHER)	5,694	111 1.95	1 1.69	39 2.67	71 1.70
INDIAN AFFAIRS INTER	7	7 100.00	1 100.00	3 100.00	3 100.00
INVESTMENT BOARD	25	1 4.00	0	1 8.33	0
IRON RANGE RESOURCES & REHAB	153	0	0	0	0
JOBS & TRAINING (METRO)	1,420	88 6.20	3 5.88	47 5.54	38 7.31
JOBS & TRAINING (OTHER)	592	12 2.03	0	11 2.73	1 0.54
LABOR & INDUSTRY	372	37 9.95	2 13.33	10 7.30	25 11.36
MINN STATE RETIREMENT SYSTEM	38	2 5.26	0	1 7.14	1 4.55
MEDIATION SERVICES	25	0	0	0	0
MEDICAL EXAMINERS BOARD	26	4 15.38	0	2 25.00	2 12.50

GROUP: MINORITY (AFRICAN AM-HISPANIC-ASIAN PACIFIC ISLANDERS-AM INDIAN) [-----NUMBER & PERCENT-----]

TOTAL EMPLOYEES MINORITY MANAGERS PROF OTHER DEPARTMENT

DEPARTMENT	TOTAL EMPLOYEES	MINORITY MANAGERS	PROF	OTHER
MILITARY AFFAIRS (METRO)	89	6	0	6
MILITARY AFFAIRS (OTHER)	304	4	0	4
NN AMATEUR SPORTS COMMISSION	11	0	0	0
NN CENTERS ARTS EDUCATION	55	1	1	0
MUNICIPAL BOARD	4	1	0	1
NATURAL RESOURCES (METRO)	747	40	14	26
NATURAL RESOURCES (OTHER)	1,511	27	14	12
NURSING BOARD	24	2	0	2
NURSING HOME ADMINISTRATORS BOARD	2	0	0	0
OFFICE SOCIAL WORK & MENTAL HEALTH BOARD	5	0	0	0
OMBUSMAN FOR MENTAL HEALTH AND MENTAL RETARDATION	21	0	0	0
OMBUSMAN-CORRECTIONS	8	4	2	1
OPTOMETRY BOARD	2	0	0	0
PHARMACY BOARD	7	0	0	0
POLLUTION CONTROL	797	44	25	19
PSYCHOLOGY BOARD	4	0	0	0
PUBLIC EMPLOYMENT RELATIONS BOARD	1	0	0	0
PUBLIC EMPLOYMENT RETIREMENT ASSOC	64	3	0	3
PUBLIC SAFETY	1,888	72	13	59
PUBLIC SERVICE	133	8	6	2
PUBLIC UTILITIES COMMISSION	38	2	2	0
REVENUE	1,163	68	27	40
SECRETARY OF STATE	68	4	1	3
SENTENCING GUIDELINES COMMISSION	5	0	0	0
SOIL & WATER RESOURCES BOARD	32	0	0	0
SPANISH SPEAKING PEOPLE (OFFICE FOR)	4	4	2	1

GROUP: MINORITY (AFRICAN AM-HISPANIC-ASIAN PACIFIC ISLANDERS-AM INDIAN)

[-----NUMBER & PERCENT-----]

DEPARTMENT	TOTAL EMPLOYEES	MINORITY	MANAGERS	PROF	OTHER
STATE PLANNING	129	7 5.43	1 7.14	2 2.70	4 9.76
STATE UNIVERSITIES (METRO)	110	16 14.55	0	2 18.18	14 14.14
STATE UNIVERSITIES (OTHER)	1,900	41 2.16	0	6 2.78	35 2.09
TAX COURT	7	0	0	0	0
TEACHERS RETIREMENT ASSOCIATION	49	1 2.04	0	0	1 3.70
TELECOMM ACCESS-HEARING IMPAIRED	1	0	0	0	0
TRADE & ECONOMIC DEVELOPMENT	269	17 6.32	1 3.57	11 9.48	5 4.00
TRANSPORTATION REGULATION BOARD	10	0	0	0	0
TRANSPORTATION (METRO)	2,865	117 4.08	3 3.13	26 4.02	88 4.15
TRANSPORTATION (OTHER)	2,294	65 2.83	0	3 1.49	62 3.01
TREASURER	11	0	0	0	0
VETERANS AFFAIRS	38	2 5.26	0	0	2 6.25
VETERINARY MEDICINE	2	0	0	0	0
VETERANS HOME BOARD	5	0	0	0	0
VETERANS HOME-HASTINGS	69	2 2.90	0	0	2 3.85
VETERANS HOME-MPLS	484	45 9.30	0	6 5.88	39 10.34
VETERANS HOME-SILVERBAY	7	0	0	0	0
VOCATIONAL TECHNICAL EDUCATION BD	129	5 3.88	0	1 1.47	4 6.78
VOCATIONAL TECHNICAL EDUCATION COUNCIL	4	0	0	0	0
VOYAGEURS NATIONAL PARK CITIZENS COMMITTEE	1	0	0	0	0
WASTE MANAGEMENT BOARD	54	3 5.56	0	1 2.44	2 18.18
WORKERS COMPENSATION COURT OF APPEALS	23	3 13.04	0	1 10.00	2 15.38
WORLD TRADE CENTER CORP	20	1 5.00	0	0	1 5.00
ZOOLOGICAL GARDENS	238	9 3.78	0	0	9 4.50
T O T A L	34,714	1,548 4.46	35 3.64	548 4.81	965 4.32

MINNESOTA DEPARTMENT OF EMPLOYEE RELATIONS
DATA FROM JANUARY 1991

GROUP: AFRICAN AMERICAN

[-----NUMBER & PERCENT-----]
TOTAL EMPLOYEES AFRICAN AMERICAN MANAGERS PROF OTHER

DEPARTMENT	TOTAL EMPLOYEES	AFRICAN AMERICAN	MANAGERS	PROF	OTHER
ACCOUNTANCY BOARD	4	0	0	0	0
ADMINISTRATION	866	38	1	8	29
ADMINISTRATIVE HEARINGS	75	2	0	1	1
AGRICULTURE	524	4	0	1	3
ANIMAL HEALTH BOARD	38	0	0	0	0
ARCHITECTURE, ENGINEERING LAND SURVEYING AND LANDSCAPE ARCHITECTURE BOARD	7	0	0	0	0
ARTS BOARD	16	0	0	0	0
ASIAN PACIFIC COUNCIL	3	0	0	0	0
ATTORNEY GENERAL	391	11	0	7	4
AUDITOR	113	2	0	2	0
BARBER BOARD	2	0	0	0	0
BOARD UNLICENSED MENTAL HEALTH CARE PROVIDERS	1	0	0	0	0
BOARD OF SOCIAL WORK	1	0	0	0	0
BOXING BOARD	2	0	0	0	0
CAPITOL AREA ARCHITECTURAL BOARD	7	0	0	0	0
CHIROPRACTIC EXAM BOARD	5	0	0	0	0
COMMERCE	220	6	0	4	2
COMMUNITY COLLEGES (METRO)	910	37	0	11	26
COMMUNITY COLLEGES (OTHER)	587	1	0	0	1
CORRECTIONS (METRO)	1,312	49	3	8	38
CORRECTIONS (OTHER)	990	18	0	4	14
COUNCIL ON BLACK MINNESOTANS	4	4	1	2	1
COUNCIL ON DISABILITY	15	0	0	0	0
DENTISTRY BOARD	7	0	0	0	0
EDUCATION	683	13	0	6	7

GROUP: AFRICAN AMERICAN

DEPARTMENT	TOTAL EMPLOYEES	[-----NUMBER & PERCENT-----]			
		AFRICAN AMERICAN	MANAGERS	PROF	OTHER
ELECTRICITY BOARD	21	0	0	0	0
EMPLOYEE RELATIONS	201	10 4.98	0	8 8.08	2 2.27
ETHICAL PRACTICES BOARD	7	0	0	0	0
FINANCE	122	4 3.28	1 2.86	1 2.44	2 4.35
GAMING	254	7 2.76	1 4.76	4 3.39	2 1.74
GOVERNOR	117	1 0.85	0	0	1 1.16
HAZARDOUS SUBSTANCE COMPENSATION BOARD	2	0	0	0	0
HEALTH	953	24 2.52	0	13 2.13	11 3.68
HEALTH CARE ACCESS COMMISSION	4	0	0	0	0
HIGHER EDUCATION COORDINATING BOARD	72	3 4.17	0	2 9.52	1 1.96
HIGHER EDUCATION FACILITIES AUTHORITY	3	0	0	0	0
HOUSING FINANCE AGENCY	142	9 6.34	1 10.00	4 5.33	4 7.02
HUMAN RIGHTS	71	11 15.49	2 50.00	4 8.70	5 23.81
HUMAN SERVICES (METRO)	1,802	30 1.66	0	18 1.84	12 1.61
HUMAN SERVICES (OTHER)	5,694	9 0.16	0	4 0.27	5 0.12
INDIAN AFFAIRS INTER	7	0	0	0	0
INVESTMENT BOARD	25	1 4.00	0	1 8.33	0
IRON RANGE RESOURCES & REHAB	153	0	0	0	0
JOBS & TRAINING (METRO)	1,420	42 2.96	2 3.92	23 2.71	17 3.27
JOBS & TRAINING (OTHER)	592	1 0.17	0	1 0.25	0
LABOR & INDUSTRY	372	25 6.72	2 13.33	6 4.38	17 7.73
MINN STATE RETIREMENT SYSTEM	38	0	0	0	0
MEDIATION SERVICES	25	0	0	0	0
MEDICAL EXAMINERS BOARD	26	3 11.54	0	1 12.50	2 12.50
MILITARY AFFAIRS (METRO)	89	2 2.25	0	0	2 2.44
MILITARY AFFAIRS (OTHER)	304	0	0	0	0

