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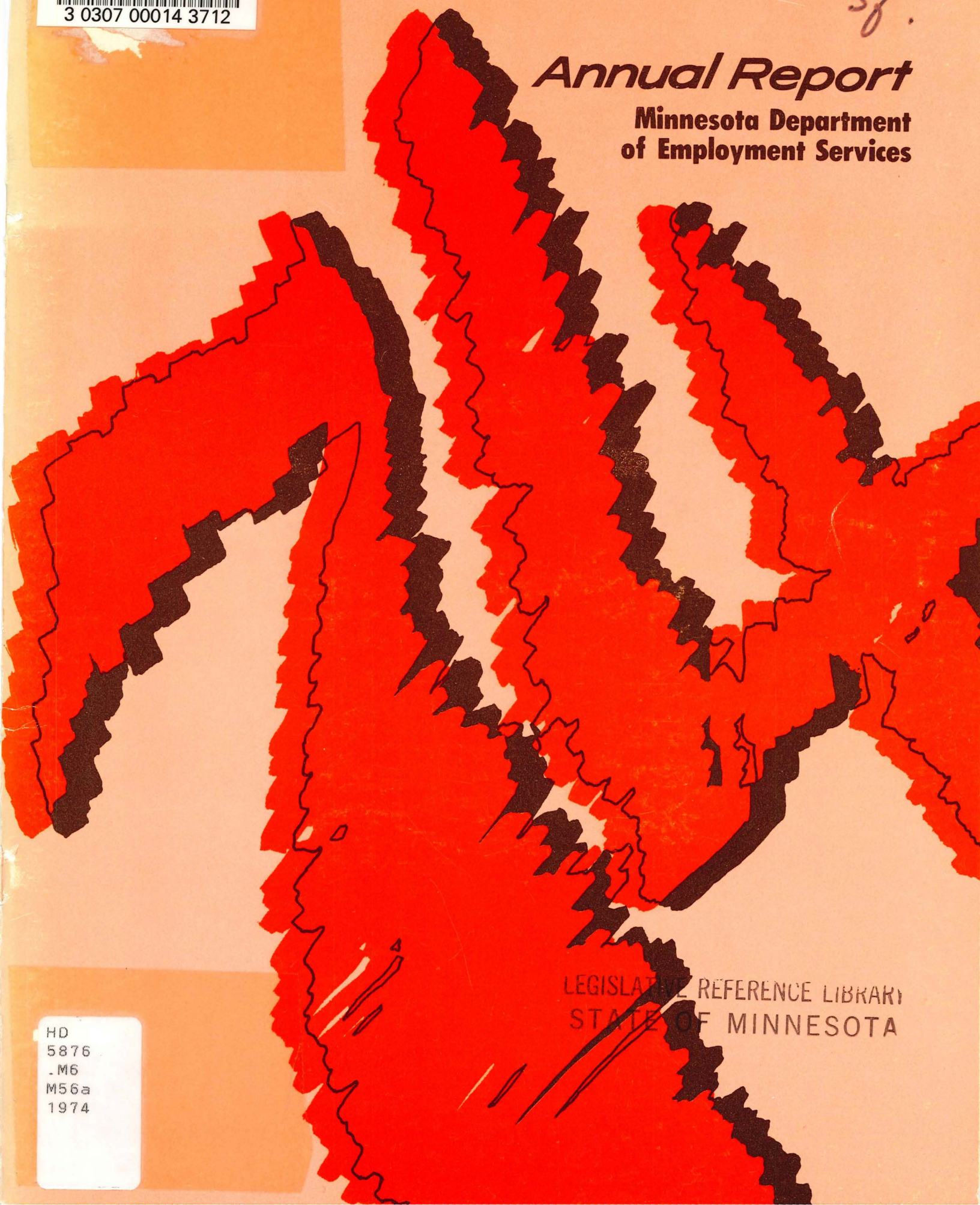


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Annual Report

**Minnesota Department
of Employment Services**



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STATE OF MINNESOTA

1974 Annual Report



Minnesota Department of Employment Services

390 NORTH ROBERT STREET • SAINT PAUL, MINNESOTA 55101

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STATE OF MINNESOTA

Highlights Of 1974

Employment Services

New Jobseekers Registered	216,454
Counseling Interviews	22,046
Jobseekers Tested	22,355
Nonfarm Job Openings Received	124,422
Total Job Openings Filled	97,563
Nonfarm Placements	85,641
Disadvantaged	9,615
Veterans	18,101
Farm Placement	11,922
Nonfarm Employers Served	24,734
Nonfarm Employers Visited	27,421

Unemployment Compensation

Weeks Compensated	1,624,632
Amount Paid	\$105,548,677
Unemployment Compensation Fund	
Balance December 31, 1974	\$75,063,050
Balance December 31, 1973	\$90,857,451



Declaration Of Public Policy

As a guide to the interpretation and application of sections 268.03 to 268.24, the public policy of this state is declared to be as follows: Economic insecurity due to unemployment is a serious menace to the health, morals, and welfare of the people of this state. Involuntary unemployment is therefore a subject of general interest and concern which requires appropriate action by the legislature to prevent its spread and to lighten its burdens. This can be provided by encouraging employers to provide more stable employment and by the systematic accumulation of funds during periods of employment to provide benefits for periods of unemployment, thus maintaining purchasing power and limiting the serious social consequences of poor relief assistance. The legislature, therefore, declares that in its considered judgment the public good and the general welfare of the citizens of this state will be promoted by providing, under the police powers of the state for the compulsory setting aside of unemployment reserves to be used for the benefit of persons unemployed through no fault of their own. — *Minnesota Employment Services Law*

Representing The Public

Dr. George Seltzer, *Minneapolis*
College of Business Administration, University of Minnesota, (Advisory Council Chairman)

Mrs. Sue Rockne, *Zumbrota*

Mr. Emil Marotzke, *Detroit Lakes*
Director, Rural Minnesota CEP, Inc.

Dr. Herbert G. Heneman, *Minneapolis*
Industrial Relations Department, University of Minnesota

Dr. John Turnbull, *Minneapolis*
Economics Department, University of Minnesota

Mrs. Nellie Stone Johnson, *Minneapolis*

Advisory Council

Representing Labor

Mr. David Roe, *St. Paul*
President, Minnesota AFL-CIO

Mr. Robert Moran, *Minneapolis*
Secretary-Treasurer, Milk Drivers and Dairy Employees Local 471

Mr. Lawrence Caven, *Duluth*
Business Manager, Electrical Workers Union Number 31

Mr. Leonard C. Bienias, *Minneapolis*
Business Representative, Minneapolis Building Trade

Mr. Neil Sherburne, *St. Paul*
Secretary-Treasurer, Minnesota AFL-CIO

Representing Employers

Mr. Lawrence Binger, *St. Paul*
St. Paul Chamber of Commerce

Mr. Harry D. Peterson, *St. Paul*
Director of Employment Relations, Minnesota Association of Commerce and Industry

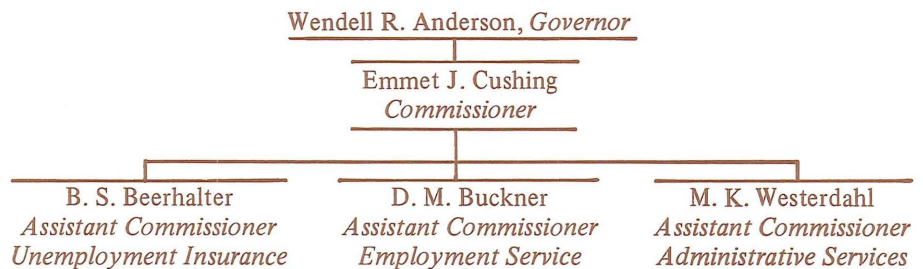
Mr. Wesley Ohman, *St. Paul*
Chapter Manager, National Electrical Contractors Association

Mr. Charles E. Brown, *Minneapolis*
Vice President, Employee Relations, Honeywell, Inc.

Mr. Roger G. Wheeler, *Minneapolis*
Vice President, Corporate Personnel Services, Control Data Corporation

Members of the Manpower Advisory Council are appointed by the Governor to represent employers, employees and the public. The Council meets with the Commissioner and his

staff to study proposals to amend the Minnesota Employment Services Law and to make recommendations to the Commissioner as to the administration of the Department.



Minnesota Department of Employment Services

The Minnesota Department of Employment Services (MDES) administers the state laws relating to unemployment compensation and operates a statewide, no-fee employment service. The Department is unique among the state departments in that its activities are financed from federal funds.

The Department is directed by a Commissioner appointed by the Governor with the advice and consent of the Senate for a four-year term coinciding with the term of the Governor. Serving directly under the Commissioner are three Assistant Commissioners who head the State Employment Service, Unemployment Insurance and Administrative Services divisions.

Developing the state's human resources by increasing the employability of the unemployed and the underemployed has become an important goal, leading to a broader fulfillment of the Depart-

ment's function of matching qualified applicants with available jobs.

As a participant in federal manpower programs, the Department provides special services for the mentally and physically handicapped, minority group members, veterans and persons on welfare and a variety of programs to bring the chronically unemployed into the labor market.

Under the Comprehensive Employment and Training Act of 1973 (CETA), the Department has contracted with seven prime sponsors and the Governor's Manpower Office to deliver selected manpower services. (See — CETA: A New Manpower Concept, page 8.)

The Department also provides employment counseling and testing to jobseekers and technical assistance to employers, collects statistics relating to

the labor market and publishes data on employment trends.

Unemployment insurance is concerned with the payment of unemployment compensation benefits to eligible persons who become unemployed. Funds to make these payments are accumulated through a tax on the employers.

The Department serves both the worker and the employer. A network of 33 full-functioning offices, offering both employment service and unemployment insurance, and 33 satellite, reservation or suboffices, located in areas of special need, provide the largest single resource for matching jobs and workers in the state.

Department services are provided to an increasing number of smaller communities. Manpower services are provided in 10 Indian reservations, three of them with full-time offices.

Job Placements Steady In 1974

Despite a general slowdown in the nation's economy toward the end of the year, job placements made by the Minnesota Department of Employment Services (MDES) in 1974 kept pace with the previous year. Non-agricultural job placements totaled 85,641, compared with 85,693 in 1973.

Of the 85,641 job placements made in 1974, 9,615 were of disadvantaged persons and 18,101 were of veterans.

Agricultural job placements made in 1974 were 11,922, compared with 15,881 in 1973.

The number of new applicants seeking employment through the Department increased 10,562 from 1973.

Continuing its emphasis on placing more persons in suitable jobs and making its services more available to the public, the Department has expanded its services to job applicants. New placement offices have been established in convenient locations where more people can be better served.

The statewide Job Bank continues to be an effective means of bringing people and jobs together. This computer-

assisted system lists all jobs placed with Employment Service offices throughout the state on microfiche which is updated daily. This gives jobseekers visiting any Employment Service office access to every job order placed with the Department. Referrals to openings are made according to the applicant's qualifications and requirements.

The Job Bank system also serves employers who can make their worker needs known to qualified applicants throughout the state by placing a single phone call to any Employment Service office.

The Job Information Service (JIS), a self-service computer-assisted system which permits applicants to pre-select jobs of their choice, has been implemented in several MDES offices throughout the state. Also, Job Bank viewers have been placed in colleges, public buildings and libraries.

JIS listings differ from those of the Job Bank in that the name of the employer and certain other information does not appear on the microfiche. This allows viewers to be used in public facilities outside Department offices



The St. Paul Skyway Office is one of three placement offices opened in convenient locations to provide the public with easy access to Department services during 1974.

while avoiding unnecessary calls to employers from unqualified applicants. Jobseekers are able to review job orders that meet their interests and qualifications and gain an indication of labor market situations and job requirements before being interviewed by Department placement staff.

Through JIS, job openings are exposed to more people, applicant waiting is reduced and placement staff can devote more time to developing job leads and filling employer placement needs.

Career Information

The Career Information Unit (CIU) provides Minnesota citizens with occupational, educational and other career-related information.

During 1974, the CIU averaged more than 60 requests monthly. Half the requests came directly from the public. The remainder came from Minnesota Department of Employment Services (MDES) Counselors and other placement staff for use in assisting job-seekers.

To improve the availability of occupational information, Manpower Information Specialists and career information files are located in MDES offices. Manpower Information Specialists assist others in obtaining occupational information and using CIU resources. Copies of over 50 publications were distributed during 1974 to MDES offices for the career information file.

The career information file also contains documents covering such related topics as labor market information; legislation affecting employment; job-seekers with special needs (for example, youth, older workers, the handicapped and others); vocational education directories and school catalogs; apprenticeship programs; civil service opportunities; career information bibliographies and directories; and many others.

A Career Information Series, consisting primarily of occupational guides, was initiated in 1972 to provide citizens with job information specifically de-

veloped to reflect the employment picture in Minnesota. The guides describe the nature of the job; working conditions; location of the job; entry requirements; training and advancement opportunities; employment outlook; pay and hours; and sources for additional information. The series is also used to provide career information on other topics such as job search, preparation for interviews and so forth. The Series included 40 publications at the end of 1974.

In addition to MDES offices, more than 1,000 Minnesota junior and senior high schools, area vocational technical institutes, community colleges and libraries receive Career Information Series publications.

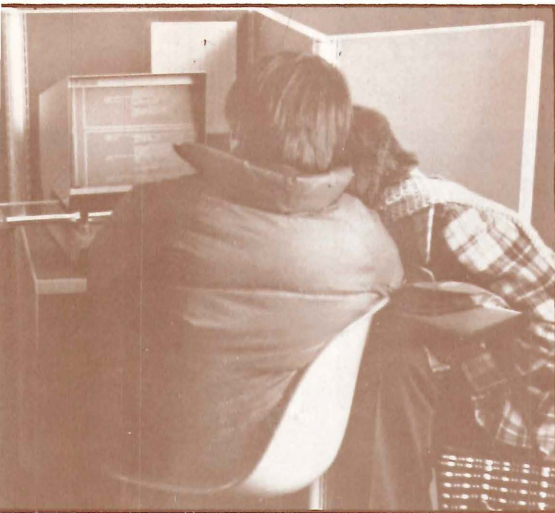
The CIU also publishes the *Counseling Services Newsletter*. This monthly publication helps keep MDES placement personnel aware of significant events regarding vocational counseling and the world of work.

Counseling

During 1974, the Minnesota Department of Employment Services conducted over 22,000 counseling interviews. Primary emphasis was placed on helping applicants become more employable so that appropriate job placements can occur.

Counseling provides persons starting out in the labor force with knowledge of their strengths and abilities and assists them in making a job choice. Those unemployed due to layoffs, physical difficulties or other factors are given assistance in redirecting their skills and past experience to new areas of work. Handicapped individuals, older persons and returning veterans are also aided in obtaining relevant, worthwhile and satisfying employment.

Some applicants need retraining for new or different skills in order to become employed. In these cases, training opportunities are offered through the Comprehensive Education and Training



The Red Wing Office Manager demonstrates a Job Bank viewer located in the Lake City city hall (top). Applicants at a Department office (bottom) review job orders that meet their interests.

TOP PHOTO COURTESY OF:
LAKE CITY GRAPHIC

Act, Job Corps and other specialized programs within the Department. The services of local referral agencies are also utilized in carrying out specific employability plans.