GROUP: AFRICAN AMERICAN

DEPARTMENT TOTAL AFRICAN AMERICAN MANAGERS PROF OTHER
 [-----NUMBER & PERCENT-----]

DEPARTMENT	TOTAL	AFRICAN AMERICAN	MANAGERS	PROF	OTHER
MN AMATEUR SPORTS COMMISSION	11	0	0	0	0
MN CENTERS ARTS EDUCATION	55	1	0	1	3.57
MUNICIPAL BOARD	4	0	0	0	0
NATURAL RESOURCES (METRO)	747	8	0	5	1.31
NATURAL RESOURCES (OTHER)	1,511	2	1	1	0.12
NURSING BOARD	24	0	0	0	0
NURSING HOME ADMINISTRATORS BOARD	2	0	0	0	0
OFFICE SOCIAL WORK & MENTAL HEALTH	5	0	0	0	0
OMBUSMAN FOR MENTAL HEALTH & MENTAL RETARDATION	21	0	0	0	0
OMBUSMAN-CORRECTIONS	8	2	1	1	25.00
OPTOMETRY BOARD	2	0	0	0	0
PHARMACY BOARD	7	0	0	0	0
POLLUTION CONTROL	797	13	0	6	1.14
PSYCHOLOGY BOARD	4	0	0	0	0
PUBLIC EMPLOYMENT RELATIONS BOARD	1	0	0	0	0
PUBLIC EMPLOYEES RETIREMENT ASSOC	64	1	0	0	3.03
PUBLIC SAFETY	1,888	30	0	5	1.74
PUBLIC SERVICE	133	1	0	0	1.61
PUBLIC UTILITIES COMMISSION	38	2	0	2	8.70
REVENUE	1,163	29	0	12	1.98
SECRETARY OF STATE	68	1	0	0	1.85
SENTENCING GUIDELINES COMMISSION	5	0	0	0	0
SOIL & WATER RESOURCES BOARD	32	0	0	0	0
SPANISH SPEAKING PEOPLE (OFFICE FOR)	4	0	0	0	0
STATE PLANNING	129	2	0	1	2.44
STATE UNIVERSITIES (METRO)	110	9	0	2	7.07
STATE UNIVERSITIES (OTHER)	1,900	5	0	1	0.24

GROUP: AFRICAN AMERICAN

DEPARTMENT	TOTAL EMPLOYEES	[-----NUMBER & PERCENT-----]			
		AFRICAN AMERICAN	MANAGERS	PROF	OTHER
TAX COURT	7	0	0	0	0
TEACHERS RETIREMENT ASSOCIATION	49	0	0	0	0
TELECOMM ACCESS--HEARING IMPAIRED	1	0	0	0	0
TRADE & ECONOMIC DEVELOPMENT	269	6 2.23	1 3.57	4 3.45	1 0.80
TRANSPORTATION REGULATION BOARD	10	0	0	0	0
TRANSPORTATION (METRO)	2,865	43 1.50	1 1.04	8 1.24	34 1.60
TRANSPORTATION (OTHER)	2,294	3 0.13	0	0	3 0.15
TREASURER	11	0	0	0	0
VETERANS AFFAIRS	38	1 2.63	0	0	1 3.13
VETERINARY MEDICINE	2	0	0	0	0
VETERANS HOME BOARD	5	0	0	0	0
VETERANS HOME--HASTINGS	69	0	0	0	0
VETERANS HOME--MPLS	484	35 7.23	0	2 1.96	33 8.75
VETERANS HOME--SILVERBAY	7	0	0	0	0
VOCATIONAL TECHNICAL EDUCATION BOARD	129	2 1.55	0	1 1.47	1 1.69
VOCATIONAL TECHNICAL EDUCATION COUNCIL	4	0	0	0	0
VOYAGEURS NATIONAL PARK CITIZENS COMMITTEE	1	0	0	0	0
WASTE MANAGEMENT BOARD	54	1 1.85	0	1 2.44	0
WORKERS COMPENSATION COURT OF APPEALS	23	2 8.70	0	1 10.00	1 7.69
WORLD TRADE CENTER CORP	20	1 5.00	0	0	1 5.00
ZOOLOGICAL GARDENS	238	3 1.26	0	0	3 1.50
T O T A L	34,714	571 1.64	18 1.87	198 1.74	355 1.59

MINNESOTA DEPARTMENT OF EMPLOYEE RELATIONS
DATA FROM JANUARY 1991

GROUP: AMERICAN INDIAN

[-----NUMBER & PERCENT-----]
TOTAL AMERICAN INDIAN EMPLOYEES
DEPARTMENT AMERICAN INDIAN MANAGERS PROF OTHER

DEPARTMENT	TOTAL AMERICAN INDIAN EMPLOYEES	AMERICAN INDIAN MANAGERS	PROF	OTHER
ACCOUNTANCY BOARD	4	0	0	0
ADMINISTRATION	866	11	1	9
ADMINISTRATIVE HEARINGS	75	0	0	0
AGRICULTURE	524	2	0	2
ANIMAL HEALTH BOARD	38	0	0	0
ARCHITECTURE, ENGINEERING LAND SURVEYING AND LANDSCAPE ARCHITECTURE BOARD	7	0	0	0
ARTS BOARD	16	0	0	0
ASIAN PACIFIC COUNCIL	3	0	0	0
ATTORNEY GENERAL	391	4	3	1
AUDITOR	113	1	0	1
BARBER BOARD	2	0	0	0
BOARD UNLICENSED MENTAL HEALTH CARE PROVIDERS	1	0	0	0
BOARD OF SOCIAL WORK	1	0	0	0
BOXING BOARD	2	0	0	0
CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD	7	0	0	0
CHIROPRACTIC EXAM BOARD	5	0	0	0
COMMERCE	220	3	2	1
COMMUNITY COLLEGES (METRO)	910	11	7	4
COMMUNITY COLLEGES (OTHER)	587	26	18	8
CORRECTIONS (METRO)	1,312	33	5	28
CORRECTIONS (OTHER)	990	11	4	7
COUNCIL ON BLACK MINNESOTANS	4	0	0	0
COUNCIL ON DISABILITY	15	0	0	0
DENTISTRY BOARD	7	0	0	0
EDUCATION	683	11	9	2
ELECTRICITY BOARD	21	0	0	0

State of Minnesota 1991 Affirmative Action Report

Department of Employee Relations

GROUP: AMERICAN INDIAN

DEPARTMENT	TOTAL EMPLOYEES	[-----NUMBER & PERCENT-----]			
		AMERICAN INDIAN	MANAGERS	PROF	OTHER
EMPLOYEE RELATIONS	201	0	0	0	0
ETHICAL PRACTICES BOARD	7	0	0	0	0
FINANCE	122	1 0.82	0	1 2.44	0
GAMING	254	2 0.79	0	1 0.85	1 0.87
GOVERNOR	117	0	0	0	0
HAZARDOUS SUBSTANCES COMPENSATION BOARD	2	0	0	0	0
HEALTH	953	6 0.63	0	2 0.33	4 1.34
HEALTH CARE ACCESS COMMISSION	4	0	0	0	0
HIGHER EDUCATION COORDINATING BOARD	72	1 1.39	0	0	1 1.96
HIGHER EDUCATION FACILITIES AUTHORITY	3	0	0	0	0
HOUSING FINANCE AGENCY	142	5 3.52	0	2 2.67	3 5.26
HUMAN RIGHTS	71	3 4.23	0	1 2.17	2 9.52
HUMAN SERVICES (METRO)	1,802	19 1.05	0	9 0.92	10 1.34
HUMAN SERVICES (OTHER)	5,694	53 0.93	1 1.69	15 1.03	37 0.89
INDIAN AFFAIRS INTER	7	7 100.00	1 100.00	3 100.00	3 100.00
INVESTMENT BOARD	25	0	0	0	0
IRON RANGE RESOURCES & REHAB	153	0	0	0	0
JOBS & TRAINING (METRO)	1,420	12 0.85	0	5 0.59	7 1.35
JOBS & TRAINING (OTHER)	592	8 1.35	0	7 1.74	1 0.54
LABOR & INDUSTRY	372	5 1.34	0	2 1.46	3 1.36
MINN STATE RETIREMENT SYSTEM	38	0	0	0	0
MEDIATION SERVICES	25	0	0	0	0
MEDICAL EXAMINERS BOARD	26	1 3.85	0	1 12.50	0
MILITARY AFFAIRS (METRO)	89	2 2.25	0	0	2 2.44
MILITARY AFFAIRS (OTHER)	304	3 0.99	0	0	3 1.03
MN AMATEUR SPORTS COMMISSION	11	0	0	0	0

GROUP: AMERICAN INDIAN

[-----NUMBER & PERCENT-----]
 AMERICAN INDIAN EMPLOYEES
 MANAGERS PROF OTHER

DEPARTMENT	TOTAL EMPLOYEES	AMERICAN INDIAN	MANAGERS	PROF	OTHER
MN CENTERS ARTS EDUCATION	55	0	0	0	0
MUNICIPAL BOARD	4	0	0	0	0
NATURAL RESOURCES (METRO)	747	10	0	1	9
NATURAL RESOURCES (OTHER)	1,511	21	0	12	9
NURSING BOARD	24	1	0	0	1
NURSING HOME ADMINISTRATORS BOARD	2	0	0	0	0
OFFICE SOCIAL WORK & MENTAL HEALTH	5	0	0	0	0
OMBUDSMAN FOR MENTAL HEALTH AND MENTAL RETARDATION	21	0	0	0	0
OMBUDSMAN-CORRECTIONS	8	2	0	1	1
OPTOMETRY BOARD	2	0	0	0	0
PHARMACY BOARD	7	0	0	0	0
POLLUTION CONTROL	797	10	0	5	5
PSYCHOLOGY BOARD	4	0	0	0	0
PUBLIC EMPLOYMENT RELATIONS BOARD	1	0	0	0	0
PUBLIC EMPLOYEES RETIREMENT ASSOC	64	0	0	0	0
PUBLIC SAFETY	1,888	16	0	2	14
PUBLIC SERVICE	133	0	0	0	0
PUBLIC UTILITIES COMMISSION	38	0	0	0	0
REVENUE	1,163	6	0	1	5
SECRETARY OF STATE	68	1	0	0	1
SENTENCING GUIDELINES COMMISSION	5	0	0	0	0
SOIL & WATER RESOURCES BOARD	32	0	0	0	0
SPANISH SPEAKING PEOPLE (OFFICE FOR)	4	0	0	0	0
STATE PLANNING	129	0	0	0	0
STATE UNIVERSITIES (METRO)	110	3	0	0	3
STATE UNIVERSITIES (OTHER)	1,900	16	0	2	14
TAX COURT	7	0	0	0	0
TEACHERS RETIREMENT ASSOCIATION	49	0	0	0	0
TELECOMM ACCESS-HEARING IMPAIRED	1	0	0	0	0

GROUP: AMERICAN INDIAN

DEPARTMENT	TOTAL EMPLOYEES	[-----NUMBER & PERCENT-----]			
		AMERICAN INDIAN	MANAGERS	PROF	OTHER
TRADE & ECONOMIC DEVELOPMENT	269	1 0.37	0	1 0.86	0
TRANSPORTATION REGULATION BOARD	10	0	0	0	0
TRANSPORTATION (METRO)	2,865	20 0.70	1 1.04	2 0.31	17 0.80
TRANSPORTATION (OTHER)	2,294	46 2.01	0	3 1.49	43 2.09
TREASURER	11	0	0	0	0
VETERANS AFFAIRS	38	1 2.63	0	0	1 3.13
VETERINARY MEDICINE	2	0	0	0	0
VETERANS HOME BOARD	5	0	0	0	0
VETERANS HOME--HASTINGS	69	1 1.45	0	0	1 1.92
VETERANS HOME--MPLS	484	5 1.03	0	2 1.96	3 0.80
VETERANS HOME--SILVERBAY	7	0	0	0	0
VOCATIONAL TECHNICAL EDUCATION COORDINATING BOARD	129	2 1.55	0	0	2 3.39
VOCATIONAL TECHNICAL EDUCATION COUNCIL	4	0	0	0	0
VOYAGEURS NATIONAL PARK CITIZENS COMMITTEE	1	0	0	0	0
WASTE MANAGEMENT BOARD	54	1 1.85	0	0	1 9.09
WORKERS COMPENSATION COURT OF APPEALS	23	0	0	0	0
WORLD TRADE CENTER CORP.	20	0	0	0	0
ZOOLOGICAL GARDENS	238	2 0.84	0	0	2 1.00
T O T A L	34,714	406 1.17	4 0.42	130 1.14	272 1.22

MINNESOTA DEPARTMENT OF EMPLOYEE RELATIONS
DATA FROM JANUARY 1991

GROUP: ASIAN PACIFIC ISLANDERS

[-----NUMBER & PERCENT-----]
TOTAL ASIAN PACIFIC EMPLOYEES MANAGERS PROF OTHER
DEPARTMENT

ACCOUNTANCY BOARD	4	0	0	0	0
ADMINISTRATION	866	8	2	0.92	0.81
ADMINISTRATIVE HEARINGS	75	1	1	1.33	2.33
AGRICULTURE	524	7	5	1.34	3.85
ANIMAL HEALTH BOARD	38	0	0	0	0
ARCHITECTURE, ENGINEERING LAND SURVEYING AND LANDSCAPE ARCHITECTURE BOARD	7	0	0	0	0
ARTS BOARD	16	0	0	0	0
ASIAN PACIFIC COUNCIL	3	3	1	100.00	100.00
ATTORNEY GENERAL	391	1	1	0.26	0.43
AUDITOR	113	1	1	0.88	1.25
BARBER BOARD	2	0	0	0	0
BOARD UNLICENSED MENTAL HEALTH CARE PROVIDERS	1	0	0	0	0
BOARD OF SOCIAL WORK	1	0	0	0	0
BOXING BOARD	2	0	0	0	0
CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD	7	0	0	0	0
CHIROPRACTIC EXAM BOARD	5	0	0	0	0
COMMERCE	220	2	2	0.91	1.59
COMMUNITY COLLEGES (METRO)	910	14	1	1.54	0.71
COMMUNITY COLLEGES (OTHER)	587	1	1	0.17	0.78
CORRECTIONS (METRO)	1,312	8	2	0.61	0.75
CORRECTIONS (OTHER)	990	4	4	0.40	0
COUNCIL ON BLACK MINNESOTANS	4	0	0	0	0
COUNCIL ON DISABILITY	15	0	0	0	0
DENTISTRY BOARD	7	0	0	0	0
EDUCATION	683	5	5	0.73	1.59

State of Minnesota 1991 Affirmative Action Report

Department of Employee Relations

GROUP: ASIAN PACIFIC ISLANDERS

DEPARTMENT	TOTAL EMPLOYEES	[-----NUMBER & PERCENT-----]			
		ASIAN PACIFIC ISLANDERS	MANAGERS	PROF	OTHER
ELECTRICITY BOARD	21	0	0	0	0
EMPLOYEE RELATIONS	201	2 1.00	0	2 2.02	0
ETHICAL PRACTICES BOARD	7	0	0	0	0
FINANCE	122	2 1.64	1 2.86	1 2.44	0
GAMING	254	3 1.18	1 4.76	0	2 1.74
GOVERNOR	117	1 0.85	0	0	1 1.16
HAZARDOUS SUBSTANCES COMPENSATION BOARD	2	0	0	0	0
HEALTH	953	12 1.26	0	9 1.47	3 1.00
HEALTH CARE ACCESS COMMISSION	4	0	0	0	0
HIGHER EDUCATION COORDINATING BOARD	72	0	0	0	0
HIGHER EDUCATION FACILITIES AUTHORITY	3	0	0	0	0
HOUSING FINANCE AGENCY	142	4 2.82	0	3 4.00	1 1.75
HUMAN RIGHTS	71	1 1.41	0	1 2.17	0
HUMAN SERVICES (METRO)	1,802	27 1.50	2 2.56	15 1.53	10 1.34
HUMAN SERVICES (OTHER)	5,694	28 0.49	0	17 1.16	11 0.26
INDIAN AFFAIRS INTER	7	0	0	0	0
INVESTMENT BOARD	25	0	0	0	0
IRON RANGE RESOURCES & REHAB	153	0	0	0	0
JOBS & TRAINING (METRO)	1,420	18 1.27	1 1.96	13 1.53	4 0.77
JOBS & TRAINING (OTHER)	592	0	0	0	0
LABOR & INDUSTRY	372	1 0.27	0	1 0.73	0
MINN STATE RETIREMENT SYSTEM	38	2 5.26	0	1 7.14	1 4.55
MEDIATION SERVICES	25	0	0	0	0
MEDICAL EXAMINERS BOARD	26	0	0	0	0
MILITARY AFFAIRS (METRO)	89	0	0	0	0
MILITARY AFFAIRS (OTHER)	304	0	0	0	0
MN AMATEUR SPORTS COMMISSION	11	0	0	0	0
MN CENTERS ARTS EDUCATION	55	0	0	0	0

GROUP: ASIAN PACIFIC ISLANDERS

-----NUMBER & PERCENT-----
 TOTAL ASIAN PACIFIC EMPLOYEES MANAGERS PROF OTHER

DEPARTMENT	EMPLOYEES	MANAGERS	PROF	OTHER
MUNICIPAL BOARD	4	0	0	0
NATURAL RESOURCES (METRO)	747	7	1.84	0
NATURAL RESOURCES (OTHER)	1,511	1	0	0.15
NURSING BOARD	24	0	0	0
NURSING HOME ADMINISTRATORS BOARD	2	0	0	0
OFFICE SOCIAL WORK & MENTAL HEALTH	5	0	0	0
OMBUDSMAN FOR MENTAL HEALTH	21	0	0	0
OMBUDSMAN-CORRECTIONS	8	0	0	0
OPTOMETRY BOARD	2	0	0	0
PHARMACY BOARD	7	0	0	0
POLLUTION CONTROL	797	13	1.52	2.02
PSYCHOLOGY BOARD	4	0	0	0
PUBLIC EMPLOYMENT RELATIONS BOARD	1	0	0	0
PUBLIC EMPLOYEES RETIREMENT ASSOC	64	1	0	3.03
PUBLIC SAFETY	1,888	11	1.74	0.38
PUBLIC SERVICE	133	4	6.35	0
PUBLIC UTILITIES COMMISSION	38	0	0	0
REVENUE	1,163	18	2.15	0.97
SECRETARY OF STATE	68	1	0	1.85
SENTENCING GUIDELINES COMMISSION	5	0	0	0
SOIL & WATER RESOURCES BOARD	32	0	0	0
SPANISH SPEAKING PEOPLE (OFFICE FOR)	4	0	0	0
STATE PLANNING	129	2	1.35	2.44
STATE UNIVERSITIES (METRO)	110	1	0	1.01
STATE UNIVERSITIES (OTHER)	1,900	11	1.39	0.48
TAX COURT	7	0	0	0
TEACHERS RETIREMENT ASSOCIATION	49	0	0	0
TELECOMM ACCESS-HEARING IMPAIRED	1	0	0	0
TRADE & ECONOMIC DEVELOPMENT	269	9	5.17	2.40