Test Research

The Minnesota Department of Employment Services (MDES) Test Research Unit (TRU) assists job applicants and employers by developing tests to be used in counseling and job selection.

For the applicant, tests provide information on aptitudes, interests and education levels and can be used in a counseling situation to make a decision on a career and/or training.

For the employer, tests provide additional information upon which to base decisions when considering applicants for jobs.

Tests developed by the Minnesota TRU, in cooperation with similar units in 37 other states, are used in employment service offices throughout the country. In MDES offices alone, 23,681 tests were administered during 1974. In addition, high schools, vocational schools and various non-profit organizations throughout the state use Department tests on their own premises.

To develop Department tests, the TRU works closely with private employers, vocational school administrators and staff of various state agencies throughout the state. Samples of workers, students and agency clients are secured to "try the tests out." During 1974, approximately 150 private employers and non-profit organizations were contacted and 1,300 individuals were tested for research purposes.

The Minnesota TRU worked on the development of 55 tests for occupations common to the medical, clerical, electronics, printing and publishing, manufacturing and electrical utilities fields.

The TRU concentrated its efforts on the revalidation of Specific Aptitude



Test Batterys (SATB's), a nationwide effort to "update" the Department's 465 existing SATB's. Nothing of this magnitude in the field of testing has ever been attempted. In order for the revalidation to be successful, workers from all geographic areas of the nation must be represented in the occupational samples. Employers throughout the nation are being asked to cooperate in this research.

In addition to developing and updating tests, the unit works on a variety of special projects to create new occupational assessment tools or alternative research techniques and to increase the information concerning Department tests and their use. In 1974, these special projects included: the development of the Basic Occupational Literacy Test (BOLT), a new achievement test of basic reading and arithmetic skills intended for use with educationally disadvantaged adults, which will replace the Stanford Achievement Test in MDES offices; and the development of a General Aptitude Test Battery (GATB) administration technique to be used in working with the deaf.



Anoka State Hospital employees assist in checking the validity of Department tests. Workers take the written portion (top) and the manual dexterity portion.

CETA: A New Manpower Concept

Enactment of the **Comprehensive Employment and Training Act of 1973 (CETA)** introduced a new concept in the administration of federally-funded manpower programs.

Under the Act, eight prime sponsors have been designated in Minnesota. These prime sponsors are the state, and units or combination of units of local government with a population of 100,000 or more.

The prime sponsors are responsible for the planning, design and administration of manpower programs to enable the unemployed, the underemployed and the economically disadvantaged residing within their jurisdictions to compete for, secure and hold a job.

Prime sponsors are the Region 3 CETA Consortium, a group of counties in northeastern Minnesota; Duluth; Minne-CEP, a group of counties in north central and northwestern Minnesota; the Minnesota Urban Comprehensive Employment and Training Consortium, including much of the Twin Cities area; Dakota County; St. Paul; the remainder of Ramsey County; and the Balance of the State, a scattered area under the Governor's Manpower Planning Office.

During this year, the Department has negotiated agreements with all Minnesota prime sponsors to deliver selected manpower services such as outreach, counseling, testing, referral to training, payment of training allowances and job placement for CETA program enrollees.

The Department also entered into an agreement with the Governor's Manpower Planning Office to act as grant agent for Balance of State CETA activities. The Balance of State area contains 54 counties primarily located in southern and northwestern Minnesota for which the state acts as prime sponsor.

As grant agent for the state, the Department is responsible for the estab-

lishment and administration of the 12 Comprehensive Employment and Training Centers located throughout the Balance of State. These centers will provide eligible participants with services and programs available under CETA such as vocational and on-the-job training, work experience, counseling and job placement.

During 1974, the Department, acting as grant agent for the Governor's Manpower Planning Office, administered a CETA Summer Youth and a CETA In-School program in the Balance of State through subcontracts with selected Community Action Agencies. These programs were established to provide disadvantaged youth 14 to 21 with meaningful paid work experience.

The summer program provided 3,180 young persons with employment averaging 30 hours per week for up to 10 weeks. These jobs, which paid \$2 an hour, were with public and non-profit organizations.

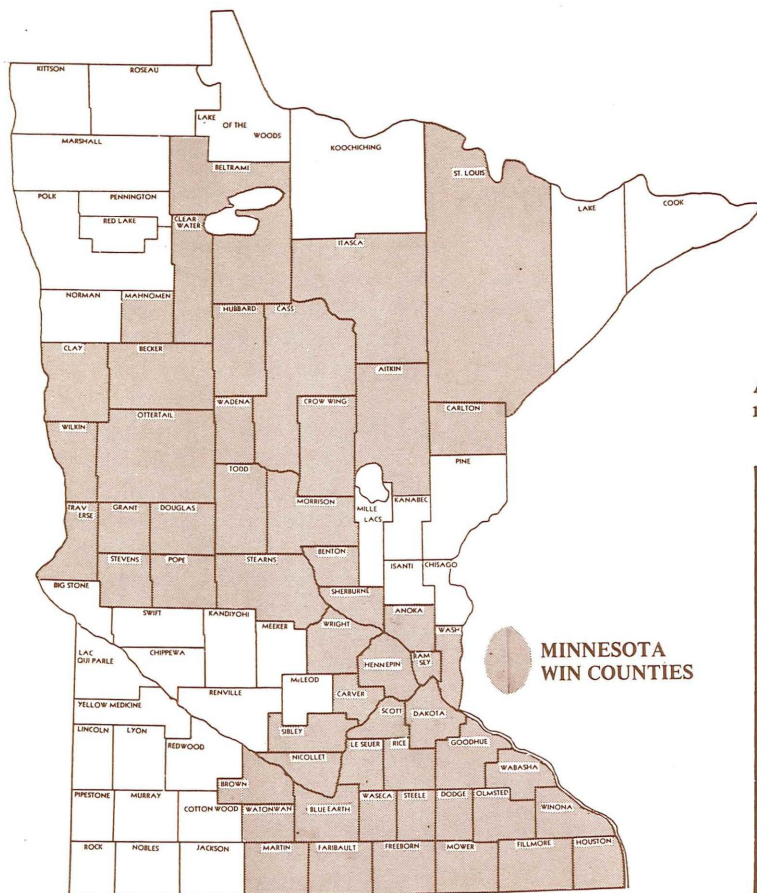
From October 1974 to May 1975, the In-School program will provide part-time work for approximately 750 youths who are enrolled in grades 12 or below. They will work a minimum of 8 hours and a maximum of 15 hours per week, with a maximum of 480 hours per individual.

Work Incentive

The **Work Incentive Program (WIN)** is a comprehensive manpower program that provides a variety of manpower services, as well as financial incentives, to employable members of families receiving Aid to Families with Dependent Children (AFDC). Services provided by the Minnesota Department of Employment Services include orientation to the world of work, counseling, testing, jobseeking skills training, basic education, short-term vocational skill training and work experience training. Prime emphasis, however, is on job development, on-the-job training (OJT), Public Service Employment and immediate placement of qualified persons in full-time employment.

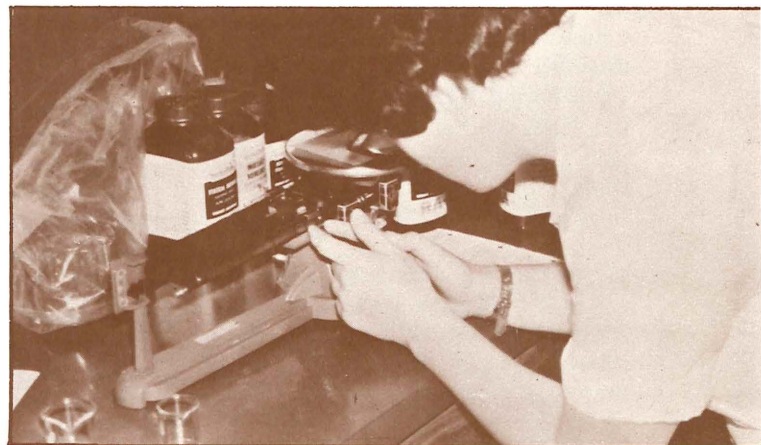


The Commissioner and Department staff review the first CETA contract, whereby the Employment Service, under sub-contract to a prime sponsor, provides a wide-range of employability development services.



MINNESOTA WIN COUNTIES

A former AFDC recipient, referred to WIN, now works full-time as a laboratory assistant.



In line with WIN's fundamental thrust of placing AFDC recipients into meaningful jobs, at least one-third of the program funds must be used for WIN on-the-job training and Public Service Employment. Other WIN activities have lower priorities.

WIN is a joint effort of the U.S. Department of Health, Education and Welfare through the Minnesota Department of Public Welfare and the U.S. Department of Labor through the Minnesota Department of Employment Services. It encourages and enables AFDC recipients to become self-sufficient, wage-earning members of society. The Department of Public Welfare, acting through the county welfare agencies, refers AFDC recipients to WIN for manpower services and also provides supportive services such as child care, medical care and other social services to enable these persons to participate in and benefit from WIN manpower services.

During 1974, 53 of Minnesota's 87 counties (see map) were active in the program, making WIN services available to more than 90 percent of the state's AFDC caseload. This is a considerable expansion in the number of counties participating in WIN compared with only 25 in 1972 and 27 in 1973.

Minnesota's AFDC recipients who participated in WIN totaled 8,233 in 1974. Of these, 2,706 obtained employment in unsubsidized jobs, 349 were placed in Public Service Employment and 738 were involved with WIN on-the-job training. Those who received basic education or vocational classroom training totaled 1,513 and 353 took part in Work Experience Training.

Of those receiving WIN services, 17 percent were men and 83 percent were

women. Veterans comprised six percent of the total, while minority group members were 15 percent of the participants.

Participation in WIN is either voluntary or mandatory, depending on an individual's situation. About 28 percent of WIN participants are volunteers who need not participate to continue receiving their regular AFDC benefits.

Sanctions and incentives encourage AFDC recipients to participate in WIN. The 1971 amendments to the Social Security Act specify that those AFDC recipients covered by the work requirement who refuse without good cause to cooperate with WIN may lose all or part of their AFDC benefits. The work requirement exempts mothers with children under six; young persons under 16; persons 16 to 19 who attend school full-time; and those who are sick, disabled or elderly.

One of the main incentives to encourage participation in WIN is an income disregard which provides many employed AFDC recipients with more money than those who are unemployed. While WIN seeks to reduce the size of welfare grants or eliminate them entirely, the income disregard benefits recipients to the extent that their grant is not reduced on a dollar-for-dollar basis by the amount of their gross earnings.

Other incentives are payment of \$30 per month in addition to the basic grant while the person participates and reimbursement of expenses, such as transportation and lunches. Both the incentive and expense payments are based on a participant's level of activity. Those who do not actively participate receive no additional payments while those who participate fully receive the maximum amount.

There also are incentives offered to employers who hire WIN participants. An employer of a WIN participant can receive a tax credit of 20 percent of the wages paid to an employee hired through WIN during the first year of employment.

On-the-job training through WIN is an incentive to both employers and WIN participants. An employer who hires a WIN applicant and provides training is reimbursed for one-half of the employee's wages during the training period to cover the extra costs of training. Such an employer would also be eligible for the tax credit. An employee receiving on-the-job training through WIN is earning wages as well as learning a job and usually will remain with that job after successfully completing the training period.

The WIN program is constantly undergoing change, both in emphasis and procedure. For example, the use of formal training has been considerably reduced while OJT and immediate job placement of qualified individuals has been given priority. Registration, once totally a function of the welfare staff, is now WIN's responsibility. Along with this responsibility, WIN staff will now have some effective control over the recipient's grant for the first time.

Food Stamp Program

The **Food Stamp Program** operates in all of Minnesota's 87 counties, as mandated by Congress. It is a cooperative effort by the Minnesota Department of Employment Services (MDES), the county welfare departments and the U.S. Department of Agriculture. The role of MDES is to make all its programs and services available to food stamp recipients who are required to register for work.

The 1971 amendment to the Food Stamp Act of 1964 requires all able-bodied members of participating households age 18 to 65 (with specific exceptions) to register for and accept suitable employment. County welfare offices must determine who is required to register, under criteria set by the U.S. Department of Agriculture. Those required to register for work are directed to MDES offices, where they are referred to employment and training opportunities. During 1974, MDES placed 1,758 food stamp recipients in employment.

Rural Manpower

The passage of the Comprehensive Employment and Training Act (CETA) of 1973 caused the State Employment Service to completely reassess its role in rural areas.

CETA gave general responsibility to coordinate and oversee federally-funded migrant manpower projects to the Governor's Manpower Office (GMO). Rural Manpower Services (RMS) worked closely with the GMO to develop the new roles and inter-agency relationships made necessary by this legislation.

Federal decisions on funding of migrant programs resulted in a substantial realignment of planned efforts on behalf of migrants. Little or no money was earmarked to replace the Title III money of the Economic Opportunity Act which the Employment Service previously used on behalf of migrants. As a result, it became necessary for RMS to plan its 1975 activities on the

contingency that funds might not be available from the Department of Labor.

In 1974, the Department carried on an intensive program to identify and locate all of the estimated 4,850 migrant workers involved in the sugar beet campaign. In addition, the Department participated in the interstate recruitment of 2,300 migrant workers for the vegetable growing and packing industries.

The migrant activity constituted most of the RMS activity during the year. The job was made especially critical by the traumatic effects of the weather on the entire agricultural growing season. The 1974 growing season looked, at the start of the year, to be the best in Minnesota's history. Production had reached record levels the previous year. Grain prices were up — futures were soaring — and land was put back into production.

Of special interest to the Department was the formation of three new sugar beet cooperatives which were planning to start production during the year. The three plants proposed an additional 160,000 acres of sugar beets in Minnesota and North Dakota.

In February, the largest of these plants decided it could not guarantee a completion date by the end of the season and did not open. This took 60,000 acres of beets out of production and reduced the need for migrant workers by about 2,000 jobs.

A second major blow occurred during the spring months when heavy rains postponed planting of all crops until long past the time corn was expected to be knee high. On July 4, farmers were still uncertain whether to plant production crops or to turn their acreage over to forage crops. Beet planting was delayed a minimum of two-to-three weeks over most of the Red River Valley and small grain crop plantings were delayed up to six weeks.

As a result, most of the Valley was declared a disaster area. Texas migrant

workers who had planned to start sugar beet weeding and thinning in late May found some beet crops had not yet been planted by the time they arrived. Many were eligible for help under the Disaster Unemployment Assistance Act of 1974. About 400 crews applied for help and a total of 1,346 people were given \$140,000.

Further crises were ahead. Rainfall was highly irregular. The year was marked by either overabundance or scarcity of water at critical times of plant development. The migrants derived one unusual benefit as a result of this, however. Wet weather was conducive to the development of a super crop of weeds, requiring extra weeding. Migrants were still in the area well into August and even up until Labor Day.

The new Red River Valley cooperatives were unable to fill all their needs through regular recruitment, and put out the word that many new jobs would be available in Minnesota. The result was that a number of "free wheelers" came to Minnesota. (These are migrants without a definite job commitment and no predesignated place to live.) Various estimates of the number of "free wheelers" ranged from 1,200 to 2,200 workers. The "free wheelers" generated unusual problems in the areas of housing, wage levels and contractual relationships between recruited workers and employers.