GROUP: ASIAN PACIFIC ISLANDERS

[-----NUMBER & PERCENT-----]

DEPARTMENT	TOTAL EMPLOYEES	ASIAN PACIFIC ISLANDERS	MANAGERS	PROF	OTHER
TRANSPORTATION REGULATION BOARD	10	0	0	0	0
TRANSPORTATION (METRO)	2,865	23 0.80	0	14 2.16	9 0.42
TRANSPORTATION (OTHER)	2,294	4 0.17	0	0	4 0.19
TREASURER	11	0	0	0	0
VETERANS AFFAIRS	38	0	0	0	0
VETERINARY MEDICINE	2	0	0	0	0
VETERANS HOME BOARD	5	0	0	0	0
VETERANS HOME-HASTINGS	69	0	0	0	0
VETERANS HOME-MPLS	484	1 0.21	0	1 0.98	0
VETERANS HOME-SILVERBAY	7	0	0	0	0
VOCATIONAL TECHNICAL EDUCATION BOARD	129	0	0	0	0
VOCATIONAL TECHNICAL EDUCATION COUNCIL	4	0	0	0	0
VOYAGEURS NATIONAL PARK CITIZENS COMMITTEE	1	0	0	0	0
WASTE MANAGEMENT BOARD	54	1 1.85	0	0	1 9.09
WORKERS COMPENSATION COURT OF APPEALS	23	0	0	0	0
WORLD TRADE CENTER CORP	20	0	0	0	0
ZOOLOGICAL GARDENS	238	3 1.26	0	0	3 1.50
T O T A L	34,714	267 0.77	6 0.62	147 1.29	114 0.51

MINNESOTA DEPARTMENT OF EMPLOYEE RELATIONS
DATA FROM JANUARY 1991

GROUP: HISPANIC

-----NUMBER & PERCENT-----
[]
TOTAL EMPLOYEES HISPANIC MANAGERS PROF OTHER

DEPARTMENT	TOTAL	HISPANIC	MANAGERS	PROF	OTHER
ACCOUNTANCY BOARD	4	0	0	0	0
ADMINISTRATION	866	9	0	1	8
ADMINISTRATIVE HEARINGS	75	1	0	0	1
AGRICULTURE	524	3	0	0	3
ANIMAL HEALTH BOARD	38	1	0	0	1
ARCHITECTURE, ENGINEERING LAND SURVEYING AND LANDSCAPE ARCHITECTURE BOARD	14.29	7	0	0	1
ARTS BOARD	16	1	0	1	0
ASIAN PACIFIC COUNCIL	3	0	0	0	0
ATTORNEY GENERAL	391	2	0	0	2
AUDITOR	113	1	0	1	0
BARBER BOARD	2	0	0	0	0
BOARD UNLICENSED MENTAL HEALTH CARE PROVIDERS	1	0	0	0	0
BOARD OF SOCIAL WORK	1	0	0	0	0
BOXING BOARD	2	0	0	0	0
CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD	7	0	0	0	0
CHIROPRACTIC EXAM BOARD	5	0	0	0	0
COMMERCE	220	4	0	1	3
COMMUNITY COLLEGES (METRO)	910	12	0	3	9
COMMUNITY COLLEGES (OTHER)	587	5	0	2	3
CORRECTIONS (METRO)	1,312	20	0	2	18
CORRECTIONS (OTHER)	990	4	0	1	3
COUNCIL ON BLACK MINNESOTANS	4	0	0	0	0
COUNCIL ON DISABILITY	15	0	0	0	0
DENTISTRY BOARD	7	0	0	0	0
EDUCATION	683	7	1	5	1

State of Minnesota 1991 Affirmative Action Report

Department of Employee Relations

GROUP: HISPANIC

DEPARTMENT	TOTAL EMPLOYEES	[-----NUMBER & PERCENT-----]			
		HISPANIC	MANAGERS	PROF	OTHER
ELECTRICITY BOARD	21	0	0	0	0
EMPLOYEE RELATIONS	201	4 1.99	1 7.14	2 2.02	1 1.14
ETHICAL PRACTICES BOARD	7	0	0	0	0
FINANCE	122	0	0	0	0
GAMING	254	5 1.97	0	4 3.39	1 0.87
GOVERNOR	117	1 0.85	0	0	1 1.16
HAZARDOUS SUBSTANCE COMPENSATION BD	2	0	0	0	0
HEALTH	953	6 0.63	0	4 0.65	2 0.67
HEALTH CARE ACCESS COMMISSION	4	0	0	0	0
HIGHER EDUCATION COORDINATING BOARD	72	1 1.39	0	0	1 1.96
HIGHER EDUCATION FACILITIES AUTHORITY	3	0	0	0	0
HOUSING FINANCE AGENCY	142	2 1.41	0	1 1.33	1 1.75
HUMAN RIGHTS	71	4 5.63	0	2 4.35	2 9.52
HUMAN SERVICES (METRO)	1,802	18 1.00	1 1.28	8 0.82	9 1.21
HUMAN SERVICES (OTHER)	5,694	20 0.35	0	2 0.14	18 0.43
INDIAN AFFAIRS INTER	7	0	0	0	0
INVESTMENT BOARD	25	0	0	0	0
IRON RANGE RESOURCES & REHAB	153	0	0	0	0
JOBS & TRAINING (METRO)	1,420	16 1.13	0	6 0.71	10 1.92
JOBS & TRAINING (OTHER)	592	3 0.51	0	3 0.74	0
LABOR & INDUSTRY	372	3 0.81	0	0	3 1.36
MINN STATE RETIREMENT SYSTEM	38	0	0	0	0
MEDIATION SERVICES	25	0	0	0	0
MEDICAL EXAMINERS BOARD	26	0	0	0	0
MILITARY AFFAIRS (METRO)	89	2 2.25	0	0	2 2.44
MILITARY AFFAIRS (OTHER)	304	1 0.33	0	0	1 0.34
MN AMATEUR SPORTS COMMISSION	11	0	0	0	0
MN CENTERS ARTS EDUCATION	55	0	0	0	0

GROUP : HISPANIC

TOTAL
 EMPLOYEES HISPANIC MANAGERS PROF OTHER
 [-----NUMBER & PERCENT-----]

DEPARTMENT	TOTAL	HISPANIC	MANAGERS	PROF	OTHER
MUNICIPAL BOARD	4	1	0	0	1
NATURAL RESOURCES (METRO)	747	14	0	1	13
NATURAL RESOURCES (OTHER)	1,511	3	0	1	2
NURSING BOARD	24	1	0	0	1
NURSING HOME ADMINISTRATORS BOARD	2	0	0	0	0
OFFICE SOCIAL WORK & MENTAL HEALTH	5	0	0	0	0
OMBUDSMAN FOR MENTAL HEALTH & MENTAL RETARDATION	21	0	0	0	0
OMBUDSMAN-CORRECTIONS	8	0	0	0	0
OPTOMETRY BOARD	2	0	0	0	0
PHARMACY BOARD	7	0	0	0	0
POLLUTION CONTROL	797	8	0	6	2
PSYCHOLOGY BOARD	4	0	0	0	0
PUBLIC EMPLOYMENT RELATIONS BOARD	1	0	0	0	0
PUBLIC EMPLOYEES RETIREMENT ASSOC	64	1	0	0	1
PUBLIC SAFETY	1,888	15	0	1	14
PUBLIC SERVICE	133	2	0	1	1
PUBLIC UTILITIES COMMISSION	38	0	0	0	0
REVENUE	1,163	15	1	1	13
SECRETARY OF STATE	68	1	0	1	0
SENTENCING GUIDELINES COMMISSION	5	0	0	0	0
SOIL & WATER RESOURCES BOARD	32	0	0	0	0
SPANISH SPEAKING PEOPLE (OFFICE FOR)	4	4	1	2	1
STATE PLANNING	129	2	1	0	1
STATE UNIVERSITIES (METRO)	110	3	0	0	3
STATE UNIVERSITIES (OTHER)	1,900	8	0	0	8
TAX COURT	7	0	0	0	0

GROUP: HISPANIC

DEPARTMENT	TOTAL EMPLOYEES	[-----NUMBER & PERCENT-----]			
		HISPANIC	MANAGERS	PROF	OTHER
TEACHERS RETIREMENT ASSOCIATION	49	1 2.04	0	0	1 3.70
TELECOMM ACCESS-HEARING IMPAIRED	1	0	0	0	0
TRADE & ECONOMIC DEVELOPMENT	269	1 0.37	0	0	1 0.80
TRANSPORTATION REGULATION BOARD	10	0	0	0	0
TRANSPORTATION (METRO)	2,865	28 0.98	1 1.04	2 0.31	25 1.18
TRANSPORTATION (OTHER)	2,294	12 0.52	0	0	12 0.58
TREASURER	11	0	0	0	0
VETERANS AFFAIRS	38	0	0	0	0
VETERINARY MEDICINE	2	0	0	0	0
VETERANS HOME BOARD	5	0	0	0	0
VETERANS HOME-HASTINGS	69	1 1.45	0	0	1 1.92
VETERANS HOME-MPLS	484	4 0.83	0	1 0.98	3 0.80
VETERANS HOME-SILVERBAY	7	0	0	0	0
VOCATIONAL TECHNICAL EDUCATION BOARD	129	1 0.78	0	0	1 1.69
VOCATIONAL TECHNICAL EDUCATION COUNCIL	4	0	0	0	0
VOYAGEURS NATIONAL PARK CITIZENS COMMITTEE	1	0	0	0	0
WASTE MANAGEMENT BOARD	54	0	0	0	0
WORKERS COMPENSATION COURT OF APPEALS	23	1 4.35	0	0	1 7.69
WORLD TRADE CENTER CORP	20	0	0	0	0
ZOOLOGICAL GARDENS	238	1 0.42	0	0	1 0.50
T O T A L	34,714	285 0.82	7 0.73	66 0.58	212 0.95

MINNESOTA DEPARTMENT OF EMPLOYEE RELATIONS
DATA FROM JANUARY 1991

GROUP: PERSONS WITH DISABILITIES

DEPARTMENT TOTAL
EMPLOYEES DISABLED MANAGERS PROF OTHER
[-----NUMBER & PERCENT-----]

Department of Employee Relations	4	1	25.00	100.00	1	0	0
ACCOUNTANCY BOARD	4	1	25.00	100.00	1	0	0
ADMINISTRATION	866	63	7.27	5.45	3	15	7.99
ADMINISTRATIVE HEARINGS	75	6	8.00	6.98	3	3	10.00
AGRICULTURE	524	45	8.59	27.78	5	12	7.45
ANIMAL HEALTH BOARD	38	2	5.26	13.33	2	0	0
ARCHITECTURE, ENGINEERING LAND SURVEYING AND LANDSCAPE ARCHITECTURE BOARD	7	0	0	0	0	0	0
ARTS BOARD	16	0	0	0	0	0	0
ASIAN PACIFIC COUNCIL	3	0	0	0	0	0	0
ATTORNEY GENERAL	391	32	8.18	7.30	17	15	9.49
AUDITOR	113	9	7.96	6.25	5	4	12.12
BARBER BOARD	2	0	0	0	0	0	0
BOARD UNLICENSED MENTAL HEALTH CARE PROVIDERS	1	0	0	0	0	0	0
BOARD OF SOCIAL WORK	1	0	0	0	0	0	0
BOXING BOARD	2	1	50.00	50.00	1	1	50.00
CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD	7	0	0	0	0	0	0
CHIROPRACTIC EXAM BOARD	5	0	0	0	0	0	0
COMMERCE	220	16	7.27	10.32	13	3	3.80
COMMUNITY COLLEGES (METRO)	910	43	4.73	5.71	8	35	4.55
COMMUNITY COLLEGES (OTHER)	587	24	4.09	1.55	2	22	4.80
CORRECTIONS (METRO)	1,312	164	12.50	33.33	13	34	11.64
CORRECTIONS (OTHER)	990	104	10.51	9.63	3	26	11.71
COUNCIL ON BLACK MINNESOTANS	4	1	25.00	50.00	1	1	10.71
COUNCIL ON DISABILITY	15	3	20.00	42.86	3	0	0
DENTISTRY BOARD	7	0	0	0	0	0	0

GROUP: PERSONS WITH DISABILITIES

[-----NUMBER & PERCENT-----]

DEPARTMENT	TOTAL EMPLOYEES	DISABLED	MANAGERS	PROF	OTHER
EDUCATION	683	53 7.76	0	26 8.25	27 7.87
ELECTRICITY BOARD	21	1 4.76	0	0	1 5.26
EMPLOYEE RELATIONS	201	16 7.96	0	10 10.10	6 6.82
ETHICAL PRACTICES BOARD	7	0	0	0	0
FINANCE	122	19 15.57	3 8.57	5 12.20	11 23.91
GAMING	254	22 8.66	4 19.05	5 4.24	13 11.30
GOVERNOR	117	4 3.42	0	0	4 4.65
HAZARDOUS SUBSTANCES COMPENSATION BOARD	2	0	0	0	0
HEALTH	953	64 6.72	0	44 7.20	20 6.69
HEALTH CARE ACCESS COMMISSION	4	0	0	0	0
HIGHER EDUCATION COORDINATING BOARD	72	1 1.39	0	0	1 1.96
HIGHER EDUCATION FACILITIES AUTHORITY	3	0	0	0	0
HOUSING FINANCE AGENCY	142	11 7.75	0	7 9.33	4 7.02
HUMAN RIGHTS	71	7 9.86	0	6 13.04	1 4.76
HUMAN SERVICES (METRO)	1,802	138 7.66	9 11.54	54 5.51	75 10.08
HUMAN SERVICES (OTHER)	5,694	483 8.48	4 6.78	113 7.72	366 8.77
INDIAN AFFAIRS INTER	7	0	0	0	0
INVESTMENT BOARD	25	0	0	0	0
IRON RANGE RESOURCES & REHAB	153	4 2.61	1 50.00	2 6.25	1 0.84
JOBS & TRAINING (METRO)	1,420	113 7.96	5 9.80	75 8.83	33 6.35
JOBS & TRAINING (OTHER)	592	60 10.14	1 33.33	52 12.90	7 3.76
LABOR & INDUSTRY	372	51 13.71	4 26.67	17 12.41	30 13.64
MINN STATE RETIREMENT SYSTEM	38	1 2.63	0	0	1 4.55
MEDIATION SERVICES	25	0	0	0	0
MEDICAL EXAMINERS BOARD	26	1 3.85	0	1 12.50	0

GROUP : PERSONS WITH DISABILITIES

DEPARTMENT TOTAL EMPLOYEES DISABLED MANAGERS PROF OTHER
 [-----NUMBER & PERCENT-----]

DEPARTMENT	TOTAL	EMPLOYEES	DISABLED	MANAGERS	PROF	OTHER
MILITARY AFFAIRS (METRO)	89	4	0	0	0	4
MILITARY AFFAIRS (OTHER)	304	9	0	0	0	9
MN AMATEUR SPORTS COMMISSION	11	0	0	0	0	0
MN CENTERS ARTS EDUCATION	55	1	0	0	0	1
MUNICIPAL BOARD	4	0	0	0	0	0
NATURAL RESOURCES (METRO)	747	43	2	3.57	20	21
NATURAL RESOURCES (OTHER)	1,511	85	0	0	36	49
NURSING BOARD	24	0	0	0	0	0
NURSING HOME ADMINISTRATORS BOARD	2	0	0	0	0	0
OFFICE SOCIAL WORK & MENTAL HEALTH	5	0	0	0	0	0
OMBUSDSMAN FOR MENTAL HEALTH AND MENTAL RETARDATION	21	0	0	0	0	0
OMBUSDSMAN-CORRECTIONS	8	0	0	0	0	0
OPTOMETRY BOARD	2	0	0	0	0	0
PHARMACY BOARD	7	0	0	0	0	0
POLLUTION CONTROL	797	67	6	24.00	44	17
PSYCHOLOGY BOARD	4	0	0	0	0	0
PUBLIC EMPLOYMENT RELATIONS BOARD	1	0	0	0	0	0
PUBLIC EMPLOYEES RETIREMENT ASSOC	64	8	0	0	4	4
PUBLIC SAFETY	1,888	60	1	2.56	6	53
PUBLIC SERVICE	133	15	0	0	6	9
PUBLIC UTILITIES COMMISSION	38	1	0	0	0	1
REVENUE	1,163	77	3	7.50	54	20
SECRETARY OF STATE	68	4	0	0	0	4
SENTENCING GUIDELINES COMMISSION	5	0	0	0	0	0
SOIL & WATER RESOURCES BOARD	32	2	0	0	2	0
SPANISH SPEAKING PEOPLE (OFFICE FOR)	4	0	0	0	0	0
STATE PLANNING	129	7	1	7.14	3	3