Migrants were employed extensively by the vegetable-canning companies of southern Minnesota, especially the processors of asparagus, sweet corn, edible beans and pumpkins. Here also, the planting of most of these crops was delayed by the weather. As a result, the harvest was delayed for about two weeks – to the middle of August.

Then the first of two unusual frosts hit Minnesota. On Labor Day, temperatures dropped to a record low throughout the south-central portion of the state. Maturing corn was substantially retarded and the total yield greatly reduced. The anticipated need for migrant labor to replace local workers returning to school was cur-

tailed and daily work schedules were reduced. Migrants already in Minnesota stayed on but no more were solicited.

On the nights of September 21-22 a second frost hit the state. For all practical purposes the sweet corn crop was eliminated, edible bean processing ceased and grain crops stopped development. In general, a 30 percent crop loss was experienced throughout the southern half of Minnesota. A few migrants stayed on to help salvage about half of the pumpkin crop, but by the end of September they were gone.

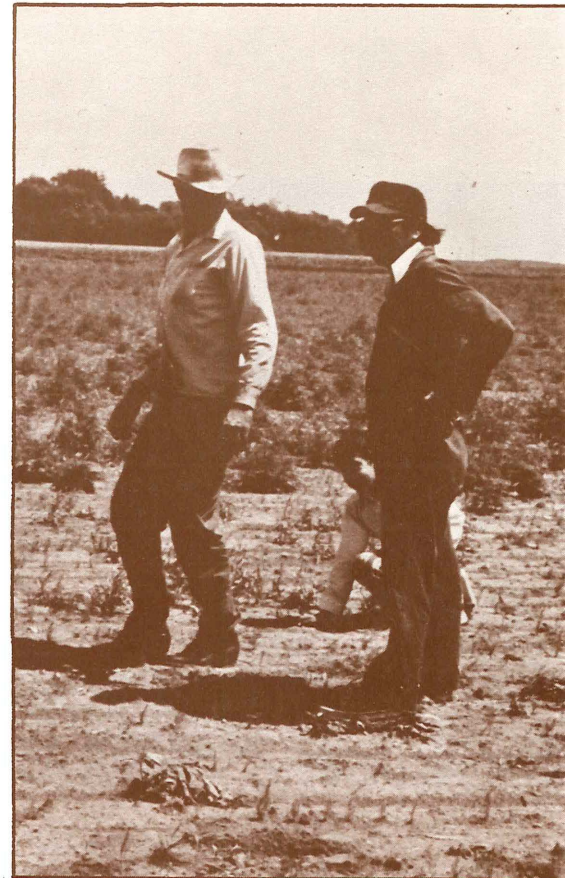
On the positive side, wages rose during the season from \$2 per hour to \$2.40.

The Migrant Imprest Cash Fund was continued in 1974. Almost 200 disbursements involving about \$10,000 were made to 125 people during the year. These grants, which did not require repayment, assisted migrants with emergency problems or helped former migrants meet unusual expenses. The fund is now depleted and the program is not expected to be continued.

As in previous years, MDES office managers in central Minnesota recruited, organized and supervised high school youth who detasseled corn for the seed companies. About 3,500 teenagers were engaged in this activity. In the Red River Valley, an additional 150 youth hoed sugar beets and weeded soybeans.

During the entire agricultural season, the Rural Manpower Services Section published and distributed a weekly newsletter called the *Rural Forum*. This bulletin summarized agricultural activities within Minnesota which affected manpower. It also listed representative agricultural job openings throughout the state. For much of the season the RMS used this bulletin as a device to reach people concerned with agricultural manpower.

The Secretary of Labor's theme of rural redirection was continued in 1974. A workshop for Department of Labor Region V staff, state Rural Manpower staffs, Monitor/Advocates



Migrant workers look over a damaged field. Irregular rainfall delayed planting and retarded crop production in many areas of the state, causing migrants to lose varying amounts of work.

and Employment Service Trainers was planned and conducted by the Minnesota RMS Section. The workshop's purpose was to enable state agency personnel to train state and local office staff in improving delivery of manpower services to rural residents.

Following the regional session, meetings for MDES office managers and State Office personnel were held in Mankato and Brainerd. The training program was reviewed, revised as necessary and planned for all remaining outstate office staff.

MDTA

In its 12th year, the **Manpower Development and Training Act (MDTA)** completed the most intensive and extensive program ever to train and upgrade certain target groups.

The Act, which was officially ended June 30, 1974, will be phased out in July 1975. Its purpose was to reach the underemployed, the disadvantaged, those with skills rendered obsolete by technological progress, certain minority groups, Vietnam veterans, and offenders and ex-offenders.

The state programs were executed and administered under the prime direction of the Minnesota Department of Employment Services (MDES) and the State Department of Vocational Education.

Since the passage of MDTA in 1962, more than 42,500 Minnesotans have received MDTA classroom or on-the-job vocational training.

Hundreds of institutional training projects were started during the life of the program. Many of these were projects which referred individuals into existing vocational schools. The remainder were classes set up through MDTA. Of the thousands of trainees enrolled in those institutional training projects, about 25 percent were individual referrals.

Several major prime contractors developed job training opportunities in

Minnesota under traditional MDTA-OJT programs. The major share of the on-the-job training, however, was handled by the JOBS-Optional Program (JOP). These contracts were written with employers at both entry and upgrade levels.

Over a period of 12 years, MDES distributed allowances of more than \$38,000,000 to eligible trainees. Approximately \$15,000,000 more was spent by the Department of Vocational Education for training facilities.

The full extent to which the MDTA alleviated skill shortages and improved earnings for individuals has not yet been fully determined. However, the impact of the Act on the state's economy and on the expanding vocational program obviously was significant.



A Vietnam veteran learns the welding trade through an MDTA on-the-job training program.

MDTA Training 12-Year Totals

Year	Number Enrolled	Number Completed	Number Employed
1963	1003	431	351 81%
1964	2134	1126	858 76%
1965	2851	1499	1426 95%
1966	5107	3855	2429 68%
1967	5758	4294	3650 85%
1968	3877	3101	3636 85%
1969	3599	2124	1675 78%
1970	3464	1915	1609 84%
1971	4452	2707	1262 47%
1972	4145	2663	1320 50%
1973	3248	1855	972 52%
1974	2416	1659	836 50%

Special Services To Target Groups

Employment statistics indicate that certain jobseekers experience more difficulty than others in securing employment. Included in these groups are older workers, youth, the handicapped, minorities, veterans and other hard-to-employ persons.

The Department provides special services to assist these persons in finding employment. Department personnel reach out to contact those needing services, try to improve their employability, make job development efforts on their behalf and follow through to help them adjust to their new job.

In addition, the Department cooperates with other agencies in referring jobseekers with specific problems for assistance.

Older Workers

Nearly 50 percent of Minnesota's work force is made up of individuals 45 years of age and older. As employees, persons in this age group generally are rated among the most valuable by employers. However, once older persons become unemployed, they face great difficulty in finding employment.

The U.S. Age Discrimination in Employment Act prohibits arbitrary job discrimination on the basis of age against persons 40-65 years old. Nevertheless, these persons, when out of work have longer periods of unemployment than workers in other age groups.

To help the older worker find employment, one staff member in each Department office has been given special training. In Minneapolis, St. Paul and Duluth, helping older workers is a full-time responsibility while in the smaller offices it is one of several assigned to a Counselor or Interviewer.

In addition, the Older Worker Unit in the St. Paul Office has two positions funded by the Office of Economic Opportunity as part of the Ramsey County Comprehensive Plan for Older People.

In March, Department offices assisted the Minnesota Department of the American Legion in its annual *Employ the Older Worker Award*. This award goes to an employer who has an outstanding record of hiring and retaining older workers.

The Department again received a special U.S. Department of Labor Technical Assistance contract. Under the contract, which was increased this year from \$750,000 to \$1,000,000, the National Council on the Aging provides technical assistance to all State Employment Service agencies in the country.

To help insure compliance with national, state and local legislation, staff members within the Department receive continual training. A close working relationship is maintained with the Governor's Citizens' Council on Aging to insure that the Department is informed of all programs which may benefit older persons.

Youth

The 1974 Department-coordinated Governor's Youth Employment program again set records for size and effectiveness.

From April through September, more than 72,000 youth registered for employment. Among these, 28,140 non-farm placements and 8,908 farm placements were made, totalling 37,048 youth placements.

This summer, state, local and federal agencies combined with private industry to maximize summer job opportunities for youth.

In 1973, the state legislature appropriated \$3,000,000 for a two-year statewide Summer Youth Employment program. During this past summer, \$1,735,729 was spent and more than 6,000 summer jobs were provided in state, county and municipal government agencies.



A Counselor in the St. Paul Office's Older Worker Unit helps an applicant find employment.

In administering the Youth Employment Act, the Department wrote 210 contracts with counties, municipalities and Indian reservations, making available \$2,000,000 of state funds for summer jobs. In addition, the Department recruited and referred eligible youth and set up a special biweekly invoice system enabling counties and municipalities to employ large numbers of young persons during the summer without seriously depleting their regular budgets.

Youth contacted during the summer indicated they liked the program because it allowed them to do something useful for their community and at the same time to earn money for clothing and school expenses.

Local governments were particularly pleased because it allowed them to complete needed projects that otherwise would have had to wait until funds became available.

For the fourth straight year, the Department's mini-office concept was expanded. Mini-offices are one-or-two-person offices open only during the summer and staffed by youth under MDES supervision. These youth find jobs for other young persons in their community. Mini-offices in Minnesota made more than 2,400 placements this summer.

In conjunction with the United States Departments of Agriculture and Interior and the Minnesota Department of Natural Resources, MDES recruited youth for the Youth Conservation Corps (YCC).

The YCC is a summer jobs program, patterned after the Civilian Conservation Corps, in which youth work in national forests, national wildlife refuges and state parks during the summer on environmental projects. The Department received over 5,000 applications for the 201 available jobs.

Federal agencies in Minnesota continued their successful President's Summer Youth Employment program, hiring 614 young persons. All youth for this program were recruited and certified eligible by MDES.

A revenue sharing program became operational in Minnesota in 1974 through the Comprehensive Employment and Training Act (CETA). Under the direction of the Governor's Manpower Office, MDES recruited and certified youth and wrote contracts with local community agencies for the CETA Summer Youth Employment program. Eleven contracts were written and 3,180 youth were recruited, certified and placed.

In addition to its regular program of hiring youth in the summer, private industry, under the auspices of the National Alliance of Businessmen (NAB), continued its program of providing summer jobs for disadvantaged youth. The NAB Summer Jobs Committee was co-chaired by three Minnesota Vikings: Ron Yary, Alan Page and Carl Eller.

The NAB Summer Jobs Committee, assisted by MDES in recruiting and referring youth, developed 2,600 summer jobs for disadvantaged youth.

In addition to assisting youth in finding summer jobs, the Department provided counseling, testing, career information and placement services to students in more than 330 Minnesota schools. These services were provided to students in high schools and area vocational-technical schools.

Minorities

The Minnesota Department of Employment Services maintained the continuing process of updating its Affirmative Action Policy and Plan in 1974. The State Minority Groups Representative, who also serves as Assistant Equal Employment Officer, worked closely with the Affirmative Action Work Committee to achieve this goal.

The complaint procedure of the Affirmative Action Policy and Plan has been successful. Most of the complaints have been resolved without going to the Executive Council for settlement.

The Department Minority Groups Representative worked closely with the



Youth, under Department supervision, staff mini-offices and help other young persons find summer jobs. In 1974, Minnesota ranked second in the nation in the Employment Service Summer Youth Employment program placing 12,654 individuals in summer jobs.

minority groups in the area of employment and served as a liaison between MDES and community agencies. Some of these agencies included the Upper Midwest Indian Council, the Urban League, the Street Academy, Twin Cities Opportunity Industrialization Center, Minneapolis Neighborhood Youth Corps, the Council on Status of Women for the State of Minnesota, the Developmental Disabilities Council, St. Paul Personnel Women and the St. Paul downtown YMCA.

The Minority Groups Representative made frequent speaking engagements to acquaint the public with employment problems facing minorities and sought to explain the Department's role in solving some of the problems. Schools were visited for role-model effect and short get-acquainted speeches were made to motivate and inspire minority persons.

Special emphasis was placed on the employment of minority persons for positions both within and outside the Department. Many of the placements were in the salary range of \$7,800-10,920, some through Inner-City Satellite Offices which are located in neighborhoods to aid disadvantaged people.

The weekly *Jobs Now* television show is coordinated by the Department and sponsored by WCCO television. This 15-minute show provides information on employment and training opportunities available through the Department.

Handicapped

The year 1974 marked the 20th anniversary of the establishment of specialists in State Employment Service offices to provide services to handicapped jobseekers.

While Minnesota's program has become more effective each year, a continuing effort is being made to improve services, especially to the more severely handicapped who are seeking employment.

Disabled veterans receive top priority with Handicap Specialists working closely with Veterans Employment

Representatives in MDES offices and with community veterans' groups. As a result, placement of disabled veterans increased substantially in 1974.

To make facilities more accessible to handicapped persons, several MDES offices were surveyed and several employers were visited to determine improvements needed to provide greater accessibility to their work places for the physically handicapped.

Improvement of living and working conditions for handicapped persons is a continuing activity for many community organizations. MDES staff participated in these efforts at both state and local levels.

Continued liaison was maintained with the President's Committee on Employment of the Handicapped and with the newly formed Minnesota Commission for the Handicapped.

A new experimental program, Broadbrush, was added to the Department's efforts to provide services to the handicapped. Broadbrush is designed to provide a comprehensive assessment and referral service to employed individuals who are experiencing various employment problems, including alcoholism. Under the program, employees who are having difficulty performing their job duties due to factors not ordinarily controlled by management are referred to MDES by the employer. Approximately 50 percent of those referred are expected to be suffering from alcoholism.

Eighteen specially-trained MDES counselors will receive these referrals, assess the problem and refer the individual to the appropriate local agency for resolution of the problem. Any required follow-up counseling or treatment will be provided by the agency to which the referral was made.

The Broadbrush program in MDES is funded under contract with the Chemical Dependency unit of the Minnesota Department of Public Welfare, which is responsible for evaluating its effectiveness.

Job Corps

The **Job Corps** is a federally-funded voluntary residential training program offering basic education and vocational training for disadvantaged youth 16 through 21 years of age.

The Minnesota Department of Employment Services has been responsible for the recruitment of enrollees and the placement of returnees. Since the inception of Job Corps in 1965, nearly 2,000 young Minnesotans have participated in the program. During 1974, 118 youth entered the program.

The Job Corps has several program components, each designed to furnish the enrollee with the necessary skills to obtain and hold a job.

The general education component is recognized as an effective and practical method of allowing Corps members to complete their education. Enrollees who have not completed high school are encouraged to work toward a general equivalency certificate (G.E.D.). About 25 percent of all Minnesota returnees during 1974 had obtained the G.E.D. while at Job Corps.

The vocational component offers a wide variety of training opportunities — welding, nursing, carpentry, masonry, secretarial, painting and diesel mechanics. The Job Corps has contracted with some labor unions to conduct the training for selected apprenticeable trades.

The World of Work component is designed to teach responsibility on the job, to develop good work habits and attitudes and to train enrollees in such practical matters as how to budget and how to make a good impression at a job interview.

Recreational and avocational programs supplement the job training and help encourage individual development. Essential services, such as medical and dental care, are also provided.

Placement in a job is the hoped-for result of Job Corps training. During

1974, approximately 70 percent of all returnees were placed, many in jobs related to their training. Approximately 20 percent of the returnees returned to high school, entered military service or took further training.

Federal Bonding

Applicants who cannot secure employment because they are unable to qualify for private bonding have been aided by the **Federal Bonding Program**.

Through this program, the Department of Labor provides bond coverages in units of \$500 to a maximum of \$10,000. The only requirements are: (1) that a fidelity bond is a requirement to be met prior to employment, (2) that the applicant cannot secure bonding from a commercial fidelity bond carrier, and (3) that the prospective bondee must not have previously defaulted on a bond issued under the Federal Bonding Program.

A staff member in each of the full-time offices of the Department has been designated to act as local bonding coordinator.

The program, in effect in Minnesota since 1970, is limited to those who are unemployed. Most persons who cannot secure bonding have been in prison, have been through bankruptcy or have been adjudged spendthrifts. The jobs which require bonding are those in which the employee handles money or in which the employer would experience loss due to misappropriation.

Alien Employment

Alien employment certification requests increased to the highest level since the program's inception in 1965. The 315 cases processed were 18.5 percent above the 1973 level.

The record number of applications reflected a heavy demand for skilled professional and technical workers in Minnesota. Accompanying this increase was a sharp decline in applications in construction trades and household domestic employment.

Stringent restrictions on renewal of practical training extensions imposed by the Immigration and Naturalization Service created numerous inquiries on sixth preference work certification.

The disapproval rate of 18 percent in 1974 compares with 12 percent in 1973 and 10 percent in 1972. The lower disapproval rate results from a decreased supply of resident workers for certain professional and technical occupations.

Monitor/Advocate

As a result of a Civil Action suit against the U.S. Department of Labor about services provided to migrants, a U.S. District Court order required each state employment service to establish a Monitor/Advocate position.

A Monitor/Advocate was designated for Minnesota in July 1974. His duty is to insure that rural applicants and migrant farm workers receive equitable access to services provided by the State Employment Service.

The Monitor/Advocate monitors the performances of Department offices which provide significant amounts of manpower services to rural and migrant applicants. Monitoring is done by analyzing management information obtained through statistical reporting and by on-site reviews of offices.

A systematic method was designed for referral to the proper enforcement agency of complaints concerning wages, working conditions and services provided by the Department. Each office assists the complainant in writing the complaint and directs the complainant to the responsible agency. Complaints are followed up to see that they are fairly and expeditiously resolved. Unresolved complaints are transmitted to the Manpower Administration's regional and national offices.

To assist Department offices in directing the complainants to the correct enforcement agency, a publication containing information on state and federal laws on working conditions was issued to Employment Service staff.



A new Job Corpsmember is congratulated by the Hibbing postmaster after taking the induction oath. The young man, referred to Job Corps by a Department Employment Counselor (right), will receive training to improve his job skills.

HIBBING DAILY TRIBUNE

Services To Veterans Stressed

The Minnesota Department of Employment Services cooperates with the U.S. Veterans Employment Service to carry out its responsibility to make certain all qualified veterans receive priority in referral to job and training openings.

Disabled veterans rate first priority, and special attention is given to Vietnam-era veterans.

The State Veterans' Employment Representative provides functional supervision of veterans' employment programs in Minnesota. The Department, veterans, employers and communities must work together to obtain permanent employment for veterans.

During 1974, new veteran applications for work increased 232 from 37,909 in 1973 to 38,141. The Department placed 18,101 veterans, compared with 23,321 in 1973.

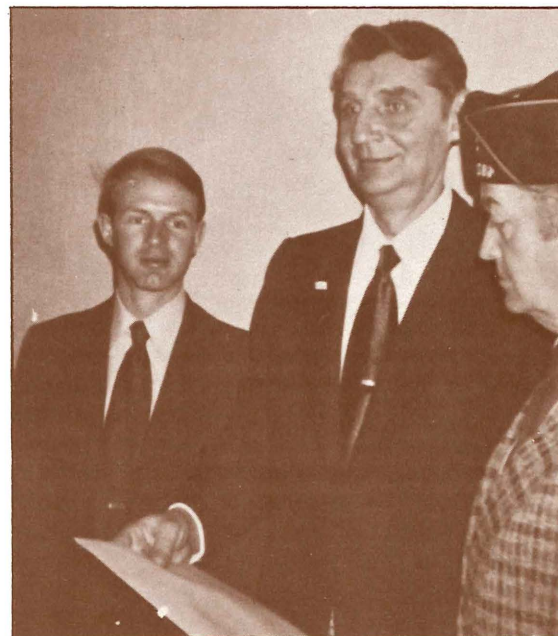
Placements of disabled veterans numbered 2,983. A total of 5,413 veterans received job counseling. There were 272 veterans enrolled in the Manpower Development and Training Act program, which was replaced by the Comprehensive Employment and Training Act.

Federal contractors and subcontractors are required by federal law to list job openings with the State Employment Service. State legislation has extended the requirement to state contractors and subcontractors doing business with Minnesota.

Through job developments to place veterans, 2,453 contacts were made with employers which resulted in 1,700 veteran placements. U.S. Public Law 92-540 assures that at least one Veterans' Employment Representative whose time is fully devoted to veterans' services will be assigned to each office of the State Employment Service.

These Representatives, located in the Department's 33 full-service offices, seek to contact all veterans being discharged from the service. The veterans are offered vocational job placement assistance that can include counseling, job referral or training opportunities and other job services.

Operation MEDIHC (Military Experience Directed Into Health Careers), which is funded nationally through the Department of Health, Education and



Veteran Employment Representatives from the Duluth Office accept the 1974 American Legion award for *Outstanding Service to Veterans*.

A Fridley Veterans Employment Representative (left) and company officials admire the *Employer of the Year* award given to the firm by the American Legion (right). Representatives of the Veterans of Foreign Wars (below) present their award for *Outstanding Service to All Veterans* to the Winona Veterans Employment Representative (right).

PHOTOS COURTESY OF:
FRIDLEY SUN
WINONA DAILY NEWS



Welfare, is operated in Minnesota through the Department to help veterans obtain employment and/or training in civilian health careers. Counseling, job development and referral services are available to the veteran through Department offices, while educational information is provided by the MEDIHC Coordinator. The MEDIHC availability roster, which is mailed to approximately 1,100 health employers, has generated 145 job openings for medically trained veterans since its inception in June 1972.

By the end of 1974, 194 veterans had participated in the MEDIHC program, of whom 72 were placed in health-related jobs and educational programs.

Other Veterans' Employment Representatives represented their offices to receive such honors as the Veterans of Foreign Wars award for *Outstanding Service to All Veterans*, which went to Winona.

The Minneapolis Southside Office was presented an award by the VFW for *Outstanding Service to Disabled Veterans*.

Veterans' Employment Representatives from the Fridley Office recommended Minco Products to receive the American Legion *Employer of the Year* award for small employers in the hiring, promotion and retention of veterans.

The Minnesota Disabled American Veterans' nominee for the *National Commander's Award* was the Veterans' Employment Representative for the Hopkins Office.

The Duluth Office received the 1974 *Outstanding Service to the Veteran* award from the Minnesota American Legion at its Fall Conference in Alexandria, Minnesota.

The Minnesota Chapter of the International Association of Personnel in Employment Security presented a *Recognition Award* to the Owatonna Office for its outstanding service to veterans.

Automation to Benefit Jobless

On July 1, 1974, the Minnesota Department of Employment Services contracted Touche, Ross and Company to design, program and implement an automated unemployment compensation payment system.

The new system is designed to replace the present manual method of processing unemployment insurance payments, eliminating most hand-posting of weekly and biweekly transactions on individual claim records and hand-processing of checks. The elimination of these tasks will provide valuable time for more thorough administration of the unemployment insurance program, expanded job seeking assistance and more careful reviews of claimants' job readiness and eligibility to receive benefits.

A pilot office study began December 1, 1974, in the Department's Bloomington Office. Upon successful operation of the system in this office and two others in Owatonna and Mankato, the automated system will be phased into the remaining offices.

Additional advantages of the new payment system are:

A statement of account is provided

the claimant with each check detailing how the amount paid was determined, the number of weeks benefits have been claimed and the balance remaining in the claimant's account. Where exceptions occur, the statement informs the claimant of the reason benefits have been reduced or withheld.

Department offices throughout the state retain maximum control over the individual payment of benefits. This insures complete control of claimants' continuing eligibility for benefits.

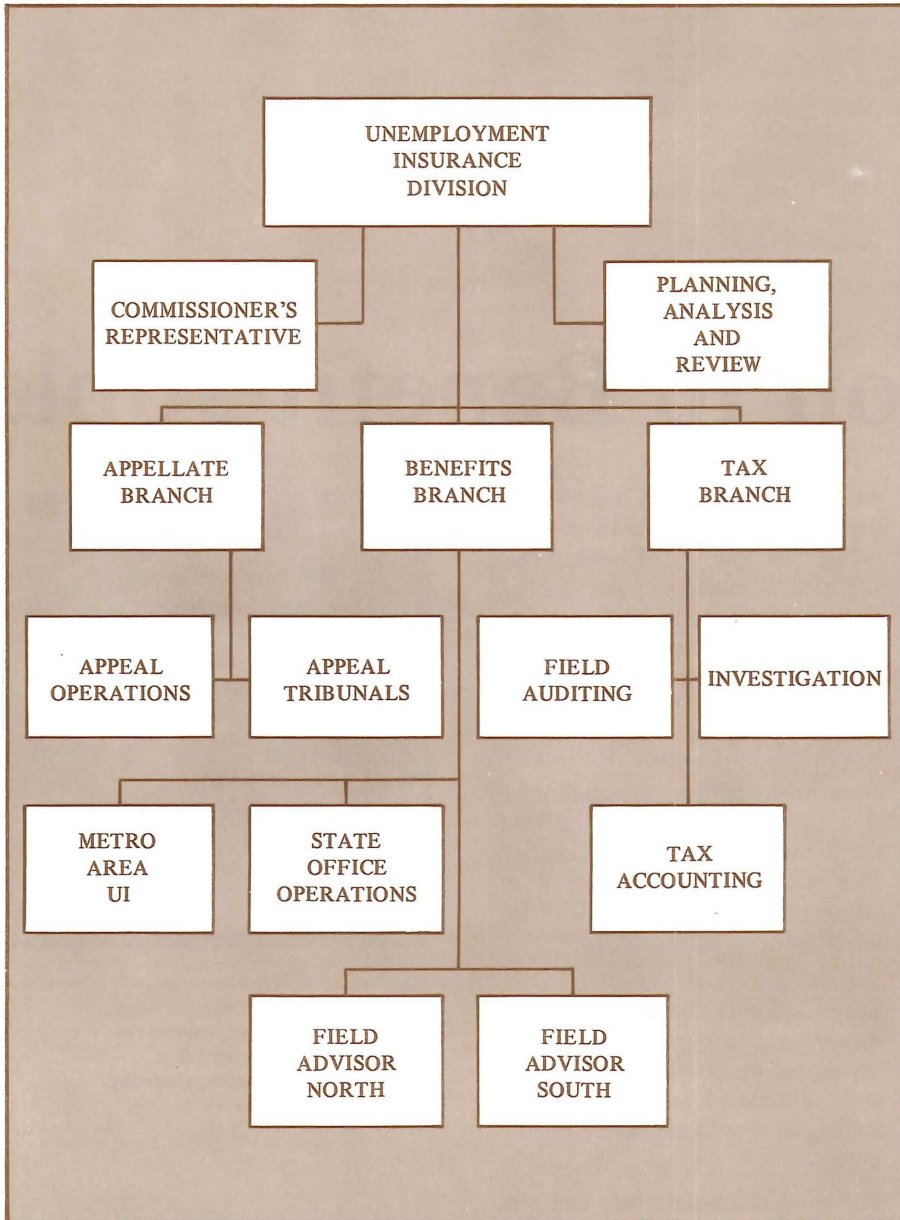
Benefit payments will be made on a timely basis through computer processing of approved benefit claims and automated production and mailing of benefit checks.

The total claim data base will provide, upon request and within 24 hours, a complete history of claim transactions. Such timely information will aid in the administration of individual accounts and provide a means for fraud detection and prevention.

Computerization of all benefit



Mail claims from selected offices are processed by computer at the State Office, saving time and eliminating much hand-processing.



claims reduces the number of clerical entries and should reduce clerical errors.

The system provides, through adequate accounting and controls, complete and accurate processing of data.

Overpayments and elements leading to possible overpayment are detected and reported by the system, thereby reducing the drain on the Unemployment Compensation Fund.

Extraction of required statistical data will provide a 100 percent sample of varying unemployment claim information. This information, required by federal regulations, also provides a forecast of labor and industry conditions in Minnesota.

The establishment of a broad data base system will lead to modernization in all areas of the unemployment insurance program and will result in improved administration.

Reorganization

Significant organizational changes were made in the Unemployment Insurance (UI) Division in 1974.

A new position of Director of the Benefits Branch was established. This branch includes the former Benefits Section, the Unemployment Insurance Metro Area Manager and two new UI Field Advisory positions. The State Office Operations Section will assume the responsibilities of the Benefits Section. The Field Advisors will be responsible for the northern and southern portions of the state. They will provide technical assistance and monitor and evaluate the performance and quality of UI services provided by Department offices.

The position, Chief of the Accounting Section, has been designated Director of the Tax Branch. The Accounting and Investigation Sections have been merged within this new branch.

The Appellate Section has been designated a Department branch. Two new sections, Appeals Operations and Appeal Tribunals, have been established to meet the responsibilities and accompanying activities of this branch. The Appeal Operations Section is responsible for recording appeals, scheduling appeal hearings and issuing the decisions of appeal hearings. The Appeal Tribunal Section conducts appeal hearings.

The UC Technical Services Section has been changed to Planning, Analysis and Review with no changes in responsibilities.

Comparative Analysis

During 1972, the Unemployment Insurance (UI) Division of the Minnesota Department of Employment Services (MDES), in cooperation with the Manpower Administration, participated in a nationwide cost analysis study sponsored by the Department of Labor. The primary objective of this project was to develop a UI Cost Model in each state to help UI administrators at state and federal levels predict budgetary needs.

A secondary objective was to provide a means for comparing the UI programs of the various states. From this comparative analysis, the Manpower Administration was able to recommend specific improvements in the UI programs of the states. These recommendations, referred to as Action Plans, were received by MDES in September.

Each recommendation in the Action Plan deals with a specific UI activity and is based on an analysis of cost and quality criteria established for that activity in all states with similar operations.

Some of the major recommendations include decentralization of the non-monetary determination process, establishment of nonattorney appeal referee positions and computerization of the employer accounting processes.

MDES is presently engaged in im-

plementing the recommendations with completion anticipated by 1976.

Benefit Determination

During 1974, two procedural modifications in determining benefit amounts resulted in improved service to claimants.

In February, refinements to the automated processing system enabled the State Office to mail the Request for Claimant Certification of Wages directly to the claimants' homes, eliminating local office involvement and resulting in time savings of at least one or two days.