GROUP: PERSONS WITH DISABILITIES

DEPARTMENT	TOTAL EMPLOYEES	[-----NUMBER & PERCENT-----]			
		DISABLED	MANAGERS	PROF	OTHER
STATE UNIVERSITIES (METRO)	110	10 9.09	0	0	10 10.10
STATE UNIVERSITIES (OTHER)	1,900	72 3.79	1 12.50	5 2.31	66 3.94
TAX COURT	7	0	0	0	0
TEACHERS RETIREMENT ASSOCIATION	49	0	0	0	0
TELECOMM ACCESS--HEARING IMPAIRED	1	1 100.00	0	1 100.00	0
TRADE & ECONOMIC DEVELOPMENT	269	4 1.49	0	2 1.72	2 1.60
TRANSPORTATION REGULATION BOARD	10	0	0	0	0
TRANSPORTATION (METRO)	2,865	172 6.00	7 7.29	28 4.33	137 6.46
TRANSPORTATION (OTHER)	2,294	170 7.41	3 9.09	7 3.48	160 7.77
TREASURER	11	3 27.27	0	1 50.00	2 25.00
VETERANS AFFAIRS	38	12 31.58	1 33.33	2 66.67	9 28.13
VETERINARY MEDICINE	2	0	0	0	0
VETERANS HOME BOARD	5	0	0	0	0
VETERANS HOME--HASTINGS	69	5 7.25	0	1 6.25	4 7.69
VETERANS HOME--MPLS	484	29 5.99	3 60.00	8 7.84	18 4.77
VETERANS HOME--SILVERBAY	7	1 14.29	0	1 33.33	0
VOCATIONAL TECHNICAL EDUCATION BOARD	129	7 5.43	0	3 4.41	4 6.78
VOCATIONAL TECHNICAL EDUCATION COUNCIL	4	0	0	0	0
VOYAGEURS NATIONAL PARK CITIZENS COMMITTEE	1	0	0	0	0
WASTE MANAGEMENT BOARD	54	0	0	0	0
WORKERS COMPENSATION COURT OF APPEALS	23	0	0	0	0
WORLD TRADE CENTER CORP	20	0	0	0	0
ZOOLOGICAL GARDENS	238	22 9.24	1 16.67	0	21 10.50
T O T A L	34,714	2,455 7.07	85 8.84	792 6.95	1,578 7.06

MINNESOTA DEPARTMENT OF EMPLOYEE RELATIONS
DATA FROM JANUARY 1991

GROUP : WOMEN

TOTAL
EMPLOYEES WOMEN MANAGERS PROF OTHER
[-----NUMBER & PERCENT-----]

DEPARTMENT	TOTAL	EMPLOYEES	WOMEN	MANAGERS	PROF	OTHER
ACCOUNTANCY BOARD	4	100.00	4	1	0	3
ADMINISTRATION	866	392	18	32.73	104	270
ADMINISTRATIVE HEARINGS	75	43	1	50.00	16	26
AGRICULTURE	524	171	2	11.11	34	135
ANIMAL HEALTH BOARD	38	16	0	0	0	16
ARCHITECTURE, ENGINEERING LAND SURVEYING AND LANDSCAPE ARCHITECTURE BOARD	7	6	0	0	0	6
ARTS BOARD	16	12	0	0	6	6
ASIAN PACIFIC COUNCIL	3	2	0	0	1	1
ATTORNEY GENERAL	391	247	0	0	122	125
AUDITOR	113	45	0	0	29	16
BARBER BOARD	2	1	0	0	0	1
BOARD UNLICENSED MENTAL HEALTH CARE PROVIDERS	1	0	0	0	0	0
BOARD OF SOCIAL WORK	1	1	1	100.00	0	0
BOXING BOARD	2	1	0	0	0	1
CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD	7	4	0	0	1	3
CHIROPRACTIC EXAM BOARD	5	4	0	0	1	3
COMMERCE	220	115	7	46.67	41	67
COMMUNITY COLLEGES (METRO)	910	619	0	0	103	516
COMMUNITY COLLEGES (OTHER)	587	379	0	0	83	296
CORRECTIONS (METRO)	1,312	440	9	23.08	117	314
CORRECTIONS (OTHER)	990	294	1	5.00	79	214

GROUP: WOMEN

DEPARTMENT	TOTAL EMPLOYEES	[-----NUMBER & PERCENT-----]			
		WOMEN	MANAGERS	PROF	OTHER
COUNCIL ON BLACK MINNESOTANS	4	2 50.00	0	1 50.00	1 100.00
COUNCIL ON DISABILITY	15	10 66.67	0	5 71.43	5 71.43
DENTISTRY BOARD	7	6 85.71	0	1 100.00	5 100.00
EDUCATION	683	474 69.40	8 32.00	178 56.51	288 83.97
ELECTRICITY BOARD	21	9 42.86	0	0	9 47.37
EMPLOYEE RELATIONS	201	141 70.15	6 42.86	57 57.58	78 88.64
ETHICAL PRACTICES BOARD	7	6 85.71	2 100.00	0	4 80.00
FINANCE	122	59 48.36	9 25.71	15 36.59	35 76.09
GAMING	254	141 55.51	8 38.10	45 38.14	88 76.52
GOVERNOR	117	86 73.50	0	24 77.42	62 72.09
HAZARDOUS SUBSTANCE COMPENSATION BOARD	2	2 100.00	0	1 100.00	1 100.00
HEALTH	953	642 67.37	17 39.53	359 58.76	266 88.96
HEALTH CARE ACCESS COMMISSION	4	2 50.00	0	0	2 50.00
HIGHER EDUCATION COORDINATING BOARD	72	48 66.67	0	10 47.62	38 74.51
HIGHER EDUCATION FACILITIES AUTHORITY	3	2 66.67	0	0	2 100.00
HOUSING FINANCE AGENCY	142	89 62.68	3 30.00	38 50.67	48 84.21
HUMAN RIGHTS	71	49 69.01	2 50.00	28 60.87	19 90.48
HUMAN SERVICES (METRO)	1,802	1,194 66.26	32 41.03	614 62.65	548 73.66
HUMAN SERVICES (OTHER)	5,694	3,744 65.75	15 25.42	867 59.26	2,862 68.60
INDIAN AFFAIRS INTER	7	5 71.43	0	2 66.67	3 100.00
INVESTMENT BOARD	25	9 36.00	1 12.50	4 33.33	4 80.00
IRON RANGE RESOURCES & REHAB	153	42 27.45	0	9 28.13	33 27.73

GROUP: WOMEN

[-----NUMBER & PERCENT-----]
 DEPARTMENT TOTAL EMPLOYEES WOMEN MANAGERS PROF OTHER

DEPARTMENT	TOTAL EMPLOYEES	WOMEN	MANAGERS	PROF	OTHER
JOB & TRAINING (METRO)	1,420	776	19.61	38.04	85.19
JOB & TRAINING (OTHER)	592	296	0	113	183
LABOR & INDUSTRY	372	225	60.48	43.80	72.27
MINN STATE RETIREMENT SYSTEM	38	20	0	21.43	77.27
MEDIATION SERVICES	25	13	52.00	25.00	88.89
MEDICAL EXAMINERS BOARD	26	19	73.08	75.00	81.25
MILITARY AFFAIRS (METRO)	89	23	25.84	28.57	25.61
MILITARY AFFAIRS (OTHER)	304	65	21.38	7.14	22.07
MN AMATEUR SPORTS COMMISSION	11	8	72.73	66.67	85.71
MN CENTERS ARTS EDUCATION	55	38	69.09	67.86	72.73
MUNICIPAL BOARD	4	3	75.00	0	100.00
NATURAL RESOURCES (METRO)	747	311	41.63	25.20	66.77
NATURAL RESOURCES (OTHER)	1,511	295	19.52	48	247
NURSING BOARD	24	24	100.00	100.00	100.00
NURSING HOME ADMINISTRATORS BOARD	2	1	50.00	0	100.00
OFFICE SOCIAL WORK AND MENTAL HEALTH BOARDS	5	5	100.00	100.00	100.00
OMBUSMAN FOR MENTAL HEALTH AND MENTAL RETARDATION	21	13	61.90	57.14	83.33
OMBUSMAN-CORRECTIONS	8	5	62.50	75.00	66.67
OPTOMETRY BOARD	2	2	100.00	100.00	100.00
PHARMACY BOARD	7	4	57.14	33.33	100.00
POLLUTION CONTROL	797	354	44.42	185	65.59
PSYCHOLOGY BOARD	4	4	100.00	0	100.00
PUBLIC EMPLOYMENT RELATIONS BOARD	1	1	100.00	100.00	0

State of Minnesota 1991 Affirmative Action Report

Department of Employee Relations

GROUP: WOMEN

DEPARTMENT	TOTAL EMPLOYEES	[-----NUMBER & PERCENT-----]			
		WOMEN	MANAGERS	PROF	OTHER
PUBLIC EMPLOYEES RETIREMENT ASSOC	64	44 68.75	0	18 60.00	26 78.79
PUBLIC SAFETY	1,888	764 40.47	11 28.21	74 25.69	679 43.50
PUBLIC SERVICE	133	54 40.60	3 37.50	22 34.92	29 46.77
PUBLIC UTILITIES COMMISSION	38	21 55.26	0	9 39.13	12 85.71
REVENUE	1,163	653 56.15	10 25.00	204 33.66	439 84.91
SECRETARY OF STATE	68	48 70.59	0	5 35.71	43 79.63
SENTENCING GUIDELINES COMMISSION	5	5 100.00	0	3 100.00	2 100.00
SOIL & WATER RESOURCES BOARD	32	7 21.88	0	3 11.54	4 100.00
SPANISH SPEAKING PEOPLE (OFFICE FOR)	4	2 50.00	0	1 50.00	1 100.00
STATE PLANNING	129	53 41.09	6 42.86	24 32.43	23 56.10
STATE UNIVERSITIES (METRO)	110	89 80.91	0	6 54.55	83 83.84
STATE UNIVERSITIES (OTHER)	1,900	1,181 62.16	2 25.00	96 44.44	1,083 64.62
TAX COURT	7	4 57.14	0	1 33.33	3 75.00
TEACHERS RETIREMENT ASSOCIATION	49	30 61.22	0	4 20.00	26 96.30
TELECOMM ACCESS--HEARING IMPAIRED	1	0	0	0	0
TRADE & ECONOMIC DEVELOPMENT	269	170 63.20	13 46.43	55 47.41	102 81.60
TRANSPORTATION REGULATION BOARD	10	4 40.00	0	0	4 44.44
TRANSPORTATION (METRO)	2,865	615 21.47	11 11.46	143 22.10	461 21.72
TRANSPORTATION (OTHER)	2,294	243 10.59	3 9.09	26 12.94	214 10.39
TREASURER	11	4 36.36	0	0	4 50.00
VETERANS AFFAIRS	38	18 47.37	0	1 33.33	17 53.13
VETERINARY MEDICINE	2	1 50.00	0	0	1 100.00
VETERANS HOME BOARD	5	4 80.00	0	3 100.00	1 100.00