The second modification, implemented in October, involved full automation of the processing of combined wage claims. A combined wage claim results when a claimant is employed in more than one state. The time saving has been substantial as each manual operation took at least three days.

The primary thrust of these modifications has been to speed up claims processing so that claimants will receive their first payments on time, thereby avoiding hardships caused by delays.

Compensation Payments

New unemployment compensation claims filed by unemployed workers in private industry (UC) and in state Civil Service during 1974 totalled 157,399. In addition, 1,637 initial claims were filed by federal civilian employees (UCFE) and 6,406 by military ex-servicemen (UCX).

Compared with 1973, the number of initial unemployment compensation claims filed by unemployed workers in private industry and state Civil Service increased by 47,453 and the number of claims filed by federal civilian employees increased by 65. Initial claims filed by military ex-servicemen decreased by 498 from the number filed in 1973.

Unemployment Compensation			
	1974	1973	Change
Initial Claims	229,791	182,388	47,403
New	157,399	122,696	34,703
Additional	61,559	51,190	10,369
Interstate	10,833	8,502	2,331
Continued Claims	1,072,770	847,357	225,413
Interstate	42,522	33,868	8,654
Weeks Paid	1,624,632	1,246,724	377,908
Net Benefits Paid	\$105,548,677	\$68,956,409	\$36,592,268
Average Weekly Amount . .	\$64.97	\$55.31	\$9.66
First Payments	117,285	94,404	22,881
Benefit Exhaustees	39,688	29,876	9,812

1974 UCFE And UCX Activity			
	UCFE Only	Joint UCFE-UC ¹	UCX Only
Initial Claims Filed	1,637		6,406
Weeks Paid	20,039	4,113	81,403
Amount Paid	\$1,299,954	\$63,494 ²	\$5,711,513
Average Weekly Amount . .	\$64.87	\$15.44 ²	\$70.16
First Payments	1,201	229	5,394
Benefit Exhaustees	553	87	1,567

¹Federal portion only.
²Federal funds only.

Minnesota Department of Employment Services (MDES) offices processed 1,072,770 continued claims during 1974, an increase of 225,413 over 1973.

Payments of \$105,548,677 were issued to claimants during 1974 for 1,624,632 weeks of unemployment. This compares with payments of \$68,956,409 issued for 1,246,724 weeks of unemployment during 1973.

During the year, 39,688 claimants exhausted their unemployment benefits.

Interstate Benefits

Initial interstate benefit claims filed against Minnesota by former residents in 1974 totalled 13,134, a 30.6 percent increase over 1973. A total of 98,918 weeks of unemployment were claimed. These figures include claims filed under the Extended Benefits program, which contributed to the increased workload.

During 1974, Interstate Benefit payments totalled \$4,434,454, compared with \$2,815,802 in 1973, an increase of 57 percent.

To process the increased workload, it was necessary to work overtime in 1974. During 1975, additional employees will be added to meet existing and anticipated workload increases.

The Extended Benefits program, made possible by federal and state legislation, was implemented April 7, 1974, and resulted in 17,846 extended benefit claims. Additional assistance was provided to the unemployed who had exhausted their entitlement to regular unemployment compensation benefits. Payment of extended benefits ended July 6, 1974.

Disaster Assistance

On June 10, 1974, a Presidential Declaration designated 12 counties in northwestern Minnesota a disaster area due to heavy rains and flooding that occurred between April 10 and May 24, 1974.

A team of Department personnel

working at 15 locations processed 5,700 applications for assistance, including 1,350 filed by migrant workers, during June and July 1974.

The Department issued payments of \$645,000 to farmers, farm workers and migrant workers who became unemployed because of the disaster.

Training Payments

The Comprehensive Employment and Training Act (CETA) was established to replace categorical programs previously authorized by the Manpower Development and Training Act (MDTA). Under CETA, the nature and scope of programs will be determined locally by prime sponsors.

Governmental jurisdictions having a population of 100,000 or more are eligible for designation as prime sponsors.

Of the eight designated prime sponsors in Minnesota, six have contracted to pay training allowances through the Training Payment Unit. CETA regulations provide that the basic allowance for one week, when added to any unemployment compensation payments, shall equal the minimum hourly wage multiplied by the number of hours of training attended. Allowances for dependents and additional expenses, which include travel, meals and subsistence, may be paid at the direction of the prime sponsors.

Payments totalling \$503,920.10 were made to 600 CETA trainees in 1974. Unemployment compensation payments are also being made to approximately 30 eligible trainees in approved CETA training.

Weekly allowance payments of \$55 were paid to approximately 1,200 MDTA trainees in the first quarter of 1974. By the last quarter of 1974, the weekly allowance had been increased to \$66 and the number of trainees dropped to approximately 350. Payments totalling \$2,357,346.63 were made to 38,577 MDTA trainees in 1974. This is \$916,695.01 less than the amount paid in 1973.



Computer payment of mail claims benefits claimants by more timely payments and less waiting and congestion in Department offices.

Payments to Work Incentive (WIN) trainees in 1974 were \$210,217.82, which was \$66,257.18 less than in 1973. The approximately 300 WIN participants are paid semi-monthly.

Tax Operations

To support unemployment compensation payments, the Department determines employer liability under the Minnesota Employment Services (MES) Law and collects the tax from employers for deposit in the Unemployment Insurance Trust Fund.

Since 1972, amendments to the MES Law extended coverage to an additional 25,000 employers, giving Minnesota one of the most extensive coverage provisions in the nation. Coverage now includes agricultural employers who employ four or more workers in 20 weeks in a calendar year, political subdivisions of Minnesota and nonprofit organizations employing one or more workers in 20 weeks in a calendar year.

Current total registration of liable employers includes approximately 70,000 employers in private industry and approximately 3,500 governmental units.

Political subdivisions are required to reimburse the Minnesota Department of Employment Services for the amount of benefits paid to former employees. Nonprofit organizations continue to have the option of paying regular quarterly contributions or of reimbursing the Department for the amount of benefits paid to former employees. Liable agricultural employers pay a regular quarterly contribution.

Employers assigned contribution rates numbered 67,078 in 1974, compared with 64,208 for 1973. Of these, 5,823 newly liable employers were assigned a special rate of 1.7 percent for 1974 as provided for by the 1971 amendments. Of the remaining 61,255 employers assigned experience rates during 1974, 40,377 were assigned the lowest contribute rate, 0.9 percent; 20,878 were assigned rates from 1.0 percent to 5.0 percent and, of this number, 5,073 were assigned the highest experience rate of 5.0 percent.

A total of \$93,401,796 was received from contributions and interest earned during the year. As of December 31, 1974, the net total of the Unemployment Compensation Fund was \$75,063,050. This represents a decrease of \$15,794,401 from the \$90,857,451 balance of December 31, 1973. A net total of \$105,548,677 was paid out in UI benefits during 1974.

An automated delinquent control system was integrated with the "lock box" method of filing contribution reports during the first quarter of 1974. This new system eliminated several tedious clerical functions and the necessity of hiring seasonal help during the peak processing period. An automated tax system is being developed and should be operational in 1975.

Employer auditing and assistance is provided by field auditors located throughout the state. During 1974, Department auditors collected \$856,277.78 from employers for deposit in the Minnesota Unemployment Compensation Fund and an additional \$15,344.81 for other states. Audits of 2,045 employers disclosed underpayments of \$325,164 and overpayments of \$7,442 for a net increase to the Unemployment Compensation Fund of \$317,722.

Eligibility

Each new and continued unemployment insurance claim is reviewed to ensure the claimant's eligibility before payment is made. Some require investigations of job separations, work refusals or failures to meet eligibility conditions such as ability to work, availability for work or requirements to actively seek work.

During 1974, the Department investigated 85,264 job separation and work refusal issues resulting in 56,419 claim disqualifications. Investigations of 68,322 cases of eligibility caused 38,389 denials of benefit payment or waiting week credit.

The 1973 State Legislature amended the Employment Services Law to provide coverage of services performed for all political subdivisions of Minne-



A local television crew interviews a claimant at a Department office, reflecting the public interest generated by increased claims activity.

sota, including independent school districts, effective January 1, 1974. Public school employees, however, cannot be paid unemployment compensation benefits based on employment with a public school during any period between two successive school years when the activity in which the wages were earned is not normally performed. This does not apply if, prior to the end of the school year, the individual voluntarily left or has been indefinitely separated from such employment.

As a result of this change in the law, the Department investigated 865 cases, of which 624 were denied benefits during the period between school years.

Investigations

The Department carries on a continuous program to control the payment of unemployment benefits to only those individuals eligible to receive them.

The Investigation Section is responsible for the administration of the statewide benefit payment control program designed to provide maximum protection to the funds involved. All cases involving overpayments of benefits clear through this Section.

Overpayment detection methods used by the Department include auditing of benefit payment records, crossmatching of benefit payments with wage records, verifying return-to-work dates and wages reported, investigating employer protests and tips received from employers and individuals.

The more flagrant cases of fraud are referred to the State Assistant Attorney General for his review. Criminal action is initiated in the courts on the cases that warrant prosecution. Fraud cases not handled in a criminal action are dealt with administratively, with disqualification penalties being imposed on the claimants involved.

In 1974, the Department uncovered 8,925 overpayment cases amounting to \$693,363. Of these, 1,147 cases were determined to be fraudulent and amounted to \$233,633. The majority of the overpayment cases were found to be the result of honest errors or misunderstanding. The Department recovered \$643,270 in overpayments in 1974, either by cash refunds or by withholding benefits due to overpaid claimants.

Appeals

During 1974, the number of appeals filed increased to approximately 8,000 from the approximately 7,000 filed in 1973.

This additional workload was processed with no increase in staff. However, various improvements were made to expedite the handling of appeals.

The hearing room facilities throughout the state were improved and many of the Appellate files were microfilmed to provide additional space for appeal files and more room for clerical personnel.

Throughout most of the year, new appeals were filed at the rate of approximately 700 per month. The Appellate Section was able to stay current, processing approximately 60 percent of the appeals within 30 days, 75 percent within 45 days, and 90 percent within 60 days. To further improve this performance in 1975, an evening shift is planned to make the best possible use of existing space and equipment.

Economic predictions indicate that appeals will increase significantly in 1975. Therefore, performance standards will have to be maintained and, if possible, increased. Appeal chairmen have been stationed in various strategic areas, making it possible to process appeals faster throughout the state. The decisions of the Appeal Tribunals can be dictated to the central office by telephone from anywhere in the state and typed the same day they are dictated.



An in-office basic training program was developed in 1974 for newly-hired unemployment insurance personnel. Cassette recorders, slide projectors and synchronized sound slide training programs augment on-the-job training.

Administration Provides Vital Services

The Administrative Services Division provides the Department with supportive services. The Personnel and Training Section's recruitment, selection and development programs provide the Department with the human resources needed to accomplish its mission.

During 1974, the performance appraisal system for classified and unclassified employees was implemented by the Department. The training program was conducted for all management and supervisory staff to familiarize them with the new description writing and performance standard setting procedure. Position descriptions and performance standards have since been written for all employees of the Department.

The Training Section's primary function is to plan and coordinate a statewide staff training program for Department personnel to ensure an effective and adequately trained work force. Through various in-service and out-service programs, Department personnel can acquire or improve the skills required to serve the needs of the public. This involves continuing proven training programs and developing new ones to meet current challenges.

Special emphasis has been placed this year on supervisory training as mandated by law. The thrust of this training is to enable newly-promoted supervisory personnel to effectively meet their supervisory responsibilities.

In 1974, 62 Department personnel received required supervisory training.

The Business Management Branch is concerned primarily with Department financial administration, purchasing, budget preparation, building management and office services to increase efficiency in management and provide economy in use of resources.

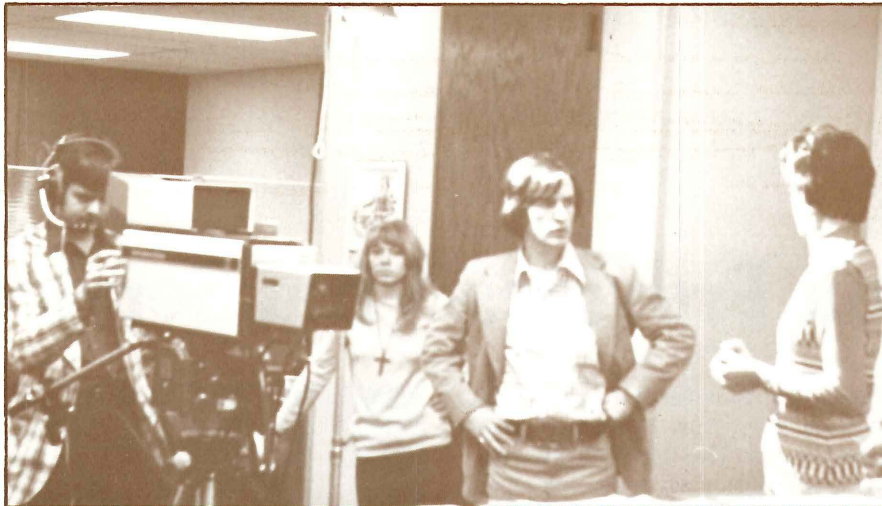
The Electronic Data Processing Branch provides an important resource for processing data. Included are unemployment insurance tax reports and payments, unemployment insurance benefit claims and data for the Job Bank.

The Research and Planning Branch collects, develops and disseminates broad cross-sectional information on labor market conditions, program operations of the Department and trends of economic activity in the nation and the state. It also undertakes



Department staff members receive supervisory training to improve knowledge of good management practices.

The Communications and Publications Section assists the Fridley Office in the production of a weekly television show. The show provides information on services available through the office and is aired weekly on a local cable television station.



special research studies, financed by the U.S. Department of Labor or other federal or state agencies, that are of importance in the consideration of legislation or administrative policies in the area of manpower.

The Communications and Publications Section is responsible for providing the public with current information on the various services available through the Department. Job-seekers, the unemployed, employers and others are kept informed of Department programs and services, operating procedures, eligibility requirements, unemployment statistics and employment trends through numerous publications, news releases and films.

Department personnel are made aware of significant developments and changes in MDES organization, operations and/or policies through internal publications.

1974 Administrative Expense

Personal Services	13,545,878
Personal Benefits	2,103,454
Occupancy	904,245
Travel	280,711
Supplies	331,926
Communications	247,314
Equipment Rentals	232,056
Equipment Maintenance	165,905
Out-Service Training	9,499
Advertising	27,856
Services	223,526
Other Administrative Expense	62,821
Registration and Training – WIN Enrollees	2,126,026
On Job Training – JOBS Optional Program	609,420
National Council on Aging Contract*	868,620
Applicant Support	9,505
Noncurrent Expenditures	
Capital Purchases	118,493
Amortization of State Building Bonds	256,680
Amortization of Reed Bill Building Funds	109,270
Total	22,233,205

*Special studies contract administered by the Department in behalf of National Council on Aging.

Legal Experts Interpret MES Law

The Minnesota Employment Services Law provides for the compulsory, systematic accumulation of a reserve fund to which employers contribute through a payroll tax. The law requires that the fund be used for the benefit of eligible persons who become unemployed.