GROUP: WOMEN

[-----NUMBER & PERCENT-----]

TOTAL EMPLOYEES WOMEN MANAGERS PROF OTHER DEPARTMENT

DEPARTMENT	TOTAL EMPLOYEES	WOMEN	MANAGERS	PROF	OTHER
VETERANS HOME-HASTINGS	69	39	1	11	27
VETERANS HOME-MPLS	484	298	2	77	219
VETS HOME-SILVERBAY	7	3	0	2	1
VOCATIONAL TECHNICAL EDUCATION BOARD	129	79	0	29	50
VOCATIONAL TECHNICAL EDUCATION COUNCIL	4	2	0	0	2
VOYAGEURS NATIONAL PARK CITIZENS COMMITTEE	1	1	0	0	1
WASTE MANAGEMENT BOARD	54	25	1	19	5
WORKERS COMPENSATION COURT OF APPEALS	23	15	0	6	9
WORLD TRADE CENTER CORP	20	11	0	0	11
ZOOLOGICAL GARDENS	238	119	0	19	100
TOTAL	34,714	16,733	245	4,736	11,752

52.56

LIST HIRES BY AGENCY 1990
(When Disparity Exists)

Agency	Total Opportunities	Affirmative Action Hires	Justified Hires	Missed Opportunities
Administration	62	24 (38.7%)	31 (50.0%)	7 (11.3%)
Agriculture	66	7 (10.6%)	49 (74.2%)	10 (15.2%)
Animal Health Board	2	0 (0.0%)	0 (0.0%)	2 (100.0%)
Auditor	5	3 (60.0%)	2 (40.0%)	0 (0.0%)
Commerce	14	4 (28.6%)	7 (50.0%)	3 (21.4%)
Community College System	64	6 (9.4%)	51 (79.7%)	7 (10.9%)
Corrections	304	104 (34.2%)	161 (53.0%)	39 (12.8%)
Education	39	9 (23.1%)	26 (66.7%)	4 (10.3%)
Employee Relations	11	1 (9.1%)	8 (72.7%)	2 (18.2%)
Faribault Residential Academy Resource Center	10	2 (20.0%)	7 (70.0%)	1 (10.0%)
Finance	2	1 (50.0%)	1 (50.0%)	0 (0.0%)
Gaming	15	3 (20.0%)	11 (73.0%)	1 (7.0%)
Health	160	21 (13.1%)	105 (65.6%)	34 (19.3%)
Housing Finance	19	1 (5.3%)	15 (78.9%)	3 (15.8%)
Human Rights	1	1 (100.0%)	0 (0.0%)	0 (0.0%)
Human Services	630	88 (14.0%)	491 (77.9%)	51 (8.1%)
Iron Range Resources and Rehabilitation	6	0 (0.0%)	4 (66.7%)	2 (33.3%)
Jobs and Training	147	49 (33.3%)	65 (44.2%)	33 (22.4%)
Labor and Industry	17	6 (35.3%)	9 (52.9%)	2 (11.8%)
Military Affairs	9	4 (44.4%)	5 (55.6%)	0 (0.0%)
MN Arts School	1	0 (0.0%)	1 (100.0%)	0 (0.0%)
Natural Resources	236	51 (21.6%)	169 (71.6%)	16 (6.8%)
Office of Waste Management	12	8 (66.7%)	1 (8.3%)	3 (25.0%)
Pollution Control	140	71 (50.7%)	46 (32.9%)	23 (16.4%)
Public Employees Ret.	3	0 (0.0%)	3 (100.0%)	0 (0.0%)
Public Safety	212	52 (24.5%)	131 (61.8%)	29 (13.7%)
Public Service	16	6 (37.5%)	7 (43.8%)	3 (18.8%)
Public Utilities Commission	4	2 (50.0%)	0 (0.0%)	2 (50.0%)
Revenue	71	33 (46.5%)	32 (45.1%)	6 (8.5%)
Secretary of State	5	1 (20.0%)	2 (40.0%)	2 (40.0%)
Soil & Water Resources Board	2	1 (50.0%)	0 (0.0%)	1 (50.0%)

LIST HIRES BY AGENCY 1990
(When Disparity Exists)

Agency	Total Opportunities	Affirmative Action Hires	Justified Hires	Missed Opportunities
State Planning	1	0 (0.0%)	1 (100.0%)	0 (0.0%)
State Retirement System	3	1 (33.3%)	0 (0.0%)	2 (66.7%)
State Universities	135	25 (18.5%)	95 (70.4%)	15 (11.1%)
Teachers Retirement	6	0 (0.0%)	3 (50.0%)	3 (50.0%)
Trade & Economic Development	48	4 (8.3%)	34 (72.8%)	10 (20.8%)
Transportation	506	93 (18.4%)	308 (60.9%)	105 (20.8%)
Veteran's Home	68	10 (14.7%)	55 (79.7%)	3 (4.3%)
Veteran's Affairs C.O.	1	1 (100.0%)	0 (0.0%)	0 (0.0%)
Vocational Technical Education Board	4	1 (25.0%)	2 (50.0%)	1 (25.0%)
Zoo	36	3 (8.3%)	33 (91.7%)	0 (0.0%)
TOTAL	3,078	692 (22.5%)	1,959 (63.7%)	427 (14.0)

NON-LIST APPOINTMENTS BY AGENCY 1990

AGENCY	TOTAL EMPLOYEES	WOMEN		MINORITY		DISABLED	
		#	%	#	%	#	%
Administrative Hearings Office	3	3	100.0%	0	0.0%	0	0.0%
Administration	128	73	57.0%	14	11.0%	4	3.1%
Agriculture	82	32	39.0%	5	6.1%	4	4.8%
Animal Health Board	2	0	0.0%	0	0.0%	0	0.0%
Architecture, Engineering Land Surveying and Landscape Architecture Board	1	1	100.0%	0	0.0%	0	0.0%
Arts Board	2	2	100.0%	0	0.0%	0	0.0%
Attorney General	131	84	64.1%	7	5.3%	1	0.8%
Auditor	13	3	23.1%	0	0.0%	0	0.0%
Board Marriage & Family Therapy	1	0	0.0%	0	0.0%	0	0.0%
Board of Social Work	2	2	100.0%	0	0.0%	0	0.0%
Capitol Area Architecture and Planning Board	4	2	50.0%	0	0.0%	0	0.0%
Community Colleges (Metro)	4,613	2,335	51.0%	296	6.4%	105	2.2%
Community Colleges (Other)	3,627	1,850	51.0%	160	4.4%	69	2.0%
Chiropractic Board	4	3	75.0%	0	0.0%	0	0.0%
Commerce	11	5	45.4%	2	18.1%	0	0.0%
Corrections (Metro)	289	105	36.3%	30	10.3%	23	7.9%
Corrections (Other)	184	64	34.7%	13	7.0%	14	7.6%
Council on Black Minnesotans	2	1	50.0%	2	100.0%	1	50.0%
Denistry Board	1	1	100.0%	0	0.0%	0	0.0%
Disability Council	11	5	45.4%	2	18.2%	3	27.3%
Education (Central Office)	32	25	78.1%	1	3.1%	0	0.0%
Employee Relations	74	52	70.3%	4	5.4%	3	4.0%
Ethical Practices Board	3	3	100.0%	0	0.0%	0	0.0%
Faribault Academies	13	12	92.3%	0	0.0%	1	7.6%
Finance	9	3	33.3%	1	11.1%	0	0.0%
Gaming	208	110	52.8%	12	5.7%	13	6.2%
Governor	55	39	71.0%	1	1.8%	0	0.0%
Governor Manpower Office	4	1	25.0%	0	0.0%	0	0.0%
Hazardous Substance Compensation Board	1	1	100.0%	0	0.0%	0	0.0%
Health	160	112	70.0%	20	12.5%	5	3.1%

NON-LIST APPOINTMENTS BY AGENCY 1990

AGENCY	TOTAL EMPLOYEES	# WOMEN	# MINORITY	# DISABLED
Health Care Access Board	4	3	0	0
Higher Education Coordinating Board	19	10	4	0
Housing Finance	22	15	4	1
Human Rights	6	3	2	0
Human Services (Metro)	389	285	27	11
Human Services (Other)	442	308	15	19
Investment Board	4	1	1	0
Iron Range Resources and Rehab Board	153	58	0	0
Jobs & Training	148	79	7	16
Labor & Industry	66	47	6	1
Legislative Auditor	12	8	1	0
Lt. Governor	7	4	0	0
Mediation Services	7	6	0	0
Medical Exam Board	6	4	1	1
Military Affairs	49	21	1	0
MN Amateur Sports Commission	5	4	0	0
MN Arts School	21	17	0	0
MN State Retirement System	3	3	0	0
Natural Resources (Metro)	193	101	10	3
Natural Resources (Other)	1,654	471	101	58
Nursing Board	3	3	0	0
Office of Social Work & Mental Health	2	2	0	0
Office of Waste Management	16	8	1	0
Ombudsman for Mental Health	3	1	0	0
Optometry Board	1	1	0	0
Pollution Control	129	81	6	7
Psychology Board	8	5	0	0
Public Employees Retirement Association	5	3	0	2
Public Defense	15	7	0	0
Public Safety	280	112	15	8

NON-LIST APPOINTMENTS BY AGENCY 1990

AGENCY	TOTAL	WOMEN		MINORITY		DISABLED	
	EMPLOYEES	#	%	#	%	#	%
Public Service	8	7	87.0%	0	0.0%	1	12.5%
Public Utilities Commission	3	2	67.0%	0	0.0%	0	0.0%
Revenue	96	56	58.3%	4	4.1%	4	4.1%
Secretary of State	18	11	61.1%	1	5.5%	1	5.5%
Sentencing Guidelines Commission	5	5	100.0%	0	0.0%	0	0.0%
Spanish Speaking People (Office for)	6	2	33.3%	6	100.0%	0	0.0%
State Planning	53	18	34.0%	4	7.5%	0	0.0%
State Universities (Metro)	290	80	28.0%	51	17.5%	9	3.1%
State Universities (Other)	6,881	2,894	42.0%	453	6.5%	86	1.2%
Tax Court	1	0	0.0%	0	0.0%	0	0.0%
Teachers Retirement Board	2	2	100.0%	0	0.0%	0	0.0%
Trade & Economic Development Comm Development	88	62	70.4%	9	10.2%	0	0.0%
Telecomm Access for Hearing Impaired	1	0	0.0%	0	0.0%	1	100.0%
Transportation (Metro)	432	124	29.0%	48	11.1%	8	1.8%
Transportation (Other)	293	59	20.1%	11	3.7%	5	1.7%
Veterans Affairs (Central)	6	5	83.3%	1	16.6%	2	33.3%
Veterans Affairs (Hastings)	9	4	44.4%	0	0.0%	1	11.1%
Veterans Affairs (Minneapolis)	79	52	66.6%	15	18.9%	7	8.8%
Veterans Affairs (Silver Bay)	1	0	0.0%	0	0.0%	0	0.0%
Vocational Technical Education Board	37	19	51.3%	2	5.4%	0	0.0%
Vocational Technical Education Council	2	1	50.0%	0	0.0%	0	0.0%
Water & Soil Resource Board	6	2	33.3%	0	0.0%	1	16.6%
Workers' Compensation Court of Appeals	2	0	0.0%	0	0.0%	0	0.0%
World Trade Center Corp	23	15	65.2%	1	4.3%	0	0.0%
Zoo	106	54	51.0%	8	7.5%	4	3.7%
TOTAL	21,790	10,082	46.2%	2,015	9.6%	503	2.3%

ALL LIST APPOINTMENTS BY AGENCY 1990

AGENCY	TOTAL EMPLOYEES	# WOMEN	%	# MINORITY	%	# DISABLED	%
Administrative Hearings Office	3	1	33.3%	0	0.0%	0	0.0%
Administration	78	37	47.4%	6	7.7%	4	5.1%
Agriculture	75	29	39.0%	2	2.7%	5	6.7%
Animal Health Board	3	1	33.3%	0	0.0%	0	0.0%
Architecture, Engineering and Land Surveying and Landscape Architecture Board	1	1	100.0%	0	0.0%	0	0.0%
Arts Board	5	4	80.0%	1	20.0%	0	0.0%
Attorney General	6	6	100.0%	0	0.0%	0	0.0%
Auditor	11	6	55.0%	1	9.1%	1	9.1%
Board Marriage & Family Therapy	1	1	100.0%	0	0.0%	0	0.0%
Capitol Area Architecture and Planning Board	3	3	100.0%	0	0.0%	0	0.0%
Community Colleges (Metro)	102	75	74.0%	9	9.0%	2	2.0%
Community Colleges (Other)	42	39	93.0%	0	0.0%	1	2.0%
Chiropractic Board	2	2	100.0%	0	0.0%	0	0.0%
Commerce	18	12	67.0%	0	0.0%	2	11.1%
Corrections (Metro)	113	56	50.0%	5	4.4%	9	8.0%
Corrections (Other)	46	31	67.0%	5	10.8%	6	13.0%
Dentistry Board	2	2	100.0%	0	0.0%	0	0.0%
Disability Council	2	1	50.0%	0	0.0%	0	0.0%
Education (Central Office)	37	34	92.0%	3	8.1%	2	5.4%
Electricity Board	3	2	67.0%	0	0.0%	0	0.0%
Employee Relations	38	19	50.0%	3	7.9%	0	0.0%
Faribault Academies	23	19	83.0%	0	0.0%	2	8.7%
Finance	3	3	100.0%	1	33.3%	0	0.0%
Gaming	84	51	61.0%	4	4.0%	7	8.3%
Hazardous Substance Compensation Board	1	1	100.0%	0	0.0%	0	0.0%
Health	152	93	61.0%	6	4.0%	10	6.6%
Higher Education Coordinating Board	2	100%	61.1%	0	0.0%	0	0.0%
Housing Finance	21	15	71.4%	1	4.8%	1	4.8%
Human Services (Metro)	190	123	65.0%	8	4.2%	13	6.8%
Human Services (Other)	518	346	67.0%	15	3.0%	15	3.0%

ALL LIST APPOINTMENTS BY AGENCY 1990

AGENCY	TOTAL EMPLOYEES	WOMEN		MINORITY		DISABLED	
		#	%	#	%	#	%
Human Rights	10	8	80.0%	4	40.0%	0	0.0%
Iron Range Resources and Rehab Board	9	3	33.0%	0	0.0%	1	11.1%
Jobs & Training	127	78	61.4%	10	7.9%	9	7.1%
Labor & Industry	25	15	60.0%	2	8.0%	0	0.0%
Legislative Auditor	7	6	86.0%	0	0.0%	0	0.0%
Mediation Services	2	0	0.0%	0	0.0%	0	0.0%
Medical Exam Board	6	5	83.3%	2	33.3%	0	0.0%
Military Affairs	8	3	38.0%	0	0.0%	1	12.5%
MN Center for Art Education	13	9	69.2%	1	7.7%	0	0.0%
MN State Retirement System	3	3	100.0%	0	0.0%	0	0.0%
Natural Resources (Metro)	77	31	40.2%	8	10.4%	2	2.6%
Natural Resources (Other)	167	48	29.0%	3	1.8%	6	3.6%
Nursing Board	4	4	100.0%	0	0.0%	0	0.0%
Office of Social Work & Mental Health	7	7	100.0%	0	0.0%	0	0.0%
Office of Waste Management	28	15	54.0%	2	7.1%	0	0.0%
Ombudsman for Mental Health	3	3	100.0%	0	0.0%	0	0.0%
Pharmacy Board	2	2	100.0%	0	0.0%	0	0.0%
Pollution Control	200	105	53.0%	10	5.0%	11	5.5%
Public Employees Retirement Assoc	3	2	67.0%	0	0.0%	1	33.3%
Public Safety	167	79	47.3%	6	3.6%	8	4.8%
Public Service	19	8	42.1%	2	10.5%	1	5.3%
Public Utilities Commission	9	4	44.4%	0	0.0%	0	0.0%
Revenue	181	120	66.2%	12	6.6%	4	2.2%
Secretary of State	9	8	89.0%	1	11.1%	1	11.1%
State Planning	1	1	100.0%	0	0.0%	0	0.0%
State Universities (Metro)	22	19	86.3%	4	18.2%	2	9.1%
State Universities (Other)	159	109	69.0%	4	2.5%	4	2.5%
Teachers Retirement Assoc	7	4	57.1%	0	0.0%	0	0.0%
Trade & Economic Development	49	32	65.3%	2	4.1%	1	2.0%
Transportation (Metro)	316	86	27.2%	13	4.1%	12	3.8%
Transportation (Other)	188	38	20.2%	3	1.6%	6	3.2%

ALL LIST APPOINTMENTS BY AGENCY 1990

AGENCY	TOTAL EMPLOYEES	# WOMEN	%	# MINORITY	%	# DISABLED	%
Veterans Affairs (Central)	2	2	100.0%	0	0.0%	1	50.0%
Veterans Affairs (Hastings)	3	2	67.0%	0	0.0%	1	33.3%
Veterans Affairs (Minneapolis)	64	43	67.1%	10	15.6%	3	4.7%
Veterans Affairs (Silver Bay)	3	2	67.0%	0	0.0%	0	0.0%
Vocational Technical Education Board	8	6	75.0%	1	12.5%	0	0.0%
Water & Soil Resource Board	3	1	33.0%	0	0.0%	0	0.0%
Workers' Compensation Court of Appeals	1	1	100.0%	0	0.0%	0	0.0%
Zoo	41	21	51.2%	4	9.8%	4	9.6%
TOTAL	3,538	1,948	55.0%	174	4.9%	159	4.5%