To bring about effective and equitable administration of this law, provision is made within the structure of the Department for investigations, appeals, collection of delinquent accounts and control of benefits payments.

Other activities of the Legal Section include advising the Commissioner and section heads of the Department; preparation of leases to premises occupied by the Department throughout the state; drafting of legislation; amendment of Department's regulations and certifications to the Secretary of Labor of various documents such as Supreme Court decisions, Attorney General's opinions and laws enacted by the State Legislature; the defense of all civil actions against the Department; and the drafting of contracts involving numerous activities in which the Department is engaged.

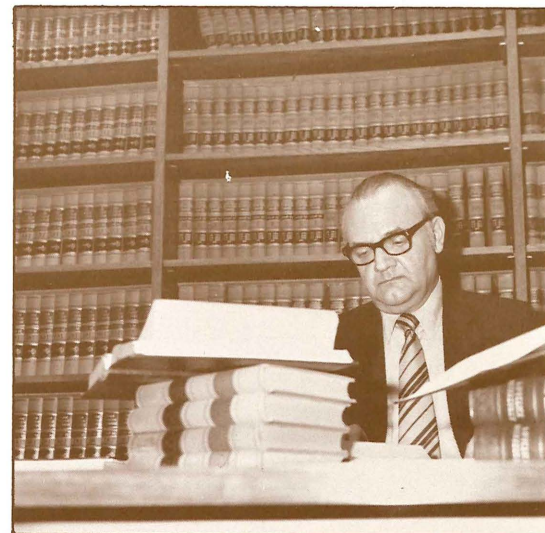
The significant collection activities of

the Legal Section during 1974 are summarized as follows: \$231,388.20 was collected on 764 items of delinquent accounts; 400 suits were commenced in District Court; 295 judgments were docketed; 123 proofs of claim were filed in bankruptcy, probate, receivership and corporate dissolution proceedings; and 29 contested District Court cases were disposed of.

During 1974, 26 overpayment prosecutions were prepared and forwarded to MDES offices for presentation to city and county attorneys. In 1974, 22 claimants were convicted of fraudulently obtaining benefits. In most cases, repayment and fines, jail sentences or probationary periods were ordered. Other fraud cases were handled by administrative actions with disqualification penalties imposed on claimants.

During 1974, 225 employer liability matters were referred for hearing; 168 orders for hearings were made and 165 hearings held; 188 matters were disposed of either through decision or dismissal.

On motion of the Department, the



The Assistant Attorney General and his legal staff provide assistance in the interpretation and administration of the Minnesota Employment Services Law.

Clerical staff of the Legal Section assist in the collection of taxes and in other Department legal matters.



Supreme Court discharged writs of certiorari in the following cases: *Clifford Johnson v. Commissioner of Employment Services*; *Paula R. Klemm v. Western Airlines and Commissioner of Employment Services*; *William G. Randolph v. Cole Forest Products, and Commissioner of Manpower Services*; *Roger J. Belanger v. Commissioner of Manpower Services*.

The following cases were decided by the Supreme Court during the year which affected the Department:

Sajevic v. Greenbriar Home, Inc., affirmed the Department, holding that a transfer by employees to a new affiliated corporation because they thought they had no choice constituted termination of employment "voluntarily and without good cause attributable to their employer" and were not disqualified from unemployment compensation benefits upon their discharge by the new corporation when it discontinued the services in which the claimants were engaged;

Blom v. Madsen's Enterprises, Inc., af-

firmed the Department, holding that an employee's discharge for refusal to perform a task within her assigned duties was for "misconduct" justifying partial disqualification from receiving unemployment compensation benefits;

Bartell, et al v. National Valve & Mfg. Co., affirmed the Department, holding that claimants who refused to cross picket lines during a labor dispute voluntarily discontinued their employment;

Hansen v. Continental Can Company, reversed the Department, holding that a claimant who was attending college during part of the customary working hours was available for work on the grounds that the claimant expressed his willingness to accept employment at any time and even to quit school to do so;

Hurley v. Penny's Bakeries, Inc., affirmed the Department, holding that the evidence supported the Commissioner's findings that the claimant discontinued his employment voluntarily and without good cause attributable to the employer;

Peck, Inc. v. Roxann Deroski, reversed the Department, holding that a female employee's failure to resume employment with her employer following maternity leave constituted voluntary termination of employment.

At the end of the year, the following cases were pending in the Supreme Court: *Jeanne M. Petterssen v. Commissioner of Employment Services*; *State of Minnesota v. United States Fidelity and Guaranty Company*; *Eugene F. Kleinwachter v. Commissioner of Employment Services*; *The Photo Center, Inc. v. Bob H. Scott and Commissioner of Employment Services*; *Larry D. Dobson v. Brown Photo, Inc. and Commissioner of Employment Services*; *Craig E. Johnsrud v. State of Minnesota, Department of Employment Services*; *Jonathan M. Raynor v. Department of Employment Services*; *Mother Hubbard's Cupboard v. Commissioner of Minnesota Department of Employment Services*.

Economy: Retrospect And Prospect

Rampant price inflation, declining aggregate demand and shrinking job opportunities characterized economic conditions in 1974. Real Gross National Product fell in each quarter of 1974 and, at year end, the outlook for any quick reversal in the trend of economic activity appeared dim. Furthermore, long-term prospects for a return to growth rates experienced in the 1960's were diminished by uncertainty over energy and materials supplies and balance of payments problems.

The phasing out of United States involvement in Vietnam, de-escalation of the space program, a holding action on completion of the interstate highway system and a change in national priorities contributed to dampened economic growth in the early 1970's. Meanwhile, the labor force continued to grow rapidly due to the combined effects of the high birth rate of the 1950's and increased labor force participation rates of women and youth. As a result, unemployment rates in the period 1970 to 1974 were considerably higher, on average, than in the period 1964 through 1969. Furthermore, they seem destined to remain higher for the remainder of the decade.

Structural changes in the economy produced sizable shifts in industry and occupational employment in the 1960's. Projections to 1980 show a continuation of this trend, although at a more moderate rate due to less buoyant economic conditions. In future years, continued changes in technology, shifts in consumer spending, increased foreign competition and a redirection in social priorities are likely to affect employment and worker earnings, particularly for certain classes of workers. In addition, the high level of geographic, industry and occupational mobility which the nation experienced in

the 1960's probably will be moderated as job opportunities become less plentiful and many growth industries lose some of their momentum. Thus, manpower policies and programs geared to a slower rate of economic growth, a higher level of unused capacity and structural disequilibrium may need to be developed and the income maintenance programs reassessed and revised.

Against this backdrop of change, trends in labor market conditions are here reviewed and problems identified.

The discussion of these trends has been divided into four sections: Employment and Unemployment, Changes in Work Force, Wage and Price Behavior and Unemployment Insurance.

Employment, Unemployment

General Conditions

During the 10-year period 1964 to 1974, the number of Minnesotans working or looking for work grew from approximately 1,429,000 to 1,834,000, or by 28.3 percent, as measured according to the work force concept. This growth rate was much greater than in the previous decade in which only a nominal increase in the work force was experienced. (From 1954 to 1964, net out-migration reduced growth in the work force whereas, in more recent years, net in-migration has led to more rapid increases in the work force.) Employment also grew rapidly in the more recent decade (27.6 percent) but by an amount insufficient to bring about a reduction in the un-

Table I
Unemployment Rates

Year	Minn. Rate %	U.S. Rate %	Ratio Minn. to U.S. Rate
1964	4.8	5.2	0.92
1965	3.9	4.5	0.87
1966	3.1	3.8	0.82
1967	3.0	3.8	0.79
1968	3.1	3.6	0.86
1969	2.9	3.5	0.83
-Six Year Average	3.5	4.1	0.85
1970	4.4	4.9	0.90
1971	5.9	5.9	1.00
1972	5.6	5.6	1.00
1973	4.7	4.9	0.96
1974	5.2	5.6	0.93
Five Year Average	5.2	5.4	0.96

Table II
**Changes In Nonagricultural Wage
And Salary Employment By Broad
Industry Groups 1964-1974**

Industry	Percentage Change in Employment	
	Minnesota	U.S.
Manufacturing	38.1	15.9
Durable Goods	58.9	20.6
Nondurable Goods	17.6	9.7
Mining and Quarrying	8.1	6.0
Construction	26.7	30.6
Transportation, Communications and Public Utilities	18.8	18.9
Trade	48.3	39.9
Finance, Insurance and Real Estate	40.3	40.7
Services	71.4	55.1
Government	43.8	48.9

employment rate from that of 1964. However, statistics for the decade belie changes in labor market conditions, and by dividing the decade into two sub-periods (1964 through 1969 and 1970 through 1974), a better perspective can be secured.

From 1964 through 1969, uninterrupted economic growth took place both nationally and in the state. During this period, Minnesota's work force grew at an average annual rate of 2.3 percent, but employment grew at a slightly faster rate (2.36 percent per year). By 1969 the unemployment rate had fallen to a record low of 2.9 percent for the post-World War II period. Although the years 1970 through 1974 are generally regarded as a period of sluggish economic growth, employment actually grew more rapidly (2.61 percent per year) than in the years 1964 through 1969. However, the work force grew even faster (2.84 percent per year), producing unemployment rates which, on average, were higher than in the earlier period.

Table I not only shows how Minnesota unemployment rates behaved over the two sub-periods but chronicles their increasing parallelism with unemployment rates for the nation. This trend is understandable if one takes into account the convergence of the composition of Minnesota's industry employment to that of the United States as noted in the next section.

Prospects for an early return to unemployment rates which prevailed in the period 1964 through 1969 are not good, at least for the next three or four years. On the labor demand side, employment growth will be constrained by rising costs of materials and energy supplies. On the supply side, rising labor force participation rates will largely offset a moderation in population growth.

Changes In Industry Employment

During the period 1964 through 1974, nonagricultural wage and salary employment in Minnesota rose by 44 percent, while agricultural and other nonagricultural employment fell by 33.0 percent and 14.2 percent respectively. Wage and salary employment in the Durable Goods Manufacturing, Services and Trade sectors grew at a faster than average rate whereas, in the Mining, Transportation, Communications and Public Utilities sectors, growth was substantially below the average. Except for Durable Goods Manufacturing and the Finance, Insurance and Real Estate sectors, the pattern of change in industry employment in Minnesota over the 10-year period was similar to that in the nation. Moreover, the industry distribution of employment in the state has converged toward that of the nation, making Minnesota more sensitive to business cycles which affect national industries.

Tables II and III show the changes in nonagricultural wage and salary employment for the United States and Minnesota and illustrate the degree to which Minnesota's industry employment has moved into concordance with that of the nation. The tables also point out the increasing importance of the Services sector as a future growth industry.

Tables II and III do not, of course, reflect the impact of cyclical swings in economic activity on industry employment. In all post-World War II recessions, the largest impact has been on Durable Goods Manufacturing. To an important but lesser extent, Nondurable Goods Manufacturing and Construction were affected, followed by Trade, Finance and Mining.

Looking at future employment prospects by industry, several underlying trends and/or conditions need to be considered. First, as societies progress in their economic and social development, gradual shifts take place in the importance and composition of economic activity. In the early stages, agriculture, forestry and fisheries were the largest employers of labor, but as knowledge and technology develop, productivity increases in food and staples production permit a shift of resources to fabrication and manufacture of a diversity of consumer goods. Increasing incomes, rising productivity and the diffusion of technology and the arts produce a rising demand for services. As full-scale development takes place, the vast productive resources at a society's disposal permit it to shift more and more of these resources to the provision of personal services.

The United States and Western Europe reflect the type of transformation depicted. As a consequence of these developments, manufacturing employment became less important while the Services sector has continued to grow. It is only in those instances where manufacturing supports a significant export trade that a decline in the relative importance of manufacturing employment is avoided or mitigated.

Whether manufacturing employment in Minnesota will continue to grow in numbers and relative importance will depend largely on which of the two forces will be stronger. Tables II and III indicate that employment in the Services sector grew more rapidly than that in Manufacturing during the period 1964 through 1974 and that in 1974 the relative importance of manufacturing employment showed little change. Although episodic or cyclical conditions probably contributed to the static relative position of manufacturing employment, the development of long-term historical forces which would limit future growth of employment in this sector cannot be discounted. Certainly, Minnesota's export trade with the rest of the nation and foreign countries grew fairly rapidly in the period 1964 to 1974, but it apparently was not enough to counteract the historical forces which tend to limit the growth of manufacturing activity. Furthermore, Minnesota's ability to compete in exportable manufactures may be limited by costs of production, proximity to markets and availability of materials. (The same considerations apply to import substitution.)

Geographic Distribution Of Employment

From 1964 to 1974, employment in the Minneapolis-St. Paul metropolitan area grew more rapidly than it did in the remainder of the state, i.e., the outstate area. Within the outstate area, however, employment opportunities varied

Table III
**Distribution Of Nonagricultural
 Wage And Salary Employment
 By Broad Industry Groups**

Industry	% of Employment in Group			
	Minnesota		United States	
	1964	1974	1964	1974
Manufacturing	23.7	23.1*	29.5	25.5*
Durable Goods	12.2	13.4	16.8	15.1
Nondurable Goods	11.9	9.7	12.8	10.4
Mining and Quarrying	1.3	1.0	1.1	0.8
Construction	5.2	4.6	5.2	5.1
Transportation, Communications and Public Utilities	7.6	6.2	6.8	6.0
Trade	24.2	24.8	20.8	21.7
Finance, Insurance and Real Estate	5.1	4.9	5.1	5.3
Services	15.2	18.0	14.9	17.2
Government	17.4	17.3	16.4	18.2

*During downturns in economic activity, manufacturing employment is affected most. Its relative position, therefore, varies by 1.5 to 2.5 percentage points.

considerably. For example, in 1974 there were 18 counties in the outstate area with unemployment rates lower than that of the entire state, and 11 counties with rates equal to or lower than that of the Minneapolis-St. Paul metropolitan area. On the other hand, 29 out of 30 counties in the northern half of Minnesota had unemployment rates in excess of 6.0 percent in 1974. For the state as a whole, 40 counties experienced average annual unemployment rates of 6.0 percent or more in 1974.

For economic development purposes, the United States Department of Labor designates counties and labor markets as surplus labor areas when their annual unemployment rate equals or exceeds 6.0 percent. Table IV shows how changing economic conditions have affected the incidence of high unemployment in Minnesota counties over the past nine years. These counties qualify for federal grants, subsidized loans and technical assistance to help them promote economic development and job opportunities.

Although this type of assistance has been forthcoming since 1965, the effectiveness of these programs may be questionable. For example, from 1964 to 1974, the metropolitan area's share of both total and nonagricultural wage and salary employment rose from 52.1 percent to 55.5 percent and from 59.5 percent to 60.9 percent, respectively. There is no indication that the shares will undergo much change in the future.

Because the proportions of manufacturing, construction, transportation, communications and trade employment have not risen in the outstate area during the noted period of time, economic development aids may have been less effective than general economic growth in generating redevelopment of depressed areas. Of course, it is possible that without these programs the results would be even less favorable, but generally, favorable trends in economic activity throughout the nation seem to provide a better basis for area development than special programs. Perhaps the future growth of the outstate area can be better assured if a high level of growth is promoted at the national level and special programs are developed to facilitate a change in the economic base of large geographic areas through the consolidation of public services and social capital.

Table IV
**Minnesota Counties With
 Annual Average Unemployment
 Rates Of Six Percent Or More**

Year	Number of Counties
1966	23
1967	21
1968	18
1969	17
1970	34
1971	52
1972	50
1973	41
1974	49

Changes In Work Force

Geographic Developments

From 1940 to 1970, the civilian labor force (as measured by Census counts) grew from 1,096,000 to 1,528,000, or by approximately 39 percent. Over one-half of this increase occurred between 1960 and 1970 and was mainly concentrated in the Minneapolis-St. Paul metropolitan area. A growing population, higher labor force participation rates and heavy net in-migration combined to accelerate the growth in the metropolitan area. Thus, whereas in 1940 the outstate labor force accounted for 68.3 percent of the total, by 1970 it

Table V
Labor Force Participation Rates By Age And Sex
Total State, Minneapolis-St. Paul SMSA And
Outstate Area 1940-1970*

Area and Year	Age-Sex Participation Rates									
	16-19		20-29		30-44		45-64		65 and Over	
	M	F	M	F	M	F	M	F	M	F
Total State										
1940	47.4	25.6	90.8	40.5	95.3	23.2	89.4	16.9	36.2	4.3
1950	56.5	38.5	86.6	38.1	94.8	30.5	89.4	29.2	41.1	8.5
1960	54.6	44.3	90.5	39.8	96.7	35.2	90.8	42.3	31.1	11.7
1970	53.7	48.8	87.6	54.7	96.5	46.8	89.2	50.4	24.3	10.8
Mpls.-St. Paul SMSA										
1940	36.1	34.9	90.4	55.7	96.5	35.5	90.1	25.1	32.4	5.4
1950	50.8	48.9	81.7	46.7	94.4	36.7	89.9	36.0	40.5	10.4
1960	56.6	54.4	91.3	46.2	97.2	38.9	91.9	48.9	30.5	13.1
1970	61.3	58.2	89.5	59.6	97.4	49.0	91.7	55.7	23.9	12.2
Outstate										
1940	51.0	22.1	91.0	33.0	94.8	17.0	89.2	12.8	37.4	3.7
1950	59.1	32.7	90.7	31.2	95.0	26.3	89.1	24.6	41.4	7.3
1960	53.3	36.6	89.7	33.1	96.2	31.9	90.1	37.3	31.4	10.6
1970	47.8	38.4	85.1	48.2	95.7	44.6	87.4	46.1	24.6	9.8

*Source: Censuses of 1940, 1950, 1960 and 1970

comprised only 48.7 percent of the total. However, by 1970, there were indications that outstate migration to the metropolitan area was slowing down and labor force participation rates were moving closer to those in the metropolitan area. For example, in 1940, labor force participation rates for the metropolitan and outstate areas were 56.7 percent and 52.0 percent, respectively. By 1970 the rates had grown to 61.1 percent and 58.1 percent, respectively.

Age, Sex Distribution

In 1940, over 72 percent of the male and 53.2 percent of the female labor force resided outside the Minneapolis-St. Paul metropolitan area. By 1970, only one-half (50.6 percent) of the male and less than one-half (45.5 percent) of the female labor force resided in the outstate area. For the entire state, labor force participation rates have undergone substantial change resulting in a labor force which, in 1970, was very different from that of 1940 or 1950. For example, as a consequence of rapidly rising female participation rates (along with a modest decline in male participation rates), the female share of the labor force rose from 28.0 percent to slightly over 38 percent from 1940 to 1970. A rise in participation rates for youth 16 to 19 years of age also increased their share of the labor force from 8.8 percent to 10.1 percent.

By age and sex group, the greatest increase in labor force participation rates between 1940 and 1970 occurred among females 45 years of age and over, although rates grew fairly rapidly for females of all age groups. On the other hand,

males in the 45 years and over classes had either stable or declining rates, no doubt due to the impact of rising Social Security coverage and benefit amounts. Table V shows not only trends in labor force participation rates for selected age-sex groups but variations in rates between the metropolitan and outstate areas for specific classes.

While the emphasis on equal employment opportunities may have enhanced female participation in the labor force, favorable labor market conditions in the post-World War II period obviously played a key role in persuading more women to seek employment. At the same time, greater numbers of youth, particularly of college age, found part-time and full-time work to help finance their post-secondary education. Whether labor force participation rates continue to rise in the future for women and youth will, it seems, depend on future rates of economic growth and concomitant demands of the labor market. The economic outlook appears less favorable today than it did in the 1950's and 1960's. It is not expected that the age-sex composition of the labor force will undergo as much change between 1970 and 1980 as it did in the decade of the 1960's.

Wage, Price Behavior

Except for the closing months of 1974, the problem of price-inflation overshadowed all other problems facing wage earners. Despite an increase of 11 percent in average hourly earn-

ings of Minnesota workers on manufacturing payrolls between October 1973 and October 1974, real (price adjusted) earnings fell as consumer prices rose by 12.9 percent. Additionally, because the average hours worked per week fell and workers found themselves in higher tax brackets due to inflation-adjusted wage increases, real spendable weekly earnings fell even more than real average hourly earnings. From October 1973 to October 1974, real spendable weekly earnings of Minnesota workers on manufacturing payrolls declined by roughly 4.6 percent.

Because the rise in the Consumer Price Index was the main force in reducing worker earnings, it seems useful to show the relative importance and the behavior of the various components from October 1973 to October 1974. Table VI gives over-the-year percentage changes of the main components of the Index for both the United States and the Minneapolis-St. Paul Standard Metropolitan Statistical Area (SMSA).

It is evident from Table VI that price changes were not uniformly spread among the various components of the Consumer Price Index. Also, sizable differences in the increases of some of the components between the United States and Minneapolis-St. Paul SMSA indexes (e.g., Apparel and Upkeep) are obscured by the A11 Items Index. If the relative importance of these items in the Index were greater, the resulting difference between the United States and metropolitan area indexes would also be greater.

Because wage behavior in the Manufacturing sector of the Minnesota economy is not fully representative for other in-

Table VI
Changes In The Consumer Price Index
U.S. And Minneapolis-St. Paul SMSA
October 1973 To October 1974

Component	Relative Weight	Percentage Change in Component	
		U.S.	Mpls.-St. Paul SMSA
Food	22.43	11.9	12.9
Housing	33.23	13.5	14.6
Apparel and Upkeep	10.63	8.9	13.8
Transportation	13.88	14.3	13.1
Health and Recreation	19.45	9.9	9.2
Medical Care	5.70	11.2	10.5
ALL ITEMS	100.0	12.0	12.9

Table VII
Changes In Average Hourly
Earnings Of Production Workers
Minnesota And Minneapolis-St. Paul SMSA

Area and Industry	Average Hourly Earnings			
	October 1973	October 1974	Unadjusted % Change	Price Adjusted % Change*
State				
Mining	\$5.14	\$5.95	15.8	2.5
Construction	7.50	8.25	10.0	-2.5
Manufacturing	4.30	4.78	11.2	-1.6
Transportation, Communications and Public Utilities	5.34	5.69	6.6	-5.6
Trade	3.67	3.99	8.7	-3.8
Mpls.-St. Paul SMSA				
Construction	7.94	8.54	7.6	-4.8
Manufacturing	4.59	5.10	11.1	-1.5
Transportation, Communications and Public Utilities	5.47	5.85	6.9	-5.3
Trade	3.89	4.29	10.3	-2.3

*Adjusted for change in Consumer Price Index for the Minneapolis-St. Paul SMSA.

dustries or for workers in the Minneapolis-St. Paul SMSA, the effects of price inflation on the change in real hourly earnings will show up differently for different workers. Table VII presents data on changes in average hourly earnings both in current dollars and price adjusted dollars from October 1973 to October 1974 for different classes of Minnesota workers. The table reveals substantial differences occurred over the year in both current and price adjusted hourly earnings. Except for Construction, production workers in the metropolitan area fared a bit better than Minnesota workers in general. However, because the Consumer Price Index for the Minneapolis-St. Paul SMSA may not be representative of consumer price behavior for the entire state or for the out-state area, the results should be interpreted with caution. Lack of data prevented constructing an index of real spendable weekly earnings which would have been more illuminating. Presumably, Minnesota's experience would be similar to that of the nation.

Future gains in worker real earnings will depend primarily on increases in productivity because it affects not only the wages workers receive but also the prices they must pay for goods and services. Large productivity increases over the past 25 years have been secured largely as a result of efficient production systems in agriculture, manufacturing and mining. In the future, as the economy moves more toward the provision of services, productivity gains will be harder to achieve. Real gains in worker income will grow less rapidly. Higher levels of unemployment also will dampen the growth in per capita income and consumer spending with the result that income maintenance programs may require re-examination.

Unemployment Insurance

Claims Activity

The number of persons filing new claims in 1974 was far ahead of any previous year at almost 160,000. Each of these is a request for determination of eligibility for unemployment compensation. As usual, about 10 percent of the applicants were found to be ineligible because they lacked the minimum 18 weeks of insured employment. Of those eligible, a normal 85 percent received at least one payment which indicates that they were unemployed at least two weeks.

An unusual factor that showed up in the administrative statistics for 1974 was the low number of additional claims in relation to new claims. Additional claims are evidence of an additional layoff within an individual's benefit year. While additional claims as a percentage of new claims have been declining for many years, 1974 marks a new low. While all the reasons for this trend are not known, it means that claimants are becoming more likely to have one continuous period of unemployment rather than several shorter periods, even though their total amount of unemployment remains the same.

Amount Paid

As part of the regular unemployment compensation program, \$105,549,000 was paid to over 117,000 unemployed workers. Both of these figures set new records. In addition, 17,000 persons who had exhausted their regular benefits were paid almost \$7,000,000 in Extended Benefits which were in effect between April and July. Over \$7,000,000 was paid to 6,600 ex-servicemen and other federal employees.

The average payment for a week of unemployment was \$64.97, or 18 percent more than in 1973. The main factor in the increase was the raising of the top payment from \$65 to \$85 for claims that were started after July 1, 1973. The average weekly payment for unemployment compensation in 1974 was about 41 percent of the average wage of those working in 1973. This ratio is about four percentage points higher than in the preceding few years.

Duration

The average duration of benefits is a measure of the severity and incidence of unemployment. The average duration of benefits is calculated by dividing the total number of weeks of unemployment in a year for which regular compensation is provided by the corresponding number of recipients. As this data is available by industry, the impact of recessions on different industries can be calculated. However, in 1974 with a surge of recipients in November and December, those categories with the largest increases exhibited shorter average durations simply because there were not enough weeks remaining in the year to reach even the prior levels of duration. The average duration for all recipients in 1974 was 13.8 weeks, about half a week longer than in 1973 and half a week shorter than 1972.

A statistical supplement to the
1974 ANNUAL REPORT
can be obtained by writing the
Research and Planning Branch

Minnesota Department of Employment Services

390 North Robert Street
St. Paul, Minnesota 55101

Affirmative Action Policy

The Minnesota Department of Employment Services, in all employment and employee relations and practices within the Department, shall conform to and promote Equal Opportunity. The adoption of this document reaffirms its established policy of nondiscrimination in employment and the establishment and maintenance of a progressive affirmative action program.

The Department fully supports the nondiscriminatory provisions of all state and federal laws, rules, and regulations. This includes, but is not limited to, the Civil Rights Act of 1964 as amended, the Minnesota Human Rights Act, the Governor's Executive Order No. 76, the State of Minnesota Affirmative Action Policy, the Governor's Code of Fair Practices and the Federal Age Discrimination in Employment Act of 1967. It also applies to its own personnel actions all nondiscriminatory policies of the U.S. Department of Labor.

It is the policy of the Department to assure that applicants are employed and that employees are treated equally during their employment without regard to race, creed, religion, color, national origin, age, sex, disability, public assistance or marital status. Pertinent areas shall include recruitment, selection, appointment, advancement, transfer, layoffs or downgrading, compensation, selection for training, benefits, return from layoff, equality of wages or any other personnel action within the Department.

Any Department employees whose responsibility involves any personnel transactions shall, in exercising such responsibility, consider only the availability and qualifications of the individuals involved.

All employees shall conduct themselves in accordance with the full provisions of this policy in all day-to-day relationships with their fellow employees and shall not, by word or action, deprecate another or interfere with the performance of job assignments because of race, creed, religion, color, national origin, sex, age, disability, public assistance or marital status.

The Department further recognizes that the effective application of a policy of equal opportunity in employment involves more than a policy statement. It will, therefore, undertake a progressive program of affirmative action to assure that equal employment opportunities are provided on the basis of individual qualifications and to encourage all persons to seek employment with the Department and to strive for advancement on this basis.

All levels of management are responsible for the implementation of the policy in their respective areas. Regular reviews of the Affirmative Action Plan and the Department's advancement in this area will be conducted by the Equal Opportunity Council and Equal Opportunity Officer appointed by the Commissioner.

This policy is published as a permanent part of the appropriate personnel and administrative manuals maintained in all offices and sections of the Department for implementation. Copies will be distributed to all employees following adoption and integrated into all orientation and appropriate specialized training afforded new employees. The subject of equal employment opportunity will be discussed at appropriate management meetings and periodically published in official Department publications.

Status Of Unemployment Compensation Fund

Year	Contributions Received Net	Interest on Trust Fund	Benefits Paid Net	Balance Available For Benefits
1937-1960	\$352,118,198	\$44,111,823	\$333,382,672	\$ 63,227,801
1961	22,386,419	1,687,024	45,730,347	41,700,287
1962	30,923,483	1,166,291	36,650,252	37,166,812
1963	29,938,713	997,432	38,864,769	29,255,100
1964	28,932,847	817,033	36,763,503	22,825,052
1965	32,355,252	716,987	28,045,197	27,536,881
1966	42,829,327	1,098,647	20,234,080	51,285,977
1967	44,079,630	2,081,690	24,758,870	72,314,534
1968	43,455,716	3,013,308	26,760,332	92,169,603
1969	46,483,817	4,227,619	23,743,125	118,983,477
1970	46,562,871	5,643,617	53,059,456	117,680,265
1971	42,429,741	5,329,876	70,333,686	90,815,418
1972	60,395,359	3,934,240	70,585,104	81,122,122
1973	74,643,474	4,010,749	68,956,409	90,857,451
1974	88,856,524	4,545,272	105,548,677	75,063,050

Employment Activities In The Offices Of The Department

	New Applications		Counseling		Openings Received		Nonagricultural Placements		Agricultural Placements		MDTA Enrollments	
	1974	1973	1974	1973	1974	1973	1974	1973	1974	1973	1974	1973
STATE TOTAL	216,454	205,892	22,046	32,158	124,422	151,926	85,641	85,693	11,922	15,881	1,243	2,252
TWIN CITIES AREA	103,006	88,323	14,552	21,079	64,734	90,043	40,585	41,328	359	1,250	706	1,122
Minneapolis	30,620	27,001	7,093	9,779			14,805	17,676	210	207	391	540
Mpls. Pilot Ctr.	1,443	1,259	176	135			373	379	0	0	0	0
Bloomington	7,721	4,291	330	183			1,734	981	0	1	0	3
Southside Ctr.	3,134	3,124	35	114			790	1,030	0	7	2	0
Fridley	7,409	6,409	268	324			1,372	1,306	3	11	0	2
St. Paul	39,195	32,715	4,961	7,256			17,254	15,580	79	913	252	410
Laurel-Dale ¹	458	1,180	426	1,198			154	486	0	0	33	120
Hopkins	13,026	12,344	1,263	2,090			4,103	3,890	67	111	28	47
NORTHEASTERN	24,715	24,492	3,138	4,077	13,517	14,245	11,746	12,282	37	69	240	414
Duluth	13,172	13,430	2,186	2,699	7,546	7,856	7,075	7,149	37	65	129	174
Ely	903	1,052	105	171	805	1,037	666	928	0	0	21	78
Grand Rapids	3,327	2,802	253	370	1,164	1,211	987	944	0	4	14	22
Hibbing	3,121	2,590	318	368	1,921	1,598	1,389	1,343	0	0	54	109
Int'l Falls	914	1,313	92	131	712	711	697	615	0	0	5	8
Virginia	3,278	3,305	184	338	1,369	1,832	932	1,303	0	0	17	23
NORTHWESTERN	24,277	26,833	801	1,739	11,542	13,193	8,503	10,040	1,302	1,201	39	161
Alexandria	2,822	3,123	60	161	2,067	1,953	1,329	1,488	84	184	0	11
Bemidji	4,820	5,479	95	299	1,688	2,272	1,409	1,967	39	54	4	19
Brainerd	3,576	3,503	58	220	1,069	1,460	1,138	1,128	9	13	6	20
Crookston	1,983	1,972	186	227	968	1,050	712	747	627	559	9	25
Fergus Falls	2,155	2,249	62	207	985	1,040	704	820	179	78	1	7
Little Falls	2,038	2,346	105	191	859	907	693	774	5	7	3	2
Moorhead ²	4,452	5,574	102	173	2,585	2,711	1,686	1,868	318	244	0	30
Thief River Falls	2,431	2,587	133	261	1,321	1,800	832	1,248	41	62	16	47
SOUTHWESTERN	28,162	29,606	1,414	2,233	18,421	13,883	13,859	8,435	6,158	9,513	135	142
Fairmont	2,592	3,672	17	330	1,652	1,531	1,060	930	1,123	2,374	1	10
Mankato	7,295	8,254	624	805	6,006	4,475	4,315	3,030	564	1,145	46	30
Marshall	2,122	2,004	89	170	1,151	720	963	570	377	577	16	24
Montevideo	2,134	2,125	116	163	998	796	788	599	429	326	14	12
New Ulm	3,095	2,580	160	172	2,330	1,797	1,630	675	398	984	16	13
Willmar	6,746	8,491	233	330	4,046	3,286	3,184	1,651	980	2,617	12	17
Worthington	4,178	2,480	175	263	2,238	1,278	1,919	980	2,287	1,490	30	36
SOUTHEASTERN	36,294	36,638	2,141	30,030	16,208	20,562	10,948	13,608	4,066	3,848	123	413
Albert Lea	2,484	2,714	270	294	898	1,164	543	708	2,337	2,638	8	16
Austin	3,196	2,865	39	243	775	1,184	607	1,073	61	53	3	97
Faribault	1,995	2,247	287	370	1,062	940	811	784	159	198	32	148
Mora	3,651	3,160	176	210	862	1,027	501	545	28	23	26	34
Owatonna	1,940	1,736	173	266	1,211	1,373	767	819	928	24	8	10
Red Wing	2,472	2,333	122	231	947	1,164	907	924	11	120	3	1
Rochester	5,685	5,846	310	431	2,651	2,864	1,800	2,174	0	5	18	26
St. Cloud	9,323	9,641	146	245	3,813	5,095	2,133	2,692	0	0	20	61
Winona	5,548	6,096	618	740	3,989	5,751	2,879	3,889	542	787	5	20

¹Closed as of 6/28/74.

²Detroit Lakes Office closed as of 9/1/74.

Unemployment Compensation Benefit Claims And Payment Activity

	Received	NEW CLAIMS Determined		Number of Weeks Paid	Gross Amount of Benefit Payments	Number of First Payments Made	Number of Beneficiaries Who Exhausted Benefits
		Valid	Invalid				
1974	165,911	139,327	14,548	1,624,632	\$106,232,798	117,285	39,688
1973	122,985	106,482	19,838	1,246,724	69,136,514	94,404	29,876
1972	131,133	113,529	16,854	1,331,513	70,700,501	92,632	34,171
1971	126,705	112,095	16,032	1,406,023	70,334,338	100,383	37,809
1970	128,076	110,902	11,305	1,085,000	53,085,116	90,624	23,035
1969	66,042	57,653	5,808	549,203	23,771,130	47,003	11,564
1968	69,736	63,971	7,983	641,426	26,825,181	53,650	13,613
1967	82,035	65,689	10,901	637,280	24,852,340	49,074	11,297
1966	72,701	63,202	8,312	673,325	20,341,080	52,023	8,422
1965	88,750	80,303	8,733	961,265	28,253,611	67,463	15,215
1964	105,495	94,732	11,392	1,258,845	37,046,131	84,565	22,010
1963	113,677	102,867	12,086	1,330,099	39,042,576	90,769	23,373
1962	115,128	100,892	13,461	1,277,326	36,852,706	88,042	23,848
1961	126,933	110,724	15,600	1,576,385	45,986,454	99,859	31,828
1960	117,333	104,300	12,697	1,277,092	36,264,304	89,954	21,626
1959	109,279	95,001	15,446	1,167,196	32,342,689	80,756	22,533
1958	130,613	114,709	16,192	1,662,689	47,462,166	103,947	33,919
1957	101,204	88,172	11,103	995,613	24,862,524	76,859	15,399
1956	91,129	79,795	11,574	876,189	20,686,559	68,584	13,925
1955	88,333	74,630	14,190	985,286	21,844,561	67,279	18,559

1974 Compromise Settlements Of Employer Accounts

Employer No.	Ownership	Contributions	Interest, Penalties	Court Costs, Sheriff Fees	Payment Received	Compromise Basis Regulation 16
5710-88-34354	Individual	2,641.23	585.00		2,100.00	(b)(2)(aa)
8020-81-56614	Individual	662.20	174.43		475.00	(b)(2)(aa)
5920-66-39243	Individual	827.92	183.27		800.00	(b)(2)(aa)
3942-86-58296	Individual	7,188.00	5,496.78		8,600.00	(b)(2)(aa)
5070-89-72403	Corporation	577.95	170.23		350.00	(b)(2)(aa)
1770-02-34786	Corporation	2,858.95	1,134.49	86.70	2,000.00	(b)(3)(aa)
7530-88-50330	Individual	626.40	179.82		450.00	(b)(2)(aa)
5510-67-08760	Individual	1,025.00	968.49	16.80	500.00	(b)(3)(bb)
8640-77-46635	Corporation	1,030.66	306.30		1,041.62	(b)(2)(aa)
8610-88-42134	Corporation	1,574.48	379.18		1,000.00	(b)(2)(aa)
1740-88-97681	Partnership	211.05	142.19	18.48	262.50	(b)(3)(bb)
5711-67-07356	Individual	997.28	606.05	17.30	997.28	(b)(3)(bb)
2711-04-85196	Individual	187.31	213.14	22.00	125.00	(b)(3)(cc)
5040-45-24286	Corporation	9,711.59	2,817.15		7,000.00	(b)(2)(aa)
5510-45-30445	Corporation		152.30		25.00	(b)(2)(aa)
5540-45-30186	Partnership		153.94		25.00	(b)(2)(aa)
8010-40-52907	Partnership	3,415.17	1,142.56		3,800.00	(b)(2)(aa)
1510-14-70595	Individual	633.31	663.58	54.40	700.00	(b)(3)(bb)
4211-88-83052	Individual	1,787.23	3,043.62	160.46	500.00	(b)(3)(bb)
5060-27-12621	Individual	78.94	14.26		46.60	(b)(2)(aa)
4210-36-22864	Individual	550.80	314.05		150.00	(b)(3)(bb)
8930-27-49661	Corporation		112.87		55.00	(b)(3)(bb)
1610-58-40098	Individual	5,301.72	3,119.38	54.35	4,000.00	(b)(3)(bb)
6140-88-49751	Corporation	646.74	198.79		423.00	(b)(2)(aa)
1510-18-16053	Individual	2,032.41	795.54	182.20	2,200.00	(b)(3)(aa)
8640-77-19987	Corporation	1,574.48	515.40		1,605.27	(b)(2)(aa)
1510-27-54614	Corporation	12,348.09	3,865.82		6,088.52	(b)(3)(bb)
4210-19-43758	Individual	1,004.40	166.49		809.98	(b)(2)(aa)
7530-19-94047	Corporation	1,172.01	878.93		1,000.00	(b)(2)(aa)
4210-83-52199	Individual	1,516.22	559.04		900.00	(b)(2)(aa)
Totals		62,181.54	29,053.09	612.69	48,029.77	

Directory Of Offices

Office	Tel. No.	Counties Served
Albert Lea*	(507) 373-3951	Freeborn
Alexandria*	(612) 763-3188	Douglas, Pope, Stevens
WIN ¹	(612) 763-3188	Grant, Douglas, Pope, Stevens, Traverse
Austin*	(507) 433-3457	Mower
Bemidji*	(218) 755-2936	Beltrami, Clearwater, Hubbard, Lake of the Woods, Mahnommen, N. Cass
Rural Minne-CEP/CETA ²	(218) 751-8012	Beltrami, Clearwater, Hubbard, Lake of the Woods, Mahnommen
WIN	(218) 755-2936	Beltrami, Clearwater, Hubbard, Mahnommen, N. Cass
Brainerd*	(218) 829-2881	Crow Wing, South Cass
Rural Minne-CEP/CETA	(218) 829-2856	Cass, Crow Wing, Morrison, Todd, Wadena
WIN	(218) 829-1735	
Crookston*	(218) 281-3593	Norman, Polk
CETA	(218) 281-5135	
Detroit Lakes Rural		
Minne-CEP/CETA	(218) 847-9205	Becker, Ottertail
Duluth*	(218) 723-4733	Carlton, Cook, Lake, South St. Louis
WIN	(218) 722-6659	Carlton, South St. Louis
Ely*	(218) 365-3177	NE St. Louis, NW Lake
Fairmont*	(507) 235-5518	Martin, Faribault
CETA	(507) 238-2615	
Faribault*	(507) 334-5531	Rice, Part of Goodhue
WIN		
Fergus Falls*	(218) 739-2295	Ottertail, Wilkin, Grant, Traverse
Grand Rapids*	(218) 326-6669	Itasca, Aitkin
WIN		
Hibbing*	(218) 263-3644	West Central St. Louis, Itasca
International Falls*	(218) 263-2641	Koochiching
Little Falls*	(612) 632-5427	Morrison, Todd, Wadena
WIN		
Mankato*	(507) 389-6723	Blue Earth, Le Sueur, Nicollet, Waseca
WIN		
CETA		
Marshall*	(507) 537-6236	Lincoln, Lyon, Pipestone, Redwood
CETA	(507) 537-7166	
Montevideo*	(612) 269-8819	Chippewa, Big Stone, Lac qui Parle, Yellow Medicine
CETA	(612) 269-5561	
Moorhead*	(218) 236-2191	Clay, Becker
WIN		
Rural Minne-CEP/CETA	(218) 233-1541	Clay, Wilkin
Mora*	(612) 679-3611	Chisago, Isanti, Kanabec, Mille Lacs, Pine
CETA	(612) 679-4511	
Morris**		
Rural Minne-CEP/CETA	(612) 589-3900	Douglas, Grant, Pope, Stevens, Traverse
New Ulm*	(507) 354-3138	Brown, Sibley, Watonwan
CETA	(507) 359-9317	
Owatonna*	(507) 451-5774	Steele
CETA	(507) 451-8906	
Red Wing*	(612) 388-3526	Goodhue, Part of Wabasha
Rochester*	(507) 288-1756	Dodge, Olmsted, Part of Fillmore
WIN		
CETA	(507) 288-7341	
St. Cloud*	(612) 255-3266	Benton, Stearns, Sherburne, Wright
CETA	(612) 255-4262	
Thief River Falls*	(218) 681-1100	Kittson, Marshall, Red Lake, Roseau, Pennington
CETA	(218) 681-7350	
Virginia*	(218) 741-6996	NW and East Central St. Louis
WIN		
Willmar*	(612) 235-3222	Kandiyohi, McLeod, Meeker, Renville
CETA	(612) 235-6766	

(continued on next page)

Office	Tel. No.	Counties Served
Winona* CETA	(507) 457-2950 (507) 452-1341	Houston, Wabasha, Winona, NE Fillmore
Worthington* CETA	(507) 376-3116 (507) 376-3113	Cottonwood, Jackson, Murray, Nobles

*Employment Service and Unemployment Insurance offices

**Comprehensive Employment and Training Center only

¹Work Incentive program

²Comprehensive Employment and Training Act

Above listing includes only full-time offices

Twin Cities Metropolitan Area Offices

Office	Tel. No.	Counties Served
Bloomington		
Employment Service	(612) 884-7405	W. Dakota, S.E. Hennepin, E. Scott
Burnsville	(612) 890-8758	
Unemployment Insurance	(612) 884-8263	W. Dakota, S.E. Hennepin, E. Scott
Fridley		
Employment Service	(612) 786-9851	Hennepin, Anoka
Unemployment Insurance	(612) 786-6040	Hennepin, Anoka
Hopkins		
Employment Service	(612) 935-5521	Part of Hennepin, Carver, Anoka, Scott
Anoka	(612) 427-5440	Anoka
Unemployment Insurance	(612) 935-5521	Part of Hennepin, Carver, Anoka, Scott
Minneapolis		
Employment Service		
Downtown Office	(612) 333-0192	Hennepin
Concentrated Employment	(612) 827-6151	(Minneapolis, Model City Area)
Southside	(612) 827-2586	(Southside Minneapolis)
Northside	(612) 348-4777	(Northside Minneapolis)
Manpower Training Skills Center	(612) 348-4046	
Minneapolis Area WIN	(612) 348-6502	Hennepin, Anoka
Anoka WIN	(612) 427-5440	Anoka
Bloomington WIN	(612) 881-6844	Scott, Carver
Apprenticeship Information	(612) 333-0192	(Minneapolis)
Unemployment Insurance	(612) 333-0192	Hennepin
St. Paul		
Employment Service		
Downtown Office	(612) 227-7301	Ramsey, Dakota, Washington
West Side	(612) 226-1035	(West Side of St. Paul)
Rosemount	(612) 423-3500	
Roseville	(612) 631-2566	(Village of Roseville and vicinity)
Hastings	(612) 437-2032	Part of Dakota
Hillcrest	(612) 770-3896	
Martin Luther King Center	(612) 224-4601	
Midway	(612) 646-0894	
Skyway	(612) 296-7026	
South St. Paul	(612) 455-2271	
Stillwater	(612) 439-6886	
St. Paul Technical-Vocational Institute	(612) 227-9121	
St. Paul Area WIN	(612) 298-5365	Ramsey
Stillwater WIN	(612) 439-6886	Washington
Apprenticeship Information	(612) 227-7301	(St. Paul)
Unemployment Insurance	(612) 227-7301	Ramsey, Dakota, Washington